

ATTACHMENTS

BRIEFINGS SESSION AGENDA

20 AUGUST 2019

Attachment No. 1

WA Small Business Friendly Local Governments Charter

Attachment No. 2:

- Site plan indicating residents within 100m radius of bus stop 15805;
- Letter and Survey to residents (Penzance Street);
- Survey Results;
- Shelter (existing) Walter Road East at Fifth Avenue; and
- Shelter (existing) Old Perth Road near Whitfield Street.

Attachment No. 3:

- Community Groups Funding Application: Strut Dance and Eden Hill CAN
- Community Groups Funding Guidelines

Attachment No. 4:

- Round 24, Recreational Boating Facilities Scheme Guidelines.
- Proposed Draft Recreational Boating Facilities Scheme Round 24 design application for Pickering Park Boat Ramp Planning.
- Photos of the current facility at Pickering Park.

Attachment No. 5:

Department of Biodiversity, Conservation & Attractions 'Visual Condition Inspection Report' (December 2018).

Attachment No. 6:

- Schedule of submissions.
- Plan showing the Right of Way and the location of the submitters .

Confidential Attachment No. 1

Legal advice received from McLeods

Attachment No. 7:

- Draft Town of Bassendean Parklet Policy;
- Draft Application for Parklet approval form; and
- Copy of June 2019 Council Report.

Attachment No. 8:

- (Draft) Operational Electoral Caretaker Period Policy;
- Council Policy 6.25 Election Caretaker Periods.

Attachment No. 9

- Employee Reward and Recognition Policy; and
- Council Policy 6.19 Presentations to Staff.

Attachment No. 10

- Consultation Draft Town of Bassendean, Meeting Procedures Local Law 2019; and
- Section 3.12, *Local Government Act 1995* (extract).

Attachment No. 11:

Town Assets Committee Minutes of 10 July 2019

Attachment No. 12:

Minutes of Design Bassendean Meeting on the 24 July 2019.

Attachment No. 13:

Minutes of the Youth Advisory Council dated 28 June 2019, 31 May 2019, 29 March 2019, 30 November 2018, 26 October 2018 and 31 August 2018.

Attachment No. 14

Quarterly Report P/E 30 June 2019.

ATTACHMENT NO. 1

Charter

Commitment to this Charter is a requirement for participation in the Small Business Friendly Local Governments (SBFLG) initiative and outlines what the local government agrees to do to support small business in their area.

1. Commitment to small business

The local government agrees to:

- a) recognise that the small business community is an important stakeholder;
- b) undertake regular and targeted consultation with this group;
- b) work towards understanding how its local small business community operates, its needs and goals, and the key challenges;
- c) provide networking and other development opportunities for its local small business community; and
- d) actively engage, where appropriate, with the Small Business Development Corporation (SBDC) on matters affecting small business.

2. Commitment to customer service

The local government agrees to:

- a) maintain open lines of communication with small businesses through both formal and informal approaches;
- b) provide clear advice and guidance to small businesses with a focus on assisting them to understand and meet their regulatory obligations, and to work with them to achieve compliance;
- c) publish a set of clear service standards setting out what small businesses can expect from them;
- d) consider the needs of local small business owners for whom English is not a first language; and
- e) publish a link on its website to take small business owners to resources available on the SBDC website, including the Business Licence Finder.

3. Administration and regulation

The local government agrees to:

- a) take reasonable action to limit unnecessary administrative burdens on small business such as:
 - i. only asking for information that is absolutely necessary;
 - ii. not asking for the same information twice;
 - iii. working collaboratively with other local governments;
- b) undertake regular policy reviews to limit their impact on small businesses, and to test new policies and procedures for 'small business friendliness'; and
- c) ensure that its officers have the necessary knowledge and skills to apply plans and regulations in a consistent manner.

4. On-time payment policy

The local government agrees to work towards ensuring all invoices from small business suppliers are paid within 30 days.

5. Small business engagement

The local government agrees to regularly meet and consult with the small business community, including small business operators and members of representative bodies, to assist their understanding of small business needs in their local area.



**Small Business
Development Corporation**



Small Business Friendly

An initiative of the Small Business
Development Corporation



6. Dispute resolution

The local government agrees to implement a timely, cost-effective and non-judicial process to manage any disputes it may have with small businesses and to publish details of this on its website. The process could include referring the dispute to an independent dispute resolution service (such as that offered by the SBDC).

7. Additional activities to support small business

In addition to items 4, 5, and 6 above, the local government agrees to implement at least three other activities to improve the operating environment for small businesses within its authority. Details of the initiatives are to be included in the local government's bi-annual reports to the SBDC.

8. Progress reports

The local government agrees to:

- a) provide the SBDC with a biannual progress report that outlines the results achieved in relation to its small business friendly initiatives, including its policy relating to small business being paid on-time, business advisory group, and dispute resolution process; and
- b) forward success stories and case studies to the SBDC in relation to the SBFLG initiative when requested.

9. Promotion and marketing of the program

The local government:

- a) agrees that the Mayor and Chief Executive Officer will make a public statement in relation to its commitment to the SBFLG initiative, and to post this statement on its website;
- b) will be provided with a logo which it agrees to use in accordance with the SBFLG style guide supplied by the SBDC; and
- c) is encouraged to promote the SBFLG initiative by displaying the approved logo on its online and printed marketing and communication materials.

10. Contact details

The local government agrees:

- a) that the primary contact for the SBFLG initiative will be the Chief Executive Officer and that a secondary contact will also be nominated, as a delegate of the Chief Executive Officer; and
- b) to provide the SBDC with direct contact details for the nominated contacts.

	Name	Position	Phone number	Email address
Primary contact		Chief Executive Officer		
Secondary contact				

11. Acceptance

On behalf of [insert local government name], we agree to the terms outlined in this Charter and agree to implement the SBFLG initiative.

Mayor

Chief Executive Officer

Print name:

Print name:

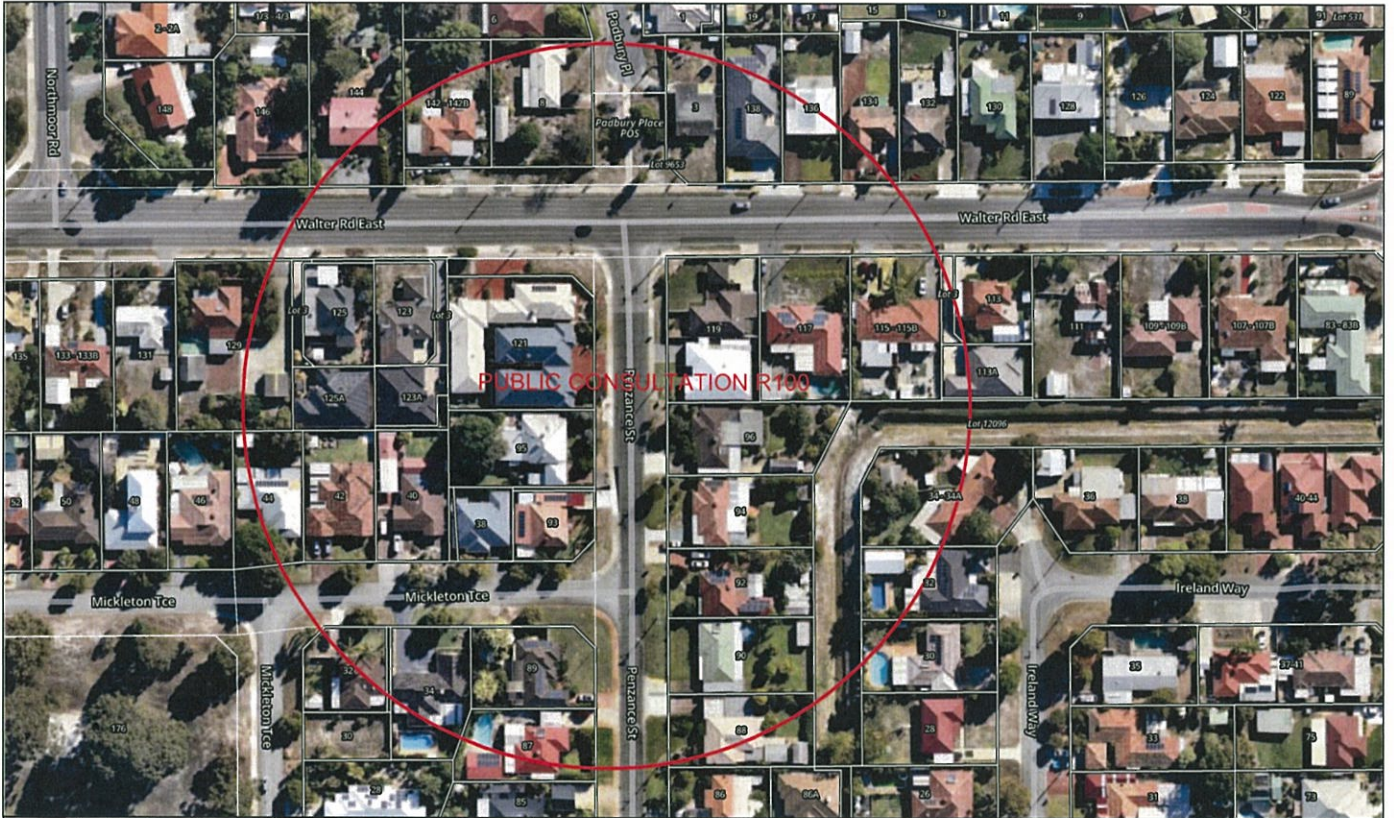
Signature:



Signature:

Date:

Date:

ATTACHMENT NO. 2



 <p>Town of Bassendean 35 Old Perth Road Bassendean WA 6054 Phone: 9377 8000 Fax: 9279 4257 Email: mail@bassendean.wa.gov.au</p>	<p>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.</p>	<p>Penzance Street Bus Stop R100 Public Consultation</p>	<p>2/07/2019 Scale: 1:1000</p>	
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Our ref: OLET-8206819

To the Owner/Occupier
«Unit_No» «House_No» «Street_Name» «Street_Type»
«Suburb» WA 6054

Dear Resident

RE: BUS SHELTER PENZANCE STREET, BASSENDEAN.

The Town of Bassendean is considering replacing/installing a bus shelter in Penzance Street prior to Walter Road East, bus stop number 15805.

In 2016 the Public Transport Authority removed a number of shelters in the Town as they did not comply with Disability Standards for Accessible Public Transport. The bus stop boarding area was upgraded to comply with assessable standards.

Since then, the Town has received a number of requests to replace the shelter at this location.

The proposed bus shelter will provide protection from the environmental elements and will be visually permeable to detract antisocial behaviour through passive surveillance.

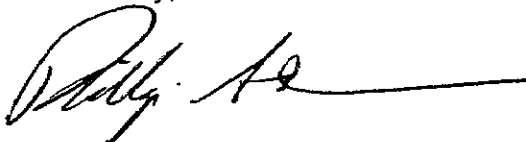
Community consultation is part of the process to determine the level of support, or opposition, from residents and community.

Have Your Say:

Please complete the attached survey and return it to the Town in the enclosed reply-paid envelope by **Friday 26 July 2019**.

For further information, contact the Town's Engineering Design Officer Nicole Baxter on 9377 8000 during office hours.

Yours faithfully,



PHILLIP ADAMS
A/ EXECUTIVE MANAGER INFRASTRUCTURE

9 July 2019



Town of Bassendean

SURVEY
REPLACEMENT OF BUS SHELTER IN
PENZANCE STREET, BASSENDEAN

ATTENTION: ENGINEERING DESIGN OFFICER

- 1. Name:** _____
- 2. Address:** _____
- 3. Email:** _____
- 4.Contact** _____

5. Do you support installing a bus shelter in Penzance Street near bus stop No. 15805?

YES / NO (please circle your response)

6. Do you use Transperth Bus Services?

YES / NO (please circle your response)

7. Comments:

We respect your privacy and will only use your details if we need to contact you about this project. Thank you for your comments.

	Do you support Shelter at Bus Stop No 15805	Do you use Transperth Bus Service	Comments
1	No	Yes	Previous owners and neighbours have informed that when there was a bus shelter previously it attracted anti-social behaviour. We would like to prevent our young family being exposed to this.
2	Yes		Occasionally
3	Yes	Yes	could do with covered bus shelter there as its very wet and windy during bad weather in that street and when your old its good to be able to sit down and wait for the bus.
4	Yes	Yes	
5	Yes	Yes	
6	Yes	Yes	we have noticed especially people with "walkers" walking sticks and prams standing/waiting unprotected from the rain and hot sun and often commented how much a bus shelter with seating would be much appreciated by them- as well as ourselves.
7	No	No	being opposite this bus shelter for 35 years we prefer to use the train. A 20min walk away. The area of the bus stop has been used as a public toilet although "visually permeable" we doubt that is a deterrent to antisocial behaviour.
8	Yes	Yes	
9	Yes	Yes	
10	Yes	Yes	
11	Yes	Yes	

Yes =9

No= 2

Walter Road



Old Perth Road



ATTACHMENT NO. 3

APPLICATION FORM

Please complete this form to your best ability. Detach from preceding information and email to Manager Recreation and Culture ssiliano@bassendean.wa.gov.au

PROJECT NAME: In Situ

NAME OF APPLICANT GROUP: STRUT Dance, Auspicing for Geordie Crawley, Serena Chalker and Daisy Sanders

TYPE OF APPLICANT GROUP: Incorporated Charitable (non profit Arts and Culture)
e.g.. Incorporated sporting/leisure/cultural organisation, Incorporated charitable (non profit) organisation, Incorporated community group, Educational institution

ADDRESS First Floor, King Street Arts Centre, 365 Murray St, Perth

POSTAL ADDRESS: PO Box 7011, Cloisters Square WA 6850

Name of contact person (must be over 18 years of age) Serena Chalker (In Situ), Alica Byfield (STRUT)

Position of contact person: Co-Curator

Best daytime contact number: 0407263316

E-mail: serenachalker@gmail.com

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

YES ☒ NO ☐

If yes, please provide name of funding body, amount and date application made

Department of Local Government, Sport and Cultural Industries: Creative Development under \$15k
Application made July 23, decision advised 2-3 weeks after application. \$14992, covering the total project including development. Note: Application to Town of Bassendean is to cover the event itself, Nov 7-9

IS THE APPLICANT GROUP REGISTERED FOR GST?

YES ☒ NO ☐

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

YES ☒ NO ☐

If Yes, please provide ABN:

22 021 834 488

If No, please complete 'Statement by Supplier' form attached

IS THE APPLICANT GROUP INCORPORATED?

YES ☒

NO ☐

Incorporation number on top of incorporation certificate is:

A1010613A

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE
(Minimum of \$10,000,000)?

YES ☒

NO ☐

If Yes, please attach a copy of your certificate of currency for public liability cover

DOES THE EVENT/ACTIVITY REQUIRE APPROVAL BY THE TOWN OF BASSENDEAN?

YES ☐

NO ☒

DOES THE EVENT/ACTIVITY REQUIRE ONGOING FUNDING FROM THE TOWN?

YES ☐

NO ☒

BRIEF BACKGROUND OF ORGANISATION

(Purpose, how long in operation, etc. 150 words max.):

In Situ is a site-specific performance platform that showcases five new short dance works by a range of emerging & experienced independent WA choreographers. In 2019, the season will be staged in the hidden corners of Cyril Jackson Senior Campus, resulting in a performance season that uniquely activates this site in a deeply engaged way. A blend of sound, dance & architecture, the audience go on a journey of discovery of a formerly inaccessible site in a new way. Following from sold-out seasons at Uncle Joe's King Street (2014), Fremantle Arts Centre (2015), The State Theatre Centre (2016), St. Georges Cathedral (2017), & East Perth Girls School (2018), this year we have a new partnership with Cyril Jackson Artshouse & will continue our relationship with STRUT Dance (our auspicing & presenting partner) & Tura New Music. In Situ is focused on creating enduring support for local independent performance.

PROJECT/EVENT DESCRIPTION – Date/Time/Location

(Description of overall project – 150 words max)

This year, In Situ partners with Cyril Jackson ArtsHouse to present a bold & original season of new works in a vibrant community setting. In SITU invites choreographers & composers to take inspiration from architecture, community & surrounding areas. Artists will activate various under-utilised & unseen areas of the school & its grounds, re-imagining & responding to the history (past & present) of the venue & its Bassendean locality. Although the total project includes development time on-site from mid-September, we are seeking support from the Town of Bassendean for the production and performance phase of this project, from November 1, with the season Nov 7-9, performed twice an evening to an audience of 35 per show. This unique viewing experience will give dance lovers, Cyril Jackson community members & general public the opportunity to experience the evocative art form of dance in an intimate way in an unconventional space.

PURPOSE OF THE ACTIVITY/EVENT AND IDENTIFIED NEED IT MEETS IN THE WIDER COMMUNITY

(Please address the objectives in the Town's Strategic Community Plan – available at https://www.bassendean.wa.gov.au/Profiles/bassendean/Assets/ClientData/Document-Centre/Concept-Plans/TOB_Strategic_Community_Plan_2017-27_A.pdf):

1.1.4 Continue to support and facilitate participation in the arts

In Situ provides a unique platform for local choreographers & performers to challenge themselves away from the comforts of a traditional venue. It champions collaboration, ingenuity, community engagement & challenges its audience. This platform represents one of the few diminishing opportunities in WA for dance artists & composers to present work in a supported, professional context. Artists are selected from an open-call process by a panel of producers, presenters and peers, and successful applicants will be advised early September. The 8 artists (4 choreographers, matched with 4 composers) are given a commissioning fee to create a new work on-site, in response to Cyril Jackson community and Bassendean surrounds. As the new curatorial team (2019-2022) we are committed to ensuring the In Situ platform continues to develop both in sustainability & form. In Situ promotes the artistic growth of all participants involved. It offers a unique opportunity for cross arts practice & creative exchange between artists, the curatorial team & community members. This kind of artistic dialogue & skill development can be rare to achieve in WA. The 2019 season in particular supports & facilitates participation in the arts for CJ students & extended community volunteers. This will include conversation with artists, behind-the-scenes insight to professional arts practices, assisting with light & sound aspects of performance & corraling local audience. Presenting this performance in an unconventional, live community setting provides unique visibility for the arts & can inspire a new generation of makers.

1.1.3 Ensure our unique culture and history and shared and celebrated

As a performance outcome, In Situ combines notions of place, time & culture. It expresses & captures a cross section of the present dance/music sector whilst juxtaposing it with Bassendean history, heritage & community. It activates the unique CJ campus in an unexpected way, creating new access to & perspectives of the site & neighbourhood. The artists working on site are able, through the creative process, to draw inspiration from some of the more hidden aspects of the working community. The In Situ works provide an opportunity for the Community Garden, the living history of the school and the Town of Bassendean to be seen through new eyes, bringing a fresh perspective to these stories and history through cultural activation.

1.1.2 Activate neighbourhood spaces to facilitate community gathering

This program brings together a unique cross-section of artistic participants & community. In Situ allows an audience to not only view dance in a different way but see places in which they live, work or visit in a totally new light. The relationship with CJ ArtsHouse will build new audiences (local & visiting) & cultivate appreciation for the arts. The project offers deep community engagement with the CJ & wider Bassendean community, creating an opportunity to witness art being & made & performed in-situ. Artists working on campus will activate CJ as a neighbourhood hub (including the community garden, ArtsHouse facility & school grounds). Their experiences will inform the performance outcome & community will gather to participate in, discuss & celebrate what is created.

HOW HAVE YOU IDENTIFIED THE NEED FOR THIS PROJECT?

As newly selected 2019-2022 curators of In Situ we identified 2 key goals: increased financial recognition for artists involved & to produce this unique site-based performance season in a broader variety of settings with greater community engagement. This project is vital in the arts community as a platform for presenting new artistic work & for the development of new skills.

The program is unique in that it generates a number of new artistic collaborations between choreographers & composers (many have gone on to continue collaborative relationship outside of this platform). This performance adds to the diversity of arts offerings in Perth and Bassendean; it is a chance for both artists & for audiences to experience performance in a new setting, outside of traditional presentation frameworks. This is important to increase audience appetite for risk in the arts & to encourage a healthy & diverse arts ecology.

In line with our desire to expand into more diverse locations for In Situ, we have chosen to partner with Cyril Jackson ArtsHouse. The project will address the need to increase meaningful dialogue between art & the setting in which it is created, & generate reciprocal benefit & exposure between locality, community & visiting artists & audience.

WHAT BENEFITS DO YOU SEE FOR YOUR GROUP, FROM THIS PROJECT, TO THE LOCAL COMMUNITY AND THE TOWN OF BASSENDEAN GENERALLY?

(How many people are estimated to benefit from the project? Is there a target group this project is being developed for?)

This project will bring together three distinct community groups of artists & production staff (20), audiences (210) & the staff and students of the Cyril Jackson community (up to 680).

Artist benefits:

The participating artists & production staff have the opportunity to make work in a unique setting, in a climate of diminishing opportunities for artistic presentation in Perth. This season provides paid employment for choreographers & composers & as a curatorial team we are committed to making the In Situ platform more sustainable over our tenure. We will mentor the artists in site-based performance, building skills from previous STRUT workshops, supporting artists to implement what they have learnt by developing choreographic material with a presentation outcome. We will encourage new approaches to performance engagement, grow the skills of local artists (including those living within the Town of Bassendean) & activate new collaborative connections.

Audience benefits:

The In Situ season brings together a cross-section of ongoing arts-audiences & the general public, with an established pattern of 85-100% attendance across the season. 50-60% of those audiences come from the wider community, which shifts occurring to location. This year for the first time, audiences will be free to roam between works occurring simultaneously/overlapping in an organic way, thus encouraging audience curiosity & exploration of the site.

Community benefits:

Presenting In Situ at Cyril Jackson facilitates a connection between artists & the community. Developing the work on-site creates opportunity for spontaneous exchange between professional artists, CJSK students & communities. In turn, providing insight to/engagement with creative process for students makes professional artistic pathways visible to them, invigorating their future possibilities. By activating arts students as volunteers in this professional arts setting the project provides skill development & confidence building. Exchange with community garden members on site will also generate new education & dialogue. For the wider Bassendean community, In Situ is unique performance season created for & about the community of Bassendean. It will highlight & share the stories & spirit of the school & the town.

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

In Situ is presented in partnership with Cyril Jackson Senior Campus, working at their artist-in-residence complex ArtsHouse. Having presented prior seasons of In Situ at various arts & abandoned venues, the Cyril Jackson school stood out as a unique, energised community organisation to partner with. The relationship will both expand the In Situ dance program with the rich spirit of community & conversely maximise the program's impact on & generosity to its audience. In Situ looks to Cyril Jackson leader & ArtsHouse co-ordinator Marie Molloy as our key access point to the school & extended community in the Bassendean area. Engagement with community garden members & the Artist-in-Residence (for artistic exchange & community discussion) has already been confirmed. Igniting connection to other organisations or services in the community (eg. connecting with volunteer organisations to increase community involvement or contacting support services to generate broader audience access) will be explored together prior to the performance season. The In Situ artists & curators will be present at CJ Spring Festival (18th September), which is a unique moment to connect with the broader local community groups/professionals visiting the site. The Spring Festival is not officially a funded aspect of this project but is an ideal event to activate potential relationships with other services in the community & generate enthusiasm/ignite dialogue around In Situ.

REQUIRED DOCUMENTATION:

- Most recent 12 month Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet)
- Business plan or club minutes supporting the project
- Auspice form/letter if not an incorporated body

BUDGET DETAILS

GST EXCLUSIVE

INCOME SOURCES		
Your organisation's contribution		
Cash contribution		5000
Ticket sales/merchandise sales		3938
In-kind contribution – volunteer		
Type of labour/task	Hours worked x hourly rate of \$25	Total
FOH and Tech student volunteers	8 volunteers x 8 nights x 4 hours/night @ \$22/hr	5632
In-kind contribution – professional		
Type of labour/task	Hours worked x hourly rate of \$45	Total
Contract Writing	6 x \$45	\$270
Videography	\$500 in-kind contribution off total flat fee	\$500
Graphic Design	Flat fee for professional services, donated by Serena Chalker	\$500
CJSC Artshouse Coordinator and support staff	77 hours total	\$3500
In-kind contribution – donation of goods and materials		
Details of goods and materials	Number of items and cost per item	Total
Lighting	\$400 accumulated from previous seasons (10 total approx)	\$400
In Situ Banner	3 x \$40 from previous seasons	\$120
Venue Hire	Total fee for use of ArtsHouse and CJ grounds	\$5250
Other in-kind contribution (please list)		
STRUT, TURA and CJSC Marketing in-kind		1300
Phone and Internet expenses		300
Auspicing Fee and on-costs		1050
Other grants/sponsorship		
Organisation	Funding confirmed (Y or N)	Amount
Tura New Music	Y	3700
DLGSCI	N (decision pending mid-Aug)	14992
AMOUNT REQUESTED FROM TOWN OF BASSENDEAN		
NOTE: This budget is for the total project cost from September-November, but the Town of Bassendean request covers production expenses for the performance week only particularly tech hires and a contribution towards production management.		3000
TOTAL INCOME (must equal or exceed total project expenses)		49452

PROJECT EXPENSES	
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LIST PROJECT EXPENSES/COSTS

(Attach written quotes providing evidence of all costs – e.g. equipment hire, venue costs, marketing promotion, materials, catering etc)

Phone and Internet – (in kind cost)	\$300
Contract Writing – (In kind cost)	\$270
Auspicing and on-cost	\$1050
Videography (\$1800 total, \$500 in-kind) – Fionn Mulholland	\$1800
Photography – Emma Fishwick	\$500
Posters and Flyers – Minuteman Press	\$297
Tura New Music Marketing (In Kind)	\$300
STRUT Dance Marketing	\$500
Cyril Jackson Marketing	\$500
In Situ Banners - (In Kind)	\$120
Lighting (\$400 in kind, \$200 additional, sourced based on artist requirements)	\$600
Speaker Hire (rounded up)	\$2600
ArtsHouse Venue Hire (total project)	\$5250
Artshouse Venue Coordinator and support staff	\$3500
Curator Fees (3 x curators, flat fee ex. Super)	\$9000
Production Manager (flat fee ex. Super)	\$2500
Choreographer Fees (4 x \$800, flat fee ex. Super)	\$3200
Composer Fees (4 x \$800, flat fee ex. Super)	\$3200
Performer Fees (Split of box office ex super)	\$3938
FOH Costs (2 x paid and 8 x volunteers)	\$6432
Superannuation (9.5% for curators, artists and performers)	\$2075
Contingency (required for unforeseen costs, APRA if required)	\$1020
TOTAL EXPENDITURE	\$49452

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 NAME:

In Situ (Geordie Crawley, Serena Chalker and Daisy Sanders), Auspiced by STRUT Dance Inc

Authorised Person (Print name): Alica Byfield (STRUT Dance General Manager)

SIGNATURE OF APPLICANT:



DATE: 22/7/2019

Community Groups Fund - APPLICATION FORM

NAME OF APPLICANT GROUP: **Eden Hill Community Action Network Inc. (Eden Hill CAN)**
NAME OF EVENT: **Eden Hill CAN group running costs 2019-20 financial year, Eden Hill Christmas Party and Eden Hill Neighbour Day Event**
TYPE OF APPLICANT GROUP: **Incorporated charitable (non-profit) organisation**

CONTACT PERSON: (Must be over 18yrs)

Name: **Christina Carey**

Position /Role: **Chairperson, Eden Hill Community Action Network Inc.**

POSTAL ADDRESS (For Invoices): **12 Kirke Street Eden Hill WA 6054**

PHYSICAL ADDRESS: **As Above**

Suburb

Postal Code

E-mail: **edenhillcan@gmail.com**

Work Phone: **08 9480 3677**

Home Phone: NA

Mobile: **0400 226 963**

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

~~YES~~

NO

IS THE APPLICANT GROUP REGISTERED FOR GST?

~~YES~~

NO

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

If YES ABN is: 18 628 623 496

~~NO~~

IS THE APPLICANT GROUP INCORPORATED?

YES

~~NO~~

Incorporation number on top of incorporation certificate is: **A1026340V**

DOES THE APPLICANT GROUP HAVE CURRENT PUBLIC LIABILITY INSURANCE?

YES (See Appendix 1) ~~NO~~

PROJECT DESCRIPTION:

Eden Hill Community Action Network Inc. (Eden Hill CAN) is requesting funding to cover essential running costs for the 2019-20 financial year. Specifically; Volunteer and Public Liability Insurance costs, website running costs along with the printing of two editions of the Eden Hill CAN newsletter. Approximately 2,000 copies will be printed of each edition of the newsletter and distributed to households in Eden Hill. The website and newsletter aim to keep residents informed of local news and events and encourage residents to engage in the Eden Hill and wider Town of Bassendean community.

The group is also requesting funding to hold an Eden Hill Community Christmas Party in December 2019 and an Eden Hill Neighbour Day event to be held in late March 2020 to coincide with national Neighbour Day. The community events will deliver much needed cultural events in Eden Hill and provide important opportunities for residents to interact and connect. The Eden Hill Community Christmas Party will be held in early to mid- December 2019 at Mary Crescent Reserve. The event will feature live entertainment, games and activities for adults and kids alike, a visit from Father Christmas and a barbeque. All attendees will be invited to donate non-perishable goods which will be donated to a local charity. The Eden Hill CAN Neighbour Day event will held on the last weekend in March 2020 to coincide with national Neighbour Day. The event aims to connect people in the

Eden Hill community. The event will likely consist of a free morning tea, with entertainment and a number of stalls from local community groups at Mary Crescent Reserve Eden Hill.

BRIEF BACKGROUND OF ORGANISATION (Purpose, how long in operation, etc):

Following the successful model of the Ashfield CAN, the Eden Hill Community Action Network was launched in April 2018 and became incorporated in September 2018. The group aims to encourage, support and promote a safe, engaged, connected and culturally vibrant Eden Hill Community. Specifically, the group aims to keep community members informed of local issues and news via our Facebook page, a website and regular edition of a newsletter distributed to all Eden Hill households. Through these mediums, the group aims to encourage and facilitate feedback or engagement with local issues where applicable. The group also aims to build connections between community members through local events and activities in order to help create a safe and culturally vibrant community and support the wellbeing of its members.

PROJECT OUTCOMES:

Volunteer and public liability insurance are significant costs to the group but are essential to its operation. Without insurance, events such as the Eden Hill Community Christmas Party, the Neighbour Day event and others that run throughout the year couldn't proceed. An Eden Hill CAN website and newsletter will enable community members to stay up-to-date with local news and events and it is hoped this will encourage community members to actively engage in local issues. This will assist in fostering a sense of connection and community within Eden Hill and the wider Town of Bassendean Community. Promoting local events through the website and newsletter will provide opportunities for individuals to engage with their neighbours and the wider Eden Hill community. It is hoped that the website and newsletter, in conjunction with our existing Facebook page and email list, will better spread the word of local events and result in greater levels of attendance.

The Eden Hill Community Christmas Party will provide an opportunity for residents to meet, connect and celebrate our community. We hope that this family friendly event will help to encourage a sense of belonging to the 'Eden Hill Community' as well as encouraging people to become involved with the Eden Hill CAN and other local groups who will be encouraged to have a presence at the event. It is well recognised that being part of a community group or having a sense of belonging is beneficial for people's mental and physical well-being.

The Eden Hill CAN Neighbour Day event will provide another much needed local event for Eden Hill and will give community members an opportunity to meet and connect with each other. This will help foster a sense of connection and community which is beneficial for wellbeing. Not only will this encourage attendees to engage with these groups but will also be beneficial for the community groups attending by increasing their profile and potentially membership.

This project addresses the following Objectivities in the Town of Bassendean *Strategic Community Plan 2017-2027*:

- 1.1 Build a sense of place and belonging
- 1.2 Ensure all community members have the opportunity to be active, socialise and be connected
- 1.3 Plan for a healthy and safe community
- 3.2 Enhance connectivity between places and people.

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

The Eden Hill CAN has a strong and positive working relationship with the Town of Bassendean. Eden Hill CAN has formed a positive relationship with the Bassendean Caledonians Soccer Club (Soccer Club) which supported the successful 2018 Eden Hill Community Christmas Party. The Soccer Club are continuing to support the group by providing their club rooms in-kind for management committee meetings and other events. In exchange, Eden Hill CAN is supporting the club with free promotion and advertising. We hope to expand this type of mutually-beneficial relationship to other groups within the community. The Eden Hill CAN has also developed relationships with Eden Hill Primary School and Blue Sky Community Group in Lockridge which provides services to people in need in the local area.

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

This project will contribute directly to the group's aim to encourage, support and promote a safe, engaged, connected and culturally vibrant Eden Hill Community. Specifically, being incorporated provides a solid management structure for the group along with allowing it to apply for and raise funds towards its objectives. Having Volunteer and Public Liability Insurance is essential to the operation of the group. Having a website and regular newsletter enables Eden Hill CAN to keep its community informed, contributing to an engaged and connected community.

The Eden Hill Community Christmas party will contribute directly to the group's aim to encourage, support and promote a safe, engaged, connected and culturally vibrant Eden Hill Community. Specifically it will allow community members to connect with each other, it will hopefully encourage some attendees to become actively engaged in either the Eden Hill CAN and other community groups and the event itself will provide cultural vibrancy to the community.

The Eden Hill CAN Neighbour Day event, consisting of a community morning tea, stall and activities from local community groups will directly contribute to Eden Hill CAN's objective of creating an engaged, connected and culturally vibrant Eden Hill Community. It is hope that this connection and vibrancy will in turn contribute to a safer community.

TARGET GROUP:

This project will target all members of the Eden Hill community. This includes not only those who live and work in Eden Hill, but also those whose children attend the local school, anyone who recreates in Eden Hill or otherwise has a connection to the Eden Hill Community.

The Eden Hill CAN Facebook page already boasts close to 500 followers. It is expected that the website will be able to reach many more community members who are not on social media. Approximately 2000 copies will be printed of each edition the Eden Hill CAN newsletter. These will be distributed to all household within Eden Hill and copies placed at other prominent local sites including the Bassendean Memorial Library, MP Dave Kelly's office, Eden Hill Primary School, the Bassendean Volunteer Centre and Town of Bassendean Council Building.

It is anticipated that the Eden Hill CAN Community Christmas Party and Neighbour Day events combined will attract around 400 attendees from Eden Hill and elsewhere within the Town of Bassendean.

BUDGET

INCOME	
Funding requested from the Community Groups Fund (GST exclusive)	\$5,000.00
TOTAL INCOME	\$5,000.00

IN KIND SUPPORT	
Management Committee Meetings - 8 committee members, 5 meetings @ 1.5 hours each @ \$35/ hour	\$2,100.00
Website design and maintenance – 12 hours @ \$65/hour	\$780.00
Newsletter Distribution – 15 hours @ \$35/hour	\$525.00
Newsletter Design and Layout - 6 hours per newsletter x 2 newsletters @ \$65/hour	\$780.00
Event coordination – 4 people @ 12 hours each @ \$35/hour	\$1,680.00
Event logistics - 12volunteers @ 5 hours each @ \$35/hour	\$2,100.00
TOTAL IN KIND SUPPORT	\$7,965.00

Expenditure	
Eden Hill CAN Group Costs	
Insurance costs	\$800.00
Website costs	\$200.00
Newsletter – 2 editions at \$764 each	\$1,600.00
Other printing costs	\$200.00
Other misc group costs	\$200.00
Eden Hill Christmas Party	
Catering	\$300.00
Reserve Hire Fee	\$150.00
Entertainment	\$400.00
Other event costs	\$150.00
Eden Hill CAN Neighbour Day	
Catering	\$150.00
Furniture hire	\$250.00
Entertainment	\$400.00
Reserve Hire Fee	\$150.00
Event misc	\$50.00
TOTAL EXPENDITURE	\$5,000.00

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: Eden Hill Community Action Network Inc.

Authorised Person (Print): Christina Carey

SIGNATURE OF APPLICANT:



DATE: 5/8/19

ATTACHMENT NO. 4



Department of
Transport

Round 24, 2019/20

Recreational Boating Facilities Scheme

Information for Applicants



Applications close 2pm Tuesday, 3 September 2019

About the RBFS

The Recreational Boating Facilities Scheme (RBFS) is a State Government grants program administered by the Department of Transport (DoT) and is funded directly from recreational boat registration fees. The RBFS provides grants to eligible authorities for the planning and construction of public boating infrastructure benefiting WA's recreational boating community.

Since its commencement, the RBFS has approved funding to 434 projects over 23 grant rounds worth approximately \$42.4 million. In the previous round, nine projects were successful in securing \$1.5 million in grant funding.

The RBFS aims to:

- Provide project funding to improve recreational boating access to navigable waters.
- Enhance the safety of recreational boating infrastructure.
- Ensure that the environmental impact of recreational boating facilities is minimal.
- Provide a catalyst for new and improved recreational boating infrastructure.
- Ensure consultation with recreational boating organisations.

Please read the information contained in this brochure carefully if you wish to apply.

Who can apply?

RBFS grants are available to Local and State Government departments and other statutory authorities directly responsible for the delivery and operation of recreational boating facilities.

Marina owners, developers, managers and operators of private boating facilities or those associated with private clubs are not eligible.

Volunteer marine rescue organisations, community groups and interested persons or bodies seeking funding must liaise with an eligible authority to prepare and submit the application (the facility must be licensed to the eligible authority and available to the recreational boating public).

Eligible authorities are encouraged to consult with their local community to develop ideas for RBFS grant proposals.

The RBFS has approved funding to 434 projects over 23 grant rounds worth approximately \$42.4 million.

This page and front cover: Mandurah Foreshore Jetty Modification

Funding

Funding of \$2.5 million is available with successful Applicants notified in December 2019. Grant funds can be accessed from 1 July 2020 with projects to be completed no later than **30 June 2021**. Failure to do so may result in the termination of the grant agreement.

The minimum grant is \$15,000 (GST exclusive) and the maximum grant limit is \$750,000 (GST exclusive).

Funding is available for up to 75 per cent of the total cost for all projects. The remainder of the project cost is funded by the applicant, but can include:

- Funding from other sources, including government agencies, sponsorships and donations.
- In-kind contributions such as materials, labour and use of machinery.

Note: Internal administration and project management costs (staff salaries) are not considered labour and should not be included as part of the applicants funding contribution.

Round 20 – Ellis Street Boat Ramp Universal Access Jetty Shire of Augusta Margaret River

The Shire of Augusta Margaret River received \$61,875 to construct a universal access floating finger jetty at an existing boat ramp. The project has greatly assisted in the safe launching and retrieval of boats, improving efficiency and increasing user satisfaction.



Round 21 – Bundegi Boat Ramp Jetty Upgrade Shire of Exmouth

The Shire of Exmouth received \$116,985 to upgrade the boat ramp catwalk fenders. This involved replacing the existing vertical fenders with energy absorbing 150mm D Rubber fenders, in addition to installing midspan fenders.



Project eligibility

Applications are evaluated according to the benefits they provide to recreational boat users. Eligible projects include the construction of, or planning for:

- Maritime facilities such as boat launching ramps, finger jetties, moorings, breakwaters, navigation aids and new channels directly related to a public recreational boating facility etc.
- Land-based infrastructure located at a public recreational boating facility, such as parking bays for boat trailers, toilets, fish cleaning tables and relevant signage regarding marine safety, fishing and other boating information etc.

Ineligible projects

Applications for the following types of projects will **not** be assessed:

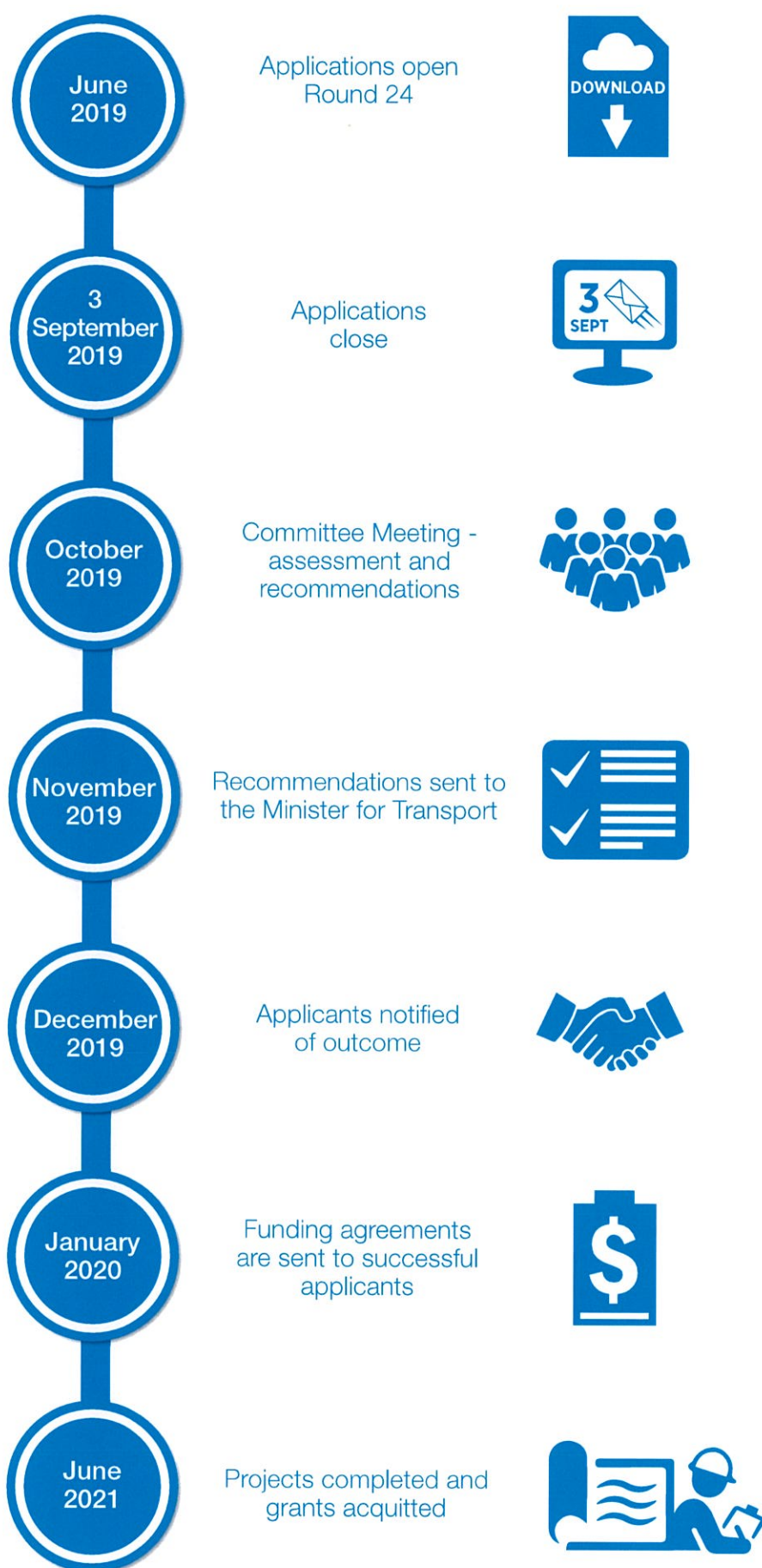
- General maintenance and maintenance dredging.
- Private facilities or those associated with private clubs.
- Facilities which are not used primarily by recreational boat users, such as fishing platforms or toilets serving recreational parks.
- Maritime facilities which are substantially commercial rather than recreational.
- Facilities which are not available for use by the recreational boating public e.g. private boating clubs
- Projects which have already commenced/completed.

Important to note:

- Applicants are encouraged to undertake planning for engineering drawings and cost estimates before applying for a Works grant for a major project.
- A successful Planning application does not guarantee that the construction project itself will be funded in future rounds.
- Land-based facilities will only be funded if the associated maritime infrastructure is maintained at an appropriate standard and has a current Jetty Licence (or an equivalent licence with a Port Authority).
- Applications for combined recreational and commercial facilities may be considered if recreational use is greater than 25 per cent of total use and an eligible authority owns the asset. Any grant approved will be calculated pro rata on percentage use of recreational boat users.
- Demolition of existing boating facilities may be funded if associated with the provision of new or upgraded facilities.

See the RBFS User Guidelines at the end of this brochure for more information.

Grant timeline



Preparing your application

Applications close 2pm Tuesday, 3 September 2019

STEP 1

Visit the RBFS website to find out about the application process.
www.transport.wa.gov.au/imarine/application-process.asp

STEP 2

Contact the RBFS Officer if you have any queries relating to your projects eligibility for funding:
Telephone: **9435 7598**
Email: rbfs@transport.wa.gov.au

STEP 3

Determine which category is relevant for your proposal:

• **1. Planning Applications** - projects which produce a set of engineering design drawings, strategic boating plans, detailed cost estimates, level of demand reports, construction approvals etc. or a combination of the above.

DoT has developed guidelines for the design of boat launching facilities in WA, below the 25th parallel. It is recommended you refer to DoT's drawings and design guidelines to assist you with your design considerations; they are available at www.transport.wa.gov.au/imarine/application-process.asp

Tidal and cyclonic conditions for areas north of this require additional design considerations, and designers of facilities for these areas are encouraged to liaise with DoT to obtain more details.

• **2. Works Applications** - projects for the construction of public recreational boating facilities and infrastructure. It is recommended you have detailed engineering drawings and cost estimates; if you do not already have these, consider applying for a Planning grant.

STEP 4

Download the relevant application form at www.transport.wa.gov.au/imarine/application-process.asp and other necessary documents or request them from the RBFS Officer on **9435 7598** or by emailing rbfs@transport.wa.gov.au

• **1. Planning** - there is only one form to complete. Download and complete it electronically.

• **2. Works** - read the instructions to help complete the application successfully. There are two parts, download both and complete electronically:

- Works projects grant application form
- Works project grant application *Table 6.1*.

It is highly recommended that you start any application as soon as possible as you may need to obtain quotes or approvals etc.

STEP 5

Email your application with the necessary attachments to rbfs@transport.wa.gov.au by the closing time and date – **only applications in electronic format will be accepted.**

Note the size limit for emails is 10MB and may need to be sent over a few emails and ensure each email is sequentially marked.

Works applicants are encouraged to submit engineering drawings or concept plans as well as relevant photos:

- The site, including close ups and aerial photos with the location clearly marked.
- Examples of similar infrastructure to your proposal.
- Existing infrastructure with the proposed upgrade clearly marked.

Applications or attachments received after the closing date will not be accepted.

If you need assistance, contact the RBFS Officer on **9435 7598** or by emailing rbfs@transport.wa.gov.au

Round 21 – Furnissdale Boat Launching Facility Design and Construction

Shire of Murray

The Shire of Murray was successful in receiving \$90,000 to design and construct a new launching facility upgrading the existing boat ramp and finger jetty.



Round 22 – The Elbow Boat Ramp Upgrade & Finger Jetty

Shire of Harvey

The Shire of Harvey received \$278,570 to undertake works to upgrade “The Elbow” boating facility by constructing a new concrete ramp and universal access jetty with associated signage and lighting.



Round 22 – Deepwater Point Boat Launching Facility Upgrade

City of Melville

The City of Melville was successful in securing \$700,000 to upgrade the existing boat launching facility.



Before



After



Round 22 – Lower King Urban Recreational Boating Facility Stage 1 Car Park Upgrade

City of Albany

The City of Albany was successful in securing \$107,000 to undertake works to upgrade the existing gravel car park with formalised boat trailer parking bays.



Round 23 – Point Walter Boat Launching Facility Upgrade

City of Melville

The City of Melville was successful in securing \$700,000 to upgrade the existing boat launching facility.



Before



After



RBFS User Guidelines 2019/20

RBFS Grant Conditions

1	Grants are available to Local Governments, State Government departments (including the Department of Transport, hereafter referred to as "DoT"), and Statutory Authorities where they are directly responsible for the delivery and operation of recreational boating facilities. Grants are also available to volunteer marine rescue organisations, community groups and interested persons or bodies on the proviso an eligible authority prepare and submit the application, the facility is licensed to the eligible authority and is available to the recreational boating public.
2	Grants will only be available for the planning or construction of new public recreational boating facilities, for the upgrade of existing public recreational boating facilities, and for those projects which meet the criteria outlined in these Guidelines.
3	The maximum funding available is 75 per cent of the total project cost. The minimum grant is \$15,000 (GST exclusive) and the maximum grant limit is \$750,000 (GST exclusive).
4	The grant amount paid will be reduced on a pro-rata basis for any component of the project specified in the application not delivered.
5	Eligible authorities may apply for funding for large projects in stages. However, a successful application for any stage does not guarantee other stages will be funded in future rounds. Applications for staged projects must be supported by an overall concept plan showing proposed future stages.
6	Grants are typically paid at the completion of the project subject to all components of the grant acquittal checklist being met. Up to 50 per cent of the Grant may be paid prior to commencement of the project, if the Grantee can demonstrate suitable justification.
7	Funds from other sources, including State Government departments, may be included as part of an applicant's funding contribution.
8	Applicants are responsible for addressing the necessary statutory approvals, which include jetty licences and planning and environmental approvals.
9	The applicant will own new assets created through the RBFS and will be responsible for all ongoing maintenance. DoT will own and maintain navigation aids.
10	The successful applicant must clearly demonstrate that any charges proposed for use of the facility will be utilised specifically and exclusively for maintenance of the facility.
11	The applicant, as owner of the project, is responsible for insurance, both during and after construction.
12	Should the applicant sell/remove any asset funded by the RBFS, they will be required to refund 75 per cent of the written down asset value.
13	Should the applicant change the usage of the boating facility from recreational to commercial (shared usage) they will be required to refund a percentage (up to 100 per cent) of the RBFS grant.
14	Proposed new facilities or improvements to existing facilities shall comply with the appropriate Australian Standards, including maritime structures (AS 4997), marinas (AS 3962) and universal access design (AS 1428).
15	For works projects, the applicant must install, in a prominent place on or near the works, signage acknowledging the RBFS. For planning projects, the applicant must acknowledge the RBFS grant in the documents resulting from the project.
16	Provision of the funding is conditional on the applicant entering into a funding agreement which sets out the terms and conditions of the grant.
17	The grant will remain valid for 18 months from the date of advice of approval to the applicant. The project should be completed and payment claimed within this time. Failure to gain approval from DoT to extend this period before it has elapsed may result in termination of the funding agreement.
18	Applicants are encouraged to prepare designs that address universal access criteria.
19	In-kind contributions, in terms of materials, labour or machinery use, need to be quantified. Applicants must provide details of the value of any in-kind work claimed. The Applicant's internal administration and project management costs (staff salaries) are not eligible as in-kind contributions.
20	The applicant is to fund any cost overruns. Significant increases in costs due to factors beyond the applicant's control may be considered for funding upon lodgement of a variation request, if financial capacity exists within the Scheme at the time.
21	Applicants may be offered funding for a reduced scope of works or a percentage of the funding requested.
22	Details of grants, projects and recipients may be published and/or used for marketing purposes by DoT.
23	Non-performance on any previous RBFS project may result in the applicant not being considered for future grants.
24	Applications for a later stage of a large project will not be granted if the previous stage/s has not commenced.

Project Eligibility Criteria

- 25 Funding is available for planning and/or feasibility studies. A successful application for a planning grant does not guarantee that the works project itself will be funded in future rounds.
- 26 Eligible projects under Condition 2 include:
- Maritime facilities such as boat launching ramps, boat holding jetties, moorings, maritime lighting, navigation aids, new channels and breakwaters directly related to a boating facility.
 - Land-based facilities located at a boating facility, such as trailer parking, lighting, toilets, waste facilities, fish cleaning tables and signage regarding marine safety.
 - Other worthwhile projects that meet the RBFS guidelines.
- Land-based facilities will only be funded when the associated maritime infrastructure is maintained at an appropriate standard. Grants for land-based facilities projects may be calculated pro rata on the percentage of use by recreational boaters.
- 27 Works ineligible for funding include general maintenance and maintenance dredging.
- 28 Applications are evaluated according to the benefits they provide to the recreational boating public, therefore funding is not available for the following types of projects:
- private facilities or facilities associated with private clubs;
 - facilities which are not used primarily by recreational boat users, such as fishing platforms;
 - maritime facilities which are substantially commercial rather than recreational; and
 - ablution blocks serving non-boating facilities, such as recreational parks
- 29 Demolition of existing facilities may be funded if in association with provision of new or upgraded facilities.
- 30 Applications for combined recreational and commercial facilities will be considered when:
- recreational use is greater than 25 per cent of total use;
 - an eligible recipient lodges the application;
 - an eligible recipient owns the proposed or existing asset; and
 - all other grant conditions are met.
- Grants for combined recreational and commercial facilities may be calculated pro rata on the percentage use by recreational boaters.
- 31 Funding cannot be provided retrospectively. To be eligible for a works grant, applicants must not have commenced construction at the time of advice of approval. "Commenced" is not intended to include preliminary design work, cost estimations or community consultation.

Project Assessment

- 32 The RBFS Assessment Panel reviews all applications, with advice from the Regional Assessment Panels. The RBFS Panel should be independent and include representation from at least:
- Boating WA (one representative).
 - Department of Biodiversity, Conservation and Attractions (Parks and Estuaries Division) (one representative).
 - Department of Fire and Emergency Services (one representative).
 - Department of Transport, Coastal Infrastructure Business Unit (two representatives).
 - Jet Sport West Boating Association (one representative).
 - Recfishwest (one representative).
 - Western Australian Local Government Association (one representative).
- Each member has an equal vote.
- 33 Members of the RBFS Panel, including those from DoT, must declare any vested interests and abstain from voting on such projects. The meetings must have a quorum of six, one of which shall be the Chair.
- 34 When funding is constrained, the priority order for grant funding from highest to lowest is:
- Maritime facilities.
 - Essential land-based facilities.
 - Desirable land-based facilities.
- 35 Applications are assessed according to the benefits they provide to recreational boat users. Projects are prioritised where available RBFS funding is limited or the funding round is over-subscribed. The amount of funding requested in relation to the total amount of RBFS funds available may be an important consideration in this assessment; hence applicants should consider staging large projects in components.



Recreational Boating Facilities Scheme

Application for a Round 24 RBFS Planning Project Grant

Organisation: Town of Bassendean

Project Name: Pickering Park and Jetty

(Location & type e.g. Swan Lake boat ramp engineering drawings)

IMPORTANT

- Save this Application form to your computer and complete electronically.
- It is highly recommended that you start your application as soon as possible as you may need to obtain quotes or approvals etc. **Do not leave your submission until the last minute as applications or attachments received after the closing date and time will not be accepted.**
- Your responses to the questions are not space limited; provide as much information as you feel is necessary to fully answer the question. All questions must be answered.
- Email your completed application and attachments to RBFS@transport.wa.gov.au. If this is not possible, save it on CD and contact the RBFS Officer before the closing date. Applications submitted on paper will not be accepted.
- Email your application as it is; do **not** scan your document or send in PDF format.
- Photos should be sent as jpeg attachments; do **not** insert into your document.
- Associated documentation can be scanned or in PDF format and included in your email.
- Note that the size limit for emails sent to Department of Transport (DoT) is **10 MB**. If your application exceeds this size, you will need to send it over a few emails. Ensure that each email is sequentially marked and states the total number to be sent; for example: Email 1 of 3.
- You are encouraged to obtain confirmation that your application has been received in its entirety.

	Project Manager	Person who prepared application
Name	Phillip Adams	David Dwyer
Job Title	A/Exec. Manager Infrastructure	Engineering Technical Coordinator
Phone	9377 9028	9377 9011
Mobile	-	0419 914 926
Email	padams@bassendean.wa.gov.au	ddwyer@bassendean.wa.gov.au
Postal Address	Town of Bassendean, Po Box 87, Bassendean WA6934	Town of Bassendean, Po Box 87, Bassendean WA6934

Applications close 2 pm Tuesday 3 September 2019

1. PURPOSE OF PLANNING PROJECT

Provide details of the purpose of the proposed project. Include reference to any relevant studies or plans you may have.

The Town of Bassendean is planning to remove the existing obsolete boat ramp at Pickering Park and replace it with a new boat ramp and jetty, designed and constructed to current Australian Standards, including maritime structures (AS 4997), marinas (AS 3962) and universal access design (AS 1428).

The existing boat ramp was constructed in 1972 by the Town's asset services crew. In 2000 and again in 2019 the Town undertook repair works the boat ramp serviceable.

Recent inspections following complaints from residents that are using the existing boat ramp revealed that the launching / retrieving operations at the existing boat ramp might be hazardous.

Therefore the aim of this project is to provide a facility that is able to fulfil the two prime user needs i.e. boat launching and boat retrieval.

2. SCOPE OF PROJECT

Will the project result in ... (tick all relevant boxes)

- ☒ Detailed engineering drawings
- ☐ Results of community consultation, e.g. survey results
- ☒ Pre-tender brief
- ☒ Recommendations for proposed facility
- ☒ Detailed cost estimates
- ☐ Environmental impact report e.g. on coastal processes
- ☐ Level of demand report
- ☒ Marine Safety review
- ☒ Environmental and other Approvals
- ☒ Other (specify) Concept design and site investigations (detailed feature survey, detailed geotechnical investigation, flood levels and flood currents at the site, etc.)

3. PROJECT AREA

Identify the exact location if the site is already known, for example District, nearest Road, Reserve/Lot number, or give an overview of the proposed study area, including any existing recreational boating facilities. Provide a plan or map with the project area/site clearly marked.

The location of the proposed boat ramp and jetty is Pickering Park, Bassendean (please see attached site map).

List applicable Jetty Licence number/s.

-

- | | |
|--|---|
| Are there existing recreational boating facilities in the project area/at the site? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Is the site located within a Port Authority area? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Has approval from the landowner been sought? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you attached a plan or map of the project area or site? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

4. USAGE

a. What is the current level of usage of existing recreational boating facilities?

The Town of Bassendean does not hold precise information regarding the level of usage at the existing boat ramp however during peak times the boat ramp and the small existing carpark gets very busy and our Ranger Services often receive complaints from residents regarding the parking issues in the Pickering Park area.

b. Provide details of projected usage.

The size and dimensions of the boat ramp and the parking facilities will be determined at the concept design stage however the Town envisages the future boating facilities will be able to satisfy the increasing demand in the area.

c. Are there any difficulties experienced at these facilities?

The existing boat ramp is obsolete (constructed more than four decades ago) and even with the minor repairs undertaken by the Town in 2000 and 2019 recent inspections revealed that launching / retrieving operations at the existing boat ramp might be hazardous. Embarking of the crew and special passengers is difficult as there is no jetty at the existing facilities. There is facility for people to tether their boat and as such people are beaching their boat on the adjacent foreshore creating erosion issues. Also the existing car park was not designed for cars and trailers therefore the parking of trailers is difficult and informal.

As previously mentioned the existing boat ramp at Pickering Park and the small carpark get really busy during peak time. Numerous complaints from residents encouraged the Town of Bassendean to apply for funding to replace the obsolete boat ramp and to redesign and reconstruct the parking facilities to accommodate the increasing number of boaties that are wishing to use the facilities.

5. BENEFITS

Describe the potential benefits of this planning project.

The Town of Bassendean is an ideal location from which to explore the fantastic inland waterway of the Swan River.

The aim of this project is to replace the existing outdated boat ramp, to install a finger jetty and to redo the parking area and the approach road to optimise the use of the facility.

All the above mentioned will improve safety during launching and retrieval operations, will provide more car trailer parks spaces and will reduce vehicle travel time and fuel costs to local boaties that are currently using other similar facilities in the area.

6. PROJECT APPROACH

a. Describe your planned approach.

If successful in obtaining the grant, the Town of Bassendean will engage a private consultant to carry out all the investigations needed for the design, to prepare a concept design, a detailed design, technical specifications and cost estimates. They will also liaise with DoT Marine Safety, Department of Parks and Wildlife (Swan River Trust) and with the Department of Aboriginal Affairs regarding the approval requirements.

The next step will be to apply for further funding for the construction phase of this project.

b. Who will carry out the project?

The Town of Bassendean will engage a private consultant with relevant experience in the design of similar facilities. Officers of the Town will provide the project management for this project.

c. What is the time schedule for the project?

If this application is successful the Town of Bassendean will engage a private consultant for the design/planning phase, which will be completed in the 2020-2021 financial year.

7. FUNDING

a. Estimated total cost of planning project: \$90,000 excluding GST

On what do you base this estimate?

The estimate is based on a quotation received by the Town from a private consultant to complete the design of replacing the existing boat ramp and installing a jetty

Attach a cost estimate breakdown.

Please find attached to this application the cost estimate breakdown.

b. What percentage of the total cost is for public recreational boating? %

**c. Grant amount requested: \$67,500 excluding GST
(Up to 75% of the total cost; minimum of \$15,000 up to a limit of \$750,000)**

8. ADDITIONAL INFORMATION

Have you any additional comments or relevant information you may wish to provide to support your claim for a grant?

The aim of this project is to provide a facility that is able to safely fulfil the two prime users needs i.e. boat launching and boat retrieval.

For the launching process the proposed works will provide facilities for:

- Preparing the boat for launching;
- Manoeuvring the boat onto the launching ramp;
- Launching the boat into an adequate depth of water;
- Holding the boat while the car and trailer are parked;
- Parking and securing the car and trailer;
- Embarking the crew and passengers;
- Leaving the facility in safety.

For the retrieval process the proposed works will provide facilities for:

- Disembarking the crew and passengers;
- Holding / mooring the boat while the car and trailer is brought to the ramp;
- Manoeuvring the car and trailer onto the ramp;
- Loading the boat onto the trailer;
- Leaving the ramp and moving to the secure area;
- Preparing the boat for the road including securing the boat to the trailer, etc.

Environmental component:

- Address the erosion of the riverbank;
- Revegetation with local native species.

Council Support

- Letter of endorsement (to be attached after council resolution)

9. REQUIREMENTS

If successful:

- Prior DoT approval is mandatory for all public announcements relating to the project. You should liaise with the RBFS Officer regarding any project communications including media statements, newspaper articles and advertising.
- RBFS funding for the grant must be acknowledged within the resulting documents. If unsure of your obligations in regards to this requirement you should liaise with the RBFS Officer.
- You must provide to DoT an electronic version of the documents resulting from this planning project.

Confirm that you will undertake these 3 requirements: ☒ Yes ☐ No

Noncompliance in the above may result in future grants not being considered

Have you discussed this application and its budget implications with your CEO/Senior Officer? ☒ Yes ☐ No

You are encouraged to read the RBFS Grant Conditions before submitting your application. These can be found on DoT's website at: <http://www.transport.wa.gov.au/imate/about-the-scheme.asp>

If successful, you will be required to sign a Funding Agreement agreeing to RBFS Terms and Conditions.

End of application

Email to RBFS@transport.wa.gov.au before 2pm Tuesday 3 September 2019



BOAT RAMP PLAN

TOWN of BASSENDEAN
ASSET SERVICES

48 OLD FORTS RD
BASSENDEAN WA 6054
08 94 567 486 486

Telephone 08 9477 9888
Facsimile 08 9477 5474
Email info@bassendean.wa.gov.au
www.bassendean.wa.gov.au

SURVEYOR	
A.	
B.	
C.	
D.	
E.	
F.	



0 5 10 15 20 25 30 35 40 45 50
ORIGINAL DRAWING SIZE IS A1

SURVEY	FIELD BOOK
DESIGN	OLD DRAWING
DRAWN	DATE
CHECKED	DATE
APPROVED	DATE
INTERPOLATED, SCALE	1:1000
	VERTICAL, SCALE

DRAWING NAME
TOWN OF BASSENDEAN
PROPOSED BOAT RAMP
PICKERING PARK BASSENDEAN

DRAWING NUMBER
TOB 17-03

REV.

REV.

A1

Cost estimate breakdown - planning & design phase - Pickering Park boat ramp and jetty

Item	Activity	Total for item (exc. GST)
1	Preliminaries	
1.1	Review background information including previous investigations, design drawings, survey information and other relevant data	\$3,000
1.2	Confirm the Town's requirements for the replacement facilities and confirming the design criteria for the facility upgrade including design standards review and DoT guidelines.	
2	Investigations	
2.1	Site inspection to confirm any site constraints or opportunities which may affect the design. Meeting between consultant and Town officers to discuss the project.	\$18,000
2.2	Engage surveyors to undertake a detailed feature survey of the site including pick up of the ramp, riverbank, car park, approach road and within the river along the alignment of the future ramp and jetty.	
2.3	Engage geotechnical consultant to undertake a detailed geotechnical investigation and acid sulfate soils assessment.	
2.4	Liaise with Department of Water on flood levels and flood currents at the site	
3	Concept Design	
3.1	Undertake concept design of the boat ramp including general layout and geometry.	\$8,000
3.2	Undertake concept design of finger jetty including width, length and alignment.	
3.3	Undertake concept design of layout of parking area and approach road to optimise the use of the facility.	
3.4	Concept design of scour protection to protect ramp and car park from erosion or scour.	
3.5	Prepare concept drawing showing general layout of the facility.	
3.6	Obtain feedback from the Town and revision of the design following the feedback.	
4	Detailed Design	
4.1	Detailed design of the ramp panels including detailing of concrete reinforcement, connections, kerbs and surface finish.	\$8,000
4.2	Detailed design of floating finger jetty	
4.3	Detailed design of parking area and approach including kerbs, line marking and levels.	
4.4	Detailed design of scour protection including geotextile, under layer, armour layer and ties in to existing bank.	
4.5	Detailed design of navigation aids including liaison with DoT Marine Safety.	
5	Design Documentation & Cost Estimate	
5.1	Preparation of detailed design drawings.	\$18,000
5.2	Preparation of technical specification for the works.	
5.3	Preparation of a pre-tender construction cost estimate for the works including pre-tender brief.	
5.4	Preparation of a Safety in Design Report	

5.5	Revision to the detailed design documents following Town's review	
6	Approvals	
6.1	Liaison with Department of Parks and Wildlife (Swan River Trust) regarding approvals for the works	\$35,000
6.2	Liaison with Department of Aboriginal Affairs regarding heritage approval requirements including consultation with indigenous groups	
TOTAL (excluding GST)		\$90,000







ATTACHMENT NO. 5

ASSET MANAGEMENT SERVICES

SANDY BEACH RESERVE JETTY (BASSENDEAN) AND ELLAM ST HEAVY LIFT JETTY (VICTORIA PARK)

VISUAL CONDITION INSPECTION REPORT



DECEMBER 2018

ASSET MANAGEMENT SERVICES

Sandy Beach Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

TMD-6005-AM-0001



DOCUMENT HISTORY

Rev	Date	File Name	Description	Created By	Checked By	Approval By
A	14/12/2018	<u>TSDOT-AMSR-16 (Rev A)</u>	Issued for Internal Review	TS	JS	
B	14/12/2018	<u>TSDOT-AMSR-16 (Rev 0)</u>	Issued to Client	TS	TS	TS

ASSET MANAGEMENT SERVICES

Sandy Beach Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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EXECUTIVE SUMMARY

In November 2018, BroadSpectrum was engaged by the Department of Biodiversity Conservation and Attractions, to undertake a visual condition inspection of the Sandy Beach Reserve jetty (Bassendean) and Ellam Street heavy lift jetty (Victoria Park) to assess the current condition of assets and to provide recommendations of required maintenance/repairs to maximise the usable life for each of the jetties. The basis for assessing assets was an above water visual condition inspection undertaken by BroadSpectrum's Asset Engineers on 23 November 2018, and a below water diving inspection completed by Deploy Subsea Diving Service on 29 November 2018.

The Sandy Beach Reserve Jetty was considered to be at the end of its service life, with the existing timber piles, timber cross braces and timber headstocks which support the timber deck superstructure, in unserviceable condition and requiring immediate replacement. It is envisaged that replacement of the existing timber piles, timber cross braces and timber headstocks, will require the complete removal of the existing timber deck superstructure for access. Given the extent of plant/equipment and labour required to replace these components, it is strongly recommended that the existing jetty be replaced in its entirety with a new modern facility.

The Ellam Street Heavy Lift Jetty was considered to be in fair condition in which a small number of immediate maintenance recommendations were provided towards rectifying current operational and safety considerations, and approximately eight future programmed maintenance recommendations were provided towards maximisation of the existing usable life for the facility.

It is envisaged that the extent of future maintenance activities to be performed on each of the jetties, will also be dependent on the outcome from a risk assessment of the facilities to align with the Department's Strategic Asset Management Plan.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

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1. INTRODUCTION

In November 2018, Broadspectrum was engaged by the Department of Biodiversity Conservation and Attractions, to undertake a visual condition inspection of the Sandy Beach Reserve jetty (Bassendean) and Ellam Street heavy lift jetty (Victoria Park) to assess the current condition of assets and to provide recommendations of required maintenance/repairs to maximise the usable life for each of the jetties.

Accordingly, Broadspectrum's Asset Engineers undertook an above water visual condition inspection of both jetties in November 2018 to assess the current condition of the jetties. A description of the findings from the visual condition assessment is included in Section 2, and a summary condition rating table for the jetties is included in Section 3. A number of recommended immediate remedial actions and recommended future programmed maintenance for the longer term, have been provided in Section 4 of this report. A location plan for each of the jetties has been included in APPENDIX A, and some photographs taken during the inspection are included in APPENDIX B.

A subsea diving inspection of both jetties was commissioned by Broadspectrum in November 2018 to assess the current below water condition of the jetties. A copy of the report provided by Deploy Subsea Diving Services is included in APPENDIX C.

1.1. PREVIOUS REPORTS

Previous condition assessment inspections/reports for the Sandy Beach Reserve jetty and the Ellam Street Heavy Lift jetty were conducted in 2015. The condition assessment reports were used for assessing structural adequacy of the jetties and to advise on general maintenance requirements:

- a) Airey Taylor Pty Ltd. (May 2015). Our Ref: 15099, Sandy Beach Reserve – Timber Jetty Condition Assessment, pp. 1-12.
- b) Airey Taylor Pty Ltd. (May 2015). Our Ref: 15098, 7 Ellam St – Heavy Lift Jetty Condition Assessment, pp. 1-35.

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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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2. CONDITION RATING SUMMARY

The following section provides a summary of the above and below water visual condition inspection results of both jetties undertaken in November 2018.

2.1. SANDY BEACH RESERVE JETTY

The Sandy Beach Reserve Jetty is located on the banks of the Swan River in Bassendean and consists of a timber deck supported on timber stringers, timber headstocks, and timber piles with timber diagonal bracing (refer photo 1 and photo 2). The jetty's connection with the shore is supported by ground material which is retained from the river by a timber retaining wall.

2.1.1. Timber Deck

The timber deck is in good condition, with no visible degradation to the timber kerb or the timber deck planks (refer photo 3 and photo 4).

2.1.2. Timber Stringers

The timber stringers which support timber deck planks are in fair condition. It was noted that some of the timber stringers have longitudinal splits at the ends (refer photo 5) and have been poorly connected to the timber headstocks at some locations (refer photo 6 and photo 7).

2.1.3. Timber Headstocks

The timber headstocks which support timber deck planks are in unserviceable condition, with evidence of significant rot/section loss to the ends of members and previous strengthening works (refer photo 8 and photo 9).

2.1.4. Timber Piles and Diagonal Bracing

The timber piles and diagonal bracing which support the timber deck superstructure are considered to be in unserviceable condition. It was noted during the above water inspection that the timber piles have extensive degradation with large splits / rot / section loss / loss of circular diameter, observed to all members (refer photo 10 to photo 20). The divers report (refer Appendix C) also found the timber piles to have splitting and cracking below the water line, with divers able to easily penetrate the surface of the piles with rulers and hand tools.

2.1.5. Timber Retaining Wall

The timber retaining wall at the shore connection is in poor condition, with extensive weathering observed to the majority of members. The timber soldier posts and longitudinal beams were observed to have large longitudinal splits / rot / and section

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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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loss in the tidal zone (refer photo 21 to photo 23). The extent of section loss at the ends of some longitudinal members has exposed the geotextile fabric behind the retaining wall and resulted in a small amount of soil material loss from behind the retaining wall into the river system (refer photo 24).

2.2. ELLAM STREET HEAVY LIFT JETTY

The Ellam Street Heavy Lift Jetty is located on the banks of the Swan River in Victoria Park and consists of a composite concrete/steel deck (concrete topping over steel sheet piles parallel to the shore), supported by steel stringer beams (perpendicular to the shore), steel headstock beams (parallel to the shore), on tubular steel piles with steel cap plates (refer photo 25 and photo 26). The steel stringer beams which support the underside of the deck, are supported by the limestone/concrete seawall along the shore connection. The fendering system on the seaward side of the jetty consists of six vertical timber chafers, connected to a steel waler beam at the bottom (in the tidal zone) and a timber kerb (attached to the concrete deck) on the top (refer photo 27). On the eastern side of the jetty, there is an access stairway leading down from the concrete deck to a low-level platform (refer photo 25). The low-level platform consists of a timber deck supported on timber stringers and steel beams connected to the main steel stringer beams supporting the concrete deck. The access stairway consists of a steel handrail and timber stair treads supported on steel stringer beams connected to the main steel stringer beams supporting the concrete deck.

2.2.1. Composite Concrete/Steel Deck

The composite concrete/steel deck is in fair condition, with cracks noted in the top surface and evidence of previous crack injection repairs (refer photo 28 to photo 33). Minor surface corrosion was also observed to the underside of the steel sheet piles, with evidence of previous patch repairs to the surface protective coatings (refer photo 53 and photo 57). At the shore connection, it was noted that there was advanced corrosion to a thin steel plate located on the underside of the deck between the landward steel sheet pile and the limestone retaining wall (refer photo 58). It is suspected that the steel plate is non-structural to the deck and was part of permanent formwork during the original construction of the concrete deck slab. On the eastern side of the jetty, it was noted that there is a gap between the steel sheet piles on the underside of the composite deck, where soil material behind the limestone retaining wall may leach out into the river (refer photo 34).

2.2.2. Steel Stringer Beams (Main Deck)

The steel stringer beams directly supporting the composite concrete/steel deck are in good condition with a small amount of deterioration to the surface protective coatings resulting in minor surface corrosion on some of the flanges. There was

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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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evidence of previous patch repairs to the surface protective coatings (refer photo 51 and photo 52).

2.2.3. Steel Headstock Beams (Main Deck)

The steel headstock beams supporting the steel stringer beams are generally in good condition with deterioration to the surface protective coatings resulting in minor surface corrosion to the majority of the members. There was evidence of previous patch repairs to the surface protective coatings (refer photo 47, photo 48 and photo 50).

2.2.4. Steel Piles and Cap Plates

The steel piles and cap plates are generally in fair condition with extensive deterioration to the surface protective coatings resulting in moderate corrosion to the underside of the steel cap plates and tops of the piles (refer photo 49 and photo 50). The divers report (refer Appendix C) also found the steel piles have significant corrosion below the pile wraps with nearly 50% section loss in the steel pile walls and no cathodic protection in place.

2.2.5. Timber Fender Chafers

The timber fender chafers on the seaward side of the jetty are generally in poor condition with large splits / rot / section loss at the bottom (refer photo 41 and photo 42) and dry rot / section loss at the top (refer photo 40).

2.2.6. Timber Kerb

The timber kerb located on the seaward side of the concrete deck is in good condition however it was noted that the bolt recesses have not been sealed and may result in water ponding and early rot (refer photo 39).

2.2.7. Steel Waler Beam

The horizontal steel waler beam on the seaward side of the jetty which provides lateral support to the lower section of the timber fender chafers, is considered to be in unserviceable condition with extensive deterioration to the surface protective coatings resulting in extensive corrosion / section loss (refer photo 41, photo 43, and photo 44).

2.2.8. Steel Ladder

The steel ladder on the seaward side of the jetty was in good condition with a small amount of deterioration to the galvanised surface protective coatings in the low water/tidal zone resulting in early corrosion (refer photo 45 and photo 46).

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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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2.2.9. Limestone Retaining Wall

The limestone wall at the shore connection was considered to be in fair condition however fretting mortar was observed at several locations on the underside of the concrete deck between the steel stringers (refer photo 57). On the western side of the jetty, there was a small gap observed between the limestone wall and the outer steel stringers on the jetty, where soil material behind the wall may leach out into the river (refer photo 60).

2.2.10. Concrete Seawall

The concrete seawall at the shore connection was considered to be in good condition with only a very small crack observed where a steel stringer supporting the deck, is bearing on the seawall (refer photo 59).

2.2.11. Timber stair treads (Stairway Access)

The timber stair treads on the stairway access to the low-level platform have fine cracks on the top surface and require sealing/oiling to minimise further splitting (refer photo 35). In general, the treads are in fair condition with exception of one member at the bottom of the stairway which is warped/split and requires replacement (refer photo 37).

2.2.12. Steel Stringer Beams (Stairway Access)

The steel stringer beams supporting the timber treads on the stairway access to the low-level platform, are in good condition with a small amount of deterioration to the surface protective coatings resulting in some early spot corrosion areas (refer photo 54).

2.2.13. Timber deck planks (Low-Level Platform)

The timber deck planks on the low-level platform are very dry with fine cracks on the top surface and require sealing/oiling to minimise further splitting (refer photo 36).

2.2.14. Timber Stringer Beams (Low-level Platform)

The timber stringers which support timber deck planks on the low-level platform have significant weathering and splitting (refer photo 38 and photo 56) and are generally considered to be in fair condition.

2.2.15. Steel frames (Low-level Platform)

The steel frames which support the timber stringers to the low-level platform, are in good condition with a small amount of deterioration to the surface protective coatings resulting in some early spot corrosion areas (refer photo 55 and photo 56).

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2.2.16. Timber Board (Low-level Platform)

The vertical timber board at the end of the low-level platform has significant weathering and splitting (refer photo 38 and photo 56) and is considered to be in fair condition.

2.2.17. Timber Waler Beam (Low-level Platform)

The horizontal timber waler on the low-level platform has a small amount of weathering/splitting at the ends (refer photo 38) and is considered to be in fair condition.

2.2.18. Steel Handrail (Stairway Access)

The steel handrail on the stairway access to the low-level platform was in good condition with a small amount of deterioration to the galvanised surface protective coatings in the low water/tidal zone resulting in some minor surface corrosion (refer photo 35 to photo 37).

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3. CONDITION RATING SUMMARY

3.1. RATING

The following is a condition rating summary for the Department Biodiversity, Conservation and Attractions maritime jetties in the Swan River:

Name of Location plus Asset Category	Common Name of Asset	Condition Rating
Swan River		
Jetties	Sandy Beach Recreational Jetty (#1169)	1 - Unserviceable
Jetties	Ellam Street Heavy Lift Jetty (#1259)	3 - Fair

JETTY RATING CRITERIA

Condition Rating	Description
5 Excellent	Major and minor components require only routine maintenance to return asset to original new condition. Asset expected to achieve full useful life expectancy.
4 Good	Major structural components require no major restoration. Major structural components may require programmed maintenance. Routine and programmed maintenance should enable the asset to remain functional for more than 15 years.
3 Fair	Major structural components showing signs of some significant deterioration with a small number needing replacement or upgrading. It is likely that more major components will need replacement in the next 5 – 10 years. Maintenance and replacement of unserviceable components should enable the structure to remain functional for at least 10 years with no need for structural restoration.
2 Poor	Significant numbers of both major and minor components in need of immediate replacement with ongoing need to replace members. Major upgrade or renewal required to extend the life of the asset beyond 5 years.
1 Unserviceable	No remaining life expectancy. Asset is no longer functional. Major work, total replacement or disposal required.
0 Unable to Condition Rate	State Reason (e.g. buried members, limited headroom, etc.)

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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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4. IMMEDIATE AND FUTURE MAINTENANCE RECOMMENDATIONS

4.1. IMMEDIATE ACTIONS TO RECTIFY POTENTIAL SAFETY CONCERNS

To ensure safety is maintained at each of the sites, it is recommended that consideration be given to the following actions/repairs:

4.1.1. Sandy Beach Reserve Jetty

- a) The current temporary fence and signage remains in place, restricting public access to the jetty and warning the general public of the hazard/closure of the jetty until a decision has been made by DBCA to either refurbish / replace or remove the jetty.

4.1.2. Ellam Street Heavy Lift Jetty

- a) Replace the lower cracked/warped stair tread on the eastern access stairway to the low-level platform.
- b) Fill the gaps/holes on the eastern/western side of the jetty's deck, to prevent soil material behind the limestone wall from leaching out into the river.

4.2. IMMEDIATE ACTIONS TO MAINTAIN / RESTORE OPERATIONAL FUNCTION OF THE JETTIES

It is envisaged that the following immediate works/repairs is required to the existing jetties to either restore or maintain operational function:

4.2.1. Sandy Beach Reserve Jetty

- a) Refurbish the existing jetty structure by replacing the existing timber piles, timber headstocks, timber cross bracing and timber retaining wall (Note: It is envisaged that this would require disassembly/removal of the existing timber deck superstructure to enable the replacement of the stated structural components).

4.2.2. Ellam Street Heavy Lift Jetty

- a) Replace lower steel waler beam with new section.
- b) Replace existing timber chafers on the seaward side of the jetty.

4.3. CONSIDERATIONS FOR MAXIMISATION OF USEFUL SERVICE LIFE

4.3.1. Sandy Beach Reserve Jetty

It is envisaged that the Sandy Beach Reserve jetty is at the end of its useful life without the immediate replacement of the existing timber piles, timber headstocks, timber

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cross bracing and timber retaining wall. It is envisaged that replacement of the existing timber piles, timber cross braces and timber headstocks, would require the complete removal of the existing timber deck superstructure for access. Given the extent of work required to replace the existing timber piles, timber cross braces and timber headstocks, it is recommended that the existing jetty be replaced in its entirety with a new modern facility.

4.3.2. Ellam Street Heavy Lift Jetty

To maximise the usable life of the existing jetty in the longer term, it is recommended that consideration be given to the following maintenance works/activities (additional to section 4.2.2):

- a) Sealing/oiling of the existing timber kerb, timber stair treads and low-level timber deck boards.
- b) Spot blasting and painting of steelwork areas where the existing surface protective coatings have degraded and corrosion is evident.
- c) Refurbish the existing tubular steel piles on the jetty by removing the existing wrapping system/marine growth, ultrasonically thickness test each pile to assess the extent of corrosion, and restore the surface protective Denso wrapping system in accordance with manufacturers recommendations.
- d) Install cathodic protection system anodes to each of the tubular steel piles to minimise further steel section loss in the steel pile walls in the submerged zone.
- e) Repairs cracks to the top surface of the concrete slab using specialist epoxy pressure injection methods.
- f) Restoring any broken weld lengths between the underside of the existing composite concrete/steel deck and the supporting steel stringers.
- g) Remove loose material from fretting mortar in limestone retaining wall, and re-point with cementitious repair material.
- h) Regalvanising the existing ladder.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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5. CONCLUSION

This report incorporates the results from an above water inspection and assessment undertaken by Broadspectrum on the Department of Biodiversity Conservation and Attractions jetties located in the Swan River at Bassendean and Victoria Park. A below water inspection of the assets was also completed by Broadspectrum's Diving Services Subcontractor (Deploy Subsea Diving Service) and the results have been included in Appendix C of this report.

The Sandy Beach Reserve jetty is considered to be at the end of its useful life without the immediate replacement of the existing timber piles, timber headstocks, timber cross bracing and timber retaining wall. Given the extent of work required to replace these structural components, it is strongly recommended that consideration be given to the entire replacement of the existing jetty with a new modern facility.

Ellam Street Heavy Lift jetty was generally considered to be in fair condition in which four immediate maintenance recommendations were provided towards rectifying current operational and safety considerations, and eight future programmed maintenance recommendations were provided towards maximisation of the existing usable life for the facility.

To monitor the safe and operational condition of jetties, it is also recommended that the facilities are inspected at regular intervals by operational DBCA staff and at approximately 3 yearly intervals by a structural engineer and subsea diving company.

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APPENDIX A – LOCATION PLAN FOR JETTIES



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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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Ellam Street Heavy Lift Jetty – Victoria Park

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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APPENDIX B - PHOTOGRAPHS

B.1 Sandy Beach Reserve Jetty



Photo 1 - General view of jetty from shore.



Photo 2 - General view looking at approach to jetty deck.



Photo 3 - General view looking along jetty deck from shore.



Photo 4 - Typical view of timber deck and kerbing.

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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

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Photo 5 – Typical view of timber stringers supporting the timber deck planks.

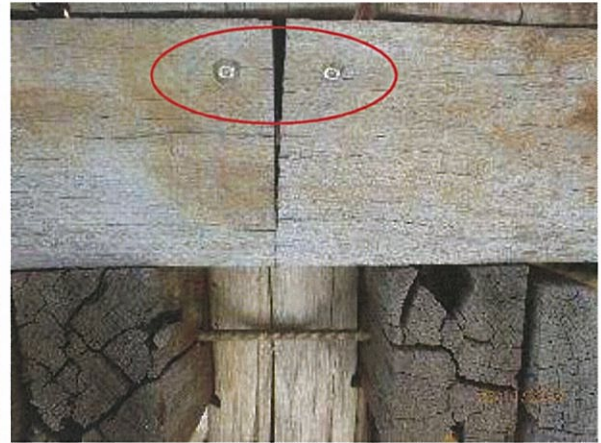


Photo 6 - Single screw connection of timber stringers to timber headstock beams.



Photo 7 – Poor connection of timber stringer to pier, with split in timber at location of metal screws.

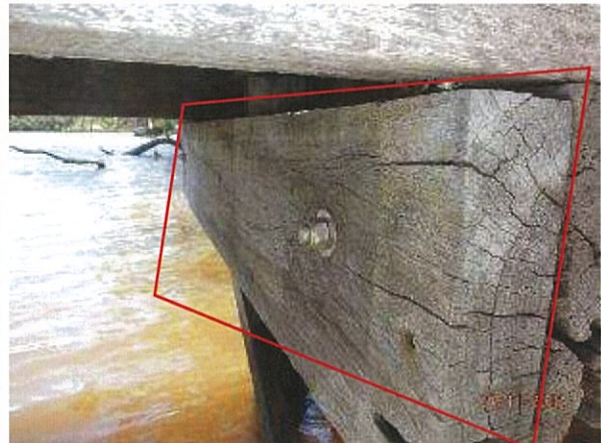


Photo 8 - Previous strengthening repairs to existing timber headstocks, by bolting of additional timber beam to side.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

TMD-6005-AM-0001



Photo 9 – Significant rot/section loss to original timber headstock beam and previous strengthening repairs to existing timber headstock, with additional timber beam bolted to side.



Photo 10 - View of near shore pier, with significant section loss/weathering on external surface of timber piles resulting in limited effective pile diameter supporting the jetty.



Photo 11 - Significant crack/section loss in timber pile on pier 1 with plastic ruler penetrating split across majority of pile diameter.



Photo 12 - Significant crack/section loss in timber pile on pier 1 with plastic ruler penetrating split across the entire pile diameter.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

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Photo 13 – View of central pier, with extensive weathering/section loss and large cracks/splits to external surface of timber piles.



Photo 14 - Significant crack/section loss in timber pile on pier 2 with plastic ruler penetrating split across majority of pile diameter.



Photo 15 – Extensive weathering and section loss evident to external surface of timber pile on pier 2.



Photo 16 - Significant crack/section loss in timber pile on pier 2 with plastic ruler penetrating split across majority of pile diameter.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

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Photo 17 – View of end pier, with large crack with extensive weathering/section loss to internal section of pile.



Photo 18 - Significant crack/section loss in timber pile on pier 3 with plastic ruler penetrating split across entire pile diameter.



Photo 19 – Extensive weathering/section loss evident to external surface of timber pile on pier 3.



Photo 20 - Significant crack/section loss in timber pile on pier 3 with plastic ruler penetrating split across majority of pile diameter.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

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Photo 21 – View of underside of jetty deck at the shore connection, with extensive weathering, section loss and rot evident to shore timber retaining wall.



Photo 22 - Extensive weathering, splitting, section loss and rot evident to shore timber retaining wall on upstream side of jetty.



Photo 23 – Extensive weathering, splitting, section loss and rot evident to shore timber retaining wall on downstream side of jetty.



Photo 24 - Significant gaps were noted between longitudinal timber wall elements, exposing the filter cloth and potential loss of fill material from the shore.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

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B.2 Ellam Street Heavy Lift Jetty

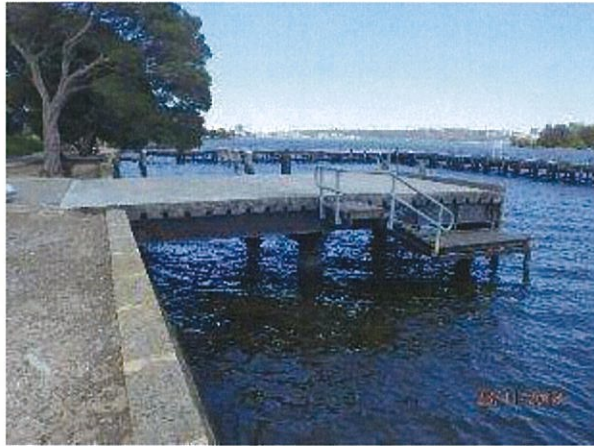


Photo 25 - General view of jetty from the shore (eastern side).



Photo 26 - General view of jetty from the water (western side).



Photo 27 - General front view of the jetty from the water (northern side).



Photo 28 – Shore connection with jetty concrete slab. Note: Crack evident in slab top surface due to differential settlement in supporting structures.

ASSET MANAGEMENT SERVICES

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Photo 29 – Crack in concrete slab appears to be full depth to the supporting sheet pile steel sections located on the underside of the concrete deck.



Photo 30 – View of existing construction joint in concrete deck slab.



Photo 31 - Previous "V type" repairs to fine cracks in the concrete deck slab.



Photo 32 - Previous "V type" repairs to fine cracks in the concrete deck slab. Fine cracks in concrete slab appears to be full depth to the supporting sheet pile steel sections.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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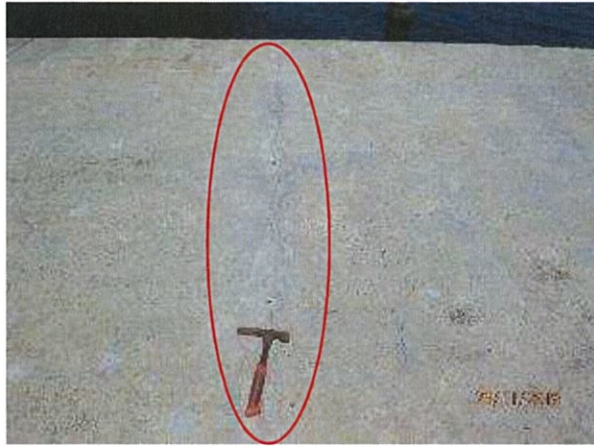


Photo 33 – Previous “injection type” repairs to fine cracks in the concrete deck slab.



Photo 34 – Typical view of material loss at sides of jetty concrete slab connection with shore.



Photo 35 - Timber decking and galvanised handrail on stairway to low-level platform.



Photo 36 - Timber deck boards on the low-level platform appear very dry and require oiling/sealing.

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Photo 37 – Crack noted to lower timber stair tread.



Photo 38 – The timber stringers (supporting timber deck boards), vertical timber chafers, and the timber waler beam on the low-level platform, all have evidence of significant weathering/splitting.

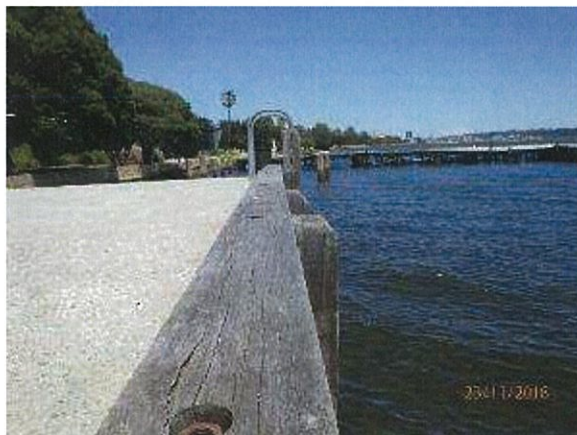


Photo 39 – View of timber kerb along front of concrete deck with a small amount of surface cracking and with bolt recesses open/unplugged.



Photo 40 – Timber chafers unsealed at the ends with advanced rot/section loss in the top.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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Photo 41 – Timber chafers along front of jetty have extensive weathering/cracks at the bottom.



Photo 42 – View of the extensive weathering/cracks at the bottom of chafers.



Photo 43 – Hole in steel water beam on the front of the jetty supporting the timber chafers.



Photo 44 – View of steel water beam showing failed connection to timber chafer and significant corrosion/section loss.

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Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

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Photo 45 – Front ladder access to jetty.



Photo 46 – Deterioration of galvanised coating and early corrosion on the bottom of ladder (in the tidal zone).



Photo 47 – Surface corrosion evident to top of steel pile cap plates and steel headstock beams.



Photo 48 – Surface corrosion evident to steel pile cap plates, steel headstock beams, and steel stringer beams.

ASSET MANAGEMENT SERVICES

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Photo 49 – Moderate corrosion evident to underside of the steel pile cap plates.



Photo 50 – Moderate corrosion evident to top of piles above current pile wraps.



Photo 51 – Early spot corrosion evident to steel stringers on the bottom flange. Note: Previous paint repairs/patches were evident



Photo 52 - Early spot corrosion evident to steel stringers on the top flange on external exposed faces. Note: Previous paint repairs/patches were evident.

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Photo 53 – Early spot corrosion was evident to the steel sheet pile members on the underside of the concrete deck. Note: Previous paint repairs/patches were evident.



Photo 54 – Early spot corrosion was evident to the steel members supporting the stairs to the low-level landing.



Photo 55 – Early spot corrosion was evident to the steel members supporting the timber decking on the low-level landing.

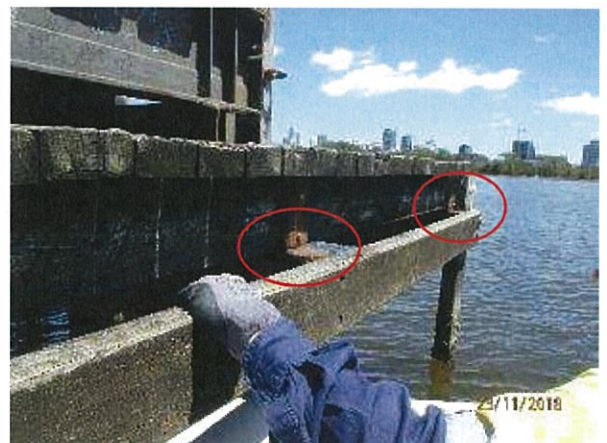


Photo 56 - Early corrosion evident to the steel cleat connections to the timber stringers on the low-level landing.

ASSET MANAGEMENT SERVICES

Sandy Beach Reserve Jetty & Ellam St Heavy Lift Jetty

Visual Condition Inspection

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Photo 57 – Fretting of mortar was evident to the limestone retaining wall at the shore connection of the jetty.



Photo 58 – Advanced corrosion was evident to the thin steel plate attached to the last steel sheet pile supporting the concrete deck (shore side).



Photo 59 – A small crack was observed in the concrete seawall directly under the bearing area for the steel stringers.



Photo 60 – A small hole was observed at the shore connection of the outside steel stringers and the limestone retaining wall.



APPENDIX C – BELOW WATER DIVING INSPECTION REPORT



BROADSPECTRUM SERVICES AUSTRALIA

Department of Biodiversity, Conservation and Attractions



DBCA Jetty Inspections – November 2018

Inspection Report DPL1658-REP-BRS Rev 0

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1. EXECUTIVE SUMMARY

1.1 Introduction

In November 2018, Broadspectrum Services Australia (BRS) commissioned Deploy Subsea Pty Ltd to conduct underwater/at waterline inspections on two assets on behalf of the Department of Biodiversity, Conservation and Attractions (DBCA). The assets are listed as;

1. Sandy Beach Reserve Jetty – Asset ID No. 1169
2. Ellam Street Heavy Lift Jetty – Asset ID No. 1259

Both assets are in the Swan River in the Perth Metropolitan area. The inspections required General Visual Inspections (GVI) of all components, and Ultrasonic Testing using the PEER System on the timber piles supporting the Sandy Beach Reserve Jetty, and GVI of all components, and ultrasonic thickness testing of the steel piles supporting the Ellam Street Heavy Lift Jetty.

The purpose of the inspection was to provide a detailed report on the current condition of the marine assets to assist with life cycle assessment and future maintenance and repair planning. To achieve this, pressure cleaning was required on the piles as all the subsea/splash zone components of the assets in this location were encrusted with a thick hard layer of barnacle shell.

The GVI inspections included a general underwater/at waterline inspection of the structures describing any noticeable damage or corrosion to the various components making up each asset. Comments were to be noted regarding the condition of the various components including anodes, wrapping and seabed connection of piles. Underwater photos were required as part of the reporting but the underwater visibility at both locations was completely zero, so unfortunately no underwater photographs of any value were obtained.

The inspections were carried out using a small dive support vessel, initially launched at Bassendean Boat Ramp to carry out the Sandy Beach Reserve Jetty inspection, then at Coode Street South Perth to carry out the Ellam Street inspection.

Prior to the inspections, the dive crew attended a potential navigation hazard which was reported located near Port Marker 1090. The diver located this hazard which is a steel pipe and have marked it with a fender float for future location. This object was removed by Deploy Subsea on 5th December 2018.



Figure 1: Port Marker 1090 Swan River with fender float attached to submerged hazard

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Figure 2: View of Sandy Beach Reserve Jetty Asset Number 1169, on approach from vessel



Figure 3: Ellam Street Heavy Lift Jetty Asset Number 1259

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1.2 Scope of Work

Department of Biodiversity, Conservation and Attractions – Parks and Wildlife

SCOPE OF WORKS FOR SUBSEA DIVING

Document No: TMF-6005-OP-0023



Swan River Asset Management Subsea Inspection

Sandy Beach Reserve Jetty and Ellam Street Heavy Lift Jetty

1. Works Location

Swan River, Bassendean and South Perth

Asset ID	Name	General Description
#1	Sandy Beach Reserve Jetty	Timber piles (miscellaneous diameter), timber cross bracing, timber headstocks, timber stringers, and timber deck planks
#2	Ellam Street Heavy Lift Jetty/Wharf	Steel tubular piles, steel cap plates, steel headstocks, steel stringers, concrete deck over permanent steel formwork

2. Works Description

Note: Contractor to supply suitable equipment to remove marine growth and/or wrapping prior to conducting the inspection of selected piles specified for each asset. Wrapping to be reinstalled as per manufacturers specification. See item 4 of Special Requirements.

3. Sandy Beach Reserve Jetty – Bassendean

- Contractor to supply suitable equipment to remove marine growth prior to conducting inspection. Care shall be taken not to damage existing timber surface.
- General underwater/at water line visual inspection of all timber piles (from seabed upwards), general underwater/splash zone inspection of all timber components (including abutment/shore support) describing any noticeable degradation/section loss, worm holes, splits, checks, physical damage, pencilling, undermining/scour/differential settlement, and details of any redundant manmade materials/rubbish in the surface of the seabed (including typical photos and location of any defects).
- Ultrasonic (PEER system) assessment on the underwater component of piles (from seabed to water line) with an estimation (%) of the remaining timber cross sectional area from the instrumentation.
- For each of the piles where PEER ratings cannot be obtained and/or where piles have a PEER rating of 50% or less, drill 2 no's of 6 mm holes at the worst rotten area to the centre of each pile and report on the findings. Plug drill holes with hardwood dowel

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coated with Denso Seashield Biocide Primer, cutting it flush on the outside face of the pile before reinstating the Denso wrapping.

4. Ellam Street Heavy Lift Jetty – South Perth

- a) Contractor to supply suitable equipment to remove marine growth prior to conducting inspection.
- b) General underwater/at water line visual inspection of piled structure describing any noticeable damage to existing structure, condition of existing surface protective coatings/wrappings, assessment of anodes, external features / corrosion / signs of SRB's/accelerated low water corrosion, section loss in components, and corrosion/wear of access ladder, chains, shackles, turnbuckles, rotting, sectional loss of chafers, undermining/scour/differential settlement (including typical photos and location of any defects) and seabed junk.
- c) Select the worst pile (one pile) from pier 1 and the worst pile (one pile) from pier 2. Remove the wrapping and conduct Ultrasonic thickness measurements on the steel piles (UTT to be carried out at quarter points around circumference of pile, one set of readings done at seabed, one set of the readings at the low water mark, and one set of readings in the tidal and splash zone at the worst corrosion/wear zone). Carry out testing and inspection (including typical photos and location of any defects). Inspect welds for visual defects along the pile and provide photographs and comments (e.g. around ladders supports, pilecap welds and other welds etc.) Wrapping to be reinstalled as per Denso manufacturers specifications.
- d) Inspect the condition of the underside of the jetty structure, abutment/shore support, and walkway platform including permanent steel formwork, underside of timber walkway, front steel support beam for fender chafers, steel headstock beams and steel stringer beams. Report general condition of timber components, condition of steel members including condition of coatings, corrosion damage and estimated section loss (if applicable). Take general photos and close up photos of defects identified for the inspection of the underside of the jetty structure (including typical photos and location of any defects).

5. Special Requirements

- a) The Contractor shall notify BROADSPECTRUM in writing a minimum of 5 working days in advance of the intended mobilisation date.
- b) Diving Report: Within the term and condition of this award, the diving company shall initially provide a DRAFT comprehensive report for review prior to issue of FINAL report.

6. Mandatory Conditions.

- a) Proposed start date to be nominated by Service Provider in advance to BRS.
- b) The Service Provider is to submit a detailed complete dive and work / inspection report to be received by BRS no later than the Work Completion Date shown above, together with their invoice.

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- c) The report submission is to be delivered in electronic format (burnt on either a Compact Disc (2 copies) or USB Drive), summarising all the findings.

The report shall include as a minimum:

- An Executive summary.
 - Introduction.
 - General Observations and findings.
 - Table summary of any test results.
 - Together with a plan showing pile test locations and general plan of each structure if/where specified.
- d) At water line and underwater, colour photos (numbered and cross referenced in the report/plans) for typical and specific for any issues identified.
- Please highlight any issues and or recommendations in a separate section.
- e) All diving works to be conducted in accordance with AS/NZS 2299. Plus all necessary dive logs/records are the responsibility of the Service Provider to maintain and to only provide if requested to do so by BRS.
- f) Once on site and any scope changes or variances are identified, these are to be immediately reported to Trevor Spackman for direction. Any additional work performed either outside the SoW requirements or not instructed to do so, will not be approved.

7. Attachments / Drawings / Photos

- Sandy Beach Reserve Jetty – Location plan
- Ellam Street Heavy Lift Jetty/Wharf – Location plan

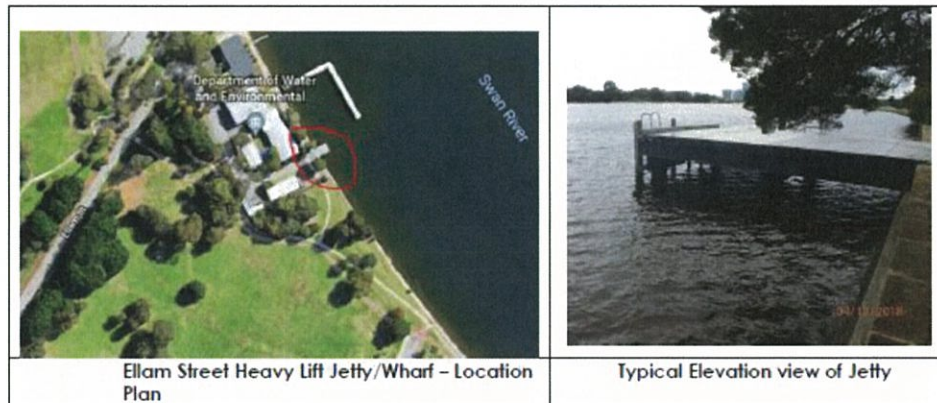


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Ellam Street Heavy Lift Jetty/Wharf – Location Plan

Typical Elevation view of Jetty

Figure 4: Scope of Work

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2. TERMS AND ABBREVIATIONS

Abbreviation	Written in Full
ADAS	Australian Diver Accreditation Scheme
AS/NZS	Australian / New Zealand Standards
BRS	Broadspectrum Services
BSL	Below Mean Sea Level
CD	Chart Datum
DBCA	Department of Biodiversity, Conservation and Attractions
DOT	Department of Transport
DPL	DEPLOY Subsea Pty Ltd
DPP	Dive Project Plan
DSMS	Diving Safety Management System
DSV	Dive Support Vessel
HAZID	Hazard Identification
HSE	Health Safety and Environment
ITP	Inspection and Test Plan
JSEA	Job Safety and Environmental Analysis
m	Meter
Man	Manual
mm	millimeter
Q	Quality
QHSE	Quality, Health, Safety and Environment
QM	Quality Manual
RA	Risk Assessment
REP	Report
SOW	Scope of Work
TRIFR	Total Recordable Injury Frequency Rate
UW	Under Water

Table 1: Terms and Abbreviations

3. Project Process

3.1 Introduction

This section of the report includes the objectives, methodology, conduct of diving and daily operations, HSE and Quality Control.

3.2 Objectives

- Notify Client of impending visit to site.
- Conduct JSEA and Pre-Start Dive Briefing
- Clean select asset components with water blaster as necessary
- Remove wrapping where necessary
- Conduct underwater General Visual Inspection of the various components
- Conduct PEER system inspection of select timber piles
- Take underwater and at waterline photos
- Re wrap piles where necessary
- Demobilise from site.
- Inform Client work has been completed
- Issue Completion Report

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3.3 Methodology – Diving and Inspection

The inspection works were completed from the 'Archie' dive support vessel. The vessel was equipped with full commercial diving spread in accordance with the requirements of AS/NZ: 2299.

For the cleaning of the timber piles, the diver used hand tools only to remove all marine growth from the piles prior to the inspection. For the timber pile inspections, the Diver was equipped an Olympus Underwater Stills Camera, hand tools, measuring tools, calipers and the PEER System. The diver used a high-pressure water blaster to remove the barnacle shell and marine growth from the steel piles at Ellam Street.

The inspection diver then began a detailed visual inspection of all components visible from the water, as well as the sub surface inspection. The diver then attempted to conduct the PEER system inspection of the selected piles, however the water is too shallow for any PEER readings to be obtained as the tool is required to be fully submerged. Additionally, there is not enough length of timber anywhere on the piles to conduct any worthwhile PEER readings as the timber needs to be constantly submerged.

3.4 Diving and Daily Operations

Commercial diving operations were carried out in strict accordance with AS/NZS2299.1:2007 Occupational Diving, the DEPLOY DSMS (DPL-S-MAN-001), and Air Diving Operations and Emergency Procedures Manual (DPL-ADM-OPS-MAN-003).

A three (3) person dive crew was utilized, supported by DEPLOY Management Perth. All Divers are certified to ADAS Part 3 or 4. The Dive Project team comprised of the following personnel:

Name	Company	Position
Julian Clohissey	DEPLOY	Diving Supervisor / PEER System Inspector
Stewart Cruickshank	DEPLOY	3.2U Inspection diver
Ken Greenbury	DEPLOY	3.2U Inspection diver
Natasha Davies	DEPLOY	Works Coordinator

Table 2: Dive Project Team

3.5 Health and Safety

All safety equipment relevant to onshore commercial diving was onsite, including the Alpha flag, two-way surface and underwater communications, in-service Oxy-Viva Resuscitation Unit, and first aid kit.

DEPLOY conducts ALL commercial diving operations using Surface Supplied Breathing Apparatus. This ensures that the Diver has potentially three (3) air supplies.

The dive team was equipped with an approved Dive Project Plan (DPP), Risk Assessment, and daily HSE documentation, including Job Safety and Environmental Analysis (JSEA), Hazard ID (HAZID), and Incident Reporting documentation.

The DEPLOY Diving Supervisor maintained regular communications with DEPLOY Project Management for the duration of the works.

Prior to commencing work, a Pre-Start briefing was held for the DEPLOY Dive Project Team to ensure all crew were aware of the tasks at hand for the day, assess new potential risks and discuss safety requirements for the work to follow.

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There were no incidents or injuries during the performance of these works. DEPLOY maintains a TRIFR = 0.

3.6 Quality Control

All work was undertaken in accordance with the relevant AS/NZ Standards and all details recorded on Daily Progress Reports.

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4. OBSERVATIONS AND FINDINGS

4.1 Sandy Beach Reserve Jetty ID 1169

It was noted that at the time of this inspection, the underwater visibility at this location was zero so attempts to obtain underwater photographs were not successful. Also, the water was not deep enough for ultrasonic testing using the PEER System. The system requires the section of timber to be tested, to be constantly submerged in order to use water as the medium for the ultrasonic wave.

This jetty is in very poor condition and is most likely beyond structural repair. There are significant cracks and splits in the piles above and below the water line. There are obvious indications of pencilling in the piles also, with average diameters of the 4 larger piles around 290mm and in cases reduced to 240mm, and the 2 shore side piles 190mm diameter down to 135mm.

The timber deck is supported by six timber piles, with the two piles closest to shore being of a much smaller diameter than the other four. The deck is not actually secured to the piles correctly.

The inspection below the waterline was conducted by experienced inspection divers using hand tools, measuring equipment and by feeling for voids, splits, cracks or fractures. Due to the poor visibility, the diver had to feel his way but was able to report that the timber was more solid below the waterline than above, but he was able to feel splitting and cracking in all timber piles below the waterline also.

Whilst the constantly submerged section of timber on these piles are not subjected to the same wet and dry exposure than that of the splash zone/tidal zone areas, it can be assumed that all piles are in a deteriorated state and no longer fit for purpose. The diver was able to easily penetrate the piles above and below the water line with rulers and hand tools showing the extent of the deterioration.



Figure 5: Shows vertical crack in outer western pile

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Figure 6: Diver attempting to obtain PEER readings



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Figure 7: The two shoreside piles are smaller in diameter than the other four piles.



Figure 8: The extent of the cracking and splitting in the piles is obvious

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4.2 Ellam Street Heavy Lift Jetty ID Number 1259

This jetty requires maintenance and repair but appears to be in reasonably good condition. It is comprised of a thick concrete deck which is contained in sections of steel sheet piles laying horizontally on larger steel whalers and stringers. These components are supported by 4no. steel piles approximate diameter 610mm. There is a small boat landing to the east which is in good condition.

The repairs required are generally at the front where there are 6no. timber chafers attached to the lower steel whaler. The steel whaler is corroded and needs to be replaced as do some of the chafers.

The concrete deck has several cracks, but it is very well supported by all the underlying steel work which is in reasonably good condition. There are also several areas where welds connecting the bottom of the sheet pile sections to the main steel beams underneath have broken. These may also require maintenance and repair.

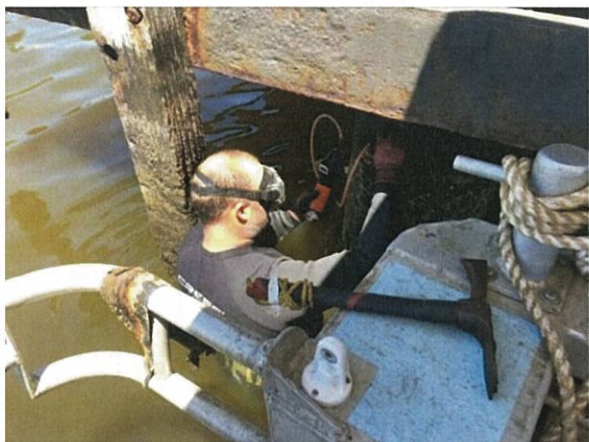
In relation to the vertical steel piles, the initial observation made was that the existing pile protective wrapping was only applied to the top 350mm section of the pile. As a result, only this section of pile was being protected from corrosion and it appears that the wrapping has long since deteriorated and was not fit for purpose. Deploy Subsea has removed and replaced the wrapping on two piles as requested. There are photos below showing this.

Hydro blasting was used to clean the piles once the wrapping was removed as the piles were covered in a thick layer of hard marine growth. The hydro blasting exposed corrosion and pitting on the piles and there are significant differences in the pile wall thicknesses. For example, on pile 1E (inner eastern pile) Ultrasonic Thickness readings varied from 8.3mm to 15.5mm



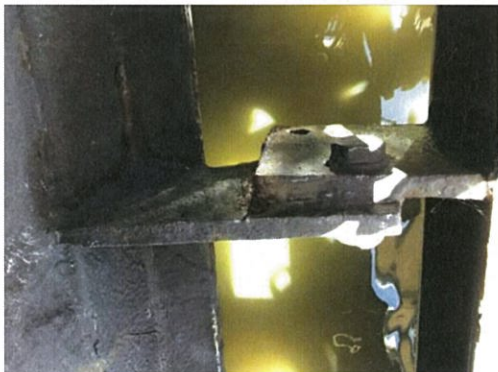
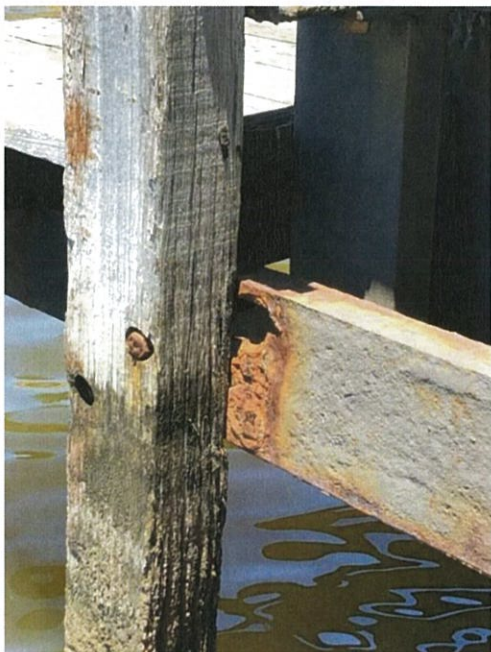
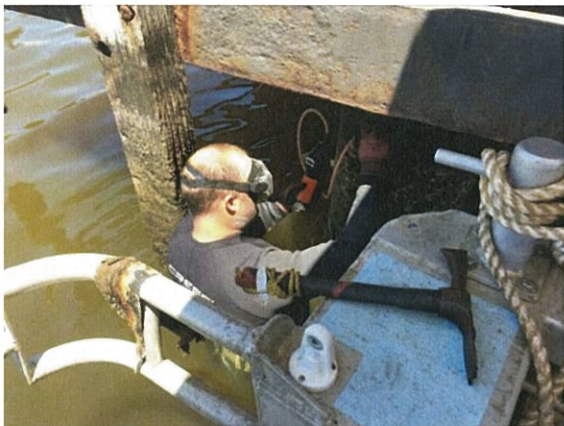
Figure 9: Ellam Street Heavy Lift Jetty

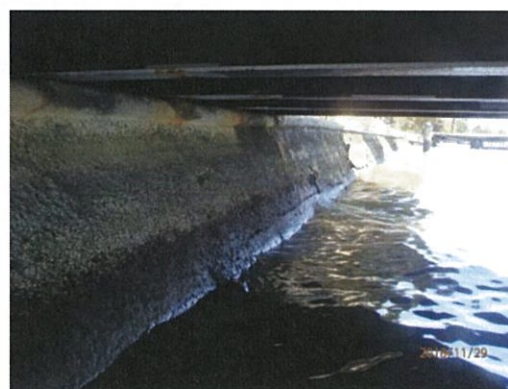
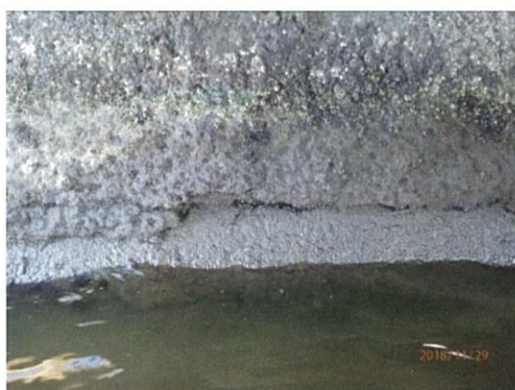
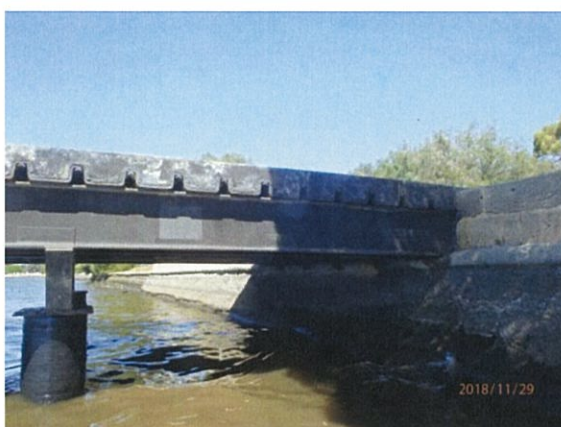
Inspection Report DPL1658- REP-BRS Rev 0	COMMERCIAL IN CONFIDENCE	Page 17 of 25
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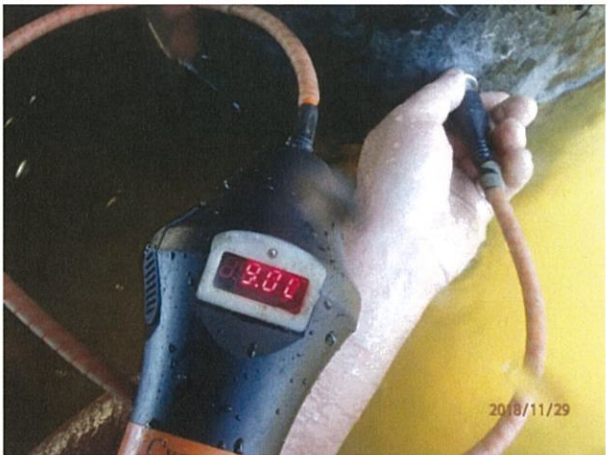
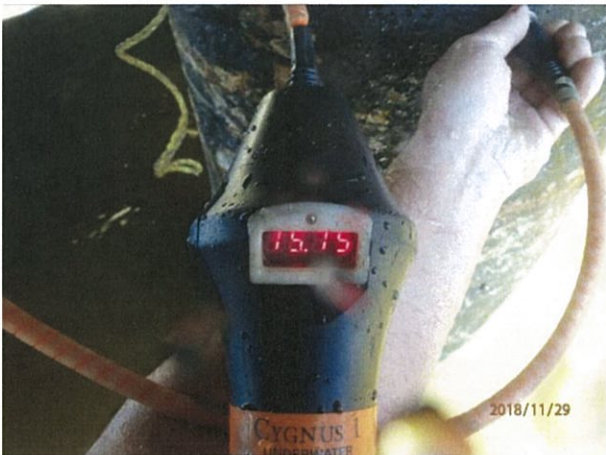
Inspection Report DPL1658- REP-BRS Rev 0	COMMERCIAL IN CONFIDENCE	Page 18 of 25
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5. CONCLUSION AND RECOMMENDATIONS

5.1 Conclusion

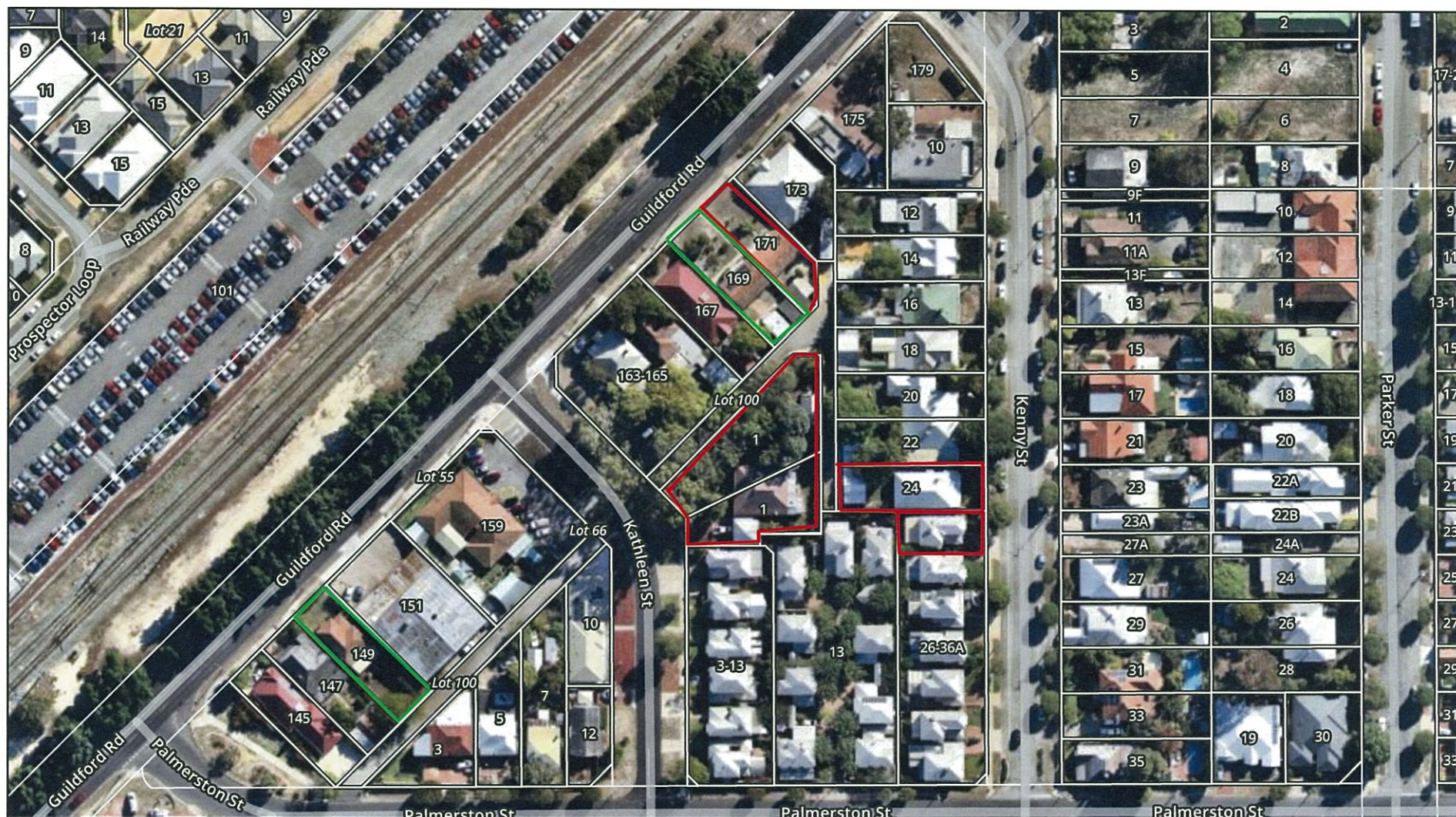
Sandy Beach Reserve Jetty is likely beyond repair.
Ellam Street Heavy Lift Jetty requires maintenance.

5.2 Recommendations

Ellam Street Jetty - Fully wrap remaining two piles. Install anodes. Blast and paint.

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ATTACHMENT NO. 6



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.

Location of objectors and supporters

9/08/2019

Scale: 1:1500



No	Comment	Summary and discussion of issues
1	<p>We received your letter outlining the proposal to acquire the laneway behind Guildford Road, bounded by Kathleen and Kenny Streets.</p> <p>We object to this proposal, and believe the laneway should be a private road for the use of adjoining lot owners from the original subdivision. I note from the original subdivision that a significant portion of the original laneway has already be assumed into 13E Palmerston street.</p>	<p>Objects and considers that the right of way should remain a private right of way</p>
2	<p>Thank you for the notification and request for response to the above mentioned proposal. You have clarified the situation by phone to me. In principle it is not an issue, however requesting that the Council take into consideration the following at the same time:</p> <p>1. The rezoning of the TOD zones is underway, which is also fine. A) With respect of the laneway please consider the options of subsuming the laneway into land consolidation. B) That in order to enable the higher densities to be developed the road be accepted for access to Lots given 6m width to parking be maintained.</p> <p>2. I would expect that in the light of the rezoning no remedial work by residents will be required, such as moving fences, trees, garages etc?</p> <p>3. That the currently difficult parking situation in the surrounds be addressed. I have one garage and one car, should visitors or tradesmen come they cannot park in Palmerston or Kathleen streets as the curb is non mountable and the road is quite narrow, despite the wide non-pedestrian verge. The request is that embayments be provided in both Palmerston and Kathleen streets to ease the burden on the laneway. This will also future-proof for greater densities. There are no trees in the verges.</p>	<p>No objection in principle but raises some issues with the potential increase in density codes linked to the Tod Zone surrounding the Bassendean Railway Station and</p> <p>If the right of way becomes a public street it will provide the only vehicle access to the surrounding land and as such will not be able to subsumed into the adjoining land.</p> <p>If the surrounding land is to be developed at a higher density the width of the right of way would need to be increased from its current width of 4.0m(northern end) and 5.0m balance of right of way to 6.m</p>

No	Comment	Summary and discussion of issues
	<p>4. That tree verge planting be considered at the same time so that Bassendean may have greenery, parking shade, as well as give our river/water birds suitable trees to eat, nest etc.</p> <p>5. That miniskip bin areas be provided in the laneway or in the verge. I have also experienced the issue that no rubble can be binned anywhere in the vicinity. I spoke to the Council at that time the officer said that as this was a historic layout and miniskip bins had not been considered or provided for. Given we now have the proposal for a new road to be owned by the Crown and managed by Bassendean requesting that this provision be an integral part of the road' management and amenity provision. It may be possible to use one of the parking embayments as borrowed bin spots.</p> <p>Please consider the suggestions/requests as integral to internal road management by the Bassendean Council.</p>	<p>Officers are not examining the feasibility of providing embayed parking in Palmerston and Kenny Streets as part of the current dedication request.</p>
3	<p>I strongly object to making the ROW surrounding my property a public road. It is not a public road at all.</p> <p>I do not want strangers wondering up here and claiming they have a right to be here, even at night time. It is a private ROW.</p> <p>Why not keep it as a private ROW, and just allow access to the developer on Kenny St and others who currently have access.</p> <p>ps When the council resurfaced the ROW it dropped the level of the ROW (illegally it seems now) especially around the second of Dr Teasdale's properties. I have photos of before and after. I have previously shown these to council.</p> <p>Without a proper retaining wall on the northern side of my property, I am unable to replace my asbestos fencing, which I would like to.</p>	<p>Objection to making the right of way a public street</p>

No	Comment	Summary and discussion of issues
	<p>I want council to help me with this, regardless of whether you keep the ROW private or make it public. If Council does not assist me, I reserve the right to build a retaining wall by myself. The bearer of costs to be determined later.</p> <p>This is my formal notification of my intentions while I hold rights over the ROW.</p> <p>You can also leave the last leg of the laneway that goes around the back of my property as a private ROW with signage. if it becomes a road, it will be a no through road, and you will need a turnaround in case someone accidentally goes into it.</p>	
4	<p>I am totally in favour of the Council acquiring this laneway to be designated as a public access way for all tenants in the area and visitors and work contractors and for same to be under the care and control of Council as a public roadway. I am also agreeing that the Council should have control of parking in the said laneway [public road].</p> <p>I have lived in the area for a number of years and was under the impression when I located here that such was the case then.</p> <p>I would appreciate if the Council gave this matter some priority and had the matter resolved as quickly as possible.</p>	<p>Supports the right of way becoming a public road and supports the Town controlling parking</p>

No	Comment	Summary and discussion of issues
5	<p>1. Issue</p> <p>I write this letter to urge the elected members of the Town of Bassendean (TOB) Council to consider the information set out below and implement the recommendations that follow.</p> <p>I have been invited by Mr Brian Reed (Manager Development Services , TOB) to make this submission and if the TOB proceeds in the way it has done so far then I ask that you ensure that this submission becomes one of the objections made to the Minister.</p> <p>This objection is of necessity made in great detail as if the TOB does not delay the project while it sorts out its procedural, information and policy issues, the Ministerial objection process seems to create be a one off opportunity, not one that caters for additional (new) reasons.</p> <p>I hope that all the matters I have raised could be discussed to ensure clarity or purpose, but that has not been my experience when dealing with the TOB so far on this issue.</p> <p>2. History of the of Creation and use of the ROW.</p> <p>In 1903 Plan 2572 (Copy of sheet 1 of that plan enclosed) was lodged in the Titles Office, and it created (among other lots) lots 194 to 205 in Kenny Street between Guildford Road and Palmerston Street.</p> <p>Those lots each had a 12.27 metres frontage and no rear access.</p>	<p>Expresses concern with the validity of the petition presented to Council and the officer report that was presented in February 2019 that recommended that a process be undertaken to request the Minister to acquire the land as Crown land, with the ultimate aim of dedicating the right of way as a public road.</p> <p>The petition was prepared independently of the Town, and was presented to Council in December 2018, which led to a further report being presented to Council in February 2019. The February report acknowledged that the petition was only signed by the owners representing 28% of the value of the land adjoining the right- of way.</p> <p>The submitter makes the point that the Town does not need to follow the process it is following to dedicate the land as a public road, as the Town could use its own records to allow properties , without easements, allowing those properties to access the right of way through the rights of Prescription Act 1832 . In simple terms this Act allows for landowners to claim a right of carriageway over another person's land, by demonstrating that they have used the land for a period of 20 years.</p> <p>Legal advice from McLeods indicates that the Prescription Act 1832 should be administered by a Court and not the Town</p> <p>The submitter makes the point that the original officer report did not canvass the Town purchasing the right of way.</p> <p>As far as the current dedication process is concerned the submitter considers that the process should be ceased immediately.</p>

No	Comment	Summary and discussion of issues
	<p>About one half of the rear boundary of lot 194 on Plan 2572 (14) Kenny Street, and all of the rear boundaries of lots 195 to 199 on the same Plan (16 to 24) Kenny Street about the western boundary of the ROW</p> <p>It was not surprising that over the years, the owners of lots 194 to 205 Kenney Street commenced using the ROW (created later) for rear access.</p> <p>The ROW was delineated on the subdivision of a part of Swan Location Q1 by Messrs Stephen Henry Parker, lawyer and amateur jockey and later a Chief Justice of the Supreme Court, and Doctor (and land speculator) Daniel Kenny of St Georges Terrace Perth (who arrived in WA from Ireland in 1885, the same year as Richard Alexander McDonald of Bassendean local Government renown).</p> <p>The plan for the subdivision was lodged in the Titles Office, numbered 2787, and the ROW came into being on the transfer of the first lot out of that subdivision (Lot 15, now number 171 on Guildford Road) on 7th November 1907).</p> <p>The house at 24 Kenny Street was built between 1903 and 1910.</p> <p>Three colonial mansions were built lots 19-23 on Plan 2787 and lots 200-205 on Plan 2572 around 1910 to house the senior management of the Cumming Smith and Mount Lyall Fertilizer Factory in Bassendean.</p> <p>The resumption of the lots occupied by the mansions and that part of the ROW running between them to join Palmerston Street removed all the rights created over the resumed portion as from 7 April 1972.</p>	<p>It is further considered that the Town's policy on rights of way should be reviewed and rewritten.</p>

No	Comment	Summary and discussion of issues
	<p>The three mansions were then demolished and a C Class Hospital built for the Mental Health Services on the resumed land.</p> <p>The portion of the ROW left after the resumption became a dead end at the southern end of the property at 24 Kenny Street, leaving only one way access from Kathleen Street.</p> <p>The C Class Hospital was demolished around 2000 and replaced by three Survey Strata developments none of which have any rights to use the ROW or indeed physical access to it due to a significant difference in ground levels.</p> <p>The house at 20 Kenny Street was built across two lots, 197 and 198, by Builder Mr A Drysdale (later Road Board Member) for Richard Alexander McDonald and completed in mid to late 1920 after lengthy delays caused by a post war shortage of building materials.</p> <p>Mr McDonald kept a horse (Dolly) and cart at the rear of his house from 1922 to 1928, and used the ROW for access at that time.</p> <p>Listed below are the surviving rights to use the ROW created under Section 167A of the Transfer of Land Act (TLA) (drafted and managed by Landgate and its departmental predecessors) and rights that most probably have arisen under the Prescription Act.</p> <p>A right gained by Prescription is one of the exceptions to indefeasibility under the TLA, and can exist without being noted on the title to the user's land.</p>	

No	Comment	Summary and discussion of issues
	<p>The Prescription Act sets out the conditions (generally continuous use for 30 years uninterrupted open and undisputed by the land owner of the ROW) to create an ongoing legal right to use it.</p> <p>Once the right has been acquired it cannot be revoked by the owner of the ROW, and can be cited as a defence by the holder of any such right against a recovery action, or action to remove the right so acquired.</p> <p>Rights acquired by prescription are recognised by the Land Administration Act (LAA) (also drafted and managed by Landgate and its departmental predecessors) and that recognition is demonstrated in the various ROW resumption provisions in the LAA, and the glossary of terms issued by Landgate.</p> <p>The consents required by the LAA include every land owner abutting the ROW, not just those whose rights are derived under the TLA.</p> <p>3. Property owners and the ROW</p> <p>(a) TLA rights and physically accessible</p> <p>Lot 2 (145) Guildford Road Lot 3 (147) Guildford Road Lot 4 (149) Guildford Road Lots 5&6 (151) Guildford Road Lots 7-9 (159) Guildford Road Lots 10-12 (163) Guildford Road Lot 13 (167) Guildford Road Lot 14 (169) Guildford Road Lot 15 (171) Guildford Road Pt Lot 16 (173) Guildford Road Lot 27 (3). Palmerston Street Lot 26 (5) Palmerston Street</p>	

No	Comment	Summary and discussion of issues
	<p>Lot 25 (7) Palmerston Street Lot 24 (10) Kathleen Street Lots 17&18 (1) Kathleen Street</p> <p>(b) TLA rights but not physically accessible</p> <p>The owners of 175 Guildford Road (which includes a part of lot 16) and the owners of 12 Kathleen Street do have a legal right to use the ROW but no physical access to it.</p> <p>(c) No TLA rights and not physically accessible</p> <p>The two lots owned and/or occupied by the RSL (179 Guildford Road and 10 Kenny Street) do not have any part of their boundary contiguous to the ROW, cannot be accessed from it, and gained no rights over them under the TLA.</p> <p>No part of the Boundary of Lot 193 (12) Kenny Street has a common boundary with and therefore no physical ability to use the ROW nor any rights to use it under the TLA.</p> <p>(d) No TLA rights but rights by prescription.</p> <p>About one half of the rear boundary of lot 194 on Plan 2572 (14) Kenny Street, and all of the rear boundaries of lots 195 to 199 on Plan 2572 (16, 17, 18, 20 and 24) Kenny Street join the boundary of the ROW, but no rights to use it were created in favour of those owners under the TLA.</p> <p>There is however physical access from the ROW to those lots and the owners of, the houses at numbers 14 to 24 could and most likely did acquire a legal right to use the ROW under the Prescription Act.</p>	

No	Comment	Summary and discussion of issues
	<p>Any owner of rights to use the ROW that does not do so for a continuous period of 20 years or more runs the risk of losing those rights whether gained by the TLA or by prescription, by abandonment under the Limitations Act.</p> <p>4. The Petition</p> <p>The petition presented to the TOB Council meeting as a part of attachment 7 to the agenda for the meeting held on 26 February 2019 was factually incorrect in that in that it required the petitioners to acknowledge that many of the owners (without specifying which of them) them) had no right to use the ROW.</p> <p>The extent to which the threat of the loss of use of the ROW influenced some ratepayers to sign it is not known.</p> <p>Seven petitioners who had a right created under Section 167A of the TLA signed the petition.</p> <p>Five of the homeowners of the Kenny Street homes contiguous to the ROW, but with no TLA rights did sign it when presented to them by the Initiator (Callan White).</p> <p>The petition was shown to me by some of the peoples involved, and I discussed its format with Callan and David White, the owners of No 14. I had several discussions with the latter two gentlemen on the ROW, commencing in November 2011.</p>	

No	Comment	Summary and discussion of issues
	<p>I wrote to the Mayor on the issue with more details, on 18 December, (asking for a meeting) and sent an email with further details to the TOB on 21 December, again asking for a meeting, and suggesting an additional request be made for legal advice on rights by prescription and the liability of the TOB.</p> <p>On 17 January 2019 I asked to see Mr Hartley (TOB Development Services) and asked him if any further legal advice response to my letter and email mails had been received.</p> <p>I was advised that he was unaware of the source of the text of the Petition, had received legal advice about the effect of section 167A of the TLA, but did not plan to seek advice on the questions that I had raised in my letter and email.</p> <p>I was shown an email from the CEO of the TOB sent out on 6 February advising David that the TOB would not recognise rights by prescription.</p> <p>I had further discussions with David White on 9 April and he advised me that his solicitor had applied to the Court for recognition of the rights of No 14 to an easement by prescription. David told me that his solicitor had sent out notices to interested parties and was waiting for a listing date to proceed further.</p> <p>I endeavoured to ring the TOB CEO on the same day, and left a message requesting her to ring me about the ROW, but my call was not returned by her.</p>	

No	Comment	Summary and discussion of issues
	<p>Mr Hartley did call me, and later that day sent me an email apologising for the delay in responding to me correspondence, (due to the unavailability of the Mayor to sign it off) and hoping to be able to respond as soon as practicable.</p> <p>I received a response (signed by The Mayor) to my neighbour's letter to the TOB on 11 April</p> <p>On 12 April I received a response (signed by Brian Reed, TOB) without all the attachments said to be enclosed. I received the missing attachments later the same day.</p> <p>I have prepared the above list of rights attached to the various lots contiguous to the ROW, but there may be more than one owner for each lot.</p> <p>While the numbers quoted in the TOB report on the petition do not match the numbers at 3 above and must be verified the misleading nature of the statements made in the preface is misleading and deceptive, (whether by mistake or design) and any decisions based on its acceptance should be reversed.</p> <p>5. The recommendation to Council 26 April 2019</p> <p>The Petition The problems with the petition are compounded by the advice given to Councillors in the agenda for the meeting of 26 February 2019.</p> <p>That agenda and the advice in it was produced after the failings in the petition were raised with the TOB, but only in the recent letters issued 10 April was a qualified retraction of that advice communicated to the affected ratepayers.</p>	

No	Comment	Summary and discussion of issues
	<p>That same advice called for written objections to the process now initiated by the TOB to bring into effect the request made in the defective petition.</p> <p>Despite the statement eliminating the relevance of the petition, made in the name of the TOB in the April letters to me (and no doubt to each and every owner of land along the ROW, as required by law) Administrative law will not allow the TOB off that easily.</p> <p>The agenda clearly referred to the petition, it was included it in the papers for consideration and was analysed (however accurately) for consideration.</p> <p>The Council was not advised that on the analysis of the numbers recited in the agenda the option of dedicating the ROW as a public road on the grounds of ratepayer support, was not available as a majority of Ratepayers did not support that.</p> <p>The decision of the TOB to continue to work on its preferred but as yet fully formed ROW intentions goes against all the public expectations of honest, open and responsive government.</p> <p>The Council should be given clear advice to support each recommendation that it is asked to approve.</p> <p>Any notice given to Ratepayers should be include the same items of information, set out in the following paragraph.</p>	

No	Comment	Summary and discussion of issues
	<p>A new petition that;</p> <ul style="list-style-type: none"> - sets out valid problems that the ratepayers and the TOB has with the continued existence of the ROWs in Bassendean (anti-social behaviour, blocked access, maintenance?); and - Lists the options available to the TOB to obviate the problems; and - lists how each option if chosen would obviate the problems; and the TOB preferred option; and, - contains an undertaking by the Council that management practices for the chosen option would be instituted and maintained, - would no doubt reduce the current level of distrust in the Council and result in a more universally supported replacement petition. <p>The Agenda did include an extract of the resumption regs that would require the TOB to give the Minister written advice that it had taken all reasonable steps to identify the persons who are required to be given notice</p> <p>The TOB failure to respond to correspondence about prescriptive rights</p> <p>The agenda contained page after page of legislation regulation and the practices of other Councils without relating the facts and identifying the results of those facts, with one exception.</p>	

No	Comment	Summary and discussion of issues
	<p>The Council was advised that there is no requirement to let the ratepayers along the ROW know about action to dedicate a ROW as a public road, and no compensation for those whose rights have been removed.</p> <p>Such reasoning is one that substantiates the current level of distrust held by the ratepayers.</p> <p>At the moment while one TOB paper commits the Council to the maintenance and management of the ROW once in its care, a conflicting TOB document infers that maintenance will be demanded as a condition of development approval.</p> <p>This is another cause for distrust and another reason why the policy should be reviewed to make a clear statement about the ROW problems, solutions to those problems and management changes required to implement those solutions.</p> <p>A reissue of a petition in the form suggested above is a better way to deal with ratepayers, and satisfies a real consultative process.</p> <p>Prescription</p> <p>The issue of prescriptive rights to use the ROW and the availability of the TOB records to provide extremely persuasive evidence that those rights had been acquired by the owners of numbers 14 to 24 Kenny Street was also raised before the meeting,</p> <p>The TOB has both refused to consider that property owners in the houses from 14 to 24 Kenny Street have acquired property rights by prescription, and refused to seek legal advice about those rights.</p>	

No	Comment	Summary and discussion of issues
	<p>While that is probably prudent as it seems the staff have no property law expertise, they do have access to expert legal advice from TOB's lawyers.</p> <p>However, the proving the acquisition of public rights over a ROW is an exercise in demonstrating public use over a continuous period of 10 years, which is the same exercise as demonstrating private use of a ROW by a restricted section of the community (e.g. the owners of 14 to 24 Kenney Street) over a continuous period of 30 years.</p> <p>The TOB seems to have an awareness and decision making intention about the prescriptive rights of the public, but not those of the four ratepayers in Kenny Street.</p> <p>It would seem that no investigation of the TOB records to confirm or otherwise deal with the rights of the Kenny street owners has occurred, but the effort to prove the acquisition of public rights is now in progress by the TOB staff and that will probably require the same (but less extensive) research.</p> <p>It may be appropriate for the TOB to ascertain what records it does hold in readable (and readily accessible) as the issue of private rights over the ROWs in Bassendean has still some way to travel.</p> <p>An investigation now based on the current example could prove useful, and reduce stress for ratepayers, TOB staff and Councillors.</p>	

No	Comment	Summary and discussion of issues
	<p>Incomplete and hidden Advice</p> <p>Neither the petition issue nor the prescription issue was reported to the Council in the Agenda for the meeting, leaving no time for Councillors to seek advice.</p> <p>It is acknowledged that the Council ROW policy needs revision but the request for immediate approval did not contain the level of detail required to support action despite that acknowledgement.</p> <p>No advice on all the options available to the Council to remedy the (so far not specified and perhaps not yet identified) problems were included in the advice.</p> <p>The costs arising from each remedy were not specified.</p> <p>The level of removal of the ratepayers existing rights was not stated for each option. A simple purchase of the ROW was not considered, but that has occurred more frequently in recent years.</p> <p>The Agenda contained pages of legislative detail but did not specify which particular rule was relevant to the facts. The space taken could have been much more specific as to the problem, the legislation and options.</p> <p>If the Council was advised of the origin of the problem (the Carport to No 14 Kenny Street) it could have solved that problem with immediate effect based on the legal advice.</p> <p>In my opinion, much of the contents of Attachment 7 to the Agenda was superfluous and irrelevant to the primary problem.</p>	

No	Comment	Summary and discussion of issues
	<p>The advice in the Agenda is only directed at accomplishing the desires yet to be confirm expressed in the current incomplete ROW policy.</p> <p>That ROW policy should be put out for review and ratepayer input and then ROW endorsed by the Council.</p> <p>The reviewed policy should be simply written, complete and precise.</p> <p>Strategic Implications</p> <p>The strategic implications set out in the agenda do not fit the facts of the case for a variety of reasons.</p> <p>By contract law standards they would be judged as failing for certainty.</p> <p>I have not gone into detail as I believe the process so far is so tainted as to require a complete new start, those implications should be replaced by reasons applicable to the facts.</p> <p>R Code 5.3.5</p> <p>In response to the request by the owners of No 14 Kenny Street (No14) for approval to construct a carport accessed from the ROW the CEO, Peta Mabbs paraphrased R Code 5.3.5 to read:</p> <p style="padding-left: 40px;">"car parking spaces to be provided where available, from a right-of-way available for lawful use to access the relevant lot"</p> <p>The meaning of the word "lawful" has been argued in the courts and has been defined as;</p> <ol style="list-style-type: none"> 1. Permitted, something that can be done without infraction of the law; 	

No	Comment	Summary and discussion of issues
	<p>2. Something that is supported by the law; 3. A quality of being legally enforceable.</p> <p>The meaning of the word "legal" has been argued in the courts and has been defined as;</p> <ol style="list-style-type: none"> 1. Permitted, something that can be done without infraction of the law; 2. Something that is supported by the law; 3. A quality of being legally enforceable. <p>Prescriptive rights are supported by statute and once acquired are legally enforceable.</p> <p>They can be raised as a defence against trespass without having to be first added as a right attached to a certificate of title, in other words a court order does not create the right, continuous use does that.</p> <p>It is unconscionable conduct for the Council to refuse to conduct a search of its own records to ascertain if a ratepayer has more likely than not, to have acquired a right to use the ROW by prescription, when it has every intention of using the same legal principle for its own ends, in direct conflict with the rights of the ratepayers.</p> <p>It would be prudent to ask ratepayers to provide notice of his or her acquisition of such a claim so that the record search has a specified time period.</p> <p>The primary records would be a search of the set of aerial photos of Bassendean, which is a relatively quick and inexpensive process.</p> <p>The R Code is a set of subsidiary regulations comprised with a set of "rules" and an authority for planners to accept less than precise compliance based on discretionary "Deemed to Comply" provisions.</p>	

No	Comment	Summary and discussion of issues
	<p>The R Code merely requires the TOB to be satisfied that the right exists, it does not demand that satisfaction is only demonstrated by the product of a Certificate of Title endorsed with a Supreme Court Order to that effect.</p> <p>The application to build a carport at the rear of No 14 should be approved on the basis of a request by the owners in a letter giving details of how their prescriptive rights have arisen.</p> <p>Recommendation 1</p> <ol style="list-style-type: none"> 1. The owners of 14 Kenny Street should be asked to supply the TOB with a letter setting out how their rights to an easement by prescription to use the ROW has been acquired; and, 2. the TOB should search its records (including aerial photography) to see if there are any positive grounds in those records to support, or negative grounds (as distinct from the absence of any grounds at all) to support the rights listed. 3. The TOB should refer the results of their searches and if they concur, send the Applicants a letter agreeing that they have satisfied the condition requiring legal or lawful access;or. 4. Send the applicants a letter setting out all the shortcomings perceived in the acquisition of the rights to use the ROW, and give the applicants 30 days to supply (if they can) responses to the listed shortcomings. 5. If the shortcomings are not remedied then the application should be refused leaving open the normal appeal rights under the Planning laws 	

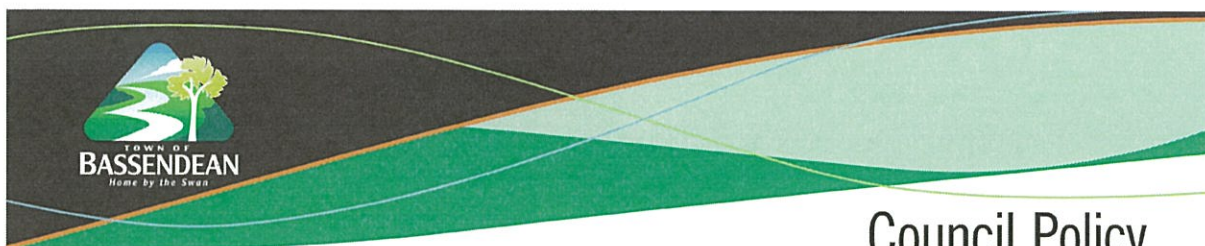
No	Comment	Summary and discussion of issues
	<p>Recommendation 2</p> <p>All action arising from recommendation 10.08 on 26/02/2019 should be ceased with immediate effect.</p> <p>Recommendation 3</p> <p>The Policy document on private right of ways should be reviewed, and rewritten for clarity, brevity and simplicity without loss of relevant detail.</p> <p>Recommendation 4</p> <p>The Customer Service Charter of the TOB has been largely irrelevant to the resolution of the problem emanating from the refusal to grant approval to erect a carport at the rear of No. 14 Kenny Street.</p> <p>With the hindsight of that experience could I assist any committee that is reviewing it at present, as I understand that it is currently under review.</p> <p>I also offer my assistance in the review of the ROW policy, and ask for a meeting with representatives of Council and the TOB staff to discuss how that assistance can be arranged.</p> <p>Further Engagement</p> <p>I remain ready to discuss any of the above with the appropriate Staff in the first instance, or staff and councillors or both, as deemed expedient.</p>	

No	Comment	Summary and discussion of issues
6	<p>I am writing to formally object to the Town of Bassendean (ToB) proposed plan to dedicate the Lane at the rear of our property, 24 Kenny Street as a Public Road, due to the following:</p> <ol style="list-style-type: none"> 1. We formally withdrew our support for the Petition making a request to the Minister of Lands to dedicate the lane as a Public Road on 2nd April 2019. It should also be noted that my husband did not sign the Petition due to lack of detail. 1.1. In the Petition, it stated that the ToB had advised the lane was not 'legally accessible' by us and many of the homeowners and businesses who use it. As a result, a carport application at 14 Kenny Street was being rejected. Subsequent to this, I approached Brian Reed and Cameron Hartley of the ToB who confirmed that the ToB's position is that we do not have legal access and that our garage should not have been approved. 1.2. We obtained Legal Advice stating that we do have legal rights regarding the lane as it has been a right of way for our property since 1903 and we have two independent witnesses who are willing to sign statutory declarations dating back to 1953. The ToB has no legal right to make us remove the approved Garage, therefore, the Petition should be withdrawn due to inaccuracies. 	<p>Objection to dedication of laneway as public road mainly due to process. The owner makes the point that access could be granted through the Prescription Act</p>

No	Comment	Summary and discussion of issues
	<p>2. The Ordinary Council Agenda 26/02/2019 item 10.8 states 'the right-of-way has a length of around 218m and is approximately 5.0m wide'. The section of the Lane adjacent to the Houses from 18 to 24 Kenny Street is only 3.5m wide and ends directly adjacent to our property.</p> <p>2.1. This section of the Lane does not go anywhere except to the residents from 18 to 24 Kenny Street properties and has a dead end adjacent to our property at 24 Kenny Street. No members of the Public have any reason to be in that section of the lane.</p> <p>2.2. If cars or other vehicles accidentally enter this private section of the lane, they have no way of turning around as it is only 3.5m wide. As it currently stands, we have four large dents on our Garage roller door and the retaining wall between our property and 20 Kenny St is regularly knocked over from members of the Public who drive up there and can't reverse properly to get out. If a car is parked in the lane, it is completely blocked from both directions.</p> <p>2.3. Widening the lane would be costly for the ToB as land from surrounding properties would need to be acquired, with existing structures needing to be removed from those properties for no benefit as no members of the Public have any reason to access this area. It is not appropriate to make it a Public Road as this will further encourage entry.</p>	

No	Comment	Summary and discussion of issues
	<p>We have previously disturbed members of the Public attempting to 'shortcut' to Kenny St by trespassing on our property after hurdling a 1.8m fence, their reasoning being that they didn't realise it was a dead-end private lane and they did not want to go back and walk around.</p> <p>3. We believe that this process needs to be halted immediately. If it is to be recommenced in the future, it should be presented with more appropriate options after proper consultation with affected residents and utilising better legal advice and procedures. The current proposal is completely unacceptable and unnecessary given the circumstances of the private Lane in question.</p>	

ATTACHMENT NO. 7



PARKLET POLICY – DRAFT

1.0 INTRODUCTION

A 'Parklet' is a small 'pocket' of public space. They are temporary, moveable structures, which are often located within parking bays, with the aim to provide publicly accessible seating and amenities for the community. Parklets aim to repurpose a part of a street to create places for people to meet, gather and relax. Parklets create welcoming public spaces that improve walkability and promote vibrancy, which directly benefits local businesses and the aesthetic appeal of an area.

The Town of Bassendean recognises the community value and business connection that creating Parklets can bring to the vibrancy of an area. By providing amenities such as additional seating and shade for customers and the community alike, a Parklet can help to promote 'the village feel' and is available for every member of the community to enjoy.

2.0 APPLICATION OF THIS POLICY

This policy shall apply to all Parklets within the Town of Bassendean 'Town Centre', either permanent or 'pop-up' in nature.

3.0 OBJECTIVES

The Town of Bassendean's objective for the Parklets Policy are as follows:

- Enhance walkability;
- Promote vibrancy within the Town Centre;
- Support local business;
- Encourage pedestrian activity; and
- Foster community interaction.

4.0 ATTRIBUTES OF AN ACCEPTABLE PARKLET

Whilst each Parklet will be assessed on its merits, the Town follows the below general principles when considering the application of a Parklet:

- The 'right' location
- Functional and inviting design

- Moveable on short notice
- Designed to be interesting and creative, but complimentary to the surrounding area
- Incorporates seating and landscaping
- Does not require alterations to infrastructure

5.0 DESIGN

The Town will use the following provisions to assess a Parklet application.

5.1 LOCATION CRITERIA

5.1.1	The Parklet would be located a minimum of 6m from a street corner (at least one car space).
5.1.3	Parklets are not to exceed 2 car parking bays in length or width.
5.1.4	Parklet would not be located within parking spaces/bays, which are designated for a taxi rank, bus stop, public transport, loading zone and/or accessible parking.
5.1.5	Parklets are located directly adjacent to the host business or community organisation venue/premises.
5.1.6	Parklet would not be located adjacent to, or on top of street signs, existing street furniture, manholes and/or inspection chambers.
5.1.7	The location of the Parklet will not interfere with the function, and/or negatively impact vehicle and pedestrian movements, sightlines at road junctions, vehicle crossovers etc.

5.2 DESIGN GUIDELINES

5.2.1	Parklet design is open and welcoming.
5.2.2	Access into the Parklet is safe, clear and readily accessible by all members of the community.
5.2.3	Parklet access point(s) are flush and level with the footpath/pavement.
5.2.4	Where necessary, the Parklet is stepped to follow the slope of the parking space.
5.2.5	Parklet incorporates plantings into the design.
5.2.6	The Parklet is complementary to the surrounding character of the area.

5.2.7	The design of the Parklet is interesting, complementary, creative, improves the quality of the public space, compatible with the established streetscape character and encourages use and interaction by the public.
5.2.8	Design of the Parklet incorporates permanent seating so when temporary seating is removed the Parklet remains usable.
5.2.9	Design incorporates interesting elements and articulation (avoiding large blank walls or panels).
5.2.10	Varying heights to create interest whilst maintaining visibility to vehicles and pedestrians (and not obscuring the shopfront adjacent to the Parklet).
5.2.11	Design shall not impair safe pedestrian or vehicle movements and shall not be constructed of materials that adversely impact sight for moving vehicles.
5.2.12	Vertical elements and pergolas to remain below 2.4m in height, and not exceed 10m ² in area, if seeking building code exemptions.
5.2.13	Parklet shall be of a design and construction that can be removed readily in the case of maintenance or emergency.
5.2.14	Parklet is free standing and does not require fixtures to an adjacent structure or building to remain upright or stable.
5.2.15	Materials to be locally sourced where possible.
5.2.16	Materials and finishes are high quality, weather resistant and durable.
5.2.17	Where recycled or repurposed materials are proposed to be used, materials are in good, stable and functional condition.
5.2.18	Design incorporates safe electricity connection if needed. No lighting is to be installed on or over the footpath.
5.2.19	Parklet has a name and identity – becomes a referrable destination for its users. Note: Parklets cannot incorporate business signage or advertising.

5.3 DESIGN – TECHNICAL GUIDELINES

5.3.1	Parklet design does not impede, require the alteration, removal or extension of any public service, landscaping, utilities, kerbing or civic infrastructure.
5.3.2	Overall structure will not exceed 2.4m in height.
5.3.3	Overall Parklet platform area does not exceed 10sqm ² , to avoid the need for a building permit.
5.3.4	Appropriate barriers between any car parking areas and the Parklet are to be provided. This can include things such as wheel stops, large planter boxes or bollards.
5.3.5	Parklet design will not negatively impede or divert the natural stormwater or overland flow of the site. Design will allow for stormwater to access drains without causing harm or hazard to the property or adjoining properties.
5.3.6	Parklet is designed to accommodate the natural gradient of the land.
5.3.7	Parklet can be dismantled or removed within 24hrs, for maintenance or remedial works.
5.3.8	Parklet design has structural certification from a suitably qualified engineer.
5.3.9	Traffic management plan to be submitted with the applicant/prior to commencement of works (where required by the Council). The traffic management plan should detail any traffic management required as part of the construction of the Parklet.
5.3.10	No advertising signage is to be incorporated into the design.
5.3.11	The design of the Parklet will not interfere with the function and/or negatively impact on vehicle and pedestrian movements, sightlines at road junctions, vehicle crossovers etc.
5.3.12	A safety audit will be submitted with the application/prior to commencement of works (where required by the Council).
5.3.13	Parklet flooring has no slip or anti slip finish.
5.3.14	The Parklet should be visually permeable above 1m to allow for visibility of shop fronts and ensure the safety of vehicle and pedestrian movements.

6.0 PUBLIC LIABILITY INSURANCE

As Parklets are for the community benefit, acting as open spaces available to any member of the public, an applicant will be required to provide a copy of a certificate of public liability to the value of \$20,000,000.00 (twenty million dollars) to the Town prior to the Parklet Permit being issued.

7.0 COMMUNITY AND NEIGHBOUR SUPPORT

Letters of support from neighbouring businesses, property owners and Town Teams will greatly benefit your application at this stage. These could include but are not limited to:

- Letter(s) of support from the adjacent property owners (the more the better); and
- Letter of support from the local Town Team (i.e. Old Perth Road Collective).

8.0 HOST RESPONSIBILITIES

Hosting a parklet can bring its host a number of benefits; however, hosting a parklet also comes with responsibility. Once approval is received to host a parklet, hosts will be required to keep their parklets clean, keep their plants alive and encourage public use.

All costs associated with the construction (including alterations to civil infrastructure), maintenance (including the greenery) and removal of a hosted parklet must be borne by its proponent.

The parklet host should keep in mind the four criteria below:

Keep it Clean

The parklet host will be required to ensure that the parklet is kept clean of litter, graffiti and grime. Parklet surfaces and platforms should be cleaned by hose down or sweeping on an as needed basis.

Keep it Green

Plantings in the parklet must be kept in good health, including watering, weeding and trimming where necessary.

Keep it safe

Where mobile and movable items are furnished within the parklet, these moveable items are to be either locked down or secured of an evening, when parklet host is closed for business or operation, or during inclement weather.

Keep it Non-Smoking

Hosted parklets are a public space. Smoking and consumption of alcohol within unlicensed parklets, is not permitted and the host has a duty of care to prevent these activities.

9.0 POP UP PARKLETS

This policy considers that temporary Parklets, which are defined as being in place for less than 48 hours, or a longer period as agreed by the Town, and are in association with an approved event authorised by the Town will be exempt from requiring approval under this policy.

10.0 LENGTH OF APPROVAL

Unless otherwise varied by the Town, the length of validity of approval to host a Parklet is 12 months.

When this time is nearing expiration, an applicant is to reapply to host the Parklet for an additional 12-month term.

11.0 REMOVAL OF PARKLET

The Town reserves the right to request the removal of a Parklet, should the need arise. For example, if road works or infrastructure works are earmarked in the area for the Parklet.

12.0 LEGISLATIVE RELATIONSHIP

Section 2.7.(2) (b) of the Local Government Act 1995 gives Council the power to determine its policies.

Section 3.5 of the Local Government Act 1995 gives Council the power to make Local Laws.

The Town of Bassendean Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010, gives the Town the power to issue a permit for activities within thoroughfares.

13.0 APPLICATION REQUIREMENTS AND PROCESS

13.1 APPLICATION REQUIREMENTS

Any application for a Parklet is to include the following at a minimum, lodged to the Town prior to the installation of any Parklet:

- Application form;
- Payment of applicable Parklet application fee;
- Site plan;
- Photographs of site;
- Structural engineering sign off for the Parklet; and
- Copy of Public Liability insurance.

13.2 PROCESS

Step 1. Meet with Town of Bassendean officers on site	Step 2. Determine if your site is suitable for a Parklet	Step 3. Get support from business, property owners and community groups	Step 4. Design your Parklet	Step 5. Prepare application documents	Step 6. Submit application and pay fee	Step 7. Consultation (undertaken by the Town)
Step 8. If application approved – sign agreement with the Town	Step 9. Provide structural engineer certification for Parklet design	Step 10. Permit issued with signed agreement	Step 11. Construct and install Parklet	Step 12. Enjoy Parklet	Step 13. Maintain Parklet	Step 14. Renew permit before permit lapses.

14.0 ADMINISTRATION OF THIS POLICY

The Chief Executive Officer has delegated authority to approve Parklets that comply with the provisions of this Policy, as well as the power to on-delegate this authority to the Director Community Planning.

Policy Type: Council Policy	Policy Owner: CEO
Link to Strategic Community Plan: Economic Wellbeing and Prosperity	Adopted: OCM –
	Last Review Date: August 2019
	Version: 1
	Next Review due by: 2021



Application to host a Parklet

APPLICANT INFORMATION

Proposed Parklet Address	
Nearest intersection	
Business Name	
Postal Address	
Contact Name 1	
Contact Phone 1	
Email Address 1	
Contact Name 2	
Contact Phone 2	
Email Address 2	

DESIGNER INFORMATION

Designer Name	
Company Name	
Phone	
Email	
Other	

ANTICIPATED TIMELINE

How long do you think it will take to submit a detailed design?	
When would you like to have the Parklet installed?	

ADDITIONAL REPORT

ORDINARY COUNCIL AGENDA 25 JUNE 2019

10.23 Approval of Pop-up Parklet and Development of Parklet Policy (Ref: Greg Neri, Manager Youth Services)

APPLICATION

The purpose of this report is to seek Council approval to authorise the Old Perth Road Collective (Town Team) to set up temporary parklet equipment in parking bays within the Town Centre precinct. The report also seeks authority to develop a policy which supports all future temporary and semi-permanent parklet initiatives.

BACKGROUND

In 2013, the Town launched the successful Renew Old Perth Road place activation program. The program was concentrated on the western end of Old Perth Road, between the intersection with Guildford Road and Wilson Street.

Through this program, the Town encouraged local business owners to actively look beyond the walls of their business, to collaborate with neighbouring businesses, take an interest in the street area in front of their businesses.

This is achieved by empowering community members to become fully engaged in the precinct and take on responsibility for how the area looks and feels. A shared approach is advocated where the increased responsibility taken by traders is reflected by Council demonstrating greater trust in them and showing a willingness to support and promote their activities.

Parklets offer creative solutions related to the physical space, which provide simple but effective 'lingering nodes' that may enhance the appeal and amenity of Old Perth Road. These cause pedestrians and passers-by to slow down increasing the activity on the street which leads to increased foot-traffic and vibrancy, improving retail and viability and place activation.

Parklets have been installed in a number of retail precincts across Perth, including East Victoria Park, Leederville, Mt Hawthorn and Mt Lawley. Although absorbing a parking bay, the retailers are overwhelmingly supportive of them as they attract pedestrians and strengthen the viability of all the local businesses.

The equipment proposed would consist of; artificial turf, some small benches, stackable chairs, umbrella and pedestal outdoor heater.

Town officers supporting the OPRC via the Vibrancy Project have consulted Environmental Health, Engineering, Planning and the Local Government Insurance Scheme (LGIS). The OPRC has secured their own public liability insurance for this and other initiatives.

The OPRC has expressed considerable enthusiasm from their members about the proposal and it forms the basis of their first significant project since the group formed.

The proposal provides Council with an opportunity to demonstrate its 'new way of working', whereby Officers work collaboratively to provide ratepayers with timely advice and decisions which meet the community's expectations.

The proposal provides a catalyst for the Town to develop future policy/guidelines relating to future parklet implementation, as there are signals that there may be future interest in these types of proposals.

STATUTORY REQUIREMENTS

The Local Government Act 1995.

FINANCIAL CONSIDERATIONS

There are no financial implications for the Town.

OFFICER RECOMMENDATION – ITEM 10.23

That Council:

1. Authorises Officers to grant permission for a 'pop-up' parklet at various locations within the Town Centre precinct, managed by the OPRC; and
2. Instructs Officers to develop a policy/guideline for parklets to be presented to Council within 3 months.

Voting Requirement: Simple majority

At the April 2016 OCM, Council resolved to;

Authorise officers issue a permit for a parklet to be constructed in front of 25 Old Perth Road, Bassendean, for a trial period of six-months.

COMMUNICATION AND ENGAGEMENT

Council Officers have worked closely with Committee members of the Old Perth Road Collective (OPRC) in order to assess and address any health, safety, engineering or insurance considerations.

STRATEGIC IMPLICATIONS

Parklets reflect intentions and objectives under the Strategic Community Plan 2017-2027.

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
1.1 Build a sense of place and belonging	1.1.1 Facilitate engagement and empowerment of local communities 1.1.2 Activate neighbourhood spaces to facilitate community gathering	Community / Stakeholder Satisfaction Survey (Engagement and Participation)
4.1 Build economic capacity	4.1.1 Encourage and attract new investment and increase capacity for local employment 4.1.2 Plan for and build capacity for Commercial and Industrial Activities	Economic and Commercial Activity New businesses granted development approval by the Town
4.2 Facilitate local business retention and growth	4.2.2 Continue the activation of Bassendean Town Centre 4.2.3 Enhance economic activity in neighbourhood centres	Number of local businesses Community / Stakeholder Satisfaction Survey

COMMENT

The Old Perth Road Collective has proposed a project whereby 'pop-up' parklet equipment is set out within a parking bay within the Town Centre Precinct. An adjacent 'partner' business would be responsible for the set out of the equipment each morning, and for it to be packed away within their store each evening. The OPRC would be responsible for managing this arrangement with local businesses.