

ATTACHMENTS

ORDINARY COUNCIL AGENDA

15 OCTOBER 2019

Attachment No. 1

Special Council Minutes of 24 September 2019

Attachment No. 2:

Ordinary Council Minutes of 24 September 2019

Attachment No. 3

- Development Plans Revision 2
- Planning Assessment Report Revision 2
- Waste Management Plan dated October 2019
- Environmental Acoustic Assessment Revision 1
- State Planning Policy Acoustic Assessment
- Transport Impact Assessment Revision D
- Schedule of Submissions and Applicant's response.

Attachment No. 4:

- Community Benefit Sponsorship and Grants Sponsorship Guidelines
- Community Benefit Sponsorship and Grants Sponsorship Application Form – Swans Camp Out event; and
- Grant Assessment Panel Report.

Attachment No. 5

CEO's 6 month highlights report

Attachment No. 6:

- Community Benefit Sponsorship and Grants Sponsorship Application Form – Carols at the Oval;
- Grants Assessment Panel Report; and
- Community Benefit Sponsorship and Grants Guidelines 2019-2020.

Confidential Reports and Confidential Attachments

ATTACHMENT NO. 1

TOWN OF BASSENDEAN

MINUTES

SPECIAL COUNCIL MEETING

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

ON TUESDAY 24 SEPTEMBER 2019 AT 7.00PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC

2.1 Public Question Time

Mr Paul Bridges, West Road, Bassendean

What is the estimated cost to realign the drain.

The Executive Manager Infrastructure responded that the estimated cost to realign the drain was \$50,000.

Is it possible to build over the drain.

The Executive Manager Infrastructure advised that it is not normal practice and is not recommended as it is a significant stormwater pipe, but it is possible.

Ms Jane Bremmer, Seventh Avenue, Bassendean

Is there a caveat on the title and are the new owners aware of that. Is the contaminated site bounded by any other contaminated sites. Is there an ongoing source of contamination. Do the owners understand the implications of the contaminated site.

The Manager Development Services advised that the whole of stage one of Tonkin Park industrial area was remediated for restricted use. There is a memorial on the title stating that the land is a remediated contaminated site. This was done as part of stage one of Tonkin Park to make it suitable for industrial development. The land was remediated by Land Corp.

Mr Bill Busby, 53 Haig Street, Bassendean

What is the drain made of.

The Manager Development Services advised that the drain is constructed of concrete.

Ms Linda Stewart, 20 Briggs Street, Bassendean

Please could the Council consider leaving the trees until the birds have finished nesting.

The CEO advised that a fauna review will be undertaken to identify the birds and animal life which may be affected.

Ms Genevieve Ellery, 36 Anzac Terrace, Bassendean

Why did Council accept a tender when it did not meet the requirements.

The CEO responded that the tender did meet the requirements. The Town provided flexibility in the tender for the respondents to come up with alternate configurations for the possible preservation of the trees.

You didn't specify that you wanted the trees retained.

The CEO responded that there was an opportunity for tenderers to submit plans that retained the trees. Unfortunately, this did not happen.

2.2 Address by Members of the Public

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

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Councillors

Cr Renee McLennan, Mayor
Cr Bob Brown, Deputy Mayor
Cr John Gangell
Cr Kathryn Hamilton
Cr Sarah Quinton
Cr Jai Wilson

Officers

Ms Peta Mabbs, Chief Executive Officer
Mr Paul White, Director Corporate Services
Mr Phil Adams, Executive Manager Infrastructure
Mr Kallan Short, Principal Building Surveyor
Mr Alex Snadden, A/Senior Planning Officer
Mr Brian Reed, Manager Development Services
Ms Mona Soliman, A/Manager Community Planning
Mrs Amy Holmes, Minute Secretary

Apologies

Cr Melissa Mykytiuk

Public

Approximately 40 members of the public were in attendance.

Press

Nil

4.0 REPORTS

4.1 Reorientation of Community Facility to Preserve Mature Trees (Ref: A80337 - Peta Mabbs, Chief Executive Officer)

APPLICATION

Council was requested to consider an alternative orientation for the construction of a community facility on May Holman Drive, Bassendean in order to preserve mature trees.

OFFICER RECOMMENDATION — ITEM 4.1

MOVED Cr Hamilton, Seconded Cr McLennan, that Council:

1. Rescinds Council Resolution OCM-12/08/18, made on 28 August 2018, which reads:
“Selects the Option 3 site configuration as outlined in this report, based on the information provided and the preferences of the Men’s Shed group”;

Note: Option 3 (Aug 2018) is shown as Option 1 in this Special Council Meeting Agenda of 24 September 2019;
2. Endorses Option 2 as outlined in the Officer’s Report included in the Special Council Agenda of 24 September 2019, noting the minimal impacts to amenity, costs and timeframe but significant benefits from an environmental perspective;
3. Approves the additional budget of \$10,000 to accommodate Option 2 utilising the emergency contingency fund; and
4. Notes that a landscaping plan and lease agreement will be submitted to Council for approval at the November 2019 Ordinary Council meeting.

LOST 2/4

The motion was lost for want of another seconder (required as it is a rescission motion).

Cr Wilson moved an alternative motion and spoke to his motion. Council granted an extension of time, an additional two minutes, to Cr Wilson to speak on his motion.

COUNCIL RESOLUTION – ITEM 4.1(a)

SCM – 1/09/19

MOVED Cr Gangell, Seconded Cr Quinton, that Council grant an extension of time for Cr Wilson to speak on his motion.

CARRIED 4/2

Crs Gangell, Quinton, Brown and Wilson voted in favour of the motion. Crs McLennan and Hamilton voted against the motion.

COUNCIL RESOLUTION – ITEM 4.1(b)

SCM – 2/09/19 MOVED Cr Wilson, Seconded Cr Quinton, that Council:

1. Reaffirms its support for the resolution of OCM-12/08/18, which reads:

“That Council:

1. *Selects the Option 3 site configuration as outlined in this report, based on the information provided and the preferences of the Men’s Shed group;*
 2. *Receives the draft iteration of the Bassendean Men’s Shed Business Plan provided and attached to the Ordinary Council Meeting Agenda of 28 August 2018;*
 3. *Instructs the CEO to commence processes requesting the Department of Planning, Lands and Heritage to reclassify Lot 590 May Holman Drive, Bassendean, from ‘Public Recreation’ to ‘Community Purpose’, and that the vesting order be amended and include the power to lease;*
 4. *Agrees the project is financially viable at the May Holman Drive, Bassendean, site based on the quotes received, and approves progressing to the next phases of planning, and construction;*
 5. *Conducts a workshop with the Bassendean Men’s Shed Association (Inc) to consider the terms of a revised Lease Agreement; and*
 6. *Notifies the Bassendean Men’s Shed Association (Inc.) and Lotterywest of any decisions made”; and*
2. Approves expenditure of \$10,000 from the Tree Planting Reserve to plant street trees on the verges of the industrial area as an environmental offset for trees lost on the site.

CARRIED BY AN ABSOLUTE MAJORITY 4/2

Crs Wilson, Quinton, Brown and Gangell voted in favour of the motion. Crs McLennan and Hamilton voted against the motion.

Refer to Attachment No. 1 – Option 1 of the Special Council Agenda of 24 September 2019.

5.0 CLOSURE

There being no further business, the Presiding Member declared the meeting closed, the time being 8.55pm.

ATTACHMENT NO. 2

TOWN OF BASSENDEAN

MINUTES

ORDINARY COUNCIL MEETING

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

ON TUESDAY 24 SEPTEMBER 2019 AT 9.10PM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.0 PRESENTATIONS

Nil

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Councillors

Cr Renee McLennan, Mayor
Cr Bob Brown, Deputy Mayor
Cr John Gangell
Cr Kathryn Hamilton
Cr Sarah Quinton
Cr Jai Wilson

Officers

Ms Peta Mabbs, Chief Executive Officer
Mr Paul White, Director Corporate Services
Mr Phil Adams, Executive Manager Infrastructure
Mr Brian Reed, Manager Development Services
Ms Mona Soliman, A/Manager Community Planning

Mrs Amy Holmes, Minute Secretary

Public

Approximately four members of the public were in attendance.

Press

Nil

Apologies

Cr Melissa Mykytiuk

3.1 Leave of Absence

Cr McLennan requested a leave of absence for 28 September to 13 October 2019.

COUNCIL RESOLUTION – ITEM 3.1

OCM – 1/09/19 MOVED Cr Gangell, Seconded Cr McLennan, that Cr McLennan be granted a leave of absence for 28 September to 13 October 2019.

CARRIED UNANIMOUSLY 6/0

4.0 PUBLIC QUESTION TIME & ADDRESS BY MEMBERS OF THE PUBLIC

4.1 Public Question Time

Ms Nonie Jekabsons, 6 Barton Parade, Bassendean

Has a quantitative tree risk assessment been undertaken on the trees at the Men's Shed site.

The Executive Manager Infrastructure advised that he was not aware that one had been carried out.

Mr Paul Bridges, 150 West Road, Bassendean

When are we likely to see the heritage incentives put in place and what is the status of the heritage precinct guidelines.

The Manager Development Services advised that officers have prepared a discussion paper on heritage incentives to be submitted to the Design Basso Committee. In relation to the heritage precinct guidelines, this question was taken on notice.

Ms Nonie Jekabsons, 6 Barton Parade, Bassendean

*What is the difference between a demolition and full demolition.
Can the retention of vegetation, during demolition, be looked at.*

The Manager Development Services advised that there is no difference. A demolition permit allows the demolition of the dwelling. There are no real controls over the demolition of vegetation.

4.2 Address by Members of the Public

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

5.0 CONFIRMATION OF MINUTES

5.1 Ordinary Council Meeting held on 27 August 2019

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.1(a)

OCM – 2/09/19 MOVED Cr Quinton, Seconded Cr Gangell, that the minutes of the Ordinary Council Meeting held on 27 August 2019, be received.

CARRIED UNANIMOUSLY 6/0

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.1(b)

OCM – 3/09/19 MOVED Cr Quinton, Seconded Cr Brown, that the minutes of the Ordinary Council Meeting held on 27 August 2019, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

5.2 Special Council Meeting held on 3 September 2019

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.2(a)

OCM – 4/09/19 MOVED Cr Gangell, Seconded Cr Brown, that the minutes of the Special Council Meeting held on 3 September 2019, be received.

CARRIED UNANIMOUSLY 6/0

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.2(b)

OCM – 5/09/19 MOVED Cr Gangell, Seconded Cr Quinton, that the minutes of the Special Council Meeting held on 3 September, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

5.3 Special Council Meeting held on 10 September 2019

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.3(a)

OCM – 6/09/19 MOVED Cr Gangell, Seconded Cr Brown, that the minutes of the Special Council Meeting held on 10 September 2019, be received.

CARRIED UNANIMOUSLY 6/0

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 5.3(b)

OCM – 7/09/19 MOVED Cr Brown, Seconded Cr Gangell, that the minutes of the Special Council Meeting held on 10 September, be confirmed as a true record.

CARRIED UNANIMOUSLY 6/0

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

Nil

7.0 PETITIONS

Nil

8.0 DECLARATIONS OF INTEREST

Nil

9.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

Nil

10.0 REPORTS

10.1 Adoption of Recommendations En Bloc

It was agreed that items 10.3, 10.6 & 10.7 be removed from the en-bloc table and considered separately.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.1

OCM – 8/09/19 MOVED Cr Quinton, Seconded Cr Gangell, that Council adopts en bloc the following Officer recommendations contained in the Ordinary Council Meeting Agenda of 24 September 2019:

Item	Report
10.2	2019/2020 Festive Season Office (Administration) Closure
10.4	Determinations Made by Development Services
10.5	Monthly Financial Report – July 2019 and August 2019
10.8	Use of the Common Seal
10.9	Calendar for October

CARRIED UNANIMOUSLY 6/0

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

Item	Report
10.3	Determinations Made by the Principal Building Surveyor
10.6	Accounts for Payment – July 2019 and August 2019
10.7	Implementation of Council Resolutions
13.1	Sports Achievement Award

10.2 2019/2020 Festive Season Office (Administration) Closure – (Ref: HR/LIAIS/2 - Peta Mabbs, CEO)

APPLICATION

The purpose of this report was to seek Council's agreement to close the Administration from 12 noon on Friday, 20 December 2019 to Wednesday, 1 January 2020 (inclusive).

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.2

OCM – 9/09/19 MOVED Cr Quinton, Seconded Cr Gangell, that in addition to Policy 6.12 - Festive Season Office (Administration) Closure, Council:

1. Approves the closing of the Customer Services Centre, Administration Building, Library, Seniors and Disability Services Office and Council Depot at 12 noon on Friday, 20 December 2019;
2. Approves the closing of the Customer Services Centre, Administration Building, Library, Seniors and Disability Services Office and Council Depot on Monday, 23 December 2019 and Tuesday, 24 December 2019;
3. Requests that the CEO provides emergency contact details to the public for the Festive period in accordance with Policy 6.12; and
4. Requests the CEO to provide a skeleton staff during the Festive Season in accordance with Policy 6.12.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION –
OCM-8/09/19 6/0

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

COUNCIL RESOLUTION/OFFICER RECOMMENDATION –
ITEM 10.3

OCM – 10/09/19 MOVED Cr Gangell, Seconded Cr Brown, that Council notes the decisions made under delegated authority by the Principal Building Surveyor.

CARRIED UNANIMOUSLY 6/0

10.4 Determinations Made by Development Services (Ref: LUAP/PROCED/1 – Christian Buttle, A/Manager Development Services)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.4

OCM – 11/09/19 MOVED Cr Quinton, Seconded Cr Gangell, that Council notes the decisions made under delegated authority by the Manager Development Services.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-8/09/19 6/0

10.5 Monthly Financial Report – July 2019 and August 2019 (Ref: FINM/AUD/1 – Paul White, Director Corporate Services)

APPLICATION

The Local Government (Financial Management) Regulations 1996, Regulation 34, requires that a statement of financial activity be prepared each month and presented to Council.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.5

OCM – 12/09/19 MOVED Cr Quinton, Seconded Cr Gangell, that Council receive the monthly financial reports for July 2019 and August 2019.
CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-8/09/19 6/0

10.6 Accounts Paid – July 2019 and August 2019 (Ref: FINM/CREDTS/4 – Paul White, Director Corporate Services)

APPLICATION

The Local Government (Financial Management) Regulations 1996, Regulation 13, requires a list of accounts paid by the CEO each month to be presented to Council at the next ordinary meeting of council after the list is prepared.

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.6

OCM – 13/09/19 MOVED Cr Gangell, Seconded Cr Brown, that Council receive the list of payments for July 2019 and August 2019.
CARRIED UNANIMOUSLY 6/0

10.7 Implementation of Council Resolutions (Ref: GOVN/CCLMEET/1 – Yvonne Zaffino, Council Support Officer)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.7

OCM – 14/09/19 MOVED Cr Wilson, Seconded Cr Gangell, that the outstanding Council resolutions detailed in the table listed in the Ordinary Council Meeting Agenda of 24 September 2019 be deleted from the Implementation of Council Resolutions list, **excluding Items ROC 18/64239 and ROC 18/64237.**

CARRIED UNANIMOUSLY 6/0

10.8 Use of the Common Seal (Ref: INFM/INTPROP/1 – Cath Iles, A/Executive & Research Officer)

The Common Seal was not attached to any documents during the reporting period:

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.8

OCM – 15/09/19 MOVED Cr Quinton, Seconded Cr Gangell, that Council notes the affixing of the Common Seal was not attached to any documents during the reporting period.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-8/09/19 6/0

10.9 Calendar for October 2019 (Ref: Cathy Iles – A/Executive & Research Officer)

COUNCIL RESOLUTION/OFFICER RECOMMENDATION – ITEM 10.9

OCM – 16/09/19 MOVED Cr Quinton, Seconded Cr Gangell, that the Calendar for October 2019 be adopted.

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION – OCM-8/09/19 6/0

11.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

13.0 **CONFIDENTIAL BUSINESS**

13.1 **Sports Achievement Awards**

COUNCIL RESOLUTION – ITEM 13.1

OCM – 17/09/19 MOVED Cr Quinton, Seconded Cr Gangell, that Council:

1. Awards the Town of Bassendean Sports Achievement Award to the recipient shown in the Confidential Report attached to the Ordinary Council Agenda of 24 September 2019;
2. Presents the Sports Achievement Awards at a future Ordinary Council Meeting; and
3. Note that the report and name of the recipient of the Award will remain confidential until after the Award is presented.

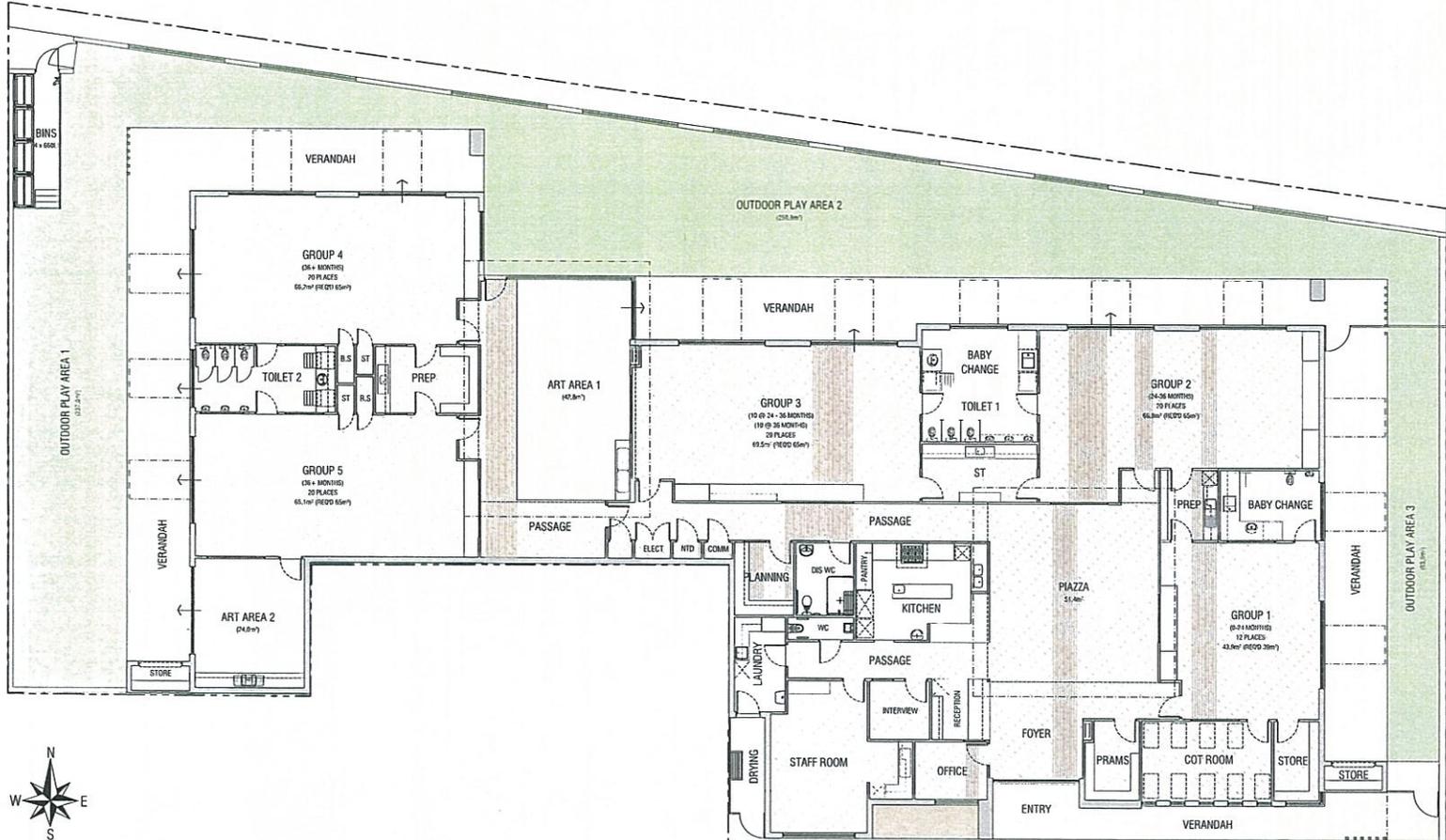
CARRIED UNANIMOUSLY 6/0

14.0 **CLOSURE**

The next Briefings Session will be held on Tuesday 8 October 2019 commencing at 7.00pm. The next Ordinary Council Meeting will be held on Tuesday 15 October 2019 commencing at 7.00pm.

There being no further business, the Presiding Member declared the meeting closed, the time being 9.38pm.

ATTACHMENT NO. 3



GROUND FLOOR
SCALE 1:100

AREA ANALYSIS:	
TOTAL SITE AREA:	2561m ²
ZONED:	R20+0
BUILDING AREA:	818m ²
PARKING:	
TOWN OF BASSENDEAN - LPS 10 (TABLE 2)	
REQUIRED PARKING:	
STAFF: (1 PER EMPLOYEE)	16 x STAFF 16 x BAYS
VISITOR: (1 PER 6 CHILDREN)	92 x PLACES 15.3 BAYS
TOTAL	31.3 BAYS
PROVIDED PARKING:	
STAFF:	16 x BAYS
VISITOR:	16 x BAYS

92 x PLACE CHILDCARE			
GROUP	AGE	PLACES	STAFF REQ'D
GROUP 1	0-24 MONTHS	x 12	x 3
GROUP 2	24 - 36 MONTHS	x 20	x 4
GROUP 3	24 - 36 MONTHS	x 10	x 2
GROUP 4	36 + MONTHS	x 10	x 1
GROUP 5	36 + MONTHS	x 20	x 2
GROUP 5	36 + MONTHS	x 20	x 2
TOTAL		x 92 PLACES	1 x DIRECTOR 1 x COOK x 16 STAFF

OUTDOOR AREAS	
REQUIRED	644m ² (MIN.)
AREA 1	237.0m ²
AREA 2	250.8m ²
AREA 3	93.5m ²
ART 1	42.8m ²
ART 2	24.0m ²
TOTAL	648.5m ²

REV	DESCRIPTION	DATE	APP
2	ISSUED FOR DEVELOPMENT APPROVAL	27.08.15	GDD
1	REV STORE ADDED	22.07.14	GDD
0	ISSUED FOR DEVELOPMENT APPROVAL	12.07.14	GDD

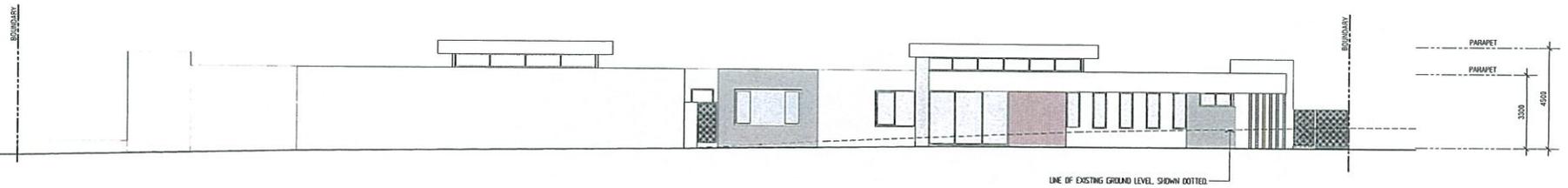
PROJECT
PROPOSED CHILDCARE CENTRE
92 x PLACES
72 RAILWAY PARADE, BASSENDEAN

DRAWING
CONCEPT DESIGN
- FLOOR PLAN

PROJECT NO.	8123	STAGE	SD
DRAWING NO.	A02	REVISION	2
CD FILE NAME	8123-SD_A02		
SCALE	1:100 @ A1		
DRAWN	MJC		
CHECKED	MJC	3/16	
DATE	14/08	www.gdddesigngroup.com	
GDD DESIGN GROUP PTY LTD		GDD DESIGN GROUP PTY LTD	

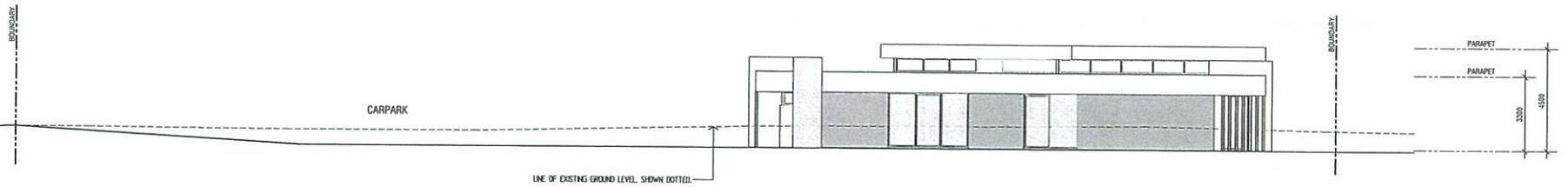
CEILING LEVEL
2700
GROUND FLOOR F.L. 17.200

SOUTH ELEVATION - FRONT
SCALE 1:100



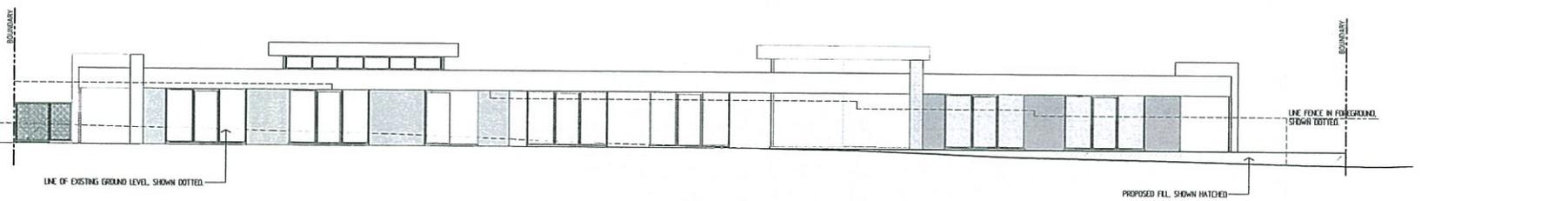
CEILING LEVEL
2700
GROUND FLOOR F.L. 17.200

EAST ELEVATION
SCALE 1:100



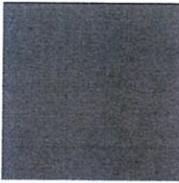
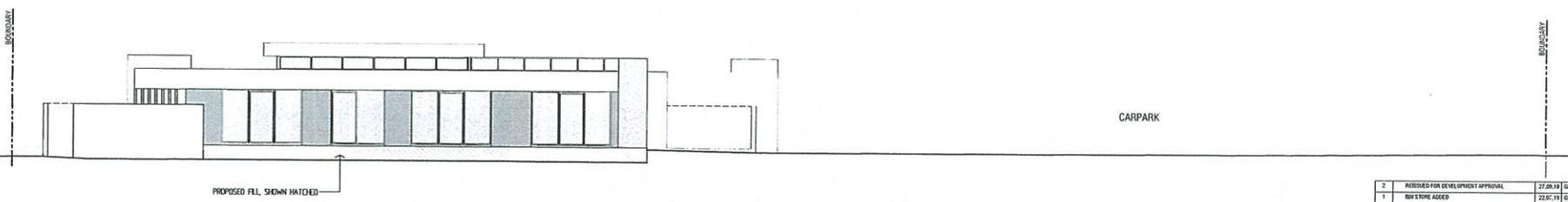
CEILING LEVEL
2700
GROUND FLOOR F.L. 17.200

NORTH ELEVATION - REAR
SCALE 1:100

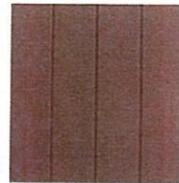


CEILING LEVEL
2700
GROUND FLOOR F.L. 17.200

WEST ELEVATION
SCALE 1:100



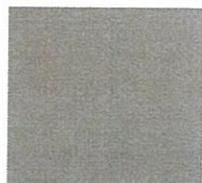
FEATURE COLOUR:
"DOMINO GREY"



CLADDING:
"VERTICAL JARRAH CLADDING"



MAIN COLOUR:
"EXDOR WHITE"



FEATURE COLOUR:
"WALLABY GREY"

MATERIALS PALETTE

2	REVISED FOR DEVELOPMENT APPROVAL	27.06.19	GDD
1	RM STORE ADDED	22.01.19	GDD
0	ISSUED FOR DEVELOPMENT APPROVAL	12.01.19	GDD
REV	DESCRIPTION	DATE	APP

PROJECT
PROPOSED CHILDCARE CENTRE
92 x PLACES
72 RAILWAY PARADE, BASSENDEAN

DRAWING
CONCEPT DESIGN
- ELEVATIONS

PRODUCT NO. 8123	STAGE SD
DRAWING NO. A03	REVISION 2

CAD FILE NAME: 8123-SD_A03
SCALE: 1:100 on A1
DRAWN: MJS
CHECKED: MJS
DATE: 27.06.19

Web: www.gdddesigngroup.com
Tel: (08) 9398 8844

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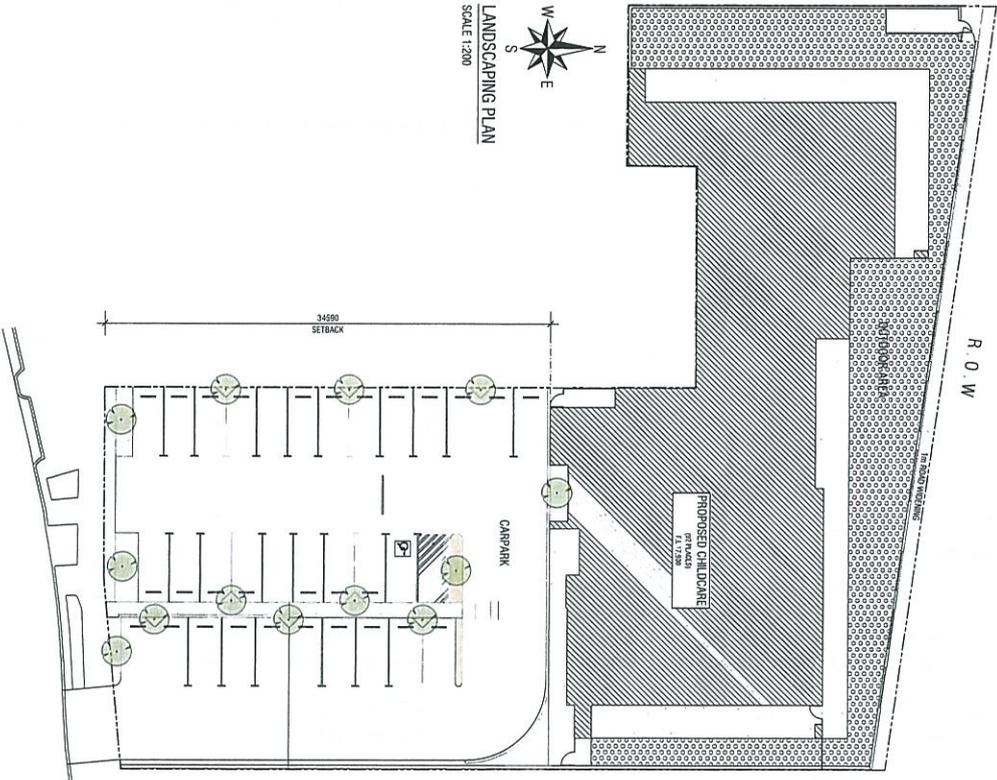
LEGEND

- NON-SLIP CONCRETE
- PAVING
- DESIGNING VEGETATION (TO BE PLANTED)
- NATURE PLANT AREA
- PLANTING AREAS
- PLANTING AREAS
- PLANTING AREAS
- ORGANIC MULCH (25mm DEPTH)

PLANT SCHEDULE

SPECIES	POT SIZE	QUANTITY	PLANT MK
BRACHYDONTION ACERIFOLIA	300L	1	N/A
LAGESTROGIA INDICA BILBOI	300L	13	N/A
GERANIUM GIBBOSUM PROSTRATUM	120/140mm	4m2	A
GERANIUM HELLENICUM	120/140mm	4m2	A
SCAZANHA	120/140mm	4m2	B

LANDSCAPING PLAN
SCALE 1:200

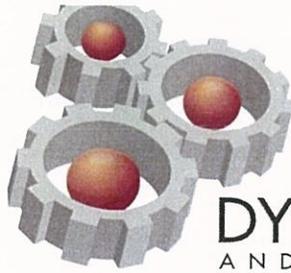


PROJECT NO.	8123	STAGE	SD
DATE	15/08/2024	PROJECT NO.	8123
DESIGNER	A04	PROJECT NO.	8123
DATE	15/08/2024	PROJECT NO.	8123

PROPOSED CHILDCARE CENTRE
92 X PLACES
72 RAILWAY PARADE, BASSEDEN

CONCEPT DESIGN
- LANDSCAPE PLAN

GDD DESIGN GROUP
100/100 RIVERVIEW DRIVE, BASSDEN
PH: 0800 779 913



DYNAMIC PLANNING
AND DEVELOPMENTS

Lot 54 (No. 72) Railway Parade, Bassendean
Proposed Child Care Premises

Planning Assessment Report



October 2019

Project No.1012

Dynamic Planning and Developments Pty Ltd



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APPENDICES

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APPENDIX 2:	Development Plans
APPENDIX 3:	Traffic Impact Assessment
APPENDIX 2:	Acoustic Report

FIGURES

FIGURE 1:	Regional Context
FIGURE 2:	Local Context
FIGURE 3:	LPS10 Zoning Map Extract
FIGURE 4:	Rear Laneway Aerial

TABLES

TABLE 1:	LPS10 Assessment Table
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1.0 INTRODUCTION

Dynamic Planning and Developments Pty Ltd (DPD) acts on behalf of AGEM Property Group who are the contracted purchaser of Lot 54 (No. 72) Railway Parade, Bassendean (herein referred to as the 'subject site').

This report has been prepared in support of an Application for Planning Approval for a proposed Child Care Premises development on the abovementioned property. The report contains the following pertinent town planning details of the proposal deemed to be relevant as part of considering the merits of the application:

- Site details;
- Details of the proposal;
- Detailed assessment of the proposal against the relevant planning provisions applicable; and
- An overview of any additional considerations that are applicable.

For reasons detailed in the following sections, the proposal is considered to warrant favourable consideration by the Town of Bassendean and subsequent approval by the Joint Development Assessment Panel (JDAP).

2.0 SITE DETAILS

2.1 Legal Description

The subject site is made up of one (1) freehold lot described as:

- "Lot 54 on Deposited Plan 74766" contained under Volume 2868, Folio 757.

The subject site has a total area of 2,561m².

A copy of the Certificate of Title for the subject site is contained in **Appendix 1**.

2.2 Site Context

The subject site is situated within the municipal locality of the Town of Bassendean and the suburb of Bassendean. The site is located approximately 11km north-east of the Perth CBD and is situated within an established residential precinct with a mixture of commercial uses that include a BWS bottle shop, a café and two different churches.

The site fronts Railway Parade and also a laneway to the rear. To the east of the property are existing residential dwellings, to the west is an existing bottle shop and to the north is a church. More broadly, the subject site is also located in close proximity to the Bassendean train station and other commercial uses within the Bassendean Town Centre on the opposite side of the railway line.

Being located on Railway Parade, a key local road, the subject site is afforded a high degree of accessibility to other higher order roads such as Guildford Road and Collier Road which are

reserved as regional roads under the provisions of the Metropolitan Region Scheme (MRS). These regional roads provide important access to the wider Perth Metropolitan Area.

Figures 1 and 2 below provide an aerial context of the subject site. Figures 3 to 6 depict the subject site and surrounds.

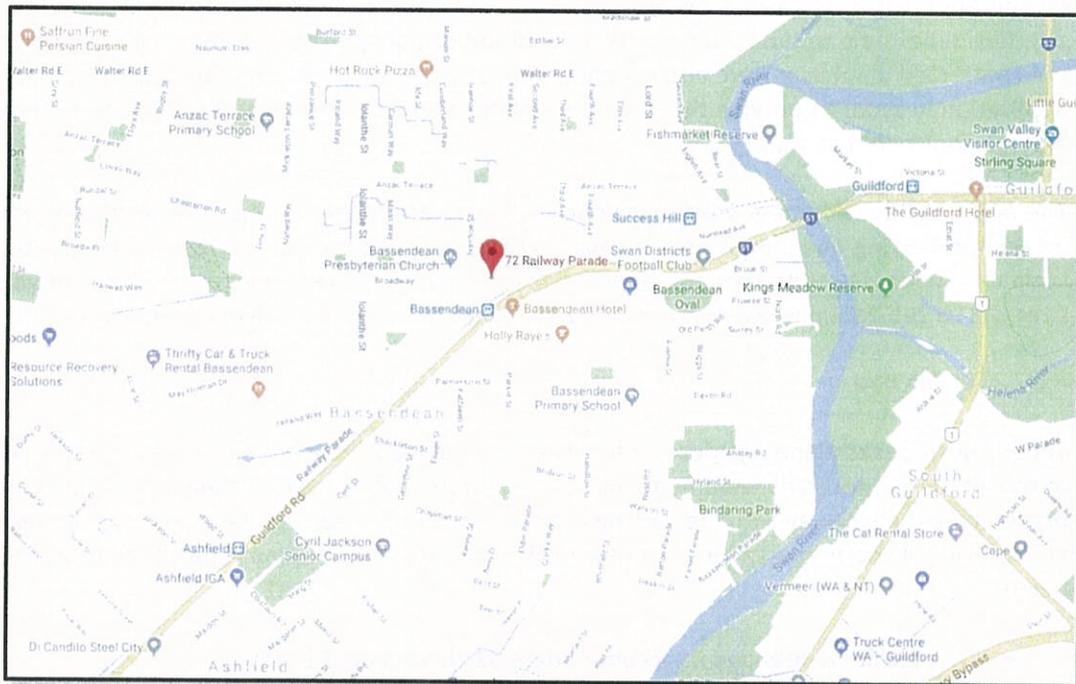


Figure 1 – Regional Context of Subject Site

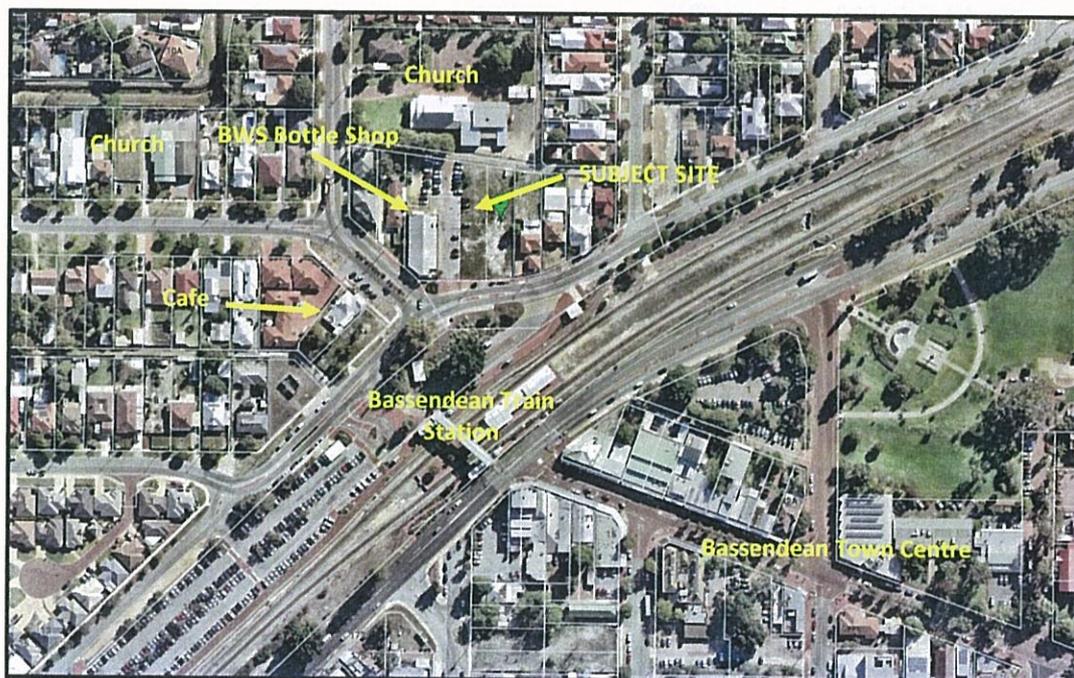


Figure 2 – Local Context of Subject site



3.0 BACKGROUND

On the 23 June 2015, the Metro Central JDAP resolved to approve a development application for 22 multiple dwellings at the subject site. Since the original approval the owners of the site have since sought a Form 2 application approval to extend the allowed approval timeframe and submit a number of modified plans to satisfy a number of the original conditions imposed on the approval. This Form 2 application was subsequently approved which extended the approval timeframe to the 23 June 2019. In addition to the approved Form 2, it is noted that the contracted purchaser have also sought a further extension of the approved development application in order to provide them with flexibility in terms of development options as they assume control of the site.

The approved development which included four separate blocks for multiple dwellings and associated parking and storerooms is considered represent development at a much greater scale than what is proposed by this application. In this regard the impact on the surrounding sites will be substantially less in terms of building bulk, overlooking and overshadowing etc.

4.0 PROPOSAL

The proposal seeks planning approval for a new 'Childcare Premises'. By virtue of the shape of the lot the proposed development will be focused toward the rear of the property in close proximity to the laneway with the parking area accessible from Railway Parade and positioned at the front of the property. An overview of the proposed development has been provided below:

- The facility is intended to accommodate 92 children and 16 staff;
- There will be a total of 818sqm of building area with 648sqm of landscaped outdoor play area;
- A total of 32 car bays will be provided which includes one (1) disabled bay; and
- Internally the facility will provide five (5) separate group rooms for children, two art areas, a staff room with the associated amenities, a central office/reception area with a piazza for children and parents to gather whilst they are received by the facility, a cot room and various toilets and other amenities.

Appendix 2 contains developments plans and a schedule of external materials associated with the subject application.

As far as the operation of the proposed childcare is concerned the following will be applicable:

- Operating hours will be from 7.00am to 6.00pm Monday to Friday and 8.00am to 1.00pm on Saturday.
- The childcare premises will be a 'Nido Early Learning Centre' The word 'Nido' is Italian for 'nest' and was inspired by the Italian principles of the 'Reggio Emilia Approach', which is the world-class educational philosophy upon which our schools are founded. Reggio Emilia is named after the Italian city itself and creates an environment for children where they are encouraged to create, trust, explore, discover and excel.

Nido have taken the Reggio Emilia philosophy to early childhood development and adapted it to suit the Australian culture, climate and educational expectations of



families. Their childcare centres use calming colours, natural products wherever possible and are designed to inspire a love of the natural environment. We have utilised premium finishes, textures and high quality furnishings throughout and purchased equipment that will extend creativity and curiosity, with the intention that the children will be as comfortable and confident at the school as they are in their own home.

- The various age groups and number of children permitted at the centre is outlined on the attached development plans.
- Whilst commercial demand isn't a relevant planning consideration, other childcare centres within the immediate locality are effectively at capacity suggesting that there is a gap in the market for the proposed Nido Early Learning Centre to fill. A summary of the other childcare centres have been outlined below:
 - MercyCare Early Learning (Limited Vacancy)
 - Wind In the Willows Bassendean (No Vacancy)
 - Organikids Childcare Centre (No Vacancy)
 - Amare Child Care (Limited Vacancy)
 - Wind in the Willows Ashfield (No Vacancy)

In light of the above operational characteristics it is clear that the Nido Early Learning Centre will bring a brand name childcare provider to the Bassendean area which will improve the level of service available to local Bassendean residents.

5.0 PLANNING & DEVELOPMENT FRAMEWORK

5.1 Metropolitan Region Scheme

The subject site is zoned 'Urban' under the provisions of the Metropolitan Region Scheme (MRS). The proposed development is consistent with the 'Urban' MRS zoning applicable to the subject site.

It is noted that the subject site is located in close proximity to the Midland train line which is reserved for the purposes of 'Railways' under the provisions of the MRS.

5.2 Town of Bassendean Local Planning Scheme No. 10 (LPS10)

5.2.1 Zoning

In accordance with the Town of Bassendean LPS10, the subject site is zoned 'Residential' with an applicable density coding of R20/40.

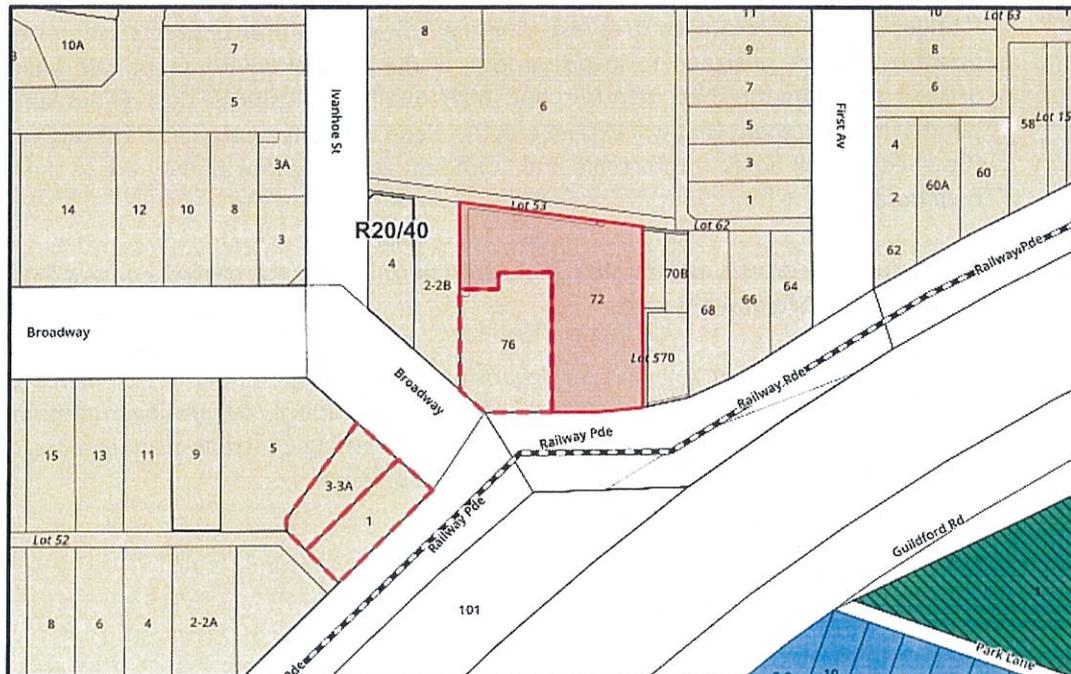


Figure 3 – Zoning Map Extract

Clause 3.2.1 describes the 'Residential' zone objectives as follows:

- a) To maintain lifeline or long-time residents as an integral component of the Bassendean community;
- b) To continue and increase the attraction for young families to reside and raise their families in the Bassendean community;
- c) To recognise the role of Bassendean as a middle metropolitan area that is well placed to contribute meaningfully to sustainable urban development for the Perth Region, and therefore facilitate the planned gradual increases in population growth in a manner that provides net environmental, social and economic benefit;
- d) To make provision for housing types that respond to the demands of an ageing population and declining occupancy rates;
- e) To limit non-residential activities to those of which the predominant function is to service the local residential neighbourhood and for self-employment or creative activities, provided such activities have no detrimental effect on the residential amenity;
- f) To ensure that the density of development takes cognisance of the availability of reticulated sewerage, the effluent disposal characteristics of the land and other environmental factors; and
- g) To ensure that subdivision and development comply with the Local Planning Strategy and the principles of any Local Planning Policy adopted by the Council.

The applicable residential density is dependent on compliance with Clause 4.3.1.2 of LPS 10. It is noted that the previously approved development application for 22 multiple dwellings was able to be assessed at the higher R40 density coding as compliance with Clause 4.3.1.2 was able to be demonstrated.

In this instance the applicable residential density is not directly applicable as commercial development is being proposed.



5.2.2 Land Use Permissibility

Clause 3.3 of LPS 10 details the permissibility of land uses against the various zones / precincts. The permissibility of land uses is illustrated using the following symbols which have the following meaning:

- *'P'* means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;
- *'D'* means that the use is not permitted unless the local government has exercised its discretion by granting development approval;
- *'A'* means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions;
- *'X'* means a use that is not permitted by the Scheme.

6.0 PLANNING ASSESSMENT

6.1 Land Use

The proposed development is considered to be consistent with the land use 'Child Care Premises' which is defined under LPS 10 as follows:

'Child Care Premises' has the same meaning as in the Community Services (Child Care) Regulations 1988'.

The *Community Service (Child Care) Regulations 1988* describes the 'Child Care Premises' land use as *'premises specified in a licence or permit as premises in which a child care service may be provided.'*

Table 1 of the Town of Bassendean LPS 10 identifies the proposed 'Child Care Premises' land use as an 'A' use in the 'Residential' zone meaning that it is capable of approval pending compliance with the applicable LPS 10 and any associated Local Planning Policy provisions.

In addition to the use class permissibility, the proposed 'Child Care Premises' land use is considered to be consistent with the 'Residential' zone objectives under LPS 10 in that:

- It will provide an important community service that will allow young families to reside in the Bassendean community whilst also having the ability to work whilst their children are cared for.
- The development constitutes a non-residential activity which its predominant function is to service the local community as the success of the development will rely heavily on the catchment area of the local residential community.
- The development is compliant with the applicable LPS10 and associated Local Planning Policy provisions, as detailed in subsequent sections.

In light of the above, the proposed 'Child Care Premises' land use is considered to be appropriate for approval.



6.2 Development Requirements

Development of the subject site for the purposes of a 'Child Care Premises' requires assessment against the development requirements outlined in the following planning documents:

- Town of Bassendean LPS 10;

An assessment of the proposed development's compliance with the applicable development requirements has been provided in the below table with any variations noted in red.

LPS 10 Requirements	Proposed Development Compliance
Car Parking	
Day Care/Child Minding Centre – 1 per employee and 1 per 6 children.	The proposed development will consist of 16 staff and 92 children. This equates to a parking requirement of 31.3 bays. 32 bays have been provided as part of the development.
The car parking area is to be landscaped with shade trees, laid out, constructed, drained and maintained.	The proposed development includes 14 shade trees in the car parking area.
The car parking spaces are sealed and clearly marked out at all times.	All proposed bays will be clearly marked and sealed upon completion of construction.
All trafficable areas are to be sealed.	All trafficable areas within the development will be sealed.
Landscaping for Off-Street Parking	
All areas between parking areas and adjoining streets shall have a minimum of 2.0 metres wide permanent landscape area, except in the instance of corner lots, where minimum width of 1.0 m shall apply. In addition, the local government may also require permanent landscaping between the parking area and all other side and rear property lines.	The proposed development includes a 1.9m wide permanent landscaping strip along Railway Parade. The proposed development has provided permanent landscaping along the side boundaries of the parking area.
For open parking areas, with 21 or more parking spaces, there shall be provided a minimum of 1 square metre of permanent landscaping for every 10 square metres of parking bay area. Such landscaping shall not be in addition to any other landscaping required by this Scheme.	The proposed parking area is 980sqm in area which results in a requirement of 98sqm of landscaping. The proposed development includes 95sqm of hard and soft landscaping.

Table 1 – LPS 10 Assessment Table

In light of the assessment of the proposal provided in the above table, it is clear that the proposed development is largely compliant with the applicable development requirements outlined in LPS 10 and the minor variations associated with landscaping are considered justified for the following reasons:

- The proposed car parking area is considered to provide a level of shade over and above what is ordinarily seen in car parking areas with 21 shade trees being proposed. These trees will soften the impact of the development and will reduce the urban heat island effect that is often associated with sealed hardstand parking areas.

- The variations being sought are very minor in nature with a 0.1m variation proposed in the width of the permanent landscaping strip fronting Railway Parade and a 3sqm variation proposed for the overall landscaping required for the car parking area.

7.0 OTHER CONSIDERATIONS

7.1 Residential Amenity

As the subject site is located in close proximity to surrounding residential development, consideration should be given to the impact of the proposed 'Child Care Premises' on these residents. The key amenity considerations are traffic resulting from people dropping and picking children up and noise from children during the operation of the childcare premises. To address the traffic and noise concerns, a Traffic Impact Assessment and an Acoustic Report were prepared and have been provided in **Appendix 3 and 4**, respectively.

These amenity impacts are considered to be negligible and appropriately managed for the following reasons:

1. Railway Parade is a key local distributor road which is used for access to the Bassendean Train Station, this suggests that there is already a substantial amount of traffic utilising this road. Consequently, the traffic generated by the proposed development will only represent a very minor increase to traffic in the area and as such will not have a profound impact on the amenity of residents living in the area.
2. The proposed development is surrounded by other existing commercial developments with a BWS bottle shop to west and a church to the north. In this regard the amount of residents impacted by the proposal will be minimal and any existing residents are already accustomed to living in close proximity to non-residential development.
3. The majority of the noise generated by the development will be within the outdoor play area which is positioned to the rear of the development across from an existing church which is not considered to be a use that is sensitive to noise. The closest adjoining residents to the play area will be to the east of the development and opposite to the proposed car park which will have an adequate amount of separation from the outdoor play area.

Further to the above, the operating hours of the childcare dictate that there will only be any noise impacts during the day, Monday to Friday, which is when the majority of residents living in the surrounding dwellings are likely to be at work. This combines to ensure that the existing amenity of the surrounding residents will not be impacted by noise created by the development.

4. The proposed development is completely compliant with the applicable parking provisions which suggests that there will be no overflow on-street parking that occurs as a consequence of the development. This will reduce the possibility of residents driveways being blocked and will guarantee that all traffic can be accommodated on site during the pickup and drop off periods for the childcare.



5. The majority of the customers for the childcare will be from the surrounding residential area which suggests that many families will walk their children to the development reducing the parking demand generated by the development.

In consideration of the abovementioned points, the proposed childcare is not considered to negatively impact the amenity afforded the surrounding residents and as such is appropriate for favourable consideration by the Town of Bassendean and subsequent approval by the JDAP.

7.2 – Vehicle Access

The subject site has a legal right of access to Railway Parade and a rear laneway. Due to the applicable road hierarchy, the design of the site has focused on obtaining access from Railway Parade as the traffic likely to be generated by the development is considered to be over and above what the existing laneway is capable of accommodating. In addition, the laneway appears to sometimes accommodate car parking associated with adjoining sites and is regularly covered with soil as illustrated in the below image. In this regard access from Railway Parade is considered to be preferable. The appropriateness of the Railway Parade access and egress has also been addressed in the Traffic Impact Assessment prepared by Cardno.

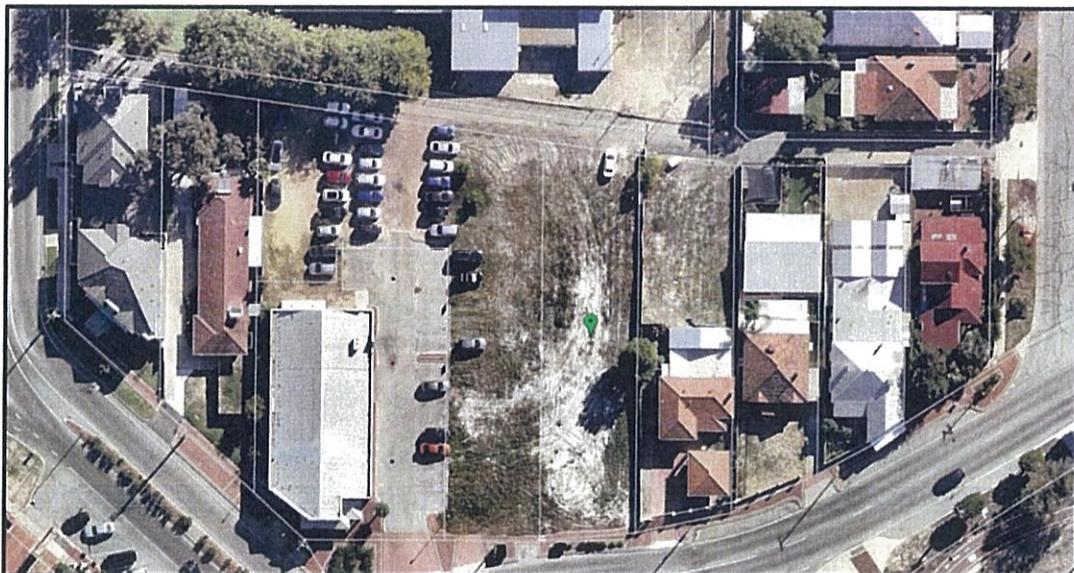


Figure 4 – Rear Laneway Aerial

7.3 – Signage

Signage does not form part of this approval and it is considered to be a design element capable of being addressed post development approval through a condition requiring a signage strategy to be approved prior to the commencement of development. As this would constitute a separate planning application process which would also be governed by the Town of Bassendean Local Planning Policy No. 16 it is considered that appropriate safeguards exist for the Town to control advertising.

In addition to the above, the signage associated with existing Nido Early Learning centres around Perth is limited with very little signage used.



7.4 – Stormwater Disposal

Similar to signage, this element of the development can be addressed through a condition of development approval as it is common for all developments around the Perth Metropolitan Area to address and contain all stormwater on site. This development will be no different and a condition of approval to this effect would ensure that this occurs.

8.0 CONCLUSION

It is considered that the proposal warrants favourable consideration based on the detailed assessment undertaken as part of this report. In summary, reasons in support of the proposal are reiterated as follows:

- The proposed development is consistent with the definition of a 'Childcare Premises' which is a use capable of approval in the 'Residential' zone.
- The proposed development is consistent with the 'Residential' zone objectives.
- The proposed development is almost entirely compliant with the applicable development requirements and where any variations exist they have been appropriately justified.
- The proposed development will not negatively impact the amenity of surrounding residents.

Based on the above, the proposal is considered to warrant a favourable recommendation by the Town of Bassendean and subsequent approval by the JDAP.

APPENDIX 1
Certificates of Title

WESTERN



AUSTRALIA

REGISTER NUMBER	
54/DP74766	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	N/A

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

VOLUME 2868 FOLIO 757

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



REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 54 ON DEPOSITED PLAN 74766

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

MARK FRANCIS HAMMOND
SANDRA LEE HAMMOND
BOTH OF LOT 600 RIDGEHILL ROAD, HELENA VALLEY
AS JOINT TENANTS

(AF M956607) REGISTERED 1/4/2015

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

- *EASEMENT BURDEN CREATED UNDER SECTION 27A OF T. P. & D. ACT - SEE DEPOSITED PLAN 74766 AS CREATED ON DEPOSITED PLAN 29525 FOR SEWERAGE PURPOSES.
- *EASEMENT BURDEN CREATED UNDER SECTION 167 P. & D. ACT FOR SEWERAGE PURPOSES TO WATER CORPORATION - SEE DEPOSITED PLAN 74766

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

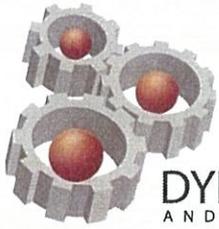
-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

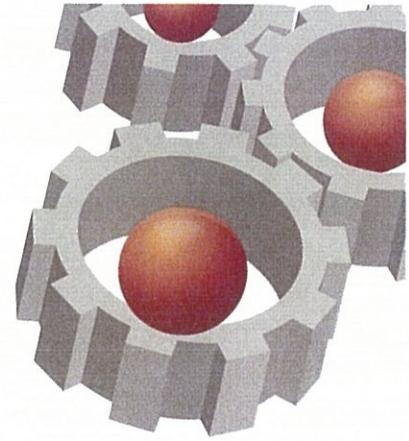
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP74766
PREVIOUS TITLE: 1034-862, 2535-762
PROPERTY STREET ADDRESS: 72 RAILWAY PDE, BASSENDEAN.
LOCAL GOVERNMENT AUTHORITY: TOWN OF BASSENDEAN

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING I412164



DYNAMIC PLANNING
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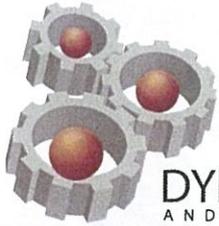
WASTE MANAGEMENT PLAN

For

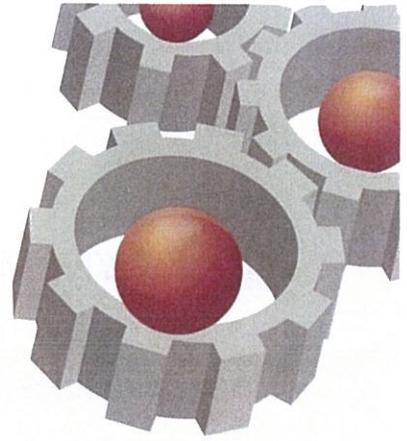
Lot 54 (No. 72) Railway Parade, Bassendean

Proposed Child Care Premises

October 2019



DYNAMIC PLANNING
AND DEVELOPMENTS



INTRODUCTION

This waste management plan pertains to the following:

Development: Proposed Child Care Premises

Address: Lot 54 (No.72) Railway Parade, Bassendean

This waste management plan is to address the operational phases of the development and has been developed having reference to the City of Melbourne's *Waste Generation Rates 2016*.

Once approved by the Town of Bassendean, waste collection and disposal is to be undertaken in accordance with this Waste Management Plan, subject to any additional conditions of planning approval.

The development consists of:

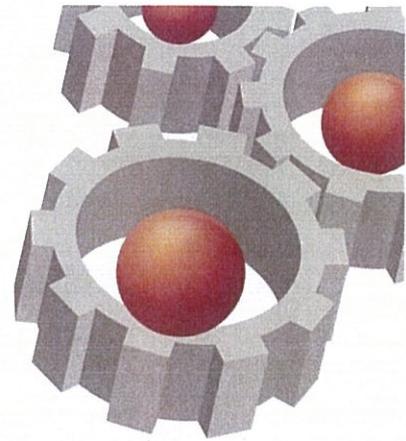
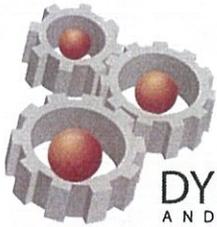
Residential

If yes, how many dwellings? *N/A*

Non-Residential Tenancies

If yes, complete the table below:

<i>Land Use</i>	<i>No. of Tenancies</i>	<i>Waste Generating Area</i>
Child Care Premises	1	750sqm



WASTE AND RECYCLABLES CAPACITY

In the absence of the Town of Bassendean and WALGA having applicable waste generation rates, the rate used in the below table is based on the City of Melbourne's *Waste Generation Rates 2016*.

<i>Land Use</i>	<i>Total Waste Requirement</i>	<i>Total Recycling Requirement</i>
Generation		
Proposed Child Care Premises (750sqm)	350L / 100m ² floor area / week	350L / 100m ² floor area / week
Total Non-Residential (litres):	2,625L per week	2,625L per week
Capacity		
Proposed Commercial Development	2 x 660L bins on a twice a week pick up.	2 x 660L bins on a twice a week pick up
Total Residential (litres):	n/a	n/a
Total Non-Residential (litres):	2,640L per week	2,640L per week

Other Waste Requirements

Liquid or hazardous waste generated on-site? **NO**

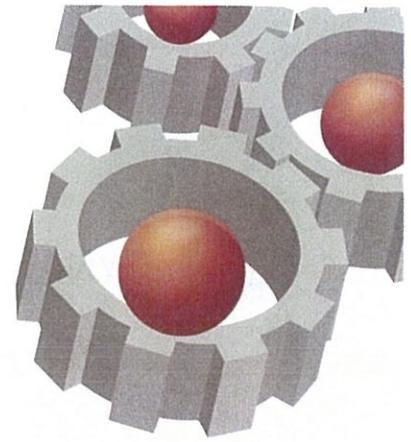
If yes, please detail collection arrangements:

Medical waste products controlled by the *Environmental Protection (Controlled Waste) Regulations 2004* generated on-site? **NO**

If yes, please detail collection arrangements:

Will processing, retail and/or wholesale of animal products occur on-site? **NO**

If yes, please detail collection arrangements:



BIN SELECTION

Type of bins to service the development:

Non-Residential

Please circle selected bin size:

Bin Capacity	80L	120L	140L	240L	360L
Height (mm)	870	940	1065	1080	1100
Depth (mm)	530	560	540	735	885
Width (mm)	450	485	500	580	600
Approx. footprint (m²)	0.24	0.27	0.27	0.43	0.53

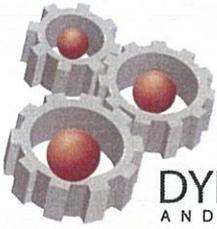
Bin Capacity	660L	770L	1100L	1300L	1700L
Height (mm)	1250	1425	1470	1408	1470
Depth (mm)	580	1100	1245	1250	1250
Width (mm)	1370	1370	1370	1770	1770
Approx. footprint (m²)	1.16	1.5	1.7	1.21	1.27

Total number of bins required: **2 x general waste. 2 x recycle waste.**

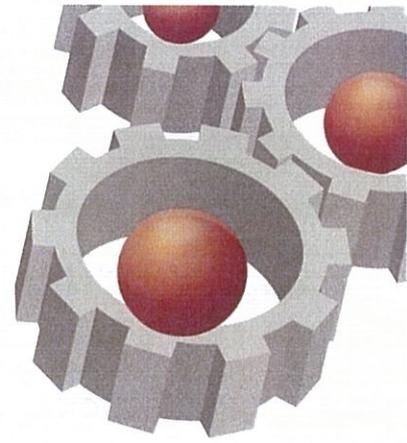
Collection Method: Collection will occur via a private contractor twice weekly.

When collection is due to occur the bins will be transferred from the designated bin store to the boundary of the site with the ROW to the rear. It is expected that whilst waiting for collection, the bins will be stored immediately adjacent to the exit gate so as to not obstruct the ROW. Once collected the bins will be transferred back to the secure bin store.

Collection will occur at off peak periods and outside of noise sensitive periods being 7pm at night to 7am in the morning. This is to reduce both traffic and noise impacts associated with the waste collection.



DYNAMIC PLANNING
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BIN COMPOUNDS

The applicable bin storage area is illustrated on the attached development plans which have been submitted for planning approval – refer below for excerpt displaying the relevant bin storage locations.

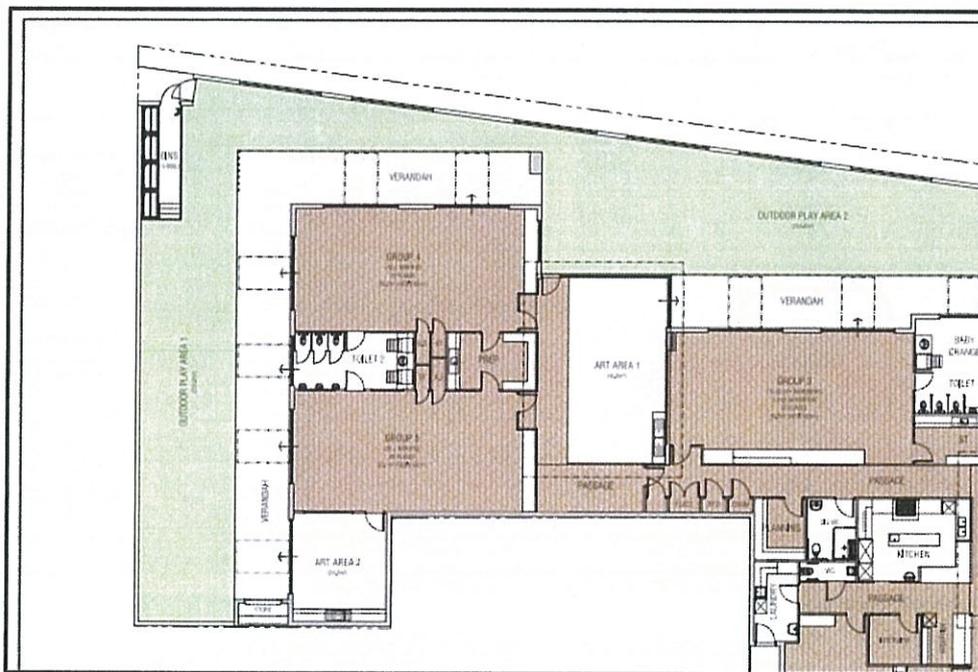


Fig 1 – Excerpt from Development Plans

This compound will be secured and screened from view from the ROW and adjoining site via a compound wall. In addition, the compound will be connected to water and drained appropriately to allow for the bins to be cleaned.



PROPOSED CHILD CARE CENTRE

**72 RAILWAY PARADE
BASSENDEAN**

ENVIRONMENTAL ACOUSTIC ASSESSMENT

OCTOBER 2019

OUR REFERENCE: 24622-2-19194



DOCUMENT CONTROL PAGE

ENVIRONMENTAL ACOUSTIC ASSESSMENT
CHILD CARE CENTRE - BASSENDEAN

Job No: 19194

Document Reference : 24622-2-19194

FOR

AGEM COMMERCIAL Pty Ltd

DOCUMENT INFORMATION

Author:	Tim Reynolds	Checked By:	George Watts
Date of Issue:	31 July 2019		

REVISION HISTORY

Revision	Description	Date	Author	Checked
1	Revised Plan	11/10/19	TR	N/A

DOCUMENT DISTRIBUTION

Copy No.	Version No.	Destination	Hard Copy	Electronic Copy
1	1	GDD Design Group Attn : Mary Ioannou Email : mary.ioannou@gddesigngroup.com.au		✓
1	2	Dynamic Planning Attn : Reegan Cake Email : reegan.cake@dynamicplanning.net.au		✓

This report has been prepared in accordance with the scope of services and on the basis of information and documents provided to Herring Storer Acoustics by the client. To the extent that this report relies on data and measurements taken at or under the times and conditions specified within the report and any findings, conclusions or recommendations only apply to those circumstances and no greater reliance should be assumed. The client acknowledges and agrees that the reports or presentations are provided by Herring Storer Acoustics to assist the client to conduct its own independent assessment.

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APPENDICIES

A	Plan
B	Contour Plots

1. INTRODUCTION

Herring Storer Acoustics were commissioned to undertake an acoustic assessment of noise emissions associated with the proposed child care centre to be located at 72 Railway Parade, Bassendean.

This report assesses noise emissions from the premises with regards to compliance with the requirements of the *Environmental Protection (Noise) Regulations 1997*. For this development of a Child Care Centre, the noise sources considered as part of this assessment include :

- Children within the outdoor play area; and
- Mechanical Services.

We note that from information received from DWER, the bitumised area would be considered as a road, thus noise relating to the "propulsion and braking of motor vehicles is exempt from the *Environmental Protection (Noise) Regulations 1997*. We note that these noise sources are rarely critical in the determination of compliance. However, for completeness, they have been included in the assessment, for information purposes only.

For reference, a plan of the proposed development is attached in Appendix A.

2. SUMMARY

For this development, the neighbouring residences premises are to the west and east along Railway Parade. It is understood that, although the proposed child care centre would open before 7 am (ie during the night period), the outdoor play area would not be used until after 7am. Thus, noise received at the neighbouring residences from the outdoor play area needs to comply with the assigned day period noise level. However, other noise sources would need to comply with the assigned night period noise levels.

Noise received at the neighbouring premises from children playing in the outdoor areas would comply with the requirements of the *Environmental Protection (Noise) Regulations 1997*, for the proposed hours of operation, provided :

- play is limited to the day period.
- the western boundary fence is as shown in Figure 5.1 in Section 5.
- the number of children within the outdoor play area located on the western side of the child care is limited to 20.

Noise from cars, including closing of doors and engine start-up, would also comply with the relevant noise criteria at the neighbouring residences.

Finally, noise emissions from the mechanical services also achieves compliance at the neighbouring premises for the proposed operating times, provided the condensing units to be located be located either outside the kitchen, underneath the verandah, as outlined in Section 5 - Modelling.

Note : Alternative locations for the condensing units, would be behind the parapet, Thus, given that the various locations that the air conditioning condensing units could be located, it is recommended that an acoustic assessment be undertaken of the final design, to ensure compliance with the Regulations.

Thus, noise emissions from the proposed development would be deemed to comply with the requirements of the *Environmental Protection (Noise) Regulations 1997* for the proposed hours of operation. However, given that the various locations that the air conditioning condensing units could be located, it is recommended that an acoustic assessment be undertaken of the final design, to ensure compliance with the Regulations.

3. CRITERIA

The allowable noise level for noise sensitive premises in the vicinity of the proposed Facility site is prescribed by the *Environmental Protection (Noise) Regulations 1997*. Regulations 7 and 8 stipulate maximum allowable external noise levels or assigned noise levels that can be received at a premise from another premises. For residential premises, this noise level is determined by the calculation of an influencing factor, which is then added to the base levels shown below. The influencing factor is calculated for the usage of land within two circles, having radii of 100m and 450m from the premises of concern. The base assigned noise levels for residential premises are listed in Table 3.1.

TABLE 3.1 - BASELINE ASSIGNED OUTDOOR NOISE LEVEL

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L _{A10}	L _{A1}	L _{Amax}
Noise sensitive premises: highly sensitive area	0700 - 1900 hours Monday to Saturday (Day)	45 + IF	55 + IF	65 + IF
	0900 - 1900 hours Sunday and Public Holidays (Sunday / Public Holiday Day)	40 + IF	50 + IF	65 + IF
	1900 - 2200 hours all days (Evening)	40 + IF	50 + IF	55 + IF
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays (Night)	35 + IF	45 + IF	55 + IF

Note: L_{A10} is the noise level exceeded for 10% of the time.
 L_{A1} is the noise level exceeded for 1% of the time.
 L_{Amax} is the maximum noise level.
 IF is the influencing factor.

It is a requirement that received noise be free of annoying characteristics (tonality, modulation and impulsiveness), defined below as per Regulation 9.

“impulsiveness” means a variation in the emission of a noise where the difference between L_{Apeak} and L_{Amax(Slow)} is more than 15 dB when determined for a single representative event;

“modulation” means a variation in the emission of noise that –

- (a) is more than 3 dB L_{Afast} or is more than 3 dB L_{Afast} in any one-third octave band;
- (b) is present for more at least 10% of the representative assessment period; and
- (c) is regular, cyclic and audible;

“tonality” means the presence in the noise emission of tonal characteristics where the difference between –

- (a) the A-weighted sound pressure level in any one-third octave band; and
- (b) the arithmetic average of the A-weighted sound pressure levels in the 2 adjacent one-third octave bands,

is greater than 3 dB when the sound pressure levels are determined as $L_{Aeq,T}$ levels where the time period T is greater than 10% of the representative assessment period, or greater than 8 dB at any time when the sound pressure levels are determined as $L_{A_{slow}}$ levels.

Where the noise emission is not music, if the above characteristics exist and cannot be practicably removed, then any measured level is adjusted according to Table 3.2 below.

TABLE 3.2 - ADJUSTMENTS TO MEASURED LEVELS

Where tonality is present	Where modulation is present	Where impulsiveness is present
+5 dB(A)	+5 dB(A)	+10 dB(A)

Note: These adjustments are cumulative to a maximum of 15 dB.

For this development, the closest residential premises of concern are located, as shown on Figure 3.1 below.



FIGURE 3.1 – AREA AROUND PROPOSED CHILD CARE

The influencing factor at the neighbouring residence to the east, due to Guildford Road being within 100m, would be +6 dB. For the other neighbouring residences, the Influencing Factor would be +2 dB. Thus, the assigned noise levels are as listed in Tables 3.3 and 3.4.

**TABLE 3.3 - ASSIGNED OUTDOOR NOISE LEVEL
 NEIGHBOURING RESIDENCES TO EAST**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L_{A10}	L_{A1}	L_{Amax}
Noise sensitive premises : Highly sensitive area	0700 - 1900 hours Monday to Saturday	51	61	71
	0900 - 1900 hours Sunday and Public Holidays	46	56	71
	1900 - 2200 hours all days	46	56	61
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	41	51	61

Note: L_{A10} is the noise level exceeded for 10% of the time.

L_{A1} is the noise level exceeded for 1% of the time.
 L_{Amax} is the maximum noise level.

**TABLE 3.4 - ASSIGNED OUTDOOR NOISE LEVEL
 OTHER NEIGHBOURING RESIDENCES**

Premises Receiving Noise	Time of Day	Assigned Level (dB)		
		L_{A10}	L_{A1}	L_{Amax}
	0700 - 1900 hours Monday to Saturday	47	57	7
Noise sensitive premises : Highly sensitive area	0900 - 1900 hours Sunday and Public Holidays	47	52	67
	1900 - 2200 hours all days	42	52	57
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and Public Holidays	37	47	57

Note: L_{A10} is the noise level exceeded for 10% of the time.
 L_{A1} is the noise level exceeded for 1% of the time.
 L_{Amax} is the maximum noise level.

4. PROPOSAL

From information supplied, we understand that the child care centre could open before 7am (ie 6:30am), with the normal hours of operations would be between 0630 and 1830 hours, Monday to Friday (closed on public holidays). It is understood that the proposed childcare centre will cater for a maximum of 92 children, including 12 babies.

It is noted that although the proposed child care centre would open before 7 am (ie during the night period), the outdoor play area would not be used until after 7am. Thus, noise received at the neighbouring residences from the outdoor play area needs to comply with the assigned day period noise level. However, other noise sources would need to comply with the assigned night period noise levels.

For reference, a plan of the proposed development is attached in Appendix A.

5. MODELLING

Modelling of the noise propagation from the proposed development was carried out using an environmental noise modelling computer program, "SoundPlan". Calculations were carried out using the EPA worst case weather conditions as stated in the Environmental Protection Authority's "Draft Guidance for Assessment of Environmental Factors No.8 - Environmental Noise".

Noise emissions from the development, include:

- Mechanical Services.
- Car movements on Site.
- Car engine start and door closing.
- Children in Outdoor play area.

The calculations were based on the sound power levels listed in Tables 5.1 and 5.2.

TABLE 5.1 – GENERAL SOUND POWER LEVELS

Item of Equipment	Sound Power Level, (dB(A))
Children Playing	87 (per 10 children)
Delivery Vehicle	84
Cars moving	79
Car Start	85
Car Door	87

TABLE 5.2 – MECHANICAL SERVICES SOUND POWER LEVELS

Item of Equipment	Sound Power Level, (dB(A))
Air Conditioning Condensing Units	6 @ 71
Kitchen Exhaust	65
Toilet Exhausts	4 @ 57

The above noise sources need to comply with the following assigned noise levels :

- L_{A10} - Outdoor play and mechanical services.
- L_{A1} - Car movements.
- L_{AMax} - Car starts and doors closing.

With regards to noise emissions, the following are noted:

- 1 Noise associated with the mechanical services does not take into account any diversity of operation. Thus, this is a conservative assessment. The acoustic assessment of the mechanical services has been based on:
 - 4 condensing units located outside the kitchen;
 - 1 condensing unit to eastern side of the group 4 room (under verandah); and
 - 1 condensing unit to the back of baby change area (under verandah).
- 2 Given the size of the outdoor play area, acoustic modelling of outdoor play noise was made, based on 60 children playing outside within the outdoor play areas at the one time, utilising 6 groups of 10 children with sound power levels distributed as plane sources.
- 3 The following assessment is based on the western boundary fence being as shown in Figure 5.1. This fence to extend from the southern corner to the bin store. Additionally, the number of children allow in the play scape area to the west of the building to be limited to 20.

Thus, noise modelling was undertaken to the neighbouring residential premises, as shown on Figure 3.1.

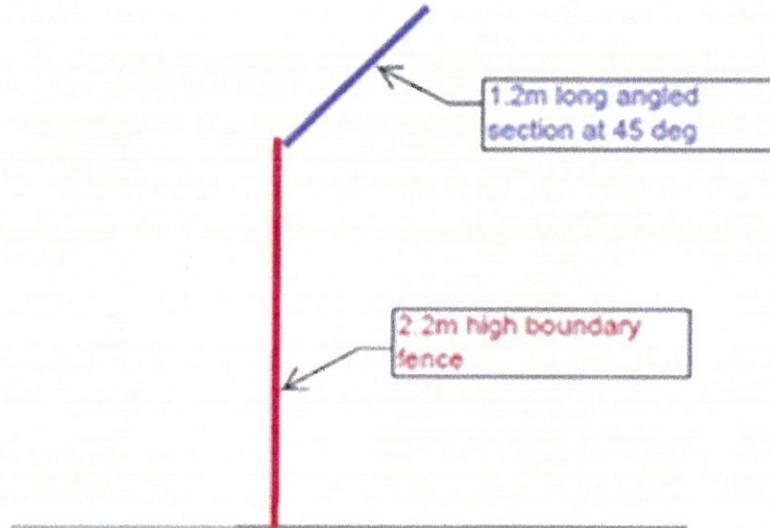


Figure 5.1 – Western Boundary Fence

6. RESULTS

The results of the noise modelling are listed in Tables 6.1 and 6.2.

TABLE 6.1 – CALCULATED NOISE LEVELS FOR LA10 NOISE SOURCES

Location	Noise Source / Calculated Noise Levels (dB(A))	
	Outdoor Play	Mechanical Services
Residences to West	48	26 (31)
Residence to East	33	25 (30)
Vacant lot to East	43	29 (34)

() Includes +5 dB(A) penalty of a tonal component
 [] Includes +10 dB(A) penalty for impulsiveness

TABLE 6.2 – CALCULATED NOISE LEVELS FOR LA1 AND LAMAX NOISE SOURCES

Location	Noise Source / Calculated Noise Levels (dB(A))			
	Deliveries	Car Movement	Car Start	Car Door
Residences to West	29	24	26	28 [38]
Residence to East	46	42	46	47 [57]
Vacant lot to East	41	40	42	43 [53]

() Includes +5 dB(A) penalty of a tonal component
 [] Includes +10 dB(A) penalty for impulsiveness

For information, the noise contours for the outdoor play and mechanical services are attached in Appendix B.

7. ASSESSMENT

The assessment for the noise sources that are required to achieve compliance are outlined below.

7.1 L_{A10} NOISE EMISSIONS

Tables 7.1 and 7.2 summarise the applicable Assigned Noise Levels, and assessable noise level emissions associated for the sources needing to comply with the L_{A10} criteria.

TABLE 7.1 – ASSESSMENT OF L_{A10} NOISE LEVEL FOR OUTDOOR PLAY

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L _{A10} Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Residences to West	48	Day Period	47	Complies
Residence to East	33	Day Period	51	Complies
Vacant lot to East	43	Day Period	47	Complies

TABLE 7.2 – ASSESSMENT OF L_{A10} NOISE LEVEL FOR MECHANICAL SERVICES

Location	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L _{A10} Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Residences to West	31	Night Period	37	Complies
Residence to East	30	Night Period	41	Complies
Vacant lot to East	34	Night Period	37	Complies

7.2 L_{A1} NOISE EMISSIONS

Tables 7.3 and 7.4 summarises the applicable Assigned Noise Levels, and assessable noise level emissions for deliveries and car movements.

Based on the definitions of tonality, noise emissions from car movements, being an L_{A1} and present for less than 10% of the time, would not be considered tonal. Thus, no penalties would be applicable, and the assessment would be as listed in Table 7.3.

TABLE 7.3 – ASSESSMENT OF L_{A1} NOISE LEVEL EMISSIONS FOR DELIVERIES

Source	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L _{A1} Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Residences to West	29	Night Period	47	Complies
Residence to East	46	Night Period	51	Complies
Vacant lot to East	42	Night Period	47	Complies

TABLE 7.4 – ASSESSMENT OF L_{A1} NOISE LEVEL EMISSIONS FOR CAR MOVEMENTS

Source	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L _{A1} Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Residences to West	24	Night Period	47	Complies
Residence to East	42	Night Period	51	Complies
Vacant lot to East	40	Night Period	47	Complies

7.3 L_{AMAX} NOISE EMISSIONS

Tables 7.5 and 7.6 summarises the applicable Assigned Noise Levels, and assessable noise level emissions for car starts and car doors closing.

Noise associated with the closing of a vehicle doors could be impulsive and to be conservative, a +10 dB(A) penalty for impulsiveness would be applicable.

Based on the definitions of tonality, noise emissions from the vehicle starts would not be considered tonal.

TABLE 7.5 – ASSESSMENT OF L_{AMAX} NOISE LEVEL EMISSIONS FOR CAR START

Source	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L _{AMAX} Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Residences to West	26	Night Period	57	Complies
Residence to East	46	Night Period	61	Complies
Vacant lot to East	42	Night Period	57	Complies

TABLE 7.6 – ASSESSMENT OF L_{AMAX} NOISE LEVEL EMISSIONS FOR CAR DOOR

Source	Assessable Noise Level, dB(A)	Applicable Times of Day	Applicable Assigned L _{AMAX} Noise Level (dB)	Exceedance to Assigned Noise Level (dB)
Residences to West	38	Night Period	57	Complies
Residence to East	57	Night Period	61	Complies
Vacant lot to East	53	Night Period	57	Complies

From the above assessments, noise received at the neighbouring residences, even using a conservative analysis, complies with the requirements of the *Environmental Protection (Noise) Regulations 1997* at all times, provided :

- the condensing units to be located either outside the kitchen, underneath the verandah, as outlined in Section 5 - Modelling.
- the western boundary fence is as shown in Figure 5.1.

Note : For the air conditioning condensing units, it is noted that compliance could also be achieved if they were located behind the parapet. Given that the various locations that the air conditioning condensing units could be located, it is recommended that an acoustic assessment be undertaken of the final design, to ensure compliance with the Regulations.

APPENDIX B

CONTOUR PLOTS



Noise level
LA10
in dB(A)

Green	= 25.0
Light Green	= 27.5
Purple	= 30.0
Yellow-Green	= 32.5
Magenta	= 35.0
Orange	= 37.5
Red	= 40.0
Light Blue	= 42.5
Dark Blue	= 45.0
Dark Purple	= 47.5
Black	= 50.0

Scale 1:500

0 2.5 5 10 15 20 m

Herring Storer Acoustics
Job No : 19194
Date : 11 October 2019

CHILD CARE CENTRE - 72 RAILWAY PARADE
NOISE CONTOUR PLOT
MECHANICAL SERVICES

Figure B2
Appendix B



Noise level
LA10
in dB(A)

Green	=	25.0
Light Green	=	27.5
Yellow-Green	=	30.0
Yellow	=	32.5
Orange	=	35.0
Red-Orange	=	37.5
Red	=	40.0
Red-Orange	=	42.5
Orange	=	45.0
Yellow	=	47.5
Green	=	50.0

Scale 1:500
0 2.5 5 10 15 20 m

Herring Storer Acoustics
Job No : 19194
Date : 04 October 2019

CHILD CARE CENTRE - 72 RAILWAY PARADE
REVISED LAYOUT
NOISE CONTOUR PLOT
OUTDOOR PLAY

Figure B1
Appendix B



PROPOSED CHILD CARE CENTRE

**72 RAILWAY PARADE
BASSENDEAN**

STATE PLANNING POLICY 5.4 ACOUSTIC ASSESSMENT

JULY 2019

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CHILDCARE CENTRE - BASSENDEAN

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A	Development Plans
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1. INTRODUCTION

Herring Storer Acoustics was commissioned to undertake an acoustic assessment for the proposed child care centre to be located at located at 72 Railway Parade, Bassendean. The acoustic assessment is to comply with councils' requirements to undertake an assessment with respect to State Planning Policy 5.4 "*Road and Rail Transport Noise and Freight Considerations in Land Use Planning*" (SPP5.4).

As part of this this assessment, the following was carried out:

- Measure noise levels received at the development associated with passing passenger trains.
- Determine the noise that would be received at the child care centre from passenger trains.
- Assess the noise levels for compliance with the appropriate criteria.
- If exceedances are predicted, provide noise amelioration options to compliance with the appropriate criteria.

For information, plans for the child care centre are attached in Appendix A.

2. SUMMARY

For a child care centre, under State Planning Policy 5.4 "*Road and Rail Transport Noise and Freight Considerations in Land Use Planning*" only the criteria for the day period is applicable. Thus, for this development the external acoustic criteria is that an $L_{Aeq(Day)}$ of 60 dB(A) needs to be achieved in at least one outdoor area.

We also note that under the policy, there is an internal criteria that should be achieved. Under the Policy, for non-residential noise sensitive premises, internal noise levels should meet the design sound levels as listed in Table 1 of AS/NZ 2107:2000 "*Acoustics – Recommended design sound levels and reverberation times for building interiors*". The internal criteria would be an $L_{Aeq(Day)}$ of 40 dB(A) within the activity rooms and an $L_{Aeq(Day)}$ of 45 dB(A) for other spaces.

It is noted that the noise sensitive portion of the development are located on the northern side of the development away from the railway line.

Based on the above requirements, compliance with the requirements of State Planning Policy 5.4 would be achieved using standard glazing with a minimum glass thickness of 4mm.

Finally, it is noted that given the orientation of the child care centre, noise received at the outdoor play area would also comply with the requirements of State Planning Policy 5.4.

3. CRITERIA

Road traffic noise received at a sensitive premise needs to comply with the requirements of State Planning Policy 5.4 "Road and Rail Transport Noise and Freight Considerations in Land Use Planning". Under this policy, for non-residential noise sensitive premises, internal noise levels should meet the design sound levels as listed in Table 1 of AS/NZ 2107:2000 "Acoustics – Recommended design sound levels and reverberation times for building interiors". Under AS2017, the internal criteria would be an $L_{Aeq(Day)}$ of 45 dB(A).

We note that the Association of Australasian Acoustical Consultant, within their Guideline for Child Care Centre's, recommends an internal noise level an $L_{Aeq(Day)}$ of 40 dB(A).

Thus, for this development, the internal acoustic criteria used in the assessment were an $L_{Aeq(Day)}$ of 40 dB(A) within the activity rooms and an $L_{Aeq(Day)}$ of 45 dB(A) for other spaces.

Additional to the indoor criteria, the external acoustic criteria would be an $L_{Aeq(Day)}$ of 60 dB(A) also needs to be achieved at the outdoor play area.

4. MEASUREMENTS

To determine the noise that would be received at the proposed child care centre from passing Passenger Trains, a noise level measurement was undertaken on the south boundary (i.e. middle of boundary) of the development. The measurement was carried out between 3:00 pm and 4:00 pm Friday 26th July 2019. The noise level recorded are summarised in Table 4.1, which would be typical of noise for train passing.

TABLE 4.1 – MEASURED NOISE LEVEL

Measurement	L_{Aeq} Noise Level (dB(A))
To Perth	53 - 63
From Perth	52 - 62

Note : The above noise level measurements also include traffic noise from vehicles travelling on the surrounding road network. Typically, the noise received from the passenger trains related to the lower noise levels recorded (ie between traffic).

5. ASSESSMENT

An analysis of the noise that would be received at the child care centre was undertaken, correlating both the noise level measurement recorded and the noise level as outlined under Table A.1 within Implementation Guidelines for State Planning Policy 5.4.

We note that the front façade of the child care centre is approximately 80 metre from the closest track.

Based on the highest noise level recorded (ie 63 dB(A)) being the worst case, the noise received at the various rooms within the child care centre were determined to be as listed in Table 5.1.

TABLE 5.1 – CALCULATED NOISE LEVEL

Location	Calculated Noise Level (dB(A))
Entry Foyer	60
Office	61
Reception	61
Staff (Western Window)	45
Group Room 1 (Eastern Window)	57
Group Room 2 (Eastern Window)	56
Group Rooms (Northern Windows)	45
Group Room 5 (Western Window)	47
Passage	61
Nappy	60
Kitchen / Pantry	59
Laundry	59

6. ASSESSMENT

Based on this noise modelling and including the adjustments, the required R_w rating are summarised in Table 6.1.

TABLE 6.1 – GLAZING R_w RATING AND SUGGESTED GLAZING

Location	Calculated R_w dB
Entry Foyer	23
Office	24
Reception	24
Staff (Western Window)	<20
Group Room 1 (Eastern Window)	21
Group Room 2 (Eastern Window)	<20
Group Rooms 2 - 5 (Northern Windows)	<20
Group Room 5 (Western Window)	<20
Passage	23
Nappy	24
Kitchen / Pantry	<20
Laundry	<20

Based on the above requirements, compliance with the requirements of State Planning Policy 5.4 would be achieved using standard glazing with a minimum glass thickness of 4mm.

We understand that the proposed construction of the external walls would be of double brick, which would be acceptable.

Finally, it is noted that given the orientation of the child care centre, noise received at the outdoor play area would also comply with the requirements of State Planning Policy 5.4.

Transport Impact Assessment

Childcare Centre Proposal
72 Railway Parade, Bassendean

CW1084900



Prepared for
AGEM Commercial Pty Ltd

8 October 2019

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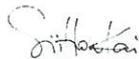
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1 Introduction

Cardno has been commissioned by AGEM Commercial Pty Ltd. (the Client) to prepare a Transport Impact Assessment (TIA) for the proposed development of a child care centre located at 72 Railway Parade, Bassendean (the Site). **Figure 1-1** shows the Site.

This report aims to assess the impacts of the proposed development upon the adjacent road network, with a focus on traffic operations, circulation, and car parking requirements. This report has been prepared in accordance with the *Western Australian Planning Commission (WAPC) Transport Assessment Guidelines for Developments: Volume 4 – Individual Developments (2016)*.

Figure 1-1 Aerial Image



Source: Nearmap

2 Existing Site Location

2.1 Site Location

The Site is located at 72 Railway Parade, in the suburb of Bassendean under the municipality of Town of Bassendean. The Site is bounded by Railway Parade to the south, a church to the north, a bottle shop to the west, and existing residential dwellings to the east. The location of the Site is shown in Figure 2-1.

Figure 2-1 Site Location

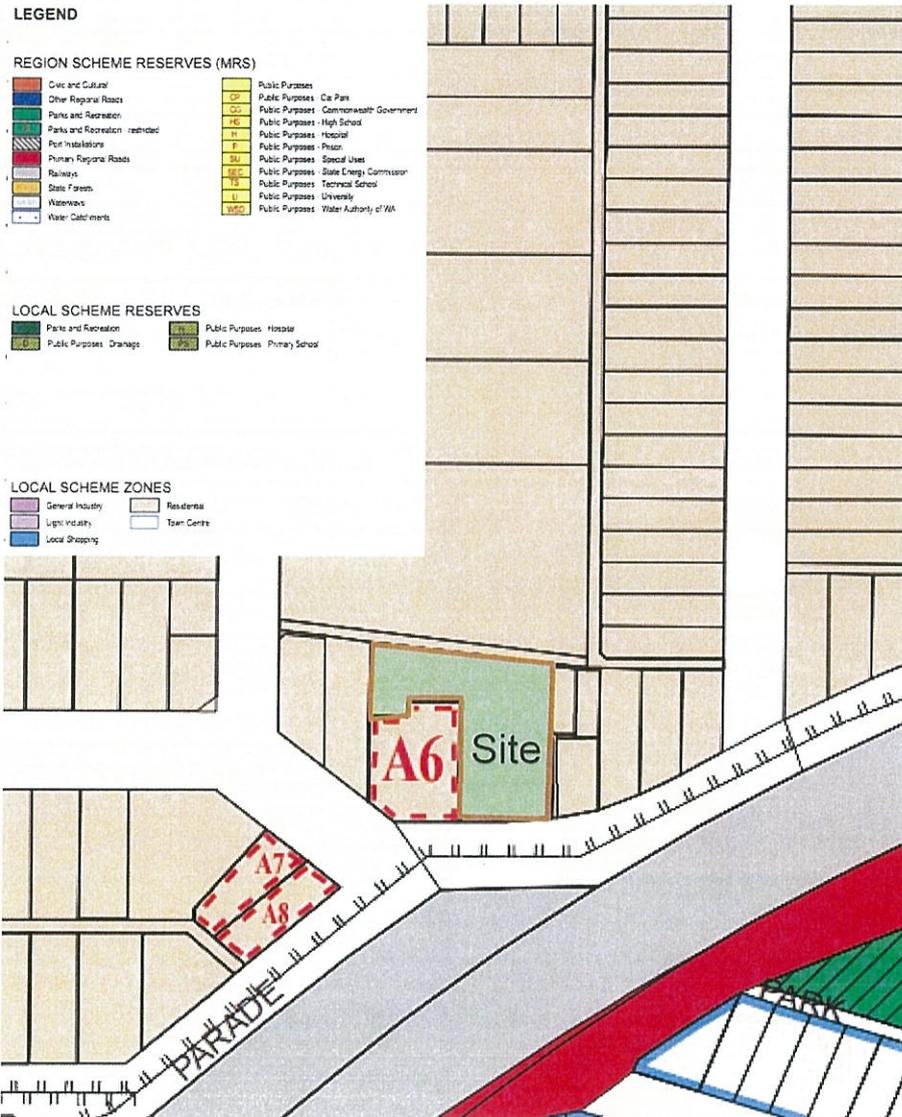


Source: Google Maps

2.2 Surrounding Land Use

According to the *Town of Bassendean Local Planning Scheme No. 10*, the Site is zoned as 'residential'. A detailed zoning map showing the land uses around the Site within the *Town of Bassendean* is shown in **Figure 2-2**. The surrounding area is zoned as Residential.

Figure 2-2 Zoning Map



Source: Town of Bassendean

2.3 Existing Road Network

The layout and classification of the roads surrounding the Site is presented in Figure 2-3.

Figure 2-3 Road Network Classification



Source: Main Roads Road Information Mapping Centre

The characteristics of the surrounding road network are presented in Table 2-1.

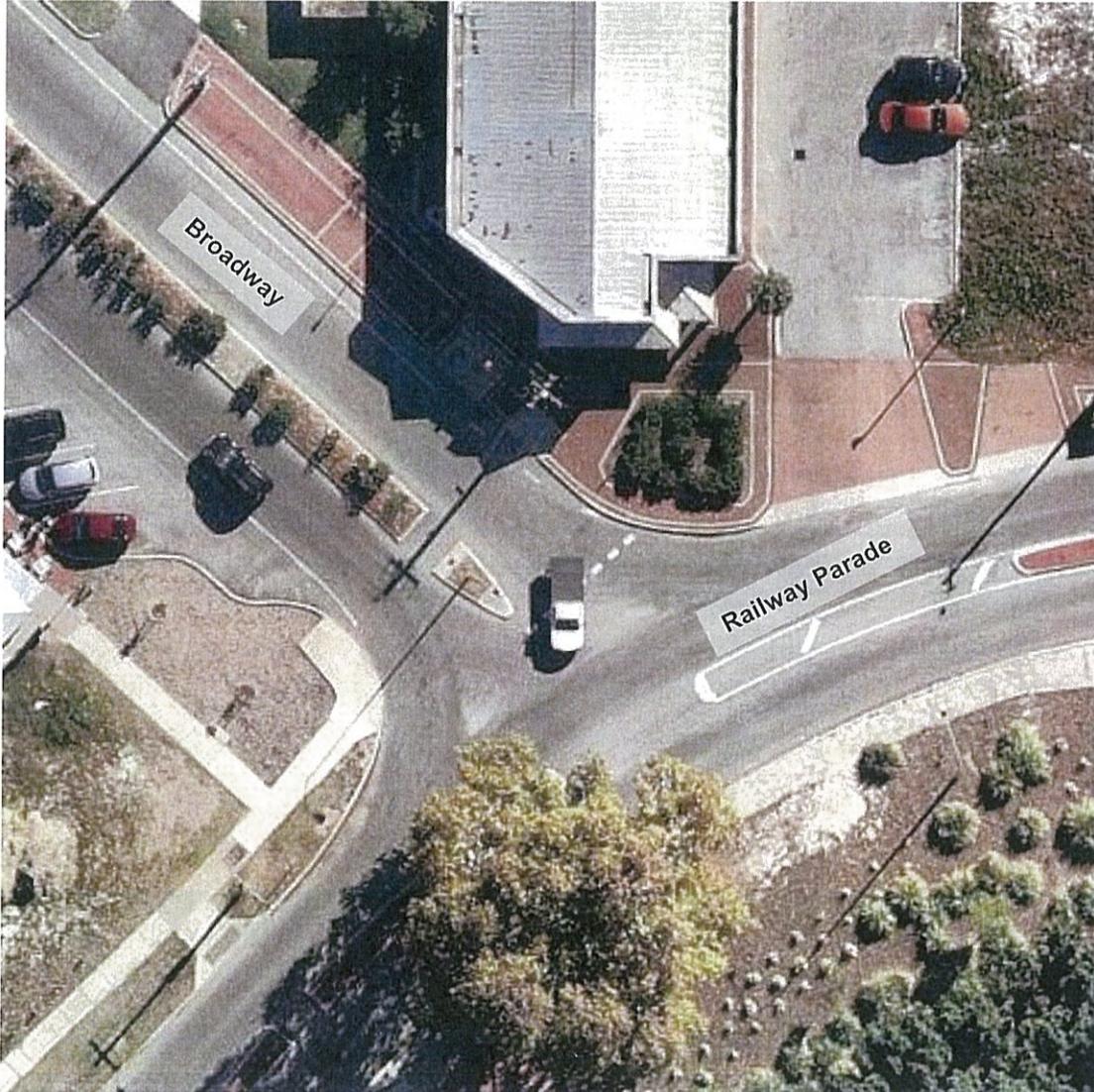
Table 2-1 Road network Description

Road Name	Road Hierarchy	Jurisdiction	No. of Lanes	Road Network		
				No. of Footpaths	Width (m)	Posted Speed Limit (km/h)
Railway Parade	Local Distributor	Local Govt.	2	2	9 (2 m median)	50
Broadway	Local Distributor	Local Govt.	2	2	13 (2.5 median)	50
First Avenue	Access Road	Local Govt.	2	1	7	50

2.4 Existing Intersections

- > **Broadway and Railway Parade** is located to the southwest of the Site and is a 3-way give-way intersection with priority to Railway Parade.

Figure 2-4 Broadway and Railway Parade



2.5 Existing Pedestrian / Cycle Networks

According to the *Department of Transport's Swan and Stirling Bike Maps*, bicycle lanes or sealed shoulders stretch along the arterial roads surrounding the Site such as Broadway and Ivanhoe Street. High quality shared paths cover most of the residential area within the suburb and the Perth Shared Path runs along Railway Parade opposite the Site. **Figure 2-5** shows the excellent provision of bicycle routes/facilities near the Site.

Figure 2-5 Bike Map



Source: Department of Transport -Swan and Stirling Bike Maps

2.6 Existing Public Transport Facilities

Existing public transport facilities around the Site are shown in Figure 2-6. The nearest bus stops to the Site are located next to Bassendean Train Station, approximately 50 m south of the Site. The bus stops are serviced by routes 341, 342, 353, 955 and 956 which provide connection to Morley Bus Station, Ellenbrook, Ellenbrook Transfer Station and Beechboro. The frequencies of the bus routes are presented in Table 2-2. Overall, the site benefits from excellent public transport services.

Figure 2-6 Public Transport Facilities



Source: Transperth

Table 2-2 Bus Service Frequency

Route	Route Description	Frequency	
		Weekdays	Weekends
Midland Line	Bassendean Station	2:31 AM to 11:55PM (15- 60+ minutes)	2:31AM to 11:46 PM (15 - 60 minutes)
341	Bassendean Station	7:20AM to 10:51PM	6:51 AM to 11:21PM (30-60 minutes)
353	Bassendean Station	6:05AM to 7:19PM (20-30 minutes)	7:19AM to 6:19PM (60 minutes)
955	Bassendean Station	6:22AM to 9:51PM (20-60 minutes)	8:06AM to 8:21PM (30-60 minutes)
342	Bassendean Station	9:01AM to 10:51PM (30-60 minutes)	6:51AM to 11:21PM (30-60 minutes)

2.7 Existing Traffic Volume

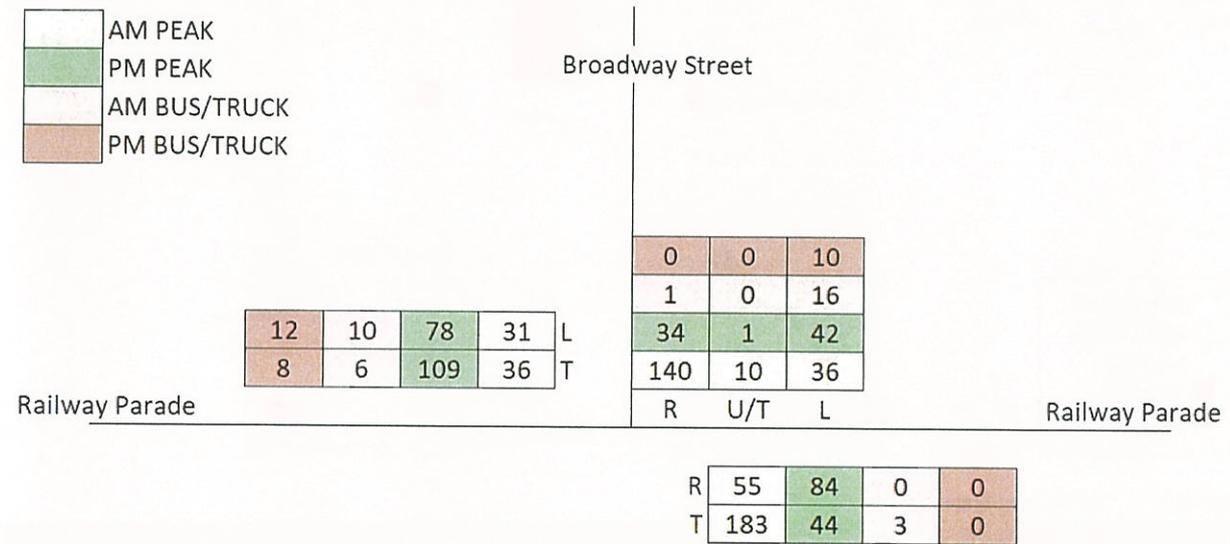
Existing traffic volumes were sourced from *Main Roads Western Australia's Traffic Map* and is shown in **Table 2-3**.

Table 2-3 Traffic Volume

Road Name	Date	Average Two-Way Daily Traffic Volume
Railway Parade (Mt Lawley)	2015/16	5,353

Due to the lack of relevant traffic data in close proximity to the site, Cardno undertook peak hour traffic counts on 23/7/2019 for the PM peak, and 24/7/2019 for AM peak hour at the Railway Parade / Broadway Street intersection. The traffic count data is shown in **Figure 2-7**.

Figure 2-7 Traffic Count



2.8 Crash Assessment

A search of the *Main Roads WA Reporting Centre* for crash data was undertaken for the period of 1 January 2014 and 31 December 2018. Crashes which occurred within 250 metres from the Site were plotted in a map shown in **Figure 2-8**. Six crashes were recorded where all crashes occurred at midblock sections. The crash data summary showing the type of crash and severity are shown in **Table 2-4**, and crash data for individual roads are presented in **Table 2-5** to **Table 2-8**.

Figure 2-8 Crash Locations within the Site Vicinity

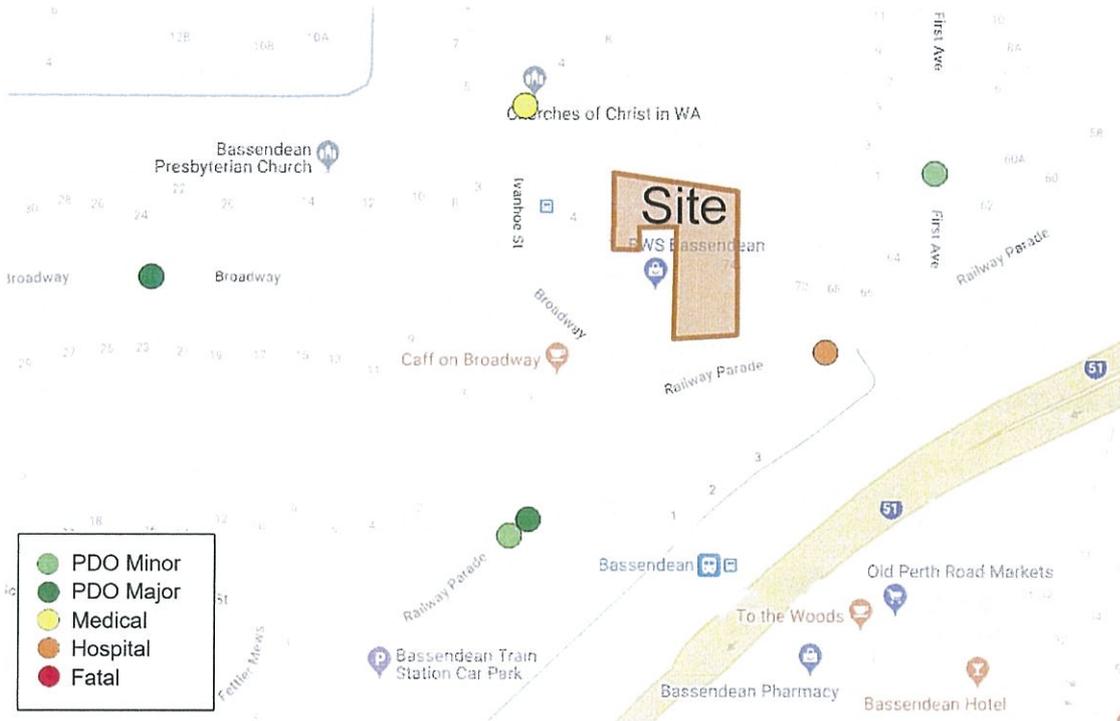


Table 2-4 Crash Data Summary

Type of Crash (RUM Code)	Fatal	Hospital	Medical	Major Property Damage	Minor Property Damage	Total Crashes
Rear End	-	-	1	-	-	1
Sideswipe Same Direction	-	-	-	2	-	2
Unspecified	-	-	-	-	1	1
Hit Pedestrian	-	1	-	-	-	1
Right Angle	-	-	-	-	1	1
Total	-	1	1	2	2	6

Table 2-5 Ivanhoe Street (between Lukin Way and Broadway)

Type of Crash (RUM Code)	Fatal	Hospital	Medical	Major Property Damage	Minor Property Damage	Total Crashes
Rear End	-	-	1	-	-	1
Total	-	-	1	-	-	1

Table 2-6 Broadway (between Ida Street and Railway Parade)

Type of Crash (RUM Code)	Fatal	Hospital	Medical	Major Property Damage	Minor Property Damage	Total Crashes
Sideswipe Same Direction	-	-	-	1	-	1
Total	-	-	-	1	-	1

Table 2-7 Railway Parade (between Second Avenue and Scaddan Street)

Type of Crash (RUM Code)	Fatal	Hospital	Medical	Major Property Damage	Minor Property Damage	Total Crashes
Unspecified	-	-	-	-	1	1
Sideswipe Same Direction	-	-	-	1	-	1
Hit Pedestrian	-	1	-	-	-	1
Total	-	1	-	1	1	3

Table 2-8 First Avenue (between Railway Parade and Anzac Terrace)

Type of Crash (RUM Code)	Fatal	Hospital	Medical	Major Property Damage	Minor Property Damage	Total Crashes
Right Angle	-	-	-	-	1	1
Total	-	-	-	-	1	1

Crash data for the site vicinity are summarized below:

- > No fatal crashes were recorded.
- > A total of 6 crashes were recorded within 250 metres of the Site.
- > All crashes occurred at midblock sections.

It is unlikely that the proposed child care centre will cause any material impact on the traffic safety of the surrounding road network due to the relatively low vehicle trips generated during the peak period and the compliant on-site parking being provided.

2.9 Site Observation

Cardno conducted site visits during the PM peak period (4PM-5PM) on 23/7/2019 and AM peak period (7AM-8AM) on 24/7/2019. Due to the lack of site relevant traffic data, the peak period was determined by identifying the peak periods from other road links in the vicinity of the Site.

Directly opposite the Site is a bus layby area to service the Bassendean Train Station. It was observed that the majority of buses turn right into this area and at times momentarily block the proposed access/egress for the development. The situation where a vehicle wishing to access the Site while turning right in from Railway Parade could be blocked by a bus wishing to turn right into the station at the same time, is expected to be rare. In addition, as the trips generated by the proposed development are relatively low and traffic volumes along Railway Parade are also sufficiently low enough to provide suitable regular gaps for the Buses to undertake their right turns, the momentary obstruction of the access by the buses is not expected to be a significant hinderance to the operation of the development.

It is also important to note that should a vehicle be waiting to turn right into the Site, the buses can still turn right into the layby area unobstructed.

Figure 2-9 Site Observation – bus entering bus stops (right turn in)

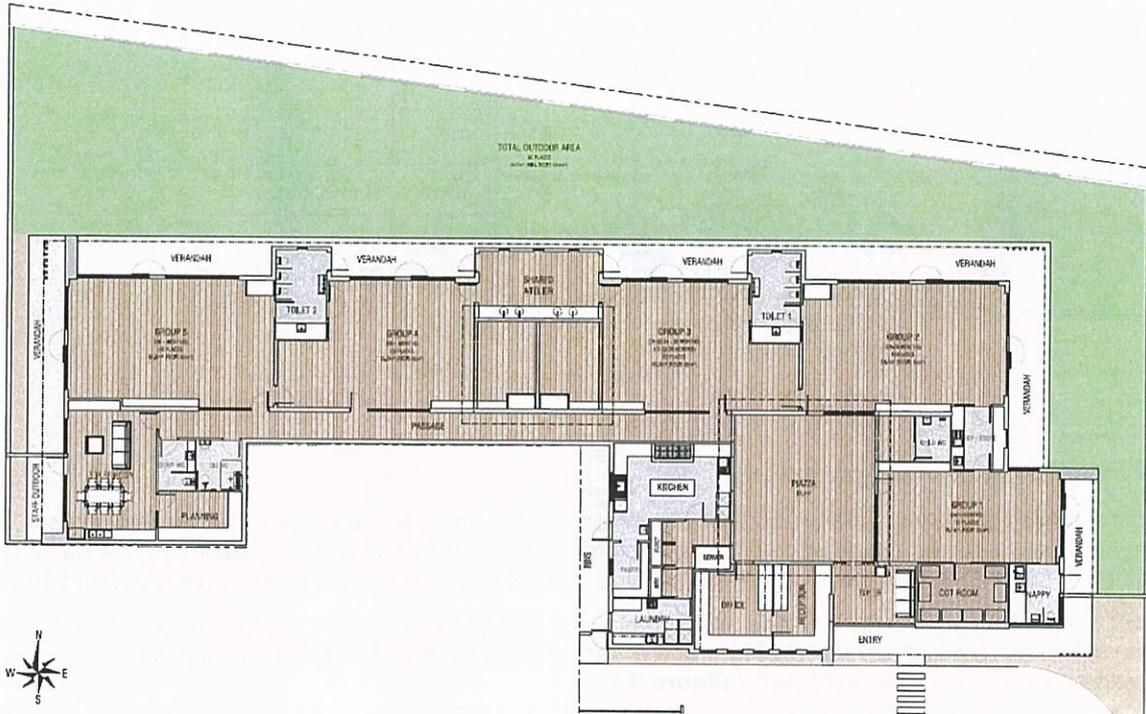


3 Development Proposal

3.1 Proposed Land Use

The proposed development (Figure 3-1) is a childcare facility which includes an office room, reception area, outdoor area, staff room and activity areas. The development plans are attached in Appendix C.

Figure 3-1 Ground Floor Plan



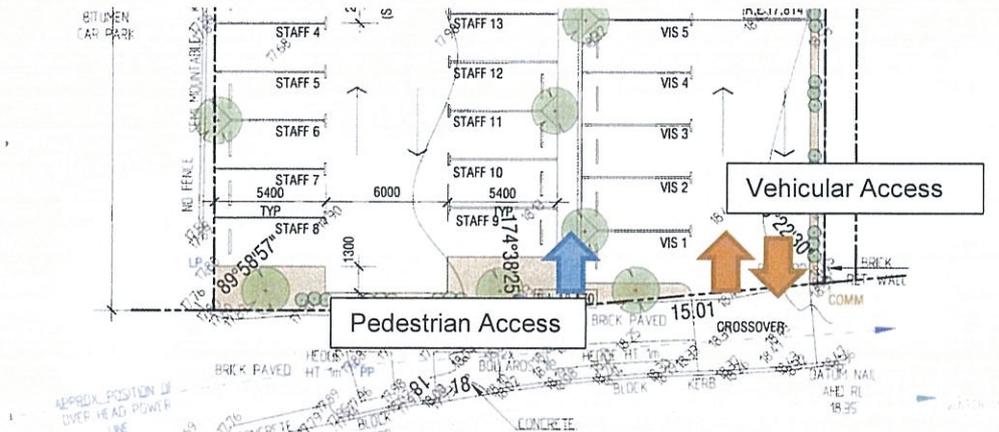
Source: GDD Design Group

3.2 Site Access

3.2.1 Vehicular and Pedestrian Access

Vehicular access into the Site is proposed to be via Railway Parade against the eastern boundary of the Site. The Site is easily accessible via footpaths along Railway Parade, where a dedicated pedestrian path to the Site has been provided away from the proposed vehicular access. The access arrangement of the Site is shown in Figure 3-2

Figure 3-2 Site Access – Railway Parade



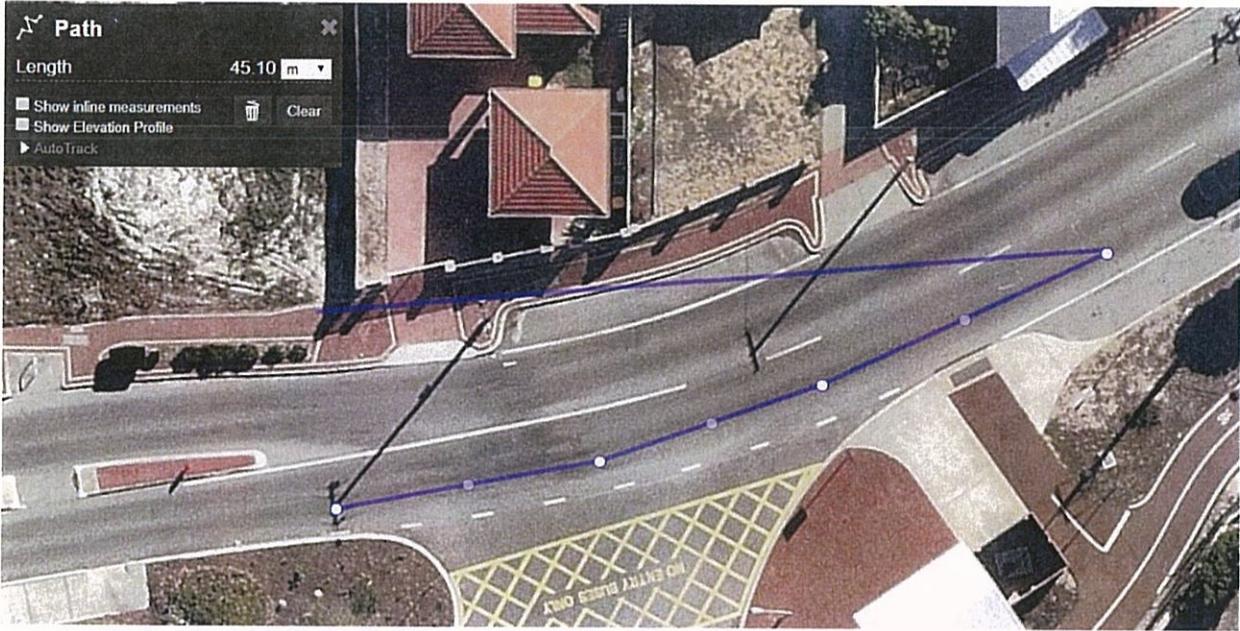
3.2.2 Sightlines of Vehicular Access

Cardno conducted a site visit on the 23/7/2019 to observe the visibility at the proposed vehicular access location for the Site. It was observed that the location of the proposed vehicular access provides a sightline for eastbound traffic that exceeds the desirable minimum sight line requirement as shown within AS2890.1.

For westbound traffic, a desktop sightline assessment was undertaken to check the minimum Entering Sight Distance (45m) as required within AS 2890.1 and is shown to be achieved in 0. On-site sightline observations are shown in Figure 3-4 and Figure 3-5.

According to AS2890.1, Figure 3.2, note 3, parking within the vehicle sightline 'may need' to be restricted on street to ensure that the sight distance required is satisfied. The existing parking bays on the frontage road to the east of the proposed site access is currently restricted for "15 min parking only" at all times, meaning the bays are unlikely to be used for long term parking which may pose a regular sight line obstruction. These short-term bays are expected to be high turnover and, during the peak periods, the parking bays may be utilised by parents who drop-off and pick-up their children. On site observations suggest that the use of the bays to drop off and pick up children from the bus / train station appears to be the primary use of the bays currently. The vehicle shown in Figure 3-4 is the vehicle that our team drove to the Site.

Figure 3-3 Desktop Sightline Assessment

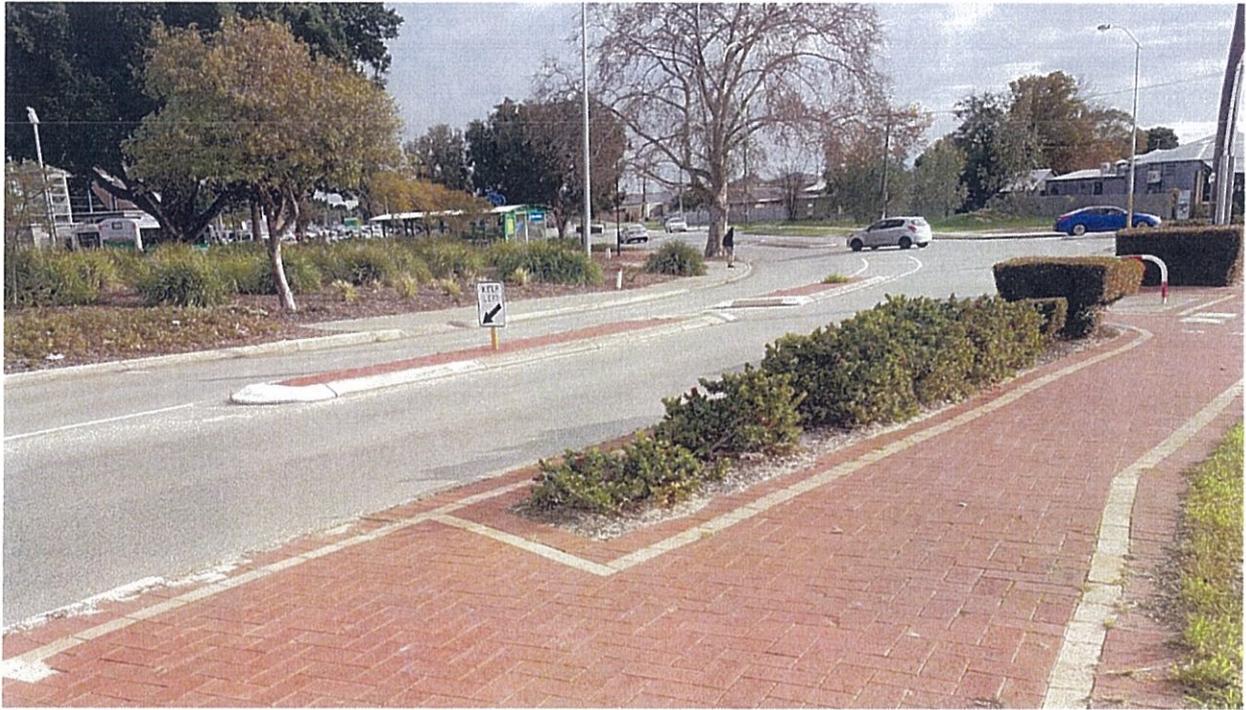


Source: Nearmap, 2019

Figure 3-4 Sightline Observation (westbound)



Figure 3-5 Sightline Observation (eastbound)



3.3 Car Parking Provision

The car parking requirements for child care centres as required in the *Town of Bassendean Local Planning Scheme (the LPS) No.10* has been calculated. Table 3-1 shows the car parking requirements and the provision on-site.

Table 3-1 Car Parking Provision

Land Use	Car Parking Requirements		Car Parking Provision
Day Care/Child Minding Centre	1 per employee	16 bays for 16 Staff	16 bays
	1 per 6 children	15.3 bays for 92 Children	16 bays
Total	32 Bays		32 Bays

As shown in the calculation, the parking provision of the proposed development satisfies the parking requirement as defined in the LPS. Due to the nature of the proposed development as a child care centre, car parking is expected to be high-turnover.

3.4 Bicycle Parking Provision

As per the *Town of Bassendean Local Planning Scheme No.10*:

“4.7.6 Bicycle Facilities The local government may require the provision of facilities that provide for and encourage cycling as part of any private development. Such facilities shall provide for storage and parking of bicycles and change rooms/showers for cyclists”

For the purpose of this assessment, bicycle racks can be installed on Site to provide sufficient bicycle parking. Staff toilet / change room are provided within the development.

3.5 Provision for Service Vehicles

The waste generated from the proposed development is expected to be serviced as per the existing arrangement for the adjacent developments. Rubbish bins will be wheeled out and placed along the street during the scheduled collection day and returned after the bins are emptied.

4 Changes to Surrounding Area

4.1 Road Network

Cardno contacted the Town of Bassendean and was advised that there are no proposed road network changes in the foreseeable future in the vicinity of the Site.

4.2 Intersection Controls

Cardno contacted the Town of Bassendean and was informed that there are no intersection controls changes in the foreseeable future in the vicinity of the Site.

4.3 Pedestrian/Cycle Networks

Cardno contacted the Town of Bassendean and was informed that the Town is partnering with Public Transport Authority (PTA) to provide on-road bicycle lane along Broadway and Ivanhoe Street between Iolnathe Street and Railway Parade.

4.4 Public Transport Services

Cardno contacted the PTA and were advised that there are no major changes proposed to the public transport services within Bassendean at this stage. Long term changes may come associated with the Forrestfield Airport Link.

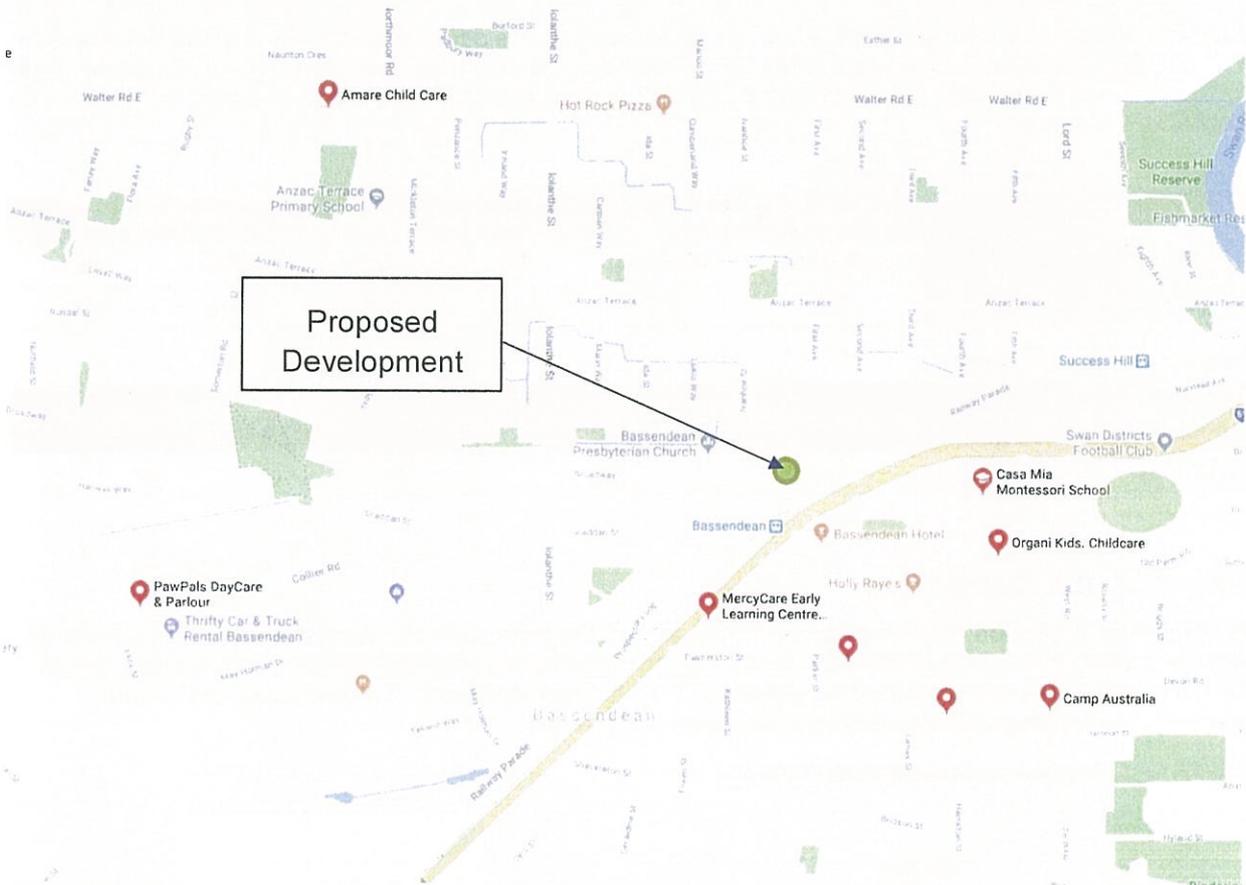
5 Integration with Surrounding Area

5.1 Surrounding Attractors/Generators

The traffic generators for the Site will primarily be the residents from the surrounding residential area who use the facilities of the child care centre.

A search on google map shows that the nearest Early Learning Centre (ELC) / child care is located approximately 300m south of the Site. However, this ELC is located on the other side of Guildford Road, which does not have direct vehicular connections to the proposed development. The nearest childcare located to the north of the Site is approximately 1km away as illustrated in Figure 5-1.

Figure 5-1 Potential Catchment Area



5.2 Proposed Changes to Surrounding Land Use

Cardno contacted the Town of Bassendean and was advised that there are no plans to change the land use in the vicinity of the Site.

5.3 Level of Accessibility

The Site benefits from excellent public transportation facilities from the Bassendean Train Station and the bus stops nearby. It is possible that existing users of the Bassendean train station and bus exchange area could utilise this developments childcare services resulting in lower additional trips generated by the site onto the surrounding road network. The Site is also surrounded by excellent footpaths and cycling paths facilitating pedestrian travel to and from the residential developments in the vicinity of the Site.

6 Analysis of Transport Network

6.1 Assessment Years and Time Period

Peak times selected are 7:00 AM – 8:00 AM and 4:00 PM – 5:00 PM respectively for the morning and afternoon peak periods. The following model scenarios have therefore been analysed as part of this assessment:

- Scenario 1 – 2019 background traffic without development
- Scenario 2 – 2020 background traffic with proposed development
- Scenario 3 – 2030 background traffic with proposed development

6.2 Traffic Generation

Trip generation has been calculated using various sources for the different components of the development: *Institute of Transportation Engineers (ITE) "Trip Generation" 10th Edition, Roads and Traffic Authority Guide to Traffic Generating Developments* and *WAPC Transport Impact Assessment Guidelines -Volume 4 - Technical Guidance*.

Table 6-1 Trip Generation Rate Distribution

Land Use	Peak Hour Generation		AM Peak Hour		PM Peak Hour	
	AM Peak	PM Peak	IN	Out	IN	OUT
Child care	0.8	0.7	53%	47%	47%	53%

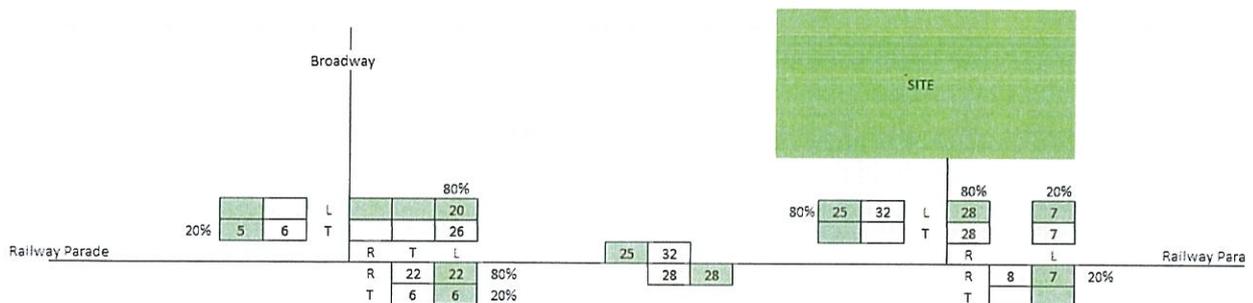
Table 6-2 Trip Generation

Land Use	AM Peak Hour		PM Peak Hour	
Child care	39	35	30	34

6.3 Traffic Distribution

As discussed in Section 5.1, the main catchment area of the proposed child care is expected to be north of the Site. Hence, it is assumed that 80% of the trip generated by the proposed development is distributed to the north, while 20% of the trips will be generated from the east and west. The distribution of the traffic generated by the proposed development is shown in Figure 6-1.

Figure 6-1 Proposed Development Traffic Distribution



6.4 Key Assumptions

The following key assumptions has been made for this assessment.

- > For robust assessment, the peak hour of the proposed development (childcare) is the same as the existing traffic network peak hour
- > Staff members would leave outside of the peak period of the proposed development, and this has been reflected in the trip generation calculation
- > The growth rate of background traffic has been assumed for 1% growth per annum, including the growth of buses and heavy vehicles

6.5 Intersection Performance

Analysis of the traffic impacts of the proposed development has been carried out for the Railway Parade / Broadway intersection.

The identified intersection has been analysed using the SIDRA analysis program. This program calculates the performance of intersections based on input parameters, including geometry and traffic volumes. As an output SIDRA provides values for the Degree of Saturation (DOS), queue lengths, delays, level of service, and 95th Percentile Queue. These parameters are defined as follows:

- > **Degree of Saturation (DOS):** is the ratio of the arrival traffic flow to the capacity of the approach during the same period. The theoretical intersection capacity is exceeded for an un-signalized intersection where $DOS > 0.80$;
- > **95% Queue:** is the statistical estimate of the queue length up to or below which 95% of all observed queues would be expected;
- > **Average Delay:** is the average of all travel time delays for vehicles through the intersection. An un-signalised intersection can be considered to be operating at capacity where the average delay exceeds 40 seconds for any movement; and
- > **Level of Service (LOS):** is the qualitative measure describing operational conditions within a traffic stream and the perception by motorists and/or passengers. The different levels of service can generally be described as shown in **Figure 6-2**.

Figure 6-2 Level of Service (LoS) Performance Criteria

LOS	Description	Signalised Intersection	Unsignalised Intersection
A	Free-flow operations (best condition)	≤10 sec	≤10 sec
B	Reasonable free-flow operations	10-20 sec	10-15 sec
C	At or near free-flow operations	20-35 sec	15-25 sec
D	Decreasing free-flow levels	35-55 sec	25-35 sec
E	Operations at capacity	55-80 sec	35-50 sec
F	A breakdown in vehicular flow (worst condition)	≥80 sec	≥50 sec

A LOS exceeding these values indicates that the road section is exceeding its practical capacity. Above these values, users of the intersection are likely to experience unsatisfactory queueing and delays during the peak hour periods.

6.6 Analysis Results

The results of SIDRA analysis show that the nearest intersection will perform satisfactorily after the proposed development is operating, and for the 10 year-horizon with LOS A on all legs during both AM and PM peak. The traffic distributions of all scenarios are presented in **Figure 6-3** to **Figure 6-5**. The analysis results output from SIDRA is contained within **Appendix B** of this report.

Figure 6-3 Traffic Distribution – Scenario 1



Figure 6-4 Traffic Distribution – Scenario 2



Figure 6-5 Traffic Distribution – Scenario 3



7 Summary

This report has been prepared in accordance with the Western Australian Planning Commission (WAPC) *Transport Assessment Guidelines for Developments: Volume 4 – Individual Development*.

The following conclusions have been made with regards to the proposed development:

- > The Site will generate approximately 74 vehicle trips during the AM peak period and 64 vehicle trips during the PM peak period.
- > The car parking provision of the proposed development satisfies the parking requirement of the *Town of Bassendean Local Planning Scheme*.
- > The Site benefits from excellent public transport facilities with bus stops and train station located approximately 50m to 100m of the Site.
- > The Site benefits from excellent pedestrian and cycling facilities with footpaths and shared paths provided in the vicinity of the Site.
- > The vehicular sightlines of the proposed access satisfy the minimum sightline requirements as described within *AS2890.1*.

APPENDIX

A

WAPC CHECKLIST

Item	Provided	Comments/Proposals
Summary		
Introduction/Background	Section 1	
name of applicant and consultant	Section 1	
development location and context	Section 2	
brief description of development proposal	Section 2	
key issues	N/A	
Background information	Section 1	
Existing situation	Section 2	
existing site uses (if any)	Section 2	
existing parking and demand (if appropriate)	N/A	
existing access arrangements	Section 3	
existing site traffic	Section 2	
surrounding land uses	Section 2	
surrounding road network	Section 2	
traffic management on frontage roads	Section 2	
traffic flows on surrounding roads (usually am and pm peak hours)	Section 6	
traffic flows at major intersections (usually am and pm peak hours)	Section 6	
operation of surrounding intersections	Section 5	
existing pedestrian/cycle networks	Section 2	
existing public transport services surrounding the development	Section 2	
Crash data	Section 2	
Development proposal	Section 3	
regional context	Section 4	
proposed land uses	Section 3	
table of land uses and quantities	Section 3	
access arrangements	Section 3	
parking provision	Section 3	
end of trip facilities	N/A	
any specific issues	N/A	
road network	Section 2	
intersection layouts and controls	Section 4	
pedestrian/cycle networks and crossing facilities	Section 4	

Item	Provided	Comments/Proposals
public transport services	Section 4	
Integration with surrounding area	Section 5	
surrounding major attractors/generators	Section 5	
committed developments and transport proposals	N/A	
proposed changes to land uses within 1200 metres	Section 4	
travel desire lines from development to these attractors/generators	N/A	
adequacy of existing transport networks	Section 2	
deficiencies in existing transport networks	N/A	
remedial measures to address deficiencies	N/A	
Analysis of transport networks	Section 6	
assessment years	Section 6	
time periods	Section 6	
development generated traffic	Section 6	
distribution of generated traffic	Section 6	
parking supply & demand	Section 3	
base and "with development" traffic flows	Section 6	
analysis of development accesses	N/A	
impact on surrounding roads	N/A	
impact on intersections	Section 6	
impact on neighbouring areas	N/A	
traffic noise and vibration	N/A	
road safety	N/A	
public transport access	Section 2	
pedestrian access / amenity	Section 2	
cycle access / amenity	Section 2	
analysis of pedestrian / cycle networks	Section 2, Section 5	
safe walk/cycle to school (for residential and school site developments only)	N/A	
Traffic management plan (where appropriate)	N/A	

APPENDIX

B

SIDRA ANALYSIS

2019 Background Traffic
AM

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
East: Railway Parade												
5	T1	183	2.0	0.128	0.1	LOS A	0.3	2.4	0.09	0.14	0.09	54.7
6	R2	55	0.0	0.128	5.7	LOS A	0.3	2.4	0.09	0.14	0.09	43.7
Approach		238	1.5	0.128	1.4	NA	0.3	2.4	0.09	0.14	0.09	52.3
North: Broadway												
7	L2	42	44.0	0.175	4.9	LOS A	0.7	5.0	0.19	0.60	0.19	32.9
9	R2	140	1.0	0.175	6.0	LOS A	0.7	5.0	0.19	0.60	0.19	37.7
Approach		182	10.9	0.175	5.7	LOS A	0.7	5.0	0.19	0.60	0.19	36.6
West: Railway Parade												
10	L2	31	32.0	0.041	5.9	LOS A	0.0	0.0	0.00	0.27	0.00	30.9
11	T1	36	17.0	0.041	0.0	LOS A	0.0	0.0	0.00	0.27	0.00	53.0
Approach		67	23.9	0.041	2.7	NA	0.0	0.0	0.00	0.27	0.00	40.9
All Vehicles		487	8.1	0.175	3.2	NA	0.7	5.0	0.11	0.33	0.11	44.2

PM

Movement Performance - Vehicles												
Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
East: Railway Parade												
5	T1	44	0.0	0.079	0.6	LOS A	0.4	2.6	0.30	0.39	0.30	47.0
6	R2	84	0.0	0.079	6.1	LOS A	0.4	2.6	0.30	0.39	0.30	37.0
Approach		128	0.0	0.079	4.2	NA	0.4	2.6	0.30	0.39	0.30	40.7
North: Broadway												
7	L2	42	24.0	0.066	5.1	LOS A	0.2	1.9	0.23	0.57	0.23	35.3
9	R2	34	0.0	0.066	5.7	LOS A	0.2	1.9	0.23	0.57	0.23	38.4
Approach		76	13.3	0.066	5.4	LOS A	0.2	1.9	0.23	0.57	0.23	36.7
West: Railway Parade												
10	L2	78	15.0	0.105	5.7	LOS A	0.0	0.0	0.00	0.24	0.00	31.5
11	T1	109	7.0	0.105	0.0	LOS A	0.0	0.0	0.00	0.24	0.00	53.2
Approach		187	10.3	0.105	2.4	NA	0.0	0.0	0.00	0.24	0.00	42.5
All Vehicles		391	7.5	0.105	3.6	NA	0.4	2.6	0.14	0.35	0.14	40.8

2020 Background Traffic + Development Traffic
AM
Movement Performance - Vehicles

Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
East: Railway Parade												
5	T1	190	2.0	0.146	0.1	LOS A	0.5	3.4	0.12	0.17	0.12	53.4
6	R2	78	0.0	0.146	5.7	LOS A	0.5	3.4	0.12	0.17	0.12	42.6
Approach		268	1.4	0.146	1.7	NA	0.5	3.4	0.12	0.17	0.12	50.5
North: Broadway												
7	L2	62	44.0	0.198	4.9	LOS A	0.8	6.0	0.18	0.60	0.18	32.8
9	R2	141	1.0	0.198	6.2	LOS A	0.8	6.0	0.18	0.60	0.18	37.6
Approach		203	14.1	0.198	5.8	LOS A	0.8	6.0	0.18	0.60	0.18	36.1
West: Railway Parade												
10	L2	31	32.0	0.044	5.9	LOS A	0.0	0.0	0.00	0.25	0.00	31.1
11	T1	42	17.0	0.044	0.0	LOS A	0.0	0.0	0.00	0.25	0.00	53.5
Approach		73	23.4	0.044	2.5	NA	0.0	0.0	0.00	0.25	0.00	42.2
All Vehicles		544	9.1	0.198	3.4	NA	0.8	6.0	0.13	0.34	0.13	43.4

PM
Movement Performance - Vehicles

Mov ID	Turn	Demand Total veh/h	Flows HV %	Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue Vehicles veh	Distance m	Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
East: Railway Parade												
5	T1	50	0.0	0.098	0.6	LOS A	0.5	3.3	0.31	0.40	0.31	46.6
6	R2	107	0.0	0.098	6.1	LOS A	0.5	3.3	0.31	0.40	0.31	36.7
Approach		157	0.0	0.098	4.4	NA	0.5	3.3	0.31	0.40	0.31	40.0
North: Broadway												
7	L2	62	24.0	0.082	5.2	LOS A	0.3	2.5	0.24	0.57	0.24	35.3
9	R2	34	0.0	0.082	5.9	LOS A	0.3	2.5	0.24	0.57	0.24	38.3
Approach		96	15.5	0.082	5.4	LOS A	0.3	2.5	0.24	0.57	0.24	36.4
West: Railway Parade												
10	L2	79	15.0	0.109	5.7	LOS A	0.0	0.0	0.00	0.24	0.00	31.5
11	T1	115	7.0	0.109	0.0	LOS A	0.0	0.0	0.00	0.24	0.00	53.4
Approach		194	10.3	0.109	2.3	NA	0.0	0.0	0.00	0.24	0.00	42.8
All Vehicles		447	7.8	0.109	3.7	NA	0.5	3.3	0.16	0.37	0.16	40.5

2030 Background Traffic + Development Traffic
AM

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flows		Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue		Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
		Total veh/h	HV %				Vehicles veh	Distance m				
East: Railway Parade												
5	T1	209	2.0	0.159	0.1	LOS A	0.5	3.7	0.12	0.17	0.12	53.5
6	R2	83	0.0	0.159	5.7	LOS A	0.5	3.7	0.12	0.17	0.12	42.6
Approach		292	1.4	0.159	1.7	NA	0.5	3.7	0.12	0.17	0.12	50.6
North: Broadway												
7	L2	66	44.0	0.221	4.9	LOS A	0.9	6.7	0.20	0.61	0.20	32.5
9	R2	155	1.0	0.221	6.4	LOS A	0.9	6.7	0.20	0.61	0.20	37.3
Approach		221	13.8	0.221	6.0	LOS A	0.9	6.7	0.20	0.61	0.20	35.8
West: Railway Parade												
10	L2	34	32.0	0.049	5.9	LOS A	0.0	0.0	0.00	0.25	0.00	31.1
11	T1	46	17.0	0.049	0.0	LOS A	0.0	0.0	0.00	0.25	0.00	53.5
Approach		80	23.4	0.049	2.5	NA	0.0	0.0	0.00	0.25	0.00	42.1
All Vehicles		593	9.0	0.221	3.4	NA	0.9	6.7	0.14	0.34	0.14	43.4

PM

Movement Performance - Vehicles												
Mov ID	Turn	Demand Flows		Deg. Satn v/c	Average Delay sec	Level of Service	95% Back of Queue		Prop. Queued	Effective Stop Rate	Aver. No. Cycles	Average Speed km/h
		Total veh/h	HV %				Vehicles veh	Distance m				
East: Railway Parade												
5	T1	54	0.0	0.108	0.7	LOS A	0.5	3.7	0.33	0.41	0.33	46.5
6	R2	116	0.0	0.108	6.2	LOS A	0.5	3.7	0.33	0.41	0.33	36.5
Approach		170	0.0	0.108	4.5	NA	0.5	3.7	0.33	0.41	0.33	39.9
North: Broadway												
7	L2	67	24.0	0.092	5.2	LOS A	0.3	2.8	0.26	0.58	0.26	35.2
9	R2	38	0.0	0.092	6.1	LOS A	0.3	2.8	0.26	0.58	0.26	38.2
Approach		105	15.3	0.092	5.5	LOS A	0.3	2.8	0.26	0.58	0.26	36.3
West: Railway Parade												
10	L2	87	15.0	0.119	5.7	LOS A	0.0	0.0	0.00	0.24	0.00	31.5
11	T1	126	7.0	0.119	0.0	LOS A	0.0	0.0	0.00	0.24	0.00	53.3
Approach		213	10.3	0.119	2.3	NA	0.0	0.0	0.00	0.24	0.00	42.7
All Vehicles		488	7.8	0.119	3.8	NA	0.5	3.7	0.17	0.37	0.17	40.4

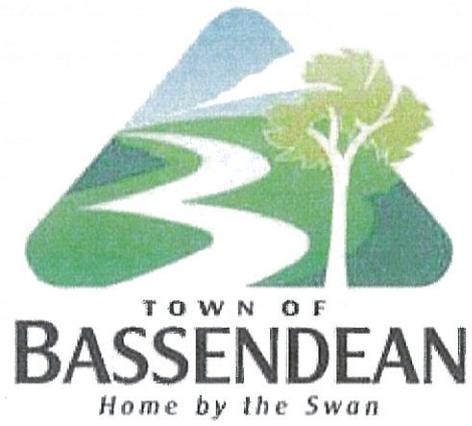
Schedule of submissions and Applicant's Response

Submission No 1	Applicant's Response
<p>I am writing to you with my objections and concerns with the proposed Child Care Facility situated at No.72 Railway Parade Bassendean within very close proximity of my residence. I have lived in Bassendean for over 55 years and resided here at my premises for over 30 years & have been a loyal rate payer to the shire over this period. I live together with my younger brother and his wife & we all work on different shifts, especially nights in our current employment. We have our long-term goal to remain in Bassendean for many years to come and calmly retire here in our home.</p> <p>Our main objections to the proposed Child Care Facility being built nearby is that it would bring a considerable amount of new traffic and increased traffic noise to the area and create further congestion over and above what we currently deal with. Morning traffic in our area is very high, greatly because of commuters leaving by train, lots of them parking everywhere around our property and adjacent areas including the BWS Bottle shop and laneway at the rear, sometimes blocking access to the rear of our property.</p> <p>To have provision for a further 32 car bays plus a need to facilitate parents of 92 children, 16 plus staff & Centre Mini Bus, would be detrimental to the excess of traffic & parking congestion on Railway Parade and Broadway which already host public buses, taxis, uber, Ola and emergency services.</p> <p>Furthermore, 92 children as you could imagine is not a small group especially with the daily noise levels created by them in the playground & drop offs during weekdays between the operating hours of 7am – 6pm & weekends 8am – 1pm. Also, not to mention that the noise from Airconditioning units during the winter and summer periods would contribute to excess noise levels. As night shift workers this Child Care Centre would deprive us of normal sleeping pattern and affect our health, as we already experience with the local church events on Sundays. We are also concerned about the control of waste management and pollution in the air due to high number of used nappies being exposed in bins and the facility cooking amenities.</p> <p>Last of all, our other concerns is the safety of the children as there's a train Station and Bottle Shop adjacent to the proposed Child Care Facility, both of them are a daily disturbance with noise created from bad behaving, antisocial, drunk or drug addicted individuals. There is nearly constant Police presence at the Train station, Police vehicle parked at BWS Bottle Shop on a daily basis for months due to regular theft. There is also an electronic Board with Police Warning of Burglary which depicts the level of Safety in this area.</p>	<ul style="list-style-type: none"> • The proposed traffic can easily be accommodated by the surrounding road network which has been demonstrated in the traffic report. In addition the proposed development is compliant with respect to parking. • The proposed acoustic impacts have been appropriately addressed through the submitted acoustic report and any further detailed noise concerns can be addressed through a noise management plan as a condition of approval. • The proposed bin store has been relocated to be further away from adjoining residences. In addition the regular collections will ensure odour is not a concern. • The peak periods of each land use will not overlap and when the bottle shop is busy and likely to create anti-social behaviour the children will not be at the site

Schedule of submissions and Applicant's Response

Submission No 2	Applicant's Response
<p>I would like to know if the BWS liquor store is closing if not then the Town of Bassendean is setting a Precedent.</p> <p>Are you aware a Police Van is parked in BWS car park nearly all its opening hours, also a security guard at the liquor store - What does that tell you.</p> <p>I have noticed a lot of the customers that purchase alcohol and then consume it near by eg -1- church lawn 2- Alley that runs from Ivanhoe St to First Ave. They urinate on my fence break glass bottles and leave a mess</p> <p>If BWS closes, I think the Child Care Centre would be a good option But certain conditions should apply - 1/ Noise Level (I am a shift worker) 2/ No Gate on Fence Facing the Rear Alley 3/ Single Storey.</p> <p>When I purchased my home there were Two Bollards along the Alley Three years ago these were removed by The Town of Bassendean Since then Cars and Motor Bikes use the Alley way to take short cuts at Great Speed Despite the Speed Hump been installed two years ago No courtesy is Given by these drivers to people accessing their own drive way.</p> <p>My concern is during construction Delivery Trucks and Tradies accessing the building site via the Alley Way and blocking access to owners property (Have had a truck parked on my paving in front of my Tilt a Door).</p> <p>By Reinstalling the bollards, a lot of these problems could be Rectified and residence would feel safer exiting their property</p>	<ul style="list-style-type: none">• As noted above, the anti-social behaviour is not expected to occur during the operating hours of the childcare and as result there are not expected to be any negative impacts on the operation of the childcare.• Construction vehicles are not likely to obstruct the laneway and this aspect of construction can be addressed through a construction management plan as a condition of approval.

ATTACHMENT NO. 4



**COMMUNITY BENEFIT
SPONSORSHIP AND GRANTS
GUIDELINES**

2019-2020

TITLE: Community Benefit Sponsorship and Grants Guidelines

1. Introduction

- 1.1. Community Benefit Sponsorship and Grants help to foster community spirit and cohesiveness by bringing people together and/or activating places.

2. Scope

- 2.1. Underpinned by and applied in conjunction with the Town's Sponsorship and Grants Policy, the Community Benefit Sponsorship and Grant Guidelines (guidelines) provide for the proposal and assessment of community projects or one-off initiatives.

3. Definitions

3.1. Meaning of Community Project

- 3.1.1. A Community Project is one that:

- 3.1.1.1. is delivered or occurs within the Town of Bassendean Local Government area;
- 3.1.1.2. has direct benefits for the Community;
- 3.1.1.3. will, or has the potential to, generate significant interest and/or attendance from the local community;
- 3.1.1.4. reflects and celebrates the community and its culture and diversity, promotes social connection and fosters a sense of community pride;
- 3.1.1.5. generates economic, social or community benefit for the Town; and
- 3.1.1.6. offers an element or elements that are unique to the Town and advances the Town's reputation.

3.2. Meaning of Group or Organisation

- 3.2.1. A group or organisation is one that comprises no fewer than five members and is:

- 3.2.1.1. Formal or Informal;
- 3.2.1.2. Not-For-Profit;
- 3.2.1.3. A School Parents and Friends Association;
- 3.2.1.4. A Sporting Body; or
- 3.2.1.5. A Charitable Body.

4. Eligibility

- 4.1. To be eligible to receive sponsorship and grants from the Town, applicants are to:

- 4.1.1. Apply for sponsorship or grants for an event or initiative within the Town of Bassendean local government area. Applicants outside the local government area may be considered in exceptional circumstances.
- 4.1.2. Demonstrate the full cost of the proposal including own contribution and other funding sources where applicable.

- 4.1.3. Submit the proposal within the advertised funding round and by the specified closing date.
- 4.1.4. Submit the proposal on the specified form and in accordance with the published requirements and guidelines.

5. Ineligible Proposals

- 5.1. The Town will not consider proposals from:
 - 5.1.1. Local, State or Commonwealth Government agencies.
 - 5.1.2. Employees or immediate family members of employees.
 - 5.1.3. An applicant with outstanding debts to the Town.
 - 5.1.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.

6. Funding Round Timelines 2019-2020

- 6.1. All opportunities to apply for sponsorship or grants will be advertised on the Town’s website.

Transitional Round	Round Two	Round Three	Round Four
For events or initiatives up to \$2,000 between 1 October 2019 – 31 December 2019	For events or initiatives up to \$2,000 between 1 January 2020 – 31 March 2020	For events or initiatives up to \$2,000 between 1 April 2020 – 30 June 2020	For events or initiatives up to \$2,000 between 1 July 2020 – 30 September 2020
Expressions of interest accepted between 1 September and 30 October 2019	Applications Open 30 September 2019	Applications Open 2 January 2020	Applications Open 30 March 2020
Notification of Decision Within 1 week after Council approval at the next available Ordinary Council Meeting.	Applications Close 4pm, AWST, Friday, 14 October 2019	Applications Close 4pm, AWST, Friday, 17 January 2020	Applications Close 4pm, AWST, 17 April 2020
	Notification of Decision No Later than 30 November 2019	Notification of Decision No Later than 28 February 2020	Notification of Decision No Later than 29 May 2020

NOTE: *Transitional Round timeline is deliberately shortened to ensure funding is made available under the new Community Benefit Sponsorship and Grant Guidelines without delay for the second quarter of 2019-2020.*

7. Funding Limits

- 7.1. Limits apply to all approved sponsorship and grant proposals and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.
- 7.2. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the proposal and assessment process.

8. In Kind or Non Cash Contributions

- 8.1. The Town may make in-kind or non-cash contributions to approved sponsorship and grant applicants, which will be capped and determined in accordance with the Town's In-Kind and Non-Cash Policy [to be developed].

9. Assessment Criteria

- 9.1. Proposals are to address the following criteria only where appropriate or applicable.
 - 9.1.1. **Sustainability Principles:** Evidence of how the proposal addresses or achieves the One Planet Living principles [this will be hyperlinked to <https://www.bioregional.com/one-planet-living>].
 - 9.1.2. **Cultural Outcomes:** The extent to which the proposal will celebrate the cultural diversity of the Town. Proposals including a detailed plan for addressing cultural recognition will be viewed favorably.
 - 9.1.3. **Social Outcomes:** The extent to which the proposal will provide opportunities for social outcomes.
 - 9.1.4. **Civic Outcomes:** The extent to which the proposal will provide and promote experiences that are unique to the Town.
 - 9.1.5. **Place Outcomes:** The extent to which the proposal will activate private or public spaces with vibrant activity.
 - 9.1.6. **Economic Outcomes:** The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event.
 - 9.1.7. **Safety Outcomes:** Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan.
 - 9.1.8. **Organisational Competency:** Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal.

10. Assessment

The assessment process may involve community participation in the review and assessment of proposals for funding however the Town reserves the right to consider proposals separately independent of this process.

- 10.1.1. The Chief Executive Officer (CEO) is responsible for approving the composition of all Assessment Panels.
- 10.1.2. In the event an Assessment Panel is utilised, it will comprise a minimum of three appropriately qualified and experienced individuals.
- 10.1.3. The CEO retains the right to invite an external representative to participate as a member of an Assessment Panel.
- 10.1.4. Elected Officials are ineligible to participate on Assessment Panels.

11. Approvals

- 11.1. Following the assessment of proposals, a report is to be submitted, with findings and recommendations, through the Chief Executive Officer to Council for approval of any recommended applicants for a sponsorship or grant.

12. Sponsorship and Grant Agreements

- 12.1. All successful applicants will be required to enter into a written funding agreement with the Town which includes terms and conditions pertaining to the approved funding.
- 12.2. Where an approved applicant is unable to implement a project in accordance with the approved funding agreement, the Town may consider and determine approval or refusal of a variation to the sponsorship and grant agreement.

13. Duration of Sponsorship or Grant Agreement

- 13.1. Sponsorship and grants agreements are limited to a period no greater than twelve months within the current financial year.

14. Acquittal of Sponsorship or Grant Funding

- 14.1. All sponsorships and grants are to be acquitted and reviewed within three months of the completion of the event or initiative.

15. Submitting Proposals

- 15.1. Proposals for sponsorship or grants funding are to be submitted by email to sponsorshipandgrants@bassendean.wa.gov.au

16. Canvassing of Elected Officials

- 16.1. Applicants are discouraged from canvassing elected members of Council.
- 16.2. In the event elected members of Council have had an involvement in the proposal, they are to remove themselves from any decision making role.

17. Contacts

17.1. For further information about the Town's sponsorships and grants, or if you have questions about a proposal, contact the members of the Recreation and Culture Team by email to sponsorshipandgrants@bassendean.wa.gov.au

18. Submitting Proposals

18.1. Proposals for sponsorship or grants funding are to be submitted on the published and approved application form to sponsorshipandgrants@bassendean.wa.gov.au



Community Benefit Sponsorship and Grant Guidelines

APPLICATION FORM

Round Timelines 2019-2020

Confirmation of Eligibility

This section of the application form is designed to help you, and the Town, understand if you are eligible for this funding opportunity.

Applicants, please note that prior to completing this application form, please ensure you have complied with the following:

- Discussed your project with the Recreation and Culture Team at the Town of Bassendean on 9377 8000 / sponsorshipandgrants@bassendean.wa.gov.au
- Read the **Community Benefit Sponsorship and Grant Guidelines** which are available [on the Town's website](#)
- Incomplete applications will not be considered.

I confirm that (Please tick)

- I have read and understood the funding guidelines;
- I'm a Group or Organisation as defined in the funding guidelines;
- I'm able to demonstrate the full cost of the proposal including own contribution and other funding sources.
- I have evidence of having obtained the relevant licences and insurances if applicable.
- I can submit the proposal within the advertised funding round and by the specified closing date.
- I can submit the proposal on the specified form and in accordance with published requirements and guidelines.

In addition, I confirm that I am not (Please tick)

- Representing the Commonwealth/State/Local or any Government Agency.
- An employee or immediate family members of employees.
- An applicant with outstanding debts to the Town of Bassendean.
- An applicant that has failed to provide satisfactory acquittal reporting for any previous Town of Bassendean approved sponsorship or grant.
- Lodging a proposal for a sponsorship or grant for an event or initiative outside of the Town of Bassendean local government area.

Applicant Details

Event/Activity Name:	Swans Campout
Name of Group//individual:	Swan Districts Football Club
ABN: <i>(If no ABN, please complete "Statement by Supplier")</i>	97 835 019 730
Address:	Streel Blue Oval, 140 Old Perth Rd, Bassendean
Postal Address:	PO Box 61, Bassendean WA 6054
Name of Contact Person: <i>(Must be over 18 years of age)</i>	Jeff Dennis
Position of Contact Person:	CEO
Daytime contact number:	08 9279 8700
E-Mail:	jeff@swandistrictsfc.com

	Yes	No
Has the applicant applied for other funding from the Town of Bassendean or any other Funding Body for this project?		
If yes:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Name of funding body		
Amount		
Date application made here		
Is the Applicant registered for GST?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the Applicant Group Incorporated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the Applicant Group have current public liability insurance (minimum of \$20,000,000)? Please attach certificate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the proposed event/activity require approval by the Town of Bassendean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the proposed event/activity require ongoing funding from the Town of Bassendean?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please indicate the Funding Round that you are applying for:

1. (Please refer to the table in 6. Funding Round Timelines 2019-2020 pg.3)

Transitional Round	Please tick	Round Two	Please tick	Round Three	Please tick	Round Four	Please tick
For events or initiatives up to \$2,000 between 1 October 2019 – 31 December 2019	Yes	For events or initiatives up to \$2,000 between 1 January 2020 – 31 March 2020		For events or initiatives up to \$2,000 between 1 April 2020 – 30 June 2020		For events or initiatives up to \$2,000 between 1 July 2020 – 30 September 2020	

Brief background of organisation (Purpose, how long in operation, etc.):

The club will be holding its second Swans Campout at Steel Blue Oval, Bassendean on the weekend of 23/24 November 2019. The target audience is young families. It's an opportunity for parents to take time out of their busy schedules to spend quality time with their children camping on the halo turf of Steel Blue Oval right here in Bassendean.

This is an opportunity for young families to erect their tent on the oval over the weekend and join in the fun and games including fishing, a yarnning circle, rocket making, football clinic with Swans WAFL and WAFLW players, lantern stalk, water slide and marshmallow roasting at the camp fire with guitar background music. It's an opportunity for parents to spend quality time with their kids.

The club ran its first Swans Campout in 2018 partnering with The Fathering Project. It was very successful with over 50 campers (refer attached to last year's promotional flyer and operational plan).

How have you identified the need for this event or initiative? (Community survey, current issue, current need in the community, etc.)

Last year there was strong interest in the club's first Swans Campout. We received very positive feedback from the campers even though there was a significant thunderstorm during the evening.

This year we plan to invite the same families who attended and also reach out to junior football clubs, local schools and also residents in the Town of Bassendean.

Swan Districts Football Club is more than a traditional football club. Its purpose is to build community and develop people. Its vision is to be a well-connect community engaged club helping to improve people's lives.

There's a need to show parents how easy it is to take time out of their busy schedule to spend quality, uninterrupted time with their children. The Swans Campout will help this.

Event / Initiative Description – Date/Time/Location *(Description of overall project)*

The camp will run over a weekend - Saturday 23 – Sunday 24 November. We will use a similar operational plan to last year regarding schedule and activities (attached).

Camp activities will include including fishing, a yarning circle, rocket making, football clinic with Swans WAFL and WAFLW players, lantern stalk, water slide and marshmallow roasting at the camp fire with guitar background music. Phones will not be permitted. Parents will be encouraged to play games with their children in their tent at night time.

The funding requested by the Town will assist the club continue with this initiative and help increase the number of family campers.

Assessment Criteria

Applications for funding are to address the following assessment criteria **only where relevant or applicable. Please provide a brief comment only.**

Sustainability Principles *(Evidence of how the proposal addresses or achieve the One Planet Living principles [https://www.bioregional.com/one-planet-living.](https://www.bioregional.com/one-planet-living))*

Swan Districts Football Club supports the One Planet Living framework and is working where possible to deliver its principles.

1. Health and happiness – building community and developing people through being a well-connected and community engaged club helps us improve peoples loves. This is fundamental to the club’s existence. The campout is one of many strategies to achieve this.
2. Equity and local economy – we regularly bring people from around the State to Bassendean for our WAFL and WAFLW home games and corporate and community events. The club has an equity policy which shapes our strategies including women’s football and integrated football.
3. Culture and community – the club has an active Aboriginal Advisory Committee helping guide the club with Aboriginal cultural connection.
4. Local and sustainable food – we’ll source food for the camp from local suppliers.
5. Travel and transport – we now have a 21 seat Swans Community Bus to help connect with community. The bus is used to help people from marginalised community attend club events. It’s also used by other local community groups.
6. Zero waste - All campers are required to bring their own water bottles and leave the Oval as they found it when they arrived – clean.

Cultural Outcomes *(Extent to which the proposal will celebrate the cultural diversity and alignment to the Town's Arts and Cultural Plan 2019-2023 (include hyperlink). Proposal including a detailed plan for addressing cultural recognition will be viewed favourably)*

Swans always have a Welcome to Country before every club event. Refer to the club's Protocol for Welcome to Country (attached). We will have Swans Aboriginal football players interact with the campers and we'll also provide a Yarning Circle as one of the camp's activities.

Social Outcomes *(The extent to which the proposal will provide opportunities for the local or greater community to connectedness and social inclusion)*

Swan Districts Football Club is more than a traditional football club. Its purpose is to build community and develop people. Its vision is to be a well-connected community engaged club helping to improve people's lives. The club runs many inclusive community outreach programs with Aboriginal people, youth, people with disability and multicultural communities.

This event helps the club increase the community's connection with Steel Blue Oval in Bassendean and also the Swan Districts Football Club. It also helps the club connect with our primary audience – young families.

It will also help strengthen the relationship between parents and their kids because no phones will be permitted at the camp and parents are requested to join in all activities with their kids. There will be a variety of fun opportunities for parents to spend quality time with their children.

Civic Outcomes *(The extent to which the proposal will provide and promote experiences that are unique to the Town)*

The Swans Campout is developing into a unique community building local annual event. It brings families from within the broader Swans community to Bassendean.

This event aligns with many other Swan Districts outreach strategies aimed at building community and developing people. The club reset its purpose, vision and values in 2017 and now plays a significant and increasing relevant role in the community the club belongs.

Place Outcomes *(The extent to which the proposal will activate private or public spaces with vibrant activity)*

The Swans Campout is developing into a unique community building local annual event. It brings families from within the broader Swans community to Bassendean for a fun weekend of camping with family on the haloed Bassendean Oval.

It also helps reinforce the club's position that it is a community focussed and engaged club that helps improve social well-being in the Swans community.

Economic Outcomes *(The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event)*

The price will remain the same as the club's first campout in 2018 - \$100 (exc GST) for one parent and one child, then \$50 (exc GST) for each additional child and \$50 (exc GST) for an additional parent. Both parents or guardians will be encouraged to attend.

Any parent and child aged 5–12 years that are listed on a Health Care or Pensioner Concession card are entitled to a rebate on the registration fee for the Swans Big Campout. Families who do not have a concession card but are experiencing significant financial hardship, as a result of an unforeseen situation, may also apply for a rebate.

Safety Outcomes *(Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan)*

Refer to the attached Operational Plan including Risk Management Plan.

Organisational Competency *(Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal)*

SDFC has proven its capable of running such events. It is responsible for managing regular sporting events at Steel Blue Oval, Bassendean every year together with a large number of corporate and community events. It has also successful delivered the Swans Campout in 2018. This event will closely mirror the success of last year's event.

INCOME	BUDGET (\$)	ACTUAL (\$)
Registration fees - 20 x \$100 (exc gst)	2000	
Registration fees – 20 x \$50 (exc gst) inc rebated fees	1000	
Town of Bassendean support (exc gst)	2000	
Sub-total		
IN KIND		
Sub-Total		
Total Income	5000	
EXPENDITURE	BUDGET (\$)	ACTUAL (\$)
Staff	500	
Food and beverages	2000	
BBQ rental	200	
Waste removal	200	
First Aid	800	
Venue hire	FOC	
Hi Vis shirts - staff	FOC	
Accessible toilet	300	
Two way radio rental - staff	300	
Additional insurance cover	500	
Eventbrite registration fees	200	
Promotions	200	
Sub-Total		
Total Expenditure	5200	

Budget Details (GST Exclusive)

Supporting Documents

Please attach all supporting documents in order for your grant application to be assessed, including:

- Most recent 12 month financial statements (income and expenditure and balance sheet)
- If applicable, business plan or organisation's minutes supporting the event
- Auspice form/letter if not an incorporated body

Canvassing of Elected Members

If prior to the determination of funding by Council, an applicant (or any agent) canvasses any Elected Member of the Town of Bassendean, or attempts to provide additional information, either directly or indirectly, on any matter relating to the sponsorship or grant to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.

In the event supplementary information is requested to be provided to Elected Members, please contact you're the Recreation and Culture Business Unit to directly to disseminate this.

I agree to these terms YES NO

Disability Access and Inclusion

Access and inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

To the extent that it is practicable, the applicant is required to provide universal access to their event, as outlined in the Town of Bassendean's *Disability Access and Inclusion Plan*. The applicant will need to be able to provide evidence of how their event complies with the *Disability Access and Inclusion Plan* for the sponsored event if requested.

You may be required to report on accessibility of your event on the conclusion of your project as part of the acquittal report.

A copy of the Disability Services Commission's *Guide to Disability Access and Inclusion Plans for Local Government Contractors* is available for download at: <http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/>

I agree to these terms YES NO

Acceptance of Conditions

I have read and understand the conditions that apply to the *Major and Significant Events Sponsorship and Grant Guidelines*. I am authorised to accept them on behalf of the applicant group.

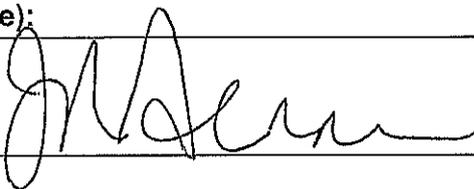
APPLICANT GROUP NAME:

Swan Districts Football Club

Jeff Dennis

Authorised Person (Print name):

SIGNATURE OF APPLICANT:



DATE: 24.9.19

Applicant Feedback

Thank You for your time and interest to complete this application for funding.

Before you review your application and lodge with the Town of Bassendean, please take a few moments to provide some feedback to the Town's Recreation and Culture Team so that we can continually improve our application form and process.

How did you hear about this funding program?

Town staff

How did you find completing this application for funding?

(Very easy, Easy, Neutral, Difficult, Very Difficult)

Easy

2018 Swans Big Camp Out Event Operational Plan

Volunteer Contacts

Shane Beros – Manager: 0419 824 082
Christian Tulfilli: 0423 989 582

Ross Leipold – Swans Ops Manager: 0419 204 299

Emergency Numbers

Kiara Police: 9376 7000/0466 521 339

Ambulance: 000

Time	Activity	Personnel requirement	Job role/description
1 – 12 October			
	Circulate information pack to campers	SDFC	Include the following details: <ul style="list-style-type: none"> • What to bring, • program schedule/itinerary, • arrival, parking, • registration process, • camping map of Steel Blue Oval, • activity schedule, • meals, • toilet procedure, • in tent activity worksheets, • first aid procedure, • lost property, • phone system, • emergency contacts, • medical form
	Ground mark up	Shane Beros and Ross Leipold	SDFC to place cones in camping area, approx. 50m arc at Eastern End of Steel Blue Oval.
	Rubbish bin set up	Shane Beros and Ross Leipold	Set up rubbish bins on oval and in catering/canteen area

Time	Activity	Personnel requirement	Job role/description
	Equipment collection	Shane Beros and Ross Leipold	PA and megaphone, materials and equipment for activities <ul style="list-style-type: none"> • Kite making kit materials and instructions, colouring in pens • Pens & pencils • Stomp rocket materials and instructions • Fishing lines
	Registration list completed	Jeff Dennis	Provide final print out of registration information
Saturday 13 October			
1pm	Event set Up	Shane Beros and Ross Leipold	Including: <ul style="list-style-type: none"> • Registration desk • Activities • Camp fire pits in middle of oval • Meal area in Members Bar setup • Tea & Coffee station • Water refill station in canteen undercroft • Cricket game set up •
1pm	Event briefing	Shane Beros and Ross Leipold	Brief event volunteers about the operational overview <ul style="list-style-type: none"> • Event overview • Activities • Toilets • Equipment • Emergency procedures: Volunteer contact numbers provided
2.30pm	Activity set up	SDFC/MCC x 4	Including: <ul style="list-style-type: none"> • Targets for stomp rockets • Kites in location: • Footy activities: Christian
1.30pm - Sunday	First Aid	SDFC	First aid room in the main changerooms.
1pm – 2pm	Registration	Jeff Dennis	Registration at the main entry gate <ul style="list-style-type: none"> • Meet and greet • Mark off registration list • Complete medical form if necessary • Issue group number. (Group 1 and Group 2)

Time	Activity	Personnel requirement	Job role/description
			<ul style="list-style-type: none"> • Show where first aid room, toilets, drink stations and canteen for meals are located. • Direct to camping area for participants to erect their tent • Present Swans welcome pack to children (mini football, beach ball, cap, water bottle, player posters, etc)
2.00pm – 2.30pm	Tent set up on east end of oval	Shane Beros and Ross Leipold	Volunteers to oversee and assist setting up tents as required Tent set up in designated area, 50m arc at Eastern End, Steel Blue Oval
2.30pm	Event Briefing and Welcome	Shane Beros and Ross Leipold	<ul style="list-style-type: none"> • Parents responsible for their own children • Detail emergency exit and muster point • Show first aid room, toilets and meals area • Camp and activity schedule • 3 activity stations. Approximately 1 hour per station. • Visit by Swans mascot & male/female players
3-4pm Group 1 4-5pm Group 2		Scouts	Activity A – Knot Tying Undercroft area Poles – chariot racing
3-4pm Group 2 4-5pm Group 1		WA Football Commission Christian	Activity B – Football Activities On ground Football gear provided by WAFC
5-5.45pm Groups 1 & 2		Parents assist child	Activity C – Kite making Changerooms and Undercroft area Kite kits with instructions Kite decorating: pens supplied Flying kites on oval
6.00pm	Lights on	SDFC	Main external walkway and toilet lights to remain on overnight All oval tower lights for general lighting to remain on until lights out
6pm – 7pm	Dinner	SDFC (Lucy)	Direct campers to meal area upstairs in members bar Meal – Hamburger with a soft drink. Include vegetarian and cultural options as required. Hot chips, icecream.
7.30pm - 10.00pm	Activities	Shane Beros and Ross Leipold Parents	Camper to bring their own board games to play inside tents In-tent worksheets to be provided by SDFC Camp fire/yarning circle/roasted marshmallows Lantern stalk Background music – Grayson Dennis

Time	Activity	Personnel requirement	Job role/description
10pm – 5am	Overnight supervision	Ross Leipold	Lights out
Sunday 14 October			
7- 7.45am	Breakfast	Lucy	Meal area upstairs in members bar Meal – Bacon and eggs, hash browns. Include vegetarian and cultural options as required Orange juice, tea, coffee
8am – 9am Group 1 9-10am Group 2	Activity 1	Shane Beros and parents	Fishing in the Swan Bait and fishing lines provided Tuition on how to fish Parents to manage children
8am – 9am Group 2 9-10am Group 1	Activity 2	Ross Leipold and parents	Stomp Rocket Meet in Members Bar to build rockets Materials required: PVC and joiners, paper, sticky and electrical tape, paper card Instruction sheet: Shane <ul style="list-style-type: none"> • Longest drive • Target shooting: Through handball target • Scorecard
10-11am	Activity 3	Shane Beros, Ross Leipold and parents	The Great Steel Blue Oval Challenge Scoreboard challenge Navigate your way through the Swan Districts Football Club's iconic history
11.30 – 12.30pm	Lunch	SDFC (Lucy)	Direct campers to the BBQ area in age groups Meal – Hot dogs and soft drink. Include vegetarian and cultural options as required Icecream
12.30 – 1.00pm	Tent pack up	MCC x 4	Campers and volunteers assist with pack up General enquiries
1.00pm onwards	Venue clear and cleaned	MCC x 4, SDFC	Equipment Rubbish Lost property

Action list

Action	Detail	Responsibility
Website	Eventbrite, Swans Big Camp Out page/link	Wayne Bradshaw
Registration forms	Medical form completed on Survey Monkey, camp application/payment including waiver	Wayne Bradshaw, Jeff Dennis
Hi viz vests for volunteers	DONE	Ross Leipold
Volunteer checklist	Working with children, equipment needed, briefing	Shane Beros
Drink station set up		Ross Leipold, Shane Beros
Materials – Kite making	DONE	Ross Leipold, Shane Beros
Equipment – Football clinic	Footies, markers etc	Christian Tulfilli
Materials – Stomp rockets	PVC and joiners, paper, sticky and electrical tape, paper/card, 2L plastic bottles. Instruction sheet required DONE	Ross Leipold, Shane Beros
Materials – Paper planes	Instruction sheet DONE	Ross Leipold, Shane Beros
Materials – Fishing	Lines, bait, secret place to catch big fish DONE	Shane Beros
Materials – Egg drop	Instruction sheet, balloons, scissors, plastic for parachute, newspaper, plastic bags, string, black protective plastic, card, sticky tape, plastic cups, rubber bands DONE	Ross Leipold, Shane Beros
Swans mascot and Swans players		
Coffee van	DONE	Ross Leipold
Ice cream van		Shane Beros
Colour wristbands	DONE	Shane Beros
Cones for tent set up	DONE	Ross Leipold
Megaphone	DONE	Ross Leipold
In tent activity sheets	DONE	Ricky, Shane Beros
Meals and drinks	300 softdrink Hamburgers, buns, salad, sauce, spaghetti, mince bolognaise Bacon, eggs, buns, sauce Sausages, onion, buns, sauce DONE	Lucy Atkinson, Ross Leipold
Busker	DONE	Jeff Dennis
Risk management/Evacuation plan	IN PROGRESS	Jeff Dennis, Ross Leipold
Bin set up	ORGANISED	Ross Leipold
Turf maintenance		ToB/Tim Dayman

Toilets	Cleaning	ToB/Tim Dayman
Event promotion	Schools, Junior football clubs Community Newspaper Swans members/supporters Baptist WA network Bassendean Briefing (Sept 7) LGA's Fathering Project database 6054 Facebook page COMPLETED	Christian Tullilli Shane Beros Jenny McBride MCC ToB/Tim Dayman/Jeff Dennis Jeff Dennis Wayne Bradshaw Jess Belladonna
Accessible toilet	ORGANISED	Jenny McBride

Parking

Toilets

Swan Districts Football Club

Accessibility Toilet

Activity 4

Meals/ Activity 5

Bassendean Youth Services

Swan Districts Sports Clinic

Old Perth Rd

Activity 1

Tents

Tents

Tents

Old Perth Rd

Activity 3

Activity 2

Old Perth Rd

Bassendean Youth Services

Google

BY

Risk Management Plan

Chief warden Camp Supervisor (Ph??)
 Client wardens Shane Beros (0412 811 015)
 Ross Leipold (0411 204 299)
 TBC
 Assembly areas Car park

Level	Descriptor	Example Detail Description
1	Insignificant	No injuries Low financial loss
2	Minor	First aid treatment On-site release immediately contained Medium financial loss
3	Moderate	Medical treatment required On-site release contained with outside assistance High financial loss
4	Major	Extensive injuries Loss of production capability Off-site release with no detrimental effects Major financial loss
5	Catastrophic	Death Toxic release off-site with detrimental effect Huge financial loss

Qualitative measures of likelihood

Level	Descriptor	Example Detail Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Risk	Rating	Preventative Action	Response
Missing child	C1 LOW	<ul style="list-style-type: none"> • Children to be the responsibility of their father/father figure • Always keep children with their father • Security to do regular pass bys during night • Dad to go with child to toilet 	<ul style="list-style-type: none"> • Keep all other children together with some dads, continue with activities. • Staff & security look for child. • If not found within 30 mins call police, parents. • Know what wearing, where seen last, where heading
Dehydration	D2 LOW	<ul style="list-style-type: none"> • Provide water • Email parents to send water bottles • Give reminders about drinking 	<ul style="list-style-type: none"> • See first aid – appropriate first aid • Call an ambulance if required, call parents
Abuse	D4 HIGH	<ul style="list-style-type: none"> • All volunteers to have WWC cards • Children to be with their father at all times • Female volunteer to help with girls bathroom requirements 	<ul style="list-style-type: none"> • Call Police
Illness, Scrapes, Bruises	C2 MODERATE	<ul style="list-style-type: none"> • Choose suitable area for activities • Choose appropriate activities • 1st aid person on site • prevent medical questionnaire completed 	<ul style="list-style-type: none"> • See nurse – appropriate first aid • Call an ambulance if required, call parents
Traffic Accident	D3 MODERATE	<ul style="list-style-type: none"> • Traffic management from parking to oval 	<ul style="list-style-type: none"> • Ambulance if needed
Food allergies & anaphylactic shock	C3 HIGH	<ul style="list-style-type: none"> • Pre event medical questionnaire • Caterers advised of allergies • Father oversight • First aid in attendance 	<ul style="list-style-type: none"> • First aid to be called • Ambulance if needed



PROTOCOL FOR ACKNOWLEDGEMENTS AND WELCOME TO COUNTRY

1. Purpose

The process of 'Welcome to Country' and 'Acknowledgement of Country' recognises the unique position of *Aboriginal people in Australian culture and history. Aboriginal people are the original Custodians of the Land. It is important this unique position is recognised and incorporated as part of official protocol and events to enable the wider community to share in Aboriginal culture and heritage, facilitating better relationships between Aboriginal people and other Australians.

The purpose of these guidelines is to ensure that the correct protocols are used for across all parts of our business, including events, programs and within the football club

2. Scope

These Guidelines apply to all staff responsible for organising 'Acknowledgement' and 'Welcome to Country' ceremonies for the Swan Districts Football Club.

3. The 'Acknowledgement of Country'

- 3.1 An 'Acknowledgement of Country' is a means by which all people can show respect for Aboriginal culture and heritage and the ongoing relationship the Traditional Custodians have with their Land.
- 3.2 An 'Acknowledgement of Country' would be used at functions such as presentation nights, Presidents Luncheons, in-house training, workshops, seminars and meetings. On such occasions, a Chair or Event Speaker may begin by Acknowledging that the meeting is taking place in the Country of the Traditional Custodians. For example:

'I would like to acknowledge the Noongar people who are the Traditional Custodians of the Land in which this event/Club or our football is played. I would also like to pay respect to the Elders both past and present of the Noongar (or Local region you are in) Nation and extend that respect to other Aboriginal Australians who are present today/this evening'.

- 3.3 At major functions such as Swan Medal, McSherry Medal, Finals matches, National Reconciliation Week and NAIDOC Week events and other functions where official guests and dignitaries are in attendance, it is important that an Elder be asked to conduct the 'Welcome'. In addition, other 'welcoming activities' such as music and dance may be used under the direction of the Aboriginal Elder.



4. The 'Welcome to Country'

- 4.1 A 'Welcome to Country' is where the Traditional Aboriginal Custodians welcome people to their Land. Steps should be taken to ensure that the appropriate representative is invited to perform the 'Welcome', because it is a significant recognition and a formal process. A 'Welcome to Country' should always occur in the opening ceremony of the event in question, preferably as the first item.
- 4.2 The 'Welcome to Country' is conducted by a representative/s of the local Aboriginal Custodians who welcome the delegates and all in attendance. Protocols in relation to the performing of a 'Welcome to Country' Ceremony are well established and must be adhered too. If there is uncertainty as to whether an 'acknowledgement' or 'a welcome' is appropriate, advice may be sought from Chairperson of Swans Aboriginal Advisory Committee initially and or local Aboriginal organisations and or government agencies for further clarification.
- 4.3 A 'Welcome to Country' may consist of a single speech by the representative of the local Aboriginal community, or it may also include a performance. Performances may include a Traditional Welcoming Song, a Traditional Dance, a didgeridoo performance or a combination of any of the above. In most communities, there are performing artists who are regularly available for such occasions.

5. Negotiating a Welcome to Country'

- 5.1 Negotiations to perform a 'Welcome to Country' ceremony is to occur through the local Aboriginal organisation's contacts or similar.
- 5.2 It is important that the Aboriginal representative/s be contacted by telephone (to be asked personally) and then through a formal letter of invitation, or email if possible. All arrangements thereafter for the 'Welcome to Country' should be mutually negotiated. It is very important that the Aboriginal representative/s has been involved in, and is comfortable with, the arrangements. This may include the format of the ceremony, who should be invited, who should perform the 'Welcome to Country' and how that person will be recognised for their time and commitment.
- 5.3 You may also in many cases pay a fee for the service, to negotiate prior to the event and usually will require a cash payment on the day and or a deposit prior. This fee could be up to \$500.00 per event, payment is made by cash, an invoice, honorarium, or gift card.
- 5.4 Other considerations may include the arrangement of transport for the Elder/s and ensuring that refreshments and seating are provided.



6. Cultural Protocols to be Observed

- 6.1 There are certain Aboriginal protocols that must be observed:
 - 6.1.1 The practice of not mentioning the name of a deceased Aboriginal person, or displaying photographic images of a deceased person unless agreed to by the relevant family;
 - 6.1.2 Sensitivity to knowledge that is specific to gender, age status, clan kinship (could commonly referred to as 'Women's Business' or 'Men's Business');
- 6.2 Members of the Aboriginal community will advise staff of intrusive behaviour and/or if they are not permitted to discuss the protocol or ceremony with staff because of age, gender, status or because staff do not belong to their Clan or Tribal Group. If staff are in doubt, assistance should be sought in the first instance from Chairperson of Swans Aboriginal Advisory Committee and or may be directed from there to a local Aboriginal organisation or government agencies for clarification on local laws/traditions.

7. Glossary of Terms

Aboriginal – The first Australians and refers to any language group in Western Australia.

**Swan Districts Football Club would like to advise that Aboriginal in this document is inclusive of Torres Strait Islander people too.*

Aboriginal organisations - an incorporated Aboriginal organisation, initiated, based in and governed by, the local Aboriginal community to deliver holistic and culturally appropriate services to the Aboriginal community that controls it.

Aboriginal community – Local Aboriginal people that live in your town, suburbs, region. Depending on your location there may be more than one Language group or community in your town.

Aboriginal Elder - is someone who has gained recognition as a custodian of knowledge and lore, and who has permission to disclose knowledge and beliefs.

Men's Business' – Aboriginal Men and Aboriginal Women had different roles in ceremonies and these roles varied from language group to language group. Some ceremonies were for men only. In many areas Aboriginal men were given the role as guardians of a special spiritual site where a ceremony was performed. This role meant that the site would need to be cared for accordingly so that that particular spirit would continue to live.

Language Group - Over 300 Aboriginal Australian language groups and dialects covered the continent at the time of European settlement in 1788 (around 66 in Western Australia). Today only around 120 of those languages are still spoken and many are at risk of being lost as Elders pass away. These different language groups are more than just a means to communicate - they are an essential characteristic, unique to people, communities and their sense of identity.



Noongar - means 'a person of the south-west of Western Australia,' or the name for the 'original inhabitants of the south-west of Western Australia' and are one of the largest Aboriginal cultural blocks in Australia.

Whadjuk – is one of the 14 dialectal groups on Noongar people. Whadjuk is the name of the Traditional Owners of the Perth region.

Women's Business' – Aboriginal Men and Aboriginal Women had different roles in ceremonies and these roles varied from language group to language group. Some ceremonies were for women only. Women were the guardians of a special knowledge and therefore hold great religious and spiritual power within the language group.

8. Related Documents

Cultural Security Policy.

9. Revision History

Version No.	Date Approval	Contact

Town of Bassendean
Sponsorship and Grants Policy

Community Benefit Sponsorship and Grants Guidelines

Assessment Report
September 2019

Applicant: Swan Districts Football Club

Event: Swans Campout

Event Date: Saturday 23 and Sunday 24 November 2019

Event Location: Steel Blue Oval

Assessment Date: Friday 04 October 2019

Assessment Panel:

Mona Soliman, Acting Director Community Planning
Renata Pietracatella, Manager Library & Information Services
Shanel De Silva, Senior Community Development Officer

Notes from the Assessment Panel:

The application for funding from Swan Districts Football Club was assessed by an independent panel approved by the CEO, against the Community Benefit Sponsorship and Grants Guidelines criteria, as follows:

Sustainability Principles: The application meets the One Planet Principles; providing a 21 seater to collect participants reducing the need for 30 cars to be used for transport and sourcing food for the camp from local suppliers are two examples.

Cultural Outcomes: The event does include a Welcome to Country and will align with the Arts and Culture Plan 2019-2023 through the applicable themes of 'Belonging' and 'Enrichment'. Swans Aboriginal football players will interact with participants joining in activities including a 'Yarning Circle'

Social Outcomes: The event provides increased community connection with SDFC and young families; helping to strengthen the relationship between parents and their children. A "no phones" rule is designed to encourage greater interaction and parents are requested to join in all activities with their kids.

Civic Outcomes: The event is presented as an opportunity for families within the Swans community to come together. It has potential to become an annual "community building" local event

that brings families from within the broader Swans community to Bassendean.

Place Outcomes: The Swans Campout is developing into a unique community building local annual event. It brings families from the broader Swans community to Bassendean for a fun weekend of camping with family on the Bassendean Oval. It also helps reinforce the club's position that it is a community focused and engaged club that helps improve social well-being.

Economic Outcomes: Although the club did not make direct reference to how the event will support local economy they previously stated they intend to source food for the camp from local suppliers.

Safety Outcomes: A Risk Management Plan is provided with the application however it does not address the risks associated with activities such as 'camp fire pits'

Organisational Competency: SDFC has a proven track record in managing events. In the past the club successfully managed annual sporting events at Steel Blue Oval, at corporate and community level. It has also successfully delivered the Swans Campout in 2018 and this event will closely mirror last year's event.

Recommendations:

The Assessment Panel recommends the following:

- 1) As with last year, the Club should offer 'half price for the first 30 Town of Bassendean Residents to register parent and child'
- 2) The Risk Management Plan is to be revised to address risks associated with the 'fire pit'
- 3) The funds of \$2000 be allocated for the Swans Big Camp Out.

ATTACHMENT NO. 5

10.9 **Chief Executive Officer's 6 Month Highlights Report (Peta Mabbs, Chief Executive Officer)**

APPLICATION

This is an update of progress following the appointment of a new Chief Executive Officer on 22 October 2019.

The purpose of this report is to highlight key progress made to improve organisational performance and deliver greater value for the community. This report is provided in the interests of transparency for Council and the community.

COMMENT

To meet contemporary community expectations, local governments need to ensure they have the right strategy, leadership, culture, structure and operating capabilities (i.e. policies, processes and systems) to ensure they are delivering value for their community. The Town of Bassendean (ToB) is no different.

With this in mind, the CEO has commenced a process of organisational transformation. The following components represent some of the key foundational elements. This report is not intended to provide an update on all the key projects being undertaken by the Town – these are captured in the Quarterly Reports to Council.

Identifying and Focussing on What's Important

Shortly after commencing, an environmental scan of the internal and external environment was undertaken in addition to consultation with staff, community members, councillors and other stakeholders (other local governments, state government, WALGA, LGIS, LGPro etc) to better understand the key drivers influencing the ToB. A "stock-take" of all the ToB's projects was undertaken in order to gain visibility of the work and the resources attributed to these and their strategic alignment to the goals and outcomes of the ToB. All projects were then prioritised by staff and then Councillors. The priority projects were subsequently translated into project management plans and are now subject to regular project status reporting and a new quarterly dashboard report in order to monitor progress. The priority projects will provide a substantial contribution towards a revised Corporate Business Plan for 2019/2020 and onwards. The development of a revised Corporate Business Plan is currently in progress in conjunction with the development of a proposed budget for 2019/2020.

These efforts have enabled greater visibility and alignment of effort and resources for the short to medium term.

The Importance of Communication and Engagement in Shaping Vision

Understanding the expectations of residents, the business community, the broader community and stakeholders is a critical input in shaping the future vision for the ToB. *BassenDream Our Future* is a new community engagement project launched in March 2019 at a community event with the Hon Simone McGurk MLA; Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services.

BassenDream Our Future will culminate in the ToB preparing a new Local Planning Strategy, Scheme and related planning policies. A new "Ideas Hub" in Old Perth Road has been established and is designed as a key component of the project, enabling the community to provide their thoughts, ideas and expectations. In September/October 2019, there will be a very clear and focused vision and a strong narrative for the future of Ashfield, Bassendean and Eden Hill.

At a tactical level, a review of internal and external communications has been undertaken which has revealed a number of opportunities for the ToB to improve the way in which it engages with, and communicates with the community.

As a start, "communication champions" have been identified within the organisation to invest in and build capability in community engagement. A new role of Corporate Communications Coordinator has been developed (utilising a recently vacated role) and following an extensive advertising and selection process, the successful candidate has now commenced.

The importance of communication and engagement cannot be under-estimated and research indicates a strong correlation with:

- making better decisions by testing assumptions, proposed solutions and minimising risks;
- developing community ownership of decisions by sharing information, having open dialogue and building trust; and
- driving cultural change by improving organisational transparency and responsiveness.

The foundations for a different and more authentic relationship with our community are being established and this work must continue if we are to be attuned to the needs of our community and delivering value.

Right Organisational Structure and Leadership

Good **leadership** is an important factor for making the ToB successful. Leadership transforms the potential into reality. The organisational structure provides clarity as to how the business is organised to achieve specific outcomes. Following a decision by Council in April 2019, an organisational restructure has commenced.

Based upon extensive consultation over the past six months, the CEO is confident that staff, Council and the community will benefit from the changes of a new organisational structure and other associated reforms. Such benefits will include:

- Making the top team more effective;
- Creating a more unified organisation;
- Transforming service quality and efficiency;
- Promoting a more citizen-centric focus;
- Driving performance;
- Developing staff;
- Creating effective channels of communication; and

These changes will effectively translate to greater value for the community.

Promoting a Performance Driven Culture

In May 2019, all staff were invited to participate in an organisational culture survey. Understanding the culture of the organisation is a key driver to understanding the capacity of the organisation to change and to deliver against the requirements of its authorising environment (i.e. Council, the community and other stakeholders). Importantly the culture survey provides a valuable baseline upon which to identify areas for further attention and improvement. Successive surveys (ideally every 2 years) will capture "shifts" in organisational culture.

Alongside the culture survey will be an organisational risk assessment. More specifically, one of the drivers for an organisational risk assessment is to further extend the organisations understanding of risk management beyond traditional areas of public liability and workplace health and safety, into areas such as internal governance, fraud risk and broader regulatory risk.

The organisational risk assessment will be undertaken by the ToB's Internal Auditors but importantly involve the staff in workshops so that risk management capability within the organisation further matures.

This work will be undertaken before the end of the financial year and will identify areas of risk in addition to the adequacy of the organisation's controls to manage and mitigate risk. This process will provide a "risk-driven" approach to addressing many of the ToB's policies, processes and systems in an order of priority. It will also provide a useful baseline as to the health of the organisation which can be used as a reference point for future measurement. Finally, the risk assessment will inform and drive the ToB's audit program, to enable a more targeted focus on areas of significance. (The combination of the employee culture survey and the organisational risk assessment will provide an evidence-based approach to improving organisational performance.)

Independent Oversight and Assurance

In February 2019, the Audit and Governance Committee considered a report from the CEO which addressed:

- the inclusion of Internal Audit (currently performed by Moore Stephens) on the Audit and Governance Committee; and
- the realignment of Internal Audit's reporting relationship to the Committee (previously to the Director Corporate Services) and the proposal for an extensive organisational risk assessment.

These initiatives are designed to further strengthen the oversight and independent assurance of the ToB and assist in further promoting a culture of continuous improvement.

New Council – New Direction

The formation of a new Council in 2017, has brought about a significant change and shift in focus and direction. By way of example, this is particularly evident in a drive to empower the community, working with them rather than for them; and a greater focus on sustainability in terms of preserving and regenerating the natural environment.

The recent work to identify Council's top priorities has aided in identifying and agreeing on the strategic priorities for the organisation in the next 12 months and beyond. This should assist in a "mini-review" of the Corporate Business Plan ahead of the next budget to be developed for 2019/20.

At a strategic level, the ToB has embarked upon a community engagement process to shape the future planning, land use,

development, access and amenity for Ashfield, Eden Hill and Bassendean. The output from this exercise will be a community-driven vision. The timing of this will coincide with the appointment of a new Council in October 2019 and will enable the consideration of a new Strategic Community Plan (SCP). This provides an opportunity to:

- improve the focus, alignment and performance of the ToB by translating the vision into a new SCP;
- develop a new set of Key Performance Indicators that genuinely reflect the outcomes and change the community is seeking; and
- ensure the essence of the SCP is cascaded through the ToB via the Corporate Business Plan (CBP), individual performance plans and budgets.

As an aside, consistent with internal culture of the ToB, the community should also be surveyed on a regular basis – at least once every 2 years. This will provide a realistic assessment of satisfaction with services and leadership. This is proposed to occur in 2019.

Conclusion

This report is not intended to be comprehensive i.e. a report on all matters addressed over the past 6 months but rather highlights indicative of the more fundamental “building blocks” or foundations upon which the ToB can re-orientate itself in line with Council and community expectations for the future.

STATUTORY REQUIREMENTS

Objectives <i>What we need to achieve</i>	Strategies <i>How we're going to do it</i>	Measures of Success <i>How we will be judged</i>
5.1 Enhance organisational accountability	5.1.1 Enhance the capability of our people	Community / Stakeholder Satisfaction Survey (Governance)
	5.1.2 Ensure financial sustainability	
	5.1.3 Strengthen governance, risk management and compliance	Compliance Audit
	5.1.4 Improve efficiency and effectiveness of planning and services	Risk Management Profile
	5.1.5 Ensure optimal management of assets	Financial Ratio Benchmarked. Asset Ratio Benchmarked
5.2 Proactively partner with the community and our stakeholders	5.2.1 Improve customer interfaces and service	Community / Stakeholder Satisfaction Survey (Community engagement and participation)
	5.2.2 Engage and communicate with the community	
	5.2.3 Advocate and develop strong partnerships to benefit community	

5.3 Strive for Improvement and Innovation	5.3.1 Adopt and measure against best practices ensuring a focus on continuous improvement	Local Government Service Review Benchmarks Percentage uptake of the community of Ecommerce applications
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FINANCIAL CONSIDERATIONS

Nil.

OFFICER RECOMMENDATION – ITEM 10.9

That Council notes the CEO’s 6 month progress report.

Voting requirement: Simple majority

ATTACHMENT NO. 6



Community Benefit Sponsorship and Grant Guidelines

APPLICATION FORM

Round Timelines 2019-2020

Confirmation of Eligibility

This section of the application form is designed to help you, and the Town, understand if you are eligible for this funding opportunity.

Applicants, please note that prior to completing this application form, please ensure you have complied with the following:

- Discussed your project with the Recreation and Culture Team at the Town of Bassendean on 9377 8000 / sponsorshipandgrants@bassendean.wa.gov.au
- Read the **Community Benefit Sponsorship and Grant Guidelines** which are available [on the Town's website](#)
- Incomplete applications will not be considered.

I confirm that (Please tick)

- I have read and understood the funding guidelines;
- I'm a Group or Organisation as defined in the funding guidelines;
- I'm able to demonstrate the full cost of the proposal including own contribution and other funding sources.
- I have evidence of having obtained the relevant licences and insurances if applicable.
- I can submit the proposal within the advertised funding round and by the specified closing date.
- I can submit the proposal on the specified form and in accordance with published requirements and guidelines.

In addition, I confirm that I am not (Please tick)

- Representing the Commonwealth/State/Local or any Government Agency.
- An employee or immediate family members of employees.
- An applicant with outstanding debts to the Town of Bassendean.
- An applicant that has failed to provide satisfactory acquittal reporting for any previous Town of Bassendean approved sponsorship or grant.
- Lodging a proposal for a sponsorship or grant for an event or initiative outside of the Town of Bassendean local government area.

Applicant Details

Event/Activity Name:	"Carols at the Oval" – Carols by Candlelight event
Name of Group//individual:	Bassendean Church of Christ
ABN: <i>(If no ABN, please complete "Statement by Supplier")</i>	402 1167 0592
Address:	4 Ivanhoe Street Bassendean WA 6054
Postal Address:	(As above)
Name of Contact Person: <i>(Must be over 18 years of age)</i>	Kerry Jacques
Position of Contact Person:	Administration
Daytime contact number:	0437 056 879
E-Mail:	admin@bassochurch.org.au

	Yes	No
Has the applicant applied for other funding from the Town of Bassendean or any other Funding Body for this project?		
If yes:		
Name of funding body	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amount		
Date application made here		
Is the Applicant registered for GST?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the Applicant Group Incorporated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the Applicant Group have current public liability insurance (minimum of \$20,000,000)? Certificate attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the proposed event/activity require approval by the Town of Bassendean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the proposed event/activity require ongoing funding from the Town of Bassendean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please indicate the Funding Round that you are applying for:

1. (Please refer to the table in 6. Funding Round Timelines 2019-2020 pg.3)

Transitional Round	Please tick	Round Two	Please tick	Round Three	Please tick	Round Four	Please tick
For events or initiatives up to \$2,000 between 1 October 2019 – 31 December 2019	✓	For events or initiatives up to \$2,000 between 1 January 2020 – 31 March 2020		For events or initiatives up to \$2,000 between 1 April 2020 – 30 June 2020		For events or initiatives up to \$2,000 between 1 July 2020 – 30 September 2020	

Brief background of organisation (Purpose, how long in operation, etc.):

The Bassendean Church of Christ has been a part of the community at Bassendean for over 100 years (since 1913). We are a protestant church that serves the community around us. To that end, we have a number of community-based activities running each week, including our Community Craft mornings, “The Carpenter Workshop” for men, Youth Groups, Sunday Schools, a Playgroup, and young mum’s support group. We also hold two major events annually, our Easter Fair event, and “Carols at the Oval”, a Carols by Candlelight event that has been run by our church with support from the Town of Bassendean, for the past 30 years, for the Bassendean community.

How have you identified the need for this event or initiative? (Community survey, current issue, current need in the community, etc.)

The Bassendean Church of Christ has been organising and running a Carols by Candlelight event for the community of Bassendean for 30 years. The inaugural event was held in December 1989, at Success Hill Reserve. The Carols event has always enjoyed the support of the Town of Bassendean, through direct funding, or the provision of support services.

The Carols event has been strongly supported by the local community, with good attendances over the years. Increasing attendances meant that we eventually outgrew the location at Success Hill Reserve, and in 2016, we made the decision to move the Carols to the iconic Steel Blue Oval, in the heart of Bassendean. This was the start of “Carols at the Oval”, a uniquely “Bassendean” Carols event.

Thirty years ago, we saw a need for a community Carols by Candlelight event in Bassendean, to bring the community together at Christmas time. The growing attendance of this event over the years is evidence for the ongoing community support, and need for the Carols at the Oval event.

Event / Initiative Description – Date/Time/Location *(Description of overall project)*

Carols at the Oval – Steel Blue Oval, Bassendean.

Sunday 15th December 2019. Gates open at 5pm, event starts at 7pm, finishing around 8.30pm. Entry is free.

The concept behind Carols at the Oval is to provide a family-friendly Carols by Candlelight event for the community. We encourage people to arrive early, and to enjoy a picnic on the lawns of the Steel Blue Oval. People can bring their own food, purchase from local food providers, or at the Food Trucks available onsite. We provide and encourage lawn games/activities before the event, to engage that family/community feeling.

During the event, we include performances by local Primary Schools, and offer a mix of popular and traditional Carols to sing together during the night.

Assessment Criteria

Applications for funding are to address the following assessment criteria **only where relevant or applicable. Please provide a brief comment only.**

Sustainability Principles *(Evidence of how the proposal addresses or achieve the One Planet Living*

The Carols at the Oval event links in to the One Planet Principles, by encouraging the community to come together in a shared experience. It promotes “health and happiness” by providing a range of active lawn games before the event, and engaging everyone in a time of communal singing.

This event has a distinctly “Bassendean” feel to it, with the event name, “Carols at the Oval” linking to the iconic Steel Blue Oval – a way of nurturing our local identity.

And we aim to follow the sustainability principles endorsed by TOB, by ensuring no single-use plastics are used by vendors/organisers of the event, and that appropriate ‘waste stations’ are established at the event.

principles [https://www.bioregional.com/one-planet-living.](https://www.bioregional.com/one-planet-living))

Cultural Outcomes *(Extent to which the proposal will celebrate the cultural diversity and alignment to the Town's Arts and Cultural Plan 2019-2023 (include hyperlink). Proposal including a detailed plan for addressing cultural recognition will be viewed favourably)*

Christmas is a holiday time that brings the community together, and nothing is more "Christmassy" than singing carols by candlelight.

When considering the idea of Cultural "Belonging", we start to identify the value of honoring the heritage and traditions around Christmas; and how it is celebrated within the community. This is a favourite holiday time for the community in general, and with its traditional roots in Christianity, we see ourselves ideally placed as a Christian church, to present this event, honouring the heritage of Christmas for our community.

By holding the event at the iconic Steel Blue Oval, we bring our Carols into the heart of Bassendean, making an otherwise ubiquitous "Carols by Candlelight" event unique to our community, and engaging a sense of pride in Bassendean.

One of our aims for Carols at the Oval is to create an atmosphere of 'family' and 'community', by encouraging a shared experience before the event through picnicking on the Oval lawns, and lawn games for people to join in. By encouraging audience participation in carol singing, the community share an experience outside of the norm, a 'coming together' in the joy and wonder of Christmas time. All of this adds aesthetic enrichment to our diverse community.

The Carols programme aims not only to entertain, but to offer cultural insight into the Christian heritage of Christmas time. Christmas celebrations are sometimes criticised as being geared towards consumerism. We offer the opportunity to reflect on the traditional meaning of Christmas, and give people a space to wind down from the busyness of the season.

We are proud of having the engagement of local primary schools in the Carols programme. Two local schools have performed for a number of years at the Carols, allowing younger members of our community to display their talents, and engage meaningfully with the wider community.

All in all, we aim to create an event that welcomes and brings our whole community together, in a joyful celebration of Christmas time.

Social Outcomes *(The extent to which the proposal will provide opportunities for the local or greater community to connectedness and social inclusion)*

Our Carols programme seeks to include local performers where possible. Two of our local schools have been part of the Carols event for a number of years, and have expressed their excitement to showcase their choirs to the wider Bassendean community. The Combined Districts Concert Band has been an integral part of our Carols programme, drawing in youth from the local and surrounding communities.

We also look to engage a number of local food vendors at our event, by inviting vendors who frequent the Old Perth Road Bassendean Markets to provide food options at Carols.

An essential element of our Carols event is the support from our sponsors. In addition to the support received over the last 30 years from the Town of Bassendean, we have had many local businesses and individuals sponsor the Carols event. In recent years, Hawaiian Bassendean has joined us as a major sponsor of Carols, as this event links in with their desire to encourage community within Bassendean.

The scale of the event draws in support from many local organisations. The Bassendean State Emergency Services has been involved with our Carols event over the past 30 years, which helps raise local awareness of the great work they do. The local Youth Services and Swan Districts Football Club lend their involvement, through use of power, chairs, and footballs for the community to use before the event. The coming together of local groups in support of this event encourages community.

We offer Carols as a free event to the community, and disability access/services, to ensure no one is deprived of an opportunity to join in.

Civic Outcomes *(The extent to which the proposal will provide and promote experiences that are unique to the Town)*

By holding the event at the iconic Steel Blue Oval, we bring our Carols into the heart of Bassendean, making an otherwise ubiquitous "Carols by Candlelight" event unique to our community, and engaging a sense of pride in Bassendean.

Place Outcomes *(The extent to which the proposal will activate private or public spaces with vibrant activity)*

The Carols event makes good use of the Steel Blue Oval – a place the community is used to sitting on the outside of as they watch the weekend football games. At Carols, they can enjoy a picnic on the Oval lawns, and kick a footy with others around them, before the official Carols programme commences.

Economic Outcomes *(The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event)*

The Carols advertising encourages people to arrive early for a picnic on the Oval lawns. This encourages people to purchase food from local food providers in the area. We also invite food vendors who frequent the Old Perth Road Bassendean Markets to provide food options at Carols for people to purchase.

Sponsorship support of the Carols provides local businesses with the opportunity to financially support the Carols, and advertise their business at the event.

Safety Outcomes *(Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan)*

Please see attached Risk Assessment Plan.

As part of our planning process, we ensure the local Police and Town Rangers are aware of the event. We also have the SES controlling traffic movement and parking, and have two St Johns Ambulance event officers on site throughout the event.

The event is advertised as smoke-free, pet-free and alcohol-free.

Organisational Competency *(Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal)*

Bassendean Church of Christ has planned and coordinated this event since 1989. Over this time we have worked with the Town of Bassendean to make sure we meet the appropriate regulations and expectations for an event of this size (2,000-3,000 in attendance).

Please see the proposed budget over the page.

Budget Details (GST Exclusive)

INCOME	BUDGET (\$)	ACTUAL (\$)
Community Grant requested from Town of Bassendean	2,000	
Event Sponsors	6,000	
Food Vendor Attendance Fees	200	
Candle/Glowstick sales	1,000	
Sub-total	9,200	
IN KIND		
Programmes (800, 20 page programmes)	800	
Event coordinators time (@ \$30/hr)	3,000	
Volunteers to set up (@ \$20/hr; 25 people)	3,000	
Volunteers to distribute flyers (@ \$20/hr)	1,600	
Volunteers setting up road signs (@\$20/hr)	200	
Choir coordinators time (@ \$30/hr)	350	
Performance volunteers (separate from guest artists)		
Choirs (@ \$20/hr; 20 people)	2,400	
Puppets (@ \$20/hr; 3 people)	600	
Sub-Total	11,950	
Total Income	21,150	
EXPENDITURE		
BUDGET (\$)		ACTUAL (\$)
Performance Fees (Band/individual performers)	2,650	
Sound and Lighting	3,600	
Staging	820	
Toilet Hire (Nature Calls – 6 unisex, 1 disabled)	960	
Chair Hire	200	
Bin Hire (6 recycle bins for waste station)	140	
Candles/Glow Sticks	800	
Vincent Signs (update road signs)	50	
Production of fliers (10,000 fliers)	460	
State Emergency Services – donation for attendance	500	
St John Ambulance – attendance fee	170	
Sub-total	10,350	
IN KIND		
Programmes (800, 20 page programmes)	800	
Event coordinators time (@ \$30/hr)	3,000	
Volunteers to set up (@ \$20/hr; 25 people)	3,000	
Volunteers to distribute flyers (@ \$20/hr)	1,600	
Volunteers setting up road signs (@\$20/hr)	200	
Choir coordinators time (@ \$30/hr)	350	
Performance volunteers (separate from guest artists)		
Choirs (@ \$20/hr; 20 people)	2,400	
Puppets (@ \$20/hr; 3 people)	600	
Sub-Total	11,950	
Total Expenditure	22,300	
(Shortfall met by Bassendean Church of Christ)	Shortfall	\$1,150

Supporting Documents

Please attach all supporting documents in order for your grant application to be assessed, including:

- Most recent 12 month financial statements (income and expenditure and balance sheet) – Please see attached income/expense figures for the 2018 Carols event.
- If applicable, business plan or organisation's minutes supporting the event – Attached.
- Auspice form/letter if not an incorporated body

Canvassing of Elected Members

If prior to the determination of funding by Council, an applicant (or any agent) canvasses any Elected Member of the Town of Bassendean, or attempts to provide additional information, either directly or indirectly, on any matter relating to the sponsorship or grant to an Elected Member, the person/organisation may be disqualified and the sponsorship or grant excluded from being considered for approval.

In the event supplementary information is requested to be provided to Elected Members, please contact you're the Recreation and Culture Business Unit to directly to disseminate this.

I agree to these terms YES NO

Disability Access and Inclusion

Access and inclusion is about ensuring that all public services are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

To the extent that it is practicable, the applicant is required to provide universal access to their event, as outlined in the Town of Bassendean's *Disability Access and Inclusion Plan*. The applicant will need to be able to provide evidence of how their event complies with the *Disability Access and Inclusion Plan* for the sponsored event if requested.

You may be required to report on accessibility of your event on the conclusion of your project as part of the acquittal report.

A copy of the Disability Services Commission's *Guide to Disability Access and Inclusion Plans for Local Government Contractors* is available for download at: <http://www.disability.wa.gov.au/business-and-government1/business-and-government/disability-access-and-inclusion-plans/>

I agree to these terms YES NO

Acceptance of Conditions

I have read and understand the conditions that apply to the *Major and Significant Events Sponsorship and Grant Guidelines*. I am authorised to accept them on behalf of the applicant group.

APPLICANT GROUP NAME:

Bassendean Church of Christ

Authorised Person (Print name): Ian Kirk

SIGNATURE OF APPLICANT:



DATE:

24th September 2019

Applicant Feedback

Thank You for your time and interest to complete this application for funding.

Before you review your application and lodge with the Town of Bassendean, please take a few moments to provide some feedback to the Town's Recreation and Culture Team so that we can continually improve our application form and process.

How did you hear about this funding program?

Through Salvatore Siciliano (TOB Manager Recreation and Culture).

How did you find completing this application for funding?

Given the transition by TOB to a new event support/funding application process, we had only a few working days from when the new application form was made available, to when it was due to be submitted. Whilst this was unavoidable, it has made the process difficult, given the level of detailed information required (including detailed risk management plan).

(Very easy, Easy, Neutral, Difficult, Very Difficult)

To Whom It May Concern**CONFIRMATION OF INSURANCE**

In our capacity as Churches of Christ National Insurance Managers, we confirm the following policy details which are correct as the issue date:

INSURED : The Churches of Christ and its constituents

CLASS OF INSURANCE : Public and Products Liability

CONSTITUENT : Bassendean Church of Christ

LIMIT OF INDEMNITY : Public Liability - \$20,000,000 any one occurrence
Products Liability - \$20,000,000 any one occurrence
and in the aggregate

INTEREST INSURED: All sums which the Insured shall be legally liable to pay to third parties by reason of;

- Death or Personal Injury
- Loss or Damage to Property

happening during the Period of Insurance and caused by an occurrence in connection with the Business

INSURER : Catholic Church Insurance Limited

POLICY NUMBER/S : 13.PLG.0161914

PERIOD OF INSURANCE : 31 March 2019 – 31 March 2020 to 4.00pm

GEOGRAPHICAL LIMITS: Anywhere in the world, except the United States and Canada, as per the policy wording

Signed



Signed for and on behalf of
Churches of Christ Insurance

Date : 21/08/2019

Disclaimer: This document does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage is subject to the terms, conditions and limitations of the insurance policy and this confirmation is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. Churches of Christ Insurance is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

Carols - Income and Expenditure 2018

	Comments	2018 \$\$	In Kind Contributions
INCOME			
Sponsorship Income		5,450	
Other Income			
Candle Sales		954	
Food Vendor Fees		-	
Financial Contribution towards expenses from Town of Bassendean			
In direct payment of services		2,534	
In Kind Contributions			
Programmes	800, 20 page programmes		800
Event coordinators time	\$30/hr		3,000
Volunteers to set up	\$20/hr x 25 people		3,000
Volunteers to distribute flyers	\$20/hr		1,600
Volunteers setting up road signs	\$20/hr		200
Choir coordinators time	\$30/hr		350
Performance volunteers			
Choirs	\$20/hr x 20 people		2,400
Puppets	\$20/hr x 3 people		600
Advertising (LED Trailer)	Service provided by TOB		
Provision of 200 chairs (at no cost)	Swan Districts Football Club		
TOTAL INCOME		\$ 8,938	\$ 11,950
EXPENSES			
PERFORMANCE FEES			
Combined Districts Concert Band		2,000	
Song Leader/Performance Fee		250	
Compere/Performance Fee		100	
Other Performance Fees		300	
	TOTAL PERFORMANCE FEES	2,650	-
OTHER EXPENSES			
Sound and Lighting	Ashton Admore	3,572	
State Emergency Services		500	
Vincent Signs	One-off for new signage	1,420	
Banners		150	
Candles	Safe Flame/Candle Light Co	516	
Decorations		90	
	TOTAL OTHER EXPENSES	6,248	-
EXPENSES COVERED BY TOB			
Ashton Admore	Staging	815	
Printing of Carols fliers	Glide Print 10k A5 fliers	462	
St John Ambulance	2 events officers attending	168	
Toilets	Nature Calls: 6 + 1 disabled	953	
Bins	Sewers - 6 recycling bins	136	
	TOTAL EXPENSES PAID BY TOB	2,534	
In Kind Contributions			
Programmes	800, 20 page programmes		800
Event coordinators time	\$30/hr		3,000
Volunteers to set up	\$20/hr x 25 people		3,000
Volunteers to distribute flyers	\$20/hr		1,600
Volunteers setting up road signs	\$20/hr		200
Choir coordinators time	\$30/hr		350
Performance volunteers			
Choirs	\$20/hr x 20 people		2,400
Puppets	\$20/hr x 3 people		600
Advertising (LED Trailer)	Service provided by TOB		
Provision of 200 chairs (at no cost)	Swan Districts Football Club		
TOTAL EXPENSES		\$ 11,432	\$ 11,950

	2018 \$\$	In Kind Contributions
PROFIT / LOSS SUMMARY		
TOTAL SPONSORSHIP INCOME	\$ 5,450	
TOTAL OTHER INCOME	\$ 954	
TOTAL FINANCIAL CONTRIBUTION BY TOB	\$ 2,534	
TOTAL IN-KIND CONTRIBUTIONS		\$ 11,950
TOTAL INCOME	\$ 8,938	\$ 11,950
TOTAL PERFORMANCE FEES	\$ 2,650	\$ -
TOTAL OTHER EXPENSES	\$ 6,248	\$ -
TOTAL EXPENSES PAID BY TOB	\$ 2,534	
TOTAL IN-KIND CONTRIBUTIONS		\$ 11,950
TOTAL EXPENSES	\$ 11,432	\$ 11,950
PROFIT / LOSS	-\$2,494	\$0

* Shortfall met by Bassendean Church of Christ

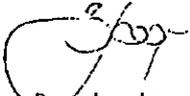
Extract of Minutes of Meeting held 29th July 2019

<u>19:30 hrs.</u>	Bro. Brendan Jacques as Secretary opened the meeting with a session of prayer.
<u>Attendees</u>	Bro's Steve Borgogno, Craig Bruce, Ken Bruce, Colin Chapman, Brendan Jacques, Zalman Jacques, Ian Kirk, John Kirk, Rod Manton and Stuart MacDonald.
<u>Other Business</u>	<u>Carols</u> Carols meeting to be held next month — this year will be the 30th anniversary.

Extract of Minutes of Meeting held 26th August 2019

<u>19:40 hrs</u>	Bro. Steve Borgogno as Chairman opened the meeting with a session of prayer.
<u>Attendees</u>	Bro's Steve Borgogno, Ken Bruce, Colin Chapman, Peter Errington, Brendan Jacques, Graeme Jacques, Zalman Jacques, Ian Kirk, John Kirk, Stuart MacDonald, Rod Manton and Shaun Reichenbach.
<u>PASTOR'S REPORT: August 2019</u>	<ul style="list-style-type: none">• Carols is planned for Sunday evening the 15th December at Steel Blue oval. This will be our 30th Carols (what a milestone).

I can confirm that these are true and correct extracts from Board meeting minutes held on the dates advised at the Church of Christ Bassendean, 4 Ivanhoe Street Bassendean WA 6054.


Brendan Jacodan
Jacques Church
Secretary

**Town of Bassendean
Sponsorship and Grants Policy**

Community Benefit Sponsorship and Grants Guidelines

**Assessment Report
September 2019**

Applicant: Bassendean Church of Christ

Event: Carols at the Oval (Carols by Candlelight)

Event Date: Sunday 15 December 2019

Event Location: Steel Blue Oval

Assessment Date: Friday 27 September 2019

Assessment Panel:

Mona Soliman, Acting Director Community Planning
Renata Piteracatella, Manager Library & Information Services
Shanel De Silva, Senior Community Development Officer

Notes from the Assessment Panel:

The application for funding from Bassendean Church of Christ was assessed by an independent panel approved by the CEO, against the Community Benefit Sponsorship and Grants Guidelines criteria, as follows:

Sustainability Principles: The application meets the One Planet Principles, the only exception being the use of glow sticks. It is therefore recommended that the use of glow sticks not be allowed at the event, to comply with the Town of Bassendean's no single use plastic policy.

Cultural Outcomes: The event revolves around the cultural significance of Christmas and the traditional celebrations, including the singing of carols that brings the whole community together signified by the increasing attendance numbers over past years. Recommendation is made to acknowledge traditional owners on the land.

Social Outcomes: A significant opportunity for the locals and wider community to enjoy a free inclusive event at a traditional time of goodwill. The event brings together various sections of the community for a picnic prior to the carols and also includes local organisations such as the SES, SDFC and participation of choirs from local schools.

Civic Outcomes: This is a well established event that has been held over some 30 years in Bassendean. The move in recent years to the iconic Steel Blue Oval makes it a unique event to the Bassendean community.

Place Outcomes: The event location of Steel Blue Oval makes use of community resources usually reserved for paying customers. Further the sponsorship by Hawaiian creates the unique opportunity for partnership with the community (SDFC) as well as local business (Hawaiian).

Economic Outcomes: Hawaiian and other local businesses are involved through sponsorship and the provision of food stalls, and donation. The involvement of other groups such as the SES and St John Ambulance, the choir and others will collectively provide economic benefit to the Town

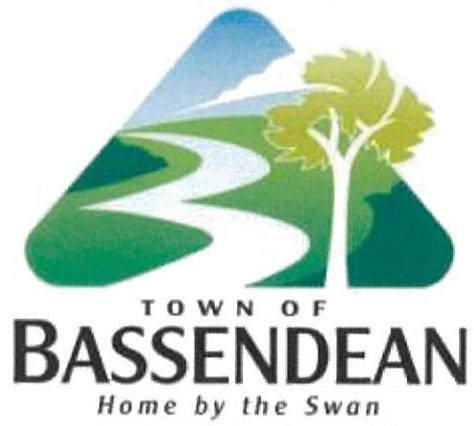
Safety Outcomes: A comprehensive Risk management plan was provided articulating various supports including Police, and first aid respondents which will be onsite during the event.

Organisational Competency: Given the event has been held for the past 30 years, there is a proven track record of the organisations capacity to undertake the event safely. They have also demonstrated financial competency.

Recommendations:

The Assessment Panel recommends the following:

1. Glow sticks not be sold at the event, due to single use plastic ban.
2. Acknowledgment of traditional owners be included at event commencement.
3. Given that the application addresses the assessment criteria, and is a valued event in the community. It is recommended that funding of the value of \$2000 be made.



**COMMUNITY BENEFIT
SPONSORSHIP AND GRANTS
GUIDELINES**

2019-2020

TITLE: Community Benefit Sponsorship and Grants Guidelines

1. Introduction

- 1.1. Community Benefit Sponsorship and Grants help to foster community spirit and cohesiveness by bringing people together and/or activating places.

2. Scope

- 2.1. Underpinned by and applied in conjunction with the Town's Sponsorship and Grants Policy, the Community Benefit Sponsorship and Grant Guidelines (guidelines) provide for the proposal and assessment of community projects or one-off initiatives.

3. Definitions

3.1. Meaning of Community Project

- 3.1.1. A Community Project is one that:

- 3.1.1.1. is delivered or occurs within the Town of Bassendean Local Government area;
- 3.1.1.2. has direct benefits for the Community;
- 3.1.1.3. will, or has the potential to, generate significant interest and/or attendance from the local community;
- 3.1.1.4. reflects and celebrates the community and its culture and diversity, promotes social connection and fosters a sense of community pride;
- 3.1.1.5. generates economic, social or community benefit for the Town; and
- 3.1.1.6. offers an element or elements that are unique to the Town and advances the Town's reputation.

3.2. Meaning of Group or Organisation

- 3.2.1. A group or organisation is one that comprises no fewer than five members and is:

- 3.2.1.1. Formal or Informal;
- 3.2.1.2. Not-For-Profit;
- 3.2.1.3. A School Parents and Friends Association;
- 3.2.1.4. A Sporting Body; or
- 3.2.1.5. A Charitable Body.

4. Eligibility

- 4.1. To be eligible to receive sponsorship and grants from the Town, applicants are to:

- 4.1.1. Apply for sponsorship or grants for an event or initiative within the Town of Bassendean local government area. Applicants outside the local government area may be considered in exceptional circumstances.
- 4.1.2. Demonstrate the full cost of the proposal including own contribution and other funding sources where applicable.

- 4.1.3. Submit the proposal within the advertised funding round and by the specified closing date.
- 4.1.4. Submit the proposal on the specified form and in accordance with the published requirements and guidelines.

5. Ineligible Proposals

- 5.1. The Town will not consider proposals from:
 - 5.1.1. Local, State or Commonwealth Government agencies.
 - 5.1.2. Employees or immediate family members of employees.
 - 5.1.3. An applicant with outstanding debts to the Town.
 - 5.1.4. An applicant that has failed to provide satisfactory acquittal reporting for any previous approved sponsorship or grant.

6. Funding Round Timelines 2019-2020

- 6.1. All opportunities to apply for sponsorship or grants will be advertised on the Town's website.

Transitional Round	Round Two	Round Three	Round Four
For events or initiatives up to \$2,000 between 1 October 2019 – 31 December 2019	For events or initiatives up to \$2,000 between 1 January 2020 – 31 March 2020	For events or initiatives up to \$2,000 between 1 April 2020 – 30 June 2020	For events or initiatives up to \$2,000 between 1 July 2020 – 30 September 2020
Expressions of interest accepted between 1 September and 30 October 2019	Applications Open 30 September 2019	Applications Open 2 January 2020	Applications Open 30 March 2020
Notification of Decision Within 1 week after Council approval at the next available Ordinary Council Meeting.	Applications Close 4pm, AWST, Friday, 14 October 2019	Applications Close 4pm, AWST, Friday, 17 January 2020	Applications Close 4pm, AWST, 17 April 2020
	Notification of Decision No Later than 30 November 2019	Notification of Decision No Later than 28 February 2020	Notification of Decision No Later than 29 May 2020

NOTE: *Transitional Round timeline is deliberately shortened to ensure funding is made available under the new Community Benefit Sponsorship and Grant Guidelines without delay for the second quarter of 2019-2020.*

7. Funding Limits

- 7.1. Limits apply to all approved sponsorship and grant proposals and will be determined on a case by case basis in accordance with the Town's Sponsorship and Grant Policy and other relevant financial considerations.
- 7.2. Cash contributions from the Town may apply and will be determined on a case by case basis as part of the proposal and assessment process.

8. In Kind or Non Cash Contributions

- 8.1. The Town may make in-kind or non-cash contributions to approved sponsorship and grant applicants, which will be capped and determined in accordance with the Town's In-Kind and Non-Cash Policy [to be developed].

9. Assessment Criteria

- 9.1. Proposals are to address the following criteria only where appropriate or applicable.
 - 9.1.1. **Sustainability Principles:** Evidence of how the proposal addresses or achieves the One Planet Living principles [this will be hyperlinked to <https://www.bioregional.com/one-planet-living>].
 - 9.1.2. **Cultural Outcomes:** The extent to which the proposal will celebrate the cultural diversity of the Town. Proposals including a detailed plan for addressing cultural recognition will be viewed favorably.
 - 9.1.3. **Social Outcomes:** The extent to which the proposal will provide opportunities for social outcomes.
 - 9.1.4. **Civic Outcomes:** The extent to which the proposal will provide and promote experiences that are unique to the Town.
 - 9.1.5. **Place Outcomes:** The extent to which the proposal will activate private or public spaces with vibrant activity.
 - 9.1.6. **Economic Outcomes:** The extent to which the proposal will stimulate the local economy and provide opportunities for local business to leverage the event.
 - 9.1.7. **Safety Outcomes:** Submission of a risk assessment plan and evidence of the patron and community safety strategies that will be implemented. Every sponsorship or grant proposal is to include a detailed risk management plan.
 - 9.1.8. **Organisational Competency:** Evidence of, including a detailed implementation plan and budget, of the applicant's demonstrated capacity and financial viability to plan, deliver, manage and coordinate all aspects of the proposal.

10. Assessment

The assessment process may involve community participation in the review and assessment of proposals for funding however the Town reserves the right to consider proposals separately independent of this process.

- 10.1.1. The Chief Executive Officer (CEO) is responsible for approving the composition of all Assessment Panels.
- 10.1.2. In the event an Assessment Panel is utilised, it will comprise a minimum of three appropriately qualified and experienced individuals.
- 10.1.3. The CEO retains the right to invite an external representative to participate as a member of an Assessment Panel.
- 10.1.4. Elected Officials are ineligible to participate on Assessment Panels.

11. Approvals

- 11.1. Following the assessment of proposals, a report is to be submitted, with findings and recommendations, through the Chief Executive Officer to Council for approval of any recommended applicants for a sponsorship or grant.

12. Sponsorship and Grant Agreements

- 12.1. All successful applicants will be required to enter into a written funding agreement with the Town which includes terms and conditions pertaining to the approved funding.
- 12.2. Where an approved applicant is unable to implement a project in accordance with the approved funding agreement, the Town may consider and determine approval or refusal of a variation to the sponsorship and grant agreement.

13. Duration of Sponsorship or Grant Agreement

- 13.1. Sponsorship and grants agreements are limited to a period no greater than twelve months within the current financial year.

14. Acquittal of Sponsorship or Grant Funding

- 14.1. All sponsorships and grants are to be acquitted and reviewed within three months of the completion of the event or initiative.

15. Submitting Proposals

- 15.1. Proposals for sponsorship or grants funding are to be submitted by email to sponsorshipandgrants@bassendean.wa.gov.au

16. Canvassing of Elected Officials

- 16.1. Applicants are discouraged from canvassing elected members of Council.
- 16.2. In the event elected members of Council have had an involvement in the proposal, they are to remove themselves from any decision making role.

17. Contacts

17.1. For further information about the Town's sponsorships and grants, or if you have questions about a proposal, contact the members of the Recreation and Culture Team by email to sponsorshipandgrants@bassendean.wa.gov.au

18. Submitting Proposals

18.1. Proposals for sponsorship or grants funding are to be submitted on the published and approved application form to sponsorshipandgrants@bassendean.wa.gov.au