



**CITY OF BAYSWATER**

# **MINUTES**

**FOR THE**

**ORDINARY MEETING**

**OF COUNCIL**

**28 February 2017**



## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1.	<b>OFFICIAL OPENING</b>	<b>5</b>
1.1	Traditional Owners Welcome	5
1.2	Declaration of Due Consideration	5
2.	<b>RECORD OF ATTENDANCE, APOLOGIES, ABSENCE AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b>	<b>5</b>
3.	<b>PUBLIC QUESTION TIME</b>	<b>7</b>
4.	<b>LEAVE OF ABSENCE</b>	<b>10</b>
4.1	Leave of Absence (Previously Approved)	10
4.2	Application for Leave of Absence	10
5.	<b>CONFIRMATION OF MINUTES</b>	<b>11</b>
5.1	Ordinary Meeting: 31 January 2017	11
6.	<b>DISCLOSURE OF INTEREST SUMMARY</b>	<b>11</b>
6.1	Disclosures at Ordinary Council Meeting	11
7.	<b>URGENT BUSINESS</b>	<b>12</b>
8.	<b>PETITIONS</b>	<b>12</b>
9.	<b>PLANNING AND DEVELOPMENT SERVICES COMMITTEE REPORTS</b>	<b>14</b>
9.1	Proposed Amendment No.67 to Town Planning Scheme No. 24 - Expansion of Maylands Activity Centre Location: Lot 8, 132 Guildford Road, Maylands and Lot 70, 55 Central Avenue, Maylands <i>Confidential Attachment</i> <i>CR JOHN RIFICI DECLARED AN IMPARTIAL INTEREST</i> <i>CR CATHERINE EHRHARDT DECLARED AN IMPARTIAL INTEREST</i>	14
10.	<b>COMMUNITY, TECHNICAL, FINANCE AND CORPORATE SERVICES COMMITTEE REPORTS</b>	<b>29</b>
10.1	Bayswater Tennis Clubroom Replacement Location: Frank Drago Reserve <i>ABSOLUTE MAJORITY REQUIRED</i>	29
10.2	St John Ambulance Sports Club Defibrillator Proposal Location: Sports Club Facilities on Active Reserves <i>CR BRENT FLEETON DECLARED AN IMPARTIAL INTEREST</i> <i>CR CATHERINE EHRHARDT DECLARED AN IMPARTIAL INTEREST</i> <i>ABSOLUE MAJORITY REQUIRED</i>	34
10.3	Exemption from Rates - Society of St Vincent de Paul (WA) Inc Location: 15A Toowong Street Bayswater 11/91 Seventh Avenue Maylands 8/16 Kelvin Street Maylands 5/57 Stuart Street Maylands <i>ABSOLUTE MAJORITY REQUIRED</i>	47



10.4	Budget Review - 1 July 2016 to 31 January 2017 <i>ABSOLUTE MAJORITY REQUIRED</i>	51
10.5	New Policy - Rate Exemption	66
10.6	Bayswater Child Care Association Incorporated Management Committee <i>CR ALAN RADFORD DECLARED AN IMPARTIAL INTEREST</i> <i>CR SALLY PALMER DECLARED AN IMPARTIAL INTEREST</i> <i>CR DAN BULL DECLARED AN IMPARTIAL INTEREST</i> <i>CR BARRY McKENNA, MAYOR DECLARED AN IMPARTIAL INTEREST</i> <i>ABSOLUTE MAJORITY REQUIRED</i>	87
10.7	Local Government Elections 2017 <i>ABSOLUTE MAJORITY REQUIRED</i>	91
10.8	Recreation Services - Organisational Policy Review <i>ABSOLUTE MAJORITY REQUIRED</i>	94
10.9	Finance - Organisational Policy Review <i>ABSOLUTE MAJORITY REQUIRED</i>	158
<b>11.</b>	<b>OFFICER REPORTS</b>	<b>272</b>
<b>12.</b>	<b>REPORTS FOR NOTING/INFORMATION</b>	<b>273</b>
12.1	Public Question Time Summary	273
<b>13.</b>	<b>MANAGEMENT/ADVISORY COMMITTEES</b>	<b>278</b>
<b>13.1</b>	<b>Community Events Advisory Committee - 20 February 2017</b>	<b>278</b>
13.1.1	City of Bayswater North of Perth Music Festival Report 2017	278
13.1.2	Autumn River Festival Report	285
13.1.3	Community Event Delivery Overview July 2016 to December 2016	293
<b>13.2</b>	<b>Audit and Risk Management Committee - 22 February 2017</b>	<b>307</b>
13.2.1	Risk Management Assurance Reporting	307
13.2.2	Local Government Compliance Audit Return 2016	316
13.2.3	CCC Report on Shire of Dowerin	329
13.2.4	Debtors Write Off Confidential Attachment	337
<b>14.</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>341</b>
14.1	Cr Coates Notice of Motion - Development of Arts Plan and Formation of an Arts Advisory Group	341
14.2	Cr Michelle Sutherland - Park and Ride Facility at Morley	344
14.3	Cr Dan Bull - Reporting of Conflict of Interest Statements	346
14.4	Cr Catherine Ehrhardt - Lightning Park Sustainability Centre Status Update	348
14.5	Cr Sutherland - Morley Eagles Baseball Club	349
14.6	Cr Stephanie Coates - "Welcome To" Signs in Town Centres	351
14.7	Cr Cornish - Planning Data Searchable by PlanningAlert	353
<b>15.</b>	<b>NOTICE OF MOTION FOR CONSIDERATION AT THE FOLLOWING MEETING IF GIVEN DURING THE MEETING</b>	<b>355</b>
15.1	Cr Stephanie Coates - Signage Audit Report	355

<b>16. MAYORS REPORT</b>	<b>355</b>
<b>17. AFFIXING OF COMMON SEAL</b>	<b>356</b>
17.1 Ratification for Affixing of the Common Seal	356
17.2 Approval for Affixing of the Common Seal	356
<b>18. DISCUSSION OF MATTERS BEHIND CLOSED DOORS</b>	<b>357</b>
18.1 Planning and Development Services Committee	357
18.2 Community, Technical, Finance & Corporate Services Committee	357
18.3 Reports of Management/Advisory Committees	357
18.3 Reports of Management/Advisory Committees	357
<b>19. CLOSURE</b>	<b>357</b>

**CITY OF BAYSWATER**

**Minutes** of the Ordinary Meeting of the Bayswater City Council which took place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **Tuesday, 28 February 2017** commencing at 6:30pm.

---

**MINUTES****1. OFFICIAL OPENING**

Notice is hereby given that the Ordinary Council Meeting will be audio recorded in accordance with the resolution of Council of 17 May 2016.

Persons are not permitted to record (visual or audio) at the Council meeting without prior approval of the Council.

**1.1 Traditional Owners Welcome**

The Chairperson, Cr Barry McKenna, Mayor respectfully acknowledged the past, present and future traditional owners of this land on which we are meeting, the Noongar people.

The Chairperson, Cr Barry McKenna, Mayor welcomed those in attendance and declared the meeting open for the ordinary business of Council at 6:30pm.

**1.2 Declaration of Due Consideration**

*The Chairperson read the Declaration of Due Consideration and all Councillors present raised their hands to indicate that due consideration was given to all matters contained in the Agenda.*

**2. RECORD OF ATTENDANCE, APOLOGIES, ABSENCE AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)****Attendance, Apologies and Absence****Members****Central Ward**

Cr Barry McKenna, Mayor

*Chairperson*

Cr Chris Cornish

Cr Sally Palmer

**West Ward**

Cr Stephanie Coates, Deputy Mayor

Cr Dan Bull (*from 6:42pm*)

South Ward

Cr John Rifici

Cr Catherine Ehrhardt

North Ward

Cr Alan Radford

Cr Brent Fleeton

**Officers**

Ms Carissa Bywater

Mr Doug Pearson

Mr Des Abel

Ms Jo Sadler

Mr Peter Grocott

Mrs Vicki Coles

Ms Kayleen Cohen (6:57pm)

Ms Mary-Ann Winnett

Acting Chief Executive Officer

Director Technical Services

Director Planning and Development Services

Director Community Services

Acting Director Finance and Corporate Services

Governance Advisor

Assistant Executive Assistant

Administration Officer - Agendas and Minutes

**Observers**

Press - 13

Public - Nil.

**Leave of Absence**

Nil.

**Apologies**

Cr Michelle Sutherland

Cr Terry Kenyon, JP

Mr Kelley Ambrose

Acting Director Finance and Corporate Services

### 3. PUBLIC QUESTION TIME

The following questions were submitted both in writing and verbally:

In accordance with section 5.24(1)(a) of the *Local Government Act 1995*, time is allocated for questions to be raised by members of the public, as follows:

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Pursuant to regulation 7(4)(a) of the *Local Government (Administration) Regulations 1996*, questions from the public must relate to a matter affecting the local government.

In accordance with section 5.25 (1) (f) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* regulation 11 (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question will be included in the minutes of the meeting.

Where a question is taken on notice at the meeting, in accordance with clause 5.6(7)(b) of the *City of Bayswater Standing Orders Local Law 2013* a summary of the response to the question will be included in the minutes for the following Council meeting. The City is currently operating on a monthly meeting schedule, therefore it is anticipated that a summary of the responses will be included in the next meeting of Council after the question has been taken.

The City will continue to provide written responses to those questions taken on notice at the meeting but will no longer include associated forms and personalised correspondence as part of Council Minute appendices.

Please refer to section 12 of the minutes for a report containing a summary of previous responses to questions taken on notice.

**Public Question Time commenced at 6:33pm.**

**The following questions were submitted verbally.**

**Harvey Tonkin - harveyt@iinet.net  
14.1.5**

**Mr Harvey Tonkin - 31 Deschamp Road, Noranda WA 6062**

**Question 1**

**Item 14.1.5 - "That Council considers an allocation as part of the 2017-18 budget process towards the Morley Eagles Baseball Club"**

**This seems to be a fairly broad request. There doesn't seem to be any amount allocated to this motion. There is no high priority to refurbish the building.**

**Since there is an election of North Ward Councillors coming up, could one assume that this is being done to garnish votes from potential voters from this sporting club?**

The Mayor, Cr Barry McKenna advised that the question would be taken on notice.

**Ms Vanessa Bradley - 60 Drake Street, Bayswater WA 6053**

**Question 1**

**Item 14.1.1 - Arts Plan Development.** I have been greatly encouraged by the recent funding of the Community Arts Program by the City of Bayswater. I strongly endorse the formation of an Arts Plan and Arts Advisory Group. This would provide mutual benefits for collaboration with the City and the Arts Community.

**Will Council support this motion and agree to a workshop to explore this initiative further?**

The Mayor, Cr Barry McKenna advised that the motions would be considered at the end of the evening.

**Mr Reyne Dial - Rowe Group - L3, 369 Newcastle Street, Northbridge WA 6003**

**Question 1**

**Item 9.1 - Proposed Amendment No. 67 to Town Planning Scheme No. 24 - Expansion of Maylands Activity Centre.**

Further to the Alternative Recommendation presented by Greg Rowe of Rowe group at the Planning & Development Services Committee Meeting, with regard to Proposed Amendment No. 67 to town Planning Scheme No. 24, has the Council received a copy of our request seeking withdrawal of the Alternate Recommendation on the basis that our client has given further consideration to the concerns raised by the Maylands Business Association and the elected Members with regard to the introduction of commercial type uses?

The Mayor, Cr Barry McKenna advised this request has been provided to Council.

**Mr Robert Lashansky - Watch & Gold Spot, Shop 101 Galleria, 4 Collier Road, Morley WA 6062**

**Question 1**

**When will the City of Bayswater undertake to investigate:**

- a. **Occupational Health & Safety issues caused by broken infrastructure (travelator; escalator?)**
- b. **Interference to tenants business caused by kiosks that ought never to have been built?**

The Mayor, Cr Barry McKenna advised that this item was resolved at the Planning and Development Services Committee on 21 February 2017 and Councillors refused the retrospective planning approval.

The Director Planning and Development Services advised that the City's officers can check regarding the non-working traveller.

**Mr Miik Green - 64 Crawford Road, Maylands WA 6051**

**Question 1**

**Does the Council currently have an arts and cultural policy in place? If not, is there a plan in place to address this in future?**

The Mayor, Cr Barry McKenna advised that the City doesn't currently have a cultural policy but there's a motion to be considered on tonight's agenda related to a culture and arts strategy.

**Mr John Williams - Friends of Lightning Swamp Bushland - C/- 54 Matthews Close, Noranda WA 6062**

**Question 1**

My question is in relation to dogs regularly left off lead at designated Dog Restricted Areas, such as Lightning Swamp bushland, which up until June 2016 was under the authority of the City of Swan.

Understandably, we all recognise the immense challenge for Council to manage open public spaces used by dog owners. However, late last year, there were 2 reported incidents of serious dog attacks on persons at Lightning Swamp, resulting in urgent medical treatment of both victims. It was caused by irresponsible dog owners allowing their dogs to roam freely throughout the environmentally sensitive reserve, unwittingly putting responsible dog owners in jeopardy. As well, not overlooking the likely danger posed to native wildlife.

Could Council please advise on what measures and improvements can be considered at the Class A Reserve to better educate and control irresponsible dog owners visiting the site.

*At 6:42pm, Cr Bull entered the meeting.*

The Director Community Services encouraged Mr Williams to contact the City's rangers when an incident occurs and advised that in 2017-18 there will be a review of the City's dog exercise - off and off-leash exercise areas and also resources allocated to Rangers and Security Services.

**Mr Harry Bouzidis - 21 Parkinson Street, Noranda WA 6062**

**Question 1**

In light of a store owner at the Galleria not being involved in the consultative process in relation to the kiosk retrospective application, was the process nothing more than a token effort?

The record showed that there were no objections to the kiosks, however, we have a store keeper present tonight objecting to the proliferation of kiosks. Can this be explained?

**Question 2**

Beginning to suspect the consultation process was only a token process and I know the public wasn't consulted and if this gentleman wasn't consulted then it was very limited and I'm concerned about this.

The Mayor, Cr Barry McKenna advised that the retrospective planning approval has been refused.

**Mr Tony Green - Bayswater City Residents Association (Inc) - PO Box 1639, Morley WA 6943**

**Question 1**

Why were the numbers changed in the minutes of the questions asked? Why do you change my questions when I ask for them to be recorded verbatim?

The Mayor, Cr Barry McKenna advised that it was an operational issue.

**Mr Greg Smith - 16 Rose Avenue, Bayswater WA 6053**

**Question 1**

**When will the City erect a sign for Rose Avenue Park, named after Rose Smeed - the first white person born in Bayswater? Please note, Friends of Rose Avenue Park made this request more than 15 years ago?**

The Mayor, Cr Barry McKenna advised that the question would be taken on notice.

**Mr Greg Smith - Bayswater Urban Tree Network - 16 Rose Avenue, Bayswater WA 6053**

**Question 1**

**Town Planning Scheme No. 24 - 3.6 - Matters to be considered by Local Government.**

**3.6.1 (v) Whether adequate provisions have been made for landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved.**

**How does the City know if any trees or vegetation are on the site?**

**Question 2**

**What if the developer goes in and clear fells the applications.**

The Director Planning and Development Services advised that the City's officers undertake assessments but he will investigate and provide a written response to those questions.

**Public Question Time was closed at 6:54pm.**

**4. LEAVE OF ABSENCE**

**4.1 Leave of Absence (Previously Approved)**

Councillor	Date of Leave	Approved by Council
Cr Brent Fleeton	1 March 2017 to 15 March 2017	OCM: 31.01.17
Cr Sally Palmer	14 March 2017 to 17 March 2017	OCM: 31.01.17
Cr Stephanie Coates, Deputy Mayor	2 July 2017 to 9 July 2017	OCM: 15.11.2016

**4.2 Application for Leave of Absence**

**COUNCIL RESOLUTION**

**That Leave of Absence be granted as follows:**

**CR DAN BULL from 15 March 2017 to 17 March 2017 inclusive;**

**CR STEPHANIE COATES from 1 March 2017 to 20 March 2017 inclusive; and**

**CR SALLY PALMER from 13 March to the 13 March 2017 to the 16 March 2017.**

**CR BRENT FLEETON MOVED, CR ALAN RADFORD SECONDED**

**CARRIED UNANIMOUSLY**



**5. CONFIRMATION OF MINUTES****5.1 Ordinary Meeting: 31 January 2017****COUNCIL RESOLUTION**

The Minutes of the Ordinary Meeting of Council held on Tuesday, 31 January 2017 which had been distributed, are to be presented for confirmation as a true and correct record subject to the following changes:

- Item 14.4 Cr Ehrhardt voted against the motion so the vote should have been recorded as lost 4/6.

**CR SALLY PALMER MOVED, CR JOHN RIFICI SECONDED**

**CARRIED: 8/1**

**FOR VOTE -** Cr Barry McKenna, Mayor, Cr Stephanie Coates, Deputy Mayor,  
Cr Alan Radford, Cr John Rifici, Cr Sally Palmer, Cr Dan Bull,  
Cr Brent Fleeton and Cr Catherine Ehrhardt.

**AGAINST VOTE -** Cr Chris Cornish.

**6. DISCLOSURE OF INTEREST SUMMARY****6.1 Disclosures at Ordinary Council Meeting**

In accordance with section 5.60A and 5.65 of the *Local Government Act 1995* the following disclosures of financial interest were made at the meeting:

Nil.

In accordance with section 5.61 of the *Local Government Act 1995* the following disclosures of indirect financial interest were made at the meeting:

Nil.

In accordance with section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of proximity interest were made at the meeting:

Nil.

In accordance with regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* the following disclosure of interests affecting impartiality (Elected Members) were made at the meeting:

Date	Name	Item No.	Item Name
28 February 2017	Cr John Rifici	9.1	<i>Proposed Amendment No.67 to Town Planning Scheme No. 24 - Expansion of Maylands Activity Centre - Lot 8, 132 Guildford Road, Maylands and Lot 70, 55 Central Avenue, Maylands -</i>
28 February 2017	Cr Catherine Ehrhardt	9.1	<i>Proposed Amendment No.67 to Town Planning Scheme No. 24 - Expansion of Maylands Activity Centre - Lot 8, 132 Guildford Road, Maylands and Lot 70, 55 Central Avenue, Maylands</i>
28 February 2017	Cr Catherine Ehrhardt	10.2	<i>St John Ambulance Sports Club Defibrillator Proposal - Sports Club Facilities on Active Reserves</i>
28 February 2017	Cr Brent Fleeton	10.2	<i>St John Ambulance Sports Club Defibrillator Proposal</i>
28 February 2017	Cr Sally Palmer	10.6	<i>Bayswater Child Care Association Incorporated Management Committee</i>
28 February 2017	Cr Alan Radford	10.6	<i>Bayswater Child Care Association Incorporated Management Committee -</i>
28 February 2017	Cr Dan Bull	10.6	<i>Bayswater Child Care Association Incorporated Management Committee</i>
28 February 2017	Cr Barry McKenna, Mayor	10.6	<i>Bayswater Child Care Association Incorporated Management Committee -</i>

In accordance with regulation 34C of the *Local Government (Administration) Regulations 1996* and clause 5.5 of the City of Bayswater's Code of Ethics, the following disclosure of interests affecting impartiality (Officers) were made at the meeting:

Nil.

## 7. URGENT BUSINESS

Nil.

## 8. PETITIONS

- 8.1 Cr Catherine Ehrhardt - Metropolitan Region Scheme Amendment 1310/41 - Guildford Road from East Parade to Tonkin Highway.

Cr Catherine Ehrhardt tabled a petition from GuildfordRdtoRuin.org containing 2445 signatures in relation to the proposed MRS Amendment 1310/41 Guildford Road from East Parade to Tonkin Highway (Item 8.1.9 of the Planning and Development Services Minutes of 21 February 2017).

**ORDER OF BUSINESS**

Items were dealt with in the following order: Items 9.1, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 13.1.2, 13.1.3, 14.1, 14.2, 14.3, 14.5, 14.6 and 14.7.

All remaining items were carried by en bloc resolution.

**9. PLANNING AND DEVELOPMENT SERVICES COMMITTEE REPORTS****9.1 Proposed Amendment No.67 to Town Planning Scheme No. 24 - Expansion of Maylands Activity Centre**

**Location:** Lot 8, 132 Guildford Road, Maylands and Lot 70, 55 Central Avenue, Maylands  
**Applicant:** Rowe Group  
**Owner:** BGC Australia  
**Reporting Branch:** Strategic Planning and Place Services  
**Responsible Directorate:** Planning and Development Services  
**Refer:** Item 10.5: OCM 23.08.2016  
Item 10.5: OCM 12.07.2016

*Confidential Attachment - in accordance with Section 5.23(2)(b) of the Local Government Act 1995 - personal affairs of any person.*

**CR JOHN RIFICI DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr John Rifici declared an impartial interest in this item as he owns a property on Guildford Road and was a member of Maylands Business Association years ago. Cr Rifici remained in the room during voting on this item.*

**CR CATHERINE EHRHARDT DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Catherine Ehrhardt declared an impartial interest in this item as a family member made a submission to this and she is also a member of the MBA, who made a submission to this. Cr Ehrhardt remained in the room during voting on this item.*

**EXECUTIVE SUMMARY****Application:**

Council consideration is sought whether to proceed with Amendment No. 67 to Town Planning Scheme No. 24 (TPS 24) to rezone Lot 8, 132 Guildford Road, Maylands and Lot 70, 55 Central Avenue, Maylands (the subject area) to 'Maylands Activity Centre Zone', to include the subject area within an expanded Special Control Area 2 (SCA2) and to include additional provisions for the subject site relating to building heights, setbacks, additional uses and solar access.

**Key Issues:**

- Council at its Ordinary Meeting held 23 August 2016 resolved to initiate the proposed scheme amendment for public advertising.
- The proposed scheme amendment was advertised for a period of 42 days and eight submissions were received. Four submissions did not support the proposed amendment, one submission supported the proposed amendment, two submissions supported the proposed amendment if modified and one submission provided comment.
- In response to the submissions received City officers are recommending a number of modifications to the proposed scheme amendment.

**BACKGROUND**

At its Ordinary Meeting held 23 August 2016 Council considered the proposed scheme amendment and resolved, in part, as follows:

*"That:*

1. *Council initiates Amendment No.67 to the City of Bayswater Town Planning Scheme No. 24 as follows:*
  - (a) *Rezoning Lot 8, 132 Guildford Road, Maylands from 'Residential R50' to 'Maylands Activity Centre Zone';*
  - (b) *Rezoning Lot 70, 55 Central Avenue, Maylands from 'Special Purpose' to 'Maylands Activity Centre Zone';*
  - (c) *Amending the boundaries of 'Special Control Area No. 2 – Guildford Road, Maylands Activity Centre Zone' to include Lot 8, 132 Guildford Road and Lot 70, 55 Central Avenue, Maylands;*
  - (d) *Amending Schedule 10 of the Scheme to include additional development provisions relating to building heights, setbacks, land use and built form within 'Special Control Area No. 2 – Guildford Road, Maylands Activity Centre Zone' specific to Lot 8, 132 Guildford Road and Lot 70, 55 Central Avenue, Maylands in accordance with Attachment 3 to this report; and*
  - (e) *Amend the Scheme Maps accordingly.*
- ...
5. *Upon Notice of Assessment from the Environmental Protection Authority being received (and issued raised being complied with), the proposed scheme amendment documentation be advertised for public comment for 42 days by way of:*
  - (a) *Notification being published in the local newspapers;*
  - (b) *The relevant public authorities being notified in writing of the amendment details;*
  - (c) *All surrounding landowners within a 400m radius of the site being notified in writing of the amendment details;*
  - (d) *A sign(s) being placed in a prominent location on the site advising of the amendment details;*
  - (e) *Information being placed on the City's website and social media; and*
  - (f) *Hard copies of the amendment documentation made available for inspection at the City of Bayswater Civic Centre, City of Bayswater Libraries, Max Tulley Office and Information Centre, and One Stop Shop."*

**CONSULTATION**Environmental Assessment and Heritage Referral

In accordance with section 81 of the *Planning and Development Act 2005* the scheme amendment documentation was referred to the Environmental Protection Authority (EPA) for assessment. In correspondence dated 17 October 2016 the EPA advised the City that the proposed scheme amendment would not require environmental assessment.

A letter was sent to the Heritage Council of WA, however no comment was provided as the properties are not heritage listed.

Public Advertising

Following notification from the EPA the City undertook public advertising of proposed Amendment No. 67 in accordance with part 5 of Council resolution of 23 August 2016.

### Submissions

A total of eight submissions were received during the public advertising period. One submission was from a government agency, five submissions were from local land owners, one submission was from a local business owner and one submission was from the Maylands Business Association. Of the submissions received four submissions did not support the proposed amendment, one submission supported the proposed amendment, two submissions supported the amendment if modified and one submission provided comment

The key issues raised within the submissions are addressed below. A full summary of the submissions is contained in **Confidential Attachment 1**.

### **ANALYSIS**

Two submissions raised concerns that the proposed scheme amendment may cause a dilution of the existing Maylands commercial precinct as commercial land uses would be permitted on the subject site. It was suggested that a condition be placed on the subject site to permit only residential land uses. It is noted that the applicant has advised the owner only intends to redevelop the site for residential purposes, and considers the existing commercial precinct an attractor for the site. In response to the submissions received City officers recommend that the proposed scheme amendment be modified as detailed in the 'Proposed Modifications to Scheme Amendment' section below.

One submission raised concerns that the proposed scheme amendment would significantly increase the number of children in the area, placing increased pressure on the crowded local primary schools. In response it is noted that the provision of schools is the responsibility of the Department of Education. Further the existing development contains 119 apartments. The indicative plans presented to Council previously indicate that the proposed development will contain approximately 160 new apartments (118 in stage 1 and 42 in stage 2), with the majority being 1 bedroom apartments. It is considered that due to the proposed housing typologies there will not be a significant increase of children due to the proposed development.

One submission did not support the proposed building height and considered that a maximum of three storeys was more appropriate for the subject site. In response it is noted that the existing building on the subject site is 10 storeys. The proposed maximum building height of eight storeys will reduce the height of development on the subject site. Further it is considered that the proposed built form requirements will help ensure that any development does not unduly impact the surrounding properties and that it will be designed to a high standard.

One submission raised concerns that the proposed scheme amendment and indicative plans did not provide sufficient car parking. In response it is noted the proposed scheme amendment does not seek to alter the car parking requirements of the scheme or the Residential Design Codes (R-Codes). It is considered that car parking allocation will be assessed in accordance with TPS24 and the R-Codes at the development application stage.

One submission did not support increased density for 55 Central Avenue due to anti-social behaviour from current residents. In response it is noted there is no evidence to substantiate that increased density will cause more anti-social behaviour or that any existing anti-social behaviour is caused by residents of 55 Central Avenue. It is noted that the City's Rangers and Security Services have received a small number of complaints regarding anti-social behaviour at 55 Central Avenue in the past 6 months. However the majority of them relate to graffiti and parking issues.

One submission opposed the proposed scheme amendment as it was considered that by extending the Maylands Activity Centre Zone it undermines the objectives of the Maylands Urban Design Framework (MUDF).

In response it is considered that by extending the boundary of SCA 2 it will encourage the type of development envisioned by the MUDF within 800m walking distance of the Maylands rail station. Further, the proposed amendment aligns with the MUDF as it will enable the site to be developed in accordance with the principles of the MUDF and help achieve the objectives of the MUDF including high quality built form, diversity of housing types and increased density in close proximity to the rail station.

One submission did not support any variation to the design standards as they were developed through extensive community consultation and met the expectations of the community. In response it is considered that the proposed built form requirements are generally aligned with the existing SCA 2 provisions. Where modifications are proposed to the existing SCA 2 provisions they are considered minor and are generally more prescriptive than the existing SCA 2 provision specifically those relating to building heights and setbacks. It is considered the proposed modifications to the built form requirements enables the site to better respond to the objectives of the MUDF and achieve a better built form outcome.

#### Proposed Modifications to Scheme Amendment

In light of the above, it is recommended that the following modifications be made to the proposed scheme amendment.

#### Modification 1 - Permitted Land Uses

In response to the submissions received it is recommended that the permitted land uses for the subject site be modified to reflect the permitted land uses for the "Medium and High Density Residential" zone as follows:

<b>Land Uses</b>	Notwithstanding the uses listed within Table 3 - Maylands Activity Centre Zoning Table, the following uses shall prevail:			
	<b>Permitted Uses</b>	<b>Discretionary Uses</b>	<b>Additional Uses</b>	<b>Uses Not Permitted</b>
	<ul style="list-style-type: none"> <li>• Caretaker's Dwelling</li> <li>• Display Home Centre</li> <li>• Single House</li> <li>• Grouped Dwelling</li> <li>• Aged or Dependent Persons</li> <li>• Multiple Dwelling</li> <li>• Home Office</li> <li>• Institutional Building</li> <li>• Public Utility</li> </ul>	<ul style="list-style-type: none"> <li>• Car Park</li> <li>• Child Day Care Centre</li> <li>• Civic Buildings</li> <li>• Cottage Industry</li> <li>• Consulting Rooms (Medical)</li> <li>• Educational Establishment</li> <li>• Home Occupation</li> <li>• Home Store</li> <li>• Hospital</li> <li>• Infant Health Clinic</li> <li>• Occasional Uses</li> <li>• Retirement Village</li> <li>• Veterinary Consulting</li> </ul>	<ul style="list-style-type: none"> <li>• Club Premises</li> <li>• Home Business</li> <li>• Hostel</li> <li>• Motel</li> <li>• Public Worship</li> <li>• Radio Equipment</li> <li>• Residential Building</li> </ul>	<ul style="list-style-type: none"> <li>• Amusement Parlour</li> <li>• Automotive Panel Beating / Spray Painting</li> <li>• Automotive Repairs</li> <li>• Automotive Wrecking</li> <li>• Automotive &amp; Marine Sales &amp; Repairs</li> <li>• Betting Agency</li> <li>• Builders Yard</li> <li>• Car Wash</li> <li>• Caravan Park / Camping Area</li> <li>• Cinema / Theatre</li> <li>• Convenience Store</li> <li>• Dry Cleaning / Laundry Premises</li> <li>• Extractive Industry</li> <li>• Factory</li> <li>• Factory Tenement Building</li> <li>• Fast Food Outlet</li> </ul>

		Rooms	<ul style="list-style-type: none"> <li>• Fuel Depot</li> <li>• Funeral Parlour</li> <li>• Garden Centre</li> <li>• General Industry</li> <li>• Health Studio</li> <li>• Hire Service (Industrial)</li> <li>• Hire Service (Non-Industrial)</li> <li>• Hotel</li> <li>• Industry</li> <li>• Kiosk</li> <li>• Light Industry</li> <li>• Liquor Store - Small</li> <li>• Liquor Store - Large</li> <li>• Lunch Bar</li> <li>• Medical Centre</li> <li>• Noxious Industry</li> <li>• Office</li> <li>• Open Air Display</li> <li>• Public Amusement</li> <li>• Public Assembly</li> <li>• Radio &amp; Television Installations</li> <li>• Reception Lodge</li> <li>• Recreation Facility (Private &amp; Public)</li> <li>• Restaurant</li> <li>• Restricted Premises</li> <li>• Service Industry</li> <li>• Service Station</li> <li>• Shop</li> <li>• Showroom</li> <li>• Showroom / Warehouse</li> <li>• Storage Yard</li> <li>• Tavern</li> <li>• Trade Display</li> <li>• Transport Depot</li> <li>• Veterinary Hospital</li> <li>• Warehouse</li> <li>• Zoological Gardens</li> </ul>
--	--	-------	--

It is considered that the proposed modification will ensure that any development on the subject site is aligned with the intent of the proposed scheme amendment and indicative plans previously presented to Council. Additionally, it will ensure that there is no undue impact on the existing commercial precinct within the Maylands town centre.



Modification 2 - Table 3 of TPS 24

Table 3 of TPS 24 is the land use zoning table for the Maylands Activity Centre. In light of the above modification it is recommended that Table 3 of TPS 24 be modified to include the following note:

PRECINCT	Special Control Area 1 Main Street	Special Control Area 2 Guildford Road *	Special Control Area 3 Town Centre Extension	Special Control Area 4 Character Residential	Special Control Area 5 Ross's Site	Special Control Area 6 Civic
----------	---------------------------------------	--	---	---	---------------------------------------	---------------------------------

\* Does not apply to Lot 8, 132 Guildford Road or Lot 70, 55 Central Avenue, Maylands.

It is considered that the proposed modification will provide clarity on where Table 3 applies.

**OPTIONS**

The following options are available to Council:

OPTION		BENEFIT	RISK
1.	Recommend approval of Amendment No.67 to TPS 24 with no modifications. <b>Estimated Cost:</b> Nil (All costs borne by applicant).	<ul style="list-style-type: none"> <li>Will increase the housing diversity within the area.</li> <li>Will encourage redevelopment of the site.</li> <li>Allows for infill development within 800m walking distance of the Maylands rail station.</li> </ul>	<ul style="list-style-type: none"> <li>The subject site may be used for commercial purposes not compatible with the surrounding residential area.</li> <li>May not meet the community's expectations for development on the site.</li> </ul>
2.	Recommend final approval of Amendment No.67 to TPS 24 with officer proposed modifications. <b>Estimated Cost:</b> Nil (All costs borne by applicant).	<ul style="list-style-type: none"> <li>Will increase the housing diversity within the area.</li> <li>Will encourage redevelopment of the site.</li> <li>Allows for infill development within 800m walking distance of the Maylands rail station.</li> <li>Will only permit commercial land uses which are compatible with the surrounding residential area.</li> </ul>	<ul style="list-style-type: none"> <li>May not meet the community's expectation for development on the site.</li> </ul>

OPTION		BENEFIT	RISK
3.	Recommend approval of Amendment No.67 to TPS 24 with other modifications.  <b>Estimated Cost:</b> Nil (All costs borne by applicant).	<ul style="list-style-type: none"> <li>Dependent on the modifications proposed.</li> </ul>	<ul style="list-style-type: none"> <li>Dependent on the modifications proposed.</li> </ul>
4.	Do not proceed with Amendment No. 67 to TPS 24.  <b>Estimated Cost:</b> Nil.	<ul style="list-style-type: none"> <li>No deviation from the Maylands Town Centre Urban Design Framework.</li> </ul>	<ul style="list-style-type: none"> <li>Does not encourage redevelopment of an outdated multiple dwelling development.</li> <li>Will not increase the housing diversity within the area.</li> </ul>

## CONCLUSION

In light of the above, it is recommended that Council recommends approval of Amendment No.67 to TPS 24 with officer proposed modifications (Option 2).

## FINANCIAL IMPLICATIONS

Not applicable.

## STRATEGIC LINK

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

### Our Built Environment

Aspiration: We have a well-connected mix of business, residential and community areas, which are high quality and support our thriving community.

Outcome B1: Streetscapes which allow for community interaction in an urban environment.

Outcome B3: High quality built form.

### The Local Economy

Aspiration: Our vibrant business hubs provide opportunities for business growth community activity and support our thriving community.

Outcome E4: Town Centres which are vibrant community meeting spaces.

## COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* prescribes the process for scheme amendments.

## VOTING REQUIREMENTS

Simple Majority required.

## ATTACHMENTS

- Summary of Submissions (Confidential)
- Modified Amendment No. 67 - SCA 2 Provisions
- Applicant's Letter - Requesting Withdrawal of Alternative Recommendation.

ADDENDUM - ORDINARY COUNCIL MEETING - 28 FEBRUARY 2017Additional Information

At the Planning and Development Services Committee Meeting held 21 February 2017 the applicant presented a deputation to Committee proposing an alternative recommendation to the officer recommendation to include under discretionary uses: *"The following uses are only to be approved as incidental and in conjunction with a residential development of the site: Health Studio; Kiosk; Office; Restaurant; and Shop (maximum retail floor space of 250m<sup>2</sup>)".*

The Maylands Business Association presented a deputation in support of the officer recommendation, raising concerns with any commercial development on the sites potential dilution of the shopping precinct surrounding Eighth Avenue. Council deferred the item to further consider the implications of the alternative recommendation.

The applicant subsequently advised in letter dated 24 February 2017 (**Attachment 3**), that it has given due consideration to the matters raised at the Committee meeting and wishes to withdraw the alternative recommendation requested at the meeting.

Recommendation Implications

In light of the above, the officer's recommendation remains unchanged.

**OFFICER'S RECOMMENDATION**

That:

1. Council recommends approval of Amendment No. 67 to Town Planning Scheme No. 24 with the following modifications:
  - (a) Modify the Special Control Area 2 provisions relating to Lot 8, 132 Guildford Road and Lot 70, 55 Central Avenue as contained in **Attachment 2**; and
  - (b) Modify Table 3 of Town Planning Scheme No. 24 to include the following note:

PRECINCT	Special Control Area 1 Main Street	Special Control Area 2 Guildford Road *	Special Control Area 3 Town Centre Extension	Special Control Area 4 Character Residential	Special Control Area 5 Ross's Site	Special Control Area 6 Civic

\* Does not apply to Lot 8, 132 Guildford Road or Lot 70, 55 Central Avenue.

2. Council authorises the affixing of the Common Seal to the modified scheme amendment document, and the documentation be forwarded to the Western Australian Planning Commission for approval.
3. The City advises all those who lodged a submission on the proposed amendment of Council's resolution.

**COMMITTEE RECOMMENDATION TO COUNCIL**

That this item be deferred to the Ordinary Council Meeting.

**COUNCIL RESOLUTION**  
**OFFICER'S RECOMMENDATION**

That:

1. Council recommends approval of Amendment No. 67 to Town Planning Scheme No. 24 with the following modifications:
  - (a) Modify the Special Control Area 2 provisions relating to Lot 8, 132 Guildford Road and Lot 70, 55 Central Avenue as contained in Attachment 2; and
  - (b) Modify Table 3 of Town Planning Scheme No. 24 to include the following note:

PRECINCT	Special Control Area 1 <i>Main Street</i>	Special Control Area 2 <i>Guildford Road *</i>	Special Control Area 3 <i>Town Centre Extension</i>	Special Control Area 4 <i>Character Residential</i>	Special Control Area 5 <i>Ross's Site</i>	Special Control Area 6 <i>Civic</i>

*\* Does not apply to Lot 8, 132 Guildford Road or Lot 70, 55 Central Avenue.*

2. Council authorises the affixing of the Common Seal to the modified scheme amendment document, and the documentation be forwarded to the Western Australian Planning Commission for approval.
3. The City advises all those who lodged a submission on the proposed amendment of Council's resolution.

CR CATHERINE EHRHARDT MOVED, CR STEPHANIE COATES, DEPUTY MAYOR  
 SECONDED

CARRIED UNANIMOUSLY

**Attachment 2 - Modified Amendment No. 67****Guildford Road Precinct – Lot 8 (No. 132) Guildford Road and Lot 70 (No. 55) Central Avenue, Maylands**

The above provisions relating to Special Control Area 2 and the below provisions shall apply to Lot 8 (No. 132) Guildford Road and Lot 70 (No. 55) Central Avenue, Maylands.

In the event of there being any conflict between the provisions standards or requirements of the Scheme or Special Control Area 2 and those applicable to Lot 8 (No. 132) Guildford Road and Lot 70 (No. 55) Central Avenue, Maylands, then the provisions below shall prevail.

**Massing***Minimum Height**Maximum Height***Building Height**

A minimum building height of 2 storeys is required.

- The maximum building heights shall be in accordance with the following provisions as identified on the Building Heights Plan:
- Where a maximum height of 2 storeys is permitted, the overall building height shall not exceed 6.7 metres above natural ground level.
- Where a maximum height of 3 storeys is permitted, the overall building height shall not exceed 10 metres.
- Where a maximum building height of 4 storeys is permitted, the overall building height shall not exceed 13 metres above natural ground level.
- Where a maximum height of 5 storeys is permitted, the overall building height shall not exceed 15 metres above natural ground level.
- Where a maximum height of 8 storeys is permitted, the overall building height shall not exceed 25.5 metres above natural ground level.

Minor Projections above the highest part of the development may be permitted where providing for lift overruns or architectural features or fenestration subject to satisfying both of the following criteria:

- The minor projection being no more than 4 metres above the highest part of the main building structure; and
- The cumulative area of the minor projection being no more than 10 per cent of the total roof area of the building.
- Building situated on the corner of 2 gazetted streets may exceed the maximum street facade height by an additional storey by providing an architectural design element designed to reinforce the street corner to a maximum height of 16 metres above natural ground level. The architectural design element shall only extend 5 metres from the corner of the building.

**Setbacks***Guildford Road setback*

Residential building facades are to be appropriately setback to provide sufficient amenity for residents whilst maintaining a high quality urban streetscape and adequate passive surveillance.  
Setbacks above 3 storeys are to be at least 10 metres from the street boundary.

*Peninsula Road / Central Avenue setback*

A 2 metre minimum and 4 metre average street setback is required for the first 2 storeys.  
Setbacks above 2 storeys are to be setback a minimum of 7.5 metres from the street boundary.  
A nil setback may be considered for the portion of a development addressing a street corner, to a maximum of 5m either direction from a corner building.

<i>Side setback (as defined on the Building Height and Setbacks Plan)</i>	<p>A nil side setback is permitted for a maximum of 2 storeys.</p> <p>The side boundary setback adjoining Lot 361 (No. 130) Guildford Road of any level above 2 storeys is to be a minimum of 6 metres from the side boundary line.</p> <p>The side boundary setback adjoining Lot 90 (No. 13) Conroy Street of any level above 2 storeys is to be a minimum of 4 metres from the side boundary line.</p>		
<i>Rear setback (as defined on the Building Height and Setbacks Plan)</i>	<p>The rear setback of any level up to 2 storeys is to be a minimum of 5 metres from the rear boundary line.</p> <p>The rear setback of any level above 2 storeys is to be a minimum of 11 metres from the rear boundary line.</p> <p>Balconies may protrude forward of the 11m rear setback line, to a maximum of 10m from the rear boundary.</p>		
<b>Land Use</b>	<p>Notwithstanding the uses listed within Table 3 - Maylands Activity Centre Zoning Table, the following uses shall prevail:</p>		
Permitted Uses	Discretionary Uses	Additional Uses	Uses Not Permitted
<ul style="list-style-type: none"><li>• Caretaker's Dwelling</li><li>• Display Home Centre</li><li>• Single House</li><li>• Grouped Dwelling</li><li>• Aged or Dependent Persons</li><li>• Multiple Dwelling</li><li>• Home Office</li><li>• Institutional Building</li><li>• Public Utility</li></ul>	<ul style="list-style-type: none"><li>• Car Park</li><li>• Child Day Care Centre</li><li>• Civic Buildings</li><li>• Cottage Industry</li><li>• Consulting Rooms (Medical)</li><li>• Educational Establishment</li><li>• Home Occupation</li><li>• Home Store</li><li>• Hospital</li><li>• Infant Health Clinic</li><li>• Occasional Uses</li><li>• Retirement Village</li><li>• Veterinary Consulting Rooms</li></ul>	<ul style="list-style-type: none"><li>• Club Premises</li><li>• Home Business</li><li>• Hostel</li><li>• Motel</li><li>• Public Worship</li><li>• Radio Equipment Building</li><li>• Residential Building</li></ul>	<ul style="list-style-type: none"><li>• Amusement Parlour</li><li>• Automotive Panel Beating / Spray Painting</li><li>• Automotive Repairs</li><li>• Automotive Wrecking</li><li>• Automotive &amp; Marine Sales &amp; Repairs</li><li>• Betting Agency</li><li>• Builders Yard</li><li>• Car Wash</li><li>• Caravan Park / Camping Area</li><li>• Cinema / Theatre</li><li>• Convenience Store</li><li>• Dry Cleaning / Laundry Premises</li><li>• Extractive Industry</li><li>• Factory</li><li>• Factory Tenement Building</li><li>• Fast Food Outlet</li><li>• Fuel Depot</li><li>• Funeral Parlour</li><li>• Garden Centre</li><li>• General Industry</li></ul>

			<ul style="list-style-type: none"> <li>• Health Studio</li> <li>• Hire Service (Industrial)</li> <li>• Hire Service (Non-Industrial)</li> <li>• Hotel</li> <li>• Industry</li> <li>• Kiosk</li> <li>• Light Industry</li> <li>• Liquor Store - Small</li> <li>• Liquor Store - Large</li> <li>• Lunch Bar</li> <li>• Medical Centre</li> <li>• Noxious Industry</li> <li>• Office</li> <li>• Open Air Display</li> <li>• Public Amusement</li> <li>• Public Assembly</li> <li>• Radio &amp; Television Installations</li> <li>• Reception Lodge</li> <li>• Recreation Facility (Private &amp; Public)</li> <li>• Restaurant</li> <li>• Restricted Premises</li> <li>• Service Industry</li> <li>• Service Station</li> <li>• Shop</li> <li>• Showroom</li> <li>• Showroom / Warehouse</li> <li>• Storage Yard</li> <li>• Tavern</li> <li>• Trade Display</li> <li>• Transport Depot</li> <li>• Veterinary Hospital</li> <li>• Warehouse</li> <li>• Zoological Gardens</li> </ul>
<b>Built Form</b>	<p>Two or three storey dwellings are to be provided along the Guildford Road frontage of Lot 8 (No. 132) Guildford Road, Maylands.</p> <p>Two storey dwellings are to be provided along the Peninsula Road / central Avenue frontage of Lot 8 (No. 132) Guildford Road, Maylands.</p> <p>The buildings shall be designed to address the street, providing well-articulated facades which will contribute to the streetscape, including balconies to all dwellings at all levels facing Guildford Road and</p>		

**Solar Access**

Peninsula Road.

Building frontages are to be designed to promote surveillance of the street.

The primary street facade shall avoid large unbroken expanses of wall.

The finished floor level of the ground floor dwellings fronting Guildford Road and Peninsula Road shall be no more than 1m above the corresponding height of the adjoining footpath.

Car parking area, except for visitor's bays, shall not be so directly visible from the street or other public spaces.

Overshadowing of any development outside of the Maylands Activity Centre Zone is to be assessed in accordance with the solar access requirements at the R50 zoning as contained in the Residential Design Codes.



**Attachment 3 - Applicant's Letter Requesting Withdrawal of Alternative Recommendation**

Job Ref: 8306  
24 February 2017

City of Bayswater  
PO Box 467  
MORLEY WA 6943

**Attention: Mr Des Abel – Director Planning and Development Services**

Dear Mr Abel

**Proposed Amendment to Town Planning Scheme No. 24  
Expansion of Maylands Activity Centre**

We refer to our previous email correspondence dated 21 February 2017, which sought to advise you of our intentions to propose an Alternate Recommendation to the Officer's Recommendation with regard to the Proposed Amendment to Town Planning Scheme No. 24 – Expansion of Maylands Activity Centre. We note the Amendment was considered by the Planning and Development Services Committee at its meeting on 21 February 2017 where, following discussion by the Committee, it resolved to defer consideration of the item to the Ordinary Council Meeting to be held on 28 February 2017.

As you are aware, BGC Development (our 'Client') does not presently have any commercial development aspirations for the site and primarily seeks to redevelop the site for residential purposes in accordance with the Concept Plans previously presented to Council. Our Client's primary objective is to replace the existing building on site with an improved development outcome which will better address the Guildford Road and Peninsula Avenue street frontages whilst providing for a more aesthetically pleasing built form outcome for the locality.

Our Client has given due consideration to the concerns raised by Mr Michiel de Ruyter, Chairperson of the Maylands Business Association, and a number of the Elected Members at the Planning and Development Services Committee meeting with regard to the further "dilution" of the Maylands Town Centre and sprawl of existing commercial areas within the locality and has requested that we withdraw the Alternate Recommendation request which sought to propose the inclusion of a number of commercial uses as "discretionary" uses under the Land Use provisions of Special Control Area No. 2.



ROWEGROUP

**Perth Office**  
L3, 369 Newcastle Street  
Northbridge 6003  
Western Australia

p: +618 9221 1991  
f: +618 9221 1919  
info@rowegroup.com.au  
rowegroup.com.au

Planning Design Delivery

Page 1  
8306\_17feb03L\_rd



This request is made as it is our Client's primary objective is to deliver a residential outcome for the site which will provide for further diversity in housing for the Maylands locality. We therefore fully support the Officer's Recommendation for the Proposed Amendment to Town Planning Scheme No. 24 – Expansion of Maylands Activity Centre as presented to the Planning and Development Services Committee of the City of Bayswater on 21 February 2017 and request that the Officer's Recommendation be once again presented for final approved to the Council at its Ordinary Council Meeting on 28 February 2017.

Should you require any further information or clarification in relation to this matter, please contact the writer or our Mr Reyne Dial on 9221 1991.

Yours faithfully,

**Greg Rowe**  
Rowe Group

---

**10. COMMUNITY, TECHNICAL, FINANCE AND CORPORATE SERVICES COMMITTEE REPORTS****10.1 Bayswater Tennis Clubroom Replacement**

**Location:** Frank Drago Reserve  
**Owner:** City of Bayswater  
**Reporting Branch:** Recreation Services  
**Responsible Directorate:** Community Services  
**Refer:** Item 11.4: OCM 23.8.16  
Item 11.5: OCM 25.10.16

**EXECUTIVE SUMMARY****Application:**

To consider funding in the 2017/18 budget to replace the clubroom facilities at Bayswater Tennis Club.

**Key Issues:**

- Council has resolved to investigate the replacement of the Bayswater Tennis Clubhouse.
- Bayswater Tennis Club has secured \$950,000 to date toward an anticipated project cost of \$1.3million to \$1.5million subject to final costs and tender.
- A \$750,000 grant offer from Department of Infrastructure and Regional Development has been made to the Bayswater Tennis Club, however the Department of Sport and Recreation did not approve a Community Sport and Recreation facility Fund grant application submitted in September 2016.
- The project has an anticipated funding shortfall of up to \$550,000.

**BACKGROUND**

Council at its Ordinary Meeting held on 25 August 2015 considered the Frank Drago Reserve Masterplan and resolved (in part) as follows:

*"That Council:*

- 1. Does not pursue further the Frank Drago Reserve Masterplan; and*
- 2. Investigates the redevelopment of the Bayswater Tennis Clubhouse."*

As a part of the 2016 Federal Government election, an election commitment was made for the Bayswater Tennis Club (the Club) to receive \$750,000 in funding towards the clubroom replacement from the Department of Infrastructure and Regional Development (DIRD). This funding is to be expended by 30 June 2018. In order to meet this deadline construction would need to commence on or around 1 July 2017.

As part of the 2016/17 budget development process and further to a Community Club Capital Request submitted by the Club for replacement clubrooms, Council established a new reserve: 'Bayswater Tennis Club', and approved an allocation of \$150,000 to this reserve account.

Council at its Ordinary Meeting held on 23 August 2016 approved the Club to progress a Community Sport and Recreation Facility Fund (CSRFF) application to the Department of Sport and Recreation.

A CSRFF application was subsequently prepared in conjunction with City officers and submitted by the Club in September 2016, seeking \$400,000 funding toward a \$1.5million project.

At its Ordinary Meeting held on 25 October 2016, Council approved a funding request of \$50,000 for architectural design fees and statutory approvals associated with the replacement of the Club's clubrooms to be released from the \$150,000 reserve fund.

## CONSULTATION

The Club has established an internal clubroom replacement committee, and the president of the Club is meeting with officers on at least a monthly basis to update and progress the project.

## ANALYSIS

The City received correspondence from the Department of Sport and Recreation in January 2017 advising that the Community Sport and Recreation Facility Fund grant application submitted for the replacement clubrooms at the Club had not been approved.

The City received the following feedback from the Department in relation to the application:

- The round was extremely competitive, with applications more than doubling the amount able to be approved.
- CSRFF prioritizes elements that directly impact physical activity first (such as court surfaces and floodlighting), with facilities such as clubrooms being a lower priority.
- The project was deemed to require further planning. While the timeframes associated with the project and the condensed application times were taken into account, several aspects of the project would benefit from additional planning time.

The indicative project costs are estimated at \$1.3 - \$1.5million subject to final costs and tendering.

The table below provides project funding confirmed to date:

Funding Source	Funding Amount	Timeframe	Status
City of Bayswater Reserve	\$150,000	Financial Year 2016/17	Confirmed
Department of Infrastructure and Regional Development	\$750,000	Financial Year 2017/18	Confirmed
Bayswater Tennis Club contribution from club reserves	\$50,000	Financial Year 2017/18+	Confirmed
<b>TOTAL CONFIRMED FUNDING</b>	<b>\$950,000</b>		

Based on a \$1.3 - \$1.5million project cost, there is currently a shortfall of between \$350,000 - \$550,000.

The \$550,000 shortfall was envisaged to be funded via a further \$150,000 Council contribution in the 2017/18 budget, and \$400,000 CSRFF grant.

It is unlikely that alternative grant funding is available for the 2017/18 funding period and the Department of Infrastructure and Regional Development (DIRD) requires the \$750,000 confirmed funding to be expended by 30 June 2018.

## OPTIONS

Council may wish to consider a range of options moving forward:

OPTION 1 - Council considers additional funding in the 2017/18 budget to cover the \$550,000 project shortfall.

Given that a condition of the DIRD grant is for all funding to be expended by 30 June 2018, construction will be required to commence no later than September 2017. The City has received an architectural design and is progressing all relevant approvals to enable a tender to be advertised, once a final scope of works and all funding is confirmed. Subject to funding confirmation, the project is anticipated to have received all necessary approvals to be tender ready by April / May 2017.

In order to progress at the anticipated project cost of \$1.5million, an additional \$550,000 municipal funding would be required in the 2017/18 budget.

The Club has indicated this to be the preferred option in order to maximise the \$750,000 DIRD grant.

*OPTION 2 - Revise the project scope down to fit the \$950,000 confirmed project funding.*

The current clubroom replacement is conceived as a two-storey building, providing player toilets and change facilities to the ground floor, and club/community social facilities to the first floor.

The project may be revised to provide a single-storey building only, with an option to extend to a first floor at a later date subject to available funding.

This option would require confirmation from DIRD that the \$750,000 funding would still apply to a revised single-storey building design. The current architectural designs completed would need to be revised to reflect a single storey design.

The Club has strongly indicated that a first floor social and function area is a necessary area to any clubroom in order to maintain club viability moving forward through social hire revenue.

*OPTION 3 - Alternative funding by way of negotiating a self-supporting loan to Bayswater Tennis Club.*

Council has offered self-supporting loans to clubs previously in relation to buildings (Gibbney Reserve) and critical infrastructure (synthetic bowling greens).

An indicative example of a \$550,000 loan over 20 years at 4.5% would require an annual repayment amount of \$42,000 or \$3,500 per month.

The Club has indicated a reluctance to take on this level of debt as the current committee could not guarantee the ongoing viability of the Club servicing this level of debt. Furthermore, the Directors of the committee would have a financial obligation to honour this debt in accordance with the *Associations Incorporation Act 2015*.

*OPTION 4 - Stage the building construction over a longer timeframe*

This option is also likely to be dependent upon municipal funding but may allow the project to be funded through both 2017/18 and 2018/19 budgets. It should be noted however that DIRD require their \$750,000 contribution to be expended by 30 June 2018 and any revised project timelines would be subject to DIRD approval.

A summary of the options is provided in the table below:

OPTION		BENEFIT	RISK
1.	Consider additional funding in the 2017/18 budget to cover the \$550,000 project shortfall. <b>Estimated Cost: up to \$550,000 (17/18)</b>	<ul style="list-style-type: none"> <li>Provides fit for purpose tennis clubroom</li> <li>Maximises \$750,000 DIRD grant</li> </ul>	<ul style="list-style-type: none"> <li>High demand on municipal funding</li> <li>Not considered in current Long Term Financial Plan.</li> </ul>
2.	Revise the project scope down to fit the \$950,000 confirmed project funding <b>Estimated Cost: Nil</b>	<ul style="list-style-type: none"> <li>Provides a functional clubroom for the sport of tennis</li> </ul>	<ul style="list-style-type: none"> <li>Project revision may not meet the requirement of DIRD to progress \$750,000 funding commitment.</li> <li>Not supported by the club.</li> </ul>
3.	Consider alternative funding by way of negotiating a self-supporting loan to Bayswater Tennis Club. <b>Estimated Cost: Nil</b>	<ul style="list-style-type: none"> <li>Provides fit for purpose tennis clubroom</li> <li>Maximises \$750,000 DIRD grant</li> </ul>	<ul style="list-style-type: none"> <li>Club may default on loan</li> <li>Not supported by the club</li> </ul>
4.	Stage building construction over longer timeframe <b>Estimated Cost: \$550,000 over two financial years 17/18 &amp; 18/19</b>	<ul style="list-style-type: none"> <li>Provides fit for purpose tennis clubroom</li> </ul>	<ul style="list-style-type: none"> <li>May not meet the requirement of DIRD to progress \$750,000 funding commitment.</li> </ul>

## CONCLUSION

There are a number of options for Council to consider in providing a functional clubroom replacement at the Bayswater Tennis Club. Options 2, 3, and 4 are not supported by the Club and Options 2 and 4 may not fulfil the funding requirement of DIRD.

Option 1 is recommended as it delivers the current building design within the project timeframes to maximise the \$750,000 funding offered by the Department of Infrastructure and Regional Development.

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

2016/17 BUDGET ALLOCATION	2016/17 BUDGET RECONSIDERATION	PROPOSED 2017/18 BUDGET ALLOCATION	ONGOING COSTS (e.g. MAINTENANCE)	LIFE OF PROJECT - LIFE EXPECTANCY OF ASSET
\$150,000	Council approved \$50,000 of the \$150,000 reserve account to be released for architectural designs and project approvals.	\$550,000	\$5,000 annual maintenance  \$30,000 annual depreciation over 50 years	50+ Years

**STRATEGIC LINK**

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Our Community

Aspiration: A resilient community with a strong sense of purpose that is able to celebrate diversity in numerous ways.

Outcome C3: Strong local groups which are self-sustaining.

Reserve accounts are managed in accordance with the *Local Government Act 1995* and subsidiary legislation.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

***ABSOLUTE MAJORITY REQUIRED***

**ATTACHMENTS**

Nil.

**OFFICER'S RECOMMENDATION**

That Council considers an allocation of \$550,000 in the 2017-18 budget for the clubroom replacement at the Bayswater Tennis Club on Frank Drago Reserve.

**COUNCIL RESOLUTION****(COMMITTEE RECOMMENDATION TO COUNCIL)**

That Council allocates \$450,000 in the 2017-18 budget for the clubroom replacement at the Bayswater Tennis Club on Frank Drago Reserve.

**CR BRENT FLEETON MOVED, CR DAN BULL SECONDED**

**CARRIED BY AN ABSOLUTE MAJORITY: 9/0**

**10.2 St John Ambulance Sports Club Defibrillator Proposal**

**Location:** Sports Club Facilities on Active Reserves  
**Applicant:** St John Ambulance  
**Reporting Branch:** Recreation Services  
**Responsible Directorate:** Director Community Services

**CR BRENT FLEETON DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Brent Fleeton declared an impartial interest in this item as a friend of his works at St John's Ambulance. Cr Fleeton remained in the room during voting on this item.*

**CR CATHERINE EHRHARDT DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Catherine Ehrhardt declared an impartial interest in this item as her daughter is a member of one of the clubs listed in this report. Cr Ehrhardt remained in the room during voting on this item.*

**EXECUTIVE SUMMARY****Application:**

To consider a proposal from St John Ambulance to enter into a partnership to install Defibrillators (AEDs) in local Sporting Club facilities across the City of Bayswater.

**Key Issues:**

- This report considers a proposal from St John Ambulance to install Defibrillators (AEDs) at a subsidised rate at sporting club facilities across the City.
- Access to an AED increases the chance of survival from cardiac arrest.
- There is interest from a number of clubs in partnering with the City and St John Ambulance to provide an accessible AED on site at the club.
- The proposal is currently unbudgeted and a confirmation of funding is required to progress the project.

**BACKGROUND**

Approximately 33,000 Australians die every year from a cardiac arrest. The single key contributing factor to improving survival rates is the time taken to administer early CPR and defibrillation. In the event of a sudden cardiac arrest, time is of the essence. For every minute that the victims are not defibrillated they lose a 10% chance of life. If defibrillation is administered within five minutes of an incident studies have shown dramatic improvements in survival rates.

St John Ambulance is seeking a partnership with the City of Bayswater to provide funding and support to local sporting clubs to purchase automatic external defibrillators. The proposal is to purchase each defibrillator unit via a joint contribution per unit from St John Ambulance, the City and any participating club. The City of Bayswater is the first local council in Western Australia to be offered a partnership arrangement with St John Ambulance to deliver Automatic External Defibrillators (AED's) to local sporting clubs (**Attachment 1**).

St John Ambulance will provide all equipment, training and on-going support at a subsidised rate. Each AED unit purchased will be registered with the St John Community First Responder Program. This ensures call operators receiving an emergency call know an EAD unit is available and can pass instruction to a device user or advise ambulance crews attending. Post install, St John Ambulance will provide fifty online AED training passes, ongoing support to clubs and discounted price for any on-going consumables.



**CONSULTATION**

Officers met with St John Ambulance in November 2016 to discuss this proposal.

Officers subsequently contacted sporting clubs across the City to determine if there was any prospective interest in progressing the proposal with clubs. Eight clubs responded expressing an interest in the proposed offer. An additional three clubs advised the City they already have an AED installed in their facility.

The following provides an overview of interested clubs and existing AED locations:

Interested Clubs	Existing AED Locations
<ul style="list-style-type: none"> <li>Noranda Junior Cricket Club - Deschamp Reserve</li> <li>Bayswater Bowling &amp; Recreation Club - Frank Drago Reserve</li> <li>Bayswater Tennis Club - Frank Drago Reserve</li> <li>ANA Rowing Club - Hinds Reserve</li> <li>Maylands Tennis Club</li> <li>Perth Bayswater Rugby Club - Pat O Hara Reserve</li> <li>Bayswater Sea Scouts - Hinds Reserve</li> <li>Bayswater Lacrosse Club &amp; AIM Archery - Halliday Park</li> </ul>	<ul style="list-style-type: none"> <li>Central Crocs Football Club - Houghton Park</li> <li>Morley Bowling Club, Noranda</li> <li>Maylands Sport and Rec Club, Maylands</li> <li>Bayswater Morley Cricket Club - Hillcrest Res</li> <li>Bedford Bowling Club - Grand Prom Reserve</li> <li>Embelton Golf Course</li> <li>Maylands Peninsula Golf Course</li> <li>The Rise</li> <li>Maylands Waterland</li> <li>Bayswater Waves</li> <li>Civic Centre</li> <li>Paddy Walker Works Depot</li> </ul>

**ANALYSIS**Current Proposal

The proposal offered by St John Ambulance will provide each AED unit at a subsidised rate. Units retail at \$2,400. The following provides an overview of proposed funding sources:

Unit Price	St John Ambulance Contribution	City Contribution	Club Contribution
\$2,421	\$821	\$800	\$800

Given the eight interested clubs listed above, a minimum of City contribution of \$6,400 would be required. However, following promotion of this partnership, it is possible that additional clubs may be interested.

Budgetary Position

There is no budget provided in the current year in relation to the proposal offered by St John Ambulance. Should Council wish to progress the offer a consideration of \$10,000 could be made in the 2017/18 budget to cover the eight interested clubs and leave a contingency for any additional clubs wishing to progress the opportunity.

St John Ambulance have been advised that this partnership is subject to funding in 2017/18 Council budget.

### St John Ambulance Support

With all AED units purchased St John Ambulance will provide assistance to the City and clubs in identifying optimal locations at each site to install a unit. The install of all units will need to be completed by the City and will require power access to the AED alarmed cabinet. Although installed in an alarmed and locked case there is a risk of theft for any installed unit.

The AED units have a lifespan of ten years, but do require annual ongoing maintenance. Each unit comes with a flashing light that indicates that the unit battery is charged and the replacement of batteries is required every four years. The shock pads provided with each unit needs to be replaced every two years. Batteries and shock pads are also provided at a heavily discounted price for future years under the current proposal.

With all purchases of the AED's the club will be provided with a safe venue assessment, AED signage, two AED demonstrations to the club or association, fifty online AED training courses and discounted Senior First Aid Courses for the club. Following all discussions with St John Ambulance they have been very proactive and keen to provide on-going support to clubs and the City.

Under this proposal clubs would bear the cost of any ongoing maintenance.

### Review of Clubs and Local Governments

A review of other clubs and local governments installing AED's highlights that in most cases the majority of Councils have provided support funding to clubs via a community grant or donation to purchase AED units. Any unit purchased remains an asset of the club and the ongoing maintenance of these units is the responsibility of the club.

Other local governments have indicated that they are keen to monitor the outcome of the proposal made to the City by St John Ambulance. Under this proposal the City of Bayswater would be the first local government in WA to partner this initiative.

### Community Benefit

The City has over 20 active sporting reserves providing clubroom, changing and toilet facilities where accessible AED's could potentially be located. In addition AED's are also located within City facilities such as Civic Centre, Embleton and Maylands Public Golf Courses, Bayswater Waves, Maylands Waterland, The Rise and Morley Sport and Recreation Centre.

The current proposal provides an opportunity to expand the provision of AED's across the community and would also provide a positive public relations opportunity for a partnership with St John Ambulance.

## **OPTIONS**

The following options are available to Council:

OPTION		BENEFIT	RISK
1.	Consider an allocation in the 2017/18 budget of \$10,000 to enter a partnership arrangement with St John Ambulance to provide AED's at interested sports clubs across the City  <b>Estimated Cost: \$10,000 (2017/18)</b>	<ul style="list-style-type: none"> <li>Encourages clubs to purchase AED's</li> <li>Reduces community time to respond to cardiac arrest.</li> <li>Positive public relations</li> <li>Opportunity to be the first Council to partner with St John Ambulance</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing maintenance cost to the club.</li> <li>Theft of the unit from site</li> </ul>

OPTION		BENEFIT	RISK
2.	Not progress the proposal and provide information to clubs to purchase their own AEDs at club cost,  <i>Estimated Cost: \$0</i>	<ul style="list-style-type: none"> <li>Encourages clubs to purchase AED's</li> <li>No funding required from the city.</li> </ul>	<ul style="list-style-type: none"> <li>Increased community time in responding to cardiac arrest due to not having an accessible AED unit.</li> </ul>

## CONCLUSION

The proposal offers critical first aid equipment to be more readily accessible in the community. An AED offers an enhanced survival rate for cardiac arrest.

St John Ambulance are seeking to partner with the City and local sporting clubs and are offering a discount purchase price per unit, training and ongoing support. This is a new partnership opportunity and provides the City and St John Ambulance for positive public relations.

Officers recommend option 1.

## FINANCIAL IMPLICATIONS

2016/17 BUDGET ALLOCATION	2016/17 BUDGET RECONSIDERATION	PROPOSED 2017/18 BUDGET ALLOCATION	ONGOING COSTS (e.g. MAINTENANCE)	LIFE OF PROJECT/LIFE EXPECTANCY OF ASSET
NIL	NIL	\$10,000	Maintenance cost to be funded by clubs	10 Years per unit

## STRATEGIC LINK

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Our Community

Aspiration: A resilient community with a strong sense of purpose that is able to celebrate its diversity in numerous ways.

Outcome C1: Facilities that offer a sense of community, that caters for a range of affordable services and social amenity.

## COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

There are no Council policies or legislative implications regards to supplying automated external defibrillator (AED) to local sporting clubs or leased facilities.

## VOTING REQUIREMENTS

**ABSOLUE MAJORITY REQUIRED**

## ATTACHMENTS

- Defibrillators (AEDs) and Local Sporting Clubs Proposal & attachments

## OFFICER'S RECOMMENDATION

That Council considers an allocation of \$10,000 in the 2017/18 budget to partner with St John Ambulance to provide defibrillators at interested sports club locations across the City.

**COUNCIL RESOLUTION**

**COMMITTEE RECOMMENDATION TO COUNCIL**

That Council allocates \$6,400 in the 2017/18 budget to partner with St John Ambulance to provide defibrillators at interested sports club locations across the City.

CR STEPHANIE COATES, DEPUTY MAYOR MOVED, CR ALAN RADFORD SECONDED

CARRIED BY AN ABSOLUTE MAJORITY: 9/0

**Attachment 1**

## Defibrillators (AEDs) and Local Sporting Clubs

City of Bayswater & St John Ambulance WA Partnership

### Executive Summary

- ▶ Approximately 33,000 Australians die every year from a cardiac arrest with the single key contributing factor to improving survival rates is the time taken to administer early CPR and defibrillation
  - ▶ In the event of a sudden cardiac arrest, time is of the essence. For every minute that the victim is not defibrillated they lose a 10% chance of life
- ▶ St John is seeking a partnership with the City of Bayswater to provide funding and support to local sporting clubs to purchase automatic external defibrillators
- ▶ The City of Bayswater would be the first local council to enter into a partnership with St John to deliver Automatic External Defibrillators (AED's) to local sporting clubs
- ▶ St John will provide all equipment, training and on-going support as part of any clubs purchase
- ▶ Registration of each AED with the St John Community First Responder Program

### Background

Contrary to popular belief, sudden cardiac arrest can strike any person regardless of age, gender or health status and approximately 33,000 Australians die every year from this condition. The single key contributing factor to improving survival rates of sudden cardiac arrest is the time taken to administer early CPR and defibrillation. Where CPR and defibrillation are administered within five minutes of an event, studies have shown dramatic improvements in survival rates. Western Australian sporting clubs are key community areas that bring a wide breadth of demographics together that may require an AED in an emergency. The below proposal outlines a cost effective way for local sporting clubs, the City and St John to help grown the number of AED at local sporting clubs in Western Australia from 320 currently registered.

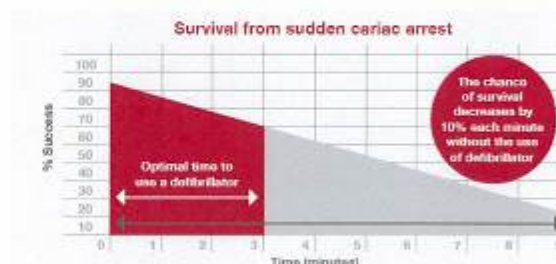
### The need for change

The St John Ambulance WA and City of Bayswater Partnership is designed to help improve the chances of survival for victims of sudden cardiac arrest by eliminated the financial, education and support barriers club face when purchasing an AED.

### The initiative

St John seeks a partnership with the City of Bayswater to assist local sporting clubs to purchase a defibrillator; a Western Australian first of its kind. It is viewed that the St John and City of Bayswater Partnership will involve the following:

- ▶ A financial contribution from the City of Bayswater, St John Ambulance WA and the local sporting club to provide the AED, its accessories and training.





- ▶ St John and the City of Bayswater would be working closely to actively promote awareness of cardiac arrest and AEDs
- ▶ On-going registration with the St John Community First Responder Program
- ▶ Joint media exercises and promotional activities
- ▶ On-going training and support for the club
- ▶ Assistance with the installation of the units at clubrooms and facilities
- ▶ On-going discounts for additional first aid training that clubs may request

### Benefits

- ▶ Increased safety for participants and guests of the sporting club
- ▶ Opportunity to save a life during a cardiac arrest
- ▶ Fully maintained and supported AED unit for each Sporting Club supported by St John.(excludes consumables)
- ▶ Registration of each AED location with the St John Ambulance WA Community First Responder Program
- ▶ Increased awareness of First Aid amongst the sporting community
- ▶ On-going online awareness training for club members

### Financial Consideration

Financial Considerations & Contributions		
City of Bayswater	St John Ambulance WA	Local Sporting Club
\$800.00	\$821.43	\$600.00

### Inclusions

- ▶ HS1 Automatic External Defibrillator
- ▶ AED Sign
- ▶ AED Alarmed Cabinet
- ▶ St John Safe Venue Assessment
- ▶ 2 x AED Lecture Demonstration
- ▶ 50 x Online AED Training Passes
- ▶ Registration with St John Ambulance
- ▶ On-Going Support from SJA
- ▶ Cardiac Arrest Action Plan Posters







### What is the St John Community First Responder program?

The St John Community First Responder program enables bystanders to try to help save the lives of victims of sudden cardiac arrest in the vital minutes before paramedics arrive.

When a person unexpectedly collapses due to a cardiac arrest, bystanders are typically not aware if there is a defibrillator close by. Organisations that are part of the St John Community First Responder program have their defibrillator locations and a contact person registered with St John Ambulance.

In the event of a cardiac arrest, the following actions should occur:

- 1. Bystanders commence CPR and call 000 to request an ambulance**
- 2. The St John Ambulance State Operations Centre dispatches an ambulance**
- 3. The State Operations Centre operator checks if there is a defibrillator registered on the Community First Responder system at that location and advises the caller**
- 4. The operator also calls the nominated location associated with the defibrillator**
- 5. The defibrillator is retrieved as soon as possible and applied to the patient while CPR continues**
- 6. The ambulance arrives and paramedics take over the care of the patient**

A defibrillator that is linked to the St John Community First Responder program should be a mandatory part of the first aid resources of any organisation. It only needs to be used once to be a worthwhile investment.



### Benefits of the Community First Responder (CFRS) Program

The benefits of adopting the Community First Responder system in your organisation or community include:

- ▶ The knowledge that you will be playing a key role in helping to save lives in your local community or workplace.
- ▶ Peace of mind that a well-coordinated response plan to medical emergencies is in place.
- ▶ Being informed of incidents of cardiac arrest as they are happening.
- ▶ A direct communication link between your organisation and St John Ambulance.
- ▶ Ongoing support and customer service.
- ▶ An easy to implement plan that is already working well in Western Australian communities and organisations.

In the 2015/16 financial year:

- ▶ 9 "Saves" from cardiac arrest = survives to hospital
- ▶ Reaching 1000<sup>th</sup> location – Bunbury Catholic College
- ▶ Masonic Lodges to become CFRS locations (54)
- ▶ All RAC Offices & Member Service Centres now on CFRS (13)

### Media and public relations

It is proposed that the following media and public relations activities be made available as part of the partnership:

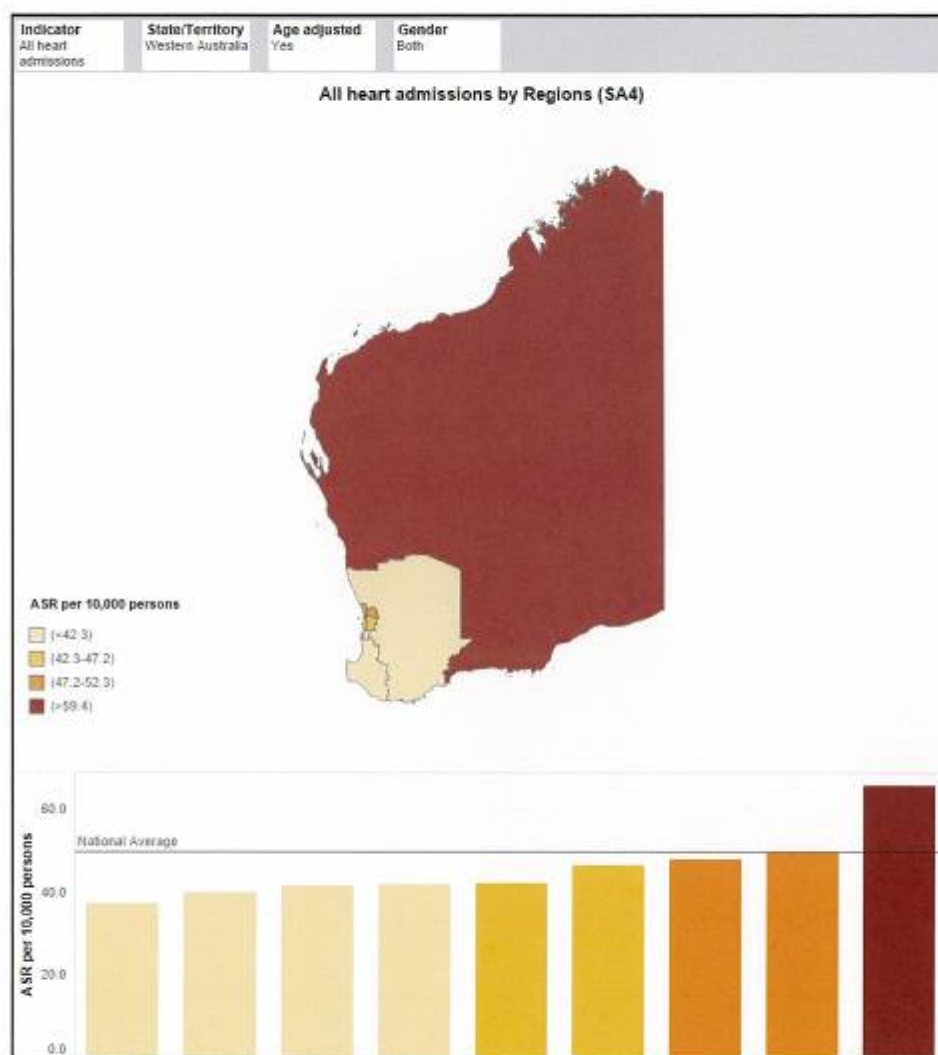
- ▶ Joint media releases
- ▶ On-going marketing support and collateral
- ▶ Availability of St John Ambulance resources for promotional activities
- ▶ Social media awareness campaign
- ▶ Dedicated St John Relationship Manager







## Supporting Data



Western Australian Heart Map – Heart Related Hospital Admission in Western Australia (Rate per 10,000 people)

Source: Australian Heart Foundation - <https://heartfoundation.org.au/for-professionals/australian-heart-maps>



### In the Media

See attachments

### On-Going Consumables – Cost & Misc. Information

SJA Stock #	Item	RRP	Discounted Price	Shelf Life
1360	HS1 Battery	\$243.00	\$194.00	4 Years on Standby
1316	HS1 Adult Pads	\$105.00	\$89.00	2 Years from Manufacture Date
0038	HS1 Paediatric Pads	\$169.00	\$99.00	2 Years from Manufacture Date

#### BATTERY (M5070A)

<b>Type</b>	9 Volt DC, 4.2 Ah, lithium manganese dioxide, disposable long-life primary cell.
<b>Capacity</b>	Minimum 90 shocks or 3 hours of operating time.
<b>Install-By Date</b>	Battery is labelled with an install-by date of at least five year from date of manufacture.
<b>Standby Life</b>	Four years typical when battery is installed by the install-by date. (Will power the AED in standby state within the specified standby temperature range, assuming one battery insertion test and no defibrillation uses.)

#### SMART PADS

<b>Adult SMART Pads Cartridge</b>	M5071A Defibrillation pads for patients 8 years of age and older or 55 lbs. (25 kg) and over.
<b>Infant/Child SMART Pads Cartridge</b>	M5072A Defibrillation pads for patients under 8 years of age or 55 lbs. (25 kg).
<b>Cable Length</b>	Adult pads: 54 inch (137.1 cm) Infant/Child pads: 40 inch (101.6 cm)
<b>Use-By Date</b>	Cartridge is labelled with a use-by date of at least two years from date of manufacture.





# Community First Responder

The St John Ambulance Community First Responder program is a free service that aims to get defibrillators to cardiac arrest victims in the vital minutes before an ambulance arrives.

**(08) 9334 1418**

**[stjohnambulance.com.au](http://stjohnambulance.com.au)**



*For the Service of Humanity*





Sudden cardiac arrest is one of the leading causes of death across Australia. More people die from cardiac arrest annually than from road accidents. Contrary to popular belief, cardiac arrests do not discriminate. **They can happen to anyone, of any age, at any time.**

#### What is a cardiac arrest?

A cardiac arrest occurs when the electrical pulses in the heart do not function the way they should and the heart goes into "fibrillation".

Someone having a cardiac arrest needs a defibrillator. A defibrillator is a small device that monitors the electrical impulses in the heart and delivers low current electric shocks in an attempt to shock the heart back into a normal rhythm.

#### Improving survival rates

Research shows that the first few minutes after a cardiac arrest are the most crucial in determining whether a patient lives or dies. The single key contributing factor to improving survival rates is the time taken to administer CPR and defibrillation. Where CPR and defibrillation are administered within five minutes of an event, studies have shown dramatic improvements in survival rates.



Anyone who has used a defibrillator before or seen one demonstrated, appreciates how easy they are to use. There are no paddles to rub together. You simply have to place the two pads on the chest of the victim as illustrated on the machine and follow the automatic prompts.

#### What is the St John Community First Responder program?

The St John Community First Responder program enables bystanders to try to help save the lives of victims of sudden cardiac arrest in the vital minutes before paramedics arrive.

When a person unexpectedly collapses due to a cardiac arrest, bystanders are typically not aware if there is a defibrillator close by. Organisations that are part of the St John Community First Responder program have their defibrillator locations and a contact person registered with St John Ambulance.

In the event of a cardiac arrest, the following actions should occur:

1. Bystanders commence CPR and call 000 to request an ambulance
2. The St John Ambulance State Operations Centre dispatches an ambulance
3. The State Operations Centre operator checks if there is a defibrillator registered on the Community First Responder system at that location and advises the caller
4. The operator also calls the nominated location associated with the defibrillator
5. The defibrillator is retrieved as soon as possible and applied to the patient while CPR continues
6. The ambulance arrives and paramedics take over the care of the patient

A defibrillator that is linked to the St John Community First Responder program should be a mandatory part of the first aid resources of any organisation. It only needs to be used once to be a worthwhile investment.

#### Contact Us

It's free to have a defibrillator registered with the Community First Responder program so St John Ambulance is aware of its location.

Call **(08) 9334 1418** or email [first.responder@stjohnambulance.com.au](mailto:first.responder@stjohnambulance.com.au) to register or to find out more.

Stock: 0118/08/14

[stjohnambulance.com.au](http://stjohnambulance.com.au)

*For the Service of Humanity*

**10.3 Exemption from Rates - Society of St Vincent de Paul (WA) Inc**

**Location:** 15A Toowong Street Bayswater  
11/91 Seventh Avenue Maylands  
8/16 Kelvin Street Maylands  
5/57 Stuart Street Maylands  
**Applicant:** Society of St Vincent de Paul (WA) Inc  
**Reporting Branch:** Financial Services  
**Responsible Directorate:** Finance and Corporate Services

**EXECUTIVE SUMMARY****Application:**

For Council to consider an application from Society of St Vincent de Paul (WA) Inc for an exemption from rates on 15A Toowong Street Bayswater, 11/91 Seventh Avenue Maylands, 8/16 Kelvin Street Maylands and 5/57 Stuart Street Maylands.

**Key Issues:**

- Section 6.26 (2)(g) of the *Local Government Act 1995* (the Act) states "land used exclusively for charitable purposes" is not rateable.
- The Act does not define these terms and so it is for Council to interpret and apply legislation having regard to a number of considerations.
- The properties at 15A Toowong Street Bayswater, 11/91 Seventh Avenue Maylands, 8/16 Kelvin Street Maylands and 5/57 Stuart Street Maylands are used for the provision of accommodation and support to people living with mental illness and people at risk/history of homelessness.
- Society of St Vincent De Paul WA Inc is a charitable not-for-profit organisation working to shape a more just and compassionate society. The organisation provides long-term secure rental tenancies for people on low to middle incomes.

**BACKGROUND**

Council has received an application from St Vincent de Paul (WA) Inc for an exemption from rates under section 6.26(2)(g) of the Act for the properties at 15A Toowong Street Bayswater, 11/91 Seventh Avenue Maylands, 8/16 Kelvin Street Maylands and 5/57 Stuart Street Maylands. These properties are leased by the applicant and the City was notified of the leases as follows:

- 15A Toowong Street Bayswater - notified 28 November 2012;
- 11/91 Seventh Avenue Maylands - notified 16 November 2012;
- 8/16 Kelvin Street Maylands - notified 16 November 2012; and
- 5/57 Stuart Street Maylands - notified 16 November 2012.

The four properties are classified as follows:

- 15A Toowong Street Bayswater - Residential Survey Strata Dwelling;
- 11/91 Seventh Avenue Maylands - Residential Strata Unit;
- 8/16 Kelvin Street Maylands - Residential Strata Unit; and
- 5/57 Stuart Street Maylands - Residential Strata Unit.

The properties are used as tenanted housing which generate an income for the organisation. Society of St Vincent de Paul (WA) Inc indicated in its application for a rates exemption that it occupies the whole of the buildings and leases the properties out to private tenants at a fee.

St Vincent de Paul (WA) Inc aims to house those at risk or who are experiencing homelessness. Even though it is a charitable organisation, there is income being generated from the properties. Clients residing in the accommodation pay a fortnightly board and lodging fee or rent, as per the terms of the Community Housing Agreement, which is significantly subsidised by the Society. Rental payments comply with the Department of Housing Rent Setting Policy of charging no more than 25% of income.

Clients in independent units and supported accommodation are provided with onsite Service Personnel support and 24/7 access to Accommodation Support Officers.

The four properties are leased under a Lease Agreement between the Department of Housing and Society of St Vincent de Paul (WA) Inc. All outgoing costs are the responsibility of the tenant.

St Vincent de Paul (WA) Inc is a registered charity and an incorporated association.

### **CONSULTATION**

The Cities of Vincent and Stirling advise that they are granting rates exemption to the Society of St Vincent de Paul (WA) Inc for properties used for the provision of accommodation and support to people living with mental illness and people at risk/history of homelessness.

### **ANALYSIS**

This application can be considered under section 6.26(2)(g) of the Act, which states "land used exclusively for charitable purposes" is not rateable. The Act does not define the terms "charitable purposes" or "exclusively" so it is for Council to interpret and apply the legislation having regard to applicable case law and any other legal provisions.

To be a charitable purpose within the scope of the definition in the Act, the purpose must either fall within the list of purposes detailed in the *Charitable Uses Act of 1601* or within one of the following four categories of charitable purposes as set out under Pemsell's rule:

- (a) Relief of poverty;
- (b) Advancement of education;
- (c) Advancement of religion; and
- (d) Other purposes beneficial to the community not falling under any of the preceding categories.

In addition to the above case law, the *Charities Act 2013*, effective 1 January 2014, defines charity as:

- an entity that is not-for-profit;
- the purpose of that entity is for public benefit including:
  - advancing education; and
  - relieving the poverty, distress or disadvantage of individuals or families.

On the basis of the current use of 15A Toowong Street Bayswater, 11/91 Seventh Avenue Maylands, 8/16 Kelvin Street Maylands and 5/57 Stuart Street Maylands, it is recommended Council not approve a rates exemption under section 6.26(2)(g) of the *Local Government Act 1995*.

**OPTIONS**

The following options are available to Council:

	OPTION	BENEFIT	RISK
1.	Council does not approve a rates exemption  <b>Estimated Cost</b> <ul style="list-style-type: none"> <li>• Nil.</li> </ul>	Rates revenue of approximately \$3,766.56 per annum.	The legal and financial implications of any appeals made to SAT by the applicant re-requesting rates exemption.
2.	Council approves a rates exemption (to be reviewed tri-annually).  <b>Estimated Cost</b> <ul style="list-style-type: none"> <li>• \$1,569.45 (effective 1/2/2017 if Council approves)</li> </ul>	The applicant is able to invest this amount back into the services provided to the community.	Rates revenue foregone to provide services to the community.

**CONCLUSION**

Option 1 is recommended as commercial activities are currently being conducted on the premises located at 15A Toowong Street Bayswater, 11/91 Seventh Avenue Maylands, 8/16 Kelvin Street Maylands and 5/57 Stuart Street Maylands.

**FINANCIAL IMPLICATIONS**

If rates exemption was granted on these properties, the loss of rates revenue would be \$1,569.45 for the remainder of the 2016-17 year.

**STRATEGIC LINK**

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme: Our Community

Aspiration: A resilient community with a strong sense of purpose that is able to celebrate its diversity in numerous ways.

Outcome C5: Services for children, youth, families and seniors.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

Section 6.26 (2)(g) of the *Local Government Act 1995*.

**VOTING REQUIREMENTS****ABSOLUTE MAJORITY REQUIRED****ATTACHMENTS**

Nil.

**OFFICER'S RECOMMENDATION**

That Council not approve Society of St Vincent de Paul (WA) Inc's application for rates exemption for the properties located at 15A Toowong Street Bayswater, 11/91 Seventh Avenue Maylands, 8/16 Kelvin Street Maylands and 5/57 Stuart Street Maylands, from 1 February 2017, in accordance with section 6.26 (2)(g) of the *Local Government Act 1995*.

**REASON FOR CHANGE**

*Council changed the officer's recommendation as it was of the opinion that St Vincent de Paul (WA) Inc is a charitable organisation and all of the homes for people are clients of St Vincent de Paul and they are people in our society that need a assistance.*

**COUNCIL RESOLUTION****COMMITTEE RECOMMENDATION TO COUNCIL**

That Council approves Society of St Vincent de Paul (WA) Inc's application for rates exemption for the properties located at 15A Toowong Street Bayswater, 11/91 Seventh Avenue Maylands, 8/16 Kelvin Street Maylands and 5/57 Stuart Street Maylands, from 1 February 2017, in accordance with section 6.26 (2)(g) of the *Local Government Act 1995*.

CR SALLY PALMER MOVED, CR JOHN RIFICI SECONDED

CARRIED: 5/4

**FOR VOTE -** Cr Barry McKenna, Mayor, Cr Stephanie Coates, Deputy Mayor,  
Cr John Rifici, Cr Sally Palmer and Cr Dan Bull.

**AGAINST VOTE -** Cr Alan Radford, Cr Chris Cornish, Cr Brent Fleeton and  
Cr Catherine Ehrhardt.

The above recommendation required an absolute majority which was not achieved therefore the recommendation was not carried.



**10.4 Budget Review - 1 July 2016 to 31 January 2017****Reporting Branch: Financial Services****Responsible Directorate: Finance and Corporate Services****EXECUTIVE SUMMARY****Application:**

For Council to consider and adopt the statutory annual budget review undertaken for the seven-month period 1 July 2016 to 31 January 2017.

**Key Issues:**

- This report provides the reconciliation of the actual 2015-16 closing balance to the adopted opening balance for the 2016-17 budget.
- This report also commends to Council the mid-year budget review and includes various grants received subsequent to budget adoption, in addition to other unforeseen expenses that have arisen since the 2016-17 budget was adopted.

**BACKGROUND**

Council is required under regulation 33A of the *Local Government (Financial Management) Regulations 1996* to carry out a review of its annual budget between 1 January and 31 March in each financial year. The review must consider the City's financial performance in the period beginning 1 July and ending no earlier than 31 December in that financial year. The City must submit a copy of the review to the Department of Local Government and Communities within 30 days.

In addition, Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to Council;
- the review is to consider financial performance and forecast end-of-year budget position; and
- Council to consider a review submitted to it and is to determine, by absolute majority, whether or not to adopt the review, any parts of the review or any recommendation made in the review.

Council reviews various budget items on a regular basis to reflect the delivery of programs and projects. In addition, minor reviews of the budget occur as required. Summaries of all budget amendments made since the adoption of the 2016-17 budget are attached for Council's information (**Attachments 1 and 2**).

**CONSULTATION**

The mid-year budget review analysis has been carried out in accordance with the relevant statutory requirements and in consultation with operational officers.

**ANALYSIS****Opening Balance Variance from 2016-17**

The City's practice for a number of years has been to adopt the annual budget early in the financial year, well before accounts for the previous financial year have been finalised.

This process necessitates the estimation of the opening balances for the 2016-17 financial year; as such the estimated 2016-17 opening balance was listed as \$4,309,558. Following completion of the 2015-16 financial statements the audited actual opening balance was \$5,583,678. The opening balance variation of \$1,274,120 is principally attributed to the following factors:

**Table 1**

<b>Reconciliation of the Budgeted Opening Balance to Actual Opening Balance 1 July 2016</b>			
	<b>2016-17 Budget Estimated 2015-16 Closing Balance</b>	<b>Actual (Audit) 2015-16 Closing Balance</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>(A)</b>	<b>(B)</b>	<b>(B-A)</b>
Operating Revenue	(75,098,216)	(78,223,241)	(3,125,025)
Capital Revenue	(2,631,987)	(2,101,034)	530,953
Expenses (Net of Depreciation & Provisions)	64,287,636	64,297,544	9,908
Aged Persons Liability Movement Net movement for the Aged Persons Homes accommodation account	0	949,188	949,188
Capital Expenditure Final capital expenditure total reflects savings on completed works and includes a number of projects deferred with the funds being allocated to Reserve	14,154,934	13,639,882	(515,052)
Reserve Movement Transfer to Reserves including Aged Persons Homes	439,382	1,266,186	826,804
Proceeds from Disposal of Assets Increase in proceeds from capitalised assets including sale of land	(1,638,482)	(1,623,672)	14,810
Other Profit on Sale of Assets	(43,033)	82,261	39,228
Movement in Other Non-Current Assets	0	(4,932)	(4,934)
	<b>(\$443,700)</b>	<b>(\$1,717,818)</b>	<b>\$1,274,120</b>
<b>OPENING BALANCE 1 JULY 2015</b>	(3,865,858)	(3,865,858)	0
<b>CLOSING BALANCE 30 JUNE 2016</b>	<b>(\$4,309,558)</b>	<b>(\$5,583,678)</b>	<b>(\$1,274,120)</b>

### Financial Performance Review

The review of the adopted budget takes into account a number of factors including what has occurred during the first seven months of the year, the likely operating environment over the remaining five months under the current economic climate, and the most likely impact on the City's financial position.

The focus of the review has been ensuring that there is operational capacity to deliver the services and programs as set out in the 2016-17 budget and to accommodate events and matters that have arisen since budget adoption; further, to ensure any budget variations are managed without the need to transfer funds from reserve accounts. The budget review reflects a view of the position of the City of Bayswater as at 31 January 2017 with the forecasted full-year income and expenditure against the original 2016-17 adopted budget.

The percentage variance for reporting adopted by Council as part of the 2016-17 budget is 10% of the program or \$10,000 (whichever is greater). An analysis of material budget variances extrapolating actual figures at 31 January 2017 to 30 June 2017 is summarised below. Overall this projection shows no net change to the budget.

**Table 2**

NATURE OR TYPE CLASSIFICATIONS					
REVENUE	Approved Budget	Income Actual to 31 January 2017	Forecast 30 June 2017	Variance	Comment
	\$	\$	\$	\$	
	(A)	(B)	(C)	(A-C)	
<b>Rates</b> All rates levied under the <i>Local Government Act 1995</i> . Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates. Excludes administration fees, interest on instalments, interest on arrears and waste services.	(42,390,859)	(41,034,033)	(42,049,217)	341,642	Landgate valuation adjustment following successful appeal by the Galleria shopping centre.  This variance has been allocated as part of this review (refer Table 3 below).
<b>Operating Grants, Subsidies and Contributions</b> Refer to all amounts received as grants, subsidies and contributions that are not of a capital nature.	(12,674,693)	(7,603,042)	(12,706,693)	(32,000)	Additional General Purpose Grant received.  This variance has been allocated as part of this review (refer Table 3 below).
<b>Non-Operating Grants, Subsidies and Contributions</b> Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies contributions or donations.	(2,325,351)	(1,455,528)	(3,673,327)	(1,347,976)	Capital Grants not provided for in the original 2016-17 Budget: <ul style="list-style-type: none"> <li>• Northlink - \$700,000</li> <li>• Bike Boulevard - \$560,000</li> <li>• Others - \$87,976</li> </ul> This variance has been allocated as part of this review (refer Table 3 below).
<b>Waste Management Fees</b> The levy of rates for the provision of sanitation services including domestic, commercial and recycling revenue. Includes Cleanaway lease income.	(10,338,450)	(10,565,251)	(10,712,938)	(374,488)	Increase in lease fees for the Transfer station due to extended lease terms.
<b>Fees and Charges</b> Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.	(11,128,223)	(5,707,364)	(10,885,040)	243,183	Subject to seasonal fluctuations (eg recreation centres).

<b>Interest Earnings</b> Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.	(2,467,420)	(1,117,544)	(2,467,420)	0	Actual income recognised does not include interest accrued on investments. At this stage, subject to interest rate and cash flow movements, interest earnings are tracking to budget forecasts.
<b>Other revenue</b> Other revenue which cannot be classified under the above headings, includes Aged Persons Homes bond retention income.	(561,801)	0	(561,801)	0	Subject to year-end adjustments including Aged Persons Homes retention income forecast to achieve budget at year-end.
<b>TOTAL ALL REVENUE</b>	<b>(\$81,886,797)</b>	<b>(\$67,482,762)</b>	<b>(\$83,056,436)</b>	<b>(\$1,169,639)</b>	

<b>EXPENDITURE</b>	<b>Expenditure Budget</b>	<b>Expenditure Actual to 31 January 2017</b>	<b>Forecast 30 June 2017</b>	<b>Variance</b>	<b>Comment</b>
	\$	\$	\$	\$	
	(A)	(B)	(C)	(A-C)	
<b>Employee Costs</b> All costs associated with the employment of persons such as salaries, wages, allowances, benefits such as vehicle and superannuation, workers compensation insurance and training costs, conferences, safety expenses, medical examinations, fringe benefits tax, etc.	31,887,604	19,059,917	32,245,604	(358,000)	Provision made for unbudgeted staff costs on terminating employment.
<b>Utilities (Gas, Electricity, Water, etc.)</b> Expenditure paid to respective agencies for the provision of power, gas or water.  Excludes expenditure incurred for the reinstatement of works associated with these agencies.	3,587,949	1,807,889	3,587,949	0	
<b>Material and Contracts/Insurance Other Costs</b> All expenditure on materials, supplies and contracts not classified under other headings.  These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications	31,176,288	17,529,526	30,976,706	199,582	Includes a provision for additional costs not anticipated when the 2016-17 Budget was set (refer Table 3 below).  Service areas generally performing within budget expectations with no significant budget variations reported.

hire expenses, rental, leases, postage and freight, etc.					
Depreciation	10,288,420	6,001,578	10,288,420	0	
<b>TOTAL ALL EXPENDITURE</b>	<b>\$76,940,261</b>	<b>\$44,398,910</b>	<b>\$77,098,679</b>	<b>(158,418)</b>	

### Budget Amendments for Council Consideration

The 2016-17 budget is underpinned by a strong focus to service delivery and for this reason there is limited capacity to respond to unforeseen expenditure requirements or community requests outside of the approved budget during the course of the year. The budget, at this stage in the financial year, is generally tracking to forecast estimates.

Notwithstanding, the mid-year budget review identifies some additional exceptions in respect to the Municipal Fund that are commended to Council for variation. These variations are summarised below for Council consideration:

**Table 3**

	Approved Budget \$ (A)	Draft Revised Budget \$ (B)	Variance \$ (A-B)	Comment
<b>OPERATIONS</b>				
<b>Administration</b>				
<i>-Expenditure</i>				
Industrial Relations Matters	0	44,257	(44,257)	New budget item to cover the cost of external advice on industrial relations matters.
E-Quotes	0	12,000	(12,000)	Software to enable more efficient management of the tendering process. Improved external customer interface for the lodgement of Council tenders.
Organisational Development	0	25,000	(25,000)	For effective leadership of the City and to shift the corporate culture in service of a highly performing team.
CEO Recruitment	0	35,000	(35,000)	CEO recruitment costs.
Human Resources - Consultant Fee	10,000	20,000	(10,000)	Review costs - Employee Enterprise Agreements.
Workers Compensation	0	(89,379)	89,379	LGIS declared Workers performance dividend.
	0	89,379	(89,379)	Transferred to the Workers Compensation Reserve.
Governance Stationery	1,000	2,000	(1,000)	Insufficient Budget allocation
LGIS Insurances	754,904	720,185	34,719	2015-16 Insurance performance distribution.
Governance Salaries	501,112	804,112	(303,000)	Chief Executive Office nett salary adjustment including a provision for termination and executive relief requirements pending the appointment of the Chief Executive Officer.
Embleton Golf Course - Management Fee	115,000	0	115,000	New tenderer appointed. Fee structure reviewed.
Maylands Golf Course - Management Fee	80,000	0	80,000	
<i>-Income</i>				
Embleton Golf Course - Green fees	445,000	347,636	(97,364)	
Maylands Golf Course - Green fees	1,100,000	1,054,181	(45,819)	

Maylands Golf Course - Lease income	100,000	0	(100,000)	
General Purpose Grant (FAG)	2,155,000	2,187,000	32,000	Additional revenue received.
Commercial Rates Interim Levies	45,000	386,642	(341,642)	Notice of decision on objection against the GRV for 4 Collier Rd Morley (Galleria).
<b>Sub-Total</b>			<b>(\$753,363)</b>	
<b>Planning Services</b> <i>-Expenditure</i>				
Strategic Planning Salaries	348,901	403,901	(55,000)	Additional temporary Strategic Planning Officer to 30 June 2017 to support the completion of the Municipal Heritage Inventory.
Municipal Heritage Inventory	200,000	66,000	134,000	Savings on the appointment of the consultant. Balance of payment due in 2017-18.
Consultants Fees	10,000	13,900	(3,900)	Real estate fees associated with the sale of Lot 50 Morley Drive.
Economic Development - Salaries	141,830	158,830	(17,000)	Additional staff cost to prepare a draft economic business framework as resolved by Council at its meeting held on 6 December 2016.
Street Banners	0	10,980	(10,980)	Finalisation of new banners carried over from 2016.
<b>Sub-Total</b>			<b>(\$47,120)</b>	
<b>Law Order and Public Safety</b> <i>-Expenditure</i>				
Bayswater SES - Annual Contribution	0	5,000	(5,000)	Annual maintenance contribution as resolved by Council on 6 December 2016.
<b>Sub-Total</b>			<b>(\$5,000)</b>	
<b>Community Amenities</b> <i>-Income</i>				
Bayswater Transfer Station - Lease	600,000	974,488	374,488	Increase in lease fees for the Transfer Station following a deferral on the use of the Transfer Station by Cleanaway.
<b>Sub-Total</b>			<b>\$374,488</b>	
<b>TOTAL OPERATIONAL BUDGET REVIEW REQUIREMENTS</b>			<b>(\$336,755)</b>	

**OTHER BUDGET AMENDMENTS FOR COUNCIL CONSIDERATION**

## CAPITAL

**Adjustments to Carried Forward 1/7/2016**

M12700	Bayswater Aquatic Facility - Repair broken PA	21,594	Works budgeted for in 2015-16 and finalised in the current financial year. No provision was made in the current budget for these as carried forward works. Funding for these works is available from the opening balance with no effect on the current budget position.
M15500	Maylands Yacht Club - Power upgrades	3,010	
M33200	Men's Shed	12,552	
M19900	Rudloc Road - MRD Grant	7,807	
M20000	Broun Avenue - MRD Grant	3,811	
M27100	Reserves - Post and Rail replacement	4,967	
M27300 )	Irrigation replacement	46,723	
M27400 )	Pump service	5,878	
		<b>\$106,342</b>	
<b>OPENING SURPLUS ADJUSTMENT</b>		<b>(\$106,342)</b>	
<b>Sub-Total</b>		<b>\$0</b>	
<b>Budget Adjustment Required for Capital Works - Grant Funded</b>			
N39600	Northlink - Abbey Street	700,000	These works are fully funded by grants with no effect on the current budget position.
M39800	Northlink - Lightning park		
N40100	Bike Boulevard	560,000	
N23800	Arterial Road Funding - Whatley Cresc (budget correction)	72,000	

N40000	Graffiti Grant	15,976	
	<b>Grant Funding</b>	(\$1,347,976)	
<b>Sub-Total</b>		<b>\$0</b>	
<b>Other Capital Works Requiring Funding</b>			
M13700	Bayswater Waves - Office modifications	913	Works budgeted for in 2015-16 and completed in the current year. Insufficient budgeted funds available.
M31100	Morley Sport & Recreation Centre - Storage facility	30,788	
M31700	Bayswater Town Centre Structure Plan	12,826	Additional consultant funding required.
L20100	Morley City Centre Infrastructure Plan	(12,826)	Funding reallocation.
New	Morley Sport & Recreation Centre - Fire Warning System	15,800	Compliance.
New	Morley Sport & Recreation Centre - Air Conditioner	8,000	Completion works.
New	Lightning Park - Relocation of the Pumping Station	75,000	To facilitate creation of additional T-ball training area

New	Rangers and Security - 2 Vehicles	41,748	The Ranger and Security Department requires additional vehicles to meet community expectation and to most-effectively utilise available personnel resources.
<b>Sub-Total</b>		<b>\$172,249</b>	
<b>SUMMARY</b>			
Operational Requirements		(336,755)	
Capital Requirements		(172,249)	
Funding Availability from Capital Works (Refer <b>Attachment 3</b> )		434,004	
Transfer from Major Capital Works Reserve - Lightning Park		75,000	
<b>NET OPERATIONAL AND CAPITAL IMPACT ON THE 2016-17 BUDGET</b>		<b>\$0</b>	

## OPTIONS

Not applicable.

## CONCLUSION

That Council approves the statutory mid-year budget review for the period 1 July 2016 to 31 January 2017 and the relevant changes to the 2016-17 budget being made.

## FINANCIAL IMPLICATIONS

The financial implications have been detailed in the report for Council's review and determination.

## STRATEGIC LINK

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance.

Aspiration: We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.

Outcome L1: Accountable and good governance.

Outcome L2: Prudent management of financial resources.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

- Regulation 33A of the *Local Government (Financial Management) Regulations 1996*.
- The *Building Act 2011 (WA)* (the Act).
- The *Building Regulations 2012 (WA)* (the Regulations).
- *Australian Standard AS 1926.1-1993 Part 1: Fencing for swimming pools*.

**VOTING REQUIREMENTS****ABSOLUTE MAJORITY REQUIRED****ATTACHMENTS**

1. Summary of all budget amendments made since the adoption of the 2016-17 budget.
2. Works carried forward 1 July 2016.

**COUNCIL RESOLUTION****(OFFICER'S RECOMMENDATION/COMMITTEE RECOMMENDATION TO COUNCIL)****That Council:**

1. Adopts the mid-year budget review for the 2016-17 financial year as noted in the report above.
2. Approves the changes to the 2016-17 budget as detailed in this report at Tables 1, 2 and 3.

**CR ALAN RADFORD MOVED, CR CATHERINE EHRHARDT SECONDED****CARRIED BY AN ABSOLUTE MAJORITY: 7/2**

**FOR VOTE -** Cr Barry McKenna, Mayor, Cr Stephanie Coates, Deputy Mayor, Cr Alan Radford, Cr John Rifici, Cr Sally Palmer, Cr Dan Bull and Cr Catherine Ehrhardt.

**AGAINST VOTE -** Cr Chris Cornish and Cr Brent Fleeton.



**Attachment 1****Budget Review Amendments (1 July 2016 - 31 January 2017)**

Under the provisions of regulation 33A(2a) of the Local Government (Financial Management) Regulations 1996 all budget amendments since the adoption of the 2016-17 budget must be reported in the Annual Budget Review.

All previous budget amendments have been adopted by Council at various meetings by absolute majority. These comprised the following:

Ordinary Council Meeting	Account Description	Amount
2 August 2016	Bayswater Bowling and Recreation Club - Green	74,000
	Transfer from Bayswater Bowling Club - Capital improvements	(74,000)
	Redevelop Carramar Hostel	108,493
	Transfer from RCF Fund	(108,493)
	Events Budget:	
	Early Settlers Event (Revised Budget from \$30,000 to \$60,000)	30,000
	City of Bayswater Art Awards (Revised Budget from \$25,000 to \$35,000)	10,000
	Autumn River Festival (Revised Budget from \$95,000 to \$50,000)	(45,000)
	Garden Awards Christmas Lights (Revised Budget from \$10,000 to \$2,400)	(7,600)
4 October 2016	Outdoor Movie	7,100
	7 <sup>th</sup> Avenue Bridge Party	10,000
4 October 2016	Bayswater SES - Drive Units to Roller Doors	4,000
	Special Building Maintenance	(4,000)
25 October 2016	Bayswater Tennis Club - Design fees and approvals	50,000
	Bayswater Tennis Club Reserve	(50,000)
	Mertome Village Redevelopment - Advisory Services	150,000
	Transfer from Reserve	(150,000)
6 December 2016	Bayswater SES - Annual Maintenance contribution	5,000
	Carry Forward Works Adjustments	194,413
	Opening balance	(273,689)
	Reserve funding	79,276
	Completed Capital Works - Surplus funds	(437,905)
	Transfer to Major Capital Works	437,905
<b>TOTAL</b>		<b>\$9,500</b>

**Attachment 2**

CARRIED FORWARD WORKS 1 JULY 2016																			
										ADOPTED BUDGET				REVISED BUDGET				VAR	
										Revised Budget		Estimate 30 June	Actual 30 June 2016	CFWD Reserve CFWD Municipal      Funded		CFWD Reserve CFWD Municipal      Funded		Muni	Reserve
Division: 10 - Community Services Recreation Development																			
M11400	Playground Replacements				\$390,000	\$295,000	\$227,017			\$95,000									
L12900	Active Reserve Floodlight Upgrade - / Recreation D				\$133,334	\$20,000	\$0		\$113,334				\$133,334						
Bayswater Waves - Furniture & Equipment										\$523,334		\$315,000		\$113,334		\$95,000			
M13600	Re-sand 50m pool filter	Replace sand			\$70,000	\$1,485	\$19,095		\$68,515				\$50,905			\$17,610			
Security Services										\$70,000		\$1,485		\$68,515		\$0			
M30700	Mobile Infringements	Hand held d			\$59,288		\$537		\$59,288				\$58,751			\$537			
L11700	CCTV Wotton Reserve and Skate Pa	Ranger & Se			\$42,000		\$0		\$42,000				\$42,000			\$0			
L32200	CCTV General	Ranger & Se			\$256,893	\$157,321	\$231,845		\$61,572				\$25,048			\$36,524			
L12300	CCTV Maylands Library	Ranger & Se			\$8,000		\$8,000		\$46,000				\$0			\$46,000			
										\$366,181		\$157,321	\$240,382	\$208,860		\$0			
Division: 20 - Planning & Development Services Bayswater Waves Building Improvements																			
M14100	Waves Building Improvement	Replacemen			\$80,000	\$11,208	\$58,793		\$68,792				\$21,207			\$47,585			
Buildings																			
K33900	Morley Noranda Sporting Complex R	Building Add			\$735,303	\$720,763	\$687,442		\$14,540				\$47,861			-\$33,321			
M14700	Civic Centre	Emergency i			\$91,000		\$13,650		\$91,000				\$77,350			\$13,650			
M16100	Noranda Soccer Club	Construction			\$35,000		\$14,277		\$30,723				\$20,723			\$10,000			
M16207	Morley Library Relocation - Les Hansi	Ground Flood			\$776,815	\$717,020	\$605,058		\$72,939				\$171,757			-\$98,818			
M16600	Maylands Boat Ramp Toilet Block	Upgrade Se			\$160,000		\$8,867		\$151,133				\$151,133						
M17200	Claughton Reserve Public Toilets	Upgrade of i			\$8,000		\$0		\$8,000				\$8,000						
M18600	Maylands Boat Ramp Toilet block	Internal/exte			\$5,500		\$0		\$5,500				\$5,500						
										\$1,811,618		\$1,437,783	\$1,329,294	\$373,835		\$0			

CARRIED FORWARD WORKS 1 JULY 2016																	
										ADOPTED BUDGET			REVISED BUDGET			VAR	
			Revised Budget	Estimate 30 June	Actual 30 June 2016	CFWD	Municipal	CFWD Reserve Funded	CFWD	Municipal	CFWD Reserve Funded	Muni	Reserve				
Major Strategic Projects																	
M18900	Halliday Park	Heritage sign	\$10,000	\$200	\$8,505		\$9,800			\$1,495		\$8,305					
M19200	Maylands Town Centre	Car Parking	\$37,000	\$11,600	\$19,500		\$25,400			\$17,500		\$7,900					
M19000	Town Planning Scheme Review	Local Planning	\$100,000	\$6,945	\$6,945		\$93,055			\$93,055							
M19100	Morley Activity Centre-Streetscape Er	Detailed Plan	\$50,000	\$0	\$0		\$50,000			\$50,000							
M31700	Bayswater Town Centre	Structure Plan	\$120,000	\$826	\$826		\$0	\$119,174			\$119,174						
			\$317,000	\$19,571			\$178,255	\$119,174									
Morley City Centre																	
L20100	Morley City Centre - Infrastructure Plan	Detailed Design	\$83,888	\$28,487	\$28,491		\$55,401			\$55,397			\$4				
			\$83,888	\$28,487			\$55,401	\$0									
Division: 30 - Technical Services																	
Arterial Road Construction																	
M19400	Broun Ave/Coode	Resurface In	\$67,400	\$40,592	\$37,102		\$26,808			\$30,298		-\$3,490					
			\$67,400	\$40,592			\$26,808	\$0									
Other Road Construction																	
M19500	McGann St ROW NO 1	Upgrade RC	\$45,000	\$0	\$0		\$45,000			\$45,000							
M19600	Shaftesbury Ave & Arundel St ROW I	Upgrade RC	\$20,000	\$0	\$0		\$20,000			\$20,000							
			\$65,000	\$0			\$65,000	\$0									

CARRIED FORWARD WORKS 1 JULY 2016									
							ADOPTED BUDGET		REVISED BUDGET
							Revised Budget	Estimate 30 June	Actual 30 June 2016
							CFWD	Municipal	CFWD Reserve Funded
							CFWD	Municipal	CFWD Reserve Funded
							VAR		
							Muni	Reserve	
<b>Other Road Grants</b>									
M20200	Railway Pde	Install Pelica	\$200,000	\$0	\$200,000		200000		\$0
M20100	Coode/Broun	Protected rig	\$500,000	\$800	\$499,200		\$499,200		\$0
			<b>\$700,000</b>	<b>\$800</b>	<b>\$699,200</b>	<b>\$0</b>			
<b>Roads to Recovery</b>									
M24100	May St	Resurface A	\$68,000	\$3,247	\$64,753		0	0	\$64,753
			<b>\$68,000</b>	<b>\$3,247</b>	<b>\$64,753</b>	<b>\$0</b>			
<b>Footpath/Slab Replacement Programme</b>									
M25000	Morley Dr	New Path: C	\$145,000	\$117,910	\$128,737		\$16,263		\$10,827
M26500	Cardwell Ave	New Path: C	\$8,000		\$8,000		8000		
M26900	COB Cycle Plan	COB Cycle r	\$80,000	\$1,760	\$78,240		\$54,116		\$24,124
			<b>\$233,000</b>	<b>\$119,670</b>	<b>\$113,330</b>	<b>\$0</b>			
<b>Parks Development</b>									
M27600	Streetscape upgrades	Streetscape	\$200,000	\$9,043	\$190,957		\$127,869		\$63,088
			<b>\$200,000</b>	<b>\$9,043</b>	<b>\$190,957</b>	<b>\$0</b>			
<b>Environmental Development</b>									
M28200	Cloughton Reserve Toilet Block upgr	Art Upgrade	\$80,000		\$19,200		\$60,800		\$18,200
M28500	Morley Senior Citizens Centre	Energy Effic	\$40,000	\$1,898	\$18,367		\$21,633		\$16,469
M31400	Baigup - Swan Canning Rivers	Recovery Project	\$67,851	\$39,410	\$56,407		\$11,444		\$16,997
M28600	Bayswater Library Solar Panels/Batte	Energy Effic	\$25,000	\$1,149	\$5,745		\$19,255		\$6,894
L27200	Clarkson and Tranby House Stabilisa	Environment	\$23,896	\$12,796	\$12,306		\$11,590		-\$490
M28700	Russell Street Park	Temporary F	\$50,000	\$721	\$721		\$49,279		\$0
K32100	Eric Singleton Bird Sanctuary	Wetland reh	\$1,137,409	\$886,243	\$897,527		\$239,882		\$9,986
			<b>\$1,424,156</b>	<b>\$942,217</b>	<b>\$481,939</b>	<b>\$0</b>			



CARRIED FORWARD WORKS 1 JULY 2016							ADOPTED BUDGET			REVISED BUDGET			VAR	
			Revised Budget	Estimate 30 June	Actual 30 June 2016	CFWD	Municipal	CFWD Reserve Funded	CFWD	Municipal	CFWD Reserve Funded	Muni	Reserve	
Traffic Management														
M29000	Traffic Management General	City Wide LA	\$80,000	\$17,105	\$24,105		\$62,895			\$55,895		\$7,000		
L28200	Pedestrian Crossing	Guildford Rd	\$198,750	\$74,083	\$74,083			\$124,667			\$124,667			
M29200	Facility Access Improvements	Various	\$70,000	\$515	\$515		\$69,485			\$69,485				
			\$348,750	\$91,703			\$132,380	\$124,667						
Other Technical Services Capital														
M32900	Urban Tree Planting Programme	Various	\$200,000	\$46,000	\$49,358		\$154,000			\$150,642		\$3,358		
			\$200,000	\$46,000			\$154,000	\$0						
Health Dept Capital														
K22500	Landfill Restoration	Contaminat ed site	\$227,687	\$172,279	\$160,982			\$55,408			\$66,705		-\$11,297	
Grand Total			\$6,786,014	\$3,396,405	\$3,590,818		\$2,995,361	\$394,249		\$2,721,667	\$473,529	\$273,689	-\$79,276	
													\$194,413	

**Attachment 3**

<b>2016/2017 COMPLETED CAPITAL WORKS - SAVINGS</b>			
	<b>Adopted Budget</b>	<b>Completion Cost</b>	<b>Savings</b>
<b>Buildings</b>			
Noranda Soccer Club	\$20,723	\$0	\$20,723
Construction of Equipment Storeroom		(Not required club contribution made)	
Morley Library Relocation - Les	\$171,757	\$533	\$171,224
Ground Floor - Fit Out			
466 Guildford Road	\$20,000	\$17,971	\$2,029
Demolition			
468 Guildford Road	\$20,000	\$15,280	\$4,720
Demolition			
411 Guildford Road	\$3,000	\$2,240	\$760
External paint			
Bayswater Croquet Club	\$3,000	\$708	\$2,292
Connection of stormwater			
Bayswater Senior Citizens	\$2,000	\$1,500	\$500
Replacement of air conditioner			
Bayswater Senior Citizens	\$15,000	\$7,496	\$7,504
Replacement of floor coverings			
Beaufort Hall	\$5,500	\$3,660	\$1,840
Internal repaint			
Bedford Bowling Club	\$21,000	\$19,857	\$1,143
Upgrade/replacement of boundary fence			
Bert Wright Park	\$4,500	\$0	\$4,500
Removal of old septic system			
Carramar Community Centre	\$12,000	\$7,000	\$5,000
Upgrade security screens to window			
Crimea Reserve Clubrooms	\$21,000	\$12,375	\$8,625
Upgrade Bar and internal paint to Change rooms			
DeLacy Reserve Change room	\$8,500	\$2,924	\$5,576
Replace tapware and internal paint to Change rooms			
Ellis House	\$15,000	\$9,817	\$5,183
Treatment to fence			
Gibbney Res Pavilion	\$20,000	\$12,874	\$7,126
External paint			
Houghton Park Pavilion	\$5,000	\$1,962	\$3,038
Repaint brickwork to shelters			
Maylands Golf Course Kiosk	\$1,500	\$331	\$1,169
Replacement of Gutters and Downpipes			
Maylands Old Police Station	\$15,000	\$13,393	\$1,607
Replacement of air conditioners			
Morley Noranda Little Athletics	\$9,200	\$2,523	\$6,677
Upgrade tapware and internal paint			
Morley Infant Health Clinic	\$3,500	\$1,120	\$2,380
External repaint			
Morley Scout Hall	\$12,000	\$9,965	\$2,035
Upgrade windows and total repaint			
Morley Scout Hall	\$12,000	\$7,450	\$4,550
Replacement of roof sheeting			
Morley Senior Citizens Centre	\$4,500	\$1,773	\$2,727
Replacement of floor cover and air conditioner to Hairdresser			
Morley Sport and Recreation	\$8,000	\$670	\$5,330
Replacement of main hall lights with LED			
Rangers and Security Offices	\$18,500	\$14,993	\$3,507
Internal renovations and replacement of air conditioner			
Whatley Hall	\$4,500	\$1,650	\$2,850
External paint			
Administration Centre	\$12,000	\$6,136	\$5,864
Replacement of back up air conditioner to GIS room			
Public Toilet - Auto Doors	\$25,000	\$18,149	\$6,851
			<b>\$297,328</b>

<b>2016/2017 COMPLETED CAPITAL WORKS - SAVINGS</b>			
	<b>Adopted Budget</b>	<b>Completion Cost</b>	<b>Savings</b>
Change room Entrance Path E: Lightning Park	\$10,000	\$8,900	\$1,100
Defibrillators x 2 Golf Courses	\$5,000	\$3,200	\$1,800
Bayswater Petanque club Upgrade Rink	\$19,500	\$5,909	\$13,591
Morley Bowling Club - Scoreboard	\$7,260	\$6,838	\$422
Morley Bowling Club New Bowls	\$6,415	\$0	\$6,415
Morley Bowling Club Renovate Office Space	\$5,500	\$1,287	\$4,213
Bayswater Tennis Club Hard Courts	\$13,200	\$8,800	\$4,400
	<b>\$66,875</b>	<b>\$34,935</b>	<b>\$31,940</b>
<b>Park Development</b>			
Robert Thompson - Fence	\$40,000	\$19,581	\$20,419
<b>Bayswater Waves</b>			
Sand Filters	\$60,000	\$22,895	\$37,105
Boiler Replacement	\$100,000	\$75,100	\$24,900
<b>Information Technology</b>			
Records Management	\$35,000	\$12,688	\$22,312
Equipment Renewals			
<b>FUNDING AVAILABILITY FROM CAPITAL WORKS</b>			<b>\$434,004</b>

**10.5 New Policy - Rate Exemption**

**Reporting Branch:** Financial Services  
**Responsible Directorate:** Finance and Corporate Services  
**Refer:** Item 13.4: OMC 25.10.2016

**EXECUTIVE SUMMARY****Application:**

For Council to consider the new Rate Exemption Policy (**Attachment 1**) as part of the ongoing review of the City's policies, ensuring their relevance and strengthening corporate governance.

**Key Issues:**

The Rate Exemption Policy has been developed to simplify the process for managing applications received for consideration under section 6.26 of the *Local Government Act 1995* (the Act).

**BACKGROUND**

At its meeting of 25 October 2016, Council discussed this matter and it was resolved:

*"That this item be deferred pending further information."*

The new Rate Exemption Policy sets out the provisions for the rate exemption application process. This policy supports Council's ongoing commitment to organisations within the City that are providing services to the local community.

The Policy underpins the framework to:

- ensure a faster response to the requesting ratepayer; and
- ensure consistency of decision-making.

All decisions are to be made in accordance with:

- the Act (particularly section 6.26); with guidance from the Rates and Charitable Land Use Exemption Application Best Practice Guidelines (WALGA); and
- the *Charities Act 2013*, No. 100, 2013.

The Rate Exemption Application Form (**Attachment 2**) and the Rate Exemption Review Application Form (**Attachment 3**) are attached for information.

**CONSULTATION**

The City has reviewed other Perth metropolitan local government policies and practices in relation to rate exemptions.

**ANALYSIS**

As Council is aware, more organisations are requesting rate exemptions from the City. This policy sets out standards for all applications and the approach the City will undertake to examine each application.

The Rate Exemption Policy includes, among other things, that:

- all applications will need to meet the required criteria; and
- for applications making request under section 6.26(2)(g) of the Act, consideration will be forwarded to Council for approval/non-approval.



**OPTIONS**

The following options are available to Council:

<b>OPTION</b>		<b>BENEFIT</b>	<b>RISK</b>
1.	Council adopts the Rate Exemption Policy.	Provides the organisations requesting the exemption under section 6.26(2)(a)-(f) of the Act a faster response and streamlines the application process.	The proposed Rate Exemption Policy may not meet Council's requirements.
2.	Council does not adopt the Rate Exemption Policy.	Council will continue to review all rate exemption requests.	No change is made to the current process for consideration of rate exemption applications.

**CONCLUSION**

Option 1 is recommended as this will provide a faster response to ratepayers and streamline the process for review of rate exemption applications under section 6.26(2)(a)-(f) of the Act.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC LINK**

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance  
 Aspiration: We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.  
 Outcome L1: Accountable and good governance.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

The proposed new Rate Exemption Policy, in conjunction with Delegation FS-D13 (**Attachment 4**), will be a new process in considering rate exemption applications.

**VOTING REQUIREMENTS**

Point 1: Simple Majority Required.  
 Point 2: ***ABSOLUTE MAJORITY REQUIRED***

**ATTACHMENTS**

1. Rate Exemption Policy
2. Rate Exemption Application Form
3. Rate Exemption Review Application Form
4. Delegation FS-D13

**COUNCIL RESOLUTION****(COMMITTEE RECOMMENDATION/OFFICER'S RECOMMENDATION))**

That Council:

1. Adopts the Rates Exemption Policy (*Attachment 1*).
2. Grants delegation of authority to the Chief Executive Officer of the City of Bayswater to approve applications made under the Rate Exemption Policy and the Delegation FS-D13 (*Attachment 4*).

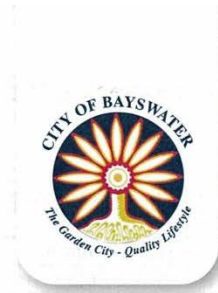
CR ALAN RADFORD MOVED, CR STEPHANIE COATES, DEPUTY MAYOR SECONDED  
CARRIED BY AN ABSOLUTE MAJORITY: 8/1

*FOR VOTE - Cr Barry McKenna, Mayor, Cr Stephanie Coates, Deputy Mayor,  
Cr Alan Radford, Cr Chris Cornish, Cr Sally Palmer, Cr Dan Bull,  
Cr Brent Fleeton and Cr Catherine Ehrhardt.*

*AGAINST VOTE - Cr John Rifici.*

**Attachment 1****RATE EXEMPTION POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Rating Services
Responsible Officer	Rating Services Coordinator
Affected Business Unit/s	

**PURPOSE:**

To outline the requirements for the management of applications for rate exemption under section 6.26 of the *Local Government Act 1995*.

**POLICY STATEMENT:**

This policy outlines the principles and practice to apply when exercising the Council's authority in determining the granting of an exemption of rates whilst ensuring an equitable distribution of rating is achieved across the community.

**SCOPE:**

This policy applies to all organisations seeking exemption from rates in accordance with section 6.26 of the *Local Government Act 1995*. To make application the Rate Exemption Application Form must be completed and returned to the City for assessment. Any application requiring evaluation against section 6.26(g) of the *Local Government Act 1995* will require Council determination.

The exempt properties are to be reviewed every three years for continued eligibility. The Rate Exemption Review Application Form is used for this purpose.

**PROVISIONS:**

1. Applicants will be required to lodge Rate Exemption Applications every three years.
2. Applicants will be required to provide clear and concise information with respect to the nature of their activities to illustrate eligibility for rate exemption.
3. The City may request additional information from an organisation making application if it considers it necessary to do so.
4. Only applications that comply with the provisions of section 6.26 of the *Local Government Act 1995* will be assessed for determination.
5. Applications made under section 6.26(2)(g) will be referred to Council for consideration.
6. All rate exemptions granted under section 6.26 of the *Local Government Act 1995*:
  - (i) will be noted against the property assessment; and
  - (ii) will be reviewed at least every three years.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Local Government Act 1995:*

- section 6.26.



**RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 2**



## **Rate Exemption Application Form**



This Application form is for those organisations seeking rates exemption under section 6.26 of the *Local Government Act 1995*. All sections of this form must be completed and all additional documentation attached as requested. Failure to do so may result in the rejection of your application. A formal written response will be issued once the application has been processed.

All rates must be paid as assessed until such time as a decision has been reached.

All balances outstanding will accrue penalty interest.

**Property Details:**

Assessment No.: \_\_\_\_\_

Property Owners: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Owners Name:**

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Applicant Details:**

Name of Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Date operation commenced: \_\_\_\_\_

ABN: \_\_\_\_\_



Is the organisation the owner of the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the organisation an incorporated body?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If yes, please provide a Certificate of Incorporation)</i>				
Does the organisation lease the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If yes, please provide a copy of the lease agreement showing that the lessee is responsible for the payment of rates).</i>				
Is the organisation "Not for Profit"?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If yes, please provide relevant taxation information)</i>				
Does the organisation occupy the whole building?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the exemption claimed over the whole of the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If no, please provide a copy of the floor plans showing the areas leased and/or areas claiming exemption).</i>				
Is the organisation exempt from payment of rates under legislation other than the <i>Local Government Act 1995</i> ?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If yes, please provide the details of the legislation).</i>				
Does the organisation receive a tax exemption from the Australian Tax Office?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If yes, please provide tax exemption certificate).</i>				
Does the organisation run any commercial activities at the property address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If yes, please provide the information outlining the activities carried out at the property).</i>				
Does the organisation receive income from the operation located at the property address?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<i>(If yes, please provide financial information of the income received).</i>				



**Checklist:**

Please provide the following:

- A cover letter requesting rates exemption.
- A copy of 2 years of audited financial statements.
- A statement detailing the nature of the organisation's operations.
- Provide an extract of the relevant certificate from the ACNC.
- A copy of the organisation's Constitution.
- Any other relevant documentation.
- Attached Statutory Declaration, duly completed.





**Declaration:**

I/We \_\_\_\_\_ declare that the answers,  
information and documentation provided in this rates exemption application are true and correct to  
the best of my/our knowledge and that the property usage for this parcel of land considered in this  
application is as follows:

---

---

---

I am/we are authorised by the organisation to execute this document.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return application to:****Post:**

Rating Services Coordinator

City of Bayswater

PO Box 467

MORLEY WA 6943

OR

**Email:**

[Mail@Bayswater.wa.gov.au](mailto:Mail@Bayswater.wa.gov.au)

If you have any queries please contact the Rates Department on (08) 9272 0922.



WESTERN AUSTRALIA

## OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

## STATUTORY DECLARATION

I, .....

{name, address and occupation of person making declaration}

sincerely declare as follows:-

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

{insert content of the statutory declaration; use numbered paragraphs if content is long}

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at .....

{place}

{date}

in the presence of -

{Signature of authorised witness}

{Name of authorised witness and qualification as such a witness}

By .....

{Signature of person making the declaration}



**\*Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}  
Accountant  
Architect  
Australian Consular Officer  
Australian Diplomatic Officer  
Bailiff  
Bank Manager  
Chartered Secretary  
Chemist  
Chiropractor  
Company Auditor or Liquidator  
Court Officer {Judge, Magistrate, Registrar or Clerk}  
Defence Force Officer {Commissioned, Warrant or NCO (with 5 years continuous service)}  
Dentist  
Doctor  
Electorate Officer {State – WA only}  
Engineer  
Industrial organisation secretary  
Insurance Broker  
Justice of the Peace {any State}  
Lawyer  
Local Government CEO or Deputy CEO  
Local Government Councillor  
Loss Adjuster  
Marriage Celebrant  
Member of Parliament {State or Commonwealth}  
Minister of Religion  
Nurse  
Optometrist  
Patent Attorney  
Physiotherapist  
Podiatrist  
Police Officer  
Post Officer Manager  
Psychologist  
Public Notary  
Public Servant {State or Commonwealth}  
Real Estate Agent  
Settlement Agent  
Sheriff or Deputy Sheriff  
Surveyor  
Teacher  
Tribunal Officer  
Veterinary Surgeon  
Or  
Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a  
Statutory Declaration may be made.



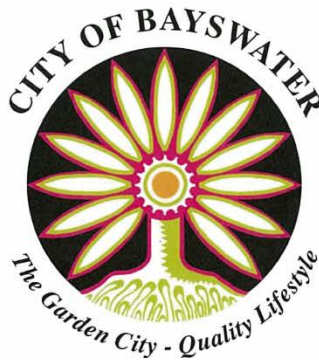
**FOR INFORMATION:** Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {schedule 2, item 231 of the *Commonwealth Statutory Declarations Regulations 1993*}.

**IMPORTANT INFORMATION**

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA



**Attachment 3**



## **Rate Exemption Review Application Form**



This Application form is for those organisations seeking rates exemption under section 6.26 of the *Local Government Act 1995*. All sections of this form must be completed and all additional documentation attached as requested. Failure to do so may result in the rejection of your application. A formal written response will be issued once the application has been processed.

All rates must be paid as assessed until such time as a decision has been reached.

All balances outstanding will accrue penalty interest.

**Property Details:**

Assessment No.: \_\_\_\_\_

Property Owners: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Owners Name:**

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Applicant Details:**

Name of Organisation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Date operation commenced: \_\_\_\_\_

ABN: \_\_\_\_\_



Is the organisation the owner of the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation lease the property? <i>(If yes, please provide a copy of the lease agreement showing that the lessee is responsible for the payment of rates).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the organisation "Not for Profit"? <i>(If yes, please provide relevant taxation information)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation occupy the whole building?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the exemption claimed over the whole of the property? <i>(If no, please provide a copy of the floor plans showing the areas leased and/or areas claiming exemption).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation run any commercial activities at the property address? <i>(If yes, please provide the information outlining the activities carried out at the property).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the organisation receive income from the operation located at the property address? <i>(If yes, please provide financial information of the income received).</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

**Checklist:**

Please provide the following:

- A statement detailing the nature of the organisation's operations.
- Any other relevant documentation.
- Attached Statutory Declaration, duly completed.





**Declaration:**

I/We \_\_\_\_\_ declare that the answers, information and documentation provided in this rates exemption application are true and correct to the best of my/our knowledge and that the property usage for this parcel of land considered in this application is as follows:

---

---

---

I am/we are authorised by the organisation to execute this document.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please return application to:****Post:**

Rating Services Coordinator

City of Bayswater

PO Box 467

MORLEY WA 6943

OR

**Email:**

[Mail@Bayswater.wa.gov.au](mailto:Mail@Bayswater.wa.gov.au)

If you have any queries please contact the Rates Department on (08) 9272 0922.





WESTERN AUSTRALIA

## OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

## STATUTORY DECLARATION

I, .....

{name, address and occupation of person making declaration}

sincerely declare as follows:-

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

{insert content of the statutory declaration; use numbered paragraphs if content is long}

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at .....

{place}

{date}

in the presence of -

.....

{Signature of authorised witness}

.....

.....

{Name of authorised witness and qualification as  
such a witness}

By .....

{Signature of person making the declaration}



**\*Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}  
Accountant  
Architect  
Australian Consular Officer  
Australian Diplomatic Officer  
Bailiff  
Bank Manager  
Chartered Secretary  
Chemist  
Chiropractor  
Company Auditor or Liquidator  
Court Officer {Judge, Magistrate, Registrar or Clerk}  
Defence Force Officer {Commissioned, Warrant or NCO (with 5 years continuous service)}  
Dentist  
Doctor  
Electorate Officer {State – WA only}  
Engineer  
Industrial organisation secretary  
Insurance Broker  
Justice of the Peace {any State}  
Lawyer  
Local Government CEO or Deputy CEO  
Local Government Councillor  
Loss Adjuster  
Marriage Celebrant  
Member of Parliament {State or Commonwealth}  
Minister of Religion  
Nurse  
Optometrist  
Patent Attorney  
Physiotherapist  
Podiatrist  
Police Officer  
Post Officer Manager  
Psychologist  
Public Notary  
Public Servant {State or Commonwealth}  
Real Estate Agent  
Settlement Agent  
Sheriff or Deputy Sheriff  
Surveyor  
Teacher  
Tribunal Officer  
Veterinary Surgeon  
Or  
Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a  
Statutory Declaration may be made.



**FOR INFORMATION:** Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {schedule 2, item 231 of the *Commonwealth Statutory Declarations Regulations 1993*}.

**IMPORTANT INFORMATION**

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA



**Attachment 4**

<b>Delegation FS-D13 Rateable Land</b>	
<b>Power/Duty Delegated:</b>	<i>Local Government Act 1995:</i> s6.26 Rateable Land
<b>Description of Power Delegated:</b>	Authority to approve rate exemptions.
<b>Delegation to:</b>	Chief Executive Officer.
<b>Conditions:</b>	Any applications requesting exemption under s6.26(2)(g) are still to be referred to Council for consideration.
<b>Legislative Record Keeping Requirements:</b>	Record details of accounts opened and maintained. <i>Local Government Act 1995 – Section 5.46(3)</i> <i>Local Government (Administration) Regulations 1996 - Regulation 19</i>
<b>Compliance/Reference Link:</b>	In accordance with relevant City of Bayswater policies.

**10.6 Bayswater Child Care Association Incorporated Management Committee**

**Owner:** Acting Chief Executive Officer  
**Reporting Branch:** Governance  
**Responsible Directorate:** Executive Services

**CR ALAN RADFORD DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Alan Radford declared an impartial interest in this item as he is on the Board of the Bayswater Child Care Association. Cr Radford remained in the room during voting on this item.*

**CR SALLY PALMER DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Sally Palmer declared an impartial interest in this item as she is on the Board of the Bayswater Child Care Association. Cr Palmer remained in the room during voting on this item.*

**CR DAN BULL DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Dan Bull declared an impartial interest in this item as he has been a member of the board in the last 12 months. Cr Bull remained in the room during voting on this item.*

**CR BARRY McKENNA, MAYOR DECLARED AN IMPARTIAL INTEREST**

*In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Barry McKenna declared an impartial interest in this item as he has been a previous member of the Bayswater Child Care Association. Cr McKenna remained in the room during voting on this item.*

**EXECUTIVE SUMMARY****Application:**

To consider the appointment of two representatives to the Bayswater Child Care Association (Inc.) Management Committee.

**Key Issues:**

- The Bayswater Child Care Centre Association Management Committee (Inc.) is an external committee that has four (4) Elected Members on the Committee in accordance with the Association's Constitution.
- The Association's Management Committee (Inc.) is seeking two (2) Elected Members to join the Committee.
- The Management Committee meets every two (2) months (other than Special Meetings) when suitable, at the City of Bayswater Civic Centre.
- There are no fees associated with membership on the Bayswater Child Care Association (Inc.) Management Committee.

**BACKGROUND**

The Bayswater Child Care Association (Inc.) is established and operates independently of the City of Bayswater under the *Associations Incorporations Act 1987*. The Constitution was adopted on 22 September 1992 with further amendments adopted on 13 October 1998, 17 September 2015 and 26 November 2015.

The objectives of the Association are:

- to promote the welfare and care of children and families within the neighbouring community and to provide quality child care geared to the needs of the community;
- to provide a secure, loving and stimulating environment to enhance the individual developmental needs of each child;
- to provide child care that is non-institutionalised, culturally relevant and able to offer continuity between the home and the service for the child and parent or legally appointed guardian;
- to have a community focus that will aid the development of neighbourhood networks;
- to promote parent and community participation and involvement to ensure the relevance and acceptability of service for the community;
- to have a close liaison with other services within the community;
- to have the flexibility to meet the changing child care needs within the community; and
- to create an environment where individual, staff and team potential can be appropriately developed for the benefit of the children, parents and community.

The Association operates seven (7) child care facilities including child care, after school care and vacation care.

The management committee is a requirement under the Bayswater Child Care Association (Inc.) Constitution. The Constitution establishes a Management Committee which prescribes that the committee consists of four (4) councillors of the City of Bayswater. The Constitution requires that this Committee meet not less than six (6) times each calendar year. In practice and in 2014/15 the Committee met eleven times.

## **CONSULTATION**

N/A

## **ANALYSIS**

### Purpose/Role

The Bayswater Child Care Centre Association (Inc) is responsible for the management of three (3) long day care centres, one (1) occasional care centre and three (3) out-of-school-care/vacation care centres.

### Representative (Member)

Four (4) elected members until 31 December 2019, together with the 5 Chairpersons of each of the Parents' Advisory Committees.

From January 2020, the Management Committee membership will comprise of 5 persons, each of whom has skills and experience relevant to the governing body of a child care business and whose appointment is confirmed at the previous Annual General Meeting, together with the 5 Chairpersons of each of the Parents Advisory Committees.

### Role of Representative(s)

The roles and responsibilities of the City of Bayswater representatives on this Committee are in accordance with the Bayswater Child Care Association (Inc.) Constitution.

Meeting Details

Meeting Frequency: Generally every two (2) months (other than Special Meetings)  
 Day of Meeting: When suitable  
 Time of Meeting: When suitable  
 Location of Meeting: City of Bayswater Civic Centre  
 61 Broun Avenue, Morley  
 Sitting Fees: Nil.

Liaison Officer

Acting Chief Executive Officer

Current Councillor Membership

- Cr Alan Radford; and
- Cr Sally Palmer.

**OPTIONS**

The following options are available to Council:

OPTION		BENEFIT	RISK
1.	Appoint two (2) Elected Members to the Bayswater Child Care Association (Inc.) Management Committee in accordance with the Association's Constitution. <b>Estimated Cost: Nil</b>	<ul style="list-style-type: none"> <li>• Compliance with the Association's Constitution.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
2.	Appoint no further Elected Members to the Bayswater Child Care Association (Inc.) Management Committee. <b>Estimated Cost: Nil</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Non-compliance with the Association's Constitution.</li> </ul>

**CONCLUSION**

In light of the above it is recommended that Council appoints two (2) Elected Members to the Bayswater Child Care Association (Inc.) Management Committee. This option would enable the City to meet the requirements of the Bayswater Child Care Association (Inc) Constitution. The Bayswater Child Care Association (Inc) is responsible for the management of three long day care centres, one (1) occasional care centre and three (3) out-of-school-care/vacation care centres.

**FINANCIAL IMPLICATIONS**

Catering is provided for members of the Committee.

**STRATEGIC LINK**

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance  
 Aspiration: We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.  
 Outcome L1: Accountable and good governance."

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

In accordance with Section 5.10 of the *Local Government Act 1995*, the Mayor is to indicate his/her wish to be a member of any Committee.

Elected Member membership of the Management Committee is a requirement under the Bayswater's Child Care Association (Inc.) Constitution until 31 December 2019.

**VOTING REQUIREMENTS*****ABSOLUTE MAJORITY REQUIRED*****ATTACHMENTS**

Nil.

**OFFICER'S RECOMMENDATION**

That Council appoints the following members to the Bayswater Child Care Association (Inc.) Management Committee for the term 28 February 2017 to 21 October 2017:

- (i) \_\_\_\_\_; and
- (ii) \_\_\_\_\_;

**COMMITTEE RECOMMENDATION TO COUNCIL**

That Council appoints the following members to the Bayswater Child Care Association (Inc.) Management Committee for the term 28 February 2017 to 21 October 2017:

- (i) Cr Chris Cornish; and
- (ii) Cr Catherine Ehrhardt.

**REASON FOR CHANGE**

***Council changed the officer's recommendation as Cr Ehrhardt withdrew her nomination to the Committee.***

**COUNCIL RESOLUTION**

That Council appoints the following member to the Bayswater Child Care Association (Inc.) Management Committee for the term 28 February 2017 to 21 October 2017:

- (i) Cr Chris Cornish.

**CR ALAN RADFORD MOVED, CR SALLY PALMER SECONDED**

**CARRIED BY AN ABSOLUTE MAJORITY: 9/0**



**10.7 Local Government Elections 2017**

**Reporting Branch:** Governance  
**Responsible Directorate:** Executive Services  
**Refer:** Item 12.2.8: OCM 23.02.2016  
Item 13.2: OCM 05.04.2016

**EXECUTIVE SUMMARY****Application:**

For Council to note and include in the 2017/18 budget the estimated cost for the 2017 election to be conducted by the Western Australian Electoral Commission.

**Key Issues:**

- At the Ordinary Meeting held on 5 April 2016, Council resolved in accordance with section 4.20(4) of the *Local Government Act 1995* to declare that the Western Australian Electoral Commissioner be responsible for the conduct of all elections, polls and referendums, including extraordinary elections, for the City of Bayswater until the end of 2020.
- The Western Australian Electoral Commission has indicated that the estimated cost for the 2017 election if conducted as a postal ballot is \$152,272.73 (GST exc).

**BACKGROUND**

At the Ordinary Meeting held on 5 April 2016 Council resolved as follows:

- "1. *In accordance with section 4.20(4) of the Local Government Act 1995, declares that the Western Australian Electoral Commissioner be responsible for the conduct of all elections, polls or referendums, including extraordinary elections, for the City of Bayswater until the end of 2020.*
2. *In accordance with section 4.61(2) of the Local Government Act 1995, determines that the method of conducting the City of Bayswater elections, polls or referendums including extraordinary elections be as postal elections."*

Following the resolution of Council, officers wrote to the Western Australian Electoral Commission confirming that the City of Bayswater Council had declared that the Electoral Commissioner to be responsible for the City's Elections.

**CONSULTATION**

The Western Australian Electoral Commissioner was consulted by way of correspondence dated 29 April 2016. On 5 May 2016, the Electoral Commissioner confirmed agreement to be responsible for the conduct of all elections, polls or referendums, including extraordinary elections, for the City of Bayswater until the end of 2020.

**ANALYSIS**

The Local Government Ordinary Elections 2017 will be held on Saturday 21 October 2017. The Electoral Commissioner on 24 November 2016 provided the City with an estimate of costs to conduct the election as a postal ballot to assist with the 2017/18 budget preparations.

The estimated cost for the 2017 election if conducted as a postal ballot is \$152,272.73 (GST exc), based on the following assumptions:

- 46,700 electors;
- Response rate of approximately 28%;
- 6 vacancies;

- Count to be conducted at the offices of the City of Bayswater;
- Appointment of a local Returning Officer; and
- Regular Australia Post delivery service to apply.

The cost includes a proposed increase in the postage rate by Australia Post effective from 4 January 2017.

An additional amount of \$9,850 will be incurred if Council decides to opt for the Australia Post Priority Service for lodgement of the election packages. Recent experience with Australia Post indicates that the additional cost of the priority mail does not significantly speed up the delivery of the election packages. This option was provided for the 2015 elections and was not chosen.

Costs not incorporated in the estimated costs include:

- Non-statutory advertising (i.e. any additional advertisements in community newspapers and promotional advertising.);
- Any legal expenses other than those that are determined to be borne by the Western Australia Electoral Commission in a Court of Disputed Returns;
- One local government staff member to work in the polling place on Election Day; and
- Any additional postage rate increases by Australia Post.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. The estimate may vary depending on a range of factors including the cost of materials or number of replies received.

The costs for the Western Australian Electoral Commission to conduct the 2015 Local Government Elections on behalf of the City was \$116,115.30. This figure excludes the officer resources and printed materials provided by the City.

The 2017 Local Government Elections estimate takes account of the costs relevant to the additional 5,000 electors in Noranda, including postage.

## OPTIONS

The following options are available to Council:

OPTION		BENEFIT	RISK
1.	Accept the proposed cost estimate using the Australia Post regular service. <b>Estimated Cost:\$168,000 inc GST</b>	• Reduced costs for postage.	• Delay (albeit minimal) in receipt of the election packages by electors.
2.	Accept the proposed cost estimate using the Australia Priority Service. <b>Estimated Cost:\$177,850</b>	• Electors receive the election packages in priority mail.	• Increased costs for postage.

## CONCLUSION

Option 1 is recommended on the basis that the cost is reduced to the community. The Western Australia Electoral Commission has indicated that local governments should strongly consider using the regular mail option considering that the additional cost of priority mail does not significantly speed up the delivery of the election packages.

**FINANCIAL IMPLICATIONS**

An allocation of \$152,272.73 (GST exc) will be required in the 2017-18 budget for the conduct of the 2017 local government elections. An additional \$9,850 will be required if Council opts to use the Australia Post Priority Service.

**STRATEGIC LINK**

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme:	Leadership and Governance
Aspiration:	We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.
Outcome L1	Accountable and good governance.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

Section 4.61 of the Act allows local governments to choose their preferred method of conducting elections.

Section 4.20(4) of the Act states that a local government may, having first obtained the written agreement of the Electoral Commissioner, declare the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time.

Section 4.61(4) of the Act states that a decision to conduct the election as a postal election has no effect unless it is made after the declaration by Council that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

**VOTING REQUIREMENTS*****ABSOLUTE MAJORITY REQUIRED*****ATTACHMENTS**

Nil.

**COUNCIL RESOLUTION****(COMMITTEE RECOMMENDATION/OFFICER'S RECOMMENDATION)**

That Council:

1. **Receives the report regarding the estimated costs for the Western Australia Electoral Commission to conduct the 2017 Local Government Election on behalf of the City of Bayswater.**
2. **In consideration of the increased costs of Priority Mail, accepts the use of the regular Australia Post mail service for the lodgement of the election packages.**
3. **Allocates \$152,272.73 (GST exc) in the 2017/18 budget for the Western Australia Electoral Commission to conduct the 2017 Local Government Election on behalf of the City of Bayswater.**

**CR ALAN RADFORD MOVED, CR SALLY PALMER SECONDED**

**CARRIED BY EN BLOC RESOLUTION BY AN ABSOLUTE MAJORITY: 9/0**

**10.8 Recreation Services - Organisational Policy Review**

**Reporting Branch:** Governance  
**Responsible Directorate:** Executive Services

**EXECUTIVE SUMMARY****Application:**

This report is intended for Council to consider the review of the City of Bayswater's policies that are currently under the management of the Recreation Services Division.

**Key Issues:**

In order to meet various legislative requirements and fulfil the good governance and best practise considerations this report recommends to Council that it delete, amend or adopt policies that were the subject to review for the Recreation Services Division.

**BACKGROUND**

In the past, the City's policies have been reviewed from time to time to reflect changes in legislation, industry practice or Council priorities. In recent times, the organisation has coordinated bulk reviews in 2009, 2011 and 2013. This has resulted in several policies being presented individually to Council each year for amendment. The amendments have been focused on legislative and sector changes. During 2014 and 2015, Council resolved to delete a bulk number of policies which were no longer relevant and also to apply several minor policy amendments.

The purpose of policy is as clear, simple statements of the high order strategic direction a Council wants the organisation to follow. In local government, policies have their creation in the leadership and decision making role of Council and are a way for Council to give expression to preferred solutions to problems or matters of concern. Policies are a guide for officers and elected members when making decisions, they should not be procedural in nature. Policies are implemented by way of organisational procedures and processes.

This report is part of a program where a number of reports will be presented to Council in the coming months, to update the City's Policies. The purpose of this program is to simplify the City's policies and create stronger alignment across the City's Divisions. This program will result in clear and consistent policies for Councillors, Officers and Residents.

To ensure compliance with best practice standards, Council has adopted a Policy Development Policy, outlining its expectations for the approval of new, amended and reviewed City of Bayswater policies. In addition, the City has developed an operational policy framework to provide a clear structure for the City's officers for the creation, development and management of Council policy. The framework formalises the process and business rules to enable a coordinated approach to policy management at the City of Bayswater.

The intention of the Policy Development Policy is to formally underpin the City's operational policy framework in as far as Council's expectations for the approval of new, amended and reviewed City of Bayswater policies.

**CONSULTATION**

No consultation has yet occurred with the public or other agencies on this matter.

## ANALYSIS

This report recommends to Council that the officer's recommendation be adopted concerning the review of the City's current Recreation Services policies in order to reflect Council's expectations in relation to good governance and best practise standards in policy development, review and maintenance for the City of Bayswater.

A number of policies are recommended for deletion (as outlined below) as the function they refer to is considered to be a preferred decision for Council, an administrative function or the area they consider is now addressed by legislation.

**It is recommended that the following current Council Policies are deleted:**

**1. Capital Works Funding for Public and Private Schools within the City of Bayswater Policy**

**Deletion**

**Council Decision**

**(Attachment 1)**

The Manager Recreation has determined that this policy covers an issue that is dealt with extremely rarely and believes that such instances are better decided by Council on an individual basis rather than through policy.

**2. Hall Hire - Bond Refunds and Cancellation of Refunds Policy**

**Deletion**

**administrative function**

**(Attachment 1)**

This policy covers operational aspects in relation to hall hire and bond refunds, it is recommended that an Internal Management Practice is adopted by the Chief Executive Officer and that bond amounts are included in the annual schedule of fees and charges to be reviewed and determined by Council through the budgeting process.

**3. Scholarship Local Sport Representation Policy**

**Deletion**

**combination**

**(Attachment 1)**

This policy is recommended for deletion and for it to be included in a new policy designed to combine all three policies that currently deal with different aspects of sponsorship within the Recreational Services policy portfolio into one policy for ease of community access and understanding.

It is expected that following the anticipated amalgamation of these policies that further changes to the policy may be required after Council considers a review of the scholarship program.

**4. Scholarship Program Including Education Music Sport and Visual Arts Policy**

**Deletion**

**combination**

**(Attachment 1)**

This policy is recommended for deletion and for it to be included in a new policy designed to combine all three policies that currently deal with different aspects of sponsorship within the Recreational Services policy portfolio into one policy for ease of community access and understanding.

It is expected that following the anticipated amalgamation of these policies that further changes to the policy may be required after Council considers a review of the scholarships program.

**5. Scholarships Dance Policy**

**Deletion**

**combination**

**(Attachment 1)**

This policy is recommended for deletion and for it to be included in a new policy designed to combine all three policies that currently deal with different aspects of sponsorship within the Recreational Services policy portfolio into one policy for ease of community access and understanding.

It is expected that following the anticipated amalgamation of these policies that further changes may be required after Council considers a review of the scholarships program.

**It is recommended that the following policies are amended:**

**6. Provision and Installation of Play Equipment Policy**

**Amendment**

**(Attachment 2)**

This policy covers operational aspects in relation to the provision and installation of play equipment and it is recommended that this operation information be removed from the policy and included in an Internal Management Practice as adopted by the Chief Executive Officer.

The Policy has been updated with text outlining Council's intention in regard to play equipment rather than the way in which it will be done. This policy will be further reviewed in consultation with the community this financial year.

**7. Seasonal Changeover Dates for Winter and Summer Sporting Policy**

**Amendment**

**(Attachment 3)**

Minor amendment has been recommended to clarify that the intention is for officers to be in agreement.

**8. School Use of Council Facilities Policy**

**Amendment**

**(Attachment 4)**

Minor amendment has been recommended to clarify that this policy is intended to be for the benefit of schools within the City of Bayswater.

**9. Requirements to Hold a Current Public Liability Insurance Policy**

**Amendment**

**(Attachment 5)**

Minor amendment has been recommended for clarity and ease of understanding in general and reference to a specific system of evaluation has been removed in order to allow for flexibility and currency with best practise aspirations.

**10. Installation of Soccer Goal Posts on Council Reserves Policy**

**Amendment**

**(Attachment 6)**

Minor amendment has been recommended to remove reference to specific staff members that may not be familiar to community members referencing the policy for clarification. Text clarifying the standard for safety has also been recommended for inclusion.

**11. Funding and the Provision of in Kind Support for Public and Private Schools within the City of Bayswater Policy**

**Amendment**

**(Attachment 7)**

Minor amendment has been recommended to clarify that the policy is intended to allow staff to determine in kind provisions and for Council to determine financial provision. Movement of definitions to the definition section is also recommended. An increase in the dollar amount is also recommended to reflect the 12 year interval since the figure was last considered and the increased costs associated with the provision of minor works.

**12. Floodlighting on Council Reserves and Outdoor Sporting Facilities Policy**

**Amendment**

**(Attachment 8)**

Minor amendment has been recommended in order to meet clear, concise plain English requirements by removing outdated and interpretive language. An additional point has been outlined in order to better clarify Council's expectations.

**13. Concessional Passes and Donations of Free Passes to Council Facilities Policy  
Amendment (Attachment 9)**

Minor amendment has been recommended to generally update and modernise the terminology and language used throughout the policy recommended in order to meet clear, concise plain English requirements and appropriate terminology. An additional point has been included to allow for free passes and other discounts to be used for promotional purposes at City run facilities.

**Note\*** This change will require the amendment of the existing delegated authority in relation to the use of free passes and other discounts. Proposed amendments are included at attachment 14.

**14. Community Facility Lease and License User Agreement Policy  
Amendment (Attachment 10)**

It is recommended that the policy is expanded to allow for the Chief Executive Officer to determine informal user agreements up to 2 years in duration in order to reduce administration considerations. Fees and charges for these agreements, whether determined by Council or the Chief Executive Officer, are still to be included in the annual schedule of fees and charges as determined by Council through the budgeting process.

**15. Bayswater Waves Maylands Waterland The RISE Privilege Card Policy  
Amendment (Attachment 11)**

Minor amendment has been recommended to remove specific amounts and amend references to fees and charges in order to allow for these amounts to be included in the annual schedule of fees and charges as determined by Council every year. This allows the policy to be more flexible and reactive when considering financial requirements.

**It is recommended that a nil change review is undertaken of the following policies:**

It is recommended that the following policies undergo no changes during this review. These policies are considered to meet the operational needs and current practise of the City of Bayswater in relation to their content.

Council is being asked to consider these recommendations to demonstrate its consideration of these policies and to confirm its continuing support of them in their current unchanged design.

**16. Eligibility for a Rebate on Reserve Hire Fees for Junior Clubs Policy  
Nil change review (Attachment 12)**

**17. Provision of Funding to Support the Development of Facilities leased to state government departments Policy  
Nil change review (Attachment 12)**

**18. Requirement to Hold a Working with Children Check Policy  
Nil change review (Attachment 12)**

**Adopt the following policy:**

**19. Scholarships Policy  
Adoption (Attachment 13)**

This policy is a new policy designed to combine all three policies that currently deal with different aspects of sponsorship within the Recreational Services policy portfolio for ease of community access and understanding.

It is expected that following the anticipated approval of this policy that further changes may be required after Council considers a review of the scholarship program.

## OPTIONS

The following options are available to Council:

OPTION		BENEFIT	RISK
1	Approve the officer recommendation to approve the recommended amendments to policies, to delete policies where proposed, and to confirm adoption of policy and delegated authority as outlined.	A suite of legally compliant and regularly formatted policies that better reflect best practice and the City's corporate style.	Nil.
2	Do not approve the officer recommendation to approve the recommended amendments to policies, to delete policies where proposed, and to confirm adoption of policy and delegated authority as outlined.	NIL	<ul style="list-style-type: none"> <li>• Policies may not reflect current contemporary practices</li> <li>• Policies may not meet current legislative requirements</li> <li>• Policies may not be reviewed consistently.</li> </ul>

## CONCLUSION

Option 1 is recommended as it is considered to reflect the requirements for good governance and best practice policy development.

## FINANCIAL IMPLICATIONS

No financial implications have been identified as a direct result of this report.

## STRATEGIC LINK

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership & Governance  
 Aspiration: We will provide responsible governance and be recognised for operating with integrity and delivering quality services.  
 Outcome L1: Accountable and good governance.

## COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

While considering the ensuing legislation:

- *Local Government Act 1995*



**VOTING REQUIREMENTS**

Simple Majority Required

Points I-IV of the officer recommendation can be moved by a simple majority of Council.

**ABSOLUTE MAJORITY REQUIRED**

Point V of the officer recommendation can only be moved by an absolute majority of Council as it is a delegated authority.

For the purposes of this report, points I-IV of the officer recommendation can be adopted by the Community, Technical, Finance and Corporate Services Committee, however Point V of the officer recommendation requires an absolute majority and can therefore only be moved by Council.

**ATTACHMENTS****ATTACHMENT 1      Policies recommended for Deletion****ATTACHMENTS 2 - 11****Policies recommended for amendment**

ATTACHMENT 2	Provision and Installation of Play Equipment Policy
ATTACHMENT 3	Seasonal Changeover Dates for Winter and Summer Sporting Policy
ATTACHMENT 4	School Use of Council Facilities Policy
ATTACHMENT 5	Requirements to Hold a Current Public Liability Insurance Policy
ATTACHMENT 6	Installation of Soccer Goal Posts on Council Reserves Policy
ATTACHMENT 7	Funding and the Provision of in Kind Support for Public and Private Schools within the City of Bayswater Policy
ATTACHMENT 8	Floodlighting on Council Reserves and Outdoor Sporting Facilities Policy
ATTACHMENT 9	Concessional Passes and Donations of Free Passes to Council Facilities Policy
ATTACHMENT 10	Community Facility Lease and License User Agreement Policy
ATTACHMENT 11	Bayswater Waves Maylands Waterland The RISE Privilege Card Policy

**ATTACHMENT 12      Policies recommended for nil change review****ATTACHMENT 13      Policy recommended for adoption****ATTACHMENT 14      Delegated authority recommended for amendment****OFFICER'S RECOMMENDATION**

That Council:

- I. Delete the following policies (Attachment 1):
  1. Capital Works Funding for Public and Private Schools within the City of Bayswater Policy.
  2. Hall Hire - Bond Refunds and Cancellation of Refunds Policy.
  3. Provision and Installation of Play Equipment Policy.
  4. Scholarship Local Sport Representation Policy.
  5. Scholarship Program Including Education Music Sport and Visual Arts Policy.
  6. Scholarships Dance Policy.

- 
- II. Approve the recommended amendments to the following policies (Attachments 2-11):
7. Provision and Installation of Play Equipment Policy (Attachment 2).
  8. Seasonal Changeover Dates for Winter and Summer Sporting Policy (Attachment 3).
  9. School Use of Council Facilities Policy (Attachment 4).
  10. Requirements to Hold a Current Public Liability Insurance Policy (Attachment 5).
  11. Installation of Soccer Goal Posts on Council Reserves Policy (Attachment 6).
  12. Funding and the Provision of in Kind Support for Public and Private Schools within the City of Bayswater Policy (Attachment 7).
  13. Floodlighting on Council Reserves and Outdoor Sporting Facilities Policy (Attachment 8).
  14. Concessional Passes and Donations of Free Passes to Council Facilities Policy (Attachment 9).
  15. Community Facility Lease and License User Agreement Policy (Attachment 10).
  16. Bayswater Waves, Maylands Waterland, The RISE Privilege Card Policy (Attachment 11).
- III. Approve the nil change review of the following policies (Attachment 12):
17. Eligibility for a Rebate on Reserve Hire Fees for Junior Clubs Policy.
  18. Provision of Funding to Support the Development of Facilities leased to state government departments Policy.
  19. Requirement to Hold a Working With Children Check Policy.
- IV. Adopt the following policy (Attachment 13):
20. Scholarships Policy.
- V. Approve the amendments to Delegation RC-D02 - Donations of Free Passes to Council Facilities (Attachment 14).
- VI. Approve the replacement of the word 'Council' with 'City of Bayswater' and insert the words 'of Bayswater' after the word 'City' in all places that the word 'City' previously appeared on its own, where appropriate, for consistency purposes in the policies listed below, as suggested during the Community, Technical, Finance and Corporate Services Committee Meeting held on the 22 February 2017:
- Provision and Installation of Play Equipment Policy (Attachment 2).
  - School Use of Council Facilities Policy (Attachment 4).
  - Requirements to Hold a Current Public Liability Insurance Policy (Attachment 5).
  - Installation of Soccer Goal Posts on Council Reserves Policy (Attachment 6).
  - Funding and the Provision of in Kind Support for Public and Private Schools within the City of Bayswater Policy (Attachment 7).
  - Floodlighting on Council Reserves and Outdoor Sporting Facilities Policy (Attachment 8).
  - Concessional Passes and Donations of Free Passes to Council Facilities Policy (Attachment 9).
  - Community Facility Lease and License User Agreement Policy (Attachment 10).

**COMMITTEE RECOMMENDATION TO COUNCIL**

That Council:

- I. Delete the following policies (Attachment 1):
  1. Capital Works Funding for Public and Private Schools within the City of Bayswater Policy.
  2. Hall Hire - Bond Refunds and Cancellation of Refunds Policy.
  3. Provision and Installation of Play Equipment Policy.
  4. Scholarship Local Sport Representation Policy.
  5. Scholarship Program Including Education Music Sport and Visual Arts Policy.
  6. Scholarships Dance Policy.
- II. Approve the recommended amendments to the following policies (Attachments 2-11):
  7. Provision and Installation of Play Equipment Policy (Attachment 2).
  8. Seasonal Changeover Dates for Winter and Summer Sporting Policy (Attachment 3).
  9. School Use of Council Facilities Policy (Attachment 4).
  10. Requirements to Hold a Current Public Liability Insurance Policy (Attachment 5).
  11. Installation of Soccer Goal Posts on Council Reserves Policy (Attachment 6).
  12. Funding and the Provision of in Kind Support for Public and Private Schools within the City of Bayswater Policy (Attachment 7).
  13. Floodlighting on Council Reserves and Outdoor Sporting Facilities Policy (Attachment 8).
  14. Concessional Passes and Donations of Free Passes to Council Facilities Policy (Attachment 9).
  15. Community Facility Lease and License User Agreement Policy (Attachment 10).
  16. Bayswater Waves, Maylands Waterland, The RISE Privilege Card Policy (Attachment 11).
- III. Approve the nil change review of the following policies (Attachment 12):
  17. Eligibility for a Rebate on Reserve Hire Fees for Junior Clubs Policy.
  18. Provision of Funding to Support the Development of Facilities leased to state government departments Policy.
  19. Requirement to Hold a Working With Children Check Policy.
- IV. Adopt the following policy (Attachment 13):
  20. Scholarships Policy.
- V. Approve the amendments to Delegation RC-D02 - Donations of Free Passes to Council Facilities (Attachment 14).
- VI. Approve the replacement of the word 'Council' with 'City of Bayswater' and insert the words 'of Bayswater' after the word 'City' in all places that the word 'City' previously appeared on its own, where appropriate, for consistency purposes in the policies listed below, as suggested during the Community, Technical, Finance and Corporate Services Committee Meeting held on the 22 February 2017:
  - Provision and Installation of Play Equipment Policy (Attachment 2).

- School Use of Council Facilities Policy (Attachment 4).
- Requirements to Hold a Current Public Liability Insurance Policy (Attachment 5).
- Installation of Soccer Goal Posts on Council Reserves Policy (Attachment 6).
- Funding and the Provision of in Kind Support for Public and Private Schools within the City of Bayswater Policy (Attachment 7).
- Floodlighting on Council Reserves and Outdoor Sporting Facilities Policy (Attachment 8).
- Concessional Passes and Donations of Free Passes to Council Facilities Policy (Attachment 9).
- Community Facility Lease and License User Agreement Policy (Attachment 10).

#### ADDENDUM - ORDINARY COUNCIL MEETING - 28 FEBRUARY 2017

##### Additional Information

An error has been noticed in this report. In the, "Committee Recommendation to Council", the "Provision and Installation of Play Equipment Policy" listed at point 3 of the recommendation is incorrect.

##### Recommendation Implications

It is recommended that the words "Provision and Installation of Play Equipment Policy" is removed from point 3 and the rest of the points are moved up and renumbered accordingly.

#### COMMITTEE RECOMMENDATION TO COUNCIL

That Council:

- I. Delete the following policies (Attachment 1):
  1. Capital Works Funding for Public and Private Schools within the City of Bayswater *Policy*.
  2. Hall Hire - Bond Refunds and Cancellation of Refunds Policy.
  3. Scholarship Local Sport Representation Policy.
  4. Scholarship Program Including Education Music Sport and Visual Arts Policy.
  5. Scholarships Dance Policy.
- II. Approve the recommended amendments to the following policies (Attachments 2-11):
  6. Provision and Installation of Play Equipment Policy (Attachment 2).
  7. Seasonal Changeover Dates for Winter and Summer Sporting Policy (Attachment 3).
  8. School Use of Council Facilities Policy (Attachment 4).
  9. Requirements to Hold a Current Public Liability Insurance Policy (Attachment 5).
  10. Installation of Soccer Goal Posts on Council Reserves Policy (Attachment 6).
  11. Funding and the Provision of in Kind Support for Public and Private Schools within the City of Bayswater Policy (Attachment 7).
  12. Floodlighting on Council Reserves and Outdoor Sporting Facilities Policy (Attachment 8).
  13. Concessional Passes and Donations of Free Passes to Council Facilities Policy (Attachment 9).
  14. Community Facility Lease and License User Agreement Policy (Attachment 10).
  15. Bayswater Waves, Maylands Waterland, The RISE Privilege Card Policy (Attachment 11).

- III. Approve the nil change review of the following policies (Attachment 12):
16. Eligibility for a Rebate on Reserve Hire Fees for Junior Clubs Policy.
17. Provision of Funding to Support the Development of Facilities leased to state government departments Policy.
18. Requirement to Hold a Working With Children Check Policy.
- IV. Adopt the following policy (Attachment 13):
19. Scholarships Policy.
- V. Approve the amendments to Delegation RC-D02 - Donations of Free Passes to Council Facilities (Attachment 14).
- VI. Approve the replacement of the word 'Council' with 'City of Bayswater' and insert the words 'of Bayswater' after the word 'City' in all places that the word 'City' previously appeared on its own, where appropriate, for consistency purposes in the policies listed below, as suggested during the Community, Technical, Finance and Corporate Services Committee Meeting held on the 22 February 2017:
- Provision and Installation of Play Equipment Policy (Attachment 2).
  - School Use of Council Facilities Policy (Attachment 4).
  - Requirements to Hold a Current Public Liability Insurance Policy (Attachment 5).
  - Installation of Soccer Goal Posts on Council Reserves Policy (Attachment 6).
  - Funding and the Provision of in Kind Support for Public and Private Schools within the City of Bayswater Policy (Attachment 7).
  - Floodlighting on Council Reserves and Outdoor Sporting Facilities Policy (Attachment 8).
  - Concessional Passes and Donations of Free Passes to Council Facilities Policy (Attachment 9).
  - Community Facility Lease and License User Agreement Policy (Attachment 10).

**REASON FOR CHANGE**

*Council changed the officer's recommendation as it was of the opinion that there were a few issues that needed to be worked through at a future Councillor Workshop.*

**COUNCIL RESOLUTION**

That this item be deferred to a future Councillor Workshop.

**CR STEPHANIE COATES, DEPUTY MAYOR MOVED, CR SALLY PALMER SECONDED**

**CARRIED: 8/1**

**FOR VOTE -** Cr Barry McKenna, Mayor, Cr Stephanie Coates, Deputy Mayor, Cr Chris Cornish, Cr John Rifici, Cr Sally Palmer, Cr Dan Bull, Cr Brent Fleeton and Cr Catherine Ehrhardt.

**AGAINST VOTE -** Cr Alan Radford.

**Attachment 1 - Policies Recommended for Deletion****ATTACHMENT 1 - Policies recommended for deletion****CAPITAL WORKS FUNDING FOR PUBLIC AND PRIVATE SCHOOLS WITHIN THE CITY OF BAYSWATER POLICY**

7. Maintenance and all ongoing costs (inclusive of all insurances) associated with facilities to which Council contributes will remain the responsibility of the School or the Department of Education and Training unless a formal agreement stating otherwise is executed by both parties.
8. For any project to which Council contributes, the School or Department of Education

**CAPITAL WORKS FUNDING FOR PUBLIC AND PRIVATE SCHOOLS WITHIN THE CITY OF BAYSWATER POLICY**

9. and Training will be required to erect signage at the facility site as determined by Council that acknowledges the City's contribution towards the project. Maintenance of signage, including the removal of any graffiti or rectification of vandalism, will be the responsibility of the School.
10. In the case of parking facilities reference shall be made to Council Policy 'Council Contribution to Parking Facilities at Schools within the City of Bayswater'.

**DEFINITIONS:***Nil.***RELATED LEGISLATION:***Nil.***RELATED DOCUMENTATION:***Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	26 July 2005
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****HALL HIRE - BOND REFUNDS AND CANCELLATION OF REFUNDS POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

1. To encourage groups to accept responsibility for the use of facilities through the charging of bonds.
2. To overcome the problem of cancellation of bookings at a time that does not allow for that booking to be replaced.

**POLICY STATEMENT:**

1. Charging of Bonds
  - 1.1 Bonds in accordance with Council's annual Fees and Charges Schedule will apply to the hire of Council owned community halls when hired for social functions.
  - 1.2 The cost of any additional cleaning required or damage repair will be deducted from the bond. Where the costs exceed the bond, the hirer will be invoiced for the additional cost.
2. Cancellation of Bookings
  - 2.1 All cancellations and/or alterations to a booking must be made in writing and received no less than four (4) weeks prior to the effective date/s.
  - 2.2 The following refund schedule shall apply to cancelled and altered bookings:

Timeframe for notice	Refund %
Over 28 days	100%
14 to 28 days	50%
Less than 14 days	0%

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations	RC-D01	
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	14 February 2006
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****SCHOLARSHIPS/LOCAL SPORT REPRESENTATION  
POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To provide scholarships to the residents of the City to assist young sports participants with the cost associated with representation in local sporting competitions where financial constraints are a barrier to participation.

**POLICY STATEMENT:**

Scholarships will be awarded annually by the City of Bayswater to encourage and assist individuals to participate in their chosen field of sport in accordance with the following guidelines:

1. Scholarships, to an amount determined by Council each year, shall be awarded annually to assist individuals to participate in their chosen sport. Payment will be by four (4) instalments over two (2) years.
2. Nominees must reside in the City of Bayswater or be a member of a recognised sporting organisation within the City and be at least 12 years of age by 30 November in the year the application is made.
3. Persons currently in receipt of a City of Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance, are not eligible to apply.
4. Nominations should be submitted from either the Club President or School Head Teacher that provide written justification outlining how financial pressure is a barrier to the applicant participating in a local sporting competition. The Selection Committee appointed by the City of Bayswater will award scholarships using this information as well as the following criteria:
  - 4.1 Personal History
  - 4.2 Character and Conduct
  - 4.3 Proven Sporting Ability
  - 4.4 Specified Sporting Objectives
  - 4.5 Satisfactory Progress and Endeavour
  - 4.6 Any Financial Assistance Previously Received
5. Payment of instalments over the two (2) year period will be dependent upon receipt of regular advice indicating the recipient's progress or continued interest in furthering their sport.
6. Decisions made by the appointed Selection Committee will be final and no further communication will be entered into.

**DEFINITIONS:**

*Nil.*



**ATTACHMENT 1 - Policies recommended for deletion****SCHOLARSHIP LOCAL SPORT REPRESENTATION POLICY****RELATED LEGISLATION:***Nil.***RELATED DOCUMENTATION:***Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	29 January 2008
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****SCHOLARSHIP PROGRAM INCLUDING: EDUCATION, MUSIC, SPORT AND VISUAL ARTS POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

The City of Bayswater provides annual Scholarships in the following fields:

- Education
- Music
- Sport
- Visual Arts

**POLICY STATEMENT:*****EDUCATION***

Through the support of the Morley Citizens Club (Inc) the City of Bayswater is able to provide scholarships to the residents of the City that will help promote excellence in education achievements.

Education Achievement and Assistance Scholarships will be awarded annually to children who are residents of the City of Bayswater in accordance with the following guidelines:

1. Education Assistance and Education Achievement Scholarships, to an amount determined by Council each year, shall be awarded annually. Payment will be made in one lump sum. The scholarship recipient will be asked for six monthly advice indicating the recipients progress and continued interest. If there are any changes, Council funds will be returned immediately. Students who have received a Scholarship are only eligible to apply for another two (2) years.
2. Applicants must be a resident of the City of Bayswater and be either:
  - Primary student (Must be enrolled within years 1-7 at the time of application).
  - Secondary student (Must be enrolled within years 8-12 at the time of application.).
3. Students currently in receipt of a City of Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance, are not eligible to apply.
4. Education Scholarships are awarded in two categories, namely:
  - 4.1 Education Achievement – awarded for outstanding academic achievement in either Primary or Secondary.
  - 4.2 Education Assistance – awarded to those who display a marked commitment toward (or achievement in) other fields or activities within the community, e.g. volunteer work, charity organisations, community service etc. in either Primary or Secondary.
5. A shortlist of applicants shall be prepared with the assistance of the Education Department. Shortlisted applicants will be interviewed by the Selection Committee comprising of representatives from the City of Bayswater, Education Department and the Morley Citizens Club (Inc).

**ATTACHMENT 1 - Policies recommended for deletion****SCHOLARSHIP PROGRAM INCLUDING EDUCATION MUSIC SPORT AND VISUAL ARTS POLICY**

6. The Morley Citizen's Club be linked to the Education (Assistance) Scholarship with the Club's name being included on the Scholarship Certificates and made known through the speech conducted at the Awards Presentation, that the Scholarship is funded through the Morley Citizen's Trust.
7. The Morley Citizens Club may provide an information package which can be presented to the winners of the Education (Assistance) Scholarship during the Awards Presentation with the information being presented to officers one week prior to the awards evening.
8. The Morley Citizens Club (Inc) shall be invited to nominate up to three (3) representatives to the Selection Committee in perpetuity.
9. The City to extend an invitation to the Scholarship Presentation Evening to six (6) members/guests of the Morley Citizens club (Inc).
10. Decisions made by the appointed Selection Committee will be final and no further communications will be entered into.
11. In recognition of the Morley Citizens Club (Inc) commitment to the Education Scholarship all recipients shall receive details of the Morley Citizens Club history.

**MUSIC**

To provide scholarships to the residents of the City that will help promote excellence in music achievements.

Music Scholarships will be awarded annually to children who are residents of the City of Bayswater in accordance with the following guidelines:

1. Scholarships for vocalists/musicians are available to assist those wishing to further their abilities in the field of music. The scholarship is payable in one lump sum. The Scholarship recipient will be asked for six monthly advice indicating the recipients progress and continued interest. If there are any changes, Council funds will be returned immediately. Students who have received a Scholarship are only eligible to apply for another after two (2) years.
2. Music Scholarships are awarded in three (3) categories, namely:
  - 2.1 Primary student (Must be enrolled within years 1-7 at the time of application)
  - 2.2. Secondary student (Must be enrolled within years 8-12 at the time of application)
  - 2.3 Open to ALL PERSONS (not necessarily students) who are 17 years of age and above, studying or pursuing an interest in music and who are currently performing to a standard suitable for an "Open Competition"
3. These scholarships are open to amateur artists only and are not available to persons whose main source of income is through professional music.
4. Applicants must be a resident of the City of Bayswater. Those currently in receipt of a Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance are not eligible to apply.
5. The adjudicators appointed by Council (in conjunction with organisers of the North of Perth Music Festival) will award scholarships using the following criteria:

**ATTACHMENT 1 - Policies recommended for deletion****SCHOLARSHIP PROGRAM INCLUDING EDUCATION MUSIC SPORT AND VISUAL ARTS POLICY**

- 5.1 Music study results, career plans of the applicant and other community activities/hobbies
- 5.2 School results especially reports made on the student's progress, conduct and interest in music and school activities (if the applicant is a student)
- 5.3 An audition of one (1) or more musical/vocal items of the applicant's own choice. The audition will take place in front of a panel of adjudicators and be of fifteen minute duration.
6. Ministry of Education advice will be sought where necessary. Decisions made by the adjudicators will be final with no further communication entered into.

***SPORT***

To provide scholarships to the residents of the City that will help promote excellence in sport achievements.

Sport Scholarships will be awarded annually by the City of Bayswater to encourage and assist individuals attain excellence in their chosen field of sport in accordance with the following guidelines:

1. Sports Scholarships, to an amount determined by Council each year, shall be awarded annually to assist individuals attain excellence in their chosen sport. Payment will be made in one lump sum. The Scholarship recipient will be asked for regular six monthly advice indicating the recipients progress and continued interest. If there are any changes, Council funds will be returned immediately. Students who have received a Scholarship are only eligible to apply for another after two (2) years.
2. Applicants must reside in the City of Bayswater or be a member of a recognised sporting organisation within the City and be either:
  - Primary student (Must be enrolled within years 1-7 at the time of application).
  - Secondary student (Must be enrolled within years 8-12 at the time of application).
3. Persons currently in receipt of a City of Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance, are not eligible to apply.
4. The Selection Committee appointed by the City of Bayswater will award scholarships using the following criteria:
  - 4.1. Character and Conduct
  - 4.2. Proven Sporting Ability
  - 4.3. Previous Achievements
  - 4.4. Specified Sporting Objectives
  - 4.5. Satisfactory Progress and Endeavour
  - 4.6. Any Financial Assistant Previously Received

**ATTACHMENT 1 - Policies recommended for deletion****SCHOLARSHIP PROGRAM INCLUDING EDUCATION MUSIC SPORT AND VISUAL ARTS POLICY**

5. Sport Scholarships are awarded in three categories, namely:
  - 5.1 Sport – awarded for outstanding achievement in a chosen field of sport in Primary or Secondary
  - 5.2 Sport Official – awarded annually to assist an individual progress their involvement, training and development as a sports official.
  - 5.3 Local Sport Representative - awarded to allow students to participate in their chosen field of sport.
6. Decisions made by the appointed Selection Committee will be final and no further communication will be entered into.

**VISUAL ARTS**

To provide scholarships to the residents of the City that will help promote excellence in visual art achievements.

Visual Art Scholarships will be awarded annually to children who are of residents of the City of Bayswater in accordance with the following guidelines:

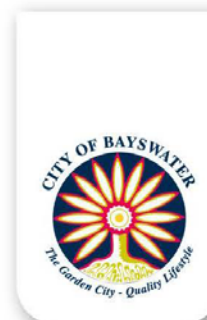
1. Visual Art Scholarships, to an amount determined by Council each year, shall be awarded annually to assist students to further their studies in the visual arts beyond Year 10 level of secondary education, or at an approved tertiary institution. Payment will be made in one lump sum. The Scholarship recipient will be asked for regular six monthly advice indicating the recipients progress and continued interest. If there are any changes, Council funds will be returned immediately. Students who have received a Scholarship are only eligible to apply for another two (2) years.
2. Applicants must be a resident of the City of Bayswater and be either:
  - 2.1 Secondary student (Must be enrolled within years 8-12 at the time of application.
  - 2.2 Tertiary student (Must be enrolled in either a part time or full time tertiary institution in an Arts related field at the time of application).
3. Students currently in receipt of a City of Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance are not eligible to apply.
4. The Selection Committee comprising Councillors and a professional from the field of art, will award scholarships using the following criteria:
  - 4.1 A current portfolio or documentation of the applicant's work
  - 4.2 Secondary education results (with particular attention paid to art related subjects)
  - 4.3 School reports particularly in relation to comments made on the applicant's progress, conduct and interest in art and cultural activities
5. Ministry of Education advice will be sought where necessary. Decisions made by the appointed Selection Committee will be final and no further communication entered into.
6. Following the close of applications, applicants will be required to attend an interview and submit a portfolio containing examples of their artwork.

**ATTACHMENT 1 - Policies recommended for deletion****SCHOLARSHIP PROGRAM INCLUDING EDUCATION MUSIC SPORT AND VISUAL  
ARTS POLICY****DEFINITIONS:***Nil.***RELATED LEGISLATION:***Nil.***RELATED DOCUMENTATION:***Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	27 March 2012
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****SCHOLARSHIPS/DANCE POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To provide scholarships to participants in the City of Bayswater Dance Festival that will help promote excellence in dance achievements.

**POLICY STATEMENT:**

Dance Scholarships shall be awarded annually to dancers competing in the City of Bayswater Dance Festival:

- Scholarships for dance are available to assist those wishing to further their abilities in the field of dance. The scholarship is payable annually in one payment:
  - Tap Dance - \$400
  - Modern Jazz Ballet - \$400
- Three scholarships are awarded each year and are open to all Open Dancers competing in the City of Bayswater Dance Festival.
- Those currently in receipt of a Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance are not eligible to apply.
- The adjudicators appointed by Council (in conjunction with the City of Bayswater Festival of Dance) will award scholarships.
- An audition will be conducted as part of the Festival of Dance Program in October of each year using the criteria adopted for examinations by the Commonwealth Society of Dance Teachers (CSDT).

**DEFINITIONS:**

*Nil.*

**RELATED LEGISLATION:**

*Nil.*

**RELATED DOCUMENTATION:**

*Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**Attachment 2 - Policies recommended for amendment (Attachments 2 - 11)****ATTACHMENT 2 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****PROVISION AND INSTALLATION OF PLAY EQUIPMENT POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

~~To manage the provision, installation and maintenance of play equipment on reserves.~~

To outline Councils commitment to providing safe, exciting, challenging and adventurous playgrounds which comply with Australian Standards.

**POLICY STATEMENT:**

Playgrounds are essential pieces of equipment, providing children with opportunities to develop physical and creative play skills, as well as providing unique experiences for children to develop relationships, friendships and personal awareness.

The City of Bayswater will strive to identify opportunities to provide safe exciting, adventurous and challenging spaces for children to play and attractive and shared spaces for parents and other community members to interact.

The City will endeavour to undertake broad community consultation when considering the installation of new or the upgrade of any playgrounds. The City will ensure that playgrounds cater for the needs of the community, complement the existing environment, meet Australian Standard specifications, and are affordable and manageable.

1. ~~When a new playground is installed or in the circumstances of a major upgrade the following process will apply (NB: replacement of existing equipment is dealt with in clause 2.6):~~
  - a. ~~A letter box distribution to residents immediately facing the reserve advising of the approval to install play equipment on the reserve. This advice is to include:~~
    - i. ~~Plan of park and surrounding residential areas;~~
    - ii. ~~Staff contact details to enable lodgement of comments by residents;~~
    - iii. ~~The details are to be included in a local paper circulating in the district inviting comment and informing of the availability of plans;~~
    - iv. ~~A public street meeting is to be organised, with invitations extended to local residents and ward Councillors, at which staff will 'walk through' the proposal highlighting any operational or safety issues;~~



**ATTACHMENT 2 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****PROVISION AND INSTALLATION OF PLAY EQUIPMENT POLICY**

- ~~v. The outcome of the consultation process and submissions received will be reported to Council via the Administration and Community Services Committee with a recommendation to proceed with a specific location.~~
- ~~b. Warning barrier mesh (or taping) is required to be installed around the playground area during major upgrades and repair work, or during the installation of a new playground, to ensure the area is not accessed by members of the public. Following completion of the work the area will be assessed by Officers to ensure the equipment is suitable and safe for public use. The barrier will then be removed to allow public access to the playground.~~
- ~~2. The following items will be considered when installing or upgrading a playground:~~
  - ~~a. Current Australian Standards will be reviewed prior to installation to ensure an informed decision is made. Special consideration will be given to the following points:~~
    - ~~i. Consideration will be given to children with special needs and their requirements within the provision and installation of play equipment, particularly in Regional level playgrounds;~~
    - ~~ii. Carefully consider dangers arising from rivers, creeks or lakes;~~
    - ~~iii. Consider the position of the playground in relation to shade, whilst noting possible overhead hazards;~~
    - ~~iv. Avoid sites reclaimed through tipping of rubbish; and~~
    - ~~v. Safe, easy access and avoidance of busy roads.~~
  - ~~b. Fencing may be considered for playgrounds located on dog exercise areas, and in close proximity to bodies of water or busy roads. When it is deemed that fencing is required the fencing costs will be included in the playground budget.~~
  - ~~c. Management of the risk of injury to the public requires documented inspections. Written inspections on playground equipment will take place at regular intervals in accordance with the specifications of the City of Bayswater Parks and Gardens Plan.~~
  - ~~d. Playground softfall areas will be cleaned on a regular basis and thorough cleaning will take place in the case of foreign debris found in the softfall in accordance with the specifications of the City of Bayswater Parks and Gardens Plan.~~
  - ~~e. Signage options will be considered for all new playgrounds installed within the City.~~
  - ~~f. If replacement of playground equipment is to be in a different location in the park, for sound operational or safety reasons, then the consultation process outlined in clause 1.1 is to be followed.~~

**ATTACHMENT 2 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****PROVISION AND INSTALLATION OF PLAY EQUIPMENT POLICY****DEFINITIONS:***Nil***RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	28 October 1997
Reviewed / Modified	Date	21 November 2006
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 2 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****PROVISION AND INSTALLATION OF PLAY EQUIPMENT  
POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To outline Councils commitment to providing safe, exciting, challenging and adventurous playgrounds which comply with Australian Standards.

**POLICY STATEMENT:**

Playgrounds are essential pieces of equipment, providing children with opportunities to develop physical and creative play skills, as well as providing unique experiences for children to develop relationships, friendships and personal awareness.

The City of Bayswater will strive to identify opportunities to provide safe exciting, adventurous and challenging spaces for children to play and attractive and shared spaces for parents and other community members to interact.

The City will endeavour to undertake broad community consultation when considering the installation of new or the upgrade of any playgrounds. The City will ensure that playgrounds cater for the needs of the community, complement the existing environment, meet Australian Standard specifications, and are affordable and manageable.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	28 October 1997
Reviewed / Modified	Date	21 November 2006
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 3****ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****SEASONAL CHANGEOVER DATES FOR WINTER AND SUMMER SPORTING POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To define change over dates for winter and summer sporting competition on reserves and associated sporting facilities provided by the City of Bayswater.

**POLICY STATEMENT:**

1. Reserves in the City of Bayswater will be available for winter sporting competitions from the first weekend in April to the last Sunday in September inclusive.
2. Reserves in the City of Bayswater will be available for summer sporting competition from the first week in October to the last Sunday in March.
3. Reserve bookings are subject to a formal booking process that includes the completion of an application form, assessment of availability of reserves and acceptance of conditions of use.
4. Selected reserves will be made available for pre-season training. Under no circumstances however will the fixtures and/or training of the incumbent summer or winter competitions be interrupted. Reserves will not be made available if, in the opinion of the Manager Parks and Gardens, the standard and/or ongoing maintenance of the ground is compromised.
5. The pre-season training period is limited to the four (4) weeks immediately preceding the start of competition. Match play or training outside of this period is deemed to be a 'short season competition'.
6. In special circumstances, the Manager Parks and Gardens and the Manager Recreation Services, **if in agreement**, may **agree to authorise** a departure from this policy in the best interest of the City of Bayswater once all factors affecting the condition of the grounds and prior bookings have been considered.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	28 May 2002
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****SEASONAL CHANGEOVER DATES FOR WINTER AND SUMMER SPORTING POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To define change over dates for winter and summer sporting competition on reserves and associated sporting facilities provided by the City of Bayswater.

**POLICY STATEMENT:**

1. Reserves in the City of Bayswater will be available for winter sporting competitions from the first weekend in April to the last Sunday in September inclusive.
2. Reserves in the City of Bayswater will be available for summer sporting competition from the first week in October to the last Sunday in March.
3. Reserve bookings are subject to a formal booking process that includes the completion of an application form, assessment of availability of reserves and acceptance of conditions of use.
4. Selected reserves will be made available for pre-season training. Under no circumstances however will the fixtures and/or training of the incumbent summer or winter competitions be interrupted. Reserves will not be made available if, in the opinion of the Manager Parks and Gardens, the standard and/or ongoing maintenance of the ground is compromised.
5. The pre-season training period is limited to the four (4) weeks immediately preceding the start of competition. Match play or training outside of this period is deemed to be a 'short season competition'.
6. In special circumstances, the Manager Parks and Gardens and the Manager Recreation Services, if in agreement, may authorise a departure from this policy in the best interest of the City of Bayswater once all factors affecting the condition of the grounds and prior bookings have been considered.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

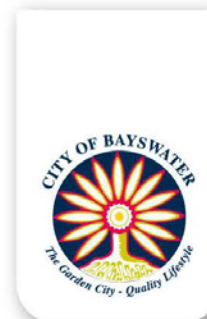
*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	28 May 2002
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**Attachment 4****ATTACHMENT 4 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****SCHOOL USE OF COUNCIL FACILITIES POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To encourage wider participation in sport activities from **City of Bayswater** schools and to recognise school based activities as different to community based competition.

**POLICY STATEMENT:**

1. Council will make its outdoor sports facilities, excluding aquatic facilities and golf courses, available to **City of Bayswater** schools at no charge for activities organised within school curriculum.
2. Where a school is fielding a team in a community based competition it shall be considered a Club.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

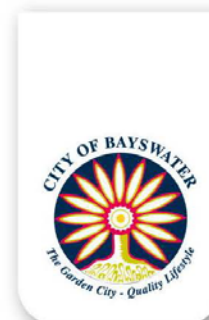
**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	23 July 2003
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 4 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****SCHOOL USE OF COUNCIL FACILITIES POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To encourage wider participation in sport activities from City of Bayswater schools and to recognise school based activities as different to community based competition.

**POLICY STATEMENT:**

1. Council will make its outdoor sports facilities, excluding aquatic facilities and golf courses, available to City of Bayswater schools at no charge for activities organised within school curriculum.
2. Where a school is fielding a team in a community based competition it shall be considered a Club.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	23 July 2003
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 5****ATTACHMENT 5- Policies recommended for amendment****RECOMMENDED AMENDMENTS****REQUIREMENTS TO HOLD A CURRENT PUBLIC LIABILITY INSURANCE POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To document and assess the requirement for hirers of Council reserves and venues for sporting or recreation use to hold a current public liability insurance policy and to outline the procedures involved.

**POLICY STATEMENT:**

1. All clubs and organisations ~~who~~ **that** hire Council facilities for any organised sport or recreation activity, including seasonal sport, are required to have current public liability insurance cover.
2. Hirers ~~who~~ **that** are not incorporated or not involved in an organised sport/activity supported by local, state or national association/organisation ~~are to be assessed through the Risk Assessment Matrix Guide to determine if Public Liability Insurance is required. The Director Community Services will have authority to determine which groups are at sufficient low risk to be granted a dispensation from Councils requirement for public liability cover.~~ **will be assessed by the City and advised if they are required to hold current public liability insurance cover.**
3. **Minimum** cover of \$10m is ~~strongly advised~~ **required.**
4. The insurance policy must remain current at all times.
5. Where public liability insurance ~~has been deemed a requirement~~ **is required**, a copy of the public liability insurance cover is to accompany any/all applications for the use of Council facilities, whether a seasonal, casual or regular hiring transaction.
6. ~~The Risk Assessment Matrix Guide forms part of the booking process by Recreation Services.~~

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	25 January 2005
Reviewed / Modified	Date	20 February 2006
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**ATTACHMENT 5- Policies recommended for amendment****RECOMMENDED FINAL POLICY****REQUIREMENTS TO HOLD A CURRENT PUBLIC LIABILITY INSURANCE POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To document and assess the requirement for hirers of Council reserves and venues for sporting or recreation use to hold a current public liability insurance policy and to outline the procedures involved.

**POLICY STATEMENT:**

1. All clubs and organisations that hire Council facilities for any organised sport or recreation activity, including seasonal sport, are required to have current public liability insurance cover.
2. Hirers that are not incorporated or not involved in an organised sport/activity supported by local, state or national association/organisation will be assessed by the City and advised if they are required to hold current public liability insurance cover.
3. Minimum cover of \$10m is required.
4. The insurance policy must remain current at all times.
5. Where public liability insurance is required, a copy of the public liability insurance cover is to accompany any applications for the use of Council facilities, whether a seasonal, casual or regular hiring transaction.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	25 January 2005
Reviewed / Modified	Date	20 February 2006
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 6****ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****INSTALLATION OF GOAL POSTS ON COUNCIL RESERVES POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To outline procedures for the provision, installation, inspection and storage of goal posts on reserves within the City of Bayswater.

**POLICY STATEMENT:**

Where goal posts are used or are required to be placed on reserves, the following procedures and principles will apply:

1. Goal posts must be used, stored and installed in accordance with relevant Australian Standard or State Sports Association prescribed guidelines, **whichever prescribes the higher standard.**
2. Goal posts installed on a seasonal basis are to be checked by Council staff members prior to the season commencing to ensure correct installation – it is the responsibility of the Club to advise **council staff Recreation Services** of the date goal posts are being installed.
3. Goal posts removed at the end of each season must be checked for signs of rust and general weakness and repaired or replaced before the commencement of the next season.
4. Goal posts left permanently in the ground are to be **maintained and reviewed in accordance with relevant Australian Standard or** lifted every three years and checked for signs of rust and/or general weakness at welded points, **whichever prescribes the higher standard.**
5. Regular painting of the goal posts with white paint ~~is to~~ **will** be carried out by the City.
6. Lightweight portable goal posts used for junior games are to be removed from the playing field at the end of each playing day and padlocked securely against a fence or similar structure so as not to move or fall.
7. Goal posts are to always remain in a condition that fully accords with Australian Standards or prescribed State Sports Association guidelines.
8. Any portable goals used and owned by clubs found not to conform with required standards will be removed from public open space. Seasonal Hire Agreements with the City will reflect the responsibilities of Clubs in this matter.

**DEFINITIONS:**

*Nil*

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****INSTALLATION OF GOAL POSTS ON COUNCIL RESERVES POLICY****RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	28 September 2004
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	23 August 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****INSTALLATION OF GOAL POSTS ON COUNCIL RESERVES POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To outline procedures for the provision, installation, inspection and storage of goal posts on reserves within the City of Bayswater.

**POLICY STATEMENT:**

Where goal posts are used or are required to be placed on reserves, the following procedures and principles will apply:

1. Goal posts must be used, stored and installed in accordance with relevant Australian Standard or State Sports Association prescribed guidelines, whichever prescribes the higher standard.
2. Goal posts installed on a seasonal basis are to be checked by Council staff members prior to the season commencing to ensure correct installation – it is the responsibility of the Club to advise council staff of the date goal posts are being installed.
3. Goal posts removed at the end of each season must be checked for signs of rust and general weakness and repaired or replaced before the commencement of the next season.
4. Goal posts left permanently in the ground are to be maintained and reviewed in accordance with relevant Australian Standard or lifted every three years and checked for signs of rust and/or general weakness at welded points, whichever prescribes the higher standard.
5. Regular painting of the goal posts with white paint will be carried out by the City.
6. Lightweight portable goal posts used for junior games are to be removed from the playing field at the end of each playing day and padlocked securely against a fence or similar structure so as not to move or fall.
7. Goal posts are to always remain in a condition that fully accords with Australian Standards or prescribed State Sports Association guidelines.
8. Any portable goals used and owned by clubs found not to conform with required standards will be removed from public open space. Seasonal Hire Agreements with the City will reflect the responsibilities of Clubs in this matter.

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****INSTALLATION OF GOAL POSTS ON COUNCIL RESERVES POLICY****DEFINITIONS:***Nil***RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	28 September 2004
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	23 August 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 7****ATTACHMENT 7 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****FUNDING AND THE PROVISION OF IN KIND SUPPORT  
FOR MINOR WORKS FOR PUBLIC AND PRIVATE  
SCHOOLS WITHIN THE CITY OF BAYSWATER POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To provide guidelines for the provision of funding and/or in kind support for minor works for public and private schools within the City of Bayswater.

**POLICY STATEMENT:**

- Any works or project with a value in excess of \$12,000 are considered "capital works" and the provision of funding for such projects may be considered in accordance with **relevant alternate** Council Policy ~~pertaining to "Capital Works Funding for Public and Private Schools Within the City of Bayswater."~~
- ~~Council will consider requests from Schools for minor works.~~
- Council may contribute up to 100% of the cost of minor works on school grounds, whether cash or in kind.
- The level of funding, whether cash or in kind, provided to any individual school shall not exceed \$12,000 in any calendar year.
- The Chief Executive Officer ~~shall~~ **will** assess and make a determination with respect to the provision of in kind support for schools within the parameters defined by this policy.
- Any request for a cash contribution towards minor works will be referred to Council for consideration.

**DEFINITIONS:**

~~Nil.~~

~~For the purposes of this policy "minor works" is defined as~~ **means** work with a value of equal to or less than \$12,000. It does not include equipment or routine maintenance works. Examples of minor works may include providing sand for long jump pits or playgrounds, installation or removal of goal posts, inspections of playground equipment in accordance with Australian Standards, or funding for murals or artwork visible to the public.

**RELATED LEGISLATION:**

~~Nil.~~

**ATTACHMENT 7 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****FUNDING AND THE PROVISION OF IN KIND SUPPORT FOR MINOR WORKS  
FOR PUBLIC AND PRIVATE SCHOOLS WITHIN THE CITY OF BAYSWATER  
POLICY****RELATED DOCUMENTATION:***Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	26 July 2005
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	



**ATTACHMENT 7 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****FUNDING AND THE PROVISION OF IN KIND SUPPORT  
FOR MINOR WORKS FOR PUBLIC AND PRIVATE  
SCHOOLS WITHIN THE CITY OF BAYSWATER POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To provide guidelines for the provision of funding and/or in kind support for minor works for public and private schools within the City of Bayswater.

**POLICY STATEMENT:**

- Any works or project with a value in excess of \$2,000 are considered "capital works" and the provision of funding for such projects may be considered in accordance with relevant alternate Council Policy
- Council may contribute up to 100% of the cost of minor works on school grounds, whether cash or in kind.
- The level of funding, whether cash or in kind, provided to any individual school shall not exceed \$2,000 in any calendar year.
- The Chief Executive Officer will assess and make a determination with respect to the provision of in kind support for schools within the parameters defined by this policy.
- Any request for a cash contribution towards minor works will be referred to Council for consideration.

**DEFINITIONS:**

"minor works" means work with a value of equal to or less than \$2,000. It does not include equipment or routine maintenance works. Examples of minor works may include providing sand for long jump pits or playgrounds, installation or removal of goal posts, inspections of playground equipment in accordance with Australian Standards, or funding for murals or artwork visible to the public.

**RELATED LEGISLATION:**

*Nil.*

**RELATED DOCUMENTATION:**

*Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	26 July 2005
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	



**Attachment 8****ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****FLOODLIGHTING ON COUNCIL RESERVES AND  
OUTDOOR SPORTING FACILITIES POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To establish parameters and standards pertaining to the installation, replacement or upgrading of floodlighting and floodlighting charges on Council reserves and outdoor sporting facilities ~~on~~ with approval of Council.

**POLICY STATEMENT:**

The installation of floodlighting on Council reserves and outdoor sporting facilities is permitted **in accordance with the following conditions:**

**Compliance with Relevant Standards**

1. Any new lighting installation, replacement or lighting upgrade must comply with relevant Australian Standards and State Sporting Association requirements for the use for which they are intended. i.e. training or competitive use.
2. In the event that no Australian Standard exists to determine lighting requirements for specific purposes, the Council, in consultation with appropriate sporting groups shall determine an appropriate standard to which lighting must comply.
3. The determination of appropriate standards ~~shall~~ must give due consideration to the nature and speed of activities likely to occur on reserves, and Australian Standards for activities of a similar nature.

**Funding**

1. Council, at its absolute discretion, may contribute towards the installation, replacement or upgrading of lighting on Council reserves to meet Australian Standards for training or recreational purposes only.
2. Clubs and community groups wishing to develop lighting to meet competition standards ~~shall~~ will be required to meet the full costs of the installation over and above the provision of lighting that meets training or recreational requirements.
3. Clubs and community groups seeking the installation of lighting on Council reserves or outdoor facilities are encouraged to contribute towards the costs of such lighting.
4. Wherever possible, clubs seeking lighting installations or upgrades are encouraged to seek external grant funding from the State Government or other funding providers.

**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****FLOODLIGHTING ON COUNCIL RESERVES AND OUTDOOR SPORTING FACILITIES POLICY****Community Consultation**

1. Prior to Council granting approval for the installation of lighting on Council reserves or outdoor sporting facilities, consultation ~~shall~~ **must engage** ~~occur~~ with local residents. Consultation ~~shall~~ **must** consist of the following **minimum requirements**:
  - A circular to residents immediately surrounding reserves that outlines the proposed lighting installation or upgrade; **and**
  - A map highlighting the proposed positioning of new or upgraded lighting; and
  - The contact details of a nominated Council Officer that can provide further information in relation to the proposal.
2. Residents ~~shall~~ **must** be provided with a period of not less than three weeks in which to provide comment on proposed lighting upgrades or installations.
3. The Director Community Services ~~shall~~ **will** determine how far from the reserve upon which it is proposed that lighting will be upgraded or installed that consultative correspondence shall be distributed (in general 400m radius from reserve boundary).
4. The outcome of community consultation ~~shall~~ **must** be reported to Council prior to a decision being made on whether proposed lighting installation, replacement or upgrade ~~shall~~ **will** proceed.

**Ongoing Costs and Lighting Hire**

1. Floodlighting on Council reserves and outdoor sporting facilities whether partially funded by community groups and external sources or not, ~~shall~~ **will** be recognised as an asset of the City and made available to other sporting and community groups as deemed appropriate.
2. Floodlighting charges form part of the seasonal usage training fees as per the City's Fees and Charges.
3. Clubs ~~that who~~ operate a leased facility that includes sporting grounds within the leased area and utilise floodlights will be bound by the terms of the usage/lease agreement in regards to consumables and outgoings (i.e. electricity).

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****FLOODLIGHTING ON COUNCIL RESERVES AND OUTDOOR SPORTING FACILITIES POLICY****RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	15 April 2003
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	23 August 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****FLOODLIGHTING ON COUNCIL RESERVES AND  
OUTDOOR SPORTING FACILITIES POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To establish parameters and standards pertaining to the installation, replacement or upgrading of floodlighting and floodlighting charges on Council reserves and outdoor sporting facilities with approval of Council.

**POLICY STATEMENT:**

The installation of floodlighting on Council reserves and outdoor sporting facilities is permitted in accordance with the following conditions:

**Compliance with Relevant Standards**

1. Any new lighting installation, replacement or lighting upgrade must comply with relevant Australian Standards and State Sporting Association requirements for the use for which they are intended. i.e. training or competitive use.
2. In the event that no Australian Standard exists to determine lighting requirements for specific purposes, the Council, in consultation with appropriate sporting groups shall determine an appropriate standard to which lighting must comply.
3. The determination of appropriate standards must give due consideration to the nature and speed of activities likely to occur on reserves, and Australian Standards for activities of a similar nature.

**Funding**

1. Council, at its absolute discretion, may contribute towards the installation, replacement or upgrading of lighting on Council reserves to meet Australian Standards for training or recreational purposes only.
2. Clubs and community groups wishing to develop lighting to meet competition standards will be required to meet the full costs of the installation over and above the provision of lighting that meets training or recreational requirements.
3. Clubs and community groups seeking the installation of lighting on Council reserves or outdoor facilities are encouraged to contribute towards the costs of such lighting.
4. Wherever possible, clubs seeking lighting installations or upgrades are encouraged to seek external grant funding from the State Government or other funding providers.

**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****FLOODLIGHTING ON COUNCIL RESERVES AND OUTDOOR SPORTING FACILITIES POLICY****Community Consultation**

1. Prior to Council granting approval for the installation of lighting on Council reserves or outdoor sporting facilities, consultation must engage with local residents. Consultation must consist of the following minimum requirements:
  - A circular to residents immediately surrounding reserves that outlines the proposed lighting installation or upgrade; and
  - A map highlighting the proposed positioning of new or upgraded lighting; and
  - The contact details of a nominated Council Officer that can provide further information in relation to the proposal.
2. Residents must be provided with a period of not less than three weeks in which to provide comment on proposed lighting upgrades or installations.
3. The Director Community Services will determine how far from the reserve upon which it is proposed that lighting will be upgraded or installed that consultative correspondence shall be distributed (in general 400m radius from reserve boundary).
4. The outcome of community consultation must be reported to Council prior to a decision being made on whether proposed lighting installation, replacement or upgrade will proceed.

**Ongoing Costs and Lighting Hire**

1. Floodlighting on Council reserves and outdoor sporting facilities whether partially funded by community groups and external sources or not, will be recognised as an asset of the City and made available to other sporting and community groups as deemed appropriate.
2. Floodlighting charges form part of the seasonal usage training fees as per the City's Fees and Charges.
3. Clubs that operate a leased facility that includes sporting grounds within the leased area and utilise floodlights will be bound by the terms of the usage/lease agreement in regards to consumables and outgoings (i.e. electricity).

**DEFINITIONS:**

*Nil*

**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****FLOODLIGHTING ON COUNCIL RESERVES AND OUTDOOR SPORTING FACILITIES POLICY****RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	15 April 2003
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	23 August 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 9****ATTACHMENT 9 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****CONCESSIONAL PASSES AND DONATIONS OF FREE PASSES TO COUNCIL FACILITIES POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

Conditions of Council allowing concessional passes and free passes to Council facilities.

**POLICY STATEMENT:****1. Concessional Passes****1.1 Bayswater Waves Aquatic Centre, The RISE and Maylands Waterland - Adult concession rate to apply to:**

- ~~• disabled pensioners;~~
- Seniors card holders,
- ~~Centrelink Pension~~ Pension card holders; and
- Healthcare card holders.

**1.2 Golf Course - Concessions will apply on weekdays only ~~for holders of to:~~**

- ~~• aged pensioners;~~
- Seniors card holders and
- Pension Card Holders,
- Health Care Card Holders; and
- Students, 17 years and under.

**~~1.3 Management Committee will establish the criteria for concessional entry.~~**

- ~~• Morley Sports & Recreation Centre;~~
- ~~• Alma Venville Recreation Centre;~~
- ~~• Maylands Water Playground~~
- ~~• The Morley Sports & Recreation Centre;~~
- ~~• Alma Venville Recreation Centre; and~~
- ~~• Maylands Water Playground~~



## ATTACHMENT 9 - Policies recommended for amendment

## RECOMMENDED AMENDMENTS

## CONCESSIONAL PASSES AND DONATIONS OF FREE PASSES TO COUNCIL FACILITIES POLICY

## 2. Donation of Free Passes

- 2.1 Donations of free passes ~~can be made~~ ~~may be made only~~ to schools, sporting and charity organisations based and functioning within the City of Bayswater only.
- 2.2 ~~Any donated~~ Free passes ~~must be~~ ~~will be~~ ~~donated~~ solely for the purpose of prizes for fund raising by the applicant organisation and may not be re-sold for cash.
- 2.3 No more than 10 free entry passes ~~to~~ will be issued to any one group within each financial year.
- 2.4 Free passes and other discounts may be used at Bayswater Waves, The RISE and Maylands Waterland for promotional purposes in accordance with operational marketing plans.

## DEFINITIONS:

- Nil
- ~~For concession entry into Council facilities, the term "student" is restricted to~~ means a person who attends a secondary school or tertiary institution and can upon request, present suitable identification. ~~This definition~~
- "student" does not ~~apply to mean~~ part time students attending tertiary institutions.

## RELATED LEGISLATION:

Nil

## RELATED DOCUMENTATION:

Nil

Relevant Delegations	Delegation RC-D02	
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	23 July 2003
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**ATTACHMENT 9 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****CONCESSIONAL PASSES AND DONATIONS OF FREE PASSES TO COUNCIL FACILITIES POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

Conditions of Council allowing concessional passes and free passes to Council facilities.

**POLICY STATEMENT:****1. Concessional Passes****1.1 Bayswater Waves Aquatic Centre - Adult concession rate to apply to:**

- Seniors card holders,
- Pension card holders; and
- Healthcare card holders.

**1.2 Golf Course - Concessions will apply on weekdays only to:**

- Seniors card holders,
- Pension card Holders,
- Healthcare card holders; and
- Students, 17 years and under.

**2. Donation of Free Passes**

2.1 Donations of free passes can be made to schools, sporting and charity organisations based and functioning within the City of Bayswater only.

2.2 Free passes will be donated solely for the purpose of prizes for fund raising by the applicant organisation and may not be re-sold for cash.

2.3 No more than 10 free entry passes will be issued to any one group within each financial year.

2.4 Free passes and other discounts may be used at Bayswater Waves, The RISE and Maylands Waterland for promotional purposes in accordance with operational marketing plans.

**DEFINITIONS:**

- "student" means a person who attends a secondary school or tertiary institution and can upon request, present suitable identification.

"student" does not mean part time students attending tertiary institutions.

**ATTACHMENT 9 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****CONCESSIONAL PASSES AND DONATIONS OF FREE PASSES TO COUNCIL FACILITIES POLICY****RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations	Delegation RC-D02	
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	23 July 2003
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 10****ATTACHMENT 10 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****COMMUNITY FACILITY LEASE AND LICENSE / USER AGREEMENT POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To provide a structured and consistent approach to the management of Council's Lease and License/User Agreements with local not-for-profit organisations for the use of community facilities.

**POLICY STATEMENT:**

1. Council will provide a range of well-maintained and well managed community facilities and enter into agreement with locally based not-for-profit organisations for their use in order to ensure city owned buildings and infrastructure are of a high quality appropriate to community needs.
2. Council will ensure fair and equitable access for locally based organisations to its community facilities.
3. Council will ensure that its community facilities are managed to an appropriate and sustainable standard.
4. Council will aim to increase community access to activities and services by optimum use of Council facilities achieved by encouraging integration and co-location.
5. To accommodate the wide variety of community organisations and their needs for community facilities, the following agreement options have been developed:
  - a. Category 1: Formal Lease Agreement: 5 plus 5 years, to be approved by Council.
  - b. Category 2: Formal User/License Agreement: 2 - 5 years, to be approved by Council.
  - c. Category 3: Informal User Agreement: Up to two years, to be approved by ~~Council~~ Chief Executive Officer.
  - d. Category 4: Casual Usage/Seasonal Hire Agreement - less than 12 months, to be approved by Chief Executive Officer or nominee.
6. Council reserves the right in all cases to inspect premises and ensure conditions are being met.

**ATTACHMENT 10 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****COMMUNITY FACILITY LEASE AND LICENSE USER AGREEMENT POLICY****DEFINITIONS:***Nil***RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	19 April 2011
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 10 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****COMMUNITY FACILITY LEASE AND LICENSE / USER AGREEMENT POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To provide a structured and consistent approach to the management of Council's Lease and License/User Agreements with local not-for-profit organisations for the use of community facilities.

**POLICY STATEMENT:**

1. Council will provide a range of well-maintained and well managed community facilities and enter into agreement with locally based not-for-profit organisations for their use in order to ensure city owned buildings and infrastructure are of a high quality appropriate to community needs.
2. Council will ensure fair and equitable access for locally based organisations to its community facilities.
3. Council will ensure that its community facilities are managed to an appropriate and sustainable standard.
4. Council will aim to increase community access to activities and services by optimum use of Council facilities achieved by encouraging integration and co-location.
5. To accommodate the wide variety of community organisations and their needs for community facilities, the following agreement options have been developed:
  - a. Category 1: Formal Lease Agreement: 5 plus 5 years, to be approved by Council.
  - b. Category 2: Formal User/License Agreement: 2 - 5 years, to be approved by Council.
  - c. Category 3: Informal User Agreement: Up to two years, to be approved by Chief Executive Officer.
  - d. Category 4: Casual Usage/Seasonal Hire Agreement - less than 12 months, to be approved by Chief Executive Officer or nominee.
6. Council reserves the right in all cases to inspect premises and ensure conditions are being met.

**ATTACHMENT 10 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****COMMUNITY FACILITY LEASE AND LICENSE / USER AGREEMENT POLICY****DEFINITIONS:***Nil***RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	19 April 2011
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 11****ATTACHMENT 11 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****BAYSWATER WAVES / MAYLANDS WATERLAND /  
THE RISE PRIVILEGE CARD POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Facilities
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To set out the conditions in relation to the City of Bayswater Privilege Card.

**POLICY STATEMENT:**

The City of Bayswater privilege card is available to all residents of the City of Bayswater over the age of thirteen (13) years. The privilege card entitles the holder to a discount on admission prices to the Bayswater Waves Aquatic Centre, including memberships and swim school enrolments, admission prices to Maylands Waterland and membership fees at the RISE for them and those family members that are dependent on them. ~~The level of discount is detailed in the City of Bayswater annual fees and charges.~~

1. An application fee ~~of \$10.00~~ applies to all privilege card applications. If the card is lost or stolen a ~~\$5.50~~ replacement fee will apply.
2. Membership is valid for 12 months.
3. The resident ~~who is~~ applying for, ~~the~~ or ~~renewing~~ a privilege card must produce:
  - two forms of identification; ~~with~~ ~~showing~~ the applicant's name and address ~~and; with~~ at least one form of identification ~~must include~~ ~~including~~ photographic identification.
- ~~4. To continue receiving privilege card entitlements the resident is required to produce two forms of identification at the time of renewal of membership (annually).~~
4. The privilege card ~~may~~ ~~can~~ be revoked ~~at the discretion of the Chief Executive Officer including for the~~ ~~under the~~ following reasons:
  - a. No longer a resident of the City of Bayswater
  - b. Failure to lodge a change of address
  - c. Misuse by another customer

**Details of relevant discounts, application fees and replacement penalties can be found in the City of Bayswater schedule of annual fees and charges.**

**DEFINITIONS:**

*Nil.*

**RELATED LEGISLATION:**

*Nil.*

**RELATED DOCUMENTATION:**

*Nil.*

**ATTACHMENT 11 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****BAYSWATER WAVES MAYLANDS WATERLAND THE RISE PRIVILEGE CARD POLICY**

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	14 February 2006
Reviewed / Modified	Date	29 January 2008
Reviewed / Modified	Date	26 May 2009
Reviewed / Modified	Date	4 July 2016
Council Adoption	Date	12 July 2016



**ATTACHMENT 11 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****BAYSWATER WAVES / MAYLANDS WATERLAND / THE RISE PRIVILEGE CARD POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Facilities
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To set out the conditions in relation to the City of Bayswater Privilege Card.

**POLICY STATEMENT:**

The City of Bayswater privilege card is available to all residents of the City of Bayswater over the age of thirteen (13) years. The privilege card entitles the holder to a discount on admission prices to the Bayswater Waves Aquatic Centre, including memberships and swim school enrolments, admission prices to Maylands Waterland and membership fees at the RISE for them and those family members that are dependent on them.

1. An application fee applies to all privilege card applications. If the card is lost or stolen a replacement fee will apply.
2. Membership is valid for 12 months.
3. The resident applying for, or renewing a privilege card must produce:
  - two forms of identification showing the applicant's name and address with at least one form of identification including photographic identification.
4. The privilege card may be revoked at the discretion of the Chief Executive Officer including for the following reasons:
  - No longer a resident of the City of Bayswater
  - Failure to lodge a change of address
  - Misuse by another customer

Details of relevant discounts, application fees and replacement penalties can be found in the City of Bayswater schedule of annual fees and charges.

**DEFINITIONS:**

*Nil.*

**RELATED LEGISLATION:**

*Nil.*

**RELATED DOCUMENTATION:**

*Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	14 February 2006
Reviewed / Modified	Date	29 January 2008
Reviewed / Modified	Date	26 May 2009
Reviewed / Modified	Date	4 July 2016
Council Adoption	Date	12 July 2016

**Attachment 12****ATTACHMENT 12 - Policies recommended for Nil Change Review****ELIGIBILITY FOR A REBATE ON RESERVE HIRE FEES  
FOR JUNIOR CLUBS POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To encourage wider participation in sport activities for young people within sporting clubs based within the City of Bayswater.

**POLICY STATEMENT:**

1. Council will make its outdoor sports facilities, excluding aquatic facilities and golf courses, available free of charge to junior sporting clubs based and operating within the City of Bayswater.
2. The Chief Executive Officer may deny a club free use of facilities, if any sporting club fails to demonstrate on request, that any saving made through free use of reserves is not passed on to benefit junior members through reduced player registration fees and other benefits.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 August 2005
Reviewed / Modified	Date	21 January 2008
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	

**ATTACHMENT 12 - Policies recommended for Nil Change Review****PROVISION OF FUNDING TO SUPPORT THE  
DEVELOPMENT OF FACILITIES LEASED TO STATE  
GOVERNMENT DEPARTMENTS POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To provide guidelines for the consideration of requests for financial support from State Government departments to develop or improve facilities leased from the City.

**POLICY STATEMENT:**

1. Council will not consider applications for funding from State Government departments to develop facilities leased from the City where fundamental responsibility for the provision of the service or facility rests with State Government.
2. Council will consider applications for funding from State Government departments to develop facilities leased from the City where the following criteria are met:
  - a. Where the applicant is a Pre-Primary School; the proposed facilities will be made available for use by the broader community outside of normal school hours;
  - b. the provision of the proposed facilities would not normally be considered to be a core responsibility of State Government;
  - c. there exists a demonstrated community need for the proposed facilities;
  - d. the State Government will match Council's contribution on a dollar for dollar basis; and
  - e. where the applicant is a Pre-Primary School, the project has the support of the School's Parents and Citizens Association

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	26 July 2005
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 12 - Policies recommended for Nil Change Review****REQUIREMENT TO HOLD A WORKING WITH CHILDREN CHECK POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**PURPOSE:**

To document the requirement for hirers of Council facilities and organisations/individuals who participate in City functions, events or services involving child related activities to demonstrate that they have complied with the *Working with Children (Criminal Record Checking) Act 2004*.

This policy applies to all applications likely to conduct child related activities on more than five (5) days in a calendar year, including but not limited to, seasonal and regular hiring transactions.

The City reserves the right to reject applications for the use of council venues and expressions of interest in Council events if the relevant Working with Children (WWC) Checks are not provided.

**POLICY STATEMENT:**

1. That all organisations/individuals that hire Council facilities and/or participate in City functions, events or services in a paid or volunteer capacity must be in compliance with the *Working with Children (Criminal Record Checking) Act 2004*;
2. That it is the responsibility of the organisation wishing to hire a council venue to ensure that its obligations under the *Working with Children (Criminal Record Checking) Act 2004* have been met; and
3. Copies of the WWC Check as required under the *Working with Children (Criminal Record Checking) Act 2004* are to be attached to any and all applications for the use of Council facilities when the application is made.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	31 January 2006
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 13****ATTACHMENT 13 - Policy recommended for Adoption****SCHOLARSHIPS POLICY**

Responsible Division	Community Services
Responsible Business Unit/s	Recreation Services
Responsible Officer	Manager Recreation Services
Affected Business Unit/s	Recreation Services

**LOCAL SPORT REPRESENTATION SCHOLARSHIPS****PURPOSE:**

To provide guidelines in relation to the conditions in which the City of Bayswater will consider the granting of scholarships, including:

- annual Scholarships in the following fields:
  - Education
  - Music
  - Sport
  - Visual Arts
- scholarships to residents of the City to assist young sports participants with the cost associated with representation in local sporting competitions where financial constraints are a barrier to participation.
- scholarships to participants in the City of Bayswater Dance Festival that will help promote excellence in dance achievements.

**POLICY STATEMENT:**

Scholarships will be awarded annually by the City of Bayswater to encourage and assist individuals to participate in their chosen field of sport in accordance with the following guidelines:

1. Scholarships, to an amount determined by Council each year, shall be awarded annually to assist individuals to participate in their chosen sport. Payment will be by four (4) instalments over two (2) years.
2. Nominees must reside in the City of Bayswater or be a member of a recognised sporting organisation within the City and be at least 12 years of age by 30 November in the year the application is made.
3. Persons currently in receipt of a City of Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance, are not eligible to apply.
4. Nominations should be submitted from either the Club President or School Head Teacher that provide written justification outlining how financial pressure is a barrier to the applicant participating in a local sporting competition. The Selection Committee appointed by the City of Bayswater will award scholarships using this information as well as the following criteria:
  - 4.1 Personal History
  - 4.2 Character and Conduct
  - 4.3 Proven Sporting Ability
  - 4.4 Specified Sporting Objectives
  - 4.5 Satisfactory Progress and Endeavour
  - 4.6 Any Financial Assistance Previously Received



**ATTACHMENT 13 - Policy recommended for Adoption**

5. Payment of instalments over the two (2) year period will be dependent upon receipt of regular advice indicating the recipient's progress or continued interest in furthering their sport.
6. Decisions made by the appointed Selection Committee will be final and no further communication will be entered into.

**EDUCATION, MUSIC, SPORT AND VISUAL ARTS SCHOLARSHIPS****POLICY STATEMENT:*****EDUCATION***

Through the support of the Morley Citizens Club (Inc) the City of Bayswater is able to provide scholarships to the residents of the City that will help promote excellence in education achievements.

Education Achievement and Assistance Scholarships will be awarded annually to children who are residents of the City of Bayswater in accordance with the following guidelines:

1. Education Assistance and Education Achievement Scholarships, to an amount determined by Council each year, shall be awarded annually. Payment will be made in one lump sum. The scholarship recipient will be asked for six monthly advice indicating the recipients progress and continued interest. If there are any changes, Council funds will be returned immediately. Students who have received a Scholarship are only eligible to apply for another two (2) years.
2. Applicants must be a resident of the City of Bayswater and be either:
  - Primary student (Must be enrolled within years 1-7 at the time of application).
  - Secondary student (Must be enrolled within years 8-12 at the time of application.).
3. Students currently in receipt of a City of Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance, are not eligible to apply.
4. Education Scholarships are awarded in two categories, namely:
  - 4.1 Education Achievement – awarded for outstanding academic achievement in either Primary or Secondary.
  - 4.2 Education Assistance – awarded to those who display a marked commitment toward (or achievement in) other fields or activities within the community, e.g. volunteer work, charity organisations, community service etc. in either Primary or Secondary.
5. A shortlist of applicants shall be prepared with the assistance of the Education Department. Shortlisted applicants will be interviewed by the Selection Committee comprising of representatives from the City of Bayswater, Education Department and the Morley Citizens Club (Inc).
6. The Morley Citizen's Club be linked to the Education (Assistance) Scholarship with the Club's name being included on the Scholarship Certificates and made known through the speech conducted at the Awards Presentation, that the Scholarship is funded through the Morley Citizen's Trust.

**ATTACHMENT 13 - Policy recommended for Adoption**

7. The Morley Citizens Club may provide an information package which can be presented to the winners of the Education (Assistance) Scholarship during the Awards Presentation with the information being presented to officers one week prior to the awards evening.
8. The Morley Citizens Club (Inc) shall be invited to nominate up to three (3) representatives to the Selection Committee in perpetuity.
9. The City to extend an invitation to the Scholarship Presentation Evening to six (6) members/guests of the Morley Citizens club (Inc).
10. Decisions made by the appointed Selection Committee will be final and no further communications will be entered into.
11. In recognition of the Morley Citizens Club (Inc) commitment to the Education Scholarship all recipients shall receive details of the Morley Citizens Club history.

**MUSIC**

To provide scholarships to the residents of the City that will help promote excellence in music achievements.

Music Scholarships will be awarded annually to children who are residents of the City of Bayswater in accordance with the following guidelines:

1. Scholarships for vocalists/musicians are available to assist those wishing to further their abilities in the field of music. The scholarship is payable in one lump sum. The Scholarship recipient will be asked for six monthly advice indicating the recipients progress and continued interest. If there are any changes, Council funds will be returned immediately. Students who have received a Scholarship are only eligible to apply for another after two (2) years.
2. Music Scholarships are awarded in three (3) categories, namely:
  - 2.1 Primary student (Must be enrolled within years 1-7 at the time of application)
  - 2.2 Secondary student (Must be enrolled within years 8-12 at the time of application)
  - 2.3 Open to ALL PERSONS (not necessarily students) who are 17 years of age and above, studying or pursuing an interest in music and who are currently performing to a standard suitable for an "Open Competition"
3. These scholarships are open to amateur artists only and are not available to persons whose main source of income is through professional music.
4. Applicants must be a resident of the City of Bayswater. Those currently in receipt of a Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance are not eligible to apply.
5. The adjudicators appointed by Council (in conjunction with organisers of the North of Perth Music Festival) will award scholarships using the following criteria:
  - 5.1 Music study results, career plans of the applicant and other community activities/hobbies
  - 5.2 School results especially reports made on the student's progress, conduct and interest in music and school activities (if the applicant is a student)

**ATTACHMENT 13 - Policy recommended for Adoption**

- 5.3 An audition of one (1) or more musical/vocal items of the applicant's own choice. The audition will take place in front of a panel of adjudicators and be of fifteen minute duration.
6. Ministry of Education advice will be sought where necessary. Decisions made by the adjudicators will be final with no further communication entered into.

**SPORT**

To provide scholarships to the residents of the City that will help promote excellence in sport achievements.

Sport Scholarships will be awarded annually by the City of Bayswater to encourage and assist individuals attain excellence in their chosen field of sport in accordance with the following guidelines:

1. Sports Scholarships, to an amount determined by Council each year, shall be awarded annually to assist individuals attain excellence in their chosen sport. Payment will be made in one lump sum. The Scholarship recipient will be asked for regular six monthly advice indicating the recipients progress and continued interest. If there are any changes, Council funds will be returned immediately. Students who have received a Scholarship are only eligible to apply for another after two (2) years.
2. Applicants must reside in the City of Bayswater or be a member of a recognised sporting organisation within the City and be either:
  - Primary student (Must be enrolled within years 1-7 at the time of application).
  - Secondary student (Must be enrolled within years 8-12 at the time of application).
3. Persons currently in receipt of a City of Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance, are not eligible to apply.
4. The Selection Committee appointed by the City of Bayswater will award scholarships using the following criteria:
  4. Personal History
    - 4.1. Character and Conduct
    - 4.2. Proven Sporting Ability
    - 4.3. Previous Achievements
    - 4.4. Specified Sporting Objectives
    - 4.5. Satisfactory Progress and Endeavour
    - 4.6. Any Financial Assistance Previously Received
5. Sport Scholarships are awarded in three categories, namely:
  - 5.1 Sport – awarded for outstanding achievement in a chosen field of sport in Primary or Secondary
  - 5.2 Sport Official – awarded annually to assist an individual progress their involvement, training and development as a sports official.
  - 5.3 Local Sport Representative - awarded to allow students to participate in their chosen field of sport.



**ATTACHMENT 13 - Policy recommended for Adoption**

6. Decisions made by the appointed Selection Committee will be final and no further communication will be entered into.

**VISUAL ARTS**

To provide scholarships to the residents of the City that will help promote excellence in visual art achievements.

Visual Art Scholarships will be awarded annually to children who are of residents of the City of Bayswater in accordance with the following guidelines:

1. Visual Art Scholarships, to an amount determined by Council each year, shall be awarded annually to assist students to further their studies in the visual arts beyond Year 10 level of secondary education, or at an approved tertiary institution. Payment will be made in one lump sum. The Scholarship recipient will be asked for regular six monthly advice indicating the recipients progress and continued interest. If there are any changes, Council funds will be returned immediately. Students who have received a Scholarship are only eligible to apply for another two (2) years.
2. Applicants must be a resident of the City of Bayswater and be either:
  - 2.1 Secondary student (Must be enrolled within years 8-12 at the time of application.
  - 2.2 Tertiary student (Must be enrolled in either a part time or full time tertiary institution in an Arts related field at the time of application).
3. Students currently in receipt of a City of Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance are not eligible to apply.
4. The Selection Committee comprising Councillors and a professional from the field of art, will award scholarships using the following criteria:
  - 4.1 A current portfolio or documentation of the applicant's work
  - 4.2 Secondary education results (with particular attention paid to art related subjects)
  - 4.3 School reports particularly in relation to comments made on the applicant's progress, conduct and interest in art and cultural activities
5. Ministry of Education advice will be sought where necessary. Decisions made by the appointed Selection Committee will be final and no further communication entered into.
6. Following the close of applications, applicants will be required to attend an interview and submit a portfolio containing examples of their artwork.

**DANCE SCHOLARSHIPS****POLICY STATEMENT:**

Dance Scholarships shall be awarded annually to dancers competing in the City of Bayswater Dance Festival:

1. Scholarships for dance are available to assist those wishing to further their abilities in the field of dance. The scholarship is payable annually in one payment:
  - Tap Dance - \$400

**ATTACHMENT 13 - Policy recommended for Adoption**

- Modern Jazz Ballet - \$400
- 2. Three scholarships are awarded each year and are open to all Open Dancers competing in the City of Bayswater Dance Festival.
- 3. Those currently in receipt of a Bayswater Scholarship in Education, Visual Art, Sport, Music or Dance are not eligible to apply.
- 4. The adjudicators appointed by Council (in conjunction with the City of Bayswater Festival of Dance) will award scholarships.
- 5. An audition will be conducted as part of the Festival of Dance Program in October of each year using the criteria adopted for examinations by the Commonwealth Society of Dance Teachers (CSDT).

**DEFINITIONS:**

*Nil.*

**RELATED LEGISLATION:**

*Nil.*

**RELATED DOCUMENTATION:**

*Nil.*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	29 January 2008
Policy Reformatted	Date	1 March 2016
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 14 - Delegated Authority Recommended For Amendment****ATTACHMENT 14 - Delegated Authority recommended for amendment****RECOMMENDED AMENDMENTS TO DELEGATED AUTHORITY**

Delegation RC-D02 Promotional Use and Donations of Free Passes to Council Facilities	
<b>Power/Duty Delegated:</b>	Local Government Act 1995 s6.7(2) <del>Donation of Free Passes to Council Facilities</del>
<b>Description of Power Delegated:</b>	<del>Authority to donate up to 10 free passes to schools, sporting and charity organisations based and functioning within the City of Bayswater, for the purpose of fundraising by the applicant, on the basis that a report is provided within the quarterly reports to Council.</del> Approve the promotional use and donation of free passes and other discounts to Council Facilities
<b>Delegation to:</b>	Chief Executive Officer
<b>Delegation Conditions:</b>	Subject to: <ul style="list-style-type: none"> <li>• maximum of 10 free passes to Council Facilities, per group, per financial year;</li> <li>• funding being allocated in the City's Annual Budget</li> <li>• quarterly report provided to Council.</li> </ul>
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Relevant local law, policy or management practice:</b>	In accordance with relevant City of Bayswater Policies

**RECOMMENDED FINAL DELEGATED AUTHORITY**

Delegation RC-D02 Promotional Use and Donations of Free Passes to Council Facilities	
<b>Power/Duty Delegated:</b>	Local Government Act 1995 s6.7(2)
<b>Description of Power Delegated:</b>	Approve the promotional use and donation of free passes to Council Facilities
<b>Delegation to:</b>	Chief Executive Officer
<b>Delegation Conditions:</b>	Subject to: <ul style="list-style-type: none"> <li>• maximum of 10 free passes to Council Facilities, per group, per financial year;</li> <li>• funding being allocated in the City's Annual Budget</li> <li>• quarterly report provided to Council.</li> </ul>
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Relevant local law, policy or management practice:</b>	In accordance with relevant City of Bayswater Policies

**10.9 Finance - Organisational Policy Review**

**Reporting Branch:** Governance  
**Responsible Directorate:** Executive Services

**EXECUTIVE SUMMARY****Application:**

For Council to consider the review of the City of Bayswater's policies that are currently under the management of the Finance Division.

**Key Issues:**

To meet various legislative requirements and fulfil the good governance and best practise considerations this report recommends to Council that it delete, amend or adopt policies specific to the Finance Division.

**BACKGROUND**

In the past, the City's policies have been reviewed from time to time to reflect changes in legislation, industry practice or Council priorities. In recent times, the organisation has coordinated bulk reviews in 2009, 2011 and 2013. This has resulted in several policies being presented individually to Council each year for amendment. The amendments have been focused on legislative and sector changes. During 2014 and 2015, Council resolved to delete a bulk number of policies which were no longer relevant and also to apply several minor policy amendments.

The purpose of policy is as clear, simple statements of the high order strategic direction a Council wants the organisation to follow. In local government, policies have their creation in the leadership and decision making role of Council and are a way for Council to give expression to preferred solutions to problems or matters of concern. Policies are a guide for officers and elected members when making decisions, and not intended to be procedural in nature.

This report is part of a program where a number of reports will be presented to Council in the coming months, to update the City's Policies. The purpose of this program is to simplify the City's policies and create stronger alignment across the City's Divisions. This program will result in clear and consistent policies for Councillors, Officers and Residents.

To ensure compliance with best practice standards, Council has adopted a Policy Development Policy, outlining its expectations for the approval of new, amended and reviewed City of Bayswater policies. In addition, the City has developed an operational policy framework to provide a clear structure for the City's officers for the creation, development and management of Council policy. The framework formalises the process and business rules to enable a coordinated approach to policy management at the City of Bayswater.

**CONSULTATION**

No consultation has yet occurred with the public or other agencies on this matter.

**ANALYSIS**

This report recommends to Council that the officer's recommendation be adopted concerning the review of the City's current Finance policies to reflect Council's expectations in relation to good governance and best practise standards in policy development, review and maintenance for the City of Bayswater.

**It is recommended that the following current Council Policies are deleted:**

This policy covers operational aspects in relation to accounts for payment, it is recommended that an Internal Management Practice is adopted by the Chief Executive Officer. Management Practices regarding financial issues will be required to be presented for assessment by the Auditor at the City's compulsory annual financial audit.

This policy covers operational aspects in relation to asset depreciation, it is recommended that an Internal Management Practice is adopted by the Chief Executive Officer. Management Practices regarding financial issues will be required to be presented for assessment by the Auditor at the City's compulsory annual financial audit.

Local governments are required to comply with legislation (Local Government (Financial Management) Regulations 1996) and Australian Accounting Standards as set by the Australian Accounting Standards Board (AASB).

It is recommended that this policy is deleted as the consideration of loans is referred to Council for decision on an individual basis. It appears that the current policy outlines that Council will only lend money to a body that can repay it, this is unnecessary.

Health and Safety considerations are legislated and the City addresses these requirements on a day to day basis including the development of an occupational health and safety policy within the Governance and Executive Services (Human Resources) portfolio which outlines the city's responsibilities regarding health and safety. Health and safety considerations are addressed within all aspects of the organisations business.

Local governments are required to comply with legislation (*Occupational Safety and Health Act 1984*) regarding Health and Safety

This policy covers operational aspects in relation to inventories, it is recommended that an Internal Management Practice is adopted by the Chief Executive Officer. Management Practices regarding financial issues will be required to be presented for assessment by the Auditor at the City's compulsory annual financial audit.

Local governments are required to comply with legislation (Local Government (Financial Management) Regulations 1996) and Australian Accounting Standards as set by the Australian Accounting Standards Board (AASB).

**8. Issuance of Electoral Rolls Policy****Deletion addressed by legislation**

This is prescribed by legislation, giving the Chief Executive Officer the ability to charge a cost for providing extra copies to Councillors. Any cost determined by the Chief Executive Officer should be included in the city's schedule of fees and charges.

The provision of electoral rolls to persons other than Council Members is covered in "Rates - Property Ownership Enquiries Policy".

**9. Joint Ventures Policy****Deletion addressed by legislation**

Local governments are required to comply with legislation (Local Government (Financial Management) Regulations 1996) and Australian Accounting Standards as set by the Australian Accounting Standards Board (AASB).

**10. Property, Plant and Equipment Policy****Deletion administrative function**

This policy covers operational aspects in relation to property, plant and equipment, it is recommended that an Internal Management Practice is adopted by the Chief Executive Officer. Management Practices regarding financial issues will be required to be presented for assessment by the Auditor at the City's compulsory annual financial audit.

**It is recommended that the following policies are amended:**

Three policies listed below for amendment currently have reference to delegated authority in them:

- Donations Policy
- Investment Policy
- Sundry Debt Collection and Recovery Policy

For each of these policies it is recommended that the reference be removed and that the Delegated Authority Register be updated where necessary. The only delegated authority from within a policy that is not currently represented in the Delegated Authority Register is the Donations Policy.

**11. Disposal of Surplus Goods and Equipment Policy****Amendment**

Amendment is recommended to clarify the discrepancy in dollar amounts represented in the policy. The policy currently states that it is in relation to amounts less than \$20,000 but then outlines the figure of \$75,000 in its first dot point.

Three sentences have been added to the policy to clarify the difference in dollar figures.

**12. Donations Policy****Amendment**

The following minor amendments are recommended:

- Clarification that there may be other areas of council policy that allow funding outside of this policy
- Removal of reference to a policy, which may be recommended for deletion at its upcoming review, for deletion
- Definitions moved to appropriate place within policy

- Delete reference to delegation – delegations need to be presented in the Delegated Authority Register as required by the Local Government Act for proper management and review (yearly).
- Removal of reference to specific departments within the city that community members may not be aware of and are currently incorrect.
- Removal of the term 'generally' as for the purposes of this policy the amount is \$200 and only council can decide otherwise or 'generally'.
- Minor amendments for plain English requirements where necessary

**13. Environmental Purchasing Policy  
Amendment**

In consideration of the ever-changing assessment of the term 'environmentally preferable' it is considered appropriate for Council to adopt policy that states it will endeavour to promote and require the purchase of environmentally responsible products and equipment wherever possible, but not to outline specific definitions of what may only be considered environmentally responsible for a limited time.

This policy is recommended for amendment to address Council's intention for its local government to be environmentally responsible in all circumstances.

**14. Investment Policy  
Amendment**

It is recommended that reference to delegated authority is removed from this policy as delegations need to be presented in the Delegated Authority Register as required by the Local Government Act for proper management and review (yearly).

**15. Procurement Policy  
Amendment**

It is recommended that that reference to other policies specifically be removed and a general observation be included as the City is currently undertaking a major review of policy and those policies referred to may be recommended for deletion or name change during the review. It will also reduce the risk of future oversight or the reference of policies that no longer exist causing confusion to community members.

**16. Rates - Property Ownership Enquiries Policy  
Amendment**

It is recommended that this policy is amended to add reference to the city's schedule of fees and charges.

**17. Risk Management Policy  
Amendment**

It is recommended that this policy is amended by removing reference to the need to review every two years as the policy development policy outlines that all policies must be reviewed every two years minimum.

**18. Sundry Debt Collection and Recovery Policy  
Amendment**

It is recommended that reference to delegated authority is removed from this policy as delegations need to be presented in the Delegated Authority Register as required by the Local Government Act for proper management and review (yearly).

**It is recommended that a nil change review is undertaken of the following policies:**

It is recommended that the following policies undergo no changes during this review. These policies are considered to meet the operational needs and current practise of the City of Bayswater in relation to their content.

Council is being asked to consider these recommendations to demonstrate its consideration of these policies and to confirm its continuing support for them in their current unchanged design.

- 19. Corporate Credit Card Policy**  
**Nil change review**
- 20. Rates - Collection of arrears Policy**  
**Nil change review**
- 21. Street Advertising Banner Policy**  
**Nil change review**
- 22. Use of the City of Bayswater Logo Policy**  
**Nil change review**
- 23. Governance of Accommodation Bonds Policy**  
**Nil change review**

**OPTIONS**

The following options are available to Council:

	OPTION	BENEFIT	RISK
1	Approve the officer recommendation to accept recommended amendments, to delete policies, to approve nil change review of policies where proposed as outlined and to approve the updating of the Delegated Authority Register where appropriate.	A suite of legally compliant and regularly formatted policies that better reflect best practice and the City's corporate style.	NIL
2	Do not approve the officer recommendation to accept recommended amendments, to delete policies, to approve nil change review of policies where proposed as outlined and to approve the updating of the Delegated Authority Register where appropriate.	NIL	<ul style="list-style-type: none"> <li>• Policies may not reflect current contemporary practices</li> <li>• Policies may not meet current legislative requirements</li> <li>• Policies may not be reviewed consistently.</li> </ul>

**CONCLUSION**

Option 1 is recommended as the recommendation is considered to reflect the requirements for good governance and best practice policy development.



**FINANCIAL IMPLICATIONS**

No financial implications have been identified as a direct result of this report.

**STRATEGIC LINK**

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies.

Theme: Leadership & Governance  
Aspiration: We will provide responsible governance and be recognised for operating with integrity and delivering quality services.  
Outcome L1: Accountable and good governance.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

While considering the ensuing legislation:

- *Local Government Act 1995*

**VOTING REQUIREMENTS**

Simple Majority Required

Point's I-III of the officer recommendation can be moved by a simple majority of Council.

***ABSOLUTE MAJORITY REQUIRED***

**Point IV of the officer recommendation can only be moved by an absolute majority of Council as it is a delegated authority.**

**ATTACHMENTS****ATTACHMENT 1 Policies recommended for Deletion****ATTACHMENTS 2 - 9 Polices recommended for amendment**

ATTACHMENT 2	Disposal of Surplus Goods and Equipment Policy
ATTACHMENT 3	Donations Policy
ATTACHMENT 4	Environmental Purchasing Policy
ATTACHMENT 5	Investment Policy
ATTACHMENT 6	Procurement Policy
ATTACHMENT 7	Rates - Property Ownership Enquiries Policy
ATTACHMENT 8	Risk Management Policy
ATTACHMENT 9	Sundry Debt Collection and Recovery Policy

**ATTACHMENT 10 Polices recommended for nil change review****OFFICER'S RECOMMENDATION**

That Council:

- I. Delete the following policies (Attachment 1):
  1. Accounts for Payment Policy.
  2. Asset Depreciation Policy.
  3. Compliance Statement Policy.
  4. Debt Free Program Policy.
  5. Health and Safety Purchasing Policy.
  6. Inventories Policy.

7. Investments Policy.
8. Issuance of Electoral Rolls Policy.
9. Joint Ventures Policy.
10. Property, Plant and Equipment Policy.
- II. Approve the recommended amendments to the following policies (Attachments 2 - 9):
  11. Disposal of Surplus Goods and Equipment Policy.
  12. Donations Policy.
  13. Environmental Purchasing Policy.
  14. Investment Policy.
  15. Procurement Policy\*.
  16. Rates - Property Ownership Enquiries Policy.
  17. Risk Management Policy.
  18. Sundry Debt Collection and Recovery Policy.
- III. Approve the nil change review of the following policies (Attachment 10):
  19. Corporate Credit Card Policy.
  20. Rates - Collection of arrears Policy.
  21. Street Advertising Banner Policy
  22. Use of the City of Bayswater Logo Policy
  23. Governance of Accommodation Binds
- IV. Approve the attached Delegated Authority FS-D13 and its inclusion in the Delegated Authority Register (Attachment 11)

ADDENDUM - Community, Finance, Technical and Corporate Services Committee -  
22 FEBRUARY 2017

ADDITIONAL INFORMATION

Further information has been received that endorses the insertion of the word 'registered' into the first paragraph/purpose section (twice) and the last dot point of the of the Volunteer Principles and Management Policy (Attachment 3). This amendment does not affect the intention of the policy but does clarify that only those volunteers registered with the City of Bayswater will be considered for inclusion at the celebrations relevant to this policy.

RECOMMENDATION IMPLICATIONS

In light of the above, an alternative Attachment 3 with the word 'registered' included is attached below.

COUNCIL RESOLUTION

COMMITTEE RECOMMENDATION TO COUNCIL

**That Council:**

- I. **Delete the following policies (Attachment 1):**
  1. **Accounts for Payment Policy.**
  2. **Asset Depreciation Policy.**
  3. **Compliance Statement Policy.**

4. Debt Free Program Policy.
  5. Health and Safety Purchasing Policy.
  6. Inventories Policy.
  7. Investments Policy.
  8. Issuance of Electoral Rolls Policy.
  9. Joint Ventures Policy.
  10. Property, Plant and Equipment Policy.
- II. Approve the recommended amendments to the following policies (Attachments 2 - 9):
11. Disposal of Surplus Goods and Equipment Policy.
  12. Donations Policy.
  13. Environmental Purchasing Policy.
  14. Investment Policy.
  15. Procurement Policy\*.
  16. Rates - Property Ownership Enquiries Policy.
  17. Risk Management Policy.
  18. Sundry Debt Collection and Recovery Policy.
- III. Approve the nil change review of the following policies (Attachment 10):
19. [Deleted - refer point V below]
  20. Rates - Collection of arrears Policy.
  21. Street Advertising Banner Policy
  22. Use of the City of Bayswater Logo Policy
  23. Governance of Accommodation Binds
- IV. Approve the attached Delegated Authority FS-D13 and its inclusion in the Delegated Authority Register (Attachment 11)
- V. Approve amendment to the Corporate Credit Card Policy in order to further clarify the responsibility of card holders by deleting point c) under the 'General' heading and inserting the following in its place, c) The administration of Credit Card use and any transactions that are incurred, as recommended by the Community, Technical, Finance and Corporate Services Committee Meeting held on the 22 February 2017.

\*Note The attachment to the Procurement Policy attachment (Attachment 6) will be replaced with the correct attachment to rectify an error in the attachment that was presented to the Community, Technical, Finance and Corporate Services Committee Meeting held on the 22 February 2017.

**CR JOHN RIFICI MOVED, CR SALLY PALMER SECONDED  
CARRIED BY EN BLOC RESOLUTION BY AN ABSOLUTE MAJORITY: 9/0**

**Attachment 1 - Policies Recommended for Deletion****ATTACHMENT 1 - Policies recommended for deletion****ACCOUNTS FOR PAYMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To outline the financial controls for payments by cheque, using electronic funds transfer (EFT) and petty cash.

**POLICY STATEMENT:****General**

1. Payments shall be processed to ensure that the Council obtains any prompt payment discount and avoids late payment penalties
2. A schedule of monthly payments will be presented to the meeting of Council regardless of the payment system used.
3. All payments required by tax legislation will be supported by a compliant tax invoice.
4. No payments will be made without appropriate supporting documentation for the method of payment.
5. A Council officer cannot authorise a payment where that officer receives a personal benefit.

**Payments by Cheque**

1. No manual cheques are to be issued without authorisation of the Chief Executive Officer, Director of Finance or Accountant.
2. Procedures for authorisation of cheques shall include checking supporting documentation.

**Payments by Electronic Funds Transfer (EFT)**

1. All EFT payments shall have a payment voucher and remittance advice.
2. The supplier must provide written confirmation of bank account details prior to any EFT payments and these shall be retained securely and checked periodically.
3. EFT transfers rejected by the bank are to be promptly followed up and corrected.
4. Authorisation of an EFT shall not be made prior to appropriate reconciliation.
5. Set up parameters for the online payment system shall not be vested in any single administrator.
6. Accounting system output files are to be kept in a restricted access file directory while awaiting transfer.

**Payments by Petty Cash**

1. Petty cash payments will not exceed \$150 unless authorised by the Chief Executive Officer or appropriate Director.
2. All petty cash must be acquitted by evidence of expenditure in the form of a receipt (tax invoice) or approval by an authorised officer.
3. Petty cash floats are to be maintained on the Imprest system, reconciled and audited in accordance with accounting standards.

**ATTACHMENT 1 - Policies recommended for deletion****ACCOUNTS FOR PAYMENT POLICY****Authorised Officers**Cheque Payments:

As approved under the authority of the Council as part of the annual budget progress (which is an annual statutory requirement).

EFT Transfers:

As approved under the authority of the Council as part of the annual budget progress (which is an annual statutory requirement).

Petty Cash Float:

As approved by the Chief Executive Officer and Directors.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	28 September 2010
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****ASSET DEPRECIATION POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To ensure that assets are valued at "fair value" in accordance with the Australian Accounting Standards including AASB 13 *Fair Value Measurement*.

Management of assets, including determining service levels and planning for renewal, is dealt with under the separate policy *Asset Management - Infrastructure Assets Policy* (EG-P13).

**POLICY STATEMENT:****General principles for selecting the appropriate valuation method:**

1. Market-based evidence shall be sought wherever practicable.
2. If there is no market-based evidence of fair value because of the specialised nature of the item of property, plant and equipment, any of the other three methods may be used as appropriate.
3. Revaluations must be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the reporting date.

**Documentation of fair value**

Valuations at fair value shall be documented to show:

- a) the details of the in-house or external persons appointed to do the valuations and their qualifications;
- b) the methodology of the valuation including the factors used to determine gross value, depreciation and condition scoring.
- c) the date of the valuation and for which reporting period it applies;
- d) the identification of the assets and their locations as well as the date and extent of the inspections, and
- e) any assumptions and/or limiting conditions used in the valuation of each asset class.

The final valuation report shall also include a management evaluation of the valuation results and shall include an independent review process.

**Useful life**

Valuers should ensure that they allocate an age and "remaining useful life" to each asset valued for recording purposes. The useful life should consider factors such as expected use of the asset; wear and tear and obsolescence.

**ATTACHMENT 1 - Policies recommended for deletion****ASSET DEPRECIATION POLICY**

Consideration should also be taken of any other factors that will affect the useful life of the asset such as the maintenance on the asset and the environment in which the asset operates within.

**Revaluations**

Revaluations must take place with such regularity that the asset class's carrying amount at the end of the reporting period does not differ materially from the fair value of that class of assets at that same date.

**Valuation expertise**

The Accounting Standards do not prescribe whether valuations should be conducted by internal or external valuers, but they suggest that the fair value of land and buildings would normally be done by professionally-qualified valuers. Accordingly, external qualified valuers shall be used for all land and building valuations.

In-house valuation of plant and equipment may be done by suitably-qualified officers based on industry reference guides. In-house valuation of roads and related infrastructure may be done by suitably-qualified officers provided that sector recognised condition rating tools and methodology are used.

**Depreciation**

Depreciation shall apply to all classes except land.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

Asset Management - Infrastructure Assets Policy

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	23 July 2003
Reviewed / Modified	Date	02 February 2010
Reviewed / Modified	Date	28 May 2013

**ATTACHMENT 1 - Policies recommended for deletion****COMPLIANCE STATEMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

Australian Accounting Standards and Local Government Accounting Directions to be applied to the City's financial accounts.

**POLICY STATEMENT:**

City of Bayswater shall comply with the requirements of Australian Accounting Standards as amended from time to time by the Australian Accounting Research Foundation except to the extent that the Local Government Accounting Directions prescribe otherwise.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	26 February 2013
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**ATTACHMENT 1 - Policies recommended for deletion****DEBT-FREE PROGRAM POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

Council's commitment to remaining a debt-free local government authority.

**POLICY STATEMENT:**

Loans will only be considered by Council on the following criteria:

1. They are self-supporting.
2. They are for a facility that has the capability to generate revenue to fund the loan repayment, i.e. self-funding loans.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****HEALTH AND SAFETY PURCHASING POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To ensure that consideration is given to relevant Health and Safety issues when purchasing.

**POLICY STATEMENT:**

When purchasing, staff are to consider the Health and Safety implications of the goods and/or services being sought.

The purchase of new unfamiliar plant and/or equipment should be endorsed by the Council Health and Safety Committee, as being suitable and safe for the purpose intended, prior to being purchased.

Suppliers should comply with any required Australian standards relating to Health and Safety.

Products purchased should meet with any required Australian standards relating to Health and Safety.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 July 2003
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****INVENTORIES POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

Valuing of inventory.

**POLICY STATEMENT:**

Inventories are valued at the lower of cost and net realisable value

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**ATTACHMENT 1 - Policies recommended for deletion****INVESTMENTS POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

Accounting for investments.

**POLICY STATEMENT:**

Investments are valued at cost, and interest on those investments is recognised as revenue as it accrues.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

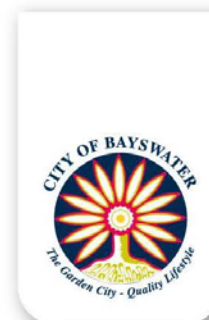
**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****ISSUANCE OF ELECTORAL ROLLS POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

The issuance of electoral rolls.

**POLICY STATEMENT:**

Under the provisions of section 4.42 of the Local Government Act 1995 one copy of the electoral roll is to be supplied to members of Council and each candidate in the election, free of charge, in accordance with the regulations.

The Local Government (Elections) Regulations 1997 state that if the member or candidate requests more than one copy of a roll the CEO may impose a fee for the additional copies requested, however the Chief Executive Officer will supply one hard and one electronic copy of the electoral roll, free of charge, to each candidate in the election and any member of the Council who requests a copy.

Members of the public and associations will be charged for each copy issued.

Council's electoral rolls are produced by ward and are available in both electronic and/or hard copy format.

**Fees**

The fees charged for copies of the electoral roll are to be determined by Council.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	11 August 2009
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 1 - Policies recommended for deletion****JOINT VENTURES POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

Accounting for joint ventures.

**POLICY STATEMENT:**

All joint venture activities shall be recognised in the financial statements by including Council's share of any assets, liabilities, expenses and revenue.

**DEFINITIONS:**

*Nil*

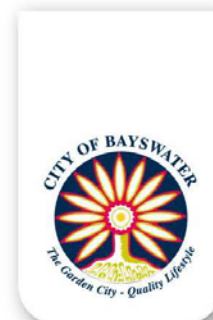
**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**ATTACHMENT 1 - Policies recommended for deletion****PROPERTY, PLANT AND EQUIPMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

Asset capitalisation thresholds.

**POLICY STATEMENT:**

Property, plant and equipment to be accounted for at cost or if acquired other than by purchase, as valued by the Principal Accounting Officer.

Capitalisation thresholds shall be:

Plant & Equipment	-	\$2,000
Computer Equipment	-	\$2,000
Furniture & Fittings	-	\$2,000
Building Improvements	-	\$2,000
Land & Buildings	-	No Limit

Where substantial numbers of a particular asset have been purchased and are located in the same place, the total value of the assets may be capitalised even though individual items may be below the nominated thresholds.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	25 September 2012
Reviewed / Modified	Date	



**Attachment 2 - Policies Recommended for Amendment (Attachments 2 - 9)****ATTACHMENT 2 - Policies recommended for amendment****CURRENT POLICY****DISPOSAL OF SURPLUS GOODS AND EQUIPMENT  
(MINOR ASSETS)**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Corporate Services
Affected Business Unit/s	Whole of organisation

**PURPOSE:**

This policy provides guidance on the management of the disposition of property below \$20,000 in value ensuring full compliance with applicable legislative obligations and principles of transparency.

**POLICY STATEMENT:**

The City's Disposal of Surplus Goods and Equipment (Minor Assets) Policy sets the direction for disposition of property below \$20,000 in value. Disposition over this amount is prescribed in legislation.

The policy objectives are to ensure that:

1. All plant and vehicles are disposed of either by public auction or through a trade-in process, whichever gives the best outcome to the City, subject to the total disposition not exceeding \$75,000 for trade-ins.
2. All surplus furniture, equipment or related goods exceeding \$5,000 in value, based on a 'reasonable judgement' valuation, shall be disposed of firstly through public auction or a public tender process. In the event of there being no response to the public auction or public tender process, the processes set out in (3) and (4) below shall be followed.
3. At the discretion of the Chief Executive Officer, surplus furniture, equipment or related goods reasonably considered being worth between \$1,000 and \$5,000 shall be offered at no cost to local community groups, service organisations or charities through a locally-advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis. The latter process will only apply where it is not reasonably practicable or efficient to dispose of such surplus items using the expression of interest process. any items could be collected by groups from the nominated location at a time and date to be arranged (not less than 14 working days after the first public notice is given).
4. Where an expression of interest process applies and more than one offer is received, a report shall be provided to Council recommending the order of priority, with preference given to local community organisations wherever practicable.
5. Where items are reasonably considered to be worth less than \$1,000 (based on a reasonable judgement' valuation), the Chief Executive Officer shall have discretion to offer the items to a registered charity organisation and, if no further interest is received, to appropriately dispose of the items through a waste collection service.



**ATTACHMENT 2 - Policies recommended for amendment****CURRENT POLICY****DISPOSAL OF SURPLUS GOODS AND EQUIPMENT (MINOR ASSETS)**

6. The asset register shall reflect the disposal where applicable.

**DEFINITIONS:**

- *Expression of Interest* means an internally conducted process to seek interest in the items through advertising in the local newspaper.
- *Public auction* means an auction process advertised and conducted either by the City of Bayswater or through a recognised auction house appointed under contract directly with the City of Bayswater or through a prescribed agency agreement (WA Local Government Association or State Government Common use Agreement).

*Public tender* means the tender process prescribed in the related legislation regulations to the *Local Government Act 1995*.

**RELATED LEGISLATION:**

Local Government disposition of property is subject to the requirements of s.3.58 of the *Local Government Act 1995* ("the Act") and r.30 of the *Local Government (Functions and General) Regulations 1996*, as amended from time to time.

**RELATED DOCUMENTATION:**

- Register of Delegated Authority

Relevant Delegations	EG-D03			
Risk Evaluation				
Council Adoption	Date	2 February 2016	Resolution #	Item: 12.2.9
Reviewed / Modified	Date	23 August 2016	Resolution #	Item 13.7

## ATTACHMENT 2 - Policies recommended for amendment

## RECOMMENDED AMENDMENTS

DISPOSAL OF SURPLUS GOODS AND EQUIPMENT  
(MINOR ASSETS)

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Corporate Services
Affected Business Unit/s	Whole of organisation



## PURPOSE:

This policy provides guidance on the management of the disposition of property below \$20,000 in value **and the conditions relating to plant and vehicles trade-ins**, ensuring full compliance with applicable legislative obligations and principles of transparency.

## POLICY STATEMENT:

The City's Disposal of Surplus Goods and Equipment (Minor Assets) Policy sets the direction for disposition of property below \$20,000 in value **and the conditions relating to plant and vehicles trade-ins**. Disposition ~~over this amount is not outlined in this policy~~ **are** prescribed ~~in~~ **by** legislation.

The policy objectives are to ensure that:

3. All plant and vehicles are disposed of either by public auction or through a trade-in process, whichever gives the best outcome to the City, subject to the total disposition not exceeding \$75,000 for trade-ins.
4. All surplus furniture, equipment or related goods exceeding \$5,000 in value, based on a 'reasonable judgement' valuation, shall be disposed of firstly through public auction or a public tender process. In the event of there being no response to the public auction or public tender process, the processes set out in (3) and (4) below shall be followed.
3. At the discretion of the Chief Executive Officer, surplus furniture, equipment or related goods reasonably considered being worth between \$1,000 and \$5,000 shall be offered at no cost to local community groups, service organisations or charities through a locally-advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis. The latter process will only apply where it is not reasonably practicable or efficient to dispose of such surplus items using the expression of interest process. any items could be collected by groups from the nominated location at a time and date to be arranged (not less than 14 working days after the first public notice is given).
4. Where an expression of interest process applies and more than one offer is received, a report shall be provided to Council recommending the order of priority, with preference given to local community organisations wherever practicable.

**ATTACHMENT 2 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****DISPOSAL OF SURPLUS GOODS AND EQUIPMENT (MINOR ASSETS)**

5. Where items are reasonably considered to be worth less than \$1,000 (based on a reasonable judgement' valuation), the Chief Executive Officer shall have discretion to offer the items to a registered charity organisation and, if no further interest is received, to appropriately dispose of the items through a waste collection service.
6. The asset register shall reflect the disposal where applicable.

**DEFINITIONS:**

- *Expression of Interest* means an internally conducted process to seek interest in the items through advertising in the local newspaper.
- *Public auction* means an auction process advertised and conducted either by the City of Bayswater or through a recognised auction house appointed under contract directly with the City of Bayswater or through a prescribed agency agreement (WA Local Government Association or State Government Common use Agreement).

*Public tender* means the tender process prescribed in the related legislation regulations to the *Local Government Act 1995*.

**RELATED LEGISLATION:**

Local Government disposition of property is subject to the requirements of s.3.58 of the *Local Government Act 1995* ("the Act") and r.30 of the *Local Government (Functions and General) Regulations 1996*, as amended from time to time.

**RELATED DOCUMENTATION:**

- Register of Delegated Authority

Relevant Delegations	EG-D03			
Risk Evaluation				
Council Adoption	Date	2 February 2016	Resolution #	Item: 12.2.9
Reviewed / Modified	Date	23 August 2016	Resolution #	Item 13.7

**ATTACHMENT 2 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****DISPOSAL OF SURPLUS GOODS AND EQUIPMENT  
(MINOR ASSETS)**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Corporate Services
Affected Business Unit/s	Whole of organisation

**PURPOSE:**

This policy provides guidance on the management of the disposition of property below \$20,000 in value and the conditions relating to plant and vehicles trade-ins, ensuring full compliance with applicable legislative obligations and principles of transparency.

**POLICY STATEMENT:**

The City's Disposal of Surplus Goods and Equipment (Minor Assets) Policy sets the direction for disposition of property below \$20,000 in value and the conditions relating to plant and vehicles trade-ins. Disposition not outlined in this policy are prescribed by legislation.

The policy objectives are to ensure that:

5. All plant and vehicles are disposed of either by public auction or through a trade-in process, whichever gives the best outcome to the City, subject to the total disposition not exceeding \$75,000 for trade-ins.
6. All surplus furniture, equipment or related goods exceeding \$5,000 in value, based on a 'reasonable judgement' valuation, shall be disposed of firstly through public auction or a public tender process. In the event of there being no response to the public auction or public tender process, the processes set out in (3) and (4) below shall be followed.
3. At the discretion of the Chief Executive Officer, surplus furniture, equipment or related goods reasonably considered being worth between \$1,000 and \$5,000 shall be offered at no cost to local community groups, service organisations or charities through a locally-advertised expression of interest process which may comprise either an expression of interest or be on a "first in, first served" response basis. The latter process will only apply where it is not reasonably practicable or efficient to dispose of such surplus items using the expression of interest process. any items could be collected by groups from the nominated location at a time and date to be arranged (not less than 14 working days after the first public notice is given).
4. Where an expression of interest process applies and more than one offer is received, a report shall be provided to Council recommending the order of priority, with preference given to local community organisations wherever practicable.

**ATTACHMENT 2 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****DISPOSAL OF SURPLUS GOODS AND EQUIPMENT (MINOR ASSETS)**

5. Where items are reasonably considered to be worth less than \$1,000 (based on a reasonable judgement' valuation), the Chief Executive Officer shall have discretion to offer the items to a registered charity organisation and, if no further interest is received, to appropriately dispose of the items through a waste collection service.
6. The asset register shall reflect the disposal where applicable.

**DEFINITIONS:**

- *Expression of Interest* means an internally conducted process to seek interest in the items through advertising in the local newspaper.
- *Public auction* means an auction process advertised and conducted either by the City of Bayswater or through a recognised auction house appointed under contract directly with the City of Bayswater or through a prescribed agency agreement (VVA Local Government Association or State Government Common use Agreement).

*Public tender* means the tender process prescribed in the related legislation regulations to the *Local Government Act 1995*.

**RELATED LEGISLATION:**

Local Government disposition of property is subject to the requirements of s.3.58 of the *Local Government Act 1995* ("the Act") and r.30 of the *Local Government (Functions and General) Regulations 1996*, as amended from time to time.

**RELATED DOCUMENTATION:**

- Register of Delegated Authority

Relevant Delegations	EG-D03			
Risk Evaluation				
Council Adoption	Date	2 February 2016	Resolution #	Item: 12.2.9
Reviewed / Modified	Date	23 August 2016	Resolution #	Item 13.7

**Attachment 3****ATTACHMENT 3 - Policies recommended for amendment****CURRENT POLICY****DONATIONS POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To provide criteria and guidelines for applications from community groups and individuals who are seeking support for eligible initiatives.

**POLICY STATEMENT:**

The City of Bayswater welcomes requests for donations from eligible individuals or community groups who are seeking financial assistance for an initiative that meets one of the following categories:

1. Individuals/groups/local schools donations;
2. Community donations;
3. Charities;
4. Community club capital requests; and
5. Reduced charges: community venues.

The City of Bayswater receives a large number of requests each year, however not all of these can be supported.

**1. Individual/Group/Local Schools Donations**

The City of Bayswater will consider requests from individuals for financial assistance toward travelling costs when participating in state or national representative events intrastate; interstate or overseas.

Details of the event and role of participant's attendance are to be included in the request. Preference will be given to supporting travel expenses towards events that promote excellence, personal development or community engagement.

Eligible applicants will receive a maximum amount of \$200. If the application pertains to a school representative excursion, or similar, a maximum of \$50 will apply and be payable to each eligible applicant in the group, provided that the total group donation does not exceed \$2,000. Excursions organised as part of the school's curriculum are not eligible for assistance.

Local schools may request funding, in accordance with Council policy RC – P14, to a maximum of \$1,000 toward "minor works". Such applications fall outside this policy.

**ATTACHMENT 3 - Policies recommended for amendment****CURRENT POLICY****DONATIONS POLICY**Eligibility

To be eligible for funding applications must:

- be accompanied by a letter of support from the applicant's school or the representative body, where applicants are not students;
- verify that the individual resides within the City of Bayswater and that they have received no other funding from the City in the financial year of application; and
- demonstrate that the event or initiative has not yet commenced and there is a minimum of two weeks before commencement. Retrospective applications will not be considered.

**2. Community Donations**

The community donations program aims to:

- support cultural and community projects, events and activities occurring within the City of Bayswater local government area and includes projects which complement the City's own services in the areas of youth, families, children, older people, culturally and linguistically diverse groups, homeless people, people with a disability and sport and recreation;
- provide one-off donations to organisations based, or providing events or services, in the City of Bayswater local government area;
- foster or provide new services, initiatives and resources which address the needs of the City community;
- encourage increased participation in local community and cultural activities, building a greater sense of community; and
- contribute to a vibrant cultural and community life in the City of Bayswater.

Eligibility

To be eligible for funding, applications should clearly demonstrate that the project, event or initiative:

- provides a direct benefit to the city community by delivering community or cultural services, activities, or resources;
- meets the needs of the community in general or specific target groups such as: children, young people and culturally and linguistically-diverse groups;
- facilitates open public access to the event or activity;
- complements existing community and cultural services, programs and resources provided by the City of Bayswater, government and non-government agencies; and
- is for a community group which is an incorporated not-for-profit organisation.



**ATTACHMENT 3 - Policies recommended for amendment****CURRENT POLICY****DONATIONS POLICY**

The applicant must also agree to acknowledge the contribution made by the City of Bayswater via, for instance, signage at the event/s; and/or inclusion of the City of Bayswater logo in any promotional material or advertising.

The City will not consider applications:

- requesting funding for projects that duplicate existing services and programs;
- requesting funding for initiatives and services that fall outside local government responsibility;
- that provide inadequate or false information; and
- from past recipients who have not acquitted previous City of Bayswater donations, as relevant.

**3. Charities**

- The City welcomes applications from \*local charity organisations that advocate and support worthy causes for broad community benefit, directly or indirectly, to City of Bayswater residents. Requests are generally capped at \$200.

\* For the purpose of interpreting this policy, 'Local' is defined as those organisations with offices/services located or provided within the City of Bayswater.

**4. Community Club Capital Requests**

The Community Club Capital Requests Program aims to:

- support community service organisations, via a transparent and open process, in providing community and cultural services within the City of Bayswater area in an effective and responsible way; and
- encourage increased participation in local activities, building a greater sense of community.

**Eligibility**

To be eligible for funding under the Community Club Capital Requests Program, organisations must provide a community or cultural service to residents of the City of Bayswater and demonstrate that their project:

- will be co-funded by other sources. Details of the financial contribution to be made by the applicant body to the project and identification of other supporting partners should be included with the application;
- provides significant benefits to the community. Details around the applicant club membership base and the reason for the project initiative should be included;



**ATTACHMENT 3 - Policies recommended for amendment****CURRENT POLICY****DONATIONS POLICY**

- is for capital works that meet one of the following classifications: critical infrastructure; desired upgrade or cosmetic improvement;
- is financially viable; and
- fits into the applicant's longer-term strategy for the club.

Availability and Targeting of Funding

Each year the City of Bayswater will invite applications from not-for-profit community sporting clubs and groups within the City of Bayswater, for funding toward capital projects. Application guidelines will be posted by the City to Clubs/Community Groups in February each year for consideration in the annual budget development process.

Assessment Process

The City of Bayswater will assess applications made under the Community Club Capital Requests Program by following these steps:

- completed applications are received by Administration and Community Services Division; and
- completed applications will be assessed in accordance with this policy and referred to Council for determination as part of the Annual Budget process.

**5. Concessional Charges: Hire of City facilities**

Council may consider setting a concessional charge for hire of City facilities intended for community, not-for-profit use, commencing 1 July 2014. The fees and charges applicable will be recorded in the City's Annual Budget: Fees and Charges Schedule. Aside from this concession, all other standard hire arrangements apply. Application of this concession will be subject to conditions: where the cumulative value of the actual charge exceeds \$1,000 in a financial year, for an eligible applicant, the standard hire rates will apply, unless otherwise approved by Council. The concession given, which is equal to the difference between the standard hire charge and the concessional community charge, will be funded from the donations budget. Appropriate public recognition of the City of Bayswater's donation will be made by the applicant. A report noting the concessions approved under delegated authority will be submitted to Council on a monthly basis.

Eligibility

To be eligible to hire City facilities at the concessional charge rate an applicant must:

- demonstrate that the initiative contributes to any one of the following objectives: social wellbeing; reduce isolation; increase cultural participation; or raises funds for worthy causes;
- demonstrate that the initiative provides a direct benefit or connection to the City community by delivering services, activities or resources; and

### ATTACHMENT 3 - Policies recommended for amendment CURRENT POLICY

#### DONATIONS POLICY

- be an incorporated body in accordance with the Associations Incorporation Act 1987 or be auspiced by one.

This mechanism helps local organisations to help the City.

Council may approve donations outside of this policy as it sees fit and nothing in this policy will prevent Council giving small gifts to organisations or individuals from time to time, or providing support for civic functions or one-off unpredicted events. Provision of a donation under this policy is subject to availability of City of Bayswater funds. Assistance is provided on a one-off basis with no commitment to future funding. Applicants may be required to submit to the City an Acquittal Report, within three months of the projects completion which includes an evaluation of the event/activity and a statement of income and expenditure showing how funds were spent.

#### Reporting Procedures

Delegated responsibility is given to the Chief Executive Officer for the application, management and implementation of this policy in accordance with section 5.42 of the *Local Government Act 1995*, subject to the amount not exceeding \$200 (indexed by CPI on 1 July each year) on each occasion. A record noting donations and concessional charges approved under delegated authority shall be maintained as part of the City's Delegated Authority Register. A report noting donations and concessional charges made will be submitted to Council on a monthly basis.

#### DEFINITIONS:

*Nil*

#### RELATED LEGISLATION:

*Nil*

#### RELATED DOCUMENTATION:

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	25 February 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****DONATIONS POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To provide criteria and guidelines for applications from community groups and individuals who are seeking support for eligible initiatives.

**POLICY STATEMENT:**

The City of Bayswater welcomes requests for donations from eligible individuals or community groups who are seeking financial assistance for an initiative that meets one of the following categories:

6. Individuals/groups/local schools donations;
7. Community donations;
8. Charities;
9. Community club capital requests; and
10. Reduced charges: community venues.

The City of Bayswater receives a large number of requests each year, however not all of these can be supported.

**6. Individual/Group/Local Schools Donations**

The City of Bayswater will consider requests from individuals for financial assistance toward travelling costs when participating in state or national representative events intrastate; interstate or overseas.

Details of the event and role of participant's attendance are to be included in the request. Preference will be given to supporting travel expenses towards events that promote excellence, personal development or community engagement.

Eligible applicants will receive a maximum amount of \$200. If the application pertains to a school representative excursion, or similar, a maximum of \$50 will apply and be payable to each eligible applicant in the group, provided that the total group donation does not exceed \$2,000. Excursions organised as part of the school's curriculum are not eligible for assistance.

~~Local schools may request funding, in accordance with Council policy RC - P14, to a maximum of \$1,000 toward "minor works". Such applications fall outside this policy.~~

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****DONATIONS POLICY**Eligibility

To be eligible for funding applications must:

- be accompanied by a letter of support from the applicant's school or the representative body, where applicants are not students;
- verify that the individual resides within the City of Bayswater and that they have received no other funding from the City in the financial year of application; and
- demonstrate that the event or initiative has not yet commenced and there is a minimum of two weeks before commencement. Retrospective applications will not be considered.

**7. Community Donations**

The community donations program aims to:

- support cultural and community projects, events and activities occurring within the City of Bayswater local government area and includes projects which complement the City's own services in the areas of youth, families, children, older people, culturally and linguistically diverse groups, homeless people, people with a disability and sport and recreation;
- provide one-off donations to organisations based, or providing events or services, in the City of Bayswater local government area;
- foster or provide new services, initiatives and resources which address the needs of the City community;
- encourage increased participation in local community and cultural activities, building a greater sense of community; and
  - contribute to a vibrant cultural and community life in the City of Bayswater.

Eligibility

To be eligible for funding, applications should clearly demonstrate that the project, event or initiative:

- provides a direct benefit to the city community by delivering community or cultural services, activities, or resources;
- meets the needs of the community in general or specific target groups such as: children, young people and culturally and linguistically-diverse groups;
- facilitates open public access to the event or activity;
- complements existing community and cultural services, programs and resources provided by the City of Bayswater, government and non-government agencies; and

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****DONATIONS POLICY**

- is for a community group which is an incorporated not-for-profit organisation.

The applicant must also agree to acknowledge the contribution made by the City of Bayswater via, for instance, signage at the event/s; and/or inclusion of the City of Bayswater logo in any promotional material or advertising.

The City will not consider applications:

- requesting funding for projects that duplicate existing services and programs;
- requesting funding for initiatives and services that fall outside local government responsibility;
- that provide inadequate or false information; and
- from past recipients who have not acquitted previous City of Bayswater donations, as relevant.

**8. Charities**

- The City welcomes applications from local charity organisations that advocate and support worthy causes for broad community benefit, directly or indirectly, to City of Bayswater residents. Requests are **generally** capped at \$200.

~~\* For the purpose of interpreting this policy, "Local" is defined as those organisations with offices/services located or provided within the City of Bayswater.~~

**9. Community Club Capital Requests**

The Community Club Capital Requests Program aims to:

- support community service organisations, via a transparent and open process, in providing community and cultural services within the City of Bayswater area in an effective and responsible way; and
- encourage increased participation in local activities, building a greater sense of community.

**Eligibility**

To be eligible for funding under the Community Club Capital Requests Program, organisations must provide a community or cultural service to residents of the City of Bayswater and demonstrate that their project:

- will be co-funded by other sources. Details of the financial contribution to be made by the applicant body to the project and identification of other supporting partners should be included with the application;

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****DONATIONS POLICY**

- provides significant benefits to the community. Details around the applicant club membership base and the reason for the project initiative should be included;
- is for capital works that meet one of the following classifications: critical infrastructure; desired upgrade or cosmetic improvement;
- is financially viable; and
  - fits into the applicant's longer-term strategy for the club.

**Availability and Targeting of Funding**

Each year the City of Bayswater will invite applications from not-for-profit community sporting clubs and groups within the City of Bayswater, for funding toward capital projects. Application guidelines will be posted by the City to Clubs/Community Groups in February each year for consideration in the annual budget development process.

**Assessment Process**

The City of Bayswater will assess applications made under the Community Club Capital Requests Program by following these steps:

- completed applications are received by ~~the City Administration and Community Services Division~~; and
- completed applications will be assessed in accordance with this policy and referred to Council for determination as part of the Annual Budget process.

**10. Concessional Charges: Hire of City facilities**

Council may consider setting a concessional charge for hire of City facilities intended for community, not-for-profit use, ~~commencing 1 July 2014. The~~ Any fees and charges applicable will be recorded in the City's ~~Annual Budget~~: Fees and Charges Schedule. Aside from this concession, all other standard hire arrangements ~~will~~ apply. Application of this concession will be subject to conditions, where the cumulative value of the actual charge exceeds \$1,000 in a financial year for an eligible applicant, the standard hire rates will apply unless otherwise approved by Council.

Any ~~The~~ concession given, which is equal to the difference between the standard hire charge and the concessional community charge, will be funded from the donations budget. Appropriate public recognition of the City of Bayswater's donation will be ~~required to be~~ made by the applicant.

A report noting the concessions approved under delegated authority will be submitted to Council ~~on a monthly basis~~.

**Eligibility**

To be eligible to hire City facilities at the concessional charge rate an applicant must:



## ATTACHMENT 3 - Policies recommended for amendment

## RECOMMENDED AMENDMENTS

## DONATIONS POLICY

- demonstrate that the initiative contributes to any one of the following objectives: social wellbeing; reduce isolation; increase cultural participation; or raises funds for worthy causes;
- demonstrate that the initiative provides a direct benefit or connection to the City community by delivering services, activities or resources; and
- be an incorporated body in accordance with the Associations Incorporation Act 1987 or be ~~auspiced~~ supported by one.

This mechanism helps local organisations to help the City.

Council may approve donations outside of this policy as it sees fit. ~~and nothing in this policy will prevent Council giving small gifts to organisations or individuals from time to time, or providing support for civic functions or one-off unpredicted events.~~ Provision of a donation under this policy is subject to availability of City of Bayswater funds. ~~Assistance is~~ Donations are provided on a one-off basis with no commitment to future funding. Applicants may be required to submit to the City an Acquittal Report, within three months of the projects completion which includes an evaluation of the event/activity and a statement of income and expenditure showing how funds were spent.

Reporting Procedures

~~Delegated responsibility is given to the Chief Executive Officer for the application, management and implementation of this policy in accordance with section 5.42 of the Local Government Act 1995, subject to the amount not exceeding \$200 (indexed by CPI on 1 July each year) on each occasion. A record noting donations and concessional charges approved under delegated authority shall be maintained as part of the City's Delegated Authority Register. A report noting donations and concessional charges made will be submitted to Council on a monthly basis.~~

## DEFINITIONS:

*Nil*

*'Local charity organisations '* means those organisations with offices/services located or provided within the City of Bayswater.

## RELATED LEGISLATION:

*Nil*

## RELATED DOCUMENTATION:

*Nil*

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****DONATIONS POLICY**

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	25 February 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****DONATIONS POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To provide criteria and guidelines for applications from community groups and individuals who are seeking support for eligible initiatives.

**POLICY STATEMENT:**

The City of Bayswater welcomes requests for donations from eligible individuals or community groups who are seeking financial assistance for an initiative that meets one of the following categories:

11. Individuals/groups/local schools donations;
12. Community donations;
13. Charities;
14. Community club capital requests; and
15. Reduced charges: community venues.

The City of Bayswater receives a large number of requests each year, however not all of these can be supported.

**11. Individual/Group/Local Schools Donations**

The City of Bayswater will consider requests from individuals for financial assistance toward travelling costs when participating in state or national representative events intrastate; interstate or overseas.

Details of the event and role of participant's attendance are to be included in the request. Preference will be given to supporting travel expenses towards events that promote excellence, personal development or community engagement.

Eligible applicants will receive a maximum amount of \$200. If the application pertains to a school representative excursion, or similar, a maximum of \$50 will apply and be payable to each eligible applicant in the group, provided that the total group donation does not exceed \$2,000. Excursions organised as part of the school's curriculum are not eligible for assistance.

**Eligibility**

To be eligible for funding applications must:

- be accompanied by a letter of support from the applicant's school or the representative body, where applicants are not students;

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****DONATIONS POLICY**

- verify that the individual resides within the City of Bayswater and that they have received no other funding from the City in the financial year of application; and
- demonstrate that the event or initiative has not yet commenced and there is a minimum of two weeks before commencement. Retrospective applications will not be considered.

**12. Community Donations**

The community donations program aims to:

- support cultural and community projects, events and activities occurring within the City of Bayswater local government area and includes projects which complement the City's own services in the areas of youth, families, children, older people, culturally and linguistically diverse groups, homeless people, people with a disability and sport and recreation;
- provide one-off donations to organisations based, or providing events or services, in the City of Bayswater local government area;
- foster or provide new services, initiatives and resources which address the needs of the City community;
- encourage increased participation in local community and cultural activities, building a greater sense of community; and
- contribute to a vibrant cultural and community life in the City of Bayswater.

**Eligibility**

To be eligible for funding, applications should clearly demonstrate that the project, event or initiative:

- provides a direct benefit to the city community by delivering community or cultural services, activities, or resources;
- meets the needs of the community in general or specific target groups such as: children, young people and culturally and linguistically-diverse groups;
- facilitates open public access to the event or activity;
- complements existing community and cultural services, programs and resources provided by the City of Bayswater, government and non-government agencies; and
- is for a community group which is an incorporated not-for-profit organisation.

The applicant must also agree to acknowledge the contribution made by the City of Bayswater via, for instance, signage at the event/s; and/or inclusion of the City of Bayswater logo in any promotional material or advertising.

**ATTACHMENT 3 - Policies recommended for amendment****FINAL POLICY****DONATIONS POLICY**

The City will not consider applications:

- requesting funding for projects that duplicate existing services and programs;
- requesting funding for initiatives and services that fall outside local government responsibility;
- that provide inadequate or false information; and
- from past recipients who have not acquitted previous City of Bayswater donations, as relevant.

**13. Charities**

- The City welcomes applications from local charity organisations that advocate and support worthy causes for broad community benefit, directly or indirectly, to City of Bayswater residents. Requests are capped at \$200.

**14. Community Club Capital Requests**

The Community Club Capital Requests Program aims to:

- support community service organisations, via a transparent and open process, in providing community and cultural services within the City of Bayswater area in an effective and responsible way; and
- encourage increased participation in local activities, building a greater sense of community.

**Eligibility**

To be eligible for funding under the Community Club Capital Requests Program, organisations must provide a community or cultural service to residents of the City of Bayswater and demonstrate that their project:

- will be co-funded by other sources. Details of the financial contribution to be made by the applicant body to the project and identification of other supporting partners should be included with the application;
- provides significant benefits to the community. Details around the applicant club membership base and the reason for the project initiative should be included;
- is for capital works that meet one of the following classifications: critical infrastructure; desired upgrade or cosmetic improvement;
- is financially viable; and
- fits into the applicant's longer-term strategy for the club.

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****DONATIONS POLICY**Availability and Targeting of Funding

Each year the City of Bayswater will invite applications from not-for-profit community sporting clubs and groups within the City of Bayswater, for funding toward capital projects. Application guidelines will be posted by the City to Clubs/Community Groups in February each year for consideration in the annual budget development process.

Assessment Process

The City of Bayswater will assess applications made under the Community Club Capital Requests Program by following these steps:

- completed applications are received by the City; and
- completed applications will be assessed in accordance with this policy and referred to Council for determination as part of the Annual Budget process.

**15. Concessional Charges: Hire of City facilities**

Council may consider setting a concessional charge for hire of City facilities intended for community, not-for-profit use. Any fees and charges applicable will be recorded in the City's Fees and Charges Schedule. Aside from this concession, all other standard hire arrangements will apply. Application of this concession will be subject to conditions, where the cumulative value of the actual charge exceeds \$1,000 in a financial year for an eligible applicant, the standard hire rates will apply unless otherwise approved by Council.

Any concession given, which is equal to the difference between the standard hire charge and the concessional community charge, will be funded from the donations budget. Appropriate public recognition of the City of Bayswater's donation will be required to be made by the applicant.

A report noting the concessions approved under delegated authority will be submitted to Council monthly

Eligibility

To be eligible to hire City facilities at the concessional charge rate an applicant must:

- demonstrate that the initiative contributes to any one of the following objectives: social wellbeing; reduce isolation; increase cultural participation; or raises funds for worthy causes;
- demonstrate that the initiative provides a direct benefit or connection to the City community by delivering services, activities or resources; and
- be an incorporated body in accordance with the Associations Incorporation Act 1987 or be supported by one.

**ATTACHMENT 3 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****DONATIONS POLICY**

This mechanism helps local organisations to help the City.

Council may approve donations outside of this policy as it sees fit.-Provision of a donation under this policy is subject to availability of City of Bayswater funds. Donations are provided on a one-off basis with no commitment to future funding. Applicants may be required to submit to the City an Acquittal Report, within three months of the projects completion which includes an evaluation of the event/activity and a statement of income and expenditure showing how funds were spent.

**DEFINITIONS:**

*'Local charity organisations'* means those organisations with offices/services located or provided within the City of Bayswater.

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	25 February 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 4****ATTACHMENT 4 - Policies recommended for amendment****CURRENT POLICY****ENVIRONMENTAL PURCHASING POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To encourage the use and procurement of recycled and environmentally preferable products and services.

**POLICY STATEMENT:**

The Chief Executive Officer, Director of Administration and Community Services, Director of Technical Services, Director of Planning and Development, Director of Finance, Manager Purchasing and Grants, Depot Coordinator and others who are responsible for the sourcing and procurement of this council's goods and services requirements are encouraged to promote the preservation of the environment by the procurement of recycled and environmentally preferable products and services.

In supporting environmental awareness in procurement, the following purchasing preferences are to be adopted:

1. Preference is to be given to the purchase of products that are recycled and/or contain recycled material with a recyclable content of between 20-40%, (recycled materials being defined as post consumer material, domestic material and post consumer industrial material, as defined by Australian Standard AS 1986) from Australian waste, provided:
  - a. The product is suitable for the purpose intended.
  - b. The quality of the product is equivalent to its new material counterpart.
  - c. The cost is comparable to its new material counterpart or not more than 5% greater, including any other printing costs.
2. Preference is to be given to goods or services that aim to minimise impacts on the environment.
3. Purchase of electrical equipment should be Energy Star compliant. The highest star rating should be sought within the designated price range, with a minimum rating of four (4) required. Higher star ratings may be afforded a 5% allowance when comparing pricing with lesser-rated products.
4. Purchase of water using appliances should be AAA rated. Higher rated appliances may be afforded a 5% allowance when comparing pricing with lesser-rated products.

**ATTACHMENT 4 - Policies recommended for amendment****CURRENT POLICY****ENVIRONMENTAL PURCHASING POLICY****DEFINITIONS:***Nil***RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	23 July 2003
Reviewed / Modified	Date	
Reviewed / Modified	Date	



## ATTACHMENT 4 - Policies recommended for amendment

## RECOMMENDED AMENDMENTS

## ENVIRONMENTAL PURCHASING POLICY

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To encourage the use and procurement of recycled and environmentally preferable products and services.

**POLICY STATEMENT:**

Officers at the City of Bayswater are expected to ensure, wherever possible, that the City purchases and /or leases environmentally preferable products and equipment.

Council believes that when everyone who works for the City is working towards this, it can:

- Strengthen the markets for such products.
- Divert more materials from the solid waste stream.
- Promote both human and environmental health.

~~The Chief Executive Officer, Director of Administration and Community Services, Director of Technical Services, Director of Planning and Development, Director of Finance, Manager Purchasing and Grants, Depot Coordinator and others who are responsible for the sourcing and procurement of this council's goods and services requirements are encouraged to promote the preservation of the environment by the procurement of recycled and environmentally preferable products and services.~~

~~In supporting environmental awareness in procurement, the following purchasing preferences are to be adopted:~~

- ~~2. Preference is to be given to the purchase of products that are recycled and/or contain recycled material with a recyclable content of between 20-40%, (recycled materials being defined as post consumer material, domestic material and post consumer industrial material, as defined by Australian Standard AS 1986) from Australian waste, provided:~~
  - ~~a. The product is suitable for the purpose intended.~~
  - ~~b. The quality of the product is equivalent to its new material counterpart.~~
  - ~~c. The cost is comparable to its new material counterpart or not more than 5% greater, including any other printing costs.~~
- ~~5. Preference is to be given to goods or services that aim to minimise impacts on the environment.~~



**ATTACHMENT 4 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****ENVIRONMENTAL PURCHASING POLICY**

~~6. Purchase of electrical equipment should be Energy Star compliant. The highest star rating should be sought within the designated price range, with a minimum rating of four (4) required. Higher star ratings may be afforded a 5% allowance when comparing pricing with lesser-rated products.~~

~~7. Purchase of water using appliances should be AAA rated. Higher rated appliances may be afforded a 5% allowance when comparing pricing with lesser-rated products.~~

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

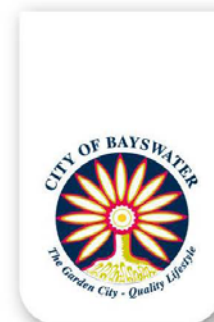
**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	23 July 2003
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 4 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****ENVIRONMENTAL PURCHASING POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To encourage the use and procurement of recycled and environmentally preferable products and services.

**POLICY STATEMENT:**

Officers at the City of Bayswater are expected to ensure, wherever possible, that the City purchases and /or leases environmentally preferable products and equipment.

Council believes that when everyone who works for the City is working towards this, it can:

- Strengthen the markets for such products.
- Divert more materials from the solid waste stream.
- Promote both human and environmental health.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	23 July 2003
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 5****ATTACHMENT 5 - Policies recommended for amendment****CURRENT POLICY****INVESTMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Whole of organisation

**PURPOSE:**

The Investment Policy sets out the requirements for the management of the City's cash and investment portfolio.

**POLICY STATEMENT:**

This policy sets the following objectives:

- safeguard the City's cash and investments portfolio;
- achieve appropriate earnings; and
- manage the City's cash resources to ensure sufficient liquidity to meet the City's business objectives over the long, medium and short term.

This policy reinforces the City's ongoing commitment to maintaining a conservative risk and return portfolio; an important feature of its ongoing prudent financial management practices.

**SCOPE:**

This policy applies to all managers and employees who actively manage the City's cash and investments or have the responsibility for employees who actively manage the City's cash and investments.

**LEGAL REQUIREMENTS:**

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulations 19, 19C, 28 and 49; and
- Australian Accounting Standards.

**ATTACHMENT 5 - Policies recommended for amendment****CURRENT POLICY****INVESTMENT POLICY****DELEGATION OF AUTHORITY**

Authorities and investment responsibilities are defined within the City's Delegation Authority. Authority for the implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the *Local Government Act 1995*.

The Chief Executive Officer has also delegated authority to the Director of Finance and Corporate Services, the Manager Financial Services, and other financial officers (as per the Delegated Authority Manual) for the day-to-day management of the City's investment portfolio in compliance with this policy.

**PRUDENT PERSON STANDARD**

The City requires that all investment activities be exercised with the care, diligence and skill of a prudent person, and not for speculative purposes.

Officers shall not engage in activities that would conflict with the proper execution and management of the City's investment portfolio. Any potential conflicts of interest should be appropriately disclosed to the Chief Executive Officer in accordance with the City's Code of Ethics.

**APPROVED INVESTMENTS**

Investments are limited to:

- interest-bearing deposits with an authorised deposit-taking institution (ADI) as defined in the *Banking Act 1959 (Commonwealth)* section 5 for a term not exceeding 12 months;
- interest-bearing deposits with the Western Australian Treasury Corporation established by the *West Australian Corporation Act 1986*, not exceeding 36 months; and
- bonds guaranteed by the Commonwealth Government, or a State or Territory Government for a maturity term not exceeding 36 months.

All investments are to be in Australian currency.

**PROHIBITIVE INVESTMENTS**

The City is not able to do any of the following:

- deposit with any institution except an authorised deposit-taking institution;
- deposit for a fixed term of more than 12 months;
- invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- invest in bonds with a maturity term of more than 3 years; nor

**ATTACHMENT 5 - Policies recommended for amendment****CURRENT POLICY****INVESTMENT POLICY**

- invest in a foreign currency.

In addition the Investment Policy prohibits any investment carried out for speculative purposes and includes derivative-based instruments such as mortgage and asset-backed securities, 'principal only' investments and 'stand alone' securities such as Collateral Debt Obligations (CDO's).

**RISK MANAGEMENT GUIDELINES**

Investments must have a credit rating and the credit rating structure of the total portfolio must comply with the contents of the following table:

S&P Long-Term Rating	S&P Short-Term Rating	Direct Investment Maximum %	Exposure to a Single Institution (as a % of Total Portfolio)
AAA	A-1+	100%	45%
AA	A-1	100%	35%
A	A-2	60%	10%

If any ADI's or investments are downgraded to an extent that they no longer comply, they will be divested as soon as practicable, subject to the risks of default and prevailing market liquidity.

**INVESTMENT ADVISOR**

Council approval is required to appoint an Investment Advisor to provide expert financial advice. The Investment Advisor must be authorised by an entity licensed by the Australian Securities and Investment Commission. The Investment Advisor is required to have no actual or potential conflict of interest in relation to investment products being recommended, and may recommend the most appropriate products within the terms and conditions of the Investment Policy.

Managed funds on advice from the City's financial advisor, if limited to cash funds or cash plus funds, would take into account the need for funds over a twelve-month period and the security of the principal of the investment. In terms of the various risk levels, with any investment advisor/s approved by the City, the maximum amount of investment held on advice should not exceed 5% of average annual funds invested by the City.

**AUDIT**

All of the City's investments are to be held in the name of the "City of Bayswater".

Certificates are to be provided by the ADI and reconciled monthly to the City's financial records.

**ATTACHMENT 5 - Policies recommended for amendment****CURRENT POLICY****INVESTMENT POLICY**

The City's records are to show a clear and transparent record of investment holdings in accordance with terms, percentage exposure and maturities, and comply with the *Local Government Act 1995* and its subordinate legislation.

**REPORTING AND REVIEW**

The City will maintain a separate record of money it has invested. Pursuant to the *Local Government (Financial Management) Regulations 1996* the City will provide a monthly report to Council on investments. This report will include (among other things): the total value of the portfolio; net investment income for the month; and a complete schedule of all investments within the total portfolio.

Investment performance will be measured monthly, in relation to both current and 12-month rolling returns, against the UBSA Bank Bill Index.

The City will undertake an annual review of its Investment Policy. If there are any significant changes to the Act, regulations, issued guidelines, or if the market changes to a degree that warrants an earlier examination, the policy will be reviewed and referred to Council for further consideration.

Relevant Delegations				
Risk Evaluation				
Council Adoption	Date	13/09/2016	Report #	13.5
Reviewed / Modified	Date		Report #	

**ATTACHMENT 5 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****INVESTMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Whole of organisation

**PURPOSE:**

The Investment Policy sets out the requirements for the management of the City's cash and investment portfolio.

**POLICY STATEMENT:**

This policy sets the following objectives:

- safeguard the City's cash and investments portfolio;
- achieve appropriate earnings; and
- manage the City's cash resources to ensure sufficient liquidity to meet the City's business objectives over the long, medium and short term.

This policy reinforces the City's ongoing commitment to maintaining a conservative risk and return portfolio; an important feature of its ongoing prudent financial management practices.

**SCOPE:**

This policy applies to all managers and employees who actively manage the City's cash and investments or have the responsibility for employees who actively manage the City's cash and investments.

**LEGAL REQUIREMENTS:**

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulations 19, 19C, 28 and 49; and
- Australian Accounting Standards.



**ATTACHMENT 5 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****INVESTMENT POLICY**~~**DELEGATION OF AUTHORITY**~~

~~Authorities and investment responsibilities are defined within the City's Delegation Authority. Authority for the implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the Local Government Act 1995.~~

~~The Chief Executive Officer has also delegated authority to the Director of Finance and Corporate Services, the Manager Financial Services, and other financial officers (as per the Delegated Authority Manual) for the day-to-day management of the City's investment portfolio in compliance with this policy.~~

**PRUDENT PERSON STANDARD**

The City requires that all investment activities be exercised with the care, diligence and skill of a prudent person, and not for speculative purposes.

Officers shall not engage in activities that would conflict with the proper execution and management of the City's investment portfolio. Any potential conflicts of interest should be appropriately disclosed to the Chief Executive Officer in accordance with the City's Code of Ethics.

**APPROVED INVESTMENTS**

Investments are limited to:

- interest-bearing deposits with an authorised deposit-taking institution (ADI) as defined in the *Banking Act 1959 (Commonwealth)* section 5 for a term not exceeding 12 months;
- interest-bearing deposits with the Western Australian Treasury Corporation established by the *West Australian Corporation Act 1986*, not exceeding 36 months; and
- bonds guaranteed by the Commonwealth Government, or a State or Territory Government for a maturity term not exceeding 36 months.

All investments are to be in Australian currency.

**PROHIBITIVE INVESTMENTS**

The City is not able to do any of the following:

- deposit with any institution except an authorised deposit-taking institution;
- deposit for a fixed term of more than 12 months;
- invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- invest in bonds with a maturity term of more than 3 years; nor



**ATTACHMENT 5 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****INVESTMENT POLICY**

- invest in a foreign currency.

In addition the Investment Policy prohibits any investment carried out for speculative purposes and includes derivative-based instruments such as mortgage and asset-backed securities, 'principal only' investments and 'stand alone' securities such as Collateral Debt Obligations (CDO's).

**RISK MANAGEMENT GUIDELINES**

Investments must have a credit rating and the credit rating structure of the total portfolio must comply with the contents of the following table:

S&P Long-Term Rating	S&P Short-Term Rating	Direct Investment Maximum %	Exposure to a Single Institution (as a % of Total Portfolio)
AAA	A-1+	100%	45%
AA	A-1	100%	35%
A	A-2	60%	10%

If any ADI's or investments are downgraded to an extent that they no longer comply, they will be divested as soon as practicable, subject to the risks of default and prevailing market liquidity.

**INVESTMENT ADVISOR**

Council approval is required to appoint an Investment Advisor to provide expert financial advice. The Investment Advisor must be authorised by an entity licensed by the Australian Securities and Investment Commission. The Investment Advisor is required to have no actual or potential conflict of interest in relation to investment products being recommended, and may recommend the most appropriate products within the terms and conditions of the Investment Policy.

Managed funds on advice from the City's financial advisor, if limited to cash funds or cash plus funds, would take into account the need for funds over a twelve-month period and the security of the principal of the investment. In terms of the various risk levels, with any investment advisor/s approved by the City, the maximum amount of investment held on advice should not exceed 5% of average annual funds invested by the City.

**AUDIT**

All of the City's investments are to be held in the name of the "City of Bayswater".

Certificates are to be provided by the ADI and reconciled monthly to the City's financial records.

**ATTACHMENT 5 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****INVESTMENT POLICY**

The City's records are to show a clear and transparent record of investment holdings in accordance with terms, percentage exposure and maturities, and comply with the *Local Government Act 1995* and its subordinate legislation.

**REPORTING AND REVIEW**

The City will maintain a separate record of money it has invested. Pursuant to the *Local Government (Financial Management) Regulations 1996* the City will provide a monthly report to Council on investments. This report will include (among other things): the total value of the portfolio; net investment income for the month; and a complete schedule of all investments within the total portfolio.

Investment performance will be measured monthly, in relation to both current and 12-month rolling returns, against the UBSA Bank Bill Index.

The City will undertake an annual review of its Investment Policy. If there are any significant changes to the Act, regulations, issued guidelines, or if the market changes to a degree that warrants an earlier examination, the policy will be reviewed and referred to Council for further consideration.

Relevant Delegations				
Risk Evaluation				
Council Adoption	Date	13/09/2016	Report #	13.5
Reviewed / Modified	Date		Report #	

**ATTACHMENT 5 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****INVESTMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Financial Services
Affected Business Unit/s	Whole of organisation

**PURPOSE:**

The Investment Policy sets out the requirements for the management of the City's cash and investment portfolio.

**POLICY STATEMENT:**

This policy sets the following objectives:

- safeguard the City's cash and investments portfolio;
- achieve appropriate earnings; and
- manage the City's cash resources to ensure sufficient liquidity to meet the City's business objectives over the long, medium and short term.

This policy reinforces the City's ongoing commitment to maintaining a conservative risk and return portfolio; an important feature of its ongoing prudent financial management practices.

**SCOPE:**

This policy applies to all managers and employees who actively manage the City's cash and investments or have the responsibility for employees who actively manage the City's cash and investments.

**LEGAL REQUIREMENTS:**

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulations 19, 19C, 28 and 49; and
- Australian Accounting Standards.

**ATTACHMENT 5 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****INVESTMENT POLICY****PRUDENT PERSON STANDARD**

The City requires that all investment activities be exercised with the care, diligence and skill of a prudent person, and not for speculative purposes.

Officers shall not engage in activities that would conflict with the proper execution and management of the City's investment portfolio. Any potential conflicts of interest should be appropriately disclosed to the Chief Executive Officer in accordance with the City's Code of Ethics.

**APPROVED INVESTMENTS**

Investments are limited to:

- interest-bearing deposits with an authorised deposit-taking institution (ADI) as defined in the *Banking Act 1959 (Commonwealth)* section 5 for a term not exceeding 12 months;
- interest-bearing deposits with the Western Australian Treasury Corporation established by the *West Australian Corporation Act 1986*, not exceeding 36 months; and
- bonds guaranteed by the Commonwealth Government, or a State or Territory Government for a maturity term not exceeding 36 months.

All investments are to be in Australian currency.

**PROHIBITIVE INVESTMENTS**

The City is not able to do any of the following:

- deposit with any institution except an authorised deposit-taking institution;
- deposit for a fixed term of more than 12 months;
- invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government;
- invest in bonds with a maturity term of more than 3 years; nor
- invest in a foreign currency.

In addition the Investment Policy prohibits any investment carried out for speculative purposes and includes derivative-based instruments such as mortgage and asset-backed securities, 'principal only' investments and 'stand alone' securities such as Collateral Debt Obligations (CDO's).

**ATTACHMENT 5 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****INVESTMENT POLICY****RISK MANAGEMENT GUIDELINES**

Investments must have a credit rating and the credit rating structure of the total portfolio must comply with the contents of the following table:

S&P Long-Term Rating	S&P Short-Term Rating	Direct Investment Maximum %	Exposure to a Single Institution (as a % of Total Portfolio)
AAA	A-1+	100%	45%
AA	A-1	100%	35%
A	A-2	60%	10%

If any ADI's or investments are downgraded to an extent that they no longer comply, they will be divested as soon as practicable, subject to the risks of default and prevailing market liquidity.

**INVESTMENT ADVISOR**

Council approval is required to appoint an Investment Advisor to provide expert financial advice. The Investment Advisor must be authorised by an entity licensed by the Australian Securities and Investment Commission. The Investment Advisor is required to have no actual or potential conflict of interest in relation to investment products being recommended, and may recommend the most appropriate products within the terms and conditions of the Investment Policy.

Managed funds on advice from the City's financial advisor, if limited to cash funds or cash plus funds, would take into account the need for funds over a twelve-month period and the security of the principal of the investment. In terms of the various risk levels, with any investment advisor/s approved by the City, the maximum amount of investment held on advice should not exceed 5% of average annual funds invested by the City.

**AUDIT**

All of the City's investments are to be held in the name of the "City of Bayswater".

Certificates are to be provided by the ADI and reconciled monthly to the City's financial records.

The City's records are to show a clear and transparent record of investment holdings in accordance with terms, percentage exposure and maturities, and comply with the *Local Government Act 1995* and its subordinate legislation.

**ATTACHMENT 5 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****INVESTMENT POLICY****REPORTING AND REVIEW**

The City will maintain a separate record of money it has invested. Pursuant to the *Local Government (Financial Management) Regulations 1996* the City will provide a monthly report to Council on investments. This report will include (among other things): the total value of the portfolio; net investment income for the month; and a complete schedule of all investments within the total portfolio.

Investment performance will be measured monthly, in relation to both current and 12-month rolling returns, against the UBSA Bank Bill Index.

The City will undertake an annual review of its Investment Policy. If there are any significant changes to the Act, regulations, issued guidelines, or if the market changes to a degree that warrants an earlier examination, the policy will be reviewed and referred to Council for further consideration.

Relevant Delegations				
Risk Evaluation				
Council Adoption	Date	13/09/2016	Report #	13.5
Reviewed / Modified	Date		Report #	

**Attachment 6****ATTACHMENT 6 - Policies recommended for amendment****CURRENT POLICY****PROCUREMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Corporate Services
Affected Business Unit/s	Whole of organisation

**PURPOSE:**

This policy demonstrates the City of Bayswater's commitment to the principles of transparency, probity and good governance in procurement practices and also provides guidance in ensuring full compliance with applicable legislation.

**POLICY STATEMENT:**

The City's Procurement Policy is based on a model policy originally developed by the WA Local Government Association and reflects the legislative amendments introduced in October 2015 and general principles for good practice. The Chief Executive Officer shall have delegated authority to approve contracts and approve claims for such contracts up to \$250,000, and shall have further delegated authority to approve payment claims for contracts approved by Council (including variations and extensions) and contracts between the City and a prescribed organisation as set out in the (Functions and General) Regulations 1996.

The policy objectives are to ensure that:

1. 'Value for money' is achieved by delivering the most advantageous outcome possible while practising transparency, fairness and equity to all potential suppliers and efficient, effective and proper expenditure of public monies. Efficient and consistent procurement practices are implemented and maintained across the City.
2. All officers and employees have regard for the City's Code of Ethics when undertaking procurement-related activities, and shall observe the highest standards of ethics, integrity and accountability.
3. The Chief Executive Officer may sub-delegate authority to approve payment claims in accordance with operational requirements.
4. All payment claims shall require an authorised officer's approval for payment claims in accordance with the approved sub-delegations.
5. Competitive quotations shall be obtained for procurement below the legislative tender limit of \$150,000, except where tender exemptions apply. The quotation requirements shall be as set out in Attachment 'A' and shall otherwise be consistent with the WALGA Model Policy. The detailed practice issues may be set out in a Management Guideline.
6. Where panel ('pre-qualified') supplier contracts are to be used for operational purposes, they shall be subject to a full tender process including public notice and a twelve-month limit for such contracts.

**ATTACHMENT 6 - Policies recommended for amendment****CURRENT POLICY****PROCUREMENT POLICY**

7. Procurement activities shall progressively work towards embracing full sustainability and corporate social responsibility principles.. Management Guidelines may set out the detailed requirements.
8. Written contracts shall be entered into for all significant procurement. Management Guidelines may set out the particulars of the of the contract form and terms appropriate to each type of procurement, however all agreements shall be written as 'at arm's length' transactions and on full commercial terms. .
9. Options for extension may be included where appropriate, provided that they are included in the full market process. Contracts shall not be extended beyond such options.
- 10.. While current legislation only allows for regional (non-metropolitan) preference, local businesses shall be provided with every opportunity to bid for the City's requirements and this shall include consideration for tender specifications that do not unfairly disadvantage local suppliers.

**DEFINITIONS:**

- *Corporate Social Responsibility* in procurement means sourcing preference to organisations that can demonstrate compliance with ethical and regulatory standards that are acceptable to the City and can demonstrate a positive impact on the communities and markets in which they operate, including supply chains that support local business development; and ethical sourcing, labour hire and manufacturing processes.
- *Pre-qualified supplier* means an arrangement for more than one supplier under contract so that selection can be made depending on availability at the time.
- *Significant procurement* means a project of around \$40,000 or more with either a detailed scope of work, technical complexity or involving stages of work.
- *Sustainability* in the context of procurement means the purchasing of goods and services that have lower environmental impact either through industry-recognised energy or water efficiency ratings, sourcing of renewable materials and end-of-life recycling or safe disposal.
- *Tender Exemption* means where any of the circumstances apply as set out in regulation 11 (2) of the *Local Government Act (Functions and General) Regulations 1996* including but not limited to, a unique supplier or an emergency situation as defined by the *Local Government Act 1995*; or where the purchase is from a prescribed tender-exempt organisation such as: WA Local Government Association (Preferred Supplier Contracts or Business Services); the Department of Treasury and Finance (permitted Common Use Arrangements); Regional Local Government or another Local Government; the purchase is under auction that has been authorised by Council; or the contract is for petrol, oil, or other liquid or gas



**ATTACHMENT 6 - Policies recommended for amendment****CURRENT POLICY****PROCUREMENT POLICY**

used for internal combustion engines; or a registered Aboriginal Business or Australian Disability Enterprise.

- *Value for Money* means consideration of quality standards, sustainability, life cycle costing and service benchmarks, and the total costs of ownership, including the related transaction costs associated with acquisition, so as to ensure the best outcome for the City..
- *WALGA Model Policy* means the model procurement policy developed in response to regulatory changes introduced in 2007, as included in the WALGA Procurement Handbook (updated annually).

**RELATED LEGISLATION:**

Local Government tendering is subject to the requirements of the *Local Government Act 1995* ("the Act") and the *Local Government Act (Functions and General) Regulations 1996* ("the Regulations"), as amended from time to time. Local government recording keeping (including procurement-related matters) is subject to the requirements of the *State Records Act 2000*.

**RELATED DOCUMENTATION:**

- Accounts for Payment FS-P37.
- Common Seal and Signatories for Contract Execution EO-P16.
- WA Local Government Procurement Handbook (updated annually).

Relevant Delegations				
Risk Evaluation				
Council Adoption	Date	2 February 2016	Resolution #	Item 12.2.8
Reviewed / Modified	Date		Resolution #	

**ATTACHMENT 6 - Policies recommended for amendment  
CURRENT POLICY**

**PROCUREMENT POLICY**

**ATTACHMENT 'A'**

**PROCUREMENT QUOTATION AND TENDERING REQUIREMENTS**

<b>Under \$1,000</b>	At least two (2) verbal quotations should be sourced wherever practicable and appropriate file notes kept of the responses by the responsible officer. Purchase orders shall be issued as appropriate and shall form the agreement with the supplier. All quotation information shall be kept confidential.
<b>Over \$1,000 and up to \$40,000</b>	Three (3) written quotations shall be sought from suppliers for goods and services except where a Tender Exemption applies. Responses should be in writing and include the price and a sufficient amount of information relating to the specification of goods and services being offered to determine that they meet the requirements. Templates should be used where practicable (refer to the WALGA Procurement Handbook) and the quotation request shall include a statement requiring respondents to declare any conflict of interest. Details of each quotation shall be recorded by the responsible officer including comments on which quotation offer presents best value. Purchase orders shall be issued as appropriate (simple procurement) with reference to the contract terms and all quotation information shall be kept confidential..
<b>\$40,000 - \$150,000</b>	<p>Written invitations for quotation for goods and services shall be selectively issued to at least three suppliers from the market, including where practicable, WALGA-Preferred Supply Contracts or State Government Common use Agreements where Local Government access is permitted. As this will generally be a more complex procurement activity, the supplier should be provided with an appropriately-detailed specification, including Selection Criteria, Price Schedule and Conditions associated with responding as appropriate and a statement shall be included requiring respondents to declare any conflict of interest. Quotation invitations should be issued simultaneously to all parties with sufficient time to ensure that they have an equal opportunity to respond Any new information shall be provided as it arises to all prospective suppliers and the quotation responses should be assessed for compliance, then against the selection criteria, and the value for money principals. All respondents should be advised in writing of the outcome as soon as possible after the final determination is made and approved.</p> <p>A purchase order should form the confirmation of the contract and be accompanied by a contract acceptable to the City and in an appropriate form setting out the contract terms and outcomes and all quotation information shall be kept confidential. Contract options for extension</p>

**ATTACHMENT 6 - Policies recommended for amendment**

	should be considered when determining the tender value.
<b>Over \$150,000</b>	<p>Publicly-advertised tenders for goods and services shall be sought (including where practicable, WALGA-Preferred Supply Contracts or State Government Common use Agreements where Local Government access is permitted).</p> <p>Before tenders are publicly invited, the responsible officers shall develop a detailed scope of work and determine in writing the criteria for deciding which tender should be accepted. A statement shall be included requiring tenderers to declare any conflict of interest and the evaluation panel must be established prior to the advertising of the Tender and shall include a mix of skills and experience relevant to the nature of the purchase.</p> <p>State-wide public advertisement of the tender must precede the issuing of an appropriately-detailed specification, selection criteria, Price Schedule and Conditions of Tender and such documentation shall be made available at least 14 calendar days prior to closing to ensure that all parties have an equal opportunity to respond. Any new information shall be advised by way of a written addendum to all registered parties as soon as possible and tender responses shall be kept confidential and assessed, including a report to the CEO or Council as appropriate, providing an assessment of the extent that each tender response satisfies the selection criteria set prior to advertising the tender and the overall value for money principles.</p> <p>All tender respondents shall be advised in writing as soon as possible of the tender outcome including the consideration after the final determination is made and approved. Such notification shall include the name of the successful Tenderer and the total value of consideration of the successful offer. The details and total value of consideration for the winning offer shall be entered into the Tenders Register at the conclusion of the Tender process.</p> <p>Tenders under \$250,000 may be determined by the Chief Executive Officer. All other tenders are to be determined by Council recommendation with affixing of the Common Seal as per the separate policy EO-P16.</p>

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****PROCUREMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Corporate Services
Affected Business Unit/s	Whole of organisation

**PURPOSE:**

This policy demonstrates the City of Bayswater's commitment to the principles of transparency, probity and good governance in procurement practices and also provides guidance in ensuring full compliance with applicable legislation.

**POLICY STATEMENT:**

The City's Procurement Policy is based on a model policy originally developed by the WA Local Government Association and reflects the legislative amendments introduced in October 2015 and general principles for good practice. The Chief Executive Officer shall have delegated authority to approve contracts and approve claims for such contracts up to \$250,000, and shall have further delegated authority to approve payment claims for contracts approved by Council (including variations and extensions) and contracts between the City and a prescribed organisation as set out in the (Functions and General) Regulations 1996.

The policy objectives are to ensure that:

3. 'Value for money' is achieved by delivering the most advantageous outcome possible while practising transparency, fairness and equity to all potential suppliers and efficient, effective and proper expenditure of public monies. Efficient and consistent procurement practices are implemented and maintained across the City.
4. All officers and employees have regard for the City's Code of Ethics when undertaking procurement-related activities, and shall observe the highest standards of ethics, integrity and accountability.
3. The Chief Executive Officer may sub-delegate authority to approve payment claims in accordance with operational requirements.
4. All payment claims shall require an authorised officer's approval for payment claims in accordance with the approved sub-delegations.
5. Competitive quotations shall be obtained for procurement below the legislative tender limit of \$150,000, except where tender exemptions apply. The quotation requirements shall be as set out in Attachment 'A' and shall otherwise be consistent with the WALGA Model Policy. The detailed practice issues may be set out in a Management Guideline.

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****PROCUREMENT POLICY**

6. Where panel ('pre-qualified') supplier contracts are to be used for operational purposes, they shall be subject to a full tender process including public notice and a twelve-month limit for such contracts.
7. Procurement activities shall progressively work towards embracing full sustainability and corporate social responsibility principles.. Management Guidelines may set out the detailed requirements.
8. Written contracts shall be entered into for all significant procurement. Management Guidelines may set out the particulars of the of the contract form and terms appropriate to each type of procurement, however all agreements shall be written as 'at arm's length' transactions and on full commercial terms. .
9. Options for extension may be included where appropriate, provided that they are included in the full market process. Contracts shall not be extended beyond such options.
- 10.. While current legislation only allows for regional (non-metropolitan) preference, local businesses shall be provided with every opportunity to bid for the City's requirements and this shall include consideration for tender specifications that do not unfairly disadvantage local suppliers.

**DEFINITIONS:**

- *Corporate Social Responsibility* in procurement means sourcing preference to organisations that can demonstrate compliance with ethical and regulatory standards that are acceptable to the City and can demonstrate a positive impact on the communities and markets in which they operate, including supply chains that support local business development; and ethical sourcing, labour hire and manufacturing processes.
- *Pre-qualified supplier* means an arrangement for more than one supplier under contract so that selection can be made depending on availability at the time.
- *Significant procurement* means a project of around \$40,000 or more with either a detailed scope of work, technical complexity or involving stages of work.
- *Sustainability* in the context of procurement means the purchasing of goods and services that have lower environmental impact either through industry-recognised energy or water efficiency ratings, sourcing of renewable materials and end-of-life recycling or safe disposal.
- *Tender Exemption* means where any of the circumstances apply as set out in regulation 11 (2) of the *Local Government Act (Functions and General) Regulations 1996* including but not limited to, a unique supplier or an emergency situation as defined by the *Local Government Act 1995*; or where the purchase is from a prescribed tender-exempt organisation such as: WA Local Government Association (Preferred Supplier Contracts or Business Services); the Department

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****PROCUREMENT POLICY**

of Treasury and Finance (permitted Common Use Arrangements); Regional Local Government or another Local Government; the purchase is under auction that has been authorised by Council; or the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or a registered Aboriginal Business or Australian Disability Enterprise.

- *Value for Money* means consideration of quality standards, sustainability, life cycle costing and service benchmarks, and the total costs of ownership, including the related transaction costs associated with acquisition, so as to ensure the best outcome for the City..
- *WALGA Model Policy* means the model procurement policy developed in response to regulatory changes introduced in 2007, as included in the WALGA Procurement Handbook (updated annually).

**RELATED LEGISLATION:**

Local Government tendering is subject to the requirements of the *Local Government Act 1995* ("the Act") and the *Local Government Act (Functions and General) Regulations 1996* ("the Regulations"), as amended from time to time. Local government recording keeping (including procurement-related matters) is subject to the requirements of the *State Records Act 2000*.

**RELATED DOCUMENTATION:**

- *City Policy in relation to* accounts for payment ~~FS-P37~~.
- *City Policy in relation to using the City's* Common Seal and Signatories for Contract Execution ~~EO-P16~~.
- WA Local Government Procurement Handbook (updated annually).

Relevant Delegations				
Risk Evaluation				
Council Adoption	Date	2 February 2016	Resolution #	Item 12.2.8
Reviewed / Modified	Date		Resolution #	

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****PROCUREMENT POLICY****ATTACHMENT 'A'****PROCUREMENT QUOTATION AND TENDERING REQUIREMENTS**

<b>Under \$1,000</b>	At least two (2) verbal quotations should be sourced wherever practicable and appropriate file notes kept of the responses by the responsible officer. Purchase orders shall be issued as appropriate and shall form the agreement with the supplier. All quotation information shall be kept confidential.
<b>Over \$1,000 and up to \$40,000</b>	Three (3) written quotations shall be sought from suppliers for goods and services except where a Tender Exemption applies. Responses should be in writing and include the price and a sufficient amount of information relating to the specification of goods and services being offered to determine that they meet the requirements. Templates should be used where practicable (refer to the WALGA Procurement Handbook) and the quotation request shall include a statement requiring respondents to declare any conflict of interest. Details of each quotation shall be recorded by the responsible officer including comments on which quotation offer presents best value. Purchase orders shall be issued as appropriate (simple procurement) with reference to the contract terms and all quotation information shall be kept confidential..
<b>\$40,000 - \$150,000</b>	<p>Written invitations for quotation for goods and services shall be selectively issued to at least three suppliers from the market, including where practicable, WALGA-Preferred Supply Contracts or State Government Common use Agreements where Local Government access is permitted. As this will generally be a more complex procurement activity, the supplier should be provided with an appropriately-detailed specification; including Selection Criteria, Price Schedule and Conditions associated with responding as appropriate and a statement shall be included requiring respondents to declare any conflict of interest. Quotation invitations should be issued simultaneously to all parties with sufficient time to ensure that they have an equal opportunity to respond Any new information shall be provided as it arises to all prospective suppliers and the quotation responses should be assessed for compliance, then against the selection criteria, and the value for money principals. All respondents should be advised in writing of the outcome as soon as possible after the final determination is made and approved.</p> <p>A purchase order should form the confirmation of the contract and be accompanied by a contract acceptable to the City and in an appropriate</p>



**ATTACHMENT 6 - Policies recommended for amendment**

	<p>form setting out the contract terms and outcomes and all quotation information shall be kept confidential. Contract options for extension should be considered when determining the tender value.</p>
Over \$150,000	<p>Publicly-advertised tenders for goods and services shall be sought (including where practicable, WALGA-Preferred Supply Contracts or State Government Common use Agreements where Local Government access is permitted).</p> <p>Before tenders are publicly invited, the responsible officers shall develop a detailed scope of work and determine in writing the criteria for deciding which tender should be accepted. A statement shall be included requiring tenderers to declare any conflict of interest and the evaluation panel must be established prior to the advertising of the Tender and shall include a mix of skills and experience relevant to the nature of the purchase.</p> <p>State-wide public advertisement of the tender must precede the issuing of an appropriately-detailed specification, selection criteria, Price Schedule and Conditions of Tender and such documentation shall be made available at least 14 calendar days prior to closing to ensure that all parties have an equal opportunity to respond. Any new information shall be advised by way of a written addendum to all registered parties as soon as possible and tender responses shall be kept confidential and assessed, including a report to the CEO or Council as appropriate, providing an assessment of the extent that each tender response satisfies the selection criteria set prior to advertising the tender and the overall value for money principles.</p> <p>All tender respondents shall be advised in writing as soon as possible of the tender outcome including the consideration after the final determination is made and approved. Such notification shall include the name of the successful Tenderer and the total value of consideration of the successful offer. The details and total value of consideration for the winning offer shall be entered into the Tenders Register at the conclusion of the Tender process.</p> <p>Tenders under \$250,000 may be determined by the Chief Executive Officer. All other tenders are to be determined by Council recommendation with affixing of the Common Seal <b>in accordance with as-per-the separate relevant City policy EQ-P16.</b></p>



**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****PROCUREMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Corporate Services
Responsible Officer	Manager Corporate Services
Affected Business Unit/s	Whole of organisation

**PURPOSE:**

This policy demonstrates the City of Bayswater's commitment to the principles of transparency, probity and good governance in procurement practices and also provides guidance in ensuring full compliance with applicable legislation.

**POLICY STATEMENT:**

The City's Procurement Policy is based on a model policy originally developed by the WA Local Government Association and reflects the legislative amendments introduced in October 2015 and general principles for good practice. The Chief Executive Officer shall have delegated authority to approve contracts and approve claims for such contracts up to \$250,000, and shall have further delegated authority to approve payment claims for contracts approved by Council (including variations and extensions) and contracts between the City and a prescribed organisation as set out in the (Functions and General) Regulations 1996.

The policy objectives are to ensure that:

5. 'Value for money' is achieved by delivering the most advantageous outcome possible while practising transparency, fairness and equity to all potential suppliers and efficient, effective and proper expenditure of public monies. Efficient and consistent procurement practices are implemented and maintained across the City.
6. All officers and employees have regard for the City's Code of Ethics when undertaking procurement-related activities, and shall observe the highest standards of ethics, integrity and accountability.
3. The Chief Executive Officer may sub-delegate authority to approve payment claims in accordance with operational requirements.
4. All payment claims shall require an authorised officer's approval for payment claims in accordance with the approved sub-delegations.
5. Competitive quotations shall be obtained for procurement below the legislative tender limit of \$150,000, except where tender exemptions apply. The quotation requirements shall be as set out in Attachment 'A' and shall otherwise be consistent with the WALGA Model Policy. The detailed practice issues may be set out in a Management Guideline.

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****PROCUREMENT POLICY**

6. Where panel ('pre-qualified') supplier contracts are to be used for operational purposes, they shall be subject to a full tender process including public notice and a twelve-month limit for such contracts.
7. Procurement activities shall progressively work towards embracing full sustainability and corporate social responsibility principles.. Management Guidelines may set out the detailed requirements.
8. Written contracts shall be entered into for all significant procurement. Management Guidelines may set out the particulars of the contract form and terms appropriate to each type of procurement, however all agreements shall be written as 'at arm's length' transactions and on full commercial terms. .
9. Options for extension may be included where appropriate, provided that they are included in the full market process. Contracts shall not be extended beyond such options.
- 10.. While current legislation only allows for regional (non-metropolitan) preference, local businesses shall be provided with every opportunity to bid for the City's requirements and this shall include consideration for tender specifications that do not unfairly disadvantage local suppliers.

**DEFINITIONS:**

- *Corporate Social Responsibility* in procurement means sourcing preference to organisations that can demonstrate compliance with ethical and regulatory standards that are acceptable to the City and can demonstrate a positive impact on the communities and markets in which they operate, including supply chains that support local business development; and ethical sourcing, labour hire and manufacturing processes.
- *Pre-qualified supplier* means an arrangement for more than one supplier under contract so that selection can be made depending on availability at the time.
- *Significant procurement* means a project of around \$40,000 or more with either a detailed scope of work, technical complexity or involving stages of work.
- *Sustainability* in the context of procurement means the purchasing of goods and services that have lower environmental impact either through industry-recognised energy or water efficiency ratings, sourcing of renewable materials and end-of-life recycling or safe disposal.
- *Tender Exemption* means where any of the circumstances apply as set out in regulation 11 (2) of the *Local Government Act (Functions and General) Regulations 1996* including but not limited to, a unique supplier or an emergency situation as defined by the *Local Government Act 1995*; or where the purchase is from a prescribed tender-exempt organisation such as: WA Local Government Association (Preferred Supplier Contracts or Business Services); the Department of Treasury and Finance (permitted Common Use Arrangements); Regional Local

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****PROCUREMENT POLICY**

Government or another Local Government; the purchase is under auction that has been authorised by Council; or the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or a registered Aboriginal Business or Australian Disability Enterprise.

- *Value for Money* means consideration of quality standards, sustainability, life cycle costing and service benchmarks, and the total costs of ownership, including the related transaction costs associated with acquisition, so as to ensure the best outcome for the City..
- *WALGA Model Policy* means the model procurement policy developed in response to regulatory changes introduced in 2007, as included in the WALGA Procurement Handbook (updated annually).

**RELATED LEGISLATION:**

Local Government tendering is subject to the requirements of the *Local Government Act 1995* ("the Act") and the *Local Government Act (Functions and General) Regulations 1996* ("the Regulations"), as amended from time to time. Local government recording keeping (including procurement-related matters) is subject to the requirements of the *State Records Act 2000*.

**RELATED DOCUMENTATION:**

- City Policy in relation to accounts for payment
- City Policy in relation to using the City's Common Seal and Signatories for Contract Execution
- WA Local Government Procurement Handbook (updated annually).

Relevant Delegations				
Risk Evaluation				
Council Adoption	Date	2 February 2016	Resolution #	Item 12.2.8
Reviewed / Modified	Date		Resolution #	

**ATTACHMENT 6 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****PROCUREMENT POLICY****ATTACHMENT 'A'****PROCUREMENT QUOTATION AND TENDERING REQUIREMENTS**

<b>Under \$1,000</b>	At least two (2) verbal quotations should be sourced wherever practicable and appropriate file notes kept of the responses by the responsible officer. Purchase orders shall be issued as appropriate and shall form the agreement with the supplier. All quotation information shall be kept confidential.
<b>Over \$1,000 and up to \$40,000</b>	Three (3) written quotations shall be sought from suppliers for goods and services except where a Tender Exemption applies. Responses should be in writing and include the price and a sufficient amount of information relating to the specification of goods and services being offered to determine that they meet the requirements. Templates should be used where practicable (refer to the WALGA Procurement Handbook) and the quotation request shall include a statement requiring respondents to declare any conflict of interest. Details of each quotation shall be recorded by the responsible officer including comments on which quotation offer presents best value. Purchase orders shall be issued as appropriate (simple procurement) with reference to the contract terms and all quotation information shall be kept confidential..
<b>\$40,000 - \$150,000</b>	<p>Written invitations for quotation for goods and services shall be selectively issued to at least three suppliers from the market, including where practicable, WALGA-Preferred Supply Contracts or State Government Common use Agreements where Local Government access is permitted. As this will generally be a more complex procurement activity, the supplier should be provided with an appropriately-detailed specification; including Selection Criteria, Price Schedule and Conditions associated with responding as appropriate and a statement shall be included requiring respondents to declare any conflict of interest. Quotation invitations should be issued simultaneously to all parties with sufficient time to ensure that they have an equal opportunity to respond Any new information shall be provided as it arises to all prospective suppliers and the quotation responses should be assessed for compliance, then against the selection criteria, and the value for money principals. All respondents should be advised in writing of the outcome as soon as possible after the final determination is made and approved.</p> <p>A purchase order should form the confirmation of the contract and be accompanied by a contract acceptable to the City and in an appropriate form setting out the contract terms and outcomes and all quotation information shall be kept confidential. Contract options for extension</p>

**ATTACHMENT 6 - Policies recommended for amendment**

	should be considered when determining the tender value.
<b>Over \$150,000</b>	<p>Publicly-advertised tenders for goods and services shall be sought (including where practicable, WALGA-Preferred Supply Contracts or State Government Common use Agreements where Local Government access is permitted).</p> <p>Before tenders are publicly invited, the responsible officers shall develop a detailed scope of work and determine in writing the criteria for deciding which tender should be accepted. A statement shall be included requiring tenderers to declare any conflict of interest and the evaluation panel must be established prior to the advertising of the Tender and shall include a mix of skills and experience relevant to the nature of the purchase.</p> <p>State-wide public advertisement of the tender must precede the issuing of an appropriately-detailed specification, selection criteria, Price Schedule and Conditions of Tender and such documentation shall be made available at least 14 calendar days prior to closing to ensure that all parties have an equal opportunity to respond. Any new information shall be advised by way of a written addendum to all registered parties as soon as possible and tender responses shall be kept confidential and assessed, including a report to the CEO or Council as appropriate, providing an assessment of the extent that each tender response satisfies the selection criteria set prior to advertising the tender and the overall value for money principles.</p> <p>All tender respondents shall be advised in writing as soon as possible of the tender outcome including the consideration after the final determination is made and approved. Such notification shall include the name of the successful Tenderer and the total value of consideration of the successful offer. The details and total value of consideration for the winning offer shall be entered into the Tenders Register at the conclusion of the Tender process.</p> <p>Tenders under \$250,000 may be determined by the Chief Executive Officer. All other tenders are to be determined by Council recommendation with affixing of the Common Seal in accordance with relevant City policy</p>

**Attachment 7****ATTACHMENT 7 - Policies recommended for amendment****CURRENT POLICY****RATES - PROPERTY OWNERSHIP ENQUIRIES POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Rating Services
Responsible Officer	Rating Services Coordinator
Affected Business Unit/s	Customer Services and Rating Services

**PURPOSE:**

The Rates - Property Ownership Enquiries Policy sets out the process for handling customer requests to access property ownership information.

**POLICY STATEMENT:****Bulk Ownership Requests**

- The City will provide to the public printed copies of the rates records in accordance with section 5.96 of the *Local Government Act 1995*, provided that the request is not for commercial purposes as set out in Regulation 29 of the Local Government (Administration) Regulations 1996. A fee shall apply as per section 5.96 of the *Local Government Act 1995* to cover associated costs.

**In-person Requests**

- A requesting person shall provide evidence through a statutory declaration or other acceptable means that the request is not for commercial purposes. The Chief Executive Officer shall make the final determination on such requests where insufficient evidence is provided.
- Where the request is proven to be non-commercial, the City will provide ownership details in writing. A fee shall apply as per section 5.96 of the *Local Government Act 1995* to cover associated costs.
- Notwithstanding the above, the City will make the rate records available for viewing in accordance with section 5.94 of the *Local Government Act 1995*, except where the request is for confidential or private information as defined in regulation 29 of the Local Government (Administration) Regulations 1996.

**Telephone Requests**

The City will not provide property ownership information over the telephone, except where this may be relevant for the purposes of resolving dividing fence issues, building development applications or issues of a similar nature, and such information shall be provided at the discretion of the Chief Executive Officer.

**ATTACHMENT 7 - Policies recommended for amendment****CURRENT POLICY****RATES - PROPERTY OWNERSHIP ENQUIRIES POLICY****Fees**

Any fees charged to cover the costs of providing printed copies of rate information as permitted under the regulations, shall be reviewed on an annual basis in the budget process.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	25 July 2006
Reviewed / Modified	Date	25 October 2016



**ATTACHMENT 7 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****RATES - PROPERTY OWNERSHIP ENQUIRIES POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Rating Services
Responsible Officer	Rating Services Coordinator
Affected Business Unit/s	Customer Services and Rating Services

**PURPOSE:**

The Rates - Property Ownership Enquiries Policy sets out the process for handling customer requests to access property ownership information.

**POLICY STATEMENT:**Bulk Ownership Requests

- The City will provide to the public printed copies of the rates records in accordance with section 5.96 of the *Local Government Act 1995*, provided that the request is not for commercial purposes as set out in Regulation 29 of the Local Government (Administration) Regulations 1996. A fee shall apply as per section 5.96 of the *Local Government Act 1995* to cover associated costs.

In-person Requests

- A requesting person shall provide evidence through a statutory declaration or other acceptable means that the request is not for commercial purposes. The Chief Executive Officer shall make the final determination on such requests where insufficient evidence is provided.
- Where the request is proven to be non-commercial, the City will provide ownership details in writing. A fee shall apply as per section 5.96 of the *Local Government Act 1995* to cover associated costs.
- Notwithstanding the above, the City will make the rate records available for viewing in accordance with section 5.94 of the *Local Government Act 1995*, except where the request is for confidential or private information as defined in regulation 29 of the Local Government (Administration) Regulations 1996.

Telephone Requests

The City will not provide property ownership information over the telephone, except where this may be relevant for the purposes of resolving dividing fence issues, building development applications or issues of a similar nature, and such information shall be provided at the discretion of the Chief Executive Officer.



**ATTACHMENT 7 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****RATES - PROPERTY OWNERSHIP ENQUIRIES POLICY****Fees**

Any fees charged to cover the costs of providing printed copies of rate information as permitted under the regulations, will be ~~reviewed on an annual basis in the budget process~~ included in the City's Schedule of Fees and Charges.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	25 July 2006
Reviewed / Modified	Date	25 October 2016

**ATTACHMENT 7 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****RATES - PROPERTY OWNERSHIP ENQUIRIES POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Rating Services
Responsible Officer	Rating Services Coordinator
Affected Business Unit/s	Customer Services and Rating Services

**PURPOSE:**

The Rates - Property Ownership Enquiries Policy sets out the process for handling customer requests to access property ownership information.

**POLICY STATEMENT:**Bulk Ownership Requests

- The City will provide to the public printed copies of the rates records in accordance with section 5.96 of the *Local Government Act 1995*, provided that the request is not for commercial purposes as set out in Regulation 29 of the Local Government (Administration) Regulations 1996. A fee shall apply as per section 5.96 of the *Local Government Act 1995* to cover associated costs.

In-person Requests

- A requesting person shall provide evidence through a statutory declaration or other acceptable means that the request is not for commercial purposes. The Chief Executive Officer shall make the final determination on such requests where insufficient evidence is provided.
- Where the request is proven to be non-commercial, the City will provide ownership details in writing. A fee shall apply as per section 5.96 of the *Local Government Act 1995* to cover associated costs.
- Notwithstanding the above, the City will make the rate records available for viewing in accordance with section 5.94 of the *Local Government Act 1995*, except where the request is for confidential or private information as defined in regulation 29 of the Local Government (Administration) Regulations 1996.

Telephone Requests

The City will not provide property ownership information over the telephone, except where this may be relevant for the purposes of resolving dividing fence issues, building development applications or issues of a similar nature, and such information shall be provided at the discretion of the Chief Executive Officer.

**ATTACHMENT 7 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****RATES - PROPERTY OWNERSHIP ENQUIRIES POLICY**Fees

Any fees charged to cover the costs of providing printed copies of rate information as permitted under the regulations, will be included in the City's Schedule of Fees and Charges.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	25 July 2006
Reviewed / Modified	Date	25 October 2016

**Attachment 8****ATTACHMENT 8 - Policies recommended for amendment****CURRENT POLICY****RISK MANAGEMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

The City of Bayswater's Risk Management Policy describes our commitment and objectives around management and risks for managing uncertainty in the City's strategies, goals and objectives, and achievement of effective governance and organisational resilience.

The policy is enacted through the Risk Management Framework, Risk Management Strategy and various management system procedures and processes.

**POLICY STATEMENT:**

1. This policy aims to achieve best practice in the management of all risks that may affect the City's customers, people, assets, functions, objectives, operations or members of the public, including adopting the principles of Australian Standard AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines. These will guide an integrated and systematic approach to managing risk within the City.
2. Risk Management will form part of the strategic, operational, project and line management responsibilities.
3. The Chief Executive Officer and directors are responsible for monitoring the corporate implications of the City's Risk Management Policy.
4. All employees within the City are recognised as having a role in risk management and are responsible for applying risk management practices in their area of work and recommend suitable plans to manage risks and obtain approval prior to action.
5. Supporting procedures will be developed to achieve the policy objectives and will include risk assessment and acceptance criteria to determine the City's risk appetite.
6. To effectively implement this policy a monitoring and review process will also be developed to report on the achievement of the policy objectives, the management of identified risks and related issues and trends.
7. This policy will be reviewed at least every two years.

**DEFINITIONS:**

"Risk Management" is the coordination of activities to direct and control an organisation with regard to risk. It relates to all aspects of the organisation's operations and practices.

"Risk" is the effect of uncertainty on objectives. It is measured in terms of a combination of the likelihood of an event and its consequences.

**ATTACHMENT 8 - Policies recommended for amendment****CURRENT POLICY****RISK MANAGEMENT POLICY****RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	18 November 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****RISK MANAGEMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

The City of Bayswater's Risk Management Policy describes our commitment and objectives around management and risks for managing uncertainty in the City's strategies, goals and objectives, and achievement of effective governance and organisational resilience.

The policy is enacted through the Risk Management Framework, Risk Management Strategy and various management system procedures and processes.

**POLICY STATEMENT:**

8. This policy aims to achieve best practice in the management of all risks that may affect the City's customers, people, assets, functions, objectives, operations or members of the public, including adopting the principles of Australian Standard AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines. These will guide an integrated and systematic approach to managing risk within the City.
9. Risk Management will form part of the strategic, operational, project and line management responsibilities.
10. The Chief Executive Officer and directors are responsible for monitoring the corporate implications of the City's Risk Management Policy.
11. All employees within the City are recognised as having a role in risk management and are responsible for applying risk management practices in their area of work and recommend suitable plans to manage risks and obtain approval prior to action.
12. Supporting procedures will be developed to achieve the policy objectives and will include risk assessment and acceptance criteria to determine the City's risk appetite.
13. To effectively implement this policy a monitoring and review process will also be developed to report on the achievement of the policy objectives, the management of identified risks and related issues and trends.

~~14. This policy will be reviewed at least every two years.~~

**DEFINITIONS:**

"Risk Management" is the coordination of activities to direct and control an organisation with regard to risk. It relates to all aspects of the organisation's operations and practices.

**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****RISK MANAGEMENT POLICY**

"Risk" is the effect of uncertainty on objectives. It is measured in terms of a combination of the likelihood of an event and its consequences.

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	18 November 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****RISK MANAGEMENT POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

The City of Bayswater's Risk Management Policy describes our commitment and objectives around management and risks for managing uncertainty in the City's strategies, goals and objectives, and achievement of effective governance and organisational resilience.

The policy is enacted through the Risk Management Framework, Risk Management Strategy and various management system procedures and processes.

**POLICY STATEMENT:**

15. This policy aims to achieve best practice in the management of all risks that may affect the City's customers, people, assets, functions, objectives, operations or members of the public, including adopting the principles of Australian Standard AS/NZS ISO 31000:2009 Risk Management - Principles and Guidelines. These will guide an integrated and systematic approach to managing risk within the City.
16. Risk Management will form part of the strategic, operational, project and line management responsibilities.
17. The Chief Executive Officer and directors are responsible for monitoring the corporate implications of the City's Risk Management Policy.
18. All employees within the City are recognised as having a role in risk management and are responsible for applying risk management practices in their area of work and recommend suitable plans to manage risks and obtain approval prior to action.
19. Supporting procedures will be developed to achieve the policy objectives and will include risk assessment and acceptance criteria to determine the City's risk appetite.
20. To effectively implement this policy a monitoring and review process will also be developed to report on the achievement of the policy objectives, the management of identified risks and related issues and trends.

**DEFINITIONS:**

"Risk Management" is the coordination of activities to direct and control an organisation with regard to risk. It relates to all aspects of the organisation's operations and practices.

"Risk" is the effect of uncertainty on objectives. It is measured in terms of a combination of the likelihood of an event and its consequences.



**ATTACHMENT 8 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****RISK MANAGEMENT POLICY****RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	18 November 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 9****ATTACHMENT 9 - Policies recommended for amendment****CURRENT POLICY****SUNDRY DEBT COLLECTION AND RECOVERY POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance
Responsible Officer	Accounts Officer (Receivable)
Affected Business Unit/s	All

**PURPOSE:**

This policy states the Council's position to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service.

**POLICY STATEMENT:**

In order to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service, the City of Bayswater adopts the following policy:

**OBJECTIVE**

- To provide a framework within which procedures for the recovery of outstanding sundry debts can be developed for the City of Bayswater.
- To ensure all sundry debts owed to the City are paid by the due date and followed up within specified timeframes.
- To ensure the fair, equitable, transparent and consistent approach to the City's sundry debt management decisions and practices.

**PRINCIPLES****Debt Management**

Prudent debt management practices will apply and include:

- Raising invoices - ensuring debt is raised in accordance with services provided, account details are correct and GST provisions are applied,
- Ensure the issuing of monthly statements to overdue debtors are sent out at the end of each month,
- Reviewing Aged Debtor reports monthly,
- Liaising with departments which requested the invoice to be raised that all information is correct,
- Keeping regular contact with Debtors,
- In consultation with the department initiating the debt, negotiated exemptions up to \$100 may be provided depending on the nature of the debt and debtor e.g. community groups or welfare recipients.

**ATTACHMENT 9 - Policies recommended for amendment  
CURRENT POLICY****SUNDRY DEBT COLLECTION AND RECOVERY POLICY**

- Systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes. Issuing 7 Day Reminder Letters to Debtors, referring Aged Debtors to the City's Collection Agency who may issue letters of demand allowing for seven days payment prior to instigation of legal action.
- A Notice of Intention to Summons is to be issued at least fourteen (14) days after the due date of the 7 Day Reminder Letter to those persons, who did not respond accordingly to the 7 Day Reminder Letter. The Notice of Intention to Summons is to specify that the sundry debtors have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a General Procedure Claim being issued without further notice.
- Report Bad Debts and/or Doubtful Debts to the relevant Director or Manager on a regular basis.
- Recommend Write Off of Sundry Debtors when all avenues have failed or it is uneconomical to proceed to recover process.

**Provision of Doubtful Debts**

Aged debts greater than 150 days shall be reviewed and provided for as a doubtful debt, following advice from the initiating section, according to an assessment which has regard for:

- The size and nature of the debt.
- The debtor in question.

Aged debts less than 150 days may be provided for as a doubtful debt if the recovery of the debt is known to be unlikely. Any adjustments to the Provision for Doubtful Debts shall be made annually and will be charged to a Bad Debt Expense corporate account.

**Write Offs**

Debts shall be written off only when all reasonable attempts at recovery have been taken.

Recommendations for write off shall be made by the Director of Finance and Corporate Services following discussion with the department responsible for the raising of the debt.

In accordance with section 6.12(c) of the *Local Government Act 1995* all debts which require Councils approval to be written off will be reported to Council.

**ATTACHMENT 9 - Policies recommended for amendment****CURRENT POLICY****SUNDRY DEBT COLLECTION AND RECOVERY POLICY****Delegated Authorities**

In accordance with section 5.42 of the *Local Government Act 1995* the following delegated authority applies:

- The Chief Executive Officer has delegated authority to write off any bad debts (not including rates or other charges) considered irrecoverable to the limit of \$500 per account. Any write offs less than \$500 will be reported to Council for noting.
- Any amount in excess of \$500 to be written off will require the authorisation of Council. All debts which require Council's approval to be written off will be reported to Council.

**DEFINITIONS:**

Sundry Debtors comprises accounts receivable due to the City of Bayswater by customers for the supply of goods and services e.g. Income from property including community reserve and hall hire, private works reimbursements and recovery of fines and penalties.

**RELATED LEGISLATION:**

*Local Government Act 1995:*

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

**RELATED DOCUMENTATION:**

Delegated Authority Register - FS-D10

Relevant Delegations	FS-D10	
Risk Evaluation		
Council Adoption	Date	22 July 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 9 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****SUNDRY DEBT COLLECTION AND RECOVERY  
POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance
Responsible Officer	Accounts Officer (Receivable)
Affected Business Unit/s	All

**PURPOSE:**

This policy states the Council's position to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service.

**POLICY STATEMENT:**

In order to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service, the City of Bayswater adopts the following policy:

**OBJECTIVE**

- To provide a framework within which procedures for the recovery of outstanding sundry debts can be developed for the City of Bayswater.
- To ensure all sundry debts owed to the City are paid by the due date and followed up within specified timeframes.
- To ensure the fair, equitable, transparent and consistent approach to the City's sundry debt management decisions and practices.

---

**PRINCIPLES****Debt Management**

Prudent debt management practices will apply and include:

- Raising invoices - ensuring debt is raised in accordance with services provided, account details are correct and GST provisions are applied,
- Ensure the issuing of monthly statements to overdue debtors are sent out at the end of each month,
- Reviewing Aged Debtor reports monthly,
- Liaising with departments which requested the invoice to be raised that all information is correct,
- Keeping regular contact with Debtors,

**ATTACHMENT 9 - Policies recommended for amendment****RECOMMENDED AMENDMENTS****SUNDRY DEBT COLLECTION AND RECOVERY POLICY**

- In consultation with the department initiating the debt, negotiated exemptions up to \$100 may be provided depending on the nature of the debt and debtor e.g. community groups or welfare recipients.
- Systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes. Issuing 7 Day Reminder Letters to Debtors, referring Aged Debtors to the City's Collection Agency who may issue letters of demand allowing for seven days payment prior to instigation of legal action.
- A Notice of Intention to Summons is to be issued at least fourteen (14) days after the due date of the 7 Day Reminder Letter to those persons, who did not respond accordingly to the 7 Day Reminder Letter. The Notice of Intention to Summons is to specify that the sundry debtors have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a General Procedure Claim being issued without further notice.
- Report Bad Debts and/or Doubtful Debts to the relevant Director or Manager on a regular basis.
- Recommend Write Off of Sundry Debtors when all avenues have failed or it is uneconomical to proceed to recover process.

**Provision of Doubtful Debts**

Aged debts greater than 150 days shall be reviewed and provided for as a doubtful debt, following advice from the initiating section, according to an assessment which has regard for:

- The size and nature of the debt.
- The debtor in question.

Aged debts less than 150 days may be provided for as a doubtful debt if the recovery of the debt is known to be unlikely. Any adjustments to the Provision for Doubtful Debts shall be made annually and will be charged to a Bad Debt Expense corporate account.

**Write Offs**

Debts shall be written off only when all reasonable attempts at recovery have been taken.

Recommendations for write off shall be made by the Director of Finance and Corporate Services following discussion with the department responsible for the raising of the debt.

In accordance with section 6.12(c) of the *Local Government Act 1995* all debts which require Councils approval to be written off will be reported to Council.

## ATTACHMENT 9 - Policies recommended for amendment

## RECOMMENDED AMENDMENTS

## SUNDRY DEBT COLLECTION AND RECOVERY POLICY

Delegated Authorities

~~In accordance with section 5.42 of the *Local Government Act 1995* the following delegated authority applies:~~

- ~~• The Chief Executive Officer has delegated authority to write off any bad debts (not including rates or other charges) considered irrecoverable to the limit of \$500 per account. Any write offs less than \$500 will be reported to Council for noting.~~
- ~~• Any amount in excess of \$500 to be written off will require the authorisation of Council. All debts which require Council's approval to be written off will be reported to Council.~~

## DEFINITIONS:

Sundry Debtors comprises accounts receivable due to the City of Bayswater by customers for the supply of goods and services e.g. Income from property including community reserve and hall hire, private works reimbursements and recovery of fines and penalties.

## RELATED LEGISLATION:

*Local Government Act 1995:*

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

## RELATED DOCUMENTATION:

Delegated Authority Register

Relevant Delegations	FS-D10	
Risk Evaluation		
Council Adoption	Date	22 July 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 9 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****SUNDRY DEBT COLLECTION AND RECOVERY POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance
Responsible Officer	Accounts Officer (Receivable)
Affected Business Unit/s	All

**PURPOSE:**

This policy states the Council's position to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service.

**POLICY STATEMENT:**

In order to ensure the efficient and effective recovery of outstanding sundry debtors while maintaining quality customer service, the City of Bayswater adopts the following policy:

**OBJECTIVE:**

- To provide a framework within which procedures for the recovery of outstanding sundry debts can be developed for the City of Bayswater.
- To ensure all sundry debts owed to the City are paid by the due date and followed up within specified timeframes.
- To ensure the fair, equitable, transparent and consistent approach to the City's sundry debt management decisions and practices.

**PRINCIPLES:****Debt Management**

Prudent debt management practices will apply and include:

- Raising invoices - ensuring debt is raised in accordance with services provided, account details are correct and GST provisions are applied,
- Ensure the issuing of monthly statements to overdue debtors are sent out at the end of each month.
- Reviewing Aged Debtor reports monthly,
- Liaising with departments which requested the invoice to be raised that all information is correct,
- Keeping regular contact with Debtors,
- In consultation with the department initiating the debt, negotiated exemptions up to \$100 may be provided depending on the nature of the debt and debtor e.g. community groups or welfare recipients.
- Systematic debt recovery approach based on 30 day, 60 day and 90 day timeframes. Issuing 7 Day Reminder Letters to Debtors, referring Aged Debtors to the City's Collection Agency who may issue letters of demand allowing for seven days payment prior to instigation of legal action.



**ATTACHMENT 9 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****SUNDRY DEBT COLLECTION AND RECOVERY POLICY**

- A Notice of Intention to Summons is to be issued at least fourteen (14) days after the due date of the 7 Day Reminder Letter to those persons, who did not respond accordingly to the 7 Day Reminder Letter. The Notice of Intention to Summons is to specify that the sundry debtors have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a General Procedure Claim being issued without further notice.
- Report Bad Debts and/or Doubtful Debts to the relevant Director or Manager on a regular basis.
- Recommend Write Off of Sundry Debtors when all avenues have failed or it is uneconomical to proceed to recover process.

**Provision of Doubtful Debts**

Aged debts greater than 150 days shall be reviewed and provided for as a doubtful debt, following advice from the initiating section, according to an assessment which has regard for:

- The size and nature of the debt.
- The debtor in question.

Aged debts less than 150 days may be provided for as a doubtful debt if the recovery of the debt is known to be unlikely. Any adjustments to the Provision for Doubtful Debts shall be made annually and will be charged to a Bad Debt Expense corporate account.

**Write Offs**

Debts shall be written off only when all reasonable attempts at recovery have been taken.

Recommendations for write off shall be made by the Director of Finance and Corporate Services following discussion with the department responsible for the raising of the debt.

In accordance with section 6.12(c) of the *Local Government Act 1995* all debts which require Councils approval to be written off will be reported to Council.

**DEFINITIONS:**

Sundry Debtors comprises accounts receivable due to the City of Bayswater by customers for the supply of goods and services e.g. Income from property including community reserve and hall hire, private works reimbursements and recovery of fines and penalties.

**RELATED LEGISLATION:**

*Local Government Act 1995:*

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

**ATTACHMENT 9 - Policies recommended for amendment****RECOMMENDED FINAL POLICY****SUNDRY DEBT COLLECTION AND RECOVERY POLICY****RELATED DOCUMENTATION:**

Delegated Authority Register

Relevant Delegations	FS-D10	
Risk Evaluation		
Council Adoption	Date	22 July 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 10****ATTACHMENT 10 - Policies recommended for Nil Change Review****CORPORATE CREDIT CARD POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To set out the business practices for effective use of Corporate Credit Cards.

**POLICY STATEMENT:**Issuing of Corporate Credit Cards

Corporate Credit Cards will only be made available to:

- The Chief Executive Officer; and
- Directors.

and shall only be used for work related expenses and in limited circumstances where payment methods such as cheque or EFT would not be practical.

Limitations

Each Corporate Credit Card is not to exceed a monthly limit of \$10,000.

Conditions of Use

The corporate credit cards shall:

- Not be used for any private purchases.
- Be restricted to trusted, secure internet sites.
- Not be used for cash advances under any circumstances.

General

The cardholder will be responsible for:

- a) A monthly reconciliation of transactions including supporting documentation such as tax invoices and receipts.
- b) Monthly reconciliations are to be signed and dated and held by the Finance Department (for record and audit purposes).
- c) Use of the Corporate Credit Card by a non-card holder is prohibited.
- d) The card should not be tied to any form of personal reward point system. Any such reward points shall be the property of the City of Bayswater.

## ATTACHMENT 10 - Policies recommended for Nil Change Review CORPORATE CREDIT CARD POLICY

- e) A list of all Corporate Credit Card transactions for the month showing each officer's transactions summarised by nature and type is to be included in monthly financial reports to Council.

### Security

The card is the responsibility of the cardholder. Lost or stolen cards are to be reported immediately to the financial institution and the Director of Finance.

An agreement is to be signed by the cardholder setting out the cardholder's responsibilities and guidelines (*see attached*).

A register of all current cardholders is to be maintained by the Finance Department and is to include:

- Card Number
- Expiry Date
- Credit Limit

Credit cards are not transferable to other users.

On leaving employment with the City of Bayswater, credit cards shall be surrendered to the Chief Executive Officer. All surrendered credit cards shall be destroyed by cutting or other method as directed by the Chief Executive Officer.

In the event that a cardholder does not comply with the conditions of use, the Chief Executive Officer shall have the discretion to withdraw the card.

### DEFINITIONS:

*Nil*

### RELATED LEGISLATION:

*Nil*

### RELATED DOCUMENTATION:

- Corporate Credit Card Cardholder Approval and Acknowledgement form

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	28 September 2010
Reviewed / Modified	Date	26 February 2013
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 10 - Policies recommended for Nil Change Review****CORPORATE CREDIT CARD****CARDHOLDER APPROVAL AND ACKNOWLEDGEMENT**

APPROVAL
Cardholder's Name:
Position:
Credit Limit (Monthly) : \$
Chief Executive Officer
Signature

**ACKNOWLEDGEMENT**

I acknowledge receipt of the City of Bayswater Corporate Credit Card and agree that :

1. I will not use the Corporate Credit Card, nor permit it to be used, other than for official Council purposes.
2. I will ensure security of the Corporate Credit Card at all times and will not permit the card to be used by any other person.
3. If the Corporate Credit Card is lost or stolen, I will immediately report it missing to the Chief Executive Officer and the Director of Finance.
4. If my position with City of Bayswater changes or my employment terminates, or I am asked to surrender the card for any other reason, I will immediately return the card.
5. I will retain all original supporting documentation that meets the requirements of a tax invoice for presentation to the relevant authorising officer within the City of Bayswater.
6. I will not misuse the Corporate Credit Card (i.e. use it in a manner otherwise than in accordance with the instructions provided), and agree that in the event of any such misuse I will be liable for disciplinary action.

Card No :
Signature of Cardholder :
Witness Name (print) :

**ATTACHMENT 10 - Policies recommended for Nil Change Review****OVERDUE RATES AND CHARGES COLLECTION  
POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Rating Services
Responsible Officer	Rating Services Coordinator
Affected Business Unit/s	

**PURPOSE:**

This policy outlines the City of Bayswater's process for efficient and effective collection of outstanding rates and charges.

**POLICY STATEMENT:**

This policy has been developed to treat ratepayers fairly and consistently while recognising the City has the responsibility to recover all outstanding rates and charges in a timely manner to finance delivery of its services.

Legal proceedings will continue until full payment has been received.

**Issue Final Notices**

A Final Notice will be issued at least fourteen (14) days after the due date of the Rate Notice, to those persons who have made either no payment, or insufficient payment, to cover the first instalment. The Final Notice is to specify that the property owner/s have seven (7) days to pay in full or to enter into a special repayment arrangement.

Final Notices will not be issued to eligible persons registered to receive a pensioner or senior rebate under the *Rates and Charges (Rebates and Deferments) Act 1992* as such persons have until 30 June in the year of rating to make payment, without incurring any late payment penalties.

**7 Day Reminder Letter**

A 7 Day Reminder Letter will be issued at least fourteen (14) days after the due date of the Final Notice, to those persons who did not respond appropriately to the Final Notice.

The 7 Day Reminder Letter is to specify that the property owner/s have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in further debt collection proceedings without further notice.

**Notice of Intention to Summons**

A Notice of Intention to Summons will be issued at least fourteen (14) days after the due date of the 7 Day Reminder Letter to those persons who did not respond accordingly to the 7 Day Reminder Letter.

The Notice of Intention to Summons is to specify that the property owner/s have seven (7) days to pay in full or to enter into a special repayment arrangement – failure to do so will result in a General Procedure Claim being issued without further notice.

**ATTACHMENT 10 - Policies recommended for Nil Change Review****OVERDUE RATES AND CHARGES COLLECTION POLICY**Issue of a General Procedure Claim

1. If no response is received in relation to the Notice of Intention to Summons a General Procedure Claim is to be lodged through the Midland Magistrates Court. In accordance with section 6.56 of the *Local Government Act 1995*, the costs of issuing a General Procedure Claim are recoverable from the property owner/s and are to be debited to the rates account.
2. Following the issue of a General Procedure Claim, a reasonable offer to discharge the total debt by payment arrangement will be accepted.

If an arrangement is made, agreement on the amount, frequency and commencement date of payments is required. Any arrangements are subject to acceptance by the Chief Executive Officer or an officer delegated by the Chief Executive Officer.

3. If the proposed payment arrangement is not acceptable the City will advise via letter that the proposed arrangement is not sufficient to repay the debt within a reasonable time frame and will request the property owner/s to contact the City's Rating Services staff.
4. If no payment arrangement has been entered into or the Admission of Claim is not returned within fourteen (14) days of the issue of the General Procedure Claim, a letter will be sent requesting the property owner/s to pay the account in full. If, after a further period of at least seven (7) days, there is still no payment or arrangement in place, a PSSO may be issued.
5. If payment of the General Procedure Claim is received and a small balance remains on the rate account or the legal fees have not been paid, a letter will be sent to the ratepayer requesting payment of the outstanding balance.
6. If the agreed repayment arrangement is not honoured, a letter will be sent advising that the repayment arrangement is overdue and, if payment is not received within 14 days, a PSSO may be issued.

Non-Service of General Procedure Claim

1. When a General Procedure Claim is unable to be served a Non-Service Certificate will be issued by the Bailiff. As an outcome, the Bailiff may: advise the City if the property is unoccupied or is a rental property; or provide an alternative address for the General Procedure Claim to be re-issued.
2. If the property is tenanted, the property manager must be contacted to ascertain the correct postal address of the property owner. If the property manager is responsible for the payment of rates, the postal address is to be updated on the City's Property and Rating system and a new Rate Notice is to be sent to the property manager for payment.

**ATTACHMENT 10 - Policies recommended for Nil Change Review****OVERDUE RATES AND CHARGES COLLECTION POLICY**

3. If neither payment nor an acceptable arrangement has been received by the City after 14 days, a PSSO may be issued.
4. If a new address is supplied by the Bailiff the new postal address is to be recorded on to the City's Property and Rating system. A letter is to be sent informing the owner/s of the General Procedure Claim and, if not responded to within seven (7) days, the City will re-issue the General Procedure Claim. The additional costs in reissuing the General Procedure Claim will be added to the rates account.

Property (Seizure & Sale Order) (PSSO)

1. If the property owner/s has not responded to the General Procedure Claim a PSSO may be issued within fourteen (14) days after the date of service of the General Procedure Claim.
2. The PSSO authorises the Bailiff to seize and sell as much of the debtor's real or personal property as necessary to pay the debt. Where a PSSO is issued, Councillors will be informed via memorandum.

Lodging a Caveat on the Title for Land

If rates and service charges are due to the City in respect of any rateable land a caveat may be registered on the title for the land, under the provisions of section 6.64 (3) of the *Local Government Act 1995*.

Seizure of Rent for Non Payment of Rates

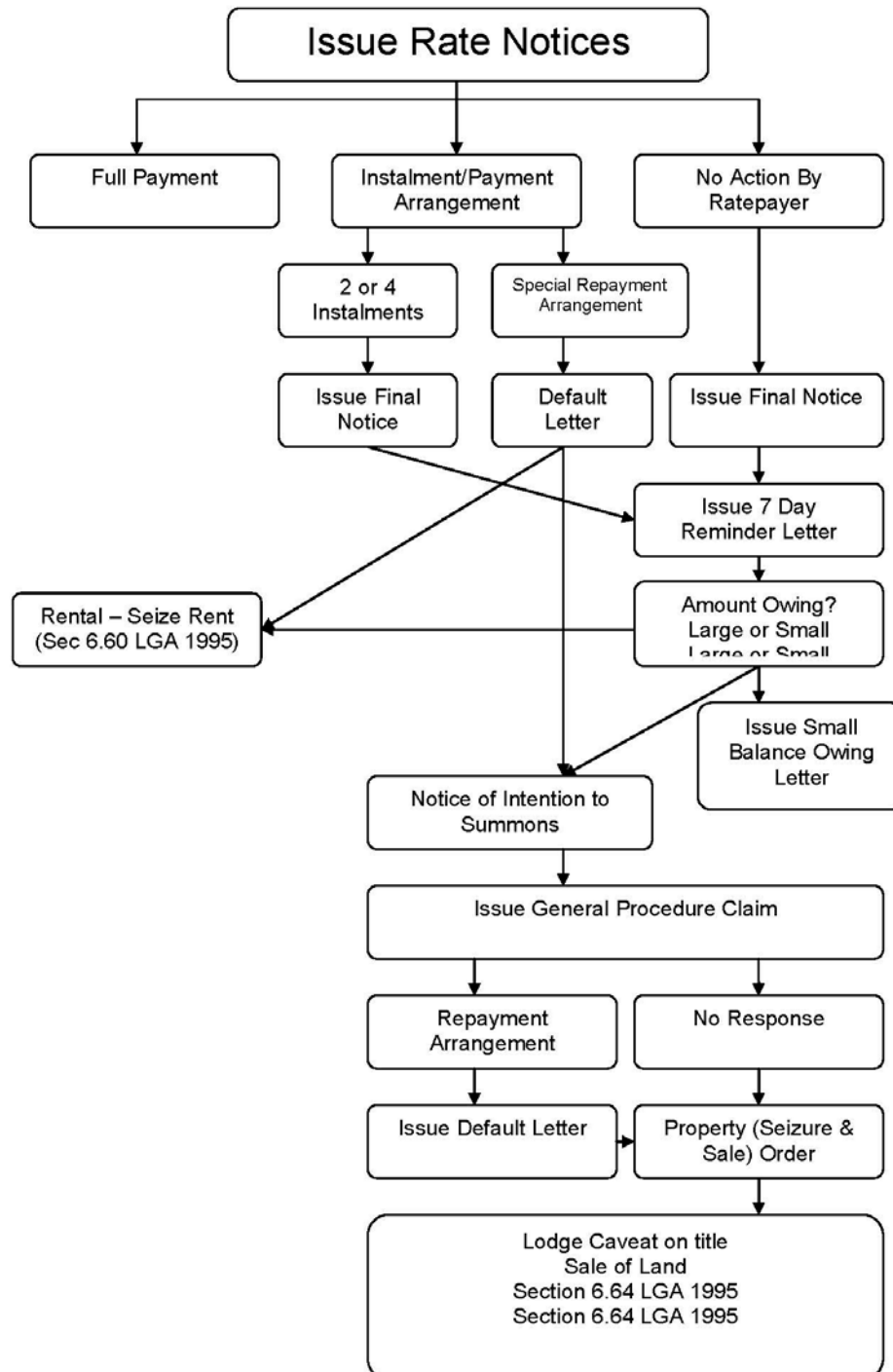
In cases where the owner of a leased or rented property cannot be located or refuses to pay the outstanding amount due, recovery action may be served on the lessee or tenant of the property in accordance with section 6.60 of the *Local Government Act 1995*, requiring the lessee or tenant to pay to the City the rent due under the lease/tenancy agreement, until the amount due has been paid.

The Chief Executive Officer or an officer delegated by the Chief Executive Officer has delegated authority to implement the provisions of section 6.60 of the *Local Government Act 1995*.



## ATTACHMENT 10 - Policies recommended for Nil Change Review

## OVERDUE RATES AND CHARGES COLLECTION POLICY



**ATTACHMENT 10 - Policies recommended for Nil Change Review****OVERDUE RATES AND CHARGES COLLECTION POLICY****DEFINITIONS:**

None

**RELATED LEGISLATION:**

*Rates and Charges (Rebates and Deferments) Act 1992*

*Local Government Act 1995:*

- *section 6.56*
- *section 6.60*
- *section 6.64(3)*

**RELATED DOCUMENTATION:**

None

Relevant Delegations	Nil	
Risk Evaluation		
Council Adoption	Date	23 April 1996
Reviewed / Modified	Date	24 April 2001
Reviewed / Modified	Date	27 May 2008
Reviewed / Modified	Date	25 March 2014
Reviewed / Modified	Date	8 March 2016

**ATTACHMENT 10 - Policies recommended for Nil Change Review****STREET ADVERTISING BANNER POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To install banners within the road reserves of the City's two local townsites, Bayswater and Maylands, and of the Morley precinct, to promote and identify these precincts as destinations for business, shopping and entertainment activities.

**POLICY STATEMENT:****Design and Advertising Material**

The banners are to promote and market the precincts and create identity unique to each precinct.

The City will limit the level of business (commercial) advertising on each banner to ensure that the main focus of the banner signage is precinct identified and themed.

Businesses located within the relevant precinct will be able to advertise their company logo or service.

The display of each banner face shall comprise the following:

- 33.33% Community purposes
- 33.33% Business use
- 33.33% The City logo.

It should be noted that each banner pole carries two banners, each with front and back. The location and display of each banner will be at the discretion of the City to ensure the design standards of the banners are maintained consistent with the purpose of promoting and marking the individual precincts.

The banners are not available for individual private advertising.

**Location**

Bayswater Townsite has Eleven (11) banner poles.

- a) Eight (8) in King William Street;
- b) Two (2) in Whatley Crescent; and
- c) One (1) in Beechboro Road.

**ATTACHMENT 10 - Policies recommended for Nil Change Review****STREET ADVERTISING BANNER POLICY**

Note Council may, at its discretion set aside the First Two (2) banner poles on King William Street at the entry and the last two banner poles on egress for council use. In total this encompasses four banner poles.

Morley precinct has Nineteen (19) banner poles.

- a) Four (4) in Russell Street;
- b) Five (5) in Walter Road;
- c) Four (4) in Bishop Street;
- d) Four (4) in Progress Street; and
- e) Two (2) in Old Collier Road.

Note Council may, at its discretion, set aside a total of Six (6) banner poles being Two (2) on Walter Road Two (2) on Russell Street One (1) in Old Collier Road and One (1) in Progress Street for Council use.

Maylands Townsite has proposed nine (9) banner poles.

- a) Seven (7) Eighth Avenue
- b) Two (2) Whatley Crescent

Note Council may, at its discretion, set aside the First Two (2) banner poles in Eighth Avenue at the entry and the last two banner poles on egress for council use. In total, this encompasses four banner poles.

**Management**

The banner design and installation will be controlled and managed by the City of Bayswater to ensure the banners achieve the purpose of promoting and marketing the individual precincts as a destination for business, shopping and recreation.

The City at its discretion may install event banners during the year for significant community activities or events in close proximity to the precinct.

The Banner poles will be used for Christmas decorations from beginning December to end of January.

The administration of this policy to be taken up by the City.

**Cost, Booking & Duration**

The City will meet to costs of the production and installation of the banners where the banners display precinct identification / theme and community events.

**ATTACHMENT 10 - Policies recommended for Nil Change Review****STREET ADVERTISING BANNER POLICY**

In the event that a business seeks to display their logo or service (on up to 33.33% of the banner):-

- The Business will be required to provide a copy of its logo or service on the appropriate template; to enable production of banner;
- One logo or service image per 9 month period will be permitted
- The location of the logo/service on the banner and the banner pole on which it is advertised is at the discretion of the City;
- Each banner pole accommodates two (2) banners per pole with front and back;
- A charge per banner (front and back) for a nine (9) month period will apply for the advertising of a business logo/service image on the banner.
- The City will be responsible for the cost of installation and removal;
- The City will be responsible for the management of the banners material;
- The City retains ownership of all banners on completion of the advertising period.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	June 2007
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**ATTACHMENT 10 - Policies recommended for Nil Change Review****USE OF THE CITY OF BAYSWATER LOGO POLICY**

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

To set out the protocols and conditions for use of the City of Bayswater logo.

**POLICY STATEMENT:**

The City of Bayswater does not have a Coat of Arms. Its logo is a stylised olive tree that represents the early settlement of the area. The colours and features of the logo also hold significance. The central cog represents industry and commerce; the tools, trunk and leaves identify the past, continuing strength and future growth. The colours include green and yellow, depicting the natural environment, and red which represents the arteries of transport and other vital services provided by the City to its ratepayers.

The City's logo shall be displayed so as to ensure that a consistent and professional image of the City is maintained and Council's exposure to poor publicity through inappropriate use of the City's logo is minimised.

The elements of the design and text are integral to the logo device and shall not be deleted or modified.

**USE OF THE LOGO BY OFFICERS**

Management Guidelines shall set out the design, colours and placement of the logo for printed material, stationery, buildings, vehicles and staff uniforms.

Where promotional material for events contains emblems of co-sponsors or other agencies, the size and placement of the City of Bayswater logo shall be appropriate to the level of contribution of each co-sponsor or agency.

**USE OF THE LOGO BY COMMUNITY ORGANISATIONS**

Use of the City's logo by a community organisation shall only be granted where:

- A positive public image will accrue to Council and;
- The relationship between the City and the organisation is clearly identified to the community in the published material or signage, or;
- The community organisation is located within, or provides services within the City of Bayswater or;
- Council has provided financial or in-kind sponsorship.

Any use by a community organisation shall require written application to the Chief Executive Officer and shall include details on how and where the logo will appear and the period of time for which the use is required.

**ATTACHMENT 10 - Policies recommended for Nil Change Review****USE OF THE CITY OF BAYSWATER LOGO POLICY**

Where use is approved by the CEO against the above criteria, the design requirements shall be adhered to by the applicant.

Any application to alter the design elements of the logo or to superimpose or incorporate it into another emblem of any community organisation shall not be approved.

Community organisations shall not be charged for use of the emblem but they shall be responsible for all costs associated with such use.

**DEFINITIONS:**

*Nil*

**RELATED LEGISLATION:**

*Nil*

**RELATED DOCUMENTATION:**

*Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	22 November 2011
Reviewed / Modified	Date	
Reviewed / Modified	Date	
Reviewed / Modified	Date	

## ATTACHMENT 10 - Policies recommended for Nil Change Review

## GOVERNANCE OF ACCOMODATION BONDS POLICY

Responsible Division	Finance and Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Finance Manager
Affected Business Unit/s	Finance Services

**PURPOSE:**

This policy aims to ensure that the City of Bayswater (COB) meets the requirements of the *Aged Care Act 1997* (the Act) and User Rights Principles 1997 (the Principles) in managing aged care accommodation bonds.

The *Aged Care Act 1997* sets out the purposes for which aged care accommodation bonds can be used. The *Aged Care Amendment Bill 2011* was introduced as part of the National Health Reform and places greater restrictions on the use of accommodation bonds. The specific requirements are set out in a Governance Standard issued by the Department of Health and Ageing, which took effect on 1 February 2012.

To comply with the Governance Standard, approved providers that hold accommodation bonds are required to implement and maintain a documented governance system for managing accommodation bonds.

This Policy sets out the City's governance and prudential system for accommodation bonds.

This policy should be read in conjunction with the Act and Principles.

**POLICY STATEMENT:**

## Liquidity Standard

1. The COB will maintain and implement a liquidity management strategy, pursuant to requirements of the Act and Principles, to ensure sufficient funds are available for the refund of all bond balances that fall due.
2. The liquidity management strategy will continue from year to year unless otherwise resolved by Council.

## Records Standard

3. The COB will maintain a bond register pursuant to the requirements of the Act and Principles.
4. The bond register will incorporate all requirements listed in the Principles, including resident details, bond receipts, deductions and refund details.

## Governance Standard

5. The COB will implement and maintain a governance system that ensures bonds are only used as permitted and that refunds occur within the timeframes required by the Act.
6. The system will be documented in writing and be kept up to date. Documentation will cover all requirements of the Act and Principles.



**ATTACHMENT 10 - Policies recommended for Nil Change Review****GOVERNANCE OF ACCOMODATION BONDS POLICY**

7. The approved provider will ensure that bond balances are only used for purposes permitted under the Act and that all uses are reported to Council.
8. The total of bond balances will be reconciled monthly between COB financial records and the investment statements of the financial institution(s) with whom funds are invested. The reconciliations will be under the responsibility of the Financial Services Division.
9. The Director of Finance will be responsible for administration of bond retention amounts, interest and bond refunds, pursuant to the requirements of the Act and Principles, in conjunction with responsible Juniper staff.
10. The Director of Finance will be responsible for the accuracy and compliance of the Bond Register pursuant to the requirements of the Act and Principles.
11. Responsible Juniper staff will administer arrangements associated with bond terms, agreements and payments, pursuant to the requirements of the Act and Principles, in conjunction with the Financial Services Department.
12. Responsibilities and delegations relating to accommodation bonds are scheduled in Table A attached.

**Investment Management Strategy**

13. The total of bond balances held by the COB, net of contributions used, will be invested independently of other COB investments.
14. Council's Investment Policy prohibits investments outside of ADI's and shall apply to the investment of all bond balances.
15. Investment delegations are covered in the delegations and sub-delegations frameworks of the COB, and must also be observed.

**Disclosure Standard**

16. Disclosure requirements of the Principles will be met fully within the timeframes specified, and this will include prescribed information being provided to care recipients (or their representatives) :
  - By 31 October each year; or
  - Within seven (7) days of requests being made under the Principles.
17. The COB will complete an Annual Prudential Compliance Statement pursuant to requirements of the Act and Principles. The statement will be supported by an independent audit of its contents by the appointed auditor of the Council.

**ATTACHMENT 10 - Policies recommended for Nil Change Review****GOVERNANCE OF ACCOMODATION BONDS POLICY**

<b>Responsibilities</b>	<b>Purpose</b>	<b>Position</b>
Negotiation of Accommodation Bonds	Entering into negotiation with new residents or their representatives	Care Manager - City of Bayswater Hostel Care Manager - Carramar Hostel
Signing of Residents Agreements	Signing of Residents' Agreements on behalf of City of Bayswater	Care Manager - City of Bayswater Hostel Care Manager - Carramar Hostel
Permitted uses	Determining how bonds are used	Approved Provider - City of Bayswater
Bond refunds	Calculation and processing bond refunds	Assistant Accountant Finance Officer
Authorising expenditure	Refunding bond balances	Chief Executive Officer Director of Finance
	Checking bond refunds	Assistant Accountant
	Checking bond authorisations	Director of Finance
	Capital expenditure	Council staff as per sub-delegation register
	Checking expenditure costing	Assistant Accountant
	Checking authorisations	Director of Finance
Bond register	Maintenance of Accommodation Bond Register	Assistant Accountant Finance Officer
	Annual review	Assistant Accountant
	Annual certification	COB auditors
Monthly retention amounts	Calculation of monthly retention amounts	Assistant Accountant Finance Officer
Interest	Calculation of interest	Assistant Accountant Finance Officer
Information	Responding to requests for information	Assistant Accountant Finance Officer

**ATTACHMENT 10 - Policies recommended for Nil Change Review**

Responsibilities	Purpose	Position
Delegations	Review of sub-delegation framework	Chief Executive Officer
Reconciliations	Regular reconciliations of total bond balances to General Ledger and ADI statements	Assistant Accountant
Approved Provider of Care	Council's delegate under the <i>Aged Care Act 1997</i> .	City of Bayswater
Key Personnel (under delegated authority of the Approved Provider)		<ul style="list-style-type: none"> <li>a) Members of Council;</li> <li>b) The Chief Executive Officer (by delegated authority of Council);</li> <li>c) The Director of Finance (by delegated authority of the Chief Executive Officer);</li> <li>d) The Accountant (by delegated authority of the Chief Executive Officer);</li> <li>e) The Assistant Accountant (by delegated authority of the Chief Executive Officer);</li> <li>f) Finance Officer (by delegated authority of the Chief Executive Officer); and</li> <li>f) Juniper's delegated staff.</li> </ul>

**DEFINITIONS:**

**Approved provider** is the COB.

**Authorised Deposit-taking Institution (ADI)** refers to a body corporate granted an authority to carry on a banking business in Australia under Subsection 9(3) of the *Banking Act 1959* (Commonwealth).

**Bond** means an accommodation bond or entry contribution charged to residents who enter the City of Bayswater Hostel or Carramar Hostel and who are not assessed as being of concessional resident status.

**ATTACHMENT 10 - Policies recommended for Nil Change Review****GOVERNANCE OF ACCOMODATION BONDS POLICY****RELATED LEGISLATION:***Nil***RELATED DOCUMENTATION:***Nil*

Relevant Delegations		
Risk Evaluation		
Council Adoption	Date	20 November 2012
Reviewed / Modified	Date	26 August 2014
Reviewed / Modified	Date	
Reviewed / Modified	Date	

**Attachment 11****ATTACHMENT 11 - Delegated Authority recommended for adoption****RECOMMENDED NEW DELEGATED AUTHORITY  
DONATIONS POLICY**

<b>Delegation FS-D13 Donations</b>	
<b>Power/Duty Delegated:</b>	Local Government Act 1995 Section 5.46(3)
<b>Description of Power Delegated:</b>	Authority to approve donations
<b>Delegation to:</b>	Chief Executive Officer
<b>Sub-delegated to:</b>	Director Community Services
<b>Conditions:</b>	Not to exceed a maximum amount of \$200
<b>Legislative Record Keeping Requirements:</b>	Local Government Act 1995 – Section 5.46(3) Local Government (Administration) Regulations 1996 – Regulation 19
<b>Compliance/Reference Link:</b>	Nil

**11. OFFICER REPORTS**

Nil.

**12. REPORTS FOR NOTING/INFORMATION****12.1 Public Question Time Summary**

**Owner:** Acting Chief Executive Officer  
**Reporting Branch:** Governance  
**Responsible Directorate:** Executive Services

**EXECUTIVE SUMMARY**

For Council to consider the responses provided to public questions asked during Public Question Time during the Ordinary Council Meeting held on 31 January 2017.

**Key Issues:**

- In accordance with clause 5.6(7)(b) of the *City of Bayswater Standing Orders Local Law 2013* a summary of the response to each question taken on notice will be included in the agenda for the following Council meeting.

**BACKGROUND**

In accordance with section 5.24(2) of the *Local Government Act 1995*, time is allocated for questions to be raised by members of the public, as follows:

- The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Pursuant to regulation 7(4)(a) of the *Local Government (Administration) Regulations 1996*, questions from the public must relate to a matter affecting the local government.

In accordance with section 5.25 (1)(f) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* regulation 11(e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question will be included in the minutes of the meeting.

Where a question is taken on notice at the meeting, in accordance with clause 5.6(7)(b) of the *City of Bayswater Standing Orders Local Law 2013* a summary of the response to the question will be included in the agenda for the following Council meeting. The City is operating on a monthly meeting schedule, therefore it is anticipated that a summary of the responses will be included in the next agenda of Council after the question has been taken.

The City will continue to provide written responses to those questions taken on notice at the meeting but will no longer include associated forms and personalised correspondence as part of Council Minute appendices. All responses to questions taken on notice will be summarised and provided to Council and the Community in a future meeting agenda in the form of a report for noting included in section 12 of the agenda.

**CONSULTATION**

Nil.

**ANALYSIS**

City responses to questions raised by the public at Ordinary Council meetings held on 31 January 2017 have been summarised for Council noting (**Attachment 1**).

**OPTIONS**

Nil.

**CONCLUSION**

In accordance with clause 5.6(7)(b) of the *City of Bayswater Standing Orders Local Law 2013* a summary of the response to each question taken on notice is provided for Council to receive.

**FINANCIAL IMPLICATIONS**

Nil.

**STRATEGIC LINK**

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance  
Aspiration: We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.  
Outcome B1: Accountable and good governance.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

In accordance with clause 5.6(7)(b) of the *City of Bayswater Standing Orders Local Law 2013* a summary of the response to each question taken on notice will be included in the agenda for the following Council meeting.

**VOTING REQUIREMENTS**

Simple Majority Required.

**ATTACHMENTS**

1. Public Question Time Summary.

**COUNCIL RESOLUTION**

**That Council notes the responses provided to public questions taken on notice at the Ordinary Meeting of Council held on 31 January 2017.**

**CR JOHN RIFICI MOVED, CR SALLY PALMER SECONDED**

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION**



Attachment 1

# Public Question Time Responses

Ordinary Council Meeting: 31 January 2017



Person	Question	Response
Mr Tony Green Bayswater City Residents Association (Inc) PO Box 1639 Morley WA 6943	<u>Question 1</u> In relation to Item 10.1, would Council please explain what caused the \$3.769 million correction to Total Capital Expenditure in the 2015-16 Budget?	<u>Answer 1</u> The 2015-16 published Annual Report incorrectly stated on page 32 - under Net Assets - an increase of \$746.759 million to \$753.689 million. This should have read the net asset position of the City increased by \$3.769 million from \$749.920 million to \$753.689 million.  This represents the total increase of net worth of the City for the 2015-16 period.
	<u>Question 2</u> A Council ruling was made to allow the partners of volunteers to attend the Volunteer Lunch, so why were staff allowed to countermand a Council ruling? Surely this is not permitted under the Local Government Act?	<u>Answer 2</u> I would like to advise that following your question regarding this matter, Council resolved to defer its consideration of the motion that was raised at the Annual General Meeting of Electors to seek further clarification. Officers will be undertaking a thorough search through past minute items in relation to the Volunteer Lunch and provide a further report to Council.  The City will contact you when this report is to be presented to Council.
	<u>Question 3</u> <i>In reference to Page 162 Comm, Tech, Finance &amp; Sorp Serv. Committee (item 8.3) 25 January, 2017.</i>  Would Council please explain exactly what the \$4,681.025 million was spent on?  Would Council please explain exactly why the writing under this amount stating "This expenditure variance can be attributed to the deed of settlement costs for the Chief Executive Officer" was in such washed out writing as to be nearly illegible, when the rest of the page was printed perfectly?	<u>Answer 3</u> The amount of \$4,681,025 in the Statement of Financial Activity by Programme for the period ending 31 December 2016 relates to the year-to-date budget for the total salaries and associated costs for the City in the Governance/Administration area. The actual expenditure year to date is \$5,124,556, and the variance can be partly attributed to the deed of settlement for the former Chief Executive Officer, however that will correct to some extent by year end through savings realised in other salary areas.  Thank you for highlighting and bringing to our attention that the italicised narrative was not clearly legible. The font will be

Person	Question	Response
	Does this mean that the ratepayers had to fork out over \$4.6 million to farewell the CEO?	darker on future reports.
Mr Gary Warne 8/46 Wright Crescent Bayswater WA 6053	<p><u>Question 1</u> <i>In reference to Item 14.3 - Federal Funding Opportunities for Forrestfield Airport Link.</i></p> <p>Has the City of Bayswater explored the funding opportunities available, i.e. Federally, to assist in leveraging the massive opportunities presented by the Forrestfield Airport link?</p>	<p><u>Answer 1</u> The City has attended briefings on the Smart Cities and Suburbs Program and has been discussing the opportunities with the Eastern Metropolitan Regional Council (EMRC).</p> <p>Council resolved at its Ordinary Council Meeting of 31 January 2017 as follows:</p> <p><i>"That the City of Bayswater collaborates with the EMRC to prepare a "Smart Cities and Suburbs Program - Round 1" submission with a focus on "Smart Planning" in relation to the Forrestfield Airport Link and a further report be provided to Council."</i></p>
Mr Phil Slater On behalf of Future Bayswater Group 20 Burnside Street Bayswater WA 6053	<p><u>Question 1</u> <i>Preface: Future Bayswater congratulate the City of Bayswater for considering supporting Item 14.3 which refers to the preparation of a 'Smart Cities and Suburbs Program' submission in conjunction with the EMRC. Furthermore, while the process for selecting City Deals is yet to be announced, it will be possible under a 'City Deal' to access significantly higher levels of funding prioritised through collaborative submissions as evidenced by the Early City Deals offered to Townsville, Launceston and Western Sydney.</i></p> <p>Will the City of Bayswater also collaborate with the EMRC, the State Government and any other relevant parties to scope a potential 'City Deal' for Bayswater under the Smart Cities Plan which would be aimed at securing major funding for planning and capital works to extend the Forrestfield Airport Link (FAL) tunnel and sink the Bayswater Station with the objective of leveraging a major Urban Renewal and Economic Re-Generation project in the City as part of the FAL project?</p>	<p><u>Answer 1</u> The City will continue to explore avenues, including a 'City Deal' if relevant, to achieve the undergrounding of the Bayswater rail station.</p> <p>Council resolved at its Ordinary Council Meeting of 31 January 2017 as follows:</p> <p><i>"That the City of Bayswater collaborates with the EMRC to prepare a "Smart Cities and Suburbs Program - Round 1" submission with a focus on "Smart Planning" in relation to the Forrestfield Airport Link and a further report be provided to Council."</i></p>

Person	Question	Response
Mr Courtney Babb 99 Crawford Road Maylands WA 6051	<u>Question 1</u> Does the City of Bayswater have any criteria in place for evaluating projects to consider for Smart Cities funding, and if so, what are they?	<u>Answer 1</u> The criteria for projects that can be considered for funding under the 'Smart Cities and Suburbs Program' are articulated within the draft guidelines for the program.  Council resolved at its Ordinary Council Meeting of 31 January 2017 as follows:  <i>"That the City of Bayswater collaborates with the EMRC to prepare a "Smart Cities and Suburbs Program - Round 1" submission with a focus on "Smart Planning" in relation to the Forrestfield Airport Link and a further report be provided to Council."</i>
Mr Harry Bouzidis 21 Parkinson Street Noranda WA 6062	<u>Question 1</u> Does the City of Bayswater have guidelines for the distribution of keys for vehicle access to reserves?	<u>Answer 1</u> User clubs of both active sporting reserves and leased buildings are issued a standard reserve gate access key for either emergency vehicle access onto reserves or essential deliveries to buildings only.  Clubs are advised as a general condition of hire that vehicle access is not permitted on reserves.

**13. MANAGEMENT/ADVISORY COMMITTEES****13.1 Community Events Advisory Committee - 20 February 2017****13.1.1 City of Bayswater North of Perth Music Festival Report 2017**

**Applicant:** North of Perth Music Festival Inc.  
**Reporting Branch:** Recreation Services  
**Responsible Directorate:** Community Services  
**Refer:** Item 11.2: OCM 02.08.16

**EXECUTIVE SUMMARY****Application:**

To provide a debrief of the outcomes of the 2016 North of Perth Music Festival and consider the delivery of the 2017 event.

**Key Issues:**

- Summary overview of the 2016 event.
- To consider support for the 2017 City of Bayswater North of Perth Music Festival.

**BACKGROUND**

The 2016 North of Perth Music Festival marked the 60th Anniversary of the event. The event is delivered within the City by the North of Perth Music Festival Committee Inc. The City of Bayswater is a major sponsor of the event and provides additional in kind support.

\$30,000 to deliver the event is approved in the 2016/17 budget.

The following was resolved at the Ordinary Council Meeting held 2 August 2016.

*"That Council:*

1. *Receives a request from the North of Perth Music Festival Committee for the provision of the 2016 event.*
2. *Notes that Officers will prepare a 2016 Memorandum of Understanding between the City and the North of Perth Music Festival that includes expanded reporting requirements and promotional responsibilities.*
3. *Requests that Officers prepare report for consideration by Council, via the Community Events Advisory Committee, on the outcomes of the North of Perth Music Festival 2016 and that this include a recommendation regarding the provision of funding for this event in the future.*
4. *That the North of Perth Music Festival organisers be instructed to incorporate the City of Bayswater as part of 30th Anniversary event and in considering the significant financial funding provided by the City, include the City of Bayswater in the title of the event and for future events to be known as City of Bayswater North of Perth Music Festival with that announcement to be made at the end of the 2016 event."*

A Memorandum of Understanding between the City and the festival committee was developed outlining the funding obligations for the event and clarifies the roles and responsibilities of each party.

**CONSULTATION**

Planning meeting are held with the event organiser prior to the event schedules being published and an annual post event debrief occurs with representatives of the North of Perth Music Festival Committee.

The North of Perth Music Festival Committee have provided advice that they welcome the name change following the 2016 event to the City of Bayswater North of Perth Music Festival.

**ANALYSIS**2016 Event Dates

The North of Perth Music Festival preliminary rounds were held between 1 September and 21 September, 2016 in the Function Suite at the RISE, Maylands. The junior and senior winners concerts were held in the Wellington room at the Morley Sport and Recreation Centre on 21 and 22 of October 2016.

2016 Event Participation

The 2016 festival received 564 category entries in total. This number includes entries from duets, ensembles and choirs; therefore the number of participants is much higher and is estimated at over 700.

18 participants performed at the senior winners concert and 32 at the junior winners concert.

The table below provides category entrants from previous five years.

Year	Entries
2016	564
2015	584
2014	552
2013	498
2012	479

Entrants are required to complete suburbs of residence on their entry form. This information showed 7% of entries received in 2016 were from within the City of Bayswater.

The North of Perth Festival Committee cannot provide the City with information on the number of people who attended as audience throughout the event as this information had not been recorded.

2016 Event Cost

The City of Bayswater is considered the major event sponsor and a number of different businesses throughout Perth also act as secondary sponsors to help fund some of the category prizes for the event. Many of these sponsors are regular supporters of the event. It is noted that some regular sponsors could not offer support to the 2016 event.

As per the attached North of Perth Festival financial report the committee spent \$14,449.81, on top of this amount the City spent the following:

Item	Income to NPMFC	Expenditure	
		City of Bayswater	NPMFC
North of Perth Festival Financial Inc. Income via entry fees, program sales and other sponsors.	\$14,337.79		
North of Perth Festival Financial Inc. Expenditure			\$14,449
Piano Tuning and removals		\$2,223.64	
Marketing		\$2,141.65	
Catering		\$1,892.73	
Room Hire		\$10,477.77	
Other		\$943.42	

Item	Income to NPMFC	Expenditure	
		City of Bayswater	NPMFC
Honorarium to Festival Administrator		\$3,000.00	
<b>TOTAL</b>	<b>\$14,337.79</b>	<b>\$20,679.21</b>	<b>\$14,449</b>

#### 2016 Event Memorandum of Understanding

The North of Perth Music Festival Committee were required to fulfil the following obligations as the terms of the event MOU:

#### **City of Bayswater responsibilities**

- Lead the coordination of the festival
- Provision of venues for the festival
- Provision of logistical support for the festival
- Provide piano (from Embleton Room) should it be required, including associated tuning
- Provide event hospitality
- Provide event marketing
- Provide certificates
- Provide honorarium of \$3,000
- Reimburse costs of trophy engraving

#### **North of Perth Music Festival Committee responsibilities**

- Coordinate the festival in liaison with the City of Bayswater
- Update festival marketing materials
- Cover the costs of all postage, courier, and administration costs associated with the festival administration.
- Manage all ticketing for the winners concerts
- Manage all applications and entry forms for the festival
- Coordinate all volunteers for the festival
- Coordinate all aspects of the festival

The 2016 MOU outlines that the North of Perth Music Festival Committee supply the following reports:

- Full financials
- Listing of suburbs of the entrants.

All obligations were fulfilled to the satisfaction of the City.

#### Proposed 2017 Event

The North of Perth Music Festival Committee are seeking support for the newly named 2017 City of Bayswater North of Perth Festival.

The combined 2017 event expenditure is budgeted at \$40,000. The North of Perth Music Festival Committee anticipate to contribute \$15,000 to the event by way of sponsorship, entry fees and other external funding. The committee are therefore seeking \$25,000 sponsorship and in kind support from the City of Bayswater toward the 2017 City of Bayswater North of Perth Music Festival. This has been calculated by The North of Perth Music Festival from the spend on the 2016 event plus a further \$4,000 for new medallions.

The 2017 event is proposed to be administered and delivered by the North of Perth Music Festival Committee Inc. with financial sponsorship and in kind support from the City.

The event is scheduled to run preliminary rounds at the RISE, Maylands in September 2017 and hold junior and senior winners concerts at the Wellington Room within the Morley Sport and Recreation Centre in October 2017. Entries will open early May 2017 and close late June 2017.

Should Council support the event a Memorandum of Understanding will be signed by both parties outlining funding arrangements and roles and responsibilities.

It should be noted that without the financial support of the City the event is unlikely to proceed.

### OPTIONS

The following options are available to Council:

OPTION		BENEFIT	RISK
1.	a) Supporting the 2017 City of Bayswater North of Perth Music Festival. b) Consider an allocation of \$25,000 in the 2017/18 for the City of Bayswater North of Perth Music Festival. c) Note that Officers will prepare a 2017 memorandum of understanding for the City's sponsorship of the event. <b>Estimated Cost:\$25,000</b>	<ul style="list-style-type: none"> <li>• Compliments the suite of community events delivered within the City.</li> <li>• Enables the event to proceed</li> </ul>	Nil
2.	Do not support the 2017 City of Bayswater North of Perth Music Festival <b>Estimated Cost:\$0</b>	<ul style="list-style-type: none"> <li>• No financial contribution required</li> </ul>	<ul style="list-style-type: none"> <li>• The event is unlikely to proceed.</li> <li>• Potential community disappointment</li> </ul>

### Feedback from Advisory Committee

During the meeting of 20 February 2017, members of the Community Events Advisory Committee provided the following feedback:

- There was discussion on the option to change the event name from the City of Bayswater North of Perth Music Festival to the City of Bayswater Music Festival for the 2017 event. A compromise position could be the City of Bayswater's North of Perth Music Festival.
- Explore opportunities with the organisers to maximise the City of Bayswater branding throughout the event.

### CONCLUSION

The City of Bayswater has been a major sponsor of the event for 30 years. The 2016 event was a success and feedback from all stakeholders and the community has been positive. As per the August 2016 Council resolution the North of Perth Music Festival Committee welcome the event name to be the City of Bayswater North of Perth Music Festival.

Option 1 is recommended.

**FINANCIAL IMPLICATIONS**

The following financial implications are applicable:

2016/17 BUDGET ALLOCATION	2016/17 BUDGET RECONSIDERATION	PROPOSED 2017/18 BUDGET ALLOCATION	ONGOING COSTS (e.g. MAINTENANCE)	LIFE OF PROJECT/LIFE EXPECTANCY OF ASSET
\$30,000		\$25,000	Nil	Nil

**STRATEGIC LINK**

From the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme: Our Community  
 Aspiration: A resilient community with a strong sense of purpose that is able to celebrate its diversity in numerous ways.  
 Outcome C5: Services for children, youth, families and seniors.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority Required

**ATTACHMENTS**

1. 2016 North of Perth Festival Financial Statement
2. 2016 North of Perth Festival Inc. Report

**COUNCIL RESOLUTION****ADVISORY COMMITTEE/ OFFICER'S RECOMMENDATION TO COUNCIL**

That Council:

1. Supports the 2017 City of Bayswater North of Perth Music Festival Committee.
2. Considers an allocation of \$25,000 in the 2017/18 budget for the sponsorship of the 2017 City of Bayswater North of Perth Music Festival.
3. Notes that Officers will prepare a 2017 Memorandum of Understanding between the City and the North of Perth Music Festival.

CR JOHN RIFICI MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION



**Attachment 1**

NORTH OF PERTH MUSIC FESTIVAL  
FINANCIAL REPORT FOR 2016 FESTIVAL

30-Jan-17

Income:	2016	%	2015	%
Entry fees	\$4,952.00	34.5%	\$5,059.50	33.4%
Accompanist fees	\$0.00	0.0%	\$0.00	0.0%
Sponsorship/Donations	\$3,206.00	22.4%	\$3,750.00	24.7%
Door takings at Festival	\$3,308.00	23.1%	\$3,524.00	23.2%
Door takings Snr. Concert	\$460.00	3.2%	\$675.00	4.5%
Door takings Jnr. Concert	\$1,420.00	9.9%	\$1,607.00	10.6%
City of Bayswater reimbursements	\$554.19	3.9%	\$550.10	3.6%
Other	\$437.60	3.1%	\$0.00	0.0%
<b>Total:</b>	<b>\$14,337.79</b>	<b>100.0%</b>	<b>\$15,165.60</b>	<b>100.0%</b>
<b>Expenditure:</b>				
Adjudicators	\$3,577.50	24.8%	\$4,035.00	28.3%
Insurance	\$885.72	6.1%	\$874.72	6.1%
Trophies	\$549.19	3.8%	\$586.10	4.1%
Printing	\$0.00	0.0%	\$0.00	0.0%
Venue charges/piano tuning etc.	\$0.00	0.0%	\$0.00	0.0%
Prize money	\$8,250.00	57.1%	\$7,350.00	51.5%
Repairs/maintenance	\$0.00	0.0%	\$0.00	0.0%
Advertising	\$0.00	0.0%	\$0.00	0.0%
Dinner, meals, drinks	\$876.40	6.1%	\$1,095.90	7.7%
Gifts/payments to employees	\$0.00	0.0%	\$0.00	0.0%
Secretary general expenses	\$311.00	2.2%	\$319.30	2.2%
Other general expenses	\$0.00	0.0%	\$0.00	0.0%
Purchase of equipment	\$0.00	0.0%	\$0.00	0.0%
Govt/Bank charges	\$0.00	0.0%	\$15.00	0.1%
<b>Total:</b>	<b>\$14,449.81</b>	<b>100.0%</b>	<b>\$14,276.02</b>	<b>100.0%</b>
<b>Surplus/Loss for the year</b>	<b>(\$112.02)</b>		<b>\$889.58</b>	

**Attachment 2****2016 North of Perth Music Festival Report to Committee**

The Festival was held this year between the 1st September and 21st of September in the Function Suite at the Rise with the Winners' Concerts on the 21st and 22nd of October in the Wellington Room at the Morley Recreation Centre.

Both venues were well prepared and set up with the Rise requiring to be packed-up and reset on two occasions during the Festival. This was done with the help of the staff at the Rise. The catering for the Winner's Concerts was a huge improvement to the previous year and was very well catered for with a great variety of food and drinks.

The total number of entries received was 564 (588 previous year). This is above average and includes duets, ensembles and choirs.

The total number of participants is therefore estimated to be over 700.

7% of the entries received which had the "Suburbs" filled in on the Entry Form were from the City of Bayswater.

The Winners' Concerts produced some very high standard and entertaining performances. There were 18 performances in the Senior Concert and 32 in the Junior Concert. Presentations to the winners were made at both concerts by the Mayor of the City Of Bayswater.

Attendance during the Festival sessions in September was above average.

The Winners' Concerts attendance was also above average for the Junior Winners' Concert but was a little below average for the Senior Winners' Concert.

We managed well to fill the position of helpers during the Festival Sessions and Concerts.

Theo's Music was not in a position to sponsor the Festival for 2016 but we remain hopeful that this may change for the 2017 Festival.

Sponsorship for the Encouragement awards for the past two Festivals was not received but was still honoured by the Festival from Festival funds.

The 2016 Festival returned a financial loss of \$112.02 compared to a surplus of \$889.58 the previous year. This surplus was used to increase monetary prizes for the 2016 Festival. The Festival is in a good financial position and continues to have the lowest entry fee of any other similar event in Australia at just \$7.00 for a solo entry.

I would like to thank the City of Bayswater, all the committee members and volunteers for their hard work, commitment and support which culminated in another successful Festival and look forward to the same in 2017.

**Frank Giannini**  
**Hon. Secretary/Treasurer**

**13.1.2 Autumn River Festival Report**

**Owner:** City of Bayswater  
**Reporting Branch:** Recreation Services  
**Responsible Directorate:** Community Services

**EXECUTIVE SUMMARY****Application:**

To provide options for the format and delivery of the 2017 City of Bayswater Autumn River Festival.

**Key Issues:**

- This report considers proposed options for the format and delivery of the 2017 Autumn River Festival.
- This report proposes a range of event finale options for consideration.
- Direction is also sought from Council regarding the principle of offering additional 'paid' community fair / carnival ride entertainment options.

**BACKGROUND**

The Autumn River Festival is a celebration of the Swan River's natural beauty from Maylands to Bayswater. Activities have been based on the waterways and surrounding parks. The event is held as a significant regional festival within the Eastern Metropolitan Regional Council's wider "Perth Autumn Festival" program.

The event has consisted of free family activities including bouncy castles, face painters and roving entertainment. A stage area usually offers dance, music and demonstrations throughout the duration of the event. Approximately 15 food vans have attend the event and the City provides marquee infrastructure, seating and shade cover.

As part of a strategic review of community events the Autumn River Festival budget was reduced from \$95,000 in 2015/16 to \$50,000 for the 2017 event. Council requested that the event be modified to reflect the amended budget. Officers were also requested to explore a twilight event rather than an all-day event and to include a possible floating film, night stalk tour or similar community entertainment.

At its Ordinary Council meeting on 2 August 2016 Council resolved (in part) as follows:

**1. Confirms the following events and budget allocations in the 2016/17 budget:**

<b>Event</b>	<b>2016/2017 Expenditure Budget for Consideration</b>
<b>Autumn River Festival</b>	<b>\$50,000</b>

The City has been successful in receiving a \$20,000 Lotterywest Community Event grant for the 2017 Autumn River Festival.

**CONSULTATION**

No consultation has yet occurred with the public or other agencies on this matter.

**ANALYSIS**

As outlined above, there a number of factors to consider in planning this year's Autumn River Festival and each of these, as well as the style of event to be delivered are explored below.

Venue

In all instances the venue is Riverside Gardens (West).

Date

The Autumn River Festival is traditionally held on the first Sunday of April to broadly coincide with other events conducted as part of the wider Perth's Autumn Festival coordinated by the EMRC. In previous discussion members of the Community Events Advisory Committee suggested that a Saturday twilight event may appeal to the broader community especially if the event concluded with an engaging activity. The proposed event date is therefore Saturday 1st April 2017.

The City of Belmont Autumn River Festival will be held at Garvey Park, Belmont on Sunday 2 April.

Commercial Family Entertainment

To enhance the proposed event, Council may wish to consider offering space at the event to commercial entertainment companies. Commercial operators offering carnival / fair ride attractions may provide added value to the free community entertainment offered by the City. Operators would provide a commercial fee to the City to attend the event, charge any participants wishing to ride on the attractions and retain any takings from the day.

The City historically provides free family entertainment at events. It is accepted however that there is an element of commercialisation currently at City of Bayswater community events with attending patrons purchasing food and or stall products offered for sale.

Paid commercial rides are offered and well utilised by patrons at similar local events such as the Hyde Park Show. Offering commercial rides at the event would also ensure that a significant suite of activities is still available even with a modified budget. Officers recommend that Council approves the inclusion of commercial paid rides at the 2017 Autumn River Festival. This can be reviewed after the event for consideration in future years.

2017 Event Delivery Options

The following provides a range of event options for delivery of the 2017 Autumn River Festival. As outlined above, the City has been successful in securing a \$20,000 grant from Lotterywest to contribute to the Autumn River Festival.

This grant is to be utilised for essential infrastructure such as stage, marquees, sound etc, and some community entertainment. Given that Lotterywest funding will now be utilised for these activities, Council has the option to add the Lotterywest funding to its existing municipal budget of \$50,000 - allowing for an overall event budget of \$70,000, or maintaining an overall event budget of \$50,000 (inclusive of the \$20,000 from Lotterywest) and utilising the \$20,000 in municipal savings for an alternative event.

In considering these two options for the use of Lotterywest funding, various event models are proposed for consideration.

It should be noted that event start and finish times vary for each proposed option. Each of the event options also includes the provision of commercial entertainment (rides and attractions) at the Autumn River Festival. Should Council choose to not proceed with the inclusion of commercial entertainment, there would be slight variances to the income for each event.

**Proposal A - Multicultural Family Fun Day**

- Time: 2.30pm to 7.30pm
- Suggested Musical Entertainment: Multicultural Musical Acts

- Family Entertainment: Bouncy castle, face painter and carnival rides, food vans, market stalls and on water activities.
- Marketing: EMRC Regional networks, Newspaper advert, Facebook advertising, City website advertising, Councillor Column, press release and poster and leaflets to all outstations.
- Target Audience: 6000+

Detail	Income	Expenditure
Infrastructure		\$20,000
Marketing		\$7,000
Musical Entertainment including stage and sound		\$5,300
Family Entertainment		\$15,000
Other - Photography, community security		\$2,700
Food Vendors Fees (\$185.00 x 15)	\$2,775	
Market Stall Fees (\$80.00 x 30)	\$2,400	
Commercial Ride Operator Stall Fees	\$555	
Lotterywest Grant	\$20,000	
<b>Sub Total</b>	<b>\$25,730</b>	<b>\$50,000</b>
<b>Estimated Total Cost to the City</b>		<b>\$24,270</b>

#### Proposal B - Family Fun Day with outdoor movie finale.

- Time: 2.30pm to 9.30pm
- Suggested Musical Entertainment: Local community performers and buskers
- Family Entertainment: Bouncy castle, face painter and carnival rides, food vans, market stalls and on water activities.
- Special Event item: Family movie (The Lorax) in partnership with Environment House. Please note there is no cost for the outdoor movie. This is an option to partner with Environment House who hold a licence to show 'The Lorax' movie at no cost to the City.
- Marketing: EMRC Regional networks, Newspaper advert, Facebook advertising, City website advertising, Councillor Column, press release and poster and leaflets to all outstations.
- Target Audience: 6000+

Detail	Income	Expenditure
Infrastructure		\$20,000
Marketing		\$7,000
Musical Entertainment including stage and sound		\$5,300
Family Entertainment		\$15,000
Special Event Item - Outdoor Movie		\$0
Other - Photography, community security		\$2,700
Food Vendors Fees (\$185.00 x 15)	\$2,775	
Market Stall Fees (\$80.00 x 30)	\$2,400	
Commercial Ride Operator Stall Fees	\$555	
Lotterywest Grant	\$20,000	
<b>Total</b>	<b>\$25,730</b>	<b>\$50,000</b>
<b>Estimated Total Cost to the City</b>		<b>\$24,270</b>

**Proposal C - Family Fun Day including outdoor Big Band Concert to finish**

- Time: 2.30pm to 9.00pm
- Suggested Musical Entertainment: DJ during the daytime with big band concert to follow, for example 10/12 piece cover band or a well know Perth based cover band.
- Family Entertainment: Bouncy castle, face painter and carnival rides, food vans, licenced bar, market stalls and on water activities.
- Marketing: EMRC Regional networks, Newspaper advert, Facebook advertising, City website advertising, Councillor Column, press release and poster and leaflets to all outstations.
- Target Audience: 6000+

Detail	Income	Expenditure
Infrastructure		\$20,000
Marketing		\$7,000
Musical Entertainment including sound		\$2,300
Family Entertainment		\$15,000
Special Event Item - Big Band Concert including stage and sound		\$20,000
Other - Photography, community security		\$2,700
Food Vendors Fees (\$185.00 x 15)	\$2,775	
Market Stall Fees (\$80.00 x 30)	\$2,400	
Commercial Ride Operator Stall Fees	\$555	
Lotterywest Grant	\$20,000	
<b>Total</b>	<b>\$25,730</b>	<b>\$67,000</b>
<b>Estimated Total Cost to the City</b>		<b>\$41,270</b>

**Proposal D - Family Fun Day including River Laser Light Show Finale**

- Time: 2.30pm to 8.30pm
- Suggested Musical Entertainment: DJ
- Family Entertainment: Bouncy castle, face painter and carnival rides, food vans, licenced bar, market stalls and on water activities.
- Marketing: EMRC Regional networks, Newspaper advert, Facebook advertising, City website advertising, Councillor Column, press release and poster and leaflets to all outstations.
- Target Audience: 10,000+.

This type of entertainment will increase audience numbers dramatically. It has been reported that more than 30,000 people attended the Laser Light shows in Perth last year. Sky shows are very popular across Australia and a Laser Show is in trend currently as an alternative to fireworks that come with more risk.

Please note the cost of the Laser Light Show is an estimate from the provider. A firm quotation will provided should this option progress. The anticipated delivery amount exceeds the available event budget. Should a laser light show progress a budget amendment would be required.

Detail	Income	Expenditure
Infrastructure		\$20,000
Marketing		\$7,000
Musical Entertainment including sound		\$2,300

Family Entertainment		\$15,000
Special Event Item - Laser Light Show (15 mins)		\$80,000 - \$100,000
Other - Photography, community security		\$2,700
Food Vendors Fees (\$185.00 x 15)	\$2,775	
Market Stall Fees (\$80.00 x 30)	\$2,400	
Commercial Ride Operator Stall Fees	\$555	
Lotterywest Grant	\$20,000	
Total	\$25,730	\$126,445 – \$147,000
<b>Estimated Total Cost to the City</b>		<b>\$101,825 - \$121,270</b>

### Proposal E - Family Fun Day including River Reflection Fireworks Finale

- Time: 2.30pm to 8.30pm
- Suggested Musical Entertainment: DJ / Local band Entertainment
- Family Entertainment: Bouncy castle, face painter and carnival rides, food vans, licenced bar, market stalls and on water activities.
- Marketing: EMRC Regional networks, Newspaper advert, Facebook advertising, City website advertising, Councillor Column, press release and poster and leaflets to all outstations.
- Target Audience: 10,000+

Firework displays are offered at a number of local government events including Town of Bassendean, City of Armadale and City of Perth. Fireworks can be an attractive activity to draw new attendees to an already popular event. City officers have been advised that a firework display at Riverside Gardens would have minimal impact on the surrounding environment and wildlife.

Detail	Income	Expenditure
Infrastructure		\$20,000
Marketing		\$7,000
Musical Entertainment including sound		\$2,300
Family Entertainment		\$15,000
Special Event Item - River Reflection Fireworks (20 - 30 min show)		\$11,500
Other - Photography, community security		\$2,700
Food Vendors Fees (\$185.00 x 15)	\$2,775	
Market Stall Fees (\$80.00 x 30)	\$2,400	
Commercial Ride Operator Stall Fees	\$555	
Lotterywest Grant	\$20,000	
<b>Total</b>	<b>\$25,730</b>	<b>\$58,500</b>
<b>Estimated Total Cost to the City</b>		<b>\$32,770</b>

**OPTIONS**

The following options are available to Council:

OPTION		BENEFIT	RISK
a.	Multicultural Family Funday 2.30pm - 7.30pm. <b>Estimated Cost: \$24,270</b>	• Community event providing multicultural focus	Nil
b.	Family Funday with Family Outdoor Movie Finale. 2.30 - 9.30pm <b>Estimated Cost: \$24,270</b>	• Community funday event providing family movie finale • Partnership with local community group	Nil
c.	Family Funday with Band Concert Finale 2.30 - 9.00pm <b>Estimated Cost: \$41,270</b>	• Community event providing a band concert finale	Nil
d.	Family Funday with Laser Light Show Finale 2.30 - 8.30pm <b>Estimated Cost: \$101,825 - \$121,270</b>	• Community event providing laser show finale	• Exceeds event budget
e.	Family Funday with Firework Show Finale 2.30 - 8.30pm <b>Estimated Cost: \$32,770</b>	• Community event providing a firework display finale.	Nil

**Feedback from Advisory Committee**

During the meeting of 20 February 2017, members of the Community Events Advisory Committee provided the following feedback:

- Discussion regarding free and commercial family entertainment activities. The committee had concerns about potentially high fees charged by commercial operators.
- The preference of the committee was to continue to offer free family entertainment and not support commercial paid activities.
- Concerns were noted around option C causing noise disturbance to wildlife within Eric Singleton Bird Sanctuary particularly after dusk.
- Discussion regarding the event being delivered potentially as two components. One being in the afternoon and the other being twilight/evening and whether there may be a negative impact on overall attendance throughout the event.

**CONCLUSION**

A Saturday afternoon appears well suited to an afternoon / twilight / evening family orientated event. A broad mix of family entertainment is offered with alternative options proposed for an event finale.

Officers recommend option C as it provides a broad mix of family entertainment culminating in a band concert performance. A band concert is achievable within budget and provides an appealing evening entertainment option from 7.30pm to 9.00pm.

**FINANCIAL IMPLICATIONS**

The following financial implications are applicable:

2016/17 BUDGET ALLOCATION	2016/17 BUDGET RECONSIDERATION	PROPOSED 2017/18 BUDGET ALLOCATION	ONGOING COSTS (e.g. MAINTENANCE)	LIFE OF PROJECT* LIFE EXPECTANCY OF ASSET
\$50,000	N/A	\$50,000	Nil	Nil



**STRATEGIC LINK**

From the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme: Our Community  
Aspiration: A resilient community with a strong sense of purpose that is able to celebrate its diversity in numerous ways.  
Outcome C5: Services for children, youth, families and seniors.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority Required.

**ATTACHMENTS**

Nil

**OFFICER'S RECOMMENDATION**

That Council:

1. Approves the 2017 Autumn River Festival to be held at Riverside Gardens on Saturday, 1 April 2017 from 2:30pm to 9:00pm with entertainment comprising of the following:
  - Family Entertainment: Bouncy castle, face painter and carnival rides, food vans, licenced bar, market stalls and on water activities;
  - DJ music from 2:30pm to 7:30pm; and
  - Band Concert Finale from 7:30pm to 9:00pm.
2. Approves the inclusion of paid commercial rides at the 2017 Autumn River Festival.

**ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL**

That Council:

1. Approves the 2017 Autumn River Festival to be held at Riverside gardens on Saturday, 1 April 2017 from 2.30pm - 7.30pm with entertainment comprising of the following:
  - Family entertainment: Bouncy castle, face painter and carnival rides, food vans and market stalls.
  - DJ Music from 2.30pm - 7.30pm
2. Request Officers to explore the option of the City delivering a PG rated movie from 7.30pm onwards subject to availability and delivering within event budget.

**MOTION**

That Council:

1. Approves the 2017 Autumn River Festival to be held at Riverside Gardens on Saturday, 1 April 2017 from 2:30pm to 9:00pm with entertainment comprising of the following:
  - Family Entertainment: Bouncy castle, face painter and carnival rides, food vans, licenced bar, market stalls and on water activities;
  - DJ music from 2:30pm to 7:30pm; and
  - Band Concert Finale from 7:30pm to 9:00pm.

**CR STEPHANIE COATES, DEPUTY MAYOR MOVED, CR JOHN RIFICI SECONDED**

**LOST: 1/8**

**FOR VOTE -** *Cr Brent Fleeton.*

**AGAINST VOTE -** *Cr Barry McKenna, Mayor, Cr Stephanie Coates, Deputy Mayor, Cr Alan Radford, Cr Chris Cornish, Cr John Rifici, Cr Sally Palmer, Cr Dan Bull and Cr Catherine Ehrhardt.*

**COUNCIL RESOLUTION**

**ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL**

**That Council:**

1. Approves the 2017 Autumn River Festival to be held at Riverside gardens on Saturday, 1 April 2017 from 2.30pm - 7.30pm with entertainment comprising of the following:
  - Family entertainment: Bouncy castle, face painter and carnival rides, food vans and market stalls.
  - DJ Music from 2.30pm - 7.30pm
2. Request Officers to explore the option of the City delivering a PG rated movie from 7.30pm onwards subject to availability and delivering within event budget.

**CR DAN BULL MOVED, CR CATHERINE EHRHARDT SECONDED**

**CARRIED UNANIMOUSLY**

**13.1.3 Community Event Delivery Overview July 2016 to December 2016**

**Reporting Branch:** Recreation Services  
**Responsible Directorate:** Community Services

**EXECUTIVE SUMMARY****Application:**

To provide Council with an overview of the events delivered between July and December 2016 and seek endorsement for the suite of the events to be delivered to be delivered between July and December 2017

**Key Issues:**

This report provides:

- A review of events delivered this financial year (to 31 December 2016) including a review of event budgets.
- A summary of events still to be delivered for the period 1 January 2017 to 30 June 2017.
- A proposed suite of events for the period July to December 2017.

**BACKGROUND**

The following Community events have been delivered across the City between 1 July and 31 December 2016:

<b>Event</b>	<b>Venue</b>	<b>Date</b>	<b>2016/17 Event Budget</b>
Avon Descent Finish Line Family Fun Day	Riverside Gardens, Bayswater	August 1 2016	\$70,000
North of Perth Festival (sponsorship)	The Rise & Morley Sport and Recreation Centre	September - October 2016	\$30,000
Early Settlers Civic Function	The Rise, Maylands	6 & 7 October 2016	\$60,000
City of Bayswater Spring Dance Festival	Morley Sport and Recreation Centre	October 2016	\$12,000
School Banner Competition	The Rise, Maylands	21 October - 7 November 2016	\$5,000
Garden Awards	Internet Based	31 October - 25 November	\$1,200
Christmas Food Appeal	Civic Centre, Bayswater	1 November - 9 December 2016	\$4,000
Christmas Lights Competition	Internet Based	21 November - 23 December 2016	\$1,200
Art Awards	The Rise	21 November - 4 December 2016	\$35,000
Carols by Candlelight	Halliday Park, Bayswater	17 December 2016	\$15,000
<b>Total Budget For The Period</b>			<b>\$233,400</b>

**CONSULTATION**

The City has consulted with a range of stakeholders and partners in relation to the delivery of the events listed above.

**ANALYSIS**

The following provides an overview of events delivered between 1 July and 31 December 2016.

Avon Descent Finish Line Family Fun Day

The Avon Descent is a white water rafting and power boat race. Starting in the Shire of Northam the race runs through the Shire of Toodyay, the City of Swan, the Town of Bassendean, the City of Belmont and finishes in the City of Bayswater. Each local government organises events throughout the race weekend as the races passes their location. The race is held annually on the first weekend in August.

The Avon Descent Finish Line Family Fun Day is a family fun day organised by the City of Bayswater to celebrate the end of the Avon Descent Race and to congratulate competitors as they cross the finish line at Riverside Gardens.

The Avon Descent Finish Line Family Fun Day was held at Riverside Gardens on 1 August 2016. It is estimated that 3000 - 4000 people attended. The weather was wet and cold before and during the event which affected the overall attendance on the day. A regional marketing campaign was conducted by EMRC and the City advertised the event locally and online. A range of free community entertainment was available for the duration of the event.

The 2016 Avon Descent Finish Line Family Fun Day was delivered within budget.

- The 2016 budget for the event was \$70,000
- Lotterywest provides external funding to the supporting local governments.
- The EMRC receives the Lotterywest sponsorship on behalf of all Local Governments and coordinates a marketing campaign in order to maximise the regional exposure provided by the Avon Descent.

The table below outlines the income and expenditure for the event:

ITEM	INCOME	EXPENDITURE
Stakeholder fees	\$1,575	
Lotterywest Grant	\$37,500	
NADA Sponsorship		\$20,000
Entertainment		\$14,000
Infrastructure		\$22,000
Marketing		\$6,000
VIP Function		\$4,250
Other		\$3,750
<b>Total</b>	<b>\$39,075</b>	<b>\$70,000</b>
<b>Total Cost to the City</b>		<b>\$30,925</b>

Officer Comment

The budget for the Avon Descent Finish Line Family Fun Day 2015 was \$77,000. Council amended the budget to \$70,000 for the 2016 event. In 2016 the sponsorship agreement between the City of Bayswater and the Northam Avon Descent Association the approved sponsorship amount increased by \$5,000, from \$15,000 to \$20,000.

The Avon Descent Finish Line family Fun Day is determined by the City's Avon Descent Liaison Committee. An Avon Descent Liaison Committee meeting to further consider the 2017 Avon Descent Finish Line event will be convened once the City has received a 2017 event sponsorship proposal from Northam Avon Descent Association.

North of Perth Festival

The North of Perth festival is a historical event within the City run by The North of Perth Festival Committee Inc. The City of Bayswater is a major sponsor of the event and this matter is the subject of a separate report in this agenda.

The North of Perth Festival is an art and drama competition similar to an Eisteddfod. The event celebrates and showcases musical and dramatic talent from within the Perth area. Preliminary rounds are held annually in September followed by two winners concerts in late October. The committee engage professional judges and offers trophies and cash prizes to category winners.

The North of Perth Music Festival preliminary rounds were held from 1 September to 21 September 2016, in the Function Suite at the RISE, Maylands. The winners concerts were held in the Wellington room at the Morley Sport and Recreation Centre on 21 and 22 of October. 18 people performed at the Senior Winners Concert and 32 people performed at the Junior Winners Concert.

The 2016 festival received 564 entries. This number includes entries from duets, ensembles and choirs; therefore the number of individual participants is much higher and is estimated at over 700.

The table below outlines the income and expenditure for the event:

Item	Income to NPMFC	Expenditure	
		City of Bayswater	NPMFC
North of Perth Festival Financial Inc. Income	\$14,337.79		
North of Perth Festival Financial Inc. Expenditure			\$14,449
Piano Tuning and removals		\$2,223.64	
Marketing		\$2,141.65	
Catering		\$1,892.73	
Room Hire		\$10,477.77	
Other		\$943.42	
Payment to Festival Administrator		\$3000.00	
<b>TOTAL</b>	<b>\$14,337.79</b>	<b>\$20,679.21</b>	<b>\$14,449</b>

Officer Comment

The North of Perth Festival Committee is seeking financial sponsorship support from the City to deliver the renamed 2017 City of Bayswater North of Perth Music Festival.

The North of Perth Music Festival Committee are requesting a sponsorship of \$25,000 for the 2017 event and a recommendation for this funding is the subject of a separate report in this agenda.

City of Bayswater Dance Festival

The City of Bayswater Dance Festival promotes arts and culture and provides an opportunity for young people to showcase local talent.

The Festival is held at the Morley Sport and Recreation Centre in October and April each year and is managed by the YMCA.

The 2016 Spring Dance Festival was a success and the second Autumn Dance event is planned for April 2017. The City pays a management fee of \$12,000 per event to the YMCA to coordinate and deliver the festival. The YMCA retains all entry fee income.

#### Officer Comment

Officers recommend continuing the event in its current format.

#### Early Settlers Civic Function

The Early Settlers Civic Function acknowledges and celebrates the contribution made by the long term residents to the growth and development of the City and local community.

The Early Settlers Civic Function was held at the Rise on 6 & 7 October 2016. Residents who have lived within the City of Bayswater for more than 50 years were eligible for an invitation. Invitations were sent to 550 residents. The City received 419 RSVP's confirming attendance. Invited residents enjoyed a buffet lunch and musical entertainment.

The table below outlines the event expenditure:

ITEM	EXPENDITURE
First Aid	\$610
Park and Ride Buses	\$1,220
Room Hire	\$2,300
Photography	\$990
Entertainment	\$2,180
Catering	\$32,648
Drinks	\$6,057
Table Decoration	\$698
Staff	\$2,000
Barrel for Raffle	\$1,701
Cleaners	\$192
<b>TOTAL</b>	<b>\$49,065</b>

In considering 450 attendees included VIP guests over the two days the 2016 event was delivered at \$109 per head.

Council considered the 2017 event at its Ordinary Meeting held on 2 December 2016, and resolved:

*"That Council:*

1. *Approve the retention of the current format and eligibility for the 2017 Early Settlers Civic Function as follows:*
  - a) *Criteria one - "Early Settlers who have resided in the City of Bayswater between 1900 and 1930" and as such settled the District.*
  - b) *Criteria two - "Early Settlers who have lived continuously in the City of Bayswater District for 50 Years or more".*
  - c) *The event to be held at The RISE, function suite.*
  - d) *The event to be delivered as a seated high tea with two functions on the same day.*
2. *Consider an allocation of \$30,000 for the Early Settlers Civic Function in the 2017/18 budget. "*

Officer Comment

Council has already resolved to proceed with the 2017 event and planning will commence shortly for a high tea event with a morning and afternoon session to be held on the same day.

School Banner Competition

The school banner competition is organised annually by the City of Bayswater. Local schools are invited to submit themed Christmas drawings designed by their students. All entries are displayed for one week in the foyer of the RISE so parents and relatives can come and view the drawings. A selection panel of Councillors select an overall winner and 12 runners up drawings. The winning drawings are made into street banners and displayed within the Bayswater, Morley and Maylands town sites to compliment the City of Bayswater Christmas decorations.

All local Primary Schools were invited to submit A3 'Winter Wonderland' themed posters before Friday 21 October 2016. The City received over 600 entries from six different schools. Designs were displayed at the RISE from October 31 - 7 November. Feedback from schools and parents was positive.

The table below outlines the event expenditure:

ITEM	EXPENDITURE
Stationary	\$1000
Infrastructure	\$2178
Installation and Removal	\$1,870
<b>TOTAL</b>	<b>\$5,048</b>

Officer Comment

The 2016 event was well received by the participating schools. The City received a record number of entries and feedback from schools and parents was positive and Officers recommend continuing the event in the current format.

Garden Awards

Each year the City organises a Garden Awards Competition for residents living within the City. For this year's revised Garden Awards, residents were invited to submit a photograph of their garden via email. All photographs were then added to the City's Facebook page. Ward Councillors were asked to judge the entries for their respective wards. A winner and a runner up was chosen for each Ward area. Each winner received \$200 and each runner up received \$100.

The City of Bayswater Garden Awards opened for entry on 31 October. The City received the following number of entries:

Ward	Entries
Central Ward	2
North Ward	6
South Ward	2
West Ward	6
<b>TOTAL ENTRIES</b>	<b>16</b>

A total of eight winners were chosen - one winner and runner up from each of the four wards. The event was advertised on Facebook and the City's website. Feedback from the small number of entrants was positive.

The table below outlines the income and expenditure for the event:

ITEM	EXPENDITURE
Graphic Design and Marketing	\$440
Prizes	\$1,200
<b>TOTAL</b>	<b>\$1,640</b>

The event exceeded the allocated budget by \$440. The additional expenditure was due to graphic design required for the marketing material.

#### Officer Comment

The City only received 16 applications across the City. Interest in the competition would therefore appear to be low and Officers would recommend that the funding for this event be allocated for other purposes in the 2017 event program.

#### Christmas Food Appeal

Each year the City organises a Food Appeal where donations of foods and toys are collected throughout the City. Churches and schools in the area are invited to be a part of the appeal by advertising and encouraging donations within their organisations. The City also places collection boxes throughout civic facilities and receives public donations. Historically the City has supported two (2) local charitable organisations - The Salvation Army and the St Vincent De Paul Society. Donations are rotated each year. The Salvation Army received the 2016 food donations

The 2016 Christmas Food Appeal opened on 1 November and closed on 9 December. The community were asked to donate food items to the appeal which the City then passed onto the Salvation Army for distribution. Boxes were provided from the Salvation Army which were distributed to participating schools, churches and the City's outstations. In 2016, the City received a record amount of donations. The appeal was advertised through the local newspaper, local schools, community groups and businesses, on the City's website and Facebook page and through posters at the City's outstations.

The table below outlines the event expenditure:

ITEM	EXPENDITURE
Marketing	\$1,588.93
Donations	\$1882.00
Catering	\$450.00
<b>TOTAL</b>	<b>\$3,920.93</b>

Previously there were three beneficiaries, however Anglicare no longer participate in the appeal. There are a number of possible beneficiaries for a Christmas Food Appeal. Council has the option to retain The Salvation Army and the St Vincent De Paul Society as the two rotating beneficiaries or consider alternative organisations.

#### Officer Comment

The event was organised within the budget and feedback was positive and Officers recommend continuing with the current event. Council may wish to provide direction regarding the future beneficiaries for the appeal.

#### Christmas Light Competition

The Christmas Lights Competition has been held annually between November and December each year within the City of Bayswater. In 2016, residents were invited to email photographs of their Christmas lights display into the City for inclusion into the competition. All photographs were displayed on the City's Facebook page. Ward Councillors selected a winner and runner up from their respective Wards. Each winner received \$200 and each runner up received \$100.



The Christmas Lights Competition opened on the 21 November and closed on the 23 December. The closing date was extended by a week due to a low level of entries. The City received the following entries:

Ward	Entries
Central	2
North	0
South	1
West	2

The table below outlines the event expenditure:

ITEM	EXPENDITURE
Graphic Design and Marketing	\$440
Prizes	\$1,200
<b>TOTAL</b>	<b>\$1,640</b>

The event exceeded the allocated budget by \$440. The additional expenditure was due to the graphic design required for the marketing material.

#### Officer Comment

The City only received five entries from across the City. Interest in the competition would therefore appear to be low and Officers would recommend that the funding for this event be allocated for other purposes in the 2017 event program.

#### Art Awards

The City of Bayswater Art Awards is an annual event that aims to support local talent and attract artists from across Australia. The exhibition opens with a presentation evening held at the RISE in Maylands. The exhibition is open for two weeks and is a free exhibition open to the public. All artworks displayed are for sale and can be purchased at any time during the two week exhibition period. The City engages with professional judges and the following prizes are offered:

Prize Title	Prize Money
City of Bayswater Open Award - Acquisitive	\$5,000
Highly Commended x 3	\$750
Best High School Entry (Years 7-12)	\$500
Runner Up High School Entry (Years 7-12)	\$250
Best Sculpture Award	\$500
Best City of Bayswater Resident Award	\$500
Best Bayswater Arts Society Member Award	\$500
Best Ellis House Member Award	\$500
Noranda Shopping Village People's Choice Award	\$100

The City of Bayswater Art Awards Exhibition was held from 21 November to 4 December at the RISE in Maylands. Artists entered their works via the City's website and application forms. The City received over 200 entries; all entries were displayed in the exhibition. This was a record amount of entries for the City. A sculpture category was added to the 2016 awards, 12 sculptures were entered and included in the display.

In previous years the exhibition was held on the ground floor of the RISE foyer. The exhibition extended to the first floor for the 2016 event to accommodate the increased number of entries.

The City produced a catalogue that included photographs of all artwork included in the exhibition. The aim of the catalogue was to further showcase the works entered and encourage sales. The City sold 24 pieces during the exhibition which is double the amount sold in previous years.

The open night and presentation of awards was held on Monday 21 November in the upstairs foyer and function room at the RISE. Catering and drinks were provided for all attendees. All artists were invited to attend the prize giving ceremony along with a guest.

The table below outlines the income and expenditure for the event:

ITEM	INCOME	EXPENDITURE
Entry Fees	\$5,350	
Sale of Artwork (commission)	\$8,625	
Marketing		\$5,445
Prize Money		\$10,100
Infrastructure		\$15,000
Catering		\$1,500
Honorariums		\$1,000
Other		\$2,000
<b>TOTAL</b>	<b>\$13,975</b>	<b>\$35,045</b>
<b>Total Cost to the City</b>		<b>\$21,070</b>

#### Officer Comment

The event was delivered within budget however; Officers recommend that the event continue and the budget for this event be increased by \$5,000. The additional amount is required to employ curator assistants to hang artwork, provide additional display infrastructure and revise the format of the presentation ceremony. Currently City of Bayswater events staff hang the artwork which places a high risk of damage to the artwork and potential of injury to staff.

#### Carols by Candlelight

The Carols by Candlelight is an annual family friendly event. The event aims to celebrate the festive season with a community sing a long of favourite festive carols and songs. Additional children's entertainment such as face painting and bouncy castle is offered throughout the evening. Santa visits and provides free lollies at the end of the event.

The City held its annual Carols by Candlelight at Halliday Park in Bayswater on 17 December 2016. Over 600 community members attended the event and feedback was positive. Bayswater Lacrosse Club organised a sausage sizzle and commercial vendors offered ice cream and coffee for sale. The Western Australia Symphonic Wind Ensemble entertained the crowd along with a local choir group.

Event programs and glow candles are offered for a gold coin donation which was collected on site by the Salvation Army to supplement this year's food appeal.

The table below outlines the event expenditure:

ITEM	EXPENDITURE
Marketing	\$3,262
Infrastructure	\$937
Stage and Sound	\$7,150
Candles	\$2,924
Entertainment	\$1,810
Other	\$500
<b>TOTAL</b>	<b>\$16,583</b>

Officer Comment

The event exceeded the allocated budget by \$1,583. Officers recommend that the event be continued with an increased budget. An additional \$5,000 could be used to:

- Engage the services of a professional MC,
- Increase the range of children's entertainment, and
- Extend the musical entertainment to include carols for the first part of the event and family favourite Christmas songs for the second half of the event.

Future Event Budget Considerations for the 2017/2018 budget

The following table provides a comparison between the 2016/17 budget and actual event expenditure and provides an Officer recommended budget amount to be considered per event for 2017/18:

Event	Recommended Option	16/17 Budget	16/17 Actual Spend	17/18 Proposed Budget	Variation
Avon Descent Finish Line Family Fun Day	To continue the event in its current format with an increased budget of \$75,000.	\$70,000	\$70,108	\$75,000	+\$5,000
City of Bayswater North of Perth Festival	To continue the event in its current format with a decreased budget of \$25,000.	\$30,000	\$20,679	\$25,000	-\$5,000
Early Settler Civic Function	To change the format and budget of the event as per 2/12/16 OCM Council Resolution, item 15.2.1	\$60,000	\$49,065	\$30,000	-\$30,000
School Banner Competition	To continue the event in its current format with a budget of \$5000.	\$5,000	\$5,000	\$5,000	Nil
Spring Dance Festival	To continue the event in its current format with a budget of \$12,000.	\$12,000	\$12,000	\$12,000	Nil
Garden Awards	To discontinue the event.	\$1,200	\$1,640	\$0	-\$1,200
Food Appeal	Council may wish to review the charitable beneficiaries.	\$4,000	\$3,920	\$4,000	Nil
Christmas Lights Competition	To discontinue the event.	\$1,200	\$1,640	\$0	-\$1,200
Art Awards	To continue the event in its current format with an increased budget of \$5000.	\$35,000	\$35,045	\$40,000	+\$5,000
Carols By Candlelight	To continue the event in its current format with an increased budget of \$5000.	\$15,000	\$16,583	\$20,000	+\$5,000

Event	Recommended Option	16/17 Budget	16/17 Actual Spend	17/18 Proposed Budget	Variation
<b>TOTAL</b>		<b>\$233,400</b>	<b>\$215,680</b>	<b>\$211,000</b>	<b>(Saving) -\$22,400</b>

The following provides an overview of events that are still to be delivered for the period 1 January to 30 June 2017:

Event	16/17 Budget	16/17 Actual Spend	17/18 Proposed Budget	Variation
Feature Jazz In the Park - Houghton	\$11,000	N/A	\$11,000	Nil
Australia Day Community BBQ	\$10,000	N/A	\$10,000	Nil
Twilight Markets Sundowner - Grand Prom	\$11,000	N/A	\$11,000	Nil
Movie In the Park - Robert Thompson	\$7,100	N/A	\$7,100	Nil
Evening In the Park - Bert Wright Park	\$15,000	N/A	\$15,000	Nil
Autumn River Festival	\$50,000	N/A	\$50,000	Nil
Maylands Green Day	\$10,000	N/A	\$10,000	Nil
Autumn Dance Festival	\$12,000	N/A	\$12,000	Nil
June Multi Cultural Concern	\$7,000	N/A	\$7,000	Nil
<b>TOTAL</b>	<b>\$133,100</b>	<b>To be determined</b>	<b>\$133,100</b>	<b>N/A</b>

A review report relating to these events will be prepared for consideration by the Community Events Advisory Committee in May so budget figures for these events can be considered for the 2017/2018 budget.

#### Feedback from Advisory Committee

During the meeting of 20 February 2017, members of the Community Events Advisory Committee provided the following feedback:

- Discussion regarding the future delivery of a new model of Garden Awards given the City of Bayswater is promoted as the Garden City.
- The committee requested a further report to consider a revised format and budget options for the City of Bayswater Garden Awards in the future.
- Option to invite the Citizen of the Year and Senior Citizen of The Year to judge the future Christmas Banner Competition entries.
- The committee noted the \$12,000 variation shown on page 28 of the agenda for the Spring Dance Festival should be nil. The change has no effect on the total budget variation showing as -\$22,400. Note: The typographical error that appeared in the agenda has been corrected in the minutes.

## CONCLUSION

The City of Bayswater in conjunction with a range of stakeholders hosts a varied suite of civic and community events throughout the year. The established events have been provided for a number of years and are generally reviewed annually.

Officers recommend that Council endorse the proposed changes for the events to be delivered between July - December 2017 as outlined in this report for consideration in the event budget for 2017/18.

If Council endorse the proposed changes the City will have a saving of \$22,400. Officers recommend options are presented for future events utilising this saving via the Community Events Advisory Committee at a later date.

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

2016/17 BUDGET ALLOCATION	2016/17 BUDGET RECONSIDERATION	PROPOSED 2017/18 BUDGET ALLOCATION	ONGOING COSTS (e.g. MAINTENANCE)	LIFE OF PROJECT/LIFE EXPECTANCY OF ASSET
Budgeted Event Delivery 01/07/2016 to 31/12/2016 \$233,400	Actual Event Delivery 01/07/2016 to 31/12/2016 \$213,719	Subject to a future report	Nil	Nil

## STRATEGIC LINK

From the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme: Our Community

Aspiration: A resilient community with a strong sense of purpose that is able to celebrate its diversity in numerous ways.

Outcome C5: Services for children, youth, families and seniors.

## COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority Required.

## ATTACHMENTS

Nil

## OFFICER'S RECOMMENDATION

That Council:

- Notes the overview of City of Bayswater community events delivered between 1 July 2016 and 31 December 2016.
- Considers funding for the following events in the 2017/18 budget:

Event	2017/18 Proposed Budget
Avon Descent Finish Line Family Fun Day	\$75,000
City of Bayswater North of Perth Festival	\$25,000

Early Settler Civic Function	\$30,000
School Banner Competition	\$5,000
Spring Dance Festival	\$12,000
Garden Awards	\$0
Food Appeal	\$4,000
Christmas Lights Competition	\$0
Art Awards	\$40,000
Carols By Candlelight	\$20,000
<b>TOTAL</b>	<b>\$211,000</b>

### ADVISORY COMMITTEE RECOMMENDATION TO COUNCIL

That Council:

- Notes the overview of the City of Bayswater community events delivered between 1 July 2016 and 31 December 2016.
- Considers finding for the following events in the 2016/2017 budget:

Event	2017/18 Proposed Budget
Avon Descent Family Finish Line Fun Day	\$75,000
City of Bayswater's North of Perth Festival	\$25,000
Early Settlers Civic Function	\$30,000
School Banner Competition	\$5,000
Spring Dance Festival	\$12,000
Food Appeal	\$4,000
Christmas Lights Competition	\$0
Art Awards	\$40,000
Carols By Candlelight	\$5,000
<b>TOTAL</b>	<b>\$211,000</b>

- Request Officers prepare a further report to consider revised format delivery and budget options for future City of Bayswater Garden Awards
- Request the Citizen of the Year and Senior Citizen of the Year be invited to judge the future Christmas Banner Competition entries.

### COUNCIL RESOLUTION

That Council:

- Notes the overview of the City of Bayswater community events delivered between 1 July 2016 and 31 December 2016.
- Considers funding for the following events in the 2016/2017 budget:

Event	2017/18 Proposed Budget
Avon Descent Family Finish Line Fun Day	\$75,000
City of Bayswater's North of Perth Festival	\$25,000
Early Settlers Civic Function	\$30,000
School Banner Competition	\$5,000
Spring Dance Festival	\$12,000
Food Appeal	\$4,000
Christmas Lights Competition	\$0
Art Awards	\$40,000
Carols By Candlelight	\$5,000
<b>TOTAL</b>	<b>\$211,000</b>

3. Request Officers prepare a further report to consider revised format delivery and budget options for future City of Bayswater Garden Awards

CR SALLY PALMER MOVED, CR DAN BULL SECONDED

CARRIED: 6/3

**FOR VOTE -** Cr Barry McKenna, Mayor, Cr Alan Radford, Cr Chris Cornish, Cr Sally Palmer, Cr Dan Bull and Cr Brent Fleeton.

**AGAINST VOTE -** Cr Stephanie Coates, Deputy Mayor, Cr John Rifici and Cr Catherine Ehrhardt.

#### **COUNCIL RESOLUTION**

That Item 13.1.3 - Community Event Delivery Overview July 2016 to December 2016 be recommitted to correct a typographical error.

CR SALLY PALMER MOVED, CR ALAN RADFORD SECONDED

CARRIED UNANIMOUSLY

At 7:56pm, Item 13.1.3 was recommitted.

#### **REASON FOR CHANGE**

*Council changed the officer's recommendation as it was of the opinion that point 4 should be removed and Councillors should continue to judge the future Christmas Banner Competition entries as they had in the past, it had always been well-run and it was an honour for Councillors to judge it.*

#### **COUNCIL RESOLUTION**

The typographical error of \$5,000 for Carols by Candlelight in the 2017/18 Proposed Budget column be corrected to \$20,000.

CR CATHERINE EHRHARDT MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY

#### **COUNCIL RESOLUTION (INCLUDING CORRECTION OF TYPOGRAPHICAL ERROR)** **COUNCIL RESOLUTION**

That Council:

- Notes the overview of the City of Bayswater community events delivered between 1 July 2016 and 31 December 2016.
- Considers funding for the following events in the 2016/2017 budget:

Event	2017/18 Proposed Budget
Avon Descent Family Finish Line Fun Day	\$75,000
City of Bayswater's North of Perth Festival	\$25,000
Early Settlers Civic Function	\$30,000
School Banner Competition	\$5,000
Spring Dance Festival	\$12,000
Food Appeal	\$4,000
Christmas Lights Competition	\$0
Art Awards	\$40,000
Carols By Candlelight	\$20,000
<b>TOTAL</b>	<b>\$211,000</b>

3. Request Officers prepare a further report to consider revised format delivery and budget options for future City of Bayswater Garden Awards

CR SALLY PALMER MOVED, CR DAN BULL SECONDED

CARRIED: 6/3

*FOR VOTE - Cr Barry McKenna, Mayor, Cr Alan Radford, Cr Chris Cornish, Cr Sally Palmer, Cr Dan Bull and Cr Brent Fleeton.*

*AGAINST VOTE - Cr Stephanie Coates, Deputy Mayor, Cr John Rifici and Cr Catherine Ehrhardt.*



**13.2 Audit and Risk Management Committee - 22 February 2017****13.2.1 Risk Management Assurance Reporting**

**Reporting Branch:** Financial Services  
**Responsible Directorate:** Finance and Corporate Services  
**Refer:** Item 8.3: A&RMC: 12.09.2013  
Item 8.4: A&RMC: 17.06.2014  
Item 8.5: A&RMC: 21.10.2014  
Item 8.1: A&RMC: 24.11.2014  
Item 8.2: A&RMC: 17.02.2015  
Item 8.1: A&RMC: 16.06.2015  
Item 8.2: A&RMC: 10.11.2015  
Item 8.2: A&RMC: 16.02.2016  
Item 8.1: A&RMC: 22.03.2016  
Item 8.3: A&RMC: 28.06.2016  
Item 8.3: A&RMC: 08.11.2016

**EXECUTIVE SUMMARY****Application:**

For the Audit and Risk Management Committee to consider and commend to Council the risk assurance reporting process which represents the activation of the City's risk management systems.

**Key Issues:**

This report provides an outline of progress made with the second phase of the City's risk management plan documents which is assurance testing.

**BACKGROUND**

The Audit and Risk Management Committee has been provided with periodic reports on the development of the City's risk management systems as required under the recently-amended *Local Government (Audit) Regulations 1996*.

The first phase of this work has been finalised; which was to develop the appropriate supporting documentation, including the risk management policy and risk appetite statement, as well as identify the risk issues across the City's operational areas. There are approximately 400 risk issues, which have been broadly grouped under the themes of:

- Material Operating Risks;
- Business Continuity Planning;
- Procurement Framework;
- Fraud Risks and
- Strategic Risks.

These are recorded in the City's Risk Register and rated as 'high', 'moderate' or 'low' using the industry standard consequence x likelihood matrix and after assessment of the existing control measures.

At the meeting of 8 November 2016, the Committee was advised that work on the second phase - assurance - would be starting in early 2017. Essentially, this is the testing of randomly-selected risk issues to determine if the current risk ratings can be downgraded by application of corrective actions and treatment plans. Given the number of risk issues across the City's operational areas, the assurance activities are applied to 10 - 15 risk issues per reporting period.

The assurance work identifies the 'residual risk' after assessing the corrective actions and treatment plans and the objective is to reduce (downgrade) any risks that have been identified as 'high' to 'moderate' or 'low'. The corrective actions can include developing new controls in the form of policies and procedures or resolving gaps in practices.

The minimum requirement is to ensure that any risks already identified as 'moderate' or 'low' are maintained at their current level by maintaining the existing controls.

The risk issues considered in the assurance testing are summarised in the attached Assurance Register (**Attachment 1**).

The central repository is the Corporate Risk Register, and the outcomes of the Assurance Register inform the changes to the Corporate Risk Register.

## **CONSULTATION**

The initial development of the risk management systems was assisted by Local Government Insurance Services (LGIS), and there has been internal collaboration between the City's Risk Management Advisor and the managers and coordinators within the respective operational areas to develop the risk topics and associated controls and treatments.

Each risk issue in the assurance testing process has been allocated to a 'risk owner'. For example the Acting Director Finance and Corporate Services is the risk owner for all finance-related risks. Assigning responsibility in this manner ensures that there is accountability for, and ownership of, this aspect of the testing and review process.

## **ANALYSIS**

The City's assurance testing process examines the efficiency and effectiveness of mitigation activities identified by each risk for the purposes of:

- ensuring that controls are effective and efficient in both design and operation;
- obtaining further information to improve risk assessment;
- analysing and learning lessons from risk events, including past experiences, changes, trends, successes and failures;
- detecting changes in the external and internal context, including changes to risk criteria and to the risks, which may require revision of risk treatments and priorities; and
- identifying emerging risks.

The first round of assurance testing was carried out in January 2017 and the outcomes were:

### **1. Accountability and ownership for risk issues**

Each risk topic was assigned to a risk owner in the respective operation areas.

### **2. The overall effectiveness of existing risk controls was established**

The 'Existing Controls' rating scale in the City's risk governance framework endorsed by Council in 2016 is a reasonableness test to examine if what the City is doing is reasonable in the circumstances to reduce the likelihood and/or consequences of identified risk issues. A qualitative table was used to rate the adequacy of existing controls that are currently applied to a particular risk. Existing controls include established mechanisms, procedures, processes or practices used to manage risk. These controls are most effective when they are being actively applied or practised.

For each risk identified in the testing process, there were single or multiple controls in place to address risk issues. The existing controls were assessed as either 'Adequate' or 'Effective', which indicate progress towards reducing the risk consequences, likelihood or both. As an example, the current controls applied to the *'Risk of inappropriate or fraudulent credit card use'* include monthly transaction reconciliations with supporting documentation, as well as a corporate credit card usage policy with monthly limits and an 'Appropriate Usage Agreement' to be signed by the cardholder. This process is further tested in routine internal audits. The sufficiency of these measures is assessed as 'Excellent' as the existing controls in use are noticeably effective, documented, up to date and relevant. There is a slight scope for improvement where the 'Credit Card Usage Policy' could benefit from some clarification of the City's position on key staff who are on extended leave, however these process controls are largely operating as intended and aligned to policies and procedures, which means that they are effective.

'Adequate' or 'Effective' ratings further demonstrate that the City's process controls in relation to these risk issues are generally operating as intended, using the accepted principle of doing what is reasonable to manage risk, rather than everything possible to eliminate risk altogether. Identifying scope for improvement is equally important. As an example, the current controls in place to address the risk of *'Failure to comply with hazard reporting requirements under the Occupational Health and Safety Act 1984'* were assessed as 'Adequate' meaning that existing controls in use are effective, documented, up to date and relevant, however there may be scope for further systems improvement. Part of the assurance process is to flag potential areas for future reviews. Of the eleven risk issues tested, two were considered 'Effective' and nine were considered 'Adequate' and most importantly, none were considered 'Inadequate', so the conclusion is that of the sample group of risk issues tested, there were no identified non-compliance issues identified.

### **3. Improvement in the control activities since June, 2016**

The testing of the effectiveness of risk controls in January 2017 indicated that in most cases, risk issues have been 'Downgraded' which indicates improvement since the risk issues were developed in June, 2016. For example, for the risk issue *'Power supply to the City's IT systems'*, installation of a back-up generator to ensure continuity of power supply has resulted in the likelihood/consequence rating reducing from 'Possible' to 'Unlikely' and the overall rating improving from 'High' to 'Moderate'.

Of the eleven risk issues tested, nine saw a reduction in likelihood from 'Possible' to 'Unlikely'.

### **4. Scope for improvement and further control activities identified by risk owners**

Risk management is an iterative process and further improvements, treatments and actions to address risk issues ongoing were identified by each risk owner in the testing process.

The assurance testing process encouraged risk owners to consider if their business context had changed ie. operational environment, stakeholder expectations, statutory requirements and economic conditions or if new factors had emerged that impacted upon the context of the particular risk assessment. Documenting how these further improvement/control activities would be implemented prompts the risk owner to consider their proposed actions, resourcing requirements, responsibilities and interdependencies.

For example, in the identified risk issue of *'Failure to comply with employers obligations under the Equal Opportunity Act 1984 and related legislation'* there has been considerable development of controls since June, 2016 in the form of management practices around grievance, discipline, equity and workplace behaviours. Some of these documents are still in the review stage and noted for future review. The progress in this area has resulted in a reduced risk profile.

## 5. Monitoring and review

Risk treatments need to be monitored and reviewed to ensure they are fully and correctly implemented. Numerous factors can cause the likelihood and consequences of risks, or the actual nature of the risks themselves, to change. The controls for risks can also become less effective or irrelevant. Tracking these in the assurance process ensures the timely detection of change so that appropriate corrective action can be taken in future reviews.

The actual risk issues elected in each testing round are randomly selected, and can be adjusted according to priorities from time to time. The Committee could potentially support the process by recommending that certain areas be focused upon. The focus of this inaugural round of testing is to demonstrate that the process has been activated.

A further 10-15 risk issues will be selected for testing in March/April of 2017.

## OPTIONS

The following options are available to Council:

OPTION		BENEFIT	RISK
1.	The Audit and Risk Management Committee does not commend to Council the Assurance testing report 2016.  <b>Estimated Cost:</b> <b>\$Nil.</b>	Committee may wish to defer the report and seek further information on the assurance testing process.	Potential delay to activation of the risk management system which has already been endorsed by Council.
2.	The Audit and Risk Management Committee commends to Council the Assurance testing report 2016.  <b>Estimated Cost:</b> <b>\$ Nil.</b>	Demonstrates activation of the City's risk management systems, as required under the <i>Local Government (Audit) Regulations 1996</i>	Committee may wish to have greater involvement in the assurance testing process.

## CONCLUSION

The first round of the assurance testing phase of the City's risk management system has been concluded, and the second round will be completed in March/April 2017. For practical purposes, 10 - 15 risk issues will be selected in each assurance testing round, with the objective of establishing if the risk controls and treatments are effective, or no less than adequate. The actual risk issue selected can be adjusted from time to time, and the primary purpose of reporting to the Audit and Risk Management Committee is to demonstrate that the reporting system is effective. The assurance testing is summarised in the Assurance Register, which informs the greater Corporate Risk Register.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC LINK

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance.  
 Aspiration: We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.  
 Outcome L1: Accountable and good governance.  
 Outcome L2: Prudent management of financial resources.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

Section 7.13(i) of the *Local Government Act 1995*.

Regulation 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*.

**VOTING REQUIREMENTS**

Simple Majority Required.

**ATTACHMENTS**

1. Draft Compliance Audit Return Response.

**COUNCIL RESOLUTION****MANAGEMENT COMMITTEE RECOMMENDATION TO COUNCIL**

That the Audit and Risk Management Committee recommends endorsement by Council of the first round of assurance testing phase of the City's risk management system, as summarised in Attachment 1 to this report.

CR JOHN RIFICI MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION



## Attachment 1

Risk #	Description of Risk <i>What could occur?</i>	Risk Category <i>Risk themes defined by the City.</i>	June 2016 risk ratings			Current Controls <i>List of current treatments, actions, activities.</i>	Existing Controls Rating <i>Adequacy of existing controls.</i>	January 2017 risk ratings			Further control activities <i>Further improvements, treatments, actions.</i>	Risk Owner <i>Name/Title.</i>	Task Alert <i>Timeline for mitigation activities.</i>	RISK STATUS	Notation & Next Review <i>Explanation of current ratings and future review schedule.</i>
			Likelihood	Consequence	Rating			Likelihood	Consequence	Rating					
1	Failure to comply with hazard reporting requirements under the Occupational Safety and Health Act 1984.	Material Operating Risks	Possible	Moderate	High	Incident register maintained, reported to and reviewed by the OSH Committee. HSR Inspection Checklists completed as per HSR Workplace Inspection Schedule. Electronic Hazard Reporting System is to be introduced as part of the 'Tech One' Safety Management System and replace paper based reporting. All HSR's, Managers and Supervisors are to be trained in the use of this system. HSR inspection checklists will be linked to system.	Adequate	Unlikely	Major	Moderate	Electronic Hazard Reporting System to be rolled out by mid, 2017	WHS Officer.	June, 2017 Electronic Hazard Reporting System operational.	DOWNGRADED	Likelihood rating downgraded from 'Possible' to 'Unlikely'. Consequence has been upgraded to 'major' due to significant regulatory requirements imposed on this risk issue and serious financial/reputational consequences that may ensue if we are non-compliant. Subject to rolling assurance review.
2	Failure to comply with safety reporting requirements under the Occupational Safety and Health Act 1984.	Material Operating Risks	Possible	Moderate	Moderate	Occupational Health and Safety Committee meets every two months to discuss compliance issues. Minutes and schedule sent to all participants and stored in ECM and intranet. OSH Committee Procedures, terms of reference on ECM and intranet. Appropriate reporting channels are established with Worksafe (for reportable injuries, >10 days lost time). HSR elections conducted, training in accordance with current legislation, refresher training.	Adequate	Unlikely	Major	Moderate	OSH Committee Procedures to undergo review (proposed for every 2-3 years) following the outcome of national workplace health and safety harmonisation legislation. Consider putting together a summary of the OSH Committee minutes to the ELT.	WHS Officer.	June, 2017 OSH Harmonisation legislation update and summaries of OSH minutes to be put to ELT.	DOWNGRADED	Likelihood rating downgraded from 'Possible' to 'Unlikely'. Consequence has been upgraded to 'major' due to significant regulatory requirements imposed on this risk issue and serious financial/reputational consequences that may ensue if we are non-compliant.
3	Failure to comply with employers obligations under the Equal Opportunity Act 1984 and related legislation.	Material Operating Risks	Possible	Major	Moderate	Recruitment processes support adherence with the legislation through interview techniques, questioning and limits to non-work related discussions. Management practices around grievance, discipline, equity and workplace behaviours including Code of Ethics 2012, Bullying & Harassment. HR complete Public Sector EO surveys to ensure our practices are inclusive and compliant. HR report annually to the Public Sector Commission on compliance. Induction process covers accountability, obligations and enforcement.	Adequate	Unlikely	Major	Moderate	Management practices around grievance, discipline, equity and workplace behaviours are currently with an Equal Opportunity Employment Lawyer for review and feedback. Corporate training calendar on topics such as equity, diversity, bullying & harassment that communicate employee obligations have been developed and is passing through management for consultation.	HR Manager.	May, 2017 Management practice integration April - June, 2017 workplace training rollout.	DOWNGRADED	Likelihood rating downgraded from 'Possible' to 'Unlikely'. Consequence has been upgraded to 'major' due to significant regulatory requirements imposed on this risk issue and serious financial/reputational consequences that may ensue if we are non-compliant.
4	Failure to ensure that there is sufficient power supply to the City's IT systems in the event of a power outage.	Material Operating Risks	Possible	Major	High	Generator installed in December, 2016 feeding into the UPS and providing the City with a major power supply backup. A simulation was conducted at this time which shows the generator supplies a backup of six hours untested and there is a short delay in switch over (15 minutes). Self-testing of the backup system occurs every weekend, performance logs are kept by IT, and an external third party comes in to test the system annually.  A UPS has also been purchased to supply power exclusively to the switchboard in the event of an outage.	Effective	Unlikely	Major	Moderate	The power does not currently extend to a portion of the building. IT to investigate increase in power supply to full coverage. Establish a regime for simulation testing, investigate delay between outage and UPS connection.	Manager Information Services.	No specific task alerts required. Control activities being regularly assessed due to criticality of service.	DOWNGRADED	Existing controls rating was assessed as improved from 'Adequate' to 'Effective' as process controls were deemed to be operating as intended and aligned to policies and procedures, there is also little scope for improvement in this area with an extensive program of constant monitoring, review and testing. Likelihood rating downgraded from 'Possible' to 'Unlikely'. Consequence has been upgraded to 'major' due to serious service disruption that would occur and financial/reputational consequences that may ensue if we are non-compliant.
5	Failure to ensure appropriate financial controls and corporate reporting in accordance with relevant standards.	Material Operating Risks	Possible	Moderate	Moderate	Australian Accounting Standards, Local Government Accounting Manual, Local Government (Financial Management) Regulations 1996 and Local Government Act 1995 are consistently applied and finance officers have a good understanding of the regulatory environment. There is a system based budgeting model with escalated approval processes. Internal process enhancements have been made to support the new budgeting model. There is an Annual accounts reporting process. The Internal auditing process has Previously been included in the scope of work for external (contract) auditors. Succession Planning is in place (Financial Management Accountant to be involved in preparation of annual budgets and accounts).	Adequate	Unlikely	Moderate	Moderate	Annual accounts reporting process to be included in transition planning for first quarter of 2017. Develop a business case for internal auditing process in first quarter 2017. Divisional PD plans will be developed in relation to Accounting Standards in first quarter 2017.	Acting Director Finance and Corporate Services.	System based budgeting model to be reviewed in 2018. Succession Planning is still a work in progress and needs more focus over March/April, 2017, to be included in transition planning for first quarter, 2017.	DOWNGRADED	Likelihood downgraded and overall risk level downgraded to from a high 'Moderate' to a low 'Moderate' level of risk since June, 2016.



Risk #	Description of Risk <i>What could occur?</i>	Risk Category <i>Risk themes defined by the City.</i>	June 2016 risk ratings			Current Controls <i>List of current treatments, actions, activities.</i>	Existing Controls Rating <i>Adequacy of existing controls.</i>	January 2017 risk ratings			Further control activities <i>Further improvements, treatments, actions.</i>	Risk Owner <i>Name/Title.</i>	Task Alert <i>Timeline for mitigation activities.</i>	RISK STATUS	Notation & Next Review <i>Explanation of current ratings and future review schedule.</i>
			Likelihood	Consequence	Rating			Likelihood	Consequence	Rating					
6	Failure to ensure adequate diversification in the City's investment portfolio.	Material Operating Risks	Possible	Moderate	Moderate	Investment Policy prohibiting risky investments. Policy is reviewed periodically - currently prohibitions on certain types of investments are adequate. Investment Register of investment movements and authorisations of transactions and Controls are regularly checked by external auditors. Counterparty credit framework (diversification) is currently included in the Investment Policy. Internal Policies requiring supporting documentation and two authorised signatories with controls regularly checked by external auditors. Detailed investment reports are provided to Council each month. Policy review of percentage distributions to give more flexibility with matching rollover dates to current account requirements	Adequate	Unlikely	Moderate	Moderate	Investment Policy and Counterparty Credit Framework to be reviewed in normal policy review cycle.	Acting Director Finance and Corporate Services.	Investment Register to be reviewed in 2018 Internal Policies requiring supporting documentation and two authorised signatories to be reviewed in 2018 Investment reports to council to be reviewed in 2018.	DOWNGRADED	Likelihood downgraded due to extensiveness of current controls and overall risk level downgraded to from a high 'Moderate' to a low 'Moderate' level of risk since June, 2016.
7	Risk of inappropriate or fraudulent credit card use.	Material Operating Risks	Possible	Moderate	Moderate	Transactions reconciled monthly and require supporting documentation (receipts, tax invoices). Director FCS provides a monthly report to Council. Procedural refinements recommended ensuring timely provision of supporting documentation. Corporate Credit Card Policy sets monthly limits and expenditure is generally well below agreed limit. An appropriate usage agreement to be signed by cardholder Register of cardholders held by Finance & Corporate Services Division, which is regularly checked by the City's auditors. Credit card reconciliation tested in routine internal audits. Policy direction on card usage while cardholder is on extended leave.	Effective	Rare	Moderate	Low	Director FCS to monitor Corporate Credit Card Policy sets monthly limits Director FCS to monitor the register of cardholders held by Finance & Corporate Services Division. Director FCS to monitor Credit card reconciliation tested in routine internal audits Credit card usage policy is modelled on DLGC guideline 11 but would benefit from clarification of the extended leave position. Director CFS to include in next review.	Acting Director Finance and Corporate Services.	The review of transactions, corporate credit card limits, appropriate usage agreement, register of cardholders to be included in normal management practice and policy review cycle. Corporate Credit Card limits last reviewed February, 2013. Next every 2-3 years. Policy direction on card usage to be included in 2017 management practice and policy review cycle.	DOWNGRADED	Existing controls rating has improved from 'Adequate' to 'Effective'. Given the extensive control improvements and review schedule in place there is little scope for improvement on this activity. Controls are operating as intended and are aligned to Policies and Procedures, subject to ongoing monitoring and are reviewed regularly. Likelihood downgraded to rare given extensive control activities in place with a regular review schedule attached. Overall risk rating is now Low.
8	Failure to adequately verify a suppliers banking details to establish legitimacy of the supplier.	Material Operating Risks	Rare	Minor	Low	Verification of suppliers banking details through 'Direct Credit Consent Form' which must be maintained Variations to the banking details are picked up on a 'Variation Report' generated monthly and checked by the finance manager 'Direct Credit Consent Form' held on record so the originator can be traced ABN check Supplier request form in Accounts Payable to be reviewed to include managers signature and a brief narrative on why the supplier is to be added to the system	Adequate	Rare	Minor	Low	Internal instruction issued on all of these control measures with the Finance Manager to monitor their progress. Further work required on Supplier request form to ensure written request is submitted and filed - Finance Manager to monitor.	Acting Director Finance and Corporate Services.	Review verification of suppliers, variations to banking details, direct debit consent forms in mid-2017. Reinforce supplier request form in first quarter, 2017.	UNCHANGED	No change in likelihood, consequence or overall risk rating. Controls are largely unchanged since review in June, 2016. Process controls are generally operating as intended and are reviewed and tested.



Risk #	Description of Risk <i>What could occur?</i>	Risk Category <i>Risk themes defined by the City.</i>	June 2016 risk ratings			Current Controls <i>List of current treatments, actions, activities.</i>	Existing Controls Rating <i>Adequacy of existing controls.</i>	January 2017 risk ratings			Further control activities <i>Further improvements, treatments, actions.</i>	Risk Owner <i>Name/Title.</i>	Task Alert <i>Timeline for mitigation activities.</i>	RISK STATUS	Notation & Next Review <i>Explanation of current ratings and future review schedule.</i>
			Likelihood	Consequence	Rating			Likelihood	Consequence	Rating					
9	Failure to set adequate contract authorisation limits during the formal tender process.	Material Operating Risks	Possible	Minor	Moderate	Contract value limits are approved as part of the contract execution process. The contract value limit should not be exceeded without appropriate authorisation. This specific issue was identified in the Corruption and Crime Commission's Report into Local Government Procurement, February 2015. Some local governments have set contract value limits in the financial system; however it is not feasible to set up under the City's current chart of accounts. Contract value limits should reflect the aggregated contract value rather than value of individual transactions. For example, an officer with \$15,000 limit can approve a number of similar transactions over a period of time. The aggregated contract value should be considered when setting sub-delegation limits, such that a higher level of authorisation is required once contract expenditure reaches a certain point. Contract variations to be approved by the CEO (where contract was originally awarded under CEO delegation limit, otherwise to Council) <b>Example:</b> if a contract is approved under CEO delegation for \$200,000 and a variation results in additional cost of say \$40,000, the issue is whether the variation claim should go to the CEO for approval. Although Directors have approval to incur expenditure up to \$150,000, the variation is to the original contractual value as authorised by the CEO. CEO approval to authorise contract variations within limits approved by Council (set out in delegation OFS-D04) Only minor variations may be made to a contract under r. 20 and 21A of the (Functions and General) Regulations 1996.	Adequate	Unlikely	Minor	Low	Contract value limits are manually monitored; however there is no centrally driven system process to cross check contract authorisation changes. Manager Corporate Services to monitor and explore contract management systems. Authorised sub-delegations are based on transaction value, however a series of like transactions may exceed the total approved value of a contract. Major variations can be approved by the CEO under current delegation. There is currently no provision for sub-delegation to Directors to change contract authorisation. CEO has delegated authority to approve a variation to contracts awarded by resolution of Council Manager Corporate services to monitor - tender reports are referred as required.	Acting Director Finance and Corporate Services.	Review contract value limits in mid- 2017. Include in 2017 review of delegation register (delegation EO-D13)  Having the CEO's approval to authorise contract variations will undergo a review in 2018.	DOWNGRADED	The existing controls for this risk issue are rated as adequate; meaning there is some further scope for improvement. However, process controls are generally operating as intended and are reviewed and tested. Risk has been downgraded in terms of likelihood from 'possible' to 'unlikely'. The overall risk rating is now 'Low' which means that it is an acceptable with adequate controls, and is managed by routine procedures and subject to annual monitoring.
10	Failure to ensure contract execution process meets policy requirements.	Procurement and Tendering	Possible	Minor	Moderate	Policy limit of \$50,000 for contracts under common seal provides a control for authorisation of the majority of routine contracts Records system is used to archive the originals of contracts and the Coordinator Information Management liaises with Manager Corporate Services in regards to this Application of the Common Seal in accordance with policy requirements Central contract register maintained in Corporate Services is used to track contract expiry dates and spot check contract terms and conditions Expenditure checks periodically carried out, regular audits of payments 'Start of process' control mechanism is the City's statutory tender register, which is supplemented by an administrative Contract Register and Tender Register is checked regularly by the City's auditors. Annual Compliance Audit Return covers several aspects of contract management, including contract extension and renewal, the Governance Advisor coordinates submission of Compliance Audit Return. Procurement policy, Tender register, contracts register, legal document register, common seal policy and payment claim process collectively form the contract management system.	Adequate	Unlikely	Minor	Low	Manager Corporate Services to monitor and propose increase in common seal limit in line with current tender limit of \$150,000. The overall process of the common seal, procurement policy and registers is compliant but would benefit from greater integration. Manager Corporate Services to monitor. The overall process involving the central contract register would benefit from greater system development to identify potential contract performance issues. Manager Corporate Services to monitor. Manager Corporate Services to monitor expenditure checks. Director FCS to consider for inclusion in future internal audit scope of work.	Acting Director Finance and Corporate Services.	Application of common seal, central contract register and 'start of process' control mechanism, procurement, tender policies to be reviewed late, 2017.  Review of expenditure checks process to be carried out in mid-2017.	DOWNGRADED	The existing controls for this risk issue are rated as adequate; meaning there is some further scope for improvement. However, process controls are generally operating as intended and are reviewed and tested. Risk has been downgraded in terms of likelihood from 'possible' to 'unlikely'. The overall risk rating is now 'Low' which means that it is an acceptable with adequate controls, and is managed by routine procedures and subject to annual monitoring.



Risk #	Description of Risk <i>What could occur?</i>	Risk Category <i>Risk themes defined by the City.</i>	June 2016 risk ratings			Current Controls <i>List of current treatments, actions, activities.</i>	Existing Controls Rating <i>Adequacy of existing controls.</i>	January 2017 risk ratings			Further control activities <i>Further improvements, treatments, actions.</i>	Risk Owner <i>Name/Title.</i>	Task Alert <i>Timeline for mitigation activities.</i>	RISK STATUS	Notation & Next Review <i>Explanation of current ratings and future review schedule.</i>
			Likelihood	Consequence	Rating			Likelihood	Consequence	Rating					
11	Revenue fraud due to relevant authorisations not being obtained or lack of documented policies and procedures in relation to cash handling.	Fraud & Misconduct	Unlikely	Moderate	Moderate	Cash handling procedures should be documented and should include counting and movement checks and timely banking. The City has well established cash handling procedures. Improvements were implemented in 2015 to enforce the need for timely processing of cash to minimise loss risks. Cash handling audits should be carried out regularly (including petty cash). A cash handling audit was carried out in February 2015 and identified some areas for improvement in relation to storing and moving of cash from the out centres to the main office. Receipting duties should be segregated wherever practicable to minimise loss risks. (E.g. one person to count and one to check end of day balances). Receipting is a two person task wherever staffing levels permit. Access to petty cash is controlled (locked petty cash tins) and a person is designated as the custodian of petty cash in each area.	Adequate	Unlikely	Moderate	Moderate	Procedural changes in relation to cash handling were implemented as a result of an audit conducted in February, 2015. Director FCS to monitor this. Director FCS to continue to monitor receipting duties and access to petty cash.	Acting Director Finance and Corporate Services.	Review of current controls in late, 2017.	UNCHANGED	Existing controls rating is noted as 'Effective' with little scope for improvement in this area. Current control measures demonstrate that Process controls are operating as intended and are aligned to policies and procedures. The overall risk rating is unchanged due to the currency and adequacy of existing controls from June, 2016.

**13.2.2 Local Government Compliance Audit Return 2016****Reporting Branch: Financial Services****Responsible Directorate: Finance and Corporate Services****EXECUTIVE SUMMARY****Application:**

For the Audit and Risk Management Committee to consider and commend to Council adoption of the Local Government Compliance Audit Return (CAR) for the period 1 January 2016 to 31 December 2016.

**BACKGROUND**

Section 7.13(i) of the *Local Government Act 1995* (the Act) requires that local governments carry out an audit of compliance with statutory requirements as prescribed under the Act or any other written law in the prescribed manner and in a form approved by the Minister.

The *Local Government (Audit) Regulations 1996* prescribe the requirements for the Compliance Audit Return (CAR) which is to be completed for the period 1 January to 31 December each year.

Regulation 13 of the *Local Government (Audit) Regulations 1996* prescribes the compliance requirements for the audit.

Regulation 14 specifies the process of review for the CAR including the requirement for the City's Audit and Risk Management Committee to review the results prior to adoption of the CAR by Council.

Regulation 15 requires that the certified CAR and a copy of the Council minutes at which it was adopted be submitted to the Executive Director of the Department of Local Government prior to 31 March following the period to which the return relates. 'Certified' is defined in the regulations in the context of CAR as meaning signed by the Mayor and by the Chief Executive Officer.

For 2016, the categories are:

- Commercial Enterprises by Local Governments;
- Delegation of Power / Duty;
- Disclosure of Interest;
- Disposal of Property;
- Finance;
- Local Government Employees;
- Official Conduct; and
- Tenders for Providing Goods and Services.

These are the same as for 2015, other than the deletion of the series of questions in relation to local government elections which do not apply for 2016.

A number of Local Governments may be audited based on their responses to the Compliance Audit Return.

**CONSULTATION**

The Department of Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 has been completed by the City and is required to be reviewed by the Audit and Risk Management Committee (**Attachment 1**). The results of the Committee's review are to be presented to Council for consideration prior to Council adopting the CAR before being submitted to the Department by 31 March 2017.

## ANALYSIS

Most responses are similar to 2015, and comments have been included where appropriate.

There was one minor non-compliance in 2016 in relation to completion of Officer Annual Returns. Designated employees are required to complete and lodge an Annual Return by 31 August each year. One designated employee was on long service leave during the distribution and lodgement of the Annual Returns and could not be contacted. The Annual Return was completed and lodged on the officer's return from leave on 1 September 2016.

Appropriate steps have been taken to prevent this occurring in the future.

## OPTIONS

The following options are available to Council:

OPTION		ESTIMATED COST (\$)	BENEFIT	RISK
1.	The Audit and Risk Management Committee does not commend to Council the Compliance Audit Return 2016.	Nil		Non-compliance with a provision of the <i>Local Government Act 1995</i> .
2.	The Audit and Risk Management Committee commends to Council the Compliance Audit Return 2016.	Nil	Compliance with the <i>Local Government act 1995</i> .	

## CONCLUSION

That the Audit and Risk Management Committee recommends endorsement by Council of the completed Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 as included at Attachment 1 to this report.

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC LINK

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance.  
 Aspiration: We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.  
 Outcome L1: Accountable and good governance.  
 Outcome L2: Prudent management of financial resources.

## COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Section 7.13(i) of the *Local Government Act 1995*

Regulation 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*

## VOTING REQUIREMENTS

Simple Majority Required.

**ATTACHMENTS**

1. Draft Compliance Audit Return Response.

**COUNCIL RESOLUTION**

**MANAGEMENT COMMITTEE RECOMMENDATION TO COUNCIL**

That Council endorses the completed Local Government Compliance Audit Return for the period 1 January 2016 to 31 December 2016 as included at *Attachment 1*.

**CR JOHN RIFICI MOVED, CR SALLY PALMER SECONDED**

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION**

**Attachment 1**

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

**Bayswater - Compliance Audit Return 2016****Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

<b>Commercial Enterprises by Local Governments</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Des Abel
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Des Abel
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Des Abel
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Des Abel
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Des Abel

<b>Delegation of Power / Duty</b>					
<b>No</b>	<b>Reference</b>	<b>Question</b>	<b>Response</b>	<b>Comments</b>	<b>Respondent</b>
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes	Council resolved at the Ordinary Meeting of Council held on 15 November 2016 Item 13.7 for the two Standing Committees to have delegated authority in accordance with section 5.17 of the <i>Local Government Act 1995</i> . The revised Committee structure did not take effect until January 2017.	Carissa Bywater
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes	Contained within the agenda for each Committee.	Carissa Bywater
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes		Carissa Bywater

1 of 11

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Carissa Bywater
5	s5.18	Has Council reviewed delegations to its committees in the 2015/16 financial year.	N/A	Delegated authority was only approved on 15 November 2016.	Carissa Bywater
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Carissa Bywater
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Carissa Bywater
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Carissa Bywater
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Carissa Bywater
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Carissa Bywater
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Carissa Bywater
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes	The Delegations Register was reviewed in June 2016.	Carissa Bywater
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes	Designated Officers were reminded of their requirements to keep written records on each occasion they exercised a delegated power or duty following the review of the Delegations Register.	Carissa Bywater

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Carissa Bywater
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Carissa Bywater
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Carissa Bywater
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Carissa Bywater
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Carissa Bywater
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	Yes		Carissa Bywater
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	No	One Officer was on long service leave during the period for filing the annual return. The Officer returned on 1 September 2016 and completed the return on 1 September 2016.	Carissa Bywater
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes	Confirmation memorandum from CEO.	Carissa Bywater
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Carissa Bywater
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Carissa Bywater
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Carissa Bywater
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who	Yes	All such returns were archived.	Carissa Bywater

3 of 11

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

		lodge the return ceased to be a council member or designated employee.			
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Carissa Bywater
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Carissa Bywater
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Carissa Bywater
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Carissa Bywater

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A	Compensation paid to City by Main Roads WA for taking of Lot 17, 89 Robinson Road, Morley to facilitate the NorthLink project.	Des Abel
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Des Abel

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A		Carissa Bywater

4 of 11



Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes	Item 9.1 of Special Council Meeting 21/10/2015.	Carissa Bywater
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	The Audit and Risk Committee does not have delegated powers or duties.	Carissa Bywater
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Kelley Ambrose
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Kelley Ambrose
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	No	Submitted 2 days late (DLGC was advised at the time of the reasons)	Kelley Ambrose
6	s7.9(1)	Was the Auditor's report for 2015/2016 received by the local government by 31 December 2016.	Yes		Kelley Ambrose
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Kelley Ambrose
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	No	Minor procedural recommendations only. These were resolved administratively and did not warrant a report to the Audit Committee)	Kelley Ambrose
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Kelley Ambrose
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Kelley Ambrose
11	Audit Reg 7	Did the agreement between the local	Yes		Kelley Ambrose

5 of 11

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

		government and its auditor include the scope of the audit.		
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Kelley Ambrose
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Kelley Ambrose
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Kelley Ambrose

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes		Jo Sadler
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Jo Sadler
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	Recruitment for the CEO is currently ongoing and will be resolved in 2017.	Jo Sadler
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	Recruitment for the CEO is currently ongoing and will be resolved in 2017.	Jo Sadler
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	Council at its meeting on 23 April 2013 resolved that there are no senior employees who are designated senior employees for the City, for the purpose of section 5.37(1) of the Local Government Act 1995.	Carissa Bywater

6 of 11

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A	The CEO is the designated complaints officer for the purposes of s 5.37	Carissa Bywater
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Carissa Bywater
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Carissa Bywater
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Carissa Bywater
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Carissa Bywater
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Carissa Bywater

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Kelley Ambrose
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A	No multiple contracts awarded	Kelley Ambrose
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Kelley Ambrose
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Kelley Ambrose
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Kelley Ambrose
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Kelley Ambrose
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Kelley Ambrose
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	Written criteria are included in all tender documents	Kelley Ambrose
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Kelley Ambrose
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Kelley Ambrose
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Kelley Ambrose
12	F&G Reg 23(1)	Did the local government reject the	Yes		

8 of 11

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

		expressions of interest that were not submitted at the place and within the time specified in the notice.			
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes	Included in shortlisting reports	Kelley Ambrose
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Kelley Ambrose
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	No panel contracts currently in place	Kelley Ambrose
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Kelley Ambrose
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Kelley Ambrose
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Kelley Ambrose
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Kelley Ambrose
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Kelley Ambrose
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Kelley Ambrose
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Kelley Ambrose

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Metro LG - no regional preference policy	Kelley Ambrose
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Kelley Ambrose
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Based on WALGA model policy	Kelley Ambrose

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Bayswater

\_\_\_\_\_  
Signed CEO, Bayswater

**13.2.3 CCC Report on Shire of Dowerin****Reporting Branch: Financial Services****Responsible Directorate: Finance and Corporate Services****EXECUTIVE SUMMARY****Application:**

To advise Council on the Crime and Corruption Commission's 'Report on a Matter of Governance at the Shire of Dowerin'.

**Key Issues:**

The recent Corruption and Crime Commission (CCC) report into the Shire of Dowerin is extensive and deals with a range of contributing factors including the general understanding of the role of Council, and it also highlighted specific governance failures in key areas including:

- internal financial controls, including reconciliation processes for credit card usage;
- independence of the Audit Committee;
- separation of duties; and
- fraud detection.

**BACKGROUND**

In October 2015, the National Australia Bank (NAB) contacted the Finance Manager at the Shire of Dowerin after detecting that one of the Shire's corporate credit cards had been used to pay into gambling accounts, and that set in train a series of investigations which culminated in the arrest of the Shire's CEO.

As the CCC report includes a number of practice recommendations for the local government sector, a summary of the treatments the City of Bayswater currently has in place to address these issues is attached (**Attachment 1**). This includes an outline of any further control activities required.

**CONSULTATION**

Nil.

**ANALYSIS**

It is recognised that the governance of a relatively-small country shire would have different issues to consider, particularly in respect to training and governance resources, separation of duties and independent oversight. The City of Bayswater fully complies with the requirement for separation between the Chief Executive Officer and the Audit Committee, and credit card usage is subject to extensive reconciliation and disclosure, including a monthly transaction report to Council. Support is provided to Council on legislative obligations through the City's governance function.

**OPTIONS**

Not applicable.

**CONCLUSION**

Not applicable.

**FINANCIAL IMPLICATIONS**

Not applicable.

**STRATEGIC LINK**

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance.  
Aspiration: We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.  
Outcome L1: Accountable and good governance.  
Outcome L2: Prudent management of financial resources.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

The City has a number of policies that deal with financial controls, including credit card usage and the associated reconciliation and reporting. The *Local Government Act 1995* sets out the obligations for the Chief Executive Officer and Councillors, and the subsidiary regulations deal with these matters in more detail. The financial and compliance reporting obligations are mainly dealt with in the *Local Government (Financial Management) Regulations 1996* and the *Local Government (Audit) Regulations 1996*. Further guidance is provided by the Department of Local Government and Communities through a series of operational guidelines, and the sector applies the Australian Accounting Standards to all financial treatment and reporting.

Matters of conduct are mainly dealt with in the *Local Government (Rules of Conduct) Regulations 2007*, which are augmented by the City's Code of Ethics.

**VOTING REQUIREMENTS**

Simple Majority Required.

**ATTACHMENTS**

1. Crime and Corruption Commission's 'Report on a Matter of Governance at the Shire of Dowerin'.

**COUNCIL RESOLUTION****MANAGEMENT COMMITTEE RECOMMENDATION TO COUNCIL**

That Council notes the Crime and Corruption Commission's 'Report on a Matter of Governance at the Shire of Dowerin' including the risk treatments and control activities that the City of Bayswater currently has in place to address these issues.

**CR JOHN RIFICI MOVED, CR SALLY PALMER SECONDED**

**CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION**



**Attachment 1****Corruption and Crime Commission - 'Report on a Matter of Governance at the Shire of Dowerin'**

A Corruption and Crime Commission (CCC) report presented to State Parliament on 16 October, 2016 exposed "breathtaking ignorance" of the role and responsibility of local government councillors and challenges all local government authorities to assess and upgrade their resistance to corruption.

The 'Report on a Matter of Governance at the Shire of Dowerin' follows the sentencing of former Shire CEO, Dacre Alcock.

Mr. Alcock was CEO of the Shire of Dowerin for seven years from 2008. For four years, from 2011 until he was arrested by CCC officers in October 2015, he stole almost \$600,000. The amount stolen was about \$850 per resident.

**Key Findings & Treatments**

Following is a summary of the key findings of the CCC Report, treatments the City of Bayswater currently has in place to address these risk issues and an outline of further control activities.

Risk Issue	Key Findings	Treatments	Further control activities
<b>Policies and Procedures</b>	<p>The Forensic audit found that many basic policies and procedures were lacking. Mr Alcock was able to steal with impunity.</p> <ul style="list-style-type: none"> <li>"Local Authorities must be vigilant for signs of corrupt behaviour and have policies and procedures in place to minimise risks".</li> </ul> <p>The investigation determined that Dowerin lacked a Credit Card Policy. The CEO had complete control over the financial management system. He retained the credit card statements and did not provide them to the finance manager.</p> <p>There were no checks and balances.</p> <ul style="list-style-type: none"> <li>"There must be separate checks and balances - separation of CEO and CFO responsibilities".</li> </ul>	<p>The City is guided by legislation in relation to Corporate Credit Cards - Reporting and Reconciliation including the <i>Local Government Act 1995 (2.7(2), 6.5(a) Accounts and records)</i>, <i>Local Government (Financial Management) Regulation 1996, Section 11(1) (a) Payments, procedures for making etc.</i> and has in place a Code of Ethics.</p> <p>Existing Controls:</p> <ul style="list-style-type: none"> <li>Corporate Credit Card Policy (last review February, 2013)</li> <li>Credit Card Register (all details current)</li> </ul> <p>All credit card transactions are reconciled monthly, and require supporting documentation such as tax invoices and receipts, and are required to be signed by the card holder.</p> <p>The City introduced its credit card policy in 2010, which was reviewed in 2013 for additional transparency. The policy sets a monthly limit of \$10,000 and prohibits use for private purposes and cash advances. Internet purchases are permitted, but restricted to trusted, secure sites.</p> <p>An agreement is required to be signed by the cardholder setting out their responsibilities and a declaration must also be completed</p>	<p>Monitor the use of Statutory Declarations for acquitting items purchased on company credit cards.</p> <p>Review the policy/management practice around this issue.</p> <p>Review the policy and management practice against the LG guideline.</p>

Risk Issue	Key Findings	Treatments	Further control activities
		<p>to acknowledge that the cardholder is aware of their fiduciary obligations.</p> <p>A register of all cardholders and the card details is centrally maintained by the Finance Department and credit cards are not transferable to other users. Cards are surrendered as part of the normal exit process and checks confirm that cancellation has been done in a timely manner.</p> <p>The acknowledgement declaration currently in use clearly states that the card user will use the card only for official purposes and will ensure its security and not allow other persons to use it.</p> <p>The monthly report to Council has been in place for some time, and provided a summary of expenditure by type and nature. This was reviewed in February 2016 at the request of Council and now provides the individual line item details for additional transparency.</p> <p>Credit card reconciliation is regularly tested in the routine internal audits, and overall, the risk controls appear to be adequate. It is recommended that the policy and usage conditions be reviewed at least every two to three years to ensure that they are aligned to contemporary industry practice and Office of the Auditor General recommendations. For example, the current policy specifies that the cards are not to be used for private purposes, but does not deal with use while the cardholder is on extended leave. This could be resolved through the normal policy reviews process.</p>	
<b>Administration</b>	<p>There must be an appropriate structure for administering the local government.</p> <p>Losses could have been mitigated by implementing proper policies, complying with the <i>Local Government Act 1995 (WA)</i> and appointing an Audit Committee.</p> <p>The forensic audit concluded that:</p>	<p>The City outlines its structure for administration through its Risk Governance Framework. The role of the Audit &amp; Risk Management Committee is to:</p> <ul style="list-style-type: none"> <li>• Support Council to provide effective corporate governance.</li> <li>• Oversight of all matters that relate to the conduct of External Audits.</li> <li>• Must be independent, objective and autonomous in</li> </ul>	<p>No internal audit function outside of the Risk Management assurance testing model in the Risk Management Framework, apart from the annual Compliance Audit Return.</p>

Risk Issue	Key Findings	Treatments	Further control activities
	<ul style="list-style-type: none"> <li><i>“There was a lack of training for staff about accounting systems and councillors about their financial responsibilities; and</i></li> <li><i>Council failed to establish an audit committee”.</i></li> </ul> <p>Council did not have a separated Audit and Finance Committee. There was a finance and audit committee which the CEO would run if he was present. LGA Part 7 specifies that the CEO is not to be a member.</p>	<p>deliberations.</p> <ul style="list-style-type: none"> <li>Make recommendations to Council on External Auditor appointments.</li> </ul> <p>The City has adopted a “Three Lines of Defence” model for the management of risk. This model ensures roles; responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance.</p> <p>Internal &amp; External Audit are the third line of defence, providing independent assurance to the Council, Audit Committee and Executive Management on the effectiveness of business operations and oversight frameworks (1st &amp; 2nd Line).</p> <p>Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO with input from the Audit Committee.</p> <p>External Audit – Appointed by the Council on the recommendation of the Audit Committee to report independently to the President and CEO on the annual financial statements only.</p>	
<b>Finance &amp; Accounting</b>	<p>The report found that the separation of duties and internal control was non-existent for many of the accounting and compliance functions.</p> <ul style="list-style-type: none"> <li>“Bank reconciliations had not been consistently undertaken; and</li> <li>Internal controls such as segregation of duties were non-existent with regard to the CEO's corporate credit card”.</li> </ul> <p>Internal controls such as segregation of duties were non-existent with regard to the CEO's corporate credit card transactions (the CEO</p>	<p>All local governments in Western Australia are required to prepare their financial statements in accordance with the Local Government Act 1995 (LGA), the Local Government (Financial Management) Regulations 1996 (FMR), the Australian Accounting Standards (AASB) and the Australian Accounting Standards Board Interpretations (AASBI).</p> <p>The Department of Local Government issued an Accounting Manual which was released in stages over several years from 2009 to give guidance on a number of topic areas including financial reporting, asset and liability accounting, and the budget process.</p> <p>A transposing error is unlikely as the City has a strong accounting team, three of who are certified practising accountants (CPA) who have extensive local government experience.</p>	<p>Internal controls exist in policy but are they activated in the Finance One system, can a person take a process from A to B without further authorisation - segregation of duties to be assessed. Started in June 2016 - currently on hold since previous CEO exited.</p>

Risk Issue	Key Findings	Treatments	Further control activities
	<p>had complete control over all financial transactions).</p> <p>Bank reconciliation, there were a number of months where bank reconciliations were not performed.</p> <ul style="list-style-type: none"> <li>• "It is recommended that reconciliation of all restricted and non-restricted bank accounts be performed at the very least once a month (Section 5.3.6 of the Local Government Accounting Manual)".</li> <li>• "The CEO made many credit card transactions through general journal".</li> </ul>	<p>The City introduced a system based budgeting module in 2014/15 with escalated approval processes and this has reduced the reliance on manual entering and balancing of figures to a large degree. The preparation of the final budget draft is the responsibility of the Finance Manager, who has 30+ years of experience in local government accounting.</p> <p>The preparation of the annual accounts is also the primary responsibility of the Finance Manager. The entry figures (data) are entered daily into the financial system by accounting staff with a high level of competency. The Assistant Accountant manages the general ledger and journal entries and final sign off of summary accounts is by the Director.</p> <p>All audits have revealed satisfactory transaction reporting and a high level of understanding of the accounting standards, other than one request from the Department of Local Government and Communities for minor corrective action to be taken to the annual accounts.</p> <p>There are several layers of controls within the budget development and annual accounts reporting process and the accounting officers have a high level of competency and professional training and qualifications.</p> <p>Governing documents:</p> <ul style="list-style-type: none"> <li>• Australian Accounting Standards and the Australian Accounting Standards Board Interpretations (updated periodically)</li> <li>• Local Government Accounting Manual (Updated Annually)</li> <li>• <i>Local Government (Financial Management) Regulations 1996</i> and <i>Local Government Act 1995</i> (updated periodically)</li> </ul> <p>Internal Controls exist within the City (i.e. tendering process) for adequate separation of duties; and can be achieved by ensuring</p>	

Risk Issue	Key Findings	Treatments	Further control activities
		that situations do not develop where any one officer has a high degree of influence over the entire 'procure to pay' process, such that they can evaluate tender submissions, make recommendations for appointment of the contractor, and authorise the invoices and contract variations against the contract.	
<b>Compliance</b>	<p>The CEO must review the financial management systems and procedures regularly (not less than once every four years) and report the results for review.</p> <p>The knowledge and understanding of councillors &amp; general lack of understanding of the LGA was disturbing.</p> <p>Councillors need understand their duties and responsibilities. They need to be exposed to training and better practice reviews (WALGA financial training and DLGC Better Practice Reviews which examine the local government's effectiveness or reviews). These events highlight the need to ensure elected members are up to date with governance issues and the value of independent reviews of the accounting processes.</p> <ul style="list-style-type: none"> <li>• "It was recommended that training be mandatory".</li> </ul> <p>The Commission recommends that all local governments be reminded:</p> <ul style="list-style-type: none"> <li>• "An audit committee is compulsory;</li> <li>• Attention be paid to the scope of work contracted with the auditor;</li> <li>• An audit may not detect fraud;</li> <li>• It is council's responsibility to have robust policies and procedures in</li> </ul>	<p>Amendments to the <i>Local Government (Audit) Regulations 1996</i> came into effect on 8 February 2013 to require the Chief Executive Officer to review the appropriateness and effectiveness of the City's systems and procedures every two years and report to the Audit Committee on the results.</p> <p>The first such review was reported on 24 November 2014. As the local government reform process was the key issue for the sector at the time, the review was fairly rudimentary and considered the following themes:</p> <ul style="list-style-type: none"> <li>• Adequacy of safety and security practices</li> <li>• Adequacy of project/ change management systems and processes;</li> <li>• Fraud and misconduct;</li> <li>• Failure to fulfil statutory, regulatory or compliance requirements;</li> <li>• Inadequate document management processes;</li> <li>• Inadequate engagement practices;</li> <li>• Business and continuity disruption;</li> <li>• Ineffective employment practices; and</li> <li>• Ineffective management of facilities/ venues/ events.</li> </ul> <p>Further work has been done since then, particularly in the risk area, and progress reports have been provided to the Committee. A Two-Year Risk Report to Audit and Risk Management Committee was presented on 19 December, 2016.</p> <p>The City outlines its structure for administration through its Risk Governance Framework. Within this framework the role of the Audit &amp; Risk Management Committee is defined to:</p> <ul style="list-style-type: none"> <li>• Support Council to provide effective corporate</li> </ul>	Corporate Compliance calendar used across the organisation. Plans to expand the calendar to directorates and not just focus on the Local Government Act and Regulations.

Risk Issue	Key Findings	Treatments	Further control activities
	<p>place to mitigate the risk”.</p> <p>No response to DLGC requesting review of financial matters and remedial actions.</p> <ul style="list-style-type: none"> <li>“Review of the Shires financial management systems should be conducted not less than once every four years”.</li> </ul>	<p>governance.</p> <ul style="list-style-type: none"> <li>Oversight of all matters that relate to the conduct of External Audits.</li> <li>Must be independent, objective and autonomous in deliberations.</li> <li>Make recommendations to Council on External Auditor appointments.</li> </ul>	
<b>Human Resource Management</b>	<p>The CEO's performance review was done internally by councillors, who were not able to comment on such matters as his interactions with staff etc. because they never observed that activity.</p> <ul style="list-style-type: none"> <li>“Employing an unqualified person comes at the risk that a finance manager is beholden to a CEO, the finance manager had no involvement in the budget process and annual reports and financial reports”.</li> </ul>	<p>The City has a Discipline Management Practice and a Code of Ethics, and collectively these documents provide comprehensive guidance on managing issues of unsatisfactory work performance, misconduct or serious breaches. There is no formal ongoing performance management other than the annual appraisal process.</p> <p>Ongoing performance management is the direct responsibility of line management, with escalation as required through Human Resources to the Chief Executive officer. Formal performance appraisal is an annual exercise. Comprehensive disciplinary procedures exist for dealing with misconduct and serious breaches.</p>	<p>We also have the probation period 1, 3 and 5 month reports on performance.</p> <p>HR have developed a new recruitment process to check qualifications etc.</p>

**13.2.4 Debtors Write Off**

**Reporting Branch:** Financial Services  
**Responsible Directorate:** Finance and Corporate Services

***Confidential Attachment - in accordance with Section 5.23(2)(b) of the Local Government Act 1995 - personal affairs of any person.***

**EXECUTIVE SUMMARY****Application:**

For Council to consider writing off bad debts in accordance with section 6.12(1) of the *Local Government Act 1995*.

**Key Issues:**

This report provides an overview of bad debts which require Council authorisation to write-off and also those that have been written off under delegated authority under the Sundry Debt Collection and Recovery Policy.

These write-offs are shown at **Confidential Attachment 1**.

**BACKGROUND**

Australian Accounting Standards and the provisions of the *Local Government Act 1995* and Financial Management Regulations require, inter alia, ongoing assessment of the likelihood that debts recognised in the organisation's accounts will be collected.

A Sundry Debt Collection and Recovery Policy was introduced in 2014 and sundry debtors are managed accordingly. While all reasonable efforts are made to recover aged debts, there are also some which, for practical purposes, will have to be written off.

These can be monies due for user charges, fees and other services rendered, and the process for collection is dependent on the type of debt raised and the mechanisms available under various legislation for recovery. Section 6.12 (1) of the *Local Government Act 1995* allows for debts to be written off by Council, and the Sundry Debt and Recovery Policy gives delegated authority to the Chief Executive Officer to write off any uncollectable bad debts under \$500 per account, and advise Council accordingly.

Any amount in excess of \$500 requires approval from Council to write off.

**CONSULTATION**

Not applicable.

**ANALYSIS**

Generally after the expiry of Council's standard 30-day trading terms there are a number of steps undertaken to collect debts, including:

- issuing reminder letters after 30 days;
- follow up phone calls
- final demand letters;
- negotiation of payment options; and
- if economically feasible, referral to a debt collection agency.

Despite these steps, there comes a point where it is not practical or cost effective to pursue recovery further.

On this basis, and following a documented recovery process, a number of debts greater than 150 days have been reviewed and written off under delegated authority in accordance with Council's Sundry Debt Collection and Recovery Policy (**refer Attachment 1**). In summary, these write-offs are Library debts totalling \$3,589.29.

### **Library Debts**

The issue of outstanding library debts has previously been raised at the Audit and Risk Management Committee meetings and a number of changes have since been put into place to mitigate the losses.

These include:

- reducing the number of loan items;
- at least two or three phone contacts;
- after an item has not been returned after its due date, and the second reminder phone call made, a library member will be black-listed for non-return of, or payment for, outstanding items. This means they cannot borrow any items from any City of Bayswater library for five (5) years or until items are returned or the tax invoice is paid; and
- as much as is practicable, limiting items available for loan to low-value items.

### **OPTIONS**

Not applicable.

### **CONCLUSION**

It is recommended that Council notes an amount of \$3,589.29 of bad debts has been written off under delegated authority. A large portion of the written-off stock is from the State Library, which has changed its methodology for valuing stock on loan. As a result, the actual reimbursement costs to the State Library will be slightly less than the written-off values as shown in this report.

### **FINANCIAL IMPLICATIONS**

Bad debts are reflected in the end-of-year operating result.

The ongoing review of the City's revenue collection and debt recovery practices is an important feature of risk management and strengthening corporate governance.

### **STRATEGIC LINK**

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme:	Leadership and Governance
Aspiration:	We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.
Outcome L1:	Accountable and good governance.
Outcome L2:	Prudent management of financial resources.

### **COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

Sundry Debt Collection and Recovery Policy applies and section 6.12 (1) of the *Local Government Act 1995* states:

*"Subject to subsection (2) and any other written law, a local government may —*  
*...(c) write off any amount of money, which is owed to the local government."*



**VOTING REQUIREMENTS**

Simple Majority Required.

**ATTACHMENTS**

1. Debtor List - For Debts under \$500.00 and greater than 150 days (Confidential).

**COUNCIL RESOLUTION**

**MANAGEMENT COMMITTEE RECOMMENDATION TO COUNCIL**

That Council notes that an amount of \$3,589.29 of bad debts has been written off under delegated authority.

CR JOHN RIFICI MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY BY EN BLOC RESOLUTION

**COUNCIL RESOLUTION - EN BLOC RESOLUTION**

To approve (en bloc) the Committee/Officer's Recommendations to Council Items 10.9, 12.1, 13.1.1, 13.2.1, 13.2.2, 13.2.3, 13.2.4 and those items requiring an Absolute Majority, be carried with an *Absolute Majority*.

CR JOHN RIFICI MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY

**14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****14.1 Cr Coates Notice of Motion - Development of Arts Plan and Formation of an Arts Advisory Group**

In accordance with clause 4.5(1) of the City of Bayswater's *Standing Orders Local Law 2013*, Cr Stephanie Coates raised the following motion:

***"That Council:***

- 1. As a part of the 2017 Corporate Business Plan review process, supports the inclusion of a new action to develop an Arts Plan (including the formation of an Arts Advisory Group) in the 2017-2021 Corporate Business Plan.***
- 2. Requests that Officers investigate a cost estimate for the development and ongoing management of an Arts Plan for Council consideration as a part of the 2017/18 budget process."***

**MATERIAL FACTS**

In accordance with clause 4.5(7) of the City of Bayswater *Standing Orders Local Law 2013*, the Chief Executive Officer may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law relevant to the notice of motion.

The world of art is a highly complex entity, not only in terms of its multiplicity of forms and types, but also in terms of its historical and cultural roots. In the simplest terms, art can be defined as the expression or application of creative skill and imagination through various media. This media encompasses a host of disciplines to describe various forms such as community art, public art, cultural art, fine art, liberal arts, visual arts, applied arts, performing arts and so on.

In considering the multiple forms and types of art, it is imperative that before embarking on 'art' projects, there is clarity of intent and purpose.

**Other Local Governments**

The Town of Vincent and Cities of Mandurah, South Perth and Joondalup, all have forms of 'art' policies and/or strategies. They are quite different and have unique focuses.

- Town of Vincent - Broad Arts Plan
- City of Mandurah - Broader Culture and Arts (as well as heritage) Strategy and Public Art Policy
- City of South Perth - Public Art Strategy and Policy (guided by a panel of artists)
- City of Joondalup - Visual Arts policy

The above array of Local Governments' 'Art' Plans/Strategies exemplifies the breadth of the subject of 'art' and highlights the need for clear articulation of the intent and purpose of actions associated with 'art' prior to commencement of any such project.

**Resources**

The cost to develop an 'Arts Plan' would be approximately \$50,000 - \$80,000 to cover consultant expenses. Additional resources to manage the plan and facilitate an Arts Advisory Group will depend on the type of plan that Council intends to implement. The local governments noted above have dedicated staff to oversee their art plans/strategies and the operational actions contained within them. As the City of Bayswater does not currently have a dedicated officer to do this work, costings will likely include that of an additional FTE.

**OFFICER COMMENT**

Officers propose that prior to investigating a final cost estimate for the development of an 'Arts Plan' and the ongoing costs to manage components of the plan and facilitate an Arts Advisory Group, that Council defines the intent of its proposed 'Arts Plan' and its expected outcomes. Pending Council's support for this motion, Officers would propose to explore these matters via a Councillor workshop in the first instance.

**LEGAL IMPLICATIONS**

Nil.

**POLICY IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Aspiration: We will provide responsible governance and be recognised for operating with integrity and delivering quality services.  
Outcome L1: Accountable and good governance.

**FINANCIAL IMPLICATIONS**

The estimated cost to engage a consultant to develop an 'Art Plan' is between \$50,000 and \$80,000. Ongoing costs to manage the plan and facilitate an Arts Advisory Committee is dependent on Council's decision on the intent of the Plan.

**VOTING REQUIREMENTS**

Simple Majority Required.

**POINT OF ORDER**

Cr Cornish raised a point of order in relation to clause 9.6 of the *City's Standing Orders Local Law 2013* regarding the order of call in debate. The Standing Orders require the mover to state the motion, the seconder to seconder the motion. The mover to speak, the seconder to speak followed by a speaker against and a speaker for the motion, alternating where possible.

The Mayor indicated that it was the presiding member's decision to call speakers.

Cr Radford replied that people do have the right to convince members they have the right - if they have something new to add they should be able to say it.

The meeting proceeded in accordance with the Standing Orders.

**COUNCIL RESOLUTION**

**That Council:**

- 1. As a part of the 2017 Corporate Business Plan review process, supports the inclusion of a new action to develop an Arts Plan (including the formation of an Arts Advisory Group) in the 2017-2021 Corporate Business Plan.**
- 2. Requests that Officers investigate a cost estimate for the development and ongoing management of an Arts Plan for Council consideration as a part of the 2017/18 budget process.**

**CR STEPHANIE COATES, DEPUTY MAYOR MOVED, CR JOHN RIFICI SECONDED**

**CARRIED: 5/4**

**FOR VOTE - Cr Barry McKenna, Mayor, Cr Stephanie Coates, Deputy Mayor, Cr John Rifici, Cr Dan Bull and Cr Catherine Ehrhardt.**

**AGAINST VOTE - Cr Alan Radford, Cr Chris Cornish, Cr Brent Fleeton and Cr Sally Palmer.**

**At 8:19pm, Cr Rifici withdrew from the meeting.**

**14.2 Cr Michelle Sutherland - Park and Ride Facility at Morley**

In accordance with clause 4.5(1) of the City of Bayswater's *Standing Orders Local Law 2013*, Cr Michelle Sutherland raised the following motion:

***"That Council requires the City to write to the State Government to progress the provision of a park and ride facility at Morley to service the Morley Bus Station."***

**MATERIAL FACTS**

In accordance with clause 4.5(7) of the City of Bayswater *Standing Orders Local Law 2013*, the (Acting) Chief Executive Officer may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law relevant to the notice of motion.

The Morley Bus Station is located centrally within the Morley Activity Centre and operates as a regional bus interchange servicing high frequency services for both the surrounding residential neighbourhoods and to and from the Perth CBD. The Public Transport Authority (PTA) has previously indicated that the Morley Bus Station is the busiest non-CBD bus-only facility in the network, catering for up to 12,000 passenger movements per day. Over half of its boarding's are transfers, with services feeding to the 950 service for journeys to Perth.

**OFFICER COMMENT**

Integration of the existing Morley Bus Station with surrounding development is a key objective of the City's Modified Morley Activity Centre Structure Plan (MACSP). It is considered that better integration of the bus station will encourage the use of more sustainable transport modes such as public transport and walking. The approved redevelopment of the Galleria Shopping Centre includes an upgrade of the Morley Bus Station to increase capacity and also improve integration between the station and the shopping centre. The development will improve existing pedestrian and cycling amenities, funding improved road infrastructure, and increase the total number of car bays on site. The development does not however propose park and ride facilities.

An exclusive park and ride facility is not currently provided at the Morley Bus Station, although it appears that parking may already be used as de-facto park and ride on nearby properties. It is also noted that the Modified MACSP proposes a general shift away from the use of private vehicles and that any park and ride facilities should ideally be located outside of main activity areas. This is intended to improve pedestrian and cycling safety, public transport efficiency and intersection operation within these activity areas. If a park and ride facility is provided, depending on its scale and nature, it should be accessed primarily via major approach roads to minimise the impact of commuter traffic on the operation of the internal road network.

The State Government's *Perth Transport Plan for 3.5 Million People and Beyond* (draft for public consultation) identifies two new underground rail routes that will service the Morley Activity Centre in the medium to long term. The proposed East Wanneroo Rail Link will service Morley and East Wanneroo, connecting to the Joondalup rail line to service the far northern suburbs. Stage 1 from the Perth CBD to Morley is proposed to be operational in the medium term when Perth's population reaches 2.7 million people. The proposed Stirling Murdoch Orbital Rail Link, a rail service connecting the activity centres of Murdoch, UWA/QEII, Stirling and Morley, is expected to serve the Morley Activity Centre in the longer term when Perth's population grows beyond 3.5 million people.

**LEGAL IMPLICATIONS**

Not applicable.

**POLICY IMPLICATIONS**

Nil.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2016-2026, the following applies:

Theme: Our Built Environment

Aspiration: We have a well-connected mix of business, residential and community areas, which are high quality and support our thriving community.

Outcome B1: Streetscapes which allow for community interaction in an urban environment.

Outcome B3: High quality built form.

Theme: The Local Economy

Aspiration: Our vibrant business hubs provide opportunities for business growth, community activity, learning and employment opportunities.

Outcome E4: Town Centres which are vibrant community meeting spaces.

**FINANCIAL IMPLICATIONS**

Nil.

**VOTING REQUIREMENTS**

Simple Majority required.

**ATTACHMENTS**

Nil.

*At 8:22pm, Cr Ehrhardt withdrew from the meeting.*

*At 8:22pm, Cr Rifici returned to the meeting.*

In accordance with Clause 4.5(8)(b) of the City of Bayswater *Standing Orders Local Law 2013* this item was deferred to the next Ordinary Council Meeting.

**COUNCIL RESOLUTION**

That this motion be deferred to the next Ordinary Council Meeting.

CR STEPHANIE COATES, DEPUTY MAYOR MOVED, CR CHRIS CORNISH SECONDED  
CARRIED UNANIMOUSLY

**14.3 Cr Dan Bull - Reporting of Conflict of Interest Statements**

In accordance with clause 4.5(1) of the City of Bayswater's *Standing Orders Local Law 2013*, In accordance with clause 4.5(1) of the City of Bayswater's *Standing Orders Local Law 2013*, Cr Dan Bull raised the following motion:

***"That Council requests the Acting Chief Executive Officer to publicly report on and provide all conflict of interest statements that are required to be received pursuant to the City's procurement policy - or reasons why the policy has not been complied with."***

**MATERIAL FACTS**

In accordance with clause 4.5(7) of the City of Bayswater *Standing Orders Local Law 2013*, the (Acting) Chief Executive Officer may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law relevant to the notice of motion.

It is a requirement under section 5.5 of the City's Code of ethics for employees to declare any conflict of interest in matters to be discussed at a Council or Committee meeting, and to declare in the annual Disclosure of Interest return any matters that may influence the outcome of a procurement-related decision.

The City of Bayswater Procurement Policy requires appropriate declarations of conflicts of interests for quotations received over \$1,000; potential contractors are also required to complete a conflict of interest declaration when submitting tender responses.

**OFFICER COMMENT**

It is rare to receive a Conflict of Interest declaration, and therefore these are dealt with on a case-by-case basis, with action taken depending on the type and degree of the conflict of interest being declared. The guiding principle in assessing the conflict is to ensure that there is sufficient separation between the person submitting a tender and the decision-making process for awarding of a contract.

For example, if a person submitting a tender declared that they were a relative or close family friend of an officer involved in awarding work under the contract, appropriate steps would be taken to ensure that the officer was sufficiently removed from the tender evaluation and was also permanently removed from the process of awarding any work under the resultant contract.

There are additional controls in the form of the requirements under regulation 11 of the *Local Government (Rules of Conduct) Regulations 2007* which requires elected members to declare an interest in any matter at Council or Committee meetings, and regulation 12 which deals more broadly with the requirements for declaring gifts, and prohibition of gifts where there are matters requiring Council discretion.

It is acknowledged however that the conflict of interest process relies on a person completing the declaration truthfully.

A separate report could be provided to Council in the event of any declared conflict of interest. The main challenge would be ensuring that the specific matters were kept confidential. Regulations 16 and 17 of the *(Functions and General) Regulations 1996* require that the tender submissions are to be kept confidential until they are opened, however the basic information (name of tenderer and contract value, or consideration) is to be included on the Tender Register which is in the public domain.



**LEGAL IMPLICATIONS**

The Conflict of Interest disclosure requirements are detailed in the Conditions of Tendering documentation and the expectation is that it will be submitted with the tender documentation. In the event that a person is discovered after the fact to have not completed a Conflict of Interest declaration truthfully, legal advice would have to be sought to determine if the particular circumstances were sufficient grounds to terminate for breach of contract.

**POLICY IMPLICATIONS**

The requirements for completing the Conflict of Interest declaration for procurement under the tender limit are prescribed in the City's Procurement Policy.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance  
Aspiration: We will provide responsible leadership and governance, and be recognised for operating with integrity and delivering quality services.  
Outcome L1: Accountable and good governance.

**FINANCIAL IMPLICATIONS**

Nil.

**VOTING REQUIREMENTS**

Simple Majority Required.

**COUNCIL RESOLUTION**

**That Council requests the Acting Chief Executive Officer to publicly report on and provide all conflict of interest statements that are required to be received pursuant to the City's procurement policy - or reasons why the policy has not been complied with.**

**CR DAN BULL MOVED, CR BRENT FLEETON SECONDED**

**CARRIED: 7/1**

**FOR VOTE - Cr Barry McKenna, Mayor, Cr Stephanie Coates, Deputy Mayor, Cr Alan Radford, Cr Chris Cornish, Cr Sally Palmer, Cr Dan Bull and Cr Brent Fleeton.**

**AGAINST VOTE - Cr John Rifici.**

**14.4 Cr Catherine Ehrhardt - Lightning Park Sustainability Centre Status Update**

In accordance with clause 4.5(1) of the City of Bayswater's *Standing Orders Local Law 2013*, Cr Catherine Ehrhardt raised the following motion:

***"That Council receives a report on the status update of the Lightning Swamp Sustainability Centre."***

This motion was raised at the OCM of 31 January 2017 and has been withdrawn by Cr Catherine Ehrhardt.

**14.5 Cr Sutherland - Morley Eagles Baseball Club**

In accordance with clause 4.5(1) of the City of Bayswater's *Standing Orders Local Law 2013*, Cr Michelle Sutherland raised the following motion:

***"That Council considers an allocation as part of the 2017-18 budget process towards the Morley Eagles Baseball Club."***

**MATERIAL FACTS**

In accordance with clause 4.5(7) of the City of Bayswater *Standing Orders Local Law 2013*, the (Acting) Chief Executive Officer may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law relevant to the notice of motion.

Matters raised for consideration in relation to the Morley Eagles Baseball Club at Crimea Park, include uneven paving to the verandah area and a request to upgrade existing toilet facilities within the club rooms.

**OFFICER COMMENT**

With respect to the uneven paving, City staff will arrange the removal of uneven concrete paving (trip hazard) which has been caused by tree roots. The tree causing the paving damage will be inspected by the City's Arborist and pruned as required to minimise further damage to the existing infrastructure. Following completion of the required pruning to the subject tree new concrete paving will be laid. These works are scheduled to commence on 13 February 2017.

Upgrading of the existing toilet facilities are not listed as a high priority on the City's Building Asset Management System (BuildingPAK), however internal painting of the area is proposed to be listed for consideration on the draft 2017-18 budget.

The indicative cost to upgrade the existing toilet facility within the main hall would cost in the vicinity of \$50,000 to \$60,000 which would include a total upgrade of existing fittings and fixtures as well as retiling of all walls and floors to both male and female toilets.

**LEGAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme:	Community
Aspiration:	A resilient community with a strong sense of purpose that is able to celebrate its diversity in numerous ways.
Outcome C1:	Facilities that offer a sense of community, that cater for a range of affordable services and social amenity.

**FINANCIAL IMPLICATIONS**

The financial implications are outlined above.

**VOTING REQUIREMENTS**

Simple Majority required.

In accordance with Clause 4.5(8)(b) of the City of Bayswater *Standing Orders Local Law 2013* this item was deferred to the next Ordinary Council Meeting.

**COUNCIL RESOLUTION**

That this motion be deferred to the next Ordinary Council Meeting.

CR STEPHANIE COATES, DEPUTY MAYOR MOVED, CR CHRIS CORNISH SECONDED  
CARRIED: 8/0

*At 8:27pm, Cr Ehrhardt returned to the meeting.*

**14.6 Cr Stephanie Coates - "Welcome To" Signs in Town Centres**

In accordance with clause 4.5(1) of the City of Bayswater's *Standing Orders Local Law 2013*, Cr Stephanie Coates raised the following motion:

***"That the City removes the "Welcome To..." signs in the town centres."***

**MATERIAL FACTS**

In accordance with clause 4.5(7) of the City of Bayswater *Standing Orders Local Law 2013*, the (Acting) Chief Executive Officer may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law relevant to the notice of motion.

The City introduced signs to welcome visitors in three of the City's town centres and in the Bayswater industrial area in the 2005-06 financial year.

Existing welcome signs are as follows:

- "Welcome to Maylands Shopping Precinct";
- "Welcome to Bayswater Village Shopping Precinct";
- "Welcome to Morley City Shopping Precinct" and;
- "Welcome to Bayswater Industrial Estate".

There are currently no welcome signs in the Noranda town centre.

A review of signage at the City's town centres identified the following number of "Welcome to..." signs:

- Bayswater: 5
- Maylands: 2
- Morley: 3
- Noranda: Nil

Also, two "Welcome to..." signs were identified in the Bayswater Industrial Area.

Many of the signs are in poor condition.

**OFFICER COMMENT**Existing Signage

Entry statement signage can serve an important function, demarcating busier, pedestrian friendly town centres from surrounding residential areas or more car dominated sections of roads leading into these centres. This sends a message to drivers to slow down and be aware of pedestrians and increased activity. Entry statements can also serve as an invitation to potential visitors and customers, encouraging them to stop and experience the range of offerings in a centre. Additionally, entry statements can serve a purpose in the branding of the town centres, both as part of a City and as unique places to visit within that City.

Currently, the signage may not be performing these roles adequately for the following reasons.

- Firstly, referring to the town centres as 'shopping precincts' is not ideal, as the centres typically include a far wider range of experiences and activities than those offered by a shopping centre. Planning for the centres typically involves a mixed use development component, including residences, and centres also include recreational facilities, libraries, transport hubs and places to socialise. Entry statements welcoming visitors to each town centre are considered more appropriate.

- Secondly, the signs do not stand out clearly from other City of Bayswater signage and may not be easily distinguishable for drivers passing at some speed. For example, Figure 3 shows another sign with similar appearance performing a different function - that of parking management.

#### Town Centre Workshops

Town Centre workshops are scheduled for March/April 2017, and it is possible that entry statement signs may arise as a point for discussion at these. Alternatively, the City could ask for community comment on these at the workshops. Should the community workshops highlight this, more detailed focus on place branding and marketing could be pursued in the future, incorporating entry statement signage amongst other elements.

#### **LEGAL IMPLICATIONS**

Not applicable.

#### **POLICY IMPLICATIONS**

Not applicable.

#### **STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme: The Local Economy

Aspiration: Our vibrant business hubs provide opportunities for business growth, community activity, learning and employment opportunities

Outcome E4: Town Centres which are vibrant community meeting spaces.

#### **FINANCIAL IMPLICATIONS**

Removal cost of "Welcome to..." signs is estimated at \$200 per sign.

#### **VOTING REQUIREMENTS**

Simple Majority required.

#### **COUNCIL RESOLUTION**

**That the City removes the "Welcome To..." signs in the town centres.**

**CR STEPHANIE COATES, DEPUTY MAYOR MOVED, CR JOHN RIFICI SECONDED  
CARRIED UNANIMOUSLY**

**14.7 Cr Cornish - Planning Data Searchable by PlanningAlert**

In accordance with clause 4.5(1) of the *City of Bayswater's Standing Orders Local Law 2013*, Cr Chris Cornish raised the following motion:

***"That the City of Bayswater publishes its planning data either in a machine readable format which is searchable by PlanningAlerts, or develops a 'web scraper' in order to present the City's planning data in a format PlanningAlerts can use".***

**MATERIAL FACTS**

In accordance with clause 4.5(7) of the *City of Bayswater Standing Orders Local Law 2013*, the (Acting) Chief Executive Officer may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law relevant to the notice of motion.

PlanningAlerts is a website which collates data from volunteering local and state authorities on development applications advertised to the public. Their service includes email alerts if a development application is advertised within the nearby vicinity of a particular address, and the ability to freely search addresses for information on development applications within a 2km radius.

There are two components to this project, the first is to extract the required data from the City's Property and Rating system and convert it into the format required by PlanningAlerts. The second component would be to enable the City of Bayswater website to provide the formatted data to PlanningAlerts, and would involve creation of a secure site and an automated task to upload the extracted data.

Review of the sample data file provided by PlanningAlerts makes it apparent that a major prerequisite to involvement in their service would be implementation of a property online tracking system such as eProperty.

The City is currently in the process of implementing the eProperty system as part of an existing capital works budget item and completion is currently estimated to be by the end of the 2016-17 financial year. Following completion of the eProperty system it is estimated that it would take a further four weeks to implement the necessary services to contribute to PlanningAlerts.

**OFFICER COMMENT**

The proposal to include the City's development applications on the PlanningAlerts website would allow residents within the City of Bayswater to be able to access advertised developments within close proximity to a particular location. Whilst the City does advertise a number of development applications through its Engage Bayswater website, it does not offer a subscription service to alert users when a development application is advertised.

Information which would be available on PlanningAlerts would be limited to the information provided via the City's Engage Bayswater website during the community consultation period. Given consultation is not undertaken for all development applications, the service could not serve as a reliable indicator of all development occurring within the City.

Staff resources would need to be allocated to collaborate on implementing and managing the project, specifically with regard to the criteria (and business rules) regarding development applications to be identified when generating the data to be provided. It is considered that once established the service would be automated with minimal maintenance required.

**LEGAL IMPLICATIONS**

Not applicable.

**POLICY IMPLICATIONS**

Not applicable.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater's Strategic Community Plan 2016-2026, the following applies:

Theme: Leadership and Governance  
Aspiration: We will provide responsible governance and be recognised for operating with integrity and delivering quality services.  
Outcome L3: An engaged and informed community.

**FINANCIAL IMPLICATIONS**

Implementing the necessary services to contribute to PlanningAlerts would include the following estimated costs:

<b>Item</b>	<b>Cost</b>
Consultant to create application to extract information from the City's systems	\$3,600
Creation of a secure site	\$500
Creation of automated task to upload extracted data	\$500
<b>Total</b>	<b>\$4,600</b>

Once in operation maintenance costs to provide the services are considered negligible. There is currently no fund allocated specifically for this project in the 2016-17 budget.

**VOTING REQUIREMENTS**

Simple Majority Required.

**COUNCIL RESOLUTION**

**That the City of Bayswater publishes its planning data either in a machine readable format which is searchable by PlanningAlerts, or develops a 'web scraper' in order to present the City's planning data in a format PlanningAlerts can use.**

**CR CHRIS CORNISH MOVED, CR DAN BULL SECONDED**

**CARRIED UNANIMOUSLY**



**15. NOTICE OF MOTION FOR CONSIDERATION AT THE FOLLOWING MEETING IF GIVEN DURING THE MEETING**

**15.1 Cr Stephanie Coates - Signage Audit Report**

*"That Council prepares a "signage audit" report to a Council Workshop by August 2017, focussing on the major thoroughfares, with justification as to whether specific signs are required or not. The report is also to include a review of parking signs, with a view to consider using paint on the road instead of signposts where feasible. The report is to outline any areas where parking signs are over-supplied above the requirements outlined in the Australian Standards."*

**16. MAYORS REPORT**

To advise on the meetings and functions attended by the Mayor during the period 1 February 2016 to 28 February 2017.

*At 8:42pm, Cr Cornish returned to the meeting.*

<b>Date</b>	<b>Meeting / Event</b>
1 February 2017	• Community Drop In Session - Meltham Station Precinct Structure Plan
1 February 2017	• Rally Skippers Row - No Houses in Wetlands
4 February 2017	• Moonlight Markets & Family Sundowner, Grand Prom Reserve, Bedford
9 February 2017	• Meltham Station Precinct Structure Plan Public Meeting
11 February 2017	• Buddha's Light International WA - Chinese New Year
15 February 2017	• Citizenship
24 February 2017	• Interview Today Tonight - Mosquito Patrol Unit
25 February 2017	• Baysie Rollers Movie Night - Halliday Park

**17. AFFIXING OF COMMON SEAL****17.1 Ratification for Affixing of the Common Seal**

Ratification is sought for affixing of the common seal to the following documents:

Document Details	No. of Documents	Council Resolution
Scheme Amendment No 61 to TPS 24 (Morley Activity Centre Structure Plan)	3	OCM: 6/12/2016 Item 10.12
Repeal of TPS 23	3	

**CR BRENT FLEETON MOVED, CR JOHN RIFICI SECONDED**

**CARRIED UNANIMOUSLY**

**17.2 Approval for Affixing of the Common Seal**

Approval is sought for affixing of the common seal to the following documents:

Nil.

**CR BRENT FLEETON MOVED, CR JOHN RIFICI SECONDED**

**CARRIED UNANIMOUSLY**

**18. DISCUSSION OF MATTERS BEHIND CLOSED DOORS**

**18.1 Planning and Development Services Committee**

Nil.

**18.2 Community, Technical, Finance & Corporate Services Committee**

Nil.

**18.3 Reports of Management/Advisory Committees**

Nil.

**18.3 Reports of Management/Advisory Committees**

Nil.

**19. CLOSURE**

There being no further business to discuss, the Mayor, Cr Barry McKenna declared the meeting closed at 8:45pm.