



Shire of York

Register of Policies

Version 1

Document Control

Document Control

Version	Approved By	Date
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Note: Council Resolution Numbers did not commence until January 2005. Council Resolutions prior to this date do not have a Resolution Number.

Amendments

Document Version	Date of Amendment	Amendment Details

Document Control

Review Dates (to be determined)

Version	Policy	Date to be Reviewed

Table of Contents

Administration Policies	5
Complaints	6
SEAVROC – Corporate Governance Policy	8
Vandalism of Council Property	18
Elected Member Policies	19
Councillor Service – Recognition of.....	20
Engineering, Construction & Maintenance Policies	21
Gates Across Road Reserves	22
Western Power – Distribution Power Lines Clearances at Road Crossings & Over Land.....	23
Environment & Health Policies	34
Onsite Effluent Disposal Facility	35
Finance Policies	36
Rates Collection & Incentive Scheme.....	37
Local Purchasing.....	38
Cash Advances	39
Recover of Rates & Service Charges.....	40
Recovery of Non-Rates Charges.....	42
Payment of Accounts	44
Authority to Sign Trust & Municipal Fund Cheques	49
Corporate Credit Cards	50
Investments Policy	53
Significant Accounting Policies.....	56
Staff Policies	65
Defence Reservist Leave	66
Payments to Employees in Addition to Contract or Award.....	69
Risk Management	70
Staff Development.....	73
Staff - Equal Opportunity Policy Statement.....	74
Staff Superannuation – WA Local Government Superannuation Plan - Contribution	76
Health & Wellbeing Policy	77
Employee Recognition	78
Tourism & Area Promotion.....	80
Events for York.....	81
Events Support Policy	98
Temporary Accommodation Policy.....	102
Occupational Health & Safety	104
Bullying in the Workplace	105
Consultation & Communication Policy.....	106
Contractor Management Policy	109
Injury Management & Rehabilitation.....	110
Noise (Workplace).....	112
Occupational Safety & Health.....	113
Volunteer Management.....	115
Visitor Management Policy.....	117

Town Planning Policies	118
Heritage Precincts & Places	119
Restriction on Building Materials (PP1)	185
Sea Containers	187
Advertising Signage	192
Retrospective Planning Applications	207
Outbuildings in Residential Zones	211
Relocated Second-Hand Dwellings	216
Heritage Management – Interpretative Signage	221
Extractive Industries – Road Maintenance Contribution	225
Developer Contributions for Road & Footpath Upgrading	228
Barn Style Shed Houses	232
SEAVROC – Tree Cropping	234



Shire of York
Register of Policies
Administration

Administration Policies



Complaints

Policy Owner:	Chief Executive Officer
Person Responsible:	Manager Administration
Date of Origin:	12 June 2006 – Council Resolution 070506
Endorsed:	12 June 2006 – Council Resolution 070506 21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

OBJECTIVE

To effectively deal with complaints in a timely and efficient manner, ensuring that the principles of fairness, honesty, sensitivity and equity remain paramount

1. Purpose

The purpose of this policy is to establish a Shire position about complaints received and the approach to be taken in their resolution. The Shire wishes to ensure that it is easy for any person who feels aggrieved to make a complaint. The Shire wishes to treat complaints positively, to learn from complaints received and where possible to satisfy complainants about their experience in making a complaint.

2. Definition of “Complaint”

For the purpose of this policy a complaint means an expression of dissatisfaction about:

A decision of the Council or Shire staff;
the standard or quality of a Shire service, action or lack of action; or
the behaviour of Shire representatives.

A complaint is not:

a first request for action or a service;
a request for information or explanation of Shire policies, practices or procedures;
or
the lodging of an appeal in accordance with procedures prescribed by statute or regulation or Shire policy.

3. Statement of Policy

The Shire will endeavour to ensure that:

- 3.1 anyone who is dissatisfied about a Shire service or product can easily and simply make a complaint,
- 3.2 complaints no matter how they are submitted are treated with equal importance,

- 3.3 complaints are responded to quickly and in any event within prescribed timescales,
- 3.4 complaints are addressed in a courteous, helpful, and open manner,
- 3.5 appropriate assistance is given to any complainant in the making of a complaint including the completion of any pro forma or other paperwork,
- 3.6 complaints are properly monitored and that the Shire learns from them in order that :
 - 3.6.1 unacceptable conduct or behaviour does not re-occur; and
 - 3.6.2 policies, practices and procedures are improved in order to accommodate the needs of our customers.

4. Particular Cases

- 4.1 **Anonymous Complaints**
Anonymous complaints shall only be considered to the extent that they involve safety or security issues. Otherwise anonymous complaints shall be disregarded.
- 4.2 **Vexatious Complaints**
The Chief Executive Officer may decide (having regard to the nature, subject or number of complaints received) that a complainant is a vexatious complainant and that further complaints received from the person concerned or about a particular subject shall not be entertained.
- 4.3 **Allegations of Serious Misconduct**
Allegations concerning criminal, corrupt or serious improper conduct will be dealt with independently of the Complaint Handling process. In the first instance they will be referred directly to the Chief Executive Officer for determination including whether there are reasonable grounds for notification to the Corruption and Crime Commission or referral to the Police.

5. Applying the Policy

- 5.1 If not satisfied with a Shire service or action involving Shire staff a complainant is to be encouraged through the application of relevant procedures:
 - 5.1.1 In the first instance, to raise the matter with the person most able to resolve the complaint. This may be the person named in the complaint, or their line manager.
 - 5.1.2 If not satisfied with the response at the first point of contact, or if the complainant feels uncomfortable about talking to that person, contact the person's line manager. This may in some cases include the relevant Executive Manager.
 - 5.1.3 If still unsatisfied write to the Chief Executive Officer about the matter at a specified freepost address.
 - 5.1.4 If not satisfied with the Chief Executive Officer's response, raise the concern with either the Western Australian Ombudsman or the Department of Local Government and Regional Development.
- 5.2 If the complaint concerns a Shire Councillor it shall be referred in the first instance to the President for appropriate directions and/or action.
- 5.3 Where considered appropriate the Chief Executive Officer may authorise referral of a particular complaint to an external arbitrator or mediator for consideration.
- 1.4 All staff are authorised to handle complaints on behalf of the Shire in accordance with the roles and responsibilities of their positions.



SEAVROC – Corporate Governance Policy

Policy Owner:	Chief Executive Officer
Person Responsible:	All Executive Managers
Date of Origin:	15 March 2010 – Council Resolution 110310
Endorsed:	15 March 2010 – Council Resolution 110310
Amended:	
Version:	1

OBJECTIVE

The Policy provides a clear and concise governance process for SEAVROC while it remains as a voluntary regional organisation of local governments.

In order to formulate the SEAVROC Corporate Governance Policy, the following have been taken into account:

1. The Memorandum of Understanding (MOU) between the Shires of Beverley, Brookton, Cunderdin, Quairading and York.
2. The proposed Charter of Operations.
3. Resolutions approved by the Executive Committee of SEAVROC.

The Corporate Governance Policy is based on the following criteria:

- A governance policy sets out the values that the organisation considers central to its operations, describes the boundaries of acceptable behaviour for the organisation based on these values, and identifies the areas in which procedures are required to police these boundaries.
- A governance policy can not overrule the organisation's constitution or charter.
- It is enforceable only with the agreement of its members, and is not a comprehensive statement of the applicable law, and therefore the policy can only be general in nature.

As SEAVROC does not yet have recognition as a legal entity, it is the only method by which SEAVROC can operate under until such legal recognition is established.

EXECUTIVE COMMITTEE MEMBERSHIP

1. Each Member Local Government of SEAVROC is to have two voting representatives, of which one must be an Elected Member of the Member Local Government.

COLLECTIVE COMMITMENT

2. The Executive Committee will:
 - (a) Be independent and not susceptible to outside direction or outside interest.
 - (b) Develop a culture that enables collective decision making.
 - (c) Ensure that while each Member has the right to debate their own point of view and vote as their conscience dictates, once a decision has been taken, they will not speak or work against the decision outside the Executive Committee.

- (d) Take ultimate responsibility for ensuring that effective mechanisms are in place for dealing with and managing conflicts.
 - (e) Put policies in place to ensure that the Executive Committee Members treat each other frankly and honestly, but with respect.
3. Members who are elected must be free to govern in the best interests of SEAVROC.
 4. The decision making of SEAVROC be limited only insofar as that it cannot commit each Member Local Government to additional expenditure without approval of each Member Local Government.
 5. Ensure that SEAVROC's business activities are consistent with the priorities and objectives of Member Local Governments.

DEMOCRATIC GOVERNANCE

The Executive Committee will:

6. Ensure that its procedures allow for all Members to bring issues before the Committee, to be informed on these issues, to discuss these issues productively, and to take informed decisions.
7. Develop meeting procedures that are flexible, efficient and simple, and that allow motions of dissent to be put before the Committee without obstruction.
8. Meet at least six times per year.
9. Support the Chair to fulfil his/her functions.
10. Develop a culture that enables Members to dissent without apprehension from the Chair's rulings, or assessment of collective decisions.

MANAGEMENT OF THE EXECUTIVE COMMITTEE

The Executive Committee will:

11. Offer induction, instruction, and continuing support to provide all Members with the skills needed to carry out their functions.
12. Ensure that clear policies and procedures are in place to remove from the Executive Committee, in conformity with applicable legislation, Members who are in the opinion of the Executive Committee, unable to properly fulfil their legal, ethical or social responsibilities.

13. Ensure that clear policies and procedures are in place to protect the rights of Members in voicing their views without fear of reprisals.
14. Have in place, clear policies to ensure that all potential conflicts of interest are dealt with in accordance with ethical codes and applicable legislation through appropriate disclosure or recusal.

DIRECTION

The Executive Committee will:

15. Have ultimate responsibility, and therefore control, of SEAVROC. No major policy should be put into effect without analysis and approval of the Executive Committee.
16. Be responsible for approving SEAVROC's mission and strategic direction, its budget and its major financial affairs (with the approval of Member Local Governments), and its policies on governance, management, and program implementation.
17. In practice, concern itself primarily with the strategic direction of SEAVROC, and should delegate operational (day to day management) issues to its Executive Officer.
18. Document clearly in every case, the nature and extent of any delegation by the Executive Committee.
19. Be responsible for the performance of delegated duties, and institute effective monitoring and evaluation procedures.
20. Where SEAVROC employs staff, the Executive Officer will be responsible for the operational management of SEAVROC. The Executive Officer may delegate tasks to other staff, but the Executive Officer remains accountable to the Executive Committee for their performance.
21. Liaison between Members and SEAVROC staff should, except in exceptional circumstances, go through the Chairperson, Executive Officer and/or the host Local Government.

RISK MANAGEMENT

The Executive Committee will:

22. Ensure that robust risk management policies and procedures are in effect to minimise any risk to SEAVROC's mission, its assets, programs, reputation, staff, or its users.
23. Continuously test, review and refresh risk management policy procedures.

24. Ensure that the health and safety of its employees is of equal priority with the performance of the mission of SEAVROC.
25. Be actively involved in risk management and strategic planning. Strategic planning will be based on the identification of opportunities and the full range of business risks that will determine which of those opportunities are most worth pursuing.

ACCOUNTABILITY

The Executive Committee will:

26. Be ultimately accountable for the entire operation and the impacts of SEAVROC.
27. Be directly accountable to its Members Local Governments.
28. Ensure that clear procedures are developed to provide a transparent framework for conducting its meetings, recording its decisions, communicating those decisions, and receiving feedback from SEAVROC's Member Local Governments and the users of its services.

TRANSPARENCY

29. All Executive Committee deliberations should be open to its Member Local Governments, except where the Executive Committee passes a motion to make any portion of the information confidential.
30. The Executive Committee to report to its Member Local Governments at least annually. The report should disclose information on topics, and indicators required to demonstrate the impact of SEAVROC's activities to enable Member Local Governments to make informed decisions.
31. The Executive Committee to establish and implement 'whistleblower' policies and procedures that enable individuals to come forward with information on illegal practices (or violations of Executive Committee approved policies) without fear or retaliation.

EFFECTIVENESS

The Executive Committee will:

32. Periodically review its own effectiveness, and take any necessary steps to ensure it works well.

33. Regularly review and evaluate the performance of the Executive Officer.
34. Ensure that SEAVROC as a whole, and its programs, are regularly reviewed, and its outputs and outcomes assessed against SEAVROC's mission.

DUTIES

The Delegates to the Executive Committee have a duty to:

35. Act honestly in the exercise of their powers and discharge of functions.
36. Disclose direct and indirect interests in a matter being considered, or about to be considered, by the Executive Committee.
37. Exercise a degree of duty of care and diligence.
38. Not to make improper use of information or position, to gain directly or indirectly an advantage for himself or herself, or to the detriment of SEAVROC.

CONFLICT OF INTEREST

Delegates to the Executive Committee will:

39. Not allow their personal interests, or those of his or her family, to prevail over those of SEAVROC. A Delegate should seek to avoid conflicts of interest wherever possible. Full disclosure of any conflict, or potential conflict, must be made to the Executive Committee.

In addition, Delegates are required to make a disclosure of pecuniary interests at each Executive Committee Meeting of SEAVROC.

Where a conflict does arise, a Delegate must consider whether to refrain from participating in the debate, or whether to be absent from discussion on the matter.

CONFIDENTIAL INFORMATION

The Delegates to the Executive Committee will:

40. Not disclose confidential information or allow it to be disclosed, unless that disclosure has been authorised by SEAVROC, or is required by law.
41. Sign a Confidentiality Agreement.
42. Ensure that all records and files in their possession are secured.

FINANCIAL AND OTHER PRIVATE INTERESTS

The Delegates to the Executive Committee will:

43. Not take improper advantage of the position of Delegate.
44. Not use commercially sensitive information regarding SEAVROC's business, or any information acquired in the course of their appointment, for their own personal gain or for that of others, such as friends, relatives or business associates.

PUBLIC COMMENT

The Delegates to the Executive Committee will:

45. Not make any public comment, or comment to the media, on behalf of or about SEAVROC, without the approval of the Chairman. Delegates have the right to make public comment and enter into public debate on issues in a private capacity; however, it is important that these views are not presented in such a way that they may be interpreted as being the views of SEAVROC.

FAIRNESS AND EQUITY

The Delegates of the Executive Committee will:

46. Abide by the principles of Equal Employment Opportunity and anti discrimination, and treat their fellow delegates and SEAVROC employees fairly and equitably, and with respect, courtesy, compassion and sensitivity.

BREACHES OF THE CODE OF CONDUCT

The Delegates to the Executive Committee will:

47. At all times comply with the spirit, as well as the letter of the law, and with the principles of this Policy.

Any disciplinary action required will be determined by the Chairman following discussion with the Executive Committee, if warranted. The SEAVROC Code of Conduct is as follows:

Code of Conduct

Every Delegate on the Executive Committee of SEAVROC shall comply with the Code of Conduct determined by the Executive Committee from time to time. This Code of Conduct is set out below and is based on the Australian Institute of Company Directors (AICD) Guidelines.

A Delegate should comply with the following standards of conduct.

The Code of Conduct is as follows:

1. The Delegate should act honestly, in good faith, and in the best interests of SEAVROC as a whole.
2. The Delegate should have a duty to use care and diligence in fulfilling the functions of office, and exercising the powers attached to that office.
3. The Delegate should use the powers of office for a proper purpose, in the best interest of SEAVROC as a whole.
4. The Delegate should recognise that the primary responsibility is to SEAVROC as a whole, but may where appropriate, have regard for the interest of all stakeholders of SEAVROC.
5. The Delegate should not make improper use of information acquired as a Delegate.
6. The Delegate should not take improper advantage of the position of Delegate.
7. The Delegate should properly manage any conflict with the interests of SEAVROC.
8. The Delegate has an obligation to be independent in judgement and actions, and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Executive Committee.
9. Confidential information received by the Delegate in the course of the exercise of their duties remains the property of SEAVROC, from which it was obtained, and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by SEAVROC, or the person from whom the information is provided, or is required by law.
10. The Delegate should not engage in conduct likely to bring discredit upon SEAVROC.
11. The Delegate has an obligation at all times, to comply with the spirit, as well as the letter of the law, and with the principles of this Code.

#SE-004-10

RECOMMEND:

- (a) *That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10.*

- (b) *Subject to (a) above, the Executive Officer develop policies and procedures in accordance with the SEAVROC Corporate Governance Policy.*

Withdrawn at Executive Committee Meeting – Thursday, 4 February 2010-03-04

SE-004-10	SEAVROC CORPORATE GOVERNANCE POLICY (File: serpt0004-10)
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The Executive Officer advised that he was required to develop Corporate Governance for the Group, and in turn, attach policies and procedures to that, with this item of business providing the first component in that process. Further, given SEAVROC's current status, this Report provides a broad guideline on how the group may potentially operate, with adoption permitting the development of such policies and procedures relating to the components outlined within Report SE-004-10.

Following comment by the Chairman, and Cr D Richards on the quality and presentation of the document, it was:

MOVED Cr D Richards, Seconded Cr P Hooper, that:

- (a) *That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10.*
- (b) *Subject to (a) above, the Executive Officer develop policies and procedures in accordance with the SEAVROC Corporate Governance Policy.*

Cr D Ridgway endorsed Cr D Richards' comments in relation to the presentation and quality of the Report, then queried the need for its consideration by each Member Local Government Council.

Following comment by the Chairman, Mr G Fardon suggested that part (a) of the motion be amended to read:

- “(a) That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the Draft SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10, and that this document be presented to Member Local Government Councils for endorsement.”

With the consent of the Seconder, Cr D Richards agreed to Mr G Fardon's suggested amendment.

Mr G Clark provided comment in relation to the document, and the need to workshop the subject. The Chairman advised that the document before the Meeting was a starting point in the process, and should Delegates consider that a workshop was required, then they may move for that. However, if the document presented met Delegates' approval, then it may be adopted as presented.

Mr G Tuffin sought clarification on this document replacing the current Memorandum of Understanding, with comment by the Chairman, and a further query by Mr G Tuffin in relation to SEAVROC's decision to progress to a Regional Transition Group or otherwise.

The Chairman advised that such a decision would not be made at this Meeting, as the Group required time to digest discussions held on the matter, and suggested that an additional meeting might be scheduled to discuss the Group's direction in this regard.

Cr D Ridgway clarified that the draft policy would be considered by respective Councils prior to its return to SEAVROC for workshopping at that point, with comment by the Executive Officer. The Chairman confirmed that the matters raised by Mr G Tuffin and Mr G Clark would be considered at that time.

The Chairman then put the motion as amended, viz:

- (a) *That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the Draft SEAVROC Corporate Governance Policy, as detailed in Report SE-004-10, and that this document be presented to Member Local Government Councils for endorsement.*
- (b) *Subject to (a) above, the Executive Officer develop policies and procedures in accordance with the SEAVROC Corporate Governance Policy.*

CARRIED UNANIMOUSLY



Vandalism of Council Property

Policy Owner:	Chief Executive Officer
Person Responsible:	Manager Administration
Date of Origin:	20 May 1996
Endorsed:	15 September 1997 21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

OBJECTIVE

To minimise the effect of vandalism in the community.

POLICY STATEMENT

That the council approve the posting of a reward of \$500 for information leading to the successful prosecution of person's wilfully damaging council property.



Elected Member Policies



Councillor Service – Recognition of

Policy Owner:	Chief Executive Officer
Person Responsible:	Manager Administration
Date of Origin:	15 July 1991
Endorsed:	15 July 1991 10 April 1995 20 May 1996 15 September 1997 21 August 2006 – Council Resolution 190806
Amended:	20 May 1996
Version:	1

OBJECTIVE

To recognise the contribution/service to the community by councillors.

POLICY STATEMENT

That:

1. A dinner be organised for councillors, councillors spouses, executive staff and executive staff spouses.
2. Councillors and their spouses who have resigned, retired or been defeated in elections over the past twelve months be invited to the dinner.



Engineering, Construction & Maintenance Policies



Gates Across Road Reserves

Policy Owner:	Chief Executive Officer
Person Responsible:	Manager Works & Engineering
Date of Origin:	20 September 2010 – Council Resolution 100910
Endorsed:	20 September 2010 – Council Resolution 100910
Amended:	
Version:	1

OBJECTIVE

To ensure that decisions are made in a consistent manner and that no approvals are granted for a gate/s across any road reserve or public thoroughfare in the Shire of York.

POLICY

That the Council does not support and shall not issue an approval for a gate licence across a road reserve or public thoroughfare.

Council may consider the use of other devices eg: grid to control straying stock.



Western Power – Distribution Power Lines Clearances at Road Crossings & Over Land

Policy Owner:	Works Department
Person Responsible:	Manager Works & Engineering
Date of Origin:	16 October 2006 – Council Resolution 211006
Endorsed:	16 October 2006 – Council Resolution 211006
Amended:	
Version:	1

- Policy titled: *Placement of poles along roads with speed limit not exceeding 70km/h.*

POLICY STATEMENT:

Power poles should be installed on a standard alignment, between 2.4 and 3 meters from property boundaries, as defined in Appendix B of the *Utility Providers Code of Practice* (the Code). However, poles installed on this alignment must also comply with policy titled: *Placement of poles along roads with speed limit not exceeding 70km/h.*

Poles may be installed on other alignments, provided that an agreement in writing is obtained from any utility providers affected by the proposed location (see Sections 3.2 and 8.2 of the Code).

Poles should also be located in positions that avoid existing entrances to properties and other obstacles and provide for future development (see Section 8.2 of the Code).

As well as meeting the requirements of the Code, poles should be installed according to the following guidelines.

GUIDELINES:

- 1) **Maximum number of customer services:** in order to minimise costs, poles should be positioned so as to maximise the number of customers serviced from one pole.
- 2) **Street lighting:** distribution poles are used to carry street lights. Therefore, they should be positioned to take into account street lighting design requirements.
- 3) **Future extensions:** In order to minimise future costs, consideration should be given to the likelihood/possibility of extensions to the existing/proposed distribution network (e.g. requirements for "tee-offs", ground/aerial stays etc). See Figure 1.

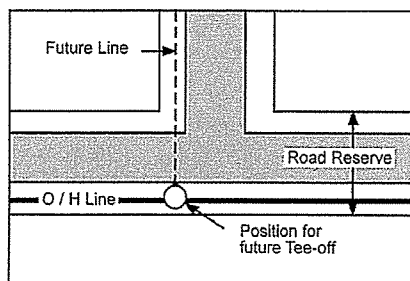


Figure 1: Consideration of future requirements

- 4) **Customer service poles:** consideration should also be given to any advantage that may be achieved by positioning poles on the side of a street that will minimise the number of customer service poles required when service connections are run across the road, as shown in Figure 2.
- 5) **Vegetation clearing:** it is important to minimise the impact Western Power's assets have on the environment. Therefore, consideration should be given to positioning poles on the side of the road that will minimise the need for vegetation-clearing, as shown in Figure 2.

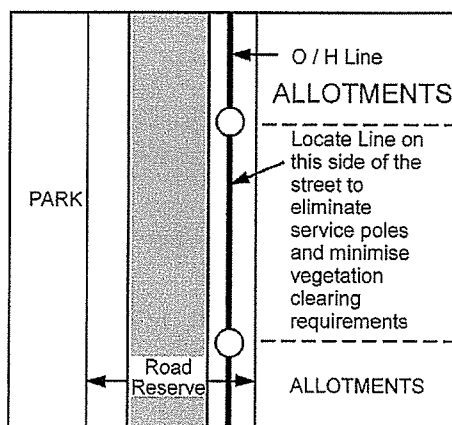


Figure 2: The advantage of careful pole positioning

- 6) **Deviation stays:** stays can restrict land use and obstruct pedestrian traffic. Therefore, conductor deviation angles should be avoided or installed in a way that eliminates or reduces the need for deviation stays.

If an overhead deviation angle is unavoidable, then adopt the following decision-making process to select the most appropriate option:

- a) If the deviation bay length is shorter than 35 metres, use an inline stay for the main conductor and low tension (slack) for the deviation bay, without installing deviation stays.
- b) If the deviation bay is longer than 35 metres, carry out an evaluation of the ground conditions and determine the suitability of a stronger pole. This is to ensure that corner poles will not be moved because of conductor tension, resulting in unacceptable conductor sag across the road.
- c) If the deviation bay is longer than 35 metres and it cannot be constructed without deviation stays, deviation stays may be installed, provided they will not obstruct pedestrian traffic, access to property and will not become a visual obstruction (see Section 16 of this policy).

- d) Use an underground option if deviation stays are necessary but cannot be installed without breaching the guidelines in c) above.

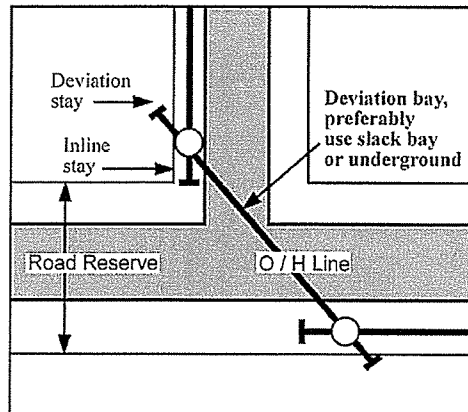


Figure 3: Deviation angles

- 7) **No conductors inside property:** in built-up areas it is not acceptable for new overhead power lines to be located inside property boundaries.

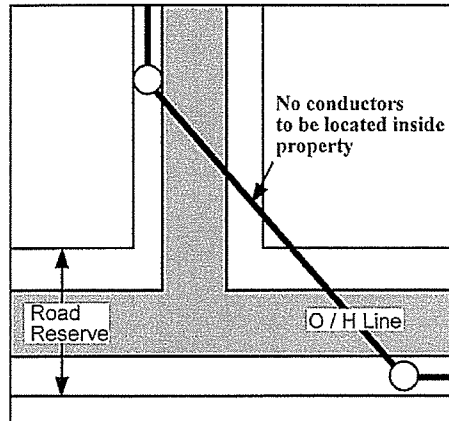


Figure 4: No conductors inside properties

- 8) **Compliance with ENA C(b)1, Section 9:** bare overhead power lines can be built only on the 2.7-metre alignment in areas zoned for a building setbacks of 6 metres, or in areas with a special dispensation setbacks of 3 metres. If zoning allows properties to be built along the front property boundary, bare overhead line construction should not be used.

This type of construction in these circumstances would not satisfy the requirements of ENA C(b)1, Section 9, as shown in Figure 5 below. The distance between a building and the closest conductor could be reduced to 1.3 metres as a result of blowout caused by strong wind. The required minimum clearance from the wall is 1.5 metres and from the window it is 2.1 metres.

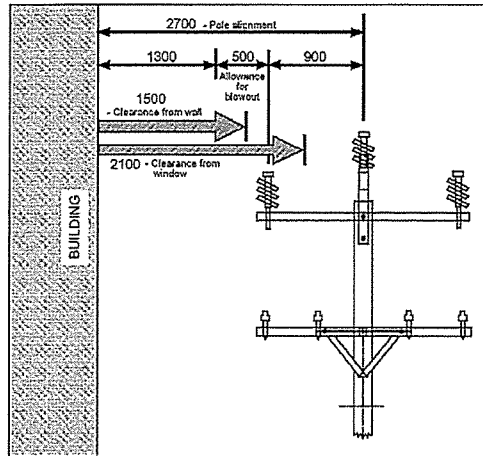


Figure 5 Compliance with ENA C(b)1

- 9) **Stays across driveways:** stays should not bridge existing or potential driveways. Aerial stays are best avoided and should be used only after all other options have been exhausted.

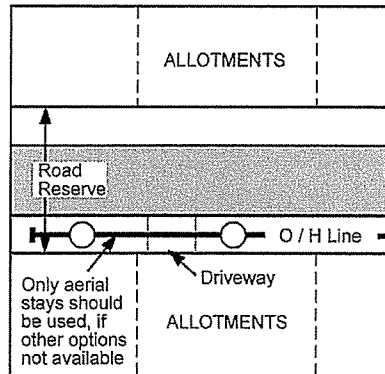


Figure 6: Location of stay poles

10) HV Earthing

- a) HV earthing (e.g. earthing for conductive HV poles, pole-top-switches or pole mounted transformers) should not be located within 15 metres of telecommunication assets. This is because the telecommunication asset could be damaged, or there could be a safety hazard during their maintenance because of the voltage difference between local and remote earths. This includes telecommunication jointing pits, pillars, manholes, and telephone cabinets.
- b) If an HV earth is to be located within 15 metres of any telecommunication assets (other than cables), then Telstra (or other relevant communication utility) must be notified and their written approval obtained.
- b) Poles supporting pole-top-switches should not be located close to existing or proposed driveways and access ways, to avoid damage to the earthing mat during driveway construction. There should be a minimum distance of 2 metres between the driveway and a pole.

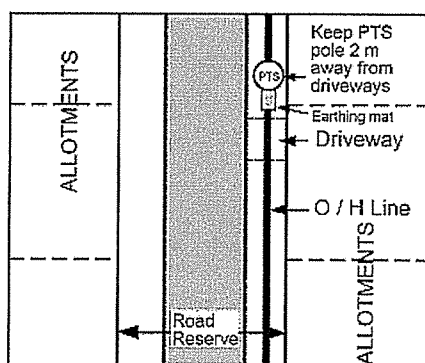


Figure 7: Positioning of earthed poles

- 11) **Driveway crossovers:** poles and stays should not be located within 1 metre of an existing or planned driveway crossover.

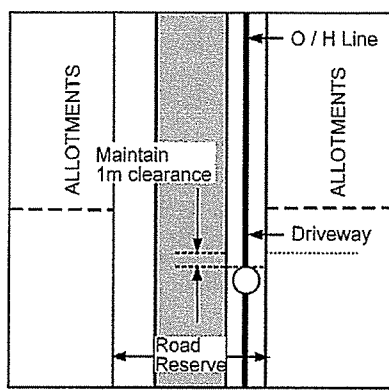


Figure 8: Poles near driveway crossovers

- 12) **Common lot boundary projection:** poles and stays should normally be located at the projection of a common lot boundary. However, where lots are truncated (eg. battleaxe lots) poles should be positioned on or outside the truncation projection.

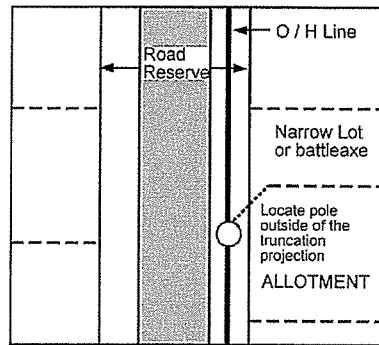


Figure 9: Location of poles on common lot boundaries

- 13) **Proximity to underground services:** poles should not be located in positions that prevent or inhibit access to underground services (e.g. underground power cables, road crossing conduits, gas pipelines, telephone cables or water pipes). Also, adjacent underground services may be damaged during the pole installation process.

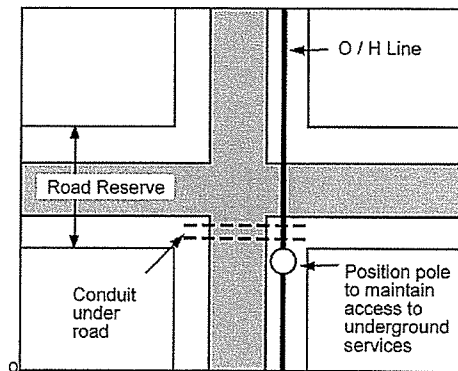


Figure 10: Proximity to underground services

- 14) **Road Intersections:** Poles near intersections should be installed at least 1 metre away from the roadway, as specified in policy number titled, *Placement of poles along roads with speed limit not exceeding 70km/h.*

It is necessary to discuss the placement of these poles with local government staff before finalising designs.

Poles should not be installed in the vicinity of an intersection area if they will need to be relocated due to planned intersection upgrading work.

- 15) **Easements:** poles and stays should not be located within the projection of sewerage, drainage and gas pipe easements existing on a property.

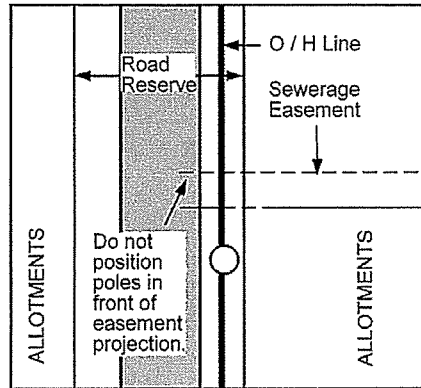


Figure 12: Poles within easements

- 16) **Visual obstruction:** it is important to install overhead assets so that they do not become a visual obstruction. Nor should they become significant landmarks. For example, the following situations have generated customer complaints:

- LV ABC conductors installed across a view of the lake; and
- a pole-top transformer installed above surrounding houses and trees, obstructing the view of properties on higher ground some distance away.



Environment & Health Policies



Onsite Effluent Disposal Facility

Policy Owner:	Health & Building Department
Person Responsible:	Manager Health & Building
Date of Origin:	17 December 2012 – Council Resolution 061212
Endorsed:	17 December 2012 – Council Resolution 061212
Amended:	
Version:	1

1. INTRODUCTION

A large portion of the York town site is currently un-sewered with occupiers of small land holdings relying on septic tanks and leach drains to cater for all effluent produced on site.

Due to clay soils, high ground water tables and rock being present, a large number of leach drains continually fail allowing effluent to the surface of the ground and to enter adjacent streets.

Aerobic Treatment Units are now available to replace the primitive septic tanks and leach drains where new construction is proposed on R10 coded blocks of land.

This policy will effectively exclude the installation of septic tanks and leach drains from being installed on R10 coded residential land and residential lots less than 2000 square meters in area.

2. OBJECTIVES

To prevent environmental health problems caused by defective leach drains.

3. STATUTORY POWERS

- Health Act 1911
- Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974

4. POLICY PROVISIONS

Only approved aerobic treatment units will be approved by Council's Environmental Health Officers for proposed new residential development within the Shire of York on land with a R10 or higher density residential design code and any land less than 2000 square meters in areas where reticulated sewer is not available within 90 meters of the development.



Finance Policies



Rates Collection & Incentive Scheme

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	16 June 1989
Endorsed:	16 June 1989 18 March 1996 15 September 1997 21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

OBJECTIVE

To encourage early payment of rates.

POLICY

That a rate incentive scheme, in the form of prizes donated by sponsors, be operated in each rating year on the basis that:

- A. Only those who have paid their rates in full, within thirty-five days of the date of assessment, be eligible for the draw.
- B. The draw for prizes be conducted by the major sponsor, other than the council.



Local Purchasing

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	21 September 1998
Endorsed:	21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

OBJECTIVE

To manage equity in local purchasing.

POLICY STATEMENT

Preference:

A preference will be applicable to all locally based contractors and suppliers with a permanent office and staff located within the Shire of York.

This also applies to contractors based outside the Shire of York who use goods, materials or services which are sourced from within the shire.

Goods and services

A 10% price preference, to a maximum of \$5,000, applies to goods and services, sourced and used in the Shire of York.

A 5% price preference to a maximum of \$2,500 applies to goods and services within the Avon Valley.

Construction

A 5% price preference, to a maximum of \$5,000, applies to all construction conducted within the Shire of York.

A 2.5% price preference, to a maximum of \$2,500, applies to all construction conducted within the Avon Valley.



Cash Advances

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210
Amended:	
Version:	1

OBJECTIVE

To Provide a Cash Advance to Pay Authorised Expenditure of a Minor Nature.

LEGAL

Local Government Act 1995 – Section 6.10
Local Government (Financial Management) Regulation 11

POLICY

- 1.0 Sum advanced shall be limited to \$100.
- 2.0 Officers who have received an advance to use such funds to pay for authorised expenditure for each item shall be limited to \$100, excluding GST.
- 3.0 Expenditure for each advance shall be recouped by the imprest system.
- 4.0 Actual Audit of all cash advances be conducted.



Recover of Rates & Service Charges

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210
Amended:	
Version:	1

OBJECTIVE

Recovery of Outstanding Rates and Service Charges.

LEGAL

Local Government Act 1995 – Section 6.56

POLICY

1.0 Unpaid for at least three (3) years.

A report be presented to Council on an annual basis, detailing the amount of rates and services charges outstanding, by Assessment Number, and recommended action to be authorised by the Council. The Privacy Act prevents the property and owner's details from being published in a report to Council.

2.1 Unpaid for two (2) years.

2.2 The Chief Executive Officer be authorised to lodge caveats on land where rates and Service charges are in arrears and it is considered appropriate that the interest of the Council should be protected.

2.3 The Chief Executive Officer be authorised to withdraw caveats lodge on land where The owner has met his/her obligation to full in relation to the rates and service charges outstanding.

3.0 Unpaid for less than two (2) years.

3.1 The Chief Executive Officer be authorised to recover rates and service charges in a court of competent jurisdiction.

3.2 The Chief Executive Officer be authorised to recover rates and service charges by engaging the services of a debt collection agency firm.



Recovery of Non-Rates Charges

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210
Amended:	
Version:	1

OBJECTIVE

Collection of outstanding debts and charging of interest in relation to debts other than rates debtors.

LEGAL

Local Government Act 1995 – Section 6.13

POLICY

1.0 Debt Management

If the invoice is not paid by the due date then the following procedure will take place.

- 1.1 A letter or reminder notice will be issued advising the debtor that if there exists a dispute or query to contact administration otherwise payment is expected within two Weeks of the issue date of letter;
- 1.2 If no response is received from the debtor then following a review of the circumstances with the relevant staff members involved, a demand notice may be send to the debtor advising that if payment is not made within two weeks of the date of the notice, then further action may be taken to recover the debt which could involve legal action. The debtor will be advised that any fees incurred in recovering the debt will be passed on to the debtor.
- 1.3 Before any third party is engaged to recover an outstanding debt, the Deputy Chief Executive Officer involved will be consulted to ensure that this action is appropriate given due consideration to all issues which have led to the debt being overdue and not paid.
- 1.4 Once all reasonable attempts to either locate the Debtor or to obtain payment have failed, the staff member responsible for raising the debt

will be asked to submit a written request for the invoice to be considered for write off.

- 1.5 Approval will be sought from the Chief Executive Officer and subsequently Council for approval for the debt to be written off. Once approval has been received, the appropriate entries will be made in the Accounts Receivable Ledger.

2.0 Debt Raised in Error or Debt Adjustment

If a debt has been raised in error or requires an adjustment then an explanation will be sought from the relevant staff members. Once this has been received a credit note request will be raised which is to be authorised by both the staff member who raised the initial invoice and the Deputy Chief Executive Officer.

3.0 Interest on Overdue Accounts

Interest can be calculated on the total outstanding debt once it has exceeded the due date of the invoice. The decision to impose interest is up to the discretion of the Deputy Chief Executive Officer. The rate of interest imposed is that as determined by Council as contained in the Annual Budget and in accordance with Section 6.13 of the Local Government Act.



Payment of Accounts

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210
Amended:	
Version:	1

OBJECTIVE

The General Management and Authorisation of Payments.

LEGAL

Local Government Act 1995 – Section 3.57 and 6.10
Financial Management Regulation No's 11 and 11A
Function and General Regulations Part 4 Tenders for Provision of Goods and Services

POLICY

1.0 Ethics and Integrity

- 1.1 All Officers and employees of the Shire 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 Council.
- 1.2 The following principles, standards and behaviour, must be observed and enforced through all stages of the purchasing process, to ensure that fair and equitable treatment of all parties.
 - (i) 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.
 - (ii) All purchasing practices shall comply with relevant legislation, regulations and requirements consistent with the Shire's Policies and Code of Conduct.
 - (iii) Purchasing is to be undertaken on a competitive basis, in which all potential suppliers are treated impartially, honestly and consistently.

- (iv) All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable procedures and audit requirements.
- (v) Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

2.0 Value for Money

2.1 Value for money is an important principle governing purchasing, that allows the best possible outcome to be achieved for the Shire. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

2.2 An assessment of the best value for money outcome for any purchasing should consider:

- (i) All relevant whole of life costs, benefits of whole of life cycle costs (for goods), and whole of contract life costs (for services), including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal.
- (ii) The technical merits of the goods or services offered in terms of compliance with specifications, contractual terms and conditions, and any relevant methods of assuring quality.
- (iii) Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- (iv) A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive Quotations wherever practicable.

2.3 Where a higher price conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total prices, conforming offer.

3.0 Monetary thresholds for obtaining of quotations and tendering:

Amount of Purchase	Model Policy
Up to \$1,500	Direct purchase from suppliers. No quotation required.
\$1,501 to \$10,000	Obtain at least two verbal or written quotations, recommendation to Purchase, include on quotation form reason for choosing selected supplier, and that the official order for the goods and services be countersigned by the Officers designated in this Policy.
\$10,001 to \$50,000	Obtain at least three verbal or written quotations, recommendation to purchase, include on quotation form reason for choosing selected supplier, and that the

	official order for the goods and services be countersigned by the Officers designated in this Policy.
\$50,001 to 100,000	Obtain at least three written quotations containing price and specification of goods and services, recommendations to purchase be accompanied by a written evaluation against a pre determined criteria, and approved by the Chief Executive Officer.
\$100,001 and above	Conduct a public tender process, as prescribed under the Local Government (Functions and General) Regulations.

- 3.1 Quotations are not required to be obtained if the supply of the goods or services is to be obtained through the Council Purchasing services of the Western Australian Local Government Association (WALGA) or through a State Government supply contract (GEM).

4.0 Anti-Avoidance

- 4.1 Council Officers are not to enter into two (2) or more contracts for the purchase of goods and services in order to avoid the requirements of the above monetary thresholds.

5.0 Recording and Retention of Written Information

- 5.1 Verbal quotations are required to be recorded on the Shire's Purchase Order. Written quotations are required to be issued by the supplier on their stationery.
- 5.2 All quotations are required to be retained and filed with a copy of the purchase order and cheque voucher issued to the supplier.

6.0 Authorisation for the Signing of Official Orders and Certification of Invoices

- 6.1 The signing of official orders and certification of invoices for the supply of goods and services can only be exercised by those Officers indicated in the following schedule, and only to the extent indicated.

OFFICER	THRESHOLD
Chief Executive Officer	Unlimited
Deputy Chief Executive Officer	Within the approved Budget Allocations
Engineer - Works Management	Within the approved Budget Allocations
Planner, Manager Environmental Health and Building Services	Up to \$10,000 (but within Budget Allocations)

7.0 Officers in acting capacity

- 7.1 Officers in acting capacity may sign official orders and authorise an invoice for payment of goods and services, as detailed within this Policy.
- 7.2 Acting capacity is defined when the Chief Executive Officer and/or the Deputy Chief Executive Officer is absent, on annual leave, long service

leave, sick leave conferences, meetings or absent from office during the course of business.

8.0 All official orders for goods and services must be countersigned as follows:

- 8.1 All Purchases up to the designated value for public tenders to be called (being \$100,000 shall be countersigned by the officers designated in table 6.1.
- 8.2 Purchases above \$100,001 (excluding GST), conduct a public tender with a report to Council to award the contract.

9.0 Procedure for purchasing and certification of invoiced supplies:

- 9.1 Ensure compliance with Item 3.0 – Monetary Thresholds for Obtaining of Quotations and Tendering.
- 9.2 Evaluation of quotations received in accordance with this Policy.
- 9.3 Issue an official order to the supplier that has been authorised by the appropriate authorising Council Officer, as outlined within this Policy.
- 9.4 Authorise the supplies invoice on the certification and cost allocation form for payment once goods have been received and confirmed to match the order issued.
- 9.5 All documentation, being the quotation form, purchase order and certification and cost allocation form, must be completed and filed with the cheque voucher.

10.0 Where the Shire invites public tenders or requires three quotations for goods and services above \$50,000.

- 10.1 The Shire shall determine in writing the criteria for determining which tender or quotation should be accepted before tenders and quotations are publicly invited.
- 10.2 An evaluation panel shall be established prior to the advertising of a tender or calling for quotations and include a minimum of two (2) people with a mix of skills and experience relevant to the nature of the purchase.
- 10.3 Tenders are to be opened in the presence of two Council Officers.
- 10.4 The tenderer's offer form and price schedule from each tender shall be date stamped and initialled by the Council Officers present at the opening of tenders.

11.0 Tender Documentation – Recording and Retention of Written Information

- 11.1 Tender Documentation is to comprise of the following and be held in the Shire's Records.
 - (a) Copy of advertisement in the West Australian Newspaper inviting tenders for services.
 - (b) Extract from current Budget, disclosing provision being made to finance the cost of services being tendered under the proposed contract.
 - (c) Extract from Tender Register, Entry made for all submissions received by the Shire for the tendered services, including the names of the officers responsible to open the tenders.
 - (d) Copy of tender specifications containing conditions of tender and general conditions of proposed contract.

- (e) The originals of all the tender documents and submissions received from the respective tenderers.
- (f) Copy of the written evaluation, showing the extent to which each tender satisfies the criteria for deciding the tender considered to be most advantageous for the Shire to accept and signed by the Officers appointed to the Evaluation Panel.
- (g) Copy of the Council Minute appointing the successful tender.
- (h) Copy of correspondence to successful tenderer advising Council acceptance.
- (i) Copy of correspondence forwarded to all unsuccessful tenderers.
- (j) Send all collated documents, as listed above, to Records for registration.



Authority to Sign Trust & Municipal Fund Cheques

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Delegated Authority:	DE1
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210
Amended:	
Version:	1

OBJECTIVE

To provide signatories to Municipal and Trust Fund Cheques.

LEGAL

Local Government Act 1995 – Section 6.10
Local Government (Financial Management) Regulations 12 and 13 (2)

POLICY

- 1.0 In accordance with the Local Government (Financial Management) Regulations 12 and 13 (2), Chief Executive Officer and the Deputy Chief Executive Officer be authorised to sign cheques.
- 2.0 Other cheques drawn representing recoupment of expenditure investments and expenditure of the Trust Fund, Chief Executive Officer and the Deputy Chief Executive Officer be authorised to sign.
- 3.0 Electronic Fund Transfers (EFT) from the Trust and Municipal Fund be subject to the following conditions:
 - 3.1 The EFT payments relating to payroll be authorised by at least two officers.
 - 3.2 In relation to 3.1 above, one authorising officer must be either the Chief Executive Officer or the Deputy Chief Executive Officer.
 - 3.3 The EFT payments other than payroll be authorised by two officers, with at least one being a signatory to Council cheques as per 1.0 above.
 - 3.4 Authorisation of appropriate officers as per Delegation No. DE1.



Corporate Credit Cards

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210
Amended:	
Version:	1

OBJECTIVE

To provide guidance for the use of Corporate Credit Cards.

LEGAL

Local Government Act 1995 Section 2.7 (2) (a) and (b), Section 6.5 (a)
Local Government (Financial Management) Regulations 11 (1) (a)

POLICY

1.0 The use of Corporate Credit Cards shall only be approved if there is a demonstrated need and advantage to the Shire. These include:

- (i) Elimination or reducing time spent on paper based ordering and payments;
- (ii) Reduction of administrative costs;
- (iii) Reducing the number of payments per month;
- (iv) Provision of a useful resource in an emergency situation; and
- (v) Reducing the need to carry cash on the premises.

2.0 Applications for Corporate Credit Cards and Approval

All applications for a Corporate Credit Card shall be approved by the Chief Executive Officer.

In the case of the Chief Executive Officer, the Council shall approve the application and determine the conditions for use and maximum credit limit and credit limit for each individual transaction.

3.0 Register

A register shall be maintained by the Deputy Chief Executive Officer of all Credit Cards issued. The register shall include:

- (i) Date of approval by Chief Executive Officer;
- (ii) Name of card holder;
- (iii) Conditions of use of the card; and
- (iv) A review date for continuing use of the card, not exceeding 24 months.

4.0 Issuing of Corporate Credit Cards to Elected Members

- 4.1 The Local Government Act does not make provision for the issuing of credit cards to Elected Members. (A Local Government can only pay allowances or reimburse expenses to an Elected Member).
- 4.2 Elected Members shall not be issued with a Corporate Credit Card as there are no provisions within the Act which allow an Elected Member to incur a debt.

5.0 Policies and Procedures Governing the Use of Corporate Credit Cards

The following shall be complied with for controlling the use of Corporate Credit Cards:

General

- 5.1 An agreement shall be signed by the cardholder which sets out the cardholder's responsibilities and legal obligations when using the Credit Card;
- 5.2 A register by the Deputy Chief Executive Officer of all current cardholders should be kept which includes card number, expiry date of the Credit Card, credit limit and details of goods and services the cardholder has authority to purchase;
- 5.3 All new and existing cardholders shall be provided with a copy of the policies relating to the use of Credit Cards;
- 5.4 When an employee misplaces their Credit Card, they shall promptly report the matter to Deputy Chief Executive Officer who shall immediately cancel the card;
- 5.5 Credit Cards shall not be transferred to other users;
- 5.6 Use of the reward schemes, such as Fly Buys, will not be permitted for personal gain;
- 5.7 All surrendered Credit Cards shall be destroyed by the Deputy Chief Executive Officer in the presence of another employee;

5.8 In the event that a cardholder fails to comply with the policies requirements, the Chief Executive Officer shall withdraw the use of the Corporate Credit Card and take appropriate disciplinary action. All criminal/illegal acts of alleged misuse shall be reported to the Police and other relevant authorities; and

5.9 The use of Corporate Credit Cards for personal entertainment uses is prohibited.

6.0 Purchasing

6.1 Credit Cards shall only be used for purchasing goods and services on behalf of the Shire;

6.2 Personal expenditure is strictly prohibited;

6.3 A Credit Card shall not be used for cash withdrawals;

6.4 Maximum credit limit shall be based on the cardholder's need and approved by the Chief Executive Officer and the following will be used as a guide:

Maximum credit limit and transaction limit per card will be as follows:

Name	Credit Limit \$	Maximum Credit Limit per Transaction \$
Chief Executive Officer	5,000	5,000
Deputy Chief Executive Officer	5,000	5,000

6.5 Purchases by facsimile, telephone or over the internet shall be authorised by the person and all paperwork shall be kept and verified.

7.0 Payments

7.1 The cardholder shall provide appropriate and sufficient documentary evidence of all charges, as required, on a regular basis;

7.2 Time frames for all payment of accounts shall be monitored by Deputy Chief Executive Officer to ensure that credit charges are minimised and accounts are paid so as not incur a penalty or interest;

7.3 Cardholders cannot approve expenditure incurred on their own cards – these will be referred to the Chief Executive Officer for approval – the Chief Executive Officer shall refer any such instances to the Deputy Chief Executive Officer.



Investments Policy

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210 17 September 2012 - Council Resolution - 210912
Amended:	17 September 2012 – Council Resolution - 210912
Version:	1

OBJECTIVE

To invest money, money held in Council funds that may not be required for immediate use and to provide guidance for the investment of the Shire's funds and taking into account the legislative requirements and risk while ensuring the Shire's liquidity requirements are being met.

LEGAL

Local Government Act 1995 – Sections 6.14 and 6.15 Local Government (Financial Management) Regulations 19 and 19C
The Trustee Act 1962 – Part iii Investments
Banking Act 1959 – Section 5
Western Australian Treasury Corporation Act 1986

POLICY

- 1.0 The Local Government (Financial Management) Regulation 19C prohibits a local government from:
 - (a) Depositing funds with an unauthorised institution (An authorised institution is defined in 3 below).
 - (b) Depositing funds for a fixed term of more than 12 months.
 - (c) Investing in bonds that are not guaranteed by the Commonwealth Government or a State or Territory Government.
 - (d) Investing in bonds with a term to maturity of more than 3 years.
 - (e) Investing in a foreign currency.

- 2.0 Council funds may be invested in one or more of the following:
 - 2.1 Fixed Term Deposits (For a fixed term of 12 months or less)
 - 2.2 Commercial Bank Bills (For a fixed term of 12 months or less)
 - 2.3 Government Bonds (For a term to maturity of 3 years or less)
 - 2.4 Cash Management Funds (For a fixed term of 12 months or less)

- 3.0 Council funds are to be invested with the following financial institutions:

- 3.1 Banking institutions holding a banking licence under Commonwealth Banking Legislation with a BBB rating or better, as set by Standard and Poor's. The Institution must be an Authorised Deposit-Taking Institution (ADI's) as defined under the Banking Act 1959.
- 3.2 Bonds issued and guaranteed by government.

4.0 Credit Risk Management

4.1 Global Credit Framework

To control the credit quality on the entire portfolio, a global credit framework will apply to limit the percentage of the portfolio exposed to any particular rating category. The maximum available limits in each Standard & Poor's credit rating category are as follows:

Standard and Pools - Credit Ratings:

Long term	Short Term	%	Description
AAA	A-1+	100	Prime
AA+		100	High Grade
AA		100	
AA-		100	
A+	A-1	100	Upper Medium Grade
A		100	
A-	A-2	70	
BBB+		50	Lower Medium Grade

4.2 Term to Maturity Management

The Shire of York portfolio will have the following structural constraints:

Category Description	Minimum	Maximum
Portfolio % < 1 Year (Fixed Term Deposit)	0%	100%
Portfolio % > 1 Year < 3 Years (Govt Bonds)	0%	70%

To provide adequate liquidity all tradeable securities purchased will have, subject to market conditions, the ability to be liquidated within five working days.

5.0 Investment Reporting

A monthly investment report must be provided to Council after the end of that month. The report shall give results for the calendar month in question and year to date. The report shall be segregated into three segments for the following:

- General Municipal Funds;
- Reserve Funds;
- Trust Funds.

The following detail is to be provided for each segment:

- Total funds invested by institution and investment type;
- Credit ratings of the investments;
- Current interest rates of individual investments;
- Total investments earnings year to date against budget.

6.0 Investments whenever possible are to be placed with Local Banks.

7.0 Letters of Confirmation will be obtained from the financial institutions confirming details of investments held on Council's behalf at 30th June each year.



Significant Accounting Policies

Policy Owner:	Finance Department
Person Responsible:	Manager Finance
Date of Origin:	15 February 2010 – Council Resolution 200210
Endorsed:	15 February 2010 – Council Resolution 200210
Amended:	
Version:	1

OBJECTIVE

To adopt Full Accrual Accounting and all other applicable Accounting Standards.

LEGAL

Local Government Act 1995
Local Government (Financial Management) Regulations 1996
Australian Accounting Standards

POLICY

The significant accounting policies which have been adopted by Council in the preparation of the financial report are:

1.0 Basis of Preparation

The financial report is a general purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

The report has also been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the

circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.

2.0 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 financial report.

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 as a Note on the financial report.

3.0 Goods and Services Tax

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

4.0 Cash and Cash Equivalents

Cash and cash equivalents in the balance sheet comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less 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 on the balance sheet.

5.0 Trade and Other Receivables

Trade receivables, which generally have 30 – 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability 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 collectible.

6.0 Inventories

6.1 General

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of Business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

6.2 Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost 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 Income Statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

7.0 Fixed Assets

7.1 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.

7.2 Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at reporting date.

The "Roman" Road Inventory System is the method used by Council to value its road network the class of asset is valued at replacement cost and depreciated after taking into account the condition of the roads. Physical inspections of the road network are continually undertaken.

7.3 Land under Roads

Land under roads acquired prior to 1st July 2008 is excluded from infrastructure in accordance with AAS 1051. Regulation 16 of the Local Government (Financial Management) Regulations provide that the Financial Report.

- (a) is not to include as an asset -
 - (i) Crown land that is a public thoroughfare, the responsibility for managing which is vested in the local government; or

- (ii) land that is not owned by the local government but which is under the Control or management of the local government (whether that land is Crown land or is owned by another person, or not);

and

- (b) is to include as an asset a structure or any other improvement placed by the local government on land referred to in paragraph (a).

8.0 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	8 years
Plant and Equipment	8 years
Infrastructure	
Sealed Roads, Streets and Carpark	Condition Rated Annually
Unsealed Roads	Condition Rated Annually
Bridges, Drainage	1.30%
Concrete Footpaths, Cycleways, Walkways and Skate Park	50 Years
Brick Footpaths	25 Years
Effluent Systems	20 Years
Sewerage Parks	75 – 80 Years
Water Pipes and Hydrants	20 Years
Bush Shelters	20 Years
Parks Furniture and Equipment	5 – 20 Years

9.0 Investments and Other Financial Assets

9.1 Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments and available-for-sale financial assets. The classification depends on the purpose for which the investments were acquired. Management determines the classification of its investments at Initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

- (i) *Financial assets at fair value through profit and loss*

Financial assets at fair value through profit and loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

- (ii) *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

(iii) *Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity. If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) *Available-for-sale financial assets*

Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories. They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

9.2 Recognition and de-recognition

Regular purchases and sales of financial assets are recognised on trade-date-the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss. Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement. Financial assets are de-recognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

9.3 Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method.

Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value. Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income

statement within other income or other expenses in the period in which they arise. Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established. Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

9.4 Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired. If any such evidence exists for available-for-sale financial assets, the cumulative loss-measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the income statement. Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

10.0 Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quote market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

11.0 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 the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

12.0 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.

13.0 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:

(i) *Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)*

The provision for employees benefits to wages, salaries, annual 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.

(ii) *Long Service Leave (Long-term Benefits)*

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows, Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

14.0 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 unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

9.2 Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

15.0 Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated,. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required | settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

16.0 Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charges as expenses in the periods in which they are incurred.

17.0 Joint Venture

The municipality's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items reported in the Balance Sheet and income Statement. Information about the joint venture is set out in a note in the Financial Report.

18.0 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 the rates.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in a note in the financial report. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation of the current reporting period.

19.0 Superannuation

The Shire contributes to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

20.0 Rounding Off Figures

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

21.0 Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

22.0 Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.



Staff Policies



Defence Reservist Leave

Policy Owner:	Governance
Person Responsible:	Manager Administration
Date of Origin:	19 September 2005 Council Resolution 160905
Endorsed:	19 September 2005 – Council Resolution 160905 21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

POLICY STATEMENT

It is recognised that the Australian Defence Reserves are an important part of our national defence strategy and that support to Defence Reserves is essential to their continued effectiveness. This Policy applies to all employees who are Reservists and undertake training and / or military service with the Australian Defence Forces.

OBJECTIVE

To ensure that members of the Defence Reserve Service employed by the Organisation are able to access a reasonable amount of additional leave for that purpose.

BACKGROUND

1. The Defence Reserve Service (Protection) Act 2001 (the Act) provides that:
 - “Defence Service” means service in a part of the Reserves and includes training.
 - Reserve service may be continuous full-time defence service or other defence service (eg: short periods of defence reserve service which may include training), and must prejudicially affect employees’ entitlements or other conditions of employment.
 - The Act does not invoke any obligation on employers to pay the Reservists’ remuneration in respect of the civilian employment whilst absent on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than employees’ public pay.
 - Any entitlements relating to Reserve service (including training) and or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.
 - There is no scope for employers to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential and non-essential training or service and specifically contemplates a reservist “volunteer(ing) for service or training.

- There is no discretion under the Act for employers to refuse requests for reserve service or training leave, irrespective of inconvenience to the employer or the nonessential nature of the leave. Employers are only entitled to verify that the leave request relates to the actual reserve service or training.

2. Employer Support Payment Scheme

In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Employer Support Payment (ESP). This payment is available to employers who release Reservists for more than 2 weeks per year.

The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics, and is as recognition of the costs and / or disruption to employers caused as a consequence of releasing a reservists for a period of continuous Defence service.

Service that is considered under the Employer Support Payment is:

- Ordinary Reserve Service, and
- Voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) or their delegates have designated the service as protected service.

Under the Scheme an employer is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.

Further details of the operation of the Australian Defence Force Reserves Employer Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Council on 1800 803 485 or their website www.defence.gov.au/reserves

PROCEDURE

1. Employees applying for Defence Reservist Leave are required to provide evidence from the Defence Force of the extent of the leave requirement.
2. Employees wishing to take defence Reservist Leave are to provide reasonable notification to the Organisation. Generally this should be three months prior to the period of leave required.
3. At the discretion of the Chief Executive Officer, paid leave may be granted to employees who are members of the Defence Forces Reserves for the purpose of participating in training camps, or equivalent continuous duty. This leave will be in addition to the use of annual leave entitlements, however employees electing not to use annual or long service leave credits for defence service and / or military service shall be granted leave without pay.
4. Leave for Reservists is typically 4 weeks (20 working days or 28 calendar days) leave each year although an additional 2 weeks leave to allow for a Reservists attendance at recruit / initial employment training will be granted where required.
5. Where the Employer agrees to make payment for Defence Reservist Leave it will be paid on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services. Should the amount received from the Armed Services be greater than the normal weekly salary,

- no additional payments will be made by the Organisation. Superannuation contributions will be based on the employee's normal weekly salary.
6. "Continuous full-time defence service" (excluding any time taken on annual or long service leave), will not count for annual leave or sick leave, as the employee's contract is temporarily suspended. These entitlements will accrue with the relevant Defence Force during the period of service. For periods of defence service other than continuous full-time defence service, employees' entitlements will continue to accrue with their employer.
 7. Full time military service will count as service for long service leave purposes.
 8. Unpaid Leave will be treated as leave without pay.
 9. The period of military service will count as service for increment progression and increments falling due whilst the employee is absent should be processed as normal.
 10. An employee's contract is suspended whilst undertaking continuous fulltime defence service. In order to preserve employment entitlements, an employee must apply to resume duty as soon as reasonably practicable and not more than 30 days after the completion of the period of military service.
 11. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
 12. The Employer will keep Reservist employees who are undertaking peacetime training or deployment informed of critical developments in the workplace eg: organisational change, salary related matters (enterprise or workplace agreement negotiations).

RESPONSIBILITY

The Chief Executive Officer is required to approve Defence Reservist Leave and ensure that appropriate documentation is supplied by the employee.



Payments to Employees in Addition to Contract or Award

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	20 April 1998
Endorsed:	20 April 1998 21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

OBJECTIVE

To provide appropriate recognition for employee services.

POLICY STATEMENT

That:

The council adopt the following policy in relation to payments to employees in addition to contract or award subject to section 5.550(1) of the local government act.

1. The council will provide a gift to an employee who is finishing after a minimum of two (2) years service to the approximate value of \$50 for each completed year of service;
2. This policy shall apply to employees on contracts and awards.
3. Council reserves the right to provide a higher level of recognition to long serving or outstanding employees subject to the payment being within the limits set under the local government act 1995.



Risk Management

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	18 July 2005 – Council Resolution 080705
Endorsed:	18 July 2005 – Council Resolution 080705 21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

Policy:

This policy has been prepared in response to the increasing susceptibility of authorities to litigation and public liability exposure. The purpose of this policy is to establish a position regarding the management of risks for the Shire of York.

- To manage risk at all levels and in all areas of the Council.
- To implement an effective allocation and use of resources.
- To gain a high standard of accountability and achieve effective and transparent decision making.
- To improve organisational morale.
- To protect the reputation of the Council.
- To manage potential opportunities.

It is intended that this policy apply to the management of risk associated throughout the life of any process, activity, asset, operation or project of the Shire of York.

The aim of Risk Management is to ensure that exposure to risk is mitigated. Risk management is the responsibility of all Shire of York employees in ensuring the successful implementation of effective internal controls to manage risk. The policy will be linked to the Strategic Plan to ensure we cater for risk management and ensure an effective delivery of public programs with a high standard of customer service.

This policy is based on the methodology provided in the Australian/New Zealand Standards for Risk Management (AS/NZS 4360). It will provide a systematic method for identifying, assessing, evaluating, treating, monitoring and communicating risk that will assist in minimising the adverse affects of risks.

This policy includes, but is not limited to the following areas:

- Personnel
- Plant and equipment (including motor vehicles)
- Building and property
- Liability (including public, legal and professional)
- Environmental

- Financial
- Fraud
- Business interruption

The Shire of York will adopt the framework provided by the Australian/New Zealand Standard for Risk Management (AS/NZS 4360).

AS/NZS 4360 encompasses the following elements that must be considered when managing risks:

- 1. Establish the Context**
Determine the scope of the risk management process in relation to the strategic, organisational and risk management context of the organisation.
- 2. Risk Identification**
Determine what can happen, how it can happen and why it can happen.
- 3. Risk Analysis**
Determine the likelihood of the risk occurring and the consequence if it did occur.
- 4. Risk Evaluation**
Determine whether the level of risk is acceptable to the organisation and prioritise the risks.
- 5. Risk Treatment**
Determining the most appropriate way to manage the risk (avoid, reduce likelihood, reduce consequence, transfer) while considering the cost of mitigating risk with the likely benefit of mitigating the risk.
- 6. Monitoring and Review**
Risks must be monitored and reviewed periodically because they are not static. Risk treatment plans must also maintain their relevance. Review of this policy will be made when there are changes to legislation,.
- 7. Communication and Consultation**
Communication processes with internal and external stakeholders must occur throughout the risk management process.

AS/NZS 4360 outlines the types of applications that the standard can be applied to including:

- Asset management and resource planning
- Business interruption
- Change: organisational, technological and political
- Construction activity
- Contingency, disaster and emergency planning
- Design and product liability
- Councillors' and officers' liability
- Employment procedures, training, discrimination and harassment
- Environmental issues
- Ethics and probity issues
- Feasibility studies
- Fire detection and prevention
- Fraud prevention, detection and management
- Human, animal and plant health
- Information systems
- Legislative compliance
- Occupational Safety and Health

- Operations and maintenance systems
- Project management
- Public risk and general liability
- Purchasing contract management
- Professional advice
- Reputation and image issues
- Security
- Treasury and finance

Implementation:

- The Risk Management team consists of the Chief Executive Officer (CEO), Deputy Chief Executive Officer and Senior staff as the CEO deems fit.
- Appropriate training, equipment and time for relevant staff, and the establishment of the systems as standard procedures actively used to carry out Risk Management of Council's facilities/areas.
- Responsibility of this policy will be the Chief Executive Officer and those Senior Officers that the Chief Executive Officer deems appropriate, which includes the monitoring, reviewing and reporting of the systems. The signature of the Chief Executive Officer on this policy indicates management endorsement.
- Council will allocate financial resources to implement appropriate control measures. Council will provide support and expertise through Echelon Australia Pty Ltd and Risk-e-Profiling, which is a Statewide application.

Monitoring:

Performance indicators shall be developed and maintained, for review by administering staff and Council. They shall provide accurate indication of the effectiveness of the procedures and the resultant measures taken.



Staff Development

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	19 February 1996
Endorsed:	19 February 1996 15 September 1997 21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

OBJECTIVE

To encourage employees to undertake staff development.

POLICY STATEMENT

Study Leave

The Chief Executive Officer is authorised to permit staff members to attend appropriate courses relating to their areas of expertise or general training relating to first aid and safety;

The criteria for approval for such courses shall be:

- A) the course shall relate to the employees' training programme as identified in their annual assessment;
- B) the cost of transport and accommodation paid shall be in accordance with the council's policy;
- C) appropriate arrangements being made for relief staff;
- D) budget provision shall exist for the courses;
- E) reimbursement for tuition fees shall be in accordance with the local government officers' award;
- F) examination leave shall be in accordance with the local government officers' award;
- G) study leave shall be in accordance with the local government officers' award.
- H) the council shall be advised of the results of all training courses.



Staff - Equal Opportunity Policy Statement

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	13 April 1988
Endorsed:	13 April 1988 21 March 1994 15 September 1997 21 August 2006 – Council Resolution 190806
Amended:	
Version:	1

OBJECTIVE

To determine Council's Equal Opportunity Statement.

POLICY STATEMENT

This council recognises its legal obligations under the equal opportunity act, 2002 (as amended) and will actively promote equal employment opportunity bases solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

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

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

All offers of employment within 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 will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, sexuality, marital status or disability.

The equal employment opportunity goals of this council are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

Council supports the establishment of a grievance committee that has three principal functions:

- A. To act as information resource persons in relation to the provisions of the EEO legislation;
- B. To assist employees who have a complaint covered by EEO legislation to choose an appropriate course of action from the range of options available to them.
- C. When requested, to assist in the resolution of grievances covered by the EEO legislation.



Staff Superannuation – WA Local Government Superannuation Plan - Contribution

Policy Owner:	Governance
Person Responsible:	Manager Administration
Date of Origin:	20 September 1993
Endorsed:	19 September 1994 29 February 1996 15 September 1997 20 June 2005 – Council Resolution 150605 21 August 2006 – Council Resolution 190806
Amended:	20 June 2005 – Council Resolution 150605
Version:	1

OBJECTIVE

To ensure that the Shire of York meets industry standards for employment conditions.

POLICY STATEMENT

That the Council approve participation in the WA Local Government Superannuation Plan Contributory Scheme effective 1 July 2005, on the basis of providing superannuation contributions in keeping with industry accepted standards and as a tool to attract and retain experienced local government members of staff, with council's matching contribution to commence at 3% of the employee's eligible salary and increasing by one percent each financial year thereafter to a maximum of 5%.



Health & Wellbeing Policy

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	17 December 2012 – Council Resolution 091212
Endorsed:	17 December 2012 – Council Resolution 091212
Amended:	
Version:	1

The use of Council Facilities, as mentioned in this report, is approved subject to conditions to encourage productivity, retention and attraction to the Shire of York.

Gymnasium;
Squash Court; and
Swimming Pool

1. Permanent and Part-time Employees, to include contract staff.
2. To have access to this Policy the probationary period needs to have been completed.
3. A fee of \$50.00 per staff member is payable upon signing up as a member of the gym or squash courts for a period of six months or less. This covers administration time, issue of a toggle etc.
4. No fee is attached to a single pass for the swimming pool.
5. All conditions associated with the use of the facility are to be adhered to i.e. loss of a toggle, replacement costs to be paid.
5. No consideration will be given to the use of courts, which have sporting club involvement. Staff need to directly liaise with Sporting Clubs.
7. Conditions will be attached to the use of Council facilities, such as if a staff member leaves the employment of the Shire of York the toggle is to be returned or the remainder of the months left be paid in advance prior to a termination pay being completed. Due to the security system - only an annual or quarterly membership can be entered into for the gym and squash court.



Employee Recognition

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	15 March 2010 – Council Resolution 190310
Endorsed:	15 March 2010 – Council Resolution 190310
Amended:	
Version:	1

OBJECTIVE

To recognise the services of employees with the Shire. To reward employees for their Contribution to organisational success.

LEGAL

Local Government Act 1995 – Section 5.50 and Local Government (Administration)

RECOGNITION OF PAYMENT UPON RESIGNATION/RETIREMENT

- 1.0 Upon resignation or retirement, Council shall award an employee a token payment in recognition of continuous years of service, based on the following provisions:
 - 1.1 Prior to completion of 10 year's service but not less than 2 year's service – the sum of \$50.00 per completed year.
 - 1.2 On completion of 10 year's service – the sum of \$1,000.00; and
 - 1.3 On completion of 11-19 year's service - \$100.00 for each completed year of service over 10 years.
 - 1.4 On completion of 20 years of service – 2,500.00; and
 - 1.5 On completion of 21-29 years of service - \$150.00 for each completed year of service over 20 years.
 - 1.6 On completion of 30 years and over service - \$5,000.00.
 - 1.7 Payment of the above is calculated at the employee's rate of pay as of the date of resignation or retirement.
 - 1.8 A pro rata payment shall apply for part time employees.
 - 1.9 Recommendations for further payments must be referred to Council for approval.

1.10 Employees who are terminated as a result of unsatisfactory work performance and or serious misconduct are excluded from this Policy.

1.11 Payments of these amounts are made as part of the taxable income before tax.

2.0 Service

2.1 For the purpose of this Policy, service shall mean from the date of commencement, exclusive of periods where the employee was not entitled to payment or to accrue leave entitlements, eg: leave without pay, maternity leave, etc.



Tourism & Area Promotion



Events for York

Policy Owner: Governance
Person Responsible: Manager Administration
Date of Origin: 16 May 2011
Previous events policies rescinded – 21 October 1996,
15 September 1997
21 August 2006 – Council Resolution 190806

Endorsed:

Amended:

Version: 1

STATEMENT OF INTENT

This policy will ensure that staff and the community are provided clear guidance in the requirements for conducting public events in the Shire of York.

This policy applies to any proposed public gathering for the purposes of entertainment if there is no existing approval for that purpose and/or venue.

Organisations wishing to host a public event in the Shire of York are encouraged to discuss their proposal and application with the appropriate Officers at the Shire of York's Administration Centre.

OBJECTIVES

- To promote and encourage public events in the Shire of York.
- To enable the efficient administration of public events in the Shire of York.
- To protect the community from hazards associated with public events.
- To ensure that public events that are held in the Shire of York are conducted in accordance with statutory requirements and risk management guidelines.
- To ensure that "public event organisers" and "Council" exposure to risk is managed and appropriately minimised.
- To ensure that all events are covered by appropriate insurances.

DEFINITIONS

“*Public Event*” means any organised gathering of people for entertainment purposes.

“*Chief Executive Officer*” means the Chief Executive Officer of the Shire of York or any person acting on delegated authority from the Chief Executive Officer.

“*Event Organiser*” means the organisation or its representative who is responsible for organising an event.

“*Public Building*” is any place of assembly, including outdoor venues.

POLICY STATEMENT

1. The event organiser must ensure compliance with Council Procedures Temporary Road closures if applicable.
2. At least two months prior to the event, the organiser must provide to the Shire of York copies of;
 - a) An Application for Public Event Approval (see Appendix 1);
 - b) The organising body’s Certificate of Incorporation;
 - c) A Public Liability Insurance Certificate of Currency which covers the proposed event with a minimum sum of ten million dollars (\$10M) naming the Shire of York on the policy to the satisfaction of the Manager Finance and Administration,
 - d) A suitable risk management plan that meets the requirements of Australian Standard/NZS 4360:2004 (see Appendix 7) to the satisfaction of the Shire of York if:
 - the event caters for 5,000 or more patrons, or
 - the event involves road closures, or
 - it is requested by the Chief Executive Officer
 - e) All Planning Approvals and Public Buildings approvals (See Appendix 2), if applicable;
 - f) Site Plan showing site layout, including exits, food stalls, parking, first aid, temporary structures etc;
 - g) Traffic Management Plan, if applicable;
 - h) Emergency Evacuation Plan (see section 25);
 - i) Regulation 18 Noise exemption application (see section 9), if applicable;
3. The event organiser is responsible for ensuring that all appropriate insurance is in place. See Appendix 3 for explanations of categories of insurance that may apply.
4. The event organiser shall ensure that all machinery, structures and amusement rides comply with the *Occupational Safety and Health Regulations 1996*, as administered by WorkSafe Western Australia.
5. The event organiser shall ensure that only a licensed electrical contractor in compliance with Australian Standards *AS3000* and *AS3001* carries out electrical

work on the event site. If the event is held on premises owned or managed by the Shire of York, then only a licensed electrical contractor authorised by the Chief Executive Officer may be appointed.

6. The event organiser shall ensure that all electrical outlets are protected by a Residual Current Device (RCD) and that all electrical equipment has been tested and tagged as required under the *Health (Public Buildings) Regulations 1992*. Double adaptors are not permitted – only powerboards with overload protectors are to be used.
7. Stall Holder Licences from the Shire of York must be obtained for all stalls with payment of the appropriate fees as required under the Shire of York Thoroughfares and Trading in Thoroughfares and Public Places Local Law. All stallholders are required to provide copies of current Liability Insurance Certificates and approval must be sought no later than ten (10) working days prior to the event. A single application for multiple stalls may be approved for a community event, with the exception of foodstalls, which must obtain separate licences.
8. All food premises, food vans and food stalls must comply with the *Food Act 2008 and Food Regulations 2009*. Guidelines are available from the Shire of York.
9. Where noise levels from activities such as live music, amplifiers or similar, in the opinion of the Shire of York, have potential to cause disturbance to residents, or if complaints have been previously received from a similar event, then an “Approved Non Complying Event” (Regulation 18) under the *Environmental Protection (Noise) Regulations 1997* will be required from the Shire of York. The Shire of York may require community consultation if deemed appropriate.
10. The event organiser shall obtain the appropriate licences from the Department of Racing, Gaming and Liquor for any event that involves the sale or supply of alcohol or gaming as required by that Department. The event organiser shall provide the Shire of York with details of the proposed liquor licence at least 30 days prior to the event and a copy of the licence no less than 72 hours before the event.
11. The event organiser shall promote the consumption of non-alcoholic beverages. Coffee, tea, soft drinks, low-alcohol beverages and food shall be available for the duration of the event if alcohol is available. If supply of non-alcoholic drinks and food run out then the sale of alcoholic beverages shall cease immediately.
12. The event organiser shall ensure that potable drinking water is available and accessible to patrons at the event. If water is being sold to patrons then it must be in plentiful supply and at a reasonable cost (less than the cost of cheapest alcoholic drink available in equivalent volume or more).
13. Competitions that include the actual consumption of alcohol will not be permitted.
14. If alcohol is available at the event, the event organiser shall have in place a written procedure for assisting intoxicated patrons and written directions for bar staff regarding their obligations in relation to the serving of alcohol.
15. The event organiser shall ensure that fire fighting equipment is supplied in accordance with the Building Code of Australia or as recommended by FESA. All equipment must be maintained in accordance with *AS 1851 Maintenance Standards*.

16. If appropriate, the Chief Executive Officer may require the event organiser to contact the Shire of York's Fire Management Officer to discuss appropriate fire safety plans and needs.
17. Where fireworks are to be used, approval is required from the Department of Consumer and Employment Protection. An Application Form (FX56) can be obtained from the Department of Industry and Resources and must obtain the prior approval of the Police, Shire of York and relevant Fire Services (FESA Fire Services Manager or Chief Bush Fire Control Officer).
18. The event organiser shall ensure that there is adequate provision of shade for patrons and performers, particularly for events of a longer duration or those held during summer.
19. The event organiser shall ensure there is adequate provision of First Aid services at the event, with levels dependent on the size and level of risk of the event (see Appendix 4). For high risks events, the Chief Executive Officer may request that a register of first aid incidences is to be supplied to the Shire of York.
20. The event organiser must notify the York Police Station and York St John's Ambulance of details of the event no less than 28 days prior to the event.
21. Emergency vehicles must be able to access the whole site at all times.
22. The event organiser may be requested by the Chief Executive Officer to provide the Shire of York of the details of the Security and Crowd Control Plan, if applicable.
23. Any Crowd Controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the *Security and Related Activities (Control) Act 1996*.
24. Where alcohol is provided, a ratio of one (1) crowd controller per 100 patrons is to be provided. For low risk events, the Shire of York may allow this to be reduced to 1 crowd controller per 200 patrons.
25. If safety barriers are to be installed then it shall be in accordance with the requirements of the *Guidelines for Concerts, Events and Organised Gatherings 2004*.
26. The event organiser shall develop an emergency evacuation plan that is to be lodged with the Shire of York for approval. Plans must comply with *Australian Standard AS 3745, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces* (see Appendix 5).
27. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel. All crowd control staff are to be briefed on the location of emergency exits and the evacuation plan.
28. Event organisers shall ensure that toilet facilities are provided in accordance with the *Building Codes of Australia and Health Department Guidelines* (see Appendix 6).
29. Where portable or chemical toilets are used for events, they must be monitored during the event for pump out requirements and must be located to facilitate easy pump out. The provider must be available during the event to pump out the toilets as required.

30. Toilets are to be checked regularly during the event to ensure they are clean and that all consumables are readily available to patrons. Toilets are to be cleaned as required.
31. Adequate artificial lighting is to be provided for toilets for events during hours of darkness.
32. Directional signage to toilets must be provided and signage must be visible.
33. The Chief Executive Officer may request that a parking and transport management plan be submitted to the Shire of York no less than 30 days prior to the event.
34. The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. Adequate bins are to be provided for patrons.
35. All litter is to be removed within 24 hours of the event and for large events clean up operations may be required during the event.
36. For events held on Shire of York parks and reserves, the event organiser must liaise with Council staff to ensure that there will be no damage to turf, reticulation, underground services etc.
37. The event organiser is not to advertise the event by using billposters or any other means that is contrary to the *Litter Act (1979)*.
38. The event organiser will ensure adequate venue access and toilet facilities for people with disabilities.
39. Council Staff that are monitoring or inspecting any public event shall be provided with an unrestricted pass, free of charge, to all areas of events for the purpose of ascertaining compliance with statutory requirements. Nominated Staff shall be determined by the Shire of York Chief Executive Officer.
40. Council delegates authority to the Chief Executive Officer to vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or a variation is warranted in the circumstances of the proposed event.

Applicants are advised to refer to the Government of Western Australia Department of Health “Guidelines for Concerts, Events and Organised Gatherings (September 2004)” for detailed information on event organisational requirements.

Visit: [www.health.wa.gov.au/envirohealth/planning/docs/Guidelines for Concerts_Events_and_Organised_Gatherings.pdf](http://www.health.wa.gov.au/envirohealth/planning/docs/Guidelines_for_Concerts_Events_and_Organised_Gatherings.pdf)

APPENDIX 1 – APPLICATION FOR EVENT APPROVAL

Information Required in the Application

The following table lists the details that should be provided to the Shire of York, along with any other application forms that may be required, for example Public Building Form 1. Other information such as stall holder and liquor licences may also be required. Please note that Applications for Road Closure must be submitted at least three (3) months prior to the event.

ORGANISER'S CONTACT DETAILS	
1	Organisation Name: ABN Number:
2	Name of contact person
3	Street address
4	Postal address
5	Telephone number including area code
6	Facsimile number
7	Mobile phone number
8	Email address
9	Web address
10	Details of similar events organised previously
11	Contact during the event
12	Event contact mobile
13	Copies of Certificate of Incorporation & Public Liability Insurance
EVENT DETAILS	
14	Event name
15	Event Location
16	Event Description
17	Time, date and duration of the event
18	What is the main purpose and attractions
19	Who is the target audience (age, interests etc)
20	Estimated patron attendance at any one time
21	Estimated total patron attendance
22	Details of event infrastructure – stages and or marquee types, other temporary buildings
23	Details of any infrastructure or practices to be implemented to preserve patron health or safety (if applicable)
24	Numbers and types of toilet facilities
25	Who will be supplying First Aid and number of First Aid attendants
26	Details of rubbish removal and site cleaning
27	Number of crowd controllers proposed and name of company supplying crowd controllers (if applicable)
28	Parking management plan (if applicable)
29	Venue prohibited items

30	Availability of alcohol: <ul style="list-style-type: none"> • Alcohol free event • BYO alcohol • Alcohol supplied or sold at the event - liquor licence required
31	Name and contact details of licensee (if applicable)
32	Critical event timelines
34	Date on site commencement
33	Site Plan to include toilets, entry & exit points, food stalls, water, bar areas, car parking, first aid post, entertainment, fire equipment
34	Emergency Evacuation Plan
35	Risk Management Plan (if applicable)
36	Date event approval required

APPENDIX 2 – PLANNING & PUBLIC BUILDING APPROVAL

Planning Approval

If an event is to be conducted on site that is not in compliance with the relevant Town Planning requirements, then the Shire of York will require a separate planning approval. The requirement for a planning approval should be determined when the initial application is lodged. For one off events a planning application is generally not required.

Public Building Approval

The *Health Act 1911* defines any place of assembly as a public building and specifies the approval authority as the local government and also requires local government to issue a Certificate of Approval. The Act enables the local government to ensure that all health and safety related issues in and about the event are addressed.

All venues, including outdoor venues, must be suitable for the number of people that will attend and for the type of use it will be put.

An approved public building is one that has been issued with a Certificate of Approval by the Shire of York and the certificate will detail how the venue can be used and the capacity.

The event or venue capacity will be limited by a number of factors including:

- Floor area
- Toilet facilities
- Exits
- Ventilation
- Type of use

A public building approval will only be approved once all health and safety issues have been addressed to the satisfaction of the Shire of York.

It is an offence to operate an event without a valid Certificate of Approval and both the local government and the police can close a public building that is considered unsafe or unsuitable for the use.

Public Building applications, if required, must be lodged with the Shire of York at least two (2) months prior to the event.

If a venue does not have a Certificate of Approval or it is not approved for the proposed event, the event organiser should discuss the requirements for approval with the Chief Executive Officer or his appointed staff.

APPENDIX 3 - INSURANCE CATEGORIES

Public Liability Insurance

The event organisers must have in place a public liability insurance policy with an approved insurer. The policy must have a minimum sum insured of \$10m.

Evidence of public liability insurance should be obtained from all stakeholders in the form of Certificates of Currency, checking that the name of the insured matches the name of the stakeholder, that the type of activity and situation is detailed, and that policy period covers the date of the event.

Building & Contents Insurance

Where applicable there should be evidence that the building or venue has been insured under a Buildings Policy.

Workers Compensation

Events may include persons who are working, such as security guards, promoters and sponsors. The employers of these individuals are required to have in place Workers Compensation cover, and a certificate of currency should be obtained by way of evidence.

Personal Accident Cover

Consideration needs to be given to the requirement of covering volunteers by a personal accident policy in case they suffer a personal accident (similar to Workers Compensation).

Motor Vehicle Insurance

If motor vehicles are used during events, organisers must ensure that they are covered by a fully comprehensive Motor Vehicle Policy in case of damage caused by the vehicle on site. All drivers must be suitable licensed.

APPENDIX 4 – FIRST AID SERVICES

The number of first aiders and first aid posts will vary with the type of event. The figures below are a guide as suggested by St John's Ambulance Australia.

Patrons	First Aiders	First Aid Posts
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000	22+	4

Every event should have at least one room/area where there is power and running water for use as a first aid room if required.

First Aid Services are generally not required for events with less than 500 patrons that are held in close proximity to an ambulance/emergency service unless it is a high risk event. However the event organiser must ensure that there is at least one person at the event who has an accredited first aid certificate.

The requirements for First Aid Services should be discussed with a qualified first aid provider.

APPENDIX 5 – EMERGENCY EVACUATION PLANS

Emergency Evacuation Plans should be developed to ensure that everyone knows what to do in an emergency and that preparation is in place for potential and unexpected incidents.

The *Health (Public Buildings) Regulations 1992*, Regulation 26 states that the: “occupier of a cinema, licensed premises or any other public building specified for the purposes of this regulation by the local government, shall within the time specified in writing by the local government formulate written arrangements (an emergency plan) for the emergency evacuation of the public building”

And furthermore this plan shall “satisfy the relevant requirements of Australian Standard AS 3745:1995 *Emergency Control Organization and Procedures for Buildings*”.

The basic requirements of AS 3745 are to:

- Appoint an emergency planning committee
- Establish an emergency control organisation
- Prepare emergency plans and procedures
- Establish roles for key personnel
- Establish education/training requirements

The types of emergencies that should be planned for include fire, injuries, rescues, incidents with hazardous substances, bomb threats, armed confrontations and natural disasters.

The Plan should be prepared by a competent person and must identify installed emergency facilities eg communications and hazard management systems.

The planning must take into consideration people with disabilities, people who may be affected by alcohol or drugs and people who are unfamiliar with the public building and escape procedures.

The plan should identify muster points and alternative muster points and detail communications procedures eg liaising with response organisations such as Fire & Rescue, Police and Ambulance.

The Emergency Evacuation Drawings should identify zones of responsibility for wardens, exit routes, fire extinguishers/equipment, first aid posts and mustering/assembly areas.

APPENDIX 6 – TOILETS

The provision and cleanliness of toilet facilities is crucial to a successful event. The number of toilets required will be dependent on a number of factors such as the type and duration of the event, availability of alcohol and weather.

The Table below provides a basic guide for likely requirements. However for events that last less than four (4) hours these numbers may be reduced to 70% of the numbers shown.

To determine the servicing needs for toilets the waste can be calculated at 1.75litres/person/hour. It is also important to ensure that there is adequate water pressure for the filling of cisterns.

Total Attendance	Male Facilities				Female Facilities	
	WCs	Urinal metres	Urinals	Hand Basins	WCs	Hand Basins
1,000	2	1.5	3	1	5	1
1,000 – 2,000	3	3	6	2	10	2
2,000 – 3,000	4	4.5	9	3	15	3
3,000 – 4,000	5	6	12	4	20	4
4,000 – 5,000	6	7.5	15	5	25	5
5,000 – 6,000	7	9	18	5	30	6
6,000 – 7,000	8	10.5	21	6	35	7
7,000 – 8,000	9	12	24	7	40	8
8,000 – 9,000	10	13.5	27	8	45	9
9,000 – 10,000	11	15	30	9	50	10

Female toilets increase at a rate of 1 WC per 100 female patrons.

Male toilets increase at a rate of 1 WC per 500 males plus 1.5 metres of urinals or 3 urinals per 500 males.

Disabled toilets to be supplied in accordance with Council requirements.

Hand basins are calculated at 1 per 5 WCs or urinals.

To calculate the toilet requirements:

for events of 8 hours or more use 100% of table values

for events of between 6 and 8 hours use 80% of table values

for events of between 4 and 6 hours use 75% of table values

for events of less than 4 hours use 70% of table values

but be flexible and where possible use experience to guide the judgement of requirements.

APPENDIX 7 - RISK MANAGEMENT PLANNING

It is advisable that event organisers prepare a risk management plan for all events. It is a statutory requirement under the *Health (Public Buildings) Regulations 1992* that a Risk Management Plan is prepared for events with more than 5,000 patrons.

The following information has been sourced from Local Government Insurance Services.

Risk Management Plans are prepared for the following reasons:

- To ensure a successful event
- To prevent harm to people and property
- To protect the environment
- To prevent social disorder eg violence or drunkenness
- To comply with legislation
- To protect the event's reputation
- To protect financial viability

The event organiser is accountable for the event in total and the preparation of the Risk Management Plan. It is the responsibility of the Shire of York to approve the Plan.

In order to develop a Plan the Event Organiser will need to determine the objectives and scope of the event, including the activities, food and beverages sold or provided, who is the target audience, how many people will attend etc.

Determinations of stakeholders, who is accountable / responsible, what licenses and permits are required will also be required.

When preparing the plan the following information taken from AS/NZS 4360:2004 should be used.

ASSESS THE LIKELIHOOD AND CONSEQUENCES

LEVEL	DESCRIPTION	EXAMPLES	FREQUENCY
A	Almost Certain	Expected to occur in most circumstances	More than once per year
B	Likely	Will probably occur in most circumstances	At least once per year
C	Possible	Should occur at some time	At least once in three years.
D	Unlikely	Could occur at some time	At least once in ten years
E	Rare	May occur, only in exceptional circumstances	Less than once in fifteen years.

CONSEQUENCE

LEVEL	DESCRIPTION	FINANCIAL IMPACT	HEALTH	REPUTATION	OPERATION
1	Insignificant	Less than \$1,000	No injuries	Unsubstantiated, low impact, low profile or no news item	Little impact
2	Minor	\$1,000 to \$10,000	First aid treatment	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	\$10,000 to \$50,000	Medical treatment	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables
4	Major	\$50,000 to \$150,000	Death or extensive injuries	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major deliverables.
5	Catastrophic	More than \$150,000	Multiple deaths or severe permanent disabilities	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party action.	Non achievement of key objectives.

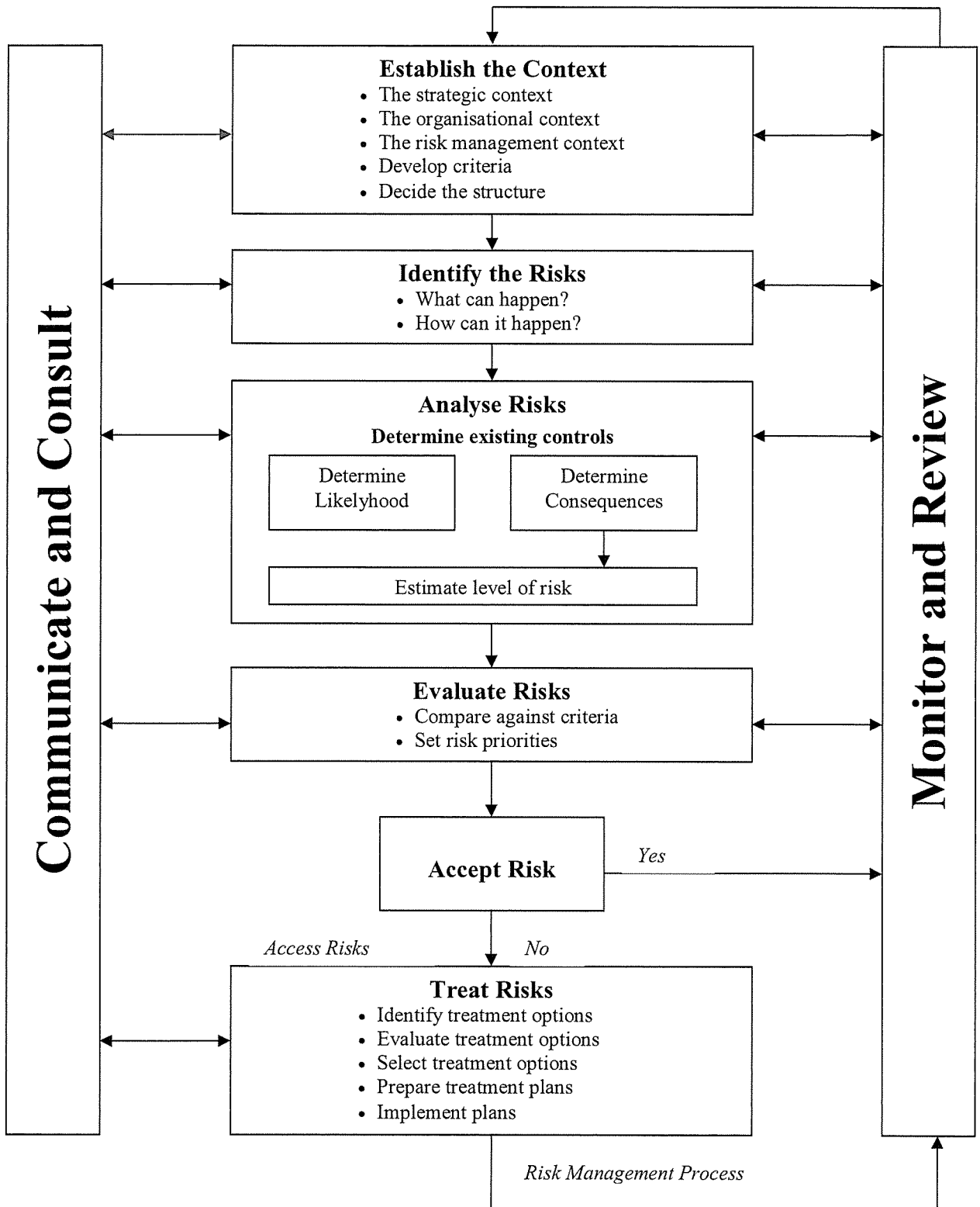
LEVEL OF RISK

LIKELIHOOD	INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
A – Almost Certain	High	High	Extreme	Extreme	Extreme
B – Likely	Moderate	High	High	Extreme	Extreme
C – Possible	Low	Moderate	High	Extreme	Extreme
D – Unlikely	Low	Low	Moderate	High	Extreme
E- Rare	Low	Low	Moderate	High	High

The Plan should include the following:

- Details of event
- Permits/licenses required
- Insurances
- Consultation with stakeholders
- Evidence of duty of care
- Hazards identification
- Hazards assessed for likelihood and consequences
- Treatments and controls proposed
- Emergency/contingency plans
- Evaluation processes.

The following diagram demonstrates the risk management process based on the AS/NZS 4360-2004 Risk Management Standards Australia.



RISK MANAGEMENT PLAN FORMAT

The following is a suggested format for the preparation of a Risk Management Plan:

- Confidentiality Statement
- Introduction / Executive Summary of Event, including proposed program and site plan
- Aims, objectives and scope of plan
- Strategic context – organising stakeholder's (accountable body) overview
- Organisational context – direct organiser's (responsible body) overview
- Risk Management Context - event purpose, goals, stakeholders and their roles and responsibilities, general risk sources.
- Scope of Plan – what the plan covers
- Risk Management Process – flowchart of your methodology (AS/NZS:4360)
- Risk Identification Planning – summary of areas of risk initially identified, and record of stakeholders and how they were consulted
- Major sources of risk identified – prioritised list (i.e. high to extreme risks)
- Assessment Criteria – process used to evaluate risks (likelihood and consequence)
- Treatment options - compile an action plan for each risk and include an implementation plan – i.e. how you will apply treatments
- Management plans for the treatment of key issues eg, crowd control, security, alcohol, noise, access)
- Communication Plan –roles and responsibilities of key personnel and contact details for both prior to and on the day contact.
- Emergency response plan – what you will do if things go wrong or need last minute changes
- Public Relations – including a cancellation or change management strategy
- Review Plan – how you will evaluate the outcomes of the plan



Events Support Policy

Policy Owner:	Governance
Person Responsible:	Manager Administration
Date of Origin:	18 February 2013 – Council Resolution 170213
Endorsed:	18 February 2013 – Council Resolution 170213
Amended:	
Version:	1

YORK EVENTS SUPPORT POLICY

COMMERCIAL ORGANISATIONS

The York Shire Council has developed this policy as an open and accountable process for the prudent use of community funds to support private enterprise events in York.

Purpose

To utilise the historical values of York, its proximity to Perth and the venues available to attract visitors to York and the region with consequential flow on benefits to all local businesses from high quality, large scale events being held.

Objectives

- To encourage and support the holding of events in York and to attract visitors which will also support York businesses.
- To position York as the premier events centre for the Wheatbelt region.
- To support local businesses through the attraction of new customers.
- To develop, implement and provide industry events support plans to enable the appropriate budgeting requirements.

Actions

- Free use of Shire banner poles to promote events for up to six weeks before they are held.
- Free use of the Shire of York and York Information Service website to advertise and promote events.
- Ensure an equitable distribution of events support across the private enterprises requesting financial or other support.

- Pre-emptive booking of multiple venues to prevent competition or to restrict public use will not be permitted.
- Event locations to be managed to promote pedestrian flow to, from and through the business centre to provide exposure to local businesses.
- Full fee paying applications for venue hire to take precedence for bookings over those requiring funding support.
- A maximum cash contribution of \$2,500 for each commercial event.
- Individual stallholders to be encouraged to obtain annual permits to allow them to participate in any event in York over a 12 month period.
- Monitor the demand for and allocate costs for in-kind services to ensure the full contribution level is quantified for each event.
- Manage conflict between York and regional events to obtain the best attendance at events.
- Additional individual event support may be considered by Council taking into account the likely attendance and value to the community.

Application Requirements by Private Enterprises

- Applicant to be fully responsible for all media advertising associated with events.
- A business plan is required for all events.
- A traffic management plan is required for all events.
- A risk management plan is required for all events.
- All events material must recognise the sponsorship of the Shire of York.
- Financial and profit/loss statements to be provided to the Shire of York within 30 days of the completion of an event.
- Public liability Insurance cover for a minimum of \$10 million to be held by the event promoter.
- Applicants to make a contribution to recommended local charities / community organisations from the profits generated, as input back into the community for the community funding provided.
- A minimum of two (2) month's notice must be given of proposed events detailing the venues and the level of community support requested.

Advice Note

Promoters of events in York may have access to other events calendars such as Avon Tourism, Regional Development Australia (Wheatbelt), Wheatbelt Development Commission to advertise their event.

YORK EVENTS SUPPORT POLICY

COMMUNITY NOT FOR PROFIT ORGANISATIONS

The York Shire Council has developed this policy as an open and accountable process for the prudent use of community funds to support community events in York.

Purpose

To utilise the historical values of York, its proximity to Perth and the venues available to attract visitors to York and the region with consequential flow on benefits to all local businesses from high quality, large scale events being held.

Objectives

- To encourage and support the holding of events in York and to attract visitors which will also support York businesses.
- To position York as the premier events centre for the Wheatbelt region.
- To support local businesses through the attraction of new customers.
- To develop, implement and provide industry events support plans to enable the appropriate budgeting requirements.

Actions

- Nil hire fees for one day events held in any of the townsite parks.
- Free use of Shire banner poles to promote events for up to six weeks before they are held.
- Free use of the Shire of York and York Information Service website to advertise and promote events.
- Ensure an equitable distribution of events support across the not for profit groups requesting financial or other support.
- Pre-emptive booking of multiple venues to prevent competition or to restrict public use will not be permitted.
- Event locations to be managed to promote pedestrian flow to, from and through the business centre to provide exposure to local businesses.
- Council will give consideration to full fee paying applications for venue hire to take precedence over bookings over those requiring community funding support.
- A maximum contribution of \$5,000 for each event including in-kind support.
- Individual stallholders to be encouraged to obtain annual permits to allow them to participate in any event in York over a 12 month period.

- Monitor the demand for free or reduced fee use of Shire venues and the level of financial and in-kind contributions by the community on a three monthly basis.
- Manage conflict between York and regional events to obtain the best attendance of events.
- Additional event support may be considered by Council taking into account the likely attendance and value of the event to the community.

Application Requirements by Community (Not for Profit) Groups

- Applicant to be fully responsible for all media advertising associated with events.
- A business plan is required for all events.
- A traffic management plan is required for all events.
- A risk management plan is required for all events.
- All events material must recognise the sponsorship of the Shire of York.
- Financial and profit/loss statements to be provided to the Shire of York within 30 days of the completion of an event. Should a profit be made these are to be directed back to the community.
- Public liability Insurance cover for a minimum of \$10 million to be held by the event organisers.
- A minimum of two (2) months notice must be given of proposed events detailing the venues and the level of community support requested.
- In order to receive payments an invoice must be provided.

Advice Note

Promoters of events in York may have access to other events calendars such as Avon Tourism, Regional Development Australia (Wheatbelt), Wheatbelt Development Commission to advertise their event.



Temporary Accommodation Policy

Policy Owner:	Health & Building
Person Responsible:	Manager Health & Building
Date of Origin:	17 December 2012 – Council Resolution 081212
Endorsed:	17 December 2012 – Council Resolution 081212
Amended:	
Version:	1

1. INTRODUCTION

Living in a caravan or camping for a period of time greater than (3) days in any 28 day period on land that you own or are legally entitled to occupy is not permitted without written approval from the Council.

Council may grant permission for a period not exceeding 3 months however, upon request for an extension of time, up to 12 months may be conditionally granted.

Council may consider allowing temporary accommodation while building a house with the condition that the applicant must be in possession of a building permit for a residence.

Monetary penalties of up to \$1000.00 may be applied to offences involving camping and or occupying a caravan without permission.

2. OBJECTIVES

To give approval for temporary residence in a caravan provided it can be demonstrated basic health and safety requirements can be achieved and a defined time limit is in place (2 years).

3. STATUTORY POWERS

- Caravan Parks & Camping Ground Regulations 1997
- Building Regulations 2011

4. POLICY PROVISIONS

The only form of temporary accommodation to be approved shall be within a caravan in accordance with the Caravan Parks and Camping Grounds Regulations 1997 for a period up to 12 months.

Applicants and occupiers must own or have a legal right to occupy the land. Applications for temporary accommodation shall only be considered for land in the Special Residential; Rural Small Holdings and Agricultural Local zones as identified in the Shire of York Town Planning Scheme.



Occupational Health & Safety



Bullying in the Workplace

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	12 June 2006 – Council Resolution 050606
Endorsed:	21 August 2006 – Council Resolution 190806 17 August 2009 – Council Resolution 140809 21 February 2011 (Version No: 3) – Council Resolution 100211
Amended:	
Version:	1

POLICY STATEMENT

The Shire of York considers workplace bullying unacceptable and will not tolerate it under any circumstances.

Workplace bullying is behaviour that harms, intimidates, offends, degrades or humiliates an employee, possibly in front of other employees, clients or customers.

Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.

The Shire of York believes all employees should be able to work in an environment free of bullying. Managers and supervisors must ensure employees are not bullied.

The Shire of York has grievance and investigation procedures to deal with workplace bullying. Any reports of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

The Shire of York encourages all employees to report workplace bullying. Managers and supervisors must ensure employees who make complaints, or witnesses, are not victimised.

Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

The contact person for bullying at this workplace is: Tyhscha Cochrane, Deputy Chief Executive Officer or Ray Hooper, Chief Executive Officer.



Consultation & Communication Policy

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	12 June 2006 – Council Resolution 050606
Endorsed:	21 August 2006 – Council Resolution 190806 17 August 2009 – Council Resolution 140809 21 February 2011 (Version No: 3) - Council Resolution 100211
Amended:	
Version:	1

POLICY STATEMENT

Shire of York committed to communicating and consulting with all internal and external stakeholders. The organisation welcomes all feedback from stakeholders. Any negative feedback, or constructive criticism is perceived as valuable information and will be addressed under the continuous improvement programme of Shire of York. The internal stakeholders will be consulted on their feedback and they will form part of the improvement teams to address any of the negative issues identified.

Shire of York will also celebrate the positive feedback from internal and external stakeholders and will celebrate individual staff achievements and any performance awards that they receive.

External stakeholders will be actively consulted on all major decisions of Shire of York, their input and perceptions will be included in the decision-making processes.

Shire of York will actively promote the values of whole organisation and where appropriate will encourage outlying staff to participate on organisational committees or continuous improvement teams. Likewise Shire of York is committed to building strong partnerships with the community and government agencies.

Shire of York will comply with the requirement of the relevant Acts in its communications with the community and the external stakeholders as well as the consultation and communications requirements of the Occupational Safety and Health Act and Regulations.

SCOPE

This Policy applies to whole of organisation and all external stakeholders.

REFERENCES

- Occupational Safety and Health Act, 1984 (Act)

- Occupational Safety and Health Regulations 1996, and 2005 amendments (Regulations)
- AS/NZS 4360: 2004 Risk Management
- Local Government Act

RESPONSIBILITIES

CEO is responsible for:

- Ensuring that there is active communications both up and down the organisation.
- Ensuring response to perceived issues, and ensuring that they are addressed in a timely manner
- Ensuring communications with all external stakeholders and taking action where appropriate.
- Ensuring response to customer complaints in a timely manner.
- Building strong relationships with communities and government agencies.

Senior Managers/Line Managers/Supervisors are responsible for:

- Communicating organisational issues to their staff on a regular basis
- Responding to staff issues
- Responding to customer complaints
- Building strong relationships with internal and external customers.

Employees are responsible for:

Reporting any hazards, complaints and risks associated with their workplace.

OSH Committee membership is responsible for:

Bringing to the attention of management all issues that employees have brought to the notice to the committee members.

Risk Management Committee is responsible for:

Ensuring consultation both internal and external stakeholders on their perceived risks associated with the operations of Shire of York or in new business enterprises.

APPLICATION

The following communications and consultative processes will be adopted throughout Shire of York:

Internal communication and consultation systems:

- Schedule of all organisational meetings displayed.
- Fully documented meeting minutes that can be accessed by all staff as approved by management.
- Email communications to staff.
- Specific council debriefing to all staff.
- Toolbox talks to engineering and works staff.
- Induction Manuals for all new staff and contractors.
- Organisational Charts display the chain of command in the organisation.
- Specific staff meetings; Executive Management weekly meetings, Internal staff monthly meetings, Depot monthly meetings and outer lying centres monthly. All of organisation staff meetings twice a year all meetings will be documented and staff have access to all minutes.
- Internal audit schedule for OSH and Risk Management program.
- Electronic access to all organisation policies and procedures.
- Position descriptions and annual performance appraisal feedback for all staff.
- Occupational Health and Safety Committee access through safety officers and management.

- Internal and on the job training programs.
- Internal Newsletter or equivalent with Risk Management News section.
- Organisational wide Planning documents
- Staff workshops for risk identification, and organisational planning process.
- Continuous Improvement Teams to work on risk treatment options.
- Ensuring EEO options English as a second language, communicating for those employees with disabilities.
- Presentations to Council – reports and monthly management information reports, access to all staff.
- Social Events.

External Communication Consultation Options

- Ensure Council Elections-information is approved complying with the Local Government Act.
- Council Meetings-
- Public access to meetings
- Minutes of all Council meetings and their sub committees, all minutes are available for public access.
- Advertising of council meetings, Tenders, Positions, Expressions of interest and public notices.
- Central Emails to and from Community Groups.
- Community forums.
- Community Focus Groups.
- Internet Website.
- Customer service and complaint register.
- Special Public meetings
- Community surveys
- Supplier surveys
- Community Service Liaison staff
- Government grant application assistance to community groups
- Government partnerships
- Tendering process and transparency
- Customer Service Charter
- Newsletters
- Letter drops
- Availability of plans for Public comment
- Input into the Strategic Planning process
- Published Plans and Reports for access by community
- Published Financial Statements/ Annual Reports



Contractor Management Policy

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	12 June 2006 – Council Resolution 050605
Endorsed:	21 August 2006 – Council Resolution 190806 17 August 2009 – Council Resolution 140809 21 February 2011 (Version: No: 3) – Council Resolution 100211
Amended:	
Version:	1

POLICY STATEMENT

The Shire of York recognises the complications that may be introduced by outsourcing some of its functions and relying on contractors. The presence of contractors and sub-contractors has the potential to create greater risks in the workplace / worksite, this can be attributed to a number of reasons; unfamiliar work sites, less training and supervision than regular employees, pressure of time and long working hours.

The Shire of York acknowledges that they have the same Occupational Safety and Health obligations to contractors, and sub-contractors, as they do to their employees. As the Principal, the Shire of York understands that the duty of care to contractors/sub-contractors cannot be contracted out, and to ensure that all contractors/sub-contractors are protected from risk of injury or ill health while on the premises or when carrying out their designated duties.

Relevant Legislation

- Occupational Safety and Health Act 1984, and 2005 amendments
- Occupational Safety and Health Regulations 1996, and 2005 amendments



Injury Management & Rehabilitation

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	12 June 2006 – Council Resolution 050606
Endorsed:	21 August 2006 – Council Resolution 190806 17 August 2009 – Council Resolution 140809 21 February 2011 (Version: No: 3) – Council Resolution 100211
Amended:	
Version:	1

Policy Statement Taken from the “Municipal Workcare Scheme Injury Management Policy and Procedural Manual 2006”.

Of the Employer:

- To make provision for the injury management and rehabilitation of all workers who have sustained a compensable work related illness, injury or disability.
- To treat all workers with dignity and respect.
- To guarantee that all information is treated with sensitivity and confidentiality.
- To return the injured worker to the fullest capacity for gainful employment of which they are capable.

With this in mind the “Key Principles of Injury Management”, as identified by WorkCover, will be adopted. They are:

- Recognition that employers and injured workers are the primary stakeholders within the workers’ compensation system.
- Maintenance in or a safe return to work is the expected outcome.
- Medical practitioners and employers play a central decision making role in the return to work of injured workers.
- The focus of all services should be workplace based.
- The injury management process should be transparent, cost efficient and effective.
- Early intervention and pro-active injury management is critical in achieving return to work goals.
- When vocational rehabilitation is required, all parties are involved in a process that is transparent and requires joint decision-making.

To assist in the timely and effective injury management of employees, the employer has appointed an employee to the role of Workplace Injury Management Coordinator as part of their duties, to implement and monitor the injury management and rehabilitation procedures. This appointment is in the knowledge that Municipal WorkCare Scheme employs a dedicated Injury Management Advisor to assist and guide this individual. Further to this, the Scheme's claims Team Leader, appointed to the employer, is available to discuss any issues related to the management of the worker's claim.



Noise (Workplace)

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	12 June 2006 – Council Resolution 050606
Endorsed:	21 August 2006 – Council Resolution 190806 17 August 2009 – Council Resolution 140809 21 February 2011 (Version: No: 3) – Council Resolution 100211
Amended:	
Version:	1

POLICY STATEMENT

The Shire of York is committed to identifying and reducing all noise hazards in the workplace. The Organisation will, so far as is practicable, ensure that noise to which a person is exposed at the workplace does not exceed the exposure standard for noise (Occupational Safety and Health Regulation 3.46), namely an exposure equivalent to 85 dB(A) for 8 hours a day or a peak noise of 140 dB(C). If there is an exposure to machinery and equipment over 85dB(A) there shall be a regularly updated and maintained “Noise Exposure (Machinery and Equipment) Register”.

It is mandatory to refer to the “Noise Procedure” for the Management of noise in the workplace.

It is mandatory that everyone exposed to high noise levels at the workplace shall have a base line hearing test at time of employment and annual testing there after, and recorded on their personal file, which is stored in a secured location.



Occupational Safety & Health

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	12 June 2006 – Council Resolution 050606
Endorsed:	21 August 2006 – Council Resolution 190806 17 August 2009 – Council Resolution 140809 21 February 2011 (Version: No: 3) – Council Resolution 100211
Amended:	
Version:	1

The Shire of York regards the promotion of sound and effective Occupational Safety and Health practices as a common objective for the CEO, Managers, Supervisors, Employees and Contractors.

The Policy of the Shire of York is to ensure that every employee works in an environment where direct efforts are made to prevent accidents, injury and disruption to employees' health from foreseeable work hazards.

The Shire of York acknowledges a duty to achieve their objectives by:

- Providing and maintaining a safe working environment.
- Providing adequate training and instruction to enable employees to perform their work safely and effectively.
- Investigating all actual and potentially injurious occurrences in order to eliminate the cause, and reduce the level of risk.
- Comply with AS/NZS 4801 Occupational Health and Safety Management Systems audit tool.
- Compliance with Occupational Safety and Health (OSH) Act 1984, 2005 amendments, and Regulations 1996, relevant OSH Australian Standards, Codes of Practice and Guidance Notes.

Employees have a duty of co-operation in the attainment of these objectives by:

- Working with care for their own safety and that of other employees, contractors and public who may be affected by their acts or omissions.
- Reporting conditions which appear to be unsafe to their supervisor.
- Co-operating in the fulfilment of the obligations placed on their employer.
- Assisting in the investigation and the reporting of any accidents with the objective of introducing measures to prevent re-occurrence.

A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.





Volunteer Management

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Date of Origin:	12 June 2006 – Council Resolution 050606
Endorsed:	21 August 2006 – Council Resolution 190806 17 August 2009 – Council Resolution 140809 21 February 2011 (Version: No: 3) – Council Resolution 100211
Amended:	
Version:	1

1.0 INTRODUCTION

Shire of York recognises the responsibility to ensure that the following points apply to the management of volunteers in the organisation. The Shire of York will maintain a register of volunteers to ensure they are covered by the organisation's insurance policy.

The Council will comply with the national standards for volunteer involvement which represent and explain the tenets of best practice in the management of volunteers.

The following points identify policy considerations for volunteering involving organisations and can be addressed as part of the process to implement the national standards.

- interview and employ volunteer staff in accordance with anti-discrimination and equal opportunity legislation;
- provide volunteer staff with orientation and training;
- provide volunteer staff with a healthy and safe workplace;
- provide appropriate and adequate insurance coverage for volunteer staff;
- not place volunteer staff in roles that were previously held by paid staff or have been identified as paid jobs;
- differentiate between paid and unpaid roles;
- define volunteer roles and develop clear job descriptions;
- provide appropriate levels of support and management for volunteer staff;
- provide volunteers with a copy of policies pertaining to volunteer staff;
- ensure volunteers are not required to take up additional work during Industrial disputes or paid staff shortage;
- provide all volunteers with information on grievance and disciplinary policies and procedures;

- acknowledge the rights of volunteer staff;
- ensure that the work of volunteer staff complements but does not undermine the work of paid staff;
- offer volunteer staff the opportunity for professional development;
- reimburse volunteer staff for out of pocket expenses incurred on behalf of the organisation;
- treat volunteer staff as valuable team members, and advise them of the opportunities to participate in agency decisions;
- acknowledge the contributions of volunteer staff.

2.0 SCOPE

This policy applies to all management, employees, councillors and volunteers working on Shire activities or official Shire committees.

3.0 VOLUNTEER REGISTER

A register will be kept, Volunteers between the ages of 16 and 80 are covered for personal accident insurance. If volunteers are outside this age group, contact will be made with Local Government Insurance Services to seek approval for insurance cover.



Visitor Management Policy

Policy Owner:	Governance
Person Responsible:	All Executive Managers
Endorsed:	21 August 2006 – Council Resolution 190806 17 August 2009 – Council Resolution 140809 21 February 2011 (Version: No: 3) – Council Resolution 100211
Amended:	
Version:	1

POLICY STATEMENT

Shire of York is committed to ensuring that visitors to workplaces are not exposed to hazards. Severe penalties apply under the Occupational Safety and Health Act 1984, if visitors to workplaces are injured through not being appropriately cared for.

POLICY FOR THE PROTECTION OF VISITORS

All visitors who wish to enter workplaces or specified locations of a workplace shall obtain the prior permission of the Supervisor.

Visitors are not permitted to wander around workplaces unaccompanied. All visitors are to report to the front counter (where applicable) or to the appropriate supervisor before entering any workplaces/sites.

Prior to being authorised to enter a workplace, all visitors must be provided with workplace specific induction on the nature of hazards within the workplace and must be instructed in emergency evacuation procedures. It is important that the promotion of a safety culture within the workplace is transferred to the visitor by way of instruction and induction training.

Staff members are to accompany all visitors at all times.

Visitors are restricted from entering all high hazard areas.

It is essential to ensure that the work environment allows safe access/egress of visitors at all times. This can be achieved by ensuring that all walkways remain clear of obstacles.



Town Planning Policies



Heritage Precincts & Places

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	
Endorsed:	15 September 1997 21 August 2006 – Council Resolution 190806 22 September 2008 – Council Resolution 170908 17 August 2009 – Council Resolution 040809
Amended:	17 August 2009 – Council Resolution 040809
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INTRODUCTION	2
1.0 STRUCTURE OF POLICY	3
1.1 Structure of Outline	3
1.2 Contribution of Existing Places to the Heritage Precincts	3
1.3 STATEMENTS OF SIGNIFICANCE	4
1.3.1 Blandstown Precinct	4
1.3.2 Central York Precinct	5
1.4 WHY ARE THE CENTRAL YORK AND BLANDSTOWN PRECINCTS INPORTANT?	5
2.0 GENERAL GUIDELINES	6
2.1 EXTENT OF APPLICATION	6
2.2 GENERAL POLICY OBJECTIVES	6
2.3 DEFINITIONS	6
2.4 POLICY GUIDELINES	7
2.4.1 Principles of Development	7
2.4.2 New Development	8
2.4.3 Demolition of Heritage Places	8
2.5 APPLICATION REQUIREMENTS	9
2.6 DEVELOPMENT OF BUILDINGS ON THE STATE REGISTER OF HERITAGE PLACES	9
3.0 RESIDENTIAL DEVELOPMENT	9
3.1 EXTENT OF APPLICATION	10
3.2 POLICY OBJECTIVES	10
3.3 POLICY DEFINITIONS	10
3.4 POLICY GUIDELINES	10
3.4.1 Scale and Size	10
3.4.2 Form	12
3.4.3 Siting	12
3.4.4 Materials and Colours	14
3.4.5 Detailing	16
3.4.6 Setting	17

4.0	COMMERCIAL DEVELOPMENT – CENTRAL YORK PRECINCT	18
4.1	EXTENT OF APPLICATION	18
4.2	POLICY OBJECTIVES	18
4.3	POLICY DEFINITIONS	18
4.4	POLICY GUIDELINES	18
	4.4.1 Scale and Size	18
	4.4.2 Form	19
	4.4.3 Siting	20
	4.4.4 Materials and Colours	20
	4.4.5 Detailing	22
	4.4.6 Setting	23
5.0	SIGNAGE	24
5.1	EXTENT OF APPLICATION	24
5.2	POLICY OBJECTIVES	24
5.3	POLICY DEFINITIONS	24
5.4	POLICY GUIDELINES	25

LIST OF APPENDICES

- APPENDIX A - Shire of York Municipal Inventory of Heritage Places
- APPENDIX B - Central York and Blandstown Heritage Map
- APPENDIX C - Levels of Contribution of Places in the Blandstown Heritage Precinct
- APPENDIX D - Levels of Contribution of Places in the Central York Heritage Precinct
- APPENDIX E - Landscaping and Garden Setting Guidelines
- APPENDIX F - Heritage Impact Statement Guidelines
- APPENDIX G - Interpretations and Definitions

INTRODUCTION

This Policy has been adopted under the powers established by Clause 8.8 of the Shire of York Town Planning Scheme No. 2. In exercising discretion under this policy the Shire shall have due regard to the heritage provisions included in Clauses 2.3.8 and 2.3.9 of the adopted Shire of York Local Planning Strategy (August 2007). The Shire will have due regard for the State Planning Policy 3.5 "Historic Heritage Conservation" by the Western Australian Planning Commission.

This Local Planning Policy for the Shire of York highlights the importance of Heritage Precincts and Places as part of the amenity of the Shire's built environment.

There are two Heritage Precincts in the townsite - Blandstown and Central York. The boundaries of the previous Heritage Precincts have been rationalised to allow for more efficient land use and development management. The Municipal Inventory has been updated to concentrate on both defined localities and individual sites. (See **Appendices A and B.**)

The two distinctive Precincts or Areas are Central York and Blandstown which have special qualities that are highly valued by the community and it is important to retain and enhance those qualities of appropriate sites as the town develops through time.

York was declared an Historic Town by the National Trust of Australia (WA) in 1980. It still has much of the charm and character of an early colonial settlement, and retains a significant legacy of buildings of historic and architectural value from the 19th and early 20th centuries.

This policy is intended to assist property owners and the Shire of York to achieve good development outcomes in an important heritage context. It will also provide understanding of the new qualities of heritage values and ensure that additions or alterations to existing buildings and new developments do not diminish the overall context and character of the area.

The first parts of the Policy outline the statutory status of this Policy which provides for strong development control measures under current Planning legislation.

The Overview provides some background of the historical nature of the Heritage Precincts and Places and the studies of Blandstown already undertaken.

The latter parts of the Policy deal with the guidelines and direction for improvements to existing places and for new developments in the precincts.

Guidelines for heritage impact statements associated with development applications are found in **Appendix F** – taken from the model provided by the Heritage Council of Western Australia. The Council of the Shire of York will require detailed information with every application, and will assess such applications in the terms prescribed. Advice will be sought from the Regional Heritage Advisor or Heritage Council on any matter considered necessary.

Council is grateful for the guidance and assistance from the Heritage Council in formulating this Policy.

Local Planning Policy

Heritage Precincts and Places

1.0 STRUCTURE OF POLICY

The Local Planning Policy has been structured in a way that provides general guidelines to be observed in all designated Heritage Precincts, guidelines for specific issues such as signage and then policy provisions for residential and commercial development within the Central York and Blandstown Precincts. The format is as follows:

1.1 Structure Outline

Part 1 Overview

Part 2 General Guidelines - Policy Guidelines for all development within the Heritage Precincts.

Part 3 Residential Development - Policy Guidelines for all residential development within the Heritage Precincts and to Heritage Places.

Part 4 Commercial Development - Policy Guidelines for all commercial development within the Central York Precinct. Mixed use development must have regard to the policies contained in Part 3.

Part 5 Signage - Policy Guidelines for signage within the Central York and Blandstown Precincts.

Appendix A contains a list of places and precincts included in the Shire of York's Municipal Heritage Inventory.

The extent of the Central York and Blandstown Heritage Precincts are shown on the map provided in **Appendix B**.

The levels of contribution that the individual places make to the overall heritage significance and character of the Central York and Blandstown Heritage Precincts are detailed in **Appendices C and D**.

While there is no statutory basis for controlling the landscaping and garden settings for residential development in the Blandstown Heritage Area, general guidelines are provided in **Appendix E** for interested persons.

1.2 Contribution of Existing Places to the Heritage Precincts

The level of contribution that a place makes to the significance of an area is one of the matters considered in determining an application. All places within the Central York and the Blandstown Precincts have been classified as falling into one of the following categories:

Level of Contribution	Description	Desired Outcome
Considerable	Listed in the State Register of Heritage Places. Very important to the significance of the Precinct.	Conservation of the place is highly desirable. There is a presumption against demolition. Any external alterations or extensions should reinforce the

		significance of the Precinct in accordance with the Design Guidelines.
Some / Moderate	Contributes to the significance of the Precinct.	Conservation of the place is desirable. There is a presumption against demolition. Any external alterations or extensions should reinforce the significance of the Precinct in accordance with the Design Guidelines.
None	Does not contribute to the significance of the Precinct.	Existing fabric does not need to be retained. Any new (replacement) development on the site should reinforce the significance of the Precinct, in accordance with the Design Guidelines.

The level of contribution a place makes to the Central York or to the Blandstown Precinct is detailed in **Appendices C and D (which are still being determined)**.

1.3 STATEMENTS OF SIGNIFICANCE

York was declared a Historic Town by the National Trust of Australia (WA) in 1980. It still has much of the charm and character of an early colonial settlement, and retains a significant legacy of buildings of historic and architectural value from the 19th and early 20th centuries.

Central York and Blandstown Precincts comprise areas east of the railway line with an extension over the Avon River. The majority of the of the area excluding the special precincts, presents a predominantly single storey residential setting of similar scale, materials, roof forms and the site application, with a varying degree of heritage significance.

The cumulative effect of the scale, massing, texture, materials, colour and detail of individual buildings and their sites provide visual characteristics which have formed in distinctive periods from the early town establishment in the 1860s and 1870s, through to the twentieth century, clearly demonstrating the residential aesthetics of the periods.

1.3.1 Blandstown Precinct

Blandstown Village Heritage Precinct, comprising approximately thirty-seven buildings constructed from local materials, two bridges, Bland's Brook, a section of Avon River and a street layout that dates from the end of the nineteenth century has cultural heritage significance for the following reasons:-

7 The place exhibits aesthetic qualities that are highly valued by the community.

- *The place demonstrated the development of an early colonial settlement dating from the 1850s which has retained a high degree of intactness and authenticity.*

- *The place has the potential to yield archaeological and documentary information that will contribute to an understanding of the natural and cultural heritage of Western Australia, particularly in relation to early farming practices and the relationship between the farm and the broader rural community.*
- *The place has retained some of York's earliest buildings which are associated with the commercial success of this early inland town.*
- *The place is associated with Revett Henry Bland, Governor Stirling's appointee to the district and the owner of the land which developed as Blandstown, the Parker family who were prominent landowners in York and who owned Balladong Farm, and the Convict Hiring Depot which was constructed on the eastern side of the Avon River in 1852.*

1.3.2 Central York Precinct

The Central York Precinct mainly comprises single storey residential and commercial buildings as well as a number of substantial two storey commercial buildings. A feature of the precinct is an almost uninterrupted continuum of late 19th and early 20th buildings along both sides of Avon Terrace between Macartney and South Streets.

This area presents an collection of places of varying degrees of significance and is culturally important as a whole for the following reasons:

It physically reflects broad social and economic changes from the mid-nineteenth century and has the potential to contribute significantly to an understanding of the development of York.

The cumulative effect of the scale, massing, texture, materials, colour, and detail of individual buildings and their sites provide visual characteristics which have formed in distinctive periods from early town establishment in the 1860's and 1870's, the boom period of the 1890's Federation style, the twentieth century developments of the early 1900's and the prosperous surge in the late 1930's and later decades. The buildings clearly demonstrate the aesthetics of these periods.

The collective and individual landmark qualities of the buildings;

The continuity of commercial, residential, and cultural functions which operate without detracting from the overall integrity of the precinct and which contribute substantially to the character of the area; and

The precinct contributes to the York community's sense of place through its distinctive streetscape.

1.4 WHY ARE THE CENTRAL YORK AND BLANDSTOWN PRECINCTS IMPORTANT?

The substantial representation of Victorian/Colonial and Federation residential, commercial and civic buildings within the Central York and Blandstown Precinct provides a significant historic environment that informs of the foundation to the background of the town.

Historic character can be devalued and compromised by unsympathetic or non-responsive new development, including additions to existing buildings. Placing new buildings and additions in an historic context requires careful analysis to identify the important elements of the overall heritage character that must be respected.

The character of an area is influenced by a number of contributing factors including:

- landform;
- distinctive landscape elements;
- the pattern of subdivision;
- date and style of buildings;
- scale and form of buildings;
- building setbacks;
- materials, building techniques and details;
- views, vistas and skylines; and
- the use mix and activities.

Developments that appear most out of character share similar design attributes. This includes buildings that are too large in scale (both height and mass), are “box-like” in appearance, lack sufficient surface articulation, and/or are presented in strong or garish colours that are out of place with their surroundings. It is these characteristics that should be discouraged in future developments.

Character is also shaped by the relationship between the proportion of solid to void in walls, or the amount of window contained by a wall, together with the play of light, shadows, and the proportion of openings in walls.

The Local Planning Policy for the Central York and Blandstown Precincts is based on the primary elements that comprise the character of an area – scale or size, form, siting, materials and colours, and detailing. Examples are also provided of existing harmonious or sympathetic developments that respond to these primary elements in an acceptable manner.

2.0 GENERAL GUIDELINES

2.1 EXTENT OF APPLICATION

These guidelines shall apply to all development, including new development applications and the extension, alteration, addition, modification or demolition of existing buildings. The guidelines may be different for each of the defined Precincts.

2.2 GENERAL POLICY OBJECTIVES

- a) To conserve and protect the cultural heritage significance of the Precincts and Places;
- b) To ensure that new buildings and modifications to existing buildings can be accommodated within the Precincts without adversely affecting the heritage significance and character of the area; and,
- c) To provide improved certainty to landowners and the community about the planning processes for development within the areas.

2.3 DEFINITIONS

‘Heritage Place’ shall mean any place contained on the State Register of Heritage Places, the Shire of York Municipal Inventory of Heritage Places, any Heritage List adopted under a Town Planning Scheme or contained in **Appendix G** of this Local Planning Policy.

‘Town Planning Scheme’ shall mean any operative Town Planning Scheme within the Shire of York. All other terms shall have the meanings applied to them under the Shire’s Town Planning Schemes and the definitions included in **Appendix G** to the Local Planning Policy.

2.4 POLICY GUIDELINES

The policy includes commentary notes in the shaded text boxes. These notes are not part of the policy requirements, though they provide explanation and a context for the policy provisions and should be read in conjunction with the policy.

2.4.1 Principles of Development

All applications within the Precincts shall have regard to and respect the following principles of development:

- a) All development shall enhance and reinforce the historic character of the Precincts;
- b) All new buildings in Precincts shall respect their historic context and respond to the existing character, scale, form, siting, material and colours in accordance with the provisions of the Burra Charter;
- c) New buildings shall not be direct copies of heritage buildings and should be visually distinguishable from them. It is important to distinguish between heritage and new places so that heritage values are not diminished by replication;
- d) Buildings should be sited to respect the existing pattern of development in the Precincts, with buildings set squarely on lots and front and side setbacks which mirror the scale of the streets providing that the location takes into consideration energy efficiency standards and requirements under the Building Code of Australia.
- e) Heritage buildings shall be retained and conserved wherever possible, as these places, in combination with the streetscape, are the main determinants of the character of the Precinct;
- f) New construction, demolition, intrusions or other changes that would adversely affect the setting or relationships within the Precinct are not appropriate;
- g) Historic outbuildings such as stables and sheds often form an integral part of the heritage landscape and should be conserved where practicable;
- h) Additions to Heritage Places must ensure that they do not visually intrude on the existing building or street context and that they are in sympathy with the character of the existing property. Additions should be distinguishable from the original building and the distinction may be subtle if desired.

2.4.2 New Development

Compliance with Local Planning Policy:

1. All applications for development, including new development or the alteration, extension, modification or demolition of existing buildings within the Precincts shall comply with this Local Planning Policy.
2. In considering any development applications located within the Precincts, the Shire will consider the structural condition of a contributory place, whether a place is reasonably capable of conservation and the level of contribution a place makes to the significance of an area. The level of contribution for places

within the Central York and Blandstown Heritage Precincts is detailed in **Appendices C and D** to the Local Planning Policy.

3. Except as provided for in the Local Planning Policy – Blandstown Precinct, the requirements of the Residential Design Codes shall apply to all residential development.
4. The Council may vary the requirements of this Local Planning Policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

2.4.3 Demolition of Heritage Places or in a Heritage Precinct

Demolition of a place listed on the State Register of Heritage Places is rarely appropriate and is not likely to be supported by Council. Applications for demolition of a place on the State Register will be referred to the Heritage Council of Western Australia for comment prior to Council's determination.

Demolition of a Heritage Place should be avoided wherever possible. An application to demolish a heritage place must include clear justifications for the demolition and should be based upon the following:

- a) The significance of the building or place;
- b) The feasibility of restoring or adapting it or incorporating it into new development;
- c) The extent to which the community would benefit from the proposed development; and
- d) The provisions of this Local Planning Policy.

Council is unlikely to support the demolition of a heritage place based solely on the economic viability of redeveloping a site or because a building has been neglected.

If structural failure is cited as the primary justification for the demolition of a heritage place, evidence must 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.

Where Council supports the demolition of a heritage place, the applicant may be required, as a condition of approval, to submit an archival record of the place prior to the demolition occurring.

The archival record is to be in accordance with the Council's standards for archival. **(Appendix H)**

2.5 APPLICATION REQUIREMENTS

When making an application for planning approval or seeking approval for demolition of a building, the Council may seek additional information other than that required under the provisions of the relevant Town Planning Scheme. Such additional information may include:

- a) A Heritage Impact Statement.

An applicant may be required to complete an impact assessment on any new development proposal or demolition permit as part of any formal application Council. **(Appendix F)**

If a proposal will have a substantial impact on the exterior fabric of a place, the Shire may require a heritage impact statement to be submitted, which would address three main questions:

- how will the proposed works affect the significance of the place or area?
- what alternatives have been considered to ameliorate any adverse impacts?
- will the proposal result in any heritage conservation benefits that might offset any adverse impacts?

If a proposal affects a place that is entered in the State Register of Heritage Places it will be referred to the Heritage Council of Western Australia for comment.

b) A Structural Condition Assessment in the Case of Demolition.

The Council retains the right to seek any independent advice, including the comments of the Heritage Council of Western Australia or their Regional Heritage Advisor, on development proposals or applications for demolition. The Council also retains the right of passing on the costs of obtaining such advice to the applicant.

2.6 DEVELOPMENT OF BUILDINGS ON THE STATE REGISTER OF HERITAGE PLACES

Any new development of a building on the State Register of Heritage Places may be discussed and negotiated with the Heritage Council of Western Australia and Shire of York prior to the submission of a development application.

Development proposals affecting places on the State Register must be referred by the Shire of York to the Heritage Council for advice as per the *Heritage of Western Australia Act 1990*.

3.0 RESIDENTIAL DEVELOPMENT

3.1 EXTENT OF APPLICATION

These Policy Guidelines shall apply to all residential development within the Central York and Blandstown Precincts. Residential development shall include new buildings and the extension, alteration, addition or modification of existing buildings. Where the residential development occurs on the same site as a commercial building or with some other form of mixed use development, the Policy Guidelines shall be given due consideration.

All residential development within the Precincts is required to comply with the Residential Design Codes. Where there is inconsistency between the Residential Design Codes and the provisions of this Policy and the Scheme, the Scheme and Policy shall prevail.

3.2 POLICY OBJECTIVES

- a) To facilitate residential development that respects the existing character of an area;
- b) To ensure that all new residential buildings, alterations or extensions to existing dwellings are sympathetic to the predominant form, siting and appearance of existing and neighbouring buildings and the streetscape;

- c) To maintain the heritage value of significant buildings and streetscapes.

3.3 POLICY DEFINITIONS

All terms shall have the meanings applied to them under the Shire's Town Planning Schemes and the definitions included in **Appendix G** to the Local Planning Policy.

3.4 POLICY GUIDELINES

The policy includes commentary notes in shaded text boxes. These notes are not part of the policy requirements, though they provide explanation and a context for the policy provisions and should be read in conjunction with the policy.

3.4.1 Scale and Size

The scale of a building is its size in relation to its context, either as part of an existing house, existing neighbouring buildings or landscape, or a combination of these. The resulting development proposal should look as if it belongs to the area in terms of scale. Scale is one of the prime determinants of an area's character, and if scale is not correctly determined, there is little prospect of correcting the negative impact of an out-of-scale development. The use of tree and shrub plantings to hide over-scale buildings is rarely successful and should not be relied upon as a correction tool.

Most dwellings in the Precincts are single storey. The pattern of arrangement and size of buildings in Blandstown & Central York is an important part of its character and this varies little from street to street. The street layout and subdivision pattern provide a strong influence in scale through the width of streets and the frontage of blocks to those streets.

Further subdivision can alter this aspect of scale and for this reason, any applications for subdivision within the Precincts will be carefully scrutinised by the Shire prior to any recommendation made to the Western Australian Planning Commission.

The size of additions or extensions to existing buildings is also important and must comply with the same principles. Additions should not be more imposing than the original building. For verandah restorations, look for evidence of what may have been removed before planning a replacement and in the absence of evidence, ensure that the design approach matches the style for the period of construction of the place.

The scale of all residential development must respect:

- a) The scale of adjoining and nearby buildings in the street;
- b) The surrounding landscape; and
- c) The scale of the existing building, in the case of additions, extensions or modifications.

Note: The current Residential Planning Design Codes over Blandstown is R40, where sewer is available, other lots are zoned R10/General Agriculture, which are under review. Development at this scale is considered excessive and to meet the design criteria and the objectives development should be favoured at R40.

Two storey buildings will only be supported on lots of a size consistent with the R40 density code or higher.

On lots less than the R40 density, residential development shall maintain the appearance of a predominantly single storey streetscape. Two storey buildings may be considered on lots of a size less than the R40 density code where:

- a) the additional storey is situated under the natural ground level at the street, due to the slope of the land and without the need for substantial cut and fill;
- b) Where the bulk of the second storey is situated towards the rear of the building, or
- c) Where there is evidence that the below ground storey is demonstrated to be protected from inundation.

Other architectural design techniques, such as the breaking up of long walls into bays, the arrangement of openings and fragmenting roof forms, should be considered to reduce the scale of larger buildings.

All development must be sympathetic to the existing land contours and natural features. No more than 500mm of cut or fill may be permitted as part of any residential development, unless such cut or fill is to match the height and scale of an existing building. Retaining walls shall not exceed a height of 500mm, unless the natural contours of the land prior to development occurring warrant higher retaining walls. No filling shall be permitted on the Avon River flood plain.

A minimum 15 degree roof pitch is required on all new verandahs. The addition of a verandah to an existing building shall either continue the same roof pitch of the existing building or change the pitch, provided that a minimum 15 degree roof pitch is achieved.

3.4.2 Form

The form of the building is its overall shape, size and the general arrangement of its main parts. Traditionally, residences in the Precincts have been simple and rectangular, with steeply pitched roofs. Although other features can be disguised or concealed, roof lines will remain prominent, especially on a hillside.

Residential development in Central York and Blandstown Precinct should be sympathetic to the predominant form of the neighbouring dwellings and existing building, in the case of additions and modifications. Where a building form is highly repetitive, such as in the smaller scale streets of the Blandstown Precinct, significant departures in form will appear at variance to the streetscape. New buildings in highly cohesive streetscapes should not interrupt that cohesiveness of form.

The treatment of the façade in terms of the proportions, materials, number of openings, ratio of window to wall etc. will also affect how a new building relates to its neighbours and how an addition relates to an existing building. Symmetrical facades with doors into central corridors are commonly used in the Blandstown Precinct and this motif could be used for new buildings.

All residential development shall respond to and reinforce the existing characteristics of a streetscape or neighbourhood with regard to building appearance, plate and wall heights, roof form, ridge lines, parapet lines, roof slopes and eaves overhangs.

Roof lines shall be hipped or gabled and shall have a minimum slope of 25 degrees. Eave overhangs shall be a minimum of 300mm wide. A skillion roof as an extension of an original roof form may be acceptable.

All window and door openings shall have a vertical emphasis, which means they shall be long and narrow in appearance.

Additions, extensions and modifications to existing buildings shall not be more visually imposing than the original building. Front facades should not be extended forward of the existing building.

Additions, extensions or modifications shall respect and integrate with the roof line of an existing building.

Two storey extensions to an existing building should be set well back towards the rear of the property to minimise the visual impact on the streetscape or could be accommodated within the existing roof space.

No structural development shall be allowed within the designated Flood Plain of the Avon River as determined by the Department of Water.

Council shall set the minimum floor levels in the areas within the 100 year flood event limit in consultation with the Department of Water to take into account the likelihood of inundation, the streetscape, accessibility and other factors.

3.4.3 Siting

Another critical factor that influences character is building siting in relation to boundaries and, in particular, front setbacks from the street. When new buildings are developed in an historic context, they should be sympathetic to the local streetscape and the predominant front and side setbacks of the streetscape should be maintained. The adjoining properties in a streetscape provide the best guide as to the correct approach for the siting of new buildings. Obviously the siting, size and construction of front fences is also important and this subject is addressed later in the guidelines.

Importantly, buildings in Blandstown are set parallel to the street and are oriented to the street frontage. In other words, the principal elevation and entrance to a building faces the street. New buildings should be oriented in the same manner. Front setback patterns, where they exist, should be repeated, irrespective of the prevailing residential density code provisions. Usually houses on smaller lots in narrow streets have small front setbacks and houses on larger lots in wider streets have greater front setbacks.

Most of Blandstown historic development was completed before the motor vehicle came into common usage. Garages and carports in York could become a dominant and negative feature in the streetscape.

Additions to existing properties should also respect the pattern of siting and be located so as to avoid giving them undue prominence.

Consideration must be given to Federal and State objectives for energy efficiency in relation to siting.

For new residential development and additions, extensions or modifications to existing residential dwellings shall be located parallel to the street and shall observe any established front and side building setbacks of the neighbouring properties in the street.

Entries to a dwelling shall be at the front of the dwelling or be an obvious feature when viewed from the street. Entries which are central to a facade are encouraged. A blank wall facing the street is unacceptable.

All garages and carports shall be designed to have a minimal visual impact on the streetscape. Where side or rear access is available, vehicular access should be provided from these points and parking area, including garages and carports, located accordingly.

Garages and carports located in front of the building line of an existing dwelling will only be permitted if it cannot be located on any other part of the property. Garages and carports located in front of the building line must not obscure the front elevation of a building and their width shall not exceed 30% of the frontage of the property.

Car parking areas in new residential development should be incorporated into the design of a new house and should be setback from the primary street in line with or behind the building line of the proposed dwelling.

Note: The policy requirements relate to the location of parking area. Further requirements on the design and appearance of garages and carports are included in the Materials and Colours section.

3.4.4 Materials and Colours

Residential buildings in the Precincts use a variety of materials, which relate to the historic phases of development of the town. These materials, textures, colours and decorative treatments are important elements of character and significance.

Residential development, including garages, carports and outbuildings, should use materials, textures and colours that are characteristic in the adjacent buildings and the local area generally.

While it is not necessary or desirable to copy the existing patterns in every detail, the use of similar materials and colours assists with developing harmony in the streetscape. Modern materials are not precluded, providing their proportions, textures, details and colours are sympathetic with the surrounding context and are not in sharp contrast. The quality of new materials should be equal with those of existing buildings.

When restoring or repairing important historic places, replacement materials should match like-with-like where possible. In conservation projects, doors and windows should replicate the type used when the building was originally constructed. Materials that were not intended to be painted, such as brick, should not be painted. Rendering or painting existing brick in older buildings will cause the brickwork to deteriorate and is a poor maintenance strategy.

Although weatherboard buildings are comparatively rare in the Precincts, new timber framed buildings are permitted. When restoring timber framed houses, new materials should match the

original. Timber framed extensions are also permitted for brick buildings.

Traditional colour schemes in the Precincts feature several colours in combination. Rendered walls have been left unpainted or are natural tones of cream or stone. Window and door frames are a combination of dark and light colours, which generally contrast the base colour of material of the external walls.

The acceptable materials for new residential buildings, including outbuildings, garages and carports and additions, retaining walls, extensions or modifications to existing buildings are as follows:

a) Walls

- Red through to orange brick with cream joints. Darker brick accents are acceptable.
- Local stone.
- Smooth render.
- Timber weatherboards, corrugated iron or mini orb profile walls in a galvanised, painted or Colourbond finish are appropriate for side and rear walls, outbuildings, carports and garages.
- Use of limestone materials in retaining walls will not be permitted unless it is consistent with existing development.

b) Windows and doors

- Timber framed, especially when visible from the street.
- Commercial quality, box powder-coated aluminium framed, especially when visible from the street.
- Timber to match the existing materials being replaced or the period of development for residential places being restored.
- Small paned windows are encouraged in street elevations, if appropriate to the location of the development.

c) Roofs

- Custom Orb profile sheeting. Preferred sheeting is galvanised, although Zinalume or Colourbond in an appropriate colour is acceptable.
- Galvanised sheeting is generally required for buildings listed in the State Register of Heritage Places.
- Clay tiles, if appropriate to the location.

d) Gutters

- Half round galvanised gutters for places pre-1890.
- Ogee and colonial profile or quad for heritage places.
- Quad or half round for new places.

The colours to be used in all residential development will have regard to the following criteria:

- a) The colours used in an existing building and in neighbouring properties in the streetscape;
- b) Colours selected from heritage ranges will be acceptable. Guidance may be taken from the colour palette available for viewing at the Shire of York offices;
- c) For new buildings, sympathetic modern colours may be acceptable;
- d) Colours which take their inspiration from local, natural elements such as tree leaves, bark and soils may also be appropriate; and
- e) The use of bright or garish colours in large areas visible from the street is not permitted.

The colours to be used in heritage places, including places on the State Register of Heritage Places, the Shire of York Municipal Inventory of Heritage Places or any Heritage List of a Town Planning Scheme, should be based on the original colours used in the building based on paint scraping where possible.

Garages and carports shall be designed to have a minimal impact on the streetscape and shall be constructed to consider the following:

- a) The garage or carport should be built to reflect the style of the existing or proposed house, but not be so elaborately detailed as to detract from the house. The design should be sympathetic to the style of the house without copying the detailing used on the existing or proposed house;
- b) Roof form, materials and pitch should be the same as the existing house. Walls and/or piers should match existing brickwork or render as closely as possible;
- c) Timber posts used in a carport should respond to the style of the verandah posts on the house. Timber decoration may be used to relate the new structure to the existing or proposed house, but should not make the garage or carport more important than the house;
- d) The materials and colours of garage doors should not detract from the heritage character of the Blandstown Precinct; and
- e) Where the side wall of a garage faces a street it shall be designed and treated in such a manner that it presents an articulated and detailed facade to the street. Eaves of a minimum 300mm shall be provided.

3.4.5 Detailing

Similar and common details in residential development also assist in creating character. There was a fairly common approach to detailing in various periods of development. There are similarities in the approach to chimneys, verandahs, doors and windows. Modern buildings are generally more simply designed than buildings in the historic context. This difference in approach to detailing in modern buildings can disrupt the harmony of a historic streetscape.

Using a sympathetic approach to the design and detailing of residential development can help create relationships between the new and old. Modern design features can reinterpret traditional details and contemporary detailing can provide visual interest that contributes to the character of the place.

Many residential buildings in the area have or have had front verandahs. Restoring a verandah to its original form can add significantly to the value of the building and enhance the streetscape. Verandah details, such as timber fretwork, iron lacework and turned posts, provide important elements of decoration on traditional buildings.

Other decorative elements include gables, lead lights and rendered corbelling on chimneys. Early York homes are characterised by tall brick chimneys with decorative corbelling (brick protrusions near the top of the chimney, commonly with decorative render).

The proportions and shapes of windows and doors give traditional Blandstown Precinct buildings a vertical emphasis. Their positions and relative size on a building façade are important components of the streetscape. The styles of windows and doors vary according to

the date of construction however their position, proportions and shape remain relatively constant.

Decorative detailing should be used sparingly on new residential development and additions, extensions and modifications to existing buildings. New buildings should never copy traditional decorative elements. If decoration is required, it should be appropriate for the date of construction of the building.

New chimneys shall be tall, extending beyond the maximum height of the roof at any point.

The style of a replacement verandah roof, posts and decoration should be appropriate to the style of an existing building. In the absence of any documentary evidence regarding the original verandah, a simple replacement verandah without elaborate decoration shall be used. Reinstatement of missing decorative detailing on existing buildings is encouraged.

The original door or window openings on an existing building are to be maintained. Where a door or window needs replacing, it is preferable to use a copy of the original.

Windows and doors in new buildings should not be copies of traditional styles. Where windows are visible from the street, they shall be simple timber-framed or commercial quality, box, powder coated aluminium-framed windows giving the appearance of timber framing, with proportions reflecting traditional openings. Some details may be adapted to allow buildings to harmonise with the traditional streetscape, such as using a slight arch of vertical brickwork over the window.

3.4.6 Setting

The treatment of front setback area to primary and secondary streets has a significant impact on streetscape. Fences and gates in the Precincts generally reflect the rural atmosphere of the town and few existing houses in the area have substantial front fences.

Traditional driveways and paths in the Blandstown Precinct were of local gravel or red clay. Front gardens are an important part streetscape and remnants of traditional gardens can be as important to the character and atmosphere of a heritage town as the original buildings. It is important to the landscape of the town that, where possible, these be conserved and ideally, new gardens would be designed to integrate with them.

While the policy does not provide controls on the materials used in driveways and paths or the nature of residential gardens, some general guidelines are contained in Appendix E for interested persons.

Fences and gates associated with residential development shall be consistent with the following requirements:

- a) For existing houses or properties, fencing and gates shall match the period of development. Local stone, timber picket, picket and red brick or local stone pier, or timber post and rail with chain mesh may be appropriate. Hedges may be appropriate as an alternative to fencing.

- b) Fibre cement sheeting or steel, iron or colourbond sheeting as a fencing material shall be avoided on any street frontage in front of the building line;
- c) Fibre cement sheeting or steel, iron or colourbond sheeting may be used to fence back yards if its visual impact from the street will be limited;
- d) Limestone fencing is not permitted in the Precincts;
- e) Front fencing shall be open in style to allow views to and from the house;
- f) Solid fencing on front boundaries and on side boundaries in front of the building line shall not exceed a height of 1200mm;
- g) Any fencing on front and side boundaries in front of the building line over 750mm shall be truncated a minimum of 1.5m at the entries to driveways and the intersection of streets.

Suggested materials for driveways and paths in residential Area are gravel, stabilised clay, red brick paving, brown or red asphalt or brown concrete.

4.0 COMMERCIAL DEVELOPMENT

4.1 EXTENT OF APPLICATION

These Policy Guidelines shall apply to all commercial development within the Central York Precinct. Commercial development shall include new buildings and the extension, alteration, addition or modification of existing buildings. Where the commercial development includes a residential component, the Policy Guidelines contained in Section 3 shall also be considered.

4.2 POLICY OBJECTIVES

- To facilitate commercial development that respects the existing character of an area.
- To ensure that the primacy and heritage significance of Avon Terrace is maintained.
- To protect and encourage the conservation of the important heritage places within the Central York Precinct.
- To ensure that all commercial development, including new development and the modification or extension of existing buildings, respects the scale, form, siting, appearance and general fabric of existing buildings and the streetscape in the Central York Precinct.
- To ensure that new development is of a high architectural quality that contributes to, and enhances, the Precinct as a whole.

4.3 POLICY DEFINITIONS

'Commercial development' shall refer to all non-residential development in the Central York Precinct.

All terms shall have the meanings applied to them under the Shire's Town Planning Schemes and the definitions included in **Appendix G** to the Local Planning Policy.

4.4 POLICY GUIDELINES

The policy includes commentary notes in shaded text boxes. These notes are not part of the policy requirements, though they provide explanation and a context for the policy provisions and should be read in conjunction with the policy.

4.4.1 Scale and Size

The scale of a building is its size in relation to an existing commercial building, neighbouring buildings or the surrounding landscape. The resulting development proposal should look as if it belongs to the area in terms of scale. Scale is one of the prime determinants of an area's character and if scale is not correctly determined, there is little prospect of correcting an out of scale development.

The street layout and subdivision pattern provide a strong influence in the scale of development because of the width of the street and the frontage of blocks to the road. New buildings should be appropriate to the immediate surroundings.

The scale of all commercial development must respect:

- a) The scale of adjoining and nearby buildings in the street;

- b) The surrounding landscape; and
- c) The scale of the existing building, in the case of additions, extensions or modifications.

Commercial development is permitted up to two storeys in height, provided that the development is sympathetic and in scale with the adjoining buildings. New buildings that need to be larger than the buildings in their immediate surroundings can be reduced in scale through architectural design techniques, such as the breaking up of long walls into bays, the appropriate arrangement of openings, the fragmenting of roof forms and the setting back of upper levels.

The requirements for second storey additions to single storey heritage buildings are contained in following Section 4.4.2.

4.4.2 Form

The form of the building is its overall shape, volume and the general arrangement of its main parts. New commercial development and alterations to existing commercial development in the Central York Precinct shall be sympathetic to the predominant form of the neighbouring buildings and/or the existing building, where traditional main street building forms have been followed.

Where a building form is highly repetitive, such as in Avon Terrace, significant departures in form will appear at variance to the streetscape. The main design elements of new buildings in the street façade (i.e., proportions, number of openings, ratio of window to wall areas, etc.) will also affect how a new building relates to its neighbours and how an addition relates to an existing building.

General Guidelines

All commercial development shall respect and maintain the traditional pattern and appearance of the commercial buildings in the Central York Precinct and shall achieve the following criteria:

- a) Commercial buildings shall consist of horizontal strips of development broken into a vertical rhythm by the component shops or tenancies and the windows to individual shop fronts or tenancies;
- b) Large, single use buildings must maintain the appearance of articulated, individual frontages to the street through the use of architectural design features;
- c) Monolithic buildings with blank street frontages, large scale panel systems and sheet metal cladding are not acceptable;
- d) Corner sites provide an opportunity for landmark buildings and two storey development on street corners is appropriate; and
- e) New commercial developments should be simply treated, well proportioned and detailed, though should not endeavour to copy history types in general.

Verandahs and Awnings

New commercial development shall have a verandah or awning over the public footpath of sufficient dimensions so as to provide effective weather protection for pedestrians. The awning should be located at first floor

height, and not at any level above. The awning should be simple in design and should line through with any existing awnings on adjacent development. Awnings should preferably extend for the full width of the building to allow continuous weather protection of the footpath below. Awnings supported by verandah posts are acceptable.

The requirement for an awning over the public footpath may be waived in locations where there is no continuous current or proposed streetscape.

For existing buildings, the reinstatement of verandahs with verandah posts located on the public footpath will normally be permitted, provided it can be demonstrated that such a verandah would be consistent with the original form and design of the building and its heritage integrity. Verandahs should only be reinstated where there is good evidence of their original existence, and must take into account modern standards for public safety.

- Restoration or reinstatement of traditional verandahs or awnings should be based on archival evidence;
- Buildings constructed without an awning or verandah should not have a traditional awning or verandah constructed;
- A simple contemporary awning or canopy may be permitted on any building, provided it does not detract from the significance of the place. In particular, it should not introduce undue separation of the ground floor from the upper levels.

Compatibility of Building Forms

The design of all commercial development shall consider the horizontal alignments of principal levels for over-pavement awnings, canopies, parapet tops, window heads and sills, wherever practicable, with the adjoining development in a streetscape.

All commercial development shall respond to and reinforce the existing characteristics of rooflines in the Central York Precinct, as follows:

- a) Plate and wall heights, roof form, ridge lines, roof slopes and parapet lines shall be consistent with the neighbouring buildings in the streetscape;
- b) Roof slopes shall achieve a minimum pitch of 25 degrees; and
- c) All verandahs shall have a minimum pitch of 10 degrees; and
- d) Commercial buildings may have an articulated front parapet wall as an acceptable alternative to the pitched roof.

Parapets

The decorative details of many original parapets are an important part of the building's original design style, and add to the distinctive character of the area. The alignment of parapets is an important component defining the skyline of the Precinct when viewed from the street.

- Parapets shall be retained in the adaptation of an existing building and should remain the main element defining the roof line when viewed from the street;
- A parapet to the primary street façade of a new building should be of comparable height to adjacent buildings; and
- New parapets may be simple or complex in their design and articulation, but should be designed in a manner that takes account of the form of parapets on adjacent buildings.

Upper Floor Additions to Heritage Buildings

A second floor may be added to an existing one storey heritage building. The overall height, however, must still be restricted to two storeys.

The additional floor shall be set back a minimum distance of 3m from the façade(s) of the heritage building and no external elements or attachments such as air conditioning plant may be placed forward of this building line.

The additional floor or new roof will be visible from Avon Terrace and other view points, so careful consideration of their appearance from all aspects is required.

- The design of a new upper floor to an existing heritage building, including its roof form, should not detract from its heritage significance;
- The form, articulation and detail of the addition should be considered carefully, and it should not detract from, or dominate, the style of the existing building;
- Simple “clean” lines, contemporary forms and proportions that derive from the original building are appropriate.

Shopfronts and Windows

New shop fronts should be encouraged to take the form of dado below glazing, with a central or side recessed entry. The entry may be set in a truncated recess.

Windows onto the street should not be tinted or treated with reflective film. Views into and out of commercial buildings are to be maximised to create visual interest and to provide for greater security through casual surveillance. A minimum of 80% of all window space of a building facing a public street shall be kept transparent, and not rendered opaque by advertising signage.

4.4.3 Siting

A critical factor that influences the character of an area is the siting of buildings relative to boundaries, particularly setbacks from the primary street. New buildings in a historic context must be sympathetic to the local streetscape and reinforce the existing front and side setbacks to maintain the established patterns of development. The adjoining properties in a streetscape usually provide the best guide as to the correct approach for the setback of buildings. Commercial development in the Central York Precinct, and in most traditional urban main street centres, has been built up to the street edge. This provides an appropriate urban “feel” and maximises opportunities for businesses to interact with passing pedestrians. Commercial development which is set back from the street edge with car parking area in front of buildings are principally car-orientated, are not pedestrian-friendly and are inappropriate to the Central York Precinct.

Older buildings constructed on lots which are not parallel to the Avon Terrace road reserve have generally been located on the front boundary edge, even though this has resulted in the front walls being set at an angle to the side walls. This siting characteristic has helped maintain a continuous built edge to the footpath and is a feature of the precinct which should be retained.

Front Setbacks

All new commercial development, and the extension, addition, alteration or modification of existing commercial buildings, shall maintain a zero setback to the street. Commercial development shall be located parallel to the street and must be built up to the public footpath edge. This shall occur even if the lot is set at an acute angle to the road reserve.

Awnings or verandahs on building facades built up to the public footpath edge are permitted to be built over the public footpath.

Car Parking Location

In general terms, no car parking bays and car parking areas shall be provided in front of any building between the building and a public footpath.

Car parking areas associated with all commercial development shall comply with provisions of the Town Planning Scheme.

4.4.4 Materials and Colours

The Central York Precinct has a variety of materials and colours that relate to the main historic phases of development of York. These materials, textures, colours and decorative treatments are important elements of character and heritage significance.

The main materials that contribute to the streetscape value of the Central York Precinct are those used in the walls of buildings and their window treatments. Roofs tend to play a less significant role as they are often concealed, or partially concealed, by parapets.

Commercial development should use characteristic materials, textures and colours that are in use locally and in many of the heritage buildings. Materials and colours of the surrounding buildings may be used as a point of reference for new development. It is not necessary or desirable to copy the existing patterns of development in every detail; however the use of similar materials and colours assists with developing harmony in a streetscape. Modern materials are not precluded, providing their proportions, textures and details are sympathetic with the surrounding context and are not in sharp contrast. The quality of new materials should be equal with those of existing buildings.

When restoring or repairing important historic places, replacement materials should match like-with-like where possible. In conservation projects, doors and windows should replicate the type used when the building was originally constructed. Materials that were not intended to be painted, such as brick, should not be painted. Rendering or painting existing brick in older buildings will cause the brickwork to deteriorate and is a poor maintenance strategy.

The acceptable materials for new commercial buildings and additions, retaining walls, extensions or modifications to existing commercial buildings are as follows:

Walls

- Red through to orange brick with cream joints. Darker brick accents are acceptable.
- Local stone.
- Smooth render.
- Timber weatherboards, corrugated iron or mini orb profile walls in a galvanised, painted or Colorbond finish are appropriate for side and rear walls and outbuildings.
- Use of limestone materials will generally not be permitted.

Windows and Doors

- Timber framed, especially when visible from the street.
- Commercial quality, box powder-coated aluminium framed, especially when visible from the street.
- Steel framed.
- Timber to match the existing materials being replaced or the period of development for commercial places being restored.

Roofs

Roofing materials are mostly concealed behind parapets, but there are instances of clay tiles and custom orb profile steel sheeting being exposed to view, particularly on corner sites. Preferred roofing materials include:

- Custom orb profile sheeting. Preferred sheeting is galvanised, although zincalume or Colorbond in an appropriate colour are acceptable.
- Galvanised sheeting is generally required for buildings listed in the State Register of Heritage Places.
- Clay tiles, if appropriate to the location.

Where roofing can be viewed from the street and surrounding area, large scale and large profile roofing is not acceptable. Roofing materials must not be used in large quantities as façade treatments.

Gutters

- Half round galvanised gutters for places pre-1890.
- Ogee and colonial profile or quad for heritage places.
- Quad or half round for new places.

Colours

The colours to be used in all commercial development will have regard to the following criteria:

- a) The colours used in an existing building and in neighbouring properties in the streetscape. Colours should respond to the original colours used or a contemporary interpretation of those colours;
- b) Colours selected from heritage ranges will be acceptable. Guidance may be taken from the colour palette available for viewing at the Shire of York offices;
- c) For new buildings, sympathetic modern colours may be acceptable;
- d) Colours which take their inspiration from local, natural elements such as tree leaves, bark and soils may also be appropriate;
- e) The use of bright or garish colours in large areas visible from the street is not permitted.
- f) Feature brickwork should not be painted.
- g) Colour schemes should include a range of tones of varying intensity to complement and enhance the complexity of architectural detail and decoration of the existing buildings.
- h) Monochromatic schemes are not appropriate on heritage buildings in the Central York Precinct and should be avoided.
- i) The application to new and existing buildings of "Corporate Standard" colour schemes or materials that are not sympathetic to the character of the Central York Precinct will not be supported.

The colours to be used in heritage places, including places on the State Register of Heritage Places, the Shire of York Municipal Inventory of Heritage Places or any Heritage List of a Town Planning Scheme, should be based on the original colours used in the building, which can usually be determined by paint scrapings.

4.4.5 Detailing

Similar and common details used in commercial development can also assist in creating character. There was a fairly common approach to detailing in various periods of development. Modern buildings are generally more simply designed than buildings in the historic context. This difference in approach to

detailing in modern buildings can disrupt the harmony of an historic streetscape.

The civic and commercial buildings in the Central York Precinct are characterised by well detailed facades generally set on the front boundary with classically derived frontages above verandahs and awnings. Building fronts are predominantly glazed below the verandah or canopy level with doors located either centrally or to one side. Older shops have tall boards, in-goes and high ceilings. Verandahs are either bull-nosed or skillion with fascia for signage.

New development should respond to its context in terms of detailing, but may employ contemporary forms of expression. The detailing may draw on the examples of historic buildings in the Central York Precinct, but should not attempt to copy or reproduce them.

Verandahs

The style of a replacement verandah roof, posts and decoration should be appropriate to the style of an existing building. In the absence of any documentary evidence regarding the original verandah, a simple replacement verandah without elaborate decoration should be used. Reinstatement of missing decorative detailing on existing buildings is encouraged.

Street Facades

Alterations to the main street façade of heritage dwellings should be minimised.

The original pattern of the façade, the relationship of windows and walls and any architectural design or patterns, shall be retained.

Facades of new buildings, even though they may be of contemporary design and materials, should reflect, or be derived from, the articulation of the facades of the existing significant buildings. There shall be a visual harmony between the new façade and the existing street elevation.

New buildings should never copy traditional decorative elements. If decoration is required, it should be appropriate for the date of construction of the building.

Windows and Doors

Windows should follow similar patterns to those used in existing buildings and the streetscape. Front entries should be central to the façade or offset to one side, facing directly onto the street.

Windows and doors in new buildings should not be copies of traditional styles. Where windows are visible from the street, they should be simple timber framed, or commercial quality, box aluminium framed windows with proportions reflecting traditional openings. Steel windows may also be acceptable.

The original door or window openings on an existing building are to be maintained. Where a door or window needs replacing, it is preferable to use a copy of the original.

Security to a premises should be provided in a way that is sympathetic to the fabric and character of a building and is not unduly intrusive. Roller doors will not be permitted.

Lighting

External lighting of a commercial building must be designed to be in keeping with the character of the street, to light the building effectively without drawing

undue attention to it, and to provide an effective level of public amenity along the footpath. Lighting from the underside of awnings and verandahs is acceptable. Low key lighting to facades from verandahs and canopies is also acceptable.

External Fixtures

Elements fixed to the façade of a heritage building that are not part of the fabric of the building, such as air-conditioners, coolers, satellite dishes, antennas, etc., are inconsistent with the existing streetscape of Avon Terrace, and will not generally be permitted.

Council shall require a Development Application for proposed satellite dishes, antennas and the like under the following circumstances:

- On any property located within a heritage precinct;
- When, in the opinion of the Council, the size, position, or visual impact of the satellite dish, antenna or air conditioning unit will have a significant impact on adjoining sites or the general locality; and
- Where a proposed antenna will be visible from the street, or the proposed antenna is larger than that required for television reception.

Chimneys

New chimneys shall be tall in height, extending beyond the maximum ridge height of the roof at any point.

4.4.6 Setting

Fences and gates in the Central York Precinct generally reflect the rural atmosphere of the town. It is important to ensure that fences fronting a street respond to the streetscape and the historical significance of the place to which it is relevant.

New development must allow for direct and level access from public footpaths. In addition, high building pads should not be created as part of any new development.

This Policy aims to ensure that the palette of paving materials used in the commercial area is confined to a narrow range, to maintain a high degree of visual harmony both within the streetscape and in the area immediately adjacent to it.

Paved Areas & Levels

Footpaths and paved areas in commercial projects, other than rear car parks, are to be brick paved, paved in red asphalt with a laterite aggregate or imprinted concrete in appropriate colours & designs. Tessellated tiles may be appropriate for commercial building in-goes (recessed door entries). Rear car parks not visible from Avon Terrace may be laid in normal hot mix with a grey finish.

Every effort should be made in commercial developments to provide a flat (universal) access for pedestrians to and through the front door from the public footpath. Any changes in level should take place inside the building.

All development must be sympathetic to the existing land contours and natural features. No more than 500mm of cut or fill may be permitted as part of any commercial development, unless such cut or fill is to match the height and scale of an existing building. Retaining walls shall not exceed a height of 500mm, unless the natural contours of the land prior to development occurring warrant higher retaining walls.

Fences & Gates

Fences and gates associated with commercial development shall be consistent with the following requirements; where there is conflict with the Shire of York Local Law on Fences, this Policy shall prevail:

- a) For existing buildings, fencing and gates shall match the period of development. Local stone, timber picket, picket and red brick or stone pier, or timber post and rail with chain mesh may be appropriate;
- b) For new development, fibre cement sheeting or steel fencing, iron or Colorbond sheeting as a fencing material shall be avoided on any street frontage in front of the building line;
- c) Fibre cement sheeting or steel fencing, iron or Colorbond sheeting may be used to fence back yards if its visual impact from the street can be limited.
- d) Limestone fencing is usually inappropriate, but may be permitted where it is proposed to be used to augment existing heritage walls;
- e) It is preferred that front fencing shall be open in style to allow views to and from the building, however if solid fencing on front and side boundaries in front of the building line is required, it shall not exceed 1200mm in height; and
- f) Any fencing on front and side boundaries in front of the building line over 750mm shall be truncated a minimum of 1.5 at the entries to driveways and the intersection of streets.

5.0 SIGNAGE

5.1 EXTENT OF APPLICATION

These Policy Guidelines shall apply to all applications for signage within the Central York and Blandstown Heritage Precincts.

It is likely that the Shire of York will develop Local Laws and Policies to address all signage applications throughout the entire district. These Policy Guidelines aim to provide a basis for signage in the Precincts, pending the preparation and gazettal and/or adoption of these more detailed requirements.

New signage must be approved by the Shire of York.

5.2 POLICY OBJECTIVES

- To permit adequate identification and business advertising.
- To recognise that advertising signs can help to express the character of the Heritage Precincts, creating an attractive daytime and evening atmosphere.
- To limit the number, scale and positioning of advertising signs.
- To ensure that advertising signs are in keeping with the scale and character of the building upon which they will be attached and do not detract from the architecture of the building.
- To ensure that signage is designed and located in a manner which enhances and conserves the heritage place with which it is associated.

5.3 Policy Definitions

'Freestanding Sign' means a sign that is displayed on an advertising structure that is mounted on the ground on one or more supports.

'Monolith Sign' means a sign that is not attached to a building or any other structure and with its largest dimension being vertical. Such signs may consist of a number of modules and is generally uniform in shape from ground level to the top of the sign.

'Pylon Sign' means a sign supported on one or more piers, not attached to a building or other structure, and includes a detached sign framework supported on one or more piers to which sign infill may be added.

'Signage or Signs' means any word, letter, model, sign, placard, board, notice, device or representation, whether illuminated or not, used for the purposes of advertisement, announcement or direction and includes any hoarding or similar structure used for the display of advertisements. The term includes any airborne device anchored to any land or building, the painting of any building and any vehicle or trailer or other similar object placed or located so as to serve the purpose of advertising.

'Temporary Special Event Signs' means a temporary sign which is erected for a short term event such as a fair or festival for charitable, religious, educational, sporting organisations or the like, which has been approved by the Shire of York. Temporary Special Event Signs must be removed at the completion of the event and consent must be sought from the Shire of York when signs are to be placed in a thoroughfare or a reserve.

'Tower Sign' means a sign affixed to or placed on a tower, chimneystack or open structural mast.

All other terms shall have the meanings applied to them under the Shire's Town Planning Schemes and the definitions included in **Appendix G** to the Local Planning Policy.

5.4 Policy Guidelines

This policy includes commentary notes in shaded text boxes. These notes are not part of the policy requirements, though they provide explanation and a context for the policy provisions and should be read in conjunction with the policy.

In heritage precincts such as Central York and Blandstown, architectural and overall setting characteristics must be the dominant elements, and signage must play a minor role. The design and placement of signs on or near heritage buildings and places requires careful consideration to be compatible with, and not detract from, the heritage significance of the building or place.

Traditionally, signs were rarely placed on pilasters, architectural mouldings or across incised decorative patterns. They were placed so as to allow the architectural details of buildings to remain prominent.

Signs must also be visually subservient to the building to which they are attached. Given that motor traffic moves at relatively low speeds through the town, it is not considered that signs need to be large.

While advertising signage will mostly appear in the commercial area, some residents who operate legally established home businesses may also wish to advertise.

Applicants are encouraged to commission a reputable graphic designer for the design of their signage, to ensure that signs are designed to a high

standard, and respect the unique setting of the Central York & Blandstown Precincts.

This Local Planning Policy does not provide controls for the following types of signs: street numbers, real estate signs, open/closed signs, building site signs and temporary special event signs.

Complying Principles

All signs within the Central York and Blandstown Precincts shall comply with the following principles:

- a) Signs shall be discreet and shall complement the building and streetscape in which it is located;
- b) Signs shall be of a size, nature, colour and position so that the architectural characteristics of a building remain the dominant element of the building;
- c) Signage must respect and not cover important architectural detail on historic buildings;
- d) Signage should respect the heritage values of the building and streetscape on which it is located, however should not attempt to recreate a historic character through the use of "olde" lettering or other imitation styles;
- e) Signs shall be attached to a building in a manner which does not damage or compromise the structural integrity or heritage values of the building;
- f) Views into and out of shop windows should not be significantly obscured by signage;
- g) All signs should be of a high standard in terms of materials, construction and graphics. All signs shall be designed, constructed, finished, installed and maintained to a standard compatible with its surroundings, including buildings, landscaping and other signs; and
- h) Background colours used in signs shall generally be white or cream or colours from the colour palette available for viewing at the Shire of York offices.

Prohibited Signs

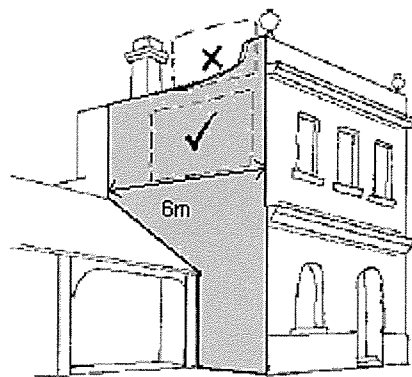
The following signs **are not permitted** within the Central York and Blandstown Precincts:

- a) Signs which consist of modern standardised corporate advertising, unless such signage is modified by placing the modern sign in a panel with a perimeter margin and the background colour of the sign is generally white or cream or colours from the colour palette available for viewing at the Shire of York offices, or appropriate to the period and the building to which it is affixed;
- b) Signs that obstruct the views to and/or from a street or public place and that have the potential to impede safe traffic movement;
- c) Signs that are likely to be confused with or mistaken for an official traffic light or sign, so as to contravene the *Traffic Act 1919* or the Traffic Regulations;

- d) Signs which are affixed to a building in a manner that will damage the building, will negatively impact on the heritage values of the building, or which will affect the stability of the building;
- e) Free-standing or portable signs, including A-frame signs, in a street or a public place, unless they are placed in a location(s) so that they do not impede pedestrian access or cause any form of hazard.
- f) Pylon, tower or monolith signs;
- g) Rotating, flashing and internally lit signs. Small neon signs hanging inside the windows of shops may be appropriate, provided they are of a size and dimension to not become a dominant townscape element;
- h) Roof signs or signs which break a parapet or roof line;
- i) Signs which involve the construction of walls or parapets that would not have been part of the traditional streetscape;
- j) The painting of whole building facades or parapets in bright or corporate colours;
- k) The painting of signage on historic buildings on unpainted brickwork or stonework;
- l) Fluorescent and iridescent paint colours;
- m) A sign located in any position where it would unreasonably obstruct or obscure the existing views from a dwelling or building of a significant feature such as the river or a public park; and
- n) Flags and bunting.

Signs on Side Walls

Signage on the side walls of buildings may be permitted, provided that the signs do not protrude above the parapet breaking the silhouette of the building, and do not have an area greater than 10 sq.m or exceed 10% of wall area, whichever is the lesser. In situations where the side of the building does not front a street, the visible area of the wall up to a maximum depth of 6m, shall be used to calculate the surface area of the wall to determine the size of the sign.



Example of appropriate and prohibited signage on the side wall of a building.

Signs shall not extend above the parapet and break the silhouette of the building.

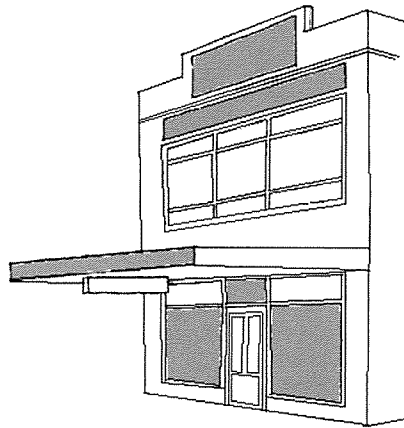
Figure shows how to calculate the surface area of the wall to determine size of the sign. The sign shall not exceed 10% or 10 sq.m of the area hatched in grey, whichever is the lesser amount.

Appropriate Locations for Signs

Generally the following areas on a heritage building are suitable for locating signage, although it is not suggested that all these opportunities should be exploited at the same time:

- the solid parapet above the cornice (horizontal sign);
- the horizontal panel below the cornice (horizontal sign);
- on upper storey side walls;
- small signs on ground or first floor windows; and
- attached to verandahs (verandah fascia and under-awning signs).

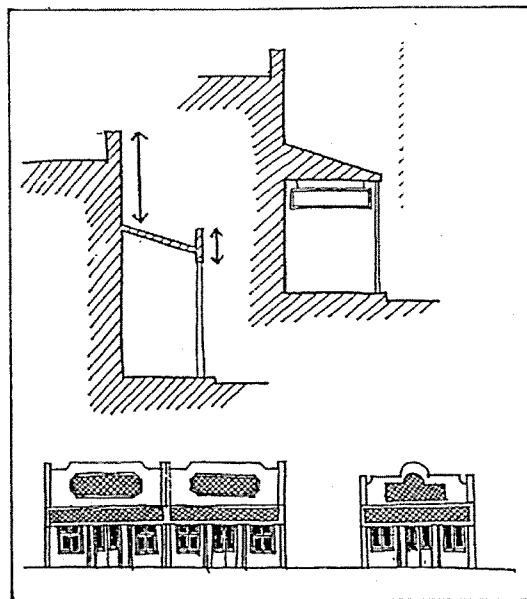
The aggregate number of signs on a building, including the painting of the building and freestanding signs, shall be minimised. The total aggregate of all signs on the frontage of the building to the street shall not exceed 10% of the total (silhouette) area of a building's principal frontage.



The total area of the shaded portions shall not exceed 10% of the total area of the face of the building to the street.

NOTE: This Fig needs to be altered to remove 80% of the shading from the windows.

Signage shall be placed in locations on a building which would traditionally have been used as advertising area. If the building has no such locations, the signage may be deemed inappropriate. Preferred locations for signage shall include: awnings, fascias, doors, walls and hanging under verandahs, either facing the street or at right angles to the street above the footpath.



Example of areas of traditional locations of signage.

Required Overhead Clearance

All signage situated over the footpath or other pedestrian thoroughfare shall maintain a minimum clearway of 2.75m from the natural ground level. Signs situated under the verandah of a building shall not project beyond the outer edge of the verandah.

Permitted Signage Content

The information to be included on a sign shall be limited to:

- a) The name, address, telephone number, email address or website associated with the premises;
- b) The name of the business(es) contained within the premises;
- c) The type of services, activities or products available within the premises.

Unrelated or third party advertising is not permitted.

Lettering on signs is restricted to 300mm high, except on larger two storey buildings, where the lettering on the principal sign may be 380mm high.

Corporate Colours & "Branding"

Signs which consist of modern standardised corporate colours and advertising are not generally permitted, unless such signage is modified by placing the modern sign in a panel with a perimeter margin and the background colour of the sign is generally white or cream or colours from the colour palette available for viewing at the Shire of York offices, or appropriate to the period and the building to which it is affixed;

The use of corporate colours and business logos shall not exceed 40% of the total surface area of the sign. The remaining background colours of the signs shall generally be white or cream or colours from the colour palette available for viewing at the Shire of York offices.

Illumination of Signs

The illumination of signs may be appropriate in some circumstances. The illumination of signs may only occur from external lighting sources or spot lighting of architectural elements or the sign itself. All lighting shall be discreet and all transformers and cabling shall be concealed.

Home Occupation & Business Signs

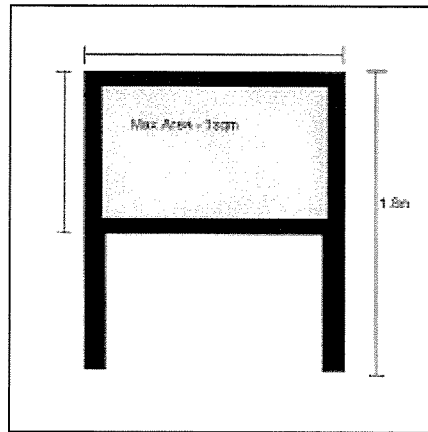
Signage relating to home occupation or home business within a residential dwelling shall be restricted to one advertising sign placed on a wall of the residence or the front fence of the property. The sign shall have a maximum area of 0.2 sq.m and shall display the name of the business and street address only. Where these standards are achieved, no application for planning approval is necessary.

Freestanding Signs

Freestanding signs are only permitted on lots where the building is set back from the street, and must comply with the following;

- a) The information included on the sign shall be limited to the name, address, telephone number, email address or website, and hours of operation of the business carried out on the premises;
- b) A maximum of one (1) free standing sign is permitted per property;
- c) The area of the sign (excluding supports) must not exceed 1 sq.m and a maximum length of 2.4m; (IS THIS CORRECT – 2.4M?)
- d) The sign shall have a maximum height of 1.8m above natural ground level;

- e) The sign shall be permanently fixed to the ground; and
- f) Sign must be positioned in a suitable location so that pedestrian movement and views into and out of the premises is not obstructed.



An example of how to calculate the areas/requirements for a freestanding sign.

YORK MUNICIPAL INVENTORY LIST OF HERITAGE PLACES AND PRECINCTS

KEY

REF - Place Reference Number

CAT.

1A State Registered or on the Assessment Program of the Heritage Council of Western Australia.

A place of exceptional cultural heritage significance for the Shire of York and the State of Western Australia, that is either in the Heritage Council of WA's Register of Heritage Places, or worthy of consideration for entry into the Register.

Recommend: Retain and Conserve the place.

A development application needs to be submitted to Heritage Council of WA for approval for any proposed development prior to it being submitted to Council.

1B A place of considerable cultural heritage significance to Shire of York that is worthy of recognition and protection through provisions of the Shire of York's Town Planning Scheme.

Recommend: Retain and Conserve the place.

Planning application needs to be submitted to Shire of York for any proposed development. Full consultation with property owner prior to making the recommendation.

2 A place of considerable cultural heritage significance to Shire of York that is worthy of recognition and protection through provisions of the Shire of York's Town Planning Scheme.

Recommend: Retain and Conserve the place.

Planning application needs to be submitted to Shire of York for any proposed development. Full consultation with property owner prior to making the recommendation.

3 A place of some cultural heritage significance to Shire of York.

Recommend: Encourage retention of the place and document the place (Archival Record Required) if retention is not possible.

No particular heritage planning constraints.

4 A site without built features, but of some cultural heritage significance to Shire of York.

No particular heritage planning constraints.

Recommend: Interpret the place and/or Archival Record the place.

Cat.	Level of Significance	Description	Desired Outcome
1A	Exceptional significance	Essential to the heritage of the locality. Rare or outstanding example.	The place should be retained and conserved unless there is no feasible and prudent alternative to doing otherwise. Any alterations or extensions should reinforce the significance of the place, and be in accordance with a Conservation Plan (if one exists for the place).
1B/2	Considerable significance	Very important to the heritage of the locality. High degree of integrity/authenticity.	Conservation of the place is highly desirable. Any alterations or extensions should reinforce the significance of the place.
3	Some/Moderate significance	Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item.	Conservation of the place is desirable. Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.
4	Little Significance	Does not fulfil the criteria entry in the local Heritage List.	Photographically record prior to major development or demolition. Recognise and interpret the site if possible.

DESCRIPTION	ADDRESS	HCWA No.	ASSESS No.	CAT.
Wansborough House & Grounds	Avon Tce. No. 22	2830	11640	1A
York Town Hall	Avon Tce. No. 79-81	2880	31319/31320	1A
Imperial Hotel & Outbuildings	Avon Tce. No. 83	10725	12790	1A
Post Office	Avon Tce. No. 134	2855	50028	1A
Fire Station	Avon Tce. No. 151	2860	14300	1A
Police Stn., Court House and Gaol	Avon Tce. Lot 22997	2852	50096	1A
Police Stn. cottages	rear Avon Tce. Lot 22997	2882	50021/50022	1A
former Monger's Store	Avon Tce. cnr. Pool Street Lot 2	3980	4270	1A
Dwelling Eliza's Cottage	Bland St. No. 9	2868	14150	1A
Old Hospital	Brook St.	3019	50037	1A
Residency Museum	Brook St.	2870		1A
Flour Mill	Broome St. No. 7-13	2872	10462	1A
Sandalwood yards - Part of Monger's Store	Ford St. cnr. Avon Sts.		13090	1A
Gwambygine Farm & Pool	Great Southern Hwy	14880	800	1A
Faversham House	Grey St. No. 24	2876	50035	1A
York Primary School	Howick St.	2877	50031	1A
Holy Trinity Church/Hall/Rectory	Newcastle St. cnr. Pool St.	3213	Combined	1A
Marwick's Barn	Newcastle St. No. 19-21	2884	9732	1A
Balladong farm group - Balladong Farm - Granary & Stables - Shearing Shed	Parker St. cnr. Avon St.	2867	Taken Balladong House from this section.	1A
Homestead 'Korrawilla'	Quairading Rd. Greenhills	4184		1A
Monument and Park	Railway St.	2891		1A
York Railway station - Incl. Platforms & Quarters, Landscape and settings	Railway St.	2899	50030	1A
Bridge House & Grounds	Redmile Rd. No. 1	2893	11350	1A
St. Patrick's Catholic Church Presbytery - St. Patrick's Church Hall	South St. cnr. Grey St.	2878	50082	1A
Ragged Robin	South St. No. 25	2898	Done	1A
fmr. Convent of Mercy	South St. No. 29	2879	50038	1A
York Beverley Race Club Building	York Shire	3426		1A

Blandstown Heritage Precinct (Refer to other index)	York (as shown on map at Appendix B)			1B
Central York Heritage Precinct (Refer to other index)	York (as shown on map at Appendix B)			1B
Girl Guides Barn	Ford St.			2
"Hartleap" Farmhouse and Outbuildings	Forrest St.			2
"Hillside" Farmhouse	Forrest St.			2
Uniting Church & Hall (frm. Wesley Church)	Grey St. Pt. Suburban Lot D			2
Dwelling	Henry Rd. No. 44		7050	2
Dwelling	Henry Rd. No. 45			2
Dwelling "Peppercorn Cottage"	Henry Rd. No. 68			2
Tipperary Church fmr. St Pauls	Northam Rd.			2
Dwelling "Laurelville"	Panmure Rd. No. 18			2
St Andrews Church and Cemetery	Quairading Rd. Greenhills			2
Four Julias	South St.			2
Farmhouse 'Spice's Farm'	Spices Rd.	5999	780	2
Anglican Rectory & Grounds	Suburban St. No. 75	4201	50026	2
Dwelling	Alfred St. No. 2		12960	3
Dwelling and Shop	Avon Tce. No. 208 (Cnr River Street)	5960	6560	3
Dwelling	Bird St. No. 25		9070	3
Dwelling	Bird St. No. 26		7830	3
Dwelling	Bland Rd. No. 16		11590	3
Dwelling	Bland Rd. No. 24		11560	3
Dwelling	Brunswick St. No. 59		14181	3
Guest House "Hope Farm"	Carter Rd. No. 15		4170	3
Dwelling	Centennial Drive. No. 87		7340	3
Dwelling "Cotmore"	Clifford St. No. 9			3
Dwelling	Clifford St. No. 11 (cnr Seabrook St.)			3
Dwelling	Clifford St. No. 33		8260	3
Dwelling	Clifford St. No. 34		7811	3
Dwelling	Dinsdale St. No.3		11930	3
Dwelling "Sunny Hill"	Dinsdale St. No. 16		60315	3
Dwelling	Ford St. No. 2			3
Dwelling	Ford St. No. 44		8141	3
Dwelling "The Mount"	Fraser St. No. 29			3

Dwelling "Lavender Cottage"	Georgiana St. No. 6			3
Dwelling	Glebe St. No. 1		11800	3
Recreation	Glebe St. No. 8		31280	3
Dwelling "Avonlea"	George St. No. 13		60086	3
Farmhouse "Woodlands"	Goldfields Rd. (east of Marwick Rd.			3
St Ronan's Well Reserve	Great Southern Hwy. Approx 15kms towards Perth			3
Dwelling	Grey St. No. 17			3
Dwelling	Grey St. No. 35		6503	3
Dwelling	Grey St. No. 55		60047	3
Dwelling	Harriott St. No. 37		4500	3
Kingdom Hall – Jehovah's Witnesses	Knight St. No. 9			3
Dwelling – "Chinaman's Cottage"	Lee Cres.			3
Dwelling	Lincoln St. No. 11		5520	3
Dwelling	Macartney St. No. 26		13120	3
Dwelling	Macartney St. No. 28		6521	3
Dwelling	Macartney St. No. 30		6520	3
Dwelling	Macartney St. No. 35		5180	3
Dwelling	Macartney St. No. 45		6870	3
Dwelling	Macartney St. No. 54		13960	3
Dwelling	Macartney St..No. 66		13670	3
Dwelling	Macartney St. No. 68		7270	3
Dwelling	Macartney St. No. 74		12830	3
Dwelling "Glenidel"	Maud St. No. 20		12350	3
Dwelling	Meares St. No. 3		12440	3
Dwelling "Cottage Garden"	Meares St. No. 14		7960	3
Dwelling	Meares St. No. 19		4770	3
York Cemetery	Mount Street	2885	30750	3
Dwelling	Newcastle St. No. 1		10550	3
Dwelling	Newcastle St. No. 15		9870	3
Dwelling – Kairey Cottage	Newcastle St. No. 16			3
Dwelling	Newcastle St. No. 22		9731	3

Dwelling	Newcastle St. No. 24		9730	3
Dwelling	Newcastle St. No. 25		4540	3
Dwelling	Newcastle St. No. 28		11520	3
Dwelling "Stone Grange"	Newcastle St. No. 29		12920	3
Dwelling	Newcastle St. No. 37		4640	3
Dwelling	Newcastle St. No. 42		5710	3
Dwelling	Newcastle St. No. 49		12650	3
Dwelling	Newcastle St. No. 53		8530	3
Dwelling	Newcastle St. No.71		6530	3
Dwelling Mt Bakewell homestead	North Rd. (opposite racecourse)	5986	55	3
Dwelling "Lott's Cottage"	Northam Rd. No. 12			3
Prunster Cottage and Barne's Cottage	Northam Rd. No. 57			3
Dwelling	Osnaburg Rd. 2			3
Dwelling	Panmure Rd. No. 12		7400	3
Dwelling	Panmure Rd. No. 24		8340	3
Dwelling 'Four Winds'	Panmure Rd. No. 38	5993	6400	3
Dwelling	Panmure Rd. No. 67		10950	3
Dwelling	Panmure Rd. No. 93		11601	3
Dwellings - group of railway workers cottages	Pelham St. Nos. 15,17,19 & 21	5994	12875/12876/63 10/12877	3
Suspension Bridge	Pool St.	2889		3
Dwelling – "Job Bailey's Cottage"	Pool St. No. 2			3
Dwelling	Pool St. No. 4	5996	7720	3
Dwelling	Pool St. No. 7	5997	5070	3
Dwelling	Pool St. No. 15		7650	3
Dwelling	Pool St. No. 17		9820	3
Dwelling	Pool St. No. 19		7700	3
Dwelling	Pool St. No. 21		14130	3
Dwelling "Layla's Cottage"	Pool St. No. 23		7980	3
Dwelling	Suburban Rd. No. 36		9030	3
Dwelling 'The Roundhouse'	Spencer Brook Rd. No. 38	5998	6010	3
Dwelling	Suburban Rd. No. 40		9520	3
Dwelling	Suburban Rd. No. 42		6210	3
Dwelling	Suburban Rd. No. 50		8660	3

Dwelling	Suburban Rd. No. 56		8310	3
Dwelling	Suburban Rd. No. 58		9900	3
Dwelling	Tenth Rd. No. 9		14090	3
Dwelling	Tenth Rd. No. 11		14120	3
Dwelling	Tenth Rd. No. 17		10100	3
Dwelling	Tenth Rd. No. 24		6578	3
Dwelling	View St. No. 7		8420	3
Dwelling "Simmonswood Cottage"	View St. No. 13		60042	3
Dwelling 'Mile Pool' homestead (ruin)	Cowan Rd.	5963		4
Farmhouse	Doodenanning Rd. Greenhills	5964		4
Pony Club	Ford St., Dinsdale St. and Ulster Roads	5966		4
Site of the Gilgerring hamlet	Great Southern Highway	5970		4
Dwelling 'Look Out'	Great Southern H'way / Beverley	5971		4
View - 'Top Of The World Hill'	Great Southern Hwy 7kms west of Avon Tce.	5972		4
Ruin -convict station 'Southoban' farm	Great Southern Highway	5973	1560	4
Farmhouse remains/stock shelter 'Glen Irwin' Ruins/farmhouse 'Glen Irwin' Sheep dip 'Glen Irwin'	Gwambygine Rd. East Gwambygine Rd. East Gwambygine Rd. East	5975 5975	3691 3691 3691	4
Site/Carob & Peppercorn trees	Ulster Rd. No. 122. cnr. Carter Rd.	6900	12230	4
Site / (with almond tree close to fence)	Water St. cnr. Spencer Rd.	6901	7540	4
Tipperary School	York Shire			4
Grigson's Well	York Shire			4
Burges Siding	York Shire			4

YORK MUNICIPAL INVENTORY
LIST OF HERITAGE PLACES AND AREAS

BLANDSTOWN HERITAGE PRECINCT – CAT 1B

KEY

To Locate a property refer to street name alphabetically and then house number.

NOTE: LEVEL OF CONTRIBUTION TO PRECINCT YET TO BE DETERMINED.

DESCRIPTION	ADDRESS	HCWA No.	ASSESS No.
House	Avon Tce. No. 7	2824	6740
House	Avon Tce. No. 13	2825	9380
Fmr Albion Hotel & Grounds	Avon Tce. No. 19	2826/2828	5480
Langford House	Avon Tce. No. 18	2827	10830
Brook Cottage	Avon Tce. No. 21	2829	7330
Wansbrough House & Grounds	Avon Tce. No. 22	2830	11640
House and Outbuildings (fmr. Bakery and Residence)	Avon Tce. No. 29	2831	9250
House	Avon Tce. No. 31	2832	13430
House	Avon Tce. No. 49	2833	10590
House	Avon Tce. No. 51	2834	5560
Dwelling Eliza's Cottage	Bland St. No. 9	2868	14150
Blands Brook & bridge	Blandstown	2865	
Old Hospital	Brook St.	3019	50037
Residency Museum	Brook St.	2870	
'Bygraves' House (fmr. Shop)	Great Southern Highway	2875	
Balladong farm group Balladong Farm Granary & Stables Shearing Shed	Parker St. cnr. Avon St.	2867	Done
Bridge House & Grounds	Redmile Rd. No. 1	2893	11350
Redmile House & Grounds	Redmile Rd. No. 2	2892	5980
House – Clementine	Redmile Rd. No.13	6905	9180
House	Redmile Rd. No.22	2894	5740

House	Wheeler St. No. 2	2901	13310
House	Wheeler St. No. 4		12390
House	Wheeler St. No. 10		7510
House	Wheeler St. No. 12	2902	5550
House	Wheeler St. No. 14	2903	10610
Dwelling Cottage'	'Crossing William St. Nos. 13/15	6902	5261

Levels of contribution/Significance of Heritage Places to be completed in conjunction with the Council's Heritage Advisor

YORK MUNICIPAL INVENTORY
LIST OF HERITAGE PLACES AND AREAS

CENTRAL YORK HERITAGE PRECINCT – CAT 1B

KEY

To Locate a property refer to street name alphabetically and then house number.

NOTE: LEVEL OF CONTRIBUTION TO PRECINCT YET TO BE DETERMINED.

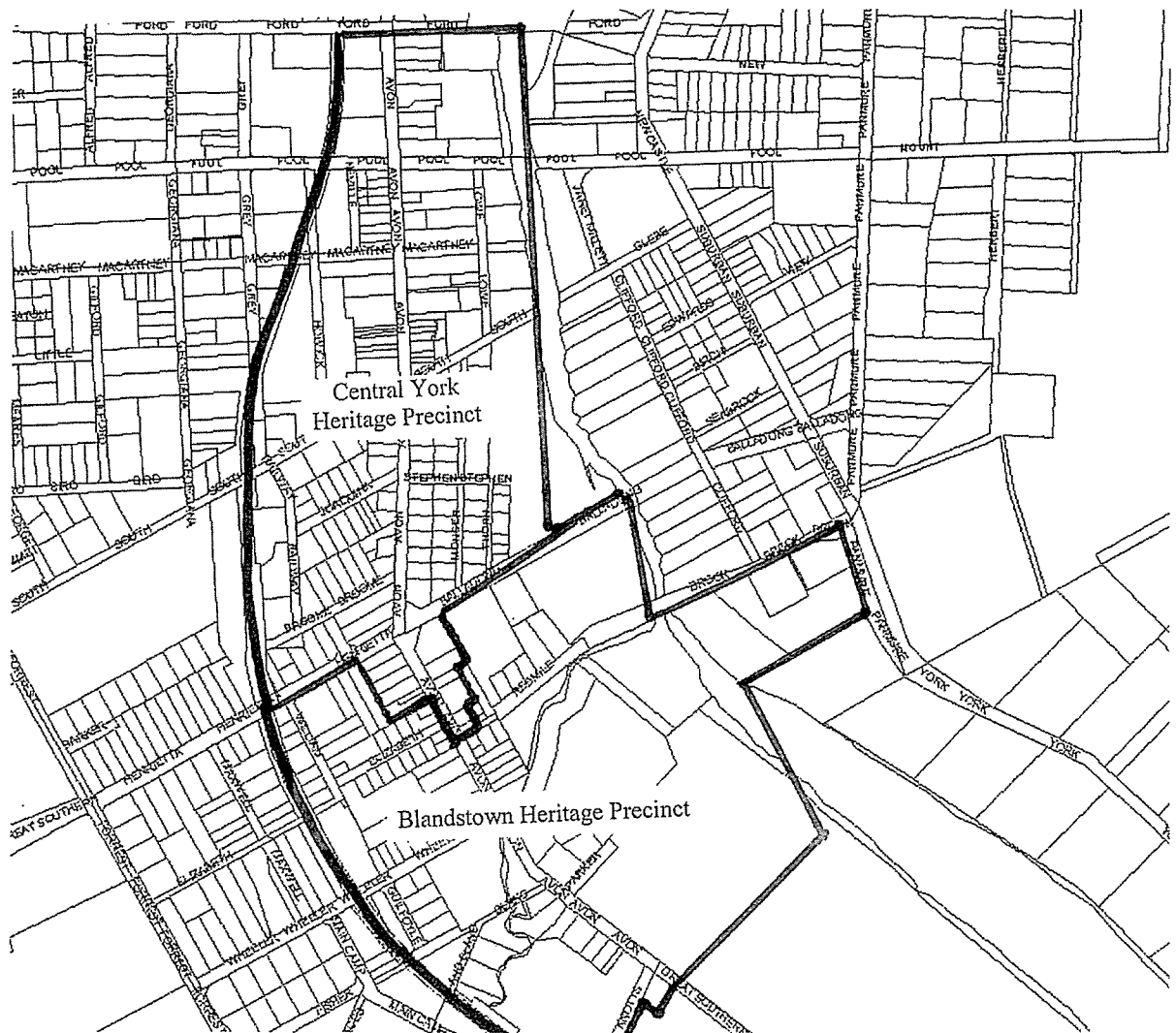
DESCRIPTION	ADDRESS	HCWA No.	ASSESS No.
Spencer's Bakery	Avon Tce. No. 53	2835	11500
York Town Hall	Avon Tce. No. 79-81	2880	31319/31320
Imperial Hotel & Outbuildings	Avon Tce. No. 83	10725	12790
Castle Hotel & Outbuildings	Avon Tce. No. 95	2863	5860
Shop - Galileo	Avon Tce. No. 91-93	10708	4690
Davies Buildings Eastern Districts Building Co. & Building Premises	Avon Tce. No. 96-102	2854	6160
Collins Buildings	Avon Tce. No. 104-106	2809	11620/4560
Central Buildings	Avon Tce. No. 105,107,111-113	2838	11170/11821
Shops	Avon Tce. No. 108,110-112	2837	8440
Bendigo Bank	Avon Tce. No. 114	2839	50017
Shops	Avon Tce. No.115	2840	11990
Shops	Avon Tce. No. 117-119	2840	13270/13271
York Motor Museum	Avon Tce. No. 116-120	10519	6673/6672
Four Shops	Avon Tce. No. 125-135		6662/6663/6664
Settlers House incl. courtyard & grounds	Avon Tce. No. 125-135 (rear)	10518	6660
Post Office	Avon Tce. No. 134	2855	50028
Shops and former garage	Avon Tce. No. 137 - 141		6659
York Co-op Building incl. Quarters behind	Avon Tce. No. 138-140	11551	14240

York Hotel (fmr. Palace Hotel)	Avon Tce. No. 145	2861	6040
Westpac Bank (fmr. Bank of NSW & Quarters)	Avon Tce. No. 147	2849	13800
ANZ Bank & Quarters	Avon Tce. No. 148	2841	4420
Fire Station	Avon Tce. No. 151	2860	14300
Kookaburra's Backpackers	Avon Tce. No. 152	2842	4950
Commercial Building Motor Museum & Workshop	Avon Tce. No. 153	2843	6671
C.W.A. House	Avon Tce. No. 154	2844	5845
Commercial Building (fmr. Bank)	Avon Tce. No. 155	2845	7570
House & Outbuildings	Avon Tce. No. 156-158	2846	8512
Police Stn., Court House and Gaol	Avon Tce. Lot 22997	2852	50096
Police Stn. cottages	rear Avon Tce. Lot 22997	2882	50021/50022
former Monger's Store	Avon Tce. cnr. Pool Street Lot 2	3980	4270
Site of original cemetery	Balladong St. cnr. Avon Sts.	2866	31290
Flour Mill	Broome St. No. 7-13	2872	10462
Sandalwood yards	Ford St. cnr. Avon Sts.		13090
Dwelling	Ford St. No. 2	5965	9410
York Primary School (fmr. York Junior High School)	Howick St.	2877	50031
Masonic Hall	Joaquina St.	2881	14280
Monument and Park	Railway St.	2891	
York Railway station Incl. Platforms & Quarters, Landscape and settings	Railway St.	2899	50030
St. Patrick's Catholic Church Presbytery St. Patrick's Church Hall	South St. South St. South St. cnr. Grey St.	2878	50082
House	South St. No. 9	2896	6390
House	South St. No. 11	2897	10450
Ragged Robin Robin (fmr. York Library and St Patrick's Convent)	South St. No. 25	2898	Done
fmr. Convent of Mercy	South St. No. 29	2879	50038
House	South St. No. 46	4200	11080

Levels of contribution/Significance of Heritage Places to be completed in conjunction with the Council's Heritage Advisor

Shire of York

Heritage Precincts



YORK MUNICIPAL INVENTORY
LIST OF HERITAGE PLACES AND AREAS

BLANDSTOWN HERITAGE PRECINCT – CAT 1B

KEY

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NOTE: LEVEL OF CONTRIBUTION TO PRECINCT YET TO BE DETERMINED.

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House	Avon Tce. No. 7	2824	6740
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House	Avon Tce. No. 31	2832	13430
House	Avon Tce. No. 49	2833	10590
House	Avon Tce. No. 51	2834	5560
Dwelling Eliza's Cottage	Bland St. No. 9	2868	14150
Blands Brook & bridge	Blandstown	2865	
Old Hospital	Brook St.	3019	50037
Residency Museum	Brook St.	2870	
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Balladong farm group Balladong Farm Granary & Stables Shearing Shed	Parker St. cnr. Avon St.	2867	Done
Bridge House & Grounds	Redmile Rd. No. 1	2893	11350
Redmile House & Grounds	Redmile Rd. No. 2	2892	5980
House – Clementine	Redmile Rd. No.13	6905	9180

House	Redmile Rd. No.22	2894	5740
House	Wheeler St. No. 2	2901	13310
House	Wheeler St. No. 4		12390
House	Wheeler St. No. 10		7510
House	Wheeler St. No. 12	2902	5550
House	Wheeler St. No. 14	2903	10610
Dwelling 'Crossing Cottage'	William St. Nos. 13/15	6902	5261

Levels of contribution/Significance of Heritage Places to be completed in conjunction with the Council's Heritage Advisor

YORK MUNICIPAL INVENTORY
LIST OF HERITAGE PLACES AND AREAS

CENTRAL YORK HERITAGE PRECINCT – CAT 1B

KEY

To Locate a property refer to street name alphabetically and then house number.

NOTE: LEVEL OF CONTRIBUTION TO PRECINCT YET TO BE DETERMINED.

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Spencer's Bakery	Avon Tce. No. 53	2835	11500
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Shop - Galileo	Avon Tce. No. 91-93	10708	4690
Davies Buildings Eastern Districts Building Co. & Building Premises	Avon Tce. No. 96-102	2854	6160
Collins Buildings	Avon Tce. No. 104-106	2809	11620/4560
Central Buildings	Avon Tce. No. 105,107,111-113	2838	11170/11821
Shops	Avon Tce. No. 108,110-112	2837	8440
Bendigo Bank	Avon Tce. No. 114	2839	50017
Shops	Avon Tce. No.115	2840	11990
Shops	Avon Tce. No. 117-119	2840	13270/13271
York Motor Museum	Avon Tce. No. 116-120	10519	6673/6672
Four Shops	Avon Tce. No. 125-135		6662/6663/6664
Settlers House incl. courtyard & grounds	Avon Tce. No. 125-135 (rear)	10518	6660
Post Office	Avon Tce. No. 134	2855	50028
Shops and former garage	Avon Tce. No. 137 - 141		6659
York Co-op Building incl.	Avon Tce. No. 138-140	11551	14240

Quarters behind			
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Westpac Bank (fmr. Bank of NSW & Quarters)	Avon Tce. No. 147	2849	13800
ANZ Bank & Quarters	Avon Tce. No. 148	2841	4420
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C.W.A. House	Avon Tce. No. 154	2844	5845
Commercial Building (fmr. Bank)	Avon Tce. No. 155	2845	7570
House & Outbuildings	Avon Tce. No. 156-158	2846	8512
Dwelling and shop	Avon Tce. No. 208 (sth. side) crn. River Rd.	5960	6560
Police Stn., Court House and Gaol	Avon Tce. Lot 22997	2852	50096
Police Stn. cottages	rear Avon Tce. Lot 22997	2882	50021/50022
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Site of original cemetery	Balladong St. cnr. Avon Sts.	2866	31290
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Sandalwood yards	Ford St. cnr. Avon Sts.		13090
Dwelling	Ford St. No. 2	5965	9410
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House	South St. No. 9	2896	6390
House	South St. No. 11	2897	10450
Ragged Robin (frm. York Library and St Patrick's Convent)	South St. No. 25	2898	Done
fmr. Convent of	South St. No. 29	2879	50038

Mercy			
House	South St. No. 46	4200	11080

Levels of contribution/Significance of Heritage Places to be completed in conjunction with the Council's Heritage Advisor

LANDSCAPING AND GARDEN SETTING GUIDELINES

While the policy does not provide controls on the materials used in driveways, paths or the nature of residential gardens, some general guidelines are provided for interested persons.

Driveways and Paths

Traditional driveways and paths in the Central York and Blandstown Precincts were of local gravel or red clay.

The suggested materials for new driveways in the Heritage Precincts include gravel, stabilised clay, red brick paving, brown or red asphalt or brown concrete. Footpaths in gravel and brick paving are suitable for older houses. Brick and concrete paving is suitable for contemporary houses.

Gardens

Gardens are a source of delight and an expression of individuality. Remnants of traditional gardens are as important to the character and atmosphere of a heritage town as the original buildings. It is important to the landscape of the town that these be conserved and ideally, new gardens would be designed to integrate with them. Front gardens are an important part of the streetscape and every endeavour should be made to enhance the character of York. Using traditional garden layouts and species that are tolerant of low water usage can also be an effective landscape strategy.

In order to maintain the garden settings of the Blandstown Precinct, the following landscaping principles are recommended:

- Landscaping associated with new development should reflect current 'Waterwise' garden principles, while maintaining a sympathetic approach to their general context. Use of drought tolerant species to encourage water conservation is preferred.
- Significant gardens that reflect their origins and contain authentic plant material should be conserved and integrated with new features in a sympathetic manner.
- Typically gardens in Blandstown area are simply laid out with a central path, lawns, planting beds and specimen tree planting. New gardens should be simply planned with a high proportion of lawn or low native ground covers over garden beds, perimeter beds, central beds and specimen tree plantings in larger gardens.
- Traditional tree plantings include Olive, jacaranda, magnolia, flooded gum, fruit trees and Canary Island Palms in larger gardens. In small gardens, fruit trees including mulberry, almond, citrus and crepe myrtle are common.
- Trees that shed branches, such as Sugar Gums and Lemon Scented Gums, are to be avoided.
- The principles of a traditional garden layout include:
 - Simple format and balanced layout, with less formality in planting.
 - A straight path from the gate to the front door, preferably centrally placed. Alternatively, the path may follow the side boundary and cut across at right angles to the front door.
 - For larger gardens a circular path or driveway with a central feature such as a specimen tree, flower bed or fountain.
 - Symmetrical garden layout to match a symmetrical house façade. Asymmetrical facades, i.e. buildings with side verandahs, should be treated differently.
 - Garden beds usually small in relation to lawn (or ground cover) area.
 - Lawns (or ground covers) planted with specimen trees, including deciduous trees, conifers, fruit trees or eucalypts.
 - Planting designed to create variety and year-round interest.
 - The common use of climbers, creepers, edging plants, hedges and bulbs.

Heritage Impact Statement – a guide



Heritage Impact Statements – a guide

Introduction

This guide explains what a heritage impact statement is, when one is needed, and the level of detail that is needed.

This guide has been prepared to:

- (a) assist people who wish to carry out development that could impact on a heritage place or area; and
- b) assist local governments in considering whether to approve such development.

Local governments may adapt the document to suit their own circumstances.

What is a statement of heritage impact?

A heritage impact statement (HIS) describes and evaluates the likely impact of a proposal.

An HIS is a clear and concise account of the proposed work that addresses three basic questions:

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

When is a heritage impact statement needed?

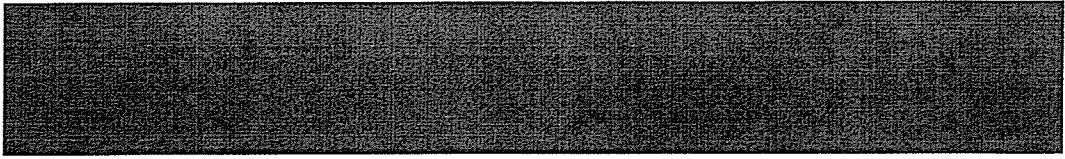
Many local governments encourage proponents to submit an HIS with any development proposal affecting a heritage place.

Whether or not a local government may require an HIS, and the amount of detail expected, will depend on:

- (a) the significance of the place; and
- (b) the likely impact of the proposal on that significance.

For instance, a proposal to partially demolish, or construct an addition to a place that is listed in the highest category in the local Heritage List, will typically require a detailed HIS.

Minor works to a place of lesser significance may not require an HIS at all.



How is the significance of a place or area determined?

An HIS will always be based on a Statement of Significance for the place, which clearly spells out the identified heritage values.

Typically, this will be drawn from a State Register entry, a Local Government Inventory entry, or a Conservation Plan. If none of these sources exist, it may be necessary for a significance statement to be prepared.

It may also be necessary if an existing statement is very brief and gives little useful guidance about the significance of the place and its fabric.

If a Conservation Plan exists, direct reference should be made to the conservation policies set out in the plan.

How should a heritage impact statement be presented?

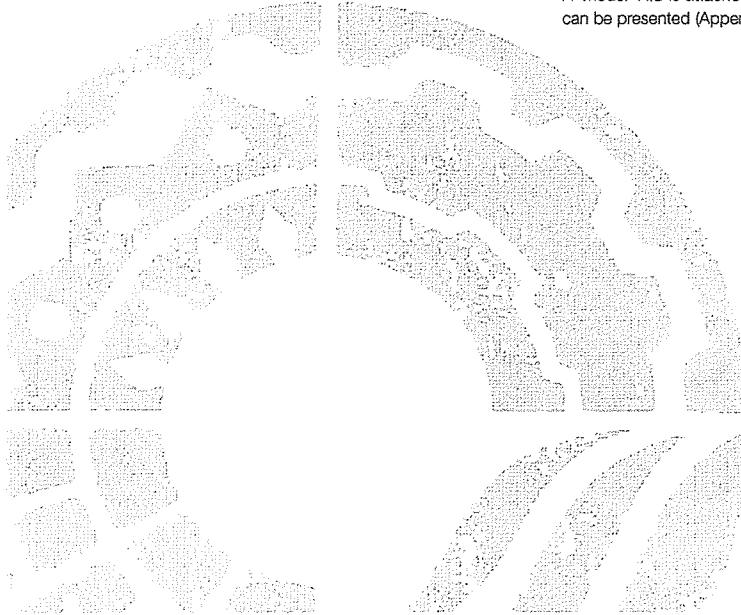
An HIS should be concise.

It should contain a conclusion that addresses the three key questions outlined above (under "What is an HIS?").

In preparing the HIS, it may be useful to address some more detailed questions, such as those *outlined in the table at Appendix 1*. If the Local Government or heritage agency dealing with the proposal has *decision guidelines or planning policy* in relation to the place or area, these should be specifically addressed.

Relevant supporting documentation, where it exists (e.g. a statement of significance, conservation plan or conservation policy, physical condition report or any other consultant's report), should be referred to in the statement and relevant extracts attached. These documents should not simply be repeated verbatim within the HIS.

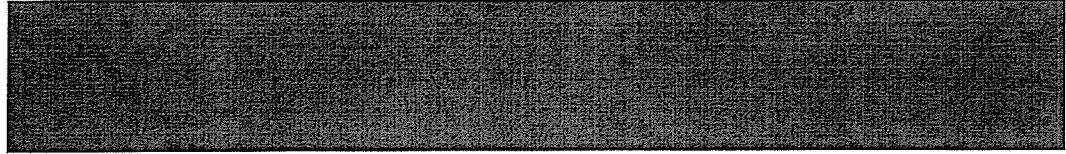
A 'model' HIS is attached as an example of how one can be presented (Appendix 2).



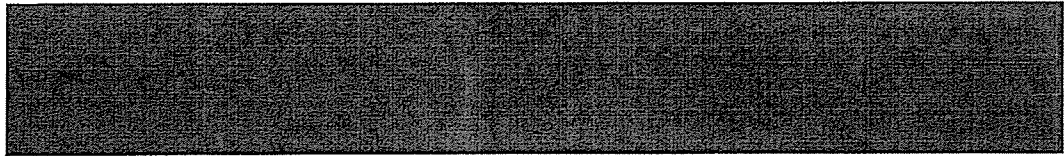
Appendix One

Questions to be answered in a Heritage Impact Statement

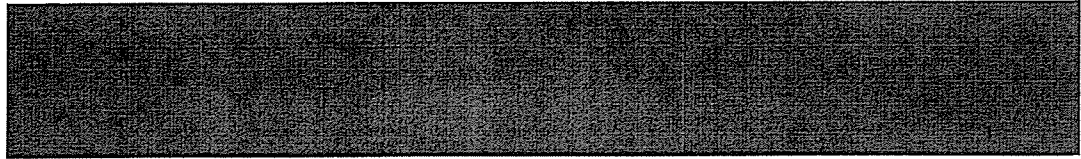
Proposed Change to Heritage Place	Some Questions to be Answered in a Statement of Heritage Impact
<p>Demolition of a building or structure</p> <p><i>NB. Check the Statement of Planning Policy for Historic Heritage</i></p>	<ul style="list-style-type: none"> • Have all options for retention and adaptive re-use been explored? • Is demolition essential at this time, or can it be postponed in case future circumstances make retention and conservation more feasible? • Can any new development can be located elsewhere on the site, so the significant elements of the place can be retained? • Has the advice of a heritage consultant been taken? If not, why not?
<p>Minor partial demolition (including internal elements)</p>	<ul style="list-style-type: none"> • Is the demolition essential for the heritage place to function? • Are important features of the place affected by the demolition (e.g. fireplaces or staircases)? • Is the partial demolition sympathetic to the heritage significance of the place? • If the partial demolition is proposed because of the condition of the fabric, is it certain that the fabric cannot be repaired?
<p>Change of use</p>	<ul style="list-style-type: none"> • Has the advice of a heritage consultant been implemented? If not, why not? • Does the existing use contribute to the significance of the heritage place? • Why does the use need to be changed? • What changes to the fabric are required as a result of the change of use? • What changes to the site are required as a result of the change of use? • Has the advice of a heritage consultant been taken? If not, why not?



Proposed Change to Heritage Place	Some Questions to be Answered in a Statement of Heritage Impact
<p>Minor additions</p> <p>(see also minor partial demolition)</p>	<ul style="list-style-type: none"> • How is the impact of the addition on the heritage significance of the place to be minimised? • Can the additional space be located within an existing structure? If not, why not? • Will the additions visually dominate the heritage place? • Are the additions sympathetic to the heritage place? In what way (e.g. form, proportions, design, materials)?
<p>New development adjacent to a heritage place</p> <p>(additional buildings and major additions)</p>	<ul style="list-style-type: none"> • How is the impact of the new development on the heritage significance of the place or area to be minimised? • Why is the new development required to be adjacent to a heritage place? • How does the new development affect views to, and from, the heritage place? What has been done to minimise negative effects? • Is the new development sympathetic to the heritage place? In what way (e.g. form, siting, proportions, design, materials)? • Will the new building(s) visually dominate the heritage place? How has this been minimised? • Will the public and users of the place, still be able to view and appreciate its significance?
<p>Subdivision</p>	<ul style="list-style-type: none"> • Could future development resulting from this subdivision compromise the significance of the heritage place (e.g. by requiring demolition of part of a heritage building, or by siting new buildings too close to a heritage building)? How are negative impacts to be minimised? • Could future development that results from this subdivision affect views to, and from, the heritage place? How are negative impacts to be minimised?
<p>Repainting</p> <p>(Using new colour schemes)</p>	<ul style="list-style-type: none"> • Have previous (including original) colour schemes been investigated? Are previous schemes being reinstated? • Will the repainting affect the conservation of the fabric of the heritage place?



Proposed Change to Heritage Place	Some Questions to be Answered in a Statement of Heritage Impact
Re-roofing/re-cladding	<ul style="list-style-type: none">• Have previous (including original) roofing/cladding materials been investigated (through archival and physical research)?• Is a previous material being reinstated?• Will the re-cladding effect the conservation of the fabric of the heritage place?• Are all details in keeping with the heritage significance of the place (e.g. guttering, cladding profiles)?• Has the advice of a heritage consultant or skilled tradesperson (e.g. roof slater) been taken?
New services (e.g. air conditioning, plumbing)	<ul style="list-style-type: none">• How has the impact of the new services on the heritage significance of the place been minimised?• Are any of the existing services of heritage significance? In what way? Are they affected by the new work?• Has the advice of a heritage consultant (e.g. architect) been taken?
Fire Upgrading	<ul style="list-style-type: none">• How has the impact of the fire upgrading on the heritage significance been minimised?• Are any of the existing services of heritage significance? In what way? Are they affected by the new work?• Has the advice of a conservation consultant (e.g. architect) been taken (and if so how)?• Has the advice of a fire consultant been taken as to options that would have less impact on the heritage place (and if so how)?



Proposed Change to Heritage Place	Some Questions to be Answered in a Statement of Heritage Impact
<p>New landscape works and features</p> <p>(including carparking and fences)</p>	<ul style="list-style-type: none">• How has the impact of the new work on the heritage significance of the existing landscape been minimised?• Has evidence (archival and physical) of previous landscape work been investigated/ Are previous works being reinstated?• Has the advice of a consultant skilled in the conservation of heritage landscapes been sought? If so, have their recommendations been implemented?• Are any known or potential archaeological deposits affected by the landscape works? If so, what alternatives have been considered?• How does the work impact on views to, and from, adjacent heritage items?
<p>Tree removal or replacement</p> <p><i>NB: Always check the tree preservation provisions of your local government when proposing the removal of trees</i></p>	<ul style="list-style-type: none">• Does the tree contribute to the heritage significance of the place?• Why is the tree being removed?• Has the advice of a tree surgeon or horticultural specialist been taken (and if so how)?• Is the tree being replaced and with what species? Why?
<p>New Signage</p> <p><i>NB: Check whether the local government has a signage policy or design guidelines</i></p>	<ul style="list-style-type: none">• How has the impact of the new signage on the heritage significance of the place been minimised?• Have alternative signage forms been considered (and if not why not)?• Will the signage visually dominate the heritage place or heritage area?• Can the sign be remotely illuminated rather than internally illuminated?

Appendix Two

HERITAGE
IMPACT STATEMENT

NAME OF PLACE:

DATE:

PREPARED BY:

PREPARED FOR:

SAMPLE ONLY

THE PLACE/AREA:

PREPARED BY:

PREPARED FOR:

DATE:

HERITAGE LISTINGS:

STATEMENT OF SIGNIFICANCE:

SAMPLE ONLY

The following aspects of the proposal respect or enhance the heritage significance of the place or area, for the following reasons:

The following aspects of the proposal could detrimentally impact on heritage significance. The reasons are explained as well as the measures to be taken to minimise impacts:

CONCLUSION:

REFERENCES AND ATTACHMENTS:



The Heritage Council of WA
108 Adelaide Terrace
East Perth WA 6004
Telephone: 08 9221 4177
Fax: (08) 9221 4151
Email: heritage@hc.wa.gov.au
Website: www.heritage.wa.gov.au



INTERPRETATIONS & DEFINITIONS

Adaptation means modifying a place to suit the existing use, or a proposed use.

Amenity means the liveability of the place that makes it a pleasant and agreeable place in which to live. It refers to accessibility to services and to those things influenced by design.

Association means the special connections that exist between people and a place.

Built Form means the configuration of the aggregate of all buildings, structures, etc., which make up a town or Shire.

Bulk means the combined effect of the arrangement, volume, and shape of a building or group of buildings. Generally refers to structures which in their context appear relatively large.

Character is essentially the combination of the public and private domains. Every property, public place or piece of infrastructure makes a contribution, whether large or small. It is the cumulative impact of all these contributions that establishes neighbourhood character. The physical qualities of character in the Central York and Blandstown Heritage Precincts are diverse and include:

- the era of the majority of development;
- the grid subdivision pattern;
- the siting and orientation of development / built form on lots;
- the form and distribution of open space;
- building height, scale and proportion; and
- distinctive building styles, particular design elements, materials and finishes.

Compatible use means a use which respects the cultural significance of a place. Such a use involves no, or minimal impact, on cultural significance.

Conservation means all the processes of looking after a place, so as to retain its cultural significance.

Contemporary design means design styles that are of their time and that do not use the design elements of another time, such as historicism.

Context means the specific character, quality, physical, historic and social context of a building's setting and may, according to circumstances, be a group of buildings, a part of a street, whole street, part of a town or the whole town.

Cultural significance means aesthetic, historic, scientific, social, or spiritual value, for past or future generations. Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects.

Curtilage means a defined area that surrounds a dwelling or property, but in the wider sense is the area that defines the limits of a significant place or precinct.

Development has the same meaning as is given to it in and for the purposes of the *Planning & Development Act 2005*.

Fabric means all the physical material of the place, including components, fixtures, contents and objects.

Form means the overall shape and volume of a building and the arrangement of its parts.

Grain means the pattern of arrangement and size of the buildings on their lots, and the subdivision pattern. The pattern or arrangement contributes to the texture on an area. Fine Grain is the quality or fine texture resulting from small and frequent subdivisions.

Heritage Item means a place, building, work, archaeological site, landscape or garden, or moveable relic, or place of Aboriginal significance identified on a heritage register.

Historic Character means the combination of particular characteristics or special qualities of a place related to its period or style of construction. This is generally summed up in the Statement of Significance.

Historicism means an excessive regard for past styles and may include copying them, as opposed to using contemporary design.

Infill means a new building in an established and valued historic context. Good infill is sympathetic to its surroundings and context, and creates a new structure that enhances and complements the existing character. Infill shall be distinguishable from the existing context but shall look like a well mannered neighbour.

Interpretation means all the ways of presenting the cultural significance of a place.

Maintenance means the continuous protective care of the fabric and setting of a place and shall be distinguished from repair. Repair involves restoration or reconstruction.

Meanings denote what a place signifies, indicates, evokes, or expresses.

Massing means the size and volume of a building.

Mixed Use Development means the mixing of compatible land uses in a balanced blend, integrated in close proximity to each other. Physically it includes both vertical and horizontal mixing of uses. No single use shall dominate other uses, although residential use is often the major component.

Place means site, area, land, landscape, building, or other work, group of buildings or other works, and may include components, contents, spaces and views.

Preservation means maintaining the fabric of the place, in its existing state, and retarding deterioration.

Reconstruction means returning a place as nearly as possible to a known earlier condition by the introduction of materials, new or old, into the fabric.

Related place means a place that contributes to the cultural significance of another place.

Related objects mean an object that contributes to the cultural significance of a place, but is not at the place.

Restoration means returning the existing fabric of a place to a known earlier state by removing accretions, or by reassembling existing components, without the introduction of new material.

Scale means the size of a building or addition and its relationship with surrounding buildings, the existing building in the case of an addition, or the landscape.

Setting means the area around a heritage place or item that contributes to and is part of its heritage significance. It may include views to and from the place. The setting may be pristine landscape, culturally modified landscape, gardens and streetscapes.

Statement of significance means a summary of those things that are of particular importance in relation to a particular place and tells us why a place has cultural heritage significance. It also guides how a place that is significant may be managed.

Streetscape (a) means the total visual impression gained from any one location within a street including the natural and man-made elements; and (b) is made up of the appearance of, and the relationships between, buildings in terms of design, scale, materials, colours, finishes, signs, external furniture, paving materials for roads, footpaths and landscaping.

Sympathetic or **Complementary** means a design outcome that shares the characteristics of the context and while it will not be the same as historic neighbours, will not look out of place amongst them.

Unobtrusive means not noticeable, especially when viewed from a public place.

Urban Form means the broad shape and structure of an urban community and the distribution of its major features.

Use means the function of a place, as well as the activities and practices that occur at such a place.



Restriction on Building Materials (PP1)

Policy Owner: Planning Department
Person Responsible: Manager Planning
Date of Origin: 21 August 2006 – Council Resolution 190806

Endorsed:

Amended:

Version: 1

Local Planning Policy No. 1
Restricted Building Materials Area

Objective:

The objective of this policy is to provide guidelines addressing special conditions of planning, design and development in certain areas of the York townsite.

Policy:

1. All class of buildings, except class 10 buildings, which may be erected in that portion of the district of the Shire of York bounded in the first instance by Ulster Road, Macartney Street, Grey Street, Tenth Road and Henry Road and in the second instance by Panmure Road, Steere Street, Pioneer Road, Chandos Road, Mount Street, Cemetery Road and Herbert Road as indicated by the area bordered black on the plan being the schedule hereto shall comply with the following requirements:
 - (a) All dwellings, extensions or renovations shall have external walls constructed of brick, stone or other like substance, whether finished in facework or render.
 - (b) External walls of dwellings, additions or renovations are not to be constructed wholly or partly of wood, iron, straw, or fibro cement sheets.
 - (c) Any building being erected as a habitable dwelling shall have a minimum floor area of 110m². Such specified area to exclude carports or garages associated with the building.
2. The Council may consider an exemption from this policy where the applicant establishes that special or extraordinary circumstances exist or where the building material proposed has the same outwards appearance and texture of face or rendered brick work. An exemption shall be made by a resolution of the Council and will be for a particular application for a permit to build.

3. Where the Council receives an application for an exemption the Council shall give notice in the following manner:
 - a) Notice of the proposed development to be served on all owners and occupiers of land within an area determined by the Council as likely to be affected by the proposal stating that submissions may be made to the Council within twenty-one days of the serving of such notice; and
 - b) Notice of the proposal to be published in a newspaper circulating in the district stating that submissions may be made to the Council within twenty-one days from the publication thereof.

The Council resolved that the following delegations be approved on 10th August 2006:

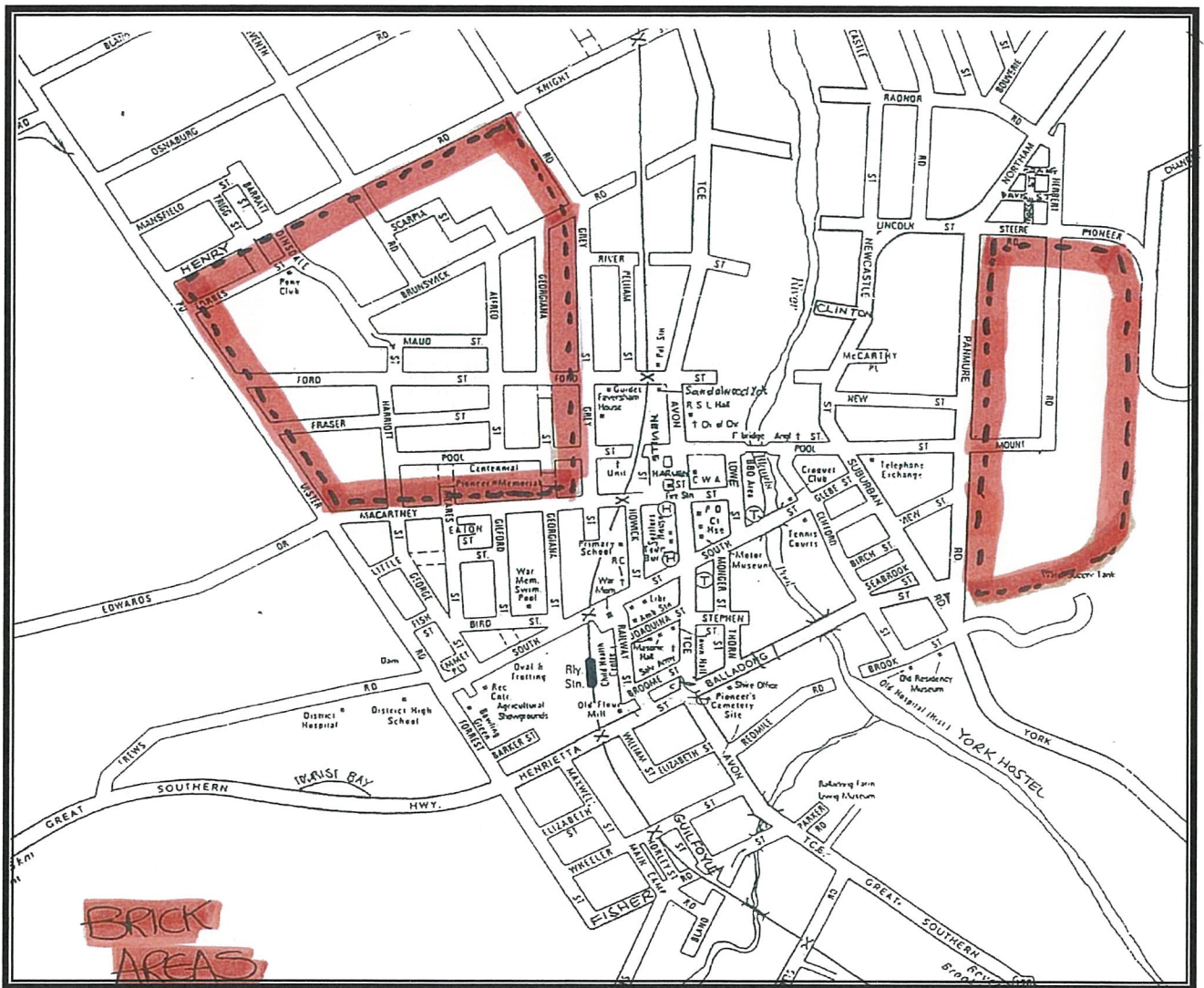
TO: The Chief Executive Officer

DELEGATIONS: Delegated authority be given to the Chief Executive Officer for products that are listed below and exempt persons from the planning policy relating to a restriction on building materials.

GUIDELINES OR CONDITIONS:

Subject to the following conditions:

The dwelling is to be finished externally with a high profile textured coating, such as Dulux Acratex and Solvatec Coarse or an equally approved product that provides the same outward appearance and texture of face or rendered brick work. The finish must be applied prior to occupancy.





Sea Containers

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	17 December 2012 – Council Resolution 031212
Endorsed:	
Amended:	
Version:	1

Shire of York Town Planning Scheme No. 2
Local Planning Policy No. 2

Sea Containers

1. POLICY STATEMENT

It is Council's objective to regulate the use of sea containers within the Shire of York so as to ensure that they do not detract from the amenity of the area.

2. PURPOSE

The purpose of this Policy is to outline Council's development standards in regards to the location and use of sea containers within the Shire.

3. BACKGROUND

In recent years there has been increased use of sea containers within the Shire of York as sheds on properties throughout the area. Sea containers can serve a useful purpose, however they have the potential to have a significant adverse effect on visual character of streets and neighbourhoods, particularly in areas of cultural and heritage significance.

The York Town Planning Scheme No. 2 makes no direct reference to sea containers and Council regulates them under the provisions of a local planning policy that is adopted to address local issues in accordance with the provisions of Clause 8.8 of the York Town Planning Scheme No. 2.

On 18 August 2008, the Shire of York adopted a Local Planning Policy to regulate the location of sea containers. The Policy had not been reviewed since its introduction and a Compliance Program initiated in 2011 landowners, residents and Councillors identified a number of issues with the Policy. It was therefore considered timely to undertake a review.

This Policy clearly outlines the Policy requirements, exemptions and conditions for approval to provide the community, landowners and Shire staff a clear and precise position on the use of sea containers within the Shire of York.

4. STATUTORY POWERS

4.1 Authority to prepare and adopt a Local Planning Policy

Clause 8.8 of the Shire of York Town Planning Scheme No. 2 (the Scheme) allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Shire of York.

4.1 Relationship of this Policy to the Scheme

If a provision of this Policy is inconsistent with the Scheme, the Scheme prevails.

This Policy is not part of the Scheme and does not bind Council in respect of any application for planning Consent. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

In addition to the provisions of this policy, Council will have due regard to Clause 5.8 of the Scheme relating to transportable dwellings. Under this Clause, Council will not grant planning consent for transportable dwelling if the land is within a Heritage Precinct.

5. APPLICATION

This Policy applies to all land within the Shire of York and will supersede the previously adopted Policy (18 August 2008). The Policy does not address the placement of transportable dwellings, relocated dwellings, railway carriages, or transportable offices, or the type of building commonly referred to as a "Donga".

This Policy does not apply retrospectively to sea containers in place prior to the introduction of this Policy.

6. POLICY

6.1 General Conditions and Requirements

The following general conditions and requirements apply to all land within the Shire of York, unless otherwise specified in the Policy:

- 6.1.1 A planning application will be required to be submitted for assessment and approval is to be obtained prior to locating a sea container on-site with the exception of sea containers located on General Agricultural or Industrial zones (refer to Part 4 of the Policy).
- 6.1.2 This policy is based on sea containers up to 6 metres (20 feet) in length for Residential, Rural Residential, Rural Smallholding and Rural Townsite zones and up to 12 metres (40 feet) in length for General Agriculture and Industrial zones. Container(s) larger than this may need to satisfy additional requirements.

- 6.1.3 In all zones, a sea container may be placed on a property to store building materials in conjunction with approved building works, without prior Shire approval. A sea container must not be placed on the property prior to the issue of a building licence for the construction and must be removed immediately upon completion of construction or expiry of the building licence.
- 6.1.4 Sea containers will not be permitted in the town centre or on heritage listed properties or properties located within a designated heritage precinct unless the container is being temporarily used in conjunction with approved building works.
- 6.1.5 Sea containers will not be permitted for habitable use or conversion for habitable use unless it can be demonstrated that the proposal meets the provisions of the Building Code of Australia and will not detrimentally impact the amenity of the locality where the development is to be situated.
- 6.1.6 Temporary development is permitted development under the York Town Planning Scheme No. 2 and is defined as 48 hours or a period agreed by the local government. Applications for temporary use of a sea container may be considered for periods up to 3 months, where a request is received in writing prior to the siting of the sea container providing valid reasons for the request. No application fees or advertising will be applicable to temporary applications.

6.2 Residential Zone Conditions and Requirements

Sea containers may be approved in a residential zone, subject to the following requirements:

- 6.2.1 Container(s) to be painted and in good condition prior to location upon any property.
- 6.2.2 Container(s) shall be suitably screened and/or fenced from the road frontage and be situated at the rear of the property unless otherwise determined by Council.
- 6.2.3 A container will not be permitted within the front setback area.
- 6.2.4 Container(s) must satisfy the setback requirements according to the Residential Design Codes.
- 6.2.5 Container(s) are not to be located over septic tanks and/or leach drains or utilities.
- 6.2.6 A maximum of one (1) sea container will be considered per property.
- 6.2.7 Sea containers are to be used for purpose of storage only.
- 6.2.8 Council may require additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container.

6.3 Rural Residential, Rural Smallholding and Rural Townsite Zone Conditions and Requirements

Sea containers may be approved in Rural Residential, Rural Smallholding and Rural Townsite zones, subject to the following requirements:

- 6.3.1 Container(s) may only be used for the purpose of storage of approved materials in Rural Residential, Rural Smallholding and Rural Townsite areas.
- 6.3.2 Container(s) shall be suitably screened and/or fenced from the road frontage and be situated at the rear of the property unless otherwise determined by Council.
- 6.3.3 The use of container(s) shall relate directly to, and be ancillary to, the predominant use of the property as approved by Council.
- 6.3.4 Container(s) are not to be located over septic tanks and/or leach drains or utilities.
- 6.3.5 In Rural Residential, Rural Smallholding and Rural Townsite areas a maximum of two (2) containers will be permitted per property.
- 6.3.6 Council may request additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container.

6.4 General Agricultural and Industrial Zoned Land and Requirements

The use of up to two (2) sea containers on land zoned 'General Agriculture' or 'Industrial' is permitted and does NOT require prior Council approval, subject to the following conditions:

- 6.4.1 Containers are located to the rear of buildings and that they are not prominently visible from the street.
- 6.4.2 Containers shall be located within building setbacks in the York Town Planning Scheme No. 2.
- 6.4.3 Container(s) shall not be stacked vertically.
- 6.4.4 Containers shall not be located over septic tanks, leach drains or utilities.
- 6.4.5 A planning application may be considered in General Agriculture or Industrial zones for the use of more than two (2) sea containers, or for sea containers that do not comply with the setback requirements or are visible from the street, subject to the requirements of 6.1.3 and 6.1.6.

7. Application Requirements

The following details shall be submitted:

- 7.1 A completed Application for Planning Consent and payment of the application and advertising fees.
- 7.2 A legible, and if possible scaled, site plan showing the proposed location of the sea container and detailing setbacks to boundaries. The site plan should also include other buildings, septic systems, access ways, watercourses and vegetation on the property.

- 7.3 The proposed size and use of the sea container and if approval is being sought for a temporary period (state time period) or on a permanent basis.

Note: Any retrospective applications will attract an application fee in accordance with the *Town Planning Regulations 1967* (as amended).

8. Application Process

- 8.1 Once an application is received, the application will be checked to ensure all required information has been submitted. A site inspection may also be carried out to confirm the proposed location and to make an assessment of any potential impacts.
- 8.2 All planning applications for sea containers will be advertised for a minimum of 14 days in accordance with the provisions of Clause 7.3 of the York Town Planning Scheme No. 2 in one or more of the following ways:
- Written notice to adjoining and/or affected landowners;
 - Notice in a local newspaper circulating the scheme area;
 - Notice on Council's website;
 - Application displayed at Council's Offices; and/or
 - Sign displayed on site.
- 8.3 Any person may inspect the application and make a submission within the advertising period. The contents of any submissions may be discussed with the applicant to resolve the issues of concern.
- 8.4 The application will be assessed in accordance with the York Town Planning Scheme No. 2, the provisions of this Policy, and taking into consideration the matters listed in Clause 7.5 of the Scheme.
- 8.5 The application may be determined under delegated authority or may require Council resolution.
- 8.6 Generally planning applications take 4 to 6 weeks to process. However, this process may be longer if a Council resolution is required.
- 8.7 Once determined, the applicant will be advised of the outcome in writing and be required to comply with any conditions of approval.
- 8.8 Council's Compliance Officer carries out follow up inspections on all planning approvals to monitor development and ensure compliance with the conditions.



Advertising Signage

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	17 October 2011 – Council Resolution 041011
Endorsed:	16 December 2013 – Council Resolution 031213
Amended:	16 December 2013 – Council Resolution 031213
Version:	1

1. Introduction

Advertisements play a vital role as a means of advertising the service and product available from a business or organisation. The display of advertisements is beneficial in providing a public service through providing information to the community.

The over-use of advertisements, however, contributes to an accumulation and eventual proliferation of signage clutter, to the extent that the advertisements become ineffective and impact negatively on the amenity of the streetscape and character of the area. Inappropriately located advertisements may also create a hazard to pedestrians and road users.

In order to ensure that advertisements are used for best advantage, organisations, businesses and property owners are encouraged to demonstrate the reasonable and appropriate use of advertisements, and focus more on providing short, distinct signage and branding to limit the number of words and the use of suitable contrasting colours and text that make advertisements distinct and clearly legible.

2. Policy Objectives

The objectives of this policy are to:

- (a) ensure that advertisements are appropriately sized and sited for their location;
- (b) require advertisements to maintain and enhance the amenity of the immediate area, including areas of historical or environmental significance;
- (c) discourage the ineffective, visually intrusive and proliferation of excessive advertisements; and
- (d) provide guidelines for consistent decision making for advertisements on zoned or reserved land within the Shire of York.

3. Statutory Environment

3.1 York Town Planning Scheme No. 2

The York Town Planning Scheme No. 2 defines an advertisement as:

“advertisement means any word, letter, model, sign, placard, board, notice device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement

or direction, and includes any hoarding or similar structure used, or adapted for use, for the display of advertisements.”

Clause 4.1 of the Scheme requires that all development, including the erection, placement and display of any advertisements, requires the prior approval of the local government. A person must not commence or carry out any development without first having applied for and obtained the planning consent of the local government under Part 7.

Clause 4.2 of the Scheme permits, without planning consent, any works that are temporary and in existence for less than 48 hours or such longer time as the local government agrees.

A Local Planning Policy is adopted under clause 8.8 of the York Town Planning Scheme No. 2, although it is not part of the Scheme and does not bind the Council in respect of any application for planning approval, the Council must have due regard to the provisions of the policy and the objectives which the policy is designed to achieve before making its determination.

Local Planning Policies are guidelines used to assist Council in making decisions under the Scheme. Although Local Planning Policies are not part of the Scheme, they must be consistent with, and cannot vary, the intent of the Scheme provisions, including the Residential Design Codes.

In considering an application for Planning Approval, the Council must have due regard to relevant Local Planning Policies as required under clause 7.5.

If a provision of a Local Planning Policy is inconsistent with the Scheme, the Scheme prevails.

3.1.1 Local Planning Policy – Heritage Precincts and Places

Signage on heritage listed buildings and places, or on properties within a designated heritage precinct must comply with the requirements of this Policy and the York Local Planning Policy – Heritage Precincts and Places. In the event of an inconsistency, the provisions of the Local Planning Policy – Heritage Precincts and Places prevail in regards to heritage.

3.2 Main Roads Act 1930

The Main Roads Act 1930 gives the Commissioner of Main Roads the statutory authority and responsibility for the care, control and management of the State's highways and main roads. The Act also includes provision for the Control of Advertisements.

Specifically, Section 33B of the Act allows the Governor, on the recommendation of the Commissioner, to make regulations to control advertisements on or in the vicinity of highways and main roads where hoardings or other advertising structures are considered to be:

- (a) hazardous to traffic safety; and/or
- (b) aesthetically objectionable.

The Mains Roads Roadside Advertising Policy must also be considered in conjunction with the requirements of the Act. The Policy defines an Advertising Device as:

“Advertising Device means any poster, hand bill, placard, notice or sign affixed to or painted or supported by a Hoarding and other Advertising Structures (see definitions) including a tri-vision illuminated and pylon mounted sign.”

The Main Roads Policy states: “The Commissioner of Main Roads approval is required for all advertising devices on or in the vicinity of highways and main roads.” The Policy provides both the general and specific permission criteria upon which

applications for approval are to be assessed to ensure that the proposed advertising device conforms with the intent of the Main Roads Act and these Regulations.

4. Interpretation

Advertising Signage has the same meaning as in the York Town Planning Scheme No. 2 as follows: *“advertisement means any word, letter, model, sign, placard, board, notice device or representation, whether illuminated or not, in the nature of, and employed wholly or partly for the purposes of, advertisement, announcement or direction, and includes any hoarding or similar structure used, or adapted for use, for the display of advertisements.”*

Awning Sign means a sign displayed under an awning or the eaves of a building, and includes signs on blinds, sunshades and similar structures attached to an awning, verandah, balcony or eaves of a building.

Banner Sign means a temporary advertisement that is printed onto plastic sheeting or similar material and which is hung between posts or from a verandah of a building.

Building Construction Sign means a sign that provides details of a development occurring on a property which is displayed during the course of construction of a building.

Community or Sporting Group means a recognised local not-for-profit community or sporting group.

Display Home Sign means a portable sign placed within a public street to advertise that a Display Home Centre is open for inspection.

Election or Political Signage means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election.

Emblem means a logo, design, symbol or feature incorporated into a sign that identifies or represents a place, such as a shopping centre.

Entrance Statement means a sign used to identify a subdivisional area or suburb primarily for marketing purposes.

First Party means an advertisement that is displayed for a business, a building or a landmark located on the land on which the advertisement is placed.

Inflatable Sign means a sign or other recognisable figure or emblem that is painted, stencilled or attached to an inflated device, such as a balloon which is anchored to a building or land.

Main Distributor Roads means for the purposes of this policy any Primary Distributor Road or District Distributor Road as per the Scheme.

Major Development means where the total area of the land that is proposed to be developed exceeds five hectares, including the aggregate area of separate stages of a development or 100 dwellings/units.

Minor Development means where the overall area of the land that is proposed to be developed does not exceed five hectares or 100 dwellings and is no less than 4,000 m² (including separate stages of a development) or 10 dwellings/units.

Monolith Pylon Sign means a pylon sign which is in-filled from the ground level to the top of the sign to appear as a solid structure and where the supporting columns cannot be seen.

Portable Signs means a free-standing portable sign not permanently attached to a structure or fixed to the ground or pavement and includes an A-Frame Sign.

Projecting wall sign means a sign fixed to an external wall of a building by at least one end and attached or bracketed perpendicular to the wall of a building.

Protest Signage is a form of advertising signage.

Property Sale Sign means a sign displayed during a period over which a single property transaction is offered and negotiated.

Pylon Sign means a free-standing sign that is not attached to another building and is supported by one or more posts and includes a frame within which sign infill can be added.

Roof sign means a sign displayed on or above the external surface of the plane of the roof cover at any point of the roof.

Sign or Signage are interchangeable terms for advertisement as defined by the Scheme.

Sign Face Area means the aggregate area on which wording, numbers, pictures and motifs are displayed on any side of the sign, including any border.

Sign Infill means a panel that can be fitted into a pylon sign framework.

The Scheme means the Shire of York Town Planning Scheme No. 2. For the purposes of this policy, definitions and interpretations shall be applied in accordance with Scheme 2.

Third Party means an advertisement that is for a commodity, good or service that may be available or related to the place or premises where the advertisement is displayed.

Wall sign means a sign displayed on an external wall, fascia, façade or awning of a building. The painting of a building in colours depicting the corporate colour scheme of the tenant or landowner of the building is wall signage for the purpose of this policy.

Window sign means a sign displayed on any glazed portion of an external window or door of a building.

5. Policy Provisions

5.1 Applications for Advertisements

Applications for advertisements will be considered as per the Scheme and Parts 3 and 4 of this Policy.

5.2 Exempt Advertisements

Clause 4.2 of the Scheme permits any works which are temporary and in existence for less than 48 hours or such longer time as the local government agrees without prior planning approval.

Schedule 8 of the Scheme identifies advertisements that are exempt from requiring planning approval from Council. A copy of Schedule 8 is reproduced at Appendix 1 of this Policy.

Exemptions provided in the Scheme and this Policy does not apply to places or buildings that are included on the State or Local Heritage List or within a designated Heritage Precinct.

Notwithstanding the provisions of this Policy, approval is not required for the following types of advertisements:

5.2.1 Portable Direction Signs

A portable direction sign that does not exceed 1 m in height or 1m² in area, provided that the sign is placed on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.

5.2.2 Inflatable Signs

Roof top balloons or other types of inflatable signage are permitted without Council approval for a maximum of 7 days, if the following specifications are met:

- (a) the maximum dimensions of a roof top balloon or other type of inflatable sign shall be a height of 9.0 metres, measured from the top of the roof directly below the sign and a width or diameter of 7.0 metres, unless otherwise approved by Council;
- (b) an inflatable sign should be appropriately anchored to the roof or ground to ensure safe use during expected or unexpected strong wind conditions;
- (c) each inflatable sign shall be covered by general public liability insurance to a minimum of \$10 million by the property or business owner and a copy of this cover is to be submitted with the application together with confirmation that the cover does extend to the sign;
- (d) approval must be sought from Main Roads WA where the proposed sign location is near a traffic signal controlled intersection or when it is visible from, or adjacent to, a road that is under the care and control of Main Roads WA;
- (e) the applicant is to confirm in writing at the time of application, the period during which an inflatable sign is to be erected; and
- (f) the sign shall not be internally or externally illuminated.

5.2.3 Community or Sporting Group Signage

Community or sporting groups may erect a single sign that meets the following specifications without prior approval from the local government under the provisions of this Policy:

- (a) one sign up to 2m² in area and up to 2.7 metres in height;
- (b) located wholly within the boundary of the site where the sport, meetings or activities are conducted;
- (c) wording may only contain the name of the group and contact details;
- (d) may not be an illuminated sign; and
- (e) approval must be sought from the land owner prior to erection of the sign.
- (f) approval must be sought from Main Roads WA where the proposed sign location is near a traffic signal controlled intersection or when it is visible from, or adjacent to, a road that is under the care and control of Main Roads WA.

5.2.3.1 York Recreation and Convention Centre, Forrest Oval

The following requirements specifically apply to any signage erected or displayed at the Forrest Oval Complex:

(a) Community or Sporting Group Signage

Community or sporting groups may erect a single sign that meets the following specifications without prior approval from the Shire of York under the provisions of the Local Planning Policy for Advertising Signage:

- i. one sign up to 2m² in area and up to 2.7 metres in height;
- ii. located wholly within the boundary of the site;
- iii. wording may only contain the name of the group and contact details;

- iv. not being an illuminated sign; and
- v. written notification must be submitted to Council prior to the erection of the sign.

(b) Sponsor Signage

Community or sporting groups may erect signage advertising one or more sponsors with the prior written approval from the Shire of York that meets the following specifications:

- i. individual signs up to 5m² in area and up to 2.7 metres in height;
- ii. located wholly within the boundary of the site facing inwards towards the Oval complex;
- iii. wording may only contain the sporting group and approved sponsors details and logo(s);
- iv. not being an illuminated sign; and
- v. approval must be sought from the Shire of York in writing prior to the erection of the sign.

(c) Signage Facing a Public Street or Thoroughfare

- i. Any signage affixed to perimeter fencing and facing the street or thoroughfare, including the railway, requires prior planning approval.
- ii. A planning application must be submitted to the Shire of York together with plans of the signage and the appropriate application fees.
- iii. It should be noted that planning applications can take approximately 4-6 weeks to process and is a merit based process. It is advised that these proposals be discussed with the Shire's Planning section prior to submission.

(d) Temporary Signage

- i. Temporary signage, including banners, in conjunction with special events may be erected for up to 2 weeks prior to the event without prior approval. All temporary signage must be removed within 2 days of the completion of the event.

5.2.4 Election or Political Signage

Election or political signage that meets the following specifications does not require prior approval from the local government under the provisions of this Policy:

- (a) being erected at least 30 metres from any intersection;
- (b) being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;
- (c) being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;
- (d) being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;
- (e) being maintained in good condition;
- (f) not being erected until the election to which it relates has been officially announced;
- (g) being removed within 48 hours of the close of polls on voting day;
- (h) not being placed within 100 m of any works on a thoroughfare;
- (i) being securely installed;
- (j) not being an illuminated sign;
- (k) not incorporating reflective or fluorescent materials; and
- (l) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.

5.2.5 Protest Signage

Protest signage may be erected by a landowner (or with prior landowner's permission) without prior approval from the local government if the signage complies with the following:

- (a) Signs must be located a minimum distance of fifteen (15) metres from the centreline of a road.
- (b) Signs must contain factual information and must not contain messages that could be considered derogatory to a person or group of persons, including tourists.
- (c) Signs must not contain content that could potentially mislead road users, clash in colour or nature to other regulatory signs, are not reflective and must not be illuminated.
- (d) Property owners are permitted to display one (1) sign on their own property that meets the requirements of (a), (b) and (c) above without Council approval for the duration of the application process unless the property is heritage listed or is located within a heritage precinct.
- (e) No signage shall be permitted in the Central York or Blandstown Heritage Precincts or on a heritage place. Any existing signage is to be removed.
- (f) Signage displayed by a person(s) not the landowner must obtain Council and landowner(s) approval.
- (g) Signs located on a road reserve are to be removed.
- (h) Signs located on public land (including Council land) are to be removed, unless the landowner(s) and Council approval has been obtained.
- (i) A landowner who is permitted to display a sign on a property with frontage to a Main Roads controlled road must also obtain Main Roads approval. If Main Roads approval cannot or is not obtained, then the sign must be removed.

5.2.6 Window/Glazing Signs

A window/glazing sign may only be provided on the ground and first floor levels of a building, and must not cover more than one-quarter (25%) of the total glazed surface area of each level of the building along each elevation of the building.

5.2.7 Maintenance and Repair of Existing Signage

Planning approval is not required for maintenance and repair of existing signage. Council may direct property and/or business owners to carry out maintenance or a repair to signage to ensure the signage is kept in good condition.

5.2.8 Replacement of Identification Signs

The replacement of an existing building identification sign or the content of such a sign, or an existing business identification sign or the content of such a sign, is permitted without Council approval if the following specifications are met:

- (a) replacement of a lawful sign, and
- (b) is not greater in size than the sign that is replaced, and
- (c) is not a sign that is flashing or animated, and
- (d) does not involve any alteration to the structure or vessel on which the sign is displayed, and
- (e) does not obstruct or interfere with traffic signs.

5.3 Main Roads WA referral and Approval

Comment from Main Roads WA will be sought where signs are directly facing or within view of a road that is under the care and control of Main Roads.

Notwithstanding the provisions of this policy, advertisements that are listed as exempt in this policy or Schedule 8 of the Scheme may require approval under the provisions of the Main Roads (Control of Advertisements) Regulations 1996. It is the responsibility of the applicant to obtain Main Roads WA approval if required under the Regulations.

5.4 Signage Concept Plans

A Signage Concept Plan generally identifies locations on land, buildings or premises where advertisements may be affixed, erected or displayed.

Should a Signage Concept Plan be required as a condition of planning approval, it is to be submitted to and approved by Council prior to issuing of a building licence. The Signage Concept Plan must address the provisions of this Policy and include:

- (a) a sketch, photomontage or other plan that details, indicates or superimposes the proposed advertisement(s) onto the land or building; and
- (b) the dimensions (in metres) of the areas on the building and the site for advertisements, with the height, width and depth clearly indicated.

Once approved, advertisements for the development shall be consistent with the Signage Concept Plan in terms of size and siting, having regard to Parts 3 and 4 of this Policy.

5.5 Third Party Advertisements

Third party advertisements are not appropriate unless they are a benefit to the local community, do not detrimentally impact the locality and comply with the advertising standards in Part 3.

6. Advertising Standards

6.1 Awning, Banner and Projecting Wall Signs

An awning, banner or projecting wall sign may be considered based on the following standards:

- one sign type per frontage of the subject building or tenancy. Buildings with multiple tenancies should aim for utilising a consistent design in terms of size, siting, dimensions and materials used;
- the sign is placed towards the middle of the building elevation or tenancy frontage;
- the minimum clearance between the underside of the sign and the footpath below shall be:
 - 2.4 metres where located within private property; or
 - 2.4 metres where located over a pedestrian way in a road reserve.

In addition to the above specifications awning signs shall:

- an awning sign shall be in keeping with the architectural style of the building and not detract from the amenity of the streetscape;
- the awning sign shall be no longer than half of the width of the awning or eave, and a maximum height of 600 mm; and
- the awning sign must not extend past the awning.

In addition to the above specifications each banner sign has a maximum sign face area of 4 m².

In addition to the above specifications projecting wall signs shall:

- a projecting sign shall be in keeping with the architectural style of the building, and not detract from the amenity of the streetscape;

- buildings with multiple tenancies should aim for utilising a consistent design in terms of size, sizing, method of attachment to the building (i.e. a decorative sign bracket, etc.), dimensions and materials used; and
- only internal solid illumination will be considered.

6.2 Entrance Statement Signs

Any structure associated with an entrance statement sign is encouraged to be located within privately owned land. This shall include the footings, capping, attachments and the like for any proposed structure. Council will not accept any liability for structures on public land, including road reserves.

The following design principles should be incorporated into any entrance statement signage:

- structures are to be designed in accordance with crime prevention through environmental design (CPTED) principles;
- the emphasis of landscaping associated with an entrance statement shall be of native plants and preferably locally endemic species because of their general hardiness, low water requirements and contribution to supporting local fauna species and biodiversity;
- the design shall be sympathetic with the surrounds and designed to ensure vehicular and pedestrian sightlines are not compromised; and
- the entrance statement shall be low maintenance.

Should a proposed entrance statement sign be located within existing or future public open space, Council will require the preparation and approval of a public open space management plan. The management plan must address:

- the development of the public open space, including the proposed entrance statement sign and any associated landscaping;
- the maintenance program during the developer's period of responsibility;
- the requirements prior to handover to Council; and
- Council's future maintenance program.

Should a proposed entrance statement sign compromise the use of public open space, Council may not recognise the area occupied by the entrance statement sign to be credited towards the public open space contribution.

6.3 Election or Political Advertisements

Advertisements for upcoming elections and political parties that require approval, including campaign advertising shall only be permitted on a property on which the campaign office is situated, and on polling day at the registered polling places. The relevant requirements for signage in these instances are as specified in this policy.

6.4 Portable Signs

Portable signs requiring approval shall:

- not exceed 2 metres in height;
- not exceed 1.5m² total area on any side;
- contain letters not less than 200mm in height;
- not be illuminated nor incorporate reflective or fluorescent materials;
- have no moving parts once the sign is in place;
- contain sign writing that is of a professional standard and quality, and is appropriately maintained;

- be secured in position in accordance with any requirements of the local government;
- only incorporate the name of the business operating from the lot, i.e. not incorporate third party advertising;
- be assessed against the Assessment Criteria in Part 4 of this Policy.

6.5 Pylon Signs

Pylon signs (including monolith pylon signs) are considered to be a suitable approach to advertise a series of businesses which may occupy one site, or to advertise a business adjacent to a street boundary where the building has been designed set back from the street frontage where for example parking has been provided in front of the building.

A monolith pylon or pylon sign shall comply with the following specifications:

- have no part less than 2.75 metres, or more than 6.0 metres, above the natural ground level immediately below the pylon sign; or
- have no part more than 6.0 metres above the natural ground level immediately below the monolith pylon sign;
- maximum width of 2.5 metres, measured horizontally across the extremities of the pylon sign structure;
- have a sign face area no greater than 6 m²;
- display the street number of the subject site, except where a street number is already clearly visible from the road;
- be limited to one sign on each property, irrespective of the number of tenancies;
- have sign infill, either translucent or opaque, for the complete height and width of the monolith pylon sign; and
- have regard to the provisions covered in sections 3.6B, 3.6C and Part 4 of the Policy.

6.5.1 Location of Pylon Signs

A pylon sign or monolith pylon sign shall:

- (a) be wholly contained within the lot boundaries of the land that it is intended to be used for non-residential purposes;
- (b) achieve minimum side boundary setbacks of 6.0 metres and a front boundary setback of 1.8 metres;
- (c) be set a minimum 6.0 metres apart from any other sign erected on the same lot, including free-standing and those attached to a building;
- (d) be placed in a location that can demonstrate that it does not detrimentally interfere with sight-lines and the visibility of traffic and pedestrians entering and leaving the lot, adjacent property, car parking area or road;
- (e) be in a position where it can be demonstrated to have no detrimental impact on a view or vista from a dwelling to an artificial or natural waterway or any other natural feature of cultural significance;
- (f) be in a position that can be demonstrated to not undermine the existing amenity of the locality and would be suitable to the locality; and
- (g) demonstrate that the location will not obstruct or impede the reasonable use of a public street.

6.5.2 General Sign Design

All pylon signs and monolith pylon signs must:

- be geometrically two sided, i.e. not 'v' shaped;
- allocate sign infill for some or all business tenancies located on the property to advertise; and
- must only incorporate the name of the businesses operating from the lot, i.e. must not incorporate third party advertising.

6.7 Roof Signs

Advertisements proposed to be erected or displayed on roofs are not supported by Council unless they are temporary in nature. Refer to Section 5.1.2 of this Policy.

6.8 Wall Signs

Wall signs may be considered using the following criteria:

- Only one wall advertisement may be displayed per building elevation.
- Approval may be granted for a wall advertisement only if:
 - the advertisement is integrated with the design of the building on which it is to be displayed, and
 - for a building having:
 - an above ground elevation of 200 m² or more—the advertisement does not exceed 10% of the above ground elevation, and
 - an above ground elevation of more than 100 m² but less than 200 square metres—the advertisement does not exceed 20m², and
 - an above ground elevation of 100 m² or less—the advertisement does not exceed 20% of the above ground elevation, and
 - the advertisement does not protrude more than 300 millimetres from the wall, unless occupational health and safety standards require a greater protrusion, and
 - the advertisement does not protrude above the parapet or eaves, and
 - the advertisement does not extend over a window or other opening, and
 - the advertisement does not obscure significant architectural elements of the building, and
 - a building identification sign or business identification sign is not displayed on the building elevation.

In this clause, **building elevation** means an elevation of a building as commonly shown on building plans.

7. Assessment of Applications

7.1 Principles for Assessment

The location, siting, size, shape and materials and the erection, placement and display of advertisements should be:

- consistent with the desired character of areas or zones as described by their objectives;
- consistent with the predominant character of the urban or rural landscape; or
- in harmony with any building or site of heritage value or heritage significance in the locality.

Advertisements should not detrimentally affect by way of their siting, size, shape, scale, glare, reflection or colour the amenity of areas, zones, or localities, in which they are situated.

Advertisements should not impair the amenity of areas, zones or localities in which they are situated by creating or adding to clutter, visual disorder, and the untidiness of buildings and spaces.

Advertisements should:

- (a) have regard to all aspects, be designed and positioned to:
- (b) be compatible with other advertisements in the locality and with buildings, structures and spaces either on the site or nearby sites;
- (c) assist achievement of the intended future character of a zone as indicated by the zone provisions; and
- (d) avoid the immediate and future damage, pruning or lopping of vegetation on the site or on adjoining land;
- (e) be designed and developed integrally with development or redevelopment of a site to achieve a co-ordinated, attractive and effective communication of all messages;
- (f) be minimised in number so as to increase or maintain the effectiveness of individual advertisements and maximise visual appearances; and
- (g) afford reasonable exposure to other advertisements on the site or nearby sites.

7.2 Assessment Criteria

In considering an application for an advertisement under the Scheme and this policy, the applicant and Council is to have regard to the following assessment criteria.

7.2.1 Character of the area

- Is the proposal compatible with the existing or desired future character of the area or locality in which it is proposed to be located?
- Is the proposal consistent with a particular theme for outdoor advertising in the area or locality?

7.2.2 Special areas

- Does the proposal detract from the amenity or visual quality of any environmentally sensitive areas, heritage areas, natural or other conservation areas, open space areas, waterways, rural landscapes or residential areas?

7.2.3 Views and vistas

- Does the proposal obscure or compromise important views?
- Does the proposal dominate the skyline and reduce the quality of vistas?
- Does the proposal respect the viewing rights of other advertisers?

7.2.4 Streetscape, setting or landscape

- Is the scale, proportion and form of the proposal appropriate for the streetscape, setting or landscape?
- Does the proposal contribute to the visual interest of the streetscape, setting or landscape?
- Does the proposal reduce clutter by rationalising and simplifying existing advertising?
- Does the proposal screen unsightliness?
- Does the proposal protrude above buildings, structures or tree canopies in the area or locality?
- Does the proposal require ongoing vegetation management?

7.2.5 Site and building

- Is the proposal compatible with the scale, proportion and other characteristics of the site or building, or both, on which the proposed signage is to be located?
- Does the proposal respect important features of the site or building, or both?
- Does the proposal show innovation and imagination in its relationship to the site or building, or both?

7.2.6 Associated devices and logos with advertisements and advertising structures

- Have any safety devices, platforms, lighting devices or logos been designed as an integral part of the signage or structure on which it is to be displayed?

7.2.7 Illumination

- Would illumination result in unacceptable glare?
- Would illumination affect safety for pedestrians, vehicles or aircraft?
- Would illumination detract from the amenity of any residence or other form of accommodation?
- Can the intensity of the illumination be adjusted, if necessary?
- Is the illumination subject to a curfew?

7.2.8 Safety

- Would the proposal reduce the safety for any public road?
- Would the proposal reduce the safety for pedestrians or bicyclists?
- Would the proposal reduce the safety for pedestrians, particularly children, by obscuring sightlines from public areas?

Appendix 1
York TPS 2, Schedule 8 – Exempted Advertisements

LAND USE AND/OR DEVELOPMENT	EXEMPTED SIGN TYPE AND NUMBER (includes the change of posters or poster signs and applies to non-illuminated signs unless otherwise stated)	MAXIMUM AREA
Dwellings	One professional nameplate as appropriate.	0.2m ²
Home Business or Home Occupation	One advertisement describing the nature of the home business or home occupation.	0.2m ²
Places of Worship, Meeting Halls and Places of Public Assembly	One advertisement detailing the function and/or the activities of the institution concerned.	0.2m ²
Cinemas, Theatres and Drive-In Theatres	Two signs (illuminated or non-illuminated) detailing the entertainment being presented from time to time at the venue upon which the signs are displayed.	Each advertisement sign not to exceed 5m ²
Shops, Showrooms and other uses appropriate to a Shopping Area	All advertisements affixed to the building below the top of the awning or, in the absence of an awning, below a line measured at 5 metres from the ground floor level of the building subject to compliance with the requirements of the Signs Hoarding and Bill Posting Local Laws.*	Not Applicable
Industrial and Warehouse Premises	A maximum of four advertisements applied to or affixed to the walls of the building but not including signs which project above the eaves or the ridge of the roof of the building, and excluding signs projecting from a building and excluding signs which are connected to a pole, wall, or other building. A maximum of two freestanding advertisement signs not exceeding 5 metres in height above ground level.	Total area of such advertisements are not to exceed 15m ² Maximum permissible total area is not to exceed 10m ² and individual advertisement signs are not to exceed 6m ² .
Showroom, racecourses, major racing tracks, sports stadia, major sporting grounds and complexes	All signs provided that, in each case, the advertisement is not visible from outside the complex or facility concerned either from other private land or from public places and streets.	Not Applicable
Public Places and Reserves	Advertisement signs (illuminated and non-illuminated) relating to the functions of Government, a public authority or local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body, and Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the local government, and Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.	Not Applicable Not Applicable Not Applicable
Railway Property	Advertisement signs exhibited on such land provided that each such advertisement is directed only at persons at or upon railway station.	No sign shall exceed 2m ² in area.
Advertisements within Buildings	All advertisements placed or displayed within buildings, which cannot ordinarily be seen by a person outside of those buildings.	Not Applicable

All classes of buildings other than single family dwellings	One advertisement sign containing the name, number and address of the building, the purpose for which the building is used or the name and address of the managing agent thereof.	0.2m ²
TEMPORARY SIGNS	EXEMPTED SIGN TYPE AND NUMBER (All non-illuminated unless otherwise stated)	MAXIMUM AREA
Building Construction Sites (advertisement signs displayed only for the duration of the construction) as follows: Dwellings	One advertisement per street frontage containing details of the project and the contractors undertaking the construction work. One sign as for (a) above.	2m ²
Multiple dwellings, shops, commercial and industrial properties	One sign as for (a) above	5m ²
Large development or redevelopment projects involving shopping centres, office or other buildings exceeding three (3) storeys in height	One additional sign showing the name of the project builder.	10m ²
Sales of goods or livestock	One sign per lot displayed for a period not exceeding 3 months advertising the sale of goods or livestock upon any land or within any building upon which the sign is exhibited provided that the land is not normally used for that purpose	5m ²
Property transactions Advertisement signs displayed for the duration of the period over which property transactions are offered and negotiated as follows: Dwellings	One sign per street frontage for each property relating to the Sale, leasing or impending auction of the property at or upon which the sign is or the signs are displayed. One sign as for (a) above.	Each sign is not to exceed an area of 2m ²
Multiple dwellings, shops, commercial and industrial properties	One sign as for (a) above	Each sign is not to exceed an area of 5m ²
Large properties comprised of shopping centres, buildings in excess of four (4) storeys and rural properties in excess of five (5) hectares.		Each sign is not to exceed an area of 10m ²
Display Homes Advertisement signs displayed for the period over which homes are on display for public inspection	One sign for each dwelling on display. In addition to (a) above one sign for each group of dwellings displayed by a single project builder giving details of the project building company and details of the range of dwellings on display.	2m ²
		5m ²



Retrospective Planning Applications

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	18 July 2011 – Council Resolution 040711
Endorsed:	18 July 2011 – Council Resolution 040711
Amended:	
Version:	1

1. STATEMENT OF INTENT

This Policy is intended to be used to provide guidance to Shire Officers and landowners within the Shire of York when considering applications for retrospective planning approval.

2. RELATIONSHIP OF A POLICY TO THE SCHEME

Clause 7.14 of the York Town Planning Scheme No. 2 states that Council may grant planning consent to a use or development already commenced or carried out regardless of when it was commenced or carried out, if the development conforms to the provisions of the Scheme.

If a provision of the Local Planning Policy is inconsistent with the Scheme, the Scheme prevails.

The 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. GENERAL GUIDELINES

3.1 Extent of Application

This policy applies to the Shire of York.

3.2 General Policy Objectives

- (a) To set out a procedure for the retrospective approval of planning applications.
- (b) To ensure that where a retrospective approval is required it can be assessed in a timely manner.

3.3 Definitions

applicant means the person applying for the planning approval. The applicant is not necessarily the landowner, but has the landowner's consent.

landowner means the person or entity that holds the title to the land.

Council means the elected members of the Shire of York.

development means the development or use of any land, including —

- (a) any demolition, erection, construction, alteration of or addition to any building or structure on the land;
- (b) the carrying out on the land of any excavation or other works;
- (c) in the case of a place to which a Conservation Order made under section 59 of the *Heritage of Western Australia Act 1990* applies, any act or thing that —
 - (i) is likely to change the character of that place or the external appearance of any building; or
 - (ii) would constitute an irreversible alteration of the fabric of any building;

development application means an application under a planning scheme, or under an interim development order, for approval of development;

land includes —

- (a) land, tenements and hereditaments; and
- (b) any interest in land, tenements and hereditaments; and
- (c) houses, buildings, and other works and structures;

local planning scheme means a planning scheme of effect or continued under Part 5 of the *Planning and Development Act 2005*;

responsible authority, except as provided in regulations made under section 171A(2)(a) of the *Planning and Development Act 2005*, means —

- (a) in relation to a local planning scheme or local interim development order, the local government responsible for the enforcement of the observance of the scheme or order, or the execution of any works which under the scheme or order, or this Act, are to be executed by a local government; and
- (b) in relation to a region planning scheme, regional interim development order or planning control area, the Commission or a local government exercising the powers of the Commission; and
- (c) in relation to an improvement scheme, the Commission;

Retrospective planning application means applications are applied for developments within the Shire that have been commenced or completed without first obtaining approval for a variety of reasons.

Shire means the Shire of York.

TPS 2 means the Shire of York Town Planning Scheme No 2.

4. POLICY GUIDELINES

4.1 Process for Obtaining Planning Consent

4.1.1 Form of Application

An application for retrospective planning approval must be made on the approved planning application form (refer to Schedule 9 of the TPS2) and accompanied by the applicable fees and accompanying information.

In addition to the standard application requirements, all applications for retrospective approval need to be accompanied by a written justification as to why Council should accept the application and not instigate compliance action.

4.1.2 Application Fees

All application fees for retrospective planning fees will be charged in accordance with Schedule 2 of the *Planning and Development Regulations 2009* and Council's adopted Annual Budget.

The Regulations stipulate that a planning application for development where the development has commenced or been carried out is the adopted planning application fee, plus by way of penalty, twice that fee.

The applicable application fees will be charged at the time of making the application. Where the applicant believes that there are extenuating circumstances, a waiver of fees may be considered by Council following receipt of a written request.

4.1.3 Assessment and Determination of Applications

- (a) Applications will be assessed as if they are new proposals for planning approval.
- (b) All applications for retrospective planning approval will be publicly advertised as a 'retrospective planning application' and in accordance with the requirements of Clause 7.3 of TPS2.
- (c) If an application relates to a heritage listed property or a property located in a flood affected area, the application will be referred to the appropriate state agencies for comment.
- (d) If a submission is received regarding the proposal then the application will be determined by Council.
- (e) If no submissions are received, then the application will be determined by Council Officers under delegated authority.

4.2 Post-Determination Requirements

An application for retrospective planning approval may be determined by Council or under delegated authority by approving or refusing the application. Following determination of an application, an applicant must:

4.2.1 Approval

- (a) If the application relates to a structure, it is the applicant and/or landowner's responsibility to obtain a building licence or building certificate prior to re-commencement or finalisation of work.
- (b) If the application relates to a use, it is the applicant and/or landowner's responsibility to comply with the conditions of consent within the specified time period.
- (c) It is also the applicant's responsibility to comply with any State agency requirements, such as the Water Corporation.

4.2.2 Refusal

- (a) If the planning application is refused then it is the landowner's responsibility to rectify the situation, either by ceasing the landuse or removing the unapproved structure.

- (b) Council may also instigate legal proceedings to rectify the situation.



Outbuildings in Residential Zones

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
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Version:	1

PURPOSE

To provide criteria consistent with the provisions of the Residential Design Codes for the construction of outbuildings in the Residential, Rural Town Site and Rural-Residential zones.

POLICY OBJECTIVES

- a) To provide flexibility for outbuilding size, construction and materials to meet the needs of local residents.
- b) To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.
- c) To provide direction and clarity on the application of the Performance Criteria with regard to Clause 6.10.1 – Outbuildings of the Residential Design Codes (R-Codes).

BACKGROUND

Under the Shire of York's Town Planning Scheme No. 2, planning approval is required for the construction of outbuildings when the site is located in a heritage precinct or when the proposed outbuilding does not meet the requirements of the R-Codes acceptable development criteria.

The R-Codes is a state-wide policy and does allow sufficient flexibility to cater for the individual needs of owners of residential, rural townsite and rural-residential properties, particularly with regards to the size and height of outbuildings.

Local planning policies are policies that are adopted to address local issues. Council has identified the need for a local planning policy to regulate the construction of outbuildings on land that is primarily used for residential purposes and to enable appropriate variations of the provisions of the R-Codes without being subjected to the requirements of a planning application.

This Policy enables the construction of outbuildings in residential, rural townsite and rural-residential zones without planning approval and for complying development proposals to be required to be approved through the Building Licence process only.

SCHEME PROVISIONS

Clause 4.2 of the York Town Planning Scheme No. 2 (the Scheme) permits ancillary outbuildings to be constructed without first obtaining planning consent from the Shire, unless the proposal requires Council to use the exercise of discretion to vary the provisions of the Residential Design Codes, or if the development will be located in a heritage precinct designated under the Scheme.

Clause 8.8 of the Scheme enables Council to prepare a planning policy for any matter related to the planning or development of the Scheme Area.

RESIDENTIAL DESIGN CODES

The State Government introduced the Residential Design Codes (or R-Codes) to provide a comprehensive basis for the control, through local government, of residential development throughout Western Australia. They are intended to cover all requirements for development control purposes and to minimise the need for local government to introduce separate planning policies concerning residential development and apply to all R-coded (residential) land.

The acceptable development criteria for outbuildings are set out in Clause 6.10.1 as follows:

“Outbuildings that:

- i. are not attached to the dwelling;*
- ii. are non-habitable;*
- iii. collectively do not exceed 60 sq m in area or 10 per cent in aggregate of the site area, whichever is the lesser;*
- iv. do not exceed a wall height of 2.4 m;*
- v. do not exceed a ridge height of 4.2 m;*
- vi. are not within the primary street setback area;*
- vii. do not reduce the amount of open space required in table 1; and*
- viii. comply with the siting and design requirements for the dwelling, but do not need to meet rear setback requirements of table 1.”*

Where a proposed development for an outbuilding does not comply with the acceptable development criteria of the R-Codes, a development can be assessed against the performance criteria.

The Performance Criteria of Clause 6.10.1 for outbuildings states:

“Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.”

A proposal for an outbuilding that meets the criteria of this Policy is considered by Council to meet the performance criteria outlined in the R-Codes.

APPLICATION OF POLICY

This Policy applies to outbuildings that require planning approval under the York Town Planning Scheme No. 2 and not to outbuildings that require only a Building Licence,

such as permitted development under the Scheme or that comply with the provisions of the R-Codes.

An outbuilding is defined as ancillary residential development in the Scheme and R-Codes and means any Class 10A building under the Building Code of Australia, which is not substantially connected to a dwelling. Sea containers are not included in the definition of an outbuilding. Refer to Council's Local Planning Policy for Sea Containers.

Pre-fabricated garden sheds, kennels and other animal enclosures (such as aviaries) less than 20m² in aggregate area and less than 2.1 metres in height are exempt from this policy.

Outbuildings on vacant sites (that do not have a dwelling constructed or being constructed), grouped and multiple dwelling properties require planning approval to be granted. The development will be assessed against the Scheme, R-Codes and any relevant Local Planning Policy, including this Policy. Planning Approval must be granted prior to issue of a Building Licence.

Notwithstanding that Planning Approval is not required, or may be granted by Council, a Building Licence is required to be sought and issued prior to on-site works commencing. The outbuilding will need to meet all relevant requirements under the Building Code of Australia and Australian Standards. Building Licence fees and levies are payable in accordance with the current Shire of York Fees and Charges.

THE POLICY

This policy is made pursuant to Clause 8.8 of the York Town Planning Scheme No. 2 and applies to all residential, rural townsite and rural-residential zoned land within the Shire of York.

Residential Zones

If the proposed outbuilding meets the following criteria, it is considered that the proposal meets the performance criteria of Clause 6.10.1 of the R-Codes and does not require planning consent:

1. General:

- a. are not attached to the dwelling;
- b. are non-habitable or used for commercial or industrial purposes;
- c. are not within the primary street setback area;
- d. do not reduce the amount of open space required in the R-Codes; and
- e. comply with the siting and design requirements of the R-Codes for the dwelling, with the exception of the rear setback requirements.

2. Floor Area:

- a. Outbuildings on a residential lot coded R12.5 and above that have a combined area not exceeding 80m² in area or 10 per cent in aggregate of the site area, whichever is lesser shall be deemed as meeting the performance criteria of Clause 6.10.1 of the Residential Design Codes; or
- b. Outbuildings on a residential lot coded R10 and below that have a combined area not exceeding 100m² or 10 per cent in aggregate of the site area, whichever is lesser shall be deemed as meeting the performance criteria of Clause 6.10.1 of the Residential Design Codes; or
- c. Outbuildings on a residential lot that is within 5% of the requirements of a or b above and the applicant has provided a copy of the proposed plans (including

elevations of the proposed outbuilding) that have been endorsed in writing on the plans by the affected adjoining property owner(s) indicating that there is no objection to the proposed outbuilding.

3. Height:

- a. Outbuildings on a residential lot coded R12.5 and above that has a maximum wall height less than 3.0m and ridge height of 4.2m; or
- b. Outbuildings on a residential lot coded R10 and below that has a maximum wall height of 3.5m, a ridge height of 4.2m; or
- c. An outbuilding on a residential lot that is within 5% of the requirements of a or b above and the applicant has provided a copy of the proposed plans (including elevations of the proposed outbuilding) that have been endorsed in writing on the plans by the affected adjoining property owner(s) indicating that there is no objection to the proposed outbuilding.

4. Materials:

- a. Outbuildings on sites located within Council's Restricted Building Materials areas, must be constructed in accordance with the adopted Policy.
- b. Second-hand materials may only be used where the materials are in good condition and are sufficient to provide a consistent appearance to the building. Council's Building Surveyor may request a report from a structural engineer for use of second-hand building materials.
- c. Materials of low-reflectivity should be used to ensure that the structure does not adversely impact on neighbours.

Rural Townsite Zone

If the proposed outbuilding meets the following criteria, planning approval is not required:

1. General:

- a. are not attached to the dwelling;
- b. are non-habitable or used for commercial or industrial purposes;
- c. are not within the primary street setback area; and
- d. are setback at least 1 metre from the side and rear boundaries.

2. Floor Area:

- a. Outbuildings on a rural townsite lot that have a combined area not exceeding 80m² in area or 10 per cent in aggregate of the site area, whichever is lesser; or
- b. Outbuildings on a rural townsite lot that is within 5% of the requirements of the above and the applicant has provided a copy of the proposed plans (including elevations of the proposed outbuilding) that have been endorsed in writing on the plans by the affected adjoining property owner(s) indicating that there is no objection to the proposed outbuilding.

3. Height:

- a. Outbuildings on a rural townsite lot that has a maximum wall height less than 3.0m and ridge height of 4.2m; or
- b. An outbuilding on a rural townsite lot that is within 5% of the requirements of the above and the applicant has provided a copy of the proposed plans (including elevations of the proposed outbuilding) that have been endorsed in writing on the plans by the affected adjoining property owner(s) indicating that there is no objection to the proposed outbuilding.

4. Materials:

- a. Outbuildings on sites located within Council's Restricted Building Materials areas, must be constructed in accordance with the adopted Policy.
- b. Second-hand materials may only be used where the materials are in good condition and are sufficient to provide a consistent appearance to the building. Council's Building Surveyor may request a report from a structural engineer for use of second-hand building materials.
- c. Materials of low-reflectivity should be used to ensure that the structure does not adversely impact on neighbours.

Rural-Residential Zone

If the proposed outbuilding meets the following criteria, planning approval is not required:

1. General:

- a. are not attached to the dwelling;
- b. are non-habitable or used for commercial or industrial purposes;
- c. are not within the primary street setback area; and
- d. are setback at least 15 metres from a side or rear boundary.

2. Floor Area:

- a. Outbuildings on a rural-residential lot that have a combined area not exceeding 200m² in area or 10 per cent in aggregate of the site area, whichever is lesser; or
- b. Outbuildings on a rural townsite lot that is within 5% of the requirements of the above and the applicant has provided a copy of the proposed plans (including elevations of the proposed outbuilding) that have been endorsed in writing on the plans by the affected adjoining property owner(s) indicating that there is no objection to the proposed outbuilding.

3. Height:

- a. Outbuildings on a rural townsite lot that has a maximum wall height less than 3.0m and ridge height of 4.2m; or
- b. An outbuilding on a rural townsite lot that is within 5% of the requirements of the above and the applicant has provided a copy of the proposed plans (including elevations of the proposed outbuilding) that have been endorsed in writing on the plans by the affected adjoining property owner(s) indicating that there is no objection to the proposed outbuilding.

4. Materials:

- a. Outbuildings on sites located within Council's Restricted Building Materials areas, must be constructed in accordance with the adopted Policy.
- b. Second-hand materials may only be used where the materials are in good condition and are sufficient to provide a consistent appearance to the building. Council's Building Surveyor may request a report from a structural engineer for use of second-hand building materials.
- c. Materials of low-reflectivity should be used to ensure that the structure does not adversely impact on neighbours.



Relocated Second-Hand Dwellings

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	19 November 2012 – Council Resolution 041112
Endorsed:	19 November 2012 – Council Resolution 041112
Amended:	
Version:	1

Shire of York Town Planning Scheme No. 2
Local Planning Policy No. 7

1. PRELIMINARY

1.1 Authority to prepare and adopt a Local Planning Policy

Clause 8.8 of the Shire of York Town Planning Scheme No. 2 (the Scheme) allows Council to prepare a Local Planning Policy in respect of any matter related to the planning and development of the Shire of York.

1.2 Relationship of this Policy to the Scheme

If a provision of this Policy is inconsistent with the Scheme, the Scheme prevails.

This Policy is not part of the Scheme and does not bind Council in respect of any application for planning Consent. However, Council shall have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

In addition to the provisions of this policy, Council will have due regard to Clause 5.8 of the Scheme relating to transportable dwellings. Under this Clause, Council will not grant planning consent for transportable dwelling if the land is within a Heritage Precinct.

1.3 Relationship of this Policy to the Residential Design Codes

This Policy is to be read in conjunction with the Residential Design Codes where it relates to the use of Second-Hand Dwellings on properties zoned 'Residential' or otherwise provided with a density code by the Scheme.

2. APPLICATION OF THE POLICY

2.1 Application and Exemptions

The purpose of this Local Planning Policy is to control the development and use of relocated second-hand dwellings within the designated Townsite of the Shire of York. The Townsite is identified on the Scheme mapping.

This policy does not apply to:

- Newly constructed purpose built transportable dwellings;
- Other new transportable dwellings that have not been previously installed on any other location;
- Relocated buildings for non-habitable uses;
- Sea and shipping containers (refer to separate Policy); and
- Caravans and park homes (whether previously used as permanent accommodation or not).

Council will not support the relocation or use of buildings referred to as 'dongas' or 'park homes' for use as permanent residential dwellings.

2.2 Definition of Relocated Second-Hand Dwelling

For the purposes of this Policy, a relocated second-hand dwelling is defined as any building, either designed to be transportable or not, that has been previously installed at any other location either within or outside of the Shire of York and is either designed or will be equipped for habitation.

3. POLICY OBJECTIVES

The primary objectives of this policy are to:

- Provide clear standards as to what constitutes an acceptable type of relocated second-hand building to be used as a dwelling or for other habitable purposes;
- Ensure compliance with the relevant provisions of Council's Town Planning Scheme No. 2 in a manner that is realistic and that ensures that the relocation of second-hand dwellings is undertaken to an approved standard that pays regard to local amenity and aesthetics; and
- Ensure the style, construction and design of relocated dwellings is in keeping with the character of the surrounding dwellings in particular and the locality in general.

4. APPROVAL REQUIREMENTS

4.1 Requirement for Council Planning Consent Prior to Relocation

All proposals for the use of relocated second-hand dwellings require planning consent from the Shire of York **prior to relocation of the building onto the proposed site.**

Application is to be made on Council's standard application form together with the following information:

- a site plan showing the proposed location of the building on the property;
- plans and details of the building;
- photographs of the building showing the external appearance; and details of modifications and other works to be carried out on the building such as re-cladding, painting, construction of verandahs, etc.
- Council's standard Planning Application fee is payable in accordance with the current Shire of York Adopted Fees and Charges.

4.2 Engineering Assessment

Certification from a practicing structural engineer that the design and condition of the building is suitable for transportation and re-erection is required to be lodged with the application for Planning Consent. The building is also to be certified in accordance with Australian Standard 1170.4 – Structural Design Actions – Earthquake Actions in Australia by a suitably qualified Structural Engineer.

4.3 Need for a Building Permit

Notwithstanding that Planning Consent may be granted by Council, a **Building Permit is required to be sought and issued prior to relocation commencing**. The building will be classed as a new building and will need to meet all relevant requirements under the Building Code of Australia and Australian Standards. Standard Building Permit fees and levies are payable in accordance with the current Shire of York Adopted Fees and Charges.

4.4 Approval to Transport

Prior approval of Council's Engineering Services to transport relocated second-hand dwellings along local roads is required. Such approval shall be granted subject to any conditions Council's Manager of Works and Projects considers appropriate. This approval is in addition to any required Main Roads permits.

5. DEVELOPMENT GUIDELINES

5.1 Minimum Dwelling Standard

The following minimum dwelling standard applies:

- At least one (1) bedroom separate from the other rooms in the dwelling;
- A lounge, meals and kitchen area (may be open plan); and
- A separate bathroom and laundry.

To be used as a dwelling, the building will be assessed against and must comply with the requirements for Class 1 buildings under the Building Code of Australia and the Building Regulations 2012.

5.2 Asbestos

Relocated second-hand dwellings that contain asbestos materials are to comply with the following:

- The dwelling and its transport and reinstallation is to comply with section 7A of the Health (Asbestos) Regulations 1992 at all times; and
- The engineering assessment required by section 4.2 of this Policy to include assessment of the asbestos materials as being suitable for relocation in a safe manner.

5.3 Amenity

When giving consideration to an application for Planning Consent, Council shall give consideration to:

- The dwelling in its relocated position being rendered visually acceptable by the use of verandahs, screening and / or landscaping; and

- The design, scale and bulk of the proposed dwelling being compatible with the type of dwellings that exist in the locality in which it is to be located.

Council will not grant Planning Consent for relocating any dwellings if it is considered to be in conflict with the age and design of dwellings in the immediate vicinity of the proposed new location.

5.4 Appearance of the Dwelling

Council will place any conditions on the Planning Consent it deems appropriate to ensure the relocated second-hand dwelling meets the objectives of this policy in relation to the external appearance of the dwelling.

Council may require external repainting and/or re-cladding of the dwelling.

Where the dwelling does not currently have verandahs, Council will require an appropriate verandah to be constructed as a condition of Planning Consent.

Where the roof pitch of the dwelling is not consistent with surrounding dwellings, Council will require alterations to ensure the dwelling does not detract from the amenity of the locality.

5.5 Landscaping

To ensure the relocated second-hand dwelling is established as quickly as possible in its new location, landscaping of the area between the street and building will be required as a condition of Planning Consent. This landscaping is to be planted and maintained to the satisfaction of Council.

5.6 Plumbing and Electrical Wiring

All plumbing and electrical wiring is to meet the current Building Code of Australia and relevant Australian Standards requirements.

5.7 Other requirements

All relevant requirements of Council's Town Planning Scheme No. 2, Residential Design Codes, and Council Policies are applicable to the development of relocated second-hand dwellings.

6. BOND

6.1 Payment

In accordance with Clause 5.8.3 of the Scheme, as a condition of Planning Consent for a relocated second-hand dwelling, a \$30,000 bond per individual building is to be lodged with the Shire of York **prior to issue of a Building Permit and relocation of the building taking place**. Bank or other guarantees are not acceptable.

Additionally, a signed statutory declaration outlining a bond agreement is to be entered into by the owner(s) prior to issue of a building permit. The agreement is to outline a staged repayment of the performance bond, as follows:

Stage 1 – 25% of bond returned

- Dwelling correctly positioned on site, as per approved site plan in accordance with the planning approval and building permit.

- Dwelling is correctly stumped and site filled, drained and graded satisfactorily, such as it is structurally adequate in accordance with the engineer's certification.
- Dwelling is to lock-up stage (all external windows, doors, fittings and fixtures installed and/or repaired).

Stage 2 – Further 25% of bond returned

- All gutters, fascia and downpipe work completed.
- All roof end/roofing work is completed (flashings on ridge and gable ends installed).
- All external surfaces to be painted to a tradesman like standard in accordance with the planning and building approvals (including wall, doors, window surrounds, sills, etc).

Stage 3 - Final 50% of bond returned

- Compliance with all conditions of planning approval.
- Approved effluent disposal system installed. System has been inspected by Council's Environmental Health Officer and a permit to use has been issued.
- Completion and certification of all electrical work.
- Completion and certification of all plumbing work.
- All wet area tiling completed in accordance with the Building Code of Australia.
- Kitchen fit-out completed (cupboards, benches, stove/hotplate installed).
- Building has reached practical completion stage.

Note: The agreement is to clearly state that should Stage 1 and Stage 2 completion not be reached within 90 days of the building's placement on site or Stage 3 completion not reached within 12 months of issue of a building permit, then the bond monies are to be forfeited to the Shire of York and the building removed from the site.

6.2 Time Limit of Works

The time for completion of all work is twelve (12) months from the relocation of the dwelling or prior to occupation, whichever comes first. Should Council not be satisfied with works undertaken to date at the time of expiry of the time limit, Council will take measures to ensure the works are completed as soon as is practicable. These measures may include the use of the bond to complete outstanding works.

6.3 Forfeiture of Bond

Notwithstanding clause 6.2, failure to comply with all conditions placed by Council on the planning consent will result in forfeiture of the bond and removal of the building unless otherwise determined by Council.



Heritage Management – Interpretative Signage

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	19 November 2012 – Council Resolution 041112
Endorsed:	19 November 2012 – Council Resolution 041112
Amended:	
Version:	1

Shire of York Town Planning Scheme No. 2
Local Planning Policy No. 8

1. INTRODUCTION

Interpretation is a communication process, which helps people to make sense of and understand more about a site and/or event. In the context of this policy interpretative signage will be used as a means of providing a tangible reminder and as a communicative tool for the identification and understanding of places of cultural heritage, which have been demolished and/or removed within the Shire.

It is to be noted that applications for the demolition of buildings identified as having heritage value are generally not supported by the Shire. Different development options, which incorporate/retain the building identified with heritage value, must be exhaustively pursued prior to the consideration of an application for demolition.

2. OBJECTIVES

- To generate awareness of the rich and diverse historic and social cultural heritage within the Shire of York's built environment.
- To provide a procedure to recognise buildings approved to be demolished within the Shire of York which are considered to hold historic and/or social cultural heritage values not reflected directly in the building's structure, style or physical appearance.
- To encourage innovative and varied forms of heritage interpretation, which recognises different opportunities, depending on the type and scale of development.

3. POLICY STATEMENT

3.1 General

3.1.1 Prior to obtaining a Demolition Licence for the demolition of either a residential and/or commercial building within the Shire of York, a Planning Application for the demolition of a building is required to be submitted to and approved by the Shire.

A planning application involving demolition may require a heritage assessment to be undertaken to review whether a place has historic, aesthetic, social and scientific values, to determine whether the place meets the threshold to be entered on the Shire of York's Municipal Heritage Inventory.

3.1.2 If Council resolves that a building proposed for demolition has solely historic and/or social significance that is deemed by the Council as not directly reflected in the building's structure, style or physical appearance, the Council may approve the planning application for demolition and require a form of interpretation to be displayed on the site of the building proposed to be demolished.

3.1.3 The poor condition of a place is not a determining factor in the assessment of cultural heritage significance. If structural failure is cited as a justification for demolition, evidence should be provided, from a structural engineer that states that the structural integrity of the place has failed, to the point where it cannot be rectified without the removal of a majority of its significant fabric.

4. Development under the Value of \$1,000,000

4.1 Where a place is to be demolished and the replacement building is a small scale development under the value of \$1,000,000 the applicant and/or owner of the building to be demolished is to be notified that a plaque or an alternative form of interpretation is to be displayed on the site of the existing building.

4.2 The plaque is to meet the following specifications (refer to figure 1);

- it is to be no smaller than A4 size or thereabouts;
- the plaque is to contain a minimum of 100 words and should incorporate a photographic image or drawing of the former building;
- the text is to incorporate explicit recognition of the identified heritage values of the place to be demolished as identified in the Heritage Assessment for the place;
- it is to include the Shire of York logo;
- the text is to be approved by the Shire Planner prior to proceeding;
- is to be made of durable material that will not deteriorate visually over time; and
- the signage is to be located in a position which is visible from the public domain.

4.3 The specification details, including the content and proposed location of the plaque or alternative form of interpretation is to be approved by the Shire of York before the issuing of a Demolition Licence and/or Building Licence, whichever occurs first.

4.4 The plaque or the alternative form of interpretation is to be installed prior to first occupancy of the new development on the site.

5. Development over the Value of \$1,000,000

5.1 Where a place is to be demolished and the replacement building is a larger scale development over the value of \$1,000,000, the applicant and/or owner of the building to be demolished is to be notified that a form of interpretation is to be incorporated on the site of the existing building.

5.2 The applicant/owner may integrate the proposed interpretation as part of the Percentage for Public Art requirement of the development. The interpretation;

5.2.1 is to follow the processes outlined in and be in accordance with the Shire of York's Policy No. 3.5.13 relating to Percentage for Public Art;

5.2.2 is to incorporate through different mediums explicit recognition of the identified heritage values of the place to be demolished as identified in the Heritage Assessment for the place. The interpretation of the place may be visually expressed through the following artistic mediums:

- murals, tiles, mosaics, bas-relief covering walls, gates, floors and walkways;
- neon or glass artworks, photographs and prints that will be permanently positioned in full view of the public domain; and
- sculptures, that will be permanently positioned in full view of the public domain.

5.2.3 is to also incorporate descriptive text, which is to be located in a position which is visible from the public domain and contain a minimum of 100 words detailing the following:

- the name of the place if relevant;
- the former use of the place;
- the date of construction;
- the date of demolition; and
- the cultural heritage value attributed to the place.

6. Other Provisions

6.1 In the event that a demolition application is submitted and/or approved without a redevelopment proposal the Town may require one of the following:

6.1.1 A notification being lodged under section 70A of the Transfer of Land Act, prior to the issue of a Demolition Licence, notifying proprietors and/or (prospective) purchasers of the property of the interpretation proposal requirement and that the interpretative proposal, which has been prepared in accordance with the Shire of York's Local Planning Policy relating to Interpretive Signage will be required to be installed prior to the first occupation of the development; or

6.1.2 The owner(s)/applicant lodge an appropriate interpretation assurance bond with the Shire. The assurance bond will only be released to the owner(s)/applicant in the following circumstances:

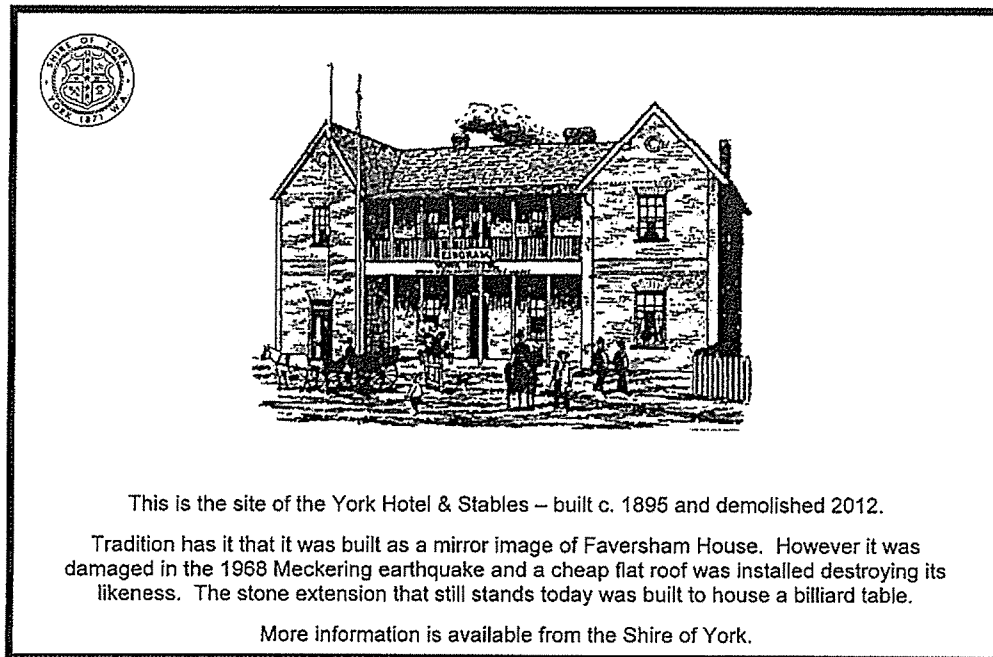
- the interpretation proposal has been submitted to and approved by the Town and subsequently installed on the property; or
- a Statutory Declaration on the prescribed form endorsed by the owner(s)/applicant and stating that they will not proceed with the

subject 'Approval to Commence Development,' for demolition has been submitted to and approved by the Town; or

- the subject 'Approval to Commence Development' did not commence and subsequently expired.

6.1.3 A copy of the plaque and associated heritage assessment will be uploaded onto the Town's dedicated heritage website to ensure information about the former place is widely accessible.

Figure 1 - Example of interpretative plaque.





Extractive Industries – Road Maintenance Contribution

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	19 November 2012 – Council Resolution 041112
Endorsed:	19 November 2012 – Council Resolution 041112
Amended:	
Version:	1

Shire of York Town Planning Scheme No. 2
Local Planning Policy No. 9

1. STATEMENT OF INTENT

This policy provides information and guidance on road maintenance contributions applicable to Extractive Industries that are developed on land within the Shire of York. The policy aims to ensure that road maintenance and repair costs to the Shire of York, attributed to vehicle movements from the operations of Extractive Industry, are accordingly borne by the Industry.

This policy, in keeping with the *Road Traffic Act 1974*, clarifies the liability and responsibility for maintenance of Shire of York roads due to heavy and extraordinary traffic.

2. OBJECTIVES

- To ensure those portions of Shire of York controlled roads affected by the activities relating to Extractive Industries are maintained to a minimum acceptable standard at no extra burden of cost to Council.
- To prescribe an annual road maintenance contribution, applicable to all Extractive Industries within the Shire of York, for recovery of expenses towards maintenance and repair of roads due to heavy and/or extraordinary traffic associated with the operation of an Extractive Industry, in keeping with Sections 84 and 85 of the *Road Traffic Act 1974*.
- To ensure that the prescribed road maintenance contribution correlates with activity and usage of the Shire of York road network.

3. INTERPRETATION

Extractive Industry means an industry which involves the extraction, quarrying or removal of sand, gravel, clay, hard rock, stone or similar material from the land and includes the treatment and storage of those materials, or the manufacture of products

from those materials on, or adjacent to, the land from which the materials are extracted, but does not include industry – mining.

Note: Definition is consistent with that of “Industry – Extractive” under the Shire of York Local Planning Scheme No. 2.

Road means any highway, road or street open to, or used by, the public and includes every carriageway, footway, reservation, median strip and traffic island thereon.

Note: Definition is consistent with Road Traffic Act 1974.

License means a license issued under the Shire of York Extractive Industries Local Law (as amended).

Licensee means the person named in the license as the licensee.

4. STATUTORY POWER

This Local Planning Policy has been prepared in accordance with Clause 8.8 of the Shire of York Local Planning Scheme No. 2.

A Local Planning Policy is not part of the Scheme and does not bind the Council in respect of any application for planning approval but the Council 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.

Local Planning Policies are guidelines used to assist Council in making decisions under the Scheme. Although Local Planning Policies are not part of the Scheme, they must be consistent with, and cannot vary, the intent of the Scheme provisions, including the Residential Design Codes.

In considering an application for Planning Approval, the Council must have due regard to relevant Local Planning Policies as required under clause 7.5.

If a provision of a Local Planning Policy is inconsistent with the Scheme, the Scheme prevails.

Extractive industry proposals will need the relevant approvals and comply with the relevant legislation, policies and guidelines of other agencies including the Department of Mines and Petroleum, Environmental Protection Authority, Department of Environment and Conservation, and the Department of Water.

Planning applications may be referred to relevant government authorities or agencies during the assessment process.

5. POLICY STATEMENT

Application of Policy

This policy applies to all Extractive Industry operations within the Shire of York.

Road Maintenance

Those portions of Shire of York controlled roads affected by the activities relating to an Extractive Industry site shall be maintained to a standard acceptable to the Shire of York at the licensee's cost.

To achieve this, the licensee shall pay an annual road maintenance contribution equivalent to an amount specified within the Shire of York's Annual Schedule of Fees

and Charges, for expenses incurred by the Shire of York for the repair and maintenance of Council's roads.

The road maintenance contribution shall be based on the estimated tonnage of material to be transported to and from the Extractive Industry site.

The road maintenance contribution shall be made annually for the lifetime of the facility, the conclusion of which will be marked by the completion of all rehabilitation works to the satisfaction of the Shire of York.

Payment of the road maintenance contribution shall be made in advance, with the first payment due upon the commencement of operations. Thereafter, payment may be made on a quarterly basis.

A report detailing all activities and tonnages of material transported to and from the Extractive Industry site for the financial year period ending 30th June is to be submitted to the Shire of York by 31st July each year.

The advance payments made through the year shall be reconciled against the actual activities and additional payments shall be sought or credited as appropriate.

Road maintenance contributions for Extractive Industries within the Shire of York are applicable from the date of effect of this policy.

Note: These provisions are in addition to the requirements of the Shire of York Extractive Industry Local Law as amended. All applications are still required to satisfy the requirements of the Shire of York Extractive Industry Local Law as amended.



Developer Contributions for Road & Footpath Upgrading

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	19 November 2012 – Council Resolution 041112
Endorsed:	19 November 2012 – Council Resolution 041112
Amended:	
Version:	1

Shire of York Town Planning Scheme No. 2
Local Planning Policy No. 10

PURPOSE

This policy sets the basis for seeking contributions for the upgrading of the Shire's road and footpath network as a result of the subdivision and development of land. The policy will allow a consistent approach to be applied to all subdivisions and relevant development and will provide guidance on Council's decision making. The policy will also provide certainty to the community in estimating the costs of the subdivision and development process.

This policy does not apply to 'greenfield subdivision' sites or subdivisions where developer contribution requirements are specified in the Scheme, Structure or Outline Development Plan or other planning document.

OBJECTIVES

The objectives of the Policy are to:

- To provide a basis for seeking financial contributions to the upgrading of the road and footpath network as a result of the subdivision process.
- To provide a basis for seeking financial contributions to the upgrading of the road and footpath network as a result of development proposals.
- To ensure consistency in the recommendations made to the Western Australian Planning Commission on subdivision applications.
- To provide clear and consistent advice to the community on the Shire's expectations for road and footpath upgrading.

STATUTORY POWERS

This Policy relates to determinations made by the Western Australian Planning Commission under the *Planning and Development Act 2005*. This Act gives the

Commission the power to require developer contributions as part of the subdivision of land.

Where a development proposal requires the upgrading of the road and or footpath network, Council may require developer contributions under Clause 6.1.1 of the Shire of York's Town Planning Scheme No. 2.

This Policy has regard to the information contained within the Western Australian Planning Commission's State Planning Policy 3.6 – Development Contributions for Infrastructure and is made pursuant to Clause 8.8 of the Shire of York Local Planning Scheme No. 2.

A Local Planning Policy is not part of the Scheme and does not bind the Council in respect of any application for planning approval but the Council 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.

Local Planning Policies are guidelines used to assist Council in making decisions under the Scheme. Although Local Planning Policies are not part of the Scheme, they must be consistent with, and cannot vary, the intent of the Scheme provisions, including the Residential Design Codes.

In considering an application for Planning Approval, the Council must have due regard to relevant Local Planning Policies as required under clause 7.5. If a provision of a Local Planning Policy is inconsistent with the Scheme, the Scheme prevails.

INTERPRETATION

Road has the same definition applied to it under the *Road Traffic Act 1974* which includes any highway, road or street open to, or used by, the public and includes every carriageway, footway, reservation, median strip and traffic island thereon.

Footpath means any land or thoroughfare used by pedestrians and/or cyclists and shall include pathways, dual use paths and any other walkway designed for this use.

Greenfield subdivision means a property outside an existing urban or subdivision area that requires the extension of services to the subdivision.

POLICY

- 1.1 All applications for subdivision or development approval made within the Shire of York, where there is an identified nexus between the requirements for a road and/or footpath upgrade and the proposal, will be subject to the provisions of this policy. This policy does not supersede or influence any other requirement for developer contributions as part of the subdivision or development approval process toward other facilities or infrastructure, such as public open space, community facilities, etc.
- 1.2 In making recommendations to the Western Australian Planning Commission on applications for subdivision where at least one additional lot will be created from the parent lot(s), the Council will consider seeking a financial contribution to be made towards the upgrading of the road and/or footpath network.
- 1.3 The Council reserves the right to seek a financial contribution towards the upgrading of the road and/or footpath network in the case of boundary rationalisation applications where no additional lots will be created, if it is considered warranted under certain circumstances.

- 1.4 When determining a development application, if in the opinion of Council the development generates the requirement for a road and/or footpath upgrade, the Council will seek a financial contribution to be made towards the upgrading of the road and/or footpath network.
- 1.5 Contributions towards the upgrading of the road and footpath network will be based on the standards contained in Table No. 1 of this Policy. The standards and costs will be reviewed periodically.
- 1.6 The road and footpath upgrading contribution will be a pro-rata calculation of 50% of the road/footpath as contained in Table No. 1, based on the per kilometre/per metre frontage of the parent lot(s) to the road. Where a secondary street exists, the Council reserves the right to seek a contribution for the secondary street in addition to the primary street frontage, however the Council will take into account traffic movements and existing rights of entry.
- 1.7 If a subdivision requires that the created lots be provided with constructed road access that does not currently exist or the road access in existence is not to an acceptable standard, this policy shall not supersede any requirements for the developer to pay the full construction costs and/or upgrading to provide suitable road access as prescribed in Clause 5.6 of the York Town Planning Scheme No. 2. and any relevant Guidelines.
- 1.8 Nothing in this policy shall prohibit Council from seeking the construction of a footpath network within a subdivision or associated with a development at the developer's expense.
- 1.9 In terms of the expenditure of the financial contributions made as part of the subdivision of land, the following principles shall apply:
 - a. Should the applicant not construct the road, the construction and/or upgrading of the road(s) will be included into the Shire's Works Program; and
 - b. The upgrading of any footpath network shall occur within three (3) years following the completion of all subdivisions affecting a particular area, or prior to this date as determined by Council.
- 1.10 The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the subdivision or development.
- 1.11 This Policy does not apply to main roads.

TABLE NO. 1 – DEVELOPER CONTRIBUTION RATES

1. Contributions for sealed roads in Residential areas

Re-Seal of Road (occurs every 15 years)	\$28,000 per km (a)
Reconstruction of road every forty years (Includes removal and replacement of kerbing)	\$140,000 per km (b)
Total Whole of Life Road Works (For the purposes of a subdivision, whole of life ($c = a*2 + b$) is the cost of upgrading works over a 40 year period)	\$196,000 per km (c)
Total Road Works per lineal metre	\$196 per metre

In calculating the contribution for residential lots, it will be 50% of the lineal metre calculation based on the frontage of the property to the road. Each year this figure is to be revised for CPI increases and changes to the cost of materials.

2. Contributions per kilometre for sealed roads in Rural and Rural-Residential areas

Re-Seal of Road (occurs every 15 years)	\$28,000 per km (a)
Reconstruction of road every forty years	\$100,000 per km (b)
Total Whole of Life Road Works (For the purposes of a subdivision, whole of life ($c = a*2 + b$) is the cost of upgrading works over a 40 year period)	\$196,000 (c)
Total Road Works per lineal metre	\$196 per metre

In calculating the contribution for Rural and Special Rural lots (gravel roads), it will be 50% of the lineal metre calculation based on the frontage of the property to the road. Each year this figure is to be revised for CPI increases and changes to the cost of materials.

3. Contributions per kilometre for gravel roads

Re-sheet of Gravel Road (occurs every 10 years)	\$33,000 per km
Total Road Works per lineal metre	\$33 per metre

In calculating the contribution for Rural and Special Rural lots (gravel roads), it will be 50% of the lineal metre calculation based on the frontage of the property to the road. Each year this figure is to be revised for CPI increases and changes to the cost of materials.

4. Contributions per lineal metre for footpath construction and upgrading

Construction of standard residential dual use path (hot mix construction with one-coat seal)	\$90 per lineal metre**
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** This figure is for a standard residential dual use path only. This figure does not apply to situations where a footpath may be constructed of some other material (i.e. brick paving) or where a higher standard of footpath is required (i.e. in the case of industrial areas where a higher standard of footpath is required to carry heavy loads). Where a footpath requires a higher standard of construction, other than a residential dual use path, the Shire will calculate the appropriate per lineal metre cost based on the construction standards required.

5. Contributions per lineal metre for multi-use paths

Construction of a 6 metre wide multi-use path in designated area is subject to Council Policy.



Barn Style Shed Houses

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	19 November 2012 – Council Resolution 041112
Endorsed:	19 November 2012 – Council Resolution 041112
Amended:	
Version:	1

Shire of York Town Planning Scheme No. 2
Local Planning Policy No. 12

1. INTRODUCTION

In the late 1990's a trend developed for the marketing of "barn style" sheds as permanent dwellings. The Building Code of Australia can be applied to recognise such structures as dwellings but concerns have been raised about the amenity and appearance of such structures in a residential environment. Essentially the buildings have the appearance and finish of a shed and their location in the town site can detract from the appearance and amenity of surrounding residential lots.

2. OBJECTIVES

- To achieve a high stand of development and residential amenity.
- To protect the natural and historic beauty of the York town site.
- To make provisions as to the nature and location of residential buildings.
- To ensure infill residential development in heritage precincts and near heritage places to be of a high standard and not to detract from the place or precinct.

3. STATUTORY POWERS

This Local Planning Policy is made pursuant to Clause 8.8 of the Shire of York Local Planning Scheme No 2.

A Local Planning Policy is not part of the Scheme and does not bind the Council in respect of any application for planning approval but the Council 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.

Local Planning Policies are guidelines used to assist Council in making decisions under the Scheme. Although Local Planning Policies are not part of the Scheme, they

must be consistent with, and cannot vary, the intent of the Scheme provisions, including the Residential Design Codes.

In considering an application for Planning Approval, the Council must have due regard to relevant Local Planning Policies as required under clause 7.5. If a provision of a Local Planning Policy is inconsistent with the Scheme, the Scheme prevails.

4. POLICY PROVISIONS

The development of “barn style” dwellings and any other type of dwelling based on a shed design or frame will not be permitted in the York town site.

Where proposed on the larger lots of the Rural Residential, Rural Townsite and General Agricultural zones the Shire will consider approving these forms of construction where the impact on surrounding properties can be minimised (landscaping, aspect, siting of building, etc).



SEAVROC – Tree Cropping

Policy Owner:	Planning Department
Person Responsible:	Manager Planning
Date of Origin:	17 May 2010 – Council Resolution 110510
Endorsed:	17 May 2010 – Council Resolution 110510
Amended:	
Version:	1

Shire of York Town Planning Scheme No. 2
Local Planning Policy

1. Background

Tree crops have the potential to become an important land use in medium to low rainfall agricultural areas in Western Australia (WA). Landholders and private investors are looking to capitalise on emerging opportunities for farm forestry in these regions, diversify income streams and to gain the on-farm environmental benefits that integrated tree cops can provide. Given the increasing opportunities and interest in tree crop development, it is timely for local governments to ensure that these developments are adequately supported and addressed in local planning.

The South East Avon Voluntary Regional Organisation of Councils (SEAVROC) member local governments, which are the Shires of Brookton, Beverley, York, Quairading and Cunderdin, wish to maximise the benefits and opportunities associated with tree crops, such as new industry development and regional investment, while minimising any potential negative impacts. They also recognise that having consistent policy across the region can facilitate planning approvals and provide landowner and investor confidence.

Background information relating to tree crops is provided in the report, Opportunities and Issues Associated with Farm Forestry in the South East Avon Low Rainfall Region.

2. Objectives/Purpose

The objectives of this Local Planning Policy are to:

- Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications, in particular ensuring consistency across the five Shires;
- Allow local governments to keep track of tree crop developments, which will assist in promoting the region to potential processors;

- Demonstrate that SEAVROC local governments support and promote tree crops as a land use in the General Agriculture Zone;
- Encourage tree crop developers to adhere to industry guidelines and standards as specified in relevant codes of practice and other documents; and
- Identify specific issues that local governments wish to see addressed in the planning and development of tree crops.

Any tree crop development shall not be justification for an application for subdivision nor any proposed tree cropping or an approved application for tree cropping on any land be deemed a precursor to subdivision.

A body of legislation, policy and guidelines relevant to tree crops already exists and a range of government agencies and other stakeholders are involved in regulating and managing tree crop issues.

This policy aims to be consistent and complementary with existing regulations and not to place additional undue burden on landowners and investors wishing to pursue tree crop development.

3. Definitions

Applicant

An Applicant is defined as the person or entity (e.g. company or organisation) responsible for management of the tree crop. The Applicant does not have to be the owner of the trees or the land on which trees are planted (e.g. the Applicant could be a third party management agency). The Applicant is responsible for ensuring adherence to this policy and other relevant legislation and regulations.

Tree crop

For the purpose of application of this policy a tree crop is defined as:

- Trees planted with the intent of producing commercial products. Commercial products include all wood and non-wood products that can be sold to a third party. Wood products are produced when trees are harvested, such as woodchips or sawlogs, while non-wood products include products such as environmental services; and
- Trees under the management of one Applicant with an aggregate area greater than 40 hectares in any one Shire in the Shires of Brookton and Beverley and an aggregate area greater than 10 hectares in the Shires of Cunderdin, Quairading and York or a contiguous area greater than 10 hectares in the Shires of Brookton and Beverley.

Landowner

A Landowner is defined as the person or entity that holds the title to the land.

Management Plan

Provides details of the way in which a tree crop will be developed and managed, and aims to demonstrate the means by which the principles of environmental care, cultural and fire management objectives are achieved.

A Management Plan includes the following components:

- Establishment plan;
- Plantation Management plan; and
- Fire Management plan.

Code of Practice

Code of Practice for Timber Plantations in Western Australia 2006, produced by Forest Industries Federation WA, Forest Products Commission Australian Forest Growers, or as revised.

Guidelines for Plantation Fire Protection

Guidelines for Plantation Fire Protection 2001, produced by Fire and Emergency Services Authority WA (FESA), or as revised.

4. Areas of application

This policy applies to land zoned 'General Agriculture' or 'Farming' in the Local Planning Schemes of the Shires of Brookton, Beverley, York, Quairading and Cunderdin.

5. Application and approval requirements

5.1. When is an application required?

A Tree Crop Development Application must be submitted and approved prior to the commencement of a tree crop development.

In the Shires of Brookton and Beverley, an application is required for all tree crop developments greater than 40 hectares in size. If an Applicant has tree crops with an aggregate area of less than 40 hectares or less than 10 contiguous hectares within any one Shire an application is not required. However, the Applicant is required to submit a Tree Crop Development Application when new tree crop developments will result in the total aggregate area exceeding 40 hectares.

In the Shires of Cunderdin, Quairading and York a Development Application is required when an applicant has an aggregate area of tree crops which is 10 hectares or greater.

In the Shires of Beverley and Brookton, an application is required when an applicant has a contiguous area of tree crops which is 10 hectares or greater.

A Tree Crop Development Application can cover multiple tree crop developments, which may be on different titles, provided they are under the management of one Applicant.

5.2. Tree Crop Development Application requirements

In addition to Shire requirements for Development Applications, a Tree Crop Development Application is to contain the following three parts:

1) Registration - which must contain the following information:

- Title details of the subject land;
- Name of the Landowner(s);
- Name of the Applicant (tree crop manager);
- Address and contact details of the Applicant;
- Area (hectares) to be planted and species to be planted; and

- Signatures of the Applicant and the Landowner(s).

A Registration form is provided in Attachment 1.

2) Management Plan.

- A checklist of information that should be included in a Management Plan is provided in Attachment 2. The checklist is based on the guidelines in the Code of Practice.
- The Management Plan must address the policy measures described in Section 6 of this Policy.

3) Map - which should show the following:

- Location of tree crops;
- Access roads;
- Structures and buildings;
- Natural features including native vegetation and water courses; and
- Other relevant information such as hazards or significant features.

5.2.1. Modification to Tree Crop Development Application

An Applicant with an existing Tree Crop Development Application approval may modify the existing application, including the addition of new tree crops or expansion of existing tree crops. Additional areas of tree crops may therefore be managed under existing Management Plans, without the need for the Applicant to prepare a new Management Plan for every new tree crop development. However the Applicant must ensure that the management measures in an existing Management Plan are relevant to new tree crops and the sites on which they will be developed, and meet the requirements of this policy.

If this is not the case the Applicant is required to submit a modified or new Management Plan.

If an Applicant transfers management responsibilities to another organisation they are required to notify the Shire and provide details of the new managing entity.

5.3. Assessment of applications

Tree Crop Development Applications should be submitted to the Shire in which the development will occur.

Assessment of Tree Crop Development Applications is to have regard to the application requirements and policy measures described in Sections 5.2 and 6 of this Policy.

6. Additional policy measures

The following policy measures must be addressed in the Management Plan.

6.1. General tree crop management

The Shires encourage all tree crop developments to be undertaken with appropriate consideration to the specifications and guidelines in the Code of Practice and Guidelines for Plantation Fire Protection.

The Code of Practice provides management goals and operational guidelines to tree managers to “ensure tree crop operations in WA are conducted in a manner that is in accordance with accepted principles for good plantation management, while recognising that a primary aim of tree crops is to be economically competitive and sustainable”.

6.2. Access and roads

When planning tree crop developments, Applicant's should consider how tree crops will be accessed for management, harvesting and removal of products (if applicable). Potential access roads should be identified on the Map.

The harvest and haulage of tree crop products results in 'wear and tear' of roads and other transport infrastructure and the Shires are seeking to minimise adverse affects on local roads within their control.

The future locations of processing facilities in or near the SEAVROC region are currently unknown, and it is therefore difficult to prepare a transport strategy prior to commencement of tree crop development.

6.3. Fire management

A fire management plan must be included as part of the overall Management Plan (see Attachment 2).

The Guidelines for Plantation Fire Protection contain guidelines for appropriate tree crop location, design and fire protection measures.

Any Fire Management Plan must be consistent with Guidelines for Plantation Fire Protection 2001, produced by Fire and Emergency Services Authority WA, or as revised. Should the Fire Management Plan not be consistent with the guidelines then the application will normally be refused.

Attachment 1

Tree Crop Development Application Registration Form

Section 1 – New application or modification

Select one of the following:

New Tree Crop Development Application Complete all Sections except Section 6

Modification to existing Tree Crop Development Application Complete all Sections except Section 5

Section 2 – Applicant details

Name of Applicant (company or individual):

Name of contact person:

Address:

Telephone:

Fax:

Section 3 – Landowner details (if multiple Landowners provide details of additional Landowners on page 3)

As above (tick box): or

Name of landowner:

Address:

Telephone:

Fax:

Section 4 – Land title

Title details of the land on which trees will be planted (if multiple titles, specify the area to be planted on each title):

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

COMPLETE IF NEW APPLICATION

Section 5 – Tree crop information (new applications only)

Total area to be planted (hectares):

Species to be planted (and area of each):

Proposed planting dates:

Management Plan attached (circle one): Yes / No

Map attached (circle one): Yes / No

Note: a Management Plan and a Map are prerequisites for approval of a new Tree Crop Development Application

COMPLETE IF APPLICATION MODIFICATION

Section 6 – Tree crop information (modifications only). Complete relevant sections

Reason for modification (e.g. new or changed tree crop area)

Additional area to be planted (hectares):

Species to be planted:

Proposed planting dates:

Management Plan attached (circle one): Yes / No

Map attached (circle one): Yes / No

Note: previously approved Management Plans and Maps may be used for modification if relevant

If no, provide reference to relevant Management Plan and/or Map

Signature of Applicant

Print Name - Date

Signature of Landowner (if land owner is not Applicant)

Print Name- Date

SHIRE USE ONLY

Application received on:

Application reviewed by:

Approved / Not approved:

Reasons for non-approval:

Advice provided to Applicant on:

Tree crop register updated on:

Additional Landowners

Landowner 2

Name of landowner:

Address:

Land title:

Telephone:

Fax:

Landowner 3

Name of landowner:

Address:

Land title:

Telephone:

Fax:

Landowner 4

Name of landowner:

Address:

Land title:

Telephone:

Fax:

Signature of Landowner 2

Print Name

Date

Signature of Landowner 3

Print Name

Date

Signature of Landowner 4

Print Name

Date

Attachment 2

Tree Crop Development Application Management Plan Checklist

Tree Crop Development Application Management Plan Checklist

The following is provided as a checklist of information recommended to be included in a tree crop Management Plan. It is based on the guidelines in the *Code of Practice for Timber Plantations in Western Australia* and provides a reference to the relevant sections of the Code of Practice where relevant.

Section in Code of Practice

Establishment Plan

This should outline the following topics and how they will be managed:

- Areas of native vegetation 4.3
- Management and protection, including setback distances,
• of watercourses, wetlands, reservoirs and significant features 4.3
- Setback distances to structures, dwellings and gazetted infrastructure
- Note: *the Guidelines for Plantation Fire Protection recommend a setback distance of 50 metres.*
- Areas to be planted and size of compartments
- *The Guidelines for Plantation Fire Protection contain guidelines on compartment size.*
- Access and firebreaks 4.5, 4.7.6

Also refer to the *Guidelines for Plantation Fire Protection*.

- Species to be planted 4.6.2
- Direction of planting lines in relation to contours and natural drainage 4.6.3
- Soil preparation methods 4.6.3
- Pest and weed control methods/prescription,
including control of declared animals and plants 4.6.5 – 4.6.7
- Planting methods/prescription
- Fertilising methods/prescription 4.6.4

Maintenance Plan

This should outline the activities to be conducted during the tree crop rotation and how they will be managed:

- Pest and weed control methods/prescription,
including control of declared animals and plants 4.6.5 – 4.6.7
- Grazing strategy 4.7.6
- Fertilising methods/prescription 4.6.4
- Pruning and thinning regimes 4.6.9
- Access and firebreak maintenance 4.5, 4.7.6

Fire Management Plan

This should contain the following details:

- Contact names and telephone numbers
- Names and addresses of local fire control bodies
- Map or details of access roads, firebreaks, water points etc.
Note: this information may be included on the main Map that forms part of the Tree Crop Development Application
- Location of fire fighting equipment, including details of cooperative arrangements
- Specific measures to protect services e.g. power lines and gas supplies, or surrounding values (if relevant)

NOTE:

Any Fire Management Plan must be consistent with Guidelines for Plantation Fire Protection 2001, produced by Fire and Emergency Services Authority WA, or as revised. Should the Fire Management Plan not be consistent with the guidelines then the application will normally be refused.
