

# Development Application Report Proposed Convenience Store

Lot 25 (300) Collier Road,  
Bassendean

PLANNING SOLUTIONS  
URBAN & REGIONAL PLANNING

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Prepared for  
Collier Road WA Pty Ltd  
December 2016



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## Project details

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<b>Prepared by</b>	Planning Solutions	
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# 1 Preliminary

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## 1.1 Introduction

Planning Solutions acts on behalf of Collier Road WA Pty Ltd, the proponent of the proposed convenience store development at the easternmost portion of Lot 25 (300) Collier Road, Bassendean (**subject site**). Planning Solutions has prepared the following report in support of an Application for Development Approval for a fuel retailing convenience store on the subject site.

This report will discuss various issues pertinent to the proposal, including:

- Site details.
- Proposed development.
- Town planning considerations.

The application seeks approval to develop a convenience store on a 1,828m<sup>2</sup> portion of the subject site, which will provide for the retail sale of fuel and goods of a convenience/retail nature. The proposed convenience store is suitably located to provide key services to the surrounding industrial area and patrons travelling along Collier Road.

We respectfully request the Metro Central Joint Development Assessment Panel (**JDAP**) grant approval to the proposed convenience store.

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## 1.2 Background

On 17 July 2016, the project traffic consultants attended a meeting with the Town of Bassendean's (**Town**) senior officers to discuss the proposed convenience store's access arrangements, including the proposed crossover to Collier Road. The Town's officers provided their 'in-principle support' for the site's access arrangements.

In December 2016, various discussions were undertaken with the Town's senior staff, who advised the proposed convenience store development would need to demonstrate it would not impact on the existing warehouse facility on the subject site, in addition to meeting the requirements of the relevant planning framework.



## 2 Site details

### 2.1 Land description

Refer to **Table 1** below for a description of the land subject to this development application.

Table 1 – Lot details

Lot	Diagram	Volume	Folio	Area (ha)
25	60011	2209	97	1.4144

A 'right of support' easement (document H523108) runs along the site's southern boundary, benefitting Lot 24 to the south. The proposed development does not affect this easement.

A separate subdivision application has been lodged with the WAPC, seeking to subdivide the subject site in the following configuration:

- Lot A – 1,828m<sup>2</sup> at the corner of Collier Road and Alice Street.
- Lot B – 12,316m<sup>2</sup> fronting Collier Road, with access leg connecting to Alice Street.

For the purpose of this development application, the land on which the convenience store is proposed is future 'Lot A' only.

Refer **Appendix 1** for a copy of the Certificate of Title and Deposited Plan, and **Appendix 2** for a copy of easement document H523108.

### 2.2 Location

#### 2.2.1 Regional context

The subject site is located approximately 8.5km north-east of the Perth CBD, 3km south-east of the Morley strategic metropolitan centre, and 5km north-west of the Perth Airport.

The subject site fronts Collier Road, an 'Other Regional Road' under the MRS. Collier Road links the site to Tonkin Highway, a major north-south regional road link through the Metropolitan Region. Collier Road also links to Guildford Road, which provides access to both the Perth CBD and Midland.

The subject site is situated within the municipality of the Town of Bassendean (**Town**).

#### 2.2.2 Local context, land use and topography

The subject site is bounded by Collier Road to the north and Alice Street to the east. The subject site adjoins existing industrial land uses to the south and west.

The subject site is surrounded by industrial land uses on relatively large lots generally comprising:

- Transport depots.
- Factories and warehouses.

- Fast food and lunch bars.
- Light industry.

Collier Road is dual carriageway and carries weekday traffic flows in order of approximately 17,210 vehicles in the vicinity of the subject site. The western portion of Lot 25 currently contains an existing warehouse building and large hardstand/parking area. The property slopes slightly from west to east and contains no vegetation.

Refer **Figure 1**, aerial photograph.

**Photographs 1 to 5** depict the subject site and surrounds.



**Photograph 1** – the subject site, viewed from Collier Road.

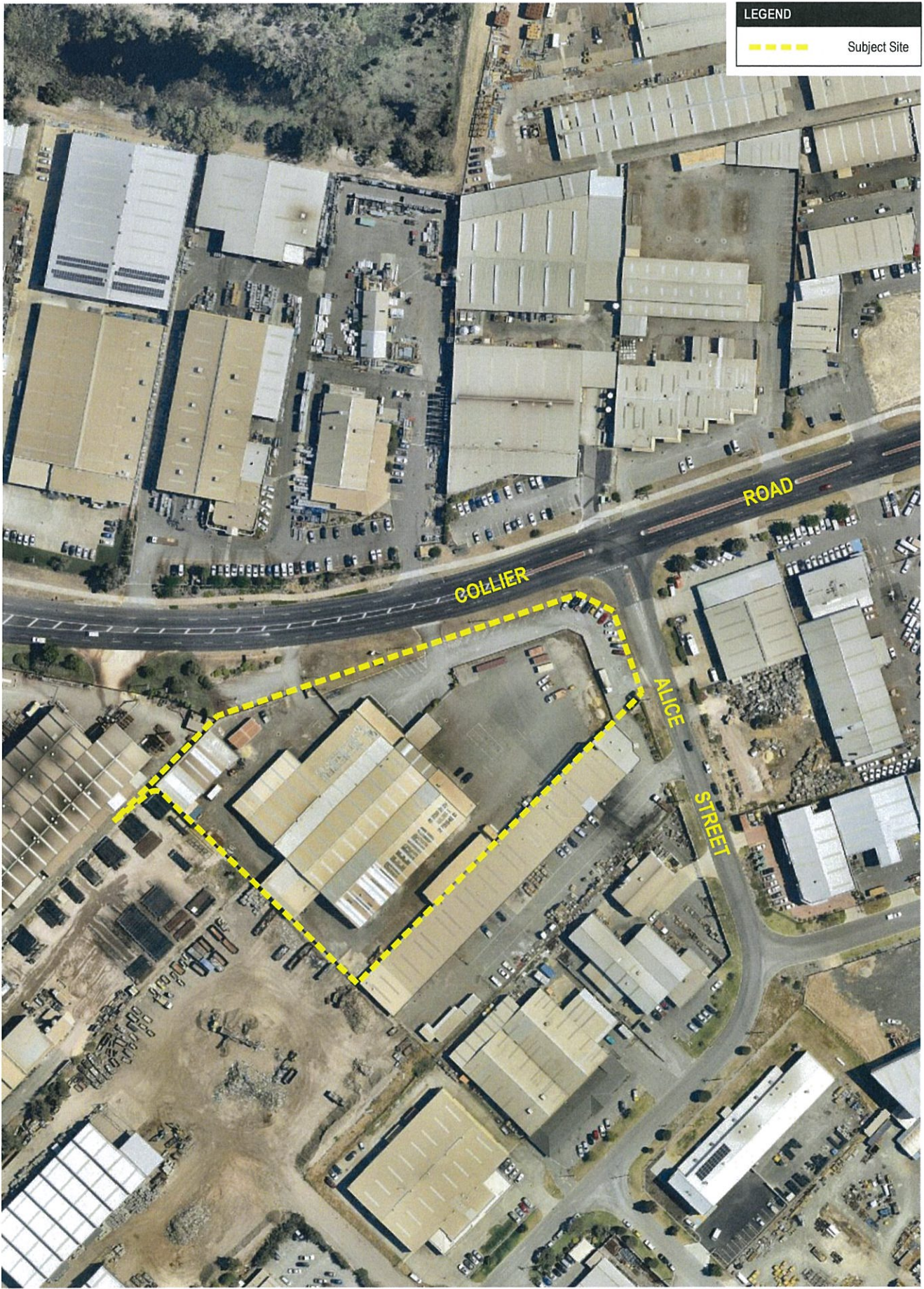


**Photograph 2** – Alice Street, viewed from Collier Road.



**LEGEND**

----- Subject Site







Photograph 3 – Existing crossover to Alice Street.



Photograph 4 – the development site, viewed from Alice Street.



Photograph 5 – existing hardstand and fenced areas on the subject site.



## 3 Proposed development

The proposal seeks to develop a convenience store on a 1,828m<sup>2</sup> portion of the subject site (**development site**), with associated parking areas and signage. The 1,828m<sup>2</sup> of land encompassing the 'development site' is the subject of a current subdivision application and accordingly, is identified as 'Lot A' on the development plans. The balance portion of the subject site is identified as 'Lot B'.

The proposed convenience store is suitably located to provide key services to the surrounding industrial area and patrons travelling along Collier Road, and warrants approval accordingly.

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### 3.1 Convenience store

The proposed convenience store will provide the retail sale of fuel and other goods of a retail/convenience nature. Specifically, the proposed development comprises:

- A retail building of 193m<sup>2</sup> gross floor area (**GFA**) fronting Collier Road.
- Plant and servicing areas at the western side of the retail building with an associated loading zone for service vehicles.
- A fuel canopy comprising a height of 5.5m.
- Four fuel bowsers, with eight refuelling spaces (two per bowser).
- Two underground fuel storage tanks, with the filling point located at the eastern side of the fuel canopy.
- Nine additional (non-refuelling) car parking bays for customers and staff plus one air/water bay.
- Landscaping along street frontages and within the site.
- Various signage associated with the convenience store.
- A 1.8m fence along the development site's future western boundary.

The retail building is set back approximately 11.9m from Alice Street and 4.5m from the future property boundary to the west. The retail building is separated from the site's southern boundary by a 6m wide accessway, which will provide communal access for the development site (future Lot A) and western adjoining site (future Lot B) to Alice Street.

The plant/servicing area is located at the western side of the retail building, enclosed with a 1.8m Colorbond fence, accessed by a loading zone which allows for the access and temporary stopping of service vehicles. The plant/servicing area is enclosed with screen fencing.

The proposed fuel canopy has a Collier Road setback of 8.8m-11.5m, and an Alice Street setback of 6.2m-6.8m. The fuel canopy is a visually permeable structure, supported by structural beams integrated into the bowsers (located centrally within the canopy itself).

The proposed convenience store is orientated northwards (fronting Collier Road), with an ID sign at the site's north-eastern boundary. This arrangement allows sufficient exposure for east and westbound vehicles travelling along Collier Road to enter the site in a safe and coordinated manner. The proposed retail building shop front incorporates substantial glazing and high quality materials which result in a visually permeable and well-presented built form.

The proposed convenience store provides 9 car parking bays for the use of customers and staff, 8 refuelling bays adjacent to petrol bowsers (two each side) and 1 air/water bay.

The proposed convenience store will operate 24 hours per day, 7 days per week and accommodate two staff on site at any one time.

Refer to **Appendix 3** for the development plans.

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## 3.2 Balance of subject site (future Lot B)

An 'overall' site plan is included within the development plan package depicting the indicative use, layout and reconfiguration of 'Lot B' in relation to this convenience store development.

The 'overall' site plan demonstrates that existing parking areas, fencing and storage areas are capable of being reconfigured to accommodate the proposed convenience store and allow Lot B to continue being used in a compliant manner. Importantly, the 'overall' site plan also demonstrates that both of the developments on future 'Lot A' and future 'Lot B' will be able to operate as separate entities on separate lots.

This development application relates only to the proposed convenience store on the 1,828m<sup>2</sup> 'development site' (Lot A). The reconfiguration of future 'Lot B' is subject to a separate development application being progressed by the landowner.

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## 3.3 Access

The proposed convenience store will gain access via the site's existing crossover to Alice Street and a proposed crossover to Collier Road. The proposed access arrangements are supported by a Transport Impact Assessment (**TIA**) prepared by Transcore (refer **Appendix 4**).

The site's Alice Street crossover will operate as full movement, while the proposed Collier Road crossover will operate as left-in/left-out, formalised through an extended median strip. The convenience store is designed such that vehicles can access the convenience store via either crossover and safely navigate/egress the site in a coordinated manner.

The proposed access/crossover arrangements were discussed at a meeting between Transcore and the Town's senior officers on 17 July 2016, where the Town's officers granted their 'in-principle' support.

A subdivision application is currently being progressed that seeks to excise the development site containing the proposed convenience store (future Lot A) from the balance of the subject site to the west (future Lot B). To the south of the development site (future Lot A) is a 6m wide access leg, which forms part of future Lot B. An access easement will be applied to this access leg to benefit Lot A through the subdivision process.

### 3.3.1 Servicing

The proposed convenience store has been designed to facilitate the safe and efficient movements of fuel tankers and service vehicles. A plan depicting the swept path movements of a 19.0m fuel tanker and 8.8m service vehicle is contained in **Appendix 3**.



Fuel tankers will access the site in the following manner:

- Ingress via the Alice Street crossover.
- Navigate along eastern aspect of site towards the underground fuel tank filling point.
- Continue along the northern aspect of the site and safely egress via the Collier Road crossover.

Fuel tankers are anticipated to make up to 3-4 deliveries per week, depending on retail fuel consumption and general demand. Fuel deliveries will generally take place outside of peak traffic periods to ensure minimal disturbance to the site's operations and external traffic.

General stock deliveries and bin servicing will take place 1-2 times per week, although this may fluctuate depending on the time of year and demand for certain products. As depicted on the site plan, the loading area is situated at the western side of the retail building, away from the traffic flow of patrons and fuel tankers.

Refer **Appendix 3** for the development plans and **Appendix 4** for the transport impact assessment.

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### 3.4 Signage

The proposal incorporates various advertising signage as part of the overall development. The proposed signage comprises:

- An 8m high illuminated ID sign fronting Collier Road.
- Three 2.2m high illuminated directional signs (two at Collier Road frontage, one at Alice Street frontage).
- Wall/pole mountable air and water sign identifying the air/water bay to patrons.
- Illuminated 7-Eleven building fascia signage, including changeable shop front promo sign and wall mounted scrolling sign.
- Illuminated 7-Eleven fuel canopy fascia signage.
- A square 1.8m x 1.8m tower logo sign, which will be affixed to a feature tower on the north west elevation of the premises.

The proposed ID sign comprises an LED digital price board and illuminated graphic panels.

The proposed convenience store incorporates high quality advertising sign panels that complement the architectural style and design of the retail building. The proposed signage is consistent with the 7-Eleven corporate branding implemented on all new and refurbished sites across Australia.

Refer to **Appendix 3** for the development plans, which contain signage details.

## 4 Statutory planning framework

### 4.1 Metropolitan Region Scheme

The subject site is zoned 'Industrial' under the Metropolitan Region Scheme (**MRS**). The subject site fronts Collier Road, which is reserved 'Other Regional Roads' under the MRS. A search under Clause 42 of the MRS has confirmed the site is not affected by regional reserves.

The proposal is consistent with the provisions of the MRS and may be approved accordingly.

Refer **Appendix 5** for a copy of the Clause 42 certificate.

### 4.2 WAPC Development Control Policy 5.1 – Regional Roads (Vehicular Access)

The WAPC Development Control Policy 5.1 – Regional Roads (Vehicular Access) (**DCP 5.1**) sets out the planning framework controlling access to regional roads. Section 3.3 of DCP 5.1 stipulates the development requirements to control access to regional roads. **Table 2** below provides an assessment against the relevant requirements of Section 3.3 of DCP 5.1.

**Table 2 – assessment of DCP 5.1 requirements.**

Requirement	Comment
<p>3.3.1</p> <p><i>In considering applications for access on regional roads, the effects of the proposals on traffic flow and road safety will be the primary consideration. The more important the regional road, the greater the importance attached to these factors. In general, the Commission will seek to minimise the creation of new driveways on regional roads and rationalise existing access arrangements.</i></p>	<p>The proposal seeks to construct a crossover to Collier Road, which is reserved as 'Other Regional Roads' under the MRS.</p> <p>The proposed crossover to Collier Road will operate as 'left-in/left-out', to maximise safety and ensure minimal disturbances to the existing traffic flow of Collier Road. The operation of this crossover as 'left-in/left-out' is formalised through an extended median strip along Collier Road.</p> <p>A transport impact assessment (<b>Appendix 4</b>) has been prepared for the proposed development. The transport impact assessment demonstrates the proposal is satisfactory from a traffic engineering perspective, and that the proposed access arrangements are safe and acceptable.</p>
<p>3.3.2</p> <p><i>Where regional roads are constructed or planned to freeway standards, no access to frontage development is permitted. On regional roads not constructed or planned to freeway standards, there is a general presumption on traffic and safety grounds against the creation of new driveways or increased use of existing accesses to these roads. Where alternative access is or could be made available from side or rear streets or from rights of way, no access shall be permitted to the regional road unless special circumstances apply.</i></p>	<p>The development site is located at the corner of Collier Road and Alice Street. Collier Road is reserved as 'Other Regional Roads' under the MRS and not planned to be upgraded to freeway standard.</p> <p>The proposed convenience store requires a crossover to both of its frontages to function effectively. Transcore's transport impact assessment (<b>Appendix 4</b>) undertakes a detailed analysis of the proposed access and demonstrates the suitability of this arrangement.</p> <p>The development site (which will be excised from the balance of the subject site through a subdivision application) has been specifically designed to accommodate a convenience store. 19.0m fuel tankers can comfortably and</p>



Requirement	Comment
	safely access via Alice Street, navigate and egress the site via the site's Collier Road, as demonstrated by swept path modelling.
<p>3.3.3</p> <p><i>An arrangement whereby adjoining owners enter into cross-easement agreements to provide reciprocal rights of access across adjacent lots may be required as a means of rationalising access to the regional road.</i></p>	<p>An additional left-in-in/left-out crossover is proposed to service the development site, as utilising the existing access point to Collier Road is not practical or achievable.</p> <p>Transcore has undertaken a detailed analysis of the proposed access arrangements and confirmed they are acceptable (and supported 'in-principle' by the Town).</p> <p>Notwithstanding, the site's crossover to Alice Street will remain full movement, and a common accessway for the use of both future Lot A and Lot B will be provided.</p> <p>This provides an access arrangement whereby vehicles can access Lot B via Alice Street (reducing dependency on access points to Collier Road).</p>
<p>3.3.4</p> <p><i>The types of development that would be allowed access to a regional road include large traffic generators such as major shopping, recreation or community centres. These would justify either a local distributor or access road, leading from a junction with the regional road to car parks servicing the centre.</i></p>	<p>A fuel retailing convenience store in this location requires direct access to the regional road to achieve safe and efficient movement of all vehicles using the site (including fuel tankers).</p>
<p>3.3.5</p> <p><i>In determining applications for development involving the formation, laying out or alteration of a means of access to regional roads, the following must be considered:</i></p> <p><i>i) the effects of the development on traffic flow and safety, the character and function of the road, the volume and speed of traffic, the width of the carriageway and visibility; and</i></p> <p><i>ii) the volume and type of traffic generated by the development.</i></p>	<p>The proposed convenience store is appropriately located to provide key services to the relatively high number of daily vehicles utilising Collier Road, which has a speed limit of 70km/h.</p> <p>The proposed crossover will operate as left-in/left-out, which will ensure the flow of traffic along Collier Road can continue to operate with minimal disturbances. The proposed left-in/left-out crossover is supported by a transport impact assessment (<b>Appendix 4</b>) which confirms there will be minimal adverse impacts on the surrounding road network from the proposed convenience store.</p> <p>Furthermore, the surrounding area is zoned for industrial purposes and contains a variety of operational industrial activities. The transport impact assessment confirms that the proposed access to Collier Road will function effectively and will not have any negative effects on the character or function of Collier Road.</p>
<p>3.3.6 <i>Where access is permitted, conditions may be imposed prescribing the location and width of the junction or driveway to ensure adequate visibility and to provide for the safe and convenient movement of vehicles both entering and leaving the traffic stream. In determining design requirements for junctions and driveways, the Commission has regard to standards recommended by both the National Association of State Road Authorities and Main Roads Western Australia.</i></p>	<p>The proposed access point to Collier Road has been designed to comply with relevant standards, including Australian Standards.</p>

Having regard to **Table 2** the proposal is consistent with DCP 5.1 and the proposed access point to Collier Road warrants approval.



## 4.3 Town of Bassendean Local Planning Scheme No. 10

### 4.3.1 Zoning

The subject site is zoned 'General Industry' under the Town's Local Planning Scheme No. 10 (**LPS10**). Clause 4.2.4 of LPS10 sets out the objectives of the 'General Industry' zone. The relevant objectives are as follows:

- (c) *To accommodate a range of manufacturing and associated service activities which will not, by the nature of their operations, detrimentally affect the amenity of the adjoining or nearby land.*
- (d) *To achieve safety and efficiency in traffic circulation, and also recognise the function of Collier Road as a regional road.*
- (e) *To provide car parking and landscaping appropriate to the scale of development.*

The proposal seeks to develop a convenience store on the development site (including parking and landscaping), which will provide the retail sale of fuel and goods of a retail/convenience nature. The convenience store will complement the surrounding industrial businesses and service the relatively high number of daily vehicles travelling along Collier Road. The proposed convenience store is supported by a transport impact assessment.

The proposed convenience store is suitably located to provide key services to the surrounding area and is consistent with the objectives of the 'General Industry' zone.

Refer **Figure 2**, zoning map.

### 4.3.2 Land use

The proposal involves the development of a 'convenience store' on the development site. A 'convenience store' is defined under *Schedule 1 – Dictionary of Defined Words and Expressions* of LPS10 as:

*"convenience store" means premises -*

- (a) used for the retail sale of convenience goods commonly sold in supermarkets, delicatessens or newsagents, or the retail sale of petrol and those convenience goods;*
- (b) operated during hours which include, but may extend beyond, normal trading hours;*
- (c) which provide associated parking; and*
- (d) the floor area of which does not exceed 300 square metres net lettable area;*

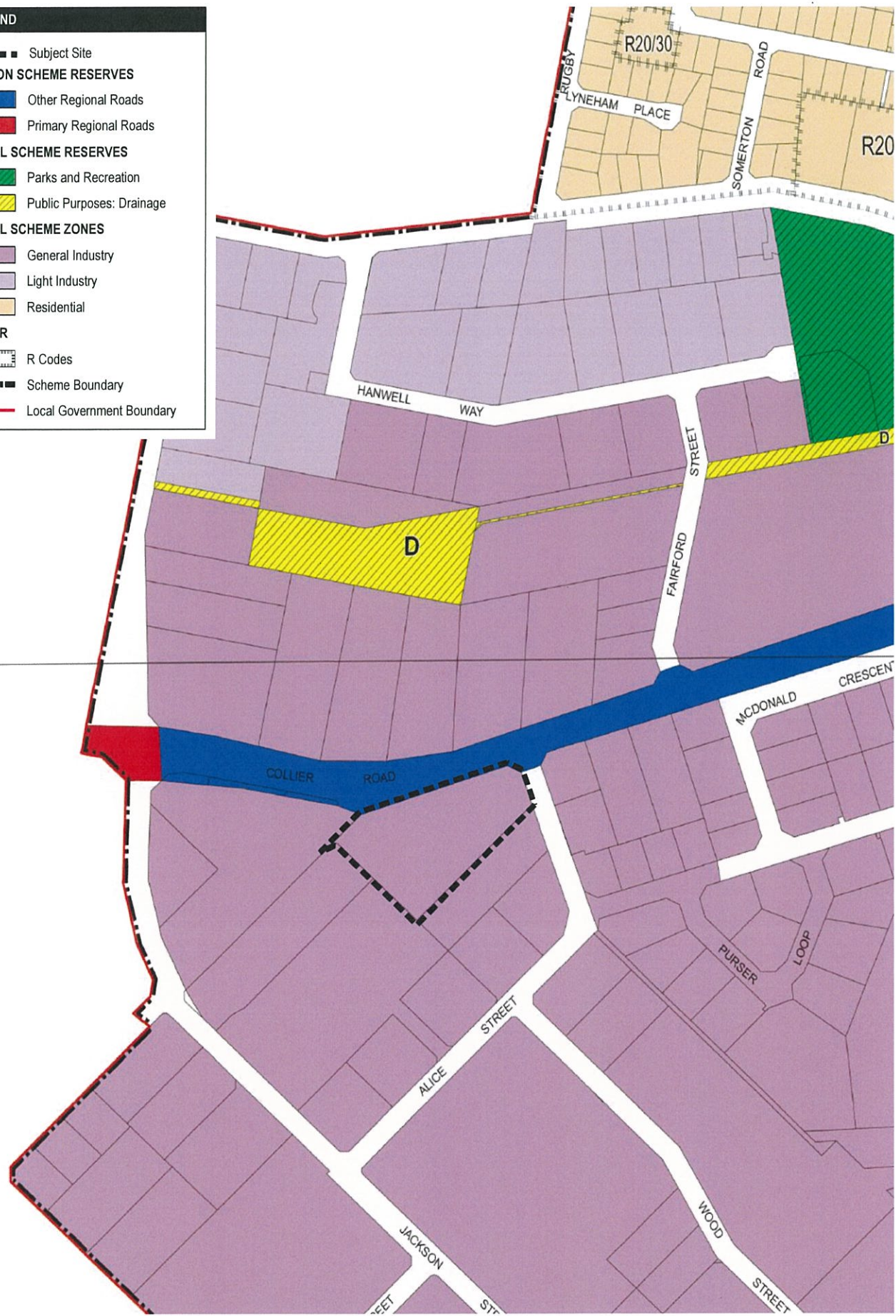
As described in section 3.1 of this report, the proposed convenience store will:

- Provide the retail sale of fuel, in addition to other goods of a retail/convenience nature.
- Operate 24 hours per day, 7 days per week.
- Provide parking for customers and staff.
- Provide a retail building of 193m<sup>2</sup> GFA.



**LEGEND**

- ■ ■ ■ Subject Site
- REGION SCHEME RESERVES**
- Other Regional Roads
- Primary Regional Roads
- LOCAL SCHEME RESERVES**
- Parks and Recreation
- D Public Purposes: Drainage
- LOCAL SCHEME ZONES**
- General Industry
- Light Industry
- Residential
- OTHER**
- R20 R Codes
- ■ ■ ■ Scheme Boundary
- Local Government Boundary



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The proposed development, by nature of its use, function and layout, is properly classified as 'convenience store' under LPS10. A convenience store is a 'D' discretionary use in the 'General Industry' zone and is therefore capable of approval, subject to discretion of the decision-maker.

#### 4.3.3 Development standards

Section 5.7 of LPS10 sets out general development requirements applicable to all development applications within the scheme area. An assessment against the relevant requirements is provided in **Table 3** below.

**Table 3 – general development requirements.**

Development requirement	Provided/Comment
<b>5.7.2 Car parking</b>	
<p><b>5.7.2.1 General</b></p> <p><i>A person shall not develop or use land or erect, use or adapt any building for use for the purpose indicated in Table 1 of the Scheme, unless car parking spaces of the numbers specified in Table 2 are provided and such spaces are constructed, marked and maintained in accordance with the provisions of the Scheme.</i></p> <p><i>Where an application is made for planning approval and the purpose for which the land or building is to be used is not specified in Table 2, the local government shall determine the number of car parking spaces to be provided on the land having regard to the nature of the proposed development, the number of employees likely to be on the site, the prevention of the obstruction of roads and streets, and the orderly and proper planning of the locality and the preservation of its amenities.</i></p>	<p>There is no specified parking rate for a convenience store (or service station, in the absence of convenience store) under LPS10.</p> <p>As a guide, an assessment is provided against the recommended parking rates under the RTA <i>Guide to Traffic Generating Developments</i>.</p> <p>Rate: <i>Convenience store: 5 bays/100m<sup>2</sup> GFA</i></p> <p>The convenience store comprises a GFA of 193m<sup>2</sup>, requiring approximately 10 parking bays under the RTA's guidelines.</p> <p>The proposed development provides 9 bays for customers and staff, 1 air/water bay, 8 refuelling spaces and 1 loading bay. A minimum of 19 vehicles can therefore be comfortably accommodated on site.</p> <p>Having regard to the above, proposed parking provisions are acceptable.</p>
<p><b>5.7.2.6 Landscaping Construction and Maintenance</b></p> <p><i>The owner and occupier of premises on which car parking spaces are provided shall ensure that:</i></p> <p><i>(a) the car parking area is landscaped with shade trees, laid out, constructed, drained and maintained in accordance with the approved plan;</i></p> <p><i>(b) the car parking spaces are sealed and clearly marked out at all times to the satisfaction of the local government; and</i></p> <p><i>(c) all trafficable areas to be sealed to the satisfaction of the local government.</i></p>	<p>Various landscaping is provided throughout the site, including around car parking areas.</p> <p>Landscape planting will be provided in accordance with Council requirements, as annotated on the development plans.</p>
<p><b>5.7.2.7 Landscaping for Off-Street Parking</b></p> <p><i>Boundary landscaping shall be provided for parking areas with more than 5 parking spaces and interior landscaping shall be provided for open parking areas with 21 or more parking spaces. Landscaping shall comply with the following requirements:</i></p>	<p>A landscaping strip is provided along all street frontages of the development site (future Lot A), which are largely compliant. However, the landscaping strip fronting Collier Road has been tapered and slightly reduced to facilitate tanker movements. This reduction will be offset through the provision of sufficient landscaping comprising endemic species, as specified in the landscaping concept plan.</p>



(a) all areas between parking areas and adjoining streets shall have a minimum of 2.0 metres wide permanent landscape area, except in the instance of corner lots, where minimum width of 1.0 m shall apply. In addition, the local government may also require permanent landscaping between the parking area and all other side and rear property lines; and

No parking areas for the convenience store abut any street frontage.

(b) for open parking areas, with 21 or more parking spaces, there shall be provided a minimum of 1 square metre of permanent landscaping for every 10 Square metres of parking bay area. Such landscaping shall not be in addition to any other landscaping required by this Scheme.

Having regard to **Table 3** the proposal is consistent with the general development requirements of LPS10.

Section 5.9 of LPS10 sets out further general development requirements for the Town's industrial zones. **Table 4** provides an assessment against the relevant requirements.

**Table 4 – general development requirements for industrial zones.**

Development requirement	Provided/Comment
<b>5.9.3 Use of Setback Areas</b>	
<i>The land between the street alignment and the building setback shall not be used for any purpose except one or more of the following:</i>	Primary and secondary street setback areas of the proposed convenience store are used for the following purposes:
(a) <i>a means of access and egress;</i>	- Access and egress.
(b) <i>the parking of vehicles used by customers and employees;</i>	- Parking of vehicles.
(c) <i>the loading and unloading of vehicles (refer to 9.4)</i>	- Landscaping.
(d) <i>open air display of goods, provided such area does not cover more than 20% of the setback area, is not within 3 metres of the street alignment and does not reduce the area set aside for landscaping;</i>	
(e) <i>landscaping; and</i>	
(f) <i>the display and sale of motor vehicles where the local government's approval has been granted.</i>	

Having regard to **Table 4**, the proposal is consistent with the relevant development requirements for industrial zones of LPS10.

The proposal is consistent with the specific requirements set out by LPS10 and warrants approval.

#### **4.4 Local Planning Policy No. 6 – Industrial Zones Development Design Guidelines**

The Town's Local Planning Policy No. 6 – Industrial Zones Development Design Guidelines (**LPP6**) sets out various development requirements specific to the Town's industrial zones.

**Table 5** below provides an assessment against the requirements of LPP6.

**Table 5 – assessment against LPP6.**

Development requirement	Provided/Comment
<b>Building Setbacks</b>	
<p><i>The minimum setback requirements for all buildings within these zones shall be in accordance with those prescribed as follows:</i></p>	<p>The proposal's buildings and structures are set back as follows:</p>
<p><i>Front 13.00m</i></p>	<p><u>Retail building</u></p>
<p><i>Rear Nil</i></p>	<p>Front (Collier Road): 34.1m.</p>
<p><i>Side 4.50m one side</i></p>	<p>Secondary (Alice Street): 11.7m-12.22m.</p>
<p><i>Secondary Street 6.00m</i></p>	<p>Rear: 6.3m-15.4m.</p>
	<p>Side: 4.5m.</p>
	<p><u>Fuel canopy</u></p>
	<p>Front (Collier Road): 8.9m-11.5m.</p>
	<p>Secondary (Alice Street): 6.25m-6.85m.</p>
	<p>Side: 3m.</p>
	<p>The proposed retail building complies with LPP6 setback requirements. However, the proposed fuel canopy varies front and side setback requirements. The variation warrants approval for the following reasons:</p>
	<ul style="list-style-type: none"> <li>- The fuel canopy is an integral component of the convenience store development. The fuel canopy is suitably positioned to meet functional requirements of a fuel station.</li> <li>- The fuel canopy is a visually permeable structure (with no walls) and does not present to the street in the same way as a conventional building.</li> <li>- The fuel canopy is constructed of high quality materials and will complement the overall design of the convenience store.</li> </ul>
<b>Plot Ratio Limit and Definition</b>	
<p><i>The maximum plot ratio for a site is 0.75.</i></p>	<p>The proposed convenience store retail building has an area of 193m<sup>2</sup>, and the fuel canopy has an area of 304m<sup>2</sup>. This equates to a total plot ratio of 0.27 when measured against the development site area of 1,828m<sup>2</sup>.</p>
<p><i>Plot ratio is defined as the ratio of the gross total of the areas of all the floor to the land within the site boundaries. In calculating the gross total of the areas of all floors the areas shall be measured over any walls provided that lift shafts, stairs, toilets and amenities, external wall thicknesses, plant rooms and the gross floor area of any floor space used for the parking of wheeled vehicles, including access to and from that space within the building, shall not be included.</i></p>	<p>The existing buildings have a plot ratio of 0.38 over the total 1.4144ha of site area. This increases to 0.41 when the convenience store is added.</p>
<b>Site Cover</b>	
<p><i>The maximum site coverage permitted to any development excluding loading bay awnings is 50%.</i></p>	<p>Site coverage equates to 497m<sup>2</sup> (27%) when measured against the development site area of 1,828m<sup>2</sup>. Site coverage equates to 41% when measured with existing buildings over the total subject site area of 1.4144ha.</p>



### Vehicle Parking

*Car parking spaces shall be provided, constructed and maintained in accordance with the provisions of Part 5 of the Scheme, Local Planning Policy No. 8 (Parking Specifications) and the approved plan relating thereto.*

A parking assessment is provided in section 4.3.3 of this report, which demonstrates the proposed parking provisions are acceptable and can sufficiently cater for the proposed convenience store development.

### Landscaping

*All development within these zones shall be landscaped in accordance with the following requirements*

*a) the minimum width of front boundary landscaping shall be 2 metres, except in the case of a corner lot, in which case the minimum shall be 1.0 metres on the secondary street as nominated by Council;*

*b) the minimum width of side boundary landscaping (excluding side street boundaries) shall be 1 metre, to be provided from the front boundary to the setback line;*

*c) landscaping is to be provided in accordance with Councils landscaping policy as amended from time to time, and shall be maintained by the owner of the lot thereafter.*

*d) Shade trees in car parking areas shall be provided at a ratio of 1 per six car parking bays recommended in the Councils' landscaping policy.*

A landscaping strip is provided along the site's primary and secondary street boundaries, which varies from 1.3m to 1.65m in width. Grass/turf is also provided on the verge fronting the development site.

To facilitate safe and efficient fuel tanker movements, a 2m wide landscaping strip along the site's Collier Road frontage cannot be provided. This variation is offset by providing landscaping throughout other parts of the site, which significantly contributes to the overall aesthetic value of the proposed development.

No shade trees can be provided along the site's shopfront parking bays, as this would detrimentally affect visibility of the retail building and reduce opportunities for passive surveillance. Notwithstanding, shade is provided for vehicles by the proposed fuel canopy.

Potential locations of trees are depicted on the landscaping concept contained in the development plans. All landscape planting will be provided in accordance with Council requirements at the detailed design stage, as per standard practice.

### Security Fencing

*Where a security fence is proposed on a street lot boundary, it shall be of an open style either mesh fencing or palisade style fencing and setback 2-metres behind the street alignment.*

*Solid screen fences on industrial sites are only acceptable where located at or behind the 13-metre building line to the front setback area. In the case of corner lots solid screen fencing must be setback 6-metres from the secondary street.*

No security fencing is proposed along any street lot boundary within the development site.

### Service Access

*Provision shall be made for service access in the following manner:*

*a) a paved accessway shall be provided for vehicles from the street to the rear of and to any other part of the building where provision is made in the external walls of the building for the entry of or the loading or unloading of vehicles;*

*b) the access way shall be so constructed that all vehicles using it can enter from and return to a street in forward gear without reversing any part of the vehicle onto a street; and*

*c) except as hereinafter mentioned, the access way shall not be less than 4.5 metres in width, unless the size of the*

A loading bay is provided at the western side of the retail building, which provides access to the site's bin area and delivery area. The loading bay is segregated from areas used by patrons and fuel tankers.

The loading bay is 3.5m in width, which allows service vehicles up to 8.8m to access the bay and return to the street in forward gear, as demonstrated in the swept path modelling contained within the development plans (Appendix 3).

*lot makes the provision of such an access way impracticable or unreasonable the Council may permit an access way of a narrower width but in no case less than 3.0 metres in width.*

An accessway of 3.5m in width is appropriate for the nature and scale of the development proposed, given it will only be used for the collection of waste and the delivery of stock.

*d) the provision of on-site delivery manoeuvring areas where large single axle commercial vehicles can enter and leave the site in forward gear. The manoeuvring area shall be exclusive of car parking bays and the interior of the building.*

### **Storage and Refuse**

*The Council may require the provision of one or more areas for the storage of refuse in a development. This area shall be:*

The proposed bin area is located at the western side of the retail building. The bin area is positioned such that it is screened to the east, south and west by the retail building itself, and the proposed 1.8m Colorbond fence.

*a) screened from view from any public street, and enclosed by a wall of masonry or other approved building material, and being of not less than 1.8 metres in height; and*

A 2.2m high screen fence will screen the bin store from view to Collier Road. As noted above, the bin area is accessible to service vehicles.

*b) accessible to service vehicles.*

*Irrespective of whether a storage area is required for a development, no land shall be used for open storage purposes unless it is screened from view of any public street by a fence or wall built to the specifications and satisfaction of the Council.*

### **Building Materials**

*The facades of all buildings facing public streets shall be constructed of brick, lass, stone, masonry or concrete in respect of the ground floor level. The second floor level, or its equivalent, may be constructed of other material in accordance with the Building Code of Australia.*

The retail building will be constructed of concrete panels, with other materials incorporated into the design to achieve a high quality built form.

*The use of zincalume sheeting for construction of industrial buildings is prohibited, unless such buildings or parts of buildings are not visible from any public street, or Council approval is granted to vary this requirement.*

The fuel canopy will be constructed of metal and other high quality materials (in accordance with standard practice).

All materials use for the proposed development will be in accordance with the BCA.

### **Floor Area**

*A factory or factory unit shall have a floor area of not less than 100m<sup>2</sup> and each the length and width shall not be less than 6 metres clear between the internal wall surfaces.*

N/A – no factory or factory unit is proposed.

### **Factory Units**

*Multiple factory units on one lot shall not be permitted unless the following requirements are complied with:*

N/A – no factory or factory unit is proposed.

*a) each factory unit shall have a visually screened service yard of not less than 16m<sup>2</sup> with a minimum depth of 2m adjoining and having connecting access to each unit; and*

*b) the internal partition walls between factory units shall be constructed of brick, stone or concrete or other material approved by Council.*

Having regard to **Table 5**, the proposed convenience store is consistent with the provisions of LPP6 and is compatible with the existing industrial amenity of the locality.



## 4.5 Local Planning Policy No. 16 – Control of Advertisements Under the Local Planning Scheme No. 10

The Town's Local Planning Policy No. 16 – Control of Advertisements under the Local Planning Scheme No. 10 (**LPP16**) sets out various standards for signage proposed within the scheme area. **Table 6** provides an assessment against the relevant requirements of LPP16.

**Table 6 – assessment against LPP16.**

LPP16 requirement	Provided/Comment
<b>Wall signs</b>	
Max height – 3m.	<p>Various wall signs are proposed on the retail building fascia and fuel canopy fascia.</p> <p>The signage is simply a square containing the 7-Eleven corporate logo, which is 1m x 1m. Vinyl panels surround the wall signs which display the corporate colours of 7-Eleven.</p> <p>The dimensions of the proposed 7-Eleven wall signs are compliant with the specifications set out by LPP16 with respect to height, width and area.</p>
Max length/width – 8m.	
Max area – 12m <sup>2</sup> .	
Min. headroom – 1m.	
Max height above ground – 5m.	
<b>Roof sign</b>	
Max height – 3m.	A roof sign is proposed, which will be affixed to the feature tower that forms part of the retail building. The tower roof sign is 1.8m x 1.8m and therefore compliant with the roof sign specification of LPP16.
<b>Pylon sign</b>	
Max height – 6m.	<p>Proposed height – 8m. Proposed width – 2m.</p> <p>Proposed area (of advertising panels) – 13m<sup>2</sup></p> <p>The proposed pylon sign exceeds the prescribed height and area requirements set out by LPP16. The proposed pylon sign warrants approval for the following reasons:</p> <ul style="list-style-type: none"> <li>- The subject site is situated within an established industrial area, which is comprised of industrial uses situated on large lots of land. The size and scale of the sign is consistent with the existing context of the locality, and would not detrimentally affect the established industrial amenity.</li> <li>- The pylon sign is required to appropriately identify the site to passing motorists. The proposed Collier Road crossover is left-in/left-out only – motorists accessing the site via Alice Street will therefore require sufficient exposure/notice to safely ingress the site.</li> <li>- The proposed pylon sign is constructed of high quality materials and designed to a high standard. The sign will not detrimentally affect the visual amenity of the area.</li> </ul>
Max length/width – 2m.	
Max area – 4m <sup>2</sup> .	
Max headroom – 2.4m.	
Max height above ground – 6m.	

Having regard to **Table 6**, the proposed signage warrants approval accordingly.

#### 4.6 Local Planning Policy No. 15 – Percent for Art Policy

The Town's Local Planning Policy No. 15 – Percent for Art Policy (**LPP15**) stipulates requirements relating to the provision of public art for developments with an estimated construction cost of over \$1 million.

As the proposed convenience store has an estimated cost of development in the order of \$2.1 million, it may be considered an eligible proposal.

It is considered, however, that a public art contribution should not be required for this particular proposal, which seeks approval for a commercial use on a general industrial site, and is likely to fall within the scope of public art provision.

Regardless, any valid public art contribution should be addressed as a condition of planning approval in accordance with standard practice, noting there is no specific requirement under this policy for public art to be addressed during the development application stage. It is not considered appropriate that public art be provided onsite, nor on any adjacent crown land.

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#### 4.7 Local Planning Policy No. 18 – Landscaping with Local Plants

The Town's Local Planning Policy No. 18 – Landscaping with Local Plants (**LPP18**) provides guidance on matters to be considered for the preparation of detailed landscaping plans. Section 1.6 of LPP18 states the following regarding the Town's LPS10, with respect to landscaping:

*Under the Local Planning Scheme No. 10, each application for planning approval is to be accompanied by:*

1. *The existing and proposed ground levels over the whole of the land the subject of the application and the location, height and type of all existing structures, and both the structures and vegetation proposed to be removed; and*
2. *The nature and extent of any open space and landscaping proposed for the site.*

In accordance with section 1.6 of LPP18, a landscaping concept is provided which depicts existing/proposed levels and associated heights of structures, and the nature/extent of open space and landscaping proposed (including areas to be landscaped and likely species).

The following details set out by LPP18 are reasonably required at the detailed design stage as a condition of planning approval:

- street frontages, neighbouring buildings and fence lines;
- contours – both within the site and for the adjoining verge;
- reticulation details (type and method of operation);
- details of ground treatment for all common areas (for example; grass, paving, ground covers, mulch);
- plant legend, including the number of plants and species name including pot-size of plants at the time of planting; and
- accurate details of existing tree positions, with further detail for trees over 2m in height (species, trunk diameter, drip line and crown height).



## 5 Conclusion

It is proposed to develop a convenience store on a 1,828m<sup>2</sup> portion of the subject site, including associated signage. The proposed convenience store will comprise modern, attractive buildings and will conveniently provide key services to the surrounding area.

In summary, the proposed development responds to the planning framework and warrants the Town's support for the following reasons:

- The proposal seeks to use an underdeveloped portion of a large industrial lot for service commercial purposes, and is suitably located to conveniently service the surrounding locality.
- The proposed convenience store will have no detrimental impacts on the existing industrial amenity of the area.
- The proposal is supported by a Transport Impact Assessment, which demonstrates its acceptability from a traffic engineering perspective.
- The proposed convenience store will result in an attractive built form outcome for the site.
- It has been demonstrated that the proposed convenience store on future 'Lot A' and the existing warehouse facility on future 'Lot B' can operate as two separate entities and be consistent with the Town's planning framework.

Having regard to the above, the proposal clearly demonstrates to suitability of the proposed convenience store for the development site. Accordingly, we respectfully request the Application for Development Approval is approved by the Metro Central Joint Development Assessment Panel.

# Appendix 1 Certificate of Title and Diagram



WESTERN



AUSTRALIA

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER

**25/D60011**

DUPLICATE  
EDITION

**3**

DATE DUPLICATE ISSUED

**8/2/2005**

VOLUME

**2209**

FOLIO

**97**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 25 ON DIAGRAM 60011

**REGISTERED PROPRIETOR:**

(FIRST SCHEDULE)

HICON (WA) PTY LTD OF PO BOX 224 CLAREMONT

(T N237991 ) REGISTERED 29/1/2016

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**

(SECOND SCHEDULE)

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE. VOL 2209 FOL 97.
2. T7506/1948 EASEMENT BENEFIT AS TO PORTION ONLY SEE TRANSFER 7506/1948 AND VOL 2209 FOL 97. REGISTERED 16/6/1948.  
H562135 EASEMENT T7506/1948 MODIFIED REGISTERED 28/9/2000.
3. T7507/1948 EASEMENT BENEFIT AS TO PORTION ONLY SEE TRANSFER 7507/1948 AND VOL 2209 FOL 97. REGISTERED 16/6/1948.  
H562136 EASEMENT T7507/1948 MODIFIED REGISTERED 28/9/2000.
4. H523108 EASEMENT BURDEN SEE SKETCH ON VOL 2209 FOL 97. REGISTERED 11/8/2000.
5. \*N237992 MORTGAGE TO NATIONAL AUSTRALIA BANK LTD REGISTERED 29/1/2016.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

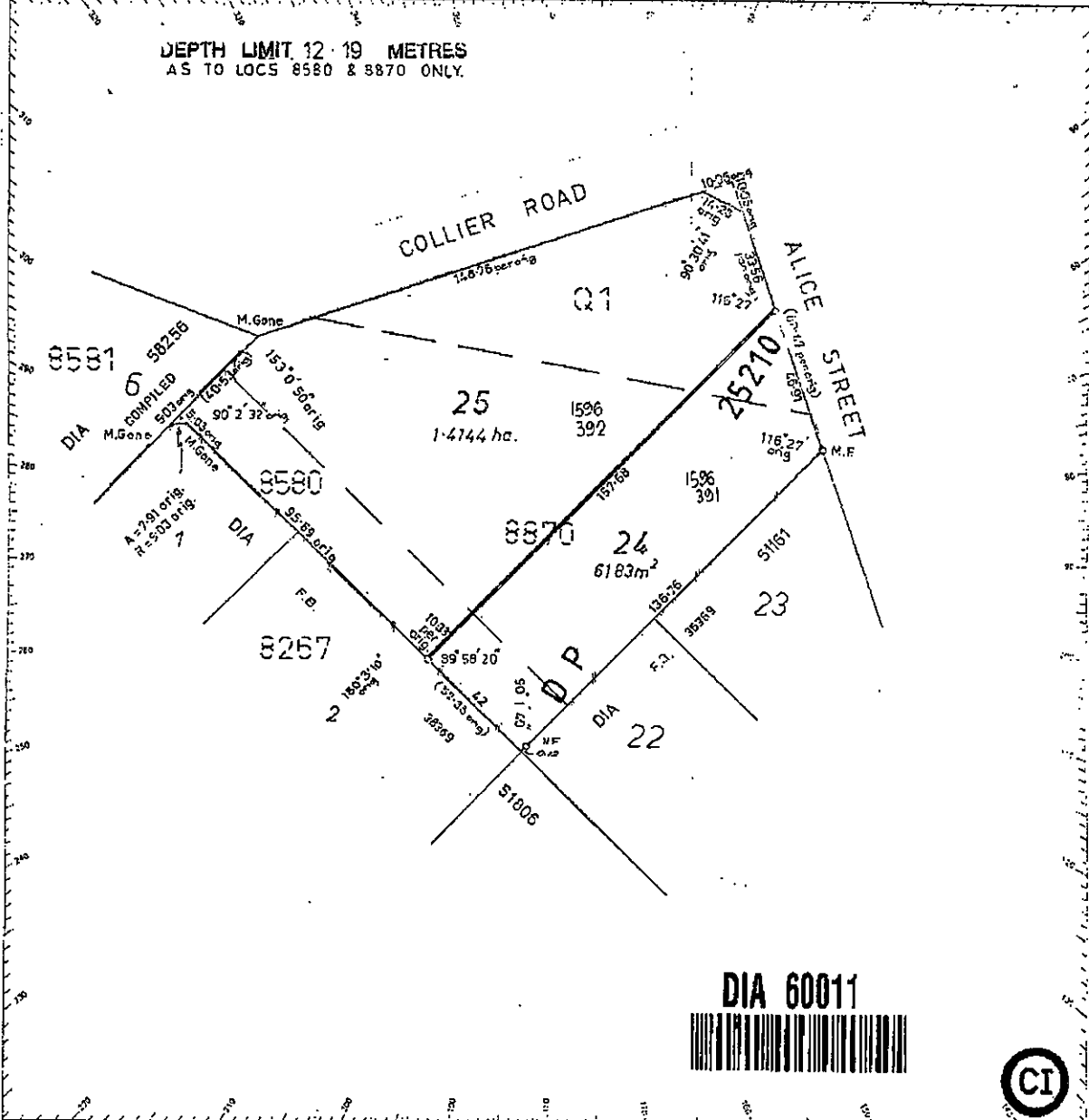
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents of for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2209-97 (25/D60011)  
PREVIOUS TITLE: 1596-392  
PROPERTY STREET ADDRESS: 300 COLLIER RD, BASSENDEAN.  
LOCAL GOVERNMENT AUTHORITY: TOWN OF BASSENDEAN

END OF PAGE 1 - CONTINUED OVER

Town or District	Number of Lot or Location.	Field Book.	Scale.	Certificate in which Land is Vested.	Area
SWAN	LOT 21 OF LOC's 8580, 8870, Q1	44706	1:1500	Vol. 1473 Fol. 281	2.6327 ha

DEPTH LIMIT 12.19 METRES  
AS TO LOC'S 8580 & 8870 ONLY.



DIA 60011



<p align="center"><b>CERTIFICATE</b></p> <p>I hereby certify that this survey was performed by me personally (or under my own personal supervision, inspection and field check) in strict accordance with the Licensed Surveyors (Guidance of Surveyors) Regulations, 1981.</p> <p>Date: <i>26.9.80</i> <i>John Gordon</i> Licensed Surveyor</p>		<p align="center">Approved by Town Planning Board</p> <p align="center"><i>55575</i></p> <p>Date: <i>23rd September 1980</i> Chairman</p>	
<p>Approved: <i>[Signature]</i></p> <p>Examined: <i>[Signature]</i> Date: <i>16.10.80</i></p>	<p>On: <i>[Signature]</i></p> <p>Plan: <i>51161</i></p> <p>Diagram: <i>PERTH 2000</i></p>	<p>Registration: <i>42479</i></p> <p>Date: <i>29.9.80</i></p>	<p>Diagram No: <i>600</i></p>



## Appendix 2 Easement Document

**INSTRUCTIONS**

1. This form may be used only when a "Box Type" form is not provided or is unsuitable. It may be completed in narrative style.
2. If insufficient space hereon Additional Sheet Form B1 should be used.
3. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by the parties.
4. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialed by the persons signing this document and their witnesses.

**NOTES**

1. Insert document type.
2. A separate attestation is required for every person signing this document. Each signature should be separately witnessed by an Adult Person. The address and occupation of the witness must be stated.

H 523108 E

11 Aug, 2000 08:20:33 Perth



REG. \$ 70.00

LODGED BY *ANZ*

ADDRESS

PHONE No.

FAX No.

REFERENCE No.

ISSUING BOX No. *25*

PREPARED BY **Richard Payne & Associates**

Commercial Solicitors

ADDRESS P.O. Box 1275, West Perth, WA, 6872  
Tel - 08 9481 0844 Fax - 08 9481 2434

PHONE No.

FAX No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

*CA to ANZ*

*1/2*

TITLES, LEASES, DECLARATIONS ETC LODGED HEREWITH

1. *CA 1596/392*
2. *1596/391*
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Received Items

Nos. *1/2*

Receiving Clerk *M*

Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

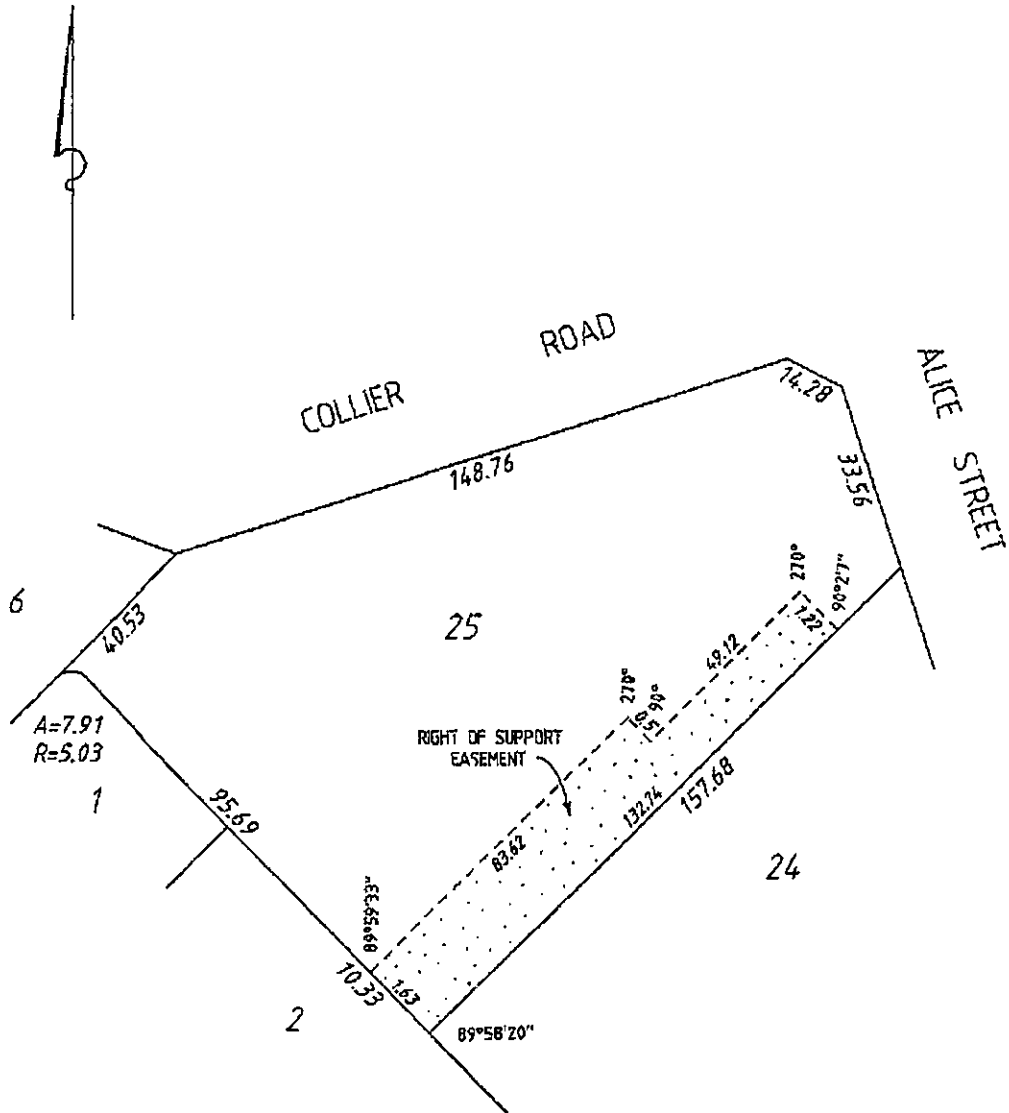
EXAMINED



*53*



CARLTON SURVEYS  
 Licensed Surveyors  
 SUITE 4, 160 BURSWOOD ROAD,  
 BURSWOOD S100.  
 TELEPHONE 9361 5356 FAX 9351 3457



RIGHT OF SUPPORT EASEMENT IN FAVOUR OF  
 LOT 24 OVER LOT 25 ON DIAGRAM 60011 CONTAINED  
 IN CERTIFICATE OF TITLE VOLUME:1596 FOLIO:392

JOB : 3644

*John Threlk*  
*[Signature]*

NOT TO SCALE  
 DATE : 6-7-2000

### Consent of mortgagee

Australian & New Zealand Banking Group Ltd ACN 11 005 357 522 as the mortgagee under mortgage no. F934989 over the Dominant Tenement hereby consents to the within easement being created and agrees that the within easement shall rank in priority to the said mortgage.

Dated the 8<sup>th</sup> day of August 2000

Signed for and on behalf of the )  
Australian & New Zealand Banking )  
Group Ltd ACN 11 005 357 522 by )  
MARGARET DENISE KENSIT )  
the ~~Attorney of the said Bank~~ )  
ACTING MANAGER-SECURITIES )  
in the presence of: )

*M. D. Kensit*  
Signature

*[Signature]*  
An Officer of the said Bank

C:\np\161201.doc24/7/00



8. Waiver and variation

A provision of or a right created under this deed may not be waived or varied except in writing by the party to be bound.

9. Governing law

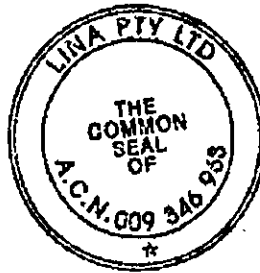
This deed shall be governed and construed by the laws of Western Australia and the parties hereto agree to submit to the jurisdiction of the Courts of Western Australia and any court hearing appeals from those courts in all matters arising out of this deed.

10. Consent of encumbrance holders

The parties shall obtain any necessary consent of the holder of any mortgage or other encumbrance over the Dominant Tenement or the Servient Tenement to the creation of the easement in accordance with this deed.

Executed as a deed

The common seal of Lina Pty Ltd )  
ACN 009 346 963 was hereunto )  
affixed by authority of the Directors )  
in the presence of : )



TERENCE L. O'NEILL  
Director's name

[Signature]  
Director's signature

Janet B. O'NEILL  
Director/Secretary's name

[Signature]  
Director/Secretary's signature

The common seal of Trilon )  
Nominees Pty Ltd ACN 008 872 133 )  
was hereunto affixed by authority )  
of the Directors in the presence of : )



LOUIS R SAUZIER  
Director's name

[Signature]  
Director's signature

BARBARA J SAUZIER  
Director/Secretary's name

[Signature]  
Director/Secretary's signature

Encumbrance: Caveat 6247223

C:\np\2012\10\20121027\700

see letter

**3.2 Grantor's power**

The Grantor covenants with the Grantee that the Grantor has full power to make the grant set out herein and assures the Grantee such grant shall remain to and be quietly held and enjoyed by the Grantee and the benefit thereof shall be received and taken accordingly without interruption or disturbance by the Grantor or any person claiming by, through, under or in trust for or in any way against the Grantor.

**3.3 Registration**

The Grantor covenants and agrees to sign all applications and other documents and procure all necessary consents and doing all things necessary to procure the registration of this deed at the Office of Titles, pursuant to the provisions of the Transfer of Land Act 1893.

**3.4 Further assurance**

The Grantor and every other person having or rightfully claiming any estate or interest in the Servient Tenement will from time to time and at all times hereafter at the request of the Grantee do all such lawful assurances and things for more perfectly assuring the grant set out herein as the Grantee reasonably requires.

**4. Grantee's covenants**

The Grantee covenants with the Grantor:

- (a) to exercise the easement hereby granted in such manner as to cause as little inconvenience as is practicable to the Servient Tenement.
- (b) forthwith to remedy and make good any damage to the Servient Tenement which may result from the exercise of this easement and any rights granted hereunder by the Grantee.

**5. Costs and stamp duty**

The Grantee shall pay the costs of and incidental to the negotiation, preparation, execution, stamping and registration of this deed and all stamp duties and registration fees payable hereon.

**6. Notices**

Any notice or other communication in connection with this deed:

- (a) must be in writing in order to be valid;
- (b) may be signed by the party giving it or his solicitor or agent;
- (c) must be served, given or made by leaving it at the address of the addressee, or by sending it by prepaid ordinary post to the address of the addressee, or any other address which is notified by one party to the other; and
- (d) will be taken to be served, given or made in the case of delivery by hand, on delivery and in the case of prepaid ordinary post on the third day after posting.

**7. Severance**

The parties agree that a construction of this deed that results in all provisions being enforceable is to be preferred to a construction that does not so result. However, if despite this, any provision of this deed or the application of that provision to any person or circumstance is or becomes invalid or unenforceable, then the remaining provisions of this deed are not affected and are valid and enforceable to the fullest extent permitted by law.

C:\p\1012021 4\02210701



replaced at any time whether before or after the date of this deed.

- (e) headings shall not effect the construction or interpretation of this deed.
- (f) references to a clause, paragraph or a schedule is a reference to the same in this deed.
- (g) a reference to "party" means a party to this deed and shall include that party's personal representatives, successors in title and assigns.
- (h) an agreement, representation or warranty on the part of two or more persons binds them jointly and severally.
- (i) an agreement, representation or warranty in favour of two or more persons is for the benefit of them jointly and severally.
- (j) a reference to a document includes that document as amended or replaced.
- (k) the covenants on the part of the Grantor bind the Grantor, its assignees, transferees and successors in title only for so long as such party remains registered as the proprietor of the Land.

## **2. Grant of easement**

### **2.1 Grant**

The Grantor hereby grants to the Grantee:

- (a) the right to use the portion of the wall and the footing in respect of the Building erected on the Servient Tenement as delineated and stippled on the plan annexed to this deed for the purpose of supporting the Building erected on the Dominant Tenement.
- (b) the right at all reasonable times and on reasonable notice to the Grantor to enter upon that portion of the Servient Tenement as delineated and stippled on the said plan, by its agents, engineers, servants, workmen and others (with or without plant and equipment) to inspect, clean, repair and repaint as is reasonably necessary to maintain that part of the Building erected on the Servient Tenement.

### **2.2 Term**

The easement granted by this deed shall commence at the date of its execution by the Grantor, and shall expire on the date of demolition of the Building.

## **3. Grantor's covenants**

### **3.1 No impediment to easement**

The Grantor covenants with the Grantee so as to bind the Servient Tenement, that the Grantor shall not:

- (a) excavate under, or beside or undermine that portion of the wall and the footing in respect of the Building on the Servient Tenement, provided that nothing herein contained shall be construed to prevent the Grantor from making excavation on the Servient Tenement so long as sufficient artificial means of support to the Building is provided while the excavations are open;
- (b) cut, demolish, remove, alter, deface or in any way damage or destroy any portion of the wall and the footing in respect of the Building erected on the Servient Tenement;
- (c) plant or permit to be planted any trees or other plants which may damage any portion of the wall and the footing in respect of the Building erected on the Servient Tenement; and

## BLANK INSTRUMENT FORM

**Easement** (Note 1)

**This deed of easement** is made the 8<sup>th</sup> day of August

TAX INVOICE - ABN 45 320 599 544  
WESTERN AUSTRALIA STAMP DUTY  
DEE 09/08/00 15:14 001685780-001  
FEE \$ \*\*\*\*\*  
SD \$ \*\*\*\*\*20.00 PEN \*\*\*\*\*.00 2000

**Between** **Lina Pty Ltd** ACN 009 346 963 of Suite 4, 24 Lawley Street, North Beach, Western Australia, 6020 (the Grantor)

**and** **Trilon Nominees Pty Ltd** ACN 008 872 133 formerly of 5 Alice Street, Bayswater but now of Suite 4, 24 Lawley Street, North Beach, Western Australia, 6020 (the Grantee)

**Recitals**

- A. The Grantor is registered as the proprietor of an estate in fee simple of the Servient Tenement.
- B. The Grantee is registered as the proprietor of an estate in fee simple of the Dominant Tenement.
- C. The Grantee has erected upon the Dominant Tenement the Building. A portion of the wall and the footing in respect of the Building that is necessary for the support of the Building on the Dominant Tenement encroaches on the Servient Tenement and therefore forms part of the Servient Tenement.
- D. The Grantor has now agreed to grant to the Grantee an easement of support for the purpose of allowing the portion of the wall and the footing in respect of the Building erected on the Servient Tenement to remain so erected so as to provide support for the Building on the Dominant Tenement.

**This deed witnesses and the parties mutually covenant and agree as follows:**

**1. Interpretation****1.1 Definitions**

In this deed, unless the context otherwise requires:

**Building** means the building comprising the factory units constructed on the Dominant Tenement by the Grantor.

**Dominant Tenement** means lot 24 on diagram 60011 and being the whole of the land comprised in certificate of title volume 1596 folio 391.

**Servient Tenement** means lot 25 on diagram 60011 and being the whole of the land comprised in certificate of title volume 1596 folio 392.

**1.2 Interpretation**

In this deed, unless the context otherwise requires:

- (a) words importing the singular include the plural and vice versa.
- (b) words of one gender include every other gender.
- (c) words denoting individuals include a firm, body corporate, an unincorporated association and any governmental or other public body or authority of any kind and vice versa.
- (d) references to any statute or other law shall mean such statute or other law as amended or



**RICHARD PAYNE & ASSOCIATES**

Commercial Solicitors  
Level 2, Colord House, 33 Colin Street, West Perth, W.A. 6005  
Telephone (08) 9481 0844 Facsimile (08) 9481 2434  
P.O. Box 1275, West Perth, W.A. 6872  
Australia  
e-mail - rapayne@tristat.net.au

*This email may contain information which is confidential or which is subject to legal professional privilege.  
If this facsimile has been sent to you by mistake please return it without making a copy.*

Our Ref: RP

Your Ref:

25 August 2000

Mr Joe Caminiti  
Department of Land Administration  
MIDLAND WA 6056

Fax 9273 7665 (1 of 1 page)

Dear Sir,

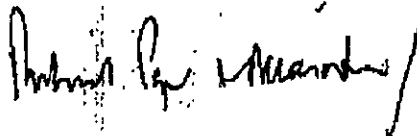
**Requisition notice documents H523108**

We refer to your requisition dated 24 August 2000 and our discussion with you on 24 August 2000.

We confirm that we act on behalf of Lina Pty Ltd and Trilon Nominees Pty Ltd, the grantor and grantee respectively pursuant to the deed of easement dated 8 August 2000. On behalf of our clients we request that caveat G247223 be included as an encumbrance in the deed of easement dated 8 August 2000.

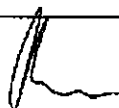
We will be lodging an application to include the benefit of the easement by the owner of C/T volume 1596 folio 391 with your office very shortly.

Yours faithfully,  
Richard Payne & Associates



**File Copy Do Not Destroy**

**Stopped Document Disposal Instructions**

Fees to be Refunded	Document Type	Fee \$
Form 10 No.:		
Date:		
To:		
Address: .....		
Parties: .....		
Reference: .....		
Document Numbers:		
Computer Records Adjusted: WDR/MTF/DPA/BKC		
Documents to be Rejected:		
Documents to be Withdrawn:		
Documents for Registration:		
Caveats to be made Null & Void:		
Authorised by: 		

**Examiner's notes:**

**Stopped Case: 523108**

Original Cs/T:  
1596 392  
1596 391

Notice Sent: *24.8.00*  
Action:

**Examination Instructions**

Allocate New C/T  
Complete Nom. Index  
Pass to  
Other

**Joe Caminiti**

**Supervisor: P R F**





# Requisition Notice

Document Nos: H523108

Section 192 of the Transfer of Land Act

Your Ref: Lina Pty Ltd

**First and Final**

Our Ref: Joe Caminiti

Phone (08) 9273 7356 Fax (08) 9273 7665

Date: 24 August 2000

Lodging Party  
ANZ

Other Parties Contacted  
Richard Payne & Assoc

**Registration of the above documents cannot be effected until all requisitions listed below are complied with and the fee payable is received.**  
**A time limit of 14 days applies from the date stated above.**

### Requisitions

Doc. No.	Description	Req. Fee
108	As caveat G247223 encumbers the grantors land the caveat should be shown as an encumbrance in the easement. ✓	\$35.00 <i>paid</i>
	An application to include the benefit of easement by the owner of title Vol., 1596 Fol. 391 Trion Nominees Pty Ltd is also required. ✓ A registration fee of \$70 is payable	97 669

Requisition Sub Total \$  
Additional Fee \$  
TOTAL FEE Payable \$

**Ian Hyde**  
Registrar of Titles

Requisitions may be attended to by ;

1. fax direct to the Examiner referred to above.
2. personal attendance to the Stopped Documents Section, Midland Square. (all documents held at Midland Office)
3. the lodging of evidence at the Perth Branch Office, Mt Newman House, 200 St. Georges Terrace, Perth. (note: no advice/discussions re: requisitions)
4. Post to P O Box 2222, Midland WA 6936 or DX88

Correspondence by representatives of parties to documents must state the capacity in which they act and confirm that they are duly authorised to do so. Amendment by letter is at the discretion of the Registrar of Titles.

Unless these requisitions are satisfied, the documents will be rejected and one half the registration fee forfeited

Documents may be withdrawn from registration for which a fee of \$35 per document will be retained. The balance of the fees will be refunded.

See payment options on page 2.

**On the front of First Schedule CT 1596-391 orig only.**

EASEMENT H523108. A right to use the wall and footings erected upon the portion of Lot 25 on Diagram 60011 stippled on the map in Easement H523108 for the purpose of supporting the building erected upon the within land, together also with the right to enter upon the said portion for the purpose of maintaining the said wall and footings, all as set out in the said Easement is granted to the proprietor or proprietors for the time being of the within land. Registered 11.8.2000 at 8.20 hrs.

**Second Schedule (cont) CT 1596-392 orig and dup.**

EASEMENT H523108. A right to use the wall and footings erected upon the portion of the within land marked 'A' on the map in the margin for the purpose of supporting the building erected upon Lot 24 on Diagram 60011, together also with the right to enter upon the said portion for the purpose of maintaining the said wall and footings, all as set out in the said Easement is granted to the proprietor or proprietors for the time being of Lot 24 on the said Diagram. Registered 11.8.2000 at 8.20 hrs.

Lodging Party ANZ 28.8.2000 @ 8:00AM

SERVICE DELIVERY DIVISION, DOLA	Amount	
	\$	c
DEALINGS: H523108	35	00
Application H535101		
Joe Caminiti		
TOTAL \$	35	00

Fees

Assur. Fund

DUPLICATE  
This copy  
to be retained by Cashier

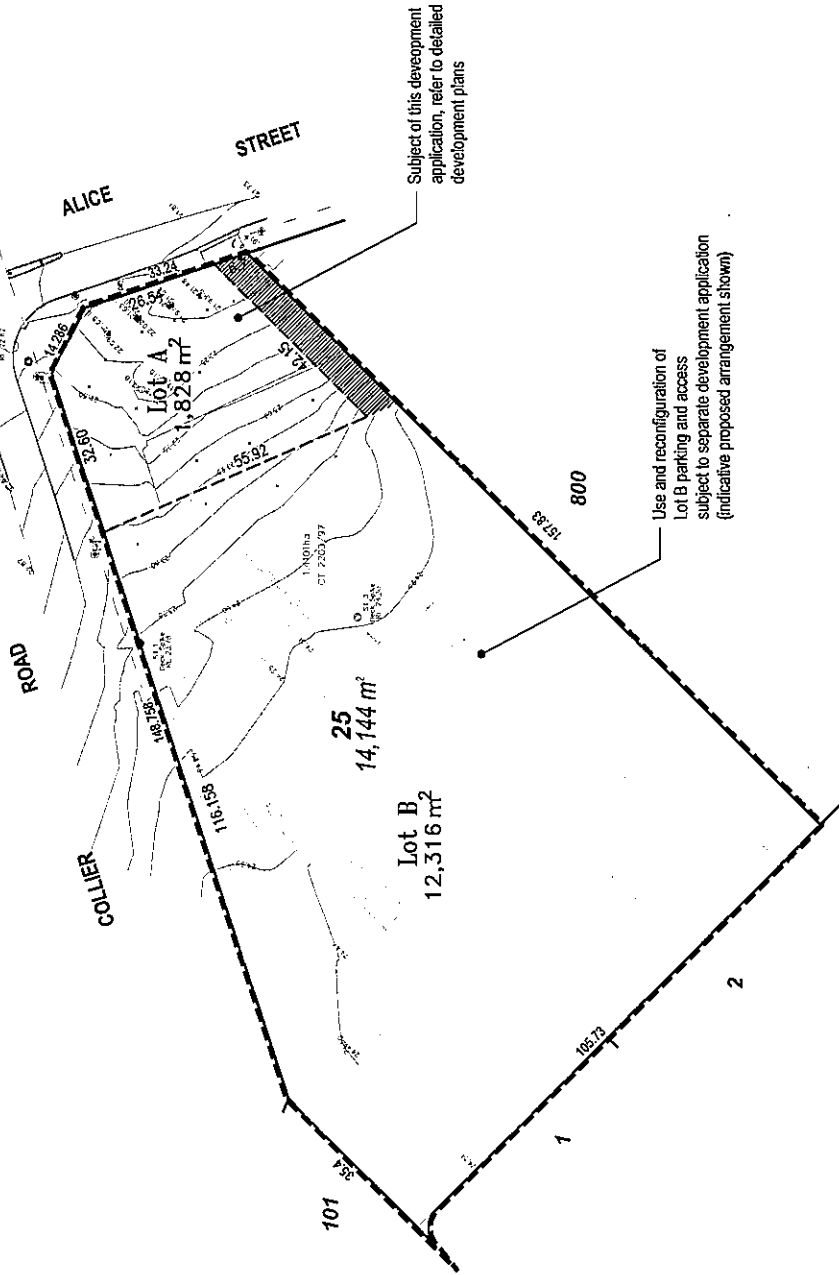
97689

LT 24



## **Appendix 3 Development Plans**

LEGEND	
Subject Site (Lot 25)	(Hatched pattern)
Existing Lot Number	6
Existing Lot Boundary	(Solid line)
Proposed Lot Number	Lot A
Proposed Lot Boundary	(Dashed line)
Existing Lot Dimensions	110
Proposed Lot Dimensions	110
Common Access	(Hatched pattern)
Existing Level Contour	(Wavy line)



OVERALL SITE PLAN



LOCALITY PLAN  
SCALE 1:500

SURVEY PLAN  
SCALE 1:200

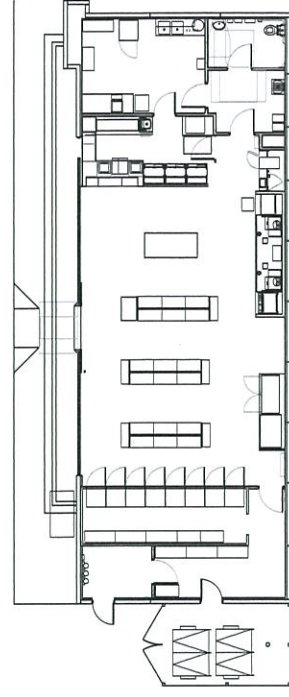
<p>DATE: 16/10/2024          DRAWN BY: AS SHOWN          CHECKED BY: AS SHOWN          PROJECT: 1616-TP1-C</p>		<p>PROJECT: PROPOSED TELEVEN CONVENIENCE STORE          3000 COLLIER ROAD, BASSENDEAN WA</p>		<p>DATE: 16/10/2024          DRAWN BY: AS SHOWN          CHECKED BY: AS SHOWN          PROJECT: 1616-TP1-C</p>	
<p>NO. 1616-TP1-C</p>	<p>DATE: 16/10/2024</p>	<p>PROJECT: PROPOSED TELEVEN CONVENIENCE STORE          3000 COLLIER ROAD, BASSENDEAN WA</p>	<p>DATE: 16/10/2024</p>	<p>DRAWN BY: AS SHOWN</p>	<p>CHECKED BY: AS SHOWN</p>
<p>NO. 1616-TP1-C</p>	<p>DATE: 16/10/2024</p>	<p>PROJECT: PROPOSED TELEVEN CONVENIENCE STORE          3000 COLLIER ROAD, BASSENDEAN WA</p>	<p>DATE: 16/10/2024</p>	<p>DRAWN BY: AS SHOWN</p>	<p>CHECKED BY: AS SHOWN</p>
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<p>NO. 1616-TP1-C</p>	<p>DATE: 16/10/2024</p>	<p>PROJECT: PROPOSED TELEVEN CONVENIENCE STORE          3000 COLLIER ROAD, BASSENDEAN WA</p>	<p>DATE: 16/10/2024</p>	<p>DRAWN BY: AS SHOWN</p>	<p>CHECKED BY: AS SHOWN</p>



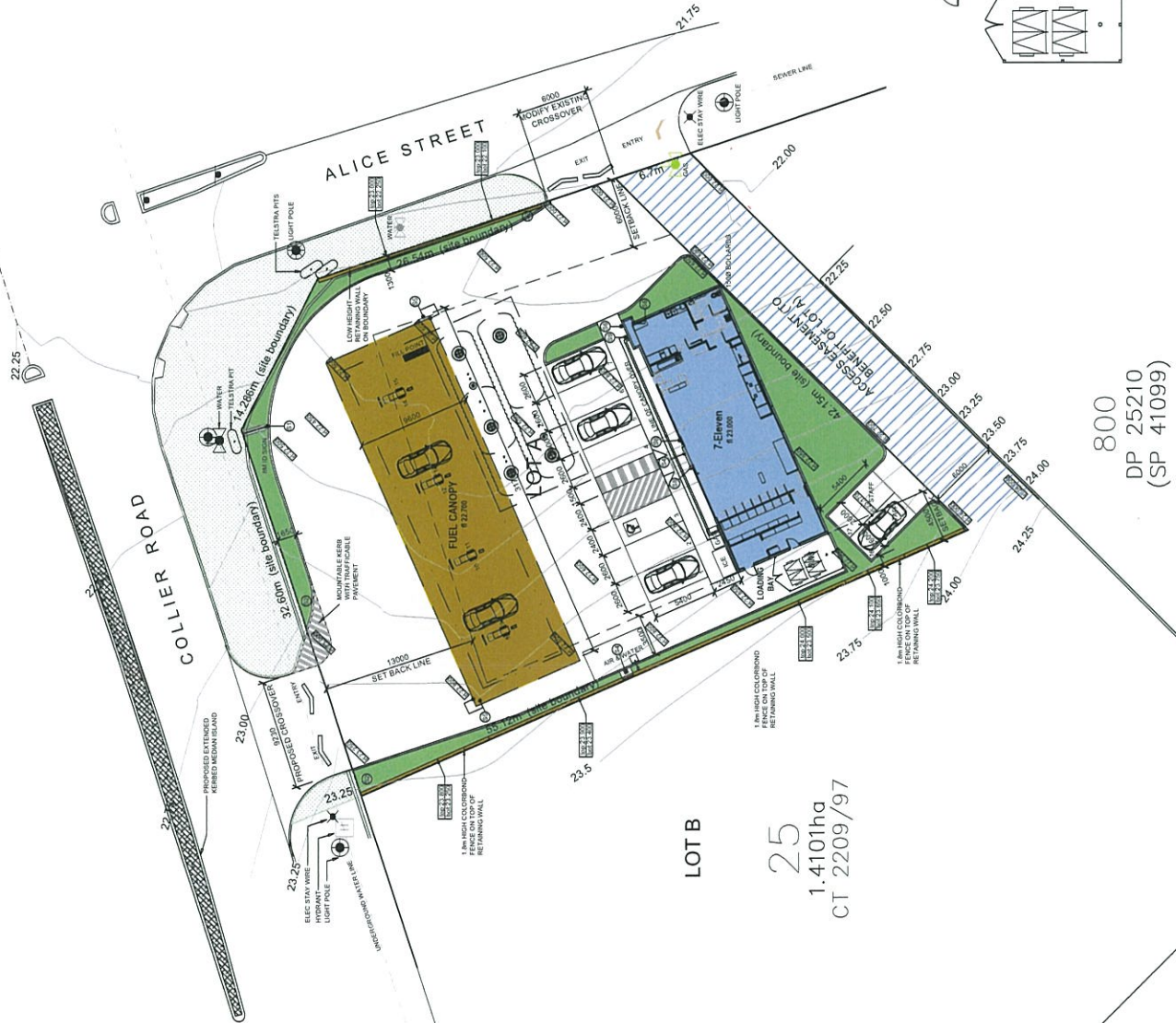
SCHEDULE OF AREAS	
TOTAL SITE AREA:	1620m <sup>2</sup> 100%
TELEVEN TENANCY:	150m <sup>2</sup> 10.0%
BINS:	15m <sup>2</sup> 0.9%
FUEL CANOPY AREA:	354m <sup>2</sup> 18.7%
CAR PARKING SPACES:	17 - inc. driveway bays
LANDSCAPING AREA:	188.5m <sup>2</sup> 10.86%

SIGNAGE LEGEND	
S1	EXTERNALLY ILLUMINATED SIGN
S2	EXTERNALLY ILLUMINATED DIRECTIONAL SIGN
S3	NON ILLUMINATED AIR AND WATER SIGN
S4	NON ILLUMINATED RETAIL BUILDING
S5	EXTERNALLY ILLUMINATED FUEL CANOPY FACIA
S6	EXTERNALLY ILLUMINATED TOWER SIGN
S7	NON ILLUMINATED WINDOW DECALS
S8	NON ILLUMINATED POSTER HOLDER
S9	EXTERNALLY ILLUMINATED SIGNAGE

REFER TO SHEET TP4 FOR SIGNAGE REFERENCE ELEVATIONS AND DETAILS



7-ELEVEN FLOOR PLAN  
SCALE 1:100



LAYOUT PLANS

PROPOSED TELEVEN CONVENIENCE STORE  
300 COLLIER ROAD, BASSENDEAN WA

DP 25210  
(SP 41099)



LOT B  
25  
1.4101ha  
CT 2209/97

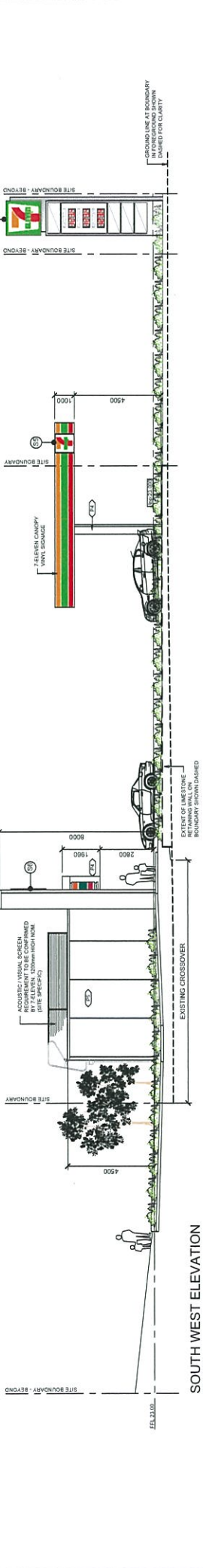
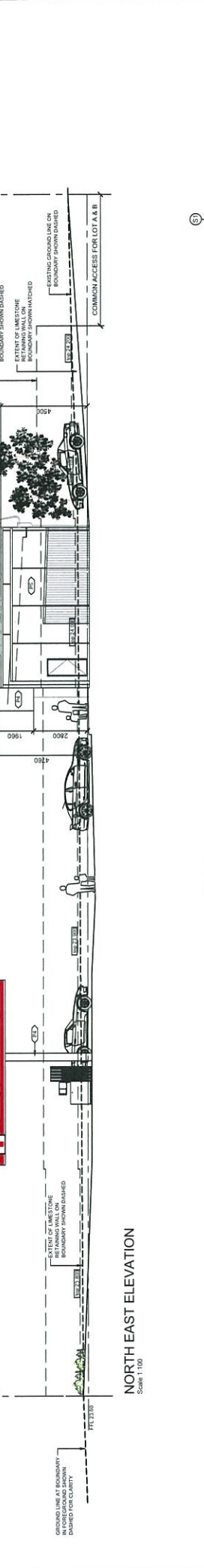
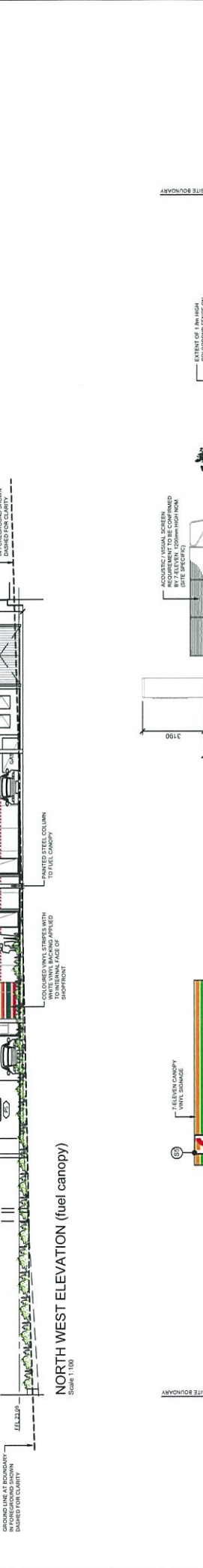
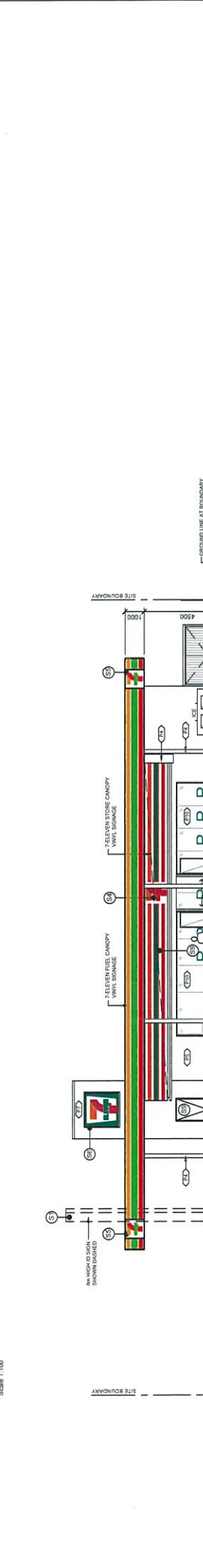
Rev No	Description	Date	By
A	ISSUED FOR PERMIT	11.13.18	SP
B	ISSUED FOR PERMIT	11.13.18	SP
C	ISSUED FOR PERMIT	11.13.18	SP

SITE PLAN  
SCALE 1:200

1616-TP2\_D

FHM CONSULTING

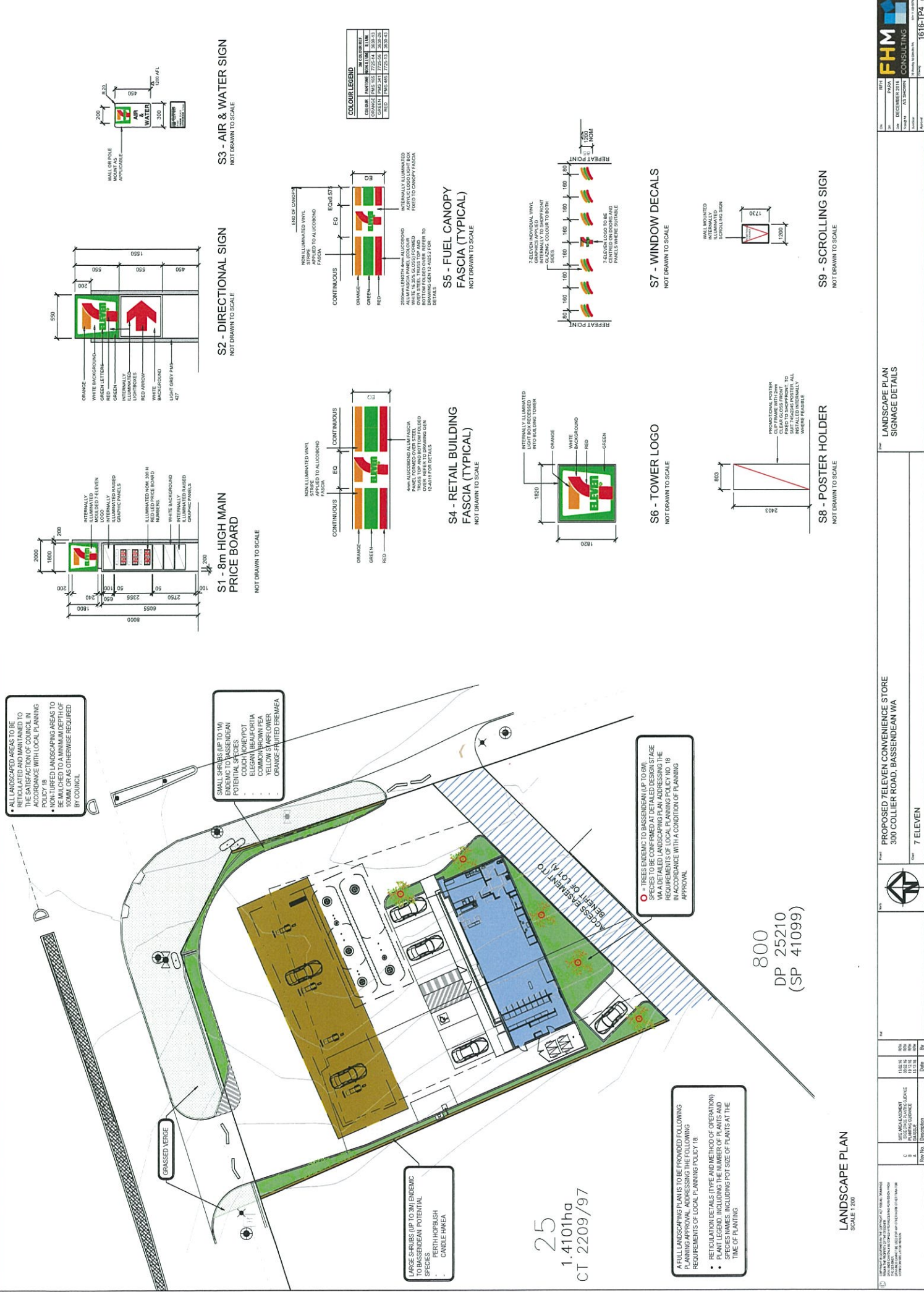
CODE	FINISH/DESCRIPTION	LOCATION
01	TEST TO RUGH SAINT-GOBAIN	VERANDA POSTS
02	COLOR - CREAM	FASCIA, GUTTERS
03	CONCRETE WALL PANELS WITH PAINT FINISH	ROOF CLADDING
04	6000 x 1200 x 3000 LIMESTONE TAPERED ROOFWATER HEADS TYPICAL	7-ELEVEN FUEL CANOPY
05	FUEL CANOPY BEYOND	7-ELEVEN FUEL CANOPY
06	ACQUSTIC VISUAL SCREEN BY 7-ELEVEN, 1200mm HIGH NOM (SITE SPECIFIC)	7-ELEVEN STORE CANOPY
07	COLOURED VINYL STRIPES WITH INTERNAL FACE OF SHOPFRONT	7-ELEVEN FUEL CANOPY
08	PAINTED STEEL COLUMN TO FUEL CANOPY	7-ELEVEN STORE CANOPY
09	ACQUSTIC VISUAL SCREEN BY 7-ELEVEN, 1200mm HIGH NOM (SITE SPECIFIC)	7-ELEVEN STORE CANOPY
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Rev No	Description	Date	By
1	PRELIMINARY	11-12-18	BY
2	REVISED	11-12-18	BY

PROJECT: PROPOSED 7-ELEVEN CONVENIENCE STORE  
 300 COLLIER ROAD, BASSENDEAN WA  
 DRAWING: 7 ELEVEN  
 DATE: 11-12-18





• ALL LANDSCAPED AREAS TO BE RETICULATED AND MAINTAINED TO THE SATISFACTION OF COUNCIL IN ACCORDANCE WITH LOCAL PLANNING POLICY 18.

• NON-TURFED LANDSCAPING AREAS TO BE MULCHED TO A MINIMUM DEPTH OF 100MM, OR AS OTHERWISE REQUIRED BY COUNCIL.

- SMALL SHRUBS (UP TO 1M)**
- ENDEMIC TO BASSENEAN
  - POTENTIAL SPECIES
    - COUCH TOWER POT
    - LEACH GUM
    - COMMON BLACK WALNUT
    - YELLOW STARFLOWER
    - ORANGE-FRUITED EREMAEA

- LARGE SHRUBS (UP TO 3M)**
- ENDEMIC TO BASSENEAN
  - POTENTIAL SPECIES
    - FERNTOP HOPBUSH
    - CANDLE HAKEA

- TREES ENDEMIC TO BASSENEAN (UP TO 4M)
- SPECIES TO BE CONFIRMED AT DETAILED DESIGN STAGE VIA A DETAILED LANDSCAPING PLAN ADDRESSING THE REQUIREMENTS OF LOCAL PLANNING POLICY NO. 18 IN ACCORDANCE WITH A CONDITION OF PLANNING APPROVAL.

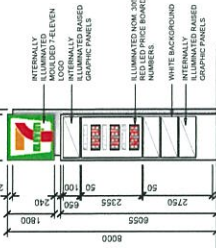
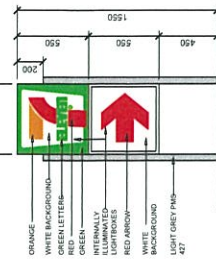
A FULL LANDSCAPING PLAN IS TO BE PROVIDED FOLLOWING PLANNING APPROVAL, ADDRESSING THE FOLLOWING REQUIREMENTS OF LOCAL PLANNING POLICY 18

- RETICULATION DETAILS (TYPE AND METHOD OF OPERATION)
- PLANT LEGEND INCLUDING THE NUMBER OF PLANTS AND SPECIES NAMES INCLUDING POT SIZE OF PLANTS AT THE TIME OF PLANTING

25  
1.4101ha  
CT 2209/97

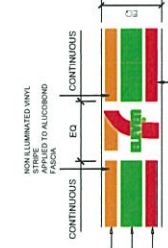
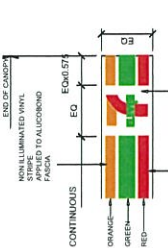
LANDSCAPE PLAN  
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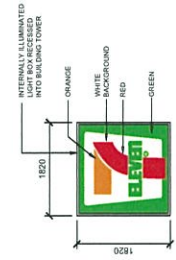
**S2 - DIRECTIONAL SIGN**  
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**S3 - AIR & WATER SIGN**  
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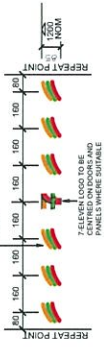


**S5 - FUEL CANOPY FASCIA (TYPICAL)**  
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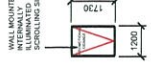
**S4 - RETAIL BUILDING FASCIA (TYPICAL)**  
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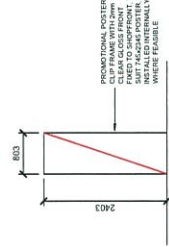
**S6 - TOWER LOGO**  
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**S7 - WINDOW DECALS**  
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**S9 - SCROLLING SIGN**  
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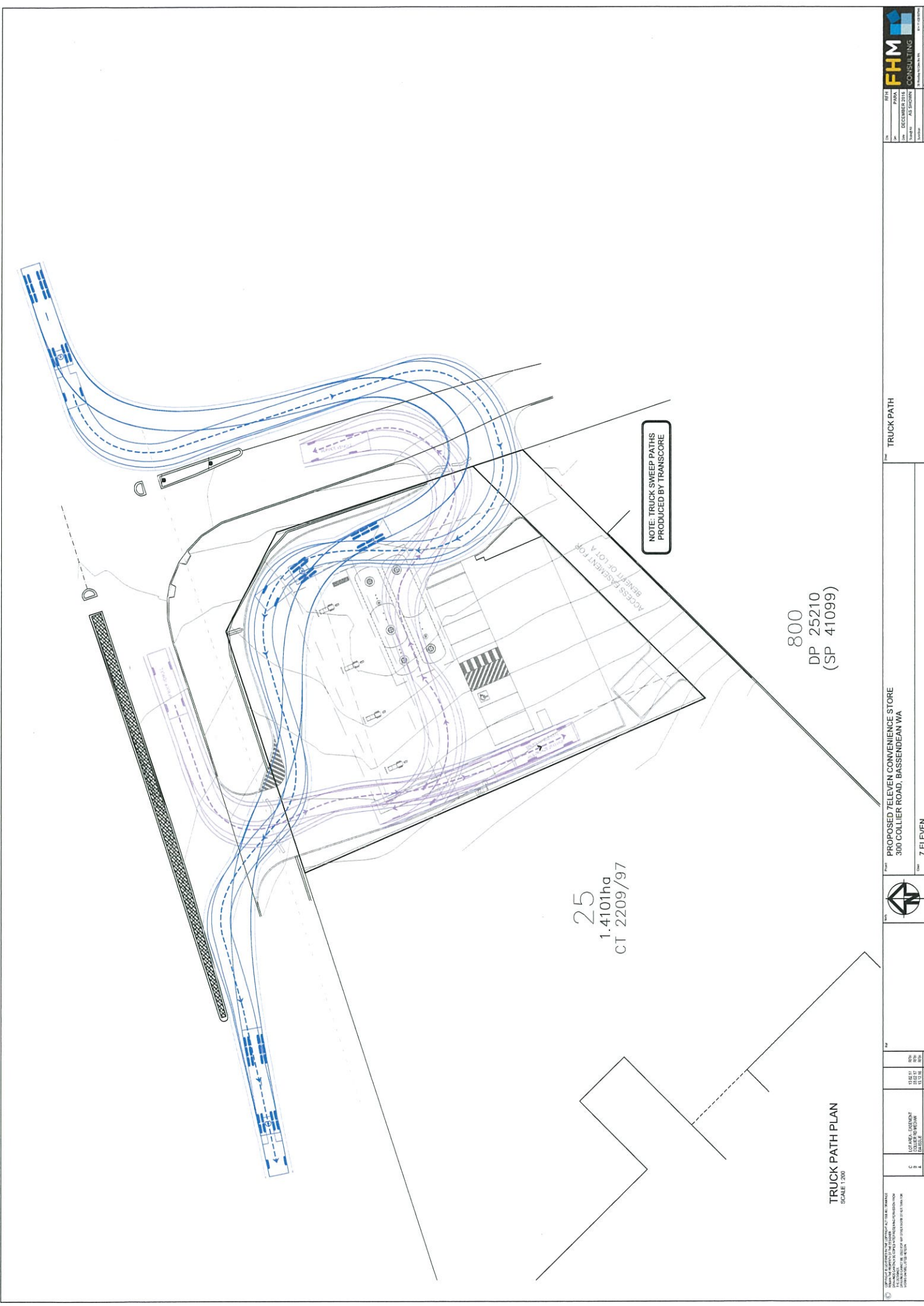


**S8 - POSTER HOLDER**  
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Rev No	Description	Date	By
C	ISSUE FOR CONSTRUCTION	11/11/18	JM
B	ISSUE FOR EXTERNAL CONSULTATION	01/11/18	JM
A	ISSUE FOR INITIAL APPROVAL	15/11/18	JM





NOTE: TRUCK SWEEP PATHS PRODUCED BY TRANSSCORE

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1.4101ha  
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(SP 41099)

		Date: 11/05/17 Drawn: [Name] Checked: [Name]
Project: PROPOSED TELEVEN CONVENIENCE STORE 300 COLLIER ROAD, BASSENDEAN WA	Date: 7 ELEVEN	Title: TRUCK PATH
Scale: 1:200	Date: 11/05/17 Drawn: [Name] Checked: [Name]	Project No: [Number]
Revision: [Number] Description: [Text]	Date: [Date] Drawn: [Name]	Project No: [Number]

# Appendix 4 Transport Impact Assessment





**Proposed 7- Eleven - Cnr Collier Rd  
& Alice Street, Bassendean**

**300 Collier Road, Bassendean**

**Transport Impact Assessment**

**PREPARED FOR:  
Collier Rd WA Pty Ltd ATFT  
Collier Road WA Unit Trust**

**February 2017**



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**Author:** Ali Rasouli

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**Client:** Collier Rd WA Pty Ltd ATFT Collier Road WA Unit Trust

**Project:** Proposed 7- Eleven - Cnr Collier Rd & Alice Street,  
Bassendean

**Document revision:** r01b

**Project number:** t16.147

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## 1.0 Summary

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This Transport Impact Assessment (TIA) is prepared on behalf of Collier Rd WA Pty Ltd ATFT Collier Road WA Unit Trust with respect to the proposed 7- Eleven development to be located at 300 Collier Road in the Town of Bassendean.

The development site as shown in Figure 1 forms a portion of 300 Collier and is zoned ‘*General Industry*’ in the Town of Bassendean Local Planning Scheme.

As part of the development a new left in/ left out crossover on Collier Road proposed and the existing full movement crossover on Alice Street will also be used to service the proposed development. The crossover arrangement is required to facilitate fuel tanker movements and it was presented and discussed in a meeting with the Town of Bassendean’s Engineering Department on 17<sup>th</sup> July 2016. Following the meeting the proposed access arrangement was supported by the Engineering Department and was ‘in principle’ approved.

The aim of this TIA is to estimate the traffic which will be generated by the proposed development and to establish and assess the impact of the traffic pattern on the surrounding road network.

Accordingly, traffic generation of the proposed development was estimated and capacity assessment of the intersection of Collier Road/ Alice Street was undertaken.

## 2.0 Introduction

---

This Transport Impact Assessment (TIA) is prepared with respect to the proposed 7-Eleven development to be located at 300 Collier Road in the Town of Bassendean. A map showing the development site in context of the surrounding area is included in Figure 1.

The development site forms part of a bigger lot and is proposed to be subdivided. It is located at the south-western corner of the intersection of Collier Road and Alice Street.

The existing access and egress system for 300 Collier Road comprises one full movement crossover each on Collier Road and Alice Street.

Key issues that will be addressed in this report include the traffic generation of the proposed development, proposed access and egress arrangement, capacity assessment of Collier Road/ Alice Street intersection and fuel tanker movements to and from the proposed development.



**Figure 1: Location of the development site**

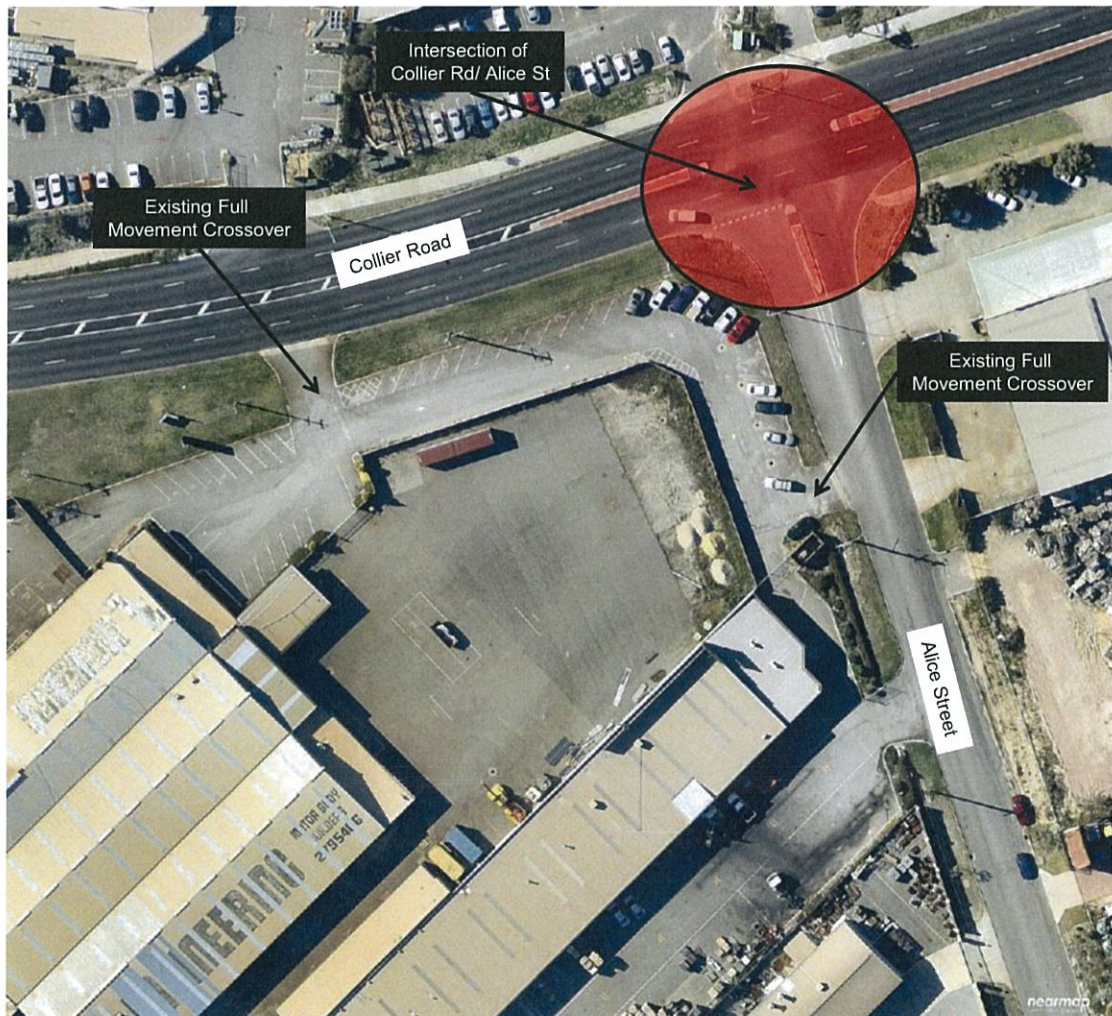


## 3.0 Existing Situation

### 3.1 Existing Site Use, Access and Parking

The site is zoned "General Industry" in the Town of Bassendean Local Planning Scheme. The development site is located within a primarily an industrial area and forms portion of 300 Collier Road.

The existing access/egress system and the intersection of Collier Road/Alice Street are shown in Figure 2.



**Figure 2: Existing intersection and access/egress arrangements**

#### Existing crossovers description:

- Alice Street Crossover is an existing ~8m full movement crossover which is shown in Figure 3;



- Collier Road crossover is an existing ~10m full movement crossover and is shown in Figure 4.



**Figure 3: Existing Alice Street full movement crossover – looking west**



**Figure 4: Existing Collier Road full movement crossover – looking south**

The proposal intends to utilise the existing full movement crossover on Alice Street and creates a new left in/left out crossover on Collier Road. This crossover arrangement for the proposed development is required to facilitate the fuel tanker movements. This arrangement has been discussed in a meeting on 17<sup>th</sup> July 2016 with the Engineering Department at Town of Bassendean and “in principle” support was obtained.

### ***3.2 Surrounding Road Network and Traffic Management on Frontage Roads***

**Collier Road** is a dual divided carriageway and operates under a speed limit of 70km/hr in this vicinity (refer Figure 5 and Figure 6).



**Figure 5: Collier Road looking east in the vicinity of the development site**



**Figure 6: Collier Road looking west in the vicinity of the development site**

Collier Road is classified as a *Distributor A* road in the Main Roads WA Metropolitan Functional Road Hierarchy. It is covered by *Other Regional Road (ORR – Blue Road)* reservation in the MRS. A copy of the MRS map for this vicinity is shown in Figure 7.





**Figure 7: MRS Map**

**Alice Street** in the vicinity of the development site is a 12m two lane undivided road with no pedestrian facilities on either side of it (refer to Figure 8 Figure 9).

Alice Street is classified as *Access Road* in the *Main Roads WA Metropolitan Functional Road Hierarchy* and operates under a default speed limit of 50km/h.



**Figure 8: Alice Street adjacent to the development site - looking north**





**Figure 9: Alice Street adjacent to the development site - looking south**

Collier Road and Alice Street form a give way controlled T-intersection in the vicinity of the development site (Figure 10).

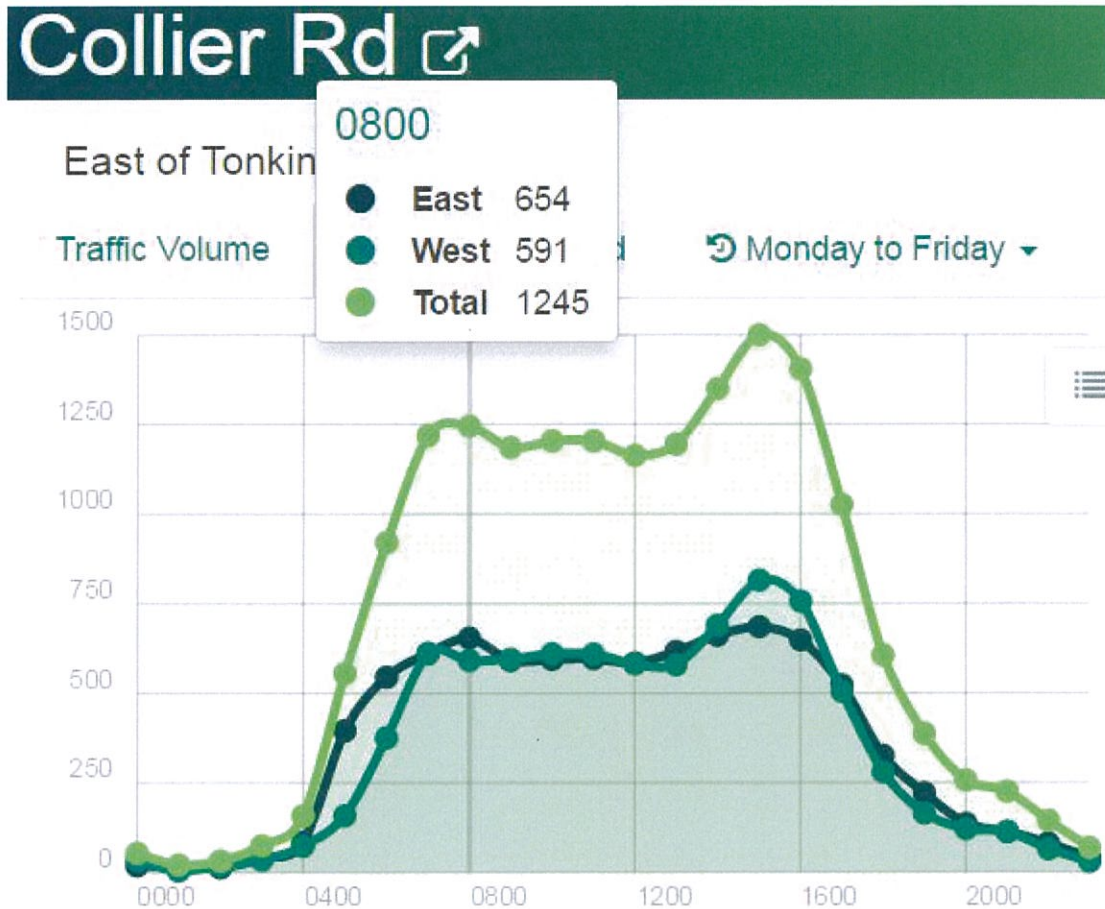


**Figure 10: Collier Road/ Alice Street –Give Way T-Intersection**

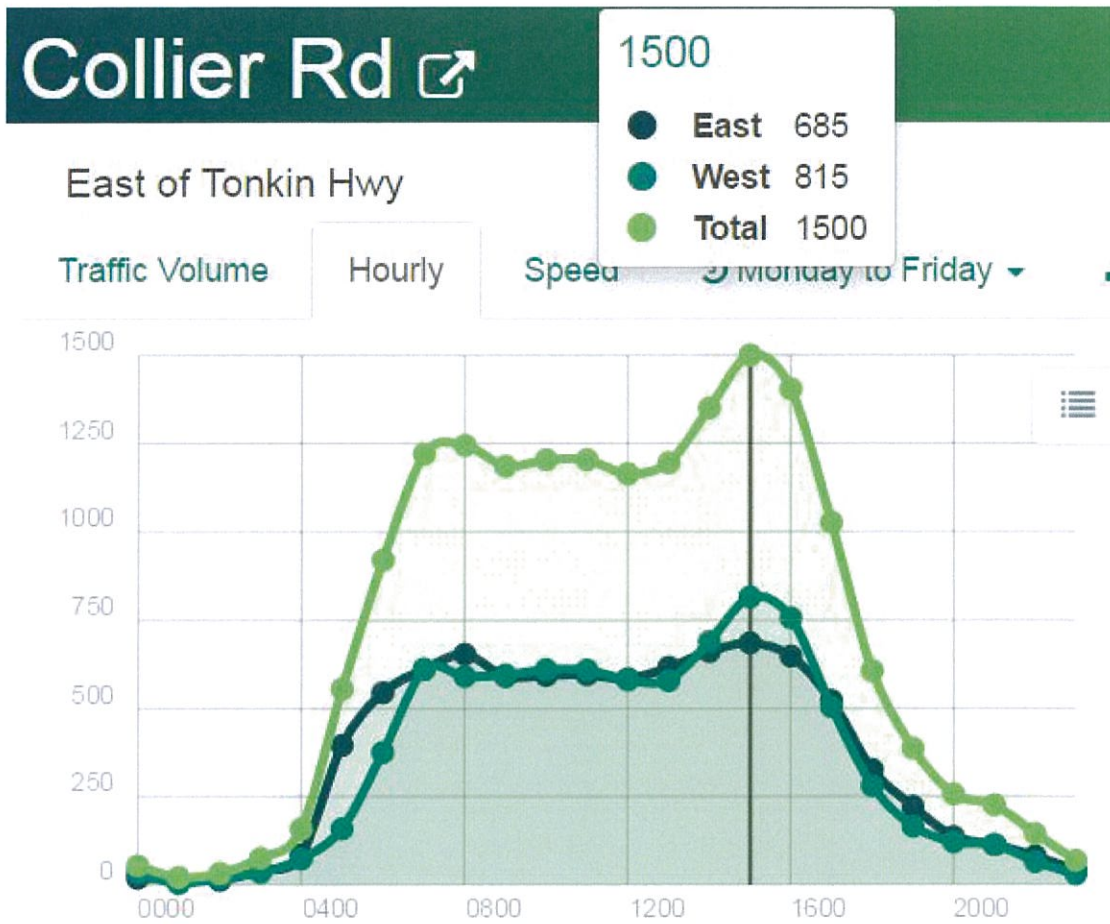
### 3.3 Existing Traffic Volumes

#### Collier Road

According to Main Roads WA traffic counts, Collier Road east of Tonkin Highway carried an Average Weekday Traffic flow of about 17,210vpd with 14% heavy vehicle in September 2015. As shown in Figure 11 the AM peak hour for Collier Road in this vicinity is recorded between 8.00AM to 9:00AM with 1,245vph and as shown in Figure 12 the PM peak hour is recorded between 3:00PM – 4:00PM with 1,500vph.



**Figure 11: Collier Road Directional Split AM Peak Hour Traffic Count**



**Figure 12: Collier Road Directional Split PM Peak Hour Traffic Count**

**Alice Street**

Traffic count surveys undertaken by Transcore at the intersection of Collier Road/ Alice Street indicate that Alice Street carried 151vph and 230vph during AM and PM peak hours respectively on the day of the survey. This translates to to approximately 2,000vpd.

The existing traffic flows are detailed in Figure 21 in section 7.2 of this report.



### ***3.4 Operation of Surrounding Intersections***

#### **Collier Road/ Alice Street Intersection**

This intersection is controlled by “Give Way” and was observed to operate satisfactorily in both the AM and PM peak hours with minimal queues and delays.

A SIDRA analysis was undertaken to establish the existing and post development operational conditions for this intersection. The results of the SIDRA analysis are discussed in Section 7.4 of this report.

### 3.5 Public Transport Access

The development site enjoys good accessibility to public transport via bus route and nearby train stations in this vicinity. Bus route 955 along Collier Road runs in proximity of the development site and provides connectivity to nearby train and bus stations including Bassendean Train Station to the east and Morley Bus Station to the west. Furthermore, the development site is also located close to Ashfield Train Station and enjoys good connectivity to Perth CBD via Midland Train Line. Nearby public transport services are shown in Figure 13.

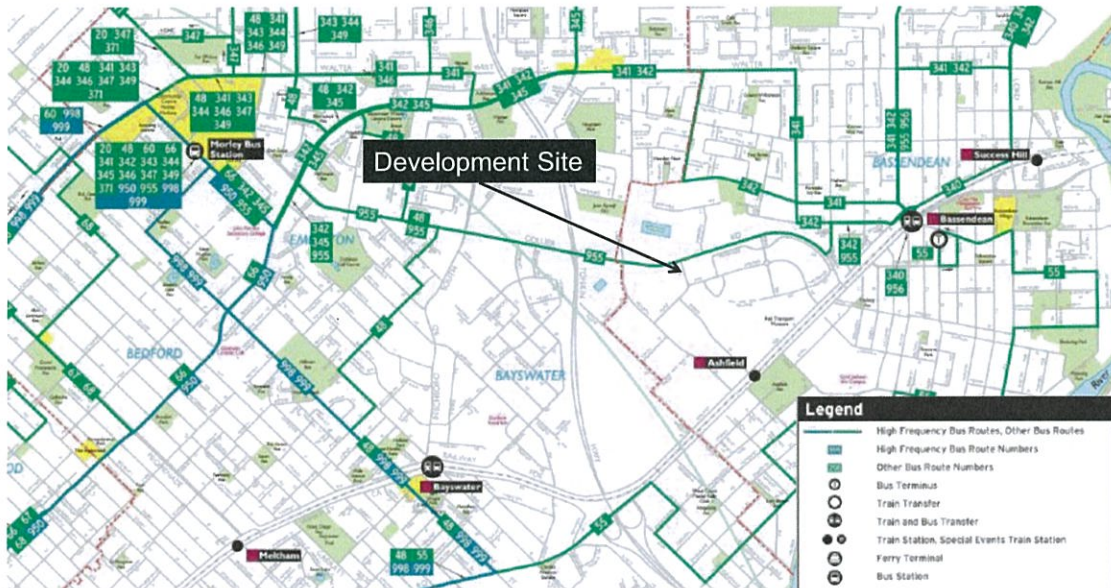


Figure 13: Existing Bus Routes

The closest bus stop is located on Collier Road about 55m to the east of the intersection of Collier Road/ Alice Street as shown in Figure 14.



Figure 14: Bus stop on Collier Road – Close to the development site



### 3.6 Pedestrian and Cyclist Facilities

The Department of Transport's *Perth Bike Map* series (see Figure 15) indicates that Tonkin Highway and Guildford Road are both classified as *Principal Shared Path (PSP)* routes in the vicinity of the development site.

This map also shows that Collier Road to the north of the development site entails a shared path and Railway Parade in a close proximity to the development site is classified as *Good Riding Environment*. Jackson Street to the west of the development site is also identified as a Continuous Signed Route within the Perth Bicycle Network (PBN).



Figure 15: Bike map (source: Department of Transport)

There is currently no footpaths provided on Collier Road and Alice Street in the vicinity of the development site. However, as shown in the proposed development site plan attached in **Appendix A**, 2.0m footpath is proposed along Collier Road to provide pedestrian accessibility for the proposed development.



### 3.7 Crash Data

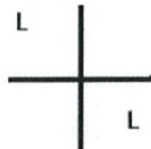
Information available on the Main Roads WA website indicates that the intersection of Collier Road / Alice Street in the vicinity of the development site recorded only 1 road crash during the five-year period ending in December 2015.

## Intersection Crash Ranking

### Interactive Report

home
 intersection query
 ranking query
 definitions
 help

\* denotes a result higher than expected. Some categories may overlap, eg: some crashes may have occurred both at night and in the wet.



L = Local Road  
S = State Road

State Frequency Rank No. 7517

State Cost Rank No. 13665

Intersection No. 37683

Summary of Intersection Crashes			
Street 1	COLLIER RD	Authority Name	BASSENDAN (T)
Street 2	ALICE ST	Region	METROPOLITAN
Street 3		Cost	\$26,763
Street 4		Total Crashes	1
Intersection Classification	Local Road Only		

Crash Details										
Rear End	Side Swipe	Right Angle	Right Thru	Wet	Night	Ped	Cycle	Truck	Motorcycle	Casualty
1	0	0	0	0	0	0	0	0	0	0

**Figure 16: Crash statistics for Collier Road / Alice Street**

## 4.0 Development Proposal

---

### 4.1 Proposed Land Uses

According to the proposed development plan Attached in Appendix A the proposal includes a 7- Eleven development comprising:

- ✚ 8 fuel filling points for private vehicles;
- ✚ A convenience store building;
- ✚ 7 car parking bays including 1 accessible bay to the front of the proposed convenience store plus two staff car parking bays to the rear of the proposed convenience store;
- ✚ 1 Air and Water Bay; and,
- ✚ A loading bay.

It is proposed to provide 10 on-site car parking bays including one accessible, 2 staff parking bays and 1 Air and Water bay. A loading bay is also proposed at the western end of the proposed convenience store. 8 vehicles can use the fuel bowsers simultaneously. Therefore, minimum of 19 vehicles can comfortably be accommodated on-site.

According to the advice provided to Transcore the access easement provided to the south of the proposed development will be as part of the adjacent Lot (Lot B) and the proposed development will have the benefit to use it.

A copy of the proposed development site plan is included in Appendix A.

### 4.2 Proposed Access

It is proposed to provide a new left in/ left out crossover on Collier Road and also to utilise the existing Alice Street crossover to service the proposed development. The creation of the Collier Road crossover is essential for effective and convenient traffic circulation for the proposed development particularly for the fuel tanker movements. With respect to the Collier Road new left in/ left out crossover the it is proposed to extend the solid median island on Collier Road to restrict the crossover to left in/ left out only. The design of the median island extension will be addressed during the detailed design stage of the project.

Based on the advice provided to Transcore 19.0m fuel tankers will be used for fuel delivery to this site. Tankers will enter the site from Alice Street crossover, access the fill point and then exit the site onto Collier Road via a left turn movement. Turn path analysis has been undertaken to review the fuel tanker movements. A copy of the results of the turn path analysis is attached in Appendix B.

Deliveries and waste collections will also be accommodated within the development site. The loading bay provided at the western end of the proposed convenience store will accommodate the delivery vehicles and waste collection trucks.

Fuel tankers and service vehicles are expected to access the site no more than 3-4 times a week and generally outside the peak road network and peak site activity periods. As service vehicles are expected to access the site outside the peak operating times, no traffic conflicts between customer, employee and service vehicles are expected.

Main Roads WA Driveway Policy Compliance Check:

Section 3.3.5 MRWA's Driveway Policy deals with service station specific conditions. This clause states that "*Service stations on a corner lot may have one driveway up to 11.0m wide to a State road and another to the minor road. Those not on a corner may have two driveways, each up to 11.0m wide. As a general rule, median openings solely to service station driveways shall not be provided*".

The access/egress system for the proposed development is in-line with MRWA's Driveway Policy for service stations on following grounds:

- The proposed development is located at the corner of Collier Road (a major road) and Alice Street (a minor road);
- Only one crossover which is a left in/ left out crossover is proposed on Collier Road (major road) and the other crossover is an existing full movement crossover on Alice Street (minor road). and,
- The Collier Road left in/ left out crossover is proposed to be 10m.



## 5.0 Surrounding Transport Networks

---

Based on the advice provided by the Engineering Department of the Town of Bassendean, no road network modification/upgrades are proposed or planned in the immediate vicinity.

### Other future road upgrade in the locality:

The existing priority-controlled intersection of Collier Road and Jackson Street is proposed to be signalised as part of the North Link WA project. As part of this project the existing Tonkin Highway/Collier Road intersection is proposed to become grade separated.

Discussions with Main Roads WA have also indicated that there are future plans to duplicate the bridge north of the Tonkin Highway southbound off-ramp to Guildford Road. As part of this duplication, Tonkin Highway between Guildford Road and Collier Road would be realigned.

## **6.0 Integration with Surrounding Area**

---

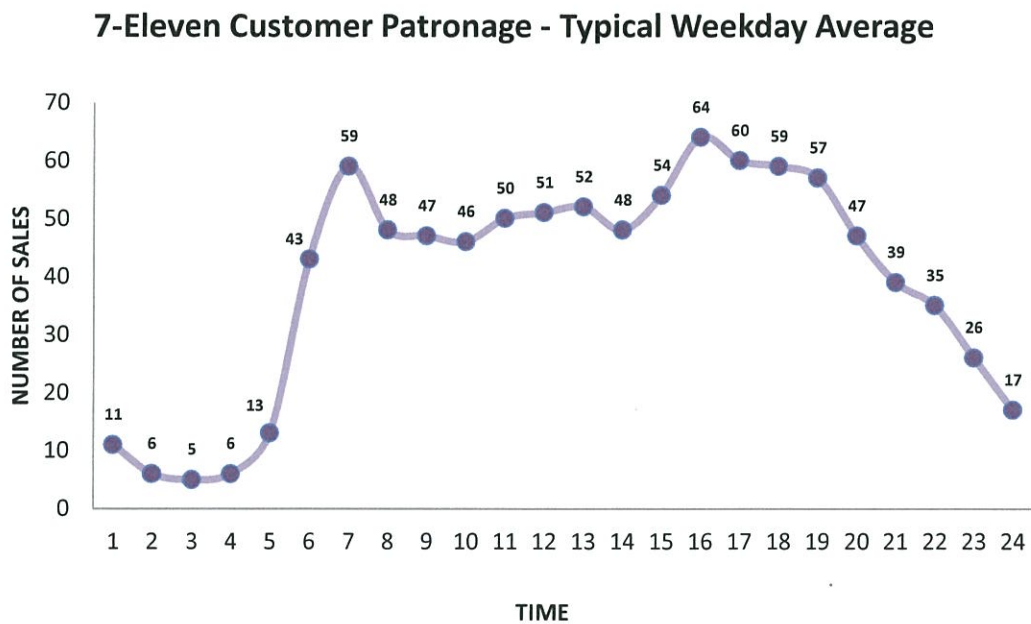
The proposed development land use is in line with existing and planned land uses in the locality.

## 7.0 Traffic Assessment

### 7.1 Assessment Period

The selection of the assessment period for the proposed development considered average transaction data for a number of established, operating and comparable 7-Elevens provided to Transcore.

As demonstrated in Figure 17, weekday customer patronage for a typical 7-Eleven exhibits a morning peak at around 6:00am, then decreases slightly and remains fairly consistent throughout the day before exhibiting a second peak at around 4:00pm.



**Figure 17: Hourly customer demand profile (average weekday)**

A review of the existing traffic counts for the surrounding road network and the sales profile presented in Figure 17, suggests that the combination of the traffic expected to be generated by the development and the peak road network traffic is likely to result in the greatest demand on the road network during the typical weekday morning and afternoon peak hours between 8:00–9:00am and 3:00–4:00pm. As such, trip generation is estimated and traffic analysis is undertaken for these periods.

### 7.2 Trip Generation and Distribution



### Estimated existing traffic generation:

The existing turning traffic at the Alice Street crossover was established by traffic surveys undertaken by Transcore as documented in section 7.3 of this report.

### Proposed 7-Eleven traffic generation

The traffic volumes likely to be generated by the proposed 7-Eleven has been estimated based on the sales transaction data presented in Figure 17.

Review of the comparable store transaction data indicates that the proposed development is likely to attract approximately 942 transactions during an average 24-hour weekday with 47 transactions during weekday AM peak period and 65 transactions during the weekday PM peak hour.

Accordingly, the vehicle trip generation for the proposed development is estimated to be approximately 1,790 vpd (vehicles per day) with about 90vph during the AM and about 126vph during the PM peak hours.

The following conservative trip rate assumptions were adopted in deriving the daily vehicle trip generation:

- ✦ 95% of transactions result in 2 vehicle trips (1 trip in and 1 trip out).
- ✦ 5% of transactions are assumed to be from walk-ins or multiple transactions per vehicle which do not contribute to trip generation.

Trips associated with the proposed fuel-filling station and, to a lesser degree, the proposed convenience store also comprise passing-trade trips (i.e. trips already on the road network and not specifically generated by the proposed development). Based on available information, the passing trade component can be as high as 75% of the total generated traffic. A passing trade component of 70% is assumed for the proposed 7-Eleven development.

Therefore, it is estimated that the proposed development would generate approximately **+537** additional daily trips on the road network of which **+28vph** would be during AM and **+38vph** are expected during the afternoon peak hours.

These trips include both inbound and outbound vehicle movements. It is anticipated that most vehicle types would be passenger cars and to a lesser extent 4WDs.

The traffic distribution detailed in Table 1 was based on the following directional split assumptions:

- ✚ Morning (AM) and Afternoon (PM) peak split estimated at 50%/50% inbound/outbound for all land uses.

The proposed development is estimated to generate the following number of peak hour trips:

**Table 1: Peak hour trips for the proposed development**

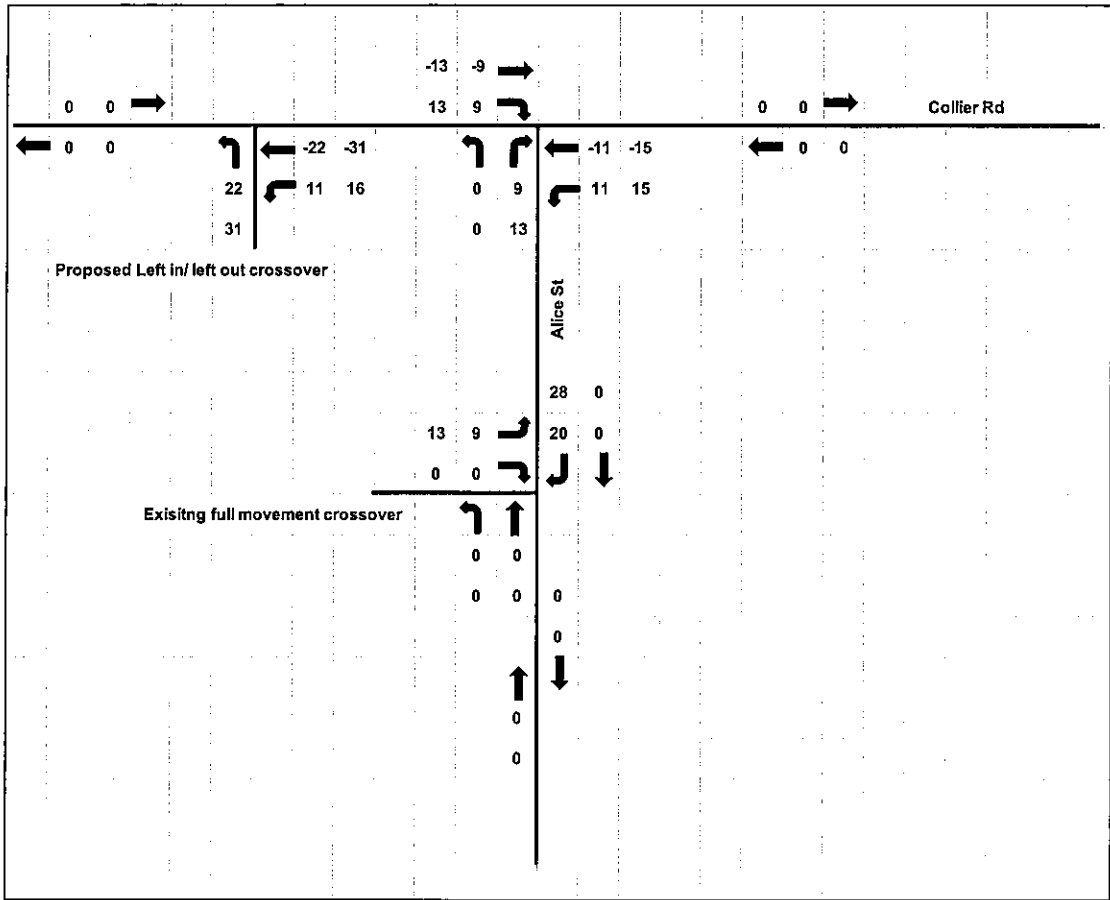
Time period	Direction	Total Peak Hour Trips	
		Split	Total
<b>AM Peak</b>	Inbound	45	<b>90</b>
	Outbound	45	
<b>PM Peak</b>	Inbound	62	<b>124</b>
	Outbound	62	

The distribution of traffic to and from the proposed development has been evaluated by considering the catchment area of the proposed development and the identified traffic routes. The traffic distribution from new proposed Collier Road crossover is assumed to be left in/ left out only.

Two traffic distributions have been modelled for the PM peak hour:

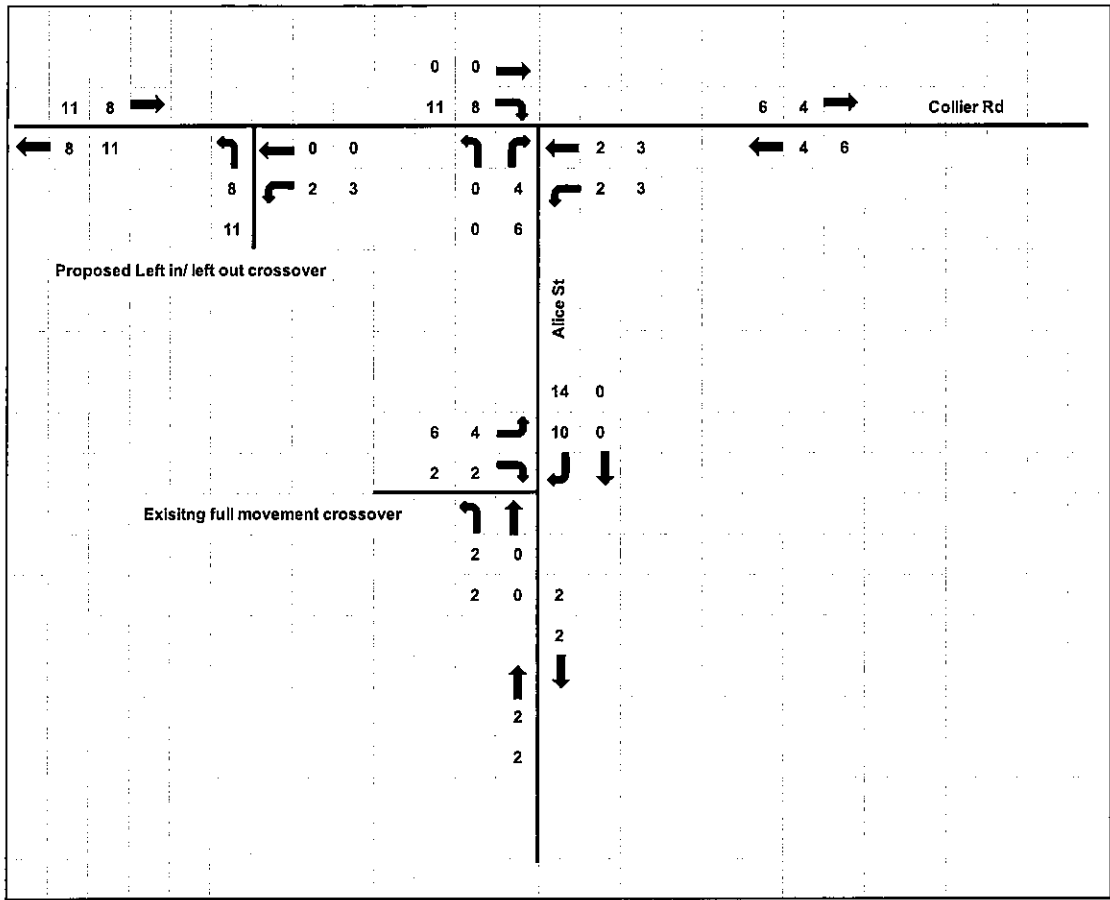
- ✚ Passing trade traffic: 63vph during AM peak hour and 87vph during PM peak hour distributed as detailed in Figure 18.
- ✚ Non passing trade traffic: 27vph during AM peak hour and 37vph during PM peak hour distributed as detailed in Figure 19.

The total traffic modelled for the immediately post development scenario is detailed in Figure 20.

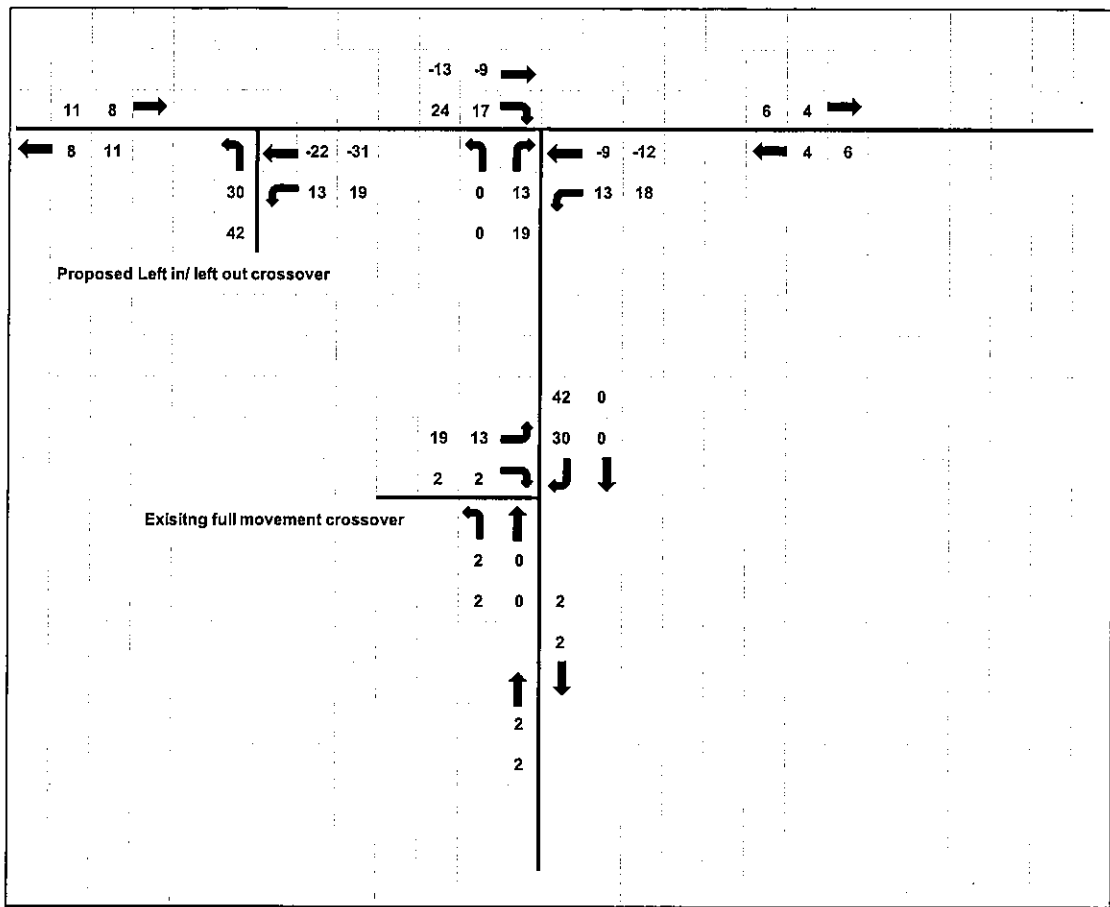


**Figure 18: Passing trade peak hour traffic diverted by the proposed development - AM and PM hour**





**Figure 19: Additional (non-passing trade) AM and PM peak hour traffic generated by the proposed development**



**Figure 20: Net combined AM and PM peak hour traffic generated by the proposed development**

### 7.3 Traffic Flows

Existing traffic flows along this section of Collier Road were obtained from Main Roads WA traffic count data. The existing turn traffic volumes at the intersection of Collier Road/ Alice Street and the existing Alice Street crossover were established from manual traffic count surveys undertaken by Transcore.

The existing turn traffic flows detailed in Figure 21 were collected on Wednesday 9<sup>th</sup> of November 2016 for the AM and PM peak hours from 8:00am to 9:00am and 3.00pm to 4.00pm.

The immediately post development traffic at the crossovers and the intersection of Collier Road/ Alice Street for AM and PM peak hour traffic flows immediately post-development are detailed in Figure 22.

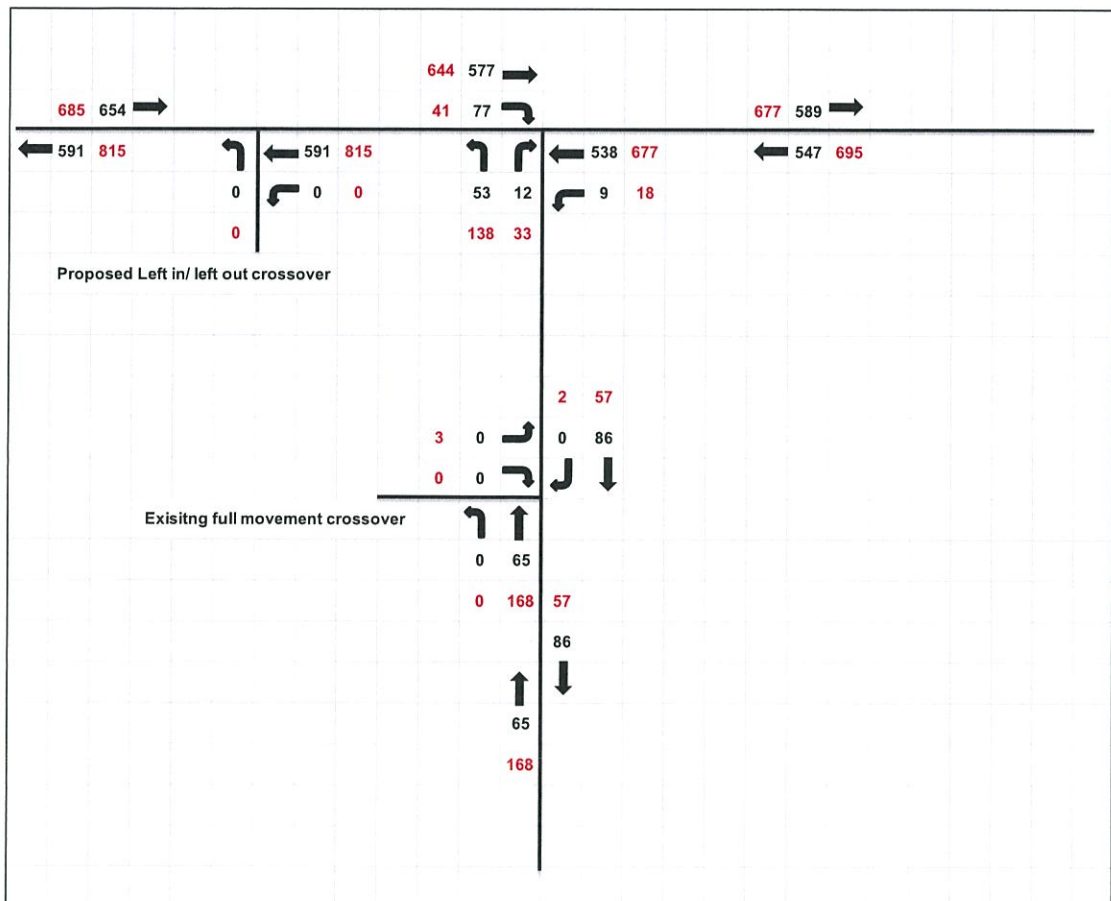


Figure 21: Existing AM and PM peak hour traffic flows



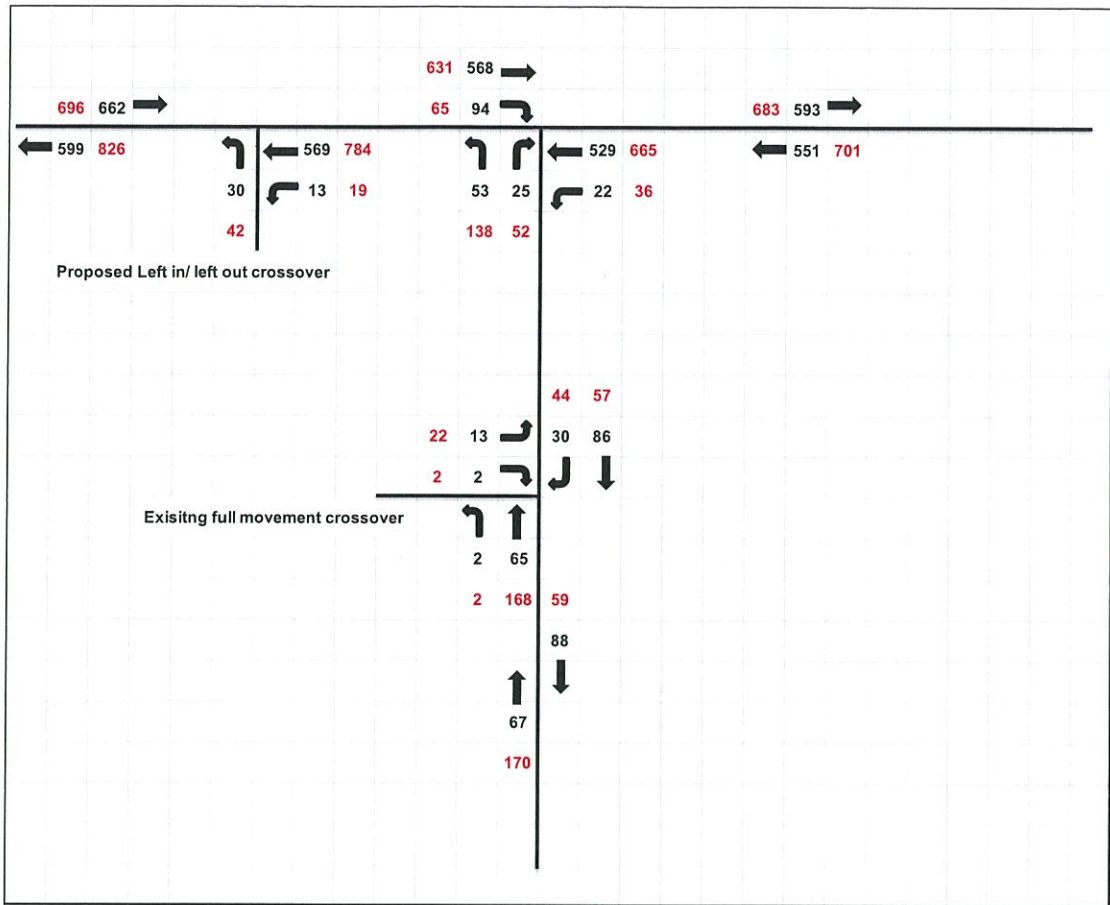


Figure 22: Total AM and PM peak hour traffic flows – Immediately post development scenario

## ***7.4 Analysis of Intersections and Development Accesses***

The operation of the intersection of Collier Road/ Alice Street for the existing and post development scenarios was assessed using SIDRA software.

SIDRA is an intersection modelling tool commonly used by traffic engineers for all types of intersections. SIDRA outputs are presented in the form of Degree of Saturation, Level of Service, Average Delay and 95% Queue. These characteristics are defined as follows:

- **Degree of Saturation (DoS):** is the ratio of the arrival traffic flow to the capacity of the approach during the same period. The Degree of Saturation ranges from close to zero for varied traffic flow up to one for saturated flow or capacity.
- **Level of Service (LoS):** is the qualitative measure describing operational conditions within a traffic stream and the perception by motorists and/or passengers. In general, there are 6 levels of service, designated from A to F, with Level of Service A representing the best operating condition (i.e. free flow) and Level of Service F the worst (i.e. forced or breakdown flow).
- **Average Delay:** is the average of all travel time delays for vehicles through the intersection.
- **95% Queue:** is the queue length below which 95% of all observed queue lengths fall.

The results of the SIDRA analysis are detailed in Appendix B and briefly discussed in the following paragraphs:

- The results of the SIDRA analysis indicate that the intersection of Collier Road and Alice Street operates at a good levels of services 'A' and 'B' with minimal queues for each movement during the AM peak hour except the right turn out movement from Alice Street onto Collier Road eastbound which currently operates at LoS 'E' with an estimated queue distance of one car. The SIDRA results for the post development scenario during the AM peak hour indicate same operational condition for all the movements as the existing situation; and,
- The results of the SIDRA analysis indicate that the intersection of Collier Road and Alice Street operates at a good levels of services 'A' and 'B' with minimal queues for each movement during PM peak hour except the right turn out movement from Alice Street onto Collier Road eastbound which currently operates at LoS 'F' with an estimated queue distance of about two cars. The SIDRA results for the post development scenario during the PM peak hour indicate same operational condition for all the movements as the existing situation.

As states in section 5.0 of this report there is a proposal to upgrade the existing four-way intersection of Collier Road/ Jackson Street/ Grey Street about 350m to the west of the intersection of Collier Road/ Alice Street to a signalised intersection. This upgrade will improve the operation of the intersection of Collier Road and Alice Street by creating gaps in the Collier Road traffic allowing more opportunities for the right turn movements from Alice Street onto Collier Road.

The proposed site crossover on Collier Road will be in the form of left in/ left out only and as such it is expected to operate without capacity issues during the post development scenario.

The Alice Street through traffic fronting the site crossover and the Alice Street crossover turning volumes are relatively low during the AM and PM peak hours. Therefore, it is expected that this crossover would work satisfactorily during the post development scenario.



## **7.5 Impact on Surrounding Roads**

The WAPC Transport Assessment Guidelines for Developments (2016) provides guidance on the assessment of traffic impacts:

*“As a general guide, an increase in traffic of less than 10 per cent of capacity would not normally be likely to have a material impact on any particular section of road, but increases over 10 per cent may. All sections of road with an increase greater than 10 per cent of capacity should therefore be included in the analysis.*

*For ease of assessment, an increase of 100 vehicles per hour for any lane can be considered as equating to around 10 per cent of capacity. Therefore any section of road where the structure plan traffic would increase flows by more than 100 vehicles per hour for any lane should be included in the analysis.”*

The proposed development will not increase traffic flows anywhere near the quoted WAPC threshold to warrant further detailed analysis. As shown in Figure 19, the proposed development will not increase traffic on any lanes on the surrounding road network by more than 100vph, therefore the impact on the surrounding road network is considered to be insignificant.

## **7.6 Impact on Neighbouring Areas**

The traffic generated by the proposed development would have minimal impact on nearby areas as the majority of traffic attracted to the development is from passing traffic.

## **7.7 Traffic Noise and Vibration**

It generally requires a doubling of traffic volumes on a road to produce a perceptible 3dB (A) increase in road noise. The proposed development will not increase traffic volumes or noise on surrounding roads anywhere near this level to result in any perceptible increase in noise.

## **7.8 Road Safety**

No particular road safety issues have been identified for this site.

## **8.0 Parking and Access**

---

### ***8.1 Parking Provision***

It is proposed to provide 10 on-site car parking bays including one accessible bay, 2 staff bays and 1 Air and Water bay. A loading bay is also proposed at the western end of the proposed convenience store. 8 vehicles can use the fuel bowsers simultaneously. Therefore, minimum of 19 vehicles can comfortably be accommodated on-site.

### ***8.2 Access***

The proposal intends to utilise the existing Alice Street crossover which currently serves the site. It is also proposed to create a new left in/ left out only crossover on Collier Road to service the proposed development.

## 9.0 Provision for Heavy Vehicles

---

It is proposed that 19.0m tankers to be used for fuel delivery tankers. The fuel tankers will enter the site from Alice Street, circulate within the site and access the fill point and then egress the site onto Collier Road via a left turn.

Turn path analysis undertaken for 19.0m fuel tanker confirms that the tanker movement is satisfactory. The result of the turn path analysis is included in Appendix C.

Deliveries and waste collections will also be accommodated within the development site. The loading bay provided at the western end of the proposed convenience store will accommodate the delivery vehicles and waste collection trucks.

Fuel tankers and other service vehicles are expected to access the site no more than 3-4 times a week and generally outside the peak road network and peak site activity periods. As service vehicles are expected to access the site outside the peak operating times of the business, no traffic conflicts between customer, employee and service vehicles are expected.



## 10.0 Conclusions

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This Transport Impact Assessment (TIA) is prepared on behalf of Collier Rd WA Pty Ltd ATFT Collier Road WA Unit Trust with respect to the proposed 7- Eleven development to be located at 300 Collier Road in the Town of Bassendean.

The proposed development will be located at the eastern corner of the site and at the south west corner of the intersection of Collier Road and Alice Street. This portion of Lot 300 will be subject to a future subdivision application to accommodate the proposed development.

It is proposed to utilise the existing full movement crossover on Alice Street which serves the site for the proposed development. It is also proposed to create a new left in/left out crossover on Collier Road to service the site. The left in/left out nature of this crossover will be reinforced by extension of the existing solid centre median on Collier Road.

The proposed crossover system facilitates efficient and convenient vehicular access and egress to and from the proposed development for private cars and fuel tankers. The creation of the Collier Road crossover is essential for effective and convenient traffic circulation for the proposed development particularly for the fuel tanker movements. The proposed access and egress system and the tanker movements have been presented and discussed with the Engineering Department at the Town of Bassendean (in a meeting dated 17<sup>th</sup> July 2016) and 'in principle' approval obtained.

A total of 19 vehicles can comfortably be accommodated on-site. The access easement provided to the south of the proposed development will be as part of the adjacent Lot (Lot B) and the proposed development will have the benefit to use it.

A significant component of the proposed development traffic would be from passing trade on Collier Road. As such, minimal traffic increase is anticipated on the surrounding road network as a result of the proposed development.

SIDRA analysis indicates that the intersection of Collier Road/ Alice Street will continue to operate at the same level of service in the post-development scenario as compared to the existing situation.

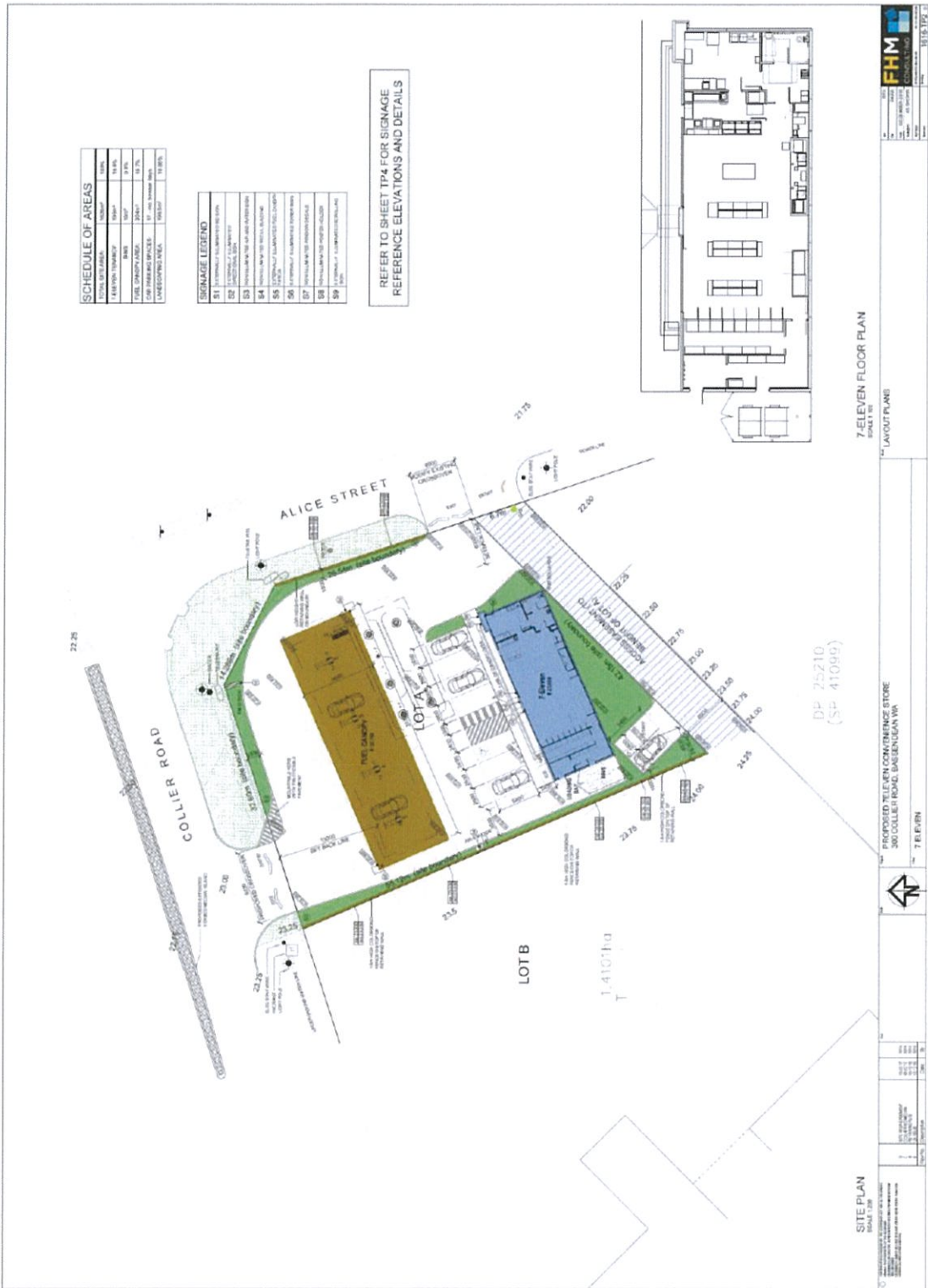
The turn path analysis undertaken for a 19.0m fuel tanker indicates that the site layout design and the Collier Road and Alice Street crossover geometries can accommodate the movements of fuel tankers.

In conclusion, the findings of this TIA are supportive of the proposed development, and demonstrate that the traffic resulting from the proposed development can be accommodated satisfactorily by the surrounding road network.

# Appendix A

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## DEVELOPMENT PLAN



**SCHEDULE OF AREAS**

Area	Area	Area	Area
1. LOT A (1.4107 ha)	2. LOT B (1.4107 ha)	3. LOT C (1.4107 ha)	4. LOT D (1.4107 ha)
5. LOT E (1.4107 ha)	6. LOT F (1.4107 ha)	7. LOT G (1.4107 ha)	8. LOT H (1.4107 ha)
9. LOT I (1.4107 ha)	10. LOT J (1.4107 ha)	11. LOT K (1.4107 ha)	12. LOT L (1.4107 ha)
13. LOT M (1.4107 ha)	14. LOT N (1.4107 ha)	15. LOT O (1.4107 ha)	16. LOT P (1.4107 ha)

**SIGNAGE LEGEND**

S1	INTERNAL SIGNAGE
S2	EXTERNAL SIGNAGE
S3	INTERNAL SIGNAGE
S4	INTERNAL SIGNAGE
S5	INTERNAL SIGNAGE
S6	INTERNAL SIGNAGE
S7	INTERNAL SIGNAGE
S8	INTERNAL SIGNAGE
S9	INTERNAL SIGNAGE

REFER TO SHEET TP4 FOR SIGNAGE  
REFERENCE ELEVATIONS AND DETAILS

7-ELEVEN FLOOR PLAN  
SCALE 1:50  
LAYOUT PLANE



PROPOSED 7-ELEVEN CONVENIENCE STORE  
380 COLLIER ROAD, BRISBANE QLD 4007

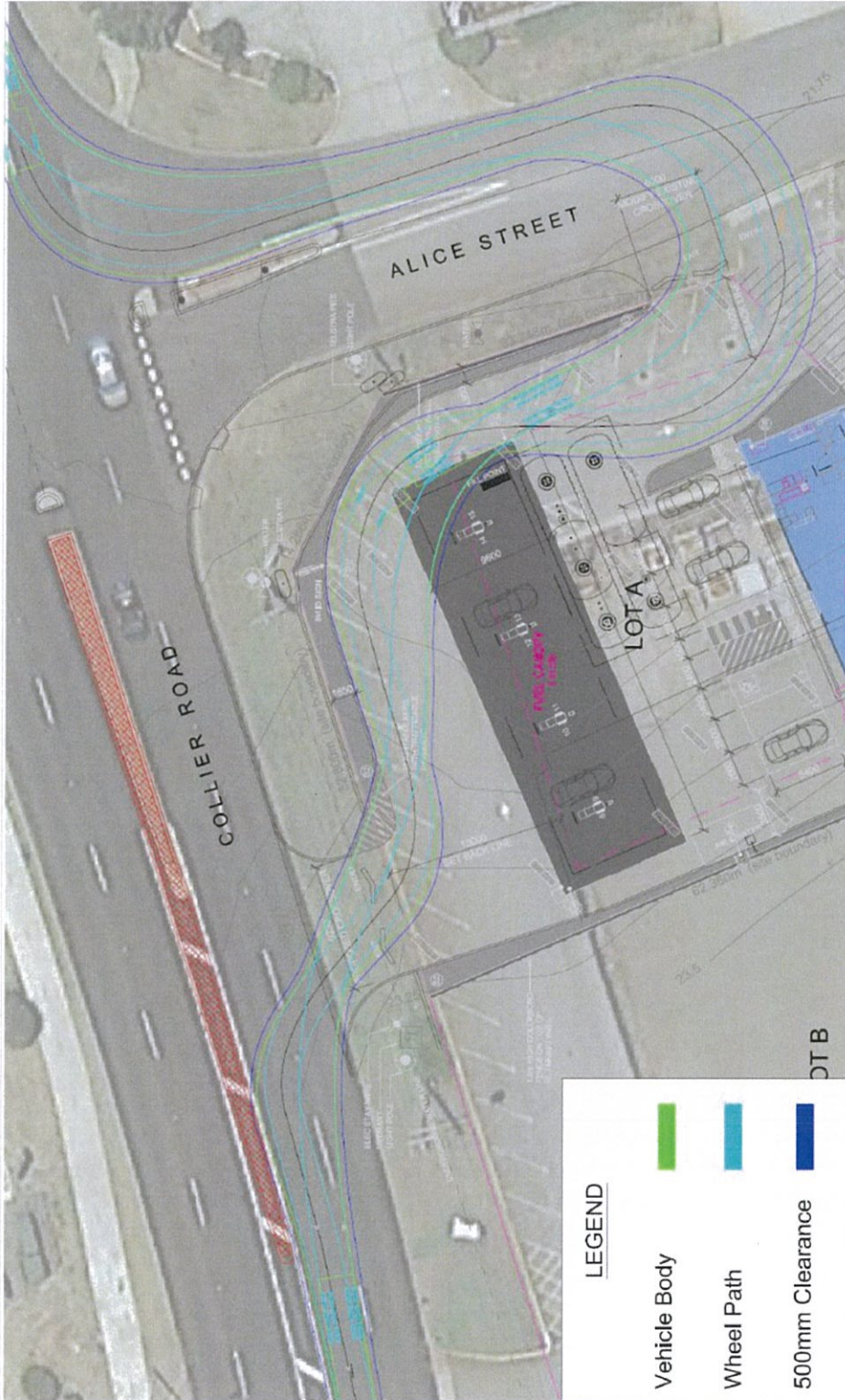
SITE PLAN  
SCALE 1:500



# Appendix B

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## TURN PATH ANALYSIS



t16.147.sk08b  
 31/01/2017  
 Scale: 1/250 @ A3



Proposed 7-Eleven - Lot 300 Collier Road, Bassendean  
 Austroads 2013 - 19m Semi-trailer  
 Left turn onto Alice Street, access the fill point and left turn exit onto Collier Road

# Appendix C

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## SIDRA OUTPUTS



**Table 2: Collier Road/ Alice Street SIDRA results – Existing AM Peak Hour**

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: Alice St												
1	L2	56	14.0	0.061	6.2	LOS A	0.2	1.7	0.38	0.59	48.2	
3	R2	13	14.0	0.109	35.2	LOS E	0.3	2.6	0.90	0.95	35.0	
Approach		68	14.0	0.109	11.5	LOS B	0.3	2.6	0.47	0.66	45.0	
East: Collier Rd - East												
4	L2	9	14.0	0.160	6.6	LOS A	0.0	0.0	0.00	0.02	61.5	
5	T1	566	14.0	0.160	0.0	LOS A	0.0	0.0	0.00	0.01	69.8	
Approach		576	14.0	0.160	0.1	NA	0.0	0.0	0.00	0.01	69.7	
West: Collier Rd - West												
11	T1	607	14.0	0.229	0.9	LOS A	1.2	9.3	0.14	0.07	67.9	
12	R2	81	14.0	0.229	11.2	LOS B	1.2	9.3	0.43	0.23	53.5	
Approach		688	14.0	0.229	2.1	NA	1.2	9.3	0.17	0.09	65.8	
All Vehicles		1333	14.0	0.229	1.7	NA	1.2	9.3	0.11	0.09	65.8	

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**Table 3: Collier Road/ Alice Street SIDRA results – Existing PM Peak Hour**

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total	Flows HV %	Deg Satn v/c	Average Delay sec	Level of Service	95% Back of Vehicles	Queue Distance m	Prop Queued	Effective Stop Rate per veh	Average Speed km/h
South: Alice St											
1	L2	145	14.0	0.175	6.9	LOS A	0.7	5.2	0.45	0.67	47.8
3	R2	35	14.0	0.432	64.6	LOS F	1.4	11.2	0.95	1.04	27.3
Approach		180	14.0	0.432	18.0	LOS C	1.4	11.2	0.55	0.74	41.7
East: Collier Rd - East											
4	L2	19	14.0	0.203	6.6	LOS A	0.0	0.0	0.00	0.03	61.4
5	T1	713	14.0	0.203	0.0	LOS A	0.0	0.0	0.00	0.02	69.7
Approach		732	14.0	0.203	0.2	NA	0.0	0.0	0.00	0.02	69.5
West: Collier Rd - West											
11	T1	678	14.0	0.229	0.9	LOS A	1.0	8.1	0.12	0.04	68.0
12	R2	43	14.0	0.229	13.5	LOS B	1.0	8.1	0.32	0.10	54.5
Approach		721	14.0	0.229	1.7	NA	1.0	8.1	0.14	0.04	67.0
All Vehicles		1633	14.0	0.432	2.8	NA	1.4	11.2	0.12	0.11	63.8

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**Table 4: Collier Road/ Alice Street SIDRA results – Immediately Post Development  
AM Peak Hour**

Movement Performance - Vehicles											
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Sain v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h
South: Alice St											
1	L2	56	14.0	0.060	6.1	LOS A	0.2	1.7	0.37	0.58	48.2
3	R2	26	14.0	0.232	39.5	LOS E	0.7	5.8	0.91	0.98	33.6
Approach		82	14.0	0.232	16.8	LOS C	0.7	5.8	0.54	0.71	42.3
East: Collier Rd - East											
4	L2	23	14.0	0.161	6.6	LOS A	0.0	0.0	0.00	0.05	61.2
5	T1	557	14.0	0.161	0.0	LOS A	0.0	0.0	0.00	0.02	69.6
Approach		580	14.0	0.161	0.3	NA	0.0	0.0	0.00	0.03	69.3
West: Collier Rd - West											
11	T1	598	14.0	0.241	0.9	LOS A	1.3	10.6	0.14	0.08	67.8
12	R2	99	14.0	0.241	11.3	LOS B	1.3	10.6	0.50	0.31	52.7
Approach		697	14.0	0.241	2.4	NA	1.3	10.6	0.19	0.12	65.1
All Vehicles		1359	14.0	0.241	2.4	NA	1.3	10.6	0.13	0.11	64.7

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.



**Table 5: Collier Road/ Alice Street SIDRA results – Immediately Post Development  
PM Peak Hour**

Movement Performance - Vehicles												
Mov ID	OD Mov	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Queue Distance m	Prop. Queued	Effective Stop Rate per veh	Average Speed km/h	
South: Alice St												
1	L2	145	14.0	0.171	6.7	LOS A	0.6	5.1	0.44	0.66	47.9	
3	R2	55	14.0	0.710	94.6	LOS F	2.8	21.6	0.98	1.15	22.3	
Approach		200	14.0	0.710	30.8	LOS D	2.8	21.6	0.59	0.79	36.4	
East: Collier Rd - East												
4	L2	38	14.0	0.205	6.6	LOS A	0.0	0.0	0.00	0.06	61.1	
5	T1	700	14.0	0.205	0.0	LOS A	0.0	0.0	0.00	0.03	69.5	
Approach		738	14.0	0.205	0.4	NA	0.0	0.0	0.00	0.03	69.0	
West: Collier Rd - West												
11	T1	664	14.0	0.249	1.3	LOS A	1.5	11.7	0.16	0.06	67.4	
12	R2	68	14.0	0.249	13.6	LOS B	1.5	11.7	0.48	0.20	52.7	
Approach		733	14.0	0.249	2.4	NA	1.5	11.7	0.19	0.08	65.7	
All Vehicles		1671	14.0	0.710	4.9	NA	2.8	21.6	0.15	0.14	61.1	

Level of Service (LOS) Method: Delay (HCM 2000).

Vehicle movement LOS values are based on average delay per movement

Minor Road Approach LOS values are based on average delay for all vehicle movements.

NA: Intersection LOS and Major Road Approach LOS values are Not Applicable for two-way sign control since the average delay is not a good LOS measure due to zero delays associated with major road movements.

SIDRA Standard Delay Model is used. Control Delay includes Geometric Delay.

Gap-Acceptance Capacity: SIDRA Standard (Akçelik M3D).

HV (%) values are calculated for All Movement Classes of All Heavy Vehicle Model Designation.

**Appendix 5**  
**Clause 42 Certificate**



Enquiries: Trevor Servaas (08) 655 19110  
Our Ref: 42/52307463  
Your Ref:

PLANNING SOLUTIONS (AUST) PTY LTD

\*\*\*

296 FITZGERALD STREET  
PERTH WA 6000

Dear Sir/Madam

**CERTIFICATE UNDER CLAUSE 42 OF THE METROPOLITAN REGION SCHEME ISSUED BY THE  
WESTERN AUSTRALIAN PLANNING COMMISSION**

In Reply to your request, please find enclosed  
Certificate number 52307463.

It is advised that the enclosed Certificate has been prepared to conform with the current Statutory requirements  
of the Metropolitan Region Scheme as at the date of signature.

The following documents are forwarded for your retention.  
NO DOCUMENTS ENCLOSED

Yours faithfully

A handwritten signature in black ink that reads "Kerrine Blenkinsop". The signature is written in a cursive, flowing style.

Kerrine Blenkinsop  
Secretary  
Western Australian Planning Commission

27 October 2016

Enc.



[wa.gov.au](http://wa.gov.au)

Postal address: Locked Bag 2506 Perth WA Street address: 140 William Street Perth WA 6000  
Tel: (08) 655 19000 Fax: (08) 655 19001 TTY: 655 19007 Infoline: 1800 626 477  
[corporate@planning.wa.gov.au](mailto:corporate@planning.wa.gov.au) [www.planning.wa.gov.au](http://www.planning.wa.gov.au)  
ABN 35 482 341 493





METROPOLITAN REGION SCHEME  
FORM 5  
CERTIFICATE NUMBER 52307463

Lot Number(s) : 25  
Street : COLLIER ROAD  
Diagram : 60011  
Location : N/A  
Certificate of Title  
Volume Folio  
2209 97

THE WHOLE OF THE LAND IS ZONED INDUSTRIAL AND FRONTS OTHER REGIONAL ROADS  
RESERVATION (COLLIER ROAD)

A handwritten signature in black ink that reads "Kerrine Blenkinsop".

Kerrine Blenkinsop  
Secretary  
Western Australian Planning Commission

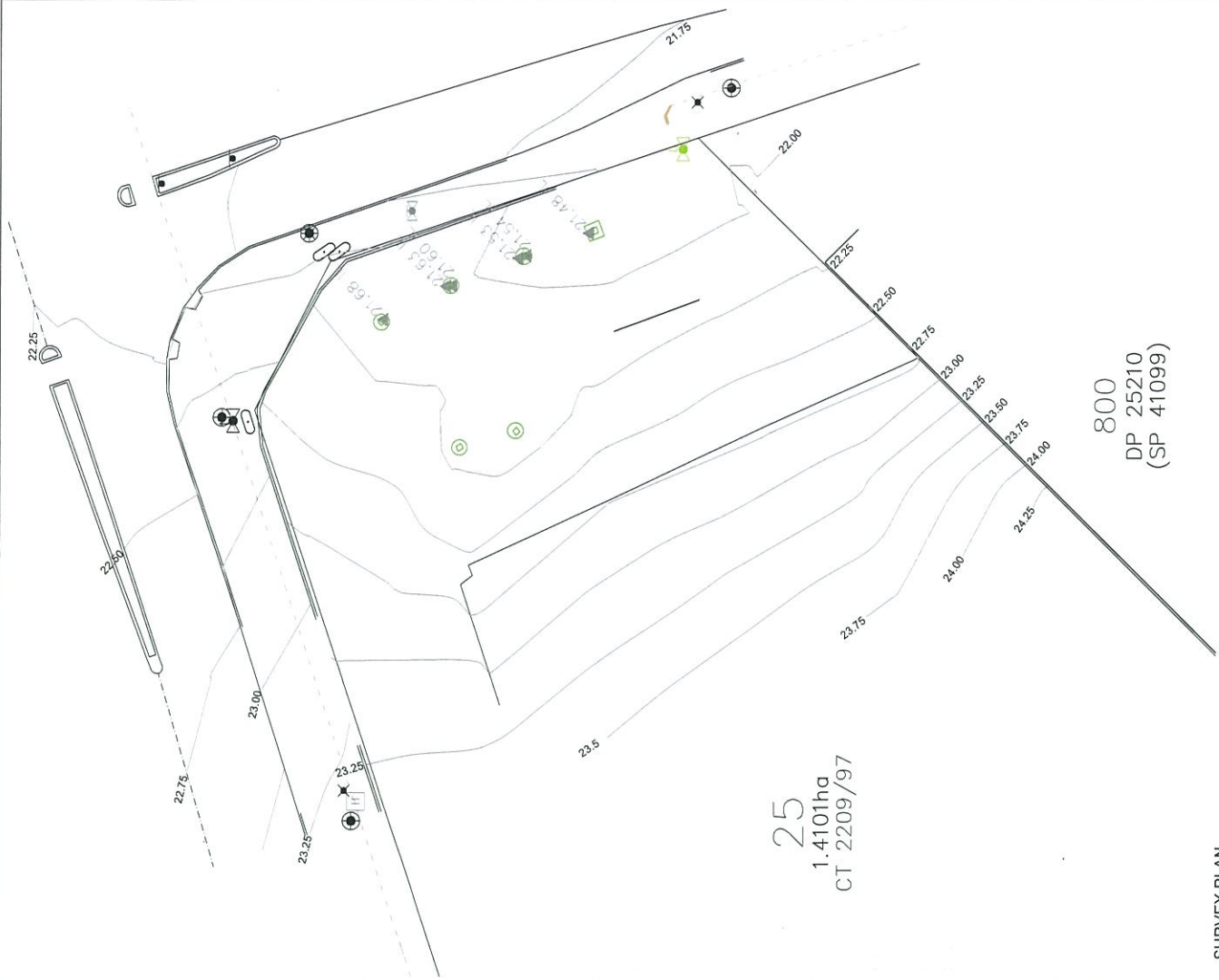
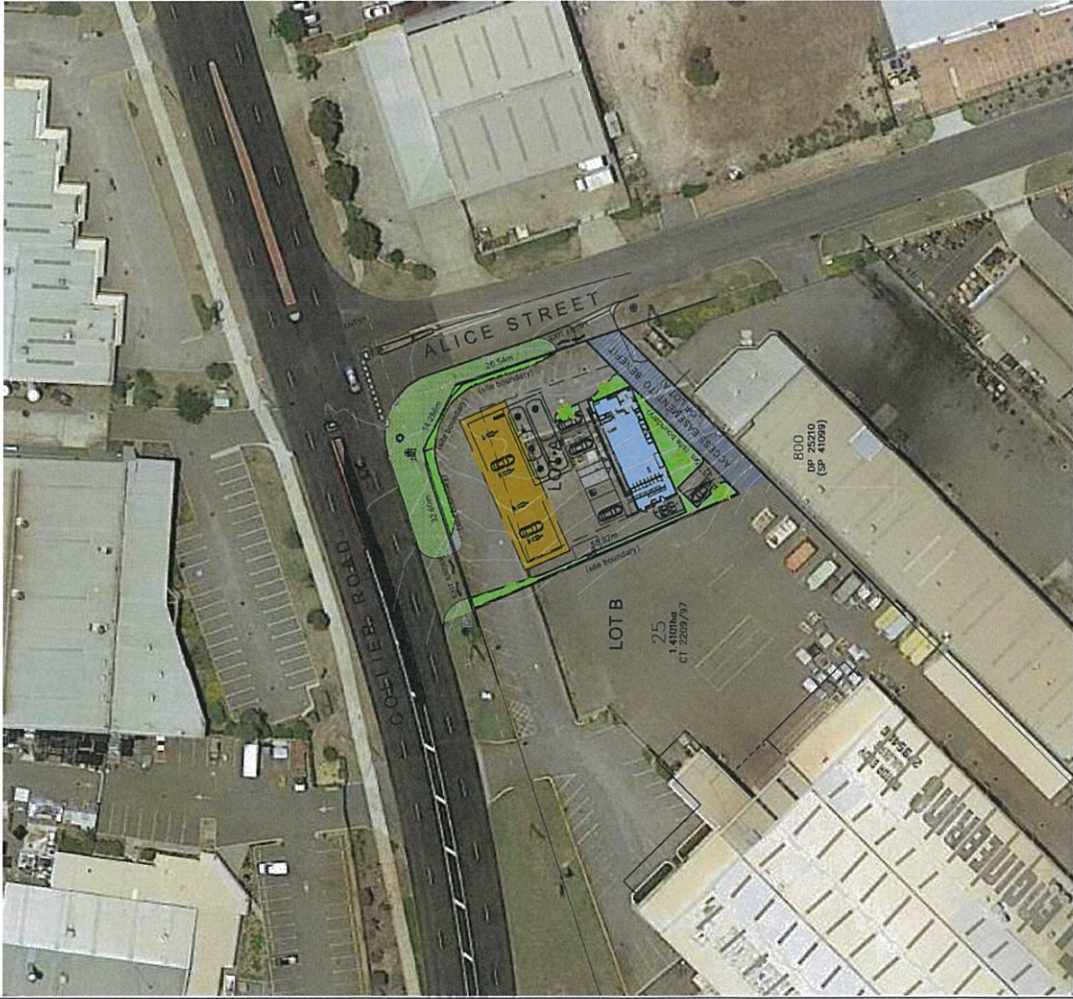
27 October 2016

This certificate relates only to the provisions of the Approved Metropolitan Region Scheme and does NOT purport to indicate the land use allocation under any Local Government Authority provision.



[wa.gov.au](http://wa.gov.au)

Postal address: Locked Bag 2506 Perth WA Street address: 140 William Street Perth WA 6000  
Tel: (08) 655 19000 Fax: (08) 655 19001 TTY: 655 19007 Infoline: 1800 626 477  
[corporate@planning.wa.gov.au](mailto:corporate@planning.wa.gov.au) [www.planning.wa.gov.au](http://www.planning.wa.gov.au)  
ABN 35 482 341 493



LOCALITY PLAN  
SCALE 1:500

SURVEY PLAN  
SCALE 1:200

1. I have prepared this plan in accordance with the Survey Act 1985 and the Survey Regulations 1998. I am a registered surveyor under the Survey Act 1985. I have not been convicted of an offence involving dishonesty or fraud. I have not been found guilty of a breach of the Survey Act 1985 or the Survey Regulations 1998. I have not been found guilty of a breach of the Survey Act 1985 or the Survey Regulations 1998. I have not been found guilty of a breach of the Survey Act 1985 or the Survey Regulations 1998.

File No. Description  
C SITE INVESTIGATION  
B DETERMINE BOUNDARIES  
A DETERMINE BOUNDARIES

Date By  
15/12/17 BPH  
15/12/17 BPH



PROPOSED TELEVEN CONVENIENCE STORE  
300 COLLIER ROAD, BASSENDEAN WA  
7 FEBRUEN

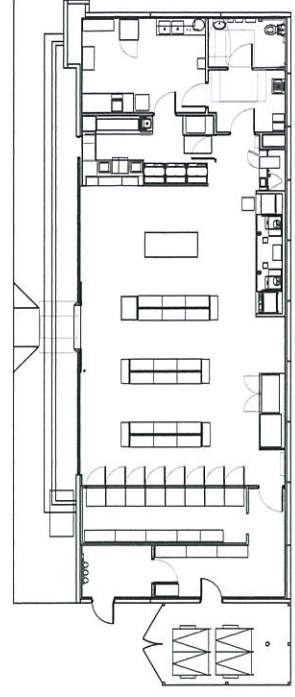
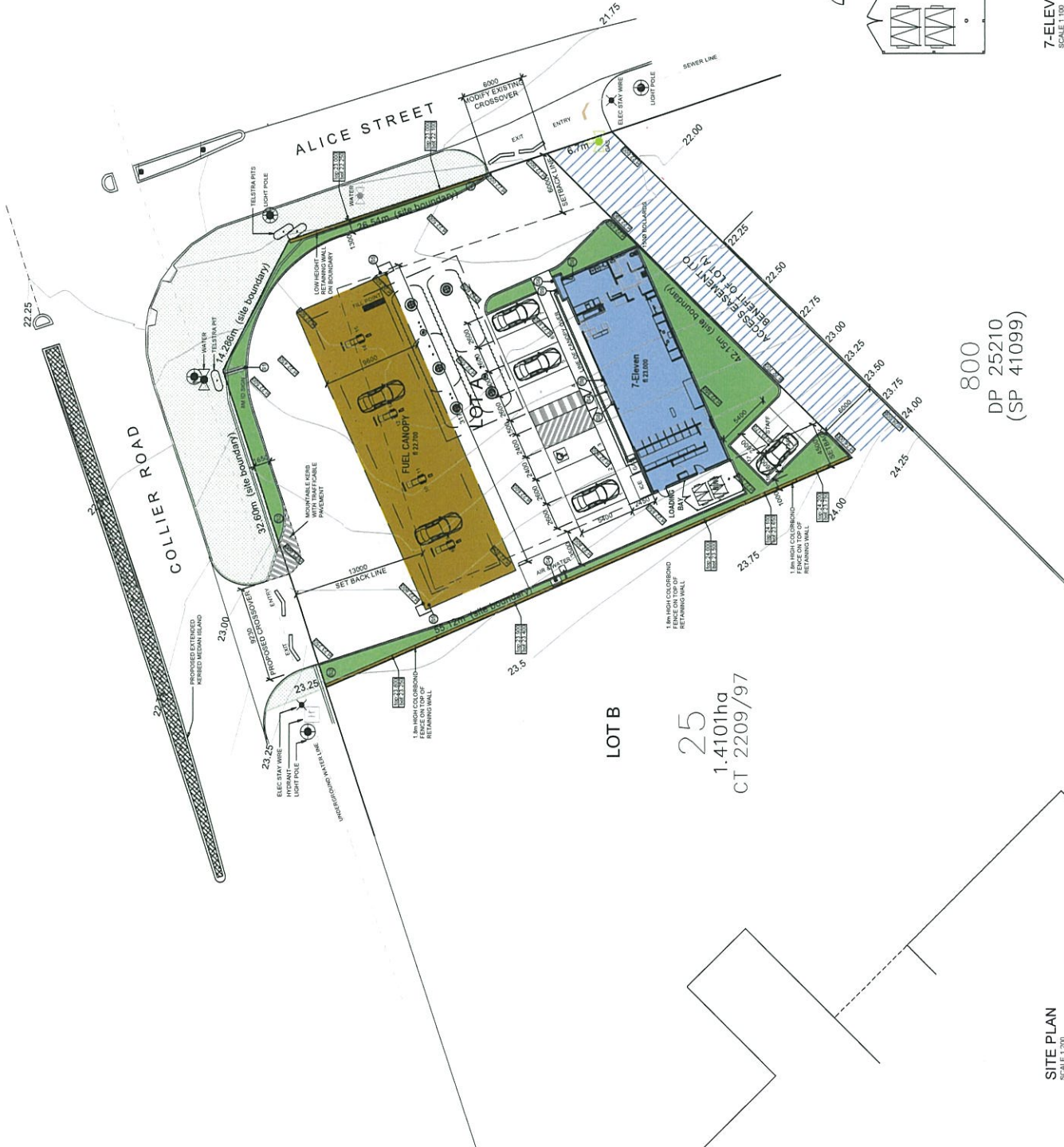
LOCALITY PLAN SURVEY  
PLAN



SCHEDULE OF AREAS	
TOTAL SITE AREA	1829m <sup>2</sup> 100%
7-ELEVEN TENANCY	1829m <sup>2</sup> 10.0%
BINS	16m <sup>2</sup> 0.9%
FUEL CANOPY AREA	304m <sup>2</sup> 16.7%
CAR PARKING SPACES: 17 - INC. BROWNDI BAYS	
LANDSCAPING AREA	198.5m <sup>2</sup> 10.86%

SIGNAGE LEGEND	
S1	EXTERNALLY ILLUMINATED SIGN
S2	EXTERNALLY ILLUMINATED DIRECTIONAL SIGN
S3	NON ILLUMINATED AIR AND WATER SIGN
S4	NON ILLUMINATED RETAIL BUILDING
S5	EXTERNALLY ILLUMINATED FUEL CANOPY FACIA
S6	EXTERNALLY ILLUMINATED TOWER SIGN
S7	NON ILLUMINATED WINDOW DECALS
S8	NON ILLUMINATED POSTER HOLDER SIGN
S9	EXTERNALLY ILLUMINATED SIGNAGE

REFER TO SHEET TP4 FOR SIGNAGE REFERENCE ELEVATIONS AND DETAILS

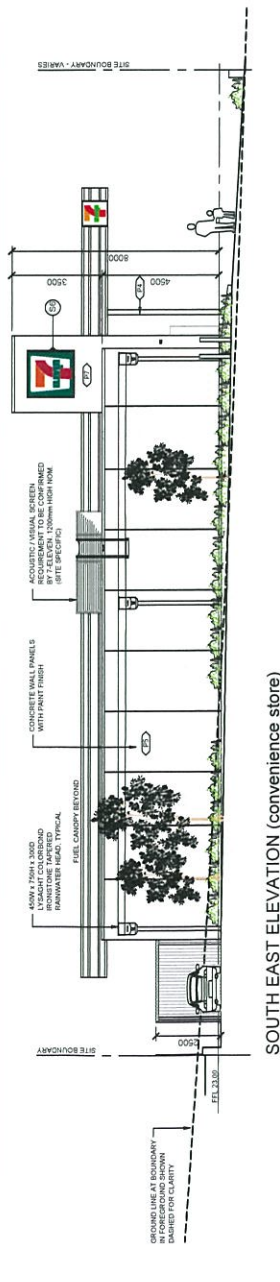


7-ELEVEN FLOOR PLAN  
SCALE: 1:100

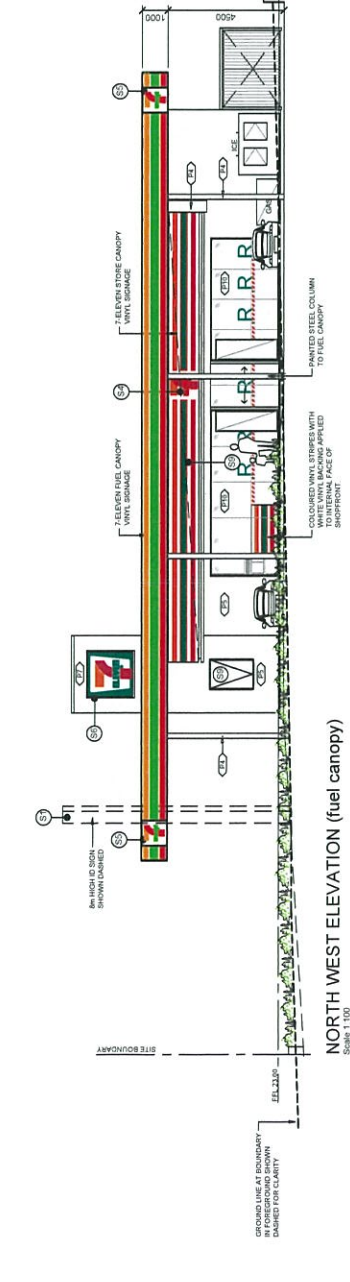
PROJECT NO: 1616-1P2-D DATE: DECEMBER 2016 SHEET: AS SHOWN	PROJECT: 7-ELEVEN CLIENT: FHM CONSULTING
PROPOSED 7-ELEVEN CONVENIENCE STORE 300 COLLIER ROAD, BASSENDEAN WA	
LOT B 25 1.4101ha CT 2209/97	
800 DP 25210 (SP 41099)	
LAYOUT PLANS SCALE: 1:100	
RvNo Description Date E By	7 ELEVEN



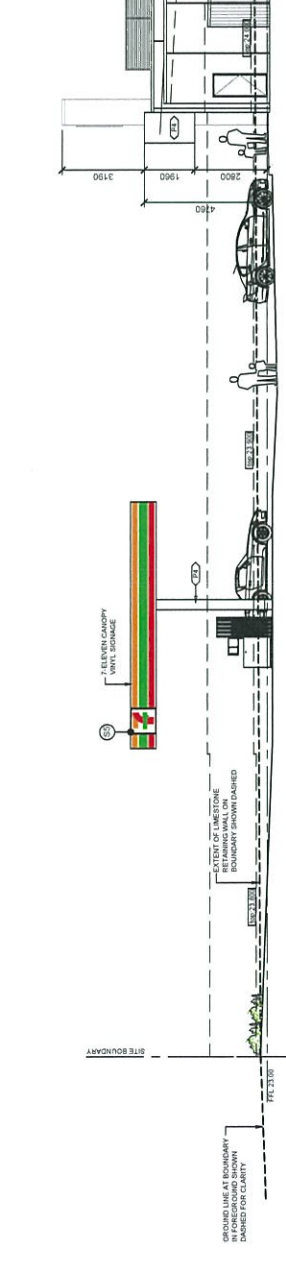
PAINT FINISHES SCHEDULE	LOCATION
1. CONCRETE WALL PANELS WITH PAINT FINISH	US BANKAM POSTS
2. 7 ELEVEN FUEL CANOPY	FASCIA & GUTTERS
3. 7 ELEVEN FUEL CANOPY	ROOF CLADDING
4. 7 ELEVEN FUEL CANOPY	ROOF CLADDING
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**SOUTH EAST ELEVATION (convenience store)**  
Scale 1:100



**NORTH WEST ELEVATION (fuel canopy)**  
Scale 1:100



**NORTH EAST ELEVATION**  
Scale 1:100



**SOUTH WEST ELEVATION**  
Scale 1:100

Rev No.	Description	Date	By
1	ISSUED FOR PERMIT	14/12/18	RFH
2	REVISIONS	13/12/18	RFH

PROPOSED 7 ELEVEN CONVENIENCE STORE  
300 COLLIER ROAD, BASSENDEAN WA  
7 ELEVEN

• ALL LANDSCAPED AREAS TO BE RETICULATED AND MAINTAINED TO THE SATISFACTION OF COUNCIL IN ACCORDANCE WITH LOCAL PLANNING POLICY 18.

• NON-TURBED LANDSCAPING AREAS TO BE MULCHED TO A MINIMUM DEPTH OF 100MM, OR AS OTHERWISE REQUIRED BY COUNCIL.

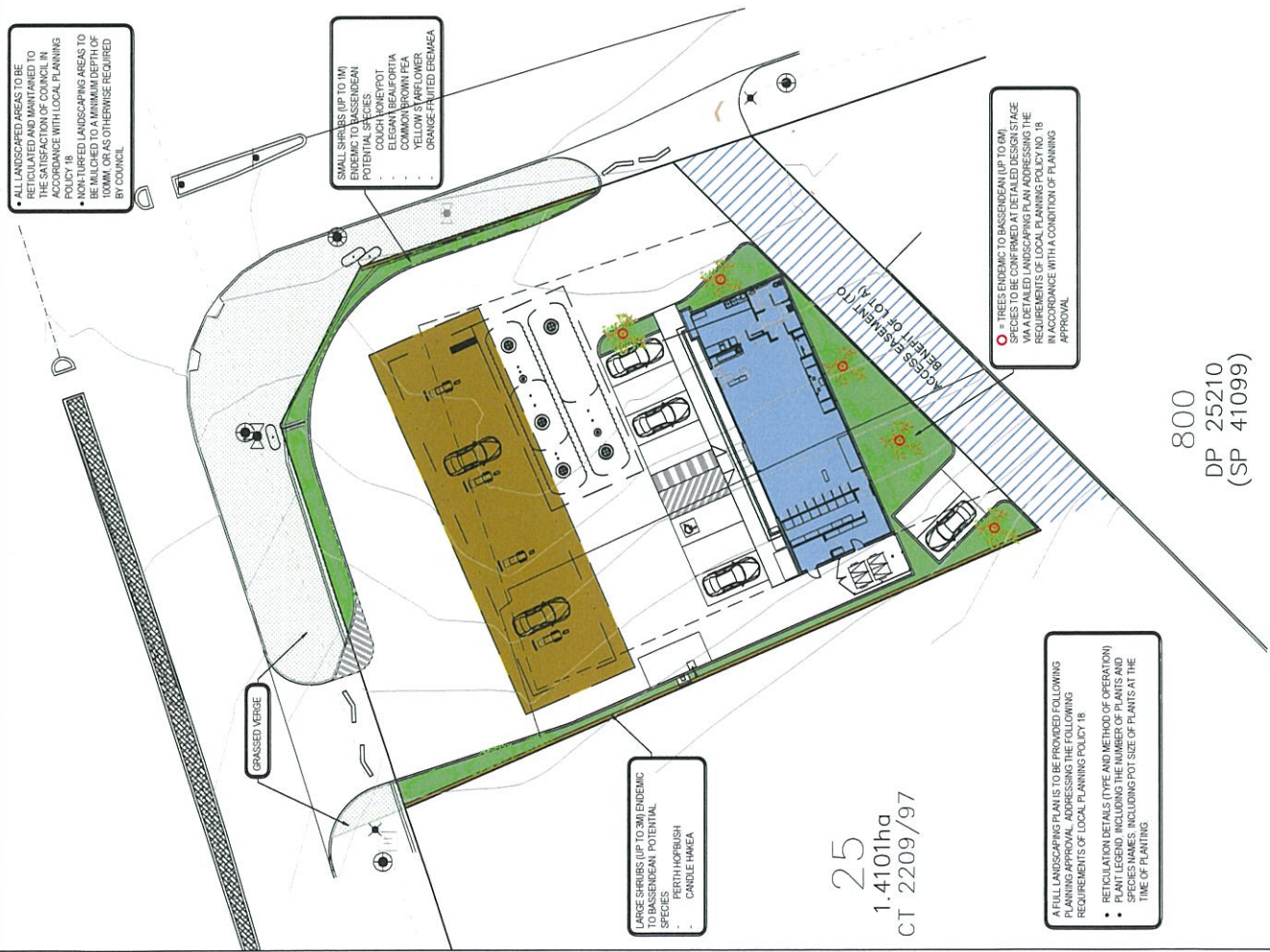
SMALL SHRUBS (UP TO 1M)  
 ENDEMIC TO BASSEIN/AN  
 POTENTIAL SPECIES  
 - COUCH GRASS/POT  
 - COMMON BROOMRAVENS  
 - YELLOW STARFLOWER  
 - ORANGE-FRUITED EREMAEA

LARGE SHRUBS (UP TO 3M) ENDEMIC  
 SPECIES  
 - FERTILIZING BUSH  
 - CANDLE HAKEA

• TREES ENDEMIC TO BASSEIN/AN UP TO 8M  
 SPECIES TO BE CONFIRMED AT DETAILED DESIGN STAGE  
 VIA A DETAILED LANDSCAPING PLAN ADDRESSING THE  
 REQUIREMENTS OF LOCAL PLANNING POLICY NO. 18  
 IN ACCORDANCE WITH A CONDITION OF PLANNING  
 APPROVAL.

A FULL LANDSCAPING PLAN IS TO BE PROVIDED FOLLOWING PLANNING APPROVAL, ADDRESSING THE FOLLOWING REQUIREMENTS OF LOCAL PLANNING POLICY 18

- RETICULATION DETAILS (TYPE AND METHOD OF OPERATION)
- PLANT LEGEND, INCLUDING THE NUMBER OF PLANTS AND SPECIES NAMES, INCLUDING POT SIZE OF PLANTS AT THE TIME OF PLANTING.



25  
 1.4101ha  
 CT 2209/97

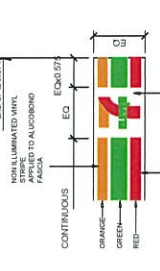
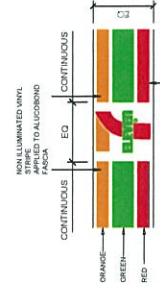
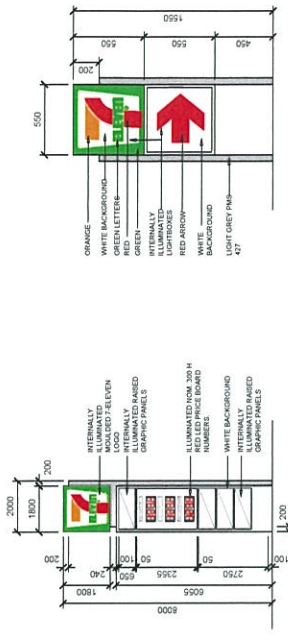
800  
 DP 25210  
 (SP 41099)

LANDSCAPE PLAN  
 SCALE 1:200

Rev No	Description	Date	By
1	ISSUE FOR APPROVAL	13/12/24	RP/14
2	ISSUE FOR APPROVAL	13/12/24	RP/14
3	ISSUE FOR APPROVAL	13/12/24	RP/14

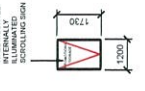
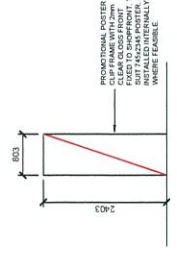
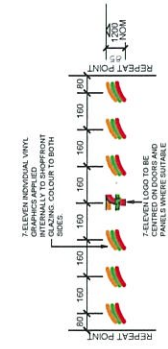
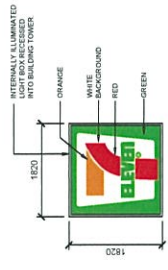
Rev No	Description	Date	By
1	ISSUE FOR APPROVAL	13/12/24	RP/14
2	ISSUE FOR APPROVAL	13/12/24	RP/14
3	ISSUE FOR APPROVAL	13/12/24	RP/14

PROPOSED TELEVEN CONVENIENCE STORE  
 300 COLLIER ROAD, BASSEIN WA  
 7 ELEVEN

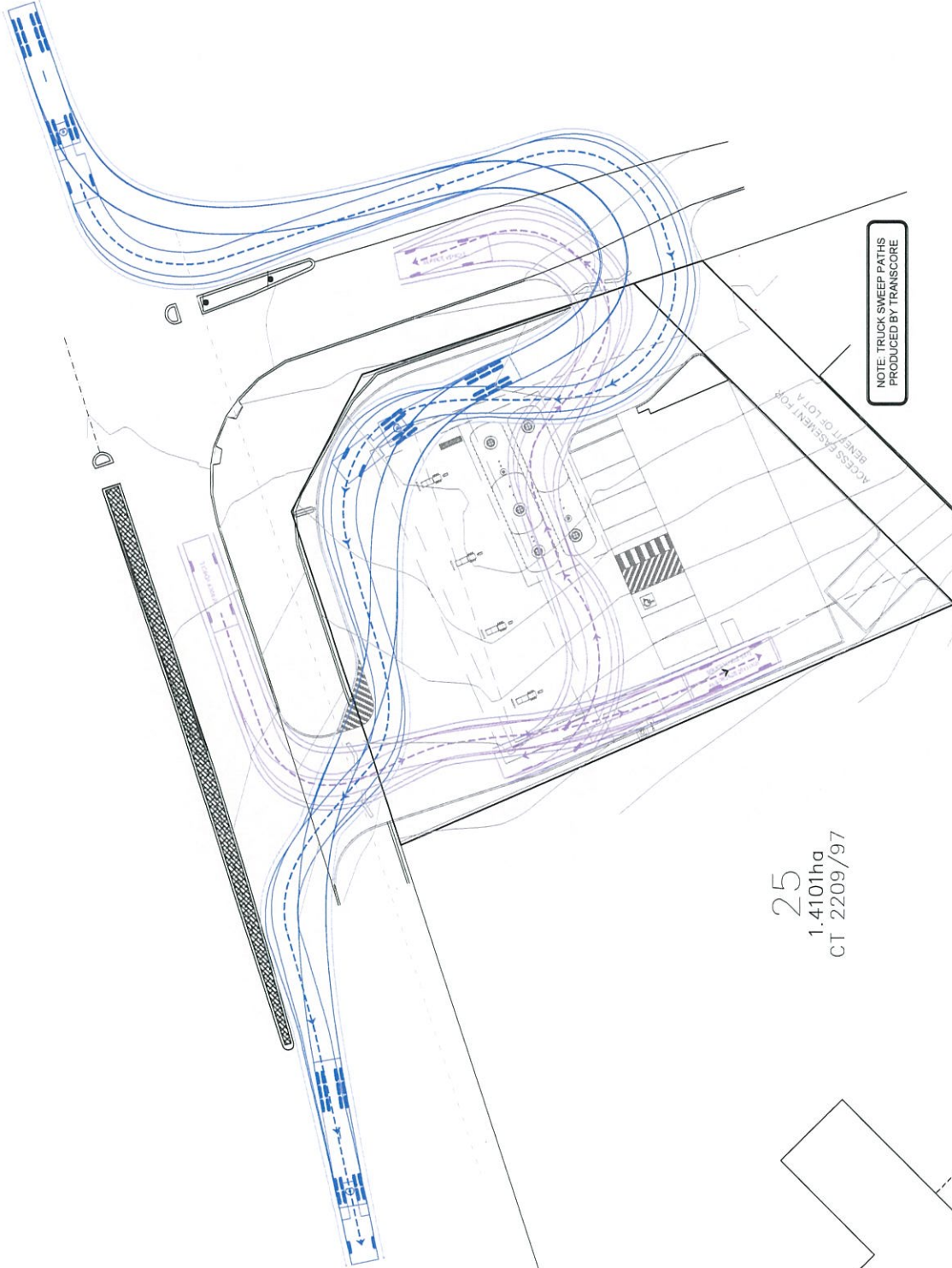


**COLOR LEGEND**

COLOR	PANTONE	RAL	BSI
ORANGE	PMS 155	7752-14	30-20-13
GREEN	PMS 35	7752-14	30-20-13
RED	PMS 485	7752-14	30-20-13







NOTE: TRUCK SWEEP PATHS  
PRODUCED BY TRANSCOILER

25  
1.4101ha  
CT 2209/97

800  
DP 25210  
(SP 41099)

1. THIS PLAN IS A PRELIMINARY DESIGN AND IS SUBJECT TO APPROVAL BY THE LOCAL GOVERNMENT AND THE STATE GOVERNMENT. THE CLIENT ACCEPTS RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE CONSULTANT AND FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT.

Rev No	Description	Date	By
C	LAST AREA AGREEMENT	13.12.17	DPH
B	DESIGN DEVELOPMENT	13.12.16	DPH
A	CONCEPT DESIGN	13.12.16	DPH

13.12.17  
13.12.16  
13.12.16



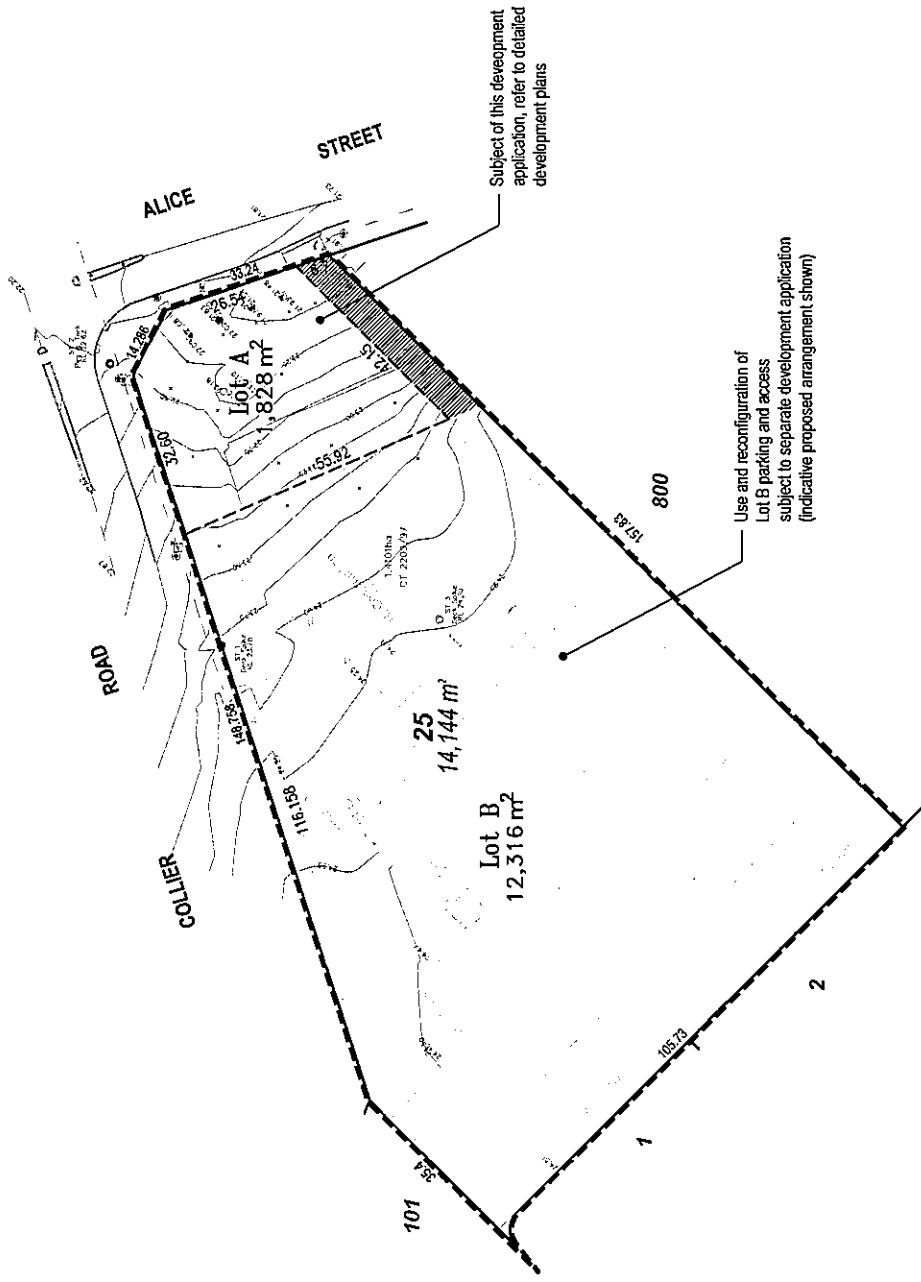
PROPOSED ZEILEVEN CONVENIENCE STORE  
300 COLLIER ROAD, BASSENDEAN WA  
7 ELEVEN

TRUCK PATH

TRUCK PATH PLAN  
SCALE 1:200



LEGEND	
	Subject Site (Lot 25)
	Existing Lot Number
	Existing Lot Boundary
	Proposed Lot Boundary
	Proposed Lot Number
	Existing Lot Dimensions
	Proposed Lot Dimensions
	Common Access
	Existing Level Contour

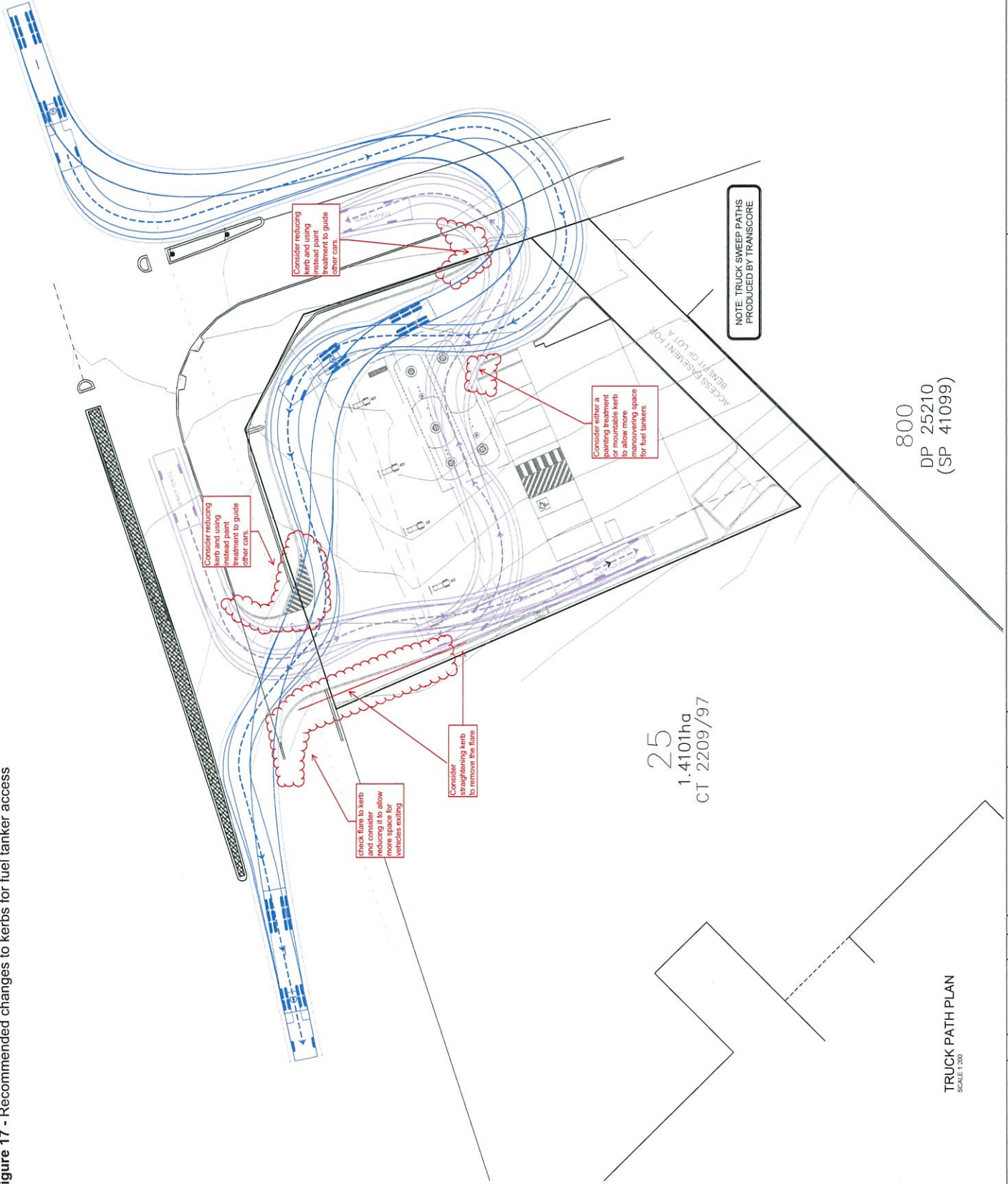


OVERALL SITE PLAN



DISCLAIMER: THIS DOCUMENT IS PROVIDED AS A SERVICE TO THE CLIENT AND IS NOT TO BE USED IN WHOLE OR IN PART WITHOUT THE WRITTEN CONSENT OF PLANNING SOLUTIONS. ALL AREAS, DISTANCES AND ANGLES ARE APPROXIMATE ONLY AND ARE SUBJECT TO SURVEY. BASE MAP SOURCE: 2:11, WISCONSIN.

Figure 17 - Recommended changes to kerbs for fuel tanker access



TRUCK PATH PLAN  
SCALE 1:200

DATE: 13/12/17  
BY: [Signature]  
CHECKED: 13/12/17  
BY: [Signature]

Rev No.	Description	Date	By
C	LET AREA, GARMENT UNITS, SIGNAGE		
B			
A			



PROPOSED ZEILEVEN CONVENIENCE STORE  
300 COLLIER ROAD, BASSENDEAN WA

TRUCK PATH

PSA Ref: 4765

21 February 2017

Chief Executive Officer  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934

Attention: Christian Buttle, Development Services

Dear Sir,

**PORTION OF LOT 25 (300) COLLIER ROAD, BASSENDEAN  
PROPOSED CONVENIENCE STORE**

Planning Solutions acts on behalf of Collier Road WA Pty Ltd in support of an Application for Development Approval for Lot 25 (300) Collier Road, Bassendean (**subject site**).

Please find enclosed a development application package, comprising:

1. A letter of consent for the lodgement of relevant statutory planning application forms, signed by the landowner.
2. Development Assessment Panel Form 1 application form, signed by the applicant.
3. Metropolitan Region Scheme Form 1 and the Town of Bassendean Application for Development Approval forms, signed by the applicant.
4. Development application report and 2x copies of development plans to scale.
5. Certificate of Title and Diagram applicable to the subject site.
6. Supporting transport impact assessment.
7. A CD containing electronic copies of the development application and supporting documentation.

The planning application fee for this proposal is **\$9,421**, pursuant to the Town's and DAP's schedule of fees. The proponent wishes to pay this fee directly with the Town. Please contact Steve Kennedy on 0423 098 197 for direct credit card payment.

We refer to correspondence from the Town dated 16 December 2016, requesting additional information be provided with respect to the proposed convenience store development on the subject site. We provide the following information.

**Extent / Nature of Development Site**

The development plans have been supplemented with an 'overall site plan', confirming:

- Lot dimensions of entire development site.
- Proposed lot dimensions and boundaries of future 'Lot A' and 'Lot B' (subject to separate subdivision application, lodged with the WAPC).



## **Impact of Proposed Development on Existing Development**

The 'overall' site plan provided with the development plans delineates future 'Lot A' (subject of the proposed convenience store) and future 'Lot B' (containing the existing warehouse facility and associated parking/storage areas).

The 'overall' site plan depicts the indicative use, layout and reconfiguration of future 'Lot B' in relation to the proposed convenience store development on future 'Lot A'. The plan demonstrates how the existing building and activities on Lot B can continue to operate with a modified parking and access configuration. Importantly, the 'overall' site plan also demonstrates both of the developments on future 'Lot A' and future 'Lot B' can operate as separate entities on separate lots.

This development application relates only to the proposed convenience store development on future 'Lot A'. All site and facility reconfigurations relating to future 'Lot B' are subject to a separate development application, being lodged with the Town and progressed by Highway Construction (the landowner).

## **Proposed Road Modifications**

Development plans have been updated to depict the proposed extension to the Collier Road median strip, designed by Transcore.

## **Stormwater**

At the outset of this project, our preferred civil engineering consultant McDowall Affleck liaised with the Town's technical services department and the Town's planning department. It was confirmed that detailed stormwater plans would not be required at the planning application stage, given the site's sandy geotechnical features and distance from the Swan River.

The site is capable of handling and disposing of all stormwater on site, evidenced by the existing stormwater systems present on site. A reconfiguration of these systems will be required to allow each lot to act independently of each other, with this detailed design capable of being addressed as a condition of approval.

An email from McDowall Affleck confirming this is enclosed.

## **Landscaping**

A landscaping concept plan is included within the development plans, which provides sufficient detail relating to the nature (indicative species and height) and extent (areas within the site to be landscaped) of landscaping proposed. This is consistent with section 1.6 of Local Planning Policy 18 (LPP18), setting out the requirements for a planning application.

More detailed requirements for landscape plans are listed in section 1.5 of LPP18. While there is nothing in LPP18 indicating this level of information is mandatory for the lodgement of a planning application, appropriate notations are provided on the landscaping plan itself confirming the specific requirements of LPP18 can and will be addressed at the detailed design stage.

As is common across metropolitan local authorities, a detailed landscaping plan (including all other details for irrigation, maintenance and management) can be required by the local authority as a condition of approval.

## **Public Art**

Local Planning Policy 15 (LPP15) sets out public art requirements. As the proposed convenience store has an estimated cost of development in the order of \$2.1 million, it may be considered an eligible proposal.

There is no specific policy provision stating public art should be required for a commercial type development within a general industrial area. Notwithstanding, this is a matter appropriately addressed as a condition of planning approval in accordance with standard practice – noting there is no specific requirement under LPP15 for public art to be addressed during the development application stage. In any event, it is not envisaged that public art would be provided on site in this instance.

### **Retaining Wall**

The development plans have been updated to include details of retaining walls, including top of wall heights and bottom of wall heights.

### **Conclusion**

Planning Solutions has provided additional information requested by the Town, both in the form of additional detail shown on the development plans and additional justification being provided regarding stormwater, landscaping and public art.

In summary, the development application package meets the explicit requirements of the Town's local planning framework, and contains sufficient detail for the application to be assessed by the Town.

We therefore respectfully request the Town assess the development application at the earliest convenience, and we look forward to the Town's favourable recommendation to Metro Central JDAP.

Yours sincerely,



**ALESSANDRO STAGNO**  
**PLANNING CONSULTANT**

PS ref: 4765

11 April 2017

Chief Executive Officer  
Town of Bassendean  
PO Box 87  
BASSENDEAN WA 6934

Attention: Dylan Stokes, Development Services

Dear Sir,

**LOT 25 (300) COLLIER ROAD, BASSENDEAN  
PROPOSED CONVENIENCE STORE  
RESPONSE TO REQUEST FOR FURTHER INFORMATION**

Planning Solutions acts on behalf of Collier Road WA Pty Ltd, the proponent of the proposed convenience store development at Lot 25 (300) Collier Road, Bassendean (**subject site**).

We refer to the Town's 'Request for Further Information' (**RFI**) dated 30 March 2017 in relation to the proposed convenience store development on the subject site, inviting Planning Solutions to address the Town's assessment comments on various matters.

Planning Solutions provides the following response, as detailed below.

Town's assessment comment	Planning Solutions' response
<b>Waste management plan</b>	
<p><i>Prior to consideration at the DAP, a waste management plan must be prepared by the applicant detailing the following:</i></p> <ul style="list-style-type: none"><li><i>o Detail must be provided that ensures that the bin area and waste arrangement shown on the plans is sufficient and will work</i></li><li><i>o Anticipated waste output generated by the development.</i></li><li><i>o Size and type of bins used in the development to accommodate waste on site.</i></li><li><i>o Times and regularity of waste pickup.</i></li><li><i>o Details of private waste pickup, including type of vehicle used to pickup waste on site (noting that the vehicle manoeuvring shown on plans only displays a vehicle entering in forward gear).</i></li></ul>	<p>A 'waste management plan' (<b>WMP</b>) is commonly provided at the detailed design stage, in accordance with a condition of planning approval. There is no explicit requirement for a WMP to be prepared under the Town's Local Planning Scheme No. 10 (<b>LPS10</b>) or policy framework.</p> <p>Notwithstanding, we note the siting of, and access into the service yard / bin area is compliant with the requirements of LPS10 and the Town's policy framework, as detailed in the development application report.</p> <p>To address the matter, Planning Solutions suggests the following condition wording:</p> <p><i>Prior to the occupation of the convenience store, a 'waste management plan' must be submitted to the satisfaction of the Town.</i></p>



Town's assessment comment	Planning Solutions' response
<b>Vehicle manoeuvring</b>	
<p><i>The Towns 'Specification for the construction of crossovers' requires a maximum width of crossover at the property line of 10.7m. The internal dimension of the crossover adjoining Alice is proposed approximately 12.5m. It is noted that this crossover is required for combined access and to allow the fuelling vehicles to sufficiently manoeuvre into the site. However an argument could be presented that the site is undersize which has resulted in the excessively wide crossovers to permit adequate vehicle access.</i></p>	<p>The proposed development seeks to modify the existing crossover to Alice Street, by widening it to accommodate access into future 'Lot B'. The one crossover is effectively servicing the two future sites.</p> <p>Patrons of the convenience store will only use the northern 6.0m portion of the crossover. The southern 6.7m portion of the crossover will only be used by convenience store staff and delivery vehicles. The 12.7m wide consolidated arrangement of the crossover allows for the safe/efficient movement of fuel trucks.</p> <p>As confirmed by Transcore (traffic engineers):</p> <ul style="list-style-type: none"> <li>- Irrespective of the size of future 'Lot A', the crossover size is dictated by the "design vehicle" (the largest vehicle accessing the site).</li> <li>- In these circumstances, the extra width required by the movement of large vehicles can be mountable or roll over kerb.</li> <li>- From a traffic engineering perspective, the proposed arrangement is the safest and most functional.</li> </ul>
<p><i>Both the delivery truck and the fuel truck pass through bays allocated for fuel. The Town's Local Planning Policy No.6 makes reference to the maneuvering areas being exclusive of any car parking bays.</i></p>	<p>The manoeuvring requirement of LPP6 does not appear to have been explicitly written having regard for standard fuel retailing sites, where this is very common (noting the refuelling bays are only used for very short periods of time).</p> <p>The proposed circulation arrangements are acceptable for the following reasons:</p> <ul style="list-style-type: none"> <li>- Delivery/service vehicles passing through fuel spaces is not uncommon at all for developments of this nature – including convenience store sites.</li> <li>- As detailed in our development application report, fuel deliveries will take place outside of peak hours of operation, having minimal disturbances on the internal traffic operation of the convenience store.</li> <li>- The frequency of deliveries (3-4 times per week for fuel, 1-2 times per week for stock and servicing), are very low over a 7 day period.</li> </ul> <p>Having regard to the above, there is little to no likelihood of fuel/stock deliveries impacting on the site's internal operation.</p>
<p><i>Does the possibility exist for trucks to enter from Collier Road and exit from Alice and would the current access arrangements allow this? Why was the vehicle manoeuvring template presented to the Town that opted for the trucks to enter from Alice?</i></p>	<p>Trucks will only ingress the convenience store site via Alice Street and egress via Collier Road, due to the Collier Road access point being left-in/left-out and the location of the fuel filling point.</p>
<p><i>Can the delivery vehicle satisfactorily manoeuvre into the delivery area in reverse?</i></p>	<p>Refer to <b>Appendix 1</b> for additional swept path plans, depicting service vehicles accessing the site and reversing into the loading area.</p>



Town's assessment comment	Planning Solutions' response
<i>Limited detail in the report regarding the upgrading of the pedestrian island on Collier Road. The applicant will be responsible for all costs associated to upgrading the island. This should be acknowledged by the applicant.</i>	Noted.
<i>As the fuel trucks leave the site onto Collier Road, entry will be prevented into the site by cars turning left from Collier and result in traffic backing up along Collier. The truck exiting will likely preoccupy both lanes of traffic. The report states that the trucks will only enter the site during off peak periods. In this regard the Town may look to request a condition regarding times that the fuel trucks may enter the site.</i>	<p>Fuel tanker deliveries would only occur 3-4 times per week (depending on fuel consumption and general demand) outside of peak period, which results in very minimal risk of traffic impact or disturbance on Collier Road.</p> <p>Given the extremely low likelihood of disturbances to the Collier Road traffic flow arising from low frequency of fuel tankers using the site, a condition is unnecessary.</p>
<i>Can you confirm the height of the trucks used for refuelling and the ability to pass under the canopy roof.</i>	The 4.5m available height clearance is in accordance with the highest clearance outlined in Table 2.1 (Design Vehicle Dimensions) of AS2890.2 for AV trucks of 19.0m in length.
<i>Please clarify that there is a minimum distance of 5.4m between each fuel bowser to permit the parking of vehicles in accordance with the Australian Standards.</i>	A minimum separation of 6.1m exists between fuel bowzers. Notwithstanding, the fuel bowzers and dispensing area is designed in accordance with AS1940 'The Storage and Handling of Flammable and Combustible Liquids'.
<b>Fencing</b>	
<i>The plans demonstrate solid Colourbond fencing all the way to the Collier Road boundary. In accordance with the Town's policy, no solid fencing should protrude forward of the 13m mark. The Town will likely request a condition be implemented reducing the height of the fence or removing it forward of the 13m mark.</i>	<p>This does not appear to be the type of development scenario for which the policy requirement relating to fencing within front setback areas was created.</p> <p>As future 'Lot A' will be a separate lot containing a commercial activity with no connection whatsoever to future 'Lot B', a fence along the entire property boundary is an appropriate form of separative treatment.</p> <p>Given the eastern portion of future 'Lot B' will comprise car parking to service the existing warehouse facility with no pedestrian connection to the proposed convenience store, there is no inherent planning or design purpose for restricting the proposed fence along the boundary in question.</p> <p>Having regard to the above, a concession to this policy requirement is warranted and acceptable.</p>
<b>Landscaping</b>	
<i>It is noted that variations are being proposed to the boundary Collier Road and side lot boundaries. The Town will likely request that a portion of the road reserve is soft landscaped to account for the proposed variation to landscaping in the first 2m. Regarding the minor variations to the western and southern sides of the lot, the Town will likely request a condition for a minimum number of plants to be provided in these areas on the landscaping plan.</i>	As the entire verge area fronting the subject site is already 'soft landscaped' with grass as depicted on the plans, it is considered unnecessary for any additional 'soft landscaping' to be required.
<b>Storage and refuse</b>	
<i>In accordance with the policy, the storage area must be masonry in construction materials and this will likely be</i>	The general intent of this policy requirement is acknowledged. However, in this particular instance, a concession is warranted



Town's assessment comment	Planning Solutions' response
<i>requested by way of condition.</i>	<p>for the following reasons:</p> <ul style="list-style-type: none"> <li>- The service yard itself will be largely concealed from public view, given it is located between the convenience store retail building to the east and fence to the west, and the presence of an existing warehouse building to the south. As any masonry materials would not be visible from the street, the policy requirement would have little aesthetic value.</li> <li>- The retail building will be constructed of concrete panels and other materials. Requiring the storage yard to be constructed of masonry would be inconsistent with the built form of the retail building.</li> <li>- The service yard for all convenience store/service station developments is generally constructed of Colorbond with a gate for access.</li> </ul>
<b>Building materials</b>	
<i>It has been noted in the report regarding the building materials but has not adequately been shown on the plans. The plans should make reference to the materials used in the construction.</i>	The building permit plans will confirm all relevant materials used for construction.
<b>Signage</b>	
<i>The Town has concerns with the extent and size of signage proposed as part of the application, specifically the 8m pylon sign adjoining Collier Road. The Town has noted the previous application for a 7-eleven at Caversham (in Swan) and the reduced size of the pylon signage on site. Observing a previous approved pylon sign that would meet the requirements and expectations of the Town of Bassendean's LPP18 and adequately cater for the advertising needs of the site, the Town will look for amendments to the proposed pylon signage.</i>	<p>Planning Solutions notes the following approved pylon sign heights for other service station/convenience store projects:</p> <ul style="list-style-type: none"> <li>• Caltex Ascot (204 Great Eastern Highway): one 9m pylon sign.</li> <li>• 7-Eleven Wanneroo (929-931 Wanneroo Road): one 8m pylon sign.</li> <li>• Puma Balcatta (2 Kenhelm Street): one 8m pylon sign.</li> </ul> <p>In this instance, the proposed 8m pylon sign is acceptable/appropriate for the following reasons:</p> <ul style="list-style-type: none"> <li>• Collier Road in the vicinity of the subject site carries a reasonably high volume of traffic. An 8m high pylon sign would ensure adequate exposure for vehicles travelling along Collier Road.</li> <li>• The subject site is within an established industrial area, comprised of industrial activities on large lots of land. The size and scale of the sign is consistent with the industrial context of the locality.</li> <li>• Due to the existing industrial character and design of buildings along Collier Road, the proposed pylon sign would not have detrimental visual impacts. The pylon sign will be constructed of high quality materials and maintained to a high standard.</li> </ul>
<i>The policy requires the projection details of each sign. Can you please update the plans to include projection details.</i>	<p>Projection details of signs as follows:</p> <ul style="list-style-type: none"> <li>• S1 – 0.55m. Complies with 0.9m requirement.</li> </ul>



Town's assessment comment	Planning Solutions' response
	<ul style="list-style-type: none"> <li>• S2 – n/a (no part of the sign projects).</li> <li>• S3 – n/a (sign is a thin metal sheet and affixed to a fence/wall or pole, does not project).</li> <li>• S4 and S5 – n/a (signs are integrated into to fascia, do not project).</li> <li>• S6 – n/a (sign is recessed into building tower, does not project).</li> <li>• S7 and S8 – n/a.</li> <li>• S9 – under 100mm.</li> </ul>
<p><i>The plans incorrectly refer to S4 in regards to the proposed Air and Water Sign, please amend this to show S3.</i></p> <p><i>Please clarify the height of the air and water sign above the ground level on the plans.</i></p>	<p>The height of the air and water sign can be confirmed at the detailed design stage.</p>
<b>Retaining wall</b>	
<p><i>Retaining walls have been provided with a top level of 23.00, but the site only goes up to 22.5 on the eastern side of the site. The lot slopes down towards the road and therefore retaining should not be higher than the levels proposed within the site.</i></p>	<p>The proposed retaining wall is acceptable for the following reasons:</p> <ul style="list-style-type: none"> <li>• An additional height of 0.5m is insignificant and will have no adverse planning impacts, or amenity impacts.</li> <li>• There is no applicable scheme or policy requirement restricting the height of the retaining wall.</li> <li>• From a functionality perspective, providing some type of barrier between vehicle manoeuvring areas and the adjoining verge (where the verge sits lower than the site) is common for fuel retailing developments.</li> </ul>
<p><i>Please clarify the structure in the verge adjoining Collier Road adjoining the text that says '32.60m (side boundary)'.</i></p>	<p>The "structure" shown in the verge is the site's existing kerb, which will be removed at the time of construction.</p>

We trust the above satisfactorily addresses the Town's queries regarding the proposed convenience store application. We look forward to the Town's favourable recommendation to the Metro Central JDAP.

Should you have any queries, or wish to discuss the above in further detail, please don't hesitate to contact the undersigned.

Yours sincerely,



**ALESSANDRO STAGNO**  
**PLANNING CONSULTANT**



Your ref: 2017-033:BR  
Our ref: 802/02/13/0004P  
Enquiries: Jane Maynard (08) 6551 9259  
Jane.maynard@planning.wa.gov.au  
Date: 10 April 2017

Dylan Stokes  
Town of Bassendean  
PO Box 87  
Bassendean  
WA 6934

Dear Mr Stokes

## **LOT 25 (NO. 300) COLLIER ROAD, BASSENDEAN - DEVELOPMENT**

I refer to your letter dated 9<sup>th</sup> March 2017 regarding the above application. In accordance with the Western Australian Planning Commission's (WAPC) Notice of Delegation dated 18 December 2015, the following transport comments are provided by the Department of Planning (DoP).

### **Proposed Development**

Lot 25 covers approximately 1.4 ha of *Industrial* zoned land, and is currently occupied by a grouping of warehouses, as shown in **Figures 1** and **2**. The proposed development would see a *7-Eleven* convenience store and service station constructed over the existing car parking area in the eastern corner of the lot, as shown in **Figures 3** and **4**.

### Subdivision plans

It is understood that a separate subdivision plan (File no. 154842) has been submitted for Lot 25, for the creation of two lots, (Lots A and B), as shown in **Figure 5**. The proposed development is to be located within proposed Lot A.

A separate DA has also been submitted to the Department for extensions to the existing office area within proposed Lot B, as shown in **Figure 6**.

### **Land Requirements**

The subject property abuts Collier Rd, which is reserved as an Other Regional Road (ORR) in the Metropolitan Region Scheme (MRS), and a Category 2 ORR<sup>1</sup> in WAPC

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<sup>1</sup> **ORR Categories:** WAPC Plan No. SP 694/4 uses the following ORR categories; **Category 1:** frontage access is not allowed (control of access). **Category 2:** frontage access may be allowed subject to approval. **Category 3:** road reservation not accurately defined or under review. [http://www.planning.wa.gov.au/dop\\_pub\\_pdf/devwapca\\_2\\_2A0.pdf](http://www.planning.wa.gov.au/dop_pub_pdf/devwapca_2_2A0.pdf)



Plan No. SP 694/4. Lot 25 is not affected by the ORR reservation for Collier Rd, as shown in **Figure 1**.

### **Access**

Vehicle access to Lot 25 is currently provided via two full movement crossovers onto Collier Rd and one onto Alice St, as shown on **Figure 1**, however, given that the lot is to be subdivided; neither the Collier Rd, nor the Alice St crossovers will be available to the proposed convenience store.

To rectify this, the applicant seeks to construct a new left-in, left-out crossover onto Collier Rd; and to widen the existing Alice St crossover so that it extends into proposed Lot A, as shown in in **Figure 4**.

The subdivision application also seeks to create an easement along the southern portion of proposed Lot B to give Lot A access to the existing Alice St crossover.

As the proposed development would see the existing Alice St crossover widened six meters into proposed Lot A, the easement would function to provide Lot A with access to a 12.7m crossover, as shown in **Figure 4**.

The DA report advises that the proposed crossover onto Collier Rd will be Left-in, Left-out (LILO), and that this will be formalised through an extension of the existing median strip. The Department supports this proposal, and advises that this should be completed before the new crossover is constructed.

### Fuel tanker access

The DA report advises that the fuel tankers will enter via Alice St and exit via Collier Rd. The Department has no objection to the proposed access arrangements, but recommends access for fuel tankers be limited to outside peak times.

### **Transport Impact Assessment**

A Transport Impact Assessment (TIA), dated 14<sup>th</sup> February 2017 has been prepared by Transcore in support of the proposal. The following comments relate to Transcore's TIA.

### Traffic Generation from proposed development

The development site, which is 1,828 m<sup>2</sup>, as shown in **Figure 5**, will consist of the following:

- The convenience store building;
- Air and water bay;
- Loading bay;





- Eight fuel filling bays;
- Seven car parking bays including one disabled;
- Two staff car parking bays.

A total of 19 vehicles therefore can be accommodated on the site at any one time.

Transcore have estimated trip generation rates by using transaction data on previous 7-eleven stores, as shown in **Figure 6**.

To obtain trip generation estimates, data on the number of transactions made at the surveyed 7-eleven stores was collected, and vehicle trips were assumed to make up 95% of all transactions, (with 5% of transactions being from walk-ins, rather than vehicle visits).

The estimated peak hour trips to and from the site are shown shown in **Table 1**.

**Table 1. Peak hour trips for proposed development**

Time period	Direction	Total Peak Hour Trips	
		Split	Total
AM Peak	Inbound	45	90
	Outbound	45	
PM Peak	Inbound	62	124
	Outbound	62	

The TIA then estimates that 70% of vehicles entering and exiting the site would likely be passing traffic, with only 30% generated by the business itself.

From here the TIA calculates that the development will generate an estimated 537 vehicles per day (vpd), 28 vehicles per hour (vph) in the AM, and 38 vph in the PM peak hour.

Comparisons with other trip generation rates from the Roads and Traffic Authority (RTA) *Guide to Traffic Generating Developments* and the Institute of Transport Engineers (ITE) *Trip Generation Manual*, arrive at PM peak hour estimates of 130 vph<sup>2</sup> and 152 vph<sup>3</sup> respectively; compared with 124vph, as stated above.

The TIA does not specify how many 7-eleven stores were surveyed to obtain source data; the location of the stores surveyed, or whether they all included service station facilities. It is therefore recommended that future TIAs include this information.

The Department has no objection to the methods used to estimate trip generation rates, but recommends additional information on the data source be provided in future.

<sup>2</sup> RTA (2002) estimates taken from page 3.7, using the formula of 0.04 x site area + 0.3 x GFA.

<sup>3</sup> ITE (2012). Page 1672. Uses formula of 19.07 trips per vehicle fuelling positions.



### **Distribution of traffic onto surrounding roads**

The subject lot abuts Collier Rd to the north and Alice St to the east. Collier Rd is a dual divided carriageway with a posted speed of 70km per hour.

The proposed crossover is located approximately 600m from the intersection with Tonkin Hwy; where upgrades are planned as part of the Northlink road project, as shown in **Figure 8**; and 350m from intersection with Jackson St.

The TIA provides data from the Main Roads WA (MRWA), as shown in **Figure 9**, which shows the PM peak (between 3:00 and 4:00 pm) to have recorded the highest volumes, at 1,500vph, of which 14% were heavy vehicles.

Trip distribution estimates are provided in **Figures 10 – 14**, which break the figures into existing traffic; traffic that is diverted by the proposed development; traffic generated by the development and total estimated post development figures (shown as AM and PM peak figures).

### **Impact on surrounding intersections**

SIDRA analysis has been carried out for the Collier Rd / Alice St intersection as follows:

	<b>Degree of Saturation</b>	<b>Average Delay</b>	<b>Level of Service</b>
Existing AM Peak	0.229	1.7	A - E
Existing PM Peak	0.432	2.8	A - F
Post Development AM Peak	0.241	2.4	A - E
Post Development PM Peak	0.710	4.9	A - F

While the overall Level of Service (LoS) is high in all scenarios, the right turn movement from Alice St onto Collier Rd, (eastbound) as shown in **Figure 1**, shows an LoS of *E* in the AM peak and *F* in the PM peak in both the existing in post development analysis, and delays of up to 94.6 seconds.

The Department of Planning therefore recommends the Town of Bassendean, together with the applicant, give consideration to upgrading the Alice St / Collier Rd intersection.

### **Vehicle & bicycle parking**

The TIA discusses vehicle parking; noting that the site will consist of one air and water bay, one loading bay, seven car parking bays, two staff car parking bays, and eight fuel filling points. No bicycle parking facilities are proposed.

The Department of Planning recommends the Town of Bassendean, together with the applicant, give consideration to whether bicycle parking facilities should be provided, and amend the plans accordingly if applicable.



### **Bicycle access & movement**

The TIA addresses bicycle access and movement; noting that a shared path exists on the other side of Collier Rd, which has links with the principal shared path adjacent to the Midland railway line. There are no other shared paths, footpaths, or bicycle paths along this stretch of Collier Rd.

### **Pedestrian access & movement**

The TIA discusses pedestrian access, noting that there are no footpaths on Alice St or Collier Rd immediately adjacent to the subject lot, but advises that a 2m wide footpath is proposed along Collier Rd.

The TIA refers to the site plan shown at **Figure 4** as evidence of this, however the site plan does not show any footpaths. It is therefore recommended that any future iterations of the TIA be updated to correct for this omission.

### **Signage**

The proposed development includes signage, as shown in **Figures 15** and **16**, and none<sup>4</sup> of the proposed signage is located within the ORR reserve for Collier Rd.

The Department has no objection to the proposed signage, on condition that the advertisements do not interfere with sight lines, distract drivers, or have the potential to become confused with traffic signals or road signs. All signage must comply with all relevant by-laws and planning schemes made by Council.

### **Fuel tanker access and swept paths**

It is understood that the swept paths shown in **Figure 17** are based on the movements of a 19m long fuel tanker. The Department recommends consideration be given to making minor modifications as follows:

- Reduce the verge kerb at the proposed Alice St and Collier Rd crossovers, and instead use paint treatment to guide smaller vehicles;
- Straighten the (currently flared) kerb adjacent to the boundary between the two proposed lots;
- Ensure that the kerb inside the Alice St entrance which defines the beginning of the parking bays is either painted or mountable.

These recommendations are shown in red on the marked up map shown at **Figure 17**.

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<sup>4</sup> It is noted that there is a drafting error in **Figure 15** which could potentially be interpreted as showing that parts of the signage are to be located within the road reserve, however discussions via email with the applicant on 7<sup>th</sup> April 2017 have confirmed that no part of the development or signage is to be located outside the lot boundary.





## Conclusion

The proposal seeks development approval for the construction of a convenience store and service station. The plan would also see a new vehicle crossover onto Collier Rd.

The Department has no objection to the construction of the new crossover onto Collier Rd, on the condition that it is not constructed before the extension of the median strip (to formalise LILLO access) is completed.

The Department has no objection to the proposed signage, on condition that the advertisements do not interfere with sight lines, distract drivers, or have the potential to become confused with traffic signals or road signs. All signage must comply with all relevant by-laws and planning schemes made by Council.

The Department also offers the following recommendations:

- Fuel tanker access should be permitted only outside of peak times.
- It is recommended that the Town of Bassendean work with the developer to upgrade the intersection of Collier Rd and Alice St, to improve the poor LoS in the right turn movement from Alice St.
- It is also recommended that the Town of Bassendean work with the developer in investigating whether bicycle parking facilities should be included, and modify the plans accordingly if required.
- Given the restrictive movement currently available for fuel tankers, it is recommended minor modifications be made to the plans to reduce the likelihood of fuel tankers hitting the kerb, as shown in **Figure 17**.

The Department has no objection to the proposal, subject to the above.

Sincerely

A handwritten signature in cursive script that reads "moshinmuttaqui".

Moshin Muttaqui  
Planning Manager  
Infrastructure & Land Use Coordination

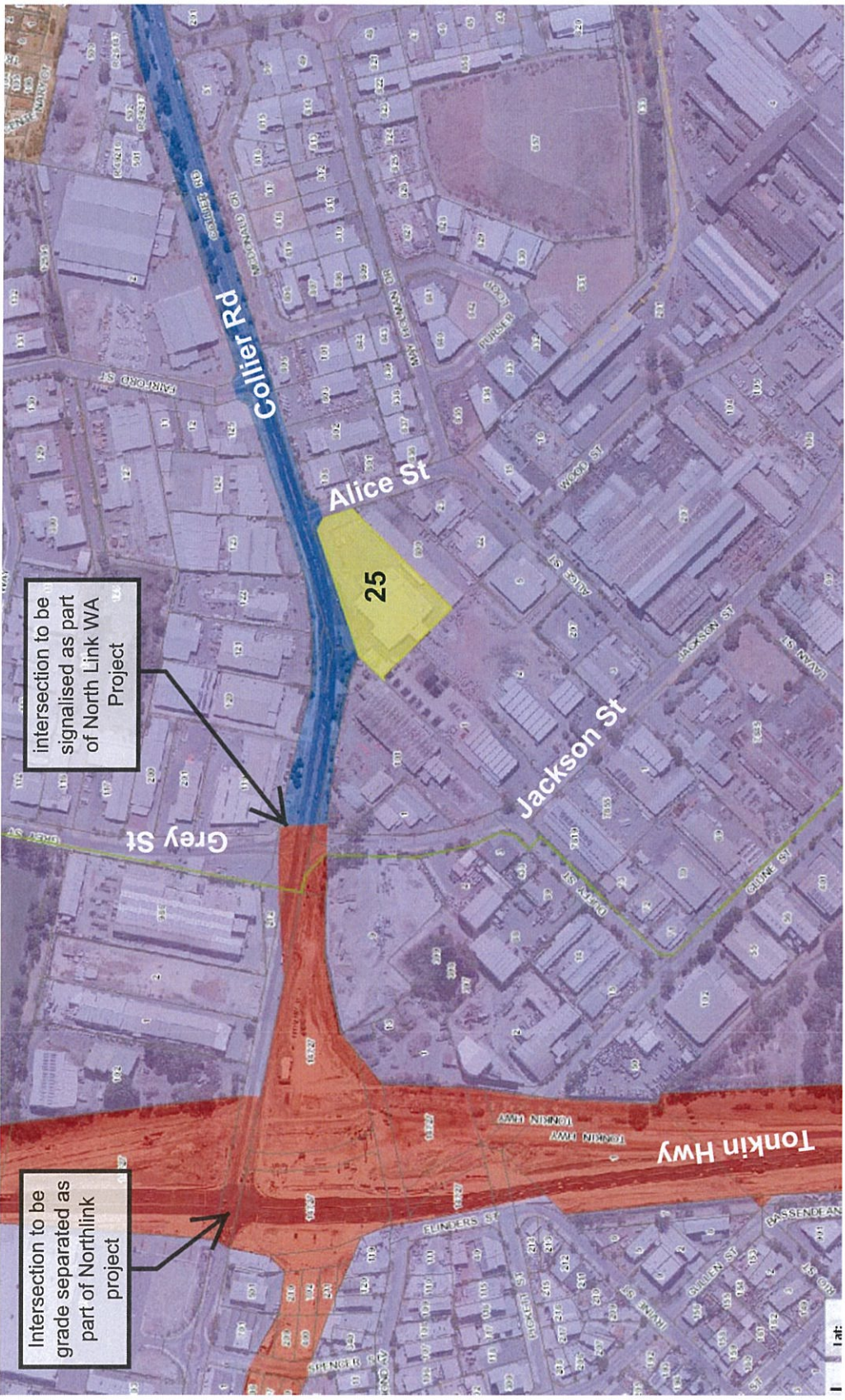
Figure 1. MRS and aerial maps of subject lot



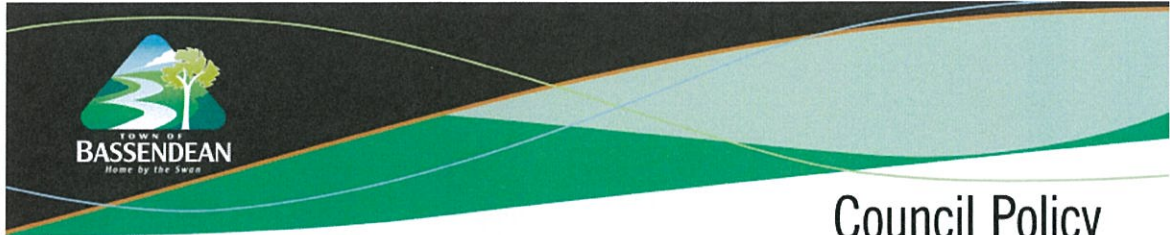
- Subject Lot
- Other Regional Road
- crossover
- movement with the longest delays, lowest LoS and highest saturation



Figure 2. Location map







## Council Policy

### LOCAL PLANNING SCHEME NO. 10

#### LOCAL PLANNING POLICY NO. 6 - INDUSTRIAL ZONES DEVELOPMENT DESIGN GUIDELINES

##### OBJECTIVE

To ensure a high standard of industrial development, in terms of appearance, landscaping, provision of parking and access.

##### APPLICATION

This policy applies to all the land zoned 'Light Industrial' and 'General Industrial' under Local Planning Scheme No. 10.

##### POLICY

All development within the 'Light Industrial' and 'General Industrial' zones shall comply with the following requirements:

##### Building Setbacks

The minimum setback requirements for all buildings within these zones shall be in accordance with those prescribed as follows:

Front	13-00m
Rear	Nil
Side	4.50m one side
Secondary Street	6.00m

##### Plot Ratio Limit and Definition

The maximum plot ratio for a site is 0.75.

Plot ratio is defined as the ratio of the gross total of the areas of all the floor to the land within the site boundaries. In calculating the gross total of the areas of all floors the areas shall be measured over any walls provided that lift shafts, stairs, toilets and amenities, external wall thicknesses, plant rooms and the gross floor area of any floor space used for the parking of wheeled vehicles, including access to and from that space within the building, shall not be included.

### Site Cover

The maximum site coverage permitted to any development excluding loading bay awnings is 50%.

### Vehicle parking

Car parking spaces shall be provided, constructed and maintained in accordance with the provisions of Part 5 of the Scheme, Local Planning Policy No. 8 (Parking Specifications) and the approved plan relating thereto.

### Landscaping

All development within these zones shall be landscaped in accordance with the following requirements

- a) the minimum width of front boundary landscaping shall be 2 metres, except in the case of a corner lot, in which case the minimum shall be 1.0 metres on the secondary street as nominated by Council;
- b) the minimum width of side boundary landscaping (excluding side street boundaries) shall be 1 metre, to be provided from the front boundary to the setback line;
- c) landscaping is to be provided in accordance with Councils landscaping policy as amended from time to time, and shall be maintained by the owner of the lot thereafter.
- d) Shade trees in car parking areas shall be provided at a ratio of 1 per six car parking bays recommended in the Councils' landscaping policy.

### Security Fencing

Where a security fence is proposed on a street lot boundary, it shall be of an open style either mesh fencing or palisade style fencing and setback 2-metres behind the street alignment.

Solid screen fences on industrial sites are only acceptable where located at or behind the 13-metre building line to the front setback area. In the case of corner lots solid screen fencing must be setback 6-metres from the secondary street.

### Service Access

Provision shall be made for service access in the following manner:

- a) a paved accessway shall be provided for vehicles from the street to the rear of and to any other part of the building where provision is made in the external walls of the building for the entry of or the loading or unloading of vehicles;

- b) the access way shall be so constructed that all vehicles using it can enter from and return to a street in forward gear without reversing any part of the vehicle onto a street; and
- c) except as hereinafter mentioned, the access way shall not be less than 4.5 metres in width, unless the size of the lot makes the provision of such an access way impracticable or unreasonable the Council may permit an access way of a narrower width but in no case less than 3.0 metres in width.
- d) the provision of on-site delivery manoeuvring areas where large single axle commercial vehicles can enter and leave the site in forward gear. The manoeuvring area shall be exclusive of car parking bays and the interior of the building.

#### Storage and Refuse areas

The Council may require the provision of one or more areas for the storage of refuse in a development. This area shall be:

- a) screened from view from any public street, and enclosed by a wall of masonry or other approved building material, and being of not less than 1.8 metres in height; and
- b) accessible to service vehicles.

Irrespective of whether a storage area is required for a development, no land shall be used for open storage purposes unless it is screened from view of any public street by a fence or wall built to the specifications and satisfaction of the Council.

#### Building Materials

The facades of all buildings facing public streets shall be constructed of brick, glass, stone, masonry or concrete in respect of the ground floor level. The second floor level, or its equivalent, may be constructed of other material in accordance with the Building Code of Australia.

The use of zincalume sheeting for construction of Industrial buildings is prohibited, unless such buildings or parts of buildings are not visible from any public street, or Council approval is granted to vary this requirement.

#### Floor Area

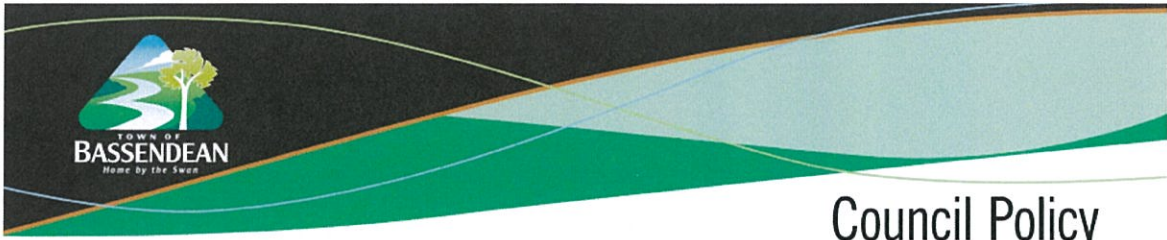
A factory or factory unit shall have a floor area of not less than 100m<sup>2</sup> and each the length and width shall not be less than 6 metres clear between the internal wall surfaces.



### Factory Units

Multiple factory units on one lot shall not be permitted unless the following requirements are complied with:

- a) each factory unit shall have a visually screened service yard of not less than 16m<sup>2</sup> with a minimum depth of 2m adjoining and having connecting access to each unit; and
- b) the internal partition walls between factory units shall be constructed of brick, stone or concrete or other material approved by Council.



## Council Policy

# Local Planning Policy No 15

## Percent for Art Policy

### 1.0 Preliminary

#### 1.1 Citation

This Policy is adopted by the Town of Bassendean as a Planning Policy pursuant to Section 2.4 of Local Planning Scheme No .10.

#### 1.2 Purpose

The Town of Bassendean considers there is a need to protect and enhance the utility, amenity and identity of the public domain of places such as centres, main streets, squares and parks within its municipality.

The purpose of this Policy is to assist in achieving the following objectives:

- a) improving legibility by introducing public art which assists in making streets, open spaces and buildings more identifiable,
- b) enhancing a sense of place by encouraging public art forms which provide an interpretation and expression of the local area's natural physical characteristics and social values,
- c) improving interpretation of cultural, environmental and built heritage,
- d) improving visual amenity by use of public art to screen unattractive views and improve the appearance of places, and
- e) improving the functionality of the public domain through the use of public art to provide appropriate street furniture functions

#### 1.3 Guidelines

Interpretation and implementation of this Policy shall be in accordance with the guidelines for Percent for Art Policy which is provided in Appendix A to this document)

## **2.0 Application**

### **2.1 Public Art to be Required**

The Town of Bassendean shall require eligible proposals to provide public art in accordance with the described method for determining Public Art contributions described hereunder.

### **2.2 Proposals Eligible for Public Art Contributions**

#### **2.2.1 Projects Eligible**

All development proposals for multiple dwellings, mixed use, commercial, civic, institutional, educational projects or public works with a value greater than \$1,000,000\* shall be regarded as eligible proposals under this Policy.

\* Value as used for determining Building Licence fees

#### **2.2.2 Area of Application**

This Policy applies throughout the Town.

The Policy should be read in conjunction with Planning Policy No 1 – Bassendean Town Centre Area Strategy and Guidelines which requires a public realm contribution of 2% of building construction costs for all development in the Town Centre which includes provision for Public Art.

#### **2.2.3 Proponents**

This Policy shall apply to all proponents, with the exception of those exempt from obtaining Local Authority planning approval under other legislation. Those proponents/projects so exempted should utilise this Policy and associated Guidelines as a guide for the implementation of their respective Percent for Art Policy obligations where applicable.

## **3.0 Method of Determining Public Art Contribution**

### **3.1.1 Method of determining Public Art Contribution**

The cost of any Public Art provided under this Policy shall be no less than one percent of the value of the eligible proposal.

### **3.1.2 Form of Public Art Contribution**

Public Art required pursuant to this policy shall be provided in kind. Where requested by the proponent, the Council may alternatively accept a cash-in-lieu payment in accordance with the Town of Bassendean guidelines for Percent for Art Policy.



### **3.1.3 Location of Public Art Contribution**

Public Art provided in-kind pursuant to this Policy shall be provided on site, or on crown land immediately adjacent to the site.

### **3.1.4 Separate Approval Generally Not Required for Public Art**

Public Art provided under this Policy, in fulfillment of a condition of Planning Approval, shall not require a further Development Application.

## TOWN OF BASSENDEAN GUIDELINES FOR PERCENT FOR ART POLICY

### 1.0 Operation and Intent

These Guidelines are adopted by the Town of Bassendean for the purpose of direction for the interpretation and implementation of the Town's Percent for Art Policy.

### 2.0 Implementation of Universal Percent for Art

#### 2.1 Prescribed Areas

The Town of Bassendean has prepared a Public Art Master Plan which divides the Town into precincts, and shows the location of proposed public art works.

#### 2.2 Cash In Lieu

Where the proponent elects, the public art contribution may alternatively be by cash-in-lieu based on the rate described in the Town of Bassendean's Universal Percent for Art Policy. Such cash-in-lieu are to be:

- a) paid to the Town of Bassendean's Public Arts Fund (Percent for Public Art); and
- b) expended on a public art project within the prescribed area in the Public Art Master Plan within which proposal is situated.

Individual funds contributed within a prescribed area may be accrued for more comprehensive or detailed art projects and/or areas as outlined in the Town of Bassendean's Public Art Master Plan.

#### 2.3 Eligible Costs

For the purpose of cash in lieu contributions, costs associated with the production of an art project may include:

- i) professional artist's budget, including artist fees, Request for Proposal, material, assistants' labour costs, insurance, permits, taxes, business and legal expenses, operating costs, and art consultant's fees if these are necessary and reasonable.
- ii) Fabrication and installation of artwork,
- iii) Site preparation,
- iv) Structures enabling the artist to display the artwork,
- v) Documentation of the artwork, and
- vi) Acknowledgment plaque identifying the artist, artwork and development.

## **2.4 Equity, Safety and Universal Access**

Public art should be made accessible to all members of the community, irrespective of their age and abilities. While art in public spaces might be considered primarily a visual experience, it can provide a range of sensory experiences for people with disabilities - artwork can be tactile, aural and give off pleasant smells as well as being visual. Artwork need not be monumental, but can be at heights suitable for people in wheelchairs to touch, move through and explore. Artwork can be interactive play objects for family groups and children. Interpretive signage in an easy to read format, including Braille, will ensure that artworks are inclusive of all members of the community. Where feasible and appropriate to the site and community, the Authority will commission artworks that can be enjoyed as an interactive experience, irrespective of age, mobility or ability.

## **2.5 Exclusions to Public Art**

Art projects ineligible for consideration include:

- i) Business logo.
- ii) Directional elements such as supergraphics, signage or colour coding.
- iii) 'Art objects' which are mass produced such as fountains, statuary or playground equipment.
- iv) most art reproductions.
- v) landscaping or generic hardscaping elements which would normally be associated with the project.
- vi) services or utilities necessary to operate or maintain artworks.

## **2.6 Design Documentation**

The artist will be required to prepare detailed documentation of the artwork at various stages of the commission, design, fabrication and implementation processes. Depending upon the project, the documentation may include concept drawings, maquettes, structural and other engineering drawings, photographic images of works in progress, photographic images of completed and installed work and a maintenance schedule.

## **2.7 Approval of Artwork**

The approval of the Council shall be required prior to the creation and installation of the Public Art. It is preferable that the Council delegate authority to grant approval to the Public Art to an appropriate Officer, or duly appointed panel.

## **2.8 Clearance Process**

The public artwork must be completed and installed prior to the first occupation of the new development, and maintained thereafter by the owner(s)/occupier(s).

Alternatively, Council may accept a suitable agreement prepared at the applicant's expense binding the proponent to complete the works within a specified timeframe.



### **3.0 Maintenance**

#### **3.1 Maintenance and Resistance to Vandalism**

Artworks that are low maintenance, robust, durable and resistant to Vandalism will be encouraged. Artists will be required to present the Town with a maintenance schedule at the completion of the commission.

#### **3.2 Recording**

The public artwork will be registered in the Town's Public Art Inventory once the artwork is completed.

#### **3.3 Decommissioning**

The proponent (or Town where the public art is situated on Crown Land) may decide to remove an artwork because it is in an advanced state of disrepair or damage, because the artwork is no longer considered suitable for the location or for other reasons. In such cases, the Town will prepare a documented archival record of the artwork prior to its removal.

The proponent (or Town where the public art is situated on Crown Land) must make a reasonable attempt to contact the artist at least 28 days ahead of any relocation, sale, alteration or removal of an artwork.

### **4.0 Creative Development Process**

#### **4.1 Creative Design Process**

The proponent will commission artists and coordinate and manage the process by which they work alongside architects, landscape architects, planners and engineers. There will be a variety of approaches resulting in some easily identifiable artworks, and others that will be merged as an integral part of construction. While there is certainly a place for sculpture and civic landmark, there is also room for colour, movement, whimsy and theatre. This policy gives equal value to the purely aesthetic and to the functional.

#### **4.2 Consultation with Stakeholders**

Where appropriate, an invitation should be extended to community members to participate in the artwork process.

Some groups in the community are not comfortable with the expression of interest and tender processes, and will not enter into them without assistance. While artists from these groups will be encouraged to apply for all publicly advertised commissions, there may be opportunities for designating specific commissions for them. In such cases, the selection processes outlined above may be modified and more assistance given to the artists submitting Expressions of Interest or Requests for Proposals.

### **4.3 Collaboration**

There is an expectation that commissioned artists will work in collaboration with other consultants engaged by the Proponent (most commonly, but not exclusively, landscape architects, urban planners and engineers) and that the conceptual and technical requirements of these professionals will be duly regarded by the artist when designing and installing the artwork.

There is an equal expectation that the artists' aesthetic judgement will be respected by other consultants engaged by the proponent. Changes to an artwork, even at concept stage, can only be made with the full knowledge and approval of the artist.

## **5.0 Artists Rights**

### **5.1 Definition of Artist**

Only professional artists will be eligible to carry out public art commissions. As the term 'artist' is self-referencing, for the purposes of this policy a professional visual artist can be defined as a person who fits into at least two of the following categories:

- A person who has a university degree or minimum 3 year full time TAFE Diploma in visual arts, or when the brief calls for it, other art forms such as multi media;
- A person who has a track record of exhibiting their artwork at reputable art galleries that sell the work of professional artists;
- A person who has had work purchased by major public collections, including (but not limited to) the Art Gallery of Western Australia, any of the university collections or Artbank;
- A person who earns more than 50% of their income from arts related activities, such as teaching, selling artwork or undertaking public art commissions.

Sometimes it will be appropriate to be more flexible and seek people other than professional artists to carry out artwork commissions. This may apply in instances when young, emerging and indigenous artists or students may be considered appropriate.

### **5.2 Artist Contract**

The proponent will be required to forward copies of the artist's contract, maintenance schedule and artist contact details to the Town at the commencement of the project. In the case where the proponent is the Town, it shall satisfy itself that these requisites have been satisfied.



### **5.3 Moral Rights**

Since 2000 moral rights legislation has protected artists. In brief, an artist's moral rights are infringed if:

- Their work is not attributed or credited;
- Their work is falsely attributed to someone else; or
- Their work is treated in a derogatory way by distorting, modifying or removing it without their knowledge or consent.

In practical terms this means that all artworks should have the artist's name on or attached to it, that the Town cannot change an artwork in any way without seeking the artist's permission; likewise, cannot remove or re-locate the artwork without seeking the artist's permission. It may be that an artist has moved and the Town cannot find them, but evidence that a reasonable attempt to find the artist must be provided.

The Town will take special care to ensure that acts of restoration or preservation (of artworks) will be conducted in a sensitive manner with prior consultation with the artists. Wherever possible, preservation or restorative works should be carried out by professional conservators.

Special care will also be taken with the moral rights associated with works created by more than one artist, in that it is acknowledged that collaborators on artistic creations can take different views on issues such as relocation and restoration.

### **5.4 Acknowledgement of Artwork**

In line with moral rights legislation, the proponent will install a plaque or plate near each artwork, acknowledging the name of the artist, and the name of the person, agency or company who funded the artwork.

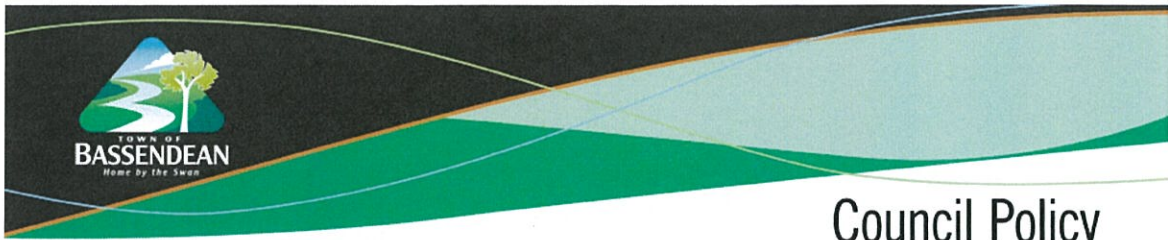
### **5.5 Copyright of Artwork**

Once an artwork has been completed and accepted by the Town, copyright will be held jointly by the Town and the artist. In practical terms this means that the Town has the right to reproduce extracts from the design documentation and photographic images of the artwork for non-commercial purposes, such as annual reports, information brochures about the Authority and information brochures about the artwork. The artist will have the right to reproduce extracts from the design documentation or photographic images of the artwork in books or other publications associated with the artist or artwork.

### **5.6 Fees to Artists**

A fee may be paid to artists invited to submit a Request for Proposal (RFP) and this may be credited to the value of the Public Art required under the Policy. The amount will be at the discretion of the proponent and in proportion to the overall artwork budget. The fee will be paid after the proposal had been submitted, deemed to comply with the requirements and the artist has attended their interview.





## Council Policy

### **LOCAL PLANNING POLICY NO. 16      CONTROL OF ADVERTISEMENTS UNDER THE LOCAL PLANNING SCHEME NO. 10**

#### **1.    PURPOSE OF POLICY**

The principal purpose of this Policy is to provide assistance to the local government when determining an application for planning approval to erect, place or display an advertisement under the Town of Bassendean Local Planning Scheme no 10 (the "Scheme"). The Policy provides this assistance by setting out the standards which apply to different types of advertisement, the considerations which the local government should have regard to in determining an application for planning approval for an advertisement and the conditions which may be appropriately imposed on the approval of an application for planning approval for an advertisement.

This policy has been made in accordance with clause 2.2 of the Scheme. The Policy does not bind the local government in respect of any application for development approval but the local government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making it's determination.

#### **2.    CONSIDERATIONS IN DETERMINING APPLICATION FOR PLANNING APPROVAL**

Considerations relevant to the determination of an application for development approval for an advertisement include:

- the category of advertisement;
- the standard specifications for the category of advertisement;
- the acceptable deviation from the standard specifications;
- the matters which the local government is directed to have regard to under the Scheme; and
- the manner of and the position in which the advertisement is to be displayed.

## 2.1 Categories of Advertisements

An advertisement is to be classified according to the following categories:

*Animated sign* - an advertisement which moves or is capable of moving, or contains moving parts or which changes its message, flashes on and off, chases, scintillates or has a moving, flashing or scintillating border or emblem, and includes a light display for the advertisement.

*Development sign* - an advertisement displayed on a lot which has been approved by the Western Australian Planning Commission for subdivision, advertising the lots for sale but upon which no work has taken place at the time of the application for planning approval of the device.

*Fence sign* - means an advertisement affixed to a fence on land, which advertisement will be visible from outside that land.

*Hoarding* - a detached or detachable structure, other than a pylon sign, that is erected for the sole purpose of displaying an advertisement and includes a wall panel or an illuminated panel but does not include a hoarding within the meaning of section 377 of the *Local Government (Miscellaneous Provisions) Act 1960*.

*Horizontal sign* - an advertisement attached to a building with its largest dimension horizontal.

*Illuminated panel* - a posted or painted advertisement externally illuminated by an artificial source of light.

*Illuminated sign* - an advertisement that is so arranged as to be capable of being lighted either from within or without the advertisement by artificial light provided, or mainly provided, for that purpose.



*Institutional sign* - an advertisement displayed on any land or building used as a surgery, clinic, hospital, rest home, home for the aged, or other place of a similar nature.

*Other advertisement* - an advertisement which is not described by any other category of advertisement referred to in clause 2.1 of this Policy.

*Portable sign* - means a portable free standing sign that only advertises a product or service available on the land on which it is erected, and includes a sandwich board sign consisting of two sign boards attached to each other at the top by hinges or other means, with a sign face not exceeding 1m<sup>2</sup> on each side.

*Projection sign* - an advertisement that is made by the projection of artificial light on a structure.

*Property transaction sign* - an advertisement indicating that the premises on which it is displayed are for sale or for lease or are to be auctioned.

*Pylon sign* - an advertisement supported by one or more piers and which is not attached to a building, and includes a detached sign framework supported on one or more piers to which sign infills may be added.

*Roof sign* - an advertisement displayed on the roof of a building.

*Rural producer's sign* - an advertisement displayed on land used for horticultural purposes and which advertises products produced or manufactured upon the land and includes the property owner's or occupier's name.

*Semaphore sign* - an advertisement supported at one of its ends only.

*Sign infill* - a panel which can be fitted into a pylon sign framework.

*Tower sign* - an advertisement displayed on a mast, tower, chimney stack or similar structure.

*Verandah sign* - an advertisement above, on or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or private land.

*Vertical sign* - an advertisement attached to a building with its largest dimension vertical.



*Wall panel* - a panel used for displaying a posted or painted advertisement.

*Wall sign* - an advertisement which is a sign painted on or directly affixed to the fabric of a wall.

## **2.2 Standard specifications**

In addition to the specifications contained in Table 1, the specifications and requirements for each category of advertisement referred to in clause 2.1 follow.

### **2.2.1 Development signs**

A development sign is to be removed from the site within 2 years of the grant of planning approval for the sign or when all of the lots, by number, in the subdivision being advertised have been sold, whichever is the sooner.

### **2.2.2 Hoardings**

Hoardings should not –

- (a) be displayed in a Residential Zone be displayed any closer than its own height to a thoroughfare or a public place; and
- (b) have any part of it closer than 15 metres to any other advertisement displayed on the same lot.

### **2.2.3 Projection sign**

An application for approval for a projection sign should not be approved if, upon the sign being projected onto a structure, it exceeds the specifications stated in columns 2, 3 and 4 of Table 1.

### **2.2.4 Property transaction sign**

- (1) A property transaction sign advertising an auction shall, if approved -
  - (a) not be erected more than 28 days before the proposed date of the auction;
  - (b) be removed no later than 14 days after the auction, subject property has been sold, or at the direction of the local government whichever is the sooner; and

- (c) where such a sign is erected on land having a frontage to a road that is a main road within the meaning of the *Main Roads Act 1982*, consist of letters not less than 150 mm in height.
- (2) A property transaction sign advertising that flats and dwelling units in a building erected, or to be erected, are, or will be available for letting or for purchase shall, if approved -
  - (a) not be erected before the issue of a building licence for any such building; and
  - (b) not be erected or maintained for a period exceeding three months following completion of any such building, without the prior approval of the local government.
- (3) Any property transaction sign of any description shall be erected on the land to which it relates and not elsewhere.

#### **2.2.5 Roof sign**

A roof sign should not extend laterally beyond the external wall of the structure or building on which it is erected or displayed.

#### **2.2.6 Semaphore sign**

- (1) A semaphore sign should be fixed -
  - (a) at right angles to the wall or structure to which it is to be attached; and
  - (b) over or adjacent to the entrance to a building.
- (2) No more than one semaphore sign should be fixed over or adjacent to any one entrance to a building.

#### **2.2.7 Verandah sign - verandah facia**

A verandah sign fixed to the outer or facia of a verandah shall not project beyond the outer frame or surround of the facia.

### **2.2.8 Verandah sign - under verandah**

A verandah sign under a verandah should be fixed at right-angles to the front wall of the building to which it is to be affixed except on a corner of a building at a thoroughfare intersection where the sign may be placed at an angle with the wall so as to be visible from both thoroughfares.

### **2.2.9 Vertical sign**

A vertical sign where placed on a corner of a building at a thoroughfare intersection, may be placed at an angle with the wall so as to be visible from both thoroughfares.

### **2.2.10 Wall panel**

A wall panel should comprise a framework surround with a lockable transparent cover behind which separate notices may be pinned affixed or painted.

## **2.3 Acceptable deviation**

The local government may exercise its discretion to approve a deviation from the specific standards subject to the applicant demonstrating that the likely affect 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.

## **2.4 Proposed placement of advertisement**

An advertisement should not be displayed where -

- (a) it would detract from the aesthetic environment of a park or other land used by the public for recreation;
- (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;



- (c) in the case of an externally illuminated advertisement, the light would not be directed solely onto the device and its structural surround and the light source be so shielded that glare would not occur or extend beyond the advertisement and cause the driver of any vehicle to be distracted;
- (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
  - (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.
- (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;
- (f) it significantly obstructs or obscures the view of a river, the sea or any other natural feature of beauty; or
- (g) it would detrimentally affect the amenity of the area.
- (h) It would detrimentally affect the significance and aesthetics of a Heritage Area or a place on the Heritage List.

TABLE 1 - STANDARD SPECIFICATIONS

Advertisement	Max height of device M	Max length/width of device m	Max area.m <sup>2</sup>	Min Headroom m	Max height above ground m	Projection max mm	Setbacks front m	Setbacks side M	Other Setbacks M	Minimum distance between ads	Location
Animated signs	1.5	1	3	2.4	6.0		2	1	6		
Development sign	4	5	20	1.0	5.0		15	10	15-		Development sites
Fence sign	1	20					2 x height	1			On fence
Hoarding			36	1.0			15				Non residential sites
Horizontal sign Height above thoroughfare				2.4		0.6		1			Fixed on wall Not to be fixed within 0.6m of end of wall
Less than 7.6 7.6 to 9.0 9.1 to 12 More than 12(if there is no roof sign on the building)	0.6 0.7 0.9 4.5										
Illuminated sign	5	3	5	2.4	6.0	900	2	1	36		
Institutional sign			3								
Other advertisement	6	8	30	-	6.0		6	3	6		As approved
Portable sign	1										A business may erect not more than one portable sign that does not project into the thoroughfare and is displayed during normal hours of business.
Projection sign	12	12	90	-	12.0						- Transaction site
Property transaction sign											
(a) Dwellings	3	4	5								
(b) multiple dwellings, shops, etc	4	5	20		5.0						
(c) large properties	6	8	30		6.0						
Pylon sign	6	2	4	2.4	6	900	1	2	6		Min 6m clearance of another sign

Advertisement	Max height of device M	Max length/width of device m	Max area.m <sup>2</sup>	Min Headroom m	Max height above ground m	Projection max mm	Setbacks front m	Setbacks side M	Other Setbacks M	Minimum distance between ads	Location
Roof sign				-					-		Not to extend beyond walls of buildings Roof signs will be subject to a structural engineers certificate Maximum height of roof sign 30m
Height of main building above ground level											
3.7 to 4.5	0.9										
4.5 to 6.0	1.2										
6.0 to 12	2.0										
12 to 18	3.0										
18m+	4.0										
Semaphore sign	0.6	0.9		2.4	3.6	900	-	1	-		
Tower sign	20% of mast, tower or chimney	width of mast, tower, chimney, or structure where sign affixed		2.4							
Verandah sign	0.8	4	3	-	5	Nil	-	-	-		
-above facia	-	6	4	-	-	Nil					
-on facia				2.7	-	Nil					
-below facia	0.3	2.4									
Vertical sign				0.3		600				3.6	Not to be fixed within 1,8m of end of wall, or project more than 1.0m above the wall to which it is affixed
Wall panel	1.5	1.5	3	-	3.0	100	-	-	-		
Wall sign	3	8	12	1.0	5.0	100	-	-	-		



## **LOCAL PLANNING POLICY NO. 18    LANDSCAPING WITH LOCAL PLANTS**

### **Background**

Landscaping is the term used to describe any vegetation and associated structures such as rockeries, ponds, sleepers and walls. It includes turf and grasses. Landscaping can enhance privacy, act as a natural cooling system for homes, soften the built form, create visual relief and generally improve the aesthetic appeal of new and existing developments. In addition to this, landscaping with local native vegetation can help to protect biodiversity and natural heritage values and contribute to a 'sense of place' for the area.

Landscaping can be a major component of urban renewal programs providing a boost for the local economy by stimulating business. Local plant themes can be incorporated into the landscaping of major roads, shopping centres, public transport routes, civic buildings and new developments.

The replacement of local native vegetation with exotic landscaping, coupled with the associated increase in water and fertiliser use, has an impact on water quality and the health of the Swan-Canning catchment.

### **1.1 Citation**

This policy is adopted by the Town of Bassendean as a Planning Policy pursuant to Section 2.4 of Local Planning Scheme No. 10.

### **1.2 Purpose**

The purpose of this policy is to assist the Town of Bassendean to promote the protection and enhancement of natural resources within the region by prescribing minimum standards for landscaping with local native plants.

### **1.3 Application of this policy**

This policy applies to all applications that require planning consent under the Local Planning Scheme and require landscaping to be provided.

This policy has limited effect to applications based on Council's Energy Efficient Design Policy which encourages deciduous trees and plants to be provided in certain circumstances to aid summer shading.

## 1.4 Objectives

The objectives of the Town of Bassendean's 'Landscaping with Local Plants Policy' are to:

- provide development applicants with guidance as to the standard of landscaping expected by Council;
- build pride in the Town of Bassendean's natural environment and foster a 'sense of place' in the community through appropriate landscaping;
- Reduce threats to biodiversity by avoiding plant selection that may lead to future environmental weed problems;
- create visual stimulus and contrast between natural and built features;
- soften the impact of the built form;
- maintain and further promote the amenity and resultant quality of life provided for residents of the Town of Bassendean;
- promote better utilisation of water resources and the development of practices which conserve water; and
- minimise the extent of fertilisers leaching into drains and waterways, and in turn maintaining water quality within the Town.

## 1.5 Requirements

Landscape plans illustrating all landscaped areas must be prepared ideally by a professional landscape designer or qualified horticulturalist or landscape architect and submitted for Council's approval. Plans must focus on the use of local species and are to be prepared to a scale of not less than 1:200 and should show:

- street frontages, neighbouring buildings and fence lines;
- contours – both within the site and for the adjoining verge;
- reticulation details (type and method of operation);
- details of ground treatment for all common areas (for example; grass, paving, ground covers, mulch);
- plant legend, including the number of plants and species name including pot-size of plants at the time of planting; and
- accurate details of existing tree positions, with further detail for trees over 2m in height (species, trunk diameter, drip line and crown height).



Vegetation should be of sufficient size and spacing to meet the objectives of the policy within two years and landscaped areas must be developed in accordance with the approved plan and maintained thereafter for a period of twenty-four months

The following web site is one useful resource that shows local plants that are endemic to the area <http://www.apacewa.org.au/nursery>.

## **1.6 Relationship to LPS**

This policy complements the Local Planning Scheme No. 10, the Residential Design Codes of Western Australia. This policy should be read in connection with:

1. Council's Street Tree Removal and Replacement Policy, Amenity Tree Evaluation Policy which controls trees within the verge area adjoining development sites;
2. Council's Verge treatment policy; and
3. Council's policy on the Retention of Trees on Development Sites.

Under the Local Planning Scheme No. 10, each application for planning approval is to be accompanied by:

1. The existing and proposed ground levels over the whole of the land the subject of the application and the location, height and type of all existing structures, and both the structures and vegetation proposed to be removed; and
2. The nature and extent of any open space and landscaping proposed for the site.

Under the Residential Design Codes each application for planning approval is required to be accompanied by an existing site analysis plan showing:

1. The position, type and size of any tree exceeding 3m in height; and
2. The street verge, including footpaths, street trees, crossovers, power poles and any service such as telephone, gas, water and sewerage in the verge.



# **ATTACHMENT NO. 6**

15 Bridson Street,  
Bassendean, WA 6054  
9<sup>th</sup> April 2017

Bassendean Council Planning Dept.  
48 Old Perth Road,  
Bassendean WA 6054

Your Ref: DABC/BDVAPPS/2017-005

Subject: Application for Extension of Time Period for Removal of Patio...

To whom it may concern

I wish to apply for approval to extend the time period to remove the Patio by a further 30 (thirty) days. It is my intention to dismantle the patio and retain the excellent materials for future use. We have limited storage space on our property, however suitable storage becomes available in mid-May where we can store the patio materials in a safe manner.

I believe the request for a time extension to be fair and reasonable as my alternative would to use our garage space and park our car out on Bridson Street.

Regards

Kevin Prior

Handwritten signature of Kevin Prior in black ink, written in a cursive style.

0466566517







# **ATTACHMENT NO. 7**



# Management Plan Surrey Street Community Centre

Incorporating the Pensioner Guard Museum



Prepared by Graeme Haggart  
Director Community Development  
April 2017



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## 1.0 INTRODUCTION

The 1 Surrey Street Community Centre (Centre) comprises the Town's municipal museum, featuring metropolitan Perth's sole remaining Pensioner Guard Cottage, and unconnected community access areas.

This management plan is to define the management structure and working relationships with principal users.

This management plan is envisaged to be phased in over time from establishment of relationships, to building capacity and then to embarking on collection development and other products.

## 2.0 GOVERNANCE

### 2.1 Centre Management

The Centre is managed by a part time (0.6FTE) Centre Coordinator employed by the Town. The Centre Coordinator will be resident at the Centre and will have principal roles of:

- Managing the Centre, including access and use;
- Growing the Town's collection of Pensioner Guards', and other, historic items;
- Maintaining and evolving the permanent historic display;
- Developing temporary displays for within and external of the museum;
- Liaising with the Bassendean Historical Society (BHS) and their volunteers on public access matters and the museum;
- Promoting the museum to schools, the community and groups in the community and developing educative and informative programmes and publications;
- Preparing annual budgets for income and expenditure; and
- Responsible for maximizing grant funding and other income generating initiatives.

### 2.2 Organisational Structure

The Centre Coordinator will report to the Manager Recreation and Culture.

The Centre Coordinator and Local Studies Librarian are expected will develop close working relationship albeit they report to different managers.

### 2.3 Reporting Structure

The Centre Coordinator will report on the Centres performance to the Liveable Town Advisory Committee as the vehicle to Council.

While the BHS is represented on the Local Studies Collection Management Committee, it was deemed the purpose of this Committee is narrow and defined and while the museum element may well be reporting via this Committee, the overall Centre is better aligned to reporting through the Liveable Town Advisory Committee.



## **2.4 Management Systems**

Given the Coordinator reports to the Manager Recreation and Culture, all policies, procedures and management systems and supports already in place with managing the Town's community access facilities (booking systems, key holder systems, cleaning contract supervision, facility and garden maintenance systems, accounting systems, records management systems, IT systems and more) are well established, practiced and capable of expanding to accommodate the new Centre.

## **2.5 Principal Tenants**

Two principal user groups are anchor tenants in the Centre:

- Bassendean Historical Society; and
- Fibrant: The textile artists arm of the Bassendean Arts Council.

### **2.5.1 Bassendean Historical Society (BHS).**

BHS has, since the 1990's, regularly opened and supervised access to the Pensioner Guard Cottage. With the expanded facility, the BHS will retain this function. A new agreement will be required in acknowledgement of the increased role scope and function requirements. It is accepted the BHS are currently in a low functioning mode with limited membership and capacity. They will require current and ongoing volunteer recruitment and training assistance from the Town. This will be provided by the Town's professional volunteers service headed up by the Senior Community Development Officer (Volunteers).

Recruitment drives will be conducted as required through the wider Volunteers WA network; from the Pensioner Guards Association; and from local interested residents. The BHS will work closely with the Centre Coordinator on research projects and support the development of the collection and displays. The BHS will collaborate with the Centre Coordinator on Museum Group Bookings. Promoting and administering group bookings will be a volunteer role of the BHS. An office will be provided for their purposes.

The Town currently meets the cost of the BHS public liability insurance. This is expected to be continued.

### **2.5.2 Bassendean Arts Council (Fibrant).**

Fibrant will have booked-access to the community access area and "Studio". An office will be provided in the Studio for their purposes. Storage in the Studio can be available by agreement with the Centre Coordinator.

### **2.5.3 Other User Groups.**

The Centre has been designed to facilitate key holder access to the community access areas while the separate museum is secured and inaccessible. This will facilitate evenings and weekend use of the community access areas only.

## **3.0 CENTRE ELEMENTS**

### **3.1 Museum**

#### **3.1.1 Mission and Vision**

The Town of Bassendean municipal museum is to celebrate the role of pensioner guards in colonial life in West Guildford (Bassendean) and provide a:

- Permanent interpretation rooms and exhibition of life during colonial and precolonial times;
- Educate and engage – community on matters colonial, pre-colonial and of life and times of Bassendean over the years; and
- Collect and Preserve – artefacts and valuable items relevant to the community of the Town.

#### **3.1.2 Resources and constraints**

##### **3.1.2.1 Staffing**

The principal staffing of the museum during open hours will be by volunteer members of the BHS who will be the museum customer service advocates, greeting, informing and responding to visitors' questions and needs. The Town will work with the BHS to recruit, train and provide support for members to ensure the BHS becomes and remains a vibrant and dynamic organisation with adequate members available for the purpose. A minimum of 2 Bassendean Historical Society members will be required at any one time to have the museum opened. Over time and when able, the BHS members will work on specific agreed research projects with the Centre Coordinator to grow the knowledge base and enhance the permanent display and to develop temporary exhibitions for both within the museum and for external of the museum. Teams will be established to develop and maintain the temporary exhibitions.

##### **3.1.2.2 Collections**

The Town currently does not have a collection of any value or scale. It is envisaged that in time the Town will promote for and receive donations and bequeaths to build a collection of value. The Centre Coordinator will negotiate the role of the BHS with storage, cataloguing and preserving items.



### **3.1.2.3 Exhibits**

The permanent interpretation rooms and exhibit will feature descriptive panels depicting various elements of importance in the Town's past. The Cottage will be set out as a colonial "day in the life" display. It is accepted the display will unlikely be authentic to 1850's and will require signing accordingly. A program of temporary exhibitions will be staged in the museum and promoted locally and regionally as appropriate.

### **3.1.2.4 Marketing.**

The Bassendean municipal museum has its own branding: Featuring a guard in silhouette. In time, marketing campaigns will be prepared including for donations to the collection; promoting the permanent interpretation/exhibition; and for each temporary exhibition and event/activity. The cost will be considered in the annual budget adopted by Council.

## **3.1.3 Target audience**

### **3.1.3.1 Local residents**

Only a proportion of local residents are expected to visit the museum. Attendees in the inaugural 12 months of operation are likely to be predominantly curious local residents. Thereafter and ongoing, new local residents are likely to be regular in number but visits recoded is likely to be limited. Local residents are however, likely to form the bulk of the special event/temporary exhibition attendees.

### **3.1.3.2 Tourists**

Being as the museum features the only remaining Pensioner Guard Cottage in metropolitan Perth, there exists opportunity to market the museum for domestic and inbound tourists. The museum adds to the tourism opportunities available in the region (including the Rail Heritage Museum and the historic Guildford at the gateway to the Swan Valley), further enhancing the regions appeal as a tourism destination.

### **3.1.3.3 Children**

School group tours will be considered core business and be promoted accordingly. Educative programs linked to curriculum with teaching packages and resources will be developed. Temporary exhibitions could include children's works or collaborations.



### **3.1.3.4 Seniors**

Seniors' tours are also likely to be considered core business. On site hospitality facilities will add to the facilities appeal to the Seniors' cohort.

### **3.1.3.5 Visitor data**

Collection of visitor data will be via a door count, feedback form and register book. Evaluation and audience research to be a function of the BHS.

### **3.1.3.6 Entry fee**

Free entry fee is envisaged although the BHS will be permitted to accept donations.

## **3.1.4 Museum Programmes**

### **3.1.4.1 Permanent Interpretation/Exhibition**

Will be in place at opening and focus on the Pensioner Guards. Much of the display will be interpretive signage. Over time, with the growth in the collection, the display will be "filled out" by items from the collection. The Cottage will be a standing exhibition depicting colonial "life and times".

### **3.1.4.2 Temporary Exhibitions**

A temporary exhibition room is provided to accommodate specially established displays. A rolling program of displays will be effectively promoted as a tool to attract patronage.

### **3.1.4.3 Collection**

The Town currently does not have a collection of any substance. It is envisaged the Centre Coordinator in collaboration with the BHS will over time develop a collection. Storage of the collection will be within the Studio in the first instance. A long term solution to storage will be considered based on need. As the collection will be owned by the Town, collection management will be the responsibility of the Centre Coordinator.

### **3.1.4.4 Classes/Lectures/Workshops/Demonstrations**

The Centre Coordinator and BHS will host a series of "extension" activities designed to attract patronage and support the Centres relevance and be linked to the RELax Program (Leisure Courses).

### **3.1.4.5 Publications**

Publications are envisaged to be developed in collaboration with the BHS members from lesson worksheets and teacher curriculum supports, to brochures and other publications.

### **3.1.4.6 Online activities**

An increasingly important feature of the museum will be with its online presence, both a website and social media presence.

## **3.2 Community Access Areas**

Indoor and outdoor areas have been designed to accommodate activities and functions of varying kind operating simultaneously. A Centre Coordinators office "bridges" the elements in the Centre.

Given the Centre sits within an urban framework, connectivity with, and sensitivity to, neighbours will be a function of the Centre Coordinator, ensuring positive relations are retained.

Spaces include:

- Community access room;
- Studio;
- Enclosed covered area; and
- Lawn.

### **3.2.1 Community Access Room**

This 37m<sup>2</sup> room includes access to a kitchen, store room and office (likely for BHS). The room will accommodate regular bookings by Fibrant, Playgroups, RELax Program (Leisure Courses) activities and Community Group meetings and be the site of the museum's Classes/Lectures/Workshops/Demonstrations. It is envisaged the room will also be demanded for casual bookings for activities and smaller private functions. This venue is expected to be heavily demanded and booked through the week, week nights and weekends. A fee for use will be determined by Council with the Fees and Charges annually.

### **3.2.2 Studio**

The Studio comprises a 24.36m<sup>2</sup> activity area and an office/store. Fibrant will likely be provided access to the office/store for their purposes and also access to the activity area on a booked arrangement. As the collection grows, the activity space will progressively be required for storage and conservation. Shelving racks will be required for this purpose.



### **3.2.3 Enclosed Covered Area**

Bridging the two buildings, the enclosed covered area will operate as a casual seated café, serviced by outwardly facing shutters from the Community Access Room Kitchen: This area can be used for hospitality for group bookings to the museum and for School groups as a congregation area and weather protected class room. As it connects with the Community Access Room, it can be used to increase the size of events the Centre can accommodate (to approximately 60 adults).

### **3.2.4 Lawn**

The lawn area will provide outdoor activity opportunity such as fair weather lectures, Fibrant activity and for Schools use.

## **3.3 Common elements**

### **3.3.1 Bookings**

All bookings, be they group bookings for the museum or room hire, are to be confirmed and managed by the Centre Coordinator. Enquiries for museum group bookings will be administered by the BHS and confirmed by the Centre Coordinator. Regular room bookings will be called for annually in line with the system in place for all the Town's community halls, and confirmation of booking dates provided in November for the following year. A room hire bookings management system will be maintained by the Centre Coordinator. Accounting system/fees collection will be as per the system in place for all community halls. Casual bookings will be accommodated around the regular hirers. All of the Centre is accessible for the ambient impaired.

### **3.3.2 Funding**

#### **3.3.2.1 Operating revenue/expenditure**

The Town will consider the cost of operating the Centre annually. This will include a series of expense accounts covering all operational requirements: Staffing and staffing costs; utilities, cleaning and facility and gardens maintenance; insurances; cost of exhibitions/extension activities; marketing; and overhead costs. Income accounts will include facility rental; grants; extension activity fees and other income. Establishing the inaugural budget will be a function of the draft 2017/18 budget process.

#### **3.3.2.2 Grants**

The Centre Coordinator will be expected to offset operating expenses by seeking grants and other external income and will be a requirement of the annual budgeting process.



### **3.3.3 Parking**

Onsite parking is limited. An access drive exists for deliveries and collections and disabled parking. Verge parking in Surrey Street and the nearby Point Reserve upper level car park will be the predominant parking for the Centre. Parking congestion at peak demand times (ie temporary display openings) will require ongoing engagement with surrounding residents.

### **3.3.4 Cleaning, Garden Maintenance and Waste Management**

The Town's cleaning contract will be extended to include the Centre. The Cleaning contractor is supervised by Asset Services. Bins will be put out and retrieved by the Cleaner. Asset Services will provide garden maintenance.

# **ATTACHMENT NO. 8**



TOWN OF  
**BASSENDEAN**  
*Home by the Swan*

**CODE OF CONDUCT**

**FOR COUNCILLORS  
COMMITTEE MEMBERS  
&  
EMPLOYEES**

Adopted by Council 24 March 2015  
Reviewed by Council 26 April 2017





**DRAFT TOWN of BASSENDEAN  
CODE OF CONDUCT - COUNCILLORS, COMMITTEE MEMBERS AND EMPLOYEE**

*As part of our Quality System, documents are checked then approved prior to distribution.*

*You are requested not to photocopy or reproduce this document without first consulting with the Chief Executive Officer as to its status.*

<b>DOCUMENT NAME:</b>	<b>Code of Conduct for Councillors, Committee Members and Employees</b>
<b>DOCUMENT REFERENCE:</b>	<b>(CMS/Corporate Documents/Council Policies/Code of Conduct/Code of Conduct 2017</b>
<b>DISTRIBUTION:</b>	<b>Public Document Councillors and Staff Staff on Appointment</b>
<b>ISSUE NUMBER:</b>	<b>3</b>
<b>DATE OF ADOPTION:</b>	<b>24 March 2015</b>
<b>LAST UPDATED:</b>	<b>26 April 2017</b>
<b>CHECKED &amp; APPROVED BY:</b>	<b>Chief Executive Officer</b>

**AMENDMENT STATUS**

<b>Amendment Number</b>	<b>Date of Amendment</b>	<b>Reference and Details of Amendment</b>	<b>Approved By</b>
1	24 March 2015	Section 2.0, General Principles and Ethical Standards, new last paragraph regarding Social Media.	R Jarvis
2	26 April 2017	Review of document – Adopted by Council at OCM-00/04/17.	R Jarvis



## **VISION 2030**

By the Year 2030, the Town is widely recognised as an ideal, highly accessible urban hub location in which to participate in a cohesive, vibrant, and diverse community lifestyle and thriving local business economy within a high quality built and natural environment.

## **OUR VIRTUES**

The Town of Bassendean's virtues reflect how we should perform and behave in our day-to-day work and service to the community. They are the heart of our organisation and guide and help us when making decisions on how we strive to lead and serve the community.

### **➤ Team Work**

Providing support to one another, working cooperatively and respecting one another's view. Conflict is brought up into the open and dealt with constructively.

### **➤ Professionalism**

Take pride and ownership in all that we do and say. At all times we act with integrity, being reliable and responsible, mutual respect for others' expertise. We do not upset one another intentionally, always endeavouring to present negative feedback constructively.

### **➤ Respect for Others**

Value each other's differences. Demonstrate mutual respect, supporting diversity of skills, backgrounds and perspectives.

### **➤ Honesty**

Being open, honest and reliable in everything we do. All concerns are constructive with solutions offered. Each employee is entitled to express their views without interruption.



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## **1.0 INTRODUCTION**

The Code of Conduct provides a framework for behaviour that must be observed in the wide range of interactions and scenarios experienced in the conduct of the Town of Bassendean activities. The Code of Conduct does not establish a rule for every situation, but provides guidance and a basis of expectation for good public administration by council members, committee members and employees of the Town of Bassendean.

The Code of Conduct does not override or affect legislation applicable to the operations of the Town of Bassendean, in particular the Local Government Act 1995, and the Local Government (Rules of Conduct) Regulations 2007.

This Code of Conduct applies to every individual council member, committee member and employee of the Town of Bassendean.

## **2.0 GENERAL PRINCIPLES AND ETHICAL STANDARDS**

The local community and the public in general are entitled to expect that the following general principles should be used to guide council members, committee members and employees of the Town of Bassendean in their behaviours:

- a) act with reasonable care and diligence;
- b) act with honesty and integrity;
- c) act lawfully;
- d) avoid damage to the reputation of the Town of Bassendean;
- e) be open and accountable to the public;
- f) base decisions on relevant and factually correct information;
- g) treat others with respect and fairness; and
- h) not be impaired by mind affecting substances.

The Public Sector Commission has developed a range of practical tools to assist people with good decision making. These are simple but fundamental questions that are central to ethical and accountable public sector decision making.

1. Am I doing the right thing?
2. How would others judge my actions?
3. How could my actions impact on others?
4. Should I discuss this with someone else?

The Local Government (Rules of Conduct) Regulations 2007 is the principal set of regulations governing the behaviour of Elected Members of Council.



### 3.0 CONDUCT OF COUNCIL MEMBERS, COMMITTEE MEMBERS & EMPLOYEES

#### 3.1 Roles and Personal Behaviour

The role and behaviour of council members and committee members is different to the role of employees of the Town of Bassendean.

##### **Council and Committee Members**

In essence, the Council decides policy objectives and the results it desires to achieve and, subject to any specific directions from the Council, the CEO (and employees) has responsibility to put these policy decisions into practical effect.

Council and Committee members are expected to:

- (a) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code of Conduct;
- (b) make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct in the performance of their committee duties, which may cause or is likely to cause any reasonable person unwarranted offence or embarrassment;
- (c) respect the title of elected office, referring to the Mayor and Councillors by their formal title whilst in the public arena, and thereafter as circumstances dictate. The Mayor is to be addressed as either Mr/Madam Mayor or His/Her Worship the Mayor;
- (d) always act with fidelity to the committee and not publicly reflect adversely upon any decision of the committee, the Council in terms of its consideration of committee agenda items or those officers who support the committee in their role as committee support members;
- (e) not take advantage of their position to improperly influence any other person in order to gain undue or improper (direct or indirect) advantage or gain, pecuniary or otherwise, for themselves or for any other person or body. Similarly, council members, committee members and employees shall not take advantage of their position to improperly disadvantage or cause detriment to the local government or any other person.
- (f) not be absent from three (3) consecutive ordinary meetings of a committee of which they are a member, except while on approved leave of absence.
- (g) prepare for, attend and actively participate in strategy and briefing sessions as well as Council meetings;
- (h) be a member of at least one Council committee consisting of council members only and prepare for, attend and actively participate in its meetings.



**DRAFT TOWN of BASSENDEAN  
CODE OF CONDUCT - COUNCILLORS, COMMITTEE MEMBERS AND EMPLOYEE**

- (i) Council and committee members should represent and promote the interest of the community as a whole.

## **Employees**

A prime responsibility of employees of the Town of Bassendean is to assist (through the CEO) council and committee members in their decision-making role. Employees should always provide frank and professional advice without fear or favour.

Employees will recognise that council members' and committee members' views and opinions reflect viewpoints that should be considered in conjunction with professional opinion. Employees will therefore make every effort to assist council members and committee members in the performance of their role, and with the support of the CEO, achieve the satisfactory resolution of issues that members may raise in the performance of their official role.

Conduct that is required of employees includes (but is not limited to):

- act within the limits of their delegation, consistently with the terms of the code, the law, and local government policy and procedures;
- perform their duties and provide advice honestly, impartially and in the best interests of the local government and community;
- comply with all lawful and administrative practices that are consistent with local government policy and procedure;
- treat members of the public, fellow employees and local government members with respect, courtesy, honesty and fairness, having regard for their interests, rights, safety and welfare; and
- report to the workplace appropriately attired and 'fit for work', which includes not being under the influence of alcohol or other drugs while at the workplace.

### **3.2 Official Information, Recordkeeping and Communications**

The Town of Bassendean has a number of policies relating to Official Information, Recordkeeping and Communications. These include:

- Policy 6.9 Publications by Individual Councillors
- Policy 6.12 Communication and Consultation with Community Stakeholders
- Policy 6.22 Councillor Contact with Administration
- Policy 6.23 Recordkeeping Plan
- Policy 6.25 Councillors' contact with Developers

These policies are available on the Town of Bassendean's website at:

[www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Policies/Leadership and Governance.pdf](http://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Policies/Leadership and Governance.pdf)





The policies are to be used by Councillors and staff to ensure integrity, security and appropriate communications of local government information.

In addition to the above policies, it is appropriate that councillors, committee members and employees abide by the following principles:

- ensure that information obtained or created is trustworthy and accurate;
- ensure that information is accurately recorded and stored consistently with relevant laws and the Recordkeeping Plan;
- apply due diligence in the collation and assessment of relevant information;
- only use any information by the local government impartially and in good faith;
- not make improper use of any information acquired by the local government to gain advantage or cause detriment for anyone;
- not misrepresent the policies or use organisational information improperly to gain advantage for someone;
- not disclose any information discussed during a confidential session of a local government meeting unless it ceases to be confidential;
- exercise caution when participating as private citizens in public debate and commentary so as not to be perceived as representing their local government, unless authorised; and
- exercise caution in using social media to ensure that in their communications they do not act contrary to the General Principles and Ethical Standards, or breach the Code of Conduct requirements. The misuse of information, or confidential information, gained as a council member, committee member or employee, to cause detriment to the Town or another person or to gain directly or indirectly an advantage for another person, applies to communications by social media as well and could result in prosecution under Section 5.93 of the Local Government Act 1995 which carries penalties of \$10,000 or imprisonment for 2 years.

### **3.3 Use of Confidential Information**

All documents of the Town of Bassendean that are marked 'CONFIDENTIAL' or 'NOT FOR PUBLICATION' or any information or documentation that is not in the public domain and marked with a clear message that the document is intended for the recipient only, are confidential to the Town of Bassendean and shall not be published, copied, reproduced or the contents released to another person, in whole or in part, in any manner whatsoever.



Due discretion shall be exercised by all those who have access to confidential or sensitive information. Every matter dealt with by, or brought before, a meeting sitting behind closed doors, shall be treated as strictly confidential, and shall not without the authority of the Council be disclosed to any person other than the council members and/or employees of the Town (and in the case of employees only so far as may be necessary for the performance of their duties) prior to the discussion of the matter at a meeting of the Council held with open doors.

*The matters that are dealt with by Council and closed to the public (confidential matters) are included in section 5.23(2) & (3) of the Local Government Act.*

Nothing in this section prevents a council member from disclosing confidential information:

- To a legal practitioner for the purpose of obtaining legal advice; or
- If the disclosure is permitted by law.

### **3.4 Procurement and use of Public Resources**

The Town expects all employees to perform their duties efficiently and utilise public resources prudently. Purchases and use of goods and services should only be made in a fair and equitable manner and appropriately recorded. All employees are required to comply with the requirements of the Procurement Procedure Manual as amended from time to time.

#### **Procurement**

The Town also has a Purchasing Policy, which is available on the website at:

[www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Policies/Leadership and Governance.pdf](http://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Policies/Leadership%20and%20Governance.pdf)

The Policy objectives are as follows:-

1. Meets the requirements of the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* to establish a framework of operational standards for contracts to purchase goods and services;
2. Sets out the requirements for acceptable forms of quotation, and the recording of documents and information, for contracts to purchase goods and services;
3. Is designed to ensure that the Town receives value for money as a result of its purchasing activities; and
4. Aims to deliver a high level of accountability whilst providing a flexible, efficient and effective and transparent procurement framework.



Key outcomes are:

- ensuring value for money in Town of Bassendean contracting and purchasing;
- ensuring there is transparency in Town of Bassendean contracting and purchasing;
- minimising the risk to the Town of Bassendean from purchasing and contracting through the application of a robust risk management mechanism ensuring that the products and services it purchases are in line with the Town's objectives for a sustainable future and that can support markets for environmentally preferred products and services, support products with minimum packaging and contribute to improved environmental quality and progress towards sustainability;
- ensure that the purchasing framework promotes the sustainable use of resources and reduce negative impacts; and
- to efficiently manage the replacement of the Town of Bassendean's vehicle fleet.

### **Public Resources**

The Town expects that councillors, committee members and employees must consider the following when considering the use of the Town's resources:-

- effective, economical and honest use and management of the resources in the course of their duties;
- compliance with applicable legislation, and policies and procedures when using or committing resources;
- no improper use of public resources for direct or indirect personal gain or in such a way as to improperly cause a detriment, whether financial or otherwise;
- no use of public resources for partisan political purposes;
- operation, maintenance and secure storage of equipment and property in accordance with manufacturer's specifications and its value; and
- reporting any damage to, or loss of, property or equipment immediately to management.

*Applicable legislation - the provisions of the Local Government (Financial Management) Regulations 1996 in relation to procedures for making and receiving payments, and the Local Government (Functions and General) Regulations 1996 in relation to tender and procurement.*

*The Town of Bassendean Procurement Procedure Manual 2016.*



## 4.0 CONFLICT AND DISCLOSURE OF INTERESTS

Council members, committee members and employees will comply with the requirements for the disclosure of interest as described in the Local Government Act 1995. Councillor and relevant persons should note their requirements under sections 5.60A, 5.60B, 5.61 and 5.62 of the Local Government Act 1995.

### 4.1 Conflict of Interests

The community expects that councillors, committee members and employees will perform their official duties in the public interest and that they will not improperly use their position or authority for personal gain or to improperly cause detriment to others. Actual, potential and perceived conflicts of interest can arise from a number of sources, including friends, relatives, close associates, financial investments, personal circumstances and past employment.

The following '6Ps' were developed by the WA Integrity Coordinating Group to assist employees to assess whether they have an interest that they are required to disclose as it could pose a potential, actual or perceived conflict of interest. In the first instance, employees could be asked to understand the '6Ps' and ask themselves the following questions:

- **Public duty versus private interest**  
*Do I have personal or private interests that may conflict or be perceived to conflict with my public duty?*
- **Potential**  
*Could there be benefits for me now, or in the future, that could cast doubt on my objectivity?*
- **Perception**  
*Remembering that perception is important, how will my involvement in the decision or action be viewed by others? Are there risks associated for me or my organisation?*
- **Proportion**  
*Does my involvement in the decision appear fair and reasonable in all the circumstances?*
- **Presence of mind**  
*What are the consequences if I ignore a conflict of interest? What if my involvement was questioned publicly?*
- **Promises**  
*Have I made any promises or commitments in relation to the matter?  
Do I stand to gain or lose from the proposed action or decision?*



The Town of Bassendean expects that councillors, committee members and employees should ensure that there is no actual or perceived conflict or incompatibility between the important fulfilment of their public or professional duties and either their personal interests or those persons closely associated to them.

Section 5.60-5.62 of the Local Government Act provides for the specific Disclosures of Interest for councillors and committee members and employees. In particular, this relates to:

- **When a person has an interest** - deals with a relevant person or closely associated person.
- **Financial Interest** - results in a financial gain, loss or detriment for the person.
- **Proximity Interest** - land which the person has any estate or interest and is:
  - adjoining the person's land;
  - common boundary;
  - across a thoroughfare; and
  - part of a thoroughfare that has a common boundary with the person's land.
- **Indirect Financial Interest**- financial relationship with the person.
- **Closely associated persons**- defines the manner of a closely associated person and includes:
  - partnerships;
  - employer;
  - beneficiary under a trust;
  - body corporate; and
  - family member or de facto partner if the spouse or de facto partner living with the relevant person.

Section 5.63 of the Local Government Act provides for some interests that need not be disclosed by councillors, committee members or employees.

### **Employees**

Employees of the Town should ensure that there is no actual or perceived conflict or incompatibility between their professional duties and either their personal interests or those persons closely associated to them.

- a) All employees have a duty of fidelity and good faith towards the Town.



**DRAFT TOWN of BASSENDEAN  
CODE OF CONDUCT - COUNCILLORS, COMMITTEE MEMBERS AND EMPLOYEE**

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An employee must make written disclosure and receive written permission from the CEO before acting in or taking up an interest (direct or indirect) in any capacity in any trade, business or occupation whatsoever, other than the business of the Town, that may interfere with or compromise the employee's performance.

In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of public duties must be scrupulously avoided.

- b) Employees must notify the CEO in writing prior to undertaking a dealing in land in the area of the Council (other than purchasing the principal place of residence, or site for such purpose.)
- c) Employees who exercise a regulatory, inspectorial or other discretionary function must make disclosure before dealing with relatives or close friends and, whenever possible, or in doubt, should disqualify themselves from dealing with those persons. This disclosure must be made to their Director.

#### **4.2 Disclosure of Interest (Affecting Impartiality)**

- 1. Councillors, committee members and employees are required to disclose any interest, where the interest could, or could reasonably be perceived to, adversely affect the impartiality of the employee having the interest and includes an interest arising from kinship, friendship or membership of an association.
- 2. Where a council and or committee member or employee has an interest in a matter that may affect impartiality, and that matter is to be discussed at a council or committee meeting that person shall disclose the nature of the interest:
  - a) in writing to the CEO before the meeting; or
  - b) at the meeting immediately before the matter is discussed.
- 3. Where an employee who has given advice, or will give advice in respect to any matter to be discussed at a council or committee meeting but not attended by the employee, the employee shall disclose the nature of any interest the employee has in the matter:
  - a) in a written notice given to the CEO before the meeting; or
  - b) at the time the advice is given.
- 4. The employee is exempt from the requirement to disclose an interest in 2 or 3 above if:
  - a) the employee's failure to disclose occurs because the employee did not know he or she had an interest in the matter; or





- b) the employee's failure to disclose occurs because the employee did not know the matter in which he or she had an interest would be discussed at the meeting and the employee discloses the nature of the interest as soon as possible after becoming aware of the discussion of the matter.
5. Where an employee has made a written disclosure as required by 2 or 3 above to the CEO, then:
- a) The CEO is to provide the written notice to the presiding person of the meeting; and
  - b) immediately before the matter is discussed at the meeting, the presiding person is to advise the meeting of the disclosures and its nature.
6. If:
- (a) to comply with a requirement made under subregulation (2), the nature of a person's interest in a matter is disclosed at a meeting; or
  - (b) a disclosure is made as described in subregulation (4)(b) at a meeting; or
  - (c) to comply with a requirement made under subregulation (5)(b), a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting,

the nature of the interest is to be recorded in the minutes of the meeting.

## **5.0 DISCLOSURE OF GIFTS, NOTIFIABLE GIFTS & TRAVEL CONTRIBUTIONS**

In general, council members, committee members and employees shall not seek or accept (either directly or indirectly) any immediate or future gift, reward, donation, hospitality or benefit (referred to generically as gifts for the following paragraphs) for themselves or for any other person or body as a result of their employment with, or appointment to a committee of, the Town of Bassendean.

Attached at Annexure 1, are 4 flowcharts dealing with gifts and contributions to travel that have been developed by Civic Legal and the City of Vincent. These charts are a practical guide for councillors, committee members and employees and are designed to show which of the provisions apply to them.

For the purposes of this section of the Code of Conduct, the following applies:

## 5.1 Gifts

(1) In this regulation:

**'activity involving a Town of Bassendean discretion'** means an activity:

- \* that cannot be undertaken without an authorisation from the Town of Bassendean; or
- \* by way of commercial dealing with the Town of Bassendean.

**'gift'** has the meaning given to that term in section 5.82(4) of the Act, except that it does not include:

- \* a gift from a **relative**, as defined in section 5.74(1) (a) & (b) of the Act; or
- \* a gift that must be disclosed under regulation 30B of the *Local Government (Elections) Regulations 1997*; or
- \* a gift from a statutory authority, government instrumentality or non-profit association for professional training;

**'notifiable gift'**, in relation to a person who is a council member, means:

- \* a gift worth \$300 or more; or
- \* a gift that is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth between \$50 and \$300;

**'prohibited gift'**, in relation to a person who is a council member, means:

- \* a gift worth \$300 or more; or
- \* a gift is one of 2 or more gifts given to the council member by the same person within a period of 6 months that are in total worth \$300 or more.

(2) A person who is a council member must not accept a prohibited gift from a person:

- who is undertaking or seeking to undertake; or
- who it is reasonable to believe is intending to undertake,

an activity involving the Town of Bassendean's discretion.

(3) A person who is a council member and who accepts a notifiable gift from a person:



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- who is undertaking or seeking to undertake; or
  - who it is reasonable to believe is intending to undertake activity involving the Town of Bassendean's discretion must, within 10 days of accepting the gift, notify the CEO of the acceptance in accordance with sub regulation (4).
- (4) Notification of the acceptance of a notifiable gift is to be in writing and is to include:
- (a) the name of the person who gave the gift; and
  - (b) the date on which the gift was accepted; and
  - (c) a description, and estimated value, of the gift; and
  - (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and;
  - (e) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition):
    - a description; and
    - estimated value; and
    - the date of acceptance,

of each other gift accepted within the six-month period.

The CEO must maintain a register of gifts in which details of notices received under sub regulation (4) are recorded and can be viewed by the public at 48 Old Perth Road, Bassendean.

When estimating the value of the gift it is important that the full value is taken into consideration, this includes all hidden costs. The cost should also include that of a partner, if the partner has been invited to accompany the employee, council member or committee member.

Nothing within the Code prevents gifts from being received by an employee, council member or committee member that exceeds \$300, provided the gift remains the property of the Town.

## **5.2 Disclosure of gifts**

- (1) A person who is a council member must disclose each gift received by the person during the transitional period.- *means the period beginning on 1 July 2015 and ending at the close of assent day;*
- (2) The disclosure is to be made in writing to the CEO;
- (3) The disclosure is to be made within 28 days after assent day;
- (4) The disclosure is to include the following:
  - (a) a description of the gift;





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- (b) the name and address of the person who made the gift;
  - (c) the date on which the gift was received;
  - (d) the estimated value of the gift at the time it was made; and
  - (e) the nature of the relationship between the person who is a Council member and the person who made the gift.
- (5) Nothing in this regulation requires a person to disclose a gift received by the person if:
- (a) the amount of the gift did not exceed \$200 unless:
    - (i) the gift was one of 2 or more gifts made by one person at any time during the year; and
    - (ii) the sum of those 2 or more gifts exceeded \$200; or
  - (b) the donor was a relative of the person.
- (6) For the purposes of sub regulation (5)(a), the amount of a gift comprising property, other than money, or the conferral of a financial benefit is to be treated as being an amount equal to the value of the property or the financial benefit at the time the gift was made.
- (7) The CEO must maintain a register of gifts received during the transitional period in which details of disclosures made under this regulation are recorded.  
*[Regulation 14 inserted in Gazette 4 Mar 2016 p. 661-2.]*

### **5.3 Disclosure of travel contributions**

- (1) A person who is a Council member must disclose each travel contribution received by the person during the transitional period.
- (2) The disclosure is to be made in writing to the CEO.
- (3) The disclosure is to be made within 28 days after assent day.
- (4) The disclosure is to include the following:
  - (a) a description of the contribution;
  - (b) the name and address of the person who made the contribution;
  - (c) the date on which the contribution was received;
  - (d) the estimated value of the contribution at the time it was made;
  - (e) the nature of the relationship between the person who is a council member and the person who made the contribution;
  - (f) a description of the travel; and
  - (g) the date of travel.
- (5) Nothing in this regulation requires a person to disclose a travel contribution if:
  - (a) the contribution was made from Commonwealth, State or local government funds; or
  - (b) the contribution was made by a relative of the person; or



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- (c) the contribution was made in the ordinary course of an occupation of the person which is not related to the person's duties as a council member; or
- (d) the amount of the contribution did not exceed \$200 unless:
- (i) the contribution was one of 2 or more contributions made by one person at any time during the year; and
  - (ii) the sum of those 2 or more contributions exceeded \$200;
- or
- (e) the contribution was made by a political party of which the person was a member and the travel was undertaken for the purpose of political activity of the party, or to enable the person to represent the party.
- (6) For the purposes of sub regulation (5)(d), the amount of a contribution (other than a financial contribution) is to be treated as being an amount equal to the value of the contribution at the time the contribution was made.
- (7) The CEO must maintain a register of travel contributions received during the transitional period in which details of disclosures made under this regulation are recorded.

## **6.0 FRAUDULENT OR CORRUPT BEHAVIOUR**

Community confidence in local government decision making can be lost when fraudulent or corrupt behaviour occurs. To ensure against the risk of fraudulent or corrupt behaviour, the Town's councillors, committee members and employees are expected to:

- not engage in any fraudulent or corrupt behaviour;
- report any information about actual or potentially fraudulent, corrupt or illegal activities to their manager or chief executive officer;
- report suspected breaches of the Code of Conduct;
- Abide by the Town's policies and procedures;
- Not engage in any deliberate or intentional wrongdoing that is improper, dishonest or fraudulent and includes:
  - conflict of interest;
  - failure to disclose acceptance of gifts or hospitality;
  - acceptance of a bribe;
  - misuse of internet or email;
  - release of confidential or private information or intellectual property;

- fraudulent or corrupt conduct that will target the Town from internal or external parties;
- the misappropriation of assets;
- the manipulation of financial reporting (either internal or external to the Department); and
- corruption involving abuse of position for personal gain.

This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit.

The theft of property belonging to an entity by a person or persons internal to the entity by where deception is not used is also considered 'fraud' for the purposes of this Standard.

*Applicable legislation: The Local Government Act 1995 and subsidiary legislation, The Criminal Code, Corruption, Crime and Misconduct Act 2003 and Public Interest Disclosure Act 2003; the Department of Local Government and Communities Fraud and Corruption Control Framework.*

## **6.1 Breaches of the Code by employees**

Any person who has reason to believe that the personal behaviour of an employee breaches the standards of conduct set out in the Code, may refer the matter to the CEO or their Manager or Director, who will consider the matter and deal with it in accordance with the procedures or practices of the Town and any applicable law concerning employees.

Any person who has reason to believe that the personal behaviour of the CEO breaches the standards of conduct set out in the Code, may refer the matter to the Director of Corporate Services, who will consider the matter and deal with it in accordance with the procedures or practices of the Town and any applicable law.

Each report of a breach is to be dealt with quickly and fairly in accordance with the principles of procedural fairness.

## **6.2 Breaches of the Code by Elected Members and Committee Members**

A breach by an elected member of the *Local Government (Rules of Conduct) Regulations 2007* may be reported to the Town's Complaints Officer (the CEO) in accordance with the prescribed Complaints Form as determined from time to time. Such complaints will be dealt with under Division 9 of Part 5 of the *Local Government Act 1995*.

Any person who has reason to believe that the personal behaviour of an elected member breaches the standards of conduct set out in the Code, other than those matters set out in the *Local Government (Rules of Conduct) Regulations*





2007, may refer the matter to the CEO, who will consider the matter and deal with it as he or she sees fit.

Any person who has reason to believe that the personal behaviour of a committee member breaches the standards of conduct set out in the Code, may refer the matter to the CEO, who will consider the matter and deal with it as he or she sees fit.

### **6.3 Reporting Misconduct to the Corruption & Crime Commission**

The CEO, being a 'principal officer of a notifying authority' (for the purposes of the *Corruption and Crime Commission Act 2003*) has a statutory obligation to report to the Corruption and Crime Commission:

- (a) a allegation of misconduct ; or
- (b) any situation that otherwise comes to his or her attention involving misconduct,

where the CEO suspects on reasonable grounds concerns or may concern misconduct and is of relevance or concern to the CEO in his or her official capacity.

Notwithstanding, any elected member, committee member, employee or any other person may report directly to the Corruption & Crime Commission any matter which that person suspects on reasonable grounds concerns or may concern misconduct that:

- (a) has or may have occurred;
- (b) is or may be occurring;
- (c) is or may be about to occur or
- (d) is likely to occur.

Section 4 of the *Corruption and Crime Commission Act 2003* defines the instances when 'misconduct' occurs. Misconduct occurs if:

- (a) a public officer corruptly acts or corruptly fails to act in the performance of the functions of the public officer's office or employment;
- (b) a public officer corruptly takes advantage of the public officer's office or employment as a public officer to obtain a benefit for himself or herself or for another person or to cause a detriment to any person;
- (c) a public officer whilst acting or purporting to act in his or her official capacity, commits an offence punishable by 2 or more years imprisonment; or
- (d) a public officer engages in conduct that:
  - (i) adversely affects, or could adversely affect, directly or indirectly, the honest or impartial performance of the functions of a public authority or public officer whether or not the public officer was acting in their public officer capacity at the time of engaging in the conduct;

- (ii) constitutes or involves the performance of his or her functions in a manner that is not honest or impartial;
- (iii) constitutes or involves a breach of the trust placed in the public officer by reason of his or her office or employment as a public officer; or
- (iv) involves the misuse of information or material that the public officer has acquired in connection with his or her functions as a public officer, whether the misuse is for the benefit of the public officer or the benefit or detriment of another person,  
and constitutes or could constitute:
- (v) an offence against the *Statutory Corporations (Liability of Directors) Act 1996* or any other written law; or
- (vi) a disciplinary offence providing reasonable grounds for the termination of a person's office or employment as a public service officer under the *Public Sector Management Act 1994* (whether or not the public officer to whom the allegation relates is a public service officer or is a person whose office or employment could be terminated on the grounds of such conduct).

Section 3 of the *Corruption and Crime Commission Act 2003* defines 'serious misconduct' as misconduct of a kind described in section 4(a), (b) or (c) of the *Corruption and Crime Commission Act 2003*.

#### 6.4 Public Interest Disclosure Act 2003

The *Public Interest Disclosure Act 2003* facilitates the reporting of public interest information and provides protection for those who report this information under that Act.

The Town:

- (a) does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Town, by its members, employees or contractors;
- (b) is committed to the aims and objectives of the *Public Interest Disclosure Act 2003*;
- (c) strongly supports disclosures being made by elected members, committee members or employees as to corrupt or other improper conduct;
- (d) will take all reasonable steps to provide protection to elected members, committee members and employees who make disclosures from any detrimental action in reprisal for the making of a public interest disclosure; and
- (e) does not tolerate any of its elected members, committee members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.



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Elected members, committee members and employees are encouraged to contact the Town's nominated Public Interest Disclosure Officer to seek guidance on their disclosure and to lodge completed Public Interest Disclosure forms.

A person who makes an appropriate disclosure of public interest information to the Town's nominated Public Interest Disclosure Officer under section 5 of the *Public Interest Disclosure Act 2003*:

- (a) incurs no civil or criminal liability for doing so;
- (b) is not, for doing so, liable:
  - (i) to any disciplinary action under a written law;
  - (ii) to be dismissed;
  - (iii) to have his or her services dispensed with or otherwise terminated; or
  - (iv) for any breach of duty of secrecy or confidentiality or any other restriction on disclosure (whether or not imposed by a written law) applicable to the person (Section 13).

If you require assistance with the interpretation or clarification of any part of this document please contact the Director Corporate Services on 9377 8012 or email [mcostarella@bassendean.wa.gov.au](mailto:mcostarella@bassendean.wa.gov.au).



## Annexure 1 – Flow Chart Guide Council Members & Employees

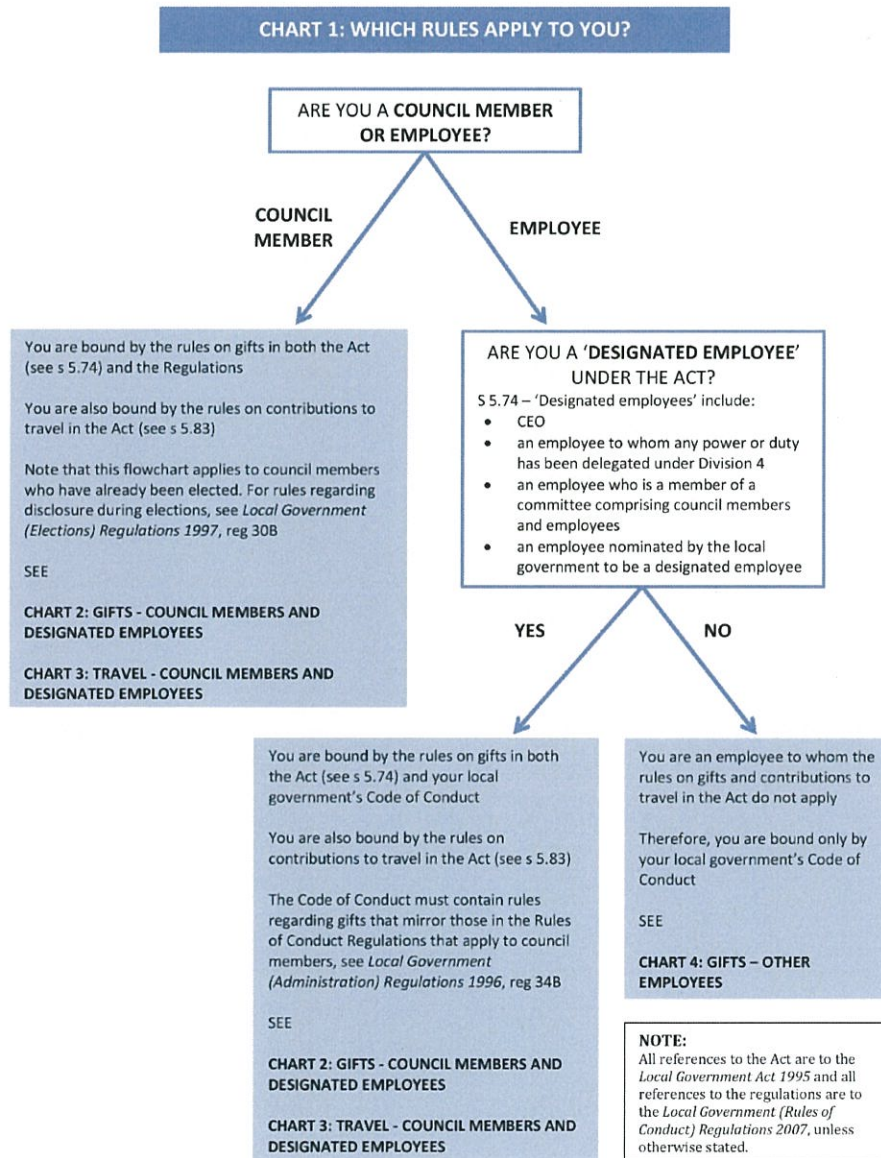
Created by  
  
CIVIC LEGAL

This flowchart is one of a series of four

Commissioned by  
  
CITY OF VINCENT

### DEALING WITH GIFTS AND CONTRIBUTIONS TO TRAVEL

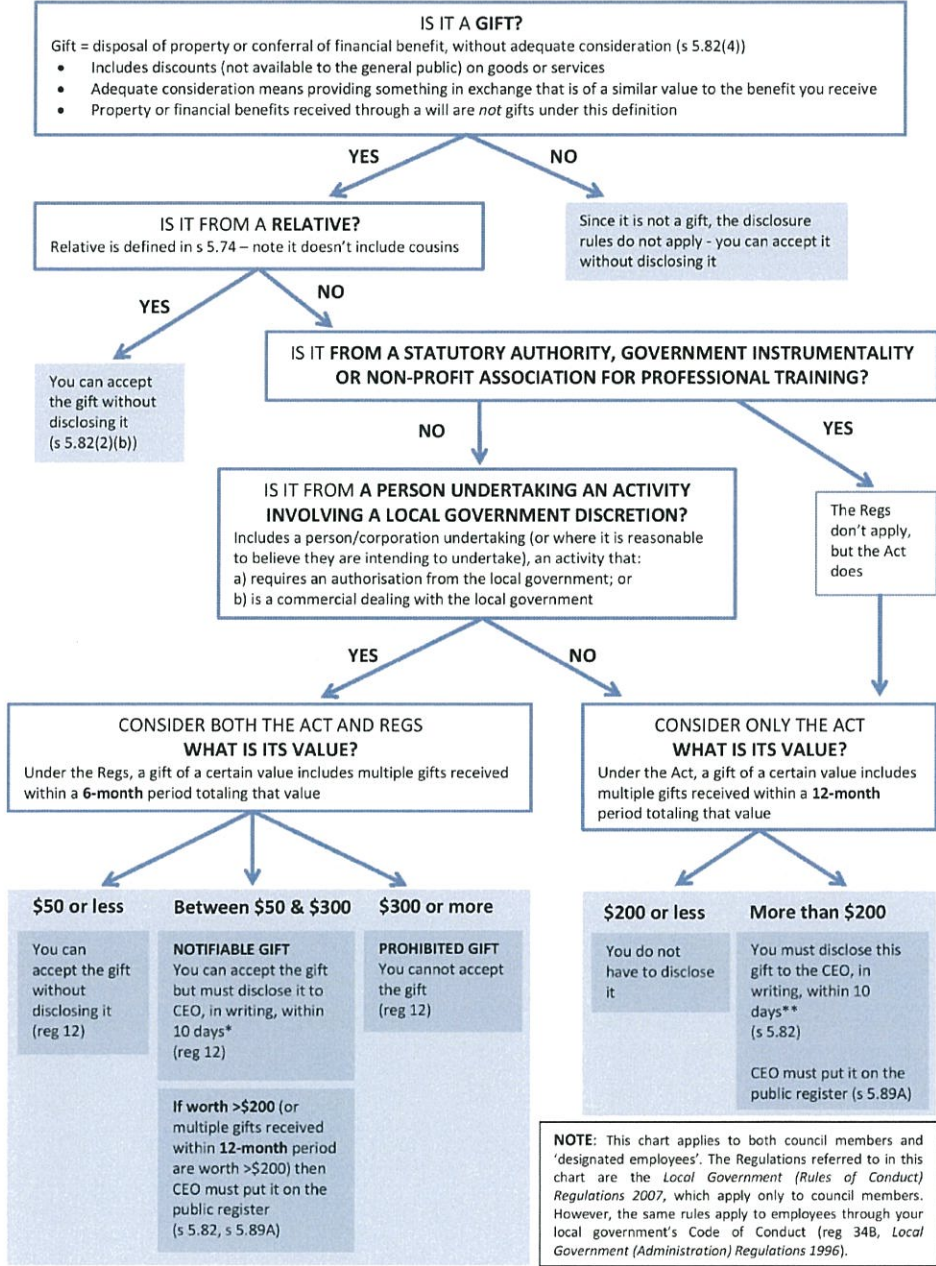
A Four-Chart Guide for Council Members and Employees



**DISCLAIMER**

This flowchart is only a guide. Please refer to the relevant sections of the Act and Regulations and seek legal advice for your particular circumstances.  
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**CHART 2: GIFTS - COUNCIL MEMBERS AND DESIGNATED EMPLOYEES**

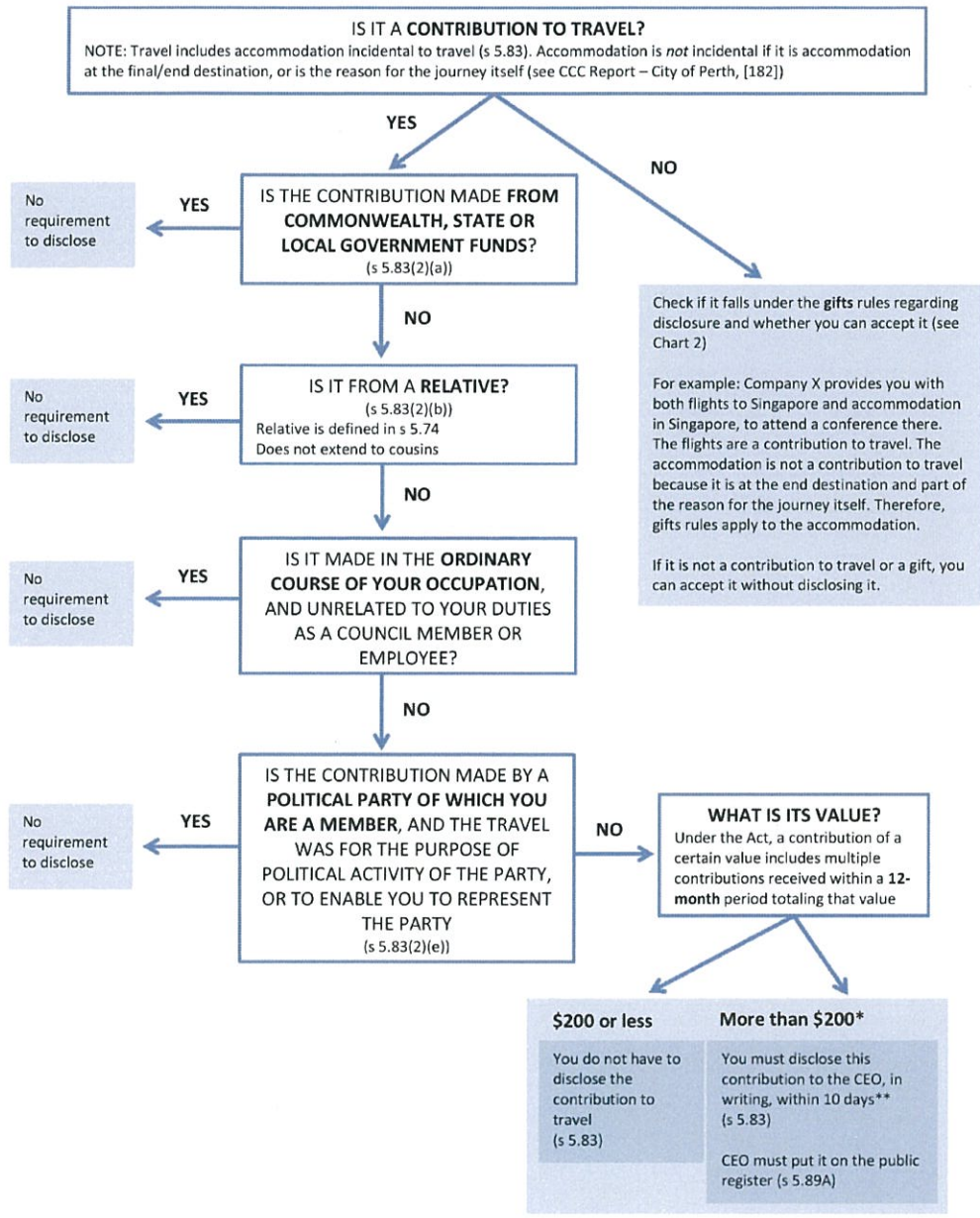


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\* See reg 12 for specific disclosure requirements  
\*\* See s 5.82(1) for specific disclosure requirements



**CHART 3: TRAVEL - COUNCIL MEMBERS AND DESIGNATED EMPLOYEES**

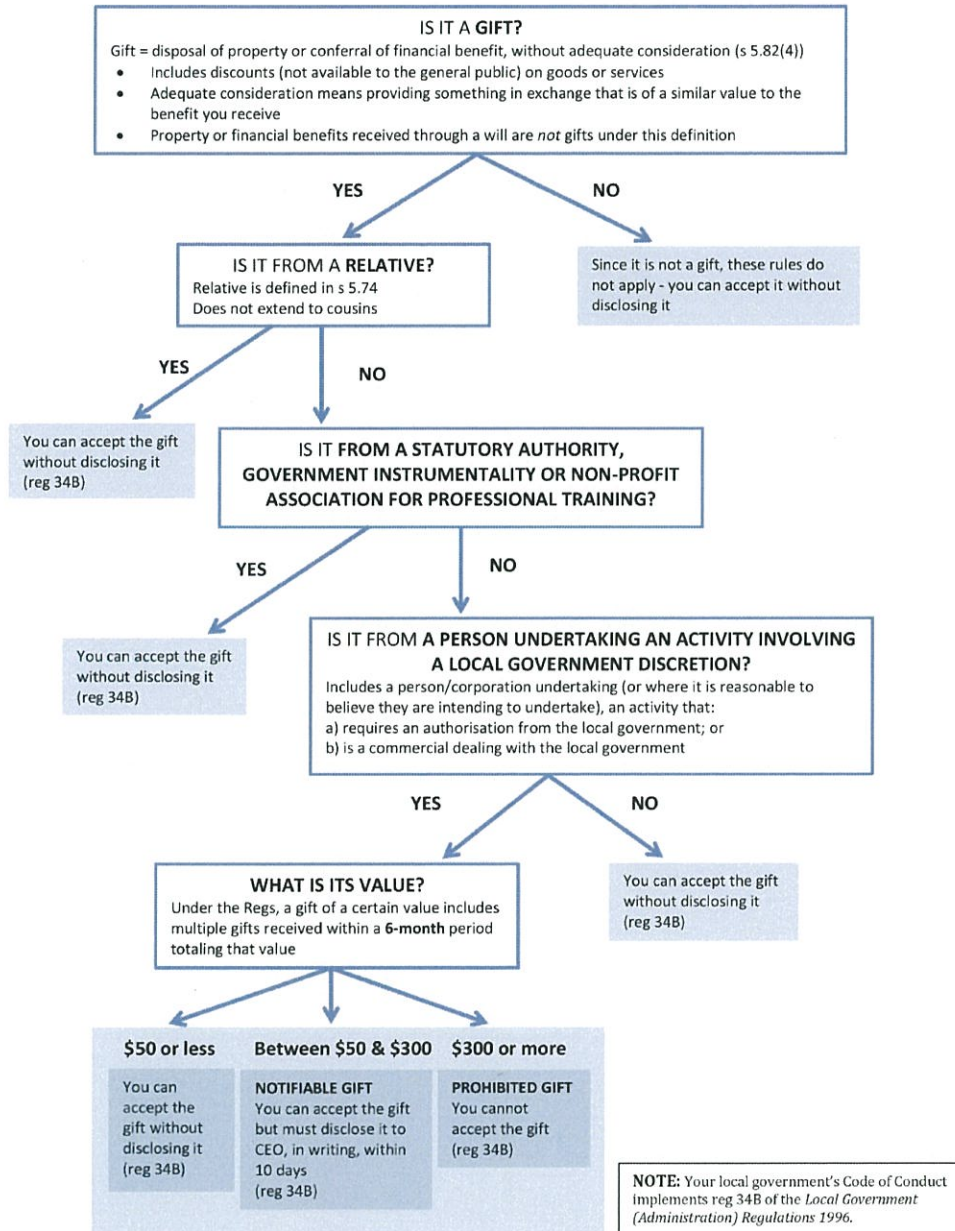


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\* Disclosure limits are set by reg 26, *Local Government (Administration) Regulations 1996*  
\*\* See s 5.83 for specific disclosure requirements



**CHART 4: GIFTS - OTHER EMPLOYEES**



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## Annexure 2 – Code of Conduct Declaration

# CODE OF CONDUCT DECLARATION

**Declaration:**

I \_\_\_\_\_

have read and understand the conditions of the Town of Bassendean Code of Conduct and hereby agree to abide by the requirements of this document.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

*Note: Please sign and date the above declaration and return.*





