



CITY OF BAYSWATER

**PLANNING AND
DEVELOPMENT
SERVICES &
ADMINISTRATION AND
COMMUNITY SERVICES
COMMITTEE**

**ITEM UNDER SEPARATE
COVER**

Item 1.2.5

**Usage Agreement - Maylands Old
Police Station**

16 July 2012

1.2.5 Usage Agreement - Maylands Old Police Station

Location: Guildford Road, Maylands
Applicant: The Maylands Historical and Peninsula Association
Officer: Director of Administration and Community Services

Application

To consider a Category 2 user agreement for the Maylands Historical and Peninsula Association to occupy the Maylands Old Police Station for a period of five years.

Background

The City has received written request from the Maylands Historical and Peninsula Association (MHPA) to occupy the Old Maylands Police Station building located on 196 Guildford Road, Maylands.

MHPA wish to occupy the site as an administrative base, to store and archive historical information and artefacts, provide work room areas to study historical documents and provide the local community an opportunity to view artwork and items of historical interest. MHPA feel that due to the Old Maylands Police Station's close proximity to both Guildford Road and Maylands Library, interest in both the building and membership of the association will increase.

The Maylands Police Station site was purchased by the City from WA Police in August 2008 and was recently occupied by the Department of Health for the purpose of providing a Child Health Clinic to the local community. The building has remained vacant since the Health Department relocated Child Health Services to the Rise in August 2011.

The single storey building was constructed by the City of Stirling circa 1930 as a police station and residence and provides 208m². The building is constructed of brick walls with a timber frame metal sheet roof. The building is air conditioned.

Generally the roof is in poor condition and will require replacing within the next few years. The external brickwork is in fair condition. Total building replacement cost is estimated around \$300,000. Building maintenance maybe required over the next 12 - 48 months and Council will need to consider this as part of its future Capital Works program. The property is listed as Class 2 Heritage under the Municipal Heritage Inventory.

The Maylands Peninsula Association was formed in 1976 and is a not for profit organisation run by dedicated community volunteers. The association became the proprietors of the heritage listed Old Peninsula Hotel in Maylands in 1980 and have invested many thousands of dollars into the building. In 2000 the Peninsula Association donated the hotel land and building to the City as a deed of gift. The Peninsula Association retained the use of the front parlour of the hotel as their office, committee room and storeroom.

The Peninsula Association and Maylands Historical Society amalgamated shortly after the Peninsula Hotel was gifted to the City to become and remain the Maylands Historical and Peninsula Association. The right of access to the room at the Peninsula Hotel continues following the lease granted by the City to Dome Cafes in 2010 and MHPA wish to retain all use and rights of access to the room at the Peninsula Hotel.

Council have recently reviewed the lease and user / licence agreement process and at its Ordinary Meeting on 19 April 2011, Council resolved as follows:

"That:

- 1. Council approves the category framework for administering Lease and User / License Agreements to sporting and community groups.*
- 2. Council adopt the community facility lease and license / user agreement policy to provide a structured and consistent approach to the management of Councils lease and license / user agreements with local sporting and community groups for the use of community facilities and spaces.*
- 3. The Category 3 Informal User Agreement and the Category 4 Casual Usage/Seasonal Hire Agreement be amended from 'Not essential' to 'Preferred'."*

A number of lease and user / license agreements have been approved by Council following the above resolution on 19 April 2011. Council has debated at length the level of positive impact and community benefit provided to the community through the activities and services offered and provided by the community group applicants.

Subsequent Councillor workshops have been held on 13 February 2012 and 30 April 2012 to further consider the principle of subsidisation which may be applied to community Lease and User / License Agreements in relation to the level of benefit provided to the local community.

The workshop considered:

- Percentage levels of cost recovery;
- Levels of social and community investment;
- Appropriate levels of subsidy; and
- Considerations in developing financial sustainability.

The outcome of the workshops was to consider an appropriate level of cost recovery or subsidisation on a case by case basis, based on the level of community benefit demonstrated by the applicant, this community benefit could also include the number of City of Bayswater residents that are part of the club.

In considering future lease and user license agreements the following information will be included for Council consideration:

- Overview of club / organisation and services offered;
- Level of community benefit;
- Current accounts and summary of financial viability;
- Current list of members and ratio of City residents;
- Breakdown of building / facility outgoings; and
- Facility operating cost to the City.

The above principles of the ratio of members and costs associated with outgoings have influenced the recommendation for this facility. Despite low membership levels the MHPA provides a significant contribution towards the heritage and cultural interest of the City specifically in and around the Maylands area.

Comment

The MHPA wish to be considered for a category 2 usage agreement. The requirements to be considered for a Category 2 Usage Agreement are listed:

Category 2 – Formal User / License Agreement	
Assessment Criteria	Commitments / Requirements
Mid to long term usage.	Two to five years
Sporting Club or Community Organisation	Affiliated club or organisation with management committee
Agreed usage fee applicable	Past history or determined by Council
Exclusive facility use	Within lease area – Requested by Club or City / Size of Organisation / Frequency of Use
Large to mid size organisation	Less than 100 members
Ability to sublet by Council agreement	Income generation stream required / Community access required / Similar organisation requiring similar facilities.
Financial obligations of tenant.	Utilities, refuse, content and liability insurance, other agreed outgoings.
Maintenance, Repair and Cleaning	Responsibility of tenant (including fixtures and fittings) with the exception of structural maintenance, replacement and repair.
Building construction, modification and extension	Not required by tenant, not permitted by City
Income generation required by tenant	Annual turnover in excess of \$15,000, Liquor Licence required, Social hire of premises required.
Site fit for purpose for intended use	Consideration of building size, Club membership in relation to Maximum Accommodation Certificate, Facility location, Car park provision, Proximity to residential areas, Hours of use.
City of Bayswater Organisation	Preferred
Council approves User / License Agreement	Council approval required
Acceptance Period	Agreement to be accepted within 90 Days of offer.
Officers recommend 75% of Criteria should be met to satisfy category requirement.	

Based upon the above framework, the organisation fulfils 12 of the 14 requirements providing a 85% criteria scoring of the selection criteria for a category 2 agreement. The club have a limited income stream with an annual turnover less than \$15,000. MHPA have requested that the City accepts full financial liability for the site and in return, the MHPA will provide opportunities for the community to view historical artefacts and have access to information about the history of Maylands.

Overview of the Club / Organisation

The Maylands Peninsula Association was formed in 1976 and is a not for profit organisation run by dedicated community volunteers. The association became the proprietors of the Heritage listed Old Peninsula Hotel in Maylands in 1980 and have invested many thousands of dollars into the building. In 2000 the Peninsula Association donated the hotel land and building to the City as a deed of gift. The Peninsula Association retained the use of the front parlour of the hotel as their office, committee room and storeroom.

The Peninsula Association and Maylands Historical Society amalgamated shortly after the Peninsula Hotel was gifted to the City to become and still remain the Maylands Historical and Peninsula Association. The right of access to the room at the Peninsula Hotel continues following the lease granted by the City to Dome Cafes in 2010 and MHPA wish to retain all use and rights of access.

Over the years the association has flourished and now has a collection of local history records, library, art works, memorabilia and equipment which has filled the parlour room at the Peninsula Hotel to saturation point. Artefacts and items of historical interest are currently stored in a number of premises including Old Maylands Brick Kilns and members homes.

Benefit to the Local Community

Over the last twenty years MHPA have researched and gathered a great deal of information on the history of Maylands which is made available to the local community. Members of MHPA have on a number of occasions given presentations on local history to the local community at Maylands Library and local schools and universities.

Photographic records are exhibited at local events and guest speakers provide talks at monthly association meetings. All talks are recorded and available via DVD. Local history information is provided to specialist consultants on request relating to many subject areas such as the Maylands Interpretive Centre and the Maylands Aerodrome.

Vital information is recorded and preserved for future generations to enjoy. MHPA would like the option to sublet parts of the old police station to alternative like minded community groups subject to approval by the City. Photo's and local history information, memorabilia and artefacts will be made available for community to access at least two days per week.

Current List of Members and Ratio of City Residents

MHPA currently have forty (40) members of which thirty (30) or 75% are City of Bayswater residents. The association is affiliated with the Royal West Australian Historic Society Inc.

Current Accounts and Summary of Financial Viability

MHPA are a viable organisation with cash credits in the bank of just under \$3,000. The association meets all current financial obligations but has minimal income and expenditure obligations. Annual turn over does not exceed \$10,000.

Given low membership numbers and a limited income stream MHPA request Council consideration of peppercorn rental and no contribution from MHPA toward Insurance, utilities and refuse.

Breakdown of Building / Facility Outgoings

The table below highlights the financial liability to the City with general and preventative maintenance budgeted within the current financial year 2012-13, together with building insurance and associated utility costs.

Maylands Police Station - Operating Expenditure	
General Maintenance	\$1,000.00
Preventative Maintenance	\$500.00
Insurance	\$822.00
Gas	\$60.00
Electricity	\$530.00
Water	\$1,500.00
Telephone	\$265.00
Refuse	\$400.00
Total Expenditure	\$5,077.00
Maylands Police Station - Operating Income	
Annual Rental	\$ 0
Total Income	\$ 0
Operating Deficit	\$5,077.00

Should there be no financial contribution from MHPA toward outgoings the facility presents an operating deficit of \$5,077.00 per year.

The determination for Council is to consider if the community benefit is significant enough to subsidise the operating deficit for this facility and if so, to what extent. MHPA provide a broad range of local history and cultural services to the local community and could be an appropriate tenant for the Class 2 Heritage listed building. They also fit Council's Strategic/Character vision for this precinct which is intended as a Cultural and Community heart of Maylands.

Officers have been in consultation with the association who have indicated that peppercorn rental and no liability for outgoings would be their preferred option.

Council have three (3) options to consider for this facility, being:

Option 1:

Council approve a Category 2 Agreement for a period of five (5) years.

Rental set at peppercorn with City responsible for all utility outgoings. Estimated operating deficit of \$5,077.00

Option 2:

Council approve a Category 2 Agreement for a period of five (5) years.

Rental is adjusted to \$500 per year plus Perth CPI applied to cover partial costs for general and preventative maintenance. City responsible for all utility outgoings.

Option 3:

Council reject this application and consider other alternative uses for this site.

Based on the financial information provided and in consultation with the association, MHPA have advised that they would not be viable in bearing the cost of anything above a modest rental. Therefore only option one and two are viable to the association.

The City has not received any alternative proposals for suitable occupation of the Old Maylands Police Station. Officers are recommending Option 1 as the MHPA demonstrate a significant community benefit for this site by providing opening times for the general community to view items of historical significance. This option is also consistent with similar arrangements that the City has in place for Halliday House and Ellis House.

Strategic Implications

The City of Bayswater Strategic Plan - The future of Our City 2011 - 2015 highlights three key result areas aligned to the application received from Maylands Historical and Peninsula Association.

KRA 1 - Our Community

- 1.4 We provide responsive and affordable services to our community.*
- 1.6 We acknowledge and celebrate the cultural diversity of our City.*

KRA 3 - Our Built Environment

- 3.5 We ensure City owned buildings and infrastructure are of a high quality and appropriate to community need.*

KRA 5 - Leadership & Governance

- 5.1 We ensure compliance with all legislative and statutory requirements.*

Policy Implications

Nil.

Financial Implications

Maylands Police Station - Operating Expenditure	
General Maintenance	\$1,000.00
Preventative Maintenance	\$500.00
Insurance	\$822.00
Gas	\$60.00
Electricity	\$530.00
Water	\$1,500.00
Telephone	\$265.00
Refuse	\$400.00
Total Expenditure	\$5,077.00
Maylands Police Station - Operating Income	
Annual Rental	\$ 0
Total Income	\$ 0
Operating Deficit	\$5,077.00

Voting Requirements

Simple Majority Required.

Officer's Recommendation

That Council:

- 1. Approve Option 1 of a Category 2 Usage Agreement for a period of five (5) years with Peppercorn Rental and the City paying all outgoings to Maylands Historical and Peninsula Association for the exclusive use of the Old Maylands Police Station, 196 Guildford Road, Maylands.**
- 2. Authorise the Director of Administration and Community Services to sign the user agreement.**

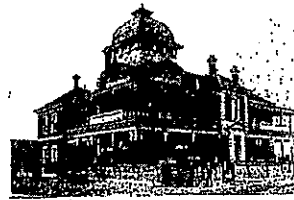
Moved:

Seconded:

Attachment 1

The Maylands Historical
and
Peninsula Association Inc.

All correspondence to The Secretary, PO Box 190 MAYLANDS 6931
Tel: Secretary : 9370 2498 / President : 9271 7009.



Jon Vines
Manager Recreation Services
City of Bayswater
PO Box 467
MORLEY WA 6943
Tuesday 5 June 2012

Dear Jon

Re: Old Maylands Police Station, Guildford Road, Maylands

On behalf of the management committee of the Maylands Historical and Peninsula Association Inc., I thank you for the opportunity you accorded us to inspect the premises of the old Maylands Police Station on Thursday 31 May.

The Association would indeed be very interested in occupying the premises, we can envisage setting up rooms dedicated to storage, workroom areas in which historical documents and ephemera can be studied, assessed, recorded and filed in a suitable manner and environment, and, as was discussed with you, we would be really delighted to hang some of the many artworks and historic photographs in our collection on the walls where they can be seen by members of the public. To the whole of the committee, the prospect of having room to work and expand our activities in a position more accessible to the general public is indeed very exciting.

As we explained however, we are a not for profit organisation, with a non too large membership to which we keep fees to a minimum. Current fees barely cover costs of stationery, postage of newsletters and etc. Therefore a rental lease is impossible for us to contemplate, we can however suggest to Council that our occupation of the old Maylands Police Station would bring it back to life in the community and give access to the public the material that we have documenting the rich history of the Maylands area, this interest hopefully resulting in a boost to our membership.

We look forward to hearing from you further on this matter,

Yours sincerely

V. Tolj
Vera Tolj
Secretary

~~Councillor~~ Mayor Councillor Terry Kenyon, Councillor S. Turkington,
Councillor S. Albert

Attachment 2



CITY OF BAYSWATER BUILDING ASSET
REPORT

Maylands Old Police Station (MS48701)
196 Guildford Road, Maylands

Owner: City of Bayswater

Management Order: City of Bayswater

Description

The single story building was constructed by the City Of Stirling circa 1930 as a Police Station and residence. The building has a covered area of approximately 208m². The building is currently vacant.



Facilities

Reception
5 x Office Space
Kitchen
Store Room
Bathroom
W.C

Construction and Finishes

The building is constructed of brick walls with timber frame metal roof sheeting. The building is air conditioned. There is a mix of floor finishes, including carpet, ceramic tiles and vinyl. Ceilings consist of plaster glass sheeting. Internal and external doors and frames are timber. Window treatments are a mix of curtains and venetian blinds.

Access & Mobility

Nil.

Safety & Security

The building has a motion detector security system and security screens on windows and doors. There is some asbestos present in the building being the switchboard, junction box, the roof gable infill, all asbestos is in a bound form. An asbestos survey has been completed for the building. Smoke detectors have been fitted to the building and fire extinguishers are located around the building and a fire blanket is in the kitchen. Emergency exit lights are installed.

Structure

The structure has a metal roof, sections of the roof, ridge and hip capping and flashings are rusted. Generally the roof is in a poor condition and will require replacing within the next few years. The external brick walls are in a fair condition.

Overall Building Condition

The building is in a fair overall condition, deterioration in condition is obvious.

Replacement cost approximately \$300,000.

General Building Maintenance

- Rust treat veranda stirrups.
- Refix loose downpipe to veranda post.
- Refit two florescent batten light diffusers.
- Investigate roof leak in kitchen.

Recommendations

The following works are recommended:-

- Replace all roof and flashings - \$13,000
- Prepare and repaint all previously painted internal and external surfaces - \$12,000
- Upgrade kitchen - \$10,000
- Upgrade bathroom - \$7,000
- Upgrade asbestos switchboards - \$5,000

Chris Brain
Building Projects Officer

Attachment 3

Place Number: 89

Heritage Council Ref: 2417

COB ID: 1236961



SITE DETAILS

Place Name: Maylands Police Station and Quarters

Other Names:

Street Number: 196 **Lot Number:** 154
Street Name: Guildford Rd
Suburb/Town: Maylands **Postcode:** 6051

Reserve No.	Lot/Location No.	Plan/Diag	Vol/Folio
	Lot 154	P0001885	30/54

DESCRIPTION OF PLACE

Construction Year: Circa 1908

Architectural Style:

Description Notes: A single storey police station with integral quarters, each with separate entries. The entrance of the police station is emphasised by a portico with a stucco decorated gable. It has load bearing brick, tuck pointed, and an iron roof with stucco dressings and decorations.

Historical Notes: An architecturally pleasing building with a high standard of design in the utilitarian movement. The place is an example of an early suburban police station and quarters, clearly intended for a metropolitan service.

Condition: Good condition

Integrity/ Authenticity: Integrity - High
Authenticity - High

LISTINGS

Listing Type	Status	Date	Entry
Municipal Inventory	Adopted	17/06/1997	City of Stirling Municipal Inventory adopted 1997

SIGNIFICANCE

Statement of Significance: The place has significance as an early suburban police station, is representative of the development of the Maylands townsite and is a landmark feature along Guildford Road.

Management Category: Classification 2

Management Category Description: Sites have considerable local importance and will generally include public or community buildings, commercial buildings and residential dwellings of exceptional significance. Demolition of these places would generally not be supported.

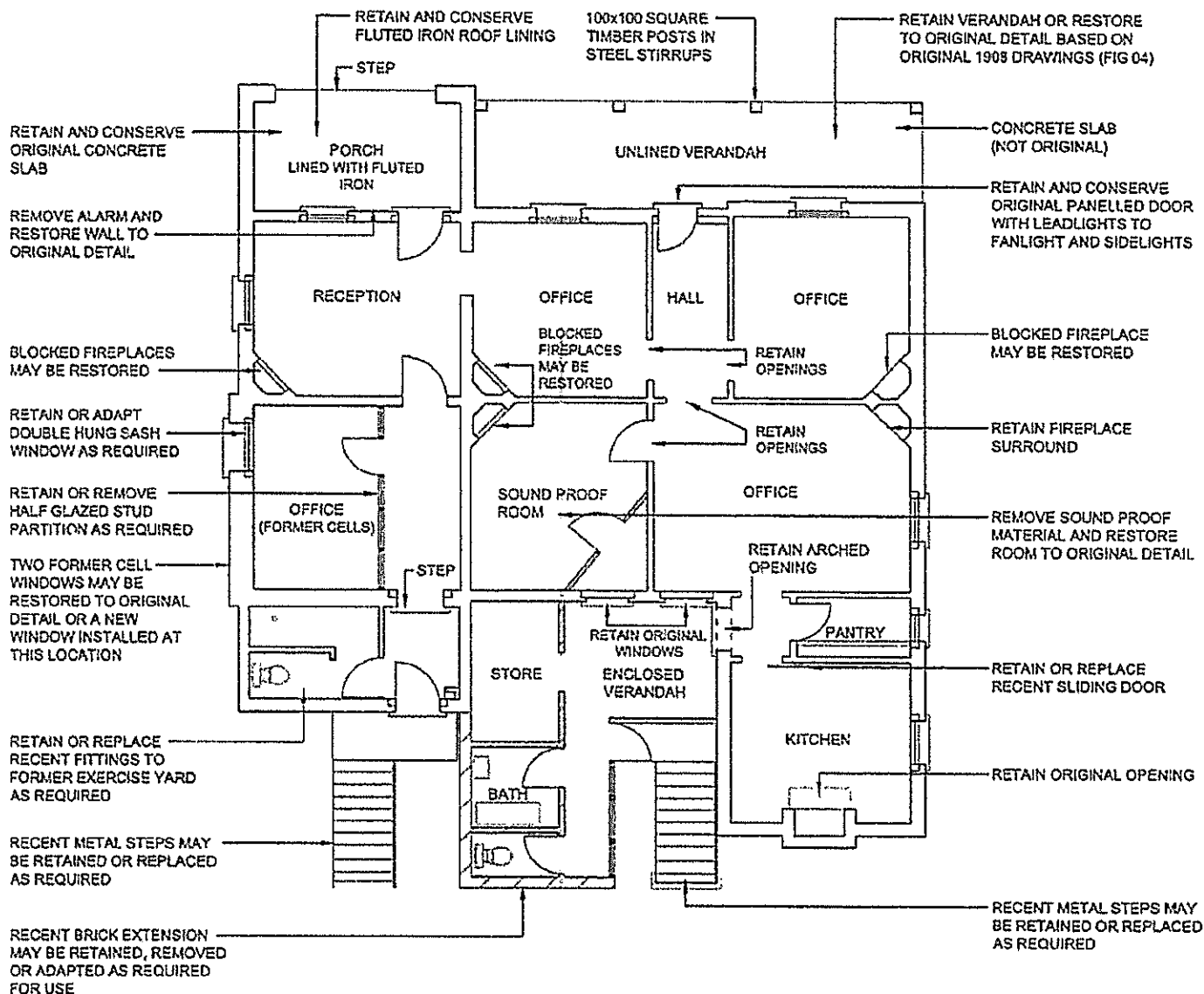
Landowners are encouraged to conserve the integrity, authenticity and condition of the site. Any redevelopment, extension, modification or change of use requires the approval of Council. Council will only support the substantial modification of a place when adequate planning and heritage justifications have been provided. Demolition of the site will generally not be supported. Applicants have right of appeal to Councils decision, however Council's requirements will be strongly reinforced by inclusion as a Category 2.

OTHER IMAGES

Attachment 4

CONSERVATION PLAN

MAYLANDS POLICE STATION AND QUARTERS (FMR)



NOTE • IF FIREPLACES ARE RESTORED TO ORIGINAL DETAIL, ENSURE THAT A DISCRETE SIGN NOTING THAT THE FABRIC IS NOT ORIGINAL AND THE DATE OF RESTORATION, IS FIXED TO THE NEW FABRIC.

RETAIN ALL ORIGINAL INTERNAL DOOR OPENINGS. WHERE DOORS ARE MISSING, FIT NEW DOORS TO ORIGINAL DETAIL AS REQUIRED.

• RETAIN ALL ORIGINAL WINDOWS AND EXTERNAL DOOR OPENINGS. NEW DOOR OPENINGS MAY BE RETAINED OR RESTORED TO ORIGINAL DETAIL.

FABRIC NOT ORIGINAL



**MAYLANDS POLICE STATION
AND QUARTERS (FMR)**

