

# Ordinary Council Meeting

25 October 2017

## Minutes



Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. Persons are advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Agendas and Minutes are available on the City's website [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)

## Vision Statement

***Kwinana 2030  
Rich in spirit, alive with opportunities,  
surrounded by nature – it's all here!***

## Mission

**Strengthen community spirit, lead  
exciting growth, respect the environment  
- create great places to live.**



## We will do this by –

- providing strong leadership in the community;
- promoting an innovative and integrated approach;
- being accountable and transparent in our actions;
- being efficient and effective with our resources;
- using industry leading methods and technology wherever possible;
- making informed decisions, after considering all available information; and
- providing the best possible customer service.

## Values

### We will demonstrate and be defined by our core values, which are:

- Lead from where you stand – Leadership is within us all.
- Act with compassion – Show that you care.
- Make it fun – Seize the opportunity to have fun.
- Stand Strong, stand true – Have the courage to do what is right.
- Trust and be trusted – Value the message, value the messenger.
- Why not yes? – Ideas can grow with a yes.

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## Present:

HER WORSHIP MAYOR C ADAMS  
DEPUTY MAYOR P FEASEY  
CR W COOPER  
CR M KEARNEY  
CR S LEE  
CR S MILLS  
CR M ROWSE  
CR D WOOD

MS J ABBISS	-	Chief Executive Officer
MS C MIHOVILOVICH	-	Director City Strategy
MS M BELL	-	Acting Director City Regulation
MRS B POWELL	-	Director City Engagement
Mr D ELKINS	-	Director City Infrastructure
MR P NEILSON	-	Manager Planning and Development
MS A MCKENZIE	-	Council Administration Officer

Members of the Press	1
Members of the Public	2

## 1 Declaration of Opening:

*Presiding Member declared the meeting open at 7:00pm and welcomed Councillors, City Officers and gallery in attendance and read the Welcome.*

“IT GIVES ME GREAT PLEASURE TO WELCOME YOU ALL HERE AND BEFORE COMMENCING THE PROCEEDINGS, I WOULD LIKE TO ACKNOWLEDGE THAT WE COME TOGETHER TONIGHT ON THE TRADITIONAL LAND OF THE NOONGAR PEOPLE”

## 2 Prayer:

*Councillor Wendy Cooper read the Prayer*

“OH LORD WE PRAY FOR GUIDANCE IN OUR MEETING. PLEASE GRANT US WISDOM AND TOLERANCE IN DEBATE THAT WE MAY WORK TO THE BEST INTERESTS OF OUR PEOPLE AND TO THY WILL. AMEN”

## 3 Apologies/Leave(s) of Absence (previously approved)

### Apologies

Nil

### Leave(s) of Absence (previously approved):

Nil

## 4 Public Question Time:

### 4.1 Mr Kevin Desmond, Parmelia

#### Question 1

What is the Council doing to help local businesses win tenders?

#### Response

The Mayor took the question on notice.

#### Question 2

What is the use of the incubator units at the moment? Are they still being rented out to small businesses? Are there any rooms available for small businesses at the moment?

#### Response

The Mayor took the question on notice.

#### Question 3

Will the Council be sending a submission to the EPA regarding the proposed Waste to Energy Plant on Office Road?

#### Response

The Mayor took the question on notice.

#### Question 4

What is the current condition of the old Kwinana tip? With special regard to the burning underground fire on the site?

The Mayor confirmed with Mr Desmond that his question related to the Waste Stream Management site.

#### Question 5

Why has the Council, not yet implemented a three bin waste system?

#### Response

The Mayor advised that the City does not wish to at the moment following the feasibility study, the City is quite happy with the two bin system and have offered a free of charge 360 litre yellow bin upgrade.

Mr Desmond asked if the feasibility study is open for public viewing?

The Chief Executive Officer advised that the Waste Strategy was adopted by Council and is a public document.

#### Question 6

How much sponsorship will the Council receive for the concert on 2 December 2017? What amount comes from which sponsors?

#### Response

The Mayor took the question on notice.

## 5 Applications for Leave of Absence:

Nil

## 6 Declarations of Interest by Members and City Officers:

Deputy Mayor Peter Feasey declared an impartiality interest in item 16.4, Fireworks Event Notices – Perth Motorplex Kwinana Beach, Saturday 9 December 2017 – Super Speedway Fireworks Display and Saturday 30 December 2017 – Drag Racing Night of Fire Jet Dragsters Fireworks Display due to attending a function at the Kwinana Motorplex on behalf of the Mayor.

## 7 Community Submissions:

Nil

## 8 Minutes to be Confirmed:

### 8.1 Ordinary Meeting of Council held on 11 October 2017:

#### COUNCIL DECISION

002

MOVED CR S LEE

SECONDED CR W COOPER

That the Minutes of the Ordinary Meeting of Council held on 11 October 2017 be confirmed as a true and correct record of the meeting.

CARRIED  
8/0

## 9 Referred Standing / Occasional / Management / Committee Meeting:

Nil

## 10 Petitions:

Nil

## 11 Notices of Motion:

Nil

## **12 Reports – Community**

Nil

## **13 Reports – Economic**

Nil

## **14 Reports – Natural Environment**

Nil

## 15 Reports – Built Infrastructure

### 15.1 Adoption of Local Development Plan – Oakebella Estate Stage 2, Lot 9000 Johnson Road and Lot 503 Tamblyn Place, Wellard

#### SUMMARY:

A draft Local Development Plan (LDP) for Oakebella Estate Stage 2 comprising Lot 9000 Johnson Road and Lot 503 Tamblyn Place, Wellard has been received for consideration under the City of Kwinana's Town Planning Scheme No. 2 (Scheme) (refer to Attachments A and B).

The draft LDP (refer Attachment B) sets out design requirements for the development of the lots indicated within the LDP boundaries. These requirements apply in addition to normal Scheme and State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*) (R-Codes) requirements and will permit certain variations in order to achieve a desired outcome.

Subdivision approval was granted for Lot 900 Johnson and 503 Tamblyn Place, Wellard by the Western Australian Planning Commission (WAPC) on 18 November 2015 with a condition requiring preparation of an LDP for the subject lots. The lot was known as Lot 900 prior to the subdivision, and became Lot 9000 after the subdivision. Engineering drawings for Stage 2 were then approved by the City's Engineering Department in September 2017.

#### Local Planning Policy No. 1 - Tree Retention Policy

This policy was adopted by Council on 28 September 2016. The policy focuses on retention of significant trees and landscape features and location of services.

Subdivision approval was issued in late 2015 and prior to the advertising of this policy and the City is therefore unable to require the policy provisions to be applied retrospectively. However, many objectives of the policy have been achieved through condition No. 9 of the subdivision approval which required that significant vegetation not impacted by subdivision works be retained. Bulk earthworks approval for this subdivision that allowed clearing of the site was issued in June 2016 following the approval of Environmental Management and Wetland Management reports by the City's Manager of Environment. These reports identified trees that were to be retained on site, in particular within the Public Open Space (POS). In addition, landscape drawings have been approved that detail the landscaping of the POS and the road verges.

#### Fire Management

The draft LDP specifies the lots that are subject to specific building design requirements for bushfire in accordance with the Bush Fire Attack Level (BAL) ratings as required in the Fire Management Plan (FMP) for this area. The proposed BALs were reviewed by the City's Fire Consultant and are supported.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – OAKEBELLA ESTATE STAGE 2, LOT 9000  
JOHNSON ROAD AND LOT 503 TAMBLYN PLACE, WELLARD

Local Planning Policy No. 2 – Streetscapes (LPP No. 2)

LPP No. 2 was adopted by Council on 26 April 2017. The policy focuses on improved streetscape across the City and places emphasis on trees and landscaping and road design. Whilst the policy does not apply retrospectively to the approved subdivision in November 2015, it was taken into account when assessing the engineering drawings, which were approved in September 2017. The policy includes built form design provisions relating to garage setbacks, dwelling façade treatment, room ceiling height, fencing and location of street trees. The draft LDP contains the model provisions that are stipulated in the policy. In respect to built form provisions, the draft LDP is reflective of the adopted LPP No.2 and is considered acceptable.

The draft LDP (refer Attachments B) has been assessed and is supported by City Officers. It is recommended that Council approves the draft LDP in accordance with Clause 51(1) (a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

**OFFICER RECOMMENDATION**

That Council approves the Local Development Plan for Oakebella Stage 2 (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015 subject to the following amendment for inclusion:

Street Trees

1. In accordance with the City's Policy, a minimum of one street tree per lot is required. Street trees will be provided by the developer within the road verge, and maintained for a minimum of two years until established. Street trees are to be generally located as shown on this Local Development Plan, subject to detailed landscape design. Refer to approved landscape plans (available from the City) for detail. Street trees are not to be relocated or removed by landowners.

**DISCUSSION:**

Land Status

Metropolitan Region Scheme: Urban  
Town Planning Scheme No. 2: Residential R25 & R30

Planning Comment

A LDP is a planning tool which allows certain design requirements, either in addition to or in variance to those stipulated under the Scheme and R-Codes to be imposed on subsequent development of land. These requirements will often cover aspects including dwelling placement and design, solar orientation, private open space, setbacks, garage placement and design, fencing, store areas and service provision. Requirements vary depending on the type of land and design outcome trying to be achieved. Most importantly is the LDP's ability to vary Scheme and R-Code provisions where such variations are needed in achieving the most optimal design outcome.

**15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – OAKEBELLA ESTATE STAGE 2, LOT 9000 JOHNSON ROAD AND LOT 503 TAMBLYN PLACE, WELLARD**

The draft LDP (Attachment B) is specifically required as a condition of the WAPC's subdivision approval for the subject land. The draft LDP (refer Attachment B) sets out design requirements for the development of the lots indicated within the LDP boundaries within the Oakebella Stage 2 area. These requirements apply in addition to normal Scheme and R-Codes requirements and will permit certain variations in order to achieve an optimal form of development.

Local Planning Policy No. 1 - Tree Retention Policy

As discussed previously in this report, this policy was adopted by Council on 28 September 2016. Subdivision approval was issued prior to the advertising of this policy. However, condition No.9 of the subdivision approval required that significant vegetation not impacted by subdivision works be retained.

Bulk earthworks approval for this subdivision which allowed clearing of the site was issued in June 2016 following the approval of Environmental Management and Wetland Management reports by the City's Manager of Environment. These reports identified trees that were to be retained on site, in particular within the POS. In addition, landscape drawings have been approved that detail the landscaping of the POS and the road verges.

Fire Management

The draft LDP also indicates the lots that are subject to specific building design requirements for bushfire in accordance with the BAL ratings as specified in the FMP for this area.

The proposed BALs were reviewed by the City's Fire Consultant and are supported.

LPP No. 2 – Streetscapes

As discussed, LPP No. 2 was adopted by Council on 26 April 2017. In respect to building articulation and garage setbacks, the policy refers to the following;

Garages

- a) *Garages are not to be forward of the dwelling alignment. Garages may be aligned with the dwelling provided they do not exceed the dwelling setback line.*
- b) *Where lots have a frontage of 12 metres or less, garages may exceed 50% of the primary lot frontage to a maximum of 60% of the primary lot frontage.*
- c) *Where garages exceed 50% of the primary lot frontage, they shall comply with the following:*
  - *A clear indication of the dwelling entrance.*
  - *The dwelling entrance shall be the dominant feature of the facade, and shall include a projecting portico or veranda with a minimum depth of 1.5 metres.*
  - *Garages are to be set back at least 0.5 metres behind the dwelling alignment.*
- d) *For any single storey dwelling on a lot with a frontage less than 10 metres in width and where vehicle access is gained solely from the primary street, only a single width garage/carport (including tandem) is permitted.*
- e) *Double garages are permitted on lots less than 10m wide where dwellings are two storeys and where major openings to habitable rooms are provided on the primary street frontage.*

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – OAKEBELLA ESTATE STAGE 2, LOT 9000  
JOHNSON ROAD AND LOT 503 TAMBLYN PLACE, WELLARD

- f) *For all lots where a footpath adjoins the boundary, the garage must be setback a minimum 4.5m from that boundary.*

The draft LDP contains the above provisions and therefore it is considered to comply with the policy in this regard.

*Dwelling facade treatment*

*All dwellings to provide an appropriate, high quality design interface with the surrounding streetscape, through the use of at least three of the following architectural design features:*

1. *Articulation in dwelling facade (i.e. varied wall setbacks);*
2. *A minimum of two building materials, colours and/or finishes (E.g. render, brick, cladding);*
3. *Major habitable room openings incorporating large windows to provide surveillance;*
4. *Roof forms that incorporate gables;*
5. *A balcony, portico, or verandah; or*
6. *A built in planter box.*

The draft LDP complies with the policy in respect to the above requirements as the dwelling facade treatment provisions have been incorporated into the LDP provisions. In addition to the model provisions of the policy, the developer has included additional features for greater variety and diversity of dwellings.

*Room Ceiling Height*

*The front elevation of a single storey dwelling will have greater presence when the ceiling height of rooms is greater than the standard 2.4m. For lots where vehicle access is gained solely from a rear laneway or right-of-way, the ceiling height for rooms located on the front elevation shall be minimum 32 vertical brick courses (2.7m).*

This has not been included in the draft LDP as there are no laneway lots included in the subdivision.

The policy also states the following regarding fencing;

*Fencing*

1. *Cohesive and consistent fencing is to be constructed by the developer along the front boundaries of all of the proposed lots with vehicle access from a rear laneway.*
2. *For all rear-loaded lots, a ground level height difference of between 300mm and 600mm between the front boundary and the street is encouraged.*
3. *Front fences within the primary street setback being visually permeable above 0.9m to a maximum height of 1.2m above natural ground level.*
4. *For secondary street boundaries, fencing shall be visually permeable above 1200mm behind the primary street setback, for a minimum length of 3m behind the truncation with a habitable room addressing the street.*

As the subdivision does not include any laneway lots, Points 1 and 2 are irrelevant and therefore not addressed in the draft LDP. Provisions requiring visually permeable fencing for front fences and a portion of the secondary street have been included on the draft LDP should they be constructed.

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – OAKEBELLA ESTATE STAGE 2, LOT 9000  
JOHNSON ROAD AND LOT 503 TAMBLYN PLACE, WELLARD

Street Tree Locations

To ensure the locations of retained trees and new street trees is available to prospective purchasers and builders, the policy requires that all retained trees and proposed street tree plantings be shown on the LDP. The proposed street tree locations have been shown on the draft LDP.

Conclusion

It is considered that the LDP will be a single point of reference that will provide clarity and certainty to builders, property owners and City Officers.

The City's Officers have assessed the provisions and requirements of the draft LDP and are supportive.

Community Engagement.

The draft LDP was prepared by the developer and the lots have not yet been created and are in the ownership of the developer. The draft LDP was not advertised as it is not considered to adversely affect any owners or occupiers within the area covered by the plan or an adjoining area.

**LEGAL/POLICY IMPLICATIONS:**

For the purpose of Councillors considering financial or impartiality interests, the land owner is LWP Wellard Pty Ltd and the applicant is Taylor Burrell Barnett Town Planning & Design.

The following strategic and policy based documents were considered in assessing the application:

- City of Kwinana Town Planning Scheme No.2;
- Lots 503, 504 Tambllyn Place and Lots 505, 507 and 900 Johnson Road, Wellard Local Structure Plan;
- State Planning Policy No. 3.1 (*Residential Design Codes of Western Australia*);
- Liveable Neighbourhoods Operational Policy;
- Guidelines for Planning in Bushfire Prone Areas & Appendices 2015; and
- Local planning and other related policies

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial or budget implications as a result of this application.

**ENVIRONMENTAL IMPLICATIONS:**

The LDP encourages the use of passive solar urban design. Quiet house design provisions are included in the LDP.

**15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – OAKEBELLA ESTATE STAGE 2, LOT 9000 JOHNSON ROAD AND LOT 503 TAMBLYN PLACE, WELLARD**

**STRATEGIC/SOCIAL IMPLICATIONS:**

LDPs allow for variations to the Scheme and R-Codes which take into account specific site characteristics and configurations of lots, particularly smaller lots. The use of such a mechanism is common practice, and is encouraged to allow for the most optimal form of urban development to occur. LDPs are only one tool in the suite of those used to create urban places and communities and should be considered in conjunction with other subdivision requirements, social and environmental policy.

It could be argued that the proposal stimulates economic development in the City as the draft LDP results in the residential development in the Oakebella Estate to progress in a timely manner.

Plan	Objective	Strategy
Corporate Business Plan	10.1 Planning	10.1.1 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City

**RISK IMPLICATIONS:**

Risk Event	Appeal of Council's decision on the draft LDP Amendment.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/ information.
Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low

15.1 ADOPTION OF LOCAL DEVELOPMENT PLAN – OAKEBELLA ESTATE STAGE 2, LOT 9000  
JOHNSON ROAD AND LOT 503 TAMBLYN PLACE, WELLARD

Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Work instructions in place and checklists used when assessing the application. Consideration of the application within the Statutory timeframes. Compliance of the proposal with Town Planning Scheme No. 2, R-Codes, Bushfire Guidelines and relevant Policies. Liaising with the applicant throughout the application process.
Rating (after treatment)	Low

**COUNCIL DECISION**

003

**MOVED CR S LEE**

**SECONDED CR P FEASEY**

**That Council approves the Local Development Plan for Oakebella Stage 2 (as per Attachment B), pursuant to Clause 52(1)(a) of Schedule 2 – Deemed Provisions for Local Planning Schemes of the Planning and Development (Local Planning Schemes) Regulations 2015 subject to the following amendment for inclusion:**

**Street Trees**

- 1. In accordance with the City's Policy, a minimum of one street tree per lot is required. Street trees will be provided by the developer within the road verge, and maintained for a minimum of two years until established. Street trees are to be generally located as shown on this Local Development Plan, subject to detailed landscape design. Refer to approved landscape plans (available from the City) for detail. Street trees are not to be relocated or removed by landowners.**

**CARRIED  
8/0**



Location Plan

Attachment B: Draft Local Development Plan



Legend

- Extent of Local Development Plan
- R25 Subject Lots
- R30 Subject Lots
- No Vehicle Access Permitted
- Mandatory Garage Location
- Primary Dwelling Orientation (where applicable)
- Footpath Alignment (Planned)
- Bushfire Safety Requirement - BAL Rated Lot
- Approximate Street Tree Location - Street Trees not to be removed or relocated by adjacent Lot Owners

Endorsement Table

This Local Development Plan has been approved by Council under the provisions of the City of Kwinana Local Planning Scheme No. 2

Principal Planner \_\_\_\_\_

Date \_\_\_\_\_

Local Development Plan Provisions

1.0 GENERAL PROVISIONS

- 1.1 The requirements of the City of Kwinana Local Planning Scheme No. 2 and the Residential Design Codes (R-Codes) apply, unless otherwise provided below.
- 1.2 The following standards below constitute as 'deemed to comply' provision of the R-Codes and do not require consultation with adjacent owners.

2.0 STREETScape REQUIREMENTS

Lots Applicable	Location	Minimum Setback	Maximum Setback	Requirements
All Lots	Primary Street	3.0m	5.0m	<ul style="list-style-type: none"> <li>Averaging of the minimum (as per R-Codes C2.1 iii) is not permitted.</li> <li>A porch, balcony, verandah or the equivalent may project not more than 1m into the primary street setback area, provided that the total of such projections does not exceed 50% of the frontage at any level.</li> <li>For determining the maximum setback, facade elements or indentations are permitted to be setback greater than 5m where these constitute a minor proportion of the dwelling's front facade.</li> </ul>
	Secondary Street	1.0m	N/A	<ul style="list-style-type: none"> <li>Averaging of the minimum (as per R-Codes C2.1 iii) is not permitted.</li> </ul>

2.1 Dwelling facades facing the primary street shall provide at least three of the following architectural design features and provide well articulated facades by providing indentations and projections to the main building line as well as to the roof design:

1. A verandah or balcony which is a minimum 30% of the width of the facade (excluding garage or carport) and 1.5m deep with the longest portion parallel to the street)
2. A substantial entrance feature to pronounce the main entry to the dwelling such as a portico, open pergola, arbor, gate house or attached feature wall.
3. A roof feature such as gable-end, gambrel, dormer windows, window hood or architectural beams.
4. A feature material such as recycled face brick, corten steel, recycled/weathered timber, mini-orb, stone or light-weight cladding such as weatherboard.
5. Living area with substantial glazing i.e. full height, overlooking the street or public reserve.
6. Features which provide articulation and interest such as, but not limited: chimney, feature blade wall or substantially sized planter box (minimum 4 course high).
7. Metal deck roof within a Building Code of Australia (BCA) classified solar absorptance of light or medium. Colorbond colours include (or similar from alternative supplier) Surfmist, Paperbark, Evening Haze, Shale Grey, Dune, Windspray or Cove.

3.0 LOT BOUNDARY SETBACK REQUIREMENTS

3.1 Buildings built up to lot boundaries (other than street boundaries):

Lots Applicable	Building Type	Minimum Setback	Requirements
All Lots	Ground level only	Nil	<ul style="list-style-type: none"> <li>One side boundary only.</li> <li>Maximum length determined by front (Primary Street) setback and a minimum of 4m from the rear boundary, for lots with a side boundary length equal or greater than 25.0m (including truncation).</li> <li>Maximum length determined by front (Primary Street) and rear setbacks for lots having a side boundary length less than 25.0m (including truncation).</li> <li>Nil setbacks shall be positioned to maximise solar access to the dwelling where possible.</li> </ul>
			<ul style="list-style-type: none"> <li>A second nil side boundary setback is permitted for garages, this location is not required to be on the same side boundary as the dwelling setback.</li> </ul>

4.0 OPEN SPACE REQUIREMENTS

Lots Applicable	Minimum total % of site	Requirements
All Lots	35%	<ul style="list-style-type: none"> <li>Permitted where Outdoor Living Area (OLA) minimum area is 30m<sup>2</sup>.</li> <li>The OLA has a minimum 4m length or width dimension.</li> <li>At least two thirds of the OLA must be uncovered.</li> <li>The OLA is to be located behind the front setback area.</li> </ul>

5.0 GARAGE REQUIREMENTS

Lots Applicable	Setbacks	Minimum garage setback	Maximum garage width	Requirements
Lots 34-39	Primary Street	3.0m	-	<ul style="list-style-type: none"> <li>Not permitted forward of the dwelling alignment.</li> </ul>
All remaining lots without footpath located adjacent to lot boundary or footpath located greater than 0.5m from lot boundary	Primary Street	4.0m	-	<ul style="list-style-type: none"> <li>Can be aligned with the dwelling provided it does not exceed the garage minimum setback.</li> <li>Shall be enclosed by a door.</li> </ul>
		4.5m	-	
For front accessed lots with a frontage of 12.0m or less	-	-	60% of primary lot frontage	<p>Where garages exceed 50% of the primary lot frontage, they shall comply with the following:</p> <ul style="list-style-type: none"> <li>A clear indication of the dwelling entrance.</li> <li>The dwelling entrance shall be the dominant feature of the facade.</li> <li>A projecting portico or veranda is included with a minimum depth of 1.5m.</li> <li>Garages are to be set back at least 0.5 metres behind the dwelling alignment (two storey dwellings exempted).</li> </ul>

6.0 FENCING REQUIREMENTS

- 6.1 Front fences within the primary street setback being visually permeable above 0.9m to a maximum height of 1.2m above natural ground level.
- 6.2 For secondary street boundaries, fencing shall be visually permeable above 1200mm behind the primary street setback, for a minimum length of 3m behind the truncation with a habitable room addressing the street.



## 15.2 Joint Development Assessment Panel Application for 47 Multiple Dwellings and 52 Grouped Dwellings – Lot 503 Berthold Street, Orelia

### SUMMARY:

An application has been received for proposed multiple and grouped dwellings on Lot 503 Berthold Street, Orelia.

The subject site is located within the City of Kwinana City Centre and is bound by Gilmore Avenue along its western boundary, Berthold Street to its northern and eastern boundaries and Handford Place to its southern boundary, and is situated approximately 600 metres north of the City Centre core. The subject site comprises approximately 1.36 hectares.

The development application is for a total of 47 multiple dwelling and 52 grouped dwelling units. The proposed buildings are between two and three storeys in height and provide a variety of different dwelling types. A number of the triple and quadruple key dwellings fronting Berthold Street have been identified as having commercial potential and are designed with a 3 metre ceiling height so as to allow the ground floor layout to be modified to enable the space to be used for commercial purposes.

Whilst not part of this application, it should be noted that the applicant has also lodged two subdivision applications with the Western Australian Planning Commission (WAPC) to facilitate the subdivision of the site. The subdivision applications propose the following:

- Freehold Subdivision to create 19 freehold lots for the multiple dwelling component of the development.
- Survey Strata Subdivision to create 52 survey strata lots and areas of common property (including internal roads & open space areas) for the grouped dwelling component of the development.

The intent of the applicant / landowner to subdivide the property has been demonstrated by concurrent subdivision and development applications. As such, the concurrency of both applications should be taken into consideration as part of the assessment of the development application. Whilst no detail has been provided as part of the development application, it is likely that the proposed freehold lots will be further divided into strata units for each multiple dwelling following the construction of development.

As the estimated development cost of this application is in excess of \$10 million, the City of Kwinana (the City) does not have delegation to determine the application and the application is therefore required to be referred to the South West Metropolitan Joint Development Assessment Panel (JDAP) for determination. The application is scheduled to be considered by the JDAP at a meeting on the 8 November 2017. City officers have prepared the attached Responsible Authority Report (RAR) in accordance with the Development Assessment Panel Regulations and it is attached for Council's consideration and determination. While the context of the officers recommendation is provided below, City officers support the proposed development on the subject site and have recommended the application be approved subject to conditions.

The City is required to submit the RAR to the JDAP Secretariat on 27 October 2017. Should the City not submit this report to the JDAP Secretariat within the required timeframe, the Minister for Planning may direct the City to submit any information it has and provide it to the JDAP directly.

**15.2 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION FOR 47 MULTIPLE DWELLINGS AND 52 GROUPED DWELLINGS – LOT 503 BERTHOLD STREET, ORELIA**

The application has been referred to Council as the City has received legal advice informing the City that officers do not have delegation to prepare the RAR under the Development Assessment Panel Regulations. Council should note that if it wishes to modify or make an alternative recommendation to that contained within the RAR, this should be in the form of a separate recommendation which will be included in the alternative recommendation part of the JDAP Responsible Authority Report.

The subject site was previously owned by the Department of Education (DET) and formed part of a larger lot which was the former Kwinana High School site. In 2007, the site was redeveloped which included the construction of the Kwinana Automotive TAFE, the construction of Gilmore College high school buildings, and the demolition of the Kwinana High School buildings. During this redevelopment, a number of portions of land on the periphery of the school site (including the subject site) were identified as surplus to the Department of Education's requirements and were subdivided into separate land parcels.

The site is included in Council's Town Centre Master Plan and Design Guidelines, 2007 (Master Plan) where the uncertainty regarding future uses was detailed, noting that the DET had indicated the subject site as a residential site, providing an opportunity to maximize the number of households within walking distance of the educational facilities, and increasing the level of surveillance of the school grounds, particularly at night. Alternatively, the Master Plan notes that frontage on Gilmore Avenue and excellent exposure to traffic entering the City Centre may make the site attractive to other institutional uses with a connection to the education functions, or to a corporate headquarters or cluster of smaller office tenants. Irrespective of the ultimate land uses (which were left open to the future), the Master Plan included a number of development guidelines for the site primarily dealing with access and built form setbacks.

Following the redevelopment of the Kwinana High School, the DET, in conjunction with Landcorp facilitated the rezoning of the subject site from Public Purposes to Urban under the Metropolitan Region Scheme and Development zone under the local Scheme.

In 2013, the City initiated and adopted a Scheme Amendment and Local Structure Plan (LSP) to guide the development of the site and incorporate the guidelines of the Master Plan. The Scheme Amendment introduced a development area over the site to provide specific land use and development control provisions for the site which included specifying particular land uses and requiring development to meet certain built form objectives.

The WAPC considered both the Scheme Amendment and LSP and took the view that together the documents were too prescriptive, and not required given the size of the site. The amendment and LSP were subsequently not pursued against the desire of City Officers who preferred the greater statutory weight and authority which the amendment in particular would have provided for land uses and development control. On advice from the WAPC, Council subsequently adopted a Detailed Area Plan (DAP - currently now referred to as Local Development Plans) over the site in July 2015, which includes objectives for the site and many of the land use controls and development requirements previously included in the Scheme Amendment and LSP.

**15.2 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION FOR 47 MULTIPLE DWELLINGS AND 52 GROUPED DWELLINGS – LOT 503 BERTHOLD STREET, ORELIA**

The DAP (in conjunction with the R-Codes) is the primary document which controls the planning and development objectives for the site alongside other parts of the City's Town Planning Scheme No 2 (TPS 2) and the WAPC's State Planning Policy SPP3.1 - Residential Design Codes of WA (which apply unless varied by the DAP). Under the changes to planning legislation introduced by the State Government in October 2015 (Planning and Development (Local Planning Schemes) Regulations 2015), reg. 59 notes that *'A decision maker for an application for development approval in an area that is covered by a local development plan that has been approved by the local government must have due regard to, but is not bound by, the local development plan when deciding the application'*.

City Officers are obliged to consider the application against the provisions of the Master Plan, TPS 2 (including the DAP), and, the R-Codes.

Part of the vision for the site was for a mix of land use with built form being consolidated into taller buildings, with space provided around these buildings for access, parking, servicing and landscaping. Built form was sought around the edges of the site with potential for shared use internally. In this respect, the application doesn't meet this intent being residential in nature nor does it provide the consolidated built form given the proposed spread of 2 to 3 storey dwellings.

While City Officers would much have preferred this vision to be achieved, officers consider that the DAP provisions permit some variation and the application is considered to adequately meet most of the standards set in the DAP and R-Codes for this site, and, those which are not fully compliant are not considered so great that they materially affect the application and can be conditioned for correction. The residential uses are 'P' (permitted) uses under the DAP so are able to be approved and it can be reasonably demonstrated that the DAP provisions and R-Codes are adequately satisfied (such as setbacks, site coverage, plot ratio, density and height, the gateway statement, etc). It should be noted that the current application is not considered to suitably address issues such as access, circulation and servicing. The proposed communal street network does not provide suitable street widths to accommodate on site visitor parking, pedestrian access, space for street shade trees, access for waste collection vehicles and emergency service vehicles. City Officers are satisfied that these matters can be addressed however and have placed appropriate conditions to this affect.

The objectives detailed in the DAP for the site are as follows,

- Achieve a mix of predominantly commercial, institutional/community uses to complement and support the regional function of the Kwinana Town Centre;
- Introduce high-density residential options within a safe environment with ready access to public transport; and
- Promote a high standard of urban design and architectural form for this gateway site and deliver built form outcomes that visually connect with surrounding streets.

The proposed development could also be said to adequately satisfy at least some of these above objectives, in particular the high-density residential options and, arguably, promoting a high standard of urban design and architectural form for this gateway site (standards of urban design can be subjective).

**15.2 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION FOR 47 MULTIPLE DWELLINGS AND 52 GROUPED DWELLINGS – LOT 503 BERTHOLD STREET, ORELIA**

On the other hand, the proposed development does not properly satisfy the objective to achieve a mix of predominantly commercial, institutional/community uses albeit that some limited flexibility has been introduced at select locations for commercial uses. On balance however, and in particular, given the clear permissibility for residential uses under the DAP and the absence of a clear statutory requirement for a mix of uses, City Officers lean towards conditional approval.

While noting City Officers recommendation to the JDAP for conditional approval, there may also reasonably be an argument put forward that the application should be refused. A key basis for this argument would be that this DAP objective has not been satisfactorily met and that commercial and institutional uses are not proposed, but also, that the nature of the built form can be considered contrary to the design 'vision' of the DAP.

As discussed, the DAP foresees a significant land use mix and built form being consolidated into taller buildings with space provided around these buildings for access, parking, servicing and landscaping. Built form was envisaged to be built around the edges of the site to screen the internal uses from public view.

An alternative recommendation would read as follows:-

*That the Metro South West Joint Development Assessment Panel resolves to:*

*Refuse DAP Application reference DAP/17/01215 and accompanying plans TM1-SK2.01\_D, TM1A-SK2.01\_D, TM1A-SK2.02\_D, TM2-SK2.01\_E, TM3-SK2.01\_D, TM2-SK2.02\_D, TM4-SK2.01\_E, TM4-SK2.02\_D, TM5-SK2.01\_D, TM6-SK2.01\_A, TM6-SK2.02\_A, TM7-SK2.01\_C, TM7A-SK2.01\_C, T1-SK2.01\_D, T1A-SK2.01\_F, T2-SK2.01\_E, T2A-SK2.01\_A, T3-SK2.01\_D, T4-SK2.01\_E, T5-SK2.01\_E, T6-SK2.01\_F, T6A-SK2.01\_F, SK1.02\_g, SK1.03\_G, SK1.04\_G, SK0015\_D, SK0014\_D, SK1.07\_B, SK1.06\_I, SK1\_05\_H, in accordance with Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the provisions of the Clause 6.1 of the City of Kwinana Town Planning Scheme No. 2, for the following reasons:*

- 1. The application fails to address the objectives set out in the adopted Detail Area Plan (DAP) for Lot 503 Berthold Place, Orelia. In particular, to 'Achieve a mix of predominantly commercial, institutional/community uses to complement and support the regional function of the Kwinana Town Centre'*
- 2. While the application may seek to address the individual provisions and design requirements of the above DAP, Town Planning Scheme No 2 and Residential Design Codes, as a whole, the application fails to properly meet the built form vision of the DAP. This is because the DAP intended that a different land use mix would prevail and built form being consolidated into taller buildings, with space provided around these buildings for access, parking, servicing and landscaping. Built form was envisaged to be built around the edges of the site to provide a hard built edge to the lot and to help frame the Gilmore Avenue entrance to the Kwinana City Centre. The intent of this arrangement of built form was to enable parking, accessways and servicing areas to be shared between buildings and different land uses and for these facilities to be located behind the built form, screened from public view.*

**15.2 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION FOR 47 MULTIPLE DWELLINGS AND 52 GROUPED DWELLINGS – LOT 503 BERTHOLD STREET, ORELIA**

3. *The development does not suitably address issues including: access, circulation and servicing. The proposed communal street network does not provide suitable street widths to accommodate on site visitor parking, pedestrian access (including access for pedestrians with disabilities), space for street shade trees and landscaping, access for waste collection vehicles and emergency service vehicles.*

This alternative recommendation is provided for Council's consideration as part of its determination on the Responsible Authority Report to the JDAP.

As detailed previously however, it should be noted that City Officers support the proposed development on the subject site and have recommended the application be approved subject to conditions.

**OFFICER RECOMMENDATION:**

That Council consider and adopt the recommendation of the Responsible Authority Report (attached to this report) to the South West Metropolitan Joint Development Assessment Panel for the development application for 47 Multiple Dwellings and 52 Grouped Dwellings – Lot 503 Berthold Street, Orelia.

**COMMUNITY ENGAGEMENT:**

The development proposes two land uses which are both Permitted uses under the Scheme and do not require consultation. Notwithstanding this, given the scale of the development proposed and the close proximity to the adjacent Education Precinct the City chose to consult with the adjacent Orelia Primary School and Gilmore College. The City wrote to these schools notifying them of the proposed development and inviting submissions within a 14 day period. In this regard, the City did not receive any submissions of objection to the proposal from the Schools.

**LEGAL/POLICY IMPLICATIONS:**

For the purposes of Councillors considering a declaration of interest, the land owners are Nicheliving and the applicant is Taylor Burrell Barnett, Town Planning Consultants. The following legislation and policy based documents were considered in assessing the application:

Legislation

Planning and Development Act 2005  
Planning and Development (Local Planning Schemes) Regulations 2015  
City of Kwinana Town Planning Scheme No. 2

State Government Policies

State Planning Policy SPP 3.1 – Residential Design Codes of Western Australia  
State Planning Policy SPP 4.2 – Activity Centres for Perth and Peel  
Development Control Policy 1.3 – Strata Titles  
Development Control Policy 2.6 – Residential Road Planning

**15.2 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION FOR 47 MULTIPLE DWELLINGS AND 52 GROUPED DWELLINGS – LOT 503 BERTHOLD STREET, ORELIA**

**Local Policies**

City of Kwinana Town Centre Master Plan and Design Guidelines  
 City of Kwinana Local Planning Policy 2 – Streetscapes  
 City of Kwinana Local Planning Policy 3.3.24 – Residential Development  
 Detailed Area Plan – Lot 503 Berthold Street, Orelia

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial or budget implications as a result of this application.

**ENVIRONMENTAL IMPLICATIONS:**

The application is seeking to retain two existing large trees on the property as part of the open space within the development. Noise considerations should be considered and a condition has been recommended requiring that the development comply with AS2107:2000 (Acoustics – recommended design sound levels and reverberation times for building interiors) to the satisfaction of the City of Kwinana.

**STRATEGIC/SOCIAL IMPLICATIONS:**

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Corporate Business Plan	10.1 Planning	10.1.1 To implement the long term strategic land use planning for the social, economic and environmental wellbeing of the City

**RISK IMPLICATIONS:**

Council approves development under its Town Planning Scheme to meet its statutory obligations and facilitate proper and orderly development of the municipality to accommodate development in accordance with the objectives of Council's Strategic Plan. Development Approvals, Scheme Amendments, Subdivision and Structure Planning allows land use to change over time to meet Council and State Government policies and practices, community values and provide protection to the environment. The Officer Recommendation for this proposal particularly aims to reduce the risk of development occurring in a manner which may detract from the amenity of the area. This proposal has been assessed in accordance with the Scheme. It is considered that there are minimal risk implications in this respect.

15.2 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION FOR 47 MULTIPLE DWELLINGS AND 52 GROUPED DWELLINGS – LOT 503 BERTHOLD STREET, ORELIA

Risk Event	Appeal of the JDAP's decision or conditions of approval imposed.
Risk Theme	Failure to fulfil statutory regulations or compliance requirements Providing inaccurate advice/information.
Risk Effect/Impact	Reputation Compliance
Risk Assessment Context	Strategic
Consequence	Minor
Likelihood	Possible
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	<ul style="list-style-type: none"> <li>• Work instructions in place and checklists used when assessing the application.</li> <li>• The recommendation on the application is justified on the basis of compliance with the Town Planning Scheme, and the discretion afforded to the JDAP to vary these documents.</li> <li>• Liaising with the applicant throughout the application process.</li> </ul>
Rating (after treatment)	Low

**COUNCIL DECISION**

OFFICER RECOMMENDATION

MOVED CR S MILLS

SECONDED CR D WOOD

That Council consider and adopt the recommendation of the Responsible Authority Report (attached to this report) to the South West Metropolitan Joint Development Assessment Panel for the development application for 47 Multiple Dwellings and 52 Grouped Dwellings – Lot 503 Berthold Street, Orelia.

LOST  
1/7

15.2 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION FOR 47 MULTIPLE DWELLINGS AND 52 GROUPED DWELLINGS – LOT 503 BERTHOLD STREET, ORELIA

**ALTERNATE RECOMMENDATION:**

**COUNCIL DECISION**

**004**

**MOVED CR P FEASEY**

**SECONDED CR W COOPER**

**That Council does not support the officer recommendation of the Responsible Authority Report (attached to this report) to the South West Metropolitan Joint Development Assessment Panel for the development application for 47 Multiple Dwellings and 52 Grouped Dwellings – Lot 503 Berthold Street, Orelia, and provides an alternative recommendation to the South West Metropolitan Joint Development Assessment Panel as follows:**

**That the Metro South West Joint Development Assessment Panel resolves to:**

**Refuse DAP Application reference DAP/17/01215 and accompanying plans TM1-SK2.01\_D, TM1A-SK2.01\_D, TM1A-SK2.02\_D, TM2-SK2.01\_E, TM3-SK2.01\_D, TM2-SK2.02\_D, TM4-SK2.01\_E, TM4-SK2.02\_D, TM5-SK2.01\_D, TM6-SK2.01\_A, TM6-SK2.02\_A, TM7-SK2.01\_C, TM7A-SK2.01\_C, T1-SK2.01\_D, T1A-SK2.01\_F, T2-SK2.01\_E, T2A-SK2.01\_A, T3-SK2.01\_D, T4-SK2.01\_E, T5-SK2.01\_E, T6-SK2.01\_F, T6A-SK2.01\_F, SK1.02\_g, SK1.03\_G, SK1.04\_G, SK0015\_D, SK0014\_D, SK1.07\_B, SK1.06\_I, SK1\_05\_H in accordance with Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the provisions of the Clause 6.1 of the City of Kwinana Town Planning Scheme No. 2, for the following reasons:**

- 1. The application fails to address the objectives set out in the adopted Detail Area Plan (DAP) for Lot 503 Berthold Place, Orelia. In particular, to ‘Achieve a mix of predominantly commercial, institutional/community uses to complement and support the regional function of the Kwinana Town Centre’**
- 2. While the application may seek to address the individual provisions and design requirements of the above DAP, Town Planning Scheme No 2 and Residential Design Codes, as a whole, the application fails to properly meet the built form vision of the DAP. This is because the DAP intended that a different land use mix would prevail and built form being consolidated into taller buildings, with space provided around these buildings for access, parking, servicing and landscaping. Built form was envisaged to be built around the edges of the site to provide a hard built edge to the lot and to help frame the Gilmore Avenue entrance to the Kwinana City Centre. The intent of this arrangement of built form was to enable parking, accessways and servicing areas to be shared between buildings and different land uses and for these facilities to be located behind the built form, screened from public view.**

15.2 JOINT DEVELOPMENT ASSESSMENT PANEL APPLICATION FOR 47 MULTIPLE DWELLINGS AND 52 GROUPED DWELLINGS – LOT 503 BERTHOLD STREET, ORELIA

3. **The development does not suitably address issues including: access, circulation and servicing. The proposed communal street network does not provide suitable street widths to accommodate on site visitor parking, pedestrian access (including access for pedestrians with disabilities), space for street shade trees and landscaping, access for waste collection vehicles and emergency service vehicles.**

**CARRIED**  
**7/1**



## Form 1 - Responsible Authority Report (Regulation 12)

<b>Property Location:</b>	Lot 503 Berthold Street, Orelia
<b>Development Description:</b>	47 Multiple Dwellings and 52 Grouped Dwellings
<b>DAP Name:</b>	Metro South West
<b>Applicant:</b>	Taylor Burrell Barnett
<b>Owner:</b>	Golden Gateway Developments Pty Ltd
<b>Value of Development:</b>	\$12.4 million
<b>LG Reference:</b>	DA8924
<b>Responsible Authority:</b>	City of Kwinana
<b>Authorising Officer:</b>	Janni Curtis - Planning Officer
<b>DAP File No:</b>	DAP/17/01215
<b>Report Due Date:</b>	25 October 2017
<b>Application Received Date:</b>	15 May 2017
<b>Application Process Days:</b>	90 Days
<b>Attachment(s):</b>	<ol style="list-style-type: none"><li>1. Location Plan</li><li>2. Open Space Calculation Table</li><li>3. Site Plan</li><li>4. Ground Floor Plan</li><li>5. Upper Floor Plan</li><li>6. Unit Floor Plans</li><li>7. Elevation Plans</li><li>8. Bin Pad Location Plan</li><li>9. Sales Office Plan</li><li>10. Swept Path Plans</li><li>11. Council Minutes (extract only)<ol style="list-style-type: none"><li>A. Proposed Subdivision Plans</li><li>B. Department of Planning ILUC Response</li><li>C. Detailed Area Plan</li><li>D. Development Application Report</li><li>E. Transport Noise Assessment</li><li>F. Servicing Report</li><li>G. Traffic Impact Statement</li></ol></li></ol>

### Officer Recommendation:

That the Metro South West Joint Development Assessment Panel resolves to:

1. **Approve** DAP Application reference DAP/17/01215 and accompanying plans TM1-SK2.01\_D, TM1A-SK2.01\_D, TM1A-SK2.02\_D, TM2-SK2.01\_E, TM3-SK2.01\_D, TM2-SK2.02\_D, TM4-SK2.01\_E, TM4-SK2.02\_D, TM5-SK2.01\_D, TM6-SK2.01\_A, TM6-SK2.02\_A, TM7-SK2.01\_C, TM7A-SK2.01\_C, T1-SK2.01\_D, T1A-SK2.01\_F, T2-SK2.01\_E, T2A-SK2.01\_A, T3-SK2.01\_D, T4-SK2.01\_E, T5-SK2.01\_E, T6-SK2.01\_F, T6A-SK2.01\_F, SK1.02\_g, SK1.03\_G, SK1.04\_G, SK0015\_D, SK0014\_D, SK1.07\_B, SK1.06\_I, SK1\_05\_H, in accordance with Clause 68 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of the Clause 6.1 of the City of Kwinana Town Planning Scheme No. 2, subject to the following conditions:

## Conditions

1. This decision constitutes planning approval only and is valid for a period of 2 years from the date of approval. If the subject development is not substantially commenced within the 2 year period, the approval shall lapse and be of no further effect.
2. Prior to the commencement of the development or endorsement of a strata/deposited plan by the Western Australian Planning Commission, the applicant shall pay a cost contribution as assessed by the City in accordance with clause 6.16.5 of the City of Kwinana's Town Planning Scheme No. 2 and the development contribution plans applicable to Development Contribution Area No. 15.
3. The applicant shall pay a contribution to the City of Kwinana for the ongoing costs of managing mosquitoes and midges in the City of Kwinana. The payment shall be made to the City of Kwinana upon practical completion of the dwellings.
4. The applicant shall implement dust control measures for the duration of site and construction works to the satisfaction of the City of Kwinana.
5. Crossover, driveways, communal streets and parking areas to be located and constructed to the specifications and satisfaction of the City of Kwinana.
6. The provision of 154 resident parking bays on site and 13 visitor vehicle parking bays on site to be clearly marked on the ground and constructed of bitumen, brick or concrete and drained to the satisfaction of the City of Kwinana.
7. Visitor car parking spaces shall be marked and clearly signposted for visitor use only, and shall provide an accessible path of travel for people with disabilities to dwellings to the satisfaction of the City of Kwinana. Details shall be submitted and approved by the City of Kwinana prior to the lodgement of a building permit application for the development.
8. All tandem car parking bays with an overall length of less than 10.8 metres shall be marked advising that one car bay is for 'small car use only'. Details shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development.
9. The provision of 16 resident and 5 visitor bicycle parking spaces in accessible locations on the subject site to the satisfaction of the City of Kwinana. Details shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development.
10. Pedestrian pathways, car parking areas and communal streets/areas being suitably lit in accordance with applicable Australian Standards to the satisfaction of the City of Kwinana. Details shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development.

11. Plans detailing proposed colours, materials, textures and finishes of the development shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development.
12. A Landscaping Plan which outlines the proposed species and location of vegetation, requires the installation of one street tree per proposed lot, and specifies proposed reticulation layout is required to be submitted to the City of Kwinana for approval prior to the lodgement of a building permit application for the development. The proponent shall implement the approved landscaping plan to the satisfaction of the City of Kwinana.
13. Landscaping and reticulation shall be established to a high standard and maintained thereafter in accordance with the approved Landscape Plan. Landscaping shall be installed prior to occupation of the development to the satisfaction of the City of Kwinana.
14. A fencing plan detailing all proposed fencing within the development is required to be submitted to the City of Kwinana for approval prior to the lodgement of a building permit application. The plan shall detail visual permeability of fencing within the street setback areas, and shall detail all internal fencing to grouped and multiple dwelling units to ensure adequate screening and or sightlines between parking areas and habitable / outdoor living spaces. The proponent shall implement the approved fencing plan to the satisfaction of the City of Kwinana.
15. External fixtures (other than solar collectors, standard type television aerials, essential plumbing vent pipes and rainwater downpipes) shall not be visible from the primary or secondary street.
16. Vehicle parking spaces, accessways, clothes drying facilities and store areas being installed prior to occupying the proposed development and maintained thereafter by the owner/occupier to the satisfaction of the City of Kwinana.
17. Clothes drying areas and air conditioning units shall be located and screened from view from the primary, secondary and communal streets. Details to be submitted to and approved by the City of Kwinana for approval prior to the lodgement of a building permit application for the development.
18. Electric clothes drying facilities shall be provided for all multiple dwellings and grouped dwelling units 18 – 21, 35 – 46, 53 & 54.
19. A Waste Management Plan that addresses the management, maintenance, location of bin storage and collection facilities and, details of public liability insurance to cover damages and injury that may occur as the result of waste collections carried out by the City of Kwinana's contractor shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development. The proponent shall implement the endorsed Waste Management Plan thereafter to the satisfaction of the City of Kwinana.
20. A plan depicting detailed road design and road construction within the development that demonstrates the internal road network is adequately designed to accommodate access for waste collection (including swept path and appropriate bin pad locations, dimensions and collection clearances) and emergency service vehicles shall be submitted to and approved by the City of

Kwinana having regard to advice from the City's Waste Contractor and the Department of Fire and Emergency Services prior to the lodgement of a building permit application for the development . Road design and construction shall comply with the plan as approved by the City of Kwinana.

21. The internal road network being configured in accordance with AS/NZS 2890.1:2004 – Clause 5.4 Design of Enclosed Garages, to ensure all single garages with a door width of 2.4m shall provide a minimum 7 metre clear zone behind the parking bay for manoeuvring purposes to the satisfaction of the City of Kwinana. Details shall be submitted to the City of Kwinana for approval prior to the lodgement of a building permit application for the development.
22. A detailed Drainage and Stormwater Management Plan which demonstrates the on-site retention of stormwater for a 1 in 20 year event to the satisfaction of the City of Kwinana shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development. Development shall comply with the plan as approved by the City of Kwinana.
23. The development shall comply with AS2107:2000 (Acoustics – recommended design sound levels and reverberation times for building interiors) to the satisfaction of the City of Kwinana. Written certification from a suitably qualified acoustic consultant is to be submitted to the City of Kwinana at the submission of a building permit application to ensure the dwellings comply with these standards.
24. Dwellings on proposed Lot 6 – 12, 17, 18 and proposed Strata Lots 3 – 11 shall be constructed to implement Package A architectural treatments to ground and upper floors in accordance with the Noise Package recommendations contained in the “Transport Noise Assessment Lot 503 Gilmore Avenue, Orelia: Reference 17023884-01.docx” prepared by Lloyd George Acoustics Pty Ltd dated 26 April 2017.
25. Units on proposed strata lots 13 – 17 & 29 – 34 shall be redesigned to present a two storey elevation to the internal street network, in accordance with the minimum two storey requirement of the Detailed Area Plan, to the satisfaction of the City of Kwinana. Details of the redesigned units shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development.
26. Architectural design features and or windows shall be installed and incorporated into the rear elevation of units on proposed strata lots 22 – 27 & 48 – 52 to relieve the expanse of blank façade, in accordance with the provisions of the Detailed Area Plan, to the satisfaction of the City of Kwinana. Details of the modified rear elevation shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development.
27. Architectural design features and or larger windows shall installed and incorporated into the Berthold Street elevation of units on proposed strata lots 18 – 21, 35 – 38, 53, 54 to relieve the expanse of blank façade, in accordance with the provisions of the Detailed Area Plan, to the satisfaction of the City of Kwinana. Details shall be submitted to and approved by the City of Kwinana prior to the lodgement of a building permit application for the development.

28. Permanent screening devices / or opaque glazing shall be installed on the upper floor bedroom windows for the multiple dwellings on proposed lots 2 – 5 to prevent overlooking into the ground floor rear courtyards and adjoining lots in accordance with Clause 6.4.1 of the R-Codes to the satisfaction of the City of Kwinana.

29. Prior to any part of the development being occupied, the owner shall:

Register a public access easement in favour of the City of Kwinana over the common property areas within the proposed development, for the purpose of securing access rights over the common property areas shown on the approved plans; and

Enter into a deed with the City of Kwinana to ensure that common areas on the site remain available for public access, and in the event of the subsequent re-subdivision of the land, to make provision for the maintenance of public access easements as a condition of subdivision approval. The deed shall charge the land in favour of the City and authorise the lodging of an absolute caveat over the land.

The easement and deed shall be prepared by the City's solicitors at the owner's cost and shall include all usual terms and conditions for agreements of this type.

30. A notification, pursuant to Section 70A of the Transfer of Land Act 1893 is to be placed on the certificate(s) of title of the proposed units on SL3 – 11, Lots 6 – 12, 17, 18. Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:

"The lot/s is/are situated in the vicinity of a transport corridor and is currently affected, or may in the future be affected by transport noise."

31. The proposed sales office and associated development does not form part of this approval.

32. Detailed Plans being provided to the City for approval prior to the lodgement of a building permit showing the provision of a 16 m<sup>2</sup> outdoor living area in accordance with the requirements of the R-Codes for Unit Types 1, 6, and 6A.

#### **Advice Notes**

1. The applicant is advised that this is not a building permit the City of Kwinana issues to enable construction to commence. A building permit is a separate legal requirement and construction cannot be commenced until a building permit is obtained.

2. The applicant should ensure the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, Health (Miscellaneous Provisions) Act 1911 and Regulations, Sewerage (Lighting, Ventilation and Construction) Regulations 1971, Health Act (Laundries and Bathroom) Regulations, Australian Standard AS1668 and the National Construction Code.

3. In respect of the Landscaping Condition, the applicant should note that while plant selection is the prerogative of the landowner, the City of Kwinana

encourages the use of species indigenous to the locality, as these will reduce the maintenance requirement and water demand.

4. With regard to the Waste Management Plan Condition, the City will liaise further with the applicant and its Waste Management Contractors to determine whether the option of on-site rubbish removal can be agreed. In the absence of any such arrangement, then the applicant will provide bins at a ratio of 1 standard 240 litre rubbish bin and 1 standard 240 litre recycling bin per three apartments.
5. In regards to the Mosquito and Midge contribution condition, the current City of Kwinana mosquito and midge contribution is \$55 per unit.
6. In regards to Condition 11, the City will require plans detailing the appearance of the proposed screen on Lot 6.
7. In regards to Condition 12, the Landscaping Plan shall be in accordance with the provisions of the Town Centre Master Plan and Design Guidelines.

**Details: outline of development application**

Insert Zoning	MRS:	Urban
	TPS:	Development
Insert Use Class:		Grouped Dwelling & Multiple Dwelling
Insert Strategy Policy:		State Planning Policy 3.1 – Residential Design Codes of Western Australia Kwinana Town Centre Master Plan and Design Guidelines Detail Area Plan – Lot 503 Berthold Street, Orelia
Insert Development Scheme:		City of Kwinana Town Planning Scheme No. 2
Insert Lot Size:		1.36ha
Insert Existing Land Use:		Vacant

The City has received an application for a total of 47 multiple dwelling and 52 grouped dwelling units at Lot 503 Berthold Street, Orelia. This includes a proposed temporary sales office. The subject site is zoned Development under the City’s Town Planning Scheme No. 2 (Scheme) and Urban under the Metropolitan Region Scheme (MRS). The proposal consists of a mixture of Grouped and Multiple Dwellings, associated private access roads and communal open space areas. The proposed buildings are between two and three storeys in height and provide a variety of different dwelling types. A number of the triple and quadruple key dwellings fronting Berthold Street have been identified as having commercial potential and are designed with a 3 metre ceiling height so as to allow the ground floor layout to be modified to enable the space to be used for commercial purposes.

Subdivision Applications

Whilst not part of this application, it should be noted that the applicant has also lodged two subdivision applications with the Western Australian Planning Commission (WAPC) to facilitate the subdivision of the site. Copies of the subdivision plans are included in Attachment A.

The subdivision applications propose the following:

- Freehold Subdivision to create 19 freehold lots for the multiple dwelling component of the development.
- Survey Strata Subdivision to create 52 survey strata lots and areas of common property (including internal roads & open space areas) for the grouped dwelling component of the development.

The intent of the applicant / landowner to subdivide the property has been demonstrated by concurrent subdivision and development applications. As such, the concurrency of both applications should be taken into consideration as part of the assessment of the development application. Whilst no detail has been provided as part of the development application, it is likely that the proposed freehold lots will be further divided into strata units for each multiple dwelling following the construction of development.

### **Background:**

The subject site is located within the Kwinana Secondary Centre, identified under State Planning Policy 4.2 – Activity Centres for Perth and Peel. The site is located on the northernmost periphery of the centre, in a prominent location abutting Gilmore Avenue which provides the primary access into the Kwinana City Centre. The planning framework for the site has been developed with the site's prominent location in mind, and seeks to develop the site as a 'Gateway' into the Kwinana City Centre.

### Site History

The subject site was previously owned by the Department of Education (DET) and formed part of a larger lot which was the former Kwinana High School site. In 2007, the site was redeveloped which included the construction of the Kwinana Automotive TAFE, the construction of Gilmore College high school buildings, and the demolition of the Kwinana High School buildings. During this redevelopment, a number of portions of land on the periphery of the school site (including the subject site) were identified as surplus to the DET's requirements and were subdivided into separate land parcels.

### Site Context

The subject site is bound by Gilmore Avenue along its western boundary, Berthold Street to its northern and eastern boundaries and Handford Place to its southern boundary, and is situated approximately 600 metres north of the Kwinana City Centre core. The subject site comprises approximately 1.36 hectares, with a frontage of approximately 186 metres to Gilmore Avenue, and a width varying between 50 and 75 metres. Gilmore Avenue is identified as a Category 2 - Other Regional Road under the MRS. Gilmore Avenue has a reservation of approximately 80 metres wide, is well vegetated / landscaped and provides a buffer between the site and Medina residences to the west. The subject site is mostly cleared, however there are some trees on site, two of which are identified for retention as part of this development.

Gilmore College and Orelia Primary School are located to the east of the subject site. There is existing car parking, service access and pedestrian access along Berthold Street which also includes an entry into Gilmore College. It should however be noted that the primary access / child drop-off points for both schools are located on other roads away from the subject site. The Kwinana Automotive TAFE facility is located to

the south of the subject site which gains vehicle access from both Gilmore Avenue and Berthold Street.

The City developed the Town Centre Master Plan and Design Guidelines (Master Plan) in 2007 to guide the development of the Kwinana City Centre. The Master Plan identifies the subject site for future development potential for a range of land uses which are compatible with both the adjacent Education Precinct and consistent with the context of the broader City Centre location.

#### City of Kwinana Town Centre Master Plan and Design Guidelines

Council in 2007, developed a Town Centre Master Plan and Design Guidelines for the entire 92 hectares of what forms the Kwinana City Centre. The primary objective of the Master Plan is to ensure the City Centre is the focus of retail, commercial, community and entertainment activity within the City. The Master Plan encourages mixed use City Centre development, a walkable centre and access to frequent public transport, and aims to provide for a range of housing choices. It aims to develop a vibrant and safe activity centre adding to Kwinana's community identity and character.

The Master Plan notes the DET had indicated it as a residential site, providing an opportunity to maximize the number of households within walking distance of the educational facilities, and increasing the level of surveillance of the school grounds, particularly at night. Alternatively, the Masterplan notes that frontage on Gilmore Avenue and excellent exposure to traffic entering the Town Centre may make the site attractive to other institutional uses with a connection to the education functions, or to a corporate headquarters or cluster of smaller office tenants. Irrespective of the ultimate land uses (which were left open to the future), the Master Plan included a number of development guidelines for the site primarily dealing with access and built form setbacks.

#### Access

Vehicular access to the site is restricted to movements via Berthold Street and Handford Place, with no direct access provided via Gilmore Avenue. The application reflects this, with vehicle access proposed from Berthold Street and Handford Place only. The development is orientated to address all surrounding streets, with an internal road network to provide the majority of vehicle access at the rear of the dwellings on the periphery of the site. Pedestrian access is provided from individual dwellings to all surrounding streets via two internal east-west footpaths and direct access from dwellings to the public footpath networks.

#### Planning Framework

Following the redevelopment of the Kwinana High School, the Department of Education in conjunction with Landcorp facilitated the rezoning of the subject site from Public Purposes to Urban under the MRS and Development zone under the local Scheme.

In 2013, the City initiated and adopted a Scheme Amendment and Local Structure Plan (LSP) to guide the development of the site. The Scheme Amendment introduced a development area over the site to provide specific land use and development control provisions for the site which included specifying particular land uses and requiring development to meet certain built form objectives.

The WAPC considered both the Scheme Amendment and LSP and took the view that together the documents were too prescriptive, and not required given the size of the site. The amendment and LSP were subsequently not pursued against the desire of City Officers who preferred the greater statutory weight and authority which the amendment in particular would have provided for land uses and development control. On advice from the WAPC, Council subsequently adopted a Detailed Area Plan (DAP - currently now referred to as Local Development Plans) over the site in July 2015, which includes objectives for the site and many of the land use controls and development requirements previously included in the Scheme Amendment and LSP.

The DAP (in conjunction with the R-Codes) is the primary document which controls the planning and development objectives for the site alongside other parts of the City's Town Planning Scheme No 2 (TPS 2) and the WAPC's Residential Design Codes (which apply unless varied by the DAP). Under the changes to planning legislation introduced by the State Government in October 2015 (Planning and Development (Local Planning Schemes) Regulations 2015), reg. 59 notes that *'A decision maker for an application for development approval in an area that is covered by a local development plan that has been approved by the local government must have due regard to, but is not bound by, the local development plan when deciding the application'*.

City Officers are obliged to consider the application against the provisions of the Master Plan, TPS 2 (including the DAP), and, the R-Codes.

Part of the vision for the site was for a mix of land use with built form being consolidated into taller buildings, with space provided around these buildings for access, parking, servicing and landscaping. Built form was sought around the edges of the site with potential for shared use internally. In this respect, the application doesn't meet this intent being residential in nature nor does it provide the consolidated built form given the proposed spread of 2 to 3 storey dwellings.

While City Officers would have much preferred the vision to be achieved, officers consider that the DAP provisions permit some variation and the application is considered to adequately meet most of the standards set in the DAP and R-Codes for this site, and, those which are not fully compliant are not considered so great that they materially affect the application and can be conditioned for correction. The residential uses are 'P' (permitted) uses under the DAP so are able to be approved and it can be reasonably demonstrated that the DAP provisions and R-Codes are adequately satisfied (such as setbacks, site coverage, plot ratio, density and height, the gateway statement, etc). It should be noted that the current application is not considered to suitably address issues such as access, circulation and servicing. The proposed communal street network does not provide suitable street widths to accommodate on site visitor parking, pedestrian access, space for street shade trees, access for waste collection vehicles and emergency service vehicles. City Officers are satisfied that these matters can be addressed however and have placed appropriate conditions to this affect.

The objectives detailed in the DAP for the site are as follows,

- Achieve a mix of predominantly commercial, institutional/community uses to complement and support the regional function of the Kwinana Town Centre;
- Introduce high-density residential options within a safe environment with ready access to public transport; and
- Promote a high standard of urban design and architectural form for this gateway site and deliver built form outcomes that visually connect with surrounding streets.

The proposed development could also be said to adequately satisfy at least some of these above objectives, in particular the high-density residential options and, arguably, promoting a high standard of urban design and architectural form for this gateway site (standards of urban design can be subjective).

On the other hand, the proposed development does not properly satisfy the objective to achieve a mix of predominantly commercial, institutional/community uses albeit that some limited flexibility has been introduced at select locations for commercial uses. On balance however, and in particular, given the clear permissibility for residential uses under the DAP and the absence of a clear statutory requirement for a mix of uses, City Officers lean towards conditional approval.

While noting City Officers recommendation to the JDAP for conditional approval, there may also reasonably be an argument put forward that the application should be refused. A key basis for this argument would be that this DAP objective has not been satisfactorily met and that commercial and institutional uses are not proposed, but also, that the nature of the built form can be considered contrary to the design 'vision' of the DAP.

As discussed, the DAP foresees a significant land use mix and built form being consolidated into taller buildings with space provided around these buildings for access, parking, servicing and landscaping. Built form was envisaged to be built around the edges of the site to screen the internal uses from public view.

An alternative recommendation would read as follows:-

*That the Metro South West Joint Development Assessment Panel resolves to:*

*Refuse DAP Application reference DAP/17/01215 and accompanying plans TM1-SK2.01\_D, TM1A-SK2.01\_D, TM1A-SK2.02\_D, TM2-SK2.01\_E, TM3-SK2.01\_D, TM2-SK2.02\_D, TM4-SK2.01\_E, TM4-SK2.02\_D, TM5-SK2.01\_D, TM6-SK2.01\_A, TM6-SK2.02\_A, TM7-SK2.01\_C, TM7A-SK2.01\_C, T1-SK2.01\_D, T1A-SK2.01\_F, T2-SK2.01\_E, T2A-SK2.01\_A, T3-SK2.01\_D, T4-SK2.01\_E, T5-SK2.01\_E, T6-SK2.01\_F, T6A-SK2.01\_F, SK1.02\_g, SK1.03\_G, SK1.04\_G, SK0015\_D, SK0014\_D, SK1.07\_B, SK1.06\_I, SK1\_05\_H in accordance with Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and the provisions of the Clause 6.1 of the City of Kwinana Town Planning Scheme No. 2, for the following reasons:*

1. *The application fails to address the objectives set out in the adopted Detail Area Plan (DAP) for Lot 503 Berthold Place, Orelia. In particular, to 'Achieve a mix of*

*predominantly commercial, institutional/community uses to complement and support the regional function of the Kwinana Town Centre'*

2. *While the application may seek to address the individual provisions and design requirements of the above DAP, Town Planning Scheme No 2 and Residential Design Codes, as a whole, the application fails to properly meet the built form vision of the DAP. This is because the DAP intended that a different land use mix would prevail and built form being consolidated into taller buildings, with space provided around these buildings for access, parking, servicing and landscaping. Built form was envisaged to be built around the edges of the site to provide a hard built edge to the lot and to help frame the Gilmore Avenue entrance to the Kwinana City Centre. The intent of this arrangement of built form was to enable parking, accessways and servicing areas to be shared between buildings and different land uses and for these facilities to be located behind the built form, screened from public view.*
3. *The development does not suitably address issues including: access, circulation and servicing. The proposed communal street network does not provide suitable street widths to accommodate on site visitor parking, pedestrian access (including access for pedestrians with disabilities), space for street shade trees and landscaping, access for waste collection vehicles and emergency service vehicles.*

#### **Legislation & policy:**

The legislative framework providing for the assessment and determination of the subject application is as follows;

##### Legislation

Planning and Development Act 2005  
Planning and Development (Local Planning Schemes) Regulations 2015  
City of Kwinana Town Planning Scheme No.2

##### State Government Policies

State Planning Policy SPP 3.1 – Residential Design Codes of Western Australia  
State Planning Policy SPP 4.2 – Activity Centres for Perth and Peel  
Development Control Policy 1.3 – Strata Titles  
Development Control Policy 2.6 – Residential Road Planning

##### Local Policies

City of Kwinana Town Centre Master Plan and Design Guidelines  
City of Kwinana Local Planning Policy 2 – Streetscapes  
City of Kwinana Local Planning Policy 3.3.24 – Residential Development  
Detailed Area Plan – Lot 503 Berthold Street, Orelia

#### **Consultation:**

##### Public Consultation

The development proposes two land uses which are both Permitted uses under the Scheme and do not require consultation. Notwithstanding this, given the scale of the development proposed and the close proximity to the adjacent Education Precinct the City chose to consult with the adjacent Orelia Primary School and Gilmore

College. The City wrote to these schools notifying them of the proposed development and inviting submissions within a 14 day period and also met with Gilmore College representatives. In this regard, the City did not receive any submissions of objection to the proposal from the Schools.

### Consultation with other Agencies or Consultants

The application was referred to the Infrastructure and Land Use Coordination Branch (ILUC) of the Department of Planning, Lands and Heritage (DOPLH) for its consideration regarding the traffic implications of the proposal, as Gilmore Avenue is a Category 2 Other Regional Road under the MRS and is not under the control of Main Roads.

Comments received on the proposal from ILUC are contained in Attachment B. ILUC have recommended that as per the WAPC Development Control Policy 1.3 (Strata Titles), access ways for strata developments in excess of six dwellings should be designed in accordance with WAPC Development Control Policy 2.6 (Residential Road Planning) and should be wide enough to incorporate a carriageway / pavement to cater for two-way traffic movement; pedestrian path on the verge; street lighting; street trees; and required utility service including storm-water drainage. In addition ILUC recommend that the proposed common property access ways should provide for all normal services required for the proposed residential grouped dwellings such as access for refuse collection and emergency vehicles.

In this regard, ILUC states that the proposed road widths are not acceptable and the 7.45m reserves need to be widened to accommodate the utilities and amenity as specified in the DC policies above, including adequate swept path and collection clearances for waste collection vehicles. ILUC also state that the Department is unable to support the proposal on regional planning grounds and would be willing to support a modified proposal which addresses the following elements:

- A proposal which is consistent with the Detailed Area Plan / LDP and incorporates mixed use/commercial uses in addition to the proposed residential uses;
- The proposed 'front door' streets should be consistent with the DC 1.3 requirements for communal streets, and should be wide enough to incorporate: carriageway/pavement to cater for two-way traffic movement; pedestrian path on the street verge; street lighting; street trees; and required utility services including stormwater drainage and access for refuse collection and emergency vehicles.

In regards to the comments and recommendations from the DOPLH ILUC branch the City also takes the view that the internal road network should be modified to support the inclusion of the aforementioned items. As such, the City has recommended a number of conditions of approval which requires the modification to the internal road network to provide pedestrian footpaths, street trees, street lighting, and appropriate access for waste collection vehicles (including collection areas) and emergency services vehicles.

In respect to the ILUC branch's comments about the inconsistency between the proposal and the objective of the DAP to introduce mixed use at the site, City Officers are of the view that whilst the mix of uses is an objective of the DAP, detailed area plans are now an instrument of 'due regard' under the Planning and Development

(Local Planning Schemes) Regulations 2015. As such, City Officers take the view that this argument with respect to this particular objective of the DAP is unlikely to be sustained on appeal.

### **Planning assessment:**

#### Local Planning Scheme

The subject site is zoned 'Development' under the City's Town Planning Scheme No. 2. Clause 6.17.2 of the Scheme states within the Development Zone or a Development Area, or the relevant portion of the Zone or Area, unless there is an adopted Structure Plan the local government is not to:

- (a) Consider recommending subdivision; or
- (b) approve an application for Planning Approval."

Clauses 6.15.3 and 6.15.4 of the Scheme require all subdivision and development to be generally in accordance with the provision of the Structure Plan. Notwithstanding this, development may be considered in the absence of a structure plan. Clause 27 (2) of Schedule 2 – Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations) states:

"A decision-maker for an application for development approval or subdivision approval in an area referred to in Clause 15 as being an area of which a structure plan may be prepared, but for which no structure plan has been approved by the Commission, may approve the application if the decision-maker is satisfied that –

- (a) the proposed development or subdivision does not conflict with the principles of orderly and proper planning; and
- (b) the proposed development or subdivision would not prejudice the overall development potential of the area."

In consideration of the above, Council adopted a Detailed Area Plan (DAP) across the site, in lieu of a local structure plan, which controls land use and development. In this regard, the DAP is the primary planning document relevant to the subject site in conjunction with the Residential Design Codes of W.A.

### **Detailed Area Plan Assessment**

The DAP prepared for the subject site was endorsed by Council in July 2015 to control land use and development (refer Attachment C). The key objectives of the plan are to clarify commercial and mixed-use development opportunities as viable development options to:

- Achieve a mix of predominantly commercial, institutional/community uses to complement and support the regional function of the Kwinana Town Centre;
- Introduce high-density residential options within a safe environment with ready access to public transport; and
- Promote a high standard of urban design and architectural form for this gateway site and deliver built form outcomes that visually connect with surrounding streets.

The following section will address the development against the relevant provisions of the DAP.



Item	Requirement	Proposal	Compliance						
5. Land Use	<p>The following table indicates the land use permissibility for the “Development” zone. Any use not listed in the table is a use not permitted.</p> <table border="1" data-bbox="412 400 1133 978"> <thead> <tr> <th data-bbox="412 400 658 504">Permitted Use (P)</th> <th data-bbox="658 400 904 504">Use not permitted unless Council granted approval (AA)</th> <th data-bbox="904 400 1133 504">Use not permitted unless Council granted approval after giving notice (SA)</th> </tr> </thead> <tbody> <tr> <td data-bbox="412 504 658 847"> <ul style="list-style-type: none"> <li>• Amenity Building</li> <li>• Child Care Centre</li> <li>• Civic Building</li> <li>• Educational Establishment</li> <li>• Grouped Dwelling</li> <li>• Laundry</li> <li>• Medical Clinic</li> <li>• Multiple Dwellings</li> <li>• Museum</li> <li>• Office &amp; Professional Office</li> <li>• Public Assembly (Place of Worship)</li> <li>• Public Utility</li> <li>• Public Worship</li> </ul> </td> <td data-bbox="658 504 904 978"> <ul style="list-style-type: none"> <li>• Aged and/ or Dependent Persons Accommodation &amp; Dwelling</li> <li>• Commercial Hall</li> <li>• Consulting Rooms</li> <li>• Funeral Parlour</li> <li>• Health Studio</li> <li>• Home Occupation</li> <li>• Licensed Restaurant</li> <li>• Motel</li> <li>• Non-residential Health Centre</li> <li>• Private Hotel</li> <li>• Recreation facility, Private and Public Recreation</li> <li>• Private Utility</li> <li>• Public Amusement</li> <li>• Telecommunication Infrastructure</li> </ul> </td> <td data-bbox="904 504 1133 978"> <ul style="list-style-type: none"> <li>• Dry Cleaning Premises</li> <li>• Holiday Accommodation</li> <li>• Hospital</li> <li>• Hotel</li> <li>• Veterinary Clinic &amp; Veterinary Hospital</li> </ul>   <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px; text-align: center;"> <b>Use to be dependent upon the predominant use of the land (IP)</b> </div> <ul style="list-style-type: none"> <li>• Caretakers House/Flat</li> <li>• Car Park</li> <li>• Eating House</li> <li>• Local Shop</li> <li>• Shop</li> </ul> </td> </tr> </tbody> </table>	Permitted Use (P)	Use not permitted unless Council granted approval (AA)	Use not permitted unless Council granted approval after giving notice (SA)	<ul style="list-style-type: none"> <li>• Amenity Building</li> <li>• Child Care Centre</li> <li>• Civic Building</li> <li>• Educational Establishment</li> <li>• Grouped Dwelling</li> <li>• Laundry</li> <li>• Medical Clinic</li> <li>• Multiple Dwellings</li> <li>• Museum</li> <li>• Office &amp; Professional Office</li> <li>• Public Assembly (Place of Worship)</li> <li>• Public Utility</li> <li>• Public Worship</li> </ul>	<ul style="list-style-type: none"> <li>• Aged and/ or Dependent Persons Accommodation &amp; Dwelling</li> <li>• Commercial Hall</li> <li>• Consulting Rooms</li> <li>• Funeral Parlour</li> <li>• Health Studio</li> <li>• Home Occupation</li> <li>• Licensed Restaurant</li> <li>• Motel</li> <li>• Non-residential Health Centre</li> <li>• Private Hotel</li> <li>• Recreation facility, Private and Public Recreation</li> <li>• Private Utility</li> <li>• Public Amusement</li> <li>• Telecommunication Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Dry Cleaning Premises</li> <li>• Holiday Accommodation</li> <li>• Hospital</li> <li>• Hotel</li> <li>• Veterinary Clinic &amp; Veterinary Hospital</li> </ul> <div style="border: 1px solid black; background-color: #ffffcc; padding: 2px; text-align: center;"> <b>Use to be dependent upon the predominant use of the land (IP)</b> </div> <ul style="list-style-type: none"> <li>• Caretakers House/Flat</li> <li>• Car Park</li> <li>• Eating House</li> <li>• Local Shop</li> <li>• Shop</li> </ul>	The proposal consists of both Grouped and Multiple Dwellings which are both permitted uses.	Complies
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6. Gateway Element	A 40m radius from the north western corner of the site defines the “Gateway” locality to serve as an entry statement into the Kwinana Town Centre.	The built form has been arranged to provide the tallest portion of the development towards the north western corner of the site. The majority of the development is two storey built form, while development on proposed lots 4 – 6, 17 and 18 are three storey apartments which are within the gateway location.	Complies						
7. Gateway Land Use	The following uses will not be permitted within the Gateway locality: - Home Occupation	None of the identified uses are proposed as part of this application.	Complies						

	<ul style="list-style-type: none"> <li>- Laundry</li> <li>- Licensed Restaurant</li> <li>- Local Shop</li> <li>- Private and Public Recreation</li> <li>- Public Amusement</li> <li>- Shop.</li> </ul>		
8. Gateway Height	Building height may be increased to 4 storeys to establish address to this gateway corner.	The application proposes a 3 storey height in the gateway corner of the site.	Complies
9. Setbacks	The setbacks for non-residential development on all boundaries are 0m.	No non-residential development is proposed as part of this application.	N/A
10. Setbacks	Maximum 10m setback applies along Gilmore Ave street boundary.	The development proposed setback to Gilmore Ave varies between 0 – 4 metres.	Complies
11. Setbacks	Residential development to adhere to setback requirements under the R-Codes (R80).	Refer to Part 5 and 6 - R Codes Assessment Tables	
12. Height	Minimum height of 2 storeys applies across the site with a maximum height of 3 storeys.	<p>The development includes a mixture of different building heights up to a maximum height of 3 storeys as follows:</p> <p><b><u>Single storey with loft:</u></b> Strata Lots 13 – 17, 29 – 34,</p> <p><b><u>2 Storey:</u></b> Lots 1 – 3, 7 – 16, SL 3 – 12, 18 – 28, 35 – 54,</p> <p><b><u>3 Storey:</u></b> Lots 4 – 6, 17 &amp; 18.</p>	<p>Partially Complies.</p> <p>The development complies with the maximum height requirement of 3 storeys. A number do not present a two storey elevation to the primary internal street. These units include: Units 13 – 17 and 29 – 34 (Type 3 Units).</p> <p>The City recommends a condition of approval for amended plans to be provided to modify the proposed dwelling design so these units present a two storey façade to the primary frontage of the dwelling.</p>

13. Gateway Height	Height may be increased to 4 storeys within the “Gateway” locality.	A height of 3 storeys is proposed for the Gateway locality.	N/A
14. Site Coverage	<p><u>DAP Provision:</u> A 100% site coverage may be permitted, provided that the development suitably addresses access, car parking, circulation, servicing and loading.</p> <p><u>R Codes Requirements for R80 density:</u> Grouped Dwellings: 70% Site Cover Multiple Dwellings: Refers to LSP or LDP requirement</p>	Refer to Part 5 – R Codes Assessment.	<p>The City does not consider the development suitably addresses issues relating to car parking, circulation and servicing. These issues are discussed in depth in the body of this report. The requirements of the DAP are variations to the R-Code requirements. Where the DAP requirements do not apply, the relevant requirements of the R-Codes prevail. As the City does not believe the development suitably addresses these issues the City has not applied this provision of the DAP and instead refers to the relevant provisions of the R Codes relating to site cover.</p> <p>In this instance, the R Codes does not specify a minimum open space requirement for multiple dwellings at R80, however Grouped Dwellings require minimum open space of 30%.</p> <p>Refer to Part 5 – R Codes Assessment for further information.</p>
15. Plot Ratio	A maximum plot ratio of 2.0 applies to any development over the site.		Complies.

16. Plot Ratio	Should the site or any subdivided portion thereof be used purely for residential purposes, not in a mixed-use development, a Plot Ratio of 1.0 shall apply to that residential portion.	Refer to Part 6 R Codes assessment.	
17. Density	A maximum density of R80.	52 Grouped Dwellings proposed  Grouped Dwelling Site Area: 9446m <sup>2</sup> /120 = Max Yield 78 dwellings	Complies
18. Density	A minimum density code of R40 applies to any Grouped Housing development.	R40 density = Minimum 42 dwellings 52 Dwellings proposed	Complies
19. Car Parking	Car parking will be provided on-site in accordance with TPS 2. Residential parking standard under the R-Codes apply.	Please refer to section below on parking assessment.	
20. Car Parking	No permanent long term parking is to be provided within the 10m setback from Gilmore Avenue and any parking in this area may only be used for purposes of stopping and drop-off.	Resident car parking is located within garages. Most visitor parking is located on street within the communal streets or utilising existing on street bays on Berthold Street. Two car parking bays are proposed within the 10m setback to Gilmore Avenue.	Non-compliant.  Whilst the development is not compliant with this provision of the DAP, the City believes the two car parking bays could remain in their current location as screening has been provided to screen the parking from Gilmore Avenue.
21. Car Parking	Dedicated bicycle parking for residential development will be provided in accordance with the R-Codes, whereas one (1) dedicated bicycle parking space will be provided per 500m <sup>2</sup> of NLA for any non-residential use.	Please refer to section of parking.	A condition has been recommended to require bicycle parking.
22. Visual Surveillance	Building facades are to include windows and balconies to achieve visual surveillance to Gilmore Avenue and the Education Precinct.	Buildings adjacent to Gilmore Avenue provide large window openings, glass sliding doors to habitable rooms and balconies which provide active and passive surveillance opportunities to Gilmore Avenue.	Partially Complies  Whilst it is noted that Type 5 buildings do provide balconies on the Berthold Street elevation, improvements can be made to

		Type 5 units adjacent to Berthold Street, on the eastern side of the development provide limited surveillance opportunities. The Berthold Street elevations of these units do include balconies, however the majority of windows are small with limited opportunity for surveillance to the street and the school beyond.	the elevation to provide larger window openings to Berthold Street. Amendments to address this issue are recommended as a condition of this approval.
23. Public Open Space	POS required for the development will be permitted as cash in lieu.	No public open space is provided as part of the proposed development.	It is anticipated POS will be addressed via a condition of the two subdivision applications concurrently lodged with this application.
24. Landscaping	Landscaping should be developed and maintained in accordance with the Kwinana Town Centre Master Plan and Design Guidelines.	Refer to Part 6 R-Codes assessment	A condition is recommended that a Landscaping Plan be submitted for approval prior to the lodgement of a building permit application.
25. Service Areas	Service areas are to be appropriately contained on site and screened from view of public streets and right of way streets.	No common service areas are provided as part of the development. Further information is required to determine whether service areas proposed are appropriately located and adequate.	A Waste Management Plan has been recommended as a condition of approval to address this issue.
26. Noise Amelioration	Any development within 40m of Gilmore Avenue requires a noise assessment to determine the impact of road noise on the proposed end use and define measures to accommodate noise suppression and screening to achieve acceptable noise attenuation.	A Transport Noise Assessment has been provided as part of the development to address potential road noise from Gilmore Avenue. This assessment reveals that buildings directly abutting Gilmore Avenue (SL3 – 11, Lots 6 – 12, 17 & 18) will be required to incorporate 'Package A' attenuations measures.	The applicant has provided a noise assessment to determine the impact of road noise from Gilmore Avenue. The approval includes a recommended condition for affected dwellings to be constructed to the standards set out in Package A of the Acoustic Assessment. A condition is recommended for

			Section 70A Notifications to be placed on titles of the affected units.
27. Developer Contributions	The developer will pay the City a levy per residential unit for the ongoing costs of managing mosquitos and midges in the City.	The applicant anticipates a condition of approval regarding these contributions.	The approval includes a recommended condition for the payment of contributions to management mosquitos and midges within the City.

The following sections provide the assessment of the development in accordance with Part 5 and Part 6 of the R-Codes.

### R-Codes Part 5 – Grouped Dwellings

Item	Requirement	Proposal	Compliance
5.1.1 Site Area	R80. Min lot size = 100sqm Average lot size = 120sqm Grouped Dwelling site area = $9446m^2/120 =$ Maximum yield permissible – 78 units	52 Grouped Dwellings proposed	Complies.
5.1.2 Street Setback	Required setback of 1 metre to Primary and Secondary Streets	Unit 3 - 11 = 2m primary setback proposed  Unit 12 = 3.21 primary setback / Nil Secondary (variation)  Unit 13 - 17 = 4m primary setback  Unit 18, 19, 21, 35, 37, 38 = 1m primary setback, 1.5m secondary setback, 500mm truncation setback - non compliant  Unit 20, 36 = 1.5m primary setback, 1m secondary setback. 500mm truncation setback non compliant  Unit 53 = 3m primary setback, . 1.5m secondary	The following setbacks do not comply:  Unit 12 – Secondary street setback – Nil setback proposed  Units 18, 19, 21, 35, 37, 38 – Secondary street setback (to truncation) – 500mm setback proposed  Units 20 & 36 – Secondary street setback (to truncation) – 500mm setback proposed  Unit 28 – Secondary street setback

		<p>setback</p> <p>Unit 54 = 1m primary setback. 1.5m secondary setback</p> <p>Unit 22 - 27 = 1m primary setback. Unit 28 = 4m primary setback, Nil secondary setback - non compliant.</p> <p>Unit 29 - 34 = 4m primary setback Unit 39 = 4m primary setback Unit 40 = 3.5m primary setback Unit 41, 42 = 3m primary setback Unit 43 - 46 = 3.32m primary setback Unit 47 = 2m primary setback. nil secondary setback Unit 48 - 52 = 1m primary setback</p>	<p>– nil setback proposed.</p> <p>Unit 47 – Secondary street setback – nil setback proposed.</p> <p>It should be noted the majority of the proposed dwellings comply with the setbacks. A number of units propose minor variations to the setbacks which in the opinion of City Officers have limited amenity impacts and are supported in a City Centre location. Given the relatively minor nature of the non compliance, the variations can be supported.</p>
5.1.3 Lot Boundary Setback	<p>C3.1 - Buildings which are set back in accordance with the following provisions, subject to any additional measures in other elements of the R-Codes:</p> <p>C3.2 Walls may be built up to a lot boundary behind the street setback (specified in Table 1 and in accordance with clauses 5.1.2, 5.2.1 and 5.2.2), within the following limits and subject to the overshadowing provisions of clause 5.4.2 and Figure Series 11:</p> <p>i. where the wall abuts an existing or simultaneously constructed wall of similar or greater dimension;</p>	<p>C3.1 – N/A</p> <p>C3.2 – Subdivision applications have been submitted concurrently with the proposed development application and as such all proposed boundary walls comply with Clause 5.1.3 C3.2 iv of the Codes.</p>	Complies

	<p>iii. in areas coded R30 and higher, walls not higher than 3.5m with an average of 3m or less, for two-thirds the length of the balance of the lot boundary behind the front setback, to one side boundary only; or</p> <p>iv. where both the subject site and the affected adjoining site are created in a plan of subdivision submitted concurrently with the development application.</p>		
5.1.4 Open Space	<p>Minimum 30% Open Space</p> <p>The site of the grouped dwelling, for the purposes of calculating the open space requirement, shall include the area allocated for the exclusive use of that dwelling and the proportionate share of any associated common property.</p>	Refer to Attachment 2	<p>As seen in Attachment 2 some units do not meet the 30% open space requirement when calculated on the proposed strata lot area, with some units providing 20% open space for the exclusive use of the resident.</p> <p>Notwithstanding this, the R Codes Clause 5.1.4 C4 enables the proportionate share of common property to be included when calculating open space.</p> <p>The majority of common property within the proposed development comprises of communal streets, with only 6% of 3409m<sup>2</sup> common property being usable communal open space areas. Officers note that the application complies with the minimum open space requirement set out in the R Codes.</p>

			Complies
5.1.5 Communal Open Space	<p>Where communal open space is provided as common property in a grouped dwelling development, the open space required for any grouped dwelling having legal and direct physical access to that open space may be reduced by up to 20 per cent of the required open space area provided that:</p> <p>i. the aggregate of deducted area does not exceed the area of communal open space; and</p> <p>ii. the outdoor living area for any dwelling is not reduced in area.</p>	Minimum open space is compliant.	N/A
5.1.6 Building Height			Refer to LDP assessment
5.2.1 Setback of Garages and Carports	<p>C1.1 Garages set back 4.5m from the primary street except that the setback may be reduced:</p> <p>i. in accordance with Figure 8b where the garage adjoins a dwelling provided the garage is at least 0.5m behind the dwelling alignment (excluding any porch, verandah or balcony); or.</p> <p>ii. to 3m where the garage allows vehicles to be parked parallel to the street.</p>	<p>SL3 – 17, 21 – 27, 29 – 34, 47 - 52 – Comply with Clause C1.3</p> <p>SL18 – 21, 35 – 38, 53, 54 – Comply with Clause C1.4</p> <p>SL28 – Nil setback proposed to secondary street, 1.5m required by Clause C1.4</p> <p>SL39 – 42, 43 - 46 – 4.5m setback proposed, Comply Clause C1.1</p>	All garages within the development comply with the requirements except SL28 which proposes nil setback in lieu of 1.5m to the secondary street. In this case, City Officers do not believe this variation will impact on the streetscape of the communal street.

	<p>The wall parallel to the street must include openings.</p> <p>C1.3 - Garages and carports built up to the boundary abutting a private street or right-of-way which is not the primary or secondary street boundary for the dwelling, with manoeuvring space of at least 6m, located immediately in front of the opening to the garage or carport and permanently available.</p> <p>C1.4 - Garages and carports set back 1.5m from a secondary street.</p>		
5.2.2 Garage Width	<p>Where a garage is located in front or within 1m of the building, a garage door and its supporting structures (or a garage wall where a garage is aligned parallel to the street) facing the primary street is not to occupy more than 50 per cent of the frontage at the setback line as viewed from the street. This may be increased to 60 per cent where an upper floor or balcony extends for the full width of the garage and the entrance to the dwelling is clearly visible from the primary street.</p>	Proposed garages on the primary street frontage do not exceed the maximum width requirements.	Complies
5.2.3 Street Surveillance	C3.1 - The street elevation(s) of the dwelling to address the street with clearly definable entry points visible	Major openings provided to all dwellings facing the street.	Complies

	and accessed from the street.  C3.2 - At least one major opening from a habitable room of the dwelling faces the street and the pedestrian or vehicular approach to the dwelling.		
5.2.4 Street Walls and Fences	Front fences within the primary street setback being visually permeable above 1.2 metres in height.		Complies
5.2.5 Sight Lines	Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect.	Proposed walls and fences are adequately truncated where communal streets and driveways meet public roads.	Complies where access points meet public streets.
5.2.6 Appearance of Retained Dwelling		The site is vacant. There are no existing dwellings on site.	Not Applicable
5.3.1 Outdoor Living Area	C1.1 - An outdoor living area to be provided: <ul style="list-style-type: none"> <li>• minimum dimension 16m<sup>2</sup>;</li> <li>• behind the street setback area;</li> <li>• directly accessible from a habitable room of the dwelling;</li> <li>• with a minimum length and width dimension of 4m; and</li> <li>• to have at least two-thirds of the required area without permanent roof cover.</li> </ul> C1.2 - Each multiple dwelling is provided with at least one balcony or the equivalent, opening directly from a	C1.1 – The proposed dwellings comply with the exception of the following unit types: Unit Type 1: Area = 15.21m <sup>2</sup> Dimensions of 3.9m x 3.9m  Unit Type 1A: Complies.  Unit Type 2 – 3.2m x 3.66m, Area = 11.71m <sup>2</sup> Minimum dimension of 3.2m Within front setback  Unit Type 2A – Area complies, located within street setback area.  Unit Type 3 - Area complies, located within	Unit Types 1A, 2A, 3 and 4 all comply with the R-Codes requirements. A number of units propose minor variations which City Officers consider marginal. These include Unit Types 1, 2, 5, 6 & 6A.  Unit Types 1, 6, 6A provide outdoor living areas which are marginally less than the required 16m <sup>2</sup> (15m <sup>2</sup> ). It should be noted that the individual floor plans provided as part of the application do not scale correctly and that the outdoor living areas are not fully dimensioned. The City anticipated that the size of these

	<p>habitable room and with a minimum area of 10m<sup>2</sup> and minimum dimension of 2.4m.</p>	<p>street setback area.</p> <p>Unit Type 4 – Area complies, located within street setback area.</p> <p>Unit Type 5 – 3.6m x 2.8m = 10.08m<sup>2</sup> Area non compliant, min dimension non compliant.</p> <p>Unit Type 6 – 4m x 3.75m = 15m<sup>2</sup> Area non compliant, located within street setback. Area provided in addition, which does not meet the minimum dimension.</p> <p>Unit Type 6A - 4m x 3.75m = 15m<sup>2</sup> Area non compliant, located within street setback. Area provided in addition, which does not meet the minimum dimension.</p> <p>C1.2 – N/A</p>	<p>outdoor living areas can be determined and provided accurately at the building permit stage.</p> <p>In respect to Type 2 Units which propose a smaller outdoor living area, it should be noted that additional outdoor space is provided adjoining and as such, City Officers consider that collectively, these spaces are sufficient.</p> <p>In regards to the Type 5 units, the City considers this variation is acceptable given the layout of the dwelling. The dwelling is an ‘upside down’ house, with living areas located on the 1<sup>st</sup> floor and bedrooms on the ground floor. Whilst some open space is available on the ground floor, this cannot be considered as outdoor living area as this area is not accessible from a habitable room. The dwelling does provide a balcony of 2.8m x 3.6m accessed off the living area. Whilst the area does not meet the 16m<sup>2</sup> minimum area specified in Part 5 of the Codes, the space does meet the requirements for multiple dwellings. Given the layout of the dwelling and that if this dwelling was constructed in a multiple dwelling arrangement, a 10m<sup>2</sup> balcony would be acceptable it is recommended this variation be supported.</p>
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			Unit Types 3 and 4 comply with the minimum size requirements, however are located within the primary street setback area. The City is satisfied with the location of the outdoor living area within the front street setback.
5.3.2 Landscaping	Refer assessment in Part 6 below		
5.3.3 Parking	<p>C3.1 – Minimum on site car parking:</p> <p>Location A:</p> <ul style="list-style-type: none"> <li>- 1 bed dwelling = 1 space</li> <li>- 2+ bed dwelling = 1 space</li> </ul> <p>C3.2 – On site visitors car parking:</p> <ul style="list-style-type: none"> <li>- 1 space per 4 dwellings or part thereof</li> </ul> <p>C3.3 - The minimum number of on-site car parking spaces is provided for each multiple dwelling as required by clause 6.3.3 C3.1.</p>		Refer to Parking assessment section further in report.
5.3.4 Design of Car Parking Spaces			Refer to Parking assessment section further in report.
5.3.5 Vehicular Access			Refer to Vehicle access assessment further in report.
5.3.6 Pedestrian Access	C6.1 – Where a group of 10 or more dwellings is served by a communal street, either between a public street or a communal car parking area and	C6.1 – Pedestrian paths 1.2m wide are provided to communal streets to which dwellings front which provide access between the individual units and Berthold Street.	<p>Complies except C6.3.</p> <p>In regards to Clause 5.3.6 C6.3 the City considers this variation is</p>

	<p>individual dwellings; a pedestrian path separate from the vehicular access is provided, designed according to AS1428.1, provides an accessible path of travel and is at least 1.2m in width.</p> <p>C6.2 - Where a communal street serves more than two dwellings and is shared by pedestrians and vehicles, the configuration of the pedestrian and vehicular routes is to provide clear sight lines, adequate lighting and paving surfaces to slow traffic to ensure pedestrian safety.</p> <p>C6.3 - A communal street or pedestrian path is to be no closer than 3m to any wall with a major opening unless privacy screening is provided.</p> <p>C6.4 – For multiple dwellings with only stair access, staircases are designed to access no more than two dwellings per floor level and the stairs, landings and porches are to be protected from the weather.</p> <p>C6.5 - Pedestrian paths provided as required by clause 5.3.2 C2 ii</p>	<p>C6.2 – N/A</p> <p>C6.3 – The following units have major openings within 3m of a communal street: Units 4 – 8, 12, 20 – 28, 45 - 52 All other units comply.</p> <p>C6.4 – N/A to grouped dwellings.</p> <p>C6.5 – refer to Part 6 R Codes assessment</p>	<p>appropriate. Given the R Codes requires a 1 metre setback for dwellings in an R80 coded area, the requirement for screening or a 3m setback to major openings from a communal street is excessive. The majority of the affected major openings are located behind fencing which will provide a level of separation and screening between dwellings and the communal street.</p>
5.3.7 Site Works	<p>C7.1 - Excavation of fill between the street and building or within 3m (whichever is lesser) limited to 500mm.</p>	<p>C7.1 - The development does not propose a difference in levels within the front setback of greater than 1.2 metres.</p> <p>C7.2 – It is anticipated that where retaining walls</p>	<p>Complies</p>

	<p>The City's Residential LPP varies this requirement to allow retaining within the front setback to a maximum of 1.2 metres high.</p> <p>C7.2 - Excavation of fill behind the street setback limited by compliance with height and setback requirements.</p> <p>The City's Residential LPP varies this requirement to permit walls higher than 500mm on the boundary where a fence is located on top of the wall.</p>	are required in excess of 500mm in high, fences will be located on top of any this retaining.	
5.3.8 Retaining Walls	Retaining walls to be setback from lot boundaries in accordance with Table 1. Walls less than 500mm may be built up to the boundary	No retaining detail provided.	N/A
5.3.9 Stormwater Management	Water drainage from roofs, driveways, communal streets & other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the site.	Stormwater plan provided showing drainage storage locations to be accommodated within communal streets.	The City will require a stormwater management plan as a condition of any approval to demonstrate a 1 in 20 year event can be contained on site.
5.4.1 Visual Privacy	<p>Major openings &amp; unenclosed outdoor active habitable spaces, greater than 500mm above NGL, behind the street setback line to be setback:</p> <ul style="list-style-type: none"> <li>- 3m for major openings to bedrooms &amp; studies</li> <li>- 4.5m for major openings to other habitable rooms</li> <li>- 6m for unenclosed outdoor active habitable spaces</li> </ul> <p>Or screened as per C1.2</p>	<p>Strata Unit 3 and 4 require screening to prevent overlooking for the upper floor bedroom to the neighbouring courtyard.</p> <p>Strata Units 19, 36, 37, 38 require screening devices to screen the upper floor kitchen windows to prevent overlooking of the neighbouring courtyards.</p>	<p>Complies, except for the following units: SL3, 4, 19, 36, 37, 38.</p> <p>A condition of approval is recommended to provide screening or obscure glazing to these windows.</p>

5.4.2 Solar Access for Adjoining Sites	Overshadowing adjoining properties does not exceed 50% of site area at midday, 21 <sup>st</sup> June	All buildings do not overshadowing adjoining properties by greater than 50%.	Complies
5.4.3 Outbuildings		There are no outbuildings proposed.	N/A
5.4.4 External Fixtures	<p>Solar collectors, standard television aerials, plumbing vent pipes and down pipes permitted.</p> <p>Other external fixtures are:</p> <ul style="list-style-type: none"> <li>- Not visible from primary street</li> <li>- Designed to integrate with building or</li> <li>- Located so as not to be visually obtrusive</li> </ul> <p>Antennas, satellite dishes not visible from primary or secondary street</p>	No detail provided as part of application.	A condition has been recommended on the application which requires compliance with Clause 5.4.4.
5.4.5 Utilities and Facilities	<p>C5.1 - An enclosed, lockable storage area, constructed in a design and material matching the dwelling where visible from the street, accessible from outside the dwelling, with a minimum dimension of 1.5m with an internal area of at least 4m<sup>2</sup>, for each grouped or multiple dwelling(s).</p> <p>C5.2 - Where rubbish bins are not collected from the street immediately adjoining a dwelling, there shall be provision of a communal pick-up area or areas which are:</p> <p>i. conveniently located for rubbish and recycling pick-up;</p>	<p>C5.1 – All stores comply, except Units 39 – 42 (Type 2) which propose a 1 metre dimension in lieu of 1.5m.</p> <p>C5.2 – A swept path plan has been provided as part of this application showing indicative bin pick up locations on Berthold Street, Handford Place and the north south communal street (comprising Roads 1, 2 &amp; 3).</p> <p>C5.3 – Applicant has advised clothes drying can be accommodated within courtyards of grouped dwelling units.</p>	<p>C5.1 – Complies, except Type 2 units. The City supports the reduction in the minimum dimension of stores from 1.5m to 1m where stores are located within garages.</p> <p>C5.2 – The City does not believe the indicative bin pick up locations within the development are sufficient to allow bin collection. This issue is discussed in further detail in the Vehicle Access section of this report.</p> <p>C5.3 – The City supports the use of grouped dwelling courtyards for clothes drying for the majority of grouped dwelling units, where these</p>

	<p>ii. accessible to residents;</p> <p>iii. adequate in area to store all rubbish bins; and</p> <p>iv. fully screened from view from the primary or secondary street</p> <p>C5.3 - Clothes-drying areas screened from view from the primary and secondary street.</p>		<p>facilities are screened from view. In units where only one courtyard area is available and this is located in front of the dwelling the City does not support the use of outdoor clothes lines. In these instances clothes drying facilities are not adequately screened from the street and to screen clothes drying areas would result in non-visually permeable fencing being used in front of the dwelling. This would detract from the streetscape and limit opportunities for visual surveillance. The City recommends a condition of approval requiring units in this situation are provided with electric clothes dryers within laundries.</p>
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### **R-Codes Part 6 – Multiple Dwellings**

<b>Item</b>	<b>Requirement</b>	<b>Proposal</b>	<b>Compliance</b>
6.1.1 Building Size	R80 = Plot Ratio of 1.	<p>47 Multiple dwellings proposed over subject site.</p> <p>Based on total site area of 4183m<sup>2</sup> (set aside for multiple dwellings) the multiple dwelling development achieves a plot ratio of 0.72</p> <p>On an individual lot basis all units fall under the plot ratio of 1 except lots 17 &amp; 18 with a plot ratio of 1.07 and 1.06 respectively.</p>	<p>Generally complies with the exception of Lots 17 &amp; 18 with a plot ratio of 1.07 and 1.06 respectively. Lot 17 equates to 8.7m<sup>2</sup> exceedance in floor area and lot 18 an exceedance of 10.2m<sup>2</sup> in floor area. Given the relatively minor exceedance at the individual proposed lot level and the compliance of plot ratio on the site as a whole, this variation is supported.</p>
6.1.2 Building Height	Development complies with max	The development provides a mix of	Complies

	building height set out in Table 4 - 13m for concealed roof, 15m for a pitched roof.	both concealed and pitched roof types. The maximum proposed height within the development is ~10.4m.	
6.1.3 Street Setback	<p>C3.1 Development complies with the minimum setback from the primary and secondary streets in accordance with Table 4.</p> <p>C3.2 Balconies located entirely within the property boundary</p>	<p>Street setbacks are generally compliant and all balconies within property boundary.</p> <p>Lot 15 -16 - 1.5m primary street setback (2m required)</p> <p>Lot 17-18 - 200mm primary street (Gilmore Ave) setback.</p> <p>Lot 1 - 800mm truncation setback (Berthold) nil to balcony, 300mm secondary street.</p> <p>Lot 6 - Nil primary (Gilmore Ave) ~nil to truncation.</p> <p>Lot 2 - 5, 13 &amp; 14 - 2m setback provided to dwelling and balcony</p> <p>Lot 7 - 12 - 2m setback provided to Gilmore. 1m provided to Handford (Lot 12)</p>	<p>Complies</p> <p>It should be noted the majority of the proposed dwellings comply with the setbacks. A number of units propose minor variations to the setbacks which in the opinion of City Officers have limited amenity impacts and are supported in a City Centre location. Given the relatively minor nature of the non compliance, the variations can be supported.</p> <p>Complies</p> <p>Primary street setback complies, secondary street setback does not.</p> <p>It should be noted the majority of the proposed dwellings comply with the setbacks. A number of units propose minor variations to the setbacks which in the opinion of City Officers have limited amenity impacts and are supported in a</p>

			City Centre location. Given the relatively minor nature of the non compliance, the variations can be supported.
6.1.4 Lot Boundary Setbacks	Lot boundary setbacks in accordance with Table 5 of the R-Codes	Nil setback to all proposed internal boundaries.	Development complies at the current stage as there are no defined internal lot boundaries.
6.1.5 Open Space	Open Space complies with Table 4 of the R-Codes – Table 4 references approved Local Development Plan.	Open Space across the entire site (inclusive of grouped dwelling component) is 43% (57% coverage).	Complies with Detailed Area Plan site coverage which allows up to 100%.
6.2.1 Street Surveillance	C1.1 – The street elevation of the building to address the street, with facades parallel to the street and with clearly definable entry points visible and accessed from the street. C1.2 The building has habitable room windows or balconies which face the street.	All dwellings present a definable entry point to the street and contain windows into habitable room. All dwellings provide a balcony which addresses the street.	Complies
6.2.2 Street Walls and Fences	Front fences within the primary street setback area that are visually permeable to 1.2m above natural ground level.	Street walls with permeable infill panels above 600mm, this is increased to approximately 1200mm where retaining walls have been installed.	Complies
6.2.3 Sight Lines	Walls, fences and other structures truncated or reduced to no higher than 0.75m within 1.5m of where walls, fences, other structures adjoin vehicle access points where a driveway meets a public street and where two streets intersect	No fences are within 1.5m of a driveway where it intersects with a public street (for the multiple dwelling component of the development)	Complies

6.2.4 Building appearance	C4 – Buildings that comply with the provisions of a special control area, with the provisions of a local planning policy made under the scheme or with the provisions of the scheme, in respect of the design of carports and garages, the colour, scale, materials and roof pitch of buildings including outbuildings, the form and materials of retaining walls and the extent to which the upper levels of buildings as viewed from the street should be limited.	All multiple dwelling buildings have been designed to have a minimum two storey height in accordance with the provisions of the DAP. The proposed multiple dwelling buildings within the 'gateway' location on the DAP have been increased in height to 3 storeys to meet these requirements.	Complies
6.3.1 Outdoor Living Areas	C1 Each unit is to be provided with at least one balcony or equivalent accessed directly from a habitable room with a minimum area of 10m <sup>2</sup> and a minimum dimension of 2.4m.	Unit Type M1 - Unit 1 = 11.5m <sup>2</sup> Unit 2 = 16.1m <sup>2</sup> Unit 3 = 13.5m <sup>2</sup>  Unit Type M1A - Unit 1 = 11.5m <sup>2</sup> Unit 2 = 16.1m <sup>2</sup> Unit 3 = 15.4m <sup>2</sup>  Unit Type M2 - Unit 1 = 11.2m <sup>2</sup> Unit 2 = 13.8m <sup>2</sup> Unit 3 = 11.4m <sup>2</sup>  Unit Type M3 - Unit 1 = 10.4m <sup>2</sup> Unit 2 = 10.4m <sup>2</sup> Unit 3 = 10.56m <sup>2</sup>  Unit Type M4 - Unit 1 = 12.7m <sup>2</sup> Unit 2 = 12.7m <sup>2</sup> Unit 3 = 10.2m <sup>2</sup> Unit 4 = 12.7	Development complies with minimum dimensions and areas, however some of the measurements are taken to the outside of balcony areas which is encumbered by balcony railings and or street fences. As such whilst the minimum areas technically comply they are somewhat reduced by the location of balcony rails / street fences. The R Codes do not specify whether the required area is an internal dimension area.

		<p>Unit Type M5 - Unit 1 = 14.44m<sup>2</sup> &amp; 10.92m<sup>2</sup> Unit 2 = 11.4m<sup>2</sup></p> <p>Unit Type M6 - Unit 1 = 11.2m<sup>2</sup> &amp; 10.75m<sup>2</sup> Unit 2 = 12.69m<sup>2</sup> Unit 3 = 12.69m<sup>2</sup></p> <p>Unit Type M7 - Unit 1 = 10.0m<sup>2</sup> Unit 2 = 20.75m<sup>2</sup></p> <p>Unit Type M7A - Unit 1 = 10.0m<sup>2</sup> Unit 2 = 20.75m<sup>2</sup></p>	
6.3.2 Landscaping	<p>C2 Landscaping of open spaces in accordance with the following:</p> <ul style="list-style-type: none"> <li>i. the street setback areas developed without car parking, except for visitors' bays, and with a maximum of 50 per cent hard surface;</li> <li>ii. separate pedestrian paths providing wheelchair accessibility connecting all entries to buildings with the public footpath and car parking areas;</li> <li>iii. landscaping between each six consecutive external car parking spaces to include shade trees;</li> <li>iv. lighting provided to</li> </ul>	<p>Limited detail has been provided as part of the application further detail will need to be provided in a landscaping plan demonstrating how landscaping is to be installed across the site and on an individual unit basis.</p> <p>All entry points appear wheelchair accessible.</p> <p>No landscaping detailed as no parking areas contain 6 consecutive external parking bays.</p> <p>Internal street lighting proposed at</p>	<p>Appears somewhat compliant however limited detailed provided as part of application. A condition has been recommended on the application requiring the submission of a Landscaping Plan.</p> <p>A condition has been recommended requiring disability access to visitor parking areas linking into the footpath network.</p> <p>Complies</p> <p>Complies</p>

	<p>pathways, and communal open space and car-parking areas; and</p> <p>v. Clear sight lines at pedestrian and vehicle crossings.</p>	<p>the intersections of the internal road network.</p> <p>Pedestrian crossing points are located within visible areas of the development.</p>	Complies
6.3.3 Parking	<p>C3.1 – Car Parking spaces provided at the rate of 1 bay per multiple dwelling less than 110m<sup>2</sup> (Location A); and</p> <p>visitor car parking spaces at 0.25 per dwelling</p> <p>C3.2 – Bicycle parking provided at the rate of one bay per three dwellings and one bay to each 10 dwellings for visitors</p>	<p>Unit sizes range from 47m<sup>2</sup> to 90m<sup>2</sup> (single and two bedroom units) requiring 1 bay per unit. 64 car parking bays have been provided for the 47 multiple dwelling component achieving in excess of 1 parking bay per unit.</p> <p>A total of 13 visitor parking bays have been provided on site. An additional 12 visitor bays are proposed to be accommodated within the surrounding on street parking.</p> <p>No provision has been made or detailed on the development application plans for the provision of bicycle parking for either residents or visitors.</p>	<p>Complies on basis of Location A refer to explanation under Parking section in the report.</p> <p>Does not comply. Refer to discussion under Parking section in the report</p> <p>Not Compliant - No detail has been provided as part of the application. A condition has been recommended on the application requiring the provision of 16 bicycles spaces for residents and 5 spaces for visitors.</p>
6.3.4 Design of Car Parking Spaces	<p>C4.1 Car parking spaces and manoeuvring areas designed and provided in accordance with AS2890.1 (as amended).</p> <p>C4.2 Visitor car parking spaces:</p> <ul style="list-style-type: none"> <li>marked and clearly signposted as dedicated for visitor use only, and located close to or visible</li> </ul>	<p>Car Parking Spaces provided for both double and single garage widths, and tandem vehicle parking.</p> <p>Visitor Parking Bays provided within the development. No detail has been provided on signage and accessible paths of travel for people</p>	<p>Generally complies, refer to parking section within report.</p> <p>A condition has been placed on the recommendation requiring the installation of visitor parking signage and the provision of an accessible path of</p>

	<p>from the point of entry to the development and outside any security barrier; and</p> <ul style="list-style-type: none"> <li>• provide an accessible path of travel for people with disabilities.</li> </ul> <p>C4.3 Car parking areas comprising six or more spaces provided with landscaping between each six consecutive external car parking spaces to include shade trees.</p> <p>C4.4 All car parking spaces except visitors' car parking spaces fully concealed from the street or public place.</p>	with disabilities.	<p>travel for people with disabilities.</p> <p>N/A</p> <p>Complies all car parking spaces are contained within garages</p>
6.3.5 Vehicular Access	<p>C5.1 Vehicle access is limited to one opening per 20m street frontage that is visible from the street.</p> <p>C5.2 Access to on-site car parking spaces to be provided:</p> <p>C5.3 Driveways designed for two way access to allow for vehicles to enter the street in forward gear.</p> <p>C5.4 Driveways to be adequately paved and drained.</p>	<p>The development proposes 6 private road entry points onto Berthold Street. 5 entry's at 20.5m intervals and one with a 23.53m interval.</p> <p>All on site parking areas are designed to obtain access via the proposed internal road network.</p> <p>All dwellings have been designed to gain access via the internal road network before entering the public street in a forward motion.</p> <p>Driveways and internal road networks have been shown as either paved or bituminised and drained to an internal drainage</p>	Complies

		network.	
6.3.6 Site Works	C6.1 Excavation and filling not exceeding .5m within 3m of the street alignment	The development proposes an approximate fill level of 1.2m on the north eastern and north western corners of the site to deal with the level changes over the site in these locations. The level of the fill has been incorporated into retaining walls which will form part of the buildings. The retaining / fill will provide for a level building area and provide for pedestrian access in these locations.	Complies
6.3.7 Retaining Walls	C7 Where a retaining wall less than 0.5m high is required on a lot boundary, it may be located up to the lot boundary or within 1m of the lot boundary to allow for an area assigned to landscaping, subject to the provisions of clause 6.3.6.	As above	Complies
6.3.8 Stormwater management	C8 All water draining from roofs, driveways, communal streets and other impermeable surfaces shall be directed to garden areas, sumps or rainwater tanks within the development site where climatic and soil conditions allow for the effective retention of stormwater on-site.	Detail provided as part of application indicates all storm water generated on site will be managed via a sub soil drainage system. No onsite sumps or rainwater tanks have been provided for potential reuse of stormwater.	Stormwater management proposed complies with the Design Objectives. A condition requiring the submission of a stormwater management plan has been recommended on the application.
6.4.1 Visual Privacy	C1.1 Major openings and unenclosed outdoor active habitable spaces, which have a floor level of more than	The development has located windows to limit the extent of overlooking and is generally compliant with the visual privacy	Generally compliant. A condition has been recommended on the application requiring the installation of permanent screening devices to be installed on the

	0.5m above natural ground level and overlook any part of any other residential property behind its street setback line are setback within the cone of vision requirements or provided with permanent screening or obscure glazing.	clauses of the R-Codes. Unit type M2 and M6 may require screening devices to be installed on the upper floor bedroom windows to prevent overlooking into the ground floor rear courtyards in the same and adjoining lots. No detail was provided in the application as to widow sill or floor heights to determine the extent of overlooking.	unit types M2 and M6.
6.4.2 Solar Access for Adjoining Sites	C2.1 Notwithstanding the lot boundary setbacks in clause 6.1.4, development in climatic zones 4, 5 and 6 of the State shall be so designed that its shadow cast at midday, 21 June onto any other adjoining property does not exceed the following limits: <ul style="list-style-type: none"> <li>• on adjoining properties coded R25 and lower – 25 per cent of the site area;</li> <li>• on adjoining properties coded R30 to R40 inclusive – 35 per cent of the site area;</li> <li>• on adjoining properties coded R50 to R60 inclusive – 50 per cent of the site area.</li> </ul>	The development is proposed over one lot. The R-Codes under clause 6.4.2 C2.1 does not specify a percentage of shading for lots coded higher than R60.	Complies
6.4.3 Dwelling Size	C3.1 Development that contains more than 12 dwellings are to provide diversity in unit types and sizes as follows: <ul style="list-style-type: none"> <li>• minimum 20 per cent 1 bedroom</li> </ul>	The development proposes a total of 47 multiple dwelling units ranging from 47m <sup>2</sup> to 90m <sup>2</sup> . 21 (44.7% of apartments) Bedsit / single bedroom apartments have	Complies

	<p>dwellings, up to a maximum of 50 per cent of the development; and</p> <ul style="list-style-type: none"> <li>• minimum of 40 per cent 2 bedroom dwellings; and</li> </ul> <p>C3.2 The development does not contain any dwellings smaller than 40m<sup>2</sup> plot ratio area.</p>	<p>been proposed and 26 (55.3% of apartments) two bedroom apartments have been proposed.</p>	
6.4.4 Outbuildings	N/A	No outbuildings proposed	N/A
6.4.5 External fixtures	<p>C5.1 Solar collectors installed on the roof or other parts of buildings.</p> <p>C5.2 Television aerials of the standard type, essential plumbing vent pipes above the roof line and external roof water down pipes.</p> <p>C5.3 Other external fixtures provided they are:</p> <ol style="list-style-type: none"> <li>not visible from the primary street;</li> <li>are designed to integrate with the building; or</li> <li>are located so as not to be visually obtrusive.</li> </ol> <p>C5.4 Antennae, satellite dishes and the like not visible from the street.</p>	No external fixtures have been detailed as part of the application.	A condition has been recommended on the application requiring all external fixtures comply with the R-Codes.
6.4.6 Utilities and Facilities	C6.1 An enclosed, lockable storage area, constructed in a design and material matching the building/dwelling where visible from the street, accessible from outside the dwelling, with a	Each unit has been provided with a store room with an area of minimum 4m <sup>2</sup> except unit type M2 which has provided an area of 3m <sup>2</sup> with a dimension of 1.5m x 2.0m (as per Draft SPP7) however unit 3 within	All of the units comply with the exception of M2. In this case this unit proposes 3m <sup>2</sup> instead of 4m <sup>2</sup> . Notwithstanding this, the 3m <sup>2</sup> size does comply with the requirements of the draft State Planning Policy SPP7 – Design WA Apartment

	<p>minimum dimension of 1.5m and an internal area of at least 4m<sup>2</sup> shall be provided for each multiple dwelling.</p> <p>C6.2 Where rubbish bins are not collected from the street immediately adjoining a dwelling, there shall be provision of a communal pick-up area or areas which are:</p> <ul style="list-style-type: none"> <li>i. conveniently located for rubbish and recycling pick-up;</li> <li>ii. accessible to residents;</li> <li>iii. adequate in area to store all rubbish bins; and</li> <li>iv. fully screened from view from the primary or secondary street.</li> </ul> <p>C6.3 Clothes-drying areas screened from view from the primary or secondary street.</p>	<p>type M2 is a two bedroom unit and has a store less than 4m<sup>2</sup> (3.3m<sup>2</sup>).</p> <p>Rubbish bin storage areas have been provided within each multiple dwelling area and are screened from view of the primary street. Rubbish collection has been proposed to be undertaken on the internal road network.</p> <p>Clothes drying areas have not been detailed as part of the development however this detail has been proposed to be provided by the applicant at a building permit stage.</p>	<p>Design Draft Policy. In the context of this draft policy and given the majority of all stores comply with the minimum size requirements, the variation is considered acceptable.</p> <p>Complies</p> <p>A condition has been recommended on the application requiring the screening of clothes drying areas in accordance with the provisions of the R-Codes.</p>
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### **Officer Comments**

The development as proposed sufficiently meets the majority of the R-Codes and DAP provisions, however a number of aspects of the development require conditions to address compliance matters. In this regard, the following section discusses aspects of the application which don't specifically meet the deemed-to-comply standards and or require the inclusion of specific conditions of approval.

### **Sales Office**

The development also proposes a temporary sales office and car park area towards the southern portion of the site. Limited detail has been provided as to how this sales office will operate in conjunction with the development of the site. In addition, the proposed design of the ablution facilities does not comply with the City's requirements. As a result, the City recommends this sales office and associated development be excluded from this application to allow further consideration.

### **Vehicle Access**

Clause 5.3.5 of the R-Codes specifies the requirements for vehicular access within all grouped dwelling developments. In particular the Deemed-to-comply requirements under C5.7 states:

*Where any proposed development has potential to be subdivided to create 20 or more green title, strata or survey strata lots, with each of these lots obtaining driveway access from a communal street, a minimum total width of 12 metres is required for the communal street which includes a paved vehicular carriageway with a minimum width of 5.5 metres and a pedestrian path as required by clause 5.3.6.*

The development proposes a total of 52 grouped dwellings and 47 multiple dwellings proposing access via a number of internal streets with a pavement width ranging from 3.5m – 5.7m, and what has been termed 'front door streets' with a reserve width of 7.45m which incorporates a reduced pavement width to 3.5m, visitor parking bays and a paved footpath. Separate to this application is the proposed concurrent subdivision over the site to create 18 freehold and 52 survey strata lots.

Whilst the development has not provided for the minimum total width of 12 metres as referenced in C5.7 above, the coinciding design principle of the R-Codes allows for a variation. Design Objective P5.2 states:

*Development with potential to be subdivided to create 20 or more green title, strata or survey strata lots provides legible internal and external connections to the surrounding road network and accommodates traffic movement and volume, visitor parking, pedestrian access, street shade trees, utility services and access for waste collection and emergency service vehicles.*

Specifically referenced in the design objective is the requirement to provide a legible road network, visitor parking, pedestrian access and access for waste and emergency services vehicles. As part of the development application, the applicant has supplied a swept path analysis for a waste collection vehicle which demonstrates a 10-10.5m waste vehicle is able to traverse the site. In this regard however, the City has concerns over the proposed bin collection locations and their proximity to dwellings and property.

The City is of the view that insufficient space has been allocated for bin collection to be accommodated within the proposed road network and this will likely cause damage to homes and property on collection days. A number of bin collection locations have been indicated to occur on the internal road pavement itself but this is not acceptable. As such, the City has required the submission of a Waste Management Plan which will, amongst other things, manage the location of bin collection areas to ensure it can be undertaken in a safe manner, in addition a condition has also been recommended requiring the confirmation that the internal road network design is sufficient to cater for the access of waste collection vehicles.

In addition to the above, the internal road network appears insufficient to allow for the access of fire emergency vehicles. In discussions between the City and the Department of Fire and Emergency Services (DFES), DFES have stated that the internal road network should be designed to accommodate a 12.5m fire appliance and that fire fighters and vehicles require access as close to the emergency as possible. In this regard, the road design condition as referenced in the paragraph above specifically includes both waste and emergency services vehicles.

It should also be noted that DC policies DC 1.3 – Strata Titles and DC 2.6 – Residential Road Planning also apply to the design and configuration of the roads within strata developments. With the inclusion of the abovementioned conditions the City will ensure that the development can suitably cater for both waste and emergency service vehicle access.

#### Parking Assessment

The provision of parking for the proposed development is set out in Clauses 5.5.3 and 6.3.3 of the Residential Design Codes for Grouped and Multiple Dwellings respectively. The Codes require the provision of resident and visitor car parking for both Grouped and Multiple Dwellings and additional bicycle parking for Multiple Dwellings.

#### Locational Criteria

The R Codes provides for reduced car parking standards for smaller dwellings and development in close proximity to convenient public transport (either high frequency rail or bus). The proposed development is not located in close proximity to a railway (the nearest railway station is 2.7km from the subject site) and as such, only the provisions relating to bus services are discussed below.

Development can apply parking ratios for Location A where the site is within:

*“250m of a high frequency bus route, measured in a straight line from along any part of the route to any part of a lot.”*

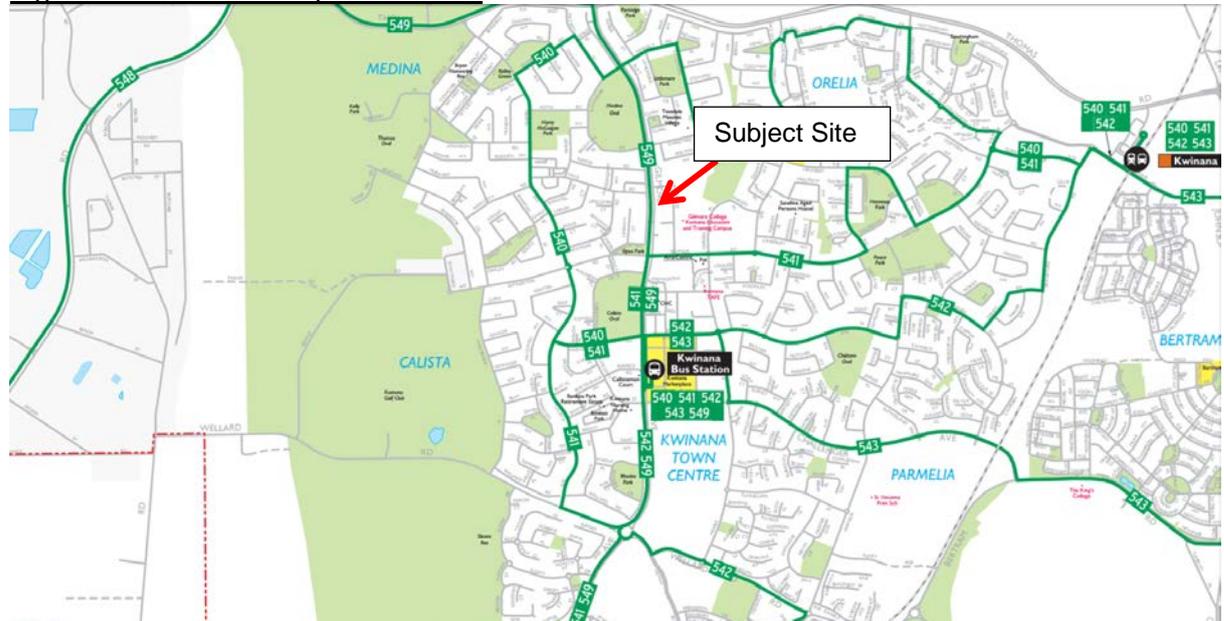
A high frequency bus route is defined in the R Codes as:

*“a public transport route with timed stops that runs a service at least every 15 minutes during week day peak periods (7 to 9am and 5 to 7pm).”*

There are a number of bus routes in the vicinity of the subject site (shown on Figure 1). The route 549 runs along Gilmore Avenue, adjacent to the development site and provides services between Fremantle and Rockingham, via Kwinana. Another service, the route 541 runs along Gilmore Avenue through the Kwinana City Centre, before turning off Sulphur Road toward Kwinana Train Station. This service connects

Kwinana Train Station to the Kwinana City Centre Bus Station and continues to Wellard Station via Calista and Leda.

Figure 1 – Public Transport Network



Bus stops in close proximity to the site include the south bound bus stop for the 549 located on Gilmore Avenue close to Handford Place, 40 metres walking distance from the site. The northbound bus stop is located further south on Gilmore Avenue 80m north of Summerton Road, 160m walking distance from the site. Bus stops served by route 541 are further afield, with stops both towards Kwinana Station and towards Kwinana City Centre located on Sulphur Road, 200m from the development site. These distances are measured from the southern boundary of the subject site. It should be noted that walking distances for residents towards the north of the development will be further than the distances stated.

Whilst neither route 549 or 541 provides a high frequency service every 15 minutes within peak periods as defined by the Codes, the combination of these services does meet the high frequency service requirement and as such, the development does fall within the Location A criteria defined in the R Codes.

### **Parking Provision**

The following table outlines the R Codes requirements for parking within Location A developments.

Grouped Dwellings	Resident Parking	1 per dwelling
	Visitor Parking	1 per 4 dwellings
Multiple Dwellings	Resident – less than 110m2/ 1 or 2 bedrooms	1 per dwelling
	Resident – 110m2 or greater/ 3 or more bedrooms	1.25 per dwelling
	Visitor Parking	0.25 per dwelling
	Resident Bicycle Parking	1 per 3 dwellings
	Visitor Bicycle Parking	1 per 10 dwellings

The following table outlines the provision of parking for the development.

Unit	Building Size	Ratio	Parking Required	Parking Provided
<b>Resident Car Parking</b>				
Lots 1 - 18	47 – 90m <sup>2</sup> , all 1 or 2 bed	1 bay per unit	47	64
Strata Units 3 - 54	2 bed units	1 bay per unit	52	90
<b>Visitor Car Parking</b>				
Lots 1 – 18		1 bay per 4 units	12	Total Provided: 13
Strata Units 3 - 54		1 bay per 4 units	13	
			Total Required: 25	
<b>Bicycle Parking – Resident</b>				
Lots 1 - 18		1 space per 3 units	16	0
Strata Units 3 - 54		N/A	N/A	
<b>Bicycle Parking - Visitor</b>				
Lots 1 – 18		1 space per 10 units	5	0
Strata Units 3 - 54		N/A	N/A	

### **Visitor Parking**

The R-Codes requires the provision of one visitor car bay per each four grouped dwellings and 0.25 visitor car parking bays per multiple dwelling. Based on the total number of grouped and multiple dwellings proposed in the development, there is the need for 13 visitor bays for the grouped dwelling component and 12 visitor parking bays for the multiple dwelling component (25 visitor parking bays in total). The application proposes 13 visitor parking bays located throughout the development.

The traffic statement provided as part of the application has noted that there is the provision of approximately 28 on-street car parking bays within the Berthold Street road reserve. In this regard, the on-street parking within the adjoining road reserve was installed at the time of subdivision to create the subject site to serve both the subject site and Gilmore College. The traffic statement also concludes that during school days, the on-street bays are 95% vacant and 100% vacant on non-school days. The City’s Engineering staff have considered the traffic statement and the use of the on-street bays, and consider that the visitor parking shortfall proposed in this development can be adequately provided for in the on-street parking.

### **Design of Car Parking Spaces - Design of Tandem Parking Bays**

The R Codes requires all car parking spaces and manoeuvring areas to be designed in accordance with the requirements of Australian Standard AS2890.1. A number of bays provided within the development do not meet the requirements for a standard

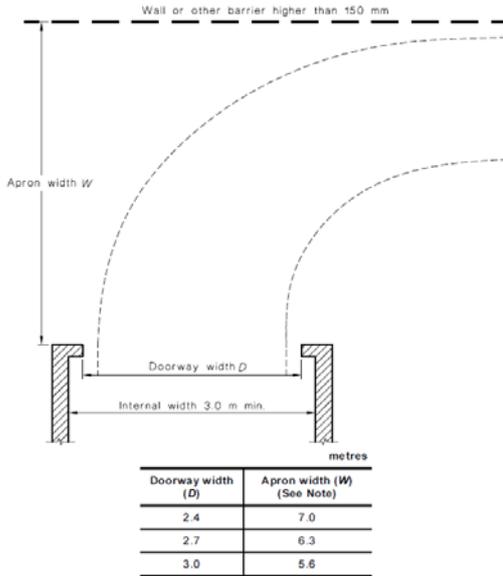
car bay length of 5.4m. A number of parking bays are provided in a tandem arrangement, either within garages or as a combination of a single garage and driveway space in front for parking. A total of 13 parking bays within the Multiple Dwelling component of the development are proposed at a length of 5 metres. These are provided in a tandem arrangement with a length of either 10.4m or 10.5m. The Type 1A Grouped Dwelling unit also includes a tandem garage with a length of 10m. A number of other Grouped Dwellings also propose a single garage and driveway space in front of this which does not have a length of 5.4m.

The applicant has stated that the City can consider parking in a tandem arrangement with a minimum length of 10m and that this is an industry standard. The applicant has also referred to the tandem bay requirement included in *Residential Design Codes 2002* Clause 3.5.3 A3.2 which states that "...in the case of tandem bays, 10m where no barrier separates the bays." Following the review of the 2002 R Codes, this provision was subsequently removed and has not appeared in the Codes since. The current version of the R Codes does not discuss tandem bay length and simply refers to the standard for all parking dimensions. The Australian Standard is silent on this issue and does not specify a dimension for a tandem car bay, only providing a length for an individual bay.

The Australian Standard does consider a 5m bay length for 'Small Car bays'. Small car bays are not contemplated by the R Codes and the Codes are silent as to whether a small car bay can be considered, or the proportion of small car bays to regular bays. Whilst the R-Codes remain silent on the use of small car bays within developments, technically speaking each strata and multiple unit within the development only requires the provision of one parking bay per unit. In this regard however, the City's Planning and Engineering staff consider that where tandem parking has been provided with an overall length of less than 10.8 metres that one of these bays shall be marked for small car use only. As such a condition has been recommended to reflect the above.

### **Design of single garage and manoeuvring space**

The R-Codes requires under Clause C4.1 that car parking spaces and manoeuvring areas are designed and provided in accordance with AS2890.1 (as amended). In this respect, the development largely complies with the parking space and manoeuvring requirements of AS2890.1 with the exception of the single garage space manoeuvrability where a 2.4m wide door has been indicated. The standard requires that where a 2.4m wide doorway width has been provided, the apron width (or adjoining driveway/access) should be a minimum of 7.0m to any wall or other barrier higher than 150mm (refer figure 5.4 below extract from AS2890.1). In this regard a number of single garages within the development are provided with a 6.5m clear zone behind. In this regard, this space needs to be increased to 7.0m to allow for adequate manoeuvring. A condition has been recommended on the application ensuring all single garages are provided with the appropriate manoeuvring distances as defined in AS2890.1.



NOTE: Vehicles larger than the B85 vehicle (see Appendix B) may need to make a 3-point turn at the apron widths shown. The apron width may be reduced by 0.3 m where the edge opposite the doorway is a kerb 150 mm or less in height with a clearance of at least 0.3 m behind the kerb.

FIGURE 5.4 APRON WIDTHS FOR RIGHT ANGLE ACCESS TO SINGLE VEHICLE GARAGES

## Design Requirements

The Detailed Area Plan for the subject site requires a minimum of two storey construction across the site and increased height within the gateway location of the site. In this regard, the application has undergone a number of modifications throughout the assessment period and the elevations to Strata Units 13 – 17, and 29 – 34 were subsequently changed from a two storey elevation (refer Figure 2 below) to the internal street to a single storey elevation to the internal street. The requirements for the DAP are that buildings meet the minimum 2 storey element. As such the City has recommended a condition on the application that the primary elevation to the aforementioned units be re-designed to address the two storey requirement of the DAP.

Figure 2 – Original Elevation demonstrating two storey compliance

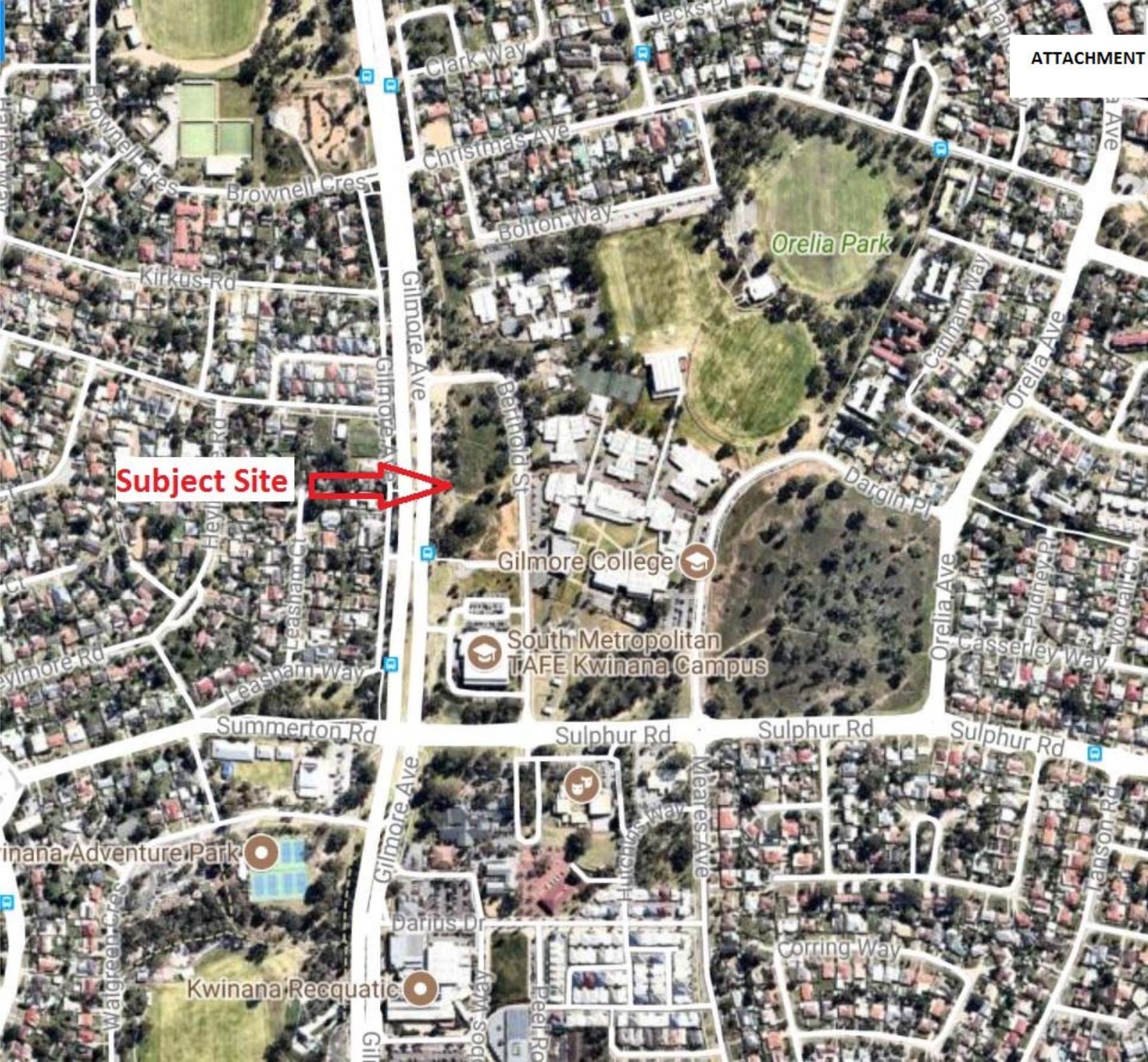


In addition to the above, the City is also recommending design changes to the rear elevations of Strata Units 22 – 27 and 48 – 52 to relieve the expanse of blank façade. The built form objectives under the Detailed Area Plan state that expanses of unarticulated blank facades will not be accepted. In this regard, the City is of the opinion that the aforementioned facades need to be treated with architectural design features and or windows to comply with the DAP and as such have recommended a condition on the application which seeks to rectify this portion of blank façade.

**Conclusion:**

City Officers are obliged to consider the application against the provisions of the Master Plan, TPS 2 (including the DAP), and, the R-Codes. The application is considered to adequately meet most of the standards set in the DAP and R-Codes for this site and those which are not fully compliant are not considered so great that they materially affect the application and can be conditioned for correction.

The residential uses are 'P' (permitted) uses under the DAP so are able to be approved and it can be reasonably demonstrated that the DAP provisions and R-Codes are adequately satisfied (such as setbacks, site coverage, plot ratio, density and height, the gateway statement, etc). It should be noted that the current application is not considered to suitably address issues such as access, circulation and servicing. The proposed communal street network does not provide suitable street widths to accommodate on site visitor parking, pedestrian access, space for street shade trees, access for waste collection vehicles and emergency service vehicles. City Officers are satisfied that these matters can be addressed however and have placed appropriate conditions to this affect.



**Subject Site**



# AREA CALCULATIONS

MULTIPLE DWELLINGS - by Lot No.'s							
Lot No.	Lot Area (m <sup>2</sup> )	Unit Type	Built-up Area (m <sup>2</sup> )	Plot Ratio Area (m <sup>2</sup> )	Plot Ratio (m <sup>2</sup> )	Open Space	
						Area (m <sup>2</sup> )	Ratio (%)
1	291.5	M3	404.3	246.8	0.85	88	30.2%
2 - 3	260	M2	263.2	168.1	0.65	74.4	28.6%
4	260	M6	346.4	222.4	0.86	111	42.7%
5	258				0.86	109	42.2%
6	359.1				M4	454.1	293.1
7	176.7	M5	206.4	133.4	0.75	51.3	29.0%
8 - 11	180				0.74	54.6	30.3%
12	195.8				0.68	70.4	36.0%
13	256				0.66	67.4	26.3%
14	260	M2	263.2	168.1	0.65	71.4	27.5%
15	332	M1A	308	188.9	0.57	114.4	34.5%
16	295.5	M1	307.1		0.64	77.9	26.4%
17	131.5	M7A	229.8	140.2	1.07	19	14.4%
18	132.6	M7	231.6	142.8	1.06	16.6	12.5%

GROUPED DWELLINGS - by Lot No.'s							
Lot No.	A Lot Area (m <sup>2</sup> )	Unit Type	Built-up Area (m <sup>2</sup> )	Open Space			Private Open Space (m <sup>2</sup> )
				B per Lot (m <sup>2</sup> )	C Proportion of Common Open Space (m <sup>2</sup> )	D Ratio (%)	
SL3, SL4	132.6	4 opt 2	114.9	51.1	74.9	95.0%	21.8
SL5 - SL9	132.6	4 opt 1	101.1				
SL10	138.2	4 opt 2	114.9	57.4	78	98.0%	26.2
SL11	149.5			68.6	84.4	102.3%	29.5
SL12	115.5	6A	122.5	31	65.2	83.3%	21.5
SL13 - SL17	114.8	3	102.5	28.8	64.8	81.5%	21.9
SL18 - SL21	98	5	120.4	32.7	55.3	89.8%	10*
SL22 - SL26	114.8	1	106.9	25.3	64.8	78.5%	15
SL27	112.8			23.3	63.7	77.1%	
SL28	112.7	6	115.7	34	63.6	86.6%	21.5
SL29 - SL34	114.8	3	102.5	28.8	64.8	81.5%	21.9
SL35 - SL36	98	5	120.4	32.7	55.3	89.8%	10*
SL37	117.9			52.6	66.6	101.1%	
SL38	119.3			54	67.4	101.7%	
SL39	116.5			43.5	65.8	93.8%	
SL40	115.8	2	92.5	42.8	65.4	93.4%	19.8
SL41	112			39	63.2	91.3%	17.4
SL42	112.7			39.7	63.6	91.7%	18
SL43	108.9			35.9	61.5	89.4%	21.6
SL44	108.2	2A	102.2	35.2	61.1	89.0%	21
SL45	103.4			30.4	58.4	85.9%	18.7
SL46	104.1			31.1	58.8	86.3%	19
SL47	136.9			1A	117.1	45	77.3
SL48 - SL52	114.8	1	106.9	25.3	64.8	78.5%	15
SL53	119.8	5	120.4	54.5	67.6	101.9%	10*
SL54	106.3			41	60	95.0%	
CP	3408.6						

Proportion of Common Open Space (C) = Lot Area (A) divided by Total Lot Area of SL3-SL54 (E=6071.4m<sup>2</sup>), then multiplied by the Total Common Space Area (F=3374.7m<sup>2</sup>).

Open Space Ratio (D) = Open Space per Lot (B) plus Proportion of Common Open Space (C), then divided by the Lot Area (A)

\* In the form of balcony

OVERALL	Multiple Dwellings		Grouped Dwellings		TOTAL
	Lot 1 - Lot 18		SL3- SL54	CP (Roads+Open Space)	
			E	F	
Lots' Area (m <sup>2</sup> )	4188.7		6037.5	3408.6	13635
			9446.1		



NICHELIVING ORELIA  
LOT 503 - GILMORE AVE, ORELIA WA

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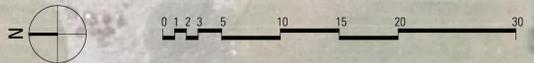
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BERTHOLD STREET

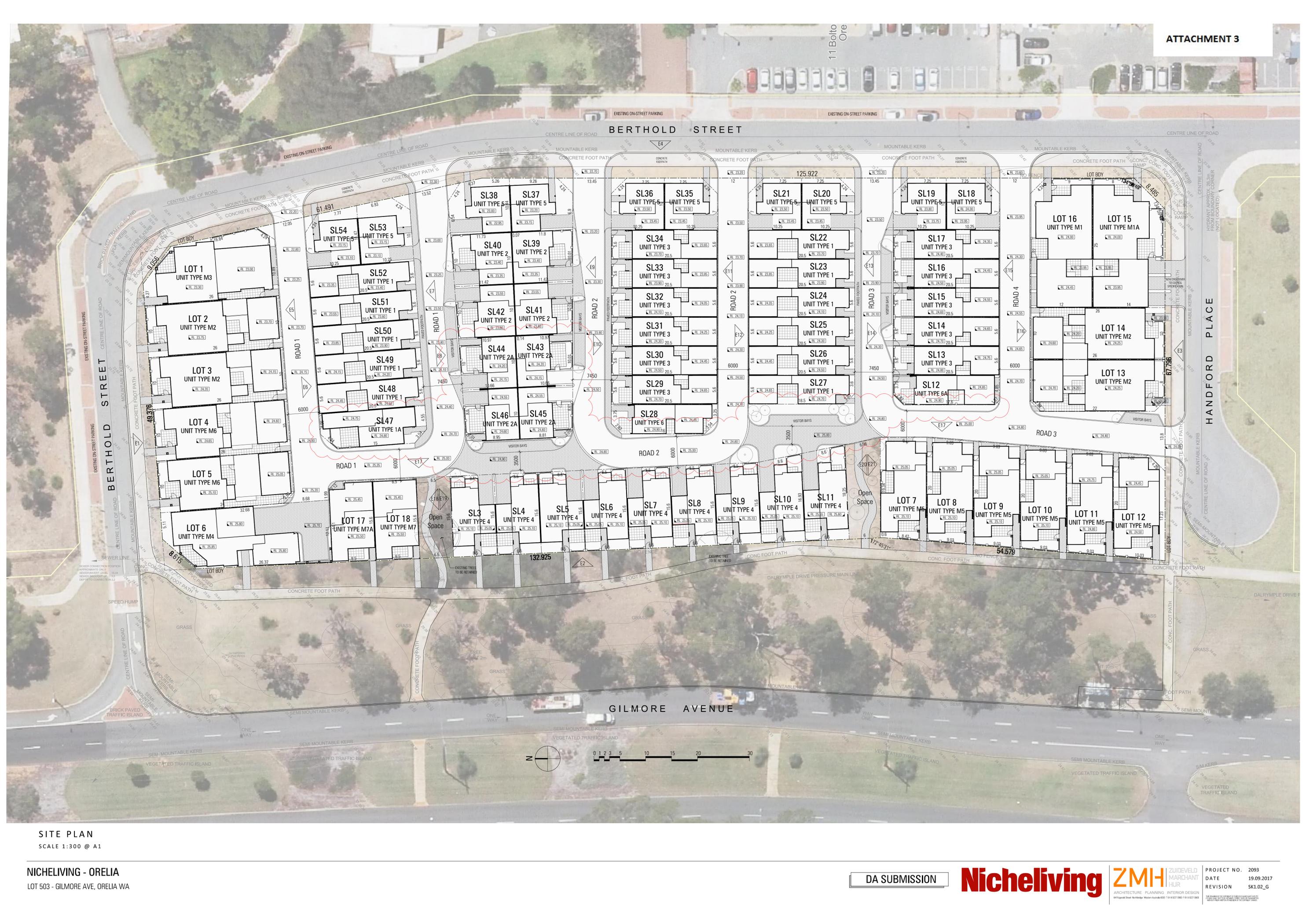
GILMORE AVENUE

HANDFORD PLACE



SITE PLAN

SCALE 1:300 @ A1





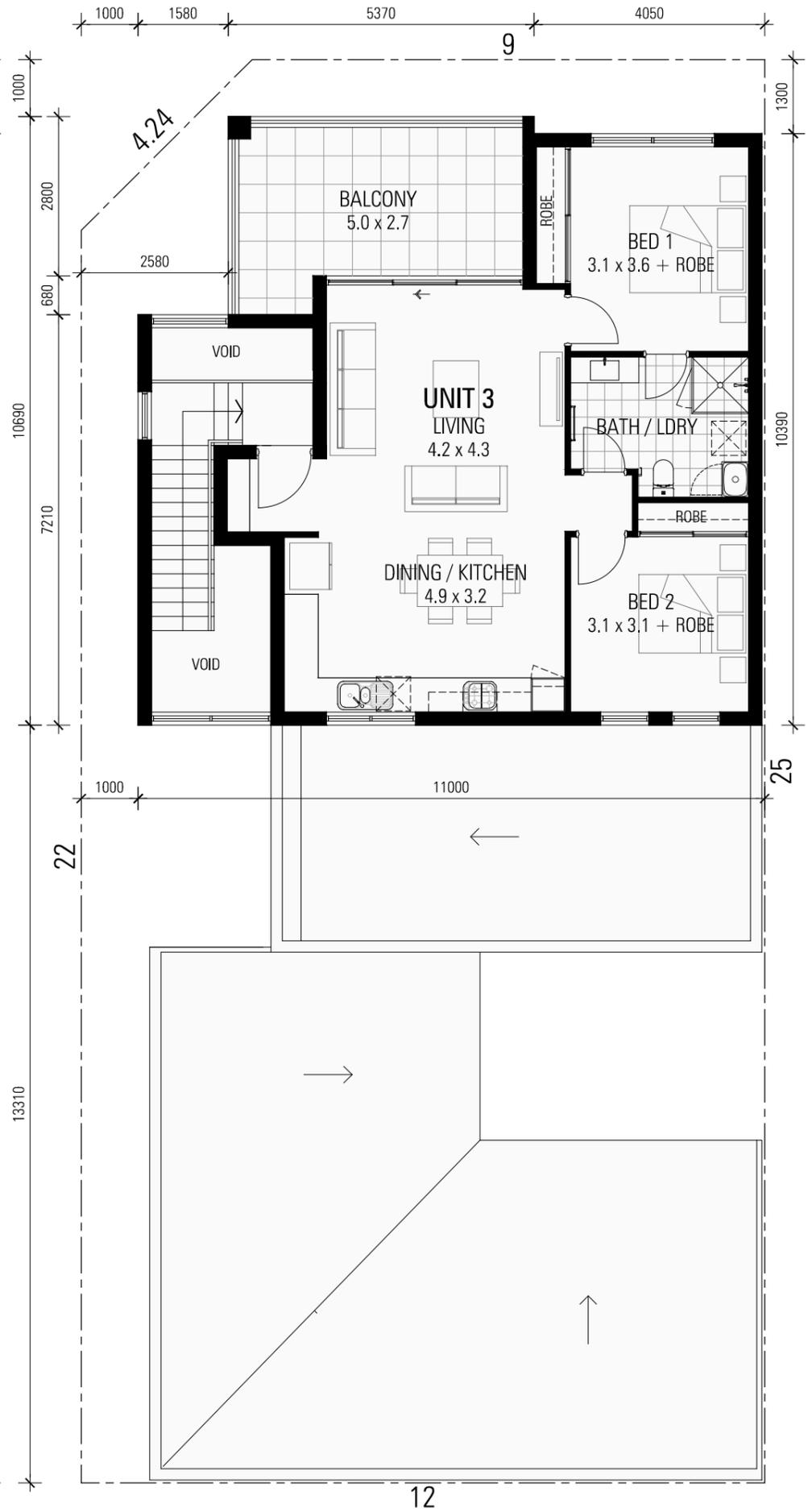
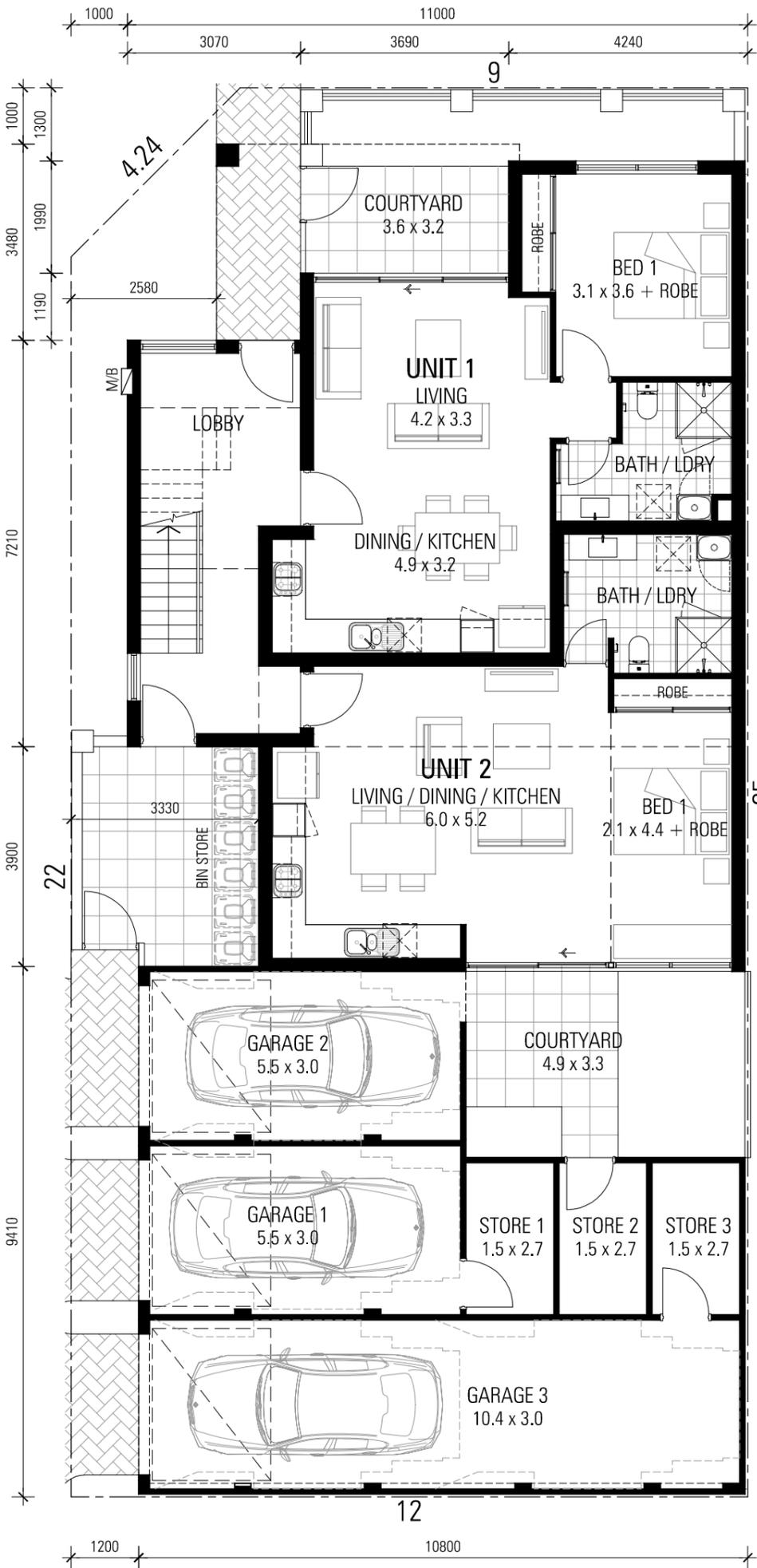
GROUND FLOOR PLAN  
SCALE 1:250 @ A1

BERTHOLD STREET



SECOND FLOOR PLAN (LOT4-LOT6, LOT17 & LOT18)  
SCALE 1:250 @ A1

FIRST FLOOR PLAN  
SCALE 1:250 @ A1



AREAS

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )				G Garage (m <sup>2</sup> )	H Lobby/Stairs (m <sup>2</sup> )		A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
			B Plot Ratio Area	C Internal/Strata	D Balcony	E Ctyd.		F Store			
M1	1	188.9	56.4	50		14.7	69.7	19.4	21.4	307.1	16
	2		54.5	48.3		16.2					
	3		78	69.3	14.5			4.2	2		

NICHELIVING ORELIA - TYPE M1 FLOOR PLANS

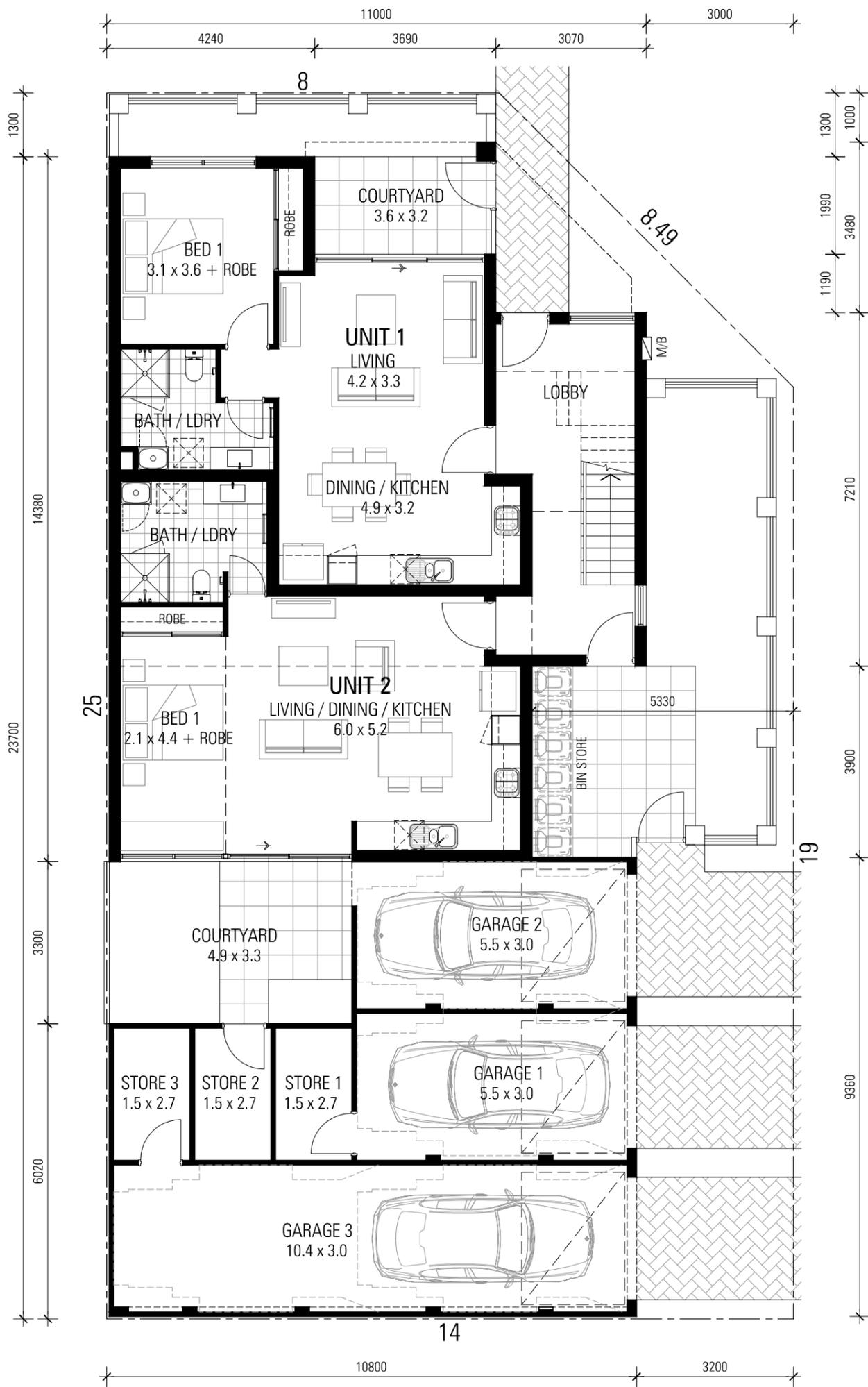
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**01 GROUND FLOOR**  
SCALE 1:100

AREAS

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )				G Garage (m <sup>2</sup> )	H Lobby/Stairs (m <sup>2</sup> )		A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
			B Plot Ratio Area	C Internal/ Strata	D Balcony	E Ctyd.		F Store			
M1A	1	188.9	56.4	50		14.7	69.7	19.4	21.4	308	15
	2		54.5	48.3		16.2					
	3		78	69.3	15.4			4.2	2		

**NICHELIVING ORELIA - TYPE M1A GROUND FLOOR PLAN**

LOT 503 - GILMORE AVE, ORELIA WA

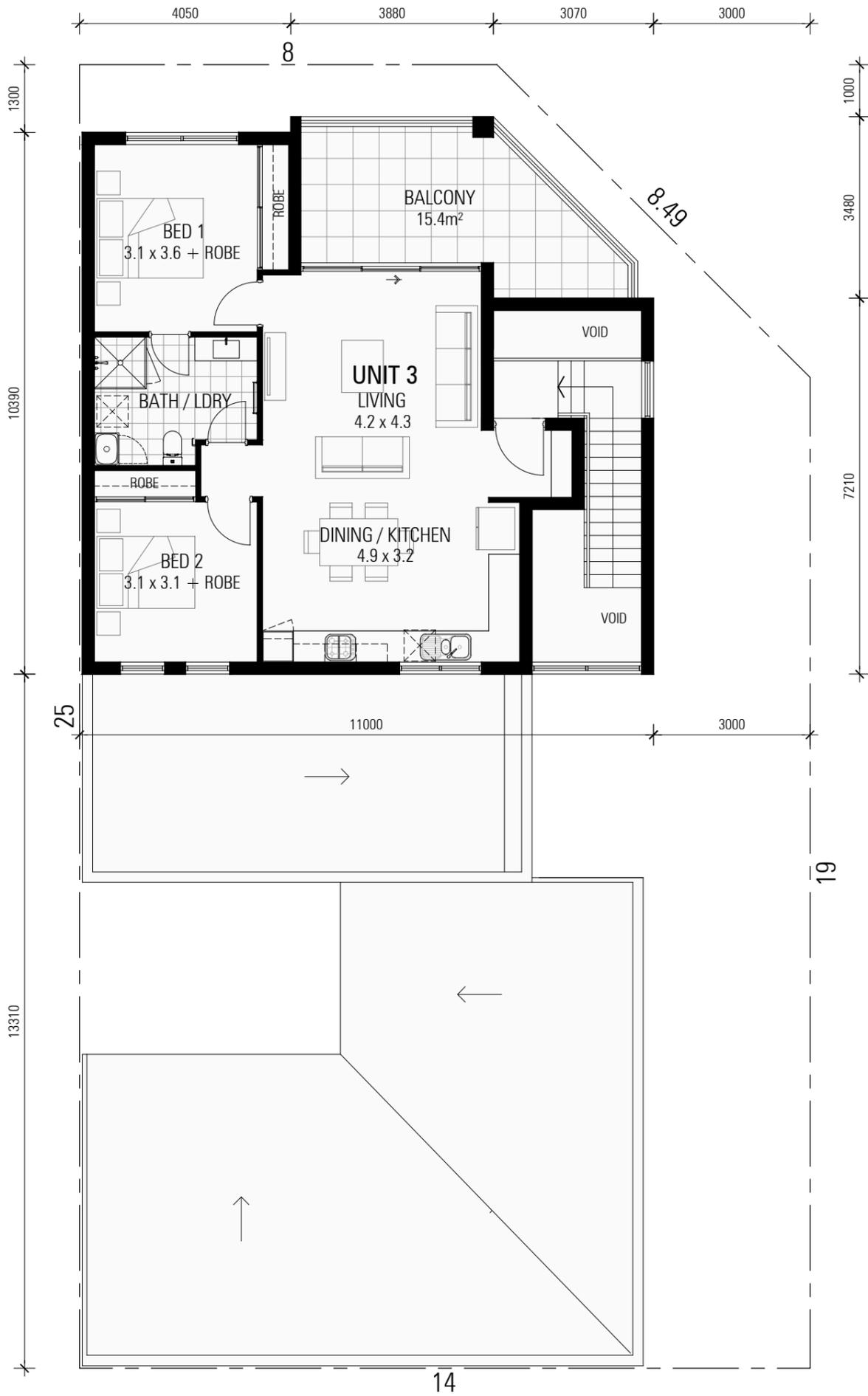
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**02** FIRST FLOOR  
SCALE 1:100

**NICHELIVING ORELIA - TYPE M1A FIRST FLOOR PLAN**

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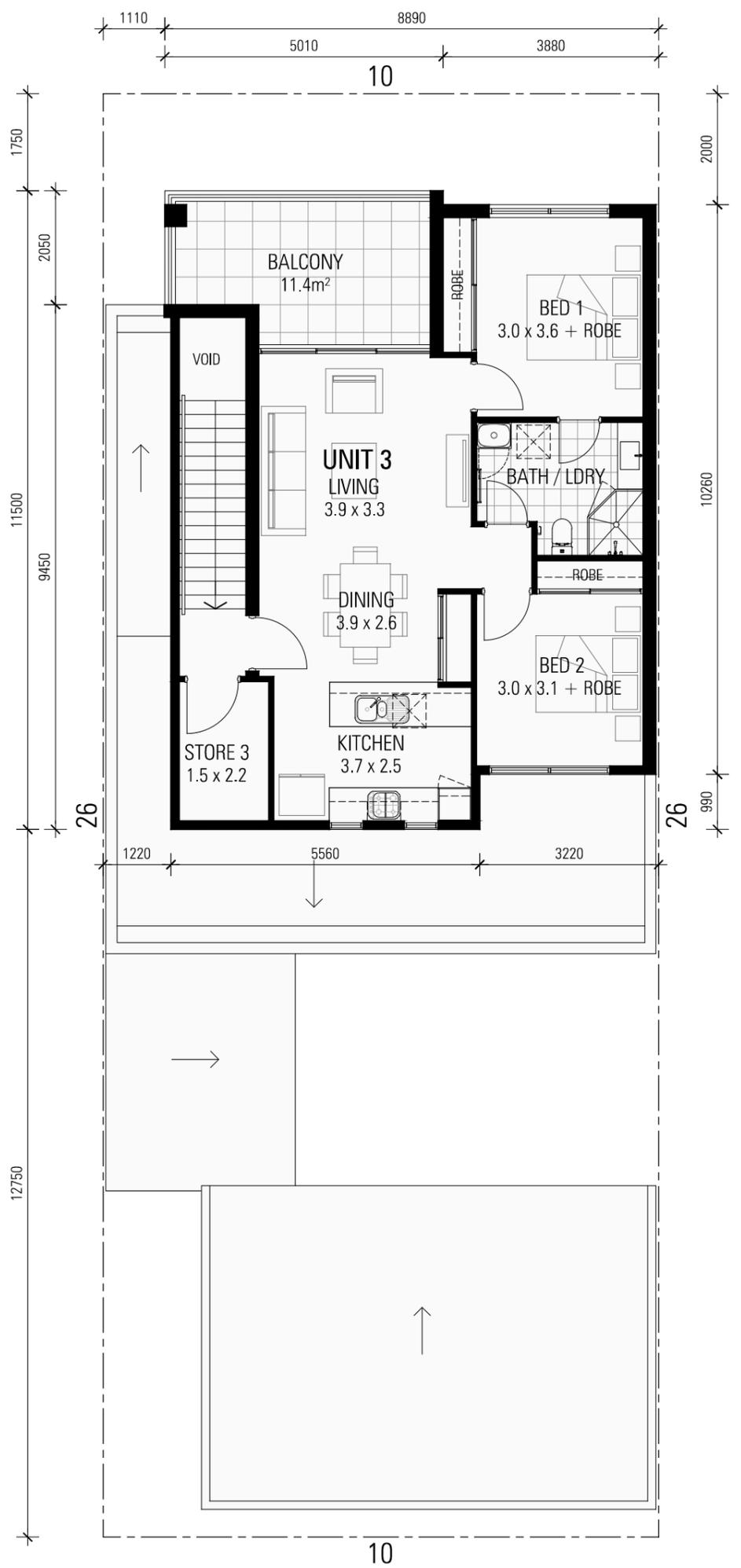
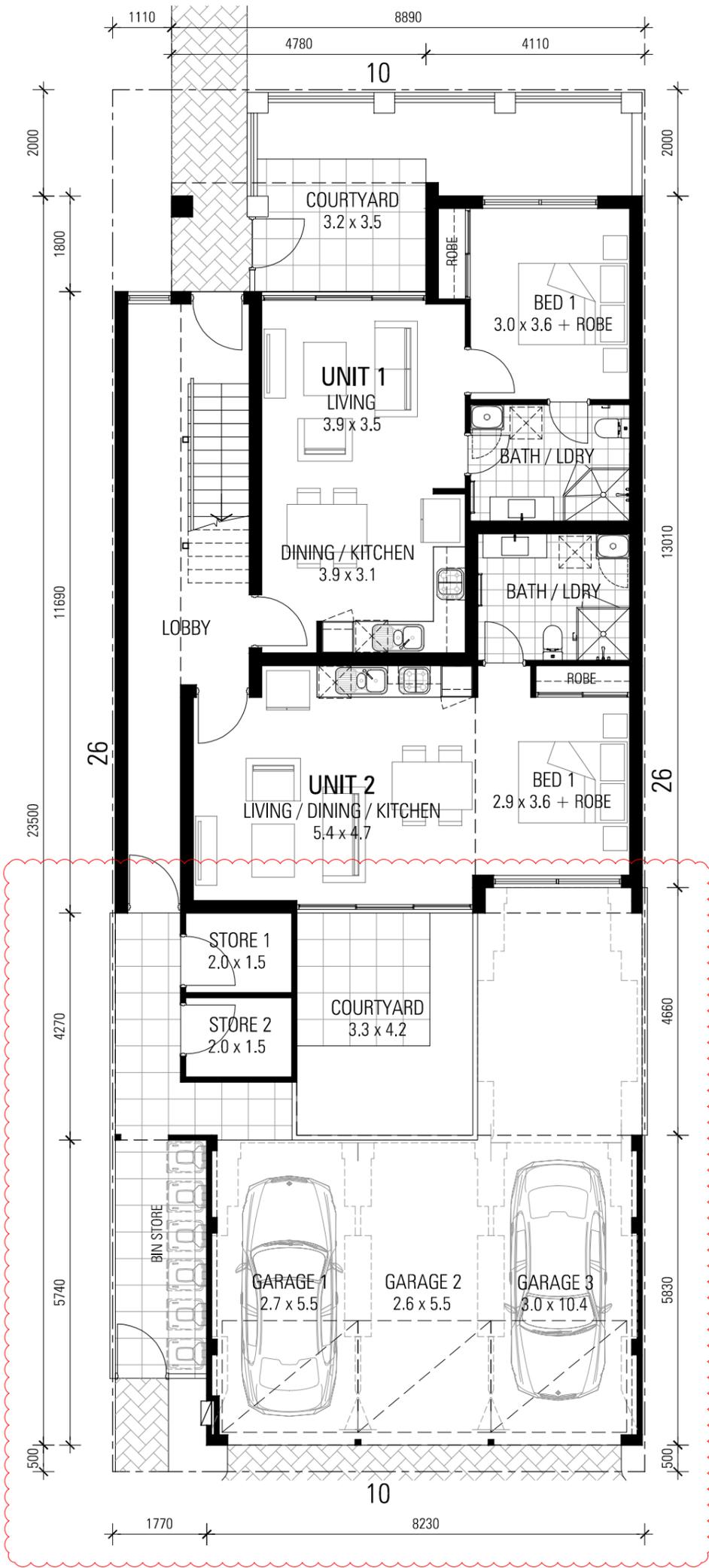
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**AREAS**

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )				G Garage (m <sup>2</sup> )	H Lobby/Stairs (m <sup>2</sup> )	A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s		
			B Plot Ratio Area	C Internal / Strata	D Balcony	E Ctyd.					F Store	
M2 & mirrored	1	168.1	50.4	44.5		17.7	3	47.7	24.2	26	263.2	2, 3, 13, 14
	2		47.3	41.5		13.8	3		1.8			
	3		70.4	63.3	11.4		4					

**NICHELIVING ORELIA - TYPE M2 FLOOR PLANS**

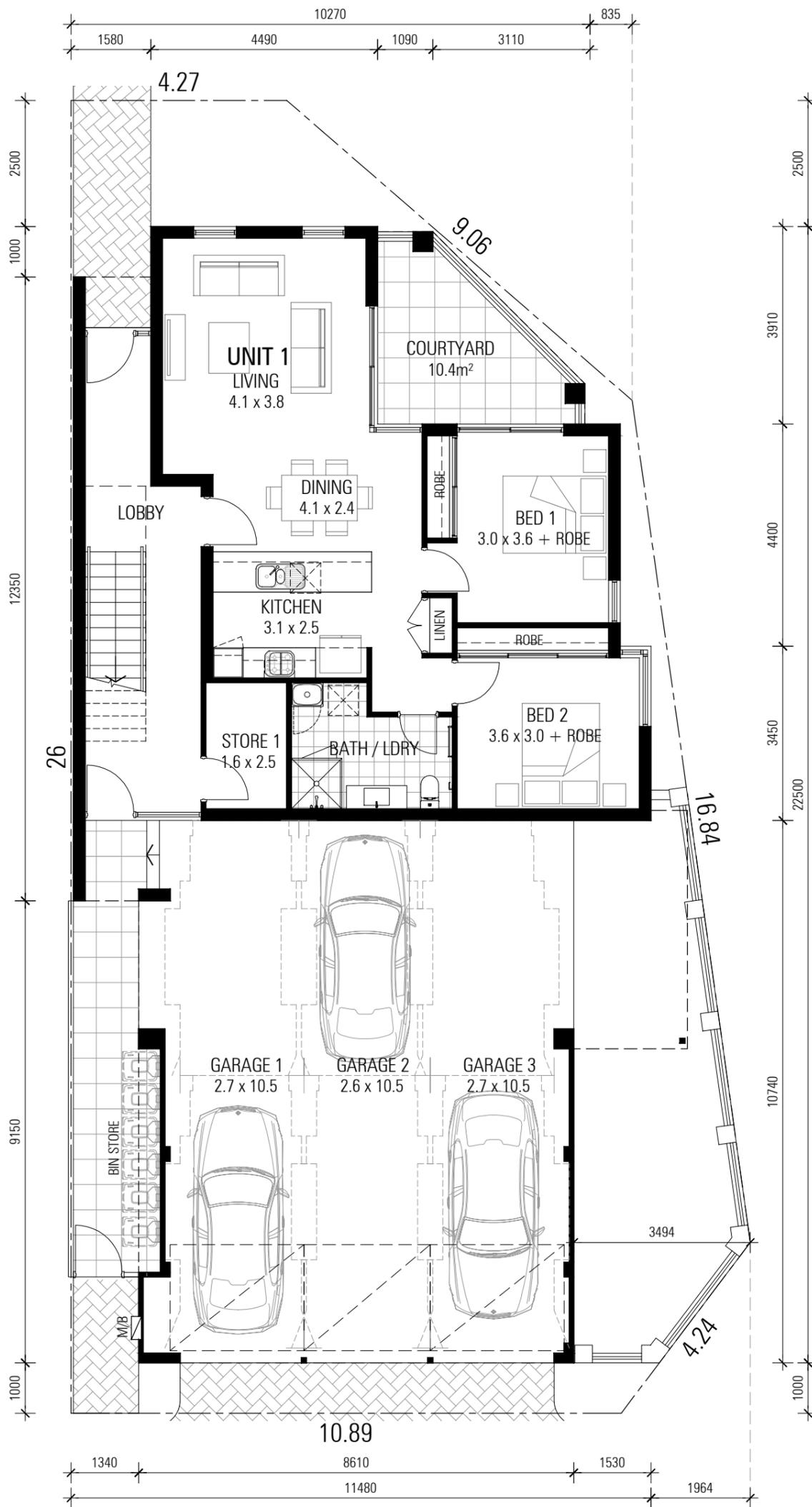
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**01** GROUND FLOOR  
SCALE 1:100

AREAS

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )				G Garage (m <sup>2</sup> )	H Lobby/Stairs (m <sup>2</sup> )	A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
			B Plot Ratio Area	C Internal/ Strata	D Balcony	E Ctyd.				
M3	1	246.8	81.3	72.5		10.4	4	21.5	404.3	1
	2		80.5	72.5	10.4		4	13.4		
	3		85	77.7	10.1		4.4			

**NICHELIVING ORELIA - TYPE M3 GROUND FLOOR PLAN**

LOT 503 - GILMORE AVE, ORELIA WA

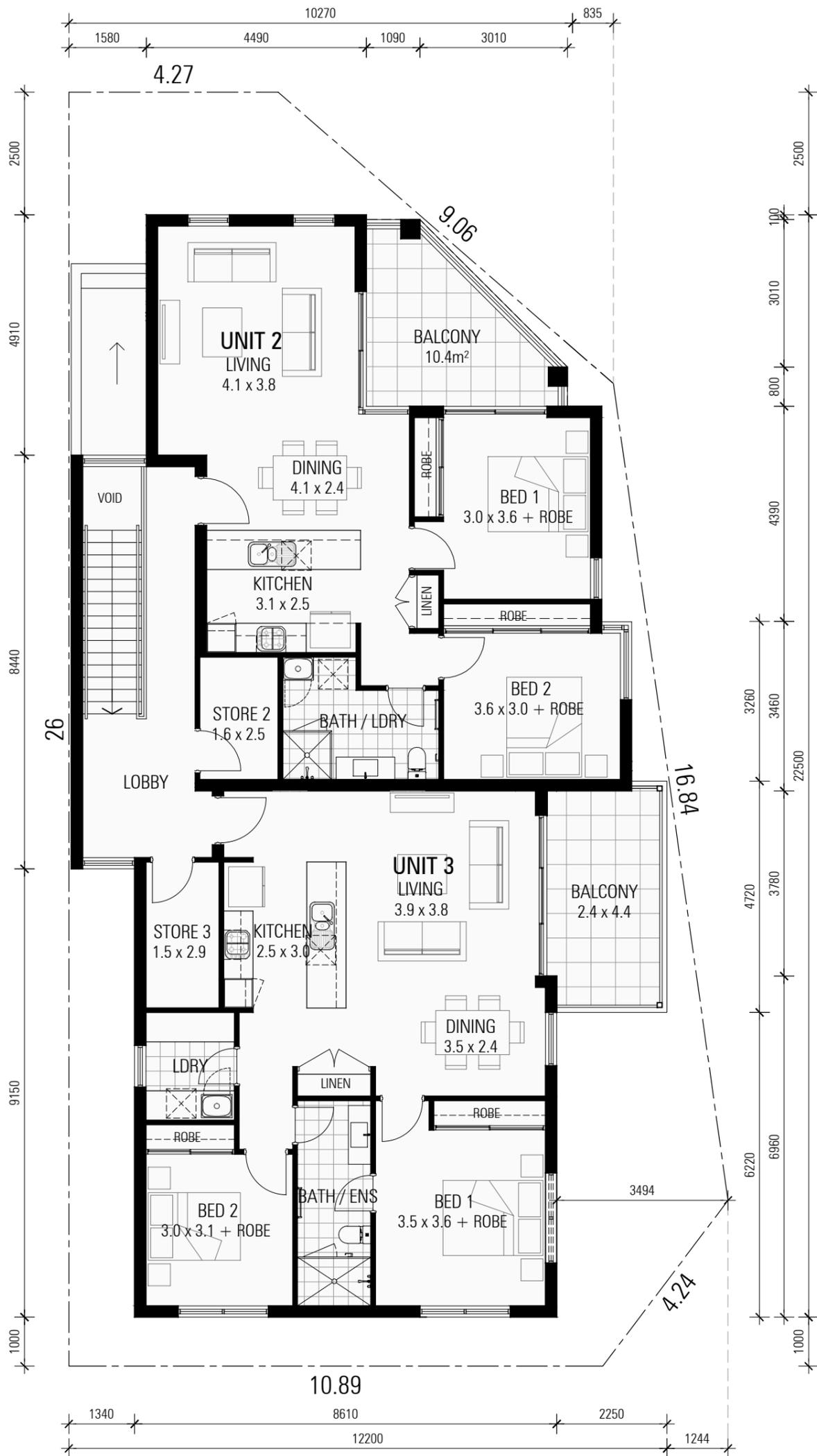
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**02** FIRST FLOOR  
SCALE 1:100

**NICHELIVING ORELIA - TYPE M3 FIRST FLOOR PLAN**

LOT 503 - GILMORE AVE, ORELIA WA

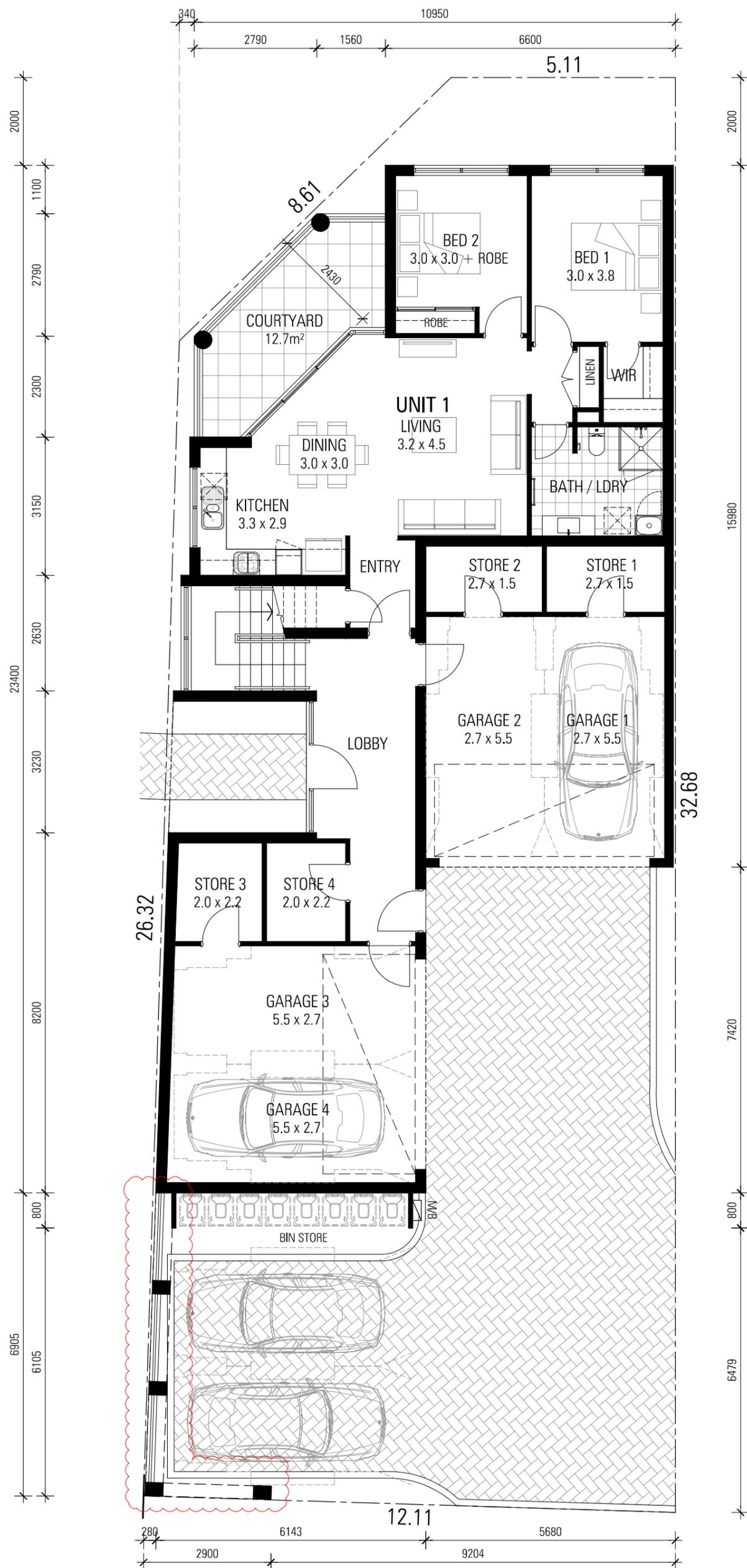


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**01** GROUND FLOOR  
SCALE 1:100

**NICHELIVING ORELIA - TYPE M4 GROUND FLOOR PLAN**

LOT 503 - GILMORE AVE, ORELIA WA

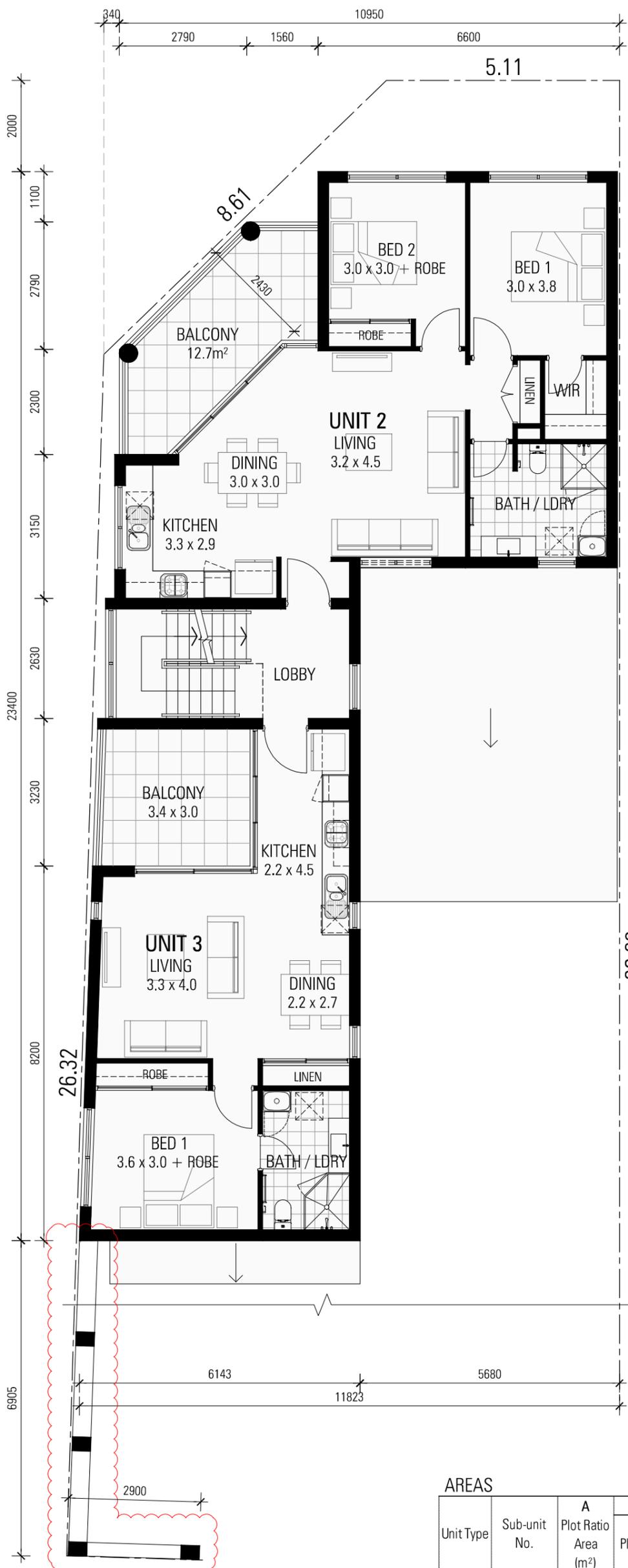
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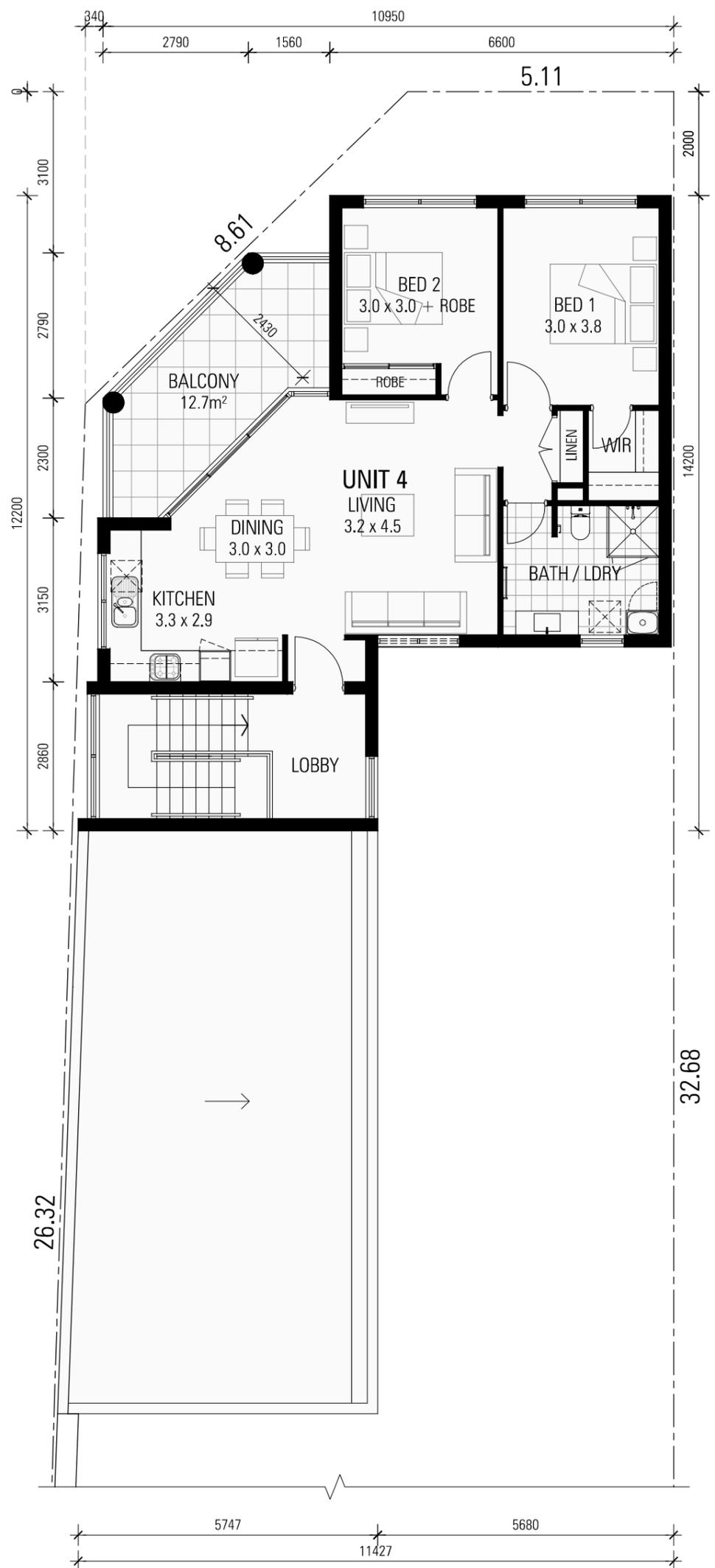
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**02 FIRST FLOOR**  
SCALE 1:100



**03 SECOND FLOOR**  
SCALE 1:100

**AREAS**

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )				G Garage (m <sup>2</sup> )	H Lobby/Stairs (m <sup>2</sup> )	A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
			B Plot Ratio Area	C Internal/ Strata	D Balcony	E Ctyd.				
M4	1	293.1	80.5	72.3		12.7	4.1	21.1	454.1	6
	2		77.8	69	12.7	4.1	69	13.4		
	3		57	49.6	10	4.4				
	4		77.8	69	12.7	4	5.5			

**NICHELIVING ORELIA - TYPE M4 UPPER FLOOR PLANS**

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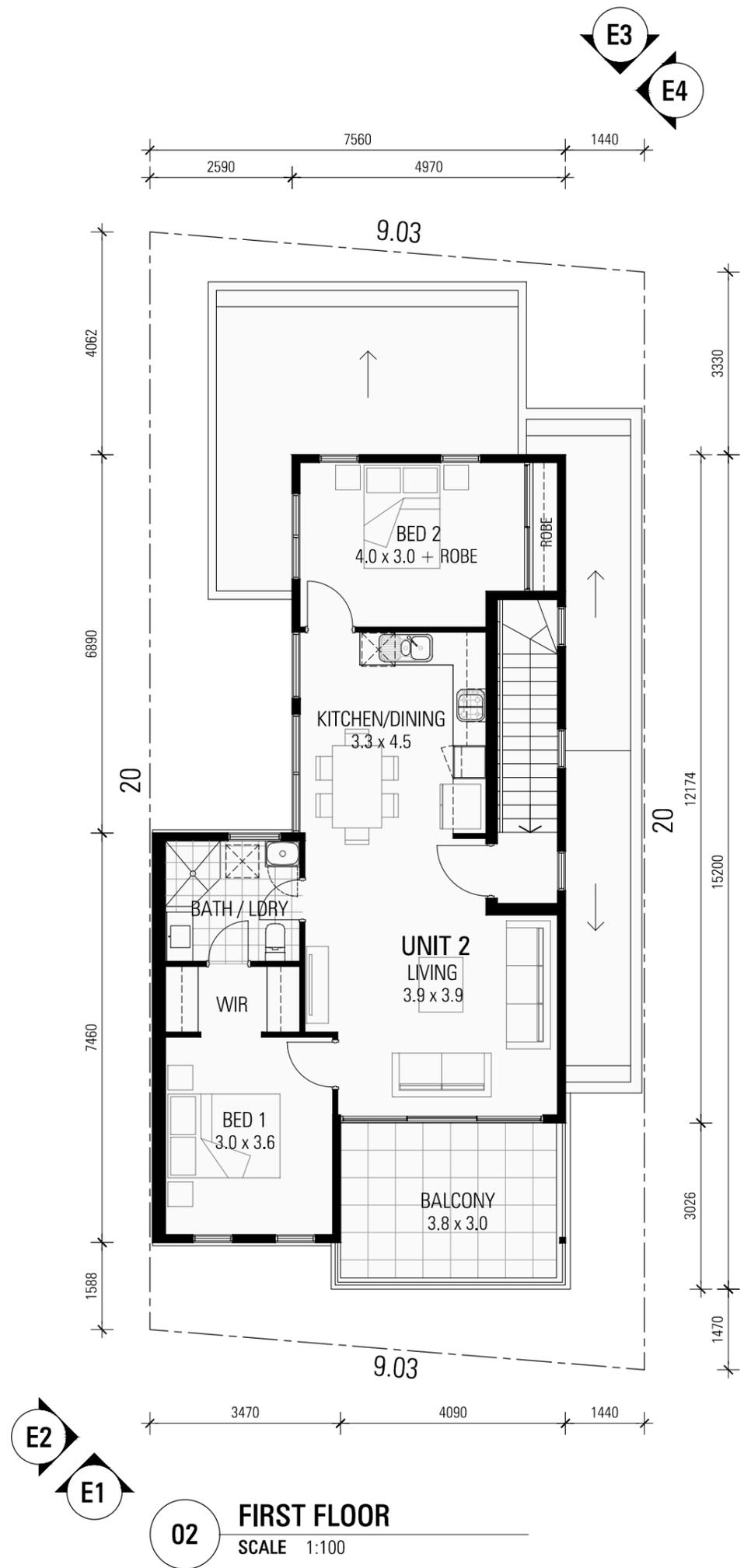
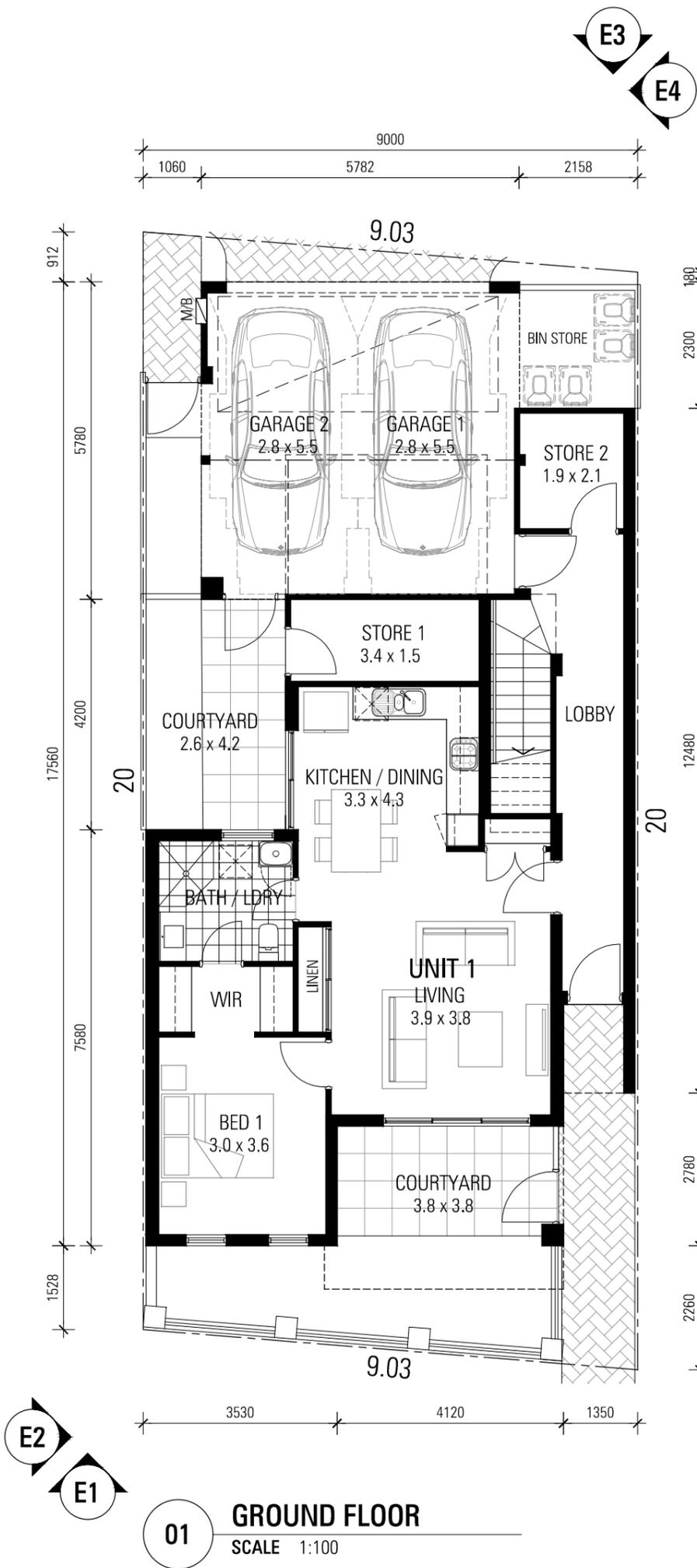
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**AREAS**

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )					G Garage (m <sup>2</sup> )	H Lobby/Stairs (m <sup>2</sup> )	A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s	
			B Plot Ratio Area	C Internal / Strata	D Balcony	E Ctyd.	F Store					
M5 & mirrored	1	133.4	58.9	52.1		30.1	5.1	32.9	17.5	19.1	206.4	7 - 12
	2		74.5	67	11.9		4		1.6			

**NICHELIVING ORELIA - TYPE M5 FLOOR PLANS**

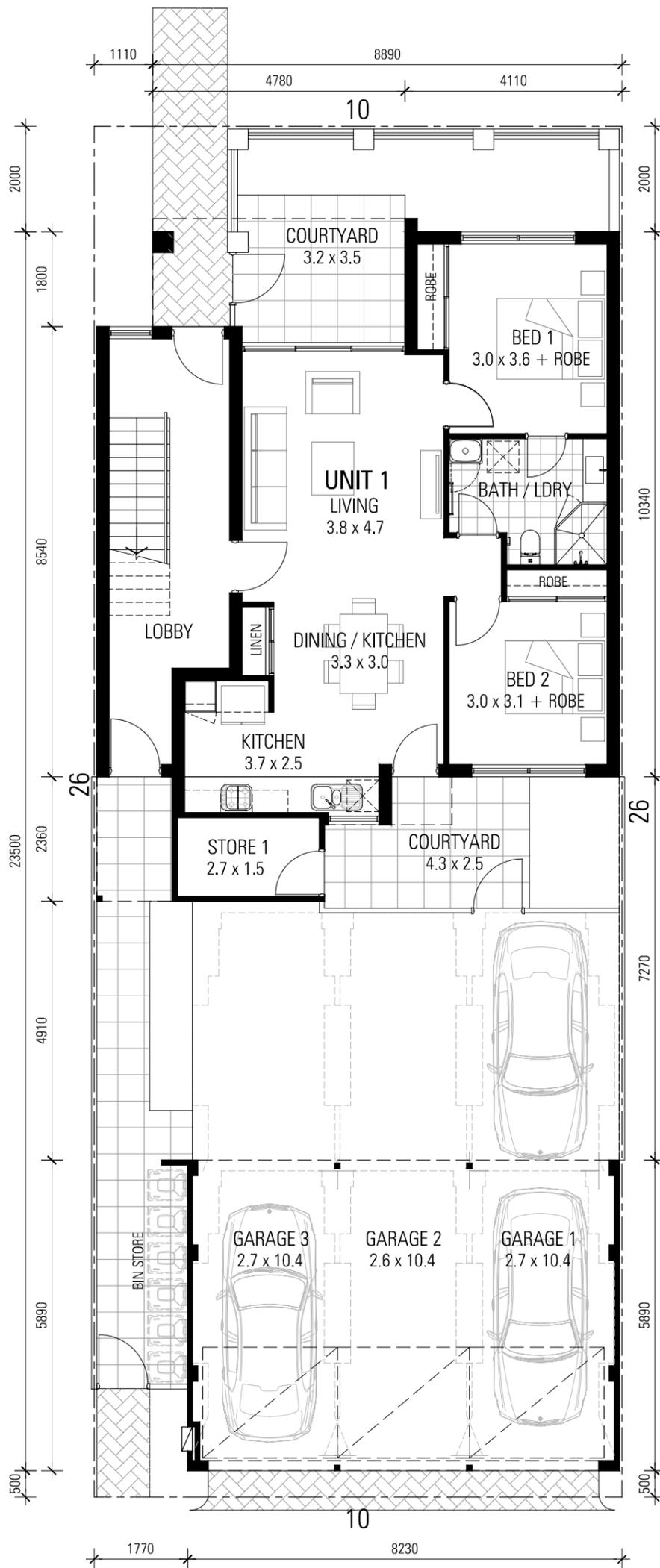
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**01 GROUND FLOOR**  
SCALE 1:100

AREAS

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )				G Garage (m <sup>2</sup> )	H Lobby/Stairs (m <sup>2</sup> )		A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
			B Plot Ratio Area	C Internal/ Strata	D Balcony	E Ctyd.		F Store			
M6	1	222.4	75	66.8		18.6	48.2	19.4	33.6	346.4	4, 5
	2		73.7	66	15.8	4.1		10.5			
	3		73.7	66	14.1	4.1		3.7			

**NICHELIVING ORELIA - TYPE M6 FLOOR PLAN**

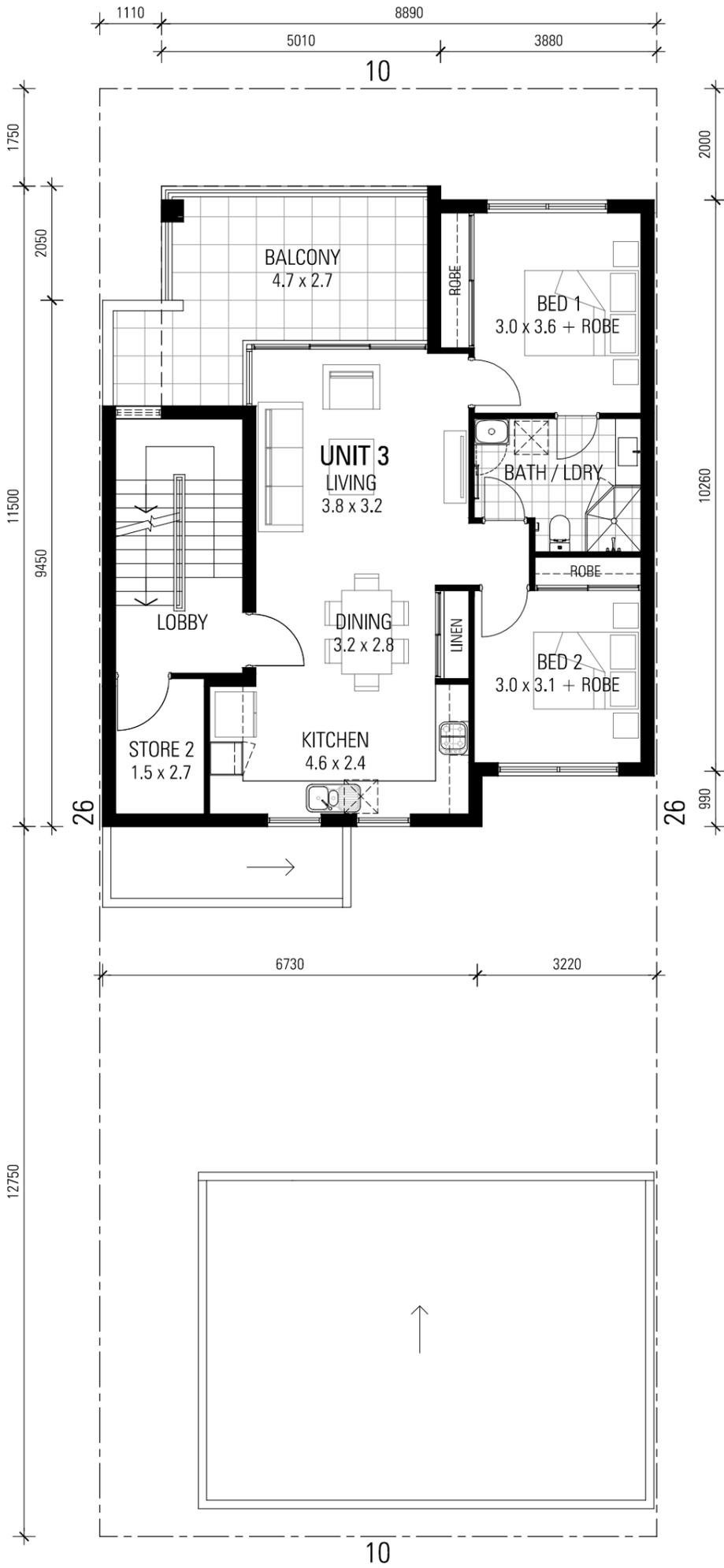
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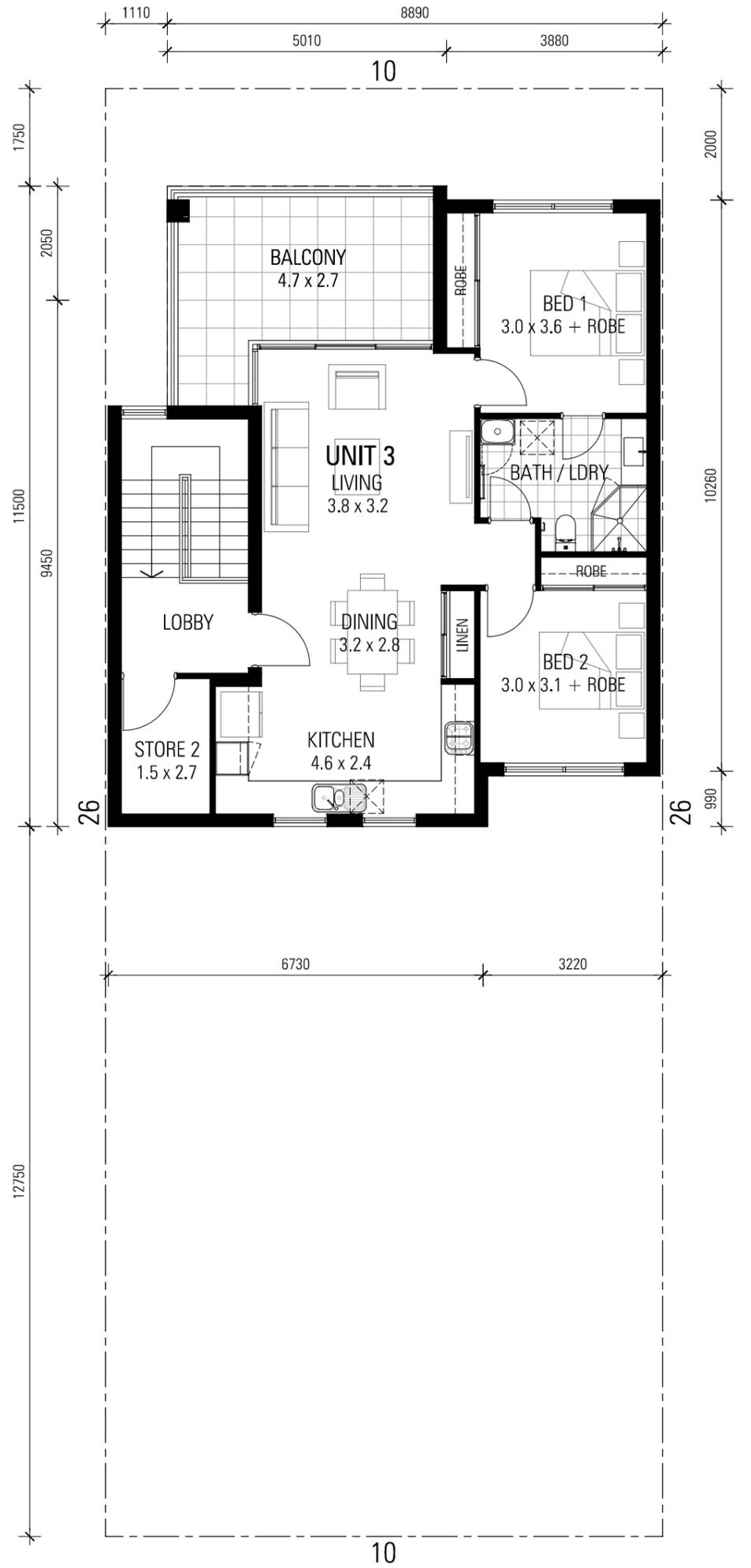


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**02** FIRST FLOOR  
SCALE 1:100



**03** SECOND FLOOR  
SCALE 1:100

**NICHELIVING ORELIA - TYPE M6 FLOOR PLANS**

LOT 503 - GILMORE AVE, ORELIA WA

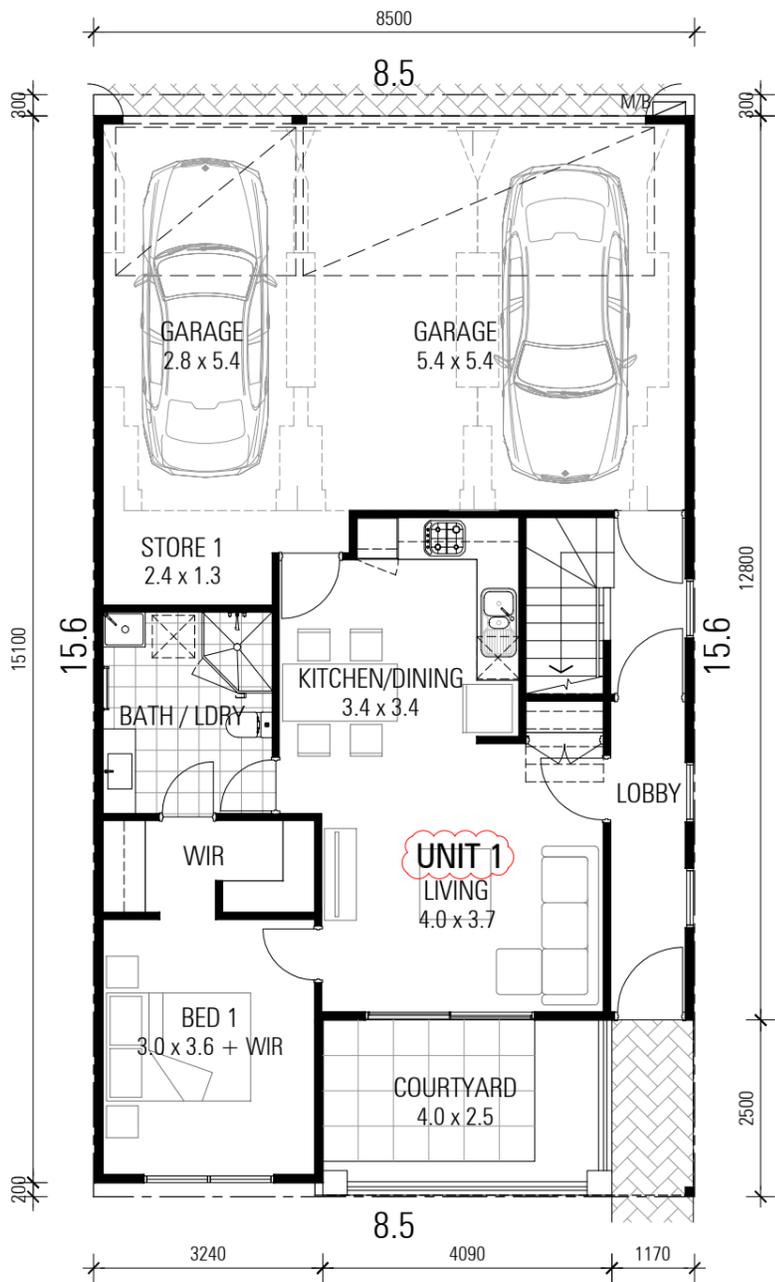
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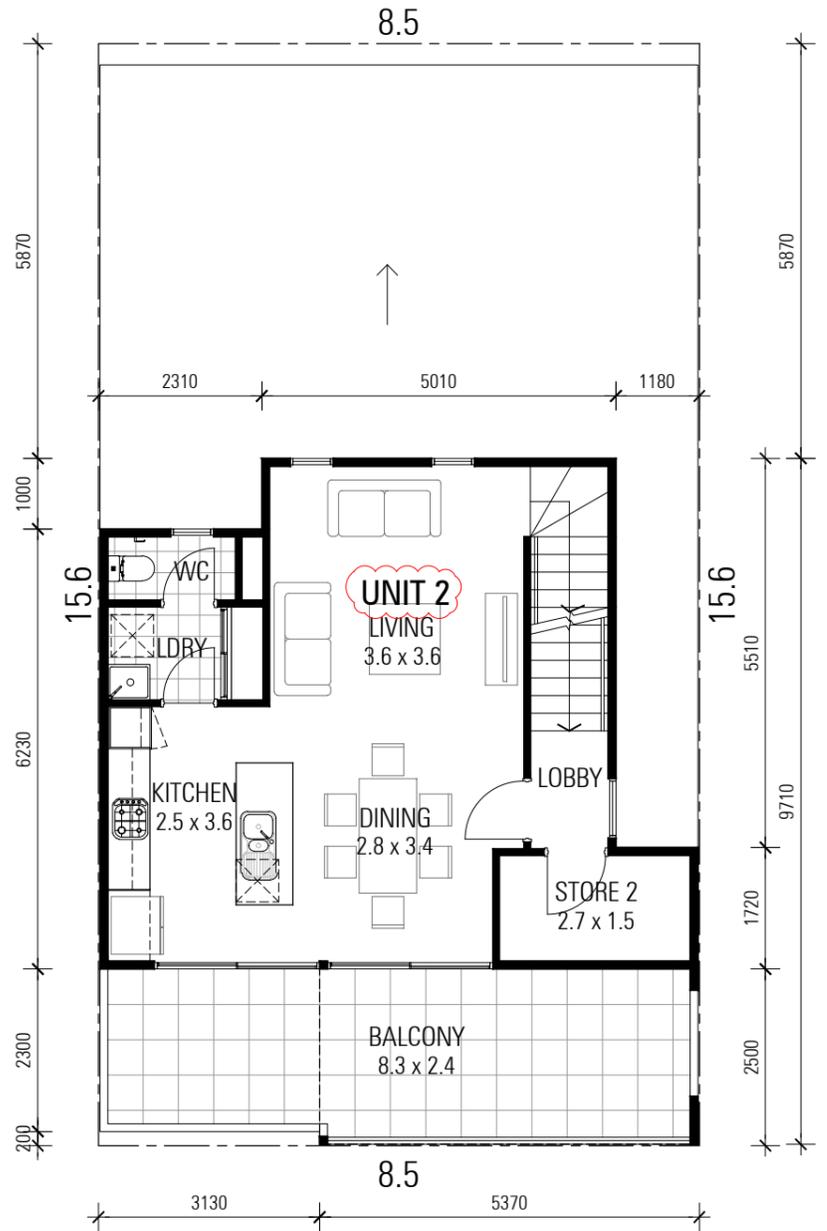
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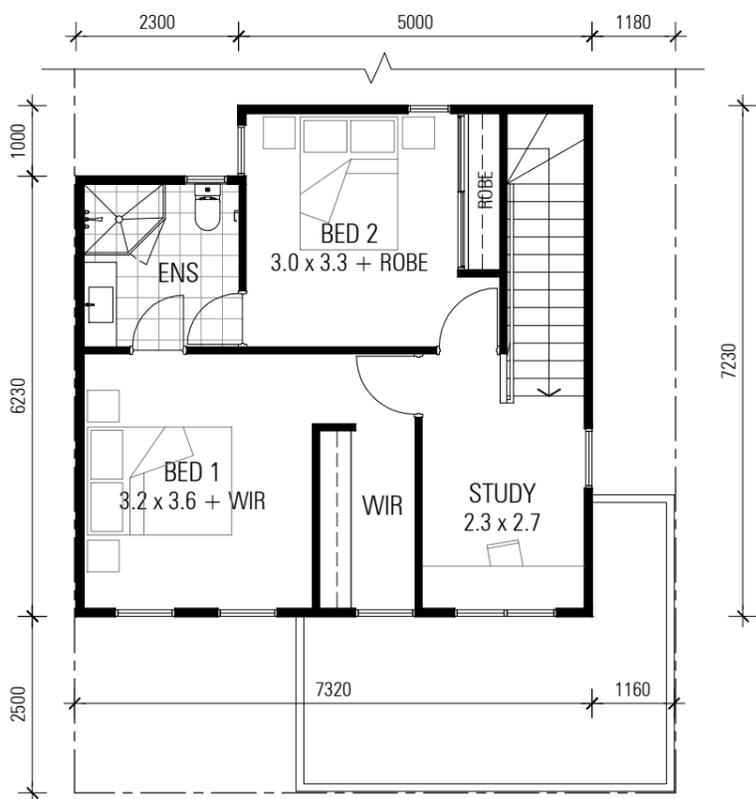
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**01 GROUND FLOOR**  
SCALE 1:100



**02 FIRST FLOOR**  
SCALE 1:100



**03 SECOND FLOOR**  
SCALE 1:100

**AREAS**

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )					G Garage (m <sup>2</sup> )	H		A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
			B Plot Ratio Area	C Internal / Strata	D Balcony	E Ctyd.	F Store		Lobby/Stairs (m <sup>2</sup> )			
M7	1	142.8	52.8	49.5		10	3	47.1	11.5	14.5	231.6	18
	2		90	85	19.6	4.6	3					

**NICHELIVING ORELIA - TYPE M7 FLOOR PLANS**

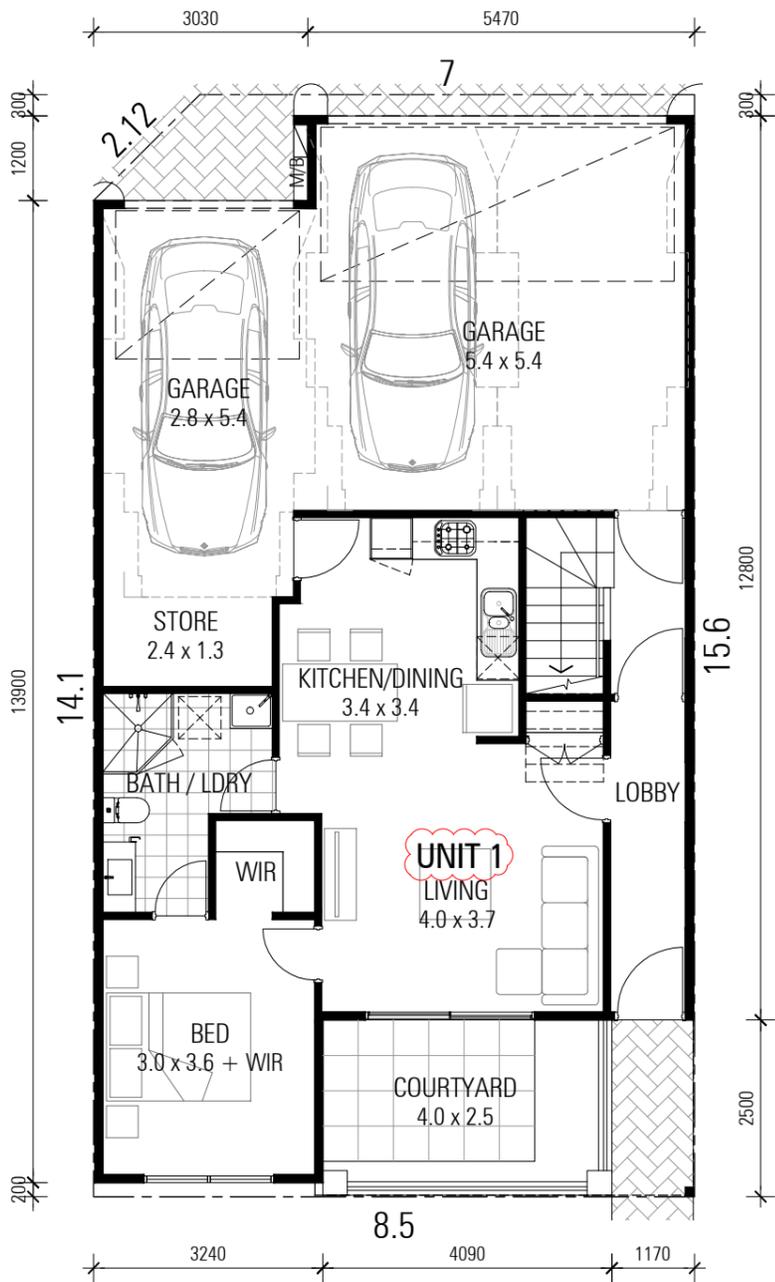
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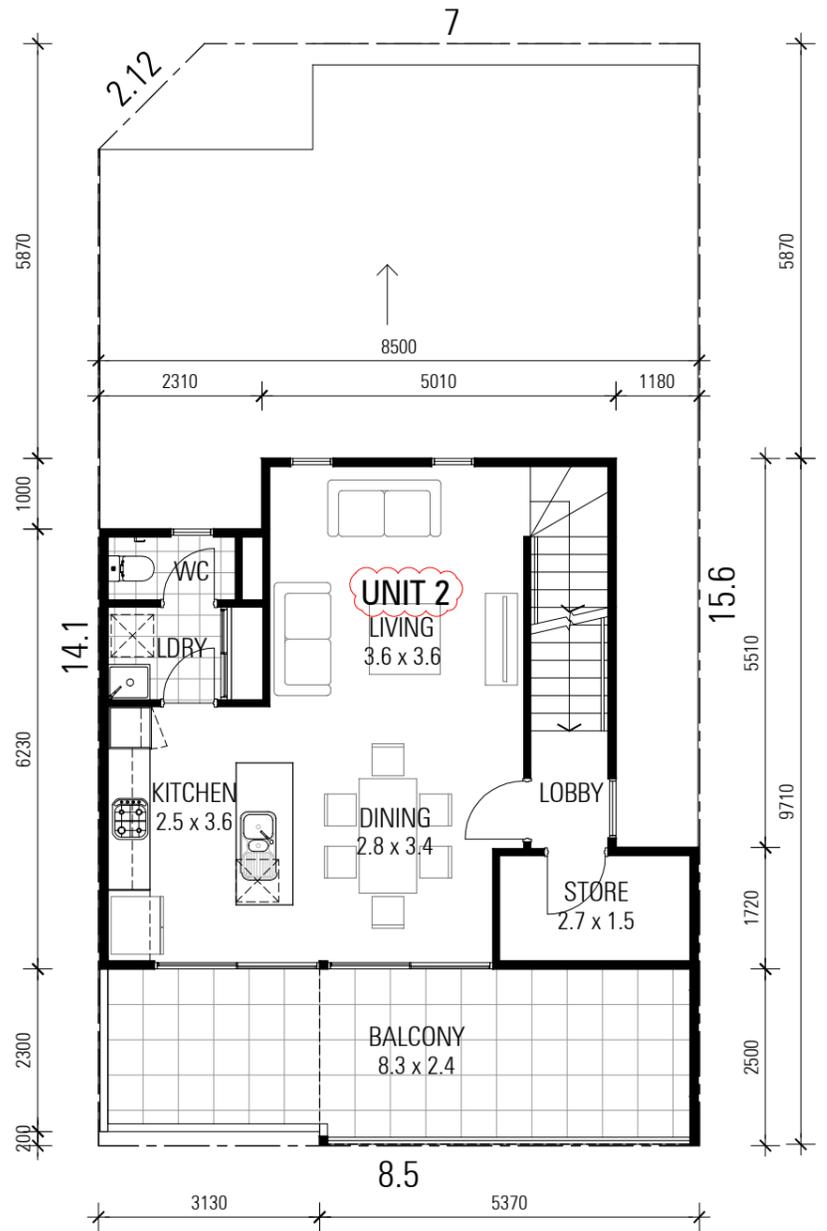


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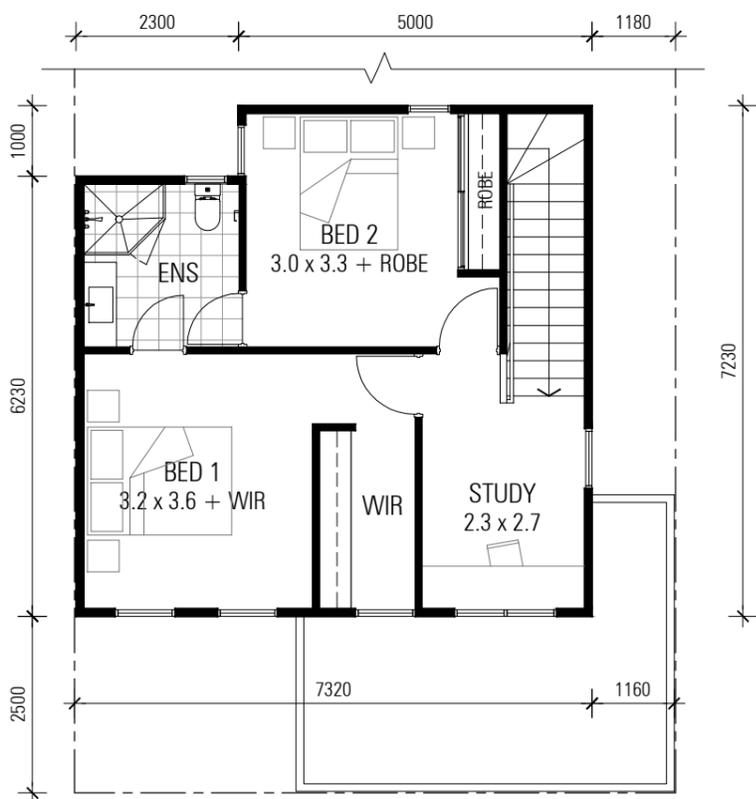
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**01 GROUND FLOOR**  
SCALE 1:100



**02 FIRST FLOOR**  
SCALE 1:100



**03 SECOND FLOOR**  
SCALE 1:100

**AREAS**

Unit Type	Sub-unit No.	A Plot Ratio Area (m <sup>2</sup> )	Areas per Sub-Unit (m <sup>2</sup> )				G Garage (m <sup>2</sup> )	H Lobby/Stairs (m <sup>2</sup> )	A+D+F+G+H Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s	
			B Plot Ratio Area	C Internal/ Strata	D Balcony	E Ctyd.					F Store
M7A	1	140.2	50.2	46.9		10	3	47.9	11.5	229.8	17
	2		90	85	19.6		4.6	3	14.5		

**NICHELIVING ORELIA - TYPE M7A FLOOR PLANS**

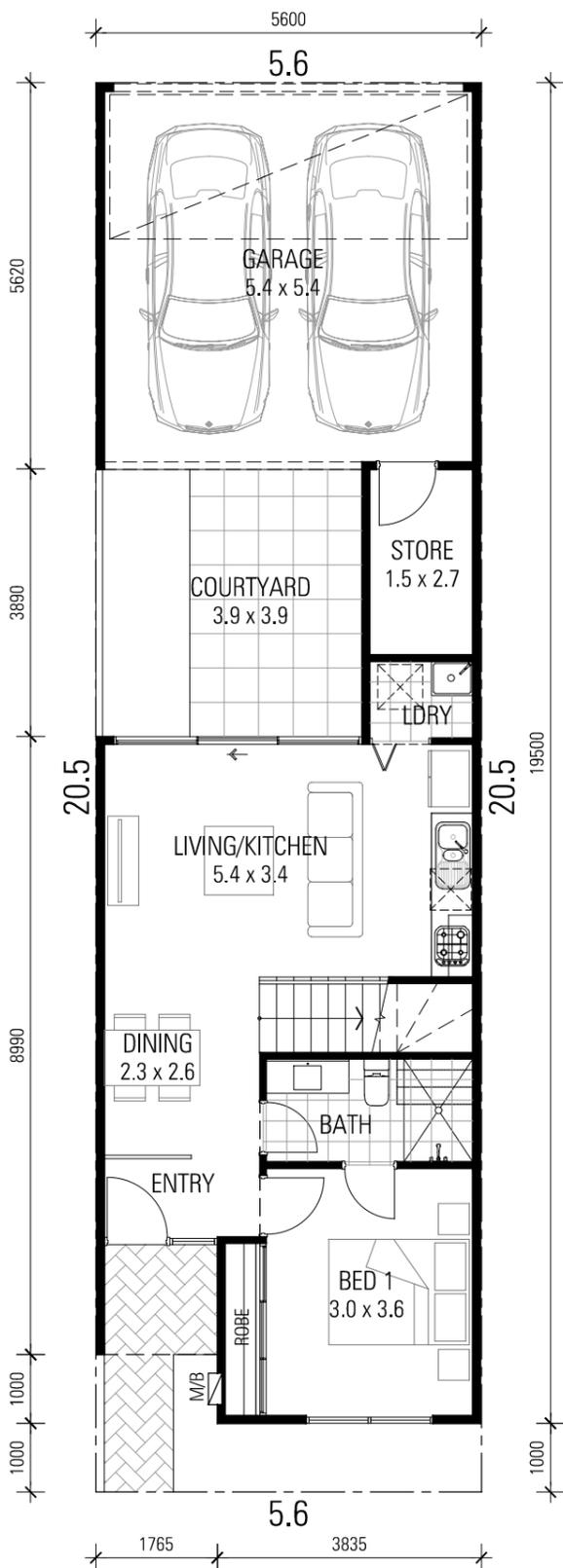
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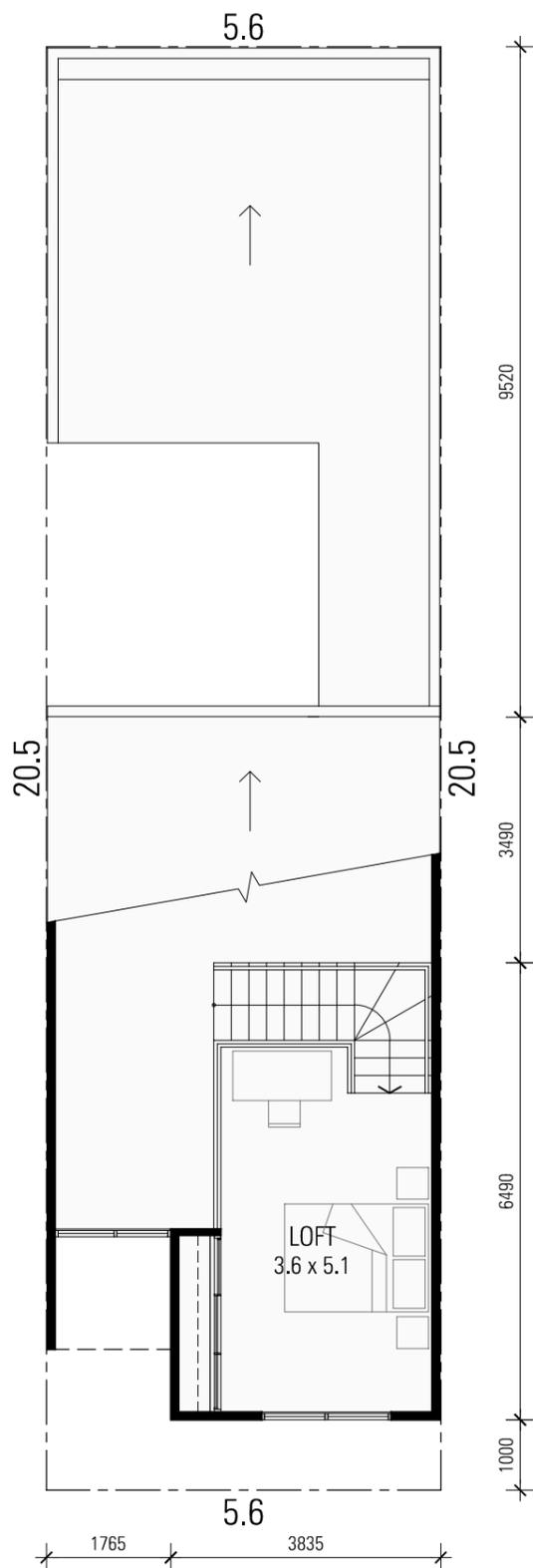


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**01 GROUND FLOOR**  
SCALE 1:100



**02 FIRST FLOOR**  
SCALE 1:100

AREAS

Unit Type	A Floor Area (m <sup>2</sup> )			B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor/ Loft	Total					
1	53.1	18	71.1	31	4.8		106.9	SL22 - SL27, SL48 - SL52

NICHELIVING ORELIA - TYPE 1 FLOOR PLANS

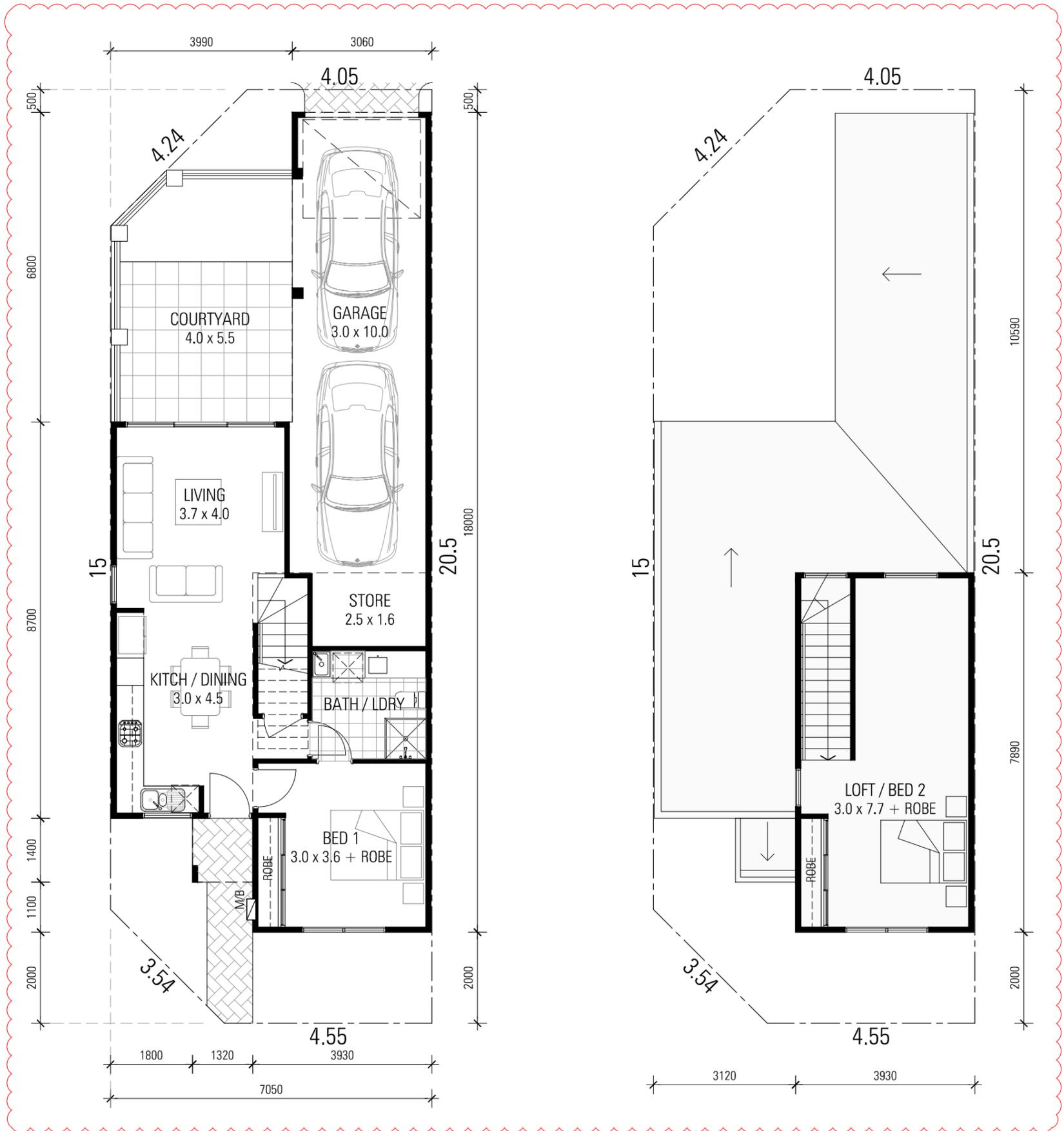
LOT 503 - GILMORE AVE, ORELIA WA

DA SUBMISSION



PROJECT NO. 2093  
DATE 20.04.2017  
REVISION T1-SK2.01\_D

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**01** **GROUND FLOOR**  
SCALE 1:100

**02** **FIRST FLOOR**  
SCALE 1:100

**AREAS**

Unit Type	A Floor Area (m <sup>2</sup> )			B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor/ Loft	Total					
1A	56.1	25.8	81.9	31	4.2		117.1	SL47

**NICHELIVING ORELIA - TYPE 1A FLOOR PLANS**

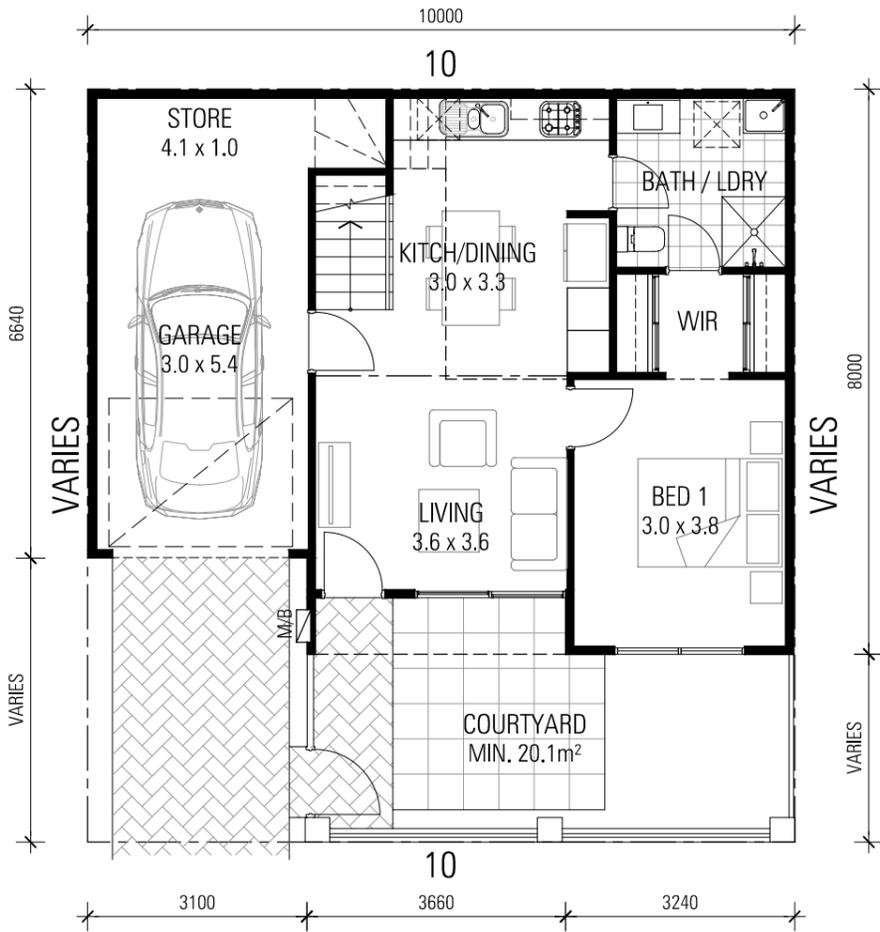
LOT 503 - GILMORE AVE, ORELIA WA

**DA SUBMISSION**

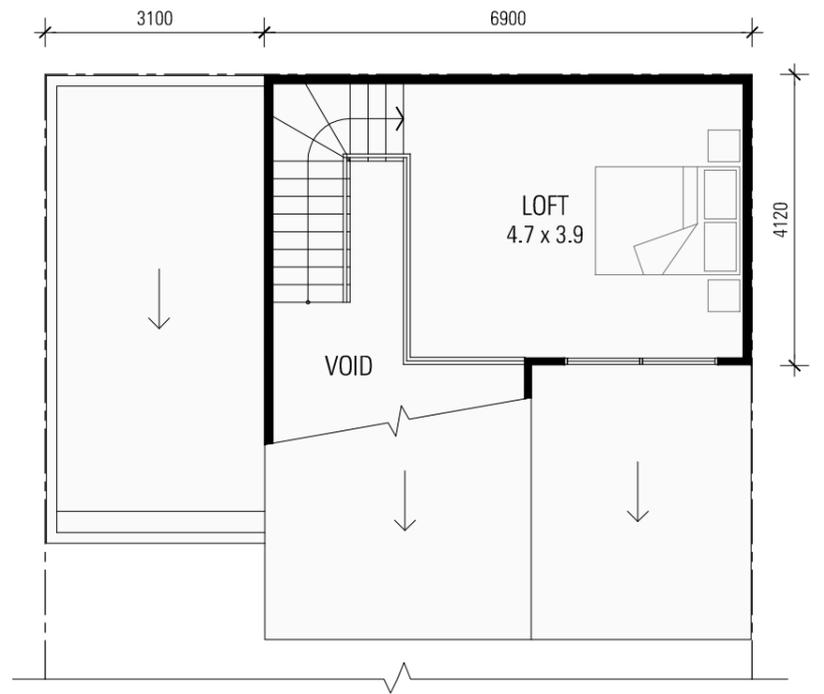


PROJECT NO. 2093  
DATE 19.09.2017  
REVISION T1A-SK2.01\_F

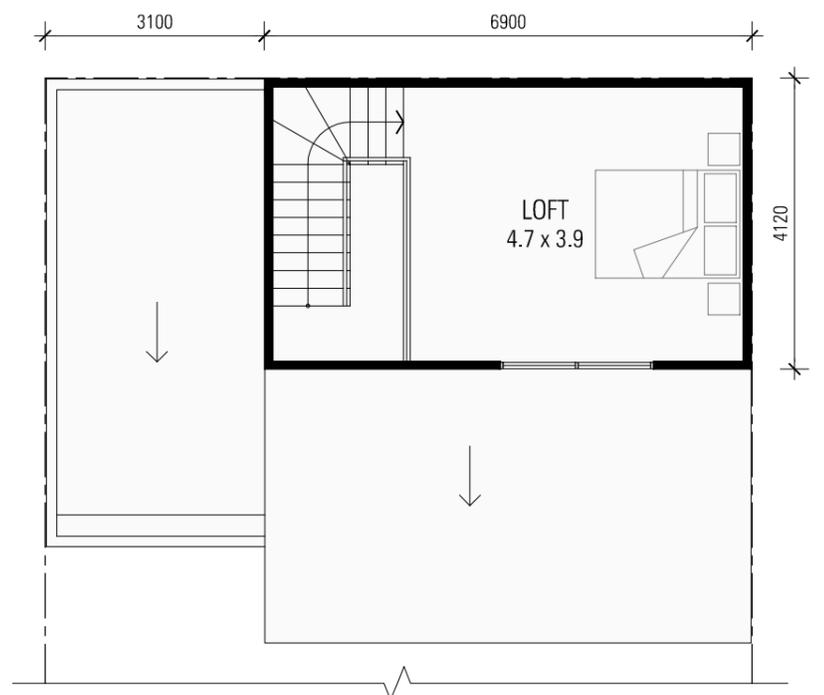
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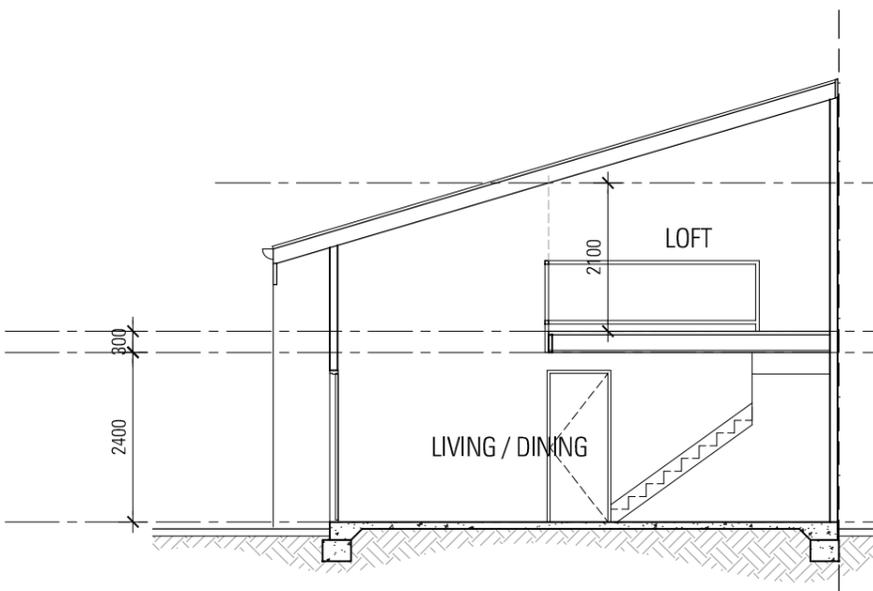
**01 GROUND FLOOR**  
SCALE 1:100



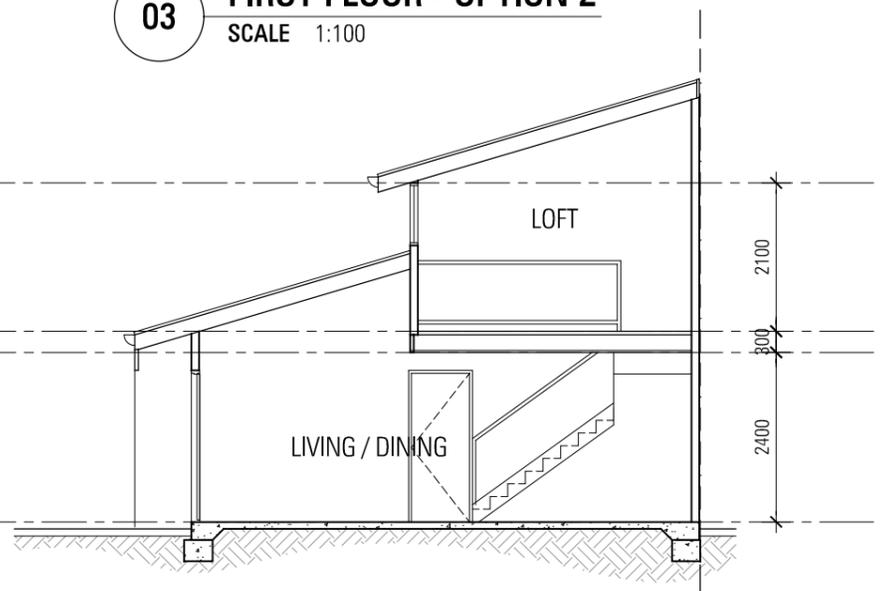
**02 FIRST FLOOR - OPTION 1**  
SCALE 1:100



**03 FIRST FLOOR - OPTION 2**  
SCALE 1:100



**04 SECTION - OPTION 1**  
SCALE 1:100



**05 SECTION - OPTION 2**  
SCALE 1:100

AREAS

Unit Type	A Floor Area (m <sup>2</sup> )			B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor/ Loft	Total					
2 & mirrored	50.5	20.1	70.6	17.2	4.7		92.5	SL39 - SL42

NICHELIVING ORELIA - TYPE 2 FLOOR PLANS & SECTIONS

LOT 503 - GILMORE AVE, ORELIA WA

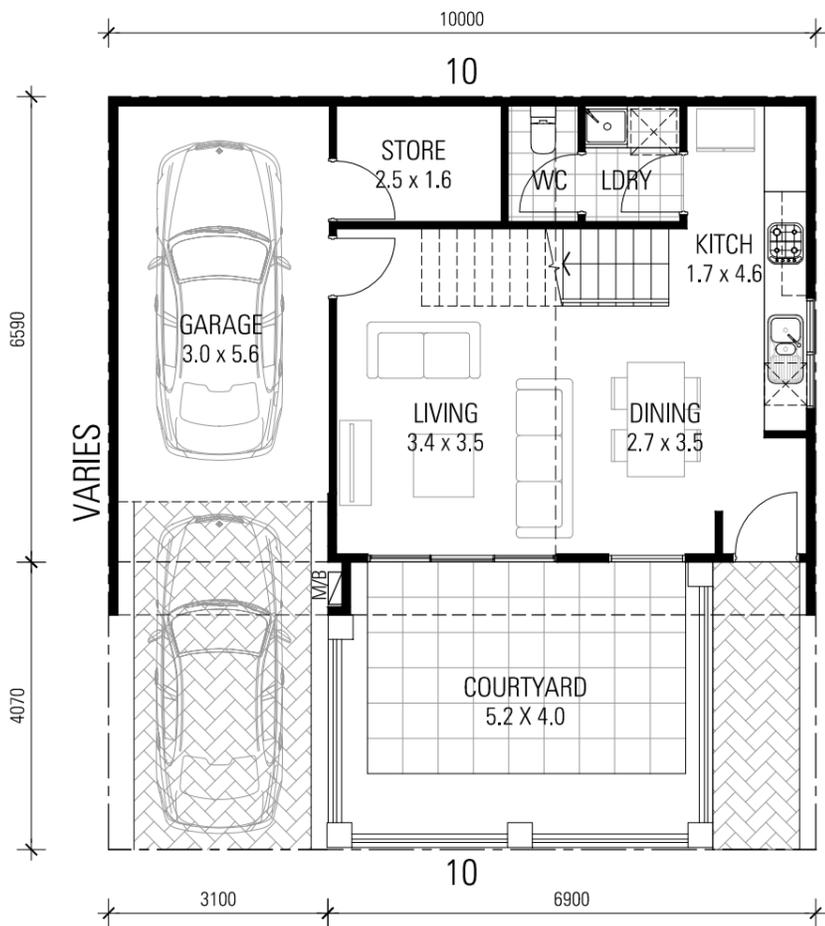
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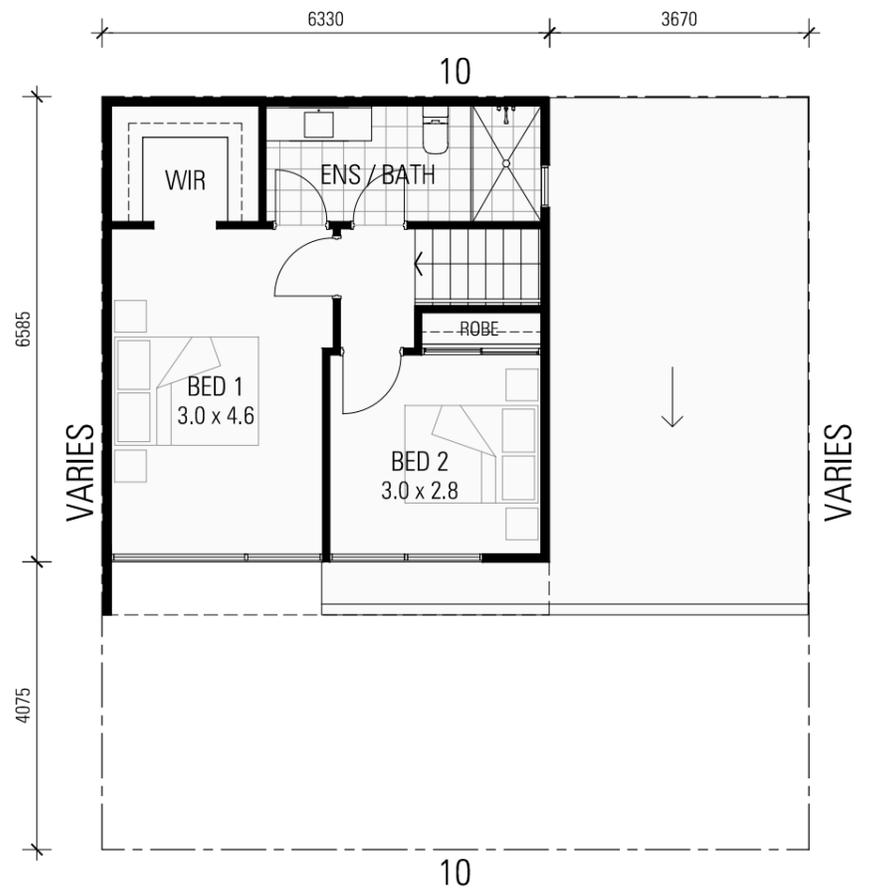
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01

**GROUND FLOOR**

SCALE 1:100



02

**FIRST FLOOR**

SCALE 1:100

**AREAS**

Unit Type	A Floor Area (m <sup>2</sup> )			B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor/ Loft	Total					
2A	40.8	39.3	80.1	17.8	4.3		102.2	SL43 - SL46

**NICHELIVING ORELIA - TYPE 2A FLOOR PLANS**

LOT 503 - GILMORE AVE, ORELIA WA

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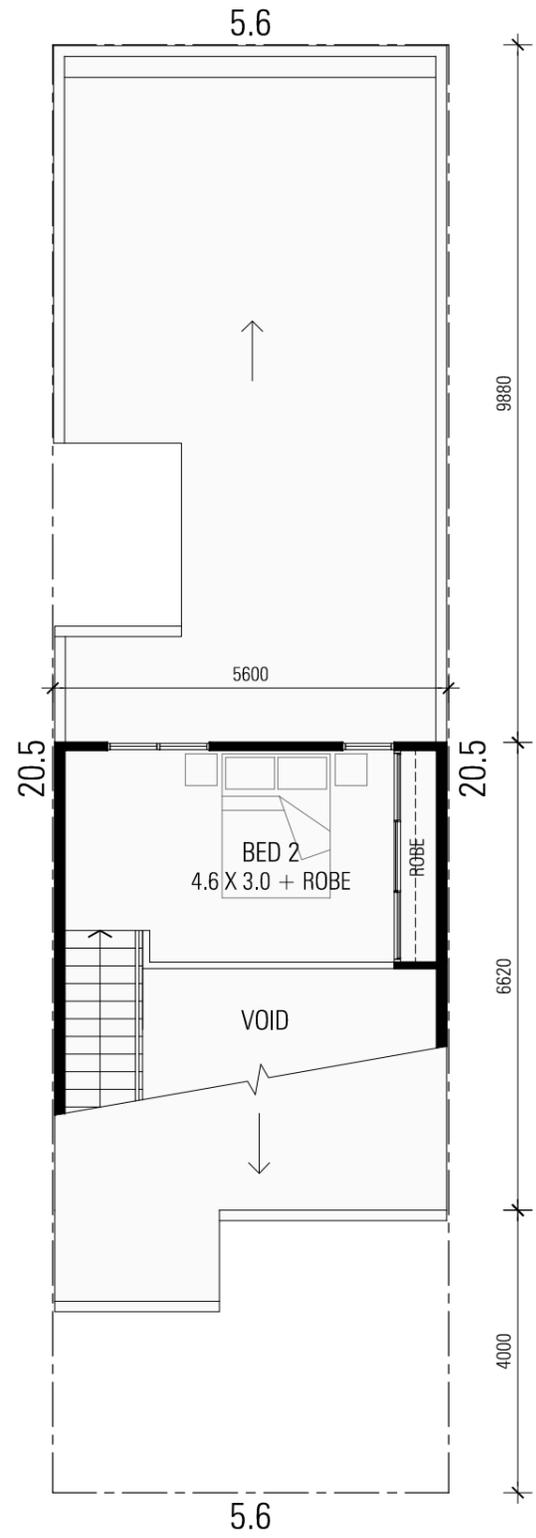
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PROJECT NO. 2093  
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REVISION T2A-SK2.01\_A

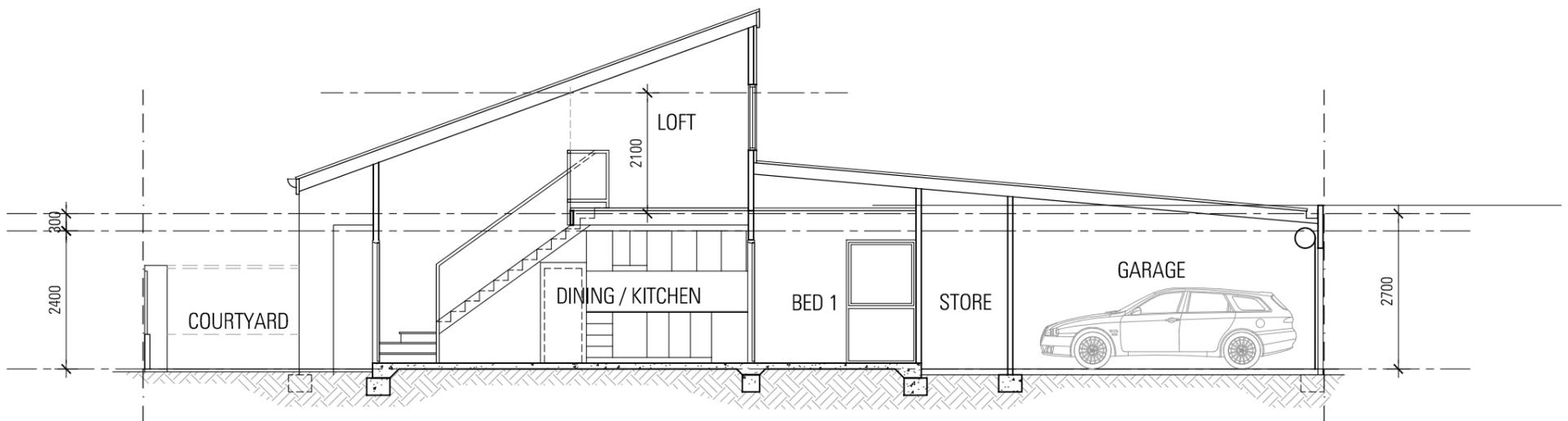
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**01 GROUND FLOOR**  
SCALE 1:100



**02 FIRST FLOOR**  
SCALE 1:100



**03 SECTION**  
SCALE 1:100

AREAS

Unit Type	A Floor Area (m <sup>2</sup> )				B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor / Loft	2nd Floor	Total					
3 & mirrored	50.2	17.1		67.3	31	4.2		102.5	SL13 - SL17, SL29 - SL34

**NICHELIVING ORELIA - TYPE 3 FLOOR PLANS & SECTION**

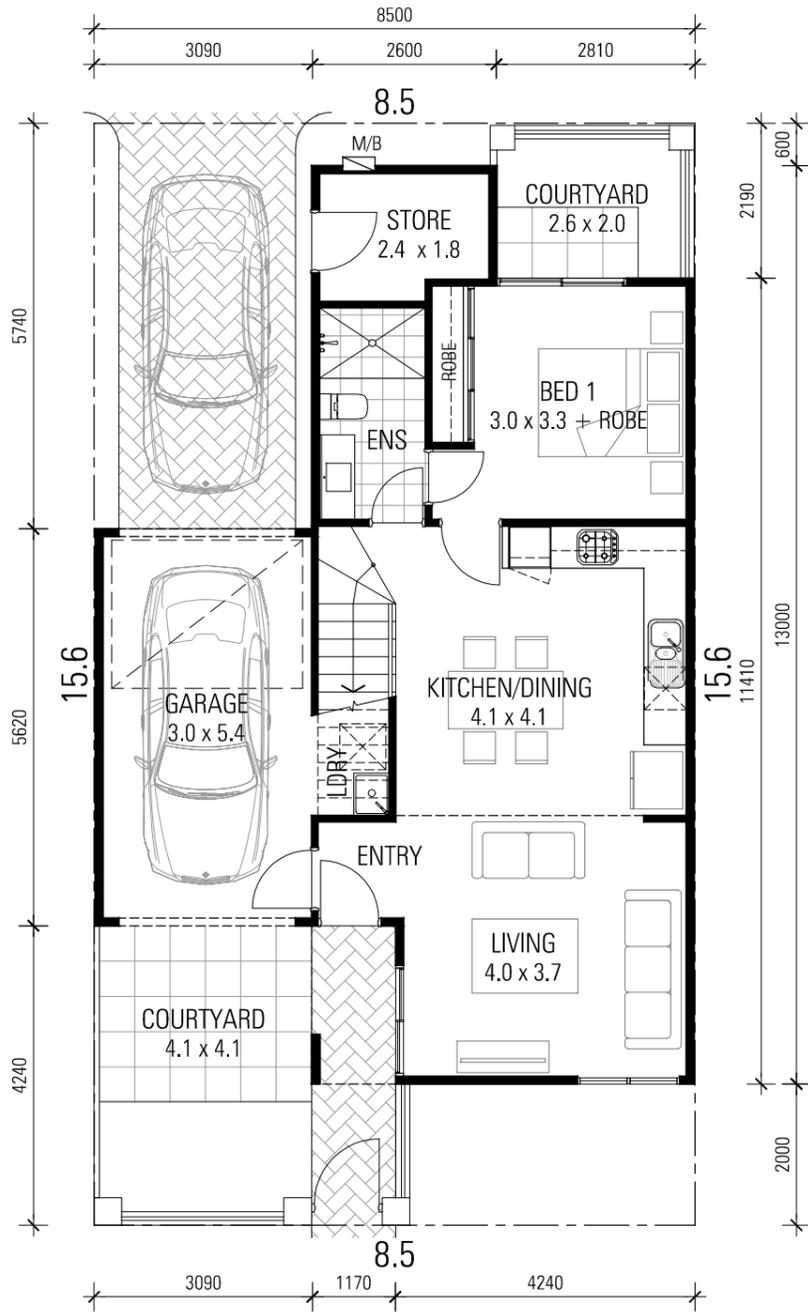
LOT 503 - GILMORE AVE, ORELIA WA

**DA SUBMISSION**

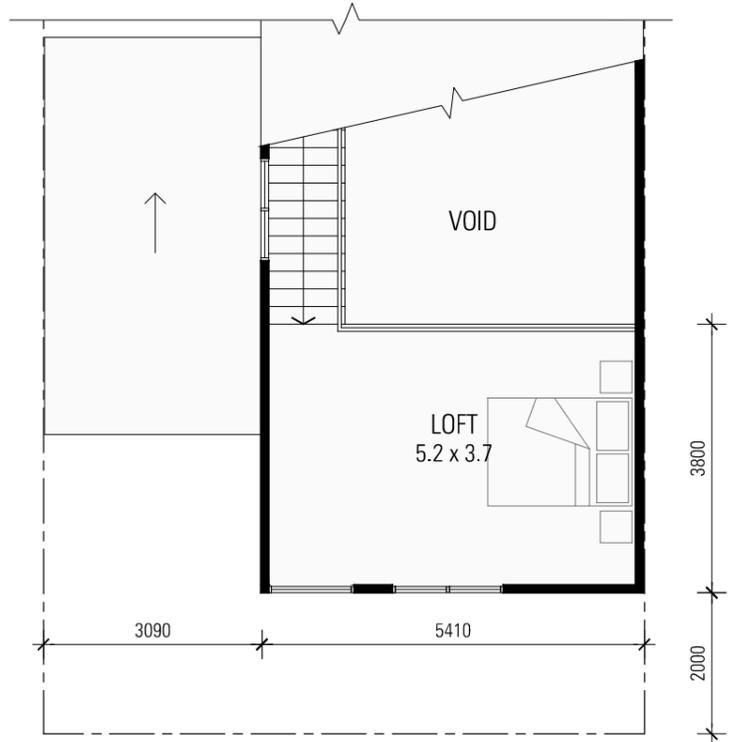


PROJECT NO. 2093  
DATE 16.08.2017  
REVISION T3-SK2.01\_E

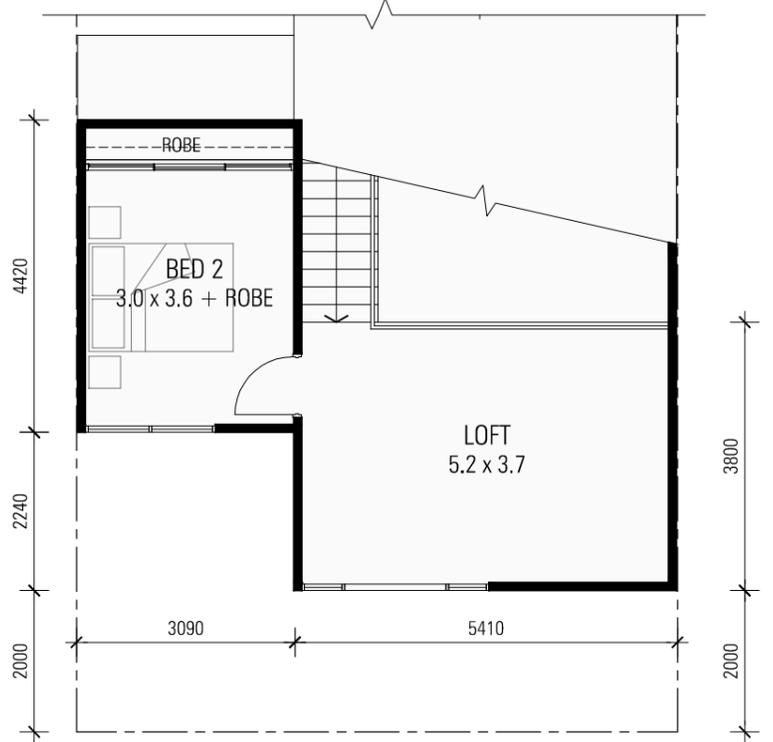
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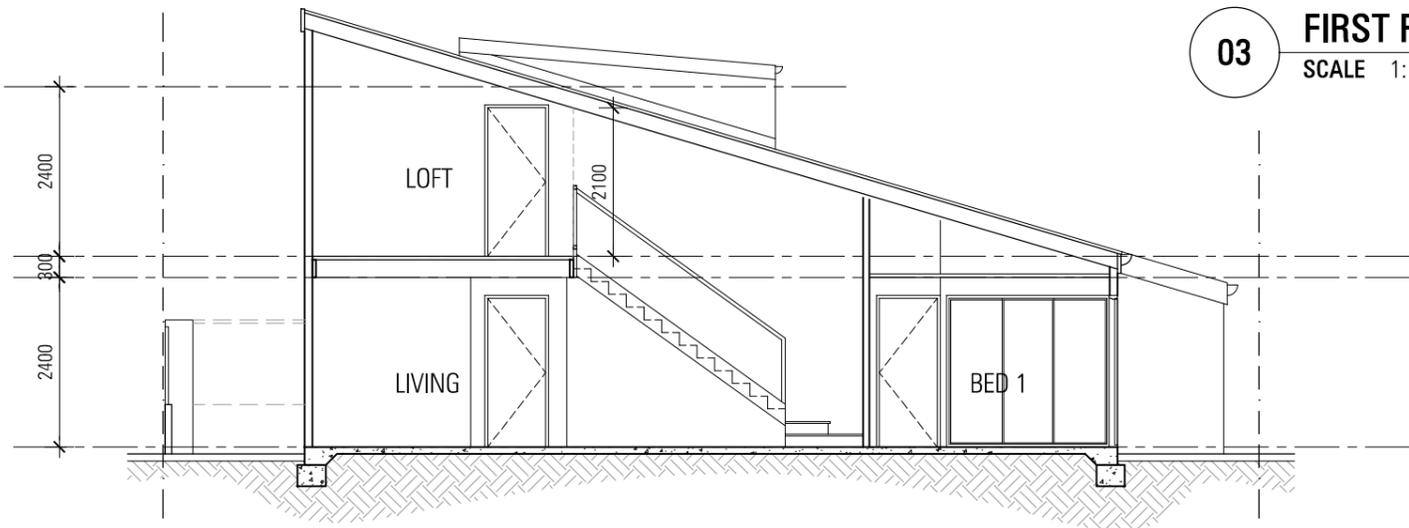
**01 GROUND FLOOR**  
SCALE 1:100



**02 FIRST FLOOR - OPTION 1**  
SCALE 1:100



**03 FIRST FLOOR - OPTION 2**  
SCALE 1:100



**04 SECTION - OPTION 2**  
SCALE 1:100

**AREAS**

Unit Type	A Floor Area (m <sup>2</sup> )				B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor/ Loft	2nd Floor	Total					
4 Option 1	58.6	20.6		79.2	17.2	4.7		101.1	SL5 - SL9
4 Option 2	58.6	34.4		93	17.2	4.7		114.9	SL3, SL4, SL10, SL11

**NICHELIVING ORELIA - TYPE 4 FLOOR PLANS & SECTION**

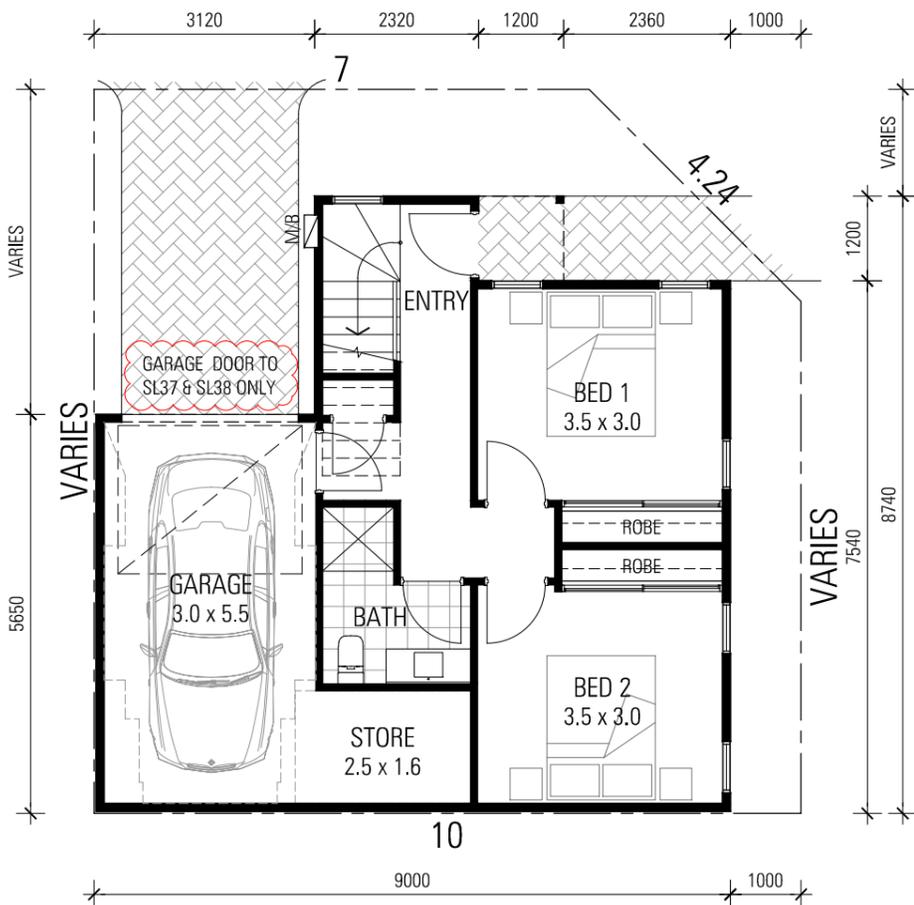
LOT 503 - GILMORE AVE, ORELIA WA

**DA SUBMISSION**

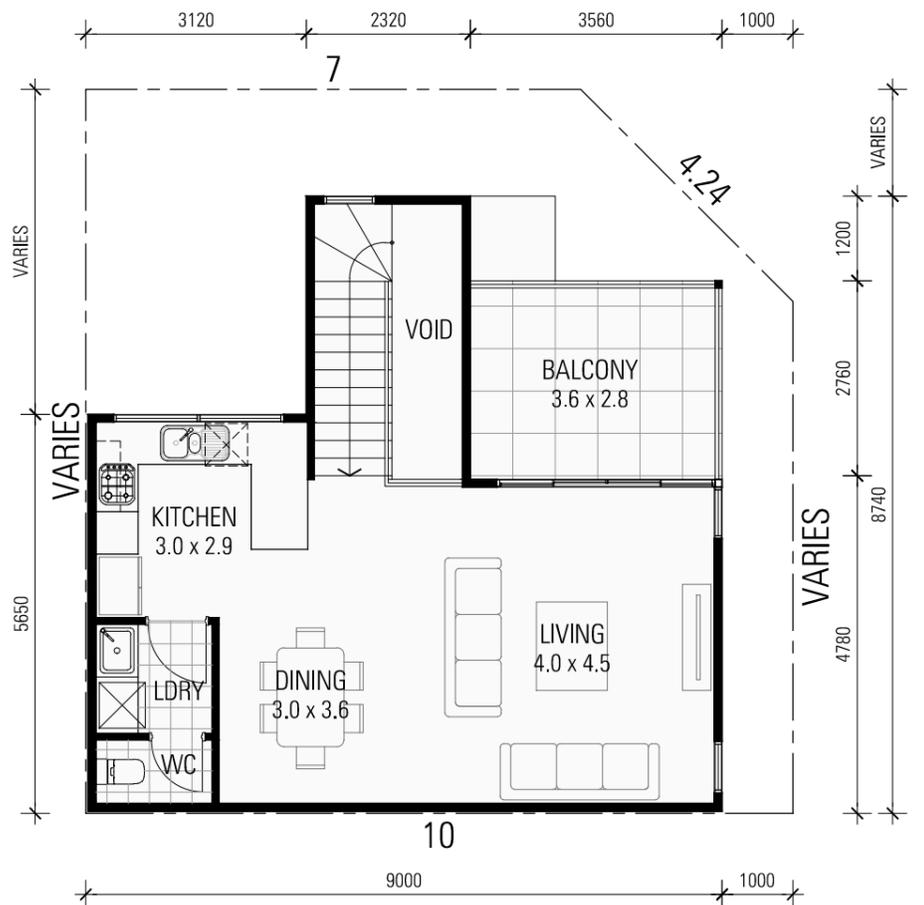


PROJECT NO. 2093  
DATE 24.07.2017  
REVISION T4-SK2.01\_E

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**01 GROUND FLOOR**  
SCALE 1:100



**02 FIRST FLOOR**  
SCALE 1:100

**AREAS**

Unit Type	A Floor Area (m <sup>2</sup> )				B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor / Loft	2nd Floor	Total					
5 & mirrored	43	45.7		88.7	17.3	4.4	10	120.4	SL18 - SL21, SL35 - SL38, SL53, SL54

**NICHELIVING ORELIA - TYPE 5 FLOOR PLANS**

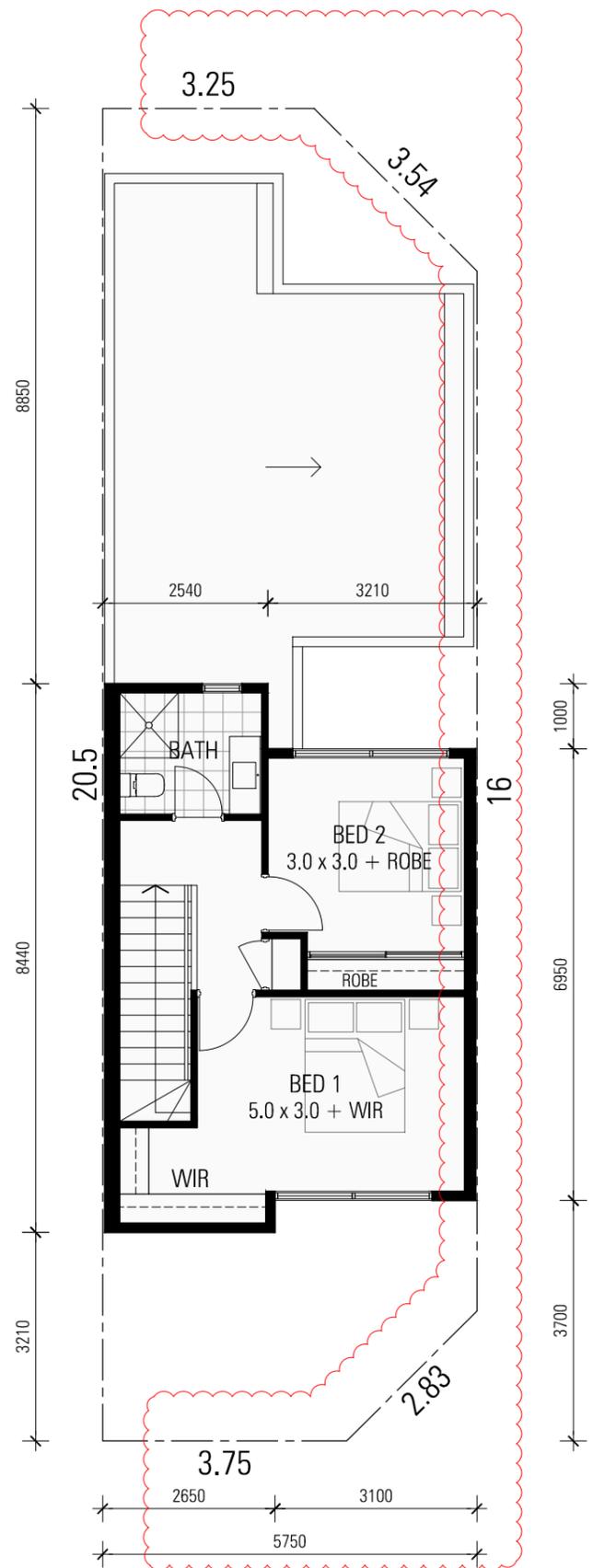
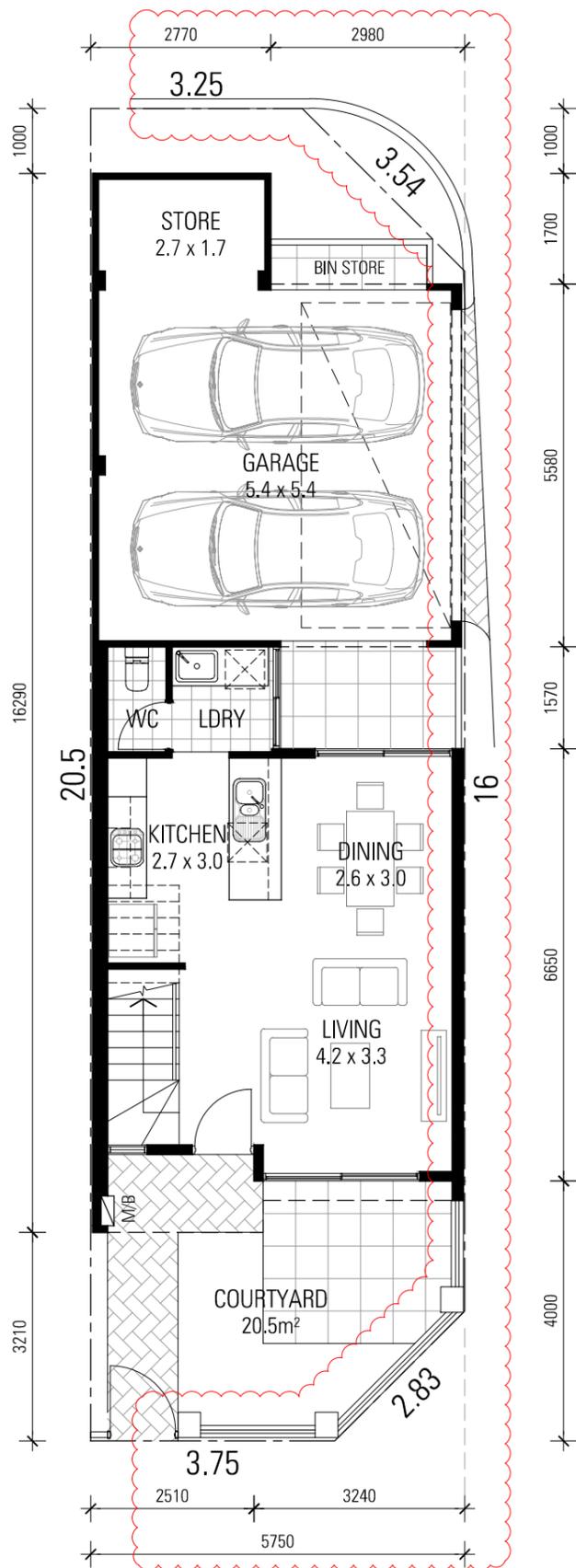
LOT 503 - GILMORE AVE, ORELIA WA

**DA SUBMISSION**



PROJECT NO. 2093  
DATE 16.08.2017  
REVISION T5-SK2.01\_E

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AREAS

Unit Type	A Floor Area (m <sup>2</sup> )			B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor/ Loft	Total					
6	41.6	38.6	80.2	30.6	4.9		115.7	SL28

NICHELIVING ORELIA - TYPE 6 FLOOR PLANS

LOT 503 - GILMORE AVE, ORELIA WA

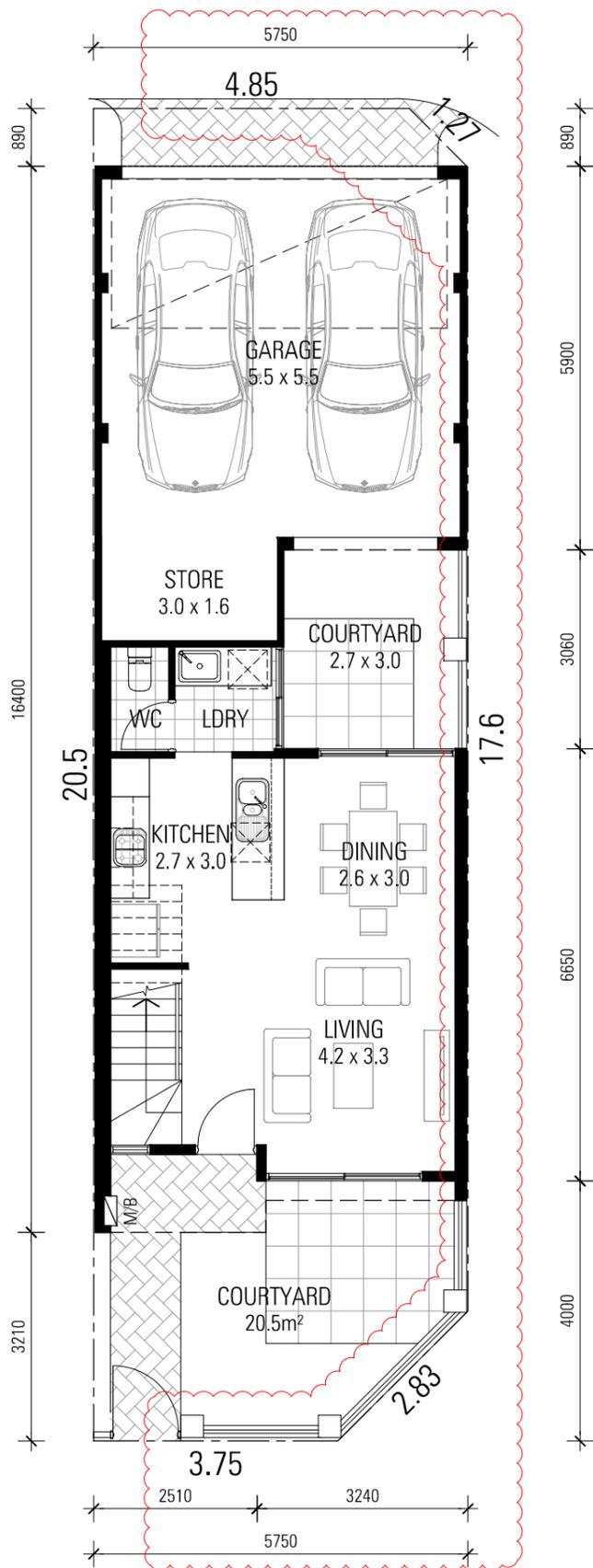
DA SUBMISSION

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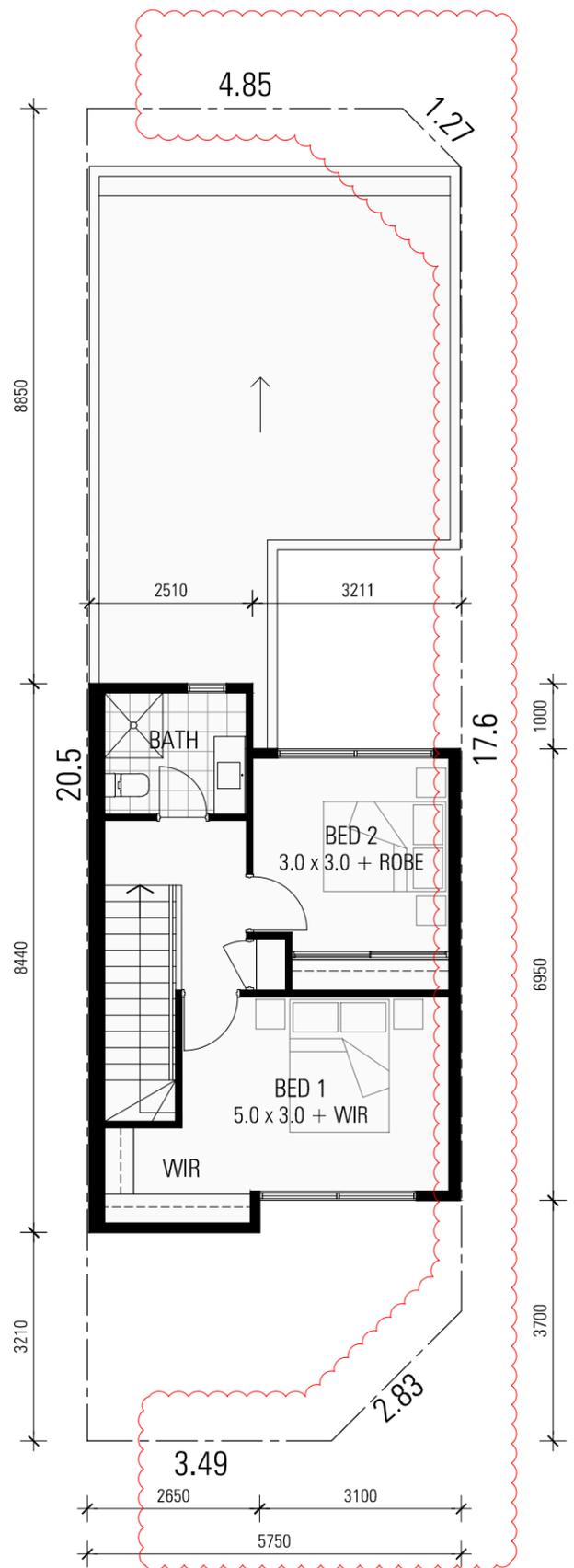
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DATE 19.09.2017  
REVISION T6-SK2.01\_F

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**01** GROUND FLOOR  
SCALE 1:100



**02** FIRST FLOOR  
SCALE 1:100

AREAS

Unit Type	A Floor Area (m <sup>2</sup> )			B Garage (m <sup>2</sup> )	C Store (m <sup>2</sup> )	D Balcony (m <sup>2</sup> )	A+B+C+D Built-up Area (m <sup>2</sup> )	Applicable Lot No.'s
	Ground	1st Floor/ Loft	Total					
6A	41.6	38.6	80.2	37.7	4.6		122.5	SL12

NICHELIVING ORELIA - TYPE 6A FLOOR PLANS

LOT 503 - GILMORE AVE, ORELIA WA

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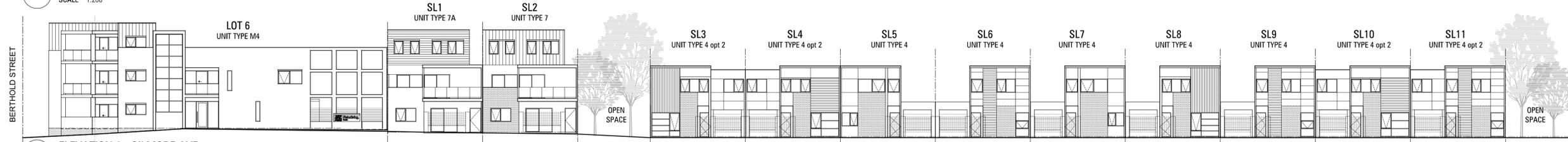
**ZMIH** ZUIDVELD MARCHANT HUR  
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PROJECT NO. 2093  
DATE 19.09.2017  
REVISION T6A-SK2.01\_F

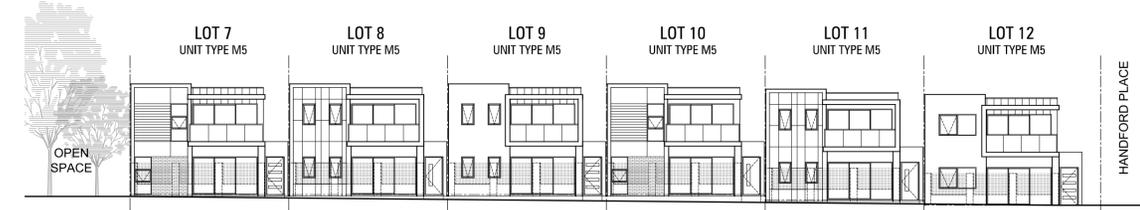
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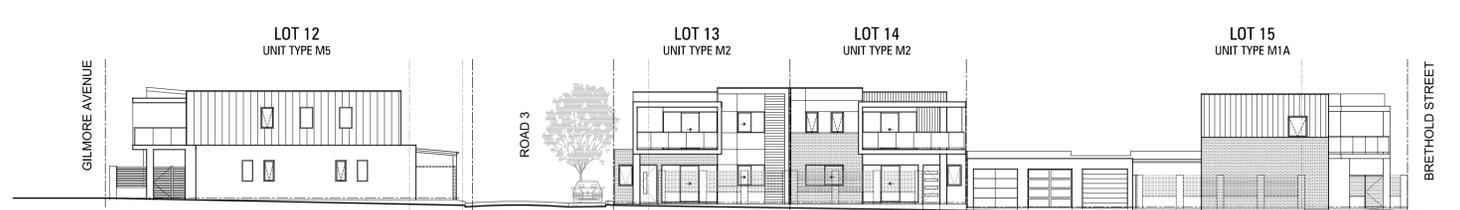
E1 ELEVATION 1 - BERTHOLD ST NORTH  
SCALE 1:200



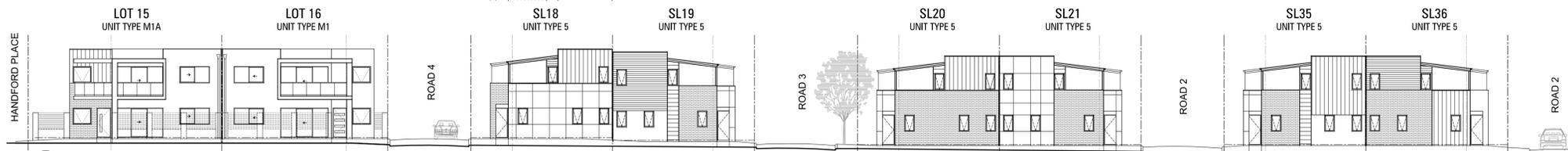
E2 ELEVATION 2 - GILMORE AVE  
SCALE 1:200



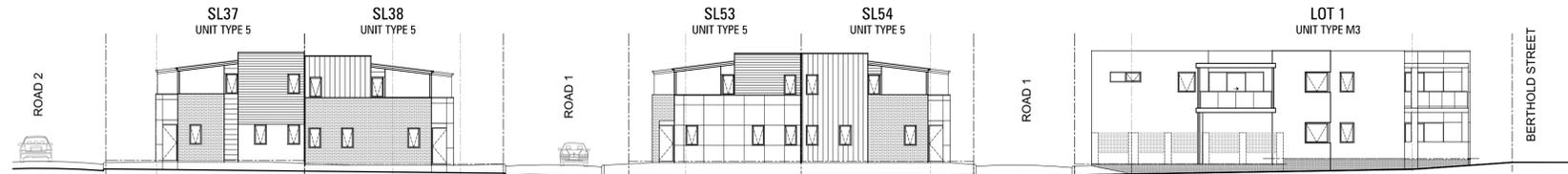
E2 ELEVATION 2 (CONT.) - GILMORE AVE  
SCALE 1:200



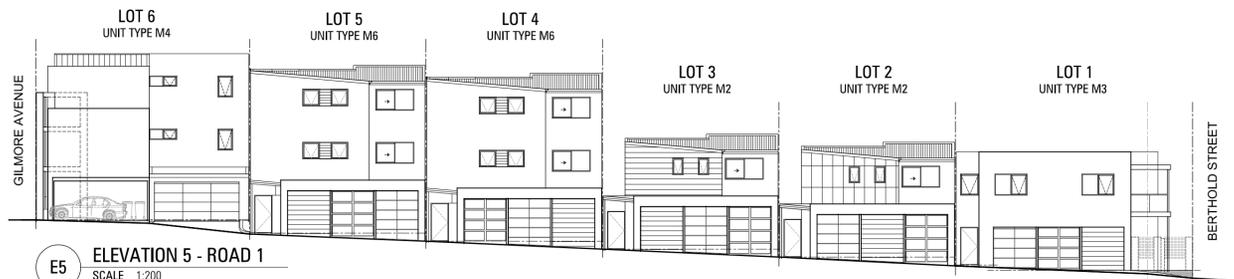
E3 ELEVATION 3 - HANDFORD PLACE  
SCALE 1:200



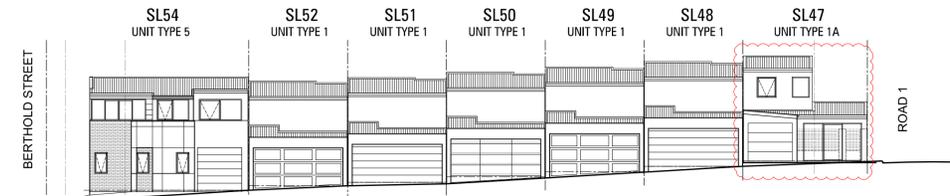
E4 ELEVATION 4 - BERTHOLD ST EAST  
SCALE 1:200



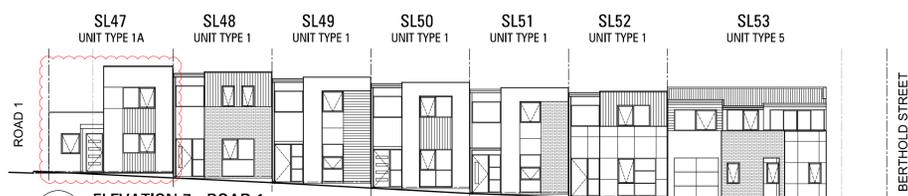
E4 ELEVATION 4 (CONT.) - BERTHOLD ST EAST  
SCALE 1:200



E5 ELEVATION 5 - ROAD 1  
SCALE 1:200



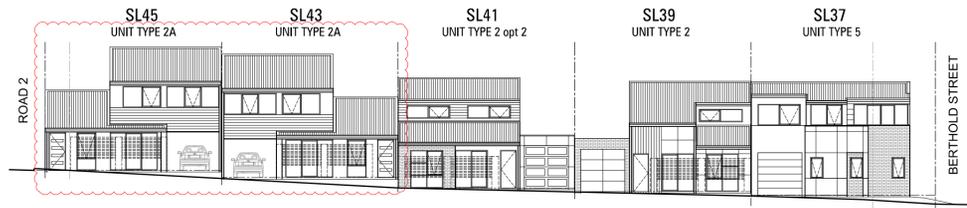
E6 ELEVATION 6 - ROAD 1  
SCALE 1:200



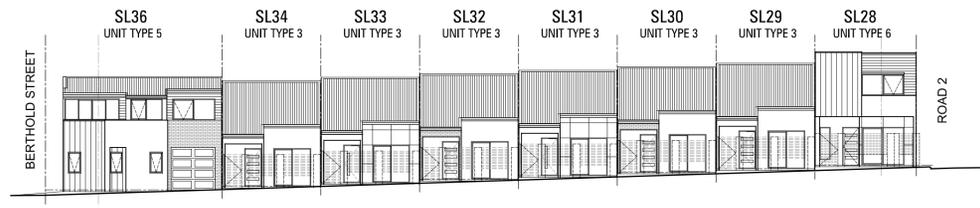
E7 ELEVATION 7 - ROAD 1  
SCALE 1:200



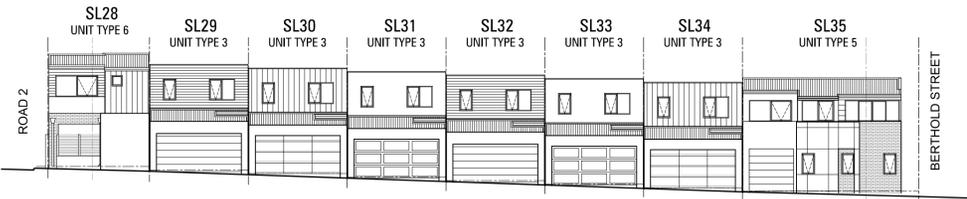
E8 ELEVATION 8 - ROAD 1  
SCALE 1:200



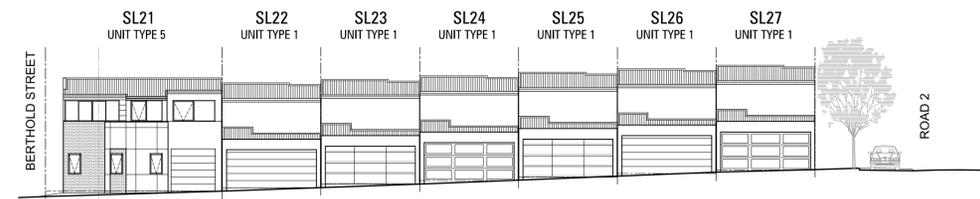
**E9** ELEVATION 9 - ROAD 2  
SCALE 1:200



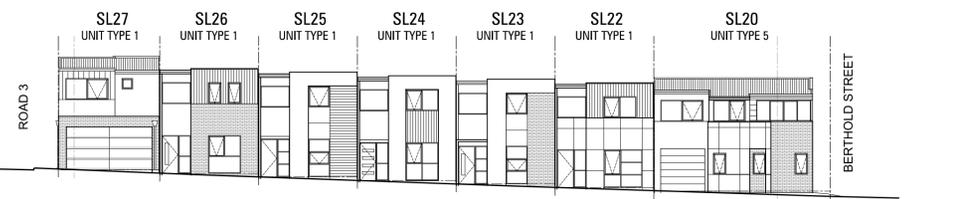
**E10** ELEVATION 10 - ROAD 2  
SCALE 1:200



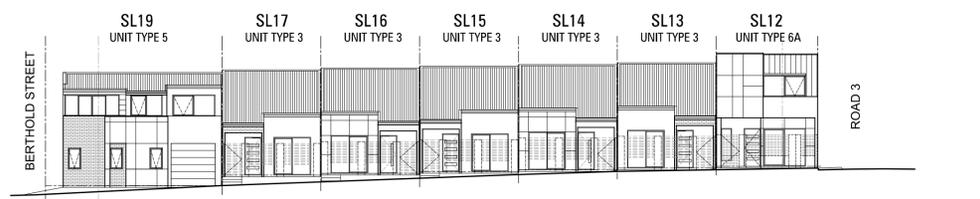
**E11** ELEVATION 11 - ROAD 2  
SCALE 1:200



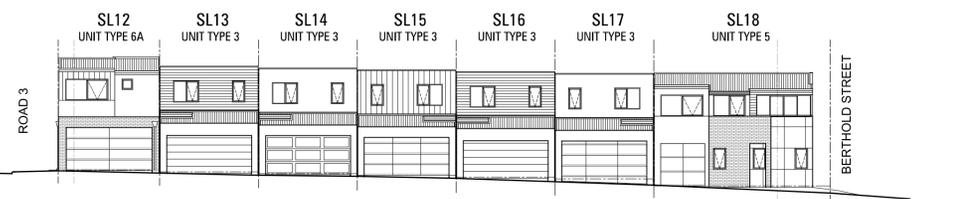
**E12** ELEVATION 12 - ROAD 2  
SCALE 1:200



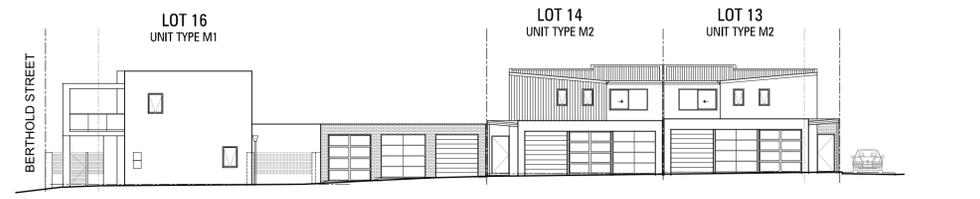
**E13** ELEVATION 13 - ROAD 3  
SCALE 1:200



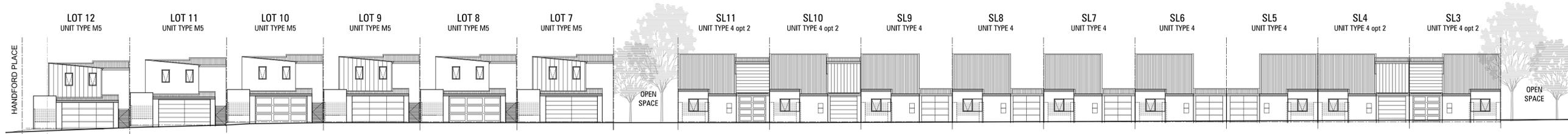
**E14** ELEVATION 14 - ROAD 3  
SCALE 1:200



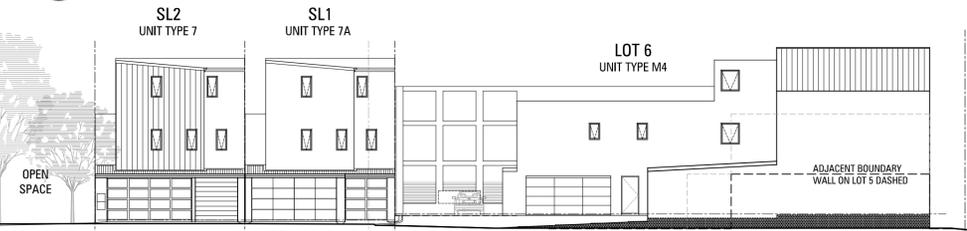
**E15** ELEVATION 15 - ROAD 4  
SCALE 1:200



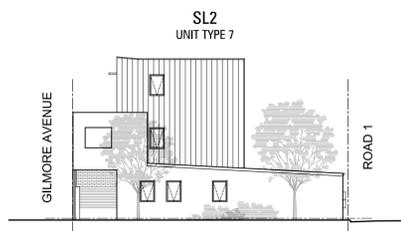
**E16** ELEVATION 16 - ROAD 4  
SCALE 1:200



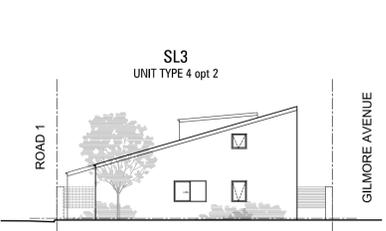
**E17** ELEVATION 17 - ROAD 1 & 2  
SCALE 1:200



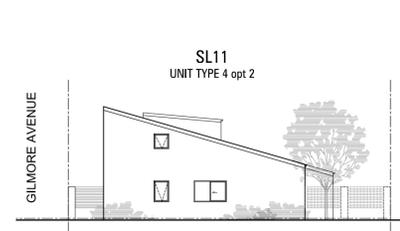
**E17** ELEVATION 17 (CONT.) - ROAD 3  
SCALE 1:200



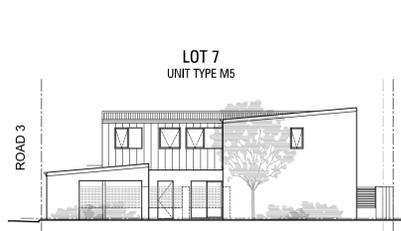
**E18** ELEVATION 18 - OPEN SPACE  
SCALE 1:200



**E19** ELEVATION 19 - OPEN SPACE  
SCALE 1:200



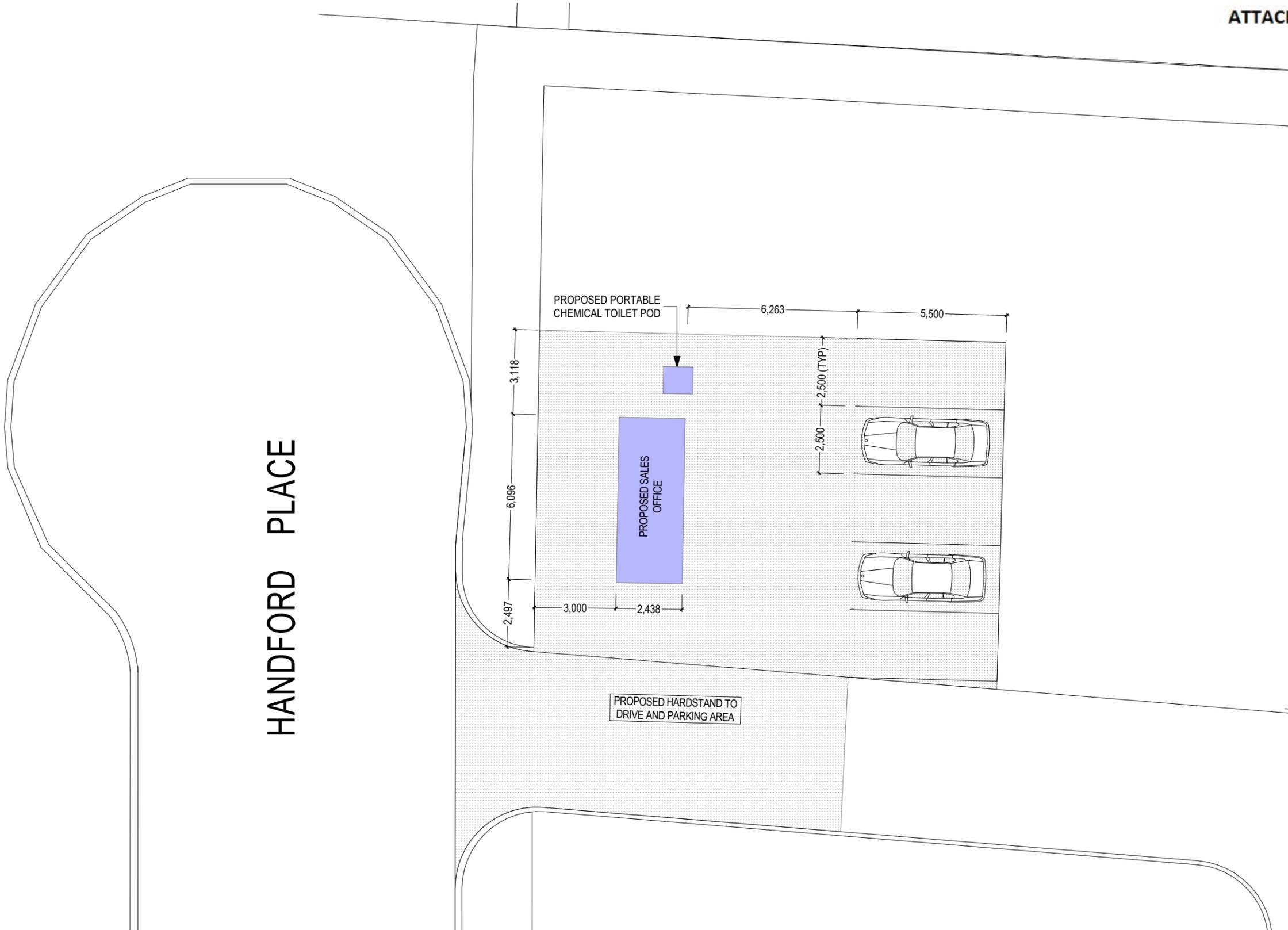
**E20** ELEVATION 20 - OPEN SPACE  
SCALE 1:200



**E21** ELEVATION 21 - OPEN SPACE  
SCALE 1:200



BIN PAD PLAN  
SCALE 1:300 @ A1



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**construction**

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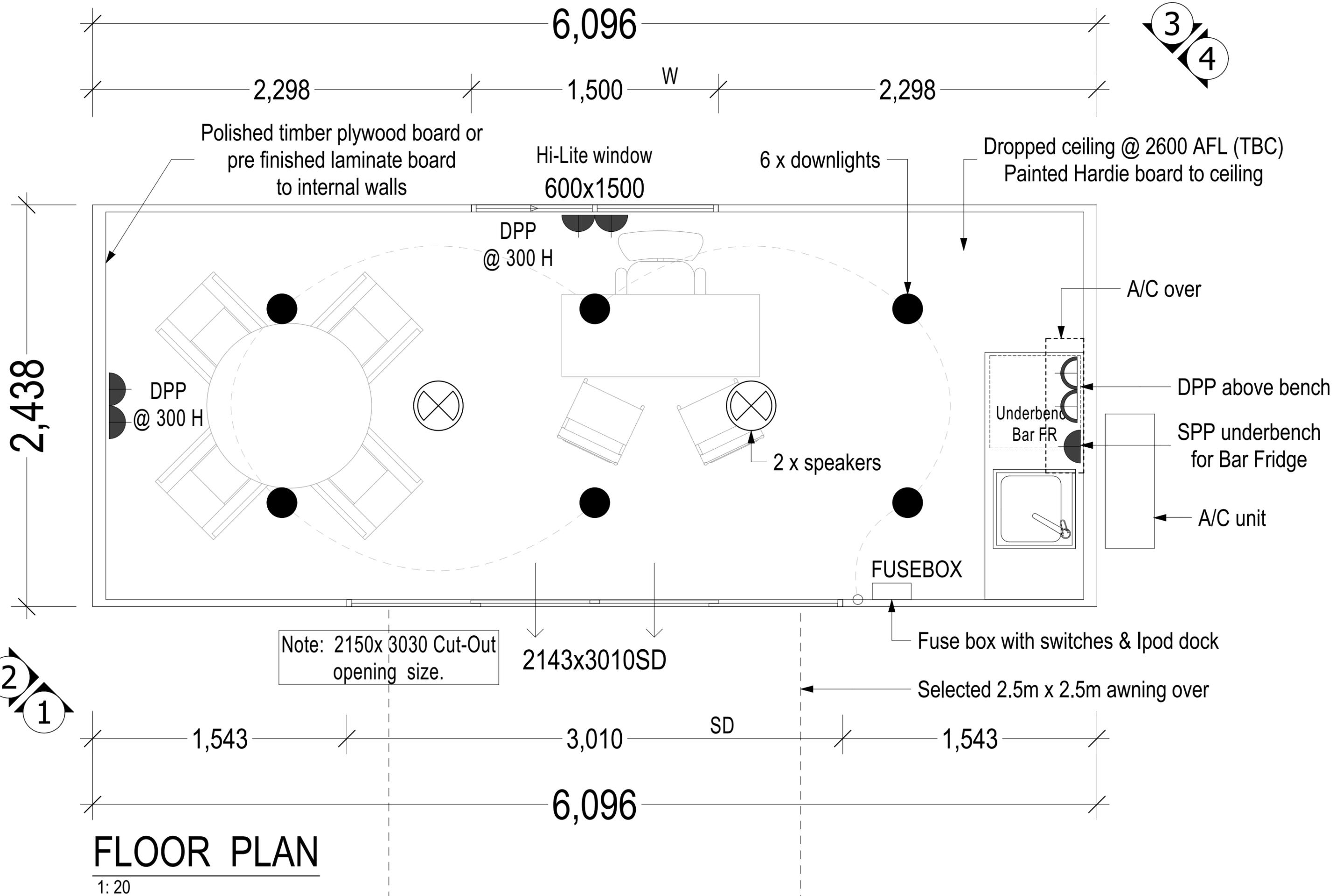
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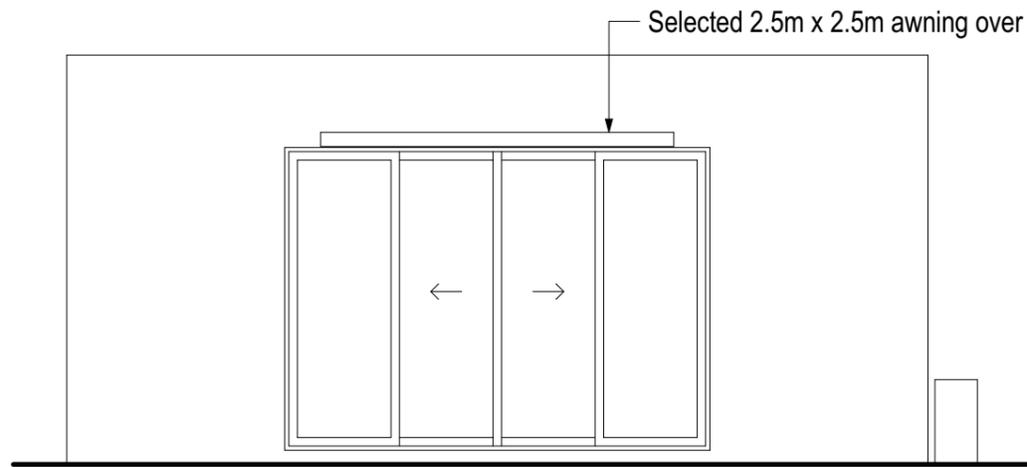
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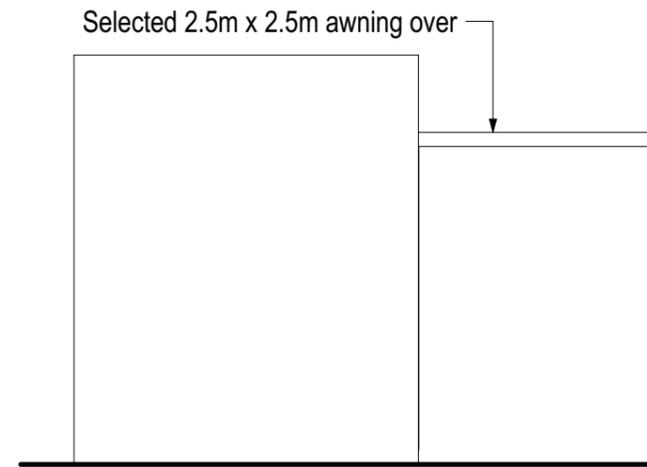
# FLOOR PLAN

1:20



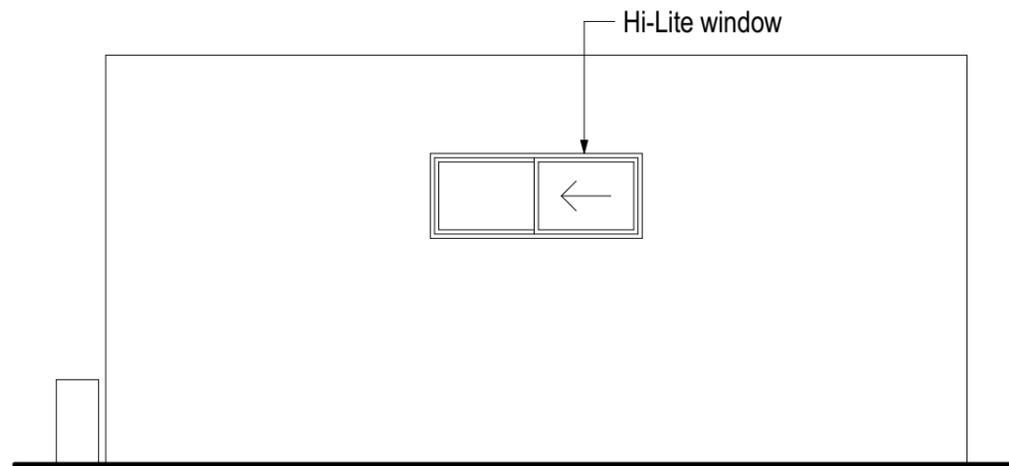
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1: 50



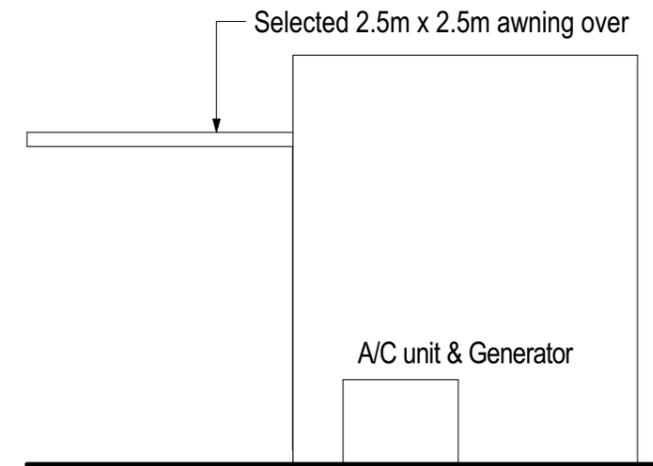
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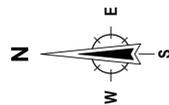
# ELEVATION 3

1: 50



# ELEVATION 4

1: 50



RUBBISH TRUCK 10.0m - 10.5m RADIUS TURNING MOVEMENT - ENTRY FROM BERTHOLD STREET

SCALE 1:250



REV	DATE	ISSUE DESCRIPTION	DRAWN	DESIGN	CHECK
D	28/09/17	TURNING CIRCLE MOVEMENT ADJUSTED TO SUIT NEW LAYOUT	RB	STT	GH
C	27/09/17	TURNING CIRCLE MOVEMENT ADJUSTED	RB	STT	GH
B	28/08/17	TURNING CIRCLE MOVEMENT ADJUSTED TO SUIT WITH NEW BIN PAD	RB	STT	GH
A	16/08/17	PRELIMINARY ISSUE	RB	STT	GH

STATUS

**PRELIMINARY  
NOT FOR CONSTRUCTION**

SCALE

SCALE 1:250 @ A1

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BRISBANE BUNBURY CANBERRA NEW ZEALAND MELBOURNE  
PERTH ROCKHAMPTON SINGAPORE SUNSHINE COAST SYDNEY

PROJECT

PROPOSED STRATA DEVELOPMENT

LOT 503 GILMORE AVENUE,  
ORELIA, WA

DRAWING TITLE		PROJECT No.	DRAWING No.	REVISION
TRUCK TURNING MOVEMENT - BERTHOLD STREET ENTRY		16-003121	SK0014	D

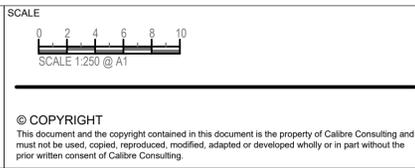


RUBBISH TRUCK 10.0m - 10.5m RADIUS TURNING MOVEMENT - ENTRY FROM HANDFORD PLACE  
SCALE 1:250



REV	DATE	ISSUE DESCRIPTION	DRAWN	DESIGN	CHECK
D	28/09/17	TURNING CIRCLE MOVEMENT ADJUSTED TO SUIT NEW LAYOUT	RB	STT	GH
C	27/09/17	TURNING CIRCLE MOVEMENT ADJUSTED	RB	STT	GH
B	28/08/17	TURNING CIRCLE MOVEMENT ADJUSTED TO SUIT WITH NEW BIN PAD	RB	STT	GH
A	16/08/17	PRELIMINARY ISSUE	RB	STT	GH

STATUS  
**PRELIMINARY  
NOT FOR CONSTRUCTION**



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BRISBANE BUNBURY CANBERRA NEW ZEALAND MELBOURNE  
PERTH ROCKHAMPTON SINGAPORE SUNSHINE COAST SYDNEY

PROJECT  
PROPOSED STRATA DEVELOPMENT  
LOT 503 GILMORE AVENUE,  
ORELIA, WA

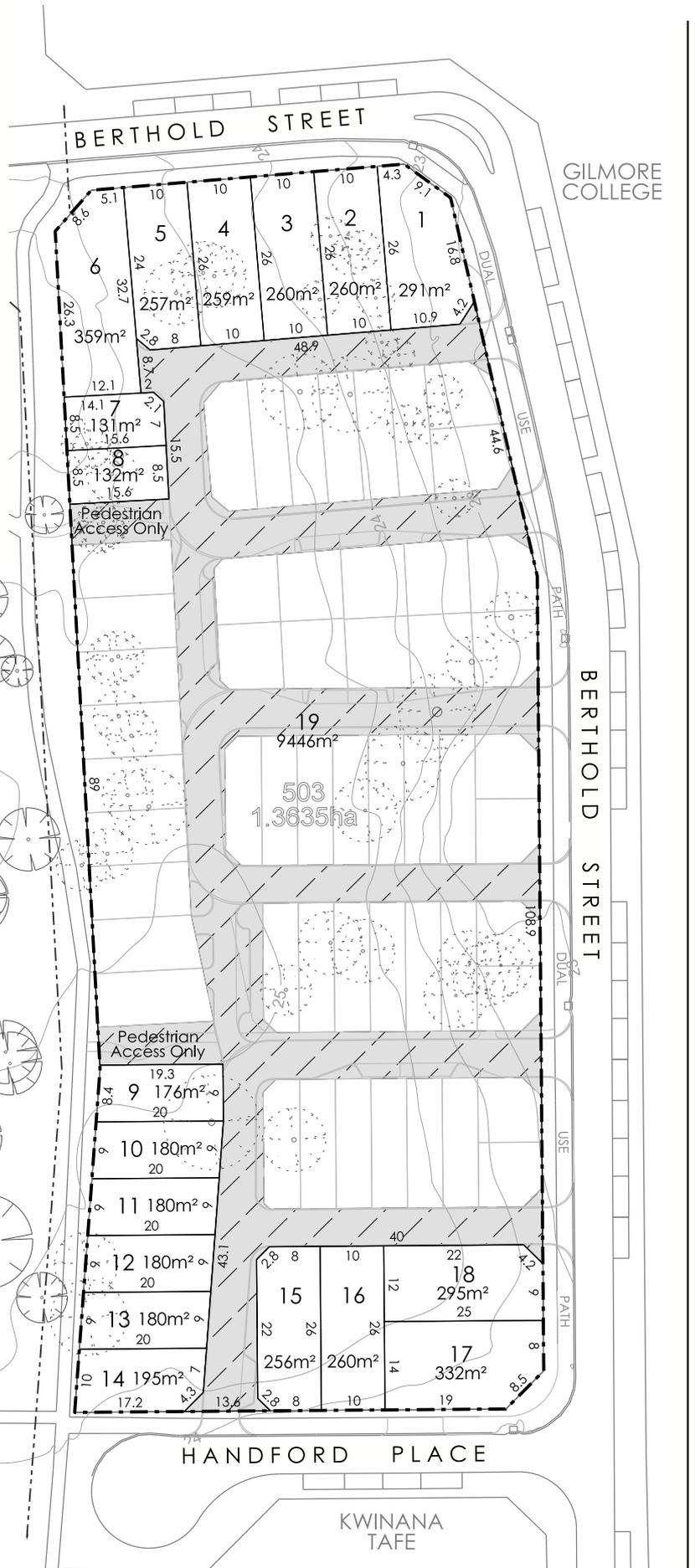
DRAWING TITLE		PROJECT No.	DRAWING No.	REVISION
TRUCK TURNING MOVEMENTS - HANDFORD PLACE ENTRY		16-003121	SK0015	D

## LEGEND

-  TOTAL APPLICATION AREA (1.3635ha)
-  RIGHT-OF-CARRIAGEWAY (IN FAVOUR OF LOTS 1-18)
-  INDICATIVE SURVEY STRATA APPLICATION (REFER SEPARATE APPLICATION)
-  EXISTING SEWER ALIGNMENT
-  TREES TO BE RETAINED
-  TREES TO BE REMOVED

## LOT SUMMARY

LOT YIELD		LOT AREA	
Size	No. Lots	% Total Lots	Average Size
120m <sup>2</sup> - 159m <sup>2</sup>	2	11.11%	131m <sup>2</sup>
160m <sup>2</sup> - 179m <sup>2</sup>	1	5.56%	176m <sup>2</sup>
180m <sup>2</sup> - 234m <sup>2</sup>	5	27.78%	183m <sup>2</sup>
235m <sup>2</sup> - 319m <sup>2</sup>	8	44.44%	267m <sup>2</sup>
320m <sup>2</sup> - 449m <sup>2</sup>	2	11.11%	345m <sup>2</sup>
Number of Lots	18		
Minimum Lot Size 131m <sup>2</sup>			Average Lot Size 232m <sup>2</sup>
Maximum Lot Size 359m <sup>2</sup>			Total Lot Area 4183m <sup>2</sup>
GH Development Site	1		
Total Number of Lots	19		



## Plan of Subdivision

LOT 503 GILMORE AVE, ORELIA  
A NICHE LIVING PROJECT

plan: 16/083/002B  
date: 26/09/2017  
project: PCG 94

designed: DR  
checked: PLANNER  
drawn: BR

scale: 1:1000@A4 | 1:500@A2  
0 10 20m

Taylor Burrell Barnett Town Planning & Design  
Level 7, 160 St. Georges Terrace, Perth WA 6000  
p: (08) 9226 4276 f: (08) 9322 7879 e: admin@tbbplanning.com.au

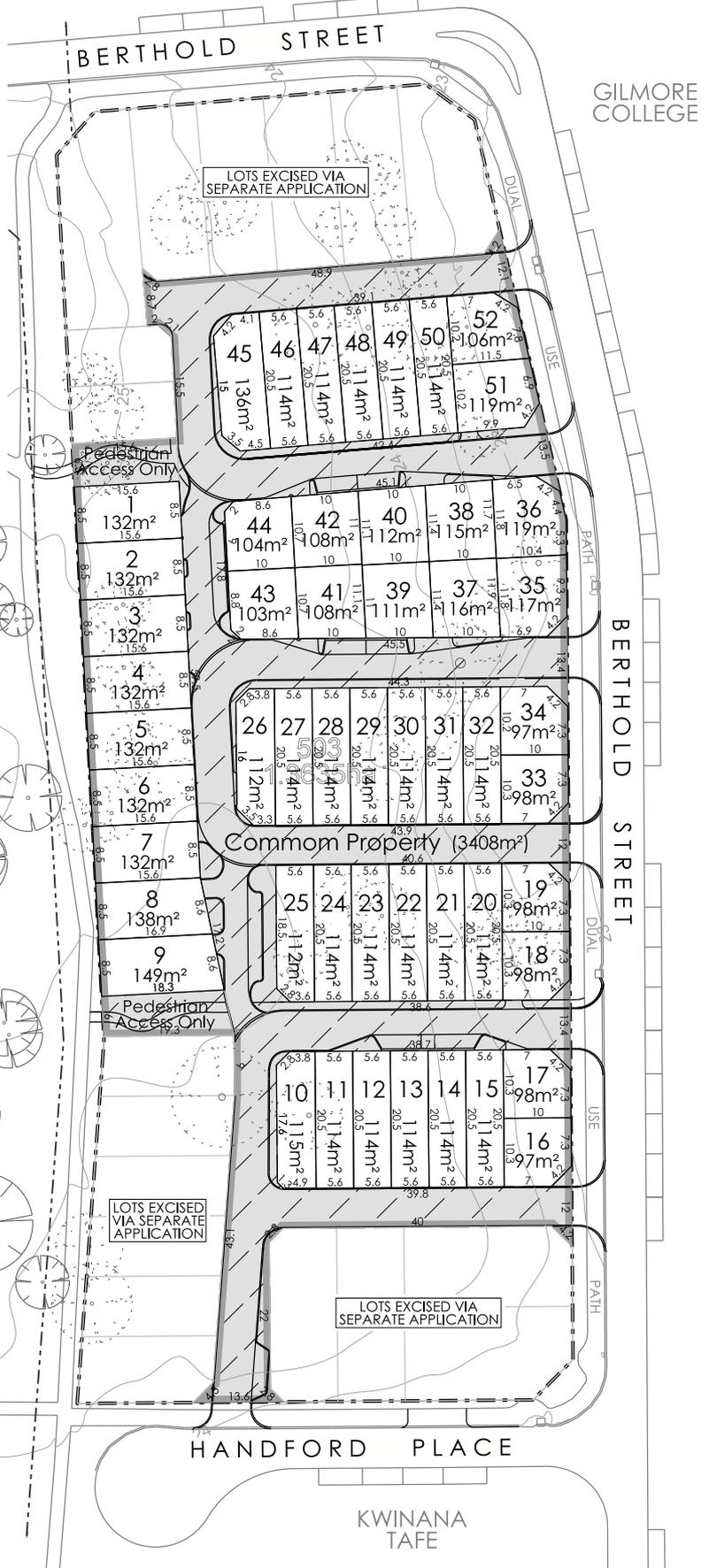
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**LEGEND**

-  TOTAL APPLICATION AREA (1.3635ha)
-  EXTENT OF SURVEY STRATA SCHEME
-  INDICATIVE SUBDIVISION LAYOUT (REFER PARENT SUBDIVISION APPLICATION)
-  COMMON PROPERTY WITH RIGHT-OF-CARRIAGEWAY (REFER PARENT SUBDIVISION APPLICATION)
-  EXISTING SEWER ALIGNMENT
-  TREES TO BE RETAINED
-  TREES TO BE REMOVED

**LOT SUMMARY**

LOT YIELD			LOT AREA	
Size	No. Lots	% Total Lots	Average Size	% of Total Area
0m <sup>2</sup> - 99m <sup>2</sup>	6	11.54%	97m <sup>2</sup>	9.76%
100m <sup>2</sup> - 119m <sup>2</sup>	36	69.23%	113m <sup>2</sup>	67.80%
120m <sup>2</sup> - 159m <sup>2</sup>	10	19.23%	134m <sup>2</sup>	22.44%
Number of Lots	52			
Minimum Lot Size 97m <sup>2</sup>			Average Lot Size 115m <sup>2</sup>	
Maximum Lot Size 149m <sup>2</sup>			Total Lot Area 6004m <sup>2</sup>	
Right-of-Carriageway	1			
Total Number of Lots	53			



# Plan of Survey Strata Subdivision

LOT 503 GILMORE AVE, ORELIA  
A NICHE LIVING PROJECT

plan: 16/083/003B  
 date: 26/09/2017  
 PCG 94  
 designed: DR  
 checked: PLANNER  
 drawn: BR

scale: 1:1000@A4 | 1:500@A2  
 0 10 20m

**Taylor Burrell Barnett Town Planning & Design**  
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 p: (08) 9226 4276 f: (08) 9322 7879 e: admin@tbbplanning.com.au  
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Department of **Planning,  
Lands and Heritage**

Your ref: DA8924  
Our ref: DAP/17/01215  
Enquiries: Shanthy Golestani (Ph: 6551 9231)

City of Kwinana  
PO Box 21  
Kwinana WA 6966

7 August 2017

Attention: Janni Curtis

Dear Sir/Madam

***Re: Proposed Residential Development - Lot 503 (2) Berthold Street, Orelia -  
Transport Impact Statement***

I refer to your email dated 21 July 2017 regarding the above application in response to a request from ILUC for a Transport Impact Statement and amendments to the proposal. In accordance with the Western Australian Planning Commission's (WAPC) Notice of Delegation 2017/02 the following transport comments are provided with respect to this proposal.

Please note, the comments will relate only to issues ILUC specified previously.

**The Proposal**

The proposal is for 43 multiple dwellings and 54 grouped dwellings on the subject site (lot 503).

The WAPC is currently assessing a subdivision application (WAPC ref# 155140) which seeks to subdivide the existing lot 503 into 16 residential lots, plus 1 grouped housing site, and a survey strata application (WAPC ref# 424-7) which seeks to create 55 survey strata lots on the grouped housing site created under WAPC ref# 155140.

It is noted the subject site is located within a "Development" zone under the City's Town Planning Scheme, and therefore required a Detail Area Plan to be prepared. Detail Area Plans are now known as Local Development Plans (LDP) and therefore this document will be referred to in this letter as the 'LDP'. The LDP is dated July 2015.

## **Road Widths**

The amended plans submitted for lot 503 show a modified road network of loops. Comprising 'front door' streets of 7.45m wide and 6m wide rear laneways.

Per the Commissions Development Control Policy 1.3 (Strata Titles), access ways for survey strata in excess of six dwellings should be designed in accordance with WAPC Residential Road Planning Policy D.C. 2.6 and Liveable Neighbourhoods, and should be wide enough to incorporate: carriageway/pavement to cater for two-way traffic movement; pedestrian path on the verge; street lighting; street trees; and required utility services including storm-water drainage. That is, the CP access ways should provide for all normal services required for the proposed residential grouped dwellings such as access for refuse collection and emergency vehicles.

The proposed road widths are therefore not acceptable and the 7.45m reserves widened to accommodate the utilities and amenity as specified above, including ensuring adequate swept path clearance for Council garbage trucks.

## **Local Development Plan (LDP)**

The stated objective of the LDP is "to clarify commercial and mixed-use development opportunities as viable development options to:

- *Achieve a mix of predominantly commercial, institutional/ community uses to complement and support the regional function of the Kwinana Town Centre;*
- *Introduce high-density residential options within a safe environment with ready access to public transport; and*
- *Promote a high standard of urban design and architectural form for this gateway site and deliver built form outcomes that visually connects with surrounding streets."*

The potential for basement parking is noted in the LDP due to the sloping nature of the site.

It is clear that whilst multiple dwellings are an accepted use in the LDP area, they are not intended to be the dominant land use. The LDP further states "Residential content for this site should seek to offer alternative housing options in the form of higher density residential development, preferably in mixed-use arrangements...Group Housing development is not the preferred residential form".

The proposal is therefore inconsistent with the clearly stated objectives and intent of the LDP.

## **Transport Impact Statement**

A Transport Impact Statement dated 5/7/2017 by Flyt consulting was submitted. ILUC is satisfied that the traffic generation does not appear to have a significant impact on the local road network.

## **Summary of Recommendations**

The Department is unable to support the proposal on regional transport planning grounds. The Department would be willing to support a modified proposal which addresses the following elements:

- A proposal which is consistent with the Detailed Area Plan/LDP and incorporates mixed use/commercial uses in addition to the proposed residential uses;

- the proposed 'front door' streets should be consistent with the DC 1.3 requirements for communal streets, and should be wide enough to incorporate: carriageway/pavement to cater for two- way traffic movement; pedestrian path on the verge; street lighting; street trees; and required utility services including stormwater drainage and access for refuse collection and emergency vehicles.

Yours sincerely



Mohsin Muttaqui  
Planning Manager  
Transport & Movement

*Noted*  
*S Dhule*  
*7.8.2017*



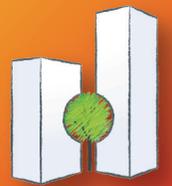
Lot 503 - Berthold Street, Orelia

# Detail Area Plan

July 2015



Commissioned by:



**Urbanism**

PO Box 1804  
Subiaco WA 6904  
[www.urbanism.com.au](http://www.urbanism.com.au)

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This Detail Area Plan was adopted under Clause 6.17 of the City of Kwinana Town Planning Scheme No 2 to clarify statutory provisions for potential commercial, institutional and residential uses. Highlighted text in this report references the statutory provisions on the plan and other design considerations should be applied to achieve a high quality development at this gateway locality for the Kwinana Town Centre.

## DETAIL AREA PLAN PROVISIONS:

### General:

1. This Detail Area Plan has been prepared under Clause 6.17 of the City of Kwinana Town Planning Scheme No. 2 to clarify statutory provisions for commercial, institutional and residential uses.
2. The provisions of the City of Kwinana's Town Planning Scheme no. 2, the Kwinana Town Centre Master Plan and Design Guidelines and the Residential Design Codes (R-Codes) apply, unless varied by this DAP.
3. Where there is conflict between the Kwinana Town Centre Master Plan and Design Guidelines, the Residential Design Codes (R-Codes) and this DAP, the provisions under this DAP prevail to the extent of any inconsistency.
4. Minor variations to the requirements of the R-Codes and this DAP may be approved by the City of Kwinana, subject to the objectives of this DAP.

### Land Use Classification:

5. The following table indicates the land use permissibility for the "Development" zone. Any use not listed in the table is a use not permitted under the Scheme and includes, but is not limited to, Drive-In Takeaway Food Shop, Motor Repair Station, Petrol Filling Station, Service Station and Vehicle Sales.:

Permitted Use (P)	Use not permitted unless Council granted approval (AA)	Use not permitted unless Council granted approval after giving notice (SA)
<ul style="list-style-type: none"> <li>• Amenity Building</li> <li>• Child Care Centre</li> <li>• Civic Building</li> <li>• Educational Establishment</li> <li>• Grouped Dwelling</li> <li>• Laundry</li> <li>• Medical Clinic</li> <li>• Multiple Dwellings</li> <li>• Museum</li> <li>• Office &amp; Professional Office</li> <li>• Public Assembly (Place of Worship)</li> <li>• Public Utility</li> <li>• Public Worship</li> </ul>	<ul style="list-style-type: none"> <li>• Aged and/ or Dependent Persons Accommodation &amp; Dwelling</li> <li>• Commercial Hall</li> <li>• Consulting Rooms</li> <li>• Funeral Parlour</li> <li>• Health Studio</li> <li>• Home Occupation</li> <li>• Licensed Restaurant</li> <li>• Motel</li> <li>• Non-residential Health Centre</li> <li>• Private Hotel</li> <li>• Recreation facility, Private and Public Recreation</li> <li>• Private Utility</li> <li>• Public Amusement</li> <li>• Telecommunication Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Dry Cleaning Premises</li> <li>• Holiday Accommodation</li> <li>• Hospital</li> <li>• Hotel</li> <li>• Veterinary Clinic &amp; Veterinary Hospital</li> </ul>
		<p><b>Use to be dependent upon the predominant use of the land (IP)</b></p> <ul style="list-style-type: none"> <li>• Caretakers House/Flat</li> <li>• Car Park</li> <li>• Eating House</li> <li>• Local Shop</li> <li>• Shop</li> </ul>

### Gateway Provisions:

6. A 40m radius from the northeastern corner of the site defines the "Gateway" locality to serve as an entry statement into the Kwinana Town Centre.
7. The following uses will not be permitted within the Gateway locality:
  - Home Occupation
  - Laundry
  - Licensed Restaurant
  - Local Shop
  - Private & Public Recreation
  - Public Amusement
  - Shop
8. Building height may be increased to four (4) storeys to establish address to this gateway corner.



### LEGEND:

- Detail Area Plan Boundary
  - Development Zone Land Use Classification
  - No Vehicular Access Permitted
  - Maximum Setback from Gilmore Avenue (10m)
  - Noise Attenuation required (40m from Gilmore Avenue)
  - Visual Surveillance from Built Form
  - Building Address and Orientation to Boundary
  - Pedestrian Connections to Gilmore Avenue
- 0m 20m 50m  
Scale (A3) 1 : 1,500

### Setbacks:

9. The setbacks for non-residential development on all boundaries are 0m.
10. A maximum setback of 10m applies along Gilmore Avenue street boundary.
11. Residential development to adhere to setback requirements under the R-Codes (R80).

### Height:

12. A minimum height of two (2) storeys applies across the site with a maximum height of up to three (3) storeys.
13. Height may be increased to four (4) storeys within the "Gateway" locality.

### Site Coverage:

14. A 100% site coverage may be permitted, provided that the development suitably addresses access, car parking, circulation, servicing and loading.

### Plot Ratio:

15. A maximum plot ratio of 2.0 applies to any development over the Site.
16. Should the site or any subdivided portion thereof be used purely for residential purposes, not in a mixed-use development, a Plot Ratio of 1.0 shall apply to that residential portion.

### Density:

17. A maximum density of R80.
18. A minimum density code of R40 applies to any Group Housing development.

### Parking:

19. Car parking will be provided on-site in accordance with TPS 2. Residential parking standards under the R-Codes apply.
20. No permanent long term parking is to be provided within the 10m setback from Gilmore Avenue and any parking in this area may only be used for purposes of stopping and drop-off.
21. Dedicated bicycle parking for residential development will be provided in accordance with the R-Codes, whereas one (1) dedicated bicycle parking will be provided per 500m<sup>2</sup> of NLA for any non-residential use.

### Visual Surveillance:

22. Building facades are to include windows and balconies to achieve visual surveillance to Gilmore Avenue and the education precinct.

### Public Open Space:

23. POS required for the development will be permitted as cash in lieu.

### Landscaping:

24. Landscaping should be developed and maintained in accordance with the Kwinana Town Centre Master Plan and Design Guidelines.

### Service areas:

25. Service Areas are to be appropriately contained on site and screened from view of public streets or right of way streets.

### Noise Amelioration:

26. Any development within 40m of Gilmore Avenue road requires a noise assessment to determine the impact of road noise on the proposed end use and define measures to accommodate noise suppression and screening to achieve acceptable noise attenuation.

### Developer Contributions:

27. The developer will pay the City of Kwinana a levy per residential unit for the ongoing costs of managing mosquitos and midges in the City of Kwinana.

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Mob: 0420 961 581  
corey@urbanism.com.au  
www.urbanism.com.au



**ENDORSEMENT:** This Detail Area Plan was adopted at the Ordinary Meeting of the Council on 8 July 2015 pursuant to clause 6.17 of the City of Kwinana Town Planning Scheme no. 2.

8 July 2015  
Date

Authorised Officer

**DETAIL AREA PLAN**  
Lot 503, located at 2 Berthold Street, Orelia

# INTRODUCTION

## Site Definition

The Site is defined as Lot 503 on DP 66459, located at 2 Berthold Street in Orelia. It measures 13,635m<sup>2</sup> in extent and enjoys street frontage onto Gilmore Avenue, Berthold Street and Handford Place.

## Purpose

The site is zoned 'Development' under the City of Kwinana Town Planning Scheme No 2 (TPS 2) and falls within the 'Educational Precinct' of the Kwinana Town Centre Master Plan and Design Guidelines.

The Kwinana Town Centre Master Plan and Design Guidelines acknowledges the site as being in excess of the educational requirements within the Educational Precinct. It promotes alternative uses to include commercial, institutional and residential, but does not offer any clarity on alternative land use controls.

1. This Detail Area Plan has been prepared under Clause 6.17 of the City of Kwinana Town Planning Scheme No 2 (TPS 2) to clarify statutory provisions for potential commercial, institutional and residential uses.

## Statutory Relationships

2. The provisions of the City of Kwinana's Town Planning Scheme no 2, the Kwinana Town Centre Master Plan and Design Guidelines and the Residential Design Codes (R-Codes) apply, unless varied by this Detail Area Plan.

3. Where there is conflict between these statutory documents and this DAP, the provisions under this DAP prevail to the extent of any inconsistency.

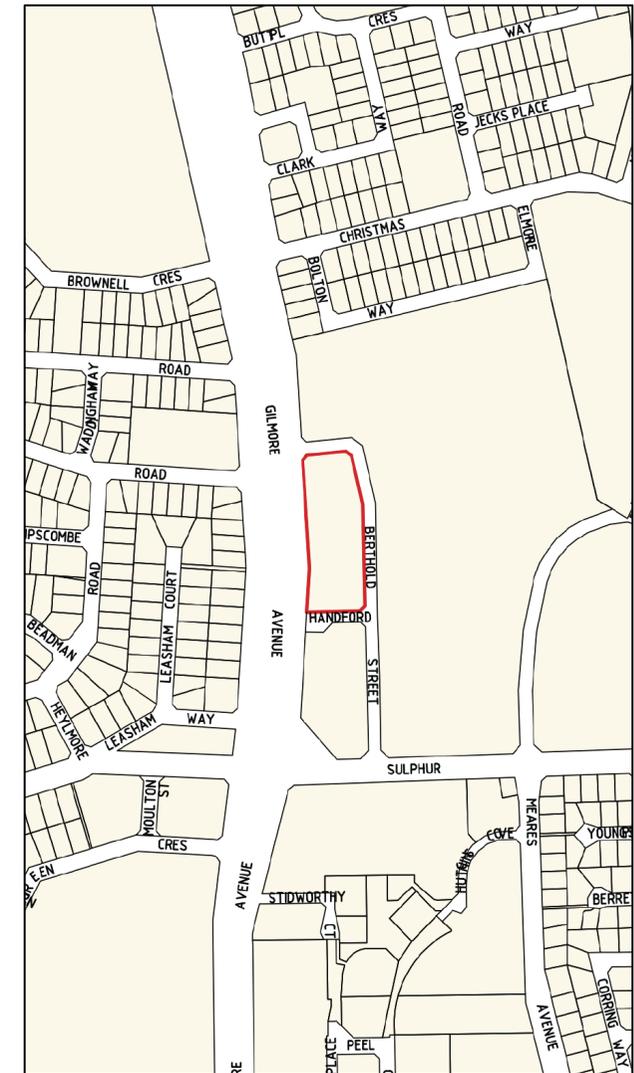
4. Minor variations to the requirements of the R-Codes and this Detail Area Plan may be approved by the City of Kwinana, subject to the objectives of this Detail Area Plan.

## Objectives

The objectives of the Detail Area Plan is to clarify commercial and mixed-use development opportunities as viable development options to:

- ✦ *Achieve a mix of predominantly commercial, institutional/ community uses to complement and support the regional function of the Kwinana Town Centre;*
- ✦ *Introduce high-density residential options within a safe environment with ready access to public transport; and*
- ✦ *Promote a high standard of urban design and architectural form for this gateway site and deliver built form outcomes that visually connects with surrounding streets.*

The statutory controls of this Detail Area Plan include land use provisions, development intensity and bulk and its connection to the surrounding land uses. This plan also addresses building articulation and orientation to achieve a high quality built form.



## DEVELOPMENT CONTROL CRITERIA

The site is located at the northern perimeter of the Kwinana Town Centre and does not functionally link to the town centre activities. It also does not have a strong relationship with the residential functions of Medina or Orelia. The uses for this site could therefore be flexible in terms of activities that support both the town centre and residential nature of the area, without “leaking” core city centre activities from the town centre. The site also presents a unique opportunity in that the use is unlikely to impact on the amenity of any lower intensity land uses.

Its strategic location, as a gateway site to the Town Centre, requires development of architectural merit to reflect the contemporary architecture of the surrounding town centre developments. This is likely to have the biggest influence on the development of the site in terms of the design outcome and the end uses.

The sloping nature of the site also offers opportunity for sub-basement parking from Berthold Street in a more cost efficient manner. This may require additional development potential to offset the cost associated with basement parking. The controls in the Detail Area Plan are defined in a flexible manner to allow more development bulk over the site.

### Land Use Classification:

The Kwinana Town Centre Master Plan and Design Guidelines indicates preference for alternative uses to the educational function of this precinct.

This Detail Area Plan provides clarity of these alternative uses, by incorporating commercial content for this “Development” zone.

5. The following table indicates the land use permissibility for this “Development” zone:

Permitted Use (P)	Use not permitted unless Council granted approval (AA)	Use not permitted unless Council granted approval after giving notice (SA)
<ul style="list-style-type: none"> <li>• Amenity Building</li> <li>• Child Care Centre</li> <li>• Civic Building</li> <li>• Educational Establishment</li> <li>• Grouped Dwelling</li> <li>• Laundry</li> <li>• Medical Clinic</li> <li>• Multiple Dwellings</li> <li>• Museum</li> <li>• Office &amp; Professional Office</li> <li>• Public Assembly (Place of Worship)</li> <li>• Public Utility</li> <li>• Public Worship</li> </ul>	<ul style="list-style-type: none"> <li>• Aged and/ or Dependent Persons Accommodation &amp; Dwelling</li> <li>• Commercial Hall</li> <li>• Consulting Rooms</li> <li>• Funeral Parlour</li> <li>• Health Studio</li> <li>• Home Occupation</li> <li>• Licensed Restaurant</li> <li>• Motel</li> <li>• Non-residential Health Centre</li> <li>• Private Hotel</li> <li>• Recreation facility, Private and Public Recreation</li> <li>• Private Utility</li> <li>• Public Amusement</li> <li>• Telecommunication Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Dry Cleaning Premises</li> <li>• Holiday Accommodation</li> <li>• Hospital</li> <li>• Hotel</li> <li>• Veterinary Clinic</li> <li>• Veterinary Hospital</li> </ul>
		<p><b>Use will not be approved unless Council is satisfied that the proposed use will be dependent upon the predominant use of the land (IP)</b></p> <ul style="list-style-type: none"> <li>• Caretakers House/Flat</li> <li>• Car Park</li> <li>• Eating House</li> <li>• Local Shop</li> <li>• Shop</li> </ul>

Any use not listed in the above table is a use not permitted under the Scheme and includes, but is not limited to, Drive-In Takeaway Food Shop, Motor Repair Station, Petrol Filling Station, Service Station and Vehicle Sales.

### Gateway Provisions:

The Site is a gateway location to the Kwinana Town Centre and development should present as an entry into this business area. Built form of contemporary architectural merit should be pursued with buildings being orientated to define the corner of Gilmore Avenue and Berthold Street and establish a gateway location for the Kwinana Town Centre.

6. A 40m radius from the northeastern corner of the site defines the “Gateway” locality to serve as an entry statement into the Kwinana Town Centre.

7. The following uses will not be permitted within the gateway Locality:

- Home Occupation
- Laundry
- Licensed Restaurant
- Local Shop
- Private & Public Recreation
- Public Amusement
- Shop

8. Building height may be increased to four (4) storeys to establish address to this gateway corner.

### Setbacks:

This Detail Area Plan promotes development to address the surrounding streets and relaxes all street setbacks for non-residential uses to 0m. Building address to Gilmore Avenue is critical for the site to present as an entry statement and a maximum setback of 10m applies along this street for any development.

Setbacks for residential development will be in accordance with the Residential Design Codes (R-Codes).

9. For all non-residential development, the building setback from all boundaries is 0m.

10. A maximum setback of 10m applies along Gilmore Avenue boundary.

11. Residential development to adhere to the setback requirements under the R-Codes (R80)

### Height:

The site slopes away from Glenmore Avenue and a minimum height of two storeys will be applied to ensure that the built form presents itself to this street.

The Town Centre is characterised by relatively low-rise buildings and a maximum height of three storeys applies to this site to avoid dominance over the core of the centre.

12. A minimum height of 2 storeys applies across the site with a maximum height of up to 3 storeys.

13. Height may be increased to four (4) storeys within the “Gateway” locality.

### Site Coverage:

The Site is located within the boundaries of the Kwinana Town Centre and a 100% site coverage will be permitted, provided that the statutory provisions and built form outcomes under this Detail Area Plan are also achieved.

14. A 100% site coverage may be permitted, provided that the development suitably addresses access, car parking, circulation, servicing and loading.

### Plot Ratio:

This DAP promotes built form address to Gilmore Avenue through minimum heights and 100% site coverage. A plot ratio of 2.0 will be applied in a flexible approach to achieve the built form outcomes, except for residential development not part of a mixed-use development form, which will be limited to a plot ratio of 1.0.

15. The maximum plot ratio of 2.0 applies to any development over the Site.

16. Should the Site or any subdivided portion thereof be used purely for residential purposes, not in a mixed-use development, a Plot Ratio of 1.0 shall apply to that residential portion.

### Density:

Residential content for this site should seek to offer alternative housing options in the form of higher density residential development, preferably in mixed-use arrangements. This Detail Area Plan therefore applies a Gross Residential Density of up to 80 units/ha (R80 Residential Coding). Group Housing development is not the preferred residential form and a minimum density will be applied for this use to improve land use efficiency.

17. A maximum density of R80.

18. A minimum density code of R40 applies to any Group Housing development.

### Parking:

All car parking will be provided in accordance with the design standards contained under the town planning scheme (TPS 2), whereas the parking standards under the R-Codes apply for residential uses.

In addition to car parking, the development will provide dedicated resident and visitor bicycle parking for residential development in accordance with the R-Codes. Bicycle parking for residents shall be secure. Dedicated bicycle parking for non-residential development should be provided at a ratio of 1 bicycle parking per 500m<sup>2</sup> of NLA. The provision of end user facilities will promote more sustainable transport options.

19. Car parking will be provided on-site in accordance with the Design Standards contained under TPS 2. Residential parking standards under the R-Codes apply.

20. No permanent long term parking is to be provided within the 10m setback from Gilmore Avenue and any parking in this area may only be used for purposes of stopping and drop-off.

21. Dedicated bicycle parking for residential development will be provided in accordance with the R-Codes, whereas one (1) dedicated bicycle parking will be provided per 500m<sup>2</sup> of NLA for any non-residential use.

### Visual Surveillance:

The site links the educational facilities and Gilmore Avenue and development should be pivotal in achieving neighbourhood safety. Buildings will be

designed to offer surveillance of the surrounding public streets by designing for permeability through the use of windows to habitable rooms and balconies.

22. Buildings are to achieve visual surveillance to Gilmore Avenue and the education precinct by orientating balconies, terraces, windows to living areas/ commercially active spaces to the streets.

### Public Open Space

There are substantial park reservations in the direct vicinity of the site and the City of Kwinana indicated that a cash-in-lieu contribution for the provision of open space under the town planning scheme will offer a suitable alternative to the actual provision of the open space.

23. POS required for the development will be permitted as cash in lieu.

### Landscaping:

The site announces the Kwinana Town Centre and should visibly blend into the surrounding streetscape, offering high quality finishes to all landscape treatments within the development.

24. Landscaping should be developed and maintained in accordance with the Kwinana Town Centre Master Plan and Design Guidelines.

### Service areas

Gilmore Avenue is the main entry to the Kwinana Town Centre and development should present a positive image for the town centre. Loading and service areas should therefore be avoided on this road and screened from any other public road.

25. Service Areas are to be appropriately contained on site and screened from view of public streets or right of way streets.

### Noise Amelioration

State Planning Policy 5.4 requires the proponent of any development within 40 meters of Gilmore Avenue to carry out a noise assessment to determine the impact of road noise on future uses. The design of any development within 40m of Gilmore Avenue road will accommodate noise suppression and screening to achieve acceptable noise attenuation. The construction of a noise wall along Gilmore Avenue is not the preferred solution and alternative measures to reduce noise impacts should be considered in building design and specifications.

26. Any development within 40m of Gilmore Avenue road requires a noise assessment to determine the impact of road noise on the proposed end use and define measures to accommodate noise suppression and screening to achieve acceptable noise attenuation.

### Developer Contributions;

The Site is located within 5km of a mosquito breeding area. A proponent for any development over the site will be required to prepare a Mosquito Management Plan to the satisfaction of the City of Kwinana.

27. The developer will pay the City of Kwinana a levy per residential unit for the ongoing costs of managing mosquitos and midges in the City of Kwinana.

## OTHER DESIGN CONSIDERATIONS

The Residential Design Codes and the Kwinana Town Centre Master Plan and Design Guidelines offer several design considerations to establish appropriate site planning, built form and architectural outcomes.

The site has unique properties and additional design considerations are required to facilitate development that would compliment the functions and land uses within the Kwinana Town Centre.

### Built Form

The Site presents an 180m frontage to both Gilmore Avenue and Berthold Street. Although the Design Guidelines promote good street address, the built form should not present a continuous facade to the street. This will be achieved through building articulation, as required under the following built form controls, to include building separation and control of blank facades:

- Expanses of unarticulated blank walls/ facades will not be accepted. Building façades should be broken up in maximum 10 metre facades, with distinct design elements to provide variation and interest in built form.
- Building facades may not exceed a length of 50m to any public street and all buildings should be broken up into separate buildings and facades.
- Building separation will be applied to residential development to ensure that the residential amenity is protected. Any building facing a residential

building will be spaced at a minimum of 12m from the residential façade, if that residential façade contains any windows (balconies may be provided within this building separation zone).

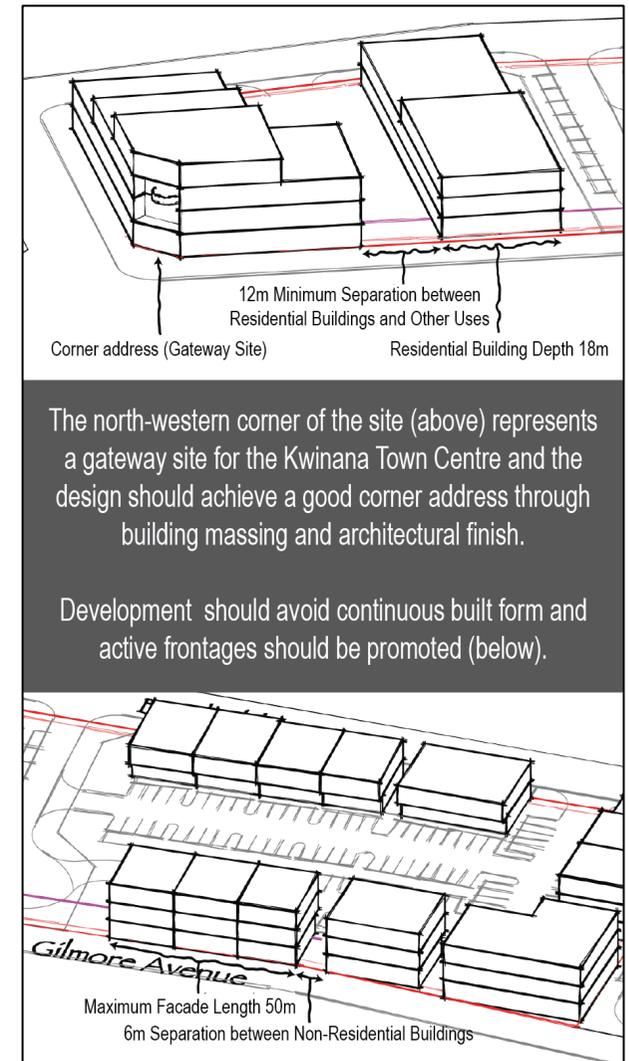
- Building separation will also apply to non-residential uses and all non-residential buildings will be separated by 6m to allow for landscaping and pedestrian movements between buildings.
- This Detail Area Plan promotes building address to Gilmore Avenue. The finished floor level of the ground floor to any development addressing the Gilmore Avenue frontage, may not be lower than the existing Natural Ground Level along the Gilmore Avenue street boundary.

### Access and Parking

Although parking will be provided in accordance with the standards contained in the Town Planning Scheme and the Residential Design Codes, concessions for car parking may apply for residential uses, due to the proximity of public transport.

The number of vehicle crossovers to each development shall be minimised and the location of crossovers should have regard to building entrances, street spaces and pedestrians/ cyclist movements.

The overall site development may therefore consider consolidating parking areas, thus reducing the number of access points into the site.



### Building Services

Although the site will not enjoy direct vehicular access from Gilmore Road, its address should be easily identifiable from this road. Street numbering and, where applicable, building names must be placed in a visible position from the street and near the entrance along the street address to the development.

The main vehicular and pedestrian access will be from Berthold Street and Handford Place. Mailboxes should be located adjacent to the major entrance, ensuring they are secure and large enough to accommodate large articles such as newspapers; and integrated into a wall where possible.

Building services such as mechanical ventilation, lift shafts, satellite dishes, telecommunication antennae and any ancillary structures should be concealed from the street frontage so that they do not become a skyline feature at the top of any building.

### Landscape Treatments

The site is surrounded by contemporary designs within the Educational Precinct. Development on the site should visibly blend into the streetscape and all landscape design elements and streetscape treatments should conform to the guidelines contained in the Kwinana Town Centre Master Plan. These finishes must be applied to all soft and hard landscaping areas, including street furniture.

### Boundary Fencing

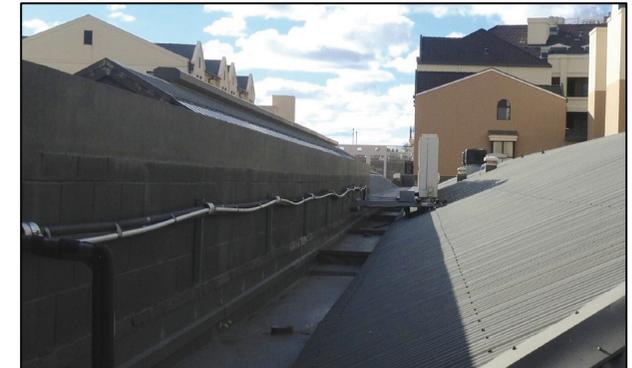
The intent is to limit fencing along the entire boundary of the site and alternative boundary and landscaping treatments are preferred along property boundaries. Fencing for residential development should be visually permeable along all street boundaries and comply with the provisions of the R-Codes.

Fencing should also be effectively applied to address land use conflicts, i.e. separate residential development from commercial development, where these uses are adjacent to each other on a horizontal plain.

Fencing design and construction must be of the highest quality and no razor wire or other wire fencing materials will be permitted.

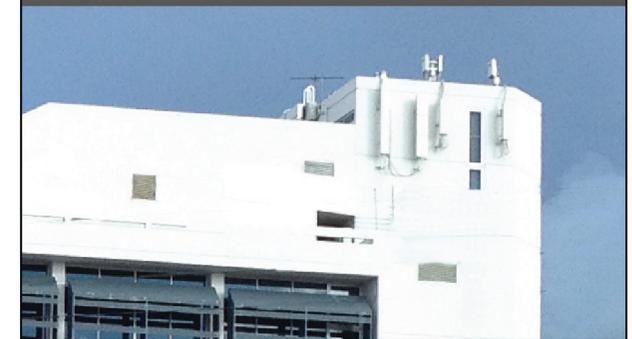
### Lighting

Lighting should be designed into the development to accentuate building design elements, especially corner elements, as well as landscape features. Lighting should also ensure that all public and private spaces, including parking areas, are well lit. Light should spill onto Gilmore Avenue to provide safely lit pedestrian paths along all streets whilst not significantly impacting on nearby residential properties.



Service infrastructure (above) located on roofs (antennae, communication structures, air conditioning units, satellite dishes, etc.) should be hidden behind parapet walls and roof structures.

Location of communication structures and the like (below) should be avoided on the external façade of buildings.



## Safety and Vandalism

The Educational Precinct is devoid of active frontages particularly from Berthold Street, as it does not contain any activity. The design of the future end use should incorporate the principles of Crime Prevention Through Environmental Design (CPTED) and the Western Australian Planning Commission's 'Designing Out Crime Planning Guidelines'.

The development of the site must contribute to activation of all streets. This could be achieved through implementation of the following measures:

- Reduce blank facades and activate the building interface by orientating balconies, terraces, windows to living areas/ commercially active spaces to the street.
- Design prominent and well-lit entry points to all buildings.
- Garages for multiple dwellings should not directly face onto public roads and should be designed into the development.
- Reduce the amount of solid fencing
- Avoid blind corners in pathways, stairways, hallways and car parks.
- Avoid landscaping that obstructs view of public areas and create blind spots/ corners.
- Apply lighting to improve passive surveillance of private and public spaces.

# Orelia Infill Housing Project Lot 503 (#2) Berthold Street / Gilmore Avenue Multiple & Grouped Housing Development Application

April 2017

Prepared for  
NicheLiving Pty Ltd





# Orelia Infill Housing Project

## Multiple & Grouped Housing Development Application

### 1 INTRODUCTION

#### 1.1 PROPOSAL

This report outlines Nicheliving’s proposed development of its infill Housing Project on Lot 503 (#2) Berthold Street (corner of Gilmore Avenue), Orelia. To be developed in 4-6 stages depending on market uptake, the total development will encompass 97 dwellings made up of:

-  2 x (M1) Double-Storey, Triple Key Dwellings  
(each capable of being inhabited as one or ultimately divided into a bedsit, 1x1 and 2x1 apartment);
-  6 x (M2) Double-Storey, Triple Key Dwellings  
(each capable of being inhabited as one or ultimately divided into a bedsit, 1x1 and 2x1 apartment);
-  1 x (M3) Double-Storey, Triple Key Dwellings  
(capable of being inhabited as one or ultimately divided into three 2x1 apartments);
-  1 x (M4) Triple-Storey, Quadruple Key Dwelling  
(capable of being inhabited as one or ultimately divided into one 1x1 and three 2x1 apartments);
-  6 x (M5) Double-Storey, Dual Key Dwellings  
(each capable of being inhabited as one or ultimately divided into one 1x1 and one 2x1 apartment);
-  54 separate grouped dwellings, involving six different housing typologies (plus minor variations to provide interest and variety), four of which encompass two bedroom, two bathroom dwellings, with the other two also accommodating an additional toilet.
-  Construction of a comprehensive private street network, inclusive of pedestrian connections through the site that will permanently be open to the public; &
-  Erection of a temporary sales office/car park near the site’s future southern entrance off Handford Place.

Greater detail on the specific components of the application is provided further in this report, together with a statement of claim regarding compliance with relevant State Policies and the City of Kwinana Town Planning Scheme and Local Planning Policy requirements.

#### 1.2 LEGAL DESCRIPTION

Encompassing 1.36ha of unutilised urban land, the property details and tenure of the land the subject of this application are described in the table below. A copy of the Certificate of Title is attached as **Appendix A**:

Lot No.	Volume	Folio	Diagram	Area (ha)	Owner
503	LR3159	766	DP66459	1.3635	State of Western Australia – under Contract to Golden Gateway Development Pty Ltd - <b>(Nicheliving)</b>

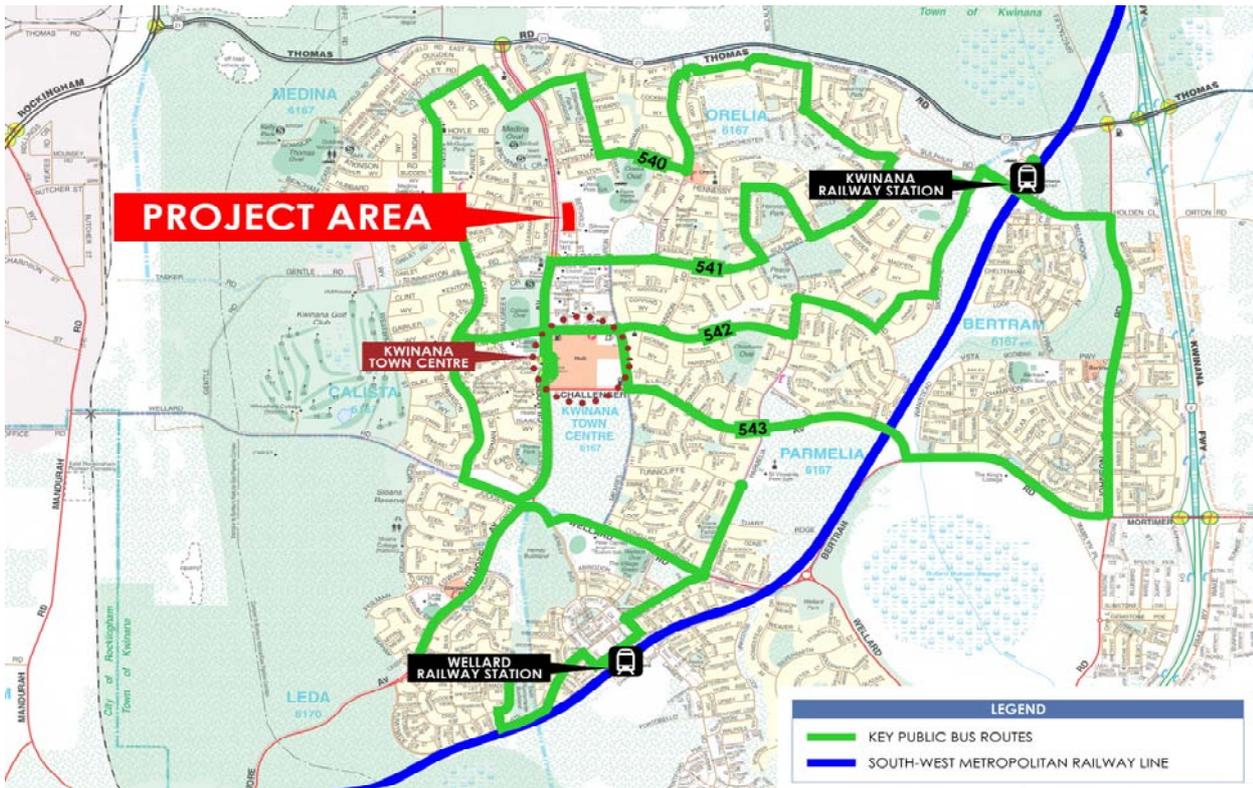
#### 1.3 LOCATION

Ideally located within the established suburb of Orelia, the site lies at the northern end and thus within easy walking distance of the full range of services and commercial offerings associated with the Kwinana Town Centre. Both the Kwinana and Wellard Train Stations are located on direct transport routes 4km to the east and south (respectively), affording excellent access to the Perth Central Business District (25km to the north) and Mandurah Strategic Metropolitan Centre (25km to the south – refer **Figure 1**).

A number of other significant employment generators are located a short distance away, including the Kwinana Strategic Industrial Area (3km to the west) and the Rockingham Strategic Metropolitan Centre (5km to the south-west). The site is entirely bounded by road reserves, including Berthold Street to the north and east, Handford Place to the south, and Gilmore Avenue (including a substantially wide and vegetated verge) to the west.



Figure 1: Location Plan



#### 1.4 SITE FEATURES

The site gradually falls 2-3m eastward away from Gilmore Avenue towards Berthold Street, and to a slightly lesser extent southwards towards Handford Place. The site is predominantly cleared, with exception to a small number of trees scattered across the site. A larger grove of semi-to-mature trees have been identified for protection within the adjoining Gilmore Avenue road reservation.



Figure 2: Site Features

# Orelia Infill Housing Project Multiple & Grouped Housing Development Application

## 2 PLANNING FRAMEWORK

### 2.1 METROPOLITAN REGION SCHEME

The land is suitably zoned 'Urban' in the Metropolitan Region Scheme (MRS), as is Challenger TAFE Technical School to the south on the opposite side of Hanford Place. Immediately to the west Gilmore Avenue is reserved as an 'Important Regional Road', onto which vehicle access is strictly controlled by the *Infrastructure and Land Use Coordination* branch of the Department of Planning. To the north and east on the opposite side of Berthold Street are Orelia Primary School and Gilmore College, both of which are also reserved for 'Public Purposes'.

### 2.2 CITY OF KWINANA TOWN PLANNING SCHEME NO.2

Lot 502 is also entirely zoned 'Development' in the City of Kwinana Town Planning Scheme No.2 (TPS2), whereby subdivision and development must be preceded by WAPC approval of a Local Structure Plan (refer **Figure 3**).

The land is also identified within Development Contribution Area/Plan No.15 in Schedule V of TPS2, requiring a per lot/dwelling contribution towards the provision of community (soft) infrastructure. This requirement applies upon the earlier trigger of either subdivision or development.

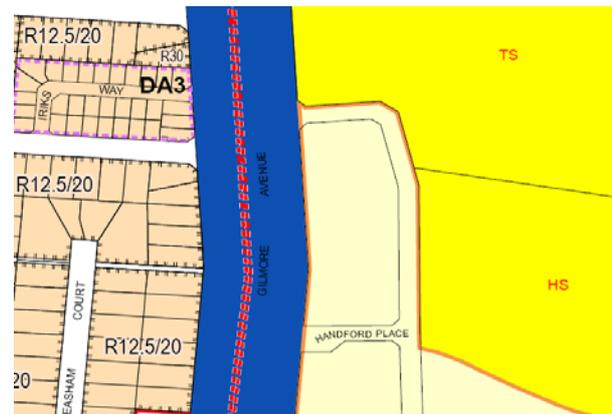


Figure 3: TPS2 Zoning

### 2.3 TOWN CENTRE MASTER PLAN & DESIGN GUIDELINES

The site is identified as the Gilmore Avenue Site in the 2007 *Kwinana Town Centre and Design Guidelines*.

Future use of the site was uncertain at the time, with the then Department of Education and Training identifying it as a residential site that provides an opportunity to maximise the number of households within walking distance of educational facilities, and increasing the level of surveillance of the school grounds, particularly at night.

Alternatively, frontage to Gilmore Avenue and excellent exposure to traffic entering the Town Centre makes the site attractive to other institutional uses with a connection to the education functions, or to a corporate headquarters or cluster of smaller office tenants.

Irrespective of the ultimate land use, the document identifies a number of key development parameters (refer **Figure 4**), which formed the basis of more detailed planning in the form of a Detailed Area Plan.

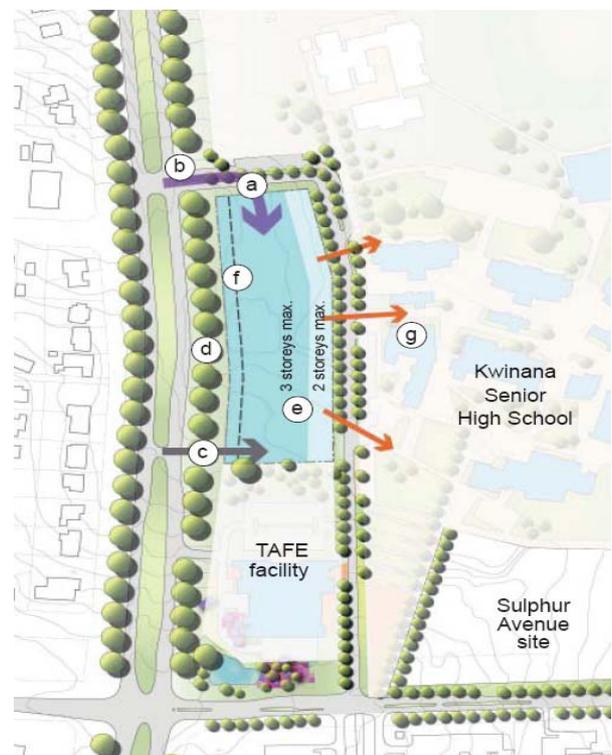


Figure 4: Town Centre Master Plan & Design Guidelines

## 2.4 BERTHOLD STREET DETAILED AREA PLAN

Approved by the City in July 2015, the *Lot 503 Berthold Street Detailed Area Plan* (DAP – refer **Figure 5**) provides the necessary framework for development of the subject land in accordance with the recommendations for the ‘Education Precinct’ in the *Town Centre Master Plan and Design Guidelines*.

The DAP identifies the site for a range of potential uses including Multiple and Grouped Dwellings, at a maximum residential density of R80 (and minimum of R40 in the event of Grouped Dwellings).

The DAP goes on to identify a number of critical built form requirements, in particular building orientation, setback, surveillance and acoustic requirements relating to Gilmore Avenue, and the need to accommodate pedestrian connections through the site.

The north-west corner of the site is identified as a gateway element to the nearby Town Centre area, with stricter land use but greater building height permitted to encourage the desired form of development.



Figure 5: Lot 503 Berthold Street LDP

## 2.5 DETERMINATION PROCESS

Both Multiple and Grouped Dwellings are listed as ‘P’ uses in the Lot 503 Detailed Area Plan, meaning they are both **permitted uses** (refer **Figure 6**). As the combined value of the development exceeds \$10M, jurisdiction to determine the application passes to the Metropolitan South West Joint Development Assessment Panel (JDAP) with the City being responsible for preparation of the Responsible Authority Report.

Permitted Use (P)	Use not permitted unless Council granted approval (AA)	Use not permitted unless Council granted approval after giving notice (SA)
<ul style="list-style-type: none"> <li>• Amenity Building</li> <li>• Child Care Centre</li> <li>• Civic Building</li> <li>• Educational Establishment</li> <li>• Grouped Dwelling</li> <li>• Laundry</li> <li>• Medical Clinic</li> <li>• Multiple Dwellings</li> <li>• Museum</li> <li>• Office &amp; Professional Office</li> <li>• Public Assembly (Place of Worship)</li> <li>• Public Utility</li> <li>• Public Worship</li> </ul>	<ul style="list-style-type: none"> <li>• Aged and/ or Dependent Persons Accommodation &amp; Dwelling</li> <li>• Commercial Hall</li> <li>• Consulting Rooms</li> <li>• Funeral Parlour</li> <li>• Health Studio</li> <li>• Home Occupation</li> <li>• Licensed Restaurant</li> <li>• Motel</li> <li>• Non-residential Health Centre</li> <li>• Private Hotel</li> <li>• Recreation facility, Private and Public Recreation</li> <li>• Private Utility</li> <li>• Public Amusement</li> <li>• Telecommunication Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>• Dry Cleaning Premises</li> <li>• Holiday Accommodation</li> <li>• Hospital</li> <li>• Hotel</li> <li>• Veterinary Clinic &amp; Veterinary Hospital</li> </ul>
		<p><b>Use to be dependent upon the predominant use of the land (IP)</b></p> <ul style="list-style-type: none"> <li>• Caretakers House/Flat</li> <li>• Car Park</li> <li>• Eating House</li> <li>• Local Shop</li> <li>• Shop</li> </ul>

Figure 6: DAP Land Use Table

# Orelia Infill Housing Project

## Multiple & Grouped Housing Development Application

### 3 THE DEVELOPMENT PROPOSAL

#### 3.1 KEY DESIGN PRINCIPLES

In summary, the design has been prepared to take advantage of the site's excellent attributes for infill housing via embracing the following key elements:

-  A wide variety of housing typologies has been proposed, specifically to enhance the range of dwelling stock available in the locality as an important means of creating age-in-place opportunities, within immediate proximity to the full range of services and amenities afforded by its Kwinana Town Centre location;
-  Dwellings proposed range from large double, triple and quadruple key houses capable of being collectively occupied (or subsequently strata titled and/or independently occupied as bed-sit, one and two bedroom apartments), to a variety two bedroom townhouses;
-  All dwellings have been designed to a high standard, involving a wide range of materials and colours to ensure the creation of attractive internal streetscapes throughout the development;
-  All dwellings are double-storey in height, with a third storey proposed as a town centre gateway element at the intersection of Berthold Street and Challenger Avenue. Whilst no commercial development is currently proposed, internal ceiling heights of the north-facing triple and quadruple key dwellings fronting Berthold Street have been raised to a minimum of 3m so as to allow use of all or part of the ground floor for a range of commercial land uses, as and when the demand for that type of use eventuates;
-  Matching parapet walls are proposed on all internal side boundaries, in order to maximise development efficiencies by making use of land that would otherwise be lost to upper floor side setbacks.
-  All perimeter housing present towards and take primary pedestrian access directly from the external road network, thereby ensuring highly attractive and well surveilled streetscapes. This includes those along the western edge adjacent Challenger Avenue, where outdoor living areas (and the balconies of multiple dwellings) have been specifically positioned within the front setback where they can best take advantage of the amenity afforded by the wide vegetated road reservation, in addition to providing an appropriate level of surveillance for the adjoining dual-use path;
-  All dwellings take vehicular access directly from the private internal street network, with connections to the external network spaced to ensure safe access/egress in a highly dispersed manner;
-  The internal road network is made up off 5.4m carriageways (plus 0.3m kerbs on either side) within 6m wide rear laneway and 7.45m wide internal private streets, allowing for two-way passing of vehicles along all portions of the network, aside from three small portions where traffic management devices (inclusive of embayed visitor parking), are proposed to promote a family friendly low speed traffic environment;
-  Pedestrian access forms a fundamental element of the design, with a 1.2m wide footpath proposed on all internal streets that housing front towards (i.e. Roads 3, 4 & 6), inclusive of key connections to the existing perimeter public path network. This includes the provision of two direct east-west connections through the site that will ensure ease of movement for existing Medina residents from the west, to and from the high school to the east.

## 3.2 COMPLIANCE WITH STATE PLANNING POLICIES

### 3.2.1 SPP 5.4 – ACOUSTIC CONSIDERATIONS

In recognition of the land's proximity to Challenger Avenue Lloyd George were engaged in March 2017 to undertake a Transportation Noise Assessment in accordance with the requirements of SPP 5.4 – *"Road and Rail Transport Noise and Freight considerations in Land Use Planning"*.

Attached as **Appendix B**, the report concludes that only the dwellings directly abutting Gilmore Avenue require the incorporation of 'Package A' Quiet House Design treatments (and accompanying notifications on title). Necessary treatments have been embraced in the design of the relevant typologies. Enforcement of the required outcomes is anticipated as a condition of Development Approval.

### 3.2.2 DRAFT SPP 7 – DESIGN WA (APARTMENT GUIDELINES)

Whilst still draft in nature, the design of the development has had regard for the future requirements of the DRAFT Apartment Design Guidelines released by the Department of Planning for public comment in October 2016. Compliance with the A2 – Medium Density Attached housing requirements is typically achieved, other than where discussed in the following sections of this report.

## 3.3 COMPLIANCE WITH DETAILED AREA PLAN

The design of the development has had specific regard for the requirements of the Berthold Street Detailed Area Plan in that:

-  It proposes land uses that are both a 'Permitted Use' for the site (Clause 5);
-  The built form has been arranged to ensure the highest portion is located in the north-west corner of the site, where it will act as the northern most gateway element of the Kwinana Town Centre area (Clause 6);
-  All development has been setback from the public road network in accordance with the standard requirements of the R80 density code, and not more than 10m along the Gilmore Avenue street boundary (Clauses 10 & 11);
-  All development meets the minimum height requirement of two-storeys (Clause 12);
-  Site Coverage equates to approximately 52.7%, well below the 100% maximum permitted (Clause 14);
-  Plot Ratio of the Multiple Dwelling portions of the development equate to 0.7, well below the 1.0 Residential maximum permitted (Clause 16);
-  No portion of the development exceeds the R80 density of development, whilst the Grouped Housing portion has been designed in accordance with the land area requirements of the lower R40 coding (Clause 17 & 18);
-  Perimeter dwellings front towards all external edges of the site, inclusive of windows and balconies that ensure an appropriate level of visual surveillance to Gillmore Avenue and the Education Precinct (Clause 22);
-  An acoustic assessment has been undertaken to ensure that all development within 40m of Gillmore Avenue includes appropriate noise suppression and/or screening as appropriate (Clause 26);
-  The requirement to contribute towards the ongoing cost of managing mosquitoes and midges is anticipated as a condition of approval (Clause 27).



## Orelia Infill Housing Project Multiple & Grouped Housing Development Application

### 3.4 COMPLIANCE WITH RESIDENTIAL DESIGN CODES

#### 3.4.1 SITE AREA

Separate subdivision and survey-strata applications for the total development site have been submitted for approval by the Western Australian Planning Commission (WAPC) concurrent with this application. Future Strata Lots 18-21 and 35-36 are the smallest, yet comply with the 100m<sup>2</sup> minimum lot area requirement (once adjoining truncations are included in the calculations), of the land's 'R80' residential coding.

Over the collective site an average lot area of 194m<sup>2</sup> is achieved based purely on the number of freehold and survey-strata lots, which reduces to 140m<sup>2</sup> should you divide the area by the 97 maximum dwelling yield (inclusive of fully independent occupation of the multiple dwellings). Both numbers are well in excess of the 120m<sup>2</sup> average lot area requirement of the land's 'R80' coding.

#### 3.4.2 STREET SETBACKS

A reduced 1m setback is proposed along the eastern boundary of the total site fronting Berthold Street, in recognition of the wide verge and in an effort to improve activation and passive surveillance of the existing dual use path that runs through that verge. A 2m front setback is accommodated along all other external boundaries, aside from minor incursions (where necessary) adjacent truncations.

#### 3.4.3 PARAPET WALLS ON ALL INTERNAL SIDE BOUNDARIES

Single and/or double-storey parapet walls are proposed on all internal side (and in the instance of the squat lot product on triple-key multiple dwelling product fronting Berthold Street opposite the school, rear) lot boundaries. All parapet walls are located behind the front setback and have been specifically positioned having regard for the design of adjacent dwellings (in particular the location of adjacent outdoor living areas). Where located on shared boundaries, walls have been paired with boundary walls of similar height and length meaning very few windows or major openings that will be impacted by a loss of access to daylight. At street corners building articulation has been wrapped around the secondary elevation (including windows behind the front setback) to ensure the buildings appear attractive from all public vantage points.

#### 3.4.4 VISUAL PRIVACY

By virtue of the orientation of dwellings and the use of parapet walls on most internal lot boundaries, no screens or special treatments are required to comply with the relevant standards of the Codes.

#### 3.4.5 FACILITIES, STORE & EXTERNAL FIXTURES

No communal open space or facilities are proposed within the development beyond the private street network, on-site visitor parking and communal servicing areas. Nor are any separated external outbuildings proposed, with each dwelling instead encompassing at least a 4m<sup>2</sup> store (reduced to 3m<sup>2</sup> for the bed-sit and single bedroom apartments in accordance with DRAFT SPP7), all of which are accessed via the garage or external to the dwelling. Separated storage for refuse and recycling bins are also provided, in addition to clothes drying areas screened from public view. Detail on how services and external fixtures will be integrated into the building design and/or screened from the primary street will be provided at the Building Licence stage of development.

#### 3.4.6 ACCESS

The internal road network is made up off 5.4m carriageways (plus 0.3m kerbs on either side) within 6m wide rear laneway and 7.45m wide internal private streets, allowing for two-way passing of vehicles along all portions of the network, aside from three small portions where traffic management devices (inclusive of embayed visitor parking), are proposed to promote a family friendly low speed traffic environment.



Pedestrian access forms a fundamental element of the design, with a 1.2m wide footpath proposed on all internal streets that housing front towards (i.e. Roads 3, 4 & 6), inclusive of key connections to the existing perimeter public path network. This includes the provision of two direct east-west connections through the site that will ensure ease of movement for existing Medina residents from the west, to and from the high school to the east.

### 3.4.7 PARKING

A mixture of parking arrangements are proposed, commensurate with the variety of dwelling types proposed. In most instances two parking spaces have been provided for each Grouped Dwelling, either in the form of the typical double garage (Types 1, 3 & 6), or a tandem arrangement with one uncovered space sitting in front of a single garage (Types 2, 4 & 5).

For the Multiple Dwellings, a minimum of one bay has been provided for every future apartment, with a second provided for most two bedroom apartments wherever practical to achieve. This results in all typologies (other than Type M5) meeting or exceeding the 1.25 car bays per apartment ratio set out in the R-Codes for 1 and 2 bed apartments less than 110m<sup>2</sup> in area. Acceptance of a single bay each for the 2 bedroom apartments within the Type M5 'dual-key' housing (Lots 7-12) would be consistent with our experience with similar development in other locations. Examples can be provided upon request.

A total of 9 dedicated visitor bays are then proposed, slightly below the 13 bays typically required for a 54 grouped housing development. A variation to this standard is considered appropriate and requested in this instance, given:

-  The availability of a large number of visitor bays (28) already existing within the perimeter road reservations directly opposite the development (plus a further 14 further south along Berthold Street), all of which are only used for very short periods for school pick-up and drop-offs;
-  The town centre location of the site, within which we should be seeking to reduce on-site parking provision in the interests of encouraging alternative (non-motorised) forms of transportation; and
-  The relative availability of public transport in the area. Whilst each of the nearby bus routes (depicted on **Figure 1**) runs every 20 minutes during peak periods (slightly above the 15 minute limit at which reduced parking standards apply under the R-Codes as a result of proximity to high frequency public transportation), in our opinion it is safe to assume that over time the frequency of this service will notably increase.

Strictly speaking no visitor allocation is necessary for the Multiple Dwelling portions of the development, as no individual development exceeds the 4 dwelling threshold, after which visitor parking applies (refer R-Code Explanatory Guidelines extract beside). Alternatively, if you were to calculate visitor parking requirement in a cumulative manner (assuming independent occupation of all the multiple-key dwellings), the total number of dwellings rises to 97, as does the visitor parking requirement from 13 to 24 bays (meaning an increased shortfall from 4 to 15 bays). Of importance, this number remains well below the number of available bays within the surrounding public road network.

#### 6.3.1 Parking – Part 5 of R-Codes

[\(Clause 5.3.3 of R-Codes\)](#)

##### Visitor parking provision for grouped and multiple dwellings

Clause [5.3.3 C3.2](#) of the R-Codes includes a requirement for the provision for visitor parking for [grouped](#) and [multiple dwelling developments](#) that share common access, which is expressed as:

*On-site visitors car parking spaces for grouped and **multiple dwelling developments** provided at a rate of one space for each four dwellings, or part thereof in excess of four dwellings, served by a common access.*

**This means there is no requirement for visitor parking until the number of dwellings exceeds four**, and then one visitor bay is required to be provided for every additional four dwellings served by a common access (that is, 0-4 dwellings with common access = nil visitor bays; 5-8 dwellings with common access = 1 visitor bay; 9-12 dwellings with common access = 2 visitor bays; 13-16 dwellings with common access = 3 visitor bays and so on).

Where additional dedicated visitor embayments have been provided on-site, they have been strategically positioned throughout the estate to ensure there is visitor parking within reasonable proximity of every dwelling. Bicycle parking can be readily accommodated for all dwellings within their own garage or dedicated external store.



## Orelia Infill Housing Project Multiple & Grouped Housing Development Application

### 3.4.8 PLOT RATIO, OPEN SPACE & OUTDOOR LIVING AREAS

Included at **Appendix C** is a table outlining the proposal's compliance with the 1.0 maximum R80 plot ratio requirement for the Multiple Dwelling portion of the development, and the 30% minimum R80 open space requirements for Grouped Housing portions of the site.

In terms of Outdoor Living, all Multiple Dwellings include either a ground floor courtyard or upper floor balcony measuring no less than 10m<sup>2</sup>, typically with a minimum dimension of 2.4m. Slight relaxation to the minimum dimension (only) is proposed for typologies adjacent/affected by road truncations, where primacy has been given to locating balconies at the corner so as to create both an attractive feature and maximise passive surveillance along both adjoining roadways.

All Grouped Dwellings include a ground floor courtyard in excess of the 16m<sup>2</sup> R80 minimum requirement, typically with a minimum dimension of 4m. A slight relaxation is proposed with the Type 1A (down to 3.4m), due to the need to push the garage slightly further into the property to avoid a road truncation, however this reduced dimension is offset by the provision of additional open space to the side of the dwelling (taking the total area well in excess of 16m<sup>2</sup>).

Variation is also sought to the total open space requirement for the Type 5 Grouped Dwelling (Strata Lots 18-21, 35-38, 53 and 54). Designed as 'upside down houses', with balconies coming directly accessible off their living spaces on the first floor level where they can best take advantage of the aspect eastward across the school grounds. We submit that this typology should be treated as 'apartments on the ground', with an elevated 10m<sup>2</sup> balcony sufficient for future occupant's outdoor living needs..

### 3.4.9 LANDSCAPING

The coloured Development Plans outline the proposed landscaping approach to the site having regard for the requirements of the City's Town Centre Master Plan & Design Guidelines. Further detail for Council review and ultimate approval will be provided in response to the typical, anticipated condition of development approval.

## 3.5 STAGING & IMPLEMENTATION

### 3.5.1 SERVICING

Clearing, bulk earthworks and physical construction will commence immediately upon the completion and approval of Engineering Drawings, obtained following the issue of Development Approval. Full development of the site is expected to take between 2-3 years from the date of Approval depending upon market conditions and uptake.

Separate subdivision and survey-strata applications over the total landholding, seeking to divide the land based on the layout depicted in the Development Application plans have been submitted at the same time to the Western Australian Planning Commission, so as to allow concurrent processing of these applications.

### 3.5.2 SERVICING

Attached at **Appendix D** is a Servicing Report prepared by Calibre Consulting which provides a succinct overview of the overall staging strategy inclusive of the works necessary to deliver the project. Typical of these forms of development, Multiple Dwelling sites will have direct servicing connections to the external public road network whilst the grouped dwellings will all be privately serviced internally via one connection to the external network.



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### 3.5.3 STORMWATER MANAGEMENT

Included in the Servicing Report is a Concept Drainage Plan outlining the proposed approach to drainage for the site. In summary, stormwater will be managed via on-site infiltration and underground storage devices, before overtopping into external road reservations during larger events. A condition requiring the preparation of further detail for the City Engineer review and final approval prior to construction is anticipated as a condition of Development Approval.

---

### 3.5.4 REFUSE COLLECTION

The design of the internal road system and associated truncations has had specific regard for the turning movements of a 9.5m refuse collection vehicle, in the interests of seeking City agreement to service the development internally. A plan showing the necessary turning movements within the development has been provided in the Servicing Report to demonstrate how this could safely occur. In the event that the City agrees to this arrangement, the developer is willing to enter into the typical agreement indemnifying Council and its staff from any damage resulting from expected refuse collection activities.

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### 3.5.5 DEVELOPER CONTRIBUTIONS

Contribution towards the management of mosquitoes and midges in accordance with the requirements of DCA15, is anticipated as condition of Development Approval.

---

## 3.6 TEMPORARY SALES OFFICE & CAR PARK

Included in this application is the proposed erection of a Temporary 25.2m<sup>2</sup> Sales Office and associated 5 bay visitor car park adjacent the southern entrance to the development of Handford Place. This location, away from the likely Stage 1 development works at the northern edge of the site has been deliberately chosen to allow marketing of the development to occur separate from construction works and traffic, which will enter the property via separate entrances.

---

## 4 CONCLUSION

The application proposes the development of up to 97 dwellings, including a wide range of typologies (varying from bedsit, one and two bedroom apartments, to two bedroom townhouses and/or larger dwellings capable of cumulative occupancy), within a readily accessible, serviceable, well catered for and highly desirable town centre locality.

As demonstrated in the previous section, the application is generally compliant with relevant aspects of the City's Statutory Planning Framework. Where variations are proposed to the deemed-to-comply standards of the Residential Design Code justification has been provided addressing the design principles associated to the relevant provisions. Importantly, the impact of all variations are felt entirely internal to the development, meaning no adverse impact on surrounding land use or need to advertise prior to determination of the application.

Approval and implementation of the proposal will greatly improve housing affordability and diversity in the locality, enhance important age-in-place opportunities, and assist the City in meeting the residential density targets as set out in Directions 2031 and Beyond and the associated DRAFT South Metropolitan Peel Sub-Regional Planning Framework.



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# Transportation Noise Assessment

**Lot 503 Gilmore Avenue, Orelia**

Reference: 17023884-01.docx

**Prepared for:**

Nicheliving Pty Ltd



Member Firm of Association of Australasian Acoustical Consultants

# Report: 17023884-01.docx

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## Appendices

- A Acceptable Treatment Packages
- B Terminology

# 1 INTRODUCTION

It is proposed to subdivide Lot 503 Gilmore Avenue in Orelia for residential use, and to construct 70 two-storey and loft-type dwellings. The locality of the site is shown in *Figure 1-1* with the subdivision shown in *Figure 1-2*. The site is located alongside Gilmore Avenue, which carries reasonable volumes of road traffic such that a road traffic noise assessment was undertaken.



*Figure 1-1 Site Locality*

*Appendix B* contains a description of some of the terminology used throughout this report.



Figure 1-2 Proposed Subdivision

## 2 CRITERIA

The criteria relevant to this assessment is the *State Planning Policy 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning* (hereafter referred to as the Policy) produced by the Western Australian Planning Commission (WAPC). The objectives in the Policy are to:

- Protect people from unreasonable levels of transport noise by establishing a standardised set of criteria to be used in the assessment of proposals;
- Protect major transport corridors and freight operations from incompatible urban encroachment;
- Encourage best practice design and construction standards for new development proposals and new or redevelopment transport infrastructure proposals;
- Facilitate the development and operation of an efficient freight network; and
- Facilitate the strategic co-location of freight handling facilities.

The Policy's outdoor noise criteria are shown below in *Table 2-1*. These criteria apply at any point 1-metre from a habitable façade of a noise sensitive premises and in one outdoor living area.

Table 2-1 Outdoor Noise Criteria

Period	Target	Limit
Day (6am to 10pm)	55 dB $L_{Aeq(Day)}$	60 dB $L_{Aeq(Day)}$
Night (10pm to 6am)	50 dB $L_{Aeq(Night)}$	55 dB $L_{Aeq(Night)}$

Note: The 5 dB difference between the target and limit is referred to as the margin.

In the application of these outdoor noise criteria to new noise sensitive developments, the objectives of this Policy is to achieve -

- acceptable indoor noise levels in noise-sensitive areas (e.g. bedrooms and living rooms of houses); and
- a ‘reasonable’ degree of acoustic amenity in at least one outdoor living area on each residential lot.

If a noise sensitive development takes place in an area where outdoor noise levels will meet the *target*, no further measures are required under this policy.

In areas where the *target* is exceeded, customised noise mitigation measures should be implemented with a view to achieving the *target* in at least one outdoor living area on each residential lot, or if this is not practicable, within the *margin*. Where indoor spaces are planned to be facing outdoor areas that are above the *target*, mitigation measures should be implemented to achieve acceptable indoor noise levels in those spaces.

For residential buildings, “acceptable indoor noise levels” are taken to be 40 dB  $L_{Aeq(Day)}$  in living areas and 35 dB  $L_{Aeq(Night)}$  in bedrooms.

## 3 METHODOLOGY

Noise measurements and modelling have been undertaken in accordance with the requirements of the Policy as described below in *Sections 3.1 and 3.2*.

### 3.1 Site Measurements

Noise monitoring was undertaken at and existing residence on Gilmore Ave near the subject site in order to:

- Quantify the existing noise levels;
- Determine the differences between different acoustic parameters ( $L_{A10,18hour}$ ,  $L_{Aeq(Day)}$  and  $L_{Aeq(Night)}$ ); and
- Calibrate the noise model for existing conditions.

The instrument used was an ARL Type 316 noise data logger, located 30 metres from the edge of the road, with the microphone 1.4 metres above ground level. The logger was programmed to record hourly  $L_{A1}$ ,  $L_{A10}$ ,  $L_{A90}$ , and  $L_{Aeq}$  levels. This instrument complies with the instrumentation requirements of *Australian Standard 2702-1984 Acoustics – Methods for the Measurement of Road*

*Traffic Noise.* The logger was field calibrated before and after the measurement session and found to be accurate to within +/- 1 dB. Lloyd George Acoustics also holds current laboratory calibration certificate for the loggers.



*Figure 3-1 Photograph of Noise Logger*

The noise data collected was verified by inspection and professional judgement. Where hourly data was considered atypical, an estimated value was inserted and highlighted by bold italic lettering.

### 3.2 Noise Modelling

The computer programme *SoundPLAN 7.4* was utilised incorporating the *Calculation of Road Traffic Noise* (CoRTN) algorithms, modified to reflect Australian conditions. The modifications included the following:

- Vehicles were separated into heavy (Austroads Class 3 upwards) and non-heavy (Austroads Classes 1 & 2) with non-heavy vehicles having a source height of 0.5 metres above road level and heavy vehicles having two sources, at heights of 1.5 metres and 3.6 metres above road level, to represent the engine and exhaust respectively. By splitting the noise source into three, allows for less barrier attenuation for high level sources where barriers are to be considered. Note that corrections are applied to the exhaust of  $-8.0$  dB (based on Transportation Noise Reference Book, Paul Nelson, 1987) and to the engine source of  $-0.8$  dB, so as to provide consistent results with the CoRTN algorithms for the no barrier scenario;
- An adjustment of  $-1.7$  dB has been applied to the predicted levels based on the findings of An Evaluation of the U.K. DoE Traffic Noise Prediction; Australian Road Research Board, Report 122 ARRB – NAASRA Planning Group 1982.

Predictions are made at heights of 1.4 metres above ground floor level and at 1.0 metre from an assumed building façade (resulting in a + 2.5 dB correction due to reflected noise).

Various input data are included in the modelling such as ground topography, road design, traffic volumes etc. These model inputs are discussed below.

### 3.2.1 Ground Topography & Cadastral Data

Topographical data of the existing site as well as the future earthworks were provided by Nicheliving.

Buildings have also been included as these can provide barrier attenuation when located between a source and receiver, in much the same way as a hill or wall provides noise shielding. All single storey buildings are assumed to have a height of 3.5 metres. Where double storey buildings are assumed, these are assumed to have a height of 7.0 metres.

### 3.2.2 Traffic Data

Traffic data includes:

- Road Surface – The noise relationship between different road surface types is shown below in *Table 3-1*.

*Table 3-1 Noise Relationship Between Different Road Surfaces*

Road Surfaces						
Chip Seal			Asphalt			
14mm	10mm	5mm	Dense Graded	Novachip	Stone Mastic	Open Graded
+3.5 dB	+2.5 dB	+1.5 dB	0.0 dB	-0.2 dB	-1.0 dB	-2.5 dB

The existing road surface is considered to be dense graded asphalt and it is assumed the road surface will be the same in the future.

- Vehicle Speed – The existing and future posted speeds are 70km/hr.
- Traffic Volumes – Information used in the modelling was based on information provided by MRWA (Clare Yu, Traffic Modelling Analyst, Email dated 18 April 2017, Job No. 40480). The information provided was a 2011 calibration plot (comparing their model to observed counts) and a 2016 & 2031 link volume plot.

*Table 3-2* provides the volumes and percentage heavy vehicles used in the noise modelling.

Table 3-2 Traffic Information Used in the Modelling

Year	Direction	Gilmore Ave - North of Sulphur Road
2016	North	6,900 (11%)
	South	3,900 (11%)
2031	North	8,800 (14%)
	South	5,600 (14%)
2037	North	9,560 (14%)
	South	6,280 (14%)

### 3.2.3 Ground Attenuation

The ground attenuation has been assumed to be 0.2 (0%) for the road, 0.5 (50%) throughout the subdivision, except for the landscaped space, which was set to 1.00 (100%). Note 0.0 represents hard reflective surfaces such as water and 1.00 represents absorptive surfaces such as grass.

### 3.2.4 Parameter Conversion

The CoRTN algorithms used in the *SoundPlan* modelling package were originally developed to calculate the  $L_{A10,18\text{hour}}$  noise level. The WAPC Policy however uses  $L_{Aeq(\text{Day})}$  and  $L_{Aeq(\text{Night})}$ . The relationship between the parameters varies depending on the composition of traffic on the road (volumes in each period and percentage heavy vehicles).

As noise monitoring was undertaken, the relationship between the parameters is based on the results of the monitoring – refer *Section 4.1*.

## 4 RESULTS

### 4.1 Noise Monitoring

The results of the noise monitoring are summarised below in *Table 4-1* and shown graphically in *Figure 4-1*.

Table 4-1 Measured Average Noise Levels – Gilmore Avenue

Date	Average Weekday Noise Level, dB			
	$L_{A10,18\text{hour}}$	$L_{Aeq,24\text{hour}}$	$L_{Aeq(\text{Day})}$	$L_{Aeq(\text{Night})}$
Wednesday 22 February 2017	58.5	56.0	57.3	50.2
Thursday 23 February 2017	58.4	56.2	57.3	52.0
Friday 24 February 2017	59.1	56.3	57.5	51.8
<b>Average</b>	<b>58.7</b>	<b>56.1</b>	<b>57.4</b>	<b>51.3</b>

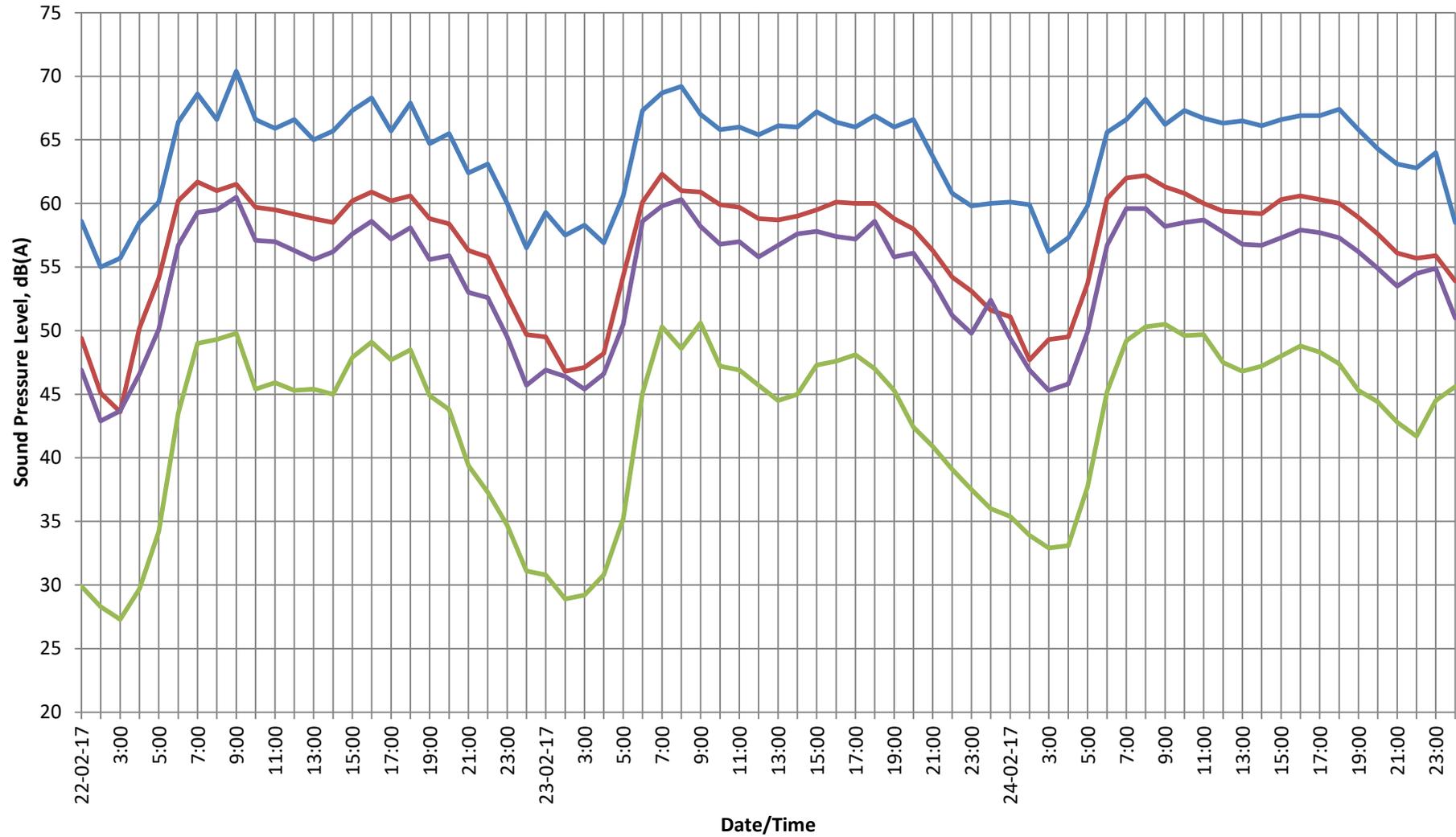
The average differences between the weekday  $L_{A10,18\text{hour}}$  and  $L_{Aeq(\text{Day})}$  is 1.3 dB and this conversion has been used in the modelling. The average differences between the weekday  $L_{Aeq(\text{Day})}$  and  $L_{Aeq(\text{Night})}$  is 6.1 dB. This same difference has been assumed to exist in future years. As such, it is the daytime noise levels that will dictate compliance since these are at least 5 dB more than night-time levels.

## 4.2 Noise Modelling

The noise modelling for future conditions is provided in *Figure 4-2 and 4-3* as an  $L_{Aeq(\text{Day})}$  noise level contour plot, being for the ground floor and first floor levels of the proposed development.

### Noise Logging - 134 Gilmore Avenue

L1 L10 Leq L90



Lot 503 Gilmore Ave, Orelia WA - Niche Living  
 LAeq(Day) Noise Level Contours - Future Ground Floor

**Figure 4-2**

Noise levels  
 LAeq,Day dB

55 <=	< 56
56 <=	< 57
57 <=	< 58
58 <=	< 59
59 <=	< 60
60 <=	< 61
61 <=	< 62
62 <=	< 63
63 <=	< 63

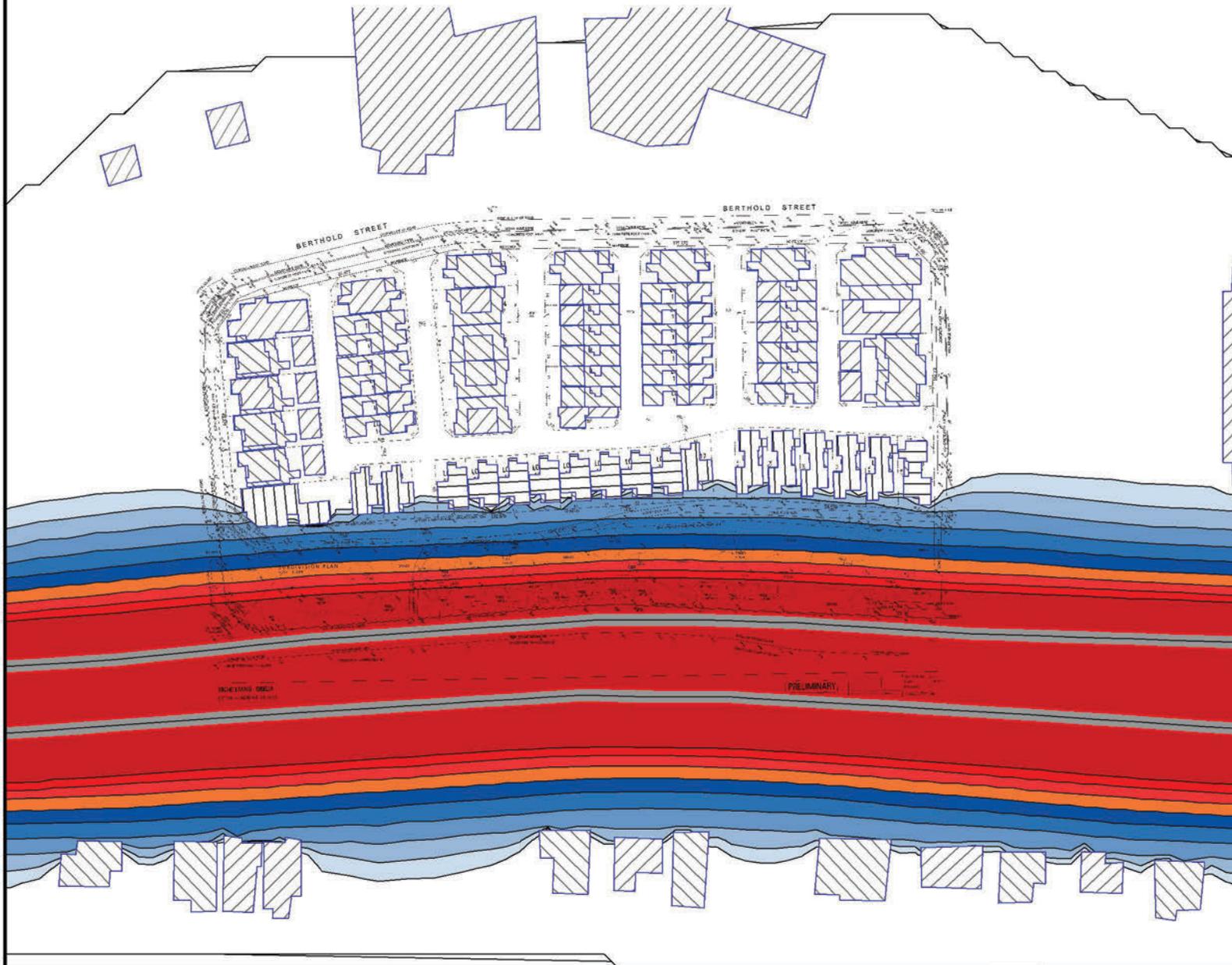


Signs and symbols

-  Road Source
-  Building

24 April 2017

Length Scale 1:1666



Lot 503 Gilmore Ave, Orelia WA - Niche Living  
 LAeq(Day) Noise Level Contours - Future First Floor

**Figure 4-3**

Noise levels  
 LAeq,Day dB

55 <=	< 56
56 <=	< 57
57 <=	< 58
58 <=	< 59
59 <=	< 60
60 <=	< 61
61 <=	< 62
62 <=	< 63
63 <=	< 64

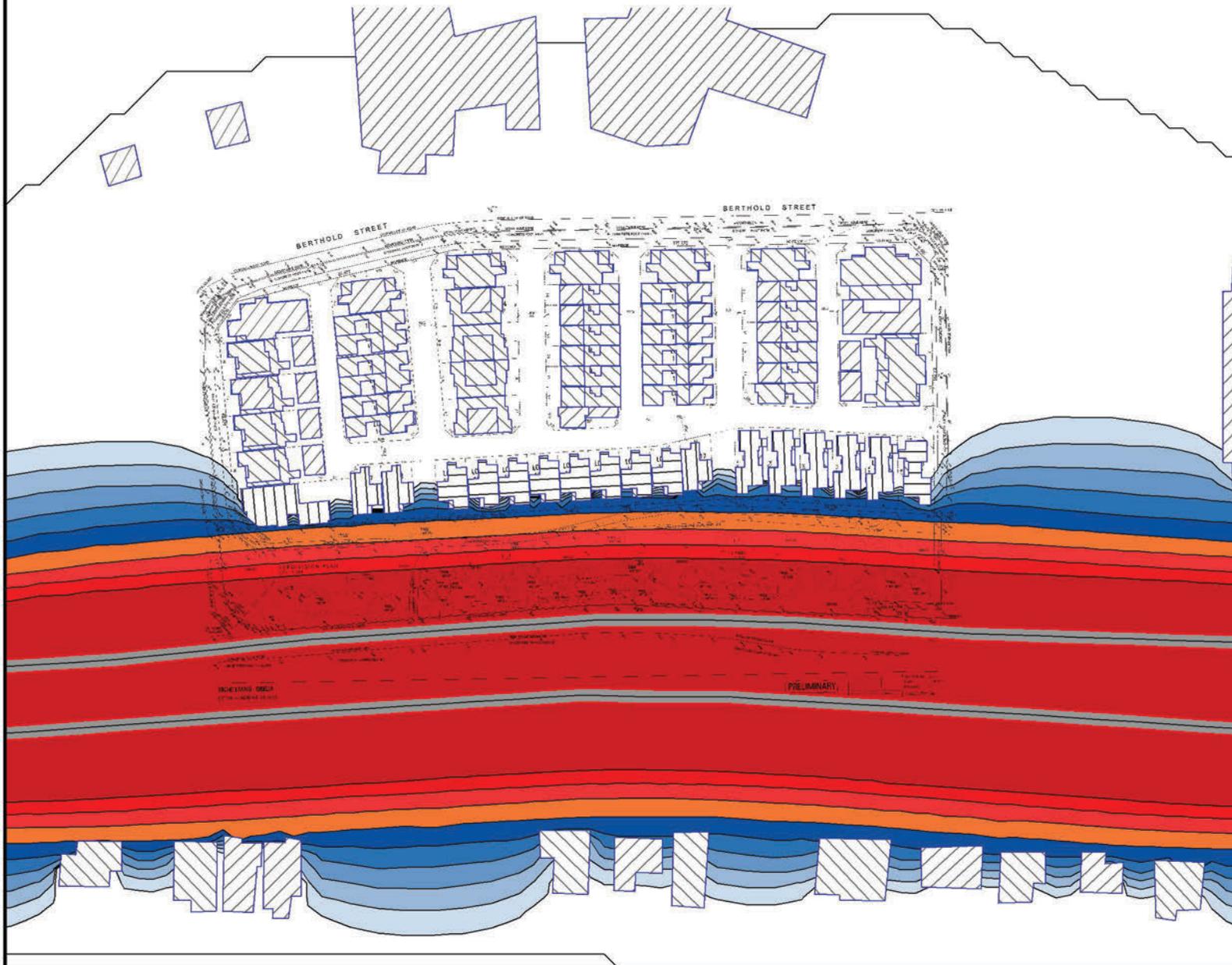


Signs and symbols

-  Road Source
-  Building

24 April 2017

Length Scale 1:1666




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## 5 ASSESSMENT

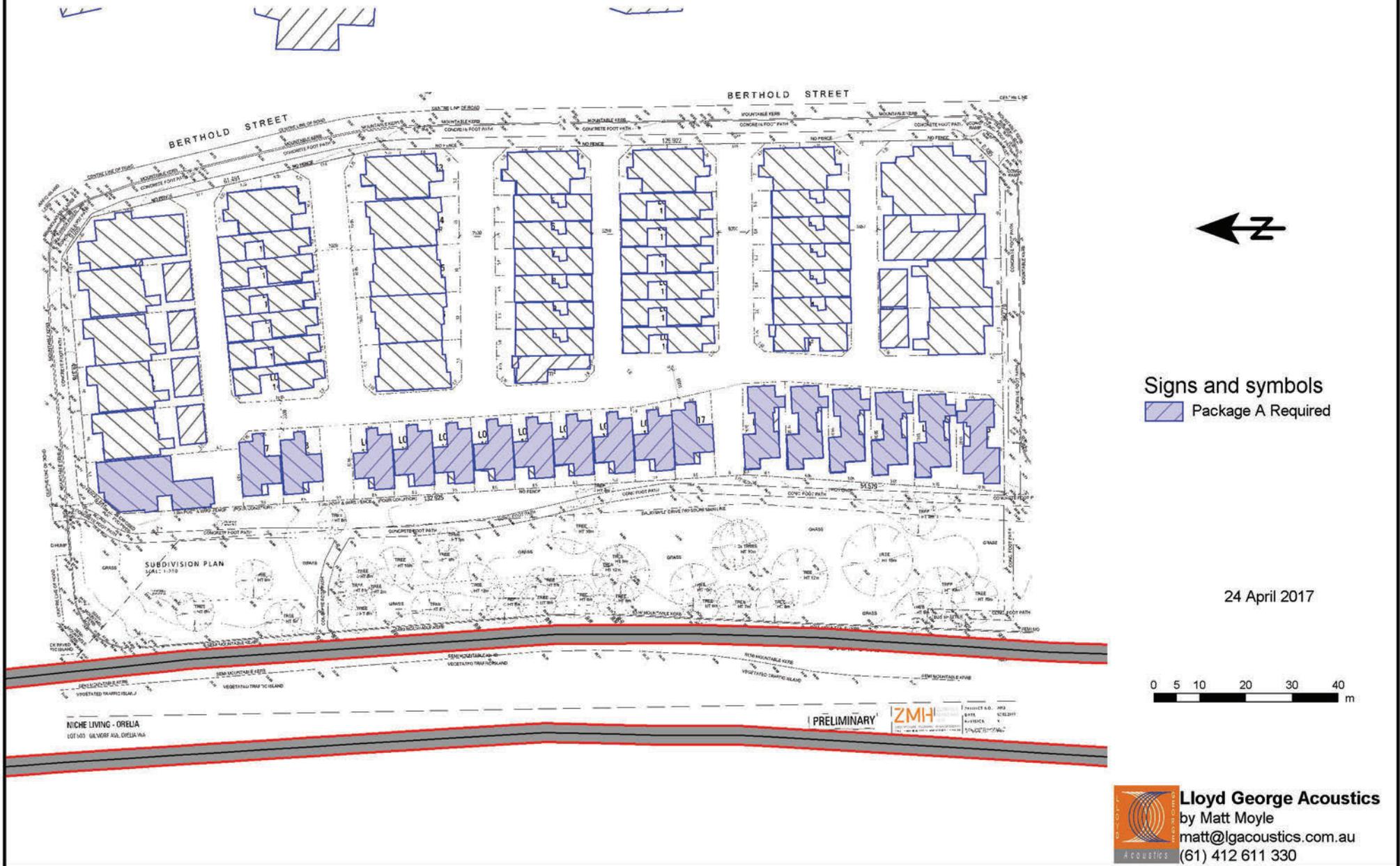
The objectives of the criteria are for noise at all houses to be no more than the *limit* and preferably no more than the *target*. Where the *target* is achieved, no further controls are required. Where the *limit* is achieved or noise levels are within the *margin* (between the *limit* and *target*), further controls are necessary.

Noise levels are higher to the future residences, as traffic volumes are expected to increase, and percentage heavy vehicles is also expected to increase (from 11% to 14%).

As some future dwellings will be above the *target*, architectural treatment packages are required as shown in *Figure 5-1*. The analysis reveals that where two storey dwellings are concerned, the upper floors should be designed with equivalent architectural treatments as ground floors.

Lot 503 Gilmore Ave, Orelia WA - Niche Living  
Mitigation Requirements

Figure 5-1



## 6 CONCLUSION

To satisfy the requirements of the *State Planning Policy 5.4 Road and Rail Transport Noise and Freight Considerations in Land Use Planning*, the following is required:

- Dwellings to all affected lots as shown on *Figure 5-1* are required to implement Package A architectural treatments to ground and upper floors – refer *Appendix A*. Alternative treatment to the deemed to satisfy can be accepted if supported by a report by a suitably qualified acoustical engineer (member firm of the Association of Australasian Acoustical Consultants);
- All affected lots as shown on *Figure 5-1* are to have notifications on lot titles as per the Policy requirements – refer *Appendix A*.

**Appendix A**

**ACCEPTABLE TREATMENT PACKAGES**

The packages and information provided on the following pages are taken from *Implementation Guidelines for State Planning Policy 5.4 Road and Rail Transport Noise and freight Considerations in Land Use Planning*; December 2014.

Where outdoor noise levels are above the *target* level, excluding the effect of any boundary fences, the Guidelines propose acceptable treatment packages that may be implemented without requiring detailed review. The packages are also intended for residential development only. At higher noise levels or for other building usages, specialist acoustic advice will be needed.

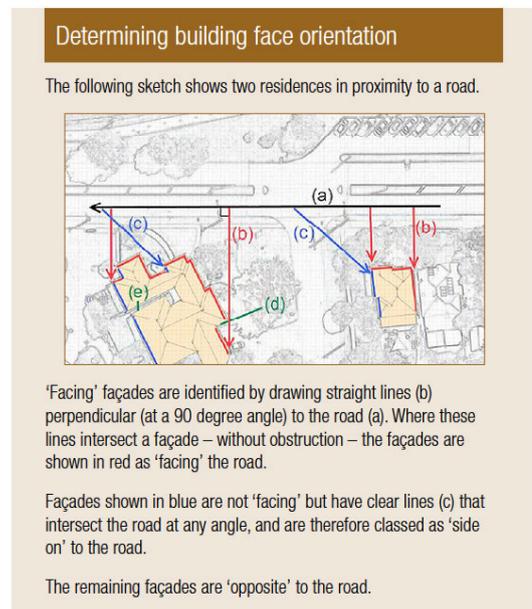
The acceptable treatment packages are intended to simplify compliance with the noise criteria, and the relevant package should be required as a condition of development in lieu of a detailed assessment.

Transition between each package should be made on the basis of the highest incident  $L_{Aeq(Day)}$  or  $L_{Aeq(Night)}$  value to the nearest whole number determined for the building development under assessment.

Any departures from the acceptable treatment specifications need to be supported by professional advice from a competent person that the proposal will achieve the requirements of the Policy.

With regards to the packages, the following definitions are provided:

- **Facing** the transport corridor: Any part of a building façade is 'facing' the transport corridor if any straight line drawn perpendicular to its nearest road lane or railway line intersects that part of the façade without obstruction (ignoring any fence).
- **Side-on** to transport corridor: Any part of a building façade that is not 'facing' is 'side-on' to the transport corridor if any straight line can be drawn from it to intersect the nearest road lane or railway line without obstruction (ignoring any fence).
- **Opposite** to transport corridor: Neither 'side on' nor 'facing', as defined above.



**Package A**

Area	Orientation to Road or Rail Corridor	Package A (up to 60 dB $L_{Aeq(Day)}$ and 55 dB $L_{Aeq(Night)}$ )
Bedrooms	Facing	<ul style="list-style-type: none"> <li>Windows systems: Glazing up to 40% of floor area (minimum <math>R_w + C_{tr}</math> 28) – 6mm thick glass (monolithic, toughened or laminated) in fixed sash, awning or casement opening with seals to openings.</li> </ul>
	Side	<ul style="list-style-type: none"> <li>Windows systems: As above.</li> </ul>
	Opposite	No requirements
Other Habitable Rooms Including Kitchens	Facing	<ul style="list-style-type: none"> <li>Windows and external door systems: Glazing up to 60% of floor area (minimum <math>R_w + C_{tr}</math> 28) – 6mm thick glass (monolithic, toughened or laminated) in fixed sash, awning or casement opening with seals to openings.  Doors to be either 35mm thick solid timber core door with full perimeter acoustic seals. Glazed inserts to match the above. Sliding glass doors to be same performance including brush seals.</li> </ul>
	Side	<ul style="list-style-type: none"> <li>Windows and external door systems: As above.</li> </ul>
	Opposite	No requirements
General	Any	<ul style="list-style-type: none"> <li>Walls (minimum <math>R_w + C_{tr}</math> 45) – Two leaves of 90mm thick brick with minimum 50mm cavity</li> <li>Roof and ceiling (minimum <math>R_w + C_{tr}</math> 35) – Standard roof construction with 10mm plasterboard ceiling and minimum R2.5 insulation between ceiling joists.</li> <li>Eaves to be closed using 4mm compressed fibre cement sheet.</li> <li>Mechanical ventilation – Refer following pages.</li> </ul>
Outdoor Living Area		<ul style="list-style-type: none"> <li>Locate on the side of the building that is opposite to the corridor if practicable; or</li> <li>Locate within alcove area so that the house shields it from corridor if practicable.</li> </ul>

Note: Any penetrations in a part of the building envelope must be acoustically treated so as to not downgrade the performance of the building elements affected. Most penetrations in external walls such as pipes, cables or ducts can be sealed through caulking gaps with non-hardening mastic or suitable mortar.

## **Mechanical Ventilation requirements**

It is noted that natural ventilation must be provided in accordance with F4.6 and F4.7 of Volume One and 3.8.5.2 of Volume Two of the National Construction Code. Where the noise *limit* is likely to be exceeded, a mechanical ventilation system is usually required. Mechanical ventilation systems will need to comply with AS 1668.2 – *The use of mechanical ventilation and air-conditioning in buildings*.

In implementing the acceptable treatment packages, the following must be observed:

- Evaporative air conditioning systems will meet the requirements for Packages A and B provided attenuated air vents are provided in the ceiling space and designed so that windows do not need to be opened.
- Refrigerant based air conditioning systems need to be designed to achieve fresh air ventilation requirements.
- External openings (e.g. air inlets, vents) need to be positioned facing away from the transport corridor where practicable.
- Ductwork needs to be provided with adequate silencing to prevent noise intrusion.

## **Notification**

Notifications on certificates of title and advice to prospective purchasers warning of the potential for noise impacts from major transport corridors help with managing expectations.

The area of land for which notification is required should be identified in the noise management plan and contain a description of major noise sources nearby (e.g. 24-hour freight rail).

Notification should be provided to prospective purchasers, and required as a condition of subdivision (including strata subdivision) for the purposes of noise sensitive development or planning approval involving noise sensitive development, where external noise levels are forecast or estimated to exceed the 'target' criteria as defined by the Policy.

In the case of subdivision and development, conditions of approval should include a requirement for registration of a notice on title, which is provided for under Section 165 of the Planning and Development Act 2005 and Section 70A of the Transfer of Land Act 1893. An example of a suitable notice is:

*Notice: This lot is situated in the vicinity of a transport corridor and is currently affected, or may in the future be affected, by transport noise. Transportation noise controls and Quiet House design strategies at potential cost to the owner may be required to achieve an acceptable level of noise reduction. Further information is available on request from the relevant local government offices.*

**Appendix B**

**Terminology**

The following is an explanation of the terminology used throughout this report.

### **Decibel (dB)**

The decibel is the unit that describes the sound pressure and sound power levels of a noise source. It is a logarithmic scale referenced to the threshold of hearing.

### **A-Weighting**

An A-weighted noise level has been filtered in such a way as to represent the way in which the human ear perceives sound. This weighting reflects the fact that the human ear is not as sensitive to lower frequencies as it is to higher frequencies. An A-weighted sound level is described as  $L_A$  dB.

### **$L_1$**

An  $L_1$  level is the noise level which is exceeded for 1 per cent of the measurement period and is considered to represent the average of the maximum noise levels measured.

### **$L_{10}$**

An  $L_{10}$  level is the noise level which is exceeded for 10 per cent of the measurement period and is considered to represent the “intrusive” noise level.

### **$L_{90}$**

An  $L_{90}$  level is the noise level which is exceeded for 90 per cent of the measurement period and is considered to represent the “background” noise level.

### **$L_{eq}$**

The  $L_{eq}$  level represents the average noise energy during a measurement period.

### **$L_{A10,18hour}$**

The  $L_{A10,18hour}$  level is the arithmetic average of the hourly  $L_{A10}$  levels between 6.00 am and midnight. The CoRTN algorithms were developed to calculate this parameter.

### **$L_{Aeq,24hour}$**

The  $L_{Aeq,24hour}$  level is the logarithmic average of the hourly  $L_{Aeq}$  levels for a full day (from midnight to midnight).

### **$L_{Aeq,8hour} / L_{Aeq} (Night)$**

The  $L_{Aeq} (Night)$  level is the logarithmic average of the hourly  $L_{Aeq}$  levels from 10.00 pm to 6.00 am on the same day.

### **$L_{Aeq,16hour} / L_{Aeq} (Day)$**

The  $L_{Aeq} (Day)$  level is the logarithmic average of the hourly  $L_{Aeq}$  levels from 6.00 am to 10.00 pm on the same day. This value is typically 1-3 dB less than the  $L_{A10,18hour}$ .

### **$R_w$**

This is the weighted sound reduction index and is similar to the previously used STC (Sound Transmission Class) value. It is a single number rating determined by moving a grading curve in integral steps against the laboratory measured transmission loss until the sum of the deficiencies at each one-third-octave band, between 100 Hz and 3.15 kHz, does not exceed 32 dB. The higher the  $R_w$  value, the better the acoustic performance.

$C_{tr}$

This is a spectrum adaptation term for airborne noise and provides a correction to the  $R_w$  value to suit source sounds with significant low frequency content such as road traffic or home theatre systems. A wall that provides a relatively high level of low frequency attenuation (i.e. masonry) may have a value in the order of -4 dB, whilst a wall with relatively poor attenuation at low frequencies (i.e. stud wall) may have a value in the order of -14 dB.

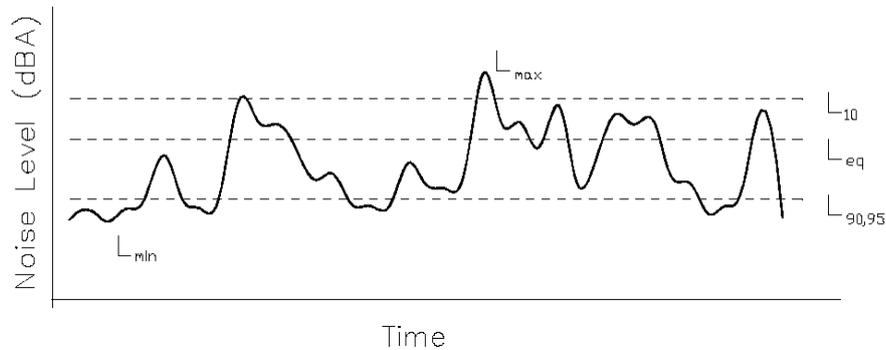
**Satisfactory Design Sound Level**

The level of noise that has been found to be acceptable by most people for the environment in question and also to be not intrusive.

**Maximum Design Sound Level**

The level of noise above which most people occupying the space start to become dissatisfied with the level of noise.

**Chart of Noise Level Descriptors**



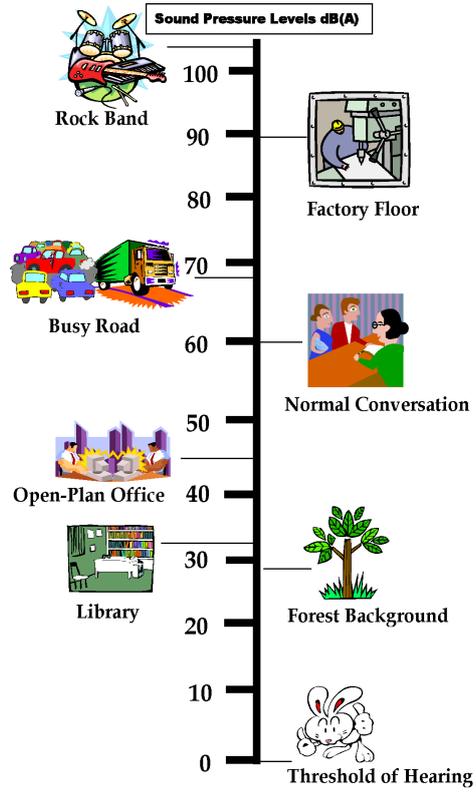
**Austrads Vehicle Class**

**AUSTROADS Vehicle Classification System**

Level 1 Length (meters)	Level 2 Axles and Axle Groups	Level 3 Vehicle Type	AUSTROADS Classification		
			Class	Parameters	Typical Configuration
Short up to 5.5m	1 or 2	Short Sedan, Wagon, 4x4, Utility, Light Van, Motorcycle, etc.	1	axles = 2 and axles = 2	
		Short - Towing Trailer, Caravan, Boat, etc.	2	groups = 3 axles = 2, axles = 3, 2m, axles = 2, 1m and axles = 1, 4 or 5	
Medium 5.5m to 14.5m	2	Two Axle Truck or Bus	3	axles = 3 and axles = 2	
	3	Three Axle Truck or Bus	4	axles = 3 and groups = 2	
	> 3	Four Axle Truck	5	axles = 3 and groups = 2	
Long 14.5m to 19.5m	3	Three Axle Articulated Three axle articulated vehicle, or Rigid vehicle and trailer	6	axles = 3 and groups = 3	
	4	Four Axle Articulated Four axle articulated vehicle, or Rigid vehicle and trailer	7	axles = 2, 1m or axles = 2, 1m or axles = 3, 2m axles = 4 and groups = 2	
	5	Five Axle Articulated Five axle articulated vehicle, or Rigid vehicle and trailer	8	axles = 2, 1m or axles = 2, 1m or axles = 3, 2m axles = 5 and groups = 2	
	> 5	Six Axle Articulated Six axle articulated vehicle, or Rigid vehicle and trailer	9	axles = 6 and groups = 2 or axles = 6 and groups = 3	
Medium Combination 17.5m to 35.5m	> 6	8 Double 8 Double, or Heavy truck and trailer	10	groups = 4 and axles = 6	
	> 6	11 Double Road Train Double road train, or Medium articulated vehicle and one dog trailer (M.A.T.)	11	groups = 5 or 6 and axles = 6	
Large Combination Over 33.5m	> 6	12 Triple Road Train Triple road train, or Heavy truck and three trailers	12	groups = 6 and axles = 6	

**Definitions:**  
 Class: Axle group, where adjacent axles are less than 2.1m apart  
 Group: Number of axle groups  
 Axles: Number of axles (maximum axle spacing of 10.0m)  
 ax1: Distance between first and second axle  
 ax2: Distance between second and third axle

**Typical Noise Levels**







**PREPARED FOR NICHLIVING  
APRIL 2017  
16-003121\_R1  
ORIGINAL  
CIVIL**

**Servicing Report for Subdivision of Lot 503 Gilmore Ave Orelia  
Report**

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Issue	Date	Issue Details	Author	Checked	Approved
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APPENDIX B	GALT GEOTECHNICAL INVESTIGATION

# 1 INTRODUCTION

Calibre Consulting (WA) Pty Ltd has been commissioned by Nicheliving to prepare this report in support of its proposed subdivision and development applications for Lot 503 Gilmore Ave in Orelia. The site is located within the City of Kwinana.

This report covers issues related to civil infrastructure.

The civil infrastructure to be addressed includes water and sewer reticulation, roadworks and pathways, stormwater management, site works, power supply (electrical and gas) and telecommunications services.

The objective of this report is to demonstrate that the proposed development can be supported by existing infrastructure and/or serviced by new infrastructure – and that there are no significant challenges to its development as currently proposed by Nicheliving.

The following figure indicates the location of the site.

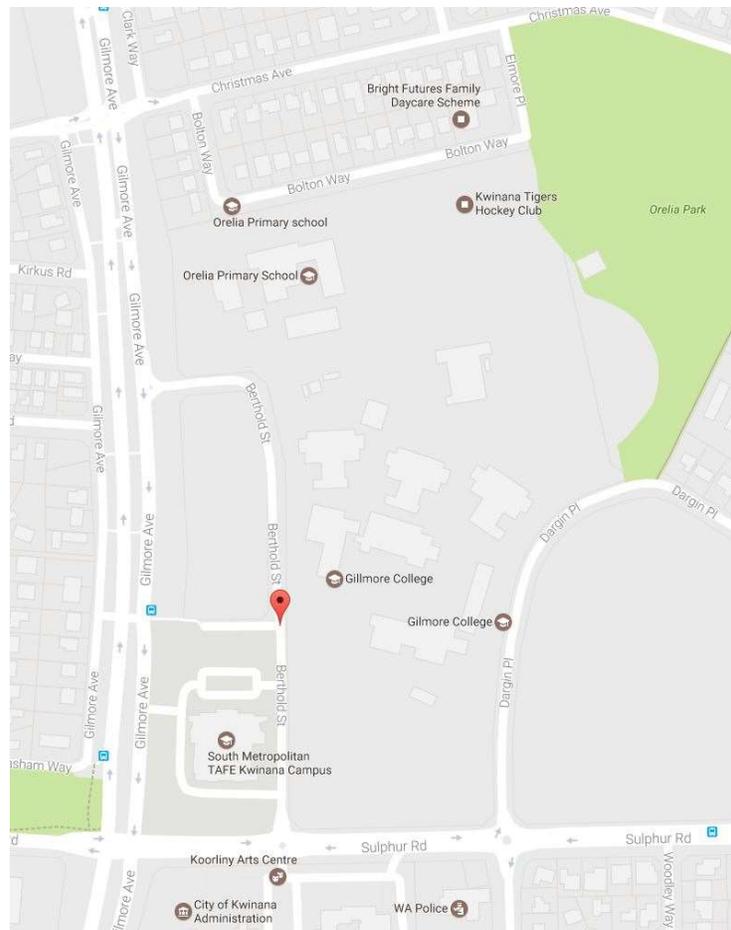


Figure 1-1: Site Locality Plan

## 2 SITE WORKS

The site is elevated in terms of the surrounding area, with the higher levels being located on the western edge of the site (facing Gilmore Ave). The site falls between 2-3m from west to east.

The geotechnical investigation (refer GALT report J1701017\_001 R Rev.0) indicates that the site has been subject to previous disturbance (earthworks and demolition associated with its previous use as part of the school site). Uncontrolled fill was identified across the southern end of the site, which will need to be screened and then recompacted to required levels.

The investigation also confirmed the presence of limestone across the south-eastern part of the site, as well as random occurrences which may be representative of pinnacles. This will need to be considered in terms of any localised stormwater infiltration works.

## 3 INTEGRATED MOVEMENT NETWORK

### 3.1 GENERAL

The road pavements in Berthold Street and Handford Place are in good condition.

New road pavements will be constructed as part of the strata subdivision. These will all have an inverted crown to ensure stormwater runoff is towards the centre of the roadway.

### 3.2 DRIVEWAYS

Existing pathways are located within Berthold Street and the verge of Gilmore Ave.

New pathways will be constructed within the strata subdivision to create two additional east-west links between Berthold Street and the verge of Gilmore Ave.

### 3.3 SPEED CONTROL

Proposed roads are not significant in length and are considered to offer little risk that unreasonable speed would be used by drivers within this environment.

### 3.4 REFUSE

It is proposed that refuse is collected by Council's standard (9.5m) refuse collection vehicle. The design vehicle can negotiate the site for all collection.

## 4 STORMWATER MANAGEMENT

Stormwater management within the strata subdivision will be addressed thru infiltration. The City has indicated that onsite infrastructure will need to be of sufficient capacity to accommodate runoff associated with a 20 year ARI rainfall event. The City has also confirmed that runoff associated with more significant rainfall events can shed into the public road environment where it will be managed by the City's infrastructure.

Infiltration tests conducted onsite show that measured permeability is in excess of 5m/day. It is noted that the geotechnical consultant has recommended that a design value of 3m/day be used for sizing infiltration structures. These structures will comprise a combination of traditional precast concrete soakwells and 'plastic arches' (eg. StormTech or EcoAid) located under the road pavement.

Given the small scale of the development, no specific water management planning would normally be required. It is also noted that the parent lot was only recently created itself and that process resulted in the creation of the stormwater conveyance infrastructure in Berthold Street that will now be used (indirectly) by this project.

As the site tends to slope west to east (towards Berthold Street), stormwater runoff will naturally run towards the City's infrastructure in Berthold Street.

## 5 UTILITIES

### 5.1 ELECTRICAL AND COMMUNICATION

Western Power has confirmed the existing transformer has adequate capacity to service the proposed development, hence it will only prove necessary to install cable reticulation as part of the green title subdivision.

Water supply infrastructure is currently located on the northern and eastern side of the site, and has adequate capacity to service the proposed development. Extension of this infrastructure into Handford Place is required.

Extension of relevant telecommunication services can be readily facilitated to suit the proposed development.

### 5.2 WATER SUPPLY

Water supply infrastructure is currently located on the northern and eastern side of the site, and has adequate capacity to service the proposed development. Extension of this infrastructure into Handford Place is required, together with a likely connection back into the infrastructure on the west side of Gilmore Ave. It is hoped that an existing DN100 mains extending under Gilmore Ave can be used for this purpose.

An existing DN760 water distribution main is located in the verge of Gilmore Ave, directly adjacent to the site. This poses a significant constraint to any deep excavation in that verge, but it hoped that all such works can be avoided. The mains is located sufficient away from the site boundary that it does not pose any constraint to house construction (including screen walls).

### 5.3 SEWERAGE

The current sewer connection to lot 503 is located in the north-west corner of the site. In order to facilitate the proposed green title subdivision, the sewer reticulation infrastructure will need to be extended along and around Berthold Street – to a point just short of Handford Place. The Water Corporation's infrastructure will also be extended into the strata subdivision (within the relevant easement) in order to service the green titled lots that face out onto Gilmore Ave.

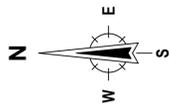
## **6 CONCLUSION**

Based on our investigations, we consider that there are no significant servicing constraints associated with the subdivision and subsequent development of lot 503 Gilmore Ave.

## APPENDICES

## **APPENDIX A CONCEPT DESIGN**

- Proposed Finished Levels
- Proposed Services Layout
- Proposed Stormwater Infrastructure
- Vehicle Access (turning templates)



BERTHOLD STREET

BERTHOLD STREET

HANDFORD PLACE

GILMORE AVENUE

**ROAD LEVELS PLAN**  
SCALE 1:350

**LEGEND:**

- 25.0 PRELIMINARY FINISHED SURFACE CONTOUR (0.1m INTERVAL)
- 24.42 PROPOSED FINISHED GARAGE LEVEL
- 22.18 PROPOSED BACK OF FLUSH KERB LEVEL
- 24.0 EXISTING NATURAL SURFACE CONTOUR (0.5m INTERVAL)
- NATURAL SURFACE SPOT LEVEL



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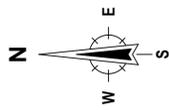
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PROJECT  
PROPOSED STRATA DEVELOPMENT  
LOT 503 GILMORE AVENUE,  
ORELIA, WA

PROJECT No.	DRAWING No.	REVISION
16-003121	SK001	A



BERTHOLD STREET

HANDFORD PLACE

GILMORE AVENUE

ROAD 2

ROAD 3

ROAD 4

ROAD 5

ROAD 6

ROAD 7

ROAD 1

ROAD 1

REFER TO TYPICAL LOT SERVICE LOCATION DETAILS

**SERVICE LOCATION PLAN**  
SCALE 1:350

LEGEND:	
	PROPOSED EXTERNAL SEWER RETICULATION
	PROPOSED WATER MAIN
	PROPOSED SERVICES TRENCH
	EXISTING SEWER RETICULATION
	EXISTING PRESSURE MAIN
	EXISTING WATER
	EXISTING UNDERGROUND POWER
	EXISTING UNDERGROUND HIGH VOLTAGE POWER
	EXISTING TELECOMMS
	EXISTING NEXTGEN NETWORK
	EXISTING GAS



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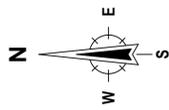
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LOT 503 GILMORE AVENUE,  
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DRAWING TITLE		
SERVICE LOCATION PLAN		
PROJECT No.	DRAWING No.	REVISION
16-003121	SK002	A



BERTHOLD STREET

BERTHOLD STREET

HANDFORD PLACE

GILMORE AVENUE

ROAD 2

ROAD 3

ROAD 4

ROAD 5

ROAD 6

ROAD 7

ROAD 1

ROAD 1

LEGEND:

 DRAINAGE GRATED PIT AND UNDERGROUND STORAGE CELLS

DRAINAGE PLAN  
SCALE 1:350



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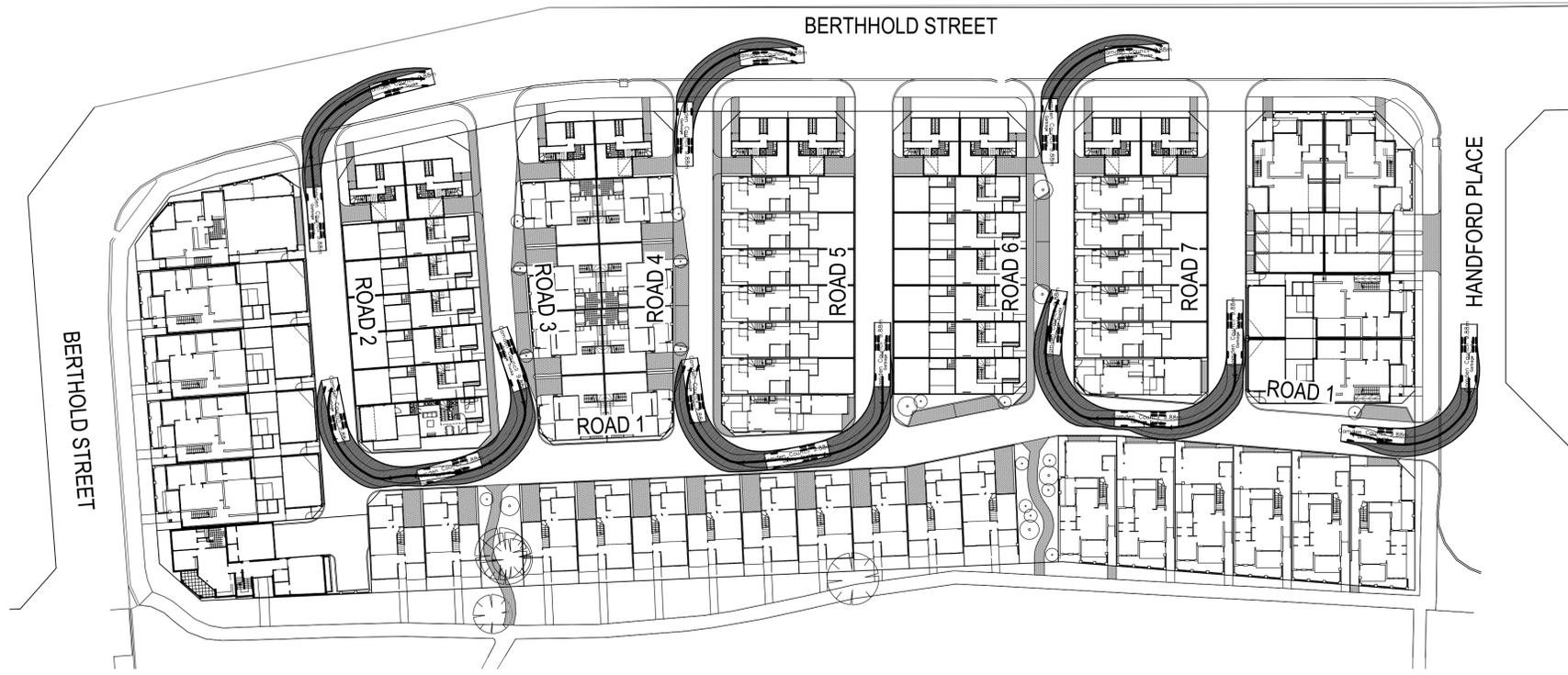
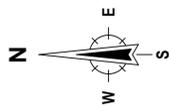
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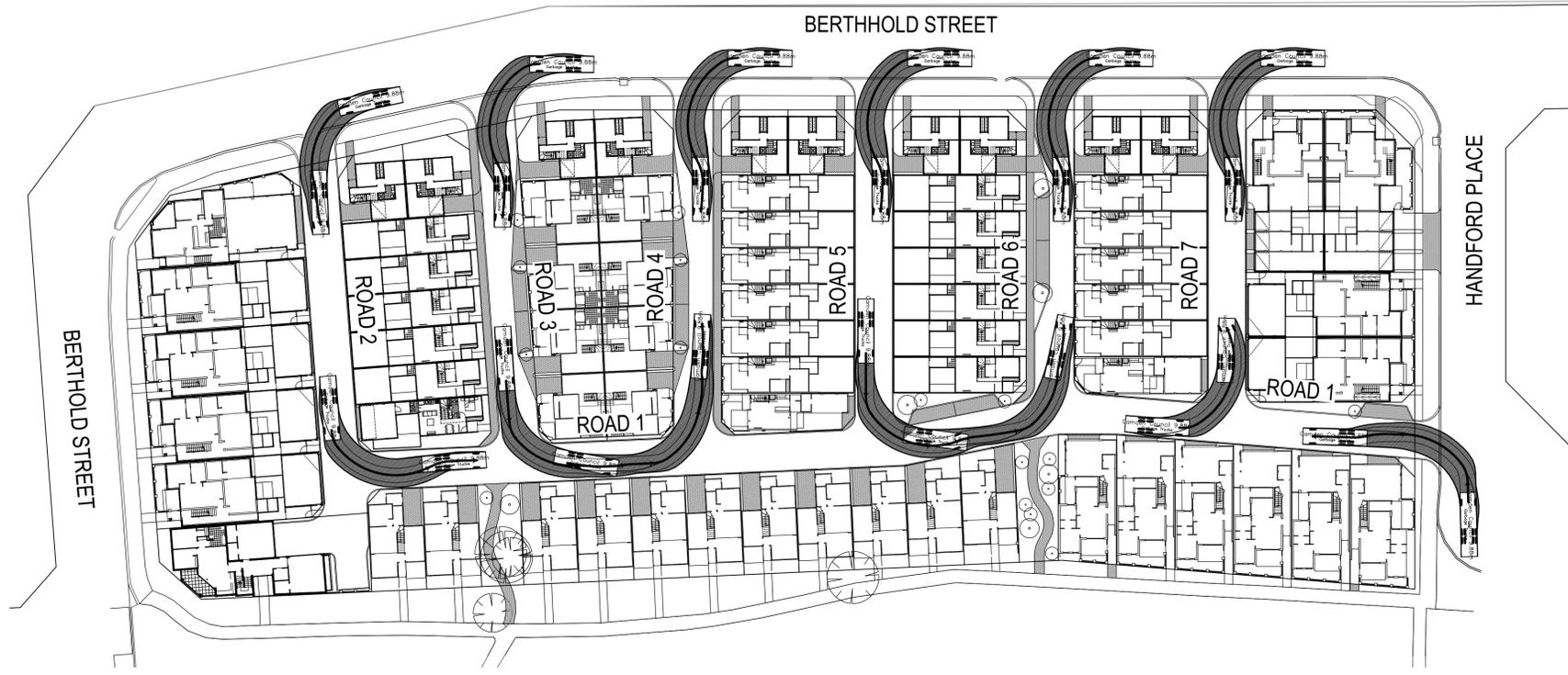
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DRAWING TITLE DRAINAGE PLAN		
PROJECT No. 16-003121	DRAWING No. SK003	REVISION A



RUBBISH TRUCK TURNING MOVEMENT - RIGHT  
SCALE 1:500



RUBBISH TRUCK TURNING MOVEMENT - LEFT  
SCALE 1:500



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PROJECT  
PROPOSED STRATA DEVELOPMENT

LOT 503 GILMORE AVENUE,  
ORELIA, WA

DRAWING TITLE TRUCK TURNING MOVEMENTS		
PROJECT No.	DRAWING No.	REVISION
16-003121	SK004	A

## **APPENDIX B GALT GEOTECHNICAL INVESTIGATION**

**Report on**  
**GEOTECHNICAL STUDY**  
**PROPOSED RESIDENTIAL SUBDIVISION**  
**LOT 503 GILMORE AVENUE, ORELIA**

**Submitted to:**

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APPENDIX B: SITE PHOTOGRAPHS

APPENDIX C: TEST PIT REPORTS

APPENDIX D: PSP TEST RESULTS

APPENDIX E: INFILTRATION TEST RESULTS

APPENDIX F: UNDERSTANDING YOUR REPORT

## 1. INTRODUCTION

This report presents the outcomes of Galt Geotechnics Pty Ltd's (Galt's) geotechnical study for the proposed residential subdivision at Lot 503 Gilmore Avenue, Orelia ("the site"). The location of the site relative to the surrounding area is shown on Figure 1, Site and Location Plan.

The study was authorised by Alex Whitely of NicheLiving in an email dated 13 January 2017.

## 2. SITE DESCRIPTION AND PROPOSED DEVELOPMENT

Based on the supplied information, the site is approximately rectangular in shape and 1.36 ha in plan area. The provided contour mapping shows that the site surface levels vary between about RL 23 m AHD in the middle of the site to RL 25 m AHD in the north and south of the site. The site is currently vacant and grassed with scattered mature trees.

A review of historical aerial imagery shows that the site was undeveloped bushland until the 1960s, when a school was built over the southern part of the site. The main school buildings extended to the south-eastern corner of the site. Minor buildings and playing fields were built through the 1970s to the 1990s. The school remained essentially unchanged until about 2008-2010, when the old school was demolished and the site reconfigured, including:

- ✦ Demolition and removal of buildings in the centre and southeast of the site
- ✦ Removal of the playing fields extending onto the site
- ✦ Creation of Berthold Street

Since 2010, the site has remained unchanged.

Based on the site history, **we expect that there has been significant earthworks across the site**, although some of the site appears never to have been earth worked. There may be rubble, etc, remaining in the upper soil horizon at the site, although there is no aerial photographic evidence of extensive dumping or similar.

The provided drawings (refer to Appendix A, Supplied Drawings), indicate that the site will be subdivided into 56 single residential lots and associated access roads. The drawings indicate that these will be single to double storey houses. We understand that alternative light-weight materials are being considered for the unit house construction (either timber-framed or Hebel panels). We assume that any buildings on site will be founded on shallow footings and slabs-on-ground.

We are not aware of the proposed finished levels of the earthworks and **we assume that substantial cut and fill (>1 m thick) is not proposed. We also assume that service trenches (particularly sewer) will be less than 2 m deep.**

## 3. PROJECT OBJECTIVES

The objectives of the study were to:

- ✦ assess subsurface soil and groundwater conditions across the site, with a particular emphasis on the possible presence of limestone pinnacles;
- ✦ provide recommendations on suitable footing systems for the proposed development;
- ✦ provide a site classification(s) in accordance with AS 2870-2011 "Residential Slabs and Footings";
- ✦ provide recommendations and geotechnical design parameters for earth retaining structures;
- ✦ assess the appropriate site subsoil class for the site in accordance with AS 1170.4-2007;
- ✦ recommend appropriate site preparation procedures including compaction criteria;
- ✦ assess the permeability of the soils at the site for potential on-site disposal of stormwater by infiltration; and
- ✦ provide a subgrade California bearing ratio (CBR) value for pavement thickness design by others.

## 4. FIELDWORK

Fieldwork was carried out on 7 February 2017 and comprised:

- ✦ excavation of 15 test pits (TP01 – TP15), extending to depths of between 1.4 m and 3.0 m;
- ✦ testing with a Perth sand penetrometer (PSP) adjacent to the test pits, extending to depths of between 0.3 m and 0.9 m; and
- ✦ infiltration testing at four locations (IT01 – IT04) using the ‘inverse auger hole’ technique, at depths of between 0.5 m and 0.7 m.

### General

A geotechnical engineer from Galt positioned the tests, observed the test pitting, logged the materials encountered and conducted the penetrometer and infiltration testing.

The approximate test locations are shown on Figure 1, Site and Location Plan. Photographs of the site taken during our fieldwork are presented in Appendix B, Site Photographs. Details of the tests are summarised in Table 1: Summary of Tests.

**Table 1: Summary of Tests**

Test Names	Test Depth (m)	Approximate thickness of Fill (m)	Reason for Termination	Stratigraphy
TP01	2.3	NE	Collapse	SAND. Limestone exposed on sidewall below 1 m
TP02	2.6	0.4	Collapse	FILL: SAND overlying SAND
TP03	3.0	0.4	Target depth	FILL: SAND overlying SAND
TP04	3.0	0.4	Target depth	FILL: SAND overlying SAND. Limestone boulder at 0.4 m
TP05	3.0	0.6	Target depth	FILL: SAND overlying SAND
TP06	3.0	0.6	Target depth	FILL: SAND overlying SAND
TP07	2.5	0.7	Collapse	FILL: Gravelly SAND overlying SAND
TP08	2.4	1.6	Refusal	FILL: Gravelly SAND overlying SAND overlying LIMESTONE. Fibre-cement pipe at 1.5 m depth (possibly asbestos cement)
TP09	3.0	0.4	Target depth	FILL: Sandy GRAVEL overlying SAND
TP10	3.0	0.5	Target depth	FILL: Gravelly SAND overlying SAND. Limestone exposed in sidewall below 2 m.
TP11	1.5	0.4	Refusal	FILL: SAND overlying SAND overlying LIMESTONE. Limestone exposed in sidewall below 0.6 m.
TP12	2.0	0.3	Refusal	FILL: Gravelly SAND overlying SAND overlying LIMESTONE. Limestone exposed below 0.7 m.
TP13	1.4	0.3	Refusal	FILL: SAND overlying SAND overlying LIMESTONE. Limestone exposed below 0.3 m
TP14	1.9	0.4	Refusal	FILL: Gravelly SAND overlying SAND overlying LIMESTONE. Limestone boulder below 0.5 m.
TP15	2.1	0.5	Refusal	FILL: Gravelly SAND overlying LIMESTONE

Notes: NE – Not Encountered

## Test Pits

Test pits were excavated using an 8 tonne excavator equipped with a 600 mm toothed bucket, supplied and operated by Sharp Civil Contracting Pty Ltd. Test pit reports are presented in Appendix C, Test Pit Reports, along with a method of soil description used on the reports. Photographs of the spoil recovered from the test pits are presented on each test pit report.

## Perth Sand Penetrometer Testing

Perth sand penetrometer (PSP) tests were carried out adjacent to each hand auger borehole. PSP tests were performed in accordance with AS 1289.6.3.3 although to a greater depth than the 0.45 m covered by the standard. PSP blow counts are also recorded in 0.15 m intervals rather than per 0.3 m. Results of PSP testing are presented in Appendix D, PSP Test Results.

## Infiltration Testing

Infiltration testing was carried out at four locations (IT01 – IT04) using the method described by Cocks<sup>1</sup>. The results of the permeability testing are presented in Appendix E, Infiltration Test Results and summarised in Table 2: Summary of Permeability Test Results.

**Table 2: Summary of Permeability Test Results**

Test Location	Description	Pipe Embedment (m)	Minimum Unsaturated Permeability, k (m/day)		
			Test 1	Test 2	Test 3
IT01	SAND	0.5	9.0	7.6	6.0
IT02	SAND	0.7	13.9	13.2	11.4
IT03	Gravelly SAND	0.5	5.9	5.1	5.2
IT04	SAND	0.6	6.1	5.4	5.1

**Note:** 1. The minimum permeabilities shown are typically recorded towards the end of the test, with pressure head about 0.3 m and 0.1 m.

## 5. SITE CONDITIONS

### 5.1 Geology

The Fremantle sheet of the 1:50,000 scale Environmental Geology series map indicates that the area is underlain by sand derived from the weathering of Tamala Limestone. Shallow limestone is shown about 500 m away from the site. We are also aware that karstic features such as loose zones, caves and pinnacles are present in the limestone underlying the area.

The findings of our study are in accordance with geological mapping, however we note there is a variably thick layer of fill overlying the natural soils and limestone at the site.

<sup>1</sup> Cocks, G (2007), "Disposal of Stormwater Runoff by Soakage in Perth Western Australia", Journal and News of the Australian Geomechanics Society, Volume 42 No. 3, pp 101-114

## 5.2 Subsurface Conditions

The subsurface conditions encountered at the site were variable, and can be summarised as comprising the following:

- ✦ FILL: SAND (SP) / FILL: Gravelly SAND (SP) – fine to coarse grained, sub-angular to sub-rounded, grey-brown, fine to coarse grained gravels (generally limestone), trace limestone cobbles, trace fines, trace organics, occasionally with other inclusions<sup>1</sup>, dry, generally dense, present from the ground surface to depths of about 0.7 m<sup>2</sup>; overlying
- ✦ SAND (SP) – fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace organics, trace fine to coarse grained gravels, trace limestone cobbles and boulders, moist, medium dense to dense, present to the maximum investigated depth of 3 m; overlying
- ✦ LIMESTONE – pinnacles and boulders, **medium to high strength<sup>4</sup>**.

- Notes:**
1. **Uncontrolled fill comprised materials such as bricks, glass, plastic and plastic products, metal sheeting (TP08) and was generally noted towards the southern areas of the site (TP08 – TP15).**
  2. **The fill material appeared to be locally deeper at TP08, with a segment of asbestos cement pipe recovered from a depth of about 1.5 m.**
  3. The upper fill material at TP09 (and the surrounding area) comprises predominantly gravel of mixed origins (limestone, blue metal, laterite).
  4. **Excavator refusal occurred on limestone at test pits TP08 and TP11-TP15 at depths of between 1.4 m and 2.4 m. Limestone boulders (possibly pinnacles) were exposed in several test pits at depths as shallow as 0.3 m.**

## 5.3 Groundwater

The Perth Groundwater Atlas (1997) shows the maximum groundwater level to be around RL 4 m AHD. This is more than 15 m below the mapped site surface level.

We did not encounter groundwater during our investigation, and do not consider that groundwater will adversely impact the proposed development.

## 6. GEOTECHNICAL ASSESSMENT

### 6.1 Site Classification

We consider that the site is geotechnically capable of supporting the proposed development.

We have assessed the site in accordance with AS2870 (2011) “Residential Slabs and Footings”. We consider that a site classification of “Class A” is appropriate for the site provided our site preparation measures outlined in Section 6.3 are followed.

Shallow footings may be founded within the compacted sand / granular fill. These may be designed for a Class A site in accordance with the guidelines given in AS2870.

### 6.2 Site Subsoil Class

We have assessed the site subsoil class in accordance with AS1170.4-2007, “Earthquake Design Actions – Australia”. We consider that a site subsoil class of ‘Ce’ is appropriate for the site. This is based on the presence of bedrock within 45 m of the surface at the site.

### 6.3 Site Preparation

The site preparation measures outlined below are aimed at preparation of the site prior to construction of the building and pavement subgrades. Landscaped areas (if any) will not require this preparation.

The following site preparation measures must be followed:

- ✦ Remove vegetation and perform a topsoil strip (100 mm should be sufficient), including grubbing out of tree roots.
- ✦ Remove any deleterious material / uncontrolled fill exposed at the surface.
- ✦ Any limestone or boulders exposed should be excavated to at least 0.5 m below finished surface.
- ✦ Proof compact the exposed surface to achieve the level of compaction specified in Section 6.4 to a depth of at least 0.9 m.
- ✦ Any areas of loose or unsuitable fill must be removed and replaced with approved fill as outlined in Section 6.5. This includes any zones disturbed by the removal of tree roots, stumps etc.
- ✦ Where fill is required to build up levels, use approved fill (refer Section 6.5), placed and compacted in layers not greater than 0.3 m loose thickness.
- ✦ Excavate for pad and strip footings and compacted the exposed bases to the level of compaction specified in Section 6.4, to a depth of 0.9 m. Remove, replace and compact as required with approved fill any zone not achieving the level of compaction specified in Section 6.4. In addition, any limestone or boulders exposed in the footing / slab excavations should be removed and replaced with compacted approved fill.

- Notes:**
1. While there is no geotechnical requirement to remove the existing granular fill material (inclusions comprise mainly inert bricks, glass, concrete fragments etc.), we suggest designing the finished surface levels such that there is at least 0.3 m of clean sandy fill above this fill.
  2. We note the presence of asbestos cement pipes and possibly other asbestos containing material (ACM). We must be advised if such materials are encountered during the earthworks so that appropriate measures can be adopted to ensure the safe disposal of such materials and that possible contamination is avoided.

### 6.4 Compaction

*In situ* sand and granular fill must be compacted using suitable compaction equipment to achieve a dry density ratio (DDR) of at least 95% of maximum modified dry density (MMDD) as determined in accordance with AS 1289 5.2.1 at a moisture content within 2% of optimum moisture content (OMC).

Where sand (containing less than 5% fines) is used as fill, a Perth sand penetrometer (PSP) may be used for compaction control. The following minimum PSP blow counts are considered to correlate to the required DDR:

- ✦ 150 mm-450 mm: 7
- ✦ 450 mm-750 mm: 9
- ✦ 750 mm-1050 mm: 11 (or 750-900 mm: 6)

If difficulties are experienced in achieving the required blow count, an on-site PSP calibration should be undertaken to determine the site-specific PSP blow count correlating to the required dry density ratio.

We note that the sandy gravels / gravelly sand may remain at the site, and as above, these should be compacted to a DDR of 95% MMDD. However, compaction control of gravelly material must be carried out using a nuclear density gauge in accordance with AS1289.5.8.1.

Over-excavation and replacement of loose materials may be required where the minimum density cannot be achieved.

Fill must be placed in horizontal layers of not greater than 300 mm loose thickness. Each layer must be compacted by suitable compaction equipment, and carefully controlled to ensure even compaction over the full area and depth of each layer.

Care will need to be taken when compacting in the vicinity of existing structures. This is particularly important if vibratory compaction is being carried out. Tynan (1973)<sup>2</sup> provides assistance with the selection of compaction equipment for use adjacent to structures.

After compaction, verify that the level of compaction has been achieved by testing to a minimum depth of 0.9 m:

- ✦ On each lift of fill on a 10 m grid;
- ✦ At each spread footing location;
- ✦ At 5 m centres along strip footings; and
- ✦ On a grid of 7.5 m centres below on-ground slabs and paved areas.

## 6.5 Approved Fill

Imported granular fill must comply with the material requirements as stated in AS 3798-2007, “Guidelines on Earthworks for Commercial and Residential Developments”.

Generally, the *in situ* sand and sand fill present at the site will be suitable for re-use as inert structural fill. We do not recommend the re-use of the gravel / sandy gravel material at the site, as this generally contains a higher proportion of oversized material and uncontrolled fill.

We encountered asbestos contaminated material (ACM) at TP08 at a depth of about 1.5 m. While we did not encounter any other ACM, and do not anticipate that there will be any cut to fill greater than 1 m, if ACM is encountered during earthworks, this material should be inspected by an environmental consultant to determine whether it can be re-used or if it requires placement at depth.

Any organic-rich sand or sand containing significant proportions of fines (material less than 0.075 mm in size) must not be used.

Where doubt exists, a geotechnical engineer must be engaged to inspect and approve the use of potential fill materials.

## 6.6 Earth Retaining Structures

Retaining structures may be designed in accordance with AS 4678-2002 “Earth-Retaining Structures”. We recommend that all retaining walls at the site be backfilled with free-draining fill, e.g. sand (either site-derived or imported free draining sand fill with less than 5% fines).

For the design of retaining structures, the parameters given in Table 3, Retaining Structure Design Parameters are appropriate.

---

<sup>2</sup> Tynan (1973) Ground Vibration and Damage Effects on Buildings, Australia Road Research Board, Special Report No. 11.

**Table 3: Retaining Structure Design Parameters**

Soil Type	Bulk Unit Weight (kN/m <sup>3</sup> )	Angle of Internal Friction (deg.)	Wall Friction = 0°		Wall Friction = 0.5Φ	
			Coefficient of Active Earth Pressure, K <sub>a</sub>	Coefficient of Passive Earth Pressure, K <sub>p</sub>	Coefficient of Active Earth Pressure, K <sub>a</sub>	Coefficient of Passive Earth Pressure, K <sub>p</sub>
Medium dense sand	17	33	0.29	3.4	0.26	5.3
Dense to very dense sand and sand fill	18	37	0.25	4.0	0.21	7.0

- Notes:**
1. Earth pressure coefficients are provided in this table for conditions of zero friction between the wall and the soil and with wall friction of 0.5Φ'.
  2. The retaining wall designer should make an independent assessment of the parameters appropriate to the construction method to be used, including alternative values of wall friction.
  3. A horizontal ground surface behind the wall has been assumed.

Compaction plant can augment the lateral earth pressure acting on retaining walls. Hand operated compaction equipment is recommended within 2 m of any retaining walls to minimise compaction pressures.

It is important to note that some ground movement is to be expected behind any soil retaining system, including gravity retaining walls.

## 6.7 Stormwater Disposal

The results of the infiltration tests carried out at four locations are included in Appendix D, Infiltration Test Results. **The minimum measured permeability was about 5 m/day for the *in situ* sandy soils.**

We consider that sands at the site are suitable for on-site disposal of stormwater by infiltration using soakwells assuming that the site preparation requirements outlined in Section have been carried out. **Notwithstanding the results of the infiltration testing, we recommend a design value of permeability (k) not greater than 3 m/day for the in-situ sand and sand fill** to allow for the variability in materials and reduced permeability as a consequence of:

- ⚡ densification of sand during site preparation works;
- ⚡ natural variation in sands; and
- ⚡ clogging of the sand around soakwells and soakage basins over time with fines.

Soak wells should be placed outside a line of 1V:2H extending below the edge of the nearest footing, subject to local council regulations. Discharge from soak wells has been known to promote densification of loose sandy soils, leading to settlements of footings and slabs. Soak wells should be carefully wrapped with geotextile to prevent migration of sand and fines into the soak well.

## 6.8 Pavement Thickness Design

Where pavement subgrades comprise the surficial sandy soil present across the site at the current surface level, a **design subgrade CBR of 12% may be assumed** provided the site preparation measures identified in Section 6.3 are followed.

## 7. CLOSURE

We draw your attention to Appendix F of this report, "Understanding your Report". The information provided within is intended to inform you as to what your realistic expectations of this report should be. Guidance is also provided on how to minimize risks associated with groundworks for this project. This information is provided not to reduce the level of responsibility accepted by Galt, but to ensure that all parties who rely on this report are aware of the responsibilities each assumes in so doing.

### **GALT GEOTECHNICS PTY LTD**



Rick Piovesan CPEng  
Geotechnical Engineer

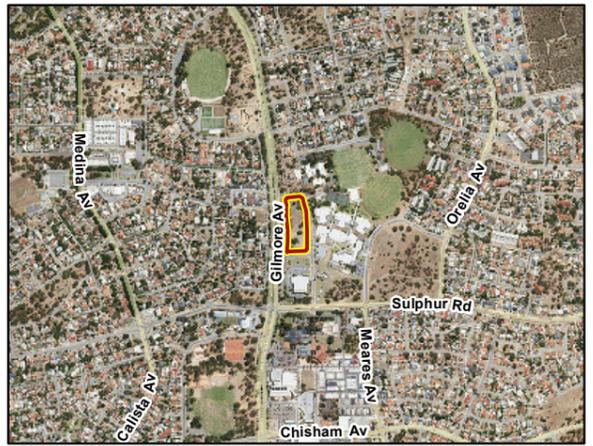


Sean Coffey  
Geotechnical Engineer

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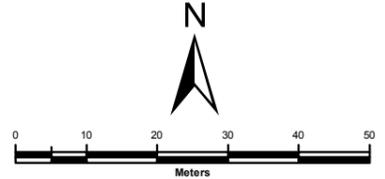
## Figures



**Legend**

-  Site Boundary
-  Infiltration Test
-  Test Pit

-  Refusal on limestone
-  Possible AC pipe



SCALE	1:1,000	(A3)
DRAWN	DAC	
DATE DRAWN	9/02/2017	
CHECKED	RP	
DATE CHECKED	13/02/2017	
PROJECTION	GDA 1994 MGA Zone 50	



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CLIENT	<b>CALIBRE CONSULTING</b>		
PROJECT	PROPOSED RESIDENTIAL SUBDIVISION		
LOCATION	LOT 503 GILMORE AVENUE ORELIA		
TITLE	SITE & LOCATION PLAN		
Job No	J1701017	Fig No	FIGURE 1
Rev	<b>A</b>		

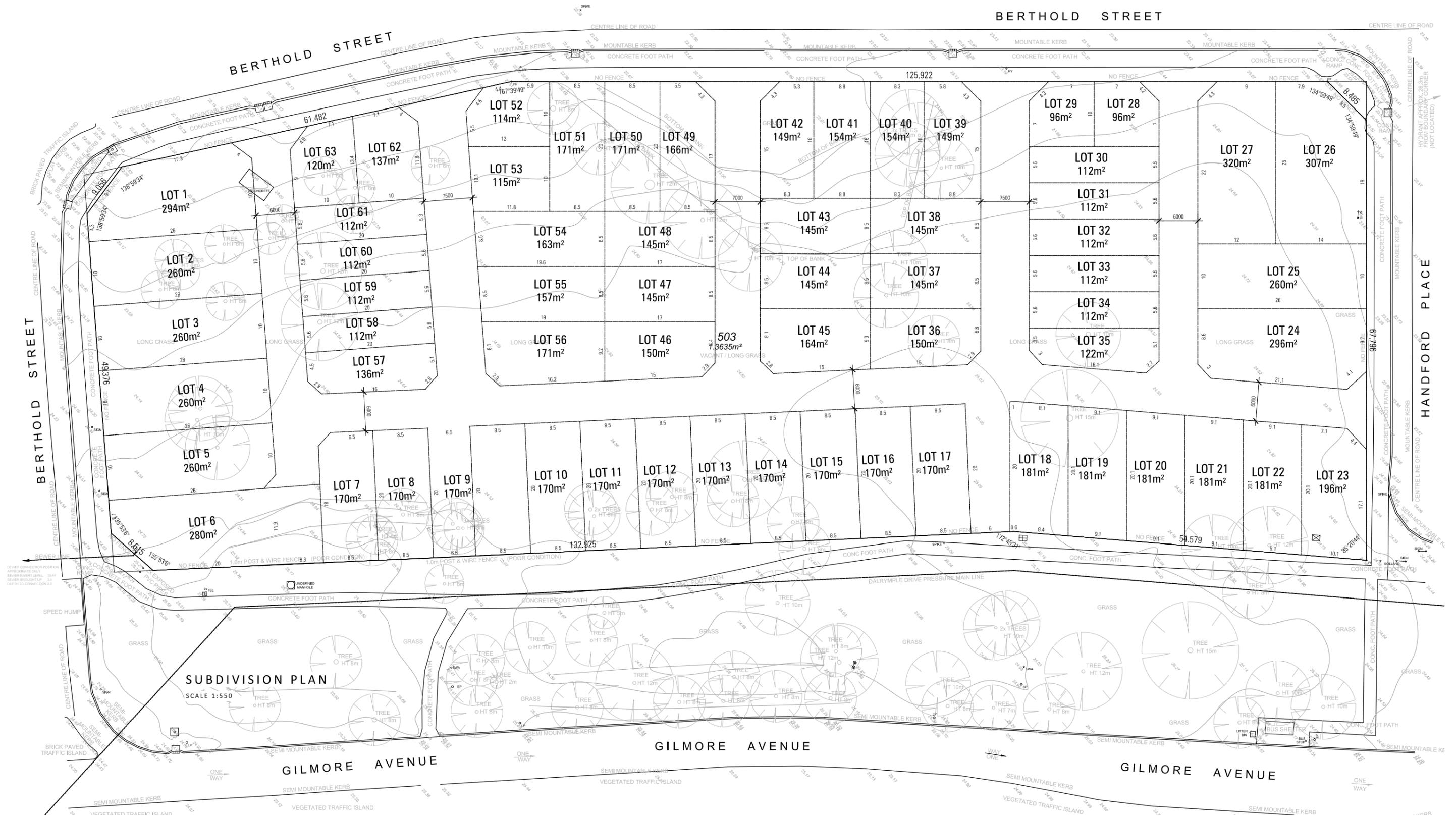


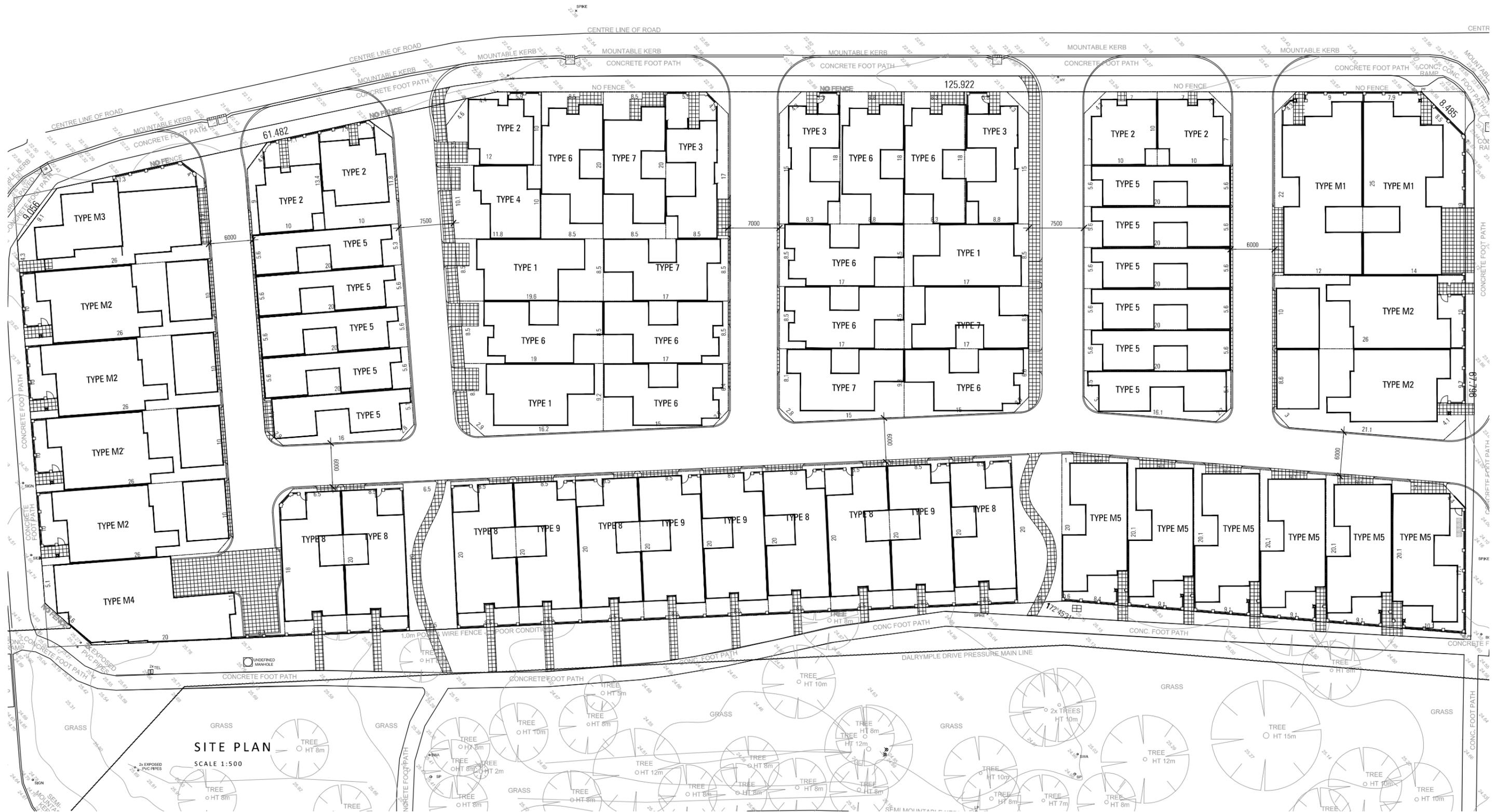
## Appendix A: Supplied Drawings

PRELIMINARY

64 FITZGERALD STREET NORTHBRIDGE WA 6003 T 61 8 9227 0900 F 61 8 9227 0600 PROJECT NO. 2093 DATE 06.02.2017 REVISION

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**NICHELIVING ORELIA**

LOT 503 - GILMORE AVE, ORELIA WA

**PRELIMINARY**

**Nicheliving**

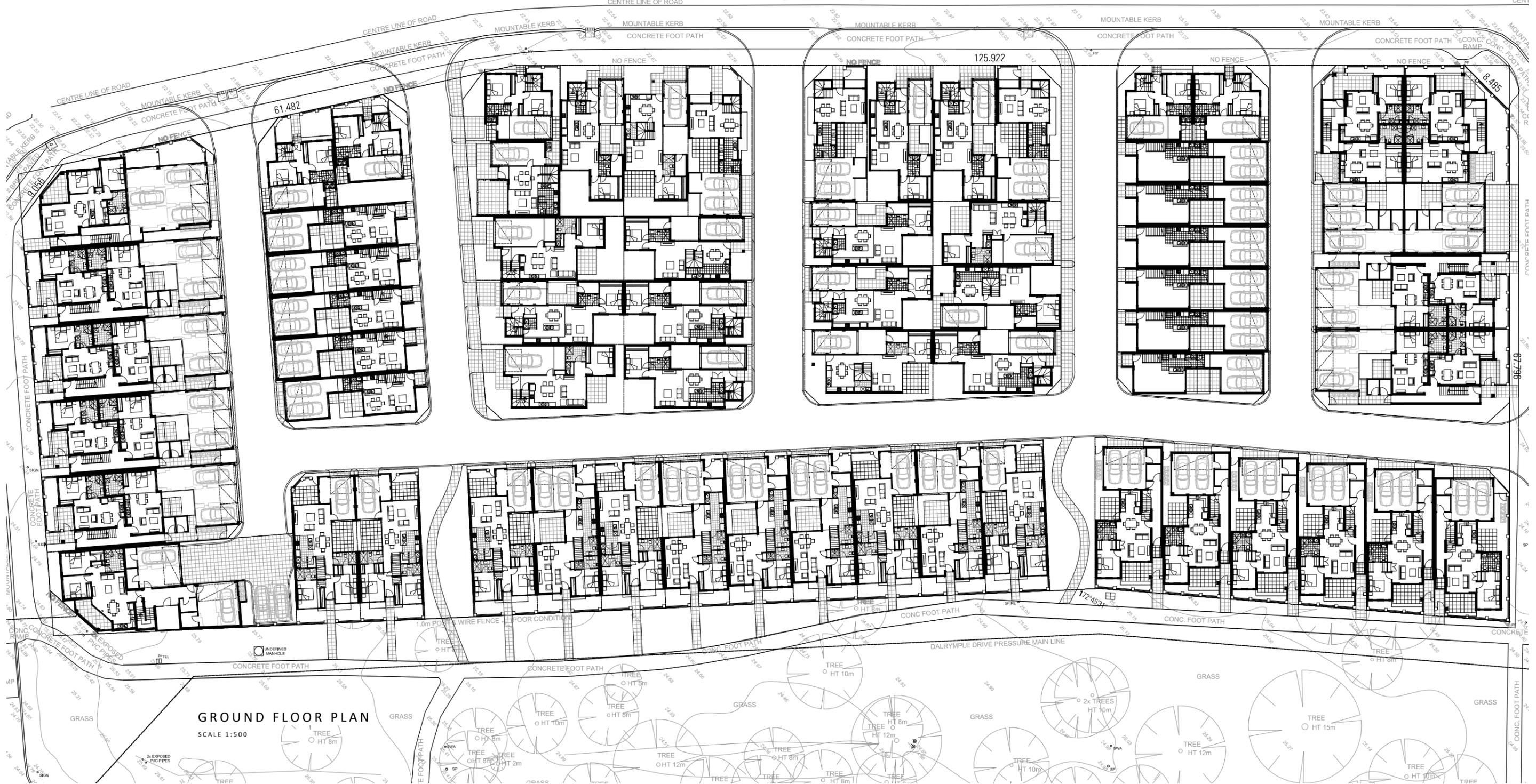
**ZUIDVELD MARCHANT HUR**  
ARCHITECTURE PLANNING INTERIOR DESIGN

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# BERTHOLD ST



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**Nicheliving**

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## Appendix B: Site Photographs



**Photograph 1: Looking south from near the TP02**



**Photograph 2: Looking east from near TP04**



**Photograph 3: Excavator at TP03**



**Photograph 4: Looking east towards low lying part of the site (TP08)**



**Photograph 5: Looking southeast towards the southeast corner of the site**



**Photograph 6: Looking northwest from near the southeast corner of the site**



## Appendix C: Test Pit Reports

# METHOD OF SOIL DESCRIPTION BOREHOLE AND TEST PIT REPORTS



## GRAPHIC LOG & UNIFIED SOIL CLASSIFICATION SYSTEM (USCS) SYMBOLS

Graphic	USCS	Soil Name	Graphic	USCS	Soil Name
		FILL (various types)		SM	Silty SAND
		COBBLES		ML	SILT (low liquid limit)
		BOULDERS		MH	SILT (high liquid limit)
	GP	GRAVEL (poorly graded)		CL	CLAY (low plasticity)
	GW	GRAVEL (well graded)		CI	CLAY (medium plasticity)
	GC	Clayey GRAVEL		CH	CLAY (high plasticity)
	SP	SAND (poorly graded)		OL	Organic SILT (low liquid limit)
	SW	SAND (well graded)		OH	Organic SILT (high liquid limit)
	SC	Clayey SAND		Pt	PEAT

## RESISTANCE TO EXCAVATION

Symbol	Term	Description
VE	Very easy	All resistances are relative to the selected method of excavation
E	Easy	
F	Firm	
H	Hard	
VH	Very hard	

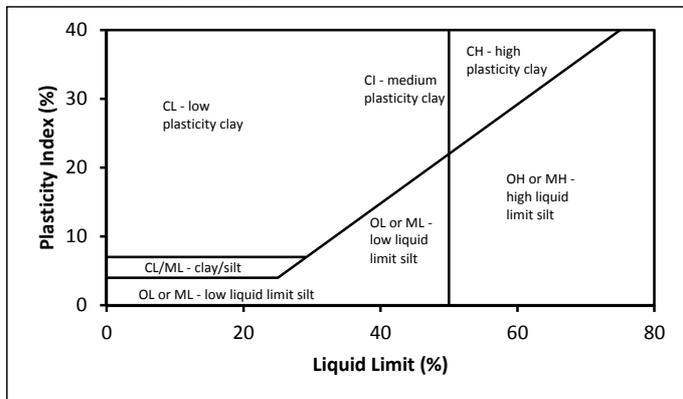
## SOIL CLASSIFICATION AND INFERRED STRATIGRAPHY

Soil descriptions are based on AS1726-1993, Appendix A. Material properties are assessed in the field by visual/tactile methods in combination with field testing techniques (where used).

## PARTICLE SIZE

Soil Name	Particle Size (mm)	
BOULDERS	>200	
COBBLES	63 to 200	
GRAVEL	Coarse	20 to 63
	Medium	6 to 20
	Fine	2 to 6
SAND	Coarse	0.6 to 2.0
	Medium	0.2 to 0.6
	Fine	0.075 to 0.2
FINES	SILT	0.002 to 0.075
	CLAY	<0.002

## PLASTICITY PROPERTIES



## MOISTURE CONDITION

AS1726-1993

Symbol	Term	Description
D	Dry	Sands and gravels are free flowing. Clays and silts may be brittle or friable and powdery.
M	Moist	Soils are darker than in the dry condition and may feel cool. Sands and gravels tend to cohere.
W	Wet	Soils exude free water. Sands and gravels tend to cohere.

## CONSISTENCY AND DENSITY

AS1726-1993 and HB160-2006

Symbol	Term	Undrained Shear Strength (kPa)	SPT "N"	DCP blows per 100 mm	Symbol	Term	Density Index (%)	SPT "N"	DCP blows per 100 mm	PSP Blows per 300 mm
VS	Very Soft	0 to 12	0 to 2	<1	VL	Very Loose	<15	0 to 4	<1	0 to 2
S	Soft	12 to 25	2 to 4	<1	L	Loose	15 to 35	4 to 10	1 to 2	2 to 6
F	Firm	25 to 50	4 to 8	1 to 2	MD	Medium Dense	35 to 65	10 to 30	2 to 3	6 to 8
St	Stiff	50 to 100	8 to 15	3 to 4	D	Dense	65 to 85	30 to 50	4 to 8	8 to 15
VSt	Very Stiff	100 to 200	15 to 30	5 to 10	VD	Very Dense	>85	>50	>8	>15
H	Hard	>200	>30	>10						

Note: PSP correlations only valid to 450 mm depth

Consistency and density may also be inferred from excavation performance and material behaviour.

# EXPLANATORY NOTES TO BE READ WITH BOREHOLE AND TEST PIT REPORTS



## METHOD OF DRILLING OR EXCAVATION

AC	Air Core	E	Excavator	PQ3	PQ3 Core Barrel
AD/T	Auger Drilling with TC-Bit	EH	Excavator with Hammer	PT	Push Tube
AD/V	Auger Drilling with V-Bit	HA	Hand Auger	R	Ripper
AT	Air Track	HMLC	HMLC Core Barrel	RR	Rock Roller
B	Bulldozer Blade	HQ3	HQ3 Core Barrel	SON	Sonic Rig
BH	Backhoe Bucket	N	Natural Exposure	SPT	Driven SPT
CT	Cable Tool	NMLC	NMLC Core Barrel	WB	Washbore
DT	Diatube	PP	Push Probe	X	Existing Excavation

## SUPPORT

T Timbering

## PENETRATION EFFORT (RELATIVE TO THE EQUIPMENT USED)

VE	Very Easy	E	Easy	F	Firm
H	Hard	VH	Very Hard		

## WATER

▶	Water Inflow	▼	Water Level
◀	Water Loss (complete)		
◁	Water Loss (partial)		

## SAMPLING AND TESTING

B	Bulk Disturbed Sample	P	Piston Sample
BLK	Block Sample	PBT	Plate Bearing Test
C	Core Sample	U	Undisturbed Push-in Sample
CBR	CBR Mould Sample		U50: 50 mm diameter
D	Small Disturbed Sample	SPT	Standard Penetration Test
ES	Environmental Soil Sample		Example: 3, 4, 5 N=9
EW	Environmental Water Sample		3,4,5: Blows per 150 mm
G	Gas Sample		N=9: Blows per 300 mm after
HP	Hand Penetrometer		150 mm seating interval
LB	Large Bulk Disturbed Sample	VS	Vane Shear; P = Peak
M	Mazier Type Sample		R = Remoulded (kPa)
MC	Moisture Content Sample	W	Water Sample

## ROCK CORE RECOVERY

$$TCR = \text{Total Core Recovery (\%)} = \frac{CRL}{TCL} \times 100$$

$$SCR = \text{Solid Core Recovery (\%)} = \frac{CCR}{TCL} \times 100$$

$$RQD = \text{Rock Quality Designation (\%)} = \frac{ALC > 100}{TCL} \times 100$$

TCL Length of Core Run

CRL Recovered Length of Core

CCR Total Length of Cylindrical Pieces of Core Recovered

ALC>100 Total Length of Axial Lengths of Core Greater than 100 mm Long

<b>Job Number:</b> J1701017 <b>Client:</b> Calibre Consulting / Niche Living <b>Project:</b> Proposed Residential Subdivision <b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Contractor:</b> Sharp Civil <b>Machine:</b> JCB 8085 RTS <b>Operator:</b> PAT <b>Bucket:</b> 600 mm	<b>Date:</b> 07/02/2017 <b>Logged:</b> SC <b>Checked Date:</b> 13/02/2017 <b>Checked By:</b> RP
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Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
			0.0			•••		SAND, fine to coarse grained, sub-angular to sub-rounded, brown mottled orange, with some fine to coarse grained limestone gravels, trace cobbles, trace fines, trace organics in the top 0.1m				Density below 1 m inferred from excavation resistance
			0.5			•••		orange				
			1.0			•••		trace limestone boulders				Limestone pinnacle exposed on sidewall
	F		1.5			•••	SP					
			2.0			•••						side walls collapsing
			2.5			•••		Hole terminated at 2.30 m Collapse Groundwater not encountered				
			3.0			•••						
			3.5			•••						

**Sketch & Other Observations**



(This area contains a grid for sketches and observations.)

<b>Comments:</b>	See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions
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<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
F			0.0			[Cross-hatched pattern]	SP	FILL: SAND, fine to coarse grained, sub-angular to sub-rounded, grey-brown, trace fine to coarse grained limestone gravels, trace fines, trace organics	D	MD		Density below 1 m inferred from excavation resistance
			0.5			[Dotted pattern]		SAND, fine to coarse grained, orange-brown, trace fines, trace fine to coarse grained limestone gravels, trace organics				0.1 m diameter roots
			1.0			[Dotted pattern]		no organics				
			1.5			[Dotted pattern]	SP		M	D		
			2.0			[Dotted pattern]						
			2.5			[Dotted pattern]						
			3.0			[Dotted pattern]		Hole terminated at 2.60 m Collapse Groundwater not encountered				
			3.5			[Dotted pattern]						

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
			0.0					FILL: SAND, fine to coarse grained, sub-angular to sub-rounded, grey-brown, with some fine to coarse grained gravels, trace limestone cobbles, trace fines, trace organics	D	MD		Density below 1 m inferred from excavation resistance
			0.5					SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fines, trace limestone gravels, trace organics				
			1.0					no organics				
	F		1.5				SP		M	D		
			2.0									
			2.5									Sidewall collapse back to 2.5 m after excavation
			3.0					Hole terminated at 3.00 m Target depth Groundwater not encountered				
			3.5									

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
			0.0					FILL: SAND, fine to coarse grained, sub-angular to sub-rounded, dark grey-brown, with some fine to coarse grained limestone gravels, trace fines, trace organics, trace limestone cobbles and boulders		D		Density below 1 m inferred from excavation resistance
			0.5					SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fine to coarse grained limestone gravels, trace organics, trace fines				large limestone boulder
			1.0					no organics				
	F		1.5							D		
			2.0							M		
			2.5									Sidewall collapse back to 2.3 m after excavation
			3.0					Hole terminated at 3.00 m Target depth Groundwater not encountered				
			3.5									

**Sketch & Other Observations**



**Comments:**

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<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
			0.0					FILL: SAND, fine to coarse grained, sub-angular to sub-rounded, dark grey-brown, trace organics, trace fine to coarse grained limestone gravels, trace fines, trace limestone cobbles	D	MD		Density below 1 m inferred from excavation resistance
			0.5					SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace organics, trace fine to coarse grained limestone gravels				
			1.0					no organics				
	F		1.5					no gravels, sand predominantly coarse grained	M	D		
			2.0									
			2.5									Sidewall collapse back to 2.5 m after excavation
			3.0					Hole terminated at 3.00 m Target depth Groundwater not encountered				
			3.5									

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
	H		0.0				SP	FILL: SAND, fine to coarse grained, sub-angular to sub-rounded, dark grey-brown, trace fine to coarse grained limestone gravels, trace organics, trace fines, trace cobbles	D	D		Density below 1 m inferred from excavation resistance Uncontrol fill: glass, plastic piping
			0.5					SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fine to coarse grained limestone gravels, trace organics, trace fines				0.5x0.5m concrete paver
			1.0					no organics				2-3cm diameter roots
	F		1.5				SP	predominantly coarse grained sand	M	MD		
			2.0									
			2.5									
			3.0					Hole terminated at 3.00 m Target depth Groundwater not encountered				
			3.5									

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
	H		0.0				SP	FILL: Gravelly SAND, fine to coarse grained, sub-angular to sub-rounded, dark grey-brown, 30-40% fine to coarse grained limestone gravels, trace limestone cobbles, trace organics, trace fines	D	D		Density below 1 m inferred from excavation resistance Uncontrol fill: glass fragments
			0.5									Plastic liner in sidewall
	F		1.0				SP	SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fine to coarse grained limestone gravels, trace organics, trace fines				
			1.5				SP	no organics	M	MD		
			2.0									
			2.5					Hole terminated at 2.50 m Collapse Groundwater not encountered				
			3.0									
			3.5									

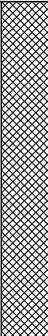
**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
VH			0.0				SP	FILL: Gravelly SAND, fine to coarse grained, sub-angular to sub-rounded, dark grey-brown, 20-30% fine to coarse grained limestone gravels, with some cobbles, trace organics, trace fines		VD		Density below 1 m inferred from excavation resistance Uncontrolled fill: Metal sheets, bricks, tiles, plastic
			0.5									D
F			1.0				SP	SAND, fine to coarse grained, sub-angular to sub-rounded, dark brown, trace fines, trace fine to coarse grained limestone gravels		M	MD	Fibre cement (possibly Asbestos ) pipe , 0.5m long, 0.3m diameter
			1.5									
			2.0									
			2.5					Hole terminated at 2.40 m Refusal on Limestone Groundwater not encountered				
			3.0									
			3.5									

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
VH			0.0					FILL: Sandy GRAVEL, fine to coarse grained, sub-angular to rounded, limestone, ferricrete and blue metal gravels, 30-40% fine to coarse grained sand, grey-brown, trace fines, trace organics				Density below 1 m inferred from excavation resistance
			0.5				SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fines, trace organics, trace fine to coarse grained gravels					2-5cm diameter roots
			1.0				no gravels					Sidewall collapsing
H			1.5									5-10cm diameter roots
			2.0									
F			2.5									
			3.0									
			3.5					Hole terminated at 3.00 m Target depth Groundwater not encountered				

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
	VH		0.0				SP	FILL: Gravelly SAND, fine to coarse grained, sub-angular to sub-rounded, dark grey-brown, 20-30% fine to coarse grained gravels, with some cobbles, trace organics, trace fines	D	VD		Density below 1 m inferred from excavation resistance Uncontrolled fill: Bricks and brick fragments Old metal pipe, 10cm diameter
	F		0.5					SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fines, trace fine to coarse grained gravels, trace organics				
	VH		1.0									
	F		1.5				SP	no organics	M	MD		limestone boulder, 0.3m diameter
	VH		2.0									limestone exposed in sidewall
	F		2.5									Sidewall collapse back to 2.5 m after excavation
			3.0					Hole terminated at 3.00 m Target depth Groundwater not encountered				
			3.5									

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

GALT LIB 1.01.GLB Log\_GG\_EXCAVATION\_J1701017.GPJ <<Drawingfile>> 13/02/2017 13:34 8.30.003 Datigel DGD, CPT, Photo, Monitoring Tools [Lib: GALT 1.01.2013.02.21 Pj]: GALT 1.01.2013.02.21

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
	VH		0.0				SP	FILL: SAND, fine to coarse grained, sub-angular to sub-rounded, pale brown-grey, with some fine to coarse grained gravels, trace cobbles, trace fines, trace organics	D	VD		Density below 1 m inferred from excavation resistance Uncontrolled fill: bricks / brick fragments
	H		0.5				SP	SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace organics, trace fine to coarse grained gravels, trace fines, trace cobbles	M	D		Limestone boulder (0.8x0.3x0.3m)  Limestone exposed in sidewall
			1.5					Hole terminated at 1.50 m Refusal on Limestone Groundwater not encountered				
			2.0									
			2.5									
			3.0									
			3.5									

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
VH			0.0				SP	FILL: Gravelly SAND, fine to coarse grained, sub-angular to sub-rounded, grey-brown, 20-30% fine to coarse grained limestone gravels, trace cobbles, trace organics, trace fines	D	VD		Density below 1 m inferred from excavation resistance
			0.5						SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fine to coarse grained limestone gravels, trace cobbles, trace fines  with some limestone boulders (possible pinnacles) up to 0.6 m in diameter			
H			1.0				SP			M	D	
			1.5									
			2.0					Hole terminated at 2.00 m Refusal on Limestone Groundwater not encountered				
			2.5									
			3.0									
			3.5									

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions

<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
H			0.0				SP	FILL: SAND, fine to coarse grained, sub-angular to sub-rounded, grey-brown, with some fine to coarse grained limestone gravels, trace fines, trace organics, trace cobbles	D	VD		Density below 1 m inferred from excavation resistance
			0.5				SP	SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fine to coarse grained limestone gravels, trace cobbles, trace fines	M	D		limestone boulder exposed in sidewall
VH			1.0									
			1.5					Hole terminated at 1.40 m Refusal on Limestone Groundwater not encountered				
			2.0									
			2.5									
			3.0									
			3.5									

**Sketch & Other Observations**



**Comments:**

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<b>Job Number:</b> J1701017 <b>Client:</b> Calibre Consulting / Niche Living <b>Project:</b> Proposed Residential Subdivision <b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Contractor:</b> Sharp Civil <b>Machine:</b> JCB 8085 RTS <b>Operator:</b> PAT <b>Bucket:</b> 600 mm	<b>Date:</b> 07/02/2017 <b>Logged:</b> SC <b>Checked Date:</b> 13/02/2017 <b>Checked By:</b> RP
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Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION		MOISTURE CONDITION CONSISTENCY DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS	
	H		0.0				SP	FILL: Gravelly SAND, fine to coarse grained, sub-angular to sub-rounded, dark grey-brown, 20-30% fine to coarse grained limestone gravels, trace cobbles, trace organics, trace fines		D	VD	Density below 1 m inferred from excavation resistance
	F		0.5				SP	SAND, fine to coarse grained, sub-angular to sub-rounded, orange-brown, trace fines, trace fine to coarse grained limestone gravels		M	MD	limestone boulder, 0.3m diameter
			1.0									
			1.5									
			2.0					Hole terminated at 1.90 m Refusal on Limestone Groundwater not encountered				
			2.5									
			3.0									
			3.5									

**Sketch & Other Observations**



**Comments:**

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<b>Job Number:</b> J1701017	<b>Contractor:</b> Sharp Civil	<b>Date:</b> 07/02/2017
<b>Client:</b> Calibre Consulting / Niche Living	<b>Machine:</b> JCB 8085 RTS	<b>Logged:</b> SC
<b>Project:</b> Proposed Residential Subdivision	<b>Operator:</b> PAT	<b>Checked Date:</b> 13/02/2017
<b>Location:</b> Lot 503 Gilmore Avenue, Orelia	<b>Bucket:</b> 600 mm	<b>Checked By:</b> RP

Excavation				Sampling			Field Material Description					
METHOD	EXCAVATION RESISTANCE	WATER	DEPTH (metres)	DEPTH RL	SAMPLE OR FIELD TEST	RECOVERED GRAPHIC LOG	USCS SYMBOL	SOIL/ROCK MATERIAL DESCRIPTION	MOISTURE CONDITION	CONSISTENCY	DENSITY	STRUCTURE AND ADDITIONAL OBSERVATIONS
	H		0.0				SP	FILL: Gravelly SAND, fine to coarse grained, sub-angular to sub-angular, dark brown, 30-40% fine to coarse gravels, trace cobbles, trace cobbles, trace organics, trace fines	VD - VD			Density below 1 m inferred from excavation resistance
	F		0.5				SP	SAND, fine to coarse grained, sub-angular to sub-rounded, dark brown, with some fine to coarse grained limestone gravels, trace fines, trace limestone cobbles and boulders	D			
			1.0					becoming mottled orange	MD - MD			
			1.5									
			2.0									
			2.5					Hole terminated at 2.10 m Refusal on Limestone Groundwater not encountered				
			3.0									
			3.5									

**Sketch & Other Observations**



**Comments:**

See Explanatory Notes and Method of Soil Description sheets for details of abbreviations and basis of descriptions



## Appendix D: PSP Test Results

**PERTH SAND PENETROMETER FIELD TEST DATA  
(AS 1289.6.3.3)**

**Client:** Calibre Consulting  
**Project:** Proposed Residential Subdivision  
**Location:** Lot 503 Gilmore Avenue, Orelia

**Job No:** J1701017  
**Date:** 7/02/2017  
**Engineer:** SC



Test No:						
Location:	TP01	TP02	TP03	TP04	TP05	TP06
<b>Depth (mm)</b>	<b>N° of Penetrometer Blows per 150 mm Depth Interval</b>					
0-150	-	-	-	-	-	-
150-300	8	5	5	5	5	4
300-450	8	6	4	8	5	12
450-600	12	6	6	10	5	15+
600-750	15+	8	8	6	8	
750-900		8	7	9	10	

Test No:						
Location:	TP07	TP08	TP09	TP10	TP11	TP12
<b>Depth (mm)</b>	<b>N° of Penetrometer Blows per 150 mm Depth Interval</b>					
0-150	-	-	-	-	-	-
150-300	4	12	9	14	16	20+
300-450	6	15+	15+	15+	15+	
450-600	10					
600-750	10					
750-900	11					

Test No:						
Location:	TP13	TP14	TP15			
<b>Depth (mm)</b>	<b>N° of Penetrometer Blows per 150 mm Depth Interval</b>					
0-150	-	-	-			
150-300	12	8	20+			
300-450	12	14				
450-600	15+	15+				
600-750						
750-900						

Test No:						
Location:						
<b>Depth (mm)</b>	<b>N° of Penetrometer Blows per 150 mm Depth Interval</b>					
0-150						
150-300						
300-450						
450-600						
600-750						
750-900						

Perth Sand Penetrometer tests done in accordance with AS 1289.6.3.3 (except blow counts are reported per 150 mm, rather than 300 mm)

R: Refusal



## Appendix E: Infiltration Test Results

# Permeability Calculation - Inverse Auger Hole Method

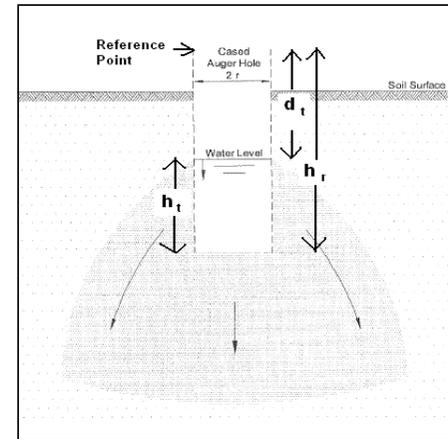
Galt Geotechnics

Spreadsheet author: ORW 17-Oct-09

REFERENCE: Cocks, G. *Disposal of Stormwater Runoff by Soakage in Perth Western Australia*, Journal and News of the Australian Geomechanics Society, Volume 42 No 3 September 2007, pp101-114

Job No: J1701017  
 Client: Calibre Consulting  
 Site: Lot 503 Gilmore Ave  
 Location: Orelia  
 Calc by: SC 9-Feb-17

$$K = 1.15r \frac{\log_{10}(h_0 + \frac{1}{2}r) - \log_{10}(h_t + \frac{1}{2}r)}{t - t_0}$$



Parameter	Description	Value	Units
K	Permeability		m/s
r	radius of test hole	0.025	m
t	time since start of measurement		s
h <sub>r</sub>	reference point height above base	0.8	m
d <sub>t</sub>	depth from reference point to water at time t		m
h <sub>t</sub>	Water column height at time t		m
h <sub>0</sub>	h <sub>t</sub> at t=0		m

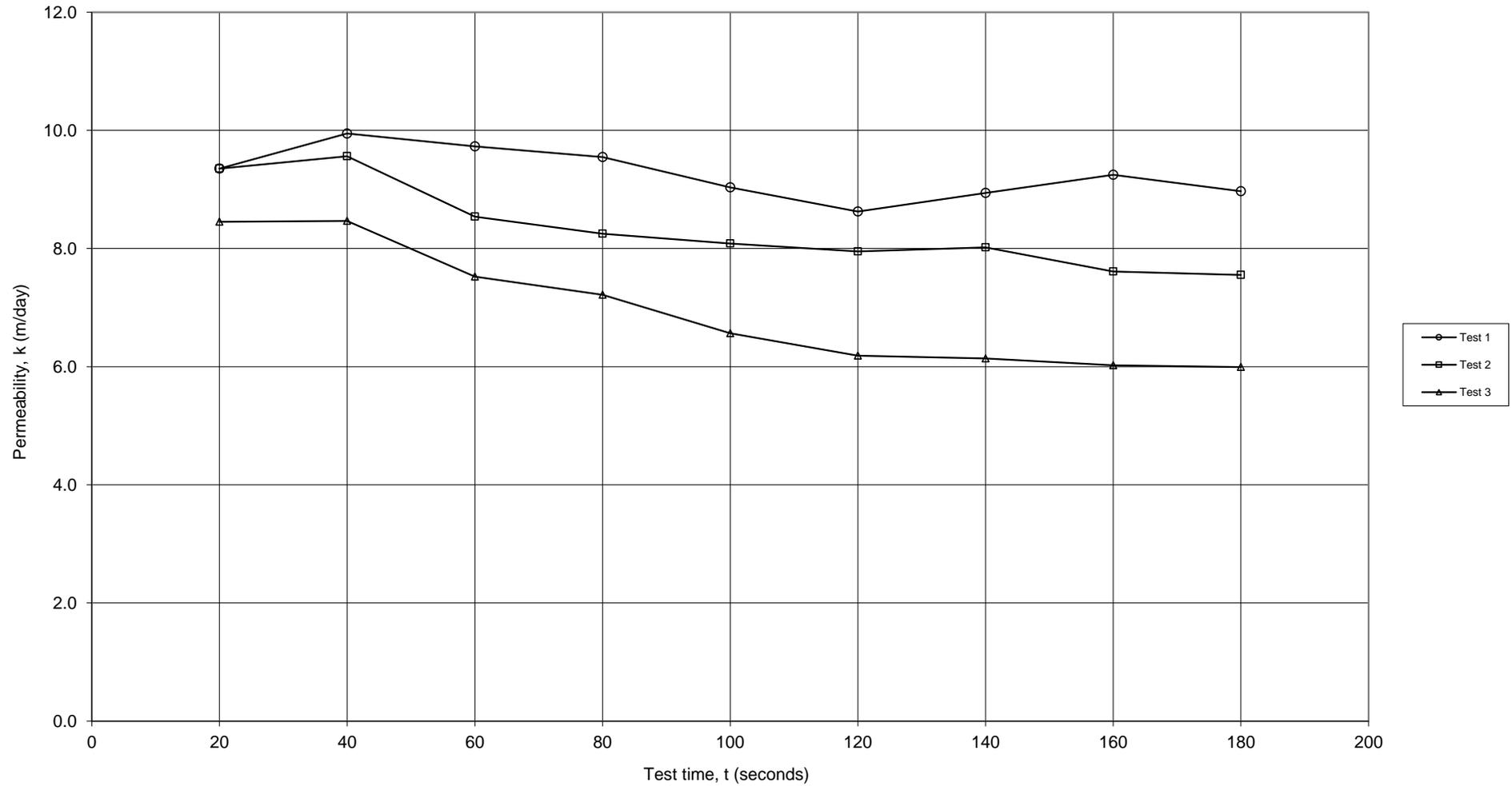
t (s)	d <sub>w</sub> (m)	h <sub>t</sub> (m)	K (m/s)	K (m/day)
0	0.31	0.49		
20	0.39	0.41	1.1E-04	9.4
40	0.465	0.335	1.2E-04	9.9
60	0.52	0.28	1.1E-04	9.7
80	0.565	0.235	1.1E-04	9.5
100	0.595	0.205	1.0E-04	9.0
120	0.62	0.18	1.0E-04	8.6
140	0.655	0.145	1.0E-04	8.9
160	0.685	0.115	1.1E-04	9.2
180	0.7	0.1	1.0E-04	9.0
AVERAGE			1.1E-04	9.3

t (s)	d <sub>w</sub> (m)	h <sub>t</sub> (m)	K (m/s)	K (m/day)
0	0.31	0.49		
20	0.39	0.41	1.1E-04	9.4
40	0.46	0.34	1.1E-04	9.6
60	0.5	0.3	9.9E-05	8.5
80	0.54	0.26	9.6E-05	8.3
100	0.575	0.225	9.4E-05	8.1
120	0.605	0.195	9.2E-05	8.0
140	0.635	0.165	9.3E-05	8.0
160	0.65	0.15	8.8E-05	7.6
180	0.67	0.13	8.7E-05	7.6
AVERAGE			9.6E-05	8.3

t (s)	d <sub>w</sub> (m)	h <sub>t</sub> (m)	K (m/s)	K (m/day)
0	0.33	0.47		
20	0.4	0.4	9.8E-05	8.5
40	0.46	0.34	9.8E-05	8.5
60	0.495	0.305	8.7E-05	7.5
80	0.53	0.27	8.4E-05	7.2
100	0.55	0.25	7.6E-05	6.6
120	0.57	0.23	7.2E-05	6.2
140	0.595	0.205	7.1E-05	6.1
160	0.615	0.185	7.0E-05	6.0
180	0.635	0.165	6.9E-05	6.0
AVERAGE			8.0E-05	7.0

# Permeability by Inverse Auger Hole Method

IT01



# Permeability Calculation - Inverse Auger Hole Method

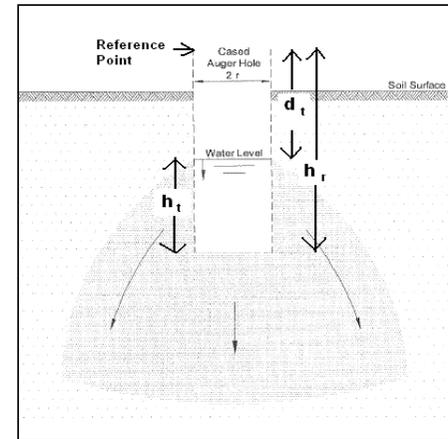
Galt Geotechnics

Spreadsheet author: ORW 17-Oct-09

REFERENCE: Cocks, G. *Disposal of Stormwater Runoff by Soakage in Perth Western Australia*, Journal and News of the Australian Geomechanics Society, Volume 42 No 3 September 2007, pp101-114

Job No: J1701017  
 Client: Calibre Consulting  
 Site: Lot 503 Gilmore Ave  
 Location: Orelia  
 Calc by: SC 9-Feb-17

$$K = 1.15r \frac{\log_{10}(h_0 + \frac{1}{2}r) - \log_{10}(h_t + \frac{1}{2}r)}{t - t_0}$$



BH Name:	IT02	Parameter	Description	Value	Units
Test Depth:	0.7 m	K	Permeability		m/s
		r	radius of test hole	0.025	m
		t	time since start of measurement		s
		h <sub>r</sub>	reference point height above base	0.8	m
		d <sub>t</sub>	depth from reference point to water at time t		m
		h <sub>t</sub>	Water column height at time t		m
		h <sub>0</sub>	h <sub>t</sub> at t=0		m

**Test 1**

t (s)	d <sub>w</sub> (m)	h <sub>t</sub> (m)	K (m/s)	K (m/day)
0	0.08	0.72		
20	0.33	0.47	2.6E-04	22.5
40	0.47	0.33	2.4E-04	20.5
60	0.54	0.26	2.1E-04	17.8
80	0.59	0.21	1.9E-04	16.1
100	0.635	0.165	1.8E-04	15.3
120	0.67	0.13	1.7E-04	14.7
140	0.7	0.1	1.7E-04	14.4
160	0.725	0.075	1.7E-04	14.3
180	0.74	0.06	1.6E-04	13.9
<b>AVERAGE</b>			1.9E-04	16.6

**Test 2**

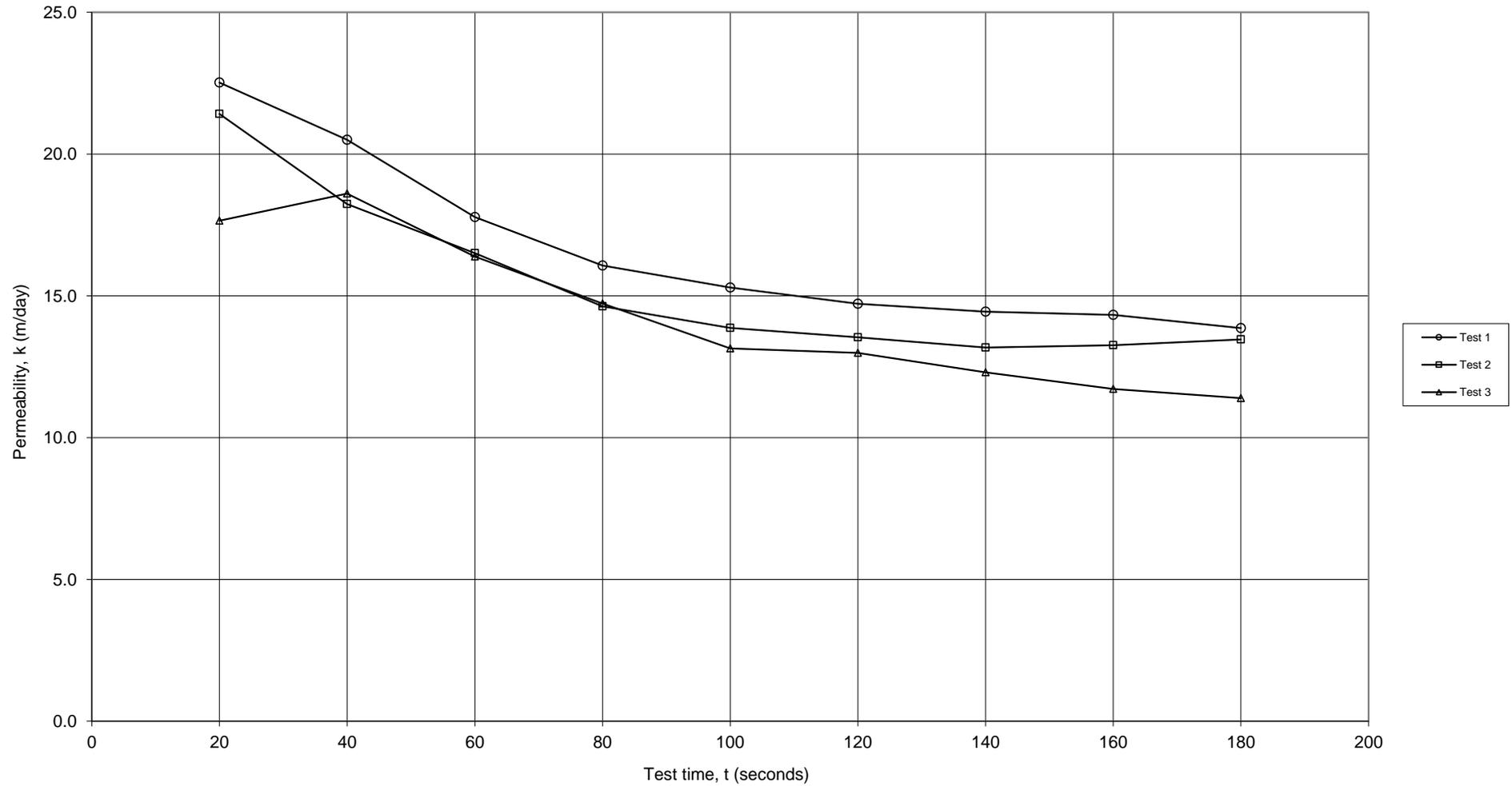
t (s)	d <sub>w</sub> (m)	h <sub>t</sub> (m)	K (m/s)	K (m/day)
0	0.08	0.72		
20	0.32	0.48	2.5E-04	21.4
40	0.44	0.36	2.1E-04	18.2
60	0.52	0.28	1.9E-04	16.5
80	0.565	0.235	1.7E-04	14.6
100	0.61	0.19	1.6E-04	13.9
120	0.65	0.15	1.6E-04	13.5
140	0.68	0.12	1.5E-04	13.2
160	0.71	0.09	1.5E-04	13.3
180	0.735	0.065	1.6E-04	13.5
<b>AVERAGE</b>			1.8E-04	15.3

**Test 3**

t (s)	d <sub>w</sub> (m)	h <sub>t</sub> (m)	K (m/s)	K (m/day)
0	0.06	0.74		
20	0.27	0.53	2.0E-04	17.6
40	0.435	0.365	2.2E-04	18.6
60	0.51	0.29	1.9E-04	16.4
80	0.56	0.24	1.7E-04	14.7
100	0.59	0.21	1.5E-04	13.1
120	0.635	0.165	1.5E-04	13.0
140	0.66	0.14	1.4E-04	12.3
160	0.68	0.12	1.4E-04	11.7
180	0.7	0.1	1.3E-04	11.4
<b>AVERAGE</b>			1.7E-04	14.3

# Permeability by Inverse Auger Hole Method

IT02



## Permeability Calculation - Inverse Auger Hole Method

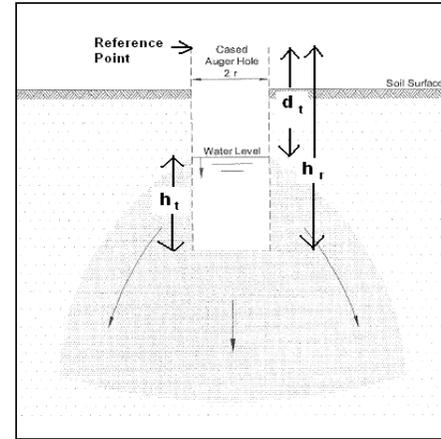
Galt Geotechnics

Spreadsheet author: ORW 17-Oct-09

REFERENCE: Cocks, G. *Disposal of Stormwater Runoff by Soakage in Perth Western Australia*, Journal and News of the Australian Geomechanics Society, Volume 42 No 3 September 2007, pp101-114

Job No: J1701017  
 Client: Calibre Consulting  
 Site: Lot 503 Gilmore Ave  
 Location: Orelia  
 Calc by: SC 9-Feb-17

$$K = 1.15r \frac{\log_{10}(h_0 + \frac{1}{2}r) - \log_{10}(h_t + \frac{1}{2}r)}{t - t_0}$$



BH Name:	IT03	Parameter	Description	Value	Units
Test Depth:	0.5 m	K	Permeability		m/s
Spreadsheet Legend	Required input	r	radius of test hole	0.025	m
	Calculated field	t	time since start of measurement		s
Comment field		$h_r$	reference point height above base	0.8	m
Field not used		$d_t$	depth from reference point to water at time t		m
Field not used		$h_t$	Water column height at time t		m
Fixed field		$h_0$	$h_t$ at t=0		m

### Test 1

t (s)	$d_w$ (m)	$h_t$ (m)	K (m/s)	K (m/day)
0	0.35	0.45		
20	0.4	0.4	7.1E-05	6.2
40	0.45	0.35	7.6E-05	6.6
60	0.485	0.315	7.2E-05	6.2
80	0.52	0.28	7.2E-05	6.2
100	0.55	0.25	7.1E-05	6.1
120	0.58	0.22	7.2E-05	6.2
140	0.6	0.2	6.9E-05	6.0
160	0.625	0.175	7.0E-05	6.1
180	0.64	0.16	6.8E-05	5.9
AVERAGE			7.1E-05	6.2

### Test 2

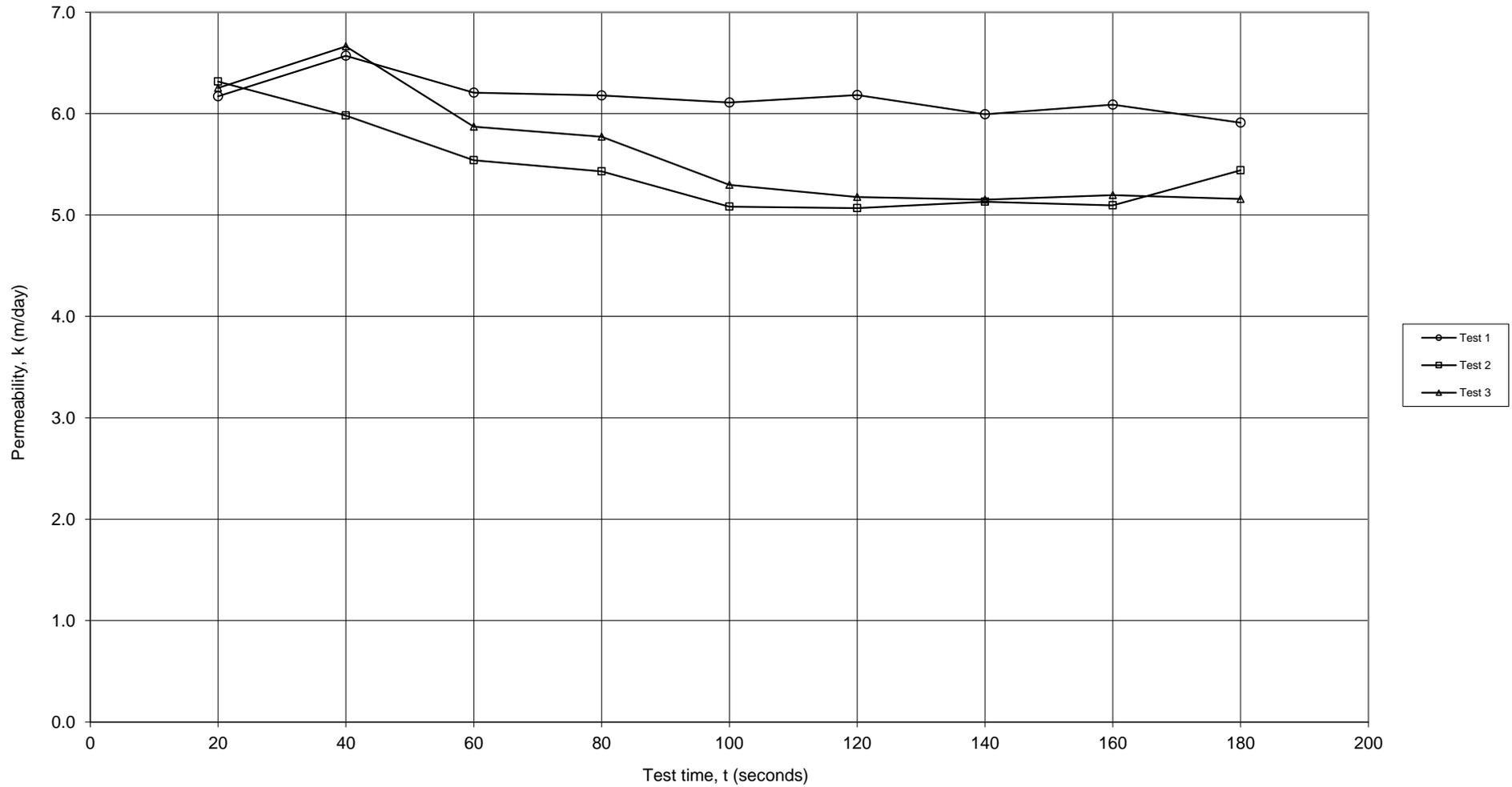
t (s)	$d_w$ (m)	$h_t$ (m)	K (m/s)	K (m/day)
0	0.36	0.44		
20	0.41	0.39	7.3E-05	6.3
40	0.45	0.35	6.9E-05	6.0
60	0.48	0.32	6.4E-05	5.5
80	0.51	0.29	6.3E-05	5.4
100	0.53	0.27	5.9E-05	5.1
120	0.555	0.245	5.9E-05	5.1
140	0.58	0.22	5.9E-05	5.1
160	0.6	0.2	5.9E-05	5.1
180	0.63	0.17	6.3E-05	5.4
AVERAGE			6.3E-05	5.5

### Test 3

t (s)	$d_w$ (m)	$h_t$ (m)	K (m/s)	K (m/day)
0	0.31	0.49		
20	0.365	0.435	7.2E-05	6.3
40	0.42	0.38	7.7E-05	6.7
60	0.45	0.35	6.8E-05	5.9
80	0.485	0.315	6.7E-05	5.8
100	0.505	0.295	6.1E-05	5.3
120	0.53	0.27	6.0E-05	5.2
140	0.555	0.245	6.0E-05	5.2
160	0.58	0.22	6.0E-05	5.2
180	0.6	0.2	6.0E-05	5.2
AVERAGE			6.5E-05	5.6

# Permeability by Inverse Auger Hole Method

IT03



## Permeability Calculation - Inverse Auger Hole Method

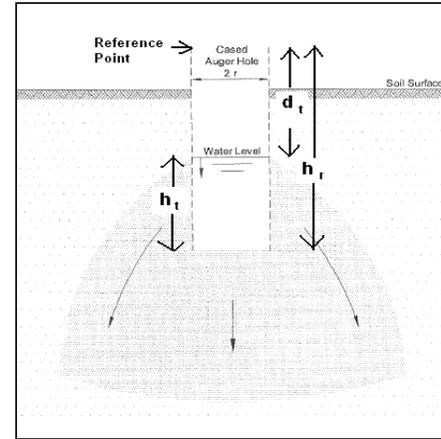
Galt Geotechnics

Spreadsheet author: ORW 17-Oct-09

REFERENCE: Cocks, G. *Disposal of Stormwater Runoff by Soakage in Perth Western Australia*, Journal and News of the Australian Geomechanics Society, Volume 42 No 3 September 2007, pp101-114

Job No: J1701017  
 Client: Calibre Consulting  
 Site: Lot 503 Gilmore Ave  
 Location: Orelia  
 Calc by: SC 9-Feb-17

$$K = 1.15r \frac{\log_{10}(h_0 + \frac{1}{2}r) - \log_{10}(h_t + \frac{1}{2}r)}{t - t_0}$$



BH Name:	IT04	Parameter	Description	Value	Units
Test Depth:	0.6 m	K	Permeability		m/s
Spreadsheet Legend		r	radius of test hole	0.025	m
Required input		t	time since start of measurement		s
Calculated field		$h_r$	reference point height above base	0.8	m
Comment field		$d_t$	depth from reference point to water at time t		m
Field not used		$h_t$	Water column height at time t		m
Fixed field		$h_0$	$h_t$ at t=0		m

### Test 1

t (s)	$d_w$ (m)	$h_t$ (m)	K (m/s)	K (m/day)
0	0.22	0.58		
20	0.32	0.48	1.2E-04	10.0
40	0.38	0.42	9.8E-05	8.5
60	0.435	0.365	9.4E-05	8.1
80	0.47	0.33	8.6E-05	7.4
100	0.51	0.29	8.4E-05	7.3
120	0.545	0.255	8.3E-05	7.1
140	0.565	0.235	7.8E-05	6.7
160	0.585	0.215	7.5E-05	6.5
180	0.6	0.2	7.1E-05	6.1
AVERAGE			8.7E-05	7.5

### Test 2

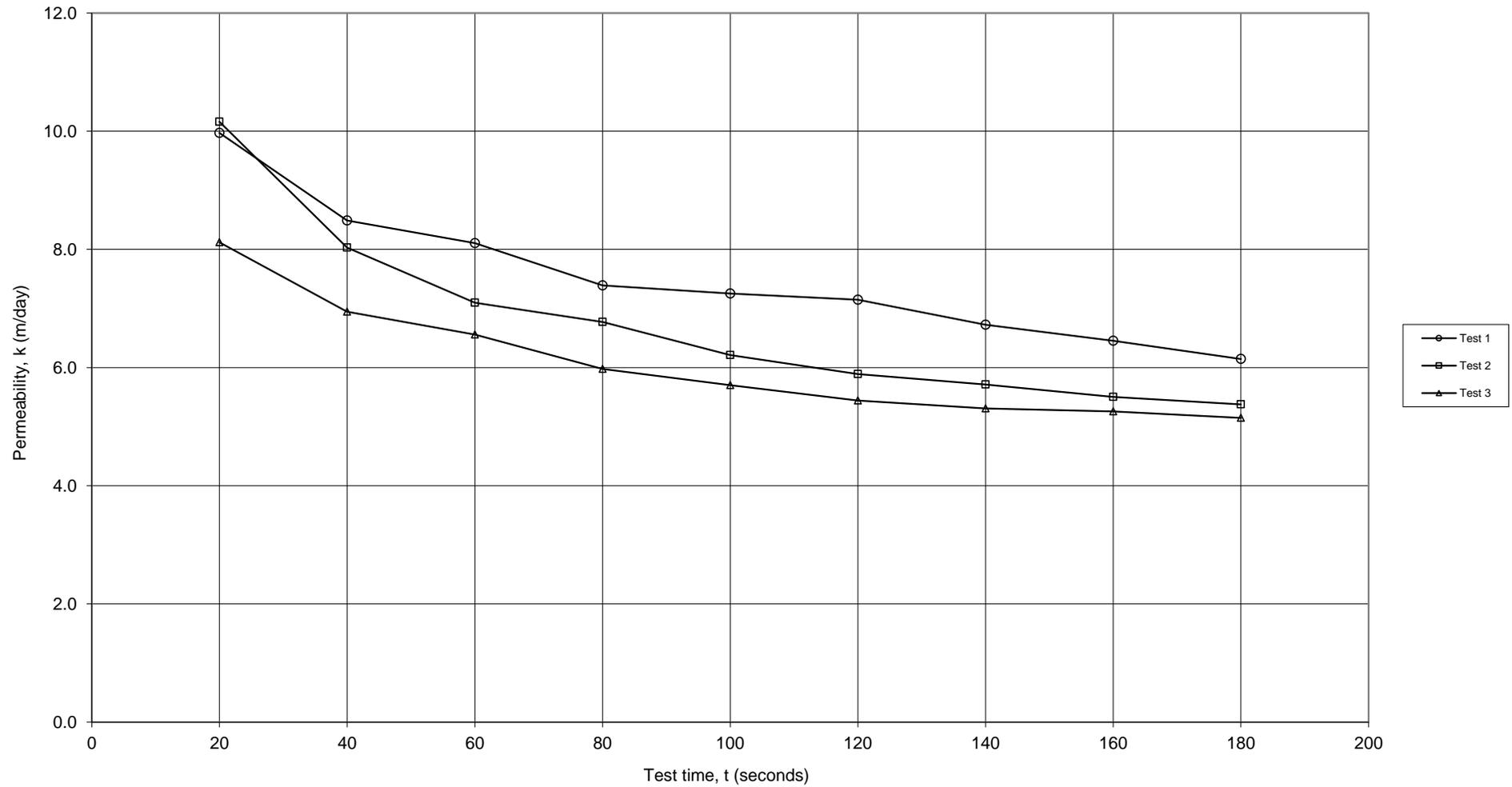
t (s)	$d_w$ (m)	$h_t$ (m)	K (m/s)	K (m/day)
0	0.23	0.57		
20	0.33	0.47	1.2E-04	10.2
40	0.38	0.42	9.3E-05	8.0
60	0.42	0.38	8.2E-05	7.1
80	0.46	0.34	7.8E-05	6.8
100	0.485	0.315	7.2E-05	6.2
120	0.51	0.29	6.8E-05	5.9
140	0.535	0.265	6.6E-05	5.7
160	0.555	0.245	6.4E-05	5.5
180	0.575	0.225	6.2E-05	5.4
AVERAGE			7.8E-05	6.8

### Test 3

t (s)	$d_w$ (m)	$h_t$ (m)	K (m/s)	K (m/day)
0	0.24	0.56		
20	0.32	0.48	9.4E-05	8.1
40	0.37	0.43	8.0E-05	6.9
60	0.415	0.385	7.6E-05	6.6
80	0.445	0.355	6.9E-05	6.0
100	0.475	0.325	6.6E-05	5.7
120	0.5	0.3	6.3E-05	5.4
140	0.525	0.275	6.1E-05	5.3
160	0.55	0.25	6.1E-05	5.3
180	0.57	0.23	6.0E-05	5.1
AVERAGE			7.0E-05	6.1

# Permeability by Inverse Auger Hole Method

IT04





## Appendix F: Understanding Your Report

# UNDERSTANDING YOUR REPORT

GALT FORM PMP11 Rev2

## 1. EXPECTATIONS OF THE REPORT

This document has been prepared to clarify what is and is not provided in your report. It is intended to inform you of what your realistic expectations of this report should be and how to manage your risks associated with the conditions on site.

Geotechnical engineering and environmental science are less exact than other engineering and scientific disciplines. We include this information to help you understand where our responsibilities begin and end. You should read and understand this information. Please contact us if you do not understand the report or this explanation. We have extensive experience in a wide variety of projects and we can help you to manage your risk.

## 2. THIS REPORT RELATES TO PROJECT-SPECIFIC CONDITIONS

This report was developed for a unique set of project-specific conditions to meet the needs of the nominated client. It took into account the following:

- ✦ the project objectives as we understood them and as described in this report;
- ✦ the specific site mentioned in this report; and
- ✦ the current and proposed development at the site.

It should not be used for any purpose other than that indicated in the report. You should not rely on this report if any of the following conditions apply:

- ✦ the report was not written for you;
- ✦ the report was not written for the site specific to your development;
- ✦ the report was not written for your project (including a development at the correct site but other than that listed in the report); or
- ✦ the report was written before significant changes occurred at the site (such as a development or a change in ground conditions).

You should always inform us of changes in the proposed project (including minor changes) and request an assessment of their impact.

Where we are not informed of developments relevant to your report, we cannot be held responsible or liable for problems that may arise as a consequence.

Where design is to be carried out by others using information provided by us, we recommend that we be involved in the design process by being engaged for consultation with other members of the project team. Furthermore, we recommend that we be able to review work produced by other members of the project team that relies on information provided in our report.

### 3. SOIL LOGS

Our reports often include logs of intrusive and non-intrusive investigation techniques. These logs are based on our interpretation of field data and laboratory results. The logs should only be read in conjunction with the report they were issued with and should not be re-drawn for inclusion in other documents not prepared by us.

### 4. THIRD PARTY RELIANCE

We have prepared this report for use by the client. This report must be regarded as confidential to the client and the client's professional advisors. We do not accept any responsibility for contents of this document from any party other than the nominated client. We take no responsibility for any damages suffered by a third party because of any decisions or actions they may make based on this report. Any reliance or decisions made by a third party based on this report are the responsibility of the third party and not of us.

### 5. CHANGE IN SUBSURFACE CONDITIONS

The recommendations in this report are based on the ground conditions that existed at the time when the study was undertaken. Changes in ground conditions can occur in numerous ways including anthropogenic events (such as construction or contaminating activities on or adjacent to the site) or natural events (such as floods, groundwater fluctuations or earthquakes). We should be consulted prior to use of this report so that we can comment on its reliability. It is important to note that where ground conditions have changed, additional sampling, testing or analysis may be required to fully assess the changed conditions.

### 6. SUBSURFACE CONDITIONS DURING CONSTRUCTION

Practical constraints mean that we cannot know every minute detail about the subsurface conditions at a particular site. We use professional judgement to form an opinion about the subsurface conditions at the site. Some variation to our evaluated conditions is likely and significant variation is possible. Accordingly, our report should not be considered as final as it is developed from professional judgement and opinion.

The most effective means of dealing with unanticipated ground conditions is to engage us for construction support. We can only finalise our recommendations by observing actual subsurface conditions encountered during construction. We cannot accept liability for a report's recommendations if we cannot observe construction.

### 7. ENVIRONMENTAL AND GEOTECHNICAL ISSUES

Unless specifically mentioned otherwise in our report, environmental considerations are not addressed in geotechnical reports. Similarly, geotechnical issues are not addressed in environmental reports. The investigation techniques used for geotechnical investigations can differ from those used for environmental investigations. It is the client's responsibility to satisfy themselves that geotechnical and environmental considerations have been taken into account for the site.

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flyt



Lot 503 Berthold Street Orelia

TRAFFIC STATEMENT

PROJECT	Project number and description			
Revision	Description	Originator	Review	Date
A	First Draft	CS	CAS	4/07/2017
0	Issued	CS	CAS	5/07/2017



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## 1. INTRODUCTION

This report has been prepared in support of the proposal for 43 multiple dwellings and 54 grouped dwellings at Lot 503 Berthold Place, Orelia.

The report has been prepared in accordance with the WA Planning Commission's (WAPC) Transport Impact Assessment Guidelines (Volume 3 – Subdivision and Volume 4 – Individual Developments). The required level of assessment is Traffic Statement, although further detail is provided as the development is close to the upper limit of moderate impact.

### 1.1 Report Structure

The report is structured as required by the Transport Impact Assessment Guidelines, with the following Sections:

- ▶ Proposed development;
- ▶ Vehicle access and parking;
- ▶ Provision for service vehicles;
- ▶ Daily traffic volumes and vehicle types;
- ▶ Traffic management on frontage streets;
- ▶ Public transport access;
- ▶ Pedestrian access;
- ▶ Cycle access;
- ▶ Site specific issues;
- ▶ Safety issues.

## 2. PROPOSED DEVELOPMENT

The development site is located at Lot 503 Berthold Place in the suburb of Orelia, approximately 25km to the south of the Perth CBD and 25km to the north of Mandurah.

The site is bordered by Gilmore Avenue to the west, Berthold Street to the north and east and Handford Place to the south. The site is adjacent to Orelia Primary School, Gilmore College and the South Metropolitan TAFE Kwinana Campus, with the Kwinana Town Centre 500m to the south. The development area is shown in Figure 1 and Figure 2.

Figure 1 – Development Site Context

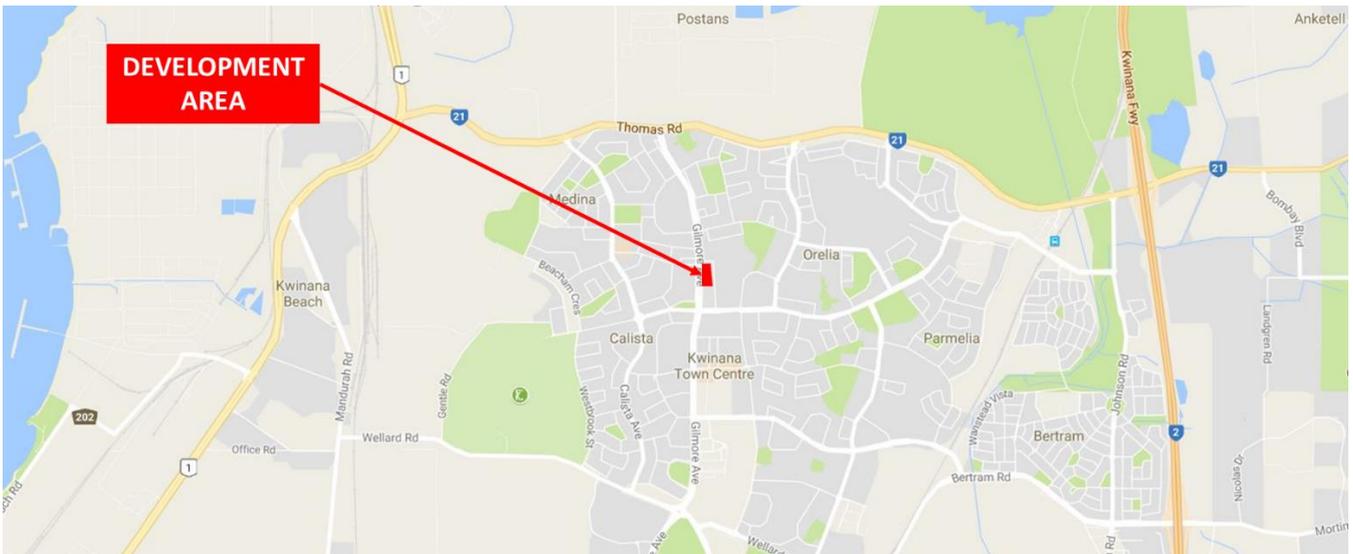
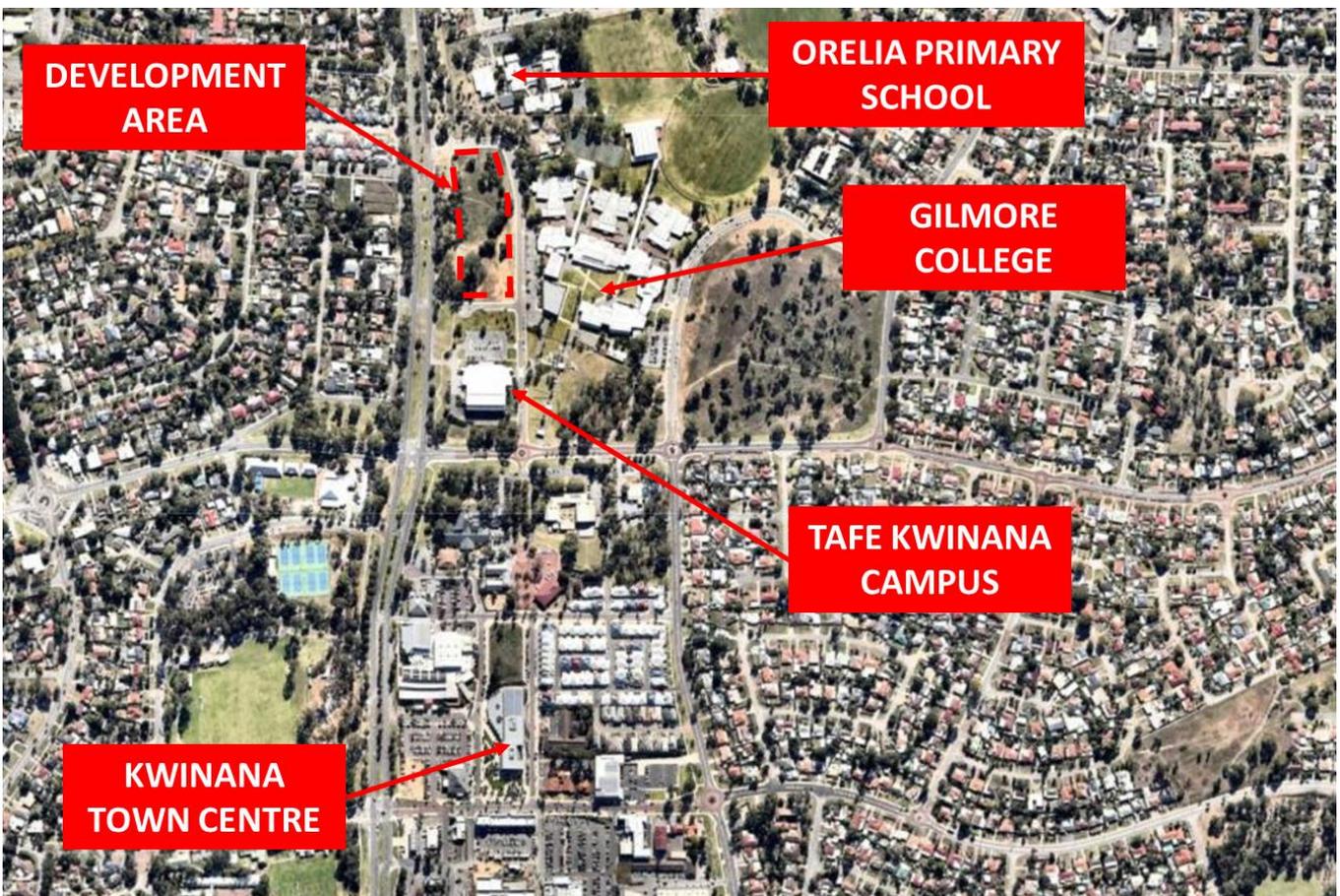
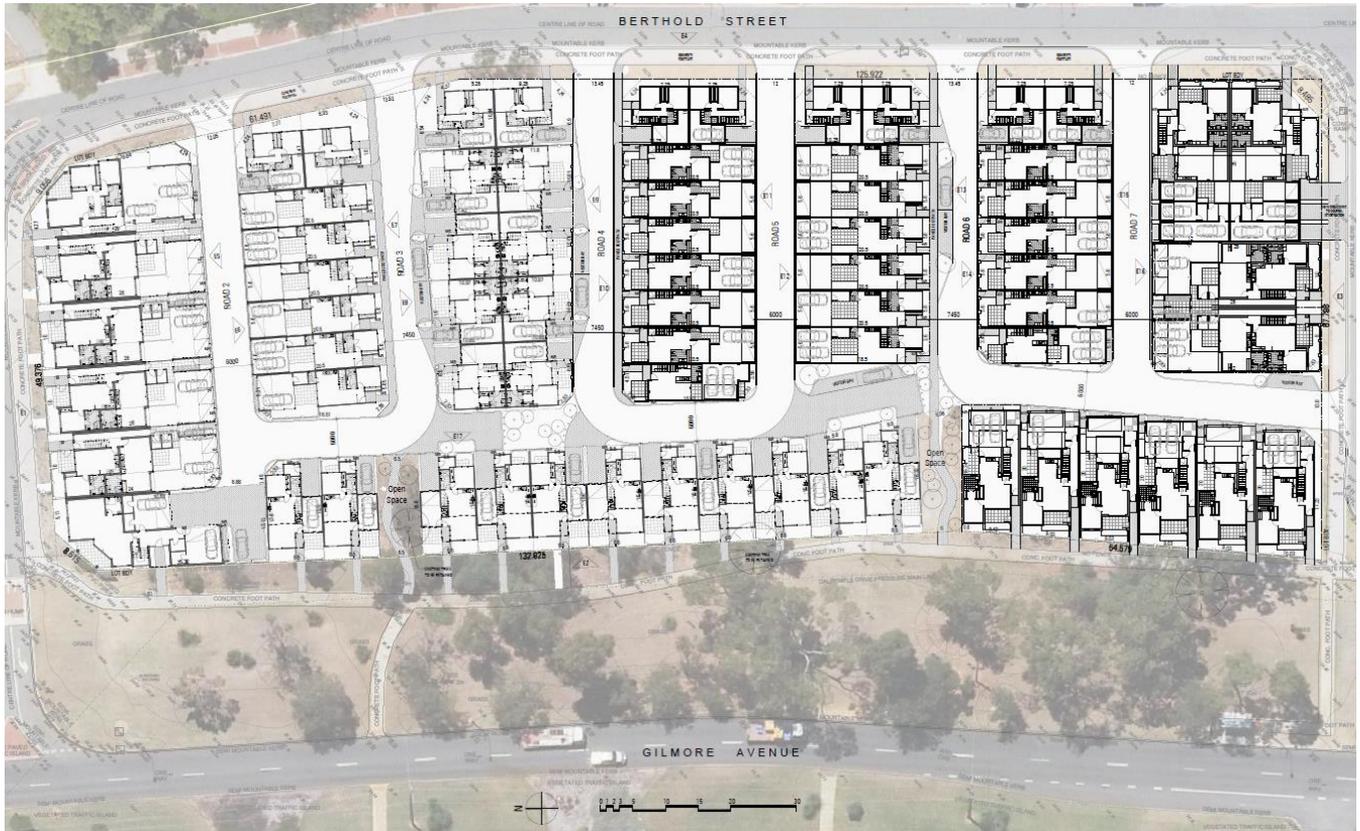


Figure 2 – Development Site within Orelia



The site is currently vacant. The development proposal, shown in Figure 3 is for 43 multiple dwellings and 54 grouped dwellings (for a total of 97 dwellings), serviced by 6 new roads.

Figure 3 – Proposed Development (source: Zuideveld Marchant Hur)



## 3. VEHICLE ACCESS AND PARKING

### 3.1 Vehicle Access

All vehicle access to the development is via Berthold Street or Handford Place (itself accessed via Berthold Street), as shown in Figure 4.

The development proposes six internal roads, each 5.4m in width (6m including kerbing). Roads 3, 4 and 5 are the private 'front door' streets, within proposed reserves of 7.45 m. These roads each incorporate two embayed visitor parking bays where the road width reduces to 3.1m, suitable for a single direction of travel at a time. Roads 2, 5 and 7 are rear laneways, proposed within 6m reserves.

No road is proposed to service more than 20 dwellings, to keep traffic volumes low. To discourage speeding, the longest road section is approximately 70m, with typical road lengths of 30m and 55m.

Five new intersections (as indicated on Figure 4) are proposed along Berthold Street, at intersection spacings of 27m. A single new intersection is proposed at Handford Place.

### 3.2 Parking

Parking bays for the proposed multiple and grouped dwellings will be provided within garages and driveways. All proposed dwellings will be within 90m of the high frequency bus route 549, which has a 10 minute frequency in peak periods, and a 15 minute frequency at other times during the day (see Section 7). All dwellings are therefore in R-Codes Location A for the purposes of grouped dwelling and multiple dwelling parking requirements.

A total of 9 on-street visitor bays are proposed, as shown in Figure 4. In addition, there are four embayed on-street bays along the southern side of Handford Place, 28 embayed on-street bays along the eastern side of Berthold Street (north of Handford Place) and a further 14 embayed on-street bays along the eastern side of Berthold Street between Handford Place and Sulphur Road. The on-street bays along Handford Place and Berthold Street are for school and TAFE drop-offs and pick-ups, and are not subject to any parking fee or time restriction. Outside of school start and finish times, the bays along Berthold Place and Handford Place are unoccupied.

The visitor parking requirement for 97 dwellings is 24 bays (based on one visitor bay for every 4 dwellings), leaving a shortfall of 15 visitor bays within the development. The 32 existing embayed parking bays along the frontage at Berthold Street and Handford Place (shown in Figure 5), and further 14 bays along Berthold Street to the south of the development are vacant 95% of the time during school days and 100% on non-school days. The bays are approximately 70m from the dwellings along the western boundary of the development site, and considerably closer for most other dwellings. The surrounding on-street parking is therefore more than sufficient to address the shortfall of visitor parking bays within the development site, as permitted by the R-Codes.

Figure 4 – Proposed Road Network and on-street Visitor Parking

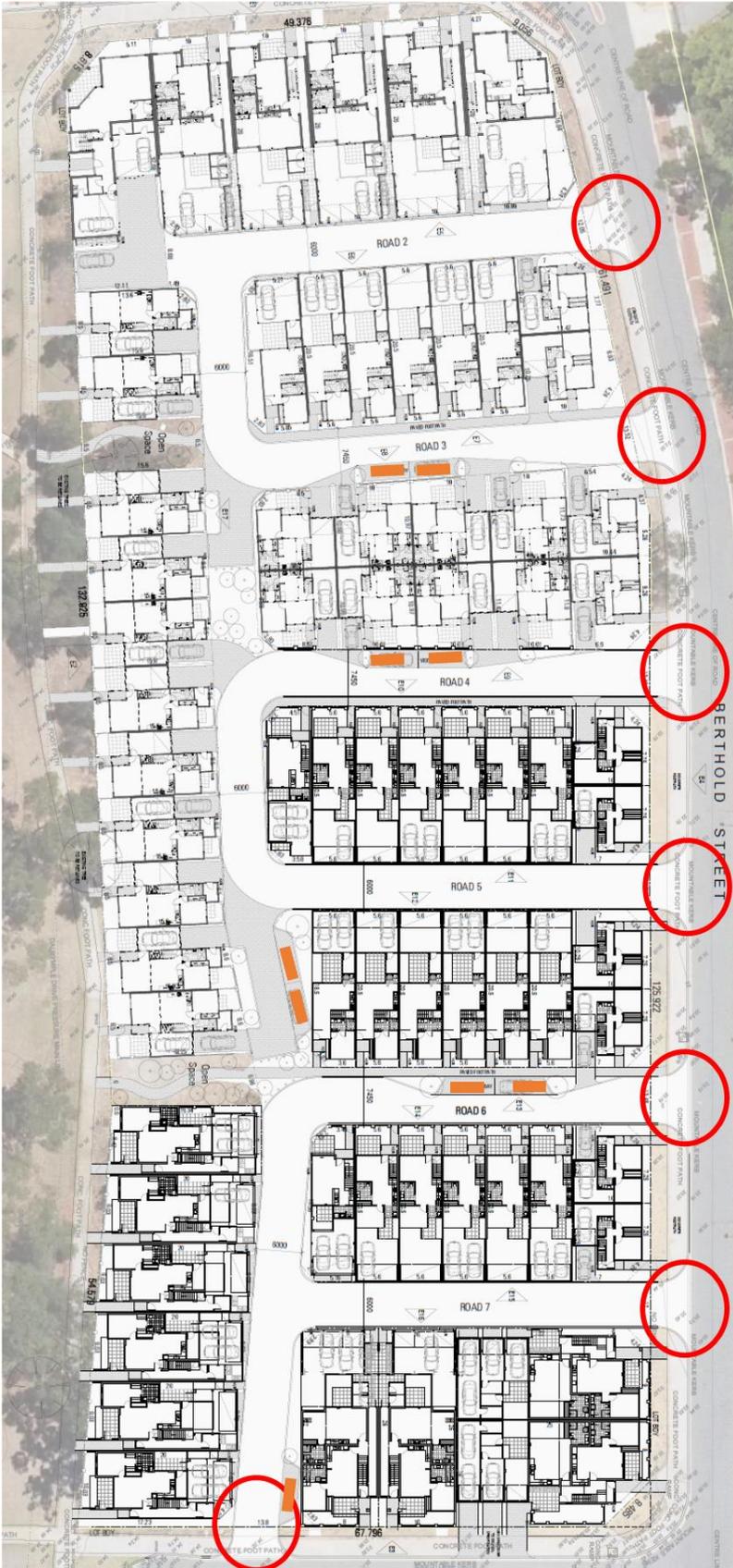


Figure 5 – Existing Embayed Parking on Development Frontage Streets



#### 4. PROVISION FOR SERVICE VEHICLES

The internal road network has been designed to accommodate the turning movements of a 9.5m refuse collection vehicle. A 9.5m design vehicle would also account for emergency vehicles, most home moving trucks, domestic delivery trucks and vehicles associated with home construction.

## 5. DAILY TRAFFIC VOLUMES & VEHICLE TYPES

Peak hour trip rates of 0.8 vehicle trips per dwelling have been sourced from the WAPC’s Transport Impact Assessment Guidelines (Volume 5 – Technical Guidance). These rates are based on the Perth and Regions Travel Survey (PARTS) for a range of dwelling types.

Based on a maximum of 97 dwellings, the development is forecast to generate 78 trips in each of the AM and PM peak hours, with approximately 780 vehicle trips over an entire day. The peak hour distributional split (sourced from Volume 5 – Technical Guidance) is shown in Table 1.

Table 1 – Peak Hour Trips Distribution

Land Use	AM Peak IN (25%)	AM Peak OUT (75%)	PM Peak IN (67%)	PM Peak OUT (33%)
97 dwellings	20	58	52	26

As no road serves more than 20 dwellings, the maximum traffic on the internal roads is limited to 16 vehicles in each peak hour (equivalent to one vehicle every 3 minutes and 45 seconds), with a maximum daily volume of 160 vehicles per day (vpd).

The following assumptions have been made about travel to and from the site:

- ▶ 50% Gilmore Avenue north (for travel to Perth, Fremantle, Kwinana Freeway);
- ▶ 35% Gilmore Avenue south (for travel to Rockingham, Kwinana Town Centre); and
- ▶ 15% Sulphur Road east (for travel to Kwinana Train Station, alternative access to Kwinana Freeway).

The additional traffic forecast to travel through intersections adjacent to the development site is shown in Figure 6 (AM peak hour) and Figure 7 (PM peak hour).

Figure 6 – Additional Traffic Through Adjacent Intersections – AM Peak Hour

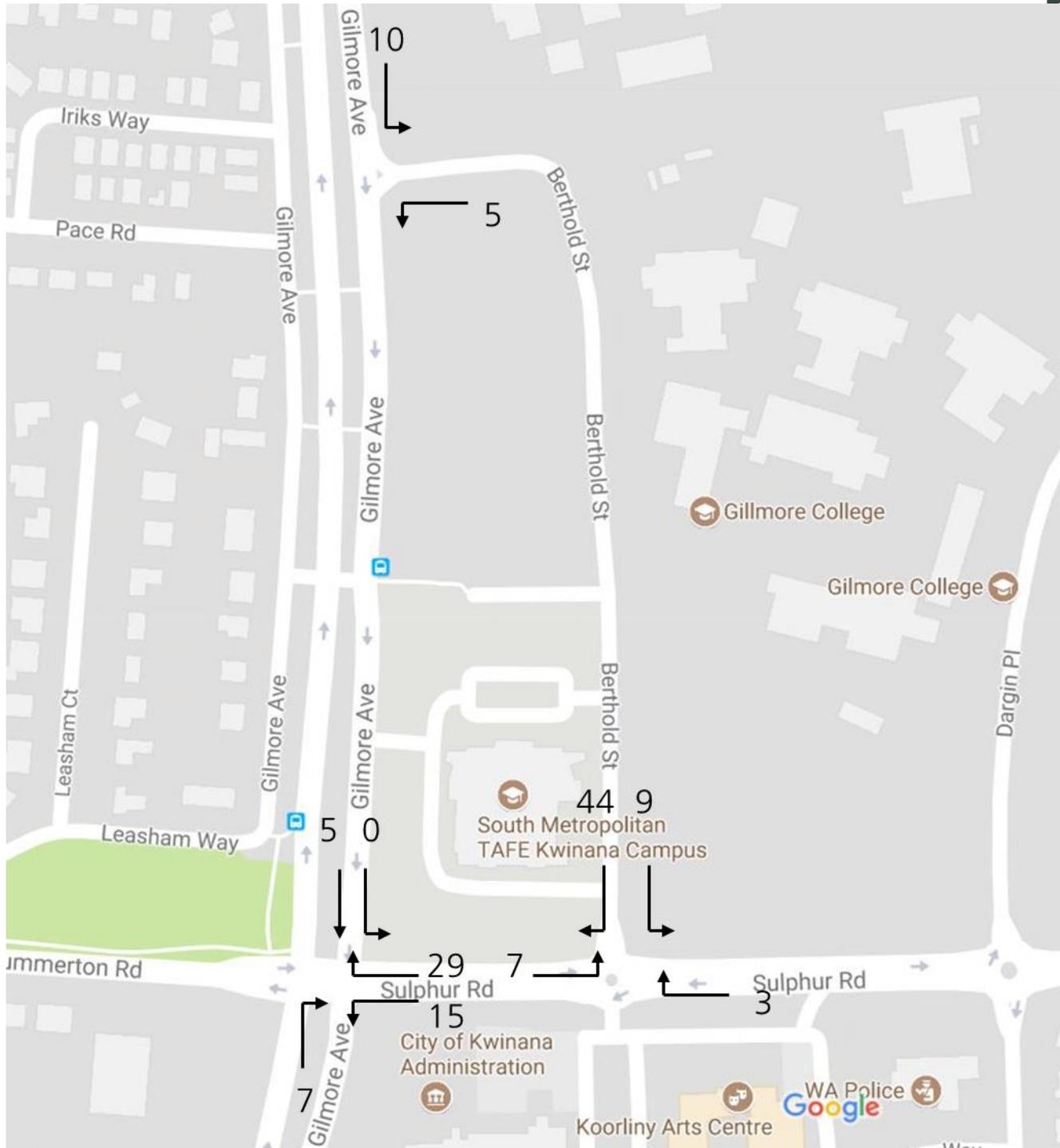
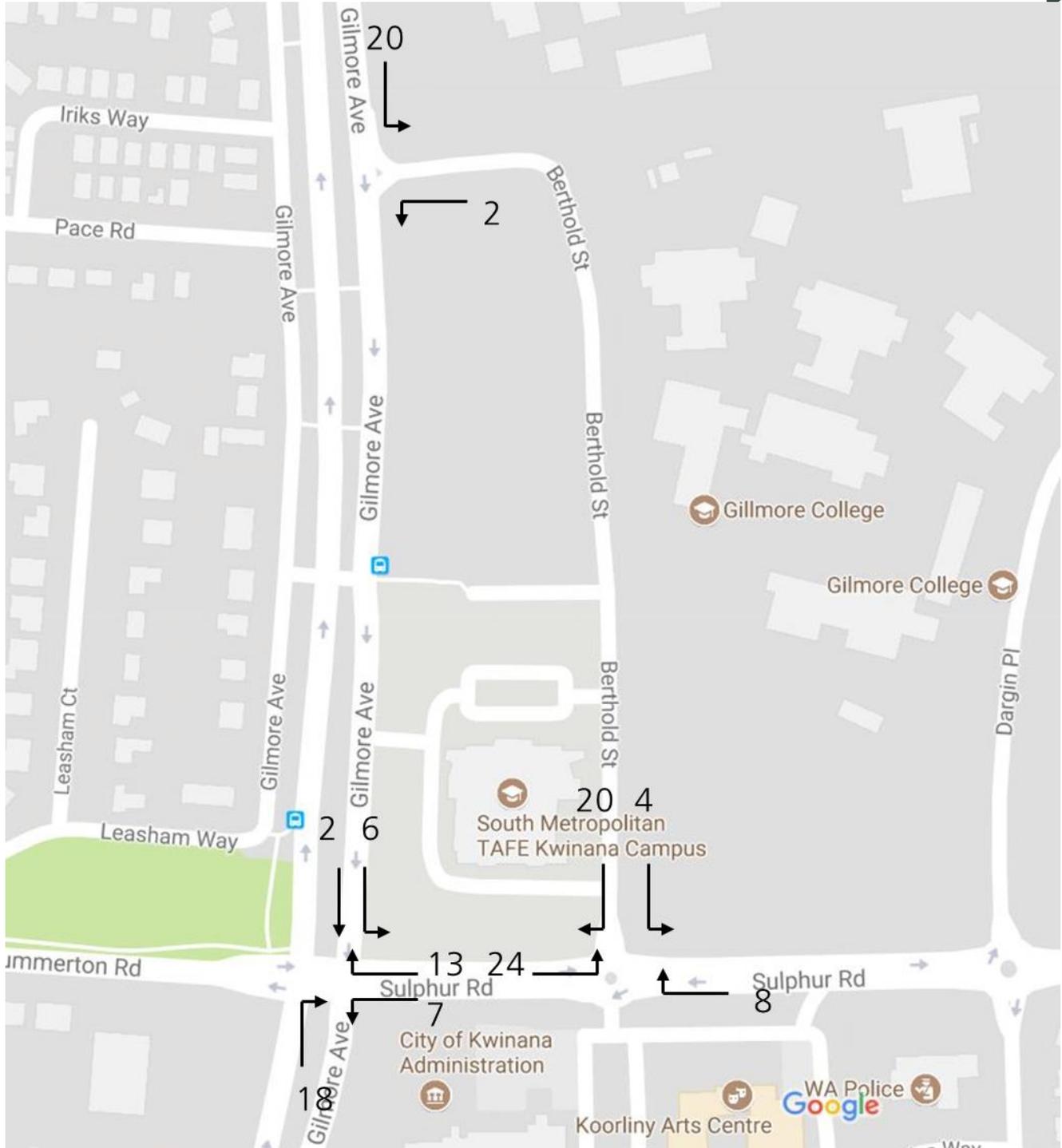


Figure 7 – Additional Traffic Through Adjacent Intersections – PM Peak Hour



## 6. TRAFFIC MANAGEMENT ON FRONTAGE STREETS

### 6.1 Frontage Streets

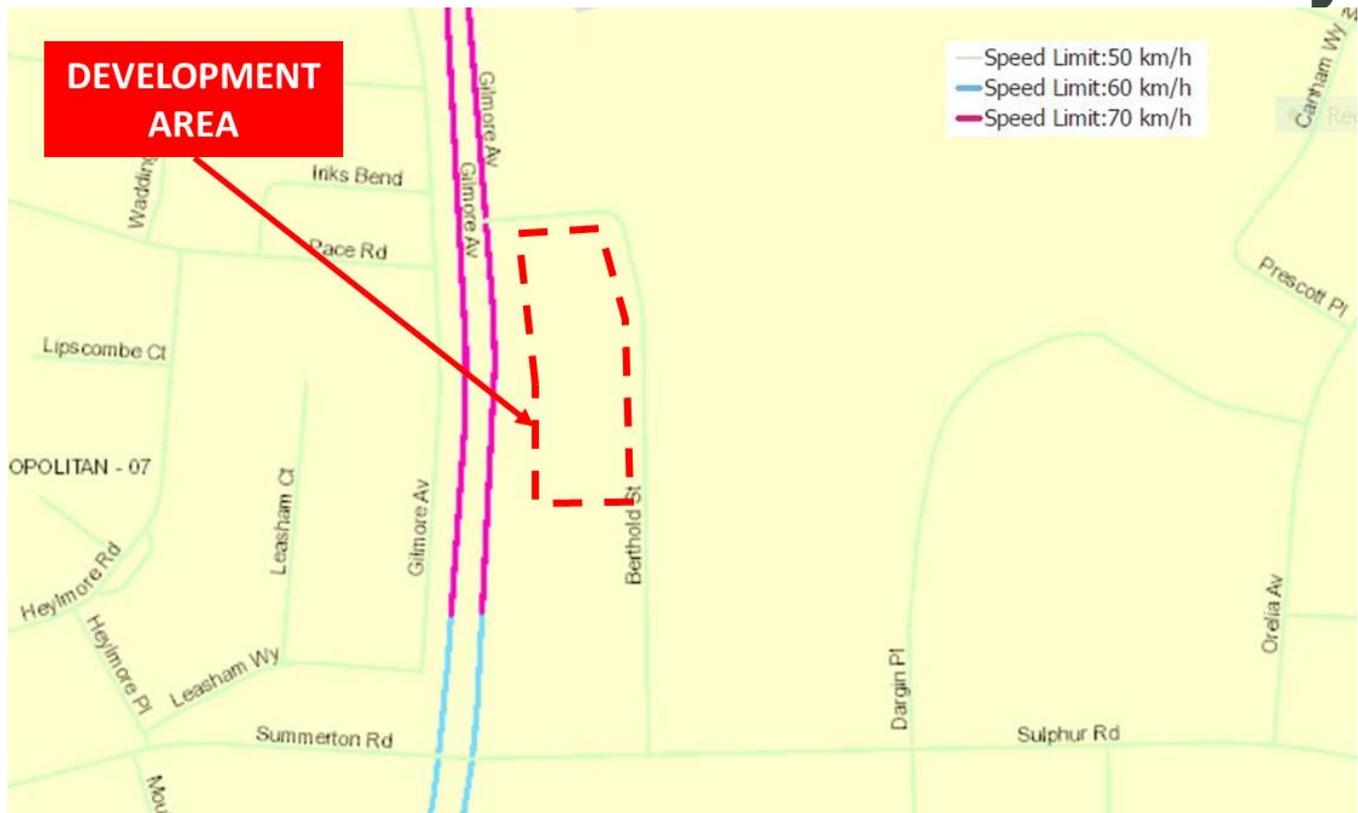
The site is bordered by Gilmore Avenue to the west, Berthold Street to the north and east and Handford Place to the south. Sulphur Road intersects with Berthold Street 180m to the south of the site.

The road hierarchy surrounding the development site is shown in Figure 8 and the speed zoning is shown in Figure 9.

Figure 8 – Road Hierarchy Surrounding Development Site (source: MRWA)



Figure 9 – Speed Zoning Surrounding Development Site (source: MRWA)



Berthold Street is classified as an Access Street, and provides a connection between Gilmore Avenue and Sulphur Road. It is constructed to a width of 6.5m, with a single lane of travel in each direction. Embayed on-street parking is provided along the northern/eastern side of the street. The posted speed limit is 50 kph, however Berthold Street is within a school zone, with a 40kph speed limit in place between 7:30 and 9:00 AM and 2:30 and 4:00 PM school days. Berthold Street has three raised plateau speed control devices, although all are located outside of the development site frontage. There is a 2.5m shared path along the west side of Berthold St and a 2m path along the east side.

Handford Place is a cul-de-sac, classified as an Access Street. It is constructed to a width of 6m, with a single lane of travel in each direction. Four embayed on-street parking bays are provided along the southern side of the street. The posted speed limit is 50 kph, however Handford Place is within a school zone, with a 40kph speed limit in place between 7:30 and 9:00 AM and 2:30 and 4:00 PM school days. There is a 2m shared path along the northern side of Handford Place.

Gilmore Avenue is classified as a Distributor A road, and is constructed as a dual carriageway, with two lanes in each direction. The posted speed limit is 70 kph past the development site, although this reduces to 60 kph just north of the intersection with Sulphur Road. The most recent traffic count for Gilmore Avenue, collected in September 2014 at a site just south of Thomas Road, reveals Gilmore Avenue carries approximately 11,700 vpd.

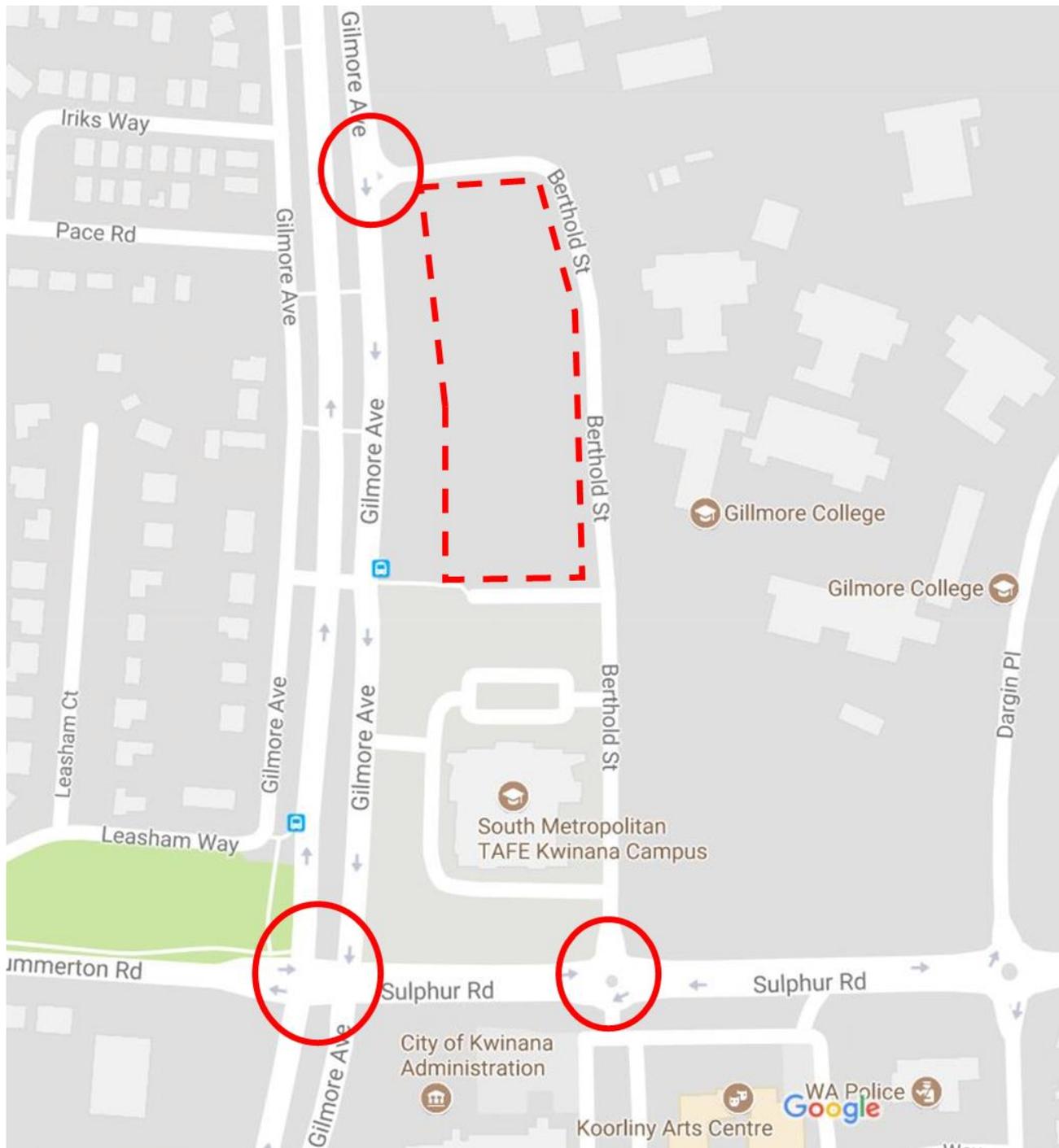
Sulphur Road is a Local Distributor Road, with 3.5m lanes separated by a 2m wide median. The posted speed limit is 50 kph, however Sulphur Road is within a school zone, with a 40kph speed limit in place between 7:30 and 9:00 AM and 2:30 and 4:00 PM school days. There is a 2.5m shared path along the northern side of Sulphur Road.

## 6.2 Surrounding Intersections

There are 3 intersections which will be impacted by development traffic, identified in Figure 10. These are:

- ▶ Gilmore Avenue / Berthold Street – left in left out only;
- ▶ Gilmore Avenue / Sulphur Road – four-way signalised intersection;
- ▶ Sulphur Road / Berthold Street – roundabout control.

Figure 10 – Intersections Surrounding Development Site



Peak hour traffic counts were undertaken on Wednesday June 21<sup>st</sup> at all 3 intersections. The traffic counts were undertaken between 7:00 AM and 9:00 AM and between 4:30 and 6:00 PM. The actual road network PM peak was found to occur between 2:40 and 3:40 PM, coinciding with school finish times. As the development will generate very little traffic at this time, the second road network peak, between 4:30 and 5:30 PM, was selected as the basis for

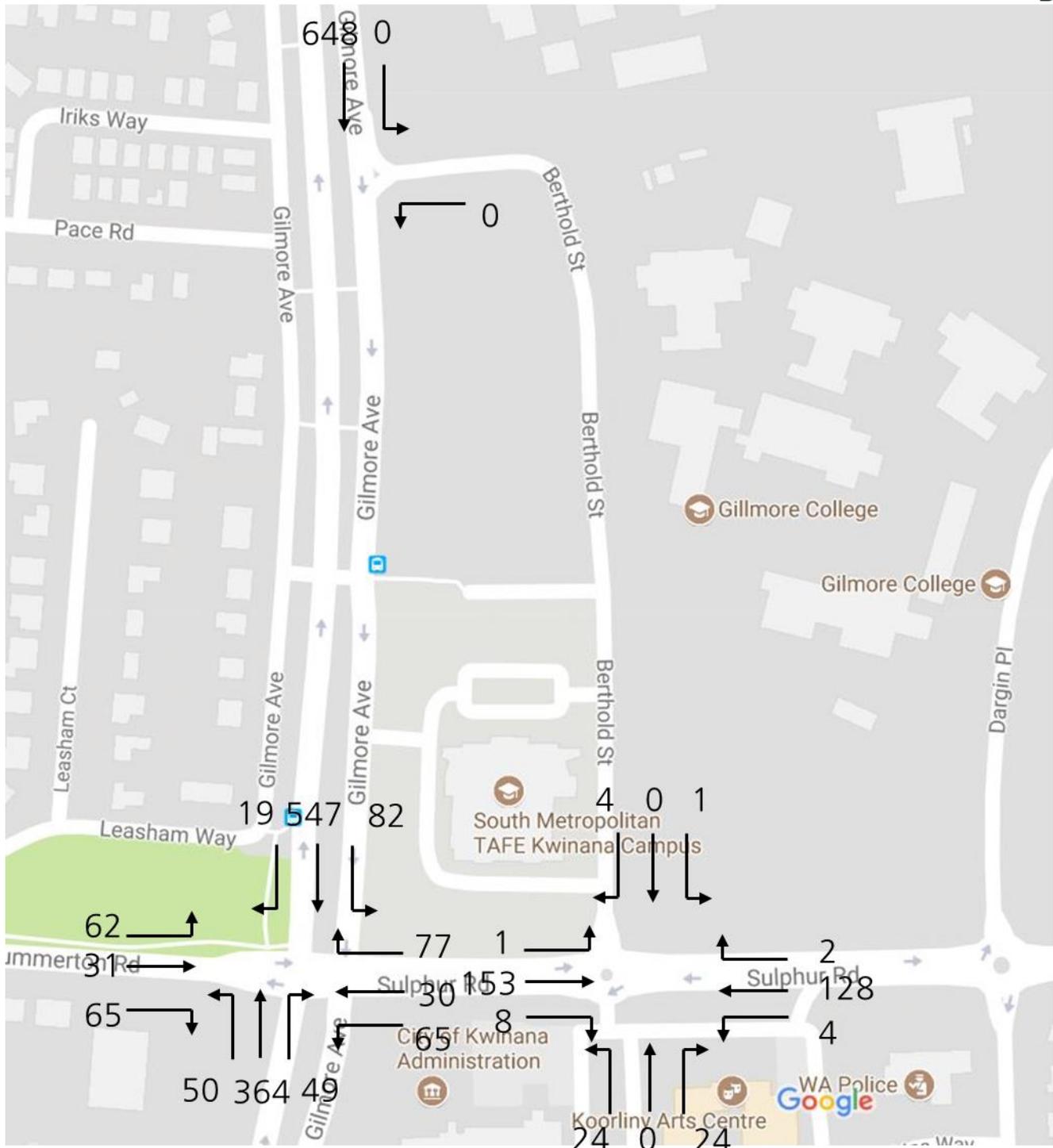
assessment. Signal phase timings for the intersection of Gilmore Ave and Sulphur Road were provided by MRWA in idm file format.

The existing peak hour traffic volumes through each of the surrounding intersections are shown in Figure 11 and Figure 12.

Figure 11 – Existing Traffic Through Adjacent Intersections – AM Peak Hour Wednesday June 21<sup>st</sup> 2017



Figure 12 – Existing Traffic Through Adjacent Intersections – PM Peak Hour Wednesday June 21<sup>st</sup> 2017



### 6.2.1 Intersection Performance

SIDRA Intersection 7.0 has been used to assess the existing peak hour performance of the 3 surrounding intersections. The AM peak hour results are summarised in Table 2 while the PM peak hour results are summarised in Table 3. The intersection analysis shows that the intersections of Berthold Street with Gilmore Avenue (left in left out) and Sulphur Road (roundabout control) are currently operating at a level of service A in both peak periods while the signalised intersection of Gilmore Avenue and Sulphur Road is currently operating at a level of service C in both the AM and PM peak period.

Table 2 – SIDRA Predicted Existing Intersection Performance – AM Peak

Approach	Turn	Level of Service	Delay (s)	95 <sup>th</sup> % Back of Queue (m)
Gilmore Ave / Berthold St (Left in Left out)		A	0.8	-
Gilmore Ave north	Left	A	5.6	0
	Through	A	0.0	0
Berthold St east	Left	A	6.2	0.6
Berthold St / Sulphur Rd (Roundabout)		A	4.6	-
Berthold St north	Left	A	4.8	0.7
	Through	A	5.1	0.7
	Right	A	9.7	0.7
Sulphur Rd east	Left	A	4.0	6.7
	Through	A	4.2	6.7
	Right	A	8.8	6.7
Administration access road (south)	Left	A	5.0	0.5
	Through	A	5.2	0.5
	Right	A	9.8	0.5
Sulphur Rd west	Left	A	4.0	6.1
	Through	A	4.2	6.1
	Right	A	8.8	6.1
Gilmore Ave / Sulphur Rd (Traffic signals)		C	24.2	
Gilmore Ave north	Left	C	25.5	37.0
	Through	B	19.9	37.5
	Right	C	27.8	4.5
Sulphur Rd east	Left	C	28.6	26.4
	Through	C	25.6	26.8
	Right	C	30.2	26.8
Gilmore Ave south	Left	C	26.0	45.4
	Through	C	20.4	46.0
	Right	C	30.1	33.1
Summerton Rd west	Left	C	27.6	13.4
	Through	C	24.8	16.6
	Right	C	30.4	16.6

Table 3 – SIDRA Predicted Existing Intersection Performance – PM Peak

Approach	Turn	Level of Service	Delay (s)	95 <sup>th</sup> % Back of Queue (m)
Gilmore Ave / Berthold St (Left in Left out)		A	0.1	
Gilmore Ave north	Left	A	5.6	0
	Through	A	0.0	0
Berthold St east	Left	A	6.7	0
Berthold St / Sulphur Rd (Roundabout)		A	4.8	-
Berthold St north	Left	A	4.7	0.2
	Through	A	4.9	0.2
	Left	A	9.5	0.2
Sulphur Rd east	Left	A	3.9	3.3
	Through	A	4.2	3.3
	Left	A	8.8	3.3
Administration access road	Left	A	4.5	1.4
	Through	A	4.7	1.4
	Left	A	9.4	1.4
Sulphur Rd west	Left	A	4.0	4.4
	Through	A	4.2	4.4
	Left	A	8.9	4.4
Gilmore Ave / Sulphur Rd (Traffic signals)		C	21.3	-
Gilmore Ave north	Left	C	23.7	59.7
	Through	B	18.1	60.5
	Right	C	29.1	3.8
Sulphur Rd east	Left	C	29.0	13.2
	Through	C	25.0	23.1
	Right	C	30.6	23.1
Gilmore Ave south	Left	C	22.4	36.5
	Through	B	16.8	36.9
	Right	C	29.8	10.0
Summerton Rd west	Left	C	29.0	12.5
	Through	C	24.7	20.5
	Right	C	30.3	20.5

SIDRA Intersection 7.0 has also been used to predict the intersection performance once the development traffic has been included. Forecast peak hour development volumes (see Figure 6 and Figure 7) were added to the existing traffic volumes with all SIDRA parameters maintained at existing values.

The AM peak hour results are summarised in Table 4 while the PM peak hour results are summarised in Table 5. The intersection analysis shows that the intersections of Berthold Street with Gilmore Avenue (left in left out) and Sulphur Road (roundabout control) would maintain a level of service A in both peak periods while the signalised intersection of Gilmore Avenue and Sulphur Road would continue to operate at a level of service C in both the AM and PM peak period. Average intersection delays would increase by half a second at most, which would be imperceptible to road users.

Table 4 – SIDRA Predicted Intersection Performance with Development – AM Peak

Approach	Turn	Level of Service	Delay (s)	95 <sup>th</sup> % Back of Queue (m)
Gilmore Ave / Berthold St (Left in Left out)				
Gilmore Ave north	Left	A	5.6	0
	Through	A	0.0	0
Berthold St east	Left	A	6.2	0.7
Berthold St / Sulphur Rd (Roundabout)				
Berthold St north	Left	A	4.9	2.4
	Through	A	5.4	2.4
	Right	A	10.0	2.4
Sulphur Rd east	Left	A	4.2	7.9
	Through	A	4.4	7.9
	Right	A	9.1	7.9
Administration access road (south)	Left	A	5.2	0.6
	Through	A	5.4	0.6
	Right	A	10.0	0.6
Sulphur Rd west	Left	A	4.0	6.6
	Through	A	4.2	6.6
	Right	A	8.8	6.6
Gilmore Ave / Sulphur Rd (Traffic signals)				
Gilmore Ave north	Left	C	25.5	37.6
	Through	B	19.9	38.1
	Right	C	27.8	4.5
Sulphur Rd east	Left	C	28.9	29.8
	Through	C	25.3	34.0
	Right	C	30.9	34.0
Gilmore Ave south	Left	C	26.0	45.4
	Through	C	20.4	46.0

Approach	Turn	Level of Service	Delay (s)	95 <sup>th</sup> % Back of Queue (m)
	Right	C	30.2	34.8
	Left	C	27.6	13.4
Summerton Rd west	Through	C	24.9	16.7
	Right	C	30.5	16.7

Table 5 – SIDRA Predicted Intersection Performance with Development – PM Peak

Approach	Turn	Level of Service	Delay (s)	95 <sup>th</sup> % Back of Queue (m)
Gilmore Ave / Berthold St (Left in Left out)		A	0.3	
Gilmore Ave north	Left	A	5.6	0
	Through	A	0.0	0
Berthold St east	Left	A	6.7	0.2
Berthold St / Sulphur Rd (Roundabout)		A	5.1	-
	Left	A	4.7	0.9
Berthold St north	Through	A	5.0	0.9
	Left	A	9.6	0.9
Sulphur Rd east	Left	A	4.0	3.9
	Through	A	4.9	3.9
	Left	A	9.5	3.9
Administration access road	Left	A	4.6	1.5
	Through	A	4.9	1.5
	Left	A	9.5	1.5
Sulphur Rd west	Left	A	4.0	5.1
	Through	A	4.3	5.1
	Left	A	8.9	5.1
Gilmore Ave / Sulphur Rd (Traffic signals)		C	21.6	-
	Left	C	23.8	60.5
Gilmore Ave north	Through	B	18.2	61.5
	Right	C	29.1	3.8
Sulphur Rd east	Left	C	29.2	14.7
	Through	C	25.3	26.2
	Right	C	30.9	26.2
Gilmore Ave south	Left	C	22.4	36.5
	Through	B	16.8	36.9



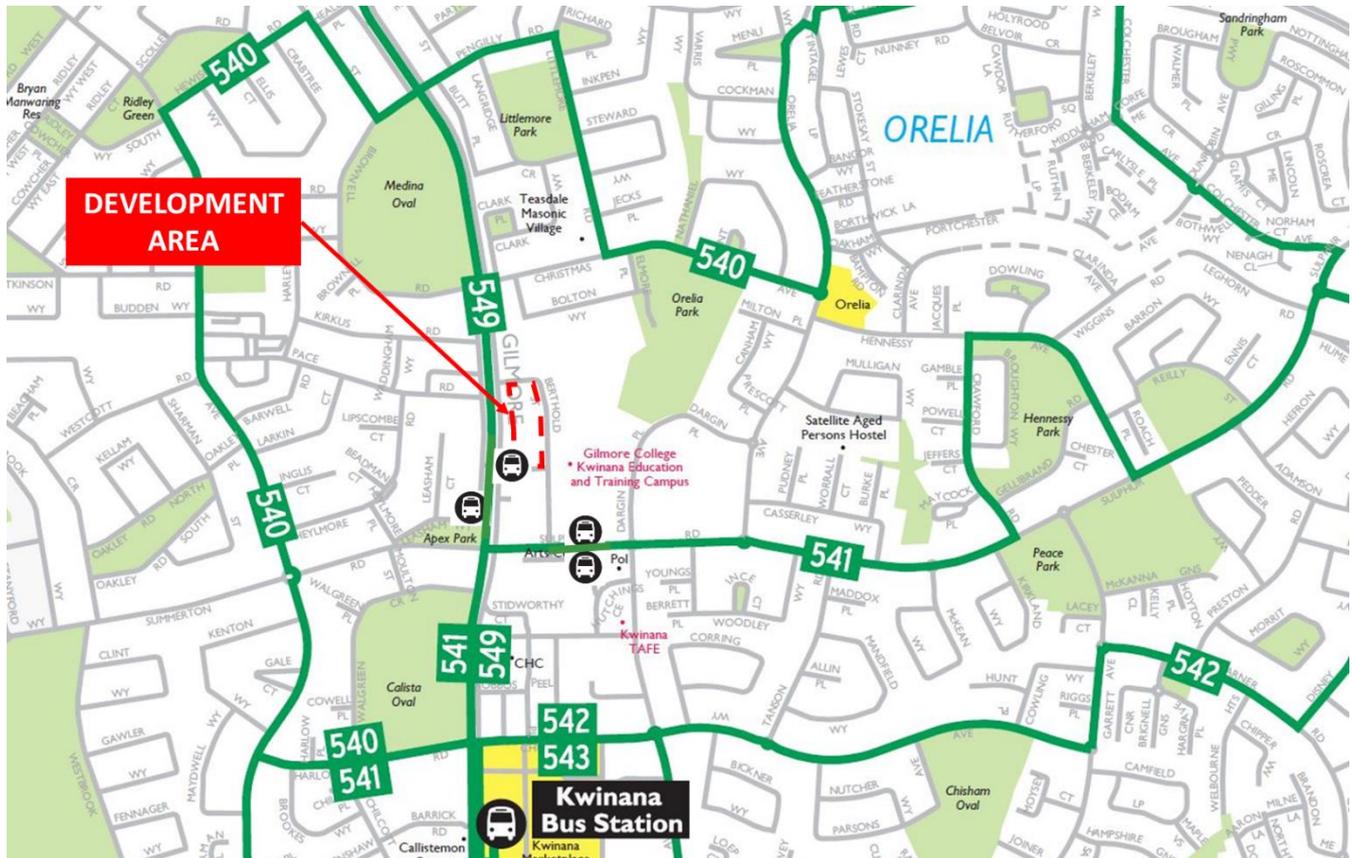
Approach	Turn	Level of Service	Delay (s)	95 <sup>th</sup> % Back of Queue (m)
Summerton Rd west	Right	C	30.1	13.9
	Left	C	29.0	12.5
	Through	C	25.6	20.8
	Right	C	31.2	20.8

## 7. PUBLIC TRANSPORT ACCESS

The development site is well located for access to public transport. The Kwinana Train Station is located 3km to the west along Sulphur Road, the Kwinana Bus Station is 900m to the south along Gilmore Avenue, and Wellard Train Station is 3km to the south, also along Gilmore Avenue.

The development site is serviced by bus routes 549 and 541, with 4 bus stops within a 400m walking distance, as shown in Figure 13.

Figure 13 – Adjacent Bus Routes and Bus Stops (source: Transperth)



Route 549 is a limited stops service between Fremantle and Rockingham which passes the site along Gilmore Avenue. The southbound bus stop (for services to Rockingham) is located in line with Handford Place, within a 140m walking distance of the development site's centre. The northbound bus stop (for services to Fremantle) is located on Gilmore Road approximately 80m north of Sulphur Road, within a 300m walking distance of the development's centre.

Route 541 is a service between Kwinana and Wellard Train Stations which passes the site to the south, along Sulphur Road. The westbound bus stop (to Wellard) and the eastbound bus stop (to Kwinana) are both located approximately 65m to the east of Berthold Street, within a 400m walking distance from the centre of the development site (along Berthold Street and Sulphur Road).

Details of the frequencies of each bus route is provided in Table 6.

Table 6 – Bus Frequency and Service Numbers

Route	Direction	Weekday Summary		Saturday Summary	Sunday/ Public Holiday Summary
		No. Services	AM/ PM Peak Frequency		
549	To Fremantle	56	Every 10 mins	34 services, every half hour	33 services, every half hour
	To Rockingham	60	Every 10 mins	34 services, every half hour	32 services, every half hour
541	To Kwinana Train Station	27	Every 20 mins	13 services, every hour	6 services, every 2 hours
	To Wellard Station	25	Every 20 mins	13 services, every hour	6 services, every 2 hours



## 9. CYCLE ACCESS

### 9.1 Development Proposals

While there are no shared paths proposed within the development (they are not required due to the low traffic volumes and low travel speeds), there are 2 connections to the external shared path network, through the public open space adjacent to Road 3 and Road 6. Every dwelling fronting onto a shared path will have their own connection to the path.

### 9.2 Cycle Facilities External to Development

The site is surrounded by an extensive network of shared paths, as shown in Figure 14 and discussed in Section 8.2. From the shared path network surrounding the development site, cyclists can access the Principal Shared Path (PSP) along the western side of the Kwinana Freeway (via Gilmore Avenue and Thomas Road shared paths) and also Perth Bicycle Network (PBN) route SW34 from Wellard to South Lake.

## 10. SITE SPECIFIC ISSUES

The development site is adjacent to Orelia Primary School, Gilmore College and the South Metropolitan TAFE Kwinana Campus. These land uses generate vehicle, pedestrian and cycle trips.

While Berthold Street is not the main access street for Orelia Primary School or Gilmore College, the embayed parking bays are utilised for drop-off and pick up at school start and finish times. Two school staff car parks and a service area are also accessed via Berthold Street.

An access to the South Metropolitan TAFE Kwinana Campus is located on the southern section of Berthold Street, approximately 40m north Sulphur Road. A second left in left out access is provided onto Gilmore Avenue, approximately 120m north of the intersection with Sulphur Road.

While the development AM peak coincides with the school start times, the development PM peak occurs at least one hour after school finish time.

Peak hour traffic volumes collected as part of this assessment reveal traffic volumes along Berthold Street are low, even during school start and finish times. Traffic generated by the development is not expected to impede school-related traffic.

In addition to the vehicles travelling to and from the school car parks and drop off/ pick up bays, school aged children travel on foot to and from the schools and the residential area to the west of Gilmore Avenue and also the bus stops along Gilmore Avenue. Some of these trips are made through the currently vacant development site.

The development proposal includes 2 connections to the Gilmore Avenue shared path which will accommodate the pedestrian trips to and from the schools and Gilmore Avenue. Pedestrians travelling through the development site will be more of an issue during the construction period.

## 11. SAFETY ISSUES

In the 5-year period ending December 31<sup>st</sup> 2016, there were no reported crashes at the intersections of Gilmore Avenue / Berthold Street, Sulphur Road / Berthold Street and Berthold Street / Handford Place. There were 13 reported crashes at the traffic signal controlled intersection between Gilmore Avenue and Sulphur Road.

There are no specific safety issues associated with the development site, outside of school aged children travelling to and from the educational facilities accessed from Berthold Street. This was addressed in Section 10.

## 12. SUMMARY AND CONCLUSIONS

The report has been prepared in accordance with the WA Planning Commission's (WAPC) Transport Impact Assessment Guidelines (Volume 3 – Subdivision and Volume 4 – Individual Developments). The required level of assessment is Traffic Statement, although further detail is provided as the development is close to the upper limit of moderate impact.

Based on a maximum of 97 dwellings, the development is forecast to generate 78 trips in each of the AM and PM peak hours, with approximately 780 vehicle trips over an entire day.

The intersection analysis predicts that the development traffic will have very little impact on existing intersection operation, with average intersection delays forecast to increase by half a second at most, which would be imperceptible to road users. The intersections of Berthold Street with Gilmore Avenue (left in left out) and Sulphur Road (roundabout control) would maintain a level of service A in both peak periods while the signalised intersection of Gilmore Avenue and Sulphur Road would continue to operate at a level of service C in both the AM and PM peak period.

The development site is adjacent to 2 schools and a TAFE, however these land uses do not attract large volumes of traffic to Berthold Street, and most activity is restricted to school start and finish times. While the development AM peak coincides with the school start times, the development PM peak occurs at least one hour after school finish time.

The internal road network has been designed to accommodate the turning movements of a 9.5m refuse collection vehicle. A 9.5m design vehicle would also account for emergency vehicles, most home moving trucks, domestic delivery trucks and vehicles associated with home construction.

The surrounding on-street parking is more than sufficient to address the shortfall of visitor parking bays within the development site.

The proposed internal pedestrian network includes 1.2m wide footpaths on Roads 3, 4 and 6. There are 2 path connections to the external shared path network through the public open space adjacent to Road 3 and Road 6. Every dwelling fronting onto a shared path will have their own connection to the path.

The development site is well located for access to public transport, with 2 bus routes accessible within a 400m walking distance. The Kwinana Train Station (with park and ride and bicycle parking facilities) is located only 3km to the east of the site.

## 16 Reports – Civic Leadership

### 16.1 Council and Committee Meeting Dates for 2018

#### SUMMARY:

In accordance with the Local Government Act 1995 and Council's Standing Orders Local Law, Council is required to resolve each year the days and times when Ordinary and Committee meetings will be held. Meeting dates, including the time and location, are then advertised to provide the Kwinana community and its stakeholders with the opportunity to attend a meeting should they wish to.

It is a requirement of the Local Government Act 1995 to advertise the meetings that are open to the public in the next 12 months, at least once a year.

#### OFFICER RECOMMENDATION:

That Council:

1. Approve the schedule of the Ordinary Council Meeting dates and commencement times for 2018, with each meeting being held in the Council Chambers, as follows:

Date	Location	Commencement Time
17 January 2018	Council Chambers	7:00pm
14 February 2018	Council Chambers	7:00pm
28 February 2018	Council Chambers	7:00pm
14 March 2018	Council Chambers	7:00pm
28 March 2018	Council Chambers	7:00pm
11 April 2018	Council Chambers	7:00pm
25 April 2018	Council Chambers	7:00pm
9 May 2018	Council Chambers	7:00pm
23 May 2018	Council Chambers	7:00pm
13 June 2018	Council Chambers	7:00pm
27 June 2018	Council Chambers	7:00pm
11 July 2018	Council Chambers	7:00pm
25 July 2018	Council Chambers	7:00pm
8 August 2018	Council Chambers	7:00pm
22 August 2018	Council Chambers	7:00pm
12 September 2018	Council Chambers	7:00pm
26 September 2018	Council Chambers	7:00pm
10 October 2018	Council Chambers	7:00pm
24 October 2018	Council Chambers	7:00pm
14 November 2018	Council Chambers	7:00pm
28 November 2018	Council Chambers	7:00pm
12 December 2018	Council Chambers	7:00pm

**16.1 COUNCIL AND COMMITTEE MEETING DATES FOR 2018**

2. Approve the schedule of the Committee Meeting dates for 2018, with each meeting being held in the Council Chambers and commencing at 5:30pm, as follows:

Audit Committee

19 March 2018

18 June 2018

27 August 2018

19 November 2018

Executive Appraisal Committee

9 April 2018

14 May 2018

18 June 2018

**DISCUSSION:**

Each year Council is required to consider the timing of the Council and Committee Meeting dates for the following year. These dates must be advertised in accordance with Section 5.25(1)(g) of the Local Government Act 1995 and Regulation 12(1) of the Local Government (Administration) Regulations 1996.

Council's Standing Orders Local Law provides that each year the Council will set the meeting days and times for its Ordinary meetings.

The City of Kwinana traditionally holds Ordinary Council Meetings on the second and fourth Wednesdays of each month, except in December and January. In past years, Council has agreed to hold a single Ordinary meeting in December and January, as the rate of new development applications and items for the agenda slows during these months.

Should, for some reason, the Ordinary Council Meeting and/or Committee Meeting dates change during the year, an advertisement will be placed in local newspapers and notices will be placed on City notice boards and the website.

Agendas and Minutes for all meetings will be made available at the City's Administration Office, the Kwinana Public Library and online at [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au).

**LEGAL/POLICY IMPLICATIONS:**

Section 5.25(1)(g) of the Local Government Act 1995 states that regulations may make provision in relation to the giving of public notice of the date and agenda for Council or Committee meetings.

Regulation 12(1) of the Local Government (Administration) Regulations 1996 states:

**12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
- (a) *the ordinary council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*

**16.1 COUNCIL AND COMMITTEE MEETING DATES FOR 2018**

- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

Clause 6.2 of the Standing Orders Local Law states:

**6.2 Meeting Day and Time**

*The Council shall resolve each year the days and time when ordinary Council meetings shall be held.*

**FINANCIAL/BUDGET IMPLICATIONS:**

Cost of advertising in local papers is approximately \$600 and has been provided for in the Governance Advertising and Promotions budget.

**ASSET MANAGEMENT IMPLICATIONS:**

No asset management implications have been identified as a result of this report or recommendation.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications have been identified as a result of this report or recommendation.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following objectives and strategies detailed in the Corporate Business Plan.

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Corporate Business Plan 2016-2021	5.1 An Active and engaged Local Government, focussed on achieving the community's vision	5.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision

**RISK IMPLICATIONS:**

Risk Event	If Council does not set these dates then any meeting held after the last Ordinary meeting as previously approved, would be in contravention of the Local Government Act 1995 and the Standing Orders Local Law.
Risk Theme	Failure to fulfil statutory regs or compliance requirements

## 16.1 COUNCIL AND COMMITTEE MEETING DATES FOR 2018

Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	City Officers have prepared a Council Report, to ensure the City sets, approves and advertises Council and Committee Meeting dates as required by the Local Government Act 1995 and the Standing Orders Local Law.
Rating (after treatment)	Low

**COUNCIL DECISION**

005

MOVED CR S LEE

SECONDED CR W COOPER

That Council:

1. Approve the schedule of the Ordinary Council Meeting dates and commencement times for 2018, with each meeting being held in the Council Chambers, as follows:

Date	Location	Commencement Time
17 January 2018	Council Chambers	7:00pm
14 February 2018	Council Chambers	7:00pm
28 February 2018	Council Chambers	7:00pm
14 March 2018	Council Chambers	7:00pm
28 March 2018	Council Chambers	7:00pm
11 April 2018	Council Chambers	7:00pm
24 April 2018	Council Chambers	7:00pm
9 May 2018	Council Chambers	7:00pm
23 May 2018	Council Chambers	7:00pm
13 June 2018	Council Chambers	7:00pm
27 June 2018	Council Chambers	7:00pm
11 July 2018	Council Chambers	7:00pm
25 July 2018	Council Chambers	7:00pm
8 August 2018	Council Chambers	7:00pm
22 August 2018	Council Chambers	7:00pm
12 September 2018	Council Chambers	7:00pm
26 September 2018	Council Chambers	7:00pm
10 October 2018	Council Chambers	7:00pm
24 October 2018	Council Chambers	7:00pm
14 November 2018	Council Chambers	7:00pm
28 November 2018	Council Chambers	7:00pm
12 December 2018	Council Chambers	7:00pm

16.1 COUNCIL AND COMMITTEE MEETING DATES FOR 2018

2. Approve the schedule of the Committee Meeting dates for 2018, with each meeting being held in the Council Chambers and commencing at 5:30pm, as follows:

**Audit Committee**

19 March 2018

18 June 2018

27 August 2018

19 November 2018

**Executive Appraisal Committee**

9 April 2018

14 May 2018

18 June 2018

**NOTE – That the Officer Recommendation has been amended to edit the Ordinary Council Meeting originally scheduled on 25 April 2018, due to it falling on ANZAC Day which is a Public Holiday. Council meetings are generally held on the second and fourth Wednesday of each month, due to the Public Holiday, the Officer Recommendation has been amended to now hold this meeting on Tuesday, 24 April 2018. The commencement time remains unchanged, at 7:00pm**

**CARRIED  
8/0**

## **16.2 Small Business Development Corporation-Small Business Friendly Local Government**

### **SUMMARY:**

Small business owners (and operators) create local employment, provide essential goods and services and help create attractive, liveable communities. The right mix of small business can create a sense of vibrancy and attract people to live, work and visit. The City of Kwinana can have significant influence over how attractive our area is for new and established businesses to grow. The City can play a key role in the lifecycle of a small business; most of the interactions business owners have with government is at the local level. To help build stronger, more productive relationships between small business and local government, the Small Business Development Corporation (SBDC) has developed the Small Business Friendly Local Governments initiative. The initiative aims to recognise local governments that are working to support their small businesses. A copy of the SBDC initiative documentation is provided at Attachment A.

This item recommends that the City of Kwinana sign the Charter and become a Small Business Friendly Local Government.

### **OFFICER RECOMMENDATION:**

That Council take the following action:

- 1) Participate in the Government of Western Australia Small Business Development Corporation's Small Business Friendly Local Governments initiative by becoming signatory to the Small Business Charter; and
- 2) Authorise the Mayor and CEO to sign the Small Business Development Corporation Small Business Charter as detailed in Attachment C.

### **DISCUSSION:**

Participating in the Small Business Friendly Local Governments initiative means that the City of Kwinana has committed through the Charter to work with, and support, small businesses by adopting three "standard" activities and at least three "flexible" activities. The standard activities are:

- Adopting a policy to pay invoices from small business suppliers within 30 days;
- Regularly meeting with and consulting members of the local small business community to improve our understanding of their needs;
- Introducing and promoting a timely and cost effective process to manage any disputes arising between the City of Kwinana and local small businesses.

The flexible activities for the City of Kwinana are proposed to be:

- Implementation of the Local Commercial and Activity Centre Improvement Grant Funding Policy;

## 16.2 SMALL BUSINESS DEVELOPMENT CORPORATION-SMALL BUSINESS FRIENDLY LOCAL GOVERNMENT

- Events designed to inform small businesses of various programs and initiatives available to assist with business development;
- More informative web page with information pertaining to small business.

The City will have to commit to completing a report card twice a year which informs the SBDC whether the City is meeting activities listed above as standard and flexible activities. The requirements of this program are designed not to be onerous and will not create administrative burdens on staff. A copy of the report card template is provided in Attachment B.

The Charter outlines what the City of Kwinana should agree to in order to support small business in Kwinana. The following lists the criteria for the different types of commitment listed in the Charter:

### Commitment to Small Business

The City of Kwinana agrees to:

Criteria	How the City will achieve the criteria:
Recognise that the small business community is an important stakeholder	The Strategic Community Plan 2017/2027 identifies aspirations specific to Alive with Opportunities including objective 2.3 The City Centre is home to a thriving range of speciality shops, restaurant and family entertainment venues and an active night-life while neighbourhood centres (which contain small businesses) are revitalised.
Undertake regular and targeted consultation with this group	The Manager City Enterprise conducts regular visits to small business to consult with owners regarding policies and programs.
Work towards understanding how its local small business community operates, its needs and goals, and the key challenge	The City of Kwinana has Council Policies, programs and events which cater specifically to small business.
Provide networking and other development opportunities for its local small business community	The City hosts a series of events that include a Business Breakfast. The City also participates in and helps fund the Rockingham/Kwinana Chamber of Commerce which hold regular business networking functions.
Actively engage, where appropriate, with the Small Business Development Corporation (SBDC) on matters affecting small business	The City would welcome the opportunity to engage with Small Business Development Corporation. Achieving membership in the Small Business Friendly Local Governments initiative will be the first step in this process.

## 16.2 SMALL BUSINESS DEVELOPMENT CORPORATION-SMALL BUSINESS FRIENDLY LOCAL GOVERNMENT

### Commitment to customer service

The City of Kwinana agrees to:

Criteria	How the City will achieve the criteria:
Maintain open lines of communication with small businesses through both formal and informal approaches	The Manager City Enterprise meets regularly with small businesses and as part of this program will enhance the City's web page to make more information available to small business.
Provide clear advice and guidance to small businesses with a focus on assisting them to understand and meet their regulatory obligations, and to work with them to achieve compliance	The Manager of City Enterprise frequently acts as a liaison with small businesses and the City to ensure that communication remains open.
Publish a set of clear service standards setting out what small businesses can expect from the City of Kwinana	The City of Kwinana has a Customer Services Charter.
Consider the needs of local small business owners for whom English is not a first language	The City subscribes to a translating and interpreting service which is available 24 hours a day 7 days a week.
Publish a link on its website to take small business owners to resources available on the SBDC website, including the Business Licence Finder	This will be completed as part of the improved website changes.

### Administration and regulation

The City of Kwinana agrees to:

Criteria	How the City will achieve the criteria:
Take reasonable action to limit unnecessary administrative burdens on small business such as: <ul style="list-style-type: none"> <li>i. only asking for information that is absolutely necessary</li> <li>ii. not asking for the same information twice</li> <li>iii. working collaboratively with other local governments</li> </ul>	The City regularly reviews administrative processes to ensure that they are efficient and practical. This includes the introduction of on-line building permits in 2016. This innovation has resulted in 50% of business permits being submitted on-line which means small business is not constrained by office hours and no longer has to apply in person.
Undertake regular policy reviews to limit their impact on small businesses, and to test new policies and procedures for 'small business friendliness'	The City has undertaken reviews of several policies including the most recent which was a review of alfresco dining fees. As a result, there are now no leasing fees for sidewalks only an application fee (which can be waived).

**16.2 SMALL BUSINESS DEVELOPMENT CORPORATION-SMALL BUSINESS FRIENDLY LOCAL GOVERNMENT**

Ensure that City Officers have the necessary knowledge and skills to apply plans and regulations in a consistent manner	The City has professional well trained staff that are regularly interacting with small business. This includes Building Surveyors, Statutory Planners and Environmental Health.
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**On-time payment policy**

The City of Kwinana agrees to:

Criteria	How the City will achieve the criteria:
The local government agrees to work towards ensuring all invoices from small business suppliers are paid within 30 days	The City pays all invoices from small businesses within 7 days of being received by Finance for processing.

**Small business engagement**

The City of Kwinana agrees to:

Criteria	How the City will achieve the criteria:
The local government agrees to regularly meet and consult with the small business community, including small business operators and members of representative bodies, to assist their understanding of small business needs in their local area.	The Manager City Enterprise regularly meets with small business owners. This includes regular (monthly) visits to Local Commercial and Activity Centres businesses to offer assistance.

**Dispute resolution**

The City of Kwinana agrees to:

Criteria	How the City will achieve the criteria:
The local government agrees to implement a timely, cost-effective and non-judicial process to manage any disputes it may have with small businesses and to publish details of this on its website. The process could include referring the dispute to an independent dispute resolution service (such as that offered by the SBDC)	All of the City's contracts include the following clause:  "the parties agree in good faith to resolve through negotiation any dispute arising under or in relation to this contract."  The City would also be willing to investigate the dispute resolution service offered by the SBDC.

**16.2 SMALL BUSINESS DEVELOPMENT CORPORATION-SMALL BUSINESS FRIENDLY LOCAL GOVERNMENT**

Being recognised as a Small Business Friendly Local Government by signing the Charter can bring benefits to the City of Kwinana, including:

- Creating a desirable location to live and to establish a business;
- Supporting the local economy, including providing employment opportunities;
- Building vibrancy in the community;
- Meeting the needs of ratepayers for local goods and services; and
- Collaborating and sharing with other Small Business Friendly Local Governments.

**LEGAL/POLICY IMPLICATIONS:**

There are no legal implications associated with this report.

**FINANCIAL/BUDGET IMPLICATIONS:**

There is no cost involved in being a Small Business Friendly Local Government. There is staff time associated with ensuring the City of Kwinana is meeting the criteria. The existing budgets and programs will ensure the City of Kwinana meet the criteria set out in the Charter.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications associated with this report.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications associated with this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following objectives and strategies detailed in the Strategic Community Plan and/or Corporate Business Plan.

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Strategic Community Plan	2.3 The City Centre is home to a thriving range of speciality shops, restaurants and family entertainment venues and an active night-life while neighbourhood centres are revitalised.	2.3.3 Implement and regularly review the Local Commercial & Activity Centres Strategy.

**16.2 SMALL BUSINESS DEVELOPMENT CORPORATION-SMALL BUSINESS FRIENDLY LOCAL GOVERNMENT****COMMUNITY ENGAGEMENT:**

Public consultation will occur as a result of undertaking the requirements of the Charter.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

<b>Risk Event</b>	Inadequate participation in program leads to Charter being revoked.
<b>Risk Theme</b>	Inadequate engagement practices.
<b>Risk Effect/Impact</b>	Reputation
<b>Risk Assessment Context</b>	Operational
<b>Consequence</b>	Minor
<b>Likelihood</b>	Possible
<b>Rating (before treatment)</b>	Low
<b>Risk Treatment in place</b>	Reduce - mitigate risk
<b>Response to risk treatment required/in place</b>	Careful adherence to the requirements of the Charter and prompt biannual reporting
<b>Rating (after treatment)</b>	Low

**COUNCIL DECISION**

006

**MOVED CR S LEE****SECONDED CR D WOOD**

**That Council take the following action:**

- 1) Participate in the Government of Western Australia Small Business Development Corporation's Small Business Friendly Local Governments initiative by becoming signatory to the Small Business Charter; and**
- 2) Authorise the Mayor and CEO to sign the Small Business Development Corporation Small Business Charter as detailed in Attachment C.**

**CARRIED  
8/0**



## Small Business Friendly

An initiative of the Small Business  
Development Corporation



# Is **your** local government small business friendly?

[smallbusiness.wa.gov.au](http://smallbusiness.wa.gov.au)



Small Business  
Development Corporation

GOVERNMENT OF  
WESTERN AUSTRALIA

# SBDC working with local government to support small business

Accounting for 97 per cent of all businesses in Western Australia, small business has a significant impact on our economy – small business is big business!

Small business owners (and operators) create local employment, provide essential goods and services and help create attractive, liveable communities. The right mix of small businesses can create a sense of vibrancy and attract people to live, work and visit.

Local governments can have a significant influence over how attractive their area is for businesses to set up, and established enterprises to grow. They also play a key role in the lifecycle of a small business; in fact most of the interactions business owners have with government are at a local level.

To help build stronger, more productive relationships between small business and local government, the Small Business Development Corporation (SBDC) has developed the Small Business Friendly Local Governments initiative. The initiative aims to recognise local governments that are working to support their small business communities.

IN WESTERN AUSTRALIA

**97%**

of businesses employ fewer than 20 staff

There are more than **218,000** small businesses

**45%**

of employees in the private sector are employed by small business



Build your economy through local enterprise

# How you can be involved

To participate in the initiative, we're asking you to sign a Charter – to formally commit to the initiative and to your small business community.

Taking part in the initiative means you have committed through the Charter to work with, and support, small businesses by adopting three 'standard' activities and at least three 'flexible' activities (ones that suit your particular organisation and community).

## Standard activities

In response to some of the most common issues small business owners face in dealing with their local government the initiative involves engaging in standard activities that include:

- adopting a policy to pay invoices from small business suppliers within 30 days
- regularly meeting with and consulting members of the local small business community to improve our understanding of their needs
- introducing and promoting a timely and cost effective process to manage any disputes arising between your organisation and small business clients

## Additional activities

We understand that each local government area differs in size, demographics and geography, so you can choose at least three additional activities that best suit your circumstances. These may include, but are not limited to:

- surveying local small businesses to assess their needs
- accepting online payments
- introducing deemed approvals
- simplifying processes and forms
- providing more small business information on your website
- improving communication and customer service
- encouraging 'buy local' shopping campaigns
- supporting business incubators or start-up spaces
- offering contracts to local small business suppliers
- introducing an economic development team
- facilitating small business forums and events

Your selected activities need not necessarily impose an additional burden on your resources. We can help you to develop ideas that will work best for your organisation.

## Reporting

We understand there are many demands on your time, so reporting involves nothing more onerous than completing a simple report card twice a year.

## Promoting

After committing to the initiative, it's your opportunity to let everyone know that you are 'small business friendly'. You'll be able to use the Small Business Friendly Local Governments logo on your print and online publications, and display a one page overview of the Small Business Charter, personalised for your organisation. We'll also list your organisation on our website and in other marketing material associated with the initiative.

**Being small business friendly doesn't have to be onerous or expensive - little changes can often have a big impact.**

# Why you need to be involved

Being small business friendly can bring many benefits for your organisation and your community, including:

- creating a desirable location to live and to establish a business
- supporting your local economy, including providing employment opportunities
- building vibrancy in your community
- meeting the needs of ratepayers for local goods and services
- collaborating and sharing with other small business friendly local governments

**For some business owners it's their interaction with local government, not compliance with regulations, that can create problems.**

# Your next steps

Our Small Business Friendly Local Governments Project Manager can help you sign up to the Small Business Friendly Local Governments initiative and answer any questions.

**T:** 13 12 49

**E:** [sbfriendly@smallbusiness.wa.gov.au](mailto:sbfriendly@smallbusiness.wa.gov.au)



A key role for the Small Business Development Corporation is advocating on behalf of small business at all tiers of government. We value our relationship with local governments and are keen to strengthen our engagement with this important sector. ””

**DAVID EATON,**  
SMALL BUSINESS COMMISSIONER, CEO OF THE SBDC



**Small Business Friendly**

An initiative of the Small Business  
Development Corporation



## Small Business Friendly Local Governments initiative Report card template

Report for [name of your local government]:

Standard activities	Activity details and goal		Date:
			Progress
<b>On-time payment policy</b>	Are all invoices paid within 30 days?	Y / N	<i>To be completed at 6 and 12 month mark. Please indicate percentage of invoices paid within 30 days</i>
<b>Small business engagement</b>	Have you regularly met and consulted with the small business community and their representative bodies?	Y / N	<i>To be completed at 6 and 12 month mark. Please outline the details of this engagement</i>
<b>Dispute handling</b>	Is there a process in place (and all relevant staff advised of it) to handle disputes between your organisation and small business clients?	Y / N	<i>To be completed at 6 and 12 month mark. Please outline the details of this.</i>

Additional activities	Activity details and goal*	Strategies to achieve the goal	Date:
			Progress
<b>Activity 1</b>	<i>To be nominated at commencement of initiative</i>	<i>To be nominated at commencement of initiative</i>	<i>To be completed at 6 and 12 month mark.</i>
<b>Activity 2</b>	<i>To be nominated at commencement of initiative</i>	<i>To be nominated at commencement of initiative</i>	<i>To be completed at 6 and 12 month mark.</i>
<b>Activity 3</b>	<i>To be nominated at commencement of initiative</i>	<i>To be nominated at commencement of initiative</i>	<i>To be completed at 6 and 12 month mark.</i>

\*Wherever possible goals should follow the SMART principle ie. specific, measurable, attainable, relevant and time-based

# Charter

Commitment to this Charter is a requirement for participation in the Small Business Friendly Local Governments (SBFLG) initiative and outlines what the local government agrees to do to support small business in their area.

## 1. Commitment to small business

The local government agrees to:

- a) recognise that the small business community is an important stakeholder;
- b) undertake regular and targeted consultation with this group;
- b) work towards understanding how its local small business community operates, its needs and goals, and the key challenges;
- c) provide networking and other development opportunities for its local small business community; and
- d) actively engage, where appropriate, with the Small Business Development Corporation (SBDC) on matters affecting small business.

## 2. Commitment to customer service

The local government agrees to:

- a) maintain open lines of communication with small businesses through both formal and informal approaches;
- b) provide clear advice and guidance to small businesses with a focus on assisting them to understand and meet their regulatory obligations, and to work with them to achieve compliance;
- c) publish a set of clear service standards setting out what small businesses can expect from them;
- d) consider the needs of local small business owners for whom English is not a first language; and
- e) publish a link on its website to take small business owners to resources available on the SBDC website, including the Business Licence Finder.

## 3. Administration and regulation

The local government agrees to:

- a) take reasonable action to limit unnecessary administrative burdens on small business such as:
  - i. only asking for information that is absolutely necessary;
  - ii. not asking for the same information twice;
  - iii. working collaboratively with other local governments;
- b) undertake regular policy reviews to limit their impact on small businesses, and to test new policies and procedures for 'small business friendliness'; and
- c) ensure that its officers have the necessary knowledge and skills to apply plans and regulations in a consistent manner.

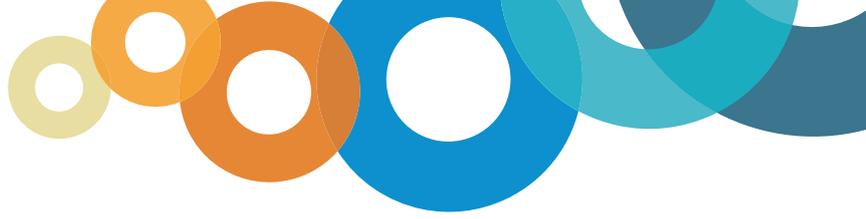
## 4. On-time payment policy

The local government agrees to work towards ensuring all invoices from small business suppliers are paid within 30 days.

## 5. Small business engagement

The local government agrees to regularly meet and consult with the small business community, including small business operators and members of representative bodies, to assist their understanding of small business needs in their local area.





## 6. Dispute resolution

The local government agrees to implement a timely, cost-effective and non-judicial process to manage any disputes it may have with small businesses and to publish details of this on its website. The process could include referring the dispute to an independent dispute resolution service (such as that offered by the SBDC).

## 7. Additional activities to support small business

In addition to items 4, 5, and 6 above, the local government agrees to implement at least three other activities to improve the operating environment for small businesses within its authority. Details of the initiatives are to be included in the local government’s bi-annual reports to the SBDC.

## 8. Progress reports

The local government agrees to:

- a) provide the SBDC with a biannual progress report that outlines the results achieved in relation to its small business friendly initiatives, including its policy relating to small business being paid on-time, business advisory group, and dispute resolution process; and
- b) forward success stories and case studies to the SBDC in relation to the SBFLG initiative when requested.

## 9. Promotion and marketing of the program

The local government:

- a) agrees that the Mayor and Chief Executive Officer will make a public statement in relation to its commitment to the SBFLG initiative, and to post this statement on its website;
- b) will be provided with a logo which it agrees to use in accordance with the SBFLG style guide supplied by the SBDC; and
- c) is encouraged to promote the SBFLG initiative by displaying the approved logo on its online and printed marketing and communication materials.

## 10. Contact details

The local government agrees:

- a) that the primary contact for the SBFLG initiative will be the Chief Executive Officer and that a secondary contact will also be nominated, as a delegate of the Chief Executive Officer; and
- b) to provide the SBDC with direct contact details for the nominated contacts.

	Name	Position	Phone number	Email address
Primary contact		Chief Executive Officer		
Secondary contact				

## 11. Acceptance

On behalf of [insert local government name], we agree to the terms outlined in this Charter and agree to implement the SBFLG initiative.

### Mayor

### Chief Executive Officer

Print name:

Print name:

Signature:

Signature:

Date:

Date:

### **16.3 Request for Support to Add Postans Road to the State Restricted Access Vehicle and Concessional Network**

#### **SUMMARY:**

An application has been received from Main Roads Western Australia (MRWA) Heavy Vehicle Services on behalf of Sutherland Transport WA Pty Ltd requesting approval to add the full length of Postans Road within the boundaries of the City of Kwinana to the Restricted Access Vehicle (RAV) Tandem Drive Concessional Network 4.3. The application is seeking approval to operate heavy vehicle combinations up to 27.5m long with a total gross vehicle mass of up to 99 tonnes on this road.

It is recommended that Council decline the application

#### **OFFICER RECOMMENDATION:**

That Council decline to approve the application from MRWA Heavy Vehicle Services to add Postans Road to the RAV Concessional Network 4.3.

#### **DISCUSSION:**

Postans Road currently forms part of the Tandem Drive RAV Networks up to RAV 4. The full length of Postans Road within this network is around 1.3km, of which approximately 1km is located within the City of Kwinana and 300m in the City of Cockburn. Postans Road provides access for heavy vehicle combinations of up to 27.5m in length with a total gross vehicle mass of up to 80.5 tonnes in accordance with the standard RAV axle loading limits to transport raw materials from extractive industries in the area. These vehicles do not require approval of the City of Kwinana.

The applicant, Sutherland Transport WA is proposing to operate one concessionally loaded heavy vehicle per day, to transport raw materials from Stoneridge Quarries at Lot 569 on Postans Road. MRWA Heavy Vehicle Services on behalf of Sutherland Transport WA are requesting approval from the City of Kwinana to add Postans Road to the Tandem Drive Concessional Network Level 3 to allow access to heavy vehicle combinations up to 27.5m in length with a total gross vehicle mass up to 99 tonnes in accordance with the Accredited Mass Management Scheme (AMMS). This would mean an additional 18.5 tonnes of load per heavy vehicle than is currently permitted.

Following the receipt of the application, Postans Road was inspected by the City of Kwinana officers to determine if Postans Road meets the requirements for safe access of concessionally loaded RAVs. The suitability of the road geometry was analysed and found to be in accordance with the guidelines for RAV combinations up to 27.5m long. However, the road pavement was found to be in poor condition with surface cracking, potholing and edge break requiring major repairs. The results of a traffic survey conducted in 2015 indicate that 62% of the traffic along Postans Road consists of heavy vehicles. Postans Road has not been constructed for such high volumes of heavy traffic and it is evident from the locations where deterioration is mostly occurring that heavy vehicles are the main contributing factor of the road pavement deterioration. It is also evident that approving access to concessionally loaded heavy vehicles is exacerbating the deterioration rate of pavements as these vehicles transport up to an additional 18.5 tonnes of cargo over and above the standard loads. As a result, additional funding will be required to maintain Postans Road in comparison to other similar roads without concessional loading access.

### 16.3 REQUEST FOR SUPPORT TO ADD POSTANS ROAD TO THE STATE RESTRICTED ACCESS VEHICLE AND CONCESSIONAL NETWORK

In order to collect an appropriate and equitable road maintenance cost to compensate for the accelerated pavement depreciation due to concessional loading, it is necessary to develop a funding model and methodology together with a unit rate which is more reflective of the whole of life cost of the road pavement. City Officers have commenced discussions with the preferred consultants to develop the funding model and applicable fee structure. The City Officers are discussing the project with the Western Australian Local Government Association who will also benefit in developing an evidence based fee for concessional loading road networks and have expressed that they could contribute to the proposed work. It is anticipated that it will take some months before this work is completed.

Given the development of the road maintenance cost recovery model is still in progress and the financial burden to the City of Kwinana due to rapid deterioration of the pavement as a result of concessionally loaded vehicles operations, it is recommended that Council decline the approval of the application pending development and implementation of the road maintenance cost recovery model.

#### **LEGAL/POLICY IMPLICATIONS:**

There are no legal/policy implications identified.

#### **FINANCIAL/BUDGET IMPLICATIONS:**

In the event that concessionally loaded RAVs are approved to operate on Postans Road, the pavement deterioration rate will be accelerated resulting in reduced useful asset life of the road pavement and increased road maintenance cost. Postans Road pavement rehabilitation project will be submitted for funding approval as part of the City of Kwinana's 2018/19 capital budget.

#### **ASSET MANAGEMENT IMPLICATIONS:**

The deteriorated pavement is a result of repetitive axle group loadings referred to as Equivalent Standard Axles (ESAs). A standard axle is defined as a dual tyre single axle transmitting a load of 80kN (8.2 tonne) to the pavement. While the gross weight of a vehicle is important when considering infrastructure it is the individual axle loading that damages the pavement. ESAs are directly related to pavement wear and therefore allowing access to concessionally loaded vehicles with increased axle loadings will dramatically increase the amount of ESAs per axle group leading to reduced pavement life. Reduced pavement life will lead to increased costs to the City of Kwinana and accelerate the deterioration rate of the pavement.

#### **ENVIRONMENTAL IMPLICATIONS:**

There are no environmental implications that have been identified as a result of this report or the recommendations.

**16.3 REQUEST FOR SUPPORT TO ADD POSTANS ROAD TO THE STATE RESTRICTED ACCESS VEHICLE AND CONCESSIONAL NETWORK**

**STRATEGIC/SOCIAL IMPLICATIONS:**

There are no strategic/social implications that have been identified as a result of this report or the recommendations.

**RISK IMPLICATIONS:**

There are no risk implications that have been identified as a result of this report or the recommendations.

**COUNCIL DECISION**

**007**

**MOVED CR D WOOD**

**SECONDED CR S MILLS**

**That Council decline to approve the application from MRWA Heavy Vehicle Services to add Postans Road to the RAV Concessional Network 4.3.**

**CARRIED  
8/0**



## Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

Main Roads Heavy Vehicle Services will consider adding a road to the Restricted Access Vehicle (RAV) Network provided support from the relevant road owner is obtained. This application must be completed by the applicant and forwarded to Main Roads who will liaise directly with the relevant road owner to ensure they have no objections to the access.

### Applicant Details

Operator Name / Company	Sutherland Transport (WA) Pty Ltd		
Contact Name	Megan Pellow-Hales	Contact Phone Number	
Mobile Phone Number	0457 034 154	Contact Fax Number	
eMail Address	megan@cropline.com.au		

### RAV Networks to be assessed

**Tandem Drive RAV Categories 2-10** Refer to the [Prime Mover, Trailer](#) or [Truck, Trailer](#) operating conditions for approved combinations on our website.

RAV Category 4 (27.5m)

**Tri Drive Categories 1-5** Refer to the [Tri Drive Prime Mover, Trailer](#) or [Tri Drive Truck, Trailer](#) operating conditions for approved combinations on our website.

**Other Categories** (i.e. Oversize Road Train) Refer to the operating conditions of the particular [Permit Product](#) for approved combinations on our website

### Concessional Networks to be assessed

Please tick if Concessional Network Level 1 is required

Vehicle combinations operating on Level 1 must only operate on the relevant RAV Network that is permitted for the equivalent vehicle combination under the [Prime Mover, Trailer](#) or [Truck, Trailer](#) Combinations.

For Concessional Levels 2 and 3 please select the relevant category below

Requested Axle Mass Level		
	Tandem Axle Group	Tri Axle Group
Level 1	17.0t	21.5t
Level 2	17.0t	22.5t
Level 3	17.5t	23.5t

**Tandem Drive Concessional RAV Categories 2-10** Refer to the [AMMS Page](#) for approved combinations.

Tandem Drive Concessional N4.3 (27.5m)

**Tri Drive Concessional Categories 1-5** Refer to the [AMMS Page](#) for approved combinations.

**Roads to be assessed** Please list all requested roads where RAV Access is required (including start and end points) and attach maps.

- 1) WATTLEUP RD, from intersection Rockingham Rd to Postans Rd.
- 2) POSTANS RD, from intersection Wattleup Rd to Ashley Rd.

Purpose is to allow AMMS Level 3 Loading from Stoneridge Quarries, Lot 569 Postans Rd, Hope Valley back to Rockingham Rd.



## Application and Road Owner Support to Add or Amend a Road on a Restricted Access Vehicle Network

**Main Roads will liaise directly with the relevant road owner to complete this section.**

### Road Owner Details

Road Owner	<input type="text"/>		
Contact Name	<input type="text"/>	Position	<input type="text"/>
Contact Phone Number	<input type="text"/>	Contact Fax Number	<input type="text"/>
Mobile Phone Number	<input type="text"/>	eMail Address	<input type="text"/>

### Preliminary Assessment Checklist (Required only for roads that are not already approved on the Tandem Drive Network)

As the road owner you are required to conduct a preliminary assessment of the requested road/s to ensure there are no obvious issues that would deem RAV access unsuitable. The preliminary check should be carried out using the criteria outlined in the [Framework for Applying to have a Local Government Road Added to a Restricted Access Vehicle Network](#). Please tick each of the boxes below to confirm that the road has been assessed and meets each of the criteria for the level of access requested.

- |  |  |
|--|--|
| <input type="checkbox"/> The road width meets Guideline requirements           | <input type="checkbox"/> There are no evident steep grades               |
| <input type="checkbox"/> All railway crossings have adequate stacking distance | <input type="checkbox"/> All sight distances meet Guideline requirements |

**Roads Conditions** If RAV access is endorsed, as the road owner please specify any access conditions that you would like Main Roads to consider (i.e. No operation on unsealed road when wet, No operation during school bus hours etc.) **If RAV access is not endorsed please provide reasoning behind your decision.**

**NOTE - If condition CA07 (All operators must carry written support from the Local Government authority permitting use of the road) is required, please specify an expiry date in the condition box above. The road owner is responsible for the administration of condition CA07. If Condition CA07 applies, then this support must be carried in the vehicle and produced upon request.**

**To prevent any assessment delays, please attach any current traffic counts along with relevant roman data for newly constructed roads.**

I <input type="text"/>	On behalf of <input type="text"/>
endorse the above decisions, subject to Main Roads final approval.	
Signature _____	Date <input type="text"/>

eMail completed form to: [hvsrouteassessments@mainroads.wa.gov.au](mailto:hvsrouteassessments@mainroads.wa.gov.au)

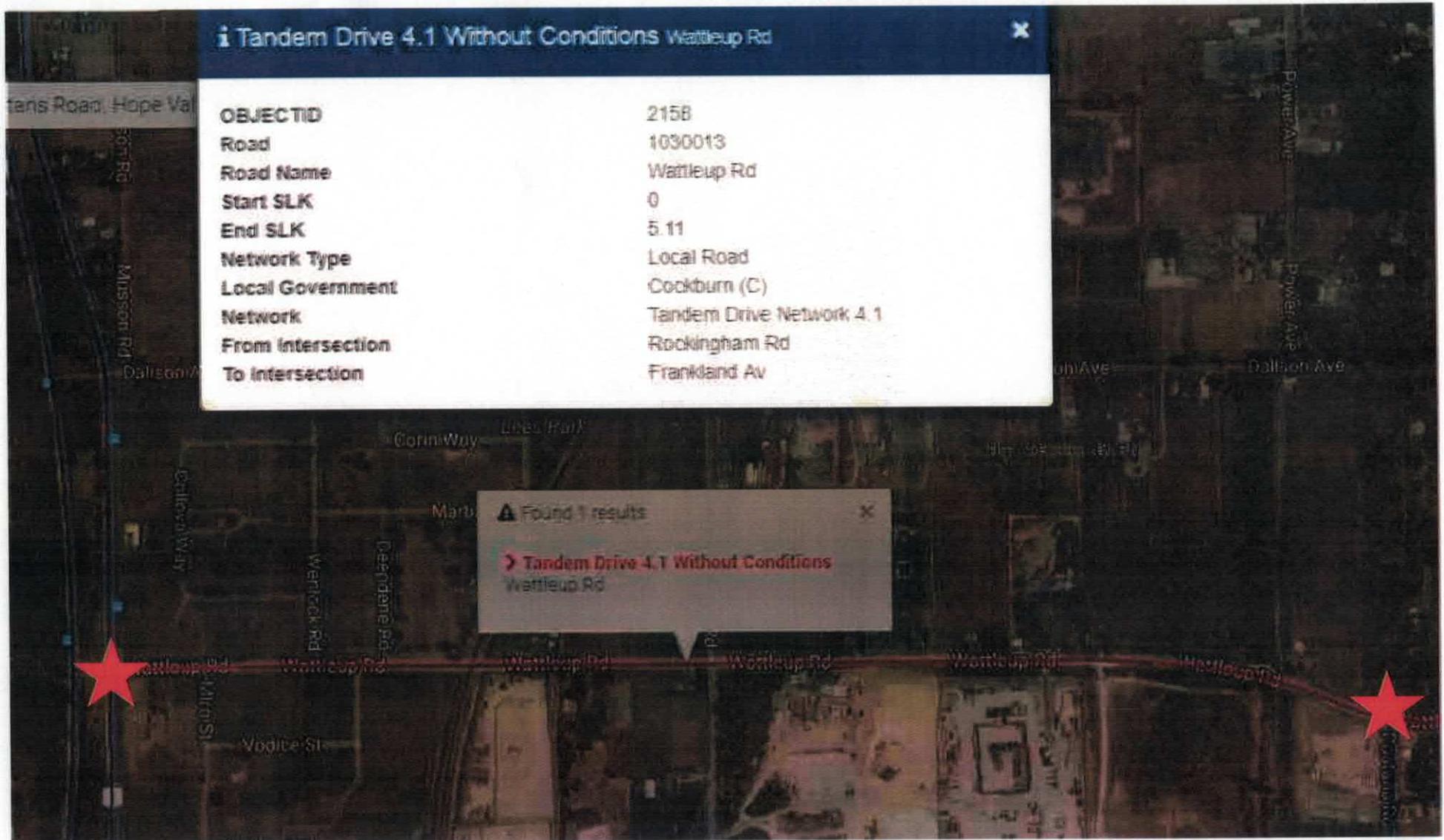
**Heavy Vehicle Services Main Roads WA**

PO Box 374 | WELSHPOOL DC | WA 6986 | Telephone 138 HVO (486) | Fax (08) 9475 8455

[www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)

<b>OFFICE USE ONLY</b>	Application TRIM Reference <input type="text"/>
------------------------	---

**WATTLEUP RD** – from intersection Rockingham Rd to Postans Rd



**POSTANS RD** – from intersection Wattleup Rd to Ashley Rd

**i Tandem Drive 4.1 Without Conditions** Postans Rd ✕

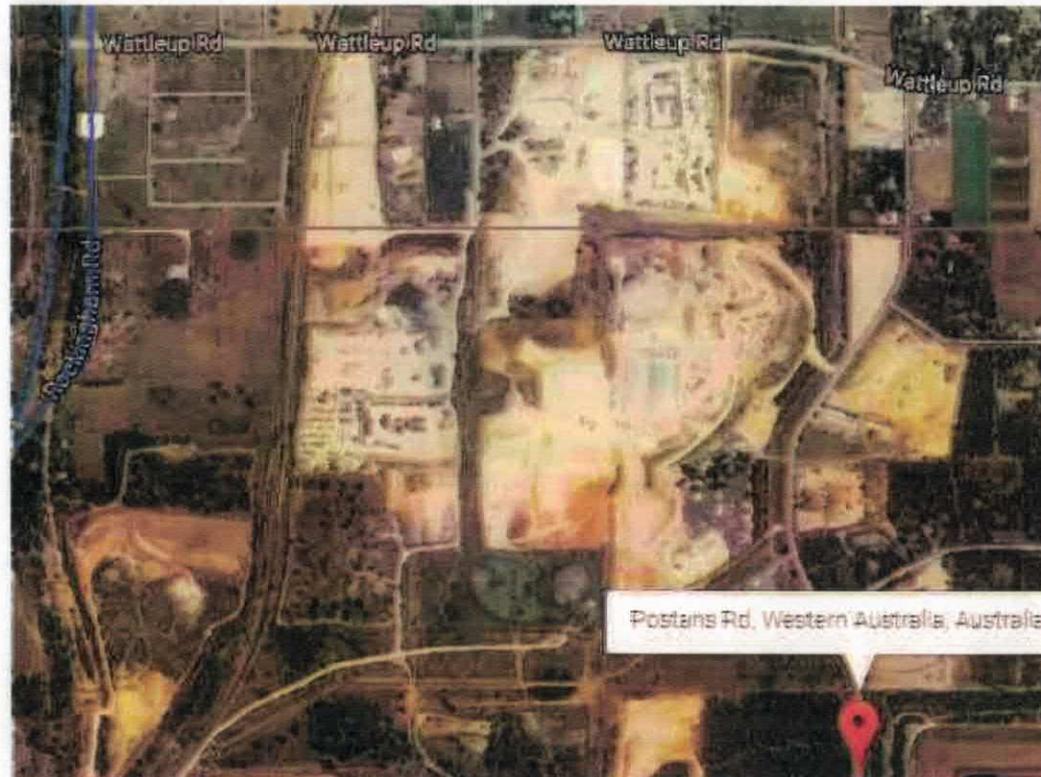
<b>OBJECTID</b>	1676
<b>Road</b>	1030349
<b>Road Name</b>	Postans Rd
<b>Start SLK</b>	0
<b>End SLK</b>	0.32
<b>Network Type</b>	Local Road
<b>Local Government</b>	Cockburn (C)
<b>Network</b>	Tandem Drive Network 4.1
<b>From Intersection</b>	Wattleup Rd
<b>To Intersection</b>	Kwinana (C) LGA Boundary

**i Tandem Drive 4.1 Without Conditions** Postans Rd ✕

<b>OBJECTID</b>	1677
<b>Road</b>	1050169
<b>Road Name</b>	Postans Rd
<b>Start SLK</b>	0
<b>End SLK</b>	1.11
<b>Network Type</b>	Local Road
<b>Local Government</b>	Kwinana (C)
<b>Network</b>	Tandem Drive Network 4.1
<b>From Intersection</b>	Cockburn (C) LGA Boundary
<b>To Intersection</b>	Ashley Rd



Allow AMMS Level 3 Loading from Stoneridge Quarries, Lot 569 Postans Rd, Hope Valley back to Rockingham Rd.



<http://www.stoneridge.net.au/contact>

#### **16.4 Fireworks Event Notices – Perth Motorplex Kwinana Beach, Saturday 9 December 2017 – Super Speedway Fireworks Display and Saturday 30 December 2017 – Drag Racing Night of Fire Jet Dragsters Fireworks Display**

##### **SUMMARY:**

Applications to hold two separate fireworks events at Perth Motorplex (Kwinana Beach) were received on the 6 October 2017 from Cardile International Fireworks Pty Ltd. The fireworks displays are supporting the two main motor racing events being the Super Speedway on Saturday 9 December 2017 during the hours of 10:00pm-10:30pm (outside preferred hours) and the Night of Fire Jet Dragsters on Saturday 30 December 2017 during the hours of 10:00pm-10:30pm (outside preferred hours). The two applications are referred to Council due to delegated authority matters relating to the Dangerous Goods Safety Act 2004 as advised by the City's lawyers and Governance Services.

The applicant is seeking acknowledgement from the local government to hold the fireworks display events as part of the requirement under the Dangerous Goods Safety Act 2004 and its subsidiary Regulations in order to lodge an application with the Department of Mines, Industry Regulation and Safety (DMIRS) – the approving agency.

##### **OFFICER RECOMMENDATION:**

That Council:

1. Acknowledges the application for Fireworks Event Notice from Cardile International Fireworks Pty Ltd for the fireworks event named 'Kwinana Speedway Fireworks Display' to be held at Perth Motorplex (Kwinana Beach) on 9 December 2017, (as per Confidential Attachment A) with no objections; and
2. Acknowledges the application for Fireworks Event Notice from Cardile International Fireworks Pty Ltd for the fireworks event named 'Kwinana Drags Night of Fire Jet Dragsters Fireworks Display' to be held at Perth Motorplex (Kwinana Beach) on 30 December 2017, (as per Confidential Attachment B) with no objections; and
3. Authorises the Chief Executive Officer to sign the applications for Fireworks Event Notices from Cardile International Fireworks Pty Ltd detailed in 1 and 2 above, on behalf of the City of Kwinana (Local Government) subject to the following conditions:

##### Conditions

- a. That the fireworks display complies with the Safe Use of Outdoor Fireworks in Western Australia Code of Practice;
- b. That the Risk Assessment/Emergency Management Plan shall be adhered to at all times.
- c. That the prescribed separation distances between buildings and patrons are strictly in accordance with the Australian Standard 2187-4:1998 Explosives-Storage, Transport and Use Part 4 Pyrotechnics-Outdoor Displays and shall be adhered to at all times;

**16.4 FIREWORKS EVENT NOTICES – PERTH MOTORPLEX KWINANA BEACH, SATURDAY 9 DECEMBER 2017 – SUPER SPEEDWAY FIREWORKS DISPLAY AND SATURDAY 30 DECEMBER 2017 – DRAG RACING NIGHT OF FIRE JET DRAGSTERS FIREWORKS DISPLAY**

- d. That the separation between spectators including the general public be marked off as a “No Entry” area and be properly supervised by personnel to ensure no person is exposed to undue risk and potential harm from projectiles;
  - e. That the “Fall Out’ zone is a non contact area and there is no risk of harm from pyrotechnic residue to spectators, general public or temporary and permanent structures and buildings area;
  - f. That noise sensitive premises within 500 metres of the event are notified, giving details of date, time and duration seven (7) days prior to the event;
  - g. That during the period of fireworks display (10:00pm–10:30pm) a minimum of 700 litres of water for fire fighting purposes shall be available on site on a mobile fire fighting vehicle;
  - h. That a thorough inspection must be conducted at first light the following day to check that no unfired fireworks, hazardous debris or rubbish remain.
  - i. That any verbal or written directions of the FESA Officer, Police Officer or an Environmental Health Officer are forthwith adhered to in the interests of public health and safety; and
4. Authorises the Chief Executive Officer to sign a resubmitted application for Fireworks Event Notice from Cardile International Fireworks Pty Ltd detailed in 1 and 2 above, on behalf of the City of Kwinana (Local Government) where the event is rescheduled to another date and time due to inclement weather and all other event and application details remain unchanged. A rescheduled event shall be subject to all conditions detailed in 3 above.

**DISCUSSION:**

The Perth Motorplex venue generally holds up to 4 – 5 approved fireworks events each motor racing season (October – April). There have been no reported incidences of impact on spectators or surrounding properties from previously approved firework events. The previous firework events have been contracted to various licensed firework contractors including the current.

The DMIRS prescribed form – Fireworks Event Notice submitted by an applicant does not seek approval from the local government but an acknowledgement or objection. Part 3 of this form requests an authorised delegate or the Chief Executive Officer of the local government to acknowledge or state an objection to the fireworks event.

Based on legal advice provided by the City’s lawyers McLeods and Governance Services there appears to be no provision within the Dangerous Goods Safety Act 2004, subsidiary Regulations or the Local Government Act 1995 for a delegation from local government to provide this acknowledgement or objection to the event.

*16.4 FIREWORKS EVENT NOTICES – PERTH MOTORPLEX KWINANA BEACH, SATURDAY 9 DECEMBER 2017 – SUPER SPEEDWAY FIREWORKS DISPLAY AND SATURDAY 30 DECEMBER 2017 – DRAG RACING NIGHT OF FIRE JET DRAGSTERS FIREWORKS DISPLAY*

**LEGAL/POLICY IMPLICATIONS:**

For the purpose of Councillors considering a financial or impartiality interest only, the proponent is Robert Cardile of Cardile International Fireworks Pty Ltd and WA Sports Centre is the current occupier.

Relevant legislation applicable to this item.

**Dangerous Goods Safety (Explosives) Regulations 2007**

S148(2)(c) states that:

Before the holder of a fireworks contractor licence can apply for a fireworks event permit, the holder must sign a fireworks event notice and give it to the following –

- (b) the local government of the district in which the event will occur;

The Dangerous Goods Safety (Explosives) Regulations 2007 S148(6) states that:

- (6) On receiving a fireworks event notice, a local government may give the holder a written response that –
  - (a) agrees to the proposed event; or
  - (b) objects to it unless certain conditions specified in the response are met; or
  - (c) objects to it on the grounds that the local government considers the event -
    - (i) is not in the public interest; or
    - (ii) will cause danger to the public or unintended damage to any property or to the environment.

**FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications associated with this report.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications associated with this report.

**ENVIRONMENTAL IMPLICATIONS:**

Fireworks displays are to be conducted in accordance with Safe Use of Outdoor Fireworks in Western Australia Code of Practice;

**16.4 FIREWORKS EVENT NOTICES – PERTH MOTORPLEX KWINANA BEACH, SATURDAY 9 DECEMBER 2017 – SUPER SPEEDWAY FIREWORKS DISPLAY AND SATURDAY 30 DECEMBER 2017 – DRAG RACING NIGHT OF FIRE JET DRAGSTERS FIREWORKS DISPLAY**

**STRATEGIC/SOCIAL IMPLICATIONS:**

There are no strategic/social implications associated with this report.

**COMMUNITY ENGAGEMENT:**

There are no community engagement implications as a result of this report.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

<b>Risk Event</b>	<b>Potential harm to persons, environment and property</b>
Risk Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Effect/Impact	People/Health Environment
Risk Assessment Context	Operational
Consequence	Major
Likelihood	Possible
Rating (before treatment)	Extreme
Risk Treatment in place	Reduce - mitigate risk Prepare Contingency Plans - in the event the risk occurs
Response to risk treatment required/in place	Strict adherence to Risk Assessment/Emergency Management Plan submitted by Cardile International Fireworks Pty Ltd and the Western Australian Outdoor Fireworks Code of Practice shall minimise any risk exposure to operational staff, spectators, properties and environment in general.
Rating (after treatment)	Low

*16.4 FIREWORKS EVENT NOTICES – PERTH MOTORPLEX KWINANA BEACH, SATURDAY 9 DECEMBER 2017 – SUPER SPEEDWAY FIREWORKS DISPLAY AND SATURDAY 30 DECEMBER 2017 – DRAG RACING NIGHT OF FIRE JET DRAGSTERS FIREWORKS DISPLAY*

**COUNCIL DECISION**

**008**

**MOVED CR W COOPER**

**SECONDED CR M ROWSE**

**That Council:**

- 1. Acknowledges the application for Fireworks Event Notice from Cardile International Fireworks Pty Ltd for the fireworks event named ‘Kwinana Speedway Fireworks Display’ to be held at Perth Motorplex (Kwinana Beach) on 9 December 2017, (as per Confidential Attachment A) with no objections; and**
- 2. Acknowledges the application for Fireworks Event Notice from Cardile International Fireworks Pty Ltd for the fireworks event named ‘Kwinana Drags Night of Fire Jet Dragsters Fireworks Display’ to be held at Perth Motorplex (Kwinana Beach) on 30 December 2017, (as per Confidential Attachment B) with no objections; and**
- 3. Authorises the Chief Executive Officer to sign the applications for Fireworks Event Notices from Cardile International Fireworks Pty Ltd detailed in 1 and 2 above, on behalf of the City of Kwinana (Local Government) subject to the following conditions:**

**Conditions**

- a. That the fireworks display complies with the Safe Use of Outdoor Fireworks in Western Australia Code of Practice;**
- b. That the Risk Assessment/Emergency Management Plan shall be adhered to at all times.**
- c. That the prescribed separation distances between buildings and patrons are strictly in accordance with the Australian Standard 2187:4:1998 Explosives-Storage, Transport and Use Part 4 Pyrotechnics-Outdoor Displays and shall be adhered to at all times;**
- d. That the separation between spectators including the general public be marked off as a “No Entry” area and be properly supervised by personnel to ensure no person is exposed to undue risk and potential harm from projectiles;**
- e. That the “Fall Out’ zone is a non contact area and there is no risk of harm from pyrotechnic residue to spectators, general public or temporary and permanent structures and buildings area;**
- f. That noise sensitive premises within 500 metres of the event are notified, giving details of date, time and duration seven (7) days prior to the event;**

**16.4 FIREWORKS EVENT NOTICES – PERTH MOTORPLEX KWINANA BEACH, SATURDAY 9 DECEMBER 2017 – SUPER SPEEDWAY FIREWORKS DISPLAY AND SATURDAY 30 DECEMBER 2017 – DRAG RACING NIGHT OF FIRE JET DRAGSTERS FIREWORKS DISPLAY**

- g. That during the period of fireworks display (10:00pm–10:30pm) a minimum of 700 litres of water for fire fighting purposes shall be available on site on a mobile fire fighting vehicle;**
  - h. That a thorough inspection must be conducted at first light the following day to check that no unfired fireworks, hazardous debris or rubbish remain.**
  - i. That any verbal or written directions of the FESA Officer, Police Officer or an Environmental Health Officer are forthwith adhered to in the interests of public health and safety; and**
- 4. Authorises the Chief Executive Officer to sign a resubmitted application for Fireworks Event Notice from Cardile International Fireworks Pty Ltd detailed in 1 and 2 above, on behalf of the City of Kwinana (Local Government) where the event is rescheduled to another date and time due to inclement weather and all other event and application details remain unchanged. A rescheduled event shall be subject to all conditions detailed in 3 above.**

**CARRIED  
8/0**

## 16.5 Council Policy Review – ‘Health and Safety’

### SUMMARY:

A biennial review of the Council policy – ‘Health and Safety’ was undertaken and is recommended for Council endorsement and is at Attachment A. The City of Kwinana is required to provide a safe system of work. The Australian/ New Zealand Standard (AS/NZS) 4801 Occupational Health and Safety, identifies that it is best practice to formulate a Health and Safety Policy which states the main goal and objective the organisation is trying to achieve. The Policy complements the recently reviewed internal Human Resources Policy – ‘Occupational Health and Safety (OSH)’ and the ‘Occupational Safety and Health (OSH) Policy Statements’ as detailed in Attachment C. This Policy communicates that the City of Kwinana is committed to ensuring a safe and healthy workplace.

### OFFICER RECOMMENDATION:

That Council adopt the reviewed policy – Health and Safety at Attachment A.

### DISCUSSION:

A copy of the policy as recommended for amendment is contained within Attachment A with the current policy contained within Attachment B. A summary of changes recommended to the policy appear below:

#### Policies recommended for amendment

##### Health and Safety

The recommended changes include:

- Rewording of this policy to ensure it is consistent with the Occupational Health and Safety Act 1984;
- That it is complementary and does not conflict with the recently reviewed internal Human Resources Policy – ‘Occupational Health and Safety (OSH)’ and the ‘Occupational Safety and Health (OSH) Policy Statements’; and
- Reformatting of the policy in line with the new Council policy format.

### LEGAL/POLICY IMPLICATIONS:

#### **Local Government Act 1995**

##### **2.5. Local governments created as bodies corporate**

- (1) *When an area of the State becomes a district, a local government is established for the district.*
- (2) *The local government is a body corporate with perpetual succession and a common seal.*
- (3) *The local government has the legal capacity of a natural person.*
- (4) *The corporate name of the local government is the combination of the district’s designation and name.*

## 16.5 COUNCIL POLICY REVIEW – ‘HEALTH AND SAFETY’

### 2.7. Role of council

- (1) The council —
  - (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
  - (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

### Code of Practice – Occupational Safety and Health in the Public Sector

*Public sector agencies are encouraged to follow the WorkSafe Plan, or a similar safety management system, to assist in the establishment and review of effective OSH management systems. This chapter outlines the Plan's essential components for an effective system. More information about the WorkSafe Plan can be obtained from WorkSafe*

#### *Planning*

*Planning is used to establish and maintain a safety management system that is set up to continuously improve OSH within an agency.*

*Agencies should develop OSH policies and procedures, specific to their agencies, in accordance with legislative requirements, beginning with an OSH policy statement to reflect the agency's commitment to meeting its OSH responsibilities. The policy should outline the accountabilities of all parties including senior management, supervisors and employees, and be supported by detailed statements of procedure relating to work practices and risk management. The policy should be set out clearly, communicated and readily available to all employees, and reviewed periodically to ensure that it remains relevant to the agency.*

### **FINANCIAL/BUDGET IMPLICATIONS:**

There are no direct financial/budget implications associated with this report.

### **ASSET MANAGEMENT IMPLICATIONS:**

There are no direct asset management implications related to this report.

### **ENVIRONMENTAL IMPLICATIONS:**

There are no direct environmental implications related to this report.

**16.5 COUNCIL POLICY REVIEW – ‘HEALTH AND SAFETY’****STRATEGIC/SOCIAL IMPLICATIONS:**

Plan	Objective	Strategy
Corporate Business Plan 2016 - 2021	7.1 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an “Employer of Choice”	7.1.5 Safe Work

**COMMUNITY ENGAGEMENT:**

There are no community engagement implications as a result of this report.

**RISK IMPLICATIONS:**

The risk implications in relation to the policies listed in this report are as follows:

**Policy - Elected Members Allowances, Expenses and Gifts**

Risk Event	Council not providing an adequate policy to address the City’s commitment to health and safety.
Risk Theme	Failure to fulfil statutory regs or compliance requirements
Risk Effect/Impact	People/Health
Risk Assessment Context	Strategic
Consequence	Moderate
Likelihood	Possible
Rating (before treatment)	Moderate
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Provide a policy that details Council’s commitment in regard to health and safety.
Rating (after treatment)	Low

**COUNCIL DECISION**

009

**MOVED CR S LEE****SECONDED CR M ROWSE**

**That Council adopt the reviewed policy – Health and Safety at Attachment A.**

**CARRIED  
8/0**

# Council Policy

## Health and Safety



# Council Policy

Health and Safety

D12/62959[v3]

- 1. Title**  
Health and Safety
- 2. Purpose**  
The City of Kwinana is committed to meeting its obligations and responsibilities according to the Occupational Safety and Health Act, 1984 and Occupational Safety and Health Regulations 1996.
- 3. Scope**  
This policy relates to all the City's resources and operations.
- 4. Definitions**  
There are no specific definitions associated with this Policy.
- 5. Policy Statement**  
The City is committed to meeting its moral and legal obligation to provide a safe and health work environment for all employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage.  
  
This documentation will be reviewed on an annual basis through the City's designated Occupation Safety and Health Committee and presented to Council biennially.
- 6. Financial/Budget Implications**  
There are no specific financial or budget implications associated with this Policy.
- 7. Asset Management Implications**  
There are no specific asset management implications associated with this Policy.
- 8. Environmental Implications**  
There are no specific environmental implications associated with this Policy.
- 9. Strategic/Social Implications**  
Corporate Business Plan 2016 – 2021  
  
Objective 7.1 Attract and retain a high quality, motivated and empowered workforce so as to position the organisation as an "Employer of Choice"  
  
Strategy 7.1.5 Safe Work
- 10. Occupational Safety and Health Implications**  
The City will maintain an Occupational Safety and Health (OSH) Policy and Policy Statement that is applied to all employees and will detail the responsibilities of the City.
- 11. Risk Assessment**  
A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not providing an adequate policy to address the City's Commitment to Health and Safety would result in a risk rating of moderate.

It is assessed that the risk rating following the implementation of this policy would result in a risk rating of low.

## 12. References

Name of Policy	Health and Safety
Date of Adoption and resolution No	27/09/2006 #519
Review dates and resolution No #	28/04/2010 #105 11/07/2012 #163
New review date	11/07/2014
Legal Authority	Local Government Act Section 2.7 – The Role of Council  Occupational Safety and Health Act 1984
Directorate	City Strategy
Department	Human Resources
Related documents	<p><b>Acts/Regulations</b> Occupational Safety and Health Act 1984</p> <p><b>Plans/Strategies</b> Corporate Business Plan 2016 - 2021</p> <p><b>Policies</b> D16/34075[v2] – Policy – HR – Occupational Health and Safety (OSH)</p> <p><b>Work Instructions</b> STAFF72 – Corporate Management – Procedures – Occupational Safety and Health (OSH)</p> <p><b>Other documents</b> D16/34076[v3] – Occupational Safety and Health (OSH) Policy Statements</p>

**Note: Changes to References may be made without the need to take the Policy to Council for review.**



**POLICY**  
**HEALTH AND SAFETY**



## HEALTH AND SAFETY

**The City of Kwinana is committed to meeting its obligations and responsibilities according to the Occupational Safety and Health Act, 1984 and Occupational Safety and Health Regulations 1996.**

Adopted:	29/04/1992 #431
Last reviewed:	27/09/2006 #519 28/04/2010 #105 <b>11/07/2012 #163</b>
Legal Authority	Local Government Act Section 2.7 – The Role of Council Occupational Safety and Health Act, 1984

### Policy:

This commitment ensures that, as far as is practicable, the highest standards of occupational safety and health are established and maintained. This is achieved by ensuring that the appropriate resources are effectively utilised in the areas of accident and injury prevention.

The Chief Executive Officer regards safety and health as pivotally important within all aspects of the organisation and will not accept any work practices that could compromise the safety of employees, contractors and volunteers of the public.

Every employee is empowered to demonstrate leadership through both personal and team decisions to enhance safety and health performance within their own working environment.

# Human Resources – Internal Policy

## Occupational Safety and Health (OSH) Policy

<p>1. Policy Rationale:</p>	<p>The City of Kwinana (<b>City</b>) recognizes that it has a responsibility for the safety and health of all persons employed or engaged by the <b>City</b> and is committed to achieving zero harm within the <b>City’s</b> working environment.</p>
<p>2. Policy Statement/s:</p>	<p>2.1 <u>Policy Statements:</u></p> <p>The <b>City</b> recognizes its corporate responsibility under the <i>WA Occupational Safety and Health Act 1984 (OSH Act)</i> and associated legislation and is fully committed to ensuring, that as far as practicable, it will provide a working environment that is without risk to its employees and others in the <b>City’s</b> workplaces.</p> <p>The <b>City</b> is committed to meeting its moral and legal obligation to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the <b>City’s</b> operations do not place the community at risk of injury, illness or property damage.</p> <p>The <b>City</b>, in partnership with its employees, will endeavor to recognize the potential risks associated with hazards that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment for all persons.</p> <p>The <b>City</b> will encourage and promote a culture of hazard identification, injury prevention and OSH awareness throughout the organization. In particular, the <b>City</b> will:-</p> <ul style="list-style-type: none"> <li>• Recognise that all persons in the workplace are valued and that there will be no compromise in ensuring their safety;</li> <li>• Foster an organizational culture where all employees share their safety responsibilities;</li> <li>• Consult with employees and management by means of the <b>City’s</b> OSH Committee, safety and healthy representatives, risk assessments and hazard identification and prevention;</li> </ul>

- Comply with all relevant legislation and best practice;
- Ensure risk management processes are effectively being undertaken to eliminate or control risk exposure to the **City** as well as identify, promote and continuously improve safety and health performance within the organization;
- Provide and maintain relevant policies, procedures, systems, workplace information and training, associated programs and consultative mechanisms to support safety and health in the workplace; and
- Monitor the **City's** safety and health performance.

## 2.2. Policy Scope:

This policy is applicable to the **City's** Elected Members, Executive Management, Management, Supervisors, Employees, Contractors, Volunteers and other persons in the workplace.

## 2.3. Background:

The Occupational Safety and Health policy forms the foundation that the Safety Management system is built on and provides the direction towards building a workplace culture. The policy has been written to include:-

- The accountabilities and responsibilities of applicable parties;
- The **City's** commitment in regard to Occupational Safety and Health; and
- The value the **City** places on ensuring the safety of all persons in the workplace.

## 2.4 Roles and Responsibilities:

The *Occupational Safety and Health Act 1984* and associated regulations impose broad duties on employers, employee, contractors, the self-employed and others at the workplace.

### 2.4.1. *Employer's Duties:*

All Employers have a duty of care to:

- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, employees are not exposed to hazards,
- Provide such information, instruction and training to, and supervision of, employees, contractors and

volunteers as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards,

- Consult and co-operate with safety and health representatives, and other employees at the workplace, regarding occupational safety and health at the workplace;
- Where it is not practicable to avoid the presence of hazards at the workplace, provide employees with adequate personal protective clothing and equipment as is practicable to protect them against those hazards;
- Ensure safe plant, substances and work methods surrounding their use are in place; and
- Report work-related deaths and certain injuries and diseases to the appropriate authorities.

#### *2.4.2. Employee's Duties:*

All employees have an important and responsible role in accident and injury prevention, and will be encouraged to participate in improving standards of workplace safety and health.

All employees have a duty of care to:

- Ensure their own safety and health at work;
- Avoid adversely affecting the safety or health of any person through any act or omission at work;
- Comply with instructions given by their employer for their own safety or health or for the safety or health of other persons;
- Use such protective clothing and equipment as is provided by their employer in a manner which they have been properly instructed to use it;
- Not misuse or damage any equipment provided in the interests of safety or health; and
- Report forthwith to their employer:
  - Any situation at the workplace that they have reason to believe could constitute a hazard to any person and they cannot correct themselves; and
  - Any injury or harm to health of which they are aware that arises in the course of, or in connection with, their work.

An employee shall cooperate with their employer in the carrying out of obligations imposed on them under the *Act*.

#### 2.4.3. *Managers/Supervisors Duties:*

Managers and supervisors, who are responsible for supervision of one or more persons, have general duties under the occupational safety and health legislation to ensure the safety of others at the workplace. The role and responsibilities of management is to:

- Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, the employees, contractors, volunteers and members of the public are not exposed to hazards;
- Provide such information, instruction, and training to, and supervision of, the employee, contractors, volunteers and members of the public as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regard to the OSH management system,
- Apply OSH, relevant legislation and best practice, as applicable;
- Implement components of the OSH management system as applicable to the work area;
- Consult with the area Safety Representative and the Health, Safety and Injury Management Coordinator on OSH issues;
- Implement hazard identification, risk assessment and control; and
- Implement incident investigation, reporting and record keeping.

#### 2.4.4. *Function of Safety and Health Committee (OSHC):*

The OSH Committee is comprised of elected Safety and Health Representatives and Employer Representatives.

In accordance with Part IV, Division 2, Section 40 of the *Occupational Safety and Health Act 1984* (WA), the functions of a Health and Safety Committee are to:

- Facilitate consultation and co-operation between an employer and the employees of the employer in initiating, developing and implementing measures designed to ensure the safety and health of employees at the workplace;
- Keep itself informed as to standards relating to safety and health generally recommended or

	<p>prevailing in workplaces of a comparable nature and to review and make recommendations to the employer on, rules and procedures at the workplace relating to the safety and health of the employees;</p> <ul style="list-style-type: none"> <li>• Recommend to the employer and employees the establishment, maintenance and monitoring of programs, measures and procedures at the workplace relating to the safety and health of the employees;</li> <li>• Keep in a readily accessible place and form such information as is provided under this WA OSH Act by the employer regarding the hazards to persons that arise or may arise at the workplace;</li> <li>• Consider and make recommendations to the employer as the committee sees fit in respect of, any changes or intended changes to or at the workplace that may reasonably be expected to affect the safety or health of employees at the workplace;</li> <li>• Consider such matters as are referred to the committee by a safety and health representative; and,</li> <li>• Perform such other functions as may be prescribed in the regulations or given to the committee, with its consent, by the employer.</li> </ul> <p>2.5. <u>Dispute Resolution:</u></p> <p>All disputes in regard to this policy will follow the <b>City's</b> dispute resolution process.</p>
3. Who is responsible:	All employees and other persons in the workplace environment
4. Responsible for:	Ensuring compliance with this policy and associated legislation
5. Procedure:	
6. Original Policy-Implementation Date:	Original policy D09/30378 – 2006.
7. Amendment / Revision Dates:	April, 2016
8. Related Policies and Legislation:	Occupational Safety and Health Act 1984(WA); Occupational Safety and Health Regulations 1996(WA); Workers Compensation and Injury Management Act 1981(WA); City of Kwinana's Collective Agreement. Note: This policy has been created under the Local Government

	Act 1995 section 5.41 functions of the CEO as an operational policy.
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## Occupational Safety and Health (OSH) Policy Statements

The **City** recognises its corporate responsibility under the *Occupational Safety and Health Act (1984)* and associated legislation and is fully committed to ensuring, that as far as practicable, it will provide a working environment that is without risk to its employees and others in the **City's** workplaces.

The **City** is committed to meeting its moral and legal obligation to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the **City's** operations do not place the community at risk of injury, illness or property damage.

The **City**, in partnership with its employees, will endeavour to recognise the potential risks associated with hazards that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment for all persons.

The **City** will encourage and promote a culture of hazard identification, injury prevention and OSH awareness throughout the organisation. In particular, the **City** will:

- Be responsive to the needs and diversity of the organisation through the principles of equity, equality, access and participation;
- Recognise that all persons in the workplace are valued and that there will be no compromise in ensuring their safety;
- Foster an organisational culture where all employees share their safety responsibilities;
- Consult with employees and management by means of the **City's** OSH Committee, safety and healthy representatives, risk assessments and hazard identification and prevention;
- Comply with all relevant legislation and best practice;
- Ensure risk management processes are effectively being undertaken to eliminate or control risk exposure to the **City** as well as identify, promote and continuously improve safety and health performance within the organisation;
- Provide and maintain relevant policies, procedures, systems, workplace information and training, associated programs and consultative mechanisms to support safety and health in the workplace; and
- Monitor the **City's** safety and health performance.



Casey Mihovilovich  
A/Chief Executive Officer  
5 October, 2017

## **16.6 Monthly Financial Report – August 2017**

### **SUMMARY:**

The Monthly Financial Report, which includes the Monthly Statement of Financial Activity and explanation of material variances, for the period ending 31 August 2017 has been prepared for Council acceptance.

### **OFFICER RECOMMENDATION:**

That Council accepts:

1. The Monthly Statements of Financial Activity for the period ending 31 August 2017; and
2. The explanations for material variances for the period ending 31 August 2017.

### **DISCUSSION:**

The purpose of this report is to provide a monthly financial report, which includes rating, investment, reserve, debtor, and general financial information to Councillors in accordance with Section 6.4 of the Local Government Act 1995.

The period of review is August 2017. The municipal surplus for this period is \$38,512,351 compared to a budget position of \$34,922,268. This is considered a satisfactory result for the City as the City is maintaining a healthy budget surplus position. It is important to note that the current brought forward surplus amount is only an estimated position as the financial statements for 2016/2017 are still to be finalised.

Income for the August 2017 period, year-to-date is \$44,278,768. This is made up of \$43,875,517 in operating revenues and \$403,251 in non-operating grants, contributions and subsidies received. The budget estimated \$44,718,084 would be received for the same period. The variance to budget is (\$439,316). Details of all significant variances are provided in the notes to the Monthly Financial Report.

Expenditure for the August 2017 period year-to-date is \$10,327,000. This is made up of \$9,843,567 in operating expenditure, and \$483,433 in capital expenditure. The budget estimated \$13,230,852 would be spent for the same period. The variance to budget is \$2,903,852. Details of all significant variances are provided in the notes to the Monthly Financial Report.

### **LEGAL/POLICY IMPLICATIONS:**

Section 6.4 of the Local Government Act 1995 requires a local government to prepare an annual financial statement for the preceding year and other financial reports as are prescribed.

Regulation 34 (1) of the Local Government (Financial Management) Regulations 1996 as amended requires the local government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

**16.6 MONTHLY FINANCIAL REPORT – AUGUST 2017****FINANCIAL/BUDGET IMPLICATIONS:**

There are no financial implications relating to the preparation of the report. Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report as attached.

**ASSET MANAGEMENT IMPLICATIONS:**

There are no asset management implications associated with this report.

**ENVIRONMENTAL IMPLICATIONS:**

There are no environment implications associated with this report.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following objectives and strategies detailed in the Corporate Business Plan.

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Corporate Business Plan	6.1 Ensure the financial sustainability of the City of Kwinana into the future	6.1.2 Implement sound revenue and expenditure policies, seek additional revenue sources and optimise financial management system

**COMMUNITY ENGAGEMENT:**

There are no community engagement implications as a result of this report.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

Risk Event	Inadequate management of the City's provisions, revenues and expenditures.
Risk Theme	Failure to fulfil statutory regulations or compliance Providing inaccurate advice/information
Risk Effect/Impact	Financial Reputation Compliance
Risk Assessment Context	Operational

## 16.6 MONTHLY FINANCIAL REPORT – AUGUST 2017

Consequence	Minor
Likelihood	Unlikely
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Annual adoption of variance tolerances for reporting purposes.
Rating (after treatment)	Low

**COUNCIL DECISION**

010

**MOVED CR S MILLS****SECONDED CR M KEARNEY****That Council accepts:**

1. **The Monthly Statements of Financial Activity for the period ending 31 August 2017; and**
2. **The explanations for material variances for the period ending 31 August 2017.**

**CARRIED  
8/0**

A photograph of a rocky stream flowing through a park. The stream is composed of many large, dark grey rocks. The water is clear and reflects the surrounding greenery. The stream is surrounded by lush green trees and bushes. A paved path is visible on the right side of the stream. The sun is shining through the trees, creating a bright spot in the upper center of the image.

# Monthly Financial Report

**CITY OF KWINANA**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the Period Ended 31 August 2017**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 August 2017**

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. Indicator	Material Var.
<b>Opening Funding Surplus(Deficit)</b>	3	\$ 1,534,059	\$ 1,534,059	\$ 1,534,059	\$ 3,357,698	\$ 1,823,639	119%	▲	
<b>Revenue from operating activities</b>									
Governance		34,112	34,112	784	42,521	41,737	5324%	▲	
General Purpose Funding - Rates	9	35,239,983	35,239,983	34,689,983	34,596,594	(93,389)	(0%)	▼	
General Purpose Funding - Other		4,120,048	4,120,048	990,281	810,152	(180,129)	(18%)	▼	M
Law, Order and Public Safety		428,938	428,938	63,758	24,019	(39,739)	(62%)	▼	
Health		232,333	232,333	15,108	14,247	(861)	(6%)	▼	
Education and Welfare		7,077,857	7,077,857	1,186,040	1,488,875	302,835	26%	▲	M
Community Amenities		14,725,868	14,725,868	6,250,853	6,019,194	(231,659)	(4%)	▼	
Recreation and Culture		3,182,645	3,182,645	421,075	378,013	(43,062)	(10%)	▼	
Transport		246,593	246,593	173,202	199,078	25,876	15%	▲	
Economic Services		1,656,713	1,656,713	279,098	271,279	(7,819)	(3%)	▼	
Other Property and Services		278,524	278,524	29,117	31,546	2,429	8%	▲	
		<b>67,223,614</b>	<b>67,223,614</b>	<b>44,099,299</b>	<b>43,875,517</b>	<b>(223,782)</b>	<b>(1%)</b>	<b>▼</b>	
<b>Expenditure from operating activities</b>									
Governance		(5,740,233)	(5,740,233)	(1,184,223)	(796,558)	387,665	33%	▼	M
General Purpose Funding		(1,507,199)	(1,507,199)	(260,135)	(213,441)	46,694	18%	▼	
Law, Order and Public Safety		(3,285,871)	(3,285,871)	(616,343)	(459,722)	156,621	25%	▼	M
Health		(1,306,423)	(1,306,423)	(233,769)	(224,877)	8,892	4%	▼	
Education and Welfare		(9,804,161)	(9,804,161)	(1,700,602)	(1,913,752)	(213,150)	(13%)	▲	M
Community Amenities		(11,083,382)	(11,112,432)	(1,794,446)	(1,055,495)	738,951	41%	▼	M
Recreation and Culture		(20,013,094)	(20,013,094)	(3,353,566)	(2,459,395)	894,171	27%	▼	M
Transport		(14,313,868)	(14,313,868)	(2,219,108)	(1,858,068)	361,040	16%	▼	M
Economic Services		(2,202,270)	(2,202,270)	(404,323)	(304,433)	99,890	25%	▼	
Other Property and Services		(4,174,570)	(4,174,570)	(789,131)	(557,826)	231,305	29%	▼	M
		<b>(73,431,071)</b>	<b>(73,460,121)</b>	<b>(12,555,646)</b>	<b>(9,843,567)</b>	<b>2,712,079</b>	<b>22%</b>	<b>▼</b>	
<b>Operating activities excluded from budget</b>									
Add back Depreciation		13,268,106	13,268,106	2,211,360	2,253,148	41,788	2%	▲	
Adjust (Profit)/Loss on Asset Disposal	8	139,399	139,399	0	15,825	15,825	1582469%	▲	
Adjust Provisions and Accruals		0	0	0	(923,383)	(923,383)	(92338324%)	▼	
<b>Amount attributable to operating activities</b>		<b>7,200,048</b>	<b>7,170,998</b>	<b>33,755,013</b>	<b>35,377,540</b>	<b>1,622,527</b>	<b>5%</b>	<b>▲</b>	
<b>Investing Activities</b>									
Non-operating Grants, Subsidies and Contributions		1,707,484	1,707,484	618,785	403,251	(215,534)	(35%)	▼	M
Proceeds from Disposal of Assets	8	659,000	659,000	0	93,807	93,807	938082%	▲	
Land and Buildings	12	(4,833,500)	(5,310,400)	(36,666)	(13,689)	22,977	63%	▼	
Plant, Furniture and Equipment	12	(1,932,951)	(1,932,951)	(506,540)	(109,343)	397,197	78%	▼	M
Infrastructure Assets - Roads	12	(2,539,695)	(2,539,695)	0	(198)	(198)	19800%	▼	
Infrastructure Assets - Parks and Reserves	12	(2,211,012)	(2,211,012)	(102,000)	(318,741)	(216,741)	(212%)	▲	M
Infrastructure Assets - Footpaths	12	(310,000)	(310,000)	0	0	0	0%		
Infrastructure Assets - Drainage	12	(140,000)	(140,000)	0	0	0	0%		
Infrastructure Assets - Street Lighting	12	(42,436)	(42,436)	0	0	0	0%		
Infrastructure Assets - Bus Shelters	12	(51,500)	(51,500)	0	(5,369)	(5,369)	536900%	▼	
Infrastructure Assets - Car Parks	12	(171,311)	(171,311)	(30,000)	(36,093)	(6,093)	(20%)	▲	
<b>Amount attributable to investing activities</b>		<b>(9,865,921)</b>	<b>(10,342,821)</b>	<b>(56,421)</b>	<b>13,625</b>	<b>70,046</b>	<b>(124%)</b>	<b>▼</b>	
<b>Financing Activities</b>									
Proceeds from New Debentures		2,897,000	2,897,000	0	0	0	0%		
Self-Supporting Loan Principal		15,645	15,645	0	0	0	0%		
Transfer from Reserves	7	8,033,866	8,539,816	175,090	1,702	(173,388)	(99%)	▼	M
Repayment of Debentures	10	(617,722)	(617,722)	0	0	0	0%		
Transfer to Reserves	7	(9,196,975)	(9,196,975)	(485,473)	(238,213)	247,260	51%	▼	M
<b>Amount attributable to financing activities</b>		<b>1,131,814</b>	<b>1,637,764</b>	<b>(310,383)</b>	<b>(236,511)</b>	<b>73,872</b>	<b>24%</b>	<b>▼</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>0</b>	<b>34,922,268</b>	<b>38,512,351</b>	<b>3,590,083</b>	<b>10%</b>	<b>▲</b>	

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data.

M Indicates if the variance between YTD Budget and YTD Actual data is determined material, in line with Council's adopted limits, and is to be reported on. Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**CITY OF KWINANA**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 August 2017**

	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. Indicator	Material Var.
<b>Opening Funding Surplus (Deficit)</b>	3	\$ 1,534,059	\$ 1,534,059	\$ 1,534,059	\$ 3,357,698	\$ 1,823,639	% 119%	▲	
<b>Revenue from operating activities</b>									
Rates	9	35,239,983	35,239,983	34,689,983	34,596,594	(93,389)	(0%)	▼	
Operating Grants, Subsidies and Contributions		15,591,452	15,591,452	1,516,347	1,418,291	(98,056)	(6%)	▼	
Fees and Charges		13,612,832	13,612,832	7,259,956	7,087,479	(172,477)	(2%)	▼	
Interest Earnings		2,183,500	2,183,500	556,500	565,241	8,741	2%	▲	
Other Revenue		589,101	589,101	76,513	205,154	128,641	168%	▲	M
Profit on Disposal of Assets	8	6,746	6,746	0	2,759	2,759	275936%	▲	
		<b>67,223,614</b>	<b>67,223,614</b>	<b>44,099,299</b>	<b>43,875,517</b>	<b>(223,782)</b>	<b>(1%)</b>	<b>▼</b>	
<b>Expenditure from operating activities</b>									
Employee Costs		(28,531,268)	(28,531,268)	(6,080,825)	(4,676,311)	1,404,514	23%	▼	M
Materials and Contracts		(27,092,856)	(27,121,906)	(3,504,246)	(2,384,319)	1,119,927	32%	▼	M
Utility Charges		(2,527,669)	(2,527,669)	(379,592)	(264,822)	114,770	30%	▼	M
Depreciation on Non-Current Assets		(13,268,106)	(13,268,106)	(2,211,360)	(2,253,148)	(41,788)	(2%)	▲	
Interest Expenses		(1,101,765)	(1,101,765)	(49,774)	34,737	84,511	170%	▼	
Insurance Expenses		(593,109)	(593,109)	(310,681)	(388,154)	(77,473)	(25%)	▲	
Other Expenditure		(170,153)	(170,153)	(19,168)	107,033	126,201	658%	▼	M
Loss on Disposal of Assets	8	(146,145)	(146,145)	0	(18,584)	(18,584)	1858405%	▼	
		<b>(73,431,071)</b>	<b>(73,460,121)</b>	<b>(12,555,646)</b>	<b>(9,843,567)</b>	<b>2,712,079</b>	<b>22%</b>	<b>▼</b>	<b>M</b>
<b>Operating activities excluded from budget</b>									
Add back Depreciation		13,268,106	13,268,106	2,211,360	2,253,148	41,788	2%	▲	
Adjust (Profit)/Loss on Asset Disposal	8	139,399	139,399	0	15,825	15,825	1582469%	▲	
Adjust Provisions and Accruals				0	(923,383)	(923,383)	(92338324%)	▼	
<b>Amount attributable to operating activities</b>		<b>7,200,048</b>	<b>7,170,998</b>	<b>33,755,013</b>	<b>35,377,540</b>	<b>1,622,527</b>	<b>5%</b>	<b>▲</b>	
<b>Investing activities</b>									
Grants, Subsidies and Contributions		1,707,484	1,707,484	618,785	403,251	(215,534)	(35%)	▼	M
Proceeds from Disposal of Assets	8	659,000	659,000	0	93,807	93,807	9380682%	▲	
Land and Buildings	12	(4,833,500)	(5,310,400)	(36,666)	(13,689)	22,977	(63%)	▲	
Plant, Furniture and Equipment	12	(1,932,951)	(1,932,951)	(506,540)	(109,343)	397,197	(78%)	▲	
Infrastructure Assets - Roads	12	(2,539,695)	(2,539,695)	0	(198)	(198)	(19800%)	▲	
Infrastructure Assets - Parks and Reserves	12	(2,211,012)	(2,211,012)	(102,000)	(318,741)	(216,741)	212%	▼	
Infrastructure Assets - Footpaths	12	(310,000)	(310,000)	0	0	0	0%		
Infrastructure Assets - Drainage	12	(140,000)	(140,000)	0	0	0	0%		
Infrastructure Assets - Street Lighting	12	(42,436)	(42,436)	0	0	0	0%		
Infrastructure Assets - Bus Shelters	12	(51,500)	(51,500)	0	(5,369)	(5,369)	(536900%)	▲	
Infrastructure Assets - Car Parks	12	(171,311)	(171,311)	(30,000)	(36,093)	(6,093)	20%	▼	
<b>Amount attributable to investing activities</b>		<b>(9,865,921)</b>	<b>(10,342,821)</b>	<b>(56,421)</b>	<b>13,625</b>	<b>70,046</b>	<b>(124%)</b>	<b>▼</b>	
<b>Financing Activities</b>									
Proceeds from New Debentures	10	2,897,000	2,897,000	0	0	0	0%		
Self-Supporting Loan Principal		15,645	15,645	0	0	0	0%		
Transfer from Reserves	7	8,033,866	8,539,816	175,090	1,702	(173,388)	(99%)	▼	M
Repayment of Debentures	10	(617,722)	(617,722)	0	0	0	0%		
Transfer to Reserves	7	(9,196,975)	(9,196,975)	(485,473)	(238,213)	247,260	51%	▼	M
<b>Amount attributable to financing activities</b>		<b>1,131,814</b>	<b>1,637,764</b>	<b>(310,383)</b>	<b>(236,511)</b>	<b>73,872</b>	<b>24%</b>	<b>▼</b>	
<b>Closing Funding Surplus (Deficit)</b>	3	<b>(0)</b>	<b>(0)</b>	<b>34,922,268</b>	<b>38,512,351</b>	<b>3,590,083</b>	<b>10%</b>	<b>▲</b>	

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data.

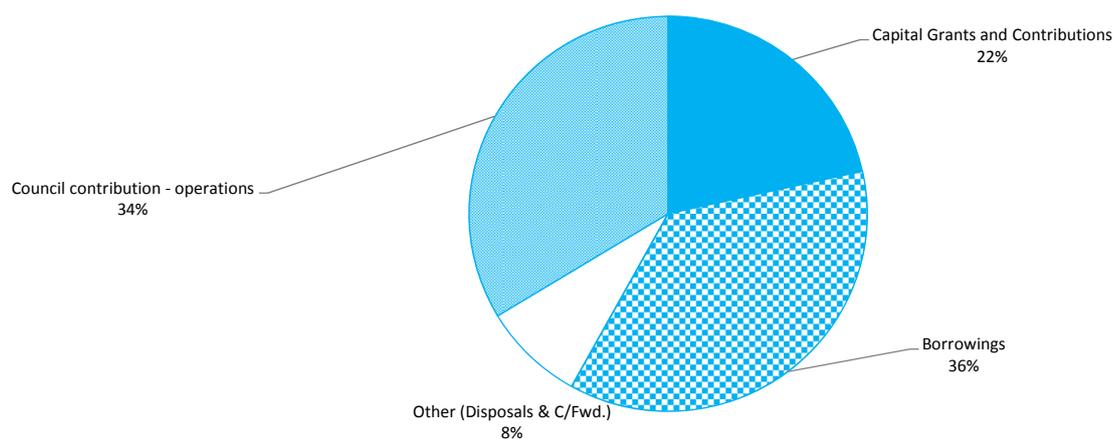
M Indicates if the variance between YTD Budget and YTD Actual data is determined material, in line with Council's adopted limits, and is to be reported on. Refer to Note 2(b) for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**CITY OF KWINANA**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 31 August 2017

Capital Acquisitions	Note	Adopted Annual Budget	Current Annual Budget	YTD Budget (d)	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$	\$
Land and Buildings	13	4,833,500	5,310,400	36,666	13,689	0	13,689	(22,977)
Plant, Furniture and Equipment	13	1,932,951	1,932,951	506,540	109,343	0	109,343	(397,197)
Infrastructure Assets - Roads	13	2,539,695	2,539,695	0	0	198	198	198
Infrastructure Assets - Parks and Reserves	13	2,211,012	2,211,012	102,000	7,002	311,739	318,741	216,741
Infrastructure Assets - Footpaths	13	310,000	310,000	0	0	0	0	0
Infrastructure Assets - Drainage	13	140,000	140,000	0	0	0	0	0
Infrastructure Assets - Street Lighting	13	42,436	42,436	0	0	0	0	0
Infrastructure Assets - Bus Shelters	13	51,500	51,500	0	5,369	0	5,369	5,369
Infrastructure Assets - Car Parks	13	171,311	171,311	30,000	36,093	0	36,093	6,093
<b>Capital Expenditure Totals</b>		<b>12,232,405</b>	<b>12,709,305</b>	<b>675,206</b>	<b>171,496</b>	<b>311,937</b>	<b>483,433</b>	<b>(191,773)</b>
<b>Capital acquisitions funded by:</b>								
Capital Grants and Contributions		1,707,484	1,707,484	0	0	0	0	0
Borrowings		2,897,000	2,897,000	0	0	0	0	0
Other (Disposals & C/Fwd)		659,000	659,000	0	93,807	0	93,807	93,807
Council contribution - Cash Backed Reserves		3,826,662	3,826,662	0	0	0	0	0
Council contribution - operations		2,667,555	3,619,159	675,206	77,689	311,937	389,626	(285,580)
<b>Capital Funding Total</b>		<b>12,232,405</b>	<b>12,709,305</b>	<b>675,206</b>	<b>171,496</b>	<b>311,937</b>	<b>483,433</b>	<b>(191,773)</b>

**Budgeted Capital Acquisitions Funding**



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 1: Significant Accounting Policies**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**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 which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the City controls resources to carry on its functions have been included in this statement. 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 statement, but a separate statement of those monies appears at Note 11.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) 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.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other 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.

**(h) Inventories**

**General**

Inventories are measured 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.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on City's intentions to release for sale.

**(i) Fixed Assets**

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 by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 1: Significant Accounting Policies**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are 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.

Asset	Years
Land	Not Depreciated
Buildings (including structural components, internal fit-out, mechanical services, security, fire systems, and other building structures)	2 to 100 years
Plant and Equipment	
Motor Vehicles	3 to 10 years
Other Plant & Equipment	3 to 20 years
Furniture and Equipment	
Computer & Audio Visual Equipment	2 to 7 years
Office Furniture & Equipment	3 to 15 years
Other Furniture & Equipment	5 to 15 years
Art Works	Not Depreciated
Infrastructure – Roads (including pavement, subgrade, surface, kerbs and barriers)	0 to 100 years
Infrastructure – Footpaths	40 to 80 years
Infrastructure – Drainage (including pits, pipes, chambers and culverts)	80 years
Infrastructure – Car Parks	5 to 20 years
Infrastructure – Bus Shelters	20 to 25 years
Infrastructure – Street Lights	15 to 30 years
Infrastructure – Parks & Reserves (including playground equipment, shade structures, irrigation assets, park furniture and BBQ's, fencing, lighting, public art and other park and reserve structures)	10 to 50 years

It is important to effectively balance the administrative workload of recording and maintaining a reliable Asset Register with the risk and compliance issues attaching to the proper classification of capital expenditure. To permit this, expenditure to acquire or enhance an asset should be capitalised if the expenditure is above the following thresholds and meets the definition of an asset:

Asset Group	Threshold Amount
Land	\$1
Artworks	\$5,000
Buildings	\$5,000
Furniture and Equipment	\$5,000
Plant and Equipment	\$5,000
Motor Vehicles	\$5,000
Roads	\$1
Drainage	\$1
Footpaths	\$1
Parks and Reserves	\$1

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the City prior to the end of the financial year that are unpaid and arise when the City becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) 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 City 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 City expects to pay and includes related on-costs.

*(ii) Annual Leave and 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 project 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 the City does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 1: Significant Accounting Policies**

**(m) 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 City has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**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.

**(n) Provisions**

Provisions are recognised when: The City 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 in 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 is small.

**(o) 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 City's operational cycle. In the case of liabilities where City 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 City's intentions to release for sale.

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Excludes administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets includes gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. It excludes rubbish removal charges.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associated with the employment of persons such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 1: Significant Accounting Policies**

**(q) Program Classifications (Function/Activity)**

In order to discharge its responsibilities to the community, the City has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the City's Community Vision, and for each of its broad activities/programs.

**COMMUNITY VISION**

Kwinana 2030: Rich in spirit, alive with opportunities, surrounded by nature - it's all here!

City operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE**

**Objective:**

To provide a decision making process for the efficient allocation of scarce resources.

**Activities:**

Members of City and Governance (includes Audit and other costs associated with reporting to City).  
Administration, Financial and Computing Services are included.

**GENERAL PURPOSE FUNDING**

**Objective:**

To collect revenue to allow for the provision of services.

**Activities:**

Rates income and expenditure, Grants Commission and Pensioner deferred rates interest and interest on investments.

**LAW, ORDER, PUBLIC SAFETY**

**Objective:**

To provide services to help ensure a safer and environmentally conscious community.

**Activities:**

Supervision of various local laws, fire prevention and animal control.

**HEALTH**

**Objective:**

To provide an operational framework for environmental and community health.

**Activities:**

Prevention and treatment of human illness, including inspection of premises and food control, immunisation and child health.

**EDUCATION AND WELFARE**

**Objective:**

To provide services to disadvantaged persons, the elderly, children and youth.

**Activities:**

Provision, management and support of services for families, children and the aged and disabled within the community; including pre-school playgroups, day and after school care, assistance to schools, senior citizens support groups, meals on wheels provision and Aged Persons Units and Resident Funded Units.

**COMMUNITY AMENITIES**

**Objective:**

To provide services required by the community.

**Activities:**

Town planning and development, rubbish collection services, stormwater drainage, the provision of public conveniences, bus shelters, roadside furniture and litter control.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 1: Significant Accounting Policies**

**RECREATION AND CULTURE**

Objective:

To establish and effectively manage infrastructure and resources which will help the social well being of the community.

Activities:

Provision of facilities and support for organisations concerned with leisure time activities and sport, support for the performing and creative arts and the preservation of the national estate.

This includes maintenance of halls, aquatic centre, recreation and community centres, parks, garden, sports grounds and the operation of Libraries.

**TRANSPORT**

Objective:

To provide safe, effective and efficient transport services to the community.

Activities:

Construction, maintenance and clearing of streets, roads, bridges, drainage works, footpaths, parking facilities, traffic signs and the City Depot, including plant purchases and maintenance.

**ECONOMIC SERVICES**

Objective:

To help promote the City and economic wellbeing.

Activities:

Rural services, pest control and the implementation of building controls.

**OTHER PROPERTY AND SERVICES**

Objective:

To monitor and control the City's overheads operating accounts.

Activities:

Private works, public works overheads, City plant operations, materials, salaries and wages. With the exception of private works, the above activities listed are mainly summaries of costs that are allocated to all works and services undertaken by the City.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 2(a): Explanation of Material Variances by Reporting Program**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2017/18 year is the greater of \$100,000 or 10%.

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Governance	41,737	5324%		No Material Variance	
General Purpose Funding - Rates	(93,389)	(0%)		No Material Variance	
General Purpose Funding - Other	(180,129)	(18%)	M	Timing	\$96k insurance reimbursement received for the replacement of the solar batteries at Latitude 32. Additional expenditure will be required to replace the batteries by connecting the lights to the grid.
Law, Order and Public Safety	(39,739)	(62%)		No Material Variance	
Health	(861)	(6%)		No Material Variance	
Education and Welfare	302,835	26%	M	Timing	Family Day Care General Subsidies income has been spread evenly over 12 months, the City has received \$736k YTD vs a budgeted amount of \$500k.
Community Amenities	(231,659)	(4%)		No Material Variance	
Recreation and Culture	(43,062)	(10%)		No Material Variance	
Transport	25,876	15%		No Material Variance	
Economic Services	(7,819)	(3%)		No Material Variance	
Other Property and Services	2,429	8%		No Material Variance	
<b>Operating Expense</b>					Under expenditure due to current spread of budget not matching the timing of works. As it is August, services and projects for the year are in early stages, funds are expected to be expended in 17/18.
Governance	387,665	33%	M	Timing	
General Purpose Funding	46,694	18%		No Material Variance	
Law, Order and Public Safety	156,621	25%	M	Timing	Under expenditure due to current spread of budget not matching the timing of works. As it is August, services and projects for the year are in early stages, funds are expected to be expended in 17/18.
Health	8,892	4%		No Material Variance	
Education and Welfare	(213,150)	(13%)	M	Timing	Under expenditure due to current spread of budget not matching the timing of works. As it is August, services and projects for the year are in early stages, funds are expected to be expended in 17/18.
Community Amenities	738,951	41%	M	Timing	Under expenditure due to current spread of budget not matching the timing of works. As it is August, services and projects for the year are in early stages, funds are expected to be expended in 17/18.
Recreation and Culture	894,171	27%	M	Timing	Under expenditure due to current spread of budget not matching the timing of works. As it is August, services and projects for the year are in early stages, funds are expected to be expended in 17/18.
Transport	361,040	16%	M	Timing	Under expenditure due to current spread of budget not matching the timing of works. As it is August, services and projects for the year are in early stages, funds are expected to be expended in 17/18.
Economic Services	99,890	25%		No Material Variance	
Other Property and Services	231,305	29%	M	Timing	Under expenditure due to current spread of budget not matching the timing of works. As it is August, services and projects for the year are in early stages, funds are expected to be expended in 17/18.
<b>Capital Revenues</b>					Contributions expected from Developers (DCA) have been spread evenly over the year, the timing of these receipts is difficult to estimate due to the unknown timing of developments.
Grants, Subsidies and Contributions	(215,534)	(35%)	M	Timing	
Proceeds from Disposal of Assets	93,807	9380682%		No Material Variance	Refer to Note 8 for detailed breakdown of asset disposals.
<b>Capital Expenses</b>					Refer to Note 12 for detailed breakdown of expenditure.
Land and Buildings	22,977	63%		No Material Variance	
Plant, Furniture & Equipment	397,197	78%	M	Timing	Replacement of some of the City's fleet was expected in July & August, only 3 of the 8 budgeted vehicles have been replaced. The replacement of the vehicles is still expected in 17/18.
Infrastructure - Roads	(198)	19800%		Timing	
Infrastructure Assets - Parks and Reserves	(216,741)	(212%)	M	Timing	Works to finalise the Edge Skatepark have been completed in 17/18. Majority of works were expected to be completed in 16/17, funds have been carried forward as part of finalising the 16/17 Financial Statements to offset the timing of the works.
Infrastructure Assets - Footpaths	0	0%		No Material Variance	Refer to Note 12 for detailed breakdown of expenditure.
Infrastructure Assets - Drainage	0	0%		No Material Variance	Refer to Note 12 for detailed breakdown of expenditure.
Infrastructure Assets - Street Lighting	0	0%		No Material Variance	Refer to Note 12 for detailed breakdown of expenditure.
Infrastructure Assets - Bus Shelters	(5,369)	536900%		No Material Variance	Refer to Note 12 for detailed breakdown of expenditure.
Infrastructure Assets - Car Parks	(6,093)	(20%)		No Material Variance	Refer to Note 12 for detailed breakdown of expenditure.
<b>Financing</b>					Timing of the reserve transfers is currently different to expectations YTD. Reserve transfers are expected per budget in 17/18 by June 2018.
Proceeds from New Debentures	0	0%		No Material Variance	
Self-Supporting Loan Principal	0	0%		No Material Variance	
Transfer from Reserves	(173,388)	(99%)	M	Timing	
Repayment of Debentures	0	0%		No Material Variance	
Transfer to Reserves	247,260	51%	M	Timing	Developer Contribution reserve transfers are difficult to estimate and can only be transferred at the time they are received.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 2(b): Explanation of Operating Revenue and Expenditure Material Variances by Nature and Type**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.

The material variance adopted by Council for the 2017/18 year is the greater of \$100,000 or 10%.

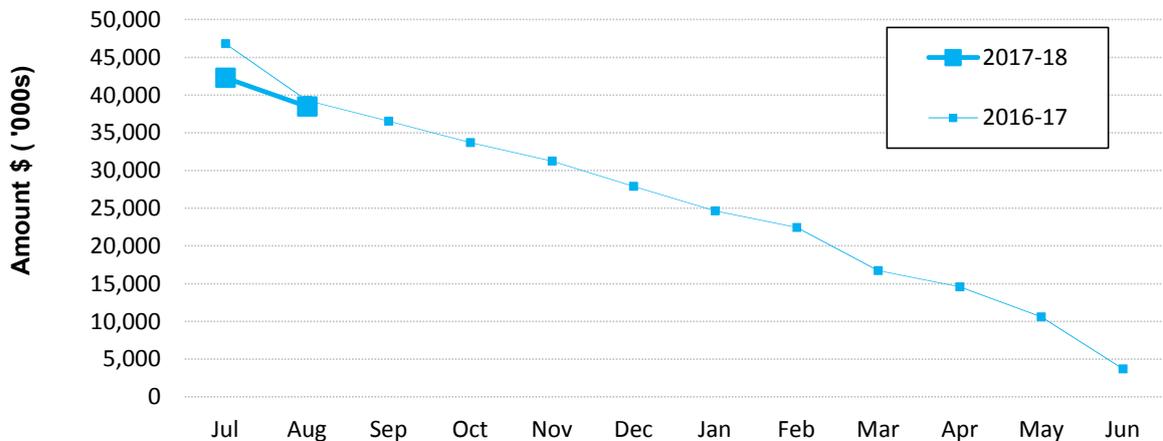
Nature and Type Category	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
Rates	(93,389)	(0%)		No Material Variance	
Operating Grants, Subsidies and Contributions	(98,056)	(6%)		No Material Variance	
Fees and Charges	(172,477)	(2%)		No Material Variance	
Interest Earnings	8,741	2%		No Material Variance	
				Permanent	
Other Revenue	128,641	168%	M		\$96k insurance reimbursement received for the replacement of the solar batteries at Latitude 32. Additional expenditure will be required to replace the batteries by connecting the lights to the grid.
Profit on Disposal of Assets	2,759	275936%		No Material Variance	
<b>Operating Expense</b>					
Employee Costs	1,404,514	23%	M	Timing	Current vacancies in various budgeted positions.
Materials and Contracts	1,119,927	32%	M	Timing	Timing variance due to budget spread. Funds expected to be expended in 17/18.
Utility Charges	114,770	30%	M	Timing	Timing variance due to budget spread. Funds expected to be expended in 17/18.
Depreciation on Non-Current Assets	(41,788)	(2%)		No Material Variance	
Interest Expenses	84,511	170%		No Material Variance	
Insurance Expenses	(77,473)	(25%)		No Material Variance	
Other Expenditure	126,201	658%	M	Timing	Due to the reversal of the provision for doubtful debts in 16/17.
Loss on Disposal of Assets	(18,584)	1858405%		No Material Variance	

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 3: Net Current Funding Position**

		Last Years Closing	This Time Last Year	Current
	Note	30 June 2017	31 Aug 2016	31 Aug 2017
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	3,382,609	20,199,852	18,482,594
Cash Restricted - Reserves	4	50,343,657	43,204,104	50,580,168
Receivables - Rates	6	2,761,590	19,316,621	24,958,181
Receivables - Sundry Debtors	6	1,283,781	655,883	572,353
Other Current Assets		0	0	0
Inventories		36,204	21,376	34,923
		<u>57,807,841</u>	<u>83,397,837</u>	<u>94,628,219</u>
<b>Less: Current Liabilities</b>				
Payables		(4,106,486)	(879,268)	(5,535,699)
		<u>(4,106,486)</u>	<u>(879,268)</u>	<u>(5,535,699)</u>
Less: Cash Reserves	7	(50,343,657)	(43,204,104)	(50,580,168)
<b>Net Current Funding Position - Surplus/(Deficit)</b>		<b>3,357,698</b>	<b>39,314,464</b>	<b>38,512,351</b>

**Note 3 - Liquidity Over the Year**



CITY OF KWINANA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 August 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total	Interest	Calculated			Deposit	Maturity	Term
	\$	\$	\$	\$	Rate	Interest	Institution	S&P Rating	Date	Date	Days
					%	Earnings					
						\$					
<b>(a) Cash Deposits</b>											
CBA Municipal Bank Account	3,228,618	-	-	3,228,618	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Reserves Bank Account	-	-	-	-	Variable	N/A	CBA	AA	N/A	N/A	N/A
CBA Trust Bank Account	2,615	-	2,809,440	2,812,055	Variable	N/A	CBA	AA	N/A	N/A	N/A
Cash On Hand - Petty Cash	4,950	-	-	4,950	N/A	N/A	PC	N/A	N/A	N/A	N/A
<b>Sub-total Cash Deposits</b>	<b>3,236,182</b>	<b>-</b>	<b>2,809,440</b>	<b>6,045,622</b>							
<b>(b) Cash at Call - Investments</b>											
ANZ Call	1,042	-	-	1,042	Variable	N/A	ANZ	AA	N/A	N/A	N/A
ME Bank	201,353	-	-	201,353	Variable	N/A	ME	BBB	N/A	N/A	N/A
<b>Sub-total Cash at Call Investments</b>	<b>202,394</b>	<b>-</b>	<b>-</b>	<b>202,394</b>							
<b>(c) Term Deposits - Investments</b>											
BCU.TD	-	1,000,000	-	1,000,000	2.75%	13,788	BCU	UR	7/03/2017	5/09/2017	183
NAB.TD 912222781	-	1,000,000	-	1,000,000	2.65%	26,500	NAB	AA	6/09/2016	5/09/2017	365
NAB.TD 985717005	-	2,000,000	-	2,000,000	2.78%	46,003	NAB	AA	15/11/2016	12/09/2017	302
ECU.TD	-	1,000,000	-	1,000,000	2.80%	24,778	RIM	UR	1/11/2016	19/09/2017	323
BEN 958130/TT01	-	2,000,000	-	2,000,000	2.76%	55,200	BEN	A	27/09/2016	26/09/2017	365
BEN 958130/TT02	-	1,000,000	-	1,000,000	2.76%	27,600	BEN	A	4/10/2016	3/10/2017	365
BB.TD 021151	-	1,000,000	-	1,000,000	2.70%	14,055	BEY	BBB	4/04/2017	10/10/2017	190
NAB.TD 740188600	-	1,000,000	-	1,000,000	2.80%	28,000	NAB	AA	11/10/2016	10/10/2017	365
BEN.TD	-	1,000,000	-	1,000,000	2.70%	27,000	BEN	A	18/10/2016	17/10/2017	365
BOQ.TD 446215	-	1,000,000	-	1,000,000	2.65%	15,319	BOQ	A	21/03/2017	17/10/2017	211
NAB.TD 865845880	-	1,000,000	-	1,000,000	2.80%	28,000	NAB	AA	18/10/2016	17/10/2017	365
BCU.TD 237371	-	1,000,000	-	1,000,000	2.75%	18,007	BCU	UR	28/02/2016	24/10/2017	239
NAB.TD 388009422	-	1,000,000	-	1,000,000	2.80%	27,770	NAB	AA	28/10/2016	24/10/2017	362
AMP.TD 23702144-373193	-	1,000,000	-	1,000,000	2.75%	14,240	AMP	A	26/04/2017	31/10/2017	189
SUN.TD	-	1,000,000	-	1,000,000	2.60%	13,962	SUN	A	19/04/2017	31/10/2017	196
BB.TD 018529	-	1,000,000	-	1,000,000	2.70%	14,055	BEY	BBB	2/05/2017	7/11/2017	190
NAB.TD 741092125	-	1,000,000	-	1,000,000	2.78%	27,800	NAB	AA	8/11/2016	7/11/2017	365
AMP.TD 357821990-375672	-	1,000,000	-	1,000,000	2.80%	28,000	AMP	A	15/11/2016	14/11/2017	365
BOS.TD	-	1,000,000	-	1,000,000	2.65%	13,286	BOS	UR	23/05/2017	21/11/2017	183
MYS.TD	-	1,000,000	-	1,000,000	2.65%	19,893	MYS	BBB	21/03/2017	19/12/2017	274
RIM 251048-10823023	-	1,000,000	-	1,000,000	2.70%	20,268	RIM	UR	21/03/2017	19/12/2017	274
BB.TD 023923	-	1,000,000	-	1,000,000	2.70%	14,055	BEY	BBB	27/06/2017	2/01/2018	190
BOQ.TD 389140	-	1,000,000	-	1,000,000	2.65%	19,893	BOQ	A	11/04/2017	9/01/2018	274
AUS	-	2,000,000	-	2,000,000	2.65%	31,655	AUS	BBB	13/06/2017	16/01/2018	218
AMP.TD 193058617-349175	-	1,000,000	-	1,000,000	2.90%	21,770	AMP	A	9/05/2017	6/02/2018	274
WPAC.TD 020209 (51958557)	1,280,332	719,668	-	2,000,000	2.60%	52,000	WBC	AA	21/02/2017	20/02/2018	365
NAB.TD 706109761	1,000,000	-	-	1,000,000	2.50%	21,164	NAB	AA	8/08/2017	12/06/2018	309
NAB.TD 728242723	1,000,000	-	-	1,000,000	2.53%	23,359	NAB	AA	18/07/2017	19/06/2018	337
NAB.TD 740948075	1,000,000	-	-	1,000,000	2.52%	24,717	NAB	AA	4/07/2017	26/06/2018	358
BKW.TD 2575899	1,000,000	-	-	1,000,000	2.55%	25,570	BWA	AA	17/07/2017	17/07/2018	366
CBA Term Deposit	1,000,000	-	-	1,000,000	2.50%	18,699	CBA	AA	8/08/2017	8/05/2018	273
CBA Term Deposit	1,000,000	-	-	1,000,000	2.53%	25,231	CBA	AA	8/08/2017	7/08/2018	364
CBA Term Deposit	1,000,000	-	-	1,000,000	2.54%	25,400	CBA	AA	8/08/2017	7/08/2018	365
<b>Sub-total - Term Deposits - Investments</b>	<b>15,280,332</b>	<b>28,719,668</b>	<b>-</b>	<b>44,000,000</b>		<b>979,183.84</b>					
<b>Reserve Funds Investments (Developer Contributions)</b>											
DCA - 1 Hard Infrastructure - Bertram	-	1,743,836	-	1,743,836	2.37%	13,588	CBA	AA	23/08/2017	21/12/2017	120
DCA - 2 Hard Infrastructure - Wellard	-	1,969,898	-	1,969,898	2.37%	15,349	CBA	AA	23/08/2017	21/12/2017	120
DCA - 4 Hard Infrastructure - Anketell	-	-	-	-	-	-	-	-	-	-	-
DCA - 5 Hard Infrastructure - Wandl	-	3,104,086	-	3,104,086	2.37%	24,186	CBA	AA	23/08/2017	21/12/2017	120
DCA - 7 Hard Infrastructure - Mandogalup (West) - TD10463483	-	8,567	-	8,567	2.43%	51	NAB	AA	15/08/2017	13/11/2017	90
DCA - 8 Soft Infrastructure - Mandogalup	-	-	-	-	-	-	-	-	-	-	-
DCA - 9 Soft Infrastructure - Wandl/Anketell - TD2373373	-	3,309,551	-	3,309,551	2.30%	25,026	BEN	A	30/08/2017	28/12/2017	120
DCA - 10 Soft Infrastructure - Casuarina/Anketell	-	-	-	-	-	-	-	-	-	-	-
DCA - 11 Soft Infrastructure - Wellard East	-	4,374,577	-	4,374,577	2.38%	34,230	CBA	AA	24/08/2017	22/12/2017	120
DCA - 12 Soft Infrastructure - Wellard West - TD4627779	-	6,297,345	-	6,297,345	2.45%	50,724	BWA	AA	31/08/2017	29/12/2017	120
DCA - 13 Soft Infrastructure - Bertram - TD10463484	-	288,108	-	288,108	2.43%	1,726	NAB	AA	15/08/2017	13/11/2017	90
DCA - 14 Soft Infrastructure - Wellard/Leda - TD10463485	-	367,092	-	367,092	2.43%	2,200	NAB	AA	15/08/2017	13/11/2017	90
DCA - 15 Soft Infrastructure - Townsite - TD97-485-0572	-	161,124	-	161,124	2.43%	965	NAB	AA	15/08/2017	13/11/2017	90
<b>Sub-total - Reserve Funds Investments (Developer Contributions)</b>	<b>-</b>	<b>21,624,185</b>	<b>-</b>	<b>21,624,185</b>		<b>168,044.59</b>					
<b>Total</b>	<b>18,718,909</b>	<b>50,343,853</b>	<b>2,809,440</b>	<b>71,872,202</b>		<b>1,147,228</b>					
Less Trust Bank	-	-	2,809,440	2,809,440							
<b>Total Municipal Controlled Funds</b>	<b>18,718,909</b>	<b>50,343,853</b>	<b>-</b>	<b>69,062,762</b>		<b>1,147,228</b>					

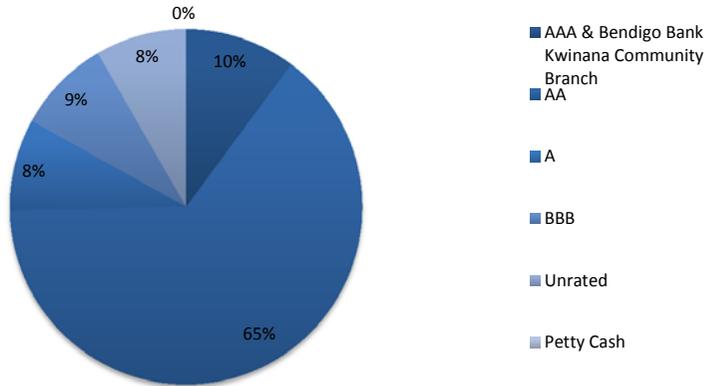
Key:

AMP Bank	AMP	Beyond Bank	BEY	ECU Australia	ECU	Police Credit Union	PCU
ANZ Bank	ANZ	Bank of Queensland	BOQ	Goldfields Money	GOLD	Rural Bank	RUR
Auswide Credit Society	AUS	Bank of Sydney	BOS	ME Bank	ME	Suncorp Bank	SUN
Banacoast Community Credit Union	BCU	Bankwest	BWA	MyState Bank	MYS	Westpac Bank	WBC
Bendigo Bank	BEN	Commonwealth Bank Australia	CBA	National Australia Bank	NAB	City of Kwinana Petty Cash	PC

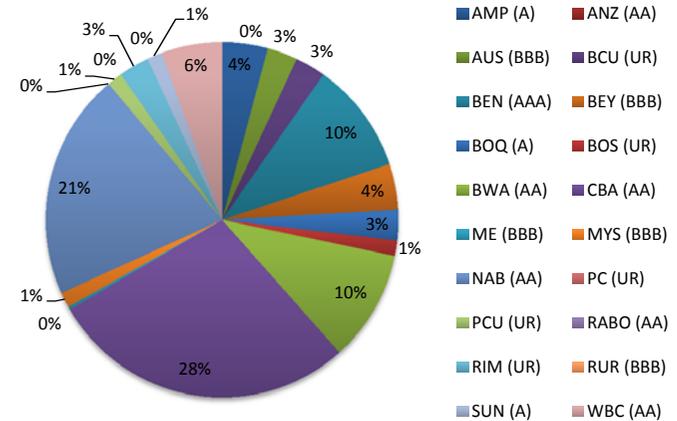
**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 4(a): Cash and Investments - Compliance with Investment Policy**

**Portfolio Credit Risk**



**Counterparty Credit Risk**



**Comments - Investment Policy Compliance**

During August the City's investments were invested in line with Council Policy - Investments. With the recent review of the Council Policy, there are still investments that are un-rated (UR) by the Standard and Poors (S&P) that sit outside the new risk management framework, however as these investments mature they will be reinvested in accordance with the updated policy. The updated policy accounts for this transition period.

**5.5.1 Portfolio Credit Framework**

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

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for category %
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	100%
AA	A-1+	100%
A	A-1	60%
BBB	A-2	20%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

**5.5.2 Counterparty Credit Framework**

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum for category %
AAA and Bendigo Bank Kwinana Community Branch	A-1+ and Bendigo Bank Kwinana Community Branch	45%
AA	A-1+	45%
A	A-1	25%
BBB	A-2	10%

If any of the investments within the portfolio are subject to a credit rating downgrade such that the portfolio credit percentages are no longer compliant with the Investment Policy, or there is a review of this policy, the investment will be divested as soon as practicable.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 5: Budget Amendments**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Surplus/(Deficit)				0
	<b>Permanent Changes</b>						
W12648.585.60	Refund of Changeover fee paid for change to 360L recycling bins	09/08/17 - 566	Operating Expenses			(29,050)	(29,050)
W12648.9506.06	Refund of Changeover fee paid for change to 360L recycling bins	09/08/17 - 566	Non Cash Item	29,050			0
W12520.8000.60	Second Stage of local sporting ground Wellard/Bertram	09/08/17 - 566	Capital Expenses			(348,650)	(348,650)
W12521.8000.60	Second Stage of local sporting ground Wellard/Bertram	09/08/17 - 566	Capital Expenses			(128,250)	(476,900)
	Second Stage of local sporting ground Wellard/Bertram - Future Community						
W12520.8562.06	Infrastructure Reserve	09/08/17 - 566	Non Cash Item	348,650			(128,250)
	Second Stage of local sporting ground Wellard/Bertram - Future Community						
W12521.8562.06	Infrastructure Reserve	09/08/17 - 566	Non Cash Item	128,250			0
							0
				<b>505,950</b>	<b>0</b>	<b>(505,950)</b>	<b>0</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 August 2017

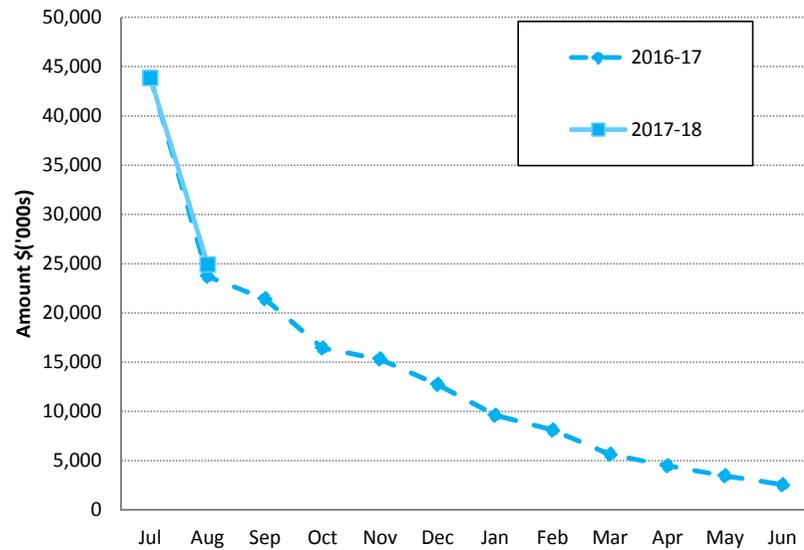
**Note 6: Receivables**

Receivables - Rates Receivable	31 Aug 2017	30 June 2017
	\$	\$
Opening Arrears	2,620,292	2,179,452
	45,787,831	46,344,239
Levied this year	(23,449,942)	(45,903,398)
Less Collections to date		
	<b>24,958,181</b>	<b>2,620,292</b>
Equals Current Outstanding		
<b>Net Rates &amp; Charges Collectable</b>	<b>24,958,181</b>	<b>2,620,292</b>
% Outstanding	51.56%	5.40%

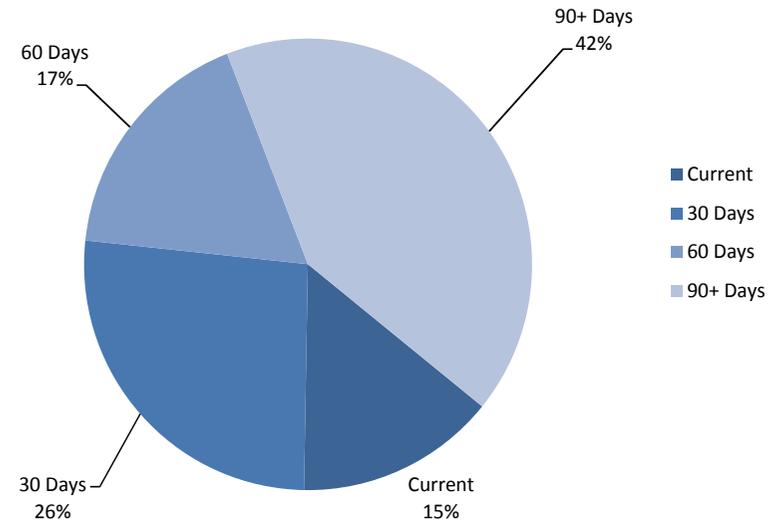
Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Sundry Debtors	82,637	151,172	99,788	238,756	572,353
<b>Total Receivables General Outstanding</b>					<b>572,353</b>

Amounts shown above include GST (where applicable)

**Note 6 - Rates Receivable**



**Note 6 - Accounts Receivable (non-rates)**

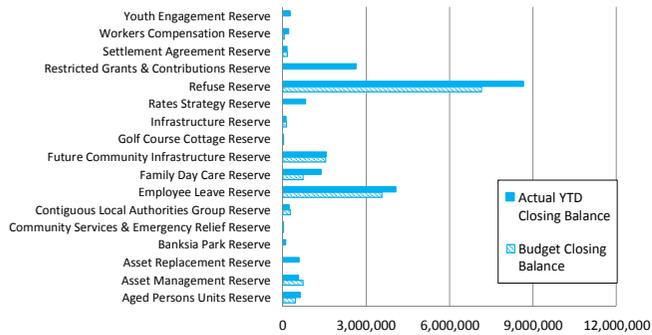


**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

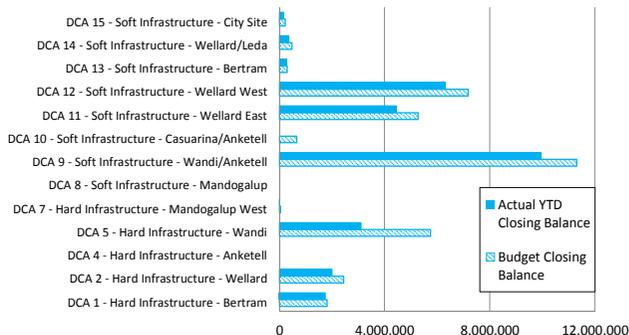
**Note 7: Cash Backed Reserve**

Reserve	Budget	Budget	Budget	Budget Closing Balance	Actual	Actual	Actual	Actual	Actual YTD Closing Balance
	Opening Balance	Transfers In (incl Interest)	Transfers Out		Opening Balance	Transfers In	Interest Earned	Transfers Out	
	\$	(\$+)	(\$-)	\$	\$	(\$+)	(\$-)	\$	
<b>Municipal Reserves</b>									
Aged Persons Units Reserve	389,941	279,588	(221,315)	448,214	643,367	0	2,174	0	645,540
Asset Management Reserve	784,951	22,399	(83,090)	724,260	566,868	0	2,356	0	569,224
Asset Replacement Reserve	213,186	254,814	(468,000)	0	595,442	0	1,117	0	596,559
Banksia Park Reserve	107,650	735	(108,385)	0	107,840	0	364	0	108,205
Community Services & Emergency Relief Reserve	25,966	611	0	26,577	26,059	0	88	0	26,147
Contiguous Local Authorities Group Reserve	253,161	56,950	(45,000)	265,111	239,215	0	808	0	240,023
Employee Leave Reserve	4,100,853	0	(539,162)	3,561,691	4,074,338	0	0	0	4,074,338
Family Day Care Reserve	1,446,637	34,023	(751,569)	729,091	1,383,877	0	4,887	0	1,388,764
Future Community Infrastructure Reserve	2,013,802	54,784	(527,100)	1,541,486	1,568,683	0	5,300	0	1,573,983
Golf Course Cottage Reserve	27,167	639	0	27,806	27,264	0	92	0	27,356
Infrastructure Reserve	122,859	2,889	0	125,748	128,213	0	433	0	128,646
Rates Strategy Reserve	819,692	0	(819,692)	0	819,692	0	0	0	819,692
Refuse Reserve	8,606,073	202,401	(1,667,704)	7,140,770	8,636,810	0	29,178	0	8,665,988
Restricted Grants & Contributions Reserve	1,297,522	0	(1,297,522)	0	2,644,454	0	0	0	2,644,454
Settlement Agreement Reserve	157,743	0	0	157,743	157,743	0	0	0	157,743
Workers Compensation Reserve	342,176	0	(289,544)	52,632	210,503	0	0	0	210,503
Youth Engagement Reserve	270,000	0	(270,000)	0	270,000	0	0	0	270,000
<b>Sub-Total Municipal Reserves</b>	<b>20,979,379</b>	<b>909,833</b>	<b>(7,088,083)</b>	<b>14,801,129</b>	<b>22,100,369</b>	<b>0</b>	<b>46,797</b>	<b>0</b>	<b>22,147,165</b>
<b>Developer Contribution Reserves</b>									
DCA 1 - Hard Infrastructure - Bertram	1,738,315	489,830	(414,093)	1,814,052	1,743,836	0	5,891	0	1,749,728
DCA 2 - Hard Infrastructure - Wellard	1,953,717	487,102	0	2,440,819	1,969,898	36,864	6,655	0	2,013,417
DCA 4 - Hard Infrastructure - Anketell	0	0	0	0	0	0	0	0	0
DCA 5 - Hard Infrastructure - Wandi	3,079,247	2,662,656	0	5,741,903	3,104,086	0	10,487	0	3,114,573
DCA 7 - Hard Infrastructure - Mandogalup West	8,537	27,097	0	35,634	8,567	0	29	0	8,596
DCA 8 - Soft Infrastructure - Mandogalup	0	0	0	0	0	0	0	0	0
DCA 9 - Soft Infrastructure - Wand/Anketell	9,893,320	1,895,119	(488,318)	11,300,121	9,928,654	0	33,543	0	9,962,197
DCA 10 - Soft Infrastructure - Casuarina/Anketell	0	666,609	(7,117)	659,492	0	0	0	0	0
DCA 11 - Soft Infrastructure - Wellard East	4,323,240	958,816	(9,724)	5,272,332	4,374,577	59,136	14,779	(1,702)	4,446,791
DCA 12 - Soft Infrastructure - Wellard West	6,274,935	914,116	(15,637)	7,173,414	6,297,345	0	21,275	0	6,318,619
DCA 13 - Soft Infrastructure - Bertram	287,083	6,750	0	293,833	288,108	0	973	0	289,081
DCA 14 - Soft Infrastructure - Wellard/Leda	359,161	117,719	(6,704)	470,176	367,092	0	1,240	0	368,332
DCA 15 - Soft Infrastructure - City Site	160,443	61,328	(4,190)	217,581	161,124	0	544	0	161,668
<b>Sub-Total Developer Contribution Reserves</b>	<b>28,077,998</b>	<b>8,287,142</b>	<b>(945,783)</b>	<b>35,419,357</b>	<b>28,243,288</b>	<b>96,000</b>	<b>95,416</b>	<b>(1,702)</b>	<b>28,433,002</b>
<b>Total Reserves</b>	<b>49,057,377</b>	<b>9,196,975</b>	<b>(8,033,866)</b>	<b>50,220,486</b>	<b>50,343,657</b>	<b>96,000</b>	<b>142,213</b>	<b>(1,702)</b>	<b>50,580,168</b>

**Municipal Reserves - Year To Date Reserve Balance to End of Year Estimate**



**Developer Contribution Reserves - Year To Date Reserve Balance to End of Year Estimate**



**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 8: Disposal of Assets**

Asset Number	Asset Description	YTD Actual				Budget			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Motor Vehicles</b>									
5596	Toyota Aurion Sportivo 3.5L Auto - Motor Vehicle - Dispose 1ENV377 (PL420)					26,170	15,000		(11,170)
5591	Holden Colorado LTZ 4x4 Auto - Motor Vehicle - Dispose 1EOB725 (PL421)	34,188	28,236		(5,952)	33,279	25,000		(8,279)
5827	Toyota Kluger AWD V6 - Motor Vehicle - 1EWF500 (PL466)					31,459	28,000		(3,459)
5605	Holden VF Evoke V6 Sportswagon - Motor Vehicle - Dispose 1EOB748 (PL422)					17,639	15,000		(2,639)
5630	Holden Colorado 7 4x4 LTZ - Motor Vehicle - Dispose 1EOX941 (PL425)					26,223	20,000		(6,223)
5600	Holden Colorado 7 4x4 LTZ - Motor Vehicle - Dispose 1EOO657 (PL430)	26,950	25,055		(1,896)	26,223	20,000		(6,223)
5604	Toyota Camry Altise 2.5L Sedan - Motor Vehicle - Dispose 1ENM243 (PL423)					14,243	15,000	757	
5601	Holden Colorado 4x4 Crew Cab - Motor Vehicle - Dispose KWN1955 (PL424)					26,223	20,000		(6,223)
5648	Ford Ranger 4x4 PU XL - Motor Vehicle - Dispose KWN1946 (PL426)					22,112	20,000		(2,112)
5602	Holden Colorado 4 x4 Crew Cab - Motor Vehicle - Dispose KWN1953 (PL427)					26,223	20,000		(6,223)
5592	Holden Colorado 4 x4 Crew Cab Ute - Motor Vehicle - Dispose KWN1952 (PL428)					26,223	20,000		(6,223)
5043	Ford Ranger PX XL 4x4 Dual Cab - Motor Vehicle - Dispose KWN1817 (PL410)					24,105	20,000		(4,105)
5598	Holden Colorado 4x4 Crew Cab - Motor Vehicle - Dispose KWN1958 (PL433)					26,223	20,000		(6,223)
5622	Volkswagen Amarok Tdi Dual Cab - Motor Vehicle - Dispose KWN2000 (PL436)					31,590	20,000		(11,590)
4616	Ford Ranger PX XL 4x4 Dual Cab - Motor Vehicle - Dispose KWN1820 (PL385)	20,932	23,691	2,759					
4600	Volkswagen Amarok Tdi Dual Cab - Motor Vehicle - Dispose KWN1893 (PL386)	27,562	16,825		(10,737)				
<b>Plant &amp; Equipment</b>									
3287	2009 Hino 14T Tip Truck - Dispose KWN1761 (PL252)					81,808	80,000		(1,808)
3481	Mitsubishi Fuso Tip Truck - Dispose KWN1779 (PL289)					31,884	25,000		(6,884)
3075	Volvo L70F Loader - Dispose KWN624 (PL223)					92,795	80,000		(12,795)
5068	Mower Toro GM7200 - Dispose 1EJI080 (PL415)					16,112	4,000		(12,112)
4591	Mower Toro Zero Turn Grandmaster Ride on - Dispose 1EDW556 (PL390)					9,501	4,000		(5,501)
5624	Kubota Tractor 33HP & Slasher - Dispose 1EPN009 (PL441)					10,885	8,000		(2,885)
4602	Hino 500 Tip Truck 4x4 Truck - Dispose KWN1915 (PL391)					103,812	95,000		(8,812)
3187	Vermeer Wood Chipper - Dispose Sale 1TKV850 (PL253)					19,011	25,000	5,989	
2434	Volvo 710 Vhp Grader - Dispose KWN623 (PL49)					74,659	60,000		(14,659)
		<b>109,632</b>	<b>93,807</b>	<b>2,759</b>	<b>(18,584)</b>	<b>798,399</b>	<b>659,000</b>	<b>6,746</b>	<b>(146,145)</b>
	<b>Net Profit/(Loss)</b>				<b>(15,825)</b>				<b>(139,399)</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

Note 9: Rating Information	YTD Actual						Budget						
	Rate in	Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$		\$	\$	\$	\$	\$
<b>Differential General Rate</b>													
<b>Gross Rental Value (GRV)</b>													
Improved Residential	0.07351	12,684	221,479,968	16,223,658	57,338	16,894	16,297,889	12,635	220,699,968	16,223,658	850,000	-	17,073,658
Vacant Residential	0.15769	555	8,636,370	1,385,002	(23,133)	(1,252)	1,360,617	469	8,783,070	1,385,002	-	-	1,385,002
Improved Special Residential	0.06515	809	19,278,791	1,256,014	0	0	1,256,014	808	19,278,791	1,256,013	-	-	1,256,013
Light Industrial and Commercial	0.08719	145	23,225,553	2,025,036	0	0	2,025,036	145	23,225,553	2,025,036	-	-	2,025,036
General Industry and Service Commercial	0.08246	336	35,692,132	2,943,173	0	0	2,943,173	336	35,692,132	2,943,173	-	-	2,943,173
Large Scale General Industry and Service Commercial	0.08559	47	47,967,180	4,105,511	0	0	4,105,511	47	47,967,180	4,105,511	-	-	4,105,511
<b>Unimproved Value (UV)</b>													
General Industrial	0.01696	3	121,200,000	2,055,552	0	0	2,055,552	3	121,200,000	2,055,552	-	-	2,055,552
Rural	0.00471	94	97,651,000	459,936	0	0	459,936	79	97,651,000	459,936	-	-	459,936
Mining	0.00817	24	37,766,000	306,710	1,838	4,996	313,544	23	37,541,000	306,710	-	-	306,710
Urban/Urban Deferred	0.00576	140	168,888,000	868,775	104,020	37,762	1,010,557	63	150,829,000	868,775	-	-	868,775
<b>Sub-Totals</b>		<b>14,837</b>	<b>781,784,994</b>	<b>31,629,367</b>	<b>140,063</b>	<b>58,400</b>	<b>31,827,829</b>	<b>14,608</b>	<b>762,867,694</b>	<b>31,629,367</b>	<b>850,000</b>	<b>-</b>	<b>32,479,367</b>
<b>Minimum Payment</b>	<b>Minimum</b>												
<b>Gross Rental Value (GRV)</b>	<b>\$</b>												
Improved Residential	\$971	1,697	20,389,552	1,646,816	971	0	1,647,787	1,696	20,376,522	1,646,816	-	-	1,646,816
Vacant Residential	\$971	1,071	5,384,355	985,565	9,710	(6,570)	988,705	1,015	5,339,565	985,565	-	-	985,565
Improved Special Residential	\$971	6	84,900	5,826	0	0	5,826	6	84,900	5,826	-	-	5,826
Light Industrial and Commercial	\$1,263	26	267,341	32,838	0	0	32,838	26	267,341	32,838	-	-	32,838
General Industry and Service Commercial	\$1,263	37	318,902	46,731	0	0	46,731	37	318,902	46,731	-	-	46,731
Large Scale General Industry and Service Commercial	\$1,263	0	0	0	0	0	0	0	-	-	-	-	-
<b>Unimproved Value (UV)</b>													
General Industrial	\$1,263	0	0	0	0	0	0	0	-	-	-	-	-
Rural	\$971	9	1,071,000	8,739	0	0	8,739	9	1,071,000	8,739	-	-	8,739
Mining	\$1,263	15	27,673	16,419	0	0	16,419	13	28,647	16,419	-	-	16,419
Urban/Urban Deferred	\$1,263	16	2,451,600	17,682	2,526	1,512	21,720	14	2,051,600	17,682	-	-	17,682
<b>Sub-Totals</b>		<b>2,877</b>	<b>29,995,323</b>	<b>2,760,616</b>	<b>13,207</b>	<b>-5,058</b>	<b>2,768,765</b>	<b>2,816</b>	<b>29,538,477</b>	<b>2,760,616</b>	<b>-</b>	<b>-</b>	<b>2,760,616</b>
Concession		<b>17,714</b>	<b>811,780,317</b>	<b>34,389,983</b>	<b>153,270</b>	<b>53,341</b>	<b>34,596,594</b>	<b>17,424</b>	<b>792,406,171</b>	<b>34,389,983</b>	<b>850,000</b>	<b>-</b>	<b>35,239,983</b>
<b>Amount from General Rates</b>							<b>34,596,594</b>						<b>35,239,983</b>
Ex-Gratia Rates							0						-
Specified Area Rates							0						-
<b>Totals</b>							<b>34,596,594</b>						<b>35,239,983</b>

Comments - Rating Information

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 10: Information on Borrowings**

(a) Debenture Repayments

Particulars	01 Jul 2017	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$		\$	\$	\$	\$	\$	\$
<b>Governance</b>									
Loan 99 - Administration Office Renovations	845,987	0		0	84,414	845,987	761,573	0	57,237
Loan 107 - Administration / Chambers Building Refurbishment	0	0	2,897,000	0	0	0	2,897,000	0	0
<b>Education &amp; Welfare</b>									
Loan 96 - Youth Specific Space	171,398	0		0	23,558	171,398	147,840	0	13,606
Loan 100 - Youth Specific Space	1,521,312	0		0	0	1,521,312	1,521,312	0	81,250
<b>Recreation and Culture</b>									
Loan 94 - Wellard Sports Pavilion	248,482	0		0	43,658	248,482	204,824	0	16,802
Loan 95 - Orelia Oval Pavilion	411,355	0		0	56,540	411,355	354,815	0	32,655
Loan 97 - Orelia Oval Pavilion Extension	1,871,923	0		0	186,785	1,871,923	1,685,138	0	126,648
Loan 102 - Library & Resource Centre	7,421,567	0		0	0	7,421,567	7,421,567	0	386,720
Loan 104 - Recquatic Refurbishment	3,350,000	0		0	0	3,350,000	3,350,000	0	135,675
Loan 105 - Bertram Community Centre	1,296,840	0		0	0	1,296,840	1,296,840	0	50,827
Loan 106 - Destination Park - Calista	1,609,695	0		0	93,163	1,609,695	1,516,532	0	49,819
<b>Transport</b>									
Loan 98 - Streetscape Beautification	1,142,081	0		0	113,959	1,142,081	1,028,122	0	77,270
Loan 101 - City Centre Redevelopment	2,500,000	0		0	0	2,500,000	2,500,000	0	61,750
<b>Self Supporting Loans</b>									
<b>Recreation and Culture</b>									
Loan 103B - Golf Club Refurbishment	298,494	0		0	15,645	298,494	282,849	0	11,506
	22,689,134	0	2,897,000	0	617,722	22,689,134	24,968,412	0	1,101,765

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 August 2017**

**Note 11: Trust Fund**

Funds held at balance date over which the City has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Aug 2017
	\$	\$	\$	\$
Hall Security Bonds	55,341	800	0	56,141
Footpath & Kerbing Security Deposits	857,177	0	0	857,177
Sports Forfeiture Security Deposits	200	0	0	200
Bus Hire Security Deposits	3,000	500	0	3,500
Demolition Security Deposits	16,334	0	(2,356)	13,978
Miscellaneous Deposits	70,351	0	0	70,351
Footpath Construction Bonds	2,000	0	0	2,000
Land Subdivision Bonds	506,810	0	(45,822)	460,988
Road Maintenance Bonds	293,234	0	0	293,234
Landscaping Subdivision Bonds	125,315	0	0	125,315
Planning Advertising Bonds	250	0	(250)	0
Mortimer Road - Community Trust	10,421	0	0	10,421
ATU Landscaping Bonds	3,168	0	0	3,168
Landscaping Development Bonds	56,822	0	0	56,822
Subdivision Handrails	15,395	0	0	15,395
APU Security Bonds	16,462	0	(940)	15,522
DCA 5 Contingency Bonds	729,967	0	0	729,967
Contiguous Local Authorities Group (CLAG)	200	0	0	200
Public Open Space Cash In Lieu	49,608	45,453	0	95,061
	<b>2,812,054</b>	<b>46,753</b>	<b>(49,368)</b>	<b>2,809,439</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

For the Period Ended 31 August 2017

**Note 12: Capital Acquisitions**

Assets	Account	YTD Actual			Budget			
		New/Upgrade	Renewal	Total YTD	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance
		\$	\$	\$	\$	\$	\$	\$
 <i>Level of completion indicator, please see table at the end of this note for further detail.</i>								
<b>Buildings</b>								
 Adventure Park - Calista Oval - Building Renewal	00012578	0	0	0	100,000	100,000	0	0
 Sloan`s Cottage - conservation works	00012511	0	0	0	5,000	5,000	0	0
 Smirk`s Cottage - conservation works	00012512	0	0	0	5,000	5,000	0	0
 Wheatfield Cottage - conservation works	00012513	0	0	0	15,000	15,000	0	0
 Zone Youth Centre - repaint external walls	00012514	0	0	0	20,000	20,000	0	0
 Revolving Energy Fund	00012515	0	0	0	35,000	35,000	0	0
 Sloan Reserve Toilets	00012516	0	0	0	40,000	40,000	0	0
 Youth Outdoor Space - Public Art	00012517	4,783	0	4,783	26,500	26,500	26,500	21,717
 Kwinana Bowling Club shed replacement	00012518	0	0	0	18,000	18,000	0	0
 CFWD Dist B - DCA 13 - Local Sporting Ground with Community Sports	00012520	0	0	0	385,350	734,000	0	0
 CFWD Dist C - DCA14 - Local Sporting Ground with pavilion extension	00012521	1,300	0	1,300	141,750	270,000	0	(1,300)
 CFWD Signage - update signage from Town to City	00012522	0	0	0	110,000	110,000	0	0
 Administration Building (existing) Building renewals	00012526	0	0	0	2,897,000	2,897,000	0	0
 Banksia Park - Bollard/Light replacement	00012527	0	0	0	6,400	6,400	0	0
 Banksia Park - Clubhouse kitchen - cabinet replacement	00012528	0	0	0	15,000	15,000	0	0
 Banksia Park - Clubhouse - replace wooden framed door	00012529	0	0	0	2,500	2,500	0	0
 Banksia Park - External Painting - 5 year program	00012530	0	0	0	20,000	20,000	0	0
 Business Incubator - replacement of split system air conditioners	00012531	0	0	0	15,000	15,000	0	0
 Wellard Pavilion Air Conditioning	00012519	0	0	0	11,000	11,000	0	0
 Kwinana Out of School Care - replace air conditioners	00012532	0	0	0	15,000	15,000	0	0
 Contingency (covers all unforeseen breakdowns and requests during	00012533	7,606	0	7,606	100,000	100,000	10,166	2,560
 Callistemon Court APU - new garage block	00012534	0	0	0	40,000	40,000	0	0
 Callistemon Court APU - carpet replacement	00012535	0	0	0	10,000	10,000	0	0
 Callistemon Court APU - External Painting - 5 year program	00012536	0	0	0	20,000	20,000	0	0
 CFWD Callistemon Court APU - Construction/installation of new footpath and letterboxes	00012537	0	0	0	10,000	10,000	0	0
 Out of School Care - 2 Budden Way - Renewal of fence	00012538	0	0	0	20,000	20,000	0	0
 New Operations Centre	00012539	0	0	0	100,000	100,000	0	0
 Bright Futures Family Day Care building to replace playroom, kitchenette and toy library	00012540	0	0	0	650,000	650,000	0	0
<b>Buildings Total</b>		<b>13,689</b>	<b>0</b>	<b>13,689</b>	<b>4,833,500</b>	<b>5,310,400</b>	<b>36,666</b>	<b>22,977</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

For the Period Ended 31 August 2017

**Note 12: Capital Acquisitions**

Assets	Account	YTD Actual			Budget			
		New/Upgrade	Renewal	Total YTD	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance
		\$	\$	\$	\$	\$	\$	\$
<b>Plant, Furniture and Equipment</b>								
<b>Furniture and Equipment</b>								
 Banksia Park - replacement of furniture and equipment in the Clubrooms	00012443	0	0	0	5,000	5,000	0	0
 Banksia Park - 3 x Rinnai continual Flow HWU	00012444	0	0	0	10,500	10,500	0	0
 Banksia Park - 3 x Chef Elevated Oven Replacements	00012445	0	0	0	8,085	8,085	0	0
 Banksia Park - Park Benches	00012446	0	0	0	4,500	4,500	0	0
 Callistemon Court APU - Rinnai continual flow HWS	00012447	0	0	0	14,000	14,000	0	0
 Callistemon Court APU - Chef elevated oven replacement	00012448	0	0	0	8,085	8,085	0	0
 Darius Wells Library & Resource Centre - Furniture	00012449	0	0	0	1,000	1,000	0	0
 John Wellard Community Centre - Furniture	00012450	0	0	0	2,000	2,000	0	0
 William Bertram community Centre - Furniture	00012451	0	0	0	2,000	2,000	0	0
 Library - Data projector & screen	00012452	0	0	0	5,000	5,000	0	0
 Library - F & E Renewal	00012453	0	0	0	5,500	5,500	0	0
 Office Furniture - furniture for new staff/staff relocations	00012454	0	0	0	12,000	12,000	12,000	12,000
 Recquatic - Administration - Office Chairs	00012455	0	0	0	1,000	1,000	1,000	1,000
 Recquatic - Administration - Staffroom fridge	00012456	0	0	0	1,000	1,000	0	0
 Recquatic - Administration - Staffroom TV	00012457	0	0	0	500	500	250	250
 Recquatic - Aquatics - Blanket buddy	00012458	0	0	0	8,000	8,000	0	0
 Recquatic - Aquatics - Disability hoist 25 metre pool	00012459	0	0	0	6,000	6,000	0	0
 Recquatic - Aquatics - Defibrillator	00012460	0	0	0	3,000	3,000	0	0
 Recquatic - Multi Purpose room - Mirrors	00012461	0	0	0	3,000	3,000	0	0
 Recquatic - Cafe - Tables	00012462	0	0	0	2,000	2,000	0	0
 Recquatic - Health & Fitness - New program equipment cost & replacement	00012463	0	0	0	2,500	2,500	0	0
 Recquatic - Vacation Care/Crèche - Play Equipment	00012464	0	0	0	2,000	2,000	0	0
 Youth Centre - Zone - Lounge entrance renovation	00012465	0	0	0	10,000	10,000	0	0
 Defibrillators for City Facilities - Thomas Kelly. Orelia & one TBC	00012466	0	0	0	10,500	10,500	0	0
 Diesel Generator for Computer Room	00012490	0	0	0	4,000	4,000	0	0
<b>Computing Equipment</b>								
 iPhones	00012467	0	0	0	20,000	20,000	0	0
 Self Check Touchscreen Computer & Workstation	00012468	0	0	0	11,000	11,000	0	0
 ICT Strategic Plan Implementation	00012470	0	0	0	56,850	56,850	20,000	20,000
 Fibre Link to the Skate Park and Adventure Park	00012471	0	0	0	40,000	40,000	0	0
 AV Equipment - Projector Replacement	00012469	0	0	0	30,000	30,000	0	0
 Backup/DR Software	00012473	0	0	0	3,750	3,750	0	0
 VM Software	00012474	0	0	0	5,400	5,400	0	0
 CFWD Various ICT Equipment for Strategic Information Technology Plan	00012472	3,883	0	3,883	90,000	90,000	20,000	16,117

CITY OF KWINANA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 August 2017

**Note 12: Capital Acquisitions**

Assets	Account	YTD Actual			Budget			
		New/Upgrade	Renewal	Total YTD	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance
		\$	\$	\$	\$		\$	\$
<b>Plant and Equipment</b>								
Depot - Minor Plant	00012475	0	0	0	25,000	25,000	0	0
Depot - Purchase of New Tip Truck - New Plant 527 - (Sale KWN1761)	00012476	0	0	0	195,000	195,000	0	0
Depot - Purchase of New Tip Truck - New Plant 528 - (Sale KWN1779)	00012477	0	0	0	85,000	85,000	0	0
Depot - Purchase of New Loader - New Plant 529 - (Sale KWN624)	00012478	0	0	0	270,000	270,000	0	0
Depot - Purchase of New Ride on Mower - New Plant 530	00012479	0	0	0	32,000	32,000	0	0
Depot - Purchase of New Ride on Mower - New Plant 532	00012480	0	0	0	32,000	32,000	0	0
Depot - Purchase of New Out-front ride on Mower - New Plant 531	00012481	0	0	0	30,000	30,000	0	0
NAMS Tools	00012485	0	0	0	5,000	5,000	2,000	2,000
Recquatic - Aquatics - Automatic pool cleaner	00012486	0	0	0	5,000	5,000	0	0
Recquatic - Aquatics - Lane Rope (10)	00012487	0	0	0	8,000	8,000	0	0
Recquatic - Aquatics - Pool Inflatable Device	00012488	0	0	0	15,000	15,000	15,000	15,000
Recquatic - Swim School - Swim Platform	00012489	0	0	0	2,400	2,400	0	0
CFWD Facilities - Soft fall tester	00012491	0	0	0	15,000	15,000	15,000	15,000
CFWD Speed Alert Mobile Trailer for Driver Speed Education	00012492	0	0	0	26,290	26,290	26,290	26,290
Computer Mounting Systems for City Assist Vehicles (KWN2061, KWN 2063, KWN2000, KWN1893)	00012493	0	0	0	9,091	9,091	0	0
CFWD Fixed Variable Community Notice Board	00012494	0	0	0	70,000	70,000	0	0
<b>Motor Vehicles</b>								
Director City Living - Purchase & Sale - Sale 1ENV377 PL420	00012495	0	0	0	56,000	56,000	56,000	56,000
Director Infrastructure - Purchase & Sale - Sale 1EOB725 PL421	00012496	0	0	0	56,000	56,000	56,000	56,000
Manager Marketing - Purchase & Sale - Sale 1EOB748 PL422	00012497	0	0	0	41,000	41,000	41,000	41,000
Manager Engineering - Purchase & Sale - Sale 1EOX941 PL425	00012498	0	0	0	41,000	41,000	0	0
Manager Works Depot - Purchase & Sale - Sale 1EEO657 PL430	00012499	37,092	0	37,092	41,000	41,000	41,000	3,908
Building Assets Coordinator - Purchase & Sale - Sale 1ENM243 PL423	00012500	0	0	0	38,000	38,000	0	0
Compliance Officer - Purchase & Sale - Sale KWN1955 PL424	00012501	33,989	0	33,989	41,000	41,000	41,000	7,011
Development Engineer - Purchase & Sale - Sale KWN1946 PL426	00012502	34,379	0	34,379	41,000	41,000	41,000	6,621
Engineer Designer - Purchase & Sale - Sale KWN1953 PL427	00012503	0	0	0	41,000	41,000	0	0
Project Coordinator - Purchase & Sale - Sale KWN1952 PL428	00012504	0	0	0	41,000	41,000	0	0
Parks Supervisor - Purchase & Sale - Sale KWN1817 PL410	00012505	0	0	0	41,000	41,000	0	0
Streetscape Maintenance Officer - Purchase & Sale - Sale KWN1958	00012506	0	0	0	41,000	41,000	0	0
Senior Essential Services - Purchase & Sale - Sale KWN2000 PL436	00012507	0	0	0	41,000	41,000	0	0
Chief Executive Officer - Purchase & Sale - Sale 1EWF500 P466	00012508	0	0	0	63,000	63,000	63,000	63,000
Director City Regulation Vehicle - Purchase only - New Plant 511	00012509	0	0	0	56,000	56,000	56,000	56,000
Tree Officer - Purchase only - New Plant 512	00012510	0	0	0	41,000	41,000	0	0
<b>Plant , Furniture and Equipment Total</b>		<b>109,343</b>	<b>0</b>	<b>109,343</b>	<b>1,932,951</b>	<b>1,932,951</b>	<b>506,540</b>	<b>397,197</b>

**CITY OF KWINANA**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**

For the Period Ended 31 August 2017

**Note 12: Capital Acquisitions**

Assets	Account	YTD Actual			Budget				
		New/Upgrade	Renewal	Total YTD	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$		\$	\$	
<b>Park and Reserves</b>									
Annual upgrade of parks as per Parks for People strategy - Rogan Park, Bertram small scale skate park, shade									
■	sail on play equipment, Honeywood park exercise equipment	00012574	0	28,262	28,262	216,000	216,000	19,768	(8,494)
■	Bore - current condition 5 cubicle & pump replacement	00012575	0	0	0	75,000	75,000	0	0
■	Bore - Forward renewal/replacement as per annual program	00012576	0	0	0	105,000	105,000	0	0
■	Bowling Club Green replacement	00012577	0	0	0	220,000	220,000	0	0
■	Calista Oval - Fencing & Bollards replacement	00012579	0	0	0	60,000	60,000	0	0
■	Sanctuary Drive - Firebreak Construction - Dual Use Path - Limestone	00012580	0	0	0	15,000	15,000	0	0
■	Goal post renewal	00012581	0	0	0	5,000	5,000	0	0
■	KIA Tree Planting Program	00012582	0	0	0	130,000	130,000	0	0
■	Kwinana Adventure Park - Bin Enclosure	00012583	0	0	0	40,000	40,000	0	0
■	Kwinana Tennis Courts - Fencing	00012584	0	0	0	80,000	80,000	0	0
■	Park Furniture/Lights	00012585	0	0	0	6,000	6,000	0	0
■	Street Tree Planting Program - Bertram Stage 1 - 45	00012586	0	0	0	120,000	120,000	0	0
■	Wells Beach Foreshore Upgrade (Park and Boating Facility)	00012587	0	0	0	466,526	466,526	0	0
■	Installation of fencing in City Reserves to prevent illegal dumping	00012588	6,032	0	6,032	50,000	50,000	0	(6,032)
■	Mortimer Road Landscaping	00012589	0	0	0	51,500	51,500	0	0
■	Wellard Village Nature Play Park - BBQ	00012590	0	0	0	10,000	10,000	0	0
■	Medina Oval - Lighting	00012591	0	0	0	150,000	150,000	0	0
■	Kwinana Netball Courts - Lighting and Additions	00012592	970	0	970	155,185	155,185	0	(970)
■	CFWD Thomas Oval Netball Court Renewal	00012593	0	0	0	2,000	2,000	0	0
■	Playground Renewal - Gawler Way POS	00012569	0	1,407	1,407	35,000	35,000	0	(1,407)
■	Playground Renewal - Wells Park	00012570	0	0	0	35,000	35,000	0	0
■	CFWD Calista Oval Destination Park - Adventure Playground	00012571	0	4,250	4,250	42,232	42,232	42,232	37,982
■	CFWD Kwinana Outdoor Youth Space KOYS - Skate Park	00012572	0	277,820	277,820	40,000	40,000	40,000	(237,820)
■	Family Day Care - Playground Equipment and Landscaping behind office	00012573	0	0	0	101,569	101,569	0	0
■	<b>Parks and Reserves Total</b>		<b>7,002</b>	<b>311,739</b>	<b>318,741</b>	<b>2,211,012</b>	<b>2,211,012</b>	<b>102,000</b>	<b>(216,741)</b>

CITY OF KWINANA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 August 2017

**Note 12: Capital Acquisitions**

Assets	Account	YTD Actual			Budget			
		New/Upgrade	Renewal	Total YTD	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance
		\$	\$	\$	\$	\$	\$	\$
<b>Roads</b>								
<b>Urban Road Grant Construction</b>								
 Anketell Road (a) - 230m to 430m West of McLaughlan Road	00012541	0	0	0	93,847	93,847	0	0
 Anketell Road (b) - 200m west to 360m east of Abercrombie & west bound	00012542	0	0	0	275,283	275,283	0	0
 Anketell Road (c) - 460m to 1000m east of Abercrombie Road	00012543	0	0	0	119,157	119,157	0	0
 Anketell Road (d) - 300m west of Armstrong to 180m east of Armstrong	00012544	0	0	0	240,252	240,252	0	0
 Cockburn Road - Rockingham to 70m North West of Rockingham Road	00012545	0	0	0	75,348	75,348	0	0
 Gilmore Ave & Wellard Rd to Sloan Drive North & South Bound	00012546	0	0	0	222,008	222,008	0	0
 Ocean Street - Rockingham Road to 100 metres East - Resurfacing	00012547	0	0	0	53,820	53,820	0	0
 Sulphur Road - Roundabout at intersection of Durrant Ave	00012548	0	0	0	45,209	45,209	0	0
<b>Roads to Recovery Grant Construction</b>								
 Beacham Place - Road Upgrade and formalise cul de sac	00012549	0	0	0	95,000	95,000	0	0
 Cockman Way - Road Resurfacing and upgrade including kerb & footpath	00012550	0	0	0	332,000	332,000	0	0
 Dalrymple Drive - resurfacing of various Roundabouts and chicane red laterite	00012551	0	0	0	85,000	85,000	0	0
 Partridge Street - Pavement rehabilitation including cul de sac & footpath	00012552	0	0	0	190,000	190,000	0	0
<b>Municipal Road Construction</b>								
 Minstrell Road Bertram - Removal of Slow Point	00012560	0	0	0	20,000	20,000	0	0
 The Strand & Runnymede Gate intersection - John Wellard Community Centre	00012561	0	0	0	20,000	20,000	0	0
 Beauchamp Loop & Wellard - Installation of Traffic Calming Devices	00012562	0	0	0	35,000	35,000	0	0
 Traffic Calming Devices Repair	00012563	0	198	198	25,000	25,000	0	(198)
 Bingfield Road West & Tucker Street Medina - Installation of Traffic Calming Devices	00012564	0	0	0	40,000	40,000	0	0
 CFWD Bertram Road Dual Carriageway	00012565	0	0	0	81,090	81,090	0	0
 CFWD Johnson Road realignment roadworks	00012566	0	0	0	491,681	491,681	0	0
 <b>Roads Total</b>		<b>0</b>	<b>198</b>	<b>198</b>	<b>2,539,695</b>	<b>2,539,695</b>	<b>0</b>	<b>(198)</b>
<b>Street Lighting</b>								
 Street Lighting	00012554	0	0	0	42,436	42,436	0	0
 <b>Street Lighting Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>42,436</b>	<b>42,436</b>	<b>0</b>	<b>0</b>
<b>Bus Shelter Construction</b>								
 Bus Shelter Construction	00012553	5,369	0	5,369	51,500	51,500	0	(5,369)
 <b>Bus Shelter Construction Total</b>		<b>5,369</b>	<b>0</b>	<b>5,369</b>	<b>51,500</b>	<b>51,500</b>	<b>0</b>	<b>(5,369)</b>

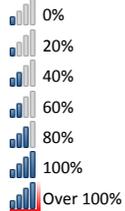
CITY OF KWINANA  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 31 August 2017

**Note 12: Capital Acquisitions**

Assets	Account	YTD Actual			Budget				
		New/Upgrade	Renewal	Total YTD	Adopted Annual Budget	Current Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	\$	
<b>Footpath Construction</b>									
 Footpath Construction - Mortimer Road	00012555	0	0	0	92,500	92,500	0	0	
 Footpath Construction - Bertram Road	00012556	0	0	0	87,500	87,500	0	0	
 Footpath Construction - between Adventure Park and Gilmore Avenue	00012557	0	0	0	130,000	130,000	0	0	
 <b>Footpath Construction Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>310,000</b>	<b>310,000</b>	<b>0</b>	<b>0</b>	
<b>Drainage Construction</b>									
 Lot 1 Challenger Ave (Nutrient Stripping Basin) - Transfer of land	00012558	0	0	0	120,000	120,000	0	0	
 Outfall Drainage nets at various stormwater outlet locations in Leda	00012559	0	0	0	20,000	20,000	0	0	
 <b>Drainage Construction Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>140,000</b>	<b>140,000</b>	<b>0</b>	<b>0</b>	
<b>Car Park Construction</b>									
 Medina Oval - Bituminise entrance & Carpark	00012567	0	0	0	141,311	141,311	0	0	
 CFWD Construction of Carpark at the Skate Park	00012568	36,093	0	36,093	30,000	30,000	30,000	(6,093)	
 <b>Car Park Construction Total</b>		<b>36,093</b>	<b>0</b>	<b>36,093</b>	<b>171,311</b>	<b>171,311</b>	<b>30,000</b>	<b>(6,093)</b>	
 <b>Capital Expenditure Total</b>		<b>171,496</b>	<b>311,937</b>	<b>483,433</b>	<b>12,232,405</b>	<b>12,709,305</b>	<b>675,206</b>	<b>191,773</b>	

**Level of Completion Indicators (Percentage YTD Actual to Annual Budget)**



## 16.7 Appointment of Council Representatives to Committees and Organisations

### SUMMARY:

The following committees of Council, established under the Local Government Act 1995 require Elected Member representation:

- Audit Committee
- Executive Appraisal Committee

The following committees of Council, established under other legislation, require Elected Member representation:

- Local Emergency Management Advisory Committee (established under the Emergency Management Act 2005)
- Bush Fire Advisory Committee (established under the Bush Fires Act 1954)

In addition to internal committees of Council, the Council is also invited to hold membership upon a number of external committees and associations.

In some cases, the membership of these committees is often predetermined by the fact that the invitation may request a specific Elected Member, in particular the Mayor or Deputy Mayor.

Council received a letter dated 20 September 2017 from the Chief Executive Officer of the Southern Metropolitan Regional Council (SMRC) (Attachment B) regarding the appointment of an Elected Member. A participant local government is to appoint one Elected Member to be a member of the Council of the Southern Metropolitan Regional Council.

A letter was received on 27 September 2017 from the Chief Executive Officer of the Peel-Harvey Catchment Council (PHCC) (Attachment C) calling for nominations for Local Government Representation (Coastal) on the Peel Harvey Catchment Council.

Appointment is not automatic. The PHCC will assess nominations and decide on an applicant to become the Local Government Member (or Deputy), representing all coastal local governments within the Peel Harvey Catchment.

The Western Australian Local Government Association Annual General Meeting requires two Elected Member representatives, these are decided by Council when an individual report is prepared and presented at an Ordinary Council Meeting closer to the Western Australian Local Government Association Annual General Meeting.

### OFFICER RECOMMENDATION:

That Council:

1. Endorse the requirement of Elected Members attending meetings for external committees and organisations to provide a written report to all Elected Members on significant matters arising from these meetings.
2. Approve the Elected Member and City Officer appointments to external committees and organisations and Council committees:

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

## Audit Committee

Position / Organisation	Name
Elected Member	

## Audit Committee – Independent Audit Committee Member Appointment Selection Panel

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	
City of Kwinana	Director City Strategy (no voting rights)

## Executive Appraisal Committee

Position / Organisation	Name
Elected Member	

## Local Emergency Management Committee

Position / Organisation	Name
Elected Member – Chair	
Elected Member	
Local Emergency Coordinator – Deputy Chair	Rod Murray – OIC of Kwinana Police
City of Kwinana	Manager Essential Services
City of Kwinana – Recovery Coordinator	Director City Legal
City of Kwinana – Local Welfare Liaison Coordinator	Director City Engagement
City of Kwinana – Executive Officer	City Assist Support Officer
City of Kwinana	Manager Environmental Health
City of Kwinana	Manager Corporate Communications

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

Hazard Management and Support Agency	Department of Fire and Emergency Services Representative
Hazard Management and Support Agency	Department of Biodiversity, Conservation and Attractions Representative
Hazard Management and Support Agency	Rockingham/Kwinana SES Representative
Hazard Management and Support Agency	Department of Agriculture and Food WA Representative
Hazard Management and Support Agency	Department of Corrective Services Representative
Hazard Management and Support Agency	Western Power Representative
Hazard Management and Support Agency	Rockingham Sea Rescue Representative
Hazard Management and Support Agency	Department of Communities Representative
Hazard Management and Support Agency	Public Transport Authority Representative
Hazard Management and Support Agency	Rockingham Peel Group – Department of Health Representative
Hazard Management and Support Agency	Water Corporation Representative
Welfare Support Agency	Department of Child Protection and Family Support Representative
Welfare Support Agency	Red Cross Representative
Welfare Support Agency	Salvation Army Representative
Industry Representative	Kwinana Industries Council Representative
Community Representative	Ian Critchley

## Kwinana Local Recovery Committee

Position / Organisation	Name
Elected Member - Chair	Mayor
Elected Member – Executive Officer	
Elected Member – Deputy Chair	
Elected Member - Local Emergency Management Committee – Chair	
City of Kwinana – Recovery Coordinator	Director City Legal
City of Kwinana – Deputy Recovery Coordinator	Director City Strategy
Local Welfare Coordinator	Department of Communities
Kwinana Local Welfare Liaison Officer	Director City Engagement
Kwinana Animal Welfare Liaison Officer	Senior City Assist Officer

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

## Bush Fire Advisory Committee

Position / Organisation	Name
Elected Member	
Elected Member	
City of Kwinana	Chief Bush Fire Control Officer

## Access and Inclusion Working Group

Position / Organisation	Name
Elected Member	
Elected Member	

## Arts Advisory Group

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	
City of Kwinana	Coordinator Cultural Development
City of Kwinana	Community Development Officer - Arts

## Community Funding Panel

Position / Organisation	Name
Elected Member	
Elected Member	
City of Kwinana	Director City Engagement

## Events Planning Working Group

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	

## Freeman Working Group

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

## Local Commercial and Activity Centre Improvement Grant Funding Panel

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	

## Local Events Fund Funding Group

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	

## Multicultural Advisory Action Group

Position / Organisation	Name
Elected Member	
Elected Member	
City of Kwinana	Representative from City Engagement Directorate

## Naming of Parks, Places and Buildings Working Group

Position / Organisation	Name
Elected Member	
City of Kwinana	Director City Engagement
City of Kwinana Citizen of the Year	Changes annually

Council Representatives on External Committees

## Alcoa Kwinana Refinery – Environmental Improvement Plan Advisory Board

Position / Organisation	Name
Elected Member	
City of Kwinana	Manager Environment

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

## Alcoa Stakeholder Reference Group – Kwinana Long Term Residue Management Strategy

Position / Organisation	Name
Elected Member	
City of Kwinana	Manager Environment

## Beeliar Regional Park Advisory Committee

Position / Organisation	Name
Elected Member	
City of Kwinana	Manager Environment

## Bertram Primary School Board

Position / Organisation	Name
Elected Member	

## Calista Primary School Board

Position / Organisation	Name
Elected Member	

## Citizens Advice Bureau Committee

Position / Organisation	Name
Elected Member	
Elected Member	

## Cockburn Sound Management Council

Position / Organisation	Name
Elected Member	

## Communities Industries Forum

Position / Organisation	Name
Elected Member	
Elected Member - Proxy	
Elected Member - Proxy	

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

## Jandakot Botanic Regional Park Community Advisory Committee

Position / Organisation	Name
Elected Member	
City of Kwinana	Manager Environment

## Joint Development Assessment Panel\*

Position / Organisation	Name
Elected Member	Councillor Sheila Mills**
Elected Member	Councillor Dennis Wood**
Elected Member - Proxy	
Elected Member - Proxy	

\*Note that the term is determined externally

\*\* The appointment of Councillor Sheila Mills and Councillor Dennis Wood to the Joint Development Assessment Panel expires on 26 July 2018.

## Kwinana Community Funding Program Panel

Position / Organisation	Name
Elected Member	
Elected Member	
City of Kwinana	Director City Engagement

## Kwinana Industries Public Safety Liaison Group

Position / Organisation	Name
Elected Member	
City of Kwinana	Manager Environmental Health
City of Kwinana	Community Emergency Services Officer

## Kwinana Senior Citizens Centre

Position / Organisation	Name
Elected Member	
Elected Member - Proxy	
Elected Member - Proxy	

## Latitude 32 Community Reference Group

Position / Organisation	Name
Elected Member	
City of Kwinana	Coordinator Statutory Planning

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

## Latitude 32 Technical Reference Group

Position / Organisation	Name
City of Kwinana	Director City Regulation

## Leda Primary School Board

Position / Organisation	Name
Elected Member	

## Local Government Association – South Metropolitan Zone

Position / Organisation	Name
Elected Member	
Elected Member	
Elected Member	
City of Kwinana	Chief Executive Officer

## Metropolitan Regional Road Group South West Sub Group

Position / Organisation	Name
Elected Member	
Elected Member - PROXY	
City of Kwinana	Manager Engineering Services

## Rockingham/Kwinana Chamber of Commerce

Position / Organisation	Name
Elected Member	

## South East Regional Centre for Urban Landcare (SERCUL)

Position / Organisation	Name
Elected Member	
City of Kwinana	Manager Environment

## South West Group Board

Position / Organisation	Name
Elected Member	Mayor
City of Kwinana	Chief Executive Officer

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

## South West Group Technical Directors Committee

Position / Organisation	Name
City of Kwinana	Director City Regulation
City of Kwinana	Manager Engineering Services

## South West Corridor Development Foundation (SWCDeF)

Position / Organisation	Name
Elected Member	
Elected Member - Deputy	

## South West Reference Group

Position / Organisation	Name
Elected Member	
Elected Member - Deputy	
City of Kwinana	Manager Environment

## South Metropolitan Regional Council (SMRC)

Position / Organisation	Name
Elected Member	
City of Kwinana	Manager Environmental Health

## South Metropolitan Regional Council – Waste Management Committee

Position / Organisation	Name
City of Kwinana	Manager Environmental Health

3. That Council approve the following Elected Member nomination for the:

Local Government (Coastal) representative to the Peel Harvey Catchment Council:

Position / Organisation	Name
Elected Member	

## WALGA Freight Policy Forum

Position / Organisation	Name
Elected Member	
Elected Member - PROXY	
City of Kwinana	Manager Engineering Services

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

4. That Council appoint Gaye McMath as an independent Audit Committee member with a contract term expiring on the day of the next Local Government Elections (expected to be held in October 2019) and remunerated \$1,800 per meeting.

NOTE: AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

**DISCUSSION:**

Once the nominations have been approved by Council, the committees and organisations will be notified in writing of the new Elected Member representative.

Attachment A provides additional information regarding each committee and organisation that requires a Council representative(s). Attachment A reflects the current representations prior to the 2017 Local Government Election.

Local Emergency Management Committee and the Kwinana Local Recovery Committee

Section 38(1) of the Emergency Management Act 2005 states that the local government is to establish a local emergency management committee for the district. Section 38(3) of the Emergency Management Act 2005 requires the Local Emergency Management Committee to comprise a chairperson and other members appointed by the local government. Section 38(4) of the Emergency Management Act 2005 requires the appointment of members as determined by the State Emergency Management Committee. The State Emergency Management Committee Procedure 7 Local Emergency Management Committee states:

*Noting the requirements of the EM Act, the following provides guidance on the composition of LEMCs:*

- *the Chair should be an elected member of council;*
- *the Local Emergency Coordinator should be appointed as Deputy Chair;*
- *an Executive Officer, who should be an officer of the relevant local government, and should be appointed to coordinate the business of the committee and/or provide administrative support;*
- *the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan (section 41(4) of the EM Act), should be appointed a member of the committee;*
- *consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (for example, community services, engineering services, corporate services or planning);*
- *membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or non-government organisations (for example, the Department of Communities, the Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district);*
- *consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and*
- *LEMCs should, where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.*

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

The Kwinana Local Recovery Committee initiates the Local Recovery Plan. The Kwinana Local Recovery Committee is responsible for the development and implementation of recovery management arrangements for the City of Kwinana in liaison with the Hazard Management Agency Incident Controller, the Local Emergency Coordinator and other responsible agents.

### Southern Metropolitan Regional Council

The Southern Metropolitan Regional Council has requested that written notice of the Council appointed member be provided prior to Thursday 26 October 2017 to allow time to appoint a Chair. The Elected Member who is selected to the Southern Metropolitan Regional Council will be remunerated. The Salaries and Allowances Tribunal determination effective 1 July 2017 state that the maximum annual fees for a Regional Local Government are:

- Chairman \$39,045
- Deputy Chair \$18,920
- Council members \$13,955

### Peel-Harvey Catchment Council (PHCC)

A letter was received on 29 September 2017 from the Chief Executive Officer of the Peel-Harvey Catchment Council (PHCC) (Attachment C) calling for nominations for Local Government Representation (Coastal) on the Peel Harvey Catchment Council. The nomination form needs to be returned to the PHCC by Friday 3 November 2017.

Appointment is not automatic. The PHCC will assess nominations and decide on an applicant to become the Local Government Member (or Deputy), representing all coastal local governments within the Peel Harvey Catchment.

### Joint Development Assessment Panel (JDAP)

The Joint Development Assessment Panel (JDAP) is an independent decision-making body comprised of technical experts and elected local government representatives. These panels determine development applications made under local and region planning schemes, in the place of the original decision maker. The Development Assessment Panel (DAP) is mandatory in Western Australia, and a DAP has been created for each local government that has a local planning scheme. The Minister for Planning has established a DAP under section 171C of the Planning and Development Act 2005 for each local government area, by the publication of an order in the Government Gazette.

Two different types of DAPs were established by the Minister:

1. Local development assessment panels (LDAPs) were established to service a single local government, where it is deemed to be a high growth local government with enough development to support its own DAP.
2. Joint development assessment panels (JDAPs) were established to service two or more local governments where those local governments are not considered to have enough development to support their own DAP.

Most DAPs in Western Australia are JDAPs. There are five metropolitan JDAPs and nine regional JDAPs. There is one LDAP, which deals with applications within the City of Perth.

#### 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

The introduction of DAPs in Western Australia aims to help improve the planning system by providing more transparency, consistency and reliability in decision making on complex development applications. As Regulations clearly identify what classes of development applications are to be determined by development assessment panels, applicants are well aware of who will be determining their application, regardless of the location of the development. The State believe involvement of independent experts and local representation helps to strike an appropriate balance in decision making by ensuring that decisions made by the panel are based on the planning merits of an application.

This report seeks Council's support to nominate two proxy (alternate) local government representative members. If the representatives have not attended the mandatory training, they will be required to do so when the training is held at a date to be confirmed. All JDAP members will be required to attend a mandatory training workshop before they can sit on a JDAP for the first time. The training will address the planning and development assessment framework in Western Australia, planning law (including what is an appropriate planning consideration), operation and conduct of DAPs, and the DAP Code of Conduct and expected behaviour of JDAP members. The Department of Planning will deliver this training to all new JDAP members following their appointment to a JDAP.

The City will provide the Minister with the names of the nominated panel members, and the Minister will appoint the local government representatives in accordance with the City's nomination. The names of the members appointed to each JDAP will be published on the JDAP website maintained by the Department of Planning.

Where any JDAP member cannot attend a meeting due to illness, absence or other cause, an alternate member may attend the meeting in his or her place. Alternate members are nominated and appointed in the same way as permanent JDAP members.

The regulations require JDAP members (and alternate members when sitting in place of a DAP member) to comply with the DAP Code of Conduct. If a JDAP member fails to comply with the Code of Conduct, the Minister may remove them from office for committing misconduct.

Development Assessment Panels Code of Conduct, Clause 2.1.2 states:

"A local government member of a DAP is not bound by any previous decision or resolution of the local government in relation to the subject-matter of a DAP application. In such a situation, the member is not prevented from voting for a decision that is the same as the local government's. However, the member must exercise independent judgment, and consider the application on its planning merits, in deciding how to vote.

At the City's Ordinary Council Meeting held on 8 February 2017 Councillor Sheila Mills and Councillor Dennis Wood were appointed as Kwinana's JDAP local member representatives. As the term of their positions does not expire until 26 July 2018, there is no requirement to have Elected Members nominate for these positions. However, the proxy representatives will be required to be nominated.

The Elected Members who are selected on the JDAP will be remunerated. The following remuneration is in accordance with Schedule 2 — Fees for DAP Members of the Planning and Development (Development Assessment Panels) Regulations 2011:

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

<b>Item</b>	<b>Member fee</b>
1. Fee for presiding member per meeting to determine development applications	\$700
2. Fee for any other member per meeting to determine development applications	\$425
3. Fee per meeting for presiding member to determine applications to amend or cancel determination	\$200
4. Fee per meeting for any other member to determine applications to amend or cancel determination	\$100
5. Fee for presiding member attending proceeding in State Administrative Tribunal	\$700
6. Fee for any other member attending proceeding in State Administrative Tribunal	\$425
7. Fee for training for DAP members	\$400
8. Fee for re-training for DAP members	\$200
9. Fee for presiding member to determine dispute as to compliance with notice	\$200

Metropolitan Regional Road Group South West Sub Group and WALGA Freight Policy Forum

Both the Metropolitan Regional Road Group South West sub group and the WALGA Freight Policy Forum are transport related external committees.

The Metropolitan Regional Road Group South West sub group assists the Metropolitan Regional Road Group when managing and considering local road issues for the following local governments:

- City of Kwinana
- City of Cockburn
- Town of East Fremantle
- City of Fremantle
- City of Melville
- City of Rockingham

The Metropolitan Regional Road Group South West sub group are to meet regularly and at least twice per annum. Each local government is to have an elected member and technical representative. A compulsory item on the agenda is the status of claims for Main Roads Metropolitan Regional Road Group projects. Quarterly Expenditure Reports are reviewed at these meetings and the group is supported by a Main Roads Western Australia support staff member. The elected member is the voting representative and has one vote for each recommendation at the sub group meetings.

The WALGA Freight Policy Forum focuses on the agricultural areas of Western Australia and their links to ports. There is no set meeting dates and meetings will be convened when required, depending on the project, and attendance can be in person or via teleconferencing. The following is an extract of their objectives stated in their terms of reference:

Defining the Freight Network

- i) Develop processes and recommendations that, when implemented, will ensure that there is an integrated freight network across State and Local Government roads, and across Local Government boundaries.

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

- ii) Consider and make recommendations for the regulations, policies and enforcement approaches that will enable Local Governments to efficiently manage the freight network, with particular focus on arrangements governing the use of "Restricted Access Vehicles."
- iii) Inform a collective Local Government perspective and engage with industry (including major freight consignors / receivers, Main Roads WA, Department of Transport and Regional Development Commissions) to plan the freight network and associated infrastructure to ensure alignment between public and private investments.

### Funding the Freight Network

- i) The Policy Forum will act as a steering group to develop and oversee a project that will audit the current road standards on freight routes and determine the cost of upgrades and maintenance required to handle the freight task and meet accepted standards. Previous studies have adopted benchmark costs and desktop studies to estimate the costs of upgrading and maintaining roads to provide for the required freight task. These approaches which do not consider the existing condition of the road are limited.
- ii) WALGA has developed a new tool to assist Local Governments calculate the cost of the additional wear on sealed roads from an identified freight task. These costs are not explicitly considered by a freight consignor in (for example) deciding whether to choose rail or road transport, or where to locate a freight hub. The Policy Forum will consider and provide advice concerning the application of these tools across the Local Government sector and changes to the regulatory environment that may be required to support Local Governments in negotiating the recoup of costs where appropriate.

WALGA will determine whether Council's nominated delegates are accepted onto the Freight Policy Forum.

### Multicultural Advisory Group

Multicultural composition is at the heart of Australia's national identity and intrinsic to Australia's history and character. Multiculturalism has many social benefits, such as increasing tolerance; and psychological benefits, such as facilitating greater cognitive complexity, flexibility and creativity. Further, it contributes to resilience and innovation, and the development of thriving, vibrant, contemporary communities.

The City has demonstrated a strong commitment to multiculturalism in recent years through: (1) the presentation of multicultural events, including the annual Sunset Fiesta event as part of Harmony Week; (2) the provision of funding for multicultural organisations through the Community Development Fund; and (3) the provision of subsidised tenancy to multicultural organisations at community facilities.

Cultural diversity is rapidly increasing in Kwinana, in part due to transport links and housing affordability.

The City has developed the Multicultural Action Plan and an overarching Multicultural Policy. Aligned to the Government of Western Australia's Multicultural Planning Framework, these documents provide strategic focus in relation to fostering participation, equity and promotion. Participation refers to full participation by diverse residents in social, economic and cultural life; equity refers to the removal of barriers to equity experienced by diverse residents; and promotion refers to the benefits of Kwinana's cultural and linguistic diversity.

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

The Multicultural Advisory Group consists of two elected members and five or more community and service provider representatives.

### Independent Audit Committee Member

The Audit Committee are responsible for reporting to Council and providing appropriate advice and recommendations on matters relevant to the Terms of Reference in order to facilitate informed decision-making by Council. Other responsibilities of the Audit Committee include:

- Identify and recommend to Council a list of those matters to be audited (in relation to external and internal audits);
- Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
- Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include the objectives of the audit, the scope of the audit details of the remuneration and expenses to be paid to the auditor, the method to be used by the local government to communicate with and supply information to the auditor;
- Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995 and ensure that audits are conducted successfully and expeditiously;
- Examine the reports of the auditor (internal/external) and accompanying officer report to determine if any matters raised require action to be taken by the local government and ensure that appropriate action be taken in respect of those matters;
- Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time;
- Consider biennially, the report from the Chief Executive Officer on the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control and legislative compliance; and
- Undertake a financial management review every 4 years, with the next review required in 2017.

The Council resolved to appoint Gaye McMath as an Independent Audit Committee Member at the Ordinary Council Meeting held on 28 June 2017.

The Independent Audit Committee member's position was advertised on Seek, LinkedIn and the City's website for the period of 22 days (inclusive), applications closed on the 26 April 2017.

After applications closed the selection panel was provided with copies of the applicant's cover letter and resume. Three applicants were short listed and interviewed on 7 June 2017. The resume of Gaye McMath is detailed at Confidential Attachment D. The Independent Audit Committee Member has only attended one Audit Committee Meeting as a result of there only being one Meeting that was held before the Local Government Elections. It is recommended that the appointment be for two years.

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

The remuneration is currently what the Independent Audit Committee Member is receiving and is based on qualifications and experience and the hours required preparing and attending the Audit Committee Meetings.

### **LEGAL/POLICY IMPLICATIONS:**

#### ***Elected Members and Officers Representing Council or the City as Delegates Council Policy***

1. Elected Members and Officers representing Council or the City as delegates are not empowered to commit Council or the City to any course of action unless provided with specific authority of Council or until such time as Council has approved of such action through Council's normal process. This applies particularly when casting a vote in the capacity of a representative or delegate of Council or the City at a meeting of an external committee, agency or organisation.
2. Officers appointed to external committees or representing the City at any meeting other than Council meetings are to maintain close liaisons with Council.

#### ***Local Government Act 1995***

Section 5.10(4) requires that if the Mayor informs the local government of his or her intention to be a member of a committee, then the local government is to appoint the Mayor to be a member of that committee.

Section 5.10(2) provides that at any given time, each Council member is entitled to be a member of at least one committee of Council. If the member is not a member of any other committee, they may nominate themselves to be a member of a committee and the local government is to make them a member.

### **FINANCIAL/BUDGET IMPLICATIONS:**

No financial/budget implications have been identified as a result of this report or recommendation.

### **ENVIRONMENTAL IMPLICATIONS:**

No environmental implications have been identified as a result of this report or recommendation.

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**STRATEGIC/SOCIAL IMPLICATIONS:**

This proposal will support the achievement of the following objectives and strategies detailed in the Corporate Business Plan.

<b>Plan</b>	<b>Objective</b>	<b>Strategy</b>
Corporate Business Plan 2016-2021	5.1 An Active and engaged Local Government, focussed on achieving the community's vision	5.1.1 Ensure that the City's strategic direction, policies, plans, services and programs are aligned with the community's vision  5.1.2 - Councillors vigorously represent the community, participate in activities and events, advocate the community's vision, encourage stakeholder involvement, as well as promote the opportunities and attributes the area offers.

**RISK IMPLICATIONS:**

Risk Event	If Council does not have Elected Member representation on the Audit Committee, Executive Appraisal Committee, Local Emergency Management Advisory Committee and Bush Fire Advisory Committee the City would be in contravention of the Local Government Act 1995 and / or the Emergency Management Act 2005 and / or the Bush Fires Act 1954.
Risk Theme	Failure to fulfil statutory regs or compliance requirements
Risk Effect/Impact	Compliance
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Prepared Council Report, to ensure the City sets, approves and endorses Council Representatives to Committees and Organisations as required by the Local Government Act 1995 and / or Emergency Management Act 2005 and / or the Bush Fires Act 1954.
Rating (after treatment)	Low

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

Risk Event	Without Council representation on committees and organisations, there is a risk that the community will not be represented in decisions made by such committees and organisations or be provided with information that may affect the City of Kwinana.
Risk Theme	Inadequate engagement practices
Risk Effect/Impact	Service Delivery
Risk Assessment Context	Operational
Consequence	Moderate
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Avoid - remove cause of risk
Response to risk treatment required/in place	Commenced the process of updating the register Council Representatives to Committees and Organisations and have prepared a Council Report, to ensure the City sets, approves and endorses.
Rating (after treatment)	Low

**COUNCIL DECISION**

011

**MOVED CR P FEASEY****SECONDED CR W COOPER****That Council suspend Standing Orders.****CARRIED  
8/0****COUNCIL DECISION**

012

**MOVED CR P FEASEY****SECONDED CR W COOPER****That Council reinstate Standing Orders.****CARRIED  
8/0**

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**COUNCIL DECISION**

013

**MOVED CR P FEASEY****SECONDED CR W COOPER****That Council:**

1. **Endorse the requirement of Elected Members attending meetings for external committees and organisations to provide a written report to all Elected Members on significant matters arising from these meetings.**
2. **Approve the Elected Member and City Officer appointments to external committees and organisations and Council committees:**

**Audit Committee**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Merv Kearney
Elected Member	Councillor Sandra Lee
Elected Member	Councillor Sheila Mills

**Audit Committee – Independent Audit Committee Member Appointment Selection Panel**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Sandra Lee
Elected Member	Councillor Sheila Mills
City of Kwinana	Director City Strategy (no voting rights)

**Executive Appraisal Committee**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Sheila Mills
Elected Member	Councillor Matthew Rowse

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**Local Emergency Management Committee**

<b>Position / Organisation</b>	<b>Name</b>
<b>Elected Member – Chair</b>	<b>Councillor Dennis Wood</b>
<b>Elected Member</b>	<b>Councillor Matthew Rowse</b>
<b>Local Emergency Coordinator – Deputy Chair</b>	<b>Rod Murray – OIC of Kwinana Police</b>
<b>City of Kwinana</b>	<b>Manager Essential Services</b>
<b>City of Kwinana – Recovery Coordinator</b>	<b>Director City Legal</b>
<b>City of Kwinana – Local Welfare Liaison Coordinator</b>	<b>Director City Engagement</b>
<b>City of Kwinana – Executive Officer</b>	<b>City Assist Support Officer</b>
<b>City of Kwinana</b>	<b>Manager Environmental Health</b>
<b>City of Kwinana</b>	<b>Manager Corporate Communications</b>
<b>Hazard Management and Support Agency</b>	<b>Department of Fire and Emergency Services Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Department of Biodiversity, Conservation and Attractions Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Rockingham/Kwinana SES Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Department of Agriculture and Food WA Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Department of Corrective Services Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Western Power Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Rockingham Sea Rescue Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Department of Communities Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Public Transport Authority Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Rockingham Peel Group – Department of Health Representative</b>
<b>Hazard Management and Support Agency</b>	<b>Water Corporation Representative</b>
<b>Welfare Support Agency</b>	<b>Department of Child Protection and Family Support Representative</b>
<b>Welfare Support Agency</b>	<b>Red Cross Representative</b>
<b>Welfare Support Agency</b>	<b>Salvation Army Representative</b>
<b>Industry Representative</b>	<b>Kwinana Industries Council Representative</b>
<b>Community Representative</b>	<b>Ian Critchley</b>

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**Kwinana Local Recovery Committee**

Position / Organisation	Name
Elected Member - Chair	Mayor Carol Adams
Elected Member – Executive Officer	Councillor Matthew Rowse
Elected Member – Deputy Chair	Councillor Sandra Lee
Elected Member - Local Emergency Management Committee – Chair	Councillor Dennis Wood
City of Kwinana – Recovery Coordinator	Director City Legal
City of Kwinana – Deputy Recovery Coordinator	Director City Strategy
Local Welfare Coordinator	Department of Communities
Kwinana Local Welfare Liaison Officer	Director City Engagement
Kwinana Animal Welfare Liaison Officer	Senior City Assist Officer

**Bush Fire Advisory Committee**

Position / Organisation	Name
Elected Member	Councillor Matthew Rowse
Elected Member	Councillor Dennis Wood
City of Kwinana	Chief Bush Fire Control Officer

**Access and Inclusion Working Group**

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Dennis Wood

**Arts Advisory Group**

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Sheila Mills
Elected Member	Councillor Matthew Rowse
City of Kwinana	Coordinator Cultural Development
City of Kwinana	Community Development Officer - Arts

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**Community Funding Panel**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Sandra Lee
City of Kwinana	Director City Engagement

**Events Planning Working Group**

Position / Organisation	Name
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Sheila Mills
Elected Member	Councillor Matthew Rowse

**Freeman Working Group**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Dennis Wood

**Local Commercial and Activity Centre Improvement Grant Funding Panel**

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Sandra Lee
Elected Member	Councillor Sheila Mills

**Local Events Fund Funding Group**

Position / Organisation	Name
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Dennis Wood

**Multicultural Advisory Action Group**

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Matthew Rowse
City of Kwinana	Representative from City Engagement Directorate

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**Naming of Parks, Places and Buildings Working Group**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Merv Kearney
Elected Member	Councillor Matthew Rowse
City of Kwinana	Director City Engagement
City of Kwinana Citizen of the Year	Changes annually

**Council Representatives on External Committees****Alcoa Kwinana Refinery – Environmental Improvement Plan Advisory Board**

Position / Organisation	Name
Elected Member	Councillor Dennis Wood
City of Kwinana	Manager Environment

**Alcoa Stakeholder Reference Group – Kwinana Long Term Residue Management Strategy**

Position / Organisation	Name
Elected Member	Councillor Dennis Wood
City of Kwinana	Manager Environment

**Beeliar Regional Park Advisory Committee**

Position / Organisation	Name
Elected Member	Councillor Sandra Lee
City of Kwinana	Manager Environment

**Citizens Advice Bureau Committee**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Merv Kearney

**Cockburn Sound Management Council**

Position / Organisation	Name
Elected Member	Councillor Merv Kearney

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**Communities Industries Forum**

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
Elected Member - Proxy	Councillor Sandra Lee
Elected Member - Proxy	Councillor Dennis Wood

**Jandakot Botanic Regional Park Community Advisory Committee**

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
City of Kwinana	Manager Environment

**Joint Development Assessment Panel\***

Position / Organisation	Name
Elected Member	Councillor Sheila Mills**
Elected Member	Councillor Dennis Wood**
Elected Member - Proxy	Councillor Wendy Cooper
Elected Member - Proxy	Councillor Matthew Rowse

\*Note that the term is determined externally

\*\* The appointment of Councillor Sheila Mills and Councillor Dennis Wood to the Joint Development Assessment Panel expires on 26 July 2018.

**Kwinana Community Funding Program Panel**

Position / Organisation	Name
Elected Member	Councillor Sandra Lee
Elected Member	Councillor Sheila Mills
City of Kwinana	Director City Engagement

**Kwinana Industries Public Safety Liaison Group**

Position / Organisation	Name
Elected Member	Councillor Dennis Wood
City of Kwinana	Manager Environmental Health
City of Kwinana	Community Emergency Services Officer

**Kwinana Senior Citizens Centre**

Position / Organisation	Name
Elected Member	Deputy Mayor Peter Feasey
Elected Member - Proxy	Mayor Carol Adams
Elected Member - Proxy	Councillor Dennis Wood

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**Latitude 32 Community Reference Group**

Position / Organisation	Name
City of Kwinana	Coordinator Statutory Planning

**Latitude 32 Technical Reference Group**

Position / Organisation	Name
City of Kwinana	Director City Regulation

**Local Government Association – South Metropolitan Zone**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Sandra Lee
Elected Member	Councillor Sheila Mills
City of Kwinana	Chief Executive Officer

**Metropolitan Regional Road Group South West Sub Group**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member - PROXY	Councillor Sheila Mills
City of Kwinana	Manager Engineering Services

**South West Group Board**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
City of Kwinana	Chief Executive Officer

**South West Group Technical Directors Committee**

Position / Organisation	Name
City of Kwinana	Director City Regulation
City of Kwinana	Manager Engineering Services

**South West Corridor Development Foundation (SWCDeF)**

Position / Organisation	Name
Elected Member	Councillor Dennis Wood
Elected Member - Deputy	Vacant

## 16.7 APPOINTMENT OF COUNCIL REPRESENTATIVES TO COMMITTEES AND ORGANISATIONS

**South West Reference Group**

Position / Organisation	Name
Elected Member	Councillor Sandra Lee
Elected Member - Deputy	Councillor Matthew Rowse
City of Kwinana	Manager Environment

**South Metropolitan Regional Council (SMRC)**

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
City of Kwinana	Manager Environmental Health

**South Metropolitan Regional Council – Waste Management Committee**

Position / Organisation	Name
City of Kwinana	Manager Environmental Health

3. That Council approve the following Elected Member nomination for the:

**WALGA Freight Policy Forum**

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member - PROXY	Councillor Sheila Mills
City of Kwinana	Manager Engineering Services

4. That Council appoint Gaye McMath as an independent Audit Committee member with a contract term expiring on the day of the next Local Government Elections (expected to be held in October 2019) and remunerated \$1,800 per meeting.
5. That Council seek clarification regarding the following committees and boards to determine the Council representation requirements, if any:
- Bertram Primary School Board
  - Calista Primary School Board
  - Leda Primary School Board
  - Rockingham/Kwinana Chamber of Commerce
  - South East Regional Centre for Urban Landcare (SERCUL)

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL**

8/0

**NOTE – That the Officer Recommendation has been amended to include the Elected Member representatives names and to include point 5, due to further clarification required.**

## Audit Committee

### Purpose of the Group:

The Audit Committee plays a key role in assisting an organisation to fulfil its corporate governance responsibilities in managing the affairs of the local government as required by Regulation 16 of the Local Government (Audit) Regulations 1996. This audit responsibility includes; financial reporting, risk management, compliance requirements, internal and external audits, the scope of which is detailed in the Audit Committee's Terms of Reference which are periodically reviewed and adopted by Council.

To enable this auditing requirement, the Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to their Terms of Reference in order to facilitate informed decision making by Council.

Duties and responsibilities of the committee, as detailed in the Terms of Reference include:

- a) Develop and recommend to Council a list of those matters to be audited (in both the external financial and the internal operational audit)
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- c) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include:
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and the method to be used by the local government to communicate with and supply information to the auditor.
- d) Liaise with the CEO to ensure that the local government does everything in its power to:
  - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously.
- e) Examine the reports of the auditor after receiving a report from the CEO on the matters and:
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action be taken in respect of those matters.
- f) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- g) At least every two calendar years, consider the report from the CEO on the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management; internal control and legislative compliance.

AUDIT COMMITTEE CONTINUED...

**Members:**

Members of the Audit Committee:

<b>Position / Organisation</b>	<b>Name</b>
Elected Member	Mayor Carol Adams
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Sandra Lee
Elected Member	Councillor Sheila Mills
Elected Member	Councillor Bob Thompson

**Meeting Information:**

**Meeting frequency:** To be held as required  
**Meeting location:** City of Kwinana Council Chambers  
**Meeting commencement time:** 5:30pm  
**Meeting duration :** As required  
**Expenses:** This is a volunteer role and no expenses are met by the group.  
**Sitting fee:** Nil.

## Audit Committee – Independent Audit Committee Member Appointment Selection Panel

### Purpose of the Group:

To conduct the recruitment of the Independent Audit Committee Member and provide a recommendation of appointment of the preferred candidate to the position to the Audit Committee.

### Members:

Members of the Audit Committee – Independent Audit Committee Member Appointment Selection Panel:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Bob Thompson
Elected Member	Councillor Sandra Lee
City of Kwinana	Director City Strategy (no voting rights)

### Meeting Information:

**Meeting frequency:** To be held as required  
**Meeting location:** City of Kwinana Council Chambers  
**Meeting commencement time:**  
**Meeting duration :** As required  
**Expenses:**  
**Sitting fee:**

## Executive Appraisal Committee

### Purpose of the Group:

The Executive Appraisal Committee plays a key role in the selection, performance appraisal and salary review of a Chief Executive Officer for the organisation and community. The selection and reviews are important processes due to impacting on the quality management and decision making in a local government.

Functions of the committee include:

To recommend appropriate action to Council on all matters relating to:

- The employment of the Chief Executive Officer
- Contract of employment to be offered to the Chief Executive Officer
- Performance appraisal and salary review of the Chief Executive Officer
- Assist (suggest) with the development of the Chief Executive Officer's Key Performance Indicators.

### Members:

Members of the Executive Appraisal Committee:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Ruth Alexander
Elected Member	Councillor Wendy Cooper
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Sheila Mills

### Meeting Information:

<b>Meeting frequency:</b>	To be held as required
<b>Meeting location:</b>	City of Kwinana Council Chambers
<b>Meeting commencement time:</b>	7:00pm
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil.

## Local Emergency Management Committee

The Local Emergency Management Committee has been established as it is a legislative requirement under the Emergency Management Act 2005.

### Purpose of the Group:

The purpose of the Committee is to provide advice to Council on all matters relating to emergency management within the City of Kwinana.

To recommend appropriate action to Council on all matters relating to emergency management and to:

- Develop and maintain effective emergency management arrangements for the local area.
- Liaise with participating agencies in the development, review and testing of emergency management arrangements.
- Assist with the preparation of emergency management operating procedures for application in the local area.
- Prepare an annual report on Committee activities for submission to the State Emergency Management Committee.
- Participate in the emergency risk management process.
- Carry out other emergency management functions as directed by the State Emergency Management Committee

### Members:

Members of the Local Emergency Management Committee:

Position / Organisation	Name
Elected Member – Deputy Chair	Councillor Dennis Wood
Elected Member	Councillor Wendy Cooper
City of Kwinana	Director City Legal (Local Recovery Coordinator)
City of Kwinana	Manager Essential Services (Deputy Local Recovery Coordinator)
City of Kwinana	Manager Community Centres (Local Welfare Liaison Officer)
City of Kwinana	Essential Services Administration Officer (Secretary)
City of Kwinana	Senior City Assist Officer (Animal Welfare)
City of Kwinana	Manager Corporate Communications
City of Kwinana	Manager Environmental Health

LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTINUED...

<b>Position / Organisation</b>	<b>Name</b>
Officer in Charge – Local Emergency Coordinator	Senior Sergeant (WA Police)
Community Representative - Chair	Ian Critchley
Community Representative	Barry Tait
Community Representative	Lindsay Gates
Community Representative	Graeme O'Brien
Community Representative	
Bush Fire Brigades representatives	Community Emergency Services Officer
Representative from DFES	District Officer – Metro South Coastal
Department of Communities	Local Welfare Coordinator
Department of Communities	Local Welfare Coordinator
Department Parks and Wildlife	Representative
Dept. Agriculture and Food WA	Training Coordinator
Rockingham Kwinana SES	Deputy Manager Operations
Department of Justice	Deputy Superintendent Casuarina Prison
Western Power	Field Services Coordinator
Western Power	Technical Network Officer
Rockingham Sea Rescue Group	Representative
Kwinana Industries Council	KIMA Representative
Public Transport Authority	Representative
Department of Health Rockingham Peel Group	Emergency Preparedness Coordinator
Water Corporation	Representative
Guests and Proxies	
Office Emergency Management	District Emergency Management Advisor
Banksia Park Aged Care	Representative
Salvation Army Kwinana	Corp Officer
Rockingham Kwinana SES	Deputy Manager TLC
Rockingham Kwinana SES	Unit Manager

**Meeting Information:**

<b>Meeting frequency:</b>	Held quarterly on the second Tuesday of the month.
<b>Meeting location:</b>	City of Kwinana Administration Building
<b>Meeting commencement time:</b>	4:00pm
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil.

## Kwinana Local Recovery Committee

Responsible for the development and implementation of recovery management arrangements for the City of Kwinana in liaison with the Hazard Management Agency Incident Controller, the Local Emergency Coordinator and other responsible agents.

The City of Kwinana Local Recovery Committee Coordinator (LRCC) is appointed by the City of Kwinana.

### Purpose of the Group:

The purpose of the Committee is to:

- Ensure the Local Recovery Plan is prepared, maintained and tested;
- Assessing the community recovery requirements in consultation with the HMA, LEC and other responsible agencies, for advice to the Mayor/CEO as Chair of the Local Recovery Committee (LRC) on the requirement to activate the plan;
- Assess the requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies;
- Monitor the progress of recovery and provide periodic reports;
- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure that regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down.

### Members:

Members of the Local Recovery Committee:

Position / Organisation	Name
Elected Member - Chair	Mayor
Elected Member – Executive Officer	
Elected Member – Deputy Chair	
Elected Member - Local Emergency Management Committee – Chair	
City of Kwinana – Recovery Coordinator	Director City Legal
City of Kwinana – Deputy Recovery Coordinator	Director City Strategy

<b>Position / Organisation</b>	<b>Name</b>
Local Welfare Coordinator	Department of Communities
Kwinana Local Welfare Liaison Officer	Director City Engagement
Kwinana Animal Welfare Liaison Officer	Senior City Assist Officer

**Meeting Information:**

**Meeting frequency:**

**Meeting location:**

City of Kwinana Administration Building

**Meeting commencement time:**

**Meeting duration :**

As required

**Expenses:**

This is a volunteer role and no expenses are met by the group.

**Sitting fee:**

Nil.

## Bush Fire Advisory Committee

The Bush Fire Committee has been established as per section 67 of the Bush Fires Act 1954.

### Purpose of the Group:

The purpose of the Committee is to provide advice to Council regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, ensuring of the cooperation and coordination of bush fire brigades in their efforts and activities and any other matter relating to bush fire control.

To recommend appropriate action to Council on all matters relating to bush fire management.

### Members:

Members of the Bush Fire Advisory Committee:

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper (invited as required)
Elected Member	Councillor Dennis Wood (invited as required)
Chief Bush Fire Control Officer	Rodney De San Miguel (City of Kwinana)
Deputy Chief Bush Fire Control Officer One	Christoph Matzen (City of Kwinana)
Deputy Chief Bush Fire Control Officer Two / Mandogalup Captain	Craig Treeby
Deputy Chief Bush Fire Control Officer Three	
Representative from Volunteer Bush Fire Association Mandogalup 1 <sup>st</sup> Lieutenant	
Representative from Volunteer Bush Fire Association Mandogalup 2 <sup>nd</sup> Lieutenant	
Representative from Volunteer Bush Fire Association Mandogalup 3 <sup>rd</sup> Lieutenant	
Representative from Volunteer Bush Fire Association Mandogalup 4 <sup>th</sup> Lieutenant	
Representative from Volunteer Bush Fire Association Kwinana South Captain	Edwin Mouna

BUSH FIRE ADVISORY COMMITTEE CONTINUED...

<b>Position / Organisation</b>	<b>Name</b>
Representative from Volunteer Bush Fire Association Kwinana South 1 <sup>st</sup> Lieutenant	
Representative from Volunteer Bush Fire Association Kwinana South 2 <sup>nd</sup> Lieutenant	
Representative from Volunteer Bush Fire Association Kwinana South 3 <sup>rd</sup> Lieutenant	
Representative from Volunteer Bush Fire Association Kwinana South 4 <sup>th</sup> Lieutenant	

**Meeting Information:**

**Meeting frequency:** Bi-monthly (Elected Members are invited as required)  
**Meeting location:** Alternates between fire stations  
**Meeting commencement time:** 7:00pm  
**Meeting duration :** As required  
**Expenses:** This is a volunteer role and no expenses are met by the group.  
**Sitting fee:** Nil.

## Access and Inclusion Working Group

(previously known as Disability Access and Inclusion Working Group)

### TERMS OF REFERENCE

*Kwinana will be a place “Rich in Spirit and Alive with Opportunity” - by creating an accessible community in which information, services, facilities, programs, decision-making processes and other activities are open and available to all residents.*

#### Purpose of the Group:

The Access Working Group (AWG) has been established to:

- Provide comment on the City of Kwinana’s own plans and strategies including the Disability Access and Inclusion Plan 2012-2017 (DAIP)
- Advocate for the special mobility requirements of people with disability, seniors and caregivers with prams.
- Provide representative input/advice on items referred to the working group by City of Kwinana administration, including but not limited to development applications, plans for special events, identified City-initiated projects or programs, and proposals for works on City-managed property

#### Members:

Members of Access and Inclusion Working Group:

Position / Organisation	Name
Elected Member	Councillor Bob Thompson
Elected Member	Councillor Wendy Cooper
City of Kwinana	
KEYS	
Disability Services Commission	
KEYS	
Community First	
Interchange WA	
ATE Lifeskills2Work	
Therapy Focus	
Community Member	

ACCESS AND INCLUSION WORKING GROUP CONTINUED ...

Community Member	

**Meeting Information:**

**Meeting frequency:** Bi-monthly  
**Meeting location:** City of Kwinana Administration Building  
**Meeting commencement time:** 4:00pm  
**Meeting duration :** As required  
**Expenses:** This is a volunteer role and no expenses are met by the group.  
**Sitting fee:** Nil.

## Arts Advisory Group

### Purpose of the Group:

To provide advice to Council on matters relating to the provision of arts, cultural activities and events within the City of Kwinana.

- Advise Council on the development, implementation and review of the City's Cultural Policy and Plan and the development and management of the Art Collection including implementation of the Public Art Master Plan.
- To advise Council on cultural programs and artwork proposals submitted by organisations and individuals external to Council.
- To actively encourage and foster the development of cultural initiatives and to promote an understanding of cultural development, the City's Collection and public art in the community

### Members:

Members of the Arts Advisory Group:

Position / Organisation	Name
Elected Member	Councillor Ruth Alexander
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Sheila Mills
Community Member	
Industry Representative	
Koorliny Arts Centre	
City of Kwinana	Representative from City Engagement Directorate
City of Kwinana	Local History Librarian
City of Kwinana	Community Development Officer - Arts

### Meeting Information:

<b>Meeting frequency:</b>	Quarterly, on the second Tuesday of the month
<b>Meeting location:</b>	City of Kwinana Administration Building
<b>Meeting commencement time:</b>	5:30pm
<b>Meeting duration :</b>	2 hours
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil.

## Community Funding Panel

### Purpose of the Group:

To administer the provisions of the City of Kwinana Community Funding Policy which relate to:

- encouraging local community organisations using City facilities, or facilities where there is a joint use agreement in place between the City and another public entity for the joint use of the facilities, to maintain the facility to service levels sufficient to meet community need.
- providing for generic, discretionary and small donations to any cause which merits the involvement of the City and which will be of direct benefit to the municipality, in instances where other grants are not suitable to available.
- entering into sponsorship arrangements with organisations or individuals to support new or existing programmes, services, facilities or events which contribute to the quality of life of residents of the City of Kwinana.

### Members:

Members of the Community Funding Panel:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Sandra Lee
City of Kwinana	Director City Engagement

### Meeting Information:

<b>Meeting frequency:</b>	To be held as required
<b>Meeting location:</b>	
<b>Meeting commencement time:</b>	
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil.

## Events Planning Working Group

### Purpose of the Group:

To provide advice and assistance with the planning, implementation and review of major community events delivered by the City of Kwinana.

### Members:

Members of the Events Planning Working Group:

Position / Organisation	Name
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Ruth Alexander
Elected Member	Councillor Sheila Mills

### Meeting Information:

<b>Meeting frequency:</b>	To be held as required
<b>Meeting location:</b>	
<b>Meeting commencement time:</b>	
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil.

## Freeman Working Group

### Purpose of the Group:

The Freeman Working Group is only called when there is a nomination for a freeman position. There is a council policy which states that any councillor who does two full terms as Mayor is automatically a Freeman.

### Members:

Members of the Freeman Working Group:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Ruth Alexander
Elected Member	Deputy Mayor Peter Feasey

### Meeting Information:

<b>Meeting frequency:</b>	To be held as required
<b>Meeting location:</b>	City of Kwinana Administration Building
<b>Meeting commencement time:</b>	As per schedule availability
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil.

## Local Commercial and Activity Centre Improvement Grant Funding Panel

### Purpose of the Group:

The Local Commercial and Activity Centre Improvement Grant Funding Panel is to make decisions regarding the disbursement of funds in accordance with the Local Commercial and Activity Centre Improvement Grant Funding Council Policy.

### Members:

Members of the Local Commercial and Activity Centre Improvement Grant Funding Panel:

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Sandra Lee
Elected Member	Councillor Sheila Mills

### Meeting Information:

<b>Meeting frequency:</b>	To be held as required
<b>Meeting location:</b>	City of Kwinana Administration Building
<b>Meeting commencement time:</b>	As per schedule availability
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil.

## Local Events Fund Funding Panel

(previously known as Placed Based Community Events Fund Funding Panel)

### Purpose of the Group:

To assist community groups to enhance community life and strengthen community connections through the provision of financial grants for the hosting of local, place based and Neighbor Day community events.

### Members:

Members of the Local Events Fund Funding Panel:

Position / Organisation	Name
Elected Member	Deputy Mayor Peter Feasey
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Dennis Wood

### Meeting Information:

<b>Meeting frequency:</b>	To be held as required
<b>Meeting location:</b>	
<b>Meeting commencement time:</b>	
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil

## Multicultural Advisory Group

### Purpose of the Group:

Multicultural composition is at the heart of Australia's national identity and intrinsic to Australia's history and character. Multiculturalism has many social benefits, such as increasing tolerance; and psychological benefits, such as facilitating greater cognitive complexity, flexibility and creativity. Further, it contributes to resilience and innovation, and the development of thriving, vibrant, contemporary communities.

The City has demonstrated a strong commitment to multiculturalism in recent years through: (1) the presentation of multicultural events, including the annual Sunset Fiesta event as part of Harmony Week; (2) the provision of funding for multicultural organisations through the Community Development Fund; and (3) the provision of subsidised tenancy to multicultural organisations at community facilities.

Cultural diversity is rapidly increasing in Kwinana, in part due to transport links and housing affordability.

The City has developed the Multicultural Action Plan and an overarching Multicultural Policy. Aligned to the Government of Western Australia's Multicultural Planning Framework, these documents provide strategic focus in relation to fostering participation, equity and promotion. Participation refers to full participation by diverse residents in social, economic and cultural life; equity refers to the removal of barriers to equity experienced by diverse residents; and promotion refers to the benefits of Kwinana's cultural and linguistic diversity.

The Multicultural Advisory Group consists of two elected members and five or more community and service provider representatives.

### Members:

Members of the Multicultural Advisory Group:

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
Elected Member	Councillor Bob Thompson
City of Kwinana	Representative from City Engagement Directorate

### Meeting Information:

**Meeting frequency:**

**Meeting location:**

**Meeting commencement time:**

**Meeting duration :**

**Expenses:**

The City will meet travel expenses as per the City's Councillors' Expenses Policy

**Sitting fee:**

## Naming of Parks, Places and Buildings Working Group

### Purpose of the Group:

To consider community suggestions, officers research and recommendations and provide suggestions before deciding on appropriate names of new parks, places and buildings

### Members:

Members of the Naming of Parks, Places and Buildings Working Group:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Ruth Alexander
Elected Member	Councillor Wendy Cooper
Elected Member	Deputy Mayor Peter Feasey
City of Kwinana	Director City Engagement
City of Kwinana Citizen of the Year	Changes annually

### Meeting Information:

<b>Meeting frequency:</b>	As required
<b>Meeting location:</b>	City of Kwinana Administration Building
<b>Meeting commencement time:</b>	5:00pm
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	This is a volunteer role and no expenses are met by the group.
<b>Sitting fee:</b>	Nil.

# Council Representatives on External Committees

## Alcoa Kwinana Refinery – Environmental Improvement Plan Advisory Committee

### Purpose of the Group:

Works closely with the communities in which ALCOA operate, to establish targets for environmental improvement and subsequently devise actions to achieve those targets. Local and State Government representatives and environmental regulators also have significant input into our EIPs

### Mission:

As a sustainable company, Alcoa is committed to the highest standards of environmental performance. We have taken a voluntary global leadership position on addressing climate change and are reducing greenhouse emissions through energy efficiency, productivity improvements and technological innovation.

### Members:

Members of the Alcoa Kwinana Refinery – Environmental Improvement Plan Advisory Committee:

Position / Organisation	Name
Elected Member	Councillor Dennis Wood
City of Kwinana	Manager Environment

### Meeting Information:

**Meeting frequency:**

**Meeting location:** Alcoa, Kwinana

**Meeting commencement time:**

**Meeting duration :**

**Expenses:**

**Sitting fee:**

## Alcoa Stakeholder Reference Group – Kwinana Long Term Residue Management Strategy

### Purpose of the Group:

To review specific projects that require a more intense level of community involvement.

### Members:

Members of the Alcoa Stakeholder Reference Group – Kwinana Long Term Residue Management Strategy:

Position / Organisation	Name
Elected Member	Councillor Dennis Wood
City of Kwinana	Manager Environment

### Meeting Information:

Meeting frequency:

Meeting location: Alcoa, Kwinana

Meeting commencement time:

Meeting duration :

Expenses:

Sitting fee:

## Beeliar Regional Park Advisory Committee

### Purpose of the Group:

To provide members of the community, State agencies, LGs and other organisations managing sections of Beeliar Regional Park a forum to formally discuss matters relating to the management of the Regional Park and implementation of the Beeliar Regional Park Management Plan.

### Members:

Members of the Beeliar Regional Park Advisory Committee:

Position / Organisation	Name
Elected Member	Councillor Sandra Lee
City of Kwinana	Manager Environment

### Meeting Information:

Meeting frequency:

Meeting location:

Meeting commencement time:

Meeting duration :

Expenses:

Sitting fee:

## Bertram Primary School Board

### Purpose of the Group:

As an independent Public School the School Board has a role in endorsing the School's planning and programs, ensuring transparency in financial management and evaluating the school's performance.

### Members:

Members of the Bertram Primary School Board:

Position / Organisation	Name
Elected Member	Deputy Mayor Peter Feasey

### Meeting Information:

Meeting frequency:

Meeting location: Bertram Primary

Meeting commencement time:

Meeting duration :

Expenses:

Sitting fee:

## Calista Primary School Board

### Purpose of the Group:

As an independent Public School the School Board has a role in endorsing the School's planning and programs, ensuring transparency in financial management and evaluating the school's performance.

### Members:

Members of the Calista Primary School Board:

Position / Organisation	Name
Elected Member	Councillor Ruth Alexander

### Meeting Information:

**Meeting frequency:** Twice per term, Tuesday of week four and eight of each term  
**Meeting location:** Calista Primary  
**Meeting commencement time:** 3:00pm  
**Meeting duration :** As required  
**Expenses:**  
**Sitting fee:**

## Citizens Advice Bureau Committee

### Purpose of the Group:

The Citizens Advice Bureau of WA (Inc) provides a free information and referral service for all sectors of the community, as well as a legal service (a small booking fee is charged), a mediation service (fees are charged), tax help (from July to October) and specialist advice on taxation/financial matters.

The Bureau is a non profit, non political, non sectarian agency funded mainly through the State Government Department of Family and Children’s Services, the Ministry of Justice and other donations and sale of resource materials.

The Citizens Advice Bureau was first established in WA on 19 March 1963 with the inaugural director, Mrs Gwen Rushton through the generosity of the late Mr Frank Boan who provided an office with Boan’s Department Store. Over the years the Bureau has developed into an organisation staffed by a small number of full time and part time employees and a very large group of volunteers (including lawyers, advisers and mediators). The Bureau operates from its Perth office and ten branches throughout the state in Albany, Bunbury, Busselton, Esperance, Fremantle, Joondalup, Kwinana, Mandurah, Midland and Rockingham..

### Members:

Members of the Citizens Advice Bureau Committee:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Bob Thompson

### Meeting Information:

**Meeting frequency:** Monthly  
**Meeting location:** Kwinana Branch  
**Meeting commencement time:** As advised  
**Meeting duration :** As required  
**Expenses:** The City will meet travel expenses as per the City’s Councillors’ Expenses Policy  
**Sitting fee:** Nil

## Cockburn Sound Management Council

### Purpose of the Group:

The Cockburn Sound Management Council was established in August 2000 to coordinate environmental planning and management of Cockburn Sound and its catchment.

The Management Council comprises 23 members who represent the community; recreation and conservation groups; industry; and Commonwealth, State and local governments.

### Mission:

The Council was established in response to increasing pressures on Cockburn Sound, which is the most intensively used marine embayment in Western Australia

### Members:

Members of the Cockburn Sound Management Committee:

Position / Organisation	Name
Elected Member	Councillor Ruth Alexander

### Meeting Information:

**Meeting frequency:** Quarterly  
**Meeting location:** Rockingham Yacht Club  
**Meeting commencement time:**  
**Meeting duration :** 3 Hours  
**Expenses:**  
**Sitting fee:**

## Communities Industry Forum

### Purpose of the Group:

The purpose of the Forum is to build a bridge of understanding between local industries and the community.

### Mission:

To build a better community where the community is proud of local industries and the whole community feels and is safe

### Members:

Members of the Communities Industry Forum:

Position / Organisation	Name
Elected Member	Councillor Bob Thompson
PROXY Elected Member	Councillor Sandra Lee
PROXY Elected Member	Councillor Dennis Wood

### Meeting Information:

**Meeting frequency:** Meetings are held on the first Tuesday of February, May, August and November

**Meeting location:** Kwinana Recquatic Centre

**Meeting commencement time:** 5:30pm

**Meeting duration :** As required

**Expenses:**

**Sitting fee:**

## Jandakot Botanic Regional Park Community Advisory Committee

### Purpose of the Group:

The committee is part of the State Government's policy to ensure that the community is involved in creating and managing regional parks in the metropolitan area. The committee's main task is to assist in identifying major issues and preparing a future direction for the park. The committee comprises of local representatives interested in the progress of the development of the Jandakot Botanical Park and its associated future management plan.

### Members:

Members of the Jandakot Botanic Regional Park Community Advisory Committee:

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper
City of Kwinana	Manager Environment

### Meeting Information:

<b>Meeting frequency:</b>	Meets as required
<b>Meeting location:</b>	Cockburn Wetland Education Centre
<b>Meeting commencement time:</b>	As required
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	The City will meet travel expenses as per the City's Councillors' Expenses Policy.
<b>Sitting fee:</b>	Nil

## Joint Development Assessment Panel

### Purpose of the Group:

A key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by improving the balance between technical advice and local knowledge.

Each DAP consists of five panel members, three being specialist members and two local government councillors

### Mission:

Under the Development Assessment Panel (DAP) regulations, each DAP will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.

JDAPs are established to service two or more local governments. There will be 14 JDAPs in Western Australia. To find out the JDAP groups, refer to the Metropolitan DAPs or Regional DAPs.

### Members:

Members of the Joint Development Assessment Panel:

Position / Organisation	Name
Elected Member	Councillor Sheila Mills
Elected Member	Councillor Dennis Wood
PROXY Elected Member	Councillor Ruth Alexander
PROXY Elected Member	Councillor Bob Thompson

**\*Please note that the term is determined externally**

### Meeting Information:

**Meeting frequency:**

**Meeting location:**

**Meeting commencement time:**

**Meeting duration :**

**Expenses:**

You are entitled to be reimbursed for travel expenses to attend meetings in accordance with Public Sector Commissioner's Circular 2009-20

**Sitting fee:**

You are eligible to be paid sitting and training fees in accordance with Premier's Circular 2010/02

## Kwinana Community Funding Program Panel

### Purpose of the Group:

The Kwinana Community Funding Program aims to encourage local community organisations to engage in capacity building and community engagement projects such as running events, groups, art projects, workshops and training courses. Groups can also apply for funding for minor equipment such as sporting equipment, gardening tools, furniture or trailers.

### Members:

Members of the Kwinana Community Funding Program Panel:

Position / Organisation	Name
Elected Member	Councillor Sheila Mills
Elected Member	Councillor Sandra Lee
City of Kwinana	Director City Engagement

### Meeting Information:

**Meeting frequency:**

**Meeting location:**

**Meeting commencement time:**

**Meeting duration :**

**Expenses:**

The City will meet travel expenses as per the City's Councillors' Expenses Policy.

**Sitting fee:**

Nil

## Kwinana Industries Public Safety Liaison Group

### Purpose of the Group:

The Kwinana Industries Public Safety Liaison Group is a public forum, supported by the Kwinana Industries Council and its external stakeholders, with the aim of providing information to the community on how Kwinana industries ensure the safety of the community and the environment in their operations.

Regular community meetings are held every three months to review the operation and effectiveness of public safety initiatives in the Kwinana Industrial Area and to discuss opportunities for further development.

### Members:

Members of the Kwinana Industries Public Safety Liaison Group:

Position / Organisation	Name
Elected Member	Councillor Bob Thompson
City of Kwinana	Manager Environmental Health
City of Kwinana	Community Emergency Services Officer

### Meeting Information:

<b>Meeting frequency:</b>	Third Monday of each quarter (February, May, August and November)
<b>Meeting location:</b>	Varies quarterly, usually held at Kwinana Industries Council (KIC) member industry premises, as advise din the agenda
<b>Meeting commencement time:</b>	Meeting commences 5:30pm, pre tour of host facility commences at 4:30pm
<b>Meeting duration :</b>	2 Hours
<b>Expenses:</b>	The City will meet travel expenses as per the City's Councillors' Expenses Policy.
<b>Sitting fee:</b>	Nil

## Kwinana Senior Citizens Centre

### Purpose of the Group:

- 1) Operate the Kwinana Senior Citizens Centre, a centre predominantly for the benefit of persons aged 55 years and over.
- 2) Provide facilities and services, and encourage programmes, activities and contributions both within and outside the centre for the wellbeing and enjoyment of the members, their carers and their community.
- 3) Ensure that the activities and operations of the centre are consistent with the principles of access, equity and participation.
- 4) Facilitate collaboration within and between older people's organisations, aged services agencies, Government, the private sector and community groups in work to improve wellbeing and service delivery to older people.
- 5) Foster public interest and support to promote and achieve the Association's vision.
- 6) Do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

### Members:

Members of the Kwinana Senior Citizens Centre:

Position / Organisation	Name
Elected Member	Deputy Mayor Peter Feasey
PROXY Elected Member	Mayor Carol Adams
PROXY Elected Member	Councillor Dennis Wood

### Meeting Information:

**Meeting frequency:**

**Meeting location:**

**Meeting commencement time:**

**Meeting duration :**

**Expenses:**

**Sitting fee:**

## Latitude 32 Community Reference Group

### Purpose of the Group:

Planning discussions and information on what applications are coming through and the next stages of planning from Landcorp.

### Members:

Members of the Latitude 32 Community Reference Group:

Position / Organisation	Name
City of Kwinana	Coordinator Statutory Planning

### Meeting Information:

Meeting frequency:

Meeting location:

Meeting commencement time:

Meeting duration :

Expenses:

Sitting fee:

## Latitude 32 Technical Reference Group

### Purpose of the Group:

Planned and coordinated by the WA Government's land specialist LandCorp, Latitude 32 (formerly known as the Hope Valley Wattleup Redevelopment Project) is one of the largest industrial redevelopments ever undertaken in Australia.

It looks ahead to the long-term needs of local, national and international businesses to capture exciting new domestic and export markets.

Based on world's best practice sustainability and planning principles, Latitude 32 integrates industry, the community and the environment.

It is this integration - coupled with the strategic location of the redevelopment area - that leads the way for the economic prosperity of Perth's South West corridor, with benefits flowing through to all of Western Australia.

### Members:

Members of the Latitude 32 Technical Reference Group:

Position / Organisation	Name
City of Kwinana	Director City Regulation

### Meeting Information:

**Meeting frequency:** Twice a month

**Meeting location:**

**Meeting commencement time:** Varies

**Meeting duration :** As required

**Expenses:**

**Sitting fee:**

## Leda Primary School Board

### Purpose of the Group:

To enable parents and members of the community to help guide the direction of the School's policy and practice and to assist in the enhancement of the education provided to the students.

### Members:

Members of the Leda Primary School Board:

Position / Organisation	Name
Elected Member	Councillor Sandra Lee

### Meeting Information:

Meeting frequency:

Meeting location:

Meeting commencement time:

Meeting duration :

Expenses:

Sitting fee:

## Local Government Association - South Metropolitan Zone

### Purpose of the Group:

Groups of geographically aligned members.  
Responsible for:

- Direct elections of State Councillors
- Input into policy formulation
- Advise on matters

### Members:

Members of the Local Government Association - South Metropolitan Zone:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Councillor Ruth Alexander
Elected Member	Councillor Sheila Mills
City of Kwinana	Chief Executive Officer

### Meeting Information:

<b>Meeting frequency:</b>	Bi Monthly
<b>Meeting location:</b>	Varies
<b>Meeting commencement time:</b>	5:30pm
<b>Meeting duration :</b>	2 hours, dinner is provided
<b>Expenses:</b>	The City will meet travel expenses as per the City's Councillors' Expenses Policy
<b>Sitting fee:</b>	Nil.

## Metropolitan Regional Road Group South West Sub Group

### Purpose of the Group:

The Metropolitan Regional Road Group South West sub group assists the Metropolitan Regional Road Group when managing and considering local road issues for the following local governments:

- City of Kwinana
- City of Cockburn
- Town of East Fremantle
- City of Fremantle
- City of Melville
- City of Rockingham

The Metropolitan Regional Road Group South West sub group are to meet regularly and at least twice per annum. Each local government is to have an elected member and technical representative. A compulsory item on the agenda is the status of claims for Main Roads Metropolitan Regional Road Group projects. Quarterly Expenditure Reports are reviewed at these meetings and the group is supported by a Main Roads Western Australia support staff member. The elected member is the voting representative and has one vote for each recommendation at the sub group meetings.

### Members:

Members of the Metropolitan Regional Road Group South West Sub Group:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member - PROXY	Councillor Sheila Mills
City of Kwinana	Manager Engineering Services

### Meeting Information:

**Meeting frequency:**

**Meeting location:**

**Meeting commencement time:**

**Meeting duration :**

**Expenses:**

The City will meet travel expenses as per the City's Councillors' Expenses Policy

**Sitting fee:**

## Peel Harvey Catchment Council (Nominated Position)

### Purpose of the Group:

The Peel-Harvey Catchment Council (PHCC) invites you to nominate one of your Elected Members to be a Member or Deputy Member of the PHCC. Applications are considered by an Independent Panel who make a recommendation to the PHCC. The PHCC would make their determination and endorsement at their December meeting. The successful applicant will become the Local Government Member (or Deputy), representing all Coastal local governments within the Peel-Harvey Catchment.

Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all Coastal Councils. It is a dedicated group with representation from community, industry and government

Applications are requested in writing, with endorsement from Council, outlining the applicant's reasons for nominating and the knowledge and experience in relation to natural resource management, local government, board governance, strategic planning and/or any other relevant skills that they can bring to the PHCC.

The term of your tenure will be four years, plenty of time to make a significant impact for the local environment.

### Members:

Ten community members. joining forces with two local government members, one repres'entative from each of the main State agencies with environmental responsibilities and the Pee1 Development Commission.

Members of the Peel Harvey Catchment Council:

Position / Organisation	Name
Elected Member	

### Meeting Information:

<b>Meeting frequency:</b>	Six times a year, usually on the third Thursday of every second month
<b>Meeting location:</b>	
<b>Meeting commencement time:</b>	
<b>Meeting duration :</b>	As required
<b>Expenses:</b>	Travel expenses reimbursed by the Peel-Harvey Catchment Council at the rate of 66 cents per km as per ATO rates.
<b>Sitting fee:</b>	Nil.

## Rockingham/Kwinana Chamber of Commerce (RKCC)

### Purpose of the Group:

The RKCC is the peak industry body representing the interests of the business community in the South-West Metropolitan corridor.

We adopt a significant role in the economic development of the Rockingham, Kwinana and surrounding regions, using extensive local knowledge, resources and networking capabilities.

The RKCC has a strong lobbying voice within Local, State and Federal governments advocating the benefits of utilizing member expertise, capabilities and resources to positively contribute to regional growth, development and employment

### Members:

Members of the Rockingham/Kwinana Chamber of Commerce:

Position / Organisation	Name
Elected Member	Councillor Dennis Wood

### Meeting Information:

**Meeting frequency:**

**Meeting location:**

Crompton Road, Rockingham

**Meeting commencement time:**

4:00pm – 7:00pm

**Meeting duration :**

**Expenses:**

The City will meet travel expenses as per the City's Councillors' Expenses Policy

**Sitting fee:**

## South East Regional Centre for Urban Landcare (SERCUL)

### Purpose of the Group:

SERCUL comprises a committee made up of community members, local governments and state agencies; staff that work under regional programs and the Landcare Centre (known as Yule Brook Homestead).

### Mission:

Our staff work with the SERCUL Sub-Regional Strategy to implement goals in the south region of Perth from programs focused on the broader Swan Canning Catchment including the Swan Region Strategy, Swan Canning Water Quality Improvement Plan and the Healthy Rivers Program.

### Members:

Members of the South East Regional Centre for Urban Landcare:

Position / Organisation	Name
Elected Member	Councillor Ruth Alexander
City of Kwinana	Manager Environment

### Meeting Information:

**Meeting frequency:**

**Meeting location:**

**Meeting commencement time:**

**Meeting duration :**

**Expenses:**

The City will meet travel expenses as per the City's Councillors' Expenses Policy

**Sitting fee:**

## South West Group Board

### Purpose of the Group:

As one of the fastest growing and diverse regions of Western Australia, the South West Metropolitan Region of Perth offers many exciting business development and lifestyle opportunities.

The South West Group of Local Authorities works to capitalise on these opportunities and to promote sustainable economic growth for the benefit of local communities

### Mission:

Representing the Cities of Cockburn, Fremantle, Melville and Rockingham and the Towns of East Fremantle and Kwinana, the South West Group takes an integrated approach to regional development designed to capitalise on our Region's unique social, commercial and environmental strengths.

### Members:

Members of the South West Group Board:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
City of Kwinana	Chief Executive Officer

### Meeting Information:

<b>Meeting frequency:</b>	Bi Monthly
<b>Meeting location:</b>	Varies
<b>Meeting commencement time:</b>	3:30pm
<b>Meeting duration :</b>	2 hours
<b>Expenses:</b>	The City will meet travel expenses as per the City's Councillors' Expenses Policy
<b>Sitting fee:</b>	

## South West Group Technical Directors Committee

### Purpose of the Group:

- To provide technical advice on planning and engineering matters affecting the South West Metropolitan Region
- To provide a forum to discuss regional issues with a focus on planning communities and transport related initiatives
- To provide input into submissions prepared by the South West Group in response to planning and engineering strategies, plans and policies
- Provide advice on areas of Local Government activity related to planning and engineering
- To put forward regional planning and engineering issues likely to be of interest to the CEOs Forum and Board
- To develop technical related proposals on future project activity, policies and procedures for the South West Group

### Members:

Members of the South West Group Technical Directors Committee:

Position / Organisation	Name
City of Kwinana	Director City Regulation
City of Kwinana	Manager Engineering Services

### Meeting Information:

**Meeting frequency:** Every 3 months  
**Meeting location:** Varies  
**Meeting commencement time:**  
**Meeting duration :** 2 Hours  
**Expenses:**  
**Sitting fee:**

## South West Corridor Development Foundation (SWCDeF)

### Purpose of the Group:

SWCDeF acts as a project facilitation entity for the South West Group and as a coordinating body bringing together industry development activity, industry representative bodies, service providers, government, and government agencies.

### Mission:

- To facilitate and promote development of the South Metropolitan region
- Carry out projects to promote regional development and skills development
- Manage the Industry Direct web portal

### Members:

Members of the South West Corridor Development Foundation:

Position / Organisation	Name
Elected Member	Councillor Dennis Wood
Elected Member - Deputy	

### Meeting Information:

<b>Meeting frequency:</b>	Bi Monthly
<b>Meeting location:</b>	Varies
<b>Meeting commencement time:</b>	4:20pm
<b>Meeting duration :</b>	1 ½ hours
<b>Expenses:</b>	The City will meet travel expenses as per the City's Councillors' Expenses Policy
<b>Sitting fee:</b>	

## South West Reference Group

### Purpose of the Group:

- To determine the requirements and a pathway for the South West Group and member Councils to collectively undertake regional natural resource and environmental management activities and raise its profile in negotiations with the State and Australian Governments
- To develop a Regional NRM Strategy that links all of the NRM and environmental work being undertaken by the member Councils to better share limited resources, identify priority projects and attract additional funding for NRM activity that benefits the region and the environment.
- To develop an NRM Governance Model and Business Plan that clarifies the National and State NRM context and establishes a framework for the South West Group and member Councils to work together on regional NRM activities and projects.
- To identify and develop required planning layers (Green Map and Blue Map) that link to, and support, planning processes through the Metropolitan Region Scheme and local planning schemes to achieve a sustainable diversity of natural land uses and public amenity for the South West Metropolitan Region.

### Members:

Members of the South West Reference Group:

Position / Organisation	Name
Elected Member	Councillor Sandra Lee
Elected Member	Councillor Bob Thompson - DEPUTY
Elected Member	Manager Environment

### Meeting Information:

<b>Meeting frequency:</b>	Quarterly or as decided by the group
<b>Meeting location:</b>	City of Melville
<b>Meeting commencement time:</b>	12:00pm
<b>Meeting duration :</b>	3 hours
<b>Expenses:</b>	The City will meet travel expenses as per the City's Councillors' Expenses Policy
<b>Sitting fee:</b>	

## South Metropolitan Regional Council (SMRC)

### Purpose of the Group:

This Regional Council is established by Agreement of Member Council under the Local government Act and is for the purpose of “Leading in Sustainable Recycling and Climate Change Solutions”

### Mission:

The SMRC’s vision is to lead in sustainable recycling and climate change solutions.

In 1998 the SMRC adopted a Regional Waste Management Strategy that led to the development and implementation of a regional waste collection system and a Regional Resource Recovery Centre (RRRC), designed to recover household waste generated within its boundaries.

The SMRC's five strategic focus areas and environmental goals encompass: (SMRC 2010-2015 Strategic Plan)

- Resource Recovery
- Climate Change
- Business Sustainability
- Stakeholder Engagement
- Research and Innovation

The Regional Waste Management Strategy aims to dramatically reduce household material sent to landfill by combining world leading technology with a simple, community friendly collection system.

Prior to implementing this strategy, the SMRC's member councils had no viable way to dispose of collected waste that allowed for greenhouse gas abatement.

The \$100,000,000 facility known as the RRRC is based in Canning Vale. It is operated by the SMRC and it uses state of the art technology and infrastructure to process waste and recover recyclables for reuse.

The SMRC's role is critical for the future of sustainable waste management, research and development in the southern regions of Perth.

### Members:

Members of the South Metropolitan Regional Council:

Position / Organisation	Name
Elected Member	Councillor Wendy Cooper

**Meeting Information:**

**Meeting frequency:**

1. Council meeting bi monthly on last Thursday of the Month commencing February 2014,
2. Council Briefing meeting on second Wednesday of the Month
3. Audit and Risk Committee meets quarterly on a Monday commencing at 5.30pm, and
4. Public Relations Committee meet quarterly on a Monday commencing at 4.30pm
5. The CEO Performance committee meets on as needs basis.
6. Various other meetings and briefing sessions are held as needed basis as determined by the Council

**Meeting location:**

1. Briefing meetings are held at Canning Vale at SMRC RRRC Bannister Road Canning Vale ,
2. SMRC Office 9 Aldous place Booragoon and at each member Council's chamber on a rotational basis bi-monthly commencing February

**Meeting commencement time:**

1. Council Briefing meetings session 3pm at SMRC RRRC facility located Canning Vale,
2. Audit and Risk Committee, session 5.30pm
3. Public Relations Committee session 4.30pm
4. Council meetings commence 5pm at Council chambers of nominated member council.

**Meeting duration :**

Average meeting time is two hours but may vary depending on the complexity of the agenda

**Expenses:**

The City will meet travel expenses as per the City's Councillors' Expenses Policy

**Sitting fee:**

Following the release of the Salaries and Allowances Tribunal determination the Regional Council resolved to adopt the fees as set out in the Tribunal Determination for Regional Local Government, the annual fees are Chairman \$39,045, Deputy Chair \$18,920 and members \$13,955 and are paid monthly.

## South Metropolitan Regional Council – Waste Management Committee

### Purpose of the Group:

The Southern Metropolitan Regional Council (SMRC) is a statutory local government authority established in 1991 by local governments in the southern part of metropolitan Perth. The SMRC is responsible for delivering innovative and sustainable waste management solutions for the benefit of our communities and the environment.

### Members:

Our South Metropolitan Regional Council (SMRC) is –  
 City of Cockburn  
 Town East Fremantle  
 City of Fremantle  
 City of Kwinana  
 City of Melville

The SMRC region encompasses 340 square kilometres within Perth’s southern metropolitan area and has a combined population of over 275,000 people.

Members of the South Metropolitan Regional Council - Waste Management Committee:

Position / Organisation	Name
City of Kwinana	Manager Environmental Health
Elected Member	Councillor Wendy Cooper

### Meeting Information:

**Meeting frequency:** Bi monthly January to November  
**Meeting location:** SMRC Booragoon Office  
**Meeting commencement time:** 12 Noon Friday as designated

**Meeting duration :** Generally 2 hours but can vary depending on the meeting and agenda complexity

**Expenses:** The City will meet travel expenses as per the City’s Councillors’ Expenses Policy

**Sitting fee:**

## WALGA Freight Policy Forum

### Purpose of the Group:

The WALGA Freight Policy Forum focuses on the agricultural areas of Western Australia and their links to ports. There is no set meeting dates and meetings will be convened when required, depending on the project, and attendance can be in person or via teleconferencing. The following is an extract of their objectives stated in their terms of reference:

#### Defining the Freight Network

- i) Develop processes and recommendations that, when implemented, will ensure that there is an integrated freight network across State and Local Government roads, and across Local Government boundaries.
- ii) Consider and make recommendations for the regulations, policies and enforcement approaches that will enable Local Governments to efficiently manage the freight network, with particular focus on arrangements governing the use of “Restricted Access Vehicles.”
- iii) Inform a collective Local Government perspective and engage with industry (including major freight consignors / receivers, Main Roads WA, Department of Transport and Regional Development Commissions) to plan the freight network and associated infrastructure to ensure alignment between public and private investments.

#### Funding the Freight Network

- i) The Policy Forum will act as a steering group to develop and oversee a project that will audit the current road standards on freight routes and determine the cost of upgrades and maintenance required to handle the freight task and meet accepted standards. Previous studies have adopted benchmark costs and desktop studies to estimate the costs of upgrading and maintaining roads to provide for the required freight task. These approaches which do not consider the existing condition of the road are limited.
- ii) WALGA has developed a new tool to assist Local Governments calculate the cost of the additional wear on sealed roads from an identified freight task. These costs are not explicitly considered by a freight consignor in (for example) deciding whether to choose rail or road transport, or where to locate a freight hub. The Policy Forum will consider and provide advice concerning the application of these tools across the Local Government sector and changes to the regulatory environment that may be required to support Local Governments in negotiating the recoup of costs where appropriate.

### Members:

WALGA will determine whether Council’s nominated delegates are accepted onto the Freight Policy Forum.

Members of the WALGA Freight Policy Forum:

Position / Organisation	Name
Elected Member	Mayor Carol Adams

<b>Position / Organisation</b>	<b>Name</b>
Elected Member - PROXY	Councillor Dennis Wood
City of Kwinana	Manager Engineering Services

**Meeting Information:**

**Meeting frequency:**

**Meeting location:**

**Meeting commencement time:**

**Meeting duration :**

**Expenses:**

The City will meet travel expenses as per the City's Councillors' Expenses Policy

**Sitting fee:**

## Western Australian Local Government Association Annual General Meeting

### Purpose of the Group:

Represent and vote on behalf of the City of Kwinana at the Western Australian Local Government Association Annual General Meeting

### Members:

Decided by Council when the agenda was been issued by the Western Australian Local Government Association.

Members of the Western Australian Local Government Association Annual General Meeting:

Position / Organisation	Name
Elected Member	Mayor Carol Adams
Elected Member	Deputy Mayor Peter Feasey
Elected Member - PROXY	Councillor Ruth Alexander
Elected Member - PROXY	Councillor Wendy Cooper

### Meeting Information:

Meeting frequency:

Meeting location:

Meeting commencement time:

Meeting duration :

Expenses:

The City will meet travel expenses as per the City's Councillors' Expenses Policy

Sitting fee:



SOUTHERN METROPOLITAN  
REGIONAL COUNCIL



Our Ref: A/11/05

20 September 2017

Mr Stephen Cain  
Chief Executive Officer  
City of Cockburn

Mr Gary Tuffin  
Chief Executive Officer  
Town of East Fremantle

Mr Phillip St John  
Chief Executive Officer  
City of Fremantle

Ms Joanne Abbiss  
Chief Executive Officer  
City of Kwinana

Dr Shayne Silcox  
Chief Executive Officer  
City of Melville

(sent by email to Regional Executive Group Members)

Dear Chief Executive Officers and Regional Executive Group Members

#### **APPOINTMENT OF ELECTED MEMBERS TO THE REGIONAL COUNCIL**

Following Local Government elections, it is customary for Participants' Councils to appoint or re-appoint members to the Regional Council.

I provide below the SMRC's Establishment Agreement appointment and tenure clauses, Councillor annual fees and allowances and council meeting dates that may assist you in providing information to councillors about the Regional Council.

If possible, we would like to receive written notice of your council appointed member prior to Thursday 26 October 2017 to allow us time to appoint a Chair.

#### **Appointment of Members (Clause 7.1)**

A participant local government is to appoint one member of the participant to be a member of the council of the Southern Metropolitan Regional Council. Please note, we do not have provision for more than one or deputy members under the Establishment Agreement.

#### **Tenure of Members of the Council (Clause 7.2)**

The tenure of existing members of the regional council shall hold office until the member ceases to be an elected member of the Council of the participant local government or until the member is removed by the participant.

### Election of Chairperson & Deputy Chairperson (Clause 7.3)

The members appointed to the Regional Council shall elect a Chairperson and Deputy Chairperson for a two-year term. This will be conducted prior to or at the commencement of the Ordinary Meeting of the Regional Council on Thursday 26 October 2017.

### Member Annual Fees and Allowances 2017/18

Following the release of the Salaries and Allowances Tribunal determination the Regional Council resolved to adopt the fees as set out in the Tribunal Determination for Regional Local Government as follows: The allowance are paid by monthly instalments at the end of each month directly into member's bank accounts.

Chair	\$39,045pa
Deputy Chair	\$18,920pa
Regional Councillor	\$13,955pa

### Meetings

The SMRC has approximately **30 meetings per year** as well as other industry external working groups and committees. The membership role demands a high level of commitment and time.

The Regional Council has the following formal meeting structure:

- Agenda Briefing Sessions (6 per year)
- Ordinary Council meetings (6 per year)
- Stakeholder Relations Committee (4 per year)
- Audit & Risk Committee (4 per year)
- Special Council Meetings (as required)
- Information Briefing Sessions (as required)

The formal meetings dates planned for 2017-2018 are as follows:

Month	Agenda Briefing 3:00pm	Council Meeting 5:00pm	Stakeholder Relations Committee 4:30pm	Audit & Risk Committee 5:30pm
<b>October 2017</b>		Thursday 26 <sup>th</sup>		
<b>November 2017</b>	Wednesday 8 <sup>th</sup>	Thursday 23 <sup>rd</sup>	Monday 20 <sup>th</sup>	Monday 20 <sup>th</sup>

<b>February 2018</b>	Wednesday 7 <sup>th</sup>	Thursday 22 <sup>nd</sup>	Monday 19 <sup>th</sup>	Monday 19 <sup>th</sup>
<b>March</b>				
<b>April 2018</b>	Wednesday 11 <sup>th</sup>	Thursday 19 <sup>th</sup>		
<b>May</b>			Monday 21 <sup>st</sup>	Monday 21 <sup>st</sup>
<b>June 2018</b>	Wednesday 13 <sup>th</sup>	Thursday 28 <sup>th</sup>		
<b>July</b>				
<b>August 2018</b>	Wednesday 8 <sup>th</sup>	Thursday 23 <sup>rd</sup>	Monday 20 <sup>th</sup>	Monday 20 <sup>th</sup>
<b>September</b>				
<b>October 2018</b>	Wednesday 10 <sup>th</sup>	Thursday 25 <sup>th</sup>		
<b>November 2018</b>	Wednesday 7 <sup>th</sup>	Thursday 22 <sup>nd</sup>	Monday 19 <sup>th</sup>	Monday 19 <sup>th</sup>

Should you require any further information, please contact Mr Darren Friend, Acting Manager Corporate Services on 9329 2700.

Yours sincerely,

Tim Youé  
**CHIEF EXECUTIVE OFFICER**

Enquiries: Jane O'Malley  
Our Ref: 0119\_2017\_1209  
File No: BO\_M\_100

20 September 2017



Mrs Joanne Abbiss  
Chief Executive Officer  
City of Kwinana  
PO Box 21  
KWINANA WA 6167

Dear Joanne

**Call for Nomination for Local Government Representation (Coastal) on the Peel-Harvey Catchment Council – closes 10am Thursday 23 November 2017**

After the completion for the October Local Government elections, the Peel-Harvey Catchment Council (PHCC) invites you to nominate one of your Elected Members to be a Member or Deputy Member of the PHCC. Applications are considered by an Independent Panel who make a recommendation to the PHCC. The PHCC would make their determination and endorsement at their December meeting. The successful applicant will become the Local Government Member (or Deputy), representing all Coastal local governments within the Peel-Harvey Catchment.

I have attached a copy of our Strategic Directions (2016-18), Annual Report (2015-16), our Constitution and a map of the Catchment, to assist you to select a nominee who has the capacity and ability to help to meet our vision for the Peel-Harvey Catchment.

The PHCC hold formal meetings a minimum of six times a year, usually on the third Thursday of every second month, with travel costs for these meetings being reimbursed by the PHCC. Members are expected to be active ambassadors and contribute beyond general meeting attendance, on behalf of all Coastal Councils. The successful applicant would be provided clarity as to these expectations via an induction process and mentoring.

If you choose to nominate an Elected Member and he or she is successful, your nominee will be joining a dedicated group with representation from community, industry and government. Selection will be made via a recommendation from an independent panel to the December 14 meeting of the PHCC.

Applications are requested in writing (form attached), with endorsement from Council, outlining the applicant's reasons for nominating and the knowledge and experience in relation to natural resource management, local government, board governance, strategic planning and/or any other relevant skills that they can bring to the PHCC.

58 Sutton Street, Mandurah  
Western Australia 6210  
T: +61 8 6369 8800

[www.peel-harvey.org.au](http://www.peel-harvey.org.au)



If you would like to nominate a representative, please ensure we receive your nomination by **10am Thursday 23 November 2017**. Please don't hesitate to contact myself or Patricia Sutton on 6369 8800 or email [jane.omalley@peel-harvey.org.au](mailto:jane.omalley@peel-harvey.org.au) if you would like any further information.

I look forward to hearing from you.

Yours sincerely



Jane O'Malley  
Chief Executive Officer

*Enc.*

1. *Nomination Form*
2. *Strategic Directions*
3. *Annual Report*
4. *Constitution*
5. *Map of Peel-Harvey Catchment*

CITY OF KWINANA

29 SEP 2017

Officer: \_\_\_\_\_

No: \_\_\_\_\_

## Join a Team that Really Makes a Difference!

### Nomination for Community Membership

The Peel-Harvey Catchment Council (PHCC) is seeking suitably qualified community members to nominate for the position of Community Member on the PHCC Board.

If you tick any, or many of the following boxes, you may be just what we are looking for:

- Knowledge, interest and understanding of the ecological principles of natural resource management
- Experience and expertise in sustainable natural resource management practice
- Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey Catchment
- Experience in coordinating and managing projects or businesses
- Experience in legislative programs or environmental policy framing
- Ability to communicate and use community networks effectively
- Ability to analyse and work strategically across a wide range of complex integrated issues
- Knowledge and experience in financial management
- 40 years or under, with some relevant skills/experience/knowledge wanting to receive mentoring, support and training as a community member of the PHCC Board.

The term of your tenure will be four years, plenty of time to make a significant impact for the local environment.

If successful, you will be one of ten community members, joining forces with two local government members, one representative from each of the main State agencies with environmental responsibilities and the Peel Development Commission. Meetings are held on the third Thursday of every second month. Some recompense is made for the cost of travel to meetings.

**As part of the nomination process, we ask that you provide a letter addressing the selection criteria and complete the 'Self-Assessment' over the page using the assessment levels below:**

- VERY HIGH** Supported with demonstrated, significant professional experience or extensive, practical experience in the area and/or relevant qualification/s
- HIGH** Supported with demonstrated, professional experience or significant, practical experience in the area and/or relevant qualification/s
- MEDIUM** Supported with demonstrated practical experience in the area
- LOW** Some practical experience in the area
- NONE** Awareness/Interest only with no practical experience. Little or no knowledge or skill in the area

Refer to the 'Self-Assessment Guide' below for more information about the requirements of each level as it applies.

VERY HIGH	HIGH as for MEDIUM but also	MEDIUM	LOW
A Post Graduate Degree or higher qualification in a related discipline and at least 8 years of professional experience.	A Degree or Diploma / Certificate in a related discipline and / or at least 5 year's experience.	At least 3 years practical experience the Natural Resource Management Sector.	Some practical experience (including volunteering) in the Natural Resource Management Sector.

## Self-Assessment

The self-assessment requires you to reflect on your level of knowledge, experience and skill in the following key areas:

Knowledge/Skill Area	VERY HIGH	HIGH	MED	LOW	NONE
Knowledge, interest and understanding of the ecological principles of natural resource					
Experience and expertise in sustainable natural resource management practice					
Knowledge of social, economic, environmental and/or indigenous issues in the Peel-Harvey					
Experience in Indigenous engagement, participation and/or capacity building					
Experience in coordinating and managing projects or businesses					
Experience in legislative programs or environmental policy					
Ability to communicate and use community networks effectively					
Ability to analyse and work strategically across a wide range of complex integrated issues					
Financial Management/Audit					
Risk Management					

These criteria are guidelines only and, if you believe you can demonstrate high level skills, knowledge or experience outside of these areas, we encourage you to inform us within your supporting documentation.

Name .....

Address .....

Phone ..... Mobile .....

Email .....

Checklist to complete and return to PHCC:

- I have completed the self-assessment table above
- I have attached a letter detailing the skills and knowledge I would bring to the PHCC as a Community Representative
- I have completed the Association Liability Insurance Questions for Members/Proposed Members (Attachment 1)

Signed: ..... Date: .....

Written nominations must be received by **10am, Wednesday 4 October** and addressed to:

**Peel-Harvey Catchment Council (Inc)**  
**58 Sutton Street**  
**MANDURAH WA 6210**

For further information, contact Patricia Sutton at [patricia.sutton@peel-harvey.org.au](mailto:patricia.sutton@peel-harvey.org.au) or phone 08 6369 8800

Refer also [www.peel-harvey.org.au](http://www.peel-harvey.org.au), [facebook](#) and Constitution ([http://www.peel-harvey.org.au/?page\\_id=33](http://www.peel-harvey.org.au/?page_id=33))

## Association Liability Insurance Questions for Members/Proposed Members

In order to comply with the PHCC Association Liability Insurance Policy, nominees are required to answer the following questions. (\*\*See bottom of page for definition of "Insured Person"). Please note that all responses will be treated with the utmost confidentiality.

Q 1 – Insured Persons' details – circle YES or NO

- a. Has any former or current **Insured Person** of the Association (PHCC) ever been declared bankrupt? **YES / NO**
- b. Has any former or current **Insured Person** of the Association (PHCC) ever been an **Insured Person** of an organisation placed in receivership, liquidation or provisional liquidation? **YES / NO**
- c. Has any former or current **Insured Person** of the Association (PHCC) ever had a conviction for crimes involving dishonesty? **YES / NO**

*If you answered YES to any of the above questions, please provide full details using a separate sheet.*

Q11 – Claims History – circle YES or NO

For the purpose of answering this question, please note that reference to "Association" includes all of its past and current subsidiaries.

- a. Has any claim ever been made or civil, criminal or regulatory proceedings brought against the Association or any **Insured Person** (whether as **Insured Persons** of the Association or any other entity), in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- b. Has any **Insured Person** ever received a notice to attend an official investigation, examination, inquiry or other proceedings ordered or commissioned by an official body or institution, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- c. During the past 5 years has the Association suffered any loss as a result of any dishonest or fraudulent act of any **Insured Person**, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**
- d. During the past 5 years has the Association or any **Insured Person** had any fine or penalty or infringement notice (other than for traffic offences) imposed by any Federal, State, Territory or local government or other regulatory authority, in respect of the risks of the kind to which this Proposal Form relates? **YES / NO**

*If you answered YES to any of the above questions, please provide full details using a separate sheet.*

Q 12 – Known Circumstances – circle YES or NO

For the purpose of answering this question, please note that reference to "Association" includes all of its past and current subsidiaries.

After enquiry, are any of the **Insured Persons** aware of any act, omission, conduct, fact, event, circumstance or matter which might reasonably be expected to:

- a. Give rise to a claim or lead to civil or criminal proceedings against the Association or any **Insured Person**. **YES / NO**
- b. Result in the Association or any **Insured Person** being required to attend an official investigation, examination, inquiry or other proceedings? **YES / NO**
- c. Give rise to a fine or penalty being imposed on the Association or any **Insured Person** (other than for traffic offences) by a Federal, State, Territory or local government or other regulatory authority? **YES / NO**

*If you answered YES to any of the above questions, please provide full details using a separate sheet.*

\*\* **Insured Person** means any natural person who was prior to the Policy Period, or is during or after the Policy Period;

(a) a director, secretary, officer, trustee, committee member, employee (whether salaried or not) or volunteer of the Association; or

(b) a person acting on behalf of the Association at the direction of an officer or board or committee of management of the Association, but only in his or her capacity as such.

# PEEL-HARVEY CATCHMENT COUNCIL INCORPORATED

## CONSTITUTION AND RULES

*(AMENDED SEPTEMBER 2007)*

### **1. Title**

- 1.1. The name of the association is Peel-Harvey Catchment Council Incorporated or (Inc).
- 1.2. Shortened version is PHCC.

### **2. Definitions**

- 2.1. In these rules, unless the contrary intention appears –

“Catchment” means the surface water drainage basin discharging into the Peel-Harvey estuary.

“Council” means Peel-Harvey Catchment Council (Inc).

“Financial Year” means the year ending 30 June in each year.

“Association” means Peel-Harvey Catchment Council (Inc).

“Government Agencies” or “Agency” means any public sector organization at local, state or federal level.

“Community Organisation” means any duly constituted catchment management group or conservation group within the catchment that are not-for-profit and whose objectives are compatible with PHCC.

“Bank” means any “bona fide” financial institution.

“the Act” means the Associations Incorporation Act 1987.

- 2.2. Words importing the male gender shall include the female gender and vice versa.

### **3. Objectives**

The objectives of the Peel-Harvey Catchment Council are:

- 3.1. Inform, inspire and involve people in sustainable natural resource management (NRM) within the catchment.
- 3.2. Provide strategic direction for NRM within the catchment by facilitating a integrated NRM planning process, encouraging the implementation of the integrated NRM Plan, and monitoring and evaluating the Plan, the planning process and the outcomes of the Plan.
- 3.3. Provide leadership on NRM matters within the catchment and facilitate partnerships with the State and Commonwealth Governments to promote the sharing of responsibility for NRM with all levels of government.
- 3.4. Actively seek and promote support for the integrated NRM planning process and the integrated NRM Plan at all levels of government, community and industry.
- 3.5. Identify and seek resource opportunities for environmental improvement of the catchment and for organisations who undertake this role.
- 3.6. Coordinate the efficient allocation of resources for NRM across the catchment and assist agencies to target their actions to be compatible with catchment priorities.
- 3.7. Encourage institutional reform to achieve sustainable outcomes.
- 3.8. Support communication and information sharing to improve the co-ordination of NRM activities within the catchment.
- 3.9. Actively assist with implementation of any relevant regional NRM strategy.

### **4. Income and Profit**

The property and income of the Association shall be applied solely towards the promotion of the objects of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members except in good faith in the promotion of those objects or expenses incurred on behalf of the Association.

### **5. Powers**

All powers of the Association shall be vested in the Council and shall include the following:

- 5.1. To acquire, hold, lease, deal with and dispose of any property both real and personal.
- 5.2. To appoint, employ or remove staff in order for the Association to meet its objectives.
- 5.3. To open, operate and close bank accounts.
- 5.4. To apply for and receive grants, loans or other monies from public or private sources.
- 5.5. To invest monies in any manner in which trust monies may be invested.

### **6. Membership**

Membership shall be comprised of the following categories:

- Community Members
- Agency Members
- Local Government Members

## 6.1. Community Membership

6.1.1. There shall be not less than 7 nor more than 10 community members inclusive of office bearers

6.1.2. All community members shall hold office in a private capacity.

Foundation community members of the Association are:

- Jan Star
- Joe Varris
- Marilyn Gray
- Peter Leafe
- Andrew Gulliver
- Tony Hiscock
- Michelle Mullarkey
- Mark Angeloni
- Graham Elliott

6.1.3. Community members shall be selected after positions are advertised seeking nominations from applicants with the following skills:

- An interest and understanding of natural resource management.
- Knowledge of, or experience in, sustainable natural resource management practices.
- Good local knowledge of social, economic and environmental issues in the Peel-Harvey catchment.
- An ability to communicate and use community networks effectively.
- An ability to work co-operatively across a wide range of complex issues.
- Experience in co-ordinating and managing projects and/or business programs.

6.1.4. If there are insufficient community members, Council may co-opt a member from the community. A member so co-opted shall remain a member until the vacancy is filled through the selection process.

6.1.5. A selection committee comprising representatives from the Department of Environment Water and Catchment Protection, Department of Agriculture and an independent community member shall make a recommendation to Council for their consideration and final decision.

6.1.6. Members shall not be subject to subscription fees.

6.1.7. A member shall cease to be a member if that member –

- 6.1.7.1. is absent for three consecutive meetings without obtaining leave of absence; or
- 6.1.7.2. resigns; or
- 6.1.7.3. is declared bankrupt; or
- 6.1.7.4. is convicted of any criminal offence; or

6.1.7.5. does any such thing that in the opinion of 75% of Council members is detrimental to the Association; or

6.1.7.6. dies.

6.1.8. The term of community membership of the Council shall be 4 years but members shall be eligible for re-appointment.

6.1.9. In the first term after incorporation half, if membership is an even number, shall retire at 2 years, or half +1 if an uneven number will retire at 2 years, but shall be eligible for re-appointment. Members so retiring may volunteer to do so. If not enough volunteers, the remainder to make up the required number shall be by ballot.

## 6.2. Agency Membership

6.2.1. Any agency with Natural Resource Management responsibilities as defined by the State shall be invited to nominate a representative for membership on council, as will the Peel Development Commission.

6.2.2. Agency membership shall be confirmed at annual meetings.

## 6.3. Local Government Membership

Local Governments fully or substantially located within the catchment shall be invited to nominate representatives for membership on Council. Two Local Government representatives shall be appointed; when possible there shall be one representative from the coastal areas and one from the inland wheatbelt area of the catchment.

## 7. Management

7.1. The affairs of the Association shall be managed by Council

7.2. The Council may delegate, by resolution, to one or more sub-committees (consisting of such member or members of the association, or persons, as the Council thinks fit) the exercise of such functions of the Council as are specified in the delegation other than-

(a) the power of delegation; and

(b) a function which is a duty imposed on the Council by the Act or any other law.

7.3. Any delegation under sub-rule (7.2) may be subject to such conditions and limitations as to the exercise of that function or as to time and circumstances as are specified in the written delegation and the Council may continue to exercise any function delegated.

7.4. The Council may, by resolution, revoke wholly or in part any delegation under sub-rule (7.2).

7.5. Office bearers consisting of:

7.5.1. Chairman

7.5.2. Deputy Chairman

7.5.3. Secretary

7.5.4. Treasurer

shall be elected at the annual meeting of the Association or, if a casual vacancy occurs within 3 months of the annual meeting, Council may appoint a replacement, otherwise an election to fill the vacancy shall take place at the next meeting.

7.6. The positions of Secretary and Treasurer may be combined.

## **8. Chairman**

8.1. The chairman shall preside at all meetings of the Association.

8.2. In the absence of the Chairman, the Deputy Chairman shall preside.

8.3. In the absence of both the Chairman and the Deputy Chairman a member elected by the other members present shall preside.

8.4. The Chairman will prepare an annual report, in writing, to be presented at the Annual Meeting.

## **9. Secretary**

The secretary shall -

9.1. Co-ordinate the correspondence of the Association;

9.2. Keep full and correct minutes of the proceedings of Council;

9.3. Have custody of all books, documents, records and registers of the Association; other than those required to be kept and maintained by the treasurer;

9.4. Keep and maintain a register of members and their term of office.

## **10. Treasurer**

The treasurer shall be responsible for -

10.1. The receipt of all moneys paid to or received on behalf of the Association;

10.2. The payment of all monies referred to in paragraph 10.1 into such account or accounts of the Association as the Council may from time to time direct;

10.3. Payments from the funds of the Association with the authority of a Council meeting;

10.4. The custody of all securities, books and documents of a financial nature and the accounting records of the Association.

## **11. Meetings**

11.1. There shall be a minimum of 6 meetings annually set yearly in advance by Council.

11.2. The date of the following meeting may be reviewed at any meeting in progress.

11.3. The Secretary must provide members not less than 7 days notice of a general meeting. That notice shall include:

11.3.1. The date, time and venue of the meeting; and

11.3.2. The intended particulars and order in which business is to be transacted (i.e. the agenda).

- 11.3.3. The secretary shall provide this notice by electronic mail, by post, or in person to the address or contact details included in the register of members and shall take that notice as being received unless indication to the contrary is provided.
- 11.4. The matters to be considered at a general meeting of the Association or the order in which these matters are to be considered can be altered at any stage by the Chairman with the agreement of the majority of the members present.

## **12. Annual Meeting**

- 12.1. The Annual Meeting shall be held in October.
- 12.2. The specific date, time and venue of the Annual Meeting shall be confirmed at the last General Meeting prior to the Annual Meeting.
- 12.3. The Secretary must provide members not less than 7 days notice of the Annual Meeting. That notice shall include:
  - 12.3.1. The date, time and venue of the meeting; and
  - 12.3.2. The particulars and intended order in which business is to be transacted (i.e. the agenda).
  - 12.3.3. The secretary shall provide this notice by electronic mail, by post, or in person to the address or contact details included in the register of members and shall take that notice as being received unless indication to the contrary is provided.
- 12.4. The business of the annual meeting shall be –
  - 12.4.1. To receive and adopt the chairman's report
  - 12.4.2. Presentation of financial statements
  - 12.4.3. Election of office bearers
  - 12.4.4. Appointment of an auditor for the forthcoming year
  - 12.4.5. Review of agency members
  - 12.4.6. Other business usually conducted at an ordinary meeting.

## **13. Voting**

- 13.1. Each member attending is entitled to one vote.
- 13.2. The chairman is entitled to a deliberative and a casting vote.
- 13.3. A member (in this rule called "the appointing member") may appoint in writing another current member of the Council to be the proxy of the appointing member and to vote on behalf of the appointing member at any general meeting.

## **14. Quorum**

- 14.1. A quorum for any meeting shall be 50% of members plus 1.

### **15. Minutes of meetings of the Association**

- 15.1. The Secretary must ensure proper minutes of all annual meetings, general meetings and sub-committee meetings are recorded.
- 15.2. The Chairperson must ensure that the minutes taken of an annual or general meeting or sub-committee meeting under sub-rule (1) are checked and signed as correct by the Chairperson of the meeting to which those minutes relate or by the Chairperson of the next succeeding corresponding meeting.
- 15.3. When minutes have been entered and signed as correct under this rule, they are, until the contrary is proved, evidence that-
  - 15.3.1. the meeting to which they relate was duly convened and held; and
  - 15.3.2. all proceedings recorded as having taken place at the meeting did in fact take place at the meeting.

### **16. Constitution and Rules**

- 16.1. The Association may alter, rescind or add to these rules providing every member is notified in writing at least one month in advance of the meeting at which any change is to be debated.
- 16.2. Any change to the rules of the Association must be passed by a majority of at least 75% of members.
- 16.3. These rules bind every member and the Association to the same extent as if every member and the Association had signed and sealed these rules and agreed to be bound by all their provisions.

### **17. Common Seal of the Association**

- 17.1. The Association shall have a common seal on which its corporate name shall appear in legible characters.
- 17.2. The common seal of the Association shall not be used without the express authority of Council and every use of the common seal shall be recorded in the minutes.
- 17.3. The affixing of the common seal of the Association shall be witnessed by any two of the chairman, the secretary and the treasurer.
- 17.4. The common seal of the Association shall be kept in the custody of the secretary or such other person as the Council from time to time decides.

### **18. Inspection of Records**

A member may at any reasonable time inspect without charge, the books, documents, records and securities of the Association.

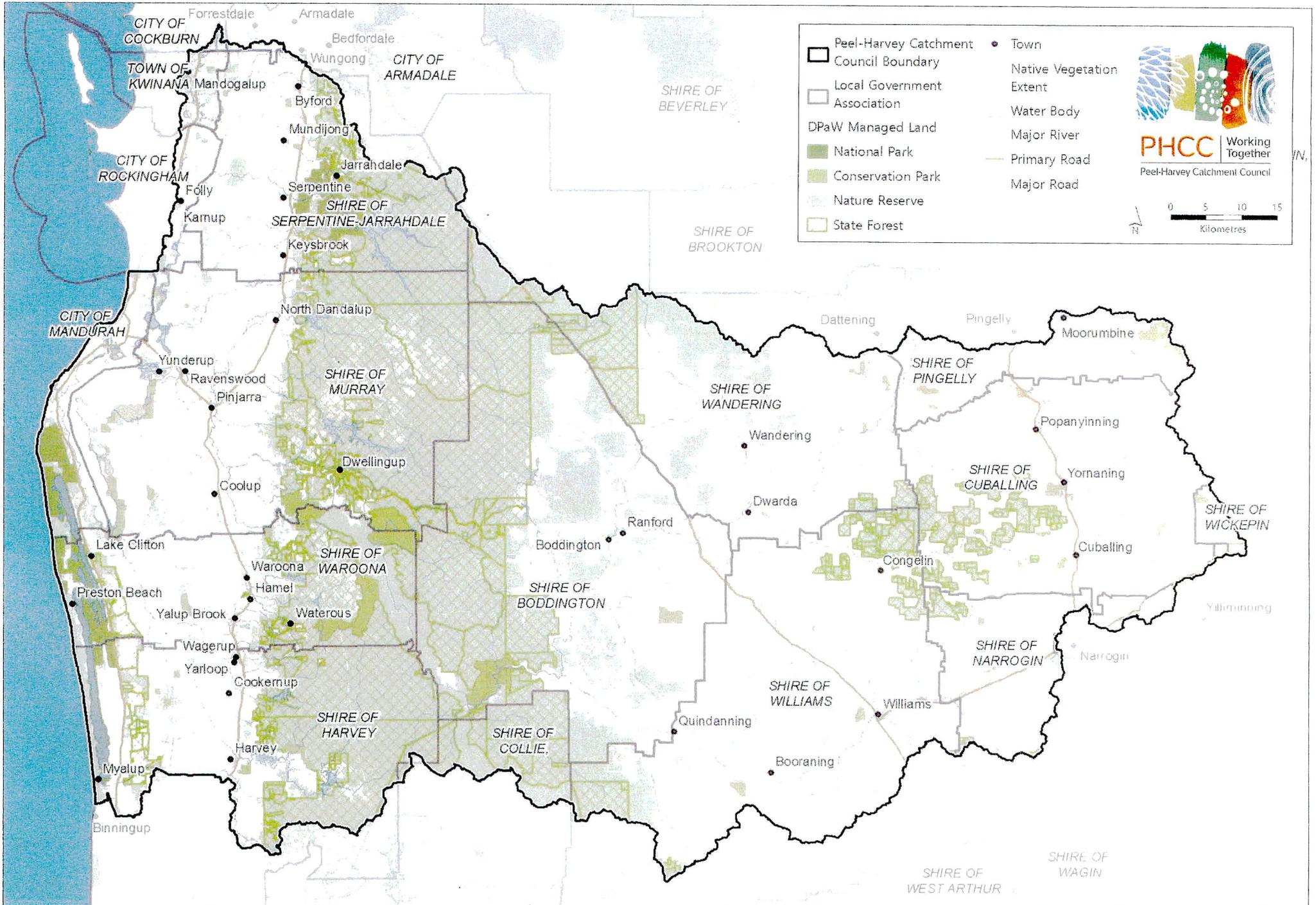
**19. Winding up of the Association**

19.1. If upon the winding up of the Association there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be distributed among the members but shall be given or transferred -

19.1.1. to another association incorporated under the Act that has similar objects to this Association and which is exempt from income tax; or

19.1.2. for charitable purposes.

19.2. In the event of the winding up of the Association, the Commissioner of Taxation shall be advised of the date of dissolution within 30 days of dissolution.



## 16.8 Amendment to the City's 2017/18 Schedule of Fees and Charges

### SUMMARY:

The purpose of this report is to obtain Council approval to add a new Dishonoured Cheque/ Direct Debit Processing Fee for all City Services (currently only within the Rates section) in the City's 2017/18 Schedule of Fees and Charges.

### OFFICER RECOMMENDATION:

That Council:

1. Authorise the publication of a local public notice stating the intention to amend, as per resolution 2., the City's 2017/18 Schedule of Fees and Charges effective 21 days from the date of the local public notice.
2. Amend the City's 2017/18 Schedule of Fees and Charges effective 21 days from the date of the local public notice as outlined below:

Add the following:

Fee and Charge Description	Comments	Statutory Fee Indicator	GST Included	Proposed New Fee
All City Services				
Dishonoured Cheque/ Direct Debit Processing Fee	Actual cost incurred	No	Yes	Actual cost

Remove the following:

Fee and Charge Description	Comments	Statutory Fee Indicator	GST Included	Proposed Removal of Fee
Rates				
Dishonoured Cheque/ Direct Debit Dishonour Processing Fee	Actual cost incurred	No	No	Actual cost

NOTE – AN ABSOLUTE MAJORITY OF COUNCIL IS REQUIRED

### DISCUSSION:

A review of the adopted fees and charges has highlighted that the City is currently unable to recoup any dishonoured cheque/direct debit processing fees from customers other than for dishonoured rates payments.

Council is requested to modify the 2017/18 Schedule of Fees and Charges and adopt the following proposed amendments to allow the recoup of costs for dishonoured payments for all City Services:

## 16.8 AMENDMENT TO THE CITY'S 2017/18 SCHEDULE OF FEES AND CHARGES

**Add the following:**

Fee and Charge Description	Comments	Statutory Fee Indicator	GST Included	Proposed New Fee
<b>All City Services</b>				
Dishonoured Cheque/ Direct Debit Processing Fee	Actual cost incurred	No	Yes	Actual cost

**Remove the following:**

Fee and Charge Description	Comments	Statutory Fee Indicator	GST Included	Proposed Removal of Fee
<b>Rates</b>				
Dishonoured Cheque/ Direct Debit Dishonour Processing Fee	Actual cost incurred	No	No	Actual cost

**LEGAL/POLICY IMPLICATIONS:****Local Government Act 1995****6.16. Imposition of fees and charges**

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- imposed\* during a financial year; and
  - amended\* from time to time during a financial year.

**6.19. Local government to give notice of fees and charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- its intention to do so; and
- the date from which it is proposed the fees or charges will be imposed.

**FINANCIAL/BUDGET IMPLICATIONS:**

Any costs charged from financial institutions/direct debit providers will be able to be recouped from the customer therefore will not have an impact on the financial position of the City.

The addition of this fee is not expected to materially effect the City's financial position.

**16.8 AMENDMENT TO THE CITY'S 2017/18 SCHEDULE OF FEES AND CHARGES****ASSET MANAGEMENT IMPLICATIONS:**

No asset management implications have been identified as a result of this report or recommendation.

**ENVIRONMENTAL IMPLICATIONS:**

No environmental implications have been identified as a result of this report or recommendation.

**STRATEGIC/SOCIAL IMPLICATIONS:**

This item is relevant to Council's approved Corporate Business Plan 2016-2021 actions:

- Ensure the financial sustainability of the City of Kwinana into the future.

**RISK IMPLICATIONS:**

The risk implications in relation to this proposal are as follows:

Risk Event	The City does not amend the changes to the fees and charges
Risk Theme	Errors omissions delays
Risk Effect/Impact	Compliance
Risk Assessment Context	Strategic
Consequence	Insignificant
Likelihood	Rare
Rating (before treatment)	Low
Risk Treatment in place	Reduce - mitigate risk
Response to risk treatment required/in place	Amend the fees and charges for 2017/18
Rating (after treatment)	Low

**COUNCIL DECISION**

014

**MOVED CR P FEASEY****SECONDED CR M ROWSE****That Council:**

1. Authorise the publication of a local public notice stating the intention to amend, as per resolution 2., the City's 2017/18 Schedule of Fees and Charges effective 21 days from the date of the local public notice.
2. Amend the City's 2017/18 Schedule of Fees and Charges effective 21 days from the date of the local public notice as outlined below:

## 16.8 AMENDMENT TO THE CITY'S 2017/18 SCHEDULE OF FEES AND CHARGES

**Add the following:**

<b>Fee and Charge Description</b>	<b>Comments</b>	<b>Statutory Fee Indicator</b>	<b>GST Included</b>	<b>Proposed New Fee</b>
<b>All City Services</b>				
Dishonoured Cheque/ Direct Debit Processing Fee	Actual cost incurred	No	Yes	Actual cost

**Remove the following:**

<b>Fee and Charge Description</b>	<b>Comments</b>	<b>Statutory Fee Indicator</b>	<b>GST Included</b>	<b>Proposed Removal of Fee</b>
<b>Rates</b>				
Dishonoured Cheque/ Direct Debit Dishonour Processing Fee	Actual cost incurred	No	No	Actual cost

**CARRIED BY AN ABSOLUTE MAJORITY OF COUNCIL****8/0**

## **17 Urgent Business**

Nil

## **18 Councillor Reports**

### **18.1 Councillor Wendy Cooper**

Councillor Wendy Cooper reported that she attended the Kwinana Early Years Services (KEYS) Board Meeting.

Councillor Cooper mentioned that she attended the Coles Grand Opening.

Councillor Cooper advised that she attended the Rockingham Kwinana Chamber of Commerce Shape Your Future Youth Careers Expo which was very interesting.

### **18.2 Councillor Sandra Lee**

Councillor Sandra Lee reported that she attended the Coles Grand Opening and that there had been a great crowd, it is a great store and it is good for people to have choices.

### **18.3 Councillor Matthew Rowse**

Councillor Matthew Rowse reported that he attended his first official function for Council at the Coles Grand Opening and that he was very proud to represent the City.

## **19 Response to Previous Questions**

Nil

## **20 Mayoral Announcements (without discussion)**

Mayor Carol Adams reported that she attended the funeral of former Mayor and City Freeman, Ken Jackman. The family asked to pass on their thanks to the City for allowing the use of the Ken Jackman Hall for the wake and to the City's Marketing Team for their assistance in providing some photographs.

The Mayor advised that she had attended the funeral of Mrs Kitty Iriks, mother of Freeman John Iriks.

The Mayor mentioned that she was very sad to hear the passing of Mrs Gail Critchley, wife of Freeman Ian Critchley and mother of three daughters, one of whom is a popular and valued staff member.

## 20 MAYORAL ANNOUNCEMENTS (WITHOUT DISCUSSION)

The Mayor reported that she attended a meeting between the City of Kwinana, Kwinana Police and residents of Callistemon Court and Banksia Park. The Mayor stated that 90% of burglaries in the area have been via open windows or doors. The Mayor raised the importance of reporting criminal activity so resources can continue to be allocated to all areas.

The Mayor advised that she attended the KEYS Pop Up Children's Party at Bakers Square, which was an event that received funding from the City of Kwinana. The Mayor further advised that the event was very successful and that it was great to see an under utilised area being used.

The Mayor mentioned that she attended the Gilmore College Valedictory.

The Mayor reported that she attended the Coles Grand Opening and stated that they have 120 employees, 50 from Kwinana and 4 indigenous.

The Mayor advised that she attended the Rockingham Kwinana Chamber of Commerce Shape Your Future Youth Careers Expo.

The Mayor announced that the Kwinana Adventure Park is officially the Australia-wide Park of the Year.

## 21 Matters Behind Closed Doors

Nil

## 22 Meeting Closure

The Mayor declared the meeting closed at 8:15pm.