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Directorate Overview

The Development Services Directorate reports to the Development Services Committee and is responsible for -

Development Services Management

- The administration of the Executive Director of Development Services' Office, including specialist projects relating to the Development Services Directorate.

Planning

- Administration, inspection and operation of town planning and regional development services including the preparation of town planning development schemes, zoning considerations and maintenance of geographic information systems (GIS).

Health

- Administration, inspection and operations of programs concerned with the general health of the community and includes the provision of immunisation programs, inspection and licencing of food premises and conducting preventative service programs.

Building Control

- Administration, inspection and operations concerned with application of building standards, including the examination, processing and inspection of buildings, building sites and swimming pools.

Environment Planning

- Administration, inspection and operation of environmental concerns including flood mitigation works, river bank restoration, bush land redevelopment, water catchment maintenance and soil and air conservation.

Project Co-ordination

- Administration and application of major planning projects, currently the North Forrestdale Developer Contribution Scheme.

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The Development Services Directorate continued to respond to the pressures resulting from the City's growth in the 2011-2012 financial year which saw the creation of 1200 lots and the building approval of 1167 dwellings. A number of State Government initiatives, in particular the Building (Building Act 2011) and Planning reform (Development Assessment Panels and Directions 2031) agendas have required particular attention.

Town Planning Scheme No. 4 Review

The process to review and update the City's Local Planning Strategy and Town Scheme No.4 (TPS No 4) was progressed through Council information sessions and feedback. The draft Local Commercial/Activity Centres Strategy consultant's report was prepared and a consultant study commenced for a new Landscape-Sensitive Rural Areas policy project. The Report on the Keilty Review of the 2011 Roleystone-Kelmscott Bush Fire Disaster was assessed in the context of its implications to the City's Planning Scheme.

A discussion paper on key topics (Housing, Activity and Retail (Commercial) Centres, Metropolitan Redevelopment Authority (formerly ARA) areas, bush fire protection, local bushland and natural/active recreation areas and rural landscapes) was prepared for Councillor review.

Several minor and major amendment updates to the TPS were also progressed during the year, providing new land use and development opportunities contributing to the City's economic development.

Planning Compliance

The Planning Compliance staff dealt with over 400 complaints and compliance matters this year. Compliance officers have successfully implemented effective processes to achieve compliance with the City's Town Planning Scheme No.4 in a timely manner. The City of Armadale continues to be the frontrunner in the Planning Compliance field, being one of the first local governments to successfully implement Planning Infringement Notices (PINS), which are used to assist in dealing with minor offences committed under the Town Planning Scheme. Compliance has also dealt with a number of major offences resulting in the instigation of legal action and subsequent successful prosecutions in the Magistrates Court.

Statutory Planning

Development approvals being issued by the City have been steady in 2011/12 with the majority of applications being determined within statutory timeframes. There has been an increase in Structure Planning and Detailed Area Plan proposals which has been reflective of the continued expansion of the City's urban growth areas (Piara Waters/Harrisdale) and developers trending towards smaller lot products to suit current market conditions, diversify housing products and to create more affordable housing options. In line with anticipated population growth figures, the City processed a high number of subdivision clearances resulting in the creation of over 1200 new lots in 2011/12. The City also experienced a significant increase in the number of development referrals from the Metropolitan Redevelopment Authority (MRA), primarily as a result of increased commercial activity within the Forrestdale Industrial Business Park (East).

Stage 1 of a comprehensive review of its existing Planning Policies was completed. This has greatly assisted with the ongoing management of planning applications and provided improved clarity for applicants when lodging such applications. In addition, a new policy *Residential Design Codes Variations PLN 3.10* was developed to

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specifically reduce the number of applications required for minor single residential developments and accordingly speed up approvals and reduce fees to those developing in the City.

Continuing support to MRA planning operations including "normalisation" of the MRA Precincts

The City contributed to the preparation of the Metropolitan Redevelopment Act (2011) which subsumed the Armadale redevelopment projects under the new regional Metropolitan Redevelopment Authority. The City provided formal and informal comments on amendments, plans and developments in redevelopment areas and worked closely with the ARA/MRA through the technical committees and reference groups.

In particular, new Regulations and Ministerial Orders were prepared and the Armadale Strategic Regional Centre area located east of Commerce Avenue was normalised back under the jurisdiction of Council and TPS No.4 and the WAPC and MRS.

Municipal Heritage Inventory (MHI) Review

The City's first "Heritage Precinct" was finalised to enhance the historic importance of River Road Kelmscott and design/landscape incorporated into the TPS No.4 Heritage Precinct local planning policy. The old Fremantle to Armadale Railway line was studied and interpretive signage investigated. The study on Buckingham's House Ruins was also progressed. Heritage studies and updates of the MHI sites located within the ARA precincts that were reverted back (normalised) under the City's and TPS No.4 jurisdiction in 2011 were also progressed.

Progress North Forrestdale urban development and Structure Planning for Harrisdale and Piara Waters

The City's Development Contribution Scheme No. 3 provides a centrally coordinated approach for developers to equitably contribute towards the provision of common infrastructure works required to facilitate the urban development of Harrisdale and Piara Waters. Over 3,900 lots have now been created and an estimated 4,000 lots remain to be developed within the current North Forrestdale Development Contribution Area No.3. An area to include an additional 900 lots has resulted from the recent inclusion of North Forrestdale Stage 4 Structure Plan East.

The North Forrestdale communities in the Arion, Heron Park, Vertu, CY O'Connor, Newhaven, Burtonia Gardens, Riva and Northerly estates continue to mature and have developed at higher rates than expected. Works have also commenced on the Aspiri, Piara Central and Heron Park Phase 2 Estates. This year has also seen the release of the Housing Association Report that ranks the City of Armadale as one of the "Top 20 Hotspots" in Australia, which can largely be attributed to the growth that has been achieved in Piara Waters and Harrisdale.

The Draft Infrastructure Cost Schedule includes over \$82 million of Common Infrastructure Works such as arterial drainage, acquisition of rehabilitated conservation category wetlands, road upgrades, implementation of a comprehensive dual use path network and funding towards the provision of community and sporting facilities. The reviewed Infrastructure Cost Schedule included an additional \$12 million in Common Infrastructure Works associated with the rezoning of the North Forrestdale Stage 4 Structure Plan East area. Such additional items include the extension of Reilly Road, Harrisdale (East) Community and Sporting Facility and the upgrade of Balannup Road.

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This financial year, \$7.5 million in Development Cost Contributions were forecast based on landowner lot production figures. Development has commenced on the Piara Waters (North) Community and Sporting Facility and the Baker's House refurbishment, with the Development Contribution Scheme providing over \$6 million in funding towards these projects. The Nicholson Road upgrade construction program has continued to be rolled out by the City, with a majority of the work being focused around the future district commercial centre between Wright Road and Exchange Avenue.

Public Open Space (POS) Strategy

The POS Strategy is an on-going project that has progressed considerably in the last financial year. Implementing the recommendations of the Public Open Space Strategy also included prioritising land sales within the first 5 stages of the Strategy and development of expenditure proposals, upon all land sales being finalised in each POS precinct. The percentage of land sales that have occurred over the last financial year represents an increase from 59% to 67%. In 2011-12 expenditure proposals for Precinct C were adopted and the City's Public Open Space Working Group has initiated draft proposals for Precinct's B and O. The finalisation of expenditure proposals for Precinct I was deferred pending the City preparing a draft Toilet Strategy. The City continues to implement previously approved works in Precinct's D and G of the POS Strategy.

Land Use Planning study for major landholding at Lot 33 Connell Avenue (formerly used as "Pries Park")

The City's consultant team prepared amendments to change the current Rural MRS zone to the Urban MRS zone and to change TPS No.4 by concurrent amendment from Rural Living 2 to Urban Development zone. The land is currently zoned Rural Living. Council's active sporting needs and feasibility study identified the site as no longer being required for recreation and accordingly the land being investigated for its suitability for future residential development. The planning amendments were supported by a draft Urban residential structure plan and the appropriate environmental, servicing and planning studies.

The planning investigations aim to facilitate future subdivision and development of the landholding and secure an appropriate return to the City on the land investment. Funding from the ultimate disposal of the land will assist long term funding priority upgrades to the City's viable recreational facilities. Council endorsed the proposal with modifications and recommended that the WAPC consider initiating a formal amendment to the MRS/TPS and the amendment documentation was referred to the WAPC.

Environmental Assessment of completing Keane Road construction

The comprehensive high level environmental impact assessment being undertaken by the City for the section of Keane Road between Skeet Road and Anstey Road Forrestdale was progressed with completion of the additional flora and fauna studies requested by the Commonwealth and State Government Environment departments in their separate "Public Environmental Review" and "Controlled Action - Preliminary Documentation" assessments.

Keane Road was constructed between Nicholson Road and Exchange Avenue Harrisdale to the proposed Harrisdale Senior High School site. Approvals were also issued for the Satterley urban development fronting the north side of Keane Road, which includes the Primary and High School sites and the major Harrisdale community and recreation facility.

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Building Approvals

Building approvals issued by the City during 2011 - 2012 continued at a high level, totalling 2445 approvals issued. This exceeds the figures for 2010 - 2011 by 185, also raising the value of work approved to \$325 million, in spite of the significant fall in approvals attendant to the introduction of the Building Act (2nd April 2012).

2011 – 2012 also saw the continued recovery program, “rebuilding our community”, following the Kelmscott/Roleystone bushfire of February 2011. As directed by Council the rebuilding process remains free of Council Development and Building application fees. To date the Building Department has issued 145 bushfire Building Licences (now Permits) covering all aspects of the rebuilding process including demolition, new residences, garages, sheds, patios and major repairs. The direct cost, or loss of fees, to the department and the City to date has been \$31,460.00.

The major change within the Department during 2012 was the introduction of the new Building Act 2011 and Building Regulations 2012. Despite the City making a number of representations to the Building Commission regarding the anticipated difficulties in implementing the new regime, the Act was introduced on 2nd April 2012. Due to a range of factors, including a lack of training for the industry, uncertainty regarding compliance issues and requirements for applications there was a substantial fall in applications received and approved during April 2012.

There was an increase in commercial building activity within the City during the year. Significant building approvals issued during the year included the Kelmscott Plaza, Stargate and Haynes Shopping Centres, Grand Cinemas extensions, Bunnings Harrisdale, Bunnings Forrestdale and Masters Forrestdale and major recreational development at Frye Park and Champion Lakes.

Commercial and Industrial developments present significant challenges to the Building Department to ensure these developments comply with the Building Code of Australia. Once a building permit has been issued, subsequent building inspections are required to demonstrate compliance. Finally, a Certificate of Construction Compliance and an Occupancy Permit ensures a safe built environment for the public who utilise these buildings.

The Building Department has seen a significant improvement in the turnaround in approvals. Isolated instances of complaint have been actively addressed and successful outcomes achieved. This has been achieved in spite of a decline in the number of qualified Building Surveyors being available for employment by the City. Impending retirements and loss of Building Surveyors to the private sector has resulted in a challenging staffing situation for the Department.

Building Compliance

The compliance branch has been involved with over 414 Building and Health Department and unauthorised building works actions during 2011/2012 rising from 295 the previous year.

It is anticipated that with the growth of the City's population, increasing housing density, large volume of approvals and changing legislative requirements, the importance of the role of both Building and Health Compliance Officers will be significantly increased over time. A number of successful prosecutions occurred during the year.

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Private Swimming Pool and Spa Inspections and Approvals

Ongoing inspections by the City of existing and new private swimming pools and spas, ensure the safety of the community. All new swimming pools and spas require a building approval and routine inspections to demonstrate safety compliance. These inspections of both new and existing swimming pools and spas ensure all requirements have been met and are suitably maintained.

Unauthorised Building Works

Legislative changes to the Local Government (Miscellaneous Provisions) Act during 2008 allowed owners to make submissions to the Building Department to certify unauthorised structures. This has resulted in a significant number of additional applications. Additional changes created by the Building Act 2011 will maintain the requirement of formalising approvals of unauthorised structures.

Safe Food and Water

A good indicator of economic growth is the number of food businesses. There has been a substantial increase over the past 3 years, with food businesses growing from 224 to 284 (27%).

This has in turn resulted in increased activity by the Health Service to oversee the design and construction of food businesses and, once operational, to ensure any food safety risks are minimised. During the year 392 risk assessment inspections of all food businesses were conducted and 19 food samples were collected for analysis under the Local Health Authorities Analytical Scheme, from local food manufacturers and others that distribute more widely.

The Health Department also continued to monitor water quality at 11 public aquatic facilities (swimming pools, spas and water slides etc) and 17 public facilities (including schools and food businesses etc), which are not connected to scheme water.

Effluent Disposal Approvals

Applications to install septic systems in non-sewered areas have remained high for the past 3 years, despite a general downturn in building approvals across the state. During the year 121 installations were approved, further indicating the strength of the local economy.

Immunisation Clinics

The City conducted monthly immunisation clinics at two venues during the year in collaboration with the Armadale Health Service. Although infants are the primary target group, a new service to provide protection against Whooping Cough was introduced during the previous year and continued throughout 2011/2012, in response to an increasing incidence of the disease among adults.

The Health Service also provided free immunisations to 66 seniors to protect them from influenza and pneumococcal disease.

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Requests for Intervention

Of the 343 service requests from residents to resolve neighbourhood nuisance complaints, 41% related to unwanted noise, most often due to radios, stereos and loud parties. Other significant matters causing concerns to residents included complaints about food, refuse and rubbish from building sites and fumes and odours. Following investigation, 13 on the spot fines were issued.

Review of Environment, Animals and Nuisance Local Laws

A comprehensive review of the Environment, Animal and Nuisance Local Law was conducted to:

- initiate measures to inform and assist residents to reduce fuel loads on their properties, in response to the Roleystone/Kelmscott bushfires;
- update interpretations to reflect amendments to specified standards and reference statutes;
- improve compliance powers relating to the parking of commercial vehicles; and
- remove outdated prescriptive clauses related to the use of incinerators and the keeping of animals.

Environment

The City of Armadale State of the Environment Report was sanctioned by Council in 2011. This identifies priority actions for environmental management from 2011/12 to 2015/16. Highlights of achievements during 2011/12 are provided below.

Awards

The Armadale Gosnells Landcare Group (AGLG) is supported by the City and won the 'Urban Landcare' category at the 2011 Western Australian Landcare Awards. AGLG will represent Western Australia at the National Landcare Awards in Sydney in September 2012.

Armadale Settlers Common (east) - Track Rationalisation and Bushland Enhancement Project

Ongoing work programs at Armadale Settlers Common (east) have included the planting of 12,500 seedlings as part of a major revegetation project. This incorporated community planting days by the Armadale Settlers Common Working Group (ASCMG) and school children from the Armadale Primary School's Bushrangers.

Other projects at the Common included weed control, dieback treatment and ongoing trail upgrades. Trail names have been proposed by the ASCMG in consultation with the Armadale Nyoongar Corporation and supported by the Darling Range Community Advisory Committee. The proposed trail names have their origins in Armadale Settlers Common eastern portion and make reference to local historical, botanical, ethnographic and geographic features. The new trail names were endorsed by Council in May 2012.

Implementation of the City's Volunteer Strategy

The City of Armadale has a very active community of bushcare and environmental Friends Groups. For example, the Bushcare and Environmental Working Group reported in excess of 5,300 volunteer hours in 2011 and actively support many environmental initiatives within the City's reserves. This year all City of Armadale volunteers, including environmental groups were recognised at a function for National Volunteer Week at Armadale Town Hall.

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Streamcare Project

The award winning waterways restoration project, 'Streamcare', commenced in 2002 and has been conducted in the Autumn and Winter of each subsequent year. This focuses on residents with waterways running through their property, with a view to improving the environmental qualities of the foreshore area. In the 2011 planting season, 37 residents showed an interest in the program and were offered personalised advice from the City's Streamcare Promoter in rehabilitating their land. Here, 2,296 native seedlings were distributed to landholders for planting on their residences.

Management of Bushland Reserves

Bushland management continues to be a priority of Environmental Services. Information gathered during surveys of all of the City's bushland reserves enables the prioritisation of works and budgets. The City's weed control, dieback control and capital works programs that seek to "Keep the good condition bushland good for areas of 1ha or more" were continued during the year.

During Spring 2011, a tri-annual survey of all City vested bushland reserves was undertaken. This included weed and vegetation condition mapping, which is used to develop annual weed management and capital works programs for the next five years. Dieback treatment is also undertaken in scheduled bushland reserves in line with the City's dieback management strategy.

The Forrestfield Complex Bushland Management Plan 2011-2016 was adopted by Council in 2011/12. The production of this 5 year work plan for a Threatened Ecological Community present in numerous City Reserves addresses a key recommendation of the City's State of Environment Report. The main actions of the plan include dieback treatment, weed control, revegetation activities and capital works to enhance vegetation quality and prevent degradation.

The draft Lloyd Hughes Bushland Management Plan has been prepared by Environmental Services and released for public comment in June 2012. This incorporates recommendations to rejuvenate the reserve in the aftermath of the February 2011 Kelmscott fire.

Catchment Management

The City has continued to support the efforts of the Armadale-Gosnells Landcare Group (AGLG), who during the year worked on 26 sites across the Cities of Armadale and Gosnells. Activities undertaken by AGLG involved the support of 1,404 volunteers, contributing 5,383 volunteer hours. During 2010/11 they received over \$240,000 worth of grant funding of great benefit to the environment of the City. During the year, AGLG have initiated the inception of two new 'friends groups'.

The City adopted the AGLG Business Plan in 2011/12. This further reinforces the successful working partnerships between the City and AGLG and led to increased funding from the City of Armadale.

Switch your thinking! Program

The Cities of Armadale and Gosnells, and the Shire of Serpentine-Jarrahdale constitute the South East Regional Energy Group which runs the **Switch your thinking! (Syt!)** Program.

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Highlights this year include:

- Rollout of the highly successful *Energy Efficiency and Waterwise Gardening Workshop series*. Workshops were attended by over 500 Armadale residents/visitors and over 690 householders in the metropolitan area;
- Implementation of the **Syt!** rebate scheme. The *Rebates 4 Residents* scheme covers a range of energy efficient and waterwise products and is also available to City staff and local businesses;
- Rollout of the *Switched on Staff (SOS)* project in the City of Armadale. This empowered City staff to:
 - Save over 3,600 kWh of electricity, resulting in the abatement of 3.4 tonnes of CO2 emissions (this is equivalent to 68,000 balloons filled with Carbon Dioxide);
 - Staff pledging over 655 sustainable actions; and:
- Completion of the *Switched on Recycling* project, attracting over \$54,000 of State Government funding and engaging over 890 primary students, 23,800 community members and 501 Council staff across the South East Region including Armadale;

As highlighted above, the **Syt!** Program has had a very successful year and is set for continued growth in 2012/13 with Rivers Regional Council joining the program.

Key Priorities for 2012-2013

Looking Forward

The Development Services Directorate is committed to achieving the following goals during the 2012-2013 financial year -

The finalization of the revised Local Planning Strategy

The 5 yearly regulatory review of the Local Planning Strategy (LPS) and TPS No.4 under the Planning and Development Act will be further progressed through discussion paper/s on key. Following Council formally considering the key issues, WAPC endorsement will be sought for the amendments to the Local Planning Strategy. Following advertising of the revised LPS for wider public comment a new omnibus amendment/s to TPS No.4 will be commenced to update the Scheme Text and Maps in conjunction with amendments to the Local Planning Policies.

Further streamlining of the Statutory Planning process

Continue to focus on the streamlining of planning processes and applications, including the fast-tracking of minor development applications and implementation of an electronic development application lodgement system with WALGA. The MRA normalisation process (which resulted in the handing back of a number of key strategic planning areas to the City in 2011/12) has expanded the jurisdiction and responsibilities of Statutory Planning. This will result in increased pressures to manage additional planning applications / proposals and compliance matters. Statutory Planning will continue to play an important role in assisting the MRA with advice/expertise on statutory planning matters affecting remaining areas still under the control of the MRA. Stage 2 of the comprehensive review of the City's existing Planning Policies will commence this year and will include a review and advertising of 12 policies.

The rezoning of land in the Canning River Precinct – a Kelmscott Enquiry by Design Outcome

Following the gazettal in May 2012 of the MRS Urban infill zoning work will commence on the necessary amendment to the town planning scheme and related actions. The City will work with landowner consultants to progress urban structure plan/s and zoning amendments for the Canning River (eastern shore) Precinct. The eastern shore will provide opportunities for the development of an extensive Canning River Foreshore Parkland and with up to 150 new dwellings and 400 people, the precinct's long term development will be of major benefit to the viability of the Kelmscott District Town Centre.

The completion of further stages of the Public Open Space Strategy

Progression of outstanding land sales will occur to allow the Public Open Space Working Group to collaborate on draft proposals for POS Strategy precinct upgrades, when all land sales in a precinct have been finalised. Further investigations are pending to allow the finalisation of expenditure proposals for Precinct I. In 2012/13 draft expenditure proposals for Precinct's A, B and M are intended to be initiated by the Public Open Space Working Group. The timing of project delivery of future expenditure proposals will be undertaken in close liaison with the City's Parks and Reserves Service, to ensure adequate resources can be allocated to landscape and recreational improvements associated with the POS Strategy.

Key Priorities for 2012-2013

Looking Forward

Extension of Structure Planning in Harrisdale and Piara Waters

It is anticipated that landowners will continue to propose extensions to the urbanisation of North Forrestdale with further stages on Warton Road and Ranford Road. Coordination of infrastructure provision between landowners and servicing authorities through the DCP will continue to be promoted for new areas and for the implementation of the Scheme for existing areas. The City will assist landowners in preparing applications for rezoning, structure planning for Council consideration and infrastructure coordination to facilitate viable urban investments in these areas.

Assisting the MRA with normalisation of MRA areas

The City will continue to provide ongoing assistance to the MRA to progressively normalise former ARA project areas including the Kelmscott, Champion Lakes Residential and Regatta Centre components and reverting them back into the City's planning and heritage policy jurisdictions.

Progressing the Land Use Planning study for Lot 33 Connell Avenue (formerly used as "Pries Park")

The City will continue liaising with the Department of Planning to progress the MRS Amendment for Lot 33 Connell Avenue (Pries Park) through the State government environmental and land management agencies. The City will seek to have the WAPC initiate the proposed MRS Urban and TPS No.4 Urban Development zones advertised concurrently.

The City will also refine the structure plan and engage appropriate consultants to prepare any further technical studies that may be required to facilitate the progression of zoning amendments. Following securing the planning framework under appropriate MRS/TPS No.4 zones, in accordance with Council's Recreation Strategy the City will be able to scope its options for funding support of priority upgrades of the City's viable recreational facilities via a reasonable return on the landholding.

Assisting the strategic rezoning of the proposed South Forrestdale Industrial/Employment Area

The Western Australian Planning Commission (WAPC) released the Economic and Employment Lands Strategy for the Perth Metropolitan and Peel Regions in April 2012. The Strategy identifies approximately 350 hectares of land on the north-west corner of Rowley Road and Tonkin Highway for the establishment of a future industrial precinct to provide economic development and employment opportunities for the South-East Corridor. Planning for the development of this land has commenced and a request to amend the Metropolitan Region Scheme (MRS) by rezoning a portion of the area from the Rural zone to the Industrial zone has been lodged by landowners with the WAPC for its consideration. Over the next few years, the Planning Department will be responsible for coordinating a range of actions relating to the MRS and local planning scheme amendments, studies and subdivision applications required to facilitate the orderly development of this new strategic economic and employment area.

Key Priorities for 2012-2013

Looking Forward

Updating the Municipal Heritage Inventory (MHI)

The potential for a Heritage List in the Planning Scheme will be investigated through the preparation of a new Heritage Act for WA and the update for the LPS and TPS No.4. The MHI will also be maintained and updated as a dynamic resource document which guides the development decisions of heritage property landowner's and the City. In conjunction with CHAG, new investigations and studies to progressively add potential new sites will continue.

The advertising of the Keane Road environmental review

Updated documentation for the "Public Environmental Review" and "Controlled Action - preliminary documentation" for the Keane Road strategic link will be re-submitted to the State and Commonwealth governments environment protection agency's and seek approval for commencement of the public consultation. Once advertising is endorsed the City will ensure the environmental assessment information is widely available. Written comments submitted by the public and stakeholders will be presented to Council for consideration and recommendations to the environmental regulatory agencies for determination.

The research studies, consultation feedback and conditions set on appropriate road construction works will enable the relevant Ministers to ensure the road infrastructure has due regard for the environment and minimises impacts on the adjacent Jandakot Regional Park lands.

The delivery of infrastructure funded by the Development Contribution Plan No. 3

The main projects anticipated to be funded by the Plan include:

- The staged upgrade of Nicholson Road from Warton Road to Armadale Road including the commissioning of the signalised intersection at the town centre site, the completion of the Mason Road/Exchange Avenue roundabout and Piara Drive roundabout. The total contribution from the North Forrestdale DCP No.3 towards the upgrade of Nicholson Road is over \$18.4 million from Warton Road to Armadale Road.
- The continuation of the first stage of construction at the Piara Waters (North) Community and Sporting Facility (playing oval and surrounds) and the commencement of Stage 2 (community centre and sporting facility building). DCP No.3 has combined funding towards this project of over \$4.6 million and this will be assisted by grants.
- The refurbishment of the Baker's House community building. The total contribution to the Baker's House project through DCP No.3 is over \$1.7 million and the City has recently received confirmation of a successful grant application towards the implementation of this project.
- Commencement of the first stage of the Balannup Drain realignment from the Reilly Road reserve to Lot 5000 Reilly Road between the outfall from Vertu Estate to Skeet Road. Lot 5000 Reilly Road. This will provide a comprehensive living stream design and extensive rehabilitation plan with a total contribution of \$1 million from the DCP.

Key Priorities for 2012-2013

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- The realignment of the Balannup Drain will also enable the extension of Reilly Road, an item included under the recently gazetted Amendment No.64, to commence construction this financial year. The extension of Reilly Road will involve construction from the current cul-de-sac adjacent to Vertu Estate to Balannup Road. This is a critical strategic link for traffic movement to Ranford Road and through to Southern River Road. The DCP provides funding of over \$400,000 towards the extension of Reilly Road.
- A comprehensive review of the Capital Expenditure Plan for the North Forrestdale DCP No.3 in order to assess whether it is necessary to reprioritise the timing of common infrastructure works and to liaise further with the developers to refine the estimated lot yields and expectations of DCP No.3.

The adjustment to the stringent requirements of the 2011 Building Act

The Building Department will modify its processes and procedures to ensure that certified and uncertified applications are processed expeditiously.

Public Health Plan

The Public Health Plan 2008 to 2013 is due to expire in the near future. The City was successful in winning a Healthy Communities Grant from the Federal Government and it is proposed to develop a new plan in parallel with that project.

The new plan will be based on a much wider definition of public health, involving extensive consultation internally across the organisations as well as with key external stakeholders.

Further to discussions with the South Metropolitan Public Health Unit, a State of our Public Health report is to be prepared on behalf of the City to guide development of the plan. It is further proposed to prepare the plan as an informing strategy of the City's Integrated Planning Framework.

Implementation of the State of the Environment Report

The focus of work performed by the Environmental Services team has been laid out in the 2011 State of the Environment Report. Key projects to be implemented during the next 12 months are highlighted below.

The delivery of the Switch your thinking! Program

Future projects for delivery include:

- *Young Re-inventors Schools Project* – working with local Armadale schools, students will be challenged to change their thinking about waste and recycling by competing to create working inventions made out of waste products;
- *Rebates 4 Residents* – will be run again in 2012/13 with an expanded range of sponsors and products;
- *Residential and Business Resource Packs* – home and business energy audit and sustainability assessment packs will be produced and made available to the community; and:
- Energy Efficiency, Photovoltaic and Waterwise Gardening Workshops will continue to be offered to residents in the City.

Key Priorities for 2012-2013

Looking Forward

Provision of assistance in Carbon Abatement Projects

The Environmental Services department will continue to assist the City to monitor and reduce Corporate Greenhouse Gas emissions, helping meet Council's reduction targets and legislative obligation. These include investigating the feasibility of introducing a methane flaring process at the Hopkinson Road landfill facility.

Management of Bushland Reserves

Both Lloyd Hughes and Goolamrup Reserves were affected by the Roleystone-Kelmscott bushfire of February 2011. In 2012/13, Environmental Services were successful in securing a State NRM Community Grant to carry out weed control and revegetation at Lloyd Hughes Park. Weed control will be undertaken throughout the entire reserve, including adjacent road verges. Revegetation projects will include a community planting day with 500 seedlings to be planted throughout the reserve.

The City was also successful in securing a 2012 Caring for Our Country Grant which will enable weed control and revegetation to be carried out at Goolamrup Reserve. The projects will be carried out in conjunction with the Armadale Gosnells Landcare Group, South East Regional Centre for Urban Landcare and Friends of Goolamrup Reserve.

Implementation of the Local Biodiversity Strategy

The City's Local Biodiversity Strategy was endorsed by Council in November 2009. Actions from the strategy have been fed into the State of Environment Report for implementation over the next 4 years. Actions within the parameters of the next year relate to incorporating recommendations of the Strategy into the review of the City's Local Planning Scheme.

Continuation of the Landcare Program

Ongoing support will be provided to AGLG in their efforts to implement their Strategic Plan 2008 to 2018.

Key Priorities for 2011-2012

Directorate Resources

The Development Services Directorate primarily provides professional services to the Council and the public. As such, the single largest expense for the Directorate is that of the staff resources. The directorate staff resources, or employee costs, were allocated \$4.4 million for the 2011-2012 financial year.

The demands placed on the Development Services Directorate responds primarily from the rate of development and the population growth within the City. Since 2007, the City has been issuing in excess of 2,200 building licences annually, which includes approving over 1,000 new dwellings per year (with a peak of 1,348 in 2009 - 2010) and over 1,000 lots a year have been created since 2006 (with a peak in 2009 - 2010 of 1,631). The last year saw the approval by the Western Australian Planning Commission of 3214 lots in the City. This was the most lots granted preliminary approval in the history of the City and can be regarded as a leading indicator of things very high lot creations and dwelling approvals over the next few years.

The City's population grew at a little over 5%pa between the 2006 and the 2011 Census (49,724 to 62,297). Over the past few years the Directorate's growth has reflected this growth rate.

There will be a continuing need to respond to the population growth pressures and their concomitant impacts on administrative functions by introducing greater efficiencies and responding with additional staff resources. In the light of the difficulties in recruiting some skills areas (in particular Building Surveying and Environmental Health Officers) a greater emphasis has recently been placed on a focus of those administrative functions that can be diverted from those with specific profession skills to administrative officers. In addition the receiving back to the City of areas formerly managed for planning purposed by the Metropolitan Redevelopment Authority also requires increasing City resourcing.

The following is the staffing establishment as it has been in past financial years -

Management Area	Actual 2010	Actual 2011	Actual 2012
Building	11.6	13.1	15.1
Development Services Management	2.0	3.0	3.0
Environment	2.4	2.4	2.4
Health	8.2	8.3	9.2
Planning	18.8	19.8	19.8
Project Co-ordination	1.0	1.0	1.0
Total	44.0	47.6	50.5

The above are the approved positions of the staff establishment. It is recognised that additional officers have been engaged as casuals or on contract, which have not been included in the table (notably a consultant Building Surveyor, contract Swimming Pool Inspector, Landcare and SYT! officers).

It should be noted that it is envisaged that the Environmental Services Branch will be physically relocated to the Technical Services area during the next financial year. Accordingly the financial reporting for this branch has been included within the Technical Services Budget. Environmental Services will continue to provide the same advisory and consultative service to meet Development Services functions.

Proposed Allocation of Funds

The following pages detail the information relating to the funding allocation for expenditure and revenue. These funds are closely aligned to the City's *Plan for the Future* document.

Variation Information

Provides a brief explanation of major variances between the revised budget estimates from the previous year to those that are proposed for this year.

Additional Information

Provides a more detailed breakdown of some of the larger values contained within the "other expenses" areas.

Revenue and Expense Allocations

Provides a more detailed summary of the Directorate Revenues and Expenses.

Asset Management Summary

Summarises the Directorate's contributions towards Asset Management. This includes the following breakdown by asset type –

Operating Expenditure

- Operations Recurrent expense, which is continuously required to provide a service.
- Maintenance All actions necessary for retaining an asset as near as practicable to its original condition, including regular ongoing day-to-day work necessary to keep assets operating.

Capital Expenditure

- New Creation of a new asset.
- Renewal Restores, rehabilitates, replaces existing asset to its original capacity.
- Upgrade Enhancements to an existing asset to provide higher levels of service.

Unfunded Proposals

Lists those initiatives that have been identified throughout the year, or identified as part of this budget process, for which there are currently no funds allocated in the estimates.

Proposed Fees and Charges

Lists those fees and charges to be considered and endorsed as part of the budget process.

Capital Expenses

Lists those items of a capital expense nature.

Where appropriate, Council resolutions are cited for ease of reference and explanation in relation to specific proposals.

All quoted \$ values are stated in 2010-2011 dollars and have not yet undergone any inflationary adjustments.

Proposed Allocation of Funds

Variation Information

The following information provides a brief explanation of the notable variances between the revised budget estimates for the previous year (2012) against the estimates proposed for the upcoming financial year, as well as the corresponding note number, which should be read in conjunction with the following pages -

Employment Costs

- The main expenditure within the Directorate relates to salaries. It is expected that the Directorate will have similar budgetary requirements to the past year, subject to funding for additional requested staff. (1)

Building

- Significant increases in applications were projected for last year resulting in rises in revenue from Building fees and charges. Due to the relative stability in applications and the introduction of the new Building Act, these targets were not achieved. The revenue for the next financial year (at \$1m) is considered achievable in expected market conditions. (2)

Development Services Management

- The budget relating to Agency Staff within the Employment category has been significantly reduced in the expectation that a higher proportion of Directorate employment related expenditure will be directly allocated to salaries. (3)

Health

- The Professional Services budget has been increased for consultancies to enable the City to further its obligations by the engagement of consultants to conduct risk assessment inspections, assist in difficult contamination issues and assist with the development of an organisational public health and wellbeing plan (the City's Public Health Plan 2008-2013 being due for review and renewal over the next 12 months). (4)

Planning

- Planning fees and charges are predicted to be less than last year which saw exceptionally strong planning activity reflected in revenue from applications and fines. (5)
- The cost of Professional Services has been reduced from \$424,400 to \$225,300 due in part to the expectation that allocations from 2011-12 for consultant planning studies will be carried forward to meet existing commitments and contracts, rather than request any additional funding in these accounts. In addition there has been a need to increase the allocation given to legal cost resulting from prosecutions and legal challenges arising. (6)
- There has been a significant reduction in the allocation under Other Expense, for POS land sales expenses and Freehold land sale expenses. The reduction in these accounts from 2011-12 to 2012-13 relates to the timing of land sales and management of consultants. (7)

Proposed Allocation of Funds

Variation Information

Project Co-ordination

- The Developer Contribution Scheme funds a number of projects managed in the Plan for the Future and the Budget, including Nicholson Road work, Bakers House refurbishment, and the construction of the Piara Waters Sporting Complex. Accordingly, the Capital Expenses vary year-to-year as approved by Council annually through the review of the Development Contribution Scheme. (8)

Proposed Allocation of Funds

Revenue and Expense Allocations

Development Services Directorate Summary Total	2012				2013
	C/Fwds Budget	Revised Budget	Total Budget	YTD Actual	Proposed Budget
Required Municipal Funds	460,400	9,161,100	9,621,500	980,456	9,105,600
Revenue	0	-8,841,000	-8,841,000	-8,401,277	-8,688,000
Rate Revenue	0	0	0	0	0
Grants / Contributions	0	-1,932,900	-1,932,900	-6,394,232	-1,928,300
Capital Funding	0	-4,902,000	-4,902,000	-28,103	-4,902,000
Fees and Charges	0	-2,006,100	-2,006,100	-1,978,942	-1,857,700
Earnings from Interest	0	0	0	0	0
Profit	0	0	0	0	0
Revenue Other	0	0	0	0	0
Expense	457,600	12,743,900	13,201,500	8,304,353	12,535,400
Employment	0	4,453,800	4,453,800	4,420,015	4,369,900
Office	5,000	94,100	99,100	77,892	88,200
Professional Services	231,600	374,800	606,400	329,613	433,500
Vehicles	0	152,300	152,300	120,663	142,000
Facilities	0	0	0	0	0
Projects / Works	0	0	0	0	0
Other Expense	221,000	7,668,900	7,889,900	3,356,170	7,501,800
Interest Expense	0	0	0	0	0
Loss	0	0	0	0	0
Depreciation	0	0	0	0	0
Accounting	0	0	0	0	0
Capital Expense	2,800	5,258,200	5,261,000	1,077,381	5,258,200
Land / Buildings	0	0	0	21,510	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	2,800	1,200	4,000	0	1,200
Roads	0	2,455,000	2,455,000	764,665	2,455,000
Drainage	0	2,532,000	2,532,000	47,579	2,532,000
Pathways	0	270,000	270,000	0	270,000
Parks	0	0	0	243,626	0
Non-Operating Revenue	0	0	0	0	0
From Reserve Transfer	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
SSL Principal Proceeds	0	0	0	0	0
Sale Proceeds	0	0	0	0	0
Non-Operating Expense	0	0	0	0	0
To Reserve Transfer	0	0	0	0	0
Principal Repayments	0	0	0	0	0

Proposed Allocation of Funds

Revenue and Expense Allocations

Building	2012				2013
	C/Fwds Budget	Revised Budget	Total Budget	YTD Actual	Proposed Budget
Required Municipal Funds (Note)	0	117,800	117,800	290,216	224,400
Revenue	0	-1,256,800	-1,256,800	-1,082,000	-1,164,500
Rate Revenue	0	0	0	0	0
Grants / Contributions	0	-17,600	-17,600	-18,320	-17,800
Capital Funding	0	0	0	0	0
Fees and Charges 2	0	-1,239,200	-1,239,200	-1,063,680	-1,146,700
Earnings from Interest	0	0	0	0	0
Profit	0	0	0	0	0
Revenue Other	0	0	0	0	0
Expense	0	1,374,600	1,374,600	1,372,216	1,388,900
Employment 1	0	1,187,300	1,187,300	1,257,887	1,193,400
Office	0	28,800	28,800	23,067	26,500
Professional Services	0	105,100	105,100	54,372	117,000
Vehicles	0	49,200	49,200	32,308	44,000
Facilities	0	0	0	0	0
Projects / Works	0	0	0	0	0
Other Expense	0	4,200	4,200	4,582	8,000
Interest Expense	0	0	0	0	0
Loss	0	0	0	0	0
Depreciation	0	0	0	0	0
Accounting	0	0	0	0	0
Capital Expense	0	0	0	0	0
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	0	0	0	0
Roads	0	0	0	0	0
Drainage	0	0	0	0	0
Pathways	0	0	0	0	0
Parks	0	0	0	0	0
Non-Operating Revenue	0	0	0	0	0
From Reserve Transfer	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
SSL Principal Proceeds	0	0	0	0	0
Sale Proceeds	0	0	0	0	0
Non-Operating Expense	0	0	0	0	0
To Reserve Transfer	0	0	0	0	0
Principal Repayments	0	0	0	0	0

Proposed Allocation of Funds

Revenue and Expense Allocations

Development Services Management	2012			2013	
	C/Fwds Budget	Revised Budget	Total Budget	YTD Actual	Proposed Budget
Required Municipal Funds (Note)	0	494,100	494,100	496,270	443,500
Revenue	0	0	0	0	0
Rate Revenue	0	0	0	0	0
Grants / Contributions	0	0	0	0	0
Capital Funding	0	0	0	0	0
Fees and Charges	0	0	0	0	0
Earnings from Interest	0	0	0	0	0
Profit	0	0	0	0	0
Revenue Other	0	0	0	0	0
Expense	0	494,100	494,100	496,270	443,500
Employment 3	0	479,900	479,900	483,851	429,600
Office	0	3,200	3,200	4,783	5,300
Professional Services	0	0	0	445	0
Vehicles	0	8,900	8,900	6,957	7,500
Facilities	0	0	0	0	0
Projects / Works	0	0	0	0	0
Other Expense	0	2,100	2,100	234	1,100
Interest Expense	0	0	0	0	0
Loss	0	0	0	0	0
Depreciation	0	0	0	0	0
Accounting	0	0	0	0	0
Capital Expense	0	0	0	0	0
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	0	0	0	0
Roads	0	0	0	0	0
Drainage	0	0	0	0	0
Pathways	0	0	0	0	0
Parks	0	0	0	0	0
Non-Operating Revenue	0	0	0	0	0
From Reserve Transfer	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
SSL Principal Proceeds	0	0	0	0	0
Sale Proceeds	0	0	0	0	0
Non-Operating Expense	0	0	0	0	0
To Reserve Transfer	0	0	0	0	0
Principal Repayments	0	0	0	0	0

Proposed Allocation of Funds

Revenue and Expense Allocations

Health	2012				2013
	C/Fwds Budget	Revised Budget	Total Budget	YTD Actual	Proposed Budget
Required Municipal Funds (Note)	0	798,700	798,700	660,865	786,800
Revenue	0	-131,300	-131,300	-184,251	-135,600
Rate Revenue	0	0	0	0	0
Grants / Contributions	0	-6,800	-6,800	-1,565	-2,000
Capital Funding	0	0	0	0	0
Fees and Charges	0	-124,500	-124,500	-182,686	-133,600
Earnings from Interest	0	0	0	0	0
Profit	0	0	0	0	0
Revenue Other	0	0	0	0	0
Expense	0	928,800	928,800	845,116	921,200
Employment 1	0	853,800	853,800	773,581	824,500
Office	0	12,700	12,700	15,909	15,800
Professional Services 4	0	12,900	12,900	11,832	28,400
Vehicles	0	29,000	29,000	24,232	26,000
Facilities	0	0	0	0	0
Projects / Works	0	0	0	0	0
Other Expense	0	20,400	20,400	19,562	26,500
Interest Expense	0	0	0	0	0
Loss	0	0	0	0	0
Depreciation	0	0	0	0	0
Accounting	0	0	0	0	0
Capital Expense	0	1,200	1,200	0	1,200
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	1,200	1,200	0	1,200
Roads	0	0	0	0	0
Drainage	0	0	0	0	0
Pathways	0	0	0	0	0
Parks	0	0	0	0	0
Non-Operating Revenue	0	0	0	0	0
From Reserve Transfer	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
SSL Principal Proceeds	0	0	0	0	0
Sale Proceeds	0	0	0	0	0
Non-Operating Expense	0	0	0	0	0
To Reserve Transfer	0	0	0	0	0
Principal Repayments	0	0	0	0	0

Proposed Allocation of Funds

Revenue and Expense Allocations

Planning	2012				2013
	C/Fwds Budget	Revised Budget	Total Budget	YTD Actual	Proposed Budget
Required Municipal Funds (Note)	460,400	1,629,800	2,090,200	1,446,517	1,649,100
Revenue	0	-642,400	-642,400	-733,103	-577,400
Rate Revenue	0	0	0	0	0
Grants / Contributions	0	0	0	-527	0
Capital Funding	0	0	0	0	0
Fees and Charges 5	0	-642,400	-642,400	-732,576	-577,400
Earnings from Interest	0	0	0	0	0
Profit	0	0	0	0	0
Revenue Other	0	0	0	0	0
Expense	457,600	2,272,200	2,729,800	2,179,620	2,226,500
Employment 1	0	1,816,700	1,816,700	1,793,731	1,813,200
Office	5,000	46,900	51,900	27,972	38,100
Professional Services 6	231,600	192,800	424,400	222,651	225,300
Vehicles	0	56,400	56,400	50,422	56,000
Facilities	0	0	0	0	0
Projects / Works	0	0	0	0	0
Other Expense 7	221,000	159,400	380,400	84,843	93,900
Interest Expense	0	0	0	0	0
Loss	0	0	0	0	0
Depreciation	0	0	0	0	0
Accounting	0	0	0	0	0
Capital Expense	2,800	0	2,800	0	0
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	2,800	0	2,800	0	0
Roads	0	0	0	0	0
Drainage	0	0	0	0	0
Pathways	0	0	0	0	0
Parks	0	0	0	0	0
Non-Operating Revenue	0	0	0	0	0
From Reserve Transfer	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
SSL Principal Proceeds	0	0	0	0	0
Sale Proceeds	0	0	0	0	0
Non-Operating Expense	0	0	0	0	0
To Reserve Transfer	0	0	0	0	0
Principal Repayments	0	0	0	0	0

Proposed Allocation of Funds

Revenue and Expense Allocations

Project Co-ordination	2012				2013
	C/Fwds Budget	Revised Budget	Total Budget	YTD Actual	Proposed Budget
Required Municipal Funds (Note)	0	6,120,700	6,120,700	-1,913,412	6,001,800
Revenue	0	-6,810,500	-6,810,500	-6,401,923	-6,810,500
Rate Revenue	0	0	0	0	0
Grants / Contributions	0	-1,908,500	-1,908,500	-6,373,820	-1,908,500
Capital Funding	0	-4,902,000	-4,902,000	-28,103	-4,902,000
Fees and Charges	0	0	0	0	0
Earnings from Interest	0	0	0	0	0
Profit	0	0	0	0	0
Revenue Other	0	0	0	0	0
Expense	0	7,674,200	7,674,200	3,411,131	7,555,300
Employment	0	116,100	116,100	110,965	109,200
Office	0	2,500	2,500	6,160	2,500
Professional Services	0	64,000	64,000	40,313	62,800
Vehicles	0	8,800	8,800	6,743	8,500
Facilities	0	0	0	0	0
Projects / Works	0	0	0	0	0
Other Expense 8	0	7,482,800	7,482,800	3,246,949	7,372,300
Interest Expense	0	0	0	0	0
Loss	0	0	0	0	0
Depreciation	0	0	0	0	0
Accounting	0	0	0	0	0
Capital Expense	0	5,257,000	5,257,000	1,077,381	5,257,000
Land / Buildings	0	0	0	21,510	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	0	0	0	0
Roads 8	0	2,455,000	2,455,000	764,665	2,455,000
Drainage 8	0	2,532,000	2,532,000	47,579	2,532,000
Pathways 8	0	270,000	270,000	0	270,000
Parks 8	0	0	0	243,626	0
Non-Operating Revenue	0	0	0	0	0
From Reserve Transfer	0	0	0	0	0
Loan Proceeds	0	0	0	0	0
SSL Principal Proceeds	0	0	0	0	0
Sale Proceeds	0	0	0	0	0
Non-Operating Expense	0	0	0	0	0
To Reserve Transfer	0	0	0	0	0
Principal Repayments	0	0	0	0	0

Proposed Allocation of Funds

Asset Management Summary

Asset Management	2012				2013
	C/Fwds Budget	Revised Budget	Total Budget	YTD Actual	Proposed Budget
Required Municipal Funds	0	30,300	30,300	1,194,120	5,258,200
New	0	30,300	30,300	1,194,120	5,258,200
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	30,300	30,300	28,914	1,200
Roads	0	0	0	364,959	2,455,000
Drainage	0	0	0	500,247	2,532,000
Pathways	0	0	0	0	270,000
Parks	0	0	0	300,000	0
Renewal	0	0	0	0	0
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	0	0	0	0
Roads	0	0	0	0	0
Drainage	0	0	0	0	0
Pathways	0	0	0	0	0
Parks	0	0	0	0	0
Upgrade	0	0	0	0	0
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	0	0	0	0
Roads	0	0	0	0	0
Drainage	0	0	0	0	0
Pathways	0	0	0	0	0
Parks	0	0	0	0	0
Operating	0	0	0	0	0
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	0	0	0	0
Roads	0	0	0	0	0
Drainage	0	0	0	0	0
Pathways	0	0	0	0	0
Parks	0	0	0	0	0
Maintenance	0	0	0	0	0
Land / Buildings	0	0	0	0	0
Plant / Machinery	0	0	0	0	0
Furniture / Equipment	0	0	0	0	0
Roads	0	0	0	0	0
Drainage	0	0	0	0	0
Pathways	0	0	0	0	0
Parks	0	0	0	0	0

Proposed Allocation of Funds

Unfunded Proposals

The following proposals have been either identified during the process of construction the Budget, or have been recommended for consideration by Council over the course of the past 12 months. These proposals, together with those from other Directorates, will be collectively considered for inclusion in the Annual Budget at a subsequent stage of the Budget adoption process. A brief discussion of each of these projects follows in priority order:

Licensing arrangements for the CouncilsOnline project - \$28,000 (\$20,000 recurrent)

The City has participated in the joint WALGA sponsored CouncilsOnline project for the past two years to develop a system for the electronic lodgement of applications. The intent is to enable a single access point for online application, payment, tracking and reporting. It is anticipated that a future annual cost of \$20,000 for development and building applications will be required with a total cost of \$28,000 in the first year. At its March 26, 2012 meeting Council approved this budget item for consideration of funding in the 2012/13 draft Budget.

Canning Precinct rezoning – (\$110,000 once off)

The City's land investment assets at Lots 20 and 21 Clifton Street Kelmscott were recently zoned Urban under the Metropolitan Region Scheme. Securing opportunities for future subdivision and development and reasonable returns on the sale of these lots requires undertaking servicing and environmental assessments to underpin a TPS No.4 Urban Development zone/Structure Plan. Preparing Urban Development zoning and Structure Plan/s to cover the whole Canning River Precinct Urban land would cost well in excess of \$350,000. However, plans can be progressed in stages, initially focussing on TPS No.4 zoning studies followed by more detail for the sub-precinct immediately south of Gilwell Street (Lot 20 and 21 Clifton Street).

It is estimated that \$110,000 will be required to progress the TPS No.4 Urban Development zoning. This staged approach will assist plans for the balance of the privately owned lots within the Urban zone. Over time and guided by the Concept Plans the City/WAPC engaged consultants to prepare in 2005, the landowners will be able to progress the more detailed Structure planning studies to confirm their own land development proposals/timeframes by engaging their own consultants. Boosting the catchment population for the Kelmscott Town Centre will support its long-term viability as an Activity-Commercial town centre.

Proposed Allocation of Funds

Proposed Fees and Charges

Presented is the Proposed Schedule of Fees and Charges as relevant to the operations and responsibilities of the Directorate to apply for the 2012-2013 financial year.

It is to be noted that some fees and charges cannot be varied by Council on account of being set in accordance with legislation – these are denoted in the Schedule with an asterisk (*).

For the majority of other fees and charges, an inflationary increase factor is proposed. This factor has been applied having regards for –

- The requirements of Section 6.17 of the Local Government Act 1995 *
- The fact that one of the main primary cost drivers, the cost of labour, is likely to increase
- The fact that the primary cost driver for local government, the Local Government Cost Index (an inflationary measure that identifies the major components of a Council's activities), has increased
- The cost of utilities having increased

The recommended fees aim to maintain affordable access to Council facilities and services. Fees and charges will need to increase each year in order to offset the increased cost of simply doing business – as per those points identified above. Further reviews of management practices and service levels provided may have an impact on fees and charges in the future.

Those fees denoted with a hash symbol (#) are quoted fees that may be subject to variation by the City where additional work is required to be undertaken by the City that was not outlined and included in the original fee.

The City's current schedule of Planning Fees and Charges is established under the Planning and Development Act 2009.

The schedule of Building fees and charges has been designed to reflect the changed arrangements introduced by the Building Act 2011 and the associated Regulations.

* Section 6.17 of the Local Government Act 1995 – Setting the level of fees and charges

- (1) In determining the amount of a fee or charge for a service or for goods, a local government is required to take into consideration the following factors –
 - (a) the cost to the local government of providing the service or goods;
 - (b) the importance of the service or goods to the community;

and

 - (c) the price at which the service or goods could be provided by an alternative provider.

Proposed Allocation of Funds**Proposed Fees and Charges**

Particulars	Previous Year	Fees Excluding GST	GST	Fees Including GST
	\$	\$	\$	\$
Health				
<u>Offensive Trade Licences *</u>				
Poultry farming per annum	278.00	285.00	-	285.00
Poultry processing per annum	278.00	285.00	-	285.00
<u>Environment, Animals and Nuisance Local Law Permits</u>				
Keeping farm animals	188.00	190.00	-	190.00
Keeping bees	188.00	190.00	-	190.00
Keeping certain birds	188.00	190.00	-	190.00
<u>Food Business Risk Assessment Inspection Fees</u>				
High / Medium risk paid before 30 June	390.00	390.00	-	390.00
Low risk paid before 30 June	270.00	277.00	-	277.00
High / Medium risk paid after 30 June	429.00	432.00	-	432.00
Low risk paid after 30 June	297.00	308.00	-	308.00
<u>Food Business Notification / Registration Fees</u>				
Food business registration	157.00	180.00	-	180.00
Food business notification	50.00	52.00	-	52.00
Change of ownership	52.00	60.00	-	60.00
<u>Lodging House Licences</u>				
Premises registration before 30 June	270.00	277.00	-	277.00
Premises registration after 30 June	297.00	308.00	-	308.00
<u>Caravan Park Licences *</u>				
Licence fees - minimum	200.00	200.00	-	200.00
Fee per long stay site	6.00	6.00	-	6.00
Fee per short stay site	6.00	6.00	-	6.00
Fee per campsite	3.00	3.00	-	3.00
Fee per overflow site	1.50	1.50	-	1.50
Transfer fee	100.00	100.00	-	100.00
Late payment of licence renewal	20.00	20.00	-	20.00

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous	Fees		Fees
	Year	Excluding	GST	Including
	\$	GST	\$	GST
		\$	\$	\$
Health				
<u>Service Request</u>				
Inspection on request (working hours)	136.00	163.64	16.36	180.00
Inspection on request (after hours)	204.00	245.45	24.55	270.00
Reinspection fee due to unsatisfactory work	240.00	218.18	21.82	240.00
<u>Sampling Fees</u>				
Food, water sampling (excludes analytical costs)	84.00	109.09	10.91	120.00
Routine non-scheme drinking water (per sample)	52.00	54.55	5.45	60.00
One-off water samples for residents (non-scheme)	0.00	0.00	0.00	0.0
<u>Report Request Fees</u>				
Section 39 Liquor Control Act certificate	165.00	163.64	16.36	180.00
Section 55 Gaming and Wagering Commission certificate	136.00	163.64	16.36	180.00
Reg 18 Noise monitoring fee (per hour with equipment)	136.00	163.64	16.36	180.00
Onsite effluent disposal report	136.00	163.64	16.36	180.00
Written report to settlement agents (>5 days notice)	136.00	163.64	16.36	180.00
Written report to settlement agents (<5 days notice)	204.00	245.45	24.55	270.00
Written confirmation of food spoilage	84.00	109.09	10.91	120.00
Copy of analyst report	84.00	109.09	10.91	120.00
Food condemnation (for insurance purposes)	136.00	163.64	16.36	180.00
<u>Application processing fees</u>				
Public buildings application fee	136.00	163.64	16.36	180.00
Public buildings maximum certification costs *	832.00	756.36	75.64	832.00
Temporary food stalls (>7 days notice)	52.00	54.55	5.45	60.00
Temporary food stalls (<7 days notice)	76.00	81.82	8.18	90.00
Temporary food stalls - non-profit community group	0.00	0.00	0.00	0.00
Offensive trade applications	136.00	163.64	16.36	180.00
Construction site noise management plan	136.00	163.64	16.36	180.00
Reg 18 Non-complying event noise exemption *	500.00	454.55	45.45	500.00
Dust management plan	84.00	109.09	10.91	120.00
Hairdressing, skin penetration premises	136.00	163.64	16.36	180.00
Temporary use of a caravan during construction	136.00	163.64	16.36	180.00
All other applications for approval	136.00	163.64	16.36	180.00

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous Year \$	Fees Excluding GST \$	GST \$	Fees Including GST \$
Health				
<u>Fines and Penalties</u>				
As per the Health Act 1911				
As per court issuances				
In the case of new businesses, risk assessment inspection fees for food businesses and registration of lodging houses, fees are to be calculated as follows -				
1 July to 30 September - reduce by				Nil
1 October to 31 December - reduce by				25%
1 January to 31 March - reduce by				50%
1 April to 30 June - reduce by				75%
In the case of permanent closure of a food business or lodging house, fees are to be refunded as follows, upon request -				
1 July to 30 September - refund of fee				75%
1 October to 31 December - refund of fee				50%
1 January to 31 March - refund of fee				25%
1 April to 30 June - refund of fee				Nil
<u>Treatment System Fees *</u>				
Application fee	113.00	113.00	-	113.00
Issuing of permit fee	113.00	113.00	-	113.00

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous Year	Fees Excluding GST	GST	Fees Including GST
	\$	\$	\$	\$
Planning				
<u>Home Occupation/Business Applications *</u>				
Initial application	209.00	209.00	-	209.00
Home occupation already commenced, additional penalty	418.00	418.00	-	418.00
Renewal per annum	69.00	69.00	-	69.00
Home occupation permit expired, additional penalty	138.00	138.00	-	138.00
<u>Town Planning Scheme Amendments #</u>				
Standard TPS amendment	9,404.00	9,780.00	-	9,780.00
Major TPS amendment	10,367.00	10,781.00	-	10,781.00
<u>Adoption of Structure Plans and Amendments #</u>				
Standard structure plan	9,053.00	9,053.00	-	9,053.00
Major structure plan	9,937.00	9,937.00	-	9,937.00
Standard structure plan amendment	7,727.00	7,727.00	-	7,727.00
Major structure plan amendment	8,622.00	8,622.00	-	8,622.00
<u>Detailed Area Plans and Amendments</u>				
1 lot	637.00	662.00	-	662.00
2 - 10 lots	1,013.00	1,053.00	-	1,053.00
11 - 20 lots	1,067.00	1,109.00	-	1,109.00
21 - 100 lots	1,598.00	1,661.00	-	1,661.00
101 lots and over - per lot	22.00	23.00	-	23.00
<u>Change of Use *</u>				
Change of use	278.00	278.00	-	278.00
Change of use already commenced, additional penalty	556.00	556.00	-	556.00
Non-conforming use alteration / extension / change	278.00	278.00	-	278.00
Non-conforming use commenced, additional penalty	556.00	556.00	-	556.00
<u>Zoning Certificates *</u>				
Per certificate	69.00	69.00	-	69.00
Reply to property settlement questionnaire	69.00	69.00	-	69.00

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous Year \$	Fees Excluding GST \$	GST \$	Fees Including GST \$
Planning				
<u>Written Planning Advice *</u>				
Per hour (minimum 1 hour)	69.00	69.00	-	69.00
Unrelated research per hour (minimum 1 hour)	69.00	69.00	-	69.00
<u>Fines and Penalties - Town Planning * #</u>				
As per Planning and Development Act				
As per Town Planning Scheme				
As per Court Prosecutions				
<u>Land Matters, Roads and Right of Ways</u>				
Road and Right of Way Closures and applications for purchase of reserves (or portions thereof) (+ costs)	391.00	500.00	-	500.00
Caveat withdrawals, easements and title notices; endorsement of Section 70A's and Deeds (+ costs)	59.00	62.00	-	62.00
Extinguishing of restrictive covenants	160.00	185.00	-	185.00
<u>Commercial Vehicle Parking Applications *</u>				
Initial application	278.00	278.00	-	278.00
Permit per annum	90.00	94.00	-	94.00
Truck parking already commenced, additional penalty	556.00	556.00	-	556.00
<u>Sale of Maps, Publications, Photocopying etc</u>				
Scheme text, maps, statistics books, plans etc	At cost			At cost
Colour computer plots A0	68.00	64.55	6.45	71.00
Colour computer plots A1	52.00	49.09	4.91	54.00
Colour computer plots A2	31.00	29.09	2.91	32.00
Colour computer plots A3	21.00	20.00	2.00	22.00
Colour computer plots A4	13.00	12.73	1.27	14.00
Black and white computer plots A0	-	15.45	1.55	17.00
Black and white computer plots A1	-	11.82	1.18	13.00
Black and white computer plots A2	-	9.09	0.91	10.00
Town planning scheme set of plans	365.00	345.45	34.55	380.00
Digital dataset	78.00	73.64	7.36	81.00
Valuation cash-in-lieu or other valuation	At cost			At cost
Heritage inventory	172.00	163.64	16.36	180.00

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous	Fees		Fees
	Year	Excluding	GST	Including
	\$	GST	\$	GST
		\$	\$	\$
Planning				
<u>Subdivision Clearances *</u>				
< 5 lots - Fee per lot	69.00	69.00	-	69.00
6 - 195 lots - Subsequent lots - Fee per lot	35.00	35.00	-	35.00
> 195 lots	6,959.00	6,959.00	-	6,959.00
Subdivision reinspection fee for incomplete works	155.00	155.00	-	155.00
Reissue of Deposited Plan – charged as per above	-		-	
<u>Development Applications (no GST applies) *</u>				
Development cost < \$50k	139.00			139.00
Development cost \$50k - \$500k				0.32% of cost
Development cost \$500k - \$2.5m				\$1,600 + 0.257% per \$ > \$500k
Development cost \$2.5m - \$5m				\$6,740 + 0.206% per \$ > \$2.5m
Development cost \$5m - \$21.5m				\$11,890 + 0.123% per \$ > \$5m
Development cost > \$21.5m	32,185.00			32,185.00
Variation of development envelope location	235.00			235.00
Envelope location already varied, additional penalty	470.00			470.00
Revised plans - Standard (Minimum \$139)				50% of application fee
Revised plans - Major				75% of application fee
Extension of the term of planning approval - Minimum	209.00			209.00
Extension of the term of planning approval				50% of application fee (per annum)
Extension of term already commenced, additional penalty				2 x maximum fee applicable
Newspaper advertising relating to application or sign				At cost
Costs and expenses of any specific assessment advice, title searches, technical resources or equipment that is required in relation to the assessment of a planning application (e.g. environmental assessment, legal advice, heritage advice, urban design, acoustic assessments, retail assessments, traffic assessments or modelling etc) will be billed once costs and expenses are incurred and are payable prior to determination of the proposal.				

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous	Fees		Fees
	Year	Excluding	GST	Including
	\$	GST	\$	GST
		\$		\$
Planning				
<u>Development Applications (Signs) #</u>				
Signage cost < \$3,000 (per sign)	172.00	195.00	-	195.00
Signage cost \$3,000 - \$5,000 (per sign)	225.00	300.00	-	300.00
Signage cost > \$5,000 (per sign)	277.00	380.00	-	380.00
			OR	
			1% of cost (whichever is greater)	
Signage already commenced, additional penalty			2 x maximum fee applicable	
<u>Development Assessment Panels *</u>				
Development cost \$3.0m - \$7.0m	3,376.00	3,376.00	-	3,376.00
Development cost \$7.0m - \$10.0m	5,213.00	5,213.00	-	5,213.00
Development cost \$10.0m - \$12.5m	5,672.00	5,672.00	-	5,672.00
Development cost \$12.5m - \$15.0m	5,834.00	5,834.00	-	5,834.00
Development cost \$15.0m - \$17.5m	5,996.00	5,996.00	-	5,996.00
Development cost \$17.5m - \$20.0m	6,158.00	6,158.00	-	6,158.00
Development cost < \$20m	6,320.00	6,320.00	-	6,320.00
Application under Regulation 17	150.00	150.00	-	150.00

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous Year \$	Fees Excluding GST \$	GST \$	Fees Including GST \$
Planning				
<u>Liquor Licensing</u>				
Certificate of local health authority (Section 39)	165.00	165.00	-	165.00
Certificate of local planning authority (Section 40)	172.00	178.00	-	178.00
<u>Illuminated Directional Street Signs</u>				
Application fee per site	335.00	450.00	-	450.00
Annual fee per sign/site	666.60	727.27	72.73	800.00
<u>Built Strata Applications *</u>				
1 - 5 lots	656.00	656.00	-	656.00
1 - 5 lots plus per lot	65.00	65.00	-	65.00
6 - 99 lots	981.00	981.00	-	981.00
6 - 99 lots plus per lot	43.50	43.50	-	43.50
> 100 lots	5,113.50	5,113.50	-	5,113.50

Proposed Allocation of Funds

Proposed Fees and Charges

Building

	2011/2012	Previous Year	2012/13
<u>Building Licences *</u>			Building Permits/Demolition Permits
Classes 1 and 10 (Residences and Minor) - Minimum		85.00	
Classes 1 and 10 (Residences and Minor Structures)			
0.35% of construction value			
Classes 2 - 9 (Commercial / Industrial) - Minimum		85.00	
Classes 2 - 9 (Commercial / Industrial Structures)			
0.20% of construction value			
Building Permits/Demolition Permits*			
Building Regulations 2012 Division 1 Schedule 2 – Fees			
			[R. 11]
<u>Division 1 – Application for building permits, demolition permits</u>			Fee
Item	Application		
1.	Certified application for a building permit (s. 16(1)) ---		
	(a) for building work for a Class 1 or Class 10 building or incidental structure		0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90
	(b) for building work for a Class 2 to Class 9 building or incidental structure		0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90
2.	Uncertified application for a building Permit (s. 16(1))		0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90
3.	Application for a demolition permit (s. 16(1)) ---		
	(a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure		\$90
	(b) for demolition work in respect of a Class 2 to Class 9 building		\$90 for each storey of the building
4.	Application to extend the time during which a building permit or demolition permit has effect (s. 32(3)(f))		\$90

Building	2011/2012	Previous Year	2012/2013 Building Approval Certificates/ Occupancy Permits
<u>Building Approval Certificates</u>			
If unauthorised building work has commenced or been carried out, an application for a building approval certificate shall be made and an additional amount, by way of penalty, that is twice the amount of the standard scale of fees charged for a building licence for determination of the application is required in relation to -			
<i>Buildings of Classes 1 and 10 (Residences and Minor)</i>			
0.7% of estimated unauthorised work			
Minimum		170.00	
<i>Building of Classes 2 - 9 (Commercial / Industrial)</i>			
0.4% of estimated unauthorised work			
Minimum		170.00	

Building Approval Certificates/Occupancy Permits*

**Building Regulations 2012 Division 1
Schedule 2 – Fees**

Division 2 – Building Approval Certificates/Occupancy Permits

Item	Application	Fee
		[R. 11]
1.	Application for an occupancy permit for a completed building (s. 46)	\$90
2.	Application for a temporary occupancy permit for an incomplete building (s. 47)	\$90
3.	Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	\$90
4.	Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	\$90
5.	Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision (s. 50(1) and (2))	\$10 for each strata unit covered by the application, but not less than \$100
6.	Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2))	0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$90

Proposed Allocation of Funds

Proposed Fees and Charges

Building

2012/2013

Item	Application	Fee
7.	Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3))	0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority, but not less than \$90
8.	Application to replace an occupancy permit for an existing building (s. 52(1))	\$90
9.	Application for a building approval certificate for an existing building where unauthorised work has been done (s. 52(2))	\$90
10.	Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	\$90

Other Applications*

Building Regulations 2012 Division 3 Schedule 2 – Fees

Division 3 – Other applications

Item	Application	Fee
1.	Application as defined in regulations 31 (for each building standard in respect of which a declaration is sought)	\$2 000

Proposed Allocation of Funds

Proposed Fees and Charge

Particulars	Previous Year	Fees Excluding GST	GST	Fees Including GST
	\$	\$	\$	\$
Building				
<u>Revised Assessments for Classes 1 and 10 (Residences / Minor)</u>				
Minimum		170.00		
Minor	25% of application fee	25% of fee		
Standard	50% of application fee	50% of fee		
Major	75% of application fee	75% of fee		
<u>Revised Assessments for Classes 2 - 9 (Commercial / Industrial)</u>				
Minimum		170.00		
Minor	25% of application fee	25% of fee		
Standard	50% of application fee	50% of fee		
Major	75% of application fee	75% of fee		
<u>Reinspection Fees</u>				
Building works reinspection fee for incomplete works		170.00		
<p>Re-inspection fees due to incomplete / unsatisfactory work where an applicant has advised that works are complete but, following inspection, the works are found to be incomplete / unsatisfactory and subsequent re-inspection is required.</p>				

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous	Fees		Fees
	Year	Excluding	GST	Including
	\$	GST	\$	GST
		\$	\$	\$
Building				
<u>Request for Certificate of Compliance</u>	N/A			
# Certificate of Design Compliance				
Class 1 and 10	\$90 + GST minimum plus 0.13% of estimated value	90.00	9.00	99.00
# Certificate of Design Compliance				
Class 2 - 9	\$270 + GST minimum plus 0.1% of construction value	270.00	27.00	297.00
# Certificate of Construction Compliance				
	\$270 + GST minimum plus	270.00	27.00	297.00
inspections/costs accrued @ \$180.00 per hour each + GST		180.00	18.00	198.00
# Certificate of Building Compliance				
	\$270 + GST minimum plus	270.00	27.00	297.00
inspections/costs accrued @ \$180.00 per hour each + GST		180.00	18.00	198.00
<u>Building Miscellaneous Fees and Charges</u>				N/A
Building specification fees per copy	44.00			
Non-refundable search and plan copying (microfilmed)	45.00			
Non-refundable search and plan copying (scanned)	57.00			
Building approval enquiries per approval (+ costs)	95.00			
RD code variation fee	139.00			
Property inspection per written report (minimum, + costs)	215.00			
Swimming pool inspections annual charge *	13.75			
Large computer plots as per Planning Fees and Charges				
<u>Fines and Penalties – Building and Swimming Pools *</u>				
As per the Local Government (Miscellaneous Provisions) Act 1960				
As per Court Prosecutions				
As per Building Regulations 1989				
As per the Local Government Act 1995				

Proposed Allocation of Funds

Proposed Fees and Charges

Particulars	Previous	Fees		Fees
	Year	Excluding	GST	Including
	\$	GST	\$	GST
		\$	\$	\$
Building				
<u>Building Miscellaneous Fees, Charges and Request for Service</u>				
Building specification fees per copy	44.00	40.00	4.00	44.00
# Copies of building records to an interested person (s. 131 Building Act) \$90 + GST minimum each		90.00	9.00	99.00
# Building approval enquiries per approval (+ costs)	95.00	90.00	9.00	99.00
# Copies of permits, building approval certificates (s. 129 Building Act) \$90 + GST minimum each		90.00	9.00	99.00
# Amendments to Building Permit (Uncertified application) 0.32% X construction value but not less than \$90 + GST minimum		90.00	9.00	99.00
# Amendments included with Notice of Completion \$90 + GST minimum		90.00	9.00	99.00
# Written advice from Building Surveyor \$90 + GST minimum per hour		90.00	9.00	99.00
Installation of Annex (Rigid) or Park Home – Class 1a on Caravan Park and Camping Grounds 0.32% X construction value but not less than \$90 + GST minimum		90.00	9.00	99.00
# Inspection of Caravan Park and Camping Grounds \$270 + GST minimum plus additional inspections @ \$180.00 per hour each + GST		270.00	27.00	297.00
RD Code Variation fee	139.00	180.00	18.00	198.00
Swimming pool inspections annual charge *	13.75	13.75		13.75
Large computer plots as per Planning Fees and Charges				

Fines and Penalties - Building and Swimming Pools *

As per the Building Act 2011

As per Court Prosecutions

As per Building Regulations 2012

As per the Local Government Act 1995

* Denotes fees and charges set by legislation

Fees subject to additional charges for additional works –
will be billed once costs and expenses incurred and
payable prior to determination/advice provided.