

Strategic Planning

Project Initiation Form



Trim Ref:

Doc date: 16 March 2020

Project Name: Mundijong Precinct F1 Local Structure Plan

Project Purpose

1. The purpose of the project is to finalise a Local Structure Plan for Precinct F1 of the Mundijong Town site to progress to formal advertising to allow for subdivision to take place without the need for further local structure plans.

Project Objectives

1. To complete the necessary studies to finalise the Mundijong Precinct F1 Local Structure Plan.
2. To formally advertise the Mundijong Precinct F1 Local Structure Plan and have it approved by the Western Australian Planning Commission.
3. To enable further development of land within the Mundijong Precinct F1 Local Structure Plan.

Project Background

The preparation of a local structure plan for the area has been contemplated in various documents. The most significant of these is listed below.

Planning and Development (Local Planning Schemes) Regulations 2015 - Deemed provisions for local planning schemes - Structure plans - Schedule 2 - Part 4

16. Preparation of structure plan

- (1) A structure plan must —
 - (a) be prepared in a manner and form approved by the Commission; and
 - (b) include any maps, information or other material required by the Commission; and
 - (c) unless the Commission otherwise agrees, set out the following information —
 - (i) the key attributes and constraints of the area covered by the plan including the natural environment, landform and the topography of the area;
 - (ii) the planning context for the area covered by the plan and the neighbourhood and region within which the area is located;
 - (iii) any major land uses, zoning or reserves proposed by the plan;
 - (iv) estimates of the future number of lots in the area covered by the plan and the extent to which the plan provides for dwellings, retail floor space or other land uses;
 - (v) the population impacts that are expected to result from the implementation of the plan;
 - (vi) the extent to which the plan provides for the coordination of key transport and other infrastructure;
 - (vii) the proposed staging of the subdivision or development covered by the plan.

- (2) The local government may prepare a structure plan in the circumstances set out in clause 15.

32. Preparation of activity centre plan

- (1) An activity centre plan must —

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- (a) be prepared in a manner and form approved by the Commission; and
- (b) include any maps, information or other material required by the Commission; and
- (c) unless the Commission otherwise agrees, set out the following information —
 - (i) the key attributes and constraints of the area covered by the plan including the natural environment, landform and the topography of the area;
 - (ii) the planning context for the area covered by the plan and the neighbourhood and region within which the area is located;
 - (iii) any major land uses, zoning or reserves proposed by the plan;
 - (iv) estimates of the future number of lots in the area covered by the plan and the extent to which the plan provides for dwellings, retail floor space or other land uses;
 - (v) the population impacts that are expected to result from the implementation of the plan;
 - (vi) the extent to which the plan provides for the coordination of key transport and other infrastructure;
 - (vii) the proposed staging of the subdivision or development covered by the plan;
 - (viii) the standards to be applied for the buildings, other structures and works that form part of the development or subdivision to which it applies;
 - (ix) arrangements for the management of services for the development or subdivision;
 - (x) the arrangements to be made for vehicles to access the area covered by the plan.

Town Planning Scheme No. 2

5.18 URBAN DEVELOPMENT ZONE (AMD 69 GG 16/6/00; AMD 192 GG 30/05/17)

The purpose of the Urban Development zone is to provide for the orderly planning of large areas of land in a locally integrated manner and within a regional context, whilst retaining flexibility to review planning with changing circumstances. The zone will allow for the following:

- (a) development of functional communities consistent with orderly and proper planning and the establishment and maintenance of an appropriate level of amenity;
- (b) variety in the range of lot sizes and dwelling types within communities, consistent with a cohesive and attractively built environment;
- (c) provision of retail, commercial, industrial and mixed use facilities to service the needs of residents within the communities, and integration of these facilities with social and recreational services, so as to maximise convenience;
- (d) provision of retail, commercial, business park and industrial facilities to provide local employment opportunities;
- (e) provision of open space and recreation networks, appropriate community services, school sites and other recreational facilities;
- (f) establishment of multiple use corridors for drainage, nutrient control and recreational purposes, in association with the development of communities based on the principles of water sensitive urban design;
- (g) optimisation of convenience in respect of rail, road, cycleway and other transportation means, to and within the communities;

The above components will be facilitated by means of:

- (a) establishment of Structure Plans to ensure that development takes place in conformity with those Plans;
- (b) establishment of a mechanism to coordinate the provision of infrastructure for subdivision and development to and within the communities;
- (c) establishment of an equitable method for the distribution, between owners within area, of the costs of nominated infrastructure components required for subdivision and development of the areas into communities; and
- (d) provision of administrative procedures to ensure the expedient and successful execution of the above matters.

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In addition to the requirements of Part 4, Regulation 16 of the Deemed Provisions of this Scheme the following matters are to be addressed when preparing a Structure Plan(s) for the area to the satisfaction of Council on the advice from the relevant State Government agency:

- Development interface with Bush Forever Sites 360 and 362 and Manjedal Brook;
- Preparation and implementation of an interim Management Plan for Bush Forever Sites 360 and 362. This Plan is to address management of the sites until the site is ceded to the Crown;
- Bush fire risk and the preparation of an Emergency Management Plan;
- Buffers associated with wetlands and Manjedal Brook;
- An adequate buffer to all watercourses from the top of the bank to protect the beds and banks of the stream;
- Water Sensitive Urban Design and Drainage Management;
- Native remnant vegetation and fauna;
- Acid Sulfate Soils; and
- Cat control relevant to environmentally sensitive areas.

5. Noise buffers and noise attenuation measures to protect the freight corridors need to be developed as part of the Structure Plans and must be referred to the Sustainable Transport Committee of the Western Australian Planning Commission for comment before final approval of the Structure Plans.

6. No dwelling or other noise-sensitive development shall be approved by the Council until the Council is satisfied that indoor noise levels of affected noise-sensitive development accords with AS 2107:2000 (Acoustic – recommended design levels and reverberation times for building interiors)

Mundijong-Whitby District Structure Plan adopted August 2011

The Mundijong-Whitby District Structure Plan (DSP) has been prepared to provide an overall guidance to the structure, vision and objectives identified for the planning and development of Mundijong-Whitby. The District Structure Plan was adopted by Council in August 2011 following approval by the Western Australian Planning Commission. The District Structure Plan states this about Precinct F:

7.6 Precinct F

7.6.1 Precinct Area

Precinct F is bounded by Paterson Street in the east, Keirnan Street to the north, Adonis Street and Taylor Road to the west and Mundijong Road to the south.

7.6.2 Local Structure Plan Required

A Local Structure Plan shall be prepared for the entire precinct. There is a general presumption that no further subdivision shall proceed within the precinct unless subject to an adopted Local Structure Plan.

7.6.3 Matters to be addressed

The following matters shall be addressed within a Local Structure Plan:

7.6.3.1 Matters outlined in the Shire of Serpentine-Jarrahdale TPS2, Clause 5.18.2.4.

7.6.3.2 Matters outlined in the Shire of Serpentine-Jarrahdale TPS2, Schedule 15. {Note re-numbered to be Appendix 9}

7.6.3.3 Matters outlined in the Shire of Serpentine-Jarrahdale Local Planning Policy No. 29 (LPP 29). {Note this LPP was not adopted by the WAPC and can therefore not be considered in this context}

7.6.3.4 Public Open Space shall be provided in accordance with clause 6.3 above and relevant policy.

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7.6.3.5 LSP's should establish objectives for built form and any design guidelines that are required to be established, typically as Local Planning Policies or Centre Plans that are required prior to applications for developments and/or subdivision. These should be cognisant of sections *8.8 House and lot product types* (p25) and *8.9 Sense of place and built form character* (p27) of the Enquiry by Design Report and should reflect the structure described in Explanatory Part 2, chapter 6, clause 6.2.2(5) of this DSP.

7.6.3.6 Landscape design guidelines shall be provided as part of any LSP. These shall address measures to be adopted to implement both public and private landscaping that reflects the historic landscape character of Mundijong/Whitby and should reflect the structure described in Explanatory Part 2, chapter 6, clause 6.2.2(5) of this DSP.

7.6.3.7 Retention of the existing character of the town centre and compliance with the strategies detailed within section 6.10 of the DSP Part Two Explanatory Report.

7.6.3.8 The LSP's are to acknowledge and allow for appropriate interface to Bush Forever sites.

7.6.3.9 Such other information as may reasonably be required by the Council or the WAPC

15.2.7 Precinct F

Precinct F comprises essentially the existing Mundijong townsite consisting of the existing town centre which will become the focus of one of the neighbourhood centres as part of the DSP plus surrounding suburban residential development and special rural style lots. This again results in multiple ownership and the challenges this brings to coordinated and efficient local structure planning and development.

Other sections as required above

6.3 The provision of Public Open Space shall be calculated as per Element 4 of Liveable Neighbourhoods. In addition to the above and Liveable Neighbourhoods, it is the position of the District Structure Plan that the following shall apply: 6.3.4 Locally significant natural areas identified under the Shire of Serpentine-Jarrahdale Local Biodiversity Strategy shall be protected from subdivision and development where possible and may be included within the 10% Public Open Space contribution.

8.8 House and lot product types (p25)

Housing diversity: Housing diversity in this area is important to accommodate different lot, house and character types; variety of household sizes; lifestyle choice; topography and vegetation retention; and affordability. Generally, single dwelling lot sizes decrease and residential density increases closer to the town centre; this enables a greater number of people to have the choice to walk to the amenities of the town centre and assists, in particular, with the viability of mixed use residential development.

House and lot product types: Linking the street design, lot configuration, dwelling type and desired site character ensures a holistic urban design outcome. Seven basic typologies were investigated ranging from the largest "rural lifestyle" to compact apartments in "mixed use development". The longer length lots include building envelopes to ensure retention of any slope and existing vegetation at the rear of the lot and in the front setback; the house may step to accommodate level changes. Towards the town and neighbourhood centres, small lots include a rear laneway to ensure house frontages that are free of blank garages. Within the town centre, larger street blocks accommodate denser apartment or mixed use development. The perimeter block form ensures a public frontage and private rear courtyard.

8.9 Sense of place and built form character (p27)

Landscape influences: Analysis undertaken at the workshop identified a number of existing landscape attributes that contribute towards a unique and identifiable character to the Mundijong-Whitby area. The landscape influences include the creek lines and wetlands and their riparian vegetation, open fields, stands of bushland, avenues of trees framing roads and creeks, rolling landforms to the east of the railway line, and the ubiquitous presence of the hills in the background.

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Precedents for planting themes in the public domain: Rather than importing new landscape themes into the Mundijong-Whitby, the opportunity exists to draw inspiration from the existing landscape. This could be achieved by:

1. Introducing consistent tree species along new and existing streets to create elegant avenues of character that reinforce and give shape to movement patterns.
2. Aligning streets to create framed views of the hills.
3. Consolidating the use of native vegetation in parkland.
4. Encouraging the continuing use of native and/or cottage garden themes in front setback areas to reinforce the existing rural hamlet character.
5. Conversion of drainage lines into living streams to introduce linear natural landscapes into the urban environment and help improve the quality of water entering the Serpentine River system.

Street characteristics: The design of street reserves contributes to the overall unique character of an area and works in tandem with the lot design, topography and utilities requirements. Six indicative sections have been identified ranging from the widest integrator arterial 'A' at 36m to a residential access street at 14m. Space for trees, principal shared paths, a median, provision for buses and on-street car parking are important for the higher volume streets. The narrower reserves and less traffic volume streets include parking on-street. An important aspect to retaining a rural character, is to limit the use of the hard up-stand kerbs that are used in conventional suburban development. For larger lots and street reserves, a flush kerb will limit erosion and clogging of the swale, whereas for a reserve next to smaller lots, a semi-mountable kerb is recommended.

Existing built form character: Whilst some of Mundijong's sense of place can be derived from the landscape, a significant contribution can come from the built form. With careful attention to the design of new buildings, the character established by both older buildings, and newer place-responsive buildings can be evoked through the use of design codes and guidelines to provide a sense of place and continuity with the past. The existing building stock displays an eclectic mix of architectural treatments that represent a number of different eras over the last century or so. In identifying a representative character of the place, the challenge is not to be diverted by the most predominant style of building, but to identify those elements that re-occur over different eras in differing expressions of construction. Furthermore, it needs to be recognised that there is an inherent character in the much-loved older buildings, which have stood the test of time and form the bedrock of Mundijong's sense of place and identity. Together, the recurring elements, colours and materials, and the character of the older buildings start to suggest a 'Mundijong style'.

Characteristics of the existing built form in Mundijong:

- Verandas
- Red brick
- Horizontal timber boarding
- Vertically proportioned windows
- Simple building forms
- Hipped roofs for residential buildings
- Gables on commercial and community buildings
- Corrugated metal roofing
- Small windows grouped together to form larger windows
- Wainscoting or string courses to distinguish lower part of walls
- Pastel colours to painted walls
- Brighter colours and white for highlights
- Vertical punctuation (chimney stacks, etc)
- Timber fencing – horizontal ranch or vertical picket

Explanatory Part 2, chapter 6, clause 6.2.2(5)

5. Ensuring the provision of area specific Urban and Landscape design guidelines for various precincts to ensure that the historical character of Mundijong/Whitby is maintained as part of the preparation of LSP's. In this regard the following Structure for preparation of Urban and Landscape design guidelines is recommended to be used at LSP preparation stage.

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Urban Design Guidelines

Development Character

1. Provide a statement describing the overall intended character of development.
2. Identify a suite of guiding principles.

Development Forms

1. Identify indicative character precincts and the range of development typologies that might be associated with each precinct.
2. Identify indicative setbacks, locations on lots, and relationships to the street for each development typology.
3. Identify the general approach to on-site parking for each development typology.

General Building Characteristics

1. Provide a statement on the degree of articulation of walls and the predominant materials (such as red brick and horizontal boarding).
2. Provide a statement on preferred roof forms and materials.
3. Provide a statement on the location and proportion of openings.
4. Provide a statement on the use of verandas, balconies and other external spaces to articulate buildings and manage solar ingress.
5. Provide a statement on the location of ancillary elements (such as mechanical plant, rainwater tanks, etc).
6. Identify a suite of design principles to encourage environmental and resource conservation.

Precinct Specific Building Characteristics

1. Identify any exceptions to the above general characteristics for precincts where a specific character is desired.

Landscape Design Guidelines

Landscape Character

1. Provide a statement describing the overall intended landscape character(s).
2. Identify a suite of guiding principles.

Landscape Themes

1. Identify an appropriate range of landscape themes for streets of different roles and scales.
2. Identify an appropriate range of landscape themes for different parks types.
3. Identify an appropriate landscape theme(s) for riparian corridors
4. Identify an appropriate landscape theme(s) for small urban spaces (such as piazzas and courtyards).
5. Identify an appropriate landscape theme(s) for private gardens adjacent to streets and other public areas.

General Landscape Characteristics

1. Provide a statement on preferred fencing types by either street type or building type.
2. Provide a statement on enhancing safety and surveillance through the use of landscape design.
3. Provide a statement on encouraging environmental and resource conservation through landscape design.
4. Identify a list of preferred plant species.
5. Provide a statement on the intended quality and durability of landscape materials and elements.

DSP Part Two Explanatory Report 6.10 Townscape character and streetscape

Several factors that influence Mundijong's character have been identified, including:

1. Landscape influences: create lines, wetlands and riparian vegetation, open fields, stands of bushland, avenues of trees to frame views and the Darling Scarp.

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2. Street characteristics: use of materials and design standards consistent with Mundijong rural character, particularly in areas of rural-style development
3. Existing built form character: a significant part of Mundijong's character comes from its built form. The materials and scale of form along with common architectural features that are reminiscent of a rural character are evident in Mundijong, including use of weatherboard, corrugated iron, verandahs and vertical punctuation.

Several strategies are proposed to strengthen and secure the Mundijong townscape character and streetscape:

1. Introducing an east-west district road to allow movement through the town centre and encouraging its economic activation.
2. Encouraging the town centre to extend down Whitby Street allowing retail development to occur on both sides, promoting pedestrian movement, slow traffic and defining the town centre.
3. Consolidating the existing Mundijong town centre to approximately 200m in length to promote a strong, cohesive core of commercial buildings.
4. Encouraging development on the eastern side of Paterson Street in order to frame the town centre and create a double sided street. Buildings on two sides will help to promote pedestrian movement, slow traffic and define the town centre.

These strategies should be contemplated as part of Local Structure Planning for Precinct F.

Mundijong Whitby Implementation Strategy (E13/341) adopted October 2012

The purpose of this Implementation Strategy is to detail actions that have been undertaken in accordance with the Implementation framework set within the Enquiry by Design Process as well as identify further actions that will be required to be undertaken. The Implementation Plan proposed the following for the core of the historic town (Precinct 'F') in Section 3.2

The District Structure Plan (DSP) states that a Local Structure Plan shall be prepared for the entire precinct that is bounded by Paterson Street, in the east, Keirnan Street to the north, Adonis Street and Taylor Road to the west and Mundijong Road to the south. The DSP also states that there shall be a general presumption that no further subdivision shall proceed within the precinct unless subject to an adopted Local Structure Plan. This precinct highlights the difficulties as previously stated in the preparation of the Local Structure Plan as a requirement for further subdivision. Given the fragmented land ownership it is considered all but impossible for the affected land owners to jointly fund the preparation of a Local Structure Plan and hence no further subdivision can occur in the precinct according to the DSP requirements. The Implementation plan suggest that the following advantage is gained by proceeding with more detailed planning for Precinct 'F':

- Existing landowners are able to make informed decisions about their landholdings, including whether to sell, renovate, subdivide, further develop or sit tight;
- Prospective purchasers are able to make informed decisions about potential property acquisitions, including whether to buy properties with the potential for future subdivision and development within certain time horizons;
- State government infrastructure agencies are able to plan with a greater degree of accuracy;
- The Shire is able to explore potential resource demands and allocations into the future, including forward 10 year financial plans – particularly if the Shire needs or desires to allocate resources for the preparation of local structure plans; and
- The Shire is able to progress with a review of LPP47 (in conjunction with the WAPC) to establish an effective framework for interim/limited subdivision and development ahead of the preparation of Local Structure Plans.

In accordance with Liveable Neighbourhoods, the WAPC Structure Plan guidelines and the Shire's Local Planning Policy framework, Local Structure Plans need to establish guidance on the following:

- Transport – to ensure that road and path networks, intersection treatments, public transport linkages are effectively integrated into the urban form;
- Drainage – to ensure that both local and district level quantity and quality design objectives are achieved;

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- Public Open Space – to ensure that open space is provided in a timely and equitable manner, that is conveniently located and meets the recreational needs of the community, both now and into the future;
- Landscape and Vegetation – to ensure that significant vegetation is retained and that areas of public realm (open space and road reserves) are attractive and functional;
- Servicing – to ensure that both new and existing developments are capable of being adequately provided with sufficient infrastructure to meet basic needs – including power, water, gas, sewerage etc.

The Implementation plan proposed that the Shire allocating funds to prepare a single sub-precinct which in terms of land use is the most fragmented and incorporates the 'activity centre' and immediate surrounds. Landowners would have the option in the remainder of the sub-precincts to fund the preparation of a local structure plan through the engagement of suitably qualified planning consultants.

In evaluating the different options available a number of matters need to be considered, including but not limited to the following:

- Funds have not been allocated in the Shire's forward financial plans;
- The Shire has limited resources available each year;
- The Shire's borrowing capacity is limited;
- There is no guarantee that the Shire would be able to recover any funds borrowed towards the cost of preparing local structure plans;
- It is a challenge for landowners to work together, including funding the cost of preparing local structure plans; and
- The preparation of a local structure plan does not establish any obligation on a landowner to sell, develop or subdivide their property.

9.0 - Annexure 2: The Core of the Historic Town (Precinct F)¶



This option provides the right balance between the need to progress the core of precinct 'F' ('activity centre' precinct and surrounds) as well as provide the necessary opportunities for landowners to work together to fund the preparation of local structure plans for the various other sub-precincts. Annexure 2 provides details of the 8 sub-precincts for Precinct 'F' with sub-precinct 'F1' including the proposed activity centre and immediate surrounds.

Due to the financial situation of the Shire the implementation of the plan has not been formally progressed.

Greater Mundijong District Structure Plan 17 December 2018

The District Structure Plan was included in the Greater Mundijong District Structure Plan (GMDSPP), which Council considered on 17 December 2018, deemed it to be compliant with clause 16(1), and deemed it satisfactory for advertising in terms of clause 18 of the Regulations. The GMDSPP was sent to the Department of Planning who have indicated that they will not grant consent to advertise it until the Local Planning Strategy has been agreed to and finalized. They have indicated that this is because not all the land in the Greater Mundijong structure planning area has been properly zoned yet.

Chief Executive Officer Key Performance Indicator January 2020

During workshops during 2020 Council set the strategic direction for the Chief Executive Officer. One of the key performance areas that was agreed to for the Chief Executive Officer for 2020 relates to this project.

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“6. Business development areas (Mundijong Townsite (Area F)): Prepare a project plan (including outlining options for community engagement) for the development of the Mundijong Townsite (Area F) Structure Plan for Council adoption DECEMBER 2020”

STATE PLANNING POLICY 4.2 ACTIVITY CENTRES FOR PERTH AND PEEL

The main purpose of this policy is to specify broad planning requirements for the planning and development of new activity centres and the redevelopment and renewal of existing centres in Perth and Peel. It is mainly concerned with the distribution, function, broad land use and urban design criteria of activity centres, and with coordinating their land use and infrastructure planning. Other purposes of the policy include the integration of activity centres with public transport; ensuring they contain a range of activities to promote community benefits through infrastructure efficiency and economic benefits of business clusters; and lower transport energy use and associated carbon emissions. The policy also reflects the Western Australian Planning Commission’s (WAPC) intention to encourage and consolidate residential and commercial development in activity centres so that they contribute to a balanced network.

Activity centres are community focal points. They include activities such as commercial, retail, higher density housing, entertainment, tourism, civic/community, higher education, and medical services. Activity centres vary in size and diversity and are designed to be well-served by public transport.

In Table 2 of the SPP Activity Centres Hierarchy Mundijong is denoted as an emerging District Centre. District Centres have the following characteristics:

Main role/function: District centres have a greater focus on servicing the daily and weekly needs of residents. Their relatively smaller scale catchment enables them to have a greater local community focus and provide services, facilities and job opportunities that reflect the particular needs of their catchments.

Transport connectivity and accessibility: Focal point for bus network.

Typical retail types: Discount department stores, Supermarkets, Convenience goods, Small scale, comparison shopping, Personal services, Some specialty shops.

Typical Office development: District level office development, Local professional service.

Future indicative service population (trade) area: 20,000 – 50,000 persons

Walkable Catchment for residential density target: 400m

Residential density target per gross hectare: Minimum 20 Desirable 30

Centre size – Shop retail floor space component :

Above 100 000m ²	50 %
Above 50 000m ²	40 %
Above 20 000m ²	30 %
Above 10 000m ²	20 %
Less than 10 000m ²	N/A

5.4 Urban form

(1) District centres and higher-order centres should incorporate a network of streets and public spaces as principal elements.

(2) The following should be considered:

- a well-formed structure typically consists of small, walkable blocks that improve accessibility within a centre;

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- buildings need to address streets10 and public spaces to promote vitality and encourage natural surveillance;
- activity centres should contain a mix of uses along street frontages, and arrange key retail and other attractors to maximise pedestrian flows along streets;
- new activity centre development or redevelopment should include ‘sleeving’ of large-scale retail and car parks, more externally-oriented or “active” building frontages and fewer blank walls; and
- ‘town squares’, public and civic spaces and parks need to be attractive, well located spaces that provide a quality meeting place for the community as an integrated component of the centre.

Alignment to the Planning Framework

- *Planning and Development Act 2005*
- *Shire of Serpentine Jarrahdale Town Planning Scheme No.2*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Perth and Peel @ 3.5 Million - The South Metropolitan Peel Sub-regional Planning Framework and Perth Transport Plan @ 3.5 Million;*
- *State Planning Policy 4.2 - Activity centres for Perth and Peel*
- *Mundijong Whitby District Structure Plan Report*
- *Metronet and Westport and related studies; and*
- *Planning and Development (Local Planning Schemes) Regulations 2015 Structure Plan Framework*
- *Draft Greater Mundijong District Structure Plan*
- *Mundijong Whitby Implementation Strategy*

Interdependencies and Links

- Are there any other related projects?
 1. Mundijong Whitby District Structure Plan Report
 2. Draft Greater Mundijong District Structure Plan
 3. Mundijong Whitby Implementation Strategy
- If so, what is the relationship between the projects?

All the projects aim to provide a development outcome for Mundijong. They are all part of the bigger picture and integrate the statutory planning framework and local government planning framework.

Project Schedule**Anticipated Project Timeframe:**

Start Date	January 2021
End Date	December 2022

Project Milestones:

Milestone	Date/Timeframe
1. Prepare a Project Plan for approval by Council	
2. Budgeting	
3. Appointment of consultants	
4. Complete and/or update studies	
5. Stakeholder engagement - outcomes of studies	
6. Concept plans	

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7. Stakeholder engagement - options 8. Finalise Mundijong F1 LSP for formal advertising 9. Formal advertising process 10. Final approvals 11. Engagement regarding outcome	
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Draft Works Schedule

The following works schedule is proposed to finalise the project:

Stage	Action	Lead Business Unit	Target date
1. Prepare a Project Plan for approval by Council	Complete Project Initiation Form	Strategic planning	
	Complete Engagement Strategy	Strategic planning	
	Approval of Project Plan by Council	Strategic planning	December 2020
	Complete Project briefs for project manager and studies to be completed	Strategic planning	
2. Budgeting	Pre-engagement with stakeholders to manage expectations (also PCF)	Strategic planning	
	Complete business case	Strategic planning	
	Get Council approval of funding	Strategic planning	
3. Appointment of consultants	Procurement of project consultants	Procurement	
	Council report to endorse project consultants	Strategic planning	
	Appointment of project management consultant	Strategic planning	
4. Complete and/or update studies	Appointment of specialist consultants	Strategic planning	
	Project initiation meeting	Strategic planning	
	Draft and assess draft studies	Strategic planning	
	Integrate studies	Strategic planning	
5. Stakeholder engagement - outcomes of studies	Finalise study outcome reports	Strategic planning	
	Community workshop sessions	Strategic planning	
	Landowner workshop sessions	Strategic planning	
6. Concept plans	Stakeholder workshop sessions	Strategic planning	
	Identify options	Strategic planning	
	Detail options	Strategic planning	
7. Stakeholder engagement - options	Formalise options	Strategic planning	
	Community workshop sessions	Strategic planning	
	Landowner workshop sessions	Strategic planning	
	Stakeholder workshop sessions	Strategic planning	
8. Finalise Mundijong F1 LSP for formal advertising	Decide on final LSP outcome	Strategic planning	
	Formalise Concept plan	Strategic planning	
	Formalise Part 1	Strategic planning	
	Finalise Part 2	Strategic planning	
	Finalise Concept plan	Strategic planning	
	Prepare Council report to approve the LSP for advertising	Strategic planning	
	Submission of LSP to WAPC	Strategic planning	
9. Formal advertising process	WAPC to approve LSP for advertising	Strategic planning	
	Finalise all documents and preparations for formal advertising	Strategic planning	
	Advertise as prescribed	Strategic planning	
10. Final approvals	Assess submissions and provide report with recommendation	Strategic planning	
	Council to decide on recommendation to approve	Strategic planning	

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	WAPC to approve Mundijong Precinct F1 Local Structure plan	Strategic planning	
11. Engagement regarding outcome	Electronic an hard copy version and brochures to be created and distributed	Corporate Communications	

Resourcing

Role	Name	Agency/Business Area	Position
Project Sponsor	Andrew Trosic	Serpentine Jarrahdale Shire	Director Development Services
Project Leader	Deon van der Linde	Serpentine Jarrahdale Shire	Manager Strategic Planning
Project Management consultant	To be appointed	To be appointed	To be appointed
Specialist consultants	To be appointed	To be appointed	To be appointed

Internal Stakeholders

Main engagement	Business Unit	Level of engagement (information, consultation, partner)	Timing of engagement
Engagement Strategy	Corporate Communications	Partner	Ongoing
Environmental assessment and management strategy	Environment	Partner	Ongoing
Local biodiversity strategy	Environment	Partner	Ongoing
Ethnographic and Aboriginal heritage report	Environment	Partner	Ongoing
District or local traffic and transport management strategy, including a Transport Impact Assessment	Infrastructure & Assets	Partner	Ongoing
Noise impact assessment	Health & Building	Partner	Ongoing
District or local water management strategy	Infrastructure & Assets	Partner	Ongoing
District or local economic, retail and employment strategy	Economic Development and Tourism	Partner	Ongoing
District or local community development strategy	Community Development	Partner	Ongoing
District or local infrastructure and servicing	Infrastructure & Assets	Partner	Ongoing
Bushfire hazard assessment and management plans	Emergency Services	Partner	Ongoing
Strategic oversight	Executive Management Group	Oversight	Milestones
Strategic Direction and Decisions	Council	Information	Milestones

External Stakeholders

Main engagement	Name	Level of engagement (information, consultation, partner)	Timing of engagement
Information and feedback	Landowners	Consultation	Workshop engagement
Information and feedback	Stakeholders	Consultation	Workshop engagement
Information and feedback	Community	Consultation	Workshop engagement
Information and feedback	Government Agencies	Consultation	Ongoing
Technical expertise	Consultants	Partner	Ongoing

Deliverables

This project will produce the following deliverables. Provide a brief description in the table below:
 Ordinary Council Meeting - 15 June 2020

Project Name: Mundijong Precinct F1 Local Structure Plan

Deliverable	Brief Description
Project briefs	Final document
Engagement Strategy	Draft and Final document
Environmental assessment and management strategy	Draft and Final report
Local biodiversity strategy	Draft and Final report
Ethnographic and Aboriginal heritage report	Draft and Final report
District or local traffic and transport management strategy, including a Transport Impact Assessment	Draft and Final report
Noise impact assessment	Draft and Final report
District or local water management strategy	Draft and Final report
District or local economic, retail and employment strategy	Draft and Final report
District or local community development strategy	Draft and Final report
District or local infrastructure and servicing	Draft and Final report
Bushfire hazard assessment and management plans	Draft and Final report
Options paper	Draft and Final report
Final Mundijong F1 Local Structure Plan	Draft and Final report

Research and Consultation

- Has any research and/or consultation been undertaken to date? Yes No

Communication Plan

- Is a detailed communications plan required? Yes No

Success Criteria

- Completion of the necessary studies to finalise the Structure Plan.
- Formally advertising of the Structure Plan
- Approval of the structure plan by the Western Australian Planning Commission.
- Enabling of further development of land within the Structure Plan.
- Drafting incentives for the development of land in the Structure Plan.

List of assumptions

- Mundijong station
- Freight rail re-alignment
- Mundijong road widths

Review and Continuous Improvement

Review will be conducted as per the statutory requirements.

Project Issues and Risks**Financial Implications**

The project will require funding for the following:

- Consultant costs - \$100,000
- Advertising and Administration - \$2,500
- Internal staff costs – These costs will be carried in the current budget. Internal costs generally are similar to the final consultant costs on the project.

Risk Implications

Risk Implications

Project Name: Mundijong Precinct F1 Local Structure Plan

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Lack of progress of the Mundijong F1 Local Structure plan	Unlikely (2)	Major (4)	Moderate (5-9)	Financial Impact - 1 Insignificant - Less than \$50,000	Accept Officer Recommendation

A risk rating of **8** has been determined for this item.

Handover Plan / Project Close-Out

On completion of the project the development process will be transferred to the landowners in Mundijong as it will allow development applications to be submitted and approved by Council.

Budget Information

Cost Schedule

Activity	Notes	Total	2019/20	Future
Studies to be completed				N/A

Funding Schedule

Source	Total	2019/20	Future
Municipal funds			N/A
Total Funding			

Project Leader Checklist (Project Leader to complete)

6.	Is a detailed Project Management Plan required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Is an External Cost Estimate required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> N <input type="checkbox"/> No

Project Administration Checklist (Project leader to complete)

STAGE 1: PRE-APPROVAL

- 8. Has a draft project initiation form been discussed at team meeting? Yes No
- 9. Is further stakeholder consultation required prior to finalisation of this project initiation form?
 Yes No

STAGE 2: APPROVAL

- 10. Manager Approval Yes No Not required. Date.....
- 11. Director Approval Yes No Not required. Date.....
- 12. CEO/Leadership Team Approval Yes No Not required. Date.....
- 13. Council approval Yes No Not required. Date.....

Project Name: Mundijong Precinct F1 Local Structure Plan

STAGE 3: POST-APPROVAL

- 14. Has approved project initiation form been circulated to stakeholders? Yes No
- 15. Has project initiation form been tabled at a project inception meeting? Yes No