

ATTACHMENTS

BRIEFING SESSION AGENDA

15 JUNE 2021

Attachment No. 1

Proposal from MiLi Markets

Attachment No. 2

Cork and Bottle - 77-83 Old Perth Road

Development Plans

Photo of development

Attachment No. 3

31 Ashfield Parade - Development Plans

Attachment No. 4

TPO nomination and photograph

Officer photographs of tree

Attachment No. 5

Bassendean Oval Parking Restrictions

Schedule of Submissions

Map of proposed restrictions

Devon Road Schedule of Submissions

Submission 13

Attachment No. 6

122 Hamilton Street - Plan of Subdivision

Attachment No. 7

Existing Council Policy 5.5 – Disused Vehicle Policy

Draft amended Council Policy – Disused Materials

Attachment No. 8

Council Policy 5.22 – Reserve Sponsorship Signage

Attachment No. 9

LPP No. 16 – Control of Advertisements Under the Local Planning Scheme No. 10

Draft LPP No. 16 – Advertising and Signage

Attachment No. 10

Policy 6.28 – Amended Recovery of Rates and Service Charges

Attachment No. 11

Behaviour Complaints Policy – Code of Conduct Council Members, Committee Members and Candidates.

Attachment No. 12

Draft Delegation of Authority to Complaints Committee

Attachment No. 13

Festive Season Office (Administration) Closure Policy

ATTACHMENT NO. 1

MILI MARKETS & EVENTS



Submission to Town of Bassendean Council

To whom it may concern

We would like to continue to run the Bassendean Food Truck Fortnights (<https://www.facebook.com/events/278944217263557>) which we have run twice to date.

We run them at Ashfield Reserve every second Thursday evening from 4.30pm to 7.30pm. We situate the trucks near the Ashfield play-space, on the asphalted road that runs between the 2 ovals.

We market the events heavily using social media and also post in several of the local Facebook groups specific to Bassendean.

We are aware that there are food venues operating on Colstoun Street, however we make sure that we don't have a pizza vendor as there is a pizza store near the IGA and apart from that there is a lunch bar which we have ascertained closes at 2.30pm, so our event has no impact on their trade.

We have a Public Liability Insurance policy of \$20 million, and take risk management very seriously. We close the gates to the area with the food trucks so that there is no vehicle movement during the event, and only remove the food trucks once the visitors have left. All our vendors secure their generators and power cables well away from the public.

We ran a survey for attendees after the May 20 event and will include the results as images in this document.

Page 1: Satisfaction survey

Q1

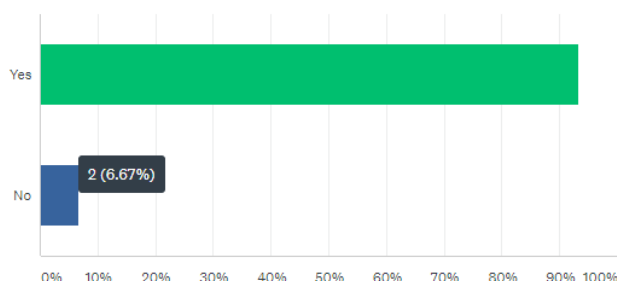


Customize

Save as ▼

Did you enjoy the Bassendean food truck event at Ashfield reserve?

Answered: 30 Skipped: 0



ANSWER CHOICES

RESPONSES



▼ Yes

93.33%

28

▼ No

6.67%

2

TOTAL

30

Q2

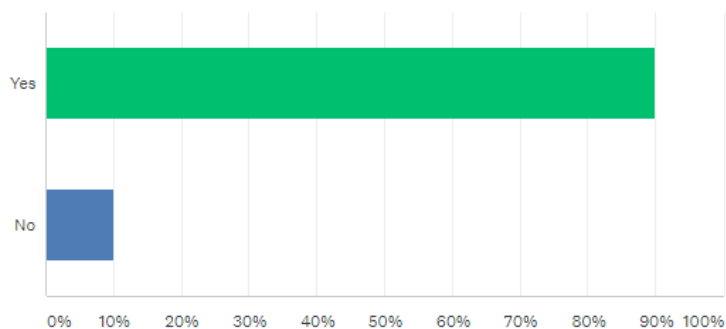


Customize

Save as ▼

Would you return for a future visit?

Answered: 30 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	90.00% 27
No	10.00% 3
TOTAL	30

Q3



Save as ▼

What did you think of the children's entertainment options?

Answered: 23 Skipped: 7

RESPONSES (23)

WORD CLOUD

TAGS (0)



Sentiments: OFF



Filter: by tag ▼

Search responses



Showing 23 responses



Great!

5/22/2021 4:27 PM

[View respondent's answers](#)[Add tags ▼](#)

Don't have kids so didn't notice

5/22/2021 11:58 AM

[View respondent's answers](#)[Add tags ▼](#)

Train and bouncy castle, was being used 👍

5/21/2021 8:56 PM

[View respondent's answers](#)[Add tags ▼](#)

Great

5/21/2021 8:55 PM

[View respondent's answers](#)[Add tags ▼](#)

Q4

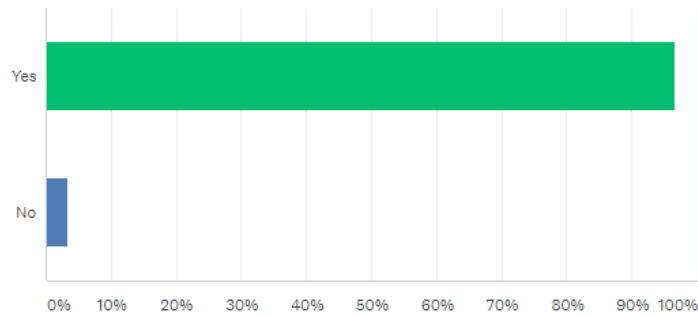


Customize

Save as ▼

Do you think this event is positive for the area?

Answered: 30 Skipped: 0



ANSWER CHOICES ▼

RESPONSES ▼

▼ Yes

96.67%

29

▼ No

3.33%

1

TOTAL**30**

Q5

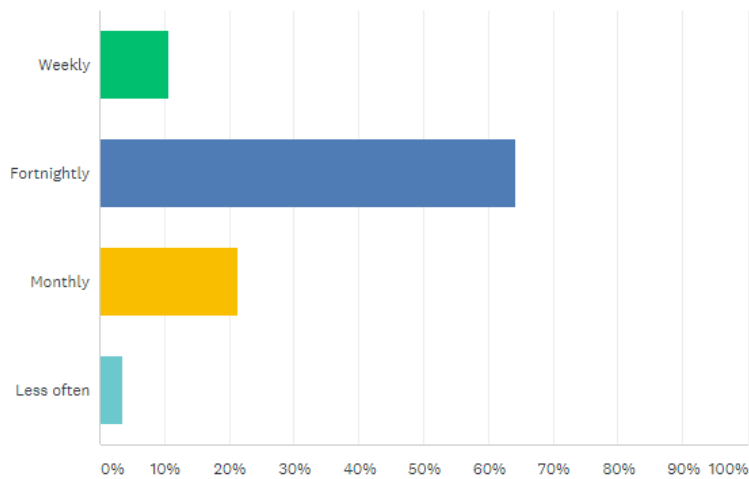


Customize

Save as ▼

How often would you like this to run?

Answered: 28 Skipped: 2



ANSWER CHOICES ▼

RESPONSES ▼

▼ Weekly

10.71%

3

▼ Fortnightly

64.29%

18

▼ Monthly

21.43%

6

▼ Less often

3.57%

1

TOTAL**28**

Q6



Save as ▼

Is there anything else you'd like to see at the Bassendean Food Trucks?

Answered: 16 Skipped: 14

RESPONSES (16)

WORD CLOUD

TAGS (0)



Sentiments: OFF



Filter: by tag ▼

Search responses



Showing 16 responses



In my previous suburb we had festoon lights which really gave it atmosphere that I felt was lacking at Ashfield food trucks. They Also a small stage and live music which was great. All the kids got up and danced!

5/22/2021 4:27 PM

[View respondent's answers](#)[Add tags ▼](#)

I enjoyed the variety. Perhaps normal burgers or Thai.

5/22/2021 11:58 AM

[View respondent's answers](#)[Add tags ▼](#)

Lot more trucks!

5/21/2021 8:56 PM

[View respondent's answers](#)[Add tags ▼](#)

Seating and lighting

5/21/2021 5:53 PM

[View respondent's answers](#)[Add tags ▼](#)

Q7



Save as ▼

Any other feedback you'd like to give?

Answered: 16 Skipped: 14

RESPONSES (16)

WORD CLOUD

TAGS (0)



Sentiments: OFF



Filter: by tag ▼

Search responses



Showing 16 responses



Have tried three different so far and all fantastic. Can't wait for next time. I think better signage would be good as many still don't know when on (weekly would also help this 🤔)

5/22/2021 11:58 AM

[View respondent's answers](#)[Add tags ▼](#)

Tried food from 4 trucks which ranged from excellent to oh dear. This is why you need more trucks. Inglewood food markets have certainly got many options and the food still varies in standard. I do think it was a fabulous effort that can only get better. Well done to all.

5/21/2021 8:56 PM

[View respondent's answers](#)[Add tags ▼](#)

We look forward to it!

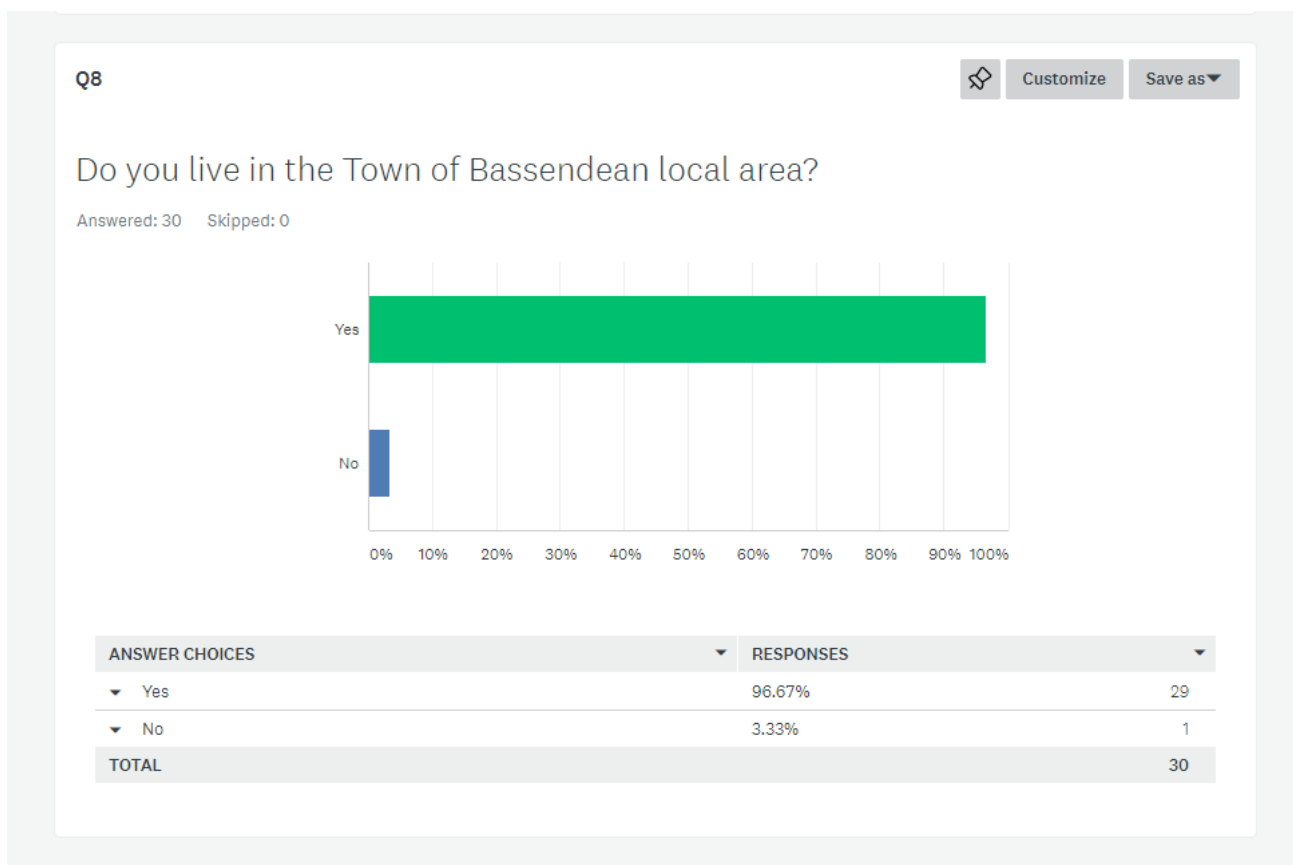
5/21/2021 7:40 PM

[View respondent's answers](#)[Add tags ▼](#)

Think you need more advertising, so many people in area don't know about it

5/21/2021 6:26 PM

[View respondent's answers](#)[Add tags ▼](#)



As you can see 96% of the respondents believe the event is positive for the area, and most would attend again. We have had no negative responses, and no anti-social behaviour at the events.

We self-fund these events and require no funding from local government. We pay to hire the location which offsets the use of the toilets and any lighting.

All of our trucks are single-use plastic free, and where possible use wooden or paper serving plates and utensils. We tidy up all rubbish into the 2 bins supplied near the toilets and have found that a local citizen comes and collects cans and bottles from the bins for recycling.

We really enjoy activating the area on a weeknight, something which would not otherwise be happening. We supply free or low-cost kids rides and entertainment, such as a bouncy castle, baby animal farm and a ride-on train, all of which keep the kids very happy. The location beside the playground is also very advantageous.

We have cheery music playing and supply tables and chairs for people to sit and enjoy a meal together, we also encourage families to bring a picnic blanket, and even the family dog. The sense of community is visible when you see family groups meeting up, and people greeting acquaintances.

We sincerely hope you will approve the running of these events beyond the final office-approved date of 1 July 2021.

Thanks for your time.

Lisa Malynn and Michelle Thompson

MiLi Markets and Events

www.milimarkets.com

Please see some event images below:





ATTACHMENT NO. 2



Current Street View

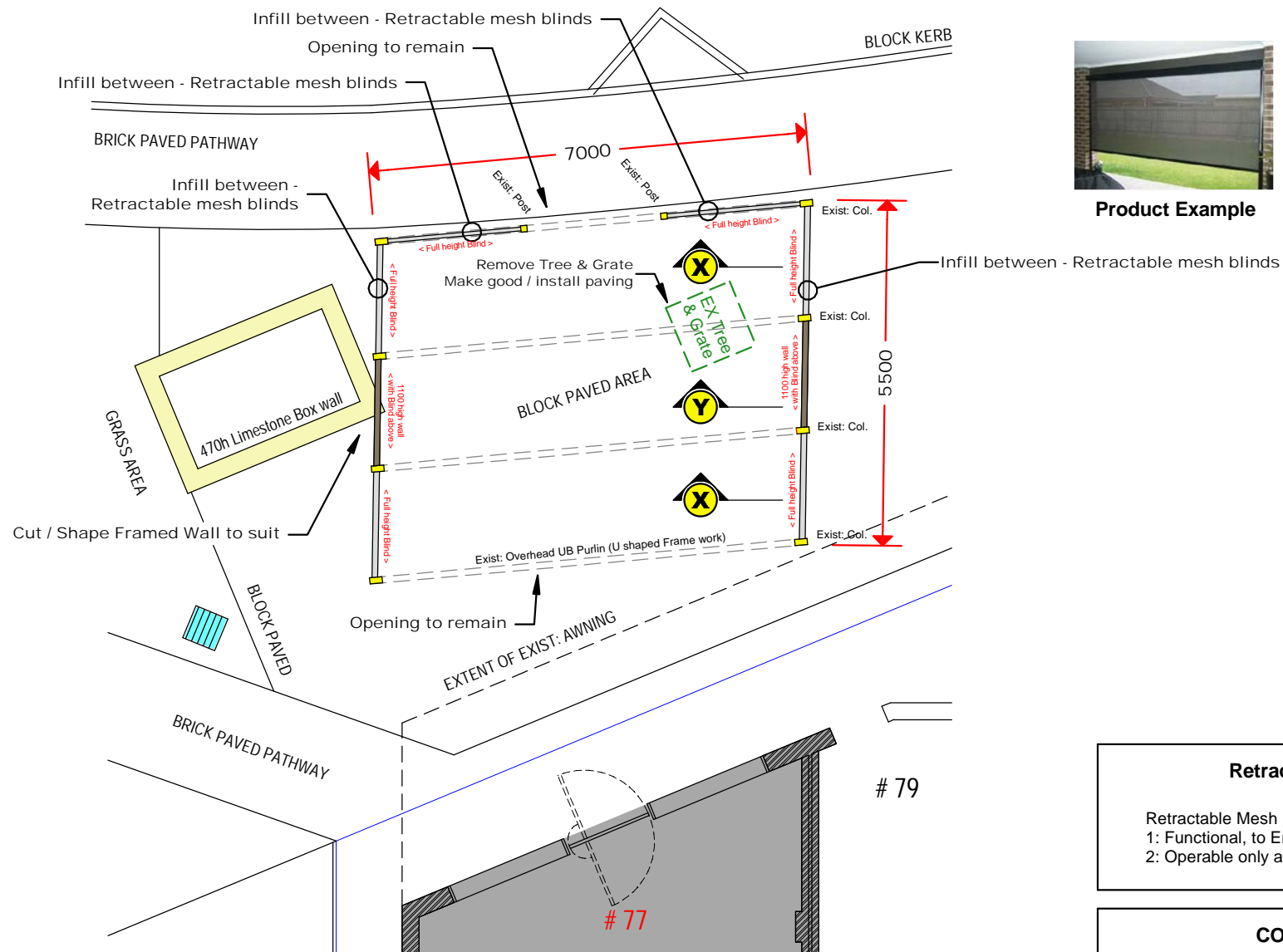
Proposed:
ALFRESCO ROOF COVER

Location:
77 - 83 OLD PERTH ROAD
BASSENDEN

DATE: 23/05/21
Revision: 4

Proposed: ALFRESCO ROOF COVER	Location: 77 - 83 OLD PERTH ROAD BASSENDEN	SHEET SIZE: A3	DATE: 23/05/21 Revision: 4	P1 of 6
------------------------------------------------	-----------------------------------------------------------------------	----------------	-------------------------------	---------

OLD PERTH ROAD



PROPOSED WALL INFILL

PLAN VIEW

Scale 1:100



Remove Tree & Grate
Make good / install paving



Location of T.O.B Stormwater System.
(Grate at surface)
Connect Rwp to Council Stormwater System

Site Photos for Reference



Product Example

Retractable Mesh Blinds

Retractable Mesh Blinds to be
1: Functional, to Enclose or Open the Alfresco Area.
2: Operable only as per "Alfresco Permit Guidelines".

COLOUR SCHEME

Insulated Roof Panels - Colorbond White
(Applicable to Roof profile and Ceiling)

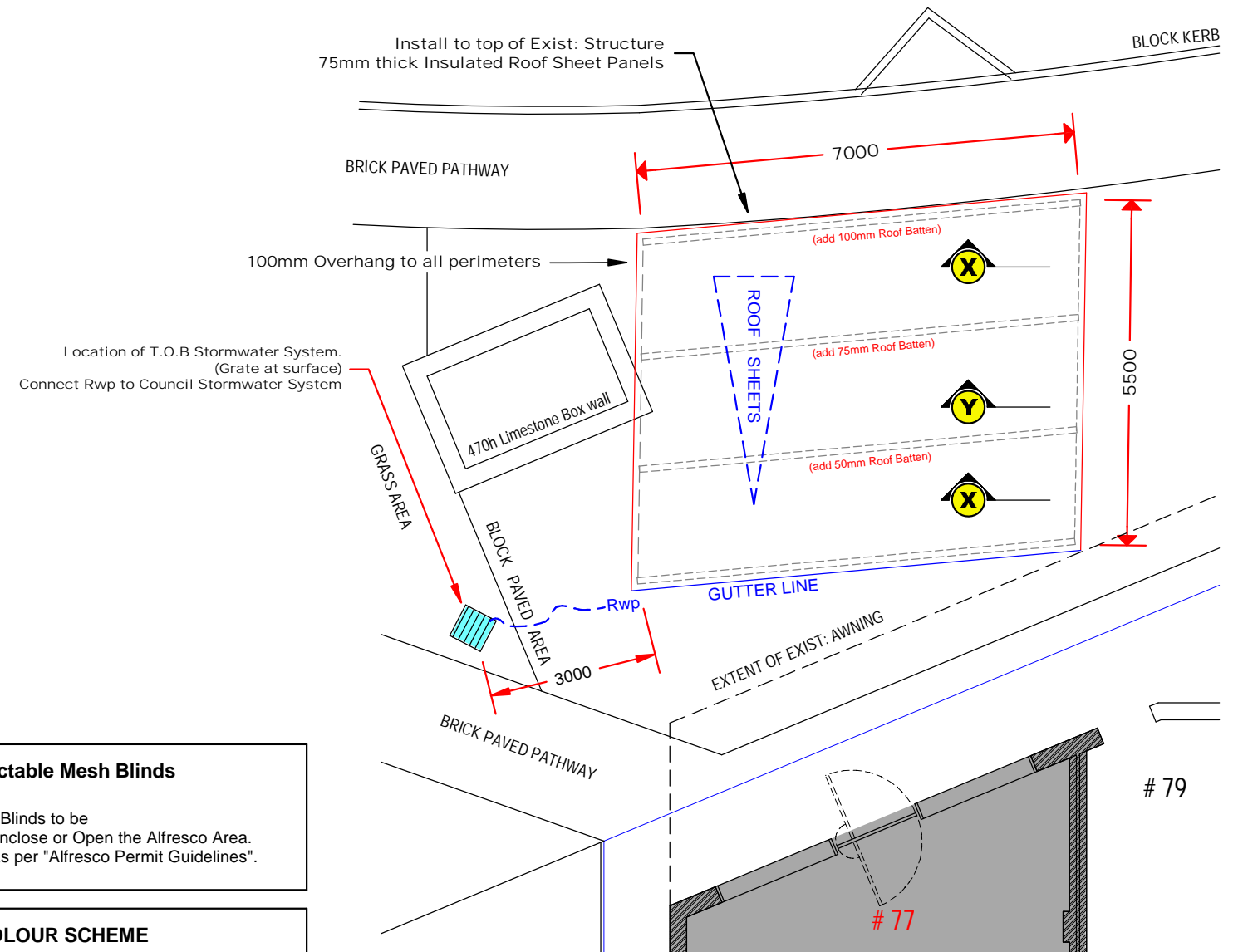
Gutter & Flashings - Colorbond White

Retractable Mesh Blinds:
Mesh Blinds - Charcoal
Mesh Blind framing - Colorbond Charcoal
Colorbond cover above - Colorbond Charcoal

Framed Wall Lining:
Custom orb - Vertical Direction - Zinculume

EXISTING STRUCTURE - To remain as current scheme

OLD PERTH ROAD



PROPOSED ROOF PANELS

PLAN VIEW

Scale 1:100



Proposed:

ALFRESCO ROOF COVER

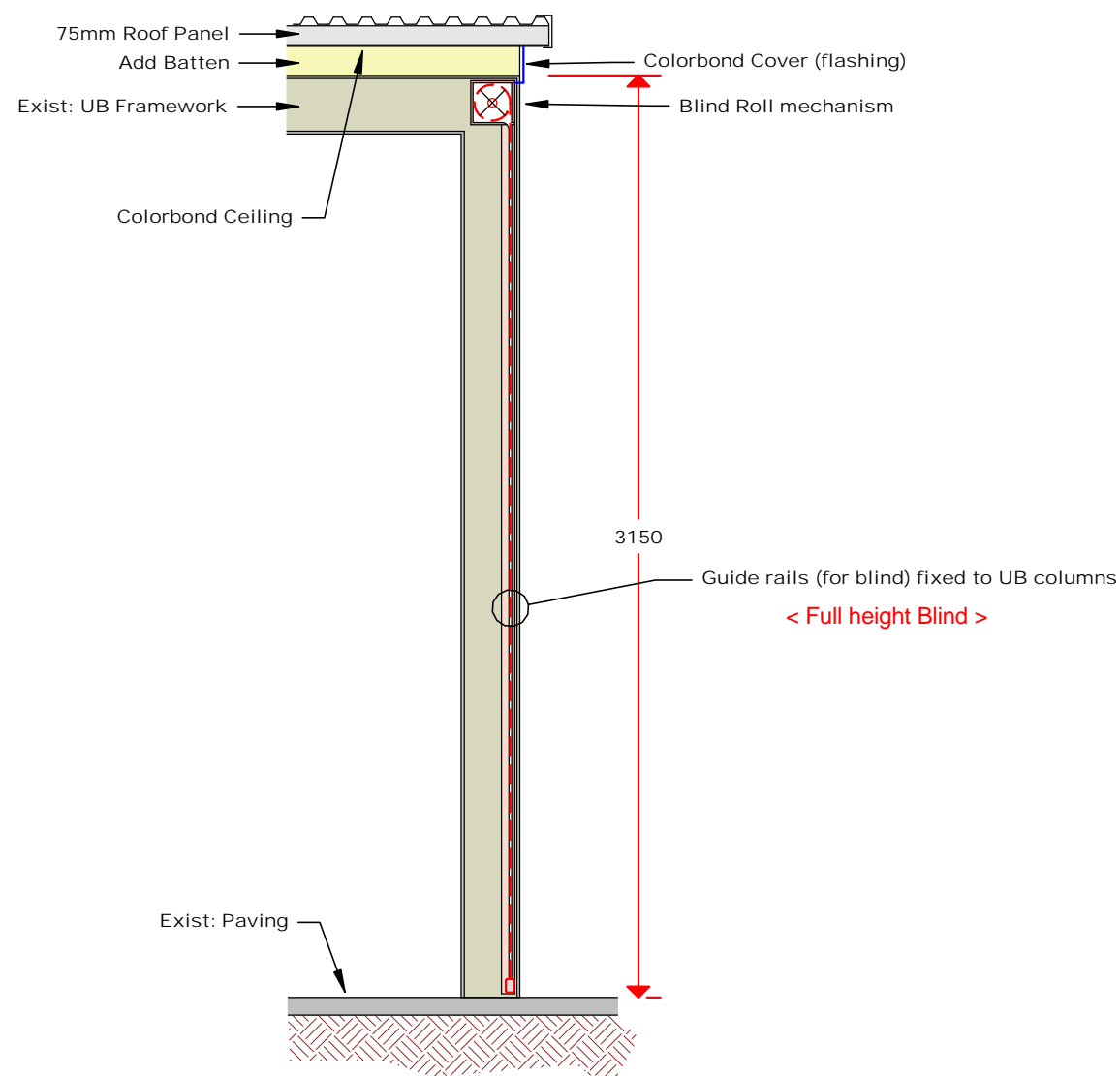
Location:

77 - 83 OLD PERTH ROAD
BASSENDEAN

SHEET SIZE: A3

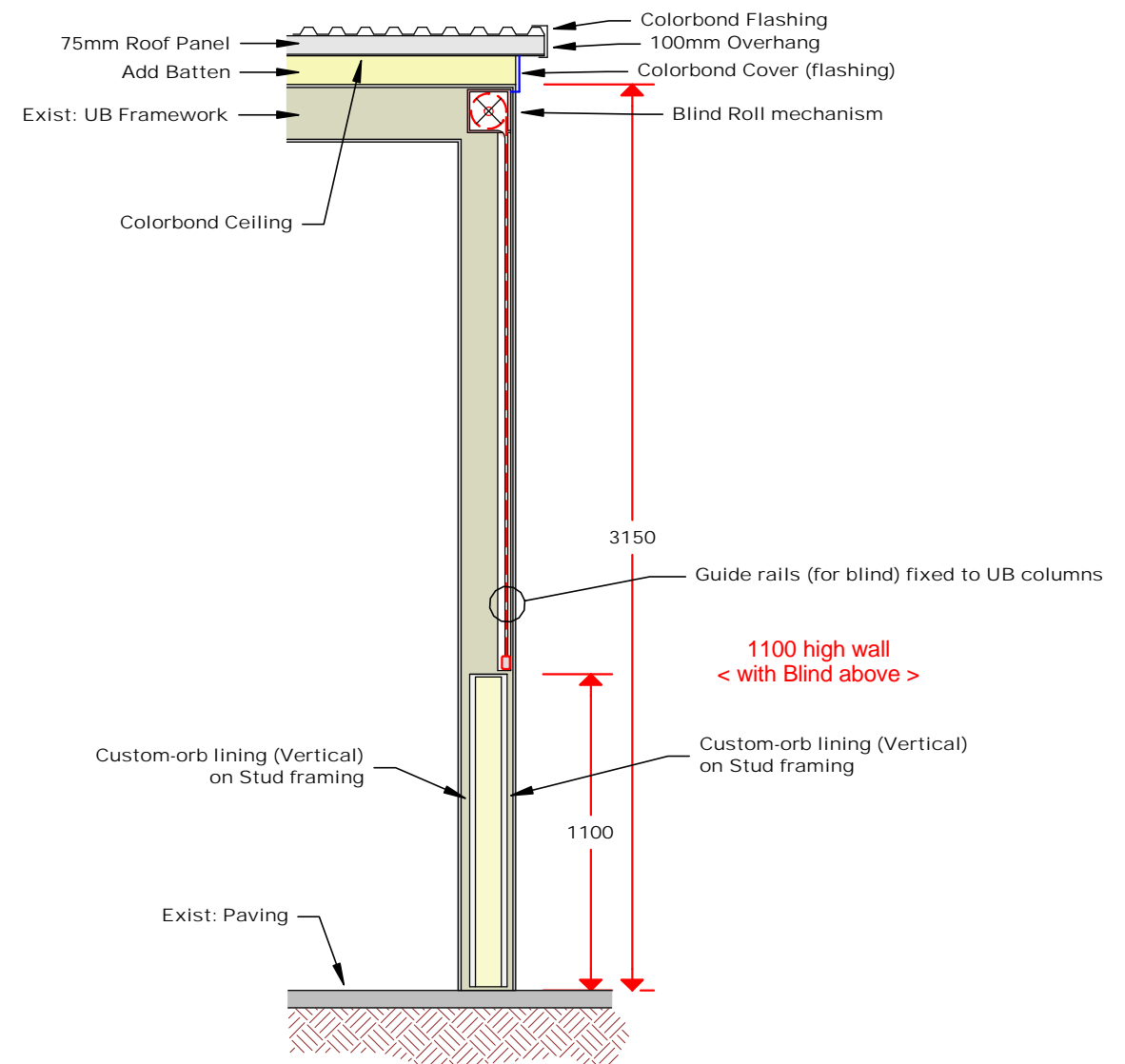
DATE: 23/05/21
Revision: 4

P3 of 6



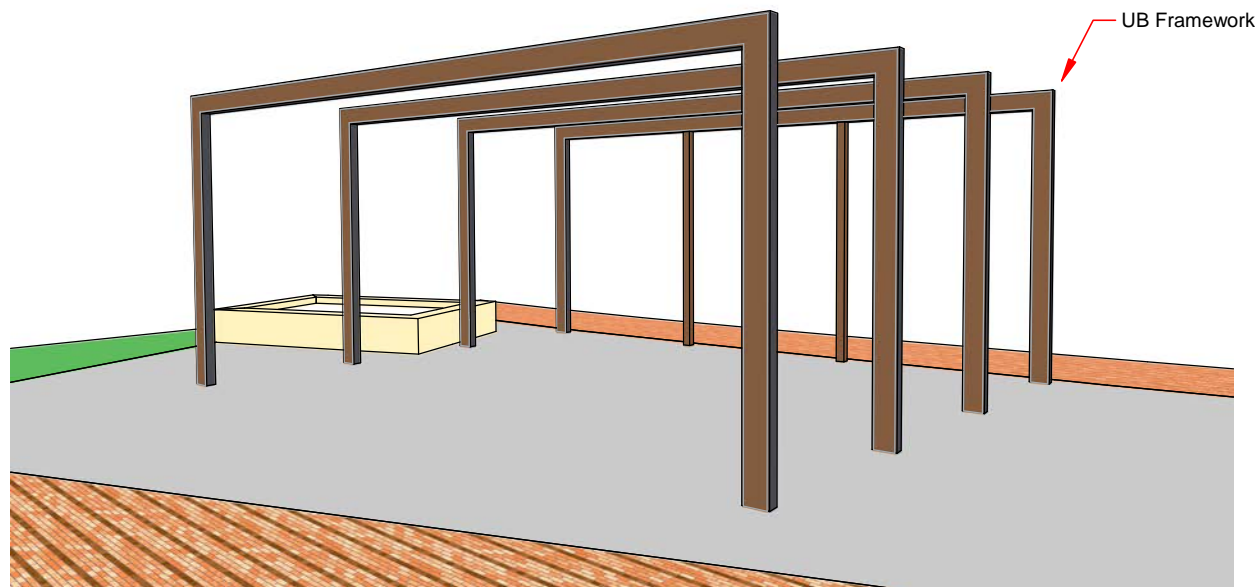
SECTION THRU X:X

Scale 1:25

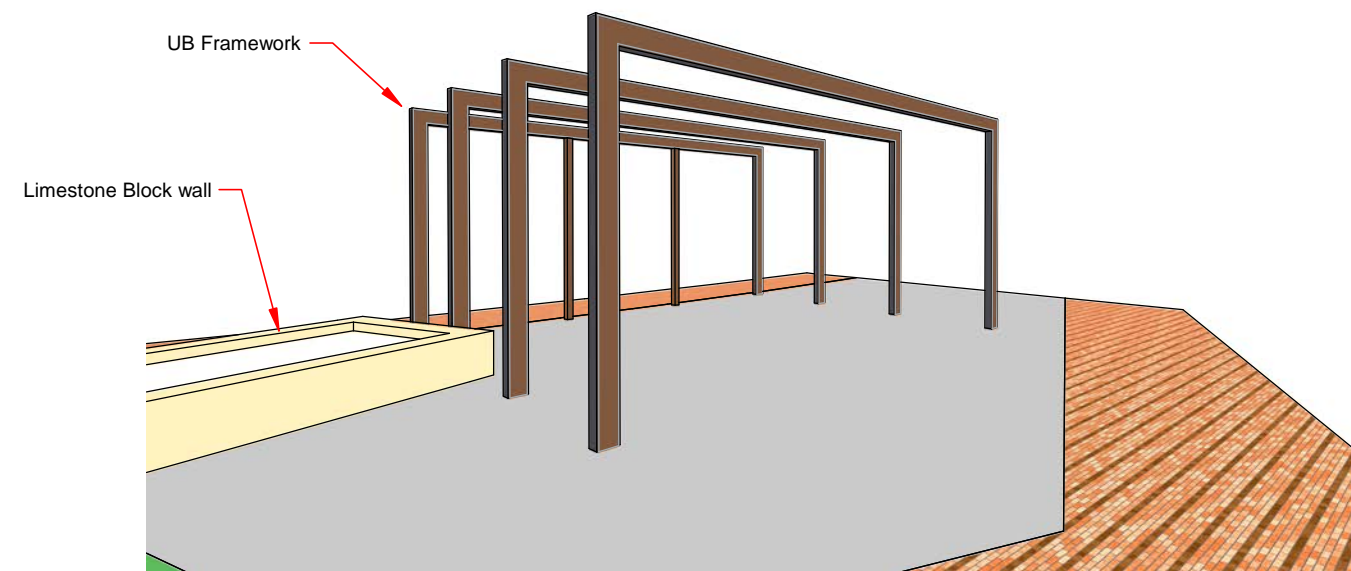


SECTION THRU Y:Y

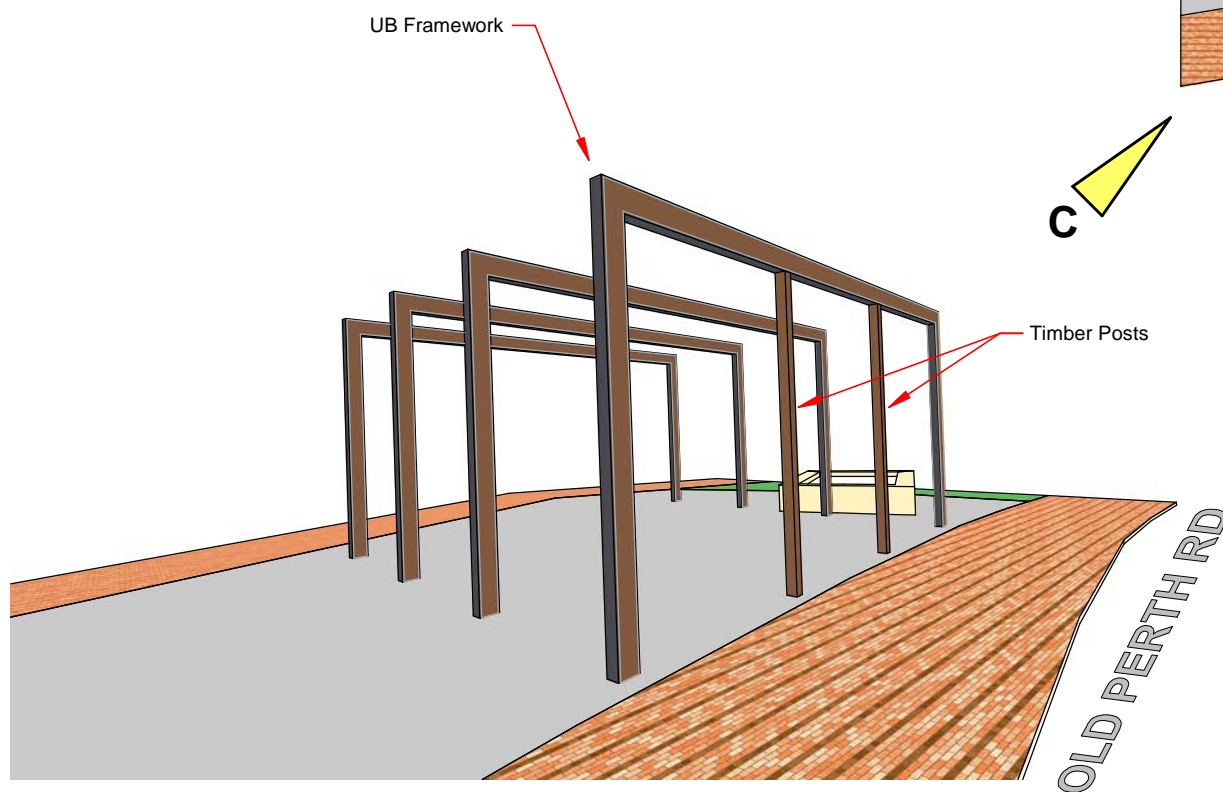
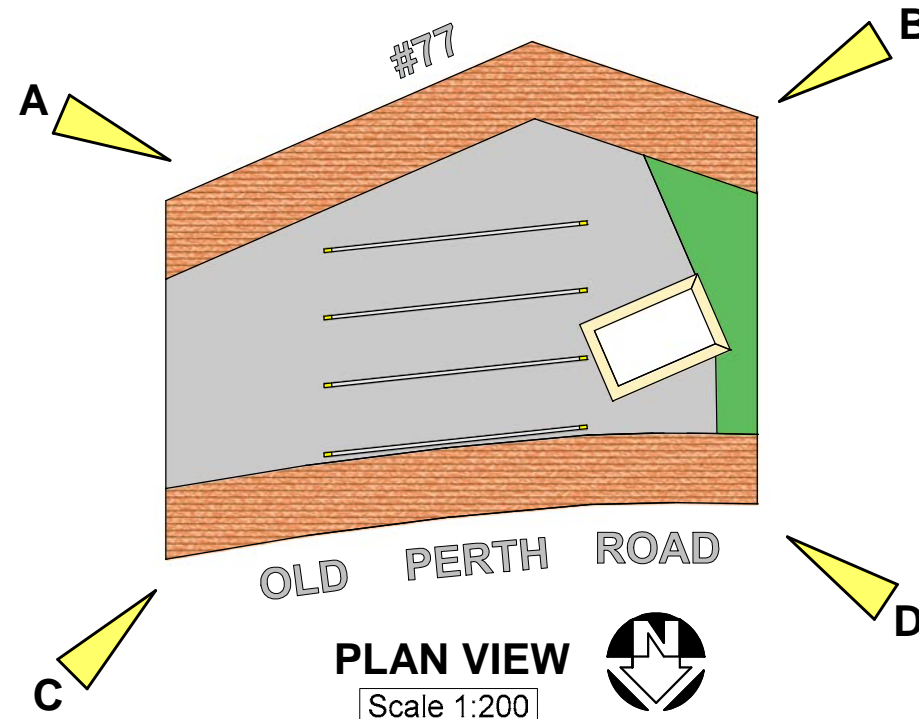
Scale 1:25



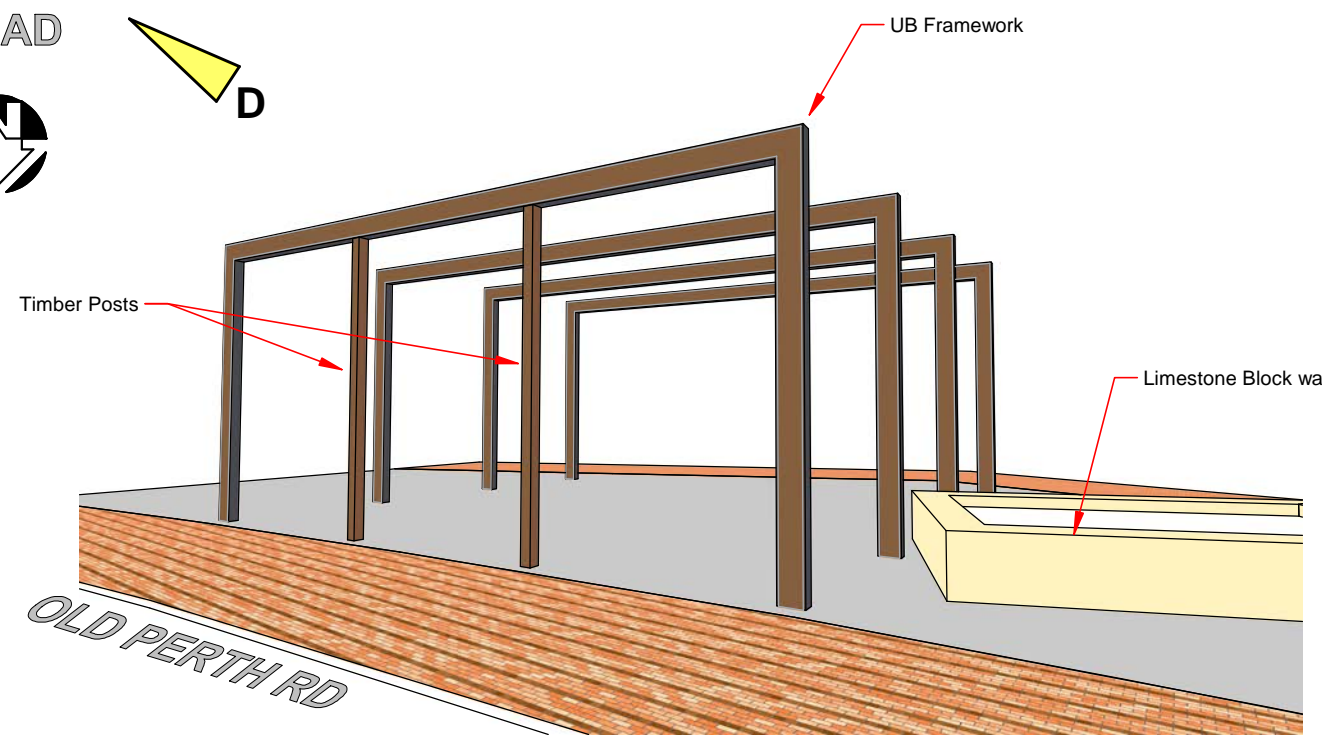
VIEW: A - From #77



VIEW: B - From #77



VIEW: C - From Road



VIEW: D - From Road

EXISTING STRUCTURE

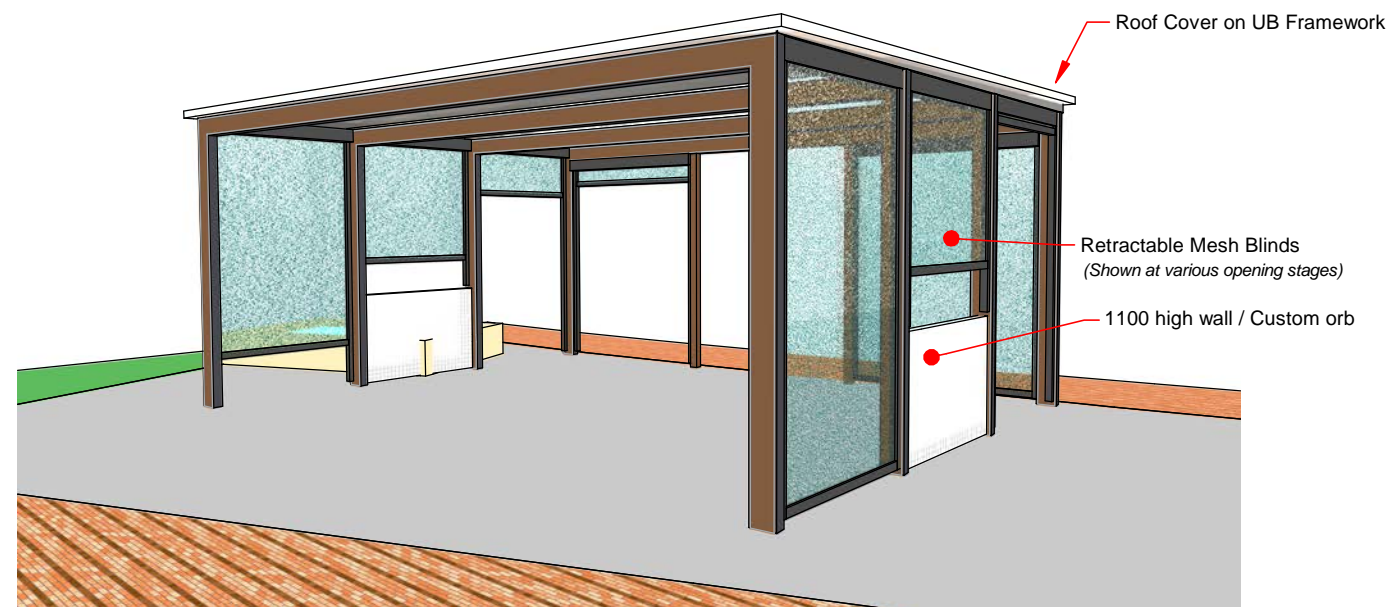
Proposed:
ALFRESCO ROOF COVER

Location:
77 - 83 OLD PERTH ROAD
BASSENDEAN

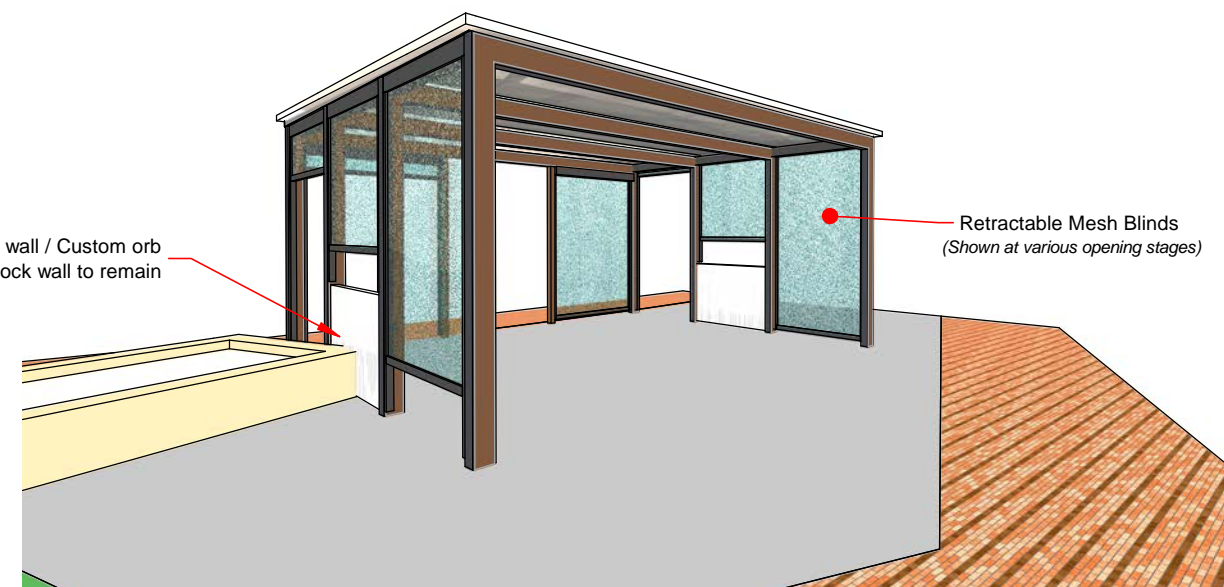
SHEET SIZE: A3

DATE: 23/05/21
Revision: 4

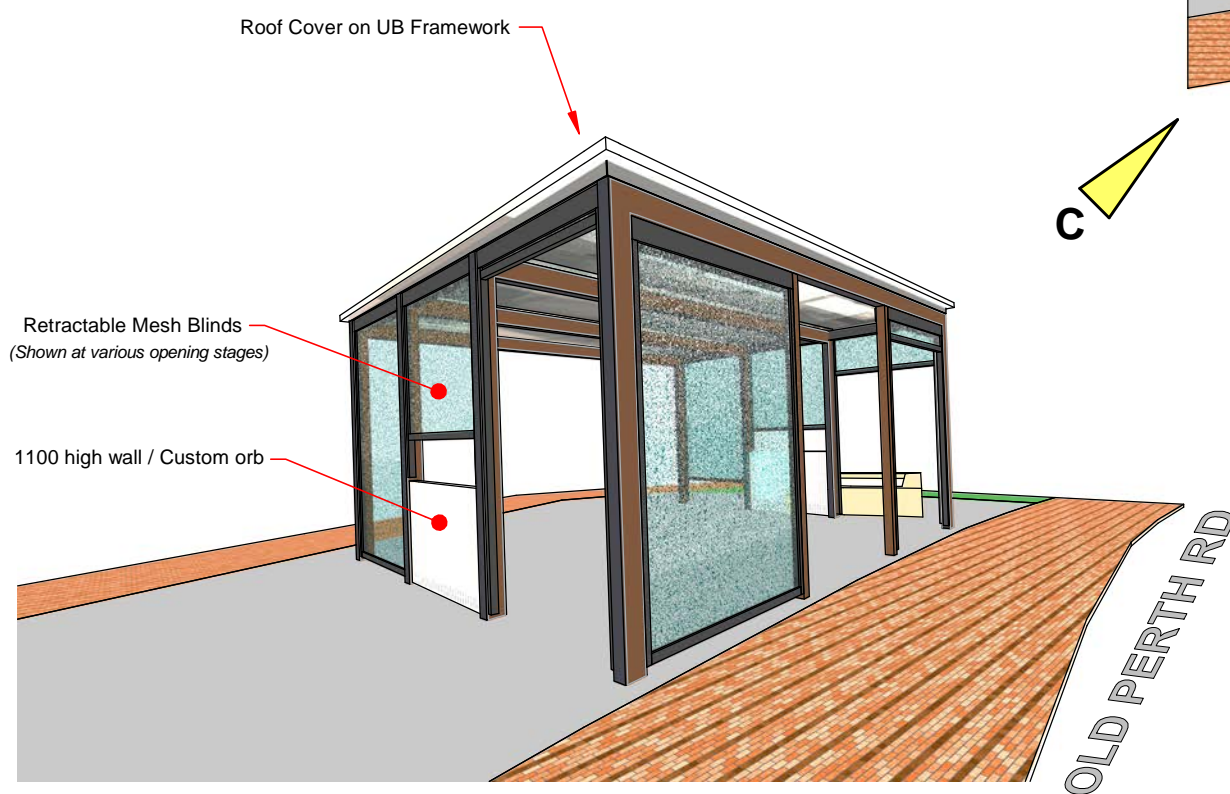
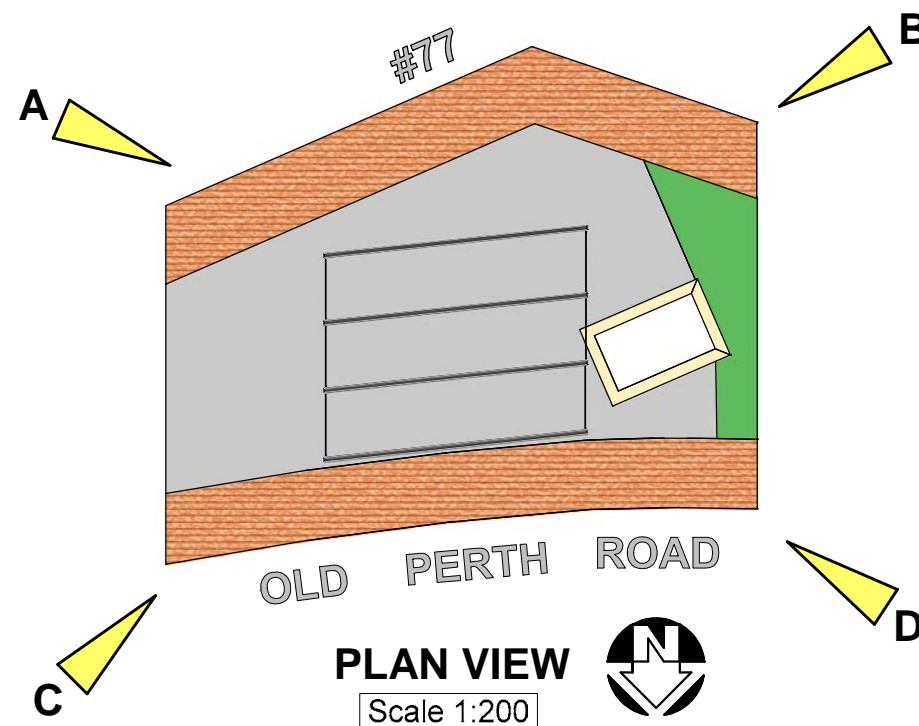
P5 of 6



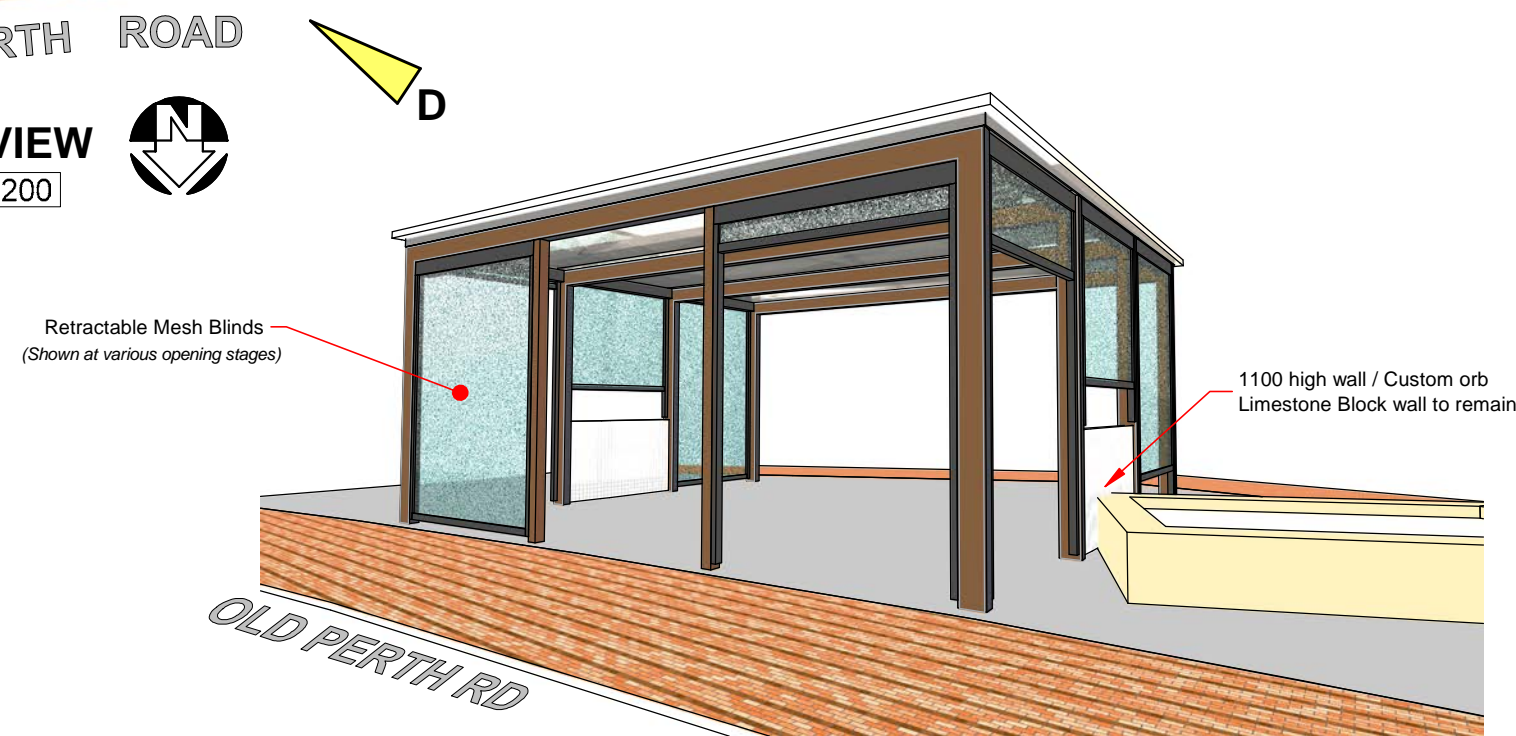
VIEW: A - From #77



VIEW: B - From #77



VIEW: C - From Road



VIEW: D - From Road

PROPOSED STRUCTURE

Proposed:
ALFRESCO ROOF COVER

Location:
**77 - 83 OLD PERTH ROAD
BASSENDEAN**

SHEET SIZE: A3

DATE: 23/05/21
Revision: 4

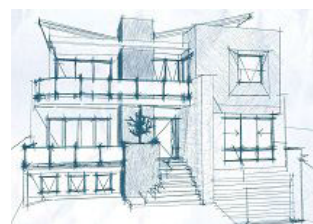
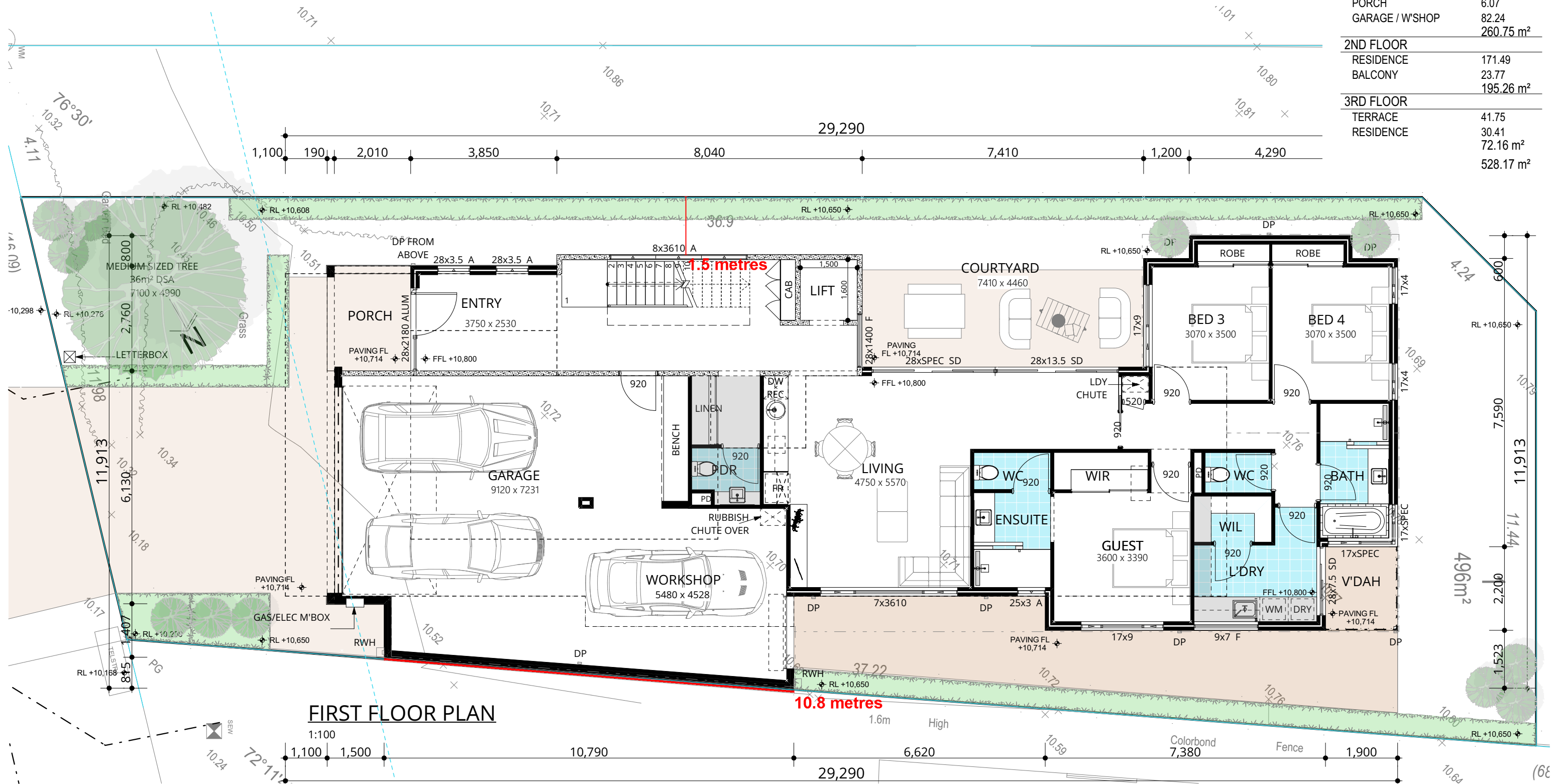
P6 of 6



ATTACHMENT NO. 3

BUSACCA RESIDENCE

1ST FLOOR	
VERANDAH	4.18
RESIDENCE	168.26
PORCH	6.07
GARAGE / W'SHOP	82.24
	260.75 m ²
2ND FLOOR	
RESIDENCE	171.49
BALCONY	23.77
	195.26 m ²
3RD FLOOR	
TERRACE	41.75
RESIDENCE	30.41
	72.16 m ²
	528.17 m ²



brad mcdonald building design

m 0418884440 e brad@bmcbuildingdesign.com.au

proposed busacca residence ©

31 ashfield pde ashfield

drawn : bmc | date : 26/04/2021 | rev : da-R2.0

issued for : LGA re-submission

note : all documentation to be checked on site, prior to construction, any discrepancies found are to be reported for clarification

zoning : | lot area : 496m²

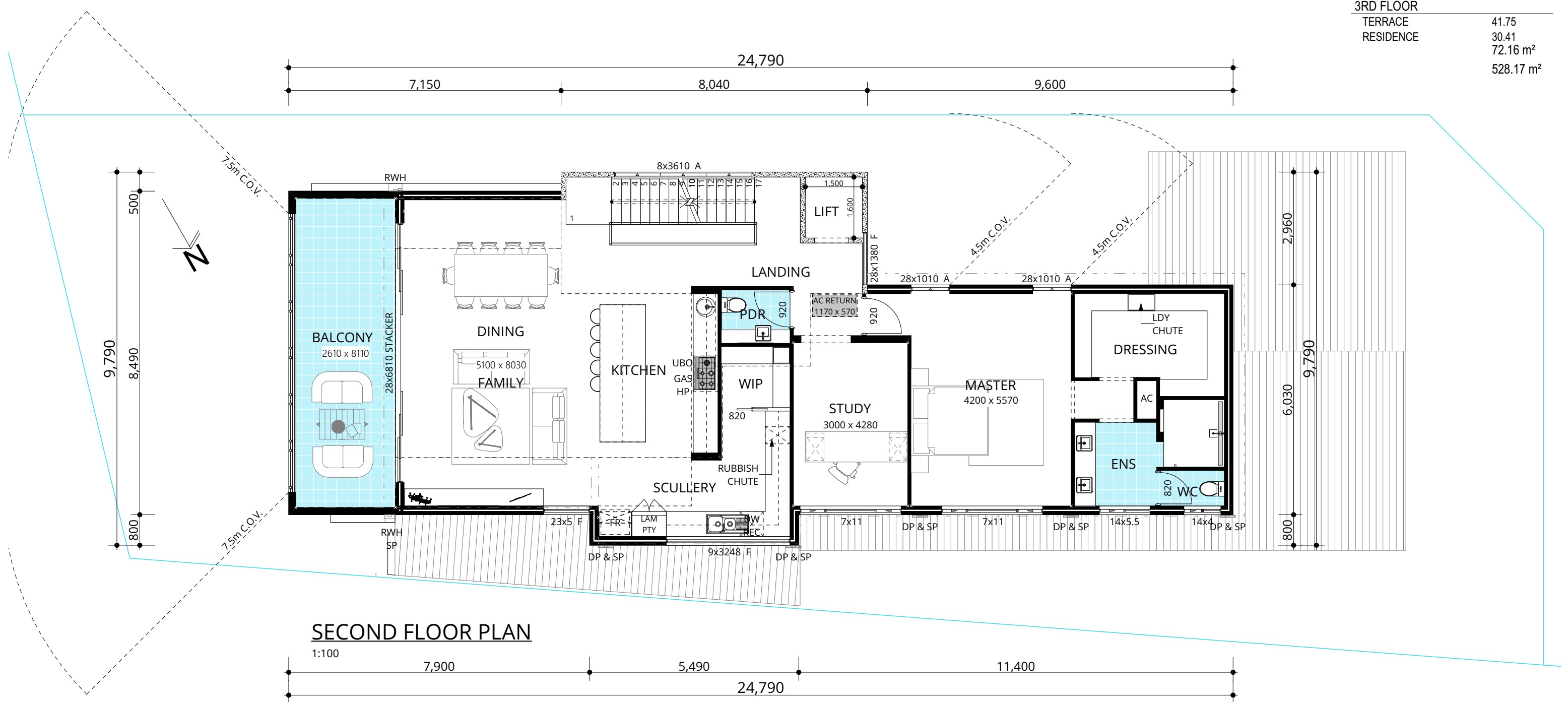
site cover

allowed : 50% | actual : 50.05%

sheet 2 of 8

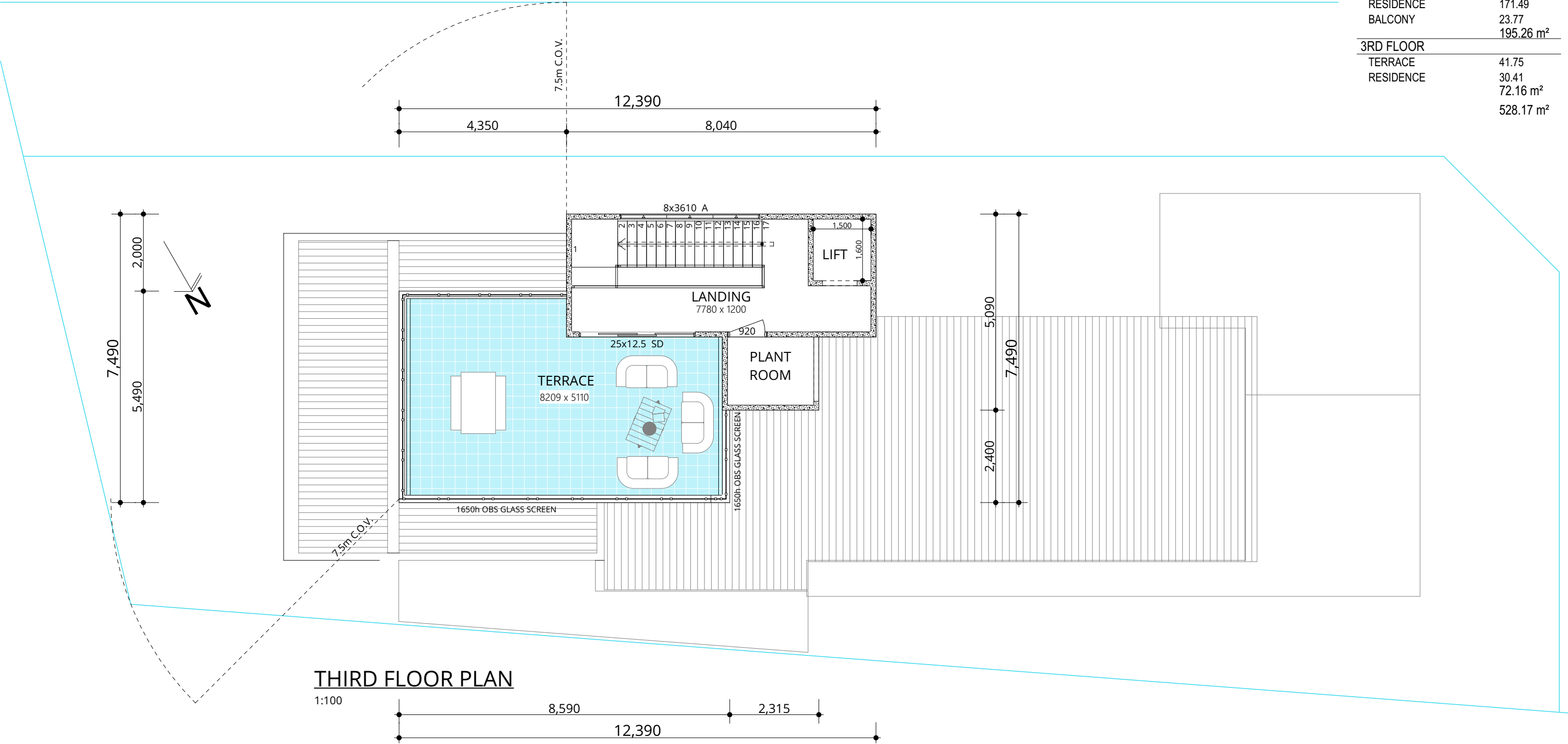
BUSACCA RESIDENCE

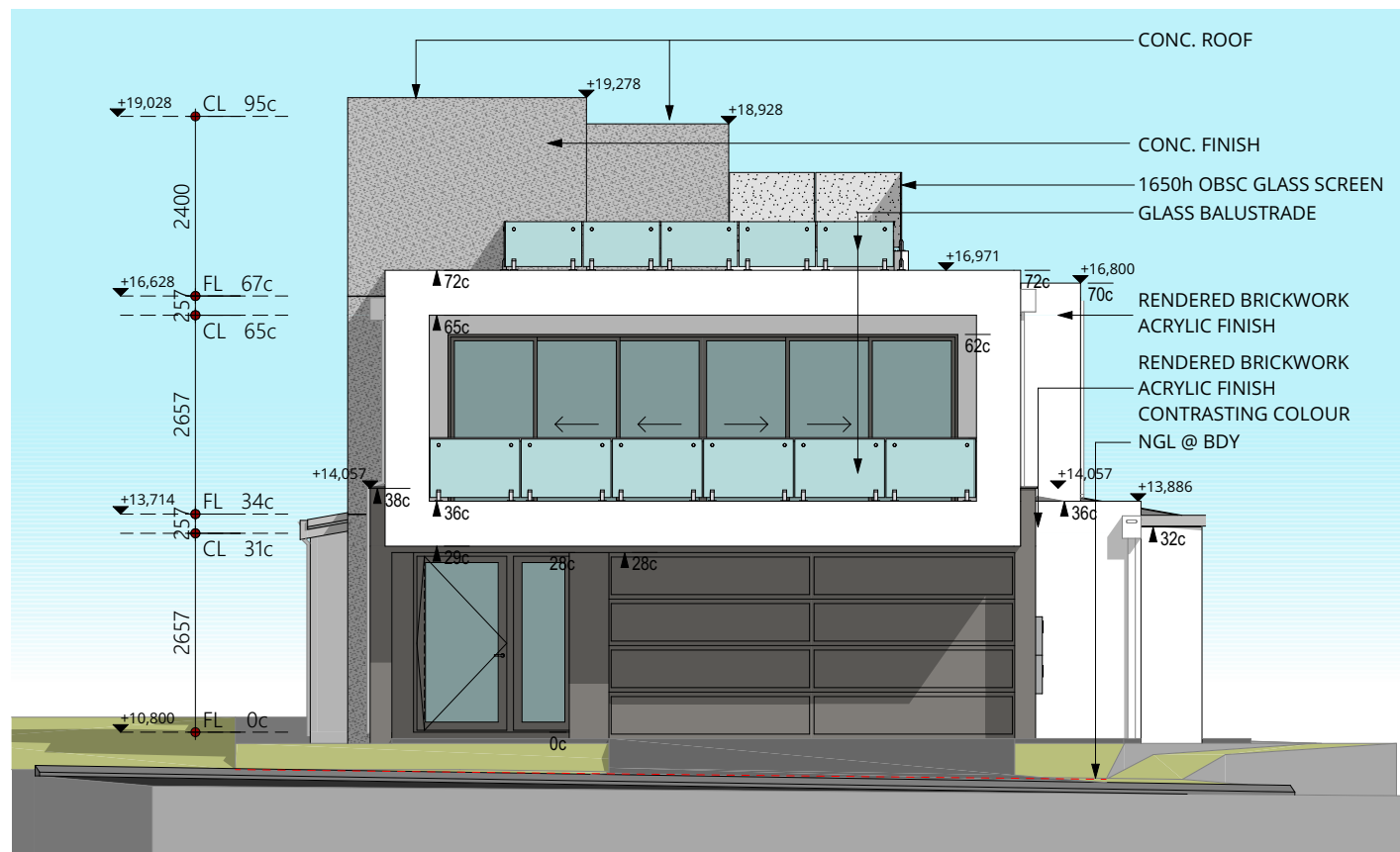
1ST FLOOR	
VERANDAH	4.18
RESIDENCE	168.26
PORCH	6.07
GARAGE / WSHOP	82.24
	260.75 m²
2ND FLOOR	
RESIDENCE	171.49
BALCONY	23.77
	195.26 m²
3RD FLOOR	
TERRACE	41.75
RESIDENCE	30.41
	72.16 m²
	528.17 m²



BUSACCA RESIDENCE

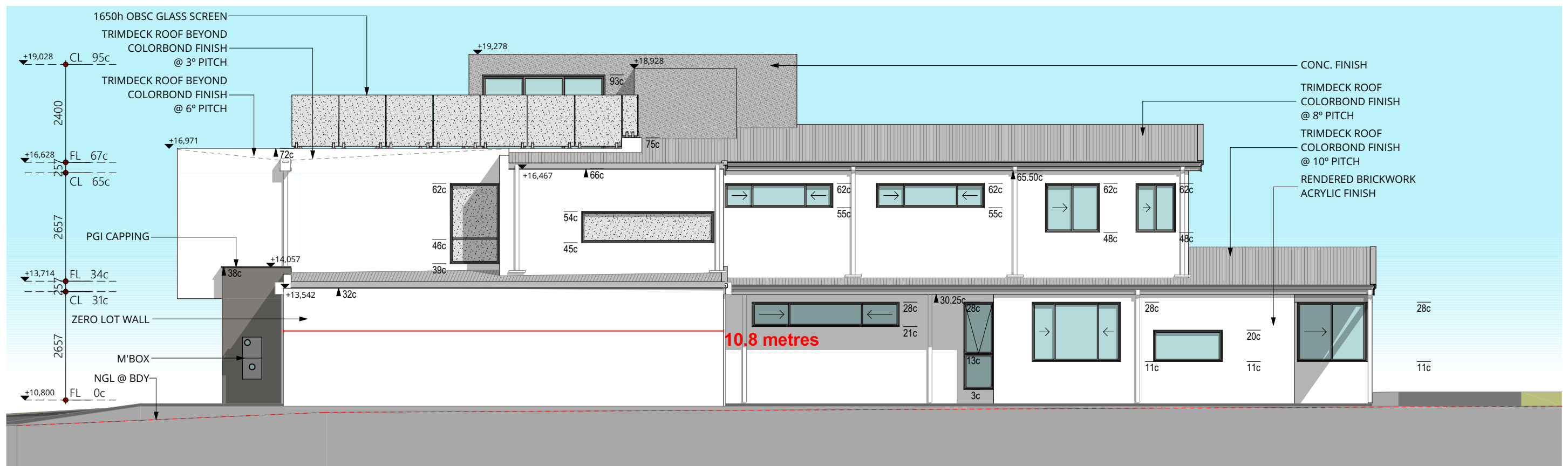
1ST FLOOR	
VERANDAH	4.18
RESIDENCE	168.26
PORCH	6.07
GARAGE / WSHOP	82.24
	260.75 m²
2ND FLOOR	
RESIDENCE	171.49
BALCONY	23.77
	195.26 m²
3RD FLOOR	
TERRACE	41.75
RESIDENCE	30.41
	72.16 m²
	528.17 m²





SOUTH EAST ELEVATION

1:100



NORTH EAST ELEVATION

1:100



brad mcdonald building design

m 0418884440 e brad@bmcbuildingdesign.com.au

proposed busacca residence ©

31 ashfield pde ashfield

drawn : bmc | date : 26/04/2021 | rev : da-R2.0

issued for : LGA re-submission

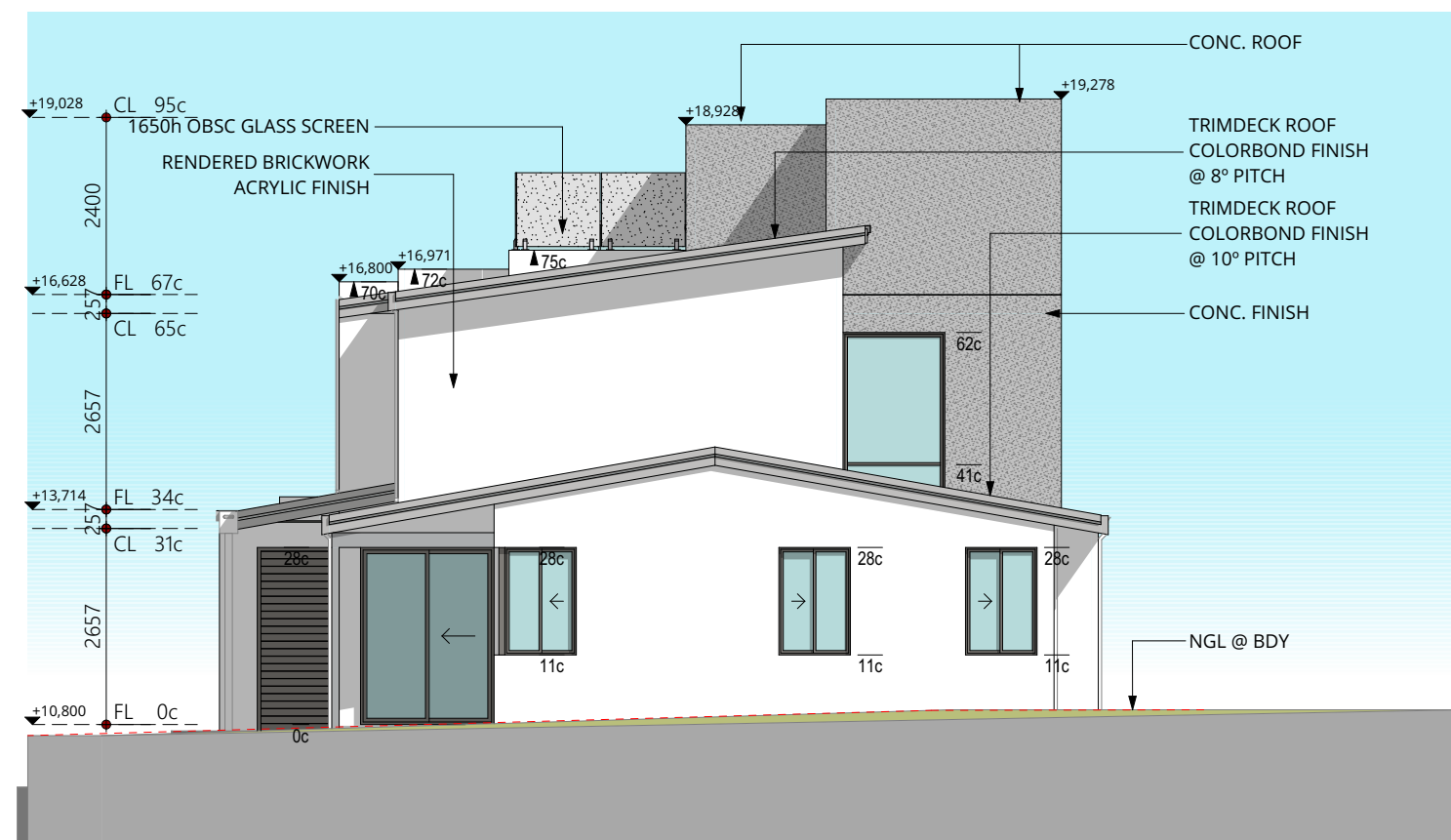
note : all documentation to be checked on site, prior to construction, any discrepancies found are to be reported for clarification

zoning : | lot area : 496m²

site cover

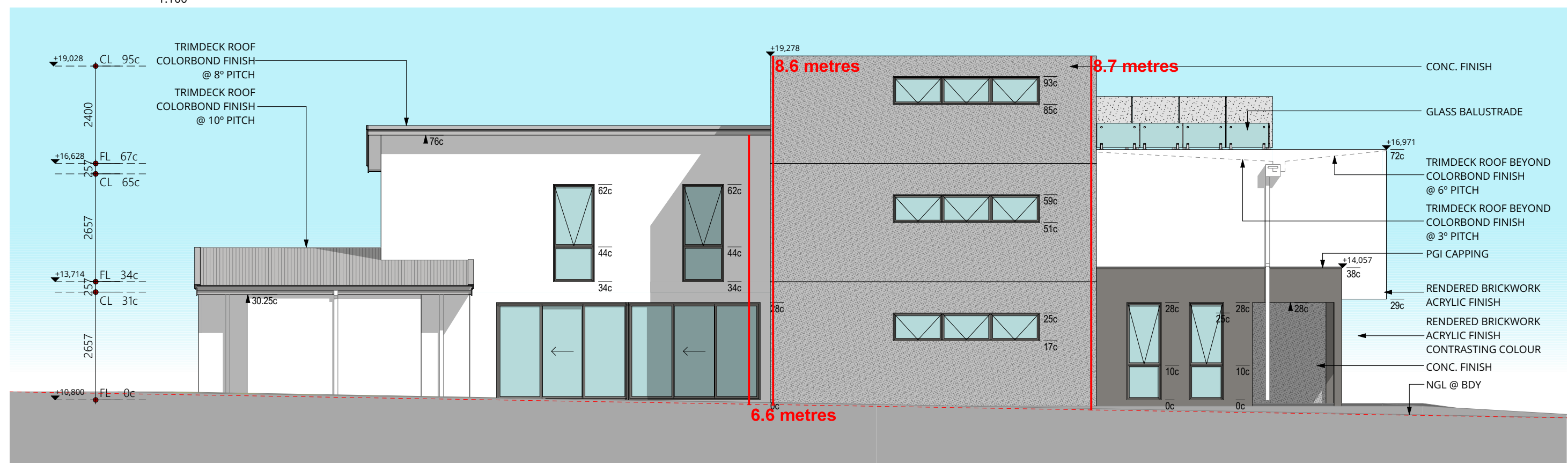
allowed : 50% | actual : 50.05%

sheet 5 of 8



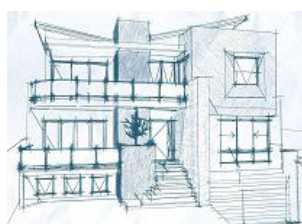
NORTH WEST ELEVATION

1:100



SOUTH WEST ELEVATION

1:100



brad mcdonald building design

m 0418884440 e brad@bmcbuildingdesign.com.au

proposed busacca residence ©

31 ashfield pde ashfield

drawn : bmc | date : 26/04/2021 | rev : da-R2.0

issued for : LGA re-submission

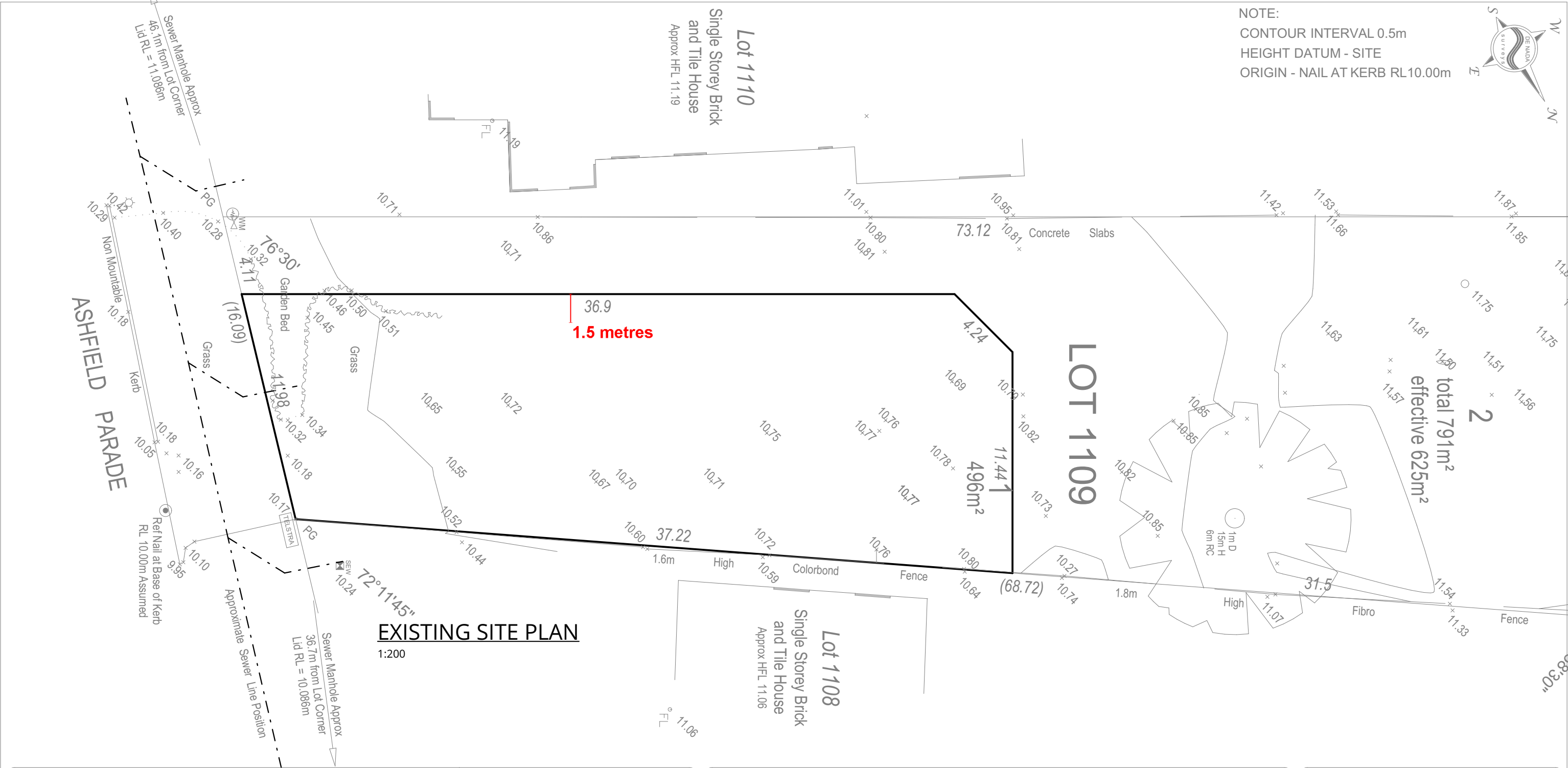
note : all documentation to be checked on site, prior to construction, any discrepancies found are to be reported for clarification

zoning : | lot area : 496m²

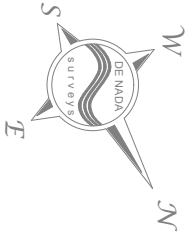
site cover

allowed : 50% | actual : 50.05%

sheet 6 of 8

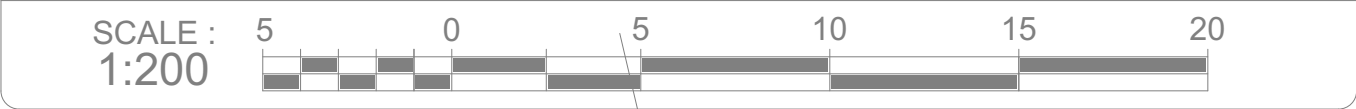


NOTE:
CONTOUR INTERVAL 0.5m
HEIGHT DATUM - SITE
ORIGIN - NAIL AT KERB RL10.00m



CLIENT : CENTURION ELECTRICAL CONTRACTORS	SURVEYED ON : 02/09/2013
AUTHORITY : TOWN OF BASSENDEAN	PROCESSED BY : A.G./T.B.
MAP REF : 344 35 / 57	SURVEYED BY : T.B./C.W.

IMPORTANT NOTE:
The boundaries depicted on this plan were not re-established as part of this survey, therefore this plan does not guarantee their accuracy. Re-establishment of the cadastral boundaries is recommended for any proposed works on or near existing boundaries. The sole purpose of this plan is for presentation to the W.A.P.C. for process of conditional approval.



LEGEND

SERVICES

TELSTRA PIT
PMG PIT
COMMUNICATIONS PIT
ELECTRICITY DOME
POWER POLE
LIGHT POLE
WATER METER
WATER CONNECTION

TELSTRA
PMG
COMMS
WM
WC

GAS METER
GAS MARKER
ROUND SEWER MANHOLE
SQUARE SEWER MANHOLE
SEWER I/O
RETIC VALVE

GAS
SEW
RV

LOT DETAIL

BW/GL - BOTTOM OF WALL/GROUND LEVEL
TW/GL - TOP OF WALL/GROUND LEVEL
TW - TOP OF WALL
PF - PEG FOUND
PG - PEG GONE

ROAD DETAIL

DRAINAGE MANHOLE
SIDE ENTRY PIT
DRAINAGE PIT

TREE DETAIL

0.3m D - TRUNK DIAMETER
5m H - TREE HEIGHT
2m RC - TREE CANOPY RADIUS

U4/14 HALLEY ROAD, BALCATT, 6021
ABN 55 123 232 575
EMAIL : info@denadasurveys.com.au

JOB No : 101040
DWG No: 101040ap-002
REV: A

FOOTPATH: None	ROAD: Bitumen
WATER: Meter Located	KERB: Non Mountable
GAS: Meter Located	ELECTRICITY: Underground
TELSTRA: Pit Located	VEGETATION: Lawn/Garden
RE-PEG: Recommended	SEWER: Pit Located

TABLE OF REVISIONS			
REV	DATE	BY	CHANGES MADE
A	18/09/2015	AM	Initial Issue



brad mcdonald building design
m 0418884440 e brad@bmcbuildingdesign.com.au

proposed busacca residence ©
31 ashfield pde ashfield
drawn : bmc | date : 26/04/2021 | rev : da-R2.0
issued for : LGA re-submission

zoning : | lot area : 496m²
site cover
allowed : 50% | actual : 50.05%

sheet 8 of 8

ATTACHMENT NO. 4



TREE PRESERVATION ORDER NOMINATION FORM

Details of Person Nominating Tree(s) for Listing

Name of Person: Jane Bremner

Postal Address: _____

Residential Address: 47 Seventh Avenue, Bassendean

Contact Number: _____

Email Address: _____

Details of the Tree(s)

Address of Tree(s): 47 Seventh Avenue, Bassendean

Location of Tree(s): Nth fence line rear

Single Tree: ☒ Group of Trees: ☐ No of Trees in Group: _____

Common Name: Eucalyptus Rudis - Flooded gum

Botanical (Latin) Name(if known): Eucalyptus Rudis

Planted By (if known) & Date of Planting: exact age unknown
but at least 60 - 100 yrs old

Supporting Attachments (if available)

Any additional information (eg. media articles, historical information etc.)



Photo(s) of the tree(s)



Map indicating location of the tree(s)



Criteria for the Assessment of the Value or Significance of the Tree(s)

Please indicate (tick) the category or categories under which you are nominating the tree(s). Please choose the category and sub-categories that best describe why you believe the tree(s) has/have special significance to the community of the Town of Bassendean.

☐ **1. Aesthetic Value**

- ☒ a. Trees display outstanding qualities such as shade, colour, texture, fragrance, and/or seasonality.
- ☐ b. Trees growing in a prominent location.
- ☒ c. Trees which contribute significantly to the landscape in which they grow (including streetscapes, parks, gardens, or natural landscapes).

☐ **2. Scientific and Environmental Value**

- ☒ a. Trees of an important genetic value (including remnant vegetation) that may provide important and valuable propagating stock.
- ☐ b. Trees which provide a wider understanding of natural or cultural history by virtue of its use as a research site, teaching site, type locality, or benchmark site.
- ☒ c. Trees which are a significant habitat element for rare, threatened, priority or locally uncommon or common native species.
- ☒ d. Trees which are vulnerable or endangered.

☐ **3. Historical or Cultural Value**

- ☒ a. Trees which are highly valued by the community or cultural groups for reasons of strong religious, spiritual, cultural, or social associations and including trees associated with Aboriginal heritage and culture (such as gathering sites).
- ☒ b. Trees which are associated with a heritage listed place or public figure that are representative of that same historic era.

- ☒ c. Trees which are not associated with a heritage site but for which it can be demonstrated that they have some historical significance.
- ☒ d. Trees with local significance and that are important to the local community and are recognised features of the immediate landscape.
- ☐ 3. Other Characteristics which makes the tree worthy of preservation.

Comments in Support of Nomination

Please describe why you consider the tree has special significance to the community of the Town of Bassendean, and why it should be considered for a Tree Preservation order (if not enough room, please include an additional attachment).

This tree is connected to the Swan River

ecological corridor being within > 200m from
the Success Hill Reserve - Class A bushland +
registered sacred site.

It provides critical food + habitat for endangered
Carnaby Cockatoos.

It is one of the last standing old flooded gums
- in the area.



Site Photos – 47 Seventh Avenue, Bassendean



ATTACHMENT NO. 5

Schedule of Submissions
Proposed Parking Restrictions – Football Parking

1	Affected Property: 7 (Lot 4) North Road BASSENDEAN	Postal Address: 7 North Road BASSENDEAN WA 6054
Summary of Submission		Comment
1.1	This proposed change will greatly improve access and conditions during football season.	Noted.

2	Affected Property: 4 (Lot 1) Lamb Street BASSENDEAN	Postal Address: 4 Lamb Street BASSENDEAN WA 6054
Summary of Submission		Comment
2.1	We do not advocate changing the current system. A no stopping yellow line will unfairly and negatively impact on our street and indirectly my place of residence reducing areas in which house guest could park their vehicles.	Noted. The proposed restriction would be placed on the opposite side of the street from this property so vehicles would be legally parked on the road in front of this property. Verge parking will also not be affected by this proposal.

3	Affected Property: 4 (Lot 16) North Road BASSENDEAN	Postal Address: 4 North Road BASSENDEAN WA 6054
Summary of Submission		Comment
3.1	North Rd speed on bend often too fast.	Noted.

4	Affected Property: 6 (Lot 23) Devon Road BASSENDEAN	Postal Address: 6 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
4.1	We live on Devon Road and there is no need for parking restrictions during football games. There are never any cars from football parked along Devon Rd.	Noted.

5	Affected Property: 38 (Lot 40) Devon Road BASSENDEAN	Postal Address: 38 Devon Road BASSENDEAN WA 6054
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Summary of Submission		Comment
5.1	We propose that the current parking restrictions is extended to all game days and events at the football oval. Access to driveway and reduced visibility when reversing a trailer is difficult if the road is covered in cars. This is also a bus route so parking on both sides would affect the buses.	<p>Noted. Due to the extending of the season from February to September and the inclusion of Saturday, Sunday and occasional weekday games held at the oval it was determined to assess the roads based on their capacity for on street parking rather than changing fixtures and unknown/unpredictable event schedules.</p> <p>Transperth have advised they have not had any issues operating buses on Devon Road. They also advise that altering the parking restrictions as suggested should not restrict the operation of the bus service.</p>

6	Affected Property: 9 (Lot 24) Rosetta Street BASSENDEAN	Postal Address: 9 Rosetta Street BASSENDEAN WA 6054
Summary of Submission		Comment
6.1	Rosetta Street is quite narrow, so it would be very difficult if parking was allowed.	Noted. Rosetta Street is very narrow and as such prohibiting the parking on one side will still allow residents to have guests attend their properties, and allow for access and egress with one side always clear of parked vehicles.

7	Affected Property: 39 (Lot 53) Devon Road BASSENDEAN	Postal Address: 39 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
7.1	Yellow Line needed Devon Rd from 44 to West Rd intersection and from 47 Devon Rd to West Rd intersection also verge parking on north side needs to be restricted.	Noted. Anecdotaly Devon Road has not been heavily used for parking at the oval, however, the area identified by the response for No Stopping Yellow Edge lines is consistently used for parents picking up their children from Bassendean Primary School. Verge parking restrictions have not been considered for this proposal as each resident has the right to manage their own verge parking unless a safety hazard is identified.

8	Affected Property: Unit 6 / 36 (Lot 52) Devon Road BASSENDEAN	Postal Address: Unit 6 / 36 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment

8.1	All corners James and Palmerston Street "No Parking on the road" outside corner houses. Visibility is zero when at stop signs looking to right and left in James St towards Old Perth Road. Same in Devon Road, just ask the bus drivers.	<p>Noted. James Street and Palmerston Street is outside the parameters of this survey and proposal.</p> <p>Transperth have advised they have not had any issues operating buses on Devon Road. They also advise that altering the parking restrictions as suggested should not restrict the operation of the bus service.</p>
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9	Affected Property: 5 (Lot 24) Lamb Street BASSENDEAN	Postal Address: 5 Lamb Street BASSENDEAN WA 6054
Summary of Submission		Comment
9.1	Unfortunately it is an issue that needs to be addressed and quite possibly we look at the areas on the north and south side of the oval. For example, inside the fence perimeter.	Noted. This proposal only covers the existing street parking restrictions and does not investigate providing parking within the oval perimeter.

10	Affected Property: 21 (Lot 61) Devon Road BASSENDEAN	Postal Address: 2 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
10.1	Devon Road is a bus route and if there are no restrictions on either side, buses and other traffic will not be able to safely navigate Devon Rd. This needs to also be "no stopping" other than buses on the North side of the road. We would also request Transperth be consulted on this proposed change.	Noted. Transperth have advised they have not had any issues operating buses on Devon Road. They also advise that altering the parking restrictions as suggested should not restrict the operation of the bus service.

11	Affected Property: 23 (Lot 60) Devon Road BASSENDEAN	Postal Address: 23 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
11.1	Unless you plan to stop the bus travelling down Devon Rd, there will be no safe area with street parking.	Noted. Transperth have advised they have not had any issues operating buses on Devon Road. They also advise that altering the parking restrictions as suggested should not restrict the operation of the bus service.

12	Affected Property:	Postal Address:
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	9 (Lot 3) Brook Street BASSENDEAN	9 Brook Street BASSENDEAN WA 6054
Summary of Submission		Comment
12.1	The football crowds and training sessions always result on littering on the roads and verges. Can something be done to keep our streets clean?	Noted. Littering infringements may be issued to persons identified committing offences.

13	Affected Property: 5 (Lot 22) Rosetta Street BASSENDEAN	Postal Address: 5 Rosetta Street BASSENDEAN WA 6054
Summary of Submission		Comment
13.1	Already congestion with current arrangement. I have had strangers cars on my verge and once even in my driveway.	Noted. The Parking Local Law provides for action to be taken on unauthorised verge parking and vehicles blocking driveways.

14	Affected Property: 7 (Lot 68) Devon Road BASSENDEAN	Postal Address: 7 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
14.1	Devon Rd is part of the 55 bus route. Currently, the bus has difficulty navigating between vehicles when vehicles are parked on both sides of the road. This would be an increased problem during the footy season.	Noted. Anecdotally Devon Road has not been heavily used for parking at the oval. Transperth have advised they have not had any issues operating buses on Devon Road. They also advise that altering the parking restrictions as suggested should not restrict the operation of the bus service.

15	Affected Property: 15 (Lot 24) Briggs Street BASSENDEAN	Postal Address: 15 Briggs Street BASSENDEAN WA 6054
Summary of Submission		Comment
15.1	A permanent "NO STOPPING" zone at the front of our house is incredibly inconvenient for visitors to our home and our neighbours. Seems unnecessary to prohibit parking all the time, simply to make it 'easier' during football season. Verge parking is NOT an option due to our 100 year old oak tree on our verge. Will this be 'patrolled' by the Ranger all	Noted. Street parking will still be available on the opposite side of the street. Rangers will target the areas on heavy use days and where possible, educate the community before enforcement action is taken on days outside of event days.

year? Or only on game days? The latter makes sense.	
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16	Affected Property: 16 (Lot 14 and 9117) Rosetta Street BASSENDEAN	Postal Address: 16 Rosetta Street BASSENDEAN WA 6054
Summary of Submission		Comment
16.1	I think this will be a good change.	Noted.

17	Affected Property: 27 (Lot 27) Devon Road BASSENDEAN	Postal Address: 27 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
17.1	Need to keep in mind the bus goes down Devon Road and has trouble turning into the street because people park close to the corner. (I have nearly been hit by a bus). Should put yellow edge line on south side of Devon Road. With West Road take into account t junctions - again problem for buses.	Noted. The Parking Local Law provides that vehicles cannot park within 10m of a corner/intersection and infringements can be issued for vehicles parked illegally in this way.

18	Affected Property: 18 (Lot 12) Briggs Street BASSENDEAN	Postal Address: 18 Briggs Street BASSENDEAN WA 6054
Summary of Submission		Comment
18.1	Our neighbours have many visitors that park at the front of their houses, leaving parking for ours. If you place a yellow line on Briggs Street it will not only mean we will (almost always) have their visitors parked in front of our house, it will also decrease the value of our property and increase theirs. I support the current "seasonal" system.	Noted. Street parking is available to any vehicle and the parking in front of a house is not designated for that particular property. The proposed restriction is for the other side of the road and whilst visitors to other properties may park in front of this property, the proposal will ensure there is a clear and trafficable path for vehicles when on street parking is utilised.

19	Affected Property: 7 (Lot 23) Rosetta Street BASSENDEAN	Postal Address: 7 Rosetta Street BASSENDEAN WA 6054
Summary of Submission		Comment
19.1	Do not support no stopping universally on both sides of Rosetta Street. The street has many children that live on the	Noted. This proposal does not include No Stopping on both sides of Rosetta Street, only on

street and on-street parking is a valuable way of slowing traffic and ensuring their safety. Should restrictions be necessary it should be to one side of the street only, and only applicable on weekends during season (as per current).	the side with existing seasonal restrictions (east side). NB – this response was received after the survey period.
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20	Affected Property: Unit 303 / 93 (Lot 28) Old Perth Road BASSENDEAN	Postal Address: Unit 3 / 93 Old Perth Road BASSENDEAN WA 6054
Summary of Submission		Comment
20.1	I would like to bring your attention to the apartment "Visitor Only" parking space * also used by the football supporters as only Saturday and Sunday is the only time I have visitors who cannot park as its full. Also the Coles carpark is full, as we will use Coles car park if me and my visitors have breakfast or lunch sometimes. *West Road*	Noted. No responses to the survey questions were received with this comment. The parking locations identified are on private property and as such are not within the jurisdiction of the Town to monitor or enforce.

21	Affected Property: 2 (Lot 1) North Road BASSENDEAN	Postal Address: 2 North Road BASSENDEAN WA 6054
Summary of Submission		Comment
21.1	Yes I support football parking restrictions.	Noted. No responses were received to the survey questions with this comment.

22	Affected Property: Unit 2 / 8 (Lot 2) Prowse Street BASSENDEAN	Postal Address: Unit 2 / 8 Prowse Street BASSENDEAN WA 6054
Summary of Submission		Comment
22.1	I fully endorse the Council's proposed parking restrictions and amendments, however they need to be fully enforced, including football days, otherwise they are a total waste of time.	Noted. This email response was received in addition to the survey response received which had no comment listed. Rangers will be monitoring and enforcing the restrictions as required and appropriate.

23	Affected Property: 15 (Lot 692) North Road BASSENDEAN	Postal Address: 15 North Road BASSENDEAN WA 6054
Summary of Submission		Comment

23.1 Dear Peta - Thank you for consulting with the community on parking around the Oval and my wife and I would like to offer a broader response than the yes/no option as we feel there is an opportunity to address a number of issues simultaneously.

As background, we support efforts to improve the utilisation of the Oval that lead to more people supporting the local economy – the shops, services and hospitality venues in Old Perth Rd and the shopping centre. While we also support efforts to encourage Oval patrons to use public transport, we understand many people will continue to drive. On other issues, data from traffic monitors installed by the Town in late 2017 and in 2019 show that speeding can be a problem on North Rd and that it is used as a “rat run” to access the south western part of the Town via Hyland St. We also understand the Town is trying to increase the tree canopy to improve amenity and reduce the “heat island” effect.

In the above context, we ask the Town to consider providing parking in a manner that maximises the amount of safe parking while discouraging speeding and/or hooning. For example, as per the street view of Old Perth Rd below, extend the kerb to delineate parking and provide space for trees. This could be done on the east side of North Rd from #7 southwards and on many of the streets which already have designated parking bays such as Brook, Prowse and Surrey Streets.

Thanks again for the opportunity to comment and regards. (I have copied in the Mayor, the Deputy Mayor and the CEO of Swan Districts)

Noted. The proposed road amendments suggested in this comment are outside of the initial proposal and would involve significant further consideration and costings if Council were to pursue the suggested amendments.

NB – image provided with the email submission is attached.

ATTACHMENT

23. Affected Property:

15 (Lot 692) North Road
BASSENDEAN



L:\Design Services\Nicole\2021\Job File\Capital projects.dwg 31/5/2021 - 9:30am nbaxter



- EXISTING SIGNS TO BE REMOVED AND YELLOW LINE "NO STOPPING" INSTALLED
- EXISTING SIGNS TO BE REPLACED WITH PROPOSED "WEEKEND RESTRICTIONS ONLY" SIGNS

FOR INFORMATION ONLY



AMENDMENTS				AUTHORISED	
REVISION		DESCRIPTION			
No.	DRN	DATE	CHKD	BY	DATE



HORIZONTAL SCALE N.T.S

TOWN of BASSENDEAN
INFRASTRUCTURE SERVICES
Telephone: (08) 9377 9000
Facsimile: (08) 9279 5416
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www.bassendeans.wa.gov.au

SURVEY DATA	NA	-
DESIGNED BY	DS	24.03.2021
DRAWN BY	NB	29.03.2021
CHECKED BY		

ACCOUNT CODE	-
APPROVED BY	
DATE:	

DRAWING NUMBER		
TOB-2021-1		
A1	SHEET 1 OF 1	REVISION

TOWN OF BASSENDEAN
WEST, ROSETTA, BRIGGS, CALNON, PROWSE,
BROOK, NORTH, THOMPSON, LAMB, RAILWAY, DEVON
PROPOSED PARKING RESTRICTION

Schedule of Submissions
Proposed Parking Restrictions – Football Parking - Devon Road Second Survey

1	Affected Property: 6 (Lot 23) Devon Road BASSENDEAN	Postal Address: 6 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
1.1	Many cars park on Devon Road throughout the week. Ban on Saturday / Sunday (Football Days) if you wish, but not full-time.	Noted.

2	Affected Property: 8 (Lot 24) Devon Road BASSENDEAN	Postal Address: 8 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
2.1	We are satisfied with the restrictions currently in place. Any parking space available we would prefer to be for our visitors.	Noted.

3	Affected Property: 16 (Lot 28) Devon Road BASSENDEAN	Postal Address: 16 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
3.1	What happens when Trades / Lawn mowing contractors etc park all day in the road? We use our verge and drive for our vehicles. What happens when we have visitors? It works well. No Problem	Noted. Unless otherwise prescribed, the Town's Parking Local Law 2019 permits vehicles to park for a period not exceeding 24 hours.

4	Affected Property: 17 (Lot 1) Devon Road BASSENDEAN	Postal Address: 17 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
4.1	Would like to see yellow line also on south side of Devon road for about 50 Meters, when parents park cars and bus turning, very dangerous. Please stop parents parking on south side of Devon road too, traffic hazard.	Noted.

5	Affected Property: 23 (Lot 60) Devon Road BASSENDEAN	Postal Address: 23 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
5.1	Will you also remove the bus route? Bus route plus cars.	Transperth have advised they have not had any issues operating buses on Devon Road. They

	also advise that altering the parking restrictions as suggested should not restrict the operation of the bus service.
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6	Affected Property: 24 (Lot 891) Devon Road BASSENDEAN	Postal Address: 24 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
6.1	<p>We decided to build our forever family home on Devon road specifically after 3 years of searching for the perfect spot for our kids.</p> <p>Devon road in our mind is one of the best streets in Bassendean. The thought of it becoming a parking lot on footy day in our minds de-values the lifestyle we have invested in. Not only monetary value of our property but also our family lifestyle. Not being able to have our own kids play out the front due to the increase in traffic defeats our purpose for living in this fantastic street.</p>	Noted.

7	Affected Property: 27 (Lot 59) Devon Road BASSENDEAN	Postal Address: 27 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
7.1	<p>"No Stopping" yellow edge line should also be considered on the southern side at each intersection (North Road and West Road) for the ease of buses and traffic turning into the street. Parents collecting their children park too close to the intersection to West road causing an issue for vehicles approaching the intersection or they face a "head on" collision scenario.</p>	Noted. Vehicles are required to be parked at least ten metres from the intersection on the thoroughfare that is the intersecting thoroughfare.

8	Affected Property: 39 (Lot 53) Devon Road BASSENDEAN	Postal Address: 39 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
8.1	<p>Ban verge parking at West Road and Devon Road intersection.</p> <p>Enforce compliance RE parking on pavements.</p>	Noted.

9	Affected Property: 41 (Lot 52) Devon Road BASSENDEAN	Postal Address: 41 Devon Road BASSENDEAN WA 6054
Summary of Submission		Comment
9.1	Can we please just leave it as it is? I have not encountered any issues with	Noted.

<p>how it has been running up to now. If it's working why change it. Furthermore, don't particularly want everyone parking on my side if the no stopping yellow edge line is implemented. There is a fair distribution as it is.</p>	
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10	Affected Property: 46 (Lot 44) Devon Road BASSENDEAN	Postal Address: 46 Devon Road BASSENDEAN WA 6054
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Summary of Submission	Comment
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10.1	<p>To make the yellow line parking restriction full-time is over-kill and not warranted. It permanently restricts homeowners from utilising street parking for visitors and tradespeople. I utilise verge parking now and regularly need to utilise street parking as well. With the bus stop now residing on my verge, my effective verge parking has been reduced by 50%. This proposal is heavy handed and not justified. I am surprised that residents should need to point out the angst towards Council that this will create. The guiding premise should be "Residents shouldn't be further penalised by any new football parking restriction proposals.</p>	<p>Noted.</p>
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11	Affected Property: 47 (Lot 49) Devon Road BASSENDEAN	Postal Address: 47 Devon Road BASSENDEAN WA 6054
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Summary of Submission	Comment
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11.1	<p>No Need for parking restriction all week along the entire street. Support yellow line from West Road to bus stop near the corner with Devon Road from West Road to driveway of No.51, so that buses can safely turn the corner. Many school parents park near the corner.</p>	<p>Noted. The Public Transport Authority has advised the Town that buses can safely maneuver Devon Road with or without on-street parking due to the width of the road.</p>
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12	Affected Property: 21 (Lot 61) Devon Road BASSENDEAN	Postal Address: 21 Devon Road BASSENDEAN WA 6054
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Summary of Submission	Comment
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12.1	<p>We think the No Stopping – Yellow edge should be an all day / night / anytime restriction to permit the buses that travel down Devon Road without impediment. Thanks. I.E not just Saturdays, and not just during football season.</p>	<p>Noted. The Public Transport Authority has advised the Town that buses can safely maneuver Devon Road with or without on-street parking due to the width of the road.</p>
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13	Affected Property: 5 (Lot 69) Devon Road	Postal Address: 5 Devon Road
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	BASSENDEAN	BASSENDEAN WA 6054
	Summary of Submission	Comment
	<p>Our submission is based on not opposing parking restrictions due to football and special events at Bassendean Oval. In fact if the adjacent residents fully understand the current proposal and will vote for its implementation we would not be involved any further.</p> <p>However, discussions within my own street (Devon Road) most residents understood that this was a parking restriction associated with time when football and special events were taking place on Bassendean Oval but not a restriction of stopping adjacent to their properties 24 hours a day every day of the total year.</p>	Noted.
13.2	<p>Meetings in Regard to the Proposed "No Stopping: Restrictions within the Area Specified in Letters from the Town of Bassendean.</p> <p>Generally we would not comment on the calling and running of meetings as they are generally run under strict guidelines set out in the Local Government Act 1995. However, some of the protocols observed at the Street meeting left a lot to be desired.</p>	Noted. The meeting was not a formal Council meeting and therefore not governed by the requirements of the Local Government Act 1995.
13.3	<p>Street Meeting 18 May 2021</p> <p>We had concerns about the time the meeting was called at 5:00 pm which is not late enough to allow working residents to get to the meeting after work. There were the odd resident who arrived late due to work commitments and did not have time, before the meeting closed, to have input.</p> <p>It was also highlighted that there was a time restriction on the meeting as the attending Councillors were required for the normal Council meeting that night.</p>	Noted. The time of the meeting was scheduled to commence prior to the May 2021 Briefing Session, to enable Councillors to attend prior to the meeting if desired.
13.4	<p>Whilst we waited to speak last at the meeting the time constraints did not allow us to put forward our questions which we drafted as questions to comply with the Town's latest letter advising we could ask questions at this street meeting.</p>	Noted. The Town advised residents that if they had any further questions, they could be provided to staff to address beyond the meeting.
13.5	<p>Record of Attendance</p> <p>Whilst several residents attended the meeting there was no record of attendance taken so those attending were not known to officers after the meeting. With some very vocal residents in opposition to the parking proposal we</p>	<p>Noted. The street meeting was informal and was undertaken to enable the Town to answer any questions residents may have in respect to the proposals.</p> <p>Residents were requested to put their comments on the proposal in writing via a formal submission.</p>

	noted that their location was not formally recognized.	
13.6	<p>No Minutes of the Proceedings were taken</p> <p>Whilst there were some major comments made they were not recorded in any way so their content could be lost in officers assessing exactly what transpired at the meeting. Thus with no protocol to record resident input and attendance the meeting may not have existed.</p>	Noted. See comments on 13.5 above.
13.7	<p>Validity of the Street Meeting</p> <p>It is our understanding that the meeting was informal and thus our concerns raised in items 1.1.1 and 1.1.2 probably have no relevance. However, this also means the discussions at the meeting also have no relevance in assessing what was stated at the meeting. This is disappointing as the views of some residents were very strong and opposed to the proposal and there is no recording of who made certain statements and what those statements actually were. This information is very relevant to the feedback on this proposal and there is no record of that information.</p>	Noted. See comments on 13.5 above.
13.8	<p>Possible Special Public Meeting to be Called</p> <p>We have been asked why we are petitioning for a Special Public Meeting under the Local Government Act 1995 and the items above virtually explain the reasons. A Special Public Meeting in this matter allows attending residents to express their opinion and have it formally recorded and set down in minutes. It also makes sure residents identify themselves and advise their interest in the proposal, albeit for or against.</p> <p>The formalities involved in a Special Public Meeting demand that the minutes of the meeting are presented to Council for consideration. These minutes detail the resolutions carried without interpretation. We also understand that any resolutions carried at such a meeting are not binding on Council but it ensures the Council hears the residents' concerns either support or not. However this genuinely follows protocols from the Local Government Act 1995 and puts all comments on formal record.</p> <p>We are not sure what the staff's objection to having a Special Public meeting on this issue is as such a meeting allows for residents involved in the 10 locations to attend at the same time rather than hold 10 street meetings on an informal basis.</p>	Noted. The Town did not consider a Special Council Meeting necessary given the matter was being considered at the next available Council meeting.

13.9	<p>New Proposal Based on Safety Based Rather Than Football Fixtures</p> <p>In the initial letter sent to residents advice was received that the current restrictions would be changed and become safety based using road widths, road layout instead of the football fixtures. See extract below and letter in Attachment A.</p> <p><i>"The Town is undertaking a review of existing parking restrictions pertaining to 'Football Day Parking' as a result of modifications to fixtures, including additional games on Saturdays and Sundays and an extended season.</i></p> <p><i>To address potential parking issues associated with the above modifications, the Town is proposing the following;</i></p> <p><i>Removal of current Saturday seasonal parking restrictions;</i></p> <p><i>Converting to a 'safety based' system, whereby restrictions are in place based on the width or layout of the road as opposed to restrictions based on fixtures."</i></p>	Noted.
13.10	<p>This implies that the parking has a current safety problem so we have requested that traffic data for our street to assess what our problem is. We note that Devon Road traffic wise is probably only exceeded by West Road, the northern Section of North Road and the section of Railway Parade west of Lord Street/ However, we don't have traffic data on those road sections so our comments will be based on Devon Road and the Traffic Data supplied by the Town of Bassendean.</p>	Noted. The Football Parking Restrictions Survey is focused on the physical parking of vehicles within thoroughfares. The speed and volume of vehicles and the number and of accidents is outside the scope of the survey.
13.11	<p>Traffic Data Supplied by the Town of Bassendean.</p> <p>The following table has been compiled using the data in the Town's email of the 14 May 2021 shown in attachment B.</p>	See comment on 13.10.
13.12	<p>While we accept the figures as supplied by the Main Roads Western Australia we would like to point out that all access streets in the Perth metropolitan area are automatically 50 km/hr speed zones unless sign posted differently. While no Council is going to lift that speed (50 km/hr) limit it could be raised to 65km/hr or above with appropriate approvals.</p>	See comment on 13.10.
13.13	<p>Devon Road has no accidents, an 85th percentile speed limit of 53.5 km/hr and an average weekday traffic volume of 439 vpd and thus these figures demonstrate there are no traffic safety issues.</p>	See comment on 13.10.

13.14	The street width (actually measured) is 7.3 metres it allows for paring both sides with a through lanes remaining of 3.1 metres which caters for the buses. The Transport Authority only requires a lane of 3 metres to cater for busses and that is already achieved under the current parking scenario.	See comment on 13.10. The Public Transport Authority has advised the Town that buses can safely maneuver Devon Road with or without on-street parking due to the width of the road.
13.15	The Australian Road Research Board (AARB) released parallel parking bay widths for on-road bays (around 2016) as 2.1 metres. Parking both sides equals 4.2 metres leaving 3.1 metres for the central lane to take buses and other traffic.	The Public Transport Authority has advised the Town that buses can safely maneuver Devon Road with or without on-street parking due to the width of the road.
13.16	Based on all these figures it is more than reasonable to state that there are no traffic safety problems in Devon Road including the intersections at its extremities.	Noted.
13.17	Accordingly the statement that the change of parking restrictions in Devon Road is due to safety reason is not true as there is no supporting traffic safety data. If the safety argument is dispelled then the question becomes "what is the driving force wanting to make changes other than times for events at Bassendean Oval?" There is no practical reason for extended parking restriction times other than operations at Bassendean Oval.	<p>The Town identified that the parking restrictions did not apply at times that football was being played at Bassendean Oval.</p> <p>On reviewing the fixtures, and with the new WA Women's Football League, it became evident that the signage would not apply to cover all games.</p> <p>The restrictions are to ensure safety for residents as well as for attending players and spectators and hence the Town commenced a Football Parking Restrictions Survey.</p>
13.18	<p>What Prompted the Review of Parking for Football and Special Events at Bassendean Oval</p> <p>Advice from the Town is that changes to the Football Season in lengthening the time over which the competition will run and the addition of Sunday games (particularly women's games) means the current restrictions that are in place will need changing.</p>	See comment on 13.17 above.
13.19	We do not necessarily dispute these comments but we certainly need to know why residents will have a parking restriction in the area in question when no football or special events are operating on Bassendean Oval.	Noted. Football events are operating, and the proposal will address future events that may be held at Bassendean Oval.
13.20	Is this a cost saving scenario so signs don't have to be changed. It was stated at the street meeting signs and poles were a major concern due to vandalism.	Whilst the maintenance of signs is greater than yellow lines due to maintenance and replacement value, the Town's adopted budget will make provision for the type of restriction adopted by Council (if any).
13.21	Mr. Blanchard has been retired for 3 years and drives and walks in and around our area all the time and in that 3	Noted.

	<p>year period he does not recollect seeing any sign or pole vandalized or replaced due to vandalism.</p>	
13.22	<p>With staff being so adamant that the suggested new restrictions be implemented there appears to be an underlying pressure pushing this process and as residents within the affected area we would certainly like to know what that pressure is.</p>	<p>Noted. The Town will act in accordance with Council's resolution on the matter.</p>
13.23	<p>Options in Lieu of the Existing Parking Restrictions</p> <p>The option presented in both the Town's letters of 16 March 2021 and 30 April 2021 only give one new option to replace the existing parking restrictions which is a replacement using a :No Stopping: option at all times. I have attached both letters in attachment A.</p>	<p>Noted.</p>
13.24	<p>In analyzing the existing situation and reassessing options there are several scenarios that should have been considered. They are as follows:</p>	<p>Noted.</p>
13.25	<p>Do nothing and leave existing restrictions in place with amended text for new hours of operation</p>	<p>Noted.</p>
13.26	<p>Offer several new parking restrictions (such as :No Parking" blanket, :No parking with time periods specified, "No Stopping" with time periods supplied)</p>	<p>Noted.</p>
13.27	<p>"No Stopping" as set out in the only option given to residents</p>	<p>Noted.</p>
13.28	<p>Each of these options should have been explained in detail as many of the residents in my area thought the new restriction was just another type of parking rule pertaining to leaving a vehicle parked for some time when the football was in progress. Once explained properly they realized the severity of the proposal and now oppose it.</p>	<p>The Town was available to discuss the options with residents, and contact details were provided in the letters.</p>
13.29	<p>From what we can gather there has been no other discussion with the other 9 areas involved and that could mean the following.</p> <ol style="list-style-type: none"> 1.Residents in those areas fully understand the proposal and support it; 2.They don't fully understand the proposal but think it is roughly the same as restrictions that exist now; 3.They don't care what restrictions are in place. 	<p>Noted.</p>
13.30	<p>For a throw away comment it has been said residents can still park on their verge. This is only stating what can happen now. It adds no information to the argument of why are the restrictions</p>	<p>The Town's Parking Local Law 2019 permits owners or occupiers of premises adjacent to that verge, or a person authorized by the occupier of</p>

changing and why to the options presented as what appears as a fait accompli.

Thus the consultation via a letter to residents is not adequate and the Town should bring those interested residents together in a formalized meeting to ensure all residents understand exactly what is being proposed and at least allow other options to be discussed before going to Council.

those premises, to stop the vehicle so that any portion of it is on the verge.

The proposed parking restrictions would only apply to non-owners/occupiers or persons authorized by the occupiers.

13.31 Feedback Process

Noted.

The use of a letter drop to residents does not necessarily get full and comprehensive feedback which is required in this case. In fact Local Government carrying out this type of feedback request has in the past had a return of somewhere between 10% and 15% which is hardly a satisfactory result. However, the figures for this particular feedback are not known and we sincerely hope the return is much larger.

Whilst street meetings are a step in the right direction the lack of recording of attendees and resolutions makes them rather useless in having the information put into reports as the only data is via officers' comments which may not exactly provide an accurate report of the meeting etc.

While some officers have resisted the notion of a Special Pubic meeting this would bring affected residents together, hear their concerns at the one time and allow staff and Councillors to assess the community response to this issue.

13.32 Town of Bassendean Enforcement "No Stopping" Parking Restriction

Noted. The Town takes an education approach to parking restrictions in the first instance, and requests drivers comply with the requirements. The Town will only infringe if non-compliance is achieved following instruction, or if a safety issue is evident.

Some discussion has taken place on the enforcement of this restriction and the officers have informed residents that they are compassionate and would not enforce the restrictions to the fullest extent. If that is true then why implement such a restriction in the first place?

In fact if this restriction is put into place the only time an infringement can be given as when an officer actually sees vehicles stopping in the restricted areas. If the vehicles move on quickly they cannot issue a fine unless it was to be photographed and the infringement sent through the mail. If that happened unless the infringement is videoed the driver can argue that the still photo is not factual as the car was still moving.

It is fair to say that for 10 locations, the previous commentary and the Town's

	resources this type of restriction is not enforceable at any time.	
13.33	Submission to be fully attached to report We have been advised that our submission will be attached verbatim to any report to Council and we certainly support that process	Noted. The submission and associated attachments has been included.
13.34	Parking Restrictions outside football and special event times It is fair to say that most residents would support some sort of parking restriction during football and special times at Bassendean Oval. However, from all the data shown to us there is no reason to restrict parking at any other times. In fact it appears from our street that the current situation has worked well for many years and it should stay that way with minor time changes	Noted.
13.35	Devon Road Environment Having lived in Devon Road for nearly 25 years we appreciate our street environment and seek to have this amenity remain "as is". We will oppose any suggestion of painting a yellow line on the road way with text advising motorists of the parking restriction. Whilst we are not suggesting that a "picket fence" approach to signs be implemented any parking restriction should be properly sign posted so the restriction is clearly visible at night when it is raining. This is not the case when the restriction is painted on the road surface. If this fact is disputed we suggest contact with England be made and see how these lines work in snowing and heavy rain conditions. More thought needs to be given to this type of parking restriction before implementation.	Noted. The Town has found yellow lines more effective for parking restrictions, as signs can often go unnoticed or are vandalized.
13.36	Have any other local authorities been contacted? Our question to the officers is "have you spoken with the Town of Cambridge and/or the City of Subiaco which dealt with much larger football matches (crowds and vehicles) and special events than Bassendean Oval? They have handled parking and resident issues for many years and as we have a relative living in that area we know those Councils have dealt with the issue much differently.	No other local authorities have been consulted. Parking Local Laws differ between local government areas.
13.37	Summary and Conclusion This submission is only being made so there is a record of our concerns and suggestions at this point in time.	Noted.

We favour a Special Public Meeting being called for residents in all the 10 locations where this new parking restriction is to be implemented. However, that can be done at any time in the future.

13.38 In summary –

Noted.

1. We are not opposed to parking restrictions in the area during football and special event times;

2. We are firmly opposed to any parking restriction in our street in times other than for the football and special event times;

3. We are firmly opposed to having any parking restrictions painted on the road pavement and we respectfully request all parking restrictions be implemented using appropriate signage as is the current case;



Document #: IFRM-18812021
Date: 21.05.2021
Officer: DAMIAN STEPHEN
File: LAWE/REPRTNG/3



Town of Bassendean
Football Parking Restrictions Survey Form
Devon Road, Bassendean

File Ref: LAWE/REPRTNG/3

Attention: Senior Ranger

Name: Susanne and Terry Blanchard

Address: 5 Devon Road, Bassendean WA 6054

Contact No.: Best contact phone number : [REDACTED]

Do you support the proposal to remove the existing 'No Parking — 8am to 6pm, Saturday, March to August' parking restrictions on the northern side of Devon Road and replace them with 'No Stopping' yellow edge line restrictions?

NO

Comments: Our comments are contained in the attached submission.

Any submissions received will be considered as part of the determination process and your submission will be publicly available in the Council Agenda, unless you specifically request that your submission remains anonymous.

Thank you for your time.

Our submission is based on not opposing parking restrictions due to football and special events at Bassendean Oval. In fact if the adjacent residents fully understand the current proposal and will vote for its implementation we would not be involved any further.

However, discussions within my own street (Devon Road) most residents understood that this was a parking restriction associated with time when football and special events were taking place on Bassendean Oval but not a restriction of stopping adjacent to their properties 24 hours a day every day of the total year.

1. Meetings in Regard to the Proposed “No Stopping: Restrictions within the Area Specified in Letters from the Town of Bassendean

Generally we would not comment on the calling and running of meetings as they are generally run under strict guidelines set out in the Local Government Act 1995. However, some of the protocols observed at the Street meeting left a lot to be desired.

1.1 Street Meeting 18 May 2021

We had concerns about the time the meeting was called at 5:00 pm which is not late enough to allow working residents to get to the meeting after work. There were the odd resident who arrived late due to work commitments and did not have time, before the meeting closed, to have input.

It was also highlighted that there was a time restriction on the meeting as the attending Councillors were required for the normal Council meeting that night.

Whilst we waited to speak last at the meeting the time constraints did not allow us to put forward our questions which we drafted as questions to comply with the Town's latest letter advising we could ask questions at this street meeting.

1.1.1 Record of Attendance

Whilst several residents attended the meeting there was no record of attendance taken so those attending were not known to officers after the meeting. With some very vocal residents in opposition to the parking proposal we noted that their location was not formally recognized.

1.1.2 No Minutes of the Proceedings were taken

Whilst there were some major comments made they were not recorded in any way so their content could be lost in officers assessing exactly what transpired at the meeting. Thus with no protocol to record resident input and attendance the meeting may not have existed.

1.1.3 Validity of the Street Meeting

It is our understanding that the meeting was informal and thus our concerns raised in items 1.1.1 and 1.1.2 probably have no relevance. However, this also means the discussions at the meeting also have no relevance in assessing what was stated at the meeting. This is disappointing as the views of some residents were very strong and opposed to the proposal and there is no recording of who made certain statements and what those statements

actually were. This information is very relevant to the feedback on this proposal and there is no record of that information.

1.2 Possible Special Public Meeting to be Called

We have been asked why we are petitioning for a Special Public Meeting under the Local Government Act 1995 and the items above virtually explain the reasons. A Special Public Meeting in this matter allows attending residents to express their opinion and have it formally recorded and set down in minutes. It also makes sure residents identify themselves and advise their interest in the proposal, albeit for or against.

The formalities involved in a Special Public Meeting demand that the minutes of the meeting are presented to Council for consideration. These minutes detail the resolutions carried without interpretation. We also understand that any resolutions carried at such a meeting are not binding on Council but it ensures the Council hears the residents' concerns either support or not. However this genuinely follows protocols from the Local Government Act 1995 and puts all comments on formal record.

We are not sure what the staff's objection to having a Special Public meeting on this issue is as such a meeting allows for residents involved in the 10 locations to attend at the same time rather than hold 10 street meetings on an informal basis.

2. New Proposal Based on Safety Based Rather Than Football Fixtures

In the initial letter sent to residents advice was received that the current restrictions would be changed and become safety based using road widths, road layout instead of the football fixtures. See extract below and letter in Attachment A.

"The Town is undertaking a review of existing parking restrictions pertaining to 'Football Day Parking' as a result of modifications to fixtures, including additional games on Saturdays and Sundays and an extended season.

To address potential parking issues associated with the above modifications, the Town is proposing the following;

- Removal of current Saturday seasonal parking restrictions;*
- Converting to a 'safety based' system, whereby restrictions are in place based on the width or layout of the road as opposed to restrictions based on fixtures."*

This implies that the parking has a current safety problem so we have requested that traffic data for our street to assess what our problem is. We note that Devon Road traffic wise is probably only exceeded by West Road, the northern Section of North Road and the section of Railway Parade west of Lord Street/ However, we don't have traffic data on those road sections so our comments will be based on Devon Road and the Traffic Data supplied by the Town of Bassendean.

2.1 Traffic Data Supplied by the Town of Bassendean

The following table has been compiled using the data in the Town's email of the 14 May 2021 shown in attachment B.

Road Name	Road Classification	Section	Reported Accidents (No.)	Average Weekday Traffic Volume (AWT)	85 th Percentile Speed (km/hr)	Road Width Average (metres m)	% Through Traffic
Devon Road	Access street Allowable Traffic Volume 3000 vpd with speed up to 60 km/hr - MRWA Advice	Total Street		Up to 3,000 MRWA advice	Up to 60 km/hr MRWA advice	N/A	Not known
		West Rd/ Devon Rd Intersection	0				
		West Road to Briggs Street	0				
		Briggs St/Devon Rd Intersection	0				
		Briggs St to Carnegie St	0				
		Carnegie St/Devon Rd Intersection	0				
		Carnegie St to North Rd	0				
		North Rd/Devon Rd intersection	0	439	53.5	7.3	Not known

While we accept the figures as supplied by the Main Roads Western Australia we would like to point out that all access streets in the Perth metropolitan area are automatically 50 km/hr speed zones unless sign posted differently. While no Council is going to lift that speed (50 km/hr) limit it could be raised to 65km/hr or above with appropriate approvals.

Devon Road has no accidents, an 85th percentile speed limit of 53.5 km/hr and an average weekday traffic volume of 439 vpd and thus these figures demonstrate there are no traffic safety issues.

The street width (actually measured) is 7.3 metres it allows for paring both sides with a through lanes remaining of 3.1 metres which caters for the buses. The Transport Authority only requires a lane of 3 metres to cater for busses and that is already achieved under the current parking scenario.

The Australian Road Research Board (AARB) released parallel parking bay widths for on-road bays (around 2016) as 2.1 metres. Parking both sides equals 4.2 metres leaving 3.1 metres for the central lane to take buses and other traffic.

Based on all these figures it is more than reasonable to state that there are no traffic safety problems in Devon Road including the intersections at its extremities.

Accordingly the statement that the change of parking restrictions in Devon Road is due to safety reason is not true as there is no supporting traffic safety data.. If the safety argument is dispelled then the question becomes "what is the driving force wanting to make changes other than times for events at Bassendean Oval?" There is no practical reason for extended parking restriction times other than operations at Bassendean Oval.

3. What Prompted the Review of Parking for Football and Special Events at Bassendean Oval

Advice from the Town is that changes to the Football Season in lengthening the time over which the competition will run and the addition of Sunday games (particularly women's games) means the current restrictions that are in place will need changing.

We do not necessarily dispute these comments but we certainly need to know why residents will have a parking restriction in the area in question when no football or special events are operating on Bassendean Oval.

Is this a cost saving scenario so signs don't have to be changed. It was stated at the street meeting signs and poles were a major concern due to vandalism.

Mr Blanchard has been retired for 3 years and drives and walks in and around our area all the time and in that 3 year period he does not recollect seeing any sign or pole vandalized or replaced due to vandalism.

With staff being so adamant that the suggested new restrictions be implemented there appears to be an underlying pressure pushing this process and as residents within the affected area we would certainly like to know what that pressure is.

4. Options in Lieu of the Existing Parking Restrictions

The option presented in both the Town's letters of 16 March 2021 and 30 April 2021 only give one new option to replace the existing parking restrictions which is a replacement using a :No Stopping: option at all times. I have attached both letters in attachment A.

In analysing the existing situation and reassessing options there are several scenarios that should have been considered. They are as follows:

- 1) Do nothing and leave existing restrictions in place with amended text for new hours of operation;
- 2) Offer several new parking restrictions (such as :No Parking" blanket, :No parking with time periods specified, "No Stopping" with time periods supplied)
- 3) "No Stopping" as set out in the only option given to residents.

Each of these options should have been explained in detail as many of the residents in my area thought the new restriction was just another type of parking rule pertaining to leaving a vehicle parked for some time when the football was in progress. Once explained properly they realized the severity of the proposal and now oppose it.

From what we can gather there has been no other discussion with the other 9 areas involved and that could mean the following.

- 1) Residents in those areas fully understand the proposal and support it;
- 2) They don't fully understand the proposal but think it is roughly the same as restrictions that exist now;
- 3) They don't care what restrictions are in place.

For a throw away comment it has been said residents can still park on their verge. This is only stating what can happen now. It adds no information to the argument of why are the restrictions changing and why to the options presented as what appears as a fait accompli.

Thus the consultation via a letter to residents is not adequate and the Town should bring those interested residents together in a formalized meeting to ensure all residents understand exactly what is being proposed and at least allow other options to be discussed before going to Council.

5. Feedback Process

The use of a letter drop to residents does not necessarily get full and comprehensive feedback which is required in this case. In fact Local Government carrying out this type of feedback request has in the past had a return of somewhere between 10% and 15% which is hardly a satisfactory result. However, the figures for this particular feedback are not known and we sincerely hope the return is much larger.

Whilst street meetings are a step in the right direction the lack of recording of attendees and resolutions makes them rather useless in having the information put into reports as the only data is via officers' comments which may not exactly provide an accurate report of the meeting etc.

While some officers have resisted the notion of a Special Public meeting this would bring affected residents together, hear their concerns at the one time and allow staff and Councillors to assess the community response to this issue.

6. Town of Bassendean Enforcement of “No Stopping” Parking Restriction

Some discussion has taken place on the enforcement of this restriction and the officers have informed residents that they are compassionate and would not enforce the restrictions to the fullest extent. If that is true then why implement such a restriction in the first place? In fact if this restriction is put into place the only time an infringement can be given is when an officer actually sees vehicles stopping in the restricted areas. If the vehicles move on quickly they cannot issue a fine unless it was to be photographed and the infringement sent through the mail. If that happened unless the infringement is videoed the driver can argue that the still photo is not factual as the car was still moving.

It is fair to say that for 10 locations, the previous commentary and the Town's resources this type of restriction is not enforceable at any time.

7. Submission to be fully attached to report

We have been advised that our submission will be attached verbatim to any report to Council and we certainly support that process.

8. Parking Restrictions outside football and special event times

It is fair to say that most residents would support some sort of parking restriction during football and special times at Bassendean Oval. However, from all the data shown to us there is no reason to restrict parking at any other times. In fact it appears from our street that the current situation has worked well for many years and it should stay that way with minor time changes.

9. Devon Road Environment

Having lived in Devon Road for nearly 25 years we appreciate our street environment and seek to have this amenity remain “as is”. We will oppose any suggestion of painting a yellow line on the road way with text advising motorists of the parking restriction.

Whilst we are not suggesting that a “picket fence” approach to signs be implemented any parking restriction should be properly sign posted so the restriction is clearly visible at night when it is raining. This is not the case when the restriction is painted on the road surface.

If this fact is disputed we suggest contact with England be made and see how these lines work in snowing and heavy rain conditions. More thought needs to be given to this type of parking restriction before implementation.

10. Have Any Other Local Authorities Been Contacted

Our question to the officers is “have you spoken with the Town of Cambridge and/or the City of Subiaco which dealt with much larger football matches (crowds and vehicles) and special events than Bassendean Oval? They have handled parking and resident issues for

many years and as we have a relative living in that area we know those Councils have dealt with the issue much differently.

11. Summary and Conclusion

This submission is only being made so there is a record of our concerns and suggestions at this point in time.

We favour a Special Pubic Meeting being called for residents in all the 10 locations where this new parking restriction is to be implemented. However, that can be done at any time in the future.

In summary –

- 1) We are not opposed to parking restrictions in the area during football and special event times;
- 2) We are firmly opposed to any parking restriction in our street in times other than for the football and special event times;
- 3) We are firmly opposed to having any parking restrictions painted on the road pavement and we respectfully request all parking restrictions be implemented using appropriate signage as is the current case;

Signed:



Terry Blanchard

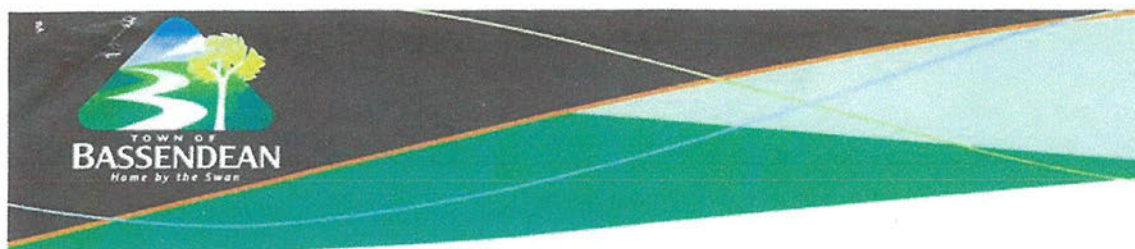
Susanne Blanchard

Dated: 21 May 2021

5 Devon Road, Bassendean

Attachment A

**Town of Bassendean Letters of 16 March 2021 and
30 April 2021**



Our Ref:

LAWE/REPRTNG/3

To the Owner/Occupier
Devon Road
BASSENDEAN WA 6054

Dear Sir/Madam

Proposed Parking Restrictions — Football Parking

The Town is undertaking a review of existing parking restrictions pertaining to 'Football Day Parking' as a result of modifications to fixtures, including additional games on Saturdays and Sundays and an extended season.

To address potential parking issues associated with the above modifications, the Town is proposing the following;

- Removal of current Saturday seasonal parking restrictions;
- Converting to a 'safety based' system, whereby restrictions are in place based on the width or layout of the road as opposed to restrictions based on fixtures.

The following car parking restrictions are therefore proposed -

Street Location	Existing Restriction	Proposed Restriction
Briggs Street (east side)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)
Brook Street (south side)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)
Calnon Street (east side)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)
Devon Road (north side)	No Parking, Saturdays, March to August	No restriction
Lamb Street (south side - 4 Thompson Street to 11a Lamb Street)	No Parking, Saturdays, March to August.	No Stopping (yellow edge line)
Lamb Street (east side - 13 to 21 Lamb Street)	No Parking, Saturdays, March to August	No Stopping (yellow edge line) - including cul-de-sac and entrance/exit to cul-de-sac
Lamb Street (west side - opposite 11 and 11a Lamb Street)	No Parking, Saturdays, March to August	No Stopping (yellow edge line) - including cul-de-sac and entrance/exit to cul-de-sac
North Road (east side - 1 to 19 North Road)	No restriction	No Stopping (yellow edge line)
North Road (west side - 309 Guildford Road to 26 North Road)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)
Prowse Street (south side)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)
Railway Parade (north side - 28 to 40 Railway Parade)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)
Rosetta Street (east side)	No Parking, Saturdays, March to August	No Stopping (yellow edge line) - including cul-de-sac and entrance/exit of cul-de-sac
Thompson Road (east side)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)
West Road (east side - Old Perth Road to Devon Road)	No Parking, Saturdays, March to August	No Stowing (yellow edge line)

The above restrictions will be in place at all times, in lieu of Saturday only.

The proposed restrictions will not impede residents from allowing vehicles to park on their verges where verge parking is permitted.

Should you have any comments on the above, please complete the attached survey form and return it to the Town in the enclosed reply-paid envelope within 14 days for inclusion in the survey. The closing date for the return of the survey is **Tuesday 30 March 2021**, responses received after this date will not be included in the analysis.

Following consultation, the matter will be determined by Council.

Should you have any further queries on this matter please call the Rangers on 9377 7480.

Yours faithfully

SHARNA MERRITT
SENIOR RANGER

16 March 2021



114.S:glEAN
a by the Town

Town of Bassendean
Football Parking Restrictions Survey Form

File Ref: LAWE/REPRTNG/3

Attention: Senior Ranger

Name: _____

Address: _____

Contact No.: _____

Do you support the below proposed change to existing parking restrictions? Please indicate your answer by inserting **yes** or **no** in the **1 (N/A)** column response in the **yes/no**

Street Location	Existing Restriction	Proposed Restriction	Yes/No
Briggs Street (east side line)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	
Brook Street (south side line)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	
Calnon Street (east side line)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	
Devon Road (north side)	No Parking, Saturdays, March to August	No restriction	
Lamb Street (south side - 4 Thompson Street to 11 a Lamb Street)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	
Lamb Street (east side - 13 to 21 entrance/exit)		No Stopping (yellow edge line) - including cul-de-sac and	
Lamb Street)	No Parking, Saturdays, March to August to cul-de-sac		
Lamb Street (west side - opposite 11 entrance/exit and 11a Lamb Street)	No Parking, Saturdays, March to August to cul-de-sac	No Stopping (yellow edge line) - including cul-de-sac and	
North Road (east side - 1 to 19 North Road)	No restriction	No Stopping (yellow edge line)	
North Road (west side - 309 Guildford Road to 26 North Road)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	
Prowse Street (south side)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	
Railway Parade (north side - 28 to 40 Railway Parade)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	
Rosetta Street (east side)	No Parking, Saturdays, March to August of cul-de-sac	No Stopping (yellow edge line) - including cul-de-sac and entrance/exit	
Thompson Road (east side)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	
West Road (east side - Old Perth Road to Devon Road)	No Parking, Saturdays, March to August	No Stopping (yellow edge line)	

Comments:

Any submissions received will be considered as part of the determination process and your submission will be publicly available in the Council Agenda, unless you specifically request that your submission remains anonymous.

Thank you for your time.

3/3

Our Ref: LAWE/REPRTNG/3

Owner/Occupier
Devon Road
BASSENDEAN WA 6054

Dear Sir/Madam

Proposed Parking Restrictions — Football Parking

On further review of the current parking restrictions and preliminary feedback, the Town is considering amending the previous proposal for Devon Road by replacing the existing 'Football Day Parking' restrictions with a 'No Stopping' Yellow edge line, as per the other locations identified in the previous consultation.

Should Council resolve to make the restriction, the proposed restriction will be in place at all times in lieu of Saturday only, and it will not impede residents from allowing vehicles to park on their verges where verge parking is permitted.

Should you have any comments on the above, please complete the attached survey form and return it to the Town in the enclosed reply-paid envelope within 14 days for inclusion in the survey. The closing date for the return of the survey is **Friday 14 May 2021**, responses received after this date will not be included in the analysis.

As previously advised, following the completion of consultation, the matter will be determined by Council.

Should you have any further queries on this matter please call the Rangers on 9377 7480.

Yours faithfully



SHARNA MERRITT
SENIOR RANGER

30 April 2021



Town of Bassendean
Football Parking Restrictions Survey Form
Devon Road, Bassendean

File Ref: LAWE/REPRTNG/3

Attention: Senior Ranger

Name: _____

Address: _____

Contact No.: _____

Do you support the proposal to remove the existing 'No Parking — 8am to 6pm, Saturday, March to August' parking restrictions on the northern side of Devon Road and replace them with 'No Stopping' yellow edge line restrictions?

Y E S / N O

(please circle your response)

Comments:

Any submissions received will be considered as part of the determination process and your submission will be publicly available in the Council Agenda, unless you specifically request that your submission remains anonymous.

Thank you for your time.

Attachment B

Traffic Data Supplied by Town of Bassendean

Via Email 14 May 2021

Donna Shaw <dsshaw@bassendean.wa.gov.au>
to me, Luke

Good Morning Mr Blanchard

Thank you for your email. Please see responses to your enquiries below in red:

1. What is the designation of Devon Road in the Town's road hierarchy?

Devon Road would be considered an Access Road under the Main Roads WA (MRWA) Road Hierarchy Classification (i.e. maximum vehicle volumes of 3000 vehicles per day and maximum 60km/hr speed)

2. What are the latest average weekday traffic volumes in Devon Road?

The most recent data was recorded between 31 October 2017 and 9 November 2017, with average weekday traffic volumes of 439 vehicles per day.

3. =many reported accidents have there been (data from the MRWA CARS programme) at the following locations?

The latest available data from the MRWA CARS programme is for the period 1 January 2016 to 31 December 2020, with no reported accidents at intersections or mid-block for that five year time period.

- Devon Road/West Road intersection, 0
- Devon Road North Road intersection, 0
- Devon Road/Carnegie Street Intersection, 0
- Devon Road/Briggs Street intersection, 0
- Devon Road mid block between West Road and Briggs Street, 0
- Devon Road mid block Briggs Street to Carnegie Street, 0
- Devon Road mid block between Carnegie Street and North Road, 0

4. The latest 85th percentile traffic speeds in Devon Road

The most recent data was recorded between 31 October 2017 and 9 November 2017 with 85th percentile traffic speed being 53.5Km/hr (i.e. within acceptable limits)

5. Percentage of through traffic in Devon Road

The Town does not have this dataset, but it would be low given there are only 439 vehicles per day for average weekly traffic volumes.

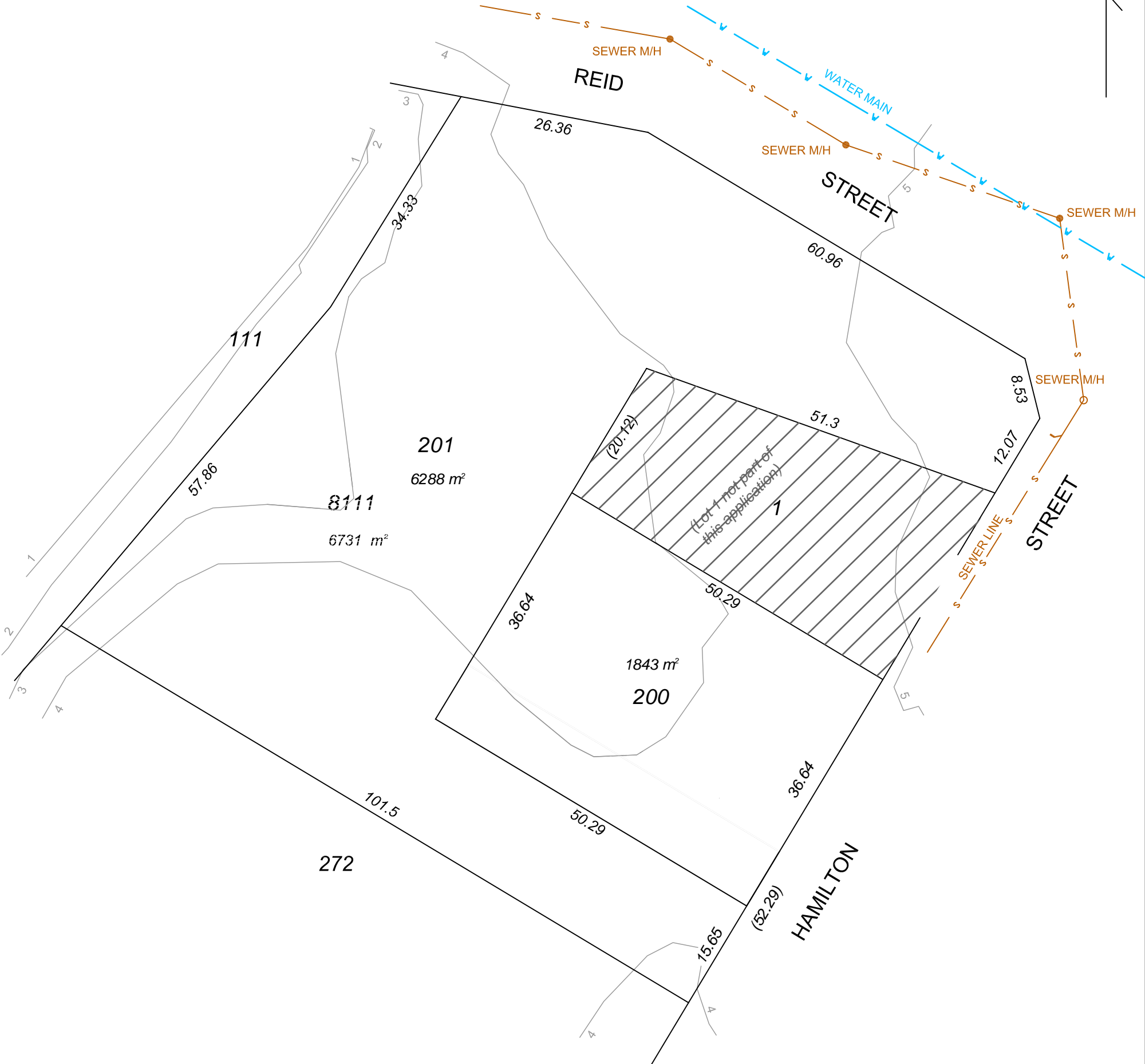
Should you have any further enquiries with regards to the above, please do not hesitate to contact me.

Kind regards

Donna Shaw
Manager Development & Place
Town of Bassendean
Phone: (08) 9377 8011
Email: dshaw@bassendean.wa.gov.au
Web: www.bassendean.wa.gov.au

ATTACHMENT NO. 6

LOCAL AUTHORITY: TOWN OF BASSENDEAN
LOCALITY: BASSENDEAN

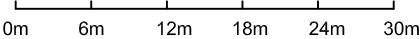


LOT	DESCRIPTION	AREA
8111	ORIGINAL LOT	6731m ²
200	PROPOSED LOT	1843 m ²
201	PROPOSED LOT	6288 m ²

NOTE: LOT IS VACANT

REV.	DESCRIPTION	BY	DATE

- WARNINGS:**
- 1. LOT NUMBERS, DIMENSIONS AND AREAS SUBJECT TO WAPC APPROVAL, SURVEY AND LANDGATE AUDIT.
 - 2. SEWER INFORMATION TAKEN FROM WATER CORPORATION AS CONSTRUCTED SHEETS.
 - 3. ALL ABOVE & BELOW GROUND SERVICES MAY NOT HAVE BEEN LOCATED - CHECK WITH RELEVANT AUTHORITIES BEFORE COMMENCING ANY WORKS.



PROPOSED SUBDIVISION OF LOT 8111 ON PLAN 415024 HAMILTON STREET, BASSENDEAN	SCALE 1:600 APRIL 2021 TOWN OF BASSENDEAN DATUM : AHD	 TOWN OF BASSENDEAN ASSET SERVICES <small>48 OLD PERTH RD BASSENDEAN WA 60054 ABN 20 347 405 108</small> <small>Telephone: (08) 9371 9000 Facsimile: (08) 9279 5516 Email: mail@bassendean.wa.gov.au www.bassendean.wa.gov.au</small>	DRAWING (A3)	REVISION
			DRAWN BY :	
			APPROVED :	

ATTACHMENT NO. 7

5.5 Disused Vehicle Policy

Objective

To enhance the appearance of the Town by ensuring that disused vehicles are not stored on street verges or properties that cause the property to be untidy.

Strategy

It is Council's policy to enforce the Local Government Act to ensure that the storage of disused material on a property does not make the Town of Bassendean appear untidy, which may adversely affect the value of adjoining properties.

Guidelines

Disused vehicles are those that do not display a current registered licence plate or have not been used for the purpose of driving for a period of at least one week if stored on the verge, or one month if stored within a property.

Vehicles that are disused may only be stored inside a garage or under a carport with a commercial cover over it or at a place approved through the Chief Executive Officer's delegation to the Director Operational Services.

On properties that do not allow access to the rear of the property, the Chief Executive Officer's delegate, the Director Operational Services, may grant permission in writing if all the following conditions are met:

1. The vehicle is to be stored on a paved area; or
2. If stored on the lawn - the vegetation under and around the vehicle must be maintained at no greater than 10cm in height;
3. No refuse or vehicle parts are to be stored within the vehicle;
4. A commercial car cover to be placed over the vehicle and be secure at all times; and
5. The storage of the vehicle in the opinion of the Director Operational Services is not likely to adversely affect the value of adjoining properties or the health, comfort or convenience of neighbouring residents.

Application

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

Policy Type: Strategic Policy	Policy Owner: Director Operational Services
Link to Strategic Community Plan: Inclusiveness, lifelong learning, health and social wellbeing	First Adopted: OCM - 12/08/02
	Last Reviewed: March 2014
	Version
	Next Review due by: December 2016

Disused Materials

Policy Objective

To ensure that disused materials are not stored on private property so as to cause the property to be untidy.

Policy Scope

This Policy applies in situations that involve disused material(s), which, for the purposes of this policy, includes disused vehicles on private property that do not display a current registered licence plate or have not been used for the purpose of driving for at least one month.

Policy Statement

Under Section 3.25 and Clause 5A(1) of Schedule 3.1 Division 1 of the *Local Government Act 1995*, the Town may issue a notice to an owner or occupier of land to remove disused materials (including motor vehicles) from private property if the material(s) are causing the property to be untidy.

It is Council's policy to ensure that the storage of disused material(s) do not cause properties to appear untidy, so as to adversely affect the visual amenity of the local area.

1. Policy

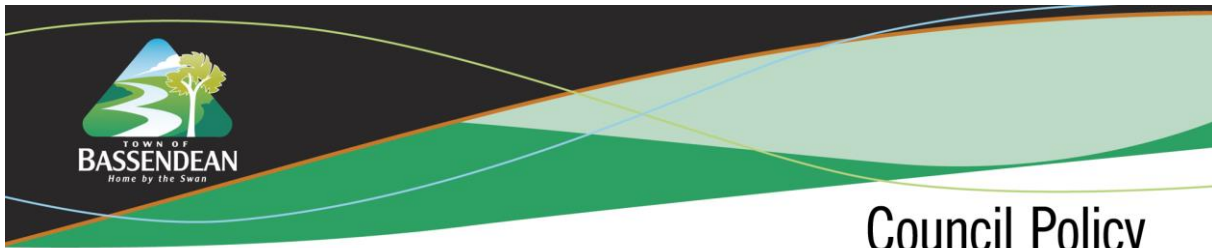
Where an owner or occupier of land has stored disused material on a property such that it causes the property to be untidy, the Town will issue a notice to remove the material(s), unless it is stored within a secured garage or, in the case of a disused vehicle, in accordance with the following:

- (i) Behind the dwelling such that it is not visible from the public street; or
- (ii) Under a carport and, if considered necessary, obscured from public view by an appropriate cover; or
- (iii) Other locations where:
 - The material(s) are either stored on a paved area or where stored on the lawn, the vegetation under and around the material(s) must be maintained at no greater than 10cm in height; and
 - The materials(s) are obscured from public view by an appropriate cover; and

- The storage of the material(s) is not likely to adversely affect the amenity of adjoining properties or the health or convenience of neighbouring residents.

Document Control box			
Document Responsibilities:			
Owner:	Manager Development and Place	Owner Business Unit:	Rangers
Inception Date:	OCM 12/08/02	Decision Maker:	Council
Review Date:	Annual	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		

ATTACHMENT NO. 8



5.22 Reserves Sponsorship Signage Policy

Objective

The Town of Bassendean's objectives for the Reserves Sponsorship Signage Policy are:

- To monitor and control all sponsorship signage that is erected at the Towns Reserves;
- To support and encourage local clubs to be more sustainable through sourcing external sponsorship income;

Strategy

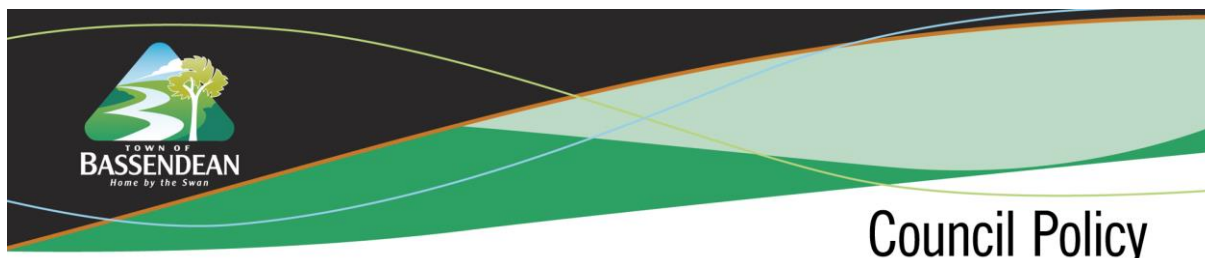
The Town of Bassendean recognises the value of sponsorship to local sporting clubs, and appreciates that there is a requirement to display sponsorship signs. This signage needs to be controlled to protect the amenity of reserves and surrounding areas as well as its patrons and the wider community. Sponsorship signage must be considered on the merits of the proposal including the following factors, location, size, impact, purpose and the location/setting/use of the Reserve.

The Town of Bassendean strives to achieve these objectives by:

- Ensuring that all sponsorship signage at the Towns Reserves meet the specified criteria; and
- Administration of Local Planning Scheme 10.

This policy applies to the following active sporting reserves:

- Ashfield Reserve;
- Jubilee Reserve; and
- BIC Reserve.



Sponsorship signs are categorised as follows:

1. Temporary signage can be:

- Internal to the site; and/or
- Mounted on a building or structure; and/or
- Freestanding.

2. Permanent signage can be:

- Internal to the site; and/or
- Mounted on a building or structure; and/or
- Freestanding.

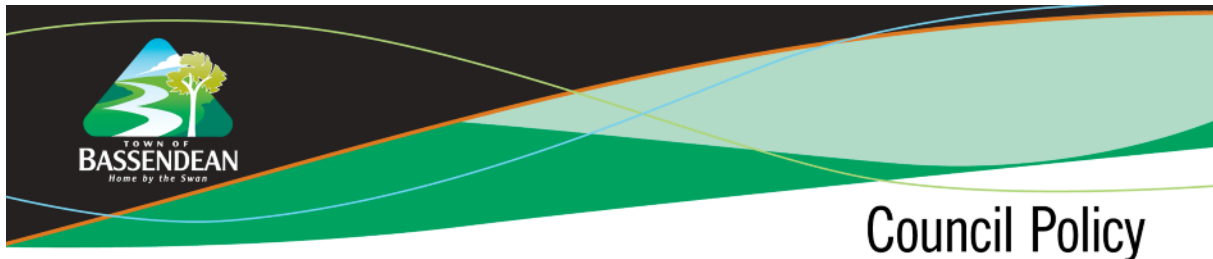
Application

The Chief Executive Officer (CEO) has the authority to administer the requirements of this policy. The CEO has on-delegated this authority to the Manager Community Development. The Chief Executive Officer has the authority to sign applications for planning consent that comply with this policy.

This policy is to be reviewed every three years.

<p>Policy Type: Council Policy</p> <p>Link to Strategic Community Plan: Inclusiveness, Lifelong Learning, Health and Social Wellbeing -</p>	<p>Policy Owner: Director Community Development</p> <p>Adopted: OCM1 – 3/2/10</p> <p>Last Review Date: March 2014</p> <p>Version 1</p> <p>Next Review due by: December 2016</p>
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ATTACHMENT NO. 9



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

1. PURPOSE OF POLICY

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

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

2. CONSIDERATIONS IN DETERMINING APPLICATION FOR PLANNING APPROVAL

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

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

2.1 Categories of Advertisements

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

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

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

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

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

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

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

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

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

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

Portable sign - means a portable free standing sign that only advertises a product or service available on the land on which it is erected, and includes a sandwich board sign consisting of two sign boards attached to each other at the top by hinges or other means, with a sign face not exceeding 1m² on each side.

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

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

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

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

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

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

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

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

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

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

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

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

2.2 Standard specifications

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

2.2.1 Development signs

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

2.2.2 Hoardings

Hoardings should not –

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

2.2.3 Projection sign

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

2.2.4 Property transaction sign

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

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

2.2.5 Roof sign

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

2.2.6 Semaphore sign

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

2.2.7 Verandah sign - verandah facia

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

2.2.8 Verandah sign - under verandah

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

2.2.9 Vertical sign

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

2.2.10 Wall panel

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

2.3 Acceptable deviation

The local government may exercise its discretion to approve a deviation from the specific standards subject to the applicant demonstrating that the likely affect of the location, height, bulk, scale, orientation and appearance of the advertisement will not:

- (a) conflict with or detrimentally affect the amenity of the locality;
- (b) interfere with traffic safety; and
- (c) create visual pollution.

2.4 Proposed placement of advertisement

An advertisement should not be displayed where -

- (a) it would detract from the aesthetic environment of a park or other land used by the public for recreation;
- (b) in the case of an internally illuminated advertisement, its display would cause glare or dazzle or would otherwise distract the driver of any vehicle;

- (c) in the case of an externally illuminated advertisement, the light would not be directed solely onto the device and its structural surround and the light source be so shielded that glare would not occur or extend beyond the advertisement and cause the driver of any vehicle to be distracted;
- (d) it would be likely to interfere with, or cause risk or danger to traffic on a thoroughfare by virtue of the fact that it
 - (i) may be mistaken or confused with, or obstruct or reduce the effectiveness of any traffic control device;
 - (ii) would invite traffic to turn and would be sited so close to the turning point that there would not be reasonable time for a driver of a vehicle to signal and turn safely;
 - (iii) would invite traffic to move contrary to any traffic control device;
 - (iv) would invite traffic to turn where there is fast moving traffic and no turning lane;
 - (v) may obscure the vision of a person driving a vehicle.
- (e) in the case of an illuminated advertisement, it may be confused with or mistaken for the stop or tail light of a vehicle or vehicles;
- (f) it significantly obstructs or obscures the view of a river, the sea or any other natural feature of beauty; or
- (g) it would detrimentally affect the amenity of the area.
- (h) It would detrimentally affect the significance and aesthetics of a Heritage Area or a place on the Heritage List.

TABLE 1 - STANDARD SPECIFICATIONS

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

Advertisement	Max height of device M	Max length/width of device m	Max area.m ²	Min Headroom m	Max height above ground m	Projection max mm	Setbacks front m	Setbacks side M	Other Setbacks M	Minimum distance between ads	Location
Roof sign Height of main building above ground level 3.7 to 4.5 4.5 to 6.0 6.0 to 12 12 to 18 18m+	0.9 1.2 2.0 3.0 4.0			-					-		Not to extend beyond walls of buildings Roof signs will be subject to a structural engineers certificate Maximum height of roof sign 30m
Semaphore sign	0.6	0.9		2.4	3.6	900	-	1	-		-
Tower sign	20% of mast, tower or chimney	width of mast, tower, chimney, or structure where sign affixed		2.4							
Verandah sign -above fascia -on fascia -below fascia	0.8 - 0.3	4 6 2.4	3 4	- - 2.7	5 - -	Nil Nil Nil	-	-	-		-
Vertical sign				0.3		600				3.6	Not to be fixed within 1.8m of end of wall, or project more than 1.0m above the wall to which it is affixed
Wall panel	1.5	1.5	3	-	3.0	100	-	-	-		-
Wall sign	3	8	12	1.0	5.0	100		-	-		-

Policy Number: Local Planning Policy No. 16
Policy Title: Advertising and Signage

1. Citation

This is a Local Planning Policy prepared under Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. This Policy may be cited as Local Planning Policy No. 16 – Advertising and Signage.

2. Policy Statement

The Town recognises the need to control and guide the development of advertisements within the Town in order to protect and enhance the character and amenity of the locality.

3. Policy Objectives

- (a) To protect the streetscape and amenity of the surrounding locality.
- (b) To ensure advertisements are appropriately located and are compatible with and incidental to, the relevant building or site, to prevent inappropriate signage and to minimise the proliferation of advertisements.
- (c) To ensure that signs do not adversely impact on the level of safety for drivers, cyclists and pedestrians by obstructing sight lines and distracting road users.

4. Application

This policy applies to signage and/or advertising on private land. It does not apply to signage and/or advertising located on a thoroughfare (which is regulated by the *Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2010*) or on the Town's reserves (which is regulated by the *Local Government Property Local Law*).

5. Definitions

Advertisement: *means any word, letter, sign, placard, board, notice, device or representation, whether illuminated or not, that is used wholly or partly for the purposes of advertising, announcing or directing and includes:*

- (a) *Any hoarding, banner or similar structure used or adapted for use, for the display of advertisements; and*
- (b) *Any airborne device anchored to any land or building used for the display of advertising; and*
- (c) *Any vehicle or trailer or other similar project placed or located so as to serve the purpose of displaying advertisement.*

All other definitions of signage are located within Table 1.

6. Policy Requirements

6.1 General Requirements

The following requirements apply to all advertisements:

- (a) An advertisement shall generally not contain any information other than:
 - (i) The name of the occupier / business name;
 - (ii) Details of the business carried out on the land and/or goods sold or services provided on the site;
 - (iii) Telephone or contact details;
 - (iv) The trademark or logo of the business or products for sale.
- (b) Advertisements shall be located so as to not obstruct pedestrian or vehicle movements and outside visual sightline areas so as to not compromise vehicular and pedestrian safety.
- (c) Advertisements shall not contain any obscene or offensive information or illustration.
- (d) Where illuminated:
 - (i) Not cause a nuisance or annoyance to abutting sites and/or the public;
 - (ii) Not comprise flashing, intermittent or running lights, or change more than once in every 5 minute period; and
 - (iii) Not interfere with or likely to be confused with, traffic control signals.
- (e) Advertisements shall be, where possible, in keeping with the architecture of the building and integrated into the façade.
- (f) Signage must relate to the business carried out on the subject premises. Third party advertising is not permitted.

6.2 Need for Development Approval

Advertisements are exempt from requiring development approval in the following circumstances:

- (a) If an exemption applies in accordance with Clause 61 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and/or Schedule 5 of Local Planning Scheme No. 10 (LPS 10).
- (b) If the proposal is not a roof sign meets all of the following requirements:
 - (i) Complies with the requirements of Clause 6.1 of this policy;

- (ii) Does not result in more than one (1) advertising sign on each street frontage of a tenancy;
- (iii) Meets the standards contained in Table 1;
- (iv) Is on land that is not zoned residential under LPS 10; and
- (v) Is not on or abutting land that is reserved as a regional road under the Metropolitan Region Scheme.

6.3 Maintenance

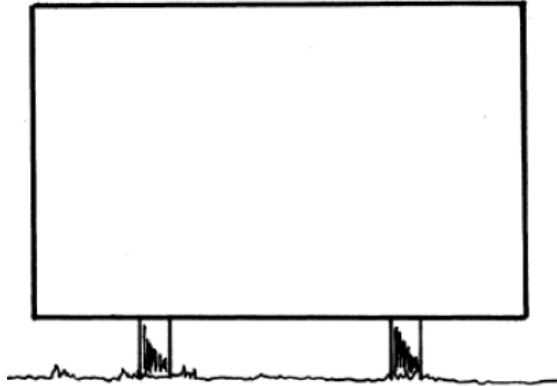
Advertisements shall be maintained to ensure that they are clear, legible and of an acceptable standard; kept clear of graffiti and vandalism; and structurally sound and in accordance with relevant standards.

Document Control

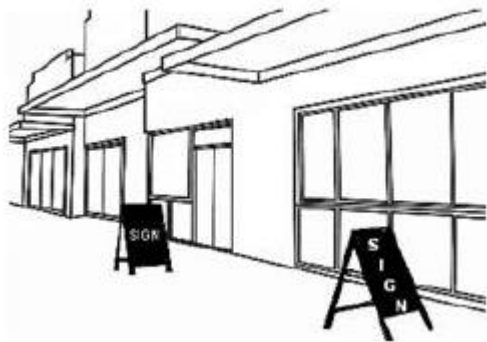
Directorate	Community Planning
Business Unit	Development and Place
Inception Date	[Insert OCM RESOLUTION NO & DATE]
Version	
Next Review Date	[Insert date – maximum 2 years generally is considered good practice]

TABLE 1:

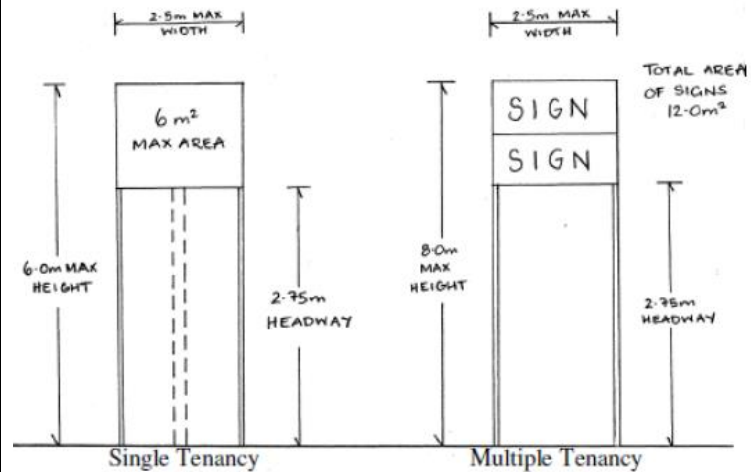
Animated/Digital Sign	
<i>Means an advertisement which moves or is capable of moving, or contains moving parts or which changes its message, flashes on and off, chases, scintillates or has a moving, flashing or scintillating border or emblem, and includes digital advertising and or a light display for the advertisement.</i>	<p>A digital/animated sign shall:</p> <ul style="list-style-type: none"> (i) Shall have a maximum height of 1.5 metres; (ii) Shall have a maximum width of 1 metre; (iii) Shall not exceed 3m² in area; (iv) Shall be located where it does not cause a distraction to passing traffic or interfere with traffic control signals; and (v) The content within the specified approval area is subject to the approval of the Town.
Fence Sign	
<i>means an advertisement affixed to a fence on land, which advertisement will be visible from outside that land.</i>	<p>Fence Signs shall:</p> <ul style="list-style-type: none"> (i) Not exceed a maximum height of 1m; (ii) Not exceed the height of the fence; (iii) Not exceed a maximum length of 5m for every 20 metres of street frontage of the property; (iv) Shall not project from the fence and must be flush mounted, painted onto or directly affixed on o the fence; and (v) The fence is not located within the Town's industrial area.
Flag Sign	
<i>means a sign that that is printed onto a flag typically flown from a pole.</i>	<p>Flag Signs shall:</p> <ul style="list-style-type: none"> (i) Be located immediately adjacent to the building to which the sign relates; (ii) Be located appropriately to ensure there is no obstruction to pedestrian, cyclist or vehicle access;

	<ul style="list-style-type: none"> (iii) Be displayed only during normal business hours of the business to which the sign relates; and (iv) Maximum dimensions of 3m high and 1m wide.
Hoarding Sign	
<p><i>Means a detached or detachable structure, other than a pylon sign, that is erected for the sole purpose of displaying an advertisement and includes a wall panel or an illuminated panel.</i></p>	<p>Hoardings shall not:</p> <ul style="list-style-type: none"> (i) Be erected in a residential area; (ii) Except with the specific approval of the Town, may be erected within 15m of any street or other public place and in any case not closer than its own height to a street or public place; and (ii) Be of greater area than 18m². <p><u>Example Only</u></p> 
Horizontal Sign	
<p><i>Means an advertisement attached to a building with its largest dimension horizontal.</i></p>	<p>A horizontal sign shall:</p> <ul style="list-style-type: none"> (i) Be affixed parallel to the wall of the building or structure to which it is attached;

	<p>(ii) Not project more than 600mm from the wall to which it is affixed; and</p> <p>(iii) Have a maximum height of 1.5 metres, providing the whole of the sign is within the fascia limits.</p> <p>Where more than one horizontal sign is affixed to the same storey or level of a building and those signs face the same street or public place, the signs shall be affixed to the building none line and shall be of uniform height.</p>
Illuminated Sign	
<i>an advertisement that is so arranged as to be capable of being lighted either from within or without the advertisement by artificial light provided, or mainly provided for that purpose.</i>	<p>Every illuminated sign shall:</p> <p>(i) Be maintained to operate as an illuminated sign;</p> <p>(ii) Not have a light of such intensity or colour as to cause annoyance to the public and not interfere with traffic control lights; and</p> <p>(iii) Signs must not be internally or indirectly illuminated, move, flash, rotate or reflect so as to be a distraction to drivers.</p>
Portable Sign	
<i>means a portable free standing sign that only advertises a product of service available on the land which it is erected, and includes A-frame sign consisting of two sign bards attached to each other at the top by hinges or other means, with a sign face not exceeding 1m² on each side.</i>	<p>A portable sign shall:</p> <p>(i) Not exceed 1.2 metre in height;</p> <p>(ii) Not exceed 2.2m² in area with a maximum of 1.1m² on any one side;</p> <p>(iii) Is only displayed during normal business hours of the business to which the sign is related;</p> <p>(iv) Be placed so not to be hazardous to, or impede vehicular traffic or pedestrian traffic;</p> <p>(v) Be located wholly within the boundaries of the subject lot;</p> <p>(vi) Be of sound construction and maintained in good condition; and</p> <p>(vii) Be secured and stabilised.</p> <p><u>Example Only</u></p>

	
Projection Sign	
<p><i>an advertisement that is made by the project of artificial light on a structure.</i></p>	<p>A projection sign shall:</p> <ul style="list-style-type: none"> (i) Not exceed 5 metres in height or 5 metres in width; (ii) Projection signs shall not be located where they may cause a distraction to passing traffic or interfere with traffic control signals; (iii) A project sign may display multiple images or moveable content within the specified approval area, but the content is subject to the approval of the Town.
Property Transaction Sign	
<p><i>an advertisement indicating that the premises on which it is displayed are for sale or for lease or are to be auctioned.</i></p>	<p>A property transaction sign shall:</p> <ul style="list-style-type: none"> (i) Not exceed an area of 2m² for dwellings; (ii) Not exceed an area of 5m² for multiple dwellings, shops, commercial and industrial properties; and (iii) Shall not exceed 10m² for large properties comprised of shopping centres and buildings in excess of four storeys.

	<p>One sign per street frontage for each property relating to the sale, leasing or impending auction of the property at or upon which the sign is or the signs are displayed.</p> <p>The signs shall not be illuminated.</p>
Pylon Sign	
<p><i>an advertisement supported by one or more piers and which is not attached to a building, and includes a detached sign framework supported on one or more piers to which sign infills may be added.</i></p>	<p>A pylon sign shall:</p> <ul style="list-style-type: none"> (i) Have a minimum headway of 2.75m and a maximum height of 5 metres; (ii) Not be within 1 metre of side boundaries of the lot on which it is erected; (iii) Be affixed to one or more columns or piers of sufficient strength to support the sign under all conditions; and (iv) Not exceed 2.5 metres measured horizontally across the face of the sign or have a greater area than 6m² where there is one business per lot. <p>A person shall not erect more than one pylon sign in relation to a business, shop or premises unless it is a corner lot where one sign per lot frontage may be permitted on the site.</p> <p>Where pylon signs are proposed to be erected on a lot where there are multiple tenancies, all pylon signs are to be incorporated into one sign complying with the following:</p> <ul style="list-style-type: none"> (i) All sign infill are to be of equal size and space is to be provided for one infill for each unit on the lot; (ii) The total area of the infill signs may be increased to 12m²; and (iii) The maximum height of the sign may be increased to 6 metres. <p><u>Example Only</u></p>



Roof Sign

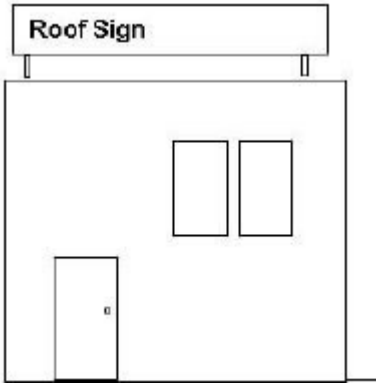
an advertisement displayed on the roof of a building.

Roof signs located within the Town shall generally be discouraged, however, where their location is considered appropriate, the following standards shall be met:

- (i) A roof sign shall not extend beyond the external walls of the building;
- (ii) A roof sign shall comply with the dimensions contained within the following table:

Height of Roof	Maximum Sign Area	Maximum Sign Height
Less than 6 metres	6m ²	1.5m
6 metres to under 10 metres	10m ²	7.5m
Over 10 metres	15m ²	9.0m

Example Only

	
Tower Sign	
<p><i>an advertisement displayed on a mast, tower, chimneystack or similar structure.</i></p>	<p>A tower sign shall not:</p> <ul style="list-style-type: none"> (i) Indicate or display any matter other than the name of the business or the name of the owner or occupier of the land or premises on which the town is erected; (ii) Exceed one-sixth of the height of the tower to which it is attached; and (iii) Extend laterally beyond any point of the tower to which it is attached.
Verandah Sign	
<p><i>an advertisement above, on, or under a verandah, cantilever awning, cantilever verandah and balcony whether over a public thoroughfare or on private land.</i></p>	<p>A sign fixed to the return fascia of a verandah shall meet the following requirements:</p> <ul style="list-style-type: none"> (i) The sign may extend 900mm above the fascia, to a maximum sign height of 1.5 metres; (ii) A verandah sign may not exceed or extend beyond the width of the fascia; and (iii) A verandah sign may not be lower than the bottom edge of the fascia.

	<p>Signs situated under a veranda must meet the following requirements:</p> <ul style="list-style-type: none"> (i) A minimum headway of 2.75 metres must be provided; (ii) The sign must not project beyond the outer frame of the veranda or exceed 600mm in depth; (iii) The sign must be fixed at right angles to the front wall of a building, except on the corner of a building where it may be angled to be visible from both streets; (iv) Where a sign exceeds 300mm in height, it must not be within 3 metres of another sign under that veranda or where it does not exceed 300mm in height, a distance of 1.5meters between signs may be permitted; (v) The sign may not be closer than 1meter to the nearest side wall; an (vi) The sign must be constructed of shatter-proof material.
Vertical Sign	
<i>an advertisement attached to a building with its largest dimension vertical</i>	<p>A vertical sign shall:</p> <ul style="list-style-type: none"> (i) Have a minimum headway of 2.75 metres; (ii) Not project more than 1 metre from the wall to which it is affixed; (iii) Not be within 1.5 metres of either end of the wall which it is affixed; (iv) Not project more than 1 metre above the top of the wall to which it is affixed or project behind the face of the wall; (v) Be affixed either at right angles or parallel to the wall to which it is attached; and (vi) Not be within 4 metres of any other vertical sign on the same building. <p>A person shall not erect more than one vertical sign in relation to a business, shop or premises, unless it is a corner building where one sign per building frontage may be permitted.</p>

Wall Sign	
<i>advertisement which is painted on or directly affixed to the fabric of a wall of a business's premises for the purpose of advertising the business, shop or premise to which it is attached.</i>	<p>A wall sign shall:</p> <ul style="list-style-type: none"> (i) Be affixed parallel to a wall of a building; (ii) Not project more than 300mm from the face of the wall; (iii) Have a minimum headway of 2.75 metres; (iv) Not extend laterally beyond either end of the wall; and (v) Not exceed an area of 10m² or a height of 1.5 metres.
Window Sign	
<i>advertisement sign attached to a window of building, or which is located in the interior of a building visible from the street through the window.</i>	Window signs shall not cover more than 50% of the glazed area for any one window or exceeds 10m ² in area in aggregate per tenancy on a lot, whichever is greater.

ATTACHMENT NO. 10

6.28 Recovery of Rates and Service Charges Policy

Policy Objective

The Town of Bassendean aims to ensure that all payments due to the Town are received by the due date for payment and, through close monitoring of aged accounts, to reduce the likelihood of debts for outstanding rates and service charges becoming unrecoverable. Sometimes, however, rates and service charges due to the Town remain outstanding after the due date for payment.

The purpose of this policy is to provide a clear, accountable, and transparent process for the Town's rates and service charges debt management and collection practices and ensure consistency for all debt recovery.

Policy Scope

This policy applies to all debts due to the Town for outstanding rates and service charges.

Definitions

In this policy unless the contrary intention appears:

Financial Hardship – A person will be considered to be in financial hardship if paying their rates, service charges or sundry debts due to the Town will affect their ability to meet their basic living needs.

Firebreak Debtor – means an individual who has failed to construct a firebreak and the Town has on charged the costs incurred for construction of a firebreak on the ratepayer's property.

Payment Agreement – means an arrangement whereby the debtor pays amounts over a period, agreed to by the Town, to pay the total amount outstanding. A payment agreement would normally require payments to be made by direct debit and be structured to clear the debt due to the Town within a period of 12 months.

Rates Debt – means amounts due and payable to the Town for rates and service charges levied by the Town pursuant to the provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Rates Debtor – means an individual, organisation or other party that has outstanding monies owed to the Town for a rates debt.

Principles

The Town will exercise its debt recovery powers in Part 6 of the *Local Government Act 1995*, guided by the following principles:

- Equity – Implementing rate collection procedures fairly and equitably, ensuring similar treatment of ratepayers in similar circumstances;
- Simplicity – Making the processes used to recover outstanding rates clear, simple to administer and cost effective;
- Transparency – Making clear the processes used by the Town to ensure ratepayers meet their financial obligations;
- Flexibility – Responding where necessary to changes in the local economy and to meet local, State or National crises and other unforeseen events where they are applicable;
- Compliance – Ensuring the Town's rate collection procedures are compliant with all regulatory obligations.

Policy Statement

1.1 Recovery of Rate Arrears

Rates are due for payment not less than 35 days from date of issue of the Rates Notice, in accordance with section 6.50(2) of the *Local Government Act 1995*. Rates debts not received by the due date shall be recovered in accordance with this Policy and any relevant legislation.

(a) Interest

The Town will charge interest against rates debts that remain outstanding more than thirty five (35) days from the date of the issue of the Rates Notice, as follows:

- where payment of rates is made by instalments pursuant to section 6.45(3) of the *Local Government Act 1995*, interest will be charged at the rate adopted by Council as part of the Annual Budget, up to the maximum prescribed by regulation 68 of the *Local Government (Financial Management) Regulations 1996* (~~currently 5.5% per annum~~); and
- where rates remain unpaid after the due date for payment pursuant to section 6.51 of the *Local Government Act*, interest will be charged at the rate adopted by Council as part of the Annual Budget, up to the maximum prescribed by regulation 70 of the *Local Government (Financial Management) Regulations 1996* (~~currently 10% per annum~~).

(b) Rates outstanding after the due date shown on the Rate Notice

Where the Town has not entered into a payment agreement with the rates debtor, the Town will adopt the following process to recover outstanding rates debts due to the Town:

- i. Issue a Final Notice to the rates debtor requiring payment within fourteen (14) days.
Final Notices are not to be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992*; as such persons have until 30 June of the current financial year to make payment, without incurring any penalty interest. The Town may, however issue a Final Notice to registered pensioners or seniors for any unpaid charges not subject to a rebate or deferment (for example, waste collection charges);
- ii. If payment has not been received by the due date shown on the Final Notice, attempt to contact the debtor by other means, including telephone and email, regarding payment of the debt;
- iii. Where contact was not possible or did not result in payment of the debt or the Town entering into a payment agreement with the debtor, issue a "Notice of Intention to Claim" demanding immediate payment; and
- iv. The Town may lodge a Minor Case Claim (where the debt is less than \$10,000) or a General Procedure Claim (where the debt is \$10,000 or more) with the Magistrates Court. Should the debtor not respond within the timeframes established by the Court, default judgment may be requested. Where a General Procedure Claim has been lodged and default judgement requested and granted, a Property Seizure and Sale Order (PSSO) may be lodged. The PSSO authorises the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to satisfy the debt wholly.

The Town may engage a debt collection agency and/or legal representative to act on its behalf in taking debt recovery action.

(c) Recovery of rates debt from lessee

The Town may seek to recover an outstanding rates debt from the lessee of a leased property, pursuant to section 6.60 of the *Local Government Act 1995*.

1.2 Options to recover rates debts outstanding for at least three (3) years.

The Town may seek to recover an outstanding rates debt that has remained unpaid for at least three (3) years by taking possession of the land in accordance with subdivision 6, Division 6, Part 6 of the *Local Government Act 1995*.

This may include:

- leasing the land;
- selling the land;
- causing the land to be transferred to the Crown; or
- causing the land to be transferred to the Town.

1.3 Legal costs and other expenses

Legal costs and expenses incurred by the Town in recovering rates debts will be charged against the land in accordance with the section 6.43 of the *Local Government Act 1995*.

1.4 Recovery of debts resulting from construction of fire clearances

Under the *Bushfires Act 1954*, the Town may charge property owners for the construction of a firebreak where the owner has failed to do so. The Town will issue an invoice to the property owner for payment of the cost incurred by the Town. Where that amount remains outstanding after the due date for payment, the property owner becomes a Firebreak Debtor and the debt may be recovered in accordance with this Policy.

If the account remains unpaid for a period exceeding one hundred and twenty (120) days, or if the property is listed for sale within that period, the debt may be transferred against the ratepayer's property and collected in accordance with Recovery of Rate Arrears in section 1.1 of this Policy.

2 Payment Agreement

Rates debtors who are unable to pay outstanding rates by the due date, may apply in writing to the Town to enter into a payment agreement to make periodical payments. The payment agreement will generally:

- be structured to clear the outstanding rates debt within twelve (12) months;
- require future rates and service charges to be paid on time; and
- require payments to be made by direct debit.

Where the rates debtor fails to adhere to a payment agreement and has not contacted the Town to discuss the payment agreement or negotiate an amended payment agreement, the Town may commence debt recovery in accordance with this Policy. Where legal action had commenced, but had been suspended due to the rates debtor entering into a payment agreement, the legal action may be reactivated.

The Town may decline to enter into a payment agreement with a rates debtor.

The Manager Finance may enter into payment agreements with rates debtors for the Town where the payment agreement will result in payment of the outstanding debt within twelve (12) months. Payment agreements outside of these terms will be at the discretion of the Director Corporate Services.

Interest will continue to be payable on outstanding rates debts that are subject to a payment agreement with the Town.

3 Financial Hardship

Where a rates debtor is experiencing financial hardship and is unable to enter into a payment agreement to pay outstanding rates within twelve (12) months, application can be made for financial hardship support under the Town's Financial Hardship Policy.

Relevant Documents

Local Government Act 1995 - Part 6

Local Government (Financial Management) Regulations 1996

Rates and Charges (Rebates and Deferrals) Act 1992

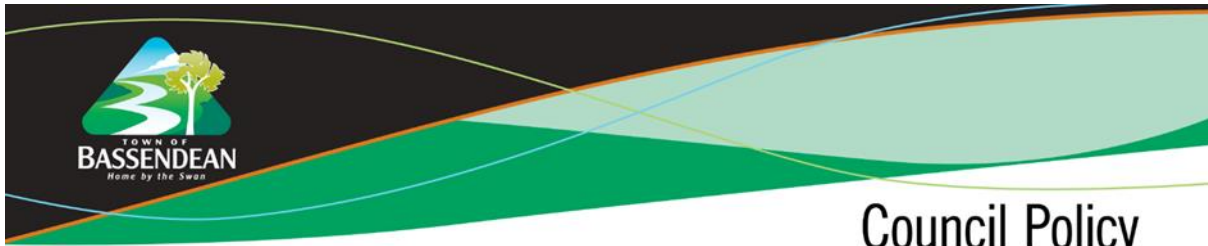
Bushfires Act 1954

Town of Bassendean – Schedule of Fees & Charges

Town of Bassendean – Financial Hardship Policy.

Policy Type: Strategic Policy	Responsible Officer: Director Corporate Services
Link to Strategic Community Plan: Leadership and Governance	First Adopted: 26 May 2020 OCM-15/5/2020
	Last Reviewed: June 2021
	Version: 2
	Next Review due by: 30 June 2024 3

ATTACHMENT NO. 11



Council Policy

DRAFT

Behaviour Complaints Policy – Code of Conduct Council Members, Committee Members and Candidates

Policy Objective

To establish, in accordance with Clause 15(2) of the *Local Government (Model Code of Conduct) Regulations 2021* and the Town of Bassendean's Code of Conduct for Council Members, [Committee Members and Candidates](#) the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Town's Code of Conduct for Council Members, Committee Members and Candidates.

To give effect to the Town's commitment to an effective, transparent, fair and accessible complaints handling process that supports high standards of behaviour of Council Members, Committee Members and Candidates.

Policy Scope

This Policy applies to complaints made in accordance with Clause 11 of the Town's Code of Conduct for Council Members, Committee Members and Candidates.

This Policy applies to Council Members, Committee Members, Candidates and any person who submits a complaint in accordance with this Policy.

[A breach of the Rules of Conduct under Division 4 of the Code of Conduct, is a minor breach and is not the subject of this Policy.](#)

[Complaints that are deemed outside of the scope of this policy, namely –](#)

- [dissatisfaction with a Council or Committee member's lawfully made decisions;](#)
- [dissatisfaction with a Council or Committee member's performance of his or her role;](#)
- [minor breaches under s. 5.105\(1\) of the Act;](#)
- [serious breaches under s. 5.114 of the Act;](#)
- [corruption allegations; or](#)
- [personal disagreements;](#)

[will not be dealt with under the policy.](#)

Policy Statement

Definitions

Act means the *Local Government Act 1995*.

Complaints Committee means the Committee established by the Council in accordance with s.5.8 of the Act for the purpose of dealing with Complaints. The role of the Complaints Committee is outlined in Part 2.3 of this Policy.

Complaints Officer means a person authorised in writing *[by Council resolution]* under clause 11(3) of the Code of Conduct to receive complaints and withdrawals of complaints. The role of the Complaints Officer is addressed in Part 2.1 of this Policy.

Breach means a breach of Division 3 of the Town's Code of Conduct for Council Members, Committee Members and Candidates.

Candidate means a candidate for election as a Council Member, whose nomination has been accepted by the Returning Officer under s.4.49 of the Act, but does not include a Council Member who has nominated for re-election. A person is a Candidate from the date on which their nomination is accepted, until the Returning Officer declares the election result in accordance with s.4.77 of the Act.

Candidate Complaint means a Complaint alleging a Breach by a Candidate. Candidate Complaints are dealt with in Part 3.2 of this Policy.

Code of Conduct means the Town's Code of Conduct for Council Members, Committee Members and Candidates.

Committee means a committee of Council, established in accordance with s.5.8 of the Act.

Committee Member means a Council Member, employee of the Town of Bassendean or other person who has been appointed by the Council to be a member of a Committee, in accordance with s.5.10(1) of the Act. A person is a Committee Member from the date on which they are appointed, until their appointment expires or is terminated by Council resolution.

Complaint means a complaint submitted under Clause 11 of the Code of Conduct.

Complainant means a person who has submitted a Complaint in accordance with this Policy.

Complaint Assessor means a person appointed by the Complaints Officer in accordance with Part 2.2 and Part 3.8 of this Policy.

Complaint Documents means the Complaint Form and any supporting information, evidence, or attachments provided by the Complainant.

Complaint Form means the form approved under clause 11(2)(a) of the Code of Conduct *[by Council resolution or by the CEO exercising delegated authority]*.

Council means the Council of the Town of Bassendean.

Council or Committee Meeting means a formal meeting of the Council or a Committee that is called and convened in accordance with the Act. It does not include informal meetings, such as workshops or briefings.

Council Member means a person who is currently serving a term of office as an elected member of the Council in accordance with the Act.

Finding means a finding made in accordance with clause 12(1) of the Code of Conduct as to whether the alleged Breach has or has not occurred.

Plan means a Plan that may be prepared and implemented under clause 12(4)(b) of the Code of Conduct, to address the behaviour of the person to whom the complaint relates (the Respondent), if a Finding has been made that a Breach has occurred.

Response Documents means the response provided by the Respondent to the Complaint, and includes any supporting information or evidence that is supplied.

Town means the Town of Bassendean.

1. Principles

1.1. Procedural fairness

(a) The principles of procedural fairness, or natural justice, will apply when dealing with a Complaint under this Policy. In particular:

- the Respondent will be afforded a reasonable opportunity to be heard before any findings are made, or a plan implemented;
- the decision maker should be objective and impartial, with an absence of bias or the perception of bias; and
- any findings made will be based on proper and genuine consideration of the evidence.

1.2. Consistency

The application of this Policy should lead to consistency in process and outcomes. While each Complainant and Respondent will be dealt with according to their circumstances, and each Complaint considered and determined on its merits, similar circumstances will result in similar decisions and will be applied consistently.

1.3. Confidentiality

(a) The Town will take all reasonable steps to maintain confidentiality when dealing with the Complaint, in order to protect both the Complainant and Respondent.

- (b) Council Members, Local Government employees and contractors who have a role in handling a specific complaint will be provided with sufficient information to fulfil their role. They must manage this information securely, and must not disclose or inappropriately use this information.
- (c) Complainants will be advised of the level of confidentiality they can expect, and that breaches of confidentiality on their part may prejudice the progress of their complaint.
- (d) The details of a complaint and the processes undertaken in connection with a complaint including the referral to a Complaint Assessor are confidential matters. Parties to the complaint and those involved in the processes undertaken in connection with a complaint, must not disclose details of the complaint, unless lawfully required to do so, or until the Complaints Committee has made a formal finding of a breach in respect of the complaint. Notwithstanding a decision by the Complaints Committee, those involved in the conduct of a complaint need to be mindful of the statutory framework concerning confidentiality under s. 5.23 of the Act and ensure that this is retained.
- (e) The Complainants should be aware that Complaint Documents may be subject to an FOI request. The Town will consult with a complainant before any documents are released and advise of any relevant exemptions that, noting that they must be consulted before any documents are released, and exemptions may apply.

1.4. Accessibility

- (a) The Town will ensure that information on how to make a complaint, including this Policy, is available at the Town's Administration Building and on the Town's website.
- (b) The Town will make information available in alternative formats if requested.
- (c) Any person wishing to make a complaint may contact the Complaints Officer if they require assistance in completing the complaint form or otherwise navigating the complaints process.

2. Roles

2.1. Complaints Officer

- (a) The Complaints Officer is authorised in accordance with clause 11(3) of the Code of Conduct to accept complaints and withdrawal of complaints.
- (b) The Complaints Officer is not an advocate for the complainant or the respondent.

- (c) The Complaints Officer provides procedural information and assistance to both Complainant and Respondent.
- (d) The Complaints Officer will liaise with and provide administrative support to a Complaint Assessor appointed under this Policy.
- (e) The Complaints Officer will liaise with the Local Government to facilitate the calling and convening of Council or Complaints Committee meetings if required.
- (f) In undertaking their functions, the Complaints Officer will apply the Principles of this Policy.

2.2. Complaint Assessor

- (a) The Complaint Assessor is appointed by the Complaints Officer in accordance with Part 3.8 of this Policy.
- (b) The Complaint Assessor is an impartial third party who will undertake the functions specified in this Policy. In undertaking their functions, the Complaint Assessor will apply the Principles of this Policy.
- (c) The Complaint Assessor will liaise with the Complaints Officer to manage the administrative requirements of dealing with the Complaint in accordance with this Policy.

2.3. Complaints Committee

- (a) The Complaints Committee is a Committee of Council established in accordance with s.5.8 of the Act for the purpose of dealing with Complaints.
- (b) The Complaints Committee is a Committee of Council Members only. The membership and purpose of the Complaints Committee is outlined in the Complaints Committee Terms of Reference.

3. Procedure

3.1. Making a complaint

- (a) Any person may make a Complaint alleging that a Council Member, Committee Member or Candidate has behaved in a way that constitutes a breach of Division 3 of the Code of Conduct [*clause 11(1) of the Code of Conduct*].
- (b) A Complaint must be made within one (1) month after the alleged Breach [*clause 11(2)(c) of the Code of Conduct*].
- (c) A Complaint must be made by completing the Complaint Form in full and providing the completed forms to the Complaints Officer.
- (d) A Complaint must be made in accordance with the Complaint Form and specify which requirement(s) of the Code of Conduct is alleged to have been breached.

- (e) A Complaint is required to include the name and contact details of the Complainant. Anonymous complaints cannot be accepted.
- (f) Where a Complaint Form omits required details, the Complaints Officer will invite the Complainant to provide this information in order for the Complaint to be progressed.
- (g) Where a Complaint is made more than 1 month after the alleged breach, the Complaints Officer will give the Complainant written notice that the Complaint cannot be made *[clause 11(2)(c) of the Code of Conduct]*.

3.2. Candidate Complaints

- (a) A Complaint in relation to a Candidate must be made in accordance with 3.1, above, but cannot be dealt with unless the Candidate is subsequently declared elected as a Council Member.
- (b) Within 107 working days after receiving a Candidate Complaint, the Complaints Officer will provide written notice:
- To the Complainant confirming receipt, and advising of the procedure for candidate complaints; and
 - To the Respondent, including a summary of the complaint, and advising of the procedure for candidate complaints.
- (c) No action will be taken until the results of the election are declared by the Returning Officer. If the respondent is elected, then the complaint will be dealt with in accordance with this Policy. Timeframes that would otherwise commence on the receipt of a Complaint will be taken to commence on the election date.
- (d) If the Respondent is not elected, the Complaints Officer will provide the Complainant with notice that the Respondent has not been elected and that the Complaint cannot be dealt with *[clause 15(1) of the Code of Conduct]*.

3.3. Withdrawing a Complaint

- (a) A Complainant may withdraw their Complaint at any time before a Finding has been made in relation to the Complaint *[clause 14 of the Code of Conduct]*.
- (b) A Complainant may withdraw a Complaint by advising the Complaints Officer in writing that they wish to do so.
- (c) After receiving a written withdrawal of the Complaint, the Complaints Officer will take all necessary steps to terminate the process commenced under this Policy.

3.4. Notice to Complainant

(a) Within 7-10 working days after receiving a Complaint, the Complaints Officer will provide written notice to the Complainant that:

- confirms receipt of the Complaint;
- outlines the process that will be followed and possible outcomes;
- explains the application of confidentiality to the complaint;
- includes a copy of this Policy; and
- if necessary, seeks clarifications or additional information.

(b) If the Complaint Form indicates that the Complainant agrees to participate in Alternative Dispute Resolution, the Complaints Officer will advise the Complainant of the process in accordance with Part 3.6 of this Policy.

3.5. Notice to Respondent

(a) Within 14 days after receiving a Complaint, the Complaints Officer will provide written notice to the Respondent that:

- advises that a Complaint has been made in accordance with the Code of Conduct and this Policy;
- includes a copy of the Complaint Documents;
- outlines the process that will be followed, the opportunities that will be afforded to the Respondent to be heard and the possible outcomes;
- includes a copy of this Policy; and
- if applicable, advises that further information has been requested from the Complainant and will be provided in due course.

(b) If the Complainant has agreed to participate in Alternative Dispute Resolution, the Complaints Officer will ask the Respondent if they are also willing to participate in accordance with Part 3.6 of this Policy.

3.6. Alternative Dispute Resolution

(a) The Town recognises that Alternative Dispute Resolution may support both parties reach a mutually satisfactory outcome that resolves the issues giving rise to the Complaint. Alternative Dispute Resolution requires the consent of both parties to the Complaint and may not be appropriate in all circumstances.

(b) To commence the process, the Complaints Officer will, as the first course of action upon receiving a complaint, offer the Complainant and the Respondent the option of Alternative Dispute Resolution. If both parties agree to participate in Alternative Dispute Resolution, the Complaints Officer will pause the formal process.

(c) The objective of Alternative Dispute Resolution will be to reach an agreed resolution that satisfies the Complainant that the formal process is no longer required, allowing them to withdraw the Complaint, in accordance with Part 3.3 of this Policy. For example, an offer by a Respondent to issue a voluntary apology in response to a Complaint, even in the absence of a request from the Complainant, qualifies for consideration as Alternative Dispute Resolution.

(d) If Alternative Dispute Resolution is commenced, both the Complainant and Respondent may decline to proceed with the process at any time. The process may also be terminated on the advice of a third party who is providing assistance to the Local Government, such as a facilitator or mediator.

(e) If Alternative Dispute Resolution is terminated or does not achieve an agreed outcome that results in the withdrawal of the Complaint, the Complaints Officer will resume the formal process required under this Policy.

3.7. Order of Complaints

Complaints will normally be dealt with in the order in which they are received. If more than one Complaint is received that relates to the same alleged behaviour, the Complaints Officer may decide to progress those Complaints concurrently.

3.8. Appointment of Complaints Assessor

(a) If Alternative Dispute Resolution is not commenced, is terminated or does not achieve an agreed outcome resulting in the withdrawal of the Complaint, the Complaints Officer will appoint a suitably qualified and experienced Complaint Assessor, in accordance with the Town's Purchasing Policy.

(b) The Complaints Officer will endeavour to appoint a Complaint Assessor within a reasonable period. The Complaints Officer will provide written notice of the appointment to the Complainant and the Respondent.

3.9. Search of Local Government Records

(a) The Complaint Assessor may request the Complaints Officer to search for any relevant records in the Town's Record Management System.

(b) In particular, if the behaviour is alleged to have occurred at a Council or Committee Meeting, the Complaints Officer will be requested to identify any Local Government records that provide evidence that may support a decision as to whether:

- the behaviour occurred at a Council or Committee Meeting,
- the behaviour was dealt with by the person presiding at the meeting, and/or
- the Respondent has taken remedial action in accordance with the Town of Bassendean's Meeting Procedures Local Law 2020.

(c) The Complaint Assessor must provide the Respondent with a copy of any records that are identified. In addition, where a clarification or additional information has been sought from the Complainant by either the Complaints Officer or the Complaint Assessor, copies must also be provided to the Respondent.

3.10. Assessment of the Complaint

(a) The Complaint Assessor will undertake an assessment of the Complaint in accordance with the process outlined in the Notices given under Part 3.4 and Part 3.5 of this Policy.

(b) The Complaint Assessor must ensure that the Respondent is provided with a reasonable opportunity to be heard before forming any opinions, or drafting the Complaint Report or recommendations.

3.11. Complaint Report

(a) The Complaint Assessor will prepare a Complaint Report that will:

- outline the process followed, including how the Respondent was provided with an opportunity to be heard;
- include the Complaint Documents, the Response Documents and any relevant Local Government Records as attachments; and
- include recommendations on each decision that may be made by the Complaints Committee; and
- include reasons for each recommendation, with reference to Part 4 of this Policy.

(b) A draft copy of the Complaint Report will be provided to the Respondent prior to being finalised by the Complaint Assessor, to enable the Respondent to make submissions.

(c) If the Complaint Report recommends that a Plan is prepared and implemented in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy, the Complaint Report must include a Proposed Plan.

(d) The Complaint Assessor will liaise with the Complaints Officer to include the Complaint Report in the Agenda for a meeting of the Complaints Committee. The Complaints Officer will be responsible for preparation of an Officer Report with the Complaint Report provided as a confidential attachment. The recommendations of the Complaint Report will be provided as the Officer Recommendations.

3.12. Complaints Committee Meeting

(a) The Agenda will be prepared on the basis that the part of the meeting that deals with the Complaint Report will be held behind closed doors in accordance with s.5.23(2) of the Act.

(b) The Complaints Committee will consider the Complaint Report and attachments and give due regard to the recommendations.

(c) In accordance with Regulation 11(d)(a) of the *Local Government (Administration) Regulations 1996*, reasons for any decision that is significantly different from the Officer Recommendation must be recorded in the meeting minutes.

~~If the behaviour that is the subject of the Complaint is alleged to have occurred at a Council or Committee Meeting, the Complaints Committee will determine whether or not to dismiss the Complaint in accordance with Clause 13 of the Code of Conduct and Part 4.2 of this Policy.~~

(d) If the Complaints Committee dismisses a Complaint, the Complaints Officer must give the Complainant and the Respondent written notice of the decision and the reasons for the decision in accordance with clause 13(2) of the Code of Conduct. ~~This concludes the process for this Complaint.~~

(e) If the Complaint is not dismissed, the Complaints Committee will consider the Complaint and make a Finding as to whether the alleged Breach that is the subject of the Complaint has or has not occurred, in accordance with clause 12 of the Code of Conduct and Part 4.3 of this Policy.

(f) If the Complaints Committee finds that the alleged Breach **did not** occur, the Complaints Officer must give the Complainant and the Respondent written notice of the Finding and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. ~~This concludes the process for this Complaint.~~

(g) If the Complaints Committee finds that the alleged breach **did** occur, the Committee will decide whether to take no further action in accordance with clause 12(4)(a) of the Code of Conduct or prepare a plan to address the behaviour in accordance with clause 12(4)(b) of the Code of Conduct and Part 4.4 of this Policy.

(h) If the Complaints Committee decides to take no further action, the Complaints Officer must give the Complainant and the Respondent written notice of this decision and the reasons for the Finding in accordance with clause 12(7)(a) of the Code of Conduct. ~~This concludes the process for this Complaint.~~

(i) If the Complaints Committee decides to prepare a Plan, the Committee will first consult with the Respondent in accordance with clause 12(5)* of the Code of Conduct. The Complaints Committee will consider any submissions made by the Respondent before preparing and implementing a Plan.

3.13. Compliance with Plan Requirement

(a) The Complaints Officer will monitor the actions in timeframes set out in a Plan.

(b) Failure to comply with a requirement included in a Plan is a minor breach under section 5.105(1) of the Act and clause 23 of the Code of Conduct.

(c) The Complaints Officer must provide a report advising Council of any failure to comply with a requirement included in a Plan.

4. Decision Making

4.1. Objective and Principles

All decisions made under this Policy will reflect the Policy Objectives and the Principles included in Part 1 of this Policy.

4.2. Dismissal

- (a) The Complaints Committee must dismiss a Complaint in accordance with clause 13(1)(a) and (b) of the Code of Conduct if it is satisfied that -
- (i) the behaviour to which the Complaint relates occurred at a Council or Committee Meeting; and
 - (ii) either —
 - (A) the behaviour was dealt with by the person presiding at the meeting; or
 - (B) the Respondent has taken remedial action in accordance with the Town of Bassendean's Meeting Procedures Local Law 2020.

4.3. Finding

- (a) A Finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than ~~that~~ it did not occur *[clause 12(3) of the Code of Conduct]*.
- (b) This may involve first considering whether the behaviour occurred, on the balance of probabilities, and then whether that behaviour constituted a breach of a requirement of Division 3 of the Code of Conduct.

4.4. Action

- (a) In deciding whether to take no further action, or prepare and implement a Plan, the Complaints Committee may consider:
- the nature and seriousness of the breach(es);
 - the Respondent's submission in relation to the contravention;
 - whether the Respondent has breached the Code of Conduct knowingly or carelessly;
 - whether the Respondent has breached the Code of Conduct on previous occasions;
 - likelihood or not of the Respondent committing further breaches of the Code of Conduct;
 - personal circumstances at the time of conduct;
 - need to protect the public through general deterrence and maintain public confidence in Local Government; and
 - any other matters which may be regarded as contributing to or the conduct or mitigating its seriousness.

4.5. Plan Requirements

- (a) The Proposed Plan may include requirements for the Respondent to do one (1) or more of the following:

- engage in mediation;
- undertake counselling;
- undertake training;
- take other action the Complaints Committee considers appropriate (e.g. an apology).

(b) The Proposed Plan should be designed to provide the Respondent with the opportunity and support to demonstrate the professional and ethical behaviour expected of elected representatives expressed in the Code of Conduct.

(c) The Proposed Plan may also outline:

- the actions to be taken to address the behaviour(s);
- who is responsible for the actions;
- any assistance the Local Government will provide to assist achieve the intent of the Plan; and
- a reasonable timeframe for the Plan action(s) to be addressed by the Respondent.

5. Unreasonable or Vexatious complaints

(a) There may be some complainants who disagree with the action or finding taken in relation to their complaint. They may continue to contact the Town about the same issue.

(b) Where a complaint has been considered by the Complaints Officer and a finding made by the Complaints Committee in accordance with this Policy, but the complainant refuses to accept the findings and actions taken, the Complaints Officer may advise the complainant in writing, that no further consideration will be given to complaints, that are the same, substantially similar, or which do not raise any new matters.

Document Control box			
Document Responsibilities:			
Owner:	Chief Executive Officer	Owner Business Unit:	Office of the Chief Executive Officer
Inception Date:	OCM	Decision Maker:	Council
Review Date:	Annual	Repeal and Replace:	N/A
Compliance Requirements:			
Legislation:	<i>Local Government Act 1995</i>		

ATTACHMENT NO. 12

TERMS OF REFERENCE

COMPLAINTS COMMITTEE

Objective

To establish Terms of Reference for the Complaints Committee of the Town of Bassendean.

Scope

This Policy applies exclusively to the Town of Bassendean's Complaints Committee.

Committee Function

The Complaints Committee is a Committee of Council established in accordance with s.5.8 of the *Local Government Act 1995* (the Act) for the purpose of dealing with Complaints made under Division 3 of the Town of Bassendean's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

The extent of authority provided to the Complaints Committee is specified in the relevant Delegated Authority, and includes:

- Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [*clause 12(3) of the Code of Conduct*].
- Determining reasons for such a Finding.
- Where a Finding is made that a breach has occurred, determining:
 - To take no further action; or
 - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

The extent of authority of the Complaints Committee is limited by Condition of the Delegated Authority.

Membership

The Complaints Committee is a Committee of Council Members only in accordance with s. 5.9(2)(a) of the Act.

Membership of the Complaints Committee will be comprised of 4 (four) Council Members, appointed by Council in accordance with s.5.10 of the Act.

In addition, at least 3 (three) Council Members will be appointed as Deputy Committee Members in accordance with s.5.11A of the Act.

The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function by providing an apology. They are to be replaced for the duration of the handling of the subject Complaint by a Deputy Committee Member, selected by the Presiding Member of the Committee.

Meeting Schedule

Meetings are to be scheduled as required by the CEO or Complaints Officer in consultation with the Committee Presiding Member.

Delegated Authority

The Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the Town of Bassendean's Register of Delegations.

It is a Condition of Delegated Authority that the Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

Committee Governance

Complaints Committee meetings are required to:

- be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
- include public question time *[Admin.r.5]*
- make the Committee Notice Papers and Agenda publicly available *[s.5.94(p), s.5.96A(f)]*, with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) *[Admin.r.14]*; and
- make Committee minutes publicly available *[s.5.94(n), s.5.96A(h)]*, with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).

Document Control Box							
Document Responsibilities:							
Owner:	[insert Position Title]			Owner Business Unit:	[insert Unit Title]		
Reviewer:	[insert Position Title]			Decision Maker:	Council		
Compliance Requirements:							
Legislation:	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021						
Other:							
Organisational:	Council Policy XXX Code of Conduct Behaviour Complaints Management Delegated Authority XXX Behaviour Complaints Committee						
Document Management:							
Risk Rating:	[low / med / high]	Review Frequency:	[annual / biennial / triennial]	Next Due:	[20##]	Records Ref:	[CP####]
Version #	Decision Reference:	Synopsis:					
1.	[decision date / TRIM Ref]	[brief description of the adoption / changes approved]					
2.							

DELEGATION OF AUTHORITY TO COMPLAINTS COMMITTEE

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees
Express Power or Duty Delegated:	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> Clause 12 Dealing with a complaint Clause 13 Dismissal of complaint
Delegate:	Complaints Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur <i>[MCC.cl. 12(1) and (3)]</i>. In making any finding the Committee must also determine reasons for the finding <i>[MCC.cl. 12(7)]</i>. 2. Where a finding is made that a breach has occurred, authority to: <ol style="list-style-type: none"> a. take no further action <i>[MCC.cl. 12(4(a))];</i> or b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates <i>[MCC.cl.12(4)(b), (5) and (6)]</i>. 3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal <i>[MCC.cl.13(1) and (2)]</i>.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Committee will make decisions in accordance with the principles and specified requirements established in Code of Conduct Complaints Management Policy. b. That part of a Committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the Act. c. The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a Committee meeting is either the Complainant or Respondent to the Complaint subject of a Committee agenda item.

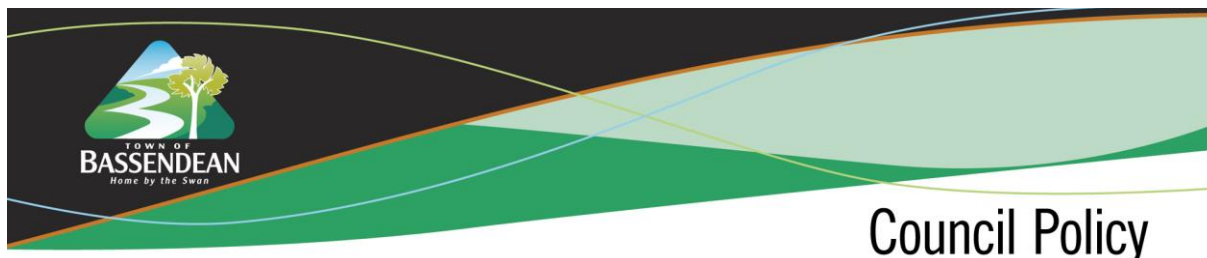
	<p>d. In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent and a Deputy Committee Member is in attendance.</p> <p><u>NOTE TO CONDITIONS (C) AND (D):</u> The purpose of this Condition is to require that a Committee Member who is identified as either the Complainant or Respondent is required to recuse themselves by notifying the Presiding Member of their intention to be an apology for the meeting at which the Complaint is an agenda item.</p>
Express Power to Sub-Delegate:	Nil.

Compliance Links:	<p>Council Policy Complaints Committee Terms of Reference</p> <p>Council Policy Code of Conduct Complaints Management</p> <p>Council Policy Code of Conduct for Council Members, Committee Members and Candidates</p>
Record Keeping:	<p>Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.</p>

Version Control:

1	
2	
3	

ATTACHMENT NO. 13



6.12 Festive Season Office (Administration) Closure

Objective

To establish a Council Policy on the closure of the Administration Office during the Festive Season (Christmas to New Year).

Strategy

As a family-friendly Council, the Administration Office will be closed during the Festive Season (Christmas to New Year). The Chief Executive Officer is required to advise staff of the dates of the office closure by 1 July that year and ensure that the Town is able to respond to emergencies or urgent issues.

Application

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

Policy Type: Strategic Policy	Responsible Officer: Chief Executive Officer and Director Corporate Services
Link to Strategic Community Plan: Leadership and Governance	Last Review Date: September 2017 Version 2
	Next Review due by: May 2020