



NOTES

August Council Agenda Briefing
Held in the Council Chamber
Tuesday 19 August 2008
commencing at 5.30pm

Present:

Mayor J Best Chairman

Councillors:

G W Gleeson	Civic Ward
I Hasleby	Civic Ward (from 5.38pm)
P Best	Como Beach Ward
T Burrows	Manning Ward (from 5.47pm)
L P Ozsdolay	Manning Ward
C A Cala	McDougall Ward
R Wells, JP	McDougall Ward
R Grayden	Mill Point Ward
D Smith	Mill Point Ward
K R Trent, RFD	Moresby Ward (from 5.41pm)
S Doherty	Moresby Ward

Officers:

Mr C Frewing	Chief Executive Officer
Mr S Bell	Director Infrastructure
Mr S Cope	Director Development and Community Services
Mr M Kent	Director Financial and Information Services
Mrs M Clarke	Manager Collier Park Village (until 7.11pm)
Mr L Croxford	Manager Engineering Infrastructure (until 8.15pm)
Ms D Gray	Manager Financial Services
Mr R Kapur	Manager Development Assessment (until 8.08pm)
Mr R Bercov	Strategic Urban Planning Adviser (until 7.50pm)
Mr S McLaughlin	Legal and Governance Officer
Mrs K Russell	Minute Secretary

Apologies

Cr B Hearne Como Beach Ward

Gallery

There were 15 members of the public and 1 member of the press present

OPENING

The Mayor opened the Agenda Briefing at 5.30pm, welcomed everyone in attendance and advised on the format of the Briefing stating that Deputations would be heard first followed by any questions on the Deputation items and then the August Council Agenda reports would be presented by the Chief Executive Officer.

DEPUTATIONS

The Mayor opened Deputation at 5.36pm

**Mr Geoff Braid and Ms Pauline Chia (owners) 16 Third Avenue, Kensington
.....Agenda Item 10.3.1**

Mr Braid spoke for the officer recommendation but against several conditions recommendation relation to the proposed carport at 16 Third Avenue, Kensington and raised the following points:

- background re proposed carport
- agreement re installation of half brick piers / pitch roof
- Policy P370_T General Design Guidelines for Residential Development
- design compatibility / focus area / streetscape character

Ms Chia endorsed comments raised by Mr Braid and spoke of the intention to train an existing bougainvillea creeper over the carport roof to enhance the streetscape

Note: A copy of applicant's written submission/photographs supporting their Deputations was circulated to Elected Members prior to the commencement of the Agenda Briefing

Note: Cr Hasleby arrived at 5.38pm and Cr Trent at 5.41pm

Dr Linley Lutton of Hames Sharley (applicant)Agenda Item 10.3.2

Dr Lutton spoke against the officer recommendation in relation to the Bentley Technology Precinct Structure Plan on the following points:

- proposal background / meetings with Council Officers
- unbalance nature of officer report
- proposed amendments to TPS and MRS in relation to CoSP
- report focuses on small scale technical details
- overview of benefits to City of South Perth
- clarification of heritage / transport / and waste transfer station issues
- suggest 'in principle' support be put forward to progress to State level
- DAP (Detailed Area Plan) will address issues raised in officer report

Note: Cr Burrows arrived at 5.47pm

Mr Tom Engelbrecht, 4A Welwyn Ave, Manning (adjoining neighbour)..Agenda Item 10.3.3

Mr Engelbrecht spoke against the officer recommendation in relation to the proposed Change of Use from Single House to Consulting Rooms at 2 Welwyn Avenue, Manning and raised the following points:

- do not object to proposal in principle
- objection in relation to traffic concerns
- concerns in siting of driveway access to consulting rooms
- traffic concerns due to left turn off Manning Road

DECLARATIONS OF INTEREST : ITEM 10.3.4

Crs Doherty and Trent Item 10.3.4

In accordance with the Local Government (Rules of Conduct) Regulations 2007 Section 11 I declare that as a Member of the Board of Southcare I have an impartiality interest in Agenda Item 10.3.4 relating to the proposed new building at 53 Bickley Crescent, Manning to be used by Southcare - as such I will leave the Council Chamber during the discussion/debate on this item at the Agenda Briefing on 19 August and the Council Meeting on 26 August 2008

Cr Ozsdolay : Item 10.3.4

In accordance with the Local Government (Rules of Conduct) Regulations 2007 Section 11 I declare that as a Member of the Board of Southcare I have an impartiality interest in Agenda Item 10.3.4 relating to the proposed new building at 53 Bickley Crescent, Manning to be used by Southcare.

On advice from Council's Legal and Governance Officer, I will not leave the Council Chamber during the discussion/debate on this item at the Agenda Briefing on 19 August or the Council Meeting on 26 August 2008

Note: Crs Doherty and Trent left the Council Chamber at 6.45pm
Cr Ozsdolay remained in the Council Chamber.

Mr Gordon Chong representing Southcare.....Agenda Item 10.3.4

Mr Chong previously presented the proposal for a Building at No. 53 Bickley Crescent to be used by Southcare at the Major Development Briefing held on 6 August 2008. He endorsed the proposal in the August Council Agenda and stated he was available to respond to any questions/issues from Members.

Note: Following each of the Deputations questions were raised by Members and responded to by the presenters / officers.

Close of Deputations

The Mayor thanked the presenters and closed Deputations at 6.50pm

Note: Cr Trent returned to the Council Chamber at 6.50pm

AUGUST COUNCIL AGENDA REPORTS

The Chief Executive Officer presented a brief summary of each of the August Council Reports as follows. Questions and points of clarification were raised by Members and responded to by the officers.

10.0.1 Naming of Right-of-Way 123, Como

This report considers submissions received relating to the naming of ROW123 and makes a recommendation to the Geographic Names Committee to name the ROW "Tulip Lane"

Note: Cr Doherty returned to the Council Chamber at 6.55pm

NON DECLARATION OF INTEREST

Cr Smith stated that as he was a resident of the Collier Park Village and **not** the Hostel and as he had not applied to go into the Hostel that he had been advised that he was not required to Declare an Interest in Agenda Item 10.0.2.

10.0.2 Collier Park Village Hostel: Report on Submissions

This report advises on submissions received following Council's endorsement of a 'brief' calling for 'expressions of interest' for the ownership / management of the Collier Park Village Hostel at the May 2008 Council meeting.

Note: Manager Collier Park Village retired from the meeting at 7.11pm

10.0.3 Council Lounge

The purpose of this report is to review Policy P501 "Use of Council Facilities" particularly in relation to the Council Lounge.

10.0.4 Boatshed Cafe Lease

At the July 2008 meeting, Council endorsed the revised tenure and leasing arrangements for the Boatshed Café. This report deals with the consultation procedure required under the *Local Government Act* for the disposal of land and reports on any submissions received.

DECLARATION OF INTEREST : CR CALA : ITEM 10.0.4

In accordance with the Local Government (Rules of Conduct) Regulations 2007 Section 11 I wish to declare a Conflict of Interest in Agenda Item 10.2.1 - Concept Plans Refurbishment Library/Civic Hall As an employee of the architect for the project (Peter Hunt Architects) I will leave the Council Chamber during the discussion/debate on this item at the Agenda Briefing on 19 August and the Council Meeting on 26 August 2008.

Note: Cr Cala left the Council Chamber at 7.48pm

10.2.1 Refurbishment of Library/Civic Hall

This report summarises the progress to date on the Library and Civic Hall upgrade project to assist Council in progressing from concept plans to the preparation of detailed drawings for the new facility.

Note: Cr Cala returned to the Council Chamber at 7.30pm

10.3.1 Carport Addition 16 Third Avenue, Kensington *Subject of a Deputation*

This carport addition to an existing single house recommends a tiled roof vs the colorbond roof as proposed to bring it into conformity with Council's Design Guidelines Policy.

10.3.2 Bentley Technology Precinct *Subject of a Deputation*

The purpose of this report is to present an update on the Bentley Technology Precinct Structure Plan and identify a number of concerns identified by officers in relation to Scheme Amendments, which have not yet been resolved.

Note: Strategic Urban Planning Adviser retired from the meeting at 7.50pm

10.3.3 Change of Use 2 Welwyn Avenue, Manning *Subject of a Deputation*

This report considers an application for a Change of Use from Single House to Consulting Rooms at No. 2 Welwyn Avenue, Manning.

DECLARATION OF INTEREST : ITEM 10.3.4

Declarations as previously stated prior to Deputation on Item 10.3.4

Note: Crs Doherty and Trent left the Council Chamber at 7.55pm
Cr Ozsdolay remained in the Council Chamber.

10.3.4 Southcare - 53 Bickley Crescent *Subject of a Deputation*

This application is for a proposed building designed for use by Southcare and is referred to Council for determination as it constitutes a non-residential development within the Residential zone.

Note: Crs Doherty and Trent returned to the Council Chamber at 7.58pm

10.3.5 Six Multiple Dwellings - 152B Mill Point Road, South Perth

This reports deals with an application for 6 Multiple Dwellings in a 9 storey building and was previously approved by Council in October 2004 however the validity expired and therefore another application has now been submitted.

Note: Manager Development Assessment retired from the meeting at 8.08pm

10.4.1 Footpaths - Annual Tender

This report deals with an Annual Tender for the replacement of concrete slab footpaths.

10.4.2 Sweeping Services - Annual Tender

This report deals with an Annual Tender for the supply of sweeping services.

10.4.3 Traffic Management Services - Annual Tender

This report deals with an Annual Tender for the supply of traffic management services

10.5.1 Planning Approval Determined under Delegated Authority

The purpose of this report is to advise Council of applications for planning approval determined under delegated authority during the month of July 2008.

10.5.2 Common Seal

This report identifies the use of the Common Seal for the month of July 2008.

10.5.3 WALGA Systematic Sustainability Forum

The purpose of this report is to appoint Council Delegates to attend the state-wide Forum scheduled to be held on 15 September 2008 to address the responses to the recommendations contained in the WALGA draft report *The Journey - Local Government Sustainability into the Future*.

10.5.4 LG Sustainable Development Conference - Sydney

This report considers Councillor attendance at the Sustainable Development Conference 2008 to be held in Sydney in September.

10.6.1 Monthly Financial Management Accounts for July

This report presents the monthly management account summaries for July.

10.6.2 Monthly Statement of Funds, Investments and Debtors

This report presents to Council a statement summarising the effectiveness of treasury management for the month.

10.6.3 Warrant of Payments

This report lists accounts paid under Delegated Authority for the month of July 2008.

10.6.4 End of Year Financial Statements

10.6.5 Capital Projects

The Director Financial Services provided an update on the progress of report Item 10.6.4 and 10.6.5 and confirmed the reports would be circulated prior to the August Council Meeting.

10.6.6 Financial Variances

In accordance with current legislation this report identifies relevant variances between actual performance and budget expectations.

Closure

The Mayor closed to Agenda Briefing at 8.25pm and thanked everyone for their attendance.



NOTES

Concept Forum

Canning Bridge Study Update (2)

Held in the Council Briefing Room

Wednesday 27 August 2008

Commencing at 5.30pm

Present

Mayor J Best

Chairman

Councillors

I Haselby

Civic Ward

P Best

Como Beach Ward

BW Hearne

Como Beach Ward

T Burrows

Manning Ward

C A Cala

McDougall Ward

R Wells, JP

McDougall Ward

S Doherty

Moresby Ward

Officers

Mr S Bell

Director Infrastructure Services

Mr S Cope

Director Development and Community Services

Mr R Bercov

Strategic Urban Planning Adviser

Mrs G Fraser

Senior Strategic Planning Officer

Mr S Camillo

Manager Environmental Health and Rangers Services (until 6.47pm)

Ms N Cecchi

PA to Director Development and Community Services (Notes)

Presenters

Mr Hervé Calmy

Manager Planning Services (Project Director), GHD

Ms Anna Kelderman

Senior Planner, GHD

Apologies

Cr G W Gleeson

Civic Ward

Cr L P Ozsdolay

Manning Ward

Cr D S Smith

Mill Point Ward

Cr R Grayden

Mill Point Ward

Cr K R Trent, RFD

Moresby Ward

Mr C Frewing

Chief Executive Officer

OPENING

The Mayor opened the Concept Forum at 5.30pm, welcomed everyone in attendance and provided an overview on the current situation within the Canning Bridge Precinct. He then introduced the Director Infrastructure Services and the Manager Environmental Health and Ranger Services, who provided a brief history and overview of the parking situation on the following topics:

1. Parking

Number of available parking bays - 137;

Canning Bridge parking survey summary;

Issue - To manage street parking of commuters in the vicinity of the Canning Bridge Station so as to minimise the inconvenience to local residents;

Background;

Comment;

Identified options - (1) Set time limit for parking on the streets in close proximity to the station,

(2) Manage the kerb space by pavement markings;

Recommendation - Proceed with the marking of 'No Parking' zones in Davilak, Roberts and Lockhart Streets as outlined on the presented plan.

2. Canning Bridge Study Update (2)

Mr Hervé Calmy, GHD Project Director provided the following outcomes on the CoSP Community Engagement Forums held on 11 and 18 August 2008:

- Who drives this study?;
- What is the purpose of this study?;
- The study area;
- Study program - Stage 1 (Progress to today) / Stage 2 (Forward steps).

Community Forum 1 - 11 August (800 metres from rail station)

- Objectives;
- Who was invited;
- Attendance;
- Agenda;
- Focus groups;
- Key issues raised and discussed in focus groups - Parking / Traffic / Built form / Land use / Look and feel / Safety and security / Other comments.

Community Forum 2 - 18 August (400 metres from rail station)

- Objectives;
- Who was invited;
- Attendance;
- Agenda;
- Survey outcomes;
- Results of survey - Suggested changes or improvements;
- Planning / Transport aspect - Overall levels of satisfaction with planning / transport aspects;
- Densities;
- Growth scenarios;
- Focus groups;
- Key issues raised and discussed in focus groups - Parking / Traffic / Built form / Land use / Look and feel / Safety and security / Other (Precincts 1, 2,3 and 4);
- Infrastructure improvements possibilities;
- Perth metro and Peel anticipated growth (DPI);
- Sustainable growth distribution within existing urban zoned areas (DPI);
- Growth contribution of inner / middle LGA's;
- Anticipated dwelling number for South Perth based on existing distribution;
- What is the situation at Canning Bridge?

At the conclusion of the presentation, Council Members raised questions and points of clarification which were responded to by the presenters and City Officers.

“Where to from here?”

- The Mayor requested ‘black spot’ data from the Director Infrastructure Services.
- The Mayor and Director Development and Community Services to invite Professor Richard Weller, University of Western Australia to address Council Members.
- Obtain the train capacity from Public Transport Authority.

Closure

The Mayor thanked the presenters for addressing the briefing and closed the Concept Forum at 7.45pm.



NOTES

Concept Forum

Fiesta & Visioning 2030 Update

Held in the Council Briefing Room

Tuesday 2 September 2008

Commencing at 5.30pm

Present

Mayor J Best

Chairman

Councillors

I Haselby

Civic Ward (arrived 5.40pm)

P Best

Como Beach Ward

BW Hearne

Como Beach Ward

T Burrows

Manning Ward

L P Ozsdolay

Manning Ward

C A Cala

McDougall Ward

R Grayden

Mill Point Ward (arrived 5.45pm)

S Doherty

Moresby Ward

K R Trent, RFD

Moresby Ward

Officers:

Mr C Frewing

Chief Executive Officer

Mr S Cope

Director Development and Community Services

Mr N Kegie

Manager Community, Culture and Recreation

Ms H Doran Wu

Community Development Coordinator

Ms Sian Brown

Arts and Events Coordinator

Apologies

Cr D S Smith

Mill Point Ward

OPENING

The Mayor opened the Concept Forum at 5.30pm and welcomed everyone in attendance. The Chief Executive Officer provided some introductory comments and then invited the Community Development Coordinator to address Members.

1. Visioning 2030 Update

Helen Doran Wu, Community Development Coordinator gave a presentation on the following topics:

- Background - Council's involvement in the development of the Visioning project and the administrative work that has been undertaken to underpin the project.

- Key Personnel and Organisations
 - the role of guest consultant Steven Ames who will be working with community members, Elected Members and City staff in the week commencing 8 September.,
 - Tim Muirhead and Associates who have been contracted to undertake broader community consultation and prepare documentation over the life of the project and the Youth based organisation Millennium Kids that will be coordinating and facilitating a youth engagement activity on 23 October.

- Key Milestones

Date	Event
9-11 September 2008	Steven Ames workshop series
17 September 2008	Councillor Workshop with consultant
October / November 2008r	Community Stakeholder Workshops
23 October 2008	Youth Summit
2 December 2008	Elected Members Briefing
January 2009	Australia Day - opportunity to consult
March 2009	Fiesta Youth engagement Focus Groups
April 2009	Visioning Conference
August 2009	Draft visioning document completed

Note: Ideas and issues raised during the briefing were noted for further discussion during the Elected Member Concept Forums scheduled for September.

Handouts of the presentation were distributed to Elected Members

2. **Fiesta Update**

The Manager Community Culture and Recreation provided a debriefing on Fiesta 2008. He then provided an overview of the work undertaken in preparation for Fiesta 2009 as follows:

- summary of the events / activities
- community partners
- involvement of schools
- support of sponsors
- results of a community survey
- successes of the Fiesta
- challenges for future Fiesta events

Noted success of the Fiesta program included:

- Increased involvement by Community Groups and Sporting Clubs
- Greater interest in the Old Mill through Fiesta events
- The innovative Opening performance involving Skadada Aerial Circus
- The involvement of a prominent local artist through the Heritage House At Exhibition
- The introduction of a family event in Manning

Work Undertaken for Fiesta 2009 included:

- Establishing a Framework for 2009
- How Visioning outcomes can be incorporated into the program
- The development of three 'anchor' events
- Identified new initiatives for 2009
- The need to review how young people can participate in the program
- Identifying Potential Community Partners, sponsors and funding partners

Where to From Here

Ideas for the 2009 program were noted for the planning process. Elected Members will receive updates on the development of the 2009 program through the Bulletin including information regarding potential partnering and sponsorship opportunities.

Note: Handouts at the briefing on the Fiesta 2009 topic included copies of the presentation, copies of the community survey form and information about one of the City's community Partners, Unwrapped: the marketplace.

3. Closure

The Mayor thanked the presenters for addressing the briefing and closed the Concept Forum at 7.30pm.



NOTES

Concept Forum

- St Mary's Anglican Church Restoration
- 338 Canning Highway, cnr Todd Avenue
- Change of use Single House to Veterinary Clinic
- Parking Study Update

Held in the Council Briefing Room

Wednesday 3 September 2008

Commencing at 5.30pm

Present

Mayor J Best

Chairman

Councillors

G W Gleeson

Civic Ward (from 5.42pm to 7.50pm)

I Hasleby

Civic Ward (from 6.05pm to 7.11pm)

P Best

Como Beach Ward (from 5.45pm)

T Burrows

Manning Ward (until 6.30pm)

L P Ozsdolay

Manning Ward

C A Cala

McDougall Ward

R Wells, JP

McDougall Ward

R Grayden

Mill Point Ward

S Doherty

Moresby Ward

K R Trent, RFD

Moresby Ward

Officers:

Mr C Frewing

Chief Executive Officer

Mr S Bell

Director Engineering Infrastructure (from 6.45pm)

Mr S Cope

Director Development and Community Services

Mr S Camillo

Manager Environmental Health and Ranger Services (from 6.45pm to 7.03pm)

Mr R Kapur

Manager Development Assessment (until 6.45pm)

Ms N Cecchi

PA to Director Development & Community Services (Notes)

Presenters

Mr John Meagher

St Mary's Church

Ms Claire Rossi

St Mary's Church

Mr Lee Rodda

RPS Koltasz Smith

Mr Ian Harris

Architect

Mr Andrew Buchanan

Owner - 338 Canning Highway

Mr Darren Levey

Uloth and Associates

Apologies

Cr D S Smith

Mill Point Ward

Cr BW Hearne

Como Beach Ward

OPENING

The Mayor opened the Concept Forum at 5.30pm and welcomed everyone in attendance.

1. St Mary's Anglican Church Restoration

Note: *This item was closed to the public*

The Mayor introduced John Meagher, Rector and Clair Rossi, Priest's Warden who both provided a brief history and an overview on the task of conserving and restoring the church building. A request was made for Council Members to support St Mary's Anglican Church to locate funding to ensure that it remains a landmark in South Perth.

At the conclusion of the presentation, Council Members raised questions and points of clarification which were responded to by the presenters.

The Mayor thanked the presenters for addressing the briefing and encouraged them to persevere with further funding resources. The presenters left the Concept Forum at 5.55pm.

2. Change of Use -Single House to Veterinary Clinic 338 Canning Highway, cnr Todd Avenue

Note: *This item was **Open** to the public. There was one member of the public present in the gallery*

The Mayor welcomed the presenters and introduced Mr Andrew Buchanan who provided a brief history / background of the practice. Mr Lee Rhodda and Mr Ian Harris provided the following overview of the proposal:

- Existing Millpoint Vet Centre;
- Property location;
- Existing two-storey residential dwelling;
- Subject site;
- Major additions / improvements;
- Car parking area;
- Site / Ground floor / Upper floor / Elevation plans;
- Operation of Vet Clinic;
- Planning considerations - Car parking / Traffic and vehicular access / Acoustics / Other relevant matters;
- Public comment; and
- Summary.

At the conclusion of the presentation, Council Members raised questions and points of clarification which were responded to by the presenters and City officers in relation to the following issues:

- DPI - Canning Highway widening;
- Neighbours' petition;
- Screening;
- On site parking
- Animal noises;
- Anti-social behaviour;
- Drugs; and
- 'Visiting' animals.

Note Cr Burrows left the Concept Forum at 6.30pm.

The Mayor suggested that Mr Buchanan make direct contact with the neighbours in the vicinity. He then thanked the presenters and member of the public for their attendance. The presenters and member of the public left the Concept Forum at 6.45pm.

3. **Parking Study Update**

Note: *This item was closed to the public*

The Mayor introduced Mr Darren Levey of Uloth and Associates and welcomed him to the meeting. Mr Levey and the Director Development and Community Services provided background on the Parking Study. Mr Levey then gave the following overview of the study undertaken for the Peninsula and proposed South Perth Railway Station area:

Note Cr Hasleby left the Concept Forum at 7.11pm.

- Overall study area and survey precincts;
- Overall study objectives;
- Parking infrastructure;
- Existing parking infrastructure;
- Parking restrictions;
- Existing parking restrictions;
- Surveyed parking demand;
- Surveyed peak period parking durations;
- Analysis of duration and restrictions;
- Vehicle overstaying restrictions;
- Recommended overall parking strategy;
- Peninsula / Business / Commercial precincts - Specific recommendations;
- Recommended parking strategy; and
- Recommended permit availability.

Note Cr Gleeson left the Concept Forum at 7.50pm.

At the conclusion of the presentation, Council Members raised the following questions and points of clarification which were responded to by the presenter and City officers:

- Parking supply and restrictions.
- Windsor Hotel car park - SAT decision.
- Park and walk.
- Variance in fees.
- Permit fees.

4. **Closure**

The Mayor thanked the presenters for addressing the briefing and closed the Concept Forum at 8.05pm.

DELEGATE'S REPORT

RIVERS REGIONAL COUNCIL

This report relates to the Ordinary Council Meeting of the **Rivers Regional Council** (formerly South East Metropolitan Regional Council) held 21 August 2008 at the City of South Perth.

The attached Table of contents was considered by the Regional Council at its meeting. This opportunity is taken to draw the following matters to the attention of Council which may be of particular interest.

If further information relating to any of the items listed on the Table of Contents is required, the complete Minutes are available on the *iCouncil* website and in the Council Lounge. An approach has been made to the Regional Council requesting that the Minutes be published on the Regional Council webpage. As Delegates to the Regional Council, we are supported by the CEO, Director Development and Community Services and Manager Environmental Health Services.

There are no items contained on the agenda of the meeting that warrant particular comment at this time other than item 16.1 relating to the Municipal Waste Advisory Council.

The Manager Environmental Health and Ranger Services, Sebastian Camillo is the officer delegate to the Municipal Waste Advisory Committee [MWAC] and he provided a summary of the significant items discussed at the MWAC meeting held on the previous evening, Wednesday 20 August 2008. These included:

- A zero waste plan working group was formed to liaise with the Department of Environment and Conservation [DEC];
- MWAC is working on a response to the Commonwealth Government's Green Paper on the Carbon Pollution Reduction Scheme - and a submission will be made by 10 September 2008;
- MWAC is also reviewing its Strategic Plan and a timeline for the review was presented to the Committee. A small working group was formed to progress this issue;
- A discussion occurred on alternative waste treatment opportunities and MWAC has formed a funding relationship with DEC;
- Discussions have also been occurring with DEC on the proposed application of the waste levy and a discussion paper on this subject for non metropolitan councils was considered;
- A presentation by Barry Carbon the Chairman of the EPA was also made and addressed the following topics:

- Status of various projects;
- Management of organics;
- Container Deposit Legislation; and
- Sustainable contingencies of major landfill sites.

In addition, at the conclusion of the meeting a presentation was made by Mr Bill Marchbank of Cardno Consultants on the topic of the Strategic Waste Management Plan for the Regional Council. The presentation covered the issues of collection of base data from within the region including current and future population growth as well as anticipated waste disposal tonnages over the next 20 years or so.

The key findings of the study are as follows:

- o Well managed offering good service levels
- o Some good examples of material recovery measures
- o High levels of compliance with legislative and regulatory requirements - some areas for improvement
- o Strong network of data collection
- o Great potential for future developments - waste transfer stations and recovery facilities
- o Strong network of LGA staff across the region with a strong push for further progress, eg support for the Alternative Waste Treatment Facility [AWT]
- o Great experience and knowledge within the LGA staff - opportunities to expand and share these resources
- o A great support network for the RRC AWT facility

It is anticipated that the Regional Council will advertise the draft Strategic Waste Management Plan for the opportunity for the community to comment during September and the responses will be considered by the Regional Council at its meeting in October. On this basis, the plan will be referred to the member councils for consideration in November so that the Regional Council can consider member council responses at its December meeting when it is planned to adopt the Plan for final presentation to the Department of Environment and Conservation.

Delegates: Mayor Best
Cr K Trent

Rivers Regional Council

Meeting 21 August 2008

Agenda Items

1. Declaration Of Opening/Announcement F Visitors
2. Attendance And Apologies
3. Disclosure Of Interest
4. Announcements By The Chair Without Discussion
5. Response To Previous Questions Taken On Notice
6. Public Question Time
7. Applications For Leave Of Absence
8. Petitions, Deputations And Presentations
9. Confirmation Of Minutes Of The Previous Meeting
 - 9.1 Confirmation Of The Minutes Of The Ordinary Council Meeting Held On 19 June 2008.
10. Questions By Members Of Which Due Notice Has Been Given
11. Questions Without Notice
12. Announcements Of Confidential Matters For Which The Meeting May Be Closed To The Public
13. Business Not Dealt With From Previous Meeting
14. Reports Of Officers
 - 14.1 Payments For The Period 1 June 2008 To 30 June 2008
 - 14.2 Financial Report For The Period Ending 30 June 2008
 - 14.3 Regional Waste Education Officer – Progress Report
 - 14.4 Chief Executive Officer – Annual Performance Review
 - 14.5 Ceo – Activity Update
15. Reports Of Committees
16. Reports Of Delegates
17. Elected Member Motions Of Which Previous Notice Has Been Given
18. New Business Of An Urgent Nature Approved By The Chairman Or By Decision Of The Meeting
19. Confidential Matters For Which The Meeting May Be Closed To The Public
20. Advice Of Next Meeting
21. Closure



Meath Care (Inc)
Meath HomeCare

EXPRESSION OF INTEREST

COLLIER PARK HOSTEL

JULY 2008

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MEATH CARE (INC)

Meath Care (Inc) is a registered Public Benefit Institution – often referred to as a ‘not for profit’ organisation – where Meath is able to utilise the associated taxation advantages to provide very high standards of excellence in the delivery of services to its many residents.

Meath Care (Inc) is a niche market aged care provider with three sites in the Perth metropolitan area. The first site is located in Trigg with a second site in Como. Meath is currently developing its third site in Kingsley at a cost of approximately \$40 million. This will incorporate a 125 bed supported accommodation unit (hostel) catering for low, high and dementia care residents, 38 independent living villas and 10 assisted living villas for people who need additional services in their own home environment. The Kingsley site already has occupants in the 38 independent living villas (ILV’s).

Both the Trigg and Como sites operate supported accommodation (hostel) and independent living villas which provide residents with services that enable them to enjoy life and have the benefits of being able to transfer to the high care facility at Kingsley after it opens in later this year. This is true ageing in place accommodation.

The new facility at Kingsley embraces best practice in aged care together with the latest advances in aged care housing and the needs of residents who are now demanding a high standard of accommodation and facilities that provide a lifestyle environment. It has also incorporated wherever possible the best in environmental architectural practice and construction in an effort to future proof the development. As indicated earlier, residents have now moved into the independent living villas and it is expected that the hostel will be ready for occupancy later this year.

With the new Kingsley development underway, Meath is now looking at redeveloping its two sites in Como and Trigg in order to provide better facilities for residents in order to maximise the investment it has in these sites and to meet the increase in demand for high quality aged care accommodation and services.

OUR VISION

To be an exemplary organisation providing quality care in an appropriate environment for the aged.

OUR MISSION

To achieve our Vision by the systematic development and implementation of strategies that have challenging, responsible and achievable objectives, particularly recognising:

- The quality of life
- The value of service
- The duty of care
- And the need for accountability in our changing social and economic environment

OUR VALUES

- Understanding
- Responsiveness
- Balance
- Challenge
- Collaboration
- Inclusiveness
- Integrity
- Learning

STRATEGIC OVERVIEW

The calendar year 2008 provides an opportunity for the City of South Perth and Meath Care to develop and implement a major redevelopment of aged care facilities within the City of South Perth. This opportunity would greatly enhance the facilities provided for the ageing population in the City of South Perth, thus contributing to its Vision - 'Perth's most liveable community - celebrating our history and riverside location and creating the opportunities of the future.'

To implement the strategy, Meath would propose to use the identified section of Lot 3297, vested in the City of South Perth, for the construction and long term operation of a state of the art Ageing in Place complex. In addition there is also the potential for not only an ageing in place complex, but also for a new Assisted Living (ALV) complex. This would ensure excellence in care for the ageing in the City of South Perth through the integration of the City of South Perth's ILV's, the new ageing in place complex and the new ALV's being proposed by Meath Care.

Meath's architect would use the natural contours of the site to achieve the best design outcome as it progresses towards a new hostel complex of approximately 125 rooms catering for dementia, high and low care residents.

When the new facility is completed, Meath Care would plan to move the Collier Park (40) and Meath Care (64) hostel residents into the new facility. These current residents together with an additional 20 new residents would be provided with the very latest in care facilities, exceptional care and ageing in place in the proposed 125 bed new hostel incorporating an additional 20 new bed licences for which Meath would apply.

Following the construction, accreditation and certification of the new hostel and the relocation of residents, Meath would then convert the current Collier Park Hostel into independent living villas to provide twenty units for residents who have a close association with or would wish to live in the South Perth/Como area. Meath would need a long term lease of the current Collier Park Hostel complex with guaranteed access to the complex for this to be viable.

Meath would then redevelop their Como site to utilise the area vacated by the hostel residents to provide additional independent living villas and apartments, thus increasing the opportunity for more City of South Perth ageing residents to down size into accessible housing of the latest design in their preferred residential area, close to facilities they have used for much of their lives.

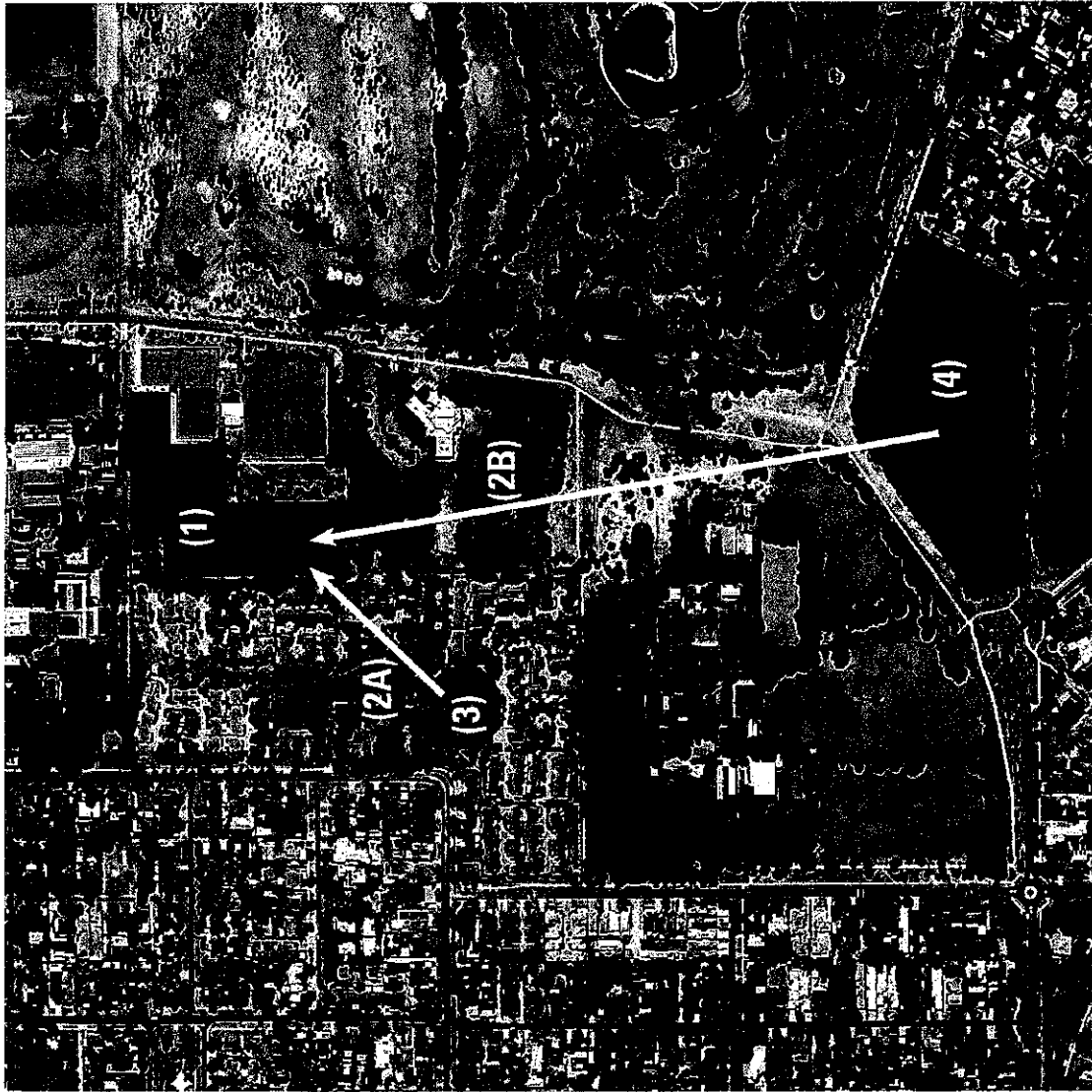
To achieve the foregoing outcomes would involve Meath Care in:

1. A Due Diligence of the land available for the proposed new hostel and the current buildings of the Collier Park Hostel
2. An invitation to the City of South Perth Councillors and Management to have an inspection of Meath Care's latest facility at Kingsley to see how Meath has addressed the challenges of a green field site
3. A Working Party comprising City of South Perth representatives with Meath Care representatives as the starting point of the Planning Preparation Phase to help Meath ensure that the broad macro proposal would complement the plans of the City of South Perth for the overall Collier Park and Meath Care Como areas

As part of the implementation of the Strategic Plan, Meath Care would look to take over the day to day management and operation of the Collier Park Hostel from early 2009. As part of this process after the necessary Due Diligence has been completed, Meath Care would require the Collier Park Hostel building to:

1. Comply with the relevant Fire and Safety requirements as per the 2008 Certification of the Collier Park Hostel by the Commonwealth Government at the expense of the City of South Perth
2. All money owing in accommodation bonds to be paid by the City of South Perth to Meath on settlement
3. No further concession would be given on ingoing payments to Collier Park Village residents moving into the Meath Care Hostel.

The diagram on the following page is a graphic representation of Meath's Strategic Vision for the phasing of the development of the Collier Park Hostel, vacant Lot 3297 and the Meath Care site.



Phasing Proposal

1. New Aging in Place Care Facility.
- 2A. Relocate Collier Park hostel residents to new facility.
- 2B. Relocate Meath Care Como Hostel residents to new facility.
3. Refurbish existing Collier Park Hostel building.
4. Future redevelopment of Meath Care Como.

Meath Care - Expression of Interest - Collier Park Hostel

August - 2008



PART A – EXISTING SERVICE

The EOI document asks the respondent to address the following issues. Whilst the responses are also found in the Strategic Overview, these issues are addressed below:

- **Will the existing facility be required in any future arrangement?** The Hostel building will be required to house existing hostel residents until the new hostel facility is constructed and it will then be refurbished as Independent Living accommodation to be operated by Meath Care.
- **What role would the City have in either operating or managing the service under Meath's proposal?** The City would not have a role in either operating or managing the service. Meath Care would undertake this for the City of South Perth and the hostel would operate as a part of the Meath Care total operation.
- **Any future financial return to the City or obligations imposed on the City?** Meath Care would expect that there would be no financial return to the City because Meath Care would take over the total expenditure for the hostel at its cost except for the specific items of:
 - The provision of funds to cover the cost of repaying resident bonds currently outstanding
 - Cost of making the Collier Park Hostel comply with Commonwealth Fire and Safety requirements as agreed with the Commonwealth
 - The provision of funds to cover staff entitlements such as accrued Long Service Leave and accrued outstanding leave
- **The term of any future arrangement (if limited)?** Not applicable
- **How residents will be affected?** Residents will be offered the normal high standard of caring applicable in all Meath Care facilities and will later be moved into a new state of the art facility with three levels of ageing in place caring – dementia, high and low care. On entry to the Collier Park Hostel or the new facility, residents from the Collier Park Village will be required to pay a market competitive accommodation bond.
- **If residents are to be relocated off site, details of how this would occur and how residents and their families would be involved and informed?** This will not be applicable until the new facility is constructed and commissioned and then the facility will be adjacent to the current site. As part of the relocation process Meath Care commits to a consultation process that will ensure affected residents and their families are fully conversant with the full process. Meath Care would also recognise the roles of the City of South Perth and the Commonwealth as key stakeholders.
- **How staff will be affected?** Permanent staff who wish to be transferred to Meath Care will retain their outstanding leave entitlements up to the time they are employed by Meath Care and will then have the option of an outstanding leave payout by the City of South Perth or transferring the entitlement to Meath Care to provide for continuous service (Meath Care to be reimbursed this money as outlined above). Meath will discuss the possible options available for casual employees with each person on an individual basis.
- **What arrangements would apply to resident bonds for current and future residents?** The value of current resident bonds would be transferred from the City of South Perth to Meath

Care. Future bonds would be collected by and retained by Meath Care under the rules as determined by the Commonwealth Government.

- **What arrangements would apply to the value of the bed licences if residents were to be relocated off-site or retained on site?** The licences would be transferred to Meath Care when the residents of the Collier Park Hostel move to the proposed new hostel facility. Meath Care looks forward to negotiations that would establish a dollar value for the City of South Perth's contribution to this project.

Part B POSSIBLE FUTURE SERVICE

Lot 3297

- **Whether you are interested in developing this land for Hostel type use?** Meath Care is most interested in developing this land for Hostel type use as outlined in the Strategic Vision above. The use of this land is fundamental to this EOI. Meath Care would be looking to developing an ageing in place complex and possibly associated Assisted Living Villas (ALV'S) on a parcel of land from Lot 3297 under a separate title.

As part of Meath Care's Due Diligence, we would work with the City of South Perth to determine the best complex shape and land allocation. An example of Meath Care's use of land contours to construct a hostel can be seen at the new Meath Care Kingsley site. Meath Care would also be interested in developing further ALV's on any land not identified for the ageing in place development or the South Perth Lawn Tennis Club.

- **If interest is shown in the development of this land as a Hostel:**
 - **Would this be separate to or in addition to the existing Hostel?** As outlined earlier, this would be for a stand alone Hostel operated by Meath Care in association with its Como site.
 - **If separate to the existing Hostel, would the existing residents be able to be relocated and if so, under what circumstances?** Existing Collier Park Hostel residents would be relocated and in this change, the only variation in their fees would be as approved and allowed under the Federal Government Regulations. Meath has extensive experience in relocating residents expeditiously and at no stress to either them or their families, as relocation took place on the Como and Trigg sites following the additions and refurbishment of both sites.
- **If you are interested in developing this land:**
 - **What sort of development would you propose?** The development as outlined earlier in this Submission would be a 125 bed ageing in place hostel providing dementia, low and high care. Associated facilities in the Hostel would include:
 - A hydrotherapy heated pool

- Physiotherapy and Occupational Health facilities
 - Day Spa assisted bath facilities
 - Activity rooms
 - Resident dining rooms
 - Resident formal and informal seating areas
 - Balcony outdoor areas
 - A coffee shop facility for residents and families
 - Chapel
 - Home theatre
 - Internet room
 - Library
 - Full kitchen and laundry facilities
 - Walking area for dementia residents
- **When would you be able to commence construction and operations?** Meath would envisage that following Due Diligence, the City of South Perth would be able to expedite the necessary planning and other approvals. With assistance from the City, it is not unreasonable to commence development and construction in early 2010. Meath Care would expect that the construction, certification and accreditation and start up would take between 30 – 36 months
- **What land tenure would you require and under what circumstances?** Ideally Meath Care would require land availability from Lot 3297 to be a grant in perpetuity or a very long term lease at peppercorn rental to allow for the funding of the up to \$45 million for the construction and operation of a state of the art facility in the City of South Perth. Meath Care would look forward to negotiations with the City, Department of Lands and the South Perth Lawn Tennis Club to determine land availability.

Financial Return to the City of South Perth

The financial return to the City of South Perth after bringing the current Collier Park Hostel to the condition required by the Commonwealth Government in 2008/2009 would, using your snapshot data of 30/6/2007 would give the City a saving of \$161,814 per annum and the removal of all further obligations for the operation, capital and ongoing maintenance and care of the residents in the Collier Park Hostel other than those outlined earlier in this submission.

Transformation approach and organisational ability

Meath Care with their extensive experience in aged care, would draw on their wide ranging expertise in taking over the TPI site in 2001, where, in a totally seamless approach the management ensured that the well being of residents and concerns of their families were addressed in the most caring and efficient manner. Earlier this year, Meath Care's Emergency Plan was implemented following a rupture of the main fire line at the Trigg hostel. All residents were relocated immediately to other facilities with no affects to the care of residents or the advice to families.

Meath Care reputation

Meath Care is very proud to report that it has, under every Accreditation and Audit a fully compliant Accreditation incorporating the 4 Standards and 44 Outcomes for both its Trigg and Como facilities.

Next steps

After recognising the need for the necessary Due Diligence to be undertaken as previously outlined, Meath Care would again extend an invitation to the City of South Perth Councillors and Management to have an inspection of Meath Care's latest facility at Kingsley to see how Meath has addressed the challenges of a green field site and that a Working Party comprising City of South Perth representatives with Meath Care representatives meet as the starting point of the Planning Preparation Phase to help Meath Care ensure that the broad macro proposal would complement the plan of the City of South Perth for the overall Collier Park and Meath Care Como areas

Referees

Anglican Community Fund – Mr. Jeff Vance (phone 9325 4182) in the short term absence overseas of the Anglican Diocesan Secretary Mr. Brian Dixon (phone 9325 7455)

DesignInc – Perth Director – Mr. Ron Jee (phone 9321 3199)

Cardno WA Pty Ltd (formerly BSD) – Mr. John King, Western Division Manager 9273 3888. Mr. King has also served as Chairman of Meath Care (Inc.) and is currently Deputy Chairman

Submission of Expression of Interest Declaration

I/We.....

(Name of Consultant): MEATH CARE (INC)

Address: 77 LYNN ST TRIGG WA 6089

ABN/GST status: 93 950 059 152

ACN (if any): _____

Telephone: 08) 92439501 Fax: 08) 94473230

E-mail: joan@meath.org.au

I/we agree to be bound by and comply with the conditions of submitting this Expression of Interest.

I/We acknowledge that the City may seek clarification of any matter contained in the submission, may require additional information to be provided at the Expression of Interest stage and may require additional information at the Tender stage should the submission be short listed for further consideration.

I/we acknowledge that all the information provided in the submission is accurate.

In signing this I/we acknowledge that I/we can bind the organisation to this submission and, agree that the City is not bound to any particular course of action and the City will not be liable for any action as a result of this process.

Date: 30th July 2008

Signed: [Signature]

Name: VARIAN Joan Rita Elizabeth

Position: Chief Executive Officer

Signed: _____

Name: _____

Position: _____

LOCAL GOVERNMENT ACT 1995

CITY OF SOUTH PERTH

AMENDMENT (PARKING & PENALTY UNITS) LOCAL LAW 2008

Under the powers conferred by the *Local Government Act 1995* and under all other powers, the Council of the City of South Perth resolved on 23 September 2008 to make the following local law.

Part 1 - Preliminary

1.1 Citation

This Local Law may be cited as the *City of South Perth Amendment (Parking & Penalty Units) Local Law 2008*.

1.2 Commencement

This Local Law comes into operation 14 days after the day it is published in the *Government Gazette*.

1.3 Application and intent

The application and intent of this Local Law is to amend certain local laws to provide for the Scheduling of General No Parking Zones in the City of South Perth and for increasing the value of a penalty unit as prescribed in the Schedule to the local law.

1.4 Local Laws Amended

The local laws amended are -

- (a) the *City of South Perth Parking Local Law* as published in the *Government Gazette* on 23 December 2003 and amended as published in the *Government Gazette* on 17 December 2004, 29 November 2005 and 5 October 2007; and
- (b) the *City of South Perth Penalty Units Local Law* as published in the *Government Gazette* on 20 June 2003 and amended as published in the *Government Gazette* on 23 December 2003 and 17 December 2004

Part 2 - Amendment of Local Laws

Division 1 - City of South Perth Parking Local Law

2.1 The local law to be amended in this Division is the *City of South Perth Parking Local Law*.

2.2 Schedule 4 - General No Parking Zone - is amended by deleting the second paragraph and inserting instead -

“From 6:00 a.m. to 6:00 p.m. on 1 & 2 November 2008, the area contained within the Wards of Civic and Mill Point in the City of South Perth which area is bounded by and includes South Terrace to the south, Canning Highway to the east and the Swan River foreshore to the west and north is declared to be a General No Parking Zone for the purposes of this local law.”

Division 2 - City of South Perth Penalty Units Local Law

- 3.1** The local law to be amended in this Division is the *City of South Perth Penalty Units Local Law*.
- 3.2** Schedule 1 is amended by inserting the following text in the table contained within the Schedule:

<i>City of South Perth Parking Local Law</i>	All Clauses prescribed in Schedule 2	The area contained within the Wards of Civic and Mill Point in the City of South Perth which area is bounded by and includes South Terrace to the south, Canning Highway to the east and the Swan River foreshore to the west and north	1 & 2 November 2008	6.00 am to 6.00 pm
--	--------------------------------------	---	---------------------	--------------------

The Common Seal of the City of South Perth was affixed by the authority of a resolution of the Council in the presence of:

James Best
Mayor

Cliff Frewing
Chief Executive Officer

operations directors
GENE KOLTASZ • PETER GLEED • ROD DIXON

technical directors
MATT ZUVELA • STAN LAWRENCE • BROWN • NEIL THOM



9 June 2008

Our Ref: 3376 Perth Office

The Chief Executive Officer
City of South Perth
Cnr Sandgate Street & South Terrace
SOUTH PERTH WA 6151

CITY OF SOUTH PERTH	
11 JUN 2008	
Doc ID No:	
File No:	CA61338
Original To:	PS
Action <input checked="" type="checkbox"/>	Info <input type="checkbox"/> File <input type="checkbox"/>

Dear Sir,

Re: Proposed Change of Use Development Application – Lot 531 (338) Canning Highway, Como (Proposed “Veterinary Clinic”)

RPS Koltasz Smith has been engaged by the landowner, Mr Andrew Buchanan, of the abovementioned property to seek approval for a change of use.

Please find enclosed the following information with respect to this application:

- a) Schedule 6 Form of Application for Planning Approval signed by the landowner;
- b) MRS Form 1 signed by the landowner;
- c) Cheque for \$235.00 payable to the City of South Perth;
- d) Completed Development Application Checklist;
- e) Current copy of the Certificate of Title for the subject land;
- f) Three (3) copies of a feature survey prepared by JBA Surveys;
- g) Three (3) copies of the proposed site plan, floor plan and elevations;
- h) Three (3) copies of an Acoustic Report prepared by Herring Storer Acoustics; and
- i) Three (3) copies of a Transport Statement prepared by Transcore.

We consider the enclosed information adequately demonstrates the appropriateness of the proposed change of use and seek Council’s support at the earliest opportunity.

1. Site Description

The subject land is located on the south-eastern side of the Canning Highway / Todd Avenue intersection in the locality of Como (refer **Figure 1 – Location Plan**). The site is currently accessed via an existing crossover from Todd Avenue.

The site comprises a total land area of 997m². The site contains an existing two-storey brick and tile building, with a 2.5 metre high masonry wall located along the full length of both the northern and western boundaries of the site (refer **Plate 1**).

The site enjoys a central location that can be accessed by the residential areas of Como, South Perth, Manning and Salter Point.

2. Proposed Land Use & Development

It is proposed to convert the existing two-storey building and vacant land for use as a ‘Veterinary Clinic’. The existing rear sheds and swimming pool are proposed to be removed as part of this application.

As indicated on the enclosed site plan and floor plan, the proposed veterinary clinic will include:

- A car parking area for fourteen (14) vehicles, including one (1) ACROD bay;
- The enclosure of the existing patio, creating a new entry / waiting area; and
- A new bin enclosure;

Internally, the proposed veterinary clinic will include:

- Two (2) consulting rooms;
- One (1) surgery room;
- One (1) X-ray room;
- One (1) hydrobath;
- One (1) prep room;
- One (1) recovery room;
- A waiting / reception area; and
- Associated staff facilities.

The proposed car parking area is located at the rear of Lot 531, with access being gained via a new proposed crossover from Todd Avenue. The existing crossover will be removed, and the verge reinstated. The proposed car parking area will include areas of landscaping, with the existing trees located along the eastern boundary being retained to assist in the protection of amenity to surrounding residential properties. Overall, the site proposes approximately forty (40) per cent landscaped area.

Signage is not proposed as part of this application and will be subject to a separate application lodged with the City of South Perth following the favourable determination of this proposal.

3. Operational Overview

The proposed veterinary clinic will comprise a maximum of five (5) staff members, including a maximum of two (2) veterinary doctors (practitioners) located on site at any one time. The clinic is operated on a 'By Appointment' basis.

Our client, Mr Andrew Buchanan, will be the primary practitioner operating at the proposed veterinary clinic. An independent specialist practitioner will be present on site between the hours of 1pm and 4pm on Mondays only (NOTE: There will be only one (1) practitioner consulting at any one time).

The proposed operating hours of the proposed veterinary clinic will be:

Monday – Friday:	7:30am – 7pm
Saturday:	8am – 1pm

The proposed consulting hours of the proposed veterinary clinic will be:

Monday – Friday:	9am – 12pm and 4:30pm – 6:30pm
Monday (independent consultant):	1pm – 4pm
Saturday:	9am – 12:30pm

The proposed veterinary clinic will not be available for any after hours emergency calls, with any enquiries for this service being referred to the Murdoch Pet Emergency Centre via an answering machine message.

No animals are proposed to be held on the premises over night.

4. Town Planning Considerations

The land is zoned "Urban" under the Metropolitan Region Scheme (MRS) and "Residential R80" under the City of South Perth's Town Planning Scheme No. 6 (TPS No. 6). The land is also affected by a Primary Region Road reservation under the MRS.

The proposal envisages a change of use from "Residential" to "Veterinary Clinic". The proposed land use of "Veterinary Clinic" is a 'DC' use within the "Residential" zone of TPS No. 6, meaning *"a discretionary use with consultation and means that the use is not permitted unless the Council has exercised its discretion by granting planning approval after giving notice in accordance with Clause 7.3."*

The Canning Highway frontage has a road widening requirement, consuming a portion of Lot 531 of approximately 17.5 metres in width. The Primary Regional Road reservation is shown on **Figure 2 – Zoning Plan**, and as illustrated, the reservation requirement runs through a portion of the existing dwelling. In reviewing Council Policy, specifically, Planning Policy P374 – Land Reserved for Road Widening, it is recognised that as part of any approval issued by Council, that a condition may be applied to require the applicant to subdivide the reserved land from the balance of the development site, where lots are affected by a Primary Regional Road reservation.

We note that Point 4 of this Policy states that there may be an inconsistency between the extent of land reserved for road widening, and the actual land required for this purpose. In this case, the Policy goes on to state that the City may approve a variation from the provisions of this Planning Policy. From discussions with the Department of Planning and Infrastructure and Main Roads WA, it is our understanding that the land reserved for road widening is less than what will eventually be required for any widening of Canning Highway, if at all. In this regard, we request Council's discretion on this matter, so as not to enforce a requirement to subdivide the portion of land reserved for road widening.

No new additions / improvements are proposed within this road reservation.

The new entry / waiting room addition will replace the existing patio area and is well setback from all boundaries, complying with the minimum setback provisions of Table 4 of TPS No. 6. The new bin enclosure is 1.5 metres in height, and given the existing 2.5 metre brick screen wall located along the northern boundary, it will not be visible from Todd Avenue.

In accordance with Table 4 of TPS No. 6, the maximum number of practitioners in areas coded R25 and above is two (2). As stated previously, there will be a maximum of two (2) practitioners located on site on Monday afternoons, therefore complying with TPS No. 6.

5. Car Parking, Traffic and Vehicular Access

A Transport Statement has been prepared by Transcore Traffic Consultants for the proposed veterinary clinic and is enclosed for the City's reference and information. The Transport Statement has been prepared in accordance with the Western Australian Planning Commission's Transport Assessment Guidelines for Developments.

A total of fourteen (14) car bays, including one (1) ACROD bay are proposed to be constructed as part of this application.

In accordance with TPS No. 6, one (1) car bay per every nineteen (19) square metres of Gross Floor Area (with a minimum of 6), plus one (1) car bay per person employed on the premises is required. The following table outlines the car parking provision for the proposed veterinary clinic:

Gross Floor Area	No. of Employees (max.)	TPS No. 6 Requirement	Provided
286m ²	5	286m ² /19 = 15 5 staff = 5 Total Required = 20	14

NOTE: In accordance with TPS No. 6 there is no requirement for bicycle parking

As demonstrated by the above table, there is shortfall of six (6) car bays, based on the requirements of TPS No. 6. We therefore seek Council's discretion on the provision of car bays for the proposal and provide the following justification:

- The veterinary clinic will be operated on a 'By Appointment' only basis, by only one (1) practitioner at any given time. This means that clients entering the site and using the car park will be regulated by the appointment times, with no peak times expected.
- The total number of consulting rooms within the proposed veterinary clinic is two (2). Should both consulting rooms be used for appointments at any given time, with an allowance for three (3) clients in the waiting area, one (1) client entering and one (1) client leaving the site, the maximum demand for customer car parking would be seven (7). Five (5) bays have been allocated for the maximum number of staff as any one time, including two practitioners and three reception / veterinary nursing staff. Therefore a total of twelve (12) bays would be occupied, with two (2) bays vacant.
- Floor areas including the recovery area, surgery, x-ray room, hydrobath, staff room, staff toilets, dispensary, stairs and laundry are not considered to be areas that generate a demand for customer car parking. Therefore, the total floor area that does generate a requirement for customer car parking totals only 148m², requiring only eight (8) car bays. Therefore, with the additional five (5) car bays required for staff car parking, the provision of fourteen (14) car bays is one (1) bay in excess of what would be required under this interpretation.
- Should, for an unforeseen circumstance, the on-site car parking area be fully occupied, there are additional on-street parking opportunities along Todd Avenue, adjacent to the site (refer **Plate 2**). Due to the current width of Todd Avenue (approximately 12m pavement), any cars that are parked on-street will not disrupt traffic flow or movement of vehicles adjacent to the subject site. The 12m pavement width continues for approximately 106m east of the Canning Highway / Todd Avenue intersection, meaning there is ample opportunity and capacity for on-street parking within close proximity of the subject site. Currently, there are no restrictions for on-street parking along Todd Avenue (i.e. max. time).

We therefore consider that the provision of fourteen (14) car parking bays will be sufficient for the proposed veterinary clinic, based on the operations, size and nature of the clinic.

Vehicle access to the subject site is proposed via a crossover on Todd Avenue which is located at the north-eastern end of the site, approximately 30m east of the Canning Highway and Todd Avenue intersection. The proposed crossover is 6m wide, allowing for full vehicular movement for access and egress to and from the site.

As supported by the enclosed Traffic Statement, the additional traffic (approximately 52 additional daily trips as a result of the change of use) will not have an adverse impact on the surrounding road

network. It has been estimated that only 20% of the total daily trips will use Todd Avenue as a route to enter / leave the proposed vet clinic (travelling to or from the east), meaning that there will be minimal disruption to this localised access road.

6. Acoustic Investigations

An Acoustic Assessment has been undertaken by Herring Storer Acoustics in support of this application and is enclosed for the City's reference and information.

Given the site's location and the residential nature of the surrounding locality, it was considered appropriate to assess potential noise emissions from dogs within the proposed veterinary clinic. In particular, the proposed 'Recovery Room' (refer enclosed floor plan) is considered to be the area that will potentially generate the highest volume of noise. The proposed Recovery Room, which houses dogs and other animals pre and post surgery, is located to the north of the building, adjacent to Todd Avenue. The closest residence to the recovery room is a block of units on the opposite side of Todd Avenue, adjacent to Canning Highway.

All recommendations made by Herring Storer Acoustics have been incorporated into the design and fit out of the Recovery Room, including the installation of:

- 13mm plasterboard ceiling;
- A steel studded wall;
- Infill 50mm R2.0 insulation;
- Suspended mineral fibre ceiling tiles; and
- Glass Window Blocks.

Herring Storer Acoustics' assessment of the proposal concluded that with appropriate construction techniques (as outlined above), that the noise received at the neighbouring premises from a dog barking would comply with the assigned noise level in accordance with the *Environmental Protection (Noise) Regulations 1997*.

The practice will also employ its own noise management strategies to mitigate any potential disturbances.

7. Summary and Conclusion

The proposal envisages a change of use from "Residential" to "Veterinary Clinic" at Lot 531 (338) Canning Highway, Como.

As demonstrated by the preceding information and enclosed technical reports, it is considered that the proposed veterinary clinic will not have an adverse impact on the amenity of the immediate surrounding area.

The location of the site, being a corner property on Canning Highway, with vehicular access confined to a side street, represents an ideal location for a non-residential use in a "Residential" zone.

Our client's current practice provides an important community service for the City's residents, and the favourable determination of this application will allow our client to continue serving the community's interests.

We look forward to Council's favourable determination on the matter.

Should the City require any further information or have any queries regarding the matter then please do not hesitate to contact the undersigned on 9486 2222 or email roddal@rpsgroup.com.au.

Also, should the City have any specific queries in regards to building related matters then please contact the project architect, Mr Ian Harris, on 9474 2212 or email to ianarc@bigpond.net.au.

Yours faithfully,



Lee Rodda
Town Planner

Enc.

cc. Mr Andrew Buchanan
c/- 34 Charles Street
SOUTH PERTH WA 6151

Mr Ian Harris
28 Anthony Street
SOUTH PERTH WA 6151



Source: Landgate 2007

FIGURE 1



--- SUBJECT LAND

0 10 20m

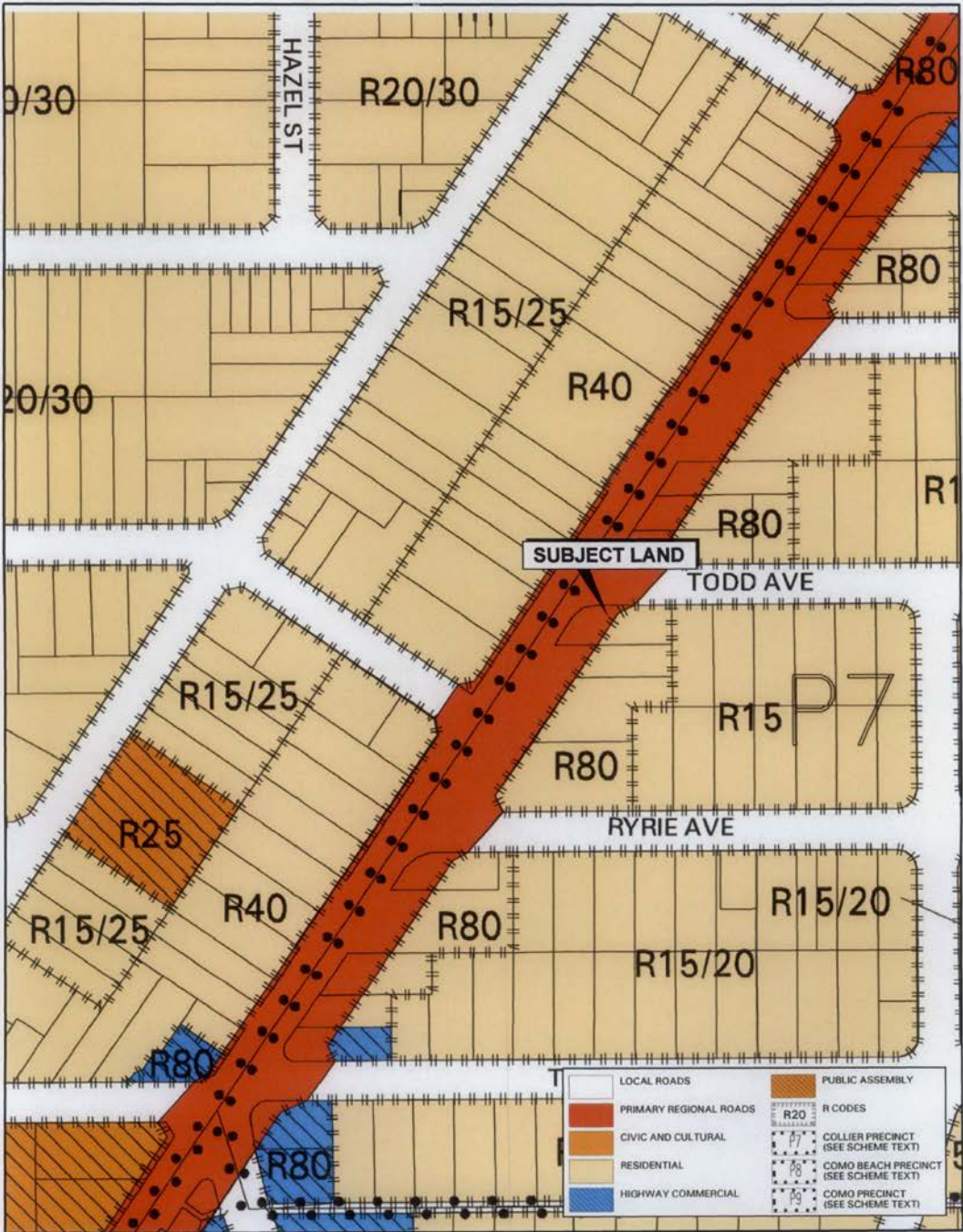
1:500@A4 3378-S-001a May 2008

LOCATION PLAN
 LOT 531 (338) CANNING HWY
 COMO

RPS koltasz smith

TOWN PLANNING PROJECT MANAGEMENT URBAN DESIGN DEVELOPMENT CONSULTING

141 Burwood Road BURSWOOD WA 6100 Tel. (08) 9486 2222 Fax. (08) 9486 2233
 PO Box 127 BURSWOOD WA 6100 Email: perth@kasp.com.au



Source: Department for Planning and Infrastructure

FIGURE 2



ZONING PLAN LOT 531 (388) CANNING HWY COMO

RPS koltasz smith
TOWN PLANNING PROJECT MANAGEMENT URBAN DESIGN DEVELOPMENT CONSULTING
141 Burswood Road BURSWOOD WA 6100 Tel: (08) 9486 2222 Fax: (08) 9486 2233
PO Box 127 BURSWOOD WA 6100 Email: perth@rksap.com.au





GENE KOLTASZ - PETER GLEES - ROD DIXON

Technical Directors
MATT ZUYELA - STAN LAWRENCE-BROWN - NEIL THOM



21 August 2008

Our Ref: 3376 Perth Office

The Chief Executive Officer
City of South Perth
Cnr Sandgate Street & South Terrace
SOUTH PERTH WA 6151

Attn: Mr Lloyd Anderson (Planning Officer)

Dear Lloyd,

Re: Proposed Change of Use Development Application – Lot 531 (338) Canning Highway, Como (Proposed "Veterinary Clinic")

Further to the City's email dated 11 August 2008 regarding the proposed change of use development application for Lot 531 (338) Canning Highway, Como (Ref: CA6/338; 11.2008.264), please find enclosed a copy of RPS Koltasz Smith's response to the submissions received by City Officers following the public comment period.

We believe that the attached comments, and the information included in our original application, more than satisfies the concerns raised by surrounding landowners.

As a matter of background and for the City's reference, our client, Mr Andrew Buchanan, currently operates a veterinary clinic at 34 Charles Street, South Perth. The change of use application has been submitted as a result of the abrupt and unexpected termination of the lease at our client's current practice.

Our client has practised quietly and successfully for approximately 10 years in the City of South Perth, in a residential area, as a sole practitioner and without issue to any adjacent property owners.

Our client offers a personalised service for existing clients and we confirm that our client has no desire or intention to expand the practice beyond its present size. Consultation is by appointment only and there will only ever be one vet consulting at any one time.

We would be happy to meet with City Officers to discuss this proposal further and any queries that you may have.

Please do not hesitate to contact the undersigned on 9486 2222 should you wish to discuss the proposal.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Lee Rodda', is written over a horizontal line.

Lee Rodda
Town Planner

Attachment 10.3.1(b)

Summarised Submitter's Comments	RPS KS Response
<p>Increased traffic and congestion - Right hand turn from Todd Ave onto Canning Hwy difficult to achieve. Local resident traffic is already impacted by Penhros College vehicular traffic as a means to short cut traffic using either Thelma Street or Ryrie Avenue.</p>	<p>As supported by the Transport Impact Statement prepared by Transcore, the Canning Highway and Todd Avenue intersection is a priority-controlled T-intersection with good sightlines in each direction.</p> <p>The Transport Impact Statement prepared by Transcore estimates that only 24 vehicles will use the Canning Highway / Todd Avenue intersection when leaving the site daily. Of these 24 vehicles, approximately 50% of these vehicles would head in a northerly direction, meaning only 12 additional vehicles making a right hand turn from Todd Avenue onto Canning Highway. Good sightlines are available and the proximity of the site to the controlled signalled intersection of Thelma Street and Canning Highway means that there will be breaks in traffic flow allowing vehicles to safely turn onto Canning Highway.</p> <p>Traffic generated by Penhros College is a separate matter and is not relevant to the change of use application.</p> <p>The Transport Impact Statement estimates that only 20% of the total daily trips (i.e. 12 additional vehicles) will use Todd Avenue as a route to enter / leave the proposed vet clinic (travelling to or from the east), meaning that there will be minimal disruption to the localised access road.</p>
<p>Car parking - Inadequate number of on-site car parking bays for a development of this type. Impact associated with the likely verge parking by customers of the Vet Clinic and obstructing car parking for residential purposes. Car parking areas do not fit with retaining residential character.</p>	<p>We are seeking Council's discretion on the provision of car bays for the proposed Veterinary Clinic, which proposes a shortfall of 7 car bays under the requirements of TPS No. 6.</p> <p>The veterinary clinic will be operated on a 'By Appointment' only basis, by only one (1) practitioner at any given time. This means that clients entering the site and using the car park will be regulated by the appointment times, with no peak times expected.</p> <p>Floor areas including the recovery area, surgery, x-ray room, hydrobath, staff room, staff toilets, dispensary, stairs and laundry are not considered to be areas that generate a demand for customer car parking (i.e. will only be occupied by staff). Therefore, the total floor area that does generate a requirement for customer car parking totals 153m², requiring only eight (8) car bays. Therefore, with the additional five (5) car bays required for staff car parking, the provision of thirteen (13) car bays is considered to be sufficient for the proposed veterinary clinic.</p> <p>It should also be noted that the number of staff parking bays is stated as a maximum and that generally there will only be between two and four staff members in the building at any one time.</p> <p>The total number of consulting rooms within the proposed veterinary clinic is two (2). Should clients be seated in both consulting rooms at the same time, with an allowance for three (3) clients in the waiting area, one (1) client entering and one (1) client leaving the site, the maximum demand for customer car parking would be seven (7). Five (5) bays have been allocated for the maximum number of staff, including two practitioners and three reception / veterinary nursing staff. Therefore a total of twelve (12) bays would be occupied, with one (1) bay vacant.</p>
<p>Antisocial behaviour - Drug users know that veterinary clinics are soft targets. Increasing undesirable pedestrians, destroying family orientated precinct and security.</p>	<p>The proposed veterinary clinic would be well secured via security mesh on doors and windows, an alarm system, floor safe and locked cupboards for scheduled drugs as lawfully required. Please note that the dispensary area is a separate room and that the door is a solid core door and the window is small and comprised of glass blocks.</p>
<p>Property prices - Price of property will substantially drop with a Veterinary Clinic in immediate vicinity.</p>	<p>This is not considered a valid planning consideration.</p>
<p>Hours of operation - After hours particularly weekend use would adversely impact residential amenity.</p>	<p>The proposed consulting hours of the clinic on a Saturday are 9am-12:30pm, meaning that the proposed veterinary clinic will only be visited by customers over a period of 3.5 hours over the weekend.</p> <p>All after hour emergencies will be directed to the Murdoch Pet Emergency Centre via an answering machine message.</p>
<p>Noise - Moving sick animals to and from the clinic, plus overnight housing of the sick animals.</p>	<p>No animals are proposed to be accommodated on site overnight.</p> <p>Animals walking or carried into and out of clinic are unlikely to disturb neighbours.</p> <p>Acoustic Report prepared by Herring Storer Acoustics. Herring Store Acoustics' assessment of the proposal concluded that with appropriate construction techniques, as included on the proposed development plans, that the noise received at the neighbouring premises from a dog barking would comply with the assigned noise level in accordance with the <i>Environmental Protection (Noise) Regulations 1997</i>.</p>
<p>Potential odour impacts - Animals and Vet Clinic function would smell unpleasant.</p>	<p>We do not consider that the Vet Clinic operation will produce any form of odour impacts. The animals that would be treated at the Vet Clinic are small domestic animals. No large farm animals are proposed to be treated / held on site.</p> <p>It is in our client's best interest to maintain and present the clinic in a professional manner.</p>
<p>Inappropriate Commercial Use / Land-use Conflict - Eroding residential amenity of the 'Avenues' precinct of Como. Commercial development should be limited to commercial nodes. No other businesses in the immediate vicinity, competing with pre-existing commercial use hierarchy established by Council. Veterinary Clinics belong in light industry areas.</p>	<p>The character and built form of the proposed veterinary clinic will remain largely residential, and will be well screened by the existing street wall and proposed landscaping areas.</p> <p>Opposite the subject site on Todd Avenue is a three-storey block of residential units, which includes a large rear car park.</p> <p>The site, being on the corner of Canning Highway and Todd Avenue, is considered the most appropriate location for this type of use within a Residential Zone, minimising any potential impact on the amenity of surrounding residential properties. The site's location also ensures that it is easily accessible by residents of the surrounding neighbourhood.</p> <p>Land use of Veterinary Clinic within the City's Commercial Zones (Highway Commercial, Mixed Use Commercial and Local Commercial Zones) is also a DC use.</p> <p>Consulting Rooms in Residential Areas, for example, which is a similar use type to 'Veterinary Clinic', are required to be located on</p>

Attachment 10.3.1(b)

	distributor roads by Council Policy (P379). There are many corner blocks along Canning Highway that contain an existing commercial type of use.
May lead to further requests for commercial development - Further eroding residential amenity.	Each development application is considered on its own merit in accordance with the objectives of the Town Planning Scheme.
No need for additional vet in South Perth - Already Vet Clinics on Mill Point Road and Canning Highway (corner of Renwick Street).	<p>There are no planning requirements under the Town Planning Scheme for a minimum distance between Veterinary Clinics, or a maximum number of clinics within a defined area.</p> <p>The proposed Veterinary Clinic effectively seeks to relocate an existing Veterinary Clinic within the City of South Perth, and therefore no additional veterinary services are proposed by this application.</p> <p>A veterinary clinic is considered to provide an important community service for the City's residents with pets.</p> <p>Advice from the City of South Perth's Community Rangers indicates that there are between 1800 and 1900 registered dog owners within the City of South Perth municipality (representing approximately 5% of the total population of the municipality).</p>
Road widening - Will not allow sufficient set back from the road widening reserve.	<p>The existing building is proposed to be retained. We recognise that any future road widening requirement would render the proposed operation of unsuitable for the proposed use, and for that matter, the existing residential dwelling would require demolition should it be retained as a residence.</p> <p>Please note also that no change is proposed to the exterior of the building within the area reserved for road widening.</p>
Amenity - Proposal is out of character and affects the amenity and visual context of the residential area.	<p>The character and built form of the proposed veterinary clinic will remain largely residential through the retention of the existing two-storey dwelling.</p> <p>It is proposed to landscape the car parking area, which will assist in screening the area from view of the adjacent residential properties on Todd Avenue.</p>
Signage - Subsequent impact associated with separate sign development application.	<p>Signage is not proposed as part of this change of use development application and therefore it is not considered to be a relevant matter for Council's consideration at this point in time.</p> <p>Council's Policy - P382 Signs - sets out the guidelines for the installation of signs on premises. It has specific requirements that aim to prevent any adverse visual amenity impact that a sign may have in residential areas. Any future application for sign approval will be required to comply with the objectives and requirements of this policy.</p>
Extent of neighbour consultation carried out inadequate - Wider mail consultation, site notice and 21 days of consultation should have been carried out.	<p>In accordance with the City of South Perth Planning Policy P104: Neighbour and Community Consultation in Town Planning Processes, and in particular the Consultation Matrix, a proposal involving a Veterinary Clinic (where it is a 'DC' use) is required to be advertised for a period of 14 days.</p> <p>The City of South Perth undertook the advertising process in accordance with Council Policy P104.</p>

Privacy - Visibility from upstairs windows into adjoining properties will impact privacy.	<p>The southern side of the balcony is proposed to be screened to prevent any overlooking into the adjoining property.</p> <p>The existing window to the proposed staff room is orientated to the north, and overlooks Todd Avenue only.</p>
Removal of on street tree on Todd Avenue - Impact amenity of area, loss of tree.	<p>There is not an existing street tree located on Todd Avenue adjacent to the site, nor is it proposed to remove any existing street tree on Todd Avenue.</p> <p>The future car parking area may require the removal of some existing vegetation on site; however we do not consider the existing trees to be of City-wide significance.</p>
Significant conflicts with Town Planning Scheme - Conflicts with Scheme objectives, clause 1.6: (2), (a), (c), (f), (g), (h) and (i) and Matters to be considered by Council, clause 7.5: (i), (n), (p) and (t).	<p>We consider that the proposal broadly meets these objectives, and that matters relating to amenity, character, noise and traffic generation have been adequately addressed in the development application.</p>

operations directors
GENE KOLTASZ • PETER GLEED • ROD DIXON

technical directors
MATT ZUVELA • STAN LAWRENCE-BROWN • NEIL THOM



27 August 2008

Our Ref: 3376 Perth Office
Your Ref: CA6/338; 11.2008.264

The Chief Executive Officer
City of South Perth
Cnr Sandgate Street & South Terrace
SOUTH PERTH WA 6151

Attn: Mr Lloyd Anderson (Planning Officer)

CITY OF SOUTH PERTH	
28 AUG 2008	
Doc ID No:	
File No:	CA6/338
Original To:	PS
Action <input checked="" type="checkbox"/>	Info <input type="checkbox"/> File <input type="checkbox"/>

Dear Lloyd,

Re: Proposed Change of Use Development Application – Lot 531 (338) Canning Highway, Como (Proposed "Veterinary Clinic")

Further to the City's email dated 22 August 2008 regarding the proposed change of use development application for Lot 531 (338) Canning Highway, Como (Ref: CA6/338; 11.2008.264), we provide you with the following information:

1. Operations of proposed Veterinary Clinic

We are seeking Council's discretion on the provision of car parking bays for the proposed vet clinic. The enclosed site plan illustrates a total of thirteen (13) car parking bays, including one (1) disabled bay. As indicated on the enclosed floor plan, we propose that the following rooms be deducted from the total floor area when calculating the requirement for car parking bays:

Ground Floor: Recovery Area, Prep Room, Surgery, Hydrobath, X-Ray, Dark Room, Dispensary, Female Staff Toilet and Laundry.

Upper Floor: Staff Room / Office, Male staff toilet.

Based on these deductions, we consider that the actual area that does generate a demand for car parking totals 153m², meaning that eight (8) car bays are required for customer parking under the requirements of the City's Town Planning Scheme. The maximum number of staff proposed is five (5), which results in a total of thirteen (13) car bays required.

As previously indicated to Council, the proposed vet clinic is a relocation of the existing Millpoint Vet Centre, located on Charles Street in South Perth, which our client, Mr Andrew Buchanan, operates.

This proposal is submitted solely as a result of the abrupt and unexpected termination of the lease at our client's current practice.

It is critically important that the City recognise that consultation will be **by appointment only** and there will only ever be **one vet consulting at any one time** at the proposed vet clinic.

The general operation of the proposed vet clinic includes two components, namely:

- 1) General consulting; and
- 2) Surgical Procedures.

All consulting and surgical procedures are undertaken by the veterinarian on a 'by appointment only' basis. Admission of patients for surgical procedures occurs either before general consultation appointments begin or through an existing appointment. Discharge of patients is only by appointment. By virtue of the fact that there will only ever be one veterinarian practising at any given time, there is no opportunity, nor is it intended, that there would be simultaneous appointments.

The primary reason for deducting the areas as listed above from the car parking calculations is that these areas will only ever be occupied by staff members. The following outlines the proposed use of each room that is considered not to generate a demand for customer parking:

TABLE 1: AREAS DEDUCTED FROM CAR PARKING CALCULATIONS AND PROPOSED USE

Area Deducted	Use
Recovery Area	Holds patients awaiting and after surgery / minor procedures No long term in-patients so no need for clients to visit this area
Prep Room	Patients are sedated or anaesthetised here by vet
Surgery	Operating theatre for sterile surgery
Hydrobath	Used for cleaning of dogs pre and post surgery (NOTE: No grooming service)
X-Ray / Dark Room	Used for X-Ray of patient and prep of films. Access to these rooms is regulated by the Radiation Safety Act of 1975.
Dispensary	For the storage of scheduled drugs in accordance with the Poisons Act 1965.
Female Staff Toilet	By definition this toilet is for staff use only (NOTE: Separate Client toilet provided)
Laundry	Washing of bedding, towels, surgical drapes and gowns.
Staff Room / Office	Office use and staff rest area
Male Staff Toilet	By definition this toilet is for staff use only (NOTE: Separate Client toilet provided)

The clinic has been designed to achieve a smooth work flow from the recovery area through the prep room to the surgical theatre and back. The veterinary staff (one vet and one or two nurses) move with the patient so these areas are not occupied simultaneously. The same protocol applies if patients are taken to the X-Ray room.

As mentioned in the above table, the proposed hydrobath room is ancillary to the surgical component of the vet clinic. The proposed vet clinic does not include a grooming service, nor does it offer DIY hydrobathing.

Two (2) consulting rooms are proposed, with only (1) consulting room to be used for the majority of the operating hours of the clinic. The second consultant room will only ever be used if:

- a client's pet be scared or antisocial and therefore cannot remain in waiting room;
- the primary consulting room is being cleaned;
- the client is seeing a visiting specialist consultant at which time, our client, Andrew Buchanan, will not be consulting.

Based on the fact that the clinic will operate on a by appointment only basis, with only ever one veterinarian consulting at any given time, the demand for car parking will be regulated. It is considered that the provision of eight (8) car parking bays for customers will more than adequately cater for the proposed vet clinic.

Our client has no intentions to expand the nature of the operations of the proposed vet clinic, nor does he seek to expand the operations of the existing Millpoint Veterinary Centre. On behalf of our client we provide the Council with reasons why significant expansion of the customer base for the Clinic is neither desirable or indeed possible:

1. The City of South Perth and indeed the entire Metropolitan area is now a saturated market for veterinary services. Dog ownership is falling and cat ownership is only stable. In an established area such as the City of South Perth new clients in significant numbers are just not there.
2. Mr Andrew Buchanan graduated as a vet twenty-four years ago. If Andrew wished to be the owner or part owner of a large practice then he would have pursued that aim rather than purchasing a small 'boutique' veterinary clinic and running it as a one-man veterinary clinic for almost ten years.
3. The practice is founded on providing a personalised service, and this is one of the points of difference that existing clients enjoy.

In summary, the commercial viability of significant expansion is not realistic or feasible for our client to pursue. Also, the provision of a second consulting room should not be taken as evidence of intent to expand the practice. It will only cater for a visiting specialist (approx. 4 hours per week outside the general practice consulting hours), for cats and dogs who become stressed in the waiting room, or should the primary consulting room require cleaning.

The size and number of proposed rooms within the vet clinic should not be interpreted as intent to significantly increase the size of the practice. The number of rooms proposed assists in the smooth flow of work, particularly surgical procedures, where a clean and sterile environment is of critical importance. The areas deducted from the calculations as outlined previously do not generate additional demand for customer parking, as there is only ever one (1) veterinarian practising at any given time, and therefore the only areas that can be occupied by customers are that of the waiting area and consulting rooms.

Based on the description of the proposed operations, we consider that the total number of clients in both consulting rooms and waiting room (i.e. total number of clients within the clinic) will never realistically exceed four (4).

Should it be considered necessary, the City of South Perth could place a condition of planning approval on any future determination restricting the number of veterinarians that operate from the proposed vet clinic.

2. Access, egress and manoeuvring of proposed car park

As requested, please find enclosed plans illustrating the 'AutoTurn' exercise undertaken by Transcore Traffic Consultants. As demonstrated on the plans, access to proposed car bay no. 1 and 13 bays can be facilitated without impacting on the circulation and ease of access for other cars. As advised by Transcore, all parking bays comply with the Australian Standards.

It should also be recognised that there will not be a high frequency of cars moving in and out of the car parking area, given the proposed operation of the veterinary clinic.

3. Landscaping

Please refer to the information submitted separately by the Project Architect, Mr Ian Harris, which outlines the type of species to be installed between the proposed fence and the proposed car parking

bays. Please note that the plants installed within this area will be repeated at dense rates and will be reticulated.

We trust the above information clarifies the outstanding matters relating to the proposal.

We would be more than happy to provide the City with further details on Andrew's existing Millpoint Vet Centre, should you require.

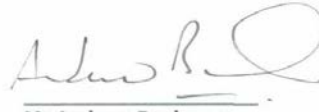
We understand that the change of use development application will be referred to Council's Major Town Planning Development Committee Meeting on Wednesday 3rd September 2008, at which time we will have an opportunity to make a presentation to the Committee. It would be appreciated if you could confirm this and advise on the starting time for this meeting.

Should you have any queries regarding the proposal then please do not hesitate to contact the undersigned on 9486 2222.

Yours faithfully,

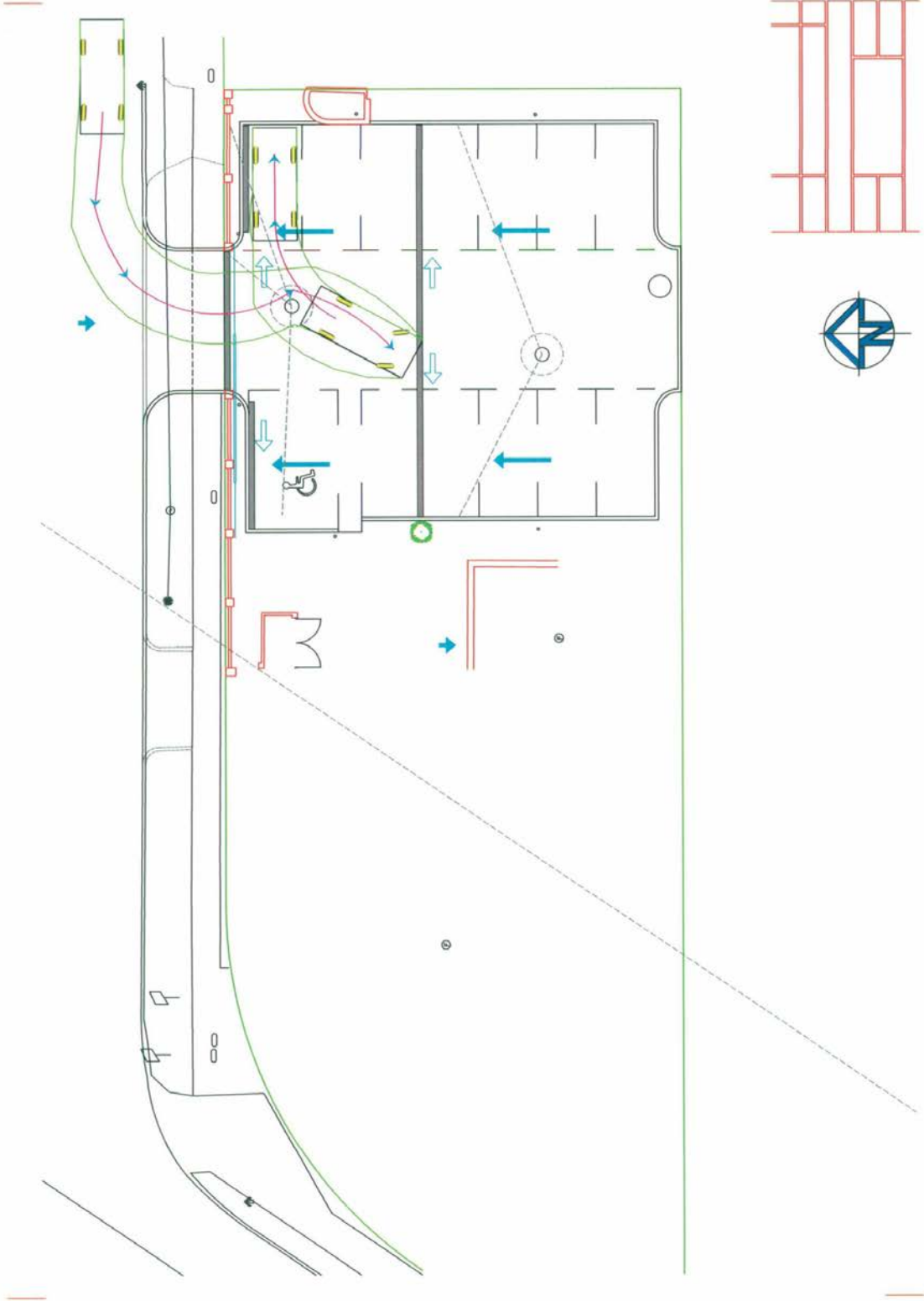


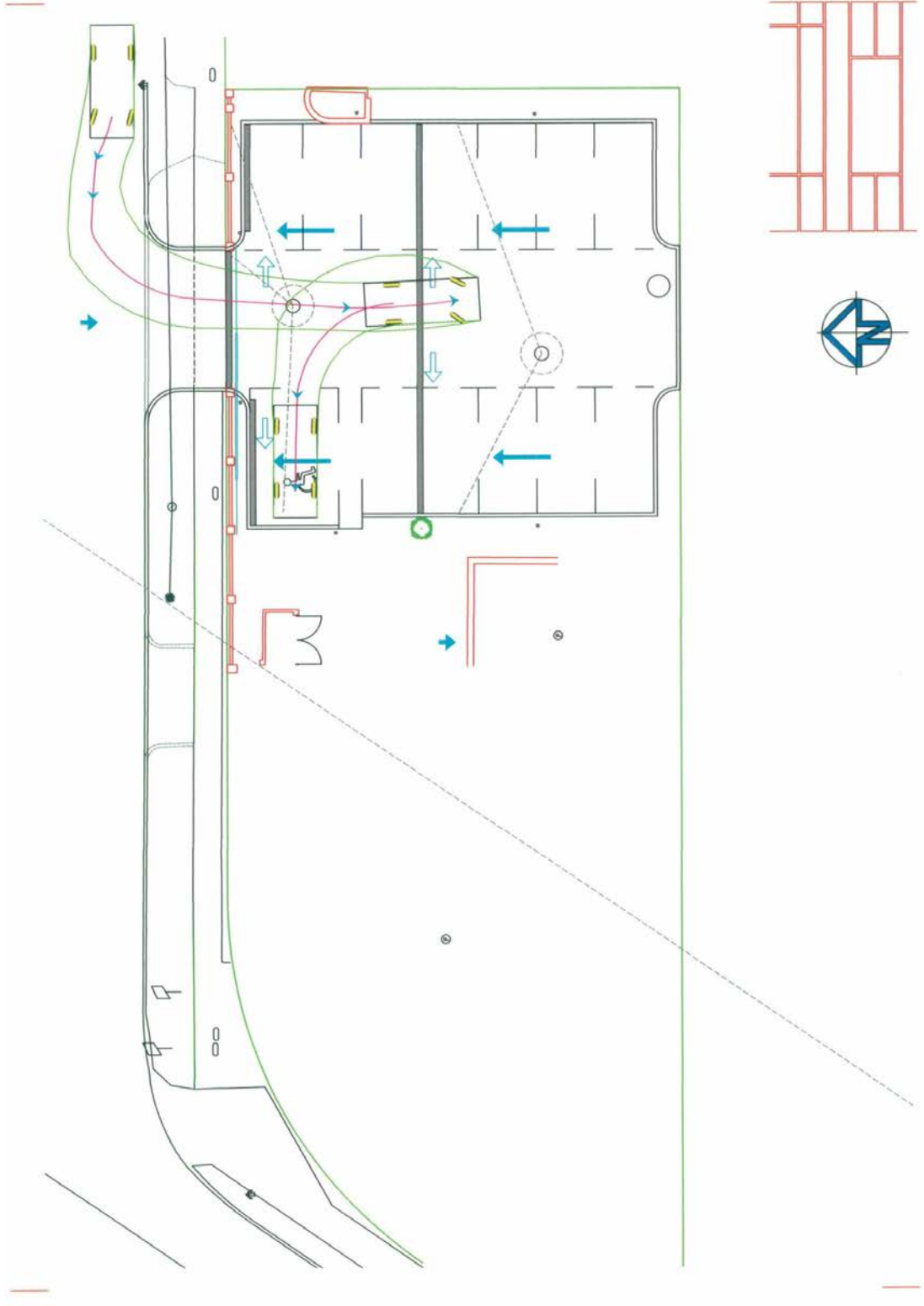
Lee Rodda
Town Planner



Mr Andrew Buchanan

Enc.

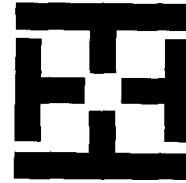




20th August 2008

Mr Lloyd Anderson,
Planning department,
City of South Perth,
Sandgate Street,
South Perth. W.A. 6151.

CITY OF SOUTH PERTH		
27 AUG 2008		
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ARCHITECTS
REG. NO. 719

Dear Mr Anderson,

RE:- ALTERATIONS TO PROPOSED VETERINARY CLINIC 338 CANNING HIGHWAY COMO

Further to our meeting of this morning, we confirm that the rear portion of the North boundary fence is to be demolished and rebuilt with piers, low wall to 600 high and steel, open rail fence to 1800 high, all as shown on our drawings A05 and A12, enclosed.

The height, of the low brickwork wall of the proposed fence, is lower than that asked for, however we think it looks more aesthetically pleasing in our proposed form and allows for greater, visual security of the parking area.

Please note that the length of fence to be demolished and modified has been reduced from that as earlier discussed and the reasons for this are as follows:-

Firstly there is a break in the fence in front of the house where the front entry gate is located. This helps the visual aspect of the fence.

Secondly, from the front entry gate back towards the house, there is only a short section of wall, which itself has piers and then is set back to the gable wall of the building.

For this reason we recommend starting the new wall on the car parking side of the building.

If there is any further information you require to assess the planning approval, please do not hesitate to contact us at your earliest convenience.

Yours truly,

Ian G Harris
Ian G Harris

Rochdale Holdings Pty Ltd A.B.N. 85 009 049 067 trading as:

HERRING STORER ACOUSTICS

Suite 34, 11 Preston Street, Como, W.A. 6152
P.O. Box 219, Como, W.A. 6952
Telephone: (08) 9367 6200
Facsimile: (08) 9474 2579
Email: hsa@hsacoustics.com.au



Our Ref: 8966-1-08091

Dr Andrew Buchanan
C/- RPS Koltasz Smith
PO Box 127
BURSWOOD WA 6100

22 MAY 2007

Attention: Lee Rodda

Dear Lee,

**PROPOSED VETERINARY SURGERY
Lot 531 (338) CANNING HIGHWAY COMO
ACOUSTICAL ASSESSMENT**

As requested, an acoustical assessment of the proposed veterinary surgery to be located at Lot 531 Canning Highway, Como has been conducted in accordance with the requirements of the *Environmental Protection (Noise) Regulations 1997*. This report considers noise emissions from dogs within the surgery.

SUMMARY

In accordance with the *Environmental Protection (Noise) Regulations 1997*, the relevant assigned daytime noise levels at adjacent noise sensitive premises is 63dB(A) L_{A1} , however to be conservative, we have assessed dog barking under the L_{A10} criterion for which the assigned noise level is 63dB(A) L_{A10} .

Noise emissions from within the recovery room will comply with the regulatory requirements with the following inclusions:

- 13mm plasterboard ceiling;
- infill 50mm insulation;
- suspended mineral fibre ceiling tiles such as Armstrong Fini Fissured High NRC/High CRC ceiling tile;
- Recessed lighting is permitted in the suspended ceiling tile.

CRITERIA

The criteria used are in accordance with the *Environmental Protection (Noise) Regulations 1997*. These regulations stipulate maximum allowable external noise levels determined by the calculation of an influencing factor, which is then added to the base levels shown in Table 1. The influencing factor is calculated for the usage of land within the two circles, having a radii of 100m and 450m from the premises of concern.



TABLE 1 - BASELINE ASSIGNED OUTDOOR NOISE LEVEL

Premises Received Noise	Time of Day	Assigned Level (dB)		
		L_{A10} ¹	L_{A1} ²	L_{Amax} ³
Residential	0700 – 1900 hours Monday to Saturday	45 +IF ⁴	55 +IF	65 +IF
	0900 - 1900 hours Sunday and Public Holidays	40 +IF	50 +IF	65 +IF
	1900 – 2200 hours all days	40 +IF	50 +IF	65 +IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	35 +IF	45 +IF	55 +IF

It is a requirement that noise from the site, at another premises, be free of annoying characteristics (tonality, modulation and impulsiveness), defined below as per Regulation 9.

“impulsiveness” means a variation in the emission of a noise where the difference between L_{Apeak} and $L_{Amax Slow}$ is more than 15 dB when determined for a single representative event;

“modulation” means a variation in the emission of noise that –

- is more than 3dB $L_{A Fast}$ or is more than 3 dB $L_{A Fast}$ in any one-third octave band;
- is present for more than 10% of the representative assessment period; and
- is regular, cyclic and audible;

“tonality” means the presence in the noise emission of tonal characteristics where the difference between –

- the A-weighted sound pressure level in any one-third octave band; and
- the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands, is greater than 3dB when the sound pressure levels are determined as $L_{Aeq,T}$ levels where the time period T is greater than 10% of the representative assessment period, or greater than 8dB at any time when the sound pressure levels are determined as $L_{A Slow}$ levels.

If the above characteristics exist and cannot be practicably removed, then any measured level is adjusted according to Table 2.

TABLE 2 - ADJUSTMENTS TO MEASURED LEVELS

Where tonality is present	Where modulation is present	Where impulsiveness is present
+5 dB(A)	+5 dB(A)	+10 dB(A)

Note: These adjustments are cumulative to a maximum of 15 dB.

Due to the proximity of the Canning Highway, the IF has been assessed as 8 for the surrounding residential premises. The assigned noise levels for the proposed hours of operation are as listed in Table 3.

¹ L_{A10} is the noise level exceeded for 10% of the time.

² L_{A1} is the noise level exceeded for 1% of the time.

³ L_{Amax} is the maximum noise level.

⁴ IF is the Influencing Factor

TABLE 3 - ASSIGNED OUTDOOR NOISE LEVEL FOR NEIGHBOURING RESIDENCES

Premises Received Noise	Time of Day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Residential	0700 – 1900 hours Monday to Saturday	53	63	73
	1900 – 2200 hours all days	48	58	63
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	43	53	63

PROPOSAL

The site is located along Canning Highway, on the corner of Todd Avenue at Como. It currently contains an existing dwelling, with a 2.5m high rendered brick wall located along the Canning Highway frontage. It is proposed to reconfigure this existing dwelling into the surgery and associated rooms. The recovery room, housing dogs pre and post surgery, will be located to the north of the building, adjacent to Todd Avenue. The closest residence to the recovery room is a block of units on the opposite side of Todd Avenue, adjacent to the Canning Highway.

It is intended that the hours of operations will be from 7:30am to 7 pm weekdays and 8am to 1pm Saturdays. We understand that dogs will be housed for day treatment only and dogs would not be kept in overnight. Therefore, noise emissions from the dogs needs to comply with the assigned day period noise levels. Given the number of dogs involved it is highly likely that barking would occur for less than 10% of the time and compliance with the assigned L_{A1} would be required. However, to be conservative noise emissions from dogs barking has been assessed against the L_{A10} assigned noise level.

METHODOLOGY

Calculations were carried out to determine the noise that would be received at the neighbouring residential premises from a dog barking within kennel room. Calculations were based on:

- from file data a sound power level for a barking dog of 101 dB(A) L_{A1};
- acoustic suspended mineral fibre ceiling to recovery room below 50mm insulation and a plasterboard ceiling; and
- tiled roof.

ASSESSMENT

The significant acoustic criteria is for the daytime period, where an assigned noise level of 53 dB L_{A10} applies for the nearest residences, for the period Monday to Saturday; 0700 to 1900 hours.

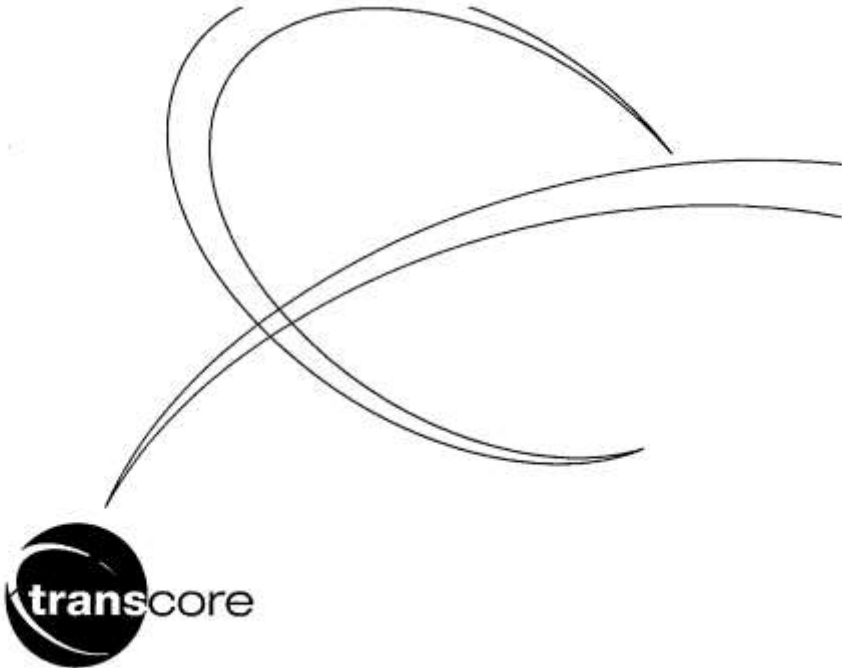
Noise received at the neighbouring residence from a barking dog has been calculated at 43 dB(A).

The resultant noise level of 43 dB(A) included the following improved constructions:

- 13mm plasterboard ceiling;
- infill 50mm R2.0 insulation;
- suspended mineral fibre ceiling tiles such as Armstrong Fini Fissured High NRC/High CRC ceiling tile;
- Recessed lighting is permitted in the suspended ceiling tile.

Noise emissions from a dog barking would be tonal and a +5 dB(A) penalty has been applied to the above calculated noise levels. The adjusted noise level with the inclusion of a +5 dB(A) penalty adjustment for tonality is 48 dB(A).

10-10-2018 10:00:00 AM



**PROPOSED CHANGE OF USE – VETERINARY
CLINIC
LOT 531 (NO. 338) CANNING HWY, COMO**

TRANSPORT STATEMENT



**Proposed Change of Use - Veterinary Clinic
Lot 531 (No. 338) Canning Highway,
Como**

Transport Statement

Prepared for:
Mr Andrew Buchanan

May 2008

Prepared by:
TRANSCORE PTY LTD
3, Kimberley Street, West Leederville WA 6007
PO Box 42, Subiaco WA 6904
Telephone (08) 9382 4199
Facsimile (08) 9382 4177

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1. INTRODUCTION

This Transport Statement has been prepared by Transcore on behalf of Mr Andrew Buchanan with regard to a Change of Use Application for the proposed Veterinary Clinic on Lot 531 (No. 338) Canning Highway in Como, City of South Perth. The subject site (997m²) is currently occupied by a residential dwelling. The preparation of this Transport Statement is required due to the fact that the subject site is adjacent to the Canning Highway (which is a Primary Regional Road) and partially affected by the PRR reservation.

The Transport Assessment Guidelines for Developments (WAPC, Vol 4 - Individual Developments, August 2004) states the following: *"A transport Statement is required for those developments that would be likely to generate moderate volumes of traffic and therefore would have a moderate overall impact on the surrounding land uses and transport networks"*

2. EXISTING SITUATION

The subject development is located on Lot 531 (No. 338) Canning Highway in Como, City of South Perth. The subject site is of 997m² in area and currently is occupied by a two-storey residential dwelling (5 bedroom house). Refer to the site map in **Figure 1** below.

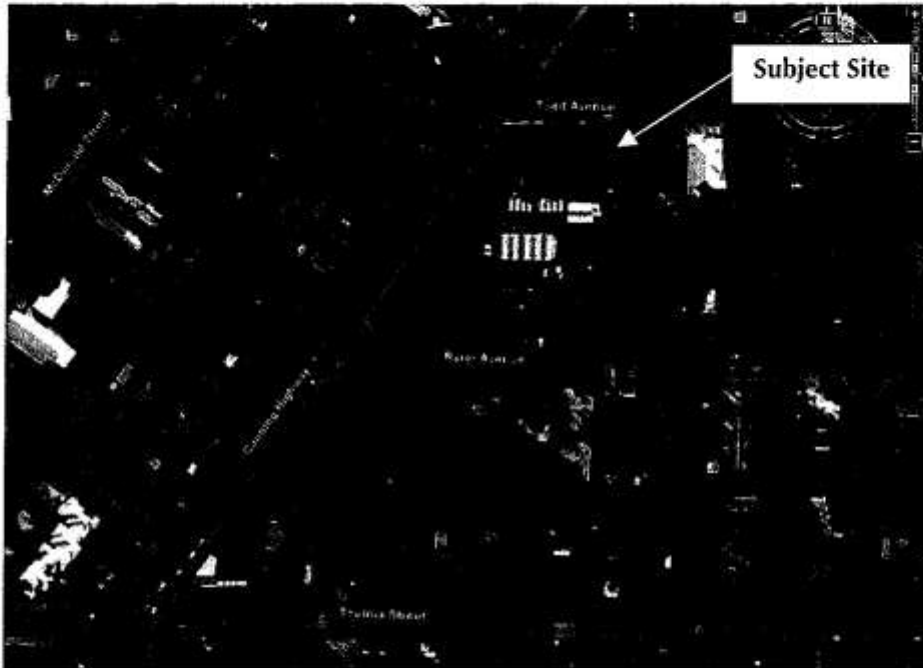


Figure 1: Subject Site Aerial Map

The subject site is located at the southeast corner of the Canning Highway (western boundary) and Todd Avenue (northern boundary) intersection, approximately 2km northeast of the major Kwinana Freeway/Canning Highway interchange, within a predominantly residential area.

3. TRANSPORT ASSESSMENT

3.1 PROPOSED DEVELOPMENT

The proposed change of use is for a Veterinary Clinic (currently a two-storey residential dwelling), with a car park facility. The proposed Veterinary Clinic entails the following elements: a waiting room, prep room, 2 consultation rooms, surgery, X-ray room, hydrobath and recovery area. A proposed car parking area

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will be constructed to provide 14 parking bays (1 ACROD bay included) including a new crossover to provide access/egress. For more details refer **Figures 2 and 3.**

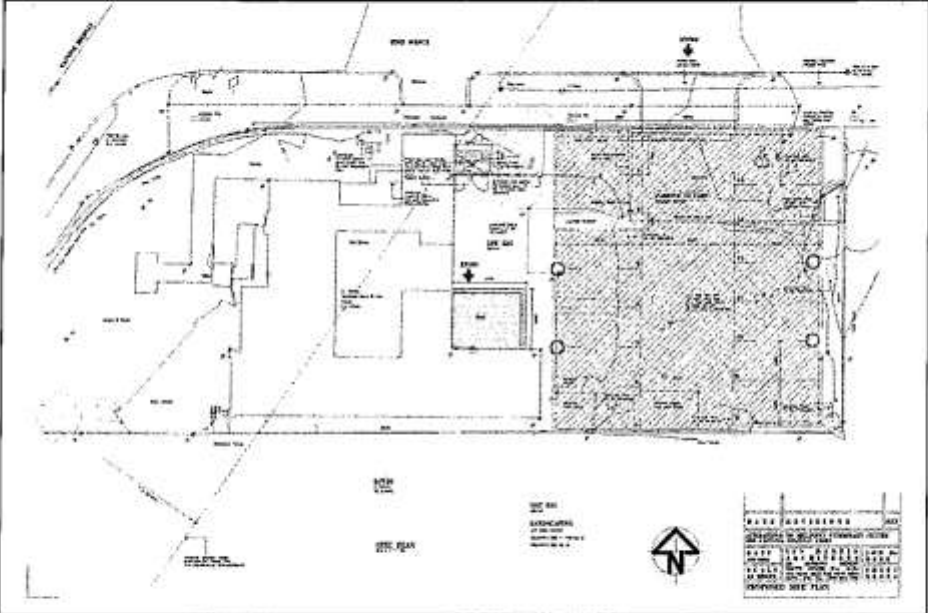


Figure 2. Site Plan

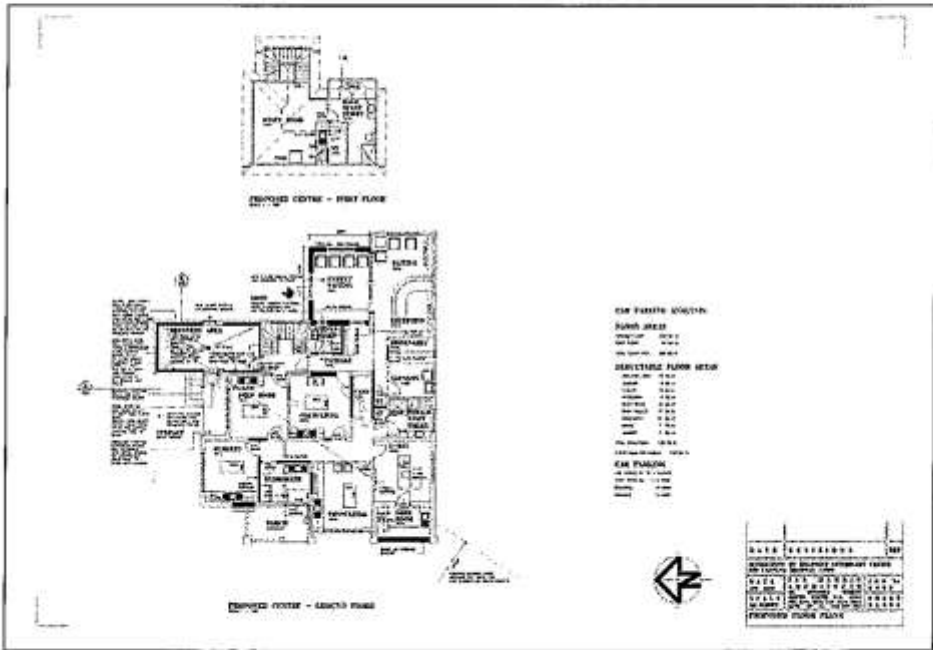


Figure 3. Floor Plans

3.2 VEHICLE ACCESS AND PARKING

Vehicle access to the subject site's car park is proposed via a crossover on Todd Avenue which is to be located at the north-eastern end of the subject site, approximately 30m east of the Canning Hwy/Todd Ave intersection. This 6m wide, full movement crossover is the only access/egress point proposed for the car park facility.

The car park for the proposed clinic provides a total of 14 car bays (1 ACROD bay included), of which 5 are dedicated to the staff use while the balance is allocated to the visitors/clients. Refer **Figure 2** for parking design details. According to the City of South Perth Town Planning Scheme No. 6, a total of 20 car bays are required on site for the proposed land use and floor area (1bay/19m² GFA plus 1 bay per employee). As a result of investigations undertaken into the actual operations of the proposed Veterinary clinic, based on discussions with the client and the information obtained from a similar vet practice, it is estimated that 12 parking bays would provide sufficient parking supply. It is anticipated that there would be a maximum of 5 staff members and a maximum of 7 clients (5 clients in the clinic/waiting room, one client entering and one leaving the site) present at the proposed Vet Clinic at any given time.

If, for an unforeseen circumstance, where on-site parking is fully occupied, additional on-street parking opportunities exist along Todd Avenue in the vicinity of the subject site.

An AutoTurn exercise was undertaken to confirm the satisfactory car park design and the site's vehicle circulation.

3.3 PROVISION FOR SERVICE VEHICLES

No specific provision is made for service vehicles for the subject development as these activities can be accommodated on street for a development of this size.

An enclosed bin store area is provided at the northern side of the site at ground level. The rubbish bins would be wheeled out to the street on rubbish collection days.

3.3 HOURS OF OPERATION

It is being advised that the hours of operation of the clinic are 7:30AM to 7:00PM Monday to Friday and 8:00AM to 1:00PM on Saturday. Consultations with clients will be organised by appointments only. It is being advised that 5 staff in total would be operating the Veterinary Clinic.

3.4 DAILY TRAFFIC VOLUMES AND VEHICLE TYPES

It is estimated that the development would generate up to 60 daily (weekday) vehicle trips. These trips include both inbound and outbound vehicle movements. Directional split of the generated traffic is estimated as 80%/20% to and from west/east, respectively. Appointments with clients would be evenly distributed over the operation of the Vet clinic, which therefore does not entail a specific operational peak hour. It is anticipated that most of the vehicle types would be passenger cars and to the lesser extent 4WDs.

With regard to the overall traffic volume along Canning Highway (approximately 33,000 vehicles on an average weekday) the estimated 60 development-generated vehicle trips represent an insignificant increase. It should be noted that calculated traffic volumes do not represent the net increase in site-generated traffic but rather the land use traffic generation for the new type of development. Due to the change in use (from the residential development to a veterinary clinic) the overall traffic increase is in fact estimated to be approximately 52 trips. Even though there are no available traffic counts at present for Todd Street, it can be assumed that the addition of the Vet clinic traffic volumes would represent a moderate increase and would not impact on the traffic operations along these roads. Therefore, it can be concluded that the additional traffic will not have an adverse impact on the surrounding road network. Refer Figure 4 for daily site-generated traffic distribution.

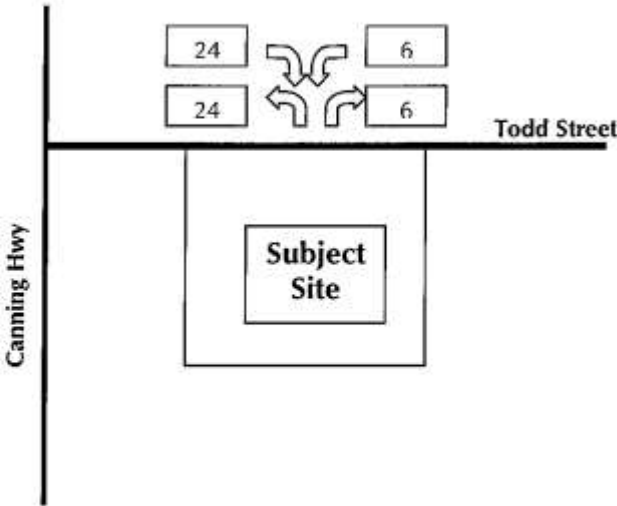


Figure 4. Estimated daily traffic movements at the site crossover

3.5 TRAFFIC MANAGEMENT ON FRONTAGE STREETS

The subject site is situated at the southern corner of Canning Highway and Todd Avenue.

Canning Highway in the vicinity of the subject site is a dual divided carriageway (approximately 16m wide) classified as a *Primary Distributor* (MRWA, Functional Road Hierarchy, 1999), with a sign-posted speed limit of 60km/h. According to Main Roads WA traffic counts (February 2007) Canning Highway (south of South Terrace) carried approximately 33,000 vehicles on an average weekday. Morning and afternoon peak hours were recorded between 8:00AM – 9:00AM (2,490vph) and 5:00PM – 6:00PM (2,670vph), respectively. Refer **Figures 5 and 6**.



Figure 5. View westbound along Canning Hwy (vicinity of the subject site)

Todd Avenue is a single undivided carriageway approximately 7m wide and classified as an *Access Road* (MRWA, Functional Road Hierarchy, 1999) with an posted speed limit of 50km/h. In the vicinity of the subject site Todd Avenue entails a localised widening where a total road width increases to 12m. It connects Canning Hwy (to the west) with the Blamey Place (to the east). On-street parking is not restricted in the vicinity of the subject site and was observed during the site inspection. No traffic counts are available for this road. Refer **Figure 7**.



Figure 6. View eastbound along Canning Hwy (vicinity of the subject site)



Figure 7. View eastbound along Todd Avenue (vicinity of the subject site)

Canning Highway and Todd Avenue intersection is a priority-controlled T-intersection with good sightlines in each direction.

3.6 PUBLIC TRANSPORT ACCESS

Public transport in the vicinity of the subject site is provided through two bus routes that operate along Canning Highway with the nearest bus stops located within 50m of the subject site. Refer to the bus stop map and table in **Figure 8** and **Table 1**. The bus stops in the vicinity of the subject site are accessible via the existing pedestrian network.

Nearest Bus Stops	Bus Routes
10331 (Canning Hwy)	106, 709 Esplanade Bus-port
10237 (Canning Hwy)	106 Fremantle Station, 709 Canning Hwy / Henley St

Table 1. Bus Stop List

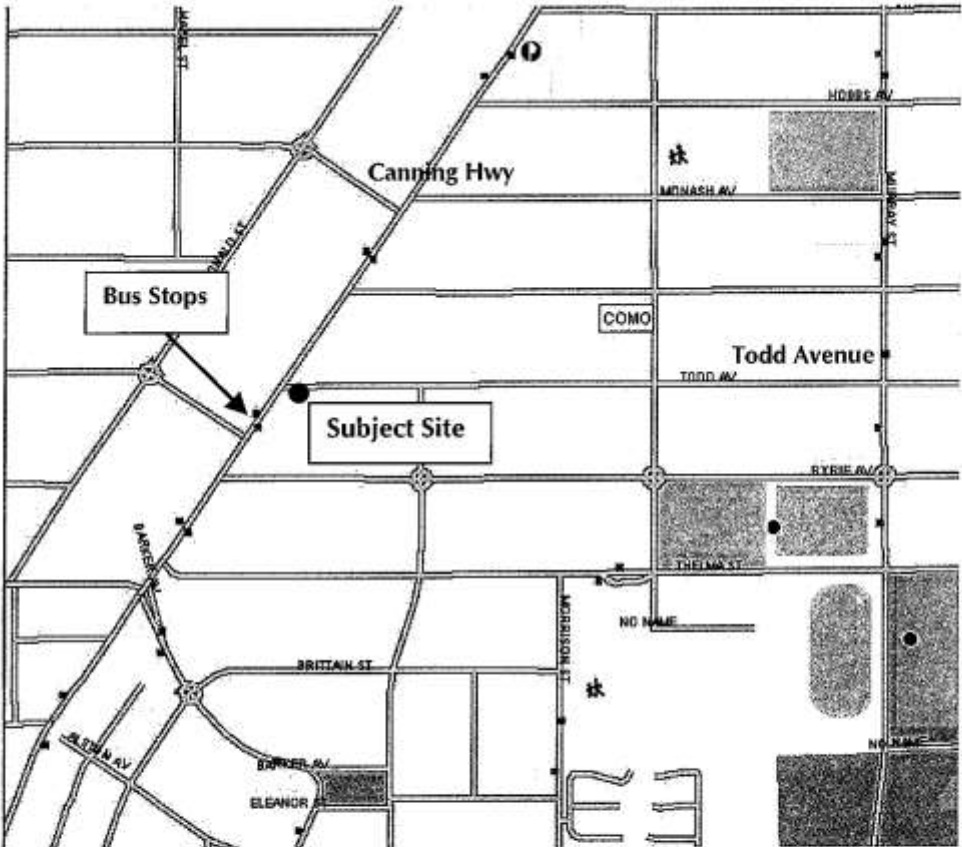


Figure 8. Bus Stop Map

3.7 PEDESTRIAN ACCESS

Pedestrian access to the subject site is available via Canning Highway and Todd Avenue. Footpaths are in place along both abutting roads (Todd Avenue – southern side and Canning Highway – both sides).

3.8 CYCLE ACCESS

Canning Highway itself is a poor road-riding environment. However, cyclist access to the subject site is available through a number of local and regional bicycle routes. Refer Figure 9.

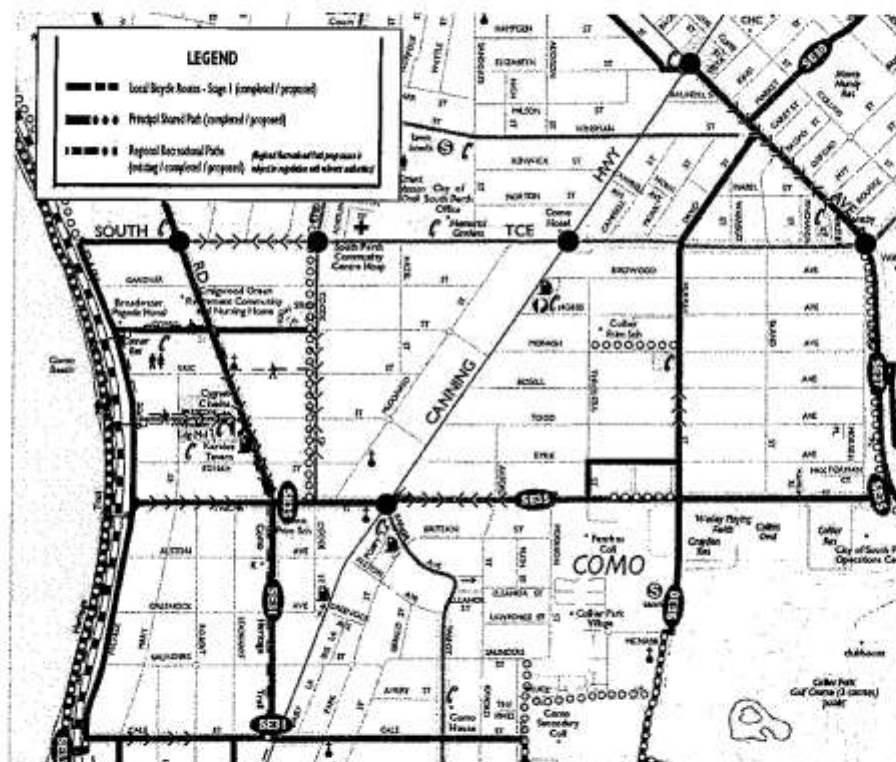


Figure 9. Bicycle Routes

3.9 SITE SPECIFIC ISSUES

Canning Highway is classified as a Primary Regional Road in the Metropolitan Region Scheme (MRS). The subject land is partially located within Canning Highway PRR reservation widening requirement.

Based on liaison undertaken by RPS Koltasz Smith, the town planners for this project, with Main Roads WA and City of South Perth, this reservation should not

Attachment 10.3.1(e)

form an impediment to the Change of Use Application as no major road improvements or widening is likely to occur within the short to medium term.

Based on Transcore's experience with a recent project on Canning Highway, which is also affected by the PRR reservation, it was advised by Main Road WA that the Canning Highway Reservation Review Study being undertaken by DPI is currently on hold and there are currently no proposal for road widening along this section of Canning Highway.

3.10 SAFETY ISSUES

As part of this traffic study, no specific traffic safety issues were identified since Canning Highway/Todd Avenue intersection entails good geometry and unobstructed sightlines and therefore provide a relatively safe environment for traffic operations.

3/9/08

Dear Resident

As you will be aware I have a proposal before the City of South Perth to allow me to relocate my veterinary clinic to 338, Canning Highway, Como. I hope that this letter will allay the concerns that have been raised.

On Noise:

- Patients will be admitted promptly to the clinic.
- Patients staying for the day will be housed in a recovery area with insulated walls and ceiling and with glass blocks as windows – it will effectively be soundproof.
- No patients will be held overnight.
- In-patients will be sedated if necessary.
- An acoustic report has been prepared by independent consultants and endorsed by the City's Health Department.

On Traffic:

- A traffic report has been prepared by independent consultants and this report identified no adverse effect on local traffic flow as most clients will use Canning Highway.
- This report has been endorsed by the Department of Planning and Infrastructure.
- Ample on-site car parking will be provided for clients.

On controlled drugs and antisocial behaviour:

- Use and safe storage of controlled drugs is regulated by law.
- The clinic will comply with all legal requirements.
- The premises have a 24 hour monitored alarm system.
- Security mesh will be fitted to all external openings.
- Removal of part of the surrounding wall on Todd Avenue and replacement by fencing and gates will improve visibility from the road and so improve security.
- The store containing medicines has no window and will be accessed via a solid core door with dead lock.

On property prices:

- The clinic will be a smart, well-maintained professional practice. This should have a beneficial effect on the value of neighbouring properties.
- Because the clinic has staff in attendance throughout the day and clients visit by appointment in the morning and afternoon there will be an effective neighbourhood watch presence during working hours which will make the surrounding area more secure.

In conclusion, I have practised at my present premises for nearly ten years with no adverse impact on my neighbours. In all this time I have never been the subject of complaints from neighbours nor the victim of criminals targeting drugs or money.

Should Council approve my application I look forward to being a good neighbour to you all.

Please feel free to phone or e-mail me to discuss this application:

Tel: 9474 1043

e-mail andrew@millpointvet.com.au

Yours faithfully,

Andrew Buchanan

Mr Lloyd Anderson
Planning Officer
City of South Perth

26th August 2008

CITY OF SOUTH PERTH	
27 AUG 2008	
Doc ID No:	
File No:	BT112
Original To:	PS
SEARCHED <input checked="" type="checkbox"/> INDEXED <input checked="" type="checkbox"/>	

Dear Mr Anderson,

RE: 11.2008.278 – No. 2A Bickley Crescent.

I am writing to clarify some points made by you and to support our application for the proposed use of our residence as a Bed & Breakfast.

It is my intention to only let the one bedroom at a time. The only time the second bedroom would be used is if it was a family or two couples traveling together. Therefore there will never be more than one guest car on site. As we are close to public transport there will be many occasions when the guest in residence will not have a car at all.

The guest parking spot will not block our entrance or exit from the garage entirely. One car will be blocked until the guest departs but that is not a problem as while I have a guest on site I will be remaining on site myself. When we moved in, our granddaughter lived with us. If she had purchased a car then the parking would be exactly the same.

We have a small trailer ourselves but this is kept in the rear of our garage. Guests will not be given permission to park a trailer on site.

As our accommodation is of a very high standard, my pricing is also on the higher end of the scale. I would rather not have the type of guests in that would be likely to cause a problem and not be respectful of the amenities or the house rules in place. I envision guests to be families, business people or couples on holidays. I am not presenting to the younger market.

The sign I propose to put up outside the house is 400mm square. It will be clear Perspex with the following lettering.



It will not require any lighting. It will attach to one of the front house pillars and be very unobtrusive. I feel anything under this size will not be readable from the road and this falls within your 0.2sq requirement.

I will send with this a sample copy of the information booklet that is provided for potential guests also prints of the house and the bedrooms so you can see the quality of accommodation on offer.

I assure you that nothing will occur that will lower the value of property in the vicinity.

Trusting that I have covered any and all points that have been expressed both by neighbours and the Planning Dept.

Yours sincerely



Helen Barrett.

COMO

BED & BREAKFAST

INFORMATION

Your hosts, Helen and Don Barrett welcome you to stay and will be happy to assist you in any way. Please make yourself comfortable and enjoy the privacy of your own suite.

Should you require any assistance feel free to use the intercom and press the marked button for our attention.

If you require a cooked breakfast then please let us know the night before with an approximate time. Your Continental breakfast will be brought up to your table in the morning or placed in your fridge the night before. Any crockery and cutlery can be left on the tray and will be cleared away.

Should you be staying for subsequent nights please let me know if you require your room serviced. If you would like fresh towels please leave used towels on the top banister and they will be replaced.

A front door key will be provided to you. It would be appreciated that it be returned to the key dish so we are aware when you are on the premises.

Your bar fridge does not have a freezer but I can supply ice or freezer space if required.

Please ensure your balcony door is locked when you are going out, or at night.

We have included in this folder some information about places to eat and a map of close facilities, as well as bus and train timetables.

Enjoy your stay

As we are situated in a residential area it is important not to adversely affect the enjoyment of our neighbours.

SOME HOUSE RULES:

- Guest vehicle must be parked within the specified location on the driveway, close to the front entrance where marked. Only one vehicle is permitted.
- Guests in residence can of course have visitors but there is a limit in numbers and length/time of visit.
- No parties or functions in guest suite can be permitted.
- No loud talking on balcony past 9pm or before 8am.
- Guests if out late at night or leaving early in the morning to be aware of excessive vehicle noise.

If any of the above house rules are not followed then this may result in termination of your stay.

HOW TO OPERATE YOUR TELEVISION

Channels available are:-

Channel 2	A.B.C. Main nightly news 7pm
Channel 7	local channel Nightly news 6pm
Channel 9	local channel Nightly news 6pm
Channel 10	local channel Nightly news 5pm

Using the LG black remote – Press Power.

Select channel with number keys

HOW TO OPERATE YOUR VIDEO

Television on channel

Press AV/.....

Using the grey remote –

A small selection of DVD's, including some family films, are stored in the drawers under the video player.



Panel Members Recommendation Report

Tender

Provision of Cleaning Services

Request for Tender (RTF) Number

18/2008

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Part 3	Evaluation Panel
Part 4	Selection Criteria and Rating Scale
Part 5	Evaluation methodology
Part 6	Evaluation Tools
Part 7	Basis of Decision
Part 8	Decision
Part 9	Endorsement by Evaluation Panel



Part 1

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1. Introduction

1.1. Title

The City of South Perth has issued a Request for Tender (RFT) for the Provision of Cleaning Services.

1.2. Scope

The scope of works included the cleaning of the City's Administration Offices, Community Facilities, Toilets and Barbecues within the municipality.

1.3. Value

The contract shall be a Schedule of Rates Contract as noted on the Form of Tender and the Tender Schedules. As the contract is for a 2 (two) year period consideration has been given for the inclusion of alternative tenders where an increase in price was submitted in the second year of the contract.

The budget allowance within the City's building maintenance works for 2008/09 has an amount of \$615,000 per year for the cleaning works.

1.4. Contract Period

The RFT seeks the contract to be for the period of 2 (two) years with an option to extend for an additional 12 months at the City's discretion.

1.5. Advertising Details

The tender was advertised as follows:

The West Australian -on Saturday 5 July 2008.

2. Background

2.1. Tenderer's Name

The City of South Perth issued a Request for Tender (RFT) for the Provision of Cleaning Services within the City. In the tender period a total of 20 sets of documents were dispensed and at the close of tenders on the 23 July 2008, 5 (five) tenders were received

Tenders were received from:

1. List's Cleaning Services
2. Office & Industrial Cleaning
3. Dell Cleaning
4. Bryce Contracting Service
5. Ramel Advanced Cleaning Services

2.2. Tender Price

Proposed tender price provided by tenderers in ascending order were as follows:

Tenderer	Price (ex GST)
Office & Industrial Cleaning	1,222,553.00
List's Cleaning Services	1,223,000.00
Bryce Contracting Service	1,390,379.00
Dell Cleaning	3,160,353.00
Ramel Advanced Cleaning Services	6,558,284.29

3. Evaluation Panel

3.1. Participants

An Evaluation Panel assessed each tender. Details on members of the Panel are contained within the table below:

Name	Position/Role
Gil Masters	Buildings & Assets Coordinator
Deanne Smith	Buildings Maintenance Officer
Fraser James	Tender & Contracts Officer

4. Selection Criteria and Rating Scale

4.1. Compliance Criteria

Compliance Criteria	List's Cleaning		Office & Industrial		Dell Cleaning		Bryce Contracting	
	Yes	No	Yes	No	Yes	No	Yes	No
1. The tender was delivered on time and marked clearly on the envelope the tender information. Document was not faxed or emailed.	Yes		Yes		Yes		Yes	
2. Offer Form of Tender was received	Yes		Yes		Yes		Yes	
3. All 7 (seven) Schedules attached	Yes		Yes		Yes		Yes	
4. One signed original and two copies of signed Tender attached.	Yes		Yes		Yes		Yes	
5. Alternative Tender was also attached and accompanied with a conforming tender		No	Yes			No		No
6. Has the tenderer agreed to perform the works in accordance with the specification?	Yes		Yes		Yes		Yes	
7. Materials/products suitability?		No	Yes			No		No
8. Compliance with environmental and community issues	Yes			No		No		No
9. Has the tenderer complied with the Tender Instructions/License requirements?	Yes		Yes		Yes		Yes	
10. Are all documents completed?	Yes		Yes		Yes		Yes	
11. Has the tenderer provided examples of similar work performance/regimes?	Yes		Yes		Yes		Yes	
12. Were referees provided?	Yes		Yes		Yes		Yes	
13. Does the tenderer meet Council's procurement policies?	Yes		Yes			No	Yes	
14. Does the Tender comply with the City's Occupational Safety and Health requirements?	Yes		Yes		Yes		Yes	
15. Does the tenderer have the financial capability to perform the work?	Yes		Yes		Yes		Yes	

4.2. Qualitative Criteria

Qualitative Criteria	Weighting %
1. Demonstrated Ability to Perform on Time	20%
2. Works Records, Experience and Referees	10%
3. Demonstrated Capacity of Resources	10%
4. Industrial Relations & Safety Record	5%
5. Demonstrated Sustainability Initiatives	5%
6. Tender Bid Price	50%

4.3. Rating Scale

Ratings for the evaluation were from [insert range of scale] and represent the following descriptions:

Score	Description of Score
0	Inadequate or non-appropriate offer, many deficiencies, does not meet criterion
2	Poor offer, some deficiencies, only partially meets criterion
4	Marginal offer, few deficiencies, almost meets criterion
6	Acceptable offer, no deficiencies, meets all criterion
8	Good offer, exceeds criterion
10	Excellent offer, greatly exceeds criterion

4.4. Pricing

The pricing submitted by each tenderer was assessed together with the qualitative criteria. The selected response is that which represents the most advantageous to the City of South Perth. At this stage, the tender submitted by Ramel Advanced Cleaning Services was not considered further due to the very high price of the bid.

The panel also investigated the opportunity to separate the contract into three logical - sub groups of Community and Administration Facilities, Toilets, and Barbecues; however in selecting the lowest tenderer in each sub group the price was more expensive than the two lowest competitive tenders by \$13,933.

5. Evaluation Methodology

5.1. Initial Compliance Check

An initial compliance check was conducted by the Evaluation Panel to identify submissions that were non-conforming with the immediate requirements of the RFT. This included compliance with contractual requirements and provision of requested information.

All tenders were processed through to qualitative criteria assessment on the basis that all terms and conditions and mandatory requirements of the RFT had been met.

5.2. Qualitative Criteria Assessment

The qualitative criteria assessment was carried out by the Evaluation Panel with the Panel scoring the tenders according to the evaluation matrix.

With the exception of Ramel Advanced Cleaning Services all applicants were assessed against the qualitative selection criteria. Specific criteria were weighted according to their importance as perceived and agreed by the Evaluation Panel. Relative weightings were published within the RFT

The evaluation clearly showed a more advantageous tenderer with an equally competitive price from which the Evaluation Panel was able to base their recommendation.

6. Evaluation Tools

Below is an outline of the process used by the Evaluation Panel when allocating points against the qualitative selection criteria

Refer to Section 4.2 of the Evaluation Report for a description of the Selection Criteria.

As part of the qualitative criteria assessment, the Evaluation Panel scored tenders/submissions according to the evaluation matrix as shown below:

6.1. Evaluation Matrix - Qualitative Criteria and Price

CITY OF SOUTH PERTH
Tender 18/2008: Provision Cleaning Services
TENDER ASSESSMENT MATRIX

ASSESSMENT CRITERIA	WEIGHTING FACTOR	List's Cleaning Services		Office & Industrial Cleaning		Bryce Contracting Service		Dell Cleaning	
		Out of 10	Weighted Score	Out of 10	Weighted Score	Out of 10	Weighted Score	Out of 10	Weighted Score
Demonstrated Ability to Perform on Time	20%	9.00	1.80	8.00	1.60	9.00	1.80	7.50	1.50
Works Records, Experience and Referees	10%	10.00	1.00	8.00	0.80	8.00	0.80	8.00	0.80
Demonstrated Capacity of Resources	10%	8.00	0.80	9.00	0.90	9.00	0.90	10.00	1.00
Industrial Relations & Safety record	5%	8.00	0.40	10.00	0.50	10.00	0.50	6.00	0.30
Demonstrated Sustainability Initiatives	5%	8.00	0.40	8.00	0.40	10.00	0.50	4.00	0.20
Tender Bid Price	50%	10.00	5.00	10.00	5.00	8.63	4.31	0.00	0

TOTAL	100%	9.40	9.20	8.81	3.50
--------------	-------------	-------------	-------------	-------------	-------------

"JOB" PRICE BASED ON BID

\$1,223,000.00	\$1,222,553.00	\$1,390,379.00	\$3,160,353.00
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LOWEST BID PRICE

\$1,222,553.00

Note:

- Score for tender fee is based on $\{ [(\text{lowest tender fee} - \text{actual tender fee}) / \text{lowest tender fee}] + 1 \} \times 10$.
- "0" indicate insufficient information to determine.
- Tenderers may be contacted during the assessment process to clarify information.

7. Basis of Decision

7.1. Basis for Recommending a Tenderer

Based on the Panel’s evaluation, the tender from List’s Cleaning Services represents the best priced offer and is therefore recommended as the acceptable tenderer.

It was noted that List’s Cleaning Services did not submit the lowest price although the difference of only \$447.00 to the lowest tendered price it was an insignificant amount given the annual expenditure of cleaning.

While the panel considers the documentation provided by List’s Cleaning Services lacks some detail, particularly within the compliance area, there is still adequate documentation and importantly, experience shown by the company. List’s Cleaning Services is the current contractor and has provided the City with very good service over the past twelve months and it was during this period that the company appointed a full time supervisor to oversee the contract.

List’s Cleaning Services were prepared to hold the schedule of Rates at a fixed rate for the two year period.

Tenderer	Price (ex GST) - 2 year period
List’s Cleaning Services	\$1,223,000

7.2. Details of Referee Report

List’s Cleaning Services is a member of the Master Cleaners Guild of Western Australia and has been servicing many of the metropolitan Local Authorities for the past 13 years. The company has been involved in selected cleaning works for the City for the past 12 years and has held the full cleaning contract for cleaning since 2005

8. Decision

The Evaluation Panel recommends that the tender from List’s Cleaning Services be accepted as per the Schedule of Rates for the sum of \$1,223,000 ex GST for a two year period from 1 October 2008 to 30 September 2010.

9. Endorsement by Evaluation Panel

Gil Masters

(Signature)

(Date)

Deanne Smith

(Signature)

(Date)

Fraser James

(Signature)

(Date)

City of South Perth

Attachment 10.5.1

List of Application for Planning Consent Deterimed Under Delegated Authority for the Period 1/08/2008 to 31/08/2008

Application #	Ext. Ref.	PC Date	Address	Applicant	Status	Description
011.2007.00000621.001	PR1/47	7/08/2008	47 Preston ST COMO	Mr S Bahremand	Refused	THREË GROUPED DWELLINGS
011.2007.00000622.001	CA6/29	11/08/2008	299 Canning HWY COMO	Parm Tjhung Designs	Approved	TWO STOREY SINGLE HOUSE
011.2007.00000660.001	MI6/12	22/08/2008	12 Milson ST SOUTH PERTH	Solar Dwellings	Approved	Single House
011.2008.00000012.001	MO2/51	18/08/2008	51 Monk ST KENSINGTON	Ms E M Creach	Approved	Additions / Alterations to Single House
011.2008.00000014.001	TH1/32	6/08/2008	32 Thelma ST COMO	RJ Knott, PT Ker & Associates	Approved	Additional Dwelling to form 2 Grouped Dw
011.2008.00000071.001	LO1/15	22/08/2008	158 Lockhart ST COMO	Ms A Oeij	Approved	TWO STOREY SINGLE HOUSE
011.2008.00000162.001	PA1/33	21/08/2008	33 Park ST COMO	Great Aussie Patios	Approved	PATIO ADDITION TO GROUPED DWELLING
011.2008.00000164.001	LE5/L8	20/08/2008	Ley ST COMO	JWH Group Pty Ltd	Approved	TWO STOREY SINGLE HOUSE
011.2008.00000176.001	SU1/18	11/08/2008	18 Success CRES SALTER POINT	Manor Home Builders	Approved	TWO STOREY SINGLE HOUSE
011.2008.00000192.001	GL1/37	18/08/2008	37 Gladstone AVE SOUTH PERTH	Webb & Brown-Neaves Pty Ltd	Approved	TWO STOREY SINGLE HOUSE
011.2008.00000216.001	BI3/91 -	18/08/2008	91 Birdwood AVE COMO	Mr G Franco	Approved	Home Business
011.2008.00000223.001	SA2/24	18/08/2008	24A Salter Point PDE SALTER POINT	Mr A Fratelle	Approved	Single House
011.2008.00000251.001	LO1/12	12/08/2008	120 Lockhart ST COMO	Mr A Chun	Approved	TWO SINGLE HOUSES : TWO STOREY
011.2008.00000256.001	AN1/12	1/08/2008	125 Angelo ST SOUTH PERTH	NH Enterprises Pty Ltd	Approved	PATIO ADDITION TO SINGLE HOUSE
011.2008.00000259.001	MU2/6	8/08/2008	6 Murray ST COMO	Madam A L Wang	Approved	FENCE GREATER THAN 1.8 METRES
011.2008.00000267.001	RY1/38	25/08/2008	38 Ryrie AVE COMO	Webb & Brown-Neaves	Approved	TWO STOREY SINGLE HOUSE
011.2008.00000269.001	LO1/12	29/08/2008	122 Lockhart ST COMO	Mr A Chun	Approved	TWO SINGLE HOUSES : TWO STOREY
011.2008.00000270.001	LO1/76	25/08/2008	76B Lockhart ST COMO	Mr J J Bartlett	Approved	PATIO ADDITION TO SINGLE HOUSE
011.2008.00000271.001	LO1/76	25/08/2008	76A Lockhart ST COMO	Mr P S Bartlett	Approved	PATIO ADDITION TO SINGLE HOUSE
011.2008.00000285.001	RY1/13	29/08/2008	132 Ryrie AVE COMO	Southpat Patios	Approved	PATIO ADDITION TO SINGLE HOUSE
011.2008.00000289.001	ME7/16	25/08/2008	16 Mends ST SOUTH PERTH	Mr G Heffer	Approved	ALTERATIONS TO RETAIL PREMISES
011.2008.00000295.001	PE4/33	6/08/2008	33 Pether RD MANNING	APG Homes	Approved	TWO STOREY GROUPED DWELLING

List of Application for Planning Consent Determined Under Delegated Authority for the Period 1/08/2008 to 31/08/2008

Application #	Ext. Ref.	PC Date	Address	Applicant	Status	Description
011.2008.00000297.001	PR/1/55	22/08/2008	55 Preston ST COMO	Poulter Installations	Approved	OUTBUILDING
011.2008.00000298.001	HA6/36	7/08/2008	36 Hazel ST COMO	Baleen Holdings Pty Ltd	Approved	ADDITIONS TO GROUPED DWELLING(S)
011.2008.00000304.001	AN1/67	7/08/2008	67 Angelo ST SOUTH PERTH	Diverse Shopfitters	Approved	CHANGE OF USE: SHOP TO EATING HOUSE
011.2008.00000309.001	AN1/93	22/08/2008	93 Angelo ST SOUTH PERTH	Honest Holdings Pty Ltd	Approved	SINGLE HOUSE TWO STOREY
011.2008.00000311.001	LO1/21	1/08/2008	21 Lockhart ST COMO	Ms S Wilcox	Approved	ADDITIONS TO GROUPED DWELLING(S)
011.2008.00000313.001	DO4/L9	25/08/2008	Downey DR MANNING	Mr P F Bussell	Approved	TWO STOREY SINGLE HOUSE
011.2008.00000317.001	TH1/60	18/08/2008	60 Thelma ST COMO	Outside In Landscape Management	Approved	Additions / Alterations to Single House
011.2008.00000321.001	BR2/14	14/08/2008	14 Brandon ST SOUTH PERTH	Mr T Zomer	Approved	OUTBUILDING
011.2008.00000327.001	WO1/L	22/08/2008	Wooltana ST COMO	Honest Holdings Pty Ltd	Approved	Additions / Alterations to Single House
011.2008.00000328.001	SI2/12	15/08/2008	12 Sixth AVE KENSINGTON	Mr C M Gee	Approved	Carport Addition to Single House
011.2008.00000333.001	HO3/1A	22/08/2008	1A Hopetoun ST SOUTH PERTH	Patio Living	Approved	PATIO ADDITION TO SINGLE HOUSE
011.2008.00000334.001	ED5/29	22/08/2008	29 Ednah ST COMO	Mr C R Arndt	Approved	OUTBUILDING
011.2008.00000346.001	BA2/80	18/08/2008	80 Banksia TCE KENSINGTON	Highline Ltd	Approved	PATIO ADDITION TO SINGLE HOUSE
011.2008.00000361.001	PA1/17	25/08/2008	17A Park ST COMO	Addstyle Constructions Pty Ltd	Approved	ADDITIONS TO GROUPED DWELLING(S)
011.2008.00000372.001	SO1/81-	22/08/2008	81 South Perth ESPL SOUTH PERTH	Mr S Flower	Approved	ADDITION TO SHOP
011.2008.00000373.001	DAP	25/08/2008	54 Parsons AVE MANNING	Mr T Reany	Approved	Additions / Alterations to Single House
011.2008.00000378.001		27/08/2008	32 Alston AVE COMO	Mr A James	Approved	FENCE GREATER THAN 1.8 METRES

City of South Perth

Local Emergency Management Arrangements

Amendment Record

Proposals for amendments or additions to the text of this document should be forwarded to the Emergency Management Executive Officer or the Manager Environmental Health & Regulatory Services, City of South Perth, Sandgate Street, South Perth WA 6151.

Amendment			Amended by	
#	Date	Details of Amendment	Initials/Date	
1	25 March 2008	Draft presented to EMT for comment.	SC	25/03/08
2				
3				
4				
5				
6				
7				
8				

City of South Perth Emergency Management Arrangements

Preface

The purpose of the local emergency management arrangement is to document the City of South Perth's management of identified risks and provide specific detail on planning, response and recovery activities of the City, Hazard Management Agencies (HMA's) and other agencies.

The arrangements are arranged in six parts viz: -

PART 1	Provides a general description of the City, its hazards and details of the Emergency Management Advisory Committee.
PART 2	Establishes the Emergency Management Structure and Risk Analysis.
PART 3	Identifies risks and responsibilities of agencies involved in response to emergencies faced by the City. Evacuation plans and demographics of the City are also provided including levels and times for evacuations.
PART 4	Recovery Arrangements
PART 5	Emergency Contacts Directory
PART 6	Appendices

Part **1**

General Information

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Part 1 - MANAGEMENT

PART 1

Authority

These arrangements have been prepared and endorsed by the City of South Perth/Canning, Local Emergency Management Committee. They have been tabled for the information and comment with the South East Metropolitan Emergency Management Committee and the District Emergency Management Committee.

Date

The content of these arrangements was endorsed by the City of South Perth/Canning Local Emergency Management Committee on the 19 August 2008. The Local Government Council resolved to endorse the City of South Perth Emergency Management Arrangements at its meeting in August 2008.

Area Covered:

Situated south of the Perth City CBD, the City of South Perth is bordered by the Town of Victoria Park and the City of Canning to its north and east respectively. The boundaries of the City include the Canning and Swan River foreshore areas.

The City of South Perth comprises of the suburbs of South Perth, Como, Manning, Salter Point, Karawara and Kensington.

Purpose:

The purpose of these local emergency management arrangements is to document the City's management of identified risks and provide specific details on planning, response and recovery activities of the Local Governments, Hazard Management Agencies (HMA's) and other agencies as required.

Objectives of these Emergency Management Arrangements:

- Ensure there is an effective framework for the management of emergencies within the City of South Perth.
- Contribute to the timely, effective and coordinated emergency management with the City of South Perth.
- Ensure that these arrangements comply with State Emergency Management Arrangements and the Emergency Management Act 2005.
- Ensure that all organisations involved in Emergency Management are aware of the local emergency management arrangements.

Scope:

The scope of these arrangements is limited to the geographical boundaries of the City of South Perth. The arrangements only apply within existing legislation, local laws and works as an interface and support plan to existing State local emergency management arrangements/plans.

The Local Government management of an emergency shall be the responsibility of the Local Government liable for the control of the area in which the emergency has impacted. The Local Government responsible for the emergency area shall provide appropriate resources and personnel to manage the emergency in the first instance.

Supporting Documents:

- Agency Hazard Plans
- City of South Perth Local Recovery Plan
- City of South Perth Resource Register
- City of South Perth Emergency Contacts Directory
- City of South Perth Emergency Risk Register

Agreements, Understandings and Commitments:

The City of South Perth and City of Canning are serviced by a joint State Emergency Services Unit.

Special Considerations:

NIL

Resources:

A local emergency resources register for the City of South Perth is provided in **Appendix 9** of the Emergency Management Arrangements. The register contains a list of the vehicles and plant owned by the Town and available for use in Emergencies.

Financial Arrangements:

State emergency management arrangements "Policy Statement 13 (SEMC PS13)"
Outlines the responsibilities of funding during multi agency emergency which states:

"Where an emergency involves a multi-agency response, all costs associated with the emergency shall be met by each individual agency, provided such costs are related to the delivery of services or resources which form part of the agency's core functions; or where the agency has a bi-lateral agreement to provide such services and resources at its own cost. Where costs are incurred in delivering services or resources at the request of the Hazard Management Agency concerned, which are not part of the agency's core functions and there are no prior agreements as to funding responsibilities, then such costs shall be met by the Hazard Management Agency. There is provision for agencies whose core programmes are affected by the costs incurred to make application for supplementary funding to Treasury".

Local Financial Arrangements:

The City of South Perth also recognises the importance of emergency management and is committed to spending such necessary funds as required to ensure the safety of the City's residents and visitors. Emergency funds may also be provided as needed in response to any significant emergency within the City of South Perth.

In emergency situations the City's managers may approve expenditure up to a value of \$10,000 for emergency situations. In accordance with the provisions of the *Local Government Act 1995*, the Mayor of a Local Government may authorise any expenditure in an emergency situation.

Where possible authorisation should be sought from the Chief Executive Officer and should he not be available any Executive Manager. For funding exceeding this level the Chief Executive Officer must be consulted prior to any approval.

Responsibilities:

Emergency Coordinator

That person designated as Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.

- o At the State level this is the Commissioner of Police.
- o At the District level it is the District Police Officer.
- o At the Local level it is the Senior Police Officer responsible for the police sub-district.

Local Emergency Management Committee

The composition of the Emergency Management Committee is at **Appendix 4**. The Local Emergency Management Committee or designated members may be activated to provide advice to the Coordinator. The Committee Contact Details are included with the Emergency Contacts Directory. The Committee shall act in an advisory capacity to the Hazard Management Agency

1. HMA Responsibilities

- (A) Ensuring emergency management activities relating to the prevention of, preparedness for, response to and recovery from a specific hazards are undertaken;
- (B) Preparing a strategic plan or arrangements (WESTPLANS) designed to cope with the particular hazard, that includes details of joint agency operational arrangements;
- (C) Appointing an Incident Manager(s) and Operations Area Manager, where appropriate, responsible for:
 - i) Management of the *Incident* or *Operation*, within the context of planning, leading, organising and control;

- ii) Preparing and implementing an operational plan;
- iii) Public information and community awareness;
- iv) Activating the Incident Management Group or Operations Area Management
- v) Group where appropriate, in consultation with the relevant Emergency Coordinator(s);
- vi) Ensuring the activation of the appropriate recovery arrangements;
- vii) Providing progress/situation reports to the higher levels of their parent organisation and the emergency management
- viii) Organisation (*refer Policy Statement No. 1 for details*); and submitting a post operations report (*see Policy Statement #12 for details*).

2. Combat Agency Responsibilities

- ❖ Executing combative action in accordance with their statutory responsibilities;
- ❖ Executing tasks as allocated in the tactical response plan;
- ❖ Providing progress reports to the designated Incident Manager or Operations Area Manager;
- ❖ Providing progress reports to the higher levels of their parent organisation; and
- ❖ Contributing to a post operations report.

3. Support Organisation Responsibilities

- Restoring essential services affected by the emergency;
- Providing "function" support as part of the tactical plan, e.g. Department for Child Protection to provide welfare services;
- Managing their own resources and those given to them in support of their specific function;
- Providing progress reports to the designated Incident Manager or Operations Area Manager;
- Providing progress reports to the higher levels of their organisation; and
- Contributing a post operations report.

Emergency Operations Centre Management:

The Local Emergency Operations Centre for an emergency will be designated by the Hazard Management Agency "Incident Manager".

Where the Hazard Management Agency requests alternate accommodation for the emergency operations centre the following facilities are available if deemed appropriate for use:

□ **City of South Perth Administration Building**

Corner of Sandgate Street and South Terrace
South Perth WA 6151
Telephone: 9474 0777
(9474 0777 - after hours)
Facsimile: 9474 2425
Email: enquiries@southperth.wa.gov.au

Alternative location:-

□ **Council Works Depot**

City of South Perth - Operations Centre
199 Thelma Street
Como WA 6152
Telephone 9474 0900
(9474 0777 - After hours)
Facsimile: 9474 2425
Email: enquiries@southperth.wa.gov.au

Part **2**

Planning

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Part 2

PART 2 - PLANNING

The City of South Perth has established a LEMC to overview, plan and test the local emergency management arrangements. The LEMC is made up of representatives of agencies, organisations, community groups and has expertise relevant to hazards and risks relevant to the City of South Perth.

Risk Register:

The City of South Perth LEMC has undertaken a Risk Analysis of the risks associated within the City of South Perth. The Hazards and their level of risk have been determined utilising the Emergency Risk Management Models based on the Australian/New Zealand Standard for Risk Management 4360:2004. The Model is provided in Appendix 2 of these arrangements and outlines the basis for the Risk Register.

Hazard Level of Risk

Hazard	Level of Risk
Major Traffic Accident	Extreme
Aircraft Crash	High/ Extreme
Earthquake	High
Storm/Tempest & Flooding	Moderate/ High
Hazardous Materials	High/ Extreme
Major Fire	Moderate/High

Emergency Management Structure:

The Emergency Management Structure consists of:

1. Incident Management Group/s (IMG)

- (a) Activation, by the HMA Incident Manager, in consultation with the relevant Local Emergency Coordinator.

2. Composition.

- (a) Chair – the Incident Manager appointed by the HMA.
- (b) Members – representatives from those agencies and the community directly involved in the response and recovery of the event as determined by the Incident Manager.

3. Role. Assist the Incident Manager with the overall management of the Incident.

4. The Incident Management Group is the operational arm of the respective Local Emergency Management Committee.

Part **3**

Response

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PART 3 - RESPONSES

Part 3

The City of South Perth having undertaken a Risk Assessment of possible hazards and threats applicable to the City as provided in **Appendix 2** of these arrangements have also identified the HMAs responsible for that hazard/emergency. The hazards/emergencies identified in **Appendix 3** are by no means exhaustive and will be added to as required and in accordance with SEMC PS 7 and the Emergency Management Act 2005 these arrangements are based on the premise that the HMA responsible for the threats in **Appendix 3** will develop, test and review appropriate emergency management plans.

It is recognised that HMAs and Combat Agencies may require the City of South Perth resources and assistance. The City of South Perth is committed to providing that assistance/support where possible.

Evacuation:

Circumstances may arise within the City where there may be the need to partially or totally evacuate the population of a particular area. The aim of this section is to detail arrangements for the relocation of persons affected by the disaster. The detailed plan itemising the actions taken during an evacuation of the City may be found in **Appendix** of these arrangements.

This evacuation is an outline of evacuation arrangements not a plan. The decision to prepare for an evacuation will be determined by the HMA in consultation with the Emergency Coordinator.

The HMA will manage the evacuation with assistance from the WA Police, in controlling the general community participating in an evacuation. A list of key evacuation/welfare personnel and telephone numbers is included in **Appendix 6**.

Communication of this decision to participating organisations is the responsibility of the HMA through Local Emergency Coordination Centre. Police warn members of the affected community with assistance from the City's Patrol and Security Services Officers and Local SES.

Demographic Details
Age Groups of Residents Suburbs within City of South Perth

Age group of residents	South Perth	Como	Manning	Salter Point	Karawara	Kensington	Waterford
0 - 4 years	427	462	279	102	101	344	69
5 - 11 years	604	609	313	177	119	397	135
12 - 17 years	773	730	415	246	105	303	220
18 - 24 years	1,554	2,003	399	256	602	353	388
25 - 34 years	1,869	2,146	463	241	338	573	176
35 - 49 years	2,342	2,376	772	442	309	1,008	399
50 - 59 years	1,783	1,676	394	369	207	482	364
60 - 69 years	1,076	972	177	212	110	176	178
70 - 84 years	793	1,209	339	242	35	207	83
85 + years	191	453	75	149	23	76	6
TOTAL	11,412	12,636	3,625	2,436	1,947	3,919	2,018

Source: Australian Bureau of Statistics 2006 Census

EVACUATION MATRIX

DURATION	0-8 HOURS	0-1 DAY	1-3DAYS 1-3	3 DAYS	1 WEEK +
1-10 People	Local	Local	District	District	State
10-100 People	Local	Local/District	District	District/State	State
100-500 eople	Local/District	Local District	District/State	State	State
500+ People	Local/District	District	State	State	State

Community Assembly Locations and Welfare Assembly Centres

A list of key Welfare Assembly Centres and facilities are included in Appendix 8
 Welfare Assembly Centres will be determined at the time.

Part **4**

Recovery Arrangements

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PART 1 - RECOVERY ARRANGEMENTS

Authority

These Arrangements have been prepared and endorsed by the City of South Perth Local Emergency Management Committee (LEMC). They have been tabled for information and comment by the South East Metropolitan Emergency Management Committee and the District Emergency Management Committee.

Date

The content of these arrangements was endorsed by the South Perth/Canning Local Emergency Management Committee on the 19 August 2008.

The City of South Perth Council resolved to endorse the Emergency Management Arrangements at its meeting in August 2008.

Area Covered

Situated south of the Perth City CBD, the City of South Perth is bordered by the Town of Victoria Park and the City of Canning to its north and east respectively. The boundaries of the City include the Canning and Swan River foreshore areas.

The City of South Perth comprises of the suburbs of South Perth, Como, Manning, Salter Point, Karawara and Kensington.

The City has a river frontage 19.6 kilometres from Canning River to the south east at Centenary Avenue to the Swan River at the Ellam Street at the northern boundary.

Aim

The aim of this document is to record the recovery management arrangements in place; to restore, as quickly as possible, the quality of life in an affected community, so that they can continue to function as part of the wider community.

Objectives

To ensure that the City of South Perth is able to adequately prepare for and act in conjunction with other authorities in to assisting the community in the recovery process as part of emergency management and response.

Scope:

The scope of these arrangements is limited to the geographical boundaries of the City of South Perth. The arrangements must also only operate within existing legislation, local laws and works as an interface and support plan to the existing state emergency management plans.

Title:

The title of these arrangements is the City of South Perth Local Recovery Arrangements.

Existing Plans and Arrangements:

- Agency Hazard Plans
- City of South Perth Resource Register
- City of South Perth Emergency Contacts Directory
- City of South Perth Emergency Risk Register

Agreements, Understandings and Commitments:

The City of South Perth and City of Canning are serviced by a joint State Emergency Services Unit.

Additional Support:

Special Considerations:

NIL

Resources:

A local emergency resources register for the City of South Perth is provided in **Appendix 9** of the Emergency Management Arrangements. The register contains a list of the vehicles and plant owned by the City and available for use in Emergencies.

Financial Arrangements:

- Emergency Financial Relief Arrangements are contained in WESTPLAN - RECOVERY (Part 6)
- Guidelines for the administration of Public Appeals can be found in State Emergency Management Committee Policy Statement No 16 (PS 16).
- Guidelines related to Property Insurance issues are outlined in the State Recovery Plan (WESTPLAN- RECOVERY Part 7)
- Agencies utilising community volunteers to assist with the delivery of services to the community are responsible for insurance coverage of those volunteers.

The City of South Perth also recognises the importance of emergency management and is committed to spending such necessary funds as required to ensure the safety of the City's residents and visitors.

Emergency funds may also be provided as needed in response to any significant emergency within the City of South Perth.

Local Recovery Coordinating Committee (LRCC)

Role:

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Arrangements.

Responsibilities:

The Local Recovery Coordinating Committee (LRCC) is responsible for:

- Appointment of key positions within the committee and, when established, the sub-committees (e.g. Local Recovery Coordinator, Media Liaison Officer, subgroup chairmen etc.)
- Assessing requirements for restoration of the Social, Infrastructure, Physical, Health, Environmental, and Economic well-being of the community.
- Establish sub-committees as required
- Ensuring a coordinated multi agency approach to community recovery.
- Making appropriate recommendations to the LEMC to improve the communities' recovery preparedness

Responsibilities:

- Assess requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- Assess the restoration process and the reconstruction policies and programmes and facilitate the reconstruction plans where required.
- Report regularly the progress of the restoration and reconstruction process to the LRCC Executive Group.
- Make recommendations to the LRCC Executive Group for financial and other assistance as required.

Community/Human Services Group (local)

Responsibilities:

- Assess the requirement for personal support services in the short, medium and long term
- Facilitate resources (both human and financial) as required to complement /assist existing local services
- Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved
- Make recommendations to the LRCC for additional personal services as required Local Recovery Coordinator.

Responsibilities:

- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the Hazard Management Agency.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the Local Recovery Coordinating Committee.
- Liaise with the Chairman, State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally.

Attachment 10.5.4

- Ensure that regular reports are made to the SRCC on progress of recovery.

PART 2 - LOCAL RECOVERY ARRANGEMENTS

Introduction

This part of the arrangements details issues that apply where an event is assessed as being of sufficient magnitude to require a Local Recovery Coordinating Committee (LRCC) to be involved in the recovery process.

As stated in Westplan Recovery (Part 2, Paragraph 2.10), initial and primary responsibility for management of the recovery process lies at the local government level. Therefore the City of South Perth will be responsible for management of the recovery process within the local government area.

Where the level of recovery is beyond the capacity of the local Community, State Level Support shall be requested as outlined in state recovery arrangements (Westplan Recovery). Triggers for requesting state level support include:

- SECG itself
- the HMAs Operations Area Manager
- information provided by Local Recovery Committees in the affected area
- local government(s) who cannot cope with the magnitude of the event
- direction from the Government or by a recommendation of the Chairman of the Recovery Services Group following a visit to the affected area.

Organisation:

The Local Recovery Coordination Committee (LRCC) will preferably be chaired by the Mayor or their nominee and have relevant community leaders as its members, including appropriate State Government Agency representatives. Where the LRCC is established a core group of key stakeholders will be represented on the committee supported by other organisations seconded as required.

The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process.

When a LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate.

Executive Chairman	The Mayor
Local Recovery Coordinator	Manager, Environmental Health & Regulatory Services
Secretary	Administration Officer - Environmental Health & Regulatory Services

Core Membership:

- City of South Perth
- Hazard Management Agency
- Health Department of WA
- Department for Child Protection
- WA Police

Co-opted Members (as required):

- Agriculture Western Australia
- Environmental Protection Authority
- Lifelines
- Main Roads WA
- Department of Environment & Conservation
- Swan River Trust
- St Johns Ambulance
- South Perth Chamber of Commerce

(A diagram of the Local Recovery Organisational Structure can be seen at Annexure A)

Organisational Responsibilities:

Agreed organisational responsibilities are outlined in the State Recovery Arrangements, Westplan - Recovery (Annex B) and the City of South Perth's Local Emergency Management Arrangements.

Agencies need to be consulted locally to verify how they will undertake these agreed responsibilities as this may vary due to geographic location and resource availability throughout the state. For this reason, the recovery roles and responsibilities of all agencies/groups should be detailed in the Recovery Arrangements, as this is what each of the parties to the arrangements have agreed to.

Local Response/Recovery Coordination Interface:

Response and recovery activities may overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Manager (IM), Emergency Coordinator and the Local Recovery Coordinator. However, where an agreement cannot be achieved, preference is to be given to the response requirements.

Activation:

The decision to activate these Arrangements will usually be made by the Incident Management Group as a result of an assessment of the assistance needed for recovery made by either:

- The Incident Management Group itself; or
- Through consultation between the Hazard Management Agency (HMA) and the Incident Manager.
- Manager (IM) and the Local Emergency Co-ordinator.
- City of South Perth

Activation of these Arrangements is the responsibility of the Chairman, Local Recovery Coordinating Committee.

Assessment and Operational Recovery Arrangements:

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event.

Depending upon the extent of the restoration and reconstruction required the Local Recovery Coordinator Committee (LRCC) may develop a specific recovery plan setting out the recovery process to be implemented.

(See Annexure B for an outline of a recovery plan)

Welfare and Health Services:

Welfare activities are directed at meeting the immediate food, shelter and security requirements of those affected by the incident or disaster. Recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning.

In some instances, these activities may continue for months or even years.

The following related documents provide detailed information:

- Local Evacuation Plan (**Appendix 12** of Arrangements)
- Local Welfare Support Plan (**Appendix 13** of Arrangements)
- Local Health Support Plan (**Appendix 14** of Arrangements)

Public Information:

Efficient and effective dissemination of information to the affected community and the community at large in respect to recovery measures and contact points is essential.

The method of dissemination of information on recovery measures during the recovery phase will depend when these Arrangements have been fully activated.

The Media Liaison Officer appointed to the LRCC) will coordinate, following an emergency where these Arrangements have been fully activated, the dissemination of information on recovery measures/issues.

Agencies or organisations involved in the recovery phase are encouraged to disseminate information on their services to the public in the usual manner. However, it is expected that media releases will be provided to the LRCC for comment prior to dissemination.

Recovery Coordination Centre:

The Local Recovery Coordination Centre will be located at the City of South Perth Administration Centre, Corner of Sandgate Street and South Terrace, South Perth, WA 6151 (Telephone 9474 0777).

Where this location is unavailable or deemed unsuitable the LRCC will designate an alternate location as soon as possible and publicise it after it is established.

Infrastructure:

The restoration/reconstruction of essential services, e.g. roads, transport, water, sewage, electricity, gas and waste disposal, will remain the responsibility of the

agencies with the existing responsibility for the provision of those services, each of which should have a Business Continuity Plan (BCP) in place.

The Local Recovery Coordinating Committee is responsible for recommending priorities and ensuring work is completed.

Stand Down:

The Local Recovery Coordinator will stand down participants (of the LRCC) when they are no longer required.

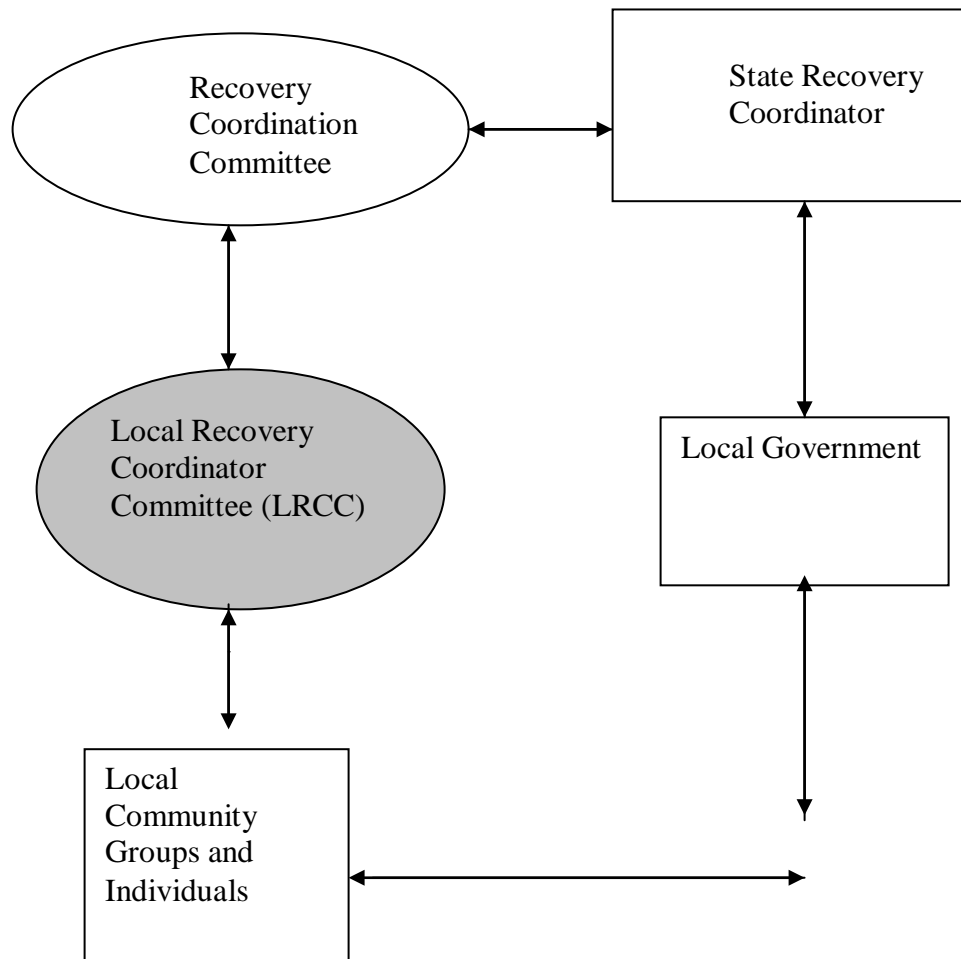
Debriefing:

The Local Recovery Coordinator will arrange for the debriefing of all participants and organisations as soon as possible after stand-down and the preparation and tabling of a report to the LEMC. A copy of this report will also be forwarded to the HMA and the Chair of the SEMC Recovery Services Group and the relevant DEMC.

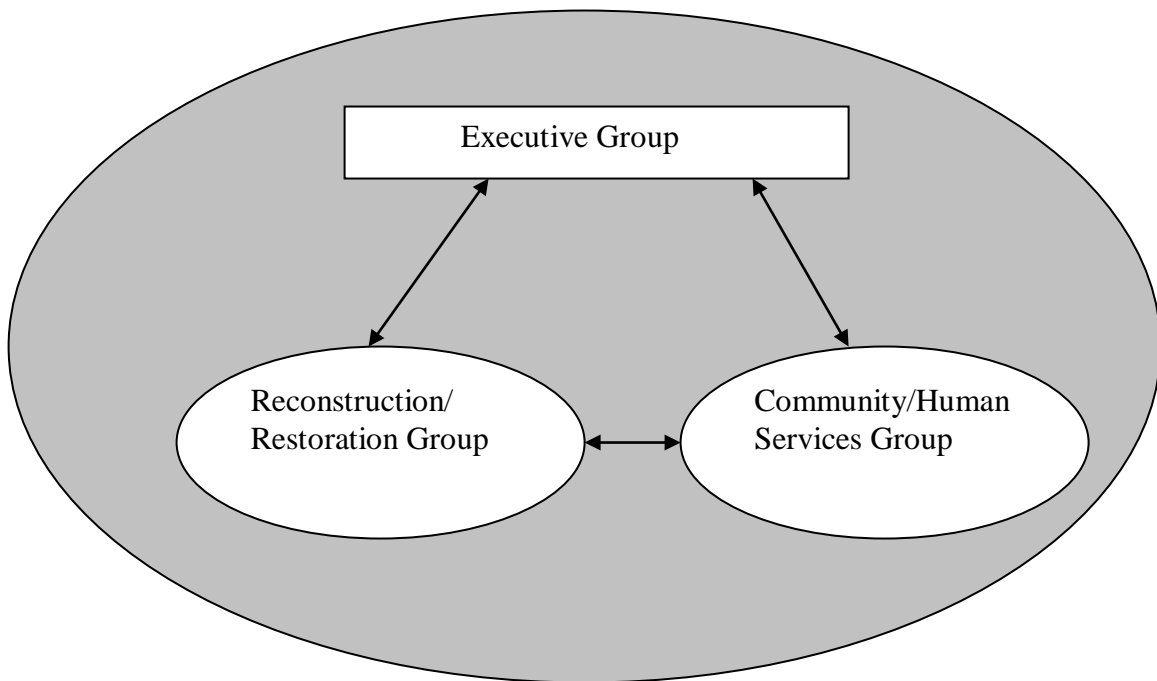
Annexure A

Local Recovery Organisation

Recovery Phase



LRCC (as required)



Annexure B
Operational Recovery Arrangements:

The City of South Perth has prepared local recovery arrangements that encompass all of the elements of WESTPLAN - RECOVERY as a general recovery management plan.

However, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery arrangement should be prepared by the Local Recovery Coordinating Committee.

The operational recovery arrangements should provide a full description of the extent of the damage, both physical and human, and detail plans for restoration and reconstruction of the affected community.

Each operational recovery arrangements will be different depending upon the nature of the emergency and the severity of the destruction and disruption. However, the following is a guide to those elements that should be included, although it is not intended to be prescriptive.

**City of South Perth
Local Recovery Coordinating Committee
Operational Recovery Arrangements**

Section 1

Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

Section 2

Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychiatric support) requirements
- Other health issues

Section 3

Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4

Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)
- Public information dissemination.

Section 5

Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for
- Office and living accommodation, furniture and equipment details for additional temporary personnel.

Section 6

Conclusion

This summarises goals, priorities and timetable of plan.

Signed by

Chairman, Local Recovery Coordinating Committee

Date:

Part **5**

**Emergency
Contacts
Directory**

Part 5 - Emergency Contacts Directory

<u>Emergency Contact Registry</u>		
SES Supervisor Canning/ South Perth	Fleming Ave, Wilson	Home: 9455 4164 Mobile: 0409 886 053 Work: 9334 8069
Unit Duty mobile	(first contact for emergency assistance):	Mb: 0418 948 658
SES - Regional Headquarters Contact: Darryl Ott (District Manager)	91 Leake Street Belmont 6104	Bus: 9479 9324 A/H: 0427 005 110 Fax: 9479 4890
City of South Perth	Services	
INFRASTRUCTURE SERVICES		
Les Croxford (Manager)	9474 0909	0417 937 818
Len Doulton	9474 0924	
Paul Chapman	9474 0923	
PROPERTY MAINTENANCE		
Deanne Smith	9474 0929	0438 913 400
Gil Masters	9474 0903	0407 192 349
HEALTH SERVICES		
Sebastian Camillo	9474 0781	0417 046 675
PARKS & RESERVES		
Geoff Colgan	9474 0906	0417 189 768
John Murray	9474 0905	0417 955 352
RECREATIONAL SERVICES		
Matthew Hunt	9474 0856	
WASTE SERVICES		
Sebastian Camillo	9474 0781	0419 046 675
RANGER SERVICES		
Joseph Sidoti	9474 0831	0417 908 681
MISCELLANEOUS		
Ros Mulcahy (Public Affairs)	9474 0716	0438 946 085
Police Operations		
Incident Management Unit (Local Emergencies only)	Cannington Police Complex 1325 Albany Hwy Cannington 6107	9222 1111 9451 0165
Cannington Police Station	Cannington Police Complex 1325 Albany Hwy Cannington 6107	9451 0000
Kensington Police Station	25 George Street Kensington 6151	9474 7557 Bus: 9474 7555 A/H: 9222 1111

		Fax 9474 7550
FIRE STATIONS	(FESA)	
FESA		9323 9333
Canning vale		9455 2008
Welshpool		9351 9250
Kensington		9367 1222
NEIGHBOURING VETINARY HOSPITALS		
Bentley Vet - Manning Road	9458 8786	
Mill Point Vet - Labouchere Rd	9474 1043	
All Creatures Great & Small - Canning Hwy	9474 3360	
STATE GOVERNMENT AGENCIES CONTACTS		
Ambulance, St John's Contact: Bill Thomson (Southern Regional Manager)	209 Great Eastern Hwy Belmont 6104	Bus: 9334 1455 Mob: 0415 428 637 Fax: 9334 1499
Child Protection, Department for (Family & Children's Services)	Cnr Lake St & Grose Ave Cannington 6107	Bus: 9351 0888 Mob: 0417 951 709 Fax: 9351 0877
Community Health Service	Coolgardie Road Bentley	Bus: 9458 4383
Conservation & Land Management, Department of Swan Regional Office	Technology Park Western Precinct 20 Dick Perry Avenue Kensington 6151	Bus: 9334 0333 A/H: 9334 0333 Fax: 9334 0498
Environmental Conservation Department of	Westralia Square 141 St George's Terrace Perth	Bus: 9222 7000 A/H: 1800 018 800 Fax: 9322 1598
Gas, Alinta Contact: Norm Mitsopolous (Manager Operations)	The Quadrant 1 William Street, Perth	Bus: 9486 3746 Mob: 0418 954 249 Fax: 9486 2763
Health Department of WA	189 Royal Street East Perth	Bus: 9222 4222 A/H: 9480 4960 Fax: 9388 4975
Hospital, Royal Perth Contact: Duty Medical Officer, Emergency Department	Wellington Street Perth 6000	Bus: 9224 1673 (all hours) Fax: 9224 1005 (all hours)
Main Roads WA – Traffic Operations Centre	18 Newcastle Street Perth 6000	Bus: 9428 2222 (all hours) Fax: 9428 2220
Consumer Protection, Department of	100 Plain Street East Perth	Bus: 9222 3333 A/H: 9387 4479

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Attachment 10.5.4

Meteorology, Bureau of	1100 Hay Street West Perth 6005	Bus: 9263 2222 A/H: 1900 155 349 (severe weather warning) Fax: 9263 2211
Red Cross Contact: Sharna McKechnie	110 Goderich Street East Perth 6004	Bus: 9225 8865 A/H:
Salvation Army – Emergency Services	333 William Street Northbridge	Bus: 9277 7010 A/H: 0407 611 466 Pager: 9480 9292
Transport, Department of	136 Stirling Hwy Nedlands	Bus: 9320 9320 A/H: 041 793 1972 Fax: 9362 2186
Water Corporation	273 Bannister Street Canningvale 6155	Bus: 13 13 75 (all hours) Fax: 9424 8409
Western Power	363 Wellington Street Perth 6000	Bus: 131 351 (all hours) Fax: 9328 4376
WA Government Railways Commission: Max Collins	West Parade East Perth 6004	Bus: 9326 2337 A/H: 0408 742 715 Fax: 9326 2440
Westralia Airports Corporation Contact: Greg Doherty	PO Box 6 Cloverdale 6985	Bus: 9478 8441 A/H: 9478 8572 Fax: 9277 7537
STATE GOVERNMENT	SECURITY	AGENCIES
Education Security	9264 4771	
OTHER NEIGHBOURING COUNCIL RANGER AGENCIES		
City of Canning - Office - Security	92310606 9231 0699	
Melville - Office - Security	9364 0628 1300 653 643	
Victoria Park - Office - A/H	9311 8171 9311 8188	

Part **6**

Appendices

PART 6 Appendices

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List of Manual Holders Appendix 1

	Distribution Details	Number of Copies
1	Minister of Emergency Services	1
2	Mayor City of South Perth	2
3	Chief Executive Officer	3
4	Cr Bill Gleeson (City of South Perth LEMC delegate)	4
5	Director Development & Community Services	5
6	Director Infrastructure Services	6
7	Director Financial Services	7
8	City of South Perth Community Ranger Services	8
9	Manager of Health Services	9
10	Manager of Planning Services	10
11	Manager of Infrastructure Services	11
12	Manager City Environment Services	12
13	Manager Parks and Streetscapes	13
14	Officer in Charge Cannington Police Complex	14
15	Officer in Charge Kensington Police Complex	15
16	Western Australian Emergency Services	16
17	District Manager SES	17
18	Local Unit Manager of South Perth/ Canning SES	18
19	WA Fire and Rescue Services East metro	19
20	St John Ambulance Superintendent Metro Services	20
21	City of Canning	21
22	Town of Victoria Park	22
23	City of Gosnells	23
24	City of Belmont	24
25	DCP, Cannington Office	25
	Extra Copies	

Qualitative measures of consequence

Descriptor	Description
Insignificant	No injuries or fatalities. Small number or no people are displaced and only for short duration. Little or no personal support required (support not monetary or material). Inconsequential or no damage. Little or no disruption to community. No measurable impact on environment. Little or no financial loss.
Minor	Small number of injuries but no fatalities. First aid treatment required. Some displacement of people (less than 24 hours). Some personal support required. Some damage. Some disruption (less than 24 hours). Small impact on environment with no lasting effects. Some financial loss.
Moderate	Medical treatment required but no fatalities. Some hospitalisation. Localised displacement of people who return within 24 hours. Personal support satisfied through local arrangements. Localised damage that is rectified by routine arrangements. Normal community functioning with some inconvenience. Some impact on environment with no long-term effect or small impact on environment with long-term effect. Significant financial loss.
Major	Extensive injuries, significant hospitalisation, large number displaced (more than 24hour's duration). Fatalities. External resources required for personal support. Significant damage that requires external resources. Community only partially functioning, some services unavailable. Some impact on environment with long-term effects. Significant financial loss - some financial assistance required.
Catastrophic	Large number of severe injuries. Extended and large numbers requiring hospitalisation. General and widespread displacement for extended duration. Significant fatalities. Extensive personal support. Extensive damage. Community unable to function without significant support. Significant impact on environment and/or permanent damage.

Qualitative measures of likelihood

Descriptor	Description
Almost certain	Is expected to occur in most circumstances; and/or high level of recorded incidents; and/or strong anecdotal evidence; and/or a strong likelihood the event will recur; and/or great opportunity, reason, or means to occur; may occur once every year or more
Likely	Will probably occur in most circumstances; and/or regular recorded incidents and strong anecdotal evidence; and/or considerable opportunity, reason or means to occur; may occur once every five years
Possible	Might occur at some time; and/or few, infrequent, random recorded incidents or little anecdotal evidence; and/or very few incidents in associated or comparable organisations, facilities or communities; and/or some opportunity, reason or means to occur; may occur once every twenty years
Unlikely	Is not expected to occur; and/or no recorded incidents or anecdotal evidence; and/or no recent incidents in associated organisations, facilities or communities; and/or little opportunity, reason or means to occur; may occur once every one hundred years
Rare	May occur only in exceptional circumstances; may occur once every five hundred or more years

Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
almost certain	high	high	extreme	extreme	extreme
likely	moderate	high	high	extreme	extreme
possible	low	moderate	high	extreme	extreme
unlikely	low	low	moderate	high	extreme
rare	low	low	moderate	high	high

Hazard Management Agencies

The following is an abstract from Police Statement No. 7 "WA Emergency Management Arrangements", as at December 2004.

SER	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY
1	Air Transport Emergencies	WA Police
2	Dam Break (including major hydraulic structures)	WA Water Corporation
3	Earthquake	Fire and Emergency Service Authority
4	Exotic Animal Disease	Department of Agriculture
5	Fire (CALM Managed Land)	Gazetted Fire Districts: FESA Other: Dept Conservation & Land Management
6	Fire (Rural and Urban)	Gazetted Fire Districts: FESA Other: Local Government Authorities
7	Flood	Fire And Emergency Services Authority
8	Fuel Shortage Emergencies	Office of Energy
9	Hazardous Materials Emergencies (including radioactive materials)	Fire and Emergency Services Authority
10	Human Epidemic	Department of Health
11	Land Search and Rescue	WA Police
12	Landslide	Fire and Emergency Services Authority
13	Marine Oil Pollution	Department for Planning and Infrastructure
14	Marine Transport Emergencies	Department for Planning and Infrastructure
15	Nuclear Powered Warships	WA Police
16	Offshore Petroleum Ops Emergencies	Department of Minerals and Petroleum Resources
17	Rail Transport Emergencies	Westrail (1)
18	Road Transport Emergencies	WA Police
19	Sea Search and Rescue	WA Police
20	Space Re-Entry Debris	WA Police
21	Storm/Tempest	Fire and Emergency Services Authority
22	Tropical Cyclone	Fire and Emergency Services Authority
23	Tsunami	Fire and Emergency Services Authority

NOTES:

(1) HMA responsibilities are limited to those rail systems and hydraulic structures for which Westrail and WCWA are the managing agencies.

Local Emergency Management Committee

Name	Organisation	Address	Telephone No
Cr Stuart Clarke	City of Canning Councillor (Chairman)	1317 Albany Highway, Cannington	9231 0606
Cr Bill Gleeson	City of South Perth (Delegate)	Sandgate Street South Perth	9474 0781
Sebastian Camillo	Manager Environmental Health & Regulatory Services	Sandgate Street South Perth	Bus: 9474 0781 Mb:0419 046 675 Fax:9474 2425 Email: sebastianc@southperth.wa.gov.au
Tony Brown	SES Local Unit Manager	SES Depot City of South Perth Works depot Cnr Fern and Fleming Avenue, Wilson	Mobile: 0409 886 053 Work: 9334 8069 Email:
Mr D Ott	SES Regional Officer	91 Leake Street, Belmont	Bus: 9479 9324 Mb: 0427 005 110 Fax: 9479 4890
Inspector Greg Young	South East Metropolitan Police District Officer	1275 Albany Highway,Cannington	Bus: 9351 1400 Mb: 0434 071 666 Fax: 9351 1439 Email:
S/Sgt Chris Cassidy	Officer In-Charge Cannington District Police Office	1325 Albany Highway Cannington	Bus: 9451 0000 Fax: 9451 0039
S/Sgt Mark Regel	Officer In-Charge Kensington Police Station	25 George Street, Kensington	Bus: 9474 7555 A/H: 9222 1111 Fax 9474 7550 Email: mark.regel@police.wa.gov.au
S/Sgt Rob Peterson	Officer in Charge Belmont Police Station	Abernethy Road, Belmont	Bus: 9424 2701 Mb: 0421 097 110 Fax: 94242711 Email: rod.petersen@police.wa.gov.au
Mr Greg Doherty	Westralia Airports Corporation Airside Safety	P.O. Box 6, Cloverdale	Bus: 9478 8441 Mb: 0417 994 725 Fax: 9277 7537
Peter Montgomery	Team Leader St John Ambulance Canning	219 Great Eastern Highway, Belmont	Mb: 0415 428 528

Attachment 10.5.4

Bill Thompson (<i>Only contact if unable to contact local team members</i>)	Manager Disaster Management and Strategic Planning St. John's Ambulance	219 Great Eastern Highway, Belmont	Bus: 9334 1455 Mb: 0415 428 637 Fax: 9334 1499
Barbara Bink	Department for Child Protection	Cannington Office PO Box 808 Cannington	(Kim Dean, Manager Emergency Services Unit) Bus: 9277 0366 Mb: 0418 943 835
Keith Van Den Burgh	District Manager Canning/ South Perth Fire and Rescue	Belmont	Bus: 9479 9336 Mb: 0427 986 87 Fax: 9479 9247 Email: kvandenburgh@fesa.wa.gov.au
Dale Stanton	Swan River Trust Environment Audit & Enforcement Unit	Hyatt Ctre, Level 1,20 Terrace Rd, East Perth	Bus: 9278 0945 Mb: 0427 385 921 Email: dale.stanton@environment.wa.gov.au A/H Call out Mobile response 0419 192 845
Adam Van Der Beek	Swan River Trust Environment Audit & Enforcement Unit	Hyatt Ctre, Level 1,20 Terrace Rd, East Perth	Bus: 9278 0906 Mb: 0427 385 921 Email: adam.beek@environment.wa.gov.au After Hours Call out Mobile response 0419 192 845
	Calm	17 Dick Perry Avenue, Kensington	Bus: Mb: Fax:
Peter May	Department of Environmental Protection	The Atrium Level 4, 168 St Georges Terrace, Perth	Ph:1800 018 800 (24 Hours) W: 9222 7124 Mb: Fax: 6364 6520

WA Hazard Material Emergency Management Scheme

Summary

The following is a summary of the role of the Local Government Authority (LGA) in the event of an emergency.

The Scheme has been written and produced by the WA State Emergency Service and the wide distribution (approximately 690 copies) includes all Municipalities, the Fire and Rescue Service WA, the WA Police Service, St. John Ambulance Association and the Health Department.

The role of the LGA in this scheme is pronounced and therefore familiarity with its requirements is recommended. A summary of the main requirements is as follows:

An emergency is broken down into phase's i.e.

- 1. Preparatory,**
- 2. Response, and**
- 3. Recovery.**

1. Preparatory

In the Preparatory phase, the Local Government Authority (LGA) will support State level agencies (within the constraints of their own local Counter Disaster Plans) with planning and preparation for coping with hazardous materials emergencies.

2. Response

The LGA has a major role during the Response phase. The initial requirement is to report all emergencies (consistent with the risk to health or the environment) to the WA Police Service or Fire and Rescue Service WA who will assess. This will also assist in the compilation of statistics.

The "on-scene" actions and responsibilities are controlled and coordinated in accordance with the Field Response TEAM SYSTEM.

The Field Response Team is comprised of:-

- Local Emergency Coordinator - WA Police Service
- Hazard Management Agency Controller - Fire and Rescue Service WA
- Local Advisory Group - Local knowledge
- Support organisation - the LGA will be required to discharge their statutory responsibilities.

APPENDICES

The role and responsibilities of the LGA (in accordance with the Field Response Team system) are as follows:

Role

Support the Hazard Management Agency with advice and resources to help deal with the emergency.

Responsibilities

Responsibilities and duties, when requested are as follows:

- Maintain liaison with the Hazard Management Agency
- Act in accordance with the Local Emergency Management Plan in support of the Hazard Management Agency;
- Provide advice on Local Authority drainage networks water and sewerage systems.
- Provide resources support.
- Support the Health Department by making the Local Environmental Health Officer available to provide advice in situations where the Health Department is unable to attend.

3. Recovery

The Recovery phase includes the clean-up and restoration, debriefing and the preparation of incident reports. The LGA's participation in these areas would be as required.

Key Evacuation and Welfare Personnel

Name	Organisation	Telephone No.
Police Communications	WA Police Service - Midland	Bus: 9222 1111
OIC Kensington Police Station	WA Police Service - Kensington	Bus: 9474 7555
OIC Cannington Police Station	WA Police Service - Cannington	Bus: 9451 0000
OIC Belmont Police Station	WA Police Belmont	Bus : 94242700
SES Unit Duty mobile	(first contact for emergency assistance):	Mb: 0418 948 658
SES Local Unit Manager	South Perth /Canning SES	Mobile: 0409 886 053 Work: 9334 8069
Manager Ambulance Services	St John's Ambulance	Bus: 9334 1246 A/H: 0400 010 353
Welfare Emergency Coordinator	Department for Child Protection	(Kim Dean, Manager Emergency Services Unit) Bus: 9277 0366 Mb: 0418 943 835 A/h on call 0418 943 835 Team Leader Barbara Binks
Director Emergency Services	Salvation Army	Bus: 9227 7010 A/H: 9480 9292
Sharna McKechnie	Red Cross	Bus: 9225 8865 A/H: 0448 991 399

Welfare Assembly Centres

Classification	Name of Premises	Location of Premises
***	South Perth Senior Citizens Centre	Coode Street, South Perth
***	Manning Senior Citizens Centre	Downey Drive, Manning
***	George Burnett Leisure Centre	Manning Road, Karawara

Key

***	Suitable for Local/District/State Class Emergencies
**	Suitable for District Class Emergencies
*	Suitable for Local Class Emergencies

Keys to the Centres are available through Council's Community Services Section in Emergency situations

STATE WELFARE CENTRE CHECKLIST- 1

CITY of	
<i>Community Centre</i>	
CAPACITY	
<i>Postal Address</i>	
Office Number	
Fax Number	
E-mail	
Manager	
<i>Office Number</i>	
Fax Number	
E-mail	
Supervisor/Caretaker	
Postal Address	
Office Number	
Fax Number	
E-mail	
Emergency Contact: Keys and After Hours	
<i>Security</i>	
Electronic Security	
Contracted firm	
Fire Extinguishers	
Marked Exits	
CONSTRUCTION	
Exterior Lighting	
TOILETS	
Exterior toilets	
SHOWERS	
HOT WATER SYSTEM	
BEDS	
Dormitory	
Units	
Other style accommodation	
Mattresses	
Sheets	
Pillows	
Blankets / Sleeping Bags	

KITCHEN	
Commercial	
Other	
Cool room	
Stoves – gas.	
Refrigerators	
Microwave	
Urn	
Pie Warmer	
Kettles	
Toaster	
Sandwich Maker	
DINING AREA	
Tables	
Chairs	
Cutlery	
Plates	
Cups	
LAUNDRY Area	
WASHING MACHINES	
CLOTHES DRYERS	
HANGING SPACE	
AIRCONDITIONING	
HEATING	
DEEP SEWERAGE	
SEPTIC	
Garbage Disposal	
AMENITIES AREAS	
Recreation Room	
BBQ's	
Conference Room	
Meeting Rooms	
Courts	
Swimming Pool	
Oval	
Outdoor seating areas	
TELEPHONE connections	
Public Phones	
Tent areas	
Tents	
PARKING	
Sedans / 4WD	
Articulated vehicles / caravans etc	No
Size of generator to provide electrics in an outage situation: N/A	
OTHER COMMENTS:	

Equipment Available for Emergency Response

Item	Type	Number
Pumps	Flexdrive Submersible	4
Loaders	4WD Articulated	3
Trucks	7 T Hiab Tipper	1
	9,000 Litre Water Cart	1
	3T Hiab Flat Tray	2
	5-7T Tipper	4
	Small trucks	6
Utilities	Tray back	2
	Covered	3
Trailers	Portable fire fighter	1
	Tandem trailer	1
	Single axle	3
Other	Air Blowers	1
	Petrol Quick Cut Saws	2
	Concrete saw	1
	Oil Boom	30m
	Road Signs	N/A
	Reflective Cones	N/A
	Sand	N/A
	Pavement material	N/A
	Bagged cement	N/A
	Shovels	N/A
	Sand Bags	N/A
	Axes	N/A
	Crow bars	N/A
	Picks	N/A
	Ropes	N/A
Chains	N/A	
Note:	Trucks and plant items are only available for use with City employed drivers	

Evacuation

Introduction

This plan is designed to provide for the co-ordination of evacuation of people affected by an emergency / disaster from affected areas.

The Plan is concerned with the total or substantial evacuation of an area, dependent on the possible causes, which may include the following:-

- (A) General evacuation of threatened areas e.g. from flood.
- (B) Partial evacuation of specific area affected by a localised disaster i.e. fire and resultant heavy smoke, chemical spill, toxic gas leak etc.
- (C) Total evacuation of the affected people to another community.
- (D) Support for evacuees from emergency areas outside the city.

Organisation Control and Coordination

The Hazard Management Agency Incident Manager is responsible for ordering an evacuation in consultation with the Emergency Coordinator. The WA Police will assist with the control and of persons during the evacuation process.

Evacuation Operation

On notification from the Emergency Co-ordinator (EC) the following procedures will apply:-

- 1) Notice to the population of the need for evacuation.
- 2) Assembly of evacuees at predetermined Assembly Locations.
- 3) Movement from the Assembly Locations to Welfare Centres.
- 4) Transport of evacuees to another community.

Evacuation Matrix

Duration	0-8 Hours	0-1 Day	1-3 Days	3 Days	1 Week
1-10 People	Local	Local t	District	District	State
10-100 People	Local	Local/District	District	District/State	State
100-500 People	Local/District	Local/ District	District/State	State	State
500 + People	Local/District	District/State	State	State	State

The above evacuation matrix is designed as a guide only for the Hazard Management Agency (HMA) and Welfare Coordinator during emergency operations. The HMA should be in a position to advise the local? Welfare Coordinator of the area and estimated duration of evacuations.

The Welfare Coordinator should estimate the number of persons involved and by using the above matrix determine the required level of welfare support.

Welfare support for evacuees can be obtained through Local Planning or Department for Community Development arrangements. "Local" in the above indicates the local plan requires activation. Where "District" or "State" are indicated, Department for Child Protection arrangements at District or State level may be activated.

The appropriate agency to arrange activation of Local or Department for Child Protection's Plans in the metropolitan area should be the WA State Emergency Services Regional Managers.

Operational Concept

The evacuation operation is based on the following:-

- Warning of the population for evacuation;
- Assembly of the population at predetermined Community Assembly Locations;
- Movement from the Community Assembly Locations to Welfare Assembly Centres;
- Transportation of evacuees to another community;
- Provision of evacuees basic needs through welfare plan.

Evacuation Responsibilities

Police

- Distribution of Evacuation warnings and advices to the Community
- Provide an Evacuation Co-ordinator
- Control of movement of evacuees.
- Provide area security.
- Crowd control at evacuation departure points.
- Establish and man traffic control points.
- Control all road traffic.

State Emergency Service Support Role

- Provide Human and Resource Support.
- Assist with Resource Coordination.
- Assist the HMA as required.

State Emergency Service in HMA Role

- Decision on when advising community to evacuate
- Development and dissemination of Evacuation warning and advices
- Managing Evacuation

- Establishment and manning of designated evacuation departure points;
- Coordination of all evacuation resources.

City of South Perth

- Establish First Aid Centres
- Establish Welfare Centres.
- Provision of Welfare support to people affected by the emergency / disaster.
- Provide assistance to other participants.
- Patrol and Security Services is to establish a domestic pet sanctuary;
- Technical Services Division to provide sign posting to all control points as outlined by the Police;
- Technical Services Division to coordinate and provide additional vehicles, buses as required;
- Technical Services Division to provide staff officiating with identification vests.

Red Cross – activated by the Department for Child Protection

- Provide registration of evacuees.
- Basic care and comfort

Other Organisations i.e. Salvation Army, St. Vincent De Paul

- Assist at Assembly Locations, Welfare Centres and First Aid Centres as directed.

Community Assembly Locations and Welfare Assembly Centres

A list of key Welfare Assembly Centres and facilities are included in Appendix 8 & 9. Welfare Assembly Centres will be determined at the time.

Communications

- ❑ Existing communication systems of participating organisations are to be utilised as a primary means of communication;
- ❑ Additional communication resource requirements are to be provided by the Hazard Management Agency.

Transport

Local Transport requirements are to be coordinated by the Incident Management Group

Local Welfare Arrangements

Existing welfare arrangements as shown in the Welfare Support Plan are to be utilised with adaptation or expansion to suit a particular circumstance, as necessary.

Evacuation Route

Principal routes are from affected areas to Community Assembly Locations and then to evacuation departure points or Welfare Assembly Centres. These will be determined at the time.

Traffic Control Points and Signposting

To be determined at the time by the police and locations notified to the Emergency Co-ordination Centre.

Domestic Pets

The City of South Perth Community Ranger Service will coordinate the housing of domestic pets through the use of the Council pound located at 199 Thelma Street, Como and other external agencies and volunteer organisations as required.

Activation

The decision to prepare for, or evacuate will be determined by the Hazard Management Agency in consultation with the City of South Perth Emergency Coordinator. Notice of this decision is passed to participating organisations. Members of the affected areas are warned by Police, with assistance (if necessary) from Council staff and the State Emergency Service.

Stages of Activation

1.0 Alerting

- ❖ Hazard Management Agency in consultation with the City of South Perth Emergency Coordinator decides to recommend evacuation.
- ❖ E.C.C. (in full first mention) alert key personnel of participating organisations.
- ❖ Key personnel alert members of their organisations.
- ❖ The community is alerted by distribution of "Evacuation Warning Notice".

2.0 Call Out

(A) The following locations are established and manned as required.

- ❑ Assembly Locations
- ❑ Traffic Control Points
- ❑ First Aid Centres
- ❑ Welfare Centres
- ❑ Distribution of "Recommended Evacuation" Notice is distributed

(B) Members of the Community are directed to move in accordance with the plan.

3.0 Movement

Where local responses at first aid centres are unable to cope and evacuation is necessary then:

1. Evacuees are directed to Welfare Assembly locations.
2. Evacuees are moved to evacuation departure points or Welfare Centres.

4.0 Stand Down

- o Participating organisations are stood down by the Hazard Management Agency through the Emergency Coordination Centre on advice from the Hazard Management Agency.
- o Security of evacuated areas is to be maintained by the Police.

APPENDIX 11

Welfare

Introduction

This support plan details a range of welfare services aimed at providing care, assistance and rehabilitation for people affected by an emergency / disaster. The plan is designed to provide the co-ordination of all forms of welfare assistance in support of the Hazard Management Agency.

Aim

To provide detailed arrangements for welfare support to people affected by an emergency.

Basic Welfare Functions

The fundamental needs of people affected by a disaster are provided by the following welfare functions-

1) Emergency Feeding

The establishment of an emergency meal service for the evacuees, people affected by a disaster and staff at welfare centres.

2) Welfare Centre and Emergency Accommodation

The establishment of Welfare Centres and emergency accommodation as temporary shelter for persons rendered homeless and, where necessary, the allocation of more permanent accommodation. This will include the provision of bedding requirements where necessary.

3) Emergency Clothing

The provision of essential clothing.

4) Personal Services

The accepting of personnel in need of assistance and the direction of these people to welfare centres, this including the care of children and aged persons, as well as the medical attention for minor illness, counselling advice, spiritual services and escort duties.

5) Registration and Inquiry

The implementation of a registration system that will enable individuals who have been referred to Welfare Centres, the ability to be traced and is to be worked in close liaison with the police communications centre.

6) Provision of Financial Assistance

Assessing the needs of evacuees and providing financial assistance when necessary.

Welfare Organisation

1. Welfare Co-ordination

The City of South Perth's Manager of Environmental Health & Regulatory Services coordinates all welfare services.

2. Welfare Co-ordination Centre

The City of South Perth Welfare Coordinator will operate from a Coordination Centre located at:-

City of South Perth Administration Building
Corner Sandgate Street and South Terrace
South Perth.

3 Welfare Centre

There are two types of centres established to assist people affected by an emergency.

They are –

- i) **First Aid Centre** – established within or near the disaster area to meet the immediate needs of people affected by an emergency and to disseminate information.
- ii) **Welfare Centres** – established as an emergency facility to provide shelter, food, clothing and all other welfare services until alternative arrangements can be made.

A Welfare Centre is to include the following facilities –

- i) A Centre Manager
- ii) Emergency feeding
- iii) Emergency clothing
- iv) Personal Services
- v) Registration and inquiry
- vi) Primary First Aid
- vii) Emergency Accommodation
- viii) Personal hygiene and sanitation

4 Welfare Assembly Centres/Locations

The City of South Perth's Manager of Community Development will determine the location of the Evacuation/Welfare Assembly Centres to meet the needs of a particular disaster. A list of key Welfare Assembly Centres and facilities are included in Appendix 8

WELFARE TASKS

The following organisations are responsible for providing the services listed under their title. Organisations may be called upon to assist in other areas as the need arises and therefore must be familiar with procedures.

1. Red Cross

- i) Responsible for the registration of evacuees, homeless and casualties at Welfare Centres, emergency hospitals??? and other locations where registration is required.
- ii) To deal with enquiries relating to the whereabouts and general safety of all registered persons.
- iii) To offer advice and assistance with the reunification of family members and to provide advisory services.

2. St. Vincent de Paul

- i) The distribution of emergency clothing, blankets and other covering items to victims of emergencies.
- ii) To organise the further collection and processing of clothing for redistribution as required.

3. Salvation Army

- i) Responsible for the feeding of evacuees, staff, patients and inmates of institutions.
- ii) To set up emergency kitchens where required.
- iii) Responsible for maintaining an efficient level of ordering, supplying and disposing of food in a hygienic standard, particularly waste, to prevent contamination.

4. Other Organisations

The following organisations may be called upon to assist if required:-

- i. Anglican Church
- ii. Family and Community's Services
- iii. Department of Social Security
- iv. Youth Hostels Association
- v. Citizens Advice Bureau

5. Welfare Emergency Contacts

A list of key evacuation/welfare personnel and telephone numbers is included in

Appendix 6.

6. Welfare Transport

The provision of transport for welfare functions is obtained through a Resource Coordinator appointed by the Emergency Coordinator.

7. Communications

Attachment 10.5.4

The normal means of welfare communications between welfare centres, welfare coordination centre and the ECC is telephone. Should telephones fail or not be available, messengers or radio, obtained through the ECC is to be used.

Activation

The welfare plan will be activated by the Hazard Management Agency (HMA) in consultation with the Incident Management Group (IMG).

Upon receipt of a warning or information that a disaster or emergency may occur or affect a range of welfare services, the following activation stages will occur:-

1. Warning

(a) This will come from:-

- FESA State SES
- Police
- Hazard Management Agency(HMA)

(b) Immediately the warning is received, the Welfare Committee will be alerted and all members contacted; backups will then be notified.

(c) Each member of the Welfare Committee will then contact their respective organisations and will be responsible for notifying their members of the impending emergency and type of emergency.

2. Standby

(a) Issued by Welfare Co-ordinator or deputy to all respective representatives.

(b) Prepare for deployment.

3. Activation of Plan

(a) On impact of disaster, plan is activated by Welfare Coordinator or the Deputy in consultation with the ECC – Police or Hazard Management Agency (HMA).

(b) After survey of assessment and damage is made, individual welfare units will deploy according to need and on instructions from Welfare Co-ordinator (Welfare Sub- Committee).

Environmental Health Plan

Introduction

To provide for the protection of persons with a disaster affected area and ensure from a public health viewpoint that sufficient preventative measures are undertaken to arrest any outbreak of infections or communicable disease.

Activation

The Environmental Health Support Plan will be activated by the City of South Perth Welfare Coordinator in consultation with the Council's Manager Environmental Health Services (MEHS), following advice from the Police or the Health Department WA. A list of other key health personnel appears as **Appendix 6& Part 5 Emergency Contact Registry**.

Stage 1 – Warning

- This will come from the Police or Health Department of WA.
- Immediately following the warning the Emergency Management Coordinator will alert City of South Perth's Manager of Environmental Health Services.

Stage 2 - Action

As per the City of South Perth Health Support Plan under the direction of the Manager Environmental Health Services.

Principal Environmental Health Functions

The fundamental public health protection functions required at the time of a disaster are directed from the Local Emergency Coordination Centre by an officer from the Health Department of WA (appointed for major disasters).

The City of South Perth's Manager of Environmental Health Services coordinates the City of South Perth Environment Health support functions.

Survey and Assessment

- Conduct and initial survey of the disaster area to assess the priority of the environmental health response measures necessary and for the identification of immediate potential hazards;
- Identify safe temporary facility sites and disposal sites in conjunction with other authorities involved;
- Identify matters of public importance such as the location of septic tanks prior to site cleaning. Also individual problems on allotments such as checking of water supplies should be noted;
- Setting of temporary accommodation and food consumption areas;

- ❑ Assessment of potential health hazards, i.e. flooding, dust and possible sources of contamination.

Food (Human Consumption)

- ❑ Food inspection and rejection including the examination of community donated food;
- ❑ Monitoring the receipt, storage and distribution of food to disaster affected people and others;
- ❑ Briefing of food handlers including appropriate food handling procedures;
- ❑ Supervision of food preparation buildings/facilities.

Disease Prevention

- ❑ Immunisation.
- ❑ Determine the need for action and supervise the destruction of insect vectors and vermin where necessary
- ❑ Preventative method applicable to all facilities connected with storage, preparation and handling of food.

Waste Disposal (including site of ablutions, etc)

- ❑ Disposal of waste water from emergency ablutions, laundries and sanitary conveniences;
- ❑ Siting of emergency facilities (ie ablutions, laundries and sanitary conveniences);
- ❑ Establishment and siting of emergency tip sites;
- ❑ Collection of domestic and putrescent rubbish;
- ❑ Arrange disposal method of dead animals and supervise subsequent disposal;
- ❑ Disposal of liquid wastes from ablutions and kitchens.

Water

- ❑ Selection of a source of domestic water in an emergency;
- ❑ Maintaining and monitoring a portable water including the clarification and/or sterilisation of water;
- ❑ Monitoring water transport and distribution.

Hygiene and Cleaning Details

- ❑ Schedule the method and regularity of undertaking the cleaning of certain installations (i.e. ablutions, sanitary conveniences), food storage and preparation;
- ❑ Monitor the results of the cleaning details;
- ❑ Arrange contractors who will be responsible for the de-slugging of septic tanks and other waste water tanks and portable toilets;
- ❑ Detail the procedures and schedules for cleaning of accommodation areas and public places;
- ❑ Detail the procedures and schedules.

Environmental Health Coordination – City of South Perth

The Manager of Environmental Health Services coordinates environmental Health Services.

Manager Environmental Health

The Manager Environmental Health Services of the City of South Perth will develop a team of trained officers to act as his backup in an emergency.


Role of the Manager Environmental Health Services

- ❑ To liaise with the Lead Combat Authority Controller or Local SES Unit Manager;
- ❑ To organise the installation of portable and temporary ablution facilities;
- ❑ To consider the suitability of victims occupying and residing on their property in the disaster affected zone;
- ❑ To consider how food and water distribution will be monitored
- ❑ To coordinate field surveys of effected property taking into account aspects of sanitation, garage, pest control as well as other public health considerations;
- ❑ To coordinate health surveyors co-opts into the area to carry out investigations;
- ❑ To coordinate sanitary, garbage, pest control and clearing operations within the disaster area in consultation with the Council's Director Engineering;
- ❑ To consult with the Manager Engineering about the need to establish an emergency garbage tip;
- ❑ To consult with the Department of Agriculture about the method of disposing of dead stock;
- ❑ To ensure food handlers are aware of proper food hygiene techniques; supervise community food preparation/storage areas.

Surveillance Duties and Report

Once a proper surveillance has been undertaken through the disaster affected area, the Manager Environmental Health Services shall report back to the Manager Community Development concerning the details of observations. The surveillance report shall also take account of the facilities that will be necessary to establish in the disaster affected area or evacuation centre - (i.e. ablutions, sanitary conveniences, laundry and clothes drying facilities, etc) the installation of these facilities shall be related to the number of disaster affected persons and/or combating troops that will require the availability of these facilities.

The Manager Environmental Health Services shall maintain close liaison with the Manager Community Development in relation to the works to be undertaken and should ensure his report sets out the overall problems within the disaster affected area having regard to the public made concerning the suitability of allowing disaster affected persons to return into the affected area and what works might be necessary to bring about property sanitary conditions. The report should address the possibility of disaster affected persons returning to their property for the purposes of habitation.

	<p>DELEGATION FROM COUNCIL: DC 653 Granting Fee Concessions</p> <p>Relevant Policy Nil</p> <p>Relevant Management Practice Nil</p>
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Statutory Reference: Sections 5.42 and 6.12 of the *Local Government Act 1995*.

Delegation To: Chief Executive Officer

Powers & Duties: The delegate is authorised to waive or grant concessions in relation to any amount of money which is owed to the City in a situation where it is considered inappropriate to charge the full amount.

For example, a person may have previously paid a fee for the approval of an application; it may be inappropriate to charge the full fee if the applicant submits a new proposal that is substantially similar to the earlier application.

This delegation does not apply to an amount of money owing in respect of rates or service charges.

- Conditions:**
- (1) The delegate may only grant a concession in proportion to the reduction in the assessment workload; that is, the concession must reflect the proportion of the fee that relates to the assessment work that the City would not have to perform because of the work previously done on the first assessment.
 - (2) The delegate must not exercise this delegation with respect to applications for projects where the estimated value of the project exceeds \$10 million.
 - (3) Council shall be informed of the details whenever this delegation is exercised.

This delegation was reviewed and adopted by a resolution of Council meeting on 27 March 2007

Strategic Plan Goal

Goal 6: Financial Viability

Relevant Delegation

Lease of City ~~Owned~~ Buildings

Rationale

The City owns a ~~number-range of different~~ buildings that ~~it may be leased~~ to ~~various~~ community, sporting, ~~recreation~~ ~~and~~ commercial ~~bodies~~ ~~organisations~~. This policy is designed to ensure that the City provides maximum benefit ~~for to~~ the community ~~of South Perth from through~~ the use of these ~~building facilities~~ as well as ~~providing-obtaining an~~ appropriate levels of rental ~~return~~.

Policy

The City ~~will~~ ~~will~~ negotiate the lease of City ~~owned~~ buildings with ~~organisations-incorporated associations or commercial entities consistently with using the following principles set out in this policy~~.

General Leasing Principles

~~Leases of buildings will be offered to organisations with the following priority:~~

- ~~• Current tenants will have the first right of refusal;~~
- ~~• Where the current tenants wish to vacate the premises, the City will advertise the opportunity to lease in accordance with the Local Government Act seeking organisations considered best placed to provide the greatest benefit to the community;~~
- ~~• The City will determine the greatest benefit to the community with regard to:
 - ~~➢ Current strategic goals;~~
 - ~~➢ Community consultation and surveys; and~~
 - ~~➢ Other expressions of community interest.~~~~

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~~Rental amounts under all leases will be subject to annual CPI rent increases and will be reviewed for commercial value at the end of each lease period. The general conditions of the lease including maintenance of the building will be in line with the City's management practice.~~

Not for Profit Sporting ~~Associ~~Organisations

Leases ~~of buildings will be negotiated consistently with~~ ~~may be offered to these organisations on~~ the following ~~principles~~ ~~conditions~~:

- Leases ~~will be to be formal~~, registered against the title and ~~executed as conducted through~~ a deed;
- Leases ~~will~~ be granted for a ~~sufficient~~ number of years to provide sporting clubs with security of tenure and the ability to attract funding;
- Leases ~~will to~~ be ~~negotiated~~ for a rental amount which ~~at least~~ provides full cost recovery of the ~~additional~~ costs ~~that~~ the City incurs in maintaining ~~and operating~~ the building and its immediate surroundings. ~~surrounds to the standard required by the organisation;~~
- The City may by resolution of council grant a donation in subsidy of the rental amount where the ~~proposed~~ tenancy ~~would grants provide~~ a demonstrable benefit to the community ~~of South Perth within the City~~; and
- The City may by resolution of council offer a self supporting loan to support the development of sporting facilities.

~~Preschools and, Kindergartens and Senior Citizens Centres~~ Operated by Not for Profit Organisations Associations

Leases ~~of these buildings may be offered to these organisations on~~ will be negotiated consistently with the following ~~conditions principles~~:

- Leases ~~will to be informal~~, not ~~be~~ registered against the title ~~but do create legally binding obligations and conducted by an exchange of letters~~;
- Leases ~~will to be~~ for a ~~maximum~~ ~~minimum~~ period of twelve months; and ~~a maximum period of 3 years~~.
- Leases ~~will to be offered~~ for a ~~peppercorn~~ a rental ~~amount of a peppercorn~~.

~~Other~~ Not for Profit Community Associations and Recreation Organisations

Leases ~~will be negotiated consistently with of buildings may be offered to these organisations on~~ the following ~~conditions principles~~:

- Leases ~~will to be informal~~, not ~~be~~ registered against the title ~~but do create legally binding obligations; and conducted by an exchange of letters~~;
- Leases ~~will to be~~ for a ~~maximum~~ minimum period of twelve months; ~~and a maximum period of 3 years~~;
- Leases ~~may to be negotiated~~ for a rental amount which ~~at least~~ provides full ~~or partial~~ cost recovery of the ~~additional~~ costs the City incurs in maintaining ~~and operating~~ the building and its immediate surrounds ~~to the standard required by the organisation~~;
- The City may by resolution of council grant a donation in subsidy of the rental amount where the ~~proposed~~ tenancy ~~would provide grants~~ a demonstrable benefit to the community ~~of South Perth within the City~~; and
- The City may by resolution of council offer a self supporting loan to support the development of community facilities.

Commercial Organisations

Leases ~~will be negotiated consistently with of buildings may be offered to these organisations on~~ the following ~~conditions principles~~:

- Leases ~~will be to be formal~~, registered against the title and ~~executed as conducted through~~ a deed;
 - ~~When a building is first made available for commercial tenancy then the City will offer the commercial tenancy by way of tender or expressions of interest in accordance with the Local Government Act~~;
 - Leases ~~will to be offered~~ for a sufficient period of time to ~~offer give~~ the commercial ~~operator entity~~ an opportunity to establish ~~goodwill in~~ the business;
 - Leases ~~will to be~~ for a rental amount ~~negotiated upon the basis of an independently determined valuation equal to the commercial value of the tenancy premises, taking into account the nature of the business enterprise~~;
- ~~and~~
- ~~Where the City believes that the location of the building grants the commercial operator a premium on the commercial value of the tenancy then the lease will include the requirement to forward a portion of the profits to the City~~.

Subleases

~~Where the City has granted a lease to an organisation at a rental amount that is less than the commercial value of the tenancy then that organisation will require the approval of the City to enter into a sublease. Where the City grants such an approval the City will require the tenant organisation to forward 50% of the rental revenue from the sublease to the City~~.

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Other Relevant in Force Documents

~~Nil Local Government Act and Functions and General Regulations~~

Other Relevant Policies ~~that are Relevant~~

P2056 Use of City Reserves & Facilities

Stakeholders

~~Tenants in City owned buildings~~

This Policy was ~~last~~ reviewed in March 2005 and September 2008