

Ordinary Council Meeting

13 September 2023

Agenda

Notice is hereby given of Ordinary Meeting of Council to be held in the Council Chambers, City of Kwinana Administration Centre commencing at 5.30pm.

Wayne Jack
Chief Executive Officer

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

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1 OPENING AND ANNOUNCEMENT OF VISITORS

Presiding Member to declare the meeting open and welcome all in attendance.

Presiding Member to announce that the Ordinary Council Meeting is being live streamed and recorded in accordance with the City's Live streaming and Recording Council Meetings policy.

By being present at this meeting, members of the public consent to the City recording and livestreaming their image and/or voice.

2 WELCOME TO COUNTRY AND ACKNOWLEDGEMENT OF COUNTRY

Councillor Barry Winmar to present the Welcome to Country:

"Ngullak nyinniny kooralong koor a ngullak noitj nidja noongar boodjar. Noongar moort djoorapiny nyinniny nidja ngulla quopadok noongar boodjar kooralong.

From the beginning of time to the end, this is Noongar Country. Noongar people have been graceful keepers of our nation for many, many years.

Djinanginy katatjin djoorapiny nidja weern noongar boodjar ngalla mia mia boorda.

Look, listen, understand and embrace all the elements of Noongar Country that is forever our home.

Kaya wandju ngaany koort djoorpiny nidja Noongar boodjar daadjaling waankganinyj Noongar Boodjar.

Hello and welcome my heart is happy as we are gathered on country and meeting here on Noongar Country"

Presiding Member to read the Acknowledgement of country:

"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 and we pay our respects to their Elders past and present."

3 DEDICATION

Councillor Dennis Wood to read the dedication:

“May we, the Elected Members of the City of Kwinana, have the wisdom to consider all matters before us with due consideration, integrity and respect for the Council Chamber.

May the decisions made be in good faith and always in the best interest of the greater Kwinana community that we serve.”

4 ATTENDANCE, APOLOGIES, LEAVE(S) OF ABSENCE (PREVIOUSLY APPROVED)

Apologies:

Unknown at the time of issuing the agenda.

Leave(s) of Absence (previously approved):

Councillor S Kearney from 28 August 2023 to 17 September 2023 inclusive.

5 PUBLIC QUESTION TIME

In accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, any person may during Public Question Time ask any question.

In accordance with Regulation 6 of the *Local Government (Administration) Regulations 1996*, the minimum time allowed for Public Question Time is 15 minutes.

A member of the public who raises a question during Question Time is to state his or her name and address.

Members of the public must provide their questions in writing prior to the commencement of the meeting. A public question time form must contain all questions to be asked and include contact details and the form must be completed in a legible form.

Please note that in accordance with Section 3.4(5) of the *City of Kwinana Standing Orders Local Law 2019* a maximum of two questions are permitted initially. An additional question will be allowed by the Presiding Member if time permits following the conclusion of all questions by members of the public.

6 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS

6.1 PETITIONS

A petition must –

- be addressed to the Mayor;
- be made by electors of the district;
- state the request on each page of the petition;
- contain at least five names, addresses and signatures of electors making the request;
- contain a summary of the reasons for the request;
- state the name of the person to whom, and an address at which, notice to the petitioners can be given; and
- be respectful and temperate in its language and not contain language disrespectful to Council.

The only motion which shall be considered by the Council on the presentation of any petition are –

- that the petition be received;
- that the petition be rejected; or
- that the petition be received and a report prepared for Council.

6.2 PRESENTATIONS

In accordance with Clause 3.6 of the *Standing Orders Local Law 2019* a presentation is the acceptance of a gift, grant or an award by the Council on behalf of the local government or the community.

Prior approval must be sought by the Presiding Member prior to a presentation being made at a Council meeting.

Any person or group wishing to make a presentation to the Council shall advise the CEO in writing before 12 noon on the day of the meeting. Where the CEO receives a request in terms of the preceding clause the CEO shall refer it to the presiding member of the Council committee who shall determine whether the presentation should be received.

A presentation to Council is not to exceed a period of fifteen minutes, without the agreement of Council.

6.3 DEPUTATIONS

In accordance with Clause 3.7 of the *Standing Orders Local Law 2019*, any person or group of the public may, during the Deputations segment of the Agenda with the consent of the person presiding, speak on any matter before the Council or Committee provided that:

- the person has requested the right to do so in writing addressed to the Chief Executive Officer by noon on the day of the meeting.
- setting out the agenda item to which the deputation relates;
- whether the deputation is supporting or opposing the officer's or committee's recommendation; and
- include sufficient detail to enable a general understanding of the purpose of the deputation.

A deputation to Council is not to exceed a period of fifteen minutes, without the agreement of Council.

7 CONFIRMATION OF MINUTES

7.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 23 AUGUST 2023

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 23 August 2023 be confirmed as a true and correct record of the meeting.

8 DECLARATIONS OF INTEREST (FINANCIAL, PROXIMITY, IMPARTIALITY – BOTH REAL AND PERCEIVED) BY MEMBERS AND CITY OFFICERS

Section 5.65(1) of the *Local Government Act 1995* states:

A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —

in a written notice given to the CEO before the meeting; or
at the meeting immediately before the matter is discussed.

Section 5.66 of the *Local Government Act 1995* states:

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

9 REQUESTS FOR LEAVE OF ABSENCE

10 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THOSE IN THE PUBLIC GALLERY

11 ANY BUSINESS LEFT OVER FROM PREVIOUS MEETING

Nil

12 RECOMMENDATIONS OF COMMITTEES

Nil

13 ENBLOC REPORTS

14 REPORTS – COMMUNITY**14.1 DISCOUNT OF RENT, OFFICES 1 - 5 AND COUNSEL ROOM 2 - WITHIN THE ZONE YOUTH SPACE, 7 SKERNE ST KWINANA, BETWEEN THE CITY OF KWINANA AND THERAPY FOCUS LTD****SUMMARY**

The Zone Youth Space (Zone) situated at 7 Skerne Way, Kwinana comprises of nine lettable office areas which include counsel and meeting rooms, staff and kitchen facilities. The facility accommodates community organisations that provide services to the broader Kwinana community, with a focus on young people aged 12 – 24 years of age.

Over the past twelve months the Community Services and Partnerships team have been able to attract an additional three services to operate from The Zone including Anglicare, Palmerston Drug and Alcohol Services and SCALES Legal Service. This is in addition to Youth Focus and Therapy Focus operating from the centre.

By accommodating a variety of services that support some of the City's most vulnerable and marginalised demographics, the Zone Youth Space aims to provide multiple services in one facility, reducing transport barriers and promoting the access to wellbeing services to individuals and families.

This report recommends that Council approve the proposed monetary variation to the lease agreement with Therapy Focus as outlined below. This adjustment is reasonable, and fair considering the prevailing circumstances and aligns with the best interests of both the tenant and the community.

OFFICER RECOMMENDATION

That Council:

- 1. Approve a variation to the Lease schedule in respect to the rent and office description.**
- 2. Authorise the approval of a 20% concessional discount on the amendment to lease, in line with the City's Leasing Policy.**
- 3. Authorise the Chief Executive Officer and Mayor to sign a Deed of Variation showing the new office locations of Office 1-5, Counsel room 2 and concessional rent amount of \$24,800 + GST.**

VOTING REQUIREMENT

Absolute Majority

DISCUSSION

Therapy Focus is a not-for-profit organisation which provides the community with independent, NDIS support. Therapy Focus supports young people, families and communities with disability support and service provision.

The City of Kwinana and Therapy Focus work in a collaborative approach within the Community Services and Partnerships Department located at the Zone Youth facility. The presence of Therapy Focus at the Zone Youth Space will provide assistance to youth and families dealing with disabilities by offering relevant support services. This will further support other organisations based at the Zone Youth Space, in ensuring that we have wrap-around support services for individuals and families, within the one, centrally located facility.

This social service collaboration provides additional advocacy, information sharing, and referral pathways between community-based services and government agencies, as well as community members. This in turn, improves the liveability of our City, and ensures that we can support the diverse needs of our community.

Therapy Focus currently tenant Offices 4-7 and Counsel Room 2 with a total lettable area of 84.67m² to conduct administration, assessments with clients, facilitate referrals and provide counselling treatment.

The need for Therapy Focus's services have grown exponentially in the past 12 months amongst Kwinana's young people and has created the need to expand into larger premises to accommodate this demand.

Therapy Focus are proposing the relocation into Office 1-5 and Counsel room 2 with a lettable space of 135.54m². The relocation costs and any alterations to premise are to be at the cost of the tenant inclusive of the remodelling of Office 1 to create a reception area for the ease of client check in and security.

Currently rent for Therapy Focus is \$18,000 pa + GST and outgoings. The relocation will see a substantial increase in rent to \$30,100 pa + GST and outgoings as advised in valuation supplied by McGees Property on the 13 July 2023 (attached).

The City's Leasing of Community Facilities Policy (Policy) provides for the circumstances in which an organisation is entitled to a discounted market rent of up to 30%. Therapy Focus falls within these guidelines. A proposed rent, has been determined by applying a 20% discount to the valuation amount, as set out in the Policy which has been negotiated by City Officers with Therapy Focus. The proposed rent would be \$24,080.00 pa + GST and outgoings.

STRATEGIC IMPLICATIONS

This proposal will support the achievement of the following outcome/s and objective/s detailed in the Strategic Community Plan and Corporate Business Plan.

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
2 – A resilient and thriving economy and exciting opportunities	2.2 – Create strong regional connections that will improve the ability for residents to access jobs, training and goods and services	2.2.1 – Review Advocacy Plan	Therapy Focus provides NDIS and disability services, training, educational and support services to community members, in particular youth, living with a disability
4 – A unique, vibrant and healthy City that is safe, connected and socially diverse	4.1 – Create, activate and manage places and local centres that are inviting, unique and accessible	4.1.3 – Implement the Social Strategys	This partnership highlights the City’s intent to be more inclusive and accessible to people living with disabilities. Increasing key social services operating from the Zone Youth Space and developing a community hub, young people and families can access a diverse range of social services, increasing the activation and connectedness of Kwinana.

SOCIAL IMPLICATIONS

This proposal will support the achievement of the following social outcome/s, objective/s and strategic priorities detailed in the Social Strategy.

Social Strategy			
Social Outcome	Objective	Strategic Priority	How does this proposal achieve the social outcomes, objectives and strategic priorities?
1 – Healthy and Active	1.0 – A physically and mentally healthy and active community	1.4 – Promote physical, mental and nutritional health with a focus on prevention and motivation 1.6 – Support local services and programs that promote healthy relationships	Supporting social services and vulnerable community members to access services within a City facility, with the option to access additional supports within the same facility, reducing travel time, financial burden and increasing levels of anxiety. This also sees the City playing a pivotal role in connecting services and promoting interagency relationships in the pursuit to support young people with disabilities and families living in Kwinana.
2 – Connected and Inclusive	2.0 – Equitable and inclusive social connection and engagement with community life	2.1 – Facilitate improved stakeholder relationships and networks to enhance coordination and collaboration	By having multiple social services in relation to legal, mental health, disability, AOD support, education, housing, counselling, case management and recreational services, the Zone Youth Space fosters an inclusive, safe, and collaborative facility for both social services and community members, in particular young people and families. By offering an array of services, the Zone Youth Space aims to become a place that connects, supports, and fosters

			relationships and promotes wellbeing
3 – Informed and Capable	3.0 – Information, learning and development opportunities enhance individual and community capacity	<p>3.1 – Use diverse informing methods to improve community awareness of the full range of programs, events, services, infrastructure and information available</p> <p>2.2 – Plan for open and accessible community spaces when developing suitable facilities to facilitate community interaction</p> <p>2.3 – Value and support the importance of social connections and consider how new and existing programs and services can contribute to reducing social isolation</p> <p>2.5 – Support and deliver programs that promote awareness of diversity and the importance of inclusivity, tolerance and harmony</p>	As above. Due to the increase of social services, the Community Services and Partnerships Team, has developed interagency working groups and to support the local social services sector.
5 – Caring and Supported	5.0 – Challenges to wellbeing are supported by a caring community	<p>5.1 – Engage with at-risk community members proactively and connect them to relevant supports</p> <p>5.2 – Support and provide programs and services to support community members facing barriers to their development and wellbeing</p> <p>5.3 – Advocate to responsible authorities and service providers for increased capacity to support community members facing barriers to their wellbeing</p>	By providing increased services for community members with disabilities, the City is supporting the improved wellbeing of families and young people in Kwinana.

LEGAL/POLICY IMPLICATIONS

In compliance to the City's Leasing Policy

FINANCIAL/BUDGET IMPLICATIONS

This lease will provide an annual income of \$24,080.00 plus GST and outgoings.

ASSET MANAGEMENT IMPLICATIONS

The implications for this report are the ongoing management and administration required of the City's property.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

Therapy Focus have been a valued tenant at the Zone in recent years. This partnership has seen benefit to youth living with a disability and the engagement of families, with youth with a disability, in the Zone Drop-in and programs. As Therapy Focus have grown in clientele and employee base, the Zone Youth Space has seen an increase in engagement of youth with disabilities in multiple services and initiatives through the Community Partnerships and Services team.

ATTACHMENTS

A. Valuation - Therapy Focus - Offices 1-5 Counsel room 2 - Confidential

14.2 EVENTS POLICY

SUMMARY

Events create opportunities for the community, visitors, and businesses to connect and celebrate; activate our places, improve community capacity-building, and enable economic development. The City supports event organisers to deliver diverse, inclusive, and safe events. The Events Policy has been developed to bring consistency to the City's approach to assessing and approving events, to attract events that align with the City's Strategic Community Plan objectives and to simplify the event approvals process to make it easier for organisers to obtain event approvals from the City.

The Events Policy provides a clear decision-making framework and guidelines that will help event organisers understand the relevant event approval requirements and timeframes.

OFFICER RECOMMENDATION

That Council:

- 1. Adopt the Events Policy as per Attachment A.**
- 2. Note the Draft Events Guidelines as per Attachment B.**

VOTING REQUIREMENT

Simple majority

DISCUSSION

Public events held in public and private land are assessed by the City's Environmental Health Services against the requirements of the *Health (Miscellaneous Provisions) Act 1911* Part VI, the *Health (Public Buildings) Regulations 1992* and the Department of Health Guidelines for Concerts, Events and Organised Gatherings 2022 (guidelines) to ensure that different health and safety risks are appropriately addressed.

Event organisers, often community groups, are commonly unaware or unfamiliar with the legislative event requirements and their responsibilities to manage event impacts. More than half of the event applications are lodged close to event dates without adequate information to demonstrate that the legislative requirements have been satisfactorily addressed.

However, many events conducted in the City are small in capacity and low in impact and have minimal impact on the environment, community, and amenity. In 2022, the City introduced online event applications which has helped streamline some of the internal referral processes. The City has continued to investigate different ways to minimise the requirements for lower impact events and to address aspects of accessibility, waste management practices as well as economic impact on existing businesses and management of co-shared spaces for food truck events and markets.

The introduction of a new Events Policy and guidelines will help:

1. Set criteria for the assessment of the event application;
2. Set additional considerations for Food Truck events and Markets which will be assessed by a team of multi-disciplined representatives (Events Assessment Team);
3. Clarify the roles and responsibilities of the City and event organiser;
4. Adopt an event impact assessment framework to events assessment according to their scale, complexity of activities and associated risk factors;
5. Promote sustainable initiatives and support smoke-free events; and
6. Encourage aspects of diversity and inclusion.

The Events Guidelines was drafted to assist event organisers with planning low and medium impact events that comply with the various legislative requirements to successfully obtain the relevant approvals from the City as quickly and easily as practicable.

STRATEGIC IMPLICATIONS

This proposal will support the achievement of the following outcome/s and objective/s detailed in the Strategic Community Plan and Corporate Business Plan.

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
2 – A resilient and thriving economy and exciting opportunities	2.1 – Enable a thriving and sustainable local economy that supports and sustains quality jobs and economic opportunities	2.1.2 – Implement a Small Business Friendly Approval System	Reform 4.7: Streamline Events Approval Process. Ensure local businesses are incorporated and play an active role in food truck events and markets.
4 – A unique, vibrant and healthy City that is safe, connected and socially diverse	4.3 – Enhance opportunities for community to meet, socialise, recreate and build local connections	4.3.2 – Implement the Disability Access and Inclusion Plan	Sets accessibility requirements for events, with details within the events guidelines.
	4.1 – Create, activate and manage places and local centres that are inviting, unique and accessible	4.1.3 – Implement the Social Strategys 4.3.1 – Implement the Innovate Reconciliation Action Plan	The guidelines will encourage event organisers on how to respectfully recognise Traditional Custodians at events.

SOCIAL IMPLICATIONS

This proposal will support the achievement of the following social outcome/s, objective/s and strategic priorities detailed in the Social Strategy.

Social Strategy			
Social Outcome	Objective	Strategic Priority	How does this proposal achieve the social outcomes, objectives and strategic priorities?
2 – Connected and Inclusive	2.0 – Equitable and inclusive social connection and engagement with community life	2.4 – Facilitate initiatives that encourage social interaction and connection at both a local and community wide level	The Policy supports cultural and inclusive events to meet diverse community needs
4 – Safe and Resilient	4.0 – Safe enjoyment of community life	4.3 – Ensure community planning, infrastructure, transport, services and programs provide for safe use and participation	Food truck events and markets will need to demonstrate they create interesting and diverse activities and engage the community.
6 – Vibrant and Celebrated	6.0 – Vibrancy and creativity thrive and our unique identity and achievements are celebrated	6.3 – Support community activation and participation in arts, culture, events and heritage initiatives	Promote safe events by communicating legislative requirements clearly to event organisers. Each event is assessed against the relevant legislative requirements.

LEGAL/POLICY IMPLICATIONS

The recommendations in this report, if adopted, will result in a new Events Policy.

FINANCIAL/BUDGET IMPLICATIONS

No additional financial/budget implications have been identified as a result of this report or recommendation.

ASSET MANAGEMENT IMPLICATIONS

Any impacts on City owned and managed spaces are considered during event application assessment.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

This Policy has the potential to contribute to improvement to the following areas:

- Neighbourhood amenity and environmental impacts through assessment of the health and safety risks to the community and suitability on the use of spaces; and
- Positive health behaviours through promotion of smoke-free environment and the ability to refuse events that promote alcohol, drug use, tobacco smoking (including vaping/e-cigarettes) or gambling as the main purpose.

COMMUNITY ENGAGEMENT

Community Engagement has taken place in the following forms:

- Direct engagement through meetings with the Boola Maara Advisory Group and the Disability Reference Group. Recommendations have been incorporated into the guidelines.
- Invitation to 27 event organisers for feedback through Love My Kwinana from 4 August to 22 August 2023. These event organisers have completed events within the past year and included professional event organisers, community groups, market organiser, food truck event organisers, church groups and sporting clubs. One written feedback was received from a community group who supported the Policy and provided suggestions for improvement to the Calista Oval venue and the application process.

ATTACHMENTS

- A. Attachment A - Council Policy - Events**
- B. Attachment B - Draft Events Guidelines**



Council Policy

Events



Council Policy	
Legal Authority	<i>Local Government Act 1995</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Public Health Act 2016</i> <i>Health (Public Buildings) Regulations 1992</i> <i>Environmental Protection (Noise) Regulations 1997</i> <i>Activities in Thoroughfares and Public Places and Trading Local Law 2011</i> <i>Local Government Property Local Law 2003</i>
Department	City Development and Sustainability

1. Title
Events

2. Purpose

The purpose of this policy is to support the planning, development and delivery of public events to align with the City of Kwinana’s vision of creating a unique and livable City that is celebrated for and connected by its diverse community, natural beauty and economic opportunities.

The City aims to deliver the following objectives:

- Create vibrant, active spaces and encourage community participation;
- Provide a decision-making framework that ensures a consistent and equitable approach in the assessment and approval of events;
- Provide controls that minimise adverse impacts of events on the community, City assets and the natural environment;
- Promote City of Kwinana as a destination for development and provide opportunities for local businesses;
- Support inclusion and growth of communities;
- Assist the community to host events through partnerships and funding;
- Encourage sustainable practices that minimise impacts on the environment;
- Manage the health and safety of people attending the event; and
- Manage compliance with relevant legislative requirements and standards.

3. Scope

This Policy applies to all public events held in the City of Kwinana including those on private land.

This Policy does not apply to:

- Private events not open to members of the public, such as private parties, weddings, funerals and the like.
- Seasonal use of sports fields by schools and registered sporting clubs for club related activities.
- Civic events delivered by the City.
- Programs delivered by the City.
- Minor fundraising activities by community groups such as sausage sizzles (approval required for provision of food).
- Mobile food vendors who are using designated trading areas covered under a separate policy or guideline.
- Major event defined under the *Major Events Act 2003*.

(document # policy)

- Reoccurring event that is proposed to occur for more than 48 hours in the same venue over a period of time which may require a Development Approval as a land use under the Town Planning Scheme.

4. Definitions

Event

An occurrence proposed to be held within the City on private or public land, either indoor or outdoor by an event organiser, or by the City, where 50 people or more assemble at a given time and place for entertainment, recreation, commercial or community purposes.

Private Event

An event that is private, normally by invitation and not open to the public such as private parties and weddings.

Public Event

An event open to the community or the public, whether ticketed or not.

Major Event

An event defined under the *Major Events Act 2023*, usually a large event of State, National or International significance and that is in the public interest to be considered by the Minister of Tourism.

Civic Event

Activities or functions hosted by the Mayor or Elected Members on behalf of the City to commemorate special occasions and honour individuals. Examples include citizenship ceremonies and official openings of City buildings.

Program

A recurrent activity that is operationally focused and delivered in an ongoing manner to a defined audience of less than 50 persons at any one time.

Event Organiser

Any person, group, organisation or business that is responsible for organising an event.

Food Truck Event

A type of prearranged recurring event held within the City on private or public land on a regular basis, by an event organiser, where mobile food vendors and temporary food stalls form the primary activity. A smaller number of entertainment, recreation, commercial or community activities may be part of the Food Truck Event.

Market

A type of prearranged recurring event held within the City on private or public land on a regular basis, either indoor or outdoor by an event organiser, supporting a mix of different trading or stallholder activities including a variety of entertainment, recreation, commercial or community activities.

5. Policy statement

5.1 Assessment of Event Venue

The City will provide venues and spaces for hire suitable for event purposes. These venues are reviewed regularly, the scheduling and frequency of use may need to

(document # policy)

allow for the rehabilitation of the venue or need to accommodate the primary purpose of the venue. The City reserves the right to approve events outside these principles if it considers that the benefits of doing so outweigh any potential impacts.

Where a venue or space is not specified in the City's booking system, the City will assess its suitability on a case-by-case basis.

Where the proposed event is to take place on land managed by an owner/s or authorities other than the City of Kwinana, written permission is required to be obtained before the City can determine the application.

Where the events encompass more than one venue e.g. triathlons, marathons or across Local Governments, the City may consult adjoining Local Government(s) before providing approval.

Event organisers are required to obtain approvals for each venue before lodging an event application.

5.2 Assessment of Events

All events delivered within the City require approval from the City through an event application.

Assessment of an event application will be based on the following criteria:

- Suitability and purpose of the event activity;
- Suitability and experience of the event organiser;
- Accessibility and suitability of the event location and duration;
- The amenity of the event and likely impacts on surrounding residents; and
- Consideration of the social, environmental, economic, safety and reputational risks and benefits.

The City may refuse to approve events that:

- Promote alcohol, drug use, tobacco smoking (including vaping/e-cigarettes) or gambling as the main purpose;
- Involve cruelty to animals and endangered animals;
- Negatively impact on the City's reputation;
- Adversely conflict with other approved events or City events;
- Is organised by individuals, groups or organisation without appropriate experience and insurance for event management;
- Pose an unmitigated risk to the safety of the community; and
- Contravene to legislation, City local laws and policies.

The City may cancel an event approval due to extreme weather conditions or under the direction of the Executive Director of Public Health, Emergency Services or WA Police.

5.3 Additional Considerations for Food Truck Events and Markets

Food Truck Events and Markets will be considered by the City's Events Assessment Unit, rather than an individual department.

Food Truck Events and Markets should not negatively impact on existing businesses. Location and suitability are at the discretion of the City's Events Assessment Unit.

Food Trucks and Markets will need to demonstrate that they:

- Contribute to Kwinana as a vibrant destination;
- Incorporate local business(es) and allow them to take an active role in the event.

(document # policy)

- Create interesting and diverse activities to encourage people to stay longer in Kwinana;
- Engage, include and connect a range of people in our community including the City of Kwinana, providing diverse opportunities for engagement and participation; and
- Minimise community impact and maximise economic and community benefit.

The City may approve food truck events and markets for a maximum period of 12 months.

5.4 Timeframe for Assessment of Event Applications

The City may at its discretion refuse to accept an event application that has been submitted outside the nominated event approval timeframe as detailed in the Event Guideline.

The event application may be refused where further information and fees has been requested and not provided by the event applicant at least three business days before the event. For reoccurring events, this will be at least 10 business days before the event.

5.5 Event Impact Assessment

Events will be assessed according to their scale, complexity of activities and associated risk factors through a tiered framework to ensure the appropriate level of assessment and approval is applied to each event.

The level of impact will be assessed based on:

- Number of attendees at any one time;
- Number and type of trading activities and temporary facilities;
- Alcohol availability;
- Potential noise impact; and
- Impact on use of the roads.

The Event Guidelines provides further details on the framework used for the event impact assessment.

5.6 Event Guidelines

Event organisers are required to comply with all legal and City requirements as detailed in the Event Guidelines.

The Event Guidelines will be updated periodically to reflect any legislative and/or City operational changes.

The Director City Development and Sustainability has discretion to classify events that do not meet the above criteria.

5.7 Approval

The final written approval will only be issued once all applicable fees have been received (if applicable and see timeframe under 5.10 Fees and Charges), health and safety issues have been satisfactorily addressed either prior to the event with conditions of approval, or alternatively issued on the day of the event.

Approval will include but is not limited to a trader's permit, written letter and/or maximum accommodation certificate under the *Health (Public Buildings) Regulations*

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Events that do not receive all relevant approvals cannot proceed. It is the responsibility of the Event Organiser to ensure all relevant approvals have been obtained from the City and other approving agencies. It is an offence to operate an event without a valid licence, permit or approval. Events that proceed without a formal approval or events that do not comply with the conditions and approval may result in further formal compliance action.

Applications and approvals for an event are not transferable.

All appeals regarding the event process and approvals must be presented to Director City Development and Sustainability in writing.

5.8 Roles and Responsibilities

1) The City

The City will play various roles in the public community event process, which may include facilitator, promoter, funder, regulator and strategic partner. While the City recognises that a whole of organisation approach in supporting the delivery of events is required, City officers have specific roles and responsibilities within the assessment processes.

The City will provide advice and information to organisers at planning stage to assist in delivering best practice planning and management of events.

The City may consult with local community groups, key authorities, and other agencies including but not limited to Department of Health, WA Police, Public Transport Authority and Main Roads WA.

The City may provide financial support to Event Organisers through event sponsorship, a once-off grant or in-kind support subject to the City's Community Event Funding Policy.

City Authorised Officers may attend the event to carry out an inspection to check for compliance with the requirements and conditions of approval without any notification.

2) Event Organiser

It is the responsibility of the event organiser to seek and obtain all approvals relating to the event prior to advertising.

The event organiser is required to clearly display the details of the event (including the person, group, organisation or business delivering the event) to ensure transparency and help manage any community concerns. Where the event will cause or likely to cause an impact on adjoining businesses or residents, the event organiser is required to provide community engagement and/or notification in the format advised by the City.

The event organiser may be asked to attend a pre-lodgment meeting and/or debrief meeting post event with the City.

Any event organiser without appropriate experience or event organisers of medium or high impact events may be asked to attend online training or information session before the City will assess and approve the event application.

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The event organiser or an approved representative must be in attendance during the event.

Stallholders or traders are the responsibility of the event organiser. The City will communicate with the event organiser directly to manage any requirements. The event organiser is required to maintain a list of stallholders and traders and copies of public liability insurance certificate of currencies.

Food stallholders and traders permit applications will be assessed separately.

5.9 Commitments

1) Safety

The health and safety of all people attending events is a priority.

All health and safety issues should be satisfactorily addressed prior to final approval and commencement of the event.

The City is empowered to close events that are considered unsafe.

2) Sustainability

The City is committed to sustainable waste management and will encourage all events to progress towards best practice and reducing carbon footprint where possible.

3) Smoke Free Events

Smoking is not permitted at events organised by the City and all events conducted on City reserves, parks, oval and playing fields.

4) Inclusion

The City is committed to treat all people equitably with respect and dignity, regardless of gender, sexual orientation, ability, language, ethnicity, religious belief, cultural background, age, education, socioeconomic background or other dimensions of diversity.

The City will encourage events to include activities that recognise Aboriginal and Torres Strait Islander culture and history.

The City will encourage events to be accessible and inclusive to everyone.

5.10 Fees and Charges

The City will impose fees and charges on all events in accordance with the relevant Council adopted fees and charges or varied by Council resolution, unless exempted through the City's Community Funding Policy.

The City's Community Funding Policy provides different funding opportunities to support the community in delivering events that achieve the aspirations of the Strategic Community Plan.

Statutory fees apply for noise exemption approvals under the *Environmental Protection (Noise) Regulations 1997*.

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Payment of invoices must be made in full at least three business days prior to the event commencement date. For recurring events, fees must be paid at least ten business days prior to the first event.

Refunds will not be provided on the event application and permit fees if the event does not go ahead.

Hire fees are outlined in the City's Fees and Charges and are charged at the time of booking the space(s). Cancellation Policy and Terms and Conditions of hire are provided at the time of the booking.

Event organisers are required to reimburse Council for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities.

6. References

Date of adoption and resolution No.	Insert the date on which the Policy was first adopted by Council and the resolution No.
Review dates and resolution No.	List the dates on which the Policy was reviewed by Council and the resolution No.s
Next review due date	Insert the date on which the next review should be completed by.
Related documents	<p>Acts/Regulations <i>Local Government Act 1995</i> <i>Health (Miscellaneous Provisions) Act 1911</i> <i>Public Health Act 2016</i> <i>Health (Public Buildings) Regulations 1992</i> <i>Environmental Protection (Noise) Regulations 1997</i> <i>Activities in Thoroughfares and Public Places and Trading Local Law 2011</i> <i>Local Government Property Local Law 2003</i></p>

Note: Changes to references may be made without the need to take the Policy to Council for review.

(document # policy)

City of Kwinana Events Guidelines

DRAFT

CEO Foreword

The City of Kwinana recognises that events play an important role in the community’s life. Enjoyable and accessible events encourage social connections, boost well-being, and create a strong sense of place. Events can also raise the profile of the City, increasing visitor numbers and economic development opportunities which can have a direct positive impact on the community and local businesses.

The purpose of this guideline is to assist Event Organisers to plan and deliver successful events that align with the City of Kwinana’s vision of creating a unique and liveable city that is celebrated for and connected by its diverse community, natural beauty and economic opportunities, as well as striking a balance between recognising the unique needs of event sites, local community and surrounding environment.

The guideline aims to support the Events Policy to deliver the following objectives:

- Create vibrancies, activate spaces and encourage community participation;
- Provide a decision-making framework that ensures a consistent and equitable approach in the assessment and approval of events;
- Provide controls that minimise adverse impacts of events on the community, City assets and the natural environment;
- Promote City of Kwinana as a destination for development and provide opportunities for local businesses;
- Support inclusion and growth of communities;
- Encourage sustainable practices that minimise impacts on the environment;
- Manage the health and safety of people attending the event; and
- Manage compliance with relevant legislative requirements and standards.

I welcome you to our beautiful city and thank you for choosing to host your event in the City of Kwinana.

Wayne Jack
Chief Executive Officer

Acknowledgement of Country

City of Kwinana acknowledges the Traditional Custodians of the land on which we live, work and play, the Nyoongar people. We recognise their connection to the land and local waterways, their resilience and commitment to community, and pay our respect to Elders past and present.

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We can help you!

The City can provide you with the following assistance:

- Provide advice on event approval requirements specific to your event
- Provide opportunities for event funding
- Identify City venues that are most suitable for your event
- Check your proposed event against our existing events calendar
- Provide you with a list of approved food vendors
- Encourage you to consider sustainable options
- Process event approval and on some occasions, inspect your event

Contact Information

Venue Availability: [SpacetoCo](#) or contact Bookings Team: bookings@kwinana.wa.gov.au or phone: 9439 0407
 Permits and Requirements: [Online Event Application Form](#) or contact Environmental Health Team: health@kwinana.wa.gov.au or phone: 9439 0475
 Events Support: events@kwinana.wa.gov.au or phone: 9439 0425
 Events Funding: Information and online applications or contact grants@kwinana.wa.gov.au or phone: 9439 0251
 List of Upcoming Events and Event Feedback: [City of Kwinana Events](#)
 Customer Service: customer@kwinana.wa.gov.au or 9439 0200
 Business Support: [Business Hub](#) or invest@kwinana.wa.gov.au
 Event Bins and Advice: waste@kwinana.wa.gov.au or Waste Team on 9439 0401

Disclaimer While we have taken every precaution to ensure that the content of this guideline is both current and accurate, errors can occur. Information provided does not supersede any Local, State, Commonwealth or other Authorities; Regulations, Legislation, or Acts. It is the responsibility of the user to determine best practice in all circumstances.

1.0 What is this guide about?

This guideline is designed to assist you in making your community event a success, highlighting the important information and guiding you through the application process. The guideline should always be read in conjunction with the City’s Events Policy (to be linked).

If you plan to run a [high-impact event](#) (see definition in Section 5), you should refer to the [Department of Health Guidelines for Concerts, Events and Organised Gatherings 2022](#) which is a comprehensive best-practice resource that contains information for all types of events.

Before you can hold a public event, there may be some pre-approvals that you are required to obtain from the City’s Environmental Health Services, Community Services, Building Services and/or other departments. As each event will be different, the specific approvals required will depend on the type of event being held.

2.0 Types of Events

A **public event** is defined as a gathering held within the City on private or public land, either indoor or outdoor by an event organiser or the City, where 50 or more people assemble at a given time and place for entertainment, recreation, commercial or community purposes.

A **food truck event** is a type of prearranged reoccurring event held within the City on private or public land, by an event organiser, where mobile food vendors and temporary food stalls form the primary activity. A smaller number of entertainment, recreation, commercial or community activities may be part of the Food Truck Event.

A **market** is a type of prearranged reoccurring event held within the City on private or public land, either indoor or outdoor by an event organiser, supporting a mix of different trading or stallholder activities including a variety of entertainment, recreation, commercial or community activities.

Food Trucks and Markets will need to demonstrate that they:

- Contribute to Kwinana as a vibrant destination;
- Incorporate local business(es) and allow them to take an active role in the event;
- Create interesting and diverse activities to encourage people to stay longer in Kwinana;
- Engage, include, and connect a range of people in our community including the City of Kwinana, providing diverse opportunities for engagement and participation; and
- Maximum community impact and minimise community disruption.

3.0 Why do I need to an event approval?

As an event organiser, you are responsible for protecting the health, safety and welfare of those who may be affected by the event, including attendees, volunteers, stall holders, and surrounding residents and road users. The City is also responsible for ensuring that your event complies with relevant State legislation and the City’s Local Laws.

Applying for an event approval helps to achieve this goal however, it can take time to assess applications as there may be several City departments involved in the approval process. The requirements and minimum lodgement timeframes will therefore vary, depending on the potential impact of an event.

IMPORTANT: The City has the right to decline any Event Application if:

- It is not submitted within the specified timeframes (late applications).
- Documentation is incomplete or outstanding.
- Any previous bookings resulted in significant damage to a City venue and/or violation of venue rules.

4.0 Planning Your Event

Event Approval Phases

<p>STEP 1 – Planning Stage: 90 days before the event</p>	<ul style="list-style-type: none"> • Assess the impact of your event and identify lead up times. • Organise a pre-lodgement meeting with the Environmental Health Team, if you would like to hold regular events, food truck events or markets or require any assistance. • If you are running a high-impact event, refer to the Department of Health Guidelines for Concerts, Events and Organised Gatherings 2022 instead. NOTE: Any event organiser without appropriate experience OR event organisers of larger-scaled, medium or high impact events may be asked by the City to attend online training and/or present an information session. • Check if you require additional support, it may be worth enlisting the help of a professional event planner. • Use the Event Planning Checklist located in Section 12 • Organise your public liability insurance. • Identify if approvals are required from other agencies e.g., liquor licence or fireworks event permit. • Check event funding opportunities. • If in doubt, contact the City of Kwinana Environmental Health Team on 9439 0475 or email health@kwinana.wa.gov.au.
<p>STEP 2 – Pre submission of event application</p>	<ul style="list-style-type: none"> • Check availability of the venue. City venues can be booked online via Space to Co • Ensure the location is suitable for the event • For proposed events on land/premises managed by private owner or other authorities, obtain the owner’s written permission.
<p>STEP 3 – Application Stage: 14-60 days before the event (depending on impact level as per Section 5)</p>	<ul style="list-style-type: none"> • Complete the Online Public Event Application Form.
<p>STEP 4 – Assessment Stage</p>	<ul style="list-style-type: none"> • The Events Assessment Team will assess the application and may request further information. • All events will be assessed in accordance with the City’s Events Policy criteria which includes the Events Impact Assessment Framework, the suitability of the venue and whether it meets the objectives of the Events Policy. • Submit all outstanding information requested by the assessing officer. • All relevant fees to be paid at least 3 days prior to the event. For reoccurring events, including food truck events and markets, fees must be paid at least 10 days prior to the event. • The City will maintain contact with you throughout the assessment process including the outcome of the assessment.
<p>Step 5 – Event</p>	<ul style="list-style-type: none"> • Form 5 Certificate of Electrical Compliance is required to be completed by the Electrical Contractor prior the event start time should additional electrical installations form part of the event. • A final inspection of the site may be completed by an Environmental Health Officer • A written approval or Certificate of approval will be issued.

5.0 Event Impact Assessment

Event Impact Category	Impact Criteria	Minimum Lodgment Timeframe	Approval Documents
Not considered an event	<ul style="list-style-type: none"> Less than 50 attendees at any one time; No amplified noise; No amusement rides; No marquees over 18m²; spectator stands or stage >1m above ground level; No changes to traffic conditions and impacts on the normal use of roads; and No alcohol. 	<div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">10 BUSINESS DAYS</div> <p>No event application required If trading activities or food vendors involved, trader's permit and/or food business application required 10 business days prior to trading.</p>	<div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">i IF REQUIRED</div> <p>Trader's permit and/or food business application (by food vendor)</p>
Low Impact Event	<ul style="list-style-type: none"> 50-199 attendees at any one time; No amplified noise; No amusement rides; No alcohol; No changes to traffic conditions and impacts on the normal use of roads; No marquees over 18m²; and May involve less than 5 stalls and/or food vendors. 	<div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">21 BUSINESS DAYS</div> <p>Application required 21 business days prior to the Event</p>	<ul style="list-style-type: none"> Event application Site plan Public liability insurance <div style="text-align: center;"> <div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">i IF REQUIRED</div> <ul style="list-style-type: none"> Advice of installation of temporary structure (>10m²) Trader's permit and/or food business application (by food vendors) </div>
Medium Impact Event	<ul style="list-style-type: none"> 200-999 attendees at any one time; and May involve: <ul style="list-style-type: none"> multiple food and other trading activities; alcohol; amusement rides; amplified noise; and/or road closure or impacts on the normal use of the roads. 	<div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">45 BUSINESS DAYS</div> <p>Application required 45 business days prior to the Event</p>	<ul style="list-style-type: none"> Event application Site plan Public building forms Public liability insurance Risk Register <div style="text-align: center;"> <div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">i IF REQUIRED</div> <ul style="list-style-type: none"> Trader's permit and/or food business application (by food vendors) Structural Engineers certificate and design specification (>55m²) Advice of installation of temporary structure (>10m²) Traffic management plan (on-road or off-road events) Building approval for temporary structures and stages Noise exemption application </div>
High Impact Event	<ul style="list-style-type: none"> 1,000+ attendees at any one time; and May involve: <ul style="list-style-type: none"> food and alcohol sales; amplified noise; road closures or impacts on the normal use of the roads; and/or fireworks / pyrotechnics. 	<div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">60 BUSINESS DAYS</div> <p>Application required 60 business days prior to the Event</p>	<ul style="list-style-type: none"> Event application Site plan Public building forms Public liability insurance Emergency management plan Risk management plan <div style="text-align: center;"> <div style="background-color: #008080; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">i IF REQUIRED</div> <ul style="list-style-type: none"> Trader's permit and/or food business application (by food vendors) Structural Engineers certificate and design specification (>55m²) Advice of installation of temporary structure (>9m²) Traffic management plan (on-road or off-road events) Building approval for temporary structures and stages Noise exemption application Medical plan Crowd control plan Fireworks Event Notice </div>

Note: The Director of City Development and Sustainability has discretion to classify events that do not meet the above criteria.

6.0 Venue – SpaceToCo

The City offers an array of spaces for holding events. [SpaceToCo](#) provides 24/7 access to City bookable spaces. If a local park or public open space is not listed, please contact our bookings team during business hours on 9439 0407. All existing Council buildings that are available for hire are already provided with an existing pre-approval for different activities.

7.0 Venue Approval - Public Buildings

Public Building definition:

A “public building” is defined under the *Health (Miscellaneous Provisions) Act 1911* as:

- a building or place or part of a building or place where persons may assemble for
 - civic, theatrical, social, political, or religious purposes
 - educational purposes
 - entertainment, recreational or sporting purposes
 - business purposes; and
- any building, structure, tent, gallery, enclosure, platform or other place or any part of a building, structure, tent, gallery, enclosure, platform, or other place in or on which numbers of persons are usually or occasionally assembled.

Typical examples are pubs, nightclubs, small bars, theatres, and cinemas.

Public events are also classed as ‘public buildings’ regardless of whether the venue is indoors or outdoors.

Your event venue is required to comply with all the requirements specified in the *Health (Public Buildings) Regulations 1992* including fire safety, electrical compliance, maximum patron numbers, clearly marked exits and sanitary facilities. There are separate forms that an Event Organiser may need to complete to meet the public building requirements as follows:

Form	Requirement
FORM 1 Application to Construct, Extend or Alter a Public Building	Required for all medium and high impact events that do NOT occur in existing public buildings.
FORM 2 Application for Certificate of Approval	Required if the event venue will be enclosed. This includes events that will be fenced or enclosed by other means e.g., container bars, food trucks or marquees.
FORM 3 Application for Variation of Certificate of Approval	May be required for events that occur in existing buildings e.g., changing existing approved use, reducing, or increasing floor space as part of your event. Note: This may result to an increase or decrease in the maximum accommodation number for the premises.

The City’s Environmental Health Team will assess the enclosed event venue based on the available space that patrons can safely occupy. Following assessment, a certificate of approval also known as a ‘Maximum Accommodation Certificate’ will be issued to all medium and high impact events showing the number of patrons that your proposed venue can occupy at any one time. The maximum of number of patrons that your event can accommodate will be assessed against the availability of exits and ability to evacuate patrons in a given time span; event area (m²) available to the public; and number of toilets.

If you have been granted a liquor licence and the capacity given to you on your liquor licence differs from your maximum accommodation certificate, you are required to comply with the lower of the two numbers.

The final “Certificate of Approval” will only be issued once all health and safety issues have been satisfactorily addressed, either prior to the event with conditions of approval, or alternatively, issued on the day of the event. For low impact events, an approval letter will be issued.

8.0 Event Facilities

Firefighting

One 4.5kg B (E) dry chemical powder extinguisher must be located adjacent to:

- Any electrical generator or switchboard.
- Any flammable liquid or gas container.
- Any food preparation/cooking area.

One 4.5kg B (E) dry chemical powder extinguisher must be provided:

- Within 10mtrs of each exit – (if designated exits are provided); and
- Backstage

The following additional requirements are applicable:

- All extinguishers must be kept fully charged and maintained in accordance with Australian Standard AS 1851.1. This requires extinguishers to be tested regularly and the test details clearly identified on each extinguisher.
- For fire separation purposes, there should be no less than 6 metres separation between facilities.
- Access for fire fighting vehicles and appliances must be maintained to all erected structures.
- Site plan should show locations of the fire extinguishers.

First Aid

The number of first aid personnel and first aid posts will vary with the type of event. For low impact events and events up to 500 patrons, a recognised first aid certificate from an accredited provider is acceptable instead of a fully qualified first aider. The table below is a guide for medium impact and some high impact events.

Total attendance at any one time	First aider(s)	First aid post
200-499	1	1
Up to 500	2	1
Up to 1000	4	1
Up to 2000	6	1
Up to 3000	7	1

The following requirements are applicable:

- First aid officer(s) are not to hold dual roles e.g., crowd controller and first aid provider.
- First aid post must be clearly signed.
- First aid must be available to patrons for the duration of the event, including prior to the event commencing (e.g. queuing) and until all patrons have left the venue.

For high-impact events, please refer to the [Department of Health Guidelines for Concerts, Events and Organised Gatherings 2022](#).

Pets and Guide Dogs

Guide dogs are permitted at all events without prior approval by the City.

Event organisers can use promotional materials to communicate to attendees whether pets are allowed at the event. Responsible pet ownership should be promoted e.g. owners should be asked to keep their dogs on lead at all times and clean up when necessary.

Toilets

The number of public toilets and accessible facilities that you will need to provide at your event will depend on several factors including:

- expected number of attendees;
- gender of attendees (women require more facilities than men);
- if alcohol will be served during the event; and
- duration of the event.

The location and number of public toilets and accessible facilities being provided will need to be shown on your site plan.

The following table can be used to determine the number of toilets required at your event. Please note, these numbers are for events where alcohol is not available and for an event less than 4 hours in duration. If alcohol will be provided, you should double the requirements in the table. Each City of Kwinana Indoor Venue meets standard toilet requirements according to the maximum accommodation numbers.

Total attendance at any one time	Male			Female		Unisex Accessible	
	Water Closets (WC)	Urinals	Handwash (HW)	WC	HW	WC	HW
Up to 100	0	0	0	0	0	1	1
Up to 250	1	0	1	1	1	1	1
Up to 500	1	1	1	2	1	1	1
Up to 1000	1	2	1	2	1	1	1
1000-2000	2	2	1	4	1	2	2
2000-3000	2	3	2	5	2	2	2

For high-impact events, please refer to the [Department of Health Guidelines for Concerts, Events and Organised Gatherings 2022](#).

Temporary Structure

Temporary structures including stages with a height of 1m above ground level, spectator stands, marquees and tents with a floor area greater than 55m², enclosed marquees and amusement rides may require the City's approval prior to the event.

For stages with a height of 1m above ground level, spectator stands, marquees and tents with a floor area greater than 55m², the event organiser is required to lodge an Engineer's Structural Certificate with the manufacturer's information for the structure(s) to be approved as part of the event application.

Once the structure is erected, the installer shall complete an [Advice of Installation of Temporary Structure Certificate \(to be linked\)](#) to confirm it is in accordance with all design criteria, engineering details or manufacturer's instructions and is structurally sound.

An Advice of Installation of Temporary Structure is also required for all marquees with a floor area greater than 18m². This should be emailed to health@kwinana.wa.gov.au within 48 hours post installation.

Temporary structures are generally exempt from requiring a building or occupancy permit if it meets the exemption criteria (see [temporary building guidelines](#)).

If the structure is proposed to remain for a period of more than one month, then building approvals may be required. Please contact building@kwinana.wa.gov.au or phone 9439 0200.

Application Requirements	Types of Temporary Structure			
	Stage with a height of 1m above ground level (including steps) and Spectator Stand	Fabric marquees and tents with a floor area greater than 10m ²	Fabric marquees and tents with a floor area greater than 55m ²	Amusement Ride (including bouncy castle)
Structural Engineer's Certificate	✓		✓	
Worksafe Plant Registration Certificate (or Class 1 certificate)				✓
Inspection certificate or log book				✓
Public Liability Insurance	✓	✓	✓	✓
Design specifications and drawings (include details of wind loading)	✓		✓ (For enclosed marquees, show exit widths, exit lighting and placement of fire extinguishers)	✓
Advice of Installation of Temporary Structure	✓ (emailed to health@kwinana.wa.gov.au prior to the event)	✓ (emailed to health@kwinana.wa.gov.au within 48 hours of the event)	✓ (emailed to health@kwinana.wa.gov.au prior to the event)	✓ (emailed to health@kwinana.wa.gov.au within 48 hours of the event)
Public Buildings Forms (Forms 1, 2 and 5)	✓		✓	✓
Building permit application	Only if the structure remains for more than one month			

Water Supply

Event Organisers need to cater for the health and comfort of patrons. An adequate, free supply of water must always be available and accessible for hygiene purposes, drinking, and for cooling heated patrons during summer events. The location of drinking water facilities should also be clearly shown to patrons via directional signage.

Waste Management

The City is committed to working towards a naturally beautiful environment that is enhanced and protected. Sustainable waste management is essential to this vision.

Event organisers are responsible for the collection, removal and disposal of litter generated from their event. All event venues are to be left rubbish free and in the same condition in which the venue was found. The number of bins required at an event will depend on the type of event planned and its duration. Generally, where food and drink will be consumed, you will need 1 general waste and 1 recycled bin per 100 patrons.

Arrangements can be made with a suitable waste contractor to hire bins or alternatively, the City can provide up to 12 bins (general waste and recycle) free of charge to eligible community groups and not for profit groups. The City's Waste Management Team can also provide free waste educational material, merchandise and advice to Event Organisers on how to reduce general waste and increase recycling. Please contact the City on 9439 0200 or send us an email on waste@kwinana.wa.gov.au if you have any questions relating to waste management. Please refer to the [City's Waste Wise Event Checklist](#) in Section 12 of this guideline for further information.

Lighting

Areas available to the public at night must be illuminated for the duration of the event and to facilitate people leaving the event. Lighting should be energised approximately one hour prior to sunset to allow time for any unserviceable lights to be repaired before sunset. Any emergency exit lighting should be installed in accordance with Part E4 of the Building Code of Australia.

- In the event of an emergency, a system must be in place that provides for instantaneous floodlighting, particularly for crowded areas and exit paths.
- The supply and control of these lights is to be independent of other lighting and controlled from a location attended at all times by a designated person.
- For outdoor events there must be at least two alternative power supplies. Two generators or a supply authority main and a generator are acceptable under the provision that lighting power is distributed between both.

Power and Electrical Requirements

The City has a limited number of reserves where a power supply is provided. These supplies are tested and certified by a qualified electrician every six months. Other venues will not have access to power and event organisers will be responsible for arranging the supply and installation of power to their event. If a temporary power supply e.g. generator is proposed to be used, event organisers must arrange for a licensed electrician to check all installations and ensure they comply with relevant standards.

A [Certificate of Electrical Compliance \(Form 5\)](#) must be completed by the electrician and submitted to the City on the day of the event, prior to opening to the public. Please note, Form 5 certification is not intended to address portable equipment or cords supplied by end users (vendors/stallholders).

In all cases, the following requirements will be applicable:

- No single-phase generators 10kva or below permitted.
- Generators are appropriately earthed and public access restricted.
- Electrical leads do not create trip hazards.
- Electrical outlets are protected by residual current devices (RCD's) and circuit breakers.
- Leads and RCDs have been tested and tagged every six months.
- Joints and connections are not accessible to the public or exposed to damp conditions.
- Installations must comply with Australian Standard AS 3002 Electrical Installations for shows and carnivals.

Consider the placement of the generators.

- Is the generator noisy?
- Will the generator emit exhaust smoke/fumes in a direction that impacts event attendees?
- Is it kept clear of patrons?

Gas Safety

The Department of Mines, Industry Regulation and Safety - Building and Energy may carry out on site gas safety inspections of gas appliances before and during use in public venues to ensure compliance with the Act, Regulations and Australian Standards. Building and Energy inspectors can require immediate correction of any unsafe condition.

The City strongly recommends that Event Organisers request attending mobile/temporary food vendors to confirm that their gas installations have been checked and tested by a licensed gas fitter in the last 12 months. If gas cylinders are accessible by the public, they are required to be protected to prevent tampering and accidental dislodgement.

A 4kg CO₂ or 4kg Dry Chemical fire extinguisher should also be provided by the stallholder or event organiser for each appliance using LP gas. For further information, please refer to the [Department of Commerce's gas safety checklist for caterers, food outlets and others at public venues](#).

9.0 Event Activities

Amusement Rides

Amusement structures (amusement rides/inflatables) must comply with the Occupational Safety and Health Regulations 1996, Regulation 4.52 amusement structures. If amusement structures will be present at an event, Event Organisers must submit the following information to the City as part of the event application:

- **Plant Registration** (from Worksafe) – if an amusement structure does not require 'Plant Registration', the Event Organiser will need to provide confirmation of this from Worksafe or a qualified Engineer;
- **Maintenance Logbook** or a signed statement from the operator to the effect that 'all rides are operated, maintained, inspected and records kept in accordance with the requirements of the Regulations 4.52 of the Occupational Safety and Health Requirements 1996'. Operators must be aware of these regulations; and
- **Current Public Liability Insurance** from the contractor supplying the amusement structure.

Inflatable amusement structures can be a hazard if they are not set up and operated according to manufacturer's instructions.

Further information on [hazards and risk controls for inflatable amusement structures](#) has been developed by WorkSafe.

Where relevant, suppliers/operators of amusement structures may also need to provide a copy of their Working with Children Check.

Animal Displays and Petting Zoos

If you are planning on having animal displays or a petting zoo at your event, animals must be supervised at all times and any animal waste is disposed appropriately.

Event Organisers also need to consider good hygiene practices by implementing measures such as:

- Providing hand washing facilities on entrance to the animal area and/or hand sanitizing stations.
- Keeping animals away from areas (minimum 15 metres) where food is being prepared, stored, or sold.

Each operator must supply a copy of public liability of no less than \$10million. For further information regarding animals and petting zoos, please refer to the [Department of Health Petting Zoo Guidelines](#).

Alcohol

Alcohol is often seen as a symbol of celebration and may be included as part of festivals and events. Event organisers need to be aware that the provision and consumption of alcohol must be carefully considered when organising an event. Ineffective alcohol management, particularly irresponsible serving practices, can create risks for staff, volunteers, patrons and the community.

Alcohol consumption has been found to be associated with a variety of adverse health consequences. The City encourages the community to lead healthier lifestyles through harm minimisation.

- Any alcohol that is intended to be sold and supplied at the event will require approval from the [Department of Racing, Gaming and Liquor](#) and to comply with the Liquor Licensing Act 1988.
- City of Kwinana requires a copy of the permit to sell, serve or supply alcohol from the Department. It should be supplied as part of your Event Application Form.
- The sale of liquor requires a Food Act 2008 notification or registration certificate issued by a WA Local Government and a stallholder or trader’s permit issued by the City of Kwinana with a valid public liability insurance certificate of currency to the value of \$10 million. See [Mobile and Temporary Food Vendors Section](#).

Face Painting

The WA Department of Health has developed [Guidelines for painting faces and bodies](#). The City requires that the Event Organiser obtains a copy of the supplier’s Public Liability Insurance Certificate and Working with Children Checks.

Fireworks and Pyrotechnics

Only a licensed fireworks operator or someone working in the presence of a licensed operator may actually set up and initiate fireworks. Please refer to the City’s [Fireworks Management Policy](#) before lodging the Fireworks Event Notice (as part of the [Fireworks Event Permit](#)) to the City for consideration. The Notice must be lodged at least 60 days prior to the Event for CEO approval.

The use of pyrotechnics and associated hazards must be considered in the risk assessment process and incorporated into the risk management plan. The assessment of safety and risk management for fireworks is the sole responsibility of the Licensed Fireworks Contractor and the Department of Mines, Industry Regulation and Safety (DMIRS). The following codes or practice are applicable in ensuring the safe use of fireworks in order to comply with Dangerous Goods Safety Act 2004 and Dangerous Goods Safety (Explosives) Regulations 2007.

Mobile and Temporary Food Vendors

A food vendor is a stall or mobile vehicle from which any food or drinks are offered for sale including food and drinks being offered as a prize/reward, given away for purpose of advertisement or in furtherance of business and includes any stalls with food tastings. It includes any activities that are of a commercial, charitable or community nature.

Each individual food vendor operating at an event must hold the following:

- a Food Act 2008 notification or registration certificate issued by a WA Local Government (For further information, visit [Food Businesses](#)).
- a stallholder or trader’s permit issued by the City of Kwinana with a valid public liability insurance certificate of currency to the value of \$10 million.
- a liquor permit or approval issued by the Department of Racing, Gaming and Liquor (if applicable for any alcohol that is intended to be sold and supplied at the event).

All persons undertaking or supervising food handling operations are required to have adequate food safety and hygiene skills and knowledge. The City provides online food safety training through [FoodSafe](#). Please enter “FSKWINA344” on the payment page to receive FoodSafe training free of charge.

Food vendors must comply with the provisions of the *Food Act 2008* and Food Standards Code. For temporary food stall set up and requirements please see [Guidelines for Temporary Food Stalls](#)

Although each food vendor is required to make individual application to the City, it is the responsibility of the event organiser to ensure that all stalls and food vans have the appropriate approvals before allowing them to participate and trade at the event.

A list of approved food traders with annual permits can be obtained from the City’s Environmental Health Team by emailing: health@kwinana.wa.gov.au. This list will help save time when organising events, eliminating the need to submit separate applications.

Form	Requirement
Application for temporary food stall by a community/charitable group for a single event	For community or charitable group setting up a temporary food stall (cook and sold on demand) e.g. sausage sizzle
Application for Notification/Registration of Food Business and Trading in Public Places Licence	For food vendors who apply for a Food Act notification/registration certificate and stallholder/trader’s permit with the City of Kwinana
Application for Trading in Public Places for Temporary or Mobile Food Businesses with existing Notification or Registration	For food vendors with an <u>existing</u> Food Act notification/registration with a WA Local Government (other than City of Kwinana) but would like to apply for a stallholder/trader’s permit

Discounted fees apply for food vendors who wish to apply for an annual permit to trade at events and markets at the City of Kwinana. Please refer to [Fees and Charges for Trader’s Permit](#) for further information.

Other Non-Food Stallholders and Traders

A trader’s permit will be required for all other non-food stallholders who will be involved in the sale, provision and advertisement of any goods, wares, merchandise or services at your event. This could include:

- Sale of clothes, jewellery, toys or arts and crafts;
- Promotional displays;
- Entertainment activities e.g., balloon artist, stilt walkers, roaming entertainers etc;
- Musicians and bands;
- Raffles, draws and giveaway stalls;
- Face and body painting;
- Petting zoos/animal farms; and
- Amusement rides and structures e.g., bouncy castles, climbing walls, inflatable slides etc.

Event organisers can submit a list of all stalls that will operate at the event. Copies of all stallholders’ certificate of public liability insurance (minimum \$10 million) will need to be submitted. The City will then issue an “umbrella” traders permit to cover all non-food stallholders.

A separate stallholder/trader’s permit application is not required if completing the online event application.

10.0 Event Risk Management

Duty of Care

Event organisers are responsible for protecting their events and have a duty of care to protect people that work, use, or visit their event from any foreseeable risks.

The City has developed a [Risk Register Template](#) to assist Event Organisers with addressing hazards at events that may result in harm. Some example risks and controls have been included in the template, however it is only

a guidance tool and not all risks and controls will be relevant for every event. Event Organisers may also need to include additional risks and controls to customise the register for their events.

Risk Management

For high-impact events where 1000 or more people will be in attendance, Event Organisers will be required to prepare and submit a **Risk Management Plan (RMP)** in accordance with AS ISO 31000:2018 – Risk Management for approval by the City. The RMP is a risk assessment which determines the likelihood something will happen, the consequences and required controls. Please refer to the [Department of Health Guidelines for Concerts, Events and Organised Gatherings 2022](#) and an [Example of a Risk Management Management Plan](#) developed by Tourism WA.

Traffic and Pedestrian Management

Events need to be managed so that the safety of all participants and road users is ensured and disruptions to the normal daily usage and function of the road network is minimised.

Irrespective of the assessed level of impact of the proposed event as detailed in Section 5.0, any party responsible for organising an event that involves a change to the traffic environment to the extent that any road user will be required to actively reduce their travel speed and/or direction of travel on the roadway, or will be subject to additional traffic control and/or abnormally long queuing or delays, shall ensure that a **Traffic Management Plan** is prepared and submitted to the City. The Traffic Management Plan must adequately provide for the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users.

To encourage safe and consistent temporary traffic management for events within the City of Kwinana, only Traffic Management Plans designed and implemented in accordance with the Traffic Management for Works on Roads Code of Practice, Traffic Management for Events Code of Practice, Austroads Guides to Temporary Traffic Management and Australian Standards will be accepted and authorised by the City for all events on roads.

The development of Traffic Management Plans and the implementation of those plans will need to be undertaken by an accredited company and personnel. The City of Kwinana does not provide these services and all costs will be incurred by the Event Organiser. The design of Traffic Management Plans and the implementation of those plans can be undertaken by volunteers who have the appropriate accreditation, refer to Main Roads' [Traffic Management for Works on Roads Code of Practice](#) and [Traffic Management for Events Code of Practice](#).

Events have the potential to be a target for vehicle-based attacks. The [Hostile Vehicle Guidelines for Crowded Places](#) is a useful guide to help event organisers gain knowledge and understanding relating to hostile management at events.

For further information, please proceed to City's website - [Works on Thoroughfares and Temporary Traffic Management](#).

Form	Requirements
Application for Traffic Management Plan Authorisation – Part A	A Traffic Management Plan and this application form must be submitted for all on-road events. A Traffic Management Plan and this application form may be required for off-road events, refer to Section 5.0 for requirements.
Application for a Temporary Thoroughfare Closure Permit – Part B	For any event necessitating a temporary closure of a public thoroughfare. This form must be submitted

	together with Part A including a Traffic Management Plan.
Temporary Suspension of the Road Traffic Act or Regulations – WA Police Form	Any event required to suspend the Road Traffic Code Regulations/Road Traffic Act to allow competitors to compete in a race or speed test on a road.
Application for an Order for a Road Closure – WA Police Form	Any event temporarily closing a road and undertaking an event on a road.

Crowd Control and Security

A crowd controller is a person who performs one of the following functions:

- Controls or monitors behaviours.
- Screens people seeking entry.
- Removes people for behavioural reasons.

For low and medium impact events, volunteers may undertake the role of crowd controllers. It is recommended that a minimum of one crowd controller is required per 200 patrons.

A security officer is defined as a person who watches, guards or protects any property.

For high-impact events, it is important that any security guards or crowd controllers are appropriately licensed under the Securities and Related Activities (Control) Act 1996, as well as ensuring there are both male and female security personnel on duty.

A **Crowd Control Plan** is required for high-impact events in order to prevent overcrowding.

The City asks for high-impact events to have security contracts. Your plan must include the names and phone numbers of two responsible adults (not drinking) to act as security for the event, making sure only people who are invited are allowed in, and to monitor doors (access) when the centre isn't open to the public.

The nominated persons may be contacted at the event by City staff, City Assist or Police to take action if something is not going well. If the event is deemed too high risk for event organisers to manage, organisers will be required to hire licensed security and provide the security company's details for confirmation.

Emergency Services

An **Emergency Management Plan** complies with Australian Standard AS 3745 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces is required for all high-impact events and events where alcohol will be consumed.

An emergency is any unplanned event that can result in deaths or significant injuries; disrupt operations; cause physical or environmental damage; threaten the reputation of the event or decrease the revenue from the event.

An Emergency Management Plan should encompass:

- Emergency and disaster planning and preparedness.
- Hazard identification and mitigation.
- Emergency response.
- Evacuation.

For any other low or medium risk events, the Event Organiser should still consider the following aspects. The City recommends that emergency procedures be developed outlining the response should an event need to be evacuated.

Key points to address when developing emergency procedures;

- Entry, exit and evacuation routes.
- Paths of travel to exit.
- Arrangements for persons with disabilities.
- Assembly area.
- Communications – use of existing services and alternative means upon system failure.
- Vehicle movements should be avoided but allow clear access path for emergency access.
- First aid provision – to be separate and distinct from the role of a Fire Warden.
- Arrangements for lost or stolen property and lost children.
- Protection equipment be strategically located throughout the venue.

Site plans should show assembly points and evacuation routes.

Noise Management

Generally, the noise associated with crowds at community events is exempt from noise legislation and does not require a permit. However, noise from loudspeakers or loud music is not exempt and must comply with the permitted level of noise for the time of day when received at residences.

An [Application for Approval as a Non-Complying Event](#) can be submitted to the City at least 60 days before the event for use of loud speakers and/or events with amplified music that may exceed permitted assigned noise levels as stipulated in Regulation 18 of the *Environmental Protection (Noise) Regulations 1997*.

When planning the event, the Event Organiser shall ensure:

- Generators are located so as not to impact upon adjoining residences.
- Speakers are situated so as to direct the noise as far as practicable, away from adjoining residences.
- A monitoring fee may be applicable if the requirements of Regulation 18(8) are exceeded.
- Residents are notified at least 7 days before the event through leaflets.

Residents Notification

A community notification leaflet may be requested by the City to notify local residents of the event and any noise or disruptions that may be expected. The leaflet may also double as promotional material for your event.

Should a leaflet be considered necessary, it is to be drafted by the Event Organiser and submitted to the City of Kwinana at least 14 days before the event for approval, prior to circulation. It should be issued no less than 7 days before the event. Details should include:

- Venue.
- Dates, start and finish times.
- Complaint response procedure including a phone number for residents to lodge a complaint.
- Other useful information e.g. any noise related information, traffic management (temporary road closure), security and public transportation catering to the event.

Notification is recommended to be distributed to all residences within at least 250mtrs of the venue. Advice on the notification area will be provided following assessment of the Event Application, based on the nature of the event.

Public Liability Insurance

Public Liability Insurance provides the event organiser with insurance cover for their legal liability to third parties for bodily injury and/or property damage arising from the event.

The event organiser is required to hold Public Liability Insurance (Certificate of Currency) with a cover of not less than \$10 million. Individual stallholders, traders, contractors, and suppliers are also required to hold public liability. Copies of the certificates are to be submitted to the City with the Event Application.

Non-incorporated groups may need to obtain cover through an auspicing arrangement, where a larger incorporated organisation is legally accountable for the event.

Notifying Relevant Authorities

An event organiser is responsible for notifying the following authorities of the event to ensure they are adequately prepared should their services be required. These include the local police, fire and emergency services and Department of Health. You can [register your event/party with the Western Australia Police](#).

All events with more than 500 patrons should be registered with the [Department of Health](#) before proceeding.

11.0 Opportunities, Partnerships and Commitments

The City encourages event organisers to consider how to respectfully recognise the Traditional Custodians of the land. Respect can be shown by arranging a formal Welcome to Country, by providing an Acknowledgement of Country. Additionally, respect can be shown through cultural ceremonies and/or performances such as Traditional Song; Dance; Didgeridoo performance and traditional food or a combination of any of the above. A list of local Aboriginal Suppliers can be viewed [here](#).

Welcome to Country

A Welcome to Country ceremony gives Traditional Custodians, the Nyoongar people, the opportunity to formally welcome people to their land. This ceremony should be undertaken by Elders acknowledged as such by their family and the Aboriginal community, at the cost of the Events organiser.

At major events where official guests and dignitaries are in attendance, it is important that an Elder be asked to conduct the 'Welcome'. In addition, other welcoming activities such as music and dance may be used under the direction of the Elder.

Performances may include a Traditional Welcoming Song; Traditional Dance; Didgeridoo performance; "smoking" ceremony; or combination of any of the above.

At minor events, a master of ceremonies or speaker may begin by undertaking an Acknowledgement of Country.

Acknowledgement of Country

An Acknowledgement of Country is a way that non-Aboriginal people can show respect for Nyoongar heritage and the ongoing relationship of Traditional Custodians with the land. An Acknowledgement should be personalised and come from the heart, a simple example of an Acknowledgement of Country in the Kwinana area is "I/we wish to acknowledge the Traditional Custodians of the land we are meeting on today, the Nyoongar people, and pay my/our respects to their Elders past and present".

Accessibility

The City of Kwinana will support event organisers to hold welcoming, accessible and safe events that leave people of all backgrounds with positive lasting memories of the City in alignment with our [Disability Access and Inclusion Plan 2022-2027](#).

Event organisers are encouraged to consider how the event can be accessible to people who live with a disability by considering physical access, providing detailed information about the event, and ensuring staff are welcoming and inclusive.

When planning your event, consider accessibility requirements relating to parking, paths of travels, toilets, promotion and communication. Please refer to the [Accessible Events Checklist](#) for City of Kwinana requirements or the Department of Communities Accessible Events Checklist (to be linked).

Event Funding

Kwinana based community groups and organisations are invited to apply for funding through the City of Kwinana's [Community Event Funding Program](#).

The granting of funds is intended to assist community organisations that will meet council objectives in facilitating community development, encouraging projects and activities that contribute to the growth and enrichment of community life.

Smoke and Vape Free Areas

The City of Kwinana supports smoke free environments to reduce the negative impact of smoking in the community. Tobacco smoking is the leading cause of preventable death and disease in Australia.

- Smoke-free areas can help to protect the community from second hand smoke.
- Reducing harm caused by exposure to tobacco smoke;
- Raising community awareness of the issues associated exposure to second-hand smoke;
- Providing positive role-modelling and reducing the visibility of smoking to children and young people;
- Providing community leadership on the issue of protecting health and wellbeing; and
- Minimising cigarette butt pollution on Council facilities.

Under the *Tobacco Products Control Act 2006*, there are a number of smoking restrictions in [outdoor public places](#). Smoking is not permitted within 10 metres of public children's playground, smoking is prohibited, within five metres of a public entrance to an enclosed public place and within 10 metres of an air intake for air conditioning equipment that is in or on the enclosed public place.

As an event organiser, you can help to promote smoke-free events on your promotional materials and help increase the awareness of the issues associated with tobacco smoking.

Mosquito and Sun Protection

Event organisers are encouraged to promote [Fight the Bite mosquito prevention resources](#) and provide insect repellents at outdoor events.

Consider providing adequate shade and free sunscreen at your event.

Working with Local Businesses

The City is a Small Business Friendly Local Government, please contact Economic Development Officer on 9439 0200 or invest@kwinana.wa.gov.au for advice on how to work with and engage the local business community.

For a list of currently approved stallholders and trader's, please contact Environmental Health directly on 9439 0475 or email health@kwinana.wa.gov.au.

Marketing and Promotion

Marketing and advertising campaigns for community groups don't need to be expensive, you just have to be creative. See suggestions and the link below for inexpensive ways to promote your next event.

- Poster/flyers – consider getting a large group of volunteers to letterbox drop and post in shop windows. Ensure that you distribute them in areas surrounding the event venue.
- Advertising signs or banners can be a great way to promote to people passing by. It is also a great idea to post outside the venue and try to keep the wording blank so you can re-use the following year. Signage should not be placed more than 3 days before the event. Make sure you have permission from the landowner before erecting your signs.
- [Community Media Kit](#)
- City of Kwinana [What's On Website](#) by creating an account and [submitting your community event](#)
- Media releases
- Other websites – apart from your organisations website you can also submit information to community websites or e-newsletters from other group including schools, resident's associations and services. Social media, such as Facebook and Twitter, can also be utilised to promote your event.
- Inviting the Mayor, Elected Members and Chief Executive Officer (please contact the City's Executive Assistant to the CEO & Mayor on 9439 0285)

Other Event Resources

- [Resource for Events in WA](#)
- [Event Application Guide by Parks & Leisure WA](#)
- [Event Management Guide by Department of Local Government and Communities](#)

12.0 Checklists

Event Planning

Event Phase	Task	
Establish Events Committee	Establish an events committee – clear roles and responsibilities	
	Schedule regular meetings	
	Seek help early on, including appointment a professional events organiser (if appropriate)	
Planning	Establish purpose and objective of your event – be specific, achievable, relevant and time-bound	
	Research similar events to determine what worked or didn't work	
	Consider your budget, format and size of the event	
	Schedule event	
	Organise insurance	
	Book your venue	
	Consult with key stakeholders including residents and businesses	
	Develop an event management plan and consider major risks	
	Apply for funding	
	Establish staff and resources required and obtain quotes	
	Coordination and Implementation	Book suppliers - consider booking from the pre-approved food traders list to minimise paperwork. To obtain a copy of the current list, please contact Environmental Health by email: health@kwinana.wa.gov.au
		Invite stakeholders
		Draw up site plan
Develop marketing plan		
Develop risk management plan and contingency plan		
Lodge event application and obtain any other permits/licenses		
Develop event content and run sheet		
Develop contact list		
Finalise budget		
Notify relevant authorities		
Obtain any pre-approvals from City of Kwinana		
Event		Bump in and secure the site
		Obtain final approvals from Environmental Health Officer
	Monitor event	
	Bump out and clean up	
Evaluation	Conduct evaluation and debrief	
	Identify new risks and challenges	
	Celebrate achievements	

Site Plan

A **Site Plan** is an important part of an event application and needs to show the proposed event layout and the following utilities and services (including dimensions where applicable):

- Actual location of event
- Stages, marquees, tents and other structures
- Fencing
- General entry and exit points
- Emergency access and exit points
- Emergency exit sign locations
- Emergency assembly area(s)
- Amusement rides (specify type)
- Food stalls and other stallholders
- Lighting and lighting towers
- Generators, electrical cables and equipment
- Speakers
- Toilet facilities (including accessible)
- Location, type and number of fire safety equipment
- Liquor licensed areas
- Restricted areas
- First aid post/s
- Drinking water sites
- Event parking
- Rubbish and recycle bins

Insert an example of a site plan

Waste Management Checklist

Compulsory Requirements	✓
Ample recycling and general waste bins provided - 1 recycle bin per 100 patrons and 1 general waste bin per 100 patrons. E.g.: 1 waste + 1 recycle bin for events with <100 patrons. 2 wastes + 2 recycle bins for events with 101 -200 patrons. 10 waste +10 recycle bins for events with 1,000 patrons.	
Both waste streams are located together (recycling bin next to general waste bin)	
Ensure bins are safe, secure and litter can not escape	
Ensure bins are clearly visible in high traffic areas	
Site plans complete with locations of waste and recycling stations	
Ensure only recyclable material (paper, cardboard, cans, hard plastic and glass) are placed in the recycling bins provided by the City	
Ensure that no hazardous waste is placed in bins provided by the City	
No single use plastic (cups, plates, bowls, straws, cutlery, bags) as per the State Government Ban. For more information please go to https://plasticsbanwa.com.au/	
No balloons to be released during the event as per state government ban. For more information please go to https://plasticsbanwa.com.au/	
Recommended Requirements	✓
Set a goal to reduce waste and increase recycling at the event	
Communicate with all volunteers and contractors the event is 'Waste Wise'	
Promote event as 'Waste Wise' on all marketing. Posters & resources for waste station events can be found at https://www.wastesorted.wa.gov.au/	
Avoid plastic, glitter, confetti and pre-packaged consumables i.e., lollipops and lollies	
Encourage patrons to bring reusable water bottles and coffee cups	
Collect all eligible ten cent containers for refund (collection bags can be provided by the City). For more information go to https://www.containersforchange.com.au/wa/	
Locations: 1. Good Sammy Recycling Kwinana Town Centre – Shop 22, 40-46 Meares Ave Kwinana Town Centre 2. Exchange Depot – 35 Butcher St Kwinana Beach 3. Exchange Depot – 17 Holden Close Bertram	
Encourage sustainable food choices for the event with no packaging (where possible)	
Provide refill and wash station for water bottles, cutlery, coffee cups and crockery	
Donate organic waste to be earth cycled where possible. i.e., If a patron has chickens and can take home food waste it is highly encouraged or donate waste via Share Waste (https://sharewaste.com/)	
Events that promote positive waste and sustainability behaviours i.e., Clothes swaps, garage sales, street clean ups, street swap meets, verge planting days and clean up Australia day events can contact the City for further incentives and support.	
Borrow don't Buy. Save money and borrow for your event. The City provides community dishes, safety packs, giant games, children's costumes, toys, street activation kits which includes bunting, solar lights, chalk and lots more.	

Accessible Events Checklist

Compulsory Requirements	✓
Have you used a plain font (such as Arial or Helvetica) and a minimum of 12 point type size in your invitations and promotional material?	
Have the invitations and promotional material been printed on matt paper and in contrasting colours?	
Is the text uncluttered with an absence of background graphics and patterns?	
Did your invitation or promotional material state whether the venue is accessible to people who use wheelchairs?	
Did your invitation include information about the accessible facilities at the venue such as the location of parking or nearest set down area?	
Is there a continuous accessible path of travel including kerb ramps to the building from the accessible parking bay/s? If this is not available, have you considered other ways to provide the continuous access?	
Is the accessible parking bay/s identified by the international symbol of access? If this is not available, will you be able to designate accessible parking bay/s with temporary signage?	
Does the venue have clear, directional signage to the toilets? For night-time events, is this signage clearly lit?	
Does the venue have a unisex accessible toilet? Is there a continuous accessible path of travel to the toilets? If this is not available, have you considered other ways to provide the continuous access?	
Do you have free water available and designated toilet area for assistance dogs?	
Recommended Requirements	✓
Have you encouraged your invited guests to identify whether they have any access requirements such as accessible parking, an audio loop or sign language interpreter?	
Is written promotional material available on request in alternative formats such as large print, audio tape or Braille?	
Have you designated a quiet area to help limit sensory inputs e.g. reduced noise and lighting?	
Any other requirements in the Department of Communities Accessible Events Checklist (to be linked)	

15 REPORTS – ECONOMIC

15.1 CHANGE OF METHOD OF VALUATION - CASUARINA NORTH

SUMMARY

City officers are recommending that the CEO apply to the Minister for Local Government, Sports and Cultural Industries to change the method of valuation for assessments 7752, 26189, 25820 and 25822 from Unimproved Valuation (UV) to Gross Rental Valuation (GRV).

Consultation has occurred with the ratepayer in accordance with the Department of Local Government, Sports and Cultural Industries (DLGSCI) policy, *Rating Policy: Valuation of Land*. The properties are within the Casuarina North Local Structure Plan and are not being used or held for rural purposes and should therefore be rated using the GRV methodology.

OFFICER RECOMMENDATION

That Council approves the CEO to apply to the Minister of Local Government, Sports and Cultural Industries to change the method of valuation from UV to GRV for the following assessments:

- (a) **Assessment 7752**
- (b) **Assessment 26189**
- (c) **Assessment 25820**
- (d) **Assessment 25822**

VOTING REQUIREMENT

Simple majority

DISCUSSION

Section 6.28 of the *Local Government Act 1995* provides that the Minister for Local Government, Sports, and Cultural Industries (Minister) is responsible for determining the method of valuation to be used by local governments for rating purposes.

In determining the method of valuation, the Minister is to have regard to the general principle that the basis for a rate on any land is to be:

- Unimproved Value (UV) where the land is used predominantly for rural purposes; or
- Gross Rental Value (GRV) where the land is used predominantly for non-rural purposes.

The determining factor is the use of the land. In determining predominant land use all relevant factors will be taken into account, including the activity conducted on the land, any development on the property, income generated from or on the property and Local Planning Scheme restrictions. The extent of services provided is not a relevant consideration.

The purpose of providing the method of valuation is to ensure that properties are valued accurately to meet the needs of landowners, ratepayers, members of the public, rating and taxing authorities and the Government of Western Australia.

The *Rating Policy: Valuation of Land* document provided by the Department of Local Government, Sports and Cultural Industries outlines key principles that must be met for the Minister to consider any application to change the method of valuation, and are:

- Objectivity
- Fairness and equity
- Consistency
- Transparency and administrative efficiency

These relevant properties are owned by ARP Pty Ltd and are within the Casuarina North Local Structure Plan (LSP). The purpose and description of these properties are shown in the below table :

Assessment	Lot Description	Current Use/Development Applications
7752	Lot 3 Diagram 86318	Costco warehouse development
26189	Lot 9015 Deposited Plan 424537	Costco service station development
25820	Lot 9110 Deposited Plan 423335	Eating House application
25822	Lot 9112 Deposited Plan 423335	Vacant

Within the Casuarina North LSP, the land uses allowed for these lots are:

- Bulky goods showroom
- Car park
- Consulting rooms
- Eating house
- Liquor store
- Motor repair station
- Petrol filling station
- Service station
- Warehouse
- Shop (within the “Special Use” zone)
- Fish shop (within the “Special Use” zone)

Because these UV rated assessments are not being used for rural purposes currently or in the future, City officers commenced the process to change the method of valuation from UV to GRV. Consultation with the ratepayer included letters issued on 17 April 2023 (Attachment A) and 12 July 2023 (Attachment B).

The letter issued on 17 April 2023 (Attachment A) explained the process of changing the method of valuation and included a Land Use Declaration Form for the ratepayer to complete. No response was received from the ratepayer.

The letter issued on 12 July 2023 (Attachment B) provided an indication of the change in rates payable if the change of method was to occur. Another copy of the Land Use Declaration Form was also enclosed. The ratepayer completed the forms declaring that the properties were not being used for rural purposes (Attachment C).

STRATEGIC IMPLICATIONS

There are no strategic implications as a result of this proposal.

SOCIAL IMPLICATIONS

There are no social implications as a result of this proposal.

LEGAL/POLICY IMPLICATIONS

6.28. Basis of rates

- (1) *The Minister is to—*
 - (a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
 - (b) *publish a notice of the determination in the Government Gazette.*
- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be—*
 - (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*
- (3) *The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.*
- (4) *Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.*
- (5) *Where during a financial year—*
 - (a) *an interim valuation is made under the Valuation of Land Act 1978; or*
 - (b) *a valuation comes into force under the Valuation of Land Act 1978 as a result of the amendment of a valuation under that Act; or*
 - (c) *a new valuation is made under the Valuation of Land Act 1978 in the course of completing a general valuation that has previously come into force,*

the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.

FINANCIAL/BUDGET IMPLICATIONS

By changing the method of valuation, these properties will be rated more accurately and contribute more fairly to the cost of the services provided by Council. Administration is estimating that the change in rating methodology will result in an increase in rates revenue of approximately \$250,000 per annum. Any change of method will be effective from the date the Minister approves the change and therefore any adjustment to the rate accounts will be effective from this date.

Council will be required to cover the Government Gazette advertisement cost of approximately \$150.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications as a result of this proposal.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no environmental/public health implications as a result of this proposal.

COMMUNITY ENGAGEMENT

Letters were issued to the ratepayer on 17 April 2023 and 12 July 2023 to explain the process and to provide an indication of the change in rates methodology. Land Use Declaration Forms were also issued with the letters for the ratepayer to complete.

ATTACHMENTS

- A. Attachment A - Letters to ratepayer - Confidential**
- B. Attachment B - Letters to ratepayer - Indicative rates - Confidential**
- C. Attachment C - Land Use Declaration Forms**



Land Use Declaration Form

Section A – Property and Owners Details

Assessment Number: 26189
 Property Owner (s): ARP No. 4 Pty Ltd
 Property Address: Orton Road CASUARINA - Lot 9015 on DP 424537

Section B – Property and Land Use Details

Question 1: Is the property used for 'rural purposes'? (check box) Yes No

Note: A 'rural purpose' means a purpose pertaining to agriculture and agriculture is defined to mean the use or cultivation of land for any purpose of husbandry or horticulture, including the raising of livestock and the growing of crops.

If you answered Yes to this question, please proceed to Question 2. If you answered No to this question, please disregard Questions 2 to 4 and proceed to question 5 before signing and returning this declaration.

Question 2: Which of the following land uses best describes the rural base of your property? (check box)

Horticulture	<input type="checkbox"/>	Forestry	<input type="checkbox"/>	Stabling, agisting, training horses	<input type="checkbox"/>
Viticulture	<input type="checkbox"/>	Orchards	<input type="checkbox"/>	Poultry Production	<input type="checkbox"/>
Apiculture	<input type="checkbox"/>	Porcine Production	<input type="checkbox"/>		

Grazing	<input type="checkbox"/>	→	Please describe: _____
Growing	<input type="checkbox"/>	→	Please describe: _____
Other	<input type="checkbox"/>	→	Please describe: _____

Question 3: Do the agricultural activities carried out on the land, represent the predominate use of the land? Yes No

Question 4: Do you earn your livelihood from these activities? Yes No

Note: It is unlikely that land used as a hobby farm would satisfy the definition as land used predominately for rural purposes.

Question 5: Is there a habitable residence at the property being lived in? Yes No

Section C – Declaration

I / we declare the above information to be correct to the best of my / our knowledge.

Owner (s) name (s): Anthony Poli

Owner (s) signature:

Date: 31 July 2023



Land Use Declaration Form

Section A – Property and Owners Details

Assessment Number: 25820
 Property Owner (s): ARP No. 1 Pty Ltd
 Property Address: 740 Thomas Road CASUARINA - Lot 9110 on DP 423335

Section B – Property and Land Use Details

Question 1: Is the property used for 'rural purposes'? (check box) Yes No

Note: A 'rural purpose' means a purpose pertaining to agriculture and agriculture is defined to mean the use or cultivation of land for any purpose of husbandry or horticulture, including the raising of livestock and the growing of crops.

If you answered Yes to this question, please proceed to Question 2. If you answered No to this question, please disregard Questions 2 to 4 and proceed to question 5 before signing and returning this declaration.

Question 2: Which of the following land uses best describes the rural base of your property? (check box)

Horticulture	<input type="checkbox"/>	Forestry	<input type="checkbox"/>	Stabling, agisting, training horses	<input type="checkbox"/>
Viticulture	<input type="checkbox"/>	Orchards	<input type="checkbox"/>	Poultry Production	<input type="checkbox"/>
Apiculture	<input type="checkbox"/>	Porcine Production	<input type="checkbox"/>		

Grazing	<input type="checkbox"/> →	Please describe: _____
Growing	<input type="checkbox"/> →	Please describe: _____
Other	<input type="checkbox"/> →	Please describe: _____

Question 3: Do the agricultural activities carried out on the land, represent the predominate use of the land? Yes No

Question 4: Do you earn your livelihood from these activities? Yes No

Note: It is unlikely that land used as a hobby farm would satisfy the definition as land used predominately for rural purposes.

Question 5: Is there a habitable residence at the property being lived in? Yes No

Section C – Declaration

I / we declare the above information to be correct to the best of my / our knowledge.

Owner (s) name (s): Anthony Poli

Owner (s) signature:

Date: 31 July 2023



Land Use Declaration Form

Section A – Property and Owners Details

Assessment Number: 25822
 Property Owner (s): ARP No. 1 Pty Ltd
 Property Address: 780 Thomas Road CASUARINA - Lot 9112 on DP 423335

Section B – Property and Land Use Details

Question 1: Is the property used for 'rural purposes'? (check box) Yes No

Note: A 'rural purpose' means a purpose pertaining to agriculture and agriculture is defined to mean the use or cultivation of land for any purpose of husbandry or horticulture, including the raising of livestock and the growing of crops.

If you answered Yes to this question, please proceed to Question 2. If you answered No to this question, please disregard Questions 2 to 4 and proceed to question 5 before signing and returning this declaration.

Question 2: Which of the following land uses best describes the rural base of your property? (check box)

- | | | | | | |
|--------------|--------------------------|--------------------|--------------------------|-------------------------------------|--------------------------|
| Horticulture | <input type="checkbox"/> | Forestry | <input type="checkbox"/> | Stabling, agisting, training horses | <input type="checkbox"/> |
| Viticulture | <input type="checkbox"/> | Orchards | <input type="checkbox"/> | Poultry Production | <input type="checkbox"/> |
| Apiculture | <input type="checkbox"/> | Porcine Production | <input type="checkbox"/> | | |

- Grazing → Please describe: _____
 Growing → Please describe: _____
 Other → Please describe: _____

Question 3: Do the agricultural activities carried out on the land, represent the predominate use of the land? Yes No

Question 4: Do you earn your livelihood from these activities? Yes No

Note: It is unlikely that land used as a hobby farm would satisfy the definition as land used predominately for rural purposes.

Question 5: Is there a habitable residence at the property being lived in? Yes No

Section C – Declaration

I / we declare the above information to be correct to the best of my / our knowledge.

Owner (s) name (s): Anthony Poli

Owner (s) signature:

Date: 31 July 2023



Land Use Declaration Form

Section A – Property and Owners Details

Assessment Number: 7752
 Property Owner (s): ARP No. 4 Pty Ltd
 Property Address: 137 Market Street CASUARINA - Lot 3 on Diagram 86318

Section B – Property and Land Use Details

Question 1: Is the property used for 'rural purposes'? (check box) Yes No

Note: A 'rural purpose' means a purpose pertaining to agriculture and agriculture is defined to mean the use or cultivation of land for any purpose of husbandry or horticulture, including the raising of livestock and the growing of crops.

If you answered Yes to this question, please proceed to Question 2. If you answered No to this question, please disregard Questions 2 to 4 and proceed to question 5 before signing and returning this declaration.

Question 2: Which of the following land uses best describes the rural base of your property? (check box)

Horticulture	<input type="checkbox"/>	Forestry	<input type="checkbox"/>	Stabling, agisting, training horses	<input type="checkbox"/>
Viticulture	<input type="checkbox"/>	Orchards	<input type="checkbox"/>	Poultry Production	<input type="checkbox"/>
Apiculture	<input type="checkbox"/>	Porcine Production	<input type="checkbox"/>		

Grazing	<input type="checkbox"/> →	Please describe:	_____
Growing	<input type="checkbox"/> →	Please describe:	_____
Other	<input type="checkbox"/> →	Please describe:	_____

Question 3: Do the agricultural activities carried out on the land, represent the predominate use of the land? Yes No

Question 4: Do you earn your livelihood from these activities? Yes No

Note: It is unlikely that land used as a hobby farm would satisfy the definition as land used predominately for rural purposes.

Question 5: Is there a habitable residence at the property being lived in? Yes No

Section C – Declaration

I / we declare the above information to be correct to the best of my / our knowledge.

Owner (s) name (s): Anthony Poli

Owner (s) signature:

Date: 31 July 2023

15.2 RATE EXEMPTION APPLICATION - RATE ASSESSMENT A4484 - STELLA LIVING LTD

SUMMARY

Stella Living Ltd have submitted a request for rate exemption for a property situated in City of Kwinana suburb of Orelia. The request attests that their properties are used for a 'Charitable Purpose' in accordance with Section 6.26(2)(g) of the Local Government Act 1995. The subject property is a State Government owned asset which is leased to Stellar Living to facilitate the housing of vulnerable individuals that are struggling to access the private rental sector. The property is currently utilised for the purpose of providing support housing to individuals that are exiting the Justice system.

OFFICER RECOMMENDATION

That Council resolves to approve the application for rate exemption for unit 7 included within assessment A4484 for Stella Living Ltd.

VOTING REQUIREMENT

Simple majority

DISCUSSION

Assessment A4484 comprises `8 units, owned by Department of Communities with one unit (unit 7) being leased to Stella Living Ltd who have made an application for a rate exemption.

The property has been allocated to the Department of Justice to support the reintegration housing program in partnership with Wungening Aboriginal Corporation. This program is aimed at providing stable support housing of between 3 and 12 months for both families of individuals that are coming out of the Justice system and will require support in living independently, to find work and alternative accommodation. The aim is to help break the cycle of behaviour by providing a stable base to set up new networks and supports.

Stella Living Ltd a Community Housing Organisation (CHO) have supplied the City with a copy of their ATO endorsement as an income tax exempt Public Benevolent Institution and registration as a not-for-profit Charitable Organisation under the Australian Charities and Not-for profit Commission. The relevant documentation with regards to this has been reviewed by Council Officers

The organisation's constitutional purpose is to provide for the direct relief of poverty, suffering, destitution, misfortune, helplessness and distress through the provision of low-cost and affordable housing.

Stella Living Ltd is a registered Tier 2 Community Housing Provider with Department of Communities (WA Community Housing) and manages its housing program in accordance with the national standards that apply to registered non-for-profit community housing organisations. Stella Living Ltd assists local individuals in acquiring and maintaining economic ease and relief from poverty through the provision of low-cost housing to the community. Stella Living Ltd has a head lease agreement with the Department of Communities as a preferred supplier, which is renewed annually.

Stella Living Ltd meets the criteria for rate exemption and this was assessed against the WALGA “Rates and Charitable Land use Exemption Applications – Best Practice Guideline” developed in consultation with the WA Rates Officers’ Association. The date of effect for the rate exemption, if approved would be 1 July 2023.

Should the rate exemption be approved by Council, Landgate Valuation Services would then need to be instructed to exclude the Gross Rental Valuation (GRV) for the Unit leased to Stella Living Ltd from the group valuation utilised for rating purposes.

STRATEGIC IMPLICATIONS

There are no strategic implications as a result of this proposal.

SOCIAL IMPLICATIONS

There are no social implications as a result of this proposal.

LEGAL/POLICY IMPLICATIONS

The Local Government Act 1995 deems certain land non-rateable under the statutes of Section 6.26 of the Act. Foundation Housing Ltd is seeking exemption in accordance with subsection (2)(g) of the section, which states:

6.26. Rateable land

- (1) *Except as provided in this section all land within a district is rateable land.*
- (2) *The following land is not rateable land –*
 - (g) *land used exclusively for charitable purposes.*

Section 6.26 of the Local Government Act 1995 provides for rate exemptions based on exclusive charitable uses:

A ‘charitable purpose’ has a specified legal meaning, which has developed over the years by the courts and parliament. The courts have recognised many different charitable purposes and as society changes new charitable purposes are accepted.

Section 5 of the Commonwealth Charities Act 2013 states the definition of a charity as:

5. Definition of Charity

In any Act:

Charitable: an entity is charitable if the entity is a charity.

Example: A reference in an Act to a charitable trust is a reference to a trust that is a charity.

Charity means an entity:

- a) *that is a not-for-profit entity; and*
- b) *all of the purposes of which are:*
 - i. *charitable purposes (see Part 3) that are for the public benefit (see Division 2 of this Part); or*
 - ii. *purposes that are incidental or ancillary to, and in furtherance or in aid of, purposes of the entity covered by subparagraph.*

FINANCIAL/BUDGET IMPLICATIONS

If the rate exemption were to apply, the property would remain liable for the payment of ESL and any applicable refuse and service charges. If approved by Council, the City Administration will include the property in the City's Register of Non-Rateable Properties and review their status on a triannual basis for continuation of exemption compliance.

The total exemption of rates would have an approximate reduction in rate revenue of \$821.06 for 2023/2024 financial year being an eighth of the whole group rated property (\$6,568.45 levied annually) and would have similar financial implications for on-going financial years while the rate exemption is in effect.

ASSET MANAGEMENT IMPLICATIONS

There are no Asset Management implications as a result of this proposal.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

There are no Environment/Public Health implications as a result of this proposal.

COMMUNITY ENGAGEMENT

There are no Community Engagement implications as a result of this proposal.

ATTACHMENTS**A. Application for Rate Exemption - Stella Living Ltd - Rate Assessment A4484**



CHARITABLE RATE EXEMPTIONS

Application for Rates Exemption

This application form is to be used in conjunction with Council’s Policy – Charitable Rate Exemptions by those organisations seeking rates exemption under Section 6.26(2)(g) of the Local Government Act 1995.

All sections of the form must be completed and all additional documentation attached as requested. Failure to do so may result in the rejection of your application. A formal written response will be issued once the application has been processed. All rates must be paid in full until such time as a decision has been reached. All balances outstanding will accrue penalty interest of 11%

1. Property Owner Details

- a) Rates Assessment Number: _____
- b) Property Owners Name(s): Housing Authority
- c) Property Address: Unit 7 11 Richard Place
Orelia- 6167
- d) Owners Postal Address: 5 Newman court, Fremantle
- e) Owners Phone Number: (08) 92224666
- f) Owners E-mail Address: generalenquiries@housing.wa.gov.au

2. Rates Exemption Applicant Details

- a) Name of Organisation: Stellar Living Limited
- b) Contact Person: Anya Kanala
- c) Position: Assistant Accountant
- d) Postal Address: PO Box 370, Thornlie WA- 6988
- e) Phone Number: 08 94529200
- f) E-mail Address: akanala@stellarliving.com.au

g) Is the organisation the owner of the property? Yes No

h) Does the organisation lease the property? Yes No

If yes, please provide a copy of the lease agreement showing that the lessee is responsible for the payment of Rates.

i) Does the organisation occupy the whole of the building? Yes No



CHARITABLE RATE EXEMPTIONS

j) Is the exemption claimed over the whole of the property?
If No, please provide a copy of the floor plans showing the areas leased and/or areas claiming exemption.

Yes No

k) Is the organisation claiming a rate exemption on this property under Section 6.26(2)(g) of the Local Government Act 1995?
If Yes, under what sub-section is the claim made? (Please refer to appendix A)

Yes No

"Land used exclusively for charitable purposes"

l) Is the organisation rate exempt under an Act other than the Local Government Act 1995?
If Yes, please state under which Act the organisation is rate exempt.

Yes No

3. Organisation Information

a) Is the Organisation an incorporated body as per the Association Incorporated Act 1987?
If Yes, please attach Certificate of Incorporation.

Yes No

b) Is the organisation considered "not for profit"?
If Yes, Please state the purpose of the organisation:

Yes No

The above property is a government owned asset leased to Stellar Living to facilitate the housing of vulnerable individuals that are struggling to access the private rental sector. This property is used for the purpose of providing support housing to the individuals that are coming out of the Justice system.

c) Does the organisation receive a tax exemption from the Australian Taxation Office?

Yes No



CHARITABLE RATE EXEMPTIONS

If Yes, please attach tax exemption certificates.

d) Please attach a copy of the organisation's Constitution.

e) Does the organisation receive income from the operations located at the property address?

Yes No

If Yes, please attach a detailed statement listing the type of operations and a break-down of income received from these operations.

Rental income from tenant

f) Are commercial activities being conducted at the property address?

Yes No

If Yes, please attach a detailed statement of any commercial activities carried out at the property address.

g) Does the organisation make a profit which is not used for charitable purposes from its operations?

Yes No

If Yes, please attach a detailed statement of how profit is utilised or distributed by the organisation.

h) Please attach a copy of two years audited financial statements.

4. Checklist for Document Attachments

a) Copy of the lease if property is leased

b) Building floor plans detailing leased areas

c) Certification of Incorporation

d) Certificate of tax exemption certification from the ATO

e) Copy of the organisation Constitution

f) Copies of two years audited financial statements

g) A statement detailing the nature of the organisation operations

This statement is to include the type of operations, any income received from these operations, details of any commercial activities and how profit is utilized and distributed by the company.

h) Please include any other details that may assist with the approval of your application.



CHARITABLE RATE EXEMPTIONS

5. Declaration

I declare that the answers, information and documentation provided in this Rates Exemption Application are true and correct to the best of my knowledge. I am authorised by the organisation to execute this document.

Name: Kathryn Moorey
 Position: CEO
 Organisation: Stellar Living Limited
 Signature: *Kathryn Moorey*
 Date: 10.07.2023

OFFICE USE ONLY

Rates Exemption Application approved? Yes No

Effective date of exemption: _____

Reason: _____

The decision to approve/deny a Rates Exemption under Section 6.26(2)(g) of the Local Government Act 1995 was approved by Council

Signed: _____ Date: _____

Position: _____

Meeting: _____

16 REPORTS – NATURAL ENVIRONMENT

Nil

17 REPORTS – BUILT INFRASTRUCTURE

17.1 DA10580 - JDAP APPLICATION - SHOWROOMS (8) AND EATING HOUSES (2) - LOT 9110 (740) THOMAS ROAD AND LOT 9015 (760) ORTON ROAD, CASUARINA

SUMMARY

The City has received a development application for a major service commercial development in Casuarina, comprising of eight 'Showroom' tenancies and two separate 'Eating House' (café) tenancies. The subject site is located in the Casuarina North Local Structure Plan area, extending across a portion of current Lot 9110 (740) Thomas Road and Lot 9015 (760) Orton Road, Casuarina.

As the estimated cost of development is \$15 million, the application is required to be determined by the Metro Outer Joint Development Assessment Panel (JDAP).

City staff have prepared a Responsible Authority Report (RAR) in accordance with the *Planning and Development (Development Assessment Panels) Regulations 2011*. The RAR and associated development plans and supporting information are attached for Council's consideration and adoption (see Attachments A and B), noting that the Officer's recommendation is for approval.

The application is due to be considered by the JDAP at a meeting in September 2023. The City is required to submit the RAR to the JDAP by 15 September 2023. Should the City not submit the RAR to the JDAP within the required timeframe, the Minister for Planning may direct City staff to collect any information relevant to the application and provide this to the JDAP directly.

OFFICER RECOMMENDATION

That Council support the proposed development for Showrooms and Eating Houses at Lot 9110 (740) Thomas Road & Lot 9015 (760) Orton Road Casuarina, as per the Officer Recommendation in the attached Responsible Authority Report (Attachment A) to the Metro Outer Joint Development Assessment Panel.

VOTING REQUIREMENT

Simple majority

DISCUSSION

Council is referred to the attached Responsible Authority Report (RAR) (Attachment A) and associated development plans and supporting information (Attachment B) for full details of the proposal and discussion of the planning assessment, key considerations, and the Officer's recommendation.

The location of the development application is shown below. The site forms a key strategic gateway into the City's new Service Commercial Precinct on Thomas Road within the northern Casuarina precinct:



The proposal is for a major service commercial development in Casuarina north, comprising of eight 'Showroom' tenancies and two separate 'Eating House' (café) tenancies. Key elements of the proposed development are as follows:

- Single-storey service commercial building of 24,967m² gross leasable area (GLA), comprising eight 'Showroom' tenancies of approx. 2,300 – 5,300m² GLA each;
- Two 'Eating House' (café) tenancies located in the south-eastern corner of the site;
- A 671 bay car parking area;
- A 'landmark' design feature on the corner of Thomas Road and the entrance street into this service commercial area; and,
- Landscaping distributed across the site.

The development plans can be viewed in Attachments 1- 16 of the RAR (Attachment A).

The proposed service commercial development is considered to satisfy relevant planning requirements and objectives – refer to the RAR for a full assessment. In particular, the following is noted:

- Development is consistent with the applicable Casuarina North Local Structure Plan;
- Scheme and policy requirements including: plot ratio, site coverage, setbacks, appearance and car parking have been adequately addressed;
- City Officers are satisfied that the overall design of the development is acceptable, subject to several minor design and landscaping improvements and modifications. These modifications are recommended as a condition of approval;
- City Officers are recommending a landscaping plan be provided at Building Permit stage which also incorporates additional trees to be located in the car parking area. Significant portions of the car park are void of any vegetation. To further enhance amenity of the development and reduce the heat island effect (consistent with relevant planning design principles), it is appropriate to request this additional landscaping;
- City Officers are satisfied that the local road network can adequately accommodate the traffic generated by the development; and,
- In relation to pedestrian / cycle access – City Officers are satisfied that the development can support connectivity and safety with minor design modifications as per the Officer Recommendation.

Accordingly, it is recommended that the application be approved subject to conditions.

Draft Local Planning Strategy

This proposal is considered to be in alignment with the City’s adopted draft Local Planning Strategy as it seeks to address the following Strategic Direction:

Strategic Direction

- *Recognise and strengthen Kwinana’s unique cultural, natural, and built identity to foster a sense of place.*

Correlating with the above Strategic Direction, the proposal seeks to better understand and inform the following Strategic Action:

- *Manage land use and development through local planning controls to minimise conflict between infrastructure and sensitive land uses.*
- *Develop planning measures to ensure new development contributes to:*
 - i. *intended future character of new and future suburbs, is respectful to setbacks, site coverage and built form.*

STRATEGIC IMPLICATIONS

This proposal will support the achievement of the following outcome/s and objective/s detailed in the Strategic Community Plan and Corporate Business Plan.

Strategic Community Plan			
Outcome	Strategic Objective	Action in CBP (if applicable)	How does this proposal achieve the outcomes and strategic objectives?
2 – A resilient and thriving economy and exciting opportunities	2.1 – Enable a thriving and sustainable local economy that supports and sustains quality jobs and economic opportunities	2.1.4 – Implement the Local Planning Strategy	The proposed development is consistent with the overarching planning principles of the City’s draft Local Planning Strategy for economic diversification.

SOCIAL IMPLICATIONS

This proposal will support the achievement of the following social outcome/s, objective/s and strategic priorities detailed in the Social Strategy.

Social Strategy			
Social Outcome	Objective	Strategic Priority	How does this proposal achieve the social outcomes, objectives and strategic priorities?
4 – Safe and Resilient	4.0 – Safe enjoyment of community life	4.3 – Ensure community planning, infrastructure, transport, services and programs provide for safe use and participation	The proposed development can support pedestrian/ cycle connectivity and safety with minor design modifications as per the Officer Recommendation.

LEGAL/POLICY IMPLICATIONS

For the purpose of Councillors considering a financial or impartiality interest only, the landowners of the lots are ARP No.1 Pty Ltd and ARP No.7 Pty Ltd, and the applicant is Lateral Planning.

Legislation

- *Planning and Development Act 2005*
- Planning and Development (Development Assessment Panels) Regulations
- Planning and Development (Local Planning Schemes) Regulations
- Metropolitan Region Scheme
- City of Kwinana Local Planning Scheme No.2

State Government Policies

- State Planning Policy 3.7 - Planning in Bushfire Prone Areas
- State Planning Policy 7.0 - Design of the Built Environment

Structure Plans/Activity Centre Plans

- Casuarina North Local Structure Plan

Local Planning Policies

- Local Planning Policy 5 – Development Contribution Towards Public Art
- Local Planning Policy 8 – Designing Out Crime
- Local Planning Policy 9 – Advertising Signage

FINANCIAL/BUDGET IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified as a result of this report or recommendation.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental or public health implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

Public advertising was undertaken for the application as detailed in the RAR. No objections to the proposal were received.

ATTACHMENTS

- A. **Attachment A - Responsible Authority Report (RAR) - Service Commercial Showrooms and Eating Houses (DA10580)**
- B. **Attachment B - Attachments to RAR - Service Commercial Showrooms and Eating Houses (DA10580)**

**Lot 9110 (740) Thomas Road & Lot 9015 (760) Orton Road,
Casuarina - Showrooms (x8) and Eating Houses (x2)**

**Form 1 – Responsible Authority Report
(Regulation 12)**

DAP Name:	Metro Outer	
Local Government Area:	City of Kwinana	
Applicant:	Lateral Planning	
Owner:	Lot 9110 – ARP No.1 Pty Ltd Lot 9015 – ARP No.7 Pty Ltd	
Value of Development:	\$15 million <input checked="" type="checkbox"/> Mandatory (Regulation 5) <input type="checkbox"/> Opt In (Regulation 6)	
Responsible Authority:	City of Kwinana	
Authorising Officer:	Jared Veenendaal	
LG Reference:	DA10580	
DAP File No:	DAP/23/02478	
Application Received Date:	29 April 2023	
Report Due Date:	15 September 2023	
Application Statutory Process Timeframe:	90 Days	
Attachment(s):	1 – 16: Development Plans 17 – 20: Modified Plan Explanations and Justification 21: Subdivision Plan 22: Transport Impact Assessment 23: MRWA Comments 24: DFES Comments 25: BMP 26: Council Minutes (to be added following Council meeting)	
Is the Responsible Authority Recommendation the same as the Officer Recommendation?	<input type="checkbox"/> Yes	Complete Responsible Authority Recommendation section
	<input type="checkbox"/> N/A	
	<input type="checkbox"/> No	Complete Responsible Authority and Officer Recommendation sections

Responsible Authority Recommendation

That the Metro-Outer JDAP resolves to:

- Approve** DAP Application reference DAP/23/02478 and accompanying plans (Attachments 1 – 16, 19 & 20 inclusive) in accordance with Clause 68 of Schedule 2 (Deemed Provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the provisions of the City of Kwinana Local Planning Scheme No. 2, subject to the following conditions:

Conditions

1. Pursuant to clause 26 of the Metropolitan Region Scheme, this approval is deemed to be an approval under clause 24(1) of the Metropolitan Region Scheme.
2. This decision constitutes planning approval only and is valid for a period of four (4) years from the date of approval. If the subject development is not substantially commenced within the specified period, the approval shall lapse and be of no further effect.
3. Prior to occupation of the development, the landowner/applicant shall contribute towards development infrastructure provisions pursuant to the City of Kwinana Local Planning Scheme No.2.
4. Prior to the occupation of the development, the subject lots must be amalgamated and/or created as a single lot on a Certificate of Title. As an alternative, prior to a building permit being issued the landowner(s) must enter into a legal agreement with the City of Kwinana ("the City") to amalgamate the lots prior to the use or occupation of the development. The agreement must be prepared by the City's solicitors to the satisfaction of the City and must enable the City to lodge an absolute caveat over the subject lots. The landowner must pay all costs associated with preparation (including all drafts) of the agreement, and lodgement and withdrawal of the absolute caveat by the City's solicitors.
5. Prior to the lodgement of a building permit application, the development plans are to be modified in accordance with the annotations on Drawing Numbers: A102, A119 & A120 (Attachment 2, 19 & 20) to incorporate several modifications to the design, proposed access and carpark layout in order to improve amenity and overall safety and connectivity to the site, particularly for pedestrians and cyclists, to the satisfaction of the City of Kwinana.
6. Prior to the lodgement of a building permit application, a schedule of colours, materials, textures and finishes for the proposed development shall be submitted for approval prior to the submission of a building permit to the satisfaction of the City of Kwinana.
7. The requirements of Local Planning Policy No.5 - Development Contribution towards Public Art (LPP5) must be met through one of the following options:
 - a. Prior to the commencement of works, the owner/applicant must submit a Public Art Report in accordance with LPP5 to the City of Kwinana for approval, which must detail the provision of Public Art on site to a minimum value as specified in LPP5. Prior to the use or occupation of the development, the approved Public Art must be installed on site to the satisfaction of the City of Kwinana; or
 - b. Prior to the commencement of works, the owner/applicant shall provide a financial contribution of a minimum value as specified in LPP5 to the City of Kwinana in lieu of installing Public Art on site to the satisfaction of the City of Kwinana.
8. Prior to the lodgement of a building permit application, a detailed Drainage and Stormwater Management Plan is required to be submitted to the City of Kwinana for approval. The detailed Drainage and Stormwater Management Plan shall demonstrate the on-site retention of stormwater drainage and be implemented to the satisfaction of the City of Kwinana. The Drainage and Stormwater

Management Plan is to be prepared in accordance with the approved Urban Water Management Plan.

9. Prior to the lodgement of a building permit application, detailed civil drawings for crossovers, footpaths/shared paths and car parking bays are to be submitted to the City of Kwinana for review and approval. Construction works in accordance with the approved civil drawings are to be completed prior to occupation of the development, at the landowner's cost to the satisfaction of the City of Kwinana.
10. Prior to the lodgement of a building permit application, detailed plans of fencing located within the street setback areas are to be submitted to the satisfaction of the City of Kwinana.
11. Prior to the lodgement of a building permit application, details of lighting for the communal areas shall be submitted to and approved by the City of Kwinana. Pedestrian pathways, car parking areas and communal areas shall be suitably lit in accordance with the applicable Australian Standards to the satisfaction of the City of Kwinana.
12. Prior to the lodgement of a building permit application, a detailed Landscaping Plan showing:
 - a. additional landscaping in the car parking area;
 - b. proposed species and densities of plants;
 - c. the anticipated height of each plant at maturity;
 - d. the proposed reticulation layout;is required to be submitted to the City of Kwinana for approval. The approved landscaping plan shall be implemented within 60 days of the practical completion of construction to the satisfaction of the City of Kwinana.
10. The Waste Management Plan prepared by Talis Consultants (dated 27 March 2023) is to be implemented at all times to the satisfaction of the City of Kwinana. Any building or design requirements are to be shown as part of the building permit application.
11. No earth works shall encroach onto the Thomas Road Reserve.
12. No stormwater drainage is to be discharged onto the Thomas Road Reserve.
13. Prior to occupation of the development, a signage strategy is to be submitted to and approved by the City of Kwinana. The signage strategy is to address the objectives of Local Planning Policy 9 – Advertising Signage to the satisfaction of the City of Kwinana.
14. The development shall be connected to a reticulated sewerage service prior to occupation.
15. The development shall be connected to a reticulated potable water supply prior to occupation.
16. Vehicle parking bays are to be constructed in accordance with AS2890, clearly marked on the ground and drained prior to occupation of the development to the satisfaction of the City of Kwinana.

17. Traffic, access and parking arrangements for the development are to be in accordance with the Transport Impact Assessment, prepared by Uloth & Associates, dated 14 August 2020 to the satisfaction of the City of Kwinana.
18. The development shall at all times comply with the requirements and recommendations of the approved Bushfire Management Plan, prepared by Emerge Associates, dated April 2023 (Project No: EP17-109(02) to the satisfaction of the City of Kwinana.

Advice Notes

1. In relation to the amalgamation of the site (Condition 4), the future lot boundary to be created on a single Certificate of Title is to be realigned to ensure road infrastructure (such as roundabouts, footpaths, pedestrian crossings and pram ramps) is wholly located in the actual road reserve.
2. In relation to the landscaping plan (Condition 12), additional trees are to be provided in the car parking area to provide shade for vehicles and reduce impacts relating to heat island.
3. The applicant is advised to submit an application to the City of Kwinana for approval to construct or alter a food business, an application for registration of food business and an application for child care approval with associated fees and documents at the lodgement of building application.
4. The applicant is advised that the proposal is to comply with the *Food Act 2008*, *Food Regulations 2009*, *Education and Care Services National Law (WA) Act 2012*, *Education and Care Services National Regulations 2012*, *Health (Miscellaneous Provisions) Act 1911* and *Environmental Protection Act 1986* and *Environmental Protection (Noise) Regulations 1997*.
5. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.
6. The owner/applicant is advised that Discovery Street has been constructed as a left-in / left-out intersection to Thomas Road and is considered a lesser intersection into the estate with traffic directed through the roundabout at Central Avenue. Main Roads will not consider any modifications to the access arrangements of these intersections onto Thomas Road.
7. The applicant is advised that this conditional development approval is not a building permit giving authority to commence construction. Prior to any building work commencing on site, a building permit must be issued and penalties apply for failing to adhere to this requirement.
8. Signage has been identified on the plans of development, however no details relating to size, type or content have been provided. Main Roads conditions of approval for this development do not constitute signage approval. A separate development application must be lodged addressing Main Roads "Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves".

Reasons for Responsible Authority Recommendation

This section is to be completed where the Council resolution differs from the Officer Recommendation. The Council minutes in that case would be shown here, including reasons for that decision.

Details: outline of development application

Region Scheme	Metropolitan Region Scheme
Region Scheme - Zone	Urban
Local Planning Scheme	Local Planning Scheme No.2
Local Planning Scheme - Zone	Development
Structure Plan	Casuarina North Local Structure Plan
Structure Plan - Land Use Designation	Service Commercial
Use Class and permissibility:	Showroom (P) and Eating House (AA)
Lot Size:	5.7394 ha
Existing Land Use:	Vacant Land
State Heritage Register	No
Local Heritage	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Heritage List <input type="checkbox"/> Heritage Area
Design Review	<input type="checkbox"/> Local Design Review Panel <input type="checkbox"/> State Design Review Panel <input checked="" type="checkbox"/> Other
Bushfire Prone Area	Yes
Swan River Trust Area	No

Proposal:

Proposed Land Use	Showrooms (x8) and Eating House (x2)
Proposed Net Lettable Area	25,016m ² (Showrooms) & 344m ² (Eating Houses)
Proposed No. Storeys	1
Proposed No. Dwellings	N/A

The City of Kwinana has received an application for a major service commercial development in Casuarina, comprising of eight 'Showroom' tenancies and two separate 'Eating House' (café) tenancies.

The subject site is located in the Casuarina North Local Structure Plan area, extending across a portion of current Lot 9110 (740) Thomas Road and Lot 9015 Orton Road, Casuarina.

Key elements of the proposed development are as follows:

- Single-storey service commercial building of 24,967m² gross leasable area (GLA), comprising eight 'Showroom' tenancies of approx. 2,300 – 5,300m² GLA each;
- Two 'Eating House' (café) tenancies located in the south-eastern corner of the site;
- A 671 bay car parking area;
- Landmark corner,
- Landscaping distributed across the site.

The development plans can be viewed in Attachments 1- 16.

Vehicle access to the development is proposed via two crossovers on Discovery Street, with a third access via a new roundabout on Market Street (plus additional service) (see Attachment 2).

The subject site is zoned 'Development' and is designated as 'Service Commercial' under the approved Casuarina North Local Structure Plan (CNLSP). The prescribed land use permissibility for a Showroom in the Service Commercial zone under the City of Kwinana Local Planning Scheme No.2 (LPS2) is permitted ('P'). The use class permissibility for an Eating House (Café) in the Service Commercial zone is discretionary ('AA') under LPS2.

Background:

Site Context

The subject site is currently vacant. The site is located directly east of the Kwinana Freeway and south of Thomas Road in the CNLSP area. Vehicle access into the site is proposed from the recently constructed local road network to the south and east of the subject site.

The subject site is in an up-and-coming service commercial precinct with the only existing major development being Costco, located on the adjoining property to the south. Attachment 1 shows provides an aerial context of the area.

Site History

The wider Casuarina North Precinct was zoned 'Rural', prior to being rezoned 'Urban' under the Metropolitan Region Scheme in October 2013. The land was then zoned 'Development' under LPS2. Since then, planning for the Casuarina North development area has progressed, as summarised below:

1. Local Structure Plan:

In June 2019, the CNLSP was approved by the Western Australian Planning Commission (WAPC). The CNLSP area incorporates the subject site and identifies the zoning to be Service Commercial. The structure plan states that land use permissibility for the 'Service Commercial' zone shall be in accordance with the associated LPS 2, Zoning and Use Class Table.

2. Subdivision:

In January 2020, the WAPC approved a subdivision application for a portion of the CNLSP area that includes the subject site. The proposed development site and associated plans generally corresponds with the approved subdivision plan. Several minor modifications as discussed later in this report will be required to the subdivision plan as a result of this approval. The proposed development is wholly located on proposed Lot 2 (refer to Attachment 21).

Legislation and Policy:

Legislation

A summary of the key legislation, regulations or local policies relevant to the application are listed below:

- *Planning and Development Act 2005*

- Planning and Development (Development Assessment Panels) Regulations
- Planning and Development (Local Planning Schemes) Regulations
- Metropolitan Region Scheme
- City of Kwinana Local Planning Scheme No.2

State Government Policies

- State Planning Policy 3.7 - Planning in Bushfire Prone Areas
- State Planning Policy 7.0 - Design of the Built Environment

Structure Plans/Activity Centre Plans

- Casuarina North Local Structure Plan

Local Planning Policies

- Local Planning Policy 5 – Development Contribution Towards Public Art
- Local Planning Policy 8 – Designing Out Crime
- Local Planning Policy 9 – Advertising Signage

Consultation:

Public Consultation

The application was advertised to the public for 14 days concluding on 16 May 2023, as follows:

- letters to properties generally within 500m north and south of the site; and
- publication on the City's website.

No submissions were received in response to the advertising period.

Referrals/consultation with Government/Service Agencies

The application was referred to the following public authorities for comment:

- Main Roads WA (MRWA)
- Department of Fire and Emergency Services (DFES)
- Water Corporation
- Western Power

None of the public authorities object to the proposed development, however comments were received by MRWA and DFES. The key issues raised by each authority are discussed in the 'Planning Assessment' section of this report.

Design Review Panel Advice

In accordance with State Planning Policy 7.0 - Design of the Built Environment (SPP 7.0) the City engaged an independent architecture consultant, in lieu of a Design Review Panel, to undertake a design review of the proposed development. The design review advice is discussed in the 'Planning Assessment' section of this report.

Planning Assessment:

Zoning and Use Class Permissibility

The subject site is zoned 'Urban' under the Metropolitan Region Scheme (MRS) and 'Development' in the City's Local Planning Scheme No.2 (LPS2). The zone is a Structure Planning Area, which means that development must be in accordance with an endorsed Local Structure Plan.

The CNLSP designates the site as 'Service Commercial' zone and sets out the permissibility of land uses for the zone in accordance with LPS2.

'Showroom' is a permissible ('P') use in the 'Service Commercial' zone, which means the use is permitted provided it complies with the relevant standards and requirements of the Scheme. 'Eating House' is a discretionary ('AA') use in the zone, which means the use may only be approved by the decision maker exercising its discretionary powers.

Built Form and Design

Under the CNLSP, the development requirements for the 'Service Commercial' zone are to be in accordance with the requirements as set out within LPS2, or an approval Local Development Plan (LDP).

There is no Local Development Plan applicable to the land, and so the proposed development is assessed against the relevant requirements of LPS2 as detailed below.

City of Kwinana Scheme Requirements

As per Clause 5.5 of LPS2, the Council's intention in controlling development within the 'Service Commercial' zone is to:

- (a) Promote in the Service Commercial zone Showroom uses
- (b) Not permit in the Service Commercial zone Shop uses

The proposed development involves predominantly 'Showroom' uses consistent with Objective (a). No 'Shop' uses are proposed compliant with Objective (b).

The proposed development complies with all other relevant requirements of LPS2 as shown in the below table:

Requirement	Proposal	Comment
<u>Setbacks</u> Front: 9m Rear/Secondary: 6m	Front: 16m Rear: 10.5m Secondary Street: 7.95m (Thomas) & 9m (Market)	Complies
Maximum 1.5 plot ratio	< 1.5	Complies
Site coverage not to exceed 70%	44%	Complies
Maximum two storeys	Single-storey development	Complies
8% landscaping	8.2% landscaping	Complies
Car Parking = 394 bays	Proposed = 671 bays	Complies

		See 'Traffic, Access & Parking' below
Loading/Unloading areas to be provided	Multiple loading areas are provided, primarily at 'back of house'	Complies

City staff are satisfied that the relative scale, siting and design of the proposed development is unlikely to have an adverse impact on the visual amenity of surrounding land or the character of the area.

Design Review

The City engaged an independent architecture consultant to undertake a Design Review of the proposal against the 10 Design Principles set out in SPP 7.0:

1. Context and Character
2. Landscape Quality
3. Built Form and Scale
4. Functionality and Build Quality
5. Sustainability
6. Amenity
7. Legibility
8. Safety
9. Community
10. Aesthetics

City Officers have considered the Design Review and have worked with the applicant to better address the key points discussed below.

Principle 1 – Context and Character:

As a result of the design review, amended plans and further information were requested to more completely sleeve the north loading dock to minimise its visual impact when viewed from Thomas Road. In this regard, City Officers requested the following:

- The design of the loading dock is to incorporate greater screening and features to reduce visual impacts (noting this is also a bin storage area)
- The Landscaping plans show landscaping within in the Thomas Road Reserve. Clarification about landscaping within the site boundary and how this might interact with the development.

The applicant considered these comments, and the design was amended accordingly to provide for a better visual and practical outcome for the loading dock. The layout and design of the loading dock has been amended to provide greater screening – the design outcome is discussed further in Attachment 19. City Officers are satisfied the amended plans have appropriately addressed this principle and the outcome will positively contribute to the wider context.

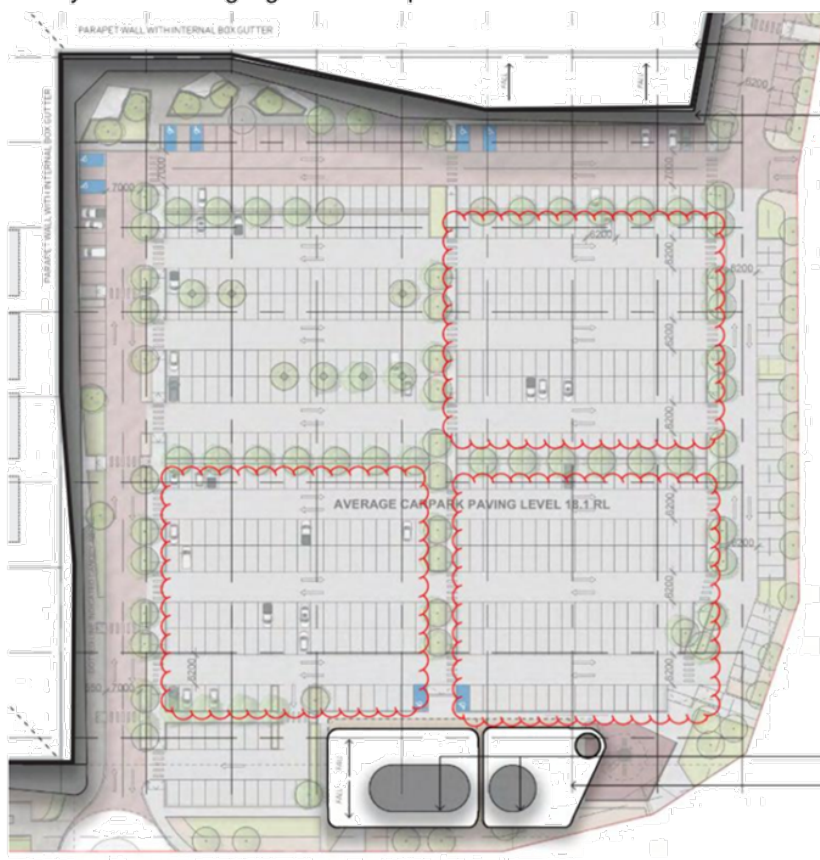
Principle 2 - Landscape Quality & Principle 6 – Amenity:

As part of the design review, it was noted that the proposal offers the capacity for adequate level of patron, service provider and employee amenity including shade canopies throughout, pockets of landscape and café tenancies with associated alfresco seating adjacent to a playground and community space. However, it was

noted that a substantial number of car bays do not enjoy the amenity afforded by shade tree canopy. The applicant was therefore requested to address this lack of tree canopy in the parking area in order to provide a better landscape, amenity and sustainability outcome.

In response, the applicant outlined that landscaping has been designed strategically to provide better opportunity for deep soil to allow trees to thrive – see attachment 17 and 18. The applicant argues that linear stretches of vegetation are aligned with pedestrian links from the car park to the retail edge and therefore anyone parking in the car park is within a short distance of a shaded, landscaped, green pedestrian route. The applicant also stated that while there may be benefit in providing diamonds between bays, the proposed alternative approach for strategic clustering of landscaping is considered appropriate and acceptable for this proposal. The applicant has outlined they are investigating the use of raingardens in the car parking area. The landscape design with consolidated green spaces and trees into deep soil corridors could potentially be utilised as drainage swales. The infiltration area of these landscape spaces is of the order required to function successfully as a series of attractive, landscaped, functional raingardens.

City Officers are pleased with the proposed landscaping areas and overall strategic approach. However, it is noted that significant portions of the large car parking area are void of any vegetation. This approach is inconsistent with sustainable principles regarding landscaping and the heat island effect. City Officers are of the view there is adequate opportunity for trees to be incorporated into the car parking area – specifically the areas highlighted in the plan below:



A condition is therefore recommended for a comprehensive landscaping plan to be provided that also incorporates additional landscaping in the areas identified above. This will provide for a landscaping outcome that will reduce impacts of heat island, provide greater comfort and protection for vehicles, consistent with these design principles. It should also be noted that the landscaping design has taken into account the history of the site to incorporate feature landscaping that aligns with a historic road reserve that once traversed the site.

Traffic, Access & Parking

Traffic Impact on Local Road Network:

The applicant has submitted a Transport Impact Assessment (TIA) prepared by Uloth traffic consultants (dated 14 July 2023) to determine the potential impact of traffic generated by the development on the surrounding road network – see Attachment 22.

The TIA was referred to Main Roads WA (MRWA) in accordance with the WAPC's Instrument of Delegation (DEL 2022/03) as the development site abuts a Category 1 (Kwinana Freeway) and Category 3 (Thomas Road) Primary Regional Road reserve. The MRWA response can be found in Attachment 23.

Upon review, City Officers and MRWA are satisfied that the applicant's TIA has appropriately accounted for future traffic volumes in the area, and that the local road network can adequately accommodate the estimated additional traffic generated by the development.

Standard MRWA conditions (as per the advice seen in Attachment 23) are recommended to:

- Prevent the development encroaching upon the Thomas Road reserve.
- Ensure stormwater drainage is contained on site.
- Ensure signage is approved as part of a future application.

These conditions are recommended and considered appropriate.

Access (Function & Safety):

Vehicle access to the development is proposed via two crossovers on Discovery Street, with a third access via a new roundabout on Market Street (see Attachment 2).

City Officers note that the proposed crossovers on Discovery Street will cause the alignment of the existing public footpath (pram ramps) to be located partially within the future lot boundary of the development site. A significant portion of the proposed roundabout access on Market Street will also be located within the future private lot boundary of the development. It is therefore recommended that the lot boundary of the private lot be realigned to ensure road infrastructure is within the road reserve. This will ensure consistency and is much more appropriate and orderly than requiring easements for access over private land.

A number of other minor modifications to the proposed access and carpark layout are recommended by City Officers in order to improve overall safety and connectivity to the site, particularly for pedestrians and cyclists. These modifications are annotated on Attachment 2 and include:

- connection of the existing footpath on Discovery Street with the Principal Shared Path (PSP) on Thomas Road;
- 'green treatment' painting of the existing bike lane on Discovery Street to prioritise the movement of bicycles in front of the crossover;

- wheel stops to be used for internal car bays abutting the public footpath; and,
- removal of two parking bays near the northern-most crossover on Discovery Street, to improve movement within the site.

It is noted that the removal of two parking bays will not impact the acceptable provision of onsite parking for the development as discussed below.

Vehicle Parking:

A total of 671 onsite vehicle parking bays are proposed for the development. As noted above, City Officers recommend the removal of two bays in order to improve vehicle access and safety for the site.

The resulting provision of 669 onsite parking bays far exceeds the City's minimum parking requirements for a 'Showroom' and 'Eating House' as set out in Part VI of the City's LPS2, and shown in the below table:

	Minimum Parking Ratio	Proposed Area	Required Parking Bays	Proposed Parking Bays	Comments
Showroom	4 bays / first 200m ² GFA & 1 bay / additional 100m ² GFA	24,967m ² GFA	252		Complies
Eating House	1 bay / 4m ² eating area	568m ² (combined)	142		Complies
			394	669	+275 bays

Bushfire Management

The development site is located within a Bushfire Prone Area. In accordance with State Planning Policy 3.7 - Planning in Bushfire Prone Areas (SPP 3.7), the applicant has submitted a Bushfire Management Plan (BMP) prepared by Emerge Associates (dated April 2023) in support of the proposed development – see Attachment 25.

Upon review of the BMP, DFES noted that a small portion (approximately 2 metres) of the western side of the proposed 'Showroom' building will be located within an extreme bushfire hazard area of BAL-40, in variation to the requirements of SPP 3.7. DFES recommended the applicant amend the plans to provide for a building that meets the acceptable solutions of SPP 3.7 (i.e., locate the building outside the BAL-40 area). See DFES comments in Attachment 24.

The comments from DFES were forwarded to the applicant for a response. The applicant engaged a bushfire consultant to further demonstrate the use of a Performance Principle Based Solution under SPP 3.7. The minor encroachment into the BAL-40 area, in addition to the constraints of the site from both locational perspective and a commercial perspective are noted. City Officers also engaged a

bushfire consultant to review the BMP and determine if the performance-based solution proposed has adequately satisfied the intent of the bushfire protection criteria, specifically Element 2, given the building is located in BAL-40. This review concluded by stating the BMP has considered the impact of the potential exposure from a bushfire event and has applied a suitable Performance Solution.

Following a detailed review of the BMP against SPP 3.7 in addition to the advice received in relation to the proposed Performance Principle Based Solution, City staff are satisfied that the modified BMP demonstrates that the site can achieve bushfire management consistent with the requirements of SPP 3.7. Lastly, it should be noted that the affected portion of development in BAL-40 is the 'back of house' servicing area, and this development is not sensitive (it is commercial), resulting in minimal risk.

Development Contribution Area

The subject site is located within Development Contribution Area 3 of LPS2, a landowner's liability to make a Cost Contribution to civil infrastructure arises upon the commencement of any development on their land within the Development Contribution Area.

As such, a condition of approval is recommended to require the landowner to pay a Cost Contribution in accordance with the Development Contribution Plan / Scheme, prior to the lodgement of a building permit for the proposed development. The contribution amount will be determined at the time a request is received from the landowner/applicant.

Public Art

The City's Local Planning Policy No 5 Developer Contributions towards Public Art requires Service Commercial development, where the construction value at or more than \$2,000,000 to contribute to public art. This can be either a cash-in-lieu contribution of \$150,000 (being 1% of the estimated \$15 million development cost), or the provision of public art onsite to the value of \$150,000. This is recommended as a condition of approval.

Conclusion:

The proposed development is consistent with the objectives and requirements of the CNLSP, LPS2 and relevant policy. The proposal will continue the development of this up-and-coming service commercial precinct, providing an appropriately designed gateway. The proposed land uses are appropriate and consistent with the planning for the service commercial zone. The design incorporates various features, materials and articulated elements that will provide aesthetic appeal and amenity that will contribute to the existing and future context of the area. The proposed plans and recommended conditions work together to ensure the development implements appropriate planning elements. City Officers have worked with the applicant throughout the pre-lodgement and assessment stages to understand the proposal and provide for a good outcome. This development will further activate this emerging urban area and provide multiple benefits for both the local and wider community.

Officer Recommendation

This section is to be completed where the Officer Recommendation is different to Council's recommendation (the 'Responsible Authority Recommendation').

Reasons for Officer Recommendation

This section is to be completed where the Officer Recommendation is different to Council's recommendation (the 'Responsible Authority Recommendation').

Attachment 1



LOCATION PLAN
NTS



AS CONSTRUCTED SITE SURVEY



AS CONSTRUCTED SURVEY PLAN
 LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

STATUS: **DA SUBMISSION**
 PATH: P:\44595_Casuarina - Stage 2\01 Production\01 Design\Media and render\1900map\0174001_2.DA

SCALE: 1:750 @ A1



Project: 44595
 Drawing Number: A101
 Revision: A
 Date: 27/03/2023



Attachment 2



AREA SCHEDULE

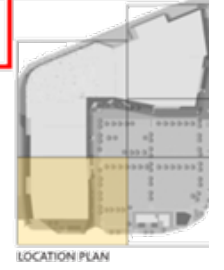
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TENANCY 02:	3839m ²
TENANCY 03:	2341m ²
TENANCY 04:	5307m ²
TENANCY 05:	2450m ²
TENANCY 06:	2324m ²
TENANCY 07:	2364m ²
TENANCY 08:	2306m ²
TOTAL:	24967m²
FOOD AND BEVERAGE	
CAFE 01:	205m ²
CAFE 01 (EXT):	225m ²
CAFE 02:	139m ²
CAFE 02 (EXT):	147m ²
TOTAL:	716m²

- OVERALL TOTAL AREA:**
25,667m²
- REVISION INFORMATION**
1. REORIENTATION OF ROUNDABOUT AND ADJUSTED SWEEP PATHS.
 2. - ADJUSTED SWEEP PATHS.
- ADDITIONAL ISLAND TO SOUTHERN AND NORTHERN ENTRY POINTS FROM DISCOVERY STREET.
- ADDITIONAL BREAK IN MEDIAN AT SOUTHERN ENTRY POINT FROM DISCOVERY STREET
 3. NORTHERN WASTE HANDLING AREA HAS BEEN REORIENTED AWAY FROM THOMAS ROAD
 4. LOADING/CLEAR ZONE HAS BEEN PROVIDED FOR FRONT LOADING THE CAFE TENANCY.

AIGLE ROYAL GROUP | PROPOSED SITE PLAN: LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA | STATUS: **DA - ADDITIONAL INFORMATION** | SCALE: 1:750 @ A1 | NORTH: | Project: 44595 | Drawing Number: A102 | Revision: B | Date: 13/07/2023

HAMES SHARPLEY

Attachment 4



PART PLAN: FLOOR PLAN PART 1
LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

STATUS: **DA SUBMISSION**
DATE: 17/09/2023

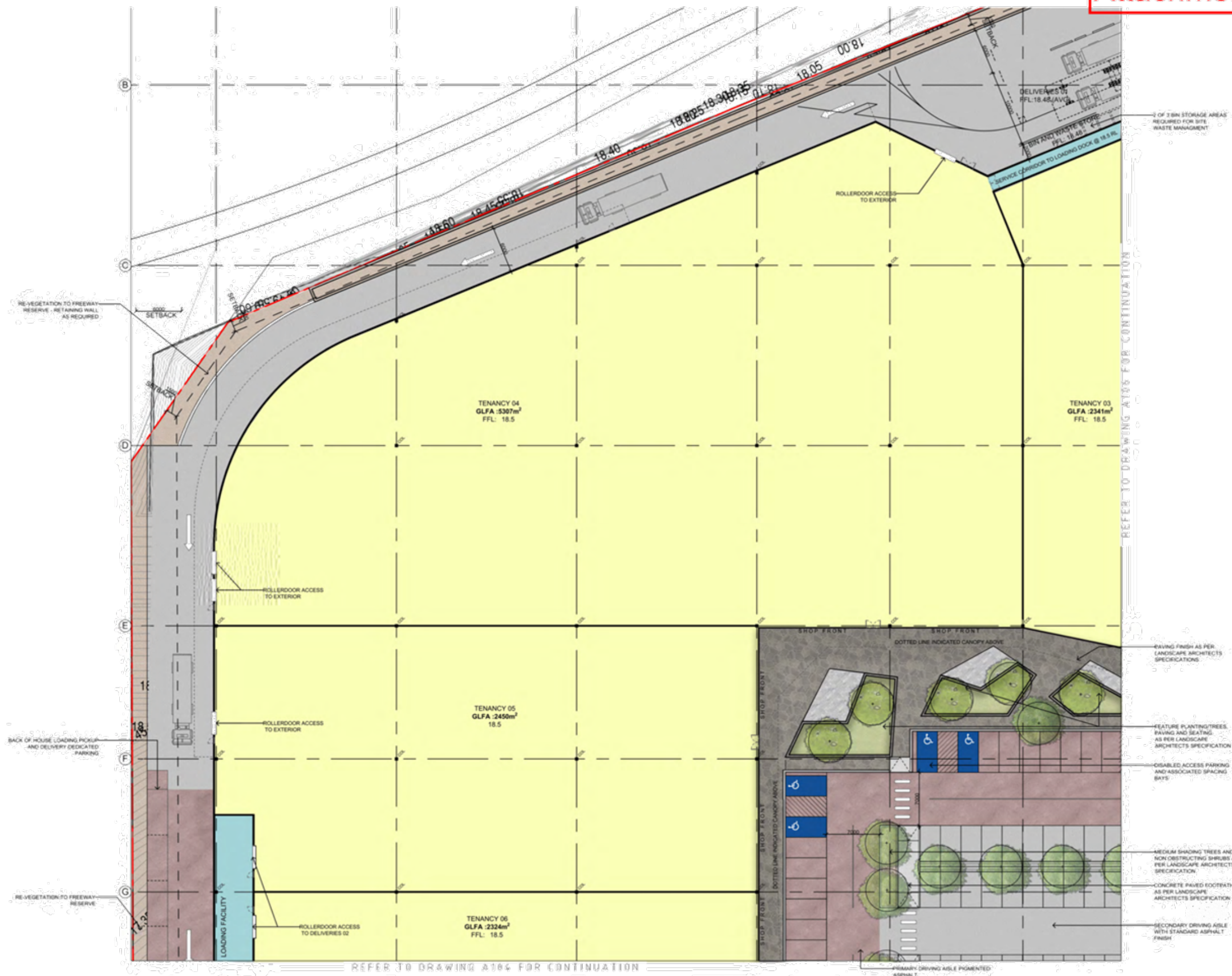
SCALE: 1:250 @ A1



Project: 44595
Drawing Number: A104
Revision: A
Date: 27/03/2023



Attachment 5



REFER TO DRAWING A104 FOR CONTINUATION

REFER TO DRAWING A105 FOR CONTINUATION



PART PLAN: FLOOR PLAN PART 2
LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

STATUS: **DA SUBMISSION**
DATE: P14495 Casuarina - Stage 2(2) Production(2) Design(Made and sealed) 19/09/2023 7:04 AM

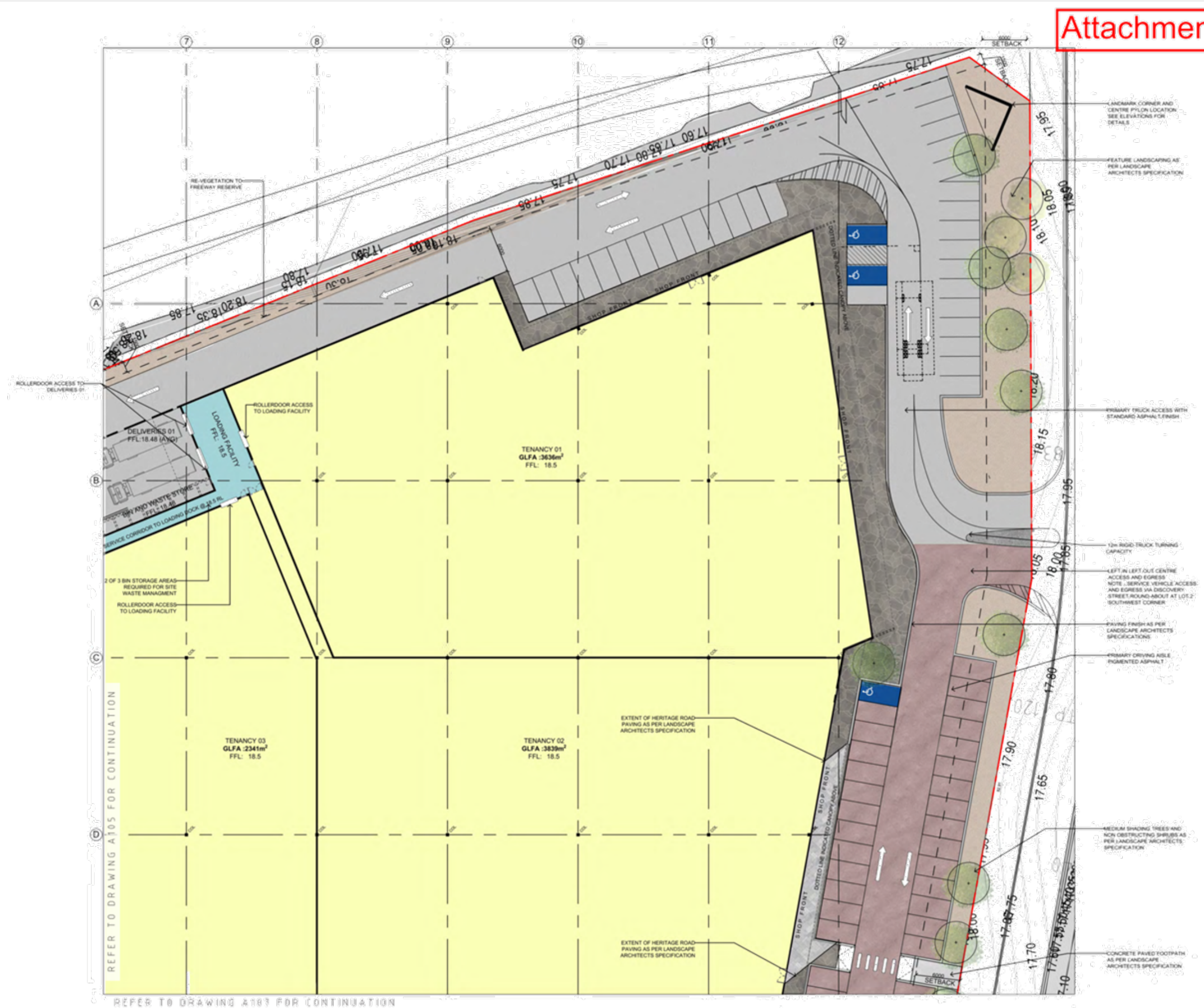
SCALE: 1:250 @ A1



Project: 44595
Drawing Number: A105
Revision: A
Date: 27/03/2023



Attachment 6



PART PLAN: FLOOR PLAN PART 3
 LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

STATUS: **DA SUBMISSION**
 BATH: P:\44595_Casuarina - Stage 2\01 Production\01 Design\Media and render\190704\017600_2.DA

SCALE: 1:250 @ A1



Project: 44595
 Drawing Number: A106
 Revision: A
 Date: 27/03/2023



Attachment 7



PART PLAN: FLOOR PLAN PART 4
LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

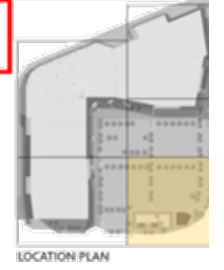
STATUS: **DA SUBMISSION**
DATE: 19/09/2023

SCALE: 1:250 @ A1
NORTH: [North arrow symbol]

Project: 44595
Drawing Number: A107
Revision: A
Date: 27/09/2023



Attachment 8



ONE-WAY ROAD ONLY TO BE CONFIRMED BY CIVIL ENGINEER

HIGH LEVEL LANDSCAPING AS PER LANDSCAPER ARCHITECTS SPECIFICATION

CONCRETE PAVING AS PER LANDSCAPER ARCHITECTS SPECIFICATION

HIGH LEVEL LANDSCAPING AS PER LANDSCAPER ARCHITECTS SPECIFICATION

SECONDARY DRIVING AISLE WITH STANDARD ASPHALT FINISH

LARGE SHADING TREES AS PER LANDSCAPER ARCHITECTS SPECIFICATIONS

CONCRETE PAVING AS PER LANDSCAPER ARCHITECTS SPECIFICATION

MEDIUM SHADING TREES AS PER LANDSCAPER ARCHITECTS SPECIFICATION

CONCRETE PAVING AS PER LANDSCAPER ARCHITECTS SPECIFICATION FOR SECONDARY ENTRY POINT INTO SITE

TREES AND FEATURE LANDSCAPING AS PER LANDSCAPER ARCHITECT SPECIFICATIONS

LANDMARK CORNER AND CENTRE PYLON LOCATION

SCREENING FENCING TO DIRECT CHILDREN AWAY FROM ROAD

PEDESTRIAN ACCESS TO AND FROM SITE - KNOWHEAT LINKS TO ADJACENT ROUNDABOUT ISLAND

PLAYGROUND / COMMUNITY SPACE

FOOD AND BEVERAGE TENANCY / TRANSFORMER / END OF TRIP / BIKES STORE / BICYCLE STORE. SEE A113 FOR DETAIL

CONCRETE PAVING AS PER LANDSCAPER ARCHITECTS SPECIFICATION - ALIGNED WITH COSTCO PAVING IN ADJACENT LOT

NOTE THE 3 OF 3 STORAGE AREAS REQUIRED FOR SITE WASTE MANAGEMENT IS WITHIN SEE A113 FOR DETAILS

HIGH LEVEL LANDSCAPING WITH LARGE SHADING TREES AS PER LANDSCAPER ARCHITECTS SPECIFICATION



PART PLAN: FLOOR PLAN PART 5
 LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

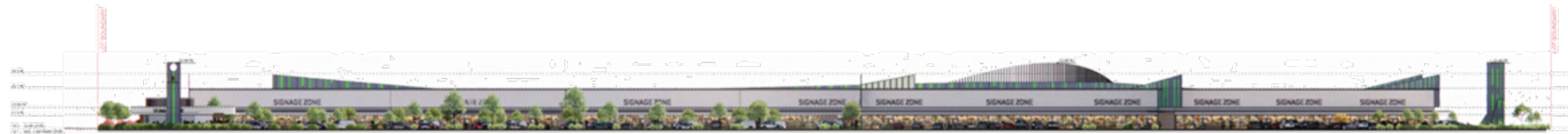
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 DATE: 27/09/2023

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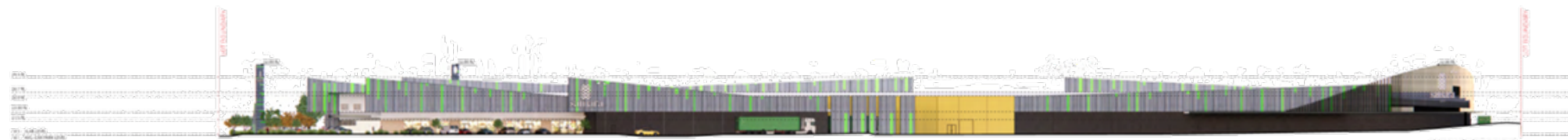
Project: 44595
 Drawing Number: A108
 Revision: A
 Date: 27/09/2023



Attachment 9



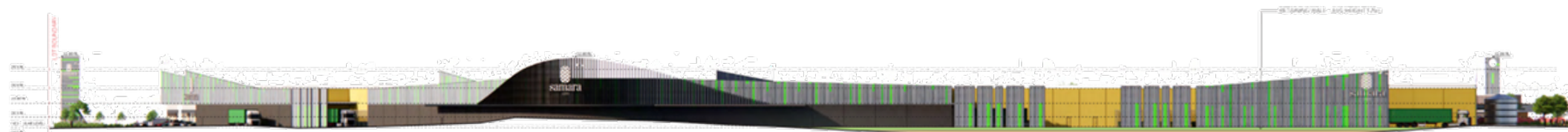
OVERALL EASTERN ELEVATION



OVERALL NORTHERN ELEVATION



OVERALL SOUTHERN ELEVATION



OVERALL WESTERN ELEVATION



OVERALL SITE ELEVATIONS:
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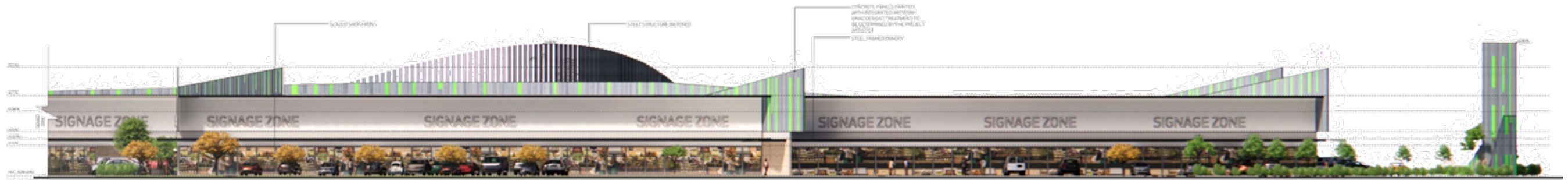
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 Drawing Number: A109
 Revision: A
 Date: 27/03/2023



Attachment 10



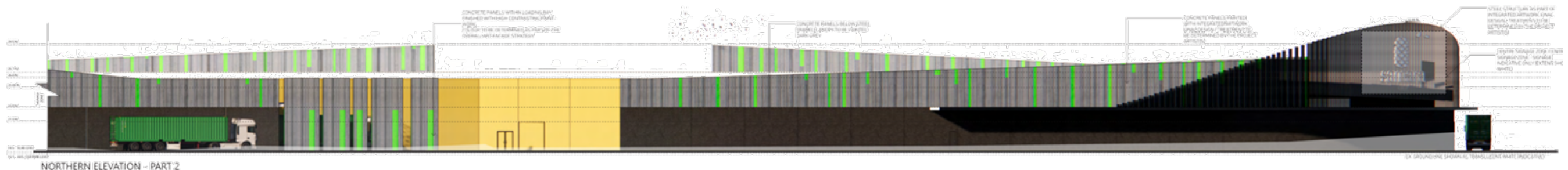
EASTERN ELEVATION - PART 1



EASTERN ELEVATION - PART 2



NORTHERN ELEVATION - PART 1



NORTHERN ELEVATION - PART 2



DETAIL ELEVATIONS PART 1:
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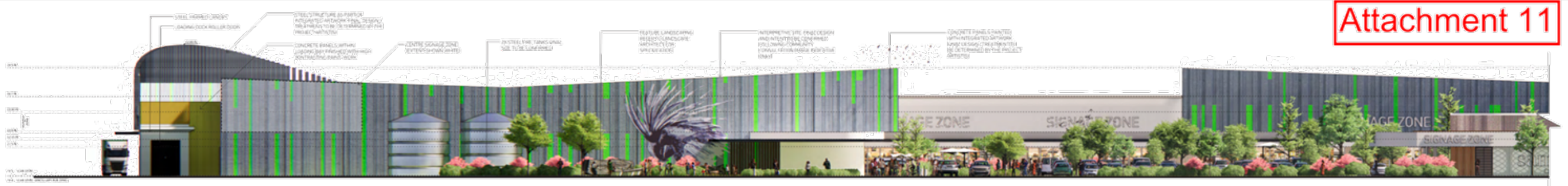
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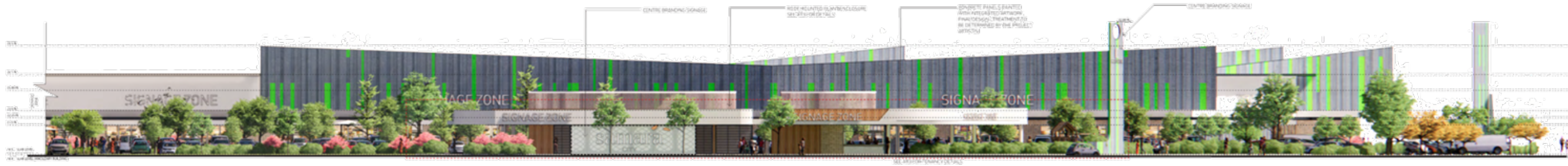
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 Drawing Number: A110
 Revision: A
 Date: 27/03/2023



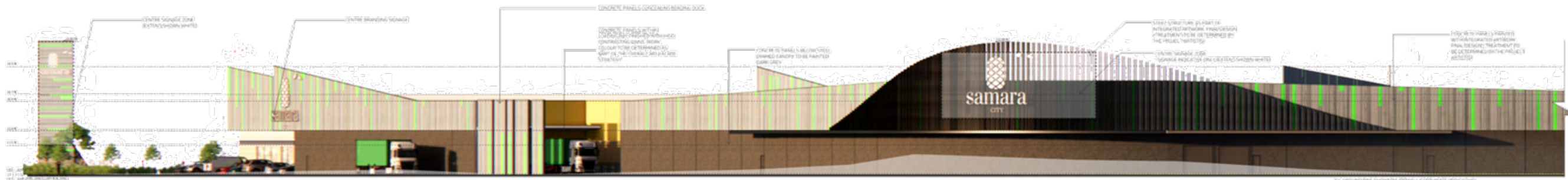
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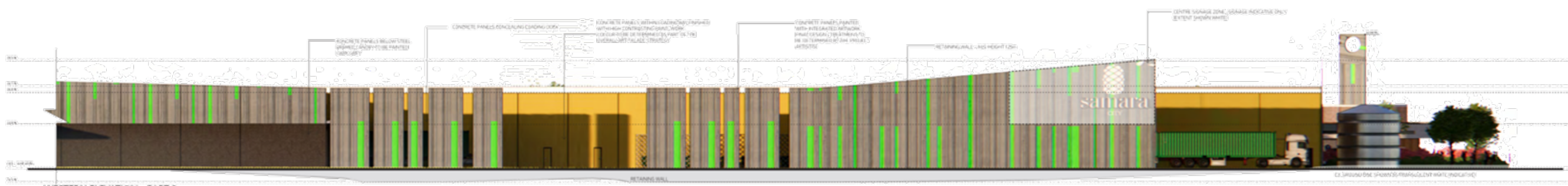
SOUTHERN ELEVATION - PART 1



SOUTHERN ELEVATION - PART 2



WESTERN ELEVATION - PART 1



WESTERN ELEVATION - PART 2



DETAIL ELEVATIONS PART 2:
 LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

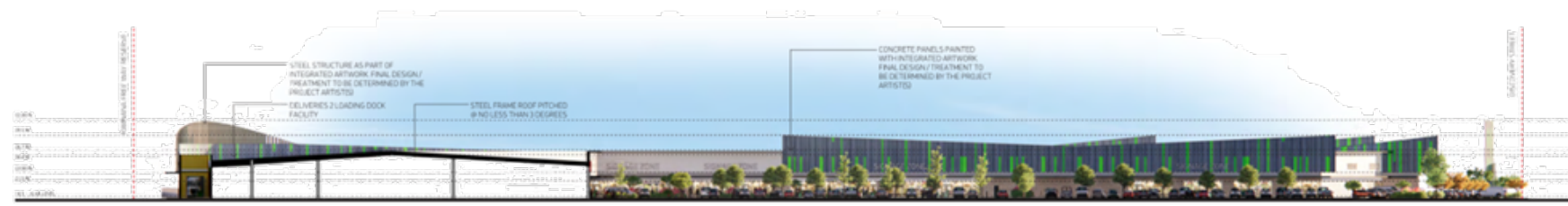
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 DATE: 19/09/2023

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 NORTH: N/A

Project: 44595
 Drawing Number: A111
 Revision: A
 Date: 27/03/2023



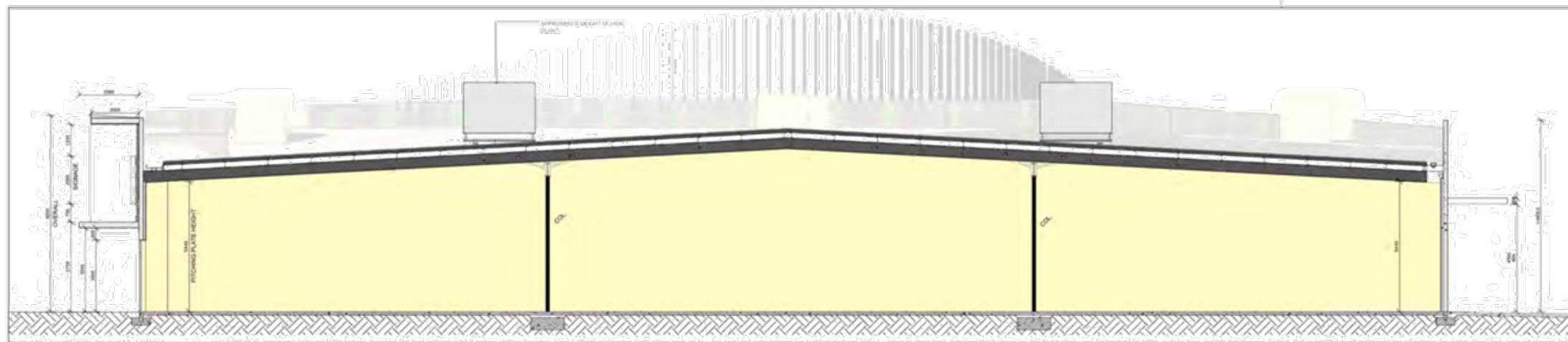
Attachment 12



SECTION A-A
SCALE 1:500



SECTION B-B
SCALE 1:500



TYPICAL SECTION CALLOUT
SCALE 1:100



OVERALL SITE SECTIONS:
LOTS 9110 & 9015 (NO. 740 – 760) THOMAS ROAD, CASUARINA

STATUS: **DA SUBMISSION**
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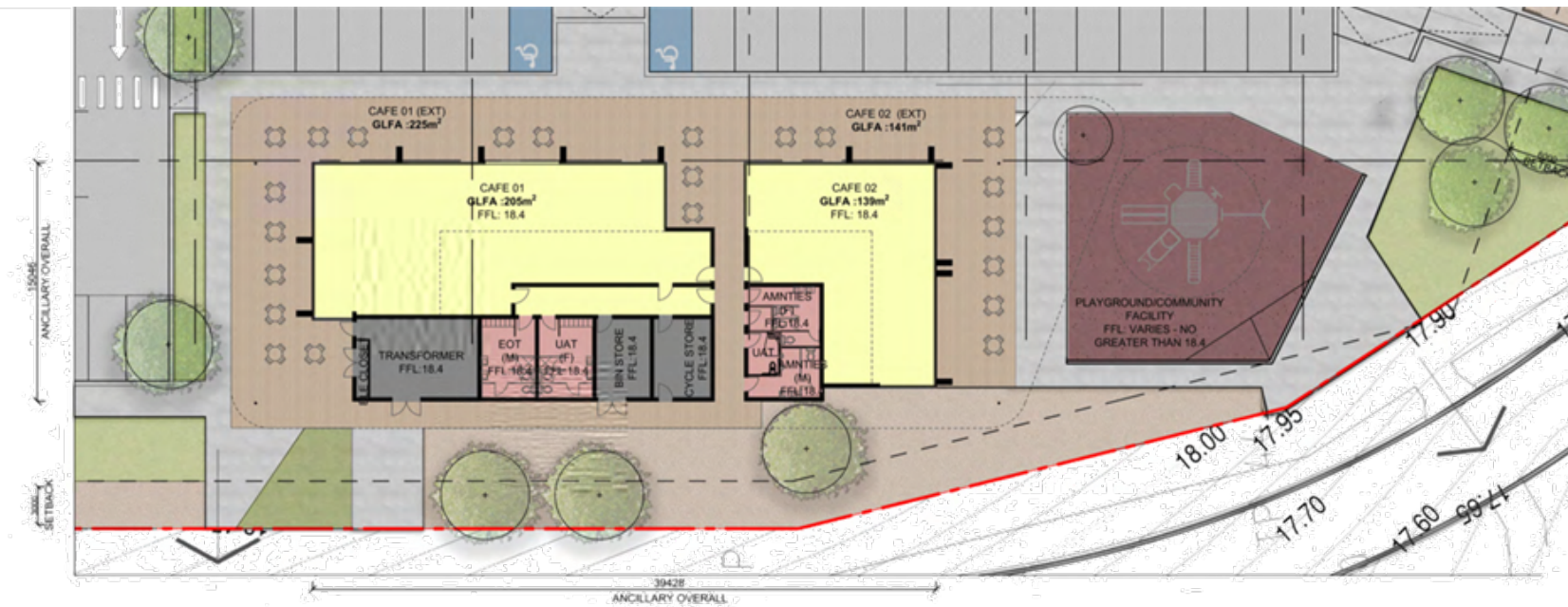
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Project: 44595
Drawing Number: A112
Revision: A
Date: 27/03/2023



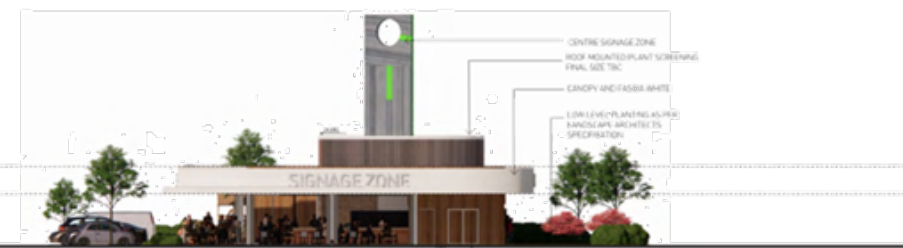
Attachment 13



OVERALL FLOOR PLAN



EASTERN ELEVATION



WESTERN ELEVATION



NORTHERN ELEVATION



SOUTHERN ELEVATION



FOOD AND BEVERAGE PRECINCT:
LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

STATUS: **DA SUBMISSION**
DATE: 19/09/2023
PROJECT: P14495 Casuarina - Stage 2 (200 Production) (Design/Make and render)
DRAWING: 19/09/2023/01/01/DA

SCALE: 1:200 @ A1

NORTH:
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Project: 44595
Drawing Number: A113
Revision: A
Date: 27/03/2023



Attachment 14



PERSPECTIVE 1: TRAVELLING SOUTH ON KWINANA FREEWAY



PERSPECTIVE 2: TRAVELLING NORTH ON KWINANA FREEWAY

NOTE: RENDERS ARE FOR ILLUSTRATIVE PURPOSES ONLY



PERSPECTIVES PART 1 OF 3
 LOTS 9110 & 9015 (NO. 740 – 760) THOMAS ROAD, CASUARINA

STATUS: **DA SUBMISSION**
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NORTH:
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Project: 44595
 Drawing Number: A14
 Revision: A
 Date: 27/03/2023



Attachment 15



PERSPECTIVE 1: NORTH EASTERN CORNER OF THOMAS STREET AND DISCOVERY STREET



PERSPECTIVE 4: SOUTH EASTERN CORNER OF MARKET STREET AND DISCOVERY STREET

NOTE: RENDERS ARE FOR ILLUSTRATIVE PURPOSES ONLY



PERSPECTIVES PART 2 OF 3
LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

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SCALE: NTS

NORTH:
N/A

Project: 44595
Drawing Number: A115
Revision: A
Date: 27/03/2023



Attachment 16



PERSPECTIVE 5: SOUTHERN PANORAMA



PERSPECTIVE 6: LOOKING EASTWARDS FROM TENANCY 6



PERSPECTIVE 7: LOOKING WEST FROM THOMAS STREET (WITHIN SITE)

NOTE: RENDERS ARE FOR ILLUSTRATIVE PURPOSES ONLY



PERSPECTIVES PART 3 OF 3
LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

STATUS: **DA SUBMISSION**
DATE: 19/09/2023

SCALE: NTS

NORTH:
N/A

Project: 44595
Drawing Number: A16
Revision: A
Date: 27/03/2023



Attachment 17

RESPONSE 1: LANDSCAPE QUALITY AND AMENITY



- LEGEND**
- 18 GROUND COVER AND CORRIDOR SHRUB PLANTING
 - 19 PRIMARY DEVELOPMENT SIGNAGE
 - 20 THOMAS ROAD PERK (RELAY) (BYPASS) ROAD
 - 21 BARRIER FENCE AND SHARED PATHWAY MAIN ROAD
 - 22 STABILISED EMBANKMENT WITH ENDEMIC SHRUB PLANTING
 - 23 LOW THREAT BUSHWIRE REVEGETATION TO FEED IN WITH EXISTING FREEWAY BUFFER AND SCREEN SERVICE ROAD
 - 24 SERVICE ROAD TO REAR OF BUILDING
 - 25 INDIGENOUS HERITAGE INTERPRETIVE AREA
 - 26 GROVES OF CASUARINA TREES THROUGH PRECINCT AT KEY LOCATIONS
 - 27 PLAYGROUND ADJACENT CAFE
 - 28 SECONDARY DEVELOPMENT SIGNAGE
 - 29 FEATURE PEDESTRIAN PAVEMENT TO TENANCIES
 - 30 SWEEP TREES
 - 31 GREY CONCRETE FOOTPATHS
 - 32 MEDICAL BARK ENTRY THROUGH CARPARK
 - 33 SHADY TREES TO CARPARK
 - 34 FEATURE PAVING AROUND CAFE BUILDING
 - 35 SEATING NODES AROUND BUILDING ENTRIES
 - 36 TREES BLOW UP THROUGH TO KEY SIGNAGE LOCATIONS TO MAINTAIN SIGHT LINES
 - 37 GRADED PEDESTRIAN WALKWAYS THROUGH CARPARK
 - 38 FEATURE TREES TO ALIGNMENT OF OLD ROAD RESERVE
 - 39 FEATURE SHRUB AND TREE PLANTING TO KEY LOCATIONS
 - 40 FEATURE PAVEMENTS TO ALIGNMENT OF OLD ROAD RESERVE
 - 41 WESTERN POWER EASEMENT
 - 42 WATER BANK

EXISTING LANDSCAPE PLAN

The proposed landscape layout has been designed in alignment with the 'landscape corridors' principle developed in the masterplan for the overall Casuarina retail precinct. This reflects the character of the rural location in which we're working, the preservation of that character, and the alignment of landscape spaces with pedestrian amenity throughout the project.

Regarding distribution of trees, these have been placed where there are real opportunities to provide deep soil and to allow trees to thrive. These locations are aligned with pedestrian links from the car park to the retail edge. In this regard, anyone parking in the car park is within a short distance of a shaded, landscaped, green pedestrian route. This will make a real-world difference to how the car park performs and is experienced.

PLANT BED DIAMOND - INNALOO MEGACENTRE (SPUDSHED)



While it might be argued that uniform distribution of trees provides more shade to cars, precedent tells us that planted in diamonds between bays, trees will fail to thrive and will not practically provide any significant shade to cars over the life of the project.

A basic principle of the proposed design is to prioritise shade and amenity for pedestrians. Pedestrians derive no advantage from trees planted between parking bays.

RAINWATER GARDEN IN PARKING GAP - COSTCO



We support the principle of using raingardens to assist in the management stormwater infiltration.

With trees distributed on a grid, the use of raingardens presents difficulty with respect to the area of deep soil / infiltration area required (diamonds are not effective) and the kerb protection required to trees in a car park grid affecting that infiltration.

The landscape design as submitted consolidates green spaces and trees into wide, deep soil corridors. These can be utilised successfully as drainage swales. The infiltration area of these landscape spaces is of the order required to function successfully as a series of attractive, landscaped, functional raingardens.

There is practical and educational value in having these landscape corridors aligned with pedestrian movement paths.

RAINWATER GARDEN - COSTCO



As a design reference, we have looked carefully at the landscape distribution in the adjacent 'Costco' car park.

In this car park, there are raingardens distributed along some of the east-west car parking aisles using the permissible bay overhang in the Australian Standard for off-road parking. This allows trees to be captured in narrow raingardens. We propose using a similar approach in part in some of our east-west tree corridors.

However, we note the landscape does not provide any legibility to the car park and does not support pedestrian movement in any way. We also note that while the car overhang within the parking bay can be utilised to provide landscape space, the volume / height of that landscape is heavily restricted by the functional requirements of the parking bay.

Attachment 18

RESPONSE 2: LEGIBILITY



PERSPECTIVE 8: LOOKING SOUTH FROM THOMAS ROAD



PERSPECTIVE 9: LOOKING SOUTH FROM THOMAS ROAD



There is good, shady, pedestrian connectivity in a north-south direction where it is required to bridge across parking aisles. In an east-west direction, pedestrians can, in some locations, easily share vehicle aisles for the maximum 10 parking bays distance required to connect to the closest of the north-south pedestrian corridors.

Designated east-west pedestrian movement is also provided, and encouraged, along the building frontages at the north and south end of the carpark where awnings and trees provide immediate shade and shelter from inclement weather.

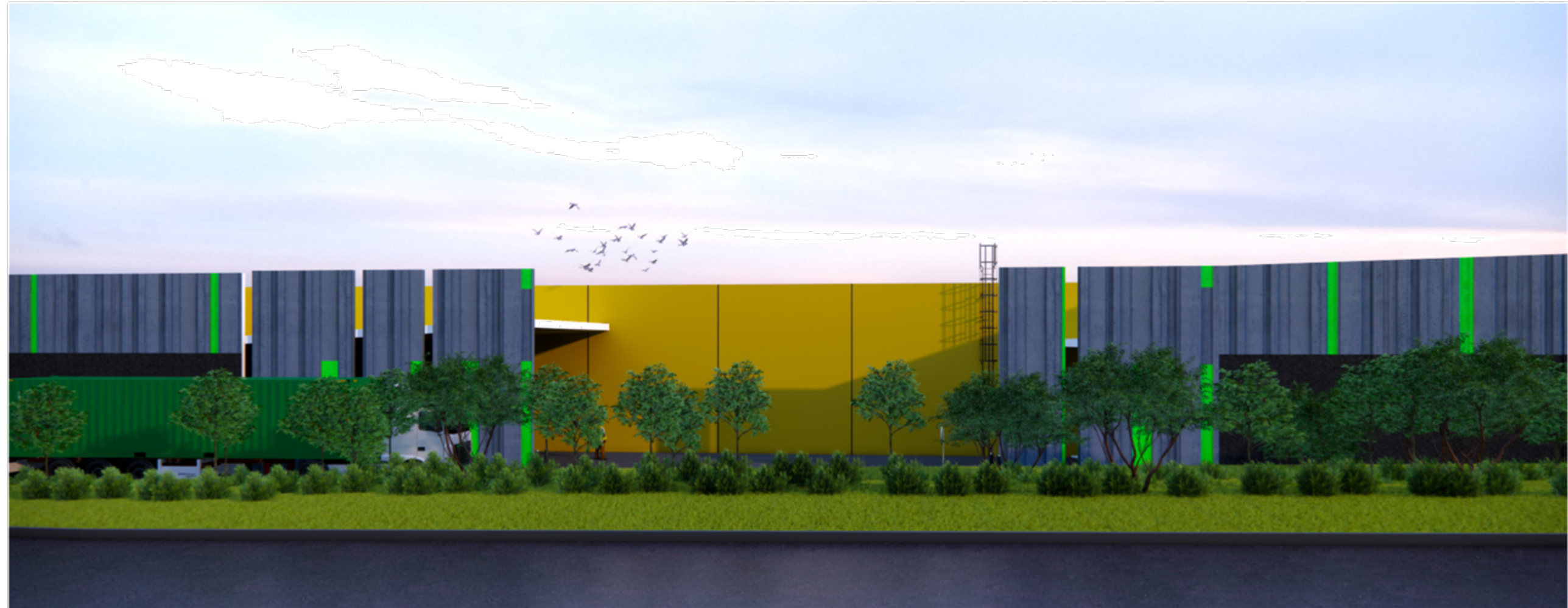
By aligning trees corridors with pedestrian movement, pedestrian legibility is significantly improved – footpaths can be clearly identified above eye / vehicle level.

As a design reference, we have carefully benchmarked against the adjacent 'Costco' car park and have improved significantly on the pedestrian legibility and amenity provided there.

This significantly improves upon pedestrian amenity / legibility in comparable developments, deliberately exceeds requirements and is aligned with our 'green corridors' masterplan principles.

Attachment 19

RESPONSE 3: CONTEXT AND CHARACTER



PERSPECTIVE 10. LOOKING SOUTH FROM THOMAS ROAD

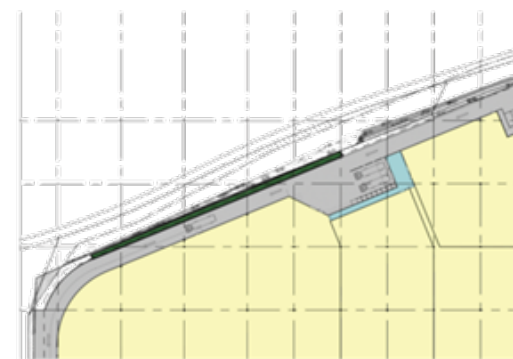
NOTE: RENDERS ARE FOR ILLUSTRATIVE PURPOSES ONLY

The feedback has been considered and the design has been amended accordingly.

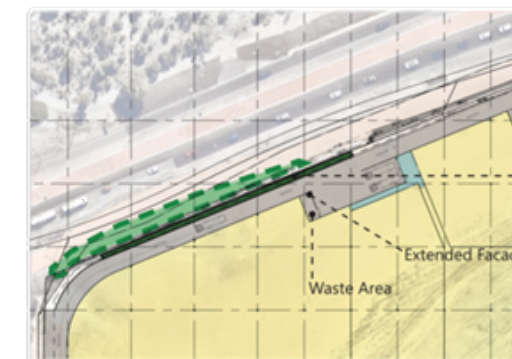
The structure of this loading and waste area has been reconsidered.

The waste storage which previously faced Thomas Road has been moved into a dedicated waste compound, concealed behind an extension of the external concrete facade. This compound will be separately fenced between the two concrete facades ensuring that bins are kept in one place and can not be scattered.

The removal of the previous angled wall also ensures that the outer and inner facades are separated and clearly defined. This is more consistent with the general design intent.



ORIGINAL LOADING DOCK LAYOUT AS PER DEVELOPMENT APPLICATION



REVISED LOADING DOCK LAYOUT

This diagram shows the overlay of the area of recent earthworks on site and sleeved loading dock. Deep soil area, shown in green, partially overlays with proposed green areas along Thomas Road.

Deliberately retained garden areas along the Thomas Road boundary allow the use of screening plants to reduce visual impact of the loading dock and bin store. The level of the loading area at this point also sits below the level of Thomas Road reducing the visual impact of the waste area which occupies only the lowest 1.5m of the facade.



LOTS 9110 & 9015 (NO. 740 – 760) THOMAS ROAD, CASUARINA

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Project: 44595
 Drawing Number: A19
 Revision: A
 Date: 20/06/2023



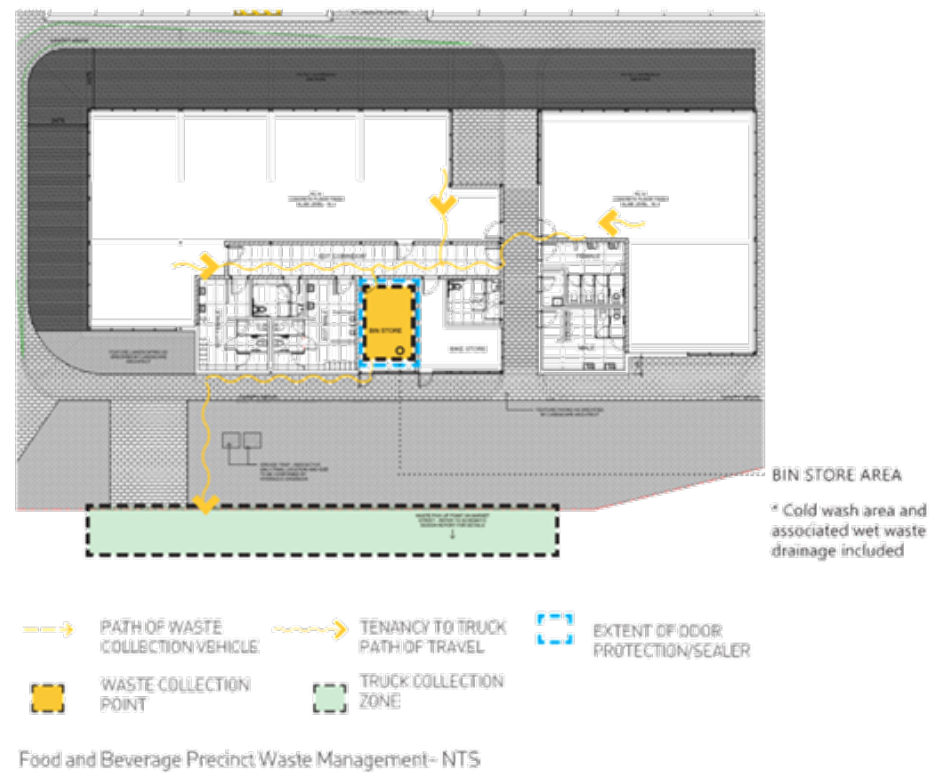
Attachment 20

RESPONSE 4: FOOD PAVILION SERVICING/DELIVERIES

WASTE MANAGEMENT FOOD AND BEVERAGE TENANCY

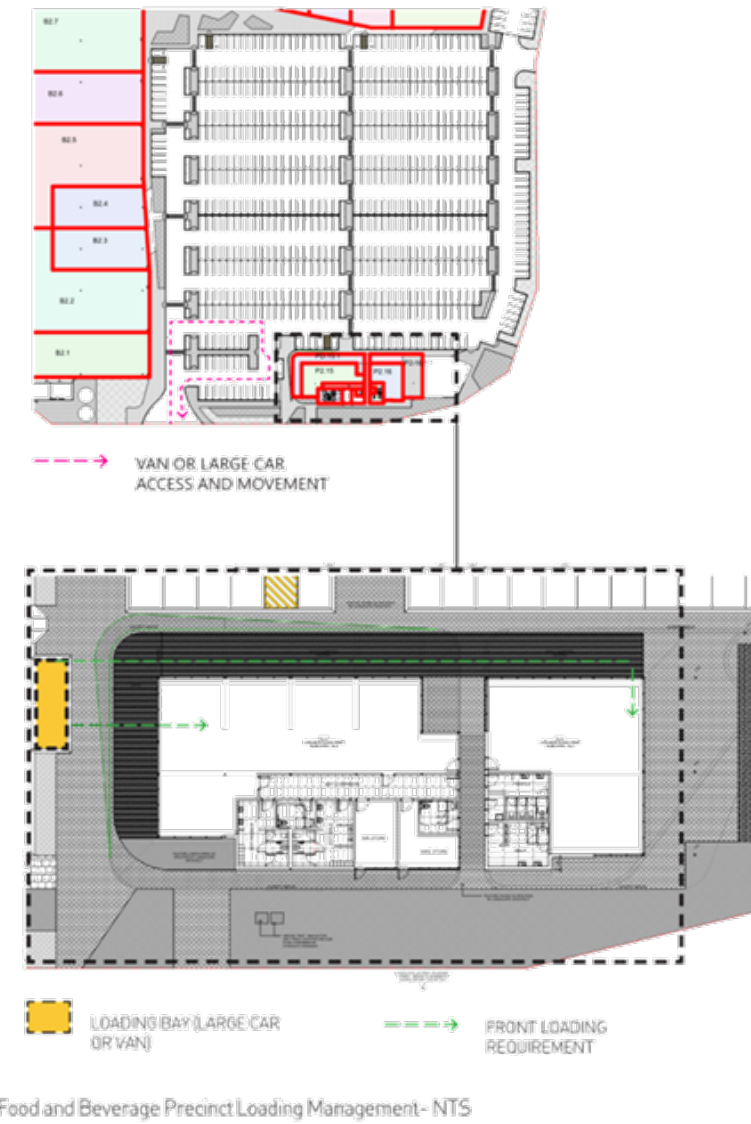
The Bin Store is located to the South of the building, accessible via the service corridor at the rear of the tenancies. Note: Wet waste drainage will be required at this location. Waste pick up is via the verge on the dedicated back of house access road.

Note: Due to likely-hood of "wet-waste" Bin Stores are prevent the transfer of odours from Bin-Store to adjacent public spaces. Extraction fan is to be fitted to exhaust odours upwards through Mech systems on roof. Door sealer will be required accordingly to reduce odour leakage.

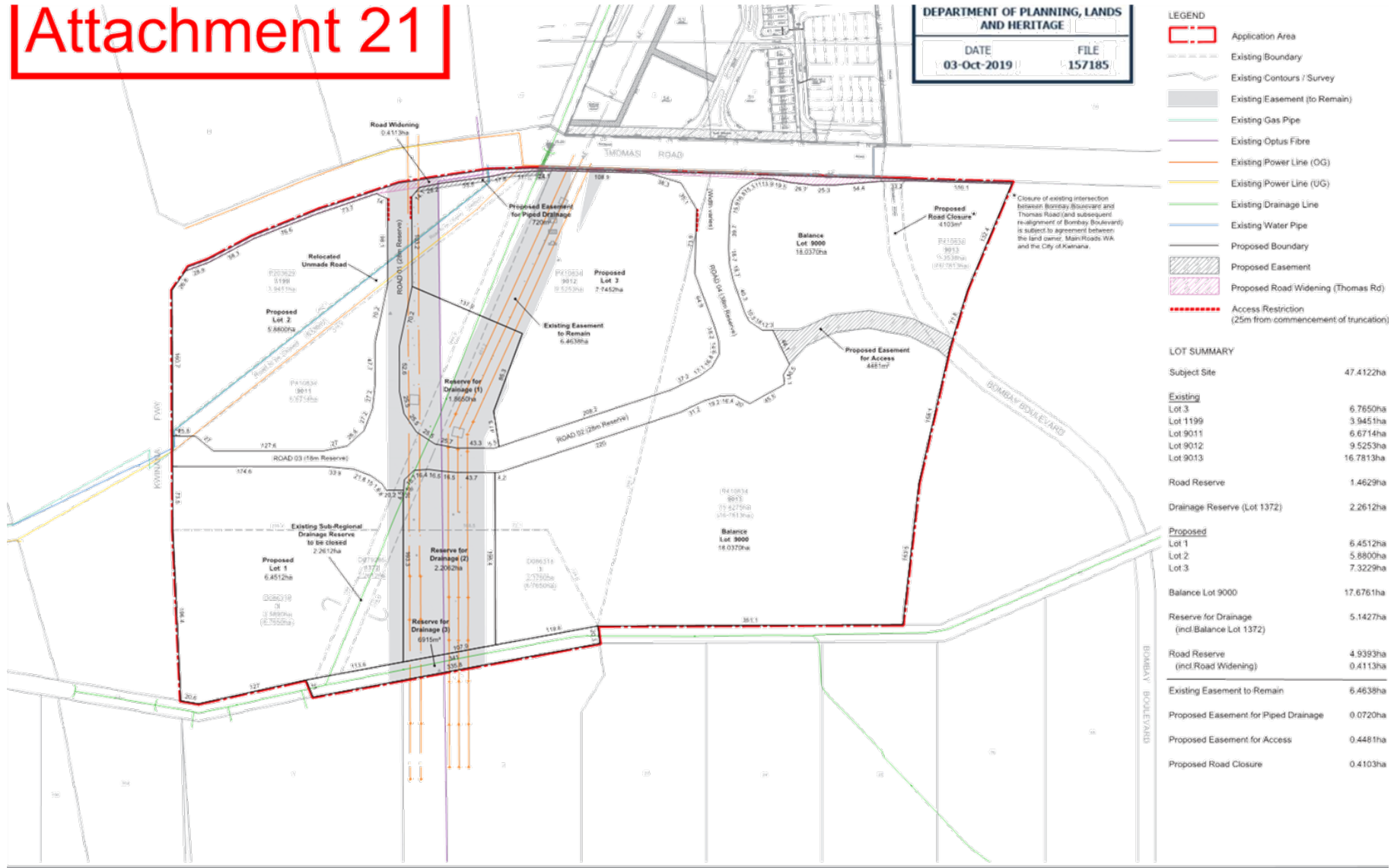


WASTE MANAGEMENT FOOD AND BEVERAGE

Food and Beverage front loading will be available via a dedicated parallel loading bay to the West of the building. Bay size and turning circle is appropriate for a large car/van, but will not allow access larger vehicles. This is to mitigate the interaction of industrial vehicles moving through pedestrian areas.



Attachment 21



Subdivision Plan
 Lots 3, 1199 and 9011-9013 Thomas Road, Casuarina

date: 03 Oct 2019 user: MLC, J2, JMW
 scale: 1:4000 @ A3 (1:2000 @ A1)
 file: 17-769 SUR1A.dwg

Attachment 22

Proposed Bulky Goods Retail Development – Lots 9015 and 9110 Thomas Road, Casuarina

TRANSPORT IMPACT ASSESSMENT FOR
DEVELOPMENT APPLICATION



14 July 2023

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1. INTRODUCTION

Hames Sharley and Lateral Planning are preparing a Development Application for a Bulky Goods Retail development at Lots 9015 & 9110 Thomas Road, Casuarina, which is located at the south-east corner of the Kwinana Freeway - Thomas Road interchange, as shown in the Locality Plan in Figure 1.

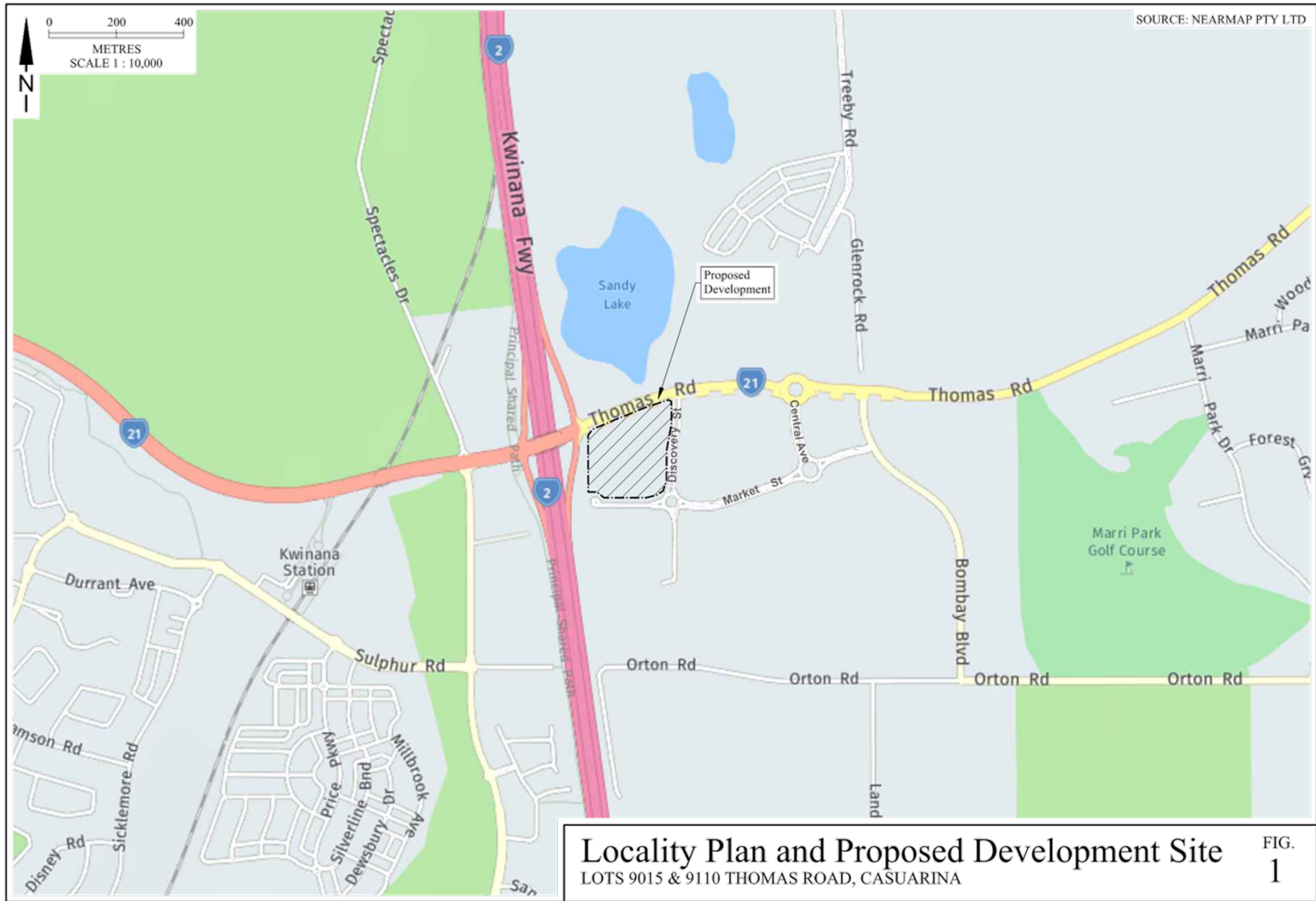
The site is located within the approved (June 2019) Casuarina North Local Structure Plan area over Lots 9011, 9013, 1199 and 3 Thomas Road, Casuarina, which was supported by a 'Revised Transport Impact Assessment' report published by Transcore in April 2019.

After initially providing input to the preparation of the currently proposed development plan, Uloth and Associates has been commissioned to prepare this new Transport Impact Assessment Report for submission with the proposed Development Application.

1.1 STUDY OBJECTIVES

The overall study objectives are as follows:

- Identify the existing situation and proposed development site.
- Confirm that the proposed development is consistent with the previous assumptions adopted for the Local Structure Plan transport assessment.
- Identify future traffic flows for both the proposed development and the adjacent road network, and carry out intersection operational analyses to confirm acceptable operations.
- Make recommendations regarding concept designs for each of the proposed access driveways.
- Calculate parking requirements for the proposal, and confirm that the proposed parking provision is sufficient.
- Review the proposed car park layout and pedestrian/cyclist provisions, and recommend modifications, if required.
- Prepare swept path diagrams to confirm the suitability of the proposed access driveways and loading areas.



2. STUDY FINDINGS AND CONCLUSIONS

The study findings and conclusions regarding the proposed Bulky Goods Retail development are presented and discussed in this chapter, with reference to more detailed information documented in the Technical Appendix.

2.1 EXISTING SITUATION

The Locality Plan in Figure 1 (in Chapter 1) shows the overall road network, together with the proposed development site, which is located on the southern side of Thomas Road, between Kwinana Freeway and Discovery Street, within the Casuarina North precinct, in Casuarina. The existing roads and intersections in the vicinity of the proposed development are then shown in the aerial photograph in Figure A.1 in Chapter A.1 in the Technical Appendix (together with the approved Local Structure Plan area), while the existing situation within and immediately adjacent to the site is shown in more detail in Figure A.2.

- It can be seen in Figure A.1 that Thomas Road east of Kwinana Freeway has been recently upgraded to 4-lanes divided (for a distance of approximately 1.2 kilometres, to just east of Bombay Boulevard), with a new 4-way roundabout at Central Avenue and a left-in/left-out intersection at Discovery Street, immediately adjacent to the proposed development site.
- The local road network has also been recently constructed, including Central Avenue, Market Street and Discovery Street, together with 2 roundabouts on Market Street and the new Costco development south of Market Street at its western end.
- It is noted, however, that whilst the Costco store has been operational for a number of months, traffic access has been via Market Street and Bombay Boulevard, and that the new intersections of Central Avenue and Discovery Street with Thomas Road have only just opened in the last few weeks.
- Thomas Road is identified as a Primary Distributor road under the Main Roads WA functional road hierarchy (and has a posted speed limit of 70 kilometres per hour in the vicinity of the proposed development site), while Market Street and Discovery Street are both local roads, expected to operate under the default urban speed limit of 50 kilometres per hour.
- Surveyed traffic data obtained from the Main Roads WA Trafficmap website shows that Thomas Road east of Kwinana Freeway carried 16,410 vehicles per average weekday (in 2020/21), down from 19,040 vehicle per day in 2019/20.
- Historical crash data was also obtained from Main Roads WA over the past 5 years to December 2022, with 29 crashes recorded at the Thomas Road - Kwinana Freeway Southbound Ramps intersection, with 1 right angle incident classified as 'hospital' and 6 incidents 'medical' in severity. 21 of the 29 incidents were related to rear end crashes, while the remaining 8 incidents involved vehicles attempting to make a right turn. Other crashes along Thomas Road to the east are no longer relevant, due to the recent significant road upgrades.
- There are currently no Bus services operating in the area. However, Kwinana Station is located 1.2 kilometres to the west along Thomas Road, providing train connections to Perth, Rockingham and Mandurah, as well as Bus connections to/from both Kwinana Bus Station and Wellard Station. It is also understood that Bus services will be provided from Kwinana Station to/from both the north and south, east of Kwinana Freeway, in the long term, once development in these areas has progressed and demand arises.
- Figure A.2 in the Technical Appendix shows that the proposed development site is currently vacant and has been cleared, ready for development.
- Market Street, adjacent to the proposed development site, is a 10 metre wide 2-lane road, with a cul-de-sac turnaround at its western end, while Discovery Street is a 2-lane divided boulevard with a 6.0

metre carriageway (including a 1.5 metre cycle lane plus 4.5 metre traffic lane) on either side of a 6.0 metre median, and with 2 pre-planned median openings between Market Street and Thomas Road.

- It can also be seen in Figure A.2 that there are footpaths on both sides of both Market Street and Discovery Street adjacent to the site, with crossing facilities on each leg of the roundabout at the south-east corner of the site. A dual-lane path is also being constructed along the southern side of Thomas Road adjacent to the site, linking to the existing path network west of Kwinana Freeway, as well as the Principal Shared Path along the Freeway.

2.2 PREVIOUSLY APPROVED LOCAL STRUCTURE PLAN

- As noted above in Chapter 1, the currently proposed development is located within the approved (June 2019) Casuarina North Local Structure Plan area. The approved Local Structure Plan covers the existing Costco site (south of Market Street) together with the currently proposed development site (north and west of Market Street and Discovery Street, respectively) and the additional site to the east of Discovery Street (bounded by Market Street and Central Avenue), as also indicated in Figure A.1 in the Technical Appendix.
- The supporting Transport Impact Assessment utilised a sub-regional transport model to determine future traffic flows from the surrounding structure plans and long-term development areas, together with specific trip generation assumptions for the 3 proposed lots within the Local Structure Plan. The report then identified a recommended road hierarchy (and pedestrian/cyclist provisions) for the proposed local road network, and confirmed future intersection operations for the proposed road connections to Thomas Road.
- In addition to the now constructed Costco development (identified in the report as Lot 1), the Transport Report included an assumed total of 26,000 square metres of 'large format retail' development on the currently proposed development site (Lot 2), plus a further 21,000 square metres of similar development on the remaining Lot 3. It then provides total future traffic flows for an initial scenario (including the Local Structure Plan area plus additional commercial developments to the north of Thomas Road), as well as a long-term scenario with full development of the overall Anketell and Casuarina Structure Plans.

2.3 CURRENTLY PROPOSED DEVELOPMENT

- Figure A.3 in Chapter A.2 in the Technical Appendix shows the proposed development plan, as prepared by Hames Sharley architects, while Figure A.4 provides the same plan overlaid on the aerial photograph to provide context of the adjacent roads and intersections, including the proposed access arrangements to and from the site.
- The plan provides a proposed floor area of 24,967 square metres Gross Leaseable Area (GLFA) of Bulky Goods Retail along the northern and western parts of the site, plus a further 710 square metres GLFA in 2 Cafe tenancies (including alfresco areas) at the south-east corner of the site, resulting in an overall total of 25,667 square metres (which is almost identical to the 26,000 square metres assumed within the Transport Impact Assessment for the Local Structure Plan).
- The corner building is also proposed to provide bicycle parking and End-of-Trip facilities for the overall development.
- The plan also proposes a car parking provision of 682 spaces, including 596 spaces within the main car park in the south-east part of the site, 70 spaces along the Discovery Street frontage in the north-east part of the site, and 16 spaces along the western boundary of the site within the service areas.
- Vehicular access is proposed via 2 driveways off Market Street and 2 driveways off Discovery Street, as also shown in Figure A.4. Driveway 1 (the eastern access off Market Street) is proposed with a

roundabout in Market Street, due to the location of the existing Costco access driveway on the southern side of Market Street, directly opposite.

- Driveway 2 (the southern access off Discovery Street) is proposed to provide left-in/left-out/right-out access, in order to avoid the need for a right-turn lane within Discovery Street (and noting that most traffic entering the site will do so via Central Avenue and Market Street, due to the left-in/left-out access restrictions at the Thomas Road - Discovery Street intersection), while Driveway 3 (at the northern end of Discovery Street) is proposed with left-in/left-out access only.
- Driveway 4 (at the end of the cul-de-sac in Market Street) is proposed as a 1-way exit-only driveway for vehicles accessing the rear service lane and loading docks, noting that entry to the rear service lane is also 1-way, via the northern access (Driveway 3) off Discovery Street.
- Parking requirements for the proposed development are specified in Table 3 of City of Kwinana Local Planning Scheme No. 2; however, there is no specified requirement for 'Bulky Goods Retail'. Applicable rates were therefore sought within other local planning schemes, identifying that City of Joondalup requires 1 space per 50 square metres for 'Bulky Goods Showroom', while City of Canning requires 1 space per 40 square metres for the same.
- With the proposed development currently providing a total of 682 car park spaces (that is, 1 space per 37.6 square metres), this translates to a surplus of 40 spaces if the City of Canning rate is adopted (requiring 642 spaces at 1 space per 40 square metres), increasing to a surplus of 169 spaces if the City of Joondalup rate is used (requiring 513 spaces at 1 space per 50 square metres).

2.4 FUTURE TRAFFIC FLOWS AND INTERSECTION OPERATIONS

Noting that the recently constructed road network was designed to suite the approved Local Structure Plan, and that the currently proposed development is consistent with the amount of development assumed within the supporting Transport Impact Assessment, it is only necessary for this current assessment to identify future traffic flows and intersection operations for the proposed access driveways servicing the overall development.

2.4.1 Development Traffic Flows

- Trip generation rates for the proposed development are based on a range of applicable trip rates identified from the NSW RMS 'Guide to Traffic Generating Developments' publication and the 'Trip Generation Manual – 11th Edition', for possible future land uses, with average rates adopted as follows:

- Weekday Daily Trips	30 vehicles per 100 square metres
- Weekday AM Peak Hour	1.5 vehicles per 100 square metres
- Weekday PM Peak Hour	3.5 vehicles per 100 square metres
- Saturday Peak Hour	4.5 vehicles per 100 square metres
- With 25,667 square metres total floorspace, the proposed development is therefore expected to generate a total of 7,700 vehicle trips per day, 385 trips and 898 trips during the Weekday AM and PM peak hours, respectively, and 1,155 vehicle trips during the Saturday peak hour.
- For analysis purposes it is then assumed that 45 percent of development traffic will access the site via Thomas Road west, together with 45 percent via Thomas Road east, and 10 percent to/from Treeby Road north (in accordance with the trip distribution identified for the overall Structure Plan traffic analysis).
- Taking into account the left-in/left-out access at Thomas Road - Discovery Street, together with the proposed restrictions at both Driveway 3 and Driveway 4 (off Discovery Street), the assignment of

future development traffic flows onto the adjacent road network is therefore as shown in Figure A.5, in Chapter A.3 in the Technical Appendix.

2.4.2 Background Traffic

- Background traffic flows adjacent to the proposed development site are derived from the future total traffic flows identified within the Transport Report for the approved Local Structure Plan, firstly by assuming that the total traffic flows identified in that report for Discovery Street south of Thomas Road already includes the future development traffic flows identified above in Section 2.4.1, and then by also assuming that 70 percent of all Costco development traffic flows will access that site via the 3 driveways along Market Street west of Discovery Street.
- The resulting background traffic flows for the critical Weekday PM and Saturday peak hours are shown in Figure A.6 in Chapter A.3 in the Technical Appendix.

2.4.3 Total Traffic Flows and Intersection Operational Analysis

- By combining the future development traffic flows (in Figure A.5) with the future background traffic flows (in Figure A.6), the future Weekday PM and Saturday peak hour traffic flows have been determined for each of the proposed development access driveways, as shown in Figure A.7 in Chapter A.3.
- Tables A.1 to A.3 in Chapter A.4 in the Technical Appendix then show the resulting Weekday PM and Saturday peak hour intersection operational (SIDRA) analyses for the 3 main access driveways, based on the recommended intersection layouts identified in Figures 2, 3 and 4 in Chapter 3 Overall Conclusions and Recommendations.
- It can be seen in Tables A.1 to A.3 that the 3 access driveways will all operate at high Levels of Service A and B during the Weekday PM peak hour (indicating good operating conditions with short traffic delays), while Driveway 3 will worsen slightly to Level of Service C for the right-turn out onto Discovery Street during the Saturday peak hour (indicating satisfactory operations conditions with average traffic delays).

2.5 CONCEPT DESIGNS FOR PROPOSED ACCESS DRIVEWAYS

- Recommended concept designs for the proposed Access Driveways 2, 3 and 4 are shown in Figures 2, 3 and 4 in Chapter 3 Overall Conclusions and Recommendations.
- The proposed roundabout at Driveway 2 (off Market Street) is shown in Figure 2, noting that the recommended layout accommodates Semi-Trailers travelling along Market Street (as shown in Figure A.8 in Chapter A.5 in the Technical Appendix), as well as for a 10-metre rubbish truck accessing Driveway 2 for servicing of the proposed Cafe tenancies (as shown in Figure A.9 in Chapter A.5). The design also provides a pedestrian crossing facility across Driveway 2, along the northern side of Market Street; however, a separate crossing of Market Street is proposed further to the east, in line with the existing walkway in the Costco car park, as also shown in Figure 2.
- The recommended concept plan for Driveway 3 (off Discovery Street) is then shown in Figure 3 in Chapter 3, including a splitter island within Driveway 3 to restrict access to left-turn-in only, while also providing a pedestrian refuge for the existing path along Discovery Street.
- Figure 4 in Chapter 3 then shows the recommended concept plan for the northern access (Driveway 4) off Discovery Street, providing for left-in/left-out access, and also with a splitter island for pedestrian refuge along Discovery Street.

2.6 CAR PARK LAYOUT AND PEDESTRIAN/CYCLIST FACILITIES

The proposed car park layout comprises a series of east-west parking aisles, with vehicular access via Driveway 2 (off Market Street) and Driveway 3 (off Discovery Street). This orientation allows pedestrians to walk along the aisles from the car park to/from the tenancies along the western side, with marked walkways for safe crossing of the north-south aisle connected Driveway 2.

- Access to/from the northern tenancies is then provided via 3 north-south pedestrian routes perpendicular to the parking aisles, with marked crossings across the main parking aisle connected to Driveway 3. Additional connections are also provided at the southern end of the car park to/from the proposed café tenancies adjacent to Market Street.
- This overall car park layout and the resulting pedestrian/cyclist routes within the car park are shown in Figure 5 in Chapter 3 Overall Conclusions and Recommendations, together with the proposed connections to the external paths along both Market Street and Discovery Street (taking into account the recommended designs in Figures 2 and 3 in Chapter 3).

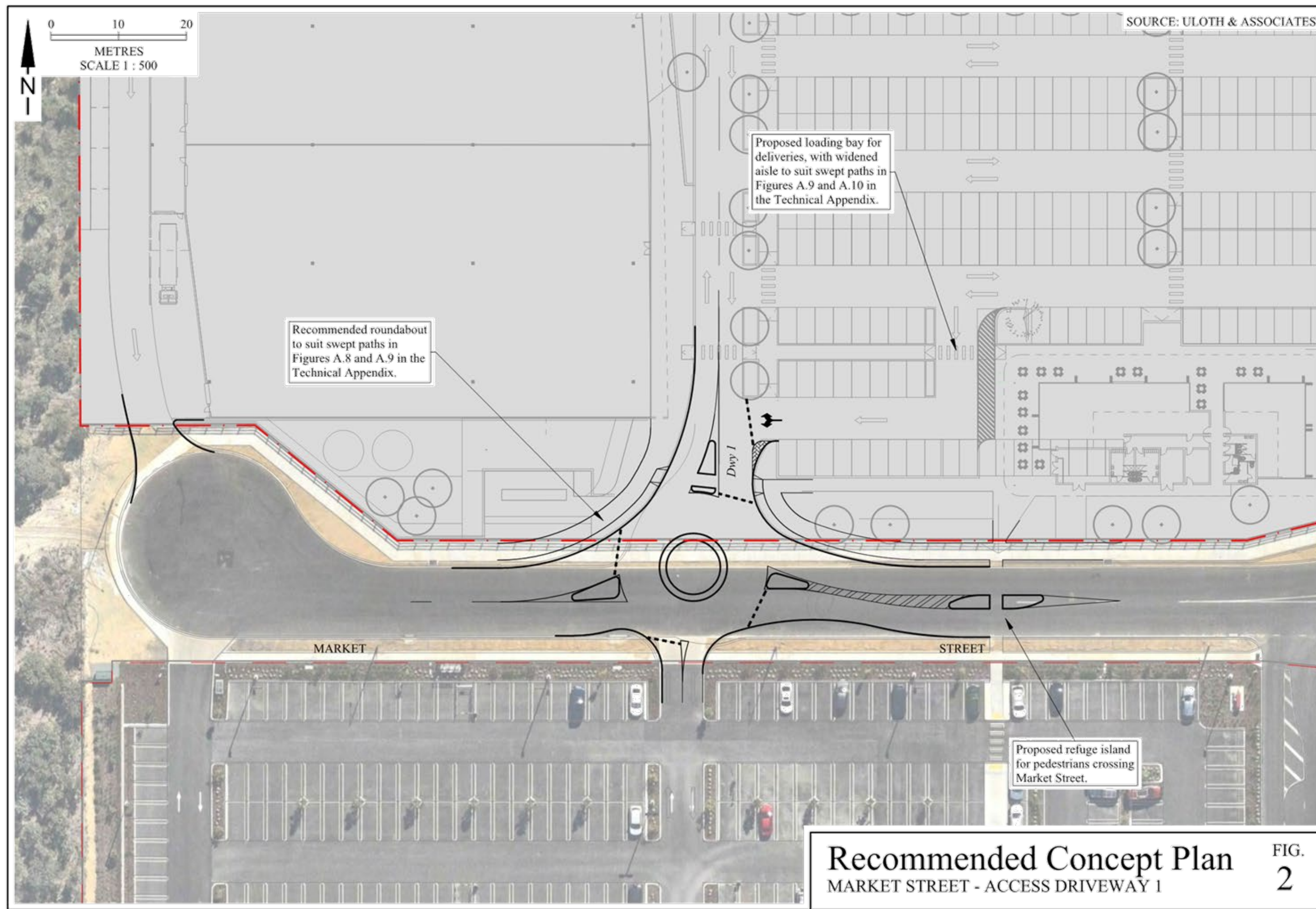
2.7 SERVICE VEHICLE SWEEP PATHS

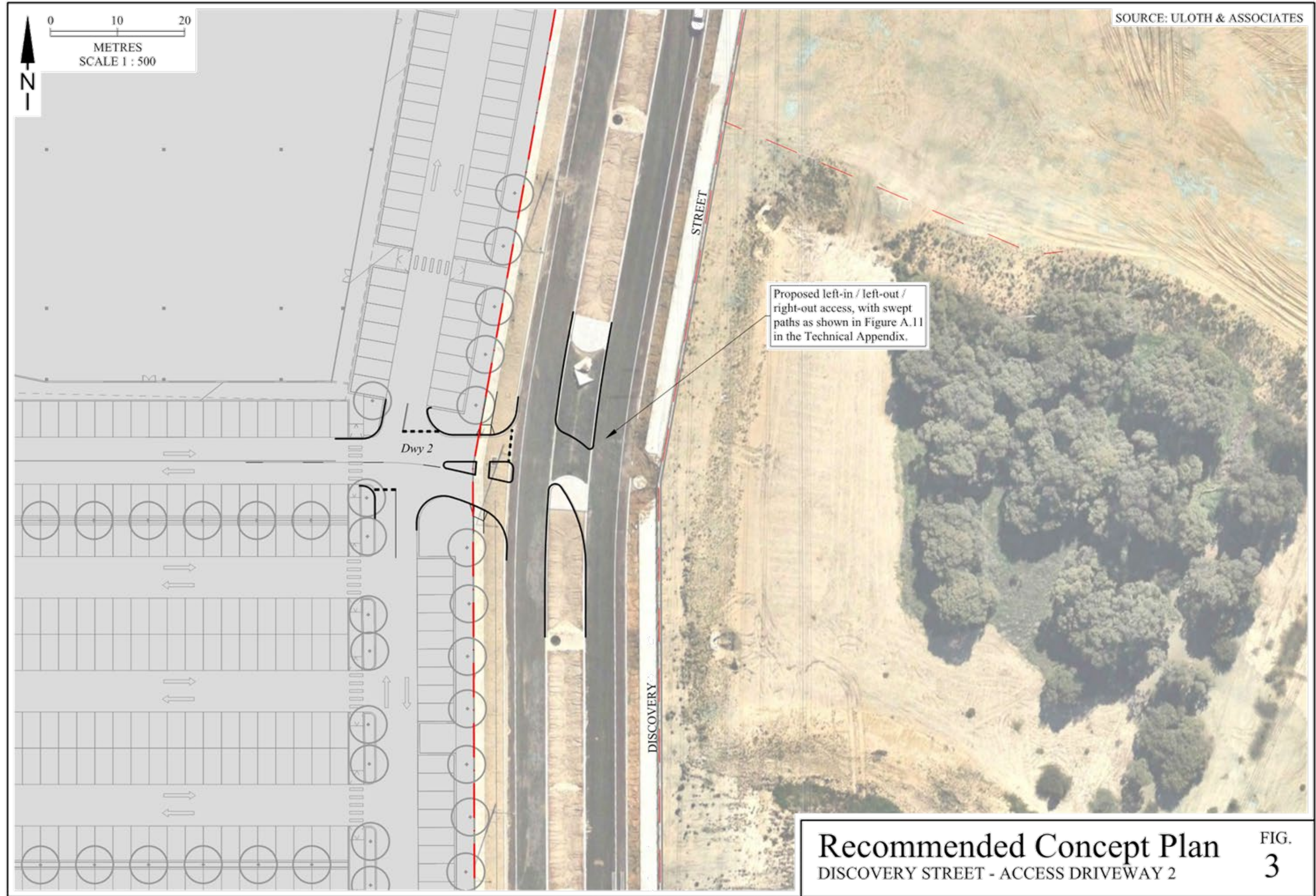
- Swept path diagrams for service vehicles accessing the site are shown in Figures A.8 to A.16 in Chapter A.5 in the Technical Appendix, as follows:
 - Figure A.8 shows swept paths for Semi-Trailers (19.0 metres) traversing the proposed roundabout at Market Street - Driveway 1, while Figure A.9 shows a 10-metre Rubbish Truck accessing the site via Driveway 1 for rubbish collection within the parking aisle adjacent to the proposed café tenancies. Figure A.10 then shows the swept paths for a Small Rigid Vehicle (6.6 metres) access the proposed loading bay at this same location.
 - Figure A.11 shows swept paths for a Medium Rigid Vehicle (8.8 metres) accessing the site at the proposed southern access (Driveway 2) off Discovery Street, to confirm the recommended concept design in Figure 3 in Chapter 3.
 - Figure A.12 shows the swept paths for a Heavy Rigid Vehicle (12.5 metres) entering the site via the proposed northern access (Driveway 3) off Discovery Street, while Figure A.13 shows the swept paths for a Heavy Rigid Vehicle accessing the proposed northern loading dock.
 - Figure A.14 shows swept paths for a Heavy Rigid Vehicle traversing the bend at the north-west corner of the site, while Figure A.15 shows the swept paths accessing the central loading dock.
 - Figure A.16 shows swept paths for a Heavy Rigid Vehicle accessing the southern loading dock, before exiting the site onto the Market Street cul-de-sac, and then travelling east through the proposed roundabout at the car park access (Driveway 1).

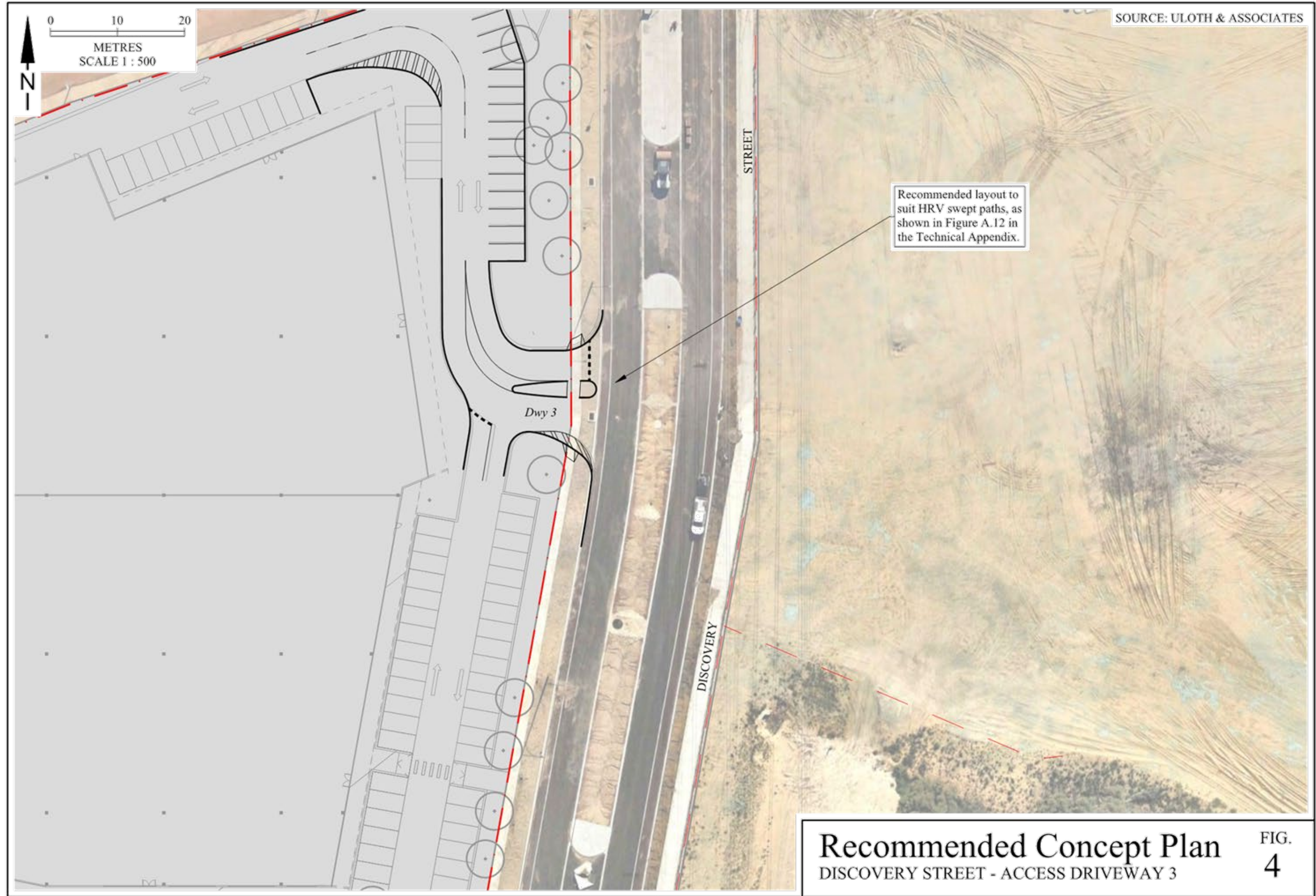
3. OVERALL CONCLUSIONS AND RECOMMENDATIONS

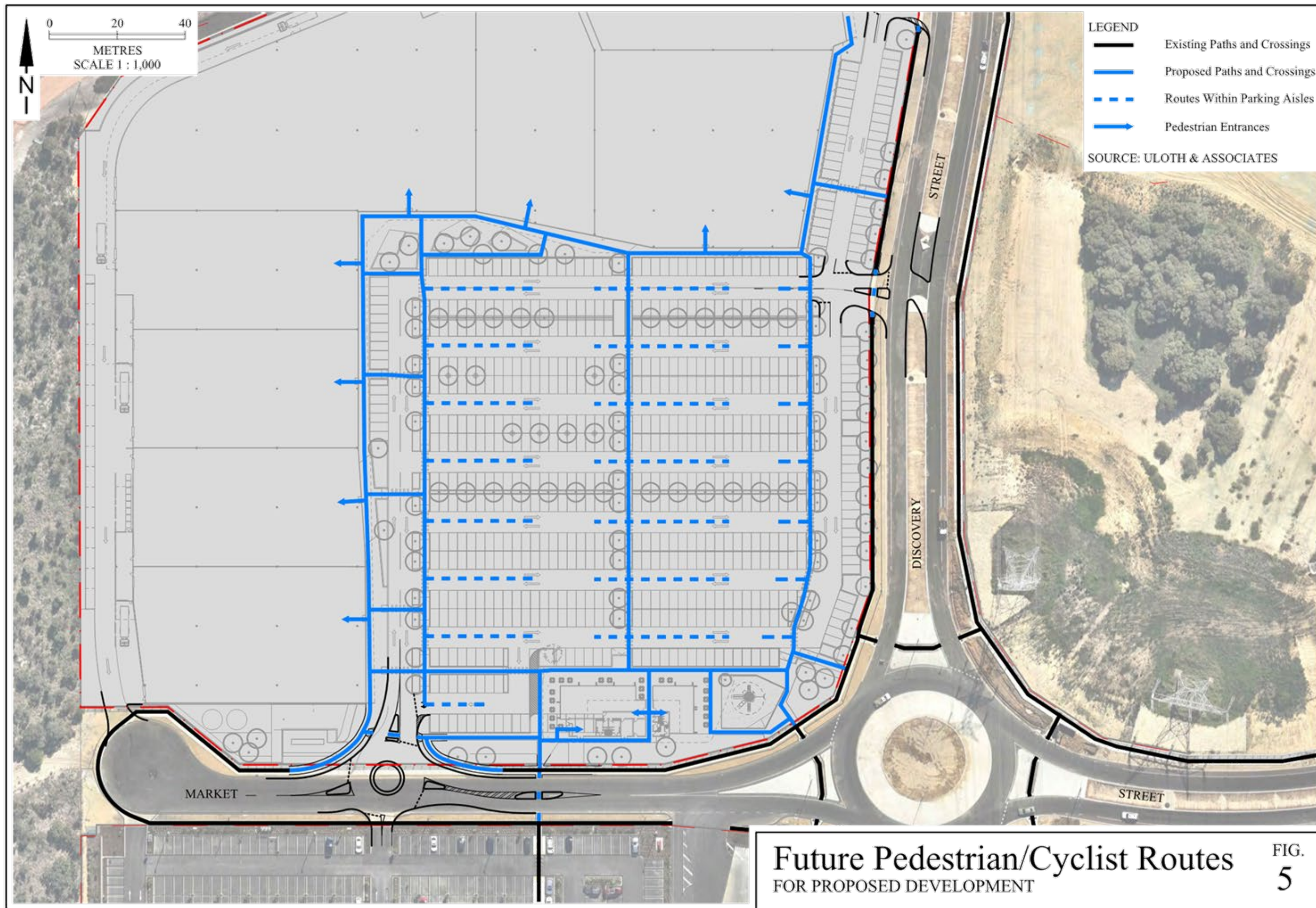
The overall conclusions and recommendations regarding the proposed Bulky Goods Retail development are drawn from the study findings and conclusions presented above in Chapter 2, and the additional information documented in the Technical Appendix, as follows:

- The development plan proposes a total floor area of 25,667 square metres GLFA, comprising 24,967 square metres within the Bulky Goods tenancies along the northern and western parts of the site, plus 710 square metres in 2 Cafe tenancies at the south-east corner of the site.
- The plan also proposes 682 car parking spaces, with 596 spaces within the main car park in the south-east part of the site, 70 spaces further north along the Discovery Street frontage, and 16 spaces along the western boundary. This translates to a surplus of 40 spaces if the City of Canning parking rate of 1 space per 40 square metres for 'Bulky Goods Showroom' is adopted.
- Based on a range of applicable trip generation rates from industry-standard sources, it is estimated that the proposed development will generate a total of 7,700 vehicle trips per day (on a peak weekday), including 385 trips and 898 trips during the AM and PM peak hours, respectively, and increasing to 1,155 vehicle trips during the Saturday peak hour.
- With background traffic flows derived from the future total traffic flows identified within the Transport Report for the approved Local Structure Plan, intersection operational (SIDRA) analysis shows that the proposed access driveways off both Market Street and Discovery Street will operate at acceptable Levels of Service during the critical peak hours.
- Figure 2 shows the recommended concept plan for the proposed roundabout at Market Street - Driveway 1, noting that the layout is designed to accommodate Semi-Trailers travelling along Market Street (as shown in Figure A.8 in Chapter A.5 in the Technical Appendix), as well as a 10-metre Rubbish Truck accessing the site for rubbish collection within the parking aisle adjacent to the proposed Cafe.
- Figure 3 shows the recommended concept plan for the proposed southern access (Driveway 2) off Discovery Street, noting that it is proposed to accommodate left-in/left-out/right-out movements only, with swept paths for access by a Medium Rigid Vehicle as shown in Figure A.11 in Chapter A.5.
- Figure 4 shows the recommended concept plan for the proposed northern access (Driveway 3) off Discovery Street, designed to accommodate a left-in entry for Heavy Rigid Vehicles accessing the rear service areas and loading docks, as shown in Figure A.12 in the Technical Appendix.
- Figure 5 then shows the resulting pedestrian/cyclist routes within and adjacent to the main car park area, confirming that clearly legible and safe access routes are provided to/from the proposed tenancies, from both the car park itself as well as from the adjacent overall path network.









TECHNICAL APPENDIX

The Technical Appendix documents the existing situation, together with the proposed development plans, future traffic flows and intersection operational analyses, pedestrian/cyclist routes within the car park, and service vehicle swept paths.

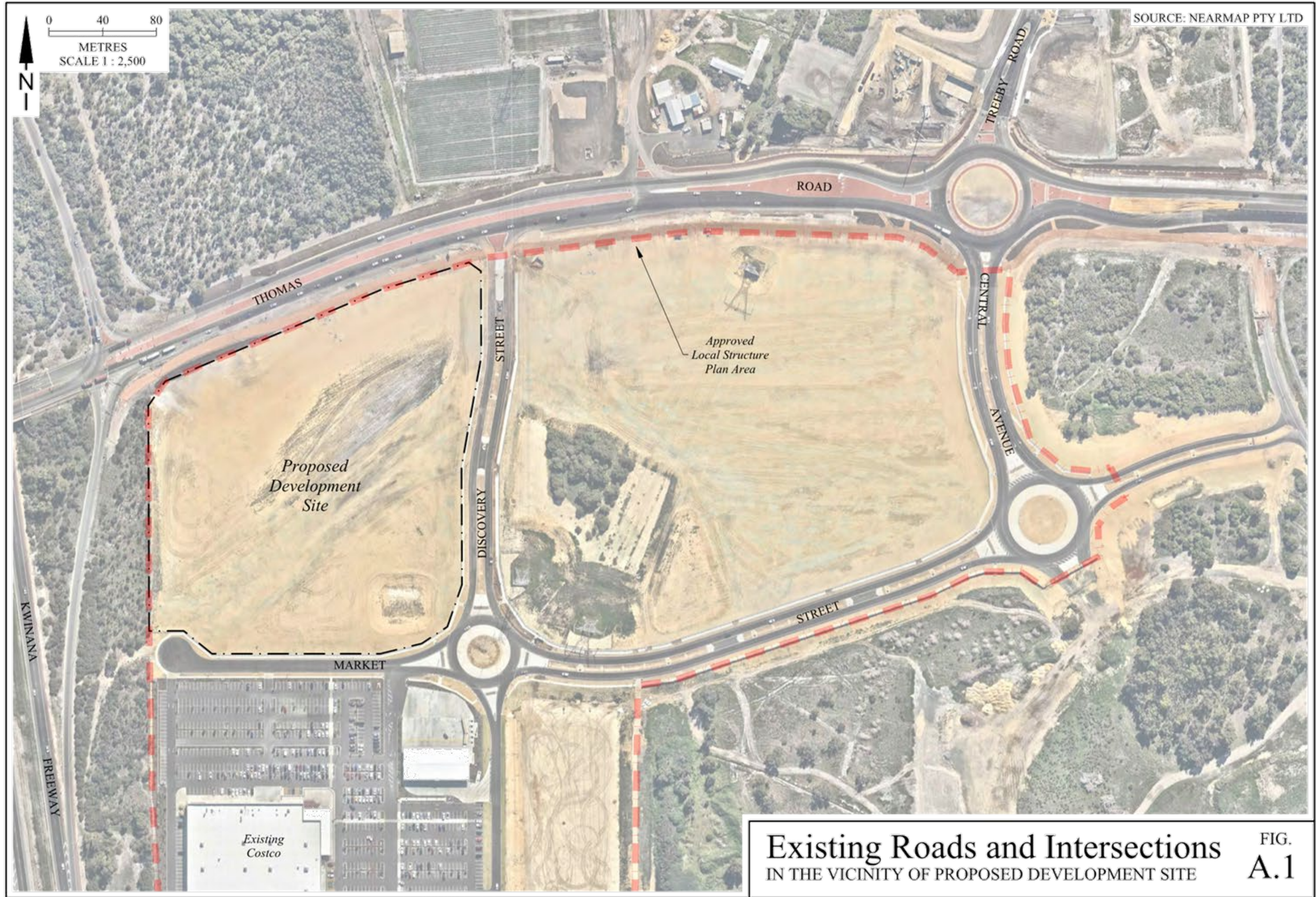
A-1

A.1 EXISTING ROADS AND INTERSECTIONS

Figure A.1 shows the existing road network in the vicinity of the proposed development, while Figure A.2 shows the existing situation within and adjacent to the proposed development site.

A.2 PROPOSED DEVELOPMENT

Figure A.3 shows the Development Application plan for the proposed Bulky Goods Retail development, as prepared by Hames Sharley Architects, including the proposed access driveways and adjacent intersections, while Figure A.4 shows the plan overlaid on the aerial photograph from Figure A.2.







AREA SCHEDULE

RETAIL TENANCY	
TENANCY 01:	2636m ²
TENANCY 02:	2829m ²
TENANCY 03:	2341m ²
TENANCY 04:	5307m ²
TENANCY 05:	2450m ²
TENANCY 06:	2324m ²
TENANCY 07:	2364m ²
TENANCY 08:	2706m ²
TOTAL:	24,967m²
FOOD AND BEVERAGE	
CAFE 01:	205m ²
CAFE 02 (EXT):	225m ²
CAFE 02:	139m ²
CAFE 02 (EXT):	141m ²
TOTAL:	710m²
OVERALL TOTAL AREA:	25,667m²

REVISION INFORMATION

1. REORIENTATION OF ROUNDABOUT AND ADJUSTED SWEEPED PATHS.
2. - ADJUSTED SWEEPED PATHS.
- ADDITIONAL ISLAND TO SOUTHERN AND NORTHERN ENTRY POINTS FROM DISCOVERY STREET.
- ADDITIONAL BREAK IN MEDIAN AT SOUTHERN ENTRY POINT FROM DISCOVERY STREET
3. NORTHERN WASTE HANDLING AREA HAS BEEN REORIENTATED AWAY FROM THOMAS ROAD
4. LOADING/CLEAR ZONE HAS BEEN PROVIDED FOR FRONT LOADING THE CAFE TENANCY.

FIG. A.3



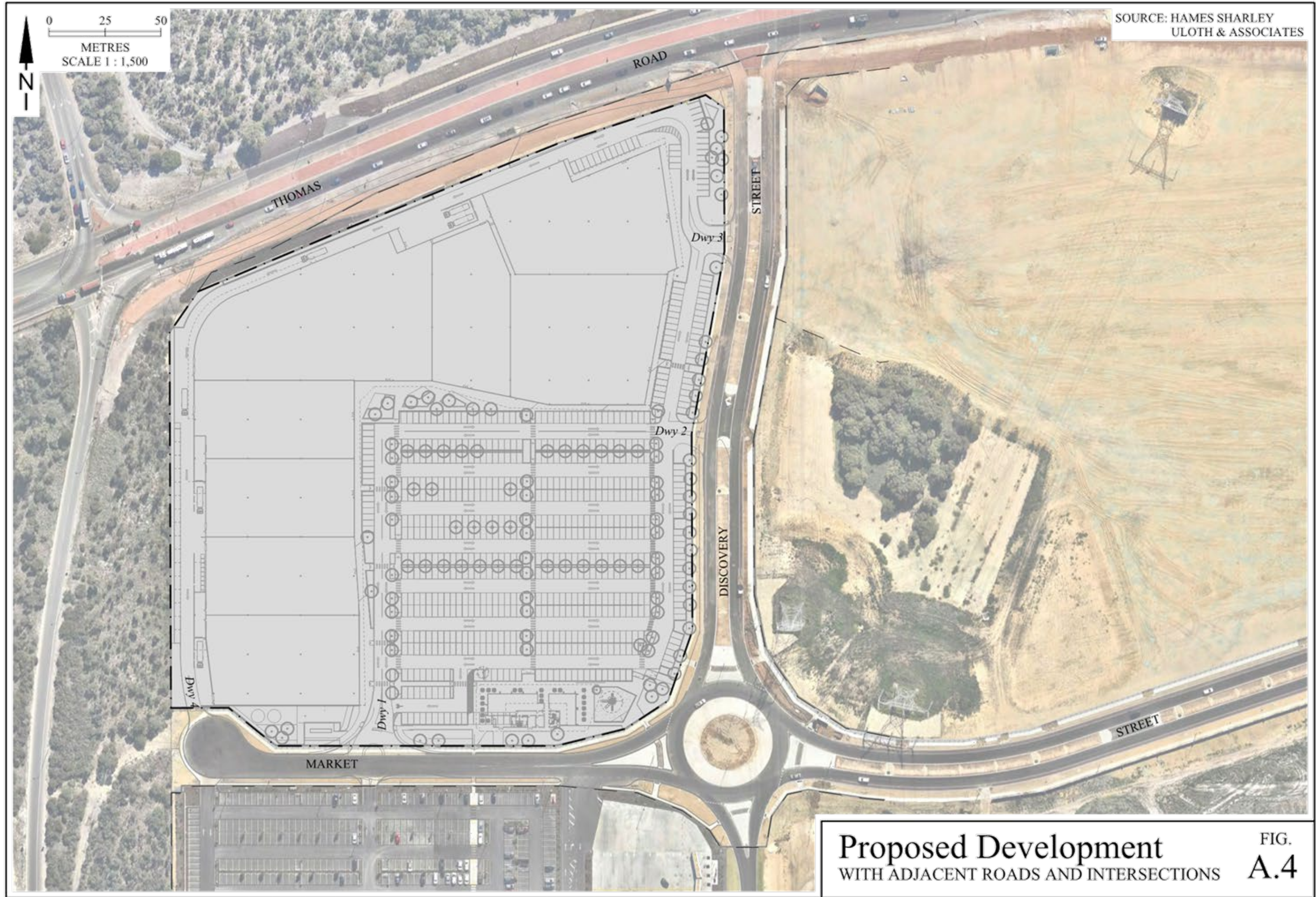
PROPOSED SITE PLAN:
LOTS 9110 & 9015 (NO. 740 - 760) THOMAS ROAD, CASUARINA

STATUS: **DA - ADDITIONAL INFORMATION**
DATE: 13/09/2023

SCALE: 1:250 @ A1
NORTH:

Project: 44595
Drawing Number: A102
Revision: B

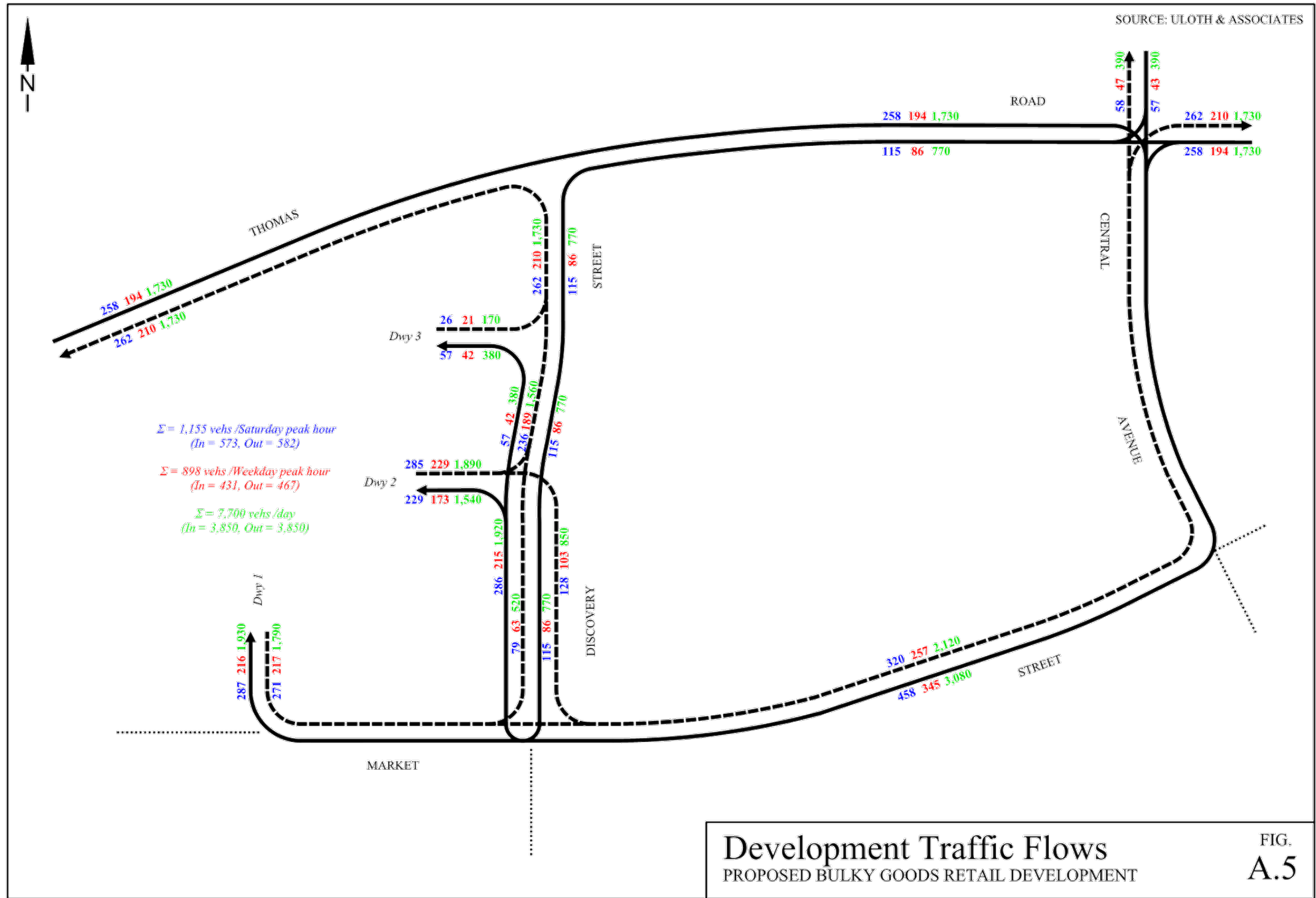


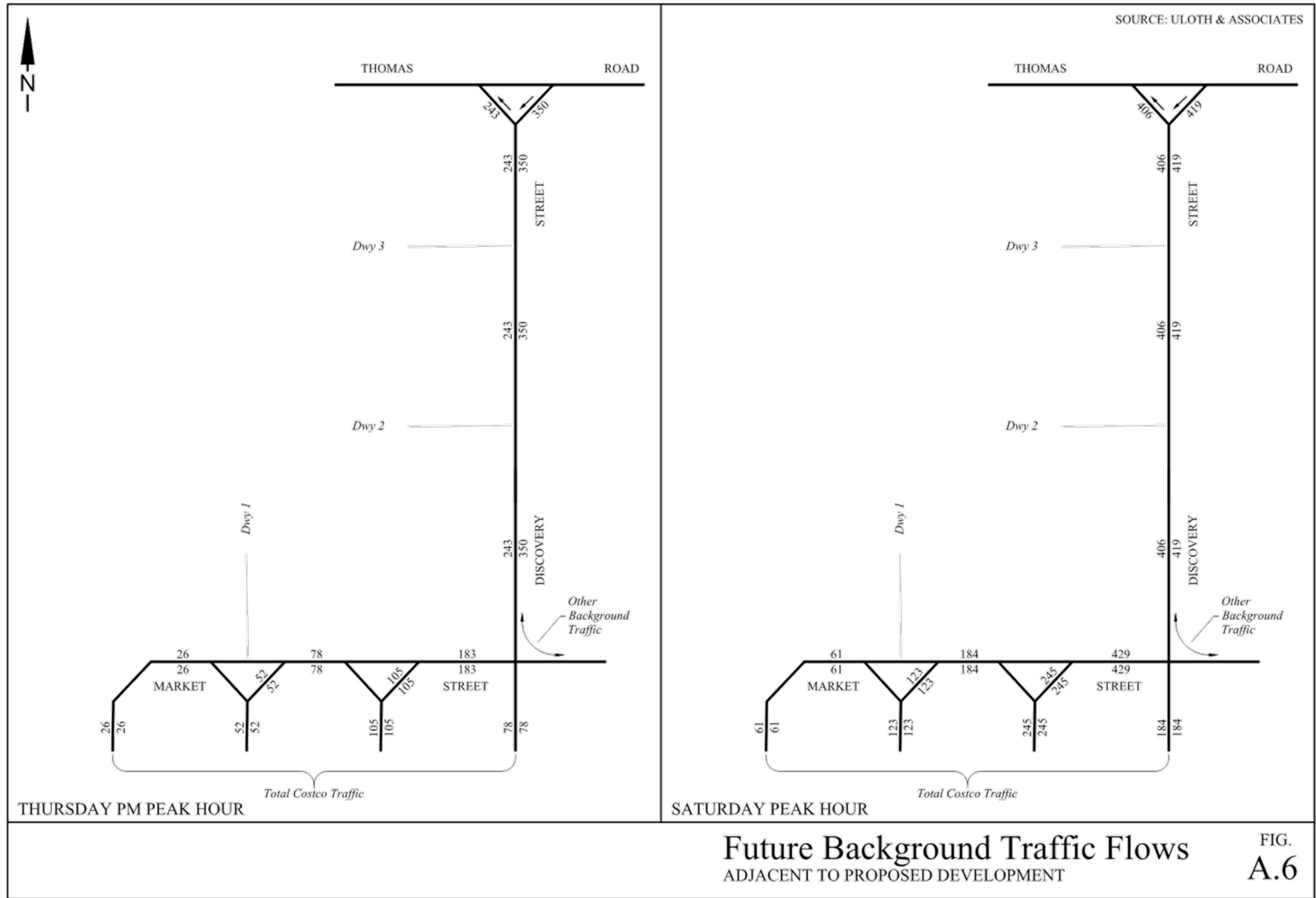


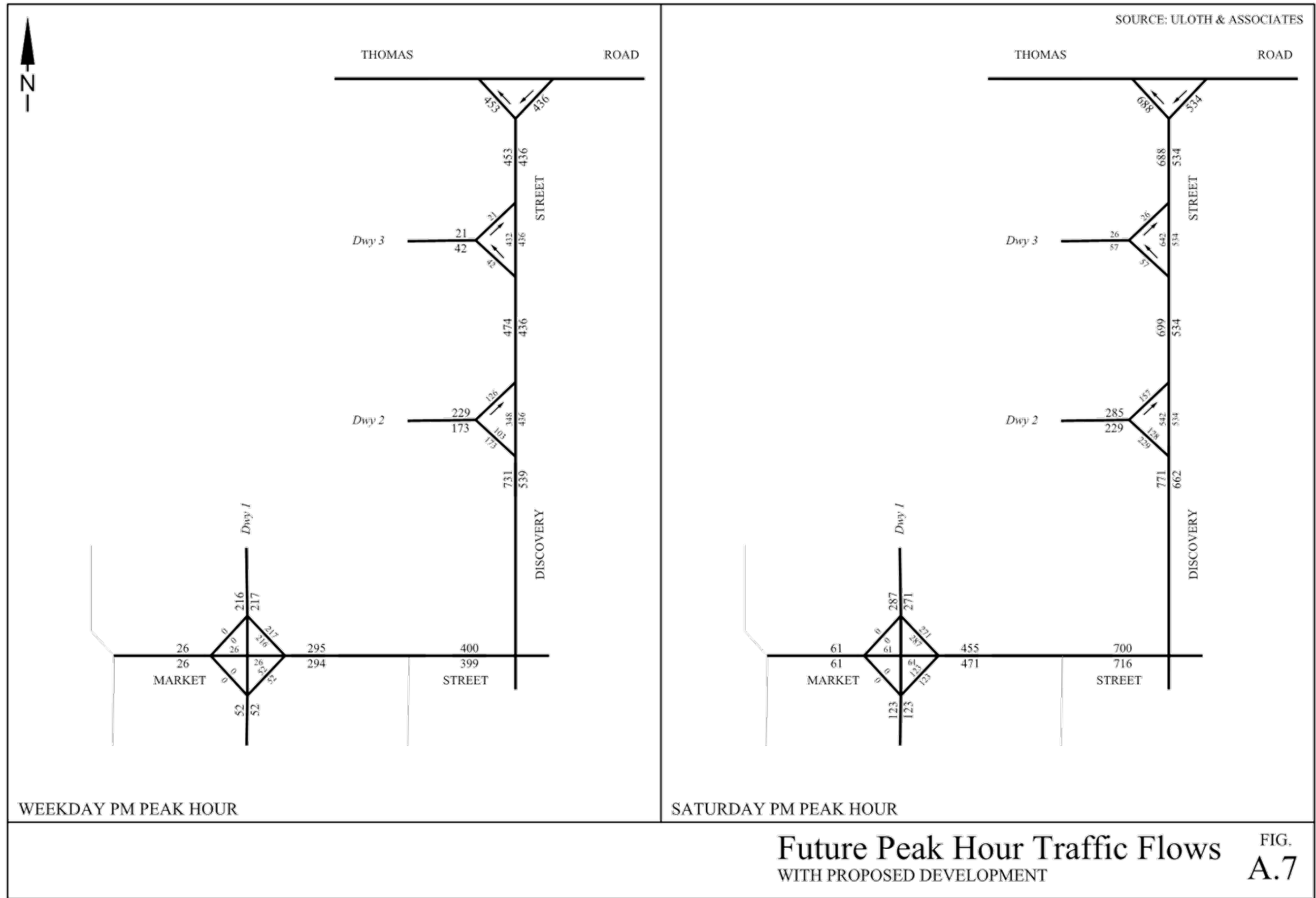
A.3 FUTURE TRAFFIC FLOWS

Figure A.5 shows the assignment of Weekday AM and PM peak hour traffic flows plus Saturday peak hour traffic flows, generated by the proposed development, based on the estimated trip generation identified above in Section 2.4.1, and the proposed access arrangements discussed in Section 2.5.

Figure A.6 shows the future peak hour Background traffic flows along both Market Street and Discovery Street, as determined from the traffic forecasts documented in the Local Structure Plan Transport Impact Assessment, while Figure A.7 shows the resulting total future traffic flows for the Weekday PM and Saturday peak hours, for each of the proposed access driveways.







A.4 INTERSECTION OPERATIONAL ANALYSIS

Intersection operational (SIDRA) analyses for the proposed car park access driveways off both Market Street and Discovery Street are shown in Tables A.1 to A.3, based on the future peak hour traffic flows in Figure A.7 in Chapter A.3.

**TABLE A.1
OPERATIONAL CHARACTERISTICS FOR MARKET STREET -
DRIVEWAY 1 - COSTCO ACCESS ROUNDABOUT
FUTURE WEEKDAY PM AND SATURDAY PEAK HOURS**

ITEMS	OPERATIONAL CHARACTERISTICS											
	Weekday PM Peak Hour						Saturday Peak Hour					
No. of Approach Lanes: N E S W	1 1 1 1						1 1 1 1					
Max X Value	0.220						0.342					
Avrge Delay (sec)	5.7						6.2					
Level of Service	A						A					
Approach	Move-ment	X-Value	Max. Queue		Avrge Delay (sec)	Level of Serv.	Move-ment	X-Value	Max. Queue		Avrge Delay (sec)	Level of Serv.
			Veh.	m					Veh.	m		
Driveway 1 - north	L	0.205	1.2	8	4.6	A	L	0.290	1.8	13	5.4	A
	T	0.205	1.2	8	4.3	A	T	0.290	1.8	13	5.2	A
	R	0.205	1.2	8	7.2	A	R	0.290	1.8	13	8.1	A
Market Street - east	L	<u>0.220</u>	1.3	9	4.2	A	L	<u>0.342</u>	2.3	17	4.2	A
	T	<u>0.220</u>	1.3	9	3.9	A	T	<u>0.342</u>	2.3	17	3.9	A
	R	<u>0.220</u>	1.3	9	6.8	A	R	<u>0.342</u>	2.3	17	6.9	A
Costco Access - south	L	0.076	0.4	3	5.5	A	L	0.166	0.9	6	6.4	A
	T	0.076	0.4	3	5.2	A	T	0.166	0.9	6	6.1	A
	R	0.076	0.4	3	8.2	A	R	0.166	0.9	6	9.0	A
Market Street -west	L	0.050	0.2	2	5.6	A	L	0.099	0.5	4	6.7	A
	T	0.050	0.2	2	5.4	A	T	0.099	0.5	4	6.4	A
	R	0.050	0.2	2	8.3	A	R	0.099	0.5	4	9.3	A

Notes: Level of Service calculations are based on Average Delay.
Underlined X-values denote maximum values.
Results are presented on a turning movement basis, rather than lane-by-lane.

Source: Uloth and Associates

TABLE A.2
OPERATIONAL CHARACTERISTICS FOR UNSIGNALISED DISCOVERY STREET -
DRIVEWAY 2 JUNCTION – FUTURE WEEKDAY PM AND SATURDAY PEAK HOURS

ITEMS	OPERATIONAL CHARACTERISTICS											
	Weekday PM Peak Hour						Saturday Peak Hour					
No. of Approach Lanes: N E S W Max X Value	1 - 1 1 0.351						1 - 1 1 0.592					
Approach	Move-ment	X-Value	Max. Queue		Avrge Delay (sec)	Level of Serv.	Move-ment	X-Value	Max. Queue		Avrge Delay (sec)	Level of Serv.
			Veh.	m					Veh.	m		
Discovery Street - north	T	0.231	0.0	0	0.1	A	T	0.284	0.0	0	0.1	A
Discovery Street - south	L	0.279	0.0	0	4.7	A	L	0.412	0.0	0	4.7	A
	T	0.279	0.0	0	0.1	A	T	0.412	0.0	0	0.2	A
Driveway 2 - west	L	<u>0.351</u>	1.6	12	6.9	A	L	<u>0.592</u>	3.2	24	10.5	B
	R	<u>0.351</u>	1.6	12	12.6	B	R	<u>0.592</u>	3.2	24	20.2	C

Notes: Level of Service calculations are based on Average Delay.
Underlined X-values denote maximum values.
Results are presented on a turning movement basis, rather than lane-by-lane.

Source: Uloth and Associates

TABLE A.3
OPERATIONAL CHARACTERISTICS FOR UNSIGNALISED DISCOVERY STREET -
DRIVEWAY 3 JUNCTION – FUTURE WEEKDAY PM AND SATURDAY PEAK HOURS

ITEMS	OPERATIONAL CHARACTERISTICS											
	Weekday PM Peak Hour						Saturday Peak Hour					
No. of Approach Lanes: N E S W Max X Value	1 - 1 1 0.252						1 - 1 1 0.372					
Approach	Move-ment	X-Value	Max. Queue		Avrge Delay (sec)	Level of Serv.	Move-ment	X-Value	Max. Queue		Avrge Delay (sec)	Level of Serv.
			Veh.	m					Veh.	m		
Discovery Street - north	T	0.231	0.0	0	0.1	A	T	0.284	0.0	0	0.1	A
Discovery Street - south	L	<u>0.252</u>	0.0	0	4.7	A	L	<u>0.372</u>	0.0	0	4.7	A
	T	<u>0.252</u>	0.0	0	0.1	A	T	<u>0.372</u>	0.0	0	0.1	A
Driveway 3 - west	L	0.022	0.1	1	6.3	A	L	0.036	0.1	1	7.9	A

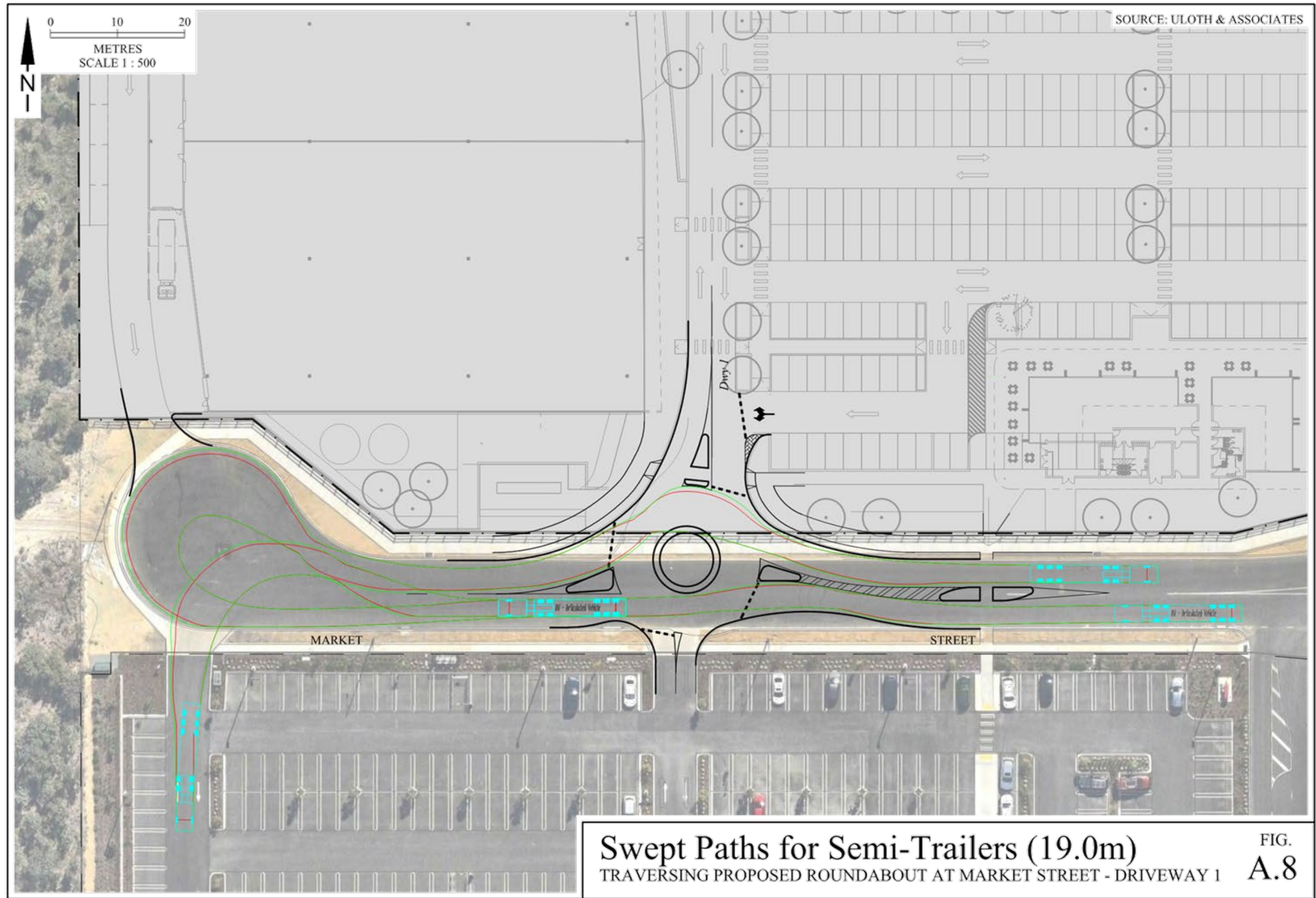
Notes: Level of Service calculations are based on Average Delay.
Underlined X-values denote maximum values.
Results are presented on a turning movement basis, rather than lane-by-lane.

Source: Uloth and Associates

A.5 SWEPT PATHS ANALYSIS

Swept paths diagrams for the proposed development are shown in Figures A.8 to A.16 as follows:

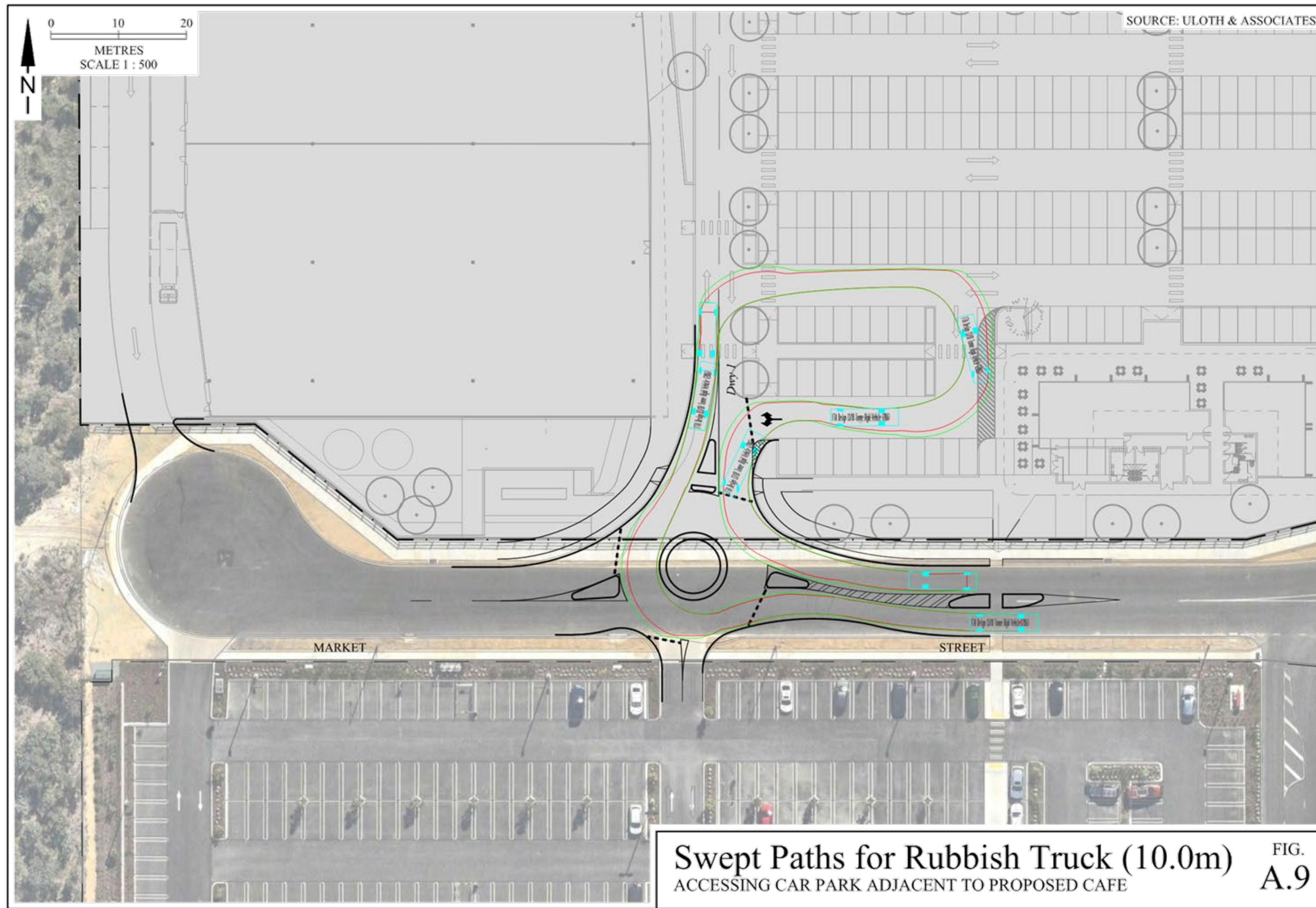
- Figure A.8 shows swept paths for Semi-Trailers (19.0 metres) travelling along Market Street through the proposed roundabout at Driveway 1.
- Figure A.9 shows the swept paths for a 10-metre Rubbish Truck accessing the site via the Driveway 1 roundabout for rubbish collection within the parking aisle adjacent to the cafe, while Figure A.10 shows swept paths for a Small Rigid Vehicle (6.6 metres) accessing the proposed loading bay at this same location.
- Figure A.11 then shows the swept paths for a Medium Rigid Vehicle (8.8 metres) accessing the site at the proposed southern access (Driveway 2) off Discovery Street.
- Figure A.12 shows the swept paths for a Heavy Rigid Vehicle (12.5 metres) entering the site via the proposed northern access (Driveway 3) off Discovery Street, while Figure A.13 shows the swept paths for a Heavy Rigid Vehicle accessing the proposed northern loading dock.
- Figure A.14 shows the swept paths for a Heavy Rigid Vehicle traversing the bend at the north-west corner of the site, while Figure A.15 shows the swept paths accessing the central loading dock.
- Figure A.16 then shows the swept paths for a Heavy Rigid Vehicle accessing the southern loading dock, before exiting the site onto the Market Street cul-de-sac, and then travelling east through the proposed roundabout at the car park access (Driveway 1).

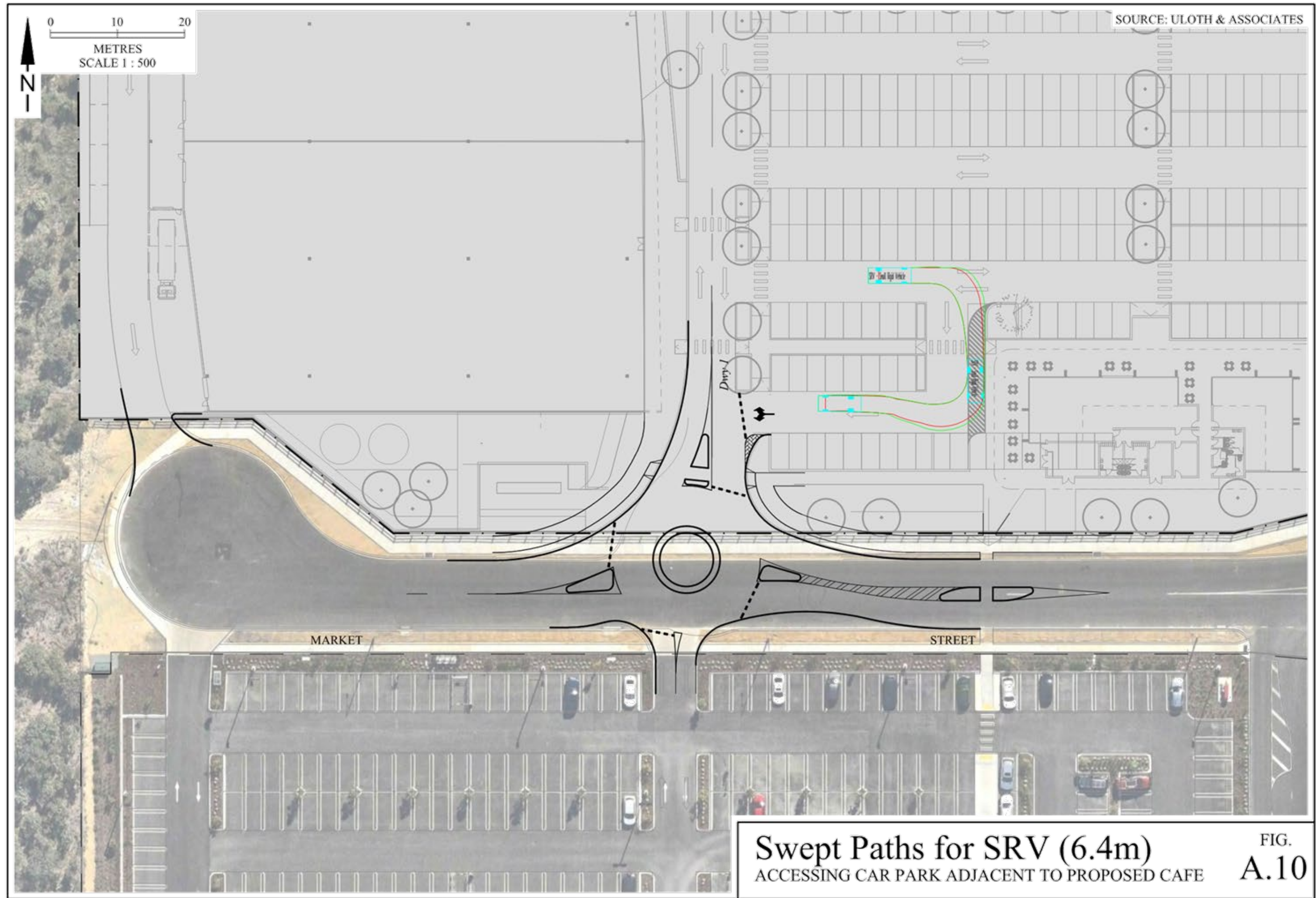


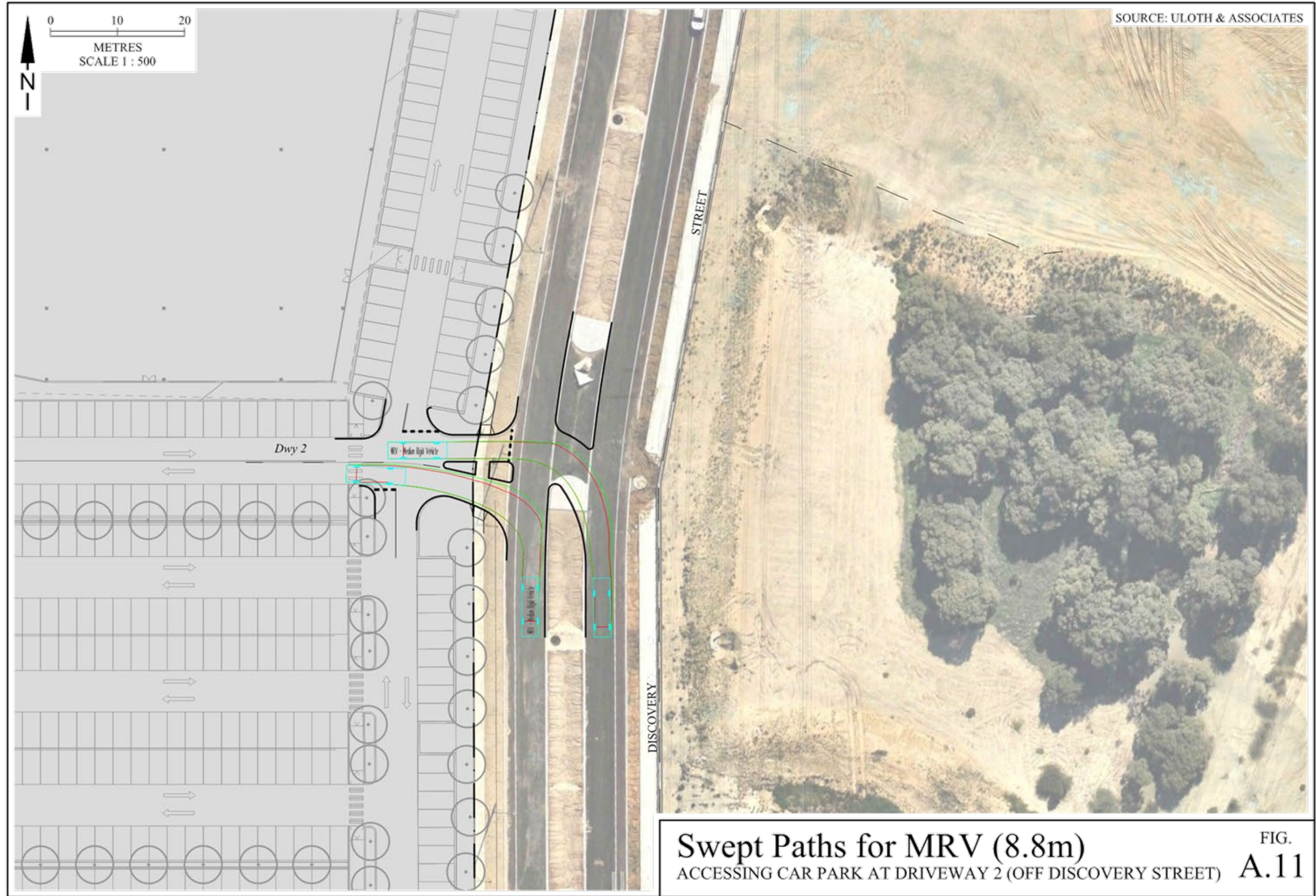
Swept Paths for Semi-Trailers (19.0m)

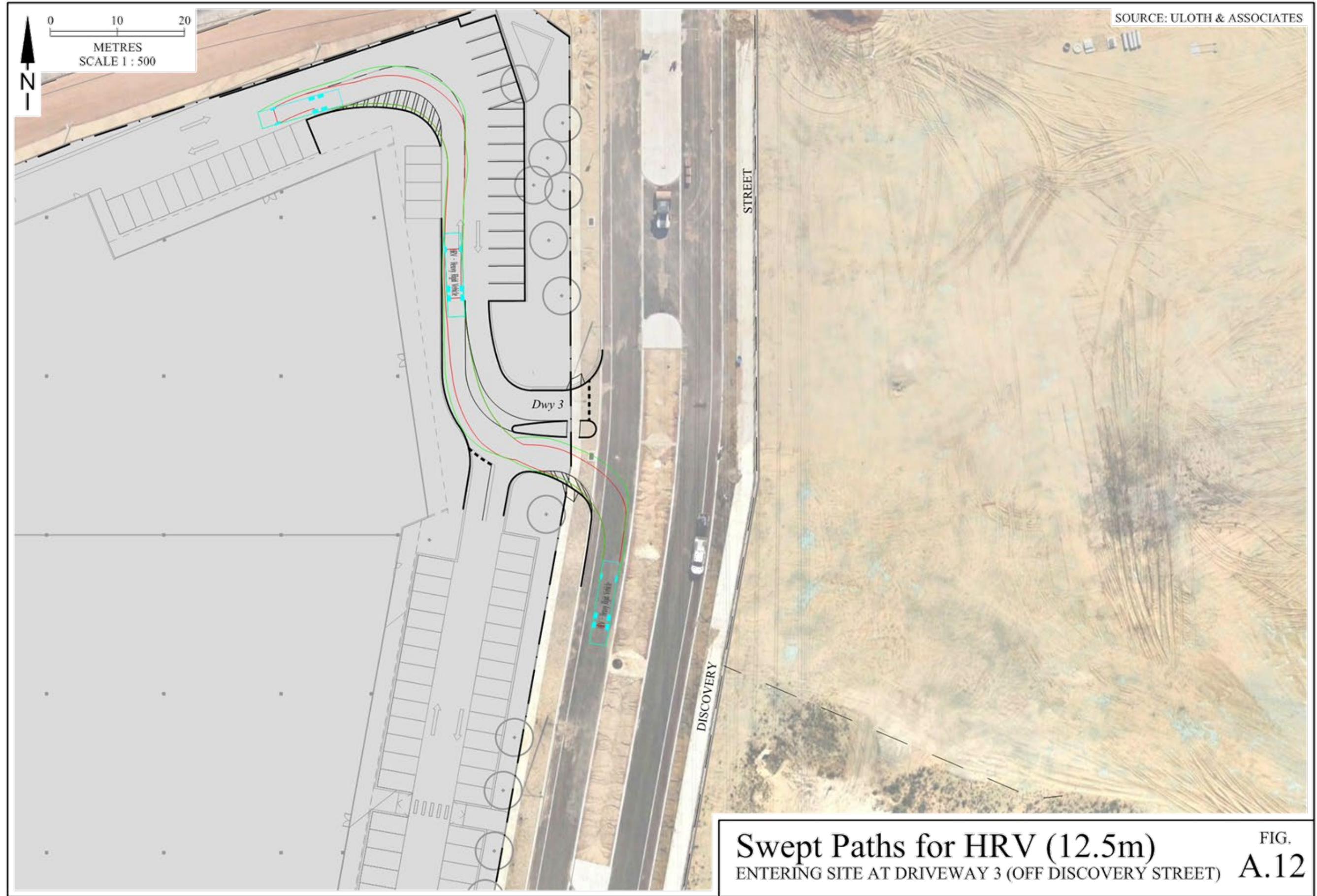
TRAVERSING PROPOSED ROUNDABOUT AT MARKET STREET - DRIVEWAY 1

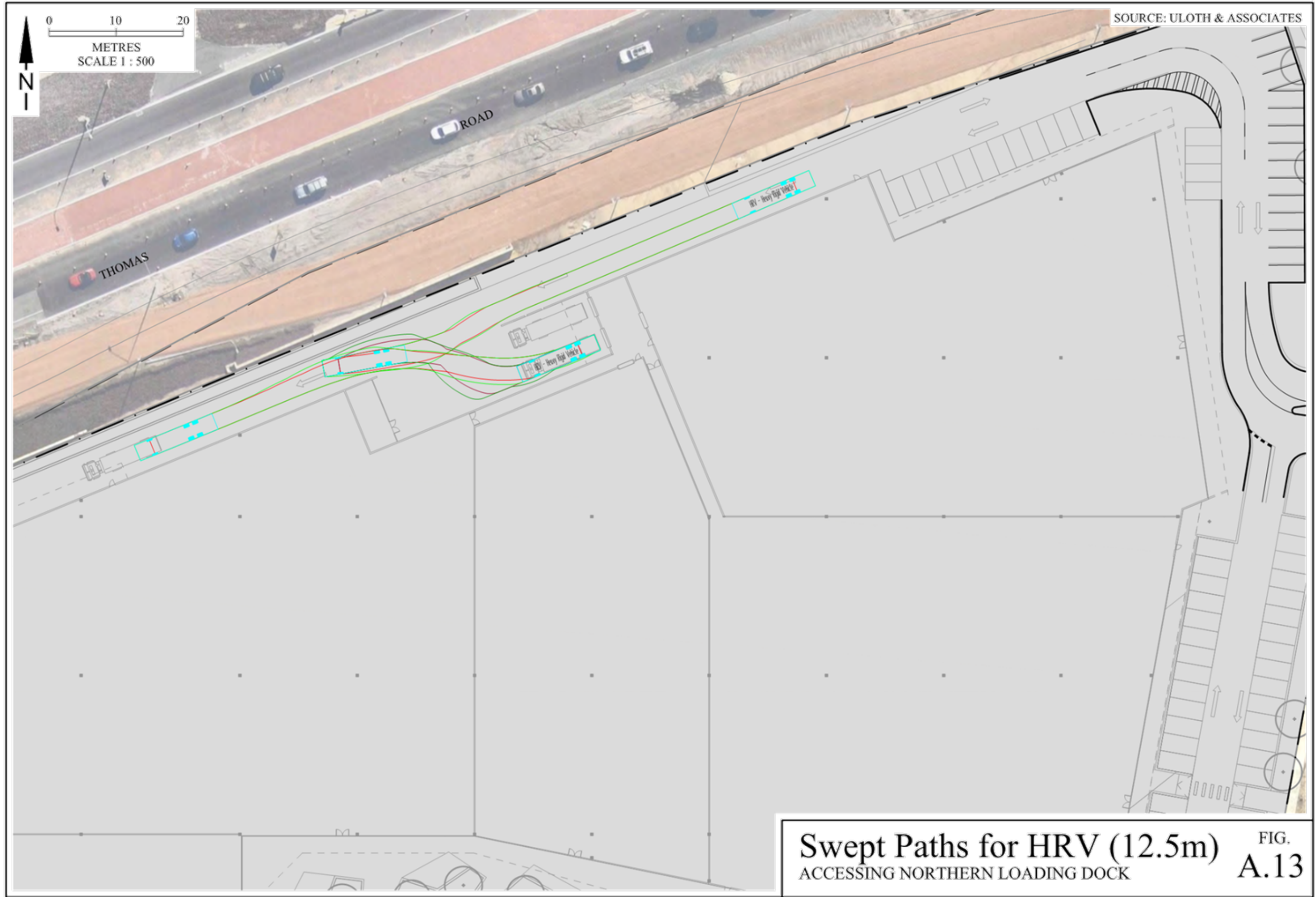
FIG. A.8

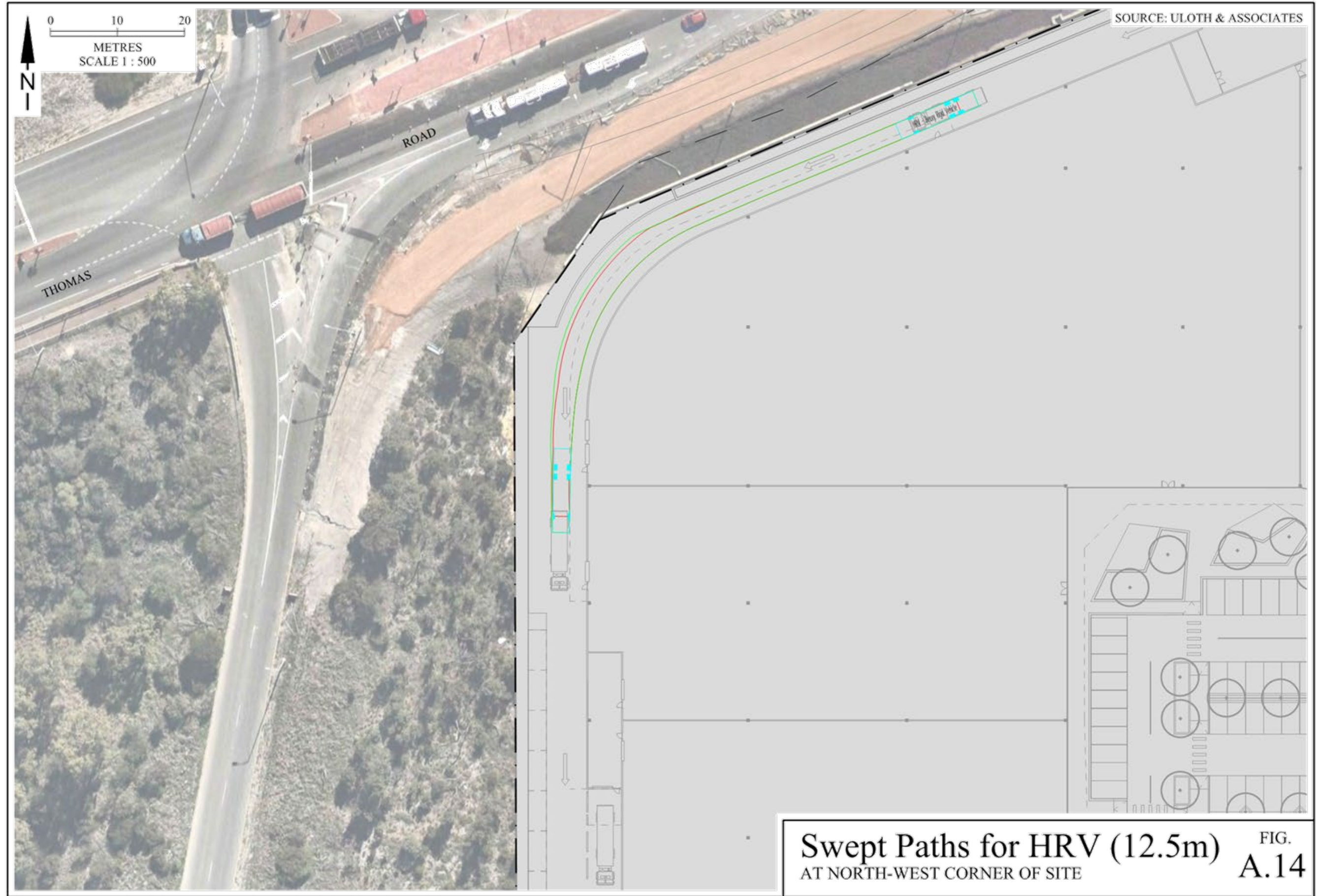




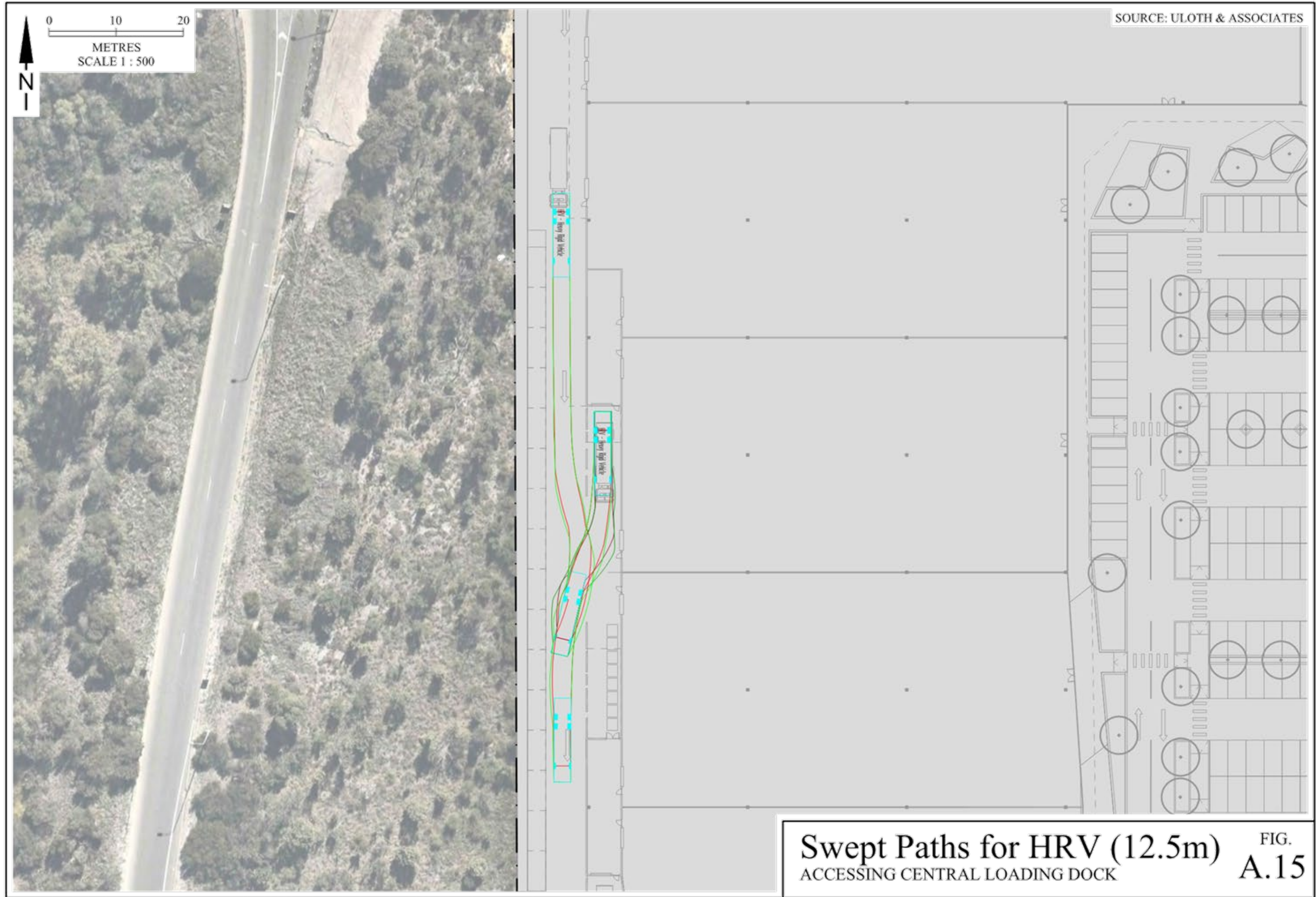


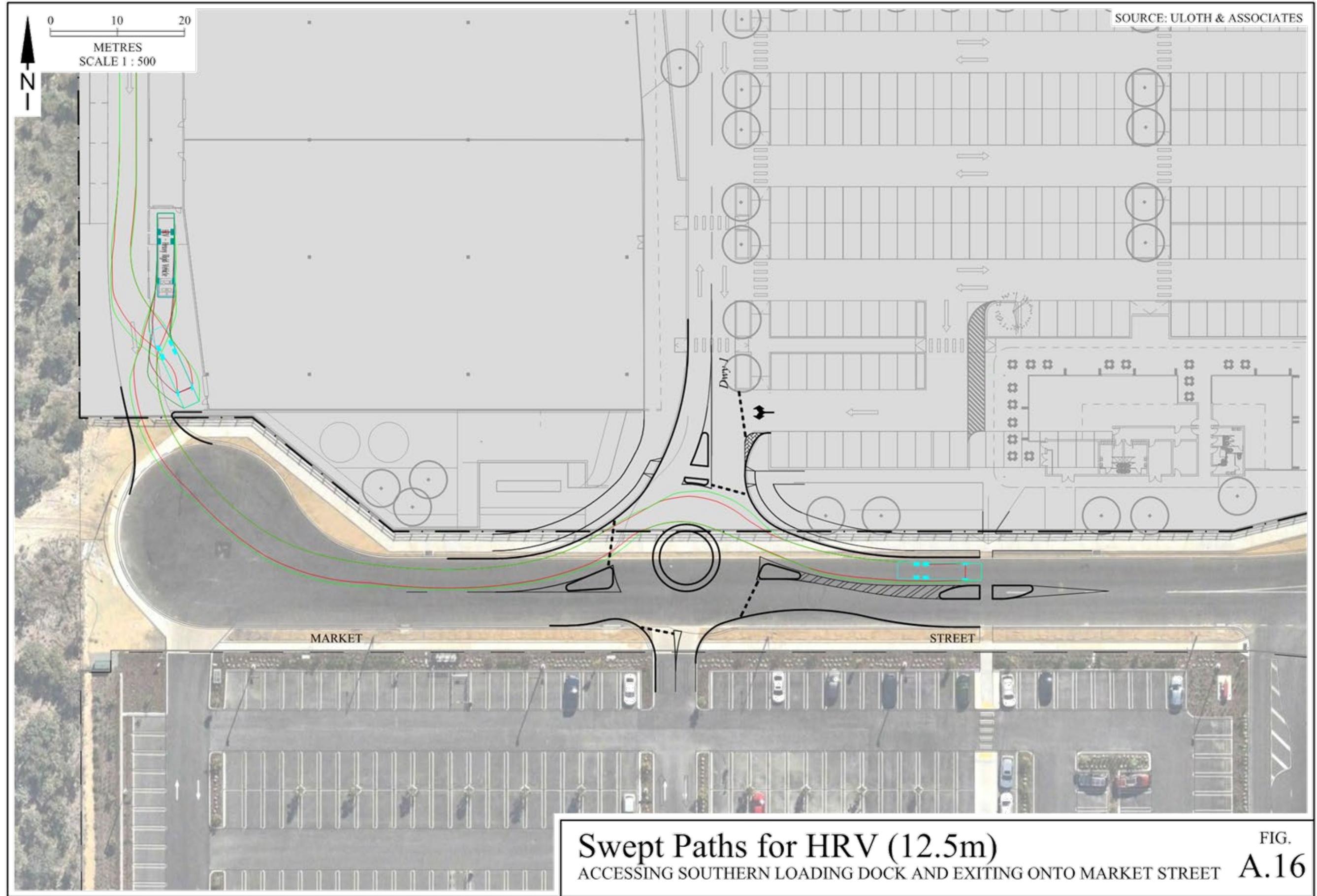






Swept Paths for HRV (12.5m) FIG. A.14
AT NORTH-WEST CORNER OF SITE







Attachment 23

Enquiries: Steve Fernandez on (08) 9323 4517
Our Ref: 23/3249 (D23#741235)
Your Ref: DA10580

18 August 2023

Chief Executive Officer
City of Kwinana
PO Box 21
KWINANA WA 6966

Email: customer@kwinana.wa.gov.au

Dear Sir/Madam,

**PROPOSED DEVELOPMENT – LOT 9110 (740) AND LOT 9015 (760) THOMAS ROAD
CASUARINA – REF: DA10580 – DAP/23/02478 [SHOWROOMS AND EATING HOUSES]**

In response to correspondence received on 2 May 2023 please be advised Main Roads has no objections subject to the following conditions being imposed:

Conditions

1. No earth works shall encroach onto the Thomas Road Reserve.
2. No stormwater drainage is to be discharged onto the Thomas Road Reserve.
3. Signage is not approved as part of this application.

Advice

- a) Signage has been identified on the plans of development, however no details relating to size, type or content have been provided. Main Roads conditions of approval for this development do not constitute signage approval. A separate development application must be lodged addressing Main Roads "Policy and Application Guidelines for Advertising Signs Within and Beyond State Road Reserves".
- b) Discovery Street has been constructed as a left in left out intersection to Thomas Road and is considered a lesser intersection into the estate with traffic directed through the roundabout at Central Avenue. Main Roads will not consider any modifications to the access arrangements of these intersections onto Thomas Road.



Main Roads requests a copy of the City's final determination on this proposal to be sent to planninginfo@mainroads.wa.gov.au.

In the interim, if you have any queries please do not hesitate to contact Steve Fernandez on 9323 4517.

Yours sincerely

A handwritten signature in cursive script that reads 'mthornely'.

Maryanne Thornely

Road Access and Planning Manager



Attachment 24

Our Ref: D28624
Your Ref: DA10580

Jared Veenendaal
City of Kwinanna
Jared.Veenendaal@kwinana.wa.gov.au

Dear Mr Veenendaal

RE: LOT NUMBER 9110, 740 THOMAS ROAD, AND 9015 ORTON ROAD, CASURINA – PROPOSED SHOWROOMS (X8) AND EATING HOUSES (X2) – DEVELOPMENT APPLICATION

I refer to your email dated 2 May 2023 regarding the submission of a Bushfire Management Plan (BMP) (Version 1), prepared by Emerge Associates and dated April 2023, for the above development application. The BMP is accompanied by a report from the proponent dated 24 March 2023 for the above development application (DA).

This advice relates only to *State Planning Policy 3.7: Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (Guidelines). It is the responsibility of the proponent to ensure the proposal complies with relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining approvals that apply to the proposal including planning, building, health or any other approvals required by a relevant authority under written laws.

Assessment

- Further clarification is required within the BMP of the requirements of SPP 3.7, and the supporting Guidelines as outlined in our assessment below.

1. Policy Measure 6.5 c) Compliance with the Bushfire Protection Criteria

Element	Assessment	Action
Location	A1.1 – not demonstrated This section should be read in conjunction with the assessment against P2, below.	Modification to the BMP is required.
	The BMP indicates that compliance has been met due to the site being in an area defined as “moderate” hazard.	

	<p>It is noted that the BMP reference EP17-109(02) (July 2021) states in Table 4 that <i>“given the large size of the lots and flexibility with building location, habitable buildings will be able to be located to ensure they do not exceed BAL-29”</i>. Furthermore, BMP reference EP17-109(01) (November 2017) shows a 14m APZ along the western boundary to ensure that habitable buildings are not placed in areas above BAL-29. 14m was applied due to the vegetation to the west being classified as Class B Woodland at that time. As discussed below, it is not considered that there is evidence to warrant buildings located in areas above BAL-29 and divergence from the approach clearly contemplated during earlier planning stages and it is not considered that compliance with Element 1 has been demonstrated.</p>	
<p>Siting & Design</p>	<p>P2 – not demonstrated</p> <p>The proposed development is exposed to BAL-40 which represents an extreme risk and does not comply with Element 2. The proposed Performance Principle Based Solution (PPBS) does not provide sufficient evidence to demonstrate how the PPBS meets or exceeds the intent and performance principle P2 as per Section 4.5.2.2 of the Guidelines.</p> <p>The PPBS (pages 17-20 of the BMP) applies a construction standard to the building to justify the location of the proposed development within BAL-40. The building construction standard is not relevant at the planning stage and does not demonstrate how the proposal is located in an area which either minimises bushfire impact or is within area which has the least possible risk of bushfire.</p> <p>Redesign of the proposal is recommended so that commercial buildings and other activities associated with the functions of the application are sited outside of BAL-40 / BAL-FZ areas.</p> <p>In addition to the above, comments in the executive summary of the BMP state <i>‘There is no alternative location for the building arrangement due to a number of development constraints that would otherwise impact safe access movements to/from Discovery Street; reduce parking numbers; impact coordinated access with Costco to the</i></p>	<p>Modification to the BMP is required. Please demonstrate compliance or provide substantiated evidence of a performance principle-based solution.</p>

	<p>is proposed. It is noted that the Costco building to the south appears to have adequate setbacks to the western boundary and also that commitments have been made in relation to the site and proposed development as discussed above.</p> <p>It is considered that there is an opportunity to redesign the proposed development to meet the Acceptable Solutions of Elements 1 and 2.</p>	
Vehicular Access	<p>A3.6 – insufficient information The BMP states that the proposal is compliant with the requirements of A3.6, however there is no detail provided of the internal turning areas (figure 28 of the Guidelines) within 30m of the habitable buildings.</p> <p>The development plans detail 682 parking bays. Accordingly, it may be more appropriate to consider the need for the internal road network to be constructed to the standard of a public road network rather than a driveway. The BMP notes that the proposal will provide a 6m minimum trafficable width and a horizontal clearance, however the BMP should be updated to specify which column of Table 6 the proposal will comply with.</p>	Additional information is required.

2. Policy Measure 6.7 Strategic planning proposals, subdivision or development applications in areas where BAL-40 or BAL-FZ applies

Issue	Assessment	Action
Extreme bushfire hazard and/or BAL-40/ BAL-FZ applies	<p>Subdivision and development applications in areas of BAL-40/BAL-FZ will not be supported unless they comply with policy measure 6.7, clause 6.7.1 or 6.7.2 of SPP3.7.</p> <p>The proposal is not considered to meet the definition of minor or unavoidable development.</p>	Comment only

Recommendation – Compliance with Acceptable Solutions not demonstrated – modifications required

It is critical the bushfire management measures within the BMP are refined to ensure they are accurate and can be implemented to reduce the vulnerability of the development to bushfire. The proposed development is not supported for the following reasons:

If you require further information, please contact me on telephone number 9395 9819.

Yours sincerely



Michael Ball
SENIOR LAND USE PLANNING OFFICER

26 May 2023

Attachment 25



Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road,
Casuarina

Project No: EP17-109(02)

**Prepared for Aigle Royal Developments
April 2023**

Bushfire Management Plan
 Portion of Lots 9110 and 9015 Thomas Road, Casuarina



Document Control

Doc name:	Bushfire Management Plan Portion of Lots 9110 and 9015 Thomas Road, Casuarina				
Doc no.:	EP17-109(02)-004 DVB				
Version	Date	Author		Reviewer	
1	April 2023	Daniel Bussell	DVB	Kirsten Knox	KK
				Anthony Rowe	AJR
Submitted to client for review					

Disclaimer:

This document has been prepared in good faith and is derived from information sources believed to be reliable and accurate at the time of publication. Nevertheless, it is distributed on the terms and understanding that the author is not liable for any error or omission in the information sources available or provided to us, or responsible for the outcomes of any actions taken based on the recommendations contained herein. It is also expected that our recommendations will be implemented in their entirety, and we cannot be held responsible for any consequences arising from partial or incorrect implementation of the recommendations provided.

This document has been prepared primarily to consider the layout of development and/or the appropriate building construction standards applicable to development, where relevant. The measures outlined are considered to be prudent minimum standards only based on the standards prescribed by the relevant authorities. The level of bushfire risk mitigation achieved will depend upon the actions of the landowner or occupiers of the land and is not the responsibility of the author. The relevant local government and fire authority (i.e. Department of Fire and Emergency Services or local bushfire brigade) should be approached for guidance on preparing for and responding to a bushfire.

Notwithstanding the precautions recommended in this document, it should always be remembered that bushfires burn

Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road, Casuarina



Executive Summary

Aigle Royal Developments (the proponent) are developing a portion of Lots 9110 and 9015 Thomas Road, Casuarina (herein referred to as 'the site') as a large format retail development. The site is approximately 5.74 hectares in size and is located in the City of Kwinana. The site is bounded by Thomas Road to the north, vacant land (proposed for future commercial development) to the east, Costco (large format retail) to the south and the Kwinana Freeway to the west.

The site is located within a 'bushfire prone area' identified under the state-wide Map of Bush Fire Prone Areas prepared by the Office of Bushfire Risk Management (OBRM 2021). The identification of a site within an area declared as bushfire prone necessitates a further assessment of the determined bushfire risk affecting the site in accordance with *Australian Standard 3959:2018 Construction of buildings in bushfire prone areas* (AS 3959), and the satisfactory compliance of the proposal with the policy measures described in *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) (WAPC 2015) and the *Guidelines for Planning in Bushfire Prone Areas Version 1.4* (the Guidelines) (DPLH & WAPC 2021).

The purpose of this Bushfire Management Plan (BMP) is to assess the bushfire hazards, both within and nearby the site, and identify the 'management' strategies required to ensure the development of the land is consistent with the intent of SPP 3.7 - *to preserve life and reduce the impact of bushfire on property and infrastructure*. The policy intent can be met by demonstrating compliance with the policy objectives, and policy measures informed by the bushfire protection criteria in the Guidelines and satisfaction of its four elements. Each element in the bushfire protection criteria can be met by utilising an acceptable solution or a performance principle.

This BMP has followed the requirements of SPP 3.7 to identify bushfire risk and the bushfire protection measures that will make the land suitable for its intended purpose. It builds on considerations identified in the structure plan and subdivision level BMPs. As part of this report, a Bushfire Attack Level (BAL) assessment involving the classification of vegetation within 150 m of the site has been undertaken.

As part of assessing the long-term bushfire risk to the site, vegetation classifications have been detailed for the post-development scenario (in accordance with AS 3959) in order to inform the BAL assessment. The following bushfire hazards were identified as applicable to the site following development:

- Scrub (Class D) vegetation to the west, associated with the Kwinana Freeway road reserve. Scrub vegetation has also been identified to the north, within Thomas Road reserve and adjacent

Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road, Casuarina



Compliance Assessment

The outcomes of this BMP demonstrate that as development progresses, it will be possible for the intent of the bushfire protection criteria outlined in the guidelines to be generally satisfied through an acceptable solution. With the exception of Element 1 and Element 2, where a performance-based solution has been utilised to satisfy the intent of the bushfire protection criteria given the building is located in BAL-40 as a result of development constraints. This includes:

- **Element 1 Location:** The site is within an area classed as a moderate bushfire hazard. Within the site, a small portion of the western-most extent of the proposed large format retail building will be subject to a BAL rating of BAL-40 due to the road reserve adjacent to the Kwinana Freeway
- **Element 2 Siting and Design:**
 - The food and beverage tenancies in the southeast portion of the site can achieve an acceptable solution, and are likely to be subject to BAL-12.5 and BAL-LOW. The western portion, near the west boundary, faces the Kwinana Freeway road reserve and is located in an area subject to BAL-40. There is no alternative location for the building arrangement due to a number of development constraints that would otherwise impact safe access movements to/from Discovery Street; reduce parking numbers; impact coordinated access with Costco to the south and reduce commercial floorspace.
 - The building at the north-western elevation will exceed the bushfire resistance/performance level for BAL FZ (fire resistance level (FRL) 30/30/30). It is proposed to be constructed with a cement tilt-up wall construction (FRL 90/90/90) and openings (doors and windows) with a minimum FRL of 60/60/60. This exceeds the period of time for a fire required to be addressed for a bushfire event and will maintain the tenability of the building for at least 60 minutes, providing sufficient time for occupants to evacuate into a BAL-Low area at the site. The building will also be provided with a perimeter vehicle access (PVA) of 6 m which exceeds the minimum 3 m defendable space, defined in the Guidelines. The building will provide access for attending firefighters, but its construction level will provide a passive resistance reducing the dependence upon emergency services to protect the building from damage by bushfires.
 - The proposal presents a low consequence impact in terms of human harm, occupants and firefighters and property. The proposal, therefore, avoids a significant adverse impact and satisfies the precautionary principle and Element 2.
- **Element 3 Vehicular Access:** The proposed internal development layout provides for multiple egress points to the existing public road network, specifically Discovery Drive to the east and Market Street to the south. Discovery Drive and Market Street provide a connection to Thomas

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Doc No.: EP17-109(02)-004 DVB | Version: 1

Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road, Casuarina



- **Element 4 Water:** the existing public road network is serviced by hydrants located approximately every 100 m, with 6 hydrants located adjacent to the site. Additional supplementary fire-fighting water supply will be provided in the form of static water tanks to support structure building fire-fighting needs.

The management/mitigation measures to be implemented through the proposed development of the site have been outlined as part of this BMP, demonstrating the intent of each element can be met and SPP 3.7 can be satisfied.

Bushfire Management Plan
 Portion of Lots 9110 and 9015 Thomas Road, Casuarina



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Appendix A

Proposed development layout (Hames Sharley 2023)

Bushfire Management Plan
 Portion of Lots 9110 and 9015 Thomas Road, Casuarina



List of Abbreviations

Table A1: Abbreviations – General terms

General terms	
AS	Australian Standard
APZ	Asset Protection Zone
BAL	Bushfire Attack Level
BMP	Bushfire Management Plan
BPAD	Bushfire Planning and Design
ESA	Environmentally sensitive area
FDI	Fire Danger Index
FRL	Fire resistance level
FZ	Flame Zone
PVA	Perimeter vehicle access
TEC	Threatened ecological community

Table A2: Abbreviations – Organisations

Organisations	
CoK	City of Kwinana
DBCA	Department of Biodiversity, Conservation and Attractions
DWER	Department of Water and Environmental Regulation
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
OBRM	Office of Bushfire Risk Management
WAPC	Western Australian Planning Commission

Bushfire Management Plan
 Portion of Lots 9110 and 9015 Thomas Road, Casuarina



Table A4: Abbreviations – Planning and building terms

Planning and building terms	
LPS	Local Planning Scheme
MRS	Metropolitan Region Scheme
NCC	National Construction Code

Table A4: Abbreviations – units of measurement

Units of measurement	
cm	centimetre
ha	hectare
m	metre
m ²	square metre
m AHD	m in relation to the Australian height datum
mm	millimetre

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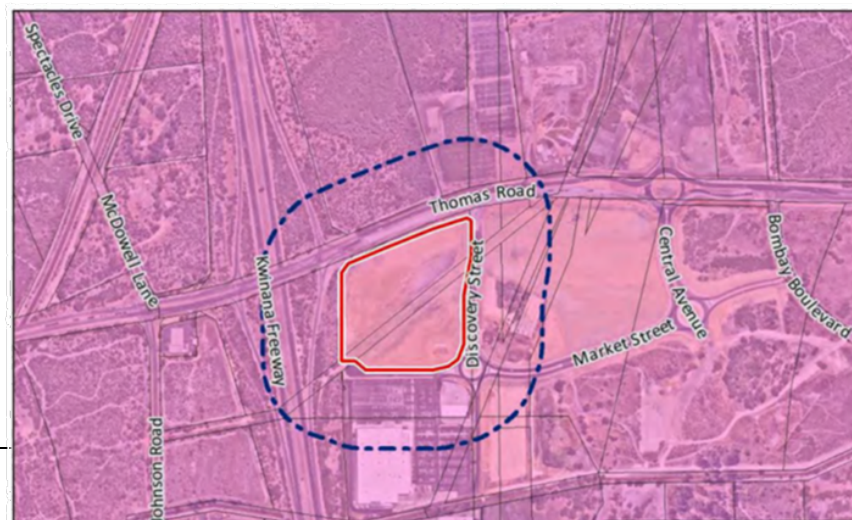


1 Introduction

1.1 Background

Aigle Royal Developments (the proponent) are seeking to progress commercial development over part Lot 9110 and 9015 Thomas Road, Casuarina (herein referred to as ‘the site’). The site is proposed to be developed for large format retail purposes, with the general layout shown in **Figure 1** and **Appendix A**. The site is approximately 5.74 hectares in size and is located in the City of Kwinana. It is bounded by Thomas Road to the north, vacant land (proposed for future commercial development) to the east, Costco (large format retail) to the south and Kwinana Freeway to the west, as shown in **Figure 1**.

The site is located within a ‘bushfire prone area’ under the state-wide Map of Bush Fire Prone Areas prepared by the Office of Bushfire Risk Management (OBRM 2021) as shown in **Plate 1**. The identification of a site within an area declared as bushfire prone necessitates a further assessment of the determined bushfire risk affecting the site in accordance with *Australian Standard 3959:2018 Construction of buildings in bushfire prone areas* (AS 3959), and the satisfactory compliance of the proposal with the policy measures described in *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) (WAPC 2015) and the *Guidelines for Planning in Bushfire Prone Areas Version 1.4* (the Guidelines) (DPLH & WAPC 2021).



Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road, Casuarina



authority give consideration to the precautionary principle (clause 6.11 in SPP 3.7) and they must be satisfied that the potential for significant adverse impacts can be adequately reduced or managed. In particular:

*SPP 3.7 does not require that there be no increase at all in the threat of bushfire to people property or infrastructure. Rather, as is seen in clause 2 of SPP 3.7, the intention of the policy is to 'implement effective, risk-based land use planning and development to preserve life and **reduce the impact of bushfire on property and infrastructure**'. (emphasis added)¹*

1.2 Aim of this report

This BMP has been prepared to support the proposed development of the site and addresses the requirements of SPP 3.7 (WAPC 2015), the Guidelines (DPLH & WAPC 2021) and AS 3959 (Standards Australia 2018). The document includes:

- An assessment of the existing classified vegetation in the vicinity of the site (within 150 m) and consideration of bushfire hazards that will exist in the post development scenario (**Section 3**).
- Commentary on how the development can achieve the bushfire protection criteria outlined within the Guidelines including an indication of likely BAL ratings (**Section 5**).
- An outline of the roles and responsibilities associated with implementing this BMP (see **Section 6**).

Bushfire management plans were prepared to support the structure plan (Emerge Associates and Bushfire Safety Consulting 2018) and subdivision application (Emerge Associates 2020) for the land that forms the site, and have been considered as part of the preparation of this report and assessment.

1.3 Statutory policy and framework

The following key legislation, policies and guidelines are relevant to the preparation of a bushfire management plan:

- *Bush Fires Act 1954*
- *Fire and Emergency Services Act 1998*
- *Planning and Development Act 2005* and associated regulations
- *Building Act 2011* and associated regulations
- *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (WAPC 2015)

Bushfire Management Plan
 Portion of Lots 9110 and 9015 Thomas Road, Casuarina



1.4 Description of the proposed development

The site is proposed to be developed for large format retail purposes, in line with the proposed development plan provided in **Appendix A**. The development within the site will include:

- Commercial buildings for multiple outlets, which will include retail as well as food and beverage operations;
- Storage and bulk goods showrooms;
- Truck loading areas;
- Landscaping areas throughout the site;
- An internal vehicle circulation and parking area connected to the public road network.

The entirety of the site is zoned 'Urban' under the Metropolitan Region Scheme, as shown in **Plate 2** below. Additionally, the site is zoned 'Development' under the *City of Kwinana Local Planning Scheme No. 2*.

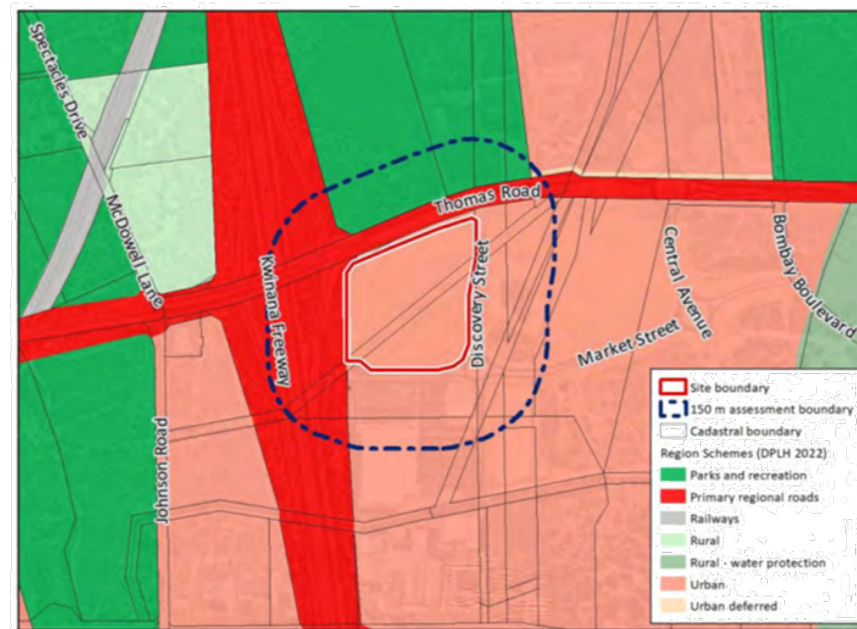


Plate 2- Metropolitan Region Scheme Zoning, in and surrounding the site.

Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road, Casuarina



1.5 Description of land characteristics

The natural topographical contours indicate that the site is largely flat and varies from approximately 18 m Australian Height Datum (m AHD) in the west and central portions, to 14 m AHD to the south-east (see **Figure 1**). Following the completion of the subdivision, the site will be generally flat.

Based on a review of publicly available historic aerial imagery (WALIA 2023), the majority of the site was historically cleared of native vegetation prior to 1965 to support agricultural activities. Furthermore, in association with the recent subdivision of the broader area in 2019, the site was further cleared and earth-worked and now consists of areas of bare mineral earth.

Surrounding land uses include:

- The Kwinana Freeway to the west of the site.
- Thomas Road to the immediate north, with uncleared land composed of remnant native vegetation and horticultural cropping areas further to the north. At the time this BMP was prepared, Thoms Road was the subject of a major road upgrade and widening program.
- Vacant land to the east is proposed for future commercial development. This land was recently cleared as part of the subdivision works which the site was also subject to. Revegetation of the drainage reserve to the east of the site has not yet commenced but is assumed to be a consideration for the purposes of this BMP.
- Costco commercial development to the south.

Bushfire Management Plan
Portion of Lots 9110 and 9015 Thomas Road, Casuarina



2 Environmental Considerations

In accordance with the *Bushfire Management Plan – BAL Contour* template prepared by the Department of Planning, Lands and Heritage (2018), this BMP has considered whether there are any environmental values that may require specific consideration through either protection, retention or revegetation. To support this, a review of publicly available databases has been undertaken, with particular reference to the Shared Location Information Platform (SLIP) databases. A summary of the search results has been provided in **Table 1**.

The site has been cleared of vegetation as part of the previous subdivision processes and is composed of bare mineral earth. It contains no environmental values of conservation significance.

Table 1: Summary of potential environmental considerations that may be associated with the site (based on a search of the SLIP databases)

Key environmental feature (information in brackets refers to mapping data source)	Yes / no / potentially occurring within the site	If yes / potentially, describe value that may be impacted
Conservation category wetlands and buffer (Geomorphic wetlands, Swan Coastal Plain (DBCA-019))	No	No conservation category wetlands (CCWs) intersect the site. However, one multiple use wetland (MUW) (UFI 6,669) extends over the south-eastern portion of the site. As part of the subdivision process (which includes the site) MUW (UFI 6,669) was not identified to be retained. One CCW (UFI#6721) is located external to the north of the site. This wetland is separated from the site by Thomas Road and no wetland buffer is proposed or required to be accommodated within the site as part of the proposed development. Therefore, no specific management/ protection is required.
RAMSAR wetlands (DBCA-010)	No	Not applicable. No RAMSAR wetlands are identified within the mapping as occurring within the site or in close proximity.
Threatened and priority flora (DBCA-036)	No	Not applicable. The site has been cleared of all vegetation as part of the subdivision and contains no suitable habitat.
Threatened and priority fauna (DBCA-037)	No	Not applicable. The site has been cleared of all vegetation as part of the subdivision and contains no suitable habitat.
Threatened ecological communities (DBCA-038)	No	Not applicable. The site has been cleared of all vegetation as part of the subdivision and contains no suitable habitat.

Bushfire Management Plan
 Portion of Lots 9110 and 9015 Thomas Road, Casuarina



Table 1: Summary of potential environmental considerations that may be associated with the site (based on a search of the SLIP databases) (continued).

Key environmental feature (information in brackets refers to mapping data source)	Yes / no / potentially occurring within the site	If yes / potentially, describe value that may be impacted
Swan Bioplan Regionally Significant Natural Areas 2010 (DWER-070)	No	Not applicable. No regionally significant natural areas are identified within the site.
Aboriginal heritage (DPLH-001)	No	Registered site 38661 is mapped within the site and is described as Artefacts / Scatter, Ceremonial, Skeletal Material / Burial, camp, Water Source.
Non-indigenous heritage (SHO-003)	No	Not applicable. No registered non-indigenous heritage sites were identified within or nearby the site.

2.1 Native vegetation – modification and clearing

The entire site has been cleared of vegetation, with only scattered paddock grasses potentially present (predominantly located within the western portion of the site). No clearing or modification of native vegetation will be required to implement the proposed development of this BMP.

No modification of vegetation located outside the site boundary is proposed as part of the development.

2.2 Revegetation and landscape plans

No revegetation is proposed as part of the development. It is noted (and considered as part of this BMP) that a drainage reserve to the east of the site (and Discovery Drive) was proposed to be revegetated as part of the structure plan and subdivision to achieve a scrub classification. Due to the presence of high voltage powerlines, planting is typically restricted to a maximum height of 3 m, and therefore scrub is a reasonable assumption.

The landscaped areas within the site will be designed and maintained to achieve low threat vegetation in accordance with Section 2.2.3.2 of AS 3959. Ongoing management is likely to include:

- Irrigation of grass and garden beds (where required).
- Regular removal of weeds and built-up dead material (such as fallen branches, leaf litter etc.)
- Low pruning of trees (branches below 2 m in height removed where appropriate).
- Application of ground/surface covers such as mulch or non-flammable materials as required.

Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road, Casuarina



3 Bushfire Assessment Results

Bushfire risk for the site has been appropriately considered both in context to the site and potential impact upon the site using AS 3959 and the Guidelines.

The objective of AS 3959 is to reduce the risk of ignition and loss of a building to bushfire. It provides a consistent method for determining a radiant heat level (radiant heat flux) as a primary consideration of bushfire attack. AS 3959 measures the Bushfire Attack Level (BAL) as the radiant heat level (kW/m^2) over a distance of 100 m. AS 3959 also prescribes deemed-to-satisfy construction responses that can resist the determined radiant heat level at a given distance from the fire. It is based on six Bushfire Attack Level (BAL) ratings: BAL-LOW, BAL-12.5, BAL-19, BAL-29, BAL-40 and BAL-FZ.

A BAL contour plan has been prepared in accordance with Appendix Three of the Guidelines and Method 1 of AS 3959 to determine the BAL ratings likely to be applicable to future buildings.

3.1 Assessment inputs

This bushfire attack level (BAL) assessment was undertaken in accordance with Method 1 of AS 3959. Vegetation classifications and effective slope under vegetation have been detailed in **Figure 2**. A BAL Contour Plan has been prepared based on the developed condition of the site in accordance with Appendix Three of the Guidelines and is provided as **Figure 3**. Numerous site visits have been undertaken over the years, including November 2017, September 2020 and November 2020. The most recent was undertaken on 19 March 2023, but conditions were observed to be similar (except within the site and previous subdivision area, which has been cleared) and therefore photos of conditions are a mixture from previous site visits.

3.1.1 Assumptions

The BAL assessment is based on the following assumptions:

- **Designated FDI:** 80
- **Flame temperature:** 1090 K
- **Vegetation classification:** scrub (Class D) and grassland (Class G), see **Figure 2** and summarised in **Table 2** and **Table 3**.
- **Effective slope beneath classified vegetation:** flat/upslope, downslope $>0-5^\circ$ and downslope $>10-15^\circ$ (see **Figure 2**)

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the Kwinana Freeway and Thomas Road reserves to support the Thomas Road upgrades, which are assumed to be reinstated (revegetated) following the completion of works.

- Areas of grassland can include up to 10% foliage cover from shrubs and trees, per AS 3959.
- Portions of external land located to the east and south-east of the site are expected to be revegetated and maintained to achieve a 'scrub' classification in accordance with the *Casuarina – East Freeway Local structure plan* (Element 2019).

3.1.2 Vegetation classification

Assessing bushfire hazards takes into account the vegetation classifications and exclusions within the site and surrounding area for a minimum of 100 m, in accordance with AS 3959 and the Guidelines. The assignment of vegetation classifications is based on an assessment of vegetation structure, which includes consideration of the various fuel layers of different vegetation types, as outlined in **Plate 3**. All vegetation within 150m of the site was classified in accordance with Clause 2.2.3 of AS 3959. Each distinguishable vegetation plot is described in **Table 2** and shown in **Figure 2**.

Not all vegetation is a classified bushfire risk. Vegetation and ground covers that are exempt from classification as a potential hazard is identified as a low threat under Section 2.2.3.2 of AS 3959. Low threat vegetation includes the following:

- a. *Any vegetation that is more than 100 m from the site.*
- b. *Single areas of vegetation less than 1 ha in area and not within 100 m of other areas of vegetation being classified.*
- c. *Multiple areas of vegetation less than 0.25 ha in area and not within 20 m of the site, or each other, or of other areas of vegetation being classified.*
- d. *Strips of vegetation less than 20 m in width (measured perpendicular to the elevation exposed to the strip of vegetation) regardless of length and not within 20 m of the site or each other, or other areas of vegetation being classified.*
- e. *Non-vegetated areas, that is, areas permanently cleared of vegetation, including waterways, exposed beaches, roads, footpaths, buildings and rocky outcrops.*
- f. *Vegetation regarded as a low threat due to factors such as flammability, moisture content or fuel load. This includes grassland managed in a minimal fuel condition, mangroves and other saline wetlands, maintained lawns, golf courses (such as playing areas and fairways), maintained public reserves and parklands, sporting fields, vineyards, orchards, banana plantations, market gardens (and other non-curing crops), cultivated gardens, commercial nurseries, nature strips and windbreaks.*

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Plate 3: The five fuel layers in a forest environment that could be associated with fire behaviour (Gould et al. 2007)

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Table 2: AS 3959 vegetation classification (refer to Figure 2)

Photo ID:	1	Plot:	1	
Vegetation Classification or Exclusion Clause				
Class D - Scrub				
Description / Justification for Classification				
Areas of scrub vegetation have been identified immediately west of the site within the eastern and western portions of the Kwinana Freeway road reserve and to the north of the site, within the Thomas Road reserve and uncleared land. This area is associated with remnant/rehabilitated vegetation between 2 m and 6 m in height with a predominantly consistent fuel structure from ground to canopy. Taller vegetation forms less than 10% of the foliage cover.				
Photo ID:	2	Plot:	1	
Vegetation Classification or Exclusion Clause				
Class D - Scrub				
Description / Justification for Classification				
Areas of scrub vegetation have been identified immediately west of the site within the Kwinana Freeway reserve and to the north of the site. This area is associated with remnant/rehabilitated native species between 2 m and 6 m in height.				
Photo ID:	3	Plot:	1	
Vegetation Classification or Exclusion Clause				
Class D - Scrub				
Description / Justification for Classification				

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Table 2: AS 3959 vegetation classification (refer to Figure 2) (continued)

Photo ID:	4	Plot:	3	
Vegetation Classification or Exclusion Clause				
Class D - Scrub				
Description / Justification for Classification				
<p>Areas of scrub vegetation have been identified immediately north of the site, within the Thomas Road reserve. This vegetation is associated with remnant native species between 2 m and 6 m in height and scattered taller trees which comprise less than 10% of the foliage cover within the area.</p>				
Photo ID:	5	Plot:	4	
Vegetation Classification or Exclusion Clause				
Class D - Scrub				
Description / Justification for Classification				
<p>Areas of scrub vegetation have been identified immediately west of the site, within the Kwinana Freeway reserve. This area is associated with remnant/rehabilitated native species between 2 m and 6 m in height. Taller vegetation forms less than 10% of the foliage cover.</p>				
Photo ID:	6	Plot:	5	
Vegetation Classification or Exclusion Clause				
Class D - Scrub				
Description / Justification for Classification				

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Table 2: AS 3959 vegetation classification (refer to **Figure 2**) (continued)

Photo ID:	7	Plot:	6	
Vegetation Classification or Exclusion Clause				
Class G - Grassland				
Description / Justification for Classification				
<p>Areas of grassland vegetation have been identified north east (of the site, immediately adjacent to the Thomas Road reserve. This area is associated with unmanaged grasses which do not appear to have been subject to any regular maintenance.</p>				
Photo ID:	8	Plot:	7	
Vegetation Classification or Exclusion Clause				
Class G - Grassland				
Description / Justification for Classification				
<p>Areas of grassland vegetation have been identified west of the site, within the Kwinana Freeway reserve. This area is associated with grasses which appear to be subject to some level of maintenance. However, the areas have been assessed as a hazard.</p>				
Photo ID:	9	Plot:	8	
Vegetation Classification or Exclusion Clause				
Exclusion 2.2.3.2 (e)				

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Table 2: AS 3959 vegetation classification (refer to **Figure 2**) (continued)

Photo ID:	10	Plot:	8	
Vegetation Classification or Exclusion Clause				
Exclusion 2.2.3.2 (e)				
Description / Justification for Classification				
<p>Non-vegetated areas have been identified surrounding the site, and is associated with existing buildings (Costco), carparks, public roads and areas of mineral earth. It is noted that some of these areas contain managed established grass or garden beds being managed in a low threat state. For ease of reference and distinction these existing low-threat areas have been excluded as non-vegetated.</p>				
Photo ID:	11	Plot:	8	
Vegetation Classification or Exclusion Clause				
Exclusion 2.2.3.2 (e)				
Description / Justification for Classification				
<p>Non-vegetated areas have been identified north of Thomas Road (north east of site), associated with an existing commercial operation. It is associated with existing buildings, hardstand and areas of mineral earth.</p>				
Photo ID:	12	Plot:	9	
Vegetation Classification or Exclusion Clause				
Exclusion 2.2.3.2 (f)				
Description / Justification for Classification				

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3.2 Assessment outputs

The vegetation classification undertaken in **Section 3.1** is summarised in **Table 3** and incorporates the known changes to vegetation post-development. The resultant BALs are shown in **Figure 3** BAL ratings are based on the minimum distance outlined in Table 2.5 of AS3959 and relevant distances are outlined in **Table 4**.

Table 3: AS 3959 vegetation classification and effective slope

Plot	Applied vegetation classification	Effective slope
1	Class D – Scrub	Flat/upslope
2	Class D – Scrub (proposed to be revegetated)	Flat/upslope
3	Class D – Scrub	Downslope >0-5
4	Class D – Scrub	Downslope >0-5
5	Class D – Scrub	Downslope >10-15
6	Class G – Grassland	Flat/Upslope
7	Class G – Grassland	Flat/Upslope
8	Class G – Grassland	Downslope >0-5
9	Class G – Grassland	Downslope >10-15
10	Exclusion 2.2.3.2(e)	N/A
11	Exclusion 2.2.3.2(f)	N/A

The BAL assessment demonstrates that the majority of the site is subject to BAL-12.5 or BAL-LOW. A portion of the large format retail building in the north-west portion of the site (approximately 1.3 m) is subject to BAL-40. This is a result of the remnant vegetation within the Kwinana Freeway reserve (west), and assumptions that currently cleared vegetation will be re-vegetated following the upgrades to Thomas Road.

Table 4: Setback distances based on vegetation classification and effective slope and Table 2.5 of AS 3959, as determined by the method 1 BAL assessment

Plot number (see Figure 1)	Vegetation classification (see Figure 2)	Effective slope (see Figure 2)	Distance to vegetation (from Table 2.5 of AS 3959)	BAL rating (see Figure 3)
Plot 1 and 2	Scrub (Class D)	Flat/upslope	< 10 m	BAL-FZ
			10 – < 13 m	BAL-40

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Table 4: Setback distances based on vegetation classification and effective slope and Table 2.5 of AS 3959, as determined by the method 1 BAL assessment (continued)

Plot number (see Figure 2)	Vegetation classification (see Figure 2)	Effective slope (see Figure 2)	Distance to vegetation (from Table 2.5 of AS 3959)	BAL rating (see Figure 3)
Plot 3 and Plot 4	Scrub (Class D)	Downslope >0-5	<11 m	BAL-FZ
			11 - < 15 m	BAL-40
			15 - < 22 m	BAL-29
			22 - <31 m	BAL-19
			31 - < 100 m	BAL-12.5
			> 100 m	BAL-LOW
Plot 5	Scrub (Class D)	Downslope >10-15	< 14 m	BAL-FZ
			14 - < 19 m	BAL-40
			19 - < 28 m	BAL-29
			28 - < 39 m	BAL-19
			39 - < 100 m	BAL-12.5
			> 100 m	BAL-LOW
Plot 6 and Plot 7	Grassland (Class G)	Flat/upslope	< 6 m	BAL-FZ
			6 - < 8 m	BAL-40
			8 - < 12 m	BAL-29
			12 - < 17 m	BAL-19
			17 - < 50 m	BAL-12.5
			> 50 m	BAL-LOW
Plot 8	Grassland (Class G)	Downslope >0-5	< 7 m	BAL-FZ
			7 - < 9 m	BAL-40
			9 - < 14 m	BAL-29
			14 - < 20 m	BAL-19
			20 - < 50 m	BAL-12.5
			> 50 m	BAL-LOW

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4 Identification of Bushfire Hazard Issues

From a bushfire hazard management perspective, based on the requirements of SPP 3.7 and the Guidelines, the key issues that are likely to require management and/or consideration as part of ongoing operation and any future development within the site include:

- Insufficient separation at the west and north-west boundary to achieve BAL-29, requiring an appropriate construction response as the corresponding risk treatment.
- The re-introduction of classified vegetation, north/north-west of the site, requiring a siting of buildings and a commensurate construction, at BAL-29, as the corresponding risk treatment
- Ensuring that vehicle access is designed, constructed and managed to ensure safe access and egress for firefighting vehicles and occupants.
- Ensuring that it is managed to achieve low threat, to address asset protection zone (APZ) requirements.
- Ensuring that the provision of water for firefighting is sufficient and accessible by firefighting services.

4.1 Permanent hazards

The site and previous subdivision area generally comprise areas of non-vegetated areas and low threat vegetation (managed gardens). The key bushfire hazards that could impact the site are scrub vegetation within the Kwinana Freeway reserve to the west and Bush Forever Site 270 to the north. Areas of scrub vegetation are assumed to be introduced within the public open space (drainage reserve) to the east of the site, as well as portions of the Thomas Road and Kwinana Freeway reserve that have been cleared as part of road upgrade works.

4.2 Vulnerable or high risk land use

No vulnerable or high-risk land uses, as defined under SPP 3.7 are proposed within the site as part of the development. Therefore, the requirements of policy measures 6.6 within SPP 3.7 are not applicable.



5 Assessment Against the Bushfire Protection Criteria

This BMP provides an outline of the mitigation strategies that will ensure that as development progresses within the site, an acceptable solution and/or performance-based solution can be adopted for each of the bushfire protection criteria detailed within Appendix Four of the Guidelines. The applicable bushfire protection criteria identified in the Guidelines and addressed as part of this BMP are:

- Element 1: Location of the development
- Element 2: Siting and design of the development
- Element 3: Vehicular access
- Element 4: Water supply.

As part of future development, an ‘acceptable solution’ will be able to address the intent of Element 1, Element 3 and Element 4; while Element 2 is able to address the intent through a performance solution. As previously outlined, only a very small portion of the large format retail building is subject to BAL-40, as a result of existing vegetation and assumed revegetation. A summary of how the criteria are addressed and an associated compliance statement for each has been provided in **Table 5**.

Table 5: Assessment against the bushfire protection criteria from the Guidelines

Bushfire protection criteria	Proposed bushfire management strategies
Element 1: Location	
A1.1 Development location	<p>The suitability of the site for development was determined as part of the previous structure plan and subdivision stages.</p> <p>The site is located in an area subject to a moderate hazard and can comply with A1.1. Further discussion on siting is detailed below for Element 2.</p>
Element 2: Siting and design	
A2.1 Asset Protection Zone	<p>The site is large and is affected by the range of Bushfire Attack levels from BAL FZ through to BAL Low.</p> <p>The site adjoins classified vegetation in the Kwinana Freeway road reserve at its west boundary, a narrow strip of scrub between the freeway and the site, and retained endemic scrub vegetation north of Thomas Road (north of the site). The site adjoins areas south that are a low threat and it adjoins areas east to be developed as low threat.</p> <p>The separation provided by Thomas Road results in BAL 12.5 at the north boundary, but</p>

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Table 5: Assessment against the bushfire protection criteria from the Guidelines (continued)

Bushfire protection criteria	Proposed bushfire management strategies
Element 2: Siting and design (continued)	
A2.1 Asset Protection Zone (continued)	<p>Performance Principle</p> <p>The applicable performance principle is P2.</p> <p>“P2 The siting and design of the strategic planning proposal, subdivision or development application, including roads, paths and landscaping, is appropriate to the level of bushfire threat that applies to the site. The proposal incorporates a defendable space and significantly reduces the heat intensities at the building surface thereby minimising the bushfire risk to people, property and infrastructure, including compliance with AS 3959 if appropriate.”</p> <p>The meaning of defendable space is provided in the Guidelines:</p> <p>Defendable space: A three-metre-wide area adjacent to a building that is kept free from vegetation (excluding ground covers and grass) and provides a relatively safe space from which firefighters and appropriately prepared homeowners may defend the property.</p> <p>Notwithstanding the BAL (see Figure 3) at the west boundary of the site and the affected northwest section and west elevation of the large format building (BAL 40), the remainder of the site, including the proposed food and beverage tenancies, are subject to BAL-12.5 or BAL-LOW and meet the acceptable solution.</p> <p>Development constraints that limit how the building can respond to the encroachment of BAL-40 (particularly moving further east) include:</p> <ul style="list-style-type: none"> • Moving the building further east will adversely impact safe access movements to and from Discovery Street. • Carparking numbers would be reduced or would be located within an area of BAL FZ BAL 40. A building provides a higher level of resistance and safety than a vehicle or the open exposure of people attempting to reach their vehicle. • Landscaping areas at the street front, to meet relevant requirements. • Impact on the coordinated access between the site and Costco, including appropriate vehicle queuing. <p>It should be noted that the routine commercial construction standards for buildings within three metres of a boundary and another building (assumed fire source feature) exceed the requirements for BAL FZ. There is however no requirement where a building faces a reserve. Nonetheless, commercial construction methods exceeding BAL FZ are commonplace.</p>
<p>The Western Australian bushfire framework through the Planning and Development Act 2005, by the <i>Planning and Development Regulations (Local Planning Schemes) 2015 Schedule 2 Deemed Provisions at cl.78(1)E</i> enable constructions standards to be enforced where volunteered as a solution (performance principle)</p>	

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Table 5: Assessment against the bushfire protection criteria from the Guidelines (continued)

Bushfire protection criteria	Proposed bushfire management strategies
Element 2: Siting and design (continued)	
A2.1 Asset Protection Zone (continued)	<p>The applicant proposes to respond to the risk (BAL 40) at the north-west elevation of the building) through applying an appropriate construction standard as the risk treatment. The proposed construction is a cement tilt-up minimum of 90 mm (classed as a non-combustible material) which has an FRL³ of 90/90/90. All openings on the west elevation will conform with an FRL 60/60/60. Cement tilt-up construction is engineered through the <i>Building Act 2011</i>, to collapse inwards. This construction will exceed the FRL requirement of 30/30/30 for BAL FZ. The building will therefore have a passive resistance performance level that exceeds the duration and intensity of a bushfire and provide an internal tenability with sufficient time for occupants to safely evacuate to safety at the site.</p> <p>It is noted that the proposed large format building will also be separated from the western boundary by a perimeter vehicle access (PVA), which will provide continuous access around the building.</p> <p>Precautionary Principle</p> <p>The precautionary principle applies when a performance principle is used and requires the decisionmaker's satisfaction that the solution can avoid '...significant adverse impacts and can be adequately reduced and managed'. Having regard to the intent of SPP 3.7 and effective risk-based land use planning and development, consideration has been given below to the precautionary principle and matters preserving life and reducing the impact of bushfires on property and infrastructure.</p> <p><u>Preserve life</u></p> <p>Structural fire specifications are intended to provide a duration of tenability for the evacuation of occupants to a safer place. A bushfire becomes dangerous for occupants when a bushfire affects the tenability of evacuation. In this instance, the proposal is offering a construction standard that exceeds the requirement for bushfires but is a routine commercial construction method. The site provides all buildings pedestrian access to a BAL-Low area on site, and to access vehicles from a BAL-Low area. Therefore, the potential consequence for human harm is insignificant⁴</p> <p>The proposed building will be provided with a perimeter vehicle access along the west boundary in accordance with the <i>Building Act 2011</i>, which exceeds the defensible space requirement of the Guidelines. The building will be non-combustible and materials storage (such as vehicle parking) will be more than 6 m from the area of bushfire hazard where between the building and the west boundary. Bin storage is proposed to be located between concrete tilt up panels. Vehicle parking is proposed adjacent to the western elevation of the building, but is separated by at least 6 m.</p> <p>There is no requirement for firefighters to apply suppression during the passage of a fire</p>

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Table 5: Assessment against the bushfire protection criteria from the Guidelines (continued)

Bushfire protection criteria	Proposed bushfire management strategies
Element 2: Siting and design (continued)	
A2.1 Asset Protection Zone (continued)	<p><u>Reduce the impact of bushfires on property</u></p> <p>The volunteered construction is cement tilt which has an FRL 90/90/90, and all openings on the west elevation will conform within FRL 60/60/60. This exceeds the FRL requirement of 30/30/30 for BAL FZ. The building will have a passive resistance performance level that exceeds the duration and intensity of a bushfire. In addition, the area between the building and the west boundary is to be kept clear of any potentially flammable materials. The potential consequence on the building is minor, superficial damage, causing minimal disruption outside of the bushfire event.</p> <p>The proposal can avoid 'significant adverse impacts' and satisfy the intent of Element 2.</p>
Element 3: Vehicular access	
A3.1 Public roads	<p>The proposed development connects directly to the existing public road network, including Discovery Drive and Market Street.</p> <p>The adjacent roads surrounding the site comply with the technical requirements for public roads as specified in Appendix Four of the Guidelines (DPLH & WAPC 2021) (see Plate 4) and the IPWEA Subdivision Guidelines with the pavement 10 m or 2x 6 m-wide (depending on road type), demonstrating compliance with A3.1.</p>
A3.2a Multiple access routes	<p>The proposed development provides at least two connections to the existing public road network, namely via Discovery Drive or Market Street which connect to Thomas Road to the north or Bombay Boulevard to the east (see Figure 4). Thomas Road is a major regional road, providing egress options to the west (and the Kwinana Freeway) and east to Byford. Bombay Boulevard provides a connection to Thomas Road and Orton Road. , Compliance with A3.2a is achieved.</p>
A3.2b Emergency access way	<p>No emergency access ways are proposed or required, as such A3.2b is not applicable.</p>
A3.3 Through-roads	<p>This criterion is not applicable to development applications and has already been addressed at the subdivision. Market Street to the south of the site is a no-through road to the west but is provided within a suitable turn-around area and is shown in Figure 4. The no-through road complies with A3.3.</p>
A3.4a Perimeter roads	<p>A3.4a is not applicable to development applications. However, it is noted that the internal vehicle access provides for a perimeter road, with vehicle access (at least 6 m-wide pavement) available between the proposed buildings and the bushfire hazards to the west and north.</p>
A3.4b Fire service access route	<p>A3.4b is not applicable to development applications.</p>
A3.5 Battle-axe access legs	<p>A3.4b is not applicable to development applications.</p>

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Table 5: Assessment against the bushfire protection criteria from the Guidelines (continued)

Bushfire protection criteria	Proposed bushfire management strategies
Element 4: Water	
A4.1 Reticulated areas	A4.1 is not applicable to development applications.
A4.2 Provision of water for firefighting purposes	The site is located in a metropolitan area serviced by a reticulated water supply. The existing public road network surrounding the site is serviced by hydrants located approximately every 100 m, with at least 6 hydrants currently located adjacent to the site in the newly constructed roads (shown in Figure 4). Additional supplementary fire-fighting water supply will be provided in the form of static water tanks to support structure building fire-fighting. The proposal can comply with A4.2 .

Table 6: Vehicular access technical requirements

TECHNICAL REQUIREMENTS	1 Public roads	2 Emergency access way ¹	3 Fire service access route ¹	4 Battle-axe and private driveways ²
Minimum trafficable surface (metres)	In accordance with A3.1	6	6	4
Minimum horizontal clearance (metres)	N/A	6	6	6
Minimum vertical clearance (metres)	4.5			
Minimum weight capacity (tonnes)	15			
Maximum grade unsealed road ³	As outlined in the IPWEA Subdivision Guidelines	1:10 (10%)		
Maximum grade sealed road ³		1:7 (14.3%)		
Maximum average grade sealed road		1:10 (10%)		
Minimum inner radius of road curves (metres)		8.5		

Notes:

- ¹ To have crossfalls between 3 and 6%.
- ² Where driveways and battle-axe legs are not required to comply with the widths in A3.5 or A3.6, they are to comply with the Residential Design Codes and Development Control Policy 2.2 Residential Subdivision.
- ³ Dips must have no more than a 1 in 8 (12.5% / 7.1 degree) entry and exit angle.

Plate 4: Excerpt of Table 6 from The Guidelines

5.1 Additional management strategies

5.1.1 Future approval considerations

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except where it is in conflict with a higher standard required by the *Building Act 2011*, in which case the higher standard prevails.

5.1.2 Landscape management

5.1.2.1 Within the site

The site will be managed as an asset protection zone (APZ). Landscaped areas within the site will be designed and developed as part of the standard development process and are assumed to be designed to achieve low threat vegetation in accordance with Section 2.2.3.2 of AS 3959.

Management of the grounds within the site is likely to include (but not limited to):

- Irrigation of grass and garden beds (where required).
- Regular maintenance including removal of weeds and dead material.
- Low pruning of trees (branches below 2 m in height removed where appropriate).
- Application of ground covers such as mulch or non-flammable materials.
- Regularly mowing/slashing of grass (if present) to less than 100 mm in height.

5.1.2.2 Surrounding the site

Drainage reserve

The proposed drainage reserve to the east of the site (as identified within the *Casuarina – East of Freeway* local structure plan and shown as Plot 2 in **Figure 3**) is currently a mix of scrub, grassland and non-vegetated areas, but it is understood that it will be revegetated and that no maintenance (fuel load management) is likely to occur in this area. As previously outlined, given the restrictions of the vegetation that can be planted in this area due to the presence of high voltage powerlines (e.g. maximum growth of 3 m high), the drainage reserve has been assumed to be classified as scrub vegetation when it is fully grown.

Within private landholdings

The private landholdings surrounding the site are assumed to be managed by the applicable landowners in accordance with the City of Kwinana Firebreak Notice in perpetuity and/or in accordance with existing maintenance regimes.

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5.1.3 City of Kwinana Firebreak Notice

The City of Kwinana releases a Firebreak Notice on an annual basis to provide a framework for bushfire management within the City. The City of Kwinana is able to enforce this notice in accordance with Section 33 of the *Bush Fires Act 1954*. In addition, Section 33 1(b) also provides the City with additional power to direct landowners to undertake works to remedy conditions conducive to the outbreak or spread of bushfire.

Future development within the site will be required to comply with the Firebreak Notice as published, which is likely to include ensuring that all hardstand areas are cleared of all flammable material, except for living standing trees, and ensuring that grass height is no longer than 5 cm.

5.1.4 Vulnerable or high-risk land uses

There are no vulnerable or high-risk land uses, as defined under SPP 3.7, currently proposed within the site as part of the development.

5.1.5 Public education and preparedness

Community bushfire safety is a shared responsibility between individuals, the community, the government and fire agencies. DFES has an extensive Community Bushfire Education Program including a range of publications, a website and Bushfire Ready Groups. The DFES website (<https://www.dfes.wa.gov.au/bushfire/prepare/>) provides a range of materials to help the community prepare for and survive the bushfire season.

The City of Kwinana provides bushfire safety advice to residents available from their website <https://www.kwinana.wa.gov.au/community/health,-safety-security/fire-and-emergency-services>. Professional, qualified consultants also offer bushfire safety advice and relevant services to residents and businesses in high-risk areas in addition that provided in this BMP.

In the case of a bushfire in the area, advice would be provided to owners/occupants by DFES, the Department of Biodiversity Conservation and Attractions (DBCA) and/or the City of Kwinana on any specific recommendations with regard to responding to the bushfire, including evacuation if required.

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6 Responsibilities for Implementation and Management of Bushfire Measures

Figure 4 outlines the key management considerations that need to be addressed as part of ongoing development and operation of the site. **Table 6** outlines the future responsibilities of the proponent (developer), future operators/occupants and the City of Kwinana associated with implementing this BMP. Reference is made to ongoing bushfire risk mitigation measures for the proposed and existing land uses (through compliance with the City of Kwinana Fire-break and Hazard Notice).

Table 6: Responsibilities for the implementation of this BMP during development and ongoing management

Proponent – Prior to occupancy	
No.	Implementation and management actions
1	Undertake development of the site in accordance with the proposed development layout plan (including internal road access), or as otherwise agreed with the City of Kwinana
2	The west elevation of the large format retail building is to be constructed commensurate to the BAL rating in AS 3959, except where it is in conflict with a higher standard of fire resistance prescribed by the <i>Building Act 2011</i> , in which case the highest level of fire resistance applies. The proposed construction on the western elevation is cement tilt-up and will have a minimum FRL of 90/90/90, and openings will have with an FRL no less than 60/60/60 (where within BAL 40).
3	A minimum 6 m separation should be provided between the western elevation of the large format retail building and vehicle parking bays/parked vehicles at any time (excluding loading and unloading activities).
4	Landscaping within the site is to be designed and implemented and then managed to achieve a low threat standard (in accordance with Section 2.2.3.2 of AS 3959).
City of Kwinana	
No.	Management action
1	Maintaining fuel loads in existing public road reserves and public open space (under their management) to appropriate standards to minimise fuel loads.
2	Monitoring vegetation fuel loads in private landholdings against the requirements of the City's Firebreak and Hazard Reduction Notice (and/or existing maintenance regimes outlined in this BMP) and liaising with relevant stakeholders to maintain fuel loads at minimal/appropriate fuel levels, in accordance with the City's responsibilities under the <i>Bush Fires Act 1954</i> .
Property owner/occupier	
No.	Management action
1	The site is to be managed to function as an asset protection zone and achieve a low threat standard (in

Bushfire Management Plan
 Portion of Lots 9110 and 9015 Thomas Road, Casuarina



Table 6: Responsibilities for the implementation of this BMP during development and ongoing management (continued)

Water Corporation	
No.	Management action
1	The Water Corporation is responsible for the ongoing maintenance and repair of water hydrants

Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road, Casuarina



7 Applicant Declaration

7.1 Accreditation

This assessment report has been prepared by Emerge Associates who have a number of team members who have undertaken Bushfire Planning and Design (BPAD) Level 1 and Level 2 training and are Fire Protection Association of Australia (FPAA) accredited practitioners. Emerge Associates have been providing bushfire risk management advice for more than 10 years, undertaking detailed bushfire assessments (and associated approvals) to support the land use development industry.

Anthony Rowe is a FPAA Level 3 BPAD accredited practitioner (BPAD No. 36690), with over 10 years' experience.

7.2 Declaration

I declare that the information provided is true and correct to the best of my knowledge.

Signature:

A handwritten signature in black ink, appearing to read "Anthony Rowe", written over a light grey grid background.

Name: Anthony Rowe

Company: Emerge Associates / Envision Bushfire Protection

Date: 26 April 2023

BPAD Accreditation: Level 3 BPAD no. 36690

Bushfire Management Plan

Portion of Lots 9110 and 9015 Thomas Road, Casuarina



8 References

8.1 General references

The references listed below have been considered as part of preparing this document.

Australian Institute for Disaster Resilience (AIDR) 2020, *National Emergency Risk Assessment Guidelines*, Commonwealth of Australia.

Department of Biodiversity, Conservation and Attractions (DBCA) 2017, *Ramsar Sites (DBCA-010)*.

Department of Biodiversity, Conservation and Attractions (DBCA) 2022a, *Geomorphic Wetlands, Swan Coastal Plain (DBCA-019)*, Western Australia, <<https://catalogue.data.wa.gov.au/dataset/geomorphic-wetlands-swan-coastal-plain>>.

C. a. A. Department of Biodiversity (DBCA) 2022b, *Threatened Ecological Communities (DBCA-038)*, Perth, Western Australia <<https://catalogue.data.wa.gov.au/dataset/threatened-ecological-communities>>.

Department of Planning, Lands and Heritage (DPLH) 2019, *Bush Forever Areas 2000 (DPLH-019)*, <<https://catalogue.data.wa.gov.au/org/department-of-planning-lands-and-heritage>>.

Department of Planning, Lands and Heritage (DPLH) 2022, *Aboriginal Heritage Inquiry Service*, <<https://espatial.dplh.wa.gov.au/AHIS/index.html?viewer=AHIS>>.

Department of Planning, Lands and Heritage, and Western Australian Planning Commission, (DPLH & WAPC) 2021, *Guidelines for Planning in Bushfire Prone Areas Version 1.4*, Perth, Western Australia.

Department of Water and Environmental Regulation (DWER) 2021, *Clearing Regulations - Environmentally Sensitive Areas (DWER-046)*, <<https://catalogue.data.wa.gov.au/dataset/clearing-regulations-environmentally-sensitive-areas-dwer-046>>.

Element 2019, *Casuarina - East of Freeway Local Structure Plan*.

Emerge Associates 2020, *Bushfire Management Plan - Portion of Lots 9011, 3 and 1372 Thomas Road, Casuarina*, EP20-106(01)--002 HPB, 1.

Bushfire Management Plan
 Portion of Lots 9110 and 9015 Thomas Road, Casuarina



Western Australian Planning Commission (WAPC) 2015, *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, Perth.

8.2 Online references

The online resources that have been utilised in the preparation of this report are referenced in **Section 8.1**, with access date information provided in **Table R-1**.

Table R 1 Access dates for online references

Reference	Date accessed	Website or dataset name
(OBRM 2021)	14 April 2023	Bush Fire Prone Areas
(DBCA 2022a)	14 April 2023	Geomorphic Wetlands, Swan Coastal Plain
(DBCA 2017)	14 April 2023	Ramsar Sites
(DBCA 2022b)	14 April 2023	Threatened ecological communities
(DWER 2021)	14 April 2023	Environmentally Sensitive Areas
(DPLH 2022)	14 April 2023	Aboriginal Heritage Inquiry Service
(DPLH 2019)	14 April 2023	Bush Forever areas

Prepared for Aigle Royal Developments

Doc No.: EP17-109(02)-004 DVB | Version: 1

Bushfire Management Plan
Portion of Lots 9110 and 9015 Thomas Road, Casuarina



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Figures

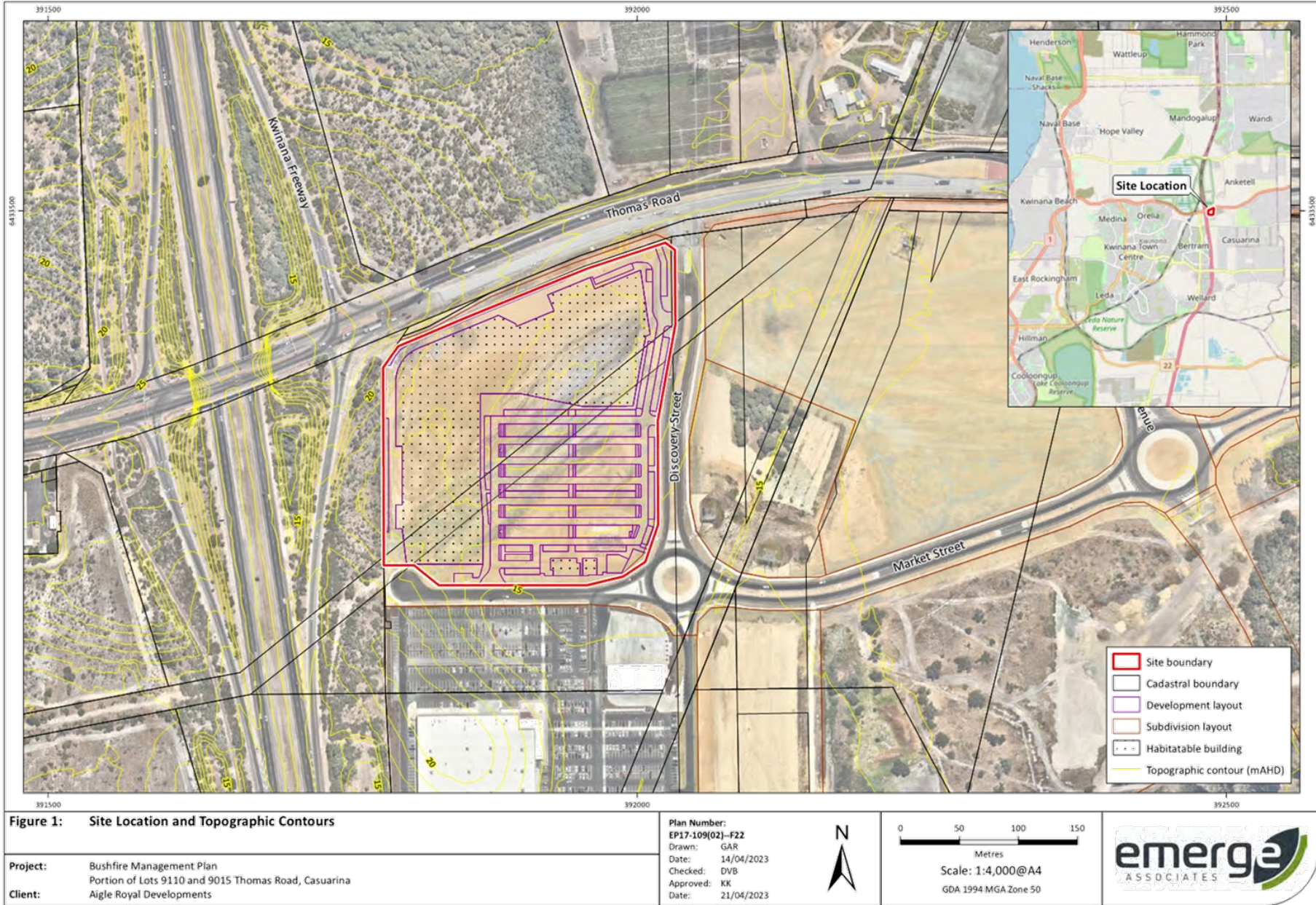


Figure 1: Site Location and Topographic Contours

Figure 2: AS 3959 Vegetation Classifications and Effective Slope

Figure 3: Bushfire Attack Level Contour Plan

Figure 4: Spatial Representation of Bushfire Management Strategies



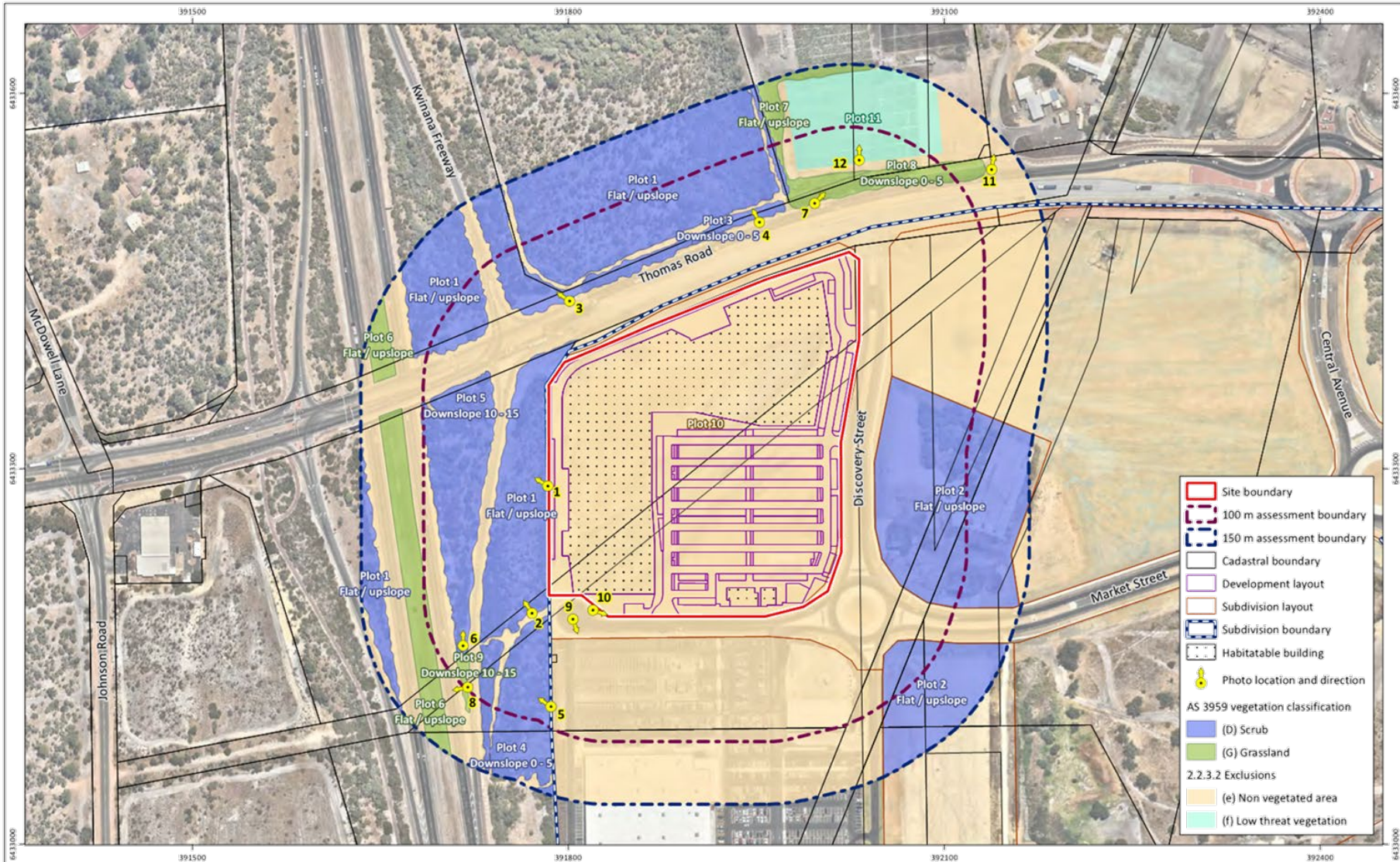
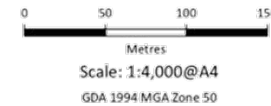
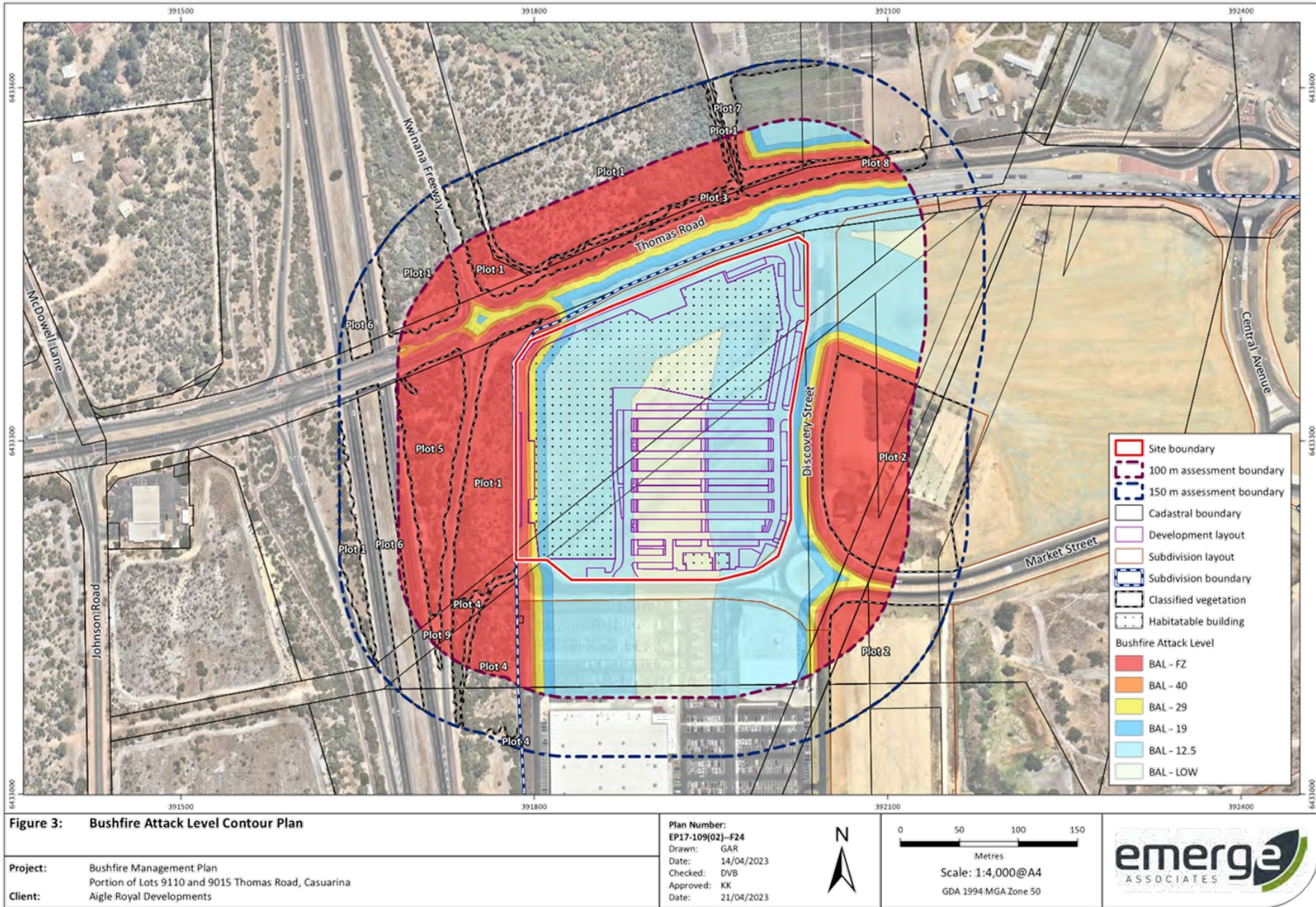


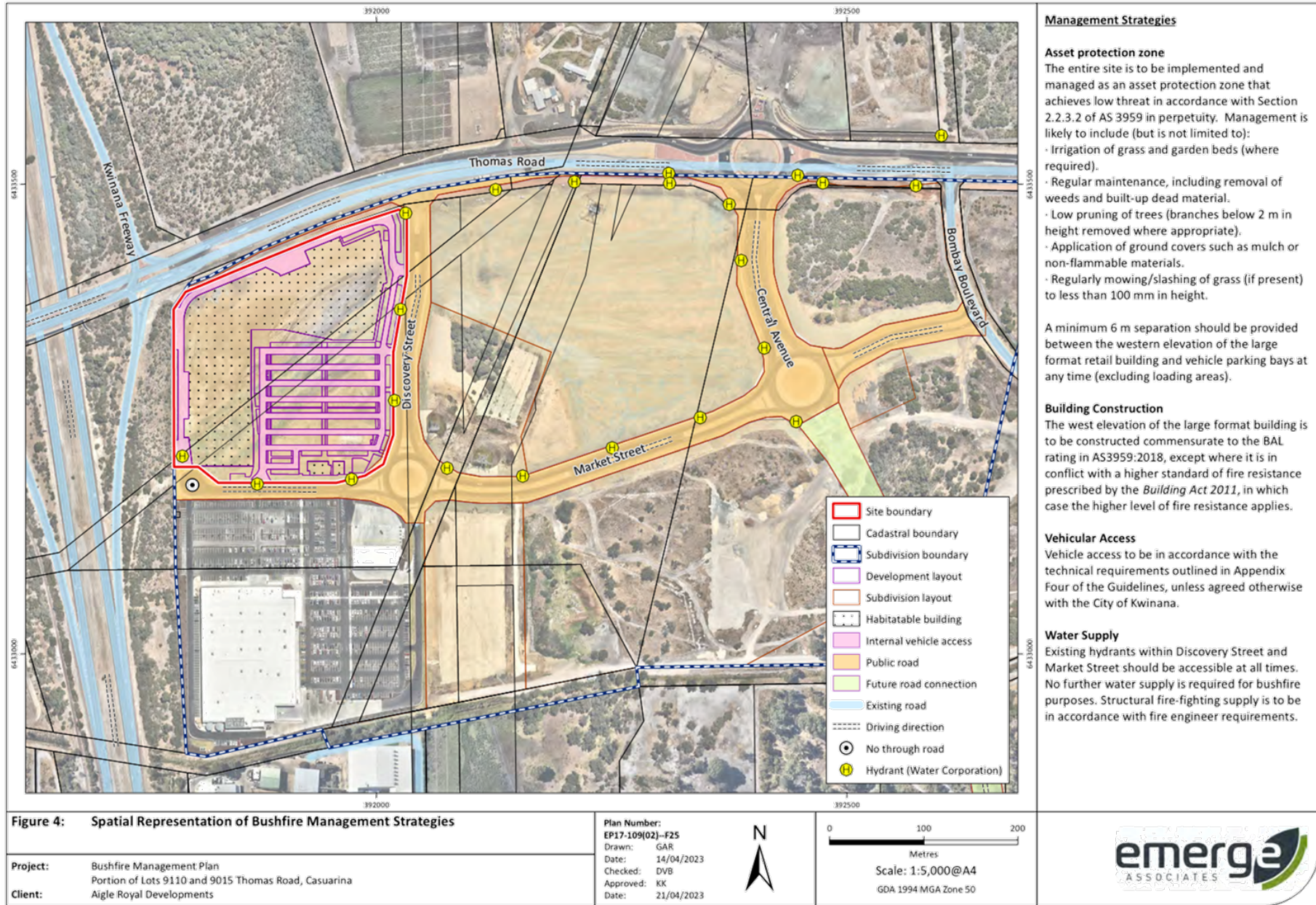
Figure 2: AS 3959 Vegetation Classifications and Effective Slope

Project: Bushfire Management Plan
Portion of Lots 9110 and 9015 Thomas Road, Casuarina
Client: Aigle Royal Developments

Plan Number: EP17-109(02)-F23
Drawn: GAR
Date: 14/04/2023
Checked: DVB
Approved: KK
Date: 21/04/2023







Management Strategies

Asset protection zone

The entire site is to be implemented and managed as an asset protection zone that achieves low threat in accordance with Section 2.2.3.2 of AS 3959 in perpetuity. Management is likely to include (but is not limited to):

- Irrigation of grass and garden beds (where required).
- Regular maintenance, including removal of weeds and built-up dead material.
- Low pruning of trees (branches below 2 m in height removed where appropriate).
- Application of ground covers such as mulch or non-flammable materials.
- Regularly mowing/slashing of grass (if present) to less than 100 mm in height.

A minimum 6 m separation should be provided between the western elevation of the large format retail building and vehicle parking bays at any time (excluding loading areas).

Building Construction

The west elevation of the large format building is to be constructed commensurate to the BAL rating in AS3959:2018, except where it is in conflict with a higher standard of fire resistance prescribed by the *Building Act 2011*, in which case the higher level of fire resistance applies.

Vehicular Access

Vehicle access to be in accordance with the technical requirements outlined in Appendix Four of the Guidelines, unless agreed otherwise with the City of Kwinana.

Water Supply

Existing hydrants within Discovery Street and Market Street should be accessible at all times. No further water supply is required for bushfire purposes. Structural fire-fighting supply is to be in accordance with fire engineer requirements.



Appendix A

Proposed development layout (Hames Sharley 2023)



18 REPORTS – CIVIC LEADERSHIP

18.1 QUARTERLY PERFORMANCE REPORT - STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN - QUARTER 4, APRIL TO JUNE 2023

SUMMARY

Council has endorsed a 'Plan for the Future' made up of the City's *Strategic Community Plan* (SCP) and a *Corporate Business Plan* (CBP). These plans set out outcomes, strategic objectives and actions that have been developed to achieve the community's vision for the City.

Each quarter, Council are provided a report detailing the City's progress against the adopted actions within the SCP and CBP. The report for the final quarter of the 2022/2023 financial year is provided at Attachment A for Council's information and noting.

Key Actions that were not completed in the past financial year as initially scheduled have been carried forward and noted as being behind schedule, with details of their progress included. Those Key Actions completed within the 2021/2022 financial year no longer require updating.

It should be noted that SCP minor review has been undertaken and the revised versions of the SCP and CBP were adopted by Council at the Ordinary Council Meeting held on 28 June 2023. As such, this is the final quarter of reporting on the previous CBP version and Quarter 1, July to September 2023 reporting will reflect the revised CBP and its key actions.

OFFICER RECOMMENDATION

That Council note the Quarterly Performance Report (Q4 April to June 2023) detailed in Attachment A.

VOTING REQUIREMENT

Simple majority

DISCUSSION

The *Integrated Planning and Reporting - Framework and Guidelines 2016* (Department of Local Government and Communities) recommend implementing quarterly reporting to inform Council of the City's performance against community outcomes, enabling the City to respond to changing priorities. A Quarterly Strategic Community Plan and Corporate Business Plan Performance Report is provided to Council each quarter.

Highlights for the quarter include the progression of many important projects, such as the creation or review of important informing plans and the early stages of important community projects, including the Calista Junior Bike Track.

The majority of actions in the report are being progressed and are on track. However, some actions have yet to be started, being either scheduled to begin next financial year or as a result of an explained delay. Comments have been provided for such actions, including details of their expected start date. A summary of the quarter's actions overall progress is provided below:



It is recommended that Council note the attached report.

STRATEGIC IMPLICATIONS

There are no strategic implications as a result of this proposal.

SOCIAL IMPLICATIONS

There are no social implications as a result of this proposal.

LEGAL/POLICY IMPLICATIONS

No legal/policy implications have been identified as a result of this report or recommendation.

FINANCIAL/BUDGET IMPLICATIONS

There are no financial implications that have been identified as a result of this report or recommendation.

ASSET MANAGEMENT IMPLICATIONS

No asset management implications have been identified as a result of this report or recommendation.

ENVIRONMENTAL/PUBLIC HEALTH IMPLICATIONS

No environmental or public health implications have been identified as a result of this report or recommendation.

COMMUNITY ENGAGEMENT

There are no community engagement implications as a result of this report or recommendation.

ATTACHMENTS

- A. Quarterly Performance Report - Strategic Community Plan and Corporate Business Plan - April to June 2023**



Quarterly Performance Report April to June 2023



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3 How do we report progress? 3

4 Services we provide 4

5 Quarter highlights 8

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 5.3 Sustainability 8

 5.4 Community 9

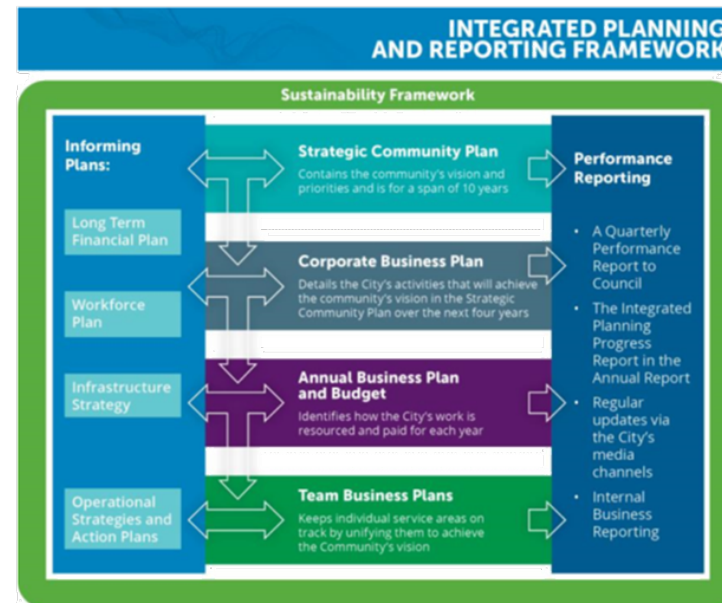
 5.5 Leadership 9

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1 Our Integrated Planning and Reporting Framework

The City of Kwinana uses the Integrated Planning and Reporting Framework outlined in by the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*. These detail that a local government must have a “Plan for the Future”. The plan for the future is to comprise of two important documents, a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP). The SCP sets out the “what” the community would like their local government to achieve and the CBP outlines how the local government will go about achieving it. To remain consistent with the SCP, the CBP undergoes an internal review every year, with a major review scheduled every two years to coincide with reviews of the SCP.

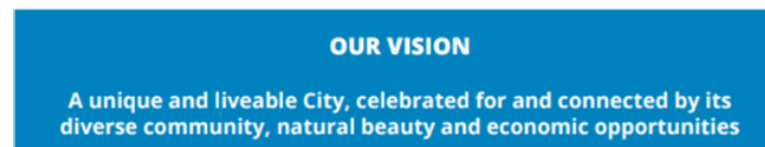
The Corporate Business Plan activates the Strategic Community Plan by detailing the actions, projects and programs that the City will undertake to achieve the community’s vision. It is the key point at which the City’s operational activities are aligned to community priorities. To ensure that these activities can be undertaken, the Corporate Business Plan is informed by the Long Term Financial Plan, Asset Management Strategy, Workforce Plan and issue specific strategies and plans.



2 What is the Corporate Business Plan?

The Corporate Business Plan activates the Strategic Community Plan by detailing the important services and actions that the City will undertake to achieve the community's vision.

- Details key actions that the City will undertake over the next 4 years.
- Indicates key services that deliver the community's vision.
- Details expected resourcing costs of key actions.
- Details the forecast operational and capital budgets.
- Is guided by the Strategic Community Plan and informed by the Long Term
- Is required by WA legislation.
- Is reviewed every year, with a minor review occurring in the first year and review of the Strategic Community Plan.



3 How do we report progress?

As part of its Integrated Planning and Reporting Framework, the City reports progress the following ways:

- Quarterly Report to Council
- Annual Report

In this report, progress updates are provided against each action to provide an overall summary of how the City is progressing towards delivering its commitments.

4 Services we provide

For the most part, the City undertakes its day to day operations as usual, providing many important services to the community. Aligning these services with our new strategic direction helps us to define the important key services which support the achievement of the Corporate Business Plan. Through the City’s reporting mechanisms and engagement with the community, the level of service the City provides to the community has been deemed adequate and no changes to current services have been identified for the life of the Corporate Business Plan. This provides a stable foundation for the City to build its financial sustainability going forward. These services and their alignment with community outcomes can be seen below:

Community Outcome	Key City Services	Responsible Team
<p style="text-align: center;">Outcome 1 – A naturally beautiful environment that is enhanced and protected</p>	<ul style="list-style-type: none"> • Animal and feral wildlife control • Coastal planting • Contaminated site monitoring • Environmental education programs • Environmental health services • Environmental subsidies and rebates • Litter and illegal dumping management • Mosquito management • Noise control • Urban forest management • Verge collections • Waste and recycling management 	<p style="text-align: center;">Environment and Health</p>
	<ul style="list-style-type: none"> • Dog and cat control 	<p style="text-align: center;">City Assist</p>
	<ul style="list-style-type: none"> • Emergency management • Fire breaks • Volunteer bushfire services 	<p style="text-align: center;">Emergency Services</p>
	<ul style="list-style-type: none"> • Graffiti removal • Maintenance of natural areas and parks 	<p style="text-align: center;">City Operations</p>
	<ul style="list-style-type: none"> • Landscape design and construction • Stormwater construction, maintenance and management • Streetscape design and maintenance 	<p style="text-align: center;">Engineering</p>

Community Outcome	Key City Services	Responsible Team
<p style="text-align: center;">Outcome 2 – A resilient and thriving economy with exciting opportunities</p>	<ul style="list-style-type: none"> • Business events and support • Grants and funding • Economic planning 	Economic Development and Advocacy
	<ul style="list-style-type: none"> • Activity centre planning • Local development plans • Planning applications • Strategic urban planning 	Planning and Development
	<ul style="list-style-type: none"> • Building applications 	Building Services
	<ul style="list-style-type: none"> • Building renewal projects 	Asset Management Services
	<ul style="list-style-type: none"> • Facility and venue hire 	Community Facilities
	<ul style="list-style-type: none"> • Volunteer resource centre • Library Education Programs 	

Community Outcome	Key City Services	Responsible Team
<p style="text-align: center;">Outcome 3 – Infrastructure and services that are affordable and contribute to health and wellbeing</p>	<ul style="list-style-type: none"> • Financial management and planning 	Finance
	<ul style="list-style-type: none"> • Asset management planning 	Asset Management Services
	<ul style="list-style-type: none"> • Street lighting 	Asset Management Services
	<ul style="list-style-type: none"> • Engineering design and construction 	Engineering
	<ul style="list-style-type: none"> • Waste management 	Environment and Health
	<ul style="list-style-type: none"> • Infrastructure maintenance 	City Operations

Community Outcome	Key City Services	Responsible Team
<p style="text-align: center;">Outcome 4 – A unique, vibrant and healthy City that is safe, connected and socially diverse</p>	<ul style="list-style-type: none"> • Capacity development for community organisations • Community safety education programs and resources • Disability access and inclusion planning • Events, grants and funding • Health and wellbeing Services • Children and early years services • Children’s programs • Local history • Place activation • Playgrounds • Public art, exhibitions and awards • Reconciliation action planning • Senior services • Youth services, scholarships and awards • Citizenship ceremonies 	Community Engagement
	<ul style="list-style-type: none"> • City assist services • Crime prevention • Vandalism and abandoned vehicles 	City Assist
	<ul style="list-style-type: none"> • Communications and stakeholder engagement 	Marketing and Communications
	<ul style="list-style-type: none"> • Community centres and libraries • Creche services • Recquatic centre • Swim programs • Volunteer resource centre • Retirement Village • Bright Futures Children Services 	Community Facilities
	<ul style="list-style-type: none"> • Pool applications and fencing requirements 	Building services

Community Outcome	Key City Services	Responsible Team
<p style="text-align: center;">Outcome 5 – Visionary leadership dedicated to acting for its community</p>	<ul style="list-style-type: none"> • Governance services • Continuous improvement and business excellence • Strategy and plan development 	<p>Governance and Legal Services</p>
	<ul style="list-style-type: none"> • Lobbying and advocacy 	<p>Elected Members and Economic Development</p>
	<ul style="list-style-type: none"> • Customer service 	<p>Customer Facilities</p>
	<ul style="list-style-type: none"> • Community engagement planning 	<p>Community Engagement</p>
	<ul style="list-style-type: none"> • Workforce planning 	<p>Human Resources</p>

5 Quarter highlights

5.1 Environment

<p>Outcome 1 - A naturally beautiful environment that is enhanced and protected</p>	<ul style="list-style-type: none"> • The Litter and Illegal Dumping Plan was completed. • The City Operations Annual Maintenance Program for the April - June quarter was delivered in line with the Parks and Natural Areas, Infrastructure and Facilities master plan works plan and schedules. • All verge tree planting is complete. • The Natural Areas Management Plan is currently in draft and is being presented to the Boola Maara Advisory Group on 24 July 2023. • Living Green series of events and programs were successfully delivered during the quarter.
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5.2 Economy

<p>Outcome 2 – A resilient and thriving economy with exciting opportunities</p>	<ul style="list-style-type: none"> • The draft Local Planning Strategy was advertised during the quarter. • The final draft of the Local Commercial and Activity Centres Strategy Review was advertised. • The Mini Golf contract negotiations are currently being finalised. It is anticipated the lease and contract documents will be executed in August 2023.
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5.3 Sustainability

<p>Outcome 3 – Infrastructure and services that are affordable and contribute to health and wellbeing</p>	<ul style="list-style-type: none"> • The Sustainability Framework was adopted by Council at the Ordinary Council Meeting held on 28 June 2023. • The Infrastructure Strategy actions have been reviewed and tracked within the Asset Management Team meetings. • The Parks and Reserves Asset Management Plan has been reviewed with actions being added to the Infrastructure Strategy Action Plan. • As part of the implementation of the Bike and Walk Plan during the 2023/2023 financial year completed footpath renewals included Bronwell Crescent, Crawford Road, Mason Road and Powell Court.
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5.4 Community

<p>Outcome 4 – A unique, vibrant and healthy City that is safe, connected and socially diverse</p>	<ul style="list-style-type: none"> • The Assertive Outreach and Homelessness support Tender has been awarded to St Pats, and will implement the H.E.A.R.T model in conjunction with State Government. • The City's major event schedule continues to provide opportunities for social interaction and connection and helps strengthen community pride and a sense of belonging. • The inaugural Community Services Working Group has continued with 30 service providers and community organisation being active members. • The Public Art Masterplan continues to provide guidance on the commissioning of new artworks for the City and the LPP5 – Developer Contribution to Public Art projects. • A consultant was appointed to undertake the Local Heritage Strategy for the City. • The Children's Safety Bike Track construction is complete and the facility is now open to the public.
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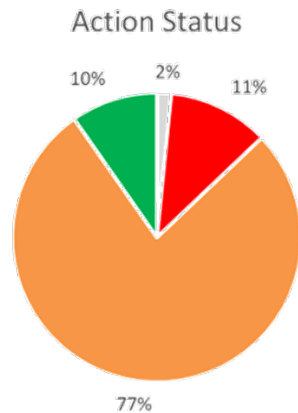
5.5 Leadership

<p>Outcome 5 – Visionary leadership dedicated to acting for its community</p>	<ul style="list-style-type: none"> • The Strategic Community Plan and Corporate Business Plan 2022 Minor Review has been completed with both modified documents being adopted by Council at the Ordinary Council Meeting held on 28 June 2023. • Usage of the online engagement platform, Love My Kwinana, continues to grow with total visits for the 2022/2023 financial year growing from 5,100 (2021/2022) to 16,100 (2022/2023), a growth of 300%. • The City's rate it application was also expanded to include ratings within staff email signatures to give the organisation a better understanding of customer satisfaction when liaising with different areas of the organisation and not just front counter areas. • The Workforce Plan strategic priorities and associated actions continue to be progressed and addressed. • The Corporate Business System Project is progressing well with configuration work having mostly been completed for Property, Names, Waste, Animals, and Requests for Phase 1.
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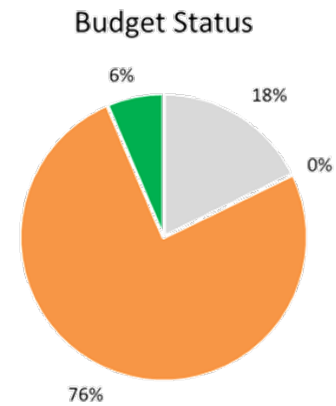
6 Progress updates

Action Status Key		Budget Status Key	
Not started/Due to Start in another year	●	N/A	●
Behind schedule	●	Over Budget	●
On track	●	On track	●
Complete	●	Under budget	●

6.1 Overall Progress















■ Not scheduled to commence ■ Behind schedule ■ On schedule ■ Complete





















■ Not scheduled to commence ■ Over budget ■ On schedule ■ Under budget

6.2 Environment

Outcome			
1 A naturally beautiful environment that is enhanced and protected			
Strategic Objective			
1.1 Retain and improve our streetscapes and open spaces, preserving the trees and greenery that makes Kwinana unique			
Action	Action Status	Budget Status	Progress Update
1.1.1 Implement the Landscape Strategy			All verge tree planting is complete. Median tree planting to Challenger Avenue will be complete by end of July 2023.
1.1.2 Implement the City Operations Annual Maintenance Program			The City Operations Annual Maintenance Program for the April - June quarter was delivered in line with the Parks and Natural Areas, Infrastructure and Facilities master plan works plan and schedules.
1.1.3 Implement the Kwinana Adventure Park Management Plan			As of the conclusion of the April - June quarter, approximately 55% of the key actions specified in the management plan have been accomplished.
1.1.4 Develop the Urban Forest Plan			Stages 1 and 2 have now been completed, with Stage 3 being progressed.





Strategic Objective			
1.2 Maintain and enhance our beautiful, natural environment through sustainable protection and conservation			
Action	Action Status	Budget Status	Progress Update
1.2.1 Develop a Local Biodiversity Strategy			Key Action completed. Council adopted the Local Biodiversity Strategy at its Ordinary Council Meeting held on the 22 March 2023.
1.2.2 Review and implement the Natural Areas Management Plan			The Natural Areas Management Plan is currently in draft and is being presented to the Boola Maara Advisory Group on 24 July 2023.







<p>1.2.3 Implement the Local Planning Strategy</p>			<p>The draft Local Planning Strategy (LPS) was advertised during the quarter.</p> <p>Submission summary:</p> <ul style="list-style-type: none"> • 456 visitors to the Love My Kwinana page • 71 surveys completed (ranking top 5 Actions of the LPS) • 78 submissions received (written responses for analysis) <p>The actions as detailed in the draft Local Planning Strategy are being implemented as part of operational processes and procedures.</p>
<p>1.2.4 Prepare the Local Planning Scheme</p>			<p>Work on the new Local Planning Scheme progressed during the quarter. Much of the text has been progressed and the mapping is ready to go pending upgrades to the GIS system.</p>
<p>1.2.5 Upgrade the Kwinana Loop Trail</p>			<p>Following the audit of the Kwinana Loop Trail, it has been recommended that specialist ecologist and archaeologist consultants undertake ground survey's of the corridor evaluation to help in refining the final trail alignment. The specialists have been engaged and work will be scheduled at the next available time. Design for signage recommendations has commenced.</p>
<p>1.2.6 Implement the Environmental Education Plan</p>			<p>Living Green series of events and programs were successfully delivered during the quarter.</p>
<p>1.2.7 Implement the Waste Education Plan</p>			<p>Workshop and event program successfully delivered.</p>
<p>1.2.8 Implement the Waste Plan</p>			<p>Actions completed this quarter included completion of the Litter and Illegal Dumping Plan and the Three Bin Feasibility Assessment Project. The Kerbside Waste Management Services Contract was also signed and commences 1 July 2023.</p>
<p>1.2.9 Implement the Climate Change Plan</p>			<p>Action to develop the Energy Plan was completed this quarter.</p>
<p>1.2.10 Implement the Sustainable Water Management Plan</p>			<p>All water management activities are on schedule.</p>
<p>1.2.11 Develop an Energy Sustainability Plan</p>			<p>Energy Sustainability Plan has been retitled Energy Plan and is on-track for completion in 2022/2023. The initial draft has been completed with feedback, finalisation and approval to occur prior to June.</p>







1.2.12 Implement the Mosquito and Midge Management Plan			City of Kwinana Energy Plan 2023/2026 was approved by the Executive Leadership Team on 27 June 2023.
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6.3 Economy















Outcome			
2 A resilient and thriving economy with exciting opportunities			
Strategic Objective			
2.1 Enable a thriving and sustainable local economy that supports and sustains quality jobs and economic opportunities			
Action	Action Status	Budget Status	Progress Update
2.1.1 Develop a Local Economic Development Strategy			The Local Economic Development Strategy is currently awaiting review by the incoming Manager Governance and Advocacy.
2.1.2 Implement the Local Planning Strategy			<p>As per comment 1.2.3:</p> <p>The draft Local Planning Strategy (LPS) was advertised during the quarter.</p> <p>Submission summary:</p> <ul style="list-style-type: none"> • 456 visitors to the Love My Kwinana page • 71 surveys completed (ranking top 5 Actions of the LPS) • 78 submissions received (written responses for analysis) <p>The actions as detailed in the draft Local Planning Strategy are being implemented as part of operational processes and procedures.</p>







2.1.3	Review the Local Commercial and Activity Centres Strategy			The final draft of the Local Commercial and Activity Centres Strategy Review was advertised at the same time as the Local Planning Strategy. Assessment of submissions will now occur as we move into the first quarter of 2023/2024.
2.1.4	Develop a Pathways to Employment Plan			Discussions continued being held to determine best way forward regarding developing a Pathways to Employment Plan.
2.1.5	Develop a Small Business Friendly Approval System			<p>This quarter focussed on a review of all actions to ensure all actions are completed by quarter one of 2023/2024 as this aligns with the end of the two year program. Actions that extend beyond the program life have been actioned to relevant managers for inclusion into Team Business Plans for 2023/2024.</p> <p>It should be noted that the Corporate Business Plan incorrectly reflects the completion date of this key action within 2021/2022 financial year when it is actually a two year program and not due for completion until 2022/2023.</p>







Strategic Objective				
2.2 Create strong regional connections that will improve the ability for residents to access jobs, training and goods and services				
Action	Action Status	Budget Status	Progress Update	
2.2.1	Review Advocacy and Investment Plans			Advocacy and Investment Plans have been reviewed and will be updated with current Australian Bureau of Statistics (ABS) Data.
2.2.2	Attract a Mini Golf provider to Kwinana			Contract negotiations are currently being finalised. It is anticipated the lease and contract documents will be executed in August 2023.
2.2.3	Contribute to the development of an Economic and Spatial Governance Plan			Key Action completed in 2021/2022.



6.4 Sustainability



Outcome			
3 Infrastructure and services that are affordable and contribute to health and wellbeing			
Strategic Objective			
3.1 Develop quality, affordable infrastructure and services designed to improve the health and wellbeing of the community			
Action	Action Status	Budget Status	Progress Update
3.1.1 Review the Community Infrastructure Plan			The Community Infrastructure Plan was adopted by Council at the Ordinary Council Meeting held on 14 December 2022. This Key Action has now been completed.
3.1.2 Develop a Sustainability Strategy			The Sustainability Framework was adopted by Council at the Ordinary Council Meeting held on 28 June 2023.
3.1.3 Implement the Waste Plan			As per comment 1.2.8: Actions completed this quarter included completion of the Litter and Illegal Dumping Plan and the Three Bin Feasibility Assessment Project. The Kerbside Waste Management Services Contract was also signed and commences 1 July 2023.
3.1.4 Investigate options for Bulk Waste Collection			The Bulk Waste Collection action is not due to commence until 2023/2024, the review process has commenced this quarter.
3.1.5 Implement the Infrastructure Strategy			The Infrastructure Strategy actions have been reviewed and tracked within the Asset Management Team meetings.
3.1.6 Implement the Buildings Asset Management Plan			The Buildings Asset Management Plan has been reviewed and actions have been added to the Infrastructure Strategy Action Plan for going tracking.
3.1.7 Implement the Long Term Financial Plan			Planning for updating of the Long Term Financial Plan (LTFP) 2025 - 2028 has commenced, with the LTFP expected to be adopted by Council in March 2024.

Strategic Objective			
3.2 Provide for an accessible and well-connected City by integrating public transport and improving safe streets for driving, walking and cycling			
Action	Action Status	Budget Status	Progress Update
3.2.1 Implement the Bike and Walk Plan			As part of the implementation of the Bike and Walk Plan during the 2023/2023 financial year completed footpath renewals included Bronwell Crescent, Crawford Road, Mason Road and Powell Court. A new footpath was completed at Lesham Court.
3.2.2 Implement the Roads and Transport Asset Management Plan			The Roads and Transport Asset Management Plan has been reviewed with actions being added to the Infrastructure Strategy Action Plan for ongoing tracking.
3.2.3 Implement the Public Lighting Asset Management Plan			The Public Lighting Asset Management Plan has been reviewed with actions being added to the Infrastructure Strategy Action Plan.







Strategic Objective			
3.3 Maintain infrastructure, playgrounds, parks and reserves to a high standard through sustainable asset maintenance and renewal			
Action	Action Status	Budget Status	Progress Update
3.3.1 Implement Parks Upgrade Strategy			Construction is complete.
3.3.2 Implement the Parks and Reserves Asset Management Plan			The Parks and Reserves Asset Management Plan has been reviewed with actions being added to the Infrastructure Strategy Action Plan.
3.3.3 Implement the Drainage Asset Management Plan			The Drainage Asset Management Plan has been reviewed with actions being added to the Infrastructure Strategy Action Plan.











6.5 Community







Outcome			
4 A unique, vibrant and healthy City that is safe, connected and socially diverse			
Strategic Objective			
4.1 Create, activate and manage places and local centres that are inviting, unique and accessible			
Action	Action Status	Budget Status	Progress Update
4.1.1 Implement the Social Strategy			<p>The City's Engagement Framework continues to be implemented. The online platform Love My Kwinana continues to grow in its use, both by City Officers and community members and a greater number of opportunities to engage in person with a range of City Officers has also been made easily available for our community. The City's major event schedule continues to provide opportunities for social interaction and connection and helps strengthen community pride and a sense of belonging. In May the City's hosted the OMG! Fringe Festival to provide opportunities for the community to share immersive experiences in the arts. The Place Team continue to work with, and support, a number of community groups to grow their capacity in civic leadership, with a strong focus on the Wellard Village People (Town Team), Medina and Leda during this quarter.</p> <p>The Assertive Outreach and Homelessness support Tender has been awarded to St Pats and will implement the H.E.A.R.T model in conjunction with State Government. LYRiK program has been completed with 90+ young people included nominated and awarded either the scholarship or awards program. The inaugural Community Services Working Group has continued with 30 service providers and community organisation being active members. This has resulted in 4 new social services operating from the Zone. Kwinana Youth Advisory Council (KYAC) has new nominations with record numbers. The 2023/24 YAC will have 23 members, the highest ever. Programming and holiday programs have had the highest number of enrolments to date.</p>



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<p>4.1.2 Implement the Local Planning Strategy</p>			<p>As per comment 1.2.3:</p> <p>The draft Local Planning Strategy (LPS) was advertised during the quarter.</p> <p>Submission summary:</p> <ul style="list-style-type: none"> • 456 visitors to the Love My Kwinana page • 71 surveys completed (ranking top 5 Actions of the LPS) • 78 submissions received (written responses for analysis) <p>The actions as detailed in the draft Local Planning Strategy are being implemented as part of operational processes and procedures.</p>
<p>4.1.3 Develop Place Plans</p>			<p>Key Action completed in 2021/2022.</p>
<p>4.1.4 Review the Local Commercial and Activity Centres Strategy</p>			<p>As per comment 2.1.3:</p> <p>The final draft of the Local Commercial and Activity Centres Strategy Review was advertised at the same time as the Local Planning Strategy. Assessment of submissions will now occur as we move into the first quarter of 2023/2024.</p>

Strategic Objective			
4.2 Improve Kwinana's perception by leveraging and promoting the unique attributes of the area and supporting feelings of safety and security in community			
Action	Action Status	Budget Status	Progress Update
4.2.1 Implement the Social Strategy			<p>As per comment 4.1.1:</p> <p>The City's Engagement Framework continues to be implemented. The online platform Love My Kwinana continues to grow in its use, both by City Officers and community members and a greater number of opportunities to engage in person with a range of City Officers has also been made easily available for our community. The City's major event schedule continues to provide opportunities for social interaction and connection and helps strengthen community pride and a sense of belonging. In May the City's hosted the OMG! Fringe Festival to provide opportunities for the community to share immersive experiences in the arts. The Place Team continue to work with, and support, a number of community groups to grow their capacity in civic leadership, with a strong focus on the Wellard Village People (Town Team), Medina and Leda during this quarter.</p> <p>The Assertive Outreach and Homelessness support Tender has been awarded to St Pats, and will implement the H.E.A.R.T model in conjunction with State Government. LYRiK program has been completed with 90+ young people included nominated and awarded either the scholarship or awards program. The inaugural Community Services Working Group has continued with 30 service providers and community organisation being active members. This has resulted in 4 new social services operating from the Zone. Kwinana Youth Advisory Council (KYAC) has new nominations with record numbers. The 2023/24 YAC will have 23 members, the highest ever. Programming and holiday programs have had the highest number of enrolments to date.</p>

4.2.2	Implement the Public Art Masterplan			An artist has been selected for the Rhodes Park mural, the concept interpreting the narrative of connection, inclusivity and community with the style incorporating the natural environment. Officers are currently scheduling the Rhodes Park mural to take place in the coming months and continuing discussions with the Kwinana Locals for a second mural.
4.2.3	Implement the Heritage Implementation Plan			A consultant was appointed to undertake the Local Heritage Strategy for the City. An initial desktop review was completed which highlights the City's achievements to date and identifies some of the opportunities that will be further investigated in the Strategy. The desktop review also included engagement with applicable City staff, the Kwinana Heritage Group and the Museum of Perth.
4.2.4	Review the Emergency Services Delivery Model			This Key Action has been completed.

Strategic Objective				
4.3 Enhance opportunities for community to meet, socialise, recreate and build local connections				
Action	Action Status	Budget Status	Progress Update	
4.3.1	Implement the Local Economic Development Strategy			As per comment 2.1.1: The Local Economic Development Strategy is currently awaiting review of the incoming Manager Governance and Advocacy.
4.3.2	Implement the Innovate Reconciliation Action Plan			Council have approved elevating the Boola Maara Advisory Group to a Committee of Council. City staff are working with internal stakeholders and Boola Maara representatives to develop an appropriate Terms of Reference. The City have supported several NAIDOC events including the Opening Ceremony, Little Peeps Disco and the NAIDOC football Game. The City's internal Reconciliation Champions have continued to meet regularly to plan upcoming projects and staff have recently facilitated the recording of oral histories of 13 Aboriginal community members, it is hoped that these stories can be used with permission to inform other projects across the City.
4.3.3	Implement the Disability Access and Inclusion Plan			The City has made notable changes to infrastructure and City owned buildings and facilities over the past year. These have











			<p>included adding automated door to the toilet at the Seniors Citizen Centre and upgrades to Roads Park. It has also been agreed through the City's internal Disability Access and Inclusion (DAIP) Champion's Group that new builds should comply with the improved Australian Standards AS1428 2021.</p> <p>The City implemented an internal champions group whose purpose is to support the development of initiatives, events, activities, and programs that drive positive access and inclusion outcomes within the organisation and across the community.</p> <p>The City re-established the Disability Reference Group the group is made up of community members with lived experience of disability. The group ensures the City has a first point of contact to engage when consulting on matters relating to the community and assists the City to look at innovative ways to remove barriers to access and inclusion that may restrict a person's abilities.</p>
4.3.4 Construct a Children's Safety Bike Track			The Children's Safety Bike construction has been completed and the facility is now open to the public.

Strategic Objective			
4.4 Develop wellbeing programs and implement physical recreation that is culturally appropriate for Kwinana's community			
Action	Action Status	Budget Status	Progress Update
4.4.1 Develop the Kwinana Healthy Lifestyles Program			The Active Travel Officer Grant Agreement has been signed, and role advertised with programs planned for the entire financial year. In addition, a Smoke-Free / Vape-Free Project for the Darius Wells Library and Resource Centre and the Kwinana Recquatic as well as a Social Prescribing Project are currently being planned.
4.4.2 Review the Public Health Plan			Public Health Plan review process planned. Initial meeting has been held with the Environmental Health Team. Project to be led by Healthy and Active Lifestyle Officer, who has engaged South Metropolitan Health Service to support with the process and has requested updated epidemiological data from WA Health.



UN Sustainable Development Goal Alignment:





6.6 Leadership





Outcome			
5 Visionary leadership dedicated to acting for its community			
Strategic Objective			
5.1 Model accountable and ethical governance, strengthening trust with the community			
Action	Action Status	Budget Status	Progress Update
5.1.1 Implement the Strategic Community Plan and Corporate Business Plan			The Strategic Community Plan and Corporate Business Plan 2022 Minor Review has been completed with both modified documents being adopted by Council at the Ordinary Council Meeting held on 28 June 2023.
5.1.2 Implement the Long Term Financial Plan			As per comment 3.1.7: Planning for updating of the Long Term Financial Plan (LTFP) 2025 - 2028 has commenced, with the LTFP expected to be adopted by Council in March 2024.
5.1.3 Implement the Infrastructure Strategy			As per comment 3.1.5: The Infrastructure Strategy actions have been reviewed and tracked within the Asset Management Team meetings.
5.1.4 Develop a Strategic Procurement Plan Annually			Awaiting on responses from Managers regarding upcoming procurements following the adoption of the City's budget. The Procurement and Contracts Team will then collate the data and information received and update the Annual Strategic Procurement Plan accordingly.
5.1.5 Review Advocacy and Investment Plans			As per comment 2.2.1: Advocacy and Investment Plans reviewed and will be updated with current Australian Bureau of Statistics (ABS) Data.



5.1.6 Implement the Innovate Reconciliation Action Plan			As per comment 4.3.2 Council have approved elevating the Boola Maara Advisory Group to a Committee of Council. City staff are working with internal stakeholders and Boola Maara representatives to develop an appropriate Terms of Reference. The City have supported several NAIDOC events including the Opening Ceremony, Little Peeps Disco and the NAIDOC football Game. The City's internal Reconciliation Champions have continued to meet regularly to plan upcoming projects and staff have recently facilitated the recording of oral histories of 13 Aboriginal community members, it is hoped that these stories can be used with permission to inform other projects across the City.
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Strategic Objective			
5.2 Develop strong community engagement through strong partnerships with the community			
Action	Action Status	Budget Status	Progress Update
5.2.1 Implement the Community Engagement Strategy			Usage of the online engagement platform, Love My Kwinana, continues to grow with total visits for the 2022/2023 financial year growing from 5,100 (2021/2022) to 16,100 (2022/2023), a growth of 300%. The broader engagement team has also undertaken intense and targeted engagement, in conjunction with the Community Safety Team in Leda, with the implementation of Love My Leda; a pop up sea container at Sloan's Reserve throughout June and July 2023.

Strategic Objective			
5.3 Provide a high standard of customer service with the community as priority			
Action	Action Status	Budget Status	Progress Update
5.3.1 Continue to implement the Customer Experience Plan			The City's customer knowledgebase has been complete and is expected to be made available to use for all City Officers by July 2023. The City's rate it application was also expanded to include ratings within staff email signatures to give the organisation a better understanding of customer satisfaction when liaising with different areas of the organisation and not just front counter areas.

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Strategic Objective			
5.4 Establish a culture of continuous improvement achieving high levels of business excellence			
Action	Action Status	Budget Status	Progress Update
5.4.1 Develop the Business Excellence Framework			Continuous improvement remains a strong focus of the City.
5.4.2 Implement the Workforce Plan			<p>The Workforce Plan strategic priorities and associated actions continue to be progressed and addressed.</p> <p>The challenges of the workforce skills shortage, continue to be a consideration for the City's recruitment activities. Given these challenges, the approach to the City's recruitment activities has been agile and fluid with innovated responses/actions that still ensure the best candidate(s) for a role is engaged.</p> <p>COG 3 have been working together for nearly 6 months and progressing their focus area identified through the information in the staff survey. The COG selected the high priority area of staff recognition with the identified actions of communicating the City's Celebration and Recognition policy to positively promote information detailed in the policy and to re-invigorate/reinvent the Staff Social Club.</p> <p>The transition period for the new WHS has finished and this is now BAU. The City is now progressing the requirements of the transition to move from the Federal to the State employment system. Noting, this transition period finishes on 31 December 2024.</p>

<p>5.4.3 Implement the Corporate Business System Project</p>			<p>Configuration work has mostly been completed for Property, Names, Waste, Animals, and Requests Phase 1. A majority of the config has been completed for Rates. Requests is planned to go live in August 2023 and the other modules could go live as early as November 2023.</p> <p>Work on the data migration toolkit providing an integration between Authority and OneCouncil has begun and is planned to be complete by the end of July 2023. This is a dependency for Rates UAT booked to start in August 2023.</p> <p>The Project ends the 2022/2023 financial year with Actuals under budget for Release 2. The schedule is on track per the Release 2 strategy formed in 2022. Overall, the Project's progress is good.</p>
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UN Sustainable Development Goal Alignment:



The graphic displays four UN Sustainable Development Goals: 11 Sustainable Cities and Communities, 12 Responsible Consumption and Production, 16 Peace, Justice and Strong Institutions, and 17 Partnerships for the Goals. Each goal is represented by a colored square with an icon and text.

19 NOTICES OF MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

20 NOTICE OF MOTIONS FOR CONSIDERATION AT THE FOLLOWING MEETING IF GIVEN DURING THE MEETING

21 LATE AND URGENT BUSINESS

Note: In accordance with Clauses 3.13 and 3.14 of Council's Standing Orders, only items resolved by Council to be Urgent Business will be considered.

22 REPORTS OF ELECTED MEMBERS

23 ANSWERS TO QUESTIONS WHICH WERE TAKEN ON NOTICE

Nil

24 MAYORAL ANNOUNCEMENTS

25 CONFIDENTIAL ITEMS

Nil

26 CLOSE OF MEETING