



**WD 13C**

**Land Development Landscape  
Submission Process and  
Requirements**

**2016**

## Table of Contents

<b>WD 13C</b> .....	1
1. Public Open Space Plan (Masterplan) .....	3
2. Concept Submission (optional/recommended) .....	3
3. Landscape and Irrigation Detailed submission for approval .....	4
4. Completion .....	5
5. Maintenance Period .....	6
6. Handover .....	7

## **1. Public Open Space Plan (Masterplan)**

- 1.1 A Public Open Space Plan (Masterplan) for the whole structure plan area is to be submitted with the first subdivision for staged developments only. The City requests that developments that have progressed past the first stage retrospectively submit a Public Open Space Plan to aid the application process.
- 1.2 The Public Open Space Plan is to be updated prior to each landscape and irrigation detailed submission (only if changes to the Public Open Space Plan have occurred). A “change” would be considered as any alteration to the listed required information in Local Planning Policy 4.3 (LPP4.3) to be included on the Public Open Space Plan. The list as per LPP4.3:
  - All proposed Public Open Space (POS) in the developable area
  - Size (in square metres) and type of each POS
  - Proposed facilities to be accommodated in each POS (including any proposed variations to the Standard Development Requirement contained in Schedule 2)
  - Proposed play area locations
  - Location of significant trees to be retained in POS (in accordance with the Significant Tree Survey)
  - Indicative area (in square metres) of permanent irrigation of turf for each POS
  - Calculations demonstrating compliance with the POS design criteria and reduced average irrigation rate (refer to Schedule 6 – Irrigation Requirements) as outlined in the City of Wanneroo and Department of Water’s ‘North West Corridor Water Supply Strategy’
  - Proposed small, minor and major rainfall event drainage management areas to be contained in POS
  - Location of POS subject to conditions imposed under Environmental Protection and Biodiversity Conservation Act 1999
  - Proposed function/s of POS (Sport, Nature and/or Recreation)
- 1.3 Provided all the information has been included in the submission and the consultants respond to City comments and additional information requests within three working days, the City’s target timeframe for approval of Public Open Space Plan (initial) Submissions is four to six weeks.

## **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 City of Wanneroo Landscape and Conservation Development Officers (LCDO) for preliminary feedback.
- 2.2 Note feedback does not constitute an approval.
- 2.3 Provided all the information has been included in the submission, the City’s target timeframe for comments on Concept Submissions is two to four weeks.

### 3. Landscape and Irrigation Detailed submission for approval

- 3.1 Landscape and Irrigation Design drawings are to be submitted and approved prior to the clearance of conditions for subdivision.
- 3.2 The development stage number on the drawing is to correlate with the Engineering stage number (on the Engineering drawings).
- 3.3 The surrounding streets names are to be clearly labelled.
- 3.4 The City of Wanneroo requires the following to be submitted:
  - POS 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 POS and Streetscapes: landscape, and irrigation plans illustrating the areas for managing runoff as well as supporting details and sections for small, minor and major rainfall 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)
- 3.5 Landscape and irrigation drawings are to be submitted together 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.) Please check with Land Development on the format requirements.
- 3.6 Alternatively landscape and irrigation drawings may be submitted electronically. Please check with the City's Land Development Department for submission requirements.
- 3.7 Electronic landscape and irrigation drawing submissions are to contain A1 PDF's only and all information is to be legible if printed at A3.
- 3.8 Landscape and irrigation drawing assessment by the City of Wanneroo is undertaken by the following City of Wanneroo service units:
  - Land Development
  - Community Facility Planning
  - Parks Maintenance and Conservation
  - Building Maintenance (as required)
  - Heritage, Museum and Arts (as required) - heritage sites/features also require a Management Plan

All comments and instructions made by the above business units will be emailed to the Landscape Architects/Designers for their justification, counter-comment or agreement.

- 3.9 The City will accept or reject the Landscape Designers responses to the City's feedback and either:
- approve the drawings – subject to specific conditions, or
  - if too great a redesign is required, reject the drawings and call for a re-submission
- 3.10 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.
- 3.11 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.
- 3.12 Provided all the information has been included in the submission and the consultants respond to City comments and additional information requests within three working days, the City's target timeframe for approval of Landscape and Irrigation Submissions is four to six weeks.

#### **4. Completion**

- 4.1 When the works have reached a stage of practical completion, the Landscape Architect/Designer is to contact the City of Wanneroo (1 weeks' notice) to attend the Practical Completion inspection with the following people:

*Required:*

- City of Wanneroo Landscape and Conservation Development Officer
- City of Wanneroo Irrigation Officer

- 4.2 Four working days prior to the inspection, the following is to be provided to the City of Wanneroo's Landscape and Conservation Development Officer:

- Landscape, Irrigation, Artwork and Electrical as cons – one A3 hardcopies and electronic files in PDF and DWG format
- 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 in POS (including drainage areas); total area of planting on streetscapes (including drainage areas); total area of turf; total area of softfall/play sand/play mulch (separated); total area of paving; total area of small rainfall event management areas in POS; total area of small rainfall event management areas in streetscape; and total area of minor rainfall event management areas (POS)

- 4.3 During the inspection, the City of Wanneroo's representatives will:
- Confirm whether the City agrees that the site is “fit for purpose” and safe for public use (so that there is no liability risk to the City)
  - Point out any defects or outstanding works that require rectification
- 4.4 Subsequently a site inspection report will be sent to the Landscape Architect listing the defects, outstanding works and outstanding documents. The site inspection report shall also include whether the City agrees that the site is fit for purpose and safe for public use.
- 4.5 Defects and outstanding works are to be rectified within two weeks of receipt of the defects list.
- 4.6 As constructed open space data to be provided in O-Spec three weeks after the site inspection. As-constructed data (O-Spec) shall be supplied in GIS ready format (Mapinfo, TAB, SHP, MID/MIF) in accordance with the A-Spec digital data specification.
- 4.7 The Landscape Architect is to notify the City when the defects/outstanding works have been completed and all documents issued. The City will meet with the Landscape Architect on site to inspect the defects and completed works (defects inspection meeting).
- 4.8 Provided all defects/outstanding work has been completed and all outstanding documents provided, the City will then issue a letter to the Landscape Architect and Developer, informing them that the City formally accepts that the works have been completed as per the WAPC conditions and that the WAPC minimum two year maintenance period may commence.
- 4.9 The Developer is to maintain the following for a minimum period of two years, commencing with the City of Wanneroo's letter acknowledging that the works have been completed as per the WAPC conditions (which will be dated as per the defects inspection site meeting):
- All POS areas
  - All streetscape, road reserve, verge, median and public access ways
  - All drainage areas

## 5. Maintenance Period

- 5.1 The minimum two year maintenance period which commences with the City of Wanneroo's letter acknowledging that the works have been completed as per the WAPC conditions 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)
  - Litter removal on an ongoing basis
  - Maintenance of all hard-landscaping, structures, furniture, play/exercise equipment and all other assets installed.
- 5.2 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).
- 5.3 The City of Wanneroo's Landscape and Conservation Development Officer will conduct unscheduled site inspections to ensure the above maintenance regime is being conducted to the City of Wanneroo's satisfaction.

## 6. Handover

- 6.1 The City of Wanneroo does not accept handovers from the start of November to the end of March as per LPP4.3. If necessary, the developer is to extend the maintenance period accordingly at their own cost.
- 6.2 The City of Wanneroo does not accept partial handovers i.e. 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.
- 6.3 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 (conservation POS)
  - City of Wanneroo Arts Officer (artwork)
  - City of Wanneroo Heritage Officer (heritage significance)
  - City of Wanneroo Coordinator Building Maintenance (buildings)
- 6.4 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.
- 6.5 Prior to the parks handover, the Developer is to arrange for the transfer of the bore licence in the City of Wanneroo's name. Note: the City will not take handover until the licence is transferred, therefore the Developer should ensure that this is applied for in advance (transfer can take up to three months).

- 6.6 Bore/water transfer process:
- Developer is to transfer the licence to take water issued by the Department of Water to the City of Wanneroo's main water licence (not a new licence in the City's name)
  - Developer to complete form 4t – Transfer a Bore Licence
  - Developer to submit a cheque to the City of Wanneroo to cover the costs of the bore licence transfer
  - Developer to provide the City of Wanneroo with a copy of the existing bore licence
- 6.7 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 (conservation POS)
  - City of Wanneroo Arts Officer (artwork)
  - City of Wanneroo Heritage Officer (heritage significance)
  - City of Wanneroo Coordinator Building Maintenance (buildings)
- 6.8 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 City of Wanneroo's Landscape and Conservation Development Officer.
- 6.9 The City of Wanneroo will issue the Developer with a Handover Letter confirming that Handover has been accepted.
- 6.10 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



Figure 1 LANDSCAPE SUBMISSION PROCESS

