



City of
Wanneroo

**BRIEFING PAPERS
FOR ELECTED MEMBERS'
BRIEFING SESSION**

Draft Only

to be held at
the Wanneroo Administration Centre, Dundobar Road, Wanneroo
on Tuesday 29 May, 2002, commencing at 7.00 pm.

PROCEDURE FOR FULL COUNCIL BRIEFING

PRINCIPLES

The full council briefing which occurs a week prior to the Council meeting provides an opportunity for elected members to ask questions and clarify issues relevant to the specific agenda items before council. The briefing is not a decision-making forum and the Council has no power to make decisions. The briefing session will not be used, except in an emergency, as a venue or forum through which to invoke the requirements of the Local Government Act 1995 and call a special meeting of council.

In order to ensure full transparency the meetings will be open to the public to observe the process. Where matters are of a confidential nature, they will be deferred to the conclusion of the briefing and at that point the briefing session closed to the public. The reports provided are the officers' professional opinions. While it is acknowledged that members may raise issues that have not been considered in the formulation of the report and recommendation, it is a basic principle that as part of the briefing sessions elected members cannot direct officers to change their reports or recommendations.

PROCESS

The briefing session will commence at 7.00 pm every third Tuesday. It will be chaired by the Mayor or in his/her absence the deputy mayor. In the absence of both, councillors will elect a chairperson from amongst those present. In general, Standing Orders will apply, EXCEPT THAT members may speak more than once on any item, there is no moving or seconding items, officers will address the members and the order of business will be as follows:-

Members of the public present may observe the process and there is an opportunity at the conclusion of the briefing for a public question time where members may ask questions (no statements) relating only to the business on the agenda.

- Attendance and Apologies
- Declarations of Interest
- Reports for discussion
- Tabled Items
- Public Question Time
- Closure

Where an interest is involved in relation to an item, the same procedure which applies to Full Council meetings will apply. It is a breach of the City's Code of Conduct for an interest to not be declared. The briefing will consider items on the agenda only and proceed to deal with each item as they appear. The process will be for the mayor to call each item number in sequence and ask for questions. Where there are no questions regarding the item, the briefing will proceed to the next item.

AGENDA CONTENTS

While every endeavour is made to ensure that all items to be presented to Council at the formal council meeting are included in the briefing papers, it should be noted that there will be occasions when, due to necessity, items will not be ready in time for the briefing session and will go straight to the Full Council agenda as a matter for decision. Further, there will be occasions when items are TABLED at the briefing rather than the full report being provided in advance. In these instances, staff will endeavour to include the item on the agenda as a late item, noting that a report will be tabled at the agenda briefing session.

AGENDA DISTRIBUTION

The briefing agenda will be distributed to elected members on the FRIDAY prior to the briefing session. Copies will be made available to the libraries and the Internet for interested members of the public. Spare briefing papers will be available at the briefing session for interested members of the public.

DEPUTATIONS

Deputations will generally not be heard prior to the agenda briefing session. These will be reserved for either the Policy forum sessions held the week following the Full Council meeting or as is currently the case, prior to the Full Council meeting.

RECORD OF BRIEFING

The formal record of the briefing session will be limited to notes regarding any agreed action to be taken by staff or elected members. No recommendations will be included and the notes will be retained for reference and not generally distributed to elected members or the public except on request.

LOCATION

The briefing session will take place in the Council Chamber in the new Civic Centre.

Recording of Council Meetings Policy

Objective

- To ensure that there is a process in place to outline access to the recorded proceedings of Council.
- To emphasise that the reason for tape recording of Council Meetings is to ensure the accuracy of Council Meetings.

Statement

Recoding of Proceedings

- (1) Proceedings for meetings of the Council, of electors and of the Audit Committee shall be recorded, by the City, on sound recording equipment except, in the case of meetings of the Council or the Audit Committee, where the Council or the Committee, as the case may be, closes the meeting to the public.
- (2) Notwithstanding sub clause (1), proceedings of a meeting of the Council or of the Audit Committee which is closed to the public shall be recorded where the Council or the Audit Committee, as the case requires, resolves to do so.
- (3) No member of the public is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council.

Access to Recorded Tapes

- (4) Members of the public may purchase a copy of the taped proceedings or alternatively listen to recorded proceedings with the supervision of a City Officer.
- (5) Elected Members may listen to a recording of the Council proceedings upon request, free of charge. However, no transcript will be produced without the approval of the Chief Executive Officer.
- (6) Costs of providing taped proceedings to members of the public will be the cost of the tape plus staff time to make the copy of the proceedings. The cost of supervised listening to recordings will be the cost of the staff time. The cost of staff time will be set in the City's schedule of fees and charges each year.

Retention of Tapes

- (7) Recordings pertaining to the proceedings of Council Meetings shall be retained in accordance with the Library Board of Western Australia Act (1951-83), General Disposal Authority for Local Government Records. The current requirement for the retention of recorded proceedings is thirty (30) years.

Disclosure of Policy

- (8) This policy shall be printed within the agenda of all Council, Special Council, Electors and Special Electors and the Audit Committee meetings to advise the public that the proceedings of the meeting are recorded.

Briefing Papers for 29 May, 2002

CONTENTS

ITEM 1	ATTENDANCE	1
ITEM 2	APOLOGIES AND LEAVE OF ABSENCE.....	1
ITEM 3	REPORTS	1
PLANNING AND DEVELOPMENT		1
TOWN PLANNING SCHEMES AND STRUCTURE PLANS		1
1.	AMENDMENT TO EAST WANNEROO CELL 3 AGREED STRUCTURE PLAN (WANNEROO)	1
2.	AMENDMENT TO EAST WANNEROO CELL 6 LOCAL STRUCTURE PLAN (MADELEY AND DARCH)	7
3.	ADOPTION OF A LOCAL STRUCTURE PLAN FOR LOT 201 BREAKWATER DRIVE, TWO ROCKS	16
SUB-DIVISION APPLICATIONS		39
4.	PROPOSED RURAL SUBDIVISION - PT 1221 (49) WATTLE AVENUE, NOWERGUP	39
DEVELOPMENT APPLICATIONS		45
5.	PROPOSED THIRD PARTY ADVERTISING SIGN – LOT 507 (No. 50) SALERNO DRIVE, CNR MARMION AVENUE & QUINNS ROAD, MINDARIE (PETER MOYES ANGLICAN COMMUNITY SCHOOL)	45
OTHER MATTERS		50
6.	CANCELLATION OF EATING HOUSE REGISTRATION	50
TECHNICAL SERVICES		53
TENDERS		53
7.	APPROVAL TO DISPOSE TWO SURPLUS RECYCLING COLLECTION VEHICLES	53

8.	APPROVAL TO DISPOSE OF LIGHT ATTACK FIRE VEHICLE 95225	55
9.	TENDERS FOR SUPPLY OF GOODS AND SERVICES – CONCRETE PATHWAYS AND CROSSOVERS, EXTRUDED CONCRETE KERBING AND SUPPLY AND LAYING OF ASPHALT	57
10.	TENDER 02242 - THE SUPPLY AND DELIVERY OF ONE FULL FORWARD OR SEMI FULL FORWARD CONTROL TRUCK OF 7,000 - 7,500KG GVM	63
TRAFFIC MANAGEMENT		67
11.	AVILA WAY, ALEXANDER HEIGHTS - PARKING PROHIBITIONS	67
12.	WARRADALE TERRACE, LANDSDALE - PARKING PROHIBITIONS	70
WAST MANAGEMENT		73
13.	EXTENSION OF FORTNIGHTLY KERBSIDE RECYCLING COLLECTION TO YANCHEP, TWO ROCKS AND THE RURAL AREAS	73
INFRASTRUCTURE		75
14.	DESIGN CONSULTANCY FOR THE CONSTRUCTION OF DUNDEBAR ROAD BETWEEN GRIFFITH ROAD AND STEVEN STREET	75
15.	FOOTPATH SLAB REPLACEMENT PROGRAMME	77
CORPORATE SERVICES		82
16.	FINANCIAL REPORT FOR THE MONTH ENDED 30 APRIL 2002	82
17.	FINANCIAL REPORT FOR THE QUARTER ENDING ON 30 JUNE 2002	89
18.	PAYMENT OPTIONS - 2002/03 COUNCIL RATES	91
COMMUNITY DEVELOPMENT		93
19.	FENCING - SPORTS GROUNDS POLICY	93
20.	BUDGET VARIATION - RECEIPT OF LOTTERIES COMMISSION GRANTS	97
21.	DONATIONS AND THE WAIVER OF FEES AND CHARGES - PROPOSED POLICY	99
22.	DONATIONS, SPONSORSHIPS, AND THE WAIVER OF FEES AND CHARGES	108
23.	JUNE 2002 - REQUESTS FOR DONATIONS AND THE WAIVER OF FEES AND CHARGES	120
CHIEF EXECUTIVE OFFICE		129
ITEM 8	<u>TO BE TABLED AT THE BRIEFING.....</u>	<u>129</u>
ITEM 9	<u>PUBLIC QUESTION TIME.....</u>	<u>129</u>
ITEM 10	<u>DATE OF NEXT MEETING - 04 JUNE 2002.....</u>	<u>129</u>
ITEM 11	<u>CLOSURE.....</u>	<u>129</u>

Draft

A G E N D A

Item 1 Attendance

Item 2 Apologies and Leave of Absence

Item 3 Reports

Planning and Development

Town Planning Schemes and Structure Plans

1. Amendment to East Wanneroo Cell 3 Agreed Structure Plan (Wanneroo)

File Ref: 08560
Responsible Officer: Director, Planning and Development
Disclosure of Interest: Nil
Attachments: 3

Issue

Consideration of an amendment to the East Wanneroo Cell 3 Agreed Structure Plan.

Location	East Wanneroo Cell 3
Site Area	Approximately 50 ha
DPS 2 Zoning	Residential
MRS Zoning	Urban

Background

Council adopted the East Wanneroo Cell 3 structure plan in December 2000. In general terms the structure plan provides for the residential subdivision of the area bounded by Dundobar Road, Steven Street, High Road and Scott Road, Wanneroo (refer **Attachment 1**). The Western Australian Planning Commission subsequently adopted the structure plan as an Agreed Structure Plan (ASP) on 3 January 2001.

The ASP provided for two areas of public open space (POS) – one each in the north eastern and north western portions of the structure plan area. The base residential coding of the structure plan area was R20, however the lots surrounding the eastern area of POS, including a group housing site, were coded R40.

In January 2001, the WAPC also granted approval to the residential subdivision of the portion of Cell 3 bounded by Dundobar Road in the north, Steven Street in the east, Belgrade Road in the south and existing residential development in the west (refer **Attachment 2**).

Although this subdivision plan was generally in accordance with the ASP, it depicted the north eastern area of POS in a revised location abutting Steven Street. This will result in the landuses and residential density codes under the ASP not being coordinated with the appropriate areas under the subdivision plan. This will present some difficulties in applying development requirements and density codes to the land in this portion of the structure plan area and an amendment to the structure plan is therefore necessary to resolve this situation.

Detail

The road system and location of POS in the amended structure plan has been modified to reflect the subdivisional approval. The principle of providing for medium density housing on lots surrounding the north eastern area of POS has also been carried forward to the amended structure plan (refer **Attachment 3**).

Consultation

Under Clause 9.7 of District Planning Scheme No. 2, public notification of a proposed amendment to an ASP can be waived if the amendment is considered to be of a minor nature, which does not materially alter the intent of the structure plan.

In this regard, it is noted that only a portion of the subdivision area, at the north-western corner of Belgrade Road and Steven Street has been subdivided to date. The subdivided area is not affected by the structure plan modifications. The modifications have been supported by the landowner of the remaining portion of the subdivision application area. Under these circumstances, and as the proposed amendment does not alter the intent of the ASP, it is recommended that public notification of this amendment be waived.

Comment

The proposed amendment is considered appropriate as it properly identifies the land within this cell with appropriate land use designations and density codes to reflect the approved subdivision design. The revision also maintains the principle from the existing ASP which provides for medium density housing around the north eastern area of POS. The amendment will resolve any difficulties in applying development requirements and density codes to the land in this portion of the structure plan area.

Statutory Compliance

Under the provisions of clause 9.7 of DPS2, Council may amend the ASP subject to the approval of the WAPC.

Strategic Implications

The amendment will provide a guide to development and co-ordinated provision of services, which is in accordance with the Healthy Communities goal of the City's Strategic Plan.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

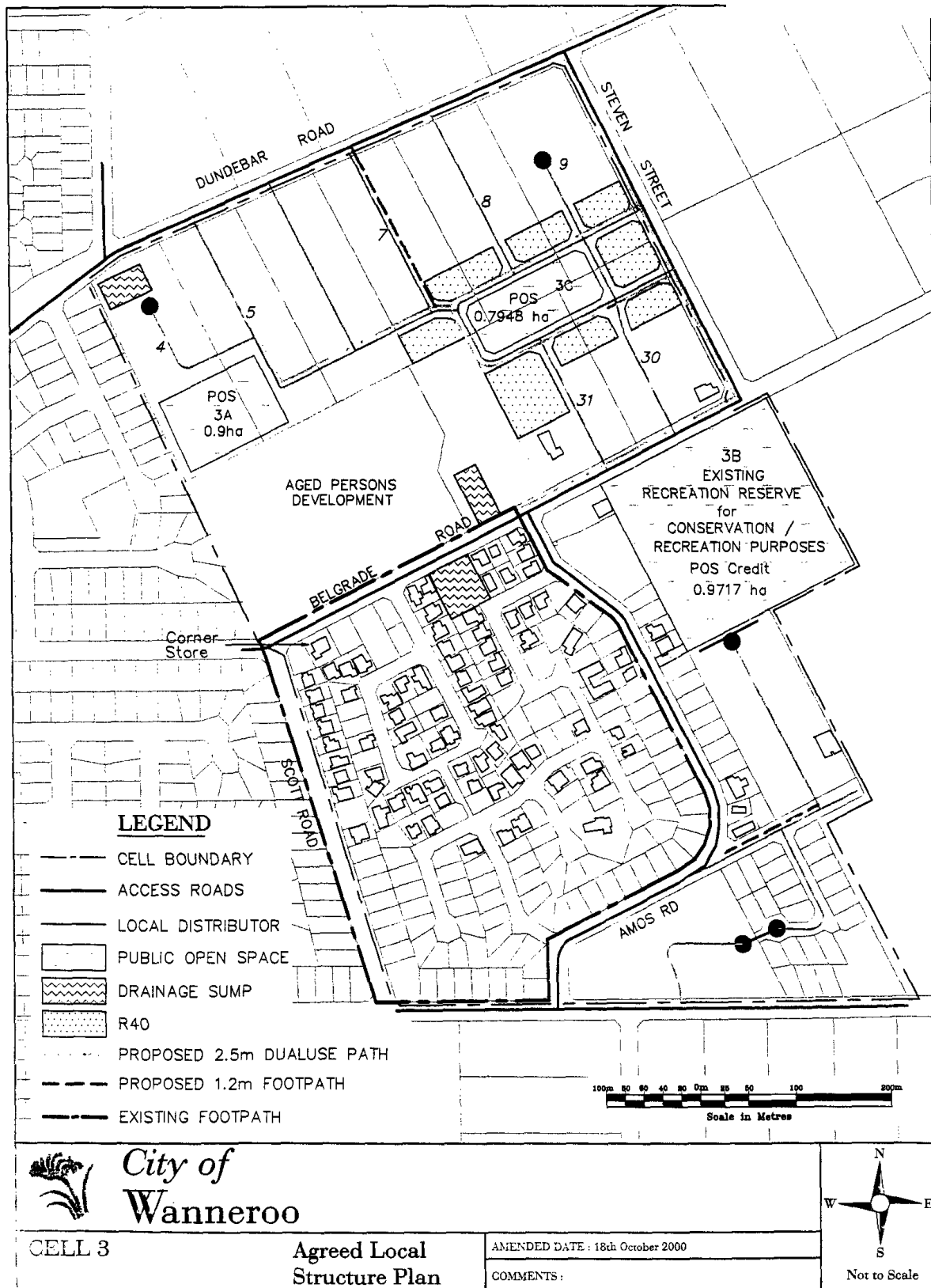
Simple Majority.

Recommendation

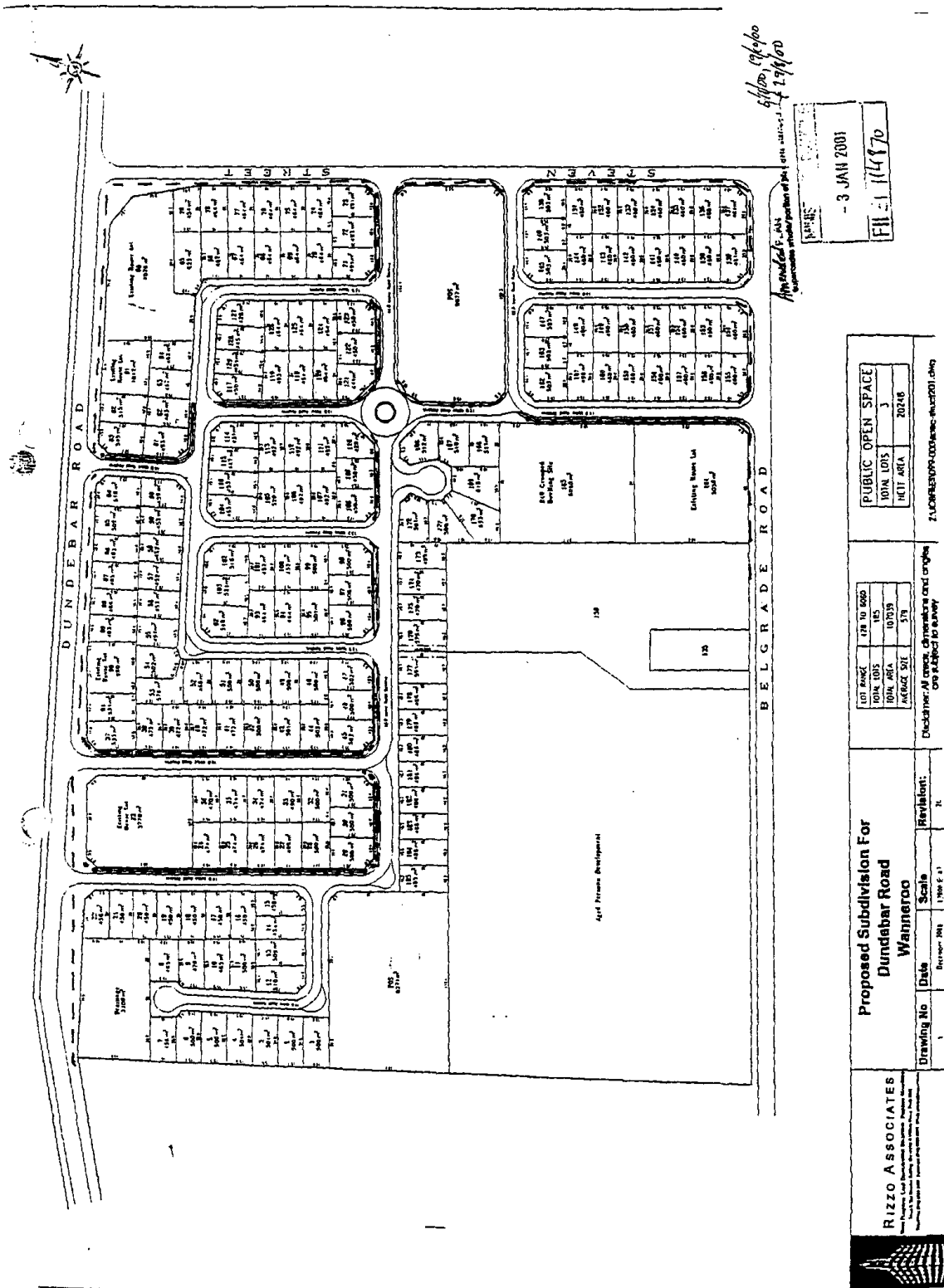
That Council:-

- 1. Pursuant to Clause 9.4.1 of District Planning Scheme No. 2 DETERMINES that the amendments to the East Wanneroo Cell 3 Agreed Structure Plan, as indicated in Attachment 3 to this report, are satisfactory.**
- 2. Pursuant to Clause 9.7 of District Planning Scheme No. 2 WAIVES the public notification of the amendments to the Agreed Structure Plan, as it considers them to be of a minor nature which does not materially affect the intent of the structure plan.**
- 3. Pursuant to Clause 9.6 of District Planning Scheme No. 2, ADOPTS, SIGNS and SEALS the amended structure plan and FORWARDS it to the Western Australian Planning Commission for adoption and certification.**

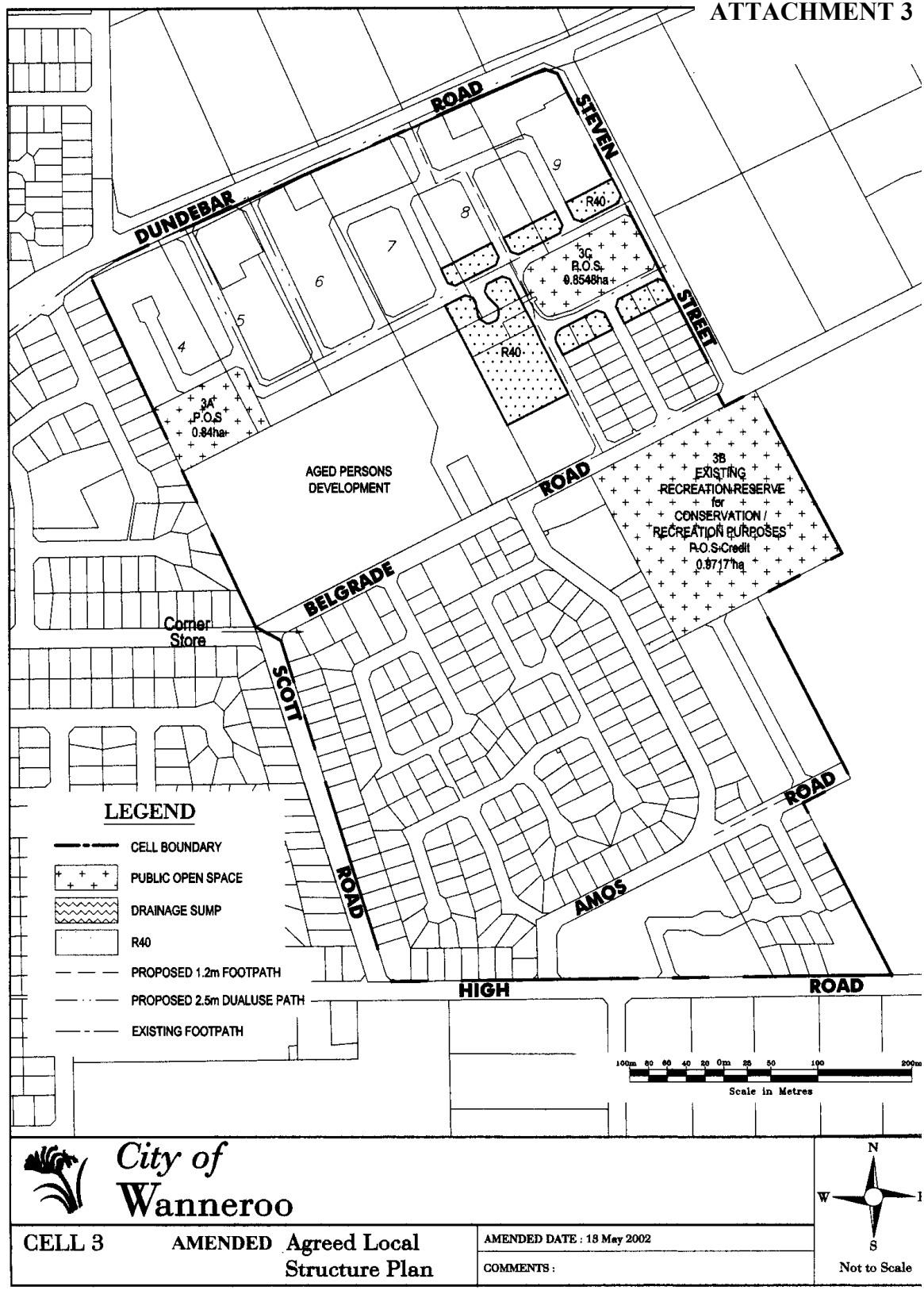
ATTACHMENT 1



ATTACHMENT 2



ATTACHMENT 3



2. Amendment to East Wanneroo Cell 6 Local Structure Plan (Madeley and Darch)

File Ref: 49020
 Responsible Officer: Director, Planning and Development
 Disclosure of Interest: Nil
 Attachments: 5

Issue

Consideration of a proposed amendment to the East Wanneroo Cell 6 Local Structure Plan (LSP) as it relates to Part Lot 2 Wanneroo Road, Madeley.

Applicant	Drescher and Associates
Owner	Carnarvon Tourist Centre Pty Ltd
Location	Part Lot 2 Wanneroo Road, Madeley
Site Area	2.0822 hectares
MRS Zoning	Urban
DPS 2 Zoning	Urban Development

Background

The East Wanneroo Cell 6 LSP was adopted by Council on 18 December 2001 (Item PD06-12/01) and has been sent to the Western Australian Planning Commission for adoption and certification.

The LSP designates Part Lot 2 Wanneroo Road as Residential (R20) and for public open space purposes. The lot is 2.0822 hectares in area and is located approximately 200 metres north of the intersection of Kingsway and Wanneroo Road (refer **Attachment 1**). The site currently contains the Lush-Gro Nursery.

The site is situated between two developing residential estates to the north (Patanal Pty Ltd) and south (Australand Pty Ltd). The estate to the north is currently under construction and the estate to the south has been developed within approximately 70 metres from Part Lot 2.

The site originally formed part of an application to subdivide Lots 2-6 Wanneroo Road, Madeley (which incorporated the two developing estates to the north and south of this site) for residential purposes in a form generally consistent with the current LSP (refer **Attachment 2**). The subdivision application was submitted by Development Planning Strategies, on behalf of Australand Pty Ltd (with the consent of the current owner of Part Lot 2) and was approved by the WAPC on 21 March 2001. Subsequent to subdivision approval, negotiations between Australand Pty Ltd and the owners of Part Lot 2 broke down. The landowners of Part Lot 2 no longer wish to participate in the Australand subdivision and are now seeking to vary the LSP as it relates their lot, to facilitate a medium density development site (refer **Attachment 3**).

The landowners have indicated that an alternative layout has been prepared to enable the sale of the land to facilitate the relocation of the nursery use to another more appropriate location.

This item was originally included in the agenda for Council's consideration on 21 May 2002 (item PD02-05/02), however the applicant requested that the matter be withdrawn and placed on the agenda for consideration at the 11 June meeting.

Detail

The proposal seeks to amend the LSP by altering the design to accommodate a grouped housing site of 9082 square metres and to recode the residential component of the lot (except one proposed lot in the south west corner of the site) from R20 to R40 (see **Attachment 3**). The applicant's arguments in favour of the proposal are summarised as follows:

1. The site is well located adjacent to the Lake Goollelal Reserve and Wanneroo Road which is a major public transport route and provides access to nearby shopping centres and the City.
2. The R40 coding to the eastern portion of the site is consistent with the City's approach to creating medium density sites surrounding areas of open space.
3. The proposed road pattern does not affect development of the adjoining landholdings.
4. The plan retains adequate pedestrian and vehicular circulation throughout the locality.
5. A much larger R40 site already exists to the north of this site within the Patanal subdivision.
6. It is the developers intention to orientate development on the group housing site to all road frontages.
7. The road entering the site from the north will be used to provide access to the group housing site.
8. The proposal avoids the need for land exchanges with the landowner to the south.
9. A design concept for the grouped housing site is currently being prepared.

Consultation

Under Clause 9.7 of the DPS2, public notification of a proposed amendment to a structure plan can be waived if the amendment is considered to be of a minor nature which does not materially alter the intent of the structure plan. The applicant has requested that Council consider the proposal as a minor variation and therefore waive the requirement for notification or alternatively seeks a 14 day advertising period. The applicant has written to the two adjoining landowners requesting any comments be submitted to the City. Both of these landowners have contacted the City to specifically request that public advertising be carried out to ensure that the local residents and developers have an adequate opportunity to comment on the proposal. However, the adjoining landowners have indicated their opposition to the proposal on the basis that medium density housing opportunities already exist in the vicinity and the impact of the proposal on the adjoining landholdings.

Part 6.7 of DPS2 specifies a minimum public consultation period of three weeks, however a six week consultation period is normally adopted for new or controversial structure planning applications. In this instance, the proposal reflects only minor changes to the overall LSP and as such a 28 day advertising period is recommended.

Comment

The principle of providing R40 sites within this lot is generally in keeping with the City's practice of encouraging medium density housing adjacent to major public transport routes and areas of public open space.

The proposed amendment is considered to be consistent with the Western Australian Planning Commissions (WAPC) policy manual. Part 2 of the residential section of the 'Development Control Policy Manual (including subdivision)', specifies the following as an objective "*to facilitate the supply of residential lots of a wide range of sizes and shapes ...*".

Further to this, the 'Guidelines for the Preparation of Local Structure Plans' manual (1992), Part 3.4.1 – 'The Location and Density of Housing Areas', promotes a mix in housing densities and specifically suggests that structure plans should "*include medium and higher density housing sites particularly near significant employment locations, public transport routes, commercial centres, educational facilities and recreation areas*."

More recently the WAPC has released the 'Liveable Neighbourhoods' document. This document re-iterates the more traditional policy provisions and specifically states that "*Smaller lots and lots capable of supporting higher density should be located close to town and neighbourhood centres, public transport and adjacent to high amenity areas such as parks*."

Although the overall road design identified in the adjoining subdivision approvals is not substantially compromised and vehicle and pedestrian links are generally maintained, the redesign represents a less permeable road configuration. This may lead to some driver confusion, particularly south bound traffic from the 15 metre wide road which will terminate at the northern boundary of the site. Two additional areas of concern relate, firstly, to the termination of the 15 metre wide road at the northern boundary of the site, which will have no other purpose than to serve the grouped housing site with an additional road frontage and secondly, to the irregular shape of the group housing site.

The above concerns could be overcome by extending the 15 metre wide proposed road from the north, to link with the proposed road along the western boundary of Lot 2 and confining the medium density grouped housing site to the eastern side of this link road. The remaining residential land to the west of the link road would remain as R20 housing sites. This change is indicated as dashed lines on **Attachment 4**.

Additional Information

Since preparing the previous report, the applicant has submitted a concept plan indicating how the proposed grouped housing site could be developed. The concept plan is shown on **Attachment 5**. This concept plan adequately demonstrates that the lot could be developed to address all of the perimeter streets and to provide an access to the entry road to the north of the site. It does not however contain sufficient detail to enable a full assessment and in fact once provision is made for visitor parking, refuse collection etc, the number of proposed dwellings may need to be reduced. The concept plan should therefore not be afforded any status other than a broad outline of the applicant's intention for the site. The concept plan does not overcome the concern raised over the reduction in road permeability.

Statutory Compliance

The amendment to the structure plan will follow the statutory process outlined in Part 9 of District Planning Scheme No. 2.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil.

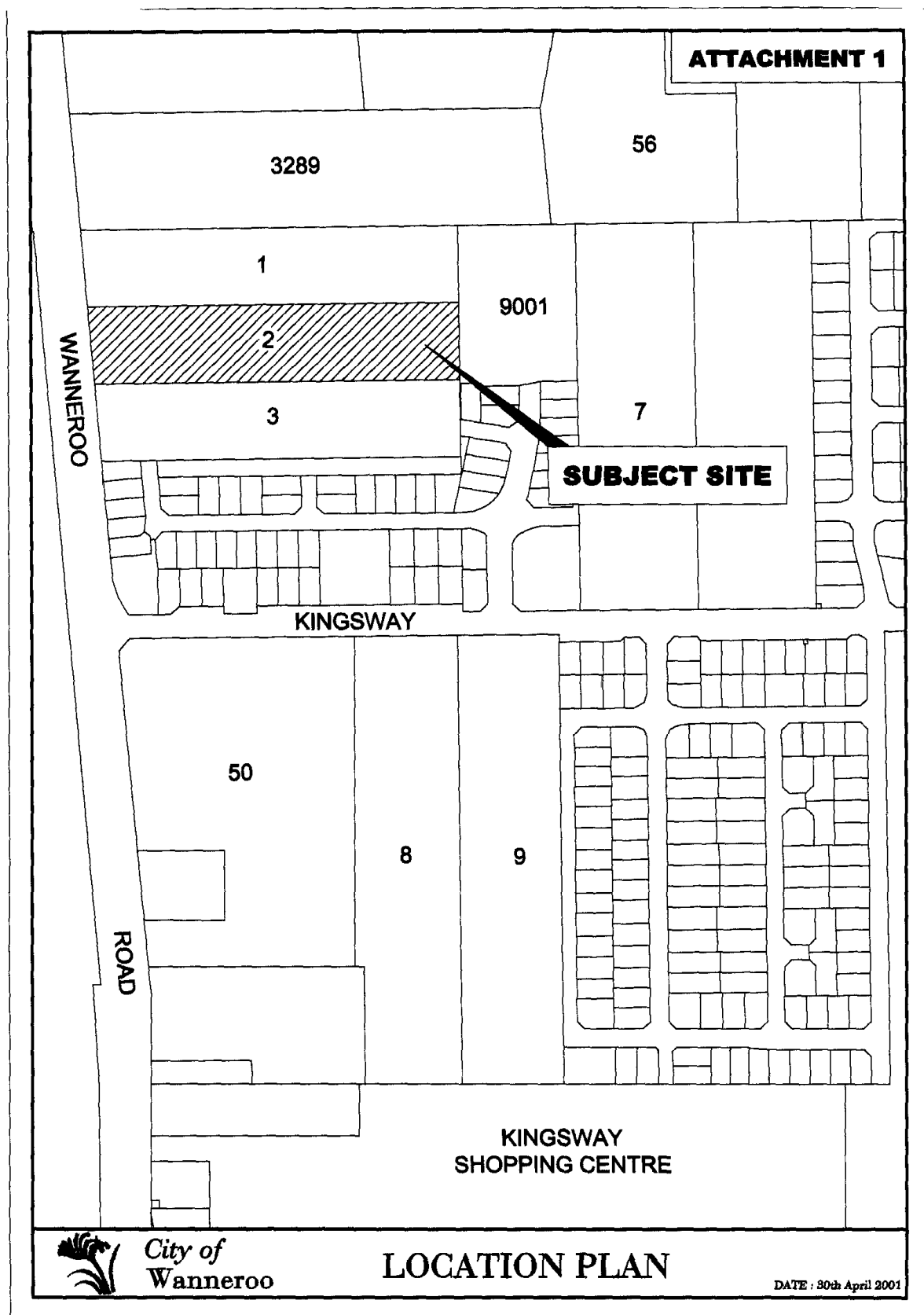
Voting Requirements

Simple Majority.

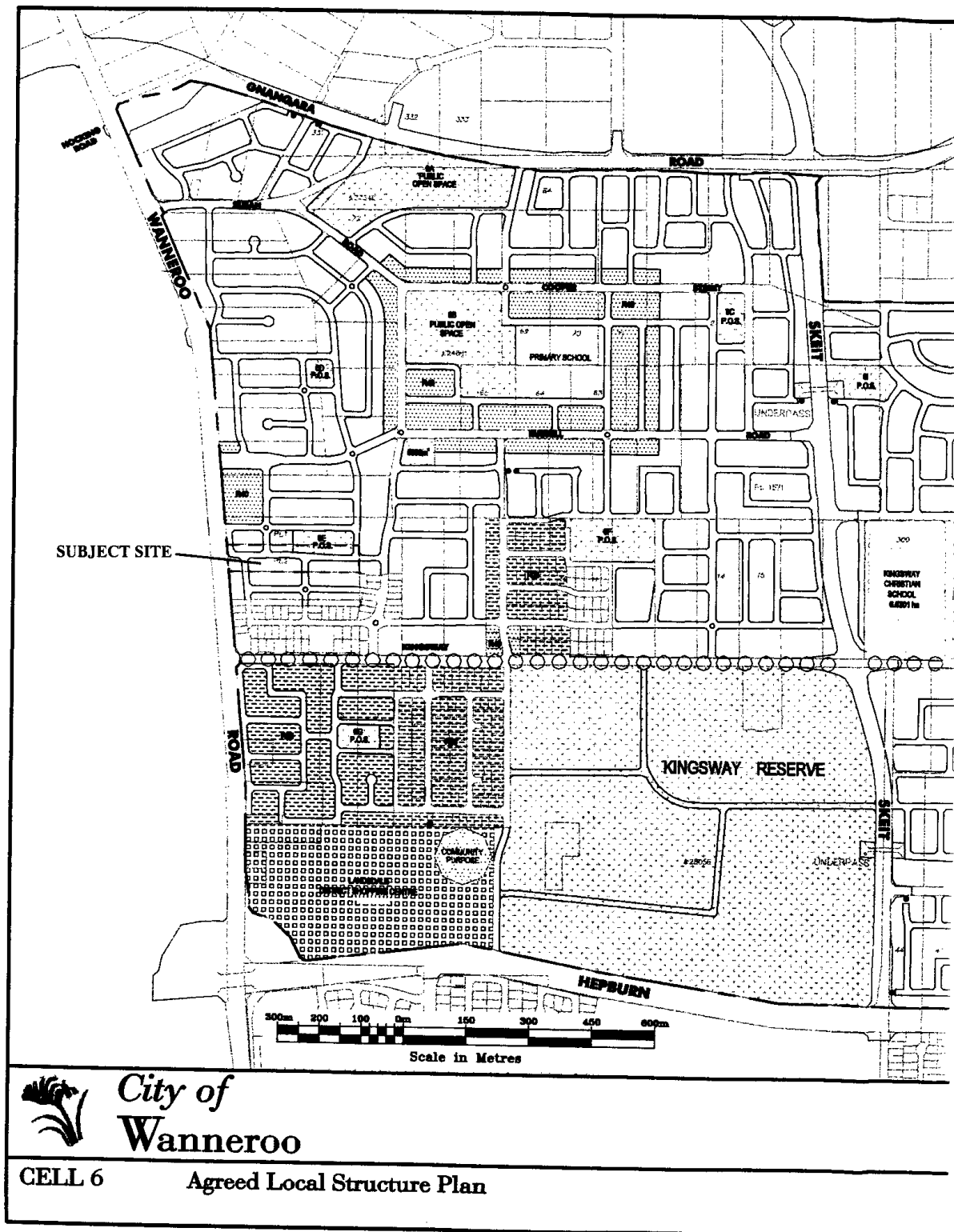
Recommendation

That Council pursuant to Clause 9.7 of the City of Wanneroo District Planning Scheme No.2, DETERMINES that:

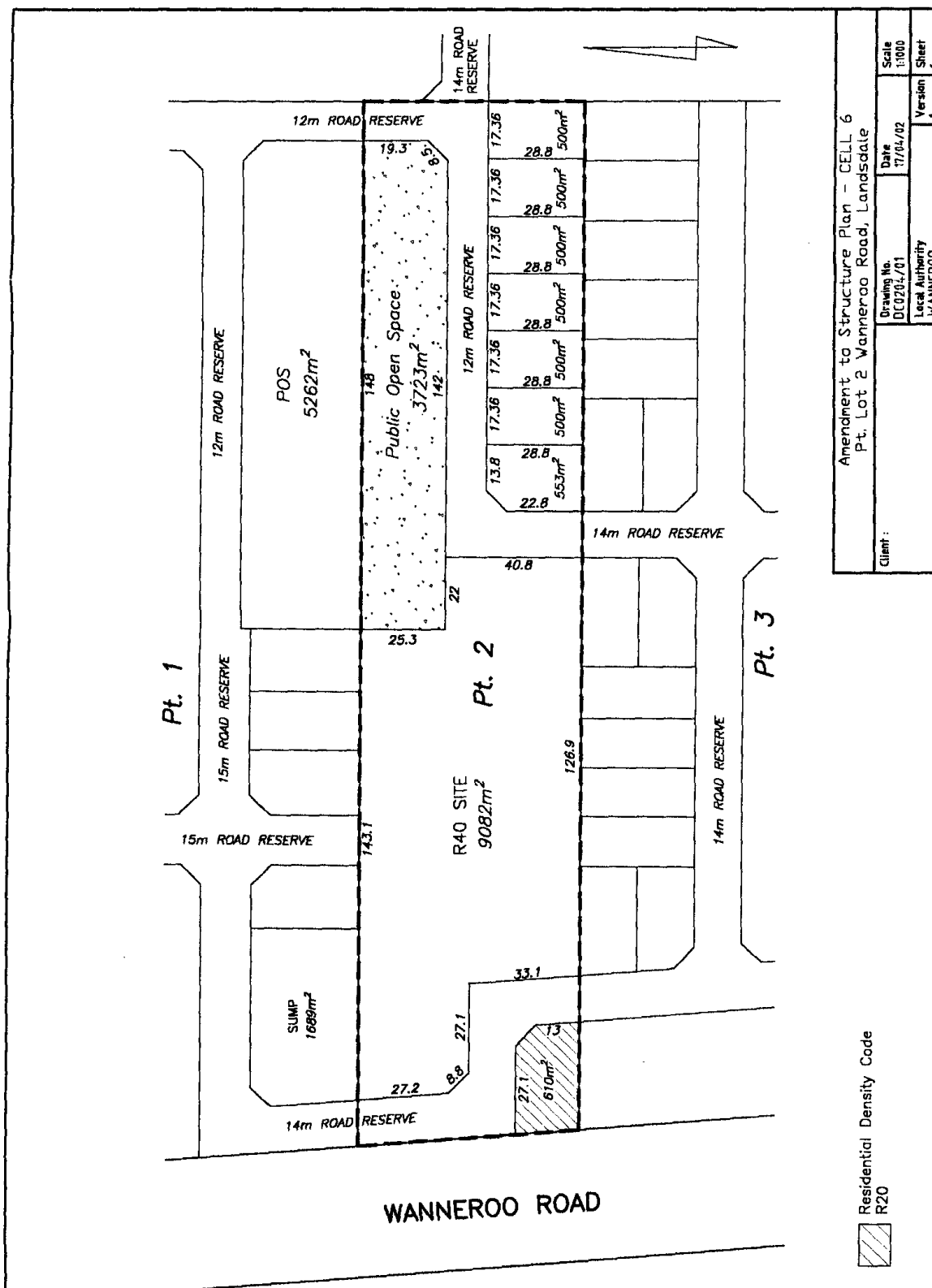
- 1. The proposal to amend East Wanneroo Cell 6 Structure Plan as submitted by Drescher and Associates on behalf of Carnarvon Tourist Centre Pty Ltd is NOT SUPPORTED due to the termination of the proposed road at the northern boundary of Lot 2, the resultant loss of permeability within the structure plan area and the irregular configuration of the proposed grouped housing site.**
- 2. The applicant, be ADVISED that whilst the proposal is not supported in the format submitted, an alternative design such as that identified in Attachment 4 would be considered acceptable for the purposes of public advertising.**
- 3. SUBJECT to the applicant confirming acceptance to the modified plan as contained in Attachment 4 to this report, public advertising be carried out for a period of 28 days to seek comment on the proposal.**



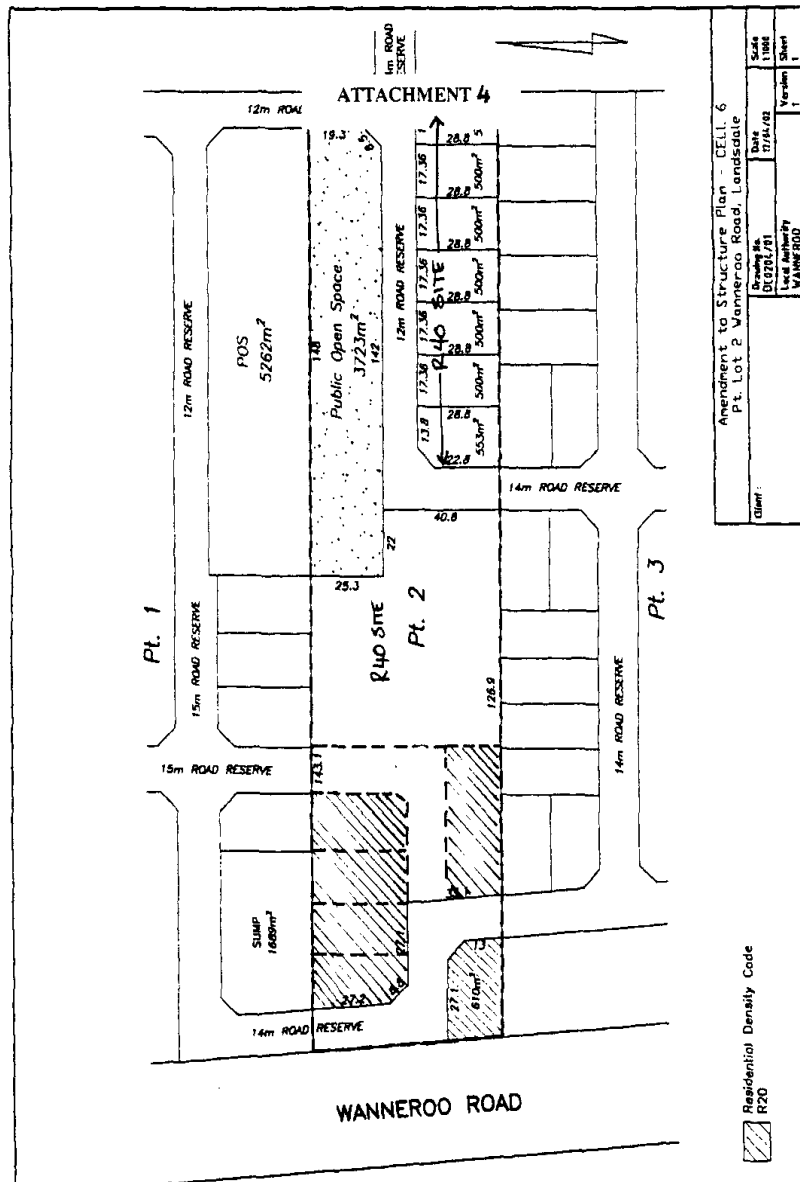
ATTACHMENT 2



ATTACHMENT 3



ATTACHMENT 4



3. Adoption of a Local Structure Plan or Lot 201 Breakwater Drive, Two Rocks

File Ref:	70709
Responsible Officer:	Director, Planning and Development
Disclosure of Interest:	Nil
Attachments:	3

Issue

To consider the adoption of a Local Structure Plan for Lot 201 Breakwater Drive, Two Rocks.

Applicant	Chappell & Lambert Planning Consultants
Owner	Mirvac-Fini
Location	Lot 201 Breakwater Drive, Two Rocks
Site Area	278.5ha
DPS 2 Zoning	Rural Community Zone No 1

Background

Lot 201 is situated on the northern side of Breakwater Drive, approximately six kilometres northeast of the Two Rocks townsite (refer location plan - **Attachment 1**).

At its meeting on 27 November 2001 (item PD14-11/01), Council considered the draft Local Structure Plan for Lot 201 Breakwater Drive, Two Rocks, and resolved inter alia, to advertise it for public comment subject to the applicant providing a satisfactory Part 1 Statutory Section and modifying the plan to relocate some building envelopes.

Council also identified a number of issues requiring additional information/consideration prior to final adoption of the Structure Plan, as follows:

1. Specialist consultant's advice on karstic issues and additional provisions in the Karst Management Plan.
2. Consideration of road related matters.
3. Inclusion of additional provisions in the Fauna and Vegetation Management plan.
4. Inclusion of additional provisions in the Drainage Nutrient and Water Management Plan.
5. Inclusion of additional provisions in the Fire Management Plan.

At its meeting on 21 May 2002 (Item PD04-05/02), Council considered the final adoption of the structure plan, however resolved that the matter be deferred. The applicants have now provided further information through a briefing to Council and the report is re-submitted for Council's consideration.

Detail

A copy of the Development Guide Plan included in the draft Structure Plan which was advertised for public submissions is shown on **Attachment 2**. The key features are as follows:

- The Plan comprises 139 rural residential lots ranging from 1.0ha to 4.5ha in area.
- Each lot has a 2000sqm building envelope located to maximise the retention of significant vegetation.
- Public open space (POS) areas have been provided to protect two significant stands of trees at the northwest and southeast parts of the site. An additional area of POS is located along one of the entry roads to Breakwater Drive, which is also the proposed location of a community purposes site for the development (as required under the Special Provisions).
- Two entry roads from Breakwater Drive.
- A bridle trail network which extends between the subdivisional road network, the POS areas and along the north, east and west boundaries of the land. These also serve as strategic firebreaks and emergency vehicle access points.
- A possible homestore or corner store site is identified on one lot on the main eastern entry road.
- The lots are to be serviced by a reticulated water supply. Sewage disposal is to use aerobic treatment units or modified septic systems.

As part of Council's consideration of this matter, a number of issues were identified as requiring additional information/consideration prior to final adoption of the LSP. These matters have been subject of discussions between relevant Council officers and the applicants, and together with the additional requirements of State Government agencies resulting from submissions received, the various matters have now been addressed and the Structure Plan documents modified accordingly. Details of agency comments and details of how matters have been addressed are provided in the Comment section of this report.

A copy of Part 1 of the revised Structure Plan incorporating modifications required by Council and the requirements of other State agencies is appended to this report as **Attachment 3**. (Part 1 will have the force and effect of DPS2). A copy of the full revised Structure Plan document has been placed in the Elected Members Reading Room.

Consultation

The application has been advertised for public comments for a period of 42 days in accordance with Council's resolution. It was advertised by means of an on-site sign and an advertisement placed in the Wanneroo Times newspaper. Copies of the Draft Structure Plan were made available for inspection at the City's Administration Centre and also the Two Rocks library. Relevant government agencies were written to and invited to submit comments. The submission period closed on 25 January 2002. The City received eight submissions from State Government departments/agencies and one public submission.

Comment

Outstanding Council Requirements

At its meeting of 27 November 2001, Council resolved (amongst other things) that prior to final adoption of the proposed Local Structure Plan for the subject land, it will require resolution of various issues to the satisfaction of Council. These issues are outlined below as well as a comment on each.

Specialist Consultant Advice on Karst Issues

Council required that a consultant be commissioned to provide specialist advice on matters associated with karstic landform issues for the Structure Plan and associated environmental management plans. This requirement resulted from assessment feedback from Council officers and the Department of Environmental Protection (DEP) that karstic information required to address the environmental conditions for the land was the domain of a specialist consultant (the City and DEP do not possess the necessary expertise).

Comment

The landowner (Mirvac-Fini) commissioned the consultant Logiden Pty Ltd (Dr Brian Logan) to carry out the review of karstic information in accordance with a brief agreed by the City and DEP and with the consultants' report to be delivered directly to the City and DEP for consideration. The appointment of Dr Logan (who is known to DEP officers) was agreed by both the City and DEP. The Logiden report was submitted in late March 2002.

City and DEP officers reviewed the Logiden report and met with Dr Logan in April to discuss the report's findings. The report conclusions were that the works undertaken to date in preparing the Structure Plan and environmental management plans was satisfactory, particularly in respect of the medium to higher risk karstic areas on the western part of the site, and that further drilling and other works (as specified in the Works Schedule for karst analysis forming part of the environmental conditions in DPS2) is unlikely to necessitate any major modifications to the lot layout, boundaries, locations of roads and services, etc for this western part of the site. For the identified low-risk areas occupying some $\frac{3}{4}$ of the overall site, however, the report recommends an additional drilling program (of 15 identified drill sites throughout the eastern part of the site) and preparation of a number of geological maps and logs based on the drilling. The additional works program could occur following approval to the Structure Plan and prior to subdivisional approval.

Consequently, it is recommended that the Logiden report be incorporated into the Structure Plan documents, and to enable enforcement of the required works, the recommendations be incorporated into the Part 1 statutory document of the Structure Plan. This now forms part of the revised Structure Plan documentation.

Consideration of various road related matters

Council required the following matters to be dealt with:

- i) storm water drainage to be contained within the road reserves;
- ii) provision of passing lanes and left slip lanes for the two access road intersections with Breakwater Drive;
- iii) ensuring flexibility in the alignment and design of roads in karstic areas to minimise impact on these natural features;
- iv) confirmation by the Department for Planning and Infrastructure that the road shown on the North West Corridor (Yanchep) Structure Plan of 1993 to pass along the western edge of the subject land is no longer intended.

Comment

Upon further discussion with the City's Technical Services, it was determined that the requirement of points (i) – (iii) can be satisfactorily addressed as part of the subdivision process. In respect to point (iv) the Department of Planning and Infrastructure has confirmed this requirement.

Inclusion of Additional Requirements in the Fauna and Vegetation Management Plan

Council required the following additional requirements to be included in this management plan:

- i) layout details, rehabilitation and maintenance proposals for the southern public open space area near Breakwater Drive;
- ii) provision for greater integration between the subject land and the bushland existing within the freeway reserve abutting the eastern boundary of the subject land, acknowledging that freeway construction is many years off;
- iii) provision of details regarding how the tracks proposed through the public opens space areas are to be formalised;
- iv) bridle trails being modified to 6m maximum width;
- v) assessment of appropriate vegetation densities;
- vi) provision of appropriate measures to prevent weed infestation;
- vii) inclusion of details regarding commitments, timing and responsibilities of works.

Comment

In respect to point (i) the FVMP now includes the following statement (Section 3.2, page 10):

“An area of open space (public/community open space) is identified in the southern region of the plan and is proposed to be enhanced by Mirvac Fini to provide for passive recreation activities. This area of POS will be planted with grass and all native overstorey species will be retained so that a parkland area is established”.

Figure 1 in the FVMP has also been modified to show this area as “Grassland with Remnant Trees”.

In respect to maintenance, the Local Structure Plan retains the proposal contained in the previous plan which was that the proponent would be responsible for fulfilling the requirements of the FVMP for a period of 2 years from commencement of site works at Lot 201. Following this period, the City would assume maintenance responsibility.

The above general proposals concerning this POS can be satisfactorily fine-tuned to the City's satisfaction at subdivision application stage.

In respect to point (ii), it is most important that an effective strategic fire break is provided between Lot 201 and the bushland area immediately to the east of it. This being the case, it is now considered that there is really limited potential for integration with the bushland within the future freeway land abutting to the east.

In respect to point (iii), the FVMP now states that these tracks are to be rationalised, with those to be closed to be rehabilitated and those to remain to be provided with a crushed limestone surface. (Section 3.2 page 9).

In respect to point (iv), the FVMP now states that the bridle trails (which also serve as strategic firebreaks) are to be established to a 6m width. (Section 3.8, page 14).

In respect to point (v), the FVMP (section 3.5.2., page 12) now includes planting proposals which accord with planting densities recommended by revegetation experts for similar sites.

In respect to point (vi), the FVMP now includes such appropriate measures (section 3.6, page 13). Provisions for control of Apple of Sodom are strengthened through a specific provision on this matter in Part 1 of the Local Structure Plan (section 2.8, page 8).

In respect to point (vii) the FVMP now includes a table summarising commitments, timing and responsibilities. (Section 5., page 17).

In addition, it should be noted that the Special Provisions under DPS2 applying to this zone require that any significant vegetation on the site be identified and retained. The Local Structure Plan and its FVMP address this in two ways:

- two significant stands of trees are identified (these were in fact identified at the time of rezoning). These are proposed to be protected through being located in the proposed POS areas;
- a ‘significant tree survey’ was undertaken by John Giudice & Associates in 2001. The criteria for significance employed for the survey was a tree diameter of 1m or greater. Building envelopes have been located to avoid the identified significant trees wherever possible. Significant trees located outside of building envelopes will be protected under Special Provision 1.2.2 of Schedule 15 of DPS2 which provides that “The clearing of trees and native vegetation outside of the building envelope is prohibited other than for fences, fire breaks, access and servicing.” This provision is reinforced by a similar provision included in Part 1 of the Local Structure Plan.

Inclusion of Additional Requirements in the Karst Management Plan

Council required the following additional requirements to be included in this management plan:

- i) specific details as to how construction personnel will be advised of the risks associated with karstic terrain;
- ii) modifications as may be considered appropriate arising from the specialist advice to be obtained as recommended in item 2. above.

Comment

In respect to point 1, the Karst Landform Management Plan (KLMP) now includes a management proposal which involves contractors signing an induction form which is included in the KLMP (section 3.2, page 8 and Appendix 4).

In respect to point 2, the report prepared by Logiden consultants has now been included in the Local Structure Plan and its recommendations incorporated (by reference) into Part 1 of the plan and the KLMP.

Inclusion of Additional Requirements in the Drainage Nutrient and Water Management Plan

Council required the following additional requirements to included in this management plan:

- i) provisions addressing respective responsibilities for works;
- ii) controls prohibiting bores within 200m of high risk karst areas.

Comment

In respect to point 1, the DNWMP now correctly states that long term responsibility for maintenance of on-site waste disposal systems shall be the responsibility of the landowners concerned, and that responsibility for groundwater monitoring (after a 2 year period by the developer) shall rest with the Water and Rivers Commission (pages 14 & 15).

In respect to point 2, the DNWMP now includes a statement that restrictive covenants will be placed on the titles of all relevant lots to address this issue (section 3.3.2, page 13).

In addition, it should be noted in regard to control over the types of waste water disposal system which may be used, that the Environmental Conditions imposed by the Minister for Environment required that a DNWMP be prepared and implemented in accordance with the provision of that plan. The conditions also required that the DNWMP ensure that nutrient attenuating sewage disposal mechanisms are provided to service the development.

The DNWMP included in the Local Structure Plan accordingly provides that: "Consistent with the Environmental Review for the site, individual lots within the subdivision will use on-site wastewater disposal serviced by Aerobic Treatment Units (ATUs) and are approved by the Health Department of Western Australia". (section 3.1.2, page 10).

Special Provision 1.1.2 (l) of Schedule 15 of DPS2 also provides that: "The exclusive use of aerobic treatment units, modified septs or small package treatment plants shall be required within the zone to minimise potential water pollution via subsurface drainage"..

Inclusion of Additional Requirements in the Fire Management Plan

Council required the inclusion of provisions within the Fire Management Plan (FMP) addressing the width, management measures and other detail arrangements for firebreaks.

Comment

The FMP now includes the following management proposals which were referred to in the City Administration report considered by Council at its meeting of 27 November 2001 and have been subsequently refined in discussions with the developer:

- 6m wide external strategic fire-breaks;
- 3m wide fire-breaks through the two POS areas;
- 3m wide fire-break along the eastern edge of the southern POS area;

- no firebreak to be constructed between the Wilbinga Conservation area and Lot 203 (Parks and Recreation reserve immediately to the west of Lot 201);
- rehabilitation along the eastern boundary of Lot 201 to occur to the west of the strategic firebreak at that location (this is actually provided for in the FVMP);
- standard firebreak gates to be provided and emergency service agencies to be provided with keys.

Assessment of Submissions

Comments raised in the public and agency submissions are outlined below, together with information responding to the comments raised.

Fire and Emergency Services Authority (FESA)

Comment

FESA indicates Fire Hydrants are to be installed at 400 metre intervals (as prescribed in the final Planning for Bush Fire Protection Policy dated December 2001) and not 500 metres as per the proposed structure plan.

Response

Relevant provisions in the Fire Management Plan and Part 1 Structure Plan document have been modified accordingly.

Aboriginal Affairs Department

Comment

The Department has given advisory information to ensure compliance with the Aboriginal Heritage Act 1972 during subdivisional works.

Response

A copy of the Department's letter has been provided to the applicant.

Department for Planning and Infrastructure

Comment 1

The bridle trail in the northwest corner of the estate is to be constructed of a minimum limestone base standard to accommodate emergency fire access.

Response 1

The applicant has agreed that this standard is able to be accommodated, and the WAPC will be able to enforce this requirement at the subdivision application stage.

Comment 2

Laneways in the southeast to be re-examined to accommodate rubbish services, trucks etc.

Response 2

The Structure Plan has been redesigned to delete the laneways by extending the cul-de-sac road to service most of the lots in the southeast portion of the site. Access to only two lots is to be via battleaxe access legs of 5 metres width. An indicative bin bay location is identified on the plan for Lots 40 and 41.

Comment 3

Some of the lots need to be balanced up (to approx 2.5ha) to be of similar size, for example the 4.5ha lot in the southwest to be reduced in size to prevent further subdivision of the lot while increasing the size of the lots abutting it.

Response 3

The Structure Plan has been redesigned to better balance the lot sizes in the southwest part of the site (no lots larger than 2.8ha).

Comment 4

Home Store provisions in the Structure Plan with regard to floor space allocation and inclusion of provisions to guide development being included in the Part 1 document or specify in Part 2 provisions for possible home store, then an amendment to the Structure Plan at a later stage may be appropriate to justify what can be done on the site, as lack of provisions may cause confusion and problems.

Response 4

The Structure Plan has been modified to delete the reference to 'possible' homestore or corner store, rather it refers to a corner store with a maximum floorspace of 100sqm NLA to provide certainty.

Comment 5

A significant tree assessment or landscape identification plan being prepared for the site - this should be prepared by the developers botanist in conjunction with the City's Landscape Architect, with the pegging and tagging of significant trees (to be marked on the plan).

Response 5

Significant tree assessment information has been provided by the applicant in the Fauna and Vegetation Management Plan.

Comment 6

With regard to staging of development, access points need to be fully constructed and preferably roads regardless of staging of development for fire/safety risk management.

Response 6

This matter is able to be addressed through the subdivision approval process.

Comment 7

The community purpose site in the southeast corner may require provisions in the structure plan.

Response 7

The requirement for a 5000sqm community purposes site is listed in the Special Provisions for the land, having been established as a requirement of the WAPC during the rezoning process for the land. The community purpose site has been identified as part of the southern POS area on the Structure Plan. Additional provisions relating to the community purpose site are not considered necessary at this time.

Comment 8

Appropriate fencing and fire breaks should be constructed as part of the subdivision.

Response 8

Provisions in the relevant environmental management plans and the Part 1 document require the installation of fencing to the perimeter of Lot 201 prior to any subdivisional works, together with the installation of the strategic fire break system.

Comment 9

Limit the height and location of dwellings on ridges (specifically in the north west corner) to prevent overlooking and visual intrusion for sites lower down the ridges and from the regional open space.

Response 9

It is considered that formal provisions in the Structure Plan to address this matter are unnecessary given that only a small number of lots would be affected by this, and the low density of development and limited vegetation clearing that would occur in the estate would limit any visual intrusion and overlooking concerns.

Comment 10

Building envelopes are to be identified and marked on the Structure Plan, and positioned away from significant trees on each lot (following significant tree assessment or landscape identification plan) in order to retain as many trees on each lot as possible.

Response 10

The building envelopes have been identified to minimise the disturbance of vegetation (and considering the significant tree assessment already undertaken), and these are marked on the Structure Plan accordingly. In addition, the building envelopes are to be pegged for approval of any tree removal at the time of subdivision

Comment 11

Changes to wording of some of the Part 1 provisions is required.

Response 11

The specified modifications have been made.

Water Corporation

The Corporation has no additional comments (previous comments have been addressed).

Department of Conservation and Land Management*Comment*

The Department raises no objections to the proposal, however has requested the following matters be incorporated into several of the management plans:

- The strategic firebreaks should be surfaced with compacted limestone to enable better management and fire access to the proposed subdivision. The suggested minimum width for the limestone is 4m.
- In the information to be provided to site construction personnel, it is requested that specific emphasis be given to dieback management and the potential effects of the disease to the vegetation in the area.
- Reference to the National Parks and Nature Conservation Authority (no longer a statutory authority) to be replaced with Conservation Commission.
- A Department lock to be placed on gates adjoining State Forest or Bush Forever sites so in the event of an emergency Departmental staff can gain access or egress through these points.
- Confirmation of responsibilities for ongoing weed control and monitoring is required. Due to the urban interface with State Forest and Bush Forever sites there is an increased likelihood of broad scale weed invasion into these areas. An ongoing commitment to monitoring and control of weeds is required.

Response

The matters raised by CALM have been satisfactorily incorporated into the relevant management plans.

Agriculture Western Australia

Comment 1

Some concerns are expressed regarding the keeping of horses on the proposed lots. It is considered that unless a high level of management can be shown and the horse is stabled for the majority of the time and hand fed the majority of lots around 1 ha would not be able to stock a horse on non-irrigated pasture.

Response 1

The keeping of a maximum of one horse per lot as per Special Provisions for the land was established as part of the Environmental Review and scheme amendment process (Amendment 837 to former TPS1) which was subject of detailed assessment and consultation with the relevant State agencies. General Provision 1.1.2(k) of Schedule 15 of DPS2 also provides that Council may only grant approval to the keeping of a horse on one of these lots if vegetation requiring protection has been suitably fenced to provide such protection.

Comment 2

The Department considers that the Drainage, Nutrient and Water Management Plan does not adequately deal with issues of erosion and sediment loss from the site.

Response 2

It is considered that the relevant management plan does adequately address erosion and sediment loss and has been supported by the Water and Rivers Commission (in its submission prior to advertising of the Structure Plan) and DEP.

Department of Environmental Protection

The Department has confirmed its support for the findings of Logiden's report on Karst issues associated with the development, subject to the additional works being undertaken prior to subdivision approval. No other concerns have been raised in respect of the Structure Plan and environmental management plans.

Main Roads WA

The draft Structure Plan is acceptable to Main Roads.

Public Submission

Comment 1

The submission expresses disappointment that the option to undertake the Rural Community development has not been chosen. There has been minimal community input in the design and management strategies. There is no provision for community building in the designated POS. If the community were more involved it may relieve the City of maintenance of POS, bridle tracks, irrigation, vegetation protection and fire management under a Rural Community concept, the community could become a self regulating group with a management strategy.

Response 1

These comments probably relate to the fact that the cluster form of subdivision has not been chosen for this Structure Plan. The Special Provisions and Structure Plan provisions will require that the developer initially and the ultimate landowners will have responsibilities for many of the issues raised.

Comment 2

Bushland conservation is noted. The two areas of POS are not connected, the firebreaks and roads also further deplete the vegetation along with karstic drilling and the requirement for low fuel zones.

Response 2

These comments are noted. While the Special Provisions for the land restrict land clearing, it is not possible to undertake the development without some vegetation loss. The identified POS areas are not connected, however were required to be provided to retain the significant stands of trees on the site.

Summary

As noted in the preceding sections of this report, a number of issues were identified as requiring additional information/consideration prior to final adoption of the LSP. These matters have been subject of discussions between relevant Council officers and the applicants, and together with the additional requirements of State Government agencies resulting from submissions received, the various matters have now been addressed and the Structure Plan documents modified accordingly. It is recommended that Council finally adopt the duly modified Structure Plan documents.

Statutory Compliance

The Structure Plan has been assessed in accordance with Clause 9.6 of DPS2.

Strategic Implications

This proposal is consistent with the Healthy Communities goal of the City's draft Strategic Plan which refers to the promotion of lifestyle choice.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority.

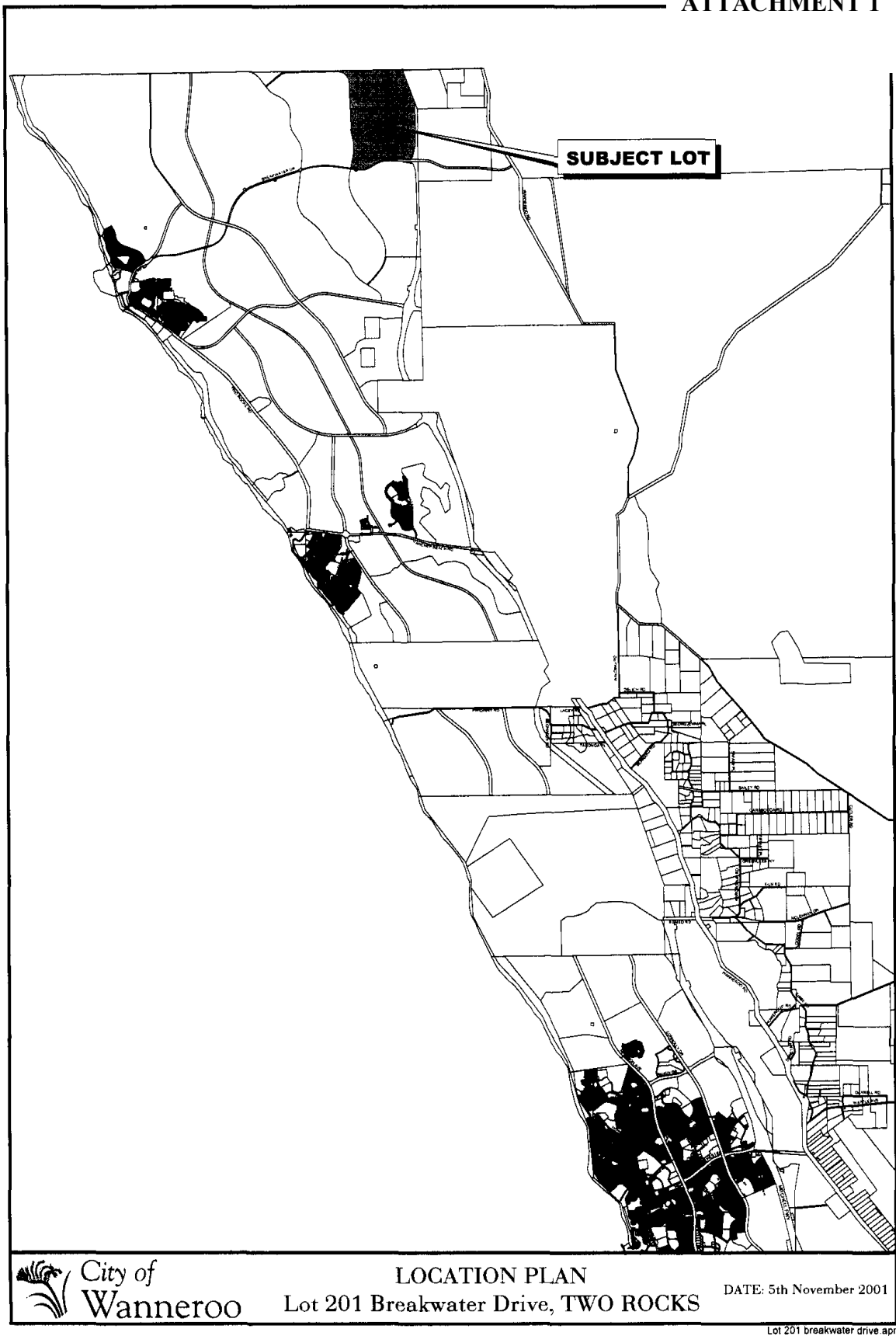
Recommendation

That Council:-

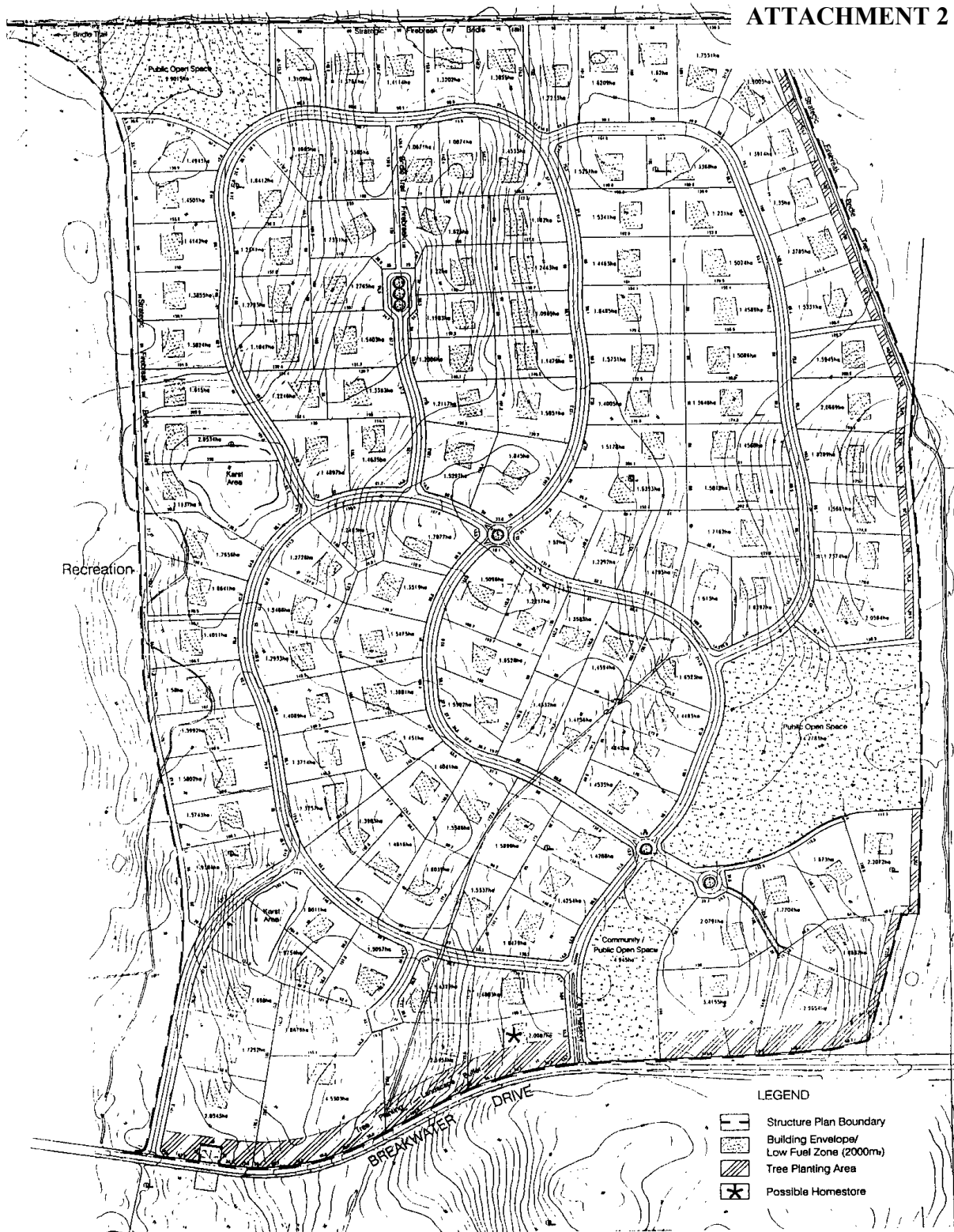
- 1. Pursuant to Clause 9.6 of the City's District Planning Scheme No 2 RESOLVES that the modified Local Structure Plan for Lot 201 Breakwater Drive, Two Rocks is satisfactory, and therefore ADOPTS, SIGNS and SEALS this Local Structure Plan.**
- 2. FORWARDS the modified Local Structure Plan to the Western Australian Planning Commission for its adoption and certification.**
- 3. ENDORSES the comments made in this report regarding the submissions received on this proposed Local Structure Plan for inclusion in the schedule of submissions to be forwarded to the Western Australian Planning Commission and ADVISES the submitters of its decision.**

Draft

ATTACHMENT 1



ATTACHMENT 2



PART 1

STATUTORY PLANNING SECTION

LOT 201 BREAKWATER DRIVE, TWO ROCKS

LOCAL STRUCTURE PLAN

As provided for under the provisions of the City of Wanneroo District Planning Scheme No. 2 ('the Scheme'), this part of the Lot 201 Breakwater Drive, Two Rocks Local Structure Plan has the same force and effect as a provision, standard or requirement of the Scheme. Pursuant to subclause 3.23.2 of the Scheme, no subdivision should be commenced or carried out, and no development shall be commenced or carried out, other than in conformity with this Local Structure Plan and the relevant Special Provisions contained in Schedule 15 of the Scheme.

Subject Land

Lot 201 Breakwater Drive, Two Rocks

1.0 Development Guide Plan

Refer Plan No. 949-08H: Development Guide Plan

Subdivision and development of the subject land shall be generally in accordance with the Development Guide Plan.

2.0 Provisions, Standards and Requirements

- 2.1 The provisions, standards and requirements applicable to the subject land are in accordance with Clause 3.23, Schedule 12 (section 1.) and Schedule 15 (Rural Community Zone No. 1: Clauses 1.1 and 1.2) of the Scheme.
- 2.2 The Special Provisions which are relevant to the future owners of the lots which will be created by the subdivision of the subject land are Provisions 1.1.2 (k), 1.1.2 (l), 1.1.3, 1.2.2, 1.2.3, 1.2.4, 1.2.5 of Clause 3.23 Schedule 15.

2.3 Building Envelopes

- In the interest of landscape preservation, indicative Building Envelopes (to a maximum size of 2000m²) have been shown on the individual lots in the Development Guide Plan.
- All building envelopes within lots shall be physically identified and clearly pegged prior to the final approval of a plan or diagram of survey.
- Building envelopes may only be modified subject to the approval of Council.
- Within areas of Potential Karst (as shown in the Development Guide Plan) the subdivider will undertake appropriate Geotechnical investigations consisting of no less than 3 electric friction cone penetrometer (EFCP) probes and / or boreholes within building envelopes to determine that the building envelope is geologically suitable for the construction of a house prior to the final approval of a plan or diagram of survey.

2.4 Fire Management

2.4.1 *The following measures contained in the Fire Management Plan contained in Appendix 2 of Part 2 of this Local Structure Plan shall be undertaken by the subdivider:*

- Install strategic firebreaks as identified in the Fire Management Plan;
- Delineate building envelopes and low fuel zones (15 metres) within each lot;
- Install fire hydrants throughout the subdivision (at 400m intervals);
- Establish a Bushfire Ready Action Group (BRAG) within the community in association with the City of Wanneroo and the Fire and Emergency Services Authority;
- Provide prospective home owners with a copy of the FESA Home Owners Bushfire Manual.

2.4.2 *The following measures contained in the Fire Management Plan shall be undertaken by the owners of the subdivided lots:*

- Maintain undeveloped portions of building envelope as a low fuel zone (ie mechanical fuel reduction by slashing or mowing weedy understorey – no burning will be permitted).

- Maintain a firebreak 3 metres wide and 3 metres high clear of all flammable material around the inside of the boundaries of this lot which must be kept clear between 30 November until 31 May the following year.

2.5 Water Supply

The subdivider shall provide a reticulated water supply to each proposed lot.

2.6 Groundwater Monitoring and Contingency Plan

The following measures contained in the Groundwater Monitoring and Contingency Plan in Appendix 1 of Part 2 of this Local Structure Plan will be undertaken by the subdivider:

- Install six groundwater monitoring bores within the subject land;
- Collect data (groundwater levels, quality) quarterly, at the beginning of each season for a period of two years following commencement of construction activities;
- Collect data and submit to the Water & Rivers Commission and City of Wanneroo following each monitoring phase;
- Following a two year monitoring period, groundwater monitoring will become the responsibility of the Water & Rivers Commission.

If, during the two-year monitoring period, changes are recorded in the groundwater levels or quality, the subdivider will implement the following measures:

- Plant native trees if a rise in the local groundwater level is detected;
- Identify the source of pollutants and implement measures to prevent further contamination.

2.7 Karst Management

The following measures contained in the Karst Management Plan in Appendix 3 of Part 2 of the Local Structure Plan including various management procedures to reduce the risks associated with karst features, shall be undertaken by the subdivider:

- Use only static vibration equipment during construction of road pavements. The effect that this requirement may have on pavement thickness will be addressed at the detailed design stage;

- Ensure that construction personnel and machine operators are aware of the potential risks associated with karstic terrain through an induction form requiring signing by contractors.
- Kerb the roads where necessary so that soakage takes place at planned locations;
- Provide a development (including road pavements) exclusion zone of at least 30m wide around the perimeter of all road stormwater drainage basins in the area of potential karst;
- Undertake geotechnical investigation along proposed road alignments and drainage basins to assess the potential risks prior to construction. This would comprise EFCP and possibly drilling work (where limestone is too hard for the EFCP) to 15m depth at intervals of 50m along road alignments in the potential karst areas. At least three sample locations should be tested in the same manner in drainage basins in the area of potential karst;
- Undertake additional drilling and compilation of a database of geological information and plans as outlined in the Logiden_Report to the satisfaction of the City of Wanneroo, prior to subdivisinal approval.
- Within the area of potential karst the subdivider will undertake Geotechnical investigation consisting of no less than 3 EFCP probes and/or boreholes within proposed building envelopes prior to construction to assess the foundation conditions for design of footings in the potential area of karst;
- Ensure no high pressure gas pipeline will be permitted across Potential Karst areas;

The following measures will be the responsibility of the owners of the individual lots:

- Ensure storage of fuel or other dangerous goods (other than domestic quantities) are not permitted within areas of potential karst terrain.
- Ensure soakwells for the disposal of roof runoff are located no less than 10 metres from building foundations or Lot boundaries.
- Ensure Aerobic Treatment Units (ATU's) are located at least 5 metres from buildings and boundaries and are located within areas of sand to avoid the requirement for excavation within limestone.

2.8 Fauna and Vegetation Management

The subdivider will implement the following measures contained in the Fauna and Vegetation Management Plan in Appendix 4 of Part 2 of this Local Structure Plan to ensure the protection of the surrounding regionally significant vegetation and the locally significant vegetation at Lot 201:

- Install a standard rural fence at the periphery of the property prior to commencement of construction activities;
- All machinery will be cleaned prior to entering the site to minimise the potential spread of dieback;
- All soil and fill material entering the site will be obtained from a dieback free source;
- Site works which involve the clearing of native vegetation will be clearly delineated and approved by Council prior to the commencement of such works;
- Any native tree (ie Tuarts (*Eucalyptus gomphocephala*), Jarrah (*Eucalyptus marginata*), *Banksia attenuata*, *B. menziesii* etc) cleared during construction works will be replaced by a native sapling to be planted in an appropriate location in the subject land;
- Native vegetation to be cleared beyond the building envelope will require approval from the City of Wanneroo;
- Native vegetation cleared during construction activities will be used to generate on-site chipped mulch material;
- Site residues, such as fallen trees, decaying logs and large rocks will be retained and used in appropriate locations for provision of fauna habitat;
- Areas to be rehabilitated include selected areas within public open space, the rehabilitation corridors, and selected median strips and road reserves, as identified in the Fauna and Vegetation Management Plan;
- Control Apple of Sodom by manual removal and appropriate disposal and advise future landowners of the need to control Apple of Sodom if identified;
- Implement appropriate measures to discourage cat ownership within the subject land;

- Install monitoring plots prior to development commencement within the adjacent regionally significant vegetation to record potential degradation of the bushland. Plots to be monitored annually (in spring) for a period of two years following commencement of development activities;
- Install monitoring plots in rehabilitation areas to determine if any further planting and / or weed control is required. The plots will be monitored annually for a period of two years following commencement of development activities;

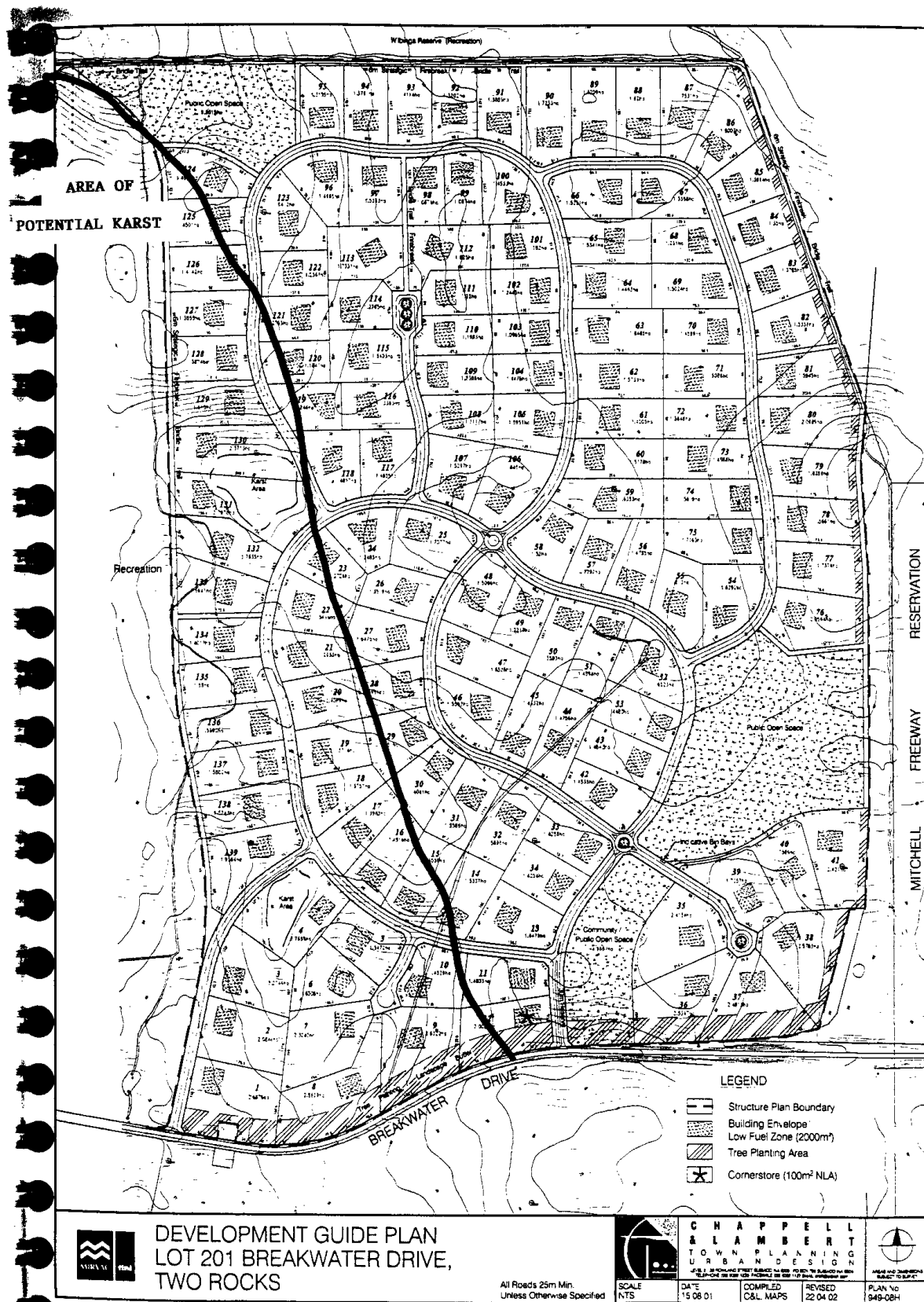
The following measures will be the responsibility of the owners of the individual lots:

- With the intention of preventing over-stocking or other practices detrimental to the amenity of the zone, the breeding or keeping of animals, other than domestic pets (not cats) and a horse shall not be permitted without the approval in writing of Council. If approved, the keeping or breeding of animals shall be restricted, by the erection of fencing, to the fixed building envelope area. Trees within the building envelope shall also be fenced to protect them from damage by livestock;
- No vegetation on any part of the proposed lots may be cleared for any purpose other than the construction of buildings, driveways, fire breaks, selective clearing to lower fuel areas around buildings and for road construction associated with the subdivision development of the property. The land is to be managed in such a manner to avoid the land being laid bare of vegetation resulting in loose, wind erodible conditions. All improvements within building envelopes shall be sited and located such that the removal of vegetation within the building envelope is minimised. The Council may also, at its discretion, vary the position of any required fire break or building envelope to avoid destruction of vegetation or other ways to take account of the physical features of the land, subject to the land owner concerned providing a certificate from a registered engineer that the area within the proposed new building envelope is geologically suitable for construction of a dwelling house;
- Outside of an approved building envelope, only endemic vegetation may be planted. (Endemic vegetation in this case being vegetation of the Cottlesloe North Complex).

2.9 Fencing Controls

- Lot perimeter fencing shall be limited to open rural type fencing of post and wire or post and rail nature to the satisfaction of the City of Wanneroo.

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Sub-Division Applications

4. Proposed Rural Subdivision - Pt 1221 (49) Wattle Avenue, Nowergup

File Ref:	73284
Responsible Officer:	Director Planning and Development
Disclosure of Interest:	Nil
Attachments:	2

Issue

Consideration of a proposed rural subdivision of Part Lot 1221 Wattle Avenue, Nowergup, into three lots of 2.56 hectares.

Applicant	N G Leach
Owner	N G Leach
Location	Pt Lot 1221 Wattle Avenue, Nowergup
Site Area	7.7118 hectares (ha)
DPS 2 Zoning	Rural Resource
MRS Zoning	Rural

Background

The Western Australian Planning Commission (WAPC) has referred the subject application to the City for its comments. The subject land is situated at the north-eastern corner of Wanneroo Road and Wattle Avenue in Nowergup (refer **Attachment 1**). The proposal is to subdivide the subject land into three lots of 2.56 ha (refer **Attachment 2**).

Subdivision applications are generally assessed under the City's delegated authority to ensure a timely and efficient response. However, this application has been referred to Council for determination since it is considered to be of a potentially contentious nature.

Detail

The subject lot contains a centrally located house adjacent to Wattle Avenue. The western portion of the lot contains some native vegetation and the eastern portion of the lot contains a market garden. A closed road reserve runs through the western portion of the lot.

Consultation

Under the provisions of the Town Planning and Development Act 1928, as a referral agency, the City is required to make its comments to the WAPC within a 42 day period. The Act does not make provision for consultation on subdivision applications.

Comment

The following matters are noted in regard to this application.

Lot Sizes

There are a number of lots, predominantly to the immediate north and east of the subject land, which are a similar size to the lots proposed in this application. In particular, the applicant has advised that he made this subdivision application on the basis of the lots to the immediate north of his land, which are of an area of around 2.5 ha. (refer **Attachment 1**). In this regard it is noted that in 1990 the former Council of the City of Wanneroo supported the subdivision of the land to the north of the subject lot (item E20321). Whilst the former State Planning Commission refused the application, the then Minister for Planning, upheld a subsequent appeal having regard to the applicant's family background and the Council's support to the proposal.

Under the City's current Rural Subdivision Policy, this lot falls within an area where subdivision below 20 hectares should not generally be supported because it would tend to undermine the rural resource objectives of District Planning Scheme No. 2. These objectives seek to promote agricultural, horticultural, animal husbandry and resource extraction and seek to preclude uses or fragmentation of land that may be incompatible with these uses. The policy however provides that in special cases, where it can be demonstrated that the subdivision would be consistent with the objectives of the rural resource zone, the minimum lot size may be reduced to 8.0 hectares. The proposed lot sizes are well below this minimum.

Caves and Karstic Areas

A belt comprising approximately the central 50% portion of the lot has been identified under Council's Interim Local Rural Strategy (ILRS), as an area subject to caves and karstic features. The ILRS provides for the identification and protection of caves and karstic features and for the protection of the landscape attributes of this area. In areas where there is a high probability of caves the ILRS also provides that subdivision proposals should be supported by appropriate caves/karstic feature surveys and studies. In this case the applicant has not provided such information.

Scenic Drives

The ILRS identifies Wanneroo Road, north of Joondalup Drive, as a Scenic Drive and requires that subdivision proposals in such areas be the subject of special consideration in order to protect and enhance the rural landscape of land which is readily visible from Wanneroo Road. Fragmentation of the land, without the appropriate land use management controls, will inevitably lead to an intensification of the use of the land, which would conflict with the Scenic Drive objectives of the ILRS.

Limestone Resource Areas

The ILRS identifies the subject land as a part of the Limestone Resource area. The ILRS provides that subdivision should not be supported where this would impinge upon existing or future quarrying. In this case, there are no existing quarries adjacent to the subject land and given the relatively fragmented nature of the land in the vicinity, it is unlikely that quarrying would be established within 500 metres of the lot.

Adjacent Wetland

The Lake Neerabup wetland extends marginally into the eastern boundary of the lot. This wetland has been categorised by the Water and Rivers Commission (WRC) as a Resource Enhancement wetland. The 50 metre zone of critical influence, where the WRC normally recommends that no development be permitted, extends over approximately 25% of the eastern proposed lot. The 200 metre zone of secondary influence, where the WRC normally recommends nutrient intensive land uses not be permitted, extends over the vast majority of the two proposed eastern lots.

The WRC buffer distances however are only guidelines, which have no statutory force. A market garden has already been established on the eastern portion of the lot, within the 200 metre buffer zone and under these circumstances it would be difficult to argue, on purely wetland degradation grounds, that the market garden could not be extended westwards, outside the 200 metre buffer zone, particular if an arrangement for an improved environmental outcome could be negotiated. Such an arrangement could, for example, include buffer planting adjacent to the wetland, more environmentally acceptable horticultural practices etc. Subdividing the land, in the absence of any associated land use management controls would preclude the opportunity of this occurring. Land use management controls cannot be properly imposed and managed through the subdivision process. Rather such controls would require appropriate provisions to be incorporated within the City's DPS2 or to be negotiated through the development approval process.

Water Allocation

The applicant currently has a water licence for 27,650 kilolitres per annum (this allocation equates to 1.84 hectare of market garden at 15,000 kilolitres per hectare). This licence will expire in 2003. This water allocation is for the irrigation of the existing market garden and for domestic use. The WRC has advised that the water has been over allocated for this area and therefore the only means of obtaining additional water for this lot would be through water trading.

Soil Category

In respect to the suitability of the soil on this lot for an agriculture pursuit, under the "Coastal Land and Groundwater for Horticulture from Gingin to Augusta" study undertaken in 1997 by a number of government agencies (including the WRC), the subject lot is included in an area rated as 'high capability land for horticulture (Class 1 & 2 for market gardens, orchards and vines)'. Thus, purely from a soil capability perspective, the subject lot has a potential to be used for intensive agricultural activities.

Amalgamation of the closed road

The closed road traversing the application area is currently owned by the Crown. The subdivision plan infers that the closed road is to be amalgamated with the proposed lots, however the application does not appear to have been authorised by the Department of Land Administration, on behalf of the Crown. This authorisation would be required before an approval to the proposal could be favourably considered.

Statutory Compliance

Under Section 24(2) of the Town Planning and Development Act 1928, the City is required to forward its comments to WAPC within 42 days of receiving the referral. The application was received on 6 May 2002 and it is considered that Council will be able to make a determination on this application within the 42-day comment period.

Strategic Implications

Nil

Policy Implications

Under the City's current Rural Subdivision Policy, this lot falls within an area where subdivision below 20 hectares should not generally be supported because it would tend to undermine the rural resource objectives of District Planning Scheme No. 2.

Financial Implications

Nil

Voting Requirements

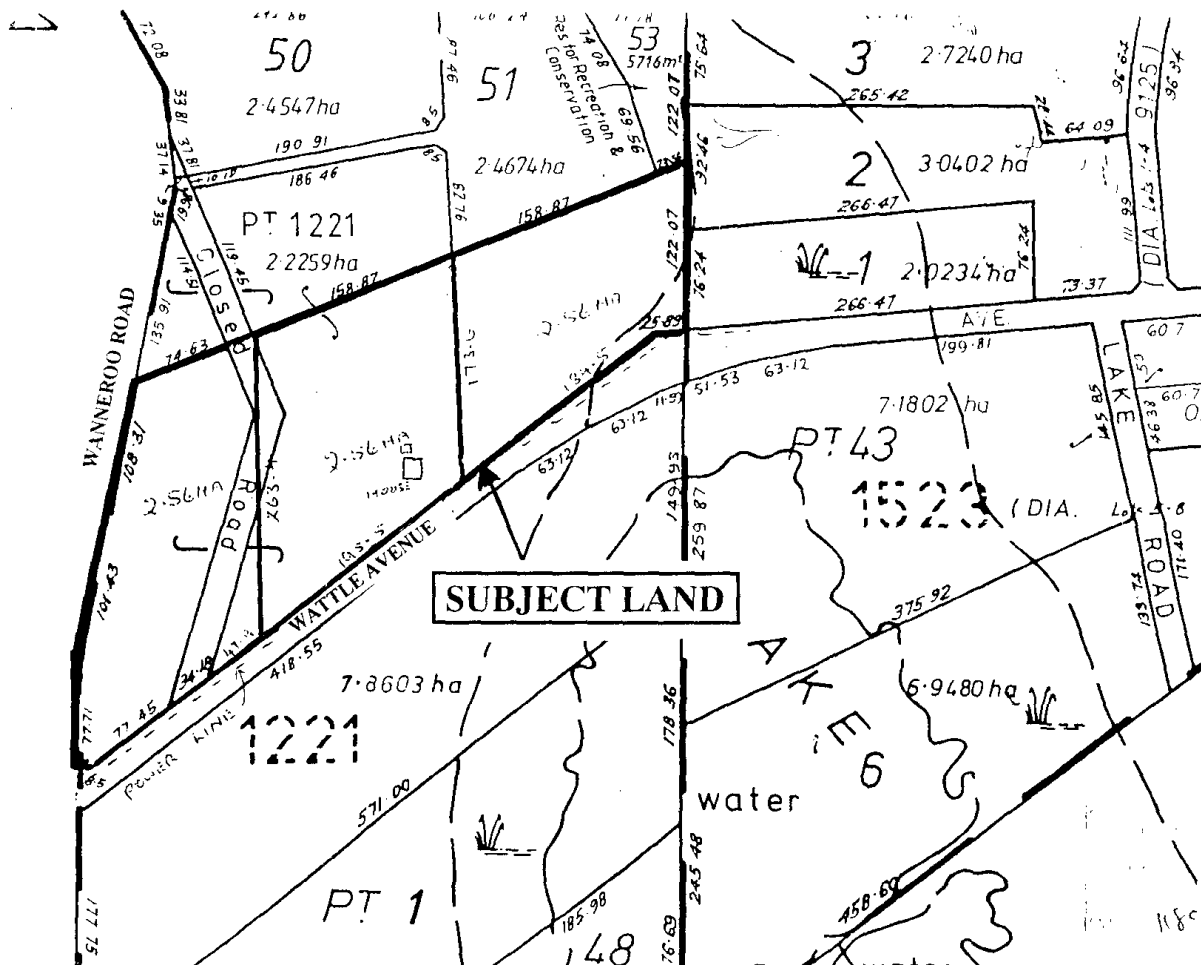
Simple Majority.

Recommendation

That Council does NOT SUPPORT the application by N G Leach for the proposed subdivision of Pt Lot 1221 (49) Wattle Avenue, Nowergup, as depicted on the plan dated 16 April 2002 (WAPC 118930) for the following reasons:

- 1. The application is inconsistent with Council's Rural Subdivision Policy, which specifies a minimum lot size of 20.0 hectares, or where special circumstances can be demonstrated, no less than 8.0 hectares;**
- 2. The introduction of smaller lots is inconsistent with the objectives of the Rural Resource Zone under the District Planning Scheme Number 2;**
- 3. Authority from the Department of Land Administration has not been provided to incorporate the closed road into the proposed lots;**
- 4. The application has not been supported by a satisfactory caves/karstic feature assessment.**
- 5. There is no suitable mechanism in place to provide for a range of necessary land use and ongoing management controls for the proposed lots.**

ATTACHMENT 2



Development Applications

5. Proposed Third Party Advertising Sign – Lot 507 (No. 50) Salerno Drive, Cnr Marmion Avenue & Quinns Road, Mindarie (Peter Moyes Anglican Community School)

File Ref: 61744
 Responsible Officer: Director, Planning and Development
 Disclosure of Interest: Nil
 Attachments: 1

Issue

To consider an application for a third party advertising estate sign on the subject site.

Applicant	Ann Willis C/- Peter Moyes Anglican Community School
Owner	Anglican Schools Commission
Location	Lot 507 Marmion Avenue, Mindarie
Site Area	3.4285 hectares
DPS 2 Zoning	Residential

Background

Nil

Detail

Approval is sought for erection of an estate sign to be located 50 metres south of the intersection of Quinns Road and Marmion Avenue in Mindarie. The estate sign will be a single sheet metal panel measuring 2.4 metres high and 4.8 metres wide to be supported by four steel posts at one metre above the ground level (refer **Attachment 1**).

It is proposed that the estate sign will contain a logo and lifestyle images, and will feature the words “Ocean Heights, Osprey Oceanside private estate, name of a contact person, a contact phone number and left at Quinns Road.” The sign will not be illuminated although the applicant has not provided any information in relation to whether the sign will be lit up at night via floodlight.

The applicant has indicated that the developers of Osprey Private Estate and the Peter Moyes Anglican Community School have reached an in principle agreement resulting in permission being granted to install the estate sign on the School’s freehold land.

Consultation

Nil

Comment

The major issue associated with any advertising signage is its content. Clause 5.1.1 (d) of the Scheme states that the objective of the provisions for control of advertisements are “to prohibit outdoor advertising which is considered to be superfluous or unnecessary by virtue of its relevance to the premises on which they are located”. The City has consistently resisted third party advertising signage and insisted on all signage to be of direct relevance to the premises on which they are located. It is considered that the proposed estate sign is solely third party advertising as it does not contain any information directly related to the school. The proposal therefore clearly contravenes Clause 5.1.1 (d) of the City’s District Planning Scheme.

The part of the sign occupied by corporate logos and the like is equivalent to approximately 25%-30% of the total sign area. The proposed lifestyle images on the sign promote coastal living and its activities and would be quite noticeable particularly given its size, and would have a significant visual impact in this prominent and highly visible and trafficable location. In effect, the sign would be no different to a large advertising billboard or sign hoarding. It would set an undesirable precedent for large-scale third party advertising throughout the city and along major arterial roads.

For the reasons mentioned above, the application for the new estate sign should not be supported.

Statutory Compliance

Clause 5.1 of the District Planning Scheme No. 2 states the objectives for control of advertisements in the City. These objectives are:

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

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

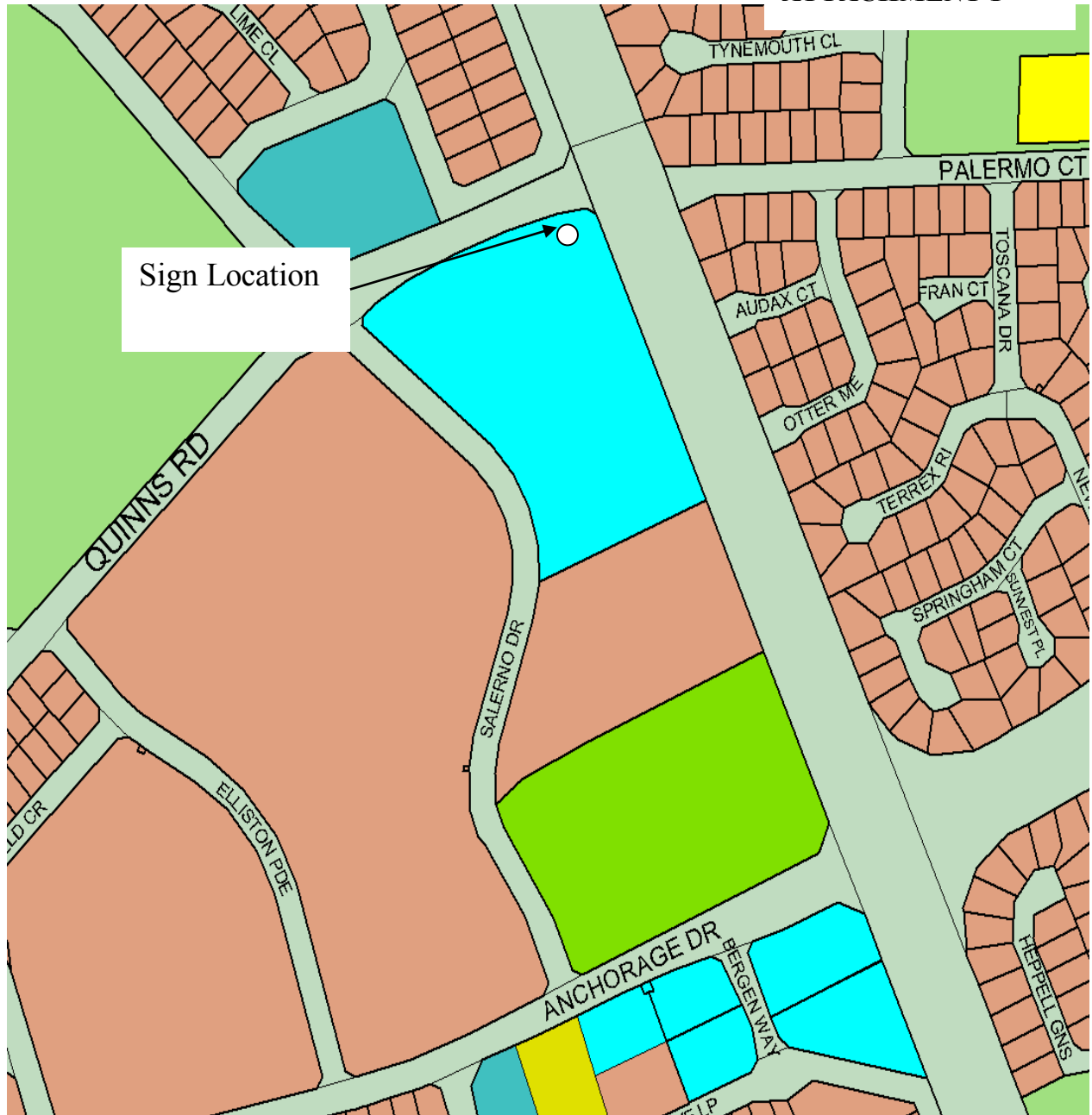
Voting Requirements

Simple Majority.

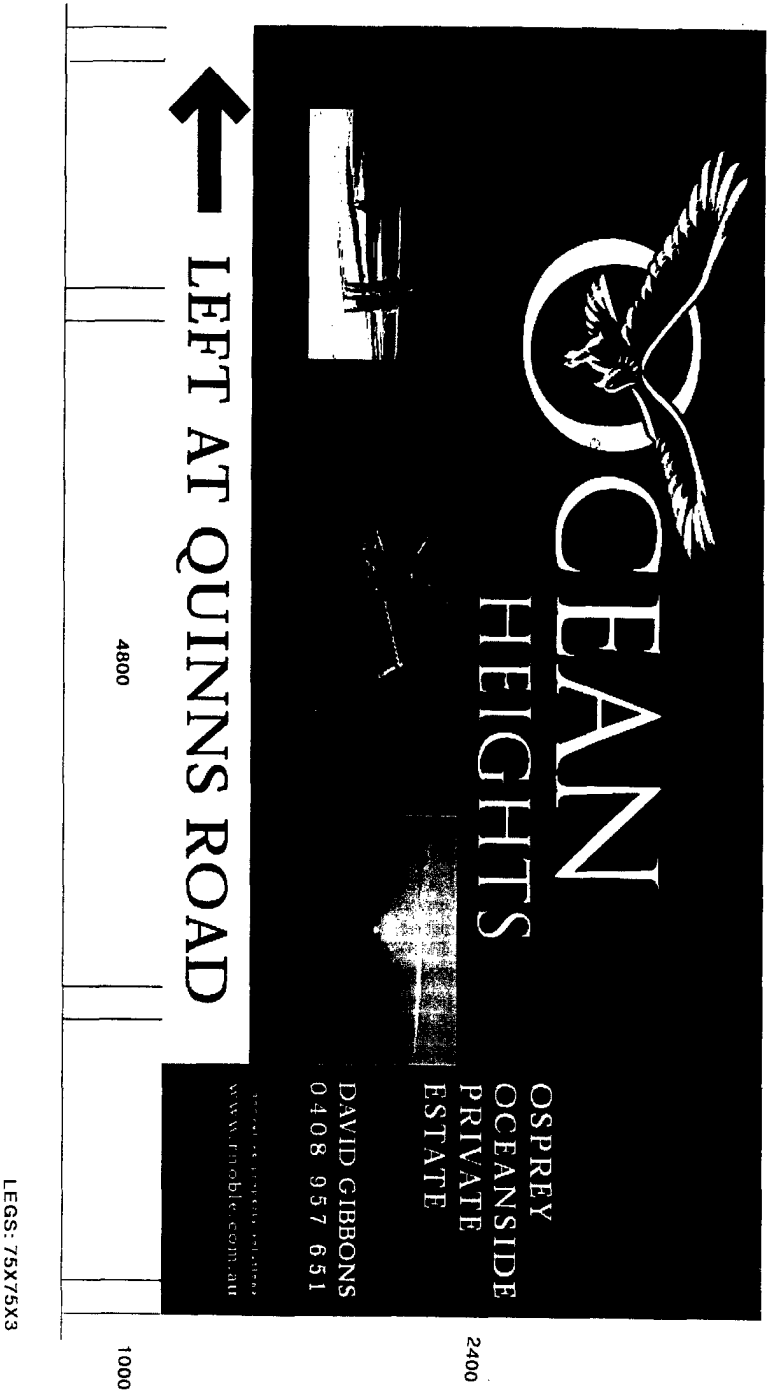
Recommendation

That Council REFUSES the application submitted by Ann Willis on behalf of Peter Moyes Anglican Community School relating to a third party estate advertising sign at Lot 507 (No. 50) Salerno Drive, cnr of Quinns Road and Marmion Avenue, Mindarie as the advertisement will adversely affect the amenities of the locality, contrary to Clause 5.1 of the District Planning Scheme No. 2.

ATTACHMENT 1



ATTACHMENT 1
PAGE 2



Other Matters

6. Cancellation of Eating House Registration

File Ref:	12400
Responsible Officer:	Director, Planning & Development
Disclosure of Interest:	Nil
Attachments:	Nil

Issue

The City's Health Service has endeavoured to have the proprietor of Flynn's Lunch Bar, 37 Warman Street, Neerabup, improve the quality of water used in the premises for food preparation. Despite five consecutive unsatisfactory sample results and advice from the district Environmental Health Officer, the proprietor has still not taken any action that reduces the potential health risk to the customers of the premises.

Background

The Flynn Lunch Bar is an eating-house registered by the City of Wanneroo under the provisions of the Health Act 1911. The premises is not connected to scheme water, so the onus for providing a "potable" supply of water, i.e. water suitable for drinking and food preparation, lies with the proprietor of the premises.

Within the City of Wanneroo there are a small number of food premises which are not connected to the Water Corporation's supply. These are sampled by the City's Health Service, approximately once per month. The presence of pathogenic, or potentially pathogenic bacteria in any given sample from an independent water supply is not normally cause for urgent action and usually results in advice to the proprietor to take remedial action. This commonly involves simple action such as cleaning the storage tank or more careful chlorination of the water.

Repeated unsatisfactory results cannot be accepted however, as it greatly increases the potential for food to become contaminated through inadequate rinsing of food or utensils, hand washing or the use of contaminated water as an ingredient.

Detail

Unsatisfactory water samples were collected from Flynn's Lunch Bar in January, February, twice in March and in April. On each occasion the laboratory confirmed the presence of bacteria known as coliforms, which suggest faecal contamination of the water supply or storage tank.

The proprietor was advised of each laboratory result and has been advised of the action required to ensure the water quality is suitable for human consumption. On 16 April 2002 the district Environmental Health Officer wrote and advised that prosecution or cancellation of the eating-house registration could occur if the City was not advised of the corrective action being taken to improve the water supply to the food premises.

No such advice was received and the subsequent water sample also contained coliforms.

Comment

The water provided to the kitchen at Flynn's Lunch Bar is not suitable for use in a food preparation area. It represents an unacceptable risk to the health of patrons of the premises.

Despite repeated advice and warnings the proprietor has failed to take any corrective action and, in fact, appears to have disregarded the advice of the district Environmental Health Officer.

The Health (Food Hygiene) Regulations 1993 require all food premises to be provided with a supply of potable water at all times. The definition of "potable water" in NH&MRCs "Guidelines for drinking water supply in Australia" is untested and the City is advised that an attempt to prosecute for a failure to provide potable water may not succeed.

Given the proprietor's unwillingness or inability to deal with the matter, cancellation of the eating house registration, effectively closing the premises, is the only certain method of eliminating this potential health risk.

Statutory Compliance

Section 170 of the Health Act 1911 provides the Council with the power to cancel the registration of an eating-house. That power to cancel a registration is not limited by the act, but the wording requires a notice to be issued "in writing signed by the chairman of the local government with the approval of the local government". Such wording seems to exclude the City's ability to deal with this matter under delegated authority.

Should the proprietor continue to conduct an eating-house from the premises after the registration is cancelled, an offence is committed, for which prosecution is a simple matter.

Strategic Implications

The recommended action is consistent with the City's draft Strategic Plan and its goal of "Healthy Communities".

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority.

Recommendation

That Council CANCELS the eating house registration for Flynn's Lunch Bar, 37 Warman Street, Neerabup, unless the proprietor is able within 14 days, to demonstrate to the satisfaction of the City's Coordinator Health Services that effective action has been taken to ensure the water supplied at the premises will not be subject to faecal contamination.

Draft

Technical Services

Tenders

7. Approval to Dispose Two Surplus Recycling Collection Vehicles

File Ref:	07900
Responsible Officer:	Director Technical Services
Disclosure of Interest:	Nil
Attachment:	Nil

Issue

To consider disposal of two surplus recycling collection vehicles, plant numbers 96587 and 96588, by public auction.

Background

The City's two recycling collection vehicles, plant numbers 96587 and 96588 were listed for replacement in the 2001/2002 Heavy Vehicle Replacement Program. The replacement was held back pending the outcome of the City's tender to continue recycling collection on behalf of the City of Joondalup. The loss of this contract has resulted in two recycling collection vehicles becoming surplus to operational requirements.

Detail

The City's contract with the City of Joondalup to provide a recycling bag collection service expired in January 2002 and the City's tender to continue the service was unsuccessful. Currently there are seven recycling bag collection vehicles in the City's fleet. Five of these trucks are required to maintain current and future services within the City.

Comment

Approval is sought to dispose of plant numbers 96587 and 96588 by public auction. The anticipated sale price at auction is in the order of \$15-20,000. A trade allowance of \$20,000 was made for each truck in the 2001/2002 Heavy Vehicle Replacement Program.

Disposing of plant numbers 96587 and 96588 by public auction negates the costs associated with calling tenders.

Statutory Compliance

The disposal of the surplus recycling collection vehicles (plant numbers 96587 and 96588) by public auction is in accordance with the provisions of Section 3.58 of the Local Government Act 1995.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

An amount of \$20,000 each was allowed in the 2001/2002 Heavy Vehicle Replacement Program for the sale of plant numbers 96587 and 96588. The anticipated sale price of each truck at public auction is in the order of \$15-20,000 each.

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the disposal of the City's surplus Recycling Collection Vehicles, plant numbers 96587 and 96588, by public auction.

8. Approval to Dispose of Light Attack Fire Vehicle 95225

File Ref: 07900
Responsible Officer: Director, Technical Services
Disclosure of Interest: Nil
Attachment: Nil

Issue

To consider disposal of surplus light attack fire vehicle, plant number 95225, by public auction.

Background

The City's light attack fire vehicle, plant number 95225, was listed for replacement in the 2001/2002 Light Vehicle Replacement Program, with part funding to be requested from the Fire and Emergency Services Authority (FESA).

Detail

As part of the 2001/2002 budget process Council approved the replacement of the City's light attack fire vehicle, plant number 95225, which was included in the Light Vehicle Replacement Program.

An application was made to FESA for part funding for the purchase of a new light attack fire vehicle and the City was advised on 8 November 2001 that this application was successful. A condition of the grant from FESA is that an order be issued to them for the City's contribution and FESA would purchase a cab chassis and co-ordinate construction of the light attack body. Order number 39573 was raised on 21 December 2001 for \$36,039.21 to cover the City's contribution.

The new light attack fire vehicle was delivered to the City in March 2002 and has now been commissioned. Plant number 95225 is now surplus to the City's requirements.

Comment

Council's approval is sought to dispose of plant number 95225 by public auction. The anticipated sale price at auction, based on previous results is expected to be in excess of \$20,000. A trade allowance of \$15,000 was made in the 2001/2002 Light Vehicle Replacement Program for plant number 95225.

Disposing of plant number 95225 by public auction negates the costs associated with calling tenders, with the anticipated sale price, based on a previous auction, exceeding that obtained from past tenders.

Statutory Compliance

The disposal of the surplus light attack vehicle (plant number 95225) by public auction is in accordance with the provisions of Section 3.58 of the Local Government Act 1995.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

An amount of \$15,000 was allowed in the 2001/2002 Light Vehicle Replacement Program for the sale of plant number 95225. The anticipated sale price at public auction is expected to be in excess of \$20,000.

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the disposal of the City's surplus Light Attack Fire Vehicle, plant number 95225, by public auction.

9. Tenders for Supply of Goods and Services – Concrete Pathways and Crossovers, Extruded Concrete Kerbing and Supply and Laying of Asphalt and Extension of Contract No. W00171

File Ref: 02243T, 02244T, 02245T, W00171
Responsible Officer: Director, Technical Services
Disclosure of Interest: Nil
Attachment: 3

Issue

Assessment and recommendation on three tenders for the supply of goods and services for use on construction and maintenance projects and the 12 month extension of the contract for the supply and delivery of irrigation sprinklers.

Background

The supply of materials, works and services for use on construction and maintenance projects has been addressed in the past by the issue of term contracts. As part of this process, the following three tenders were advertised on the 20 April 2002 for the provision of various services for a three-year contract period, closing on the 7 May 2002:

- **Tender Number 02243** - The provision of cast insitu concrete footpaths, dual use paths and crossovers
- **Tender Number 02244** - The provision of extruded concrete kerbing
- **Tender Number 02245** - The supply and laying of asphalt

The contracts for all three tenders will commence from 1 July 2002 and will remain in place until the 30 June 2005. At the expiry of the initial contract period, the City may consider extending each contract for an additional period of one year to 30 June 2006 or a part thereof. If the City, at its discretion, chooses to extend each contract period, such extension will be in writing and in accordance with the same terms and conditions of the original contract.

Contract Number W00171 for the supply and delivery of irrigation sprinklers is also to be considered by Council for extension for a further 12 month period, in accordance with the terms and conditions of the contract.

Detail

The tender submissions received have been evaluated by the Manager Operational Services and the Co-ordinator Engineering Operations in consultation with the Contracts Officer from the Contracts & Property Services business unit. Tenders have been evaluated in accordance with the following weighted selection criteria as detailed in the tender document:

- a) price for the Services offered;
- b) tenderer's resources;
- c) tenderer's previous experience in carrying out work similar to the Services; and
- d) safety management.

A detailed evaluation matrix has been developed for each tender based on the selection criteria and recommendations have been made for the acceptance of tenders from the companies based on the highest score in the evaluation process.

Tender Number 02243: The provision of cast insitu concrete footpaths, dual use paths and crossovers for a period of three years

Five tender submissions were received as follows:

- Dowsing Concrete
- Westside Concrete
- Sandtech
- K&F Concrete
- Stirling Concrete

A range of items was included in the tender document including footpaths and dual use paths of various widths, removal of existing paths, replacement of crossovers, ramps and associated items. The evaluation process indicated that the tender from Westside Concrete scored the highest on price and achieved the highest rating on the selection criteria as a whole, as summarised below:

NAME OF TENDERER	TOTAL SCORE ACHIEVED
Dowsing Concrete	76.00
Westside Concrete	98.40
Sandtech	84.80
K&F Concrete	45.24
Stirling Concrete	82.24

As the City has not had a contract with Westside Concrete during the last few years, a reference check was made with the City of Melville Operational Unit. The referee advised that Westside Concrete provides their organisation with a satisfactory service.

Westside Concrete is recommended for Tender No 02243.

Tender Number 02244: The provision of extruded concrete kerbing for a period of three years

Five tender submissions were received as follows:

- WA Kerbing
- Kerbing West
- Kerb Qic & Co
- Works Statewide
- Comkerb

A range of items was included in the tender document including various types of kerbing, removal of existing kerbing, installation of flush kerbing for tree wells, replacement of crossovers, ramps and associated items. The evaluation process indicated that the tender from Kerbing West scored the highest on price and achieved the highest rating on the selection criteria as a whole, as summarised below:

NAME OF TENDERER	TOTAL SCORE ACHIEVED
WA Kerbing	85.08
Kerbing West	88.96
Kerb Quick & Co	84.16
Works Statewide	86.08
Comkerb	86.40

Clarification was sought from Kerbing West on a break down of items 76 to 79 as the pricing they provided was for a total price and not the over an above rate requested in the tender document. The breakdown provided by Kerbing West clarified the pricing required and has been utilised in the evaluation of their tender.

As the City has not had a contract with Kerbing West during the last few years, a reference check was made with the City of Melville Operational Unit. The referee advised that Kerbing West provides their organisation with a satisfactory service.

Kerbing West is recommended for Tender No 02244

Tender Number 02245: The supply and laying of asphalt for a period of three years

Five tender submissions were received as follows:

- CSR Emoleum
- Asphaltech
- Asphalt Surfaces
- Boral Asphalt
- BGC Asphalt
- Roads 2000
- Pioneer Road

A range of items was included in the tender document including various types of asphalt mixes and associated items. The evaluation process indicated that the tender from Roads 2000 scored the highest on price and achieved the highest rating on the selection criteria as a whole, as summarised below:

NAME OF TENDERER	TOTAL SCORE ACHIEVED
CSR Emoleum	71.04
Asphaltech	93.44
Asphalt Surfaces	60.96
Boral Asphalt	76.00
BGC Asphalt	66.40
Roads 2000	95.88
Pioneer Road	88.00

Roads 2000 is a new company established in 1998 and has not had a contract with the City in the past. As part of the evaluation process Roads 2000 was interviewed to clarify a number of issues, in particular the fact that this company does not have its own asphalt mixing plant. Roads 2000 advised that they are in the process of purchasing a new plant and subject to

necessary approvals will commence in-house production of asphalt by the second week of July 2002. Roads 2000 propose to install its asphalt mixing plant in Gnangara Road. In the absence of its own asphalt mixing plant, Roads 2000 has given written commitment that in order to fulfil the City's requirement for the supply only items of the tender, Roads 2000 will deliver asphalt on site at the ex-plant rates until its own plant commences production.

One reference check was made and it was advised that Roads 2000 provided an exemplary service to the referee's organisation.

In view of written commitment from Roads 2000 and the satisfactory reference report, it is recommended to accept the tender submission from Roads 2000 for the supply & delivery of asphalt.

Contract Number W00171: The supply and delivery of irrigation sprinklers

The City has previously awarded contract number W00171 to Total Eden Watering Systems Pty Ltd for the supply and delivery of irrigation sprinklers for a period of 12 months from 1 February 2001 to 31 January 2002.

The contract agreement contains the following clause under the General Conditions of Contract:

Clause 1.1 - Contract Period

"This Contract will commence from 1 February 2001 for a period of 12 months and shall expire on 31 January 2002. The Principal may consider extending the Contract Period for an additional one-year to 31 January 2003 or a part thereof. If the Principal chooses to extend the Contract Period, such extension of this Contract shall be in writing in accordance with the same terms and conditions of this Contract and shall be at the discretion of the Principal."

The contract requirement was reviewed and following City's invitation, Total Eden has advised in writing their willingness to extend the contract for a further period of 12 months to the 31 January 2003 subject to a 2.9% price rise for all items under the contract. Total Eden has justified the request for a price rise based on the increase in the "Consumer Price Index (CPI)" during the last year.

The CPI information, as available on the Australian Bureau of Statistics Website, has been analysed. CPI for Perth for the March Quarter 2002 increased by 3.2% in comparison to March Quarter 2001. CPI for all eight Australian capital cities for March Quarter 2002 increased by 2.9% in comparison to March Quarter 2001. Therefore, Total Eden's request for a price rise is within the average CPI increases for a 12 month period corresponding to the contract period. It is therefore recommended to extend contract number W00171 with Total Eden Pty Ltd for the supply and delivery of irrigation sprinklers for a further period of 12 months to 31 January 2003.

Consultation

Nil

Comment

Recommendations have been based on the tender evaluation undertaken as per the selection criteria included in the tender documents and reference checks made regarding the work performance of the tenderers.

Contract extension for contract number W00171 is as per the existing contract agreement and Total Eden Pty Ltd has provided satisfactory service to the City under the existing contract arrangements.

Statutory Compliance

Tenders have been invited and properly evaluated against the selection criteria in accordance with Section 3.57 of the Local Government Act and associated regulations.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

The extent of expenditure associated with these tenders is dependent on the type of capital works projects approved in the four-year Capital Works Programme. The cost of the works is directly charged to the projects. Expenditure for the maintenance works is charged to the Maintenance Works Operating Budget allocations.

Voting Requirements

Simple Majority

Recommendation

That Council:-

- 1. ACCEPTS Tender No 02243 from Westside Concrete Pty Ltd for the Provision of Cast Insitu Concrete Footpaths, Dual Use Paths and Crossovers for a period of three years as per the rates detailed in Attachment 1;**
- 2. ACCEPTS Tender 02244 from Kerbing West Pty Ltd for the Provision of Extruded Concrete Kerbing for a period of three years as per the rates detailed Attachment 2;**
- 3. ACCEPTS Tender 02245 from Roads 2000 Pty Ltd for the Supply and Laying of Asphalt for a period of three years as per the rates detailed Attachment 3; and**
- 4. APPROVES the extension of Contract Number W00171 with Total Eden Watering Systems Pty Ltd for the Supply and Delivery of Irrigation Sprinklers for a further**

period of 12 months to 31 January 2003 at the agreed price increase of 2.9% for all items included under the contract.

Draft

10. Tender 02242 - The Supply and Delivery of One Full Forward or Semi Full Forward Control Truck Of 7,000 - 7,500kg Gvm

File Ref: S02242T
Responsible Officer: Director, Technical Services
Disclosure of Interest: Nil
Attachment: Nil

Issue

Assessment and recommendation of Tender 02242 – The Supply and Delivery of One Full Forward or Semi Full Forward Control Truck of 7,000 – 7,500kg GVM and Trade/Outright Purchase of One Existing Truck.

Background

The City's 3 tonne truck, plant number 95501 was purchased in June 1999 and is used by the Operational Services Business Unit to carry out maintenance on playground equipment in the City's parks.

The City's Light Vehicle Replacement Programme recognises that the optimum replacement time for 3 tonne trucks is six years or 100,000 kilometres, whichever occurs first. Plant number 95501 was estimated to reach 100,000 kilometres during the current financial year and on this basis provision was made to replace it in the City's 2001/2002 Light Vehicle Replacement Programme. The current kilometres travelled by 95501 are 93,000.

At the time of review of the specification, Operational Services identified a need to increase the load carrying capacity of the truck from three to four tonnes. The truck is fitted with a small crane, portable generator, tool chest and tool box and the extra capacity would enable additional playground equipment components to be carried.

Detail

Tender 02242 was advertised on 23 March 2002 and closed on 16 April 2002.

The Tender Evaluation Team, comprising the Manager Building and Fleet Maintenance Services, Fleet Maintenance Team Leader, Acting Coordinator Parks, Parks Operations Supervisor, Transport Officer and the City's Fleet Consultant, has evaluated the tenders in accordance with the following assessment criteria as detailed in the tender document.

- Whole of life costing inclusive of price for the Vehicle(s) offered, and trade in prices; and
- Operational and mechanical maintenance evaluation.

There were three tenders received for the supply and delivery of one four tonne truck with all tenders offering to trade the City's existing truck.

The following table details the purchase and trade prices offered by each tenderer.

Tenderer	Vehicle Offered	Purchase Price	Trade Price	Net Changeover
W.A. Hino	Hino Dutro 4	\$42,286	\$25,000	\$17,286
Skipper Trucks	Canter FE657E	\$45,750	\$23,182	\$22,568
Major Motors	Isuzu NPR400	\$47,940	\$22,955	\$24,985

The Tender Evaluation Team scored each conforming tender against the established criteria and reported as follows:-

1. Whole of life costing inclusive of price for the Vehicle(s) offered, and trade in prices.

The Hino Dutro 4 was assessed as having the lowest whole of life costs. This criterion represents 75% of the weighting applied and the following table details the score of each tender.

Tender	Score
W.A. Hino – Hino Dutro 4	75.00
Skipper Trucks – Mitsubishi Canter FE657E	67.81
Major Motors – Isuzu NPR400	65.95

2. Operational and mechanical maintenance evaluation.

Skipper Trucks and Major Motors both provided demonstration vehicles for assessment. The City purchased a Hino Dutro 4 in December 2001 for use on footpath and kerb repairs. W.A. Hino confirmed this was the same model that was offered in tender 02242 and the City's truck was therefore used in the operational and mechanical evaluation.

Operational Services utilise this truck for playground equipment maintenance. This requires the truck to have sufficient ground clearance to safely mount kerbs and to be capable of traversing sandy areas within dry parks.

The Isuzu NPR400 was assessed as best capable of meeting the operational requirements. The Mitsubishi Canter has sufficient ground clearance to mount kerbs, however it has the least engine power of the trucks tendered and it's performance was considered sluggish. The Hino Dutro's standard tyres are low profile which reduces the ground clearance in comparison with the other trucks, causing the Hino to become more easily bogged and become grounded on mounting kerbs. W.A. Hino however will supply high profile tyres with no increase to the tendered price. This will alleviate these problems and is acceptable to the City.

The operational and mechanical assessment represents 25% of the weighting applied and the scores achieved are detailed below.

Tender	Score
W.A. Hino – Hino Dutro 4	20.00
Skipper Trucks – Mitsubishi Canter FE657E	20.00
Major Motors – Isuzu NPR400	25.00

The Tender Evaluation Team scored each of the tenders against the stated criteria. The overall rankings of the tenders based on a weighted score is:

Rank	Tender	Weighted Score
1	W.A. Hino – Hino Dutro 4	95.00
2	Major Motors – Isuzu NPR400	90.95
3	Skipper Trucks – Mitsubishi Canter FE657E	87.81

Comment

Based on the overall ranking of the tenders it is recommended that the tender from W.A. Hino for the supply and delivery of one Hino Dutro 4 be accepted on the basis of trading the City's existing truck, plant number 95501 for a net changeover of \$17,286.

Accepting the tender from W.A. Hino will result in an over budget expenditure of \$2,286. This has resulted from the upgrade of the specification from 3 tonne carrying capacity to 4 tonne carrying capacity. The over budget expenditure can be funded from the Light Vehicle Replacement Reserve as a result of savings made in previous tenders.

The Fleet Management Steering Committee has reviewed this report and supports the recommendations.

Statutory Compliance

Tenders have been invited and evaluated against the selection criteria in accordance with Section 3.57 of the Local Government Act and associated regulations.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Costs associated with accepting the recommended tender are compared to budget in the following table. The over budget expenditure can be funded from the Light Vehicle Replacement Reserve due to savings made in previous tenders.

Tender					Budget					
Supplier Vehicle Description	Trade Plant #	Council Price	Trade	Change over	Gross	Trade	Additional Funds	Total	Budget Shortfal l	Delivery
W.A. Hino Sales & Service Hino Dutro 4	95501	\$42,286	\$25,000	\$17,286	\$38,000	\$23,000		\$15,000	-\$2,286	6 Weeks
Skipper Trucks Mitsubishi Canter FE657E	95501	\$45,750	\$23,182	\$22,568	\$38,000	\$23,000		\$15,000	-\$7,568	4 - 6 Weeks
Major Motors Pty Ltd Isuzu NPR400 Medium	95501	\$47,940	\$22,955	\$24,985	\$38,000	\$23,000		\$15,000	-\$9,985	3 - 4 Weeks

Voting Requirements

Simple Majority

Recommendation

That Council:-

- 1. ACCEPTS the most advantageous tender from W.A. Hino for the supply and delivery of one Hino Dutro 4, 4 tonne truck and the trade of 3 tonne truck, 95501 for the net changeover price of \$17,286 in accordance with the conditions of tendering; and**
- 2. APPROVES the budget shortfall of \$2,286 be funded from the Light Vehicle Replacement Reserve.**

Draft

Traffic Management

11. Avila Way, Alexander Heights - Parking Prohibitions

File Ref: 05521
Responsible Officer: Director, Technical Services
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider the installation of parking prohibitions on Avila Way, Alexander Heights.

Background

Parents accessing Alinjarra Primary School use the road network surrounding the school perimeter for parking. Avila Way has parking embayments located in front of the Pre-primary area, but with advent of 4 year old schooling on the site, parking has been exacerbated. Currently parent parking (in particular 4WD's) utilises any available area on the verge, which often restricts sight distance at intersections and crossing locations.

Parking Prohibitions are already installed on Adaia Drive.

Detail

Parent parking occurring at intersections is in contravention of the Traffic Code 2000. The effect of the illegal parking compromises sight distance at intersections in the vicinity of Avila Way. This issue has been raised by the Alinjarra Primary School Roadwise Committee in addressing their concerns regarding road safety for children crossing Avila Way in between illegally parked vehicles. A local resident has indicated that as a result of parents parking on the verge, sight distance is obstructed when egressing from the property.

Consultation

Consultation has taken place with the residents of Avila Way who will be affected by the parking prohibitions. There have been no objections raised. These prohibitions have also been endorsed by the Alinjarra Primary School Roadwise Committee.

Comment

The installation of "No Stopping Road or Verge" and "No Stopping Road or Verge 7.30–9am, 2.30 – 4pm, School Days" signs on Avila Way as shown on City of Wanneroo's Drawing No T1817-1-0 will preserve residents amenity and enhance sight distance for motorists. It will also address the road safety concerns regarding child pedestrians and cyclists as they cross Avila Way.

Statutory Compliance

Section 143 (3) of the Traffic Code 2000 indicates that vehicles are not allowed to stop within 10m of the prolongation nearer edge of an intersecting carriageway. The prohibition signs will allow enforcement of this particular section of the Traffic Code and enhance sight distance at intersections.

Strategic Implications

This proposal to install parking prohibition signs in Avila Way, Alexander Heights is consistent with the goal of “Healthy Communities” in the City’s draft Strategic Plan and in particular with the objective to support and encourage the delivery of a safe and effective transport network.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

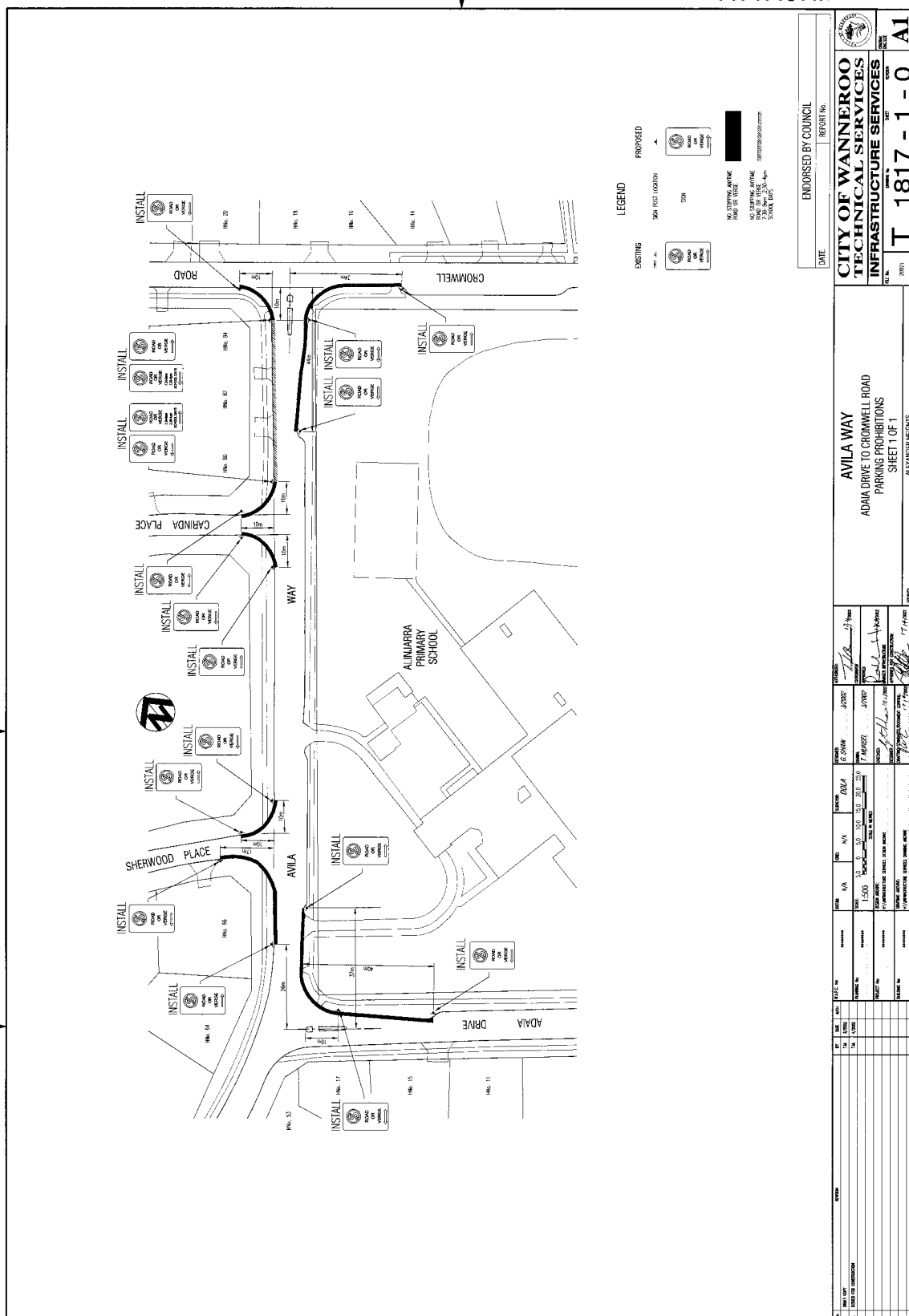
Simple Majority

Recommendation

That Council:-

- 1. APPROVES the installation of “No Stopping Road or Verge” signs on both the northern and southern sides of Avila Way as shown on City of Wanneroo’s Drawing No T1817-1-0.**
- 2. APPROVES the installation of “No Stopping Road or Verge 7.30– 9am, 2.30 – 4pm, School Days.” signs on the northern side of Avila Way as shown on City of Wanneroo’s Drawing No T1817-1-0.**
- 3. NOTIFY the Principal of Alinjarra Primary School and the residents of Avila Way of Council’s decision.**

ATTACHMENT 1



12. Warradale Terrace, Landsdale - Parking Prohibitions

File Ref: 08382
Responsible Officer: Director, Technical Services
Disclosure of Interest: Nil
Attachments: 1

Issue

To consider parking prohibitions in Warradale Terrace to address concerns raised by Landsdale Primary School RoadWise Committee in regards to traffic and children's safety in this street.

Background

Council endorsed parking prohibitions in Landsdale at its meeting on 23 May 2000 for nearby roads such as The Broadview and Southmead Drive. This was to address unsafe manoeuvres by motorists and improve visibility for child pedestrians and cyclists in the area.

Detail

The school has increased in student numbers since that time, and spillover parking is now occurring on the western verge of Warradale Terrace, blocking the children's main crossing location to connect to a Pedestrian Access Way (PAW) on the eastern side of Warradale Terrace. The PAW provides pedestrian / cyclist connectivity to Longwood Mews and Trove Retreat. In addition a local resident has also indicated that parents parking on the western verge severely restricted sight distance for the children as they used the main crossing opposite the PAW.

Consultation

Consultation has taken place with the resident of House No 50 Warradale Terrace who will be directly affected by the parking prohibitions. There has been no objection from this resident. These proposed prohibitions have also been endorsed by the Landsdale Primary School RoadWise Committee.

Comment

The installation of "No Stopping Road or Verge" and "No Stopping Road or Verge 7.30-9am, 2.30-4pm, School Days" signs on Warradale Terrace as shown on City of Wanneroo's Drawing No T1835-1-0 (Refer Attachment 1) will preserve the resident's amenity and enhance sight distance for motorists and the pedestrians. It will also address the road safety concerns regarding child pedestrian and cyclists as they cross Warradale Terrace.

Statutory Compliance

Section 143 (3) of the Traffic Code 2000 indicates that vehicles are not allowed to stop within 10m of the prolongation nearer edge of an intersecting carriageway. The prohibition signs will allow enforcement of this particular section of the Traffic Code and enhance sight distance at intersections.

Strategic Implications

This proposal to install parking prohibition signs in Warradale Terrace, Landsdale is consistent with the goal of “Healthy Communities” in the City’s draft Strategic Plan and in particular with the objective to support and encourage the delivery of a safe and effective transport network.

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

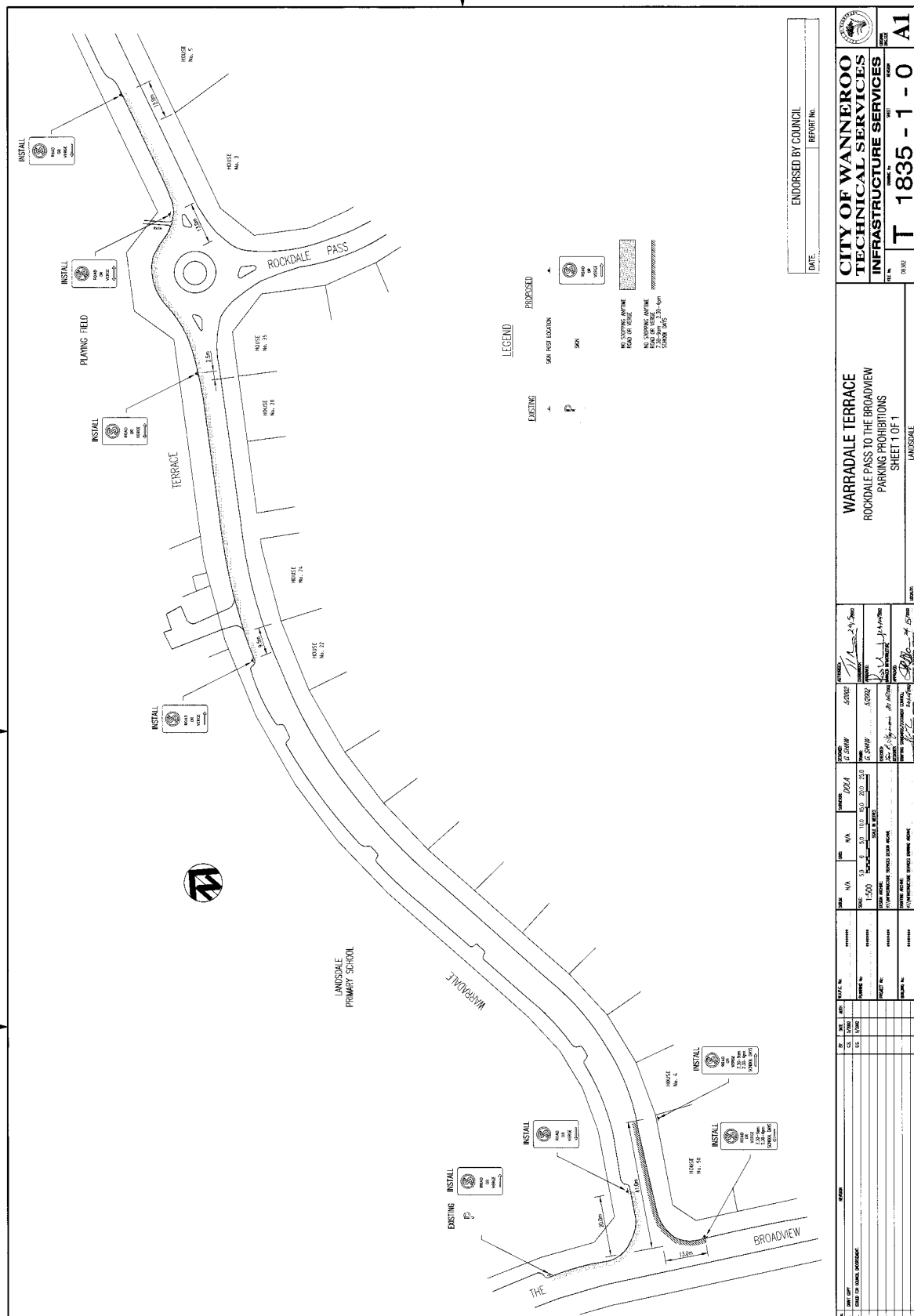
Simple Majority

Recommendation

That Council:-

- 1. APPROVES the installation of “No Stopping Road or Verge” signs on the western side of Warradale Terrace as shown on City of Wanneroo’s Drawing No T1835-1-0.**
- 2. APPROVES the installation of “No Stopping Road or Verge 7.30– 9am, 2.30 – 4pm, School Days.” signs on the eastern side of Warradale Terrace as shown on City of Wanneroo’s Drawing No T1835-1-0.**
- 3. NOTIFY the Principal of Landsdale Primary School and the resident of house No 50 Warradale Terrace of Council’s decision.**

ATTACHMENT 1



Waste Management

13. Extension of Fortnightly Kerbside Recycling Collection to Yanchep, Two Rocks and the Rural Areas

File Ref:	S/0096V01
Responsible Officer:	Director, Technical Services
Disclosure of Interest:	Nil
Attachment:	Nil

Issue

To consider the option of providing a standard fortnightly recycling service to all properties paying the domestic rubbish rate.

Background

The kerbside recycling collection service was originally set up by the former City of Wanneroo in 1992. Rural properties at that time were not required to have a residential rubbish service and a significant number disposed of their own rubbish. Yanchep and Two Rocks were at that time also significantly further away from the main residential areas and have not received the full recycling service provided by the City.

The cost of providing a rubbish service to these areas was significantly higher than the main urban area. This was a time when the 'user pay' concept was first becoming prominent and it was decided that the large cost per property to collect a small amount of recyclables did not warrant the cross subsidisation that would be required.

Prior to having a separate recycling collection the rubbish crews collected beer bottles and aluminium cans. A modification of this was continued in the rural areas, Yanchep and Two Rocks with the weekly collection of glass and aluminium containers. There are five collection routes with one being collected each weekday.

The cart recycling option was made available to all residents in the City of Wanneroo when it was introduced in 1998 as it was based on a separate user pay rate. It also provided many keen recyclers in the rural areas, Yanchep and Two Rocks the opportunity to have the full range of commodities recycled.

Detail

The Independent Assessment of Kerbside Recycling in Australia found that there was a significant net environmental benefit from kerbside recycling in urban areas. In rural areas the break-even point was found to be the ability of a collection crew to service at least 400 to 500 properties in a working day. In Wanneroo, this can be achieved with the average being 700 properties per crew per day. In the urban areas a crew can service over 2000 properties per day.

Comment

The recycling service to the rural area used to be a topic of significant resident comment to the City. This greatly reduced with the introduction of the voluntary recycling cart service as most of the avid recyclers secured a recycling cart.

The rural area is well developed and the greater density of residential properties is now able to justify a separate fortnightly recycling collection similar to the rest of the municipality.

Strategic Implications

Extending the recycling service will support Goal 1: Environmental Sustainability and in particular the objective to “Develop and implement waste management strategies that support the implementation of Waste 2020”.

Financial Implications

The additional service will require a two-person crew for one week each fortnight and the ongoing use of an existing bag collection vehicle. The estimated cost of commencing the service in August 2002 and providing it for the remainder of the financial year is \$135,000. This equates to \$37.80 per property compared with approximately \$16.50 per property in the urban areas.

The additional cost of \$135,000 equates to \$4.70 in the annual rubbish rate.

This option has been listed as a new initiative in the Strategic Plan and draft 2002/2003 Budget, but is not included in the current operating budget.

Voting Requirements

Simple Majority

Recommendation

That Council APPROVES the extension of the fortnightly kerbside collection service to all properties paying a domestic rubbish rate with the service to commence in August 2002 and the cost be included in the 2002/03 Waste Services operating budget.

Infrastructure

14. Design Consultancy for the Construction of Dundebur Road between Griffith Road and Steven Street

File Ref:	08560
Responsible Officer:	Director Technical Services
Disclosure of Interest:	Nil
Attachments:	Nil

Issue

To consider the appointment of a consultant for the preparation of detailed design drawings and contract documentation for the construction/upgrading of Dundebur Road between Griffiths Road and Steven Street, Wannon.

Background

Council, at its meeting in 9 April 2002, considered a report (PD07-04/02) for the upgrading of Dundebur Road abutting East Wannon Cell 3 (i.e. between Griffiths Road and Steven Street). It was resolved that Council will agree to the pre-funding by Beamish Property Group for the upgrading of this section of Dundebur Road, subject to the costs associated with these works being determined through a public tender process.

Detail

Quotations for the preparation of detailed design drawings for the construction/upgrading of Dundebur Road between Griffiths Road and Steven Street and the preparation of documentation for public tendering were invited from two engineering consultants, they being:

- Ewing Consulting Engineers – consultants engaged by the developer of the land adjacent to Dundebur Road.
- Bruechle Gilchrist and Evans Engineers – consultants that were previously engaged by the City of Wannon to undertake the east Wannon Structure Plan Arterial Road concept design and costings

The consultants invited submitted the following lump sum fee proposals:

- Ewing Consulting Engineers \$ 36,000.00 (excl GST)
- Bruechle Gilchrist & Evans Engineers \$ 26,225.00 (excl GST)

Comment

The lump sum fee provided by Bruechle Gilchrist and Evans Engineers is considered by City Administration to be very competitive. The review of the preliminary designs for the major roads associated with East Wannon Development Cells was previously conducted by Bruechle Gilchrist and Evans Engineers.

It is therefore recommended that the consultancy for design and tender documentation associated with the construction/upgrading of Dundobar Road between Griffiths Road and Steven Street, Wanneroo, be awarded to Bruechle Gilchrist and Evans.

On acceptance of the design and tender documentation City Administration will undertake to advertise the tender and follow through the normal tender evaluation reporting, award process and will then supervise construction

Statutory Compliance

The consultancy fees associated with designing and undertaking Cell works in any of the East Wanneroo Cells are authorised by clause 2.7 of Schedule 9 to District Planning Scheme No 2.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

The Cell 2 Overdraft Account contains sufficient funds to fully meet all design fees and construction costs and there will not be any draw on any other fund operated by the City.

Voting Requirements

Absolute Majority

Recommendation

That Council:

- 1. APPROVES the appointment of Bruechle Gilchrist and Evans Engineers for the preparation of detailed design drawings and tender documentation for the construction/upgrading of Dundobar Road between Griffith Road and Steven Street, Wanneroo for the fixed lump sum price of \$ 26,225.00 (excl GST).**
- 2. AUTHORISES funding of \$26,255 from the Cell 3 East Wanneroo overdraft account for payment of design consultancy fees.**
- 3. AUTHORISES calling of tenders for the construction/upgrading of Dundobar Road between Griffin Road and Stevens Street, Wanneroo**

15. Footpath Slab Replacement Programme

File Ref: 10860, 04162
 Responsible Officer: Director, Technical Services
 Disclosure of Interest: Nil
 Attachment: Nil

Issue

To consider an increase to the allocation of budget funding for the early completion of the concrete slab footpath replacement programme.

Background

The City commenced its slab footpath replacement/upgrade programme in the 1994/95 financial year replacing these older pathways (which also includes old bitumen paths) to the current in-situ concrete standard. The purpose of the programme is to improve safety to pedestrians using these paths and reduce the ongoing maintenance costs to Council associated with concrete slab footpaths. This programme was conducted in addition to its regular footpath maintenance works. It was estimated then that the replacement of all such pathways within the municipality would be undertaken over a period of ten years.

The High Court of Australia, in its decision in May 2001, has effectively abolished the long standing 'non-feasance immunity rule' of Local Governments and other Highway Authorities from liability for failure to maintain its roads and footpaths. This decision has significant implications to the City with respect to the liability of the old concrete slab and bitumen paths. It is therefore important that the City accelerates its footpath replacement/upgrade programme.

Detail

The following table lists the remaining known concrete slab or bitumen footpaths within the City of:-

Existing Concrete Slab Footpaths

Suburb	Street Location	Description	Length (m)
Girrawheen	Mereworth Way	Warwick Rd to Shortland Way	320
Girrawheen	Nanovich Ave	Blackmore Ave to Roxwell Way	600
Girrawheen	Parnell Way	Montrose Ave to Chataway Rd (E)	600
Girrawheen	Warwick Place	Mereworth Way to cul-de-sac	210
Koondoola	Burbridge Avenue	Varcoe Rd to Shelvock Crescent	70
Koondoola	Hollingsworth Ave	5 Hollingsworth Ave to Whitehouse Drive and 41 Hollingsworth Dr to Butterworth Ave	530
Sinagra	Pinjar Road	Wanneroo Road to Edward Street	1000
Sinagra	Wanneroo Road	Pinjar Rd to 100m south of Pinjar Rd (Bus Shelter)	100

Wanneroo	Dundebar Road	54 Dundebar Rd to end of 60 Dundebar Rd	130
Wanneroo	Hastings Street	Wanneroo Rd to end of 951 Wanneroo Rd	60
Wanneroo	Kulindi Cr	22 Kulindi Cr to end of 24 Kulindi Cr	50
Wanneroo	Wanneroo Road	St Anthony's Church to 100m north of Church to (Bus Shelter).	210
Total Length of Concrete Slab Footpaths (m)			3,880

Existing Bitumen Footpaths

Suburb	Street Location	Description	Length (m)
Girrawheen	Bilby Road	Mirrabooka Ave to Stoke Ct	100
Girrawheen	Burnham Way	Burnham / Harford PAW to Burnham/Roydon PAW	50
Girrawheen	Calvert Way	Girrawheen Ave to Calvert / Curtis PAW (North Arm)	440
Girrawheen	Casserley Avenue	Bendix Way to end of 113 Casserley Ave and end of 30 Casserley Ave to Casserley Park	1270
Girrawheen	Harford Way	8 Harford Way to Burnham / Harford PAW	130
Girrawheen	Hatfield Way	Amberton Ave (W) to end of 12 Hatfield Way	180
Girrawheen	Mirrabooka Avenue	77 Mirrabooka Ave to Bilby Rd and 15 Mirrabooka Ave to 50m south of Montrose Ave	850
Girrawheen	Montrose Avenue	Hainsworth Ave to 53 Montrose Ave	630
Girrawheen	Roydon Way	Casserley Ave (W) to Roydon / Salcott Rd PAW	340
Girrawheen	Salcott Road	6 Salcott Rd to Pelham Way (W) and Casserley Park to end of 68 Salcott Rd	650
Girrawheen	Shalford Way	Amberton Ave (E) to Curtis Park	100
Girrawheen	Stebbing Way	Montrose Ave (E) to Montrose Ave (W)	400
Quinns Rocks	Ocean Drive	Quinns Rd to end of 76 Ocean Dr and 88 Ocean Dr to Kemp Ave	1200
Wanneroo	Celestine Street	Wanneroo Rd to end of No.1 Celestine St	40
Total Length of Bitumen Footpaths (m)			6,380

Note that this programme does include concrete slab or bitumen footpaths located within Parks and Reserves or Pedestrian Access Ways (PAWs). The replacement of the paths within Parks and Reserves will be addressed at the conclusion of the current programme.

Comment

The existing paths which are generally 1.2 metres wide will be upgraded to the current minimum standard of 1.5 metre wide in-situ concrete paths. In some instance, the footpath will be widened to 2.1 metres where it forms part of the City's dual use path network.

The footpath in Pinjar Road is of single concrete slab width and will be reconstructed to full standard when the adjoining land development proceeds, with Pinjar Road being reconstructed and realigned. In the meantime it is proposed to undertake regular maintenance on this path.

The cost to replace the above list of footpaths with an average of 1.8 metres wide in-situ concrete path is estimated at \$130,000 to replace the concrete slab footpaths and \$287,000 to replace the bitumen footpaths, based on a rate of \$45.00 per metre. Therefore the total cost of the programme will be \$417,000.00.

The City's previous funding allocations for the footpath replacement programme are summarised below:

Budget Year	Allocated Funds
1999-2000	\$ 72,000
2000-2001	\$ 56,000
2001-2002	\$ 144,000

A funding allocation of \$169,100.00 has been listed for consideration in the 2002/2003 Draft Capital Works Budget for the replacement of slab footpaths and includes \$50,000 for upgrading slab footpaths in Wanneroo PAW's. This amount will need to be adjusted to include all the concrete slab footpaths as outlined above. It is anticipated that the programme will be completed within three financial years with an annual funding allocation in the order of \$150,000.00 in 2003/2004 and 2004/2005.

Statutory Compliance

Nil

Strategic Implications

Maintaining this programme will continue to increase safety and improve the appearance of verges. The early completion of the slab and bitumen path replacement programme is consistent with the goal of "Healthy Communities" in the City's draft Strategic Plan and in particular with the objective to provide appropriate infrastructure to improve safety and security within the community

Policy Implications

Nil

Financial Implications

The early completion of the concrete slab and bitumen footpath replacement programme in a three year time span will require increased funding allocations in the City's future Capital Work Budgets.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **LISTS for consideration in the Draft 2002/2003 Footpath Replacement Programme an amount of \$175,000 to complete the replacement of concrete slab footpaths to the insitu concrete standard in the following streets:**

Girrawheen	Mereworth Wy	Warwick Rd to Shortland Way
Girrawheen	Nanovich Ave	Blackmore Ave to Roxwell Way
Girrawheen	Parnell Way	Montrose Ave to Chataway Rd (E)
Girrawheen	Warwick Place	Mereworth Way to cul-de-sac
Koondoola	Burbridge Ave	Varcoe Rd to Shelvock Crescent
Koondoola	Hollingsworth Ave	5 Hollingsworth Ave to Whitehouse Drive and 41 Hollingsworth Dr to Butterworth Ave
Sinagra	Wanneroo Rd	Pinjar Rd to 100m south of Pinjar Rd (Bus Shelter)
Wanneroo	Dundebar Rd	54 Dundebar Rd to end of 60 Dundebar Rd
Wanneroo	Hastings St	Wanneroo Rd to end of 951 Wanneroo Rd
Wanneroo	Kulindi Cr	22 Kulindi Cr to end of 24 Kulindi Cr
Wanneroo	Wanneroo Rd	St Anthony's Church to 100m north of Church to (Bus Shelter).

2. **ENDORSES the replacement of the following bitumen pathways to the insitu concrete standard at an estimated cost of \$287,000 over a two year period in the Draft Four Year Capital Works Programme.**

Girrawheen	Bilby Road	Mirrabooka Ave to Stoke Ct
Girrawheen	Burnham Way	Burnham/Harford PAW to Burnham /Roydon PAW
Girrawheen	Calvert Way	Girrawheen Ave to Calvert / Curtis PAW (North Arm)
Girrawheen	Casserley Ave	Bendix Way to end of 113 Casserley Ave and end of 30 Casserley Ave to Casserley Park
Girrawheen	Harford Way	8 Harford Way to Burnham / Harford PAW
Girrawheen	Hatfield Way	Amberton Ave (W) to end of 12 Hatfield Way
Girrawheen	Mirrabooka Ave	77 Mirrabooka Ave to Bilby Rd and 15 Mirrabooka Ave to 50m south of Montrose Ave
Girrawheen	Montrose Ave	Hainsworth Ave to 53 Montrose Ave
Girrawheen	Roydon Way	Casserley Ave (W) to Roydon / Salcott Rd PAW
Girrawheen	Salcott Road	6 Salcott Rd to Pelham Way (W) and Casserley Park to end of 68 Salcott Rd

Girrawheen	Shalford Way	Amberton Ave (E) to Curtis Park
Girrawheen	Stebbing Way	Montrose Ave (E) to Montrose Ave (W)
Quinns Rocks	Ocean Drive	Quinns Rd to end of 76 Ocean Dr and 88 Ocean Dr to Kemp Ave
Wanneroo	Celestine Street	Wanneroo Rd to end of No.1 Celestine St

Draft

Corporate Services

16. Financial Report for the Month ended 30 April 2002

File Ref: S13/0001V01
Responsible Officer: Director Corporate Services
Disclosure of Interest: Nil
Attachments: 1

Issue

To note the monthly financial report for the month ended 30 April 2002.

Background

Regulation 34(1)(a) of the Local Government (Financial Management) Regulations 1996 requires a financial report to be presented to Council on a monthly basis.

Detail

The financial report for the period ended 30 April 2002 has been completed and is attached. (**Attachment 1** refers).

The report comprises an Operating Statement by Program and Nature and a Cash Flow Statement for the period ended 30 April 2002, plus a Statement of Financial Position as at 30 April 2002.

Consultation

Nil.

Comment

Overall, the Operating Budget is estimated to remain within Budget by 30 June 2002. Capital Works continues to remain behind budget at this time and is reflected in the balances held in Investments of \$36 million.

Statutory Compliance

The monthly financial report for the month ended 30 April 2002 complies with Section 6.4 of the Local Government Act 1995 and Regulation 34(1)(a) of the Local Government (Financial Management) regulations 1996.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Recommendation

That Council NOTES the monthly financial report for the month ended 30 April 2002.

Draft

ATTACHMENT 1



FINANCIAL REPORT

For the month ended 30 April 2002

CITY OF WANNEROO

OPERATING STATEMENT BY PROGRAM

FOR THE 10 MONTHS ENDED 30 APRIL 2002

	30 April YTD-Actual \$	2001/02 Budget \$
OPERATING REVENUES		
Governance	173	1,000
General Purpose Funding	25,537,625	26,070,728
Law, Order, Public Safety	950,785	922,520
Health	110,288	45,700
Education and Welfare	2,284,021	1,993,485
Community Amenities	9,840,074	12,073,638
Recreation and Culture	3,523,762	4,561,439
Transport	334,638	426,000
Economic Services	1,359,085	1,267,000
Other Property and Services	4,109,767	2,886,158
	<u>48,050,218</u>	<u>50,247,668</u>
OPERATING EXPENSES		
Governance	2,893,925	3,771,780
General Purpose Funding	270,936	362,616
Law, Order, Public Safety	2,521,493	3,047,580
Health	665,630	701,342
Education and Welfare	3,685,690	4,100,467
Community Amenities	7,703,830	7,678,838
Recreation & Culture	10,096,288	13,517,726
Transport	8,762,664	10,733,784
Economic Services	1,451,983	2,552,569
Other Property and Services	7,238,263	16,112,423
	<u>45,290,700</u>	<u>62,579,125</u>
BORROWING COSTS EXPENSE		
Recreation & Culture	47,550	47,550
	<u>47,550</u>	<u>47,550</u>
GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS		
Health	5,200	-
Education and Welfare	31,000	20,000
Community Amenities	35,880	-
Recreation & Culture	-	-
Economic Services	-	-
Transport	5,152,461	23,002,166
Other Property and Services	141,082	-
	<u>5,365,623</u>	<u>23,022,166</u>
PROFIT/(LOSS) ON DISPOSAL OF ASSETS		
Other Property and Services	177,686	(188,619)
	<u>177,686</u>	<u>(188,619)</u>
NET PROFIT OR LOSS/RESULT	<u>8,255,276</u>	<u>10,454,540</u>

CITY OF WANNEROO
OPERATING STATEMENT BY NATURE
FOR THE 10 MONTHS ENDED 30 APRIL 2002

	30 April YTD-Actual \$	2001/02 Budget \$
OPERATING REVENUES		
Rates	22,158,190	22,136,057
Grants and Subsidies - operating	3,975,366	4,387,545
Grants and Subsidies - nonoperating	3,086,683	2,952,166
Contributions, Reimbursements and Donations - operating	569,155	876,180
Contributions, Reimbursements and Donations - non operating	2,278,941	20,150,000
Profit on Asset Disposals	225,014	292,448
Service Charges	701,152	683,020
Fees and Charges	10,370,465	11,942,796
Interest Earnings	1,827,572	1,685,835
Other Revenue	8,448,317	8,456,235
	<u>53,640,855</u>	<u>73,562,282</u>
OPERATING EXPENSES		
Employee Costs	16,791,432	21,461,950
Materials and Contracts	18,367,387	28,823,520
Utilities	742,476	905,672
Depreciation on Non-current Assets	9,462,669	11,648,466
Loss on Asset Disposals	47,328	481,067
Interest	72,884	146,550
Insurance	390,276	463,142
Other	(488,872)	(822,625)
	<u>45,385,579</u>	<u>63,107,742</u>
NET PROFIT OR LOSS/RESULT	<u><u>8,255,276</u></u>	<u><u>10,454,540</u></u>

CITY OF WANNEROO
STATEMENT OF CASH FLOWS
FOR THE 10 MONTHS ENDED 30 APRIL 2002

	YTD-Actual \$	2001/02 Budget \$
Cash Flows From Operating Activities		
Rates	21,721,687	22,716,937
Grants and Subsidies - operating	3,975,366	4,387,545
Contributions, Reimbursements & Donations	569,155	1,173,180
Service Charges	701,152	5,908,386
Fees and Charges	10,375,076	6,034,410
Interest Earnings	1,811,518	1,327,410
Goods and Services Tax	3,633,494	3,100,000
Other	8,377,506	7,555,446
	<u>51,164,954</u>	<u>52,203,314</u>
Payments		
Employee Costs	(16,396,013)	(20,306,012)
Materials and Contracts	(20,217,964)	(25,217,830)
Utilities (gas, electricity, water, etc)	(742,476)	(905,672)
Insurance	(470,566)	(463,142)
Interest	(72,884)	(146,550)
Goods and Services Tax	(3,751,098)	(3,100,000)
Other	(698,611)	-
	<u>(42,349,612)</u>	<u>(50,139,206)</u>
Net Cash Provided By Operating Activities	<u>8,815,342</u>	<u>2,064,108</u>
Cash Flows from Investing Activities		
Payments for Development of Land Held for Resale		
Payments for Purchase of Property, Plant & Equipment	(4,581,237)	(14,343,814)
Payments for Construction of Infrastructure	(5,328,084)	(11,931,610)
Grants/Contributions for the Development of Assets	5,455,047	2,963,316
Proceeds from Sale of Property, Plant & Equipment	619,305	1,012,510
Net Cash Used in Investing Activities	<u>(3,834,969)</u>	<u>(22,299,598)</u>
Cash Flows from Financing Activities		
Repayment of Loans	-	(50,000)
Proceeds from New Loans	-	200,000
Net Cash Provided By (Used In) Financing Activities	<u>-</u>	<u>150,000</u>
Net Increase (Decrease) in Cash Held	4,980,373	(20,085,490)
Cash at Beginning of Year	28,863,345	29,056,728
Cash at End of Year	<u>33,843,718</u>	<u>8,971,238</u>

NB: The infrastructure assets reported have decreased from the February report due to the reclassification of assets to the Property Plant and Equipment class.

CITY OF WANNEROO
STATEMENT OF FINANCIAL POSITION
AS AT 30 APRIL 2002

	30 April \$	2,001 \$
CURRENT ASSETS		
Cash Assets		216,446
Investments	36,000,143	29,596,514
Receivables	5,380,559	4,385,681
Inventories	65,753	79,316
TOTAL CURRENT ASSETS	<u>41,446,455</u>	<u>34,277,957</u>
NON-CURRENT ASSETS		
Receivables	1,559,372	1,550,318
Property, Plant and Equipment	55,405,085	52,772,302
Infrastructure	301,552,420	302,715,111
TOTAL NON-CURRENT ASSETS	<u>358,516,877</u>	<u>357,037,731</u>
TOTAL ASSETS	<u>399,963,332</u>	<u>391,315,688</u>
CURRENT LIABILITIES		
Payables	5,042,663	6,463,518
Interest-bearing Liabilities	2,156,425	953,555
Provisions	3,439,585	3,067,778
TOTAL CURRENT LIABILITIES	<u>10,638,673</u>	<u>10,484,850</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	446,060	446,060
Provisions	209,307	211,115
TOTAL NON-CURRENT LIABILITIES	<u>655,367</u>	<u>657,176</u>
TOTAL LIABILITIES	<u>11,294,040</u>	<u>11,142,026</u>
NET ASSETS	<u>388,669,292</u>	<u>380,173,662</u>
EQUITY		
Retained Profits (Surplus)	371,471,051	364,321,682
Reserves - Cash Backed	10,644,434	10,515,967
Town Planning Schemes	6,553,807	5,336,013
TOTAL EQUITY	<u>388,669,292</u>	<u>380,173,662</u>

NB: The infrastructure assets reported have decreased from the February report due to the reclassification of assets to the Property Plant and Equipment class. In both cases depreciation has been charged against the ass

17. Financial Report for the Quarter Ending on 30 June 2002

File Ref: S13/0001V01
Responsible Officer: Director, Corporate Services
Disclosure of Interest: Nil
Attachments: Nil

Issue

To resolve that the quarterly financial report for the quarter ending on 30 June 2002 is not necessary.

Background

Regulation 34(1)(b) of the Local Government (Financial Management) Regulations 1996 requires a local government to prepare either quarterly financial reports or triannual financial reports. However, Regulation 34(1a) allows a local government to not prepare a quarterly or triannual report for the period ending on 30 June in any year if, before that date, the council resolves by absolute majority that such a report is not necessary.

Detail

The City of Wanneroo has been preparing monthly and quarterly financial reports in accordance with the Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1996. A monthly financial report for the period ending on 30 June 2002 will be prepared. However, given that administration will be working towards finalising the budget for adoption in the early weeks of July 2002 and that work will be commencing on the end of financial year accounts, a quarterly report for the period ending on 30 June 2002 is not considered necessary.

Consultation

Nil.

Comment

The requirement to prepare a quarterly financial report at the end of the financial year is an onerous task given that considerable resources are already being devoted to the early adoption of the budget for the following financial year. Work has already commenced on the end of financial year accounts and while a monthly financial report for the month ending 30 June 2002 will be prepared, it will not meet the specific requirements under Regulation 35 of the Local Government (Financial Management) Regulations 1996.

In particular, comments and supporting notes on any significant variances between year to date income and expenditure and the relevant budget provisions and comments on any significant activities not in accordance with the estimates set forth in the annual budget are required as part of a quarterly report. In addition, the impact of these significant variances on the end of year results is also required. These comments are addressed as part of the end of financial year accounts.

Statutory Compliance

Regulation 34(1a) allows a local government to not prepare a quarterly or triannual report for the period ending on 30 June in any year if, before that date, the council resolves by absolute majority that such a report is not necessary.

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Voting Requirements

Absolute Majority

Recommendation

That Council pursuant to Regulation 34(1a) of the Local Government (Financial Management) Regulations 1996, **RESOLVES BY AN ABSOLUTE MAJORITY** that a quarterly financial report for the quarter ending on 30 June 2002 is not necessary.

18. Payment Options - 2002/03 Council Rates

File Ref: 26174
 Responsible Officer: Director, Corporate Services
 Disclosure of Interest: Nil
 Attachments: Nil

Issue

To note the options available to ratepayers for the payment of Council Rates and Service Charges for 2002/03.

Background

During 2001/02, as in previous years, in addition to payment through the mail or via Customer Services, the City of Wanneroo has made the following options available to ratepayers for the payment of Council Rates and Service Charges:-

Option	Cost to City	Transactions (Number)
Australia Post – Billpay - Phone	\$0.84 per transaction and 1.12% Merchant Fee	11,285
Australia Post – Billpay - Over the Counter	\$1.84 per transaction and 1.12% Merchant Fee	22,999
Internet – Fastpay	\$0.30 per transaction	2,378
Commonwealth Bank – Locked Bag	\$1.84 per transaction	587
Commonwealth Bank – Bpay	\$1.40 per transaction	13,327

During 2001/02 it was considered the small number of transactions using the Commonwealth Bank – Locked Bag option did not warrant the provision of this option in future years. While payment using the Internet Option was also considered low, use via this option is expected to increase as access and usage of the internet increases across the community.

Detail

Arrangements are being finalised for the production of the 2002/03 Rates Notices. An additional cost that could be avoided is the provision of the micro encoding strip that permits the Locked Bag processing of Rates and Services Charges by the Commonwealth Bank. The printing of the micro encoding strip also requires additional time to be allowed prior to issuing the Rates Notices in the as the Rates Notices are required to be sent to the Eastern States for this work to be done, also adding further cost. Given the small number of transactions to date in 2001/02 and the additional cost and time involved, it is proposed that this option not be provided in 2002/03.

Consultation

Nil.

Comment

The Locked Bag service is not as widely used as the other options. With the additional cost and time taken to produce the Rates Notices including the micro encoding strip and given the other options available, it is proposed to not offer the Locked Bag option for 2002/03 onwards.

Statutory Compliance

Nil.

Strategic Implications

Nil.

Policy Implications

Nil.

Financial Implications

There will be small savings in the cost of producing the Rates Notices without the micro encoding strip. There will also be savings in the time taken to print the Rates Notices, as the micro encoding strip is required to be printed in the Eastern States.

Voting Requirements

Simple Majority

Recommendation

That Council NOTES that for the payment of Rates and Services Charges for 2002/03 onwards, in addition to payment through the mail and via Customer Services, the following payment options will be made available to the public:

- 1. Australia Post – Billpay – Phone**
- 2. Australia Post – Billpay - Over the Counter**
- 3. Internet – Fastpay**
- 4. Commonwealth Bank – Bpay**

Community Development

19. Fencing - Sports Grounds Policy

File Ref: 00907
Responsible Officer: Director, Community Development
Disclosure of Interest: Nil
Attachments: 1

Issue

Adoption of Fencing – Sports Grounds Policy

Background

The City's Safety Committee has prompted the development of this policy. The Committee advises that the condition of sports ground fences, in particular those located within Kingsway Sporting Complex, are considered a risk to the public and City staff. Historical correspondence does not clarify ownership and maintenance responsibilities to these fences.

This policy clarifies the responsibilities for the construction and maintenance of fences at all sporting grounds within the City.

The attached Fencing – Sports Ground Policy was presented to the Policy Forum on Tuesday 23rd October 2001 (**Attachment 1**).

Sporting Grounds are defined as active reserves catering for organised sporting activities.

Detail

This policy provides a framework to determine the standard of fencing required for current and future provision at the City's sporting grounds.

The policy has defined three standards of fencing, being;

- Safety Fences – to prevent balls and participants from having direct access to roads, property and other hazardous adjoining areas
- Spectator Fences – required if clubs wish to charge an admittance fee, and
- Barrier Fences – which are bollards, positioned to prevent vehicular access.

The policy also defines how the standard of fencing is determined and allocates responsibilities for construction and maintenance.

This Policy reflects current practice standards and therefore the financial implications are minimal.

Consultation

All Business Units within the City that may be affected by this Policy have been consulted. No Clubs or community organisations have been consulted as this policy reflects current City practice.

Comment

City Administration requires Council to adopt a Policy to provide direction to staff and ensure that these issues are dealt with in an equitable manner.

This policy will enable City's Administration to assess future requests for fencing in accordance with a predetermined standard. It will also clarify responsibilities for the maintenance of current fences, especially in regard to spectator fencing. The City will continue to ensure barrier fencing is provided as minimum standard provision at all sporting grounds unless determined not to be an appropriate standard by City Administration.

Statutory Compliance

Nil

Strategic Implications

The provision of adequate fencing at City Sports Grounds is in accordance with Councils Strategic Plan, Goal 2.6, Provide and Manage infrastructure to meet the needs of the community.

Policy Implications

This is a new Policy for Council consideration.

Financial Implications

This Policy reflects current practice standards and therefore the Financial Implications are minimal. Fencing construction and maintenance requirements will be included in each years draft budget for consideration as per current practice.

Voting Requirements

Simple Majority

Recommendation

That Council ADOPTS the Fencing – Sports Grounds Policy as presented.

Infrastructure Management - Fencing – Sports Grounds

Policy Owner: Community Development
Distribution: All employees
Implementation: 1 September 2001
Scheduled Review: 1 July 2003

Objective

To determine the level of fencing required on City sporting grounds.

Definitions

Safety Fences

Cyclone mesh constructions 1.8m or 2.4m positioned to prevent balls and participants from having direct access to roads, property and other hazardous adjoining areas.

Spectator Fences

Of similar nature to safety fences constructed for Clubs / Associations wishing to charge an admittance fee for the public to spectate.

Barrier Fences

Bollards positioned to protect Council assets. Invariably they are positioned to prevent vehicular access to reserves.

Statement

The level of fencing at sports grounds will be determined by the Manager Leisure and Cultural Services and will reflect the nature of sports being played on the ground.

The City will provide barrier fencing in all cases except:

Subject to Council approval, spectator fencing will be erected at the written request of the Club / Association (inclusive of a plan detailing alignment) All costs will be the responsibility of the Club / Association and documented in a written agreement between the City and the Club / Association.

At the written request of the Club / Association (inclusive of a plan detailing alignment), safety fences will be assessed by the City to determine the need to erect. Should the need be justified and subject to Council approval, all costs will be the responsibility of Council with the proviso that if safety fences are erected to provide security to leased facilities attached to sporting grounds, Council will fund the erection of the fence with the lessee responsible for all ongoing maintenance costs.

In all cases where the Club / Association is responsible for maintenance and fails to maintain the fence to a satisfactory standard as deemed by the City, the City will provide maintenance and forward all costs incurred to the Club / Association.

Responsibility for Implementation

Manager Leisure and Cultural Services

Manager, Operational Services

Draft

20. Budget Variation - Receipt of Lotteries Commission Grants

File Ref: 70297 18932 01585
Responsible Officer: Director, Community Development
Disclosure of Interest: Nil
Attachments: Nil

Issue

To advise Council of the receipt of Lotteries Commission grants for the restoration of agricultural implements at Buckingham House and for the preparation of a Landscape Management Plan for Cockman House.

Background

The City applied to the Lotteries Commission for funding under the Cultural Heritage Conservation Grants Program for two projects.

1. Buckingham House – Conservation of dairy farming agricultural items at Buckingham House. Total cost: \$4,775 – Grant sought: \$4,175

In the grounds of Buckingham House are five farming implements. It has been verified these were all used when Buckingham House operated as a dairy. The grant would be used to conserve and reconstruct the items. This would ensure the early history of dairying and small scale farming that took place in Wanneroo in the early 20th century was preserved and not forgotten.

2. Cockman House – Preparation of a Landscape Management Plan. Total cost: \$7,150 – Grant sought: \$5,350

The grant would allow the appointment of a consultant to prepare a Landscape Management Plan for Cockman House. This was a recommendation in the 1998 Cockman House Conservation Plan and would ensure the grounds were be developed to reflect the rural setting and associated farming / gardening practices that developed in Wanneroo.

Detail

The City has been successful in receiving funding for both grant applications.

Consultation

Nil

Comment

These grants will assist in the preservation of Wanneroo's history.

Statutory Compliance

Nil

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Buckingham House – Conservation of dairy farming agricultural items at Buckingham House.

The City's contribution is \$1,250 which represents the Heritage Officer's time and the cost of the production of support stands which will be met from the plant & equipment maintenance & repair budget.

In the 2002-2003 budget submissions is a Capital Works new initiative of \$20,000 for the construction of an open fronted dairy shed at Buckingham House for the display of the restored implements and to allow the story of dairying in Wanneroo to be told.

Cockman House - Preparation of a Landscape Management Plan.

The City's contribution to the project is \$1,800. The full amount of the project was included in the 2002-2003 draft budget, so this amount can now be reduced to \$1,800.

Voting Requirements

Absolute Majority

Recommendation

That Council:-

1. **NOTE** the receipt of grants totalling \$9,525 from the Lotteries Commission of WA for the restoration of artefacts at Buckingham House and the preparation of a landscape plan for Cockman House.
2. **RESOLVES** by an **ABSOLUTE MAJORITY** to amend the 2001/2002 budget to incorporate the following:

Account No.	From	To
51.80.95.954.1550.0001.	Nil	\$9,525
51.80.95.954.4240.0001	8,400	12,575
51.80.95.954.4201.0001.	3,500	8,850

3. **LIST** for consideration in the 2002 – 2003 budget the amount of \$1,800 in GL number 51.80.95.954.4201.0001.

21. Donations and the Waiver of Fees and Charges - Proposed Policy

File Ref:	08032
Responsible Officer:	Director, Community Development
Disclosure of Inte: rest:	Nil
Attachments	2

Issue

Consideration of a policy that provides a framework for the assessment of requests made for donations and the waiver of fees and charges.

Background

Council, at its meeting on 10 April 2001, resolved to;

“Determine all future proposals for the waiver of fees and charges for community organisations using City facilities for humanitarian purposes”

Since this time, Council has considered all requests for donations and the waiver of fees and charges on an individual merit basis.

In order to provide Council with the necessary information to determine each application, and an understanding of budgetary implications, a report is normally prepared for each Council meeting.

Detail

Throughout the 2002/2003 financial year, Council has distributed approximately \$25,000 in donations and waivers of fees and charges associated with City facilities.

As the year has progressed, the number of requests received on a monthly basis has also increased dramatically, with Council considering up to 10 individual items at any one meeting.

The current process has highlighted a need for the development of consistent criteria for donations and waivers, which will increase the efficiency and equity of assessment and determination procedures.

With this in mind, a proposed policy with the objective of donations and sponsorships supporting the City’s strategic objectives, as well as providing a framework for donation and waiver assessment has been prepared and is attached (**Attachment 1**)

The proposed policy is to be supplemented by a detailed corporate management procedure, which is attached for further information (**Attachment 2**).

Under this framework, applications for support received by the City will be divided into 2 areas:

- General donations, sponsorship and the waiver of fees and charges
- Sponsorship of young people resident in the City of Wanneroo in State, National or International competitions, festivals or exhibitions

The sponsorship category has been divided from general donations given the number of applications received for this type of support from residents.

a) Category One: General Donations

Under the **general donations category**, all applications considered by the City would be required to be in writing and provide information regarding the assessment criteria shown below.

- The potential for income generation or profit from the event
- The status of the applicant organization
- The nature of the event or activity
- The exclusivity of the event
- The alignment or congruence of the event or activity with Council's philosophies and strategic direction
- The perceived benefit of the event or activity to the Wanneroo community
- The ability of the event or activity to complement existing community services
- Alternative funding sources available and accessed by the organization
- Contribution to the event or activity made by the applicant organization
- Previous funding assistance provided by the organization to the City of Wanneroo
- Adherence to City requirements
- Commitment to acknowledgement of the City of Wanneroo

Under this criterion, the City would not accept or consider applications for donations or waivers for:

- Any profit making ventures for commercial entities
- Any activity, event or program that contravenes Council's existing policies
- The bond associated with the use of City facilities (only the waiver of fees for an activity, event or function will be considered)

Determination procedures for these types of requests would include considerations and decisions by both the Chief Executive Officer (under delegated authority) and Council and are proposed as follows:

Donation value/ applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO under delegated authority
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination

Applications from Regional, State, National or International organisations	Council determination
Applications with extenuating circumstances	Council determination

All requests approved by the Chief Executive Officer under delegated authority would be the subject of a quarterly report to Council.

b) Category Two: Sponsorship of young people resident in the City of Wanneroo in State, National or International competitions, festivals or exhibitions

Under the **sponsorship category**, residents of the City aged 18 years or under would be eligible to apply to Council for assistance towards their participation in State, National or International competitions, festivals or exhibitions.

As for Category 1 donations, all applications considered by the City would be required to be in writing, and provide information regarding the assessment criteria shown below.

- City of Wanneroo residency and proof of age (18 years or under)
- Support from school or sporting club, State association
- Commitment to the provision of a written report after the event or activity
- Commitment to acknowledgement of the City of Wanneroo

Under this criterion, the City would not accept or consider applications for sponsorship of athletes or performers if:

- The athlete or performer receives payment of any kind for their participation in the event or activity
- An application for sponsorship is made on a retrospective basis (ie. after the event or activity has taken place)

Determination procedures for these types of requests would include consideration and decisions by both the Chief Executive Officer (under delegated authority) and Council and are proposed according to the following schedule:

Type of competition/exhibition/festival	Amount of sponsorship provided	Application determined by
Regional or State	\$50 per individual	Chief Executive Officer (under delegated authority)
National or International	\$100 per individual	Chief Executive Officer (under delegated authority)

In addition to these basic determination procedures, the following conditions are also proposed to apply:

- Applications to support team travel to an event/festival or exhibition shall not exceed \$300, to be divided equally amongst City of Wanneroo resident members of the team or group.
- Teams or groups will be required to provide, with their application, a list of the Wanneroo resident team or group member names and addresses.
- Individuals and teams or groups shall be eligible for one allocation only per financial year
- Any applications with extenuating circumstances are to be forwarded to Council for consideration and determination

All requests approved by the Chief Executive Officer under delegated authority would be the subject of a quarterly report to Council.

Consultation

Given that an extensive community consultation program was recently undertaken to determine the key elements of the City's Strategic Plan, and this policy directly supports the achievement of these objectives, it is not recommended that community consultation is necessary in this circumstance.

In addition, the policy does not constitute a major change to the way in which donations, sponsorships and waivers are considered, but formalises and streamlines existing assessment procedures in the interests of equity and accountability.

Comment

It is recommended that the proposed Donations, Sponsorships and Waiver of Fees and Charges Policy be adopted, due to its ability to provide a framework that:

- Is transparent and accountable to the community
- Contains an effective reporting mechanism for applications, and;
- Results in an equitable assessment of each application received by the City of Wanneroo

Adoption of the policy will also result in the development of a more streamlined process for applicants, through a checklist of assessment criterion, which will assist potential applicants to apply and provide assurance that all applications are determined on an equitable basis.

Statutory Compliance

Nil

Strategic Implications

A policy of this nature reinforces Council's strategic commitment to Healthy Communities, by providing a public and recognised method for the City to support organisations and individuals committed to achieving objectives similar to those stated in the City's Strategic Plan.

Policy Implications

Proposed new policy.

Financial Implications

If adopted, this policy would operate under the Donations budget determined by elected representatives each financial year.

Voting Requirements

Simple Majority

Recommendation

That Council:-

1. **ADOPT the Donations, Sponsorships and Waiver of Fees and Charges Policy as follows:**

Policy Owner: Community Development Directorate

Distribution: All staff

Implementation: 1 July 2002

Scheduled Review: 1 May 2004

Introduction

The City of Wanneroo is committed to creating a vibrant and diverse City, based on the development of healthy communities and a sustainable environment.

This strategic intent requires the City to lead and participate in community activities and development, as well as form partnerships with organizations and agencies involved in particular programs and endeavours.

Donations and sponsorships are one of the methods that can be utilised by the City to recognise and encourage individuals and organizations also committed to achieving these objectives at a local, state, national, and sometimes international level.

The provision of financial or in-kind support to individuals and organisations assists in the development and operation of programs and activities, and links the City to these type of endeavours, further establishing and promoting overall strategic directions.

Support can also assist to establish the City's identity and corporate citizenship at a wider level, linking it with causes and concerns at a State and National level that contribute to the development of local healthy communities and a sustainable environment.

Objective

In order to pursue the City's wider objectives in an accountable and equitable manner, this policy provides a framework for the assessment of requests for donations, sponsorships, and the waiver of fees and charges for the use of City facilities outside of the City's existing policies for facility and reserve hire and use, and Community Funding Program.

Statement

Given that the City receives a large number of requests from community groups and organisations throughout the year for donations, sponsorship and the waiver of fees and charges associated with the use of City facilities, a procedure for the assessment of applications ensures:

Transparency and accountability to the community

An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year

An equitable assessment of each application or request received

A standard process for applicants to follow when requesting donations or sponsorships from the City

Donation, Sponsorship and Waiver of Fees and Charges Categories

Requests for donations, sponsorship and the waiver of fees and charges will be received and determined in two (2) category areas:

1. General donations, sponsorship, and the waiver of fees and charges

This category includes requests for donations and the waiver of fees and charges from local, regional, state, national and international organisations and individuals, with the exception of those requests defined in category two (2), described below.

2. Sponsorship of young people resident in the City of Wanneroo in State, National or International competitions, festivals or exhibitions

This category provides for sponsorship requests from young people within the City of Wanneroo (up to 18 years of age), who are performing or competing at State, National or International competitions, festivals or exhibitions.

The City **WILL NOT** consider applications for donations or the waiver of fees and charges (Category 1) for:

- Any profit making ventures for commercial entities
- Any activity, event or program that contravenes Council's existing policies
- The bond associated with the use of City facilities (only the waiver of fees for an activity, event or function will be considered)

The City **WILL NOT** consider applications for sponsorship of athletes or performers (Category 2) if:

- The athlete or performer receives payment of any kind for their participation in the event or activity
- An application for sponsorship is made on a retrospective basis (ie. after the event or activity has taken place)

Assessment Procedures

Operational details associated with donation and sponsorship assessment will be detailed in a management procedure including the following;

- The receipt of all requests in writing
- The provision of assessment criteria to applicants to assist with their request
- The written assessment of requests against a number of criteria based on the overall objectives of the policy

Assessment criterion for **Category 1 (General Donations)** will include:

- The potential for income generation or profit from the event
- The status of the applicant organization
- The nature of the event or activity
- The exclusivity of the event
- The alignment or congruence of the event or activity with Council's philosophies and strategic direction
- The perceived benefit of the event or activity to the Wanneroo community
- The ability of the event or activity to complement existing community services
- Alternative funding sources available and accessed by the organization
- Contribution to the event or activity made by the applicant organization
- Previous funding assistance provided by the organization to the City of Wanneroo
- Adherence to City requirements
- Commitment to acknowledgement of the City of Wanneroo

Assessment criterion for **Category 2 Sponsorships** will include:

- City of Wanneroo residency and proof of age (18 years or under)
- Support from school or sporting club, State association
- Commitment to the provision of a written report after the event or activity
- Commitment to acknowledgement of the City of Wanneroo

Determination Procedures

1. Category One (1) – General donations, sponsorship and the waiver of fees and charges

Donation value/ applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO under delegated authority
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications from Regional, State, National or International organisations	Council determination
Applications with extenuating circumstances	Council determination

2. Category Two (2) – Sponsorship of City of Wanneroo residents in State, National or International competitions, festivals or exhibitions

2.1 General determinations

Applications for sponsorship of athletes and performers will be determined under delegated authority by the Chief Executive Officer according to the following schedule:

Type of competition/exhibition/festival	Amount of sponsorship provided
Regional or State	\$50 per individual
National or International	\$100 per individual

Applications to support team travel to an event/festival or exhibition shall not exceed \$300, to be divided equally amongst City of Wanneroo resident members of the team or group.

Teams or groups will be required to provide, with their application, a list of the Wanneroo resident team or group member names and addresses.

Individuals and teams or groups shall be eligible for one allocation only per financial year.

2.2 *Applications with extenuating circumstances*

If an application for a donation for sponsorship does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

Reporting Procedures

A record of each application determined by the Chief Executive Officer and its assessment against evaluation criteria shall be maintained as part of the City's Delegated Authority Register.

A report noting donations and waivers of fees and charges approved under delegated authority will be prepared for Council on a quarterly basis.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

Definitions

Donations: Donations are defined as requests from organisations or groups for a contribution towards an activity, event, or program with a charitable or community service orientated purpose

Fees and Charges: Fees and charges are defined as those imposed by the City on an organisation or group for the use of a City owned facility, the staging of a particular event or activity, or associated with the construction of a building or completion of a project

City facilities: City facilities are defined as all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges

Sponsorship: Sponsorship is defined as support to City of Wanneroo residents 18 years of age or under who compete or perform in Regional, State, National or International competitions, festivals or exhibitions

Responsibility for Implementation

Community Development Directorate

- 2. DELEGATE BY ABSOLUTE MAJORITY to the Chief Executive Officer, the authority to waive fees and charges and approve donations in accordance with the provisions of Council's Donations, Sponsorship and Waiver of Fees and Charges Policy**

ATTACHMENT 1**Donations, Sponsorships, And The Waiver Of Fees And Charges**

Policy Owner: Community Development Directorate
Distribution: All staff
Implementation: 1 July 2002
Scheduled Review: 1 May 2004

Introduction

The City of Wanneroo is committed to creating a vibrant and diverse City, based on the development of healthy communities and a sustainable environment.

This strategic intent requires the City to lead and participate in community activities and development, as well as form partnerships with organizations and agencies involved in particular programs and endeavours.

Donations and sponsorships are one of the methods that can be utilised by the City to recognise and encourage individuals and organizations also committed to achieving these objectives at a local, state, national, and sometimes international level.

The provision of financial or in-kind support to individuals and organisations assists in the development and operation of programs and activities, and links the City to these type of endeavours, further establishing and promoting overall strategic directions.

Support can also assist to establish the City's identity and corporate citizenship at a wider level, linking it with causes and concerns at a State and National level that contribute to the development of local healthy communities and a sustainable environment.

Objective

In order to pursue the City's wider objectives in an accountable and equitable manner, this policy provides a framework for the assessment of requests for donations, sponsorships, and the waiver of fees and charges for the use of City facilities outside of the City's existing policies for facility and reserve hire and use, and Community Funding Program.

Statement

Given that the City receives a large number of requests from community groups and organisations throughout the year for donations, sponsorship and the waiver of fees and charges associated with the use of City facilities, a procedure for the assessment of applications ensures:

- Transparency and accountability to the community
- An effective reporting mechanism to Council regarding the total value of donations approved in any one financial year
- An equitable assessment of each application or request received
- A standard process for applicants to follow when requesting donations or sponsorships from the City

Donation, Sponsorship and Waiver of Fees and Charges Categories

Requests for donations, sponsorship and the waiver of fees and charges will be received and determined in two (2) category areas:

1. General donations, sponsorship, and the waiver of fees and charges

This category includes requests for donations and the waiver of fees and charges from local, regional, state, national and international organisations and individuals, with the exception of those requests defined in category two (2), described below.

2. Sponsorship of young people resident in the City of Wanneroo in State, National or International competitions, festivals or exhibitions

This category provides for sponsorship requests from young people within the City of Wanneroo (up to 18 years of age), who are performing or competing at State, National or International competitions, festivals or exhibitions.

The City **WILL NOT** consider applications for donations or the waiver of fees and charges (Category 1) for:

Any profit making ventures for commercial entities

Any activity, event or program that contravenes Council's existing policies

The bond associated with the use of City facilities (only the waiver of fees for an activity, event or function will be considered)

The City **WILL NOT** consider applications for sponsorship of athletes or performers (Category 2) if:

The athlete or performer receives payment of any kind for their participation in the event or activity

An application for sponsorship is made on a retrospective basis (ie. after the event or activity has taken place)

Assessment Procedures

Operational details associated with donation and sponsorship assessment will be detailed in a management procedure including the following;

- The receipt of all requests in writing
- The provision of assessment criteria to applicants to assist with their request
- The written assessment of requests against a number of criteria based on the overall objectives of the policy

Assessment criterion for **Category 1 (General Donations)** will include:

- The potential for income generation or profit from the event
- The status of the applicant organization

- The nature of the event or activity
- The exclusivity of the event
- The alignment or congruence of the event or activity with Council's philosophies and strategic direction
- The perceived benefit of the event or activity to the Wanneroo community
- The ability of the event or activity to complement existing community services
- Alternative funding sources available and accessed by the organization
- Contribution to the event or activity made by the applicant organization
- Previous funding assistance provided by the organization to the City of Wanneroo
- Adherence to City requirements
- Commitment to acknowledgement of the City of Wanneroo

Assessment criterion for **Category 2 Sponsorships** will include:

- City of Wanneroo residency and proof of age (18 years or under)
- Support from school or sporting club, State association
- Commitment to the provision of a written report after the event or activity
- Commitment to acknowledgement of the City of Wanneroo

Determination Procedures

1. **Category One (1) – General donations, sponsorship and the waiver of fees and charges**

Donation value/ applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO under delegated authority
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination
Applications from Regional, State, National or International organisations	Council determination
Applications with extenuating circumstances	Council determination

2. Category Two (2) – Sponsorship of City of Wanneroo residents in State, National or International competitions, festivals or exhibitions

2.1 General determinations

Applications for sponsorship of athletes and performers will be determined under delegated authority by the Chief Executive Officer according to the following schedule:

Type of competition/exhibition/festival	Amount of sponsorship provided
Regional or State	\$50 per individual
National or International	\$100 per individual

Applications to support team travel to an event/festival or exhibition shall not exceed \$300, to be divided equally amongst City of Wanneroo resident members of the team or group.

Teams or groups will be required to provide, with their application, a list of the Wanneroo resident team or group member names and addresses.

Individuals and teams or groups shall be eligible for one allocation only per financial year.

2.2 Applications with extenuating circumstances

If an application for a donation for sponsorship does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination.

Reporting procedures

A record of each application determined by the Chief Executive Officer and its assessment against evaluation criteria shall be maintained as part of the City's Delegated Authority Register.

A report noting donations and waivers of fees and charges approved under delegated authority will be prepared for Council on a quarterly basis.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

Definitions

Donations: Donations are defined as requests from organisations or groups for a contribution towards an activity, event, or program with a charitable or community service orientated purpose

Fees and Charges: Fees and charges are defined as those imposed by the City on an organisation or group for the use of a City owned facility, the staging of a particular event or activity, or associated with the construction of a building or completion of a project

City facilities: City facilities are defined as all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges

Sponsorship: Sponsorship is defined as support to City of Wanneroo residents 18 years of age or under who compete or perform in Regional, State, National or International competitions, festivals or exhibitions

Responsibility for Implementation

Community Development Directorate

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Draft

ATTACHMENT 2

APPLICATION OF DONATIONS, SPONSORSHIPS AND THE WAIVER OF FEES AND CHARGES POLICY

Directorate: Community Development Directorate
Business Unit: Social Planning Team
Effective Date: July 2002
Scheduled Review: May 2001
Distribution: All Staff

Objective

To provide detailed procedures for staff assessing requests for donations, sponsorships and the waiver of fees and charges under City policy.
Statement

This procedure details receipt and assessment processes associated with the City's Donation, Sponsorship and Waiver of Fees and Charges Policy.

Administrative Processes**Category 1. General donations, sponsorship, and the waiver of fees and charges**

This category includes requests for donations and the waiver of fees and charges from local, regional, state, national and international organisations and individuals, with the exception of those requests defined in Category Two (2).

Assessment Procedures

All requests for donations and the waiver of fees and charges are to be forwarded to the City's Social Planning Team or other centralised City area as nominated by the Chief Executive Officer.

The responsible team will then follow the procedures below.

Receipt of written application from community based organisation, group, incorporated body or entity

The City must receive all applications for donations and the waiver of fees and charges in writing.

Applicants are to be provided with a copy of the assessment criteria nominated in this procedure, to both streamline the application process and ensure that assessments are equitable and accountable.

Assessment and preparation of written report regarding application against evaluation criteria

Evaluation criteria to be used in the assessment of each application for the waiver of fees and charges or donations is as follows:

Criteria	Explanation
The potential for income generation or profit as a result of the event or activity	<i>Will the event or activity result in profits for a particular entity and, if so, how will they be used (charity, to fund operations)?</i>
The status of the applicant organisation	<i>Is the applicant organisation a charitable institution, community group, incorporated body or commercial entity?</i>
The nature of the event or activity	<i>Is the event or activity a one-off or fundraising venture or of an administrative or operational nature?</i>
The exclusivity of the event	<i>Is the event available to certain members of the community or a club or to all residents of the City of Wanneroo?</i>
The alignment or congruence of the event or activity with Council's existing philosophies, values and strategic direction	<i>Does the event or activity assist with the achievement of Council's goals or does it incorporate an element the City values?</i>
The perceived benefit of the event, activity or program to the Wanneroo community	<i>Will the event, activity or program benefit the whole of the Wanneroo community or just a certain section?</i>
The ability of the event or activity to provide or complement a community service	<i>Does the event, activity or program have the ability to assist existing community services or achieve their goals?</i>
Alternative funding sources available or accessed by the organisation	<i>If applicable, will this support assist the event or program to become self sufficient in the future and provide a benefit to the Wanneroo community?</i>
Contribution to the event or activity made by the applicant organization	<i>Is the applicant contributing to the event or activity, either financially or with volunteer hours? What proportion of total expenses is the City being asked to donate?</i>
Previous funding assistance provided to the organization by the City	<i>Has the City provided funding assistance to this organization in the past? If so, what was the outcome of this contribution? Have funds provided by the Community Funding Program been acquitted?</i>
Adherence to City requirements	<i>If applicable, has the organisation submitted or been provided with the appropriate approvals</i>

	<i>required for this event?</i>
Commitment to acknowledgement of the City of Wanneroo	<i>Each successful applicant will be required to acknowledge the City's support of the event or activity</i>

The City **WILL NOT** consider applications for donations or the waiver of fees and charges for:

- Any profit making ventures for commercial entities
- Any activity, event or program that contravenes Council's existing policies
- The bond associated with the use of City facilities (only the waiver of fees for an activity, event or function will be considered)

Approval of report by appropriate Director and referral of report to Chief Executive Officer for determination

Once approved by the appropriate Director, the assessment of the application will be referred to the Chief Executive Officer or Council for determination

Determination procedures

Donation value/ applicant	Determination Procedure
Applications up to and including the value of \$500.00 from City of Wanneroo based organisations or individuals	Determined by CEO under delegated authority
Applications over \$500.00 from City of Wanneroo based organisations and individuals	Council determination on a bi-monthly basis
Applications from Regional, State, National or International organisations	Council determination on a bi-monthly basis
Applications with extenuating circumstances	Council determination on a bi-monthly basis

Notification Procedures

All applicants requesting the waiver of fees and charges or a donation from the City are to receive:

- Written notification acknowledging their application and the determination process
- Written notification of the outcome of their application and, if not approved, reasons for refusal

Written notification regarding the approval of a donation, or waiver is to nominate specific marketing and promotional conditions, including recognition of support on advertising or promotional material prepared by the organisation and invitations for official Council representation at openings or functions associated with the event or activity.

Reporting procedures

A record of each application determined by the Chief Executive Officer and its assessment against evaluation criteria shall be maintained as part of the City's Delegated Authority Register.

A report noting donations and waivers of fees and charges approved under delegated authority will be prepared for Council on a quarterly basis.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

Category Two (2) – Sponsorship of young people resident in the City of Wanneroo in State, National or International competitions, festivals or exhibitions

This category provides for sponsorship requests from young people within the City of Wanneroo (up to 18 years of age), who are performing or competing at State, National or International competitions, festivals or exhibitions.

Assessment Procedures

All requests for sponsorship are to be forwarded to the City's Social Planning Team or other centralised City area as nominated by the Chief Executive Officer.

The responsible team will then follow the procedures below.

a) Receipt of written application from individual, sporting or community group or School

The City must receive all applications for sponsorship in writing.

Applicants will be provided with a copy of the assessment criteria nominated in this procedure to both streamline the application process and ensure that assessments are equitable and accountable.

b) Assessment and preparation of written report regarding application against evaluation criteria

Evaluation criteria that will be used to assess each request for sponsorship will be as follows:

Criteria	Explanation
City of Wanneroo residency and proof of age	<i>Does the applicant reside within the City of Wanneroo?</i> <i>Is the applicant 18 years of age or under?</i>

Support from school or sporting club, State association	<i>An official letter must accompany each application for sponsorship from the organising body associated with the event (ie. State association or relevant organization)</i>
Commitment to providing a written report regarding the event or activity	<i>Each successful applicant will be required to provide Council with a written report (and photographs where possible) regarding the event or activity</i>
Commitment to acknowledgement of the City of Wanneroo	<i>Each successful applicant will be required to acknowledge support of the City through either displaying or distributing promotional items provided by the City</i>

The City **WILL NOT** consider applications for sponsorship of athletes or performers if:

- The athlete or performer receives payment of any kind for their participation in the event or activity
- An application for sponsorship is made on a retrospective basis (ie. after the event or activity has taken place)

c) *Approval of report by appropriate Director and referral of report to Chief Executive Officer for determination*

Once approved by the appropriate Director, the assessment of the application will be referred to the Chief Executive Officer or Council for determination.

Determination procedures

a) *General determinations*

Applications for sponsorship of athletes and performers will be determined under delegated authority by the Chief Executive Officer according to the following schedule:

Type of competition/exhibition/festival	Amount of sponsorship provided
Regional or State	\$50 per individual
National or International	\$100 per individual

Applications to support team travel to an event/festival or exhibition shall not exceed \$300, to be divided equally amongst City of Wanneroo resident members of the team or group.

Teams or groups will be required to provide, with their application, a list of the Wanneroo resident team or group member names and addresses.

Individuals and teams or groups shall be eligible for one allocation only per financial year.

b) Applications with extenuating circumstances

If an application for a donation for sponsorship does not meet the evaluation criteria but is assessed by City Administration as a case warranting further consideration, it will be forwarded to Council for determination on a **bi-monthly basis**.

Notification Procedures

All applicants requesting sponsorship from the City will receive:

Written notification acknowledging their application and the determination process
Written notification of the outcome of their application and, if not approved, reasons for refusal

Written notification regarding the approval of the sponsorship is to nominate specific marketing and promotional conditions, including the display or distribution of promotional items provided by the City.

Reporting procedures

A record of each application determined by the Chief Executive Officer and its assessment against evaluation criteria shall be maintained as part of the City's Delegated Authority Register.

A report noting sponsorships approved under delegated authority will be prepared for Council on a quarterly basis.

Applications determined by Council under this policy shall become part of the public record, via Council minutes.

Definitions

Donations: Donations are defined as requests from organisations or groups for a contribution towards an activity, event, or program with a charitable or community service orientated purpose

Fees and Charges: Fees and charges are defined as those imposed by the City on an organisation or group for the use of a City owned facility, the staging of a particular event or activity, or associated with the construction of a building or completion of a project

City facilities: City facilities are defined as all City owned and operated facilities and reserves across the City that are included as available for hire or use in the City's Annual Schedule of Fees and Charges

Sponsorship: Sponsorship is defined as support to City of Wanneroo residents 18 years of age or under who compete or perform in Regional, State, National or International competitions, festivals or exhibitions

Responsibility for Implementation

Referrals of requests - all staff

Request assessments - Community Development Directorate - Social Planning Team

Draft

22. June 2002 - Requests for Donations and the Waiver of Fees and Charges

File Ref:	08032
Responsible Officer:	Director, Community Development
Disclosure of Interest:	Nil
Attachments	4

Issue

To consider community requests for donations and the waiver of fees and charges for June 2002.

Background

Consideration of requests for donations and the waiver of fees and charges are at present undertaken on an individual merit basis.

In order to provide Council with the necessary information to determine each application, and an overall view of the impact of these allocations on the budget, a report is normally prepared considering all applications for each Council meeting.

Detail

During this period, the City has received 4 applications for donations. These applications have been received from:

- AFS Intercultural Programs (exchange student program)
- The WA Police Service
- The Department for Community Development
- The Burma Star Association

Each of these applications are summarised on the following pages, along with an assessment and recommendation. Letters of application are attached from the first three organisations listed (see **Attachments 1, 2 & 3**) with the request from The Burma Star Association being forwarded to Council from the Wanneroo Town Advisory Committee.

Applicant	Event/Activity to be supported	Amount requested	Assessment and recommendation
AFS Intercultural Program	<p>The AFS Intercultural Program is a student exchange program offering exchanges of different lengths to approximately 40 countries across the world.</p> <p>They have requested support for a fundraising initiative, held at Woodvale Reception Centre on 21 May 2002.</p> <p>This application was not received in sufficient time to allow for Council's consideration of this request before the event.</p> <p>It is therefore requested Council consider a retrospective donation to support the organisation.</p>	Retrospective donation of \$100.00	<p>Whilst AFS Intercultural Programs do provide valuable and enriching opportunities for young people (including residents of Wanneroo) it is recommended that this application not be supported due to the large number of other organisations also providing services of this nature that are not currently receiving support from the City (Lions Clubs, Rotary Clubs).</p> <p>RECOMMENDATION: NOT SUPPORT</p>
WA Police Service	<p>The WA Police Service have requested that Council sponsor a swimming relay involving local police officers that is raising money for police legacy.</p> <p>This application was not received in sufficient time to allow for Council's consideration of this request before the event (8th and 9th June 2002).</p>	Retrospective donation of \$100.00	<p>Given the valuable services provided by Police Legacy to families of injured and deceased police officers throughout all areas, including the City of Wanneroo, it is recommended that this application be approved.</p> <p>RECOMMENDATION: APPROVE (\$100.00)</p>

	It is therefore requested that Council consider a retrospective donation to support Police Legacy.		
The Department for Community Development	<p>The Department for Community Development have requested that Council support a NAIDOC Aboriginal family fun day, to be held at the Herb Graham Recreation Centre, Mirrabooka on Wednesday 10 July 2002.</p> <p>The Department are assisting a community group (The Mirrabooka Aboriginal Community Support Group) to organise the event.</p>	No amount specified. Donation of \$100.00	<p>Whilst this event is being held at a location outside of City of Wanneroo boundaries, it is recommended that this application be supported due to:</p> <p style="text-align: center;">The importance of NAIDOC week activities as a celebration of Aboriginal culture</p> <p style="text-align: center;">The large number of Aboriginal families residing in the Southern areas of the City that will be able to attend this event</p> <p>RECOMMENDATION: APPROVE (\$100.00)</p>
The Burma Star Association	<p>The Burma Star Association (through the Wanneroo Town Advisory Committee) have requested Council's assistance in the construction and installation of a commemorative plaque and memorial, to be situated adjacent to the existing Wanneroo Townsite War Memorial (Wanneroo Road).</p> <p>The memorial will recognise recipients of the Burma Star, a prestigious acknowledgment of</p>	<p>Construction costs, including graffiti proofing, extensions to brick paving around memorial and administrative costs: \$2000.00</p> <p>A detailed drawing of the proposed memorial is attached (Attachment 4).</p>	<p>It is recommended that this application be supported in recognition of the valuable military service provided by recipients of the Burma Star.</p> <p>The Wanneroo/Joondalup RSL Association have been consulted and support the construction of the memorial in its proposed location, along with the recognition it provides for recipients of this medal.</p>

	<p>military service.</p> <p>Contributions to the construction and installation of the memorial have been made by both the Burma Star Association and the Wanneroo/Joondalup RSL Association (approximately \$100.00 each and the supply of the plaque from the Burma Star Association).</p> <p>It is anticipated that the plaque will be officially unveiled in August 2002, on the official Burma Star recipients' day of recognition.</p>		<p>It is not anticipated that the 2001/2002 Donations Budget will allow for the entire amount to be funded.</p> <p>It is therefore recommended that 50% of the project be funded from the Elected Representatives Donations Budget and 50% from the Community Services Donation Budget</p> <p>If this project is approved, a donation to the Burma Star Association will be recorded, however the City will be responsible for the construction of the Memorial.</p> <p>RECOMMENDATION: APPROVE (\$2000.00)</p>
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Consultation

Nil

Comment

A brief summary of the dollar value of each application received and consequent recommendation is provided below.

Applicant	Amount Requested	Recommendation
AFS Intercultural Program	\$100.00 donation to support fundraising activities	NOT SUPPORT: \$100.00
WA Police Service	\$100.00 donation to Police Legacy Services	APPROVE: \$100.00
The Department for Community Development	\$100.00 to support NAIDOC week event	APPROVE: \$100.00
The Burma Star Association	\$2000.00 for construction of Burma Star Memorial	APPROVE: \$2000.00
Total	\$300.00	\$2 200.00

Statutory Compliance

Nil

Strategic Implications

Over the current financial year, there has been a dramatic increase in the number of requests received by the City for donations and the waiver of fees and charges.

Responding to this issue, Council, at its meeting held on 21 May 2002, noted that a review of the donations program would be undertaken.

Consequently, a further report presenting a proposed donations policy has been prepared for this Council meeting.

Policy Implications

Nil

Financial Implications

Financial implications associated with this round of donation requests are provided below.

Total Budget 2001/2002 – Waiver of fees and charges and donations	\$26,000
Amount expended to date:	\$24 757.69
Available funds (as at 11 June 2002)	\$1 242.31
Impact of approval of ALL applications	\$2 300.00
Impact of approval of RECOMMENDED applications	\$1 200.00 plus \$1000.00 Community Services Donations Budget

Voting Requirements

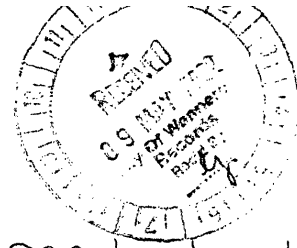
Simple Majority

Recommendation

That Council:-

1. **APPROVES** a donation of \$100.00 from account 51 05 05 052 4402 0001 (Governance – Donations) to WA Police Legacy Service, in support of their current fundraising activities, recognising the valuable service they provide to families of injured and deceased police officers across the State
2. **APPROVES** a donation of \$100.00 from account 51 05 05 052 4402 0001 (Governance – Donations) to the Department for Community Development, to sponsor a Family Fun Day for Aboriginal families during NAIDOC Week on 10 July 2002
3. **APPROVES** a donation of \$2000.00, funded 50% from account 51 05 05 052 4402 0001 (Governance – Donations) and 50% from account 51 80 88 881 4402 001 (Community Services – Donations) to the Burma Star Association, where the City will construct a Burma Star Memorial adjacent to the Wanneroo War Memorial on the Association's behalf.
4. **DOES NOT SUPPORT** a donation of \$100.00 to AFS Intercultural Programs due to the large number of organisations currently providing these types of services that are not presently supported by the City

ATTACHMENT 1



looking for promotional material
such as notepads, pens, waterb

Michelle Langford
36 Wonyill Street
Wanneroo 6065
PH: 08 9405 7173

9 May 2002

Dear Mr Johnson

	Note	
✓	Act	DOCUMENT REGISTRATION
✓	Att	File Ref 08032
		Folio No 123333
		Officer Clare Meyers

cc: CAD

AFS Intercultural Programs is a non-profit, volunteer organization and is the world's largest and most experienced student exchange program. It is the only such operation in the world sanctioned by the United Nations for its work.

AFS offers exchange programs of different lengths to over 40 countries in the world. It also helps students from around the world come and live with Australian families. Each year 10,000 young people around the globe take part in AFS. In Australia we send and host over 1,000 students each year.

Being a volunteer organization we need to raise funds in order to function. We are holding a Quiz Night on 21st May at the Woodvale Reception Centre and are seeking prizes for the evening. I am asking your business to consider helping by donating a prize for the evening.

AFS has been running for just over 50 years in America and 40 years in Australia. It started after the Second World War when the American Field Service (Ambulance Drivers) could see the state of the world and thought if they started an exchange program it would help promote world peace. As one ambulance driver said many years ago "we must come to know on another better in the future if it is to be the future we want".

I trust you will consider a donation to such a worthy cause. All Business's that donate will be acknowledged on the night.

Kind regards,

AFS Joondalup Fundraising Committee.



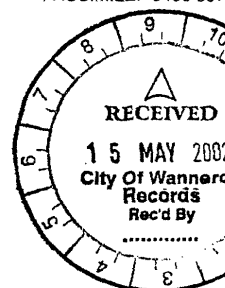
ATTACHMENT 2

WESTERN AUSTRALIA POLICE SERVICE

NORTH WEST METROPOLITAN DISTRICT OFFICE

NORTH WEST METROPOLITAN DISTRICT
9 REID PROMENADE, JOONDALUP
WESTERN AUSTRALIA 6027
TELEPHONE: 9400 0988
FACSIMILE: 9400 0977

Mr Jon Kelly
His Worship The Mayor
City of Wanneroo
Locked Bag 1
WANNEROO WA 6946



	Note	DOCUMENT REGISTRATION
✓	Act	File Ref. 14290
	Att	Folio No. 123693
		Officer Tracy Thomas

Dear Mayor

Police Legacy provides financial support to the families of injured or deceased police officers.

The increasing number of families requiring assistance has depleted the resources of Police Legacy and restricted the services that they can provide.

The officers of the North West Metropolitan Tactical Investigation Group will be holding a marathon swimming relay at the Joondalup Arena between the 8th and 9th of June 2002 with the view to raising money for police legacy through sponsorship.

The team of ten swimmers will complete as many kilometres as they can in twenty four hours and request sponsor pledge money for each kilometre completed in that time.

We would greatly appreciate any assistance your organisation could provide us in our endeavour.

Yours sincerely

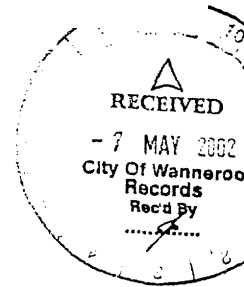
I G CALDERWOOD APM
SUPERINTENDENT
NORTH WEST METROPOLITAN DISTRICT OFFICE

10 May 2002

ATTACHMENT 3



Department for Community Development
Government of Western Australia



Mr John Kelly
Mayor
City Of Wanneroo
Locked Bag 1
WANNEROO WA 6946

Dear Mr Kelly

	Note
✓	Act
	Att

City of Wanneroo
DOCUMENT REGISTRATION
File Ref. 08032
Folio No. 123163
Officer Tracy Thomas

The Department for Community Development in conjunction with the Mirrabooka Aboriginal Community Support group (MACS) and the local Aboriginal community will celebrate NAIDOC week with a family fun day on Wednesday 10 July, 2002 at the Herb Graham Centre from 10.00am to 3.00pm.

NAIDOC is a day of celebration for the Aboriginal culture, however MACS aims to promote the status of Aboriginal families and culture and to celebrate our rich heritage together.

The family fun day will feature FREE entertainment, children and youth activities, cultural activities and a lunch time sausage sizzle.

To make this event a success to the Mirrabooka and surrounding communities and to ensure that there is no charge to participating families we are inviting organisations to assist in sponsorship for this event. Please contact Liz Kelly on 9344 9666 and Leah Bonson on 9274 9411 to discuss how your organisations can be involved in this exciting community celebration.

Yours sincerely,

Leah Bonson
Team Leader
Community Development & Lifeskills Team
North East Metropolitan Zone.

3.5.02

No 6
Limestone Place
Mirrabooka
6061

Chief Executive Office

Item 4 To be tabled at The Briefing

23. (TS) City of Wanneroo Local Area Bike Plan

24. (TS) Option of Using 3 Cubic Metre Recycle Bins

25. (TS) Burt Street Drainage Sump Design and Investigation – Quinns Rocks

26. (CS) Internal Auditors

27. (CD) Specifications for Replacement of the Adult Day Centre Vehicle

28. (CD) Fencing – Sports Ground Policy

29. (CD) Memorandum of Understanding with Fire and Emergency Services

Item 5 Public Question Time

Item 6 Date of Next Meeting - 04 June 2002

The next **Ordinary Councillors Briefing Session** has been scheduled for **7.00pm on Tuesday, 04 June 2002**, to be held at the Council Administration Centre, Dundobar Road, Wanneroo.

Item 7 Closure