



City of  
Wanneroo

## **PART 3**

# **Land Development Landscape Submission Process and Requirements**

**June 2015**

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## **1. Masterplan**

- 1.1. As per LPP4.3, a Masterplan is to be submitted as part of the Local/Centre Structure Plan application.
- 1.2. The Masterplan is to be updated prior to each landscape and irrigation detailed submission (only if changes to the Masterplan have occurred).

## **2. Concept Submission (optional/recommended)**

- 2.1. Concept design submissions are not a requirement of the City of Wanneroo (unless it is a WAPC or DA condition), however in the interests of flagging any issues early, proponents may send concepts to the Landscape and Conservation Development Officers (LCDO) for preliminary feedback.

## **3. Landscape Bonds**

- 3.1. Landscape and irrigation detail design drawings are to be submitted and approved prior to WAPC clearance.
- 3.2. Further, as per LPP4.3, landscape works as conditioned by the WAPC are required to be completed (after landscape approval is obtained) or bonded prior to clearance.

## **4. Landscape and Irrigation Detailed submission for approval**

- 4.1. Landscape and Irrigation Design drawings are to be submitted and approved prior to the clearance of conditions for subdivision.
- 4.2. The development stage number on the drawing is to correlate with the Engineering stage number (on the Engineering drawings).
- 4.3. The surrounding streets names are to be clearly labeled.
- 4.4. The City of Wanneroo requires the following to be submitted:
  - Public Open Space landscape and irrigation detailed design drawings including plans, sections and details of all hard-landscaping, soft-landscaping, structures, walls, play/exercise equipment, furniture, and other landscape elements to the City of Wanneroo's satisfaction.
  - Streetscape: verge, median, road reserve and public access way landscape and irrigation design drawings. Drawings are to include plans, sections and details of all hard-landscaping, soft-landscaping, structures, walls, furniture, and other landscape elements to the City of Wanneroo's satisfaction.
  - Drainage in Public Open Space and Streetscapes: landscape and irrigation plans, sections and details for small, minor and major events.
  - Drainage Reserves (excluding unplanted sumps) landscape and irrigation detailed design drawings including plans, sections and details.
  - Supply and install costs for all play/exercise equipment, furniture and structures including a recommended maintenance schedule and product specifications.
  - Life-cycle and warranties for all play/exercise equipment, furniture and structures.
  - Risk assessment (if required)
- 4.5. Two A1 sets and one A3 set of landscape and irrigation drawings are to be posted or delivered to the City of Wanneroo. (The City requires landscape and irrigation

drawings in the same submission as the drawings are assessed relative to each other.)

- 4.6. Email submissions will not be assessed (as hardcopies are required to go through the records department).
- 4.7. Landscape and irrigation drawing assessment by the City of Wanneroo is undertaken by the following City of Wanneroo service units:
  - Land Development
  - Community Facilities
  - Parks Maintenance
  - Building Maintenance (as required)
  - Heritage, Museum and Arts (as required) - heritage sites/features also require a Management PlanAll comments and instructions made by the above business units will be emailed to the Landscape Architects/Designers for their justification, counter-comment or agreement.
- 4.8. The City will accept or reject the Landscape Designers responses to the City's feedback and either:
  - 4.9. approve the drawings – subject to specific conditions; or
  - 4.10. if too great a redesign is required, reject the drawings and call for a re-submission (re-design and return to point number one)
  - 4.11. Resubmissions are to have any revisions or changes clearly indicated by a revision cloud. Changes/revisions outside of the revision cloud will not form part of the revision approval.
  - 4.12. In the case of approved drawings – the City will mark up two identical sets with the conditions in red marker – one copy for the City's records and the other will be returned to the Landscape Architects along with the approval letter which outlines the specific and general conditions of approval.

## 5. Completion

- 5.1. When the works have reached a stage of practical completion, the Landscape Architect/Designer is to contact the City of Wanneroo to arrange a Completion inspection with the following people:

*Required:*

  - City of Wanneroo Landscape and Conservation Development Officer
  - City of Wanneroo Irrigation Officer
  - Representative of the Developer
- 5.2. Prior to the inspection, the following is to be provided to the Landscape Conservation Officer:
  - Landscape, Irrigation, Artwork and Electrical as cons – one A3 hardcopies and electronic files in PDF and DWG format.
  - As constructed open space data to be provided in O-spec.
  - Electrical certification for lights, BBQ's, bore/irrigation etc.
  - Playground audit and playground compliance certificate
  - Copy of the current bore license and bore drilling details
  - Copy of warranties, manuals, PLC software for irrigation and any management plans
  - Copy of any building licenses
  - Total sqm of landscaped area; total area of planting (including drainage); total area of turf; total area of softfall/play sand/play mulch; total area of paving; total area of streetscape swales/biofiltration/raingardens; and total area of drainage in public open space up to 1:5 (restricted public open space).

- 5.3. During the inspection, the City of Wanneroo's representatives will point out any defects that require rectification and send a confirmation email listing the defects.
- 5.4. The Landscape Architect/Designer will inform the Landscape and Conservation Officer once the defects have been rectified.
- 5.5. Defects are to be rectified within two weeks of receipt of the defects list.
- 5.6. If the work has been completed to the City of Wanneroo's satisfaction, the City will issue a Practical Completion certificate, dated the day the letter is issued.
- 5.7. As constructed open space data to be provided in O-spec prior to the City of Wanneroo's formal Practical Completion issuing (note, the maintenance stage commences with the City issuing of the Practical Completion). As-constructed data (O-spec) shall be supplied in GIS ready format (Mapinfo, TAB, MID/MIF) in accordance with the A-spec digital data specification.
- 5.8. The Developer is to maintain for a minimum period of two years, commencing with the City of Wanneroo's issue of Practical Completion:
  - All public open space areas,
  - All streetscape, road reserve, verge, median and public access ways, and
  - All drainage areas.

## **6. Maintenance Period**

- 6.1. The minimum two year maintenance period which commences with the City of Wanneroo's issue of practical completion shall include the following:
  - Pest control;
  - Weeding;
  - Regular mowing of turf (minimum every 21 days);
  - Replacement of dead and diseased plants and trees on an ongoing basis;
  - Topping up of mulch across the entire mulch area (the new mulch is to cover the old mulch entirely to hide any colour differentiation);
  - Structural and sightline pruning and planting and trees and shrubs as required;
  - Tree tie maintenance (to ensure the tree is not strangled); and
  - Litter removal on an ongoing basis.
- 6.2. Monthly reporting to the Landscape Conservation Officer of the maintenance carried out.
- 6.3. Irrigation to planting beds and trees is to be steadily reduced after the first year of maintenance to promote survival after handover (when the water is turned off).
- 6.4. The Landscape Conservation Officer will conduct adhoc site inspections to ensure the above maintenance regime is being conducted to the City of Wanneroo's satisfaction.

## **7. Handover**

- 7.1. Note – the City of Wanneroo does not accept handovers from the start of November to the end of March as per Local Planning Policy 4.3. If necessary, the developer is to extend the maintenance period accordingly at their own cost.
- 7.2. The City of Wanneroo does not accept partial handovers ie all landscaping connected to the same bore must be handed over at the same time. This means that all areas connected to the same bore are to be maintained until two years after the last-constructed area is granted Practical Completion by the City.
- 7.3. The Developer (or Developers representative) is to contact the City of Wanneroo to arrange a Pre-handover Inspection (three months before the end of the maintenance period), inviting the following people:

*Required:*

- City of Wanneroo Landscape and Conservation Development Officer
- City of Wanneroo Parks Maintenance Coordinator
- City of Wanneroo Irrigation Officer
- Representatives of the Developer

*As required:*

- City of Wanneroo Coordinator Conservation Maintenance (for street trees, remnant vegetation or bushland)
- City of Wanneroo Arts Officer (if there is artwork)
- City of Wanneroo Heritage Officer (if there is heritage significance)
- City of Wanneroo Coordinator Building Maintenance (if there are any structures or barbeques)

7.4. At the Pre-handover Inspection the City of Wanneroo's representatives will point out any defects that require rectification by the Developer and send a confirmation email listing the defects.

7.5. Prior to the parks handover, the Developer is to arrange for the transfer of the bore license in the City of Wanneroo's name. Note: the City will not take handover until the license is transferred, therefore the Developer should ensure that this is applied for in advance (transfer can take up to three months).

7.6. Bore/water transfer process:

- Developer is to transfer the permanent ground water license to the City of Wanneroo's main water license (not a new license in the City's name)
- Developer to complete form 4t – Transfer a Bore License.
- Developer to submit a cheque to the City of Wanneroo to cover the costs of the bore license transfer.
- Developer to provide the City of Wanneroo with a copy of the existing bore license.

7.7. Once the defects have been rectified to the City of Wanneroo's satisfaction, the Developer (or Developers representative) will arrange a final handover inspection, inviting the following people:

*Required:*

- City of Wanneroo Landscape and Conservation Development Officer
- City of Wanneroo Parks Maintenance Coordinator
- City of Wanneroo Irrigation Officer
- Representatives of the Developer

*As required:*

- City of Wanneroo Coordinator Conservation Maintenance (for street trees, remnant vegetation or bushland)
- City of Wanneroo Arts Officer (if there is artwork)
- City of Wanneroo Heritage Officer (if there is heritage significance)
- City of Wanneroo Coordinator Building Maintenance (if there are any structures or barbeques)

7.8. Prior to handover, the Developer is to pay the final electricity account and forward a copy of this paid account and an invoice to the Landscape and Conservation Development Officer.

7.9. The City of Wanneroo will issue the Developer with a Handover Letter confirming that Handover has been accepted.

7.10. Should the Developer choose to delay handover beyond the required maintenance period, the Developer is to enter into an agreement with the City of Wanneroo which covers:

- Responsibility and liability during the extended period.

- City of Wanneroo requirements to be undertaken by the Developer (e.g. annual playground safety audits).
- Timeframe - setting up for a finite period with an agreed handover date.

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Figure 1 LANDSCAPE SUBMISSION PROCESS

