

ATTACHMENTS

BRIEFINGS SESSION AGENDA

18 SEPTEMBER 2018

Attachment No. 1:

Lot 5 (No. 101) West Road, Bassendean

- Site and Elevation Plan
- Applicant justification letter
- Site photos

Attachment No. 2:

Figures 1 and 2 from the Amendment Report.

Attachment No. 3:

Success Road - pictures of obstructing powerpoles

Attachment No. 4:

Whitfield Street

- Cul-de-sac Design Drawing No. W1517200-SK01
- Cul-de-sac Turning Movement for Service Vehicles - Drawing No. W151720-SK08
- Slow Point Treatment Concept Design - Drawing No. W1517200-SK01

Attachment No. 5:

- Sandy Beach Reserve Site Plan
- Sample Architectural Plan of Structure
- AES Information Sheet

Attachment No. 6:

- Photos - Option 1 and Option 2
- Site Map (Fountain location)

Attachment No. 7:

- Culture & Context - 1 Surrey St. Stakeholder Workshop Report
- SIA Architects Pty Ltd revised 2C Schematic Plan
- Lotterywest – 10 September 2018 letter of extension
- Child & Adolescent Community Health Services – 13 September 2018 letter of support

Attachment No. 8:

- Canteen and Change Room Proposal
- Change Room and Storage Plans – Cricket Plan

Attachment No. 9:

- Letter requesting a waiver of hire fees
- Reserve Hire Form and Certificate of Currency
- Event Application Form

Attachment No. 10:

Summary of Contributions table following the 14 August 2018 Councillors' Information Workshop

Attachment No. 11:

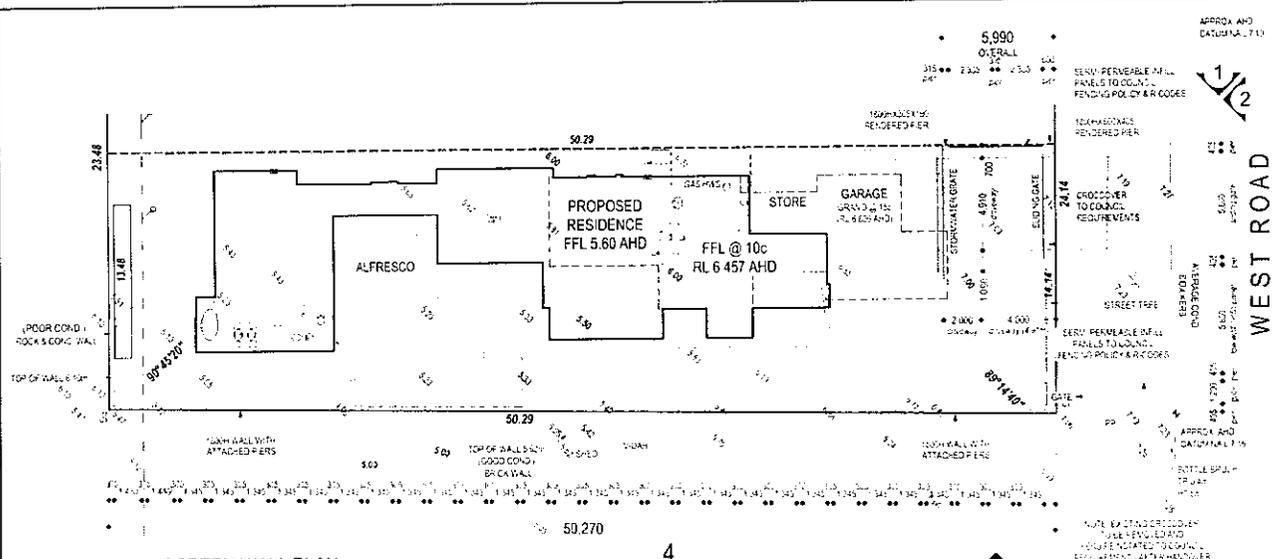
- Revised draft Policy
- Funding Guidelines – Community Group Funding & Old Perth Road Markets Equipment and Minor Capital Works Projects

Attachment No. 12:

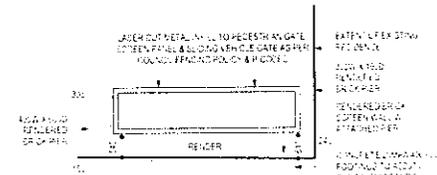
Minutes of the Bassendean Local Emergency Management Committee meeting held 5 September 2018.

Confidential Report and Confidential Attachments No. 1 to 4

ATTACHMENT NO. 1

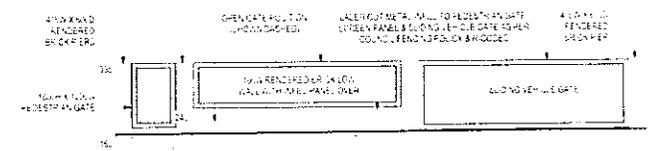


SITE / SCREEN WALL PLAN
1:200



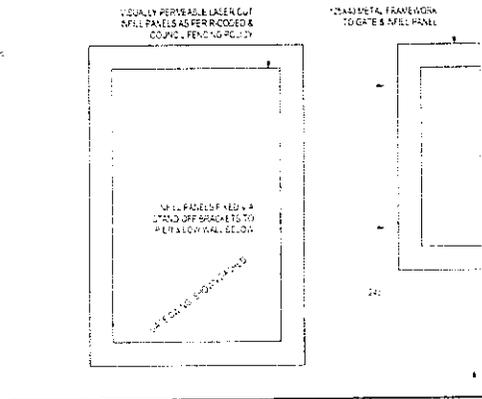
ELEVATION 1
1:100

NOTE: ALL COORDINATES SHOWN RELATIVE TO EX STAGM 810000



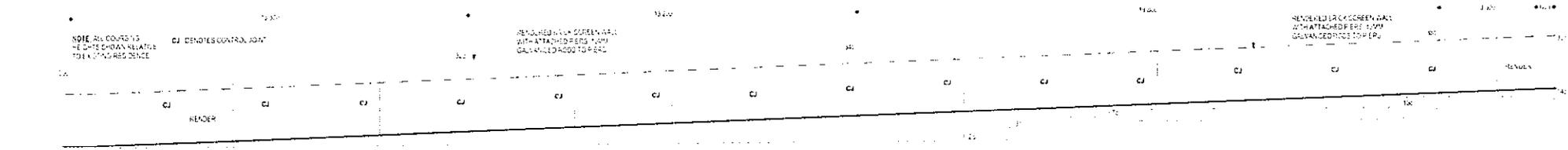
ELEVATION 2
1:100

NOTE: ALL COORDINATES SHOWN RELATIVE TO EX STAGM 810000

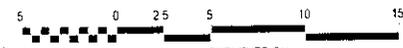


INFILL DETAIL
1:20

SERVICE RECORD		SERVICE LEGEND	
STATUS	REMARKS	SYMBOL	DESCRIPTION
WATER	STOP VALVE	○	WATER STOP VALVE
WATER	HYDRANT	□	HYDRANT
WATER	FLECH POINT	△	FLECH POINT
WATER	WATER TAP	○	WATER TAP
WATER	WATER METER	○	WATER METER
WATER	WATER VALVE	○	WATER VALVE
SEWERAGE	SEWER MANHOLE	○	SEWER MANHOLE
SEWERAGE	WASTE SHAFT	○	WASTE SHAFT
SEWERAGE	ASPECT OPENING	○	ASPECT OPENING
SEWERAGE	HOUSE CONNECTION	○	HOUSE CONNECTION
POWER	OVERHEAD POLE	○	OVERHEAD POLE
POWER	POLE	○	POLE
POWER	POST	○	POST
POWER	WIRE	○	WIRE
POWER	TRANSFORMER	○	TRANSFORMER
TELSTRA	TELSTRA METER	○	TELSTRA METER
TELSTRA	TELSTRA METER	○	TELSTRA METER
TELSTRA	TELSTRA METER	○	TELSTRA METER
TELSTRA	TELSTRA METER	○	TELSTRA METER
GAS	GAS METER	○	GAS METER
GAS	GAS METER	○	GAS METER
GAS	GAS METER	○	GAS METER
SURVEY	RECOVERED	○	RECOVERED
SURVEY	RECOVERED	○	RECOVERED
SURVEY	RECOVERED	○	RECOVERED
SURVEY	RECOVERED	○	RECOVERED
SURVEY	RECOVERED	○	RECOVERED



ELEVATION 3
1:100



CLIENT: MORGAN
AUTHORITY: TOWN OF BASSENDEAN
MAP REF: 345 B 3

SURVEYED ON: [DATE]
PROCESSED BY: [NAME]
SURVEYED BY: [NAME]

LOT 5 (#101) WEST ROAD,
SUBURB BASSENDEAN
BUILDER

C/T Vol Fol 115/134
DIAGRAM 35716

AREA ESTAB 07/1968
COASTAL DISTANCE >1Km

SCALE @ A3 1:200
JWH REF No 22915

PO Box 110, WILSONS CREEK
Email: info@halcyon.com.au
Ph: (08) 9354 6511 Fax: (08) 9354 6522
LINKS JOB No 18178001
REV A

**HALCYON
DESIGNS**

REV	NO	BY	DATE	CHK
01	V0001	TOM	23.01.16	TOM
02	V0002	TOM	03.02.18	TOM

19 June 2018

Councillors
Town of Bassendean
48 Perth Road
Bassendean WA 6054

Dear Councillors,

Re: Application for Development Approval

(Two Lot Subdivision - Lot 5 / 101 West Road, Bassendean)

This letter is tendered to support the application for development / subdivision of the above mentioned property.

It is our desire to have this application determined by Council to resolve issues raised and to make a ruling based on the arguments outlined in the accompanying documents.

In conjunction with our builder (Michael Hewlett) who has also provided supporting documentation, we wish to outline our concerns and reasoning to obtain discretionary consideration relating to boundary fences and pillars.

We have had previous discussions with Cameron Hartley (Planning Officer) who has advised us that there are several points that fail to comply with Council regulations (R-Codes)

- 1. Fence to northern side to have permeable screen**
- 2. Fence to southern boundary to have permeable screen**
- 3. Piers 350 mm x 350 mm or smaller**

Having had discussions with our builder (Mr Hewlett) and the Planning Officer (Mr Hartley) we are prepared to make some modifications to the existing fences in an effort to reach a compromise so that this application can move forward.

As stated in Mr Hewlett's report there is little benefit in modifying the fence on the northern boundary due to the fact that the neighbour's fence restricts vision beyond the property line looking in that particular direction.

The fence to the southern boundary is a different situation and we are willing to make changes to this existing solid brick fence by installing permeable screening (laser cut Corten steel panels) similar to that which is in place on the front fence.

This will provide greater vision by the future occupants of the newly created plot of land providing enhanced safety. We agree that it is highly likely that a garage will be built abutting the parapet wall of our existing dwelling, thus allowing greater vision for vehicles leaving that property.

Additionally, there is a verge set back greater than six (6) metres which allows for a large field of vision in this particular case.

A sizeable bond has been deposited with the Town of Bassendean to ensure that this modification takes place.

(Receipt 130538 refers - dated 5th Feb 2018)

Arrangements have been made to implement the required work to gain compliance approval as detailed in the attached plan drawings, should this application be successful.

The pillars that have been utilised in the construction of the existing brick rendered fences have been deemed necessary as outlined in Mr Hewlett's report and we urge Council to give favourable consideration to our request to allow them to remain in their current dimensions owing to their structural integrity.

We gave great consideration to the construction of the fence, which we believed would be aesthetically enhancing to the streetscape whilst not creating a visual barrier. We conducted research around the neighbouring area to gain an understanding of other styles of fencing utilised by other residents.

We are willing to attend any subsequent Council meeting to discuss any relevant matters pertaining to this application submission.

A handwritten signature in black ink, appearing to read 'Helen Morgan', written in a cursive style.

Sincerely yours,

Helen Morgan



Town of Bassendean Council
C/- Cameron Hartley
Planning Officer
Development Services
Town of Bassendean
35 Old Perth Road,
Bassendean, WA, 6054
Mail@bassendean.wa.gov.au

15th February 2018

Dear Sir/Madam

Re: Front Fencing at 101 West Road, Bassendean

The object of this letter is to provide supporting statements for the Application for Development Approval at 101 West Road, Bassendean in addressing the following 3 points.

- 1) Piers 350mm x 350mm or smaller.
- 2) The fence to the Northern side to have permeable screen.
- 3) The fence to the Southern boundary to have permeable screen.

Piers 350mm x 350mm or smaller

The piers have been designed to support the front permeable screen and gate for wind loading and to add structural strength. Because the soil in the area is all clay the piers have a 10mm steel rod anchored into the footing extending all the way up inside the piers giving the piers extra strength to help the fence maintain its structural strength.

Examples within the town of Bassendean are shown on pictures attached on page 6 & 7 of this letter. There are many examples of fencing that are larger piers than the 350mm x 350mm piers as requested.

Fence to the Northern side to have permeable screen

The northern facing fence currently has non-permeable portions as we have ascertained the inclusion of semi-permeable portions is not likely to enhance the safety or the streetscape.

Picture 3 demonstrates next door neighbours fence has semi-permeable portions of the fence only allowing a small amount of visibility because the planks are placed closely together.

This is further shown in picture 2 where there will be no advantage of having semi-permeable portions to increase visibility. The solid panels will not restrict visibility due to having a 6 metre verge and lines of sight will only come into play once on the verge (refer to picture 2). It must also be recognised the footpath is on the other side of the road and pedestrians on the footpath will not be in any danger.



Fence to the Southern boundary to have permeable screen

At present the southern fence has solid panels and as explained by the planning department we can see the reasoning for a semi-permeable screen. We will make the change in the southern fence to have semi-permeable panels inserted as to the attached drawings for the Application for Development Approval - refer elevation 1.

In conclusion, the look and style of the building is a credit to the owner in for design and build. The property is in keeping with a good streetscape and enhances the overall look for the area. The property is well presented and has unique artwork on the road facing fence.

The pictures 1 and 2 of the front of 101 West Street, Bassendean demonstrates the property has a pleasant visage with the style of fence and the artwork included in the semi permeable portions between the piers. The overall outcome is a well presented property that is an asset to the overall vision and lifestyle of the area where no neighbours are adversely affected.

We have attached pictures taken around The Town of Bassendean that support the fact there are many houses with piers wider than 350mm in the front fence of the property or do not have semi-permeable portions in the fence (see pictures 5-9). We have also noted in page 8 and included a list of properties in the Town of Bassendean area that have either solid front fences or have piers that are greater than 350mm x 350mm.

We ask that you consider the style and type of fencing along with the construction method to help combat the reactive clay soil on the property. We also ask you to understand we are not trying to do something out of the norm but fit in with other properties nearby, when making your decision and to support the attached retrospective application.

We also would like to thank you for making the time to consider our points in relation to the Application for Development Approval we have submitted.

Yours sincerely

Michael Hewlett
Managing Director - Hewlett Homes

Street Pictures of 101 West Street, Bassendean

Picture 1



Picture 2



Picture 3



Pictures of Front Fences in the Town of Bassendean

Picture 4



Picture 5



Picture 6



Picture 7



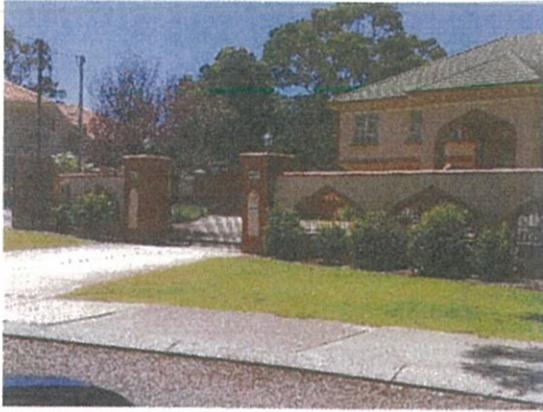
Picture 8



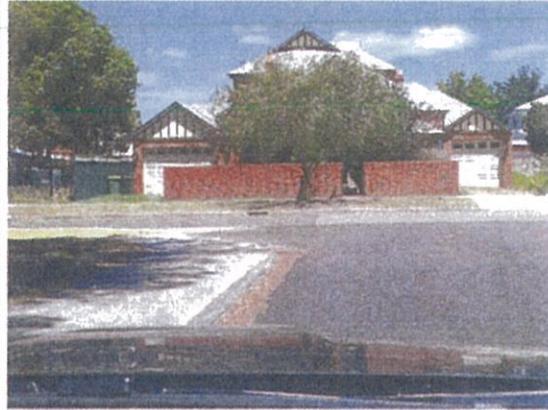
Picture 9



Picture 10



Picture 11



Picture 12



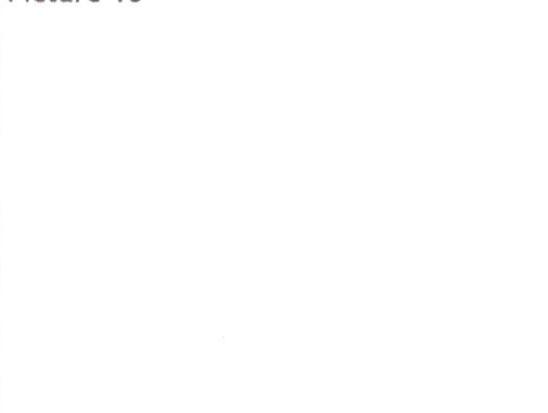
Picture 13



Picture 14



Picture 15

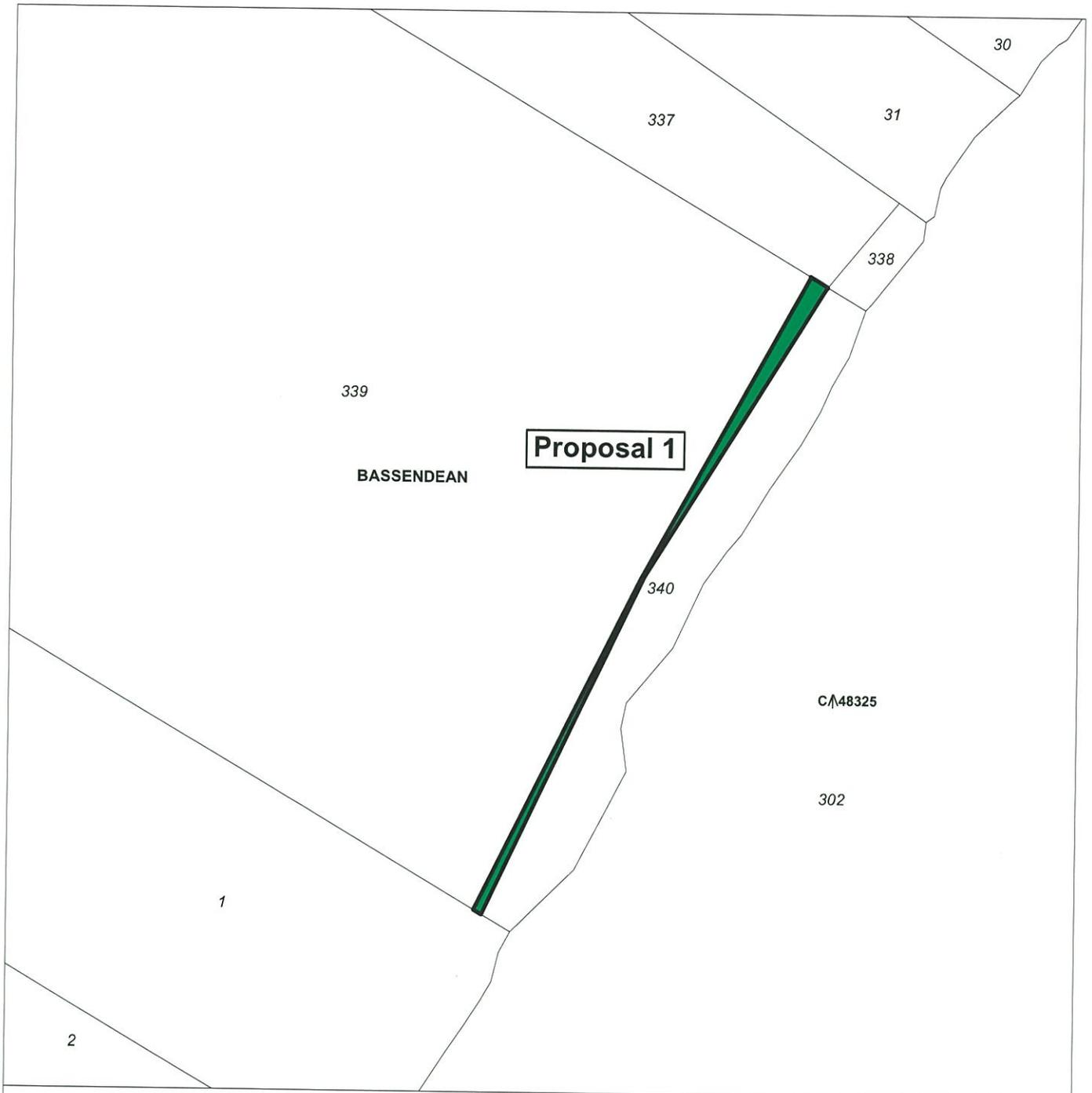


Properties in the immediate vicinity that have been observed to have front fencing that are similar compliance to the fence at 101 West Road, Bassendean.

49 West Street, Bassendean	Larger piers
57 West Street, Bassendean	Larger piers and full fence
59 West Street, Bassendean	Larger piers and full fence
58 West Street, Bassendean	Larger piers
60 West Street, Bassendean	Larger piers
79 West Street, Bassendean	Full fence
81 West Street, Bassendean	Larger piers
83 West Street, Bassendean	Hedge
116 West Street, Bassendean	Full fence
118 West Street, Bassendean	Thatched portions with no visibility
148 West Street Bassendean	Larger piers
180 West Street, Bassendean	Larger piers
187 West Street, Bassendean	Larger piers
11 Deakin Street, Bassendean	Larger piers
17 Deakin Street, Bassendean	Larger piers
25 Deakin Street, Bassendean	Larger piers
23 Bassendean Parade, Bassendean	Huge piers
25 Bassendean Parade, Bassendean	Large piers
29 Bassendean Parade, Bassendean	Large piers
31 Bassendean Parade, Bassendean	Large piers
40 Bassendean Parade, Bassendean	Large piers
42 Bassendean Parade, Bassendean	Full fence
20 Barton Parade, Bassendean	Large piers
13 Barton Parade, Bassendean	Large piers
12 Barton Parade, Bassendean	Large piers
9 Barton Parade, Bassendean	Large piers under construction
2 Barton Parade, Bassendean	Large piers
21 Watson Street, Bassendean	Large piers recent build
14 Bridson Street, Bassendean	Full fence
31 Bridson Street, Bassendean	Large Piers

51 James Street, Bassendean	Large piers
40 James Street, Bassendean	Large piers
38 James Street, Bassendean	Large piers
33 James Street, Bassendean	Large piers
24 James Street, Bassendean	Large piers
22 James Street, Bassendean	Large Piers
20 James Street, Bassendean	Large piers and full fence
18 James Street, Bassendean	Large piers

ATTACHMENT NO. 2



Central Districts Omnibus No. 5
 Proposed minor amendment
 as advertised

28 March 2018

Proposal 1

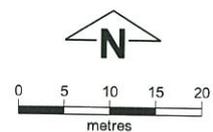
Proposed Amendment:

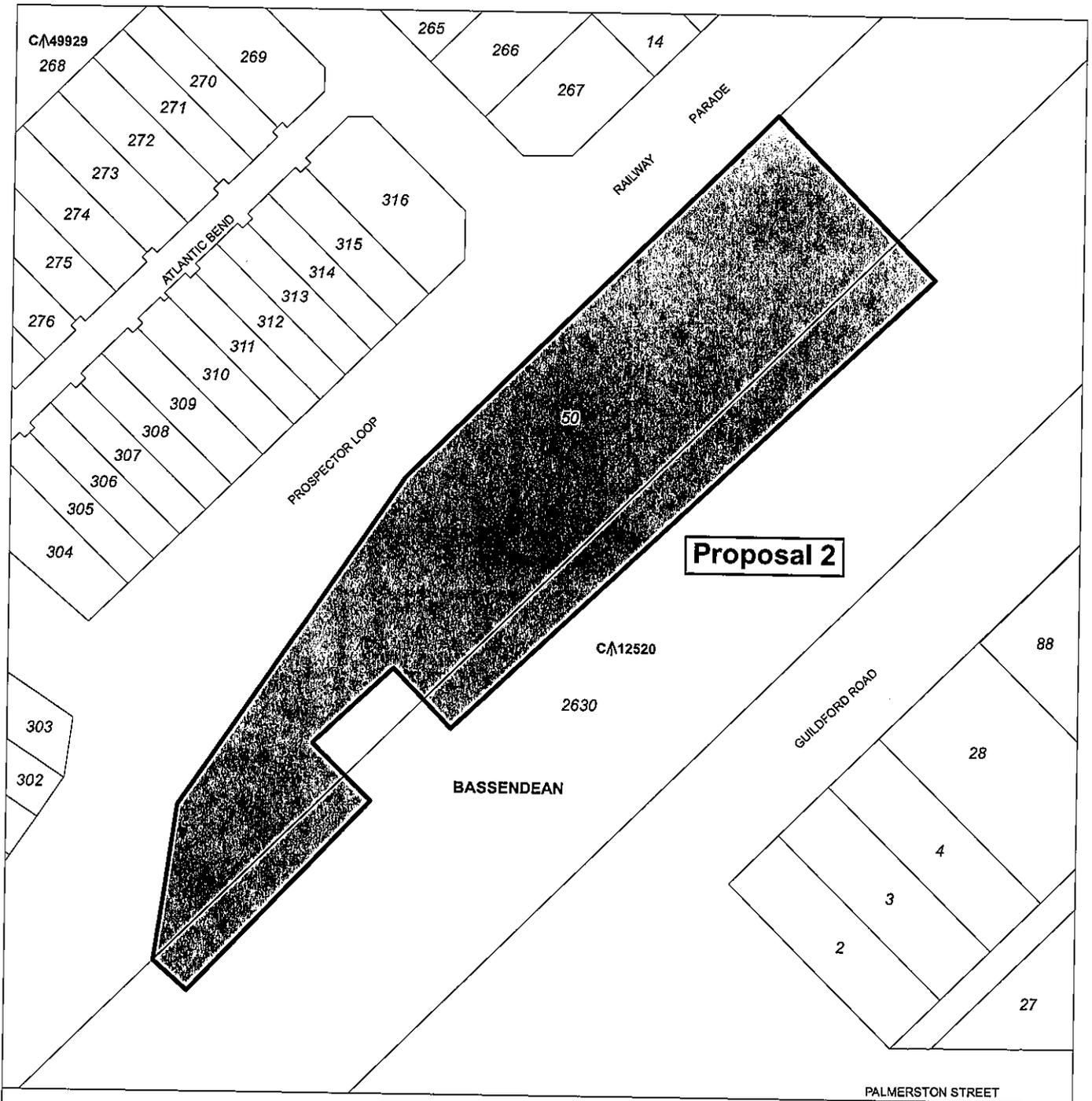
 Parks and recreation reservation

Oracle reference no: 2922
 File number: 833/02/01/0070
 Version number: 6



Date: 13/04/2018
 Produced by Geospatial Research and Modelling, Department of Planning, Lands and Heritage, Perth WA
 Base information supplied by Western Australian Land Information Authority SLIP 944-2017-1





Central Districts Omnibus No. 5
 Proposed minor amendment
 as advertised

28 March 2018

Proposal 2

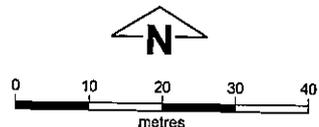
Proposed Amendment:

 Railways reservation

Oracle reference no: 2922
 File number: 833/02/01/0070
 Version number: 6

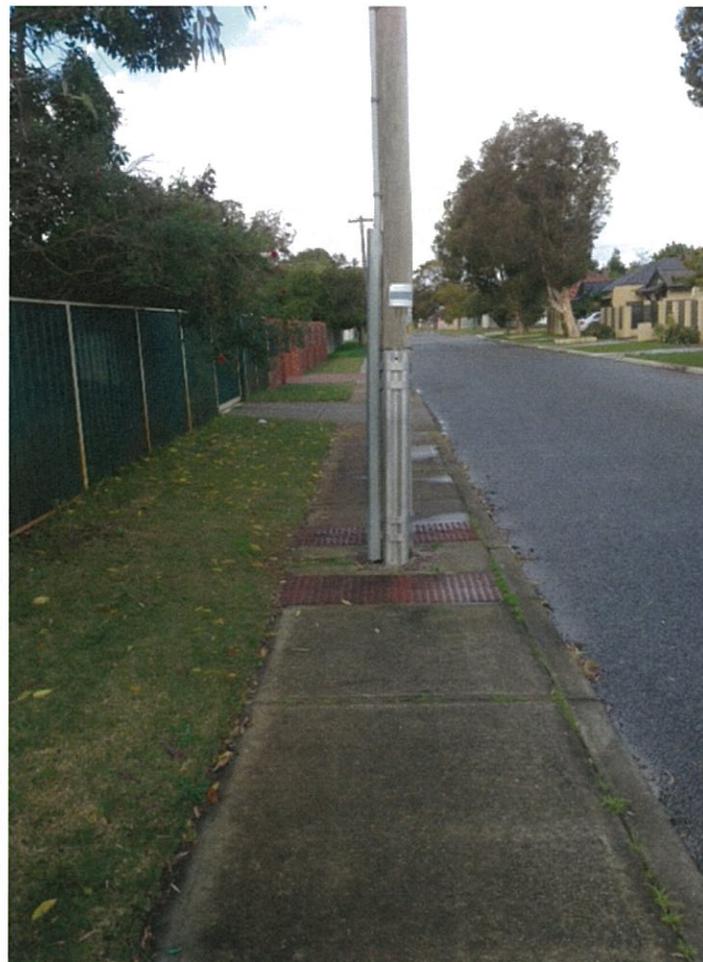


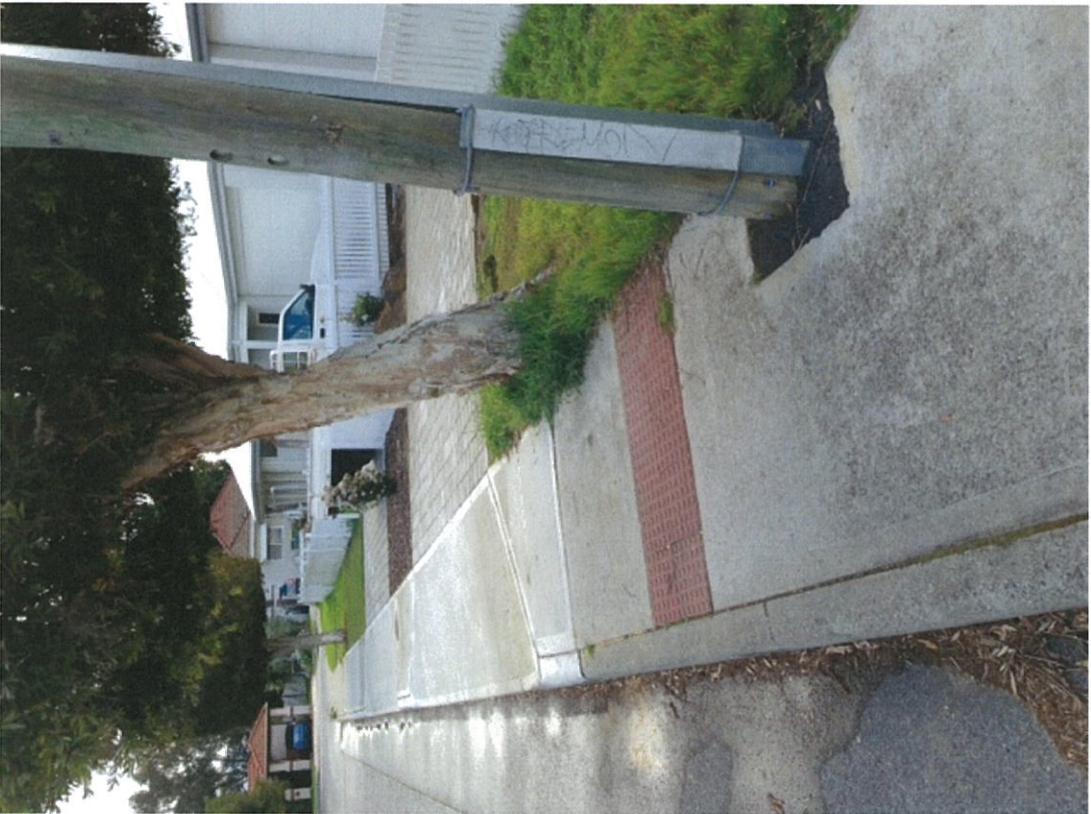
Date: 13/04/2016
 Produced by Geospatial Research and Modelling, Department of Planning, Lands and Heritage, Perth WA
 Base Information supplied by Western Australian Land Information Authority SLIP 944-2017-1



ATTACHMENT NO. 3

Success Road Resurface and Footpath Upgrade





ATTACHMENT NO. 4

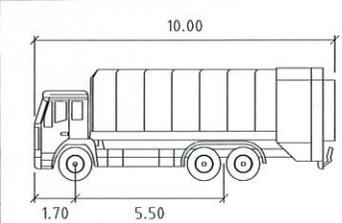
C:\Users\j1555\OneDrive\Documents\151720\151720-SK02P1.DWG PLOTTED BY: ANON, 10/28/2018 4:11:10 PM



SWEPT PATH KEY

- VEHICLE CENTRE LINE
- VEHICLE TYRE PATH
- VEHICLE BODY PATH
- 500mm CLEARANCE FROM VEHICLE BODY

ASSUMED SPEED 5km/h



GARBAGE TRUCK

meters

Width	: 2.50
Track	: 2.50
Lock to Lock Time	: 6.0
Steering Angle	: 35.1

GTA consultants
www.gta.com.au

Melbourne	03 9851 9100
Sydney	02 9448 1800
Brisbane	07 3113 5000
Canberra	02 6245 7600
Adelaide	08 8334 3600
Gold Coast	07 5515 4814
Townsville	07 4722 2265
Perth	08 6149 7000

PRELIMINARY PLAN

FOR PRELIMINARY PURPOSES ONLY
SUBJECT TO CHANGE WITHOUT
NOTIFICATION

WARNING

BEWARE OF UNDESIRABLE SERVICES
THE LOCATION OF UNDESIRABLE SERVICES ARE
APPROXIMATE ONLY AND THE EXACT PROPERTY
BOUNDARIES SHOULD BE PROVIDED IN THE FINAL DRAWING TO
ENSURE THAT ALL UNDESIRABLE SERVICES ARE SHOWN.

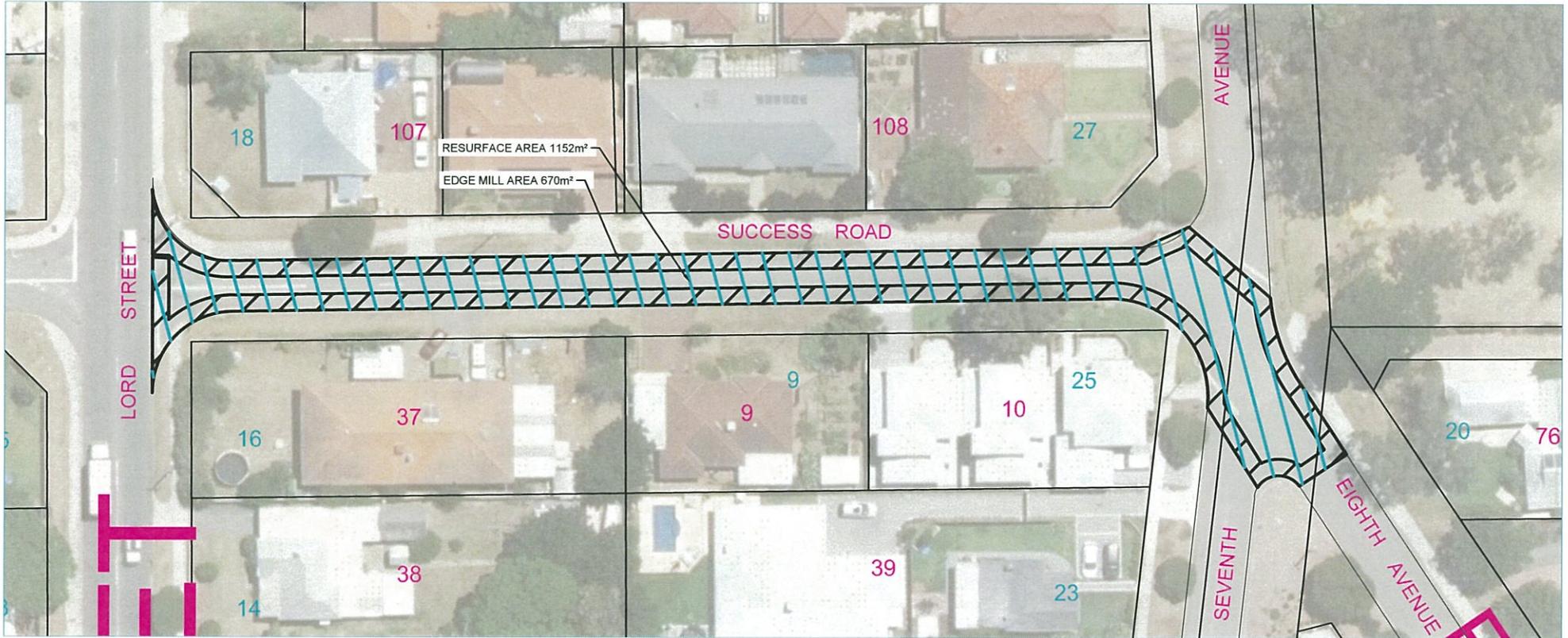
DESIGNED S. PEDRETTI APPROVED BY T. JUDD	DESIGN CHECK S. PEDRETTI DATE ISSUED DATE
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SCALE
A3 0 1.25 2.5 5 10 20

CAD FILE NO.
W151720-SK01_SK02P1.DWG

**WHITFIELD ST SAFE ACTIVE STREET DESIGN
PALMERSTON ST - WHITFIELD ST INTERSECTION
10.0m GARBAGE TRUCK - SWEEP PATH
CUL DE SAC RADIUS 7m**

DRAWING NO: **W151720-SK08** SHEET **8 OF 8** ISSUE **P1**



SCALE - 1 : 250

LEGEND

RESURFACE AREA -
1152m²
30mm SMA



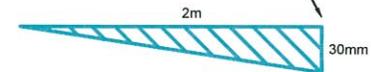
EDGE MILL AREA -
670m²
2m WIDTH



NOTE:

MILL EDGES AT 2m WIDTH AND
INSTALL 30mm DGA OVERLAY

ROAD EDGE
(BARRIER KERB)



EDGE MILL PROFILE

SCALE - N.T.S



TOWN of BASSENDEAN
ASSET SERVICES

48 OLD PERTH RD
BASSENDEAN WA 6064
4387 20 047 400 300
Telephone: (08) 9277 7900
Facsimile: (08) 9279 5436
Email: mail@bassendean.wa.gov.au
www.bassendean.wa.gov.au

AMENDMENT	NORTH POINT
A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	
I.	
J.	
K.	
L.	
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Z.	



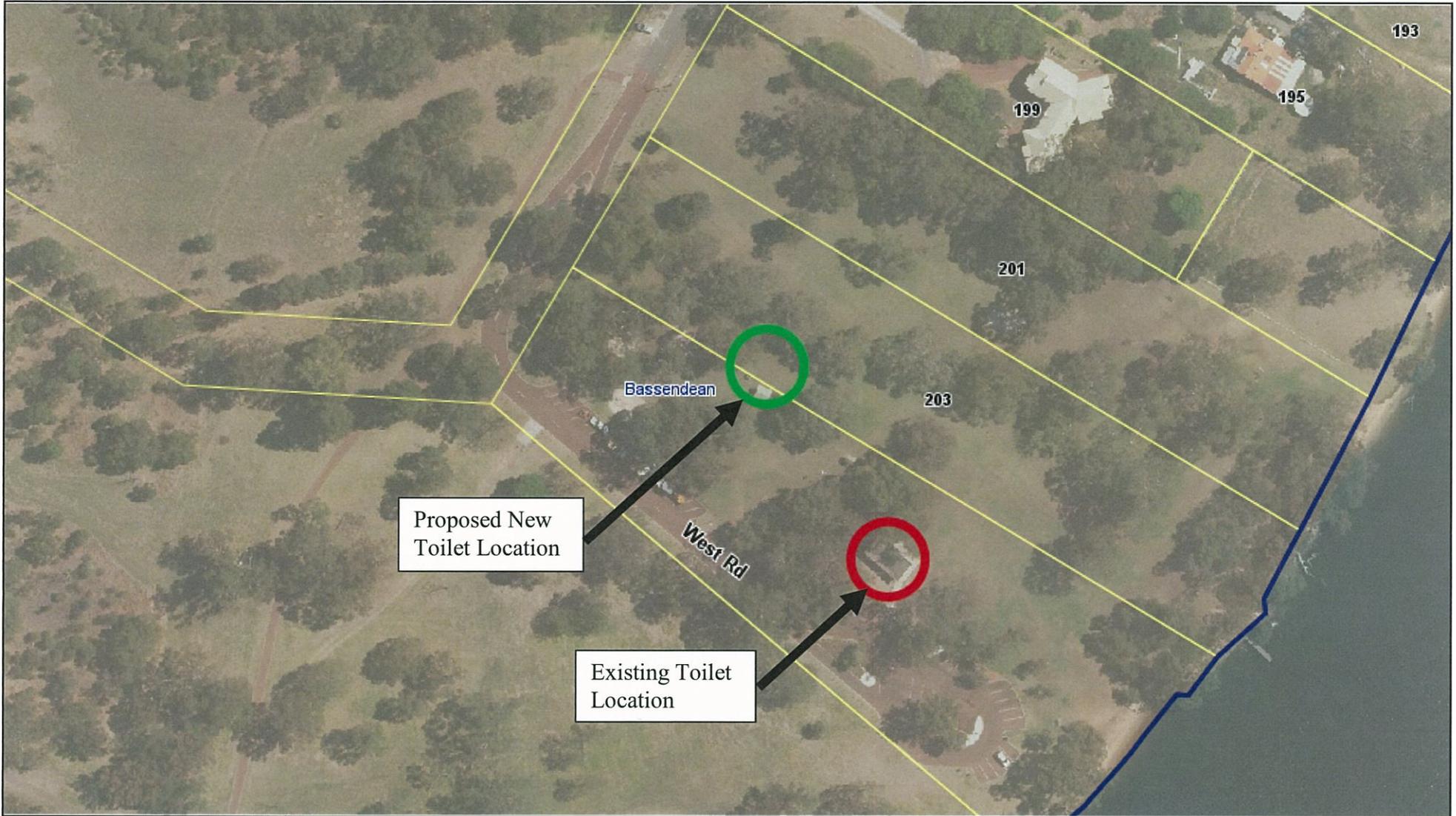
SCALE - 1 : 100

ORIGINAL DRAWING SIZE IS A1

SURVEY:	FIELD BOOK:	DRAWING NAME:
N/A	N/A	SUCCESS ROAD - RESURFACING
DESIGN: J LONGMAN	CAD DRAWING	LORD ST - EIGHTH AVE
DRAWN: J LONGMAN	DATE: JULY 2019	2018/19
CHECKED: M BAXTER	DATE:	
APPROVED: D BRYER	DATE:	
HORIZONTAL SCALE: N/A	VERTICAL SCALE: N/A	DRAWING NUMBER: 2018-09R

SHT.	REV.	DATE
1 of 1	0	

ATTACHMENT NO. 5



Proposed New Toilet Location

Existing Toilet Location


 Town of Bassendean
 35 Old Perth Road
 Bassendean WA 6054
 Phone: 9377 8000
 Fax: 9279 4257
 Email: mail@bassendean.wa.gov.au

Disclaimer: The Town Of Bassendean accepts no responsibility for the accuracy of this image or the results of any actions taken when using this image. This map is based on information provided by and with the permission of the Western Australian Land Information Authority.

Sandy Beach
 Toilet Location

31/08/2018

Scale: 1:1500







Advanced Enviro-Septic™ Treatment System Functional and Theoretical Overview

Introduction:

The Advanced Enviro-Septic™ Treatment System (AES), available exclusively from Chankar Environmental Pty Ltd, is an innovative, alternative onsite wastewater treatment system that utilises natural, non-mechanical processes to treat and disperse effluent that has received primary treatment in a conventional septic tank. Expected effluent quality after treatment in an AES System meets Qld Advanced Secondary Guidelines, US EPA Tertiary Treatment guidelines, NSF Standard 40 Class I requirements and BNQ (Bureau de Normalisation du Quebec) Secondary and Advanced Secondary requirements.

How AES treats wastewater:

The Advanced Enviro-Septic™ Wastewater Treatment System in essence creates a self-sustaining, self-regulating biological ecosystem which is highly effective at purifying effluent. The bacterial population within the system adjusts as it is exposed to cycling aerobic and anaerobic (wet and dry) conditions. The aerobic and anaerobic bacteria populations automatically adjust based on what they are "fed" (the waste that is introduced to the system for processing) and the amount of oxygen present in the system. The bio mat (a microscopic layer created by the waste-products of anaerobic bacterial activity) is responsible for treating the wastewater and regulating the rate at which fluid moves through the system. Slowing down the liquid enables the bacteria (both aerobic and anaerobic) the time it needs to digest the waste materials (suspended solids) in the effluent. The aerobic bacteria digest the bio mat, enhancing its permeability and preventing it from clogging. So while anaerobic bacteria (which exist in the part of the pipe that is regularly wet and oxygen free) are continually building the bio mat, the aerobic bacteria are continually eating away at it, creating a natural balance that results in passive, effective, long-term wastewater treatment. The result is a healthy bio mat that is not subject to clogging and which regulates the passage of fluid so that it is not too fast (which would release untreated wastewater into the environment) nor too slow (which would potentially create a hydraulic overload).

Physical description of proposed technology:

The AES system is designed to provide combined treatment and dispersal of wastewater that has received primary treatment in a septic tank. Effluent travels from the septic tank to the treatment system by gravity or, if necessary, using a pump system to gain elevation. AES is a passive/non-mechanical treatment system that does not require electricity, pressure distribution, mechanical devices or replacement media. The AES system develops a multi-stage, permeable, self-regulating bio mat that is highly effective at purifying wastewater and protects receiving soils from clogging. The primary system component is the patented AES pipe, which is a high-density plastic pipe that is ridged and perforated; a skimmer tab extends inwardly from each perforation. A layer of geo-textile fabric (Bio-Accelerator™) partially surrounds the outer surface along the bottom the pipe. A mat of coarse, randomly oriented plastic fibers completely surrounds the outside of the pipe, and another layer of geo-textile fabric surrounds the pipe circumference and is stitched together to hold the fiber mat in place. The finished product is approximately 300mm in diameter; AES pipe comes in 3 meter sections which are joined together with couplings and connected at each end using offset adapters or double offset adapters which have openings used to make connections using 100mm PVC pipe. All components are extremely durable, lightweight for ease of transport and handling, and non-biodegradable. The system is installed within a bed or trench of specified System Sand which facilitates gas exchange and controlled infiltration into underlying soils. All systems include ventilation to assure aerobic conditions are maintained.

Advantages over conventional technology/reduction of possible risks:

Repeated third-party testing confirms the System's ability to significantly reduce CBOD⁵, fecal coliforms and TSS compared to conventional technology. In addition, the AES system maintains a stable pH in the range of 7.0 to 8.5, providing the ideal conditions for aerobic bacterial processes. AES provides treatment of wastewater prior to releasing it into the ground, reducing risks to public health, surface and ground waters, and the environment. AES has a proven ability to develop a treatment biomat in as little as three weeks after the system is first put into use (or during periods of intermittent use), minimizing any discharge of untreated effluent during the start-up period. Advanced Enviro-Septic™ protects the underlying soils from clogging--facilitating infiltration, preventing leachate from surfacing, and extending system life. The AES components are highly durable and non-biodegradable; in addition, the system is entirely passive and uses no mechanical devices. Once properly installed, there is virtually nothing in the system to break down, wear out or malfunction, significantly reducing the possibility of accidental discharge of inadequately treated effluent. Ease of maintenance prevents system malfunction associated with lack of proper system maintenance.

The effect of the proposed technology on the area of land required for operation:

The AES system requires a fraction of the land application area required for a conventional pipe and stone system and since the system does not rely on the underlying soils to treat wastewater (like pipe and stone and chamber leaching systems do), and since the system prevents the bacterial surfaces and the underlying soil from clogging, it can be both smaller and closer to restrictive features. Bio-Accelerator™ protects the soils and groundwater from contamination by filtering out additional solids from effluent, enhancing and accelerating treatment, facilitating quick start-up after periods of non-use, providing additional surface area for bacterial growth, promoting even distribution, and further protecting outer layers and the receiving surfaces so they remain permeable. The System's ability to be installed in a sloping configuration also preserves the natural terrain. Since the System preserves the underlying soils, a "reserve area" is not required since a replacement system can be installed in the same location.

Protected Receiving Surface and Bio-mat formation (progressive failure)

The bio mats that provide treatment in an AES System form on the inside of the geotextile fabrics that surround the pipe. The fabric is protected from physical clogging by the skimmer tabs, plastic fiber mat, aerobic conditions and bacterial activity. For design purposes and system functionality, no appreciable secondary bio mat forms at the system Sand/soil interface due to the highly purified nature of the wastewater that exits the pipes. In a pipe and stone system, a thick, slimy anaerobic bio mat forms on the interface between stone and soil, gradually clogging the soil and leading to progressive failure. By retaining solids within the pipe and providing the perfect environment for aerobic bacteria, AES produces a healthy, self-regulating biomat that remains permeable, resulting in a sustainable Long Term Acceptance Rate (LTAR). Underlying soils retain their ability to absorb treated wastewater; for this reason, a replacement area is not required for AES

Combined Treatment & Dispersal

Wastewater is treated as it is drawn gradually through the developed biomats that form within the geotextile layers of the pipe. Solids are retained within the pipes, protecting receiving surfaces. The treated wastewater then moves away from the pipes at a controlled rate via the System Sand. Finally, treated wastewater gradually infiltrates into underlying receiving soils. Combining treatment and dispersal in the same footprint means less impact on the site, less excavation, and less expense. The reduced size needed for an AES system, and the fact that a replacement area is not needed, makes it possible to develop land parcels that otherwise would not have sufficient suitable space to accommodate an onsite system.

NON-MECHANICAL METHOD OF OPERATION

No electricity, alarms or mechanical devices are required (other than a pump if gravity cannot be utilized). In most cases, AES Systems can be constructed with gravity-fed distribution from the septic tank to the AES System by delivering effluent to a distribution box. The passive processes through which AES treats wastewater make the system more affordable to construct and maintain. There are no parts to replace, no replacement media and no mechanical devices to break down or wear out. AES is ideal for remote or "off the grid" properties since it doesn't require electricity to function; this also means the system continues to work during power outages.

Maintenance Requirements

The only required maintenance for an AES system is periodic pumping of the attached septic tank to remove accumulated solids. Pumping frequency varies depending on size of septic tank and amount of solids in the waste stream (typically every 3-5 years). Minimal required maintenance reduces the costs to the system owner. Since there is virtually nothing to "go wrong," the proper functioning of the system is not dependent on owner's compliance with maintenance requirements and/or repairs. All components are made of non-biodegradable, highly durable plastics. Rejuvenation is possible if System malfunctions due to abuse or installation errors.

Minimum Site Requirements for an AES onsite system:

In order to be suitable for an AES onsite system, the site must have a minimum of 300mm of separation distance below the AES System and System Sand bed (either naturally occurring soil or suitable fill material) to a restrictive layer or water table. We require a minimum of 600mm separation distance from the bottom of the AES pipes to the seasonal high water table or restrictive layer; this 600mm includes System Sand installed directly below the pipes. Since an AES System can be 40 to 70% smaller than a conventional system, and since it does not require a replacement area, AES provides a realistic solution for small or odd-shaped lots that otherwise could not accommodate an onsite system. (Note: AS1547 typically dictates minimum System Sand bed sizes based upon loading and soil classification). Surface diversions (grading, swales) are installed upslope of the System to redirect surface water flows. The following Theoretical Overview explains the factors to be considered in designing/installing an AES System and their importance in terms of system function.

System Sand Bed Area

(bed length x bed width expressed in sq. m.) Takes into consideration the Daily Design Flow and underlying soil's permeability expressed as Design Loading Rate (DLR). The System Sand bed has to be large enough to allow for absorption of treated wastewater into the underlying soil. The size needed varies in relation to the soil's permeability for example (the system sand extension gets larger as the soil permeability decreases). Receiving soils remain permeable since there is no appreciable secondary bio mat formed at the System Sand/soil interface which could create a restrictive layer. The AES system can be smaller because it is not subject to progressive failure as a pipe and stone system is.

Sloping Sites and Sloping Beds

Site slope maximum 33%

System slope maximum 25%

Sloped bed configurations Sloping sites tend to have well-drained, less compacted soils that are better able to absorb treated wastewater. Sloping sites are also less subject to surface water concentrations. Sloping systems are subject to gravitational forces that facilitate the movement of water away from the AES system and into the underlying soil; sloped sites/beds are not subject to toe-of-slope breakout due to the gradual, controlled method in which AES releases treated effluent. It is also preferable to blend a "mound" system into sloping terrain (requires less fills and is more aesthetically pleasing).

System Sand

(Coarse clean sand with less than 2% silt) It is critical to use correct type and amount of "System Sand." System Sand is coarse to very coarse sand with less than 2% silt/fines (passing the #200 sieve). Manufactured sand that meets these specs is also acceptable for System Sand. Fines content can be confirmed by having a sieve analysis performed or requiring the supplier to provide a bill of landing that confirms acceptable System Sand specifications (required by Chankar Environmental or samples to be provided to Chankar Environmental for in-house testing using a Presby Spec Checker). System Sand is placed 300mm below and 150mm above pipes (total depth of 750mm.)

There is always a minimum of 150mm. of System Sand between pipes and 300mm. beyond the outermost edges of the pipe. The System Sand in which the AES pipes are installed provides several important functions: it allows essential oxygen to reach the system and allows gases to be released; think of it as the "lungs" of the system. It also wicks treated wastewater away from the system by capillary action. System Sand also provides storage capacity for treated wastewater allowing it to be released gradually into underlying soils. We specify a maximum of 2% fines content because, if the sand used contains too much fine material, the fines may settle and create a restrictive layer beneath the System.

Venting required for all AES Systems

A low vent (intake) is installed at the end of a row or section. In most cases, the house plumbing vent serves as the high vent (exhaust). Pumped systems incorporate a high vent from the velocity reducer. Oxygen enters the AES System through the low vent, travels through the rows of the system in the head space above the wastewater in the AES pipes and in the septic tank, and gases exhaust through the high vent. A sufficient supply of oxygen is essential to maintain the aerobic bacteria and healthy, permeable biomat that have a sustainable LTAR. Providing the system with sufficient oxygen enhances both its performance and longevity. The visual impact of vent stacks can be minimized by Remote Venting or Vent Disguises.

Effluent Filters & Charcoal Odor Filters not recommended by Chankar Environmental or Presby Environmental.

Effluent Filters require regular, on-going maintenance by the system owner to prevent blockage. If the effluent filter is not properly maintained and it becomes clogged, this restricts the oxygen supply to the system and can compromise its function. Charcoal filters, which are sometimes installed on vent stacks, likewise, can restrict essential oxygen, for instance, if condensation freezes in the filter. While many states require the use of effluent filters to retain solids within the septic tank. While superficially this sounds like a good idea, our experiences in the field over the past 15 years have demonstrated that the reality is that system owners do not tend to comply with required maintenance, the effluent filter becomes clogged, and it then causes more problems than it prevents. Charcoal odor filters merely "mask" an underlying problem that needs to be addressed, and the sooner the better. A properly functioning and vented AES system does not produce offensive odors.

EXCEPTIONAL PRODUCT SUPPORT & CUSTOMER SERVICE: Training Provided

Chankar Environmental provides training for designers, installers, inspectors, homeowners and regulators free of charge. In order to become a AES Certified Designer, Installer or System Evaluator, candidates are required to pass a test to confirm adequate understanding of core design and installation requirements. AES works differently than other products; product-specific training enables industry professionals and system owners to use AES to its full advantage. Classes are available online - <http://www.enviro-septic.com.au/the-process-of-certification/>

Technical Assistance

Our experienced Technical Staff is available to answer questions by telephone or email. Troubleshooting, plan review for new designers or unique projects, and referrals to industry professionals are also available. Chankar Environmental P/L is committed to assuring that our products are used to their fullest advantage.

We review the AES calculator to the configuration of Advanced Enviro-septic pipes in every design in consultation with the system designer prior to providing a digitally signed AES calculator for submission to the approving Authority.

Manuals & Other Design Tools

Chankar Environmental provides design & installation manuals, owner's operation and maintenance manual, technical bulletins, newsletters, and checklists for design, installation and inspection.

Supply

Our product will only be supplied to AES Certified Lic Plumber/Drainer or customers that provide a signed confirmation by a lic AES certified plumber?drainer that they are the licenced person installing the system. Confirmation of the source of the system sand must also be provided as part of this confirmation.

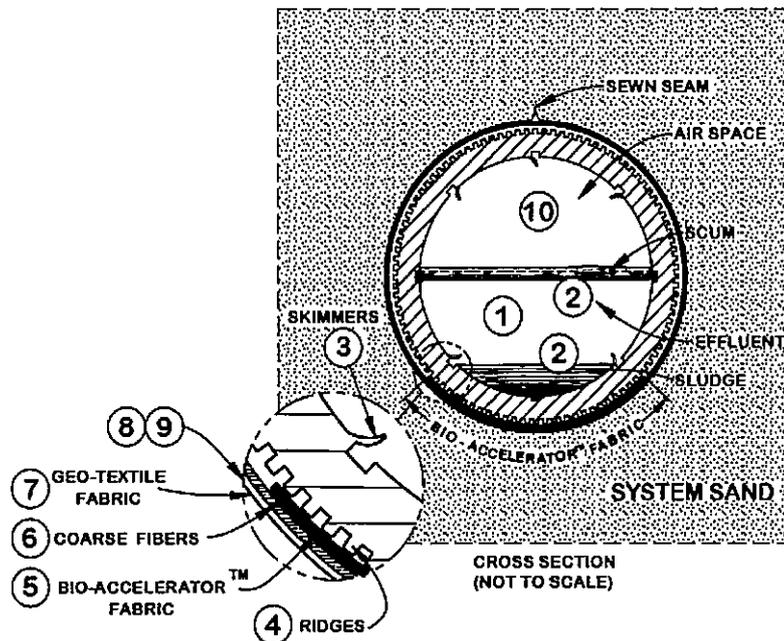
Contact

Chankar Environmental P/L can be contacted on 07 54744055. info@enviro-septic.com.au or through our website www.enviro-septic.com.au.



ADVANCED ENVIRO-SEPTIC™ WASTEWATER TREATMENT SYSTEM

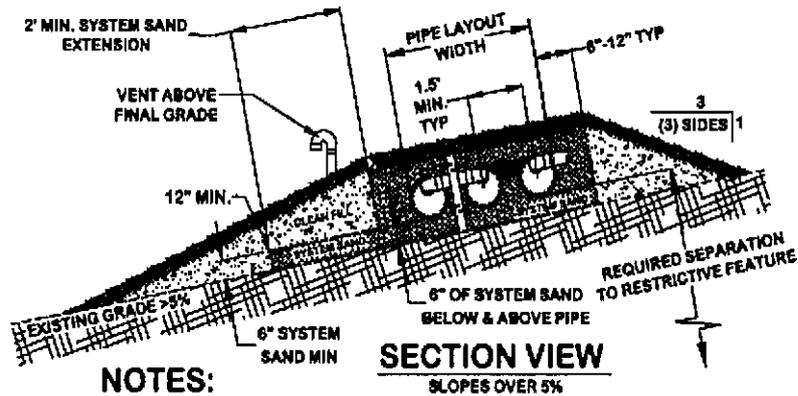
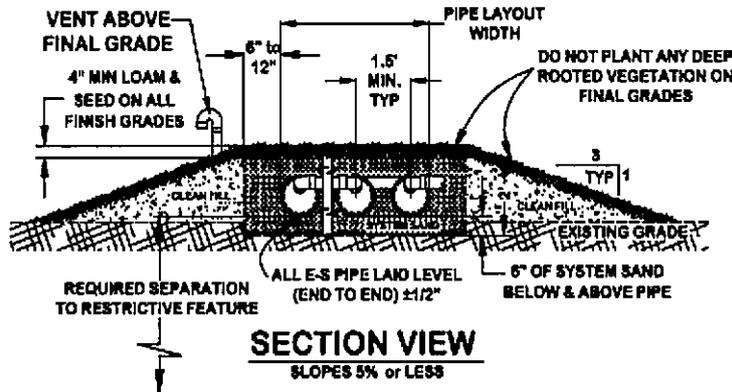
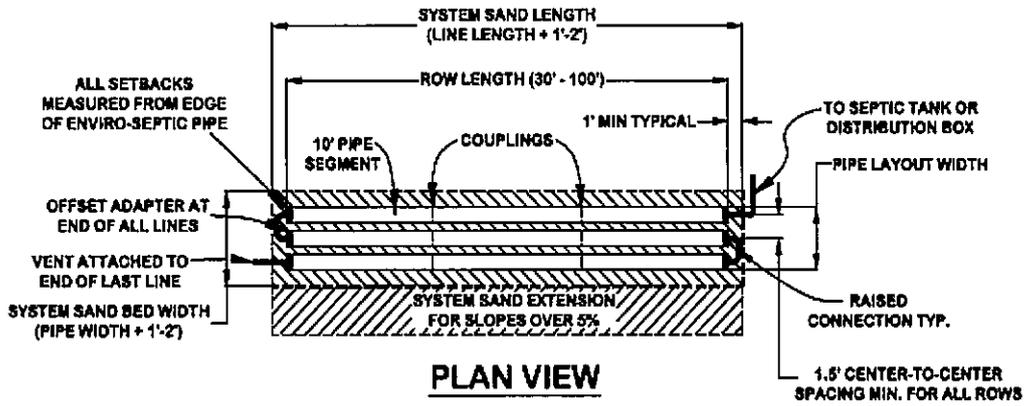
TEN STEPS OF WASTEWATER TREATMENT: ADVANCED ENVIRO-SEPTIC™ TREATS
EFFLUENT MORE EFFICIENTLY TO PROVIDE LONGER SYSTEM LIFE AND TO
PROTECT THE ENVIRONMENT.



- STAGE 1: WARM EFFLUENT ENTERS THE PIPE AND IS COOLED TO GROUND TEMPERATURE.
- STAGE 2: SUSPENDED SOLIDS SEPARATE FROM THE COOLED LIQUID EFFLUENT.
- STAGE 3: SKIMMERS FURTHER CAPTURE GREASE AND SUSPENDED SOLIDS FROM THE EXITING EFFLUENT.
- STAGE 4: PIPE RIDGES ALLOW THE EFFLUENT TO FLOW UNINTERRUPTED AROUND THE CIRCUMFERENCE OF THE PIPE AND AID IN COOLING.
- STAGE 5: BIO-ACCELERATOR™ FABRIC SCREENS ADDITIONAL SOLIDS FROM THE EFFLUENT AND DEVELOPS A BIOMAT WHICH PROVIDES TREATMENT AND ENSURES ACCELERATED BIOMAT DEVELOPMENT.
- STAGE 6: A MAT OF COARSE RANDOM FIBERS SEPARATES MORE SUSPENDED SOLIDS FROM THE EFFLUENT.
- STAGE 7: EFFLUENT PASSES INTO THE GEO-TEXTILE FABRICS AND GROWS A PROTECTED BACTERIAL SURFACE.
- STAGE 8: SAND WICKS LIQUID FROM THE GEO-TEXTILE FABRICS AND ENABLES AIR TO TRANSFER TO THE BACTERIAL SURFACE.
- STAGE 9: THE FABRICS AND FIBERS PROVIDE A LARGE BACTERIAL SURFACE TO BREAK DOWN SOLIDS.
- STAGE 10: AN AMPLE AIR SUPPLY AND FLUCTUATING LIQUID LEVELS INCREASE BACTERIAL EFFICIENCY.

Advanced Enviro-Septic™ System Diagram:

ENVIRO-SEPTIC® SYSTEM DIAGRAM

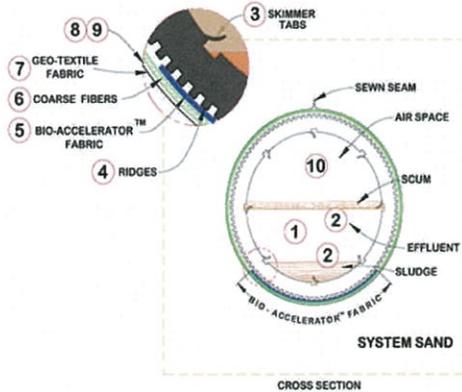


NOTES:

- ALL ROWS 1.5' SPACING MINIMUM.
- ROWS CENTERED IN SYSTEM SAND IF SLOPE IS 5% OR LESS.
- ROWS GROUPED TO UPSLOPE SIDE OF SYSTEM SAND IF SLOPE > 5%.
- VENTING REQUIRED FOR ALL CONFIGURATIONS.
- DIFFERENTIAL VENTING REQUIRED FOR ALL PUMP SYSTEMS.

Stages Of The Effluent Treatment Process

Advanced Enviro-Septic™ treats effluent more efficiently to provide longer system life and protects the environment.

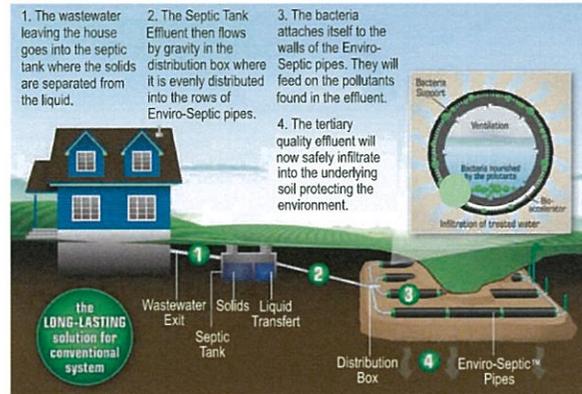


- Stage 1: Warm effluent enters the pipe and is cooled to ground temperature.
- Stage 2: Suspended solids separate from the cooled liquid effluent.
- Stage 3: Skimmers further capture the grease and suspended solids from the existing effluent.
- Stage 4: Pipe ridges allow the effluent to flow uninterrupted around the circumference of the pipe and aid in cooling.
- Stage 5: Bio-Accelerator™ fabrics screen the additional solids from the effluent and develops a Biomat which provides treatment and ensures accelerated Biomat development.
- Stage 6: A mat of coarse random fibres separates more suspended solids from the effluent.
- Stage 7: Effluent passes into the geo-textile fabrics and grows a protected bacterial surface.
- Stage 8: Sand wicks liquid from the Geo-Textile fabrics and enables air to transfer to the bacterial surface.
- Stage 9: The fabrics and fibres provide a large bacterial surface to break down solids.
- Stage 10: An ample air supply and fluctuating liquid levels increase bacterial efficiency.

Passively Exceeding Effluent Quality Standards

Testing Parameters	Advanced Enviro-Septic™ Test Results	Qld Secondary	Qld Advanced Secondary
CBOD (mg/L)	< 2	< 20	< 10
TSS (mg/L)	< 2	< 30	< 10
Fecal Coliforms (CFU/100ml)	N/A ** Subsoil Installation	N/A ** Subsoil Installation	N/A ** Subsoil Installation

A Typical Advanced Enviro-Septic-System™ Installation at a Residential Property



CALL US NOW!

Chankar Environmental
Unit 6/62 Rene St, Noosaville QLD 4566
info@enviro-septic.com.au

ADVANCED ENVIRO-SEPTIC™
"Always The First Option"



"Always The First Option"

- ✓ NO Power Requirements
- ✓ NO Chemicals
- ✓ NO Membranes
- ✓ NO Quarterly Servicing or Maintenance
- ✓ NO Failing Pumps, Control Boards, Aerators
- ✓ NO Home Owner Intervention Needed
- ✓ NO Grease Trap Required
- ✓ NO Annual Out Of Pocket Expenses

Chankar Environmental announces the Advanced Enviro-Septic Wastewater System that's sweeping the Industry.

www.enviro-septic.com.au
07 5474 4055

www.enviro-septic.com.au
07 5474 4055

www.enviro-septic.com.au
07 5474 4055

“Always The First Option” unless soil and site conditions rule it out

Give the AES team a call. It could save you \$1000’s on installation and \$1000’s every year on service and operation costs!

What is Advanced Enviro-Septic™ ?

Advanced Enviro-Septic™(AES) is an innovative onsite Wastewater System, that is passive, non-mechanical and does not use pressure distribution. The primary component is a large diameter perforated pipe installed in a bed of System Sand.



AES purifies wastewater within the system pipes and disperses the treated wastewater in the underlying soils. The system is adaptable to virtually any residential or commercial application.

How Does Advanced Enviro-Septic™ work?

By utilising simple yet effective natural processes, the AES System treats septic tank effluent in a manner that prevents suspended solids from sealing the underlying soil, increases system aeration, and provides a greater bacterial area (“biomat”) than conventional septic systems.

Why is Advanced Enviro-Septic™ Better?

The AES System retains suspended solids in its pipe and provides multiple bacterial surfaces to treat effluent prior to release into the soil. The rising and falling of effluent inside the pipe enhances bacterial activity. No other passive wastewater system design offers this functionality. AES can be retro-fitted to all existing Septic Systems and can be used for black and greywater or just blackwater.

System Advantages

Whether you design, install or provide service in the septic system industry, AES offers you and your customers huge advantages compared to traditional, expensive AWTS Systems:

- NO Power Requirements
- NO Chemicals
- NO Membranes
- NO Home Owner Intervention Needed
- NO Quarterly Servicing or Maintenance
- NO Failing Pumps, Control Boards, Aerators, Blowers



System Components

- Each AES pipe is 3 metres long. It has been made from high density plastic that has perforated ridges on the peak of each corrugation and skimmers protruding on the interior.
- Surrounding each pipe is a mat of coarse plastic fibres that assist in the treatment of harmful contaminants.
- Covering this mat is a special, non-woven, geo-textile plastic fabric stitched into place. Snap-lock couplings, offset adaptors, and end caps are used for assembly.

Ridges Increase Surface Area

- Improve cooling.
- Provide more bacterial growth areas.

Skimmers At Each Perforation

- Prevent grease and suspended solids from leaving the pipe.
- Protect green fibres and geo-textiles from clogging.



Black Geo-textile

- Surrounds the pipe and fibres.
- Provides protected bacterial treatment surface.

Green Plastic Fibre Mat

- Filters more suspended solids.
- Protects outer geo-textile.
- Creates a massive bacterial treatment area.

Bio-Accelerator™ Fabric

- Quickly develops treatment biomat.
- Screens more solids from wastewater.
- Ensures distribution of wastewater along the entire length of the pipes.

Advanced Enviro-Septic™

“Always The First Option”

www.enviro-septic.com.au

07 5474 4055

ATTACHMENT NO. 6

OPTION 1



1800 811 724
aquanature
PO Box 10000
Vancouver BC V6T 1A6



refill

Designed to fill a 600ml bottle

OPTION 2



drink

Release water to drink



hydrate

Step on the paw button to hydrate your dog



Mary Crescent
Existing Water Fountain

5/09/2018

Scale: 1:1000




 Town of Bassendean
 35 Old Perth Road
 Bassendean WA 6054
 Phone: 9377 8000
 Fax: 9279 4257
 Email: mail@bassendean.wa.gov.au

Disclaimer: The Town Of Bassendean accepts no responsibility for the accuracy of this image or the results of any actions taken when using this image. This map is based on information provided by and with the permission of the Western Australian Land Information Authority.

ATTACHMENT NO. 7

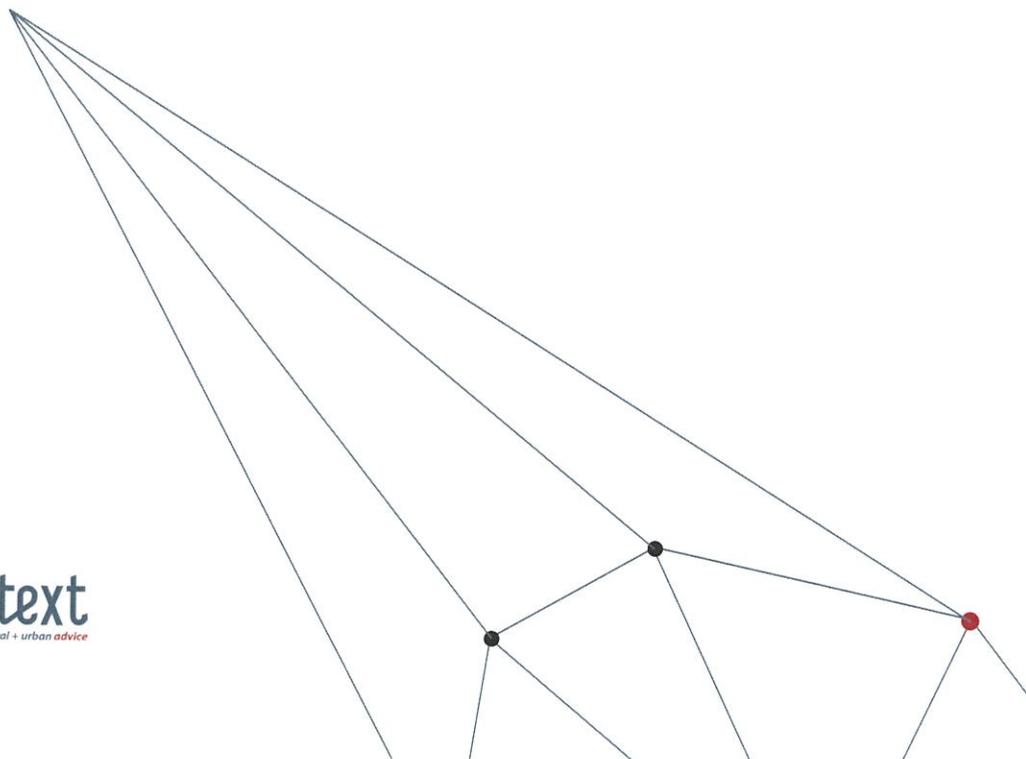


Key Stakeholder Consultation

1 Surrey Street, Bassendean



Workshop Report
for Town of Bassendean
July 2018



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GLOSSARY

2C	Refers to the SIA Architect design, dated December 2014, known as 2C and previously approved by Council.
Proposed new use	Design 2C with change configuration of rooms in new build to include Infant Health Clinic.
Representative Organisations	Those organisations specifically referred to in the LotteryWest conditions, namely: State Heritage Office, National Trust of Western Australia, Royal Western Australian Historical Society, Bassendean Historical Society.
Infant Health Clinic	Variously described as Infant Health Clinic, Infant Health Centre, Infant Health Facility.
Residence	1893 residence adjacent to Pensioner Guard Cottage.

RATIONALE FOR THE WORKSHOP

CONTEXT

- Council had previously approved design 2C for the place by SIA Architects Pty Ltd dated December 2014.
- This design has received grants funding from LotteryWest of \$375,000 contingent upon support from the Representative Organisations.
- Support had been given by the Representative Organisations for the 2C proposal.
- The 2C proposal has been conditionally approved by the State Heritage Office.

Shifting priorities have meant that Council resolved in part on 11 February 2018 to explore the SIA Architect Option 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Health Clinic and providing the opportunity for other community use of the facility.

LotteryWest has requested that the Town:

Provide details of the proposed changes to Option 2c design to clarify any differences between the original 2C design presented to Lotterywest as part of the grant application (421010236) and the impact on how the community will access and use the facility, and the preliminary estimated costs for the proposed restoration and construction works for the final design.

An extension of the grant was applied for by the Town and a Variation and Extension approval was granted by LotteryWest on 19 July 2017 [Application Number 421010236] on the following basis:

Initial drawdown of this grant is due on 30 April 2019. Subsequent drawdown periods must be no further than 6 months apart.

Although an extension to LotteryWest funding, in support of proposal 2C, was granted in July 2017, there is now some urgency to secure — and fulfil the requirements for initial drawdown upon — of the allocated grants funding by April 2019.

It is unlikely that should the current funding available to the Town from the current LotteryWest grant lapse, the such a level of funding will be able to be attained in the future.

There has been a significant decline in LotteryWest revenue over the past 3 years —primarily due to the impact of online gambling.

Therefore, there is a window of opportunity for the Town to secure the funding and move forward with the conservation of the Pensioner Guard Cottage and the restoration and adaptive reuse of the Residence.

BRIEF

On 11 February 2018, Council resolved to:

'engage a suitable consultant to undertake a workshop with an appropriate representative from the State Heritage Office; Bassendean Historical Society Inc; National Trust of Australia (WA); the Royal Western Australian Historical Society Inc,

Department of Health, Child & Adolescent Community Health Services, together with representatives from Council with a view to:

- a) repurposing the SIA Architect Option 2C design for the proposed Interpretation of the heritage listed site, incorporating an Infant Health Clinic and providing the opportunity for other community use of the facility and for the consultant to provide a report on the outcomes to achieve the Council direction; and*
- b) a scaled back version of the 2C design with an interpretation of the Heritage listed site without an infant health centre and playgroup option*

Subsequently, the Town issued an RFQ dated 26 April 2018 in order to appoint a consultant to undertake **Key Stakeholder Consultation for 1 Surrey Street , Bassendean.**

A copy of the brief is attached to this report at Appendix 1.

Dr Felicity Morel-EdnieBrown, of consultancy Culture+Context, was appointed to facilitate the workshop.

A copy of the Consultant's credentials is attached to this report at Appendix 2.

THE WORKSHOP

The workshop was held on 4 July 2018 at the Council Meeting Room in Bassendean.

PARTICIPANTS IN THE WORKSHOP

Participants in the Workshop were the Representative Organisations which had previously provided written support to the Town to support LotteryWest funding for the 2C option:

- Bassendean Historical Society Inc.
- National Trust of Australia (WA)
- Royal Western Australian Historical Society Inc.
- State Heritage Office

Also in attendance were:

- Department of Health, Child & Adolescent Community Health Services
- Her Worship the Mayor Councillor McLennan
- Councillor Hamilton
- Director Operational Services

URGENCY FOR DECISION

The key factors relating to the urgency of the decision are:

- The deadline in relation to the approval and initial drawdown for LotteryWest funding, despite being granted an extension of time to April 2019.
- The need for conservation to be undertaken on the Pensioner Guard Cottage as a place of State heritage significance.

- The need for remedial works to address the ongoing and compounding deterioration of the Residence— for example, the ceiling which is currently held up by strapping.

ISSUES TO HAND

The Workshop was in part, to reconcile two different perspectives regarding the potential use of the place and, in particular, the use of the Residence as a Museum or Interpretation Centre for the history of Bassendean.

Key issues were:

- The conservation of the Pensioner Guard Cottage.
- The restoration and adaptive reuse of the Residence as a place for the interpretation of the history of Bassendean in the Pensioner Guard Cottage.
- The relationship of the new build at the rear and community use of that place in relation to the Residence in particular.
- Whether a change of use of part of the new build to an Infant Health Clinic would be deleterious to the cultural heritage significance of the State registered place (the Cottage) and the degree of impact upon the use of the Residence for interpretation.

EXISTING LETTERS OF SUPPORT

The 2016 letters of support supported option 2C on the following basis:

- National Trust — ‘extended support the proposed conservation works at 1 Surrey Street Bassendean consisting of the Bassendean Pensioner Guard Cottage and the adjacent circa 1893 residence’.
- The Royal Western Australian Historical Society — ‘the circa 1893 residence... Will be used to how’s new interpretation for the cottage. It will be fitted out with replica furniture and utensils so that visitors get their information about the town of Bassendean, the pensioner guards and the people who occupied the cottage in the residents and the local history.’
- The Royal Western Australian Historical Society — ‘is in addition to the refurbishment of the two buildings, further the plans for a new building to be constructed the rear of the residence will have difficulty making facilities for people visiting the museum and provide for curators office located in this new building.’
- Bassendean Historical Society — ‘encourages and supports initiatives to develop permanent interpretive display to enhance knowledge and community connection with the pensioner guard cottage’.

The letters are attached to this report at Appendix 3.

POINTS TO RESOLVE

Primary

- The 2C design had previously been approved by the Representative Organisations as being suitable for LotteryWest funding.
- Potential need to use part of the Residence for community purposes — impacting upon space available for interpretation.
- The proposed change of use would potentially affect part of the new build and entail the removal of the Curators Office.
- The Curators Office had formed part of the support for the 2C given by the Royal Western Australian Historical Society.

Secondary

- It was recognised that there have been differing points of view expressed by some members of one Representative Organisation as to the appropriateness or otherwise of the 2C design.
- As LotteryWest funding is contingent on the 2C design, alternative designs and their merit or otherwise did not form part of the deliberations of the Workshop.

OUTCOMES DESIRED

Three principle outcomes were desired:

- **Primary** — to gain the support of the Representative Organisations for the new use to confirm the existing LotteryWest funding.
- **Secondary** — to obtain support for the new use in relation to the cultural heritage significance of the places and the potential change of use of part the Residence in relation to interpreting the history of Bassendean and the Pensioner Guard Cottage.
- **Tertiary** — to gain a clearer understanding of how a change of use would impact upon the operation of the place.

FOCUS OF WORKSHOP

- The proposed use of the heritage listed site, incorporating an Infant Health Clinic, playgroup and providing the opportunity for other community use of the facility.
- Impacts upon interpretation of the heritage listed site with and without an Infant Health Centre and playgroup option.

Seeking approval from the Department of Health for the design of the Infant Health Clinic did not form part of the Workshop.

However, the representative of the Department indicated verbally that they did not see an impediment to the insertion of the Residence in the design, pending additional discussion and more detailed design being supplied.

APPROACH OF WORKSHOP

The approach of the workshop was to:

- Outline proposed changes to place.
- Discuss the impact of the proposed change of use on the cultural heritage significance of the place.
- Articulate any proposed adaptive reuse in relation to change of use requirements.
- Gain input into interpretation of the place if new uses adopted.
- Guide support for continuation of existing heritage-based funding.

PROCESS OF WORKSHOP

- The previously approved 2C plans were reviewed.
- Statements of support from Museums Australia, Bassendean Historical Society, National Trust of Western Australia, Royal Western Australian Historical Society and the State Heritage Office (now Department of Planning, Lands and Heritage) were reviewed.
- Changes to the use of the place and the reconfiguration of some of the rooms were explained.
- The impact of the changes on the use of the place were discussed.
- The impact of the changes on the interpretation of the place were discussed.

The Workshop did not discuss design options although the impact of the proposed change of use and change to the original design was outlined by SIA Architects.

A graphic representation of that as shown at the workshop is attached at Appendix 4.

ISSUES RAISED

The Representative Organisations agreed that there were advantages and concerns in the proposal:

Advantages

- Opportunity to conserve and interpret the Pensioner Guard Cottage and the Residence.
- The new proposal will be in new construction at the rear. It has the opportunity to enhance community use of the site and to bring new audiences to the Interpretive Centre and Pensioner Cottage.
- Potential to reach a broader range of the Bassendean community and to achieve greater awareness of the Pensioner Guard Cottage and the history of Bassendean.
- Capture of existing LotteryWest funding.
- Potential place for visiting historical exhibitions.

Concerns

- That insufficient space would be available for interpretation of the history of Bassendean and the Pensioner Guard Cottage.
- That there would be 'usage creep' from the proposed new build into the Residence, diminishing the use of that place for interpretation in the future.
- That activities held may be deleterious to the interpretation of the place.

- That the configuration of the rooms would not be suitable for interpretation.

After an unfiltered, robust and sometimes heated debate, it was recognised by the Representative Organisations that the capacity to obtain funding for the conservation of the Pensioner Guard Cottage and the restoration and adaptive reuse of the Residence was paramount.

Whilst not ideal, some compromise as to the use and interpretation of the Residence would need to be made and that the decision was effectively a binary one — that the LotteryWest funding was contingent upon approval — and that, should LotteryWest funding not be obtained, it was likely that remedial and conservation works to the premises would be deferred, to the detriment of the buildings.

Consideration of the impact of any change of use was discussed, including different types of interpretation and how this might be proactively used across the site, external to the site, digitally/electronically, and how different parts of the site might be used by the groups.

It was acknowledged by the Town that this compromise in the space available for interpretation would be best approached by undertaking additional consultation after securing the LotteryWest grant.

Future consultation as to the extent of any changes to the *Creative Spaces Pensioner Guard Cottage Site Interpretation Plan* would form the focus of another workshop and, to that purpose, funds were listed for Council consideration as part of the Town's 2018/2019 Draft Budget.

POINTS OF AGREEMENT

The following understandings form the basis of agreement:

- No change be made to the conservation and interpretation proposed in the Pensioner Guard Cottage.
- That the Residence had an integral role to play in the interpretation of the history of the Pensioner Guard Cottage.
- That the Bassendean Historical Society's intention for the Residence was as a place of interpretation of the history of Bassendean from a time before the existence of the structures on the site, to the present; and, that the existence of the Residence was an integral part of the Pensioner Guard Cottage and the locale, encompassing history.
- That the Residence had the potential to be used as a place to house travelling historical displays
- That the Residence primary use would be as an Interpretation Centre with passive use of the spaces for compatible purposes.
- That given current funding constraints it was unlikely that a full-time — or part-time — Curator would be available for the site. Therefore it was agreed that a Curator's office would not be required at this point in time.

OUTCOME ACHIEVED

Support for the change of use was endorsed by the Representative Organisations on the basis that this support would be forwarded to LotteryWest as an indication of their support:

- Royal Western Australian Historical Society
- National Trust of WA
- State Heritage Office
- Bassendean Historical Society

The endorsement supported the change of use on the following basis:

The Residence: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes.

The signed document is attached to this report at Appendix 5.

RECOMMENDATIONS

It is recommended that Council:

1. Accept the support of the Representative Organisations attending the workshop for the endorsement supporting the change of use on the following basis:

The Residence: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes.

2. Proceed to secure the LotteryWest grant on the basis that the grant conditions relating to the support from the Representative Organisations is now substantially met.
3. Acknowledge that compromise by the Representative Organisations has been made to allow the Town to move forward to secure the future of these heritage buildings.
4. Subsequent to receipt of LotteryWest funding approval, review the *Creative Spaces Pensioner Guard Cottage Site Interpretation Plan* – exhibition layout plan for the Residence —to assess passive use of the space for purposes compatible with interpretation.

APPENDICES

- RFQ
- Consultant credentials
- Letters of approval previously gained
- Indicative changes
- Signed document

Appendix 1 RFQ

**Council adopted Project Brief
For**

1 Surrey Street Interpretation, Infant Heath, Community Use and Playgroup

Council's (OCM – 11/02/18) resolved in part to explore the SIA Architect Option 2c design with a view to repurposing the homestead and extension for use as a Family & Children's Services Facility

In April 2017, Council approved the below project brief to engage a suitable consultant to undertake a workshop with an appropriate representative from the State Heritage Office; Bassendean Historical Society Inc; National Trust of Australia (WA); the Royal Western Australian Historical Society Inc, Department of Health, Child & Adolescent Community Health Services, together with representatives from Council with a view to:

- A) repurposing the SIA Architect Option 2C design for the proposed interpretation of the heritage listed site, incorporating an Infant Heath Clinic and providing the opportunity for other community use of the facility and for the consultant to provide a report on the outcomes to achieve the Council direction; and
- B) a scaled back version of the 2C design with an interpretation of the Heritage listed site without an infant health centre and playgroup option

To achieve the State Heritage Office, Lotterywest grant funding requirements and Council's direction this project brief has been prepared to guide the appointed Stakeholder Consultant to understand the project requirements. The outcomes from the stakeholder workshop is to be reviewed by SIA Architect Pty Ltd and if necessary propose minor amendments to the 2C design are to be prepared for consideration. Pending Council's further direction, finalise the 2C detailed design and specifications and provide relevant information for the development application, which is to be submitted in a timely manner, in order to achieve the following desired outcomes:

Interpretation

- In accordance with State Heritage Office correspondence dated 15th October 2012 (ILET-5944712) the following issues are to be addressed:
 - Provide a focal point for the community that will centre as much of the "cultural life" of the Town of Bassendean at 1 Surrey Street
 - The proposed use of the place as a diverse cultural centre as a positive use for the place and will reflect its significance to the Town of Bassendean and to the State of WA
 - Any development proposals are required to be referred to the Heritage Council of WA for advice and formal support prior to commencement of works
 - Any proposed physical modifications to the place for interpretive purposes should not be to the detriment of the significant fabric of the place
 - Acknowledgement of the state significance of the place should be provided to visitors because it is important to both local and state levels
 - Interpreting the evolutionary story of the fabric of the place as well as social and historical stories needs to be accommodated
- Museum Australia WA correspondence dated 28 August 2015 (OEM-5345215) conditionally agreed that Option 2 of the architectural drawing successfully meets the recommendations of the 2012 Interpretation Plan produced by Dr Brian Shepherd particularly Recommendation 4-7 increasing community engagement and separating the heritage area from the area designated for community use.

- Creative Designs prepared in August 2016 the Interpretative Exhibition Layout for the Pensioner Guard Cottage and the 1893 Residence

Infant Health facility

- The 2c building design is to provide a comfortable space for parents and carers of young children to come together. The community space to provide the opportunity for Pre and Post Natal education and Exercise sessions, mothers' / Parents groups, this building is not to be a daycare facility. Where possible within the 2c building design, a space for clinicians could be provided, which the Town could rent out to generate income
- Department of Health, Child & Adolescent Community Health Services - Facilities Manager confirmed 5th April 2018 that the attached Consultancy / Clinic Room Layout (RL.CO4.04) & Typical child Health Clinic Layout (CC.001) are current and outlines the extent of facilities to be provided in the clinicians room and the waiting area. It should be noted that the Clinic windows need to be able to be blacked out so the nurses can undertake eye tests. [Child Health plans.pdf](#)
- If Child Health was to be located with other services in the building then a waiting area, toilets, kitchen / pantry area can be shared.
- Bassendean Child Health Clinic current hours, are Monday to Friday 0800-1630 with a total of 1.39 FTE working from this site (1 nurse Mon – Wed and 2 nurses on Thursdays and Fridays)
- Bassendean Child Health Clinic – attendance between October - December 2017
 - 160 Attended in person or received a Home Visits for an assessment
 - 158 Attended the Drop in Clinic
 - Total of 318 occasions of service recorded for that period Please note there was only 1FTE of nursing time allocated during this time frame.
- Security – CCTV camera and the nurses are required to follow the working alone procedures.
- Lockable Child Health Clinic room to store confidential information.
- Clinic requires double outlets for the telephone and data and preferred to have double (even 2) GPO's and behind the nurses desk so as children cannot play with this.
- Clinic floor coverings are preferred to be vinyl.
- Clinic windows need to be able to be blacked out so the nurses can do their eye tests in a darker area

Community Use

- Multifunctional space so that other community groups can use both the indoor and outdoor the space eg Local and State visitors to Pensioner Guard Cottage/ 1893 Residence, School interpretation and education
- Once the 1856-1857 Pensioner Guard Cottage and the 1893 Residence are restored, Council may wish to allocate funding to increase opportunity for viewing, due to the buildings heritage significance and to provide opportunity for interpretation and education.
- Storage space for Town of Bassendean community furniture and equipment
- Multifunctional space is to provide cultural and community focal point or education programs, such as the following examples:

Activity	Estimated	Estimated frequency	General meeting
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	number of people		times
Opening of Pensioner Guard Cottage	-	Currently the cottage is open last Sunday of Each Month.	Bassendean Historical Society volunteers currently open the Pensioner Guard Cottage 10am – 1:30pm
Bassendean Historical Society	15-20	Between February and November on the last Thursday of each Month	7pm
Early Parenting Groups sessions eg Midvale Parenting Hub	7-10	Program may occur various days	Generally 1-2 hours sessions
Yoga (Hatha, Mums & Bubs)	10-15	Monday	Yoga (Hatha, Mums & Bubs)
Pilates.	10-15	Tuesday	6:30pm -8:30pm
Bassendean Arts Council including Fibrant Community Arts group	10-20	Every Thursday	10am - 1pm
Story telling	10-15	Friday Saturday	6pm – 8pm 3pm to 7pm

Playgroup

- Early Years Nature Play space is to be provided at rear of Community space that is designed for children 0 – 3 years old and allows parents to plan and help grow their child's Development, Health and wellbeing, Confidence, Curiosity and Family Bonds, taking into consideration the following:
 - Compliant with appropriate Legislation and regulations for shade requirements in all seasons and provisions for wind, sun, air quality and winter conditions must be made.
 - Multiuse space for other community groups and at the same time will provide adequate shade, potentially provide tricycle tracks, retention of mature trees to create living shade options - willow tunnels, domes or shaded sand play areas.
 - Nature based things to do, identify suggestions from the library for 0-3 year olds that can be incorporated into the rear of community space
<https://www.natureplaywa.org.au/library/1/file/Resources/families/51things%20to%20do%20before%20youre%2012%202017.pdf>
 - Nature based programs for early years
<https://www.natureplaywa.org.au/programs/early-years>
 - Nature based checklist [Nature Play WA - ReadySetWonderLR1.pdf](#)
 - Storage space for playgroup equipment
- Current Playgroups list on the Town of Bassendean community directory does not indicate frequency or number of children attending the following existing groups:
 - Bassendean Primary School Playgroup: Playgroup for 0-5 yr olds run at Bassendean Primary School.
 - Casa Mia Montessori Playgroup,

- Good Shepherd Playgroup
- Humpty Dumpty Toy Library, Altone Leisure Centre, Saturdays 10am-12pm
- Salvation Army Morley Playgroup Inc
- St Michael's Playgroup

Lotterywest requirement

LotteryWest grant variation, states the \$375,000 grant “payment will be made on the provision of written approvals and or endorsement for Council’s final adopted plans for the conservation and redevelopment of the Pensioner Guard Cottage, from the following organisations:

- State Heritage Office
- Bassendean Historical Society Inc
- National Trust of Australia (WA)
- The Royal Western Australian Historical Society (Inc).

In addition, the LotteryWest grant variation required the **initial drawdown of this grant** be concluded by **30 April 2019** and subsequent drawdown periods must be no further than 6 months apart. Once the overall conditions have been met, payment will be made in arrears on provision of receipts or original Builders’/Architects’ certificates or certified copies for progress payments and a written request for payment.

Provide details of the proposed changes to Option 2c design to clarify any differences between the original 2C design presented to Lotterywest as part of the grant application (421010236) and the impact on how the community will access and use the facility, and the preliminary estimated costs for the proposed restoration and construction works for the final design.

Appendix 2 Consultant credentials

Mobile: +61 (0) 423 843 639
Email: cultureandcontext@iinet.net.au
Postal: PO Box 6760, East Perth, Western Australia 6892
Web: www.cultureandcontext.com.au
ABN: 62 130 369 970

Dr Felicity Morel-EdnieBrown PhD, BA (Hons), FRSA, FAIM, MAICD, M. ICOMOS, MPHA, MPRIA

Felicity has over 30 years' experience in both the private and public sector in cultural management, urban analysis, and heritage consulting.

She is known for her inter and multi-disciplinary approach to cultural development and urban interaction. With 20 years in State Government, over 17 of which were with the Department of the Premier and Cabinet, Felicity has extensive experience in dealing with all tiers of government and stakeholders in matters of cultural heritage significance and urban policy.

Felicity left Government for family reasons and established Culture+Context which specialises in providing expert advice in strategic planning, urban policy and cultural matters including the independent review of policies, projects and programmes.

Her last government role was as Strategic Advisor to the WA Museum in which she advised the CEO on strategic matters associated with the New Museum and emerging and digital interpretation. Prior to that she was Advisor to the Director-General of Planning 2010-2012 advising on whole of agency and structural matters.

From 2005-2010, Felicity was the Director of the Northbridge History Project where she initiated a programme to reset the purpose, vision and values of Northbridge in the face of urban decline and contextualise the development and uniqueness of Northbridge in the urban policy, education and policing debate.

Felicity is a Member of the Urban Design Committee of the Australian Institute of Architects (WA Chapter) and speaks regularly at national and international conferences on urban, heritage, policy and cultural heritage practice.

Experience (selected)

- Was on shortlisted team for the New Museum Project:

.... Based on her knowledge of both museum design and operations and the history of this site, Felicity was able to make a significant contribution to the narrative developed by the architectural team (comprising Foster+ Partners, Hames Sharley and Griffith Architects). This included both the content of the narrative as well as the tone and structure of the presentation and its interpretation in the resulting built form. This was achieved by utilising Felicity as an integral member of the project team, so that she could contribute to both planning and design issues

- The Northbridge History Project was internationally recognised for using cultural heritage significance to revitalise Northbridge, leading to decreased crime and increased business investment. Praised by ICOMOS for contribution as

'one of the finest examples of successful community engagement in heritage ... not just for tourism or historic preservation, but also to improve the life of a community and to recognize the dignity of its people and their memories.'

- Member, Museums Australia and has spoken at MA conferences.

- Liaison, Western Australian Museum digital capture project/CyArk, 2011-2013.
- Author Conservation Plan for the WA Museum site (UWA, Morel Consulting, Molyneux Architects 1992).
- Initiated the development of a protocol for assessing significance for museum collections through work done as a Commonwealth Valuer for Art TIAS. [Later developed by others to become Heritage 2.0 Cultural significance for Museum Collections.]
- Author: policy and funding for travelling curators for community collections.
- Highly experienced across all aspects of curatorial practice, exhibition design, operations and outreach.
 - Curator: Our Constitution.
 - Brought the first holographic display to Western Australia.
 - Supervising curator: A Vote of Her Own.
 - Producer: Documentary – A Vote of Her Own.
 - Pioneered the use of digital technologies to record community and state history.
 - Advisor: WA Museum.
 - Author and presenter: various podcasts, radio presentations and curriculum materials.
- Curator of travelling and static exhibitions.

Other cultural heritage expertise includes:

- Established and managed the Assessment protocols for the State Register of Heritage Places.
- In the Department of the Premier and Cabinet (DPC), was the Project Manager for the adaptive reuse of the Old Hale School Buildings into the award winning Constitutional Centre of WA. The project set the standard for adaptive reuse of Government heritage buildings.
- Strategic heritage adviser on cultural heritage policy, urban design, interpretation and adaptive reuse, major sites: WA Museum, Newspaper House Group.
- Member Cabinet-appointed Working Party to determine use of Old Treasury Building.

Qualifications (selected)

Felicity holds an interdisciplinary PhD in History/GIS from the University of Western Australia studying the development of Perth's urban core. Her PhD Thesis was recommended *cum laude*. Her Honours Dissertation explored the semiotics of architecture in Perth and Fremantle and was used to critically examine the work of others.

She has been an Honorary Research Fellow at the University of Western Australia from 2007 to 2016, and is an Affiliate, Electronic Cultural Atlases Initiative (ECAI) at Berkeley University/ECAI.

Felicity is an Expert Member of the ICOMOS International Scientific Committee on Interpretation and Presentation, and a Life Fellow of the Royal Society of Arts (UK) and of the Symposium on Digital Earth (Beijing).

Professional Letters/Memberships (selected)

- Life Fellow, Royal Society of Arts [UK] (FRSA).
- Member, International Council On Monuments and Sites (MICOMOS).
- Australian Expert Member, ICOMOS International Scientific Committee on Interpretation and Presentation of Cultural Heritage Sites (ICIP) (by invitation).
- Professional Member, Professional Historians and Researchers Association (MPHR).
- Member, Museums Australia
- Professional Member, Public Relations Institute of Australia (MPRIA).
- Commonwealth Valuer for Art and Cultural Materials (former) (Comm.Val.TIAS).

Committees/Boards (selected)

- Research Representative, Australian National Archives Consultative Forum (WA).
- Member Working Party, Australia ICOMOS 2015 National Conference and Chair of Asian Heritage Session
- Member, Digital Cities Working Party, International Society of Digital Earth, Beijing.
- Member, Conference Steering Committee Planning History Urban History Conference, Perth, 2011-2012.
- Member (by invitation), International Committee, Steering Committee, Computer Applications in Archaeology, University of Leiden, Netherlands (CAA), 2010-2012.
- Councillor, History Council of Western Australia, 2005-2012.
- Convenor, Historical GIS of Perth Industry Partners Working Group, 2007-2010.
- Deputy Chair, Historical GIS of Perth Academic Partners Working Group, 2007-2010.
- Convenor Northbridge History Studies Days, 2007-2010.
- Deputy Chair: Police, Jewish, Italian, Irish, MSC, Vietnamese, Chinese, Greek, Aboriginal and Town of Vincent History Steering Committees, 2005-2010.
- Convenor: Premier's Northbridge History Reference Panel, 2004-2010.
- Member Curriculum Committee and Lead Editor developing materials teaching cultural heritage skills and local history for the first four years of high school including Heritage Studies, 2006-2007.
- Secretary, Premier's Indigenous Cultural Precinct Working Group, 2002-2005.
- Member, Australian Executive, International Council on Monuments and Sites (ICOMOS) working on the listing of the Melbourne Exhibition Building as a World Heritage Site, 2002-2004.
- Member Cabinet-appointed Working Party on the Old Treasury Buildings Development, 2001-2002.
- Board Member, Metropolitan Cemeteries Board, 1997-2002.
- Championed the inclusion of *cultural* tourism in Forum Advocating Cultural and Eco Tourism (FACET), 1991-1993; Deputy Convenor FACET working Executive, 1993-1995.

Other professional experience (selected)

- Tier 2 Strategic Advisor providing expert advice to the Department of Planning on a range of issues associated with the Department including but not limited to urban planning and design, cultural heritage, urban interpretation and community engagement, 2010-2014.
- Director Northbridge History Project, Department of the Premier and Cabinet, responsible for conceptualization and direction of Northbridge History Project, including but not limited to expert advice on history, heritage, governance and city interpretation; Research and digital collection of cultural heritage materials about the area of Northbridge; Presenting scholarly papers, seminars, scripts and workshops to promote the preservation of intangible cultural heritage, 2005-2010.
- Convenor, Northbridge History Studies Days, 2007-2010.
- Convenor, Historical GIS of Perth Industry Partners Working Group, 2010-2007.
- Policy briefings on urban policy, adaptive reuse, heritage, urban planning, social planning, 1999-2010.
- Director, Constitutional Centre of Western Australia, developing and running programmes to showcase Australia's constitutional heritage, 1997-1999.
- Project Manager, Old Hale School Development, Ministry of the Premier and Cabinet. Responsible for the conservation and adaptive reuse of a substantial heritage building for use as the Constitutional Centre of Western Australia which established the standard for the conservation of heritage buildings in Government hands. Cited as the conservation and adaptive reuse standard for the Old Treasury Buildings and Hale House, 1996-1997.
- Facilitator, Australian Heritage Commission, National Estates Towards 2000 Strategic Planning Workshop: Historic Environment, 1995.
- Facilitator, Australian Heritage Commission, National Estates Towards 2000 Strategic Planning Workshop: Aboriginal Environments, 1995.
- Senior Conservation Officer, Heritage Council of Western Australia responsible for Managing Assessment Programme and supervising consultants and student (planners, architects, historians, archaeologists, etc.) in the preparation of heritage assessments for the Register of Heritage Places; Undertake heritage assessments and give advice on registration and heritage issues and represent the Heritage Council on cultural tourism matters, 1993-1996.
- Secretary, Register Committee; Gave advice on registration and heritage issues to Council and Minister, 1994-1996.
- Author, Strategic Plan and Key Performance Indicators: Heritage Council of Western Australia, 1993-1994.
- Development consultant guidelines for State Register and Municipal Inventories : Heritage Council of Western Australia, 1993-1994.
- Strategic heritage consultant advising on cultural heritage policy, urban design, interpretation and adaptive reuse, 1992-1994 major sites: WA Museum, Newspaper House Group.

Recognition (selected)

- *Finalist:* Heritage Council Outstanding Contribution to Heritage by a Professional in the Heritage Industry Heritage Council of Western Australia, 2011.
- *Finalist:* (for Northbridge History Project) Heritage Council Outstanding Contribution to Heritage by a Public or Private Organisation Heritage Council of Western Australia, 2011.
- *Finalist:* (for Northbridge History Project) Heritage Council Outstanding Interpretation Project that enhances a place, Heritage Council of Western Australia, 2011.
- *Award:* Glammy Award, 2010, Building Bridges Within or Between Communities, PrideWA for the Gay and Lesbian Community of Western Australia.
- *Valued contributor:* Polish Community of Western Australia, 2010, for conserving Polish cultural heritage in Western Australia.
- *Valued contributor:* Gay and Lesbian Community of Western Australia, 2010, for conserving gay and lesbian cultural heritage in Northbridge.
- *Finalist:* Museums Australia National Awards for Excellence, 2009, Northbridge History Project, (short listed from 406 entries).
- *Showcase:* Shaping the Future with History showcased by Education Department as exemplary curriculum materials.
- *Finalist:* Margaret Metcalf Award for Excellence in Research and Referencing, Perth, 2009.
- *Awards:* (as Project Manager, Old Hale School Development for the conservation and adaptive reuse of the building won awards for conservation): two Royal Australian Institute of Architects Awards – conservation category and the recycling (adaptive reuse) category; and the Master Builders Centenary Award - conservation construction. The building also received an award for Disability Access.

Heritage consulting (selected)

- Culture+Context was launched in February 2015 and we have advised upon and/or facilitated projects from AUD \$5k to \$428m in commercial, hospitality, heritage and cultural spheres. Experienced in SAT matters.
- Author or Principal Editor of Heritage Assessments for Heritage Council of Western Australia 1993-1996, Heritage Council of Western Australia, Perth,.
- Consultant, Donaldson + Warn, 1994.
- Consultant, City of Perth Study with Professor Jan Gehl, 1993.
- Consultant, Hocking Planning and Architecture, 1993.
- Overseas consulting in heritage: England, Scotland, France, Denmark and Singapore, 1993.
- Heritage Consultant, University of Western Australia, Centre for West Australian History, 1992-1993.
- Author, Heritage Assessment for the Museum of Western Australia Conservation Plan WA Museum, 1992-1993.
- Consultant, Ian Molyneux Architects, 1992-1993.
- Consultant, KTA Architects, 1992-1993.

Academic

- Honorary Research Fellow, Department of Humanities, University of Western Australia, 2007-current.
- Affiliate, Electronic Cultural Atlases Initiative (UCBerkeley/ECAI).
- Co-Chair Computer Applications in Archaeology Conference, Across Space and Time, Perth, 2013 [International conference exploring current theory and applications of quantitative methods and information technology in the fields of archaeology, history, cultural heritage, mathematics computer science and digital technologies.] The conference ran in conjunction with the University of Western Australia, Sydney University, Macquarie University, University and the Western Australian Museum
- Peer reviewer (by invitation): *Heritage & Society*, (formerly *Heritage Management*) published by Left Coast Press. *Heritage & Society* is an international, peer-reviewed journal that provides a forum for scholarly, professional, and community reflection on the cultural, political, and economic impacts of heritage on contemporary society.
- Peer reviewer (by invitation): *Australian Planner*, Routledge Press. *Australian Planner* is Australia's leading peer reviewed journal for the planning profession, and is the most read and influential planning journal in Australia and the Pacific Region.
- Peer reviewer: *Urban History Planning History Conference Proceedings*, University of Western Australia, February 2012.
- Guest Lecturer, School of History, UWA, 2010, 2011, 2012.
- Guest Lecturer, School of Architecture and Landscape Architecture, UWA, 2011, 2012.
- Guest Lecturer in Public History: Murdoch University, 1994, 1995.

Publications (selected)

- Chapter (by invitation). Morel-EdnieBrown, Felicity Anne (2012), 'Wither Genius Loci?: The City, Urban Fabric and Identity in Perth', in Hernan Casakin and Fatima Bernado (eds.), *The Role of Place Identity in the Perception, Understanding, and Design of Built Environments* (Sharjah: Bentham Science Publishers Ltd), 275-299.
- Panel member (by invitation): 'The context of culture', (by invitation with former Minister of Planning): *Planning Institute of Australia, State Conference*, Mandurah, 18 November 2011.
- Refereed Journal (by invitation): Morel-EdnieBrown, F. A., 'Community Engagement, Heritage, and Rediscovering a Sense of Place in Northbridge, Perth, Australia', *International Journal of Asia-Pacific Studies*, Published Volume 7 No 1 January 2011, pp. 1-25.
- Morel-EdnieBrown, F. A., 'Hidden cities: authenticity and city fabric', in Frischer, Bernard, Jane Webb Crawford & David Koller (eds), 2010. *Making History Interactive. Computer Applications and Quantitative Methods in Archaeology (CAA). Proceedings of the 37th International Conference, Williamsburg, Virginia, United States of America, March 22-26.* BAR S2079. (Archaeopress, Oxford, 2010).
- Morel-EdnieBrown, F. A., 'EarthTextSpaceTime: making historical sources available through the agency of GIS', published proceedings *Computer Applications and*

Quantitative Methods in Archaeology 2009, online
<http://www.caa2009.org/PapersProceedings.cfm> (The Colonial Williamsburg Foundation and The University of Virginia, Williamsburg, 2010).

- Morel-EdnieBrown, F. A., 'Mashed up culture? interpretation, authenticity, technology and reinvention', *Computer Applications and Quantitative Methods in Archaeology 2009*, convened by the University of Granada, Granada, Spain, 2010.
- 'A firm foundation: intangible heritage and interpreting cityscapes', *Changing Landscapes: Museums Australia State Conference*, Wanneroo Cultural and Learning Centre, 8-10 October 2009.
- Paper: (by invitation of UC Berkeley) Morel-EdnieBrown, F. A., 'Creating genius loci in hyperspace', *International Joint GIS-IDEAS 2008, Pacific Neighborhood Consortium and Electronic Cultural Atlas Initiative Conference: 'Towards Sustainable and Creative Humansphere'*, convened by Japan- Vietnam Geoinformatics Consortium, Kyoto University and Hanoi University of Science, Hanoi, Vietnam, 4-6 December 2008.
- Morel-EdnieBrown, F. A., 'From inside my mind': using oral histories to create authenticity in city interpretation', *The Talk About Town: Urban Lives and Oral Sources in 20th Century Australia*, State Library of Victoria and the Melbourne Museum, Melbourne, 27-28 August 2009.

Appendix 3 Letters of approval previously gained



STATE
HERITAGE
OFFICE

Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

2 September 2016

YOUR REF
OUR REF P131/41933
ENQUIRIES Moss Wilson (08) 6552 4056

Mr Brian Reed
Manager Development Services
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934



Document #: ILET-10898516
Date: 02.09.2016
Officer: BRIAN REED
File: COUP/PROGM/1 A673

Dear Brian

P131 PENSIONER GUARD COTTAGE
Town of Bassendean Application 4 August 2016

Under the provisions of Section 11 of the *Heritage of Western Australia Act 1990*, the proposed development as described below has been referred to the Heritage Council for its advice.

Place Number	P131
Place Name	Pensioner Guard Cottage
Street Address	1 Surrey Street, Bassendean
Referral date	4 August 2016
Development Description	Restoration, reconstruction and refurbishment of heritage buildings

We received the following information and drawings prepared by SIA architects dated July 2016:

Refurbishment – Materials and Finishes
A01 – Existing Residency – Internal Elevations
A02 – Community Kitchen & Toilet Internal Elevations
AC01 – Pensioner Guard Cottage – Conservation Works
DA01 – Title Sheet, Survey and Site Plan
DA02 – Demolition Plan & Ground Floor Plan
DA03 – Roof & Stormwater Plans
DA04 – Elevations
DA05 – Shadow Diagrams

The referral for the proposed development has been considered in the context of the identified cultural significance of *Pensioner Guard Cottage* and the following advice is given:

Findings

- *Pensioner Guard Cottage* comprises a small rendered brick and shingle residence established c.1857, and is significant as the only known extant Pensioner Guard Cottage in Bassendean. The place is also associated with the convict system in the state's colonial period.

stateheritage.wa.gov.au
info@stateheritage.wa.gov.au

- The proposal is for a large-scale series of alterations and refurbishment of the site. A number of specific changes are proposed, but can be summarised as:
 - Conservation work to the cottage, including replacement of the shingles, reinstatement of a rear lean-to, reinstatement of an 1860s colour scheme and the extension of the gable ends to match their original position.
 - Alterations to the residency building, including underpinning of the foundations and floor repair, roof and ceiling repair, replacement of the front verandah, internal layout changes and the replacement of the rear addition with a new community building.
 - Additions to the site, including the replacement of the toilet block, a new artist studio, reinstatement of the front fences, trellis treatments to the east and west boundaries and installation of drainage and soak wells to heritage buildings.
- The Conservation Plan for the place (Gray and Sauman 2007) identifies the cottage as being of considerable significance, the front ground grounds and core residence building as being of some significance and the rest of the residence building and remaining site as being of little significance. The conservation recommendations for these levels of significance are to retain, restore and conserve elements, with adaption and discreet adaption and alterations acceptable for elements of some significance and adaptive works for future use requirements acceptable for elements of little significance (Guides 2.21-2.23).
- Overall, the proposed works are in accordance with the Conservation Plan for the place and represent a good approach to the adaptive reuse of the site.

Advice

The proposed development, in accordance with the plans submitted, is supported subject to the following conditions:

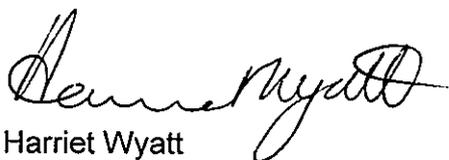
1. New pavement should not abut the walls of the cottage or residency building.
2. A standard archival record shall be provided to the satisfaction of the Executive Director of the State Heritage Office of the structures that are proposed to be demolished. The record shall be prepared in accordance with the guide which can be downloaded from http://stateheritage.wa.gov.au/docs/general-publications/guide-to-preparing-an-archival-record_2012.pdf?sfvrsn=4.
3. More information on the proposed services and impacts on the heritage buildings are provided to the satisfaction of the Executive Director of the State Heritage Office when these plans have been confirmed.
4. More information on the proposed landscape design, particularly the garden trellis along the east and west boundaries of the site are provided to the satisfaction of the Executive Director of the State Heritage Office when these plans have been confirmed.

5. An archaeological management plan prepared by a qualified historical archaeologist is to be prepared to the satisfaction of the Executive Director of the State Heritage Office prior to works commencing.

We would appreciate a copy of your Council's determination for our records.

Should you have any queries regarding this advice please contact Moss Wilson at moss.wilson@stateheritage.wa.gov.au or on 6552 4056.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Harriet Wyatt', written in a cursive style.

Harriet Wyatt
A/DIRECTOR DEVELOPMENT & INCENTIVES



THE ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY INC

27 September 2016

Mr Bob Jarvis
Chief Executive
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934

E: bjarvis@bassendean.wa.gov.au

To whom it may concern

**A letter of support for: Pensioner Guard Cottage & an associated residence
constructed c.1893 - two buildings on the site: Project
Location: 1 Surrey Street Bassendean WA 6934**

On behalf of the Council of The Royal Western Australian Historical Society (Inc) I am writing to support the Town of Bassendean in its work to achieve community funding for this project. The support from your local community has been strong and we are pleased that members of the Bassendean Historical Society (Inc), one of the Society's long time affiliated societies, and our Society are joining you in this project. The restoration of the original buildings is an example of a Cottage and associated residence, which are in its original configuration. Once restored it will become the only Pensioner Guard Museum in the metropolitan area.

Volunteers at the Town of Bassendean's Pensioner Guard Museum have been working for some years to reach the stage where plans have been completed for conservation work and refurbishment with Council approval and plans submitted to the State Heritage Office for assessment in readiness for a campaign for community funding support.

This Society understands that it was the construction of the building by the Brown family that led to the retention of the Cottage. The family used the Cottage as their kitchen and dining room. The Town plans to be doing some conservation works to the Cottage, such as installing a new shingle roof, and re-instating the rear verandah.

The Cottage currently houses a Museum with Interpretation. Once the c.1893 Residence has been refurbished it will be used to house new interpretation for the Cottage. It will be fitted out with replica furniture and utensils so that visitors get their information about the Town of Bassendean, the Pensioner Guards and the people who occupied the Cottage in the Residence and the local history. The community will be able to use their imagination to get a feeling for how life might have been like in a small two roomed Cottage.

In addition to the refurbishment of the two buildings, further plans for a new building to be constructed at the rear of the Residence to accommodate community groups will have tea and coffee making facilities for people visiting the Museum and provide for a Curator's office located in this new building.

Yours sincerely

Lennie McCall AM
Chairperson of Council, Vice President

Stirling House, 49 Broadway, Nedlands, Western Australia. 6009
Tel: (08) 9386 3841 Fax: (08) 9386 3309 Email: admin@histwest.org.au Website: www.histwest.org.au
ABN 43 607 110 473



Government of Western Australia
Department of Culture and the Arts



Mr Bob Jarvis
Town of Bassendean
PO Box 87
BASSENDEAN WA 6934

3 October 2016

Dear Mr Jarvis

RE: LETTER OF SUPPORT - 1 SURREY STREET, BASSENDEAN

The National Trust of Western Australia wishes to extend its support to the proposed conservation works at 1 Surrey St, Bassendean consisting of the Bassendean Pensioner Guard Cottage and adjacent c.1893 residence. The Cottage was originally recognized by the National Trust in 1970 and Classified 1987. The residence has supported the use of the Pensioner Guard Cottage for many years firstly in a domestic setting and secondly to house a small historic collection.

It is understood new interpretation is planned for the residence however stabilization and conservation works are required as part of a staged plan. These works will enable the residence to continue to be used and are fully supported by the National Trust.

This is a significant precinct and the Trust commends the Bassendean Historical Society for proactive ensuring this place is appropriately conserved and interpreted.

Yours Sincerely



Enzo Sirna AM
A/Chief Executive Officer



Document #: ILET-11052316
Date: 01.10.2016
Officer: SIMON STEWERT-DAWKINS
File: GOVN/CCLMEET/3



Original Bassendean Homestead

**BASSENDEAN
HISTORICAL
SOCIETY**
INCORPORATED

PO Box 496
Bassendean 6934

1 October 2016

Mr Bob Jarvis
CEO Town of Bassendean
48 Old Perth Road
Bassendean WA 6054

Dear Bob

The Bassendean Historical Society (Inc.) (BHS) was formed in August 1991 and has this year commemorated its 25th anniversary. Since then our society has worked consistently with the Bassendean Town Council to support the preservation, recording, and promotion of the history and heritage of our local government district.

At the meeting held 28 July 2016 the following updated objectives of the BHS were unanimously carried by our members.

The objectives of the Bassendean Historical Society (Inc.) are to foster and encourage an understanding of the history and heritage of the Bassendean district (Bassendean, Ashfield, and Eden Hill) including:

1. To support the Bassendean Local Studies Library and collection.
2. To support preservation of the built heritage of Bassendean.
3. To encourage interest in the natural and cultural heritage of Bassendean and the protection of historic sites.
4. To promote and support our district's Aboriginal history and heritage.
5. To assist in the preservation, protection, and interpretation of the Pensioner Guard cottage site.
6. To undertake or support projects which have as their intention research into and promotion of the history and heritage of the district.

Over the 25 years since the Society's establishment, it has taken a key role in the custodianship and promotion of the former Pensioner Guard cottage which is a unique metropolitan example of a building constructed by convicts for an Enrolled Pensioner Guard

and his family in 1856. BHS volunteers are responsible for opening the cottage each month for visitors as well as hosting special openings on other occasions. BHS volunteers also work collaboratively with the Librarian in charge of the Bassendean Local History collection. The BHS is formally affiliated with the Royal Western Australian Historical Society (Inc).

The BHS encourages and supports initiatives to develop a permanent interpretive display to enhance knowledge and community connection with the Pensioner Guard cottage. The Society's members look forward to being closely involved in such efforts.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Jennie Carter".

Jennie Carter
Acting President

28 August 2015

Mr Simon Stewert-Davies
Director Operational Services
Town of Bassendean
P O Box 87
BASSENDEAN WA 6934

Dear Simon

Museums Australia Response to refurbishment of 1 Surrey Street, Bassendean

Thank you for the opportunity to view the above property and consult with strategic personnel. We see our role as advocate and informed commentator on industry standards relating to museum best-practise, which includes the interpretation and management of the site. Specifically for the above property I respond to the impact of the proposed redevelopment of the 1893 residence and the ensuing modifications and extension to the interpretation within.

We conditionally agree that *Option 2*, of the architectural drawings presented, successfully meets the recommendations of the 2012 Interpretation Plan produced by Dr Brian Shepherd: Particularly Recommendations 4 to 7: increasing community engagement and separating the heritage area from the area designated for community use.

Concerns raised by stakeholders

1. It is noted that the potential increase for community engagement with the new purpose-built community centre and extended space for interpretation within the 1893 residence may increase the need for more staff supervision. It is also noted that access to the site is always in the form of supervised access, i.e., staff will always need to be present to allow access.

In order to allay any fears that supervision provided by the present staff cohort of Historical Society members may be unsustainable with the expanded development of the site, the Historical Society should be assured of support from the Town of Bassendean. Assurance regarding future staffing of the site should be in writing to the Bassendean Historical Society, guaranteeing ongoing support to facilitate regular access to 1 Surrey Street: the scope and definition of regular access needs to be agreed upon by both parties.



2. It is noted that *Option 2* potentially allows for more than one access point to the 1893 residence, rather than the existing front-of-house entry. Does this have the potential to compromise how an audience will experience the interior interpretation?

There is no evidence to support the premise that an audience will have an optimum museum experience by following a prescribed linear engagement with the space, for example, the traditional didactic time-line approach. To the contrary, visitors to museum sites engage in informal learning, tend to negotiate content in group situations, and bring their own levels of knowledge and experiences with them¹. Furthermore, the visitor's perception of free will in how he/she engages with museum exhibitions enhances the visitor experience.

The refurbished lay-out of interpretive material has the capacity to offer enriching content from a variety of access points.

With the necessary support and promotion from the Town of Bassendean I believe that the redevelopment of 1 Surrey Street, according to Option 2, can create a practical and welcoming hub for community engagement while maximising audience awareness of the site's heritage significance.

Yours faithfully

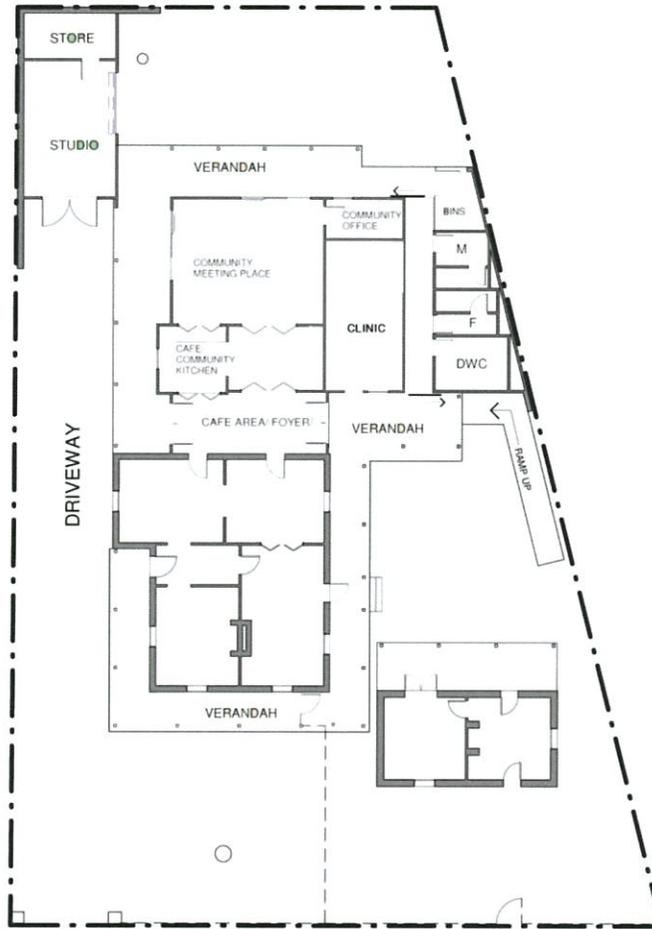


Rosemary Fitzgerald
Coordinator
Programmes and Communications
Museums Australia WA

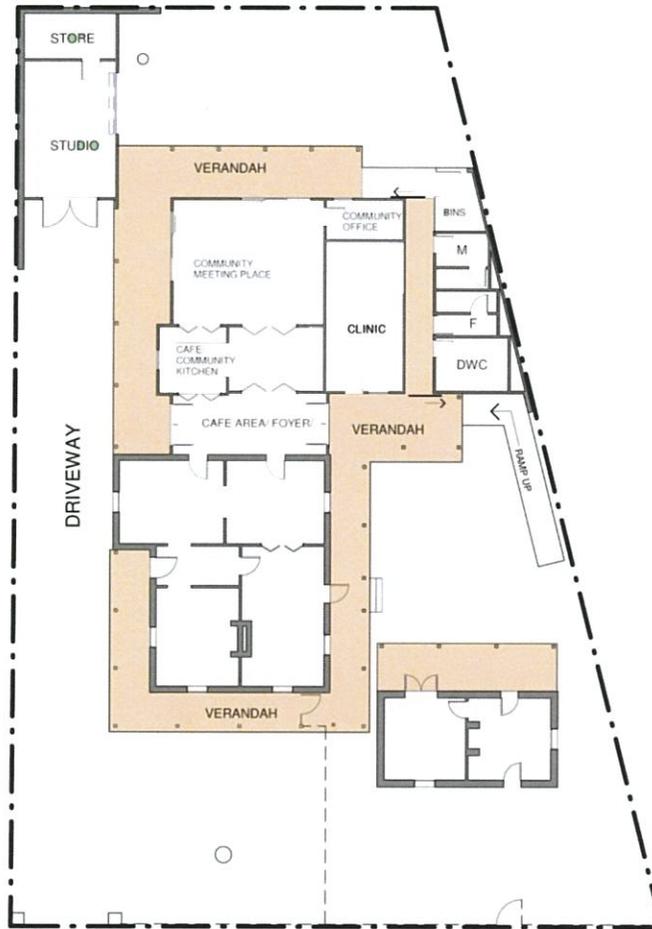
¹ Falk, J & Dierking, L, 2000, *Learning from Museums – Visitor Experiences and the making of Meaning*, Altamira Press, Walnut Creek, p 97. Falk is an international expert on the museum experience. Also relevant from his many publications is *Free-Choice Learning and the Environment* (2009).



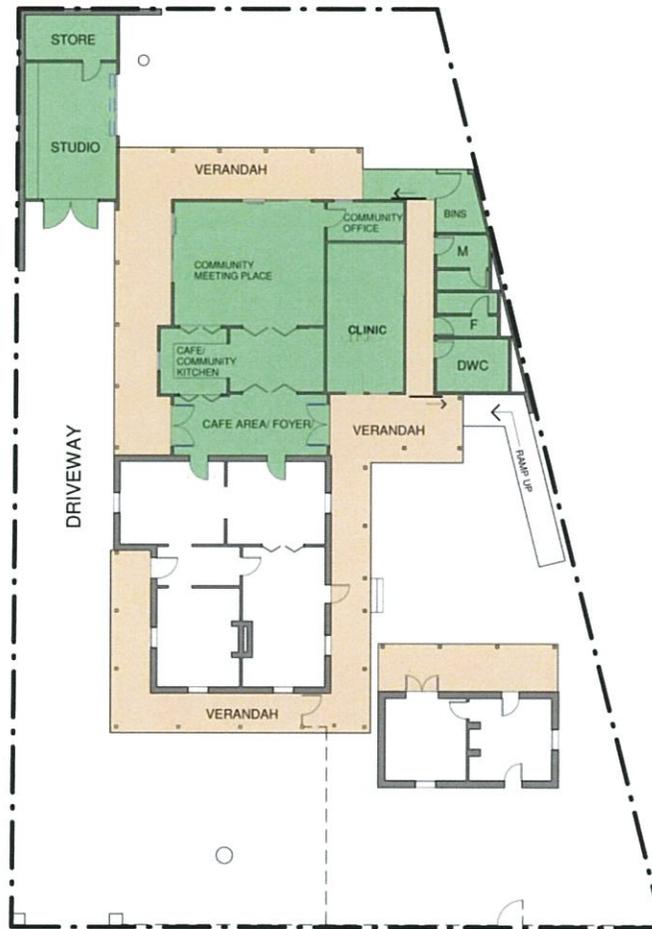
Appendix 4 Indicative changes



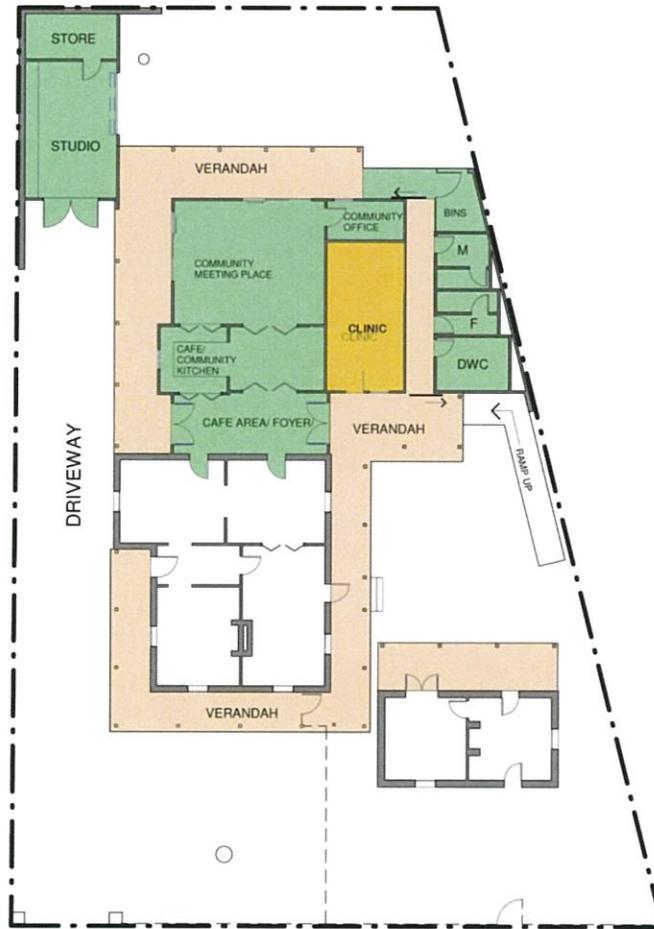
SURREY STREET



SURREY STREET



SURREY STREET



SURREY STREET

Appendix 5 Signed document

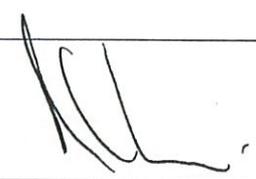
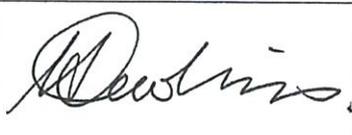
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File ref:

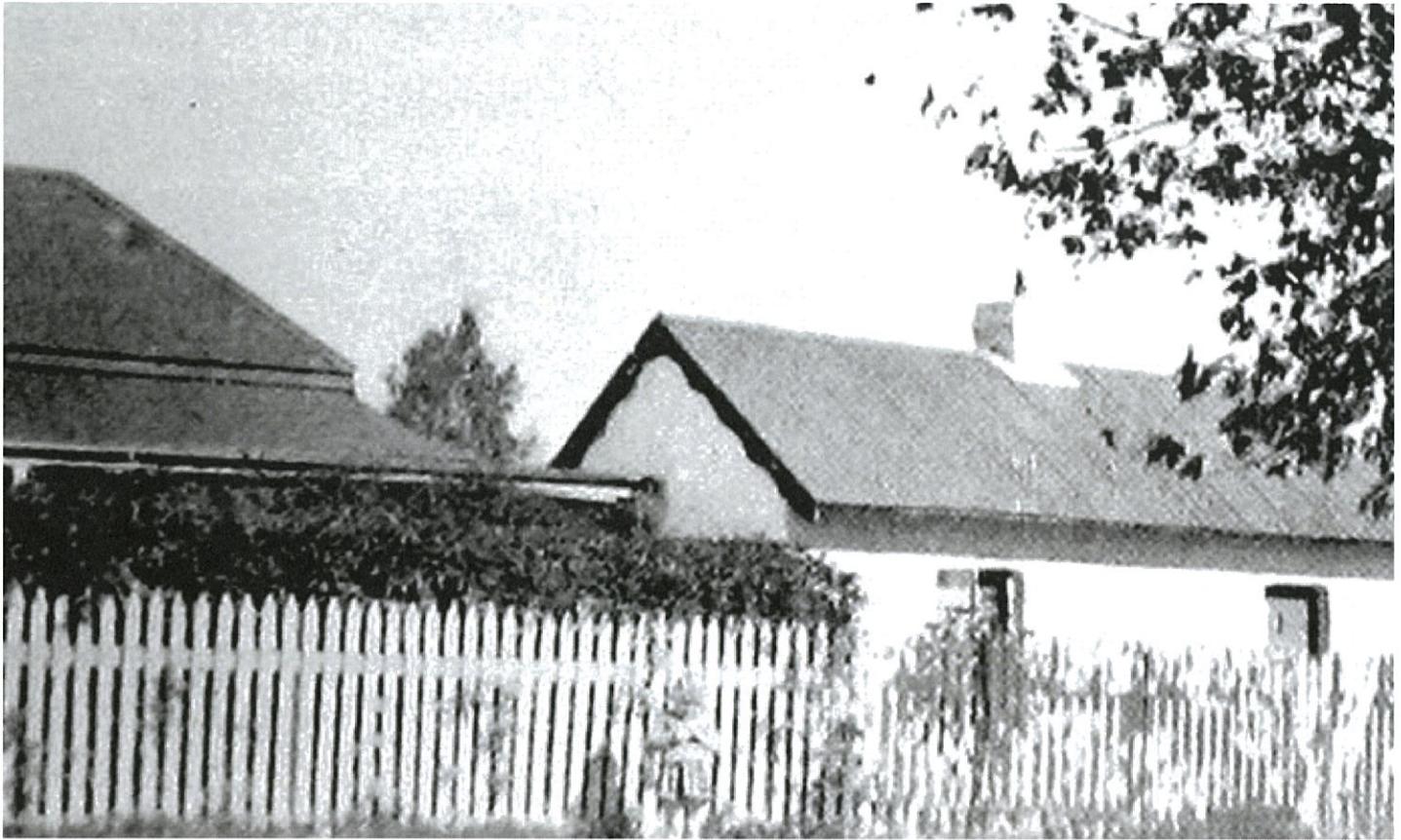
4 July 2018

**WORKSHOP 4 JULY 2018 RE PLANNED CHANGE OF USE FOR PART OF
SURREY ST BASSENDEAN SITE**

The residency: its primacy of use is for interpretation, including passive use of the spaces for compatible purposes.

ATTENDEES:

Councillor McLennan – Mayor, Town of Bassendean		Karl Haynes - National Trust of WA	
Councillor Quinton – Town of Bassendean		Karen Jackson - DPLH	
Councillor Hamilton – Town of Bassendean		Jennie Carter - Bassendean Historical Society	
Bob Jarvis – Town of Bassendean		Michelle Powell - Child and Adolescent Community Health	
Simon Stewart- Dawkins – Town of Bassendean		Felicity Morel- EdnieBrown - Culture+Context	
Christian Buttle – Town of Bassendean		Sasha Ivanovich - SIA Architects	
Fiona Bush - Royal WA Historical Society			



Culture+Context

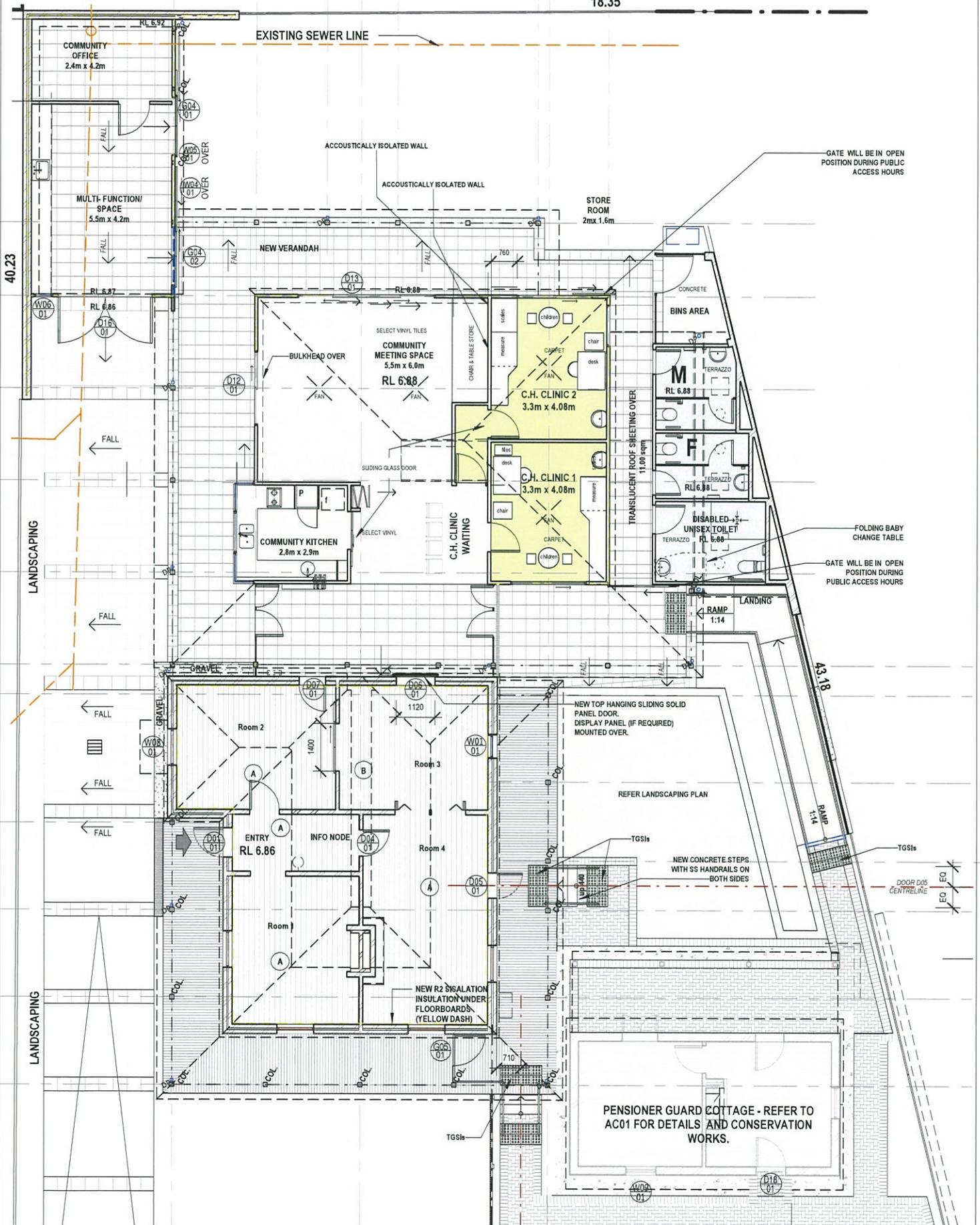
35 Trafalgar Road
East Perth
Western Australia
AUSTRALIA

T: +61 (0) 423843639

E: cultureandcontext@inet.net.au

W: www.cultureandcontext.com.au





PENSIONER GUARD COTTAGE AND RESIDENCE

1 Surrey Street, Bassendean
TOWN of BASSENDEAN

2 Clinic Child Care Centre REV3

Date 13/09/18

SCALE 1 : 100 on A3

Drawn by CH

Checked by SI

SHEET

SIA SI A6



SIA Sasha Ivanovich Architects

417 Oxford Street, Mt Hawthorn WA 6016
Telephone (08) 9430 6811 Fax: (08) 9430 6844
216 Palmer Street, Darlinghurst, NSW 2010
Telephone (02) 9690 0555
E-Mail Address: sia_architects@westnet.com.au

Project number
1405





Please quote

Our ref: BP 11002479/Extension of Time to Draw Down on Grant

10 September 2018

Mr Robert Jarvis
Chief Executive Officer
Town of Bassendean
35 Old Perth Road
BASSENDEAN WA 6054

Dear Mr Jarvis

EXTENSION OF TIME TO DRAW DOWN, APPLICATION: 421010236

I am writing in response to your request for an extension of time to draw down the payment of the above grant.

I am pleased to advise you that we have approved your request. This means that a request for payment together with relevant acquittal documentation needs to be provided to us by 31 December 2019. Your Grant Approval Schedule will detail the method by which this should occur (e.g. invoices/receipts or submission of a Payment Request Form).

Please contact us on 133 777 or email grants.finance@lotterywest.wa.gov.au if you have any questions about our requirements. Please quote your application number listed above to help us respond to your query quickly and efficiently.

Yours sincerely

LORNA PRITCHARD

General Manager

Grants and Community Development

Lotterywest

Locked Bag 66, Subiaco
Western Australia, 6904
38 Station Street, Subiaco
Western Australia, 6008

T: 133 777
W: lotterywest.wa.gov.au
E: hello@lotterywest.wa.gov.au



Lotteries Commission trading as Lotterywest®
ABN: 78 531 150 466



Simon Stewert-Dawkins
Town of Bassendean
8 Old Perth Rd,
Bassendean WA 6054
c/o- sdawkins@bassendean.wa.gov.au

13 September, 2018

Dear Mr Stewert-Dawkins,

**RE: CONFIRMATION OF LAYOUT AND FURNISHING OF CHILD HEALTH
CLINIC ROOMS WITHIN 1 SURREY STREET BASSENDEAN**

I am aware that discussions have taken place between representatives from the Town of Bassendean and Child and Adolescent Health Service (CAHS) on the layout and furnishing of two new Child Health clinic rooms to be constructed within the refurbishment of 1 Surrey Street Bassendean. I understand that agreement has been reached in principle and you are now seeking written confirmation.

I would like to confirm that the proposed layout of the two clinic rooms within 1 Surrey Street, Bassendean meets the requirements of CAHS, Community Health. I would also like to confirm that CAHS, Community Health will meet the cost of window treatments and loose furniture for the clinic rooms and waiting area.

Thank you for your continued support of CAHS, Community Health.

Regards,

Tristan Fraser
Director, Strategy and Development
Community Health



ATTACHMENT NO. 8

7/08/2018

Town of Bassendean
35 Old Perth Road,
Bassendean, WA 6054



Dear Tim,

RE: Proposal for Upgrade of Bassendean Junior Cricket Club - Canteen & Changeroom Facilities.

The below is an outline of what the Bassendean Junior Cricket Club (BJCC) is Proposing for the rectification of the Canteen and the building of changerooms to suit the changing requirements of junior sport, specifically the need for girls. As mentioned during your site visit this is only a short-term solution, any long-term solution would be further discussed during any future planning involving the entirety of Jubilee Reserve.

As you are aware the BJCC was given a \$10,000 grant from the state government as part of the 2017 election campaign. The intention of the BJCC was to add to the value of Jubilee Reserve by spending a significant portion of that grant on updating the existing Kiosk located by the "forever bushland area" on the northern side of Jubilee Reserve. This Kiosk is what we, The BJCC, term as "our Clubrooms". As the BJCC has grown from 24 kids 4 years ago to over 150 kids last season, including 3 girls teams this year, the requirement for the BJCC to provide adequate changing facilities is of paramount importance.

As you can see by my very rudimentary drawing, the proposal is to position two 20ft shipping containers adjacent to the males and Females toilets. The proposal is outlined in the scope of works.

The BJCC is suggesting that the funding for this project be the responsibility of the BJCC with only a few, non-cash, contributions by the Town of Bassendean. These include the following

- 1) Proving concrete footings for the containers to sit on. Four (4) Footings per container.
- 2) Security system upgrade to include the two containers,
- 3) Skip bins to be provided,
- 4) Sign off to allow BJCC tradesmen to complete work, assuming all relevant documentation is provided prior to commencement of work.

Scope of works

- 1) Ground levelled at either side of the Kiosk area to allow concrete footings to be installed, a blue metal-based aggregate to be laid between concrete footings to allow for adequate drainage. BJCC
- 2) Concrete Footings installed. Town of Bassendean
- 3) 20ft Shipping containers to be installed. BJCC
- 4) Concrete pathway to be laid (To Town of Bassendean specifications) to container nearest female toilets to allow access to the front doors. BJCC/Town of Bassendean
- 5) Stud wall in existing Store room to be erected using Timber stud, 6mm fibre cement sheeting with screws, stud to be insulated with soundproof bats. BJCC
- 6) Screening between toilets and containers to be erected using timber screening and metal framing. Screen adjacent to the male's toilets to be hinged to allow access to the tap for the existing drinking fountain. Screens to be erected to the height as determined by the Town of Bassendean. BJCC
- 7) Doorway to be cut, as indicated in both the male and female toilets to allow passage to the designated changerooms. Doorway to have frame and Lockable Door, so as to provide as safe a place a practically possible for possessions of users.



- 8) Passageway from male's toilet to shipping container, approx. 1100mm to be constructed and doorway cut into container as indicated. Doorway to have frame and Lockable Door, so as to provide as safe a place a practically possible for possessions of users. BJCC
- 9) Power to be run to both containers to allow lighting. Lighting to be in way of LED style weatherproof battens with no less than two battens at 40w each. BJCC
- 10) Security system upgrade to both containers. Town of Bassendean
- 11) Installation of bench seats into new changerooms. BJCC

We ask that the town contact some local artists so as to allow them to paint the containers in such a way as the one located in the "forever bush" blend in and the one located adjacent to the men's toilets carry the BJCC logo.

We will also upgrade the Kiosk as per previous discussion to include compliant cabinetry, benchtops, oven, double sink, food preparation area, extraction fan and a more convenient layout.

We ask that The BJCC retain the rights to the containers as we are the ones purchasing them and in the case of a full redevelopment of Jubilee Reserve we retain the rights to do with them what we see fit at the time.

Tim, we believe this proposal is a cost-effective solution to a very expensive problem for the Town of Bassendean. We are not asking for much and we believe we can achieve an outcome that will improve the aesthetics of the area while providing a practical solution to a problem.

I am happy to meet with the Town at any time and ask that we be given the chance to help build a better community, by providing a simple and practical solution to our members problems.

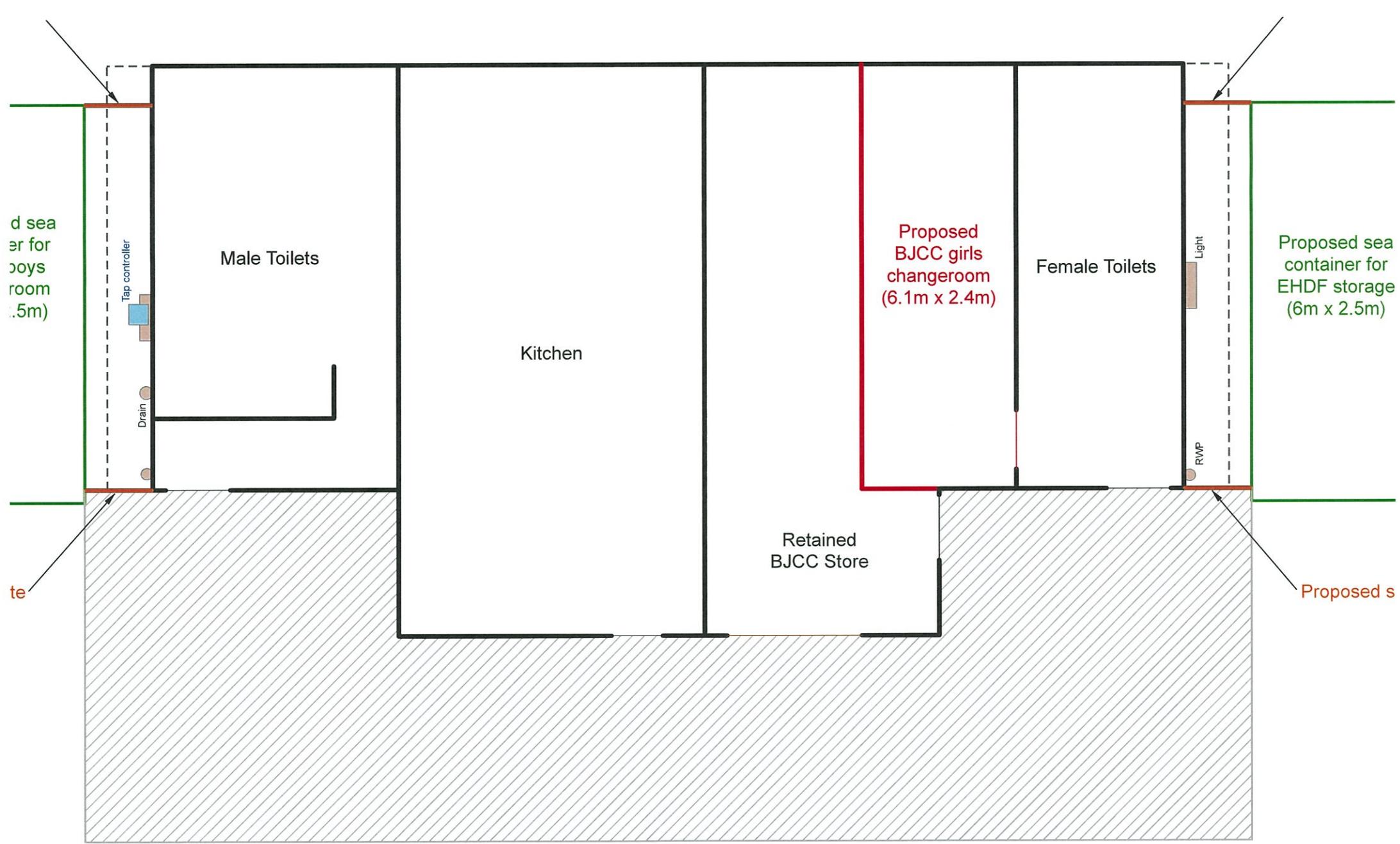
Regards,

Justin Murray
President BJCC



M| 0416 287 273 E| presidentbjcc@gmail.com

BASSENDEAN JCC



ATTACHMENT NO. 9



Western Australian Flying Disc Association (WAFDA) Inc.
ABN: 58 689 743 544
E-mail: contact@waultimate.com
Web: www.waultimate.com

7th August 2018

Attention: Town of Bassendean Council

Dear Councillors,

I have been appointed Tournament Director (TD) by the WA Flying Disc Association, hosts of the Australian Flying Disc Association's *Under 22 Ultimate Championships* (AU22UC). The tournament will be held at Ashfield Reserve November 23 - 25. I would like to propose a partnership between the weekend-long event and the Town of Bassendean.

Ultimate is a unique team sport. It is self-refereed and also has points awarded for Spirit Of The Game – a measure of fair mindedness, rules knowledge, communication and sportsmanship. Ultimate promotes and develops good personal attributes such as conflict resolution, fair play and acknowledging the success of others.

AU22UC will host between 14 -18 teams - around 400 competitors in all - and is likely to attract between 100 - 200 spectators daily.

I was Assistant TD (ATD) for the World Flying Disc Federation's Under 24s tournament held at UWA Sports Park in January this year, which was a week-long event for over 1000 competitors. As ATD, I was responsible for risk management, working with the City of Nedlands, implementing sustainability practices, social events and entertainment. This included organising the Opening Ceremony with a Welcome to Country by Richard Walley and a dance performance by local Aboriginal dancer, Michael Smith, and partnering with Perth businesses such as Kooda.

As a local resident I am of the Town of Bassendean's stance on sustainability and measures the council has recently taken to reduce waste and promote sustainable practices. This is something I am passionate about myself. At AU22UC I plan to:

- ban plastic straws and sale of single-use bottled water
- partner with local businesses where possible, who use ethically sourced resources
- provide recycling bins
- provide bins for compostable items
- using BioCups that are biodegradable and promoting use of reusable cups/bottles
- encouraging teams and spectators to use public transport to travel to and from the venue

I think that the Town of Bassendean would benefit by partnering with the event with possible benefits including:

- Positive publicity for the Town of Bassendean
- Partnering with an event with a strong focus on sustainable practices and
- Being part of the medal presentations and Opening Ceremony.

As Ultimate is still a developing sport, we do not charge spectators to attend tournaments in Australia and we aim to keep participation costs as low as possible due to the high cost of flights for national tournaments already being prohibitive to young players. This, however, means that we have a limited budget.

Possible ways that the Town of Bassendean could help support the event through partnership include:

- Waiving the hire fees for Ashfield Reserve
- Providing extra recycling bins for the event
- Providing shelters for the event
- Promoting the event on the Town of Bassendean social media channels and website

I hope that this event sounds like something the council can support.

My contact details are:

u22td@afda.com

0417 744 494

Thank you for considering this request.

Ellen Shackles
Tournament Director
AFDA U22 Ultimate Championships 2018



48 Old Perth Road, Bassendean WA 6054
PO Box 87, Bassendean WA 6934 (ABN: 20347405108)
Ph: (08) 9377 8000 Fax: (08) 9279 4257 E: mail@bassendean.wa.gov.au

RESERVES HIRE APPLICATION FORM - CASUAL

- Reserve to be hired:
- Ashfield Reserve (Guildford Road, Ashfield)
 - Jubilee Reserve (Robinson Road, Eden Hill)
 - Point Reserve (North Road, Bassendean)
 - Sandy Beach Reserve (West Road, Bassendean)
 - Steel Blue Oval, Bassendean (West Road, Bassendean)
 - Other: _____

THIS FORM CAN ONLY BE COMPLETED BY THE PERSON WHO WILL BE RESPONSIBLE FOR PAYMENT OF THE ACCOUNT

Name of Hirer Australian Flying Disc Association

Name of Contact Person Ellen Shackles

Postal Address 1 Eccles Street

Suburb Ermington NSW Postcode 2115

Phone (home) _____ (work) _____
(mobile) 0417744494 (fax) _____

Email Address ellenshackles@gmail.com

Does the Hirer/Club/Group/School have current public liability insurance?

Yes (Please attach a copy of your certificate of currency for public liability cover)
No (Please see 5.0 Conditions of Hire)

Is the Hirer/Club/Group/School Incorporated?

Yes (Incorporation number is: _____ (not in WA but nationally - see ABN))
No

Does the Hirer/Club/Group/School have an Australian Business Number (ABN)?

Yes (ABN is: 54767962634)
No

Council Approval Required

Will alcohol be consumed at the reserve? Yes / **No**
Will you be selling alcohol at the reserve? Yes / **No**
(If yes, please forward us a copy of your liquor licence 7 days prior to your booking)

PURPOSE OF HIRE AND BOOKING TIMES REQUIRED:

PURPOSE OF HIRE: (i.e. Type of event or activity)	Australian Under 22 Ultimate Championships ~300 competitors taking part in the competition Set-up (including line marking- TBC) will take place on the Thursday. Competition starts Friday morning. Food trucks and activation stalls will also be set up.(following approval) The cricket pitch will not be used and can be roped off.
SECTION OF RESERVE REQUIRED:	all sections (cricket and soccer plus any other grassed area) plus any changeroom/toilet facilities (and storage if possible) we will need to mark 6-8 Ultimate fields (110 m long x37 m wide)
DATE REQUIRED:	Thursday 22nd November to Sunday 25th November inclusive
START TIME: (am/pm)	7am on Thursday 22nd
FINISH TIME: (am/pm)	8pm on Sunday 25th November (sole access of the site between those times)
APPROXIMATE NUMBER OF USERS:	Adults = 400 Children = 50

APPROVAL REQUIRED (Please circle):

DO YOU REQUIRE VEHICLE ACCESS TO RESERVE?

YES NO

DO YOU REQUIRE ACCESS TO POWER IF AVAILABLE?

YES NO

DO YOU REQUIRE ACCESS TO CHANGE ROOMS IF AVAILABLE?

YES NO

DO YOU REQUIRE ACCESS TO CLUB / SOCIAL ROOMS IF AVAILABLE?

YES NO

DO YOU REQUIRE ACCESS TO TRAINING LIGHTS IF AVAILABLE?

YES * NO *possibly on Friday night only

Conditions for the Casual Use of Town of Bassendean Facilities

Application Process

1. Hirers must apply for the booking of reserves through the Town of Bassendean by completing the prescribed application form (noting the conditions of use). The Town of Bassendean will presume acceptance of the hire conditions stipulated on the form upon receipt of a signed form from the hirer.
2. Casual hirers of reserves must pay at the time of the booking to secure their booking. Payment can be made in person at the Town of Bassendean admin building during office hours at 48 Old Perth Road, Bassendean; or posted and made payable to the "Town of Bassendean", PO Box 87, Bassendean, WA, 6934.
3. Casual hirers who request the use of facilities at reserves (i.e. change rooms, club rooms, lights) shall arrange to collect a key from the Town of Bassendean admin building several days before the booking, and return the key immediately following the booking. The hirer will be liable to reimburse the Town of Bassendean for loss or damage caused to the key.
4. On receipt of your completed application, consultation with the Town's Health Services will be carried out to determine if further public event approvals will be required.

Risk management/Insurance

5. Risk Management - The "golden rule" is that hirers have a duty of care to ensure they take all reasonable steps to provide a safe event or activity for the participants at the booked reserve.
6. Public Liability Insurance - The Town of Bassendean has arranged a "Casual Hirer's Liability Policy", which is designed to provide public liability insurance coverage for casual hirers of reserves owned by the Town of Bassendean. Hirers should note that this coverage is only provided for individuals or groups that are not incorporated and who utilise Town of Bassendean reserves on a one-off / occasional basis (up to ten times a year). Hirers should also note that they are not covered under this policy if they hire a reserve for use on a regular basis (more than ten times a year) or if the hirer is an incorporated group, sporting club or association. Such hirers shall be responsible for arranging their own insurance coverage.
7. Clubs must provide the Town of Bassendean with a certificate of currency with this booking form.
8. Hold Harmless - the hirer agrees to hold the Town of Bassendean harmless for any liability arising.

Working with Children Legislation

9. The hirer is responsible to comply with the Working with Children legislation. The Town reserves the right to refuse an application that doesn't comply with the policy.

Entry Fees

10. The hirer shall not charge an entry fee to any reserve unless the charge has been authorised by the Town of Bassendean.

Liquor consumption

11. The hirer of any reserve must comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code or any other relevant Act in force.
12. Functions or events on reserves involving the consumption of Liquor must receive written approval from the Town of Bassendean, and it is the responsibility of the hirer to notify the Town of Bassendean to request such approval.

Signs and Advertising

13. Depending on the type of sign or advertising that is proposed, you may require a permit, please contact the Town's Planning Services on 9377 8000 for more information and to discuss your requirements.
14. Signage for public events held in the Town shall be limited to advertising the event and will require the applicants name/logo to be clearly stated & included on all digital, online and print promotional material developed for the purposes of promoting the event.
15. The sign shall use symbols and lettering of a sufficient size to be clearly legible when observed from a distance and clearly state who is responsible for the event.
16. The content of the sign shall be limited to advertising an activity or event and providing direction to its location.
17. The sign shall only be placed for the duration of the activity or event to which the sign relates; unless given permission by the Town.
18. The sign shall be secured while placed so as to not become a hazard, particularly when subject to wind loads.
19. The sign shall not be placed on a footpath.
20. The sign shall not be placed within 1m of a vehicle carriageway, and a carriageway will be deemed to include a parking bay.
21. The sign shall not be placed in any other location where, in the opinion of the local government, the sign is likely to obstruct sight lines along a thoroughfare or cause danger to any person using the thoroughfare.
22. Advertising of your event can only commence when all fees and bonds have been paid in full to the Town of Bassendean.

Ground and marking conditions

23. Sprinklers and pipes on reserves are not to be removed or interfered with in any way. Any hirer found guilty of the above will be charged for reinstatement costs and/or repairs.
24. Pointed objects are not to be driven into the surface of any reserve unless approved in writing by the Town of Bassendean, e.g. erection of star pickets, tent pegs, etc.
25. Reserves shall only be marked with materials approved by the Town of Bassendean. Lime, creosote, herbicide or sump oil is not to be used under any circumstances for marking reserves, and hirers will be liable for any damage caused by using incorrect materials.
26. The use of confetti or similar materials is not allowed.

Litter and parking

27. All areas are to be left clean and tidy at the conclusion of each hire period. It is the hirers responsibility to provide additional bins or have rubbish removed from a ground/venue if a function or activity generates an excessive amount of rubbish. Glass containers (including stubbies) must be removed totally from the ground/venue and not placed in the bins provided at the facility.
28. No parking of vehicles on the reserve except in areas allocated for that purpose.

Damage/Residents complaints

29. The hirer of any part or parts of a reserve shall maintain and keep good order and decent behaviour within the reserve, and shall be solely and entirely responsible for the carrying out and compliance with the requirements of these Local Laws and for any damage done to the buildings, fixtures, fittings, furniture etc and shall pay such damages as may be assessed by the Council. All equipment brought onto a ground/venue is to be removed at the end of each hire period.
30. The hirer is responsible to lock and secure the Town's facilities after use (including car park gates).

31. The hirer must be mindful of residents in the immediate vicinity. Any complaints received could jeopardize future applications.
32. Non-observance of any Town of Bassendean conditions and Council By-laws may result in reconsideration of usage rights as authorized by the Manager of Leisure Services, and may jeopardize future use of TOB Reserves.

Cancellation of booking

33. The hirer shall give a minimum of 28 days written notice to the Town of Bassendean for cancellation of any booking. If this does not occur the hirer will be liable to pay the hire fee or part thereof to the Town of Bassendean.
34. Additional hire conditions may apply as authorized by the Town of Bassendean.

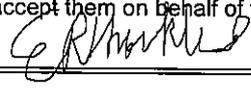
Additional conditions for Steel Blue Oval, Bassendean

35. Hirers of the oval shall be responsible for supplying their own equipment relating to the use of the ground, and not burden the Swan Districts Football Club with equipment requests.
36. Hirers of the oval using the Bill Walker Stand change rooms must ensure all litter and other rubbish is picked up and placed in a mobile garbage bin at the oval.

Acceptance of Conditions

I have read and understand the above conditions and am authorised to accept them on behalf of the hirer / club / group / school named previously.

NAME OF APPLICANT: Ellen Shackles

Signature: 

Date: 4/07/2018

PO Box 87, Bassendean, WA 6934
35 Old Perth Road, Bassendean WA 6054
Tel (08) 9377 8000
Fax (08) 9279 4257
mail@bassendean.wa.gov.au
www.bassendean.wa.gov.au



EVENT APPLICATION GUIDELINES AND REQUIREMENTS

The Town of Bassendean “Event Application Guidelines and Requirements” has been developed to assist all event organisers in planning for an event within the Town.

This guideline is to be read and acknowledged (signed) prior to completing the Town of Bassendean Event Application Form.

For the Town to accept the “Event Application Form” it must be submitted at least 12 weeks prior to the event. Any applications received less than this timeframe may be refused. For some events an “Event Bond” may be required prior to final approval being provided.

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INTRODUCTION

Introduction

GENERAL

Organisers of events to be held on public land within the Town of Bassendean must lodge an application to the Town of Bassendean for the proposed event.

The Town of Bassendean is committed to developing and supporting events that provide entertainment, activities and leisure opportunities for the community to enjoy. Organisers have a responsibility and duty of care to ensure they take all reasonable steps to provide a safe and well-managed event.

The Intent of this guide is to assist you through the event planning process including the liaising with Town of Bassendean for approvals relevant to your event.

APPLICABLE LEGISLATION AND LOCAL LAWS

This document should be read in conjunction with the *"Guidelines for Concerts, Events & Organised Gatherings"* (WA Department of Health). The following legislation may also be applicable to your event. These are available from the State Law Publisher website: www.slp.wa.gov.au

Traffic Management for Events Code of Practice (Main Roads WA 2008) and Town of Bassendean Reporting Requirements.	Security at Licensed Premises Policy (Department of Racing Gaming and Liquor)
Occupational Health Safety and Welfare Act & Regulations	Public Meetings and Processions Regulations 1984
Explosives and Dangerous Goods Act 1961	Food Act 2008
Road Traffic Act 1974	Health (Public Buildings) Regulations 1992
Environmental Protection (Noise) Regulations 1997	Health (Miscellaneous Provisions) Act 1911
Road Traffic (Events on Roads) Regulations 1991	Security and Related Activities (Control) Act 1996
Liquor Licensing Act 1988	State Disability Services Act (1993)
Local Government Act 1995	Disability Discrimination Act (1992)
Public Order in Streets Act 1984	Town of Bassendean Health Local Law 2001
Western Australian Legislation – Litter Act 1979	

EVENT CLASSIFICATIONS

Event Classifications

Events vary significantly in complexity and in their degree of risk to public health and safety. For this reason, events are assessed using a risk weighting checklist and categorised into low, medium and high risk events. A different approval process is followed based on the risk. The risk-weighting checklist is attached to assist you with determining the risk category of your event and the application process, which will be required.

LOW RISK EVENTS – APPLICATION PROCESS

Low risk events will not require formal application, however a *Community Facility Hire*, or a *Reserve Hire* application form will be required to be completed and submitted to the Town, where the event is to be held on Town land or in Town building. Written confirmation will be issued by the Town acknowledging the event and any conditions, which may be applicable to your booking. Examples of low risk events include school fetes and church fetes, wedding ceremonies and birthday parties may also fall into the low risk category, to discuss further please contact Recreation & Culture Services on 9377 8093 for facility hire or 9377 8061 for reserve hire.

MEDIUM AND HIGH RISK EVENTS – APPLICATION PROCESS

An Event Application, along with any other relevant documentation will be required to be received by the Town at least 12 weeks prior to the event. In addition to the information contained in the Event Application Form, the event organiser shall provide the following:

- Site plan showing the site layout, including exits, food stalls, parking, first aid, temporary structures etc.;
- Application(s) for a Temporary Food Business Permits (where food stalls are provided);
- Copy of Public Liability Insurance (Certificate of Currency);
- Emergency Evacuation Plan;
- Parking Management Plan (if applicable);
- Risk management plan (If the event is to cater for 5000 or more patrons);
- Copy of the completed liquor license application form and permit (if applicable);
- Regulation 18 Noise exemption application (if applicable);
- Any other relevant information.

LICENSE AGREEMENTS

Where a license agreement has been pre-arranged with the Town the application process may alter as per the requirements of the license.

EVENT CLASSIFICATIONS

Table 1 Risk Weighting Assessment for Temporary Public Events

Risk Factors	Weighting
Operating Times	
Daylight hours only	0
Early evening to 10.00pm	1
Late night	2
Lighting	
Held during the day	0
Artificial lighting	1
Lighting dimmed or extinguished	3
Event Duration	
Up to 2 hours	0
2 - 4 hours	1
4 - 6 hours	3
Greater than 6 hours	5
No of People (at any one time)	
0 – 50	0
51 - 300	1
300 - 1,000	2
Over 1,000	3
Temporary Structures	
No temporary structures	0
Small marquee (less than 55sqm), simple, stage, bouncy castle	1
Medium marquee (55 – 200sqm)	2
Large marquee, full stage, lighting/speaker towers, spectator stands	4
Crowd Dynamics/Style of Event	
Static crowd, patrons predominantly with good mobility	0
Elderly, mobility impaired, young children require close supervision	1
Harsh environment - crowd pushing and competition for space likely	3
Temporary Electrical Installation	
No electrical equipment used	0
PA Systems - using mains power / generator associated with bouncy castle	1
PA system - onsite electrical generator	3
Fixtures or Furniture	
Little or no furniture or fixed obstructions	0
Some fixed furniture or seating in rows	1
Loose seating/furniture provided for majority of patrons	3
Sale/Consumption of Alcohol	
No alcohol sales/consumption	0
Restricted sales (i.e. with meals) and/or BYO	1
Full bar service	3
Adjustments +/- OFFICE USE ONLY	
High Risk Activities E.g. crowd interaction, egress difficulties, rodeo, fireworks,	
Event organiser experience & history with the style of event	
Activity is typical of the day to day running of the venue	
Private Celebration	
Total Risk Weighting	
Risk weighting: 0 - 6 - low risk event 7 - 14 - medium risk event 15+ - high risk event	

BOOKINGS, APPROVALS AND PERMITS

Bookings, Approvals and Permits

BOOKING THE VENUE OR RESERVE

In order to secure the preferred venue for your event, you will need to contact the Town's Recreation Team and confirm the venue/reserve is available and suitable for the date and type of event that you are planning. You will also need to obtain a copy of the Community Facility Hire and/or Reserve Hire application form. To discuss please call Recreation Services on 9377 8093 for facility hire or 9377 8061 for reserve hire. A copy of the hire application can be obtained via the Town's website www.bassendean.wa.gov.au.

Hire Fees and Bonds

Facility/Reserve hire fees and hall & key bonds are applied to bookings in accordance with the current Town of Bassendean Schedule of Fees and Charges.

Liquor Permit

Hirers must request a liquor permit (fee applies) from the Town of Bassendean to consume liquor on local government property during the hire period at any of its facilities or reserves. Liquor may only be consumed within a clearly defined area at our reserves. An area of the reserve will need to be roped off, and contain an "Alcohol Consumption Area" sign. Guests must stay within the confines of this area whilst consuming alcohol.

OBTAINING THE REQUIRED APPROVALS AND PERMITS

When you have confirmation of your venue booking, you must obtain the required approvals and permits from the Town's Health Services. This includes formal approval of the Public Event, Temporary Food Business permits, risk management plans for events >5000 people, and noise exemptions. To discuss any aspect of these requirements, please call Health Services on 9377 8080.

Sale of Food

The sale of food at your event requires the vendor to obtain a Temporary Food Business Permit from the Town's Health Services. All commercial food vehicles and stalls operating from the event must have a current Food Business Registration and comply with the provisions of the Food Act 2008 and the Food Standards Code. Refer to Appendix.

All applications for Temporary Food Business permits must be submitted to the Town's Health Services at least 21 days prior to the event. The Application Form may be downloaded from the Health Services section of the Town's website.

Event Approval

Whether it's indoors or outdoors, the venue where your event is being held is defined as a 'public building' under the relevant legislation. Your event is therefore, required to meet all the public building requirements stipulated in the legislation. Some examples include, fire safety, electrical compliance, maximum numbers.

The "**Event Application**", must be submitted at least 12 weeks prior to the event. This is to ensure that all departments have the opportunity to review your application, and ensure compliance with applicable legislation. The Application Form may be downloaded from the Health Services section of the Town's website.

SUBMITTING YOUR APPLICATION

Submitting your Application

When submitting your application, there may be a number of departments within the Town of Bassendean, with whom you may need to discuss your application. The role of each department is as follows:

Cultural Development – Coordinates the application process, provides advice and connects you with the appropriate officer.

Recreational Development – For bookings of community facilities such as halls, meeting rooms, parks and reserves. Rubbish waste requirements. And requirement of a BOND (Private event)

Ranger Services – For advertising signage, parking enforcement, carpark closures and fire safety.

Operational Services – For approvals of Traffic Management Plans, reticulation systems.

Health Services – For food vendor applications, public health and safety requirements.

GENERAL INFORMATION

General Information

The following information is provided to assist you with completing the “**Event Application**” correctly, ensuring you meet your obligations and the Town’s expectations in running a safe event.

PUBLIC LIABILITY INSURANCE

Insurances are the responsibility of the event organiser. The event organiser must ensure that all employees are covered by appropriate Workers Compensation cover, as is required by law. The event organiser must take out a Public Liability Policy with an appropriate Insurer. The public liability policy should have a limit of liability of \$10 million. No claims are to be made against the Council and/or its employees or official volunteers of the Town.

The “**Event Application**” must be accompanied with evidence of current insurances in the form of certificates of currency. Please check with your insurance company to check that your event is covered.

FINANCIAL SUPPORT

As part of effective event planning, it is important for applicants to consider the financial and human resources that will be required to stage an event. Council has an expectation that sufficient financial and human resources are secured prior to the actual staging of the event and that all events run on a cost-neutral to surplus basis.

Whilst there is no obligation for Council to make a financial (cash/in-kind) contribution to events staged within the Town, the following opportunities exist for community organisations and commercial enterprises:

- For incorporated community/not for profit organisations and educational institutions, a maximum sponsorship of \$1,000 is available under the Town’s Community Events Sponsorship Program. For more information, please visit our website/link www.bassendean.wa.gov.au
- For business entities, whilst it is not normal practice for Council to fund a commercial enterprise, consideration will be given to proposals that will activate places and spaces within the Town and contribute to achieving the cultural and economic development objectives of Council. For more information, please speak with the Cultural Development Officer.

It is normal practice for Council to enter into a formal contract with community organisations and commercial enterprises where a financial contribution is made.

QUOTES AND BUDGET

Provide copies of quotes obtained and a copy of your budget indicating whether income has been secured or not together with your application. This is essential for your application to be further processed.

RISK MANAGEMENT PLANS

Risk management plans are compulsory for events with 5000 or more patrons. The plan is to be developed in line with AS/NZS 4360 as per regulation 4 (2) of the *Health (Public Building) Regulations 1992*, and is to

GENERAL INFORMATION

be submitted with the “**Event Application**”. For further guidance, refer to the Department of Health’s *Guidelines for concerts, events and organized gatherings*.

Events with less than 5000 patrons should still assess the risks associated with their event and are encouraged to access the above standard for further information in planning for these risks.

EMERGENCY EVACUATION AND RISK MANAGEMENT

An Emergency Evacuation Plan is to be developed for all events whether low, medium or high risk. The event organiser is to ensure that the evacuation plan is distributed and explained to key personnel. All crowd control staff are to be briefed on the location of emergency exits and the evacuation plan and have access to the information including

- Stakeholder lists with contacts, roles and responsibilities;
- An emergency assembly point or points (depending on venue);
- Procedure for managing lost /found children;

All staff should undergo induction training (how do staff know what to do when in an emergency) and have access to a communications procedure both for operational staff and for contractors and volunteers.

FIRST AID

First Aid is to be provided for all events. The level of first aid required will range from a basic first aid kit for low risk events and well-equipped first aid posts manned by qualified first aiders for medium and high risk events. Emergency vehicles must be able to access the whole site at all times. For high risk events a register of first aid incidences are to be supplied to the Town or be made available to the post-event briefing for discussion.

A qualified first aider holds a current first aid certificate from an accredited training provider. The following table is a suggested guide to the number of first aiders and posts recommended by St John Ambulance Australia.

Patrons	First Aiders	First Aid Posts
500	2	1
1000	4	1
2000	6	1
5000	8	2
10000	12	2
20000	22	+ 4

GENERAL INFORMATION

SECURITY

It is essential that your event has a person or persons dedicated to security at your event. This may be a licensed Security Officer/Company or a volunteer at your event. This person/s should have skills in communicating, dealing with people and contacts for higher security authorities or the Police.

- As per the policy 'Security at Licensed Premises' governed by the Department of Racing Gaming and Liquor, **any event that involves liquor sale or consumption should adhere to the ratio of two crowd controllers for the first 100 patrons and one crowd controller for each additional 100 patrons or part thereof.** Depending on the nature of the event additional crowd controllers may be required.
- The Town recommends that any **alcohol free event should adhere to a minimum ratio of two security person for the first 500 and an additional 1 per 500 or part thereof** event attendees, or as dictated by your risk assessment.
- For large, high risk events, Police attendance may be required. Contact the local Police Station to discuss your event a minimum 12 weeks prior to your event.
- For minor events where there is no sale/consumption of liquor or any major infrastructure, volunteer personnel may assist with security during the event.
- Security personnel are to remain on duty at the conclusion of the event until the orderly dispersion of patrons has occurred.
- Security is to extend to nearby properties likely to be affected.
- For fenced events, please ensure all entry/exit points are marshalled as well as external roaming guards to control fence jumping and potential crowd control outside the event premise.
- Police Officers and Security provided for artists/performers are not to be regarded as patron security.
- The applicant must provide the contact details including mobile phone number of a responsible person who will be in attendance at and over the course of the event on the event application. This contact will be used by the Town to communicate with by Town representatives should it be necessary.

CROWD CONTROL

Crowd Controllers employed by the event organiser shall be licensed and be provided by a licensed crowd control agent as required under the provisions of the *Security and Related Activities (Control) Act 1996*.

- Additional Crowd Controllers may be required to patrol nearby streets and car-parks.
- Crowd Control is required at the end of the event until all patrons have dispersed.
- Unlocked entry points are to be manned by Crowd Controllers to prevent entry by unauthorised persons.

GENERAL INFORMATION

FIRE SAFETY

Ensure you have at least one fully charged and maintained fire extinguisher onsite at your event. The AS 1851.1 requires extinguishers to be tested at least every 6 months and the test dates clearly identified on each extinguisher. The number of extinguishers will be dependent on the type of activity occurring at the event. Please ensure those in charge of operating extinguishers are trained on their appropriate function and use.

Each extinguisher should be positioned on a hook or bracket located no more than 1.2metres above the adjacent floor, with the base more than 100mm above the floor. As a minimal fire safety requirement, at least one 4.5kg B (E) dry chemical powder extinguisher should be located within 4 metres of:

- ✓ Any electrical generator or switchboard;
- ✓ Any flammable liquid or gas containers;
- ✓ Any food preparation/cooking area and backstage area.

FIREWORKS

Where fireworks are to be used, approval is required from the Department of Consumer and Employment Protection. The application will be referred to Town of Bassendean for comment and consideration will be given to noise impacts and fire safety issues.

NOISE CONTROL

Noise from your event needs to be assessed in regard to the impact to local residents and businesses. This includes noise during bump in, bump out, music and commentary. Generally, the noise associated with crowds at community events is exempt from noise legislation, however, noise from loud speakers or loud music is not exempt and must comply with the permitted level of noise for the time of day.

Consideration should be given to the timing of the bumping in and bumping out for the event and placement of speakers in relation to noise impact on neighboring premises. It is also recommended that Crowd Control/Security be in place to encourage patrons to leave the venue in a reasonable and quiet manner and not linger in carparks or at the venue.

A letter drop is required for those residents who are likely to be affected by unreasonable noise, advising the name of the event, date & location, commencement & finish times, expected number of patrons and phone number for more information.

LIVE MUSIC / USE OF LOUD SPEAKERS

If noise levels are likely to be exceeded (use of loud speakers, live bands etc.) or if noise complaints have been received previously regarding events at a particular venue, approval will be required for an *'Approved Non-complying Event' (Regulation 18)* This approval is granted by the Chief Executive Officer of the Town of Bassendean and the Department of Environment Regulation.

The application must be submitted to the Town's Health Services at least 60 days prior to the event, together with the prescribed statutory fee of \$1000 and an Acoustic Consultant's report detailing how noise emissions will be managed.

GENERAL INFORMATION

The Acoustic Report must detail the following:

1. Proposed event date, start and finish times, and venue.
2. Anticipated sound level emission impact on the surrounding properties - to be determined via the use of appropriate noise modelling software, given worst case atmospheric conditions in all directions.
3. Details of noise modelling input data / information used to construct the model (e.g. wind direction, temperature etc).
4. How compliance will be monitored during the event.
5. Details of complaint management procedures to be implemented (must have a constantly manned telephone number during the event for handling of complaints).
6. Details of how the affected surrounding community will be notified of the event (e.g. letter / flyer drop - to include the complaint contact number, start/finish times, venue etc).
7. Details of stage and speaker location.
8. Details of sound engineering methods to be used to reduce noise impact on the surrounding community.

ELECTRICAL COMPLIANCE CERTIFICATE APPROVAL

Power may be required in areas where there is no access to mains power. An Electrical Contractor is required to inspect and certify, using Form 5 "*Certificate of Electrical Compliance*", that all temporary electrical works comply with relevant standards. This Certificate is then to be submitted to the Town's Health Services. Particular items to be complied with include, but are not restricted to the following:

- Electrical installations shall be installed in accordance with AS 3002.
- Any electrical switchboard shall not be accessible to the public.
- Any luminaire within reach of the public shall be protected from accidental damage or shall be an extra low voltage type robust for the purpose for which it is used.
- Lighting from a central system supply shall be provided for any emergency lights and for exit signs.

The Form 5 is to be submitted to the Town's Senior Environmental Health Officer prior to the event opening to the public.

Please note:

- Temporary wiring is not to be laid on the ground accessible to the public, unless it is adequately protected or positioned in such a manner to not be a hazard.
- Residual current devices and circuit breakers must be used to protect electrical outlets and appliances in areas available to the public. All leads or portable outlets used by stalls or otherwise must have been tagged and tested within six months by an electrical contractor. No piggyback leads or double adaptors.
- Generators shall be installed in accordance with all relevant standards and are to be appropriately earthed. Wherever possible generators and power sources are to be positioned so that they are supervised or that access to them is restricted.
- An Infrastructure fee may apply to access the power.

GENERAL INFORMATION

STRUCTURAL CERTIFICATIONS

Written certification is required from the installer of any amusement structures stating that the structure has been installed as per specifications. Written certification is required from the installer of any stages and any large marquees stating that they have been installed as per the manufacturer's specifications. Copies of the certifications must be retained on the day and may be requested to be seen by the Town's Health Services.

AMUSEMENT STRUCTURES

Show amusement rides must comply with the Occupational Safety and Health Regulations 1996, Regulation 4.52 amusement structures.

The basic requirement for amusement structures is that they comply with AS 3533, to be regularly maintained and inspected by a competent person and for repairs and inspections to be recorded in a log book. If log books are incorrect, then the rides should not be permitted to operate. Exhibitors must only use extension cords, which carry a valid test tag and should have adequate public liability insurance.

For inflatable structures

- All tie down ropes attached to the device are fastened to adequate anchorages;
- There is appropriate soft-fall area for inflatable rides;
- There is appropriate fencing surrounding rides;
- The operator is required to monitor prevailing wind conditions.

PARKING AND TRANSPORT

A Parking and Transport Management plan may be required to be submitted to the Town, together with your event application. Things to consider when developing your plan include:

- Is sufficient / accessible parking available at the venue?
- Are patrons aware of where to park? This is so the event does not cause unexpected congestion or safety issues for pedestrians.
- Can pedestrians access the event safely i.e. are there footpaths available, traffic controllers?

The event organiser should actively encourage the use of public transport and should liaise with the Department of Transport, in relation to the provision of additional public transport for patrons as required.

TRAFFIC MANAGEMENT AND ROAD CLOSURES

If your event is on a road or part of a road, you will require approval for a road closure from the Town of Bassendean, Main Roads and the local Police. Any event which has the potential to create a traffic or pedestrian hazard within the road or road reserve (i.e. road closures, large volumes of traffic or pedestrians) should also have an approved Traffic Management Plan (TMP) prior to the event commencing.

GENERAL INFORMATION

TMPs, when required, must be prepared by an accredited Traffic Management Company. The costs incurred for these works are to be met by the applicant. It is essential that the public transport authority, emergency services and the public are made aware of any road closure, as the road closure will affect access to the area.

If you think your event requires a TMP please contact the Town's Operational Services to discuss. For assistance with your parking plan, contact the Town's Senior Ranger on 9377 8000.

ACCESS AND INCLUSION

Ensure that you have considered and made allowances for the following:

- Accessible paths, ramps and entries/exits for people with mobility aids and prams;
- Accessible seating and designated areas for people with mobility aids and prams;
- Accessible toilets;
- Accessible parking bays;
- Site set-up and ease of getting around;
- Staff/volunteers to provide assistance;
- Public transport access;
- Marketing and signage design and positioning (font, text size, display height);
- Access information included in communications and marketing material (including a contact number for more information) and promotion the event as accessible;
- Information available in a range of formats (or available on request).

SITE PLAN

A detailed site plan diagram of reasonable scale and quality must be developed and attached to your application form, illustrating the proposed event layout. Information that must be included in your site plan include:

- Location in relevant to closest street intersections;
- Fencing;
- Entrances and exits;
- Emergency assembly area;
- Stage or other entertainment attractions;
- Marquees, tents;
- Food stalls;
- Lighting;
- Generators and electrical cables;
- Toilet facilities;
- Location of fire safety equipment;
- Licensed areas;
- First aid post/s
- Vehicle access points, including emergency vehicle access;
- Event parking areas;
- Signage location;
- Skip and wheelie bin delivery point;
- And other facilities or significant infrastructure relevant to your event.

GENERAL INFORMATION

WASTE / RECYCLING

Appropriate arrangements for the collection and removal of all litter occurring as a result of the event should be made. The number of bins required at the event can be determined by applying the ratio of 1 bin per 100 people where food and drink will be consumed.

Please note, that bins must be emptied and serviced throughout the event. As such it is recommended that you provide bin liners to each bin. Furthermore, all food vendors are required to remove their wastes in accordance with the conditions stipulated on their permit. The street bins provided within the area are provided for the general public and not for the event.

The event organiser shall be responsible for the collection, removal and disposal of litter from the venue, public areas and surrounding streets. All litter is to be removed within 24 hours of the event.

PROVISION OF WATER

Potable drinking water supply shall be available and easily accessible to patrons at large public events, especially events of significant duration or outdoor events. If the nature of the event is such that water is being sold to patrons, then it must be;

- a plentiful supply,
- easily accessible, and
- at a reasonable cost (less than the cost of the cheapest alcoholic drink available in equivalent volume or more).

The Town reserves the right to condition approval of events to ensure that free drinking water is readily accessible to patrons if the event is during the day in the summer months.

PROVISION OF ALCOHOL

Where a liquor licence is required, the event organiser shall provide a copy of the licence to the Town, no later than 72 hours prior to the event.

- ✓ The event organiser shall promote the consumption of non-alcoholic beverages. Coffee, tea, soft drinks, water, low-alcohol beverages and food shall be available for the duration of the event.
- ✓ The pricing of drinks shall be proportional to the alcohol content of the drink.
- ✓ Competitions that include the actual consumption of alcohol will not be permitted.
- ✓ The event organiser shall have in place a written procedure for assisting intoxicated patrons and written directions for bar staff regarding their obligations in relation to the responsible service of alcohol.

GENERAL INFORMATION

TOILETS

The event organiser shall ensure that toilet facilities are provided in accordance with the following table:

Table for Events where Alcohol is Available

Total Attendance	Male Facilities			Female Facilities WC's	Hand Basins	
	WC's	Urinal metres	Urinals		Male	Female
Up to 1000	2	1.5	3	5	1	1
1000 - 2000	3	3	6	10	2	2
2000 - 3000	4	4.5	9	15	3	3
3000 - 4000	5	6	12	20	4	4
4000 - 5000	6	7.5	15	25	5	5
5000 - 6000	7	9	18	30	5	6
6000 - 7000	8	10.5	21	35	6	7
7000 - 8000	9	12	24	40	7	8
8000 - 9000	10	13.5	27	45	8	9
9000 - 10000	11	15	30	50	9	10
10000 - 11000	12	16.5	33	55	9	11
11000 - 12000	13	18	36	60	10	12
12000 - 13000	14	19.5	39	65	11	13
13000 - 14000	15	21	42	70	12	14

Note:

- For events with attendance outside the numbers provided in the above table please contact the Town's Health Services for further information.
- The above table is for long events where alcohol is available. Facilities can be reduced for short or alcohol free events. See table below.

Duration of event	Percentage of the above std
More than 8 hours	100%
6 hours but less than 8 hours	80%
4 hours but less than 6 hours	75%
Less than 4 hours	70%
No alcohol	50%

- ✓ Public toilets must be provided with the facilities adequate for the number of people who may attend the event.
- ✓ The toilets must be checked and serviced throughout the event. Adequate artificial lighting is to be provided for toilets for events occurring during hours of darkness.
- ✓ At least one unisex accessible toilet for use by people with a disability and the elderly is required for the event. Care and consideration should be given to the suitable location of accessible facilities.
- ✓ When portable chemical type units or effluent holding tanks are used for events longer than four hours, they must be located so that they can be pumped out during the event.

GENERAL INFORMATION

PARKING

Parking will be planned and controlled by the event manager; if needed a traffic management plan will be required.

The Rangers will oversee traffic management and parking; Rangers will patrol an event looking for offences relating to:

- Parking on Verges;
- Parking in a no Parking areas;
- Parking to obstruct an Area;
- Parking contrary to signs;
- Parking on footpaths;
- And any other issues relating to parking that arise.

Rangers will have final say in any issue relating to parking.

SIGNS

The sign shall use symbols and lettering of a sufficient size to be clearly legible when observed from a distance;

The content of the sign shall be limited to advertising an activity or event and providing direction to its location;

The sign shall only be placed for the duration of the activity or event to which the sign relates; the sign shall be secured while placed so as to not become a hazard, particularly when subject to wind loads;

The sign shall not be placed on a footpath;

The sign shall not be placed within 1m of a vehicle carriageway, and a carriageway will be deemed to include a parking bay; and

The sign shall not be placed in any other location where, in the opinion of the local government, the sign is likely to obstruct sight lines along a thoroughfare or cause danger to any person using the thoroughfare.

Advertising of your event can only commence when all fees and bonds have been paid in full to the Town of Bassendean.

CARPARK CLOSURES

Council may agree to close a car park for the duration of an event, providing it does not have detrimental effect on local businesses or residents.

In the event of a car park being closed, Traffic Management will be required to maintain the closure.

GENERAL HOUSEKEEPING / OTHER OBLIGATIONS

- Sprinklers and pipes on reserves are not to be removed or interfered with in any way. Any hirer found guilty of this will be charged for reinstatement costs and/or repairs.
- Pointed objects are not to be driven into the surface of any reserve unless approved in writing by the Town of Bassendean, e.g. erection of star pickets, tent pegs, etc.

GENERAL INFORMATION

- In the case of pegs being used to secure nets, marquees and other approved items, pegs must be **PLASTIC**. All pegs must be removed when fixture/event complete, any costs resulting from damage caused by plastic/steel pegs will be payable by the hirer.
- Reserves shall only be marked with materials approved by the Town of Bassendean. Lime, creosote, herbicide or sump oil is not to be used under any circumstances for marking reserves, and hirers will be liable for any damage caused by using incorrect materials.
- The use of confetti or similar materials is not allowed.
- No parking of vehicles on the reserve except in areas allocated for that purpose.
- The hirer is responsible to lock and secure the Town's facilities at the Reserve after use (including car park gates).
- Hirers shall not charge an entry fee at our Reserves unless approved by the Town of Bassendean.
- Non-observance of any Town of Bassendean conditions and Council By-laws may result in immediate reconsideration of usage rights and may jeopardize future use of TOB reserves.
- Hired areas must be left clean and secure by the hirer at the conclusion of the activity.
- Any damage caused to the reserve will be at the expense of the hirer.
- Additional conditions for Steel Blue Oval
 - a) Hirers of the oval shall be responsible for supplying their own equipment relating to the use of the ground and not burden the Swan Districts Football Club with equipment requests.
 - b) Hirers of the oval using the Bill Walker Stand change rooms must ensure all litter and other rubbish is picked up and placed in a mobile garbage bin at the oval.

EQUIPMENT

Any equipment brought onto the reserve must be removed immediately following the hire period. Any equipment left at the reserve is done so at the hirers' own risk.

PAYMENT OF FEES & BOND

Payment of fees and bonds must be made no later than fourteen (14) working days prior to the booking date. Payment can be made by the following methods

- In Person before 4:00pm at the Town of Bassendean Customer Service Centre – 35 Old Perth Road, Bassendean.
- By Cheque made payable to the 'Town of Bassendean' and posted to PO Box 87, Bassendean, WA, 6934
- By Credit Card over the phone, please call 9377 8000

Reserve & Key Bonds are applied to bookings in accordance with the current Town of Bassendean Schedule of Fees and Charges. As the Town cannot invoice into a trust account we are unable to provide an invoice for bonds.

GENERAL INFORMATION

KEY COLLECTION

Hirers who request to enter the reserve or use its facilities (i.e. power, public toilets, change rooms, club rooms, lights) shall arrange to collect a key from our Customer Service Office – 35 Old Perth Road, Bassendean between the hours of 9:00am – 4:00pm. Please ensure you bring a copy of your confirmation letter and receipt, these will be required for the issue of the key.

Key collection is as follows and a \$50 casual key bond will apply.

- Weekday bookings between business hours – key to be collected and returned on the same day.
- Weekday booking after business hours – key to be collected on the day if booking taking place in the evening or if commencing early morning prior to opening hours the key can be picked up the day before.
- Weekend Bookings – key to be collected on the Friday before 3:00pm and returned to either our after-hours key box or the next business day.

REFUND OF BOND

The bond will be refunded within 10 working days of refund authorisation. The hirer will be required to complete a bond refund form and submit to the Town of Bassendean for processing.

Bond deductions will occur as a result of

- Damage to the hired reserve and/or surrounds (turf or reticulation damage)
- Damage to the hired reserve facility (public toilets, club rooms, change rooms)
- Additional clean-up costs/litter removal
- Loss or damage caused to the key

In the first instance funds will be withheld from bonds paid to cover costs for loss or damage caused at the reserve and/or facility. If the loss or damage totals more than the bonds held the hirer will be liable to reimburse the Town of Bassendean for the full amount of works or key replacement. The work will be undertaken by the Town immediately, pending review. In the event of any disputes they will be handled as per the Town's complaints process.

INCREASE OF HIRE FEES

Hire fees are set annually in June and come into effect in July, subject to the endorsement of Council.

CANCELLATION OF BOOKING

The hirer shall give a minimum of seven (7) working days **written** notice to the Town of Bassendean for cancellation of any booking. If this doesn't occur the hirer will still be liable to pay the hire fee or part thereof.

GENERAL INFORMATION

LOOKING AFTER OUR ENVIRONMENT

The Town of Bassendean encourages all event organisers to consider the environment as much as practicable. Here are some simple ideas that you may wish to consider:

- Waste – reduce, reuse and recycle – some simple ways to implement this could be to request that food vendors try to reduce the amount of containers given out, use cornstarch or other biodegradable containers when serving food.
- Promoting the Travel Smart message – encourage people to walk, ride their bikes, carpool or catch public transport to your event to reduce the carbon footprint and help reduce the need for parking bays.
- Reuse signage from previous year’s events.
- Promote you event online through the use of a web-site, social media and free event listing websites.

STORMS

In the event of an electrical storm, it must be monitored. Australian Standard AS1768 recommends that exposed areas be evacuated when the time between lightning and associated thunder is less than 15 seconds. At 15 seconds the lighting strike is approximately 5km from the observer.

TENTS AND SUNSHADES

Tents and sunshades have the potential to be blown over by wind if not properly secured, as such, sufficient anchors i.e. ground anchors, ballast or weights are required to be provided to resist uplift forces. On high wind days the use of such structures needs to be considered carefully. Damage and injury can be caused by the wind blowing these structures away.

Regular checks should also be made during the event to ensure the integrity of the structure and its anchor points. When selecting a site to place such structure positive action should be taken to ensure that any underground services (gas/electric/water etc) are identified and avoided.

MISTING

Council may require misting of patrons during the warmer months. Misting is not to occur around stage areas and should be located in or near shade. Misting water shall be of a potable standard.

PETS

The event organiser is responsible for specifically advertising with the appropriate pet disclosures for the event. I.e. No pets, pet or dog friendly

ACCESS BY COUNCIL STAFF

The event organiser shall ensure that authorised Council staff have access to the whole venue.

GENERAL INFORMATION

EVENT MEETINGS

For some medium and high risk events, it may be necessary to arrange pre and post event briefings with individuals or groups having a critical role in the control or operations of the event. As a minimum the event promoter and Town of Bassendean staff may meet before and after the event.

EMERGENCIES

In the case of any emergencies (reticulation, plumbing, electricity) the hirer is to contact the Town on phone numbers provided below.

For major emergencies please call 000 in the first instance.

- 9377 7480 - Ranger Services (7am - 9pm or 7am - 7pm for the months of May, June, July & August)
- 0407 440 677 - Manager Recreation and Culture
- 0488 902 804 - Recreation Development Officer
- 0418 954 414 - Health Officer

EVENT APPLICATION

Event Application



Application for Public Event Approval

HEALTH (PUBLIC BUILDINGS) REGULATIONS 1992 – FORM 1

Event Name

AFDA Australian Under 22s Ultimate Championships (AU22UC) 2018

Event Location (Name and Address of Venue)

Ashfield Reserve, cnr. Coulston Rd and Guildford Rd

Event Description (What is the purpose of this event?)

national sporting competition for Ultimate (frisbee) showcasing the sport and sustainable choices for lifestyles

Type of Entertainment to be provided (Bands, DJ's, Amusement Rides, Petting Zoos Etc)

games of Ultimate, lawn games, art activity and WA Roundnet (Spikeball) Championships (Sat only)

Date of Event

23rd to 25th November (set-up on Thursday 22nd)

Start Time

approx.

Thursday (set-up) (9am to 3pm) Friday 7:30am to 10pm Saturday 7:30am to 7pm Sunday 7:30am to 5pm

Finish Time

see above

Who is the Target Audience

- Youth (<25 Years)
- Family
- General
- Other

Expected Number of Patrons at any one time

Thursday - 30 (volunteers only) Friday - ~300 to 500 Saturday ~ 300 to 600 Sunday ~ 300 to 600

Details of Event Infrastructure, stages, marquees, electrical etc

A basic PA system (2 speakers) will be used for welcome ceremony/presentations and announcements live streaming equipment will be set up near the main soccer field (same field as the PA)

between 8 to 14 Oztrail style gazebo tents (3m x 3m) will be set up/taken down each day of competition

an extension cord will need to run from the Ashfield Sports Club along the fence of the soccer field to the live stream equipment

EVENT APPLICATION

Numbers and Types of Toilet Facilities Proposed (Refer to table on page 16)

TYPE	NUMBER OF WC'S	HAND BASINS	URINALS
Male	3 plus Ashfield Sports Club facilities		(Number of Metres)
Female	2 plus Ashfield Sports Club facilities		N/A
Universal Access	1 public toilet		N/A

Are any of these facilities temporary (i.e. portaloos)?

we can bring in 2 portable toilets that are trailer mounted, self-contained units if deemed necessary

Number of Crowd Controllers Proposed

3 volunteers allocated on Friday 2 volunteers allocated on Saturday and Sunday

Name of Company Supplying Crowd Controllers

AFDA volunteers

Parking Arrangements (Where, How directed etc)

volunteer parking in carpark on Coulston Rd, spectator/participant parking on Fisher St

Items Prohibited from Venue (Alcohol, food/drink etc)?

smoke-free event, alcohol free. Sale of bottled water and provision of plastic straws

How are people notified of these restrictions prior?

via event website and social media

Who will be supplying First Aid?

on-site physios

Number of First Aid Attendance?

2 physios rostered at all times during the event

Details of Rubbish Removal and Site Cleaning

recycling and compostable materials collected in bins/buckets

rubbish emptied into Ashfield Sports Club's bins

bins put out for collection at end of event

Emergency Evacuation Plan/Procedures – Please attach documentation to your application

EVENT APPLICATION

Certifications

A licensed electrician is required to check all electrical installations such as lighting towers, extension cords, generators etc. The licensed electrician must complete a *Form 5 Certificate of Electrical Compliance* on the day of the event when all electrical installations are complete. The Certificate of Approval cannot be granted if this has not been carried out.

Please provide details on the licensed electrician who will be carrying out the works:

Greg Ireland

All structures such as stages and marquees (excluding market tents) are required to be certified by a structural engineer or a person with sufficient experience or qualifications. This form is required to be completed only when ALL structures have been erected and checked by this person.

Please provide details specifying who will be certifying each structure.

NA

NOTE: The *Form 5 Certificate of Electrical Compliance* and the *Certificate of Structural Sufficiency* will be provided to you by the Town's Health Section once this application has been assessed and approved.

Noise

What provisions have you made to minimise and monitor the level of noise? Please consider the layout of speakers, location of generators, nearby dwellings, finish time of the event and ushering patrons from the event when it has finished.

Speakers will be directed towards Guildford Road and used rarely during the event.

Friday is the only night-time part of the event and should be completed by 9:30pm, with pack-up completed by 10pm.

EVENT APPLICATION

Food Stalls / Vehicles

List all food stalls / vehicles that will be trading at the event, including their contact details. This includes anyone selling, hot food, cold food, pre-packaged food, ice-creams, beverages, home-made condiments, confectionary etc.

Important Note: All food stalls / vehicles are required to make separate application to the Town's Health Section to sell food at this event. An application fee and a trading fee are applicable. Only approved food stalls / vehicles are permitted to trade.

Pasta Cup	Friday night
Rancho Sombrero	(Friday night and Saturday day if they wish to apply)
Thai On Tyres	Friday night
Kamal's Catering	Friday night
Lisura Coffee	Friday, Saturday and Sunday day time
**subject to the businesses applying to the Town of Bassendean	

Site Plan

Please attach site plan showing the layout of the venue and details such as (but not limited to the below);

Toilets	Entry and Exit Points	Food Stalls	Free Potable Water
Amusement Rides	Car Parking Areas	First Aid Post	Stages
Fire Equipment	Marquees	Generators	Lighting Towers
Restricted Areas	Rubbish Receptacles	And any other information	

EVENT APPLICATION

Alcohol

Alcohol Availability

- Alcohol Free Event
- BYO Alcohol (permission in writing required from land owner)
- Alcohol will be supplied or sold (a Liquor Licence will be required. Please contact Liquor Licensing for further information)

Liquor Licensee Contact Details (If alcohol is to be supplied).

Name

Address

Phone

EVENT APPLICATION

Event Organiser's Details

Organiser's Name (Contact Person)

Ellen Shackles

Company Name

Australian Flying Disc Association

Postal Address

1 Eccles Street, Ermington, NSW 2115

Phone

0417744494

Fax

NA

Email

ellenshackles@gmail.com

Web Address

<https://u22nationals.ultimatefrisbee.org.au/>

Contact during the Event

Name

Ellen Shackles

Phone Number (mobile)

0417744494

Reminder - Have you attached?

- Copy of Risk Management Plan (for events with over 5000 people)
- Site plan
- Parking Management plan
- Food Stall applications
- Regulation 18 Application form
- Emergency evacuation plan
- Copy of public liability insurance
- Liquor Licence approval

EVENT APPLICATION

Application Fees			
	Risk level (Assessed using page 5)		
	Low risk	Medium risk	High risk
No admission fee	<input type="checkbox"/> Nil	<input type="checkbox"/> Nil	<input type="checkbox"/> \$832
Admission fee	<input type="checkbox"/> Nil	<input checked="" type="checkbox"/> 260.00	<input type="checkbox"/> \$832

Note: These fees are non-refundable.

Account Number: 17320850

Additional Reserve Hire Fees, Health Fees, Amusement Operator Fees, Liquor Permit Fees and Bonds will be charged separately.

Payment can be made by the following methods, please indicate your preferred method.

- In Person before 4:00pm at the Town of Bassendean Customer Service Centre – 35 Old Perth Road, Bassendean.
- By Cheque made payable to the 'Town of Bassendean' and posted to PO Box 87, Bassendean, WA, 6934
- By Credit Card over the phone, The Town of Bassendean will contact you directly to obtain your Credit Card Number.

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card
Ellen Shackles

Card Holder Address
11 Kerwin Way, Lockridge

Bankcard MasterCard Visa Card

Amount \$ 260.00 Expiry Date 03/19

Signature
Ellen Shackles

I have read and understood the 'General Information' and have enclosed the appropriate forms and site plans.

Signed *Ellen Shackles*

Name Ellen Shackles Date 04/09/2018

This Application will not be accepted unless signed.

END OF APPLICATION

CHECK LIST

Check List

Please use the below checklist to ensure relevant items for your event have been completed and forwarded to the Town of Bassendean within the relevant time frame. This will ensure there are no delays in processing your event application.

DOCUMENTS

ACTION	TIME FRAME PRIOR TO EVENT	COMPLETED	OFFICE USE
Detailed Scaled Site Plan (show all stages, structures, marquees etc.)			
Initial draft for small event	1 month		
Initial draft for large event	12 Weeks		
Final draft to be marked 'FINAL'	2 Weeks		
Structural details of tents or other structures such as marquees, stages, scaffolding, seating, lighting towers and certification	On the day of the event		
Copy of Public Liability Insurance	2 Weeks		
Traffic Management Plan. Complex Traffic Management Plans shall be endorsed by a Road Traffic Manager and submitted to the Town	1 Month		
Risk Management Plan	1 Month		
Parking Management Plan	2 Weeks		
Disability Access and Inclusion Plan	2 Weeks		
Notification Letter to Businesses and Residents	2 Weeks		
Key Personnel Contact List	2 Weeks		
Copy of Music Licenses from APRA and PPCA	1 Month		
Waste Management Plan	2 Weeks		
Security Details and License Numbers	2 Weeks		
If required Reg 18 application for non-complying event (Noise)	60 Days		
Food Applications	21 Days		

APPENDIX

Appendix

Hand washing facilities

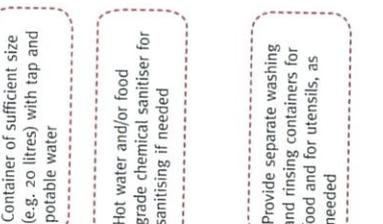


Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency)

Liquid soap and paper towels

Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/ waterways)

Utensil and food washing facilities



Container of sufficient size (e.g. 20 litres) with tap and potable water

Hot water and/or food grade chemical sanitiser for sanitising if needed

Provide separate washing and rinsing containers for food and for utensils, as needed

Food handlers



Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.

Clean person, attire and habits

Must have skills & knowledge in food safety and food hygiene matters

Exposed wounds covered with waterproof covering

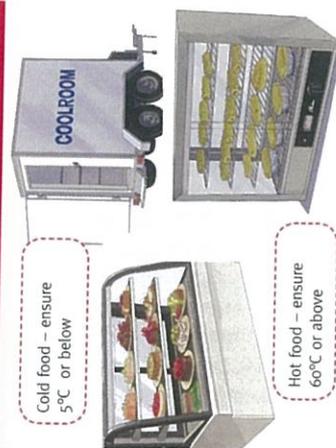
No smoking in stall

Avoid unnecessary contact with food by using utensils or gloves

Money and food handled separately

Hands must be washed whenever they are likely to contaminate food

Temperature control of potentially hazardous food



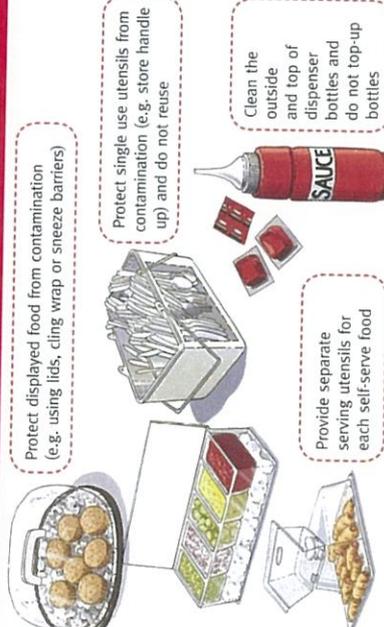
Cold food – ensure 5°C or below

Hot food – ensure 60°C or above

Check food temperature with thermometer (accurate to +/- 1°C)

COOLROOM

Food display, single use items and condiments



Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers)

Protect single use utensils from contamination (e.g. store handle up) and do not reuse

Clean the outside and top of dispenser bottles and do not top-up bottles

Provide separate serving utensils for each self-serve food

Please seek advice from your local enforcement agency if planning to use an alternative to appropriate temperature control for display of potentially hazardous food.

(image provided courtesy of City of Gold Coast)

GUIDE FOR THE DESIGN AND OPERATION OF A TEMPORARY FOOD PREMISES (STALL)

(Image provided courtesy of City of Gold Coast)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

CONTACT INFORMATION

Contact Information

PO Box 87, Bassendean, WA 6934
35 Old Perth Road, Bassendean WA 6054
Tel (08) 9377 8000
Fax (08) 9279 4257
mail@bassendean.wa.gov.au



ATTACHMENT NO. 10

Town of Bassendean Elected Members Summary of Contributions for Your Move Bassendean

Following briefing 15 August 2018

Supporting service or infrastructure	Key features	Capital & ongoing costs	Value to the community	How it supports project outcomes	How it's worked well in past projects or settings
Co-contribution with support from DoT					
Wayfinding Signs	<p>DoT suggest 150 on-ground signs placed in strategic locations pointing residents to local attractions in ToB.</p> <p>Q. Will the wayfinding and cycle safety signs hold up to “high pressure hot water cleaning of brick pavers”?</p> <p>A. Total Signs cannot guarantee the durability of the signs if treated with this cleaning method – avoiding the signs is recommended</p>	<p>Capital: \$13,950 (ex. GST) incl. installation \$9,000 provided by DoT <u>\$4,950 from ToB</u></p> <p>Ongoing: Nil; Total Signs provide a 12-month guarantee that the signs will still be in good condition under normal conditions. Replacement outside warranty period \$30 per sign. Easily removed.</p>	<p>Clear purpose; residents can see and interact with on-ground signage that helps them discover new places in their local area by pointing them towards relevant local attractions.</p>	<p>It's a tangible, highly visible element of the program which prompts project participants to walk and ride to local attractions. The wayfinding also generates a lot of very good publicity for the council.</p>	<p>The highly localised wayfinding signs in Cockburn and Wanneroo struck a chord with local people, particularly children and their parents.</p> <p>We had many positive comments about the signs and their design.</p>



Supporting service or infrastructure	Key features	Capital & ongoing costs	Value to the community	How it supports project outcomes	How it's worked well in past projects or settings
Bike Safety signs	DoT suggest 50 on-ground signs on PSP and other bike paths in the ToB. Warranty and durability information as above.	Capital: \$4,650 (ex. GST) incl. installation \$3,000 provided by DoT <u>\$1,650 from ToB</u> Ongoing: Nil	Clear purpose; information about riding safely is presented at relevant moments as residents use bike paths	It's a tangible, highly visible element of the program which prompts project participants to share the path, ring their bell and get out there to enjoy their local area.	Bike safety signs in Cockburn and Wanneroo were very popular with local people and helped foster a positive, community spirit in which people look out for one another and share paths.
Services or infrastructure that Bassendean can fund to support the project					
Cycling Without Age (Trishaws)	Electric-assist trishaws which can carry up to three adults Annual Fee-for-Service models in development.	Capital: \$15,000 Danish trishaw delivered to Perth Ongoing: See Appendix One for more detail of ongoing fee-for-service costs.	Older residents able to be transported to and from major destinations within Bassendean.	Highly visible example of bike riding. Provides a positive community development and inclusivity message. Normalises replacing car trips with trishaws and bikes	A successful trial was run in Sorrento utilising the coastal paths, in February 2018. Local media reported favourable outcomes and now offers daily rides from Sorrento Surf Life Saving Club.
Community Adult "Freedom Wheels" Trikes	Technology assisting the disabled WA (TADWA) can design and produce fleet tricycles unique to Bassendean. DoT received a quote for three trikes and three trike carriers. DoT can source another quote for e-trikes.	Capital: \$6,823.62 (ex. GST) including bi-annual servicing and delivery. See quote attached in Appendix One Ongoing: Nil	Adult Tricycles allows older people to access 'bike' riding in a novel way, as they are stable and upright, compared to bicycles.	Highly visible example of 'bike' riding. Normalises replacing car trips with trishaws and bikes	This would be a first for Your Move

Supporting service or infrastructure	Key features	Capital & ongoing costs	Value to the community	How it supports project outcomes	How it's worked well in past projects or settings
Silverwheel Events	TADWA can work with ToB to provide bikes and run weekly or monthly events for groups of over 65s. See Appendix One for more detail.	Capital: Nil Ongoing: \$40-50 per participant to cover costs of the event	Increase perception of accessibility to bike / trike riding among older individuals.	Provides a valuable focus on health, bike riding, and community connectedness	This would be a first for Your Move
E-bikes	DoT suggest purchasing four bikes total, which may be accessed by staff at the community. Potential to set up as salary-sacrifice scheme for staff.	Capital: \$2,500 per bike Ongoing: Nil	Breaking down perceptual barriers to bike riding.	Social norming as residents witness Bassendean staff using e-bikes to get around May also support the outcomes of ToB's on workplace travel plan, implemented during the project.	RAC CBD Trial, and City of Albany who now have a salary sacrifice model. See Appendix One for more information. In the CBD, almost 1,300 car trips were replaced by participants choosing to cycle.

Supporting service or infrastructure	Key features	Capital & ongoing costs	Value to the community	How it supports project outcomes	How it's worked well in past projects or settings
Spinway bikeshare	<p>Option 1: 4 electric bikes available for ToB staff</p> <p>Flexible storage options (home use permitted w/ waiver)</p> <p>Option 2: Automated Public Kiosk (4 electric bikes) – community use, i.e. Success Hill station or other proposed location.</p> <p>Note: Minimum 2-year contract</p> <p>See Appendix One for more detail.</p>	<p>Capital: Nil</p> <p>Option 1: \$700 per month (includes Public liability insurance)</p> <p>Optional Extras: \$90 per bike logo branding \$150 Bike technician presentation</p> <p>Option 2: \$900 per month (insurance inclusive)</p>	Normalising bike riding in the community	Supports the concept 'one successful try' and normalises cycling and e-bikes in the community, as ToB staff set a great example.	City of Greater Bendigo currently undertaking an investigation in to use of E-Bikes in Council Offices – the trial is using Spinway's preferred automated system.
Community bike racks & Fix-it stations	<p>Improve bike parking at major destinations in Bassendean – parks, shops, employment.</p> <p>DoT suggest a package consisting bike shaped rails and 3 U-rails.</p>	<p>Capital: \$1,820 (per suggested package)</p> <p>See full price list attached in Appendix One.</p> <p>Bike Fix-It Station: \$5,500 (Cost: \$5,000 Installation: \$500)</p> <p>Ongoing: Nil</p>	<p>Easy access to bicycle parking within Bassendean.</p> <p>New bike racks will be highlighted in the updated Bassendean Active Travel Map.</p>	Provides secure parking options for participants trying out bike riding trips. This infrastructure (bike racks) in combination with wayfinding/bike safety signs are important elements which go hand in hand with the coaching service to create a buzz and a feeling of community.	City of Cockburn implemented for racks and bike repair stations located at community centres and parks.

Supporting service or infrastructure	Key features	Capital & ongoing costs	Value to the community	How it supports project outcomes	How it's worked well in past projects or settings
Small grants for active travel events	Grants for schools or workplaces to assist with the cost of running active travel events.	Capital: \$1,250 (5 x \$250) Ongoing: Nil	Removes a cost barrier for events to take place. Increased participation in events leads to increased community spirit	Helps schools and workplaces promote an active travel message	Various grant packages have been used in previous projects to raise the program profile and promote key messages.
Ride2Market promotional campaign	Market vouchers for people who ride EMRC to provide bike racks and water stations	Capital: ~ \$1000 per event (Includes vouchers \$500 and promotional material) Valet attendant possible extra cost Ongoing: Nil	Increased bike riding in the community Provides an incentive for active travel	Promotes cycling as a family activity Reinforces the active travel message and promotes a key goal of switching car trips for other modes	Successfully used by the EMRC in the region previously (Incl. ToB) EMRC recognised by the Heart Foundation for the promotion in 2017
D-Locks and UV bike engraving	DoT suggests providing 50 locks to residents at bike focuses community and project run events. First in best dressed model	Capital: Locks: \$4,250 at approx. \$85 per lock UV engraving pens: \$35 per pen Ongoing: Nil	Directly addresses an understands bike security concerns, while also promoting bike riding	Shows support for bike riding in the community	This would be a first for Your Move

Appendix One – Further Detail on the Offers Described

Cycling Without Age

Cycling Without Age Australia are currently developing their fee-for-service models with up to three service tiers expected. The most comprehensive tier will cost approximately \$10,000+GST+Comprehensive Insurance (ranging from \$1200 -\$3400) for the first year, with subsequent years costing significantly less.

Inclusions in this Comprehensive Tier:

- Program readiness assessment with formatted documents, management system, MOU and service contract
- Bike procurement and its delivery
- Arrange launch with social media presence and media contact list
- Risk assessment
- Training curriculum and training objectives
- Pilot video with local content
- Software scheduling solution and reporting
- Hi vis vest for pilot and first aid kit
- Conduct launch
- Folder supplied with document management for pilots
- Social media presence with established media contacts
- Police clearance subscription
- One off event planning (at cost) i.e. Freeway Bike Ride and/or Cycling Events and the like
- Trishaw maintenance scheduling and servicing costs
- On going support to make sure the Trishaw is being fully utilized

Additional service tiers are yet to be finalised.

TADWA Community Adult “Freedom Wheels” Trikes

[Click here to access quote:](#)



TADWA Silver Wheels Events

TADWA and the council would work together and apply for a lottery grant for the bikes (15 - 20) trikes. The council can then offer this service to groups or group homes. The idea being like play groups for kids or mothers groups run by the council. It has been discussed that these events would require one possibly two members of staff/ volunteers to be involved. One as a guide if required and the other to organise refreshments on their return. Alternatively if the cycle route was predetermined the start and end point could be a cafe on a nice cycle path.

It has been discussed that these events would be about 3 hours long

- 15 mins arrive and set up
- 90 min cycle at your own pace
- 60 mins refreshments

It is thought that these events would be run on a weekly basis in one location and then in several different location as they become more popular so there would be opportunities for several councils to work together or for one council to promote the events through their entire region.

TADWA have discussed a cost of between \$40-50 per event which we thought was very expensive and hence have not done a great deal more with this idea on our own. We believe with a council involved it is likely to significantly reduce the costs. At the moment these have just been ideas discussed within TADWA, we are aware that this type of event is run in other countries and would like to pursue the idea further in WA.

RAC E-Bikes Trial

Fast Facts:

- 34 of 47 participants who responded to the after-trial survey reported saving money.
- The bikes were provided free of charge to participants by RAC for the length of the trial.

- The RAC e-bike Trial in Perth was delivered by RAC in partnership with the City of Perth, City of Wanneroo, North Metropolitan Health Services through Queen Elizabeth II Medical Centre Trust and the University of Western Australia. It was also supported by the Department of Transport and Department of Sport and Recreation through the Your Move program. The RAC Regional e-bike Trial in Albany was delivered by RAC in partnership with the City of Albany and Department of Sport and Recreation.
- RAC's Cycling Business Case highlighted up to \$388 million was needed over 10 years to create continuous, convenient and comprehensive cycle networks in WA's cities and towns. The study also showed the economic, social, health and environmental return for the community on investment in cycling projects are between 3.4 and 5.4 times the costs incurred, higher than some of those achieved by many other urban transport investments.

For more, check out the link to the [full media release](#).

Perth CBD

In mid-November 2015, the RAC ran an e-bikes trial with select organisations in Perth CBD to “showcase the growing importance of ‘personal mobility options’, as well as the broader benefits of cycling in Perth.”

[Follow this link](#) to read more information about the trial. Open the below link to view the results of the Regional E-Bikes Trial, 2015

RAC e-Bike Trial

Topline results December 2015

City of Albany

Open the below link to view the results of the Regional E-Bikes Trial, 2017

RAC Regional e-Bike Trial

Topline results 2017

Below are two stories from City of Albany's Your Move page describing their RAC trial, and a more recent story about how they have been utilising the e-bikes.

1. [E-Bike Trial in the News](#), March 2017
2. [Events Team utilise E Bikes](#), February 2018

Spinway Bike Share

Additional detail for Option 1 (e-bikes for Bassendean Staff Use)

- Bikes available to ToB staff to use for commuting between home and work locations.
- Bikes to be kept inside overnight, either in a locked house or garage.

Additional detail for Option 2 (Public Kiosk):

- Standard Public Use Charges: 1 hr: \$11 / 4 hr: \$22 / Day: \$33. However, these rates could be subsidised by the council on agreement with Spinway to encourage uptake.
- Theft and vandalism charged to hirers credit card.
- There is a requirement for helmets to be available for dispensation at a nearby location or local business.

Bike Rack Price List

Click here to access price list:



Quotation
Quote No. 88535
Quote Date 01-Nov-2017

ATTACHMENT NO. 11

6.11 Donations, Sponsorships & Grants —Financial Assistance

Objective

To set overarching criteria for the provision and distribution of donations, grants and sponsorship specific and non-specific donations and financial assistancesponsorship for projects, events, disaster relief, travel and individual requirements from respective candidates that demonstrate a direct benefit to the community of the Town of Bassendeancharitable organisations, assistance to local schools P&C's, sporting clubs, community groups and disaster relief appeals.

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Definitions

Donations:— A financial gift for charity, humanitarian aid, or to benefit a cause.Financial assistance provided to individuals and Disaster Relief Appeals.

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Grants:— Financial assistance provided for specific projects or programs via a grant application form and grant proposal. Grants are to support only the work described in the grant proposal, and are typically limited to the time period described in the grant proposal, to not for profit, community groups, sporting organisations and charitable groups for purchase of equipment and to carry out approved minor capital works projects.

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Sponsorships:— Financial assistance provided for specific projects or programs via a sponsorship application form and sponsorship proposal in exchange for marketing/advertising consideration. Financial assistance provided to not for profit, community groups, sporting organisations, School P&C's and charitable groups for events and activities.

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Respective Candidates: Individuals, Not-for-profit, community groups, sporting organisations and charitable groups.

Strategy

For full compliance requirements and regulations pertaining to specific funds please refer to relevant application forms

Strategy

Donations

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The Town of Bassendean will consider applicationsrequests for donations under one of the following two categories:

1. Individuals; and
2. Disaster Relief AssistanceAppealsCommunity non-profit organisations and charities.

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In considering all of the applications for funding, it needs to be clearly demonstrated that there is a direct benefit to the Town of Bassendean community.

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Donations to Individuals

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- a) Donations will only be considered on receipt of a formal written application;
- a) b) Donations may be made to individuals who
 - have excelled in an activity or endeavour that the Town wishes to recognize or
 - are disadvantaged and seek equity of access or
 - those that provide a service to the residents of the Town or
 - seek to attend an event and will who officially represent the Town of Bassendean and can demonstrate that the Town will be recognized in such an event;

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- b) Donations will only be considered on receipt of a formal written application;
- c) ~~e) Be for a purpose/event in the future;~~
- ~~d) Donation may be made to individuals to address disadvantage and ensure equity of access; and~~
- d) ~~e) Contributions are will be limited to \$200 per person per year.~~

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Donations for ~~Donations to not for profit organisations and local schools~~

- a) ~~All donations will only be considered on receipt of a formal written application;~~
- b) ~~Applications will only be considered from not for profit or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate that there will be a direct benefit provided to the Bassendean community;~~
- e) ~~Be for a purpose/event in the future; and~~
- d) ~~Contributions are limited to a maximum of \$600 per organisation per year.~~

Disaster ~~r~~Relief ~~a~~Assistance

- a) ~~Council to consider the provision of funds towards appeals where natural disasters have occurred;~~
- ba) ~~DonationsContributions in this area to be set at a maximum of \$1,000 to be determined by the extent of damage suffered; and~~
- eb) ~~The balance of funds available in the disaster relief section of the donations budget each year is to be transferred to a Disaster Relief Reserve Account -for the purpose of funding larger contributions should the need arise.~~

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Sponsorships and Grants

~~The Town of Bassendean will consider applications for sSponsorship and Grants under one of the following categories:~~

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1. ~~Community Group Fund~~
2. ~~Old Perth Road Markets Community Fund (Equipment and Minor Capital Works Projects)~~

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Community Group Fund

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- a) ~~a) All sponsorships/grants will only be considered on receipt of a formal written application~~
- b) ~~and wWhere requiringrequiring to be determined by Council determination, will be submitted first referred to the People Services Committee for evaluation for recommendation of support/refusal;~~
- c) ~~b) Applications will only be considered from not for profit community, sporting, School P&C's or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate that there will be a direct benefit provided to the Bassendean community;~~
- d) ~~e) Be for events and activities in the future; and~~
- e) ~~d) Contributions are limited to a maximum of \$5,000 per organisation per year. Organisations may apply for funds for multiple events/activities in one application or make multiple applications up to the annual sponsorship limit. Limits of \$3,000 apply to requests to fund recurring annual events and \$1,000 for incorporation/establishment costs;~~

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Old Perth Road Markets Community Fund

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Equipment

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- a) ~~a) All grants will only be considered on receipt of a formal written application~~
- b) ~~and wWhere requiring to be determined by Council determination, will be submitted first referred to the Markets GroupCommittee for evaluation recommendation of support/refusal;~~
- c) ~~b) Applications will only be considered from not for profit community, sporting, or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate there will be a direct benefit provided to the organisation, their members and the Bassendean community;~~
- d) ~~e) Be for the future purchase of equipment and where the equipment is for community or~~

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- e) ~~d) — Contributions are limited to a maximum of \$3,000 per organisation per year.~~
~~member use, and be durable – must last over 12 months;~~

Minor Capital Works Projects

- a) ~~a) — All grants will only be considered on receipt of a formal written application~~
 b) ~~and where requiring to be determined by Council determination, will be submitted referred to the Markets Committee Group for evaluation recommendation of support/refusal;~~
 c) ~~b) — Applications will only be considered from not for profit community, sporting or charitable organisations that are located within the Town of Bassendean who can clearly demonstrate that there will be a direct benefit from the project to the organisation, their members and the Bassendean community generally;~~
 d) ~~e) — Be for approved minor capital works to be conducted in the future to/within Town of Bassendean facilities; and~~
 e) ~~d) — Contributions are limited to a maximum of \$15,000 per organisation per year.~~

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Delegation to the Chief Executive Officer

The Chief Executive Officer is authorised to assess and approve donations, sponsorships and grants in accordance with this policy (and refuse applications for donations, sponsorships and grants financial assistance where they do not meet the requirements set down in this policy) to a \$200 limit for individual donations, \$500 for organisations and \$1,000 for disaster relief assistance. Council will be informed of the use of the delegation.

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As part of the budgetary process, Council may approve annual donations. The donation may be paid within the financial year on the authorization of the Chief Executive Officer without further referral to Council.

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Applications requiring to be determined by Council

Any applications exceeding the limits of the delegation to the CEO will be referred to Council for consideration.

Any applications not meeting the requirements of this policy are to be referred to Council for consideration if deemed to be worthy of Council's support under "extraordinary" circumstances. This may include applications for a donation that exceeds any of the policy limits (notably amount and frequency) and for retrospective applications for funding where extenuating circumstances did not allow consideration prior to the event.

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Promotional opportunities

Promotional opportunities for Council are to be considered in conjunction with all donations/ sponsorships/grants where appropriate maximising exposure for Council's support. This will be by the use of:

- Logos (on stickers, etc.);
- Banners;
- Signage;
- Merchandise;
- Press releases;
- Public relations opportunities for Mayor and Councillors; and
- The Town's Website.

Application

Responsibility for the implementation of this policy rests with the Mayor, Councillors and Chief Executive Officer. The Policy is to be reviewed every three years.

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Policy Type: Strategic Policy	Responsible Officer: Director Community Development
Link to Strategic Community Plan: Arts, Heritage and Culture	Last Review Date: May 2015 Version 3
	Next Review due by: May 2020

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Community Groups Fund Guidelines & Application Form

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Background

The Community Groups Fund has been established by Council in 2018/19 with a total funding pool of \$20,000 for the specific benefit of Town of Bassendean Community Groups.

Purpose

The Community Groups Fund supports local community and sporting groups and organisations to provide projects, programs or activities that benefit residents of the town and the wider community.

Community fund is available to not-for-profit groups in the Town who:

- Primarily serve the residents of Bassendean
- Can demonstrate a high level of community support
- Can demonstrate financial stability and sound project management.

Who can apply?

Applications are invited from not-for-profit community-managed groups, welfare, education, arts/cultural, youth, seniors, children, ethnic and related groups. Unincorporated organisations must be supported by an auspicing* organisation.

*Auspicing is when an incorporated organisation agrees to apply for a grant on behalf of an unincorporated, not-for-profit association or community organisation. The auspicing organisation will receive, hold and administer the funding for the applicant. Funding will be provided directly to the bank account of the auspicing organisation. The auspicing organisation must have a direct link to the purpose and function of the body for whom it is receiving and holding the funds for.

What can I apply for?

Community Group Fund can be used for a range of purposes including:

- Events
- Pilot programs
- Activities
- Workshops
- Brochures/ pamphlets
- Art works
- Incorporation
- Promotion

Community Groups may make application for an annual program of events and activities.

The application must demonstrate:

- The project or activity is of benefit to the local community and/or the Town of Bassendean generally
- Community Group is meeting an identified need
- There is no required commitment to ongoing funding from the Town.
- The project or activity does not duplicate that which is already available in the local area.

How much can I apply for?

The maximum funding available to any one group or organisation in the Community Group Fund is \$5,000, however grants will generally be approved for a lesser amount.

How to apply, the decision process and when to apply

Community Group Fund applications are open throughout the year. Please complete the application form as fully as possible and email to the Town of Bassendean. Refer to contact information for details.

Applications received are considered by the People Services Committee. This Committee meets six times each year (alternate months).

The People Services Committee will make a recommendation that will be presented to the next Ordinary Council Meeting for determination.

Please note

Projects or events must not commence within three months of the application, as funding cannot be awarded retrospectively.

The People Services Committee may request more information before making a recommendation on an application.

The recommendation of the People Services Committee can be appealed before Council. The Council's decision is final.

Selection Criteria:

- Primarily serve residents of the Town.
- Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
- Must hold public liability insurance to a value as agreed with the Town.

Evaluation Criteria

- Can demonstrate how the project or activity outcomes will be of benefit to the local community and/or Town of Bassendean generally.
- Meets an identified need in line with one of the themes of the Town's Strategic Community Plan.
- The project does not duplicate an activity already available in the local area.
- The project will not require commitment to ongoing funding from Council.
- Applications that can demonstrate a financial or in-kind contribution will be considered favourably, as will those who source funding from other sources.

- As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

Limitations and conditions

- Applicants must be based in the Town of Bassendean or be able to demonstrate that you primarily serve the Bassendean community or looking to provide a service in Bassendean that will benefit the Bassendean community.
- Applications must include a financial and/or in-kind contribution to the project.
- Applicants that have been successful in previous year's are eligible to apply in the following financial year provided all previous funding has been satisfactorily acquitted.
- The successful request to the Community Fund in any year does not imply any ongoing commitment of the same or similar contribution in following years.
- An applicant may apply for and receive funding more than once in a Financial Year, provided they meet the eligibility criteria, however, the applications cannot be for the same project.

Applications from School P&Cs/P&Fs must satisfy the following additional criteria:

- There is an identified community need for the project or activity.
- The project or activity is extra-curricular and accessible to the wider Bassendean community outside of school hours (clearly outside the Education Department's area of responsibility).
- There is a financial contribution of at least 50% or more to the project or activity.

Funding will not be provided:

- Retrospectively for any events or projects that have already occurred, or due to occur within three months' of the application's lodgement.
- For any activity or event that will be divisive in communities by denigrating, excluding, or offending community groups.
- If your activity or event may present a hazard to the community or environment.
- If you have not acquitted any previous Town of Town funding.
- To private or for-profit organisations.
- For personal items such as uniforms, equipment or capital projects (see other funding categories).

The maximum grant available to any one group or organisation will be \$5,000 per year.

There are caps of:

- \$3,000 for recurring community events. Recurring community events are defined as types of events that have already been funded by Community Grants and are regularly applied for and funded, such as Christmas events etc.
- \$1,000 for costs associated with incorporation of a new organisation.

Elected Members will be informed of all applications received.

All successful grant applications are required to conform to the following conditions

- To display the Town of Bassendean logo. To acknowledge the support through public address announcements, and by displaying signage (supplied by Council) at the event – if appropriate.
- Be prepared to undertake joint media promotion with the Town, invite representatives from the Town of Bassendean to the activity/event and/or Groups' meetings.
- To provide an acquittal report on the form provided within four (4) weeks of the project's completion.

More information and contact

If any of this information is not understood, please do not hesitate to get in touch with the Manager Recreation and Culture at:

ssiciliano@bassendean.wa.gov.au



APPLICATION FORM

Please complete this form to your best ability. Detach from preceding information and email to Manager Recreation and Culture.

NAME OF APPLICANT GROUP:

NAME OF EVENT:

TYPE OF APPLICANT GROUP:

E.G. Incorporated sporting/leisure/cultural organisation, Incorporated charitable (non profit) organisation, Incorporated community group, Educational institution P&C

CONTACT PERSON: (Must be over 18yrs)

Name

Position /Role

POSTAL ADDRESS (For Invoices):

PHYSICAL ADDRESS:

Suburb

Postal Code

E-mail

Work Phone

Home Phone

Mobile

HAS THE APPLICANT APPLIED FOR OTHER FUNDING FROM COUNCIL OR ANY OTHER FUNDING BODY FOR THIS PROJECT?

YES (Please provide name of funding body, amount and date application made) NO

IS THE APPLICANT GROUP REGISTERED FOR GST?

YES NO

DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?

If YES ABN is: _____ NO

IS THE APPLICANT GROUP INCORPORATED?

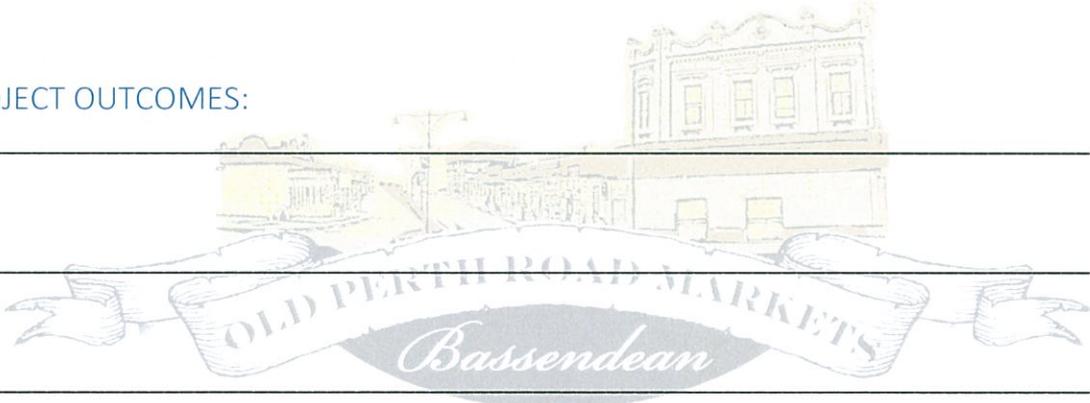
YES Incorporation number on top of incorporation certificate is: _____ NO

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE?

YES [Please attach a copy of your certificate of currency for public liability cover] NO

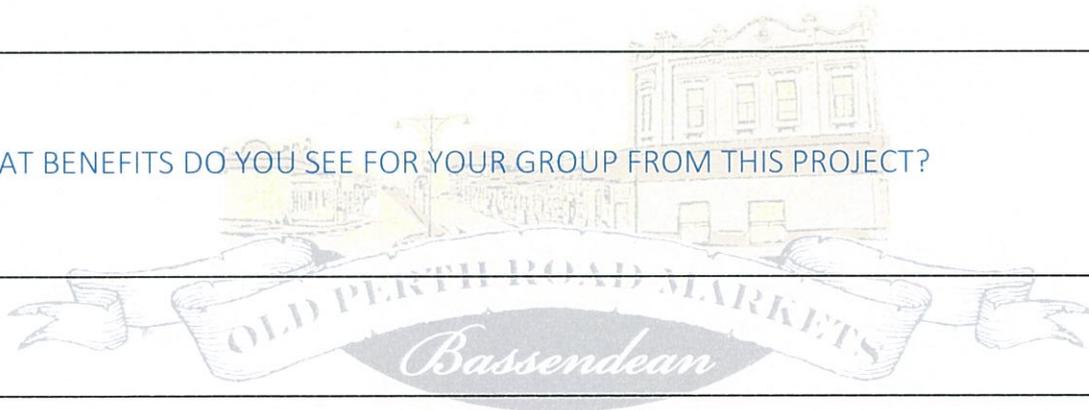
BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):

PROJECT OUTCOMES:



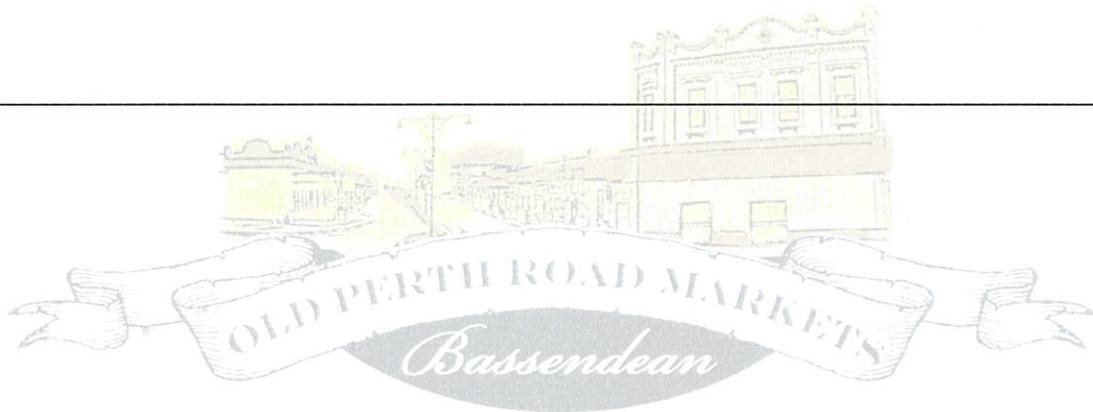
WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY?

WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT?



TARGET GROUP:

Who is the project being developed for and state approximately how many people will benefit from the project?



BUDGET

INCOME	
Funding requested from the Community Groups Fund (GST exclusive)	
Contribution from Applicant	
Estimated Ticket Sales if applicable	
Estimated Merchandise Sales if applicable	
Other cash income	
TOTAL INCOME	

IN KIND SUPPORT

Please detail all areas of IN KIND support you are receiving or expecting to receive. E.G. Venue donation, materials, printing, publicity, marketing, professional services

Expenditure	
Artist Fees or Quote for Service	
Equipment Hire	
Venue Costs	
Marketing Promotion	
Administration	
Materials	
Catering	
Merchandise	
Other	
TOTAL EXPENDITURE	

Acceptance of Conditions

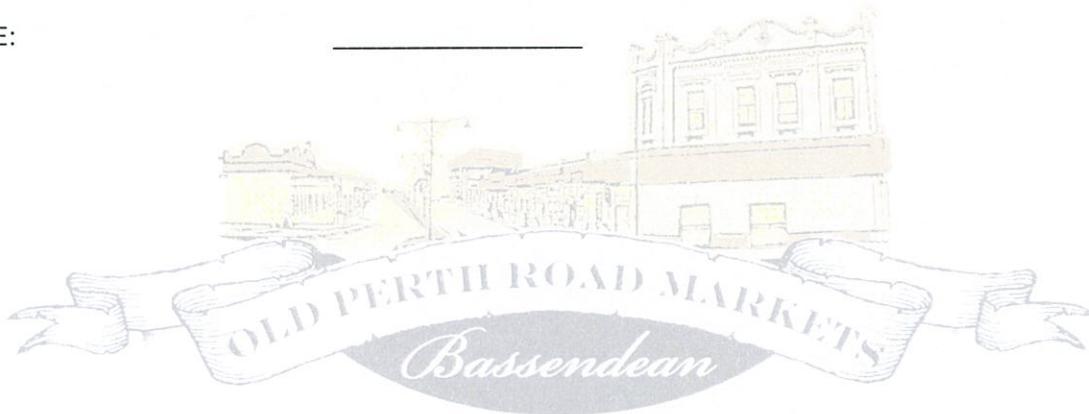
I have read and understand the conditions that apply to the Community Fund. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP:

Authorised Person (Print): _____

SIGNATURE OF APPLICANT: _____

DATE: _____



TOWN OF BASSENDEAN

35 Old Perth Road, Bassendean WA 6934

Ph: 08 9377 8000 **Fax:** 08 9279 4257

Email: mail@bassendean.wa.gov.au

www.bassendean.wa.gov.au



INFRINGEMENT WITHDRAWAL REQUEST

INFRINGEMENT DETAILS

Infringement No. _____ Issued date _____ File Code _____ Officer Issued Infringement _____ Act _____ Name _____ Address _____
Officer Comments _____ _____ _____
Senior Ranger _____ _____ _____
Withdraw Infringement Yes <input type="checkbox"/> No <input type="checkbox"/> Signed _____ Date ____/____/____
CEO _____ _____ _____
Withdraw Infringement Yes <input type="checkbox"/> No <input type="checkbox"/> Signed _____ Date ____/____/____

Office Use7

Infringement Withdrawn Yes No

Infringement Withdrawal Outcome Letter Issued

Infringement Withdrawn in Synergy System

Infringement Withdrawn from FER if already lodged

Process Completed by Senior Ranger Sign _____ Date ____/____/____

Old Perth Road Markets Equipment & Minor Capital Projects Fund Guidelines & Application Form

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Background

The Old Perth Road Markets Community Fund was established soon after the commencement of the Old Perth Rd Markets in 2010. 35% of net revenue from stallholder fees are allocated to a trust account managed by the Town. In partnership with the Rotary Club of Swan Valley, funds are disbursed for the specific benefit of Town of Bassendean Community.

Purpose

The Old Perth Road Markets Community Fund supports local community groups, organisations and individuals to provide equipment or approved minor capital works to Town facilities that benefit the group and residents of the town and the wider community.

Community fund is available to not-for-profit groups in the Town who:

- Primarily serve the residents of Bassendean
- Can demonstrate a high level of community support
- Can demonstrate financial stability and sound project management.

Who can apply?

Applications are invited from not-for-profit community-managed groups, welfare, education, arts/cultural, youth, seniors, children, ethnic and related groups. Unincorporated organisations must be supported by an auspicings* organisation.

*Auspicing is when an incorporated organisation agrees to apply for a grant on behalf of an unincorporated, not-for-profit association or community organisation. The auspicings organisation will receive, hold and administer the funding for the applicant. Funding will be provided directly to the bank account of the auspicings organisation. The auspicings organisation must have a direct link to the purpose and function of the body for whom it is receiving and holding the funds for.

What can I apply for?

Community fund can be used for a range of purposes including:

- Minor capital works
- Equipment

The project or activity must:

- Be of benefit to the local community and/or the Town of Bassendean generally
- Meet an identified need
- Not require commitment to ongoing funding from the Town.
- Not duplicate an activity already available in the local area.

How much can I apply for?

The maximum funding available to any one group or organisation in the Equipment and Minor Capital Grant category will not exceed \$15,000 for minor capital projects and \$3,000 for equipment, however grants will generally be approved for a lesser amount.

How to apply, the decision process and when to apply

Equipment & Minor Capital Fund applications are open throughout the year. Please complete the application form as fully as possible and email to both the Stallholder Coordinator and the Snr Economic Development Officer. Refer to contact information for details.

Applications received are considered by the Old Perth Rd Markets Committee. This committee meets once a month (except in January).

If the Markets Committee support the application it will be presented at the next Council Meeting for endorsement.

Please note

Projects or events must not commence within two months of the application, as funding cannot be awarded retrospectively.

The Committee may request more information before making a decision on an application

The decision of the Markets Committee can be appealed before Council. The Council's decision is final.

Selection Criteria:

- Primarily serve residents of the Town.
- Is an established and incorporated not-for-profit organisation (or auspiced by an incorporated not-for-profit organisation) and can demonstrate a high level of community support.
- Can demonstrate it is financially sound or key personnel have demonstrated ability to manage the proposal for which funds are being sought.
- Must hold public liability insurance to a value as agreed with the Town.

Evaluation Criteria

- Can demonstrate how project or activity outcomes will be of benefit to the local community and/or Town of Bassendean generally.
- Meets an identified need in line with one of the themes of the Town's Strategic Community Plan.
- The project does not duplicate an activity already available in the local area.
- The project will not require commitment to ongoing funding from Council.
- Applications that can demonstrate a financial or in-kind contribution will be considered favourably, as will those who source funding from other sources.

- As the funding pool is limited, applications that demonstrate the best value for money will be prioritised, and priority will also be given to applicants that have not previously been funded.

Limitations and conditions

- Applicants must be based in the Town of Bassendean or be able to demonstrate that you primarily serve the Bassendean community or looking to provide a service in Bassendean that will benefit the Bassendean community.
- Minor capital works projects are within a Town of Bassendean building or on Town of Bassendean property
- Applications must include a financial and/or in-kind contribution to the project.
- Applicants that have been successful in previous year's are eligible to apply in the following financial year provided all previous funding has been satisfactorily acquitted.
- The successful request to the Equipment and Minor Capital Fund in any year does not imply any ongoing commitment of the same or similar contribution in following years.
- An applicant may apply for and receive funding more than once in a Financial Year, provided they meet the eligibility criteria, however, the applications cannot be for the same project.

Funding will not be provided:

- Retrospectively for any events or projects that have already occurred, or due to occur within two months' of the application's lodgement.
- For any minor capital project that has not received all necessary approvals.
- If you have not acquitted any previous Town of Town funding.
- To private or for-profit organisations.

The maximum grant available to any one group or organisation will not exceed \$15,000.

There are caps of:

- \$3,000 for equipment (equipment must not be for personal use, be accessible for community or member use, and be durable – must last over 12 months).
- \$15,000 for costs associated with approved minor capital works projects to Town of Bassendean facilities that will be of demonstrated benefit to the organisation and the community.

Elected Members will be informed of all applications received.

All successful grant applications are required to conform to the following conditions

- To display the Town of Bassendean logo, Old Perth Road Markets logo, Rotary Club of Swan valley logo. To acknowledge the support through public address announcements, and by displaying signage (supplied by Council) at the event – if appropriate.
- Be prepared to undertake joint media promotion with the Town, invite representatives from the Town of Bassendean and the Markets Management Group to the activity or event.

- To provide an acquittal report on the form provided within four (4) weeks of the project's completion.

More information and contact

If any of this information is not understood, please do not hesitate to get in touch with either the Markets Stallholder Coordinator or the Senior Economic Development Officer below:

info@oldperthroadmarkets.com.au or wbarry@bassendean.wa.gov.au



APPLICATION FORM

Please complete this form to your best ability. Detach from preceding information and email to the both the Markets Coordinator and the Snr Economic Development Officer.

NAME OF APPLICANT GROUP:

NAME OF EVENT:

TYPE OF APPLICANT GROUP:

E.G. Incorporated sporting/leisure/cultural organisation, Incorporated charitable (non profit) organisation, Incorporated community group, Educational institution

CONTACT PERSON: (Must be over 18yrs)

Name

Position /Role

POSTAL ADDRESS (For Invoices):

PHYSICAL ADDRESS:

Suburb

Postal Code

E-mail

Work Phone

Home Phone

Mobile

HAS THE APPLICANT APPLIED FOR OTHER FUNDING FROM COUNCIL OR ANY OTHER FUNDING BODY FOR THIS PROJECT?

YES (Please provide name of funding body, amount and date application made) NO

IS THE APPLICANT GROUP REGISTERED FOR THE GST?

YES NO

DOES THE APPLICANT GROUP HAVE AN AUSTRALIAN BUSINESS NUMBER (ABN)?

If YES ABN is: _____ NO

IS THE APPLICANT GROUP INCORPORATED?

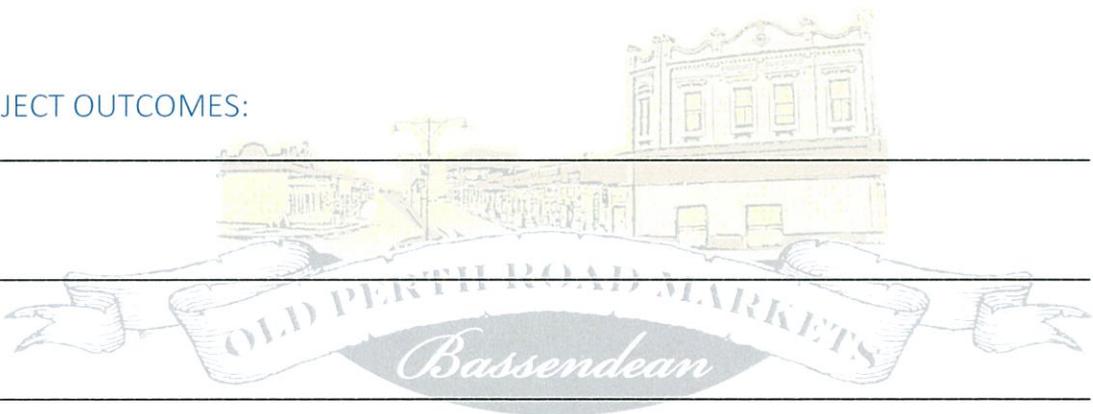
YES Incorporation number on top of incorporation certificate is: _____ NO

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE?

YES [Please attach a copy of your certificate of currency for public liability cover] NO

BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc. 150 words max.):

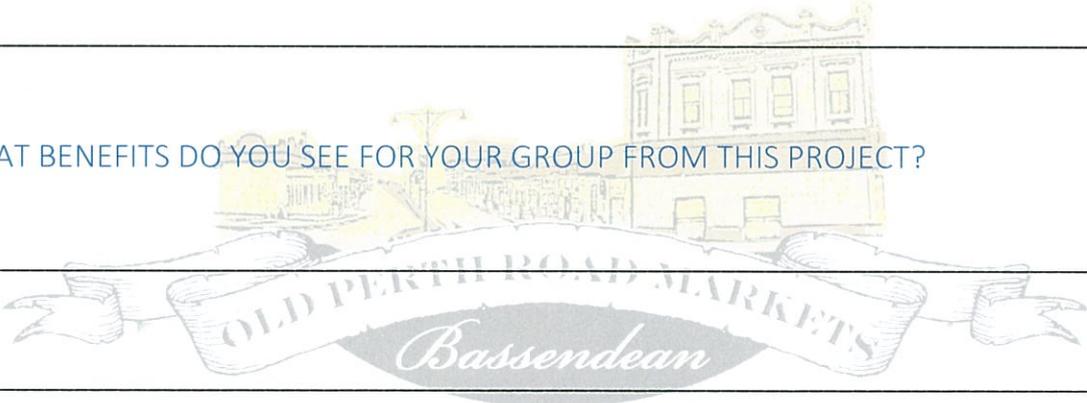
PROJECT OUTCOMES:



The watermark logo features a street scene with a street lamp and a building. A banner across the scene reads "OLD PERTH ROAD MARKETS" and a dark oval below it contains the word "Bassendean" in a cursive font.

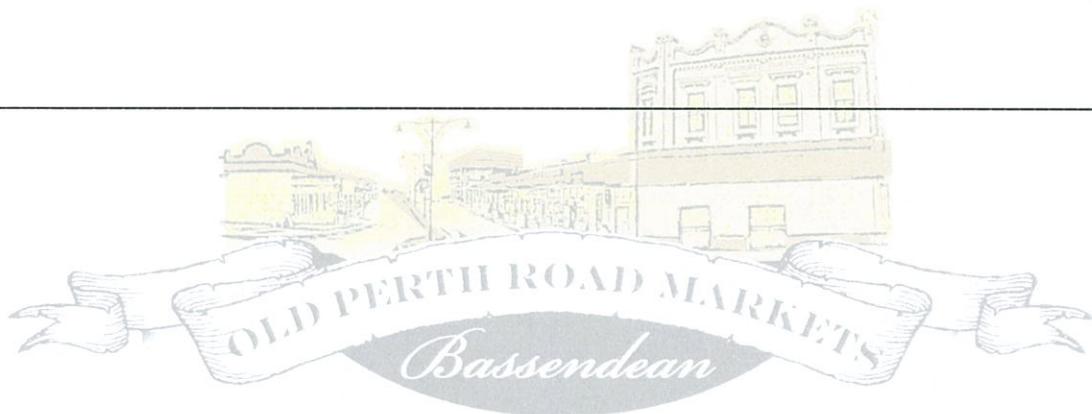
WHAT RELATIONSHIP DOES YOUR ORGANISATION HAVE WITH OTHER SERVICES WITHIN THE COMMUNITY?

WHAT BENEFITS DO YOU SEE FOR YOUR GROUP FROM THIS PROJECT?



TARGET GROUP:

Who is the project being developed for and state approximately how many people will benefit from the project?



BUDGET

INCOME	
Funding requested from the Old Perth Rd Markets Community Fund (GST exclusive)	
Contribution from Applicant	
Estimated Ticket Sales if applicable	
Estimated Merchandise Sales if applicable	
Other cash income	
TOTAL INCOME	

IN KIND SUPPORT
 Please detail all areas of IN KIND support you are receiving or expecting to receive. E.G. Venue donation, materials, printing, publicity, marketing, professional services

Expenditure	
Artist Fees or Quote for Service	
Equipment Hire	
Venue Costs	
Marketing Promotion	
Administration	
Materials	
Catering	
Merchandise	
Other	
TOTAL EXPENDITURE	

Acceptance of Conditions

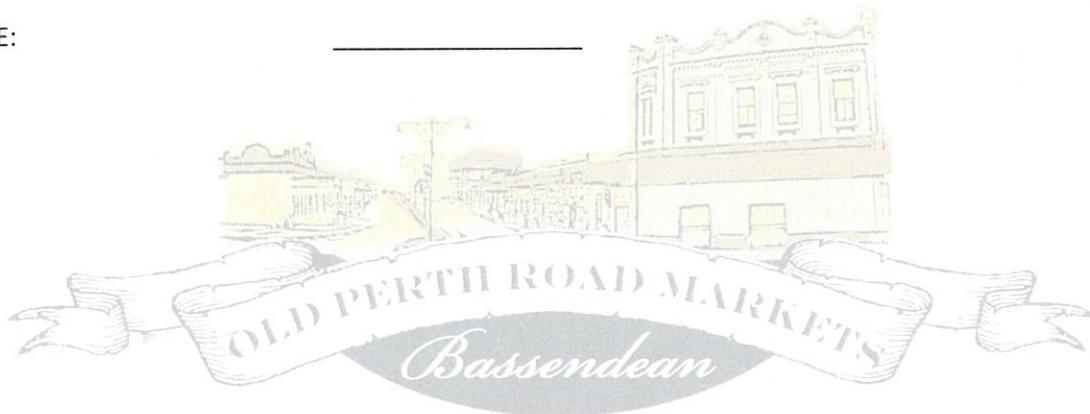
I have read and understand the conditions that apply to the Community Fund. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP:

Authorised Person (Print): _____

SIGNATURE OF APPLICANT: _____

DATE: _____



ATTACHMENT NO. 12

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL EMERGENCY MANAGEMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, 48 OLD PERTH ROAD, BASSENDEAN ON WEDNESDAY 5 SEPTEMBER 2018 AT 3.37PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Members

Mark Stoneman, Kiara Police, Acting Presiding Member
Cr Kathryn Hamilton
Nigel Elliott, DFES
Gordon Munday, SES
Sharon Ellis, DOC
Sharna Merritt, Senior Ranger
Ken Cardy, A/Director Operational Services

Staff

Graeme Haggart, Director Community Development
Amy Holmes, Minute Secretary

Apologies

Cr Bob Brown, Presiding Member
Cr Melissa Mykytiuk
Merveen Cross, DEMA, DFES
Maria Fatouros, Senior Environmental Health Officer

3.0 DEPUTATIONS

Nil

4.0 CONFIRMATION OF MINUTES

4.1 Minutes of the Bassendean Local Emergency Management Committee meeting held on 6 June 2018

COMMITTEE/OFFICER RECOMMENDATION – ITEM 4.1

MOVED Nigel Elliott, Seconded Sharna Merritt, that the minutes of the BLEMC meeting held on 6 June 2018, be confirmed as a true record.

CARRIED UNANIMOUSLY 7/0

5.0 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

8.0 OFFICER REPORTS

8.1 Annual Capability Survey

At the last meeting, it was noted the Town is to complete the Annual Capability Assessment Survey for 2018 by 13 June.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.1

BLEMC – 1/09/18 MOVED Sharna Merritt, Seconded Mark Stoneman, that the information on the 2018 Annual Capability Assessment Survey be received.

CARRIED UNANIMOUSLY 7/0

8.2 Natural Disaster Relief and Recovery Arrangements

At the last meeting of the Committee, the joint Australian Government-State Natural Disaster Relief and Recovery Arrangements (NDRRA) was discussed.

The Committee was advised that new financial assistance arrangements to disaster affected communities commenced on 1 July 2018.

Update from Merveen Cross:

The WANDRRA officers, previously part of the Officer of Emergency Management, have now been transferred to DFES following Machinery of Government Changes. They sit within the Recovery and Resilience portfolio under Acting Assistant Commissioner Rick Curtis.

The work on the Disaster Recovery Funding Arrangements continues. The DRFA WA is due to commence on 1 November 2018. Summary of key changes are being communicated through the DRFA updates which are being emailed to LG's and are available on the DFES website.

As advised at the meeting in May, a number of key areas were being reviewed by the DRFA WA team. One of the key areas was the processing of LG road infrastructure claims. This review has now concluded and changes to the process will be implemented for all events that occur from 1 November 2018.

Work is continuing to address the cashflow issues raised by LG's and to ensure all the templates and guidelines are available for 1 November 2018.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

BLEMC – 2/09/18 **MOVED** Gordon Munday, Seconded Nigel Elliott, that the information on the Natural Disaster Relief and Recovery Arrangements be received.

CARRIED UNANIMOUSLY 7/0

8.3 Flood Mitigation Project

The new Swan River flood maps will be adopted as from 1 September 2018. It should be noted that the 1% AEP flood height is approximately 1m lower than the previous predicted flood height. *This will have implications on planning submissions.*

The Town has negotiated with SES to affix the new fluoro flood discs to Western Power poles at the new flood height and is preparing new road side signs.

Gordon advised that it won't be until at least October before he has crew available to undertake this.

DFES is seeking the project be wrapped up without further delay. The Town is seeking to comply.

The EMRC have assured Town officers that the new flood maps will be issued by this Friday.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

BLEMC – 3/09/18 MOVED Gordon Munday, Seconded Cr Hamilton, that the information on the Flood Mitigation Project be received.
CARRIED UNANIMOUSLY 7/0

8.4 Flood Height Markers

Flood height markers have been installed on jetties as a navigation tool, identifying there being infrastructure below, and to provide understanding of the flood height at that point.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.4

BLEMC – 4/09/18 MOVED Mark Stoneman, Seconded Cr Hamilton, that the information on the Flood Height Markers on Town jetties be received.
CARRIED UNANIMOUSLY 7/0

8.5 Emergency Management Officer

Funding has been approved in the 2018/19 Budget for a part-time EM Officer as a contract position. The Town is currently negotiating a contractual arrangement and an update may be available at the meeting.

John Lane, Emergency Management Services will be contracted to the Town as Emergency Management Officer on a 12 month contract.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.5

BLEMC – 5/09/18 MOVED Sharna Merritt, Seconded Nigel Elliott, that the information on the Emergency Management Officer contract position be received.
CARRIED UNANIMOUSLY 7/0

8.6 Local Government Emergency Risk Management Project

As reported in March 2018, to comply with the State Risk Project requirements for Local Government, the Town is required to assess the inherent risk existent in the Town.

At that time, the Committee resolved to pursue the project via the WALGA on-line portal tool - LG Risk Vision and to commence the project with a workshop at the June meeting.

The Executive Officer of the Committee was on leave for the June meeting and no action has taken place on this matter as a result.

It is proposed the project be commenced to coincide with the next meeting of the Committee, being 7 November, *with assistance to be provided by the newly contracted Emergency Management Officer.*

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.6

BLEMC – 6/09/18 MOVED Gordon Munday, Seconded Ken Cardy, that the Emergency Risk Management Project be rescheduled to commence in conjunction with the 7 November meeting of Committee.

CARRIED UNANIMOUSLY 7/0

8.7 Spontaneous Volunteers Clinic

The Town's A/Snr Community Development Officer (Volunteers) is attending the Planning for Spontaneous Volunteers in Disasters clinic on dealing with spontaneous volunteers during an emergency. The forum is being conducted today (Wednesday 5 Sept).

This is a capability that needs to be improved upon within the Town.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.7

BLEMC – 7/09/18 MOVED Sharon Ellis, Seconded Mark Stoneman, that the information on the Planning for Spontaneous Volunteers Forum be received.

CARRIED UNANIMOUSLY 7/0

8.8 Emergency Management Agency Reports

Office of Emergency Management (OEM)

Distributed by email.

District Emergency Management Committee (DEMC)

The Central DEMC last met on 5 April 2018. The next meeting is scheduled for 13 September 2018. Minutes will be circulated when received.

North & East Metropolitan Recovery Group

The Agreement was revised by Officers in 2017. The executable document is circulating for signing with each member Council. The group is arranging it's inaugural exercise to be held on 2 October 2018 to test the Agreement.

WALGA EMAG

The WALGA EMAG will meet on 11 September 2018. Minutes will be circulated when received.

Local Welfare Committee

No meeting has been conducted in the past quarter.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.8

BLEMC – 8/09/18 MOVED Ken Cardy, Seconded Gordon Munday, that the Emergency Management Agency Reports be received.
CARRIED UNANIMOUSLY 7/0

8.9 Post-Incident Reports and Post Exercise Reports

SES

Has been fairly quiet - a few searches, a few trees down. North-east and south-east region combined exercise this Saturday.

DFES

No significant incidents to report.

WA Police

No significant incidents to report.

COMMITTEE/OFFICER RECOMMENDATION– ITEM 8.9

- BLEMC – 9/09/18** MOVED Gordon Munday, Seconded Sharna Merritt, that post incident and post exercise reports be received.
CARRIED UNANIMOUSLY 7/0

8.10 Contact Details and Key Holders

The current Contact Details and Key Holders' details will be circulated at the meeting for any update requirements.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.10

- BLEMC – 10/09/18** MOVED Mark Stoneman, Seconded Cr Hamilton, that the Committee members' contact details be confirmed, as amended.
CARRIED UNANIMOUSLY 7/0

8.11 Preparedness, Prevention, Response and Recovery Issues

Rangers

Fire season commences soon. Notices will be going out to those properties requiring attention.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.11

- BLEMC – 11/09/18** MOVED Ken Cardy, Seconded Gordon Munday, that Preparedness, Prevention, Response and Recovery Issues raised, be received.
CARRIED UNANIMOUSLY 7/0

9.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10.0 **ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE
NEXT MEETING**

Nil

11.0 **CONFIDENTIAL BUSINESS**

Nil

12.0 **CLOSURE**

The next meeting will be held on Wednesday 7 November 2018 commencing at 3.30pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 4.30pm.