

ATTACHMENTS

ORDINARY COUNCIL AGENDA

18 DECEMBER 2018

Attachment No. 1:

Ordinary Council Minutes of 27 November 2018

Attachment No. 2:

Development Control Policy 2.2 – Residential Subdivision

Attachment No. 3:

- Planning report prepared by Urbis
- Telstra Smart City Payphones Brochure
- Plans of proposed Telstra Smart City Payphone
- Sign Management/Advertising Strategy

Attachment No. 4:

- Letters sent to adjacent residents
- “Your Say” engagement report
- Responses received and officer comment
- Current Design Drawings

Attachment No. 5:

Draft Town of Bassendean Emission Reduction Plan

Attachment No. 6:

Draft Instrument of Appointment and Delegation – River Parks Committee

Attachment No. 7:

- Arborist report
- Public liability risk assessment

Attachment No. 8:

- Draft 2017/18 Annual Report
- 2017/18 Audited Annual Financial Statements including the Audit Report

Attachment No. 9:

Discussion Paper “Future Focused” Call for Motions Discussion Paper 2019

Attachment No. 10:

Draft RFQ 374 2018-19 - Specification

Attachment No. 11:

Economic Development Committee Minutes of 4 December 2018, including Draft Vibrancy Framework and Town Team Movement Brochure

Attachment No. 12:

List of Accounts

Attachment No. 13:

Financial Statements – November 2018

Attachment No. 14:

Notice of Motion – Cr Quinton: letter of endorsement from ECAWA

Confidential Report and Attachments

ATTACHMENT NO. 1

TOWN OF BASSENDEAN
ORDINARY COUNCIL MEETING
MINUTES
27 NOVEMBER 2018

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TOWN OF BASSENDEAN

MINUTES

ORDINARY COUNCIL MEETING

HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN

ON TUESDAY 27 NOVEMBER 2018 AT 7.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and acknowledged the past and present traditional owners and custodians of the land on which the meeting was held.

2.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

2.1 Public Question Time

Mrs Val Dryer, 31 Naunton Crescent, Eden Hill

I would like a correction made to the Minutes in relation to my comment made about the reduction of lanes on Walter Road, it should read "four lanes down to two lanes".

The Deputy Mayor advised that the minutes would be amended accordingly.

Please could the Town attend to a number of maintenance issues along the medium strip of Guildford Road, such as weeds and rubbish and also the median strip along Morley Drive.

The Director Operational Services advised that these maintenance matters will be followed up by staff.

In relation to a mothers' and children's centre, I would suggest that the Church of Christ may be a good venue for them to meet. Also an IGA at the top end of Old Perth Road could be considered and give some competition to Coles.

Mr Bruce Keay, 11 Earlsferry Court Bassendean

In reference to the Marketing Plan, will the Councillors be attending the community consultation events listed for Bassendean, Eden Hill and Ashfield.

The Deputy Mayor advised that this matter will be considered at a Councillors' workshop.

Ms Fran Phelan, 15 River Street, Bassendean

Does the River Parks Committee include Point Reserve and Success Hill.

The Director Operational Services responded, yes, those parks are included in the River Parks Committee.

The Deputy Mayor advised that currently the Committee has been dealing with the Ashfield Flats and the wetlands.

Mr Ian Veale, 33 Bassendean Parade, Bassendean

Please could the Town consider removing the fill between the two bridges, Lord Street bridge and Guildford, as it is impacting the floodway heights.

The Deputy Mayor requested Mr Veale send an email to the Town on the matter and it will be considered by the River Parks Committee.

Mr Aaron McKay, 48 Watson Street, Bassendean

Why were the trees on the reserve between Watson Street, Whitfield Street and Bridson Street planted in their specific location, as it reduces the space for recreation.

The Director Operational Services responded that he couldn't say why the trees were planted in that specific location. The Parks Supervisor identifies planting requirements. The Director requested Mr McKay please provide an email to the Town so it can be followed up.

Mr Don Yates, 10 Thompson Road, Bassendean

Is Council still pursuing the infant health centre at the Pensioner Guard Cottage.

The Deputy Mayor responded, yes.

Are there any links between infant health care centres and child care centres. Do you have a clearance as far as contaminated sites are concerned - refer to Planning Bulletin 72.

The Deputy Mayor advised that this would be looked in to.

2.2 Address by Members of the Public

It should be noted that public statements are not recorded in the minutes.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Councillors

Cr Bob Brown, Deputy Mayor
Cr John Gangell
Cr Kathryn Hamilton
Cr Melissa Mykytiuk
Cr Sarah Quinton
Cr Jai Wilson

Apologies

Cr Renee McLennan – Leave of Absence

Officers

Ms Peta Mabbs, Chief Executive Officer
Mr Michael Costarella, Director Corporate Services
Mr Graeme Haggart, Director Community Development
Mr Simon Stewert-Dawkins, Director Operational Services
Mr Anthony Dowling, Director Strategic Planning
Mr Brian Reed, Manager Development Services
Mrs Amy Holmes, Minute Secretary

Public

Approximately 14 members of the public were in attendance.

Press

Nil

4.0 DEPUTATIONS

Mr Graeme King gave a deputation relating to Item 10.13 and answered questions from Councillors.

5.0 CONFIRMATION OF MINUTES

5.1 Ordinary Council Meeting held on 23 October 2018

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.1(a)**

OCM – 1/11/18 MOVED Cr Wilson, Seconded Cr Gangell, that the minutes of the Ordinary Council Meeting held on 23 October 2018, be received, **with the following amendment to Mrs Val Dreyer's question:**

What consideration is Council giving to the proposal of reducing Walter Road from four lanes down to two lanes.

CARRIED UNANIMOUSLY 6/0

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.1(b)**

OCM – 2/11/18 MOVED Cr Gangell, Seconded Cr Mykytiuk, that the minutes of the Ordinary Council Meeting held on 23 October 2018, be confirmed as a true record, **with the above amendments.**

CARRIED UNANIMOUSLY 6/0

5.2 Special Council Meeting held on 20 November 2018

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.2(a)**

OCM – 3/11/18 MOVED Cr Hamilton, Seconded Cr Mykytiuk, that the minutes of the Special Council Meeting held on 20 November 2018, be received.

CARRIED UNANIMOUSLY 6/0

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.2(b)**

OCM – 4/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that the minutes of the Special Council Meeting held on 20 November 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

**6.0 ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT
DISCUSSION**

Nil

7.0 PETITIONS

Nil

8.0 DECLARATIONS OF INTEREST

Nil

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

**9.1 Dog Local Law Review 2018 (Ref: LAWE/LOCLWS/2 –
Sharna Merritt, Senior Ranger)**

APPLICATION

The purpose of this report was for Council to consider the preparation of the new Dogs Local Law.

Section 3.12 (2) of the Act requires the person presiding at the Council meeting to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

The purpose of the proposed Dogs Local Law is to provide for the management of dogs within the Town of Bassendean in relation to containment, number of dogs at a premise and excreta.

The effect of the proposed Dogs Local Law is that dog owners within the Town are to comply with the provisions of this local law.

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 9.1**

- OCM – 5/11/18** MOVED Cr Wilson, Seconded Cr Hamilton, that Council commences the advertising and consultation processes outlined in clauses (3) and (3a) of section 3.12 of the *Local Government Act 1995* for the proposed Dogs Local Law.
CARRIED UNANIMOUSLY 6/0

10.0 **REPORTS**

10.1 **Adoption of Recommendations En Bloc**

It was agreed that items 10.2, 10.3, 10.7, 10.13, 10.17 & 10.21 be removed from the en-bloc table and considered separately.

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.1**

- OCM – 6/11/18** MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Meeting Agenda of 27 November 2018:

| Item | Report |
|-------|---|
| 10.4 | Gift Vouchers for Employees - Years of Service |
| 10.6 | Town of Bassendean Access and Inclusion Plan 2018 – 2022 |
| 10.8 | Town of Bassendean's Draft Arts and Cultural Plan 2019-2023 |
| 10.11 | Auditor General's Report on Local Government Procurement |
| 10.12 | Bassendean Local Emergency Management Committee Meeting held on 7 November 2018 |
| 10.15 | Determinations Made by the Principal Building Surveyor |
| 10.16 | Determinations Made by Development Services |
| 10.19 | Use of the Common Seal |
| 10.20 | Calendar for December 2018 |

CARRIED UNANIMOUSLY 6/0

Council was then requested to consider the balance of the Officer recommendations independently.

| Item | Report |
|------|--|
| 9.1 | Dog Local Law Review |
| 10.2 | Amended Application for 8 Multiple Dwellings (for Minor Design Modifications and to Extend the Period of Validity of Approval) - Lot 761 (No. 39) Broadway, Bassendean |
| 10.3 | Request to Purchase Lot 5 (No. 246) Morley Drive East, Eden Hill – Proposed Concept Plan For Lots 4 & 5 (Nos. 246 & 248) Morley Drive |
| 10.5 | Old Perth Road Vibrancy Framework |
| 10.7 | Working Groups - Draft Term of Reference |

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| 10.9 | Consideration of Meeting Dates & Citizenship Ceremonies for 2019 |
| 10.10 | Conducting the 2019 Council Elections by Postal Vote |
| 10.13 | River Parks Committee Minutes of 13 November 2018 |
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| 11.3 | Cr Gangell: Visioning Project – Old Perth Road |
| 11.4 | Cr Gangell: People's Choice Business Award |
| 11.5 | Cr Gangell: Kenny Street Parking Bays |
| 11.6 | Cr Brown: Bassendean Oval Chain Link Boundary Fence |
| 13.1 | Auspire – The Australia Day Council WA, Community Citizen of the Year Awards |
| 13.2 | Local Studies Working Group - Nominations |

10.2 Amended Application for 8 Multiple Dwellings (for Minor Design Modifications and to Extend the Period of Validity of Approval) - Lot 761 (No. 39) Broadway, Bassendean, Applicant/Owner: Praetorium Pty Ltd (Ref: DABC/BDVAPPS/2018-058: Christian Buttle, Senior Planning Officer)

APPLICATION

The application seeks to amend a development approval that was previously granted by Council at its Ordinary Meeting (OCM) held 28 April 2015 for the development of eight (8) multiple dwellings (apartments) by:

- Making minor design modifications (which address condition No. 1 from the original approval along with other very minor design changes); and
- Extending the period of validity of the now expired development approval.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.2

OCM – 7/11/18 MOVED Cr Gangell, Seconded Cr Quinton, that Council grants planning approval for the proposed eight (8) multiple dwellings at Lot 761 (No. 39) Broadway, Bassendean, subject to the following conditions:

1. A detailed landscape plan being submitted prior to or with the application for a Building Permit for the Town's approval which addresses the following:

- (a) Details of the location and type of proposed trees, shrubs, ground cover and lawn areas to be planted;
 - (b) Low water use;
 - (c) Landscaping of the verge area adjacent to the development site, including the provision of substantial street trees in accordance with the Town's adopted Street Tree Master Plan; and
 - (d) Details of the proposed watering system to ensure the establishment of species and their survival during the hot, dry summer months.
2. Pedestrian paths to be constructed which provide wheelchair accessibility connecting all entries to buildings with the public footpath and car parking areas.
3. Provision of lighting to pathways and car parking areas.
4. The site shall be landscaped in accordance with the approved landscaping plan and shall be maintained thereafter.
5. The street trees which sit within the verge and are not affected by the proposed development shall be protected by barricades during construction in accordance with the Town's Policy relating to street tree protection.
6. Separate approval being obtained from the Town's Asset Services for the proposed crossover on the Broadway frontage of the development site and this crossover being constructed in accordance with that approval.
7. The sealing and kerbing of all car parking areas and access ways to the Town's specifications.
8. The car parking spaces and access ways being constructed and maintained thereafter to the Town's satisfaction.
9. Visitor parking spaces being clearly marked for "Visitors Only" and used as such.
10. A minimum of three (3) and one (1) bicycle bays shall be provided for the residents and visitors respectively. The bicycle parking spaces shall be located in the area identified on the approved drawings and shall be constructed in accordance with the provisions of AS 2890.3 (as amended).

11. Details of stormwater disposal being submitted for the approval of the Town in conjunction with or prior to the issue of the Building Permit, in accordance with Local Planning Policy No. 14 – On-Site Stormwater Policy.
12. The applicant shall submit a certified Stormwater Management Plan that will address issues associated with stormwater during storm events of 1:100 Annual Rainfall Interval (ARI) up to 24 hours duration, prior to the submission of a Building Permit.

In the event that changes to the approved plans (i.e. finished floor levels and ground levels) are required in order to comply with the stormwater drainage management plan, then an application for a modification to the planning approval will be required.

13. Prior to the issue of a building permit a development bond for the sum of 1.5% of the value of the proposed works the subject of the application for a Building Permit being lodged with Council to ensure the satisfactory completion of all works associated with landscaping, car parking, access ways and fencing.
14. The incorporation of public art into the proposed development or a cash-in-lieu payment of one per cent of the construction cost of the proposed development in accordance with the Town's adopted Local Planning Policy No. 15 'Percent for Art Policy'.

Detailed arrangements and agreement with respect to art to be provided on-site or alternatively payment of the required fee shall be made prior to or in conjunction with the application for a Building Permit.

15. The street number being prominently displayed at the front of the development.
16. The provision of side and rear fences, behind the street setback line, of 1.8 metres in height. Where the ground levels vary on either side of the fence, the required 1.8 metre height shall be measured above the higher ground level.
17. A separate application and approval being obtained for any proposed fencing within the street setback area.

18. The provision of letterboxes and bin storage in materials to complement the development to the satisfaction of the Town.
19. External clothes drying facilities shall be screened from view of the street or any other public place at all times. No drying of clothes from upper floor balconies (units 3 & 4) or ground floor outdoor living areas (units 1 & 2) is permitted.
20. Air-conditioning units and external fittings shall be incorporated into the building or screened from view. Details of the treatment of such external fittings to the building being submitted prior to the issue of a building permit to the satisfaction of the Manager Development Services.
21. The applicant submitting to the satisfaction of the Manager Development Services a construction management plan that addresses issues of dust and noise control, hours of work, and provides contact details of a person to deal with complaints;
22. A Waste Management Plan (WMP) is to be submitted for the Towns approval prior to or in conjunction with the application for a Building Permit. The WMP shall address matters including, but not necessarily limited to, the following:
 - (a) Measures to be implemented for the purpose of minimising the delivery of waste to landfill during occupation, including: the on site separation of materials for recycling and the expectations of owners and/or tenants;
 - (b) Site Plan showing the location and size of the on-site rubbish disposal area, including the number of general rubbish, recycling and organic waste bins to be provided for the development, including sharing arrangements where the number of bins is less than the number of dwellings;
 - (c) An estimation of the volume of waste to be generated by the proposed development and the capacity of this volume of waste to be accommodated by on site bin storage capacity;
 - (d) Details of intended method of collection (private contractor or Council contractor);
 - (e) Details of arrangements for transferring bins from the bin storage area to the verge for collection and subsequently from the verge back to the bin storage area, including timeframes at each stage;

- (f) Details of where the bins would be located when waiting collection;
 - (g) Details of advice to be provided to owners and occupiers regarding the WMP; and
 - (h) Details of how the WMP will continue to be applied in perpetuity across the life of the development, including the WMP being incorporated into the strata by-laws for the proposed development;
23. The bin storage area is:
- (a) To be provided with a self closing gate;
 - (b) To be provided with 75mm minimum thickness concrete floors grading to a 100mm industrial floor waste, with a hose cock to enable both the bins and bin storage area to be washed out; and
 - (c) To be provided with internal walls that are cement rendered (solid and impervious) to enable easy cleaning;
24. The proposed boundary walls shall be finished to the satisfaction of the Town;
25. All building works to be carried out under this planning approval are required to be contained within the boundaries of the subject lot;
26. The building hereby approved shall not be occupied until all of the conditions of planning consent have been complied with to the satisfaction of the Manager Development Services, unless the applicant has entered into an agreement with Council to comply with those conditions within a specified period; and
27. Visual Privacy screening, where shown on the approved drawings, having a minimum height of 1.6 metres above floor level; being fixed; incorporating a maximum 50mm gap between slats / louvres; and having no more than 25% of the surface area being open.
28. Revised drawings shall be submitted with the application for a Building permit which reposition columns for the carport associated with parking bay 1 so as to be clear of the design envelope specified within Figure 5.2 of AS2890.1.
29. The issue of a building permit prior to the commencement of any on-site works.

CARRIED 4/2

Crs Gangell, Mykytiuk, Quinton & Wilson voted in favour of the motion. Crs Brown & Hamilton voted against the motion.

10.3 Request to Purchase Lot 5 (No. 246) Morley Drive East, Eden Hill – Proposed Concept Plan For Lots 4 & 5 (Nos. 246 & 248) Morley Drive East – Owners: Town of Bassendean and Birmingham Properties Pty Ltd/Ladriфт Pty Ltd /Matax Pty Ltd (Ref: A3693 & A3714 - Anthony Dowling, Director Strategic Planning and Brian Reed, Manager Development Services)

APPLICATION

The purpose of this report was for Council to consider a proposed Concept Plan for the proposed development of Lots 4 & 5 (Nos. 246 & 248) Morley Drive East.

OFFICER RECOMMENDATION — ITEM 10.3

That consideration of this matter be deferred to the December 2018 Ordinary Council Meeting to give the proponent the opportunity to respond to the comments raised in this report.

COUNCIL RESOLUTION/ALTERNATIVE OFFICER RECOMMENDATION — ITEM 10.3

OCM – 8/11/18 MOVED Cr Gangell, Seconded Cr Mykytiuk, that consideration of this matter be deferred to the **February 2019** Ordinary Council Meeting to give the proponent the opportunity to respond to the comments raised in this report.

CARRIED 4/2

Crs Gangell, Mykytiuk, Brown & Quinton voted in favour of the motion. Crs Hamilton & Wilson voted against the motion.

10.4 Gift Vouchers for Employees - Years of Service Awards (Ref: Peta Mabbs, CEO)

APPLICATION

The purpose of this report was for Council to consider a resolution resulting from a Notice of Motion from Cr Hamilton relating to gift vouchers provided to staff and others.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION —
ITEM 10.4

OCM – 9/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that:

1. Gift vouchers in accordance with current Policy 6.19 – Presentation to Staff, continue to be provided in 2018;
2. The CEO reviews the Town of Bassendean's policies and practices on "gifts" in relation to employees with a new policy to be established by 1 July 2019; and
3. Any gifts linked to other recipients (other than those identified in Point 2) are aligned to supporting local businesses effective immediately.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/11/18 6/0

10.5 Old Perth Road Vibrancy Framework (Ref: - Graeme Haggart, Director Community Development)

APPLICATION

For Council to consider a short-term, targeted intervention to activate the west end of Old Perth Road.

Cr Gangell moved the officer recommendation with amendments as shown in bold.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION -
ITEM 10.5

OCM – 10/11/18 MOVED Cr Gangell, Seconded Cr Quinton, that Council:

1. Commits to supporting traders in the west end of Old Perth Road through a series of targeted interventions in the short term, to be known as the Old Perth Road Vibrancy Project;
2. **Supports in principle** the draft Old Perth Road Vibrancy Project Framework as attached to the Ordinary Council Meeting Agenda of 27 November 2018, as a guiding document for the actions to be taken by the Town in the short term;
3. Approves the transfer of funds totaling \$27,500 from the **Public Arts Contribution Trust** for mural art projects associated with the Vibrant Old Perth Road Project; and

4. **Seeks expressions of interest from Australian Street Artists such as Matt Adnate, Fintan Magee and any other artists identified by Town staff as having a high standard of work to undertake the mural or murals on Old Perth Road and for Council to consider those expressions of interest as a confidential item at the next Ordinary Council Meeting.**
5. Refers items listed in the draft Old Perth Road Vibrancy Project Framework requiring additional funding, to the mid-year budget review for consideration or for consideration in the draft 2019/20 Budget.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

10.6 Town of Bassendean Access and Inclusion Plan 2018 – 2022 (Ref: G084 – Graeme Haggart, Director Community Development)

APPLICATION

Council was requested to endorse for public comment a new draft Access and Inclusion Plan (AIP) for the Town.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.6

OCM – 11/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council endorses for public comment the draft Town of Bassendean Access and Inclusion Plan 2018-2022 as attached to the Ordinary Council Agenda of 27 November 2018.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/11/18 6/0

10.7 Working Groups - Draft Term of Reference (Ref: COMDEV/MEETS/4 and COMDEV/MEETS/5 – Graeme Haggart, Director Community Development)

APPLICATION

The purpose of this report was for Council to consider the Draft Term of Reference for the Access and Inclusion Working Group and the Suicide Prevention Working Group.

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION —
ITEM 10.7**

OCM – 12/11/18 MOVED Cr Quinton, Seconded Cr Mykytiuk, that Council adopts the following Terms of References as attached to the Ordinary Council Meeting Agenda of 27 November 2018:

1. Access and Inclusion Working Group; and
2. Suicide Prevention Working Group.

CARRIED UNANIMOUSLY 6/0

10.8 Town of Bassendean's Draft Arts and Cultural Plan 2019-2023 (Ref:COMDEV/PLANNG/3 - Gabriella Filippi, Cultural Development Officer)

APPLICATION

The purpose of this report was for Council to receive the Town of Bassendean's draft Arts and Cultural Plan 2019-2023 and advertise the Plan for public comment.

**COUNCIL RESOLUTION/OFFICER RECOMMENDATION -
ITEM 10.8**

OCM – 13/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council receives the Town of Bassendean's draft Arts and Cultural Plan 2019-2023 and advertises the Plan for public comment from 8 December 2018 to 8 February 2019.

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/11/18 6/0**

10.9 Consideration of Meeting Dates & Citizenship Ceremonies for 2019 (Ref: GOVN/CCLMEET/1 – Yvonne Zaffino, Council Support Officer)

APPLICATION

Council was requested to endorse its 2019 meeting dates for Council and Committees and Citizenship Ceremonies.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION —
ITEM 10.9

OCM – 14/11/18 MOVED Cr Gangell, Seconded Cr Hamilton, that:

1. Council endorses the following Briefings Sessions, Council and Committee meeting dates to be held in the Council Chamber, 48 Old Perth Road, Bassendean:

Briefings Sessions – Tuesdays 7.00pm

19 February, 19 March, 16 April, 21 May, 18 June, 16 July, 20 August, 17 September, 8 October, 19 November and 10 December.

Ordinary Council Meetings – Tuesdays 7.00pm

26 February, 26 March, 23 April, 28 May, 25 June, 23 July, 27 August, 24 September, 15 October, 26 November and 17 December.

Audit and Governance Committee – Wednesdays, 5.30pm

6 February, 8 May, 7 August and 13 November

Bassendean Local Emergency Management Committee – Wednesdays, 3.30pm

6 March, 5 June, 4 September and 6 November

Economic Development Committee – Tuesdays, 7.00pm

12 March, 11 June, 3 September and 5 November

People Services Committee – Tuesday, 7.00pm

5 February, 14 May, 13 August and 12 November

River Parks Committee – Tuesdays, 3.00pm

5 March, 4 June, 10 September and 3 December

Sustainability Committee – Tuesdays 7.00pm

12 February, 9 April, 9 July and 29 October

Town Assets Committee – Wednesdays 10.00am

6 February, 10 April, 10 July and 9 October

Youth Advisory Council – Fridays, 5.00pm

29 March, 31 May, 28 June, 26 July, 30 August, 25 October and 29 November

2. A Special Council meeting be held on Tuesday, 22 October 2019 at 7.00pm for the swearing in of new Councillors following the Local Government Elections; and
3. Council endorses the following Citizenship Ceremonies for 2019:
 - Saturday, 26 January;
 - Tuesday, 2 April;
 - Tuesday, 2 July; and
 - Tuesday, 1 October.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

10.10 Conducting the 2019 Council Elections by Postal Vote (Ref: GOVN/ELEC/2 – Peta Mabbs, Chief Executive Officer)

APPLICATION

The purpose of this report was to determine whether the WA Electoral Commissioner (WAEC) will conduct the Town of Bassendean's 2019 Council elections, utilising the postal method of voting.

Council can appoint the WA Electoral Commissioner to be responsible for conducting the October 2019 Council elections. Council needs to determine if those elections will be conducted by postal vote.

The Chief Executive Officer recommends the same method previously used for Council elections be used for the 2019 Council election and that the WA Electoral Commissioner be responsible for conducting the 2019 Council election using the postal method for voting.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.10

OCM – 15/11/18 MOVED Cr Gangell, Seconded Cr Hamilton, that:

1. Council declares, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner be responsible for the conduct of the 19 October 2019 Ordinary Elections, together with any other elections or polls which may also be required;

2. Council decides, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election;
3. An amount of \$50,000 be listed for consideration in the 2019/20 Budget to hold the 2019 Ordinary Elections; and
4. The count for the 2019 Ordinary Elections be held at the Seniors' and Community Hall, 50 Old Perth Road, Bassendean.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

10.11 Auditor General's Report on Local Government Procurement (Ref: FINM/AUD/14 - Peta Mabbs, Chief Executive Officer)

APPLICATION

Council was requested to note the findings of the Auditor General's Report on Local Government Procurement, as it relates to the Town of Bassendean.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION — ITEM 10.11

OCM – 16/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council:

1. Notes the audit findings of the Auditor General's Report on Local Government Procurement; and
2. Notes that the Administration will undertake a review of the Town's procurement policies, processes and controls by the end of Quarter 3 in 2018/2019, and that the outcomes of this work will be presented to Council through the Audit & Governance Committee upon completion.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/11/18 6/0

10.12 Bassendean Local Emergency Management Committee Meeting held on 7 November 2018 (Ref: GOVN/CCLMEET/18 – Graeme Haggart, Director Community Development)

APPLICATION

The purpose of the report was for Council to receive the report on a meeting of the Bassendean Local Emergency Management Committee held on 7 November 2018.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.12

OCM – 17/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council receives the report on a meeting of the Bassendean Local Emergency Management Committee held on 7 November 2018. CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/11/18 6/0

10.13 River Parks Committee Meeting held on 13 November 2018 (Ref: GOVNCCL/MEET/33 – Simon Stewert-Dawkins, Director Operation Services)

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the River Parks Committee held on 13 November 2018, and consider the recommendations from the Committee.

Cr Gangell left the Chamber at 8.51pm and returned at 8.52pm.

COUNCIL RESOLUTION – ITEM 10.13(a)

OCM – 18/11/18 MOVED Cr Gangell, Seconded Cr Mykytiuk, that Council suspend Standing Orders.

CARRIED 4/3

Crs Brown, Gangell & Mykytiuk, voted in favour of the motion. Crs Hamilton, Quinton & Wilson, voted against the motion. Cr Brown exercised his second vote, resulting in the motion being carried.

Cr Quinton left the Chamber at 8.55pm and returned at 8.56pm.

COUNCIL RESOLUTION – ITEM 10.13(b)

OCM – 19/11/18 MOVED Cr Gangell, Seconded Cr Wilson, that Council resume Standing Orders.

CARRIED UNANIMOUSLY 6/0

Cr Mykytiuk moved the Committee recommendation with an additional point 14. as shown in bold.

COMMITTEE RECOMMENDATION – ITEM 10.13(c)

OCM – 20/11/18 MOVED Cr Mykytiuk, Seconded Cr Brown, that Council:

1. Receives the report on a meeting of the River Parks Committee held on 13 November 2018;
2. Acknowledges the community feedback received regarding the Ashfield Flats Draft Works Program 2018-2023;
3. Endorses the Department of Planning, Lands & Heritage's "Report on the community feedback received for the Ashfield Flats Draft Works Program 2018-2023" attached to the 13 November 2018 River Parks Committee agenda;
4. Notes that a number of the recommendations contained in the "Report on the community feedback received for the Ashfield Flats Draft Works Program 2018-2023" are contingent on the outcomes of the Hydrological Study being completed in approximately 18-24 months and that the study will heavily influence the recommendations proposed and the preparation of an Ashfield Flats Foreshore Management Plan to be prepared by the Department of Planning, Lands and Heritage in consultation with the Department of Biodiversity Conservation and Attractions;
5. Provides in principal support for all the recommendations contained in the "Report on the community feedback received for the Ashfield Flats Draft Works Program 2018-2023" and requests the following:
 - a) That the Department of Planning, Lands & Heritage and the Town of Bassendean work together with dog walkers and the community to develop a policy at Ashfield Flats covering access by dogs and the control of this access to protect high value conservations areas and restoration sites whilst facilitating recreation and community connection;

- b) That high value conservation areas and restoration sites be identified in conjunction with the Department of Biodiversity, Conservation and Attractions and a workshop convened with the Department of Planning, Lands and Heritage and the Town of Bassendean, dog walkers and community representatives to inform a policy at Ashfield Flats covering access by dogs and the control of this access and develop educational signage regarding on and off lead areas;
 - c) That officers provide information on responsible dog ownership to the community regarding the Ashfield Flats and generally via multiple media platforms;
 - d) That any foreshore fencing constructed be sympathetic to the natural environment, facilitate river views and provide multiple access points to the foreshore.
6. Council endorse the AshfieldCAN Lookout Concept Plan for Lot 821/52 Villiers Street Ashfield, prepared by Urban Botanic, attached to the 13 November 2018 River Parks Committee agenda;
 7. Notes the Department of Water & Environmental Regulation letter regarding contaminated Lot 821/52 Villiers Street, Ashfield, attached to the 13 November 2018 River Parks Committee agenda;
 8. Requests Officers to provide a report on a management order or lease agreement for the high ground depicted in the AshfieldCAN Lookout Concept Plan for Lot 821/52 Villiers Street, Ashfield subject to the WAPC/Department of Planning Lands & Heritage preparing a site management plan including specific health and safety management and an estimate of annual maintenance costs, including mowing and weeding;
 9. Receives the report updating on cage trapping within Ashfield Flats Reserve, Bindaring Park and Pickering Park;
 10. Endorses that no further cage trapping will be implemented, until a re-evaluation of the programme is undertaken, due to the high volume of domestic dogs wandering "off leash" within the Ashfield Flats Reserve;

11. Requests that the Department of Planning Lands & Heritage and Town of Bassendean officers continue to monitor the Ashfield Flats fox activity and reconsiders a fox cage trapping programme once guidelines for dog access on the Ashfield Flats have been implemented and their effectiveness evaluated;
12. Requests that officers continue to monitor the wandering cat problem at Bindaring Park and Pickering Park and on an 'as required' basis, the Town of Bassendean Rangers provide cat owners education materials regarding responsible pet ownership, in order to protect wildlife;
13. Requests temporary signage be erected notifying the public that fox cage trapping is in effect and not to access affected areas; and
14. **The Town of Bassendean work with the WA Planning Commission and Department of Biodiversity, Conservation & Attractions to promote responsible fishing throughout the Town via education and signage.**

LOST 2/4

Crs Mykytiuk & Brown voted in favour of the motion. Crs Gangell, Hamilton, Quinton & Wilson voted against the motion.

Cr Hamilton moved an alternative motion.

COUNCIL RESOLUTION – ITEM 10.13

OCM – 21/11/18 MOVED Cr Hamilton, Seconded Cr Quinton, that:

1. Council receives the report on a meeting of the River Parks Committee held on 13 November 2018;
2. Council acknowledges the community feedback received regarding the Ashfield Flats Draft Works Program 2018-2023;
3. **Council supports all the recommendations contained in the 'Report on the community feedback received for the Ashfield Flats Draft Works Programme 2018-2023' for:**

- a) **the Department of Planning, Lands & Heritage to approach the Department of Transport and request a fixed Swan River speed camera be erected at Ashfield Flats, to assist with the control of boat speed, with the aim to reduce the impact of boat wash as a contribution to reducing riverbank erosion at Ashfield Flats; and a sign be erected with a contact number to report speeding boats;**
 - b) **the Department of Planning, Lands & Heritage to seek the advice of the Department of Transport to direct all Swan River traffic and modify existing nautical maps to use the channel navigation markers between Ron Courtney Island and Garvey Park;**
 - c) **the Western Australian Planning Commission and the Department of Planning, Lands & Heritage to develop a policy in accordance with the Dog Act 1976, in consultation with representative community groups, to control dog access at Ashfield Flats Reserve in order to assist with the management of future rehabilitation areas; and**
 - d) **requests that any foreshore fencing constructed be sympathetic to the natural environment.**
4. Council notes that a number of the recommendations contained in the 'Report on the community feedback received for the Ashfield Flats Draft Works Program 2018-2023' are contingent on the outcomes of the Hydrological Study being completed in approximately 18-24 months and that the study will heavily influence the recommendations proposed and the preparation of an Ashfield Flats Foreshore Management Plan to be prepared by the Department of Planning, Lands and Heritage in consultation with the Department of Biodiversity Conservation and Attractions;
 5. Council endorse the AshfieldCAN Lookout Concept Plan for Lot 821/52 Villiers Street Ashfield, prepared by Urban Botanic, attached to the 13 November 2018 River Parks Committee agenda;
 6. Council notes the Department of Water & Environmental Regulation letter regarding contaminated Lot 821/52 Villiers Street, Ashfield, attached to the 13 November 2018 River Parks Committee agenda;

7. Council requests Officers provide a report on a management order or lease agreement for the high ground depicted in the AshfieldCAN Lookout Concept Plan for Lot 821/52 Villiers Street, Ashfield subject to the WAPC/Department of Planning Lands & Heritage preparing a site management plan including specific health and safety management and an estimate of annual maintenance costs, including mowing and weeding;
8. Council receives the report updating on cage trapping within Ashfield Flats Reserve, Bindaring Park and Pickering Park;
9. Council endorses that no further cage trapping will be implemented, until a re-evaluation of the programme is undertaken, due to the high volume of domestic dogs wandering "off leash" within the Ashfield Flats Reserve;
10. Council requests that the Department of Planning Lands & Heritage and Town of Bassendean officers continue to monitor the Ashfield Flats fox activity and reconsiders a fox cage trapping programme once guidelines for dog access on the Ashfield Flats have been implemented and their effectiveness evaluated;
11. Council requests that officers continue to monitor the wandering cat problem at Bindaring Park and Pickering Park and on an 'as required' basis, the Town of Bassendean Rangers provide cat owners education materials regarding responsible pet ownership, in order to protect wildlife; and
12. Council requests temporary signage be erected notifying the public that fox cage trapping is in effect and not to access affected areas; and
13. **That the Town of Bassendean work with the WA Planning Commission and Department of Biodiversity, Conservation & Attractions to promote responsible fishing throughout the Town via education and signage.**

CARRIED 5/1

Crs Hamilton, Quinton, Brown, Gangell & Wilson voted in favour of the motion. Cr Mykytiuk voted against the motion.

10.14 Audit & Governance Committee Meeting held on 7 November 2018 (Ref: GOVNCCL/MEET/3 – Mike Costarella, Director Corporate Governance)

APPLICATION

The purpose of this report was for Council to receive the report on a meeting of the Audit & Governance Committee held on 7 November 2018, and adopt the recommendations from the Committee.

COUNCIL RESOLUTION/COMMITTEE RECOMMENDATION – ITEM 10.14

OCM – 22/11/18 MOVED Cr Gangell, Seconded Cr Hamilton, that Council:

1. Receives the audited 2017/18 Annual Financial Statements and draft Audit Report and Completion Report, as attached to the Audit and Governance Committee Agenda of 7 November 2018;
2. Defers the review of Policy 6.14 pending a Councillors' workshop;
3. Advises that the Trustee of the Morley Baptist Church Inc is eligible for a Rates Exemption on 33 Hanwell Way Bassendean for the 2018/19 financial year in accordance with Section 6.26 (2)(d) of the Local Government Act, on the proviso that the planning use is changed from 'reception centre' to 'place of worship' (*Note: For the information of Councillors the property changed its use from reception centre to place of worship in September 2014*);
4. Accepts the Audit and Governance Committee's recommendation contained within the confidential section of the minutes of the 7 November 2018; and
5. Receives the report on a meeting of the Audit and Governance Committee of 7 November 2018.

CARRIED UNANIMOUSLY 6/0

**10.15 Determinations Made by the Principal Building Surveyor
Ref: LUAP/PROCED/1 – Kallan Short, Principal Building
Surveyor)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.15

OCM – 23/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council notes the decisions made under delegated authority by the Principal Building Surveyor.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/11/18 6/0

**10.16 Determinations Made by Development Services (Ref:
LUAP/PROCED/1 – Brian Reed, Manager Development
Services)**

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.16

OCM – 24/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council notes the decisions made under delegated authority by the Manager Development Services.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/11/18 6/0

**10.17 Accounts for Payment – October 2018 (Ref:
FINM/CREDTS/4 – Ken Lapham, Manager Corporate
Services)**

APPLICATION

The purpose of this report was for Council to receive the Accounts for Payment in accordance with Regulation 13 (3) of the Local Government (Financial Management) Regulations 1996.

Cr Mykytiuk left the Chamber at 9.35pm and returned at 9.36pm.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION -
ITEM 10.17

OCM – 25/11/18 MOVED Cr Gangell, Seconded Cr Quinton, that in accordance with Regulation 13(3) Local Government (Financial Management Regulations 1996) the List of Accounts paid for October 2018 be received.

CARRIED UNANIMOUSLY 6/0

10.18 Financial Statements – September/October 2018 (Ref: FINM/AUD/1 – Ken Lapham, Manager Corporate Services)

APPLICATION

The Local Government Financial Management Regulations, Clause 34(1) requires that a monthly financial report be presented to Council. A Local Government is to prepare each month a statement of financial activity that clearly shows a comparison of the budget estimates with the actual revenue and expenditure figures for the year to date.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.18

OCM – 26/11/18 MOVED Cr Quinton, Seconded Cr Gangell, that the:

1. Financial Reports for the period ending 30 September and 31 October 2018, be received; and
2. 2018/19 Budget be amended in accordance with the schedule listed in Note 9 (Budget Amendments) and as attached to the Ordinary Council Agenda of 27 November 2018, be approved.

CARRIED BY AN ABSOLUTE MAJORITY 6/0

10.19 Use of the Common Seal (Ref: INFM/INTPROP/1 – Sue Perkins, Executive Assistant)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.19

OCM – 27/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that Council notes the affixing of the Common Seal to the documents listed in the Ordinary Council Meeting Agenda of 27 November 2018.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-6/11/18 6/0

10.20 Calendar for December 2018 (Ref: Sue Perkins, Executive Assistant)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION -
ITEM 10.20

OCM – 28/11/18 MOVED Cr Wilson, Seconded Cr Mykytiuk, that the Calendar for December 2018 be adopted.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-6/11/18 6/0

10.21 Implementation of Council Resolutions (Ref: GOVN/CCLMEET/1 – Sue Perkins, Executive Assistant)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.21

OCM – 29/11/18 MOVED Cr Gangell, Cr Quinton, that the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 27 November 2018 be deleted from the Implementation of Council Resolutions list, **excluding item ROC18/62198.**

CARRIED UNANIMOUSLY 6/0

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1 Cr Gangell: Branding – Bassendean Village

This motion was withdrawn.

11.2 Cr Gangell: Signage: Bassendean Village

This motion was withdrawn.

11.3 Cr Gangell: Visioning Project – Old Perth Road

This motion was withdrawn.

11.4 Cr Gangell: People’s Choice Business Award

That Council receives a report on conducting a Town of Bassendean People’s Choice Business Awards 2019.

This item will be referred to the Economic Development Committee.

11.5 Cr Gangell: Kenny Street Parking Bays

Cr Gangell proposed to move the following motion at this meeting:

“That Council receives a report in relation to car parking bays being clearly delineated on Kenny Street with the parking bays being marked out with paint.”

After some discussion, it was agreed that this motion could be carried out administratively, without requiring a report.

COUNCIL RESOLUTION – ITEM 11.5

OCM – 30/11/18 MOVED Cr Gangell, Seconded Cr Mykytiuk, that the car parking bays be clearly delineated on Kenny Street with the parking bays being marked out with paint.

CARRIED UNANIMOUSLY 6/0

11.6 Cr Brown: Bassendean Oval Chain Link Boundary Fence

COUNCIL RESOLUTION – ITEM 11.6

OCM – 31/11/18 MOVED Cr Brown, Seconded Cr Hamilton, that the Town of Bassendean engage with the Committee of the Swan Districts Football Club to gauge their enthusiasm for realigning the chain-link boundary fence on the southern or Old Perth Road side of the oval, thus creating a more accessible park and thoroughfare linking the CBD with the river environs.

CARRIED UNANIMOUSLY 6/0

12.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

12.1 Cr Gangell: Lighting & CCTV at the Boat Ramp at Pickering Park

That Council receives a report on the feasibility and costings on providing lighting at the boat ramp at Pickering Park and also the provision of CCTV being provided in that location.

13.0 CONFIDENTIAL BUSINESS

COUNCIL RESOLUTION – ITEM 13.0(a)

- OCM – 32/11/18** MOVED Cr Brown, Seconded Cr Wilson, that the meeting go behind closed doors in accordance with Section 5.23 of the Local Government Act 1995, the time being 9.48pm.
CARRIED UNANIMOUSLY 6/0

All members of the public vacated the Chamber, the time being 9.48pm.

13.1 Auspire – The Australia Day Council WA, Community Citizen of the Year Awards (Ref: COMR/AWADP/2 – Salvatore Siciliano, Manager Recreation and Culture)

This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.

Crs Quinton & Hamilton declared an Impartiality Interest and left the Chamber at 9.49pm.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 13.1

- OCM – 33/11/18** MOVED Cr Gangell, Seconded Cr Wilson, that:

1. Council acknowledges the two award nominations in the Community Citizen of the Year (Senior and Youth), and the four nominations in the Community Citizen of the Year Award category;
2. Council awards the Community Citizen of the Year Award to the recipient shown in the Confidential Report attached to the Ordinary Council Agenda of 27 November 2018; and
3. Details of the recipients be embargoed until the ceremony to be held on 26 January 2019.

CARRIED UNANIMOUSLY 4/0

Crs Quinton & Hamilton returned to the Chamber at 10.04pm.

13.2 Local Studies Working Group - Nominations (Ref: COMDEV/LPIAC/2 – Renata Pietracatella, Manager Library and Information Services)

This matter was considered with members of the public excluded from the Chamber under Clause 5.23 (2) (b) of the Local Government Act 1995, as the officer report discusses information of a personal nature.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 13.2

OCM – 34/11/18 MOVED Cr Mykytiuk, Seconded Cr Hamilton, that Council appoints the following members on the Local Studies Working Group with membership expiring at the next Ordinary Local Government Election:

Joyce Tasma
Sarah Edmonds
Peter Wittwer
Mark Johnston
Michael John Grogan
Jacqueline Dawn Hampton-Grigg
Dr Sally Cawley

CARRIED BY AN ABSOLUTE MAJORITY 6/0

COUNCIL RESOLUTION – ITEM 13.0(b)

OCM – 35/11/18 MOVED Cr Brown, Seconded Cr Gangell, that the meeting come from behind closed doors, the time being 10.05pm.

CARRIED UNANIMOUSLY 7/0

As no members of the public returned to the Chamber, the reading aloud of the motions passed behind closed doors was dispensed with.

14.0 **CLOSURE**

The next Briefing Session will be held on Tuesday 11 December 2018 commencing at 7.00pm.

The next Ordinary Council Meeting will be held on Tuesday 18 December 2018 commencing at 7.00pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 10.05pm.

ATTACHMENT NO. 2



Department of
Planning



Western
Australian
Planning
Commission

May 2017

DC Policy 2.2

– Residential Subdivision

Development Control Policy 2.2

– Residential Subdivision

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Background notes

1. *Development Control Policy 2.2 – Residential Subdivision* establishes the Western Australian Planning Commission (WAPC) position on residential subdivision. The policy considers *State Planning Policy 3.1 – Residential Design Codes (R-Codes)* and other relevant WAPC policies.

2. This policy complements the following and should be read in conjunction with these relevant policies and planning instruments.

State Planning Policy 3.1 – Residential Design Codes (R-Codes)

Development Control Policy 1.1 – Subdivision of Land - General Principles

Development Control Policy 1.3 – Strata Titles

Development Control Policy 2.3 – Public Open Space in Residential Areas

Development Control Policy 2.4 – School Sites

Development Control Policy 2.5 – Special Residential Zones

Development Control Policy 2.6 – Residential Road Planning

Liveable Neighbourhoods

Government Sewerage Policy – Perth Metropolitan Region

1. Citation

This is a Development Control policy prepared under Section 14(b)(ii) of the *Planning and Development Act 2005*.

This policy may be cited as *Development Control Policy 2.2 – Residential Subdivision (DC 2.2)*.

2. Introduction

This policy sets out the Western Australian Planning Commission's requirements for the subdivision of land into residential lots. It is related to the site area per dwelling standards contained in the R-Codes; and to other WAPC policies outlined in **Background notes**. It is intended that, when read together, these policies create a flexible framework for the use of statutory planning powers within which the creation of a wide range of lot and housing types is possible.

3. Policy objectives

- To establish a consistent and coordinated approach to the creation of residential lots throughout the Western Australia.
- To adopt criteria for residential lots that will ensure each lot has a suitable level of amenity, services and access.

- To facilitate the supply of residential lots in a range of shapes and sizes that reflect the statutory provisions of local planning schemes – including the R-Codes, the availability of reticulated sewerage, and the need for frontage to public roads.

4. Policy measures

4.1 General requirements

4.1.1 Applications for the subdivision of land into residential lots will be assessed against:

- the relevant criteria set out in clause 4.1.3
- the context of the general subdivision requirements of *Development Control Policy 1.1 – Subdivision of Land – General Principles*
- any relevant endorsed local structure plan
- other matters that may apply to the circumstances of the proposal.

Conditions of approval may also be imposed to ensure compliance with the criteria.

4.1.2 If the WAPC considers that a plan for subdivision may affect a local government, a public authority or utility service provider,



it is required under the *Planning and Development Act 2005* (as amended) to consult with, and consider the advice of the local government and any relevant public bodies and government departments before making a decision on the application for subdivision.

4.1.3 All new residential lots will be:

- capable of development in accordance with the R-Code density assigned under the relevant local planning scheme, and any local variations that may apply
- located in an area with physical characteristics suitable for subdivision (such as topography, soils, drainage, vegetation and natural features); and in accordance with an approved structure plan (where applicable) or for infill sites, which reflects those characteristics
- located within a system of vehicle and pedestrian movement consistent with the principles of *Development Control Policy 2.6 – Residential Road Planning*, in terms of roads hierarchy, road safety, lot access and provision of cycleways and pedestrian walkways
- convenient to areas of passive and active open space in accordance with *Development Control Policy 2.3 – Public Open Space*, in terms of

appropriate location and configuration, and having regard for the existing and proposed distribution of open space in the immediate locality

- served by a suitable level of community services, schools, retail and other facilities and services as determined under other relevant WAPC policies
- screened or otherwise protected from the effects of adjacent land uses that may affect the amenity of the occupants of the lot.

4.2 Lot sizes

4.2.1 The minimum lot size and frontage requirements of the relevant R-Code form the basis for the subdivision of residential land. Lot sizes greater than the specified minimum will be considered, unless the WAPC, having regard for the reasons for the selection of the particular R-Code and any commitments made to service infrastructure, considers the uneconomic use of services would result.

4.2.2 In greenfield subdivisions, the WAPC may consider subdivision applications with lot sizes for single houses below the minimum for the relevant R-Code, provided the subdivision complies with the average for the relevant R-Code.

4.2.3 In existing residential areas, the WAPC will only consider subdivision or survey-strata applications proposing variations to lot sizes for single houses and grouped dwellings below the minimum site area requirements (meaning below the minimum and below the average lot sizes) specified in *Table 1* or elsewhere in the R-Codes, where it determines it will have a beneficial outcome for the community; and where the following criteria is met.

Variations to average lot size

- All lots in the subdivision meet the minimum lot size specified in *Table 1* or elsewhere in the R-Codes.
- The variation reduces the average lot size of the subdivision by no more than five per cent of the average lot size specified in *Table 1* or elsewhere in the R-Codes. Any average lot size variation greater than five per cent meets the following criteria:
 - a residential coding of R10 to R30 applies to the land
 - the site is a corner lot with frontage to more than one road (excluding a regional road) or has dedicated road access or right-of-way access to both front and rear boundaries
 - the proposed lots comply with the minimum frontage requirements



specified in *Table 1* of the R-Codes and are regular in shape

- crossovers and driveways to the proposed lots are provided in accordance with Australian Standard (AS) 2890 and the R-Codes
- any corner truncation is excluded from the calculation of the average lot size.
- The applicant provides information that demonstrates the variation will have a beneficial outcome for the community.

Variations to minimum and average lot size

- The minimum lot size variation only applies to one lot in the subdivision.
- The variation reduces the area of that one lot by no more than five per cent of the minimum lot size specified in *Table 1* or elsewhere in the R-Codes.
- The variation in the area of that one lot reduces the average lot size of the overall subdivision by no more than five per cent of the average lot size specified in *Table 1* or elsewhere in the R-Codes.
- The applicant has provided information that demonstrates the variation will have a beneficial outcome for the

community, which could include one or more of the following:

- protection of an environmental or heritage feature
- retention of a significant element that contributes toward the amenity of an existing streetscape
- development of lots with separate and sufficient frontage to more than one public street (for example, corner lots or lots with two or more street frontages)
- overcoming a special or unusual limitation imposed on the development of the land by its size, shape or other feature (for example, past or proposed excision for an electrical sub-station or service easement, irregular boundary or change in existing ground levels)
- allowing land to be developed with housing of the same type and form as land in the vicinity, which would not otherwise be able to be developed
- achieving specific objectives of the local government's local planning framework.

- In considering variations, the WAPC will give regard to the recommendations of the local government.
- Where a local government objects to a variation, the objection should be supported by reasons, with reference to the criteria set out above.
- Where a local government objects to a variation and the WAPC is of the view the application should be supported, further consultation will be undertaken with the local government before the application is determined by the WAPC.

4.2.4 In the interests of variety and choice, there is merit in the provision of a range of lot sizes, where possible, in residential subdivisions. The provisions of the R-Codes provide some opportunity for diverse lot sizes and to a lesser extent, lot shapes – giving greater choice to the community.

4.2.5 For the purpose of calculating average lot size specified in *Table 1* or elsewhere in the R-Codes, the WAPC accepts that with many large-scale projects, subdivisions will proceed in stages, following an overall structure plan for the locality or district, and that component stages may not separately comply with the average lot size requirement. In such cases, the WAPC may choose to base the required calculation



upon subdivision of the entire project area provided that where a particular stage does not comply, it can be assured that subsequent stages will restore compliance, and that those stages will be completed within a reasonable period of time.

4.3 Connection to sewerage

- 4.3.1 The WAPC will apply the *Government Sewerage Policy – Perth Metropolitan Region 1995* (as amended) in its consideration of applications for the creation of residential lots in unsewered areas of the metropolitan region. The basis of that policy is the provision of reticulated sewerage to all new residential subdivisions is mandatory, unless the exemptions as specified in that policy apply.
- 4.3.4 Similarly, outside the metropolitan region, the WAPC will give regard to the Water Corporation of WA's *Country Towns Sewerage – Subdivision Policy*, which specifies those towns or parts of towns where the provision of sewerage is mandatory for new subdivisions, together with exceptions.
- 4.3.5 Where the WAPC is prepared to approve new residential lots without sewerage, it will need to be satisfied that an on-site effluent disposal system is provided in accordance with current policy requirements and practice.

4.4 Single residential lots

- 4.4.1 Single residential lots should be rectangular in shape to accommodate project housing, with preferably a greater depth than width to maximise private space, privacy and amenity; and with an economy of street frontage. Frontage to depth ratios of between 1:1.5 and 1:2 have been common in practice and proved effective.
- 4.4.2 The shape of a lot becomes more critical for those with an area less than 260 square metres, since the proportion covered by a building tends to increase with reductions in area. Accordingly, the WAPC will pay closer attention to this aspect of subdivision proposals and, where irregularly shaped lots are proposed, may seek illustration of the manner in which such lots can be developed effectively in accordance with R-Code requirements before making a decision on an application.

4.5 Small residential lots

- 4.5.1 Proposals to subdivide land to create two or more lots of less than 260 square metres should be submitted with information regarding the arrangement of proposed buildings, fences, driveways and other development on the land to enable the relationship between the subdivision and the development to be assessed.

- 4.5.2 Where proposed lots of less than 260 square metres are narrow, irregularly shaped, present vehicular access difficulties or involve the development to proceed with boundary walls, the WAPC may require, having regard to the views of the local government, that deposited plans of survey or vacant/survey-strata plans not be endorsed until the buildings are constructed to plate height, unless there is a detailed area plan/local development plan adopted under an operative local planning scheme.

4.6 Battle-axe subdivision

- 4.6.1 For the purpose of this section, a battle-axe lot means a lot to which access is provided by a distinct access leg of sufficient width to accommodate a driveway and the necessary public utility services, which is attached to and forms part of the lot. Effective lot area means that part of the battle-axe lot that is capable of development, and excludes the access leg and associated truncations.
- 4.6.2 Extensive use of the battle-axe configuration in the subdivision of new greenfields areas is not favoured. Exceptions may be permitted where:
- battle-axe legs can be used to provide an alternative access for lots fronting major roads with access controls, or public open space



- full advantage can be taken of the views out of the site or where vegetation can be protected through reduced road construction requirements.
- 4.6.3 In existing areas, the WAPC recognises battle-axe subdivisions can provide housing choice and make effective use of land where no other access is practicable. The WAPC, however, considers that where opportunities are provided by dedicating existing laneways and rights-of-way as public roads – both as a means of providing alternative access and a street aspect, this is a preferred outcome to the provision of battle-axe lots.
- 4.6.4 Where local governments consider that battle-axe subdivisions are likely to seriously threaten the character of an established residential area that ought to be protected (for example, heritage precincts or special design control areas) density controls and other provisions may be included in local planning schemes to limit or otherwise ensure that battle-axe subdivisions are in keeping with their surroundings. Provisions should take into account the character and built form outcome of the area.
- 4.6.5 In locations subject to the provisions of the R-Codes, the minimum lot area will be as set out in clause 5.1.1 and column 4 of *Table 1* of the R-Codes. The WAPC will not permit reductions in the minimum or average lot sizes set by the R-Codes for battle-axe subdivisions.
- 4.6.6 In locations not subject to the provisions of the R-Codes, the WAPC will normally require residential battle-axe lots to have an effective lot area of at least 850 square metres to overcome the sense of confinement from lack of street frontage. In areas characterised by small lots, the WAPC may, with the advice of the relevant local government, reduce that basic requirement when it is satisfied that the lot is capable of development without undue effect on adjacent properties. The WAPC may wish to view development plans before making its decision.
- 4.6.7 Access legs to battle-axe lots should be a minimum of 4 metres in width to allow for a constructed driveway and the necessary public utility services. Where the lot is to be created for grouped or multiple dwelling development, the WAPC may require the width of the leg to be increased. Driveways are required to be constructed and drained as a condition of subdivision approval in accordance with the specification of the local government.
- 4.6.8 In rural, rural-residential and low-density subdivisions requiring long battle-axe legs, and locations where there are particular physical or topographical constraints, the WAPC, on the advice of the local government, may require a battle-axe leg wider than 4 metres.
- 4.6.9 In cases where access legs to battle-axe lots are adjoining, the WAPC may accept a reduced width of 3 metres for each leg, subject to the subdivider entering into an agreement with the local government to ensure reciprocal rights of access over adjoining battle-axe legs. The reciprocal rights should also extend into the effective lot areas to allow for a shared turning area.
- 4.6.10 Battle-axe arrangements involving more than two access legs will not normally be accepted unless there are exceptional circumstances to justify such an arrangement. Where more than two adjoining battle-axe legs are proposed, access should be provided by way of a constructed road.
- 4.6.11 The WAPC will not normally accept undersized battle-axe legs as a means of obtaining alternative road frontage and to avoid the costs of extending a water main or sewer in accordance with normal requirements.
- 4.6.12 A truncation of 4.24 metres may be required at the point where the access leg joins the effective area of the lot, to improve vehicular access into the lot. A further truncation, generally of 2.12 metres may be required at the point where the access leg



meets the road reserve, to improve visibility for vehicles entering or leaving the lot. The WAPC will give particular regard to the advice of the local government on these requirements.

- 4.6.13 The WAPC will normally require proposals for the creation of battle-axe lots for residential purposes to comply with the design standards set out in this policy. The WAPC may permit variations to the policy upon the advice of the relevant local government, public bodies and government departments, and where it is satisfied that such variations would be consistent with orderly and proper planning.

4.7 Access to residential lots

- 4.7.1 The creation of lots having road access to both front and rear boundaries is not generally favoured, although exceptions may be made if the proposed lot is specifically designed for multiple or grouped dwellings and the proposal is consistent with the operational and safety requirements of the abutting streets and relevant R-Code provisions.
- 4.7.2 For lots without street frontage, vehicular access should be provided in accordance with the following:
- Battle-axe lots (including survey-stratas with no common property) to

be provided with an access leg of 4 metres in width, with a reduced width of 3 metres, for each access leg when they adjoin.

- The R-Code requirements for strata lots (including survey-stratas with access via common property) to be provided with driveways of 4 metres width, or 3 metres width where necessary to retain an existing dwelling. Driveways should be designed to allow vehicles to pass in opposite directions at one or more points where six or more dwellings are served by the driveway.
- Where it is proposed to retain an existing dwelling and access is not by common property, the WAPC, in considering any strata subdivision will generally require that:
 - there should be no eaves overhangs or other protrusions into the driveway space and no major opening in the wall adjacent to the driveway
 - there will be adequate space for the car parking required by the R-Codes, and sufficient space for safe vehicle manoeuvring.

4.8 Provision of screen fencing

- 4.8.1 Where lots are being created with rear or side boundaries that abut public reserves – particularly major roads to which the lots have no access – the amenity and safety of those reserves is often best protected by the provision of uniform fencing along the common boundary. Arrangements for such fencing should be made at the time of subdivision. Accordingly, a condition of subdivision may require the subdivider to reach agreement with the local government on fencing to include such matters as specification, complementary landscaping and the timing of its provision.
- 4.8.2 The suitability of fences for given locations will depend on function and setting, but the fences will be:
- substantially of solid construction and of sufficient height (normally between 1.8 metres and 2.4 metres) to provide privacy and screening
 - of materials or finished treatment to give a long-lasting, aesthetic appearance, preferably with a low maintenance factor and complemented with landscaping where appropriate
 - of uniform height, design and materials with adjacent lots and of compatible design and/or materials



where changes in design or height are justified due to the requirements of topography or to relieve monotony

- of sufficient height and strength and of appropriate design where it is necessary to produce a barrier in the interests of safety.

4.8.3 Where residential subdivisions include or adjoin public uses such as schools and open spaces, it is preferable to separate the residential lots and public uses by the road system. Arranging parklands and schools to front streets contributes to the local streetscape, creates a safer and more secure environment and avoids the unattractive appearance of extensive back fences.

4.9 Underground power

4.9.1 The WAPC recognises that considerable advantages are gained in the provision of reticulated underground power in residential subdivision, including improved aesthetics, safer and more reliable power supply, greater flexibility in road design and lower maintenance costs. Therefore, as part of its consideration of applications for subdivision, the WAPC will normally require the provision of underground power to residential lots, with regard to the advice of the relevant licensed service provider.

ATTACHMENT NO. 3

1. OVERVIEW

1.1 Smart Cities

Telstra is committed to future proofing our cities by providing the essential infrastructure facilitating the ever-growing digital connections binding our communities. The new **Smart Media Network** is the latest initiative by Telstra to smart city development.

The **Smart Media Network** breathes new life into Telstra's existing 30,000 assets located in all parts of the country – providing vibrant digital infrastructure that connects people across Australia. The **Smart Media Network** includes upgraded formats of Telstra's public communications products, transformed into cutting edge media products befitting smart cities. These facilities include:

- Smart Billboards
- Smart Hubs
- Smart City Payphones
- Interactive Community Spaces
- 5G Network Connectivity
- Big Data Collection and Analytics

1.2 Smart City Payphones

Telstra is partnering with JCDcaux, the largest outdoor communication company in the world, to provide, operate, service and maintain over 1,800 new **Smart City Payphones** areas across Australia. These innovative facilities replace existing dated public payphone facilities, and will include:

- Publicly accessible Wi-Fi (at select locations).
- An NFC enabled 'always-on' mobile interaction hub allowing mobile users to tap for instant digital content, with two tabs allocated for council use.
- USB charging ports.
- A digital screen partly available for council digital content.
- Public transport information.
- Public emergency messaging system.
- Understated timeless aesthetic sits comfortably within the urban fabric of unique cities and different precincts within those cities.
- Designed and built to the highest quality standards to ensure a premium product is maintained throughout its life.
- First genesis of a modern payphone cabinet that integrates into a smart city.

1.3 Statutory Process

Telstra can install and operate the **Smart City Payphones** as a 'low-impact facility' with immunity from state law and the powers and functions of local government, pursuant to of Schedule 3 of the *Telecommunications Act 1997* (Cth). This statutory right includes the installation and use of a digital screen (as a part of the **Smart City Payphone**) for the purposes of advertising, related only to the supply of standard telephone services and display of information. However, town planning approval is required to use the digital screen (as a part of the **Smart City Payphone**) for third party advertising content purposes.

The introduction of an additional form of advertising content on the **Smart City Payphone**, after the completion of the compliant exercise of statutory rights under Schedule 3 of the *Telecommunications Act 1997* Cth (and subject to town planning approval being procured for a change of content for the existing digital screen), does not invalidate the installation nor affect Telstra's statutory powers and immunities in respect of the **Smart City Payphone**.

1.4 The Proposal

This application seeks consent for the change of content from Telstra Standard Telephone Service (STS) advertising to allow third-party advertising at a Smart City Payphone at 25 Old Perth Road, Bassendean.

2. SITE LOCATION AND HISTORY

2.1 Site Details

The Smart City Payphone subject to this application is identified within the attached location map and in Table 1.

The proposed site is within a road reserve/ footpath area. The Smart City Payphone at this location will replace an existing booth at located approximately 70m north-west of the proposed location, adjacent to the intersection of Old Perth Road and Guildford Road. The existing payphone will be removed.

TABLE 1 – TOWN OF BASSENDEAN SMART CITY PAYPHONE LOCATIONS

| CabID | Address | Latitude | Longitude | Zone | MRS Zone |
|------------|----------------------------------|------------|------------|---------|----------|
| 08927902X2 | 25 OLD PERTH ROAD, BASSENDEAN | -31.904137 | 115.948179 | No Zone | Urban |

The general siting and location of the facility is directed to areas of high pedestrian movement, in this instance in the Bassendean town centre.

3. PROPOSED DEVELOPMENT

Development approval is sought for the change of content from Telstra Standard Telephone Service (STS) advertising, to allow third-party advertising on the facility arising from the upgrade to Telstra's payphone infrastructure and technology.

The scope of this application is limited to the third-party advertising content change only (detailed below). No material or modifications of the structure is required as part of this proposal.

Dimensions for the signage are 1,600mm height and 900mm width. The proposed signage dimensions will remain consistent with the existing sign dimensions as the same digital screen will be utilised. Please refer to the included plans for more information.

The proposed signage will display a total of 6 advertisements per minute with an instantaneous transition time.

The **Smart City Payphone** (including digital screen) will be initially installed under Schedule 3 of the Telecommunications Act 1997 (Cth) and will display Telstra STS related advertising (in accordance with *Telecommunications (Low-impact Facilities) Determination 2018*).

3.1 Illumination

Each electronic display screen has an inbuilt light adjustment sensor that measures ambient light around the structure and gradually adjusts the screen brightness based on the need for light. The brightness adjustments occur in small increments so that no dramatic change in illuminance level is experienced.

The screen brightness outputs are designed in accordance to satisfy Australian Standard AS4282:1997 Control of the Obtrusive Effects of Outdoor Lighting. Screen brightness is summarised in Table 2.

TABLE 2 – SCREEN BRIGHTNESS LEVELS

| Lighting Condition | Average | Maximum |
|--------------------------|--------------------------------|-------------------------|
| Full direct sun on panel | 2,000 cd/m ² | 2,500 cd/m ² |
| Day time | 1,200 – 1000 cd/m ² | 1,500 cd/m ² |
| Inclement Weather | 1,000 – 900 cd/m ² | 1,000 cd/m ² |
| Night Time | 350 – 300 cd/m ² | 500 cd/m ² |

3.2 Content Management

All digital infrastructure is remotely monitored and controlled by JCDecaux staff via an internal content management software. The content management system has firewalls and security protocols in place to ensure the integrity of the digital advertising network.

3.3 Monitoring and Maintenance

The electronic advertising sign is equipped with features that continuously monitor the operating parameters of the unit and automatically send alerts if an operational problem or loss of content occurs to JCDecaux's management software.

If power is entirely lost, the screen maintains sufficient power to allow for an orderly shut-down of the electronic advertising sign and operating system, saving all settings and slowing the modem to send an alert about the problem. Once power is restored the electronic advertising sign will automatically display a black screen.

The electronic advertising sign is equipped with features that continuously monitor the operation of the facility.

The sign will be cleaned weekly and scheduled to a monthly maintenance check.

3.4 Emergency Messaging System

JCDecaux has developed a web-based Emergency Messaging System to which the City of Perth will have direct access. In emergency situations the City of Perth can take over the Telstra Smart Phone digital inventory across the local government area or particular areas to display emergency information. The system has a number of features to assist in emergencies including:

- The ability to upload pre-prepared emergency messages and creative;
- The ability to select assets and form groups or networks: a group could be all assets, the assets located on a particular suburb;
- Automatic expiry function to deactivate emergency messaging and return to normal advertising displays;
- Multiple emergency messages across multiple assets can be displayed simultaneously; and
- Full training will be provided by JCDecaux.

3.5 Industry Membership and Advertising Codes

JCDecaux is a member of the Outdoor Media Association (OMA) who are the peak body representing Out-of-Home advertising within Australia. As a tier one member of the OMA, JCDecaux are committed to complying with the following codes that regulate the content and placement of advertisements which include:

- OMA Code of Ethics
- OMA Alcohol Advertising Guidelines
- OMA Environment and Sustainability
- AANA Code of Ethics
- AANA Environmental Claims in Advertising and Marketing Code
- AANA Code for Advertising and Marketing in Communications for Children
- AANA Food and Beverages Advertising and Marketing Communications Code
- Alcohol Beverages Advertising Code
- Federal Chamber of Automotive Industries
- Voluntary Code of Practice for Motor Vehicle Advertising

JCDecaux have an internal creative review process to ensure that advertisements do not breach any applicable code. This review process is undertaken prior to creatives being sent for printing/production and being displayed.

It is also noted that the partnership between JCDecaux and Telstra also adds an additional layer of content control, with Telstra (a notably risk-averse company), also applying certain parameters as to what third-party advertising is permissible on their facilities.

4. PLANNING CONTROLS

Legislation and planning controls relevant to this application are identified below:

- Commonwealth Legislation:
 - Telecommunications Act 1997 (Cth).
 - Telecommunications (Low-impact Facilities) Determination 2018.
- State Planning Policy 5.2 – Telecommunications Infrastructure.
- Town of Bassendean Local Planning Scheme No.10.
- Bassendean Town Centre Strategy and Guidelines.
- Local Planning Policy No.16 – Control of Advertisements.

4.1 Commonwealth Legislation

Telstra can install and operate the **Smart City Payphones** as a 'low impact facility' with immunity from state law and the powers and functions of local government, pursuant to of Schedule 3 of the *Telecommunications Act 1997 (Cth)*. This statutory right includes the installation and use of a digital screen (as a part of the **Smart City Payphone**) for the purposes of advertising, related only to the supply of standard telephone services and display of information. However, town planning approval is required to utilise the digital screen, (as a part of the **Smart City Payphone**) for non-Telstra related (third-party) advertising.

In this instance, it is proposed that the **Smart City Payphone** will only display advertising related to the supply of standard telephone services (in compliance with the Low Impact Facilities Determination 2018 Cth) during and upon the completion of the exercise of statutory right under Schedule 3 of the *Telecommunications Act 1997 (Cth)*. Subject to the relevant planning approval being obtained for the change of content from STS advertising, to allow third-party advertising, this would then be introduced at a future point in time.

The introduction of an additional form of advertising content on the **Smart City Payphone**, after the completion of the compliant exercise of statutory rights under Schedule 3 of the *Telecommunications Act 1997 Cth* (and subject to town planning approval being procured for a change of content for the existing

digital screen), does not invalidate the installation nor affect Telstra's statutory powers and immunities in respect of the **Smart City Payphone**

4.2 State Planning Policy 5.2 – Telecommunications Infrastructure

State Planning Policy 5.2 (SPP5.2) identifies the need to provide efficient and effective communication facilities throughout the State, and notes that “adequate and reliable telecommunications are essential for all aspects of contemporary community life, from supporting the State's economy to creating and maintaining connected and cohesive social networks”, and further notes that “contact between emergency services and the community increasingly relies on the telecommunications networks”.

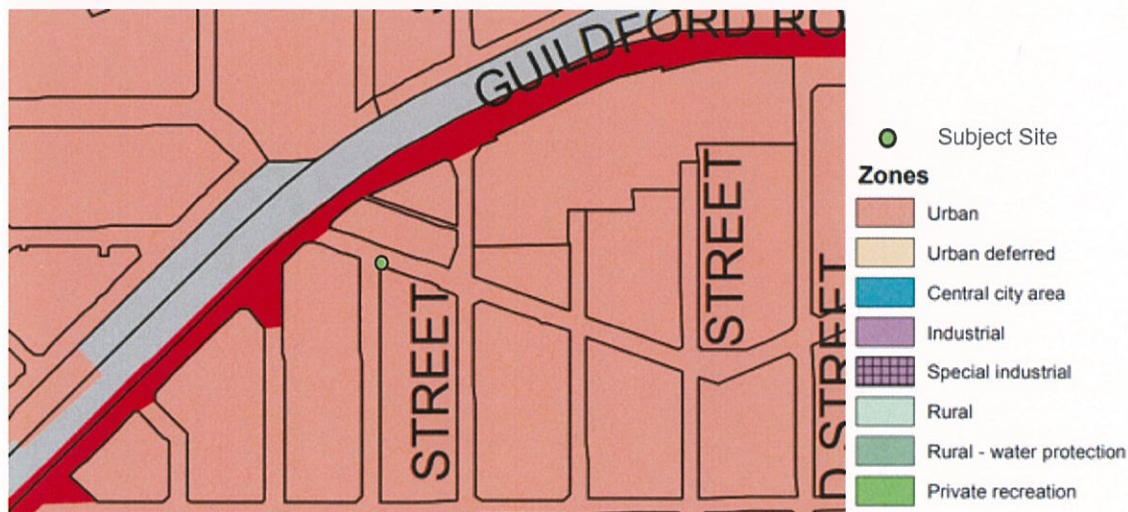
As per section 3.5 of SPP5.2, telecommunications facilities identified under Schedule 3 of the *Telecommunications Act* are exempted from development approval, as also noted within section 4.1 of this report.

In this regard, and as previously noted throughout this report, approval is therefore only sought for the change of advertising content to enable third-party advertisement.

4.3 Metropolitan Region Scheme (MRS)

The underlying land is zoned 'Urban' under the MRS, which facilitates residential, commercial, recreational and light industry. In this regard, it is considered that the proposed advertising would be considered consistent and ancillary to typical uses in the Urban zone.

Figure 1 – MRS Zoning

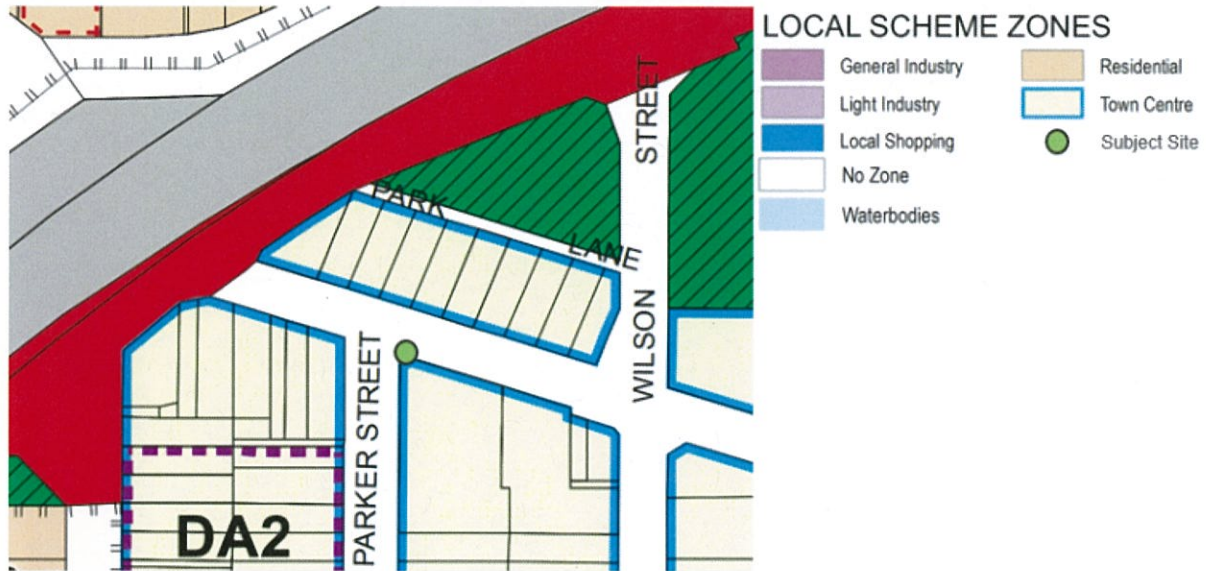


Source: DPLH 2018

4.4 Town of Bassendean Local Planning Scheme No.10

4.4.1 Zoning, Permissibility and Objectives

Figure 2 – Town of Bassendean LPS Zoning



Source: DPLH 2018

The subject site is also within the Bassendean Town Centre Strategy area (refer to s4.4.1).

Whilst the site is not zoned under LPS10, the objectives of the surrounding Town Centre zone are considered relevant – refer to Table 3.

TABLE 3 – TOWN CENTRE ZONE OBJECTIVES

| Objective | Comment | Compliance |
|--|---|------------|
| a) To promote, facilitate and strengthen the town centre zone as the principal focus of the district in terms of shopping, professional, administrative, cultural, entertainment and other business activities; | The Telstra Smart City Payphone itself is a universal facility that is available and accessible to all people at all times. The front digital display screen will be made available to the City to promote local events and other items, with the larger screen also able to be accessed in disaster or emergency situations. The modern payphone and high-quality signage and screens will enhance the town centre as the principal place of commerce in the municipality. | ✓ |
| b) To recognise the unique and specific function of each precinct within the town centre in terms of: | The facility is designed to be used by and viewed by pedestrians, and therefore will contribute to the main street character of the locality. | ✓ |
| i) traditional main street pedestrian based commercial retail, west of Wilson Street ... | The signage will enable the installation of the Telstra Smart City Payphone which will provide essential and enhanced services. The additional provision of third-party advertising will also be able to assist in enhancing the commercial and retail interest at a pedestrian level through the area, consistent with the desired function of the precinct. | ✓ |
| c) To accommodate a diversity of commercial, cultural and residential facilities; | The upgrading of the facility will result in the continued provision of essential community services as per Telstra's service obligation to operate and maintain payphone facilities nationally. | ✓ |
| d) To encourage the integration of existing and proposed facilities within the zone so as to promote ease of pedestrian movement and the sharing of infrastructure, as well as to retain the opportunity for any future expansion of the area; | The Telstra Smart City Payphone itself is a universal facility that is available and accessible to all people at all times. The introduction of the third-party advertising will be accessible to the City to promote local events and other items, with the larger screen also able to be accessed in emergency situations. The flexibility of the facility and its options to display various information therefore ensures that the advertising and facility itself is adaptable for both current and future development. | ✓ |
| e) To achieve safety and efficiency in traffic circulation. | The proposal is not intended to impact on the safety or efficiency of traffic circulation in the area. | N/A |

| Objective | Comment | Compliance |
|---|---|------------|
| f) To ensure that buildings, ancillary structures and advertising are of high quality and achieve an architectural theme contributing to the uniqueness of the townscape; | The Telstra Smart City Payphone has been architecturally designed and built to the highest quality standards to ensure a premium product is maintained throughout its life. The Telstra Smart City Payphone will replace an existing, outdated phone booth facility, and as such will provide a facility which is modern, has a high-level of service and provides a range of additional community benefits. Accordingly, the proposed third-party advertising will be the catalyst for the provision of such a facility. | ✓ |
| g) To provide sheltered places for pedestrians and shade to car parking areas; | The payphone component of the facility is weather protected. | N/A |
| h) To preclude the storage of bulky and unsightly goods from public view; | N/A | N/A |
| i) To provide landscaping appropriate to the scale of development; and | N/A | N/A |
| j) To ensure that development conforms with the Local Planning Strategy and the principles of any Local Planning Policy adopted by the Council. | Consideration of the Local Planning Strategy and relevant policies has been addressed in Table 4 and TABLE 6 of this application. | ✓ |

It is considered that the proposed facility is considered to be consistent with the objectives of LPS10.

4.4.1 Bassendean Town Centre Strategy and Guidelines

The site is located within the Bassendean Town Centre Strategy area which envisages that by 2030 "the Town of Bassendean will be an ideal, highly accessible urban village location where people can participate in a cohesive, vibrant and diverse community lifestyle and a thriving local business economy with a high quality built and natural environment".

Section 8.9 of the strategy specifically considers the provision of signage and public art within the town centre – refer to Table 4.

TABLE 4 – SECTION 8.9 SIGNAGE AND PUBLIC ART ASSESSMENT

| Provision | Comment | Compliance |
|---|---|------------|
| Refer to Public Art Policy and Master Plan and Commercial Advertising Signage Policy | Consideration of the appropriate policies has been undertaken within Section 4.6 of this application. | ✓ |
| Pylon signs will not generally be permitted. Signage designed as part of the building and themed to complement development is encouraged and if a building has numerous tenants, consolidated signage is preferred. | The proposed third-party advertising is to be incorporated into the upgraded Telstra Smart City Payphone facility and as such is neither a pylon sign, nor able to be designed as part of a building, however is an integral part of the payphone structure. | N/A |

| Provision | Comment | Compliance |
|---|---|------------|
| Illuminated signage (not pulsating or flashing) is preferred to externally lit signs. Signs should be lit at night. | <p>The electronic display screen has an inbuilt light adjustment sensor that measures ambient light around the structure and gradually adjusts the screen brightness based on the need for light. The brightness adjustments occur in small increments so that no dramatic change in illuminance level is experienced. The screen brightness outputs are designed in accordance to satisfy Australian Standard AS4282:1997 Control of the Obtrusive Effects of Outdoor Lighting.</p> <p>The signage will be lit 24/7 via the internal illumination system as previously noted and addressed within Section 3.1 of this application.</p> | ✓ |

In accordance with the above it is considered that the proposal is consistent with the objectives of the Town Centre Strategy.

4.4.2 Other Relevant Local Controls

A review of any potential heritage impacts has been considered and have been informed by the State Heritage Council State Heritage Office in Herit search system. Accordingly, it has been identified that the facility is located within an area of heritage significance as indicated below in Figure 3. Consideration has been given, as outlined in Table 5, as to the impact of the site on the heritage item.

Figure 3 – State & Local Heritage Areas



Source: Heritage Council – State Heritage Office 2018

TABLE 5 – HERITAGE CONSIDERATIONS

| Proposed Site Id | Address | Heritage Impact | Comment |
|------------------|-------------------|---------------------------------|---|
| 08927902X2 | 25 Old Perth Road | Bassendean Hotel (Local-133) | Whilst not shown in Figure 3, the proposed sign is located adjacent to the locally listed Bassendean Hotel. The payphone and associated signage sits in the road reserve as a typical piece of street furniture that is distinct and separate from the hotel. Third-party advertising will not any material impact above any perceived impact of telecommunications related advertising which is permitted as of right. |

A review of the Aboriginal Heritage Inquiry System concluded that the site and the surrounding area is not within any areas of Aboriginal significance.

Similarly, a review of the SLIP mapping system has indicated that the site is not within a bushfire prone area.

4.6 Town of Bassendean Local Planning Polices

4.6.1 Local Planning Policy 16 – Control of Advertisements

It is not considered that the proposed sign falls into a standard sign-type definition in LPP16 and therefore, the definition of 'Other Advertisements' has been utilised. An 'Other Advertisement' is described as "an advertisement which is not described by any other category of advertisement referred to in clause 2.1 of this Policy".

As per Clause 2.3 of the policy "*the local government may exercise its discretion to approve a deviation from the specific standards subject to the applicant demonstrating that the likely effect of the location, height, bulk, scale, orientation and appearance of the advertisement will not:*

- a) *Conflict with or detrimentally affect the amenity of the locality;*
- b) *Interfere with traffic safety; and*
- c) *Create visual pollution".*

Furthermore, Clause 2.4 outlines instances where an advertisement should not be displayed. Relevant provisions from relevant clauses are addressed in Table 6.

TABLE 6 – SECTION 2.4 – PLACEMENT OF ADVERTISEMENT ASSESSMENT

| Provision | Comment | Compliance |
|--|---|------------|
| <p>b) In the case of an internally illuminated advertisement, its display would cause glare or dazzle or would otherwise distract the driver of any vehicle.</p> | <p>Each electronic display screen has an inbuilt light adjustment sensor that measures ambient light around the structure and gradually adjusts the screen brightness based on the need for light. The brightness adjustments occur in small increments so that no dramatic change in illuminance level is experienced. The screen brightness outputs are designed in accordance to satisfy Australian Standard AS4282:1997 Control of the Obtrusive Effects of Outdoor Lighting.</p> <p>Further details are outlined in Table 2 and the Sign Management Strategy included with this application.</p> | ✓ |
| <p>d) It would be likely to interfere with, or cause risk or danger to traffic on a thoroughfare by virtue of the fact that it:</p> <ul style="list-style-type: none"> i) May be mistaken or confused with, or obstruct or reduce the effectiveness of any traffic control device; ii) Would invite traffic to turn and would be sited so close to the turning point that there would not be reasonable time for a driver of a vehicle to signal and turn safely; iii) Would invite traffic to move contrary to any traffic control device; iv) Would invite traffic to turn where there is fast moving traffic and no turning lane; v) May obscure the vision of a person driving a vehicle. | <p>JCDecaux have an internal creative review process to ensure that advertisements do not breach any applicable code, including in relation to traffic safety. This review process is undertaken prior to creatives being sent for printing/production and being displayed.</p> <p>As a result, any advertising will not be interfering with/be confused with traffic control signals. The subject site is also located within a low-speed environment and approximately 75m east from the closest signalled intersection.</p> | ✓ |
| <p>e) In the case of an illuminated advertisement, it may be confused with or mistaken for the stop or tail light of a vehicle or vehicles.</p> | <p>Refer to the above.</p> | ✓ |

| Provision | Comment | Compliance |
|--|--|------------|
| g) It would detrimentally affect the amenity of the area. | <p>The Telstra Smart City Payphone has been architecturally designed and built to the highest quality standards to ensure a premium product is maintained throughout its life. The Telstra Smart City Payphone will replace an existing, outdated phone booth facility, and as such will provide a facility which is modern, has a high-level of service and provides a range of additional community benefits. Accordingly, the proposed third-party advertising will be the catalyst for the provision of such a facility.</p> <p>It is considered that the overall benefits of the facility and subsequent third-party advertising present a far greater benefit to the surrounding area than the existing outdated facility which is to be replaced.</p> | ✓ |
| h) It would detrimentally affect the significance and aesthetics of a Heritage Area or a place on the Heritage List. | Refer to Table 5. | ✓ |

Additional standard specifications are outlined within Table 1 of the policy. These specifications have been noted within the table below.

TABLE 7 – ADVERTISING STANDARD SPECIFICATIONS

| Standard | Specification | Comment | Compliance |
|--------------------------------|---------------|---|------------|
| Max height of device (m) | 6 | Height of advertising is to be 1.6m high | ✓ |
| Max length/width of device (m) | 8 | Length of advertising is to be 0.9m | ✓ |
| Max area (m ²) | 30 | Area of advertising is approximately 1.44m ² | ✓ |
| Min headroom (m) | - | The signage is to be incorporated into the Telstra Smart City Payphone Facility | ✓ |
| | | The signage is to be incorporated into the Telstra Smart City Payphone Facility and as such is only able to provide clearances otherwise allowable by the structure. | ✓ |
| Max height above ground (m) | 6 | | |
| Projection max (mm) | - | The advertising will not project from the facility. | ✓ |
| Setbacks front (m) | 6 | | |
| Setbacks side (m) | 3 | The advertising is not to be incorporated or displayed on a | N/A |



| Standard | Specification | Comment | Compliance |
|------------------------------|---------------|--|------------|
| Other setbacks (m) | 6 | building and as such cannot achieve any specified setback requirements. | |
| Minimum distance between ads | - | Only one site is subject to this application. It is noted that no existing facilities similar in nature are located nearby. | ✓ |
| Location | As Approved | Approval is sought for the facility to be located within the road reserve/footpath area adjacent to 25 Old Perth Road, Bassendean. | N/A |

As per the above, and under the specifications placed upon signs within the 'other signs' definition, it is considered that the proposed third-party signage is compliant with the requirements set out within the policy.

5. PLANNING ASSESSMENT

Planning approval is required to utilise the electronic advertising screen, within the **Smart City Payphone**, for non-Telstra related (third-party) advertising. The suitability of this application assessed against relevant planning policies and considerations, is summarised as follows:

- The proposed sign is permissible under the planning controls applying to the site.
- The size, design and character of the proposed sign is considered to appropriately address relevant planning controls and policies.
- The proposed sign will enhance the vitality of the area whilst avoiding visual pollution. It does not increase the level of light spill and respecting the architecture of the surrounding buildings and the surrounding streetscape character.
- The sign is confined within the **Smart City Payphone** and does not protrude above surrounding buildings or tree canopies.
- The scale and form of the proposed sign is appropriate to the streetscape.
- The proposed sign is constructed of high quality materials and will contribute positively to the visual interest of the streetscape.
- The sign facilitates visual communication of a scale and extent that does not result in adverse visual effects or clutter.
- The internal illumination of the sign complies with relevant Australian Standards and does not result in glare or other effects that compromise the safety of pedestrians, bicyclists and vehicles.
- The proposed sign does not detract from the overall amenity and character of the area and does not adversely impact any residences or other sensitive land uses in the area.
- The proposal is situated and designed appropriately to ensure it does not detract from the quality of any heritage areas.
- The proposal does not result in the removal of significant flora and fauna on the site.
- No important views, vistas or viewing rights of other advertisers are affected by the proposed sign.
- The site is suitable for the proposed development given its existing use as a Telstra payphone booth.

6. CONCLUSION

This proposal seeks approval to display third-party advertising on an upgraded Telstra payphone known as a **Smart City Payphone**, accordingly the proposal requires development approval to be granted. The design, location and extent of signage is appropriate for the identified highly pedestrianised locations.

We trust the above is to the Town's satisfaction. Should you have any queries or require further information do not hesitate to contact Sean Morrison or Adam Wood on 08 9346 0500.

DISCLAIMER

This report is dated 11 October 2018 and incorporates information and events up to that date only and excludes any information arising, or event occurring, after that date which may affect the validity of assumptions used and representations, opinions, conclusions or recommendations in this report, which are given in good faith. Urbis Pty Ltd (Urbis) has prepared this report with due care and diligence and on the instructions of, and for the sole use and benefit only, of JCDecaux Australia (Instructing Party) in relation to the planning permit requirements for third party signage usage on new and replacement telephone booth infrastructure (Purpose) and not for any other purpose or use. The report is not suitable for use by and may not be provided to any other party without the specific approval of Urbis. Whilst Urbis has made all reasonable inquiries it believes necessary in preparing this report, it is not responsible for determining the completeness or accuracy of the information provided by the Instructing Party on which the report is based and such information is not independently verified unless otherwise stated. To the maximum extent permitted by applicable law, Urbis expressly disclaims all liability, whether direct or indirect, to any person (including the Instructing Party) for any loss suffered as a result of reliance or purported reliance on this report for any purpose other than the Purpose, and to any other person for any loss suffered as a result of reliance or purported reliance on this report for any purpose whatsoever (including the Purpose). Copyright. Urbis Pty Ltd 2017 all rights reserved.



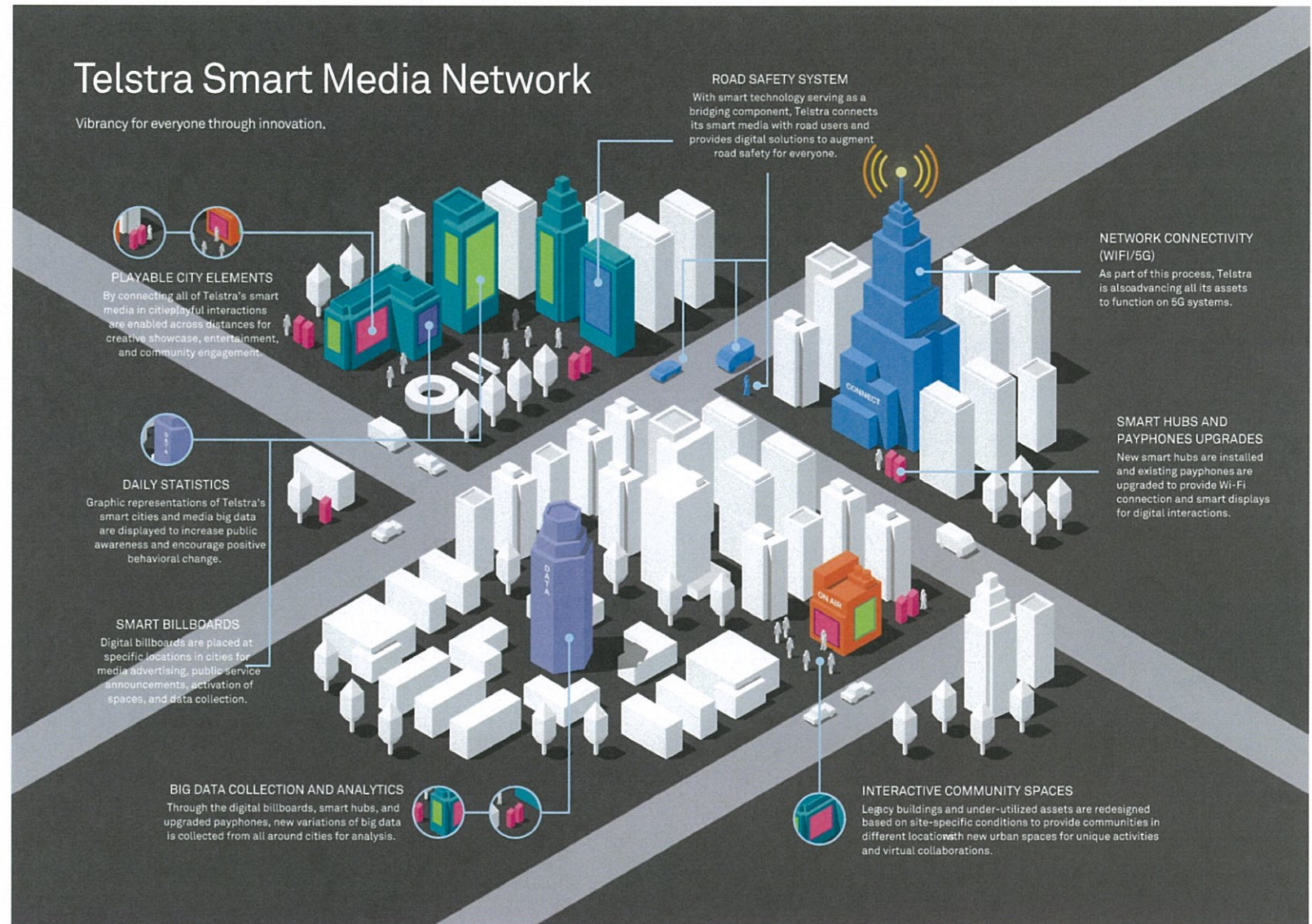
Streetdigi

Introducing Telstra Next Generation Payphone



What is the Smart Media Network?

It is a city-wide connectivity infrastructure that integrates current technology and information and provides smarter and faster digital content to everyone, regardless of their device, location or information requirements e.g. traffic information, tourist maps, events, directions, advertising or shopping.





Telstra Smart City Payphones Benefits to the City

Telstra is partnering with JCDecaux, the largest outdoor communication company in the world, to provision, operate, service and maintain over 1,800 new Smart City Payphones areas across Australia.

The redesign of the Telstra Pedestal phone has resulted in the creation of a contemporary technically-relevant Smart City Payphone structure that will be introduced across Australia.

The Smart City Payphone is developed to incorporate Telstra's smart cities technology and philosophies with key features including:

- An NFC enabled 'always-on' mobile interaction hub allowing mobile users to tap for instant digital content, with two tabs allocated for council use;
- A 32" screen partly available for Council's digital content;
- USB charging outlet for citizens;
- Understated timeless aesthetic sits comfortably within the urban fabric of unique cities and different precincts within those cities;

- Designed and built to the highest quality standards to ensure a premium product is maintained throughout its life;
- First genesis of a modern payphone cabinet that integrates into a smart city; and
- Telstra WiFi for citizens (at select locations)
- Ability to display emergency warnings and messaging on the digital screen via an online system fully operated by Council

Whilst the broader benefits of the upgraded facilities will be substantial, it is noted that the provision, operation as well as the servicing and maintenance is only able to be completed through the revenue contributions received through the permissibility of third-party advertising at each site. In this regard, it is considered that the third-party advertising component is a catalyst for the broader benefits to be achieved.

An example of the proposed facilities can be seen on the following page.

Nearfield Communication 'Tap for Information' Tags

An integrated 'Mobile Hub' will be available at each facility that allows for users to simply tap their mobile phone to receive direct information to their device, or alternatively be redirected to an appropriate information page.

Telstra propose to integrate the following nearfield communication (NFC) tags:

- Telstra Thanks Sports
- Telstra Thanks Music
- Telstra Thanks Movies
- Telstra Thanks Arts
- Telstra Live Pass

Telstra will provide an additional two NFC tags which are able to be utilised and programmed for the use of the Council. The NFC tags are able to provide information that is pre-selected and programmed and could potentially include a redirection to the Council's 'What's On' page, or alternatively a link to Council's website to provide more information to users.



Screen Sharing Capability (32" forward facing screen)

Integrated into the facility is a 32" screen which is located on the front of the facility, above the payphone handset. Whilst this screen will generally be used to display Telstra standard telephone service (STS) advertising, provision has been made whereby Council is able to utilise this screen to display agreed content. For example, content could include upcoming community events or announcements.





Features



Near Field Communication (NFC) enabled to include council content



Large 32" screen for Telstra and agreed council content



Telstra WiFi (at selected locations)



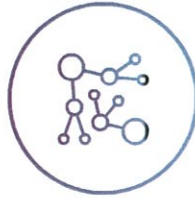
USB Charging station



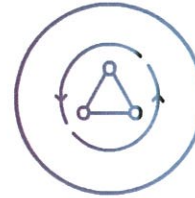
Future Proofed



Interface with Smart
Cities technology



New technology
integration



New or improved
system updates



Functional
urban design

Additional Benefits



24/7 Cleaning and
Maintenance hotline



Regular cleaning



High quality
construction



Automatic Light
Sensor Control

Emergency Messaging System

JCDecaux has developed a web-based Emergency Messaging System to which Council will have direct access. In emergency situations Council can use the Telstra Smart Phone digital inventory across the local government area or particular areas to display emergency information. The system has a number of features to assist in emergencies including:

- The ability to upload pre-prepared emergency messages and creative;
- The ability to select assets and form groups or networks: a group could be all assets, the assets located on a particular suburb;
- Automatic expiry function to deactivate emergency messaging and return to normal advertising displays;
- Multiple emergency messages across multiple assets can be displayed simultaneously; and
- Full training will be provided by JCDecaux.



BASSENDEAN
08927902X2



● Smart City Payphone
Facility Location



NOTES:

- All dimensions are in millimetres
- Construction to be undertaken in accordance with the requirements of AS1428.1-4 Design for Access and Mobility.
- All works shall comply with the ACCESSIBILITY OF PAYPHONES INDUSTRY GUIDELINE 2006

JCDecaux


JCDecaux Australia Pty Ltd
 Units 2 & 3, 182 -190 Euston Road,
 Alexandria NSW 2015
 T: 02 9557 6555
 F: 02 9557 6982

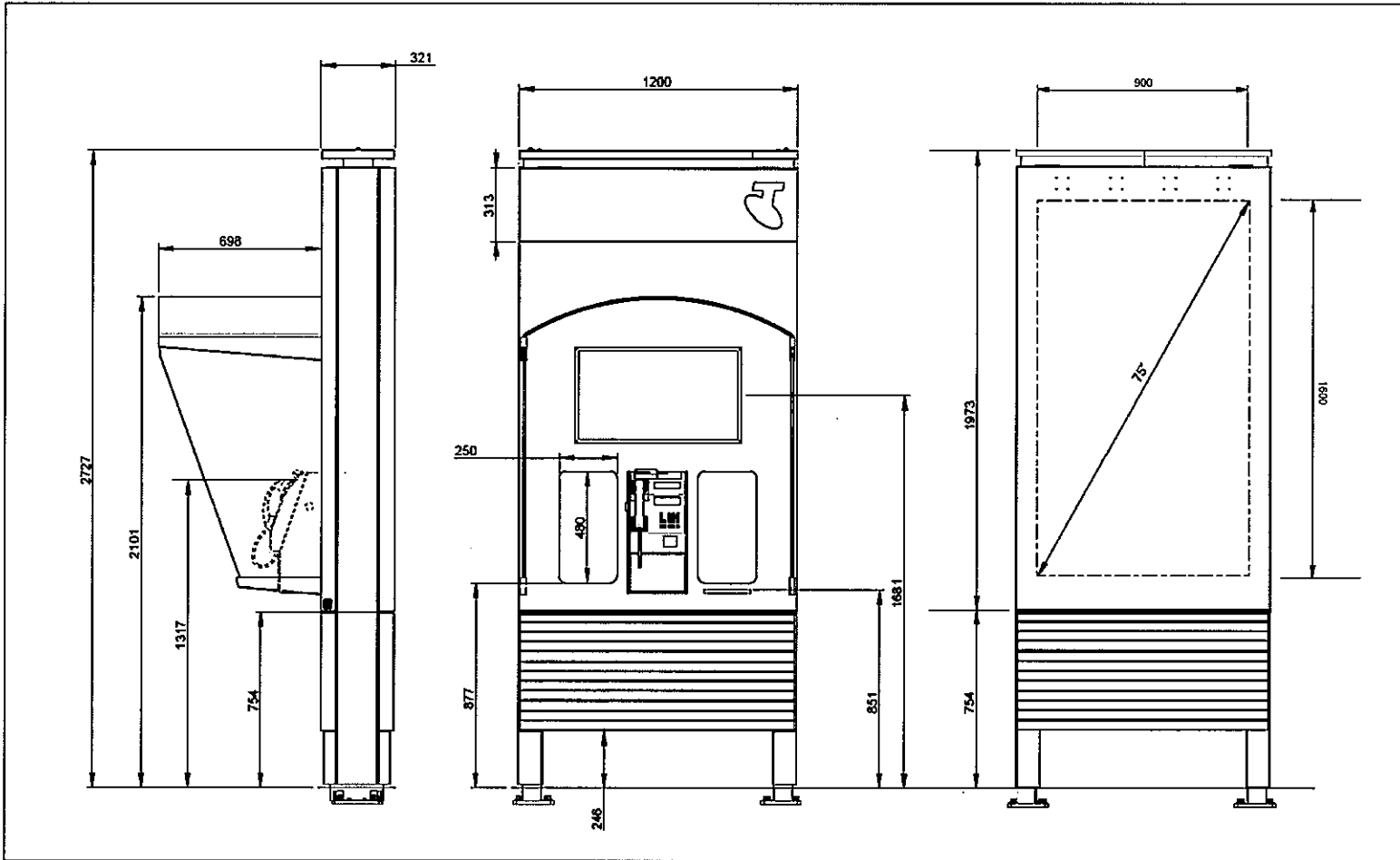
PROJECT TITLE
TELSTRA DIGITAL PHONE

© This drawing and design is protected by copyright and may not be copied or used without the written approval of JCDecaux Australia Pty Ltd

| DATE | 7 JUNE 2018 | Issue | Description | Date | Drawn |
|-------------|-------------|-------|-------------|------|-------|
| SCALE | 1:20 (A3) | | | | |
| DESIGN | JCDECAUX | | | | |
| DRAWN | JCD | | | | |
| REVISION | | | | | |
| DRAWING NO. | TEL-001 | | | | |

LEGEND

 Area subject to planning approval (Third-party Signage).



RIGHT VIEW

FRONT VIEW

BACK VIEW

Sign Management / Advertising Strategy for New Technology Signs Associated with New Telstra Smart City Payphones in the Town of Bassendean

October 2018

1. Introduction

Telstra is partnering with JCDecaux, the largest outdoor communication company in the world, to provision, operate, service and maintain over 1,800 new **Smart City Payphones** areas across Australia. These innovative facilities replace existing dated public payphone facilities, and will include:

- Publicly accessible WIFI
- NFC Interaction
- USB Charging Ports
- Digital Screen
- Public Transport Information
- Public Emergency Messaging System
- Interactive Digital Capabilities such as Community Polling, Wayfinding, What's on and Disability Services.

This Sign Management Strategy seeks to outline the following components:

- Content Management
- Illumination
- Monitoring and Maintenance
- Emergency Management Systems
- Complaints and Compliance

2. Content Management

- 2.1 All digital infrastructure is remotely monitored and controlled by JCDecaux staff via an internal content management software system. The content management system has firewalls and security protocols in place to ensure the integrity of the digital advertising network.
- 2.2 Moreover, JCDecaux is a member of the Outdoor Media Association (OMA) who are the peak body representing Out-of-Home advertising within Australia. As a tier one member of the OMA, JCDecaux are committed to complying with the following codes that regulate the content and placement of advertisements which include:

- OMA Code of Ethics
- OMA Alcohol Advertising Guidelines
- OMA Environment and Sustainability
- AANA Code of Ethics
- AANA Environmental Claims in Advertising and Marketing Code
- AANA Code for Advertising and Marketing in Communications for Children
- AANA Food and Beverages Advertising and Marketing Communications Code
- Alcohol Beverages Advertising Code
- Federal Chamber of Automotive Industries Voluntary Code of Practice for Motor Vehicle Advertising.

- 2.3 JCDecaux have an internal creative review process to ensure that advertisements do not breach any applicable code. This review process is undertaken prior to creatives being sent for printing and displayed.
- 2.4 Notwithstanding, the following operational conditions are placed on the facilities in relation to content management:
 - 2.4.1 The operator is to comply with the Australian Association of National Advertisers Code of Ethics (the Code) in respect of content of the advertising signs.

3. Illumination

- 3.1 Each electronic display screens have an inbuilt light adjustment sensor that measures ambient light around the structure and gradually adjusts the screen brightness based on the need for light. The brightness adjustments occur in small increments so that no dramatic change in illuminance level is experienced. The screen brightness outputs are designed in accordance to satisfy Australian Standard AS4282:1997 Control of the Obtrusive Effects of Outdoor Lighting. Screen brightness is summarised in Table 1.

Table 1 – Screen brightness levels

| Lighting Condition | Average | Maximum |
|--------------------------|--------------------------------|-------------------------|
| Full direct sun on panel | 2,000 cd/m ² | 2,500 cd/m ² |
| Day time | 1,200 – 1000 cd/m ² | 1,500 cd/m ² |
| Inclement Weather | 1,000 – 900 cd/m ² | 1,000 cd/m ² |
| Night Time | 350 – 300 cd/m ² | 500/m ² |

- 3.2 Notwithstanding the above, the following operational compliances for all facilities in relation to illumination are:
 - 3.2.1 The operator is to comply with the Australian Standard AS4282:1997 for the Control of the Obtrusive Effects of Outdoor Lighting.
 - 3.2.2 Advertising panels that are illuminated must be maintained so as to be illuminated.
 - 3.2.3 Advertisements displayed on the advertising panels are not to be flashing or pulsating.

4 Monitoring and Maintenance

- 4.1 The electronic advertising sign is equipped with features that continuously monitor the operating parameters of the unit and automatically send alerts if an operational problem or loss of content occurs to JCDecaux's management software.
- 4.2 If power is entirely lost, the screen maintains sufficient power to allow for an orderly shut-down of the electronic advertising sign and operating system, saving all settings and slowing the modem to send an alert about the problem. Once power is restored the electronic advertising sign will automatically display a black screen.
- 4.3 The sign will be cleaned weekly and scheduled to a monthly maintenance check.
- 4.4 Accordingly, the following operational compliances are placed on all facilities in terms of their ongoing maintenance and operation:
 - 4.4.1 The advertising panels will be maintained to a high standard at all times.
 - 4.4.2 The operator will repair any damage (including graffiti) to the advertising panels within 24 hours of notification.

- 4.4.3 Advertising panels that are new technology signs must be maintained so as to be new technology signs.
- 4.4.4 The advertising panels are to have a default setting that will display an entirely black screen when no content is being displayed or when a malfunction occurs (unless the malfunction itself impacts the ability to comply with this clause).

5 Emergency Messaging Systems

- 5.1 JCDecaux has developed a web-based Emergency Messaging System to which the Town of Bassendean will have direct access. In emergency situations the Town of Bassendean can take over the Telstra Smart Phone digital inventory across the local government area or particular areas to display emergency information. The system has a number of features to assist in emergencies including:
 - 5.1.1 The ability to upload pre-prepared emergency messages and creative
 - 5.1.2 The ability to select assets and form groups or networks: a group could be all assets, the assets located on a particular suburb
 - 5.1.3 Automatic expiry function to deactivate emergency messaging and return to normal advertising displays
 - 5.1.4 Multiple emergency messages across multiple assets can be displayed simultaneously.
- 5.2 Whilst no operational compliances are required in relation to the emergency messaging systems, the following is proposed:
 - 5.2.1 Full training will be provided by JCDecaux to the Town of Bassendean, with any ongoing training to be coordinated between JCDecaux and the Town of Bassendean where appropriate.

6 Complaints and Compliance

- 6.1 Where the Town of Bassendean considers that the content of third party signage offends the Code, or that the advertising panel has not been properly maintained or operated, the process as set out in this clause shall be undertaken:
 - 6.1.1 The Town of Bassendean will advise the operator of the particulars of its concern, including the location of the advertising panel, the content of the advertising panel, and the way in which it offends either clause 2 or 3 of this Sign Management Strategy, or the way in which the advertising panel has not been maintained or operated.
 - 6.1.2 The point of contact for the operator is:
Paul Trimble - JCDecaux Australia
Mobile number: 0419 417 732
Email address: paul.trimble@jcdecaux.com
- 6.2 The operator will respond to the Town's concerns by COB the following business day, in one of the following ways:
 - 6.2.1 Where the operator agrees with the Town's concern, the content of the advertising panel will be removed (in relation to breaches of clause 2 and 3) or repaired (in relation to maintenance/operation).
 - 6.2.2 Where the operator does not agree with the Town's concern, by providing its reasons in writing.
- 6.3 Where the parties cannot agree, and the nature of the complaint relates to a breach of the Code as set out in clause 2, then the procedures under the Code apply.

6.4 Where the parties do not agree, and the nature of the complaint relates to a breach of clause 3, then the Town's written direction in regard to the complaint must be complied with by the operator.

6.5 Where the parties cannot agree, and the nature of the complaint relates to a breach of the maintenance or operation of the signs, then the parties must meet within another 5 business days (in person or by telephone) to discuss an agreed way forward.

ENDS.

ATTACHMENT NO. 4



48 Old Perth Road, Bassendean WA 6054
PO Box 87, Bassendean WA 6934
Tel: (08) 9377 8000 Fax: (08) 9279 4257
Email: mail@bassendean.wa.gov.au
Website: www.bassendean.wa.gov.au
ABN 20 347 405 108

Our Ref: ROAD/MAINT/5
TRAF/PLANN/3

To the Owner / Occupier
Broadway
BASSENDEAN WA 6056

12th October 2018.

Dear Owner / Occupier,

BROADWAY CYCLING AND PEDESTRIAN UPGRADES – IOLANTHE STREET TO RAILWAY PARADE, BASSENDEAN.

The Town of Bassendean and Public Transport Authority (PTA) intend to improve cycling and pedestrian infrastructure along Broadway from Iolanthe Street to Railway Parade, terminating at Bassendean Station.

The project will make riding or walking to Bassendean Station a more attractive option for local residents by improving the separation of these modes from vehicle movements. The project also has the potential to reduce traffic congestion around Bassendean Station by encouraging more people to choose active transport modes when commuting to the station.

The project will include:

- Upgrading 550m of bicycle lane on either side of the roadway along Broadway,
- Upgrade of kerbing and footpaths at the start and finish of the bicycle lanes to improve connectivity with existing bicycle and pedestrian paths, and
- Improvements to pedestrian crossings at the intersection of Broadway and Railway Parade.

The red asphalt bicycle lanes will be 1.25m wide and separated from traffic lanes by a 0.5m painted buffer. The lanes will be created within the existing roadway without encroaching on verges or driveways.

The Town of Bassendean and PTA would like to present the Broadway concept design and conduct a "walk through" on 18th October between 4:00pm and 5:00pm to adjacent residents so that they have the opportunity to ask questions ahead of construction; please find these preliminary plans enclosed.

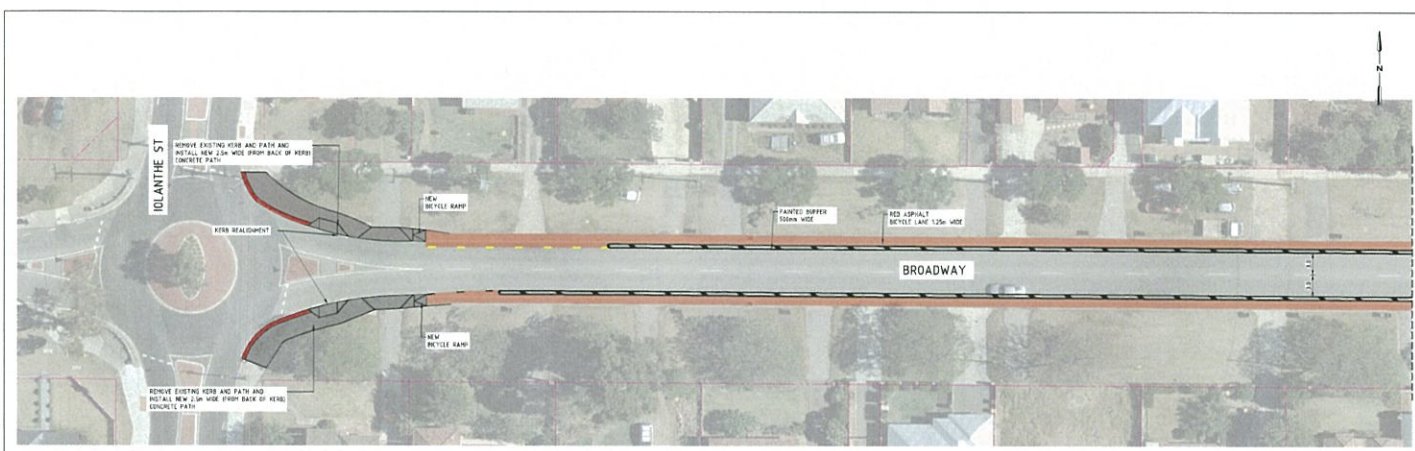
Further streetscape and onsite stormwater infiltration improvement will be considered in the detailed design phase.

After the consideration of community feedback, construction is expected to start in the first half of 2019 and will be delivered by PTA contractors. The PTA will keep residents informed of potential construction impacts prior to and during work.

Should you have any queries or wish to attend the "walk through" please contact the Town, mail@bassendean.wa.gov.au or 9377 8000 by 26th October 2018.

Yours faithfully,


Ken Cardy
MANAGER OF ASSET SERVICES



SCALE N.T.S.



SCALE N.T.S.

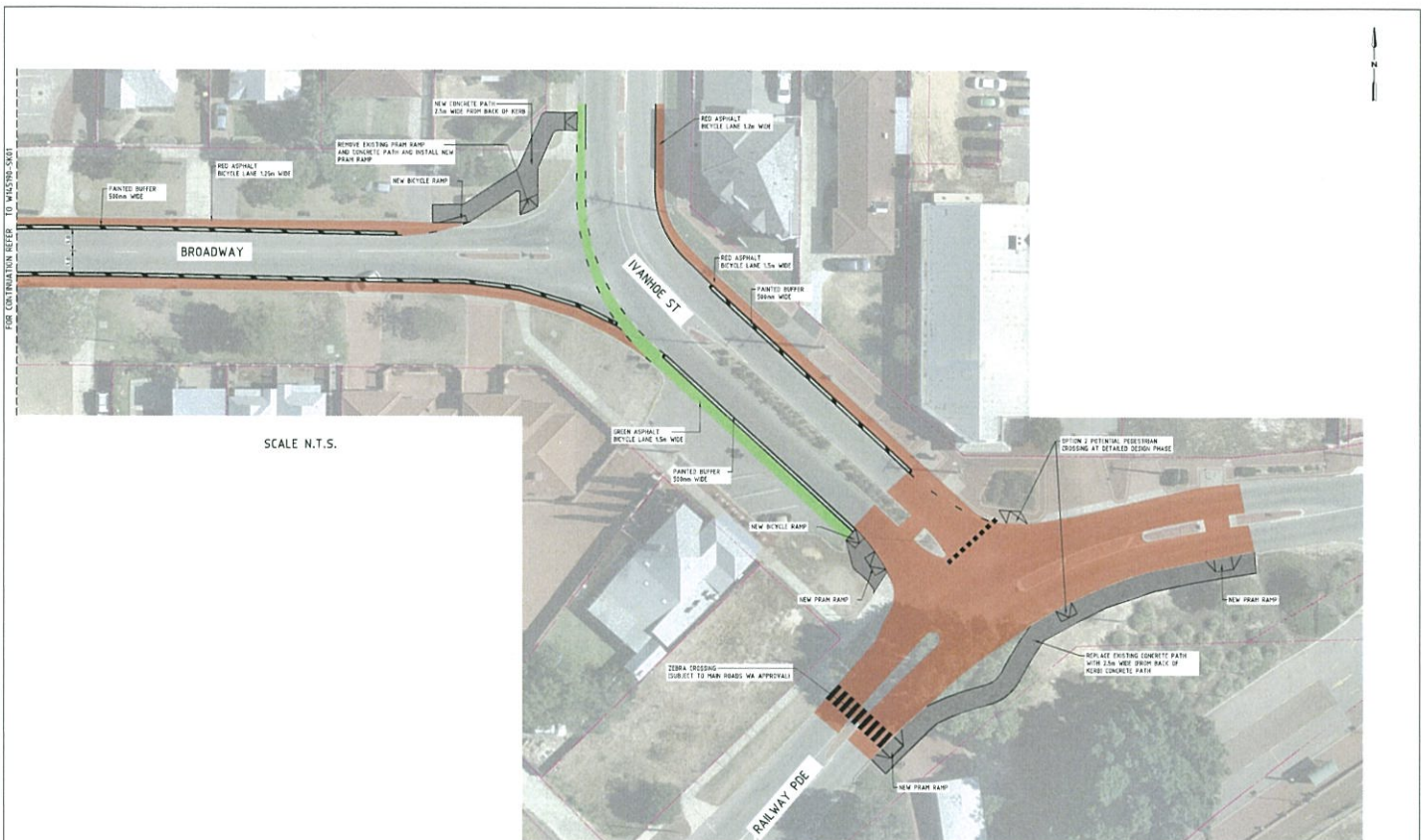
| REV | DATE | DESCRIPTION | BY | CHK | APP |
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| 10 | | | | | |

| DESIGNED | DESIGN CHECK |
|-------------|--------------------------------|
| S. PEDRETTI | D. STOREY |
| DRAWN | DRAWING CHECK |
| S. PEDRETTI | D. STOREY |
| APPROVED BY | DATE APPROVED FOR FINAL ISSUE |
| T. JACO | |
| SCALE | DATE FILED |
| AS SHOWN | W145190-SK11, SK12, SK13, SK14 |

GTA consultants
 GROUND TRANSPORT AUTHORITY
 Melbourne 03 9587 1400
 Sydney 02 9446 1400
 Brisbane 07 5112 0000
 Canberra 02 6246 1400
 Adelaide 08 8374 1000
 Gold Coast 07 5512 4614
 Perth 08 9422 1100
 Parramatta 08 8112 0000

CLIENT PUBLIC TRANSPORT AUTHORITY
**BASSEDEAN ACCESS TO TRAIN STATION
 CIVIL WORKS - CONCEPT DESIGN
 BROADWAY BETWEEN IOLANTHE STREET
 AND RAILWAY PDE
 CONCEPT LAYOUT SHEET 2 OF 3**
 DRAWING NO. W145190-SK01
 SHEET 2 OF 3
 ISSUE P2

FOR CONTINUATION REFER TO ABOVE. FOR CONTINUATION REFER TO W145190-SK01. FOR CONTINUATION REFER TO BELOW.



SCALE N.T.S.

| REV | DATE | DESCRIPTION | BY | CHK | APP |
|-----|-------|---------------------|----|-----|-----|
| P2 | 15/08 | PUBLIC CONSULTATION | SP | SP | SP |
| P1 | 01/01 | PRELIMINARY ISSUE | SP | SP | SP |

| DESIGNED | DESIGN-CHECK |
|--------------|--------------------------------|
| S. PEDRETTI | D. STOREY |
| DRAWN | DRAFTING-CHECK |
| S. PEDRETTI | D. STOREY |
| APPROVED BY: | DATS APPROVED FOR INFRA. ISSUE |
| T. JACO | |

SCALE: 1:1000

DATE: 15/08/2018

FILE: W145190-S1-P1-S112-PT2.dwg

Melbourne 03 9463 7400
 Sydney 02 9440 1000
 Brisbane 07 3114 5000
 Canberra 02 6249 7400
 Adelaide 08 8378 1000
 Gold Coast 07 5510 4014
 Perth 08 9472 2244
 Perth 08 9141 1000

CLIENT: PUBLIC TRANSPORT AUTHORITY

BASSEDEAN ACCESS TO TRAIN STATION CIVIL WORKS - CONCEPT DESIGN

BROADWAY BETWEEN IOLANTHE STREET AND RAILWAY PDE

CONCEPT LAYOUT SHEET 3 OF 3

MAP REF: W145190-SK02

DRAWING NO: 3 OF 3

SHEET: 3 OF 3

ISSUE: P2

WARNING
 BEFORE USING THIS DRAWING, THE USER MUST BE AWARE OF THE FOLLOWING:
 1. THIS DRAWING IS A CONCEPT DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION.
 2. THE USER MUST CONSULT WITH THE DESIGNER FOR ANY CHANGES TO THE DESIGN.
 3. THE USER MUST BE AWARE OF THE LIMITATIONS OF THIS DRAWING.

CONCEPT PLAN
 THIS DRAWING IS A CONCEPT DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION.
 THE USER MUST CONSULT WITH THE DESIGNER FOR ANY CHANGES TO THE DESIGN.
 THE USER MUST BE AWARE OF THE LIMITATIONS OF THIS DRAWING.

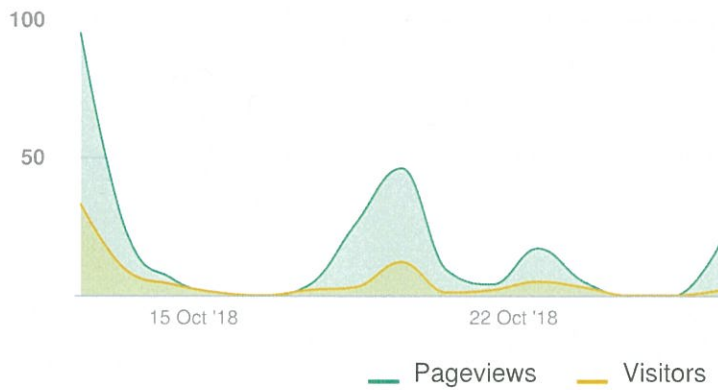
Project Report

12 October 2018 - 26 October 2018

Your Say Bassendean Broadway Cycling and Pedestrian Upgrades



Visitors Summary

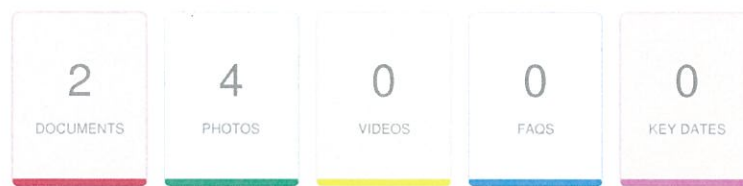


Highlights

| | | | |
|-------------------|----|----------------------|----|
| TOTAL VISITS | 79 | MAX VISITORS PER DAY | 33 |
| NEW REGISTRATIONS | 3 | ENGAGED VISITORS | 7 |
| | | INFORMED VISITORS | 41 |
| | | AWARE VISITORS | 75 |

| | | | | | |
|---------------------------------|--------------|-----------------------------|------------|------------|-----------|
| Aware Participants | 75 | Engaged Participants | 7 | | |
| Aware Actions Performed | Participants | Engaged Actions Performed | Registered | Unverified | Anonymous |
| Visited a Project or Tool Page | 75 | Contributed on Forums | 0 | 0 | 0 |
| Informed Participants | 41 | Participated in Surveys | 7 | 0 | 0 |
| Informed Actions Performed | Participants | Contributed to Newsfeeds | 0 | 0 | 0 |
| Viewed a video | 0 | Participated in Quick Polls | 0 | 0 | 0 |
| Viewed a photo | 12 | Posted on Guestbooks | 0 | 0 | 0 |
| Downloaded a document | 17 | Contributed to Stories | 0 | 0 | 0 |
| Visited the Key Dates page | 0 | Asked Questions | 0 | 0 | 0 |
| Visited an FAQ list Page | 0 | Placed Pins on Places | 0 | 0 | 0 |
| Visited Instagram Page | 0 | Contributed to Ideas | 0 | 0 | 0 |
| Visited Multiple Project Pages | 33 | | | | |
| Contributed to a tool (engaged) | 7 | | | | |

INFORMATION WIDGET SUMMARY



| Widget Type | Engagement Tool Name | Visitors | Views/Downloads |
|-------------|--|----------|-----------------|
| Document | Broadway cycling and pedestrian upgrades | 17 | 18 |
| Document | Broadway Cross Section | 4 | 4 |
| Photo | Broadway Cycling And Pedestrian | 11 | 11 |
| Photo | Broadway Cycling And Pedestrian. 2 Png | 8 | 8 |
| Photo | Broadway Cross Section | 4 | 5 |
| Photo | 2018 10 10 15 53 06 Bass Station Access Report.Pdf Adobe Acrobat Re... | 4 | 4 |
| Key Dates | Key Date | 0 | 0 |



SCALE N.T.S.



SCALE N.T.S.

FOR CONTINUATION REFER TO ABOVE

FOR CONTINUATION REFER TO BELOW

FOR CONTINUATION REFER TO W145190-SK02

| ISSUE | DATE | DESCRIPTION | BY | CHK | APP |
|-------|----------|--|------|-----|-----|
| 03 | 27.11.19 | AMENDMENTS FOLLOWING MAIN ROADS COMMENTS | SP | | |
| 02 | 12.01.19 | PUBLIC CONSULTATION | SP | DS | JJ |
| 01 | N/A | PRELIMINARY ISSUE | S.P. | | |

GENERAL NOTES

| | |
|-------------------------|---|
| DESIGNED S. PEDRETTI | DESIGN CHECK D. STOREY |
| DRAWN S. PEDRETTI | DRAFTING CHECK D. STOREY |
| APPROVED BY T. JUDD | DATE APPROVED FOR INITIAL ISSUE |
| SCALE A1 1:250 | CAD FILE NO W145190-SK01_SK02-P3.dwg |

Melbourne
 Sydney
 Brisbane
 Adelaide
 Perth

03 9551 9600
 02 9446 1000
 07 3113 5000
 08 8334 3000
 08 4169 1000

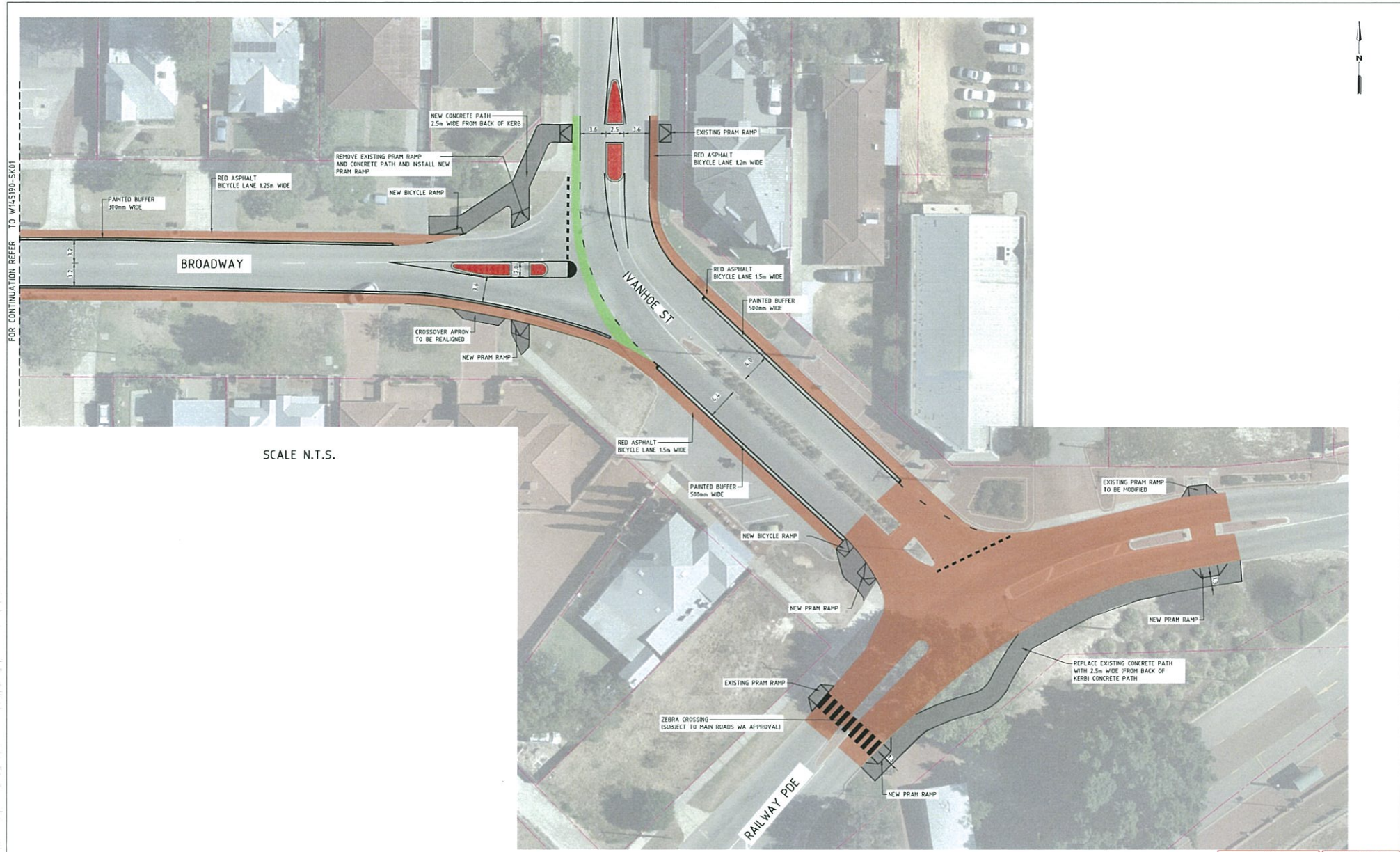
CLIENT PUBLIC TRANSPORT AUTHORITY

**BASSEDEAN ACCESS TO TRAIN STATION
CIVIL WORKS - CONCEPT DESIGN
BROADWAY BETWEEN IOLANTHE STREET
AND RAILWAY PDE
CONCEPT LAYOUT SHEET 2 OF 3**

MAP REF: W145190-SK01 DRAWING NO: 2 OF 3 SHEET ISSUE: P3

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| AMENDMENTS | GENERAL NOTES | | | | | | | | | | | | |
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| <table border="1"> <thead> <tr> <th>NO</th> <th>DATE</th> <th>DESCRIPTION</th> <th>BY</th> <th>CHK</th> <th>APP</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | NO | DATE | DESCRIPTION | BY | CHK | APP | | | | | | | <p>P3 27/10 AMENDMENTS FOLLOWING MAIN ROADS COMMENTS SP</p> <p>P2 26/08 PUBLIC CONSULTATION SP DS 1/1</p> <p>P1 0/1 PRELIMINARY ISSUE SP</p> |
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BASSEDEAN ACCESS TO TRAIN STATION CIVIL WORKS - CONCEPT DESIGN
BROADWAY BETWEEN IOLANTHE STREET AND RAILWAY PDE
CONCEPT LAYOUT SHEET 3 OF 3

MAP REF: DRAWING NO: SHEET ISSUE
W145190-SK02 3 OF 3 P3

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| Responded at | Q1 (Please give us your opinion below:) | Officers Comment |
|------------------------------|---|---|
| 2018-10-12 17:49:23 +0800 | Anything that reduces the speed along this strip and creates a safer space will be wonderful. We desperately need the cars to slow down. Every day I see or hear cars hooning well over the speed limit. They fly around the bend down by Ivanhoe street and up along Broadway to the roundabout. On rainy days people also come down to do skids and slide around on the long straights. There's not a day that goes by where I don't think a car will crash into a house or clip my pram. Anything will be a great improvement. Possibly the angled islands like on Grey Street? | The design of the bike path will create a visual deterrent which slows traffic down. Officers will monitor surrounding streets for speeding and hooning activities and advise the local Police. |
| 2018-10-12 18:46:59 +0800 | What about the rest of the roads? No point unless it's going to be broadened to every road in Bassendean as surrounding areas. What happens when you reach the end and have to ride on normal rd? This is for the minority not the majority. Waste of money | Officers will monitor surrounding streets for speeding and hooning activities and provide feedback to the local police. |
| 2018-10-13 12:46:10 +0800 | There's nothing wrong with the road or cycleway it's the footpath that needs upgrading. | The Bike path needs to be delineated and separated from traffic for safety of pedestrians and bicycle users. |
| 2018-10-13 17:04:01 +0800 | Anything to make roads safer for cyclists is great. We actually rode down Broadway today and a designated lane would be fantastic. | Agree |
| 2018-10-18 22:07:44 +0800 | Excellent initiative! Full support. Would be great to extend the concept for the entirety of Broadway. | Agree |
| 2018-10-19 15:22:51 +0800 | I congratulate the Town on supporting this great initiative. Any improvements to the current road network to accommodate a more convenient and safe cycling environment are welcomed. I would make further consideration to the right turn movement at the junction of Broadway (travelling east) and Ivanhoe as the cycle lane drops off - impatient cars can sometimes undertake unsafely here. There appears to be enough room to create a bi-directional cycle lane on the southern edge of the Broadway pavement, which could then wrap around the Broadway bend, cross Railway Pde and join directly to the PTA's cycle locker? | PTA did not support the bidirectional cycle lane on the southern edge suggestion. |
| 2018-10-22 09:48:00 +0800 | This is a great plan as it improves the safety of bicycle users within the area and provides a connection between the bike lane on Iolanthe St and Broadway. However the map shows that the bicycle lanes will not be connected instead at the roundabout where Iolanthe St and Broadway meet Cyclists are forced back into the line of traffic, which I note is also the narrowest part of the street, having to merge with vehicles before moving through the roundabout back into the safety of the bicycle zone. Please replace the proposed 2.5 meter wide concrete path with a continuous bicycle lane, improving safety for bicycle users and vehicles alike and set the pedestrian footpath behind. This is how it's done in Amsterdam and it works very well. Three clear lines of traffic pedestrian, bicycles and cars. It would also be great to have a Bicycle boulevard, approx 3 meters wide running the entire length of Walter Rd East. This would reduce the road to one lane each way and reduce traffic in a community neighbourhood. Since the Tonkin hwy roadworks were completed the street has become a racetrack to get through to other parts of Eden Hill and Beechboro. | PTA did not support the suggestions as it will be a higher funding requirement. Funding for other bicycle paths will be investigated in conjunction with PTA, |

| | | |
|--|--|---|
| | <p>Reducing this road to one lane would improve safety for local residents, I also note that we have two primary schools, a day care and a community centre that are on the road so slowing traffic down by inserting a bike lane would be better for the residents. It would then get the traffic to head over to Morley drive which is where it should be directed. Thanks</p> | |
| <p>24-10-2018 9:55am (email)</p> | <p>A few weeks ago we received a letter in the mail with regards to the proposed bike lane upgrade on either side of Broadway. As you know, there was a group walk around session last Thursday afternoon (18th Oct). Unfortunately I was unable to attend as I work away.</p> <p>I am writing this email to discuss a potential safety issue with the upgrade. As you are aware, Broadway is a heavily used thoroughfare. Multiple times a day (at all times over a 24hr period) cars/motorbikes can be clearly heard/seen breaking the speed limit of 50km/hr along Broadway. This occurs in both directions. I have personally witnessed cars/motorbikes travelling (to what I believe) would be approximately double the speed limit. This poses a great safety risk to the residents, road users, and pedestrian traffic on Broadway for obvious reasons.</p> <p>With the proposed "width reduction" of Broadway to incorporate the new bike paths, I only see this increasing the risk of a fatal accident on an already dangerous road. I believe the regular negligent driving is going to become more of a risk after the upgrade due to having less lane width, and closer incorporation with pedestrian traffic.</p> <p>I want to make it clear that I am not against the proposed bike path. I am simply highlighting the safety issues with this upgrade, and proposing that Broadway would benefit greatly by having speed restricting devices (speed bumps/traffic islands) and speed signs installed at the same time as the upgrade.</p> <p>I personally have submitted multiple complaints/reports to the Kiara Police station for individual offenders, yet I believe there needs to be a more permanent solution to help solve this issue. I hold support of many residents of Broadway, and would be happy to ask for their personal details to support this claim.</p> <p>I would be more than happy to present this idea at a future council meeting, but am unsure of the protocol. I would appreciate if you could please let me know if I am able/need to raise this further, and how I can do so.</p> <p>Thank you for the consideration of this email,</p> <p>Regards,</p> | <p>The design of the bike path will create a visual deterrent which slows traffic down. Officers will monitor Broadway and surround streets for speeding and hooning activities and explore traffic calming devices, and create monitoring opportunities with the local police where required..</p> |

ATTACHMENT NO. 5



Town of Bassendean

DRAFT

Emissions Reduction Plan

2018 - 2023



Acknowledgement and Disclaimer

The Draft Emissions Reduction Plan has been prepared for the Town of Bassendean by the Eastern Metropolitan Regional Council (EMRC) with valuable assistance from Town staff.

The Plan has been prepared as part of the implementation of the Town of Bassendean's Carbon Reduction Strategy. Analysis has been performed on data provided by Planet Footprint through the Town's subscription and the information is correct at the time of publication, to the best of our knowledge. It should be noted that data may change over time due to revisions by utilities.

The Emissions Reduction Plan remains the property of the Town of Bassendean, as owner of the facilities and producer of emissions.

DRAFT

Document Control

| Version number | Date | Changes | Author |
|----------------|-------------------|------------------------------|--------------------------------|
| <i>Rev A</i> | <i>09/02/2018</i> | <i>First Draft</i> | <i>Cristyn Fielding (EMRC)</i> |
| <i>Rev B</i> | <i>18/07/2018</i> | <i>Second Draft</i> | <i>Cristyn Fielding (EMRC)</i> |
| <i>Rev C</i> | <i>14/12/2018</i> | <i>Third Draft (Council)</i> | <i>Cristyn Fielding (EMRC)</i> |
| | | | |
| | | | |



Executive Summary

The Town of Bassendean's *Emissions Reduction Plan* is an update of the Town's previous *Carbon Reduction Plan* (CRP) which was reviewed in 2017 after the Town's successful achievement of its 2015 Carbon Reduction Target to reduce base year (2011/2012) corporate emissions by 7.5% by 2016/2017. This plan comes under the Town's *Carbon Reduction Strategy* which outlines the Town's objectives to mitigate the future impacts of climate change by reducing the Town's corporate emissions. The *Emissions Reduction Plan* is an implementation tool for the strategy and provides actions for the Town over a five year period (2018-2023) to achieve a new Emissions Reduction Target.

The CRP review included a desktop study that identified the Town's achievements since 2015. Key achievements from the last few years include the installation of solar PV systems on council owned and operated buildings, the rollout of LED lighting retrofits, energy efficient upgrades to park lighting, and an air conditioner retrofit. The review also identified emerging technology and trends such as electric vehicles, solar batteries, microgrids, sustainable building design and energy efficient products.

Prior to the review, a new Emissions Reduction Target was chosen by the Town, reflecting the Australian Government's Emissions Reduction Target developed as part of the its commitment to the 2015 Paris Agreement global climate change treaty. The Town's new target is to 'reduce 2014/2015 corporate carbon emissions by 26-28% by 2029/2030'. This will require emissions reductions against the Town's current carbon footprint within all organisational units including Buildings and Facilities, Fleet, Parks and Gardens, Auxiliary Lighting and Street Lighting.

Since the new target baseline year of 2014/2015, the Town has already reduced its corporate carbon emissions by 10.8% through the implementation of solar PV systems, LED lighting, energy efficient products and much more. For the Town to achieve its new target, corporate carbon emissions will need to reduce by a further 258.0 - 331.5 tonnes CO²-e by 2029/2030.

Within this plan, the Town's emissions boundary is defined and actions developed in the CRP review process are listed in action tables. To aid in identifying priority actions, the action tables list budget types, estimated cost ranges, emissions reduction potential and timeframes, as well as outline the responsible department/s. These actions will assist the Town to progress emissions reductions towards its new target over a five year period, 2018-2023.

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Introduction

Australia and the world are at a critical stage to combat the impacts of climate change. Local governments and communities are leading the way in taking action towards potentially the most detrimental and sudden change in climate that humans have ever experienced.

The Town of Bassendean has been implementing strategies and actions since 2000 to address the impacts of climate change such as increased heatwaves, floods and storms that will affect current and future generations and the local Bassendean environment. Reducing the emission of greenhouse gases is one way that the Town is contributing to mitigating climate change as well as the sustainability of corporate activities and the resilience of the Bassendean community.

Since 2015, the Town has striven to be a leader in reducing corporate carbon emissions and implementing renewable energy. The Town's achievements in recent years have stimulated the development of an *Emissions Reduction Plan*, updating the initial *Carbon Reduction Plan* (CRP).

The *Emissions Reduction Plan* supports the Town's strategic objectives in relation to protecting the natural environment by aiding the Town to directly reduce emissions within corporate activities and also to influence the community to reduce emissions and energy use. The Plan assists with development of future environmental plans, energy efficiency and carbon emissions reduction projects, and supports grant and funding opportunities.

This Plan is the Town's delivery method of the *Carbon Reduction Strategy*. The Town's original Carbon Reduction Target to reduce base year (2011/2012) corporate emissions by 7.5% by 2016/2017 was achieved in 2016 and a new target was then developed. This was followed by a review of the CRP that included a comprehensive desktop study.

The *Emissions Reduction Plan* revises and updates the Town's previous CRP and outlines actions to be undertaken from 2018-2023 to assist the Town in achieving its new Emissions Reduction Target. A five year range for this plan has been set as, over time, changing technology and new information relating to emissions reduction may affect future action implementation. After five years, actions will need to be reviewed and new actions developed to continue the Town's progress towards its target.

Strategic Framework

The *Emissions Reduction Plan* is the second plan to come under the Town's *Carbon Reduction Strategy 2012-2018* which gives effect to the Town's commitment to 'reduce adverse impacts of climate change' in its *Strategic Community Plan 2017-2027*. The Strategy's main objective is to:

- Maximise environmental outcomes and drive the organisation towards effectively managing energy use along with carbon emissions.

The Town's *Environmental Management Plan 2014-2024* also outlines objectives in regards to emissions reduction. This includes to:

- Reduce greenhouse gas emissions resulting from the Town's operations and activities; and
- Increase uptake in renewable energy within the Town.

The *Carbon Reduction Strategy* should be referred to for more detail on the strategic framework of the Emissions Reduction Plan.

Strategic Community
Plan 2017-2027

Environmental
Management Plan
2014-2024

Carbon Reduction
Strategy
2012-2018

Emissions Reduction
Plan 2018-2023

Carbon Reduction Plan Review

The Town's CRP was developed in 2015 and was used to identify and implement actions which drove the Town towards reducing energy use and emissions to meet the previous target. A review of the CRP was conducted in 2017.

This review has allowed the Town to make the most of emerging practices and technology, as well as ensure that targets remain relevant and achievable. The desktop study identified the current status of actions within the CRP and also reviewed emissions reduction objectives, strategies and actions within the Town's plans and policies. The plans and policies which were reviewed are listed below:

- Carbon Reduction Strategy 2011-2018
- Economic Development Plan 2012-2017
- Environmental Management Plan 2014-2024
- Strategic Community Plan 2017-2027
- Local Climate Change Adaptation Action Plan 2011
- Local Planning Policy 2 – Energy Efficient Design
- Purchasing Policy
- Sustainable Bassendean Policy
- Energy Use Policy
- Investment Policy
- Recyclable and Biodegradable Projects at Town of Bassendean's Events and Functions Policy
- EMRC's Regional Environment Strategy 2016-2020

The review identified emissions reduction achievements and recommended new actions following research into emerging technology and trends that could aid in achieving the Town's new target.

Achievements

The review identified the following emissions reduction achievements within the Town since 2015:

- Continued participation in the EMRC's ACER Program since 2012;
- Transferred to Planet Footprint, a data management platform, in 2016 from WALGA's Emissions Reporting Platform;
- Established a Renewable Energy Working Group in 2016 which includes Town staff and community members tasked with matters relating to renewable energy within the Town;
- Hosted a Climathon event in October 2017. The Town's challenge aimed to develop ideas for how residents, businesses and community in the Town can contribute to Australia's Emissions Reduction Target to reduce emissions through innovative renewable energy practices;
- Divested 75% of investments from financial institutions who support fossil fuels in June 2016;
- Solar PV systems were installed at the Town's Administration, Library and Seniors Citizens Building (30kW); Depot (15kW); Ashfield Community Centre (20kW); Wind in the Willows Childcare Centre (12kW); Customer Service Centre (10kW); and Alf Faulkner Hall (5kW);
- Ducted air-conditioner installed at Customer Service Centre to replace older, inefficient model;
- Home Energy Audits provided to the community, as well as Home Energy Audit Kits continuing to be available in the Town's Library;
- Continued rollout of LED lighting within Town buildings and facilities where necessary;
- Solar LED lighting installed at Success Hill, Jubilee, Broadway and Point Reserves;
- LED Lighting installed at Sandy Beach Reserve and Mary Crescent Reserve; and
- Upgraded irrigation practices and central control system improving water and energy efficiency.

Emerging Technology and Trends

Since the development of the Town's CRP, sustainable technology and trends to reduce emissions and energy usage have constantly been improving and changing around the world and in Australia. The review investigated the most significant developments and movements that the Town could implement into its future plans and policies.

Electric Vehicles

A movement is underway where governments worldwide, such as France, India and Norway, are phasing out the sale of new diesel and petrol light vehicles and instead encourage electric vehicle (EV) sales. In Australia (excl. ACT), there are currently no incentives for local governments to purchase EVs, however, the Australian Government is proposing new fuel efficiency standards, tighter noxious emissions standards, and improved fuel quality standards¹. This will in turn affect the sale of high polluting diesel and petrol vehicles.

A fully electric light vehicle fleet for the Town would reduce fleet emissions significantly if charged by 100% renewable energy. However, due to the cost, lack of infrastructure and range anxiety; the EV market in Australia remains underdeveloped and there are currently few models in Australia available under \$50K². The Town will need to advocate for national EV incentives such as support for public charging stations, price subsidies and tax breaks.

¹ Department of the Environment and Energy - Better fuel for cleaner air discussion paper - 2016

² The Australia Institute – If you build it, they will charge - 2017

Renewable Energy

Renewable Energy is now the cheapest type of power generation to build in Australia and solar PV system costs continue to fall sharply.³ Within the Town, over 22.5% of the Town's dwellings have solar installed on their rooftops and a total installed capacity of 4,623kW⁴. 110kW of that total is solar PV systems on council buildings. The next generation of renewable energy technology is now available in Australia for the Town to implement as they work towards a new target.

Solar Batteries store unused solar energy and provide an opportunity to extend the potential of the Town's current solar capacity and use. The industry is rapidly expanding and is at a similar stage to where rooftop solar panels were a decade ago. The potential of batteries is growing and is expected to play an important role in Western Australia's future energy system. The Town will need to identify assets that would best benefit from batteries as costs fall over time.

³ Clean Energy Council – Clean Energy Australia report 2016

⁴ Australian PV Institute – Mapping Australian Photovoltaic installations - 2018



Microgrids are small electricity sub-grids with the ability to either work with the main grid or in isolation. Microgrids can provide resilience during times of energy shortage (black outs) and aid towns in moving away from WA's current centralised generation model. Microgrids of renewable energy in combination with battery storage and a distributed ledger system (such as blockchain) are an opportunity for precincts to move towards zero emissions as it allows for trading of energy.

There are a number of local governments currently generating renewable energy locally and microgrids can benefit buildings that have low roof or battery space, as well as provide the opportunity for energy trading⁵.

Energy Efficient Design and Products

The CEFC states that 'designing, constructing and refurbishing for efficient buildings today will avoid locking in emissions and energy intensive assets for many decades⁶. There are a variety of options for retrofitting or designing buildings to reduce heating, cooling and overall energy costs with smart design and technology. Reducing energy consumption could be an easy way to reduce emissions within the Town's buildings.

Smart Appliances can provide energy efficient solutions to the Town's buildings and aid in understanding energy usage. In the current digital movement, technology is now able to connect users to their appliances through apps on mobile phones and smart watches, etc. Controlling the level of light within a room or the amount of ventilation, cooling or heating could be an opportunity for the Town to upgrade inefficient appliances and reduce energy consumption through enhanced control of appliance operations.

⁵ Clean Energy Finance Corporation – Clean Energy opportunities for local government - 2016

⁶ Clean Energy Finance Corporation – 50 Best Practice Initiatives - 2017



Green Wall – Quai Branly Museum – Paris

Sustainable Building Design can influence the heating and cooling needs of a building using smart design and materials. This may include window tinting, light coloured roofing and wall products, external shading, urban greening (e.g. green walls/roofs), window treatments, ceiling fans, insulation, ventilation, and building orientation.

Sustainable Development Goals (SDG)

In 2015, countries worldwide adopted a set of goals to 'end poverty, protect the planet and ensure prosperity for all' as part of a new sustainable development agenda, Agenda 2030. 17 SDG's were adopted at a historic UN Summit. Over the next fifteen years, these goals will mobilise global efforts to, among other things, tackle climate change⁷.

The EMRC, with its member councils, was one of the first organisations in Australia to progress regional environmental management under the SDG framework. The EMRC's *Regional Environmental Strategy 2016-2020* used the SDG's to contribute to strategic objectives. This plan closely relates to SDG's 7 and 11; Affordable and Clean Energy and Sustainable Cities and Communities.

⁷ United Nations – The Sustainable Development Agenda



Cop 21 – Paris Agreement Conference

Emissions Reduction Target

The Town’s previous Carbon Reduction Target developed in 2015 as part of the Town’s CRP was achieved in 2015/2016. The target challenged the Town to reduce 2011/2012 corporate emissions by 7.5% by 2016/2017. An analysis of the Town’s 2015/2016 carbon footprint determined that the Town had reduced corporate emissions by 7.6% since 2011/2012.

The Town agreed that a new target was necessary to continue its efforts in reducing corporate carbon emissions and mitigating the effects of climate change. The new target would need to be challenging but still achievable for the Town while providing opportunities for investment and leadership in emissions reductions. Investigations followed into targets set by other local governments, as well as national and international commitments.

Paris Climate Change Agreement

In August 2015, Australia ratified the Paris Agreement, an agreement within the United National Framework Convention on Climate Change (UNFCCC) with the main aim of keeping global average temperature rise well below 2 degrees Celsius. The Agreement brings nations around the world together to combat climate change collectively, supporting each other to achieve ‘nationally determined contributions’ (NDC). The Paris Agreement entered into force on 4 November 2016⁸.

As part of the Australian Government’s NDC, Australia has pledged to reduce emissions by 26-28% on 2005 levels by 2030⁹. The Town agreed to reflect the Australian Government’s NDC for its new Emissions Reduction Target.

New Target

The Town’s Emissions Reduction Target was agreed in 2017 prior to the CRP review. A baseline year was also set and potential actions to achieve the new target were discussed among staff during the CRP review.

The Town’s new Emissions Reduction Target is:

“To reduce 2014/2015 corporate emissions by 26-28% by 2029/2030”

Based on 2014/2015 corporate emissions data, the Town would need to reduce 2014/2015 emissions (1,699.1 tCO₂-e) by 441.8 – 475.7 tCO₂-e to achieve a 26-28% reduction by 2029/2030.

⁸ UNFCCC Paris Agreement

⁹ Department of the Environment and Energy – Paris Agreement

Carbon Footprint

The Town's carbon footprint (or emissions profile) has been calculated for the Emissions Reduction Target's baseline year together with a summary on how the Town is progressing towards the target since the baseline year.

What is a Carbon Footprint?

The Town's carbon footprint is the aggregated emissions from the Town's corporate operations and activities that use stationary energy and liquid fuels such as electricity, gas, unleaded petrol and diesel.

The Town's emissions are measured in tonnes of carbon dioxide equivalent (tCO₂-e) and each source type has different emissions factors¹⁰ that are used for calculation. The Town mainly consumes electricity and gas for Council buildings and facilities such as administration, community centres and lighting. The Town's fleet vehicles and equipment consume predominantly either unleaded petrol or diesel.

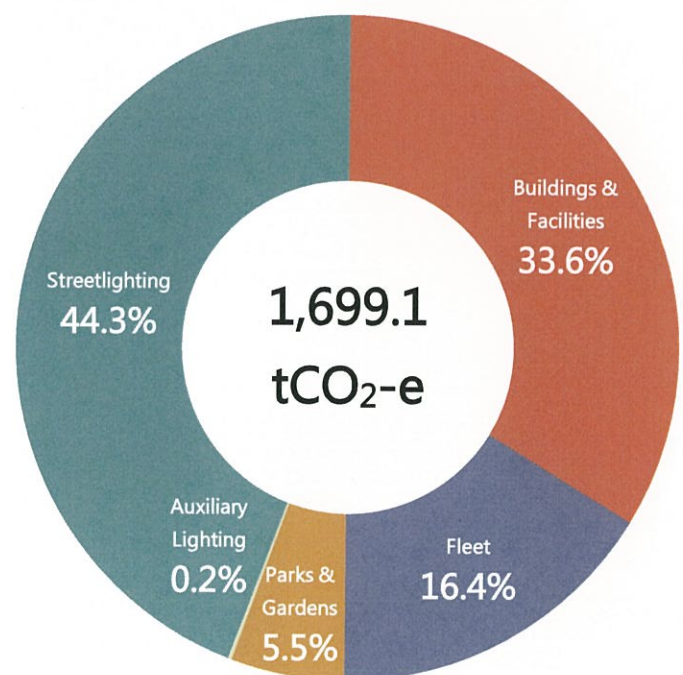
To ensure the success of the Emissions Reduction Plan, the Town will need to monitor its carbon footprint regularly and report progress to responsible staff. The Town does not have an obligation to report on emissions under the National Greenhouse and Energy Reporting Act 2007 (NGER Act); however the Town has been collating emissions data since 2010/2011 and this has been a useful resource for decision-making and priority setting for emissions reduction actions.

Baseline Carbon Footprint

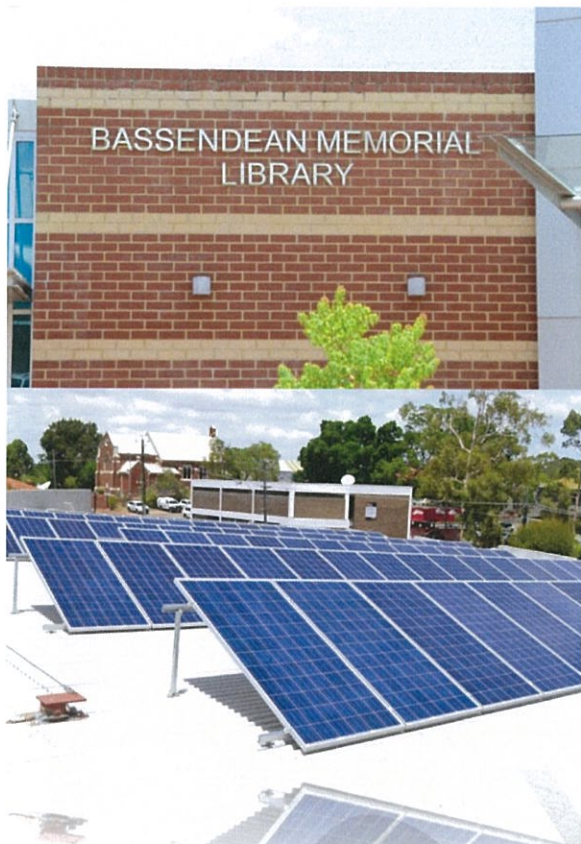
The Town's 2014/2015 total carbon footprint was 1,699.1 tCO₂-e. Of that total, 44.3% of emissions were produced by Street Lighting, 33.6% by Buildings and Facilities, 16.4% by Fleet, 5.5% by Parks and Gardens and 0.2% by Auxiliary Lighting (Figure 1).

The areas which have the most potential for reductions include the Town's Buildings and Facilities, Fleet, and Parks and Gardens. These areas make up over 55% of the Town's carbon footprint and reducing emissions in these areas can be achieved with technology and measures that are currently accessible. Streetlighting is the most difficult area in which to reduce emissions as the majority of the Town's residential street lamps are owned by Western Power.

Figure 1- Baseline Year Emissions Profile for the Town of Bassendean (2014/2015)



¹⁰ National Greenhouse Account Factors July 2017



Progress So Far

In 2016/2017, the Town's carbon footprint was 1,515.3 tCO₂-e, a reduction of 183.8 tCO₂-e since 2014/2015 (Figure 2). This is a 10.8% reduction in just two years.

This reduction is most likely due to the efforts of the Town installing over 110kW of solar PV systems on council owned and operated facilities, as well as contributions from the ongoing LED retrofits and other efficiency measures.

To achieve the Town's Emissions Reduction Target, emissions will need to reduce by a further 258.0 - 331.5 tCO₂-e in order to reach a reduction of 26-28% by 2029/2030.

The Town is on its way to achieving its new target, and will need to continue its efforts including thinking of new ways to reduce its carbon footprint as it approaches 2030.

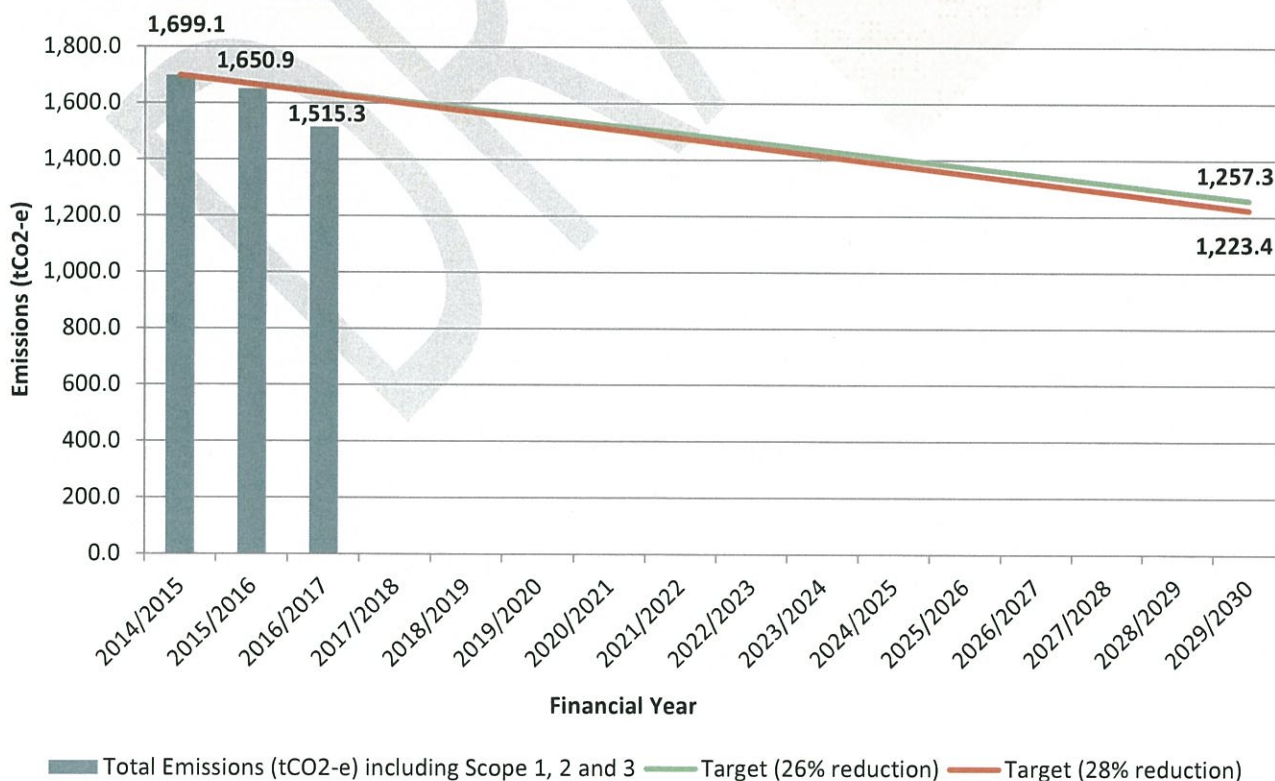


Figure 2 – Town's Corporate Carbon Emissions since 2014/2015 and progress towards Emissions Reduction Target

Technical Notes

For consistency, the Town has reference to the relevant standards and schemes that relate to the measuring, monitoring and reporting of the carbon footprint and the Emissions Reduction Target.

Emissions Boundaries

The Town's corporate operations vary in organisational structure and for the purpose of calculating a carbon footprint an emissions boundary has been set.

Defining an emissions boundary is the first step in calculating a carbon footprint. The boundary, as defined by the National Carbon Offset Standards for Organisations, refers to the coverage and extent of the Town's carbon footprint using a set of criteria (scopes) to identify emissions sources and decide which sources are relevant and which are not, with justification.

The Town's emissions boundary is defined as a control approach which the Town accounts for the carbon emissions from operations that it has full authority to introduce and influence¹¹. The Town's full emissions boundary is listed in the scopes below.

Scopes

For the purpose of emissions reporting, carbon emissions are categorised into Scope 1, Scope 2 and Scope 3 emissions:

Scope 1 Emissions: Direct Emissions released to the atmosphere as a result of an activity, or series of activities at a facility level.

- Emissions for fuel combusted for transport and fuel combusted for stationary energy (Fleet and Plant Equipment).

Scope 2 Emissions: Indirect Emissions from energy consumption such as electricity, heating, cooling or piped gas consumed by the Town's facilities and assets.

- Electricity and gas use from all Town owned assets (Buildings and Facilities, Parks and Gardens, Auxiliary Lighting).

Scope 3 Emissions: Emissions generated from activities that are outside of the Town's control.

- Electricity used by street lighting which is currently owned by Western Power.

Baseline Year

Emissions baselines are defined under the National Greenhouse and Energy Reporting Scheme (NGERS) as 'the reference point against which future emissions performance will be measured¹².

The Town's new Emissions Reduction Target set a baseline year of 2014/2015 corporate emissions data as this is the Town's earliest and most reliable dataset closest to the Australian Government's baseline of 2005.

The full emissions dataset for the Town's baseline year is available via the Town's Planet Footprint Platform and is subject to ongoing data revision due to utilities (such as Synergy and Alinta Energy) rights to update previous meter readings and data collection figures. Therefore the baseline year total emissions figure may vary depending on current data availability.

¹¹ Department of the Environment and Energy - National Carbon Offset Standards for Organisations - 2017

¹² Clean Energy Regulator - National Greenhouse and Energy Reporting Scheme - 2016

Implementation Plan

This implementation plan outlines actions which will contribute to achieving the Town's Emissions Reduction Target over a five year period (2018 - 2023). The actions will need to be monitored and reported on annually. After five years, a review is recommended to identify further actions to progress towards the Town's 2029/2030 target.

Each action table (pages 16 – 19) relates to a specific organisational unit. Within the tables are actions that have been developed as part of the Town's action planning consultation and external research during the CRP review. Actions may include those that are similar to the previous CRP but which have stalled or are still in progress, however still remain relevant to achieving the Town's target. Identifying priority actions may depend on a number of factors including the estimated cost of the action, its emissions reduction potential and recommended timeframe.

Table Details

Item

This is a reference for each action to use in the Town's communication and reporting. Each action has been allocated a letter referring to its organisational unit and an individual number.

Responsible Department

This identifies the departments, stakeholders and/or staff that are responsible for implementing and reporting on a specific action. More than one department may be responsible for an action and departments are encouraged to collaborate to complete or progress an action.

The Town's departments relevant to this plan include:

- **Asset Services**
 - Environment
 - Asset Management
 - Building Maintenance
 - Engineering
 - Fleet Management
 - Parks and Gardens
- **Corporate Services**
 - Financial Management
 - Information Technology
 - Procurement Services
- **Community Development**
- **Strategic Planning**
- **Development Services**

Budget

Each action has been placed in one or more of these categories for budget purposes:

| Category (abbreviation) | Description |
|---------------------------------|---|
| Cost in Kind (CIK) | The action can be implemented by existing Town staff without additional costs |
| Normal Budget Expenditure (NBE) | Budget allocation will be required for something in addition to staff time, e.g. consulting, materials, external contractors, small appliances, maintenance, etc. |
| Capital Expenditure (CE) | The actions will require the purchase of a substantial asset (e.g. solar panels, solar battery or low/zero emissions vehicle) |
| Subject to Funding (F) | The action will require external funding such as grant funding, or partnership with another agency/organisation, for implementation. |

Cost (\$)

The Cost of each action is dependent on the Budget Type and the potential expenditure required for implementation. Below are the estimated cost ranges that actions fall within:

| Cost Range (\$thousands) | Icon | Description |
|--------------------------|--------|---|
| \$ 0-5K | \$ | Low expenditure may be required from the Town |
| \$ 5 -10K | \$\$ | Moderate expenditure may be required from the Town |
| \$ 10-20K | \$\$\$ | Large expenditure may be required from the Town |
| No Cost | - | The action has no extra cost to implement or is included in Normal Budget Expenditure – e.g. research |

Timeframes

The timeframes are based on need and take into consideration past and current actions. This plan's timeframes range between 2018 and 2023.

Timeframes within the action tables consist of four categories:

| Timeframe | Description |
|-----------|-----------------------------|
| Short | By the end of 2018/2019 |
| Medium | By the end of 2020/2021 |
| Long | By the end of 2022/2023 |
| Ongoing | Business as Usual Framework |

Emissions Reduction Potential (E1)

The Emissions Reduction Potential identifies the estimated impact that each action may have on the Town's total carbon footprint in regards to carbon emissions. Some actions have actual emissions potential, where the action directly reduces emissions from implementation, while others have future emissions potential where the Town's actions may influence carbon emissions reductions over time or information that has been gathered can be used to progress emissions reduction actions in the future.

Low, medium and high emissions reduction potential can range in impact (%) on the assets emissions production dependent on the type of asset and what the action is targeting.

For example, turning off computers in the library instead of leaving on standby may only reduce emissions by a small percentage (Low) compared to the total emissions produced by the library. However, a retrofit of the library's inefficient air conditioning unit may have substantial emissions reduction potential (High) as a large amount of energy is used to power the unit compared to the computers.

Community emissions reduction does not directly affect the Town's total carbon footprint, however can affect residents' behaviour towards reducing energy and emissions. Therefore these actions have a broader emissions effect that could potentially aid in project support, reduce energy usage within community facilities and also foster a pro-sustainability lifestyle within the Town.

The Emissions Reduction Potential is listed for each action according to the following categories:

| Emissions Reduction Potential | E ↓ |
|--|-----|
| Low Emissions Reduction (1 – 10%) | L |
| Moderate Emissions Reduction (10 -20%) | M |
| High Emissions Reduction (20% +) | H |
| Future Emissions Reduction | F |
| Community Emissions Reduction | C |



Organisational Units

The Plan's actions are separated into organisational units that reflect the structure of the Town's operations and are also used in the Town's Planet Footprint Reporting Platform. The organisational units are:

Whole Organisation

Actions listed in this section will impact the Town's corporate emissions across multiple areas and are not specific to any particular organisational unit. For best results, implementation will require communication and cooperation between business units.

Buildings and Facilities

The Buildings and Facilities unit comprises of council owned and operated assets, as well as leased facilities that the Town pays the energy consumption for. This includes administration buildings, community facilities, and sports and recreational facilities. Emissions sources include electricity and/or gas for building services or lighting.

Fleet

The Town's Fleet comprises of five types of vehicles including Buses, Heavy Operational Vehicles, Operational Vehicles, Passenger Vehicles and Plant Equipment. The emissions from each vehicle are classed as fuel combustion for transport or stationary energy (Scope 1 emissions). Currently most of the Town's vehicles either run on diesel or unleaded petrol.

Parks and Gardens

The Parks and Gardens unit includes the Town's reserves, public open space, road verges, and median strips. The main emissions source is through electricity used for irrigation and park lighting.

Street and Auxiliary Lighting

This organisational unit comprises of four lighting types being: decorative; feature; residential (Street Vision) and roadway (Power Watch) street lighting. Street Vision lighting emissions are more difficult to reduce as the infrastructure is currently owned and controlled externally from the Town.

Action Table 1: Whole Organisation

| Item | Action | Responsible Department | Budget | Cost | Timeframe | EI |
|-----------------------------|--|---------------------------------------|----------|------|-----------|----|
| W.1 | Introduce an energy fund reserve, or similar, to finance energy efficiency and emissions reduction projects, sourcing funding from savings made from implemented projects within the Town. | Financial Management; Environment | CIK | \$ | Short | F |
| W.2 | Continue to review offsetting opportunities (e.g. GreenPower Program) and/or similar renewable energy purchasing providers to determine most appropriate accredited offsetting scheme. | Financial Management; Environment | CIK | - | Medium | F |
| W.3 | Continue measuring, monitoring and reporting on energy use and carbon emissions annually. | Environment; EMRC | NBE | \$\$ | Ongoing | F |
| W.4 | Continue to conduct energy audits and energy consumption investigations of Town assets, where necessary, to continue ongoing energy improvements. | Asset Services; EMRC | NBE | \$ | Ongoing | F |
| W.5 | Ensure that all energy and carbon emissions related Town policies, local planning schemes, and strategic plans are up-to-date with Town's current commitments and latest national emissions reduction technical information. | Corporate Services; Asset Services | CIK | - | Long | F |
| W.6 | Investigate the use of precinct micro-grids and Peer to Peer trading within the Town through new developments in combination with renewable energy and battery storage. | Engineering; Environment | CIK | - | Long | F |
| W.7 | Source community emissions data for the Town and set community emissions reduction targets | Environment; EMRC | CE; | \$\$ | Medium | C |
| W.8 | Participate in the Climate Council's Cities Power Partnership | Environment | CIK | - | Short | F |
| Staff Engagement | | | | | | |
| W.9 | Develop a staff housekeeping plan to reduce energy use (e.g. turning lights and equipment off). | Environment | CIK | - | Short | L |
| W.10 | Develop and implement staff engagement program to foster energy efficient and emissions reducing behaviours (e.g. staff energy champions, introducing a reward system, etc.) | Environment | NBE | \$ | Medium | L |
| Community Engagement | | | | | | |
| W.11 | Promote the achievements of the Town's emissions reduction actions to the community and Town's councillors via current media sources. | Environment | CIK | - | Ongoing | C |
| W.12 | Educate the Town's residents and community building managers on energy efficiency and renewable energy. | Environment | NBE; CIK | \$ | Ongoing | C |
| W.13 | Continue to supply Home Energy Audit Kits within the Town library and promote via Town's media outlets annually to encourage use. | Environment; EMRC | NBE | \$ | Ongoing | C |
| W.14 | Support local community groups to implement carbon reduction measures in community owned buildings. | Asset Services; Community Development | CIK; F | \$\$ | Ongoing | C |
| W.15 | Support local community initiatives to increase energy efficiency and renewable energy uptake in the Town. | Environment; Community Development | CIK; F | \$\$ | Ongoing | C |
| W.16 | Support local businesses in reducing emissions by providing incentives e.g. advertisement on social media, small grants, awards, etc. | Environment; Community Development | NBE; CE | \$ | Ongoing | C |

Action Table 2: Buildings and Facilities

| Item | Action | Responsible Department | Budget | Cost | Timeframe | E ↓ |
|--|--|--|---------|--------|-----------|-----|
| B.1 | Continue to implement renewable energy for Town buildings and facilities, where feasible. | Asset Management; Environment | CE | \$\$ | Ongoing | H |
| B.2 | Obtain data loggers at facilities without smart meters to identify peak and off peak consumption to estimate the viability of a solar PV system and the size of the system required. | Environment; Asset Management | NBE | \$\$ | Medium | F |
| B.3 | Continue to maintain current renewable energy assets to ensure optimum performance. | Asset Management | NBE | \$ | Ongoing | L |
| B.4 | Investigate air conditioner assets within Town buildings and facilities and provide maintenance. | Building Maintenance | NBE | \$ | Medium | L |
| B.5 | Replace inefficient air conditioner assets within the Town where necessary. | Asset Services | CE | \$\$\$ | Ongoing | H |
| B.6 | Continue to replace inefficient lighting within buildings and facilities with energy efficient globes (e.g. LED's), when required. | Building Maintenance | NBE | \$ | Ongoing | L |
| B.7 | Identify Town buildings and facilities that may benefit from solar battery technology and prepare for future implementation. | Environment; EMRC | CIK | - | Medium | F |
| B.8 | Investigate new energy efficient technology to apply to the Town's buildings to increase energy efficiency and reduce carbon emissions. | Environment; EMRC | CIK | - | Ongoing | F |
| B.9 | Investigate opportunities to retrofit existing buildings with sustainable, energy efficient design such as insulation, window treatments, efficient heating and cooling, and paint treatments. | Environment; EMRC | CIK | - | Ongoing | F |
| B.10 | Implement sustainable design principles into existing and new council buildings to reduce emissions. | Environment; Engineering | NBE; CE | \$\$ | Ongoing | M |
| B.11 | Use an IT asset register to consolidate necessary equipment and replace with efficient electrical equipment at the end of its' working life. | Information Technology; Procurement Services | CIK | - | Medium | F |
| Administration Buildings, Customer Service Centre and Depot | | | | | | |
| B.12 | Investigate energy meters at the Administration, Library and Senior Citizens' Buildings, Customer Service Centre and Depot in order to determine feasibility of separating the meters or installing smart meters and loggers to understand energy use. | Asset Management | CIK | - | Short | F |
| B.13 | Ensure that power saving functions on equipment are activated on existing and new equipment in staff offices - E.g. sleep mode, hibernation etc. | Asset Services, Information Technology | CIK | - | Short | L |
| B.14 | Investigate alternative methods of reducing energy usage at the Administration, Library and Senior Citizens' Buildings, Customer Service Centre and Depot, including building management systems, lighting sensors, timers, etc. | Asset Management | CIK | - | Medium | F |
| B.15 | Encourage Town administration buildings and staff offices to participate in the CitySwitch Green Office Program, or similar, to improve office energy and waste efficiency. | Environment; Corporate Services | CIK | - | Medium | F |

| Sports and Recreation | | | | | | |
|------------------------------------|---|-----------------------------------|---------------|----|--------|---|
| B.16 | Investigate the viability of installing solar PV systems in council owned but not operated high energy consuming facilities such as Bassendean Oval, Jubilee Reserve, and Ashfield Reserve. | Asset Management; Environment | CIK | - | Long | F |
| B.17 | Undertake a lighting audit at selected facilities to investigate where automated, LED and/or sensor lighting could be implemented. | Asset Management | NBE | \$ | Medium | L |
| B.18 | Investigate smart technology for implementation for sport lighting to reduce vandalism, improper use and energy wastage. | Asset Management; Environment | NBE | - | Short | F |
| B.19 | Implement other energy efficiency retrofits at selected facilities including air conditioning, refrigeration and kitchen appliances, if deemed viable. | Asset Management; Environment | NBE;CI K;F | \$ | Medium | M |
| Community and Commercial Buildings | | | | | | |
| B.20 | Review Town Local Planning Policies to include Green Star Framework, or similar, to ensure that building applications aim for a 6 star energy rating for commercial and residential construction and renovations. | Development Services; Environment | CIK | - | Medium | C |
| B.21 | Encourage commercial offices within the Town to participate in CitySwitch's Green Office Program, or similar. | Environment | CIK | - | Medium | C |
| B.22 | Encourage developers within the Town to be certified under the Envirodevelopment branding system to ensure future sustainable development for commercial and residential buildings within the Town. | Environment; Development Services | CIK | - | Short | C |

Action Table 3: Fleet

| Item | Action | Responsible Department | Budget | Cost | Timeframe | E ↓ |
|--------------------------|--|-------------------------------|----------|------|-----------|-----|
| F.1 | Conduct a review of the Town's fleet vehicles to determine where change can be implemented to reduce carbon emissions. | Fleet Management | CIK | \$ | Short | F |
| F.2 | Investigate offsetting the Town's passenger vehicle emissions through accredited Carbon Sequestration projects. | Environment | NBE | - | Medium | F |
| F.3 | Prepare a briefing note on 'green' vehicles that would be most suitable to be integrated into the Town's fleet. | Environment; EMRC | CIK | - | Short | F |
| F.4 | Ensure that fleet purchasing and policy framework is up to date with the latest Australian National Emissions Standards. | Fleet Management | CIK | - | Ongoing | F |
| F.5 | Continue to encourage Town staff to carpool, use public transport and other alternative modes of transport to reduce fuel use in fleet vehicles. | Environment | CIK; NBE | - | Ongoing | L |
| F.6 | Investigate car park shade structures which incorporate solar PV systems as alternative locations for generating renewable energy for the Town. | Environment | CIK | - | Long | F |
| Electric/Hybrid Vehicles | | | | | | |
| F.7 | Investigate integrating hybrid and/or electric vehicles into the Town's passenger vehicle fleet. | Environment; Fleet Management | CIK | - | Long | F |

| | | | | | | |
|------------------|--|---------------------------------------|---------|------|---------|---|
| F.8 | Review the Town's vehicle allocation system to identify how hybrid and electric vehicles could be allocated to staff. | Fleet Management; Corporate Services | CIK | - | Short | F |
| F.9 | Investigate the potential to hold a trial of electric vehicles/bicycles within the Town's as pool vehicles. | Environment | CIK | - | Long | F |
| F.10 | Advocate to state and national government for low- zero emissions vehicles subsidies (or similar) for implementation in local government fleet. | Environment; EMRC | CIK | - | Ongoing | F |
| Community | | | | | | |
| F.11 | Investigate and provide infrastructure to support hybrid and electric vehicles within the Town owned by the community (e.g. electric charging stations). | Asset Services; Community Development | CIK;F | \$\$ | Medium | C |
| F.12 | Encourage the community to ride their bike or take public transport to reduce vehicle emissions by implementing infrastructure to foster habits (e.g. secure bike parking, electric bike charging stations). | Asset Services; Community Development | CIK; CE | \$\$ | Long | C |

Action Table 4: Parks and Gardens

| Item | Action | Responsible Department | Budget | Cost | Timeframe | E ↓ |
|------|--|--------------------------------|--------|------|-----------|-----|
| P.1 | Continue to review irrigation practices to ensure that bores are use water efficiently to reduce energy usage. | Parks and Gardens | CIK | - | Ongoing | L |
| P.2 | Investigate installing renewable energy systems to power bores. | Environment; Parks and Gardens | CIK | - | Long | F |
| P.3 | Continue hydrozoning parks and reserves to reduce energy (and water) usage where appropriate. | Parks and Gardens | NBE | \$ | Ongoing | L |
| P.4 | Continue to upgrade park lighting to the most energy efficient globes (e.g. LED and/or Solar) | Environment; Parks and Gardens | NBE | \$ | Ongoing | L |

Action Table 5: Street and Auxiliary Lighting

| Item | Action | Responsible Department | Budget | Cost | Timeframe | E ↓ |
|------|--|------------------------|--------|------|-----------|-----|
| L.1 | Continue to support WALGA and the EMRC in advocating to Western Power for energy efficient upgrades to street lighting. | Environment; EMRC | CIK | - | Ongoing | F |
| L.2 | Investigate opportunities to retrofit street lighting infrastructure to reduce carbon emissions, energy consumption and costs to the Town. | Environment | CIK | - | Ongoing | F |
| L.3 | Ensure that any new decorative or feature lighting uses LED and/or Solar fixtures | Environment | NBE | \$ | Ongoing | L |
| L.4 | Maintain current auxiliary and roadway lighting infrastructure and where applicable, retrofit with energy efficient lighting | Asset Management | NBE | \$ | Ongoing | L |

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Definitions and Acronyms

ACER – Achieving Carbon Emissions Reduction

Carbon Emissions / Greenhouse Gas Emissions – emissions caused by human and natural activities. Carbon emissions consist of carbon dioxide, methane, nitrous oxide and fluorinated gases.

Carbon Footprint – the total measurement of carbon emissions of a defined period of time, population or activity.

Carbon Sequestration – Capture and long-term storage of carbon dioxide through soil, vegetation, geological formations, ocean, and minerals.

CEFC - Clean Energy Finance Corporation

CRP – Carbon Reduction Plan (2015)

Emissions Factor – the unit of carbon dioxide equivalent (CO₂-e) emitted per unit of activity at the point of emission release.

EMRC – Eastern Metropolitan Regional Council

EV – Electric Vehicles

LED – Light-emitting Diode

NCOS – National Carbon Offset Standard

NGERS – National Greenhouse and Energy Reporting Scheme

Solar PV - Solar photovoltaic

South West Interconnected System (SWIS) - The electricity network in the south west corner of Western Australia which comprises of all electricity generators and Western Power.

tCO₂-e – tonnes of carbon dioxide equivalent

WALGA – Western Australian Local Government Authority

Images

Cover Page – Solar PV System in the Town of Bassendean (credit: Town of Bassendean)

Page 3 – Children Services Centre in the Town of Bassendean (credit: Town of Bassendean)

Page 7 - Electric vehicle charging station (Creative Commons CC0)

Page 8 – Green wall at the Quai Branly Museum in Paris (Creative Commons CC0)

Page 9 – COP 21 Paris Agreement conference (Creative Commons CC0)

Page 11 – Town of Bassendean Memorial Library and Solar Panels (credit: Town of Bassendean)

Page 14 – Town of Bassendean Old Perth Road LED street lighting (credit: EMRC)

ATTACHMENT NO. 6



TOWN *of* BASSENDEAN

DRAFT (12 Dec 2018)

RIVER PARKS COMMITTEE

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Town of Bassendean (hereinafter called the "Council") hereby establishes a committee under the powers given in Section 5.8 of the Local Government Act 1995, such committee to be known as the Bassendean River Parks Management Committee, (hereinafter called the "Committee").

Membership of the Committee shall, unless otherwise specified, be for a term ceasing at the date of the Local Government election in the year the Town's local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and policy of the Town of Bassendean and this Instrument.

2.0 NAME

The name of the Committee shall be the Bassendean River Parks Management Committee.

3.0 OBJECTIVES, STRATEGIES AND PROJECTS

In accordance with the 2017-2027 Strategic Community Plan, the Committee shall make recommendations to Council on the following Objectives and Strategies:-

Protect our River, Bush land Reserves, and Biodiversity

- 2.2.1 Protect and restore our biodiversity and ecosystems
- 2.2.2 Sustainably manage significant natural areas
- 2.2.3 Partner with stakeholders to actively protect, rehabilitate and enhance access to the river

Ensure the Town's open space is attractive and inviting

2.3.1 Enhance and develop open spaces and natural areas to facilitate community use and connection.

2.3.2 Sustainably manage ground water and facilitate the conversion of drains to living streams

• Projects for the Term of the Committee include

- Undertake Natural Areas and River rehabilitation progressively in accordance with Department of Biodiversity, Conservation & Attractions – Best Management practices for foreshore stabilisation.
- Advocate with relevant partners to collaborate on protection and rehabilitation.
- Develop a Strategy for the protection and rehabilitation of natural areas.
- Liaise with Department of Planning to prepare an Establishment Plan for Ashfield Flats Reserve and Develop Management Plans for the Town's 4 managed river parks.
- Formulate Open Space Master Plan for Rivers and Parks
- Develop and implement irrigation hydro-zoning and eco- zoning programs for Rivers, Parks and Reserves
- Water Quality monitoring
- Plan and convert drains to Living Streams
- Develop Swan River Precinct Plan.
- Continue to implement the Bushcare Volunteers program

Examples of Specific Projects could include:-

- *Ashfield Flats*
- *Bindaring Park*
- *Living Streams/ Drains*
- *Success Hill Reserve*
- *Bushcare Volunteer Program*
- *Pickering Park*
- *Point Reserve*
- *Sandy Beach Reserve*
- *Liaise with Swan River Trust*
- *Liaise with WAPC*
- *Water Quality*

4.0 MEMBERSHIP

Membership of the Committee shall consist of 8 members, with voting rights, comprising the following:

- Three Councillors from the Town of Bassendean; and
- Five community representatives.

Four members in an advisory role, with no voting rights, comprising the following:

- One representative from the Department of Planning Lands and Heritage;
- One representative from the Department of Biodiversity, Conservation & Attractions;
- One representative from the Department of Water and Environmental Regulation; and
- One representative from the Department of Fire & Emergency Services.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders Local Law.

The Presiding Member must cast a second vote if the votes of the members present are equally divided.

The Local Government Act 1995 places responsibility for speaking on behalf of Council with the Mayor, or the CEO if the Mayor agrees.

The Presiding Member and members of Council committees are to refrain from speaking publicly on behalf of the committee or Council, or to issue any form of written material purporting to speak on behalf of the committee or Council without the prior approval of the Mayor.

6.0 MEETINGS

The Committee shall meet quarterly:

- 6.1 Notice of meetings shall be given to members at least 3 days prior to each meeting.
- 6.2 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee.
- 6.3 The Presiding Member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide Council with a copy of such minutes.

- 6.4 All members of the Committee shall have one vote. If the votes of the members present are equally divided, the person presiding is required to cast a second vote in accordance with the Local Government Act.
- 6.5 The Town of Bassendean will provide technical advice and secretarial and administrative support through the Chief Executive Officer and Council staff.
- 6.6 All members are required to comply with the Town of Bassendean's Code of Conduct.

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices whether vacant or not, **equalling five members**. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 DELEGATED POWERS

The Committee has no delegated powers under the Local Government Act and is to advise and make recommendations to Council only.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 9.1 In accordance with the Local Government Act 1995; and
- 9.2 At the direction of Council.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

ATTACHMENT NO. 7

29th August 2018

Steven Morrissey
Parks & Gardens Supervisor
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934



Dear Steve,

ARBORICULTURAL ASSESSMENT AT SPARX DAY CARE EDEN HILL

Please find enclosed the results of the arboricultural assessment undertaken recently for the two trees at the Sparx Day Care Centre, Eden Hill.

Where recommendations for remedial arboricultural work have been made, it is imperative that it is undertaken as outlined in the Australian Standard 4373-2007: Pruning of Amenity Trees. It is also strongly advised that any remedial pruning works be undertaken by, or supervised by, a qualified arborist (AQF Level 3 in Arboriculture).

If you have any questions regarding the assessment or if I can be of service to you again in the future, please feel free to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to be "BB" followed by a stylized flourish.

Brad Bowden
Principal
Bowden Tree Consultancy®

B.Sc. Sustainable Forestry
Dip. Arboriculture & Parks Management
ISA Certified Arborist – Municipal Specialist AU-0020AM & Tree Risk Assessment Qualified (TRAQ)

1.0 Introduction

1.1 Scope of Report

1.2 The purpose of this report is to summarise the results of the arboricultural assessment and provide recommendations for the two mature flooded gum trees (*Eucalyptus rudis*) within the commercial municipal property known as the Sparx Day Care Centre, located at 148 Ivanhoe Street, Eden Hill. The site visit and visual tree assessment was undertaken from ground level on the 24th October 2017 at 1430hrs and were accurate at the time of inspection. No detailed tree assessment, soil excavation or below ground inspection was undertaken unless specified. Viewing conditions were fine. Concern has been raised by the property tenant regarding the uneven synthetic turf surface adjacent to the two trees, and subsequently the Town of Bassendean regarding the remedial options for the future management of the trees. An additional site visit was undertaken on the 22nd August 2018 to undertake an appraisal (only) of both trees to determine their monetary value, with the outcome detailed in the addendum section on page 16.

1.3 Executive Summary

- 1.4 The assessed trees identified within this report provide a range of benefits to the ecosystem, to human beings for environmental and health reasons, and to the climate. Assessment has revealed a regrowth crown structure attributable to poorly-positioned pruning (topping) undertaken previously to reduce the height of both trees, however tree vitality was satisfactory and is indicative of the capacity of the trees to produce response growth (new wood) to maintain/improve the current structural condition. A number of root/ turf surface conflicts were visible within the playground areas around the trees, typical where large maturing trees and artificial surfacing coexists, subsequently increasing the potential for trip hazard injury for pedestrians using the area.
- 1.5 Where tree retention is desired, it is imperative that any remedial works avoid pruning and/ or severance of the large woody roots within the structural root zone of the trees, as this can compromise tree stability and may result in tree failure during periods of high wind energy. Remedial options to mitigate the trip hazard potential due to the root/ surfacing conflicts include removal of synthetic turf within the structural root zone and replacement with mulch and/ or landscape plantings. For root/ surfacing conflicts beyond the structural root zones, consideration could be given to lifting of the synthetic turf, raising the soil slightly to achieve a level surface and re-applying the synthetic turf.
- 1.6 Pruning of a small number of roots beyond the structural root zone provides an option to alleviate the conflicts, however ongoing pruning as part of normal maintenance will be required in the medium term (2-5 years) to prune subsequent adventitious root growth. Such works are typical for retention of large mature trees adjacent to surfacing. Alternatively, as tree growth and root thickening are likely to continue increasing consideration could be given to relocation of the surfacing and play areas away from the assessed trees.

2.0 Site Observations

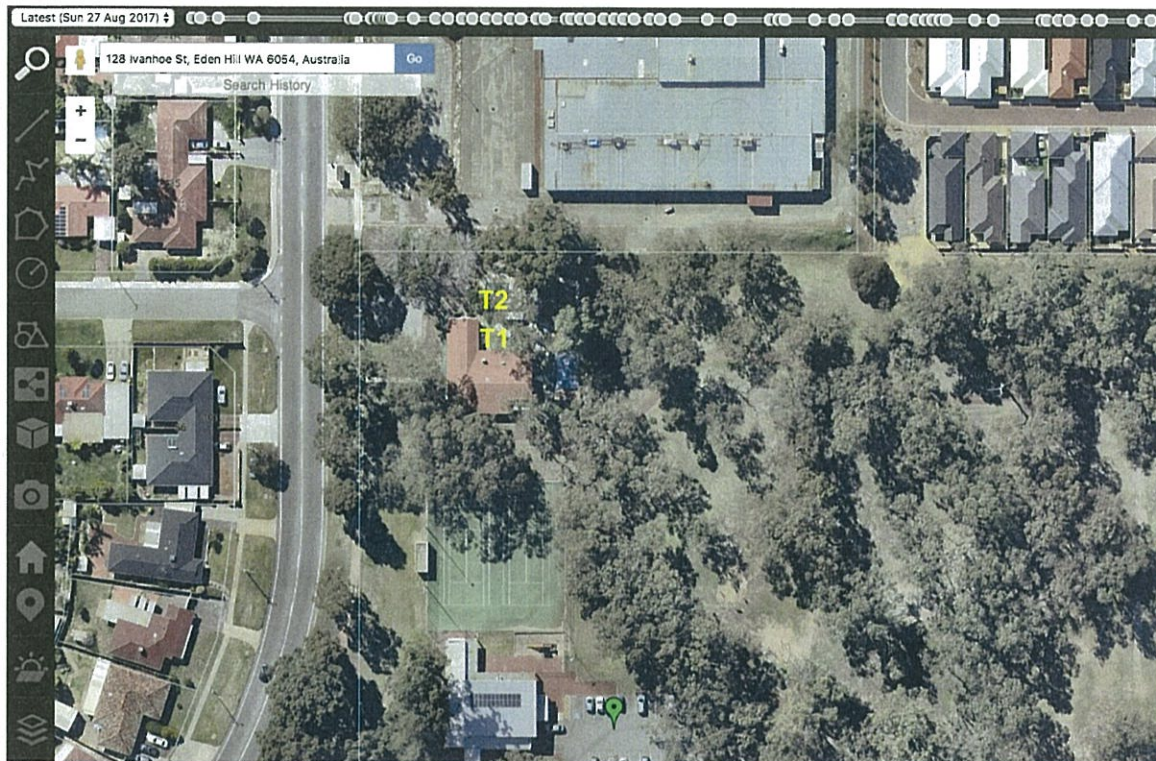


Figure 1. Aerial photo of site and location of the assessed trees (T1 & T2).

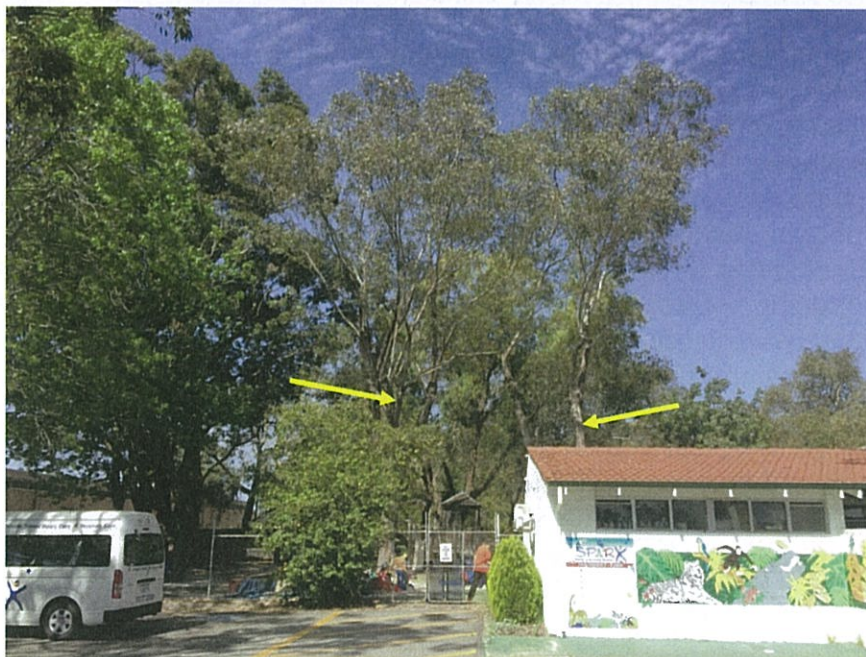


Figure 2. Tree number one (right arrow in image) and tree number two (left arrow); looking towards the east.

| | |
|-------------------------------|--|
| Tree Number 1 | Botanical Name: <i>Eucalyptus rudis</i> |
| Common Name: | flooded gum |
| Location: | 2.1m from the concrete path on the east side |
| Height: | 15.3m |
| DBH: | 69cm |
| Structure: | Fair |
| Health: | Average |
| Crown Spread (NS/ EW): | 11m/ 12m |
| Comments: | |

- Tree root of approximately 70mm in diameter evident on the northwest side beneath the synthetic turf at a distance of 5.2m from the tree
- Additional larger tree root of approximately 100mm in diameter evident on the northwest side at a distance of 4.6m from the tree
- Additional smaller tree root of approximately 40mm in diameter evident on the north side at a distance of 2.8m from the tree
- Fill soil of an estimated 200mm depth is likely to have been applied atop the original soil level during the previous installation of the synthetic turf surfacing
- Minor displacement of the synthetic turf surfacing visible attributable to the abovementioned root/ surface conflicts, typical where located in close proximity of large maturing trees and/ or where fill soil (generally of a higher nutrient status) is applied atop remnant soil and minor-sized roots encroaching into the covered fill soil as a source for the uptake of water
- As recharging (water) becomes regular and the mineral solutes in the fill soil are accessed the initially minor-sized root/s thicken and increase in diameter
- With an increase in root diameter highly probable the potential for trip hazard injury for pedestrians using the area will augment due to the uneven surface resulting from the root/ surface conflicts
- Whilst the synthetic turf was not raised to inspect the tree roots beneath, roots that come into contact with the surfacing are potentially damaged by the weight of pedestrian traffic on top of the synthetic turf, with the normal tree response being the production of reparative tissue to close the wound; and with ongoing pedestrian traffic resulting in additional wounding the process repeats, causing damaged roots and displaced surfacing
- Poorly-positioned pruning (topping) undertaken previously to reduce the height of the tree was observed at 7m above ground level and whilst epicormic regrowth branches of ~300mm in diameter produced in response to the loss of foliage were visible, adequate response growth (new wood) to maintain branch strength at the attachments was deduced



Figure 3. Fill soil of an estimated 200mm in depth is likely to have been applied atop the original soil level during the previous installation of the synthetic turf surfacing; looking towards the east.



Figure 4. A tree root of approximately 70mm in diameter was evident on the northwest side beneath the synthetic turf at a distance of 5.2m (see arrow); looking towards the east.



Figure 5. A root/ surface conflict with root of approximately 40mm in diameter was evident on the north side (see arrow) at a distance of 2.8m from the tree.



Figure 6. Poorly-positioned pruning/ topping undertaken previously to reduce the height of the tree was observed at 7m above ground level (see arrow) and whilst large regrowth branches were visible, adequate response growth/ new wood to maintain branch strength at the attachments was deduced; looking towards the southeast.

| | |
|-------------------------------|--|
| Tree Number 2 | Botanical Name: <i>Eucalyptus rudis</i> |
| Common Name: | flooded gum |
| Location: | ~0.2m from the concrete pavers on the north side |
| Height: | 14.8m |
| DBH: | 69cm |
| Structure: | Fair |
| Health: | Average |
| Crown Spread (NS/ EW): | 9m/ 15m |
| Comments: | |

- Lack of trunk basal flare and root buttressing was evident and is indicative of fill soil atop the original soil grade
- Concrete slab pavers were visible as the surface treatment within 150mm on the north side of the tree, with closer inspection revealing cracked pavers as well as displacement by approximately 10mm
- A root/ surfacing conflict was observed on the southwest side at a distance of 3.3m from the tree, with the root diameter estimated to be 20mm
- Additional larger tree root of approximately 60mm in diameter was evident on the west side at a distance of 8.7m from the tree and adjacent to the gate
- Minor displacement of the concrete pavers and synthetic turf surfacing was visible attributable to the abovementioned root/ surface conflicts, typical where located in close proximity of large maturing trees and/ or where fill soil (generally of a higher nutrient status) is applied atop remnant soil and small sized roots encroach into the covered fill soil as a water source
- As the water source becomes regular initially minor-sized root/s thicken and increase in diameter over time
- With a further increase in root diameter highly probable the potential for trip hazard injury for pedestrians using the area will augment due to the uneven surface resulting from the root/ surface conflicts
- Whilst the synthetic turf was not raised to inspect the tree roots beneath, roots that come into contact with the surfacing are potentially damaged by the weight of pedestrian traffic on top of the synthetic turf, with the normal tree response being the production of reparative tissue to close the wound; and with ongoing pedestrian traffic resulting in additional wounding the process repeats, causing damaged roots and displaced surfacing
- Poorly-positioned pruning (topping) undertaken previously to reduce the height of the tree was observed at 8m above ground level and whilst epicormic regrowth branches of ~250mm in diameter produced in response to the loss of foliage were visible, adequate response growth (new wood) to maintain branch strength at the attachments was deduced



Figure 7. Concrete slab pavers were visible as the surface treatment with closer inspection revealing cracked pavers as well as displacement by approximately 10mm, typical where hard surfacing is located in close proximity to mature trees; looking towards the east.



Figure 8. A root/ surfacing conflict was observed on the southwest side (see arrow) at a distance of 3.3m from the tree, with the root size estimated to be 20mm in diameter; looking towards the northeast.

3.0 Discussion and Recommendations

3.1 Discussion

3.2 Tree root plate: Root plate composition for most tree species consists of a structural root zone and an absorbing root zone, responsible respectively for the stability/ anchorage of the tree and the uptake of water/ mineral solutes from the soil. Severance of the large diameter woody roots within the structural root zone (the root plate area immediately adjacent to the tree and generally determined as trunk diameter x 5) can compromise tree stability and must be avoided. It can also result in the loss of a significant proportion of the fine, water-absorbing roots, subsequently placing considerable stress on the tree in the short term and may initiate a decline in health condition and/ or tree mortality. The severance of large diameter roots also provides an entry opportunity for infection by wood decay fungi and infestation by wood-destroying insects, increasing the potential for the degradation of wood tissue at the root collar and trunk basal area and compromising tree stability in the long term.

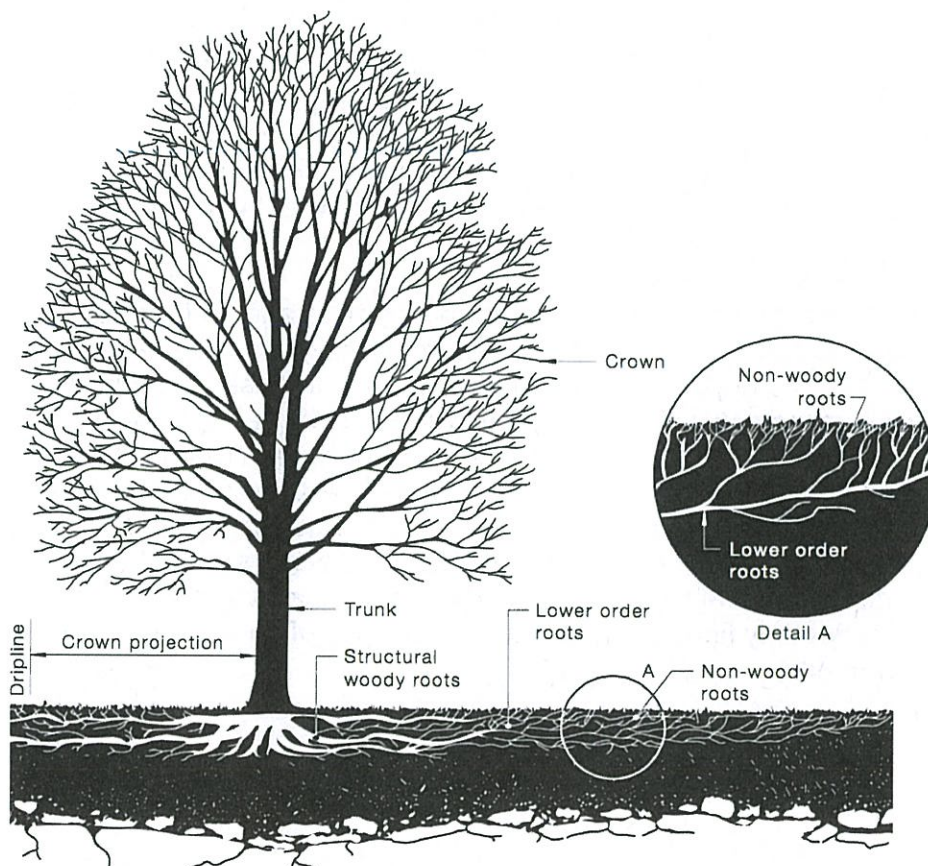


Figure 9. Typical tree structure above and below ground. Source: AS4970-2009: Protection of Trees on Development Sites.

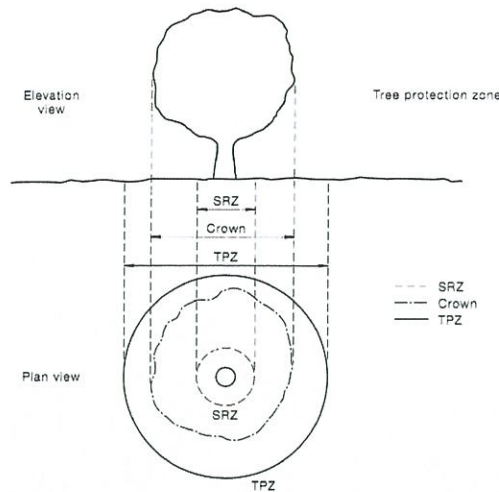


Figure 10. The large woody roots responsible for anchorage and tree stability are located within the area known as the structural root zone (SRZ), with the radius measurement in general calculated as $DBH \times 5$. Source: AS4970-2009: Protection of Trees on Development Sites.

3.3 Tree benefits: Mature urban trees confer many benefits including shade and cooler air temperatures, screening (privacy) and noise reduction, built form aesthetic amelioration, energy conservation, mitigation of the urban heat island effect, air quality improvement and oxygen production, carbon uptake/storage and greenhouse gas reduction, minimisation of storm water run-off and improvement of water quality, fauna habitat and food source. In general, they enhance our built and natural environments with larger trees providing more benefits.

3.4 Tree risk: Tree failure is an infrequent occurrence and serious damage, injury or death from tree failure is rare (Lilly *et al*, 2011). Research finds that for Britain, with a population of 60 million people, the risk of any tree causing a fatality is exceedingly small (Ball & Ball-King, 2011). It is impossible to maintain trees completely free of risk and some level of risk must be accepted to experience the benefits that trees provide. The use of 'safe' or 'unsafe' when assessing trees is both imprecise and ambiguous, as a tree cannot be free from defects or potential hazards - such a state is simply unattainable. It is essential to maintain a balance between the benefits and costs of risk reduction, not only financial cost but also the loss of amenity and other tree related benefits.

3.5 Recommendations

3.6 Option 1 (Where tree retention is desired for both trees)

- It is imperative that any remedial works avoid pruning and/ or severing the large woody roots within the structural root zone of the trees (3.5m radius), as this can compromise tree stability and may result in tree failure during periods of high wind energy. Remedial options to mitigate the trip hazard potential due to the root/ surfacing conflicts include removal of synthetic turf within the structural root zone and replacement with mulch and/ or landscape plantings. For root/ surfacing conflicts beyond the structural root zones, consideration could be given to lifting of the synthetic turf, raising the soil slightly to achieve a level surface and re-applying the synthetic turf.
- Pruning of a small number of roots beyond the structural root zone provides an option to alleviate the conflicts, however ongoing pruning as part of normal maintenance will be required in the medium term (2-5 years) to prune subsequent adventitious root growth. Such works are typical for retention of large mature trees adjacent to surfacing.

3.7 Option 2 (As tree/ root growth is likely to continue)

- Relocate the synthetic turf surface and play area away from the trees.

4.0 Appendix I

4.1 Arboricultural Terminology

- 4.2 Crown – the leaves and branches of a tree measured from the lowest branch on the trunk to the top of the tree, whilst crown lifting involves pruning of the lower branches to improve clearance for buildings, pedestrians, vehicles etc.
- 4.3 DBH - diameter of the main trunk, measured at breast height approximately 1.4m above ground level for urban trees.
- 4.4 Deadwooding – the removal of dead, diseased, broken, or damaged branch wood from the crown of the tree.
- 4.5 Dripline – the width of the crown of the tree measured by the lateral extent of the foliage, with the crown spread measurement indicating the widest part.
- 4.6 Fall zone – is the area in which the tree or tree part is likely to fall when it fails, often calculated as 1.5 times the tree height where brittle dead branches etc. may break up and scatter debris.
- 4.7 First order structural branch – the large branches arising from the trunk that form the main structure of the crown.
- 4.8 Reduction prune – pruning to reduce the extension of a branch, back to a lateral branch that is at least one-third the diameter of the branch being removed.
- 4.9 Root collar – area at the base of the tree where the roots and trunk merge.
- 4.10 Second order branch – a branch arising from a first order structural branch.
- 4.11 Targets – an object, person or structure that would be damaged or injured in the event of tree or branch failure is referred to as the target or target area. The hazard evaluation of the target area is relative to the expected use and occupancy of that area.
- 4.12 Topping and Lopping – deleterious tree height and branch reduction work often at indiscriminate points and generally resulting in weakly-attached regrowth branches prone to failure as subsequent growth occurs.
- 4.13 Tree Protection Zone (TPZ) – the zone of the root plate most likely to contain roots that are critical for anchorage and stability, as well as the absorbing roots responsible for the uptake of water and nutrients; calculated as trunk diameter (DBH) x 12.
- 4.14 V-shaped union – ingrown bark from adjacent parts of the tree that are in contact with each other; usually branch forks, acutely-angled branch attachments or basal stems – often a high failure potential.

4.15 Tree Structure and Health

- 4.16 The structural condition ('Structure') for each tree or group of trees has been assessed using the following qualitative criteria:
- Good – generally free of structural defects
 - Fair – defects evident that may be typical for the species and age class, and which could be corrected through remedial pruning works
 - Poor – significant defects that are not likely to be corrected through remedial pruning or arboricultural works
 - TBA – to be assessed, requiring further investigation to evaluate tree structural condition
- 4.17 The vitality ('Health') for each tree or group of trees has been assessed using the following qualitative criteria:
- High – consistent crown density and foliage colour, good shoot extension and an insignificant number of naturally-occurring internal dead branches
 - Average – crown condition that may be representative for the species and/or seasonal, possessing satisfactory shoot extension and/or minimal decline and dead branches
 - Low – poor shoot extension, sparse crown density and not likely to be corrected through improvement of site resources and plant nutrition
 - Moribund – final stages of a decline spiral

5.0 Appendix II

5.1 Author Formal Qualifications

- 5.2 Bachelor of Science (Sustainable Forestry) – 2012
Edith Cowan University, Joondalup & Murdoch University, Murdoch, WA.
- 5.3 Diploma of Applied Science (Horticulture) – 2000
Major studies Arboriculture and Parks/ Gardens management
University of Melbourne, Burnley campus, VIC.
- 5.4 Certificate IV (TAE40110) in Training & Assessment – 2014
Plenty Training, Robina, QLD.
- 5.5 Certificate of Horticultural Practice – 1994
Challenger TAFE, Murdoch campus, WA.

5.6 Additional Certifications

- 5.7 ISA Certified Arborist Municipal Specialist (AU-0020AM) - 2012
International Society of Arboriculture
www.isa-arbor.com/certification/benefits/credentialsExplained.aspx
- 5.8 ISA Tree Risk Assessment Qualification (TRAQ) - 2013
International Society of Arboriculture
<http://www.isa-arbor.com/certification/becomequalified/becomequalified.aspx>

5.9 Limitation of Liability

- 5.10 Bowden Tree Consultancy are tree specialists who use their qualifications, education, knowledge, training, diagnostic tools and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of this assessment and report.
- 5.11 Bowden Tree Consultancy cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways that the arboriculture industry does not fully understand. Conditions are often hidden within trees and below ground. Unless otherwise stated, observations have been visually assessed from ground level. Bowden Tree Consultancy cannot guarantee that a tree will be healthy or a low risk of harm under all circumstances, or for a specified period of time. Likewise, remedial treatments cannot be guaranteed.
- 5.12 Treatment, pruning and removal of trees may involve considerations beyond the scope of Bowden Tree Consultancy's service, such as property boundaries and ownership, disputes between neighbours, sight lines, landlord-tenant matters and other related incidents. Bowden Tree Consultancy cannot take such issues into account unless complete and

accurate information is given prior or at the time of the site inspection. Likewise Bowden Tree Consultancy cannot accept responsibility for the authorisation or non-authorisation of any recommended treatment or remedial measures undertaken.

- 5.13 In the event that Bowden Tree Consultancy recommends retesting or inspection of trees at stated intervals, or installs any cable/s, bracing systems and support systems, Bowden Tree Consultancy must inspect the system installed at intervals of not greater than 12 months, unless otherwise specified in written reports. It is the client's responsibility to make arrangements with Bowden Tree Consultancy to conduct the re-inspection.
- 5.14 Trees can be managed, but they cannot be controlled. To live or work near a tree involves a degree of risk. All written reports must be read in their entirety; at no time shall part of the written assessment be referred to unless taken in full context with the whole written report. If this written report is to be used in a court of law, or any other legal situation, Bowden Tree Consultancy must be advised in writing prior to the written assessment being presented in any form to any other party.

5.15 Business Details

- 5.16 Bowden Tree Consultancy®
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Post Office Box 104 Darlington W.A. 6070
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E: info@bowdentree.com.au
W: www.bowdentree.com.au

5.17 Literature Cited

- 5.18 Ball, D.J. & Ball-King, L. (2011). *Public Safety and Risk Assessment*. Great Britain: Earthscan
- 5.19 Lilly, S., Matheny, N. & Smiley, E., (2011). *Best Management Practices - Tree Risk Assessment*, Champaign, IL: International Society of Arboriculture
- 5.20 Mattheck, C. & Breloer, H. (1994). *The Body Language of Trees - A Handbook for Failure Analysis*. London, England: The Stationery Office.
- 5.21 Moore, G.M. (2006). *Revised Burnley Method of Urban Tree Valuation*. Sourced: <http://tinyurl.com/gnspd66>
- 5.22 Standards Australia, (2009). *AS4970-2009 Protection of Trees on Development Sites*, Sydney: SAI Global
- 5.23 Standards Australia, (2007). *AS4373-2007 Pruning of Amenity Trees*, Sydney: SAI Global

6.0 Addendum

6.1 Tree Valuation

- 6.2 Tree appraisal using the "*The (Revised) Burnley Method of Amenity Tree Evaluation*" (Moore, 2006) was undertaken for both flooded gum trees. The formula has been developed for Australian trees and is as follows:

Appraised value = base value × tree volume × life expectancy × form and vigour × location

- 6.3 Tree number 1 (southernmost tree)

$$\$79 \times 524\text{m}^3 \times 0.9 \times 0.3 \times 0.8$$

Amenity tree value: \$8,941

- 6.4 Tree number 2 (northernmost tree)

$$\$79 \times 751\text{m}^3 \times 0.8 \times 0.3 \times 0.8$$

Amenity tree value: \$11,391

Public Liability Site Risk Assessment – Outside Play Area, Sparx Early Learning Centre, 148 Ivanhoe Street Eden Hill

April 2018



Town of Bassendean





REPORT FOR: Town of Bassendean

LOCATION: Sparx Early Learning Centre, 184 Ivanhoe Street, Eden Hill

TYPE OF REPORT: Risk Assessment

PREPARED BY: Brian McLatchie (BMAC Management Consultants Pty Ltd)

DATE OF INSPECTION: 23rd February 2018

CONFERRED WITH: Town of Bassendean:
Salvatore Siciliano, Tim Dayman
Sparx Early Learning Centre:
Chris Polmear

FOREWORD

This report is based on prevailing conditions at the time of the site visit and information provided by the Town of Bassendean. It does not imply that no other hazardous conditions exist.

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|--|-----------|
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Introduction

At the request of the Town of Bassendean a Public Liability Risk Assessment was conducted at the Sparx Early Learning Day Care Centre, 148 Ivanhoe Street, Eden Hill (the Premises) specifically in relation to the outside play area.

The Premises is owned by the Town of Bassendean (Lessor) and is currently leased to Funtrain Enterprises Pty Ltd (Lessee) (ACN 147 992 121). The Lessee operates the Sparx Early Learning Centre on the Premises. The Lease commenced on the 5th February 2001 for a term of five (5) years with the option of further three (3) or five (5) year extensions. The Lease is currently in its final five (5) year extension period and is due to expire on the 4th February 2021.

The Lessee has approached the Town of Bassendean to request an extension of the Lease beyond February 2021, but the Town has not yet declared their intentions for the Premises beyond the current lease period.

Background

The Public Liability Risk Assessment focuses on the outside play area of the Premises. The immediate concerns of the Town are related to root / surface conflicts arising directly from two (2) mature Flooded Gum Trees (*Eucalyptus Rudis*) that have introduced a number of hazards within the play area.

The Lessee first raised concerns in relation to root / surface conflicts in January 2017.

In June 2017 a member of the Lessee's staff tripped over an exposed root, resulting in a claim and a lost time injury (LTI) of eight (8) weeks.

A number of other incidents have occurred where children have tripped over exposed roots; however no injuries have been sustained to date.

In response to the concerns raised by the Lessee, and subsequent injury to the Lessee's staff member, the Lessor commissioned Bowden Tree Consultancy to conduct an Arboricultural Assessment on the Premises. The assessment was conducted on the 24th October 2017 and focused solely on the two Flooded Gum Trees. The subsequent report was issued on the 10th November 2017.

This report recommended the retention of both Flooded Gum Trees; however it did not provide potential alternative solutions for addressing hazards within the play area.

The outside play area contains a number of trees, the majority of which are located along its perimeter. The Flooded Gum Trees however are located in the centre of the play area, and accordingly form a key part of this assessment. In the play area's current configuration this central location is the most practical area to use the Lessee's portable playground equipment and to securely park the centre's mini-buses overnight and at weekends.

There are a number of tree trunks that have been cut to ground level on the Premises, evidencing where trees have previously been removed.

The Town's responsibilities within the outdoor play area are confined to the perimeter fencing and the trees on the Premises. The Lessee is responsible for the equipment and the upkeep of the play area.

Purpose

The Public Liability Site Risk Assessment was requested by Salvatore Siciliano of the Town of Bassendean. The purpose of the assessment is to:

- identify hazards or risks to members of the public who may access this area;
- indicate how these risks may affect the Town and the Lessee;
- consider the effectiveness of existing controls to manage these risks; and

- provide further risk treatment recommendations if required within the outside play area of the Sparx Early Learning Centre

Unless otherwise stated this report does not include external stakeholder consultation or provide qualified engineering or architectural design solutions.

In accordance with the scope provided by the Town this Public Liability Site Risk Assessment is limited to the play area on the Premises and providing treatment options to mitigate / reduce identified hazards. This assessment will:

1. Review the recommended options within the Arboricultural Assessment in relation to exposed tree roots;
2. Determine any alternative options to the recommendations in the Arboricultural Assessment;
3. Determine if any additional risks exist beyond the exposed roots within the outside play area;
4. Provide options to limit the Town and Lessee's exposure to liability after appropriate works are carried out to remedy the situation / hazard.
5. Consider the Lessee's ability to meet licensing requirements after the appropriate works are carried out to remedy the situation / hazard.

Requirements

The organisation that is responsible for managing and controlling a site has a duty of care to those who enter and use the site. This common law duty of care requires that organisation to take all reasonably practicable steps to ensure that foreseeable risks are adequately treated. Accordingly it is

imperative to identify, assess, and treat the risks and hazards within the play area.

Methodology

The methodology used in this site risk review is as follows:

1. **Onsite inspection** of the Sparx Early Learning Centre located at 148 Ivanhoe Street Eden Hill within the Town of Bassendean on the 23rd February 2018.
2. **Discussions** with relevant Town of Bassendean personnel and the Lessee to validate existing controls and discuss or further research preliminary findings.
3. **Development of draft and final reports** noting potential risks and liability exposures, as well as providing direction for risk treatment options.
4. **Application of the risk management** process to the findings in accordance with ISO AS/NZS 31000:2009, including:
 - a. Risk and control identification;
 - b. Risk analysis and evaluation, using the Town of Bassendean Risk Assessment Tables (Appendices);
 - c. Treatment option identification (in order of hierarchy of controls: elimination, substitution, engineering, administration, personal protective equipment); and
 - d. Comments on treatment options and recommendations (based on most suitable treatments taking into account degree of risk reduction, operational practicality and the cost and ease of implementation and ongoing maintenance).

Executive Summary

This Public Liability Risk Assessment has been commissioned as a result of concerns raised by the Lessee and the findings of an Arboricultural Assessment conducted by Bowden Tree Consultancy focusing on two (2) Flooded Gum Trees located on the Premises. The Public Liability Risk Assessment considers the outside play area as a whole and is not limited to an assessment of the Flooded Gum Trees.

Obligations in relation to the following have been considered:

- playground equipment and soft fall (AS 4685 Parts 1-6): *Lessee responsibility*
- fencing and security (Regulation 104): *The Town is responsible for fencing, however the Lessee is responsible for meeting the requirements of the Regulation.*
- space requirements outdoor (Regulation 108): *Lessee responsibility*
- outdoor space shade (Regulation 114): *Lessee responsibility*
- supervision (Regulation 115): *Lessee responsibility*
- trees: *Town responsibility*

The impact of potential treatment options on these obligations has also been considered.

Whilst the Arborist assessment recommends the retention of both Flooded Gum Trees, this assessment provides alternative solutions to address identified risks on the site.

The Arboricultural Assessment recognises that tree retention is desirable under the Town of Bassendean's current tree policy and provides two recommendations that allow for tree retention. It acknowledges that Option 1 is a short to medium term solution. Option 2 assumes that root surface conflicts are likely to continue and that Premises boundaries may be extended to include part of the Mary Crescent Reserve.

It is worth noting that the Arboricultural Assessment makes clear that no roots should be pruned or severed within the Structural Root Zone (3.5m radius) and no roots with a large diameter should be pruned or severed beyond the Structural Root Zone. The Arborist was asked to define the meaning of "large diameter" and clarified that this includes any root greater than or equal to 5cm. Accordingly the Town should be cognisant of pruning or severing any roots beyond the Structural Root Zone that exceed 5cm in diameter, as this may seriously compromise the stability of the Flooded Gum Trees.

Observations

The following observations were made on inspection of the outside play area at the Sparx Early Learning Centre



General Observation

The two trees directly behind the building are responsible for the root surface / conflicts

Both trees are approximately 15m in height; the Arborist has assessed the structure of both trees to be fair and their health average.

The tree to the right (Tree 1) has a number of major exposed roots, with the most severe approximately eight (8) metres from the base of the tree.

The tree to the left (Tree 2) has a number of major exposed roots that have damaged the slabbed area within the Structural Root Zone and the Tree Protection Zone.



General Observation

Option 2 of the Arborist Assessment recommends extending the existing play area boundaries to include this area (currently part of the Mary Crescent Reserve).

There are a number of trees within the area, but no visible root surface conflicts.

There is a drop of approximately 45 – 60cm from the Premises' existing fencing to the edge of potential extension area.

Extension would require civil works and possibly impact the trees within this area.



General Observation

The structure of both trees has been assessed as fair and the health average. There is however a persisting risk that a branch could fall or the tree could fall resulting in harm or damage.

A pertinent extract from the Arborist's Assessment is included below.

Clause 3.4 Tree Risk:

"It is impossible to maintain trees completely free of risk and some level of risk must be accepted to experience the benefits that trees provide. The use of 'safe' or 'unsafe' when assessing trees is both imprecise and ambiguous, as a tree cannot be free from defects or potential hazards - such a state is simply unattainable. It is essential to maintain a balance between the benefits and costs of risk reduction, not only financial cost but also the loss of amenity and other tree related benefits".



Tree 1

This tree is located in the main outside play area where the older children (3- 5 year olds) play and where the majority of the portable play area equipment is utilised.

The portable equipment is strategically placed by the staff of the Lessee to mitigate the risks associated with the exposed roots

The markers indicate the Structural Root Zone (SRZ) an area with an approximate 3.5m radius. The Arborist's Assessment recommends in Option 1 that this area is landscaped to delineate the Structural Root Zone. No pruning or severing of roots should be conducted within the SRZ as this could compromise the tree stability and may result in tree failure during periods of high wind energy.

The Tree Protection Zone (TPZ), in relation to Tree 1, is an area with an approximate 8.4M radius and has a number of root / surface conflicts. The area's surface is uneven and has a number of exposed roots with a diameter exceeding 5c. The Arborist recommends no pruning or severing of roots in this area.



Tree 1

An example of root exposure within the Structural Root Zone (SRZ) of the tree. No pruning or severing of roots can take place within the SRZ as it has the potential to weaken the anchorage of the tree.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational



Tree 1

There are a number of root / surface conflicts in close proximity to the sand pit that are trip hazards. This is the area where the Lessee's member of staff tripped over an exposed root resulting in a workers compensation claim and an eight week lost time injury. This injury related to the ankle and associated ligaments

There is the potential for a serious injury if a child tripped over an exposed root and collided with the sand pit walls.

Liability Consideration

- Health – Injury
- Financial Impact – Legal action
- Reputational Damage – (both the Town and the Lessee)



Tree 1

In relation to the above observation this is an example of how the Lessee currently mitigates risk by placing portable play area equipment over root / surface conflicts. Note this is the area where the Lessee's staff member was injured (resulting in a workers compensation claim) when this portable equipment was not being used.

The Lessee uses a similar strategy in other parts of the play area to temporarily mitigate the risk of tripping on root / surface conflicts.



Tree 2

Clear Indication where the root / surface conflict has cracked slabs and left an uneven surface and trip hazard

Where the slabbed area borders the synthetic surface this has created an uneven edge and trip hazard.

Beyond the slabbed area there are a number of root / surface conflicts within both the Structural Root Zone and the Tree Protection Zone. The Arborist assessment is clear no roots can be pruned or severed within the SRZ (3.5m radius) and no roots greater than 5cm in diameter can be pruned or severed beyond the Structural Root Zone.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational Damage (both the Town and the Lessee)



Tree 2

Visible root / surface conflicts beyond the slabbed area that are a trip hazard.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational Damage – (both the Town and the Lessee)



Pathways

A number of large holes (some close to permanent equipment, steel poles supporting shade sails and trees) were visible on the paths within the play area presenting trip hazards and a potential for serious injury. The upkeep of the paths is the Lessee's responsibility.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational Damage



Play Area Fixtures – Detailed Risk information - Risk No 3

The gaps between the planks on the pallet within the play area present a trip hazard with the potential to inflict serious injury.

In discussions with the Lessee during the Site Inspection, the Lessee confirmed the pallet would be removed.

Liability considerations

- Health – Injury
- Financial Impact – Legal Action
- Reputational Damage

Additional images that support the observations above





Additional images supporting risk assessment observations



Site Risk Information

Summary of Risk Issues

| Risk Description | Existing Controls Rating | Level of Risk | Treatment Suggested |
|--|--------------------------|---------------|---------------------|
| <p>Tree 1</p> <p>Root / Surface conflicts within and beyond the Tree Protection Zone present multiple trip hazards with the potential to cause injury.</p> <p>The current position of the sand pit adds to the above risk with the potential to fall and collide with the sand pit walls</p> | (1) Inadequate | H15 | Yes |
| <p>Tree 2</p> <p>Root / Surface conflicts within the Tree Protection Zone and beyond presenting multiple trip hazards with the potential to cause injury.</p> | (1) Inadequate | H15 | Yes |
| <p>A pallet is a fixture within the play area, the pallet has a number of gaps between the planks that present a trip hazard and the potential of injury if children get their foot caught between the planks, potentially causing a serious injury</p> | (1) Inadequate | M9 | Yes |
| <p>The pathway that borders the perimeter of the play area has a number of large holes (3) creating an uneven surface that presents a trip hazard and the potential to collide with the permanent / fixed equipment within the play area</p> | (1) Inadequate | M9 | Yes |

Detailed Risk Information

| Ref No. | Context | Risk | Causes | Controls | Existing Control Rating | Likelihood | Consequence | Level of Risk | Treatment Options |
|---------|---|---|--|---|-------------------------|--------------------|--------------|---------------|---|
| 1. | Sparx Early Learning Centre – Outside Play Area | <p>Tree 1 Root / Surface conflicts within and beyond the Tree Protection Zone and beyond that present multiple trip hazards with the potential to cause injury.</p> <p>The current position of the sand pit adds to the above risk with the potential to fall and collide with the sand pit walls</p> | <p>Root growth causing root / surface conflicts, tears in the synthetic surface from exposed roots, uneven surface.</p> <p>A number of the exposed roots within the Tree Protection Zone of the tree range from 5cm to 10cm in diameter, those roots cannot be pruned or severed</p> | <p>Fill soil has been used in attempt to level the area due to root / surface conflicts – short / medium term mitigation (estimated raised 20cm)</p> <p>Within the Tree Protection Zone fill soil has also been used and covered by a synthetic surface in an attempt to level the area due to root / surface conflicts – short / medium term mitigation</p> <p>Portable play area equipment is strategically placed over main exposed roots to mitigate the likelihood of tripping.</p> <p>The controls currently in place have provided mitigation against the risks but are now at the point where the likelihood of the risks is again apparent</p> | Inadequate | Almost Certain (5) | Moderate (3) | High (15) | <ol style="list-style-type: none"> Option 1 from Arborist Assessment Option 2 from Arborist Assessment Remove the tree and the roots Reposition sand pit and landscape the area within the Structural Root Zone (3.5m radius from the main trunk of tree) Do nothing and continue to use portable play equipment to mitigate risks |

| Ref No. | Context | Risk | Causes | Controls | Existing Control Rating | Likelihood | Consequence | Level of Risk | Treatment Options |
|---------|---|---|---|---|-------------------------|--------------------|--------------|---------------|---|
| 2 | Sparx Early Learning Centre – Outside Play Area | Tree 2 There are a number of root / surface conflicts within the Tree Protection Zone and beyond that there are multiple trip hazards present with the potential to cause injury. | Root growth causing root / surface conflicts, slabbing raised and uneven, with a few slabs actually cracked. A number of the exposed roots within the Tree Protection Zone of the tree range from 5cm to 10cm in diameter, those roots cannot be pruned or severed | Fill soil has been used in attempt to level the area due to root / surface conflicts – short / medium term mitigation Slabs have been laid in an attempt to level the area due to root / surface conflicts – short – medium term mitigation Beyond the Structural Root Zone fill soil has also been used and covered by a synthetic surface in an attempt to level the area due to root / surface conflicts – short / medium term mitigation The controls currently in place have provided mitigation against the risks but are now at the point where the likelihood of the risks is again apparent | Inadequate | Almost Certain (5) | Moderate (3) | High (15) | <ol style="list-style-type: none"> Option 1 from Arborist Assessment Option 2 from Arborist Assessment Remove the tree and the roots .Remove Slabs and landscape the area within the Structural Root Zone (3.5m radius from the main trunk of tree) Do nothing |
| 3 | Sparx Early Learning Centre – Outside Play Area | A pallet is a fixture within the play area, the pallet has a number of gaps between the planks that present a trip hazard and the potential of injury for the children to get their foot caught between the planks, potentially | The pallet in its current state is highly inappropriate for use within the outdoor play area | No controls in place | Inadequate | Possible (3) - Low | Moderate(3) | Moderate (9) | <ol style="list-style-type: none"> Remove Pallet from outside play area <p>Note: The Lessee has acknowledged they agree with option and the pallet will be removed effectively removing the risk</p> |

| Ref No. | Context | Risk | Causes | Controls | Existing Control Rating | Likelihood | Consequence | Level of Risk | Treatment Options |
|---------|---|---|---|----------------------|-------------------------|--------------|--------------|---------------|---|
| | | causing a serious injury | | | | | | | |
| 4 | Sparx Early Learning Centre – Outside Play Area | The pathway that borders the perimeter of the play area has a number of large holes (3) creating an uneven surface that presents a trip hazard and the potential to collide with the permanent / fixed equipment within the play area | Path not being maintained with a number of deep holes present | No controls in place | Inadequate | Possible (3) | Moderate (3) | Moderate (9) | <ol style="list-style-type: none"> 1. Fill the holes and level the surface 2. Conduct regular inspections 3. Plan & conduct preventative maintenance – frequency to be determined by findings from regular inspections |

Risk Treatment Options

Arboricultural Assessment Recommendations

Option 1

(Short to medium term solution)

- It is imperative that any remedial works avoid pruning and/ or severing the large woody roots within the Structural Root Zone of each tree (3.5m radius), as this can compromise tree stability and may result in tree failure during periods of high wind energy.
- Remedial options to mitigate the trip hazard potential due to the root/ surfacing conflicts include removal of synthetic turf within the Structural Root Zone and replacement with mulch and/ or landscape plantings. For root/ surfacing conflicts beyond the Structural Root Zones, consideration could be given to lifting the synthetic turf, raising the soil slightly to achieve a level surface and re-applying the synthetic turf.
- Pruning of a small number of roots beyond the Structural Root Zone may alleviate the conflicts, however ongoing pruning as part of a maintenance scheme will be required in the medium term (2-5 years) to prune subsequent adventitious root growth. Such works are typical for retention of large mature trees adjacent to surfacing.

Option 1

Whilst this treatment option allows for preservation of the Flooded Gum Trees, it does not permanently eliminate identified hazards within the centre of the play area. This central area is currently used for the portable playground equipment and weekend and overnight mini-bus parking.

The roots within the Structural Root Zone are critical to the trees' stability, so landscaping to delineate this area would mitigate the risk of instability. However this alone would reduce the play area by 78sqm.

For the area beyond the Structural Root Zone, there are roots between 5cm and 10cm in diameter that cannot be pruned or severed, these are also critical to the trees' stability.

Lifting the synthetic surface in order raise the soil level is a short to mid-term fix. Root growth is likely to continue and accordingly soil levels will need to be raised every few years. This continued raising will eventually mean that it not be possible to raise soil levels without creating steep surface level gradients that create a renewed risk of injury.

Accordingly if the Town were to decide to implement Option 1 this would require extensive reconfiguration of the play area.

Although Option 1 mitigates some risks in the short to medium term, the Town should be aware that the hazards and potential consequences will continue to persist in the play area longer term.

Comments:

Option 2 **(Long Term Solution)**

- Relocate the synthetic turf surface and play area away from the Flooded Gum Trees.

Comments:

Option 2

This recommendation also allows the Town to preserve the Flooded Gum Trees, however it is a longer term solution to address the hazards identified in the play area.

Implementation of this recommendation would require extending the play area boundaries to include part of the Mary Crescent Reserve. This would be expensive as it would require the relocation of a number of fixed / permanent play area fixtures. Civil works would also need to be conducted as there is a drop in surface level of approximately 60cm from the current perimeter fencing of the play area to the far edge of the area under consideration.

It is important to note that there are a number of trees within the relocation area and any civil works may impact these trees. Their presence is also likely to reduce the amount of open space available within the play area in comparison with its existing location.

In any case Option 2 is likely to be costly with a strong possibility that there will continue to be tree related issues. A decision to implement this option would require a risk management plan

Further Risk Treatment Options from Risk Assessment Site Visit

Option 3

- Seek Town of Bassendean approval to remove both trees.

Comments:

Option 3

While the position of the Town of Bassendean is understood on the retention of trees, this option resolves all issues relative to the root /surface conflicts and likely to be a cost effective option

Option 4

- Do nothing leave as is

Comments:

This suitability of this option is dependant upon the Town of Bassendean's risk tolerance.

To date there has been one worker's compensation claim associated with the root/ surface conflicts.

The Lessee has advised that a number of children have tripped over the exposed roots, but no injuries have been recorded to date. The synthetic surface within the play area provides a soft fall mitigating the consequences associated with any fall.

Further Options from Public Liability Risk Assessment Site Visit

General

Option 5

Remove pallet from outdoor play area

Comments:

Lessee has agreed to remove the identified pallet from the play area

Option 6

Maintenance of paths

Comments:

The Lessee will be reluctant to invest funds in improvements or maintenance in relation to the Premises without the Town's assurance that the current Lease will be extended.

Conclusion

This Public Liability Risk Assessment has identified and assessed risks / hazards in relation to the outdoor play area at the Sparx Early Learning Centre.

It has considered the findings and recommendations of the Arboricultural Assessment from a public liability perspective and provided several risk treatment options for the Town of Bassendean to consider.

In relation to the Flooded Gum Trees located within the play area the treatment options available to the Town include:

1. Removal of the Flooded Gum Trees;
2. Permanent relocation of the play area away from the Flooded Gum Trees;
3. Retention of the Flooded Gum Trees on the Premises with short/medium term maintenance works;
4. Retention of the Flooded Gum Trees on the Premises without further action.

Whilst the removal of the Flooded Gum Trees from the Premises presents the most permanent and cost effective solution to the risks arising from root / surface conflicts within the play area, this treatment option is in conflict with the Town's current policy on tree retention. As a result a decision to remove the Flooded Gum Trees from the Premises would involve the Town assuming a certain level of reputational risk. Permanent relocation of the play area would also provide a more permanent solution to the risks arising from root/surface conflicts within the play area; however this would be an expensive treatment option for the Town to implement. There is also no guarantee that the area of relocation would be devoid of tree related issues.

The retention of the Flooded Gum Trees on the Premises, with careful ongoing remedial works to mitigate the risks arising from root / surface conflicts, would allow the Town to adhere to its current policy on tree retention. However this option involves significant ongoing costs for the Town and it does not present a permanent / long term solution or eliminate the risks associated with roots / conflicts on the Premises. It is also worth noting that the Flooded Gum Trees may be retained without taking any further action. In determining whether this may be a suitable option for the Town, consideration should be given to the current level of risk presented by the Flooded Gum Trees on the Premises.

This report has also identified risks on the Premises beyond those associated with root / surface conflicts. A pallet with the potential to inflict serious injury was identified during the Site inspection and notified to the Lessee who agreed to remove this hazard from the Premises. The Site inspection also revealed that pathways within the play area were damaged with large holes presenting the potential to inflict serious injury. Although the maintenance of these pathways is the responsibility of the Lessee, it is worth noting that the Lessee will be unlikely to invest in repair works without the assurance that their Lease will be extended by the Town.

Ultimately the decision to mitigate or eliminate those risks / hazards identified rests with the Town and requires consideration of a variety of factors. Those factors include financial, legal, environmental and reputational concerns and much will depend upon the Town's own level of risk tolerance.



Appendix 1

ARBOCULTURAL ASSESSMENT AT SPARX DAY CARE CENTRE EDEN HILL



Arboricultural
Report - Sparx Day C

Appendix 2

LEGISLATION, REGULATIONS AND STANDARDS

Education and Care Services National Law (Western Australia)



Education and Care
Services National La

Australian Standards - AS 4373-2007 – Pruning of Amenity Trees



4373-2007.pdf

Australian Standards – AS 4970 – 2009 – Protection of Trees on Development Sites



4970-2009(+ A1).pdf

Australian Standards – AS 4685 2014 – New Playground Standards

Guide to the National Quality Framework



Guide-to-the-NQF.
pdf

Town of Bassendean Risk Assessment Tables

| RATING | PEOPLE | INTERRUPTION TO SERVICE | Measures of Consequence | | | | | | PROJECT | |
|-------------------|--|--|--|---|--|---|------------------------|---|-------------------------------|--|
| | | | REPUTATION (Social / Community) | COMPLIANCE | PROPERTY (Plant, Equip, Buildings) | NATURAL ENVIRONMENT | FINANCIAL IMPACT | Time | Budget | |
| Insignificant (1) | Near-Miss | No material service interruption Less than 1 hour | Unsubstantiated, localised low impact on community trust, low profile or no media item | No noticeable regulatory or statutory impact | Inconsequential damage. | Contained, reversible impact managed by on site response | Less than \$10,000 | Exceeds deadline by 5% of project timeline | Exceeds project budget by 5% | |
| Minor (2) | First Aid Treatment | Short term temporary interruption – backlog cleared < 1 day | Substantiated, localised impact on community trust or low media item | Some temporary non-compliances | Localised damage rectified by routine internal procedures | Contained, reversible impact managed by internal response | \$10,000 - \$50,000 | Exceeds deadline by 10% of project timeline | Exceeds project budget by 10% | |
| Moderate (3) | Medical treatment / Lost time injury <30 Days | Medium term temporary interruption – backlog cleared by additional resources < 1 Week | Substantiated, public embarrassment, moderate impact on community trust or moderate media profile | Short term non-compliance but with significant regulatory requirements imposed | Localised damage requiring external resources to rectify | Contained, reversible impact managed by external agencies | \$50,001 to \$200,000 | Exceeds deadline by 15% of project timeline | Exceeds project budget by 15% | |
| Major (4) | Lost time injury >30 Days / temporary disability | Prolonged interruption of services – additional resources, performance affected <1 Month | Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions | Non-compliance results in termination of services or imposed penalties to Town / Officers | Significant damage requiring internal & external resources to rectify | Uncontained, reversible impact managed by a coordinated response from external agencies | \$200,001 to \$500,000 | Exceeds deadline by 20% of project timeline | Exceeds project budget by 20% | |
| Extreme (5) | Fatality, permanent disability | Indeterminate prolonged interruption of services non-performance > 1 month | Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions | Non-compliance results in litigation, criminal charges or significant damages or penalties to Town / Officers | Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building | Uncontained, irreversible impact | >\$500,000 | Exceeds deadline by 25% of project timeline | Exceeds project budget by 25% | |

| Rating | Description | Frequency |
|--------------------|---|----------------------------|
| Almost Certain (5) | The event is expected to occur in most circumstances | More than once per year |
| Likely (4) | The event will probably occur in most circumstances | At least once per year |
| Possible (3) | The event should occur at some time | At least once in 3 years |
| Unlikely (2) | The event could occur at some time | At least once in 10 years |
| Rare (1) | The event may only occur in exceptional circumstances | Less than once in 15 years |

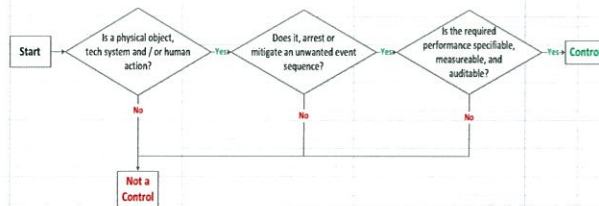
| Rating | Risk Matrix | | | | |
|--------------------|-------------------|--------------|--------------|--------------|------------------|
| | Insignificant (1) | Minor (2) | Moderate (3) | Major (4) | Catastrophic (5) |
| Almost Certain (5) | Moderate (5) | High (10) | High (15) | Extreme (20) | Extreme (25) |
| Likely (4) | Low (4) | Moderate (6) | High (12) | High (16) | Extreme (20) |
| Possible (3) | Low (3) | Moderate (6) | Moderate (9) | High (12) | High (15) |
| Unlikely (2) | Low (2) | Low (4) | Moderate (6) | Moderate (8) | High (10) |
| Rare (1) | Low (1) | Low (2) | Low (3) | Low (4) | Moderate (5) |

Risk Acceptance Criteria

| Risk Rank | Description | Criteria | Responsibility |
|-----------|---------------------------|---|---------------------|
| LOW | Acceptable | Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring | Operational Manager |
| MODERATE | Monitor | Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring | Operational Manager |
| HIGH | Urgent Attention Required | Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring | CEO / CFO |
| EXTREME | Unacceptable | Risk not acceptable with excellent controls, but all remedial plans to be established and implemented where possible, managed by highest level of authority and subject to regular monitoring | CEO / Council |

Existing Controls Ratings

| Rating | Foreseeable | Description |
|------------|---|--|
| Effective | There is <u>little</u> scope for improvement. | Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly. |
| Adequate | There is <u>some</u> scope for improvement. | Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly. |
| Inadequate | There is a <u>need</u> for improvement or action. | Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time. |



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