

Minutes

ORDINARY COUNCIL MEETING

25 February 2020

By signing these minutes I certify that they were confirmed at the Ordinary Meeting of Council held on 10 March 2020 by resolution of Council.

CR DAN BULL, MAYOR
CHAIRPERSON



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MINUTES

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, 25 February 2020**.

1. OFFICIAL OPENING

The Chairperson, Cr Dan Bull, Mayor, declared the meeting open at 6:32pm.

2. ACKNOWLEDGEMENT OF COUNTRY

In accordance with the City of Bayswater's Reflect Reconciliation Action Plan November 2019-November 2020, the Presiding Member will deliver the Acknowledgement of Country.

Noongar Language

Ngalla City of Bayswater kaatanginy baalapa Noongar Boodja baaranginy, Whadjuk moort Noongar moort, boordiar's koora koora, boordiar's ye yay ba boordiar's boordawyn wah.

English Language Interpretation

We acknowledge the Traditional Custodians of the Land, the Wadjuk people of the Noongar Nation, and pay our respects to Elders past, present and emerging.

The Chairperson, Cr Dan Bull, Mayor, acknowledged the Traditional Custodians of the land, the Whadjuk people of the Noongar nation, and paid respects to Elders past, present and emerging.

3. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

Nil.

4. ATTENDANCE

Members

West Ward

Cr Dan Bull, Mayor (Chairperson)
Cr Lorna Clarke
Cr Giorgia Johnson

Central Ward

Cr Barry McKenna
Cr Steven Ostaszewskyj
Cr Sally Palmer

North Ward

Cr Stephanie Gray
Cr Filomena Piffaretti, Deputy Mayor
Cr Michelle Sutherland

South WardCr Catherine Ehrhardt (*Until 7:36pm*)

Cr Elli Petersen-Pik

Officers

Mr Andrew Brien	Chief Executive Officer
Mr Doug Pearson	Director Works and Infrastructure
Mr Des Abel	Director Community and Development
Mr David Nicholson	Director Corporate and Strategy
Ms Cassandra Flanigan	Executive Support/Research Officer
Ms Jelena Misic	Mayor and Council Support Officer

Observers

Press - 1

Public - 20

Leave of Absence**4.1 Apologies**

Nil

4.2 Approved Leave of Absence

Councillor	Date of Leave	Approved by Council
Cr Lorna Clarke	19 to 22 March 2020	Ordinary Council Meeting 11 February 2020

4.3 Applications for Leave of Absence**COUNCIL RESOLUTION**

That Leave of Absence be granted as follows:

Cr Steven Ostaszewskyj from 12 April 2020 to 29 April 2020 inclusive; and

Cr Barry McKenna from 12 April 2020 to 24 April 2020 inclusive;

CR FILOMENA PIFFARETTI, DEPUTY MAYOR MOVED, CR ELLI PETERSEN-PIK
SECONDED

CARRIED UNANIMOUSLY: 11/0

5. DISCLOSURE OF INTEREST SUMMARY

In accordance with section 5.65 of the *Local Government Act 1995*:

A member who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest -

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

The following disclosures of interest were made at the meeting:

Name	Item No.	Type of Interest	Nature of Interest
<i>Cr Steven Ostaszewskyj</i>	<i>10.3.1</i>	<i>Impartial</i>	<i>Chisholm Catholic College is mentioned. I am President of Chisholm Catholic College Alumni Association.</i>
<i>Cr Lorna Clarke</i>	<i>10.5.2.1</i>	<i>Financial</i>	<i>My house is listed on the Municipal Inventory of Heritage Places.</i>
	<i>10.5.3.3</i>	<i>Impartial</i>	<i>Member of Bayswater Bowling and Recreation Club.</i>
<i>Cr Catherine Ehrhardt</i>	<i>10.5.2.1</i>	<i>Financial</i>	<i>I co-own a property that is listed on the Municipal Heritage Inventory.</i>
<i>Cr Giorgia Johnson</i>	<i>10.4.6</i>	<i>Financial</i>	<i>My daughter is employed at Bayswater Waves.</i>
	<i>10.5.3.3*</i>	<i>Impartial</i>	<i>I'm a social member of the Bayswater Bowling and Recreation Club, mentioned in the report.</i>
<i>Cr Michelle Sutherland</i>	<i>10.4.3</i>	<i>Impartial</i>	<i>I am a member of the Bayswater Child Care Association Committee.</i>
<i>Cr Barry McKenna</i>	<i>10.2.2</i>	<i>Financial</i>	<i>I am Chair of Bayswater Community Financial Services (Bendigo Bank) and money is invested by the Council with the bank.</i>
	<i>10.5.2.1</i>	<i>Financial</i>	<i>I am Chair of Bayswater Community Financial Services (BCFS) who lease the Bayswater Post Office in King William Street and own 83 Whatley Crescent, Bayswater.</i>
<i>Cr Stephanie Gray</i>	<i>10.4.3</i>	<i>Impartial</i>	<i>I am a member of the Bayswater Child Care Association Committee.</i>
<i>Cr Filomena Piffaretti, Deputy Mayor</i>	<i>10.3.1</i>	<i>Impartial</i>	<i>Camboon Primary School and Hampton Park Primary School are both listed in the report and I am on the board for both of those schools.</i>
<i>Cr Sally Palmer</i>	<i>10.4.3</i>	<i>Impartial</i>	<i>I am Chair of Bayswater Child Care Association Committee which is voluntary as Councillor.</i>
<i>Cr Dan Bull, Mayor</i>	<i>10.2.1</i>	<i>Impartial</i>	<i>Bedford Bowling Club is in the report. I am a social member.</i>
	<i>10.3.1</i>	<i>Impartial</i>	<i>My children go to St Columba's Primary School and I am on the board of the Bayswater Primary School School Council; Hillcrest Primary School School Council; and Durham Road</i>

			<i>School School Board.</i>
	11.1*	<i>Impartial</i>	<i>I am on the school board of Durham Road School.</i>
<i>Cr Elli Petersen-Pik</i>	10.2.5*	<i>Impartial</i>	<i>I work for the Department of Communities, which is briefly mentioned in the report (referred to as the "Department of Housing").</i>

* Cr Giorgia Johnson, Cr Dan Bull, Mayor, and Cr Elli Petersen-Pik only declared their interest in the items during debate on the respective matters, prior to voting.

6. PUBLIC QUESTION TIME

In accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the *City of Bayswater Standing Orders Local Law 2018* the following procedures relate to public question time:

1. A member of the public who raises a question during question time, is to state his or her name and address.
2. Each member of the public with a question is entitled to ask up to 3 questions.
3. The minimum time to be allocated for public question time is 15 minutes.
4. Questions from the public must relate to a matter affecting the local government. Questions relating to matters of business listed on the minutes will be considered in the first instance, followed by questions relating to Council business not listed on the minutes.
5. 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.
6. Where a question is taken on notice at the meeting, a summary of the response to the question will be provided in writing to the member of public and included in the minutes for the following meeting.

6.1 Responses to Public Questions Taken on Notice at the Ordinary Council Meeting of 11 February 2020.

Mr David Dyke - 1/8 View Street, Maylands

Question 2

Is the city going to review and enforce cat registration to ensure the safety of our native species?

Answer 2

The City actively undertakes activities to ensure cats are registered in compliance with the requirements of the *Cat Act 2011*.

The *Cat Act 2011* does not currently legislate for the confinement of cats to properties and therefore the City is unable to undertake compliance or enforcement activities in relation to cats wandering at large. This however may change if amendments to the Act are introduced as the

result of a recent statutory review of the *Cat Act 2011*, undertaken by the State Government which was tabled in the WA State Parliament on 27 November 2019 and is pending an outcome.

The report recommends legislative amendment, including confinement/curfew of cats to be implemented State-wide. This will provide the City with greater authority to protect the safety of native species.

Question 3

Will the City enforce the covenant of all regulations pertaining to cats on the Peninsula?

The reason I put forward these two questions is, you are probably aware I do capture frog calls for the frog ID program from Gobba Lake right through to Banks Reserve. The other night the scream of a frog going down a cat's mouth was excruciating. I've seen all sorts of cats in every part from those areas and they are catching birds and all sorts of things. So I ask both of those questions - what can the Council do

Answer 3

The City does currently, and will continue to undertake education, compliance and enforcement within the legislative framework of the *Cat Act 2011*, the City of Bayswater Keeping and Control of Cats Local Law 2016 and any other relevant legislation.

Mr Laurence Butler - 20 Langley Road, Bayswater

Question 1

Why wasn't my second question of 28 January 2020 answered? The statement given has no relation to the question asked. I ask for an answer addressing the original question and correcting the question on line 9 in the answer I got - it does not say anything in that condition. The answer I was given was just relating to the verge. I haven't said anything about the verge in my question. The verge is doing good, I even said that at the last meeting, but everything here in the answer relates to the verge, nothing to do with the drainage from the adjoining property, where you can actually see where water has run through already.

Answer 1

The City's Manager Development Approvals, Coordinator Statutory Building and Planning Officer attended 20 Langley Road, Bayswater on 12 February 2020 to further clarify with you the location of concern in relation to a potentially inadequate stormwater disposal system located on 22 Langley Road.

At that site meeting you confirmed that the area of concern related to the entire length of 20 Langley Road's north east boundary adjacent to 22 Langley Road. In particular, concerns were raised due to the use of a hand held hose which was causing water to enter your property through the fence, which in your opinion was due to insufficient grading of the paving located at 22 Langley Road and that there is concern, that during a large amount of rainfall the area along the boundary would not be adequate to contain such stormwater within 22 Langley Road.

It was observed on site that the current weather conditions are very dry and that there was no evidence of stormwater egress onto 20 Langley Road. The City is therefore of the opinion at this time that no further action is required by the owners of 22 Langley Road to address your concerns. Should the City however be provided with satisfactory evidence to suggest that the stormwater disposal system at 22 Langley Road is insufficient the matter will be further investigated.

Mr Harvey Tonkin – harveyt@iinet.net.au

Question 1

What is the penalty if you haven't renewed your pet licence on time and is the penalty under the animal act (dog act) or is it a Council penalty?

Answer 1

Section 7(1) of the *Dog Act 1976* states:

“Subject to subsections (1a) and (3), if a dog is not registered under this Act or the law of another State or Territory each of the following persons commits an offence:

- (a) The owner of the dog;*
- (b) If the dog is ordinarily permitted to live in or at premises in Western Australia, the occupier of the premises.*

Penalty:

- (a) For an offence relating to a dangerous dog, a fine of \$10,000;*
- (b) For an offence relating to a dog other than a dangerous dog, a fine of \$5,000.”*

Section 45A of the Act and Regulations 34 and 35 of the *Dog Regulations 2013* enable modified penalties to be applied for offences that can be dealt with by way of infringement notice, which includes dog registration offences.

Regulation 33 sets out the modified penalty for unregistered dogs is a fine of \$400 where the dog is a dangerous dog and \$200 for dogs other than dangerous dogs.

The *Dog Act 1976* is state legislation.

Question 2

Can I make a general comment in regards to that? I was speaking to someone who is being charged a penalty of \$5,000, because they hadn't renewed their animal's licence. It brought up the hairs on the back of my neck. I thought that sounds a bit extreme, so I wondered whether it is a State Government or a Local Government penalty.

Answer 2

In instances such as continued non-compliance or where matters are deemed too serious to proceed by way of infringement notice, the City can commence prosecutions in the Magistrates Court for matters that would ordinarily result in a modified penalty. Recipients of infringement notices can also request to have matters heard by a Magistrate and this generally occurs when the recipient disputes the facts and elects for the matter to proceed to trial.

Penalties imposed in a Magistrates Court are at the discretion of the presiding Magistrate, who makes decisions based on facts relevant to individual cases, legislative obligations and sentencing principles.

Mr Harry Bouzidis - 21 Parkinson Street, Noranda

Question 1

Last year the City of Bayswater sought public opinion on two items that are of interest to me - the dog exercise areas in various parks and the building of stages on reserves. I was wondering, has that progressed at all?

Answer 1

With respect to location of a permanent event stage within the City, please be advised that Council at its Ordinary Meeting of 3 December 2019 considered the matter and resolved as follows:

That Council request officers to:

- 1. Further investigate the feasibility of one small permanent event stage to be located at either Robert Thompson Reserve, Noranda; Riverside Gardens, Bayswater; Houghton Park; or The Rise, Maylands.*
- 2. Explore funding opportunities for a permanent stage through a grant (ie Lotterywest, Healthways) or corporate business sponsorship, with stage naming rights as an option as part of the funding package.*
- 3. Bring a report to a Council Workshop in April 2020 for further discussion."*

In accordance with the above, Councillors will discuss the matter further at the Concept Forum to be held on 14 April 2020.

A review of the City's dog exercise areas was undertaken and finalised by way of Council resolution made at the Ordinary Council Meeting on 29 January 2019.

A public notice was subsequently published in accordance with the *Dog Act 1976* providing notification of the outcomes and updated information paced on the City's website.

A component of the Council resolution was for the City to undertake community consultation to identify the community's preferred location for an enclosed dog park. This community consultation was undertaken by way of a community survey which was conducted in November/December 2019.

A report outlining the results of the survey is currently being prepared and is scheduled to be presented to Council at an Ordinary Council Meeting in March 2020.

Question 2

Would the directors please keep me up to date if it progresses?

Answer 2

Following Council's consideration of the report on enclosed dog park survey, the results of all participants of the survey and parties who provided submissions will be advised of progress via email or post.

In addition the City will keep residents appraised of further progress by a variety of means, including media and social media updates, notices and personal communication, where appropriate.

6.2 Public Question Time

Public Question Time commenced at 6:39pm.

The following questions were submitted verbally:

Mr Greg Da Rui – business and property owner of 1 King William Street, Bayswater

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

As a local business owner in Bayswater and Maylands, it has become clear that no businesses or local residents in these town centres were consulted in relation to the proposal to develop heritage areas. Many, until we spoke to them, were completely unaware, they're unhappy about the whole proposal. Can you please advise why this consultation was not done before it was proposed to establish such areas and why have they not received a letter advising them of the proposal?

Answer 1

Mr Des Abel, Director Community and Development advised that, with regards to the heritage area for the Bayswater Town Centre, the intention was there will be a planning policy and design guidelines which will fine tune exactly which properties within the Town Centre will be within the heritage area. The intention was for that policy to be advertised to consult with the businesses and property owners to get their feedback on that particular policy. So, the listing in the Heritage Survey is more of a reference, it is quite general, but there will be opportunities, through the preparation of a planning policy to do with the heritage area, to fine tune which properties will actually be in the heritage area.

Mr Gerry Maio, President of Bayswater City Soccer Club – corner Garrett Road and Whatley Crescent, Bayswater

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

When I got a phone call late this afternoon telling me that this sort of situation was happening, I just couldn't believe it. I hear that it's only about a façade or something else. For me, it's just ridiculous. The most important thing for me was the secrecy of not telling us and not warning us what this Council's intentions were. For me, I feel very disappointed and very disrespected. Why was I not consulted?

Answer 1

Mr Des Abel, Director Community and Development advised that it is his understanding that the City did consult with owners of properties that are on the Municipal Inventory. The question would be taken on notice and a written response provided.

Mr Dominic Monteleone – 130 Guildford Road, Maylands

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

Can you please advise if any Councillors were responsible for listing properties for inclusion in the MHI or for suggesting a change in their classification? If so, who did and what consultation was undertaken with these property owners before this occurred?

Answer 1

Cr Dan Bull, Mayor advised that he didn't, and he did not know if any other councillors had. There were some Councillors who had financial interests who wouldn't be able to take that question.

Mr Des Abel, Director Community and Development advised that he was not aware of any, and the question would be taken on notice and a written response provided.

Cr Elli Petersen-Pik advised that several years ago there was a discussion by the Maylands Residents and Ratepayers Association (MRRA) about the whole heritage review – that was at the start of the heritage review, long before he became a Councillor. There was discussion between the members, and he thought the MRRA provided a submission suggesting that some properties will be recognised as part of the review and he thought Mr Monteleone's property was one of them. So this was something that the groups discussed as part of the whole review.

Cr Filomena Piffaretti, Deputy Mayor, Cr Stephanie Gray, Cr Sally Palmer, Cr Steven Ostaszewskyj, and Cr Michelle Sutherland all advised that they did not have anything to do with listing or suggesting any properties on the register.

Question 1A

There is a second part to that question: what consultation was undertaken with these property owners before this occurred?

Answer 1A

Cr Dan Bull, Mayor advised that no Councillors actually said that they nominated a property.

Cr Elli Petersen-Pik advised that all of the Councillors received an email only today telling them that the Maylands Historical Society, who are responsible for protecting heritage in the Maylands area, had had a discussion again about several properties and one of the properties that they nominated was Mr Monteleone's property. He was not aware of the date when Mr Monteleone's property was nominated, however, advised that Mr Monteleone could approach the Maylands Historical Society and ask them for that background information.

Question 1B

So in all that time no one contacted me about it and I am the landowner? Landowners are supposed to be contacted, it's part of the things that need to be done to make sure this process is done correctly.

Answer 1B

Cr Dan Bull, Mayor advised that the Councillors had addressed Mr Monteleone's question.

Mr Keith Clements – 8 Veitch Street, Bayswater – Respect Bayswater’s Heritage Heart

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

Over five years ago, we collected in excess of 600 signatures, that have been tabled at Council, supporting heritage in the Bayswater Town Centre. We thank our local Member and MLA, Lisa Baker, for supporting our campaign back then. Our supporters have not gone away. We represent a groundswell of public opinion for the need to plan for community and not just developers. This sentiment is not limited to Bayswater but is widely published in the media. It is set to be a hot election issue for this state. We ask the Council stand by its determination to create a local heritage survey for Bayswater Town Centre by ensuring Development WA continue with design guidelines for the area and this way Council can truly convey the authentic voice of the Bayswater community. My questions tonight are, have Councillors seen any evidence that shows a heritage area has a negative impact on the vibrancy of the area?

Answer 1

Cr Dan Bull, Mayor advised that would be for each Councillor to respond to, and they had heard that question.

Mr Clements stated that they would say the opposite. Many shopping hotspots have worked with the heritage to make places interesting and approachable.

Question 2

Would Councillors agree that the local heritage survey will serve as an important document to help Development WA understand the significance of heritage to our community in the area they will be taking over?

Answer 2

Cr Dan Bull, Mayor advised that the Council had heard the sentiment of that question, and it was hard for every Councillor to answer.

Mr Andrew Watt – 5 Grafton Road, Bayswater

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

Are you aware that that petition was not in relation to heritage, it was in relation to the proposed development at 9/11 King William Street? Are Councillors aware of that? I’ll move on.

With the MHI, big supporter of heritage properties that are in a rated as significantly heritage, it is common practice for property owners to be offered the opportunity for the heritage consultants and also the Council officers to do a physical onsite inspection of each property to enable the owner to discuss the proposed listing and to show the condition of the property both internally and externally. This is common practice in other local governments as generally built into the scope of the consultant. Why did the City not enable our rate payers this same opportunity?

Answer 1

Mr Des Abel, Director Community and Development advised that other local governments that have reviewed their MIs, and similar to the City of Bayswater’s, which is not to do individual detailed assessments of each place. So, it was not uncommon for local governments to do their reviews of the MI similar to which the City’s consultants did it.

Mr Craig Mariano – 19 Station Street, Bayswater

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

Is Council aware that in relation to the proposed heritage area for Bayswater, that of those who commented on the proposed designations of the heritage area for Bayswater, 97 percent – that's 35 submissions – objected to the proposed heritage area, of which 12 to 35 percent had general support for heritage protection on individual properties only, not for a heritage area? Secondly, three percent – that's one submission – supported a heritage area – that's one person. If so, could you please explain how Council considered such overwhelming feedback in making its decisions?

Answer 1

Cr Dan Bull, Mayor advised that, in terms of those statistics, they were highlighted in the deputations and also in emails. So he suspected Councillors were aware of those statistics. In terms of the different elements of information that Councillors consider when they're making that decision, no doubt Councillors would touch on that in the debate that evening. Hopefully that would help to give some insight into how the different elements impacted.

Mr Mariano stated that it was fair to say that the majority of decisions came one way; quite a big margin.

Ms Simone O'Reilly – 12 Grafton Road, Bayswater

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

It appears that the Committee that was appointed to work on the review of the MHI was directly appointed by the Council. Is this the case?

Answer 1

Cr Dan Bull, Mayor advised that yes, members of the Committee were appointed in accordance with the *Local Government Act 1995* at a Council meeting after the election in October 2019.

Question 2

If so, why was this approach taken, rather than seek expressions of interest from other community members, businesses and property owners to be members of this Committee to ensure a balanced representation?

Answer 2

Mr Des Abel, Director Community and Development advised that the membership is consistent to previous committees.

Mr Wes Hawkins – 40 Milne Street, Bayswater

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

Can Council please explain who proposed the establishment of heritage protection areas over Bayswater and Maylands when there is no detail in the report of their being community impetus for this to occur and overwhelming community feedback is against it. So where did it come from?

Answer 1

Mr Des Abel, Director Community and Development advised that as a result of an Annual General Meeting of Electors (AGM) motion, which was subsequently moved by Council in January 2018, was for Council to consider heritage areas in Maylands and Bayswater and Meltham as part of the review of the Municipal Heritage Inventory.

Question 1A

But what was it actually based on? Was there some sort of community impetus to inform that?

Answer 1A

Cr Dan Bull, Mayor advised that the answer that the Director provided was that it was as a consequence of a resolution from a previous AGM of Electors.

Ms Linda Slater – 20 Burnside Street, Bayswater

Item 10.5.2.1 – Review of Municipal Inventory of Heritage PlacesQuestion 1

In the review of the Municipal Inventory of Heritage Places, and in regard to the Bayswater Town Centre Heritage Protection Area, you made a blanket response (and I call it 'blanket' because you repeated it 22 times) that there is a misconception. There is also a misconception that designation of a heritage area would prohibit development. The word 'prohibit' was never used in any of the submissions, and any synonym not ever in its absolute. However, submissions did use words such as 'kill off potential', 'will affect redevelopments', 'stifle development', 'high level of risk of developers', 'sends the wrong message', 'impact the desirability for development', 'major obstacle for redevelopment', 'negative impact on the revitalisation', 'deter potential investors', 'likely affect future development and revitalisation of the area', 'stymie attempt to revitalise', 'impede or prevent further barriers', 'additional red tape', 'stifle good design outcomes with unnecessary restriction'. The word 'prohibit' was never used. The economic health of a town centre relies on the commercial rental market, which relies on the expectation of stakeholders and if the submissions are anything to go by, the stakeholders have seen the creation of a heritage protection area in a very poor light. Because it revolves around the economic life of the town, which was the focal point of the submissions, as well as good design outcomes; not whether a building can be demolished or altered or have additions, as your response was pointed towards.

So I ask, what professional economic advice did you, the Council, seek to so assuredly make you think that the economic life of this town will not be affected by your proposal?

Answer 1

Mr Des Abel, Director Community and Development advised that the City did not get any specialised economic advice, but from a planning point of view, the officers do think that you can strike a balance between conservation of heritage places and development.

Question 1A

But not professional advice outside of the Bayswater Town Centre, out of your own offices?

Answer 1A

Cr Dan Bull, Mayor thanked Ms Slater for her question.

Question 2

In the AGM motion of 2017, did that go to Council and was it voted upon?

Answer 2

Mr Des Abel, Director Community and Development advised that it would have been – all AGM motions do go to Council so it would have been in January 2018.

Question 2A

So was it voted on by Council?

Answer 2A

Mr Des Abel, Director Community and Development advised that it would have been.

Question 2B

Was it passed?

Mr Des Abel, Director Community and Development advised that he did not have the Minutes with him and that the question would be taken on notice and a written response provided.

Mr Josh Eveson – 400 Guildford Road, Bayswater

Item 10.5.2.1 – Review of Municipal Inventory of Heritage Places

Question 1

How many questions have been taken on notice by the Director on the item that's being discussed and voted on tonight?

Answer 1

Mr Des Abel, Director Community and Development advised that his notes said there were three questions taken on notice.

Question 2

It appears that the MHI review commenced in 2016. With so much time passing, why were property owners only given a few weeks to provide a submission regarding a proposal to heritage list their properties, and why were they not properly consulted regarding proposed heritage listings during this time, 2016 to 2020?

Answer 2

Mr Des Abel, Director Community and Development advised that, as mentioned by one of the officers at the Agenda Review Forum, there was consultation taken with owners of individual properties.

Question 3

So at the moment there is an Engage request to involve in the Strategic Community Plan. So I've been reading through that and it's quite clear that the community feedback, it's not mentioned in that Strategic Plan, the current one, or the engagement policy or any strategy documents and it's clear that community feedback is primarily to Council's decision making. The engagement strategy has a large section on how the Council will apply the International Association for Public Participation, that's IAP number 2 core principles. Here is just one of the core values that is being ignored: '*public participation includes the promise that the public's contribution will influence the decision*'. So can you please advise how the recommendation to support the formation of a heritage area in Bayswater is consistent with Council's community engagement policy and engagement strategy when 97 percent of submissions regarding this matter are opposed to it?

Answer 3

Cr Dan Bull, Mayor advised that he thought the Director answered that question before, there was a similar question about consultation and he said that consultation would come, where that the item in the survey is for information purposes only and that there would be consultation when the policy that is required under the *Planning and Development Act 2005* was put together.

The following question was submitted in writing and read out by the Chairperson, Cr Dan Bull, Mayor:

Mr Ken Belcher – 53 Broadway, Embleton

Question 1

A safety problem has arisen in Embleton Avenue near the junction of Broadway in Embleton, where vehicles are parking on the verge, making it hard to see what, if any, traffic is approaching until you drive out into the middle of the road to see it. What is the City going to do about it?

Answer 1

Mr Des Abel, Director Community and Development advised that the question would be taken on notice and a written response provided.

The following questions were submitted verbally:

Mr Arthur Hinds – 40 Bassendean Road, Bayswater

Question 1

Is the Council aware of where the sanitary dumping grounds were in the City of Bayswater?

Answer 1

Mr Des Abel, Director Community and Development advised that the City has a record of where there are previously known contamination sites in the City of Bayswater.

Question 2

I have an excerpt from the Commercial Newspaper dated 1885, the heading is, ‘The State of Affairs at Bayswater’:

‘The depot is situated at Bayswater five miles from Perth, on the banks of the Swan River. When the sanitary carts have finished their work in the city [this is the City of Perth], they ship the pans, which are closed with an air tight lid, on to a steam barge by which means they are taken to Bayswater, a distance of nine miles by the river. On arrival there, they are placed on a truck run upon a rickety wooden tramway and conveyed to the depot about 200 yards from the water’s edge at from 80 to 100 pans at a time. [Working on the population of Perth, they were doing about 4,000 pans a week]. Another serious question now presents itself [the Chief Health Inspector said]. Where do the liquids go? [This is in Bayswater]. With the solids they are dumped in trenches and eventually covered up. There must, therefore, be soakage through the sandy soil. The general opinion is that it finds its way into the river and this opinion has the concurrence of one of the highest authorities. If such is the case, the outlook is an alarming one.’

This is 1885 and the Chief Health Inspector’s name for the City of Perth at that time in 1885 was Mr W. Traylen. And we all know where Traylen Road is, and we all know at the end of Traylen Road was the sanitary dump in 1885.

Is the City of Bayswater health department aware of the now closed sanitary tip near the corner of John Street and White Street in the Bayswater Industrial Area?

Answer 2

Mr Des Abel, Director Community and Development advised that the question would be taken on notice and a written response provided.

Question 3

After the sanitary site in Traylen Road closed, the Bayswater Road Board opened a new sanitary dump and rubbish tip together in the area of John and White Streets in the Bayswater Industrial Area. It operated from between 1910 to 1960, some 50 years. So for 50 years all the sanitary waste collected on night carts was dumped on that spot. As kids, I played in the bush and went there several times. You could smell it from hundreds and hundreds of yards away depending on the wind, because at that time the road stopped near Beechboro Road, coming out to Collier Road wasn't there, and all that area was bush. In anyone's terms, this was an ecological disaster, no one knows how many tonnes and tonnes and tonnes of sanitary waste was dumped in the bush.

Will the City of Bayswater or health department officer be able to tell me how many unsewered properties are there in the Bayswater Industrial Area west of Tonkin Highway?

Answer 3

Mr Des Abel, Director Community and Development advised that the question would be taken on notice and a written response provided.

Question 3A

Now in that sheet you have, the yellow area, are all the unsewered property areas in the Industrial Bayswater Estate. You don't know how many properties, I have a rough idea. There are 330 properties in the unsewered area on the Bayswater Industrial Estate. There are 1,200 small businesses – the Shire didn't know that. There are an estimated 3,000 workers – the Shire doesn't know that. Most Shires know that, it's common sense and they should know these sort of things. Estimated area of unsewered property is 133 hectares – they don't know that either. Now this 133 hectares of unsewered property, the Water Corp has told me and they have designed it, 0.295 litres a second is what is required to service this area. That is their model, the Water Corp's design model for the Bayswater Industrial Area – this is important to you – is that they say, right now, 3.3 million litres of septic water a day is pouring into the ground water. One and a half Olympic swimming pools right now is pouring into the ground water. Go to the corner of Railway Parade and Clavering Road to the open drain that runs into the river and smell the effluent in the water. It was the Bayswater creek when I was a child and we caught gilgies and played in the crystal clear water. As a ratepayer for over 55 years and having shit in the ground for over 55 years, along with 3,000 other Bayswater residents, the Council has failed as a Council. The Council, you should be ashamed of yourself. Look your kids in the eyes and tell them, we have failed because I can't take my children to the river, I can't take my grandkids to catch a crab, I can't take them to catch a fish, because the river is polluted, there's health warnings up and down the river, and I have lost my beneficial use of the river. How will you fix this, will you spin it away, will you handball it to the state government? Of course you will. Don't say you don't know about it, because it's going to make you look very, very stupid. This is Bayswater, this is not Bangladesh and this is 2020, not 1820. London had a sewer in 1866. We are in 2020 and we are still shitting in the ground. Bayswater has been dumping shit in the river for 135 years. Do something about it.

Answer 3A

Cr Dan Bull, Mayor asked that when Mr Hinds handed in his sheet with his questions on it, could he please put his contact details on there, so the City was able to contact him. Mayor Bull stated that he wanted to meet with Mr Hinds to discuss this matter.

Mr Steven Lavell – business owner of 49 Eighth Avenue, Maylands (Henry On Eighth)

Question 1

We have an apartment adjacent to our building on Eighth Avenue which is currently being used by our neighbouring business. We want to use it too to serve food and drinks on it. The City of Bayswater gave us a letter of support in October 2019. I'm here tonight because we have hit another roadblock. It seems that no one really wants to make the final decision on us using it; though, unlike Leederville and Mount Hawthorn, I guess I understand that parklets are a new concept for our area. The road block being that liquor licensing needs to pinpoint liability. So, if we are to use this parklet, we need to be fully responsible for the parklet during our trading hours. That is, responsible for the service of alcohol, the insurance, the management of that area, of that space. And therefore, unfortunately, the letter provided to me by the City in October isn't quite strong enough. Basically, it's a public space, I understand that licensing needs someone to be responsible.

Firstly, does the City of Bayswater still, as per this letter, support our use of the parklet and the continued activation of Eighth Avenue?

Answer 1

Mr Des Abel, Director Community and Development advised that he was not aware of the details of that letter, but he was happy to take that letter and respond accordingly.

Mr Lavell stated that he had a copy of the letter.

Question 2

Just on the back of that question, Director, can this letter then be revisited to allow the exclusive use during our trading hours so that the liquor licensing can hold us liable?

Answer 2

Mr Des Abel, Director Community and Development advised that the question would be taken on notice and a written response provided.

Question 3

If this letter can't be granted, I just need to ask is the current use of the parklet perhaps in contradiction to the parklet guidelines issued by the City of Bayswater and why we are now looking to activate other areas of the precinct, especially from a food and alcoholic beverage service perspective?

Answer 3

Cr Dan Bull, Mayor advised that the City would revisit the guidelines, and the question would be taken on notice and a written response provided.

Mr Laurence Butler - 20 Langley Road, Bayswater

Question 1

This is in regards to the development at 39 Hudson Street, Bayswater, now known as 22 Langley Road. The answers to my questions of 28 January 2020 and 11 February 2020 are still not being addressed to the full question and my concerns. Retention of stormwater

covers the whole block including along the retaining wall, with the drainage points higher than the retaining wall and the area to the retaining wall being mainly paved and graded to the wall. Why Council officers show me where the storm water will go? Answers amounting to wait and see are not good enough. Can I make a comment about what happened tonight with the storm we just had? The storm was only very short, it rained about three to four minutes. I did try taking some photos but due to the clarity of the water and conditions, they didn't turn out. Along the fence line, there's gravel supposed to take the water. The water was pooling on top of that and coming across and under the fence along the wall.

Answer 1

Cr Dan Bull, Mayor advised that the matter was obviously ongoing and he thought the City needed to try and find a conclusion to it. The City would be in touch with Mr Butler in order to arrange another on-site meeting.

Mr Harvey Tonkin – harveyt@iinet.net.au

Question 1

The other day, or two weeks ago, I wanted to recycle my fluoro tubes, and I thought, the old Harvey Tonkin would just throw them in the bin and smash it down. The new one said, no, find a recycling centre. So I visited the City of Bayswater website and it says, yes, there's one at the Galleria – 4 Collier Road. And I thought, so where am I going to find it? Because the Galleria isn't a small place, and there's absolutely no way I was going to wander around with seven fluoro tubes.

The question is, is it possible for the sites that the City of Bayswater has – where they have these recycling depots – is it possible to put a good description of where to find it? Like, at the bottom of the tramway, on the northern exit? But 4 Collier Road is a bit hard.

Answer 1

Cr Dan Bull, Mayor advised that the CEO had indicated that it was possible.

Mr Tonkin stated that it was alright as he had asked the girl to do it around two weeks ago, so he gave her two weeks.

Cr Filomena Piffaretti, Deputy Mayor, advised that next time there were also recycling stations at Noranda Shopping Centre, outside Woolworths.

Public Question Time was closed at 7:18pm.

7. CONFIRMATION OF MINUTES

7.1 Ordinary Meeting: 11 February 2020

COUNCIL RESOLUTION

The Minutes of the Ordinary Meeting of Council held on Tuesday, 11 February 2020 which have been distributed, be confirmed as a true and correct record.

CR STEPHANIE GRAY MOVED, CR MICHELLE SUTHERLAND SECONDED

CARRIED UNANIMOUSLY: 11/0

8. PRESENTATIONS**8.1 Petitions**

Nil.

8.2 Presentations

Nil.

8.3 Deputations

The following deputations were heard at the Agenda Briefing Forum held 18 February 2020:

1. Safe Routes to School Plan

In relation to Item 10.3.1, Mr Paul Andrijich (Principal of Maylands Peninsula Primary School, 60 Kelvin Street, Maylands) provided a deputation, speaking in support of the officer's recommendation.

2. Proposed Amendment to Town Planning Scheme No. 24 to Rezone Lot 11, 215-217 Grand Promenade Bedford

In relation to Item 10.4.2, Mr Carlo Famiano (Director – Principal Town Planner, CF Town Planning and Development, Unit 3, 1 Mulgul Road, Malaga on behalf of the Owners – Bedford Affair Shopping Centre) provided a deputation, speaking in support of the officer's recommendation.

3. Lease – Lot 10, 53 Murray Street, Bayswater (former Bayswater Family Centre)

In relation to Item 10.4.3, Ms Jess Karlsson (Applicant - Chief Executive Officer, Cahoots, 355 Scarborough Beach Road, Osborne Park) provided a deputation, speaking on the item.

4. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Mr Jay Hardison (Resident of 27A Kenilworth Street, Bayswater) provided a deputation, speaking on the item.

5. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Mr Andrew Watt, (Resident of 5 Grafton Road, Bayswater) provided a deputation, speaking on the item.

6. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Mr Paul Shanahan, (Resident of 35 Grosvenor Road, Bayswater) provided a deputation, speaking on the item.

7. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Ms Sharifah Agil (and on behalf of Sophia Skoglie - Residents) provided a deputation, speaking against the officer's recommendation.

8. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Mr Josh Eveson, (Resident of 400 Guildford Road, Bayswater) provided a deputation, speaking on the item.

9. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Ms Linda Slater, (Resident of 20 Burnside Street, Bayswater) was unable to attend the meeting and Mr Josh Eveson (Resident of 400 Guildford Road, Bayswater) provided the deputation on her behalf.

10. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Mr Praba Thillai (Resident of 40, Tenth Avenue, Maylands) provided a deputation, speaking against the officer's recommendation.

11. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Mr Domenic Monteleone (Resident of 130 Guildford Road, Maylands) provided a deputation, speaking against the officer's recommendation.

12. Review of Municipal Inventory of Heritage Places

In relation to Item 10.5.2.1, Mr Greg Da Rui (Co-owner of 1 King William Street, Bayswater) provided a deputation, speaking against the officer's recommendation.

8.4 Delegates Reports

Nil.

9. METHOD OF DEALING WITH MINUTES BUSINESS

With the exception of items identified to be withdrawn for discussion, the remaining reports will be adopted by exception (enbloc).

An adoption by exception resolution may not be used for a matter:

- (a) that requires a 75% majority or a special majority;
- (b) in which an interest has been disclosed;
- (c) that has been the subject of a petition or deputation;
- (d) that is a matter on which a Member wishes to make a statement; or
- (e) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

Withdrawn items:

- 10.2.1 An interest has been disclosed.
- 10.2.2 An interest has been disclosed.
- 10.2.5 An interest has been disclosed and is a matter on which a Member wishes to make a statement.
- 10.3.1 An interest has been disclosed, has been the subject of a petition or deputation, and is a matter on which a Member wishes to move a motion that is different to the recommendation.
- 10.3.2 Is a matter on which a Member wishes to make a statement.
- 10.3.4 Is a matter on which a Member wishes to make a statement.
- 10.4.1 Is a matter on which a Member wishes to make a statement.
- 10.4.2 Has been the subject of a petition or deputation.
- 10.4.3 Requires a 75% majority or a special majority, an interest has been disclosed, has been the subject of a petition or deputation, and is a matter on which a Member wishes to make a statement.
- 10.4.5 Is a matter on which a Member wishes to make a statement.
- 10.4.6 An interest has been disclosed.
- 10.5.2.1 An interest has been disclosed, has been the subject of a petition or deputation, and is a matter on which a Member wishes to move a motion that is different to the recommendation.
- 10.5.3.3 Requires a 75% majority or a special majority and an interest has been disclosed.

10. REPORTS

10.1 Chief Executive Officer Reports

Nil.

10.2 Corporate and Strategy Directorate Reports**10.2.1 Financial Reports for the Period 1 July 2019 to 31 January 2020**

Responsible Branch:	Financial Services	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Financial Activity Statement Report. 2. Reserve Fund. 3. Capital Works.	

CR DAN BULL, MAYOR DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Dan Bull, Mayor declared an impartial interest in this item as Bedford Bowling Club is in the report and he is a social member. Cr Dan Bull, Mayor remained in the room during voting on this item.

At 8:31pm, Cr Filomena Piffaretti, Deputy Mayor, Cr Sally Palmer and Cr Michelle Sutherland left the meeting.

At 8:32pm, Cr Sally Palmer and Cr Filomena Piffaretti, Deputy Mayor, returned to the meeting.

SUMMARY

This report presents the financial reports for the period 1 July 2019 to 31 January 2020 comprising **Attachment 1 - 3**.

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

That Council notes the financial reports for the period 1 July 2019 to 31 January 2020, forming **Attachments 1 - 3**.

CR GIORGIA JOHNSON MOVED, CR STEPHANIE GRAY SECONDED

CARRIED: 9/0

BACKGROUND

The *Local Government Act 1995* in conjunction with regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a monthly Statement of Financial Activity to be presented to Council. This Statement is to include:

- (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) of the *Local Government Act 1995*;
- (b) Budget estimates to the end of the month to which the statement relates;
- (c) Actual amounts of expenditure, revenue and income to the end of the month to which these statements relate;
- (d) The material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- (e) The net current assets at the end of the month to which the statement relates.

At its meeting on 2 July 2019, Council adopted the Annual Budget for the 2019-20 financial year. The figures in this report are compared to the adopted budget.

Regulation 34(5) determines the mechanism required to ascertain the definition of material variances which are required to be reported to Council as part of the monthly report. It also requires Council to adopt a 'percentage or value' for what it will consider to be material variances on an annual basis.

The material variance adopted by the Council for the 2019-20 Budget is \$50,000 or 10% of the appropriate base, whichever is the higher.

As part of the City's commitment to continuous improvement, the presentation of the monthly statutory reports has been revised. These reports are intended to not only meet the City's regulatory obligations in a form that is easy to understand, but also to enhance accountability, governance and financial management. These reports will continue to be refined, having regard to these principles and any feedback.

EXTERNAL CONSULTATION

In accordance with section 6.2 of the *Local Government Act 1995*, the adopted budget was prepared having regard to the Community Strategic Plan, prepared under section 5.56 of the *Local Government Act 1995*, which was made available for public comment.

OFFICER'S COMMENTS

The financial statements for the reporting period are submitted in the form of:

- Financial Activity Statement Report (**Attachment 1**);
- Reserve Fund Statement (**Attachment 2**); and
- Capital Works Statement (**Attachment 3**).

The Financial Activity Statement reports the financial position of the City to program level. It discloses the current liquidity position of the City after adjustment for non-cash items (depreciation, provisions, etc.).

The Detailed Statement of Financial Activity by Program including Nature or Type Classifications discloses reportable variances and defines the description and purpose of each financial activity.

All of the reserve accounts are cash-backed and supported by funds held in financial institutions as set out in the City's Investment Policy.

The Monthly Financial Statement Snapshot (**Attachment 1**) for Capital summarises total actual expenditure only.

The projects summarised in the Capital Works Statement (**Attachment 3**) detail the capital (actual and committed) expenditure for the period 1 July 2019 to 31 January 2020.

LEGISLATIVE COMPLIANCE

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare an annual financial report for the preceding year and such other financial reports as are prescribed. Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the local government to prepare each month a statement of financial activity reporting on the source and application of funds as set out in the annual budget.

FINANCIAL IMPLICATIONS

All amounts quoted in this report are exclusive of GST.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater's Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Leadership and Governance.

Aspiration: Open, accountable and responsive service.

Outcome L1: Accountable and good governance.

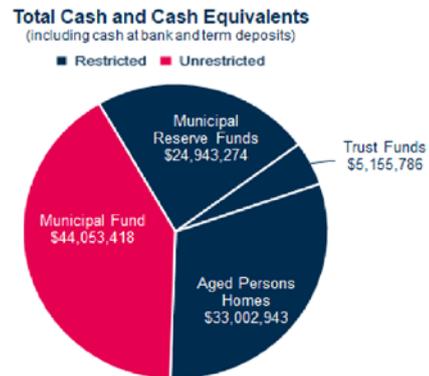
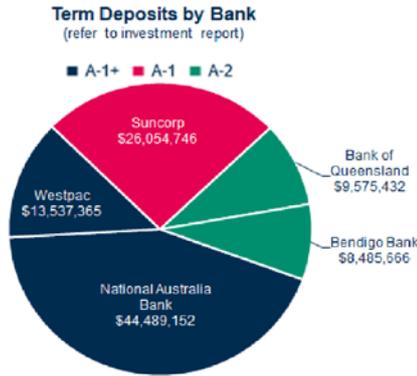
CONCLUSION

That Council notes the financial reports for the period 1 July 2019 to 31 January 2020.

Attachment 1

Monthly Financial Statement Snapshot

January 2020



	Sundry Debtors*	Creditors
Total Outstanding	\$471,293	\$598,468
Current	62%	95%
Over 30 days	23%	4%
Over 60 days	15%	1%

*excludes infringements and recreation debtors

Rates & Charges

Collected	94%
Total Outstanding	\$9,066,035
Deferred Rates	\$672,124



Capital

	Annual Budget	YTD Budget	YTD Actual	YTD % Spent
Expenditure <small>*excludes commitments</small>	\$17,394,172	\$7,028,148	\$5,459,228	78%
	Annual Budget	YTD Budget	YTD Actual	YTD % Received
Revenue	\$2,893,517	\$857,914	\$575,152	67%

Operating

	Annual Budget	YTD Budget	YTD Actual	YTD % Spent
Expenditure	\$84,600,860	\$46,972,404	\$45,408,739	97%
	Annual Budget	YTD Budget	YTD Actual	YTD % Received
Revenue <small>*excludes rates</small>	\$85,296,653	\$73,748,238	\$73,780,759	101%



City of Bayswater
Statement of Comprehensive Income by Nature or Type
Significant Variances
for the period 1 July 2019 to 31 January 2020

Operating Revenue

Nature or Type	YTD Amended Budget \$	YTD Actual \$	Variance Positive/ (Negative) \$
Rates <ul style="list-style-type: none"> • There has been a higher amount of interim rates levied than anticipated. 	48,413,173	48,522,861	109,689
Operating grants, subsidies and contributions <ul style="list-style-type: none"> • Personal care subsidies are lower due to the difference in budget spread 	5,843,743	5,497,050	(346,694)
Fees and charges <ul style="list-style-type: none"> • Income for domestic refuse charges is higher than budgeted which is caused by the increase in bin services requested. 	17,804,068	17,860,973	56,905
Interest earnings <ul style="list-style-type: none"> • Immaterial variance. 	1,414,931	1,458,238	43,308
Other revenue <ul style="list-style-type: none"> • \$52,000 of reimbursements has been collected from community clubs which has not been budgeted. This includes ground maintenance, insurances, building maintenance and key replacement. • Utility reimbursements for Morley Sport & Recreation Centre is \$40,000 higher than budget as the utilities amount budgeted for this facility was lower than expected. • The City has received \$20,000 more than budget for the credit card surcharge which is due to the timing in budget allocation. • LGIS provided a rebate of \$18,000 for last financial year's insurance premiums that were not budgeted for • The City has received an additional \$16,000 in workers compensation claims than the budgeted amount. • The City received an additional \$11,000 for reimbursement of legal costs for animal control which was unexpected. 	272,324	441,637	169,313
Total	73,748,239	73,780,759	32,521

Operating Expenses

Nature or Type	YTD Amended Budget \$	YTD Actual \$	Variance Positive/ (Negative) \$
Employee costs <ul style="list-style-type: none"> • Ranger Services staff costs are lower as there was a staff member on leave without pay and there have been fewer additional hours required due to a budget timing variance. • Parks and Gardens staff costs are lower due to timing on the budget allocation. 	(19,490,356)	(18,715,578)	774,779

Nature or Type	YTD Amended Budget \$	YTD Actual \$	Variance Positive/ (Negative) \$
Materials and contracts <ul style="list-style-type: none"> Waste disposal and collection costs are \$735,000 lower than budget as less than anticipated waste is being disposed. Plant and fleet replacement is \$200,000 lower due to timing on budget allocation. 	(14,134,758)	(13,188,920)	945,838
Utility charges <ul style="list-style-type: none"> Electricity is under budget by \$200,000 with Bayswater Waves having the biggest variance of \$45,000. This is due to both the budget spread and actual costs incurred are lower than anticipated. 	(2,057,407)	(1,815,796)	241,611
Depreciation and amortisation <ul style="list-style-type: none"> The variance created from the budget estimation is due to capital works projects not being completed on time. 	(6,997,858)	(6,379,101)	618,757
Insurance expenses <ul style="list-style-type: none"> Public liability insurance premium was under budgeted. 	(714,716)	(795,890)	(81,174)
Interest expenses <ul style="list-style-type: none"> Immaterial variance. 	(621)	(643)	(22)
Other expenditure <ul style="list-style-type: none"> Personal care subsidies are higher due to the difference in budget spread. Councillor attendance fees and allowances has a budget variance which is caused by the budget spread. Overhead allocation is higher than the budget amount due to timing on budget allocation. 	(3,576,688)	(4,512,811)	(936,124)
Total	(46,972,404)	(45,408,739)	1,563,665

Capital Revenue and Fair Value Adjustments

Description	YTD Amended Budget \$	YTD Actual \$	Variance Positive/ (Negative) \$
Non-operating grants, subsidies and contributions <ul style="list-style-type: none"> Grant funding for Roads to Recovery is under budget due to the timing of the budget allocation as funding is not granted until construction is in progress. Income to construct crossovers is under budget due to the unpredictable nature. However the costs to construct crossovers are proving to be lower. 	857,914	575,152	(282,762)
Profit on asset disposals <ul style="list-style-type: none"> Immaterial variance. 	0	1,147	1,147
(Loss) on asset disposals <ul style="list-style-type: none"> Budget variance for loss on asset disposals has occurred due to the timing of the budget allocation. 	(154,500)	(90,869)	63,631
Fair value adjustments to financial assets <ul style="list-style-type: none"> Immaterial variance. 	0	2,882	2,882
Total	703,414	488,312	(215,102)

City of Bayswater
Statement of Comprehensive Income
by Nature or Type
for the period 1 July 2019 to 31 January 2020

	Budget	Amended Budget	YTD Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	\$	%
Revenue						
Rates	48,419,337	48,419,337	48,413,173	48,522,861	(109,689)	(0%)
Operating grants, subsidies and contributions	10,621,679	10,603,679	5,843,743	5,497,050	346,694	6%
Fees and charges	22,453,673	22,465,673	17,804,068	17,860,973	(56,905)	(0%)
Interest earnings	2,286,850	2,286,850	1,414,931	1,458,238	(43,308)	(3%)
Other revenue	1,521,114	1,521,114	272,324	441,637	(169,313)	(62%)
	85,302,653	85,296,653	73,748,238	73,780,759	(32,521)	(0%)
Expenses						
Employee costs	(33,777,423)	(33,777,423)	(19,490,356)	(18,715,578)	(774,779)	4%
Materials and contracts	(26,685,562)	(26,679,562)	(14,134,758)	(13,188,920)	(945,838)	7%
Utility charges	(3,588,875)	(3,588,875)	(2,057,407)	(1,815,796)	(241,611)	12%
Depreciation and amortisation	(12,004,239)	(12,004,239)	(6,997,858)	(6,379,101)	(618,757)	9%
Insurance expenses	(723,950)	(723,950)	(714,716)	(795,890)	81,174	(11%)
Interest expenses	(1,000)	(1,000)	(621)	(643)	22	(4%)
Other expenditure	(7,825,811)	(7,825,811)	(3,576,688)	(4,512,811)	936,124	(26%)
	(84,606,860)	(84,600,860)	(46,972,404)	(45,408,739)	(1,563,664)	3%
	695,793	695,793	26,775,834	28,372,020	(1,596,186)	(6%)
Non-operating grants, subsidies and contributions	2,893,517	2,893,517	857,914	575,152	282,762	33%
Profit on asset disposals	19,868	19,868	0	1,147	(1,147)	No Budget
(Loss) on asset disposals	(465,686)	(465,686)	(154,500)	(90,869)	(63,631)	41%
Fair value adjustments to financial assets at fair value through	0	0	0	2,882	(2,882)	No Budget
	2,447,699	2,447,699	703,414	488,311	215,103	31%
Net result	3,143,492	3,143,492	27,479,248	28,860,331	(1,381,083)	(5%)
Other comprehensive income						
Changes on revaluation of non-current assets	0	0	0	0	0	0%
Total other comprehensive income	0	0	0	0	0	0%
Total comprehensive income	3,143,492	3,143,492	27,479,248	28,860,331	(1,381,083)	(5%)

City of Bayswater
Financial Activity Statement
for the period 1 July 2019 to 31 January 2020

	Budget	Amended Budget	YTD Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	\$	%
Net current assets at start of year - surplus/(deficit)	5,485,119	5,485,119	5,485,119	13,129,136	(7,644,017)	(139%)
Operating activities						
Revenue from operating activities (excludes rates)						
General purpose funding	4,152,965	4,152,965	2,132,425	1,871,002	261,423	12%
Governance	89,060	89,060	51,867	75,511	(23,643)	(46%)
Law, order, public safety	323,660	323,660	233,308	264,373	(31,065)	(13%)
Health	311,261	311,261	233,435	250,587	(17,152)	(7%)
Education and welfare	213,664	213,664	90,088	140,798	(50,710)	(56%)
Housing	10,026,481	10,026,481	4,932,260	5,088,378	(156,118)	(3%)
Community amenities	12,887,879	12,887,879	12,439,228	12,226,460	212,768	2%
Recreation and culture	7,588,209	7,582,209	4,393,725	4,459,580	(65,855)	(1%)
Transport	581,868	581,868	344,361	383,780	(39,420)	(11%)
Economic services	595,210	595,210	421,828	317,208	104,620	25%
Other property and services	132,927	132,927	62,540	184,249	(121,709)	(195%)
	36,903,184	36,897,184	25,335,065	25,261,926	73,139	0%
Expenditure from operating activities						
General purpose funding	(1,116,484)	(1,116,484)	(442,028)	(436,273)	(5,755)	1%
Governance	(6,409,982)	(6,422,482)	(3,582,715)	(3,352,741)	(229,973)	6%
Law, order, public safety	(3,166,556)	(3,166,556)	(1,821,797)	(1,729,802)	(91,995)	5%
Health	(1,986,749)	(1,986,749)	(1,106,228)	(1,037,566)	(68,662)	6%
Education and welfare	(1,840,212)	(1,839,212)	(1,051,740)	(1,040,156)	(11,584)	1%
Housing	(9,174,442)	(9,174,442)	(5,040,961)	(4,997,656)	(43,305)	1%
Community amenities	(17,441,877)	(17,441,877)	(9,286,090)	(8,363,247)	(922,842)	10%
Recreation and culture	(27,523,351)	(27,505,851)	(15,456,185)	(15,095,902)	(360,283)	2%
Transport	(14,812,375)	(14,812,375)	(8,390,415)	(8,136,625)	(253,789)	3%
Economic services	(1,388,615)	(1,388,615)	(831,181)	(621,104)	(210,077)	25%
Other property and services	(211,903)	(211,903)	(117,565)	(688,535)	570,970	(486%)
	(85,072,546)	(85,066,546)	(47,126,904)	(45,499,609)	(1,627,295)	3%

	Budget	Amended Budget	YTD Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	\$	%
Operating activities excluded from budget	12,100,057	12,100,057	6,802,358	5,758,529	1,043,829	15%
Amount attributable to operating activities	(30,584,186)	(30,584,186)	(9,504,361)	(1,350,017)	(8,154,344)	86%
Investing activities						
Non-operating grants, subsidies and contributions	2,893,517	2,893,517	857,914	575,152	282,762	33%
Purchase of property, plant and equipment	(6,734,363)	(6,734,363)	(3,124,800)	(2,231,394)	(893,406)	29%
Purchase and construction of infrastructure	(10,298,809)	(10,298,809)	(3,839,348)	(3,178,216)	(661,132)	17%
Purchase of intangible assets	(361,000)	(361,000)	(64,000)	(49,617)	(14,383)	22%
Proceeds from disposal of assets	687,500	687,500	211,500	289,645	(78,145)	(37%)
Amount attributable to investing activities	(13,813,155)	(13,813,155)	(5,958,734)	(4,594,431)	(1,364,303)	23%
Financing activities						
Repayment of borrowings	0	0	0	(3,335)	3,335	No Budget
Proceeds from self-supporting loans	0	0	0	3,335	(3,335)	No Budget
Transfer to reserves	(3,681,976)	(3,681,976)	(2,922,989)	(479,350)	(2,443,639)	84%
Transfer from reserves	2,404,981	2,404,981	1,288,200	182,251	1,105,949	86%
Amount attributable to financing activities	(1,276,995)	(1,276,995)	(1,634,789)	(297,099)	(1,337,690)	82%
Budget deficiency before general rates	(45,674,337)	(45,674,337)	(17,097,884)	(6,241,547)	(10,856,337)	63%
Estimated amount to be raised from general rates	48,419,337	48,419,337	48,413,173	48,522,861	(109,689)	(0%)
Net current assets at the end of the year - surplus/(deficit)	2,745,000	2,745,000	31,315,288	42,281,314	(10,966,026)	(35%)

**City of Bayswater
Net Current Assets
as at 31 January 2020**

Municipal and Aged Persons Homes	Opening Balance	Closing Balance
	\$	\$
Current assets		
Cash and cash equivalents	78,632,835	101,999,635
Trade and other receivables	4,841,709	11,813,120
Inventories	141,945	162,907
Prepayments	127,289	62,745
Total	83,743,777	114,038,407
Current liabilities		
Trade and other payables	(30,500,268)	(31,834,084)
Other financial liabilities at amortised costs	(4,484)	(1,148)
Provisions	(6,288,760)	(5,958,687)
Clearing accounts	0	(57,084)
Total	(36,793,511)	(37,851,003)
Net current assets	46,950,266	76,187,404
Restricted - Reserves	(43,082,828)	(43,379,927)
Cash backed employee provisions	1,533,988	1,550,508
Restricted - Aged Persons Homes	7,727,711	7,923,330
	13,129,136	42,281,314

Attachment 2

**City of Bayswater
Cash Backed Reserves
for the period 1 July 2019 to 31 January 2020**

	Budget Amended				Actual			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Homes - General Reserve	14,608,744	949,918	(1,000,000)	14,558,662	15,595,609	179,240	0	15,774,849
Aged Persons Homes - Prudential Requirements Reserve	2,517,203	0	0	2,517,203	2,629,367	32,438	0	2,661,805
Bayswater Bowling Club Capital Improvements Reserve	10,250	241	0	10,491	10,063	108	0	10,172
Bayswater Tennis Club Reserve	156,492	3,672	0	160,164	156,759	1,688	0	158,447
Bayswater Waves Aquatic Centre Reserve	86,577	513,763	0	600,340	86,724	934	0	87,658
Bore and Reticulation Reserve	658,269	15,445	0	673,714	659,389	7,101	0	666,490
Building Furniture and Equipment Reserve	669,258	15,703	0	684,961	670,397	7,219	0	677,616
City Buildings and Amenities Reserve	1,968,050	27,402	(800,200)	1,195,252	1,971,399	21,226	(32,985)	1,959,641
Civic Centre Reserve	595,206	13,966	0	609,172	596,219	6,421	0	602,639
Eric Singleton Bird Sanctuary Reserve	1,190,413	27,931	0	1,218,344	1,192,439	12,841	0	1,205,281
Footpath and Cycleway Reserve	328,898	7,717	0	336,615	329,457	3,548	0	333,005
General Waste Management Reserve	27,631	648	0	28,279	27,678	298	0	27,976
Golf Courses Reserve	1,086,292	25,488	0	1,111,780	1,088,932	11,727	0	1,100,659
Information Technology Reserve	418,020	419,194	0	837,214	392,454	4,226	0	396,680
Landfill Restoration Reserve	426,465	6,487	(150,000)	282,952	458,350	4,935	(9,485)	453,800
Les Hansman Centre Development Reserve	5,034,959	118,138	0	5,153,097	5,043,531	54,313	0	5,097,844
Long Service Leave and Entitlements Reserve	1,538,252	36,093	0	1,574,345	1,533,988	16,519	0	1,550,508
Major Capital Works Reserve	4,002,769	1,289,121	(54,781)	5,237,109	3,994,987	43,020	(14,781)	4,023,226
Maylands Lakes Reserve	130,688	133	(125,000)	5,821	128,306	1,368	(125,000)	4,674
Maylands Waterland Reserve	59,521	1,397	0	60,918	59,622	642	0	60,264
Morley City Centre Reserve	595,206	13,966	0	609,172	596,219	6,421	0	602,639
Morley Sport and Recreation Centre Reserve	595,206	12,441	(65,000)	542,647	596,219	6,421	0	602,639
Noranda Netball Club Reserve	0	64,478	0	64,478	0	0	0	0
Plant and Works Equipment Reserve	201,710	4,733	0	206,443	202,054	2,176	0	204,229
Playground and Parks Reserve	1,697,342	39,826	0	1,737,168	1,700,231	18,310	0	1,718,541
River Restoration Reserve	362,585	8,508	0	371,093	363,202	3,911	0	367,114
Roads and Drainage Reserve	512,214	12,018	0	524,232	513,086	5,525	0	518,611
Senior Citizens Building Reserve	357,123	8,379	0	365,502	357,731	3,852	0	361,583
Strategic Land Acquisition Reserve	45,995	1,079	0	47,074	46,073	496	0	46,569
Streetscapes Reserve	704,095	11,593	(210,000)	505,688	705,293	7,595	0	712,888
Sustainable Environment Reserve	180,301	4,231	0	184,532	170,282	1,834	0	172,116
The RISE Reserve	595,206	13,966	0	609,172	596,219	6,421	0	602,639
Workers Compensation Reserve	609,511	14,301	0	623,812	610,549	6,575	0	617,124
Total	41,970,451	3,681,976	(2,404,981)	43,247,446	43,082,828	479,350	(182,251)	43,379,927

Attachment 3

City of Bayswater
Capital Acquisitions & Non-Operating Grants
for the period 1 July 2019 to 31 January 2020

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Non-operating grants, subsidies and contributions - summary						
1622 Buildings	(71,082)	(71,082)	(29,500)	(13,303)	0	(57,779)
1632 Furniture and equipment	(94,859)	(94,859)	0	0	0	(94,859)
1702 Roads	(1,056,576)	(1,056,576)	(813,414)	(547,289)	0	(509,287)
1732 Park development	(1,671,000)	(1,671,000)	(15,000)	(11,778)	0	(1,659,222)
1742 Other infrastructure	0	0	0	(2,783)	0	2,783
	<u>(2,893,517)</u>	<u>(2,893,517)</u>	<u>(857,914)</u>	<u>(575,152)</u>	<u>0</u>	<u>(2,318,365)</u>
Capital acquisitions - summary						
Purchase of property, plant and equipment						
1612 Land	0	0	0	436,559	0	(436,559)
1622 Buildings	3,351,863	3,351,863	2,010,300	691,684	536,491	2,123,688
1632 Furniture and equipment	1,066,500	1,066,500	274,500	579,994	325,427	161,079
1652 Plant and equipment	2,316,000	2,316,000	840,000	523,158	815,114	977,729
	<u>6,734,363</u>	<u>6,734,363</u>	<u>3,124,800</u>	<u>2,231,394</u>	<u>1,677,031</u>	<u>2,825,937</u>
Purchase and construction of infrastructure assets						
1702 Roads	3,342,578	2,742,578	1,784,345	1,516,244	122,060	1,104,274
1712 Footpath	0	600,000	300,000	99,835	34,121	466,044
1722 Drainage	130,000	130,000	72,000	50,479	11,140	68,381
1732 Park development	5,911,646	5,911,646	969,503	1,211,763	588,635	4,111,247
1742 Other infrastructure	914,585	914,585	713,500	299,895	147,577	467,113
	<u>10,298,809</u>	<u>10,298,809</u>	<u>3,839,348</u>	<u>3,178,216</u>	<u>903,533</u>	<u>6,217,059</u>
Purchase of intangible assets						
1852 Intangible assets	361,000	361,000	64,000	49,617	47,511	263,872
	<u>361,000</u>	<u>361,000</u>	<u>64,000</u>	<u>49,617</u>	<u>47,511</u>	<u>263,872</u>
	<u>17,394,172</u>	<u>17,394,172</u>	<u>7,028,148</u>	<u>5,459,228</u>	<u>2,628,076</u>	<u>9,306,869</u>

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Land						
Land						
80576 Land Purchase	0	0	0	436,559	0	(436,559)
	0	0	0	436,559	0	(436,559)
Total Land	0	0	0	436,559	0	(436,559)
Buildings						
Building major capital works						
80116 Hydrotherapy pool and spa refurbishment	0	0	0	0	1,388	(1,388)
80118 Ultrasonic depth sensors for balance tanks	0	0	0	9,091	0	(9,091)
80420 Maylands Town Centre Toilet Block	0	0	0	132,611	6,980	(139,591)
80450 ANA Rowing Clubhouse - external painting	7,200	7,200	7,200	0	4,850	2,350
80451 Bayswater Library & CC - painting	12,000	12,000	12,000	0	15,676	(3,676)
80452 Bayswater Waves - renew roof cladding	12,000	12,000	6,000	8,554	0	3,446
80453 Crimea Res Clubrooms/Toilet - painting	14,400	14,400	14,400	10,545	0	3,855
80454 Delacey Res Clubroom - internal painting	7,200	7,200	7,200	0	0	7,200
80455 Ellis House - renew gutter and downpipe	7,200	7,200	7,200	7,609	0	(409)
80456 Elstead Res C/Rm - replace external door	13,400	13,400	13,400	3,940	0	9,460
80457 Halliday Hse - painting/renew shed roof	27,600	27,600	27,600	5,414	12,320	9,866
80458 Hampton Park Hall - LED light upgrade	6,600	6,600	6,600	0	3,747	2,853
80459 Hampton Park Scout Hall - renew toilet	153,000	153,000	129,000	0	125,978	27,022
80469 MSRC - roof replacement	102,000	102,000	51,000	0	77,991	24,010
80470 MSRC - internal painting	66,000	66,000	22,000	2,958	48,470	14,573
80471 Depot - upgrade workshop office	12,000	12,000	12,000	8,743	0	3,257
80472 Peninsula Hotel - renew roof cladding	36,000	36,000	18,000	0	19,504	16,496
80473 Security Office - drainage & painting	8,400	8,400	8,400	2,339	0	6,061
80474 Signage - renewal at various buildings	7,200	7,200	7,200	0	5,415	1,785
80475 Silverwood C/Care - install gutter guard	6,000	6,000	6,000	0	0	6,000
80476 Silverwood C/Care - renew roof/electrical	66,000	66,000	66,000	48,530	3,779	13,691
80477 Sue Belcher Netball Centre - repainting	25,200	25,200	25,200	0	20,011	5,189
80478 Sue Belcher Netball Ct - renew main doors	4,600	4,600	4,600	0	1,300	3,300
80479 The RISE - install shelter and drainage	36,000	36,000	36,000	0	22,880	13,120
80480 The RISE - install box gutters overflows	9,600	9,600	9,600	0	0	9,600
80481 The RISE - waterproofing rear landing	102,000	102,000	51,000	0	50,895	51,105
80484 Wotton Res C/hse - security improvements	9,600	9,600	0	0	0	9,600
	751,200	751,200	547,600	240,334	421,183	89,684

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Building minor capital works						
80397 Wotton Reserve and Lightning Park Reserve separate meter	0	0	0	0	18,942	(18,942)
80461 Jamieson Frame Pav - replace rear doors	13,200	13,200	13,200	1,434	4,860	6,906
80463 Maylands Tennis Club - renew servery	7,800	7,800	7,800	2,501	0	5,299
80464 Maylands TownH - renew toilet & switchboard	77,400	77,400	77,400	0	0	77,400
80465 Moojebing Res - internal painting toilet	7,200	7,200	7,200	3,080	0	4,120
80466 Les Hansman Centre - repair soffit lining	48,000	48,000	48,000	22,008	0	25,992
80467 Morley Community Hall - external painting	6,000	6,000	6,000	0	0	6,000
80468 MSRC - remove water feature & repair area	42,000	42,000	42,000	50,467	0	(8,467)
80482 Wotton Reserve - sewer connection	186,000	186,000	111,600	0	0	186,000
80490 Paddy Walker Depot - nursery expansion	35,000	35,000	35,000	16,140	94	18,767
80532 Bayswater Library - lift	40,000	40,000	0	0	0	40,000
80564 Bedford Hall - renew toilet	18,000	18,000	18,000	0	17,608	392
80565 Bedford Bowling Club - replace carpet	19,563	19,563	0	13,936	9,955	(4,328)
80566 Wotton Reserve clubrooms - renew kitchen	51,000	51,000	11,000	0	0	51,000
80567 Moojebing Reserve - shade sails	5,500	5,500	5,500	5,000	0	500
80570 Upper Hillcrest Reserve - Storage Shed	25,000	25,000	25,000	0	0	25,000
80574 Roxy Theatre - Security Fence	0	0	0	18,393	0	(18,393)
80580 Olive Tree House - New Main Security Controller with swipe	0	0	0	12,559	0	(12,559)
80587 Bayswater Waves Creche - Air Conditioner	0	0	0	0	10,320	(10,320)
	581,663	581,663	407,700	145,519	61,778	374,366
Aquatic facilities						
80365 Bayswater Waves - refurbishment tender design	650,000	650,000	370,000	501	0	649,499
80425 Bayswater Waves - Repair of pool concourse	75,000	75,000	75,000	100,306	0	(25,306)
80577 Bayswater Waves - replace hot water system	0	0	0	10,742	0	(10,742)
	725,000	725,000	445,000	111,548	0	613,452
Aged care facilities						
80390 Aged Persons Homes - general provisions	1,000,000	1,000,000	560,000	0	0	1,000,000
80402 Aged Care - Carramar ILUs	0	0	0	62,205	0	(62,205)
80409 Aged Care - Carramar Hostel Redevelopment Project	0	0	0	7,386	2,614	(10,000)
80410 Aged Care - Mertome Redevelopment Project	0	0	0	2,653	0	(2,653)
	1,000,000	1,000,000	560,000	72,243	2,614	925,142

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Community capital requests						
80288 Noranda City Junior Football Club - changeroom upgrade	70,000	70,000	0	0	0	70,000
	70,000	70,000	0	0	0	70,000
IT capital						
80363 Depot - upgrade communications tower from 28 to 50 metres	0	0	0	1,232	0	(1,232)
	0	0	0	1,232	0	(1,232)
Footpath renewal						
80460 Hillcrest Pre-Primary - path renewal	6,000	6,000	6,000	0	0	6,000
80483 Wotton Res C/hse - paths and drainage	24,000	24,000	0	0	0	24,000
	30,000	30,000	6,000	0	0	30,000
Sustainable environment						
80271 Water and Energy Efficiency - building upgrades	100,000	100,000	0	94,057	18,464	(12,521)
	100,000	100,000	0	94,057	18,464	(12,521)
Other infrastructure construction						
80540 Morley CC - entry statement upgrade	20,000	20,000	20,000	22,335	0	(2,335)
80548 Bayswater Waves - replace LED Signage	10,000	10,000	10,000	0	10,000	0
80549 The RISE - install security fencing	14,000	14,000	14,000	4,416	0	9,584
80550 The RISE - LED signage	50,000	50,000	0	0	22,452	27,548
	94,000	94,000	44,000	26,751	32,452	34,797
Total Buildings	3,351,863	3,351,863	2,010,300	691,684	536,491	2,123,688
Furniture and equipment						
Building minor capital works						
80545 Bayswater Waves - paint gym walls	20,000	20,000	20,000	0	0	20,000
	20,000	20,000	20,000	0	0	20,000
Aquatic facilities						
80421 Bayswater Waves - Replace UV filters to indoor pools	0	0	0	0	73,625	(73,625)
	0	0	0	0	73,625	(73,625)

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Furniture and equipment						
80337 MSRC - replace main air-conditioner in Wellington Room	65,000	65,000	65,000	0	52,000	13,000
80385 The RISE - strength equipment replacement	35,000	35,000	35,000	0	0	35,000
80434 Morley Library - shelving	5,500	5,500	5,500	4,709	0	791
80435 The RISE - replace speakers	14,000	14,000	14,000	13,627	0	373
80436 The RISE - replace function tables	14,000	14,000	7,000	13,920	0	80
80488 Bayswater Library - telephony upgrade	15,000	15,000	0	0	14,891	109
80541 Bayswater Waves - replace spin rm stereo	7,000	7,000	7,000	8,505	0	(1,505)
80542 Bayswater Waves - replace audio equipment	10,000	10,000	10,000	4,530	0	5,470
80543 Bayswater Waves - re-seal balance tank	25,000	25,000	25,000	0	0	25,000
80544 Bayswater Waves - replace pool lane ropes	12,000	12,000	6,000	9,414	0	2,586
80546 Bayswater Waves - replace blanket buddy	20,000	20,000	20,000	17,320	0	2,680
80547 Bayswater Waves - replace Fun Nuts	10,000	10,000	10,000	10,693	0	(693)
	232,500	232,500	204,500	82,719	66,891	82,890
IT capital						
80088 Virtual Infrastructure Server Replacement Program	80,000	80,000	0	10,000	0	70,000
80089 Network infrastructure	150,000	150,000	0	51,487	9,500	89,013
80091 PC replacement program	222,000	222,000	0	218,728	0	3,272
80261 Spatial - storage server	45,000	45,000	0	32,144	8,325	4,531
80533 Toughpad	5,000	5,000	0	0	0	5,000
80551 Site-to-site network connectivity	60,000	60,000	0	0	0	60,000
	562,000	562,000	0	312,359	17,825	231,816
IT renewal						
80387 General IT Equipment Replacement Program	37,000	37,000	0	44,649	0	(7,649)
	37,000	37,000	0	44,649	0	(7,649)
CCTV Renewal						
80275 Riverside car parks - CCTV installation	100,000	100,000	50,000	114,387	127,545	(141,932)
80489 CCTV Servers - replacement	75,000	75,000	0	0	34,155	40,845
80524 MSRC - replace CCTV	40,000	40,000	0	25,880	5,385	8,735
	215,000	215,000	50,000	140,267	167,085	(92,353)
Total Furniture and equipment	1,066,500	1,066,500	274,500	579,994	325,427	161,079

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Plant and equipment						
Furniture and equipment						
80525 In-vehicle camera equipment and storage	50,000	50,000	0	0	0	50,000
	50,000	50,000	0	0	0	50,000
Plant and equipment						
80257 Plant and Fleet Replacement Program	2,260,000	2,260,000	840,000	517,175	815,114	927,711
80530 Electric Bicycles	6,000	6,000	0	5,983	0	17
	2,266,000	2,266,000	840,000	523,158	815,114	927,729
Total Plant and equipment	2,316,000	2,316,000	840,000	523,158	815,114	977,729
Roads						
Place Management						
80535 Bayswater TC Parking Improvement Plan	25,000	25,000	10,000	402	0	24,598
	25,000	25,000	10,000	402	0	24,598
Strategic Planning						
80536 MorleyActivCtreCarPkgMgntPlan Implement	7,500	7,500	7,500	0	0	7,500
	7,500	7,500	7,500	0	0	7,500
Road construction						
80009 McGann Street ROW NO 1	0	0	0	23,805	0	(23,805)
80073 Crossovers	620,000	620,000	361,669	318,938	38,740	262,322
80198 Resurface ROWs	35,000	35,000	0	19,722	0	15,278
80245 Traffic management - general	80,000	80,000	40,000	33,513	5,338	41,149
80247 Traffic management - paving	20,000	20,000	10,000	23,388	0	(3,388)
80302 Peninsula Road - Kirkham Hill Tce to 150m past Wall Street	0	0	0	21,567	0	(21,567)
80303 Morley Drive (WB) - Wicks Street to Harrowshill Road	0	0	0	5,814	0	(5,814)
80304 Russell Street - Walter Road to Smith Street	0	0	0	10,539	3,759	(14,298)
80426 Design of slip lane at 60 Russell St cnr Walter Rd	0	0	0	41,184	50,754	(91,938)
	755,000	755,000	411,669	498,468	98,591	157,941

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Road renewal						
80268 Railway Parade resurfacing	105,581	105,581	0	8,584	0	96,997
80491 Noranda - new path and crosswalk	25,000	25,000	25,000	36,412	146	(11,558)
80516 Resurface - McGilvray/Benara	179,625	179,625	179,625	0	0	179,625
80560 Towns Development Program	20,000	20,000	10,000	8,549	2,333	9,118
80562 Reconstruct ROW No61 - May, Arundel, Lawrence and Essex	26,000	26,000	0	0	0	26,000
80563 Resurface - Whatley Cres - Kenilworth/Chambers	67,800	67,800	67,800	0	0	67,800
	424,006	424,006	282,425	53,546	2,479	367,981
Roads to recovery						
80492 Resurface - Drake St - Walter/Drake	110,000	110,000	110,000	88,557	0	21,443
80493 Resurface - Drake St - Drake/Broun	54,000	54,000	54,000	8,474	0	45,526
80494 Resurface - Kennedy St - Walter/Rudloc	78,000	78,000	78,000	85,114	0	(7,114)
80495 Resurface - Boag St - Drake/Russell	67,000	67,000	67,000	69,628	0	(2,628)
80496 Resurface - Fort St - Drake/Coode	25,000	25,000	25,000	35,423	0	(10,423)
80497 Resurface - Strand - Catherine/Beaufort	68,751	68,751	68,751	0	0	68,751
	402,751	402,751	402,751	287,197	0	115,554
Black spot federal						
80526 Eighth Ave and East St - Roundabout	200,000	200,000	0	3,000	7,380	189,620
	200,000	200,000	0	3,000	7,380	189,620
Base road grant						
80317 Drainage kerb renewal	46,000	46,000	0	38,827	81	7,092
80498 Resurface - Robinson - Bath/Cul-de-sac	30,000	30,000	30,000	36,003	0	(6,003)
80499 Resurface - Haslemere Wy - Robinson/Bath	29,000	29,000	29,000	38,411	0	(9,411)
80500 Resurface - Weld Ct - Chertley/Robinson	12,000	12,000	12,000	9,554	0	2,446
80501 Resurface - Chertley St - Weld/Donna	18,000	18,000	18,000	21,501	0	(3,501)
80502 Resurface - WeldSq - Chertley/Fitzgerald	37,000	37,000	37,000	41,514	0	(4,514)
80503 Resurface - Donna - Chertley/Fitzgerald	31,000	31,000	31,000	38,649	0	(7,649)
80504 Resurface - Eaton St - Ballarat/Timms	25,000	25,000	25,000	0	0	25,000
80505 Resurface - Renshaw - Eaton/Cul-de-sac	13,000	13,000	13,000	0	0	13,000
80506 Resurface - BallaratSt - Halvorson/Morley	27,000	27,000	27,000	0	0	27,000
80507 Resurface - Brisbane - Melbourne/Ballarat	10,000	10,000	10,000	0	0	10,000
80508 Resurface - Gayswood - Hampton/Hampton	39,000	39,000	39,000	47,283	0	(8,283)
80509 Resurface - Oakwood - Wolseley/Lincoln	11,000	11,000	11,000	0	0	11,000
80510 Resurface - Broadway - Priestley/Carpark	35,000	35,000	35,000	0	0	35,000
80511 Resurface - Shaftesbury - York/Railway	88,000	88,000	88,000	88,318	8,610	(8,928)
80512 Resurface - Whittaker Shaftesbury/Toowong	19,000	19,000	19,000	24,920	480	(6,400)
80513 Resurface - Hotham St - York/Railway	78,000	78,000	78,000	64,488	4,439	9,073
80514 Resurface - Bowden - G Prom/Rosebery	17,000	17,000	17,000	19,812	0	(2,812)

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Base road grant cont.						
80515 Resurface - York - Grand Prom/Salisbury	25,000	25,000	25,000	30,218	0	(5,218)
80517 Resurface - Farrel - Luderman/Cul-de-sac	22,000	22,000	0	27,803	0	(5,803)
80518 Resurface - Gittos - Luderman/Cul-de-sac	14,000	14,000	0	24,087	0	(10,087)
80519 Resurface - Growse - Luderman/Cul-de-sac	16,000	16,000	0	23,422	0	(7,422)
80520 Resurface - Coulsen - Widgee/Cul-de-sac	18,000	18,000	0	20,199	0	(2,199)
80521 Resurface - Holden - Luderman/Cul-de-sac	20,000	20,000	0	27,129	0	(7,129)
80522 Resurface - Beaver - Luderman/Cul-de-sac	10,000	10,000	0	10,160	0	(160)
80523 Resurface - Ing Pl - Luderman/Cul-de-sac	10,000	10,000	0	10,919	0	(919)
	700,000	700,000	544,000	643,217	13,610	43,173
Traffic management						
80291 Citywide traffic implementation	169,321	169,321	100,000	0	0	169,321
80297 Traffic Management - Disability Access Committee	25,000	25,000	20,000	17,289	0	7,711
	194,321	194,321	120,000	17,289	0	177,032
Other road construction						
80429 Wellington Rd/Walter Rd intersection upgrade	0	0	0	13,125	0	(13,125)
	0	0	0	13,125	0	(13,125)
Footpath construction						
80063 New footpath construction and Local Bike Plan	600,000	0	0	0	0	0
	600,000	0	0	0	0	0
Footpath renewal						
80462 Moojebing Res - external paths renewal	6,000	6,000	6,000	0	0	6,000
80561 Resurface - Cycleway - Swan Bank/Clarkson Rd	28,000	28,000	0	0	0	28,000
	34,000	34,000	6,000	0	0	34,000
Total Roads	3,342,578	2,742,578	1,784,345	1,516,244	122,060	1,104,274

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Footpath						
Footpath construction						
80063 New footpath construction and Local Bike Plan	0	600,000	300,000	99,835	34,121	466,044
	0	600,000	300,000	99,835	34,121	466,044
Total Footpath	0	600,000	300,000	99,835	34,121	466,044
Drainage						
Drainage construction						
80047 Russell Street Park - grant funds	0	0	0	3,275	0	(3,275)
80248 Urban water sensitive design	90,000	90,000	40,000	22,999	2,160	64,841
80249 Drainage grates	40,000	40,000	32,000	24,205	8,980	6,815
	130,000	130,000	72,000	50,479	11,140	68,381
Total Drainage	130,000	130,000	72,000	50,479	11,140	68,381
Park development						
Building minor capital works						
80485 Riverside Gdns - replace pump stn doors	8,000	8,000	0	0	0	8,000
80537 Bert Wright Park Power Upgrade	28,000	28,000	28,000	20,360	625	7,015
	36,000	36,000	28,000	20,360	625	15,015
Entry statement						
80534 Bayswater Library/Bert Wright Sculpture	30,000	30,000	10,000	10,000	0	20,000
	30,000	30,000	10,000	10,000	0	20,000
Other infrastructure construction						
80569 Sculpture - Corner Ninth Avenue & Whatley Crescent Maylands	10,000	10,000	6,000	0	0	10,000
	10,000	10,000	6,000	0	0	10,000

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Park development construction						
80015 Playground replacements	41,305	41,305	0	0	0	41,305
80033 Peninsula Golf Course - irrigation replacement (Year 1 of 2)	1,060,000	1,060,000	0	43,099	15,511	1,001,390
80049 Frank Drago Reserve - pitch levelling and fencing	22,666	22,666	22,666	23,733	0	(1,067)
80050 Frank Drago Reserve - main pitch lighting	0	0	0	37,268	7,522	(44,791)
80066 Tree planting	120,000	120,000	90,000	119,049	9,678	(8,727)
80067 Enhanced tree management	200,000	200,000	150,000	19,712	60,848	119,440
80071 Maylands Lakes Stage 1	0	0	0	389	10,027	(10,416)
80099 Playground replacements	210,000	210,000	29,162	4,835	29,860	175,305
80233 Park timber structures refurbishment	0	0	0	1,243	0	(1,243)
80234 Park post and rail replacement	90,000	90,000	0	77,560	0	12,440
80235 Bore and pump maintenance	100,000	100,000	0	62,904	15,792	21,304
80236 Irrigation control cubicles replacement	64,000	64,000	0	34,240	0	29,760
80238 Park entry gates replacement	25,000	25,000	0	3,111	0	21,889
80239 Park seats replacement	25,000	25,000	0	22,943	0	2,057
80240 Park shelters replacement	55,000	55,000	0	46,453	0	8,547
80242 Riverbank restoration	150,000	150,000	0	29,518	2,340	118,143
80255 Golf course development	0	0	0	26,892	4,371	(31,263)
80259 Maylands Waterland redevelopment	172,905	172,905	172,905	0	0	172,905
80264 Noranda Sports - new supply bore	0	0	0	734	0	(734)
80329 Irrigation upgrade/replacement program	90,000	90,000	0	25,760	19,062	45,177
80364 Maylands Waterland redevelopment	1,500,000	1,500,000	0	0	0	1,500,000
80372 Cricket wickets	36,000	36,000	36,000	19,645	0	16,355
80373 Install goal compounds at various locations	0	0	0	7,540	4,470	(12,010)
80374 Lightning and Houghton Parks - replace floodlight, switchbox	0	0	0	19,400	0	(19,400)
80375 Morley Bowling light replacement	0	0	0	48,649	0	(48,649)
80437 Crimea Park - replace team benches	10,000	10,000	10,000	6,501	0	3,499
80438 Noranda Netball - renew court surfaces	550,000	550,000	0	0	0	550,000
	4,521,876	4,521,876	510,733	681,176	179,483	3,661,218
Sustainable environment						
80270 Bayswater Brook Living Stream	50,000	50,000	0	41,757	0	8,243
80272 Lightning Swamp Interpretation Plan Works	0	0	0	3,788	7,898	(11,686)
80273 Maylands Lakes restoration Stage 2	525,000	525,000	0	201,170	354,749	(30,919)
80416 Water Corporation Grant Living Stream	0	0	0	15,162	0	(15,162)
80418 Peters Place Living Stream	0	0	0	212,477	4,222	(216,699)
	575,000	575,000	0	474,354	366,868	(266,222)

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Tree management						
80276 Streetscape upgrades	200,000	200,000	150,000	0	0	200,000
	200,000	200,000	150,000	0	0	200,000
Golf course development						
80433 Embleton Golf Course - tank upgrade	35,000	35,000	0	0	0	35,000
	35,000	35,000	0	0	0	35,000
Drink fountains						
80380 Drinks Fountains Replacement Program	24,000	24,000	18,000	8,894	8,518	6,588
	24,000	24,000	18,000	8,894	8,518	6,588
Playground						
80449 Play Space Developments	350,000	350,000	200,000	2,810	0	347,190
	350,000	350,000	200,000	2,810	0	347,190
Other infrastructure construction						
80265 Eighth Avenue, Maylands - seating	0	0	0	0	1,766	(1,766)
80486 Riverside Gardens - replace plaques	35,000	35,000	0	1,219	0	33,781
80487 Peninsula Estate - replace filtration unit	48,000	48,000	0	3,130	31,376	13,494
80557 Deschamp Reserve - install BBQs and seat	11,770	11,770	11,770	9,821	0	1,949
80559 Hinds Res - bike trail detailed design	35,000	35,000	35,000	0	0	35,000
	129,770	129,770	46,770	14,169	33,142	82,459
Total Park development	5,911,646	5,911,646	969,503	1,211,763	588,635	4,111,247
Other infrastructure						
Building minor capital works						
80527 Depot - improve access and security	88,000	88,000	88,000	977	35,810	51,213
80529 Rangers & Security Office - alterations	30,000	30,000	10,000	20,046	9,750	204
80538 Laboratory - air-conditioning	5,000	5,000	5,000	3,505	0	1,495
	123,000	123,000	103,000	24,528	45,560	52,912
Base road grant						
80318 Carpark Resurfacing Program	38,000	38,000	38,000	4,476	0	33,524
	38,000	38,000	38,000	4,476	0	33,524
Street lights						
80250 Street light upgrade	120,000	120,000	60,000	75,939	42,800	1,261
	120,000	120,000	60,000	75,939	42,800	1,261

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Other infrastructure construction						
80251 PAW gates and reserve lighting	18,000	18,000	9,000	15,839	8,885	(6,724)
	18,000	18,000	9,000	15,839	8,885	(6,724)
Footpath construction						
80431 Footpath - Bookham Street and Boag Place	75,000	75,000	75,000	0	0	75,000
	75,000	75,000	75,000	0	0	75,000
Park development construction						
80439 Shearn Pk - renew cricket practice bay	30,000	30,000	30,000	88	480	29,433
80440 Peters PI - renew cricket practice bay	8,000	8,000	8,000	13,398	0	(5,398)
80441 Pat O'Hara - renew cricket practice bay	10,000	10,000	10,000	10,029	0	(29)
	48,000	48,000	48,000	23,514	480	24,006
Drink fountains						
80571 Water bottle re-fill station	12,000	12,000	12,000	5,904	0	6,096
	12,000	12,000	12,000	5,904	0	6,096
Floodlights						
80442 Wotton Reserve - renew sports floodlight	75,000	75,000	70,000	0	0	75,000
80443 Bayswater Bowling - renew floodlights	75,000	75,000	70,000	0	0	75,000
80444 Bayswater Croquet 2 - renew floodlights	60,000	60,000	55,000	0	0	60,000
	210,000	210,000	195,000	0	0	210,000
Sports Goals						
80445 Gibbney Reserve - renew sports goals	18,000	18,000	0	13,055	0	4,946
80446 Pat O'Hara Reserve - renew sports goals	15,000	15,000	0	0	0	15,000
	33,000	33,000	0	13,055	0	19,946

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
Other infrastructure construction						
80252 Bus shelters	40,000	40,000	30,000	35,823	4,897	(720)
80391 Noranda Town Centre City-led Infrastructure Activation	24,500	24,500	14,500	1,091	2,800	20,609
80392 Maylands Town Centre City-led Infrastructure Activation	24,000	24,000	14,000	1,709	2,014	20,277
80393 Bayswater Town Centre City-led Infrastructure Activation	15,000	15,000	10,000	0	0	15,000
80394 Morley Town Centre City-led Infrastructure Activation	35,000	35,000	25,000	55,140	0	(20,140)
80447 Frank Drago Res/Tennis - replace fencing	60,000	60,000	60,000	538	37,141	22,321
80448 Crimea Tennis Court - replace fencing	20,000	20,000	20,000	35,341	0	(15,341)
80556 ESBC - install benches and shelter	19,085	19,085	0	0	0	19,085
	<u>237,585</u>	<u>237,585</u>	<u>173,500</u>	<u>129,641</u>	<u>46,852</u>	<u>61,092</u>
Land						
80007 Morley Activity Centre - Streetscape Enhancement Plan	0	0	0	7,000	3,000	(10,000)
	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>3,000</u>	<u>(10,000)</u>
Total Other infrastructure	<u>914,585</u>	<u>914,585</u>	<u>713,500</u>	<u>299,895</u>	<u>147,577</u>	<u>467,113</u>
Intangible assets						
IT capital						
80432 Backup Software Upgrade	8,000	8,000	0	7,533	0	467
80528 Building Workflow Development	100,000	100,000	0	14,890	18,056	67,054
80531 Knowledge Management System	15,000	15,000	15,000	0	0	15,000
80539 Health Inspections - system integration	14,000	14,000	14,000	0	0	14,000
80552 Council Chambers - electronic voting	9,000	9,000	0	6,410	0	2,590
80553 Connected Content - implementation	60,000	60,000	0	0	0	60,000
80554 Rating system improvements - stage 1	20,000	20,000	20,000	0	7,364	12,636
80555 Debtors system improvements - stage 1	25,000	25,000	10,000	12,138	22,091	(9,229)
80558 Payroll CIAnywhere - implementation	10,000	10,000	5,000	0	0	10,000
	<u>261,000</u>	<u>261,000</u>	<u>64,000</u>	<u>40,971</u>	<u>47,511</u>	<u>172,518</u>
Software						
80395 eApprovals Program	0	0	0	8,646	0	(8,646)
80398 Software	100,000	100,000	0	0	0	100,000
	<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>8,646</u>	<u>0</u>	<u>91,354</u>
Total Intangible assets	<u>361,000</u>	<u>361,000</u>	<u>64,000</u>	<u>49,617</u>	<u>47,511</u>	<u>263,872</u>
Total capital projects	<u>17,394,172</u>	<u>17,394,172</u>	<u>7,028,148</u>	<u>5,459,228</u>	<u>2,628,076</u>	<u>9,306,869</u>

10.2.2 Investment Report for the Period Ended 31 January 2020

Responsible Branch:	Financial Services	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Investment Summary as at 31 January 2020.	

CR BARRY MCKENNA DECLARED A FINANCIAL INTEREST

In accordance with section 5.60A of the Local Government Act 1995, Cr Barry McKenna declared a financial interest in this item as he is Chair of Bayswater Community Financial Services (Bendigo Bank) and money is invested by the Council with the bank. At 8:33pm, Cr Barry McKenna withdrew from the meeting.

At 8:33pm, Cr Michelle Sutherland returned to the meeting.

SUMMARY

This report present the City's Investment Portfolio for the period ended 31 January 2020.

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

That Council notes the Investment Portfolio Report for the period ended 31 January 2020 for the amount of \$102,142,360.23.

CR GIORGIA JOHNSON MOVED, CR ELLI PETERSEN-PIK SECONDED

CARRIED UNANIMOUSLY: 9/0

At 8:34pm, Cr Barry McKenna returned to the meeting.

BACKGROUND

The purpose of this report is for Council to note the Investment Portfolio as summarised by (**Attachment 1**).

In accordance with Regulation 34 of the *Local Government (Financial Management)*, a monthly report on the City's Investment Portfolio is to be presented to Council.

Council's Investment Policy FS-P09 details the manner in which the City is to manage the investment portfolio ensuring:

- a high level of security;
- an adequate level of diversification to spread risk; and
- sufficient liquidity to meet all reasonably anticipated cash flow requirements (ready access to funds for daily requirements).

Council's investment portfolio (**Attachment 1**) is spread across several financial institutions in accordance with the risk management guidelines as contained in the policy.

- Maximum Risk Exposure - The City policy sets a portfolio credit framework which limits the credit exposure of the City's investment to the following Standard & Poor's (S&P) rated banking institutions.

S&P Long-Term Rating	S&P Short-Term Rating	Maximum Risk Limit % Credit Rating
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

As part of the City's commitment to continuous improvement, the presentation of this monthly report, along with systems to manage investments, has been revised. This report is intended to not only meet the City's regulatory and policy obligations, but also to summarise how they are invested and with which financial institution.

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

Total investments for the period ended 31 January 2020 were \$102,142,360.23.

The majority of the City's investment portfolio is held as internally restricted \$54,255,102.51 and externally restricted (\$4,947,708.77) cash reserves to satisfy the City's legislative responsibilities and to set aside funds for future projects. The balance of the investment funds represents working capital and funding required for the City's 2019-20 operating and capital expenditure requirements.

General Ledger Balances

Ledger Source	Description	GL \$
Municipal	Investment - COB General Funds	42,939,548.95
	Investment - COB Reserve	24,862,640.41
	Investment - Trust	4,947,708.77
		72,749,898.13
Aged	Investment - Aged General Funds (Restricted)	11,046,719.68
	Investment - Prudential Requirements Reserve	2,658,664.12
	Investment - Aged General Reserve	15,687,078.30
		29,392,462.10
		102,142,360.23

LEGISLATIVE COMPLIANCE

Investment Policy applies. It is noted that the City currently has 17% in fossil fuel free investments.

FINANCIAL IMPLICATIONS

Income earned from investments is recognised in the City's financial accounts.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Leadership and Governance.
Aspiration: Open, accountable and responsive service.
Outcome L1: Accountable and good governance.

CONCLUSION

That Council receives the Investment Portfolio Report for the period ended 31 January 2020 for the amount of \$102,142,360.23.

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Attachment 1

**City of Bayswater
Investment Summary
as at 31-Jan-2020**

Investments By Maturity Date

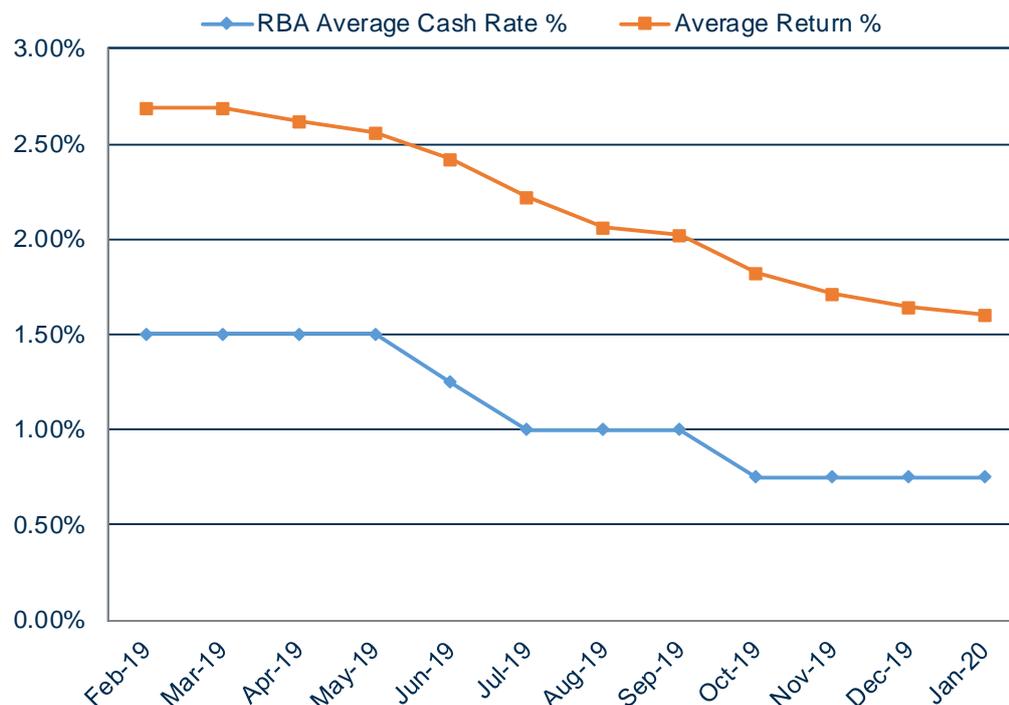
Maturity Dates	Principal	Portfolio %	Number of Investments
Less than 30 days	\$18,624,091.16	18%	12
Between 30 days and 60 days	\$31,568,630.78	31%	16
Between 61 days and 90 days	\$16,858,618.19	17%	15
Between 91 days and 180 days	\$35,091,020.10	34%	19
Between 181 days and 1 year	\$0.00	0%	0
Total	\$102,142,360.23	100%	62

Allocation of Investments

S&P Rating (Short-term)	Bank	Amount Invested	Amount Invested %	Threshold %
A-1+	National Australia Bank	\$44,489,151.54	44%	45%
A-1+	Westpac	\$13,537,364.50	13%	45%
A-1	Suncorp	\$26,054,746.03	26%	35%
A-2	Bank of Queensland **	\$9,575,432.06	9%	10%
A-2	Bendigo Bank **	\$8,485,666.10	8%	10%
Total		\$102,142,360.23	100%	

** Fossil fuel free investment

Average Return on Investment



10.2.3 List of Payments for the Month of January 2020

Responsible Branch:	Financial Services	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Schedule of Accounts - Municipal Fund 2. Schedule of Accounts - Trust Fund 3. Schedule of Accounts - Aged Persons Homes Account 4. Summary of Corporate Credit Card Expenses 5. Electronic Fund Transfers	

SUMMARY

This report presents the list of payments, comprising **Attachments 1, 2, 3, 4 and 5** made under delegated authority for the month of January 2020 in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*.

COUNCIL RESOLUTION
(OFFICER'S RECOMMENDATION)

That Council notes the list of payments for the month of January 2020 made under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* comprising **Attachments 1, 2, 3, 4 and 5**.

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's Municipal and Trust Funds in addition to Aged Care accounts in accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

A list of accounts paid by the Chief Executive Officer is to be provided to Council where such delegation is made.

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

A list of payments is presented to Council each month for confirmation and endorsement in accordance with the *Local Government (Financial Management) Regulations 1996*.

Payments drawn from the Municipal Account for the month of January 2020 are included at **Attachment 1** and summarised in the table below.

Payments drawn from the Trust Account for the month of January 2020 are included at **Attachment 2** and summarised in the table below.

Payments drawn from the Aged Persons Homes Account for the month of January 2020 are included at **Attachment 3** and summarised in the table below.

Payment Type	Reference	Amount
Municipal Account		
Cheques	106794 - 106891	
Direct Credits	DC000060 - 66	
Electronic Fund Transfers (EFT)	EF049092 - EF049534	
		\$5,403,892.97
Less: Cancelled January 2020		
• Cheque No. 106854		2,200.00
Total		<u>\$5,401,692.97</u>
Trust Account		
Electronic Fund Transfers (EFT)	EF049442-443	
	EF049445-446	
Total		\$30,779.10
Aged Persons Homes		
Electronic Fund Transfers (EFT)	EF049343-344	
Total		\$8,483.54
Total Payments		\$5,440,955.61

The following cheques/EFT'S from previous months were cancelled January:

Municipal Fund:

- Cheques numbered 106676 and 106736 totalling \$5,605.00.
- EF048654 and EF048921 totalling \$6,885.00.

Payments made via credit cards are included in **Attachment 4**.

All other payments of a direct debit nature made from the Municipal, Trust and Aged Persons Homes Accounts including: bank fees; payroll payments; and other direct payment arrangements, are represented at **Attachment 5**.

LEGISLATIVE COMPLIANCE

Council Policy - Procurement (amended).

Council has delegated to the CEO the exercise of its authority to make payments from the Municipal and Trust Funds and the Aged Care Homes accounts, therefore, in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid by the CEO is prepared each month showing each account paid since the list was prepared.

FINANCIAL IMPLICATIONS

All accounts are for goods and services that have been duly incurred and authorised for payment in accordance with the budget allocation and statutory obligations. This provides for the effective and timely payment of the City's contractors and other creditors.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater's Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Leadership and Governance.
Aspiration: Open, accountable and responsive service.

Outcome L1: Accountable and good governance.

CONCLUSION

That Council notes the List of Payments for the month of January 2020 comprising **Attachments 1, 2, 3, 4 and 5.**

Attachment 1**City of Bayswater****List of Payment - Municipal****for the period 01 January 2020 to 31 January 2020**

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
106794	8/01/20	A M Harnden	Refund rates overpayment	467.99
106795	8/01/20	Akil Hassen Abdurahman	Refund facility hire bond	1,000.00
106796	8/01/20	Anna Pierucci	Refund animal registration	20.00
106797	8/01/20	Arif Lomani	Refund facility hire bond	917.50
106798	8/01/20	Baptist Churches WA Association	Refund facility hire bond	350.00
106799	8/01/20	Blueprint Homes (WA) Pty Ltd	Refund residential verge deposit	1,200.00
106800	8/01/20	BM Hammond	Refund residential verge deposit	750.00
106801	8/01/20	D Gugliotta	Refund bond	3,500.00
106802	8/01/20	Danga Yugusuk	Refund bond	1,000.00
106803	8/01/20	Emily Stokoe	Refund facility hire bond	350.00
106804	8/01/20	G Dine	Refund bond	5,000.00
106805	8/01/20	Gemmill Homes Pty Ltd	Refund residential verge deposit	1,200.00
106806	8/01/20	Home Group WA Pty Ltd	Refund residential verge deposit	1,200.00
106807	8/01/20	Inglewood Primary School	Refund facility hire bond	350.00
106808	8/01/20	Inst of Public Works Engineering Aust - IPWEA	Staff training, development and support	655.66
106809	8/01/20	Jag Demolition	Refund residential verge deposit	1,400.00
106810	8/01/20	JSA Contracting	Refund residential verge deposit	1,400.00
106811	8/01/20	Morley Vet Centre	Animal supplies & services	55.00
106812	8/01/20	MR Day	Refund bond	5,000.00
106813	8/01/20	Nations Trust WA	Refund facility hire bond	550.00
106814	8/01/20	Quairading Football Club	Refund facility hire bond	550.00
106815	8/01/20	Rachel West-Orienteering Association ofWA	Refund facility hire bond	350.00
106816	8/01/20	Rainbow	Refund facility hire bond	1,000.00
106817	8/01/20	S Karagiannis	Refund residential verge deposit	1,400.00
106818	8/01/20	SR Preedy	Refund residential verge deposit	1,400.00
106819	8/01/20	Stonevale Pty Ltd T/as Great Living Home	Refund residential verge deposit	1,200.00
106820	8/01/20	Telstra	Office telephone and communication expenses	11,184.83
106822	8/01/20	Water Corporation	Fees and charges	17,832.39
106823	8/01/20	WS Deacon	Refund bond	5,000.00
106824	15/01/20	Andrea Michelle Cavanagh	Refund rates overpayment	64.74
106825	15/01/20	B1 Homes	Refund crossover	12.00
106826	15/01/20	Banjamin & Fikreta Suhopoljac	Refund bond	14,171.00
106827	15/01/20	BP Australia Pty Ltd	Fuel and oil	551.90
106828	15/01/20	Brad A McIntyre & Karla Y McIntyre	Refund rates overpayment	408.70
106829	15/01/20	Buder Fedid	Refund facility hire bond	1,000.00
106830	15/01/20	Crystal Pacific Pty Ltd	Refund commercial verge deposit	780.00
106831	15/01/20	Domenico Romeo	Refund rates overpayment	878.77
106832	15/01/20	Duc Nguyen	Refund health centre memberships	237.07
106833	15/01/20	Embark Building Pty Ltd	Refund residential verge deposit	780.00
106834	15/01/20	Embark Building Pty Ltd	Refund residential verge deposit	1,200.00
106835	15/01/20	MJ Ameduri	Refund residential verge deposit	1,200.00
106836	15/01/20	Prada Constructions Pty Ltd	Refund commercial verge deposit	1,200.00
106837	15/01/20	Residential Building WA Pty Ltd	Refund residential verge deposit	1,200.00
106838	15/01/20	Rosewill Investments Pty Ltd T/A Prompt R	Refund residential verge deposit	1,400.00
106839	15/01/20	Stephen Hobbs and Delfine Mariotti	Crossover subsidy	612.40
106840	15/01/20	Telstra	Office telephone and communication expenses	697.34
106841	17/01/20	Water Corporation	Water usage charges	14,472.64
106844	22/01/20	Donal Mcgahon	Refund development application fee	147.00
106845	22/01/20	Emma Alexandra Kirk	Refund rates overpayment	480.39
106846	22/01/20	Go Maintenance	Refund residential verge deposit	1,400.00
106847	22/01/20	HK Ooi	Refund bond	5,000.00
106848	22/01/20	I Ionnakis	Refund residential verge deposit	1,400.00
106849	22/01/20	Ideal Homes Pty Ltd	Refund crossover	54.00
106850	22/01/20	JB Thomasz	Refund residential verge deposit	1,200.00
106851	22/01/20	Kim L Tan	Refund rates overpayment	424.80
106852	22/01/20	NNJ Wittkowsky	Refund business registration	246.54
106853	22/01/20	Noranda City Junior Football Club	Refund bond	300.00
106854	22/01/20	International Association For Public Participation	Subscription	2,200.00
106855	22/01/20	Pet City	Animal supplies & services	164.92
106856	22/01/20	Peter Quin-Conroy	Refund building application fee	77.00
106857	22/01/20	Prime Projects Constructions Pty Ltd	Refund residential verge deposit	1,200.00
106858	22/01/20	Pure Homes Pty Ltd T/as B1 Homes	Refund residential verge deposit	1,200.00
106859	22/01/20	Residential Building WA Pty Ltd	Refund residential verge deposit	1,200.00
106860	22/01/20	Rocky Bay Incorporated	Refund rates overpayment	1,429.47
106861	22/01/20	Rocky Bay Incorporated	Refund rates overpayment	3,008.55

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
106862	22/01/20	Ruth Onesmo	Refund bond	2,535.00
106863	22/01/20	SSB Pty Ltd T/A Momu Homes	Refund residential verge deposit	1,200.00
106864	22/01/20	Telstra	Office telephone and communication expenses	30,624.76
106865	22/01/20	The Trustee For R & T Trust (Morley)	Refund business registration	230.10
106866	22/01/20	WA Police Force	Refund bond	137.50
106867	22/01/20	Water Corporation	Water usage charges	799.15
106868	22/01/20	Western Australia Police Force	Refund bond	250.00
106869	29/01/20	Andrew Phillips	Refund crossover	4,307.20
106870	29/01/20	AP Spano	Refund residential verge deposit	1,200.00
106871	29/01/20	Belynda Elizabeth Hook	Refund bond	5,000.00
106872	29/01/20	BGC Residential Pty Ltd	Refund residential verge deposit	1,200.00
106873	29/01/20	Brian Osborne	Dog registration	75.00
106874	29/01/20	Dale Alcock Homes Pty Ltd	Refund residential verge deposit	1,200.00
106875	29/01/20	Dut Fan Chung	Crossover subsidy	612.40
106876	29/01/20	Emine Mullali	Refund crossover	3,167.20
106877	29/01/20	Ethiopian Orthodox Tewahido Church	Refund bond	650.00
106878	29/01/20	Heather G Liebenau	Refund dog sterilisation	150.00
106879	29/01/20	JB Thomasz	Refund residential verge deposit	1,200.00
106880	29/01/20	JD Warden	Refund residential verge deposit	1,400.00
106881	29/01/20	Jeanette Ruth Patterson	Refund rates overpayment	171.38
106882	29/01/20	Jo Garland	Refund bond	350.00
106883	29/01/20	Jonathan Gabriel	Refund dog sterilisation	150.00
106884	29/01/20	MCQ Supermarket Warehouse	Refund licence fee	214.90
106885	29/01/20	Morley Vet Centre	Animal supplies & services	269.00
106886	29/01/20	Neil Prione	Refund crossover	2,055.20
106887	29/01/20	Paul Blake	Crossover subsidy	2,268.00
106888	29/01/20	PGD Beor	Refund residential verge deposit	460.00
106889	29/01/20	SM Pirie	Refund residential verge deposit	1,400.00
106890	29/01/20	Telstra	Office telephone and communication expenses	1,015.28
106891	29/01/20	Water Corporation	Water usage charges	885.28
DC000060	7/01/20	Fines Enforcement Registry	Fees and charges	2,870.00
DC000061	7/01/20	Easialary Pty Ltd	Payroll deduction	3,401.04
DC000062	7/01/20	Superchoice	Staff superannuation	155,559.28
DC000063	8/01/20	Superchoice	Staff superannuation	-155,559.28
DC000064	8/01/20	Superchoice	Payroll deduction	155,476.70
DC000065	29/01/20	Easialary Pty Ltd	Payroll deduction	3,401.04
DC000066	29/01/20	Superchoice	Payroll deduction	158,210.51
EF049092	10/01/20	McKenna B	Councillor allowances and reimbursements	8,842.12
EF049093	10/01/20	Bayswater State Emergency Services	Grants & funding	12,806.20
EF049094	10/01/20	Catherine Ehrhardt	Councillor allowances and reimbursements	8,842.12
EF049095	10/01/20	Daniel Bull	Councillor allowances and reimbursements	35,305.00
EF049096	10/01/20	Elli Petersen-Pik	Councillor allowances and reimbursements	8,842.12
EF049097	10/01/20	Filomena Piffaretti	Councillor allowances and reimbursements	14,497.36
EF049098	10/01/20	Giorgia Johnson	Councillor allowances and reimbursements	8,842.12
EF049099	10/01/20	Lorna J Clarke	Councillor allowances and reimbursements	8,842.12
EF049100	10/01/20	Michelle Louise Sutherland	Councillor allowances and reimbursements	8,842.12
EF049101	10/01/20	Stephanie Gray	Councillor allowances and reimbursements	8,842.12
EF049102	10/01/20	Sally Palmer	Councillor allowances and reimbursements	8,842.12
EF049103	10/01/20	Steven George Ostaszewskij	Councillor allowances and reimbursements	6,919.92
EF049104	8/01/20	AAC Id Solutions	Office stationery and consumables	3,712.19
EF049105	8/01/20	Acclaimed Catering	Functions and events catering expenses	924.00
EF049106	8/01/20	ADT Security	Building maintenance and services	214.90
EF049107	8/01/20	Advance Press	Printing and graphic design expenses	913.00
EF049108	8/01/20	Advance Vacuumed Gutters	Building maintenance and services	855.02
EF049109	8/01/20	Airborn Amusements	Functions and events entertainment expenses	644.00
EF049110	8/01/20	Alinta Gas	Gas usage charges	1,309.85
EF049111	8/01/20	Commercial Air Solutions	Aquatic maintenance and services	330.00
EF049112	8/01/20	ALS Library Services	Library book stock and materials	304.34
EF049113	8/01/20	AMS Service & Maintenance Pty Ltd	Building maintenance and services	1,651.60
EF049114	8/01/20	Annabel Duckworth-Smith	Youth and seniors community activities	200.00
EF049115	8/01/20	Ceiling Manufacturers of Aust	Building supplies and hardware	643.62
EF049116	8/01/20	Auscorp It	Information technology minor purchases	526.94
EF049117	8/01/20	Austraffic	Professional consultancy services	4,620.00
EF049118	8/01/20	Australia Post	Postage and courier charges	24,907.56
EF049119	8/01/20	Australian Services Union	Payroll deduction	438.30
EF049120	8/01/20	Commissioner of Taxation	Payroll deduction	253,984.00
EF049121	8/01/20	Ayres Maintenance Company	Parks & gardens contract payments	401.50
EF049122	8/01/20	Ballajura Primary School	Refund facility hire bond	1,000.00
EF049123	8/01/20	Bayswater Croquet Club	Parks & gardens contract payments	2,295.00

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
EF049124	8/01/20	Belinda Salvoni	Functions and events catering expenses	345.00
EF049125	8/01/20	Boyan Electrical	Building maintenance and services	1,653.31
EF049126	8/01/20	Brady Australia Pty Ltd t/a Seton Australia	Equipment purchases	55.88
EF049127	8/01/20	Bridgestone Aust Ltd	Plant and vehicle parts and materials	1,860.54
EF049128	8/01/20	Building Control System	Aquatic maintenance and services	2,970.00
EF049129	8/01/20	Bunnings Pty Ltd	Environmental services & supplies	10,746.05
EF049130	8/01/20	Cai Fences	Fencing	2,904.00
EF049131	8/01/20	Capital Recycling	Tipping Fee	1,089.00
EF049132	8/01/20	Captive Connect	Marketing and promotional material	107.80
EF049133	8/01/20	City of Bayswater Social Club	Payroll deduction	172.00
EF049134	8/01/20	Cleanaway	Waste collection and hygiene services	63,240.83
EF049135	8/01/20	Cleverpatch Pty Ltd	Youth and seniors community activities	303.11
EF049136	8/01/20	COB - Sundowner Club	Payroll deduction	88.00
EF049137	8/01/20	Corsign (WA) Pty Ltd	Signage and banners	4,325.53
EF049138	8/01/20	Country Kitchen Catering	Functions and events catering expenses	2,900.00
EF049139	8/01/20	Child Support Agency	Payroll deduction	1,445.35
EF049140	8/01/20	Curost Milk Supply	Staff Amenities	134.50
EF049141	8/01/20	CVP Electrical Co	Aquatic maintenance and services	179.69
EF049142	8/01/20	Danish Patisserie	Functions and events catering expenses	151.03
EF049143	8/01/20	Data#3 Licensing Solutions	Office stationery and consumables	266,735.03
EF049144	8/01/20	Decipha Pty Ltd	Postage and courier charges	1,184.80
EF049145	8/01/20	Direct Communications Pty Ltd	Plant and vehicle repairs	368.50
EF049146	8/01/20	Domview Pty Ltd T/A The Hire Guys Balcatta & Os	Equipment hire	1,505.50
EF049147	8/01/20	Dowsing Concrete	Construction and civil works technical support	1,036.25
EF049148	8/01/20	Environment House	Environmental services & supplies	139.10
EF049149	8/01/20	Epic Catering Services	Functions and events catering expenses	1,200.00
EF049150	8/01/20	Es2 Pty Ltd	IT network maintenance	15,400.00
EF049151	8/01/20	Evenflow Irrigation	Parks & gardens contract payments	440.00
EF049152	8/01/20	Filomena Piffaretti	Councillor allowances and reimbursements	77.88
EF049153	8/01/20	F4 Photographer	Photography / Video Production	260.00
EF049154	8/01/20	Finespun Architecture	Sitting Fee	467.50
EF049155	8/01/20	Flexi Staff	Labour hire and temporary replacement	6,137.35
EF049156	8/01/20	Foxtel Cable Television Ltd.	Memberships and subscriptions	253.00
EF049157	8/01/20	Full Circle Roof Plumbing	Aquatic maintenance and services	6,721.00
EF049158	8/01/20	Future Institute of Australia Pty Ltd	Staff training, development and support	9,047.23
EF049159	8/01/20	Galvins Plumbing Supplies	Building supplies and hardware	2,055.40
EF049160	8/01/20	Les Mills Australia	Licence and permit renewal	1,589.86
EF049161	8/01/20	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	1,130.33
EF049162	8/01/20	Health Insurance Fund of WA	Payroll deduction	332.40
EF049163	8/01/20	Hey Dee Ho	Youth and seniors community activities	320.00
EF049164	8/01/20	Hospital Benefit Fund of WA	Payroll deduction	1,552.85
EF049165	8/01/20	Imagesource Digital Solutions	Youth and seniors community activities	1,688.50
EF049166	8/01/20	IPWEA-WA Division	Memberships and subscriptions	319.00
EF049167	8/01/20	IRP Pty Ltd	Labour hire and temporary replacement	9,378.99
EF049168	8/01/20	JGC Group Pty Ltd	Youth and seniors community activities	1,090.00
EF049169	8/01/20	JB Hi-Fi Group Pty Ltd	IT software/hardware upgrades and replacement	88,200.00
EF049170	8/01/20	Lawn Doctor	Parks & gardens contract payments	651.75
EF049171	8/01/20	Lee Syminton Architects	Sitting Fee	467.50
EF049172	8/01/20	Liquor Stax At Charlies	Functions and events bar stock	677.93
EF049173	8/01/20	Little Miss Squeezebox	Functions and events entertainment expenses	137.50
EF049174	8/01/20	Lovatt Electrical	Building maintenance and services	130.00
EF049175	8/01/20	M & B Sales	Building supplies and hardware	186.48
EF049176	8/01/20	On Hold Magic	Memberships and subscriptions	134.86
EF049177	8/01/20	Veridian Trust	Youth and seniors community activities	200.00
EF049178	8/01/20	Maia Financial Pty Ltd	Lease and rental payments	2,593.71
EF049179	8/01/20	Marketforce Pty Ltd	Advertising public notices	4,243.47
EF049180	8/01/20	Maylands Tennis Club	Parks & gardens contract payments	12,850.11
EF049181	8/01/20	Message Media	Marketing and promotional material	67.34
EF049182	8/01/20	Mollydag Faces	Functions and events entertainment expenses	820.00
EF049183	8/01/20	MPK Tree Management Pty Ltd T/A MPK Tree Ser	Parks & gardens tree pruning and associated services	8,932.00
EF049184	8/01/20	Natural Area Management & Services	Environmental services & supplies	1,293.27
EF049185	8/01/20	Aquamonix	Parks & gardens reticulation systems repairs and upgrades	5,168.90
EF049186	8/01/20	Officeworks	Kiosk stock	307.85
EF049187	8/01/20	Paywise	Payroll deduction	587.70
EF049188	8/01/20	Perth Mint Gold Shop	Citizenship expenses	1,999.80
EF049189	8/01/20	Perth Recruitment Services	Labour hire and temporary replacement	12,060.92
EF049190	8/01/20	Perth Sail Shades & Umbrellas	Parks & gardens contract payments	3,091.00
EF049191	8/01/20	Philip Gresley	Sitting Fee	700.00
EF049192	8/01/20	Plummech Services Pty Ltd	Building maintenance and services	352.00

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
EF049193	8/01/20	Precision Carpets	Building maintenance and services	2,323.75
EF049194	8/01/20	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	8,559.43
EF049195	8/01/20	Programmed Professionals Pty Ltd	Labour hire and temporary replacement	2,558.49
EF049196	8/01/20	Promolab	Office stationery and consumables	237.60
EF049197	8/01/20	Quality Press	Printing and graphic design expenses	528.00
EF049198	8/01/20	WA Blue Metal and WA Premix	Construction and civil works tools and materials	836.00
EF049199	8/01/20	Redman Solutions	IT network maintenance	23,100.00
EF049200	8/01/20	Renuka Sah	Refund health centre memberships	513.18
EF049201	8/01/20	Repeco	Plant and vehicle parts and materials	193.75
EF049202	8/01/20	Resource Recovery Solutions Pty Ltd	Tipping Fee	385.00
EF049203	8/01/20	Richgro Garden Products	Parks & gardens materials	980.00
EF049204	8/01/20	Royal Life Saving Society	Printing and graphic design expenses	403.50
EF049205	8/01/20	Same Day Mowing	Parks & gardens contract payments	958.00
EF049206	8/01/20	Sero Cafe	Functions and events catering expenses	220.00
EF049207	8/01/20	Sharon Tassicker	Professional consultancy services	500.00
EF049208	8/01/20	Floorcraft	Cleaning services	7,829.80
EF049209	8/01/20	Fasta Couriers	Postage and courier charges	56.19
EF049210	8/01/20	Shred-X Pty Ltd	Document management and archiving	10.12
EF049211	8/01/20	Solargain Pv Pty Ltd	Construction and civil works payments	35,156.00
EF049212	8/01/20	Sonic Health Plus Pty Ltd	Medical services and materials	1,548.80
EF049213	8/01/20	Sportsworld of WA	Kiosk stock	2,487.65
EF049214	8/01/20	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies	414.86
EF049215	8/01/20	Surun Services Pty Ltd	Building maintenance and services	3,337.90
EF049216	8/01/20	Synaco Global Recruitment	Councillor equipment and consumables	684.42
EF049217	8/01/20	Synergy	Electricity charges (other than street lighting)	52,599.04
EF049218	8/01/20	The Goods Australia	Cleaning supplies	2,029.03
EF049219	8/01/20	The O'Grady Family Trust T/A Efficient Site Service	Parks & gardens contract payments	7,430.00
EF049220	8/01/20	Toll Transport Pty Ltd	Postage and courier charges	670.67
EF049221	8/01/20	TPG Telecom	IT network maintenance	6,428.40
EF049222	8/01/20	Travis Hayto Photography	Photography / Video Production	1,100.00
EF049223	8/01/20	Trent Prior	Staff allowances and reimbursements	750.00
EF049224	8/01/20	Trisley Hydraulic Services	Building maintenance and services	1,798.50
EF049225	8/01/20	Twins (WA) Pty Ltd	Functions and events catering expenses	393.10
EF049226	8/01/20	Uplifting Solutions Pty Ltd	Equipment purchases	2,081.20
EF049227	8/01/20	LGRCEU	Payroll deduction	820.00
EF049228	8/01/20	WC Innovations	Building maintenance and services	3,456.03
EF049229	8/01/20	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	2,083.45
EF049230	8/01/20	Winc	Office stationery and consumables	3,906.94
EF049231	8/01/20	Woolworths Ltd (WA)	Functions and events bar stock	110.90
EF049232	8/01/20	Zhao Xia Melinda Ma	Refund miscellaneous	28.00
EF049233	15/01/20	7 To 1 Photography	Photography / Video Production	770.00
EF049234	15/01/20	Abstract Investments T/As Smoke & Mirrors Audit	Functions and events site setup expenses	8,712.00
EF049235	15/01/20	Access Icon Pty Ltd T/A Cascada Group	Equipment purchases	5,065.50
EF049236	15/01/20	Advance Press	Printing and graphic design expenses	544.50
EF049237	15/01/20	Advance Vacuum Gutters	Building maintenance and services	2,836.48
EF049238	15/01/20	Commercial Air Solutions	Aquatic maintenance and services	2,554.97
EF049239	15/01/20	ALS Library Services	Library book stock and materials	280.30
EF049240	15/01/20	AMS Service & Maintenance Pty Ltd	Building maintenance and services	4,377.35
EF049241	15/01/20	Archive Management (QLD) Pty Ltd	Document management and archiving	377.30
EF049242	15/01/20	Atom Supplies	Depot stores and consumables	233.64
EF049243	15/01/20	Australia Post	Postage and courier charges	3,179.33
EF049244	15/01/20	Australia Post / Commission	Commission	2,315.61
EF049245	15/01/20	Australian Property Consultants	Professional consultancy services	3,300.00
EF049246	15/01/20	Australian Safety Engineers	Office equipment operating charges	631.40
EF049247	15/01/20	Australian Services Union	Payroll deduction	438.30
EF049248	15/01/20	Commissioner of Taxation	Payroll deduction	272,267.00
EF049249	15/01/20	Azure Painting	Building maintenance and services	3,740.00
EF049250	15/01/20	Baileys Fertilisers	Parks & gardens plants and trees	3,597.00
EF049251	15/01/20	Be Media Group Pty Ltd	Advertising public notices	2,640.00
EF049252	15/01/20	Bedford/Morley Cricket Club	Parks & gardens contract payments	5,400.00
EF049253	15/01/20	Benjamin and Fikreta Suhopoljac	Functions and events catering expenses	1,260.00
EF049254	15/01/20	Blitz Photo Booths	Functions and events entertainment expenses	619.00
EF049255	15/01/20	BOC Gases Australia Limited	Medical services and materials	92.89
EF049256	15/01/20	Boilertronics	Aquatic maintenance and services	621.81
EF049257	15/01/20	Boya Equipment Pty Ltd	Depot stores and consumables	56.67
EF049258	15/01/20	Bridgestone Aust Ltd	Plant and vehicle repairs	3,054.15
EF049259	15/01/20	Bunnings Pty Ltd	Environmental services & supplies	914.65
EF049260	15/01/20	Cai Fences	Fencing	52,184.00
EF049261	15/01/20	Capital Recycling	Tipping Fee	217.80

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
EF049262	15/01/20	Cat Haven	Animal supplies & services	91.00
EF049263	15/01/20	Chemistry Centre of WA	Environmental testing and sampling	816.19
EF049264	15/01/20	City of Bayswater Social Club	Payroll deduction	172.00
EF049265	15/01/20	Cleanaway	Waste collection and hygiene services	59,008.59
EF049266	15/01/20	Cleantex Pty Ltd	Staff uniforms and protective equipment	278.96
EF049267	15/01/20	Cleverpatch Pty Ltd	Library book stock and materials	402.32
EF049268	15/01/20	COB - Sundowner Club	Payroll deduction	84.00
EF049269	15/01/20	Crest Personnel Pty Ltd	Labour hire and temporary replacement	9,716.72
EF049270	15/01/20	Telford Industries	Aquatic chemicals and consumables	2,667.50
EF049271	15/01/20	Child Support Agency	Payroll deduction	1,445.35
EF049272	15/01/20	Dorma Bwn Automatics Pty Ltd	Building maintenance and services	833.88
EF049273	15/01/20	Dowsing Concrete	Construction and civil works tools and materials	3,262.69
EF049274	15/01/20	Maylands Park Lottery Centre & News	Memberships and subscriptions	438.19
EF049275	15/01/20	Western Power	Construction and civil works technical support	4,451.00
EF049276	15/01/20	Envisionware Pty Ltd	Equipment repairs	148.50
EF049277	15/01/20	E-equal Disability Consultants	Professional consultancy services	7,480.00
EF049278	15/01/20	Exetel	Office telephone and communication expenses	1,250.00
EF049279	15/01/20	Flexi Staff	Labour hire and temporary replacement	5,220.34
EF049280	15/01/20	Fuel Distributors of WA Pty Ltd	Fuel and oil	18,805.20
EF049281	15/01/20	Fuji Xerox (Aust) Pty Ltd	Photocopying contract charges	149.60
EF049282	15/01/20	Galvins Plumbing Supplies	Building supplies and hardware	430.69
EF049283	15/01/20	Great Eastern Building Co Pty Ltd	Construction and civil works payments	42,454.50
EF049284	15/01/20	Greencross Vets	Animal supplies & services	55.00
EF049285	15/01/20	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	5,652.09
EF049286	15/01/20	Health Insurance Fund of WA	Payroll deduction	332.40
EF049287	15/01/20	Hirotec Maintenance Pty Ltd	Fire suppression and alarm monitoring	1,757.80
EF049288	15/01/20	Hospital Benefit Fund of WA	Payroll deduction	1,552.85
EF049289	15/01/20	Iris Consulting Group Pty Ltd	Staff training, development and support	1,160.00
EF049290	15/01/20	IRP Pty Ltd	Labour hire and temporary replacement	9,044.15
EF049291	15/01/20	JB Hi-Fi Group Pty Ltd	Information technology minor purchases	436.00
EF049292	15/01/20	Jonathan Richards	Refund swimming lessons	205.20
EF049293	15/01/20	The Watershed Water Systems	Parks & gardens reticulation systems repairs and upgrades	11,465.11
EF049294	15/01/20	Julie Wiscombe	Functions and events entertainment expenses	140.00
EF049295	15/01/20	KS Black Pty Ltd	Parks & gardens reticulation systems repairs and upgrades	6,350.30
EF049296	15/01/20	Landfill Gas and Power Pty Ltd	Electricity charges (other than street lighting)	111,579.31
EF049297	15/01/20	Landgate - Valuer General's Office	Gross rental valuation charges	488.86
EF049298	15/01/20	Lawn Doctor	Parks & gardens contract payments	5,204.10
EF049299	15/01/20	Life Active Podiatry	Podiatry services and materials	3,645.00
EF049300	15/01/20	Veridian Trust	Youth and seniors community activities	200.00
EF049301	15/01/20	McInerney Ford	Plant and vehicle parts and materials	339.13
EF049302	15/01/20	Medshop Australia	Medical services and materials	747.83
EF049303	15/01/20	Monsterball Amusements	Functions and events entertainment expenses	1,490.00
EF049304	15/01/20	Natural Area Management & Services	Environmental services & supplies	10,242.87
EF049305	15/01/20	New Look Drycleaners & Laundry Service	Cleaning services	147.95
EF049306	15/01/20	Objective Corporation Limited	IT software/hardware upgrades and replacement	4,112.86
EF049307	15/01/20	Officeworks	Kiosk stock	114.40
EF049308	15/01/20	Paywise	Payroll deduction	587.70
EF049309	15/01/20	Perth Recruitment Services	Labour hire and temporary replacement	28,680.29
EF049310	15/01/20	Pirtek (Malaga) Pty Ltd	Plant and vehicle parts and materials	155.45
EF049311	15/01/20	Quality Press	Printing and graphic design expenses	169.40
EF049312	15/01/20	Rentokil Initial Pty Ltd	Indoor Plant Hire	2,101.67
EF049313	15/01/20	Repco	Plant and vehicle parts and materials	567.85
EF049314	15/01/20	Richgro Garden Products	Parks & gardens materials	6,627.50
EF049315	15/01/20	Riskwest Pty Ltd	Professional consultancy services	3,762.00
EF049316	15/01/20	Rotary Club of Morley Inc	Functions and events catering expenses	1,000.00
EF049317	15/01/20	SBA Music	Library book stock and materials	518.10
EF049318	15/01/20	Security Management Australasia Pty Ltd	Office stationery and consumables	148.50
EF049319	15/01/20	Sheed Electrical Pty Ltd	Building maintenance and services	37,810.82
EF049320	15/01/20	Floorcraft	Building maintenance and services	7,289.70
EF049321	15/01/20	Signbiz WA	Signage and banners	946.00
EF049322	15/01/20	Sonic Health Plus Pty Ltd	Medical services and materials	738.10
EF049323	15/01/20	Spyker Business Solutions	Buildings and events security expenses	930.88
EF049324	15/01/20	St John Ambulance (WA) Inc	Staff training, development and support	74.00
EF049325	15/01/20	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies	65.42
EF049326	15/01/20	Stiles Electrical & Communication Svces P/L	Building maintenance and services	7,075.75
EF049327	15/01/20	Sunny Industrial Brushware	Depot stores and consumables	950.40
EF049328	15/01/20	Surun Services Pty Ltd	Building maintenance and services	1,025.15
EF049329	15/01/20	Sweet Thursday Community Singers Inc.	Functions and events entertainment expenses	100.00
EF049330	15/01/20	Synaco Global Recruitment	Labour hire and temporary replacement	1,711.05

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
EF049331	15/01/20	Taman Diamond Tool Solutions	Plant and vehicle parts and materials	770.00
EF049332	15/01/20	Toll Transport Pty Ltd	Postage and courier charges	206.36
EF049333	15/01/20	Twins (WA) Pty Ltd	Functions and events catering expenses	150.00
EF049334	15/01/20	WA Pump Control Systems Pty Ltd	Parks & gardens reticulation systems repairs and upgrades	622.60
EF049335	15/01/20	LGRCEU	Payroll deduction	820.00
EF049336	15/01/20	Wattleup Tractors	Plant and vehicle parts and materials	383.40
EF049337	15/01/20	Wesfarmers Kleenheat Gas Pty Ltd	Gas usage charges	7,300.18
EF049338	15/01/20	West Coast Turf	Parks & gardens contract payments	1,133.00
EF049339	15/01/20	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	678.20
EF049340	15/01/20	Winc	Office stationery and consumables	668.97
EF049341	15/01/20	Morley Sport & Recreation Centre	Management fee	16,281.65
EF049342	15/01/20	Zenien	Buildings and events security expenses	330.00
EF049345	22/01/20	A1 Locksmiths	Key / Lock Services	138.00
EF049346	22/01/20	Adelphi Tailoring	Staff uniforms and protective equipment	88.33
EF049347	22/01/20	Advance Vacuumed Gutters	Building maintenance and services	819.20
EF049348	22/01/20	Air Liquide WA Pty Ltd	Equipment hire	231.28
EF049349	22/01/20	Alinta Gas	Gas usage charges	38.10
EF049350	22/01/20	AMS Service & Maintenance Pty Ltd	Building maintenance and services	1,840.30
EF049351	22/01/20	Bayswater News & Lotteries	Memberships and subscriptions	736.48
EF049352	22/01/20	Arbor Centre Pty Ltd	Parks & gardens contract payments	990.00
EF049353	22/01/20	Asphaltech Pty Ltd	Construction and civil works payments	523.18
EF049354	22/01/20	ATC Work Smart	Labour hire and temporary replacement	123.75
EF049355	22/01/20	Auslan (WA) Pty Ltd T/A Vital Interpreting Persons	Professional consultancy services	732.60
EF049356	22/01/20	Bayswater Tennis Club	Parks & gardens contract payments	7,026.52
EF049357	22/01/20	Boral Construction Materials Group Ltd	Construction and civil works payments	2,529.56
EF049358	22/01/20	Capital Recycling	Tipping fee	435.60
EF049359	22/01/20	Charter Plumbing and Gas Pty Ltd	Aquatic maintenance and services	473.00
EF049360	22/01/20	Cineads Australia Pty Ltd	Marketing and promotional material	1,100.00
EF049361	22/01/20	Clarity Corporate Communications Pty Ltd	Marketing and promotional material	4,829.00
EF049362	22/01/20	Classic Hire	Equipment hire	1,677.06
EF049363	22/01/20	Cleanaway	Waste collection and hygiene services	363,709.12
EF049364	22/01/20	Click Studios (SA) Pty Ltd	IT network maintenance	2,075.70
EF049365	22/01/20	Contraflow Pty Ltd	Traffic management	5,425.38
EF049366	22/01/20	Curost Milk Supply	Kiosk stock	69.24
EF049367	22/01/20	Tint Works Morley	Office stationery and consumables	220.00
EF049368	22/01/20	Database Consultants Australia	Equipment repairs	2,182.40
EF049369	22/01/20	Dianne Ling	Staff allowances and reimbursements	200.00
EF049370	22/01/20	Downer Edi Engineering Power Pty Ltd	Building maintenance and services	8,997.83
EF049371	22/01/20	Dowsing Concrete	Construction and civil works tools and materials	1,666.73
EF049372	22/01/20	East Metro Regional Council	Waste collection and hygiene services	161,353.09
EF049373	22/01/20	Eco Craft Environment	Parks & gardens contract payments	2,244.00
EF049374	22/01/20	Western Power	Electricity charges - Street lighting	6,186.00
EF049375	22/01/20	Environmental Industries Pty Ltd	Parks & gardens contract payments	4,732.20
EF049376	22/01/20	Evenflow Irrigation	Parks & gardens contract payments	2,343.00
EF049377	22/01/20	Fleetspec Hire	Equipment hire	4,214.76
EF049378	22/01/20	Flexi Staff	Labour hire and temporary replacement	5,700.71
EF049379	22/01/20	Foxtel Cable Television Ltd.	Memberships and subscriptions	253.00
EF049380	22/01/20	Fuji Xerox (Aust) Pty Ltd	Photocopying contract charges	10,703.25
EF049381	22/01/20	Jason Signmakers	Signage and banners	1,287.00
EF049382	22/01/20	Galleria Toyota	Plant and vehicle purchasing	148,242.80
EF049383	22/01/20	GHD Pty Ltd	Professional consultancy services	20,221.80
EF049384	22/01/20	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	1,884.03
EF049385	22/01/20	Hirotec Maintenance Pty Ltd	Building maintenance and services	4,908.24
EF049386	22/01/20	Impulse Painting and Decorating	Painting services	8,285.20
EF049387	22/01/20	Intelife Group Inc Formally Intetwork Incorporated	Building maintenance and services	3,484.58
EF049388	22/01/20	IPWEA-WA Division	Memberships and subscriptions	990.00
EF049389	22/01/20	IRP Pty Ltd	Labour hire and temporary replacement	6,518.82
EF049390	22/01/20	Jaycar	Equipment purchases	249.00
EF049391	22/01/20	JB Hi-Fi Group Pty Ltd	IT software/hardware upgrades and replacement	16,190.00
EF049392	22/01/20	Jeremy Maher	Staff allowances and reimbursements	270.00
EF049393	22/01/20	The Watershed Water Systems	Parks & gardens reticulation systems repairs and upgrades	6,014.75
EF049394	22/01/20	K-Line Fencing Group	Fencing	7,982.43
EF049395	22/01/20	KS Black Pty Ltd	Parks & gardens reticulation systems repairs and upgrades	30,338.95
EF049396	22/01/20	Landscape and Maintenance Solutions	Parks & gardens contract payments	7,875.09
EF049397	22/01/20	Linemarking WA Pty Ltd	Construction and civil works technical support	2,079.00
EF049398	22/01/20	Ling Chua	Printing and graphic design expenses	100.00
EF049399	22/01/20	Living Turf	Parks & gardens materials	2,134.00
EF049400	22/01/20	Lovegrove Turf Services Pty Ltd	Parks & gardens materials	1,760.00
EF049401	22/01/20	M P Rogers & Associates	Professional consultancy services	12,267.95

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
EF049402	22/01/20	Mader Contracting Pty Ltd	Labour hire and temporary replacement	15,488.00
EF049403	22/01/20	McLeods	Legal expenses and court costs	419.73
EF049404	22/01/20	Michael E Speranza	Youth and seniors community activities	300.00
EF049405	22/01/20	Michael Page	Labour hire and temporary replacement	4,963.36
EF049406	22/01/20	MPK Tree Management Pty Ltd T/A MPK Tree Sen	Parks & gardens tree pruning and associated services	49,611.10
EF049407	22/01/20	My Media Intelligence Pty Ltd	Marketing and promotional material	816.30
EF049408	22/01/20	Myzone Pty Ltd	Licence and permit renewal	4,158.00
EF049409	22/01/20	Officeworks	Staff Amenities	22.88
EF049410	22/01/20	Old Macdonald's Travelling Farm	Youth and seniors community activities	880.00
EF049411	22/01/20	Parker Black & Forrest Pty Ltd	Key / Lock Services	221.43
EF049412	22/01/20	Parties Kids Remember	Youth and seniors community activities	590.00
EF049413	22/01/20	Pathwaste Pty Ltd	Office stationery and consumables	205.15
EF049414	22/01/20	Perth Bin Hire	Waste collection and hygiene services	1,727.28
EF049415	22/01/20	Perth Recruitment Services	Labour hire and temporary replacement	3,632.48
EF049416	22/01/20	Perth Symphony Orchestra	Equipment hire	22,000.00
EF049417	22/01/20	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	10,437.05
EF049418	22/01/20	Programmed Professionals Pty Ltd	Labour hire and temporary replacement	2,143.24
EF049419	22/01/20	Quality Press	Printing and graphic design expenses	539.00
EF049420	22/01/20	WA Blue Metal and WA Premix	Parks & gardens materials	250.80
EF049421	22/01/20	Redman Solutions	IT systems licensing fees and support	6,080.80
EF049422	22/01/20	Repo	Plant and vehicle parts and materials	4,837.27
EF049423	22/01/20	Resource Recovery Solutions Pty Ltd	Tippling Fee	550.00
EF049424	22/01/20	Richgro Garden Products	Parks & gardens materials	2,651.00
EF049425	22/01/20	Roadshow Public Performance Licensing	Youth and seniors community activities	302.50
EF049426	22/01/20	Security Management Australasia Pty Ltd	Buildings and events security expenses	117,159.90
EF049427	22/01/20	Floorcraft	Building maintenance and services	874.50
EF049428	22/01/20	Sigma Chemicals	Equipment repairs	1,080.97
EF049429	22/01/20	Sonic Health Plus Pty Ltd	Medical services and materials	297.00
EF049430	22/01/20	Southern Wire Industrial Pty Ltd	Parks & gardens contract payments	38,742.67
EF049431	22/01/20	Synaco Global Recruitment	Labour hire and temporary replacement	2,737.68
EF049432	22/01/20	Synergy	Electricity charges - Street lighting	110,586.73
EF049433	22/01/20	Tanks For Hire	Equipment hire	610.50
EF049434	22/01/20	The O'Grady Family Trust T/A Efficient Site Service	Parks & gardens contract payments	4,004.00
EF049435	22/01/20	The Poster Girls	Marketing and promotional material	184.80
EF049436	22/01/20	Toll Transport Pty Ltd	Postage and courier charges	257.95
EF049437	22/01/20	Ultipos Australia	Office stationery and consumables	121.00
EF049438	22/01/20	W A Treasury Corporation	Loan repayments	1,347.51
EF049439	22/01/20	WA Pump Control Systems Pty Ltd	Parks & gardens contract payments	23,910.62
EF049440	22/01/20	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	1,783.25
EF049441	22/01/20	Zircodata Pty Ltd	Document management and archiving	392.30
EF049444	28/01/20	W A Treasury Corporation	Fees and charges	50.78
EF049447	29/01/20	Acurix Networks Pty Ltd	IT network maintenance	1,666.67
EF049448	29/01/20	ADT Security	Fire suppression and alarm monitoring	2,740.40
EF049449	29/01/20	Advance Vacuumed Gutters	Cleaning services	1,462.20
EF049450	29/01/20	Allinta Gas	Gas usage charges	256.55
EF049451	29/01/20	Australia Wide Investigations Pty Ltd	Professional consultancy services	2,111.78
EF049452	29/01/20	Australian Institute of Management WA Ltd	Staff training, development and support	968.00
EF049453	29/01/20	Australian Services Union	Payroll deduction	484.92
EF049454	29/01/20	Commissioner of Taxation	Payroll deduction	264,025.00
EF049455	29/01/20	Auswest Displays	Equipment hire	52,605.00
EF049456	29/01/20	Bayswater Bowling & Rec Club	Parks & gardens contract payments	2,500.00
EF049457	29/01/20	Blazon Displays	Marketing and promotional material	606.10
EF049458	29/01/20	Boral Construction Materials Group Ltd	Construction and civil works tools and materials	4,671.04
EF049459	29/01/20	Boyan Electrical	Building maintenance and services	3,230.43
EF049460	29/01/20	Building Base Pty Ltd	Building supplies and hardware	17,418.18
EF049461	29/01/20	Building Control System	Aquatic maintenance and services	528.00
EF049462	29/01/20	Bunnings Pty Ltd	Aquatic maintenance and services	732.97
EF049463	29/01/20	Business Base	Furniture purchases	1,822.45
EF049464	29/01/20	Cadgroup Australia	IT software/hardware upgrades and replacement	4,367.00
EF049465	29/01/20	Capital Recycling	Tippling Fee	871.20
EF049466	29/01/20	Captive Connect	Licence and permit renewal	1,980.00
EF049467	29/01/20	Charter Plumbing and Gas Pty Ltd	Building maintenance and services	346.50
EF049468	29/01/20	Chatterbox Public Speaking	Professional consultancy services	990.00
EF049469	29/01/20	Classic Hire	Equipment hire	283.14
EF049470	29/01/20	Cleanaway	Waste collection and hygiene services	445,222.96
EF049471	29/01/20	COB - Sundowner Club	Payroll deduction	88.00
EF049472	29/01/20	Cockburn Wetlands Education Centre	Staff training, development and support	755.49
EF049473	29/01/20	Contraflow Pty Ltd	Traffic management	434.94
EF049474	29/01/20	Child Support Agency	Payroll deduction	1,445.35

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
EF049475	29/01/20	Curost Milk Supply	Staff Amenities	113.10
EF049476	29/01/20	Data#3 Licensing Solutions	IT network maintenance	23,676.68
EF049477	29/01/20	Department of Transport - Vehicle Search	Vehicle searches	214.40
EF049478	29/01/20	Di Candilo Steel City	Plant and vehicle parts and materials	83.60
EF049479	29/01/20	East Metro Regional Council	Waste collection and hygiene services	472,617.46
EF049480	29/01/20	Exteria	Parks & gardens contract payments	6,084.10
EF049481	29/01/20	Ezy Lockers Pty Ltd	Commission	66.94
EF049482	29/01/20	Flexi Staff	Labour hire and temporary replacement	3,257.54
EF049483	29/01/20	GHD Pty Ltd	Environmental services & supplies	40,478.09
EF049484	29/01/20	Hawaiian Pty Ltd	Grants & funding	3,300.00
EF049485	29/01/20	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	1,649.07
EF049486	29/01/20	Health Insurance Fund of WA	Payroll deduction	332.40
EF049487	29/01/20	Hocking Heritage Studio	Professional consultancy services	1,463.00
EF049488	29/01/20	Holcim (Australia) Pty Ltd	Parks & gardens materials	1,933.53
EF049489	29/01/20	Hospital Benefit Fund of WA	Payroll deduction	1,552.85
EF049490	29/01/20	Impulse Painting and Decorating	Building maintenance and services	2,420.00
EF049491	29/01/20	International Association For Public Participation	Memberships and subscriptions	2,200.00
EF049492	29/01/20	IRP Pty Ltd	Labour hire and temporary replacement	13,003.60
EF049493	29/01/20	Ixom Operations Pty Ltd	Aquatic chemicals and consumables	3,517.87
EF049494	29/01/20	John Lodge T/A Landcare Weed Control	Parks & gardens contract payments	4,266.15
EF049495	29/01/20	KLMedia Pty Ltd T/A All Access Australasia	Library book stock and materials	1,972.51
EF049496	29/01/20	Landgate - Valuer General's Office	Land enquiry	26.20
EF049497	29/01/20	Lets All Party	Functions and events entertainment expenses	2,321.00
EF049498	29/01/20	Lions ANZI Pacific Forum 2020	Donation	200.00
EF049499	29/01/20	Maia Financial Pty Ltd	Equipment hire	9,914.82
EF049500	29/01/20	Michael Page	Labour hire and temporary replacement	1,651.21
EF049501	29/01/20	Morley Bowling Club	Parks & gardens contract payments	5,100.00
EF049502	29/01/20	Morley Noranda Recreation Club Inc	Venue hire	4,446.50
EF049503	29/01/20	Natural Area Management & Services	Environmental services & supplies	9,954.12
EF049504	29/01/20	Noranda Vet Clinic	Animal supplies & services	55.00
EF049505	29/01/20	Octagon Lifts Pty Ltd	Building maintenance and services	664.48
EF049506	29/01/20	Paywise	Payroll deduction	587.70
EF049507	29/01/20	Perth Audio Visual - Sales & Installation	Equipment purchases	447.66
EF049508	29/01/20	Perth Recruitment Services	Labour hire and temporary replacement	9,140.34
EF049509	29/01/20	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	4,263.38
EF049510	29/01/20	Repeco	Plant and vehicle parts and materials	299.24
EF049511	29/01/20	Rosalyn Anderson	Youth and seniors community activities	750.00
EF049512	29/01/20	Sai Global Ltd	Publications	664.20
EF049513	29/01/20	Same Day Mowing	Parks & gardens contract payments	799.00
EF049514	29/01/20	Scandinavian Investments Pty Ltd T/A GC Sales WA	Waste collection and hygiene services	5,728.70
EF049515	29/01/20	Shane McCarthy	Youth and seniors community activities	550.00
EF049516	29/01/20	Sonic Health Plus Pty Ltd	Medical services and materials	518.10
EF049517	29/01/20	Sports Turf Technology	Parks & gardens contract payments	5,060.00
EF049518	29/01/20	Synergy	Electricity charges (other than street lighting)	25,316.68
EF049519	29/01/20	The O'Grady Family Trust T/A Efficient Site Service	Parks & gardens contract payments	6,352.50
EF049520	29/01/20	Toll Transport Pty Ltd	Postage and courier charges	257.95
EF049521	29/01/20	TPG Telecom	IT network maintenance	6,428.40
EF049522	29/01/20	T-Quip	Plant and vehicle parts and materials	25.10
EF049523	29/01/20	Twins (WA) Pty Ltd	Functions and events catering expenses	360.00
EF049524	29/01/20	Ty Webb	Youth and seniors community activities	75.00
EF049525	29/01/20	Veev Group P/L	Professional consultancy services	4,356.00
EF049526	29/01/20	VIC Roads	Vehicle searches	19.00
EF049527	29/01/20	Viking Rentals	Lease and rental payments	365.42
EF049528	29/01/20	WA Hardwood Floors	Building maintenance and services	5,146.00
EF049529	29/01/20	LGRCEU	Payroll deduction	820.00
EF049530	29/01/20	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	384.60
EF049531	29/01/20	West-Sure (WA) Pty Ltd	Postage and courier charges	1,935.95
EF049532	29/01/20	Winc	Commission	0.97
EF049533	29/01/20	Woolworths Ltd (WA)	Equipment purchases	137.00
EF049534	29/01/20	Zettanet Pty Ltd	Office telephone and communication expenses	4,635.50
Cancelled Payments				
106676	17/01/20	Payment - 106676	-	5,000.00
106736	29/01/20	Payment - 106736	-	605.00
106854	29/01/20	Payment - 106854	-	2,200.00
EF048654	7/01/20	Payment - EF048654	-	5,885.00
EF048921	20/01/20	Payment - EF048921	-	1,000.00
				-14,690.00

Attachment 2**City of Bayswater****List of Payment - Trust****for the period 1 January 2020 to 31 January 2020**

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				\$
EF049442	22/01/20	City of Bayswater Municipal	Commission	440.00
EF049443	22/01/20	Department of Mines, Industry Regulation and Safety	Commission	18,634.47
EF049445	29/01/20	City of Bayswater Municipal	Commission	115.50
EF049446	29/01/20	Construction Training Fund	Commission	11,589.13
				<hr/>
				30,779.10
Cancelled Payments				-
				<hr/>
				0.00

Attachment 3**City of Bayswater****List of Payment - Aged****for the period 01 January 2020 to 31 January 2020**

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
Payments				
EF049343	22/01/20	Alinta Gas	Gas usage charges	205.95
EF049344	22/01/20	Fresh Fields Management (Mertome Village)	Building maintenance and services	8,277.59
				<hr/>
				8,483.54
 Cancelled Payments				
				-
				<hr/>
				0.00

Attachment 4

City of Bayswater		
Corporate Credit Cards Transactions		
for the period 28 December 2019 to 28 January 2020		
Date	Description	Amount
		\$
Chief Executive Officer		
02/01/20	Event Brite - Conference expenses	699.00
15/01/20	Apple Itunes Store - Subscription	1.49
15/01/20	Audible Australia - Subscription	34.95
15/01/20	Audible Australia - Subscription	16.45
22/01/20	CPP Terrace Road - Parking	8.08
22/01/20	PIA Congress - Conference registration	2,090.00
23/01/20	Company Director - Membership	605.00
		3,454.97
Director Community and Development		
03/01/20	Formstack - Website maintenance	360.52
06/01/20	Zoom - Video conference for on demand meetings	24.04
06/01/20	Amazon - IT purchases	160.37
06/01/20	Sendgrid - Online forum	131.14
07/01/20	Kmart - Materials	97.50
08/01/20	AusTop Direct - Equipment	130.90
08/01/20	Kmart - Credit note	-12.75
10/01/20	Kmart - Materials	65.25
14/01/20	Illawarra Catering - Catering	232.05
15/01/20	NIB - Travel Insurance	12.00
15/01/20	Akolade - Conference expenses	1,428.90
28/01/20	Qantas - Conference expenses	699.34
28/01/20	Australian Financial Security Authority - Vehicle searches	2.00
28/01/20	Australian Financial Security Authority - Vehicle searches	2.00
28/01/20	Australian Financial Security Authority - Vehicle searches	2.00
28/01/20	Australian Financial Security Authority - Vehicle searches	2.00
28/01/20	Australian Financial Security Authority - Vehicle searches	2.00
28/01/20	Australian Financial Security Authority - Vehicle searches	2.00
28/01/20	Australian Financial Security Authority - Vehicle searches	2.00
28/01/20	Australian Financial Security Authority - Vehicle searches	2.00
		3,345.26

City of Bayswater		
Corporate Credit Cards Transactions		
for the period 28 December 2019 to 28 January 2020		
Date	Description	Amount
		\$
Director Works and Infrastructure		
09/01/20	Roses Only Pty Ltd - Condolence Flowers	97.90
10/01/20	Rawlinsons Pub - Stationery	450.00
16/01/20	Claridenglobal - Travel/Conference Expenses	2,795.00
		<u>3,342.90</u>
Director Corporate and Strategy		
30/12/19	Facebook - Advertising	1,250.00
03/01/20	Createsend - Online business forum	163.90
06/01/20	Qualys - Software	1,877.80
06/01/20	Amazon - IT purchases	163.94
08/01/20	Chapels on Whatley - Catering	119.20
13/01/20	Facebook - Advertising	585.73
13/01/20	Dropbox - Subscription	448.00
14/01/20	MyFonts - Subscription	365.99
15/01/20	Digicert - Subscription	585.52
20/01/20	Motion Array - Subscription	44.11
28/01/20	Getty Images - Stock images	207.90
		<u>5,812.09</u>
Total amount debited from Municipal account		<u>15,955.22</u>

**Statement for
NAB Visa Purchasing**

*NAB Purchasing & Corporate Card Support - GPO Box 9992 Melbourne Victoria 3001
Phone: 13 10 12 between 7am and 9pm AEST, Monday to Friday,
8am and 6pm AEST, Saturday and Sunday
Email: client.services@nab.com.au
Fax: 1300 656 619
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)*

CITY OF BAYSWATER
ATTN MANAGER FINANCIAL SERVICE
61 BROUN AVENUE
MORLEY WA 6062

Cardholder Name: MR ANDREW GEORGE BRIEN
Account No: 4715 2770 0017 6554
Statement Period: 28 December 2019 to 28 January 2020
Cardholder Limit: \$10,000

Transaction Record For: MR ANDREW GEORGE BRIEN

028041818M04558/S007258/014517

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
2 Jan 2020	\$699.00	EB *Local Government C	801-413-7200			04121229542
15 Jan 2020	\$1.49	APPLE ITUNES STORE	SYDNEY			74564450014
15 Jan 2020	\$34.95	Audible Australia	MELBOURNE			74773880014
15 Jan 2020	\$16.45	Audible Australia	MELBOURNE			74773880014
22 Jan 2020	\$8.08	CPP TERRACE ROAD	PERTH			74940520021
22 Jan 2020	\$2,090.00	PIACONGRESS20	MELBOURNE			74617630021
23 Jan 2020	\$605.00	COMPANY DIRECTOR	SYDNEY			74940520022
Total for this Period:	\$3,454.97					

National Australia Bank Limited ABN 12 004 044 937

**Statement for
NAB Visa Purchasing**

*NAB Purchasing & Corporate Card Support - GPO Box 9992 Melbourne Victoria 3001
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Email: client.services@nab.com.au
Fax: 1300 656 619
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)*

CITY OF BAYSWATER
ATTN MANAGER FINANCIAL SERVICE
61 BROUN AVENUE
MORLEY WA 6062

Cardholder Name: DESMOND K ABEL
Account No: 4715 2770 0011 7020
Statement Period: 28 December 2019 to 28 January 2020
Cardholder Limit: \$10,000

Transaction Record For: DESMOND K ABEL

028041818M04558/S007257/014513

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
3 Jan 2020	\$360.52	FORMSTACK, LLC	800-8456697 IN			24497780002
		FRGN AMT: 249.00 US dollar				
6 Jan 2020	\$24.04	ZOOM.US	8887999666 CA			24493980005
		FRGN AMT: 16.49 US dollar				
6 Jan 2020	\$160.37	Amazon web services	aws.amazon.coWA			24692160003
		FRGN AMT: 110.00 US dollar				
6 Jan 2020	\$131.14	SendGrid 1-877-969-8647	877-9698647 CO			24906410003
		FRGN AMT: 89.95 US dollar				
7 Jan 2020	\$97.50	KMART ONLINE	03			74363960007
8 Jan 2020	\$130.90	AUS TOP DIRECT PTY L	PERTH			74564450007
8 Jan 2020	\$12.75 CR	KMART ONLINE	03			74363960008

National Australia Bank Limited ABN 12 004 044 937

**Statement for
NAB Visa Purchasing**

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Phone: 13 10 12 between 7am and 5pm AEST, Monday to Friday,
8am and 6pm AEST, Saturday and Sunday
Email: client.services@nab.com.au
Fax: 1300 656 519
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)*

Transaction Record For: DESMOND K ABEL

Date	Amount A\$	Details		Explanation	Cost Coding	GST / FBT Paid	Reference	
10 Jan 2020	\$65.25	KMART ONLINE	03				74363960010	
14 Jan 2020	\$232.05	ILLAWARRA CATERING	WOLLONGONG				02151438782	
15 Jan 2020	\$12.00	NIB Travel Insurance	Sydney				74564720014	
15 Jan 2020	\$1,428.90	AKOLADE PTY LTD	SYDNEY				74940520014	
15 Jan 2020	\$699.34	QANTAS AIRW	MASCOT				03021705647	
20 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
28 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
28 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
28 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
28 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
28 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
28 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
28 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
28 Jan 2020	\$2.00	PPSR AFSA	BARTON				74940520024	
3 Jan 2020	\$40.00	DISPUTE ITEM RESOLVED					74987509304	
Total for this Period:	\$3,345.26							

028041818M0455950072571014514

THE NATIONAL FOREIGN CURRENCY PROCESSING FEE IS THE SUM OF A
VISA FEE OF 0.85% (CHARGED TO THE NATIONAL AND ON-CHARGED TO YOU)
AND THE NATIONAL FOREIGN CURRENCY TRANSACTION FEE OF 1.50%

**Statement for
NAB Visa Purchasing**

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Fax: 1300 656 519
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)*

CITY OF BAYSWATER
ATTN MANAGER FINANCIAL SERVICE
61 BROUN AVENUE
MORLEY WA 6062

Cardholder Name:	DOUGLAS H PEARSON
Account No:	4715 2770 0011 7038
Statement Period:	28 December 2019 to 28 January 2020
Cardholder Limit:	\$10,000

Transaction Record For: DOUGLAS H PEARSON

Date	Amount A\$	Details		Explanation	Cost Coding	GST / FBT Paid	Reference
9 Jan 2020	\$97.90	ROSES ONLY PTY LTD	ROSEBERY				74940520008
10 Jan 2020	\$450.00	SP * RAWLINSONS PUB	RIVERVALE				74617630009
16 Jan 2020	\$2,795.00	CLARIDENGLOBAL	67169980				74423430015
Total for this Period:	\$3,342.90						

028041818M0455950072581014515

**Statement for
NAB Visa Purchasing**

*NAB Purchasing & Corporate Card Support - GPO Box 9992 Melbourne Victoria 3001
Phone: 13 10 12 between 7am and 9pm AEST, Monday to Friday,
8am and 6pm AEST, Saturday and Sunday
Email: client.services@nab.com.au
Fax: 1300 656 619
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)*

CITY OF BAYSWATER
ATTN MANAGER FINANCIAL SERVICE
61 BROUN AVENUE
MORLEY WA 6062

Cardholder Name: MR DAVID NICHOLSON
Account No: 4715 2770 0022 5542
Statement Period: 28 December 2019 to 28 January 2020
Cardholder Limit: \$10,000

Transaction Record For: MR DAVID NICHOLSON

028/04/18/MQ/4559/S007260/014519

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
30 Dec 2019	\$1,250.00	FACEBK UKASSQ2AM2 fb.me/ads				74987509362
3 Jan 2020	\$163.90	CREATESEND/COM SYDNEY				05134174921
6 Jan 2020	\$1,877.80	QUALYS, INC. 650-8016100 CA				24332390006
		FRGN AMT: 1,288.00 US dollar				
6 Jan 2020	\$163.94	Amazon web services aws.amazon.coWA				24692160003
		FRGN AMT: 112.45 US dollar				
8 Jan 2020	\$119.20	CHAPELS ON WHATLEY MAYLANDS				74940520007
13 Jan 2020	\$585.73	FACEBK SXRBMSA9M2 fb.me/ads				74987500012
13 Jan 2020	\$448.00	Dropbox 37M1YMYF668C db.tt/cchelp				74987500010
14 Jan 2020	\$365.99	MYFONTS SALFORD				74662550013

National Australia Bank Limited ABN 12 004 044 937

**Statement for
NAB Visa Purchasing**

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Phone: 13 10 12 between 7am and 9pm AEST, Monday to Friday,
8am and 6pm AEST, Saturday and Sunday
Email: client.services@nab.com.au
Fax: 1300 656 619
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)*

Transaction Record For: MR DAVID NICHOLSON

028/04/18/MQ/4559/S007260/014520

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
15 Jan 2020	\$585.52	DIGICERT INC 8017019684 UT				24910590014
		FRGN AMT: 399.00 US dollar				
20 Jan 2020	\$44.11	MOTION ARRAY MONTHLY MOTIONARRAY.CGA				24492150018
		FRGN AMT: 29.99 US dollar				
28 Jan 2020	\$207.90	GETTY IMAGES MELBOURNE				07193366065
Total for this Period:	\$5,812.09					

Attachment 5

City of Bayswater		
Electronic Fund Transfers		
for the period 1 January 2020 to 31 January 2020		
Date	Description	Amount
		\$
Municipal Account		
02/01/20	NAB merchant fees	7,883.01
03/01/20	NAB transact fees	377.30
03/01/20	Wages	197.50
14/01/20	New investments	1,500,000.00
15/01/20	Wages	80,849.87
15/01/20	NAB account fees	172.13
17/01/20	Wages	635.58
21/01/20	New investments	1,000,000.00
21/01/20	Wages	6,992.85
28/01/20	New investments	500,000.00
29/01/20	Wages	801,468.15
29/01/20	NAB connect fees	434.12
31/01/20	NAB Bpay fees	1,461.35
31/01/20	Wages	143.28
31/01/20	NAB merchant fees	4,471.95
		3,905,087.09
Aged Persons Account		
08/01/20	New investments	816,640.28
13/01/20	NAB account fees	1.10
31/01/20	Interest	362.90
		817,004.28
Total		4,722,091.37

10.2.4 Status Report - Donations Granted Under Delegated Authority

Responsible Branch:	Financial Services	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. List of donations granted under delegated authority during January 2020.	

SUMMARY

This report presents the lists of donations made under delegated authority for the month of January 2020.

COUNCIL RESOLUTION
(OFFICER'S RECOMMENDATION)

That Council receives this status report on the donations granted under delegated authority for the month of January 2020 as contained in **Attachment 1**.

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0

BACKGROUND

At its meeting of 22 May 2018, Council resolved:

"That Council:

.....

3. *Notes that Directors and Managers may make community funding contribution decisions under existing delegations, capped at \$5,000 in line with the new Community Grants Policy.*
4. *Notes that a monthly information report on community funding will be provided to Council for noting.*

....."

EXTERNAL CONSULTATION

Not applicable.

OFFICER'S COMMENTS

A list of donations granted under delegated authority for the month of January 2020 is attached for Councillors' information (**Attachment 1**).

LEGISLATIVE COMPLIANCE

Donations Policy applies.

OPTIONS

Not applicable.

FINANCIAL IMPLICATIONS

The Donations allocation in the 2019/20 Budget is \$30,000.00. To date \$10,851.90 has been expended this financial year.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance.
Aspiration: Open, accountable and responsive service.
Outcome L1: Accountable and good governance.

This report will assist Council in meeting its responsibilities in relation to governance of the City of Bayswater's finances.

CONCLUSION

That Council receives this status report on the donations granted under delegated authority for the month of January 2020, as contained in **Attachment 1**.

Attachment 1**REQUESTS FOR DONATIONS GRANTED UNDER DELEGATED AUTHORITY****INDIVIDUALS**

The following eligibility criteria have been met for each application:

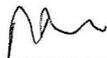
- Support documentation provided
- All are residents of the City of Bayswater
- All applications were received at least 2 weeks prior to event

Name and Address	Age	Event	Cost to Applicant	Previous financial assistance granted (date and amount)	Amount of Donation
Ricky Dean Chittleborough Morley	22	2020 WA Ivor Burge Men's Basketball Team Bruce, ACT 5-9 February 2020	\$2,580.70	Nil - First application	\$200

ORGANISATIONS

Name and Address	Purpose of Organisation	Reason for Request	Previous financial assistance granted (date and amount)	Amount of Donation
Lions Clubs International (Districts 201W1 and 201W2) Inc PDG Alan Hawkins PARMELIA 6167	Lions Club	Lions 2020 ANZI Pacific Forum 'Kajit Cup' Charity Golf Tournament Maylands Peninsula Public Golf Course 10 Sep 2020 (funds will be donated to a nominated Lions Foundation or Project)	Razzamatazz Event for Special needs children and their carers attend the event. Proceeds also donated to Lions Hearing, Lions Alzheimers, Lions Save Sight, Lions Children's Cancer and Lions Children's Mobility. \$200 2019 \$300 each year 2016 to 2018 \$250 each year 2004 to June 2015	\$200

Total for January 2020 \$400.00



David Nicholson
Director Corporate and Strategy

10.2.5 Exemption from Rates - Community Housing Limited

Applicant/Proponent:	Community Housing Limited	
Owner:	Community Housing Limited	
Responsible Branch:	Rating Services	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	Nil.	

CR ELLI PETERSEN-PIK DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Elli Petersen-Pik declared an impartial interest in this item as he works for the Department of Communities, which is briefly mentioned in the report (referred to as the "Department of Housing"). Cr Elli Petersen-Pik remained in the room during voting on this item.

SUMMARY

This report provides an outline of an application from Community Housing Limited for an exemption from rates for 2019-20 for the properties at 3 Hill Street, Bayswater, 7A Barnes Way, Morley, 22 Duchess Court, Bayswater, 78 Birkett Street, Bedford, 147A Drummond Street, Bedford, 1/26 Joseph Street, Maylands and 2/21 Lovegrove Way Morley, having regard to s6.26 (2) (g) of the *Local Government Act 1995* (the Act) and the use of the land. These properties are owned by the Department of Housing but are leased by Community Housing Ltd.

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

That Council approve Community Housing Limited's application for rates exemption for 3 Hill Street, Bayswater, 7A Barnes Way, Morley, 22 Duchess Court, Bayswater, 78 Birkett Street, Bedford, 147A Drummond Street, Bedford, 1/26 Joseph Street, Maylands and 2/21 Lovegrove Way, Morley from 1 January 2020 in accordance with section 6.26 (2)(g) of the *Local Government Act 1995*.

CR SALLY PALMER MOVED, CR ELLI PETERSEN-PIK SECONDED

CARRIED: 8/2

For: *Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Barry McKenna, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, Cr Lorna Clarke, and Cr Georgia Johnson.*

Against: *Cr Steven Ostaszewskyj, and Cr Michelle Sutherland.*

BACKGROUND

Council has received an application from Community Housing Limited for an exemption from rates under section 6.26(2)(g) of the *Local Government Act 1995* for 3 Hill Street, Bayswater, 7A Barnes Way, Morley, 22 Duchess Court, Bayswater, 78 Birkett Street, Bedford, 147A Drummond Street, Bedford, 1/26 Joseph Street, Maylands and 2/21 Lovegrove Way Morley.

Section 6.26 of the Act defines non-rateable land uses and includes Crown land, schools, places of worship and charitable purposes.

As per the City's Rate Exemption Policy, requests under section 6.26(2)(g) must be submitted to Council for deliberation.

Community Housing Limited is a registered charity but is not registered as an incorporated association.

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS

Community Housing Limited is a structured organisation with the aim of providing social and affordable housing. Even though Community Housing Limited is a charitable organisation, there is income being generated from the properties and therefore commercial activities are taking place.

These properties are leased under the Lease Agreement between the Department of Housing and Community Housing Limited:

- 3 Hill Street, Bayswater – lease effective 9 December 2013
- 7A Barnes Way, Morley – lease effective 20 May 2013
- 22 Duchess Court, Bayswater – lease effective 12 July 2012
- 78 Birkett Street, Bedford – lease effective 11 March 2015
- 147A Drummond Street, Bedford – lease effective 12 April 2012
- 1/26 Joseph Street, Maylands – lease effective 13 August 2013
- 2/21 Lovegrove Way, Morley – lease effective 3 July 2012

All outgoing costs are the responsibility of the tenant.

These seven properties are classified as Residential Dwellings and are used as tenanted housing which generates an income for the organisation. In Community Housing Limited's application for a rates exemption, they have indicated that they occupy the whole of the buildings and lease the properties out to private tenants at a fee.

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 words 'charitable purpose' are not defined in the Act so it is for Council to interpret and apply the legislation having regard to applicable case law and any other legal provisions.

The following is applied to clarify what is meant by the term 'charitable purpose'; 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 purpose as set out under Pemsel'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.

On the basis of the current use of 3 Hill Street, Bayswater, 7A Barnes Way, Morley, 22 Duchess Court, Bayswater, 78 Birkett Street, Bedford, 147A Drummond Street, Bedford, 1/26 Joseph Street, Maylands and 2/21 Lovegrove Way Morley, it is recommended Council not approve a rates exemption under section 6.26(2)(g) of the *Local Government Act 1995*.

LEGISLATIVE COMPLIANCE

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

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council does not grant rate exemption to Community Housing Limited for the properties at 3 Hill Street, Bayswater, 7A Barnes Way, Morley, 22 Duchess Court, Bayswater, 78 Birkett Street, Bedford, 147A Drummond Street, Bedford, 1/26 Joseph Street, Maylands and 2/21 Lovegrove Way Morley, effective 1 January 2020.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	Not granting the rate exemption maintains a consistent approach to rating across the City.	

Option 2	That Council does grant rate exemption to Community Housing Limited for the properties at 3 Hill Street, Bayswater, 7A Barnes Way, Morley, 22 Duchess Court, Bayswater, 78 Birkett Street, Bedford, 147A Drummond Street, Bedford, 1/26 Joseph Street, Maylands and 2/21 Lovegrove Way Morley, effective 1 January 2020.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	Granting the rate exemption Community Housing Limited is able to invest this amount back into the services provided to the community.	

FINANCIAL IMPLICATIONS

The loss of rates revenue for 2019-20 on 3 Hill Street, Bayswater, 7A Barnes Way, Morley, 22 Duchess Court, Bayswater, 78 Birkett Street, Bedford, 147A Drummond Street, Bedford, 1/26 Joseph Street, Maylands and 2/21 Lovegrove Way Morley, if the rate exemption were to be granted effective 1 January 2020, would be \$5,827.18. Additionally in future there will be a loss of rates revenue of approximately \$11,720 per financial year.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater's Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance.

Aspiration: Open, accountable and responsive service.

Outcome L1: Accountable and good governance.

CONCLUSION

It is recommended that rate exemption is not granted to Community Housing Limited commercial activities are currently being conducted on the premises at 3 Hill Street, Bayswater, 7A Barnes Way, Morley, 22 Duchess Court, Bayswater, 78 Birkett Street, Bedford, 147A Drummond Street, Bedford, 1/26 Joseph Street, Maylands and 2/21 Lovegrove Way Morley.

10.3 Works and Infrastructure Directorate Reports**10.3.1 Safe Routes to School Plan**

Responsible Branch:	Engineering Services	
Responsible Directorate:	Works and Infrastructure	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. School Location Plan	
Refer:	Item 11.2 OCM 06.08.19	

CR STEVEN OSTASZEWSKYJ DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Steven Ostaszewskyj declared an impartial interest in this item as Chisholm Catholic College is mentioned and he is President of Chisholm Catholic College Alumni Association. Cr Steven Ostaszewskyj remained in the room during voting on this item.

CR FILOMENA PIFFARETTI, DEPUTY MAYOR DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Filomena Piffaretti, Deputy Mayor declared an impartial interest in this item as Camboon Primary School and Hampton Park Primary School are both listed in the report and she is on the board for both of those schools. Cr Filomena Piffaretti, Deputy Mayor remained in the room during voting on this item.

CR DAN BULL, MAYOR DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Dan Bull, Mayor declared an impartial interest in this item as his children go to St Columba's Primary School and he is on the board of the Bayswater Primary School School Council; Hillcrest Primary School School Council; and Durham Road School School Board. Cr Dan Bull, Mayor remained in the room during voting on this item.

SUMMARY

For Council to consider the proposed methodology for the development of a staged "Safe Routes to School" Plan with the aim to provide better connection and facilities for pedestrians and cyclists to all schools within the City of Bayswater.

The aim of this plan is to increase and encourage the number of children walking and/or cycling safely to school and reducing the number of parents dropping children off at school.

The report provides an outline of the proposed approach to prepare an implementation program as part of a staged "Safe Routes to School" Plan. The development of the program is proposed to be undertaken with the support of consultants and in consultation with schools and various stakeholders.

OFFICER'S RECOMMENDATION

That Council considers funding for the Implementation Program for the development of a "Safe Routes to School" Plan for Maylands Peninsula Primary School during the preparation of the 2020-21 budget in accordance with the methodology outlined in this report.

MOTION

That Council:

1. Supports progressing a staged “Safe Routes to School” Plan across the City of Bayswater.
2. Considers funding for the Implementation Program for the development of a “Safe Routes to School” Plan for Maylands Peninsula Primary School during the preparation of the 2020-21 budget in accordance with the methodology outlined in this report.

CR ELLI PETERSEN-PIK MOVED, CR FILOMENA PIFFARETTI, DEPUTY MAYOR SECONDED

AMENDMENT

To include the following third limb:

3. Requests the Chief Executive Officer to provide Council with a report investigating the cost to implement the “Safe Routes to School” Plan across the City of Bayswater.

CR SALLY PALMER MOVED, CR STEPHANIE GRAY SECONDED

The Amendment was put and

CARRIED: 8/3

For: Cr Dan Bull, Mayor, Cr Barry McKenna, Cr Steven Ostaszewskyj, Cr Sally Palmer, Cr Stephanie Gray, Cr Michelle Sutherland, Cr Lorna Clarke, and Cr Giorgia Johnson.

Against: Cr Filomena Piffaretti, Deputy Mayor, Cr Catherine Ehrhardt, and Cr Elli Petersen-Pik.

The Amendment became part of the Substantive Motion.

COUNCIL RESOLUTION

That Council:

1. Supports progressing a staged “Safe Routes to School” Plan across the City of Bayswater.
2. Considers funding for the Implementation Program for the development of a “Safe Routes to School” Plan for Maylands Peninsula Primary School during the preparation of the 2020-21 budget in accordance with the methodology outlined in this report.
3. Requests the Chief Executive Officer to provide Council with a report investigating the cost to implement the “Safe Routes to School” Plan across the City of Bayswater.

CR ELLI PETERSEN-PIK MOVED, CR FILOMENA PIFFARETTI, DEPUTY MAYOR SECONDED

CARRIED: 10/1

For: Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Barry McKenna, Cr Steven Ostaszewskyj, Cr Sally Palmer, Cr Michelle Sutherland, Cr Catherine Ehrhardt, Cr Elli Petersen-Pik, Cr Lorna Clarke, and Cr Giorgia Johnson.

Against: Cr Stephanie Gray.

REASON FOR CHANGE

To confirm support for the progression of "Safe Routes to School" plans throughout the City and to seek further clarification on the cost implications of implementing the plans.

BACKGROUND

At the Ordinary Council Meeting of 6 August 2019, Council considered a motion in relation to developing a "Safe Routes to School" Plan and resolved as follows:

"That Council requests the Chief Executive Officer to:

1. *Prepare a report on adopting a staged "Safe Routes to School" Plan aiming to better connect all the schools in the City of Bayswater with their surrounding school catchments, by improving conditions and facilities for pedestrians and bikes along major access routes (including through new path connections, pedestrian-priority street crossings, shade tree planting and traffic signage).*
2. *Include in the report:*
 - (a) *as a first stage, a detailed implementation program for a demonstration project at Maylands Peninsula Primary School, after undertaking preliminary consultation with relevant stakeholders, such as the School, the P&C Association, the Department of Transport, Main Roads and the Department of Education and WALGA.*
 - (b) *an investigation of grant options to implement such changes (e.g. the Connecting Schools Grant available through the Department of Transport's Your Move program).*
3. *Present the report to Council at the Ordinary Council Meeting in February 2020."*

The City currently has a substantial number of existing policies and programs in place when planning and designing pedestrian and cycling infrastructure throughout the City. The policies and programs take into consideration the user groups and connection to the particular facilities such as schools. These policies and programs include the following:

- **Pedestrian Paths**

The City currently has a new Path Program that has been analysed on a point score system allocating higher priorities to paths accessing schools, parks, commercial and recreational facilities.

- **Bicycle Paths**

The City has a Bike Plan that, in part, involves all the schools in developing cycling throughout the City.

- **School Parking and Security**

The City has a roster system to ensure equitable patrolling of schools. The amount of patrols is scaled based on the volume of parking and traffic congestion complaints received, as well as infringements issued. Ad-hoc patrols are also conducted in addition to the school patrols.

- **Traffic Design**

The City has adopted a Citywide Traffic Study Implementation Plan that identifies any traffic concerns and road related issues and provides recommended measures in order to mitigate these issues whilst improving road safety. The implementation plan takes into consideration traffic speeds, volume, crash history and roadside activity that also provide priority to roads adjacent to schools.

- **Tree Planting**

The City has an annual tree planting program in support of Council's commitment to protect and support the growth of the urban tree canopy. On average 1,500 - 2,000 trees are planted each year in streetscapes, parks and road verges. The provision of shade from trees helps to promote walking and cycling and also provides a traffic calming benefit.

The design of any traffic measures or improvements in the City already takes into consideration the inclusion of pedestrian facilities for people with different ranges of characteristics and disabilities. The range of characteristics include fit ambulant, school children, pedestrians with prams, seniors, vision impaired, wheelchairs and other mobility devices. Crossing facilities such as kerb ramps are generally provided on footpaths across all roadways enabling a connected and continuous path of travel for pedestrians and cyclists. Installation of any crossing facilities, however, must meet specific design and safety requirements.

There are four secondary and 13 primary schools within the City. In order to develop a "Safe Routes to School" Plan for all the schools within the City of Bayswater, a detailed study and analysis of the existing pedestrian network for trips made entirely by walking and cycling will be required to be undertaken for every school within the City.

It is proposed that the study and the implementation program be developed under the guidance and involvement from various relevant stakeholders. This stakeholder group would consist of representatives from Parents and Citizens (P&C) Associations, the Department of Transport, Main Roads WA (MRWA), Department of Education, Western Australian Local Government Association (WALGA), City's technical officers and external consultants.

EXTERNAL CONSULTATION

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

The study shall focus on active travel infrastructure improvements surrounding all primary and secondary schools. A comprehensive program of school engagement would need to be undertaken to inform the development of the implementation program for the "Safe Routes to School" Plan. The following schools are within the City and **Attachment 1** provides a location of each school.

- **Secondary Schools:**
 - Chisholm Catholic College.
 - Hampton Senior High School;
 - John Forrest Secondary College; and
 - Morley Senior High School;
- **Primary Schools:**
 - Bayswater Primary School;
 - Camboon Primary School;
 - Durham Road School;
 - Embleton Primary School;
 - Hampton Park Primary;
 - Hillcrest Primary School;
 - Infant Jesus School;

- Maylands Peninsula Primary;
- Morley Primary School;
- Noranda Primary School;
- St Columba's Primary School;
- St Peter's Primary School; and
- Weld Square Primary School.

In addition to consultation with each school on the development of the implementation program, each school shall also be engaged on their interest to be part of the stakeholder group.

In addition, there will also need to be varying levels of consultation with residents in proximity to any proposed works identified in the plans (e.g. footpath, traffic calming etc.)

OFFICER'S COMMENTS

The task to undertake the development of an implementation program that covers all the schools within the City of Bayswater is considerable. Given a detailed study and analysis of the existing pedestrian network for trips made entirely by walking and cycling is required to be undertaken for every school within the City, the scope of works to execute this is considered substantial.

It is envisaged that the stakeholder group would focus on the development of the scope to undertake the study and analysis of the current connectivity and walkability of routes within a walking radius around each school. The walkability would be a measure of how friendly the environment is and the ease in which pedestrians can travel. It should include factors such as connectivity, legibility, safety and pedestrians' level of service.

Similar to the examination of walkability for each possible route for each school, the cycle route that falls within each surrounding school catchment would also need to be examined. The factors to consider would be similar to the walkability for pedestrians but with a larger radius around the school.

In addition to the study of the existing physical infrastructure within the school's catchment, the group would also explore opportunities for physical improvements within the catchment that make active travel safer, easier and more attractive. It is envisaged the group will focus on developing a number of options in the development of this program including:

- **Walking and Cycling Catchments**

This include defining the extent of catchment such as the study to focus on a 500m radius of walking catchment for primary schools and 1km radius for cycling. Secondary schools to be based on a 1km walking radius and a 2 km radius catchment for cycling.

- **Route Selection**

As priority routes are the key links between schools and surrounding residential areas, the selection of pedestrian priority routes would need to be considered. These routes should be direct, follow existing or proposed safe pathways and avoid heavily trafficked areas where possible.

- **Active Travel Improvements**

The improvements to be considered should create continuity in priority routes to school by providing improvements to existing infrastructure such as pathways and

crossings as well as provision of additional infrastructure in key locations and intersections.

It is envisaged that the group will also be involved with initiatives such as education and school promotion activities as well as seeking support from relevant State Authorities. There are various programs where the school and the City can partake. These include the Department of Transport's 'Your Move Program' which is a free program that helps students get active by increasing walking, scooting and riding to school. Reward points can be earned under this program with rewards such as end of trip facilities or riding equipment to the schools or the individual student.

The detailed analysis of the interaction of cycling, walking and driving to school with pedestrian crossing, kiss-and-ride and public transport facilities will require, as was the case of the Local Bike Plan and Citywide Traffic Study, the use of external consultants to visit, survey and prepare a report with costings on a priority basis. The City does not currently have resources available to undertake this level of work.

The extent of the study would cover all possible routes on all roads within the agreed walking and cycling radius leading to all schools within the City. It is anticipated that a study of this nature would take approximately 12 months to complete and cost in the order of \$170,000. To further develop cost estimates and a works program for the implementation of infrastructure improvements based on the findings from the study, an additional \$20,000 would be required.

The cost estimate to undertake this study covers the total number of schools within the City. This equates to approximately \$10,000 for each school. As the motion had indicated that Maylands Peninsula Primary School be selected as a demonstration project, an option would be to undertake the development of the implementation program on this selected school initially at an estimated cost of \$12,000 which would also cover the development of cost estimates. Accordingly, the strategies developed for this school can also provide an indication on how the implementation program could be applied to other schools.

It should be noted that the provision of any pedestrian priority crossing facilities must meet a set of minimum requirements and criteria including the level of pedestrian and traffic demand, impact on traffic flows as well as design and safety requirements. These facilities can only be approved by MRWA. Traffic signage such as regulatory signs and pavement markings associated with road and traffic infrastructure including crossing facilities are also under MRWA approval and jurisdiction.

The criteria and approval for any Warden Controlled Children's Crossings are authorised by the WA Police and can only be applied for by either the School Principal or a recognised school/parent organisation.

Due to this, the involvement of MRWA as well as the schools in the stakeholder group could provide benefits and add value to the development of the program.

LEGISLATIVE COMPLIANCE

- Australian Standards as applicable to paths and cycle facilities; and
- Traffic Management Criteria Policy.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council considers funding for the Implementation Program for the development of a “Safe Routes to School” Plan for Maylands Peninsula Primary School during the preparation of the 2020-21 budget in accordance with the methodology outlined in this report.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	The recommendation presents a relatively low risk and is aligned with the aim in providing better connection and facilities to encourage more children to independently make their own way to school. The community in other areas or other schools may however, be dissatisfied with the outcome.	

Option 2	That Council considers funding for the Implementation Program for the development of a “Safe Routes to School” Plan for all schools within the City of Bayswater during the preparation of the 2020-21 budget in accordance with the methodology outlined in this report.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	The recommendation presents a low risk and is aligned with the aim in providing better connection and facilities to encourage more children to independently make their own way to school, however, even with the assistance of a consultant, considerable staff time will be required and may impact on other deliverables.	

Option 3	That Council does not endorse the proposed methodology on the development of an implementation program as part of the “Safe Routes to School” Plan.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	Not progressing the “Safe Routes to School” Plan may present a higher risk in the areas of Reputation and Community given there is an expectation to encourage more children to walk or cycle safely to school and to reduce car use.	

FINANCIAL IMPLICATIONS

If the methodology detailed in the report is accepted, the costs to undertake the study and development of the implementation plan would need to be considered in the 2020-21 budget.

Item 1: External Consultant and Officer Time

Asset Category: Other **Source of Funds:** Municipal

LTFP Impacts: NA

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$12,000	\$12,000	\$3,000	-	15 years	-	-

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

- Theme: Our Built Environment
- Aspiration: A quality and connected built environment.
- Outcome B1: Appealing streetscapes.
- Outcome B2: A connected community with sustainable and well maintained transport.
- Outcome B3: Quality built environment.

CONCLUSION

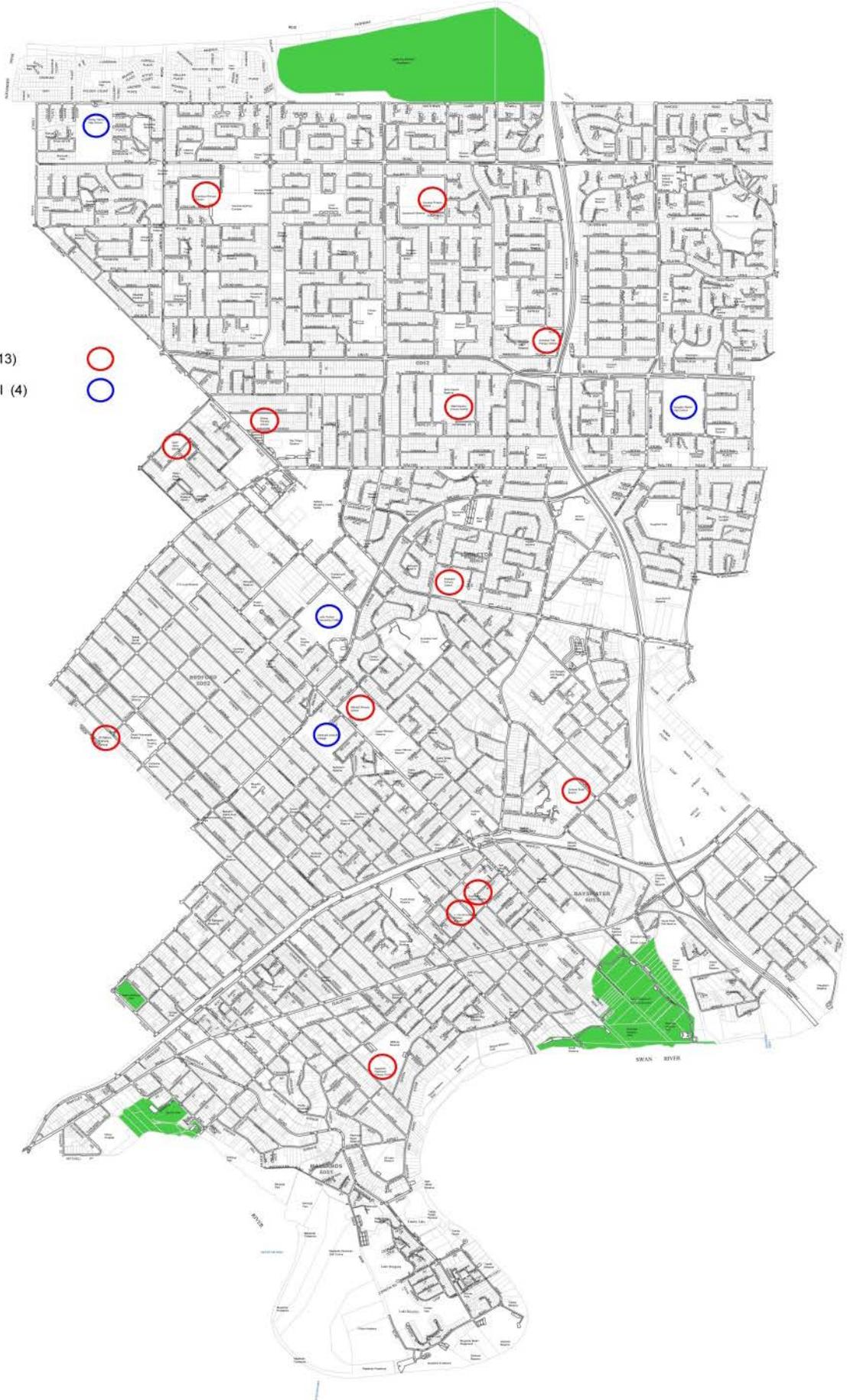
Given the level of involvement with various stakeholders and schools, and the extent of work and resources required to develop an implementation program for the "Safe Routes to School" Plan, external consultants would be required to undertake this in consultation with stakeholders. The objective of this undertaking would be to explore opportunities for physical improvements in a school's walking and cycling catchments that make active travel safer, easier and more attractive. Given the considerable amount of work involved with this proposal, it is considered prudent to trial its effectiveness with Maylands Peninsula Primary School in the first instance.

Attachment 1

LEGEND

Primary School (13)

Secondary School (4)



10.3.2 Pedestrian Crossing Facilities Morley Townsite

Responsible Branch:	Engineering Services	
Responsible Directorate:	Works and Infrastructure	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Refer:	Item 11.1 OCM 26.06.19	

SUMMARY

For Council to consider undertaking field investigations to upgrade existing pedestrian crossing facilities and the provision of additional pedestrian crossings within the Morley Townsite.

As the implementation of any pedestrian priority crossing facilities must meet a minimum set of criterion, including level of pedestrian volume and demand as well as impact on traffic flows, detailed field survey and investigations on the existing traffic movements are required.

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

That Council considers a funding allocation to undertake video surveys limited to investigations on roads and intersections where it is not expected to be funded by the Morley Gallery Shopping Centre Redevelopment within the Morley Townsite in the 2020-21 budget.

CR SALLY PALMER MOVED, CR STEVEN OSTASZEWSKYJ SECONDED

CARRIED: 9/1

For: *Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Barry McKenna, Cr Steven Ostaszewskyj, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, Cr Lorna Clarke, and Cr Giorgia Johnson.*

Against: *Cr Michelle Sutherland.*

BACKGROUND

At the Ordinary Council Meeting of 25 June 2019, Council considered a motion to arrange investigations in relation to Pedestrian Crossing Facilities in the Morley Townsite and resolved as follows:

"That Council requests the CEO arrange investigation of additional pedestrian crossing facilities in various appropriate locations within the Morley townsite (Wellington Road, Walter Road, Russell Street, Collier Road and Broun Avenue) and potential funding contributions from MRWA for such facilities, with a report on the matter being presented to Council by no later than February 2020."

As Main Roads WA (MRWA) is the governing authority for the signs and linemarking of road infrastructure, including crossing facilities, any installation of new pedestrian crossing facilities would require their approval. There are a set of minimum requirements and criterion that need to be met in order for MRWA to consider providing any pedestrian priority crossing facilities. The criterion include meeting the minimum level of pedestrian and traffic demand, impact on traffic flows as well as design and safety requirements.

or no protection by traffic signals. The current provision of pedestrian crossings at the signalised intersections is as follows:

- Collier Road and Broun Avenue - Partial and No Protection plus slip lane crossing;
- Collier Road and Walter Road West - Full Protection but not on all approach legs;
- Wellington Road, Old Collier Road and Walter Road West - Partial Protection plus slip lane crossing;
- Walter Road West and Progress Street - Full Protection;
- Walter Road West and Russell Street - No Protection;
- Russell Street and Bishop Street - Full and No Protection on some approach legs;
- Russell Street and Bus Station Interchange - No Protection;
- Russell Street and Rudloc Road - No Protection; and
- Russell Street and Broun Avenue - Full and No Protection on some approach legs plus slip lane crossing.

Fully protected parallel crossings allow pedestrians to cross a signalised intersection in parallel with the traffic flow under full protection by vehicle signals. All vehicles are prohibited from turning during this signal phase under red turn arrows.

Parallel pedestrian crossings partially protected by traffic signals provide protection to pedestrians by giving them a head start to cross a signalised intersection before the parallel traffic flow commences. Protection is provided at the start of the pedestrian crossing phase by preventing vehicles turning with a red signal. At the end of the start period, the red signal is removed and turning vehicles are required to give way to pedestrians. It should be noted that some parallel crossing phases do not provide any initial head start period but vehicles are required to give way to pedestrians when turning left or right.

The parallel pedestrian crossings without the protection do not have the symbolic pedestrian signal displays (i.e. walk/don't walk green man). This crossing phase allows pedestrians to cross a signalised intersection in parallel with the traffic flow at the same time. Turning vehicles are still legally required to give way to pedestrians.

In addition to the existing crossing facilities at road intersections, there are also a number of existing mid-block crossings on roads surrounding the Morley Townsite. These mid-block crossing types include raised medians and pedestrian refuge islands. Although these types have vehicle priority where pedestrians give way to oncoming vehicles, they can provide a physical aid within the roadway for pedestrians crossing the road. These crossings can also increase the safety and ease of pedestrians crossing a section of the road that is away from an intersection.

These Mid-Block crossing facilities are shown below in blue. It should be noted that the crossing facility located close to Russell Street and Catherine Street is also a warden controlled children's crossing during school days.

crossing facilities. One of the factors where MRWA would not consider the location of a pedestrian priority crossing appropriate is when it is close to an intersection as this should be combined with the existing signalised intersection treatment. The City can therefore review the pedestrian movement at existing signalised intersections where there is no current protection in the pedestrian crossing phases to see if there is opportunity to provide further protection in the pedestrian crossing phases. These include:

- Walter Road West and Russell Street;
- Russell Street and Bishop Street;
- Russell Street and Bus Station Interchange; and
- Russell Street and Rudloc Road.

From the investigation undertaken on possible locations for additional pedestrian priority crossing facilities within the townsite, it was found that Russell Street (between Barnett Court and Catherine Street) would be one that may be suitable for a zebra crossing as it is located some distance away from existing signalised intersections.

It should be noted that installation of any pedestrian priority crossings such as zebra crossings would not be appropriate on busy multi-lane roads. This includes Walter Road, Wellington Road, Collier Road and Broun Avenue. Only mid-block signalised crossings such as Pelican Crossings or Puffin Crossings may be considered on these roads. These facilities would, however, not be considered appropriate if they are close to an intersection.

In order to collect traffic data of pedestrian and traffic movements within an existing road section or intersection, the setting up of video surveys will be required. This will enable the determination of whether there is sufficient demand meeting the pedestrian crossing warrants. The data collected can also provide an indication on the possibilities of upgrading existing signal intersections such as providing further protection to pedestrians crossing at these intersections.

The setting up of video surveys and analysis are generally undertaken by external contractors as the City does not have the in-house capability and equipment to undertake this component of work. The anticipated cost to undertake this work for the identified sites would be in the order of \$40,000.

It should be noted that the above cost is purely for the capturing of pedestrian and traffic data. Depending on the results from the video analysis, if collected data shows the traffic volume meets all the crossing criteria, then further traffic modelling would be required to investigate the impact such a facility will have on the other traffic flows. These can include additional queuing on other turning phases if it is at traffic signals or creates delays and congestion to motorists at mid-block signalised crossings. The anticipated cost to undertake this subsequent work would be in the order of \$15,000 per treatment location. This equates to \$120,000 if all the listed locations meet the criteria.

Discussions with MRWA have indicated that there is an account for providing funding contributions to the upgrade of existing traffic signals throughout the metropolitan area. The funding amount, however, is limited and is for implementation works only. The allocations of funding contributions are also based on a priority system such as the number of crashes rather than traffic volume.

Council should also note that as part of the Morley Activity Centre Plan (MACP), the City and its consultants are currently finalising a Streetscape Plan for the Morley Activity Centre. The purpose of the Plan is to guide future development or City works within the Morley activity centre, as such, it will be dependent on the development in the area. The Plan proposes a higher quality streetscape, pedestrian amenity and palette for Morley. Significant funding commitments are

required from both externally and the City to implement this Plan. The City proposes to initiate implementation (Stage 1) of the Plan for a section of Russell Street (between Broun Avenue and Rudloc Road), Morley (more details below) to demonstrate value of streetscape enhancement within Morley. The Plan is scheduled to be presented to Councillors in March 2020. It should be noted, however, that these crossing types are vehicle priority crossings.

In February 2019, an amended development application for a major redevelopment of the Galleria shopping centre received approval from the Metro Central Joint Development Assessment Panel. Many of the streets, including Bishop Street, surround the shopping centre and will be upgraded (including the pedestrian crossing points) by the developer as part of Galleria shopping centre redevelopment.

Given some of these intersections are expected to be upgraded by the Galleria Shopping Centre in the future, Council may wish to take into consideration the option of undertaking traffic surveys only at locations where it is not expected of the developer will fund the necessary upgrade.

To undertake video surveys and analysis only at the sites where it is not expected of the Galleria Shopping Centre to fund the necessary upgrade, will be in the order of \$24,000. These sites include:

- Walter Road West and Russell Street;
- Russell Street and Bus Station Interchange; and
- Russell Street – Between Barnett Court and Catherine Street.

It should be noted, however, in February 2019 the owners of the Galleria shopping centre announced that the redevelopment is on hold until further notice (at least 2 years). As part of predevelopment works, the Water Compensation Basin (adjacent to the shopping centre) Relocation project is currently in progress. A completion date is yet to be determined. No further updates have been released to date

LEGISLATIVE COMPLIANCE

- Traffic Management Investigation Criteria Policy

OPTIONS

In accordance with the City’s Risk Management Framework, the following options have been assessed against the City’s adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council considers a funding allocation to undertake video surveys limited to investigations on roads and intersections where it is not expected to be funded by the Morley Gallery Shopping Centre Redevelopment within the Morley Townsite in the 2020-21 budget.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	The recommendation may present a low to moderate risk as the timing of any pedestrian crossing upgrades to be funded by the Morley Galleria Shopping Centre is unknown.	

Option 2	That Council does not endorse further investigations on various suitable locations for improvement of existing pedestrian crossing facilities and additional pedestrian priority crossing facilities within the Morley Townsite, however, requests the City to ensure that enhanced pedestrian facilities are incorporated into any further Morley City Centre streetscape works.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	The community within the townsite may be dissatisfied with the outcome.	

Option 3	That Council considers an allocation of \$40,000 to undertake video surveys and investigations on various suitable locations for improvement of existing pedestrian crossing facilities and additional pedestrian priority crossing facilities within the Morley Townsite in the 2020-21 budget.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	The recommendation may not be to the satisfaction of the community outside the townsite and funds will be expended by the City whereby it should be covered by the developer in the future.	

FINANCIAL IMPLICATIONS

If Council provide endorsement to undertake the video survey and investigation, this would need to be considered in the 2020-21 budget.

Item 1: External Consultant and Officer Time

Asset Category: Other

Source of Funds: Municipal

LTFP Impacts: NA

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$24,000	\$24,000	\$5,000	-	15 years	-	NA

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Built Environment

Aspiration: A quality and connected built environment.

Outcome B1: Appealing streetscapes.

Outcome B2: A connected community with sustainable and well maintained transport.

Outcome B3: Quality built environment.

CONCLUSION

There is already a considerable number of existing pedestrian crossing facilities including ones built within the current signalised intersections within the Morley townsite. In order for the City to investigate the possibilities and feasibilities of upgrading the existing pedestrian crossing phases within these intersections as well as to investigate locations for additional pedestrian priority crossings, survey of existing traffic movement is required.

Given that some of these upgrades are to be funded by the Galleria Shopping Centre in the future, it is recommended that the traffic surveys are only be undertaken at locations that are not expected to be funded by the developer.

10.3.3 Tender 17-2019 - Maylands Foreshore Revetment Works and Associated Landscaping

Responsible Branch:	Sustainability and Environment	
Responsible Directorate:	Works and Infrastructure	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Refer:		

SUMMARY

For Council to consider and award Tender 17–2019 - Maylands Foreshore Revetment Works and Associated Landscaping.

COUNCIL RESOLUTION

(OFFICER'S RECOMMENDATION)

That Council:

1. Awards Tender 17–2019 Maylands Foreshore Revetment Works and Associated Landscaping to Natural Area Consulting Management Services.
2. Approves the following changes to the 2019-20 Capital Works Budget as follows:

ACCOUNT	TYPE	DESCRIPTION	CURRENT BUDGET	REVISED BUDGET
2600-80242-6381	Increase Expenditure	Riverbank Restoration - Capital Purchase	\$150,000	\$390,000
2600-80242-5429	Transfer from Reserve	River Restoration Reserve	0	(\$240,000)

**CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0**

BACKGROUND

The *Swan and Canning Rivers Management Act 2006* establishes the Swan Canning Riverpark which identifies that the Department of Biodiversity, Conservation and Attractions (DBCA) has a shared responsibility for management of the Riverpark shoreline in conjunction with the local government land manager. As such, the City has partnered with the DBCA to design and implement revetment works for the Maylands Foreshore.



Maylands Foreshore Reserve Riverbank Stabilisation Works Area

Early last century, the site was filled with cinders (residue of burnt material) as part of these historical reclamation works and as such the area is a contaminated site. The combination of high erosion forces and contaminated material has made the project complex with increased environmental, project and financial risks. These risks have been identified and mitigation measures are included in the detailed restoration design.

At the Community Technical Finance and Corporate Services Committee Meeting of 21 August 2018, Council received an update on the proposed project to stabilise the Maylands Foreshore Reserve and resolved as follows:

"That Council:

1. *Provides in principle support for Concept 1 for the stabilisation of the Maylands Foreshore.*
2. *Progresses with Concept 1 to a shovel ready status and implement the project on formal commitment of additional Department of Biodiversity and Conservation and Attractions funding in 2019-20."*

In development of the stabilisation project, it was identified that risk and uncertainty inherent in the project would likely result in increased contingency costs being included in the market response to this tender. The Council item estimated the total project cost of concept 1 to be \$475,000. The assessment and design that has been undertaken to better characterise the site and reduce uncertainty for the market, appears to have helped reduce the overall cost of the tenders received. In saying this, the project will still require a high level of project management to ensure that this project is completed successfully.

The funding for the project is provided for within the existing capital and reserve budgets for river restoration as follows:

ACCOUNT	TYPE	DESCRIPTION	CURRENT BUDGET	REVISED BUDGET
2600-80242-6381	Increase Expenditure	Riverbank Restoration – Capital Purchase	150,000	390,000
2600-80242-5429	Transfer from Reserve	River Restoration Reserve	0	(240,000)
Reason: The current project reflects the adopted budget. The river restoration capital budget has approximately \$80,000 of committed funds (as identified in the previous council report) for the detailed design of the project, environmental investigations and project management.				

The project has since been progressed to a shovel ready state and the Department of Biodiversity have provided their commitment to 50% funding for the project works.

As such, Tender 17 – 2019 was advertised on 14 December 2019 in accordance with the Procurement Policy and closed on the 23 January 2020.

The tender evaluation criterion was developed to recognise the complexity of the environmental risks inherent with the site:

CRITERIA:		
ITEM	DESCRIPTION	WEIGHTING
1	Demonstrated understanding	15%
2	Organisational capabilities	10%
3	Demonstrated experience	15%
4	Tender Lump Sum / Schedule of Rates	60%

EXTERNAL CONSULTATION

A tender review panel was developed to assess the tender as follows:

- The City of Bayswater Manager of Sustainability and Environment
- A Riverbank Officer from the Department of Biodiversity Conservation and Attractions.
- A Coastal engineer from the consulting organisation that developed the foreshore plan (MP Rogers & Associates).

OFFICER'S COMMENTS

Received Tenders

Three tenders were received as follows:

TENDERER	LUMP SUM PRICE
Natural Area Consulting Management Services	\$305,833.50
Advanteering Civil Engineering	\$296,295.00
MMM WA PTY LTD	\$363,297.57

All tenders received were conforming and within the estimated project budget.

Tender review

The three received tenders met the minimum tender requirements.

“Natural Area” provided the highest quality submission, with no significant omissions, queries or risks. Their proven experience in restoration works and in-house nursery and revegetation capabilities provided the lowest risk and highest confidence out of the three tenders for the City to achieve a good outcome for the site. They appear to have clearly allowed for all components of the works. Accordingly, Natural Area received the highest overall score for their submitted tender.

Whilst “Advanteering” provided marginally the lowest price, “Natural Area” demonstrated stronger capabilities to deliver the project. An example of this is that “Advanteering” proposes to use a sub-contractor for the revegetation works whose experience and capability was not well demonstrated in the tender application. “Natural Area” provided a stronger application to support their experience in the revegetation and landscaping component which is a critical element of the works.

A further risk identified in the 'Advanteering' submission is in relation to their lower quantities for the rock headlands and composite natural edge included as part of the price schedule. The risk of variation, if additional quantities of contaminated material required disposal was explicitly identified by Advanteering in their Tender. In saying this if the latter concern was excluded, Natural Area would have still received the overall highest tender assessment score and provides the lowest project risk to the City.

MMM provided a high quality submission and demonstrated a good understanding of the project, however, given that their tendered price was considerably higher, their submission did not rank as high as the other two tenderers. Additionally, "Natural Area" provided a stronger application and received a higher qualitative score.

Options Analysis

In accordance with the advertised criteria, the tenders were assessed by the tender review panel as follows:

TENDERER	PRICE (60)	DEMONSTRATED UNDERSTANDING (15)	ORGANISATIONAL CAPABILITIES (10)	DEMONSTRATED EXPERIENCE (15)	TOTAL (100)
Natural Area Consulting Management Services	58	12	8	12	90
Advanteering Civil Engineering	60	9	7	11	87
MMM WA Pty Ltd	49	11	7	12	79

Insurance, Occupational Health and Safety

The selection criteria for OHS, insurance and liquidity have all been adequately met.

Riverbank Reserve

The funding for the project is provided for within the existing capital and reserve budgets for river restoration as follows:

ACCOUNT	TYPE	DESCRIPTION	CURRENT BUDGET	REVISED BUDGET
2600-80242-6381	Increase Expenditure	Riverbank Restoration – Capital Purchase	150,000	390,000
2600-80242-5429	Transfer from Reserve	River Restoration Reserve	0	(240,000)

LEGISLATIVE COMPLIANCE

The tender process has met all requirements of the *Local Government Act 1995* and City of Bayswater procurement policy.

All tenderers indicated that they do not have any conflicts of interest in the performance of their obligations under the contract.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council:																	
	<ol style="list-style-type: none"> Awards Tender 17–2019 Maylands Foreshore Revetment Works and Associated Landscaping to Natural Area Consulting Management Services. Approves the following changes to the 2019-20 Capital Works Budget as follows: <table border="1" data-bbox="419 589 1375 835"> <thead> <tr> <th>ACCOUNT</th> <th>TYPE</th> <th>DESCRIPTION</th> <th>CURRENT BUDGET</th> <th>REVISED BUDGET</th> </tr> </thead> <tbody> <tr> <td>2600-80242-6381</td> <td>Increase Expenditure</td> <td>Riverbank Restoration - Capital Purchase</td> <td>\$150,000</td> <td>\$390,000</td> </tr> <tr> <td>2600-80242-5429</td> <td>Transfer from Reserve</td> <td>River Restoration Reserve</td> <td>0</td> <td>(\$240,000)</td> </tr> </tbody> </table> 			ACCOUNT	TYPE	DESCRIPTION	CURRENT BUDGET	REVISED BUDGET	2600-80242-6381	Increase Expenditure	Riverbank Restoration - Capital Purchase	\$150,000	\$390,000	2600-80242-5429	Transfer from Reserve	River Restoration Reserve	0	(\$240,000)
ACCOUNT	TYPE	DESCRIPTION	CURRENT BUDGET	REVISED BUDGET														
2600-80242-6381	Increase Expenditure	Riverbank Restoration - Capital Purchase	\$150,000	\$390,000														
2600-80242-5429	Transfer from Reserve	River Restoration Reserve	0	(\$240,000)														
Risk Category	Adopted Risk Appetite		Risk Assessment Outcome															
Strategic Direction	Moderate		Low															
Reputation	Low		Moderate															
Governance	Low		Low															
Community and Stakeholder	Moderate		Low															
Financial Management	Low		Low															
Environmental Responsibility	Low		Low															
Service Delivery	Low		Low															
Organisational Health and Safety	Low		Low															
Conclusion	Natural Area provided the highest quality submission, with no obvious omissions, queries or risks. Their proven experience in restoration works and in-house nursery and revegetation capabilities provide low risk and high confidence to the City in achieving a good outcome for the site.																	

Option 2	That Council:		
	<ol style="list-style-type: none"> Notes the recommendation of the Tender Assessment Panel. Awards Tender 17–2019 Maylands Foreshore Revetment Works and Associated Landscaping to an alternate tenderer. 		
Risk Category	Adopted Risk Appetite		Risk Assessment Outcome
Strategic Direction	Moderate		Low
Reputation	Low		Moderate
Governance	Low		Low
Community and Stakeholder	Moderate		Low
Financial Management	Low		Low - Moderate
Environmental Responsibility	Low		Low
Service Delivery	Low		Low
Organisational Health and Safety	Low		Low
Conclusion	Dependent on alternate tenderer chosen.		

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: River Restoration

Asset Category: Upgrade

Source of Funds: Municipal 50% and Grant 50%

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$305,833.50	\$7,500	\$500	DBCA Grant – \$152,916.75	50	-	\$310,000

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Natural Environment
 Aspiration: A green and sustainable environment
 Outcome N1: Natural Environment and biodiversity which are conserved and protected

CONCLUSION

The panel have recommended Natural Area be awarded the works as they have received the highest overall score for the works and provided the highest quality submission.

10.3.4 Introduction of FOGO

Responsible Directorate:	Works and Infrastructure	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Comments	
Refer:	Item 14.3 OCM 25.09.18 Item 10.2.3 CTFCS 20.11.18 Item 11.1 OCM 14.05.19 Item 10.3.3 OCM 20.08.19 Item 10.3.4 OCM 19.11.19	

SUMMARY

Council has demonstrated a desire to move towards a Food Organics and Garden Organics (FOGO) collection and processing service as soon as possible. A Position and Action Statement (PAAS) has been developed to confirm Council's commitment to this and to inform the community of the proposal.

Council consideration of further details in relation to the service to be provided is now required.

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

That Council:

1. **Adopts a Food Organics and Garden Organics (FOGO) system using the current bin sizes with the provision of caddies and liners with the following collection frequencies:**
 - a. **FOGO (green lid) weekly;**
 - b. **Residual waste (red lid) fortnightly; and**
 - c. **Recyclables (yellow lid) fortnightly.**
2. **Continues to liaise with the Eastern Metropolitan Regional Council (EMRC) in relation to the development and implementation of education programs for the rollout of FOGO.**
3. **Commences FOGO collections for single houses and grouped dwellings (villas) (and potentially commercial properties) in late July 2020.**

CR LORNA CLARKE MOVED, CR STEPHANIE GRAY SECONDED

CARRIED UNANIMOUSLY: 10/0

BACKGROUND

At the Ordinary Council Meeting of 25 September 2018, Council considered a Notice of Motion in relation to Food Organics and Garden Organics (FOGO) and resolved in part as follows:

"That Council:

- 2. Investigates options for expressions of interest and/or tender processes to introduce FOGO into the City of Bayswater's waste management processes and systems and provides a report on these options to the November 2018 Community, Technical, Finance and Corporate Services Committee Meeting."*

In accordance with the above resolution, a report was presented to the Community, Technical, Finance and Corporate Services Committee Meeting on 20 November 2018 and Council resolved as follows:

"That Council requests the Chief Executive Officer to:

- 1. Prior to considering Expressions of Interest/tender processes for the introduction of Food Organics and Garden Organics (FOGO) await the outcome of the EMRC's imminent deliberations in relation to the processing of FOGO.*
- 2. Prepare a report at the earliest possible opportunity once the outcomes of the EMRC deliberations are known. The report is to provide for options to pursue the introduction of FOGO, including, the necessary extensive community engagement processes proposed and grant funding opportunities."*

The EMRC at its Ordinary Council Meeting of 21 March 2019 considered a report on the processing of FOGO at the Red Hill Waste Management Facility and resolved as follows:

"THAT:

- 1. THE EMRC BEGIN THE PROCESS OF DEVELOPING A LONG-TERM FOOD ORGANIC & GARDEN ORGANIC (FOGO) STRATEGY INCLUDING, IF REQUIRED, SEEKING EXPRESSIONS OF INTEREST FOR THE APPROPRIATE TECHNOLOGY TO IMPLEMENT LONG-TERM FOGO PROCESSING SOLUTIONS TO CATER FOR ALL MEMBER COUNCIL WASTE STREAMS.**
- 2. IN THE INTERIM, THE EMRC PROCEEDS WITH THE PROCUREMENT PROCESS AND LICENCE APPROVAL FOR THE ADDITION OF A TRIAL MOBILE AERATOR FLOOR (MAF) COMPOSTING SYSTEM FOR THE PROCESSING OF UP TO 10,000 TPA OF FOGO WASTE AT THE RED HILL WASTE MANAGEMENT FACILITY.**
- 3. APPROVES THE EXPENDITURE OF UP TO \$400,000 EX GST FOR THE PURCHASE AND INSTALLATION OF A SUITABLE MAF SYSTEM, INCLUDING HARDSTAND INSTALLATION AND THAT THE FUNDS BE ALLOCATED FROM THE SECONDARY WASTE RESERVE.**
- 4. NOTES THAT INTERIM ARRANGEMENTS ARE AVAILABLE WITH SEVERAL THIRD PARTY PROCESSORS OF FOGO WASTE IF THE INSTALLATION OF A PROCESSING FACILITY OR THE LICENCE APPROVAL IS DELAYED FOR WHATEVER REASON BEYOND PLANNED START DATES FOR FOGO COLLECTIONS BY MEMBER COUNCILS.**
- 5. ADVISE THE TOWN OF BASSENDEAN AND THE CITY OF BAYSWATER OF THE COUNCIL RESOLUTION AND AUTHORISE THE CEO TO ENTER INTO NEGOTIATIONS WITH THESE MEMBER COUNCILS FOR A SUITABLE PROCESSING ARRANGEMENT.**
- 6. SEEK FUNDING SUPPORT FROM THE WASTE AUTHORITY FOR THE FOGO TRIAL AT THE RED HILL WASTE MANAGEMENT FACILITY.**

7. *THAT THE EMRC EXPLORE ALL MARKETING OPPORTUNITIES FOR THE COMPOST PRODUCT DURING THE FOGO TRIAL PERIOD."*

In relation to the above, the EMRC have been progressing the necessary approval and procurement processes to enable a trial Mobile Aerator Floor (MAF) system to be installed at Red Hill for the processing of FOGO.

At the Ordinary Council Meeting of 20 August 2019, Council considered a report on FOGO and resolved as follows:

"That Council develops a Position and Action Statement (PAAS) for Waste Management and release for public comment following the local government elections and consider comments in November 2019."

Accordingly, a PAAS was developed and considered by Council at the Ordinary Council Meeting of 19 November 2019 where Council resolved as follows:

"That Council adopts the Position and Action Statement (PAAS) - Waste Management Food Organics and Garden Organics (FOGO) and release the document for public comment."

In accordance with the above resolution, the PAAS was released for public comment via the Engage Bayswater platform. There was also a media article in relation to the matter.

EXTERNAL CONSULTATION

As detailed above, the PAAS was released for comment and to date the City has received comments from 34 respondents via Engage Bayswater.

The comments received were very supportive of the proposal with a few raising questions on frequency of collections of the FOGO bin as they have assumed it would be a fortnightly collection as per the current collection frequency. One responder also expressed concern at potential increased costs, reduced bin sizes and changes to collection frequencies (**Attachment 1**).

OFFICER'S COMMENTS

Through a number of previous resolutions, Council has signalled an intention to move towards a FOGO system commencing 1 July 2020. This is in line with the State Waste Strategy (*Waste Avoidance and Resource Recovery Strategy 2030*) recovery target and the requirement that all local governments in the Perth and Peel regions provide a consistent three bin collection service including FOGO by 2025.

The following roll-out actions were outlined in the PAAS to be delivered by the City:

- Measuring and understanding our waste.
- Considering options for the implementation of a FOGO system.
- Developing and implementing a Community Education Program in conjunction with the EMRC.
- Implementing a FOGO system.
- Ongoing Community Education.
- Measuring the effectiveness of a FOGO system.
- Amending FOGO practices as necessary.

In terms of measuring and understanding our waste, a bin audit was recently undertaken by the EMRC, to understand the material composition of each of the waste streams and enable the City to determine the potential diversion rates from the implementation of a FOGO. System. The results of this audit will be presented to the EMRC in the near future.

In regard to the consideration of various options for the introduction of FOGO, the EMRC commissioned consultant MRA to undertake comprehensive modelling of the various options on behalf of member Councils.

The model considered the following options:

OPTION	DESCRIPTION	HOUSEHOLD COLLECTION SERVICE	CADDIES / LINER?	TRANSFER STATION FOR FOGO
1	Business As Usual (BAU)	Weekly General Waste 204L Fortnightly Recycling 240L No kerbside organics service	Not applicable	Not applicable
2	Fortnightly FOGO without Liners with Transfer station	Weekly General Waste 140L/240L Fortnightly Recycling 240L Universal Fortnightly FOGO 240L	Caddy liners not provide	Yes
3	Fortnightly FOGO without Liners direct to facility		Caddy liners not provided	No
4	Fortnightly FOGO with Liners with Transfer Station		Caddy liners provided	Yes
5	Fortnightly FOGO with Liners direct to facility		Caddy liners provided	No
6	Weekly FOGO without Liners with Transfer station		Caddy liners not provided	Yes
7	Weekly FOGO without Liners direct to facility		Caddy liners not provided	No
8	Weekly FOGO with Liners with Transfer station		Caddy liners provided	Yes
9	Weekly FOGO with Liners direct to facility		Caddy liners provided	No

* Source MRA Consultants

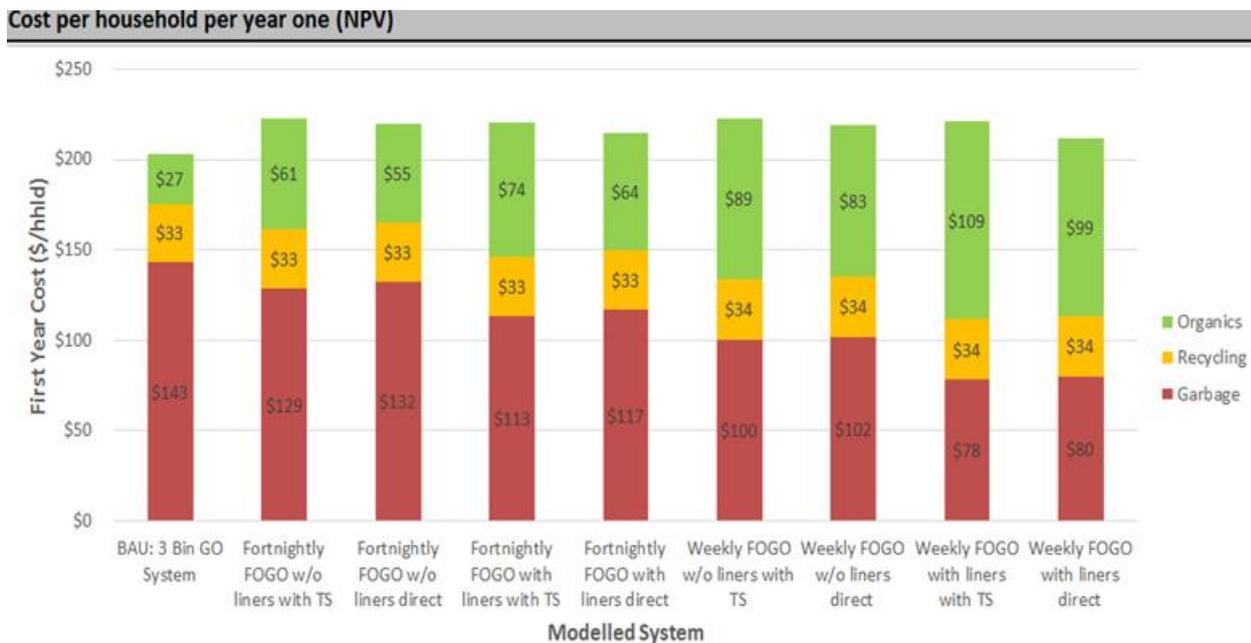
- Options 2 to 9 compare and contrast the impact of the following varying three factors:
 - the frequency of collection;
 - taking the waste to a transfer station or direct to the processing facility; and
 - whether or not liners would be provided to residents for use in their kitchen caddy.
- Options 2 to 5 would provide a fortnightly collection of the FOGO kerbside bin.
- Options 6 to 9 would provide a weekly collection of FOGO bin.
- Options 2, 4, 6 and 8 would entail the FOGO waste initially being taken to a transfer station where the waste would be considered and then bulk hauled to the processing facility.
- Options 3, 5, 7 and 9 would involve the waste being taken direct to the processing facility.
- Options 4, 5, 8 and 9 would provide a caddy and a packet of compostable caddy liners (bags to put in the caddy to each household).
- Options 2, 3, 6, and 7 would provide the caddy but no liners.

The provision of liners may increase residents' acceptance and usage of FOGO caddies as it would reduce the need to wash the caddy after emptying it. In addition, providing compostable liners would likely reduce the amount of non-compostable bags (i.e. conventional plastic bags) being used in the caddies and contaminating the waste stream.

The options detailed above were then assessed via a multi-criterion analysis considering the following elements:

- Total system costs;
- Recovery rate;
- Greenhouse emissions;
- Vehicle kilometres travelled;
- Governance - alignment with Council strategic direction and policies;
- Economic - broader economic benefits;
- Social - accountability to the community.

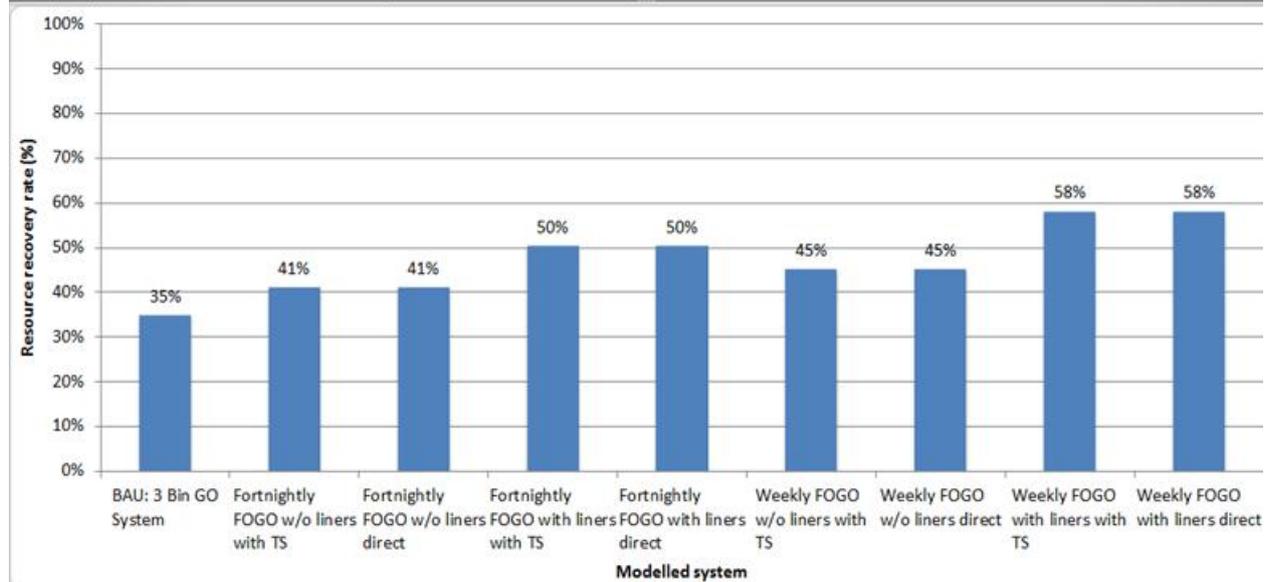
In terms of the model results for the City of Bayswater, the costs of each option are summarised in the graph below. It should be noted that some of the inputs in this analysis are yet to be finalised (e.g. changes to collection costs and process rates), however, the model still provides a valid comparison of the cost difference for each option. Furthermore, a number of costs (caddies, liners and education) are proposed to be picked up by the EMRC using funds from the Secondary Waste Reserve. Accordingly, these costs have not been included in the model.



* Source MRA Consultants

The projected diversion rates for each option are shown in the following graph.

Fully Implemented Resource Recovery Rate



* Source MRA Consultants

In considering the multi-criterion analysis, the following weightings were given to each component:

- Cost 35%
 - Diversion 20%
 - Vehicle kilometres travelled 5%
 - Greenhouse gas emissions 20%
 - Governance 10%
 - Economic 0%
(As this basically scored equally for each option, it was removed)
 - Social 10%
- 100%**

In applying the above ratings to the options, the ranking is as follows:

This section was left blank intentionally to accommodate the table overleaf.

Option	Quantitative Analysis						Qualitative Analysis						Total Score (%)	MCA Rank
	Economic		Environmental				Governance		Economic		Social			
	Total Net Present Value (\$m)	Weighted Score (%)	Diversion (%)	Annual Vehicle kilometres travelled	Annual Emissions (tCO ₂)	Weighted Score (%)	Policy Alignment	Weighted Score (%)	Broader economic benefits	Weighted Score (%)	Community accessibility	Weighted Score (%)		
Criterion weighting	35%		20%	5%	20%	45%	10%		0%		10%		100%	
BAU: 3 Bin GO System	\$56.96	35%	35%	265,800	15,820	30%	2	5%	2	0%	2	5%	74.9%	9
Fortnightly FOGO w/o liners with TS	\$62.52	32%	41%	261,800	14,310	34%	3	8%	3	0%	3	8%	80.4%	7
Fortnightly FOGO w/o liners direct	\$61.74	32%	41%	266,700	14,360	33%	3	8%	3	0%	3	8%	80.7%	5
Fortnightly FOGO with liners with TS	\$62.01	32%	50%	261,300	12,140	39%	4	10%	3	0%	4	10%	91.4%	4
Fortnightly FOGO with liners direct	\$60.33	33%	50%	268,200	12,150	39%	4	10%	3	0%	4	10%	92.2%	3
Weekly FOGO w/o liners with TS	\$62.70	32%	45%	261,000	13,430	36%	3	8%	3	0%	2	5%	80.2%	7
Weekly FOGO w/o liners direct	\$61.54	32%	45%	266,700	13,440	36%	3	8%	3	0%	2	5%	80.7%	5
Weekly FOGO with liners with TS	\$62.17	32%	58%	261,000	10,290	45%	4	10%	3	0%	3	8%	94.6%	2
Weekly FOGO with liners direct	\$59.64	33%	58%	269,600	10,300	45%	4	10%	3	0%	3	8%	95.7%	1

* Source MRA Consultants

As can be seen from the above, the options of weekly FOGO collections (fortnightly recyclables and residual waste) with caddies, liners and transported directly to Red Hill ranked the highest for the City of Bayswater. This option has an estimated cost increase in the order of \$10 per service over the current system and will provide the highest diversion rate.

In terms of bin sizes, it is proposed to retain the current bin sizes for the following reasons. Firstly, typically when a FOGO system is introduced, residents go from a two bin to a three bin system and whilst the new bin is typically the smaller type (140L), the resident is basically getting an increase in capacity via the introduction of the third bin. In the case of City of Bayswater, residents already have three 240L bins and it is believed that any move to replace the existing 240L red lidded bin with a 140L bin would be met with considerable community opposition as it would be seen as a reduction in capacity.

Secondly, the option of changing bin size is further complicated by the fact that the City's collection contractor, Cleanaway owns and maintains all of the mobile garbage bins (MGB) with the City.

Whilst introducing a 140L red lidded bin will potentially increase diversion rates (as more people will place food scraps in the FOGO bin to maintain capacity in the red lidded bin) given the issues detailed above, it is considered prudent to maintain the status quo and to re-assess this when the City considers the five year extension option for the waste collection and associated services contract in 2023.

In terms of a commencement date for the introduction of FOGO, it is noted that the Town of Bassendean are proposing to commence their FOGO services in the week commencing 29 June 2020. To enable the available resources from the EMRC to be in a position to assist with the City's roll-out, it is proposed to have some separation between the City's commencement date and Bassendean's. Accordingly, commencement in late July 2020 is proposed.

In addition, it is proposed that only residential and possibly commercial properties be considered in the initial roll-out as multiple dwelling/apartment developments have different collection schemes and will require negotiation with the City's contractors and tenants.

LEGISLATIVE COMPLIANCE

Whilst the objective for local governments to provide a three bin FOGO collection system by 2025, this is not legislated, it is simply an expectation from the State Government and the community. However, the Waste Hierarchy is legislated through the *Waste Avoidance and Resource Recovery (WARR) Act 2007* and this requires material recovery to be implemented in preference to sending waste to landfill. Therefore, the State Government can easily introduce regulations to enforce this i.e. bans, levies etc. This is evident in the objective from the State Waste Strategy that:

... "From 2020 - Recover energy only from residual waste", where "Energy recovery is preferable to landfill disposal but should only be applied to residual waste once better practice source separation approaches have been exhausted."

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	<p>That Council:</p> <p>1. Adopts a Food Organics and Garden Organics (FOGO) system using the current bin sizes with the provision of caddies and liners with the</p>
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	<p>following collection frequencies:</p> <ol style="list-style-type: none"> a. FOGO (green lid) weekly; b. Residual waste (red lid) fortnightly; and c. Recyclables (yellow lid) fortnightly. <ol style="list-style-type: none"> 2. Continues to liaise with the Eastern Metropolitan Regional Council (EMRC) in relation to the development and implementation of education programs for the rollout of FOGO. 3. Commences FOGO collections for single houses and grouped dwellings (villas) (and potentially commercial properties) in late July 2020. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	This option facilitates the introduction of a FOGO System in accordance with the State Waste Strategy and has the highest potential diversion rate with an estimated minimal cost increase.	

Option 2	<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopts a Food Organics and Garden Organics (FOGO) system using the current bin sizes with the provision of caddies and liners with the following collection frequencies: <ol style="list-style-type: none"> a. Residual waste (red lid) weekly; b. FOGO (green lid) fortnightly; and c. Recyclables (yellow lid) fortnightly. 2. Continues to liaise with the Eastern Metropolitan Regional Council (EMRC) in relation to the development and implementation of education programs for the rollout of FOGO. 3. Commences FOGO collections in late July 2020. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Moderate
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	Providing a fortnightly FOGO collection will not maximise diversion potential as there will be concerns with food waste not being collected for two weeks leading to people still placing this waste in the red lidded bin (to avoid a "smelly bin"). The City will be exposed to additional costs especially if the landfill level increases in the future.	

Option 3	That Council adopts an alternate Food Organics and Garden Organics (FOGO) collection system.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Dependent on option chosen.
Reputation	Low	
Governance	Low	

Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	
Conclusion	Dependent on option chosen. In addition, further investigation on any alternate options may delay the roll-out of the service.	

Option 4	That Council maintains current waste service arrangements until the EMRC have finalised arrangements for FOGO processing and request a further report on FOGO collection and processing at that time.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	High
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	High
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	This option presents the highest level of risk and is inconsistent with previous resolution of Council. The City may also be exposed to additional costs especially, if the landfill level increases in the future.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Waste and Recycling

Asset Category: New **Source of Funds:** Municipal

LTFP Impacts: Impact on Waste Fees and Charges

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	-	\$400,000	\$90,000	\$11,353,697 (to date 2019-20)	-	\$12,962,660 (including CPI)	\$12,276,241

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Natural Environment

Aspiration: A green and sustainable environment.

Outcome N2: A resilient community that responds to sustainability challenges.

CONCLUSION

The proposed recommendation is consistent with the direction already indicated by the Council through previous resolutions and based on research, provides the highest level of diversion from landfill. Whilst the costs are slightly higher, this is considered to be best options from an environment and social perspective.

Attachment 1

No.	Please provide your feedback on the draft Position and Action Statement (FOGO).	Suburb
1.	Having family in Fremantle, I appreciate the initiative. However dog owners need to be considered, since additional FOGO bags are expensive beyond the initial allotment, and collecting dog waste for the bins used up the FOGO bags more quickly.	Bedford
2.	<ol style="list-style-type: none"> 1. I like the concept. 2. I'm concerned that if only collected every two weeks, some people will continue to use the general waste bin for food scraps due to the bin getting stinky. 3. I'm concerned that this could lead to increased contamination of green waste bins. Just look at what people put in recycling. 4. I'm unlikely to use the green waste bin for food. My green waste bin is often full after a week and I generally compost most food waste myself. 	Bayswater
3.	<p>I love this idea. We currently compost all of own food scraps and have noticed how much less waste goes in our main bin (as well as recycling and red cycling soft plastics). Would the FOGO bin then be emptied more often than the main bin?</p> <p>Would the compost generated then be available for residents to purchase? It would be great to have the full cycle occurring in the suburb.</p>	Bayswater
4.	I fully support the initiative, it is of crucial importance. I was already researching the paid option of food scrap pick up for composting.	Maylands
5.	Great idea to reduce waste	Bayswater
6.	<p>I think it's a very positive change in waste management. The document is concise and being only 10 pages easy for residents to read.</p> <p>However I suggest all bins are emptied weekly. Having rotting food in the green bins for 2 weeks just won't work, people won't like this or do this. Also my yellow bin is always full after 1 week. On the positive side my red bin waste has substantially reduced. I currently use Kooda for my organic waste.</p> <p>I do think soft plastics also need to be addressed I currently take mine back to Coles to the Redcycle bin but not many people know about this.</p> <p>Also residents need to be educated about what to do with linen/towels (Sheridan stores take any brand of unwanted/old sheets and towels and repurpose) and H&M etc. take any clothes. Maybe the council could partnership to take these items also out of the "red bin".</p> <p>I also feel parts of the community distrust the yellow bin due to negative media coverage so part of the re-education should include "what goes in your yellow bin and what happens to it..."</p> <p>I happy to discuss any of this further.</p>	Maylands
7.	<p>Sounds good, but a couple of questions I will have are:</p> <ol style="list-style-type: none"> 1. The green bin has a mesh insert - will lose food scraps fall between this insert? 2. The FAQs recommend using newspaper to wrap vegetable scraps. However, I haven't had newspaper for years (we read all news online.as I think most people do). 	Bayswater
8.	Great idea we are on board, over 70% of general waste is organic and goes to landfill.	Bayswater
9.	It's about time, most food scraps like salad and vegetables are like plant cuttings and weeds that go into green waste	Morley
10.	I am very excited to see this happen.	Bayswater

No.	Please provide your feedback on the draft Position and Action Statement (FOGO).	Suburb
11.	<p>A great initiative, and well done to the Council for shifting to FOGO as soon as possible.</p> <p>With the increase in interest in the likes of Bokashi and Kooda, this also encourages locals with limited garden space for composting and/or limited finances, to still engage with better waste management.</p> <p>I would encourage the inclusion of kitchen caddies per household to assist.</p> <p>My one question would be around the management of what is able to be included as food waste, and how often this would need to be collected, especially during the hotter months.</p>	Bayswater
12.	<p>This is great news and looking forward to finding out more details of how it will work with regard to frequency of collection and reducing risk of mice and other pests.</p>	Bayswater
13.	<p>I think this is way overdue. I think it's about time.)</p>	Bayswater
14.	<p>One key aspect of any future Fogo system should be to clarify the potential for composting of 'compostable' plastics e.g. biocups. My understanding is for these to be reliably composted they're required to go into a 'hot composting' system such as MAF or similar. Further direction from EMRC and the city on the composting of such materials would be great particularly noting the presence of food packing compost bins at city sponsored events such as Bayswater growers market.</p>	Bayswater
15.	<p>Not sure exactly what food can go into the green bin when it starts? Also, will it smell if it's collected every two weeks? Could certain non-food items be put there as well (e.g. compostable paper plates)?</p>	Bayswater
16.	<p>I support the council introducing food waste disposal</p>	Maylands
17.	<p>If the FOGO waste disposal plan involves any substantial rate increases, less frequent bin collections or smaller bin sizes then I would be adamantly opposed to it. I also question how it could be implemented without undue inconvenience in unit complexes with communal bins.</p>	MAYLAND S
18.	<p>I'm in support of these changes</p>	Bayswater
19.	<p>Fantastic, agree with the proposal.</p>	Bayswater
20.	<p>I'm really pleased that City of Bayswater is looking to implement a FOGO waste system, it's something I have asked about previously. I think it's something our household could easily implement to reduce our waste. The plan seems thorough, and it looks like you have included plans to address most of my questions (mostly around letting us know what can and can't go in each bin and also addressing how to collect food waste). I'm looking forward to hearing more about the FOGO plans.</p>	Bayswater
21.	<p>Great initiative, really excited we are getting this.</p> <p>Fantastic to see the position and action plan shared and get the background detail. If more people are informed of state and local targets they will hopefully see how their individual actions can have an impact.</p> <p>Please implement as quickly as possible. Other councils already doing it. We already have an understanding of this and are ready to start.</p> <p>As part of the implementation/communications to community, include ideas and encourage people to still minimize their food/organic waste (e.g. through meal planning, using leftovers) and general up to date guidance about reducing waste.</p> <p>Shameful that WA produces most waste per capita in Australia and intro of FOGO opportunity to highlight what we can do overall to reduce waste.</p> <p>Fantastic that you won't need to change bins – if we can continue using the current bins that will save a lot of work and money.</p> <p>Totally fine if associated fees need to increase slightly to cover change - we want this change.</p>	Bayswater
22.	<p>Simple and easily understood.</p>	Bayswater
23.	<p>I fully agree with the new proposal of including food waste in the green waste bin. I try hard to lower the amount of rubbish going into the red top bin. We try and give food scraps to our neighbours chicken....</p>	Maylands

No.	Please provide your feedback on the draft Position and Action Statement (FOGO).	Suburb
24.	This is an excellent plan and I am keen to take part. My sister has been doing this and I was impressed with the system. It feels like I will be empowered to make a real difference to caring for our environment. Bravo!!!!	Maylands
25.	The City of Bayswater is one of the most densely populated local councils in WA, so it's not really the same as comparing it to some other councils like the City Of Melville (although that continues to grow).. How can this be rolled out to people that live in apartments, bigger single story unit complexes or any strata or survey strata houses?How will the mixing of food waste and green waste be kept sanitary? Especially if the green bins are only collected fortnightly. I don't want a whole lot of rotting food and green waste sitting in a bin for 2 weeks... If there is solution to this we should be advised before the roll out.About recycling.. We all get told to reduce our impact on the environment by recycling, but in the last 2 years of seen reliable reports on ABC that companies like Cleanaway collect our recycling but then can't recycle it because the materials being exported to be recycled are no longer being accepted by other countries... There should be some explanation as to what is happening about this before changing the system. Everyone tries to do the right thing by recycling. What's happening if it's not actually being done and the material ends up in landfill anyway? This situation should be clarified by the council. Especially if the problem is still a current one. By combining the food and green waste to be made into reusable compost, like in Bunbury. Does the rate payer or tenant get access to the beneficial products like mulch and compost? If not why? Who gets to use it?The plans will cause confusion, there needs to be education (easily understood education) as to what's happening.. Some of the responsibility of a better less harmful waste management system should be worn by the council not just all dumped on the residents to try and manage in the form of a new bin system.	Morley
26.	Seems well planned and high level at present. Addresses an issue that I have an interest in.	Bayswater
27.	Addresses an issue I have an interest in but plan very high level. I support Bayswater addressing this issue rapidly. On a lower planning level, I have a worm farm for green waste but struggle with disposing of citrus, onions, bones, fat and dog poo which I currently put in general waste. I would like to have a more sustainable option for this disposal.	Bayswater
28.	Looks great in general. A point relating to the circular economy concept - will the resulting compost be made available to residents at all? It would be nice to have some information on what happens to the organic waste after it's been collected.	Bayswater
29.	Great way to reduce methane gas from landfill (Methane obviously being one of the worst greenhouse gases)	Maylands
30.	It is great that the City of Bayswater is rolling out the FOGO system.	Maylands
31.	I feel the implementation of the FOGO system would be extremely positive. I would also appreciate further education around what goes into each bin particularly around plastics. I have tried to find information regarding which "number" plastics acceptable to recycle but have not been able to locate a document.	Maylands
32.	Would love to see the City of Bayswater trial FOGO. Great idea.	Maylands
33.	I agree with the action statement	Embleton
34.	I appreciate the city of Bayswater's commitment to the photo program and rolling it out ahead of the government schedule. I understand there are some logistical implications, but personally feel the benefits of these significantly outweigh the potential small rate rise increase. Also, general waste volume should decrease across the board and I would happily have a smaller general waste bin compared to our greens bin to help offset the potential increase in costs. I'd also be interested in being able to access the compost generated from the program through the EMRC at a local rate.	Bayswater

10.3.5 EMRC Special Council Meeting Minutes - 23 January 2020

Responsible Directorate:	Works and Infrastructure	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	

SUMMARY

To allow Council consideration of the Special Council Minutes from the Eastern Metropolitan Regional Council (EMRC).

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

That Council receives the Eastern Metropolitan Regional Council's (EMRC's) Special Council Meeting Minutes of 23 January 2020.

**CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0**

BACKGROUND

The EMRC held a Special Council Meeting on 23 January 2020 to provide an update on the progress of the EMRC's involvement in the Container Deposit Scheme (CDS).

Cr Lorna Clarke, Cr Giorgia Johnson, Cr Filomena Piffaretti, Deputy Mayor (Observer) and Director of Works and Infrastructure were in attendance.

EXTERNAL CONSULTATION

Not applicable

OFFICER'S COMMENTS

A full copy of the unconfirmed EMRC Special Council Meeting Minutes can be viewed at [https://www.emrc.org.au/documents/796/23-january-2020-\(special-council-meeting\)-unconfirmed](https://www.emrc.org.au/documents/796/23-january-2020-(special-council-meeting)-unconfirmed)

LEGISLATIVE COMPLIANCE

Not applicable.

OPTIONS

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Local Economy
Aspiration: A business and employment destination.
Outcome E3: Attractive to new services, businesses and investment.

CONCLUSION

For Council to receive the report.

10.4 Community and Development Directorate Reports**10.4.1 Proposed Change of Use to Office and Associated Alterations to Heritage Building - Lots 45 and 46, 63 and 65 Eighth Avenue, Maylands**

Applicant/Proponent:	Crisp Architecture	
Owner:	Peter Petrides Holdings Pty Ltd (Directors: Carolyne Petrides, Tammy Petrides, Christine Toplis)	
Responsible Branch:	Development Approvals	
Responsible Directorate:	Community and Development	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input checked="" type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Development Plans 2. Current Statement of Heritage Significance (2006) 3. Draft Statement of Heritage Significance (2019)	
Refer:	N/A	

SUMMARY

A development application dated 25 October 2019 and plans dated 2 February 2020 has been received for a proposed change of use to an office and associated alterations at 63 and 65 Eighth Avenue, Maylands. Both properties are located within Special Control Area 1 - Main Street Precinct and listed as a Classification 2 place on the City's Heritage List.

The proposed office is within the existing building on 63 Eighth Avenue which was mostly recently used as a shop. The application also includes new landscaping, pedestrian access ramp and bin store within the proposed car parking area at the rear of the buildings. A component of the application is also retrospective, as the applicant has already undertaken internal works that included removal of original heritage fabric from the building. The building at 65 Eighth Avenue contains an existing restaurant and shop at the front of the lot which is not subject to this application.

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

That Council grants planning approval for the proposed change of use to office and associated alterations to heritage building at Lot 45, 63 Eighth Avenue, Maylands and Lot 46, 65 Eighth Avenue, Maylands in accordance with the planning application dated 25 October 2019 and the plans dated 2 February 2020, subject to the following:

1. The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.
2. A schedule of works shall be submitted within 30 days of the date of this approval addressing the following matters to the satisfaction of the City of Bayswater:
 - (a) The original skirting boards and floor boards being reinstated wherever possible.
 - (b) The remaining original heritage fabric including the historic painted advertisement on the outside wall of Lot 45 being conserved.
 - (c) The green tiles on the front façade of Lot 45 being conserved and incorporated into the upgrade to the front façade.

The schedule of works is to be implemented prior to occupation of the development and thereafter maintained to the satisfaction of the City.

3. Details of the proposed fencing and gate along Lyric Lane shall be submitted to, and to the satisfaction of the City of Bayswater prior to installation.
4. A detailed schedule of external finishes (including materials and colour schemes and details) shall be submitted to, and to the satisfaction of the City of Bayswater, prior to the commencement of works.
5. A construction management plan, detailing how the construction of the car park will be managed to minimise the impact on the surrounding area, shall be submitted to, and to the satisfaction of the City of Bayswater, prior to construction of the car parking area.
6. A detailed landscape plan shall be submitted to, and to the satisfaction of the City of Bayswater, prior to prior to construction of the car parking area. For the purpose of this condition, the plan shall be drawn with a view to reduce large areas of hard stand in passive areas and show the following:
 - (a) The existing *Brachychiton acerifolius* tree (Flame Bottletree also known as an Illawarra flame tree) on Lot 46 Eighth Avenue to be retained.
 - (b) A minimum of one shade tree for every four car parking bays to be provided.
 - (c) The location and species of all trees and shrubs to be retained or removed.
 - (d) The size and number of new plants to be planted.
 - (e) The location of any lawn areas to be established.
 - (f) Those areas to be reticulated or irrigated.

Landscaping and reticulation shall be completed in accordance with the approved detailed landscape plan prior to occupation of the development and thereafter maintained to the satisfaction of the City of Bayswater.

7. The use of reflective or obscure glazing is not permitted on ground floor windows and/or openings. Windows, doors and adjacent areas fronting Eighth Avenue shall maintain an active and interactive relationship with the street, to the satisfaction of the City of Bayswater.
8. A suitably screened refuse bulk bin area with a minimum area of 10m² shall be provided to the satisfaction of the City of Bayswater. The bin area is to be provided with a permanent water supply and drainage facility for wash-down and is to be screened by a gate and brick walls or other suitable material to a height of not less than 1.8m. The bin area shall be accessible via a suitably constructed service road that will allow heavy vehicle movement.
9. The car parking area(s) on the subject land shall be sealed, drained, paved and line marked in accordance with the approved plans prior to the first occupation of the development and maintained thereafter by the owner(s)/occupier(s) to the satisfaction of the City of Bayswater.
10. All vehicle crossings being upgraded, designed and constructed to the satisfaction of the City of Bayswater.
11. The owner(s) of Lots 45 and 46 shall register an easement with the City of Bayswater to provide for a reciprocal right-of-access for vehicular and pedestrian movement between the lots, together with drainage where applicable, to the satisfaction of the City. The agreement or easement must be executed and registered by the owner(s) prior to the submissions of a building permit application or prior to occupation of the development where a building permit is not required.

The legal documentation shall be prepared by the City's solicitors to the satisfaction of the City. All costs associated with the preparation and registration of the

documentation, including the City's solicitor's costs, shall be met by the applicant/owner of the land.

Alternatively, Lots 45 and 46 are to be amalgamated into a single lot prior to occupation of the building.

12. Prior to occupation of the development, a refuse and recycling management plan shall be submitted to and to the satisfaction of the City of Bayswater. The refuse and recycling management plan shall be implemented thereafter to the satisfaction of the City of Bayswater.
13. Prior to the erection of any signage, a separate application including plans or description of any additional signs for the proposed development (including signs painted on a building) shall be submitted to and to the satisfaction of the City of Bayswater.
14. All stormwater shall be managed on-site to the satisfaction of the City of Bayswater.
15. No permanent structures or infrastructure shall be constructed within the future ROW widening area at the rear of the lot.
16. On completion of construction, all excess articles, equipment, rubbish and materials being removed from the site and the site left in an orderly and tidy condition, to the satisfaction of the City of Bayswater.

Advice Notes:

1. To activate the planning approval, the development/use subject of this approval must be substantially commenced within a period of two years of the date of this approval notice. If the development is not substantially commenced within this period, this approval shall lapse and be of no further effect. Where an approval has lapsed, no development/use shall be carried out without the further approval of the City having first been sought and obtained.
2. This approval is not a building permit or an approval under any other law than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. This approval is not an authority to ignore any constraint to development on the land, which may exist through contract or on title, such as but not limited to an easement or restrictive covenant. It is the responsibility of the applicant/owner to investigate any such constraints before commencing development.
4. This approval does not authorise any interference with dividing fences, nor entry onto neighbouring land. Accordingly, should you wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, you must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.
5. An occupancy permit is to be obtained under section 51 of the *Building Act 2011* for the retrospective works. The application is to be accompanied by a completed BA9 'Application for occupancy permit' form and a Certificate of Building Compliance (CBC) which has been certified by a adequately qualified registered building surveyor, all documents as referenced in the CBC shall be also provided.
6. Lots 45 and 46 are subject to future right of way widening. A 1.5m wide right-of-way is to be provided, constructed and drained at the landowner/applicants cost along the south-west boundary of the subject land at the time of lot subdivision or amalgamation.

7. The development/use shall comply with the *Environmental Protection Act 1986*, *Health Act 1911* and any relevant environmental protection or health regulations including the following:
- (a) *Environmental Protection Act 1986 including the Noise Regulations 1997*; and
 - (b) *Health (Public Building) Regulations 1992*.

CR STEPHANIE GRAY MOVED, CR GIORGIA JOHNSON SECONDED

CARRIED UNANIMOUSLY: 9/0

At 9:46pm, Cr Elli Petersen-Pik returned to the meeting.

BACKGROUND

Application Number:	DA19-0549
Address:	Lots 45 and 46, 63 and 65 Eighth Avenue, Maylands
Town Planning Scheme Zoning:	Maylands Activity Centre Zone
Use Class:	Office - 'P'
Lot Area:	63 Eighth Avenue - 594m ² and 65 Eighth Avenue - 594m ²
Existing Land Use:	Restaurant and Shop
Surrounding Land Use:	Commercial and Residential
Proposed Development:	Change of Use to Office and Associated Alterations to Heritage Building

A development application dated 25 October 2019 and plans dated 2 February 2020 have been received for a proposed change of use to an office and associated alterations at Lots 45 and 46, 63 and 65 Eighth Avenue, Maylands. A shop is classified as a 'P' (Permitted) use within Special Control Area 1 - Main Street Precinct. The proposed office will be a co-working space where clients can lease a desk or shared workspace on a temporary basis. Up to 34 work stations are proposed, with additional offices and conference rooms available.

Both 63 and 65 Eighth Avenue are listed as Classification 2 places on the City's current Heritage List and Municipal Inventory of Heritage Places (MI); and contains an existing restaurant and office on 65 Eighth Avenue. 63 Eighth Avenue was mostly recently used as a shop but is currently vacant. The area at the rear of the buildings has not been previously developed and is currently used for informal car parking. Both buildings are in fair condition, however they have been previously modified and some of the original heritage fabric has been removed. This includes the removal of the original windows and doors in the façades.

As part of the assessment process, officers conducted site inspection of the proposed alterations. Officers found that the land owner has proceeded with the internal fit out for the office prior to approval. The works that have already been completed have also resulted in the removal of original heritage fabric of the building including removal of the original skirting boards, removal of part of the original ceiling, installation of bathrooms and new openings within original walls. The applicant advised that the land owner was not aware that these internal works required the approval of the City.

The application is being referred to Council as the property is on the City's Heritage List and is beyond of the officer's delegation.

Front Façade of 63 Eighth Avenue, Maylands



Rear View of 63 Eighth Avenue, Maylands





EXTERNAL CONSULTATION

The application was referred to the Department of Planning Lands and Heritage who declined to comment on the proposal as the buildings are not listed on the State Heritage Register.

OFFICER'S COMMENTS

Key Provisions	Scheme	Required under TPS24	Required under Car parking in the TPS24 Area Policy	Provided	Assessment
Minimum Parking:	Car				
Proposed Office		14 bays	To the extent possible	8 shared bays	Compliant
Existing Restaurant		22 bays			
Minimum Landscaping:		10% and 2m wide landscaping strip to ROW frontage	N/A	Lot 45 - 0.06% Lot 46 - 8.1% No landscaping strips.	Variation
Minimum Trees:		1 tree per 4 parking bays	N/A	1 tree per 4 parking bays	Compliant

Car Parking

Under the City's Town Planning Scheme 24 (TPS24), a minimum of 14 car parking bays would be required for the proposed office. However, as the site is located within the Maylands town centre, the City's Car Parking in the TPS24 Area Policy and the City's Cash in Lieu of Car Parking Policies apply. As the building was constructed prior to 1950 and fits the definition of

existing traditional development, the policy specifies that car parking is to be provided on site 'to the extent possible' given the existing building fabric.

It is considered that the applicant has utilised all practical space at the rear of the two lots in order to provide eight on site car parking bays including a bay for persons with a disability, loading bay and bin store. The proposed car parking bays will be secured by a new gate and fence and will not be available for public car parking. As the proposed car parking area configuration crosses two lot boundaries, the bays will have to be legally secured either through amalgamation of the lots or grant of easement or legal agreement (with caveat). The applicant has indicated that they would agree to an easement or legal agreement.

The site is located within an area designated for cash-in-lieu contributions under the City's Cash in Lieu of Car Parking Policy and TPS24. However, it is considered that a cash-in-lieu contribution is not appropriate in this instance given the heritage status of the property and given that car parking has been provided to the extent possible in accordance with the City's Car Parking in the TPS24 Area Policy for traditional development.

Heritage and Character

The subject sites are located within Special Control Area 1 - Main Street Precinct and both are listed as Classification 2 places on the City's current Heritage List an MI. Properties identified as Classification 2 contain considerable heritage significance and have a high degree of integrity and authenticity. Any alterations or extensions should reinforce the significance of the place. However, the current MI review is recommending that the classification for both places be downgraded to Category 3 which specifies that the original fabric should be retained wherever possible. This is mainly due to a change in the way heritage places are assessed. The 2019 MI review utilises the State Heritage Offices, Criteria for the Assessment of Local Heritage Place and Areas which came in effect in March 2012. The recent heritage assessment also found that minimal original detail remains of the shop fronts, although the verandahs and parapets appear to be original.

The buildings at 63 and 65 Eighth Avenue, Maylands were original built as shops in the year 1900 and the current MI states that the buildings "*are an integral part of the historic town centre which contributes significantly to its streetscape value*". There is also two original detached WC outbuildings situated behind 65 Eighth Avenue, which are proposed to be retained as part of this application.

The buildings have cantilevered awnings with a gentle curved profile extending over the Eighth Avenue footpath and much of the interior of the building was believed to be in its original state until the land owner carried out the internal fit out of the office in late 2019. A brick extension to the rear of 63 Eighth Avenue was constructed in 1989. It is considered that the proposed car park, bin store and access ramp at the rear does not result in the removal of the original building fabric and these works are supported.

There was an ATM located within the original central doorway until it was recently removed by the land owner and a new door installed within the original doorway. The aluminium framed doors and windows adjoining this doorway are not part of the original fabric of the building. A historic advertisement painted on the left hand side wall of 63 Eighth Avenue was observed by officers during the site inspection along with some of the original green tiles which remain on the lower portion of the front façade. It is considered that these elements are part of the original building fabric and should be conserved.

The internal works that have already been carried out include the removal of the original skirting boards, part of the original ceiling, some original floor boards and the creation of new openings within original walls. The officer's recommendation would have been that as much of the original building fabric be retained and restored wherever possible in order to conserve the authenticity of

the building. It is considered that the original skirting boards in particular were in good condition and could have been retained and restored. The applicant has submitted photographs of the building's interior prior to the works being carried out which will be retained by the City as an archival record.

Landscaping

The application does not meet the minimum landscaping requirements as required under TPS24. There is an existing landscaped area on 65 Eighth Avenue which comprises approximately 8.1% of the combined area of the two lots. The applicant is proposing to retain this landscaping area which will be used by occupants of the two buildings as an outdoor lunch space. The applicant is also proposing to retain an existing Illawarra Flame tree which will provide shade to the outdoor area and adjoining car parking bays.

An additional two new trees will be required to be planted to shade the car parking bays at the rear of the 63 Eighth Avenue in accordance with the TPS 24 requirements. Given the narrow width of the lots, it is not considered practical that a 2m wide landscaping strip be provided along the Lyric Lane frontage as this would result in the loss of three car parking bays. It is considered that that retention of the existing tree and provision of the landscaped outdoor space provide an appropriate balance between the need for car parking and the need to provide landscaping on site.

Right of Way (ROW) Widening

The proposed car parking area abuts Lyric Lane to the rear. Lyric Lane is only 3m wide and is only suitable for one way traffic at the present. The lots are identified in the City's Right of Way Study as being subject to 1.5m ROW widening on either side of the ROW to achieve a minimum width of 6m to facilitate two way access. The land required for ROW widening can only be taken at the time of a future subdivision or amalgamation. Therefore the applicant is proposing to utilise the future ROW widening area for non-permanent infrastructure only. However, it is noted that one car parking bay could be lost upon ROW widening occurring in the future.

LEGISLATIVE COMPLIANCE

- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Bayswater Town Planning Scheme 24; and
- City of Bayswater local planning policies, including Car Parking in the Town Planning Scheme No.24 Area Policy and Cash in Lieu of Car Parking Policy.

OPTIONS

The following options are available to Council:

1. Council approves the development application in accordance with the Officer's Recommendation. The risks associated with this option is considered to be reduced due to the reasons given for the Officer's Recommendation.
2. Council approves the development application subject to deleted or alternate condition(s). The risks associated with this option is considered dependent on the reasons given for the deleted/alternate condition(s) and the nature of the deleted/alternate condition(s).
3. Council refuses the development application. The risks associated with this option is considered dependent on the reasons given for the application to be refused.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

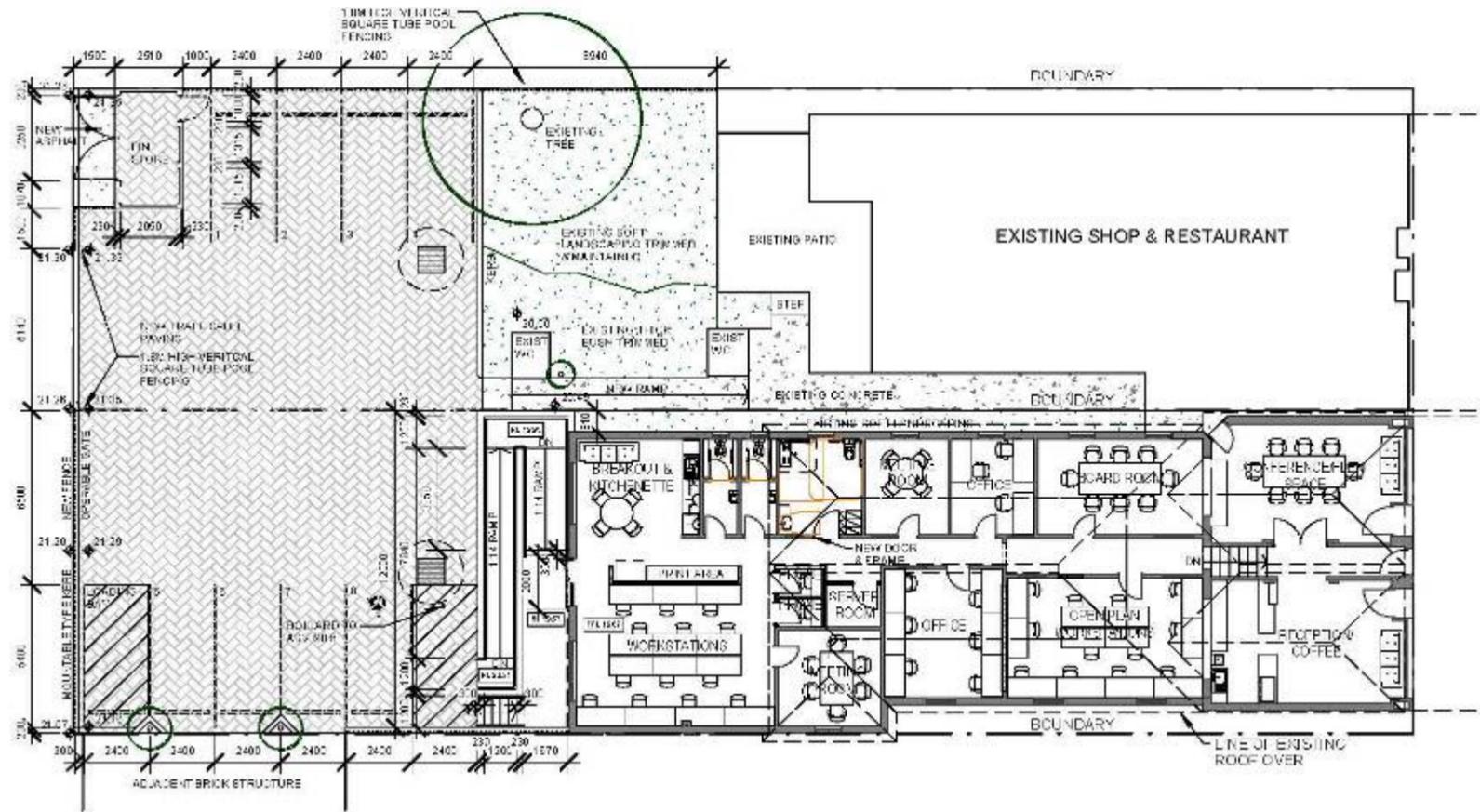
Theme: Our Built Environment
Aspiration: A quality and connected built environment.
Outcome B1: Appealing streetscapes.
Outcome B3: Quality built environment.

The proposal will activate a heritage building and provide an active street frontage to Eighth Avenue. Given that the use will operate as a co-share office space, it will attract new people and incubating business opportunities into Maylands. Attracting new people and businesses to the area will also make a positive contribute to the local economy. The associated car parking and landscaping at the rear of the buildings will enhance the amenity of Lyric Lane.

CONCLUSION

In light of the above assessment, the application is recommended for approval subject to appropriate conditions.

Attachment 1



08 9399 4726
 MAIL@CRISPARCHITECTURE.COM.AU
 PO BOX 627 WEST PERTH 6872

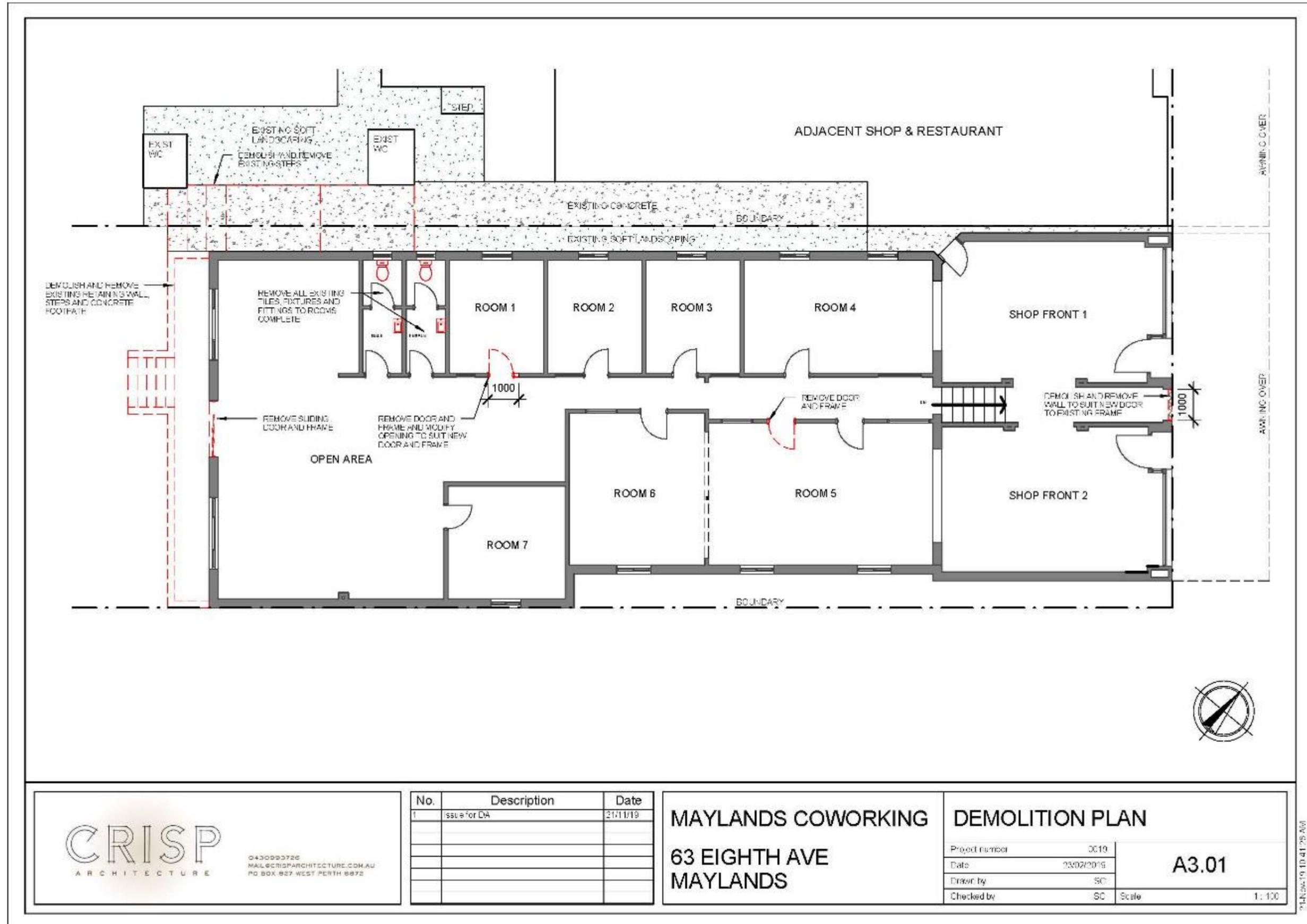
No.	Description	Date
1	Issue for DA	21/1/19
2	Rev sed DA	14/3/20
3	Rev sed DA	29/3/20

MAYLANDS COWORKING
63 EIGHTH AVE
MAYLANDS

PROPOSED SITE PLAN

Project number	0016	A1.02
Date	23/02/2019	
Drawn by	SC	
Checked by	SC	
Scale	1:200	

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CRISP
ARCHITECTURE

0430993726
MAIL@CRISPARCHITECTURE.COM.AU
PO BOX 827 WEST PERTH 6872

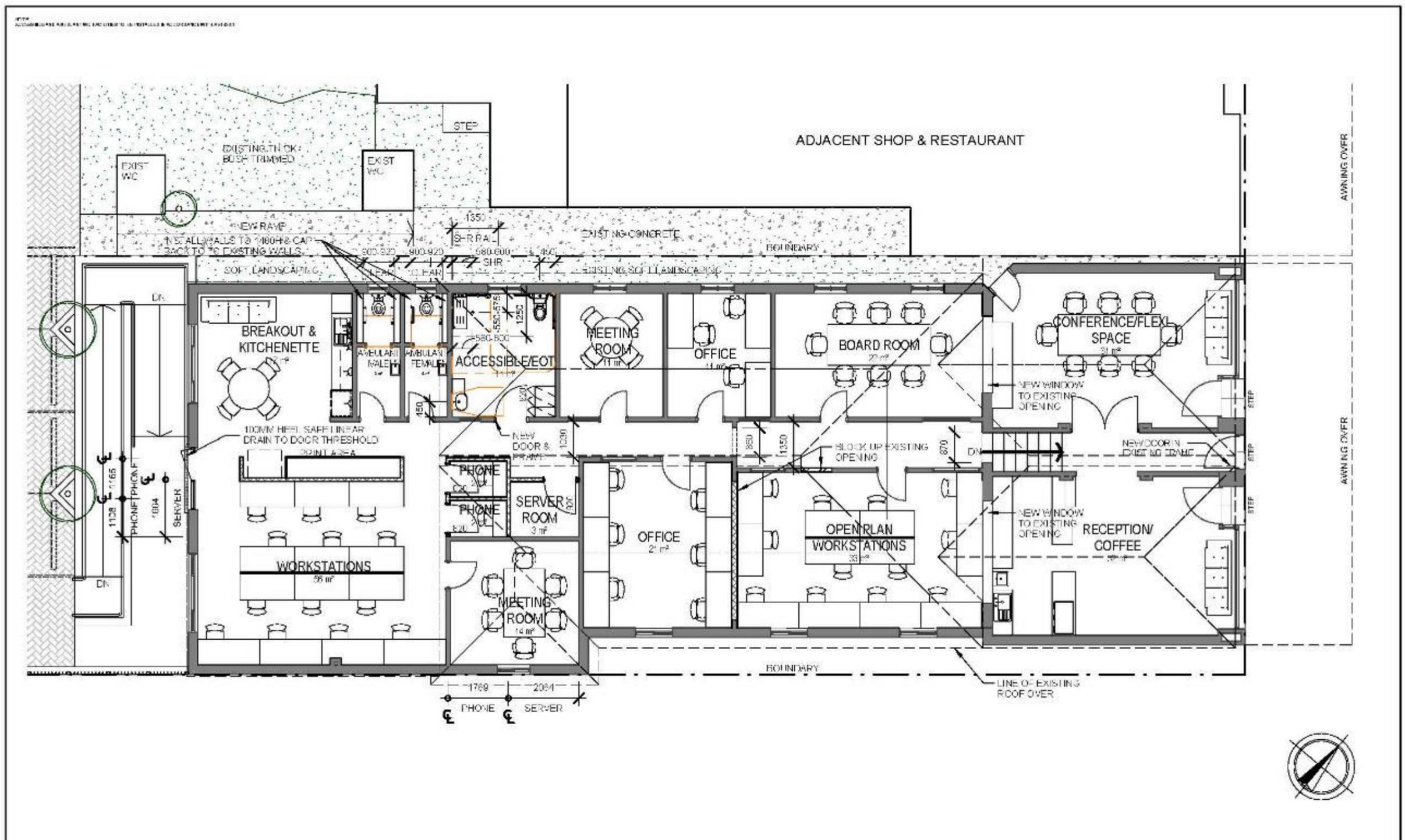
No.	Description	Date
1	ISSUE FOR DA	21/11/19

MAYLANDS COWORKING
63 EIGHTH AVE
MAYLANDS

DEMOLITION PLAN

Project number	DC19	A3.01
Date	23/02/2019	
Drawn by	SC	
Checked by	SC	
Scale	1:100	

PLAN 19 10 41 25 A01



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ARCHITECTURE

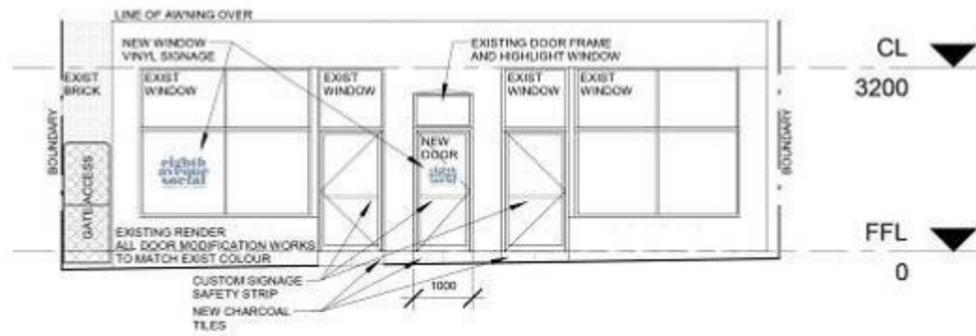
0430993720
MAIL@CRISPARCHITECTURE.COM.AU
PO BOX 827 WEST PERTH 6872

No.	Description	Date
1	Issue for DA	21/11/19
2	Revised DA	14/01/20

MAYLANDS COWORKING
63 EIGHTH AVE
MAYLANDS

PROPOSED PLAN		A3.02
Project number	0015	
Date	23/02/2019	
Drawn by	SC	
Checked by	SC	Scale
		1:100

25-Jan-20 11:08:19 AM



CRISP
ARCHITECTURE

0430993726
MAIL@CRISPARCHITECTURE.COM.AU
PO BOX 827 WEST PERTH 6872

No.	Description	Date
1	Revised DA	14/01/20

MAYLANDS COWORKING
63 EIGHTH AVE
MAYLANDS

ELEVATIONS

Project number	0019	A6.01
Date	23/02/2019	
Drawn by	SC	
Checked by	SC	
Scale	1 : 100	

25-Jan-20 11:04:27 AM

Attachment 2

Place Number: 60

Heritage Council Ref. 9259

COB ID: 1296538



SITE DETAILS

Place Name: The Meridian Centre & Second Hand Clothes Shop

Other Names:

Street Number: 60 **Lot Number:** 45

Street Name: Eighth Avenue

Suburb/Town: Maylands **Postcode:** 6051

Reserve No.	Lot/Location No.	Plan/Diag	Vol/Folio
	Lot 45	P0002164	

DESCRIPTION OF PLACE

Construction Year: Circa 1900

Architectural Style:

Description Notes: A pair of single storey shops that once had dwellings attached at the rear, with parapet divided steps in the profile. It has a cantilevered awning with a gentle curved profile and all shop fronts are aluminium replacements.

Historical Notes: An integral part of the historic town centre which contributes significantly to its streetscape value.

Condition: Good condition

Integrity/ Integrity - High

Authenticity: Authenticity - Low

LISTINGS

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

SIGNIFICANCE

Statement of Significance: This place is a representative example of an early shop and has historic value for its association with the development of the Maylands townsite.

Management Category: Classification 2

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

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

OTHER IMAGES

Place Number: 61

Heritage Council Ref: 9260

COB ID: 1236520



SITE DETAILS

Place Name: Café / Restaurant and Picture Framing Store

Other Names:

Street Number: 65 **Lot Number:** 48

Street Name: Eighth Avenue

Suburb/Town: Maylands **Postcode:** 6051

Reserve No.	Lot/Location No.	Plan/Diag	Vol/Folio
	Lot 48	P0002164	

DESCRIPTION OF PLACE

Construction Year: Circa 1900

Architectural Style:

Description Notes: A pair of single storey shops with an elaborately decorated parapet that employs arts and crafts motifs, using a very tall vertical aesthetic with sweeping curves linking tall vertical elements. It is the tallest single storey structure in the centre. Shop fronts are replacements.

Historical Notes: An integral part of the historic town centre which contributes significantly to the streetscape value and is one of the stronger elements. In the 1940s and 1950s both shops were connected by a large internal opening in the wall with Rose's Drapery on one side and a shoe store on the other. Later, one side was a lending library.

Condition: Good condition

Integrity/ Authenticity: Integrity - high
Authenticity - Moderate

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

SIGNIFICANCE	
Statement of Significance:	This place is a representative example of an early shop and has historic value for its association with the development of the Maylands townsite, making a significant contribution to this streetscape.
Management Category:	Classification 2
Management Category Description:	<p>Sites have considerable local importance and will generally include public or community buildings, commercial buildings and residential dwellings of exceptional significance. Demolition of these places would generally not be supported.</p> <p>Landowners are encouraged to conserve the integrity, authenticity and condition of the site. Any redevelopment, extension, modification or change of use requires the approval of Council. Council will only support the substantial modification of a place when adequate planning and heritage justifications have been provided. Demolition of the site will generally not be supported. Applicants have right of appeal to Council's decision, however Council's requirements will be strongly reinforced by inclusion as a Category 2.</p>

OTHER IMAGES

Attachment 3



Municipal Inventory of Heritage Places

2019

**Pair Shop and Premises,
63 Eighth Avenue, Maylands**

Place No: 132



SITE INFORMATION			
Place Name:	Pair Shop and Premises, 63 Eighth Avenue		
Other Names:			
Street Address:	63 Eighth Avenue		
Land Information:	Lot: 45	Plan: P2164	C/T: 1434/729
Landgate PIN:	131966		
COB identity:	1236538		
inHerit database No:	17085		
Other Heritage Listings:			

PLACE TYPE	
Original Use:	Commercial: Shop/retail store
Current Use:	Commercial: Shop/retail store
Other Use:	Residential: single storey premises

CONSTRUCTION DETAILS	
Construction Date:	c1916
Walls:	Brick: painted



Roof:	Metal: Zincalume
Architectural Style:	Federation Free Style
Physical Description:	A pair of single storey shops of brick construction that have been rendered to the front façade, once with an attached dwelling to the rear. The building has no front set back and adjoins the footpath. The two shopfronts are mirror image with a central wall panel currently containing an ATM, flanked by glass doors to both sides and large shopfront glazing to the outer edges. The shopfront are all framed by replacement aluminium glazing. The building has a parapet above, stepped in a way to define the two separate shops and capped with a contrasting rendered band. It has a full width curved awning across the entire frontage that sits over the adjoining footpath.
Condition:	Fair
Integrity:	High
Authenticity:	Moderate

HISTORICAL INFORMATION	
Historical Notes:	Settlement in Maylands had slowly occurred since the late 1890s when the name first appeared on real estate plans produced by developers, Gold Estates of Australia. This company held the majority of the land in the future suburb of Maylands and the plan for this portion of Eighth Avenue was approved for subdivision in 1899. Development of the town centre followed the construction of the Maylands Railway Station in 1900 which was built largely to support the Mephram Ferguson Factory, established c1898 to manufacture pipes for the Kalgoorlie Water Scheme. From the readily available information this building of two commercial premises was built c1916. It is probable that the place was built as an investment property as occupants changed readily in the early decades of the 20th century. It is also likely that the place was used as a combined retail and residential premises. The first occupant recorded in the Post Office Directories was Theo H Schwartz who operated a coffee palace from the combined premises. The place continued to operate as a coffee palace throughout the 1920s and was then used as premises for A.V. Rose Gentlemen's outfitters during the 1930s before relocating to the adjacent premises at 65 Eighth Avenue. During the 1940s the place was occupied by Mrs V Glasson's women's frock shop and a confectionary shop operated by Mrs M Solomon. Aerial photographs indicate that the form and extent of the place has not changed significantly since the mid 20th century. The internal fit out of the commercial premises have been altered in response to the changing requirements of new tenants.
Historic Theme:	Demographic Settlement and mobility: settlements Occupations: Commercial services and industries
Associations:	
Sources:	City of Bayswater Municipal Inventory, 2006. Aerial photographs, 1953-2017, Landgate Western Australian Post Office Directories, 1893-1949. Australian Electoral Rolls, 1903-1980.

SIGNIFICANCE	
Statement of Significance:	<ul style="list-style-type: none"> The place has some aesthetic value for exhibiting the form and scale and some detail of combined commercial and residential premises built in the early 20th century. The place has historic value for its association with the development of the



	<p>Maylands town centre in the early 20th century.</p> <ul style="list-style-type: none"> • The place has social value as a demonstration of the type of combined commercial and residential premises built in the early 20th century. • The place has social value for the members of the Maylands community as it is one component in the Eighth Avenue commercial precinct which has had a continuity of function since the early 20th century and therefore contributes to the community sense of place.
Level of Significance:	Some/Moderate
Management Category:	<p>Category 3</p> <p>Conservation of the place is desirable.</p> <p>Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.</p> <p>Included on the Town Planning Scheme No 24 Heritage List</p>





Pair of Commercial Premises,
65 Eighth Avenue, Maylands

Place No: 133



SITE INFORMATION			
Place Name:	Pair of Commercial Premises, 65 Eighth Avenue		
Other Names:			
Street Address:	65 Eighth Avenue		
Land Information:	Lot: 46	Plan: P2164	C/T: 1312/354
Landgate PIN:	131964		
COB identity:	1236520		
inHerit database No:	17086		
Other Heritage Listings:			

PLACE TYPE	
Original Use:	Commercial: Shop/retail store
Current Use:	Commercial: Shop/retail store
Other Use:	Residential: Single storey residential

CONSTRUCTION DETAILS	
Construction Date:	c1916
Walls:	Brick: painted



Roof:	Metal: Zincalume
Architectural Style:	Federation
Physical Description:	A pair of single storey shops of brick construction that have been rendered to the front façade and once had an attached dwelling to the rear. The building has no front set back and adjoins the footpath. The two shopfronts are mirror image with a central engaged pier flanked by glass doors to both sides and large shopfront glazing to the outer edges, all replacement aluminium frames and glazing. The building has an engaged pier to either edge and a parapet above, the piers project slightly above and the parapet. The parapet has been designed to read as a pair of shops with the central dividing pier separating the two sides that both consist of two concave arches meeting a flat high point in the centre, topped with a triangular capping. A traditional awning extends across the full frontage of the building and sits over the adjoining footpath.
Condition:	Good
Integrity:	High
Authenticity:	Low

HISTORICAL INFORMATION	
Historical Notes:	Settlement in Maylands had slowly occurred since the late 1890s when the name first appeared on real estate plans produced by developers, Gold Estates of Australia. This company held the majority of the land in the future suburb of Maylands and the plan for this portion of Eighth Avenue was approved for subdivision in 1899. Development of the town centre followed the construction of the Maylands Railway Station in 1900 which was built largely to support the Mephram Ferguson Factory, established c1898 to manufacture pipes for the Kalgoorlie Water Scheme. From the readily available information this building of two commercial premises was built c1916. It is probable that the place was built as an investment property as occupants changed readily in the early decades of the 20th century. It is also likely that the place was used as a combined retail and residential premises. The first occupants recorded in the Post Office Directories were Edwin Stroschelm and Mrs R Ullman (store). A long term occupant in the 1940s and 1950s was A.V. Rose Gentleman's outfitters and later drapery. A lending library and shoe store have also occupied the premises. Aerial photographs indicate that the form and extent of the place has not changed significantly since the mid 20th century. The internal fit out of the commercial premises have been altered in response to the changing requirements of new tenants.
Historic Theme:	Demographic Settlement and mobility: settlements Occupations: Commercial services and industries
Associations:	
Sources:	City of Bayswater Municipal Inventory, 2006. Aerial photographs, 1953-2017, Landgate Western Australian Post Office Directories, 1893-1949. Australian Electoral Rolls, 1903-1980.

SIGNIFICANCE	
Statement of Significance:	<ul style="list-style-type: none"> The place has some aesthetic value for exhibiting the form and scale and some detail of combined commercial and residential premises built in the early 20th century. The place has historic value for its association with the development of the



	<p>Maylands town centre in the early 20th century.</p> <ul style="list-style-type: none"> • The place has social value as a demonstration of the type of combined commercial and residential premises built in the early 20th century. • The place has social value for the members of the Maylands community as it is one component in the Eighth Avenue commercial precinct which has had a continuity of function since the early 20th century which contributes to the community sense of place.
Level of Significance:	Some/Moderate
Management Category:	<p>Category 3</p> <p>Conservation of the place is desirable.</p> <p>Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.</p> <p>Included on the Town Planning Scheme No 24 Heritage List</p>

ADDITIONAL PHOTOGRAPHS



10.4.2 Proposed Amendment to Town Planning Scheme No. 24 to Rezone Lot 11, 215 - 217 Grand Promenade, Bedford

Applicant/Proponent:	CF Town Planning & Development	
Owners:	Multiple owners	
Responsible Branch:	Strategic Planning and Place	
Responsible Directorate:	Community and Development	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Applicant's Report	
Refer:	Item 9.6: PDSC 12.6.2018	

SUMMARY

Council consideration is sought in relation to initiating an amendment proposed by the landowners of Lot 11, 215 - 217 Grand Promenade, Bedford to Town Planning Scheme No. 24 (TPS 24) to:

- Change the zoning of the subject site from 'Business' and 'Public Purposes - Car Park' to 'Mixed Use';
- Modify the use class permissibility of the 'Mixed Use' zone in Table 1 of TPS 24; and
- Insert a new Special Control Area (SCA) overlay over the subject site.

COUNCIL RESOLUTION (OFFICER'S RECOMMENDATION)

That:

1. Council initiates Amendment No. 89 to the City of Bayswater Town Planning Scheme No. 24 to:
 - (a) Rezone Lot 11, 215 to 217 Grand Promenade, Bedford from 'Business' and 'Public Purposes - Car Park' to 'Mixed Use'.
 - (b) Insert a new Special Control Area as follows:

	Area	Site Particulars	Provisions
SCA 17	Special Control Area 17 Corner Grand Promenade and Walter Road West, Bedford.	Lot 11 (No.215-217) Grand Promenade, Bedford	Purpose: To enable the development of the site for mixed use purposes and accommodate a residential component at an appropriate medium to high density. Development Requirements: <ul style="list-style-type: none"> • Development shall be generally in accordance with a Local Development Plan endorsed by Council. • The Local Development Plan shall address the residential density coding, maximum commercial floor space permitted, the form of commercial development on the site,

			<p>landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks.</p> <ul style="list-style-type: none"> • Building height is restricted to a maximum of two storeys within 15m of neighbouring lots zoned 'Residential'. • Notwithstanding uses listed in Table 1 - Zoning Table of the Scheme, the following uses are: 'D' uses: <ul style="list-style-type: none"> ○ Convenience Store ○ Liquor Store – Small ○ Shop 'A' uses: <ul style="list-style-type: none"> ○ Fast Food Outlet
--	--	--	--

(c) Amend the Scheme Map accordingly.

2. Council considers Amendment No. 89 to the City of Bayswater Town Planning Scheme No. 24 to be 'standard' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as it will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
3. The applicant prepares the scheme amendment documentation to the satisfaction of the City of Bayswater.
4. The scheme amendment documentation is forwarded to the Department of Water and Environmental Regulation for assessment and the Department of Planning, Lands and Heritage - Heritage Directorate for comment.
5. Upon Notice of Assessment from the Department of Water and Environmental Regulation being received (and issues raised being complied with), causes the proposed scheme amendment documentation to be advertised for public comment.
6. The proposed amendment is referred to Council for further consideration following public advertising.

**CR STEPHANIE GRAY MOVED, CR FILOMENA PIFFARETTI, DEPUTY MAYOR SECONDED
CARRIED UNANIMOUSLY: 11/0**

BACKGROUND

Subject Site

The subject site is Lot 11, 215 - 217 Grand Promenade, Bedford and is located on the south-eastern corner of the intersection of Grand Promenade and Walter Road West, as shown in Figures 1 and 2. The site is currently developed as a two storey commercial centre known as the Bedford Fair Shopping Centre and mainly fronts Walter Road West. The remainder of the property accommodates a car parking area. The subject site has been strata titled into 14 lots and is currently under multiple-ownership.

Surrounding development consist of commercial and retail uses, low to medium density residential and service related industrial uses as part of the adjacent Dianella Industrial Precinct in the City of Stirling.

Figure 1



Figure 2



Caveat

A caveat was placed on the Certificate of Title for the subject site in 1985, detailing a restriction entered into by the land owners and the City of Bayswater, as follows:

- Business Uses to a maximum floor area of 905m²; and
- Offices, Restaurants, Showrooms, Warehouses and Medical Suites to a maximum floor area of 715m².

Should a future redevelopment of the site propose an increase in the commercial floor areas in excess of the maximums in the caveat, it would require the existing caveat to be removed from or amended on the Certificate of Title.

Previous Consideration of a Scheme Amendment

Council, at its Planning and Development Services Committee Meeting held on 12 June 2018 considered the initiation of a proposed scheme amendment and resolved as follows:

"That Council defers consideration of initiating the proposed scheme amendment to Town Planning Scheme No. 24 to rezone the rear portion of Lot 11, 215-217 Grand Promenade, Bedford from 'Public Purposes - Car Park' to 'Business' zone and to include an 'Additional Use' of 'Multiple Dwelling' and 'Grouped Dwelling', until the draft Local Planning Strategy has been adopted by Council, for the following reasons:

1. *The proposed scheme amendment can be considered as part of the Local Planning Strategy process.*
2. *Initiating the proposed scheme amendment at this time is considered to pre-empt the outcomes and undermine the process of the Local Planning Strategy.*
3. *Initiating the proposed scheme amendment at this time could result in a development which may be inconsistent with the intent of the site as identified during the Local Planning Strategy process."*

Local Housing Strategy

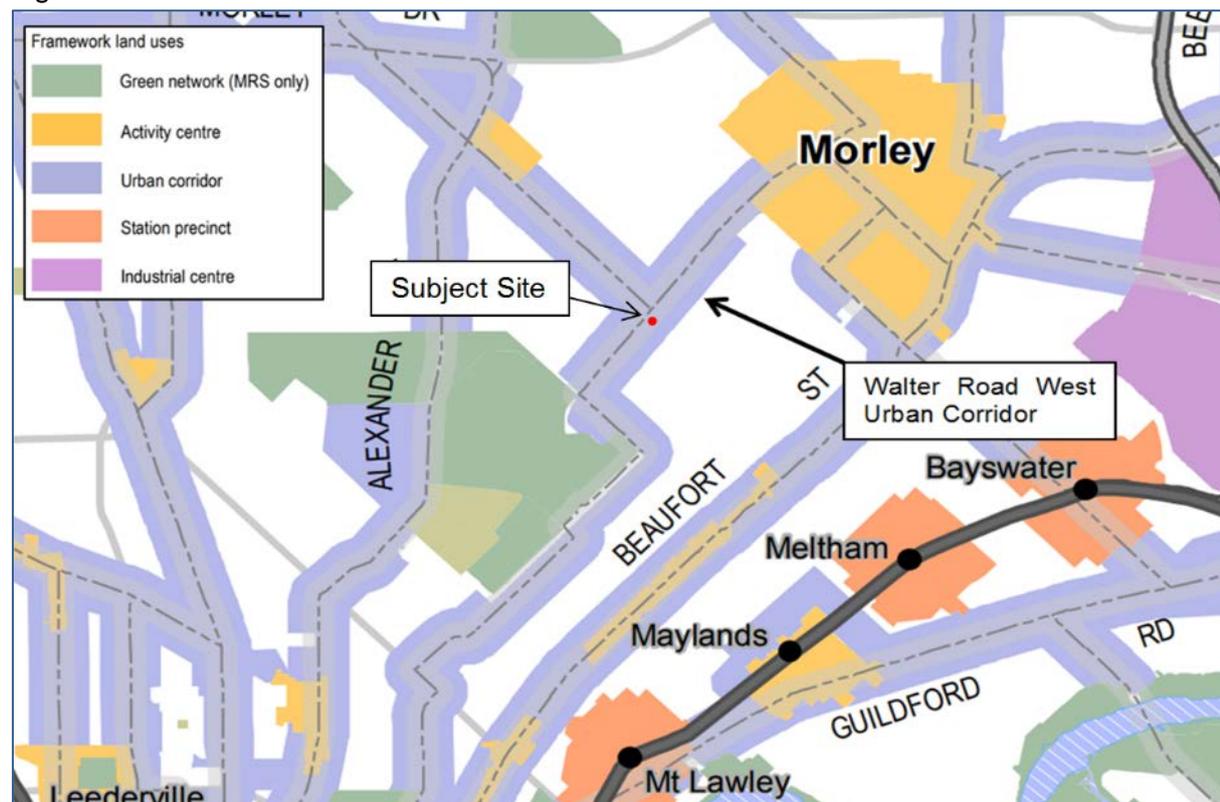
The City's 2012 Local Housing Strategy (LHS) identified the Walter Road West Corridor as a focus area for change. Focus areas for change are considered to be areas appropriate for additional residential development, greater housing choice and mixed use development.

Perth and Peel @3.5million

The *Perth and Peel @3.5million* suite of documents includes sub-region planning frameworks for the Central, North-West, North-East and South Metropolitan Peel sub-regions. The sub-regional frameworks are mechanisms for managing urban growth and achieving increased urban consolidation to accommodate the anticipated population growth.

The City is within the Central sub-regional framework area. The framework supports increased development along key urban corridors to create high-amenity urban environments. The Walter Road West Corridor is designated an 'Urban Corridor' under the framework, as shown in Figure 3. Urban corridors provide connections between activity centres and maximise the use of high-frequency and priority public transport. Urban corridors shown in the framework represent significant opportunities to accommodate increased medium-rise higher density residential development by good quality, high frequency public transport.

Figure 3



Draft Local Planning Strategy

On 30 April 2019, Council at its Ordinary Meeting adopted the draft Local Planning Strategy (LPS) for the purpose of being submitted to the Western Australian Planning Commission (WAPC) for review and approval to advertise. The draft LPS is still currently being reviewed by the WAPC.

The draft LPS has been developed to guide planning and development throughout the City for the next 10 years. It has been developed in accordance with the State Government's Local Planning Manual 2010 and consists of two parts, the strategy and the background information.

Part 1 of the draft LPS details the vision, planning principles, objectives, strategies and actions required to implement the strategic plan for the City. The relevant strategies contained in the draft LPS include:

- New structure plans for Guildford Road, Walter Road West, Noranda district centre, Beaufort Street, Walter Road East shopping precinct and Beechboro Road shopping precinct.
- Support high quality urban design through better landscaping and design guidelines in areas of higher density.
- Manage traffic and transport issues through reviewing car parking requirements, provision of end of trip facilities and including transport plans as a part of new structure plans.

Part 2 of the draft LPS presents an analysis of background information which identifies any future strategic planning issues for the City and provides the rationale for the strategic recommendations contained within Part 1 of the document.

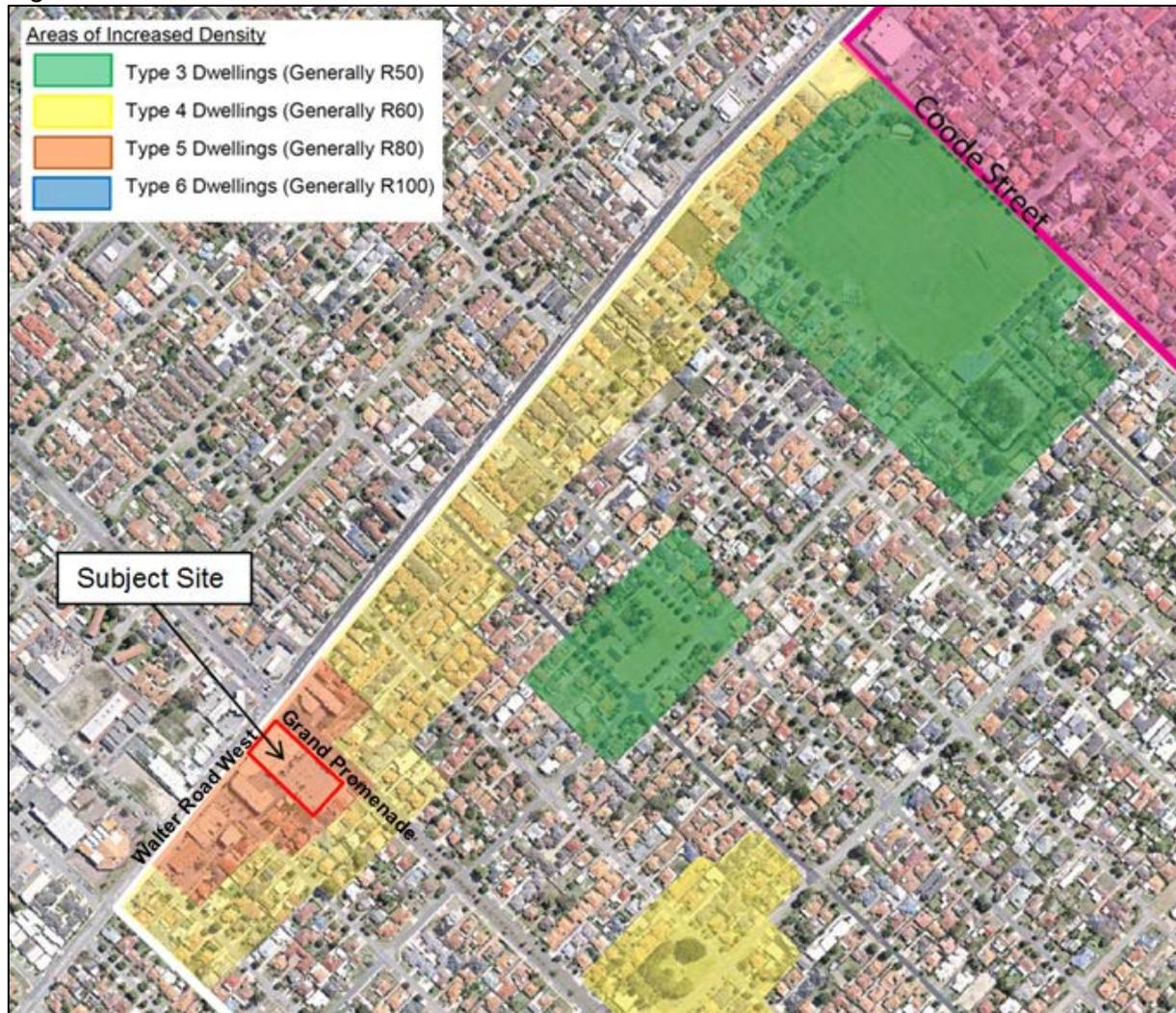
In relation to the proposal, the draft LPS aims to:

- Encourage a diverse range of activities and land uses within activity corridors;

- Encourage a diversity of housing types; and
- Promote increased residential densities in the City's activity corridors with access to good public transport.

The draft LPS considers a R80 density coding for the subject site as shown in Figure 4 below.

Figure 4



City of Stirling - Walter Road West Neighbourhood Centre

The City of Stirling is in the process of preparing a Local Development Plan (LDP) for the Walter Road West Neighbourhood Centre, which includes the former Dianella Industrial Area, as shown in Figure 5. The draft LDP includes development provisions for the neighbourhood centre, including building height and setbacks. The following key provisions apply to the properties within the City of Stirling fronting Walter Road West, which interface with the subject site:

- The properties are zoned 'Local Centre', which allows for a mix of residential and commercial uses.
- Residential uses are not permitted on the ground floor fronting Walter Road West or Grand Promenade.
- A maximum building height of five storeys is proposed under the draft LDP.

Figure 5



City of Bayswater Town Planning Scheme 24 (TPS 24)

The subject site is zoned 'Business' and 'Public Purposes - Car Park' under TPS 24, as shown in Figure 6. The area surrounding the site comprises 'Business' and 'Residential R25 and R40' zones.

Figure 6



Walter Road West Corridor

The City is in the early stages of investigating potential planning changes to the Walter Road West Corridor. The area is bound by Walter Road West, Coode Street, Clement Street and the rear boundary of properties fronting Salisbury Street. The area also shares a border with the City of Stirling to the northwest and southwest, as shown in Figure 7. The potential planning changes that will be investigated include, zoning and land uses, residential density and development provisions. Community consultation and an urban design assessment will be undertaken to inform the investigation and any recommended planning changes. The City has recently engaged a consultant to undertake this project and it is expected that recommended planning changes will be provided to Council by August 2020.

Figure 7



EXTERNAL CONSULTATION

In the event the proposed amendment is initiated by Council, the proposed scheme amendment documentation will be prepared by the applicant, to the satisfaction of the City, and forwarded to the Department of Water and Environmental Regulation (DWER) for assessment, in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, and the Heritage Directorate of the Department of Planning, Lands and Heritage (DPLH) for comment.

Upon Notice of Assessment from DWER and DPLH being received (and any issues raised being complied with), the proposed amendment documentation will be advertised for public comment for a minimum of 42 days, by way of:

1. Notification being published in The Eastern Reporter newspaper;
2. Impacted land owners being notified in writing of the amendment details;

3. The relevant public authorities being notified in writing of the amendment details;
4. Information being placed on the City's engagement website; and
5. Hard copies of the amendment documentation being made available for inspection at the City's Civic Centre and libraries.

OFFICER'S COMMENTS

Proposal

The scheme amendment proposes to:

1. Change the zoning of the subject site under TPS 24 from 'Business' and 'Public Purposes - Car Park' to 'Mixed Use'.
2. Modify the use class permissibility of the 'Mixed Use' zone in Table 1 of TPS 24, as follows:

Use Class	Current Permissibility	Proposed Permissibility
Convenience Store	X	D
Fast Food Outlet	X	A
Liquor Store – Small	X	D
Shop	X	D

'D' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

'A' means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 3.3 clause 64 of the deemed provisions.

'X' means the use is not permitted by the Scheme.

1. Insert a new Special Control Area (SCA) overlay over the subject site, including the following details:

	Area	Site Particulars	Provisions
SCA	Special Control Area Corner Grand Promenade and Walter Road West, Bedford.	Lot 11 (No.215-217) Grand Promenade, Bedford	Purpose: To enable the development of the site for mixed use purposes and accommodate a residential component at a medium to high density. Development Requirements: <ul style="list-style-type: none"> • Development shall be generally in accordance with a Local Development Plan endorsed by Council. • The Local Development Plan shall address the residential density coding, maximum commercial floor space permitted, the form of commercial development on the site, landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks.

Applicant's Justification

The applicant provided the following justification for the proposed amendment:

- *"The Amendment will facilitate a consistent zoning classification over the land to provide greater flexibility for any future redevelopment of the land.*
- *The proposed 'Mixed Use' zoning classification of the land is consistent with the City's draft 'Local Planning Strategy' and is consistent with the City's 'vision' stated within the Strategy.*
- *The subject land is ideally located in terms of its proximity to the Morley City Centre and has convenient access to a wide range of services and facilities, including shops, public open space, public transport and access to a regional road network.*
- *The location, size and physical characteristics of the property are well suited to accommodate a mixed use development.*
- *The future redevelopment of the land to accommodate a mixed use development is consistent with the objectives of the City of Bayswater 'Local Housing Strategy', whilst providing an active frontage along the street frontages of the land.*
- *Any future development will allow for a design that will incorporate various features, an active frontage and improved passive surveillance of the adjoining streets (it will oversee the public realm).*
- *The rezoning of the land and future development will assist with revitalising the existing Activity Centre/Corridor and will provide opportunity for the development of an attractive and safe residential environment comprising affordable, modern and high quality housing within a well-established urban area. Furthermore, it will add to the diversity of housing stock and provide a variety of choice for future potential residents in the Bedford and Dianella localities and will help to accommodate the increased demand for affordable housing in the Perth Metropolitan Region.*
- *The proposed zoning classification and future redevelopment of the land for 'mixed use' purposes is consistent with the aims and objectives of 'Directions 2031' and will make a beneficial contribution to the future development and sustainable growth of the Perth Metropolitan Region generally.*
- *The future redevelopment of the land will assist with providing improved commercial development that will benefit the current businesses operating on the land and improve the operational efficiency of those businesses.*
- *The future redevelopment on the subject land to accommodate a mixed use development (including multiple & grouped dwellings) will be consistent with the future redevelopment of the nearby 'Dianella Industrial Area' and the City of Stirling's vision to bolster the existing 'Activity Centre' along Walter Road West."*

Changing the Zoning to 'Mixed Use'

The draft LPS aims to encourage a diverse range of activities, land uses and housing types within activity corridors in this area. While the part of the site zoned 'Business' allows for a range of commercial uses, it does not allow for residential uses. It is considered that the aims of the draft LPS align with the proposed 'Mixed Use' zoning of the site, as this zone has the following objectives under TPS 24:

- *"To provide a diversity of land use and housing types compatible with the maintenance of residential amenity;*
- *To allow appropriate businesses to locate and develop in close proximity to residential areas; and*
- *To allow for services to be provided locally."*

It is also considered that a 'Mixed Use' zoning would be more compatible with the vision of the City of Stirling's Walter Road West Neighbourhood Centre, which aims to transition the area from a light industrial area to a mixed use neighbourhood centre.

There are a number of properties that neighbour the subject site, fronting Walter Road West to the southwest, which are also currently zoned 'Business', as shown coloured blue in Figure 6. The rezoning of these properties will be considered as part of planning work for the Walter Road West Corridor, which is planned to be undertaken by the City in the 2019/2020 financial year. Although the process has yet to progress in much detail, it is considered likely that a change to a 'Mixed Use' or similarly compatible zoning will be considered as part of this planning work.

It is presumed that the part of the site zoned 'Public Purposes - Car Park' was adopted to ensure there was sufficient onsite car parking for the commercial uses previously developed on the site. However, as all new developments are required to make provision for onsite car parking in accordance with TPS 24, there is no need for a specific 'Car Park' zone to ensure the provision of onsite parking. It is considered that the 'Car Park' zone will limit the future development potential and amenity of the site as a significant part of the site can only be developed for the purposes of car parking.

The existing onsite car park contains 85 bays and the City is not aware of any reciprocal parking arrangements with neighbouring properties in the area. The implications for parking on the site and the surrounding area will need to be considered as part of any plans to redevelop the site through the development approval process.

Due to the above, it is considered that the proposed zoning change from 'Business' and 'Public Purposes - Car Park' to 'Mixed Use' zone is appropriate for the subject site.

Modifying the Use Class Permissibility of the 'Mixed Use' Zone

The applicant has proposed to modify the use class permissibility of the 'Mixed Use' zone in Table 1 of TPS 24, to enable the following uses to be considered on the subject site:

- Convenience Store - 'D'
- Fast Food Outlet - 'A'
- Liquor Store – Small - 'D'
- Shop - 'D'

It is considered that these additional uses are appropriate within a mixed use environment as will enable more land use diversity and the uses are appropriate close to residential areas. The changes to the use class permissibility will only allow these uses to be considered. It does not mean that they are deemed appropriate/permissible. The proposed new uses will need to be considered and approved through the development application process.

While the proposed new uses are considered appropriate on the subject site, it is not considered appropriate to modify Table 1 of TPS 24, as this will mean that all land in the City zoned 'Mixed Use' will be subject to the changes, which may have unknown implications. Furthermore, the City intends to review the use class permissibility of Table 1 as part of the substantial review of TPS 24. Implementing changes now may compromise this review.

In light of the above it is considered that an appropriate alternate is to include these uses in the proposed Special Control Area.

Inserting a New Special Control Area

A Special Control Area (SCA) is a mechanism that allows particular development requirements to be inserted into the scheme for a designated site or area of land. SCA's are shown on the

scheme map as an overlay, and prevail where they are inconsistent with the requirements elsewhere in the scheme.

The proposed SCA provisions include a requirement for a Local Development Plan (LDP) to be prepared to provide more detailed development controls for the site, including building height, density and setbacks.

While it is reasonable for most planning provisions to be detailed in an LDP, it is considered necessary that an interface provision be included as a SCA provision, in order to afford it greater statutory weight. An interface provision is considered an important planning provision as it will reduce the visual impact of building bulk on neighbouring residential properties. It is considered that including a provision that restricts building height to a maximum of two storeys within 15m of neighbouring residential properties will provide an appropriate transition in building scale and adequately reduce the impact of building bulk on neighbouring residential properties. The provision is not considered overly onerous on the landowner, as it will still allow for two storey buildings within the 15m setback area.

An application for an LDP will need to be submitted and approved by Council, prior to a development application being considered. Unlike a scheme amendment, an LDP does not need to be approved by the WAPC. As the LDP will be considered by Council at a later date, it is likely that the City would have progressed planning for the Walter Road West Corridor to a stage where key development provisions, such as building height and density will be known. Therefore consideration of these key development provisions as part of a proposed LDP can be undertaken in light of planning for the Walter Road West Corridor to ensure consistency.

Proposed Modifications

It is recommended to modify the applicant’s proposed scheme amendment by:

- Modifying the permissibility of four use classes and including them in the SCA, prior to initiation; and
- Including a provision that restricts building height to a maximum of two storeys within 15m of neighbouring residential properties.

The below table compares the SCA provisions proposed by the applicant with those recommended by the City officers:

Applicant Proposed SCA Provisions	Officer Recommended SCA Provisions
<p>Purpose: To enable the development of the site for mixed use purposes and accommodate a residential component at a medium to high density.</p> <p>Development Requirements:</p> <ul style="list-style-type: none"> • Development shall be generally in accordance with a Local Development Plan endorsed by Council. • The Local Development Plan shall address the residential density coding, maximum commercial floor space permitted, the form of commercial development on the site, landscaping, streetscape activation, building location, interface, provision of a 	<p>Purpose: To enable the development of the site for mixed use purposes and accommodate a residential component at an appropriate medium to high density.</p> <p>Development Requirements:</p> <ul style="list-style-type: none"> ○ Development shall be generally in accordance with a Local Development Plan endorsed by Council. ○ The Local Development Plan shall address the residential density coding, maximum commercial floor space permitted, the form of commercial development on the site, landscaping, streetscape activation,

<p>buffer with the adjoining low density development, building height and setbacks.</p>	<p>building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks.</p> <ul style="list-style-type: none"> ○ Building height is restricted to a maximum of two storeys within 15m of neighbouring lots zoned 'Residential'. ○ Notwithstanding uses listed in Table 1 - Zoning Table of the Scheme, the following uses are: <ul style="list-style-type: none"> 'D' uses: <ul style="list-style-type: none"> ○ Convenience Store ○ Liquor Store – Small ○ Shop 'A' uses: <ul style="list-style-type: none"> ○ Fast Food Outlet
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Type of Scheme Amendment

Under the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposed scheme amendment is considered to be a 'standard' amendment as it will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

LEGISLATIVE COMPLIANCE

Part 4 of the *Planning and Development (Local Planning Schemes) Regulations 2015* prescribes the process for the preparation of scheme amendments.

In accordance with the Regulations a landowner (or consultant on behalf of a landowner) may submit a scheme amendment, to be assessed and initiated by the local government, who may:

- initiate the scheme amendment; or
- not initiate the scheme amendment.

The Minister for Planning is the final decision maker on all scheme amendments. The City can provide a recommendation to the Minister to:

- support the amendment without modification;
- support the amendment with proposed modifications to address issues raised in the submissions; or
- not support the amendment.

By initiating a scheme amendment, Council will not have the power to ultimately approve, refuse or modify the scheme amendment, as it will only be able to decide whether to recommend support, support with modifications or to not support the scheme amendment to the WAPC and Minister, who makes the final decision.

OPTIONS

In accordance with the City’s Risk Management Framework, the following options have been assessed against the City’s adopted risk tolerance. Comments are provided against each of the risk categories.

<p>Option 1</p>	<p>That:</p>						
<p>1. Council initiates Amendment No. 89 to the City of Bayswater Town Planning Scheme No. 24 (as modified by the City) to:</p>							
<p>(a) Rezone Lot 11, 215 to 217 Grand Promenade, Bedford from 'Business' and 'Public Purposes - Car Park' to 'Mixed Use'.</p>							
<p>(b) Insert a new Special Control Area as follows:</p>							
<table border="1"> <tr> <td data-bbox="475 607 560 2016">SCA</td> <td data-bbox="568 607 746 2016"> <p>Special Control Area</p> <p>Corner Grand Promenade and Walter Road West, Bedford.</p> </td> <td data-bbox="754 607 933 2016"> <p>Site Particulars</p> <p>Lot 11 (No.215-217) Grand Promenade, Bedford</p> </td> <td data-bbox="941 607 1369 2016"> <p>Provisions</p> <p>Purpose:</p> <p>To enable the development of the site for mixed use purposes and accommodate a residential component at an appropriate medium to high density.</p> <p>Development Requirements:</p> <ul style="list-style-type: none"> • Development shall be generally in accordance with a Local Development Plan endorsed by Council. • The Local Development Plan shall address the residential density coding, maximum commercial floor space permitted, the form of commercial development on the site, landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks. <ul style="list-style-type: none"> ○ Building height is restricted to a maximum of two storeys within 15m of neighbouring lots zoned 'Residential'. ○ Notwithstanding uses listed in Table 1 - Zoning Table of the Scheme, the following uses are: <p>'D' uses:</p> <ul style="list-style-type: none"> ○ Convenience Store ○ Liquor Store – Small </td> </tr> </table>	SCA	<p>Special Control Area</p> <p>Corner Grand Promenade and Walter Road West, Bedford.</p>	<p>Site Particulars</p> <p>Lot 11 (No.215-217) Grand Promenade, Bedford</p>	<p>Provisions</p> <p>Purpose:</p> <p>To enable the development of the site for mixed use purposes and accommodate a residential component at an appropriate medium to high density.</p> <p>Development Requirements:</p> <ul style="list-style-type: none"> • Development shall be generally in accordance with a Local Development Plan endorsed by Council. • The Local Development Plan shall address the residential density coding, maximum commercial floor space permitted, the form of commercial development on the site, landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks. <ul style="list-style-type: none"> ○ Building height is restricted to a maximum of two storeys within 15m of neighbouring lots zoned 'Residential'. ○ Notwithstanding uses listed in Table 1 - Zoning Table of the Scheme, the following uses are: <p>'D' uses:</p> <ul style="list-style-type: none"> ○ Convenience Store ○ Liquor Store – Small 			
SCA	<p>Special Control Area</p> <p>Corner Grand Promenade and Walter Road West, Bedford.</p>	<p>Site Particulars</p> <p>Lot 11 (No.215-217) Grand Promenade, Bedford</p>	<p>Provisions</p> <p>Purpose:</p> <p>To enable the development of the site for mixed use purposes and accommodate a residential component at an appropriate medium to high density.</p> <p>Development Requirements:</p> <ul style="list-style-type: none"> • Development shall be generally in accordance with a Local Development Plan endorsed by Council. • The Local Development Plan shall address the residential density coding, maximum commercial floor space permitted, the form of commercial development on the site, landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks. <ul style="list-style-type: none"> ○ Building height is restricted to a maximum of two storeys within 15m of neighbouring lots zoned 'Residential'. ○ Notwithstanding uses listed in Table 1 - Zoning Table of the Scheme, the following uses are: <p>'D' uses:</p> <ul style="list-style-type: none"> ○ Convenience Store ○ Liquor Store – Small 				

				<ul style="list-style-type: none"> o Shop 'A' uses: <ul style="list-style-type: none"> o Fast Food Outlet
<p>(c) Amend the Scheme Map accordingly.</p>				
<p>2. Council considers Amendment No. 89 to the City of Bayswater Town Planning Scheme No. 24 to be 'standard' under the provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as it will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.</p>				
<p>3. The applicant prepares the scheme amendment documentation to the satisfaction of the City of Bayswater.</p>				
<p>4. The scheme amendment documentation is forwarded to the Department of Water and Environmental Regulation for assessment and the Department of Planning, Lands and Heritage - Heritage Directorate for comment.</p>				
<p>5. Upon Notice of Assessment from the Department of Water and Environmental Regulation being received (and issues raised being complied with), causes the proposed scheme amendment documentation to be advertised for public comment.</p>				
<p>6. The proposed amendment is referred to Council for further consideration following public advertising.</p>				
Risk Category		Adopted Risk Appetite		Risk Assessment Outcome
Strategic Direction		Moderate		Low
Reputation		Low		Low
Governance		Low		Low
Community and Stakeholder		Moderate		Moderate
Financial Management		Low		Low
Environmental Responsibility		Low		Low
Service Delivery		Low		Low
Organisational Health and Safety		Low		Low
Conclusion	It is considered that there is a moderate community and stakeholder risk with this option, as some members of the local community may not support the proposed new zoning and SCA provisions.			

Option 2	<p>That:</p> <ol style="list-style-type: none"> 1. Council initiates Amendment No. 89 to the City of Bayswater Town Planning Scheme No. 24, with other modification(s). 2. Council considers Amendment No. 89 to the City of Bayswater Town Planning Scheme No. 24 to be 'standard' under the provisions of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> as it will not result in any significant environmental, social, economic or governance impacts on land in the scheme area. 3. The applicant prepares the scheme amendment documentation to the satisfaction of the City of Bayswater. 4. The scheme amendment documentation is forwarded to the Department of Water and Environmental Regulation for assessment and the Department of Planning, Lands and Heritage - Heritage Directorate for comment. 5. Upon Notice of Assessment from the Department of Water and Environmental Regulation being received (and issues raised being complied with), causes the proposed scheme amendment documentation to be advertised for public comment. 6. The proposed amendment is referred to Council for further consideration
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following public advertising.		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Dependant on modification(s) proposed by Council.
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	
Conclusion	It is considered that the risks with this option are dependent on the modification(s) proposed by Council.	

Option 3 That Council does not initiate Amendment No. 89 to the City of Bayswater Town Planning Scheme No. 24.		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that there is a moderate community and stakeholder risk with this option as some members of the local community may support changes that will enable redevelopment of the subject site.	

FINANCIAL IMPLICATIONS

Not applicable, all costs to be borne by the applicant.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Built Environment
 Aspiration: A quality and connected built environment.
 Outcome B3: Quality built environment.

The proposal is considered to be aligned with this strategic outcome, as it will enable high quality redevelopment of the site in accordance with the intentions of the City's draft LPS.

CONCLUSION

In light of the above, it is recommended that Council initiates the proposed scheme amendment for public advertising.

Attachment 1

PROPOSED SCHEME AMENDMENT

CITY OF BAYSWATER LOCAL PLANNING SCHEME No.24



**LOT 11 (NO.215-217) GRAND PROMENADE, BEDFORD
(BEDFORD FAIR SHOPPING CENTRE)**

CITY OF BAYSWATER

Prepared for:

Council of Owners – Bedford Fair Shopping Centre

Prepared by:

CF Town Planning & Development
Planning & Development Consultants

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October 2019

CF Town Planning & Development

This report has been prepared by CF Town Planning & Development on behalf of the Council of Owners (Bedford Fair Shopping Centre) for the proposed amendment to the City of Bayswater Local Planning Scheme No.24 for rezone Lot 11 (No.215-217) Grand Promenade, Bedford and modify Table 1 of the City of Bayswater Local Planning Scheme No.24.



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Document Revisions:

- Amendment Report (i) – Dated 26 February 2018
- Amendment Report (i) – Dated 28 October 2019

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CVF Nominees Pty Ltd ABN: 88 110 087 385

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Appendix 1: Strata Plan 2517

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1.0 INTRODUCTION

CF Town Planning & Development acts on behalf of current landowners of Lot 11 (No.215-217) Grand Promenade, Bedford (i.e. 'Council of Owners – Bedford Fair Shopping Centre') and have prepared the following report requesting Council's favourable consideration and approval to the initiation of a suitable amendment to the City of Bayswater Local Planning No.24 to include the following

1. Change the current zoning classification for Lot 11 from 'Business' and 'Public Purposes Reserve – Car Parking' to 'Mixed Use';
2. Identify the land as being within a 'Special Control Area';
3. Inserting an entry into Appendix No.10 ('Special Control Areas') to include the subject land;
4. Modify Table 1 ('Zoning Table') of the City's Local Planning Scheme No.24 to change the land use permissibility for various uses within the 'Mixed Use' zoning classification; and
5. Update the Scheme Map accordingly.

The following report provides a detailed description of the subject land and its immediate surrounds as well as the planning rationale and justifications for the aforementioned scheme amendment proposal. A series of maps and plans are also provided for illustrative purposes.

Should you have any queries or require any additional information regarding any of the matters raised above please do not hesitate to contact Mr Carlo Famiano on 0407384140 or carlof@people.net.au.

2.0 BACKGROUND & PURPOSE

Parent Lot 11 has historically been developed and used for commercial purposes (i.e. shopping centre - retail, private recreation, office, medical centre etc) on an uninterrupted basis for a number of years. The complex is known as 'Bedford Fair Shopping Centre'.

The existing building associated with the development is located on the front north-western portion of the land with an open car parking area occupying the rear balance portion of the property. It should be noted that the car parking area is underutilized and represents the inefficient use of land located within an activity centre/activity corridor.

Under the terms of the City's Local Planning Scheme No.24 (LPS No.24), the front portion of the land is classified 'Business' zone with the rear portion being classified 'Public Purpose Reserve – Car Parking'. This has resulted in the land comprising a 'dual zoning'.

This application to rezone the land was initially lodged with the City in February 2018 for consideration. Following the City's officer level review of the application, the matter was referred to the Bayswater City Council for consideration. At its meeting held on 12 June 2018, Council resolved the following:

Item 9.6

"That Council defers consideration of initiating the proposed scheme amendment to Town Planning Scheme No. 24 to rezone the rear portion of Lot 11, 215-217 Grand Promenade, Bedford from 'Public Purposes - Car Park' to 'Business' zone and to include an 'Additional Use' of 'Multiple Dwelling' and 'Grouped Dwelling', until the draft Local Planning Strategy has been adopted by Council, for the following reasons:

1. *The proposed scheme amendment can be considered as part of the Local Planning Strategy process.*
2. *Initiating the proposed scheme amendment at this time is considered to pre-empt the outcomes and undermine the process of the Local Planning Strategy.*
3. *Initiating the proposed scheme amendment at this time could result in a development which may be inconsistent with the intent of the site as identified during the Local Planning Strategy process."*

The City completed its 'Draft Local Planning Strategy' in April 2019, with the Strategy being referred to the Ordinary Council meeting held on 30 April 2019. Details of the Strategy will be provided later in this report in regard to the subject land. However, given the City's completion of the draft Strategy, this Amendment can now proceed in accordance with Council's resolution from its meeting held in June 2018.

Following the City's completion of the Strategy, a further meeting was held between the applicant and the City's technical staff (Planning Department) on 3 July 2019 to discuss the most appropriate way to progress the scheme amendment and future development of the land. At the meeting, the City recommended that the land be rezoned to a 'Mixed Use' zoning (not 'Business' zoning) and that the land be identified with LPS No.24 as a Special Control Area. In addition, the City recommended that a number of changes to Table 1 of LPS No.24 ('Zoning Table') be proposed to change the permissibility of various land uses within the 'Mixed Use' zone to provide greater flexibility for the future development and possible use of the land and the activity centre/corridor. It is significant to note that this report has been revised to include the City's officer level recommendations.

The purpose of this scheme amendment is to:

- i) Provide a consistent zoning classification over the entire property (i.e. 'Mixed Use' zoning);
- ii) Facilitate the future coordinated re-development of the land to allow for the efficient use of the land and to provide a new/modern development that will provide an active frontage to both Grand Promenade and Water Road West;

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- iii) Facilitate the future re-development of the land to accommodate a mixed use type development that will incorporate a residential component (i.e. multiple and grouped dwellings) to bolster the population within the existing 'Activity Centre' and 'Activity Corridor'; and
- iv) Provide the appropriate statutory framework to accommodate the future re-development and management of the land.

Given the above, this application seeks the City's favourable consideration and initiation of a relevant scheme amendment to address the aforementioned proposal.

3.0 LAND DESCRIPTION

Lot 11 has been strata titled into fourteen (14) lots on Strata Plan No. 25178 and is currently owned by various entities (see Appendix 1 – Strata Plan 25178).

It is significant to note that a Caveat was placed on the title for the subject land in 1985 (see copy attached). The 'Deed' was entered into between the landowners and the City of Bayswater to restrict the following in regard to the initial development of the land in 1985:

- i) Maximum Floor Area 905m²; and
- ii) Offices, restaurants, showrooms, warehouses and medical suites comprising a maximum Floor Area of 715m².

The aforementioned restrictions are listed in Schedule No.2 of the 'Deed'.

It is significant to note that the 'Deed' does include a clause which states the following:

"In the event that Town Planning Scheme No.13 insofar as it relates to the said land is amended or a new District Planning Scheme should become operative, the car parking requirements and the maximum floor space relative to the use stipulated (in Schedule 2) may be varied at the discretion of Council".

In light of the above clause, LPS No.24 does not restrict the floor area of the subject land. Notwithstanding this, any future re-development of the land would require the existing 'Deed' on the land to be removed (subject to agreement between all parties).

4.0 LOCATION

The subject land is located on the south-eastern corner of the intersection of Grand Promenade and Walter Road West, within the 'Bedford Activity Centre' and approximately 1.2km south-west of the Morley Strategic Regional Centres (see Figure 1 – Location Plan). The land has direct road frontage and access to Walter Road West along its north-western boundary and Grand Promenade along its north-eastern boundary.

The subject land is also located within close proximity and comprises convenient access to the following key nodes:

- A high frequency train station (i.e. Meltham Train Station);
- High frequency bus routes along Walter Road West and Grand Promenade;
- A regional road network (easy access to Guildford Road, Alexander Drive, Garratt Road & Beaufort Street);
- A comprehensive pedestrian footpath network;
- Various public open space reserves and the Mount Lawley Golf Course;
- Convenient access to the Inglewood, Morley and Mount Lawley Activity Centres;

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- Convenient access to the Dianella Shopping Centre along Grand Promenade;
- Various community facilities including Inglewood library and Dianella library; and
- Various schools (including Chisholm Catholic College, Inglewood Primary School, Mount Lawley High School and Edith Cowan University).

Given the above, the subject land is well serviced by various amenities and infrastructure. As such, the proposed rezoning and future development of the land to include multiple dwellings will foster the future growth of the area and provide much needed housing in close proximity to a key public transport node and other infrastructure. The future development of the land will also assist with rejuvenating the existing commercial strip along Walter Road West and provide for housing diversity within the Bedford and Dianella localities.

It is significant to note that the subject land is located adjacent the 'Dianella Industrial Area', which is currently undergoing a change to transform the area into an expansion of the existing 'Activity Centre' and allow for high density residential development and remove the industrial zoning/use of the area. It is significant to note that the City of Stirling did initiate the relevant scheme amendment (i.e. Amendment No.80) to its Local Planning Scheme No.3 (LPS No.3) to rezone the 'Dianella Industrial Area' from 'Industrial' to 'Residential R-ACO' and 'Local Centre' zones. The amendment is now held pending further investigation and consultation with the City of Bayswater to allow for future planning of the Dianella Industrial Area to be integrated with the Walter Road West commercial strip.

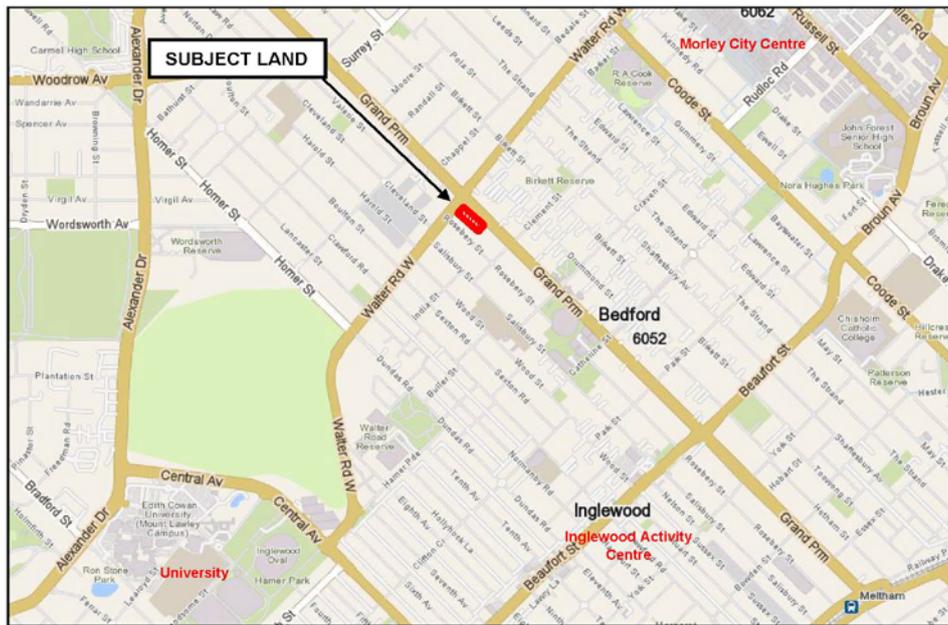


Figure 1 - Location Plan

5.0 PHYSICAL CHARACTERISTICS & EXISTING LAND USES

The subject land is rectangular in shape, covers a total area of 5,210m², has been cleared of any significant vegetation and can generally be described as being relatively flat throughout (see Plan 2 - Existing Lot Configuration).

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The subject land has been extensively developed over a number of years and is currently used for commercial purposes (i.e. shopping centre & commercial centre etc). Physical improvements include a two (2) storey building on the front portion of the land, substantial sealed and drained car parking area to the rear of the site, three (3) separately located crossovers along the land's frontage to Grand Promenade and access along the Walter Road West frontage see Plan 3 – Aerial Site Plan, Figures 4 & 5).

Existing adjoining and nearby land uses are broadly described as follows:

- North- east: Grand Promenade road reserve with a veterinary hospital and medium low density residential development (i.e. multiple dwellings) beyond;
- North-west: Walter Road West road reserve with a service station development beyond;
- South-west: Commercial development associate with the 'Bedford Activity Centre'; and
- South-east: Medium density grouped housing (i.e. strata development) (see Plan 2, Aerial Site Plan).

Dianella Industrial Precinct

The Dianella Industrial Area is located adjacent the subject land (on the north-western side of Walter Road West) within the municipal area of the City of Stirling. The area has historically been developed for industrial purposes and is currently rundown and underutilised.

For some time now (dating back to the mid 1990's) the City of Stirling have progressed a number of studies to change the current zoning of the area and guide future development of the Dianella Industrial Area to accommodate predominantly residential land uses with some commercial uses. The vision for the area includes medium to high density residential development (up to six storeys) and the inclusion of some office and mixed use development. The challenge with progressing the future planning for this area is to establish the most appropriate way of transitioning the area from the existing established industrial uses to the future residential type development.

In light of the above, the process of progressing these changes in for the Dianella Industrial Area are still ongoing and appears to be long term.

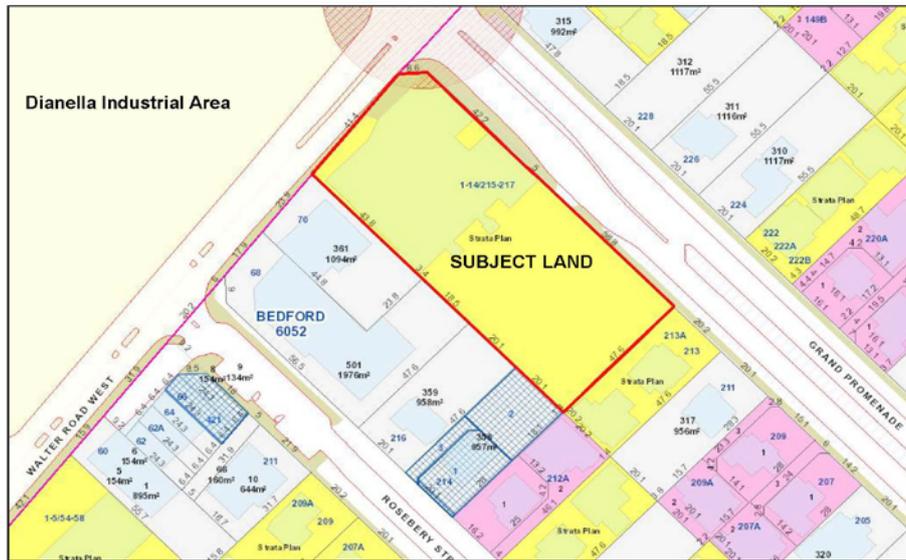


Figure 2 – Existing Lot Configuration

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Figure 3 - Aerial Site Plan



Figure 4 – Existing Development on Lot 11 (Walter Road West frontage)



Figure 5 – Rear portion of Lot 11 (Grand Promenade frontage - open car parking area)

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5.1 ESSENTIAL SERVICES

By virtue of its location in a well-established part of the Perth Metropolitan Area, Lot 11 is served by or located in close proximity to a wide range of essential service infrastructure including power, water, gas, reticulated sewerage, storm water drainage and telecommunications.

Lot 11 is also served by an efficient local and district road network with convenient access to the public transport (high frequency bus routes) along the adjoining road network.

6.0 SCHEME AMENDMENT PROPOSAL

The current landowners are seeking Council's approval to the initiation of a suitable amendment to the City of Bayswater Local Planning Scheme No.24 (LPS No.24) to:

1. Change the current zoning classification for Lot 11 from 'Business' and 'Public Purposes Reserve – Car Parking' to 'Mixed Use';
2. Amending the Scheme Text by inserting an entry in Appendix No.10 entitled 'Special Control Areas' by including Lot 11 as a 'Special Control Area';
3. Modify the Scheme Text by changing the land use permissibility in Table 1 ('Zoning Table') for various uses within the 'Mixed Use' zoning classification; and
4. Amend the Scheme Map accordingly.

Following discussions with the City of Bayswater, it was recommended that the land be rezoning 'Mixed Use' and be included as a 'Special Control Area' (SCA). The SCA will also prescribe the preparation and approval of a Local Development Plan (LDP) to guide the future development of the land. A suggested entry into Appendix No.10 for the land is outlined below:

	Area	Site Particulars	Provisions
SCA X (TBA)	Special Control Area X (TBA) – Corner Grand Promenade and Walter Road West, Bedford.	Lot 11 (No.215-217) Grand Promenade, Bedford	<p>Purpose:</p> <p>To enable the development of the site for mixed use purposes and accommodate a residential component at a medium to high density.</p> <p>Development Requirements:</p> <ul style="list-style-type: none"> • Development shall be generally in accordance with a Local Development Plan endorsed by Council. • The Local Development Plan shall address the residential density coding, maximum commercial floor space permitted, the form of commercial development on the site, landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks.

The Local Development Plan will need to incorporate the following key matters to facilitate the future development of the land:

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- i) Apply a residential density coding to the land (a minimum density of R80);
- ii) Limit the extent of commercial floor space on the land to avoid undermining any other commercial centres within the immediate area;
- iii) Apply various development standards to control the built form outcome of any development, including building height, setbacks, passive surveillance and the interface with the public realm;
- iv) Provide a mechanism for the control the form and extent of commercial development on the land; and
- v) Provide limitations to the extent and type of development abutting the adjoining low density residential development to the south-eastern of the subject land.

The residential density to be applied to the site (through the Local Development Plan) will have due regard for the existing and future residential development within the immediate locality and the anticipated density coding identified for the land within the City’s draft ‘Local Planning Strategy’ (i.e. R80). Notwithstanding this Local Development Plan may need to apply a lower density coding within the south-eastern portion of the land to limit any potential impacts on the existing low density residential development on the adjoining properties.

Proposed amendment to Table 1 (‘Zoning Table’) of LPS No.24

When reviewing the land use permissibility under Table 1 of the LPS No.24, it is identified that a number of uses are not permitted within the zone. Furthermore, the subject land currently comprises a number of uses that may not be permitted within the ‘Mixed Use’ zone which are proposed to continue operating on the land following its re-development.

In addition, the above, it is concluded that the inclusion of a wider variety of land uses within the ‘Mixed Use’ zone (i.e. including ‘Shop’), would provide greater flexibility and create a vibrant commercial centre/corridor that will cater for the future residential population within the centre and the wider community.

In light of the above, the following changes are proposed to Table 1 of the City’s LPS No.24:

Use Classes	Current Permissibility in the ‘Mixed Use’ zone	Proposed Permissibility in the ‘Mixed Use’ zone
Convenience Store	X	D
Fast Food Outlet	X	A
Liquor Store – Small	X	D
Shop	X	D

Clause 9.1 of LPS No.24 states that the ‘Mixed Use’ zone is intended to accommodate a mixture of residential development with small businesses in a primarily residential scale environment. The anticipated non-residential uses include office, consulting, restaurants and limited retail uses which would occupying the street frontage to provide activation of the development at street level.

The stated objectives of the ‘Mixed Use’ zone in LPS No.24 is to:

- a) provide a diversity of land use and housing types compatible with the maintenance of residential amenity;
- b) allow appropriate businesses to locate and develop in close proximity to residential areas;
- c) allow for services to be provided locally.

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It is contended that the proposed changes to the land use permissibility identified within the 'Mixed use' zone is consistent with the intent and stated objectives for the zoned stated within the Scheme and will assist with establishing a vibrant 'Activity Centre/Activity Corridor'.

Overview of Scheme Amendment

The proposed aforementioned scheme amendment proposal will:

- a) Provide a consistent zoning classification over the entire parcel of land (i.e. 'Mixed Use' zoning);
- b) Facilitate the redevelopment of the site to provide improved commercial floor space to accommodate the modern needs of the current tenants/businesses operating on the land (as the existing commercial development on the land no longer meets the modern needs of those business operating from the site);
- c) Facilitate the inclusion of a residential component to the development (i.e. mixed use) that will assist with providing increased population within the Bedford/Dianella commercial centre (i.e. 'Activity Centre'/Activity Corridor) that enjoys good access to a local and regional road network and is served by a comprehensive range of essential service infrastructure;
- d) Be consistent with the objectives of the City's draft 'Local Planning Strategy'; and
- e) Coincide with the future redevelopment of the nearby 'Dianella Industrial Area' that is currently being undertaken by the City of Stirling.

7.0 STATUTORY CONSIDERATIONS

7.1 Metropolitan Region Scheme

Lot 11 is currently classified 'Urban' zone under the provisions of the Metropolitan Region Scheme (MRS). It should be noted that the zones and reservations prescribed by the MRS are broad categories only that are intentionally not precisely defined or limited in order to enable a flexible approach to strategic planning in the Perth Metropolitan Region.

The following definition is provided as a guide to the stated purpose/s of the land's current 'Urban' zoning classification under the MRS:

"Urban Zone - Areas in which a range of activities are undertaken, including residential, commercial recreational and light industry."

It is contended that the proposed scheme amendment to rezone the subject land to a 'Mixed Use' zoning' classification over the entire site is consistent with the defined intent of the land's current 'Urban' zoning classification under the MRS and may therefore be approved.

7.2 Current Zoning Classification - City of Bayswater Local Planning Scheme No.24

The front portion (north-western segment) of Lot 11 is currently classified 'Business' zone under the City of Bayswater Local Planning Scheme No.24 (LPS No.24), while the rear portion (south-eastern segment) is classified 'Public Purpose Reserve – Car Parking' (see Figure 6 – Zoning Map).

Under the terms of LPS No.24, the use of land classified 'Business' zone for the 'multiple dwelling' and/or 'grouped dwelling' purposes are identified as an "X" use, meaning the use is not permitted within the zone. This is contrary to the outcomes of the City's draft 'Local Planning Strategy' which envisages residential growth the 'Activity Centre' and along the 'Activity Corridor'.

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Rezoning of the subject land to a 'Mixed Use' zoning will enable the City will facilitate the future re-development of the land to incorporate a residential use within the existing 'Activity Centre', whilst having due regard to the existing built form and density of the adjoining residential properties to the south-east and south-west of the land.

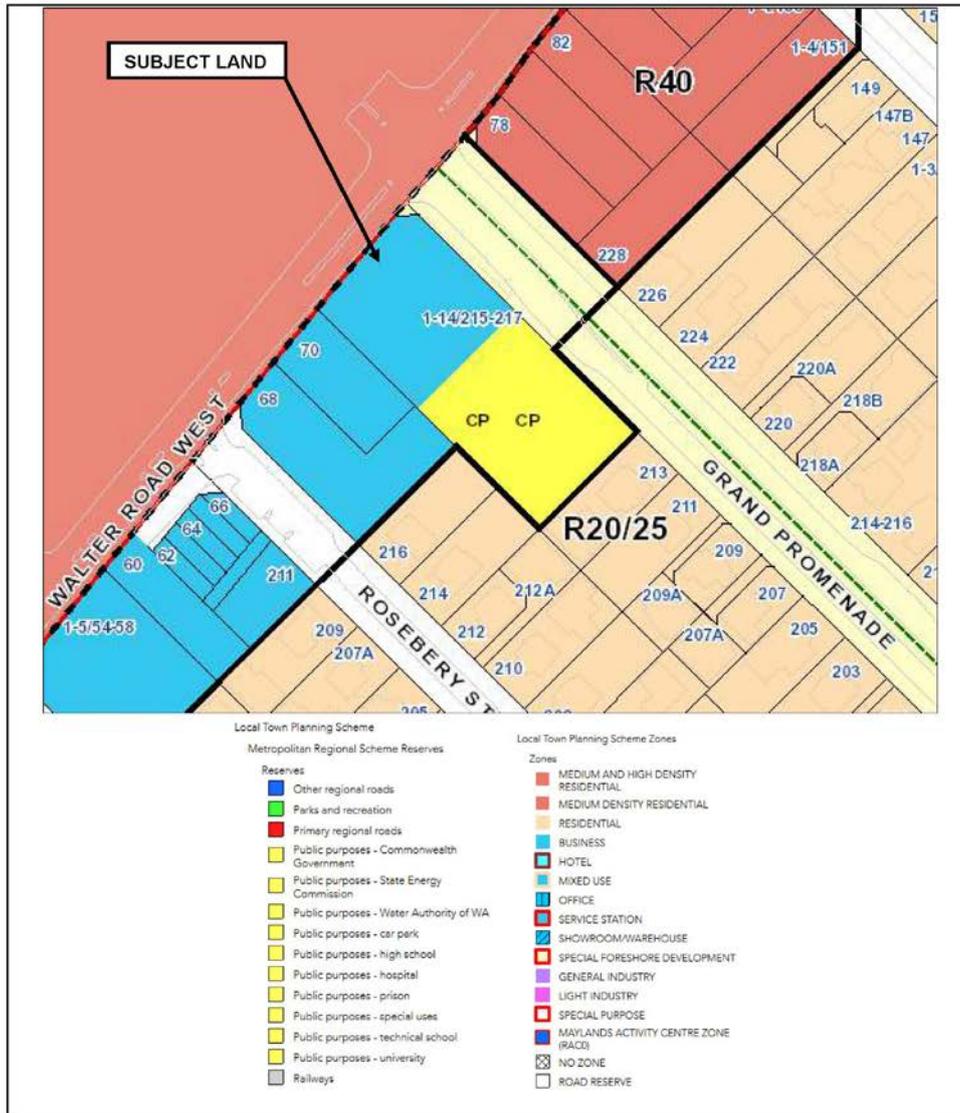


Figure 6 – Zoning Map (LPS No.24)

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8.0 OTHER STATUTORY & POLICY CONSIDERATIONS

8.1 City of Bayswater Local Housing Strategy

The purpose of the 'Local Housing Strategy' is to provide the framework and guide for residential development within the City of Bayswater to accommodate the future housing/population needs of the City, provide a diversity of housing types and provide for affordable housing.

The Strategy identifies that Walter Road West (fronting the subject land) forms part of an 'Urban Corridor' which contains elements of existing commercial activity, comprises bus routes and connects the 'Morley City Centre' with the 'Perth Central Business District' and other 'Activity Centres'.

The Strategy provides direction for the City to prepare Detailed Area Plans (DAP's) for the 'Urban Corridor' to address land uses, access, built form and implement relevant zonings to encourage a mix of land uses. In addition, the Strategy includes the need to provide an improved built form along the Corridor through quality design. This includes improved passive surveillance, articulation of buildings and pedestrian friendly environments.

It is contended the proposed Amendment and subsequent preparation of a Local Development Plan to facilitate both multiple and grouped dwelling uses to be accommodated on the land and enable the future redevelopment of the land for 'mixed use' purposes is consistent with the stated objectives of the City's 'Local Housing Strategy' for the following reasons:

- It accords with the objectives of the Strategy and will assist with accommodating future housing and population needs of the City of Bayswater and the Perth Metropolitan Area in general;
- It will foster the re-development of the land to provide for significant improvements to the current levels of passive surveillance of the local streetscapes, will add to the diversity of housing stock within the immediate locality, will provide a variety of housing choice for future potential residents in both Bedford and Dianella localities and will help to accommodate the increased demand for affordable housing within the Perth Metropolitan Region;
- It will enable the future redevelopment of the land that will provide an attractive and safe residential environment comprising affordable, modern and high quality housing within a well-established urban area; and
- It will enable the future redevelopment of that land that will encourage pedestrian interest and activity at ground floor level, contributing to the vibrancy of the pedestrian environment and the activation of both the Walter Road West and Grand Promenade Street streetscapes;

8.2 City of Bayswater Draft Local Planning Strategy

In April 2019, the City finalise the draft 'Local Planning Strategy' to setout the strategic vision for the future planning and development within the City. The City's vision is:

"A vibrant city with growth focused around revitalizing centres and corridors. A city which encourages high quality built form, respects our heritage, protects our green spaces and provides good connectivity throughout the City and to the wider region."

The draft 'Local Planning Strategy' ('Strategy') identifies the subject land as being located along a major transport link and in an area recommended for increase in residential densities (i.e. generally R80)(see Figure 7). The Strategy recognizes that these key areas are vital to accommodate future commercial development and to assist with providing a diversity of housing within the City.

The proposed rezoning of the subject land to a 'Mixed Use' zoning classification and the subsequent future development of the land to incorporate a residential component is consistent with the 'Vision' of the

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City's draft 'Local Planning Strategy' and will assist with revitalizing the current commercial centre, whilst achieving greater housing diversity and affordability within the City of Bayswater.

In light of the above and given Council's resolution from its June 2018 meeting, it can be concluded that the proposed scheme amendment has now addressed the concerns raised by Council in terms of the City's strategic planning framework and may now proceed with initiating the required Scheme Amendment for Lot 11.

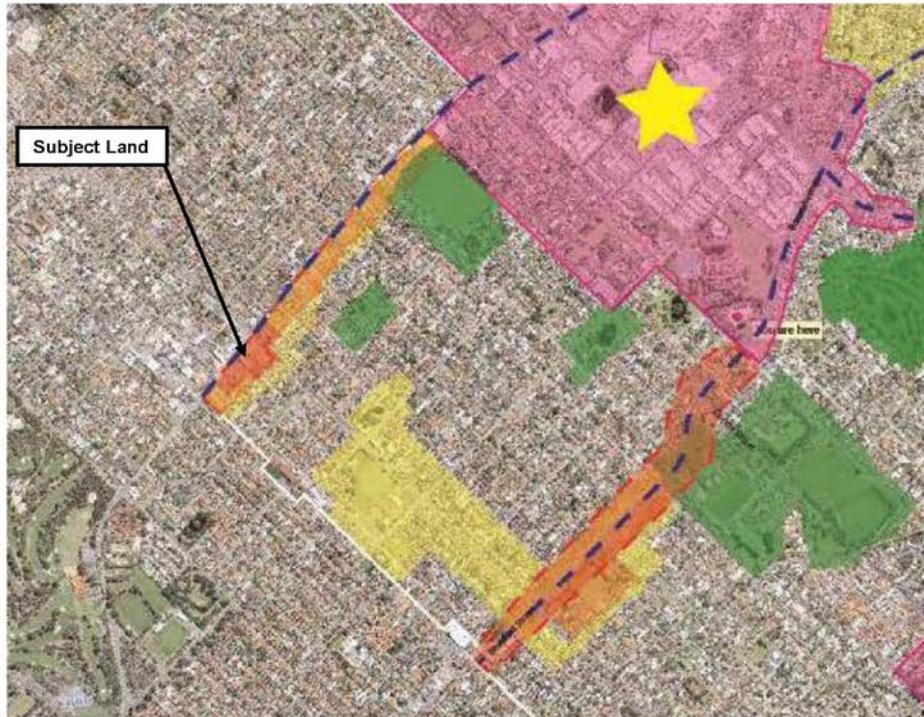


Figure 7 – Local Planning Strategy (Plan)

8.3 Directions 2031 and Beyond

'Directions 2031 and Beyond' is the Western Australian Planning Commission's (WAPC) strategic framework for guiding development of the Perth Metropolitan Region to a sustainable future. At the centre of 'Directions 2031' is an enhanced emphasis on growth management in a bid to accommodate future anticipated population growth within Perth, obtain better use of existing infrastructure and provide for a sustainable city including improved housing affordability. This philosophy is also being depicted in the Commission's recent document entitled 'Perth and Peel 3.5 million'.

The future redevelopment of the subject land to include a medium to high residential component (i.e. multiple and grouped dwellings) will facilitate residential infill redevelopment within an established locality in the Perth Metropolitan Region, within an existing 'Activity Centre'/'Activity Corridor' that has good access to local and district services, employment opportunities and infrastructure. Furthermore, it will provide affordable housing and promote the consolidation of urban growth within an existing urban area in a manner consistent with the strategic framework outlined in 'Directions 2031'.

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As such it is contended that the scheme amendment proposal for the subject land is consistent with the aims and objectives of 'Directions 2031' and will make a beneficial contribution to the future development and sustainable growth of the Perth Metropolitan Region generally.

8.4 Perth & Peel @ 3.5 Million

'Perth & Peel @ 3.5 Million' is the State Government's high-level vision for the growth of the Perth and Peel region to accommodate the future anticipated population growth, which is predicated to be 2.9 million people before 2031 and 3.5 million people before 2050.

In order to accommodate the aforementioned population growth, the document aims at the creation of a more consolidated urban form that includes 53% of future development within the greenfield area and 47% of future development in the current urban area (i.e. infill development). The inclusion of a medium to high density residential component within a new mixed use type development on the subject land will assist with the City of Bayswater in meeting the targets set by the State Government for the delivery of additional housing within the existing urban area.

In light of the above, the proposed scheme amendment will assist with facilitating the future development of the land to accommodate a new mixed use development (including multiple dwellings) accords with the aims of 'Perth & Peel @ 3.5 Million'.

8.5 Bushfire Prone Areas

The subject land has not been identified by the Department of Fire & Emergency Services (DFES) as being located within a designated 'bushfire prone area' (see Figure 8).

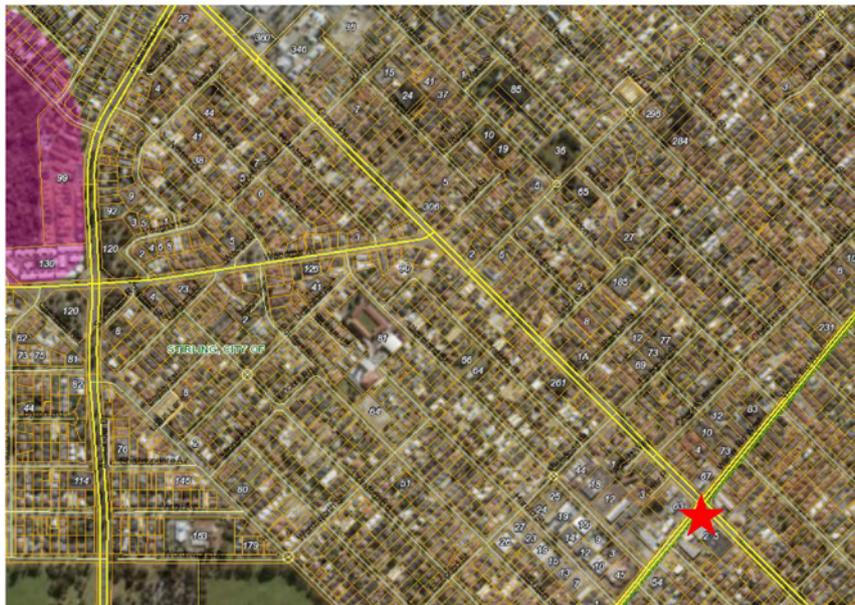


Figure 8 – DFES bushfire prone map

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9.0 SUMMARY OF JUSTIFICATIONS

The following justifications are submitted in support of the proposed Amendment to the City of Bayswater's Local Planning Scheme No.24 for Lot 11 (No.215-217) Grand Promenade, Bedford:

- The Amendment will facilitate a consistent zoning classification over the land to provide greater flexibility for any future redevelopment of the land.
- The proposed 'Mixed Use' zoning classification of the land is consistent with the City's draft 'Local Planning Strategy' and is consistent with the City's 'vision' stated within the Strategy.
- The subject land is ideally located in terms of its proximity to the Morley City Centre and has convenient access to a wide range of services and facilities, including shops, public open space, public transport and access to a regional road network.
- The location, size and physical characteristics of the property are well suited to accommodate a mixed use development.
- The future redevelopment of the land to accommodate a mixed use development is consistent with the objectives of the City of Bayswater 'Local Housing Strategy', whilst providing an active frontage along the street frontages of the land.
- Any future development will allow for a design that will incorporate various features, an active frontage and improved passive surveillance of the adjoining streets (it will oversee the public realm).
- The rezoning of the land and future development will assist with revitalising the existing Activity Centre/Corridor and will provide opportunity for the development of an attractive and safe residential environment comprising affordable, modern and high quality housing within a well-established urban area. Furthermore, it will add to the diversity of housing stock and provide a variety of choice for future potential residents in the Bedford and Dianella localities and will help to accommodate the increased demand for affordable housing in the Perth Metropolitan Region.
- The proposed zoning classification and future redevelopment of the land for 'mixed use' purposes is consistent with the aims and objectives of 'Directions 2031' and will make a beneficial contribution to the future development and sustainable growth of the Perth Metropolitan Region generally.
- The future redevelopment of the land will assist with providing improved commercial development that will benefit the current businesses operating on the land and improve the operational efficiency of those businesses.
- The future redevelopment on the subject land to accommodate a mixed use development (including multiple & grouped dwellings) will be consistent with the future redevelopment of the nearby 'Dianella Industrial Area' and the City of Stirling's vision to bolster the existing 'Activity Centre' along Walter Road West.



10.0 CONCLUSION

Following discussions with the City's planning staff, the proposed scheme amendment has been altered to reflect the City's vision for the area and the desired outcomes of the City's draft 'Local Planning Strategy'. Given the outcomes of the Strategy, this amendment now addresses those concerns raised by the Bayswater City Council at its meeting held on 12 June 2018. As such, it is contended that the proposal can now proceed.

The proposed Scheme Amendment and future re-development of the subject land will assist with revitalising this part of Walter Road West to create an active and vibrant centre that will benefit the City of Bayswater and the surrounding locality.

In light of the above information and justifications, we respectfully request the necessary approvals from the City of Bayswater, the Environmental Protection Authority, the Western Australian Planning Commission and the Minister for Transport, Planning & Lands to amend the City of Bayswater Local Planning Scheme No.24 in accordance with the proposals contained in the scheme amendment documentation.



Creating an active & vibrant centre

CF Town Planning & Development
28 October 2019

Planning & Development Consultants
Address: 3/1 Mulgool Road, Malaga WA 6090
Tel: 9249 2158 **Mb:** 0407384140 **Email:** carlof@people.net.au
CVF Nominees Pty Ltd ABN: 86 110 067 395

CF Town Planning & Development

APPENDIX 1 – STRATA PLAN 25178

Planning & Development Consultants
Address: 3/1 Muigul Road, Malaga WA 6090
Tel: 9249 2158 Mb: 0407384140 Email: carlof@people.net.au
CVF Nominees Pty Ltd ABN: 86 110 067 395



CA 1 6

PLAN OF PORTION OF SHAN LOCATION W AND BEING LOT 11 ON DIAGRAM 67907

CERTIFICATE OF TITLE VOLUME 1812 FOLIO 128

LOCAL AUTHORITY CITY OF STERLING AND CITY OF BAYSWATER

LOCALITY BEDFORD INDEX PLAN PERKH 2000 14.30

NAME OF BUILDING BEDFORD FAIR SHOPPING CENTRE

NAME OF BODY CORPORATE

ADDRESS FOR SERVING OF P.O. BOX 209

NOTICES ON COMPANY CLAREMONT WA 6010

PURPOSE

STRATA PLAN 25178

OFFICE USE ONLY

LOGGED 21.9.93 34240

EXAMINED 20-10-93

REGISTERED 31.12.95 Age 54/0319

C. J. Saad
REGISTRAR OF TITLES

Scale 1 : 1000

SCHEDULE OF UNIT ENTITLEMENT		OFFICE USE ONLY	
LOT No.	UNIT ENTITLEMENT	CURRENT Cs. of TITLE	
		VOL.	FOL.
1	90	1984	575
2	115	1984	576
3	66	1984	577
4	50	1984	578
5	102	1984	579
6	149	1984	580
7	371	1984	581
8	27	1984	582
9	9	1984	583
10	21	1984	584
AGGREGATE	1000		

SEE FURTHER SHEET OF PLAN OF SUBDIVISION

CERTIFICATE OF LICENSED VALUER

R. HUGHES being a Licensed Valuer licensed under the Land Valuers Licensing Act 1978 do hereby certify that the unit entitlement of each Lot, as stated in the schedule bears in relation to the aggregate unit entitlement of all Lots delineated on the strata plan a proportion not greater than 5 per cent more or 5 per cent less than the proportion that the capital value of that Lot bears to the aggregate capital value of all the Lots delineated on the plan.

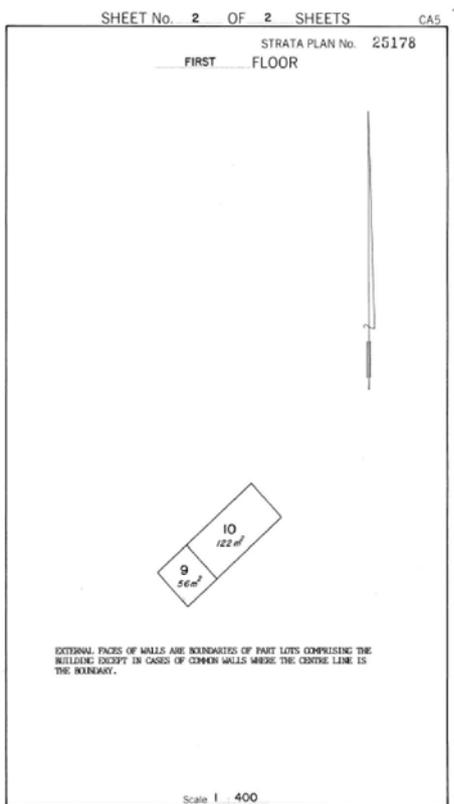
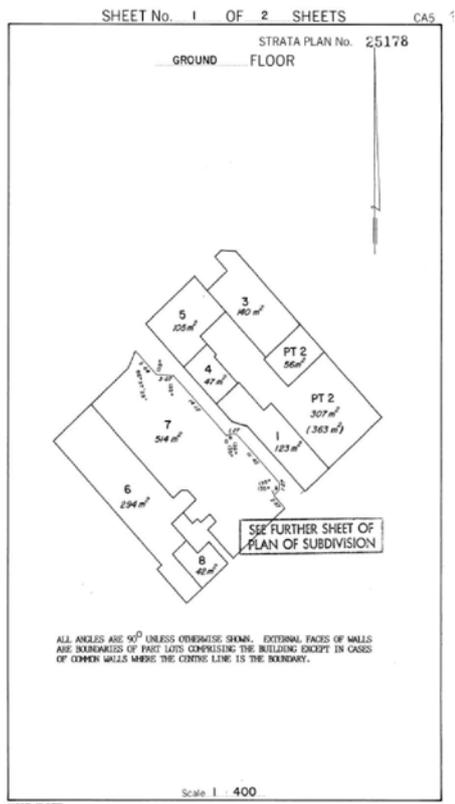
21 SEPTEMBER 1993 Date

Signed

LANDGATE COPY OF ORIGINAL NOT TO SCALE Wed Jan 17 15:11:48 2018 JOB 55787193



Planning & Development Consultants
 Address: 3/1 Mulgool Road, Malaga WA 6090
 Tel: 9249 2158 Mb: 0407384140 Email: carlof@people.net.au
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Th...s provided by City of Bayswater

CITY OF BAYSWATER
LEGAL REGISTER
VOL 4 FOL 14Z

- 1985 -

OLGA MAIZA LAZARIDIS

- a n d -

THE CITY OF BAYSWATER

D E E D

MESSRS BALDOCK, LEWIS & ASSOCIATES
BARRISTERS & SOLICITORS
SUITE 5
THE GATEWAY BUILDING
GARDEN CITY
BOORAGOON W.A. 6154
TEL: 364 8933

This information is provided by City of Bayswater

Exempt (Section 119) Stamp Act 1921

No. 111
for COMMISSIONER OF STATE TAXATION
THIS DEED is made the 28th day of August

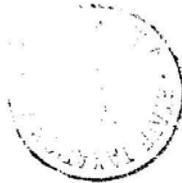
One thousand nine hundred and Eighty Five.

B E T W E E N :

OLGA MAIZA LAZARIDIS of 215 Grand Promenade, Bedford, in the State of Western Australia, Widow (hereinafter called "the owner").

-and-

THE CITY OF BAYSWATER of 61 Broun Avenue, Morley in the said State (hereinafter called "Bayswater) of the other part.



W H E R E A S :-

- A. The Owner is the registered proprietor of the land described in Schedule 1 hereof (hereinafter called "the land").
- B. The Owner has made application to Bayswater seeking approval and a building licence for the redevelopment of the shopping centre on the land.

This information is provided by City of Bayswater

- 2 -

- C. Bayswater has approved the application for the said redevelopment and has agreed subject to the Owner executing this Deed in manner hereinafter appearing to consider the Owners application for a building licence.

W I T N E S S E T H :

1. This Deed is subject and conditional upon Bayswater issuing the Owner Form 2 Planning Approval in accordance with working drawings submitted by the Owner to Bayswater and the granting by Bayswater of all appropriate building licences and authorisation in accordance with the working drawings.
2. The owner shall carry out the redevelopment at the Shopping Centre in accordance with the working drawings and the Form 2 Planning Approval endorsed No. 14/2031 approved by Bayswater and shall comply with the provisions of the operative Bayswater District Zoning Scheme (Town Planning Scheme No. 13) and Council Policy in relation to the maximum floor space permitted for the uses stipulated (whereof are described in Schedule 2) within this Shopping Centre and associated car parking requirements.
3. The Owner (or a person or firm authorised by the Owner) shall not unless the prior approval of Bayswater is obtained, lease or rent floor space within the Shopping Centre which will result in the maximum floor space for the uses stipulated (in Schedule 2) being exceeded.

- 3 -

4. In the event that Town Planning Scheme No. 13 insofar as it relates to the said land is amended or a new District Zoning Scheme should become operative, the car parking requirements and the maximum floor space relative to the uses stipulated (in Schedule 2) may be varied at the discretion of Council."
5. The Owner authorises Bayswater to lodge a Caveat against the Certificates of Title relating to the land to protect the rights and interests of Bayswater hereunder.
6. The Owner hereby COVENANTS with Bayswater that the owner will not sell, agree to sell, transfer, assign or otherwise dispose of the subject land, or any part thereof or interest therein or any of the rights of the Owner therein without the prior written consent of Bayswater and unless the person to whom any such right or interest to or in the subject land is to be granted has first executed a Deed of Covenant to be prepared by Bayswater's Solicitors at the cost of the Owner, whereby that person covenants to observe and perform all the conditions and stipulations herein contained (including this present covenant) in like manner as if he had been a party to this Deed, but the Deed of Covenant does not release the Owner from any liability hereunder.
7. Without prejudice to any other lawful mode of service any notice to be served on the parties hereto may be sufficiently served or given if sent to the party on whom it is to be served at that party's address mentioned herein or last known to the party giving the notice

This information is by City of Dayswater

- 4 -

8. A notice may be served by certified post and shall be deemed to have been received on the day on which it would in the ordinary course of post reach the address to which it was sent.

SCHEDULE 1

- (a) ALL THAT piece of land being Portion of Swan Location W and being Lot 2 on Diagram 15389 and being the whole of the land comprised in Certificate of Title Volume 1139 Folio 771.
- (b) ALL THAT piece of land being Portion of Swan Location W and being Lot 1 on Diagram 15389 and being the whole of the land comprised in Certificate of Title Volume 515 Folio 145A.
- (c) ALL THAT piece of land being Portion of Swan Location W and being Lot 15 on Diagram 12714 and being the whole of the land comprised in Certificate of Title Volume 1097 Folio 132.
- (d) ALL THAT piece of land being Portion of Swan Location W and being Lot 16 on Diagram 12714 and being the whole of the land comprised in Certificate of Title Volume 1097 Folio 133.

SCHEDULE 2

Business Uses

Maximum Floor Area 905 square metres.

This information

- 5 -

Offices Restaurants
Showrooms Warehouses
and Medical Suites

Maximum Floor Area 715 square metres.

SIGNED by the said)
OLGA MAIZA LAZARIDIS)
in the presence of:)

O. M. Lazaridis

Accountant
351 MORLEY DRIVE JHANVELLA

THE COMMON SEAL of)
CITY OF BAYSWATER was)
hereunto affixed by)
authority of a resolution)
of the Council in the)
presence of:)

MAYOR

Shang
TOWN CLERK



This information is provided by City of Bayswater

Baldock, Lewis and Associates

BARRISTERS AND SOLICITORS
COMMISSIONERS FOR AFFIDAVITS

GEOFFREY CLIVE BALDOCK BE MBA BJURIS LLB
DAVID MORGAN LEWIS LLB

ASSOCIATES
STEVEN JOHN BLYTH BJURIS LLB
RODNEY STUART HOOPER BJURIS LLB

GARDEN CITY
Suite 5, The Gateway Building,
Garden City, Booragoon,
Western Australia 6154
Telephone (09) 364 8933
Postal Address P O Box 1212
Booragoon

GOSNELLS
Suite 4,
6 Fremantle Road, Gosnells
Western Australia 6110
Telephone (09) 398 6993

Out Ref RSH:SRS:D12182
In Ref

Reply to: GARDEN CITY OFFICE

6th September, 1985.

Mrs O.M. Lazaridis
C/- 7 Greenwell Street
SCARBOROUGH W.A. 6019

Dear Madam

RE: BEDFORD MALL SHOPPING CENTRE & CITY OF BAYSWATER

We confirm that a caveat granted by yourself to the City of Bayswater has been registered over various properties owned by you in accordance with the Deed between yourself and the City of Bayswater dated the 28th August, 1985.

We enclose for your information a copy of a lodging slip from the Office of Titles in relation to this matter.

Yours faithfully,


BALDOCK, LEWIS & ASSOCIATES



This information is provided by City of Bayswater

ORIGINAL

L.T. 10

Lodging Party BALDOCK, LEWIS + ASSOC

OFFICE OF TITLES, PERTH		Amount	
Document numbers are stamped below. If more than two, first and last numbers only may be shown.	Dealings:	\$	c
		G104760	C 3 EXTRA CT
TOTAL \$		33	—

The only receipt recognised will be that printed by Cash Register in the space below.

Accountant, Crown Law Department.

Fees

Assur. Fund

0.33 1224-6 SEP 19

This information is provided by City of Bayswater

Lazaridis Olga Maiga
redevelopment Shopping Centre
deed / caveat.
comm: 28.08.85
Bedford mall Shopping Centre

This information is provided by City of Bayswater

Baldock, Lewis and Associates

BARRISTERS AND SOLICITORS
COMMISSIONERS FOR AFFIDAVITS

GEOFFREY CLIVE BALDOCK B.E. M.B.A. B.JURIS LL.B.
DAVID MORGAN LEWIS LL.B.

ASSOCIATES
STEVEN JOHN BLYTH B.JURIS LL.B.
RODNEY STUART HOOPER B.JURIS LL.B.

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Booragoon

GOSNELLS
Suite 4,
6 Fremantle Road, Gosnells
Western Australia 6110.
Telephone (09) 398 6993

Our Ref: DML:DB:D12182
Your Ref:

Reply to: GARDEN CITY OFFICE

16th September 1985

The Town Clerk,
City of Bayswater,
P.O. Box 467,
MORLEY W.A. 6062

Attention Mr Sewell

Handwritten notes in a box:
072/13/116
OTS/14/2011
Ping

Dear Sir,

Re: LAZARIDIS and CITY of BAYSWATER CAVEAT
Bedford Mall Shopping Centre.

We refer to previous correspondence in this matter and enclose herein a copy of the Deed executed by Mrs Lazaridis and the City of Bayswater together with a copy of the Caveat for your information.

Yours faithfully,

[Handwritten signature] _____

BALDOCK LEWIS & ASSOCIATES

*Original Deed to
Kerill Brownlow*

24/9/88

[Handwritten initials]

10.4.3 Lease - Lot 10, 53 Murray Street, Bayswater (former Bayswater Family Centre)

Responsible Branch:	Strategic Planning and Place	
Responsible Directorate:	Community and Development	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	ABSOLUTE MAJORITY REQUIRED for Point 2 Simple Majority Required for Point 1	
Attachments:	Confidential Attachment(s) 1. Group Details	
Refer:	N/A	

CR MICHELLE SUTHERLAND DECLARED AN IMPARTIAL INTEREST

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

CR STEPHANIE GRAY DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Stephanie Gray declared an impartial interest in this item as she is a member of the Bayswater Child Care Association Committee. Cr Stephanie Gray 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 Chair of Bayswater Child Care Association Committee which is voluntary as Councillor. Cr Sally Palmer remained in the room during voting on this item.

Confidential Attachment(s) – in accordance with Section 5.23(f) (ii) of the Local Government Act 1995 – a matter that if disclosed, could reasonably expected to –

(ii) endanger the security of the local governments property

At 7:35pm, Cr Stephanie Gray left the meeting.

SUMMARY

For Council to consider the future usage of former Bayswater Family Centre (BFC), Lot 10, 53 Murray Street, Bayswater, following the Bayswater Family Centre Inc.'s closure on 31 December 2019.

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

That Council:

1. Authorises the Chief Executive Officer to seek expressions of interest from community groups to lease the former Bayswater Family Centre, comprising two large activity areas, kitchen facilities, office space and surrounding outdoor spaces at Lot 10, 53 Murray Street, Bayswater in accordance with the Community Facility Lease and Licence/User Agreement Policy.

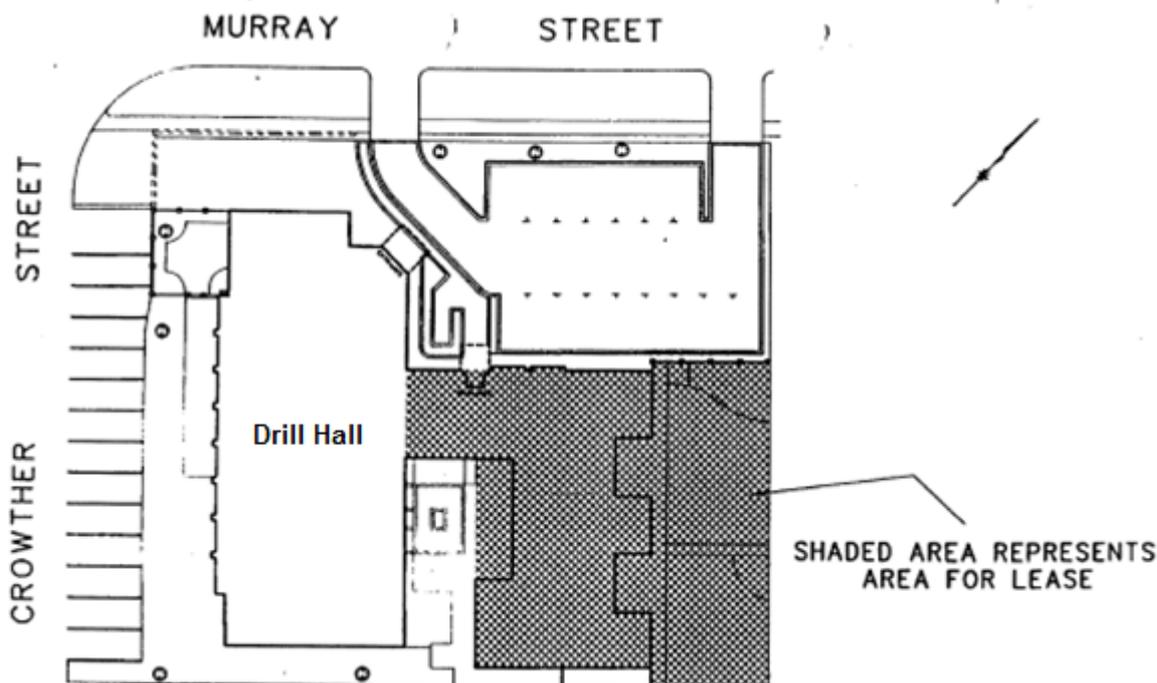
2. Amends the adopted 2019/20 Fees and Charges and gives public notice in accordance with section 6.19 of the *Local Government Act* to charge the following fees for the hire of the Bayswater Family Centre, 53 Murray Street, Bayswater, as follows:

Room	Type of Group	Hire Charge
Activity Room 1 or 2 and Kitchen	Community rate per hour	\$20.00
	Commercial rate per hour	\$37.00
	Fundraiser rate per hour	\$15.00
Meeting Room	Community rate per hour	\$12.50
	Commercial rate per hour	\$21.50
	Fundraiser rate per hour	\$10.00
Whole Building	Community rate per hour	\$25.00
	Commercial rate per hour	\$43.00
	Fundraiser rate per hour	\$25.00

CR SALLY PALMER MOVED, CR GIORGIA JOHNSON SECONDED
 CARRIED UNANIMOUSLY: 10/0

BACKGROUND

The former BFC at Lot 10, 53 Murray Street, Bayswater was previously leased to the Department of Communities (DOC), formerly the Department of Local Government and Communities. The DOC sub leased the premises to the Bayswater Family Centre Inc. (BFCI). The site was subject to a 5 year lease agreement which expired on 31 December 2019. The site is shown below:





DOC has advised the City that they are not seeking a new lease. The City approached the BFCI to determine if they wanted to take over the lease in accordance with the new Leasing Policy. BFCI advised that they do not wish to continue to lease the property.

EXTERNAL CONSULTATION

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

In the event Council choose to proceed with an expression of interest (EOI) process it will be advertised for 30 days by way of:

- Circulation of the EOI to community groups who have previously expressed interest in City owned public building;
- Notice placed in a local newspaper.
- Posters will be placed in the City's libraries and Civic Centre; and
- Details of the EOI will be published on the City's website.

OFFICER'S COMMENTS

The former BFC operated as a family facility for members of the Bayswater community. The space is highly used and valued by other local community groups including 14 other community groups who regularly casually hire the building.

The venue's main areas are:

- Two large activity areas;
- Kitchen facilities;
- Office space with room for two work stations;
- Toy library;
- Two storerooms
- Male and female toilet facilities;

- Toilet facilities for people with a disability;
- Undercover BBQ area; and
- Two playgrounds.

Casual Hire

The City of Bayswater is currently managing the building since the lease with the DOC ended 31 December 2019. The building had various casual hirers who were using the building while the DOC held the lease. The City has been managing the building as a casual hire venue until the future usage of the building can be determined by Council.

Casual hire rates for the former BFC have not been incorporated into the 2019/20 City of Bayswater fees and charges. The City contacted the existing users to determine how much the DOC had been charging them. Of the casual hirers who have been in contact with the City, the existing fees, in most instances, are similar to other City facilities.

It is recommended that the 2019/20 City of Bayswater fees and charges be amended to include the former BFC with the fees as detailed in the table below. The casual fees and charges would be included in any future lease negotiations for the former BFC.

Room	Type of Group	Hire Charge
Activity Room 1 or 2 and Kitchen	Community rate per hour	\$20.00
	Commercial rate per hour	\$37.00
	Fundraiser rate per hour	\$15.00
Meeting Room	Community rate per hour	\$12.50
	Commercial rate per hour	\$21.50
	Fundraiser rate per hour	\$10.00
Whole Building	Community rate per hour	\$25.00
	Commercial rate per hour	\$43.00
	Fundraiser rate per hour	\$25.00

Expression of Interest

The standard process for finding new tenants for City owned leased building is to undertake an expression of interest (EOI) process. The EOI would open to all incorporated community / not-for-profit groups. The City has a waitlist of community groups which are interested in leasing a building from the City who would be informed of the EOI process. The area available for lease includes the two large activity areas, kitchen facilities, office space and surrounding outdoor spaces.

As detailed above any EOI would be advertised for 30 days by way of:

- Circulation of the EOI to community groups who have previously expressed interest in City owned building;
- Posters will be placed in the City's libraries and Civic Centre; and
- Details of the EOI will be published on the City's website.

The terms of a new lease would be dependent on the successful applicant.

Interested groups will be required to submit an application to the City addressing the assessment criteria. These applications will then be assessed and a future report presented to Council to select a new lessee.

Whilst this process is occurring the City will continue to allow the building to be casually hired. It is proposed that one of the selection criteria will be the extent to which the new lease would make the facility available for casual hire by other community groups.

It is considered that going out for EOI is a fair and equitable process for all interested parties, and would allow the City to consider an application from both the above groups and any other interested parties based on their merit and ensure that the highest and best use get the lease. However, there is a risk that if the City were to go out for EOI that two parties that are interested in the premises as detailed below would no longer be interested and no other groups may to lease the building. Additionally, the building will remain underutilised for a longer period of time (approximately 3-4 months) until a new lessee can be found.

Bayswater Child Care Association

One potential tenant for the premises was identified by the City as the Bayswater Child Care Association (BCCA). They are located nearby in Lot 59, 13 Roberts Street, Bayswater and their current facilities are considered old and not fit for purpose. The City approached BCCA to determine whether they would be interested in moving their operations to the former BFC.

BCCA currently use 13 Roberts Street to operate an out of school care program for children between 4 and 12 years old. Their current lease of 13 Roberts Street does not expire until 30 November 2023. The BCCA has advised that they are interested in relocating to 53 Murray Street and that if they were to lease the property they would work with the existing regular users to try accommodate them.



BCCA has a verbal agreement, that in the event they were to lease the property, they would jointly lease it with a second group as detailed in **Confidential Attachment 1**.

On 25 November 2019 the City met with BCCA onsite to determine whether the building is fit for their uses. During the walk through the BCCA identified a number of issues which would need to

be repaired if they were to take on the lease of the building. These upgrades are estimated to cost approximately \$10,000. There is currently no budget allocated to 53 Murray Street to undertake these works. A number of these maintenance issues are not structural. The standard approach is for the City to undertake the structural maintenance prior to any tenant moving in and that the tenant is responsible for any upgrades to make the building fit for their purpose.

Existing Premise - 13 Roberts Street

BCCA currently lease Lot 59, 13 Roberts Street from the City.

In 2019 the City undertook a property assessment of 13 Roberts Street to determine its long term viability. The assessment found the overall condition of the building is very poor. Due to the amount of asbestos located internally and externally ongoing maintenance on the building is proving to be difficult and costly. It is considered that the building is past its lifecycle and is not fit for purpose. The following works were recommended to bring the building into a useable condition:

- Replace all external rotten timber weatherboards and asbestos cladding, replace insulation and sarking;
- Replace rotten timber window frames;
- Upgrade existing emergency exit doors for compliant doors;
- Demolish existing entry steps to both entrances and replace with compliant accessible ramps, handrails and paths;
- Prepare and repaint ceiling to store room and upgrade window treatment;
- Replace worn carpet in the Activity Area;
- Prepare and repaint ceiling and remove asbestos backed vinyl floor tiles and replace worn carpet;
- Replace all light fitting throughout the building, as existing fittings are old and missing diffusers and replacement diffusers are no longer manufactured;
- Upgrade the switchboard and replace all lighting and power circuits throughout the building (This is not practical due to the asbestos cladding); and
- Replace rusted gutters and downpipes (scaffold required).

The inspection did not include footings, electrical installations, gas fitout, drainage/stormwater and other potential hazards.

The total cost of these works is estimated to be in excess of \$250,000. Other additional works may be required to manage any issues which were not considered as a part of the inspection and that the estimated costs are to bring the building up to a usable standard not to provide a fit for purpose facility.

Officer Comment

In the event the former BFC is leased to BCCA, under the Community Facility Lease and Licence/User Agreement policy the following terms would apply:

- Lease Term: 5 years.
- Annual Rent: \$1,360/pa (plus GST) with the lease fee being indexed annually to CPI where applicable.
- Emergency Services Levy: to be paid by the Lessee
- Annual Council Rates: to be paid by the City.

- Waste Charges: to be paid by the Lessee.
- Utility Charges: to be paid by the City.

It is considered that there is significant benefit to allocating the lease to the BCCA, as their existing building is not fit for purpose and will cost the City a significant amount to maintain in the coming years. Additionally, they will be able to continue to provide a well-used community service. It would also ensure that the building is leased out and being used by the community quicker than if the City goes out for an expression of interest (EOI).

However, allocating the lease to BCCA will require approximately \$10,000 in upgrades to the City which are not in City's 2019-20 Budget. Further, allocating the lease without an expression of interest process is not considered a fair and transparent process as there are a number of other community groups which are actively seeking a new leased facility within the City.

Cahoots

The City has also been approached by a not-for-profit group called Cahoots, who are seeking a hall / centre to run their activities from. Cahoots are a registered NDIS provider, who provides camps and activities on a weekly basis for children, youth and young adults, living with disability, and other exceptional challenges.

Cahoots do not currently lease a property within the City of Bayswater but have advised that if they were to receive the lease they would work with the existing regular users to see that the centre continue to benefit as many community groups as possible.

Cahoots have not been through the building as yet and therefore have not advised of any modifications which they may require to use the building.

Officer Comment

In the event the building is leased to Cahoots, under the Community Facility Lease and Licence/User Agreement policy the following terms would apply:

- Lease Term: 10 years.
- Annual Rent: 40% of market valuation with the lease fee being indexed annually to CPI).
- Emergency Services Levy: to be paid by the Lessee
- Annual Council Rates: to be paid by the City.
- Waste Charges: to be paid by the Lessee.
- Utility Charges: to be paid by the Lessee.

The City has not obtained a valuation at this stage, however the annual rent is expected to be in the order of \$20,000 to \$30,000 per annum.

It is considered that there is a benefit to allocating the lease to the Cahoots, as it will introduce a new community service for local residents and act as an attractor to the City for people outside the City. Additionally, they will be able to continue to provide for other community groups to use the building. It would also ensure that the building is leased out and being used by the community quicker than if the City goes out for an EOI.

However, allocating the lease to Cahoots without an expression of interest process is not considered a fair and transparent process as there are a number of other community groups which are actively seeking a new leased facility within the City.

Lease Options

The following table summarises the difference between the two lessee options should Council choose to offer the lease to BCCA or Cahoots.

Type	Previous Lease	Lease to BCCA	Lease to Cahoots
Lease Term	5 years Option for a further 5 years.	Up to 5 years	Up to 10 years
Annual Rent	\$1,200/pa plus GST with CPI applied annually.	\$1,360/pa plus GST, indexed annually to CPI	40% of market valuation, indexed annually to CPI. (Estimated at \$20,000 - \$30,000)
Emergency Services Levy (ESL)	Paid by Lessee - \$618.04* in 2019/20	Paid by Lessee - \$618.04* in 2019/20	Paid by Lessee - \$618.04* in 2019/20
Council Rates	Paid by the City - \$2,662.68* in 2019/20	Paid by the City - \$2,662.68* in 2019/20	Paid by the City - \$2,662.68* in 2019/20
Waste Charges	Paid by Lessee - \$347.85 pa	Paid by Lessee - \$347.85 pa	Paid by Lessee - \$347.85 pa
Utility Charges	Paid by the Lessee Electricity - \$2,846.09 Water – unknown - paid directly to Water Corporation	Paid by the City Electricity - \$2,846.09 Water – unknown - paid directly to Water Corporation	Paid by the Lessee Electricity -\$2,846.09 Water – unknown - paid directly to Water Corporation
Total Cost to Lessee	\$5,0111.98 (plus other utilities)	\$2,325.89	\$23,811.98- \$33,811.98 (plus other utilities)
Regular Maintenance and Operational Costs	Paid by the City - \$2,002 pa**	Paid by the City - \$2,002 pa**	Paid by the City - \$2,002 pa**
Upgrades to facility	N/A	Paid by the City - \$10,000	Paid by the City - Unknown
Total Cost to the City	\$3,464.68	\$6,150.77 plus other utilities and \$10,000 upgrade in year 1	-\$15,335.32- \$25,335.32 (income) less unknown upgrade in year 1

* The Rates and ESL are estimated at half the cost to the City as the proposed lease is only for half the site.

**The budget allocation for regular maintenance of the former BFC was based on the DOC undertaking most of the works required. The Drill Hall next door to the former BFC, which is a similar size and has similar maintenance issues, costs the City \$7,885 to maintain plus cleaning fees.

LEGISLATIVE COMPLIANCE

Any new lease will be in accordance with the City's Community Facility Lease and Licence/User Agreement Policy.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council:																									
	1. Authorises the Chief Executive Officer to seek expressions of interest from community groups to lease the former Bayswater Family Centre, comprising two large activity areas, kitchen facilities, office space and surrounding outdoor spaces at Lot 10, 53 Murray Street, Bayswater in accordance with the Community Facility Lease and Licence/User Agreement Policy.																									
	2. Amends the adopted 2019/20 Fees and Charges and gives public notice in accordance with section 6.19 of the <i>Local Government Act</i> to charge the following fees for the hire of the Bayswater Family Centre, 53 Murray Street, Bayswater, as follows:																									
	<table border="1"> <thead> <tr> <th>Room</th> <th>Type of Group</th> <th>Hire Charge</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Activity Room 1 or 2 and Kitchen</td> <td>Community rate per hour</td> <td>\$20.00</td> </tr> <tr> <td>Commercial rate per hour</td> <td>\$37.00</td> </tr> <tr> <td>Fundraiser rate per hour</td> <td>\$15.00</td> </tr> <tr> <td rowspan="3">Meeting Room</td> <td>Community rate per hour</td> <td>\$12.50</td> </tr> <tr> <td>Commercial rate per hour</td> <td>\$21.50</td> </tr> <tr> <td>Fundraiser rate per hour</td> <td>\$10.00</td> </tr> <tr> <td rowspan="3">Whole Building</td> <td>Community rate per hour</td> <td>\$25.00</td> </tr> <tr> <td>Commercial rate per hour</td> <td>\$43.00</td> </tr> <tr> <td>Fundraiser rate per hour</td> <td>\$25.00</td> </tr> </tbody> </table>		Room	Type of Group	Hire Charge	Activity Room 1 or 2 and Kitchen	Community rate per hour	\$20.00	Commercial rate per hour	\$37.00	Fundraiser rate per hour	\$15.00	Meeting Room	Community rate per hour	\$12.50	Commercial rate per hour	\$21.50	Fundraiser rate per hour	\$10.00	Whole Building	Community rate per hour	\$25.00	Commercial rate per hour	\$43.00	Fundraiser rate per hour	\$25.00
	Room	Type of Group	Hire Charge																							
	Activity Room 1 or 2 and Kitchen	Community rate per hour	\$20.00																							
		Commercial rate per hour	\$37.00																							
		Fundraiser rate per hour	\$15.00																							
	Meeting Room	Community rate per hour	\$12.50																							
		Commercial rate per hour	\$21.50																							
Fundraiser rate per hour		\$10.00																								
Whole Building	Community rate per hour	\$25.00																								
	Commercial rate per hour	\$43.00																								
	Fundraiser rate per hour	\$25.00																								
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome																								
Strategic Direction	Moderate	Low																								
Reputation	Low	Low																								
Governance	Low	Low																								
Community and Stakeholder	Moderate	Low																								
Financial Management	Low	Low																								
Environmental Responsibility	Low	Low																								
Service Delivery	Low	Low																								
Organisational Health and Safety	Low	Low																								
Conclusion	It is considered that Option 1 has a low risk as it will be an open and transparent process which allows any interest parties to apply and for the building to be used for its highest and best use.																									

Option 2	That Council approves the lease of the former Bayswater Family Centre, comprising two large activity areas, kitchen facilities, office space and surrounding outdoor spaces at Lot 10, to the Bayswater Child Care Association subject to the following terms:		
	<ul style="list-style-type: none"> • Lease Term: 5 years. • Annual Rent: \$1,360/pa (plus GST) with the lease fee being indexed annually to CPI where applicable. • Emergency Services Levy: to be paid by the Lessee • Annual Council Rates: to be paid by the City. • Waste Charges: to be paid by the City. • Outgoing Charges: to be paid by the City. • Utility Charges: to be paid by the City. 		
	Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
	Strategic Direction	Moderate	Low
	Reputation	Low	Moderate

Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that Option 2 has the above moderate risks as it is not an open and transparent process. The City has a number of other community groups actively seeking a leased facility within the City who will not be given the opportunity to lease the building. Additionally, there may be another group which is more appropriate for the building that the City is not currently aware of.	

Option 3	<p>That Council approves the lease of the former Bayswater Family Centre, comprising two large activity areas, kitchen facilities, office space and surrounding outdoor spaces at Lot 10, 53 Murray Street, Bayswater to Cahoots subject to the following terms:</p> <ul style="list-style-type: none"> • Lease Term: 10 years. • Annual Rent: 40% of market valuation with the Lease fee being indexed annually to CPI. • Emergency Services Levy: to be plaid be the Lessee • Annual Council Rates: to be paid by the City. • Waste Charges: to be paid by the City. • Outgoing Charges: to be paid by the Lessee. • Utility Charges: to be paid by the Lessee.
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Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that Option 3 has the above moderate risks as it is not an open and transparent process. The City has a number of other community groups actively seeking a leased facility within the City who will not be given the opportunity to lease the building. Additionally, there may be another group which is more appropriate for the building that the City is not currently aware of.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Advertising of expression of interest process for the lease of 53 Murray Street, Bayswater

Asset Category: Lease

Source of Funds: Municipal

LTFP Impacts: Not itemised in the LTFP

Notes: NA

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$400	-	-	-	-	-	\$1,500

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Community

Aspiration: An active and engaged community

Outcome C1: A strong sense of community through the provision of quality services and facilities.

Theme: Leadership and Governance

Aspiration: Open, accountable and responsive services

Outcome L1: Accountable and good governance.

Undertaking an EOI process will ensure that the lease of the former BFC at 53 Murray Street, Bayswater is a fair and equitable process which is open to all interested parties, and will help ensure that the best and highest possible use of the building is found.

CONCLUSION

In light of the above it is recommended that Council authorises the Chief Executive Officer to undertake an EOI process to find a new tenant for the former BFC, comprising two large activity areas, kitchen facilities, office space and surrounding outdoor spaces at 53 Murray Street, Bayswater and amends the 2019/20 Fees and Charges to include the casual hire fees for the former BFC.

10.4.4 Proposed Lease - Association for the Welfare of Migrant Families - Lot 10, 53 Murray Street, Bayswater

Owner:	City of Bayswater	
Responsible Branch:	Strategic Planning and Place	
Responsible Directorate:	Community and Development	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	Nil.	
Refer:	N/A	

SUMMARY

For Council to consider the lease of a 4.5m² enclosed storage area located in the Bayswater Drill Hall at 53 Murray Street, Bayswater, following negotiation with the Association for the Welfare of Migrant Families to relocate them from their current premises at 411 Guildford Road, Bayswater.

COUNCIL RESOLUTION (OFFICER'S RECOMMENDATION)

That Council:

1. Approves the lease of the enclosed storage area at Lot 10, 53 Murray Street, Bayswater (Bayswater Drill Hall) to The Association for the Welfare of Migrant Families subject to the following terms:
 - (a) Lease term: 3 years.
 - (b) Annual Rent: \$400.00pa (plus GST) with the rent being indexed annually to CPI.
 - (c) Emergency Services Levy: Paid by the City of Bayswater.
 - (d) Council Rates: Paid by the City of Bayswater.
 - (e) Waste Charges: Paid by the City of Bayswater.
 - (f) Utilities Charges: Paid by the City of Bayswater.
2. Considers the future of Lot 171, 411 Guilford Road, Bayswater as part of the Land Acquisition and Disposal Strategy.

**CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0**

BACKGROUND

The Association for the Welfare of Migrant Families (ANFE) is not for profit association aimed at promoting the culture of Italians living in Australia through community services. It has been operating for 50 years and has an active membership of 300 members of which approximately 50 live within the City of Bayswater area. ANFE are a State based organisation with offices outside of the City and the majority of its members are from outside of the City.

ANFE has operated from Lot 171, 411 Guilford Road, Bayswater since June 1999. Their current user agreement expired on 30 June 2019 and they have been operating on a rolling monthly user agreement with the same terms since. Under their current agreement ANFE are responsible for the following:

- Annual rent: \$1,344.44;

- Emergency Services Levy: \$283.79 in 2019/20;
- Council Rates: \$1,222.66 in 2019/20;
- Waste charges;
- All outgoings (electricity, gas, water etc.); and
- General maintenance of the building and grounds.



EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on this matter. It is not considered necessary to undertake any consultation on this matter.

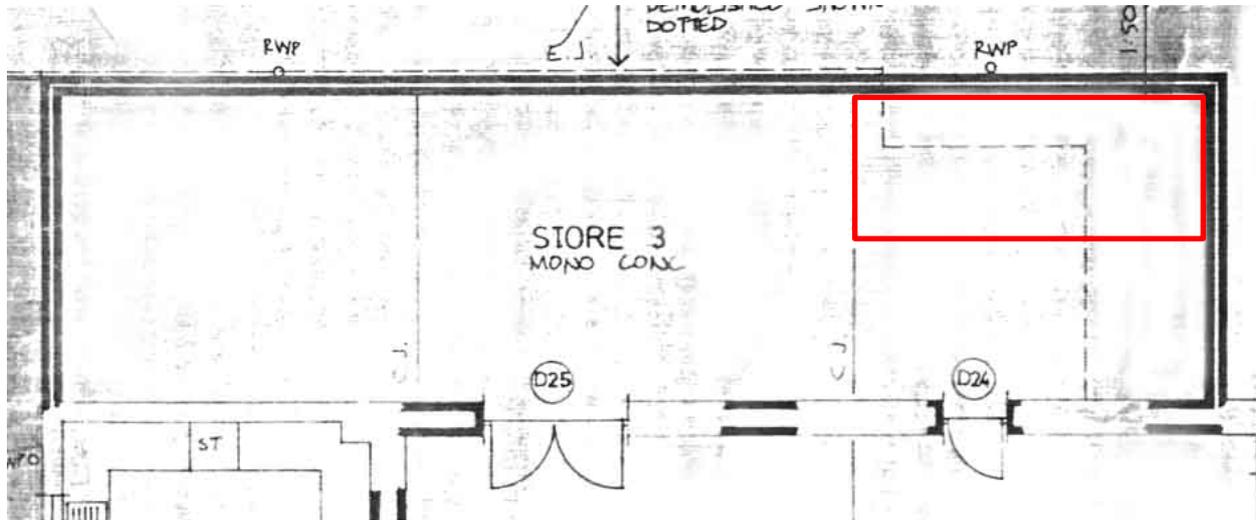
OFFICER'S COMMENTS

In May 2019 the City began discussions with ANFE to determine whether 411 Guildford Road, Bayswater remained suitable for their purposes. The discussion determined that ANFE was primarily using the building for storage and only holding a monthly meeting in the building with the rest of their activities being held off site. ANFE were open to working with the City to find another location to hold their meetings provided storage options could be provided.

A review of the City's available buildings found that the Bayswater Drill Hall at Lot 10, 53 Murray Street, Bayswater had a storage space which would meet ANFE's requirements and there were meeting rooms available for their monthly meetings. The City inspected the premise with ANFE who advised that it would meet their need and have agreed, in principle, to not renew their lease of 411 Guildford Road and casually hire the Drill Hall for their meetings.

The proposed storage area is a 4.5m² cage at the rear of the Drill Hall. It is only accessible through the main hall. It is noted that ANFE's access to the storage cage would be limited when

other groups hire out the main hall. However, it is considered this is manageable provided there is sufficient communication between the City and ANFE on when access to the storage area is needed and when the building is in use.



The storage area is currently unused but did contain miscellaneous storage items. The City contacted all regular users of the hall to determine who the items belonged to. None of the users responded saying the items belonged to them. In light of this the City has removed all the items and cleared the storage area.

Future Use of 411 Guildford Road

411 Guildford Road is a residential house which has been used for a meeting space since 1999. The premise is not purpose built for community uses and would require substantial upgrades to bring it up to a useable condition.



The City has undertaken a preliminary inspection of the site and the assessment found the overall condition of the building is very poor. It is noted that the inspection did not include footings, electrical installations, gas fitout, drainage/stormwater and other hazards. It is considered that the building is past its lifecycle and not fit for use as a community building. The following works would be required to bring the building back to a useable condition, including providing adequate universal access:

- Upgrade of the toilet facilities;
- Widening of hallways;
- Asbestos removal;
- Upgrading of the kitchen;
- Installation of air-conditioning;
- Electrical rewiring to bring it up to code;
- Installation of universal access to and throughout the building; and
- Provision of adequate onsite car parking (which would include significant earthworks).

A detailed breakdown of the cost of these works has not been developed at this time. However, it is estimated that the works will cost in excess of \$200,000.

In light of the building condition and ANFE's underutilisation of the site, it is recommended that ANFE vacate the 411 Guildford Road and relocate to the Bayswater Drill Hall. The future use of 411 Guildford Road can be considered as a part of the Land Acquisition and Disposal Strategy.

Lease Terms

In August 2019 Council adopted the Community Facility Lease and Licence/User Agreement Policy. The policy sets out four categories of tenants and a set of standard terms which apply to each category. Under the policy ANFE would be considered a 'not-for-profit community group - Other community groups' – *“those with locations outside, and/or servicing a wider catchment than the City of Bayswater district”* because they service a metropolitan wide catchment and have a membership drawn primarily for outside the City. In accordance with the policy ANFE would be eligible for a lease in accordance with the following terms:

- Lease Term: 5 years.
- Annual Rent: \$1,360pa (plus GST) with the rent being indexed annually to CPI.
- Emergency Services Levy: Paid by the lessee.
- Council Rates: Paid by the City.
- Waste Charges: Paid by the City.
- Utilities Charges: Paid by the City.

Given the underutilisation of their current leased building it is not the preferred option for ANFE to remain in 411 Guildford Road. It will continue to incur a significant cost to the association when they currently use it once a month and for storage. Additionally, it is not fit for their purpose as it is a residential house and does not contain any proper meeting facilities.

In light of the above, it is recommended that the storage area at the Drill Hall be leased to ANFE under the following terms:

- Lease Term: 3 years.
- Annual Rent: \$400.00pa (plus GST) with the rent being indexed annually to CPI.
- Emergency Services Levy: Paid by the City.
- Council Rates: Paid by the City.
- Waste Charges: Paid by the City.
- Utilities Charges: Paid by the City.

It is noted that the proposed terms are not aligned with the City's Community Facility Lease and Licence/User Agreement Policy. However, given that the proposed lease is for an enclosed storage area in lieu of an entire building, and that they would not have exclusive use of the building it is not considered appropriate to charge them the full rental amount, rates, ESL, utilities or waste charges.

The table below compares the options available to Council for the lease of 411 Guildford Road and the storage cage.

Type	Existing Lease of 411 Guildford Road	Continued Lease of 411 Guildford Road under the new Policy	Proposed Lease of Enclosed Storage Area
Lease Term	5 years Option for a further 5 years.	5 years	3 years
Annual Rent	\$1,359.08 pa	\$1,360 pa	\$400.00 pa
Emergency Services Levy	Paid by the lessee (\$283.80 in 2019/20)	Paid by the lessee (\$283.80 in 2019/20)	Paid by the City (no additional cost to the City)

Council Rates	Paid by the lessee (\$1,222.66 in 2019/20)	Paid by the City (\$1,222.66 in 2019/20)	Paid by the City (no additional cost to the City)
Waste Charges	Paid by the lessee (\$530.85 in 2019/20)	Paid by the lessee (\$530.85 in 2019/20)	Paid by the City (\$0)
Utilities Charges	Paid by the lessee (Water -\$339.15 Electricity – unknown)	Paid by the City (Water -\$339.15 Electricity – unknown)	Paid by the City (no additional cost to the City)
Total cost to lessee per annum	\$3,735.54 (plus other utilities)	\$2,174.65	\$400.00
City maintenance costs	\$2,100 pa	\$2,100 pa	No additional cost to the City
Nett cost to the City per annum	-\$481.74 (income)	\$2,301.81 (plus other utilities)	-\$400.00 (income)

LEGISLATIVE COMPLIANCE

New leases should be in accordance with Community Facility Lease and Licence/User Agreement Policy. As noted above the proposed terms are not in accordance with the policy due to the specific nature of the proposed lease.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council:	
	<ol style="list-style-type: none"> 1. Approves the lease of the enclosed storage area at Lot 10, 53 Murray Street, Bayswater (Bayswater Drill Hall) to The Association for the Welfare of Migrant Families subject to the following terms: <ol style="list-style-type: none"> (a) Lease term: 3 years. (b) Annual Rent: \$400.00pa (plus GST) with the rent being indexed annually to CPI. (c) Emergency Services Levy: Paid by the City of Bayswater. (d) Council Rates: Paid by the City of Bayswater. (e) Waste Charges: Paid by the City of Bayswater. (f) Utilities Charges: Paid by the City of Bayswater. 2. Considers the future of Lot 171, 411 Guilford Road, Bayswater as part of the Land Acquisition and Disposal Strategy. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered Option 1 has a moderate community and stakeholder risk as there may be other community groups who are interested in leasing the storage area who have not been given the opportunity.	

Option 2	That Council:
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	<ol style="list-style-type: none"> Approves the lease of the storage cage at Lot 10, 53 Murray Street, Bayswater (Bayswater Drill Hall) to The Association for the Welfare of Migrant Families, with other terms determined by Council. Considers the future of Lot 171, 411 Guilford Road, Bayswater as part of the Land Acquisition and Disposal Strategy. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Dependent on the other terms determined by Council.
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	
Conclusion	It is considered that the risks of this option is dependent on the other terms determined by Council.	

Option 3	That Council does not approve the lease of the enclosed storage cage area at Lot 10, 53 Murray Street, Bayswater (Bayswater Drill Hall) to the Association for the Welfare of Migrant Families.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	It is considered that Option 3 has a moderate risk to reputation and service delivery as the City will not be providing ANFE with a new space which is better suited to their current usage. It is noted that should Council proceed with this Option the City would offer ANFE a further 5 year lease of 411 Guildford Road under delegation in accordance with the Community Facility Lease and Licence/User Agreement Policy.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Offer lease agreement for storage space.

Asset Category: Lease **Source of Funds:** Municipal

LTFP Impacts: Not itemised in LTFP

Notes: There are no additional maintenance costs associated with the lease of the existing storage cage. Standard lease administration costs apply to all leases

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	-	-	\$945	\$400 pa	-	-	Income - \$400 Expenditure- \$0 Staffing - \$945

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Community

Aspiration: An active and engaged community

Outcome C1: A strong sense of community through the provision of quality services and facilities.

Theme: Leadership and Governance

Aspiration: Open, accountable and responsive services

Outcome L1: Accountable and good governance.

It is considered that lease to ANFE of the unused enclosed storage area in the Bayswater Drill Hall will reduce the costs to the club and enable better use of City's property. Further it is considered that assigning the lease of the storage area will ensure the City is providing responsive services as it will allow the City to find the best future use of its property 411 Guildford Road.

CONCLUSION

In light of the above it is recommended that Council lease the unused enclosed storage area at Bayswater Drill Hall, 53 Murray Street, Bayswater to ANFE and consider the future of 411 Guildford Road, Bayswater as part of the Land Acquisition and Disposal Strategy.

10.4.5 Seal Fountain and Entry Statement Sculptures - Progress and Bishop Street Precinct, Morley

Responsible Branch:	Strategic Planning and Place	
Responsible Directorate:	Community and Development	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Structural Engineer Report - VTP Engineering	
Refer:	Item 10.4.8: OCM 23.07.2019 Item 1.1.6: TSFPC 27.03.2012 Item 2.1: OCM 25.02.1997	

SUMMARY

In 1997, Council commissioned a series of 'seal themed' sandstone sculptures within the Progress and Bishop Street Precinct, Morley to complement new streetscape improvements in the activity centre. These sculptures included a seal fountain and three entry statement sculptures.

The seal fountain sculpture has had ongoing issues over the last 10 years with progressive deterioration. A recent Engineering Structural Report assessed the structure's deterioration as beyond possible remediation.

This report provides detail on the rationale for the removal of the seal fountain and entry statement sculptures within the Progress and Bishop Street Precinct.

OFFICER'S RECOMMENDATION

That Council:

1. Endorses the removal of the seal fountain sculpture within the roundabout on the intersection of Progress Street and Bishop Street and the entry statement sculptures in the Bishop and Progress Street Precinct, Morley.
2. Considers an allocation of \$100,000 for the removal of the seal fountain and entry statement sculptures, and the installation of new landscaping as part of the 2020/21 budget process.

CR SALLY PALMER MOVED, CR STEPHANIE GRAY SECONDED

AMENDMENT

That Limb 2 be amended as follows:

2. Considers an allocation of \$100,000 for the removal of the seal fountain and entry statement sculptures, and the installation of new landscaping as part of the 2020/21 budget process, and requests the Chief Executive Officer to have discussions with Vicinity for a contribution to the cost.

CR FILOMENA PIFFARETTI, DEPUTY MAYOR MOVED, CR ELLI PETERSEN-PIK SECONDED

The Amendment was put and

CARRIED: 7/3

For: *Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Barry McKenna, Cr Stephanie Gray, Cr Elli Petersen-Pik, Cr Lorna Clarke, and Cr Giorgia Johnson.*

Against: *Cr Steven Ostaszewskyj, Cr Sally Palmer, and Cr Michelle Sutherland.*

The Amendment became part of the Substantive Motion.

COUNCIL RESOLUTION

That Council:

1. **Endorses the removal of the seal fountain sculpture within the roundabout on the intersection of Progress Street and Bishop Street and the entry statement sculptures in the Bishop and Progress Street Precinct, Morley.**
2. **Considers an allocation of \$100,000 for the removal of the seal fountain and entry statement sculptures, and the installation of new landscaping as part of the 2020/21 budget process, and requests the Chief Executive Officer to have discussions with Vicinity for a contribution to the cost.**

CR SALLY PALMER MOVED, CR STEPHANIE GRAY SECONDED

CARRIED: 7/3

For: *Cr Filomena Piffaretti, Deputy Mayor, Cr Barry McKenna, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, Cr Lorna Clarke, and Cr Giorgia Johnson.*

Against: *Cr Dan Bull, Mayor, Cr Steven Ostaszewskyj, and Cr Michelle Sutherland.*

REASON FOR CHANGE

Council changed the Officer's Recommendation as Vicinity may be prepared to contribute towards the cost of the removal of the seal fountain and entry statement sculptures, and the installation of new landscaping given their close proximity to the Galleria shopping centre.

At 9:37pm, the Chairperson, Cr Dan Bull, Mayor, adjourned the meeting for a break.

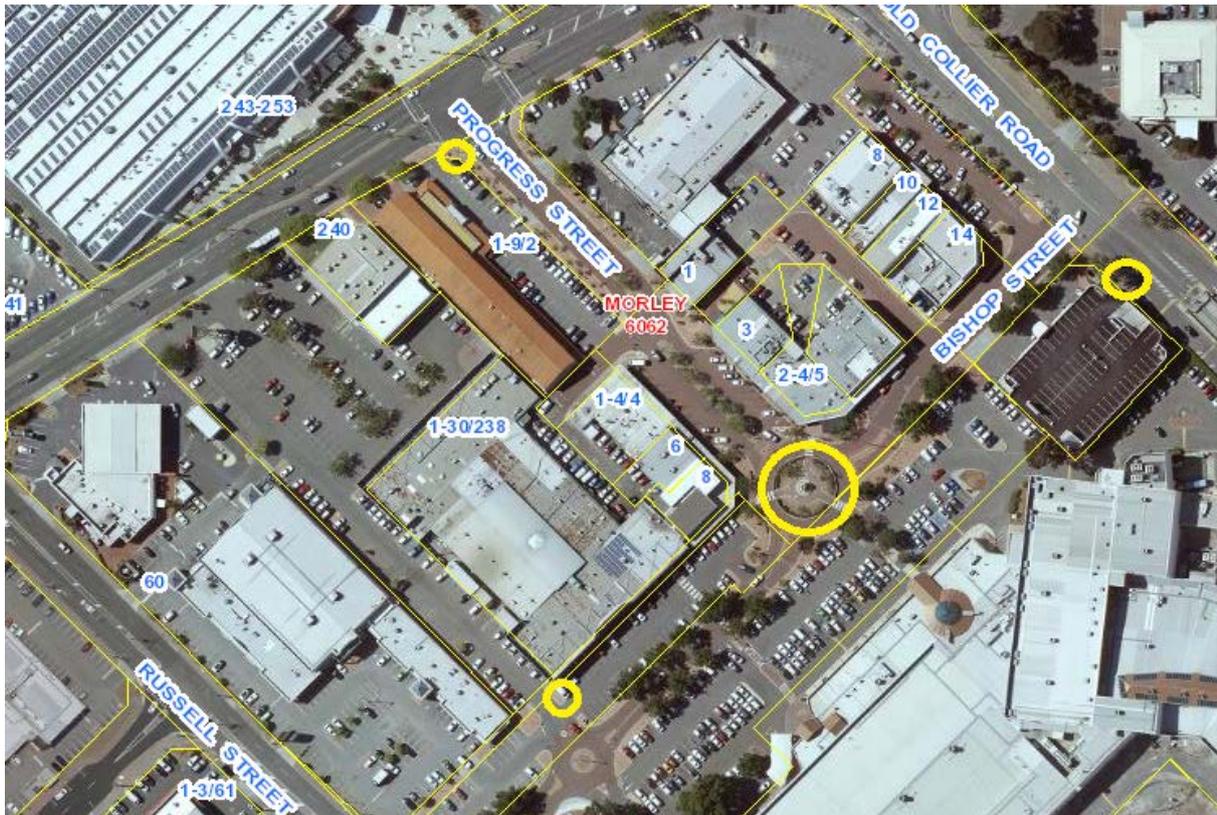
At 9:44pm, the Chairperson, Cr Dan Bull, Mayor, reconvened the meeting.

BACKGROUND

At its Ordinary Meeting on 25 February 1997, Council approved company 'Sculptec and Rocklike', led by artist Vittorio Ulunovich, to design and construct a "*limestone and patina finish rock like seal colony water feature*" in the roundabout on the intersection of Progress and Bishop Streets, Morley. Smaller entry statements sculptures of a similar design were also installed at the intersections of:

1. Old Collier Road and Bishop Street;
2. Russell Street and Bishop Street; and
3. Progress Street and Walter Road East and West.

The four locations are indicated on the plan below.



The total cost of the combined works was approximately \$50,000, which included a two-year warranty.

Based on previous Council correspondence, the original intent to commission the civic sculpture was to commemorate the launch of the Progress and Bishop Street precincts streetscape improvements. The sculpture of a colony of seals symbolised the *“continuation of life from one generation to the next, with each seal representing a member in the family unit”*.

The sculpture and entry statements were launched at a street party in June 1997 as part of the long weekend celebrations.

The functionality of fountain (hydraulic system, including water pump and filtration system) has had several problems since approximately 2009. The fountain ceased functioning in early 2018 and is not able to be fixed.

At the Technical Services and Finance and Personnel Committee Meeting on 27 March 2012, Council were provided an update on the condition of the seal structure (fountain and sculpture). One of the options within the report suggested the removal of the sculpture and new landscaping and artwork be considered for the 2012/2013 Capital Works Program. This recommendation was not carried, however at a further meeting, the Committee approved repairs to the ‘central seal colony fountain’. These minor repairs included some painting and patch work. No further repairs or further decisions have occurred to date.

The City held four town centre place activation workshops in March/April 2017 to ascertain the priorities of local communities for their town centres. Initiatives and actions identified at the town centre workshops have been collated as the content of a Place Activation Plan for each town centre. These plans were adopted by Council at the Ordinary Council Meeting of 23 May 2017 and are available on the City’s website [here](#). The top community priority within the Morley Place Activation Plan’ is ‘streetscape enhancement’.

In February 2019, an amended development application for a major redevelopment of the Galleria shopping centre received approval from the Metro Central Joint Development Assessment Panel. Many of the streets, including Bishop Street, surround the shopping centre and will be upgraded by the developer as part of Galleria shopping centre redevelopment.

However, in February 2019 the owners of the Galleria shopping centre announced that the redevelopment is on hold until further notice (at least 2 years). As part of predevelopment works, the relocation of the water compensation basin (adjacent to the shopping centre) is currently in progress. A completion date is yet to be determined and no further updates have been released to date.

EXTERNAL CONSULTATION

No formal consultation has yet occurred with the public or other agencies on this matter. No consultation is considered necessary on this maintenance matter.

OFFICER'S COMMENTS

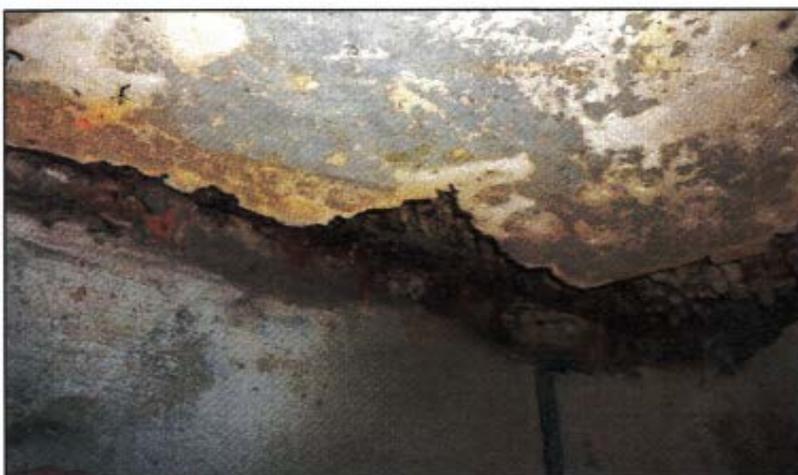
Rational for Removal of Seal Fountain and Entry Statement Sculptures

There are several reasons that are driving the removal of the seal fountain structure on the intersection of Bishop Street and Progress Street, Morley. The majority of the details below relate to the seal fountain structure, however it is recommended to remove the whole series of entry statement artwork as they have exceeded their lifespan.

Structural

VTP Engineering undertook a site inspection on 15 June 2018 of the seal fountain structure at the intersection of Bishop Street and Progress Street, Morley and provided an engineering assessment report (**Attachment 1**) of its structural soundness and feasibility of the existing structure. The fountain structure was assessed for visual evidence of major or serious structure distress or failure.

The report highlighted cracking in concrete and widespread corrosion of the reinforcement. The structure has deteriorated (see image below) due to various factors such as exposure to the elements, aging of materials, wear and tear from normal use, inadequate maintenance and other factors.



The report stated that due to the degree of structural deterioration, remediation could not occur. Since the release of this report, the City officers have explored options to repair and retain the base of the fountain without the seal sculpture, however no option considered has been found to be feasible.

Public Health Issue and Ongoing Maintenance

Since the fountain ceased operations in 2018, there have been ongoing public health concerns, such as:

- The accumulation of stagnant stormwater (as shown in the image below). As there is no filtration/ disinfection system in the fountain, the stagnant stormwater allows the growth of algae and the breeding of mosquitoes.
- The accumulation of rubbish– as the sculpture is in a poor state, it is commonly disrespected and used as a convenient rubbish bin, as per image below, even though there are public litter bins within close proximity.
- Infestation of pests – the build-up of water and rubbish has attracted cockroach infestations which have required prompt remedy.

The costs associated with maintaining the fountain at an appropriate standard to avoid these public health concerns will continue to increase over time.



Below are recent images of the fountain and entry statement sculptures.



Current Poor State and Attraction of Antisocial Issues

Placemaking theory suggests that a public space which has poor maintenance demonstrates that it is not 'cared for'. Often these spaces are not respected. As the seal fountain's structure is in a poor structural state and maintenance level, it is commonly considered an 'eyesore' to local community and a significant negative impact to the streetscape and local business.

Information from the local Police and the City's Rangers and Security also suggests the roundabout (as a public space) attracts regular antisocial behaviour and street drinking.

Draft Morley Activity Centre Streetscape Plan and Galleria Redevelopment

The City adopted for community consultation the draft Morley Activity Centre Streetscape Plan in July 2019. A report on the final plan is expected to be presented to Council in March 2020. The Plan advertised did not detail the proposed streetscape design for the Bishop and Progress Street intersection; however, the overall plan will guide palette and landscaping options for any future works in the precinct.

Progress and Bishop Streets are part of the nominated streets featured in the draft Plan proposing significant streetscape changes, including the roundabout featured within this report. However, works in this area will be impacted by the Galleria shopping centre redevelopment and therefore it is not proposed to make modifications to Bishop Street or the roundabout in the short to medium term.

Given the Galleria shopping centre redevelopment is on hold with an unclear commencement date, it is considered prudent to remove the sculptures now and undertake some interim landscaping rather than wait until the development begins.

Sculpture Removal Process

The seal fountain sculptures were created by Perth artist Vittorio Ulinovich in 1997. Vittorio passed away in March 2019. The artwork original contracts never had an agreed lifespan, only a 'two-year warranty'. The sculptures have been featured in the Morley Activity Centre for approximately 23 years.

The City does not have a policy position on the de-accession of artwork. However, 23 years is considered above an appropriate lifespan for a public artwork. Feedback from other local governments (who have commissioned public artworks of a similar nature and materials) suggests a 10-year lifespan is an average length of time before an artwork should be reviewed, repaired, relocated and/or removed.

If Council agree to remove the subject sculptures, the City will contact the Ulinovich family to acknowledge the contribution of the artwork within Morley and explain the reasons for removal prior to commencement of works.

Proposed Landscaping

It is proposed to replace the fountain with landscaping and refresh paving and gardens in the roundabout. Given the future significant redevelopment works, the landscaping will be minor and allow for the future changes.

The project is proposed to include concept development and stakeholder engagement which is proposed to be undertaken between August and December 2020. The stakeholder engagement will inform the finer landscaping detail within the concept plan including the extent of seating and other amenities provided within the roundabout. The landscaping will begin immediately after the removal of the fountain. Some paving works will be required after the removal of the entry statement sculptures.

The removal and works are not expected to commence until early 2021. Project completion is expected by end of June 2021.

Proposed Budget

The total proposed budget for the project is outlined in the following table :

Item	Estimated Cost
Concept design and stakeholder engagement	\$5,000
Removal of seal fountain and entrance statement sculptures, tip fees, traffic management and termination of services	\$45,000
Landscaping	\$50,000
TOTAL	\$100,000

LEGISLATIVE COMPLIANCE

Not applicable.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council:	
	<ol style="list-style-type: none"> 1. Endorses the removal of the seal fountain sculpture within the roundabout on the intersection of Progress Street and Bishop Street and the entry statement sculptures in the Bishop and Progress Street Precinct, Morley; 2. Considers an allocation of \$100,000 for the removal of the seal fountain and entry statement sculptures, and the installation of new landscaping as part of the 2020/21 budget process. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that this option has moderate risk to the strategic direction because although the option is a necessary short term solution to the current problem, the landscaping may be replaced in the medium to long term by works undertaken as part of the Galleria shopping centre redevelopment and the Morley Activity Centre Streetscape Plan has not been finalised. It is considered that there are a minority of the community with attachment to the current artworks who would desire that they are repaired, which is considered not a viable outcome. The financial commitment of \$100,000 required may be considered a moderate risk, above the adopted risk appetite.	

Option 2	That Council does not endorse the removal of the seal fountain sculpture within the roundabout on the intersection of Progress Street and Bishop Street and the entry statement sculptures in the Bishop and Progress Street Precinct, Morley at this time.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low

Conclusion	It is considered that this option has moderate strategic direction, reputational and community and stakeholder risks because it would represent a lack of investment in the streetscapes of a town centre and the structure currently detracts from the amenity of the area. There is a financial risk due to the high maintenance cost associated with the foundation and the ongoing public health issues due to the non-functioning hydraulic system could result in a claim against the City if it is not adequately maintained.
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FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Removal of seal fountain and entry statement sculptures and new landscaping

Asset Category: Other

Source of Funds: Reserve

LTFP Impacts: Not itemised in LTFP

Notes:

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$100,000	To be determined	To be determined	-	-	-	\$0

It is proposed that the project be considered as part of in the 2020/21 budget process for funding from the 'Streetscape' reserve, which at 31 December 2019 had a balance of \$712,810.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Built Environment
 Aspiration: A quality and connected built environment
 Outcome B1: Appealing streetscapes

Theme: Our Local Economy
 Aspiration: A business and employment destination
 Outcome E2: Active and engaging town and City centres

The project will make a significant positive impact to the streetscapes in the Progress and Bishop Street Precinct contributing to a more 'appealing streetscape'. It is expected the project will provide a much needed revitalisation to the area, contributing towards a more 'active and engaging' Morley Activity Centre.

CONCLUSION

The seal fountain has had ongoing issues over the last 10 years with progressive deterioration. This report provides detail on the rationale for the removal of the seal fountain and entry statement sculptures within the Progress and Bishop Street Precinct.

It is recommended that Council support the removal of the seal fountain sculpture within the roundabout on the intersection of Progress Street and Bishop Street and the entry statement sculptures in the Bishop and Progress Street Precinct, Morley, and to consider an allocation as part of the 2020/21 budget process.

Attachment 1

21 June 2018

Ref N^o: K30T-A83K

City of Bayswater
PO Box 467
MORLEY WA 6943



Chartered Structural Engineer
www.vtpengineering.com.au
info@vtpengineering.com.au
✉ P.O. Box 3787, Success
Western Australia 6964
☎ 0417 093 607

Attn: Chris Dadd - Projects & Construction Supervisor

Dear Sir

Re: Structural assessment of existing Seal Fountain Structure located at corner of Bishop Street and Progress Street, MORLEY

A site inspection was undertaken by the undersigned on Friday 15th of June 2018 at the abovementioned address to inspect the Seal Fountain Structure and provide an engineering assessment of its structural soundness and the feasibility of retaining the existing structure.

Photographs taken during site visit are appended to this report in support of the observations detailed here.

The report contains the considered opinion of the writer regarding the condition of the structural elements inspected formulated on the basis of a visual, non-invasive site investigation. No intrusive investigation was undertaken during the survey, the findings of this report are based on a visual investigation only.

The fountain structure was assessed for visual evidence of major or serious structural distress or failure. The structure was advised to be approximately twenty years old.

Some cracking in the concrete was observed at random locations. Widespread corrosion of reinforcement was also noted. The corrosion noted on the void (from the manhole) is considered excessive for a structure of this age. If not addressed promptly, this situation will only worsen.

The degree of degradation that was observed during the inspection has progressed to a point where the repairs are no longer practicable.

With the progression of time all structures deteriorate due to exposure to the elements, aging of materials, wear and tear from normal use, inadequate maintenance and other factors. Deterioration might be introduced initially by poor design, manufacturing, fabrication or construction defects, before the structure begins its service life.

The useful life of an asset, building or structure is defined as the period over which the asset is available to provide the required level of service. Useful life is determined by its design life at creation based on the construction methods, materials and workmanship. During the asset's life, the useful life will be affected by how the asset is used, maintained and managed. The useful life can also be affected by external factors, such as climatic and environmental conditions. On this

Success/Well Centre 32A, VTP Engineering, ABN 62771268087, www.vtpengineering.com.au



Page 1 of 3





Photo 1 Seal fountain structure, subject of our assessment



Photo 2 The void in the concrete structure was inspected from the manhole



Photo 3 The inspection revealed that inside the concrete structure was displaying cracking and delamination of the concrete to various degrees.

WFL Environmental Pty. Ltd. 3724, Success WA 6164. Email: info@wflengineering.com.au. www.wflengineering.com.au

10.4.6 Tender 15-2019 Engineering Consultancy for Remaining Refurbishments at Bayswater Waves

Responsible Branch:	Recreation	
Responsible Directorate:	Community and Development	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	Confidential Attachment(s) 1. Tender Evaluation Qualitative and Quantitative Criteria Schedule	
Refer:	Item 9.1.7: CTFC 15.5.2018 Item 10.2: OCM 25.07.2017 Item 9.1.8: CTFC 17.05.2017 Item 8.1.2: CTFC 25.01.2017 Item 11.2.5: OCM 17.11.2015	

CR GIORGIA JOHNSON DECLARED A FINANCIAL INTEREST

In accordance with section 5.60A of the Local Government Act 1995, Cr Giorgia Johnson declared a financial interest in this item as her daughter is employed at Bayswater Waves. At 9:46pm, Cr Giorgia Johnson withdrew from the meeting.

Confidential Attachment in accordance with Section 5.23(2) (e) of the Local Government Act 1995 - a matter that if disclosed, would reveal:

- (i) a trade secret;
- (ii) information that has a commercial value to a person; or
- (iii) information about the business, professional, commercial or financial affairs of a person.

SUMMARY

- For Council to assess and award Tender 15-2019 for engineering consultancy for remaining refurbishments at Bayswater Waves.
- A condition report compiled by GHD Engineering in 2015 recommended a five stage refurbishment of Bayswater Waves to extend the expected life of the facility.
- Stage 1a and 1b of these works were completed between 2016 and 2018.
- An allocation of \$650,000 is included in the 2019/20 budget to update the condition report and prepare a scope / tender documentation for the remaining four stages of the refurbishment.
- Submissions in response to the request for Tender 15-2019 were received from GHD Engineering, Norman, Disney and Young and, Glen Flood Group and have been assessed in this report.

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

That Council awards Tender 15-2019 for the Engineering Consultancy for Remaining Refurbishments at Bayswater Waves to Glen Flood Group Consultancy in accordance with their tender submission dated 20 December 2019.

CR MICHELLE SUTHERLAND MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED UNANIMOUSLY: 9/0

At 9:47pm Cr Georgia Johnson returned to the meeting.

BACKGROUND

In August 2015, the City engaged engineering consultants (GHD) to undertake a comprehensive building condition inspection at Bayswater Waves Aquatic Centre that included the building fabric, water treatment and building services.

GHD provided a detailed report in August 2015 covering the following areas:

1. A report on the condition of the existing plant, equipment, fixtures, fittings and building fabric of the facility.
2. A report on the life cycle of all existing plant, equipment, fixtures, fittings and building fabric of the facility.
3. Both short and long-term maintenance schedules for the individual areas together with budget cost estimates.
4. A 10 year phased Capital Expenditure Programme to ensure the ongoing uninterrupted operation of the facility.

Based on the conditions observed, GHD recommended that the City plan for a major refurbishment of the site within the next five-year period and that they also undertake immediate works to alleviate occupational safety and health risks.

GHD's findings provided the following two options for the completion of work:

1. A full shutdown of aquatic facilities with refurbishment works completed over a 12 - 18 month period with works estimated at \$10,049,000.
2. Staged works over 10 years allowing the facility continuous operation and focusing on areas of priority first. Costs were estimated to be \$10,577,890, which is higher due to estimated cost increases over a reasonably significant project period.

In November 2015, Council approved a staged asset refurbishment program to be carried out over a 10-year period and included GHD's program costings in the long-term financial plan. Stage 1 works are now completed and included the outdoor and hydrotherapy pools, associated infrastructure and surrounding areas. These works were tendered out as per the following:

1. RFT 02-2017 - Bayswater Waves Aquatic Centre Stage 1 Refurbishment 2017-2018.
2. RFT 02-2018 - Bayswater Waves Aquatic Centre Stage 1b Hydrotherapy Area, Gym Change Room and Hydro and Toddler Filter Separation.

An allocation of \$650,000 is included in the 2019/20 capital improvements budget for "Bayswater Waves refurbishment tender design". Tender 15-2019 for engineering consultancy for remaining refurbishments at Bayswater Waves, was advertised in the "*West Australian*" newspaper on Saturday, 7 December 2019 and the tender submission period closed on 20 December 2019.

At the close of tender, three submissions were received from the following consultants:

- Glen Flood Group Consulting;
- Norman Disney & Young; and
- GHD.

The tender evaluation panel consisting of the Manager Recreation, Assistant Manager Recreation and Coordinator Project Services have evaluated the tenders in accordance with the qualitative and quantitative criteria detailed below.

Each Tenderer confirmed that they have no actual or potential conflict of interest in the performance of their obligations under the contract if they are awarded the subject contract.

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS

Tender Scope

Each Tenderer was required to base their submission on the following scope:

- (a) Produce a detailed scope of works supported by: detailed quantity surveying of all aspects of the project, comprehensive testing and analysis of necessary technical works for the recommended refurbishment.
- (b) Provide recommendations regarding stages, scheduling and prioritisation of programme of works.
- (c) Investigate and report on the feasibility of sustainability opportunities including, but not limited to, geothermal water heating for consideration.
- (d) Design and develop project tender documentation complete with design schematics, project specifications and a detailed program of works.

Qualitative Criteria

The qualitative criteria for this tender are as follows:

Capacity	Weighting %
<p>Respondents must provide details of the resources that will be allocated to meet the requirements of this Contract, including:</p> <ul style="list-style-type: none"> • A brief history of the company addressing the period of time in business, the number of full time employees and the principal location of the business. • The structure of the business and details of the personnel proposed for the project including: <ul style="list-style-type: none"> ○ qualifications; ○ professional or business associations; ○ length of service; and ○ industry experience – emphasis on similar requirements seeking details of the scope, person's role, involvement and the outcome. • Details of any specialised equipment to be used in the condition assessment. 	20%

Demonstrated Experience in Completing Similar Projects	Weighting %
Respondents must provide a detailed description of similar work carried out under contracts for other government or non-government entities. The minimum information required is: <ul style="list-style-type: none"> • Scope of work (detailed) and outcomes; • Similarities between those contracts and this tender; • Period and dates of contracts; and • Recent referees for work of a similar nature, including contact details. 	20%
Demonstrated Understanding of the Required Tasks	Weighting %
Respondents must demonstrate an understanding of the requirements of this tender and provide an outline of the proposed methodology and approach, including timeframes. The methodology will be assessed for appropriateness and ability to achieve the project objectives.	10%
Total	50%

Quantitative Criteria

Tenderers were requested to submit hourly rates for required resources to complete the scope of works as shown in the following table:

Quantitative Criteria	Weighting %
Total value proposition to the Principal/City based on the hourly rates.	50%

Tenderers were further requested to estimate the total hours required to complete the scope which proved challenging due to the requirement to update the condition report and then scope works based on the revised condition of the facility.

Assessment

Tender submissions were evaluated against the qualitative and quantitative criteria as shown in the table below:

TENDERER	PRICE (50%)	Capacity (20%)	Demonstrated Experience in Completing Similar Projects (20%)	Demonstrated Understanding of the Required Tasks (10%)	TOTAL (100%)
Glen Flood Group Consulting	50	20	16	10	96
GHD	41	16	12	4	73
Norman Disney & Young	39	12	20	2	73

In light of the above scores, the submission from Glen Flood Group Consulting has been evaluated as the number one ranked Tender.

LEGISLATIVE COMPLIANCE

Nil.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council awards Tender 15-2019 for the Engineering Consultancy for Remaining Refurbishments at Bayswater Waves to Glen Flood Group Consultancy in accordance with their tender submission dated 20 December 2019.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	The tender submission from Glen Flood Group Consulting has been evaluated as the highest ranked tender in accordance with the selection criteria and weightings as detailed in the tender specification. Glen Flood Group Consulting has a history of similar successful projects for the City and the estimated total cost of completing the works fits within budgeted allocation.	

Option 2	That Council awards Tender 15-2019 for the Engineering Consultancy for Remaining Refurbishments at Bayswater Waves to an alternate tenderer in accordance with their tender submission.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Moderate
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that this option presents moderate reputation, governance, community and stakeholder risk as it deviates from procedure and acts against the documented tender assessment process. It also represents a financial risk with a higher likely total cost for completing the project.	

Option 3	That Council does not award Tender 15-2019 for the Engineering Consultancy for Remaining Refurbishments at Bayswater Waves.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Moderate
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Moderate
Conclusion	It is considered that progression of the remaining stages of the refurbishment of Bayswater Waves require works in this tender to be completed. Bayswater Waves is an ageing facility and it is considered that this option presents the above moderate risks relating to a delay or cancellation of the future planned and needed refurbishment stages of the facility.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

The 2019-20 Budget allocates \$650,000 for Bayswater Waves - refurbishment tender design. It is considered that there are sufficient funds within the current 2019/20 budget to fund the preferred tender. Project management practices will be implemented to avoid cost over runs as quoted pricing is based on an hourly rate. Variations to the estimated project hours will be monitored closely and managed.

Item 1: Engineering consultancy of remaining stages of Bayswater Waves refurbishment

Asset Category: Other **Source of Funds:** Municipal

LTFP Impacts: The outcome of this project will better inform the Long Term Financial Plan with quantity surveyed scopes for the remaining stages of the refurbishment of Bayswater Waves.

Notes: Nil.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$343,777*	N/A	N/A	Nil	N/A	\$343,777*	\$650,000

*Estimated based on expected time requirements for completion of this project.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Our Community

Aspiration: An active and engaged community

Outcome C1: A strong sense of community through the provision of quality services and facilities

The outcome of this tender will guide future works to refurbish Bayswater Waves that will extend the functional life of the facility and continue to provide quality services and facilities into the future.

CONCLUSION

The tender submission from Glen Flood Group Consulting has been evaluated as the highest ranked tender in accordance with the selection criteria and weightings as detailed in the tender specification. It is therefore recommended, that Council accepts the submission from Glen Flood Group Consulting for engineering consultancy for remaining refurbishments at Bayswater Waves.

10.5 Sub Committee Reports**10.5.1 Audit and Risk Management Committee – 11 February 2020****10.5.1.1 Compliance Audit Return 2019**

Responsible Branch:	Governance	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Draft 2019 Compliance Audit Return Response	
Refer:	Item 10.5.1: OCM 12.02.2019	

SUMMARY

This report presents the Local Government Compliance Audit Return (CAR) to Council for the period 1 January 2019 to 31 December 2019.

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

That Council adopts the completed Local Government Compliance Audit Return for the period 1 January 2019 to 31 December 2019 as included in Attachment 1.

**CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0**

BACKGROUND

Section 7.13(i) of the *Local Government Act 1995* (the Act) requires that local governments undertake 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 with Regulation 14 specifying the process of review for the CAR including the requirement for the Audit and Risk Management Committee to review the results prior to formal adoption of the CAR by Council.

Regulation 15 also requires that the certified CAR and a copy of the Council minutes of the meeting at which this was adopted be submitted to the Executive Director of the Department of Local Government, Sport and Cultural Industries (The Department) prior to 31 March following the period to which the return states.

The 2019 CAR is based on a very similar model to previous years, however does also include an additional section on "Optional Questions" regarding financial and risk management controls. Unlike the previous CAR, the section regarding "Elections" is required to be completed with local government elections being conducted in 2019.

The 2019 CAR has the following categories:

- Commercial Enterprises by Local Governments;

- Delegation of Power/Duty;
- Disclosure of Interest;
- Disposal of Property;
- Elections;
- Finance;
- Integrated Planning and Reporting;
- Local Government Employees;
- Official Conduct;
- Optional Questions; and
- Tenders for Providing Goods and Services.

EXTERNAL CONSULTATION

The Department of Local Government's Annual Compliance Audit Return has been completed by the City in relation to the period 1 January 2019 to 31 December 2019 against the requirements set out in the 2019 CAR (**Attachment 1**). The Audit and Risk Management Committee is required to review the completed CAR and report the results to Council prior to Council adopting the CAR and submission to the Department by 31 March 2020.

OFFICER'S COMMENTS

Most responses are similar to previous years, and comments have been included where appropriate.

The only non-compliance issue reported was the lodgement of the regulation 17 review that was due in December 2019. Arrangements are currently being made to have that conducted by independent auditors.

LEGISLATIVE COMPLIANCE

- Section 7.13(i) of the *Local Government Act 1995*
- Regulation 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That the Audit and Risk Committee recommends to Council adoption of the completed Local Government Compliance Audit Return for the period of 1 January 2019 to 31 December 2019 as included in <u>Attachment 1</u>.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Moderate
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	This option meets the legislative requirements for Council to adopt the Annual Compliance Return.	

Option 2	That the Audit and Risk Management Committee recommends to Council adoption of the completed Local Government Compliance Audit Return for the period of 1 January 2019 to 31 December 2019 as included in Attachment 1, with amendments to the comments.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	High
Governance	Low	Moderate
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	High
Organisational Health and Safety	Low	Low
Conclusion	Council may wish to amend any of the responses to the questions prior to submission to the Department by 31 March 2020. .	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Leadership and Governance
 Aspiration: Open, accountable and responsive services
 Outcome L1: Accountable and good governance
 Outcome L2: Proactively communicates and consults

CONCLUSION

This report is submitted to the Audit and Risk Management Committee for review prior to Council adopting the 2019 Compliance Audit Return. All the requirements for completing the 2019 return have been met (**Attachment 1**).

Attachment 1

Department of
Local Government, Sport
and Cultural Industries

Bayswater - Compliance Audit Return 2019

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
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 2019?	N/A		David Nicholson
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 2019?	N/A		David Nicholson
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 2019?	N/A		David Nicholson
4	s3.59(4)	Has the local government complied with public notice and publishing requirements of each proposal to commence a major trading undertaking or enter into a major land transaction for 2019?	N/A		David Nicholson
5	s3.59(5)	Did the Council, during 2019, resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		David Nicholson



Bayswater - Compliance Audit Return 2019

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority?	Yes	The Reconciliation Advisory Committee was granted delegated authority at OCM 29 October 2019.	Andrew Brien
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing?	Yes	Contained within the agenda of each Committee.	Andrew Brien
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17?	Yes		Andrew Brien
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations?	Yes		Andrew Brien
5	s5.18	Has Council reviewed delegations to its committees in the 2018/2019 financial year?	Yes	Council reviewed and adopted delegations to its committees at OCM on 29 October 2019 and SPC 21 October 2019.	Andrew Brien
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		Andrew Brien
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority?	Yes	Delegations to the CEO were resolved by an absolute majority as part of the Annual Delegated Authority Review - Council to CEO Delegations adopted at OCM 3 December 2019.	Andrew Brien
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing?	Yes		Andrew Brien
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Sub Delegation Memos were sent to designated employees.	Andrew Brien
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	Some delegations were amended as part of Annual Delegations Review Report that was adopted at OCM 3 December 2019.	Andrew Brien
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees?	Yes	These are located within the City's Delegated Authority Register, which is located on the website, within ECM (Records Management System) as well as a hard copy located within Governance.	Andrew Brien
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 2018/2019 financial year?	Yes	Council reviewed and adopted the Delegations Register at the Ordinary Council	Andrew Brien



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				Meeting held on 3 December 2019.		
13	s5.46(3) Admin Reg 19	Admin	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required?	Yes	Designated officers have been notified in writing of their delegations and specifically advised in the memo to keep a written record of these.	Andrew Brien



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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		Andrew Brien
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		Andrew Brien
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		Andrew Brien
4	s5.73	Where the CEO had an interest relating to a gift under section 5.71A(1), was written notice given to the Council?	Yes	This was provided and captured within "Attain" (City's Electronic Corporate Governance Program) and displayed within the Gift Register on the website.	Andrew Brien
5	s5.73	Where the CEO had an interest relating to a gift in a matter in respect of a report another employee is providing advice on under section 5.71A (3), was the nature of interest disclosed when the advice or report was provided?	N/A	This was provided and captured within "Attain" (City's Electronic Corporate Governance Program) and displayed within the Gift Register on the website as well as within the minutes of the OCM.	Andrew Brien
6	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?	Yes		Andrew Brien
7	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	This was provided and captured within "Attain" (City's Electronic Corporate Governance Program) and a hard copy located in Governance.	Andrew Brien
8	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2019?	Yes	This was provided and captured within "Attain" (City's Electronic Corporate Governance Program) and a hard copy located in Governance.	Andrew Brien
9	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2019?	Yes	This was provided and captured within "Attain" (City's Electronic Corporate Governance Program) and a hard copy located in Governance.	Andrew Brien



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10	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	Receipting of Primary and Annual Returns is automatically captured through "Attain", the City's Corporate Governance Program.	Andrew Brien
11	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	These are stored electronically in ECM, the City's Record Management System as well as hard copies located in Governance.	Andrew Brien
12	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	These are stored electronically and also updated and displayed each month on the City's website.	Andrew Brien
13	s5.89A Admin Reg 28A		Did the CEO keep a register of gifts which contained a record of disclosures made under section 5.71A, in the form prescribed in Administration Regulation 28A?	Yes	These are stored electronically and also updated and displayed each month on the City's website.	Andrew Brien
14	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	The hard copies have been removed from Governance.	Andrew Brien
15	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 lodged the return ceased to be a council member or designated employee?	Yes	The hard copies have been removed from Governance and stored separately for a five year period.	Andrew Brien
16	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		Andrew Brien
17	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	This is displayed within the Council/Committee minutes.	Andrew Brien
18	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	This is displayed within the Council/Committee minutes.	Andrew Brien
19	s5.103(3) Admin Reg 34B		Has the CEO kept a register of all notifiable gifts received by Council members and employees?	Yes	This information is captured within "Attain", the City's Corporate Governance Program and is displayed each month on the City's website.	Andrew Brien



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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	There were no applicable disposals (including by lease).	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	There were no disposals by private treaty that were not exempt.	Andrew Brien



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Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)(2)	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?	Yes	An Electoral Gift Register was established and maintained in full compliance with the legislative requirements.	Andrew Brien
2	Elect Reg 30G(3) &(4)	Did the CEO remove any 'disclosure of gifts' forms relating to an unsuccessful candidate or a successful candidate that completed the term of office from the electoral gift register, and retain those forms separately for a period of at least 2 years?	Yes	One Councillor retired in October 2019 upon completion of term of office and disclosure of gifts were removed from the Gift Register and retained separately.	Andrew Brien



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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	The Audit and Risk Management Committee was adopted by Council at the Special Council Meeting held on 21 October 2019.	David Nicholson
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 Management Committee does not have delegated powers or duties	David Nicholson
3	s7.3(1)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor, a registered company auditor?	Yes		David Nicholson
4	s7.3(1), 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?	N/A	The appointment is now made by the Office of Auditor General.	David Nicholson
5	Audit Reg 10	Was the Auditor's report(s) for the financial year(s) ended 30 June received by the local government within 30 days of completion of the audit?	Yes	This was received by the City on 26 November 2019 within 30 days of the completion of the audit.	David Nicholson
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2019 received by the local government by 31 December 2019?	Yes	This was received and adopted at OCM 3 December 2019.	David Nicholson
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, did the local government, ensure that appropriate action was undertaken in respect of those matters?	Yes	No issues of significance were identified.	David Nicholson
8	S7.12A (4)	Where the auditor identified matters as significant in the auditor's report (prepared under s7.9(1) of the Act), did the local government prepare a report stating what action had been taken or it intended to take with respect to each of the matters and give a copy to the Minister within 3 months after receipt of the audit report?	Yes	No issues of significance were identified.	David Nicholson
9	S7.12A (4)	Within 14 days after the local government gave a report to the Minister under s7.12A(4) (b), did the CEO publish a copy of the report on the local government's official website?	Yes		David Nicholson
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit?	Yes		David Nicholson



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11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit?	Yes	David Nicholson
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit?	Yes	David Nicholson
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	David Nicholson
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	David Nicholson



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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	The Corporate Business Plan was adopted by Council at the Ordinary Council Meeting held on 25 July 2017.	David Nicholson
2	s5.56 Admin Reg 19DA (4)	Has the local government reviewed the Corporate Business Plan in the 2018-2019 Financial Year. If Yes, please provide date of Council meeting the review was adopted at?	Yes	The Corporate Business Plan was reviewed and adopted by Council at the Ordinary Council Meeting held on 11 June 2019.	David Nicholson
3	s5.56 Admin Reg 19C	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments?	Yes	The Strategic Community Plan was adopted by Council at the Ordinary Council Meeting held on 23 May 2017.	David Nicholson
4	s5.56 Admin Reg 19C (4)	Has the local government reviewed the current Strategic Community Plan. If Yes, please provide date of most recent review by Council in Comments. Note: If the current Strategic Community Plan was adopted after 1/1/2016, please respond N/A and provide adoption date in Comments?	Yes	A Minor Review of the Strategic Community Plan was undertaken and adopted by Council at the Ordinary Council Meeting held on 11 December 2018.	David Nicholson
5	S5.56 Admin Reg 19DA (3)	Has the local government developed an Asset Management Plan(s) that covers all asset classes. If Yes, please provide the date of the most recent Plan adopted by Council in Comments?	Yes	The Asset Management Plan was adopted by Council at the Ordinary Council Meeting held on 2 July 2013. The Asset Management Plans for each asset class are currently under review.	David Nicholson
6	S5.56 Admin Reg 19DA (3)	Has the local government developed a Long Term Financial Plan. If Yes, please provide the adoption date of the most recent Plan in Comments?	Yes	The Long Term Financial Plan was adopted by Council at the Ordinary Council Meeting held on 25 July 2017.	David Nicholson
7	S5.56 Admin Reg 19DA (3)	Has the local government developed a Workforce Plan. If Yes, please provide adoption date of the most recent Plan in comments?	Yes	The Workforce Plan was adopted by Council at the Ordinary Council Meeting held on 25 July 2017.	David Nicholson



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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	The process was approved At the Ordinary Council Meeting held on 13 September 2016.	David Nicholson
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	Advertising of the CEO position was approved by Council at the Ordinary Council Meeting held on 6 December 2016. The position was advertised on January 2017 in the Weekend West Newspaper, Local Government Job Directory and via Seek.com.	David Nicholson
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)?	Yes	The remuneration and other benefits were approved by Council at the Ordinary Council Meeting held on 28 March 2017.	David Nicholson
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)?	Yes	Checks were carried out including reference checking and psychometric testing. Both were undertaken by a Recruitment Agency.	David Nicholson
5	s5.37(2)	Did the CEO inform Council of each proposal to employ or dismiss a designated senior employee?	N/A	N/A.	David Nicholson



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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 Complaints Officer	Andrew Brien
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		Andrew Brien
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		Andrew Brien
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		Andrew Brien
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		Andrew Brien
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		Andrew Brien

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Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Local Government (Financial Management) Regulation 5(2)(c) within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	Yes	Council adopted the recommendations of the CEO review at the Ordinary Council Meeting held on 23 October 2018.	David Nicholson
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulation 17 within the 3 years prior to 31 December 2019? If yes, please provide date of Council resolution in comments?	No	A review was completed in 2016 and recommendations adopted by Council at the Ordinary Council Meeting held on 31 January 2017. A future review is to be conducted by independent auditors (appointment is in progress).	David Nicholson
3	Financial Management Reg 5A.	Did the local government provide AASB 124 related party information in its annual report(s) tabled at an electors meeting(s) during calendar year 2019?	Yes	Related Party Transactions are listed on page 37 of the 2018/19 Annual Report.	David Nicholson
4	S6.4(3)	Did the local government submit to its auditor by 30 September 2019 the balanced accounts and annual financial report for the year ending 30 June 2019?	Yes		David Nicholson



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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		David Nicholson
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?	Yes	Building Trades Tender was based on separable portions with one contractor per trade type.	Andrew Brien
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice?	Yes		David Nicholson
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16?	Yes		David Nicholson
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	Addenda were issued to all tenderers regarding any variation to the information supplied.	Andrew Brien
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		David Nicholson
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		David Nicholson
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	Tenders were assessed as per the advertised criteria.	David Nicholson
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 and did the CEO make the tenders register available for public inspection?	Yes		David Nicholson
10	F&G Reg 19	Did the CEO give each tenderer written notice advising particulars of the successful tender or advising that no tender was accepted?	Yes		David Nicholson
11	F&G Reg 21 & 22	Did the local governments advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22?	Yes		David Nicholson



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12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice?	N/A	No Expressions of Interest were rejected.	David Nicholson
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		David Nicholson
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest, a notice in writing in accordance with Functions & General Regulation 24?	Yes		David Nicholson
15	F&G Reg 24AC (1) & (2)	Has the local government established a policy on procurement of goods and services from pre-qualified suppliers in accordance with the regulations?	Yes		David Nicholson
16	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice?	No	The Building Trades Tender was based on separable portions with one container per trade type.	David Nicholson
17	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		David Nicholson
18	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		David Nicholson
19	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, given notice of the variation?	N/A		David Nicholson
20	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		David Nicholson
21	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		David Nicholson
22	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		David Nicholson
23	F&G Reg 24AI	Did the CEO 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		David Nicholson



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24	F&G Reg 24E	Where the local government gave a regional price preference, did the local government comply with the requirements of F&G Reg 24E including the preparation of a regional price preference policy?	N/A		David Nicholson
25	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		David Nicholson
26	F&G Reg 11A	Does the local government have a current purchasing policy that comply with F&G Reg 11A(3) 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	The City of Bayswater's Procurement Policy is based on the WALGA model.	David Nicholson
27	F&G Reg 11A	Did the local government comply with it's current purchasing policy in relation to the supply of goods or services where the consideration under the contract is, or is expected to be \$150,000 or less or worth \$150,000 or less?	Yes		David Nicholson

10.5.1.2 Outcomes of OAG Performance Audit - Contract Extensions and Variations

Responsible Branch:	Governance	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Management Response to OAG 2. OAG Confirmation letter	
Refer:	Item 10.5.2: OCM 26.02.2019 Item 13.3: OCM 24.07.2018	

SUMMARY

The Office of Auditor General (OAG) has a well-established role in conducting financial and performance audits of state government agencies. Recent legislative amendments extended that role to include local government. Performance audits have a narrow focus (i.e. based on a single topic) and the OAG has an annual program of topic areas.

Local governments are randomly selected, and the City of Bayswater was advised in May 2019 that it had been selected for a performance audit on the topic of 'Contract Extensions and Variations'. Details of the other local governments that were selected have not yet been released by the OAG, however between four and eight local governments are generally selected for a performance audit.

The City's performance audit was conducted in mid-2019 and had four aspects:

1. Procurement Policy and Procedures;
2. Contract Database and Report;
3. Contract Renewals or Extensions and Variations;
4. Contract Documentation.

The OAG provided a draft report to the City in December 2019, reporting significant findings for Procurement Policy and Procedures, and Management of Contract Renewals or Extensions and Variations; and moderate findings for Contract Database and Report; and Contract Documentation, and requested management responses to the recommendations. The management responses were duly provided to the OAG (refer **Attachment 1**), and they included commitments to review policies and update some of the corporate documentation, including contract templates, as well as improving record keeping.

The OAG has acknowledged receipt of the management responses (to both the Mayor and Chief Executive Officer) (refer **Attachment 2**) and will be tabling its final report in Parliament in April 2020.

The OAG recommendations will be implemented as per the management responses, and reports on the outcomes will be provided through the Audit and Risk Management Committee.

COUNCIL RESOLUTION**(MANAGEMENT COMMITTEE RECOMMENDATION)****That Council:**

1. Notes that the OAG performance review of contract extensions and variations was conducted in mid-2019, and that the final OAG report will be tabled in Parliament in April 2020.
2. Notes that progress reports will be provided through the Audit and Risk Management Committee on the management actions in response to the OAG recommendations.

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED**CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0****BACKGROUND**

The *Local Government Amendment (Auditing) Act* was enacted in October 2017 to enable the Office of Auditor General (OAG) to conduct financial and performance audits of the local government sector, under a similar program as for state government agencies.

The financial audits have been phased in as each local government's own audit contract expires, however local governments are required to meet the costs of the audits.

Performance audits are paid for by the OAG.

The OAG has released results of performance audits on state government agencies since at least 1996, and commenced performance audits of local government in 2017/2018. The local government performance audit program has covered the following topics to date:

Table 1:

2017/18	2018/19	2019/2020
<ul style="list-style-type: none"> • Report 7 – <i>Controls over Credit Cards</i> (Cities of Kalamunda, Rockingham and Wanneroo, Shires of Carnarvon, Cranbrook, Dandaragan, Denmark and Town of Port Hedland) May 2018 • Report 12 - <i>Timely payment to suppliers</i> (Cities of Armadale, Cockburn and Swan, Shires of Bruce Rock, Cunderdin, Kellerberrin, Kojonup, Merredin, Tammin and York) June 2018 	<ul style="list-style-type: none"> • Report 5 - <i>Local Government Procurement</i> (Town of Bassendean, Cities of Fremantle, Greater Geraldton, Karratha, Kalgoorlie Boulder and Stirling, and Shires of Dalwallinu and Harvey) October 2018 	<ul style="list-style-type: none"> • Report 17 - <i>Record Keeping in Local Government</i> (City of Canning, EMRC, Town of Mosman Park and Shire of Toodyay) April 2019 • Report 24 - <i>Verifying Employee Identity and Credentials</i> (Cities of Melville and Subiaco, Towns of Claremont and Victoria Park, Shires of Boyup Brook, Coolgardie, Dundas and Williams) June 2019 • Report 28 – <i>Local Government Building Approvals</i> (Cities of Albany, Gosnells, Joondalup and Mandurah) June 2019

The OAG provided a draft report of its findings and recommendations to the City in December 2019, and requested written responses to each of the recommendations. The OAG draft report, including the City's management responses, is provided for information (**Attachment 1**).

EXTERNAL CONSULTATION

The OAG advised the City in advance, in writing, of the intention to conduct the performance audit, and senior officers from the OAG provided a briefing on the audit plan and their general approach for conduct of the audit.

OFFICER'S COMMENTS

The findings and recommendations are generally consistent with the findings and recommendations released by the OAG in May 2018 for a similar audit of universities and TAFE institutions.

There were no areas of non-compliance with local government legislation, and the OAG recommendations are intended for practice improvement. It is acknowledged that the systems for managing contracts can be improved, particularly in respect to reporting functionality, and a request has been included in the annual budget for system upgrades. There are also areas for improvement in record keeping and updating of policies and supporting documentation, and management commitments were given to the OAG that those issues would be progressively resolved. Further reports will be provided in due course on the specific actions as they are completed.

The OAG has not yet advised of which other local governments were included in the performance audit, and the final report will not be released until April 2020.

Based on previous reports released by the OAG, it is likely that the specific findings at each of the local governments visited will be consolidated and presented in summary form.

The final OAG submission will be presented to the Audit and Risk Management Committee once released. It is also proposed that the final OAG industry performance audit reports completed to date ([Table 1](#)) be presented to the Committee against which the City's level of compliance is noted.

LEGISLATIVE COMPLIANCE

The City currently has a Procurement Policy and a Contract Management Policy.

The legislative changes for the OAG to become involved in local government auditing stem from the *Local Government Amendment (Auditing) Bill 2017*.

OPTION

There is effectively only one option, which is receive the OAG final report with the management actions comments included. Further updates will be provided to Council through the Audit and Risk Management Committee in due course as the management actions are implemented. Accordingly, the option is:

That Council:

1. **Notes that the OAG performance review of contract extensions and variations was conducted in 2019, and that the final OAG report will be tabled in Parliament in April 2020.**
2. **Notes that progress reports will be provided through the Audit and Risk Management Committee on the management actions in response to the OAG recommendations.**

Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low

Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	The OAG conducted a performance audit of contract variations and extensions in 2019. Several local governments were selected, including the City of Bayswater, and the final report will be released in April 2020. Management commitments have been included in the response to the OAG on the findings and recommendations, and further reports will be provided through the Audit and Risk Management Committee, as the issues are progressively resolved.	

FINANCIAL IMPLICATIONS

There is no cost to the City for the performance audits. However, improvements in the City's contract management systems are required to resolve some of the weaknesses identified in the audit. The costs of that will be included for consideration in the budget requests for 2020/21.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance
 Aspiration: Open, accountable and responsive service.
 Outcome L1: Accountable and good governance.

CONCLUSION

The OAG has been conducting performance audits of local government since 2017/18, and the approach used is similar to that taken for the state government agency audits.

The City of Bayswater was one of the local governments selected for a performance audit of its contract management systems in 2019, specifically on the topic of how well contract extensions and variations were managed in accordance with the City's policies and supporting processes and documentation. A number of practice improvements have been recommended, and these have been acknowledged with commitments to resolve them during 2020.

Most of the procedural and policy changes can be resolved simply and quickly, and updates will be provided in due course.

The major consideration is the need to consider investment in the systems for managing contracts to reduce the amount of manual data entry and to increase the reporting functionality.

Investigation of other local governments such as the Cities of Joondalup, Swan and Wanneroo confirms that they are using enterprise level systems that are significantly more sophisticated, and the OAG audit revealed that the City's current system capability cannot deliver the level of reporting that is expected by the OAG. Cost estimates for appropriate upgrades will be included for consideration in the forthcoming budget deliberations.

Attachment 1

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mail@bayswater.wa.gov.au

National Relay Service: 1800 555 660
www.bayswater.wa.gov.au

19 December 2019

The Director Financial Audit
Office of the Auditor General
Perth BC
PO Box 8489
PERTH WA 6849

Att: Renuka Venkatraman

Dear Renuka,

I am responding to your draft management letter outlining the findings of the focus audit on local government management of contract renewals or extensions and variations, which included the City of Bayswater as one of the eight local governments sampled.

The City acknowledges that there are shortfalls in controls, however the findings are consistent with previous internal reviews and I can confirm that the identified issues are being addressed.

You have requested a response on or before 19 December 2019, and I respectfully consider that to be a short timeframe, given the request date of 6 December 2019. However, I am pleased to advise that we are able to meet that and the City's responses are provided below:

1. PROCUREMENT POLICY AND PROCEDURES

Finding:

We reviewed the City's Procurement Policy and Contract Management Manual and noted that they did not:

- *include a requirement to maintain a comprehensive summary or database of all its contracts, or specify the value above which contracts are to be recorded in the database and the custodian of the database*
- *clearly define what constitutes a contract variation and when a separate procurement process is required*
- *outline the key processes for contract renewals or extensions, including a requirement for evidence to be retained of the formal assessment of current contractor performance, before an existing contract is extended or renewed*
- *include a requirement for timely review of the contract database to identify contracts that are due to expire, with the view of commencing appropriate action well before the expiry of the contract.*

We further noted that while the City's Delegations Authority Register and Procurement Delegated Authority Limits included delegated authorisation limits for purchases, there were no specific delegations for the approval of contract renewals or extensions and variations.

Rating: Significant Implication

In the absence of comprehensive procurement policies and guidelines, there is an increased risk that:

- appropriate procurement procedures may not be followed for contract variations*
- contract renewals or extensions may not be effectively managed, potentially resulting in failure to achieve value for money, and*
- contract renewals or extensions may not be approved in accordance with approved delegations of authority. This increases the likelihood of extensions or variations that are not justified.*

Recommendation

The City's Procurement Policy should be updated to include:

- a requirement to maintain a comprehensive summary or database of all its contracts, with details of the key information to be included*
- the dollar value above which contracts are to be recorded in the database and the custodian responsible for the regular review and update of the database*
- guidance on the definition of contract variations (including clarification that when variations, considered cumulatively, significantly change the scope of the original contract, then a separate procurement process may be required)*
- a requirement for the custodian of the contract database to regularly review the database for contracts nearing expiry, so that negotiations can commence well before the expiry of the contract. This will ensure continuity in the supply of goods and services as well as provide best value for money*
- a requirement for evidence to be retained when contractor performance is assessed prior to exercising a contract renewal or extension option.*

In addition, the City's Delegations Authority Register and/or Procurement Delegated Authority Limits should be updated to include specific delegated authorisation limits for the approval of contract renewals or extensions and variations. This will minimise the risk of extensions or variations being approved that are not justified.

City's responses:

- 1. In respect to the first recommendation, the City's current Procurement Policy is based on a model policy developed by the WA Local Government Association in accordance with the specific legislative requirements for setting business rules for procurement below the tender limit. In that respect, it is consistent with other local government policies. The City has a separate Contract Management Policy, and**

that will be updated to include a requirement to maintain a comprehensive summary or database of all its contracts, with details of the key information to be included.

2. Similarly, the Contract Management policy will be updated to cover the dollar value above which contracts are to be recorded in the database and the custodian responsible for the regular review and update of the database.
3. In respect to the third recommendation for providing guidance on the definition of contract variations, the local government tendering regulations (21A (a) of the *Local Government Functions and General Regulations 1996*) do not permit contract variations that change the scope of the original contract, however further guidance will be included in the Contract Management Policy within the limitations of that legislation.
4. On the fourth recommendation, the Contract Management Policy will be updated to cover the review process for contracts nearing expiry, with a requirement for timely renewal action that renewal action.
5. On the fifth recommendation, Council adopted the City's Contract Management Policy in May 2019 and in respect to performance reviews of contractors, the policy already requires the following:

“Reviews should be consultative and clearly communicated with contractors, who shall be given the opportunity to comment and rectify any concerns within a reasonable time period. Considerations should include the contractor's commitment to the City's Work, Health and Safety principles, the quality or specification, and program timeframes. The outcomes of such reviews shall be recorded and used to inform corrective actions and guide future contracting decisions.”

However, the above wording will be amended to specifically require that evidence of the process is to be retained.

6. On the last recommendation in respect to delegation limits for approval of contract renewals or extensions and variations, the City's current delegations apply to the total possible contract value – for example, if a contract of \$250,000 has an extension value of \$150,000, it will be subject to the same delegation limits as a \$400,000 contract with no extension.

However, the recommendation for a separate delegation dealing specifically with contract extensions and variations has been noted and the delegation register will be reviewed accordingly.

Responsible person: Manager Governance

Completion date: March 31 2020

2. CONTRACT DATABASE AND REPORT

Finding

We reviewed the active contracts in the City's contract database and found that the database included incomplete and inaccurate information. In particular, we noted:

- *an active contract that was not recorded in the database*

- *expired contracts whose status had not been updated*

- *incorrect contract values*

- *incorrect contract term dates*

- *lack of information relating to scheduled performance review dates, for contracts with extension options*

In addition, we noted incorrect and/or inconsistent information relating to renewals or extensions and variations in the database. For instance, some contracts had annual values while others had total contract values. Similarly, the end dates for some contracts reflected the original end dates, while for others it was the revised/extended dates.

We also noted that the summary report generated from the database did not include the following key contract information that is essential for effective oversight of all the City's contracts:

- *value of contracts (including the value of any contract extensions and variations)*

- *details of renewal or extension options exercised*

- *detailed information on contract variations, such as the number and dollar value of individual variations*

- *name and position of contract manager*
- *scheduling of contractor performance reviews.*

In addition, we noted that the summary report also included a number of licence agreements, compliance certifications etc., making it difficult for management to specifically identify and monitor procurement contracts.

Rating: Moderate

Implication:

Lack of complete, accurate and consistent information in the contract register could potentially limit the City's ability to effectively monitor and manage its contractual obligations.

Recommendation:

Management should review and update the contract database to ensure that key information relating to all current contracts are included in the database. In addition, checks should be performed on the accuracy and consistency of contract data in the database.

Management should also ensure that a report containing key contract information can be extracted from the contract database, to enable effective oversight of all contract renewals or extensions and variations.

City's response:

- 1. On the first recommendation, it is acknowledged that greater priority needs to be given to keeping information current and applying consistent business rules for recording contract details.**

It is also acknowledged that the City's contract data should be reconciled more often.

That is currently limited by resources and to some degree, system-reporting functionality.

- 2. On the second recommendation, the current contract management system has limited functionality for reporting contract renewals/extensions. The City's 'procure to pay' systems are currently being reviewed with view to a contemporary enterprise level contract management system, subject to funding.**

In the interim, the database will be manually reconciled as part of the end of month activities to ensure integrity. This will require additional resources, which will be considered as part of the 2020/21 budget process.

Responsible person: Manager Governance

Completion date: June 30 2020

3. CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

Finding

We tested a sample of 5 contract renewals or extensions processed during the period 1 January 2018 to 31 May 2019 and found that:

- for 2 contract extensions for \$53,058 and \$20,000 (approximately), there was no evidence that they had been approved by an appropriate Officer within their delegated authorisation limits*
- two extensions totalling \$1,069,473 were approved after the initial contracts had expired*
- for all 5 extensions there was no documented evidence that performance reviews of the contractors had been performed. We were therefore unable to conclude whether contractor performance was adequately reviewed before the renewal or extension options were exercised*
- for 2 of the 5 contract extensions tested, there was no mutually accepted agreement or correspondence between both parties to extend the contract. Further, for 1 of these extensions, the original contract was not available. Hence, we were unable to conclude if the renewal or extension option was exercised in accordance with the terms of the contract.*

Section 2.5.2 of the City's Contract Management Manual requires renewal action for contract options to commence at least three months prior to contract expiry.

In addition, for 1 of 2 variations in our sample, the original contract was unable to be located. This is not in accordance with the requirements of the City's Record Keeping Plan, Regulation 5(1) (c) of the Local Government (Financial Management) Regulations 1996 and the State Records Act 2000.

Rating: Significant Implication

- In the absence of any evidence of approval, we were unable to conclude if the contract renewal or extension and variations had been approved by an appropriate Officer, within their delegated authorisation limits.*
- Without comprehensive contract performance reviews before an extension is granted, there is a risk that poor performing contractors are granted extensions*

- *If renewal processes are not commenced well before the expiry of contracts, it limits the City's ability to assess whether the contract still offers the best value for money. It could also potentially impact on the continued supply of goods and services.*
- *Without good record-keeping practices, the City risks breaching its Record Keeping Plan, Local Government Regulations and the State Records Act 2000, while reducing accountability and transparency in decision making.*

Recommendation

Contract renewals or extensions should be approved by Officers within their delegated authorisation limits and evidence of such approval should be retained in accordance with the City's Record Keeping Plan. This helps ensure that the mandated level of scrutiny is applied by approving officers before renewals or extensions and variations are approved, while demonstrating accountability and transparency in decision making.

The City should also improve review processes relating to contract renewals or extensions, including adequate and timely assessment of contractor performance, before exercising contract extension options.

All important records (such as contracts, approvals and decision making correspondence) should be retained in accordance with the City's Record Keeping Plan, to ensure compliance with Local Government Regulations and the State Records Act 2000 and to promote accountability and transparency in decision making.

City's response:

- 1. On the first recommendation, the City's contract renewals and extensions are applied within the existing delegation limits. However, it is acknowledged that record keeping can be improved and that will be actioned in 2020.**

It is also acknowledged that the City's Contract Management Manual currently states that renewal action should be taken three months prior to contract expiry.

In respect to the two extensions identified that total \$1,069,473, it is acknowledged that they were approved several weeks after the initial contracts had expired (contract ref 2-2016 for street tree maintenance and 6-2016 for ad hoc tree pruning).

That was an extraordinary circumstance due to the manager in charge passing away. Interim arrangements were put in place during a very difficult period for the operational team involved.

2. In respect to the second recommendation, the City had actually initiated a documented performance review process shortly before the audit took place. That process has since been fully rolled out across the operational areas and is working well.
3. On the final recommendation, the City's information management system does not provide for 'contract files'. Contract information is saved on the City's enterprise information management system under subject headings and other associations and extracted on a record-by-record basis. While that is not ideal, other avenues are being explored to centralise contract management records and an internal audit of the City's record keeping system has recently been conducted. A plan has been developed for 2020 to renew the focus on corporate record keeping generally, and that will include addressing gaps in contract management records.

Responsible person: Manager Governance and Manager Information Services

Completion date: March 31 2020

4. CONTRACT DOCUMENTATION

Finding

For 3 out of 5 of the contract renewals or extensions tested, the City's contract agreements did not include key contract information and instead included a clause that the services provided would be "all in accordance with the Contractor's submission in response to the Specification and conditions of contract".

We however noted that in 1 of the 3 instances above, both the City's contract agreement and the contractor's tender submission did not specify the original contract term or extension options. We were therefore unable to verify the original term and extension options that were agreed between the City and the contractor.

Rating: Moderate

Implication:

Without clear documentation of key contract information such as contract value, duration, extension options etc., there is a risk that contractual obligations may be more difficult to enforce in the event of disputes etc.

Recommendation:

Management should ensure that all key contract terms are adequately documented, clearly establishing mutual contractual obligations and expectations.

Management comment:

Contract development is currently decentralised and a review of all contract development templates is programmed for 2020, which will resolve some of the inconsistencies in contract terms, including extension options.

Subject to funding, a business plan will be developed for centralisation of contract development to ensure that there is a more consistent approach to contract terms and conditions. Peer review of other local governments has indicated that most of the larger ones use a centralised approach. In the interim, all staff involved in contract preparation will be reminded of requirements and spot checks will be put in place to occur each quarter to ensure compliance.

Responsible person: Manager Governance

Completion date: May 31 2020

I trust that these responses meet the requirements, however please contact the Director Corporate and Strategy, Mr David Nicolson on 9272 0622 or david.nicholson@bayswater.wa.gov.au if you require any further information.

Yours sincerely



ANDREW BRIEN
CHIEF EXECUTIVE OFFICER

Attachment 2



Our Ref: 8500

Mayor Dan Bull
 City of Bayswater
 PO Box 467
 MORLEY WA 6943

CITY OF BAYSWATER DOCUMENT REGISTRATION	
HWM	SMW
CEO	
DCS	
COM	
FIN	
RAT	
GOV	
IS	
OS	
PCS	
DCD	
CD	
EVCO	
MDA	
ATT:	

- 2 JAN 2020

cc'd CEO.



7th Floor, Albert Facey House
 469 Wellington Street, Perth

Mail to: Perth BC
 PO Box 8489
 PERTH WA 6849

Tel: (08) 6557 7500
 Fax: (08) 6557 7600
 Email: info@audit.wa.gov.au

Dear Mayor

FOCUS AUDIT – LOCAL GOVERNMENT MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

As you would be aware, the Auditor General has been undertaking this audit in your City and a sample of other local government entities. Audit findings for your City are included in the attached management letter for your attention. These matters have been discussed with your relevant staff and their comments have been included on the attachment for your information.

This management letter will be used to prepare the draft report which will be sent to your City in the next few months as part of our process for ensuring factual accuracy and contextual appropriateness before we finalise the report. The final report is scheduled for tabling in Parliament in April 2020.

An audit is not designed to identify all internal control deficiencies that may require management attention. It is possible that irregularities and deficiencies may have occurred and not been identified as a result of our audit.

I would like to take this opportunity to thank you, the management and the staff of your City for their cooperation with the audit team during our audit.

A copy of this letter has also been sent to the Chief Executive Officer. Please contact me on 6557 7574 if you have any queries.

Yours sincerely

Renuka V.

RENUKA VENKATRAMAN
 DIRECTOR FINANCIAL AUDIT
 20 December 2019

Attach

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Procurement policy and procedures	✓		
2. Contract database and report		✓	
3. Contract renewals or extensions and variations	✓		
4. Contract documentation		✓	

KEY TO RATINGS

The ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

1. Procurement Policy and Procedures

Finding

We reviewed the City's *Procurement Policy* and *Contract Management Manual* and noted that they did not:

- include a requirement to maintain a comprehensive summary or database of all its contracts, or specify the value above which contracts are to be recorded in the database and the custodian of the database
- clearly define what constitutes a contract variation and when a separate procurement process is required
- outline the key processes for contract renewals or extensions, including a requirement for evidence to be retained of the formal assessment of current contractor performance, before an existing contract is extended or renewed
- include a requirement for timely review of the contract database to identify contracts that are due to expire, with the view of commencing appropriate action well before the expiry of the contract.

We further noted that while the City's *Delegations Authority Register* and *Procurement Delegated Authority Limits* included delegated authorisation limits for purchases, there were no specific delegations for the approval of contract renewals or extensions and variations.

**Rating: Significant
Implication**

In the absence of comprehensive procurement policies and guidelines, there is an increased risk that:

- appropriate procurement procedures may not be followed for contract variations
- contract renewals or extensions may not be effectively managed, potentially resulting in failure to achieve value for money, and
- contract renewals or extensions may not be approved in accordance with approved delegations of authority. This increases the likelihood of extensions or variations that are not justified.

Recommendation

The City's *Procurement Policy* should be updated to include:

- a requirement to maintain a comprehensive summary or database of all its contracts, with details of the key information to be included
- the dollar value above which contracts are to be recorded in the database and the custodian responsible for the regular review and update of the database
- guidance on the definition of contract variations (including clarification that when variations, considered cumulatively, significantly change the scope of the original contract, then a separate procurement process may be required)
- a requirement for the custodian of the contract database to regularly review the database for contracts nearing expiry, so that negotiations can commence well before the expiry of the contract. This will ensure continuity in the supply of goods and services as well as provide best value for money
- a requirement for evidence to be retained when contractor performance is assessed prior to exercising a contract renewal or extension option.

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

In addition, the City's *Delegations Authority Register* and/or *Procurement Delegated Authority Limits* should be updated to include specific delegated authorisation limits for the approval of contract renewals or extensions and variations. This will minimise the risk of extensions or variations being approved that are not justified.

Management comment

1. In respect to the first recommendation, the City's current Procurement Policy is based on a model policy developed by the WA Local Government Association in accordance with the specific legislative requirements for setting business rules for procurement below the tender limit. In that respect, it is consistent with other local government policies. The City has a separate Contract Management Policy, and that will be updated to include a requirement to maintain a comprehensive summary or database of all its contracts, with details of the key information to be included.
2. Similarly, the Contract Management policy will be updated to cover the dollar value above which contracts are to be recorded in the database and the custodian responsible for the regular review and update of the database.
3. In respect to the third recommendation for providing guidance on the definition of contract variations, the local government tendering regulations (21A (a) of the Local Government Functions and General Regulations 1996) do not permit contract variations that change the scope of the original contract, however further guidance will be included in the Contract Management Policy within the limitations of that legislation.
4. On the fourth recommendation, the Contract Management Policy will be updated to cover the review process for contracts nearing expiry, with a requirement for timely renewal action.
5. On the fifth recommendation, Council adopted the City's Contract Management Policy in May 2019 and in respect to performance reviews of contractors, the policy already requires the following:

"Reviews should be consultative and clearly communicated with contractors, who shall be given the opportunity to comment and rectify any concerns within a reasonable time period. Considerations should include the contractor's commitment to the City's Work, Health and Safety principles, the quality or specification, and program timeframes. The outcomes of such reviews shall be recorded and used to inform corrective actions and guide future contracting decisions."

However, the above wording will be amended to specifically require that evidence of the process is to be retained.

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

6. On the last recommendation in respect to delegation limits for approval of contract renewals or extensions and variations, the City's current delegations apply to the total possible contract value — for example, if a contract of \$250,000 has an extension value of \$150,000, it will be subject to the same delegation limits as a \$400,000 contract with no extension.

However, the recommendation for a separate delegation dealing specifically with contract extensions and variations has been noted and the delegation register will be reviewed accordingly.

Responsible person: Manager Governance
Completion date: 31 March 2020

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS**2. Contract Database and Report****Finding**

We reviewed the active contracts in the City's contract database and found that the database included incomplete and inaccurate information. In particular, we noted:

- an active contract that was not recorded in the database
- expired contracts whose status had not been updated
- incorrect contract values
- incorrect contract term dates
- lack of information relating to scheduled performance review dates, for contracts with extension options

In addition, we noted incorrect and/or inconsistent information relating to renewals or extensions and variations in the database. For instance, some contracts had annual values while others had total contract values. Similarly, the end dates for some contracts reflected the original end dates, while for others it was the revised/extended dates.

We also noted that the summary report generated from the database did not include the following key contract information that is essential for effective oversight of all the City's contracts:

- value of contracts (including the value of any contract extensions and variations)
- details of renewal or extension options exercised
- detailed information on contract variations, such as the number and dollar value of individual variations
- name and position of contract manager
- scheduling of contractor performance reviews.

In addition, we noted that the summary report also included a number of licence agreements, compliance certifications etc., making it difficult for management to specifically identify and monitor procurement contracts.

Rating: Moderate**Implication**

Lack of complete, accurate and consistent information in the contract register could potentially limit the City's ability to effectively monitor and manage its contractual obligations.

Recommendation

Management should review and update the contract database to ensure that key information relating to all current contracts are included in the database. In addition, checks should be performed on the accuracy and consistency of contract data in the database.

Management should also ensure that a report containing key contract information can be extracted from the contract database, to enable effective oversight of all contract renewals or extensions and variations.

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS**Management comment**

1. On the first recommendation, it is acknowledged that greater priority needs to be given to keeping information current and applying consistent business rules for recording contract details.

It is also acknowledged that the City's contract data should be reconciled more often.

That is currently limited by resources and to some degree, system-reporting functionality.

2. On the second recommendation, the current contract management system has limited functionality for reporting contract renewals/extensions and variations. The City's 'procure to pay' systems are currently being reviewed with view to a contemporary enterprise level contract management system, subject to funding.

In the interim, the database will be manually reconciled as part of the end of month activities to ensure integrity. This will require additional resources, which will be considered as part of the 2020/21 budget process.

Responsible person: Manager Governance
Completion date: 30 June 2020

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

3. Contract Renewals or Extensions and Variations

Finding

We tested a sample of 5 contract renewals or extensions processed during the period 1 January 2018 to 31 May 2019 and found that:

- for 2 contract extensions for \$53,058 and \$20,000 (approximately), there was no evidence that they had been approved by an appropriate Officer within their delegated authorisation limits
- two extensions totalling \$1,069,473 were approved after the initial contracts had expired
- for all 5 extensions there was no documented evidence that performance reviews of the contractors had been performed. We were therefore unable to conclude whether contractor performance was adequately reviewed before the renewal or extension options were exercised
- for 2 of the 5 contract extensions tested, there was no mutually accepted agreement or correspondence between both parties to extend the contract. Further, for 1 of these extensions, the original contract was not available. Hence we were unable to conclude if the renewal or extension option was exercised in accordance with the terms of the contract.

Section 2.5.2 of the City's *Contract Management Manual* requires renewal action for contract options to commence at least three months prior to contract expiry.

In addition, for 1 of 2 variations in our sample, the original contract was unable to be located. This is not in accordance with the requirements of the City's *Record Keeping Plan*, Regulation 5(1)(c) of the Local Government (Financial Management) Regulations 1996 and the *State Records Act 2000*.

**Rating: Significant
Implication**

- In the absence of any evidence of approval, we were unable to conclude if the contract renewal or extension and variations had been approved by an appropriate Officer, within their delegated authorisation limits.
- Without comprehensive contract performance reviews before an extension is granted, there is a risk that poor performing contractors are granted extensions
- If renewal processes are not commenced well before the expiry of contracts, it limits the City's ability to assess whether the contract still offers the best value for money. It could also potentially impact on the continued supply of goods and services.
- Without good record-keeping practices, the City risks breaching its Record Keeping Plan, Local Government Regulations and the *State Records Act 2000*, while reducing accountability and transparency in decision making.

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS**Recommendation**

Contract renewals or extensions should be approved by Officers within their delegated authorisation limits and evidence of such approval should be retained in accordance with the City's *Record Keeping Plan*. This helps ensure that the mandated level of scrutiny is applied by approving officers before renewals or extensions and variations are approved, while demonstrating accountability and transparency in decision making.

The City should also improve review processes relating to contract renewals or extensions, including adequate and timely assessment of contractor performance, before exercising contract extension options.

All important records (such as contracts, approvals and decision making correspondence) should be retained in accordance with the City's *Record Keeping Plan*, to ensure compliance with Local Government Regulations and the *State Records Act 2000* and to promote accountability and transparency in decision making.

Management comment

1. On the first recommendation, the City's contract renewals and extensions are applied within the existing delegation limits. However, it is acknowledged that record keeping can be improved and that will be actioned in 2020.

It is also acknowledged that the City's Contract Management Manual currently states that renewal action should be taken three months prior to contract expiry.

In respect to the two extensions identified that total \$1,069,473, it is acknowledged that they were approved several weeks after the initial contracts had expired (contract ref 2-2016 for street tree maintenance and 6-2016 for ad hoc tree pruning).

That was an extraordinary circumstance due to the manager in charge passing away. Interim arrangements were put in place during a very difficult period for the operational team involved.

2. In respect to the second recommendation, the City had actually initiated a documented performance review process shortly before the audit took place. That process has since been fully rolled out across the operational areas and is working well.
3. On the final recommendation, the City's information management system does not provide for 'contract files'. Contract information is saved on the City's enterprise information management system under subject headings and other associations and extracted on a record-by-record basis. While that is not ideal, other avenues are being explored to centralise contract management records and an internal audit of the City's record keeping system has recently been conducted. A plan has been developed for 2020 to renew the focus on corporate record keeping generally, and that will include addressing gaps in contract management records.

Responsible person: Manager Governance and Manager Information Services
Completion date: 31 March 2020

ATTACHMENT

CITY OF BAYSWATER

PERIOD OF AUDIT: 1 JANUARY 2018 TO DATE OF AUDIT

FINDINGS IDENTIFIED DURING THE FOCUS AUDIT- LOCAL GOVERNMENT
MANAGEMENT OF CONTRACT RENEWALS OR EXTENSIONS AND VARIATIONS

4. Contract Documentation

Finding

For 3 out of 5 of the contract renewals or extensions tested, the City's contract agreements did not include key contract information and instead included a clause that the services provided would be *"all in accordance with the Contractor's submission in response to the Specification and conditions of contract"*.

We however noted that in 1 of the 3 instances above, both the City's contract agreement and the contractor's tender submission did not specify the original contract term or extension options. We were therefore unable to verify the original term and extension options that were agreed between the City and the contractor.

Rating: Moderate**Implication**

Without clear documentation of key contract information such as contract value, duration, extension options etc., there is a risk that contractual obligations may be more difficult to enforce in the event of disputes etc.

Recommendation

Management should ensure that all key contract terms are adequately documented, clearly establishing mutual contractual obligations and expectations.

Management comment

Contract development is currently decentralised and a review of all contract development templates is programmed for 2020, which will resolve some of the inconsistencies in contract terms, including extension options.

Subject to funding, a business plan will be developed for centralisation of contract development to ensure that there is a more consistent approach to contract terms and conditions. Peer review of other local governments has indicated that most of the larger ones use a centralised approach. In the interim, all staff involved in contract preparation will be reminded of requirements and spot checks will be put in place to occur each quarter to ensure compliance.

Responsible person: Manager Governance

Completion date: 31 May 2020

10.5.1.3 Internal Audit Report - Fraud Resilience

Applicant/Proponent:	Coordinator Risk Management	
Owner:	Manager Governance	
Responsible Branch:	Governance	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. City of Bayswater 'Fraud Resilience' Audit Paxon Group; October 2019. 2. Paxon Group 'Fraud Resilience' Audit: Agreed Management Actions 3. 'Fraud Prevention in Local Government' Office of the Auditor General Western Australia, 15 August 2019.	

SUMMARY

The topic of Fraud Resilience was recently examined by Paxon Group as part of the City's internal audit program, and a number of findings and recommendations were made (**Attachment 1**). These have been considered, and the management actions are now presented to Council for information (**Attachment 2**). The Paxon Group internal audit is consistent with sector level findings and recommendations of the Office of Auditor General (OAG), which released its report on 'Fraud Prevention in Local Government' (**Attachment 3**) in August 2019.

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

That Council notes and endorses the management actions arising from the Paxon Group internal audit on 'Fraud Resilience' within the City, and also receives the findings and recommendations of the sector level OAG report 'Fraud Prevention in Local Government'.

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0

BACKGROUND

The City has had an internal audit program in place since 2017/18, partly in preparation for the auditing of local government by the OAG, and in recognition of the complexity and variety of risks facing local government. The Audit and Risk Management Committee has previously endorsed the topics for the internal audit program, which were based on assessment of operational risks within the sector.

Paxon Group, an advisory and audit firm, was appointed to carry out the first phase of the City's internal audit program and reports have been provided to Council through the Audit and Risk Management Committee on the findings and recommendations of the internal audits topics of corporate performance reporting and record keeping. A separate internal audit of cyber risk was conducted by Deloitte, and there are two topics of that initial program which are still to be done.

The most recent internal audit topic was fraud resilience, and the Paxon Group findings and recommendations have been considered internally. The agreed management actions and timeframes for implementation are now provided to Council through the Audit and Risk Management Committee in **Attachment 2**.

EXTERNAL CONSULTATION

Paxon Group is an independent advisory and consulting audit firm and independently conducted the City's audit on 'Fraud Resilience'. The Department of Local Government, Sport and Cultural Industries (DLGSCI) has developed a series of operational guidelines, one of which (*Operation Guideline 9 - Audit in Local Government: The appointment, function and responsibilities of Audit Committees*), applies to the appointment of auditors and development of audit programs.

OFFICER'S COMMENTS

Paxon Group attended the City in August 2019 to conduct an internal audit on the appropriateness of the City's systems and processes in relation to 'Fraud Resilience'.

The internal audit included discussions with relevant internal stakeholders and considered issues drawn from the Paxon Group's knowledge of the risk profile of local government generally. The scope of the internal audit was to:

- Examine the City's fraud and misconduct controls including reporting avenues for serious and minor misconduct, conducting investigations into allegations of misconduct, Public Interest Disclosure (PID) procedures and awareness of staff, code of conduct and training modules.
- Examine how well the City deters fraud and monitors compliance through internal controls such as policies, reporting procedures, segregation of duties or specific financial controls i.e. in relation to cash receipting.
- Analyse the City's employee practices and procedures for susceptibility to fraud; particularly in respect to how the City manages its recruitment and on-boarding process and examine how the City verifies personal qualifications, and the controls and process for timekeeping.

ANALYSIS

Paxon Group Internal Audit 'Fraud Resilience'

The overall intent of the Paxon Group 'Fraud Resilience' internal audit was to assess the City's controls and preparation for resisting, detecting and reporting fraud and corruption. Paxon Group's full report is provided in **Attachment 1**.

It is noted in the executive summary of the report that the City was awarded an overall rating of 'very good' for the internal audit. There were also a number of positive comments made around the City's Integrity Framework including its Fraud and Corruption Control Plan and strong external stakeholder engagement over the last twelve months.

The report also provides recommendations for reducing the City's exposure to the risks of fraud, corruption and misconduct and establishing appropriate systems and controls for dealing with these risks.

In response to the Paxon Group's recommendations, the City notes that its approach to fraud resilience consists of a comprehensive Fraud and Corruption Control Plan that was approved by Council in September 2019. The City also has an up-to-date Fraud and Corruption Policy that was adopted by Council in June 2019. The City's Code of Ethics (for employees) is currently being updated and covers conflicts of interest, disclosure of gifts and hospitality, and reporting of unethical behaviour. The City also has in place a Public Interest Disclosure Policy as well as revised and more comprehensive whistle-blowing processes and procedures adopted by Council in September 2019.

Although Paxon Group notes that the City has strong documentation in place; more could be done to educate staff on integrity policies and controls. Paxon Group recommended that

targeted, comprehensive induction training on fraud, corruption and misconduct prevention, awareness and reporting be rolled out to all City staff as soon as possible. To address this recommendation, the City's staff induction training has been expended to include fraud prevention and awareness and further training on that will be delivered to staff within the next six months. That will counterpart the City's recent external stakeholder engagements with PSC and the Ombudsman who have attended the City to present to managers on misconduct prevention and good administrative practice.

In response to the internal auditor's observations and recommendations, the City's agreed management actions have been identified in **Fraud Resilience Audit: Agreed Management Actions – Attachment 2.**

OAG Report - 'Fraud Prevention in Local Government'

The OAG 'Fraud Prevention in Local Government' report assessed whether local governments have taken appropriate steps to prevent fraud and was based on a sector-wide questionnaire combined with more detailed review of activities at five randomly-selected local governments.

Whilst the OAG recognised that all of the local governments reviewed had some fraud controls in place, its recommendations are structured around three key findings:

- the need for a coordinated approach to managing fraud risks;
- local governments could make themselves more fraud resistant if they strengthen their controls; and
- better reporting avenues would help entities detect and respond to fraud.

In addition, the report calls for local governments to implement strong controls and a better practice approach to reduce the threat of fraud and create a strong ethical culture that sets the standard of behaviour for all staff. The City has made further comments against the following seven key recommendations of the OAG report:

OAG Recommendations	Comment
<p>1. Entities should assess Fraud Risks Across their business.</p>	<p>The City articulates its commitment to the management of risks broadly within its Risk Management Framework including 'Fraud and Misconduct' risk which is one of five key risk categories within the City's Corporate Risk Register. Risk Management Assurance Reports to the Audit and Risk Management Committee regularly assess fraud-related risk issues i.e. cash handling, gift disclosure, information sharing, integrity documentation examining the key controls and identifying timeframes for process improvements.</p> <p>As discussed in this report, a 'Fraud Resilience' internal audit was conducted by Paxon Group in August 2019 to assess the City's present strategy and state of preparation for resisting, detecting and reporting fraud and corruption.</p> <p>As a further control, Council endorsed the initial three-year internal audit program, and has more recently endorsed an expanded internal audit program over the next three years to be funded from the City's insurance surplus dividend.</p>

OAG Recommendations	Comment
<p>2. Entities should develop a Fraud and Corruption Control Plan and review it at least once every two years.</p>	<p>The City has in place a Fraud and Corruption Policy that was adopted by Council in June 2019 and developed in accordance with the <i>Australian Standard AS 8001-2008 Fraud and Corruption Control</i>. The Policy articulates the City’s commitment to prevention, detection, response and monitoring of any fraudulent or corrupt activities within its operations.</p> <p>The City also has in place a comprehensive Fraud and Corruption Control Plan that was approved by Council in September 2019 intended to support the Policy document and set the standards for accountability that the City expects from its Councillors and employees.</p> <p>The City’s Public Interest Disclosure (PID) Guidelines have been developed by the Public Sector Commission (PSC) and sit alongside the Fraud and Corruption Control Plan to support the City in meeting its legislative requirements under the PID Act. The City’s PID guidelines as well as a revised and more comprehensive whistle-blowing process and procedures were adopted by Council in September 2019.</p> <p>At an administrative level, the City’s Code of Ethics covers conflicts of disclosure of gifts and hospitality reporting of unethical behaviour and articulates the expectations for staff and leadership around the standards of behaviours and relationships. Further to this, the City has developed an Integrity Framework, which outlines the City’s internal process for reporting of unethical behaviour and provides the internal reference for the development of a positive organisational culture.</p>
<p>3. Entities should develop and implement a periodic fraud awareness-training program for all staff.</p>	<p>The City has engaged with state government agencies over the last twelve months to strengthen its corporate knowledge and raise staff awareness of fraud awareness. That included hosting the Public Sector Commission in August 2019 to conduct training with Managers and Coordinators on Misconduct Prevention, which covered the definitions of: serious and minor misconduct; why misconduct needs to be prevented; encouraging accountable decision making; and preventing misconduct through robust governance frameworks, organisational culture and capability.</p> <p>The City has also engaged with the Office of the Auditor General on future audit topics. The City hosted the Ombudsman WA in November 2019 in relation to the agency’s role and powers, the complaints handling process and how to strengthen good decision making and administrative practices. The City will continue with these engagements where possible in 2020.</p> <p>Internally, the City is currently exploring the capability of the Learning Management System (LMS) to deliver mandatory online training modules for all staff (including accountable and ethical decision making, fraud and awareness, workplace ethics) to be implemented within the next two months.</p>

OAG Recommendations	Comment
<p>4. Entities should ensure that all conflicts of interest are recorded, assessed and appropriate management plans are in place.</p>	<p>Specific internal controls the City has in place include the delegation limits, which are reviewed annually, a gift register in accordance with the requirements of the <i>Local Government Act 1995 (WA)</i>, annual and primary returns, and conflict of interest declarations in tendering documentation. Any such conflicts of interest are assessed and the operational areas are advised of appropriate action.</p>
<p>5. Entities should have policies and procedures in place to verify the identity and integrity of employees and their suppliers.</p>	<p>The City has implemented additional supplier authentication checks, including independent verification of all bank account change requests.</p> <p>Additional steps have been implemented in the staff recruitment and on-boarding process to authenticate certification of qualifications for selected applicants.</p>
<p>6. Entities should document clear internal processes and systems to report any potential fraud that includes anonymous reporting.</p>	<p>The City has developed an Integrity Framework to promote the detection, response and monitoring of any conduct contrary to the City's values including any potential fraud.</p> <p>The City has also recently reviewed its Public Interest Disclosure reporting procedures, compliant with the <i>Public Interest Disclosure Act 2003</i>, which articulate: types of wrongdoing; who can make a disclosure; and how to make a disclosure. The procedures also outline confidentiality and the protections that are provided to the discloser under the PID Act. The City has three PID Officers who are noted within this procedure as well as on the City's intranet page. This information is also captured within the new employee induction; training is provided on obligations under the City's Integrity Framework and the avenues for reporting any potential fraud.</p> <p>The City has a PID register with access restricted to the Coordinator of Information Services and CEO for privacy purposes and to ensure confidence, should employees wish to disclose matters.</p>
<p>7. Entities should collect and analyse information received about potential fraud to identify any trends or emerging issues.</p>	<p>The City's PID officers work in accordance with the City's PID Guidelines to investigate matters, note corrective actions and refer to outside agencies i.e. PSC, CCC where relevant. PID has also recently featured in the general staff induction training.</p> <p>At present the City has not encountered sufficient incidents to provide data that identifies any particular trends, however monitoring of that will continue. The Governance team will undertake a review of the general operations of the PID Register within twelve months to gauge effectiveness and if trend analysis is necessary.</p>

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance.

Aspiration: Open, accountable and responsive service.

Outcome L1: Accountable and good governance.

CONCLUSION

That the Audit and Risk Management Committee notes and endorses the agreed management actions arising from the Paxon Group Internal Audit Report on 'Fraud Resilience' and notes the findings of the report of the Office of the Auditor General (WA).

Attachment 1

City of Bayswater 'Fraud Resilience' Audit Paxon Group; October 2019.

City of Bayswater
Fraud Resilience 2019



Private Client Services
Audit and Assurance
Taxation

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Executive Summary

Process	Excellent	Very Good	Satisfactory	Needs Improvement	Not Satisfactory
	★★★★★	★★★★	★★★	★★	★
	Strengths			Weaknesses	
Fraud Resilience	<ul style="list-style-type: none"> The City has a zero-tolerance attitude towards fraud, corruption and misconduct; The City has a strong organisational focus on fraud resilience and is demonstrating a high level of commitment to strengthen its present fraud, corruption and misconduct resistance framework; The City has established a Governance Team which has reached out to external agencies to assist in developing its Fraud Resilience Strategy; The City has secured visits from the OAG (Governance in Local Government in December 2018), PSC (Intro to Fraud and Misconduct for Managers in August 2019) and Ombudsman (Good Administrative Practices in October 2019). All training visits were well attended by City staff; Training provided to these staff will be cascaded to the next level of staff in a training programme with a target delivery date of November 2019; The City has produced a Governance and Integrity Framework to provide an overarching mapping of the City's policies, guidelines, training and awareness; The City has developed a comprehensive Fraud & Corruption Control Plan which was approved by Council on 3 September 2019; The City has an up to date Fraud and Corruption Policy which was adopted by Council on 25 June 2019; The City's Code of Ethics (for employees) of January 2013 is currently being updated by HR and covers conflict of interests, disclosure of gifts and hospitality, reporting unethical behaviour, professional 	<ul style="list-style-type: none"> There is no periodic refresher training on fraud and corruption provided to the City's employees and elected members. This will be addressed with the introduction of the Learning Management System (LMS) an on-line facility to host digital training and maintain records of training and refreshers by end of 2019; There is presently no PID Register to record PID referrals, investigative action taken to conclude the referral and improvements made to internal control systems to prevent repetition of misconduct (if applicable); Although there are three PID Officers, Paxon notes that no disclosures or suspicions under PID have ever been reported. This suggests a lack of staff awareness of the PID process; Large amounts of receipts are taken in cash (\$79,000 on 23 July 2019). More formal training and documentation in cash receipting is required due to the risks inherent in large volumes of cash receipts; There is no Working From Home Policy. Time worked from home is not disclosed in separate time sheet codings. It is the responsibility of individual managers to grant, control and verify working from home thereby introducing the risk of inconsistent practices; In a sample of recruitments over the last two years selected at random by Paxon, there was evidence of incomplete and inconsistent documentation, eg panel member's returns, absent driving licence, a certificate purporting to be a qualification written in a foreign language had not been translated or verified with issuing body; and Timely periodic reminders have not been sent to Elected Members and staff regarding declaration of gifts and hospitality, e.g. leading up to Christmas. 			



Process	Excellent	Very Good	Satisfactory	Needs Improvement	Not Satisfactory
	☆☆☆☆☆	☆☆☆☆	☆☆☆	☆☆	☆
	Strengths			Weaknesses	
	behaviour, use of local government resources etc; <ul style="list-style-type: none"> • The City has a Code of Conduct for Council and Committee members dated 30 August 2018; • The City has a Public Interest Disclosure Policy adopted by council in November 2016 and reviewed and updated in February 2018; • The City’s revised and more comprehensive Whistle-blowing process and procedures were adopted by Council on 3 September 2019; • The PID Statement is now on the City’s intranet to promote internal awareness. The new Statement increases the scope for anonymous reporting if preferred; • The City’s Corporate Credit Card Policy is up to date and was last reviewed on 20 February 2018; • The internal audit programme is linked to identified areas of highest risk; • The City has appointed three Public Interest Disclosure Officers. The two new appointees undertook focused training on their roles at PSC’s offices on 14 August 2019; • Recruitment procedures are improving overall. Present procedures include employment screening for new recruits, including sighting and confirming all qualifications and certificates claimed, obtaining references, police certificates and working with children certificates where required, and checks with issuing and professional bodies for more recent recruitments; and • Declaration of gifts and conflicts of interest are recorded on the Innova / Attain 2 databases. 				



1 Overall Report Rating

Rating	Excellent	Very Good	Satisfactory	Needs Improvement	Not Satisfactory
		★★★★			

See **Appendix A** for a guide to the overall report rating scale.



2 Introduction

2.1 Background

The City of Bayswater (the City) has instructed Paxon Group (Paxon) to undertake an audit of the current measures at the City to resist, detect and report fraud, corruption and misconduct.

By definition, fraud and corruption involve deception and dishonest behaviour, with perpetrators deliberately concealing their actions to avoid detection. Consequently, fraud and corruption can be difficult to detect and even more difficult to quantify. Due to its inherent nature, organisations may be unaware or fail to appreciate fully the extent of the risks faced.

Following recent high-profile incidents of fraud and corruption identified at local government bodies within WA, the Corruption and Crime Commission WA (CCC) has raised concerns that local government within the State face a particularly high level of exposure to the risks of fraud, corruption and misconduct. The CCC found that some local governments have not assessed or prepared themselves to deal with these risks.

In the two years to May 2017, the CCC investigated 700 allegations of local government fraud in WA. The Head of the CCC reported that at least 16 councils within WA have been identified as being at high risk of fraudulent practices, in particular in the areas of revenue and receivables; cash and bank deposits; payroll; control of credit cards, purchases and payables; and in the procurement process.

Both the Office of the Auditor General WA and West Australian Police Department have raised similar concerns "about the level of public sector fraud incidents, which indicated that agencies' approaches to minimising fraud and corruption were not effective" (OAG's Report on Fraud Prevention and Detection in the Public Sector).



3 Objective and Risks

3.1 Objective

The objective of Paxon's audit is to assess the City's present strategy and state of preparation for resisting, detecting and reporting fraud and corruption. This report provides recommendations for reducing the City's exposure to the risks of fraud, corruption and misconduct and establishing appropriate systems and controls for dealing with these risks.

In undertaking this audit, Paxon reviewed:

- Legislative requirements of the Local Government Act 1995, Public Interest Disclosure Act 2003;
- Regulatory requirements, eg under the Local Government (Audit) and (Financial Management) Regulations 1996;
- DLGSC and other guidelines, eg Local Government Operational Guidelines;
- The Australian Standard on Fraud and Corruption Control AS 8001-2008 and recommended Practice Guides issued by the Institute of Internal Auditors and auditing standards;
- Relevant recent reports and recommendations of the Corruption and Crime Commission WA and the Office of the Auditor General WA; and
- Recent investigations into identified instances of fraud and corruption at Local Governments in WA, identified system weaknesses, causes of identified frauds and what lessons can be learnt from these failures.

3.2 Risks

The risks and impacts posed by fraud, theft and corruption include the following:

3.2.1 Quantifiable Monetary Losses

The Institute of Internal Auditors Australia in its Internal Auditing and Fraud Practice Guide states that monetary losses from fraud are significant but the full cost of fraud cannot be quantified in terms of time, productivity and reputational damage including customer relationships. The Practice Guide refers to various estimates of monetary loss to fraud, some of which estimate that an organisation can typically lose 5% of its annual revenue to fraud in all its forms.

3.2.2 Reputational Damage

The occurrence of fraud, corruption and misconduct is usually met with a high level of publicity from the media. Whilst minor financial losses may be quickly recoverable, the reputational damage arising from fraud and corruption usually has a far longer lasting impact. A hard-won positive reputation built up over many years may be quickly and irrecoverably lost.



3.2.3 Loss of confidence from Rate Payers and the General Public

Local governments work hard to build and retain the confidence and trust of local rate payers in their respective communities. Local rate payers expect to see a tangible return for the rates they are paying and trust senior officials and elected members to maintain a sound level of good governance. Fraud and corruption can have a serious impact on that level of trust and confidence far in excess of any actual monetary loss.

3.2.4 Impact on staff morale

The impact of fraud and corruption on staff morale and corporate culture can be devastating. This can lead to acute embarrassment for employees at all levels, loss of job satisfaction and pride in their employment, and in extreme cases lead to staff departures.

Recent investigations undertaken by CCC WA have identified the following risks and systemic weaknesses across the local government sector:

- No risk assessment undertaken into Local Governments' exposure to fraud, misconduct or unethical behaviour;
- Lack of staff awareness of Code of Conduct, misconduct and expected standards of behaviour;
- Insufficiently high profile given to fraud, misconduct etc. within organisations;
- Inadequate staff training;
- Inadequate or non – existent policies, procedures and records;
- Conflicts of interest not declared or recorded;
- Employees fail to declare secondary employment, private or family business interests;
- Receipt of gifts not declared or gift registers are not used or kept up to date;
- Allegations of misconduct are not dealt with appropriately or not actioned at all;
- Employees do not know how to report misconduct, eg failure to appoint an officer with responsibility for receiving allegations of potential fraud, corruption or misconduct;
- No separation of duties in functional responsibilities;
- Audits are not conducted;
- Failure to conduct post incident investigations to prevent recurrence; and
- Supervisors do not check and reconcile the invoice payment process to the tender documents.



4 Methodology

Our methodology for this internal audit comprised:

- Conducting an initial meeting with management to obtain an understanding of the existing Fraud Resistance Strategy, Governance and Integrity Frameworks, policies, procedures, risk management assessments and potential issues;
- Identifying and reviewing key controls to prevent, detect and report fraud, corruption and misconduct;
- Assessing staff training and awareness of fraud, corruption and misconduct and their duty to report under the Public Interest Disclosure legislation;
- Researching the issues, weaknesses and potential improvements noted from our discussions and review of the existing Fraud Resistance Framework, policies, procedures, processes and risk assessments including compliance with key controls;
- Developing appropriate recommendations for improvement for discussion with management;
- Drafting a report of findings and recommendations and obtaining formal responses from management; and
- Finalising the report and issuing it to the Governance Directorate for distribution to the Audit Committee and relevant management.



5 Inherent Limitations

Due to the inherent limitations in any internal control structure, it is possible that errors or irregularities may occur and not be detected. Paxon's review focused on the control framework itself and not on any particular incidents of fraud and corruption. The audit was not designed to detect incidents of fraud and corruption. Further, the internal control structure, within which the control procedures that have been reviewed operate, has not been reviewed in its entirety and therefore no opinion is expressed as to the effectiveness of the greater internal control structure.

It should also be noted that our internal audit was not designed to detect all weaknesses in control procedures as it was not performed continuously throughout the period subject to review.

The internal audit conclusion and any opinion expressed in this report have been formed on the above basis.



6 Detailed Audit Findings

Each issue detailed in this Section is rated based on the following scale:

Rating	Definition
High	Major contravention of policies, procedures or laws, unacceptable internal controls, high risk for fraud, waste or abuse, major opportunity to improve effectiveness and efficiency, major risk identified. Immediate corrective action is required. A short-term fix may be needed prior to it being resolved properly.
Medium	Significant contravention of policies, procedures or laws, poor internal controls, significant opportunity to improve effectiveness and efficiency, significant risk identified. Corrective action is required. Need to be resolved as soon as resources can be made available, but within six months.
Low	Minor contravention of policies and procedures, weak internal controls, opportunity to improve effectiveness and efficiency, moderate risk identified. Corrective action is required. Need to be resolved within twelve months.



Business Issue	Risk Rating	Implication	Recommendation	Agreed Management Action	Ownership/Timing
<p>1. Staff training on Fraud, Corruption and Misconduct.</p> <ul style="list-style-type: none"> Staff training on Fraud, Corruption and Misconduct, especially induction and refresher training, has historically been poor; Paxon notes that the City has been very proactive in improving training and awareness of the risks of fraud, corruption and misconduct; The City is currently implementing training and guidance provided by visits from OAG, PSC and the Ombudsman; and Presently there is no periodic refresher training. The introduction of the Learning Management System (LMS) by the end of 2019 will provide a mechanism to record and monitor all induction and refresher training. 	Low	<ul style="list-style-type: none"> Induction, periodic and refresher training has been inadequate to provide a satisfactory level of awareness of fraud, corruption and misconduct; and Paxon recognizes that significant steps have been taken in 2019 to improve training and awareness. Consequently, a lower risk rating has been allocated to this issue as it is already being actioned by the City. 	<ul style="list-style-type: none"> The targeted comprehensive induction training on fraud, corruption and misconduct prevention, awareness and reporting is rolled out to all staff as soon as possible; 	•	•



Business Issue	Risk Rating	Implication	Recommendation	Agreed Management Action	Ownership/Timing
<p>2. Public Interest Disclosure Register</p> <ul style="list-style-type: none"> There is presently no PID Register. 	Medium	<ul style="list-style-type: none"> In the absence of a PID Register there is no single source record of all PID notifications received nor of investigative and corrective action taken to address them; and A complete and up to date PID Register can indicate trends and identify high risk areas and possibly inadequate control systems which need to be reviewed and strengthened. 	<ul style="list-style-type: none"> A PID Register is compiled and put into use as soon as possible. 	•	•



Business Issue	Risk Rating	Implication	Recommendation	Agreed Management Action	Ownership/Timing
<p>3. Complete documentation of the recruitment process should be verified and retained.</p> <ul style="list-style-type: none"> Paxon's random sample of recruitments identified absent documentation and omissions including panel members' guides, driving licence and an unverified and untranslated document purporting to be a certificate in a foreign language; Although original certificates and claimed qualifications and memberships are physically sighted, confirmation as to their authenticity is not always pursued with the issuing body or professional institute; and Paxon's later sampling demonstrated a marked improvement in recruitment processes and retention of evidential documentation. 	Medium	<ul style="list-style-type: none"> Incomplete supporting recruitment documentation leads to an absence of audit trail to support recruitment decisions; Reduced ability to demonstrate transparency in the recruitment process; There is a risk that claimed professional memberships may have lapsed or not be current or certificates and qualifications may be fabricated; 	<ul style="list-style-type: none"> Claimed certificates, qualifications and professional memberships should be pursued with the issuing educational or professional organisation to verify that they are genuine and up to date; and All certificates and qualifications in foreign languages should be translated and verified. 	•	•



Business Issue	Risk Rating	Implication	Recommendation	Agreed Management Action	Ownership/Timing
<p>4. Time Sheet Accuracy</p> <ul style="list-style-type: none"> Staff awareness should be increased on the importance of producing accurate time sheets; The City has no Working From Home Policy. 	Low	<ul style="list-style-type: none"> Time sheet inaccuracy, whether occurring accidentally, negligently or fraudulently can occur frequently and is often not perceived as fraudulent; Managers should ensure that timesheets are accurate and are validated prior to approval; Working From Home can lead to inconsistent practices and complicate managers' ability to confirm time claimed. 	<ul style="list-style-type: none"> The City should produce a Working from Home Policy; Staff and manager awareness should be improved, and visibility and accountability increased to ensure that time sheets are accurate. 	•	•
<p>5. Cash Receipting</p> <ul style="list-style-type: none"> Large amounts of cash receipts are taken by the City, in particular at the Head Office in payment of domestic rates; The scale of cash receipts taken requires more detailed procedures, training, and documentation. 	Medium	<ul style="list-style-type: none"> The receipt of cash usually presents high risk. Due to the high value of cash receipts taken by the City, there is a need for more detailed and formal procedures, training and supporting documentation. 	<ul style="list-style-type: none"> More detailed procedures are produced for cash receipting along with more formal training being provided and supporting evidential documentation being compiled. 	•	•



7 **Efficiencies and Other Observations**

Below is a summary of our other observations arising from the internal audit which may assist you in improving the efficiency and effectiveness of the City’s control environment. These observations are provided for your information and a formal response is not required.

Audit Area	Description
Disclosure of Receipt of Gifts and Hospitality	Timely periodic reminders have not been sent at key periods to Elected Members and staff regarding the requirement to disclose the receipt of gifts and hospitality, eg in the lead up to Christmas. A periodic email to all Members and staff is an effective reminder of the Disclosure requirements.



Appendix A

Level	Rank	Stars	Financial Loss	Non-Financial Considerations
1	Unsatisfactory	☆	>\$1m	Several medium rated observations or one or more high rated observations, significant risk for non-compliance with policies and regulations, serious violations of law, significant opportunities for improvement, substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile and third- party actions.
2	Needs Improvement	☆☆	>\$100k<\$1m	Several medium rated observations and no high rated observations, control weak in one or more areas, non-compliance with policies and regulations, violation of law (not serious), substantial opportunities for improvement, substantiated, public embarrassment, high impact, high news profile and third- party actions.
3	Satisfactory	☆☆☆	>\$50k<\$100k	Many low rated observations and/or few medium rated observations, several low rated violations of policy, minor violations of regulations, no violations of law, moderate opportunities for improvement, substantiated, public embarrassment, moderate impact and moderate news profile.
4	Very Good	☆☆☆☆	>\$10k<\$50k	Several low rated observations and/or one or two medium rated observations, minor contraventions of policies and procedures, no violations of law, minor opportunities for improvement, substantiated, low impact and low news profile.
5	Excellent	☆☆☆☆☆	<\$10k	Few low rated observations, no internal control weaknesses noted, good adherence to laws, regulations and policies, excellent control environment, unsubstantiated, low impact, low profile or no news item.

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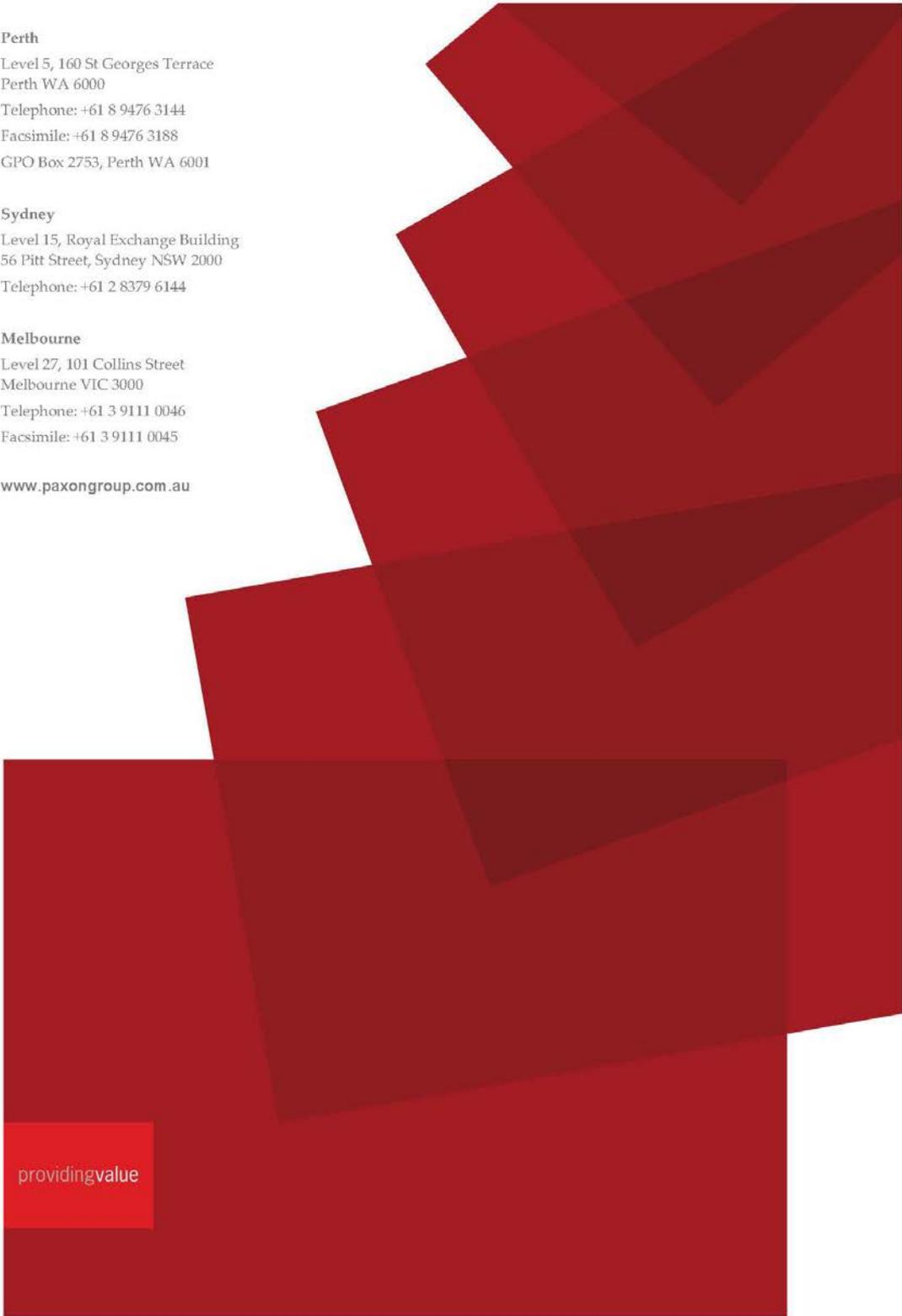
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Attachment 2**Paxon Group 'Fraud Resilience' Audit: Agreed Management Actions**

Business Issue	Agreed Management Action	Ownership/Timing
<p>1. Staff training on Fraud, Corruption and Misconduct.</p> <p>Staff training on Fraud, Corruption and Misconduct has historically been poor.</p> <p>Although there have been some strong external engagements, it is recommended that targeted comprehensive induction training on fraud, corruption and misconduct prevention be rolled out to all staff as soon as possible.</p>	<p>Elected member training to include fraud, misconduct prevention has occurred/is to occur.</p> <p>Targeted introduction training on fraud, corruption and misconduct prevention to be delivered to general staff by external agency i.e. PSC or consultant within the next six months. Risk/Governance to collaborate with consultant to include information on COB internal reporting frameworks. A record of staff attendance will be kept.</p> <p>Corporate induction training will be improved to capture detail in regards to employee obligations and reporting requirements associated with the City's Integrity Framework. Governance Information booklet to be developed and issued to staff at Corporate Induction with key contacts and reporting lines for PID, Fraud and Misconduct.</p>	<p>The Governance Team is investigating options for Elected Member training to occur this year.</p> <p>Introductory training on Fraud, Corruption and Misconduct is being developed to deliver to staff within the next six months.</p> <p>The Governance team is undertaking a review of its induction presentation to include additional focus on fraud and corruption control and will deliver this to new staff at the next Corporate Induction in January 2020.</p>
<p>2. Public Interest Disclosure Register.</p> <p>Auditors recommend that a detailed PID register be compiled and put to use as soon as possible.</p>	<p>The PID register access is restricted to the Coordinator of Information Services and CEO for privacy purposes and to ensure confidence should employees wish to disclose matters.</p> <p>The City's PID guidelines put in place a process for escalation of incidents. The City has not had the volume of incidents to warrant trend analysis however in the future we may consider if there is an increased frequency in reporting.</p> <p>The City's PID officers work in accordance with the City's PID Guidelines to investigate matters, note corrective actions and refer to outside agencies i.e. PSC, CCC where relevant.</p>	<p>The Governance team will undertake a review of the general operations of the PID Register within twelve months (December 2020) to gauge effectiveness and if trend analysis is necessary.</p> <p>PID to feature in staff induction training materials - next training in January 2020.</p>

Business Issue	Agreed Management Action	Ownership/Timing
<p>3. Complete documentation of the recruitment process should be verified and retained.</p> <p>The audit identified absent documentation and omissions including panel members guides, drivers licence and qualifications checks.</p>	<p>Certificates, qualifications and professional memberships to be pursued with the issuing educational or professional organisation to verify accuracy.</p> <p>Certificates and qualifications in foreign languages should be translated and verified.</p>	<p>People, Culture and Safety (HR) to update recruitment process in Promapp. Recruitment practices will be captured within relevant procedure by March 2020.</p> <p>The City already has a process in place for authentication (external provider capabilities are also being explored i.e. <i>Seek</i> service) and HR staff are aware of the requirements to verify qualifications directly with institution (enrolment and graduation).</p> <p>HR have created 'Job Files' within ECM creating a central location for all recruitment materials to be captured. Checklist and recruitment summaries are included in these files. Noted review March 2020.</p> <p>HR will conduct spot checks twice per year to ensure HRO's compliant with procedure, and report to ELT.</p>
<p>4. Staff awareness should be increased on the importance of producing accurate time sheets. The audit noted the City had no working from home policy.</p>	<p>The City to produce a working from home policy. Staff and manager awareness should be improved, and visibility and accountability increased to ensure that time sheets are accurate.</p>	<p>People, Culture and Safety are updating Flexible Work Arrangements Management Practice to include staff who work from home. Timeframe for delivery of this work is March 2020.</p> <p>General awareness training for staff (i.e. at corporate induction, within team meeting discussions) and managers (within organisational managers group) around their accountabilities to occur in the next six months (by June 2020).</p> <p>People, Culture and Safety to research systems that allow for implementation of online leave forms and timesheets (by June 2020).</p>

Business Issue	Agreed Management Action	Ownership/Timing
<p>5. The large scale of cash receipts taken by the City required more detailed procedures, training and documentation.</p>	<p>More detailed procedures are produced for cash receipting along with more formal training being provided and supporting evidential documentation being compiled.</p>	<p>Cash Handling Procedure to be developed by 30 June 2020 and develop subsequent training for customer service staff (reconciliation processes including more focus on two part authentication, physical aspects of cash handling). Strategies to reduce the amount of cash receipted at front counter being explored.</p> <p>A review of Cash in Transit practices will also occur by 30 June 2020.</p>

Attachment 3

**'Fraud Prevention in Local Government' Office of the Auditor General Western Australia,
15 August 2019.**



Fraud Prevention in Local Government



Office of the Auditor General
Western Australia

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We can deliver this report in an alternative format for those with visual impairment.

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ISSN: 2200-1931 (Print)
ISSN: 2200-1921 (Online)

The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

Fraud Prevention in Local Government

Report 5
August 2019



THE PRESIDENT
LEGISLATIVE COUNCIL

THE SPEAKER
LEGISLATIVE ASSEMBLY

FRAUD PREVENTION IN LOCAL GOVERNMENT

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

This was a narrow scope performance audit, conducted under section 18 of the *Auditor General Act 2006* and in accordance with Australian Auditing and Assurance Standards. Narrow scope performance audits have a tight focus and generally target entity compliance with legislation, public sector policies and accepted good practice.

The audit objective was to assess whether local government entities have taken appropriate steps to prevent fraud.

I wish to acknowledge the cooperation of staff at the local government entities included in this audit.

A handwritten signature in black ink, appearing to read 'C Spencer'.

CAROLINE SPENCER
AUDITOR GENERAL
15 August 2019

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Auditor General's overview

All organisations, public and private, face the risk of fraud. This will remain the case wherever people and scarce resources interact. Fraud, or even the perception of fraud, can have a serious impact on an organisation's reputation and resources. It can stem from inside or outside the organisation and by its nature is deceitful, dishonest, and often hard to detect. Numerous Corruption and Crime Commission investigations highlight the risks organisations face.



However, there are practical steps organisations can take to reduce fraud risks and build their fraud resistance. These include creation of a strong ethical culture that sets the standard of behaviour for all staff, raising staff awareness of the risks, and implementing good practice controls to manage them.

This audit found that many local governments have not assessed their fraud risks, and do not have comprehensive fraud management plans and programs. Most could do more to educate their staff on integrity policies and controls to reinforce anti-fraud messages and consider fraud risks in their daily duties. Local governments also need to make sure they have clear and easy processes for people to report any fraud concerns.

It was pleasing to find that all the local governments we reviewed had some fraud controls in place and the staff my audit team dealt with during the audit were diligent. But, high staff turnover and work load makes implementing good fraud controls even more of a priority.

I would like to acknowledge the willingness of the entire sector to engage with our questionnaire. Nearly 80% of local governments responded, providing valuable information about fraud approaches across the local government sector.

I encourage all entities to use the principles highlighted in Appendix 2 to build on their existing structures and practices, in a way that best suits their needs.

Executive summary

Introduction

Recent high profile investigations into fraud in the public sector by the Corruption and Crime Commission (CCC) in Western Australia (WA) have featured a number of local government entities (entities).

There are 148 entities in WA. In 2017-18, the sector spent more than \$4 billion, employed around 17,000 staff, and administered \$45 billion of assets. Fraud in this sector could result in substantial material and reputational losses, and this level of risk calls for entities to implement strong controls and better practice approaches to reduce the threat of fraud.

This audit reviewed whether entities have taken appropriate steps to prevent fraud, through the following lines of inquiry:

1. Have entities implemented a coordinated approach to manage fraud risks?
2. Do entities have adequate controls for preventing and detecting fraud?
3. Do entities respond appropriately to suspected fraud?

The purpose of this audit was to review the systems that entities had in place. We did not seek to identify any specific instances of fraud.

The audit included a sector wide questionnaire on entity approaches to managing fraud risks (see Appendix 3 for a summary of results). We conducted a more detailed review at the:

- Shire of East Pilbara
- Shire of Katanning
- City of Nedlands
- Shire of Serpentine-Jarrahdale
- City of Vincent.

Our sample focussed on entities that had not been part of recent audits, and included entities of varying size, from both metropolitan and regional areas.

Conclusion

Local government entities can do more to prevent fraud. We found entities do have some controls in place, but would benefit from better understanding their specific fraud risks and taking a coordinated approach to managing them.

Our questionnaire found many entities have not assessed their fraud risks, or created a plan to deal with fraud. The responses highlighted gaps in prevention and detection approaches. Many entities can do more to raise staff awareness of fraud, improve their screening processes, and strengthen protections for informants.

Our detailed review of 5 entities confirmed these results. We found they had core integrity policies in place, but none had assessed all their fraud risks, and implemented a coordinated approach to manage them. All entities could build on their current policies and practices to make workplaces more fraud resistant, and improve their reporting avenues to strengthen their ability to respond to fraud.

Background

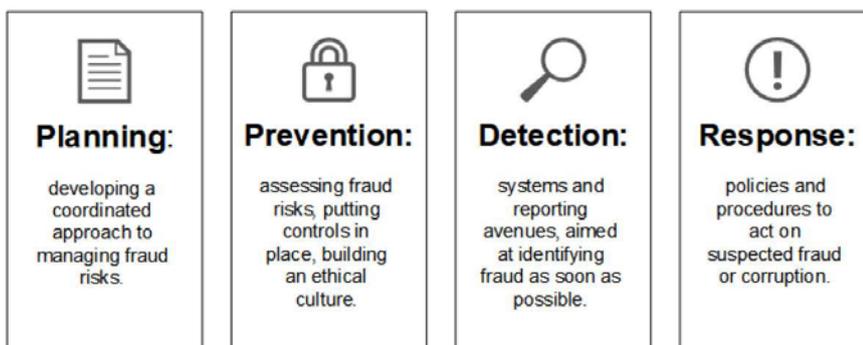
Fraud is the act of obtaining a benefit, financial or otherwise, by deception. By its nature it is deceitful and dishonest, and can be very hard to detect particularly if collusion is involved. It is important that public sector entities design and implement strong internal control frameworks to prevent fraud.

Meeting legislated requirements provides entities with some level of fraud control (Appendix 1), particularly around council decision-making processes. Legislation includes requirements for:

- council and advisors to disclose conflicts of interest
- disclosure of financial interests for some staff
- the creation of Codes of Conduct
- handling of gifts
- when tendering is required for procurement activities.

This is the second report that we have tabled on public sector fraud controls. The previous report in 2013 reviewed 9 state government entities against elements taken from the *Australian Standard AS 8001-2008 Fraud and Corruption Control* (the Standard).

The Standard contains better practice guidance for controlling fraud risks. It is informative, flexible, and forms the basis of approaches in state and local government entities across Australia. It recommends entities tailor an approach that suits their needs, based on 4 components:



In developing our expectations for entities, we considered:

- key principles from the Standard
- guidance issued to entities by the Department of Local Government, Sport and Cultural Industries
- reports published by the CCC and the Public Sector Commission (PSC)
- guidance material issued by audit offices in other jurisdictions
- the best practice guide for fraud and corruption control published by the Crime and Corruption Commission in Queensland
- international research.

Recommendations

In line with better practice, all entities should ensure they implement a coordinated approach to manage their fraud risks. Entities should:

1. assess fraud risks across their business
2. develop a Fraud and Corruption Control Plan and review it at least once every 2 years
3. develop and implement a periodic fraud awareness training program for all staff
4. ensure that all conflicts of interest are recorded, assessed and appropriate management plans are in place
5. have policies and procedures in place to verify the identity and integrity of employees and suppliers
6. document clear internal processes and systems to report any potential fraud, that include anonymous reporting
7. collect and analyse information received about potential fraud to identify any trends or emerging issues.

Under section 7.12A of the *Local Government Act 1995*, all audited entities are required to prepare an action plan addressing significant matters relevant to their entity for submission to the Minister for Local Government within 3 months of this report being tabled in Parliament and for publication on the entity's website. This action plan should address the points above, to the extent that they are relevant to their entity, as indicated in this report.

Response from audited local government entities

All 5 audited entities supported the audit findings and accepted our recommendations. Appendix 4 includes the full responses from audited entities.

Audit findings

Entities have not implemented a coordinated approach to manage their fraud risks

We found that entities have not developed a good understanding of their fraud risks, or a clear vision of how they will manage them. As a result, entities cannot be sure they have adequate controls in place. These findings are similar to those of our 2013 audit into State government entity fraud controls, which found a lack of risk assessment and planning¹.

Entities have not assessed their business for fraud risks

None of the entities we reviewed had assessed all their fraud risks. We found strategic risk registers included some consideration of external theft and fraud. But, these were incomplete, focussed on external threats, and did not consider all fraud risks. This supports results from our questionnaire, as 25% of respondents told us they had not completed a fraud risk assessment. Completing an assessment would give entities a view of all their risks, and allow them to evaluate their controls.

Twenty-nine of the 116 entities (25%) that responded to this part of our questionnaire advised that they had not assessed their fraud risks. These entities had a combined expenditure of over \$310 million in 2017-18.

Entities have not planned how to manage fraud risks

We found that most entities have not developed a Fraud and Corruption Control Plan (Plan). These results are similar to those from our 2013 audit of fraud prevention in State government entities². That audit reviewed 9 State government entities and found none had developed a Plan. Plans are important better practice tools that capture an entity's commitment to manage its fraud risks, communicate its approach, and set timeframes and responsibilities.

Of the entities reviewed, only East Pilbara had developed a Plan. While the Shire completed this in 2013, it has not implemented any of the Plan's actions.

All 5 entities had Codes of Conduct (Codes) and East Pilbara, Nedlands and Vincent also have strategic fraud prevention policies. While these contain anti-fraud information, they are not as comprehensive as a Plan as they do not include controls, or assign timeframes or responsibilities for actions. Without a Plan, entities cannot be sure their approach to managing fraud risks is comprehensive.

Responses to the questionnaire show this is an issue across the sector, as more than half (54%) the entities told us they had not created a Plan.

We received documents from 26 of the entities who told us they had a Plan or equivalent. However, we found only 7 of these contained all the key elements of the Standard³. A further 8 contained at least 2 of the elements. Avenues for reporting suspected fraud, key controls to deal with fraud related risks and comprehensive fraud risk assessments were elements that were most commonly absent.

¹ Office of the Auditor General 2013 *Fraud prevention and detection in the Public Sector*. Report 7 – June.

² Ibid.

³ We reviewed the documents for key elements of the Standard including an entity position statement, accountabilities, a fraud risk assessment, outline of key controls, and reporting avenues and protections.

Entities could make themselves more fraud resistant if they strengthen their controls

We found that entities could make their organisations more fraud resistant if they raise staff awareness of risks, improve how they manage conflicts of interests, and better screen employees and suppliers.

Entities need to raise staff awareness of fraud risks

The Standard describes building a strong anti-fraud culture as a key strategy for managing the risk of fraud. Messaging to staff can help entities build and maintain fraud resistant cultures. Entities should commit to a program to raise staff awareness of integrity policies. By tracking participation they can be sure staff are aware of risks, the controls that are in place, and their responsibilities.

We found entities have not established regular programs to raise and maintain staff awareness of fraud risks. None of the entities we reviewed had established a regular training program, or had kept records of staff participation. The questionnaire provided similar results, with 55% of entities advising they did not train staff in fraud risks and controls.

Some of the entities we reviewed have made efforts to raise staff awareness of fraud risks and integrity policies. We found:

- 3 entities had used training, forums, or newsletters to engage staff in managing fraud risks (Figure1)
- 2 entities had tailored the language in their Codes to make them easier for staff to understand. To explain conflicts of interest, Serpentine-Jarrahdale used plain English rather than text from legislation, and Katanning included "real world" examples.

Katanning	Nedlands	Serpentine-Jarrahdale
The Infrastructure Department received refresher training on the Shire's code of conduct in January 2019.	Information about integrity issues have been included in staff newsletters. For example: <ul style="list-style-type: none"> • information on ethical decision making – August 2018 • article on conflicts of interest - September 2018. 	The Shire has conducted a series of staff forums. For example: <ul style="list-style-type: none"> • CEO led a forum on fraud controls - March and April 2017 • 'good governance' forum - September 2018 • forum on misconduct prevention, including a presentation from the PSC - January 2019.

Source: OAG using entity information

Figure 1. Examples of recent efforts to raise fraud awareness

All the entities we reviewed provided employees with key integrity policies at induction. However, none required staff to revisit the policies. The Standard recommends all employees confirm they understand and follow the Code, and other integrity policies, on a yearly basis. Results from our questionnaire suggest this is an issue across the sector, as 89% of entities told us they do not require staff to do this. Recording annual compliance would give entities a level of assurance that staff are regularly engaging with integrity policies and messages.

Not all conflicts of interest are captured

Three of the entities we reviewed did not capture all the conflicts of interest their staff may face. In line with legislation, entities record conflicts of staff and elected members on matters discussed by council. Entities also document financial, proximity and impartiality interests of elected members and senior staff.

However, processes are not in place to capture, assess and manage any other interests staff have that may conflict with their daily duties. Entities cannot be sure they appropriately manage all conflicts of interest (actual, potential or perceived), as they rely on individual business units to handle operational issues with no formal guidance or process. Staff need to be aware that they have a responsibility to declare any interests that could conflict with performing their public duties. Entities then need to capture and manage those declarations.

Vincent and Serpentine-Jarrahdale have recently implemented processes to better capture all conflicts of interest. Both entities have developed registers to capture the conflict, and require a manager or executive to approve the management plan. During the audit, both entities provided staff with guidance on how and when to make a declaration.

More screening of employees and suppliers would help entities reduce risks

The entities we reviewed did not have adequate policies to screen staff or suppliers. Good screening controls would give entities some assurance of the identity, integrity and credentials of employees and suppliers.

None of the entities we reviewed had policies in place to screen staff. These findings are similar to those in our 2019 audit *Verifying Employee Identities and Credentials*⁴.

Despite the lack of policy, 4 entities did retain copies of qualifications and identification. However, none consistently confirmed that qualifications were authentic or checked work histories. One entity did not engage in any police checks or do any checks beyond calling referees. Entities need consistently applied processes to confirm the identity, integrity and academic credentials of potential employees. The Standard also recommends entities screen all new employees and any employee transferring to an executive or high-risk area.

None of the entities we reviewed routinely screened their suppliers. Our questionnaire returned similar results, with less than 30% of respondents conducting media searches, police clearances or verifying directors' details. Purchases over \$150,000 are subject to tender which include some checks, including an ABN confirmation and receiving information on the financial position of the supplier. However, smaller purchases are not subject to this process.

To reduce fraud risks, the Standard recommends that entities verify the credentials of suppliers. Entities that have a large number of suppliers should consider a risk-based approach to screening to ensure appropriate use of resources.

Better reporting avenues would help entities detect and respond to fraud

To be well informed, entities need to have strong systems to receive, capture and act on information about potential fraud. International research has shown that organisations most frequently detect fraud through informants (whistleblowers)⁵.

⁴ Our audit found only 3 of the 8 entities reviewed had policies to verify employee identities and credentials.

⁵ Association of Certified Fraud Examiners 2018 *Report to the nations: global study on occupational fraud and abuse*. p4.

We found that it was not always clear how staff, the public or suppliers should report suspected fraud. The entities we reviewed did not have ways for individuals to make anonymous reports of potential fraud, other than Public Interest Disclosures (PID) through the *Public Interest Disclosure Act 2003* (PID Act). They also did not have a process in place to analyse all information they received about potential fraud. Entities may miss important information if reporting avenues are not clear or if reports are not analysed.

Entities need to better communicate how staff, suppliers and the public can report suspicious behaviour

At the entities we reviewed, Codes direct staff to report concerns of fraud to the CEO, deputy, or HR manager. However, there is no guidance for how a staff member would do this. Staff members may be reluctant to go directly to the executive on such a sensitive topic or when the suspicion relates to senior staff. The Standard highlights the need for formalised reporting systems and that these should include multiple avenues. Similarly, the Crime and Corruption Commission in Queensland has advised that employees will feel more confident in making reports if systems are readily accessible and well publicised⁶.

The PID Act encourages people to report concerns of wrongdoing in the public sector. Individuals can report concerns to authorised officers or to 1 of the authorities listed in the PID Act (such as the Auditor General for concerns including substantial unauthorised use of public resources). Other external reporting avenues include the CCC, PSC or the Western Australia Police Force.

All the entities we reviewed had clear processes around making a PID and had PID officers in place. However, entities should not rely only on PIDs, as this does not capture all potential reports or allegations. Staff may not wish to engage with the PID process or may not have information suitable for an investigation. The PSC reported that local government entities received 13 PIDs in 2017-18⁷.

Our questionnaire showed that many other entities could improve their reporting processes and protections. One third of respondents told us they did not have systems in place to protect staff who reported fraud. Of those that did have protections, 32% told us they relied solely on PIDs. Individuals may be reluctant to report concerns if they do not feel adequately protected.

Entities should include anonymous reporting options to encourage reporting

At the entities we reviewed, internal avenues to report suspected fraud did not include anonymous options. Both the Standard and guidance from other jurisdictions has raised the need for internal reporting to include options for anonymity. Making reports of wrongdoing can be difficult for some people and providing an anonymous option can make it easier.

We note that East Pilbara's Plan directs staff wishing to make an anonymous complaint to external agencies, either the CCC or the PSC. While directing staff to appropriate external reporting options is important, in our view better practice would be for internal reporting to also have anonymous options.

Entities need to better use information they receive about suspected fraud

None of the entities we reviewed have a way to capture, collate and analyse all information about potential fraud. The Standard expects organisations to develop a program and

⁶ Queensland Crime and Corruption Commission 2018 *Fraud and Corruption Control: best practice guide* p49.

⁷ Public Sector Commission 2018 *State of the sector statistical bulletin: Integrity and Conduct Survey results*.

recommends the development of a fraud register. Capturing information in a central location would make it easier for entities to look for trends, identify issues early and act appropriately.

Entities have reported potential fraud to the CCC. The entities we reviewed told us they had reported 4 instances of potential fraud in the past 5 years.

Audit focus and scope

This audit assessed whether local government entities have taken appropriate steps to prevent fraud. We asked the following questions:

1. Have entities implemented a coordinated approach to manage fraud risks?
2. Do entities have adequate controls for preventing and detecting fraud?
3. Do entities respond appropriately to suspected fraud?

During our audit we considered:

- key principles from the Fraud and Corruption Control Standard (AS 8001-2008)
- guidance issued to entities by the Department of Local Government, Sport and Cultural Industries
- guidance material issued by audit offices in other jurisdictions
- reports published by the CCC and the PSC
- the best practice guide for fraud and corruption control published by the Crime and Corruption Commission in Queensland
- international research.

During the audit we:

- provided a questionnaire to all 148 local government entities, requesting information about approaches to managing fraud risks.
 - 118 entities responded to the questionnaire (see Appendix 3)
 - 91 provided copies of their Codes of Conduct
 - 26 provided copies of their Plans. We reviewed the Plans for key elements of the Standard, including an entity position statement, accountabilities, a fraud risk assessment, outline of key controls, and reporting avenues and protections.
- reviewed approaches in more depth at 5 entities. This included interviews with key staff, and reviews of policies, registers and complaints systems. This sample included entities ranging from relatively small to large, from both metropolitan and regional areas.

We did not conduct detailed reviews of procurement, record keeping or systems for verifying employee identities. These areas were the focus of recent performance audits by this Office.

This was a narrow scope performance audit, conducted under section 18 of the *Auditor General Act 2006* and in accordance with Australian Auditing and Assurance Standards. Narrow scope performance audits have a tight focus and generally target entity compliance with legislation, public sector policies and accepted good practice. The approximate cost of undertaking and tabling this audit is \$300,000.

Appendix 1: Summary of legislated responsibilities

Entities are required to meet a number of legislated responsibilities that help control fraud risks. A summary of key elements are listed below. This list is not exhaustive.

Legislation	Fraud related requirements
<i>Local Government Act 1995</i>	<ul style="list-style-type: none"> • disqualifies individuals from becoming elected members due to insolvency, criminal convictions, or misapplication of funds • councils must believe that a person is suitably qualified for the position of CEO, and CEOs must believe that staff are suitably qualified for their positions • all employees must be selected in accordance with the principles of merit and equity • mandates a general need for good government and the creation of a Code of Conduct • council members, the CEO and designated staff members must disclose financial interests' • employees must disclose any interests when they are advising or reporting to council • an audit committee must be formed • sets out penalties for improper use of information
Local Government (Rules of Conduct) Regulations 2007	<ul style="list-style-type: none"> • requires council members to act ethically, be open and accountable • forbids council members from influencing employees or using their office for personal advantage • council members must declare any interests in matters being discussed at council or audit committee meetings • sets out restrictions on gifts and travel contributions to councillors and requirements for records to be kept
Local Government (Financial Management) Regulations 1996	<ul style="list-style-type: none"> • CEOs are to establish efficient systems and procedures for collection and custody of money owing to the entity
Local Government (Audit) Regulations 1996	<ul style="list-style-type: none"> • describes the function of the audit committee • Regulation 17 requires a CEO to review appropriateness and effectiveness of systems and procedures relating to risk management, internal control and legislative compliance. This is then reported to the audit committee
Local Government (Administration) Regulations 1996	<ul style="list-style-type: none"> • sets out information on disclosure of financial interests • provides detailed information on what value of gifts must be reported and which are prohibited • requires a register of gifts to be publicly accessible • requires Codes of Conduct to contain information on gifts, travel contributions and disclosing interests

Legislation	Fraud related requirements
Local Government (Functions and General) Regulations 1996	<ul style="list-style-type: none"> • entities must develop a policy for purchases less than, or equal to, \$150,000 • purchases worth more than \$150,000 must be conducted through tender • sets out requirements for pre-qualified suppliers
<i>Public Interest Disclosure Act 2003</i>	<ul style="list-style-type: none"> • entities must <ul style="list-style-type: none"> ○ publish internal procedures for reporting a PID ○ designate at least 1 PID officer to receive reports. They must comply with the Public Sector Commissioner’s minimum standards of conduct and integrity

Source: OAG

Appendix 2: Better practice principles

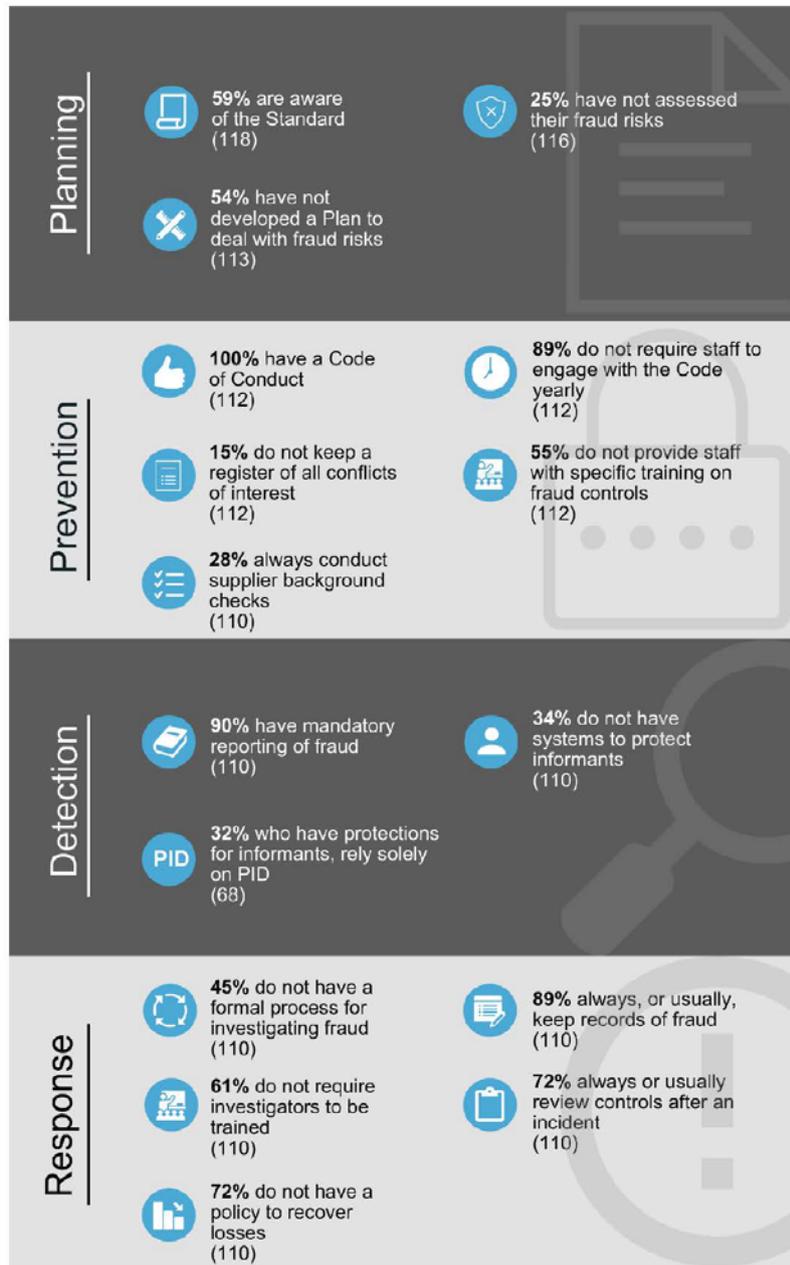
The table below shows key principles on which our audit focused. These principles are not exhaustive. Entities seeking to implement better practice approaches should also consult the Standard, and the guidelines prepared by the Department of Local Government, Sport and Cultural Industries.

Objective	Principle	What we would expect
Planning Develop a coordinated approach to manage fraud risks	Risks are understood	<ul style="list-style-type: none"> Fraud risks across organisation are assessed, documented and controls are in place.
	Approach is documented	<ul style="list-style-type: none"> Fraud and Corruption Control Plan (Plan) is in place and reviewed at least once every 2 years.
	Internal audit considers fraud risks	<ul style="list-style-type: none"> Audit committee engages with internal audit plan to ensure fraud risks are considered.
Prevention Create a fraud resistant organisation	Policy framework is in place	<ul style="list-style-type: none"> Integrity policies (such as Codes of Conduct and conflicts of interest) are appropriate, clearly written and available. Staff regularly engage with integrity policies. For example, signing yearly an understanding of the Code of Conduct. Fraud prevention and awareness training, newsletters and presentations are used to communicate entities ethical standards to staff.
	Internal controls are in place	<ul style="list-style-type: none"> Business processes, especially those assessed as higher risk, have controls that are well documented, updated and understood by all staff. Entities verify identity and credentials of all new employees and employees transferring to areas of higher risk, including: <ul style="list-style-type: none"> verify necessary qualifications review of past work history and referee checks criminal background checks confirm professional memberships are valid. Supplier credentials are checked, particularly for high-risk or high value purchases, including: <ul style="list-style-type: none"> Confirm ABN confirm directors are not bankrupt or disqualified.

Objective	Principle	What we would expect
<p>Detection</p> <p>Entities are ready to detect fraud</p>	<p>Detection systems are in place</p>	<ul style="list-style-type: none"> • Entities should implement detection systems, as appropriate to their business needs, to identify potential fraud as soon as possible. • Multiple avenues are in place for staff, the public and suppliers to report concerns. • Reporting processes are well advertised, and include anonymous options.
<p>Response</p> <p>Entities are ready to respond to potential fraud</p>	<p>All information is considered</p>	<ul style="list-style-type: none"> • Entities should implement processes to record, analyse and escalate all incidents. • Processes are in place to review internal controls after incidents.

Source: OAG

Appendix 3: Summary of local government fraud questionnaire results



Number of responses to question marked in (*)

Source: OAG

Appendix 4: Full responses from audited entities

Shire of East Pilbara

Specific responses to recommendations

The Shire of East Pilbara agreed with all recommendations. They provided additional comments on recommendations:

2. Agree. But it is noted that the Shire of East Pilbara does have a Fraud and Corruption Plan. Our priority should be to deploy the plan effectively within the organisation and to undertake regular reviews internally
4. Agree. Conflicts of interest are recorded for elected members and key officers who are writing reports and/or attending Council meetings. It is noted that conflicts of interest for staff need to be recorded and this practice needs to be embedded further within the organisation.

Shire of Katanning

Specific responses to recommendations

The Shire of Katanning agreed with all recommendations.

City of Nedlands

The City is encouraged by the audit work of the Office of Auditor General in the local government space and believes that its work to date in providing clarity on governance inconsistencies and interpretation in local government, which is long overdue.

Specific responses to recommendations

The City of Nedlands agreed with all recommendations and advised they will aim to implement a streamlined and coordinated approach towards risk management within the next 18 months. They provided additional comment on recommendations:

1. Agree. In the past, the City has conducted an organisation wide Risk Assessment program which incorporated a fraud risk assessment. However, the City will aim to undertake the first full fraud risk assessment within next 18 months.
2. Agree. The City will aim to develop and implement a control plan within 8 months.
3. Agree. 2019/20 training will be scheduled followed by annual training.
4. Agree. The City agrees that all conflicts of interest are to be recorded and assessed. At present, the implemented process is to record, assess and manage the declared conflict of interest by the Elected Members and staff for any matter to be discussed at Council meetings. Based on this recommendation the City agrees that procedures should be in place for assessing and recording all conflicts of interest; however, is not aware of the nature, content or need for management plans to achieve this. The City will aim to implement an appropriate Procedure within 8 months.
5. Agree. It is noted that the need for and extent of verification, is a matter to be considered within proper risk assessment, as part of policy and procedures scope. At present, there are verification processes in place for both employees and suppliers. However, there is definitely room for the improvement in this area. Accordingly, the City will aim to review and update its HR and suppliers' policies and procedures within 12 months.

6. Agree. The City will aim to implement this within 12 months.
7. Agree. Once the work around the implementation of streamlined and coordinated approach towards fraud risk management is completed, the City will be able to perform the above task on an ongoing basis.

Shire of Serpentine-Jarrahdale

The Shire of Serpentine Jarrahdale welcomes the findings and subsequent recommendations of the 2019 Performance Audit for Fraud Prevention in Local Governments. It considers that the report is a balanced representation of areas and a good platform to work towards enhanced fraud management activities.

Specific responses to recommendations

The Shire of Serpentine-Jarrahdale agreed with all recommendations. They provided additional comment on recommendations:

1. Agree. The Shire will continue the fraud risk activities scheduled in the Internal Audit – Interim Audit Plan 2019. Outcomes of the initial risk / control activities will be transitioned to the updated Risk Framework when complete. Timeframe: April 2020.
2. Agree. The Shire will build a framework for management of fraud with a view to integrate into ongoing awareness and training processes inclusive of periodic review. Timeframe: April 2020
3. Agree. The Shire is in the process of implementing a learning and development management system. Induction and code of conduct are scheduled to be the initial modules to be implemented. The modules will be required on a periodic basis and be supported with audit trails and electronic signatures for tracking attendance. Timeframe: December 2019.
4. Agree. Building upon processes implemented to capture all conflicts of interest, the Shire is in the process of rolling out a consistent conflict of interest awareness process and supporting policy / procedure environment. Once the learning and development management system is implemented the Shire will progress to implement a specific module within the system. Timeframe: April 2020.
5. Agree. Employees - Policies will be reviewed to document a risk based approach to the screening of employees including enhancing the approach to assess qualifications, references and background searches. Suppliers - Policies will be reviewed to document a risk based approach to the screening for suppliers including consideration of legal history and checking of supplier Directors. Timeframe: December 2019.
6. Agree. Whistle-blower processes are scheduled to progress. The scope and approach of the processes will be informed by the recommendations of the report. Timeframe: October 2019.
7. Agree. Whistle-blower processes are scheduled to progress. The scope and approach of the processes will be informed by the recommendation of the report. April 2020.

City of Vincent

The City of Vincent (City) accepts the finding in the report and acknowledges that there are gaps in the City's current management and reporting of potential fraud. The City will table the Summary of Findings to its Audit Committee in August 2019, along with a management plan to address the recommendations identified. The management plan will be monitored by the Audit Committee to ensure all items are adequately completed.

Specific responses to recommendations

The City of Vincent agreed with all recommendations. They provided additional comment on recommendations:

1. Governance will develop and implement a program for the annual review of fraud risks across the business. The proposed implementation date is June 2020. The findings of the annual review will be tabled at Audit Committee, with any items requiring action being included in the Audit Log and monitored by the Audit Committee until completion.
2. Governance will review the City's current Fraud and Corruption Prevention Policy and prepare a control plan which incorporates this policy. The proposed implementation date for the plan is June 2020. The plan will be reported to Audit Committee annually and updated as required.
3. Human Resources with the support of Governance will develop and implement an online fraud awareness training program to be completed by all staff. New staff will be required to complete the training as part of their online induction process and current staff will receive notification to complete the training annually via the induction portal. The proposed implementation date is January 2020.
4. The City currently has a register for Elected Members and senior staff as required by the Local Government Act 1995 and a register to capture and manage any other actual, perceived or potential staff conflicts of interest. Governance, in coordination with Human Resources, will ensure all staff are aware of the conflict of interest disclosure requirements and provide training for new staff as part of the induction process.
5. Human Resources will develop and implement a recruitment and selection policy and procedure (which will include identity and integrity checks) for the City. Human Resources will periodically monitor employees for change of circumstances via a declaration form which WALGA are currently preparing to supply to Local Governments. The proposed implementation date is January 2020. Finance will review and update the City's supplier verification process. The proposed implementation date is December 2019.
6. The City will investigate systems and processes to report any potential fraud, including anonymous reporting. The proposed implementation date is December 2020.
7. The fraud reporting system, as referred to in 6. above, should enable this data to be easily compiled. Governance will periodically review the data.

Auditor General's reports

Report number	2019-20 reports	Date tabled
4	Access to State-Managed Adult Mental Health Services	14 August 2019
3	Delivering Western Australia's Ambulance Services – Follow-up Audit	31 July 2019
2	Opinion on Ministerial Notification	26 July 2019
1	Opinions on Ministerial Notifications	19 July 2019



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 Office of the Auditor General for
Western Australia

10.5.1.4 Corporate Business Plan Quarterly Status - Quarter ended 31 December 2019

Responsible Branch:	Organisational Strategy	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Corporate Business Plan 2019/23 Status Update	
Refer:	Item 10.4.7: OCM 23.09.2019 Item 10.5.1.2 and Item 10.5.3.1: OCM 03.09.2019 Item 10.4.5: OCM 11.06.2019 Item 10.3: OCM 25.07.2017	

SUMMARY

This report presents a status update on action items against the City's Corporate Business Plan 2019/23. This is the second quarterly report for 2019/20 financial year.

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

That Council receives the Corporate Business Plan Status Update (**Attachment 1**) for the quarter ended 31 December 2019.

**CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0**

BACKGROUND

Section 5.56 of the *Local Government Act 1995* (WA) requires all local governments to effectively plan for the future. The components of this plan are contained in the Integrated Planning and Reporting Framework and include the Strategic Community Plan, the Corporate Business Plan and the Annual Budget. The intent of the framework is to ensure the priorities and services provided by the City of Bayswater are aligned with community vision, needs and aspirations.

On 25 July 2017, Council adopted the Corporate Business Plan 2017/2021. The plan set out 65 actions that aligned with the Strategic Community Plan. Status reports were presented to Council each quarter.

On 11 June 2019, Council adopted the minor review of the Corporate Business Plan, now 2019/2023. The reviewed plan set out 34 actions aligned with the Strategic Community Plan. This report presents the second status update for the actions set out in the reviewed plan.

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS

Four actions have been completed, two of which were completed during this quarter. A further 26 are on track for targeted completion and three have not yet commenced. One action has been reported as off track for this quarter however the action has progressed.

Complete

The following two actions are considered complete during the quarter.

Action	Target	Comments
C1.2.2 Deliver and implement a youth plan.	FY 2022/23	The City's Youth Action Plan - The Platform was adopted by Council on 3 September 2019. The Plan is available on the City's website and was successfully launched to key external stakeholders on 4 December 2019 at The RISE. Actions will be implemented as part of ongoing business as usual operations. Outcomes of the plan's implementation will be reported annually as described by action 'L3.1.3 Provide an annual report on the implementation of approved strategies' in the City's Corporate Business Plan 2019/2023.
C1.2.4 Develop and implement a Culture Plan.	FY 2022/23	The City's inaugural Cultural Plan 2019/2024 was adopted by Council at the OCM of 23 July 2019. Following adoption, an implementation plan was developed and implementation commenced. Outcomes of the plan's implementation will be reported annually as described by action 'L3.1.3 Provide an annual report on the implementation of approved strategies' in the City's Corporate Business Plan 2019/2023.

On track

Of the 26 actions that are on track, the following progress updates are of note.

Action	Target	Comments
L3.1.3 Provide an annual report on the implementation of approved strategies.	FY 2022/23	Strategies have been grouped into four themes in order to provide four reports annually, one in each quarter. The first report will be delivered to the February 2020 Audit and Risk Management Committee meeting. In preparation for that meeting, a template is being prepared so information can be easily gathered and shared in the report.
L3.1.2 Undertake annual staff satisfaction surveys.	FY 2022/23	2020 survey was completed in December 2019.
B2.1.1 Partner with the Department of Transport to deliver strategic bicycle routes.	FY 2022/23	Costings for the installation of the signalised pedestrian crossing have been obtained. The City has forwarded a letter to the Department of Transport on behalf of the Mayor expressing concerns. The City's preference is to have the signalised pedestrian crossing installed as soon as possible and not wait until the station works. Awaiting response from Department of Transport.
N2.1.1 Review waste collection practices, investigate and implement alternative waste treatment	FY 2022/23	An audit of the City's general waste bins is being undertaken in conjunction with the East Metropolitan Regional Council (EMRC).

technologies, including Food Organics and Garden Organics (FOGO).		<p>The City was successful with its submission of an EOI to WALGA for a bin tagging program which is due to commence in March 2020.</p> <p>The City is continuing to progress the rollout of FOGO and is currently liaising with the EMRC in regards to options for the future use of the Transfer Station and former Material Recovery Facility.</p>
E2.1.2 Implement Town Centre Activation Plans.	FY 2022/23	<p>In Bayswater town centre the City supplied 20 businesses with fairy lights to decorate windows and shopfronts. The project was a collaboration with the Baysie Rollers and the Town Team Movement. Holiday season event calendars have also been installed on planters, and plantings replenished. Three new planters were also installed along the Whatley Crescent footpath in collaboration with the Baysie Rollers.</p> <p>In Maylands town centre, the first e-newsletter has been distributed featuring a mix of recent news, engagement opportunities, upcoming events, and contacts. Through the newsletter, the community has been invited to provide input on a number of projects occurring in the town centre, including the activation of Lyric Lane, the sculpture at the corner of Whatley Crescent and Ninth Avenue, and car parking in the town centre.</p> <p>In the Morley city centre, the Progress Street Pocket Park (Stage 1) is now complete and was launched on Thursday 5 December 2019. The space was activated with a live band, lighting, food and a mix of business and community members.</p> <p>In Noranda town centre, the City partnered with the shopping centre owner to extend the crosswalk behind the Noranda shopping centre to connect to a newly created space, called The Nook. New asphalt was laid with lines marked and other works took place towards an action from the Noranda Place Activation Plan to improve walkability and connections within the town centre.</p>
C1.1.2 Implement a library services strategy.	FY 2022/23	<p>Recommendations made by the consultant in the library services strategy have been implemented as business as usual or the annual Branch Business Plan. Implementation is progressing. The issues and recommendations that involve capital funding and additional staffing resources are being worked through and will be the focus of a report to ELT for consideration in mid to late Feb 2020.</p>

Off track

The following item was reported as off track, however it has progressed this quarter.

Action	Target	Comments
L1.2.1 Develop a land asset disposal and acquisition strategy and program, including review of use.	FY 2020/21	The draft strategy is scheduled to be presented to a Councillor Workshop in February 2020.

Not started

The following three actions have not yet commenced.

Action	Target	Comments
B1.1.2 Develop and implement a streetscape upgrade plan for Noranda.	FY 2022	Not due to commence until 2020/21.
E2.1.3 Develop and implement a Public Art Strategic Plan.	FY 2021	Project was not funded in 2019/20. Anticipated to commence in 2020/21.
L2.1.2 Undertake a community perception survey every two years.	Next survey FY 2021	The next Community Perceptions Survey is scheduled for 2020/21 and work will commence closer to the date.

LEGISLATIVE COMPLIANCE

The *Local Government Act 1995 (WA)* requires periodic review of the Corporate Business Plan and its deliverables. The most recent review was completed in FY2019.

FINANCIAL IMPLICATIONS

The financial implications of deliverables contained in the Corporate Business Plan for 2019/20 are quantified in the 2019/20 Budget.

STRATEGIC IMPLICATIONS

Section 5.56 of the *Local Government Act 1995 (WA)* requires that local governments effectively plan for the future using the Integrated Planning and Reporting Framework (IPRF). Part of the IPRF involves reporting against progress.

In accordance with the City of Bayswater Strategic Community Plan 2017/2027, the following applies:

Theme: Leadership and Governance
 Aspiration: Open, accountable and responsible service
 Outcome L1: Accountable and good service

This report will assist Council in meeting its responsibilities in relation to the Integrated Planning and Reporting Framework.

CONCLUSION

This report is submitted to Council for acceptance of the Status Update on actions identified in the Corporate Business Plan 2019/23 for the quarter ended 31 December 2019. Generally, progress against these strategies is on-track with full disclosure made of any exceptions.

Attachment 1

City of
Bayswater

Corporate Business Plan 2019-23

Status update - 1 October 2019 to 31 December 2019



Following is an update for the actions set out in the City of Bayswater Corporate Business Plan 2019-2023 for the period of 1 October 2019 to 31 December 2019

At a glance...

 <p>OUR COMMUNITY Aspiration: An active and engaged community. Strategies: C1 A strong sense of community through the provision of quality services and facilities. C2 Accessible services that recognise</p>		<table border="0"> <tr><td>■ On track</td><td>(6)</td></tr> <tr><td>■ Off track</td><td>(0)</td></tr> <tr><td>■ Not started</td><td>(0)</td></tr> <tr><td>■ Complete</td><td>(3)</td></tr> </table>	■ On track	(6)	■ Off track	(0)	■ Not started	(0)	■ Complete	(3)
■ On track	(6)									
■ Off track	(0)									
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■ Complete	(3)									
 <p>OUR NATURAL ENVIRONMENT Aspiration: A quality and connected built environment. Strategies: N1 Natural environment and biodiversity that are conserved and protected. N2 A resilient community that responds to sustainability challenges.</p>		<table border="0"> <tr><td>■ On track</td><td>(3)</td></tr> <tr><td>■ Off track</td><td>(0)</td></tr> <tr><td>■ Not started</td><td>(0)</td></tr> <tr><td>■ Complete</td><td>(0)</td></tr> </table>	■ On track	(3)	■ Off track	(0)	■ Not started	(0)	■ Complete	(0)
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■ Off track	(0)									
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■ Complete	(0)									
 <p>OUR BUILT ENVIRONMENT Aspiration: An active and engaged community. Strategies: B1 Appealing streetscapes. B2 A connected community with sustainable and well maintained transport. B3 Quality built environment.</p>		<table border="0"> <tr><td>■ On track</td><td>(8)</td></tr> <tr><td>■ Off track</td><td>(0)</td></tr> <tr><td>■ Not started</td><td>(1)</td></tr> <tr><td>■ Complete</td><td>(1)</td></tr> </table>	■ On track	(8)	■ Off track	(0)	■ Not started	(1)	■ Complete	(1)
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■ Off track	(0)									
■ Not started	(1)									
■ Complete	(1)									
 <p>OUR LOCAL ECONOMY Aspiration: An active and engaged community. Strategies: E1 Support initiatives for local business. E2 Active and engaging town and city centres.</p>		<table border="0"> <tr><td>■ On track</td><td>(3)</td></tr> <tr><td>■ Off track</td><td>(0)</td></tr> <tr><td>■ Not started</td><td>(1)</td></tr> <tr><td>■ Complete</td><td>(0)</td></tr> </table>	■ On track	(3)	■ Off track	(0)	■ Not started	(1)	■ Complete	(0)
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■ Off track	(0)									
■ Not started	(1)									
■ Complete	(0)									
 <p>LEADERSHIP & GOVERNANCE Aspiration: An active and engaged community. Strategies: L1 Accountable and good governance. L2 Proactively communicates and consults. L3 Strong stewardship and leadership.</p>		<table border="0"> <tr><td>■ On track</td><td>(6)</td></tr> <tr><td>■ Off track</td><td>(1)</td></tr> <tr><td>■ Not started</td><td>(1)</td></tr> <tr><td>■ Complete</td><td>(0)</td></tr> </table>	■ On track	(6)	■ Off track	(1)	■ Not started	(1)	■ Complete	(0)
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■ Complete	(0)									

10.5.1.5 Quarterly Annual Strategy Status Update

Responsible Branch:	Organisational Strategy	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Place Activation Annual Report 2. Morley Masterplan - final report (superseded) 3. Morley Activity Centre Plan 4. Local Housing Strategy - final report (superseded)	
Refer:	Item 10.2.2: OCM: 11.06.2019 Item 9.1: OCM: 23.05.2017 Item 8.1.13: PDSCM: 21.03.2017 Item 11.1.10: OCM: 22.05.2012 Item 11.1.23: OCM: 26.10.2010	

SUMMARY

This report provides the first quarterly L3.1.1 Annual Strategy Status Update on selected city strategies:

- Bayswater Town Centre Activation Plan
- Maylands Town Centre Activation Plan
- Morley Town Centre Activation Plan
- Noranda Town Centre Activation Plan
- Local Housing Strategy - final report (superseded)
- Morley Activity Centre Plan
- Morley City Centre Masterplan - final report (superseded)

COUNCIL RESOLUTION**(MANAGEMENT COMMITTEE RECOMMENDATION)**

That Council:

1. **Notes the Annual Strategy Status Update Report on:**
 - (a) **Bayswater Activation Plan;**
 - (b) **Maylands Activation Plan;**
 - (c) **Morley Activation Plan;**
 - (d) **Noranda Activation Plan;**
 - (e) **Morley City Centre Master Plan 2010;**
 - (f) **Morley Activity Centre Plan; and**
 - (g) **Local Housing Strategy.**
2. **Notes that the Morley City Centre Masterplan is no longer an active document as it has been superseded by the Morley Activity Centre Plan.**
3. **Notes that annual strategy reports will not be provided for any documents that are identified as inactive or become superseded by another document.**

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0

BACKGROUND

On 11 June 2019, Council adopted the Corporate Business Plan 2019-2023. The plan set out 34 actions aligned with the Strategic Community Plan. This review of the Corporate Business Plan added a new action *L3.1.3 Provide an annual report on the implementation of approved strategies.*

The abovementioned action to report on strategies is fairly broad and doesn't provide a definition of what may be considered a strategy. In order to complete the action, scope for 'approved strategies' is being limited to documents adopted by Council and (with the exception of the Place Activation Plans), only those strategies or plans that have actions or deliverables included within them.

Following this decision, the list of strategies to be reported on currently includes 27 strategies. In order to provide Council with detailed and useful information relating to the strategies without providing an excessive number of reports, strategies will be grouped with like strategies and reported to Council together. It is currently anticipated that reporting will follow the below schedule to ensure each strategy is reported at least once annually, with the schedule being adjusted as new strategies are adopted by Council and older strategies are superseded.

Q1 2020	Q2 2020	Q3 2020	Q4 2020
Bayswater Town Centre Activation Plan	Renewable Energy and Emission Reduction Position and Action Statement	Car Parking Management Plan for Morley Activity Centre	Advocacy Strategy
Maylands Town Centre Activation Plan	Bayswater Brook Action Plan	Maylands Town Centre Parking Strategy	Disability Access and Inclusion Plan 2016-2020
Morley Town Centre Activation Plan	Urban Forest Strategy	Bayswater Town Centre Short-term Parking Management Plan	Age Friendly Strategy 2017 - 2021
Noranda Town Centre Activation Plan	Collective Local Biodiversity Strategy	Economic/Business Framework	Reflect Reconciliation Action Plan
Morley Activity Centre Plan		Citywide Traffic Management Implementation Plan	Youth Action Plan "The Platform" 2019/20 - 20/21
Local Housing Strategy (superseded)		Play Space Strategy 2019-2029	Community Safety and Crime Prevention Plan 2017-2021
Morley City Centre Masterplan (superseded)		Public Health and Wellbeing Plan 2019-2024	CCTV Strategy 2018-2028
		Morley Urban Design Framework	Cultural Plan 2019-2024

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS

As outlined above, this report is intended to provide Council with an information update regarding progress of the following strategies:

- Bayswater Town Centre Activation Plan
- Maylands Town Centre Activation Plan
- Morley Town Centre Activation Plan

- Noranda town Centre Activation Plan
- Morley Activity Centre Plan
- Local Housing Strategy (superseded)
- Morley City Centre Masterplan (superseded)

This report will provide general information regarding the strategies, important information relating to the strategies and highlights from implementation to date. **Attachments 1-4** have more detailed information of each strategy's key achievements, progress on each action item and future priorities.

General Information

The below table provides some general information about each strategy, including background and current and future status.

Table 1 – Strategy General Information

Strategy	Adopted	Last Reviewed	Status	% Complete	Next Review
Bayswater Town Centre Activation Plan	23/05/2017	23/05/2017	In progress	N/A	2020
Maylands Town Centre Activation Plan	23/05/2017	23/05/2017	In progress	N/A	2020
Morley Town Centre Activation Plan	23/05/2017	23/05/2017	In progress	N/A	2020
Noranda Town Centre Activation Plan	23/05/2017	23/05/2017	In progress	N/A	2020
Morley Activity Centre Plan	21/03/2017	21/03/2017	In progress	48%	2027
Local Housing Strategy (superseded)	22/05/2012	30/04/2019	Superseded	22% (all ongoing & not completed actions identified in Local Planning Strategy)	N/A
Morley City Centre Masterplan (superseded)	26/10/2010	21/03/2017	Superseded	43% (all ongoing & not completed actions identified in the Morley Activity Centre Plan)	N/A

Place Activation

Following commencement of the City's place management approach for its four major town centres (Bayswater, Maylands, Morley and Noranda) in January 2017, the City held place activation workshops for each location during March and April 2017. The intent was to ascertain the priorities of local communities for their town centre, and initiatives and actions identified at the workshops were collated as the content of a Place Activation Plan for each location. These plans were adopted by Council at the Ordinary Council Meeting of 23 May 2017 and are available on the City's website.

The plans set community and City place activation priorities for each of the town centres and to guide implementation of these priorities. Expenditure of Place Management funds is guided by alignment with the vision, priorities and themes in the plans.

The table below highlights some of the key projects that have been completed since the Place Activation Plans were created.

Table 2 – Place activation key achievements

Town Centre	Key Achievements
Bayswater Town Centre	<ul style="list-style-type: none"> • Speed reduction on King William Street to 40kph; • Facilitation of Bayswater Growers' Market; • Greening on King William Street and Whatley Crescent with ongoing addition of planters and vertical gardens (both City-led and in conjunction with Baysie Rollers); • Introduction of a river related sculpture piece on King William Street (in collaboration with Bayswater Historical Society); and • Creation of a proposal to State Government for place activation funding during Bayswater station upgrade.
Maylands Town Centre	<ul style="list-style-type: none"> • Eighth Avenue streetscape upgrade; • Art on Eighth public art initiative; • Introduction of Nyoongar Outreach Services into the town centre; • Collaborating with Creative Maylands to establish Maylands Neighbourhood SOUP; and • Completion of Maylands Town Centre Car Parking Strategy.
Morley Town Centre	<ul style="list-style-type: none"> • Launch of Russell Street Park project; • Co-design and delivery of the Progress Street Pocket Park; • Establishment and support for Morley's first town team– The Morley Momentum; • Delivery of Jakobsen's Way living stream and art project; and • Development of the draft Morley Activity Centre Streetscape Plan
Noranda Town Centre	<ul style="list-style-type: none"> • Launch of Noranda Nook precinct – ping pong table, community noticeboard, age-friendly seating, artwork, planting etc; • Support and establishment of Noranda's place activation group 'Noranda Vibes'; • Development of draft concept and community engagement for Noranda Road Upgrades Project; • Partnership with Hawaiian's Noranda to deliver place activation initiatives; and • Delivery of crosswalk behind Hawaiian's Noranda and new footpath connection from McGilvray Avenue to the Morley Noranda Recreation Club.

In addition to the projects highlighted above, there are also many smaller or less note-worthy projects that have been completed as part of place activation. This work is tailored to the priorities set out for each town centre and is based upon priorities identified in the Place Activation Plans.

More information regarding projects completed and key projects identified for the next 12 months is available in (**Attachment 1**) Place Activation Annual Report.

Morley City Centre Masterplan

The Morley City Centre Masterplan 2010 was adopted by Council on 26 October 2010. The document identifies 44 actions to facilitate a vibrant and sustainable city centre. Of the

Masterplan's 44 actions, 19 have been completed, 13 are on-going, four of which have been incorporated into the Morley Centre Streetscape Plan, which will be reported to Council for final approval in March 2020. Another four ongoing actions are being considered as part of the planning for the Morley Ellenbrook train line. Nine actions have not started and three have been deemed no longer necessary.

Table 3 highlights notable actions completed in the Morley City Centre Masterplan 2010. **Attachment 2** provides detailed progress on all actions identified in the Masterplan.

Table 3 – Morley City Centre Masterplan (selected) Actions

	Action	Status	Officer Comment
5.	Prepare a District Water Management Plan.	Completed	Prepared as part of Morley Activity Centre Plan - final document March 2014.
4.	Prepare Transport, Accessibility and Car Parking Strategy.	Completed	A transport plan was completed and adopted by the City in 2018. The Morley Car Parking Management Plan was adopted by Council at the Planning and Development Services Committee Meeting held 6 February 2018.
14.	Investigate Walter Road / Wellington Road intersection upgrades and/or realignment.	Completed	This action was undertaken as part of the traffic study for the Morley Activity Centre Plan.
17.	Prepare New Planning Framework Review Town Planning Scheme No. 23 (TPS 23) or incorporate TPS 23 with TPS 24.	Completed	TPS 23 was revoked in November 2017 and the Morley Activity Centre area was incorporated into TPS 24.
18.	Prepare Activity Centre Structure Plan (in accordance with Draft WAPC Activity Centres Policy).	Completed	The Morley Activity Centre Plan was endorsed by the WAPC in July 2018.
27.	Prepare updated Parking Policy for the City Centre.	Completed	The Morley Car Parking Management Plan was adopted by Council at the Planning and Development Services Committee meeting held 6 February 2018.
43.	Complete Collier Road overpass over Tonkin Highway.	Completed	This work was undertaken by Main Roads as part of the Northlink project and was completed in 2018.

Morley Activity Centre Plan

The Morley Activity Centre Plan (MACP) was adopted by Council on 21 March 2017 and was finally approved by the Western Australian Planning Commission on 31 July 2018. The MACP is available on the City's website.

The MACP guides the strategic development of the Morley Activity Centre. It builds upon the information in the Morley City Centre Masterplan 2010 and identifies and fills gaps which are missing from the Masterplan. All actions in the Masterplan which have not been commenced or are on-going are also identified in the MACP. With this mind, the City considers the MACP supersedes the Morley City Centre Masterplan and considers it an expanded and more relevant document.

Actions listed in Table 4 are selected incomplete actions from the Morley Activity Centre Plan that have been carried across from the now superseded Morley Masterplan (see Table 4 reference).

Table 4 - Morley Activity Centre Plan (selected) Actions carried across from the now superseded Morley Masterplan

	Action	Status	Officer Comment
14.	Prepare Activity Centre - Sustainable Development Policy (Masterplan action: 28. Prepare a Sustainable Development Policy for the City Centre)	Ongoing	A sustainable development policy for the City Centre has not been developed. It was considered more appropriate to consider the City as a whole. The City is currently working on an Environment and Livability Framework, biophilic urban design policy and urban heat island effect policy to facilitate sustainable urban design across the City. Further, provisions inserted into the City's Town Planning Scheme No.24 that apply to the Morley Activity Centre provide additional density potential where sustainable development requirements are met (e.g. rainwater tanks, grey water re-use systems, green roofs, energy rating.)
17.	Investigate upgrading the Rudloc Road Open Drain and the Nora Hughes Open Drain two into living streams. (Masterplan action: 40. Investigate potential for drainage reserves to become green pedestrian links.)	Ongoing	The City is working with Water Corporation to repurpose other drainage reserves within the Morley Activity Centre. Work is currently being undertaken on the Bookham Street Drainage reserve.
28.	Advocate for potential for light rail to Morley Activity Centre (Masterplan action: 44. Implement light rail to Morley City Centre)	Ongoing	The Public Transport Authority will review public transport provision as part of the planning for the Morley Ellenbrook Line.

Table 5 provides a progress report on selected and notable actions identified in the MACP. **Attachment 3** provides detailed progress on all actions relating to the MACP.

Table 5 - Morley Activity Centre Plan (selected) Actions

	Action	Status	Officer Comment
2.	Prepare Local Planning Policy and Scheme Amendment to TPS 24 to facilitate the Morley Activity Centre Plan, and revoke TPS 23 (revise City policies that reference TPS 23 and replace with Morley Activity Centre)	Completed	Amendment No. 61 to TPS 24 introduced the provisions of the Morley Activity Centre plan. Amendment No. 61 was gazetted and became effective on 28 November 2017.

	Action	Status	Officer Comment
8.	Prepare Activity Centre - Streetscape Enhancement Plan	Ongoing	At the Ordinary Council Meeting held 23 July 2019, Council resolved to advertise the draft Morley Activity Centre Streetscape Plan. The City undertook community engagement on the draft plan from 20 August 2019 to 10 September 2019. The City officers are reviewing community feedback, and considering options on how to address the feedback and proceed with the land acquisitions proposed within the draft plan. A further update, including an implementation plan and officer recommendation is scheduled to be presented to Council in March 2020.
20.	Investigate Walter Road / Wellington Road intersection upgrades and/or realignment	Completed	This action was undertaken as part of the traffic study for the Morley Activity Centre Plan.
31.	Advocate for Rapid Transit Services to central Perth and Ellenbrook	Completed	The State Government is constructing a new railway line out to Ellenbrook which will connect in with the Perth-Midland Line at Bayswater Station.

Local Housing Strategy

The City's Local Housing Strategy was adopted on 22 May 2012. The Strategy was developed by input from the community and responds to metropolitan level issues and State Government strategies in regards to the future of housing within the City.

The Local Housing Strategy identifies 64 actions, 14 of which have been completed, 14 are ongoing, 33 have not commenced and 3 have been deemed no longer necessary. Table 6 provides a progress update on selected, notable actions from the Local Housing Strategy. **Attachment 4** provides detailed progress on all actions relating to the Local Housing Strategy.

Table 6 - Local Housing Strategy (selected) Actions

	Action		Status	Officer Comment
3.	Dual Coding.	Prepare scheme amendment to remove dual coding.	Completed	Amendment No. 73 to TPS 24 rezoned dual coded areas to the higher density code. Amendment No. 73 was gazetted and became effective on 29 March 2018
5.	Heritage Protection Areas.	Review heritage protection controls.	Ongoing	As a part of the 2017 review of the Municipal Inventory of Heritage Places two potential heritage areas were identified in the Bayswater and Maylands town centres. The City is currently working with consultants to develop heritage design guidelines for

	Action		Status	Officer Comment
13.	Street Trees	Review street tree improvement strategies	Completed	The City implementing a number of strategies, polices and amendments which aim to increase the number of street trees across the City including: - Urban Forest Strategy; - Significant Tree Register; and - Amendment to TPS 24 to introduce provisions to provide greater protect for trees on private property and verges and associated local planning policy.
25.	Underground Power	Pursue undergrounding of power.	Ongoing	Underground power is scheduled to be undertaken in a portion of Maylands and is awaiting final costings from Western Power. Further areas for focus to be considered following the completion of this project.

In 2015 the State Government introduced the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations) which were gazetted on 25 August 2015 and took effect on 19 October 2015, replacing the *Town Planning Regulations 1967*. Under the Regulations, Local Government was required to develop a Local Planning Strategy. Council adopted the City's draft Local Planning Strategy on 30 April 2019.

The Local Planning Strategy builds upon the information in the Local Housing Strategy and expands on other elements of planning essentially replacing the Local Housing Strategy. Once the City's draft Local Planning Strategy comes into effect, the City's Local Housing Strategy will no longer be considered an active strategy. It will still act as a reference document, as the context and information that it contains is still relevant for a number of projects which are being undertaken by the City. Actions from the Local Housing Strategy that are on-going or have not commenced have been incorporated into the City's draft Local Planning Strategy which is currently seeking consent to advertise.

Superseded Strategies

The City's Morley Masterplan 2010 and the Local Housing Strategy have both been replaced by expanded, more up to date and specific planning strategy documents (Morley Activity Centre Plan and the draft Local Planning Strategy). All on-going and not commenced action items in each document have been carried over to each's replacement. With this in mind, it is recommended that Council acknowledge that:

- The Morley Activity Centre Plan adopted by Council on 21 March 2017 supersedes the Morley City Centre Masterplan 2010. The City will continue to provide updates on the Morley Activity Centre Plan as required but will cease reporting to Council on the Morley City Centre Masterplan. Herein will be the final report relating to the Morley City Centre Masterplan.
- Once all approvals have been officiated, the (draft) Local Planning Strategy adopted by Council on 30 April 2019 will supersede the Local Housing Strategy from 2012. The City will continue to provide updates on the Local Planning Strategy as required, but will cease reporting to Council on the Local Housing Strategy. Herein will be the final report relating to the Local Housing Strategy.

LEGISLATIVE COMPLIANCE

N/A

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance
Aspiration: Open, accountable and responsive service
Outcome L3: Strong Stewardship and Leadership

CONCLUSION

This report and its attachments are submitted to Council to provide an annual update on a number of Council strategies, in accordance with the City's Corporate Business Plan 2019-2023, *Action L3.1.1. Provide an annual report on the implementation of approved strategies*. Other active City strategies will be reported on as per the above schedule, ensuring all Council adopted strategies are reported on at least once annually.

Morley's Masterplan 2010 and the City's Local Housing Strategy are in the process of being superseded and no longer considered active documents by City Officers. Both are being replaced with expanded, more relevant and compliant strategies. As a result, reports will no longer be provided for these strategies as will be the case with any other Council strategies that are superseded or formally discontinued in the future.

Attachment 1

Place Activation Plans

Purpose

Following commencement of the City's place management approach for its four major town centres (Bayswater, Maylands, Morley and Noranda) in January 2017, the City held place activation workshops for each location during March and April 2017. The intent was to ascertain the priorities of local communities for their town centre, and initiatives and actions identified at the workshops were collated as the content of a Place Activation Plan for each location. These plans were adopted by Council at the Ordinary Council Meeting of 23 May 2017 and are available on the City's website.

The plans set community and City place activation priorities for each of the town centres and to guide implementation of these priorities. Expenditure of Place Management funds is guided by alignment with the vision, priorities and themes in the plans.

Bayswater Town Centre Place Activation Plan

Key Achievements

Since the adoption of the Bayswater Town Centre Place Activation Plan, the following key achievements have been completed:

- Speed reduction on King William Street to 40kph;
- Facilitation of Bayswater Growers' Market;
- Greening on King William Street and Whatley Crescent with ongoing addition of planters and vertical gardens (both City-led and in conjunction with Baysie Rollers);
- Introduction of a river related sculpture piece on King William Street (in collaboration with Bayswater Historical Society); and
- Creation of a proposal to State Government for place activation funding during Bayswater station upgrade.

Vision

The Place vision is:

An authentic river town destination, proud of its heritage and protective of its environment. The town centre is people focused, engaging and sociable day and night. People feel invited to participate, enjoy and relax at all times of the year.

Actions undertaken to realise this vision have included:

- A river related sculpture in collaboration with the Bayswater Historical Society;
- The 'Rise and Fall of the Corner Store' heritage walking tour with Bayswater Historical Society;
- A parklet on King William Street with tbasp. to invite more life onto the street;
- Improvements to Bert Wright Park including artworks, a picnic table, and a community 'little library';
- Funding support for the Baysie Arts and Street Fest organised by Baysie Rollers;
- Event calendars on planter boxes to promote events and social opportunities (day and night) in the town centre;
- Support and facilitation for establishment of the Bayswater Growers Market run by Heart Inspired Events and Future Bayswater;
- A Christmas lights initiative with Baysie Rollers to establish a more welcoming night-time atmosphere; and
- Native plantings in planter boxes to support local ecosystems.

Priorities and Themes

Workshop participants voted on their top priorities for the town centre, which reflect the plan's place themes, and are as follows:

1. Streetscape enhancement and traffic calming.
2. An entertaining and engaging town centre.
3. Clearly identifiable 'core values'.
4. Trucks diverted away from King William Street.
5. A 'green heart' at Bert Wright Park.
6. Greening along the train line.
7. Collaboration.

To date, there has been a particular focus on priorities 1, 2, 3 and 7, with initiatives including:

- Vehicle speed reduction (Priority 1).
- Event calendars and funding support for Baysie Arts and Street Fest (Priority 2).
- Hosting of the 'Spirit of Place' workshop and preparation of a draft Place Essence and Values document (Priority 3).
- Partnering with key community groups including Baysie Rollers, Bayswater Historical Society and Future Bayswater on activation projects (Priority 7).

Over the next 12 months, there will be a focus will be on priority areas 1, 2 and 7, with initiatives including:

- Ongoing greening projects and shopfront beautification (Priority 1).
- Continuation of the laneway activation project between Whatley Crescent and King William Street (Priority 2).
- Collaboration through implementation of elements of the joint City/community proposal to State Government (Priority 7).

Maylands Town Centre Place Activation Plan

Key Achievements

Since the adoption of the Maylands Town Centre Place Activation Plan, the following key achievements have been completed:

- Eighth Avenue streetscape upgrade;
- Art on Eighth public art initiative;
- Introduction of Nyoongar Outreach Services into the town centre;
- Collaborating with Creative Maylands to establish Maylands Neighbourhood SOUP; and
- Completion of Maylands Town Centre Car Parking Strategy.

Vision

The Place vision is:

A green and beautiful destination, known for its unique and creative delights, and buzzing with life. People visiting, strolling, admiring, relaxing and engaging at all times of day.

Actions undertaken to realise this vision have included:

- The replacement of median trees on Eighth Avenue.
- Introduction of more plants on Eighth Avenue through a trial of planters.
- An indoor art exhibition (SixZeroFive One) of Maylands artists.

- Creation of a more engaging Eighth Avenue with the Art on Eighth alternating artworks and choices of new seating.
- Alfresco area and public art at the corner of Whatley Crescent and Eighth Avenue in partnership with Mrs S café and Studio 281.
- Funding for a town centre entry statement design on Whatley Crescent as well as the 'yellow brick road' art project and other art trails.
- Funding for LACE's 2018 and 2019 Maylands Street Festival events.
- Community engagement and preparations for greening, lighting and trial evening closure of Lyric Lane.

Priorities and Themes

Workshop participants voted on their top priorities for the town centre, which reflect the plan's place themes, and are as follows:

1. A lush, green town centre.
2. Improved Eighth Avenue.
3. Public spaces around Eighth Avenue.
4. Ease of movement and connectedness.
5. Identity through Art.
6. Collaboration.

To date, there has been a particular focus on priorities 1, 2, 3 and 5, with initiatives including:

- Introduction of planters and the replacement of street trees on Eighth Avenue (Priority 1).
- Eighth Avenue upgrade including greening, seating, new poles and repairs (Priority 2).
- Progression of the activation of Lyric Lane including community engagement and upcoming trial closure for evening alfresco use as well as greening and lighting (Priority 3).
- SixZeroFiveOne exhibition with Alex Maciver and Studio 281; Art on Eighth (City-led); and Pollen and Petals and Journey Work of the Stars initiatives with Creative Maylands (Priority 5).

Over the next 12 months, there will be a focus will be on priority areas 3, 4, 5 and 6, with initiatives including:

- Activation of the town centre's cultural/recreational precinct in front of The RISE in collaboration with City and local stakeholders (Priorities 3 and 6).
- Growth and refinement of Art on Eighth project (Priority 5).
- Continued implementation of Maylands Town Centre Car Parking Strategy and advocacy for reduced speed limits on Whatley Crescent and Railway Parade (Priority 4).

Morley Town Centre Place Activation Plan

Key Achievements

Since the adoption of the Morley Town Centre Place Activation Plan, the following key achievements have been completed:

- Launch of Russell Street Park project;
- Co-design and delivery of the Progress Street Pocket Park;
- Establishment and support for Morley's first town team– The Morley Momentum;
- Delivery of Jakobsen's Way living stream and art project; and
- Development of the draft Morley Activity Centre Streetscape Plan

Vision

The Place vision is:

The Morley town centre is buzzing with people walking in its streets both day and night. Morley has extensive quality retail, a café strip, variety in affordable dining options and an ever-changing night life. It is a true shopping destination for its residents and visitors to enjoy.

The town centre is well maintained, has plenty of multi-level car parking options leaving more open space available for residents and visitors to enjoy their time in Morley"

Actions undertaken to realise this vision have included:

- Support for The Morley Momentum's series of 'Morley Mixer's business networking events.
- Establishment of town centre e-newsletter.
- Improvements to Progress Street streetscape, including planter boxes, pram ramps, vertical gardens and bins.
- Widening of Russell Street pedestrian footpath.
- A pocket park on Progress Street.
- Clarified agreement with Vicinity Centres for Bishop Street streetscape maintenance.
- A new park on Russell Street.
- A series of large-scale mural art projects, including an art walk.
- Enabling more events within town centre, such as Progress Street Party and Progress Street Pocket Park launch and upcoming music series.

Priorities and Themes

Workshop participants voted on their top priorities, which reflect the place themes for the town centre, and are as follows:

1. Streetscape enhancement.
2. Improving walkability around the town centre.
3. Engaging street life, bursting with activities.
4. Creation of an activation group.

To date, there has been a particular focus on priorities 1, 2 and 4, with initiatives including:

- Development of draft Morley Activity Centre Streetscape Plan; improvements to Progress Street streetscape and walkability; Jakobsen Way living stream project; and Russell Street Park (Priorities 1 and 2).
- Support for series of large-scale mural artworks and artwalk (Priority 1).
- Establishment and support of The Morley Momentum town team (Priority 4).

In the next 12 months, there will be a focus on priority areas 1, 2 and 3, with initiatives including:

- Removal of series of 'seal themed' artworks, including fountain and landscaping (Priority 1).
- Finalisation of Morley Activity Centre Streetscape Plan (Priority 1).
- Programming of activities and events within Russell Street and Progress Street Pocket Parks (Priority 3).
- Development of wayfinding signage around Progress/ Bishop Street precincts (Priority 2).
- Greening and replacement of lighting on Progress Street (Priority 1 and 2).
- Further physical enhancement of Progress Street Pocket Park (Priority 1).

Noranda Town Centre Place Activation Plan

Key Achievements

Since the adoption of the Noranda Town Centre Place Activation Plan, the following key achievements have been completed:

- Launch of Noranda Nook precinct – ping pong table, community noticeboard, age-friendly seating, artwork, planting etc;
- Support and establishment of Noranda's place activation group 'Noranda Vibes';
- Development of draft concept and community engagement for Noranda Road Upgrades Project;
- Partnership with Hawaiian's Noranda to deliver place activation initiatives; and
- Delivery of crosswalk behind Hawaiian's Noranda and new footpath connection from McGilvray Avenue to the Morley Noranda Recreation Club.

Vision

The Place vision is:

"Noranda offers a range of services and has a variety of social and cultural clubs to complement the existing sporting clubs. Events are clearly communicated and both residents and visitors would take public transport, bicycle or walk to attend.

The town centre is attractive, with interesting landscaping, planters and seating. After shopping, people spend time on the outer edges of the shopping centre and participate in the different activities taking place, both day and night.

Actions undertaken to realise this vision have included:

- Support for Noranda Vibe's place activation initiatives such as Noranda Christmas Concert, Summer Series in the Nook, Bush Dance and Long Table lunch events.
- Development and installation of a series of age-friendly seating in the Noranda Nook precinct.
- Worked in partnership with Morley Noranda Recreation Club to initiate a mural that showcases Lightning Swamp Bushland's flora and fauna.
- Worked in partnership with Hawaiian's Noranda to deliver place activation initiatives, including the ping pong table artwork, community picnic event and Valentine's Day outdoor movie night.
- Establishment of the Noranda town centre e-newsletter.

Priorities and Themes

Workshop participants voted on their top priorities, which reflect the place themes for the town centre, and are as follows:

1. Better Communication of events and use of facilities / social clubs.
2. Better connections, wayfinding and landscaping.
3. Creation of a 'freely available' youth space, such as a basketball court, beach volleyball court or mini skate park.
4. Installation of iconic sculptures in high profile locations.
5. Activation of blank edges of shopping centre (art, serving windows).
6. Organisation of night time activities.

To date, there has been a particular focus on priorities 1, 2, 3, 5 and 6, with initiatives including:

- Delivery of large-scale 'Banksia' mural on McGilvray Avenue in partnership with Hawaiian's Noranda (Priority 4).
- Installation of ping pong table in the Noranda Nook precinct (Priority 3).
- Installation of new pathway and crosswalk (Priority 2).
- Installation of community noticeboards (Priority 1).
- Supported the delivery of night time events within Noranda, such as the Christmas Concert and outdoor movie night (Priority 6).

In the next 12 months, there will be a focus on priority areas 2, 3, 4 and 5, with initiatives including:

- Development of a play space within the Noranda Nook (Priority 2 and 3).
- Development of entry statement signage (Priority 4).
- Delivery of Noranda Town Centre Road Upgrades project (Priority 2).

Attachment 2**Morley City Centre Masterplan 2010**

The purpose of the Morley City Centre Masterplan is to facilitate a vibrant and sustainable city centre and provide a high-level strategic guide for a whole of organisation approach to revitalising the precinct. The Masterplan is a three-dimensional plan, which presents proposals and aspirations for the urban design, built form potential and landscaping of street blocks, public spaces, streets and streetscapes.

The Masterplan:

1. Provides visual and graphical representations of the vision for the city centre;
2. Defines the height, bulk, orientation and massing of buildings;
3. Sets out the suggested relationships between buildings and public spaces;
4. Establishes the appropriate activities and uses that will take place in the city centre;
5. Establishes important movement and connections (both pedestrian and vehicular);
6. Makes recommendations on improving streetscapes and public spaces to improve the amenity of the area; and
7. Facilitates a vibrant and sustainable city centre.

The Master plan was adopted by Council at the Ordinary Council Meeting held 26 October 2010. The document is no longer available on the City's website but can be provided on request.

Key Achievements

Since the adoption of the Masterplan the following key actions have been completed by the City:

- Prepare Activity Centre Structure Plan (in accordance with Draft West Australian Planning Commission (WAPC) Activity Centres Policy).
- Prepare New Planning Framework Review Town Planning Scheme No. 23 (TPS 23) or incorporate TPS 23 with TPS 24.
- Prepare and adopt a Local Housing Strategy (LHS).

Project Status

The Masterplan was adopted in 2010 to provide a high level strategic guide to revitalise the Morley precinct. In July 2018 the WAPC approved the Morley Activity Centre Plan (MACP). The MACP guides the strategic development of the Morley Activity Centre. It builds upon the information in the Masterplan and identifies and fills gaps which were missing from the Masterplan. The many of the actions in MACP were derived and updated, if necessary, from the Masterplan. It is noted that all actions in the Masterplan which have not been commenced or are on-going are also identified in the MACP.

In light of the above it is considered that the MACP supersedes the Masterplan and it is recommended that the City does not undertake further work on the actions in the Masterplan. The Masterplan will still act as a useful reference document, as the context and information that it contains is still relevant for a number of projects which are being undertaken by the City, however the City does not consider it an active strategy and will no longer provide updates on its status.

The Masterplan identified 44 actions to be completed in the short (0-5 years), medium (5-10 years) and long (10+ years) term. The following table summarises the status of the actions in the Masterplan.

	Completed	On-going	Not Commenced	No Longer Necessary	Total
Short term	14	10	6	3	33
Medium term	4	2	3	-	9
Long term	1	1	-	-	2
Total	19	13	9	3	44

A table detailing all the actions identified in the Masterplan and providing a detailed status update has been included on the next page of this document.

Future Priorities

In light of the MACP superseding the Morley City Centre Masterplan 2010 no further actions have been identified for completion. Morley City Centre Masterplan - All actions items progress to date

Short Term Actions (0-5 Years)		
Action	Status	Officer Comment
1. Determine appropriate Governance Model (who, when, how decisions are made and monitored) could involve outside stakeholders or agencies.	N/A	Masterplan has been superseded by the Morley Activity Centre Plan - no longer considered necessary.
2. Engage with State Government Agencies on the Masterplan.	N/A	Masterplan has been superseded by the Morley Activity Centre Plan - no longer considered necessary.
3. Engage with business stakeholders and the local community on the Masterplan (ongoing)	N/A	Masterplan has been superseded by the Morley Activity Centre Plan - no longer considered necessary.
4. Prepare Transport, Accessibility and Car Parking Strategy.	Completed	A transport plan was completed and adopted by the City in 2018. The Morley Car Parking Management Plan was adopted by Council at the Planning and Development Services Committee Meeting held 6 February 2018.
5. Prepare a District Water Management Plan.	Completed	Prepared as part of Morley Activity Centre Plan - final document March 2014.
6. Prepare Streetscape Enhancement Plan.	On-going	Draft Morley Activity Centre Streetscape Plan has been advertised and is scheduled to be presented to Council in March 2020.
7. Begin discussions with Galleria Shopping Centre on providing improved pedestrian connections across the site and between the shopping centre, bus station and surrounding streets.	Ongoing	Galleria Shopping Centre has an approved development application to redevelop the site which includes upgrades to the pedestrian network. Noted the development is currently on hold due to market conditions.
8. Prepare Infrastructure Development Report.	Not Commenced	This action has been included as a short term action in the Morley Activity Centre Plan.
9. Advocate that the Morley City Centre be given a high priority in the Urban Infrastructure Development Program.	Not Commenced	This action has been included as a short term action in the Morley Activity Centre Plan.
10. Advocate for State Government assistance to provide underground power lines throughout the City Centre.	Not commenced	This action has been included as a short term action in the Morley Activity Centre Plan.

Short Term Actions (0-5 Years)		
Action	Status	Officer Comment
11. Prepare Developer Contributions Framework.	Not commenced	Due to the cost to manage and implement a developer contribution framework it is not considered feasible to implement at this time.
12. Prepare and adopt a Local Housing Strategy.	Completed	The Local Housing Strategy was adopted by Council in 2012.
13. Prepare and adopt a Local Commercial Strategy.	Completed	The Commercial, Retail and Industrial Analysis report for the City was finalised in July 2013.
14. Investigate Walter Road / Wellington Road intersection upgrades and/or realignment.	Completed	This action was undertaken as part of the traffic study for the Morley Activity Centre Plan.
15. Implement streetscape upgrades and beautification to Russell Street as a matter of priority.	On-going	The draft Streetscape Plan includes a concept plan for the upgrade of Russell Street.
16. Improve pedestrian access to Russell Street Bus Station, remove fences to improve amenity.	Completed	Given the high volume of traffic in the bus station PTA has advised that fences cannot be removed while ensuring safe access for pedestrians.
17. Prepare New Planning Framework Review Town Planning Scheme No. 23 (TPS 23) or incorporate TPS 23 with TPS 24.	Completed	TPS 23 was revoked in November 2017 and the Morley Activity Centre area was incorporated into TPS 24.
18. Prepare Activity Centre Structure Plan (in accordance with Draft WAPC Activity Centres Policy).	Completed	The Morley Activity Centre Plan was endorsed by the WAPC in July 2018.
19. Prepare City Centre Design Guidelines.	Not Commenced	This action has been included as a short term action in the Morley Activity Centre Plan.
20. Implement Rapid Transit Services to central Perth and Ellenbrook.	On going	The 950 bus route provides rapid transport to the Perth City Centre. The PTA will review public transport provision as part of the planning for the Morley Ellenbrook Line.
21. Review and upgrade local feeder bus services.	On-going	The PTA will review public transport provision, including high-frequency bus services, as part of the planning for the Morley Ellenbrook Line.
22. Upgrade and extend pedestrian footpaths throughout the City Centre in accordance with the Streetscape Plan.	On-going	The draft streetscape plan identifies upgrades to footpaths, small improvements are ongoing.

Short Term Actions (0-5 Years)		
Action	Status	Officer Comment
23. Plant street trees and landscaping throughout the City Centre in accordance with the Streetscape Plan.	On going	The City has planted trees along Rudloc Road and is investigating more locations as a part of the draft Streetscape Plan.
24. Begin discussions with Galleria Shopping Centre, Department of Water and Water Corporation on consolidating the two Russell Street drain basins	Completed	Galleria Shopping Centre currently relocating the existing basin. Water Corporation would not accept consolidation.
25. Investigate turning the Russell Street drainage basin (next to Bunnings) into a landscaped public park that also performs a drainage function. Investigate potential for drainage reserves to become green pedestrian links.	Completed	The City worked with Water Corporation to open the Russel Street Park in 2018.
26. Encourage local businesses to form a Morley Business Council.	Not commenced	In accordance with the City's Place Management approach, the focus in recent years has been on the formation of place activation groups in each of the town centres. There is now at least one group in each of the four town centres. A local business chamber commenced meeting in late 2019.
27. Prepare updated Parking Policy for the City Centre.	Completed	The Morley Car Parking Management Plan was adopted by Council at the Planning and Development Services Committee meeting held 6 February 2018.
28. Prepare a Sustainable Development Policy for the City Centre.	On-going	A sustainable development policy for the City Centre has not been developed. It was considered more appropriate to consider the City as a whole. The City is currently working on an Environment and Livability Framework, biophilic urban design policy and urban heat island effect policy to facilitate sustainable urban design across the City. Further, provisions inserted into the City's Town Planning Scheme No.24 that apply to the Morley Activity Centre provide additional density potential where sustainable development requirements are met (e.g. rainwater tanks, grey water re-use systems, green roofs, energy rating.)

Short Term Actions (0-5 Years)		
Action	Status	Officer Comment
29. Prepare a Public Open Space Strategy.	Completed	A City wide draft POS Strategy was adopted by Council on 26 March 2019.
30. Investigate options for the redevelopment of the Les Hansman Community Centre and adjoining road reserve (car park).	On-going	The City is in ongoing discussion with Department of Planning, Lands and Heritage regarding the tenure of the adjoining road reserve (car park).
31. Investigate potential for light rail to Morley City Centre.	On-going	The PTA will review public transport provision as part of the planning for the Morley Ellenbrook Line.
32. Investigate potential for bus lanes on Russell Street, Broun Avenue and Beaufort Street.	Completed	This action was considered as part of the Morley Activity Centre Transport Assessment.
33. Investigate potential for bus priority intersections: (a) Russell Street and Broun Avenue (b) Russell Street and Walter Road (c) Collier Road and Broun Avenue	Completed	This action was considered as part of the Morley Activity Centre Transport Assessment.

Medium Term Actions (5-10 Years)		
Action	Status	Officer Comment
34. Prepare a Masterplan for the use and development of the Morley Sport and Recreation Centre and Pat O'Hara Reserve.	Completed	Masterplan adopted by Council on 3 September 2019.
35. Promote active street frontages and al fresco dining in appropriate areas.	On-going	New provisions have been included into TPS 24 in the Morley Activity Centre provisions to encourage active street fronts.
36. Implement bus lanes on Russell Street, Broun Avenue and Beaufort Street.	Not Commenced	This action was considered as part of the Morley Activity Centre Transport Assessment.
37. Implement bus priority intersections: (a) Russell Street and Broun Avenue (b) Russell Street and Walter Road (c) Collier Road and Broun Avenue	Completed	This action was considered as part of the Morley Activity Centre Transport Assessment.
38. Investigate new road and/or pedestrian connections: (a) Rudloc Road with Collier Road (b) Catherine Street (c) Place with Bookham Street (d) John Smith Street with Collier Road	Completed	This action was considered as part of the Morley Activity Centre Transport Assessment.
39. Investigate potential for consolidated multi-storey car parks.	Completed	This action was considered as part of the Morley Car Parking Management Plan.
40. Investigate potential for drainage reserves to become green pedestrian links.	On-going	The City is working with Water Corporation to repurpose drainage reserves within the Morley Activity Centre. Work is currently being undertaken on the Bookham Street Drainage reserve.
41. Implement Rapid Transit Services to Edith Cowan University and Alexander Drive.	Not Commenced	This action has been identified as medium term action in the Morley Activity Centre Plan.
42. Investigate John Forrest Senior High School over potential community use or access to high school ovals with JFSH and Department of Education and Training.	Not Commenced	This action has been identified as medium term action in the Morley Activity Centre Plan and Draft POS Strategy.

Long Term Actions (10+ Years)		
Action	Status	Officer Comment
43. Complete Collier Road overpass over Tonkin Highway.	Completed	This work was undertaken by Main Roads as part of the Northlink project and was completed in 2018.
44. Implement light rail to Morley City Centre.	On-going	The PTA will review public transport provision as part of the planning for the Morley Ellenbrook Line.

Attachment 3**Morley Activity Centre Plan****Purpose**

The Morley Activity Centre has been identified as one of the 10 'Strategic Metropolitan Centres' within the Perth metropolitan area and was a priority for the State government, as outlined in Directions 2031 and Beyond (Directions 2031) and State Planning Policy 4.2 - Activity Centres for Perth and Peel (SPP 4.2). The development of the Morley Activity Centre was also a key priority for the City as outlined in strategic documents including the Strategic Community Plan, Morley City Centre Masterplan and the Local Housing Strategy.

This Morley Activity Centre Plan (MACP) guides the strategic development of the Morley Activity Centre and is shaped by the existing economy, connectivity, urban form and natural environment. The MACP builds upon the positive elements that currently exist and identifies those elements that are missing from the urban framework are needed to achieve the 2031 vision. The goals and actions within the implementation plan are based upon a staged approach as the centre matures from a big box retail and car dominated environment to an intense, diverse and vibrant urban centre.

The MACP was adopted by Council at the Ordinary Council Meeting held 21 March 2017 and was finally approved by the WAPC on 31 July 2018. The MACP is available on the City's website.

Key Achievements

Since the adoption of the MACP the following key actions have been completed by the City:

- Prepare Local Planning Policy and Scheme Amendment to TPS 24 to facilitate the Morley Activity Centre Plan, and revoke TPS 23 (revise City policies that reference TPS 23 and replace with Morley Activity Centre).
- Prepare Activity Centre - Parking Infrastructure and Management Strategy.
- Prepare a Public Open Space Strategy (as part of the forthcoming City of Bayswater - Local Planning Strategy).

Project Status

The MACP identified 35 actions to be completed in the short (0-5 years) and medium (5-10 years) term. The following table summarises the status of the actions in the MACP.

	Completed	On-going	Not Commenced	No Longer Necessary	Total
Short term	13	9	3	3	28
Medium term	4	-	3	-	7
Total	17	9	6	3	35

A table detailing all the actions identified in the MACP and providing a detailed status update has been included in the table on the following page of this document.

Future Priorities

At the Ordinary Council Meeting held 23 July 2019, Council resolved to advertise the draft Morley Activity Centre Streetscape Plan. The City undertook community engagement on the draft plan from 20 August 2019 to 10 September 2019. City officers are reviewing community feedback, and considering options on how to address the feedback and proceed with the land acquisitions proposed within the draft plan. A further update, including an implementation plan and officer recommendation is scheduled to be presented to Council in March 2020.

The City is also currently implementing the actions identified in Car Parking Management Plan for Morley Activity Centre.

Morley Activity Centre Plan - All actions items progress to date

Short Term Actions (0-5 Years)		
Action	Status	Officer Comment
45. Prepare Activity Centre Plan (in accordance with WAPC 'SPP 4.2 Activity Centres for Perth and Peel' and 'Activity Centre Plan Preparation Guidelines')	Completed	The Morley Activity Centre Plan was endorsed by the WAPC on 31 July 2019.
46. Prepare Local Planning Policy and Scheme Amendment to TPS 24 to facilitate the Morley Activity Centre Plan, and revoke TPS 23 (revise City policies that reference TPS 23 and replace with Morley Activity Centre)	Completed	Amendment No. 61 to TPS 24 introduced the provisions of the Morley Activity Centre plan. Amendment No. 61 was gazetted and became effective on 28 November 2017.
47. Prepare and adopt a Local Housing Strategy	Completed	The Local Housing Strategy was adopted by Council in May 2012.
48. Prepare Activity Centre - Transport and Accessibility Strategy	Completed	A transport plan was completed and adopted by the City in 2018. The Morley Car Parking Management Plan was adopted by Council at the Planning and Development Services Committee Meeting held 6 February 2018.
49. Prepare Activity Centre - Economic Strategy	Completed	The Commercial, Retail and Industrial Analysis report for the City was finalised in July 2013.
50. Prepare Local Water Management Plan	Completed	Prepared as part of Morley Activity Centre Plan - final document March 2014.
51. Initiate discussions with Galleria Shopping Centre on providing improved pedestrian connections across the site and between the shopping centre, bus station and surrounding streets	Ongoing	Galleria Shopping Centre has an approved development application to redevelop the site which includes upgrades to the pedestrian network. Noted the development is currently on hold due to market conditions

Short Term Actions (0-5 Years)		
Action	Status	Officer Comment
52. Prepare Activity Centre - Streetscape Enhancement Plan	Ongoing	<p>At the Ordinary Council Meeting held 23 July 2019, Council resolved to advertise the draft Morley Activity Centre Streetscape Plan. The City undertook community engagement on the draft plan from 20 August 2019 to 10 September 2019.</p> <p>The City officers are reviewing community feedback, and considering options on how to address the feedback and proceed with the land acquisitions proposed within the draft plan.</p> <p>A further update, including an implementation plan and officer recommendation is scheduled to be presented to Council in March 2020.</p>
53. Prepare Activity Centre - Parking Infrastructure and Management Strategy	Completed	The Morley Car Parking Management Plan was adopted by Council at the Planning and Development Services Committee meeting held 6 February 2018.
54. Prepare a Public Open Space Strategy (as part of the forthcoming City of Bayswater - Local Planning Strategy)	Completed	A City wide draft POS Strategy was adopted by Council on 26 March 2019.
55. Prepare Activity Centre - Infrastructure Development Plan	No longer necessary	A comprehensive infrastructure plan for Morley City Centre is not considered necessary. Transport and parking have separate strategies and the Central Sub-regional Planning Framework (March 2018) has outlined that services will be upgraded by the relevant service authorities as required.
56. Prepare Activity Centre - Developer Contributions Plan	Not Commenced	Due to the cost to manage and implement a developer contribution framework it is not considered feasible to implement at this time.
57. Prepare Activity Centre - Precinct Design Guidelines	No longer necessary	Built form provisions have been incorporated into TPS24 via a scheme amendment. Further design guidelines are no longer considered necessary due to the recent implementation of the State Governments Design WA - State Planning Policy 7.3 - R-Codes Volume 2 - Apartments.

Short Term Actions (0-5 Years)		
Action	Status	Officer Comment
58. Prepare Activity Centre - Sustainable Development Policy	Ongoing	A sustainable development policy for the City Centre has not been developed. It was considered more appropriate to consider the City as a whole. The City is currently working on an Environment and Livability Framework, biophilic urban design policy and urban heat island effect policy to facilitate sustainable urban design across the City. Further, provisions inserted into the City's Town Planning Scheme No.24 that apply to the Morley Activity Centre provide additional density potential where sustainable development requirements are met (eg rainwater tanks, grey water re-use systems, green roofs, energy rating.)
59. Investigate options for the redevelopment of the Les Hansman Community Centre and adjoining road reserve (car park)	Ongoing	The City is in ongoing discussion with Department of Planning, Lands and Heritage regarding the tenure of the adjoining road reserve (car park).
60. Investigate options with Water Corporation to transform the Russell Street drainage basin (next to Bunnings) into a landscaped public park that also performs a drainage function. Investigate potential for drainage reserves to become green pedestrian links	Completed	The City worked with Water Corporation to open the Russel Street Park in 2018.
61. Investigate upgrading the Rudloc Road Open Drain and the Nora Hughes Open Drain two into living streams.	Not Commenced	The City is working with Water Corporation to repurpose other drainage reserves within the Morley Activity Centre. Work is currently being undertaken on the Bookham Street Drainage reserve.
62. Advocate that the Morley Activity Centre be given a high priority in the State government's Urban Infrastructure Development Program	No longer necessary	This program has changed to be a reporting program and does not drive or initiate infrastructure development.
63. Advocate for State government assistance to provide underground power lines throughout the Activity Centre	Not commenced	Advocacy will be undertaken as part of the Streetscape Plan once it has been finalised.
64. Investigate Walter Road / Wellington Road intersection upgrades and/or realignment	Completed	This action was undertaken as part of the traffic study for the Morley Activity Centre Plan.

Short Term Actions (0-5 Years)		
Action	Status	Officer Comment
65. Implement streetscape upgrades and beautification to Russell Street as a matter of priority	Ongoing	<p>The draft Streetscape Plan includes a concept plan for the upgrade of Russell Street.</p> <p>At the Ordinary Council Meeting held 23 July 2019, Council resolved to advertise the draft Morley Activity Centre Streetscape Plan. The City undertook community engagement on the draft plan from 20 August 2019 to 10 September 2019.</p> <p>The City officers are reviewing community feedback, and considering options on how to address the feedback and proceed with the land acquisitions proposed within the draft plan.</p> <p>A further update, including an implementation plan and officer recommendation is scheduled to be presented to Council in March 2020.</p>
66. Improve pedestrian access to Russell Street Bus Station, remove fences to improve amenity	Completed	Given the high volume of traffic in the bus station PTA has advised that fences cannot be removed while ensuring safe access for pedestrians.
67. Plant street trees and landscaping throughout the Activity Centre in accordance with the Streetscape Plan	Ongoing	The City has planted trees along Rudloc Road and is investigating more locations as a part of the draft Streetscape Plan.
68. Upgrade and extend pedestrian footpaths throughout the Activity Centre in accordance with the Streetscape Plan	Ongoing	The draft streetscape plan identifies upgrades to footpaths, small improvements are ongoing.
69. Advocate for the upgrading of local feeder bus services	Ongoing	The PTA will review public transport provision, including high-frequency bus services, as part of the planning for the Morley Ellenbrook Line.
70. Investigate potential for bus priority intersections: <ul style="list-style-type: none"> a. Russell Street and Broun Avenue b. Russell Street and Walter Road c. Collier Road and Broun Avenue 	Completed	This action was considered as part of the Morley Activity Centre Transport Assessment.
71. Investigate potential for bus lanes on Russell Street, Broun Avenue and Beaufort Street	Completed	This action was considered as part of the Morley Activity Centre Transport Assessment.
72. Advocate for potential for light rail to Morley Activity Centre	Ongoing	The PTA will review public transport provision as part of the planning for the Morley Ellenbrook Line.

Medium Term Actions (5-10 Years)		
Action	Status	Officer Comment
73. Prepare a Masterplan for the use and development of the Morley Sport and Recreation Centre and Pat O'Hara Reserve	Completed	Masterplan adopted by Council on 3 September 2019.
74. Advocate for the provision of bus lanes on Russell Street, Broun Avenue and Beaufort Street	Not Commenced	Advocacy will be undertaken as part of the Streetscape Plan once it has been finalised.
75. Advocate for Rapid Transit Services to central Perth and Ellenbrook	Completed	The State Government is constructing a new railway line out to Ellenbrook which will connect in with the Perth-Midland Line at Bayswater Station.
76. Advocate for the provision of bus priority intersections: a. Russell Street and Broun Avenue b. Russell Street and Walter Road c. Collier Road and Broun Avenue	Completed	This action was considered as part of the Morley Activity Centre Transport Assessment.
77. Investigate new road and/or pedestrian connections: a. Rudloc Road with Collier Road b. Catherine Street c. Boag Place with Bookham Street d. John Smith Street with Collier Road	Completed	This action was considered as part of the Morley Activity Centre Transport Assessment.
78. Advocate for Rapid Transit Services to Edith Cowan University and Alexander Drive	Not Commenced	In light of changing Council priorities this work has not yet commenced.
79. Investigate John Forrest Secondary College for potential community use or access to the school ovals with the College and Department of Education and Training.	Not Commenced	In light of changing Council priorities this work has not yet commenced.

10.5.1.6 Risk Management Assurance Reporting

Responsible Branch:	Corporate Services	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Corporate Risk Issues 2. Risk Assessment Tables	
Refer:	Item 9.3: ARMC 12.11.2019 Item 9.2: ARMC 30.04.2019	

SUMMARY

The Risk Management Assurance report is intended to demonstrate activation of the City's risk management framework through examination and self-assessment of selected risk topics based on relevant sector reports. The report is also future-focused and involves scanning the external environment for emerging issues identified by relevant agencies i.e. Office of the Auditor General (OAG).

The risk environment for local government is becoming increasingly complex, and on that basis it is important to ensure there are regular forums to undertake self-analysis and discussion of the City's response to these issues. This process of self-assessment highlights the work the City is doing to ensure it is meeting best practice, whilst identifying strategic opportunities for improvement.

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

That Council receives the January 2020 Risk Management Assurance Report.

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0

BACKGROUND

The City has been placing greater focus on risk management, as demonstrated in its revised key framework documents and assessment processes which have filtered through City business (council reports, integrity framework, project, events, occupational safety and health, liability risk).

The profile of risk management has also been raised, with key external stakeholder engagements in the past twelve months from the Office of the Auditor General (OAG), Public Sector Commission (PSC) and Ombudsman WA, and this work will continue in 2020.

At the Audit and Risk Management Committee meeting of 12 November 2019, it was resolved that the City should shift its risk focus from operational risk issues to the strategic risks impacting on the City's service delivery outcomes, financial sustainability, strategy execution, workforce management, organisational environment and infrastructure.

As such, the Risk Management Assurance Reports in 2020 will be framed around analysis and discussion of risk issues within the JLT 2019 Key Risk Rankings or other recognised risk topics as may be identified by relevant agencies.

A copy of the JLT Public Sector Risk Report 2019 was provided to committee members on 12 November 2019 for consideration.

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS

Future Direction - Strategic Risk Focus

Future assurance reports will focus on the material emerging risk issues identified by the sector. The 2019 JLT Public Sector Risk Report is a national risk survey of the local government sector delivering benchmarking updates and insights about risk mitigation and transfer, and will provide the topic areas for risk analysis in 2020. This report provides a broad and significant overview of real scenarios that affect local government.

Future Direction – Operational Risk Management

Whilst it was determined that future assurance reports will focus solely on the strategic risks (delivery, external, enterprise risks) to the City, operational risk issues including those highlighted within the City’s Corporate Risk Issue summary (**Attachment 1**) will continue to be managed internally by the City’s Governance team. This list will be critiqued with the intent to reduce the overall number of risk issues and elevate high-level risks to ELT on a six-monthly basis.

JLT Public Sector Risk Report 2019: Key Risk Rankings

The JLT Public Sector Risk Report examines the claims and risk environment within local government, ranked by the top risks identified by CEO's and General Managers.



The JLT report ranks 13 risks overall to local government, and highlights the continued importance of financial sustainability, with that being ranked as the leading risk for the second year, followed by cyber incidents and reputational risk. The report also concludes that forward thinking local governments should be engaged in: data-backed risk profiling; gap analysis; developing and implementing strategies to enhance employee engagement; protecting the wellbeing of workers; and testing emergency management and business continuity plans.

The City’s strategic level assurance reporting (**Attachment 2**) is informed by the JLT annual report of the sector risk issues. Three of the topics have been considered in the current assurance cycle, Financial Sustainability (the highest-ranked risk to the sector), Ineffective

Governance (the seventh-ranked risk), and Business Continuity and Community Disruption (the eighth-ranked risk). It is intended that all strategic risks will be presented to the Committee on a six-monthly basis.

- **Financial Sustainability:** The JLT sector report notes the leading risk that local governments are facing continues to be financial sustainability. The major driver for that continues to be limitation of revenue growth, operations, rate capping, along with cost shifting from State and Federal Government to local government. As the shift of asset and infrastructure costs continues, local governments are required to be more resourceful so that they can manage their existing operations along with new activities.

The City's self-assessment against this issue notes that its rate base is reasonably certain (mature rate base) which provides a level of confidence over rates revenue year to year. It was noted that growth is generally now limited to infill development.

As a current control, the City reports its financial and asset sustainability performance against established ratios under the *Local Government Act 1995 (WA)* including the subsidiary regulations and Department of Local Government, Sport and Cultural Industries requirements. The City's performance against these ratios is assessed as part of the annual audit programme. The City also has in place a ten year Long-Term Financial Plan which shapes the annual budget by identifying major cost requirements.

It was noted that the Long-Term Financial Plan is currently out of date and due to a lack of resources in the finance team the presentation of timely and relevant financial information is inhibited and restricts Council's ability to make well-considered financial decisions. Better clarity of asset renewal will also assist in identifying whether there are any gaps between the funding allocated through long-term financial planning and the City's Asset Management Plans that are informed by the City's asset renewal modelling.

As an additional control activity to ensure that the ratios are maintained within the required parameters, the City has developed seven budget setting principals within a Strategic Budget Policy recently endorsed by the Audit and Risk Management Committee awaiting formal adoption by Council in January 2020.

- **Ineffective Governance:** There are a number of risks that can arise from ineffective governance including reputational damage with community and other stakeholders, direct financial losses that are consequences of fraud or ineffective controls being exercised or potential increase in liability.

The City's self-assessment against this issue notes that good governance must permeate through all parts of the organisation from leadership through to the operational areas. At the leadership level, the City demonstrates alignment of the Integrated Planning and Reporting Framework documents; collectively the Strategic Community Plan 2017-2027, Corporate Business Plan 2017-2021, Long-Term Financial Plan 2017-2027, Asset Management Plans, Annual Budget and Workforce Plan, so that the City is delivering the required level of service and outcomes to the community.

Part of good governance includes ensuring that the corporate reporting includes risk management and that elected members are aware of their roles and responsibilities for managing the City's resources prudently and that focus is maintained on the long range strategic objectives and the required standards for managing funds and delivering services to the community. As a control, the City has recently reviewed its Code of Conduct which applies to elected members, and has also reviewed the similar code applicable to staff. Embedded in the City's Risk Management Framework are risk appetite statements to articulate the boundaries that apply to decision making, and all reports to Council include a risk assessment of the decision options.

The City's specific internal controls also include established delegation limits which are reviewed annually, gift register, annual and primary returns and conflict of interest declarations in tendering documentation.

The intention in 2020 is to develop a Governance Framework that will be aligned to guidance material including the Public Sector Commission 'Good Governance Guide'. While there are internal controls in place, effective governance relies on a strong ethical culture and further work will be done in 2020 on defining what this means to the City.

As a further control activity, Council has committed to a three-year internal audit program in anticipation of the financial and performance audits of the local government sector by the Office of the Auditor General (OAG). As a separate matter the City is required to review its internal controls, risk management and legislative compliance every three years under regulation 17 of the *Local Government (Audit) Regulations 1996 (WA)* which is now overdue, and priority is being given to engagement of internal auditors specifically for that work. A report has been tabled at this Audit and Risk Management Committee meeting outlining the future direction of the regulation 17 review and the internal audit program.

As a general comment it is noted that the expectations on local government continue to escalate requiring staff to be upskilled and/or additional staff resources to meet the standards required by the audit programs of the OAG as well as new aged care standards, changed accounting standards, payment card industry data security standards and required in national schemes i.e. National Redress Scheme in response to the Royal Commission into Institutional Responses to Child Sexual Abuse.

- **Business Continuity and Community Disruption:** The City has well-established Emergency Management arrangements, developed and issued in accordance with section 41(1) of the *Emergency Management Act 2005 (WA)*. The City actively participates in the state risk project run by the State Emergency Management Committee which involves assessment of the risks posed by seven sudden-onset natural hazards i.e. hazmat, flood, earthquake, storm.

In 2019, the City engaged consultants to build an understanding of the basic principles of incident management and business continuity response, and develop a Crisis Management Plan (CMP). The CMP sets out the principles to be followed, actions to be taken and resources to be used for supporting the recovery and continuity of priority services in the event of a disruption affecting one or more of the City's business locations.

The City has an identified Crisis Manager, a defined Crisis Management Team (CMT) consisting of senior representatives from each directorate and a CMP in final draft. In October 2019, a simulated but realistic training and validation exercise was conducted to test the response of the CMP and confirm its validity.

While the scope of the CMP covers the actions taken by the CMT at a strategic level in a crisis impacting the City, further work will be done in 2020 to develop directorate level business continuity plans which will deal with the operational aspects of responding to an internal incident.

An ongoing commitment to conduct annual testing of the City's Crisis Management Plan has been sought and the next validation exercise is planned for November 2020. The CMP will undergo a minor review in December 2020 following the next training and validation exercise.

Emerging Issues

Whilst it is important to prioritise risks in terms of their potential impact, regular surveillance of the possible implications of emerging risks is equally important.

- **Management of contract extensions and variations:** The Office of the Auditor General (OAG) recently conducted a performance audit of a number of local governments in respect to their systems for managing contract extensions and variations. The City of Bayswater was included in that audit and a report of the outcomes is provided at this Audit and Risk Management Committee meeting.
- **Local Government Waste Management:** WA's revised Waste Avoidance and Resource Recovery Strategy 2030 was published in February 2019. It outlines three key objectives and targets to 'avoid' waste generation, 'recover' resources and values from waste and 'protect' the environment. Local governments have a key role to help the state progress best practice waste management approaches and encourage community participation.

The OAG has tabled Waste Management as an audit topic for the first quarter of 2020 and will examine whether local governments plan and deliver effective waste management services to their communities. The audit will focus on whether waste services are planned to minimise waste and meet community expectations and whether local governments deliver effective waste services. The role of State Government in providing adequate support for local waste planning and service delivery will be included in the scope of the audit.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	Council receives the Risk Management Assurance Report		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Low	
Reputation	Low	Low	
Governance	Low	Low	
Community and Stakeholder	Moderate	Low	
Financial Management	Low	Low	
Environmental Responsibility	Low	Low	
Service Delivery	Low	Low	
Organisational Health and Safety	Low	Low	
Conclusion	This option will provide confidence to the Audit and Risk Management Committee that the City has transparent and accountable processes in place in relation to Risk Management.		

Option 2	Council not receive the Risk Management Assurance Report		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Moderate	
Reputation	Low	Moderate	
Governance	Low	Moderate	
Community and Stakeholder	Moderate	Moderate	
Financial Management	Low	Moderate	
Environmental Responsibility	Low	Low	
Service Delivery	Low	Moderate	
Organisational Health and Safety	Low	Low	
Conclusion	This option does not provide appropriate guidance to the Audit and Risk Management Committee.		

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance.
Aspiration: Open, accountable and responsive service.
Outcome L1: Accountable and good governance.

CONCLUSION

The City has a risk assurance program that, in terms of its maturity cycle, is moving from operational to strategic risks. The JLT Public Sector Risk Report provides an annual assessment of the risks facing the sector at a national level, and that is a useful reference for informing the direction and focus of the City's assurance program.

Financial sustainability continues to be the leading risk facing the sector.

Attachment 1**Corporate Risk Issues (Operational risks highlighted)**

1. MATERIAL OPERATING RISKS	
Risk Issue	
1	Theft of City Property
2	Inappropriate or threatening behaviour
3	Working in Isolation
4	Workplace safety inspection/hazard identification
5	SDS and Hazards register
6	Workplace Inductions - New Employees
7	Site Induction and Task Analysis - Contractors/other
8	Emergency and Threat Evacuation
9	Hazard Reporting and Safety Representation
10	Visitor sign in/sign out procedures
11	Use of City Vehicles
12	Aged Care - Agency Reporting
13	Environmental Health Inspections - Food Handling
14	Environmental Health Inspections - Aquatic Centre Sampling and Testing
15	Environmental Health - Waste Management
16	Intellectual Property - Copyright and Media Creation
17	Public Swimming Pool Compliance - Pool Fence Inspections
18	Accounting Standards (Information Standards)
19	Investment Diversification
20	Corporate Credit Cards - Reporting and Reconciliation
21	Effective Media Engagement
22	Venue and Public Event Risk Management
23	Use of Social Media
24	Corporate Branding
25	Activation of Council Commitments
26	Community Engagement
27	Community Infrastructure
28	Facility Maintenance Planning
29	Corporate record keeping - document creation
30	Document Management and Retention
31	Failure to meet Legislative requirements in relation to Corporate Record Keeping
32	Recruitment and Training - Employment Reference and Qualifications Checks
33	Equal opportunity and diversity
34	Timekeeping and Performance Management
35	Training and Skills Development
36	Reporting of asbestos in City owned buildings
37	Testing and Tagging of electrical equipment.
38	Online Content Management
2. PROCUREMENT AND TENDERING	
Risk Issue	
39	Supplier (Vendor) Validation
40	Invoice Certification
41	Business Efficiency - Quotation Business Rules
42	Vendor Duplication
43	Market Testing Processes
44	Tendering (Over \$1,000) - Evaluation Panels
45	Contract Terms and Conditions
46	Contract Authorisation Limit
47	Contract Execution and Review
48	Legitimacy of vendor request to transfer banking details
49	Implementing effective tendering process in accordance with Legislation.
50	Contract Payment Governance
3. FRAUD AND MISCONDUCT	
Risk Issue	
51	Revenue Fraud - Cash Handling
52	Mobile Technology Devices

53	Information Sharing - Confidential Information
54	Full Disclosure Reports
55	Gifts & Incentives - Gift Register
56	Management of City Equipment & Materials (Depot)
57	Adequacy of City's Integrity Framework (Fraud & Corruption Control, PID Guidelines)
4. BUSINESS CONTINUITY	
Risk Issue	
58	Essential IT Systems - Power Supply
59	Data Recovery
60	User Account Creation and Network Access
61	Community Disaster
62	Business Disruption due to Emergency Accommodation
63	Business Continuity Planning
64	Disaster Recovery Planning (IT)
5. STRATEGIC RISKS	
Risk Issue	
65	Financial Risks - Financial Management
66	Financial Sustainability
67	Political Risks - Council (Administrative Alignment)
68	Changing Government Agenda
69	Changing Role of Local Government
70	Natural Environment Risks - Water Availability
71	Managing Climate Variation
72	Built Environment Risks - Built Form
73	Achieving Destination of Choice
74	Technology Risks - Digital Environment
75	Social Risks - Managing Community Expectations
76	Resources - Workforce Planning
77	Organisational Processes - Organisational Direction
78	Internal Communications
79	Maintenance of Core Services - Waste Management
80	Infrastructure Assets - Asset Management and Sustainability Modelling
81	Future Planning of Asset Replacement and Major Redevelopment Projects
82	Major Asset Maintenance and Replacement (unplanned partial or total loss)
83	Managing the cost of recycling - impact on ban by China on imported recyclable materials
84	Developing and collating information in accordance with the <i>State Records Act 2000</i> .
85	Effective alignment of Corporate Reporting
86	Urban infill v Tree retention
87	Adequacy of the City's Privacy Controls

Attachment 2

Risk Assessment Tables

JLT Risk #	Description of Risk	Risk Category	Initial risk rating			Current Controls	Existing Controls Rating	Residual risk rating			Further control activities	Ownership/ Timing
			Consequence	Likelihood	Rating			Consequence	Likelihood	Rating		
#1	<p>Financial Sustainability</p> <p>The leading risk that local governments are facing continues to be financial sustainability. The major driver continues to be limitation of revenue growth, operations rate capping along with cost shifting from state and federal government to local government.</p> <p>As the shift of asset and infrastructure costs continue, local governments are required to be more resourceful so that they manage their new activities with existing infrastructure.</p> <p>A strategic risk that may have implications for the City's long-term financial planning is the City's limited ability to influence external agency funding priorities.</p> <p>External influences might include federal and state financial planning, federal and state cost shifting, and state agenda (rate capping, cost shifting, changes in grant funding allocation or access or changes in the political landscape).</p> <p>Importantly Council must have access to timely and relevant financial information to make considered financial decisions. This requires appropriate systems and controls and a well-resourced finance team.</p>	Strategic Risk	Major	Possible	High	<p>The City has a mature rate base that reduces the likelihood of major threats i.e. low likelihood of a significantly-shrinking rate base. However, it is also noted that growth is limited by capacity for infill development. Overall, the City's rate base is reasonably certain which provides a level of confidence over rate revenue year to year.</p> <p>Local governments have to report their financial and asset sustainability performance against the established ratios under the <i>Local Government Act 1995 (WA)</i> including subsidiary regulations and Department of Local Government requirements. The City's performance against these ratios is assessed as part of the City annual audit programme. The expectation of the Department of Local Government, Sport and Cultural Industries (DLGSCI) is that the City must be able to maintain ratios within the benchmark range. For 2018/19 the City was in breach of its asset sustainability ratio.</p> <p>The City has in place a 10 year Long-Term Financial Plan (LTFP) which helps to shape the annual budget by identifying major cost requirements. However the LTFP is out of date having been constructed on a number of assumptions that are no longer valid. In the short term (current accounts) the City is able to maintain sufficient liquidity to meet its creditor and payroll requirements. As a control, the City's investment portfolio is carefully managed to ensure that there is sufficient liquidity to meet these requirements.</p> <p>The City is able to some degree to influence external funding opportunities (state and federal) through peak sector bodies and the City of Bayswater Advocacy Strategy 2019.</p> <p>As a general indicator of performance, the City is also involved in the Australasian Local Government Performance Excellence Program by Price Waterhouse Coopers (PWC) a benchmarking program to provide data on how the City performs against the sector across a range of areas including asset management and workforce issues.</p>	Inadequate	Major	Unlikely	Moderate	<p>The LTFP should be reviewed annually, as required under the Integrated Planning and Reporting framework (tasked with Manager Financial Services). Better clarity of asset renewal will further assist in identifying whether there are any gaps between the funding allocated through the LTFP and the City's Asset Management Plans, which are informed by the City's asset renewal modelling. To achieve this the Asset Management Plans need to provide the level of detail required.</p> <p>It is noted that the LTFP is out of date and includes assumptions that are no longer relevant. Review of the LTFP is planned for 2020 and that will include examination of what work is required to maintain acceptable limits within the required ratios.</p> <p>The City is currently examining whether it should extend the LTFP over a 20-year period. This will detect major asset renewal requirements and help identify the City's capacity to service renewal.</p> <p>To ensure that the ratios are maintained within the required parameters the City has developed seven budget setting principles within a Budget Policy that was recently considered at the Audit and Risk Management Committee meeting pending formal adoption by Council. The principles include giving priority to asset replacement before funding new assets and diversification of revenue sources i.e. borrowing as an alternative to rates revenue, as well as sequestering a percentage of rates revenue into reserves annually.</p>	<p>Manager Financial Services</p> <p>Manager Assets and Mapping Services and operational managers.</p>

JLT Risk #	Description of Risk	Risk Category	Initial risk rating			Current Controls	Existing Controls Rating	Residual risk rating			Further control activities	Ownership/ Timing
			Consequence	Likelihood	Rating			Consequence	Likelihood	Rating		
#7	<p>Ineffective Governance</p> <p>There are a number of risks that can arise from ineffective governance including reputational damage with the community and other stakeholders, direct financial losses that are consequences of fraud or ineffective controls being exercised or potential increase in liability. This risk has moved up from tenth place in the JLT sector comparison in 2018.</p> <p>The key concern highlighted by the sector in the JLT risk report was the failure to recognise roles and responsibilities within the organisation, and at an operational level that included identifying a failure to manage contractors, facilities and events as a concern.</p>	Strategic Risk	Major	Possible	High	<p>There are a number of key principles surrounding good governance including culture, accountability, and best practice – essentially developing organisational behaviour that goes beyond the minimum compliance requirements.</p> <p>For an organisation to be fully effective, good governance must permeate all parts of the organisation from leadership through to the operational areas. At the leadership level the City is required to demonstrate that there is alignment of the Integrated Planning and Reporting Framework documents which are collectively the Strategic Community Plan 2017-2027, Corporate Business Plan 2017-2021, Long-Term Financial Plan 2017-2027, Asset Management Plans, Annual Budget, and Workforce Plan) so that the City is delivering the required level of service and outcomes to the community. Part of that includes ensuring that the corporate reporting includes risk management and that elected members are aware of their roles and responsibilities for managing the City's resources prudently, maintaining focus on the predetermined strategic objectives, exercising the appropriate standards and behaviours in service delivery to the community. As a control, the City has recently reviewed its Code of Conduct for elected members and the similar code (Code of Ethics) for staff. A further control is the Standing Orders Local Law which sets the procedural requirements for Council and Committee meetings and that will be augmented by Councillor induction training which is now mandatory under the <i>Local Government Act 1995 (WA)</i>.</p> <p>At an administrative level, the City's Code of Ethics articulates the expectations for staff and leadership around the standards of behaviours and relationships. Further to this, the City has developed an Integrity Framework, which outlines the City's internal process for reporting of unethical behaviour and provides the internal reference for the development of a positive organisational culture.</p> <p>Specific internal controls include the delegation limits that are reviewed annually, gift register, annual and primary returns, and conflict of interest declarations in tendering documentation. The City's risk documentation includes a risk appetite statement which articulates the boundaries that apply to decision making, and all reports to Council are required to include risk assessments of the recommendation options.</p>	Inadequate	Major	Unlikely	Moderate	<p>The Public Sector Commission (PSC) provides a 'Good Governance' guideline for public sector agencies' to assist with LG accountability requirements. (The intention is for the City to develop a Governance Framework in March 2020 capturing the nine principals relating to good governance under the PSC model). The framework will cover the City's approach to management and oversight, organisational structure, operations, ethics and integrity, people, finance, communication (being open accessible and responsive), and risk management.</p> <p>While there are internal controls in place, effective governance relies on a strong ethical culture and further work will be done in 2020 on defining what that means in a local government context. The Governance team will also look to continue its engagement with state government agencies and other local governments in relation to good governance practices.</p> <p>One of the aims of strengthening governance controls is to move the City to a level comparable to state government agencies to meet the standards expected of the Office of Auditor General (OAG) Audits. In this regard Council has committed to a three-year internal audit programme which is a risk-based plan designed to add value and improve upon the efficiency and effectiveness of the City's operations and the appointment of an independent external member on the Audit and Risk Management Committee.</p> <p>The City is required to review its internal controls, risk management and legislative compliance every three years under regulation 17 of the <i>Local Government (Audit) Regulations 1996 (WA)</i> which is now overdue and priority is being given to engagement of internal auditors specifically for that work.</p>	<p>Senior Governance Advisor</p> <p>Manager Governance</p>

JLT Risk #	Description of Risk	Risk Category	Initial risk rating			Current Controls	Existing Controls Rating	Residual risk rating			Further control activities	Ownership/ Timing
			Consequence	Likelihood	Rating			Consequence	Likelihood	Rating		
#8	<p>Business Continuity and Community Disruption</p> <p>This topic considers the need for business continuity management plans in order to minimise business and community disruption.</p> <p>Natural catastrophes, unplanned outage of IT or telecommunications, and cyber threats were the highest risks considered in this context.</p>	Business Continuity			High	<p>At a local level, the City has well established Emergency Management arrangements developed and issued in accordance with section 41(1) of the <i>Emergency Management Act 2005</i>. These arrangements provide information on the coordination of a local response to an emergency using an all-agencies approach. The City's Local Emergency Management Committee (LEMC) manages community-related emergencies and meets on a regular basis to consider the efficiency of its operational procedures.</p> <p>The City actively participates in the State Risk Project run by the State Emergency Management Committee. The project involves a series of risk assessment workshops to assess the risks posed by seven sudden-onset natural hazards i.e. hazardous materials (hazmat), flood, earthquake, and storm. These workshops provide a consistent understanding of risks faced at local level and offer training, support and tools to assist the City in undertaking the emergency risk management process. The City hosted the 'heatwave' crisis scenario at the Civic centre in November 2018.</p> <p>Business Continuity Planning is a separate approach that deals with the City's internal response to a crisis resulting from a prolonged disruption to priority services. There is no legislative requirement for the City to have in place a Business Continuity Plan, however the introduction of regulation 17 to the amended <i>Local Government (Audit) Regulations 1996 (WA)</i> has been the driver for an increased focus across the sector on development of risk management systems which includes business continuity planning.</p> <p>In 2019, the City engaged consultants to build on the City's understanding of the basic principles of incident management and business continuity response and develop a Crisis Management Plan (CMP). The CMP sets out the principles to be followed, actions to be taken and resources to be used for supporting the recovery and continuity of priority services in the event of a disruption affecting one or more of the City's business locations.</p> <p>The City has an identified Crisis Manager, a defined Crisis Management Team (CMT) consisting of senior representatives from each directorate and a CMP in final draft which has since been endorsed by ELT and distributed to CMT members.</p> <p>In October 2019, a simulated but realistic training and validation exercise was conducted to test the response of the CMP and confirm the validity of the CMP.</p>	Adequate			Moderate	<p>The City's Local Emergency Management Arrangements will undergo full review in 2023. The LEMC is required to exercise their arrangements on an annual basis. The City will continue its participation in the State Risk Project throughout 2020 and beyond.</p> <p>The scope of the CMP covers the actions taken by the CMT at a strategic level in a crisis affecting the City. Further work will be done on developing directorate level business continuity plans to deal with operational tasks associated with internal incidents.</p> <p>There was no evidence from the training and validation exercise in October 2019 to indicate that the City would not be able to respond effectively in an actual crisis; there were a number of process recommendations that the City's Governance team are currently addressing with CMT members.</p> <p>An ongoing commitment to conduct annual testing of the City's Crisis Management Plan has been sought and the next validation exercise will be held in November 2020. The CMP will undergo a minor review in December 2020 following the next training and validation exercise.</p>	<p>Coordinator Risk Management</p> <p>Manager Governance</p>

10.5.1.7 Internal Audit Program - Update

Responsible Branch:	Governance	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	Nil.	
Refer:	Item 10.5.2.4: OCM 14/5/2019 Item 10.5.3.3: OCM 3/9/2019 Item 10.5.2.2: OCM 3/12/2019	

SUMMARY

At its meeting of 12 November 2019, the City's Audit and Risk Management Committee was provided with an outline of the City's initial three-year internal audit program. A key driver for the internal audit program is the recent legislative amendment to include local government in the Office of Auditor General (OAG) auditing program.

The officer's recommendation was for an expanded internal audit program, to be funded from a surplus dividend of \$145,682 from the City's membership of the Local Government Insurance Scheme.

At its meeting of 3 December 2019, Council endorsed the suggested topic areas for the expanded internal audit program, as well as the allocation of the insurance surplus dividend to the program. A mid-year adjustment will be made to the 2019/20 operating budget accordingly.

The scope of work is currently being developed for engagement of the internal auditors, using the suggested topic areas as the basis. The engagement process will include giving the auditors an opportunity to recommend priority areas or new topics for the program.

Suitable audit firms can be sourced either through an open market process or through the WA Local Government Association (WALGA)-preferred supplier agreement for audit and compliance services.

As a separate matter, the City is required to review its internal controls, risk management and legislative compliance every three years under regulation 17 of the *Local Government (Audit) Regulations 1996*, and that was due to be done by 31 December 2019.

Council resolved at its 3 December 2019 meeting for that work to be included in the scope of work for the internal auditors in recognition that best practice is for such a review to be conducted independently. Due to time constraints, priority is being given to engagement of internal auditors specifically for that work.

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

1. Notes that the appointment process is underway for internal auditors to assist with the three-yearly review of internal controls, risk management and legislative compliance ('the regulation 17 review').
2. Notes that audit firms will shortly be invited to provide a submission for the City's internal audit program through the WALGA-preferred supplier agreement for audit and compliance services.
3. Receives a further report in May 2020 to consider the recommendations for appointment of suitable audit firms, and notes that the recommended audit firm will be invited to speak to their submission at the Audit and Risk Management Committee meeting.

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0

BACKGROUND

The *Local Government Amendment (Auditing) Act* was enacted in October 2017 and allows the Office of Auditor General (OAG) to conduct financial and performance audits of the local government sector.

In anticipation of the OAG's role being extended to local government, the City developed an internal audit program for the period 2017/18 through to 2019/20 on selected themes, and the internal auditor's finding and recommendations were reported through the Audit and Risk Management Committee to Council. The reporting progress is as follows:

2017-18	2018-19	2019-2020
<ul style="list-style-type: none"> • Corporate record keeping - reported to Council 3/9/2019 • Performance reporting - also reported to Council 3/9/2019 	<ul style="list-style-type: none"> • Cyber security - reported to Council 14/5/2019 • Fraud and Misconduct - to be reported to Audit and Risk Management Committee 11/2/2020 	<ul style="list-style-type: none"> • Procurement and tendering - deferred due to OAG performance audit (ref separate report) • Financial sustainability Not yet commenced

The WA Local Government Association (WALGA) has a preferred supplier agreement for audit and compliance services. Under that agreement, the Paxon Group was appointed as the internal auditors for the above program, other than for the cyber security audit which was conducted by Deloitte.

There are a number of other audit firms on the WALGA-preferred supplier agreement, which includes operational, financial, compliance, forensic, risk and taxation audits and is the preferred avenue for the expanded program. The suggested topics for that program were outlined in the report to Council of 3 December 2019, as outlined below:

2020/21	2021/22	2022/23
<ul style="list-style-type: none"> • Aquatic and recreation centre stock control, payroll, cash handling and point of sale procedures, debt management and staff training performance 	<ul style="list-style-type: none"> • Swimming pool inspections, application processing, adequacy of policies and reporting and recording of incidents, compliance with regulations 	<ul style="list-style-type: none"> • Infrastructure asset maintenance and replacement – strategies and inspection programs • Customer complaint handling, escalation and

<p>reporting</p> <ul style="list-style-type: none"> • Lease renewal, lease agreement reviews and rent collection • Tender evaluation and awarding of procurement contracts • Payroll master file reconciliation 	<ul style="list-style-type: none"> • Statutory compliance and general systems for complying with acts, regulations and local laws • Building licence application and approval process • Management of leave liabilities 	<p>resolution</p> <ul style="list-style-type: none"> • Privacy and managing of confidential information • Managing of infringement revenue, fines enforcement and write-offs.
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The internal auditors will be invited to consider the suggested topics for the program, and to propose changes in priorities or new topics that reflect emerging or topical sector issues.

EXTERNAL CONSULTATION

The Department of Local Government, Sport and Cultural Industries released an operational guideline *Audit in Local Government - The appointment, function and responsibilities of Audit Committees, Number 9 (Revised September 2013)* which provides guidance on the requirements for appointing auditors and developing an audit plan. The guidelines cover external and internal audits.

OFFICER’S COMMENTS

There is no legislative requirement to have an internal audit program; however it is accepted best practice. Most other local governments have similar programs in place, albeit to varying degrees.

The first such program for the City was limited by funding to two topics per financial year, and the additional funding from the insurance surplus dividend allows for an expanded program that will include many of the topic areas identified through sector comparison of other local government internal audit topics.

The separate part of the work is the regulation 17 review that is now required to be done every three years. The last such review was done in 2016, and as it was due to be done by 31 December 2019, accordingly it will be dealt with as a matter of priority outside the scope of the internal audit program.

With respect to the appointment process for the internal auditors, the options are either an open tender process or quotations through the WALGA-preferred supplier agreement for audit and compliance services.

Under regulation 11 (2) of the *Local Government (Functions and General) Regulations 1996*, quotations can be sought directly through the WALGA-preferred supplier agreement, and that will expedite the appointment process. Each quotation would be competitively evaluated and there are several audit firms on the WALGA-preferred supplier agreement including Butler Setterini, Macri Partners, Moore Stephens, Paxon Group, Stantons International and William Buck Consulting.

It is noted that some other audit firms such as Ernst Young, Deloitte and Grant Thornton are not on the WALGA panel. Open market tenders would provide an opportunity for audit firms not on the WALGA-preferred supplier agreement to submit proposals; however that may delay the appointment process by several weeks.

LEGISLATIVE COMPLIANCE

The legislative changes for the OAG to become involved in local government auditing stem from the *Local Government Amendment (Auditing) Bill 2017*.

The requirements for the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal controls and legislative compliance are dealt with under regulation 17 of the *Local Government (Audit) Regulations 1996*. The review cycle was previously two years, and that has since been amended to every three years. The last review was carried out in 2016 with the following review due at the end of 2019.

WALGA is a prescribed agency under the *Local Government (Functions and General) Regulations 1996* and, as such, is exempt from the tendering requirements.

OPTIONS

Option 1	<ol style="list-style-type: none"> Notes that the appointment process is underway for internal auditors to assist with the three-yearly review of internal controls, risk management and legislative compliance. Notes that audit firms will shortly be invited to provide a submission for the City's internal audit program through the WALGA-preferred supplier agreement for audit and compliance services. Receives a further report in May 2020 to consider the recommendations for appointment of suitable audit firms, and notes that the recommended audit firm will be invited to speak to their submission at the Audit and Risk Management Committee meeting. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	The regulation 17 review is a priority, and sourcing of an audit firm for that work is underway. Sourcing of an audit firm for the internal audit program will be through the WALGA-preferred supplier agreement for audit and compliance services, and all submissions will be competitively evaluated. A further report will be submitted to the next Audit and Risk Management Committee meeting with an opportunity for the recommended audit firm to speak to their submission.	

Option 2	<ol style="list-style-type: none"> Notes that the appointment process is underway for internal auditors to assist with the three-yearly review of internal controls, risk management and legislative compliance. Requests the CEO to call open market tenders from audit firms for the City's internal audit program. Receives a further report in May 2020 to consider the recommendations for appointment of suitable audit firms, and notes that the recommended audit firm will be invited to speak to their submission at the Audit and Risk management Committee. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low

Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	Open market tenders would provide an opportunity for audit firms not on the WALGA-preferred supplier agreement to submit proposals for the internal audit program. While that may delay the process by several weeks, a recommendation should be achieved by the next meeting of the Audit and Risk Management Committee in May 2010.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance
 Aspiration: Open, accountable and responsive service.
 Outcome L1: Accountable and good governance.

CONCLUSION

Recent changes to the audit regulations have given the OAG oversight powers over the local government sector for financial and performance audits. To prepare the City for that, an inaugural internal audit program was developed in 2017/18 and has operated within the limits of the funding allocated in the annual budget.

The funding opportunity presented through the LGIS surplus distribution allows for an expanded internal audit program, and the City is finalising the scope of work for that.

From a timing perspective, the regulation 17 review is a priority, and therefore is not included in the scope of work for the internal audit program.

Sourcing of internal auditors can be either through the WALGA-preferred supplier agreement, or through open market tenders. The WALGA sourcing method is preferred on the basis that it should reduce the timeframe by several weeks.

10.5.2 Heritage Advisory Committee – 12 February 2020**10.5.2.1 Review of Municipal Inventory of Heritage Places**

Responsible Branch:	Strategic Planning and Place	
Responsible Directorate:	Community and Development	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Schedule of Submissions 2. Local Heritage Survey document (Complete Document)	
Refer:	Item 10.4.1: OCM 5.11.2019 Item 10.5.1: OCM 28.05.2019 Item 15.4.1: OCM 4.10.2016	

CR LORNA CLARKE DECLARED A FINANCIAL INTEREST

In accordance with section 5.60A of the Local Government Act 1995, Cr Lorna Clarke declared a financial interest in this item as her house is listed on the Municipal Inventory of Heritage Places. At 7:36pm, Cr Lorna Clarke withdrew from the meeting.

CR CATHERINE EHRHARDT DECLARED A FINANCIAL INTEREST

In accordance with section 5.60A of the Local Government Act 1995, Cr Catherine Ehrhardt declared a financial interest in this item as she co-owns a property that is listed on the Municipal Inventory of Heritage Places. At 7:36pm, Cr Catherine Ehrhardt withdrew from the meeting, and did not return.

CR BARRY MCKENNA DECLARED A FINANCIAL INTEREST

In accordance with section 5.60A of the Local Government Act 1995, Cr Barry McKenna declared a financial interest in this item as he is Chair of Bayswater Community Financial Services (BCFS) who lease the Bayswater Post Office in King William Street and own 83 Whatley Crescent, Bayswater. At 7:36pm, Cr Barry McKenna withdrew from the meeting.

At 7:38pm, Cr Stephanie Gray returned to the meeting.

SUMMARY

Council consideration is sought in relation to the review of the City's Municipal Inventory of Heritage Places (MI) and Heritage List under Town Planning Scheme No. 24 (TPS 24).

The proposed Local Heritage Survey has identified 288 places that are, or may become, of cultural heritage significance. Of these places, 263 have been identified for inclusion on the proposed Heritage List, meaning that they will be afforded statutory protection under TPS 24.

ADVISORY COMMITTEE RECOMMENDATION

That Council:

1. Pursuant to Part 8, clause 103 of the *Heritage Act 2018*, adopts the proposed City of Bayswater Local Heritage Survey, as advertised and contained in Attachment 2 to this report, subject to the following modifications:
 - (a) The term 'Municipal Inventory of Heritage Places' being replaced by the term 'Local Heritage Survey' wherever appropriate.

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- (b) The place record form for St. Pius Church Hall (fmr), 11 Susan Street, Maylands being deleted.
 - (c) The place record form for 113 Seventh Avenue, Maylands being amended to include updated historical notes and designating the place (from Category 3 in the original draft Municipal Inventory of Heritage Places 2019 (MI 2019)) to Category 4.
 - (d) The place record form for Maylands Amateur Boat Building Yard (30 Hardey Road), Maylands being amended to include updated land information and historical notes.
 - (e) The place record form for 15 Coode Street, Bayswater being amended to include updated photographs and historical notes.
 - (f) The place record form for the Druids Hall (fmr) (130 Guildford Road), Maylands being amended to refer to the place as the Masonic Hall (fmr), Maylands and including updated condition, integrity and authenticity details, historical notes, statement of significance and designating the place (from Category 2 in the original draft MI 2019) to Category 3.
 - (g) The place record form for Pine Tree (35 Drake Street), Bayswater being amended to designate the place (from Category 4 in the original draft MI 2019) to Category 3.
 - (h) The place record forms for the following places being amended to include updated historical notes:
 - (i) 4 Mitchell Street, Mount Lawley;
 - (ii) 2 Mitchell Street, Mount Lawley;
 - (iii) 105 Guildford Road, Mount Lawley;
 - (iv) Commercial Premises (fmr), 174 Peninsula Road, Maylands;
 - (v) East Street Jetty (2 East Street), Maylands;
 - (vi) Lyric Theatre (fmr), Maylands;
 - (vii) Pair Shop and Premises, 63 Eighth Avenue, Maylands;
 - (viii) Buddhist Temple (280 Guildford Road), Maylands;
 - (ix) Pair Commercial Premises, 46 Eighth Avenue, Maylands; and
 - (x) St. Hilary's Hall (fmr) (123 Caledonian Avenue), Maylands.
2. Pursuant to Schedule 2, Part 3, clause 8 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts the proposed City of Bayswater Heritage List, as advertised and contained in Attachment 2 to this report, subject to the following modifications:
- (a) St. Pius Church Hall (fmr), 11 Susan Street, Maylands being removed from the list.
 - (b) 113 Seventh Avenue, Maylands being removed from the list (and remaining on the Local Heritage Survey as a Category 4 place).
 - (c) Druids Hall (fmr) (130 Guildford Road), Maylands being renamed as Masonic Hall (fmr), Maylands and being reclassified as Category 3.
 - (d) Pine Tree (35 Drake Street), Bayswater being included on the list as a Category 3 place.
3. Requests that the City investigate the potential for Tranby on Swan, 12 Wall Street, Maylands to be assessed for inclusion in the Heritage Survey as part of the next review, or sooner if required.
4. Requests that the City progresses the preparation of heritage area design guidelines for Maylands town centre and presents a progress update at the next Committee meeting.

5. In light of the delay in receiving suitable heritage area design guidelines for Bayswater Town Centre from the consultant and the State Government's announcement that Development WA will take planning control over the town centre, requests that the City do not proceed with the development of the Bayswater heritage area design guidelines at this time and work with Development WA to ensure heritage considerations are incorporated into any design guidelines they develop.
6. Requests that the Mayor writes to Development WA to adopt the Bayswater Town Centre Heritage Area and develop robust heritage area design guidelines in collaboration with the City.
7. Requests that the City informs the owners of places included in the adopted amended Heritage List of the heritage conservation incentives, including grants offered to property owners by the City.

MOTION

That Council:

1. Pursuant to Part 8, clause 103 of the Heritage Act 2018, adopts the proposed City of Bayswater Local Heritage Survey, as advertised and contained in Attachment 2 to this report, subject to the following modifications:
 - (a) The term 'Municipal Inventory of Heritage Places' being replaced by the term 'Local Heritage Survey' wherever appropriate.
 - (b) The place record form for St. Pius Church Hall (fmr), 11 Susan Street, Maylands being deleted.
 - (c) The place record form for 113 Seventh Avenue, Maylands being amended to include updated historical notes and designating the place (from Category 3 in the original draft Municipal Inventory of Heritage Places 2019 (MI 2019)) to Category 4.
 - (d) The place record form for Maylands Amateur Boat Building Yard (30 Hardey Road), Maylands being amended to include updated land information and historical notes.
 - (e) The place record form for 15 Coode Street, Bayswater being amended to include updated photographs and historical notes.
 - (f) The place record form for the Druids Hall (fmr) (130 Guildford Road), Maylands being amended to refer to the place as the Masonic Hall (fmr), Maylands and including updated condition, integrity and authenticity details, historical notes, statement of significance and designating the place (from Category 2 in the original draft MI 2019) to Category 3.
 - (g) The place record form for Pine Tree (35 Drake Street), Bayswater being amended to designate the place (from Category 4 in the original draft MI 2019) to Category 3.
 - (h) The place record forms for the following places being amended to include updated historical notes:
 - (i) 4 Mitchell Street, Mount Lawley;
 - (ii) 2 Mitchell Street, Mount Lawley;
 - (iii) 105 Guildford Road, Mount Lawley;
 - (iv) Commercial Premises (fmr), 174 Peninsula Road, Maylands;
 - (v) East Street Jetty (2 East Street), Maylands;
 - (vi) Lyric Theatre (fmr), Maylands;
 - (vii) Pair Shop and Premises, 63 Eighth Avenue, Maylands;
 - (viii) Buddhist Temple (280 Guildford Road), Maylands;
 - (ix) Pair Commercial Premises, 46 Eighth Avenue, Maylands; and
 - (x) St. Hilary's Hall (fmr) (123 Caledonian Avenue), Maylands.

2. Pursuant to Part 8, clause 103 of the Heritage Act 2018, adopts the proposed City of Bayswater Local Heritage Survey, as advertised and contained in Attachment 2 to this report, subject to this additional modification:
 - (a) The place record form for Bayswater Town Centre Heritage Area being deleted.
3. Pursuant to Schedule 2, Part 3, clause 8 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the proposed City of Bayswater Heritage List, as advertised and contained in Attachment 2 to this report, subject to the following modifications:
 - (a) St. Pius Church Hall (fmr), 11 Susan Street, Maylands being removed from the list.
 - (b) 113 Seventh Avenue, Maylands being removed from the list (and remaining on the Local Heritage Survey as a Category 4 place).
 - (c) Druids Hall (fmr) (130 Guildford Road), Maylands being renamed as Masonic Hall (fmr), Maylands and being reclassified as Category 3.
 - (d) Pine Tree (35 Drake Street), Bayswater being included on the list as a Category 3 place.
4. Requests that the City investigate the potential for Tranby on Swan, 12 Wall Street, Maylands to be assessed for inclusion in the Heritage Survey as part of the next review, or sooner if required.
5. Requests that the City progresses the preparation of heritage area design guidelines for Maylands town centre and presents a progress update at the next Committee meeting.
6. In light of the delay in receiving suitable heritage area design guidelines for Bayswater Town Centre from the consultant and the State Government's announcement that Development WA will take planning control over the town centre, requests that the City do not proceed with the development of the Bayswater heritage area design guidelines at this time and work with Development WA to ensure heritage considerations are incorporated into any design guidelines they develop.
7. Requests that the Mayor writes to Development WA to consider adopting a Bayswater Town Centre Heritage Area and developing robust heritage area design guidelines in collaboration with the City.
8. Requests that the City informs the owners of places included in the adopted amended Heritage List of the heritage conservation incentives, including grants offered to property owners by the City.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

PROCEDURAL MOTION

That this item be deferred to the second Ordinary Council Meeting in April 2020 to allow time for inaccuracies in the report to be corrected prior to Council making a decision.

CR FILOMENA PIFFARETTI, DEPUTY MAYOR MOVED, CR MICHELLE SUTHERLAND SECONDED

LOST: 4/4

In accordance with section 5.21 (3) of the Local Government Act 1995, as the votes were equally divided, the Presiding Member (Chairperson), Cr Dan Bull, Mayor, cast a second vote.

For: *Cr Filomena Piffaretti, Deputy Mayor, Cr Steven Ostaszewskyj, Cr Stephanie Gray, and Cr Michelle Sutherland.*
Against: *Cr Dan Bull, Mayor, Cr Sally Palmer, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.*

COUNCIL RESOLUTION

That Council:

1. Pursuant to Part 8, clause 103 of the Heritage Act 2018, adopts the proposed City of Bayswater Local Heritage Survey, as advertised and contained in Attachment 2 to this report, subject to the following modifications:
 - (a) The term 'Municipal Inventory of Heritage Places' being replaced by the term 'Local Heritage Survey' wherever appropriate.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 7/1

For: *Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Steven Ostaszewskyj, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.*
Against: *Cr Michelle Sutherland.*

COUNCIL RESOLUTION

- (b) The place record form for St. Pius Church Hall (fmr), 11 Susan Street, Maylands being deleted.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 7/1

For: *Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Sally Palmer, Cr Stephanie Gray, Cr Michelle Sutherland, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.*
Against: *Cr Steven Ostaszewskyj.*

COUNCIL RESOLUTION

- (c) The place record form for 113 Seventh Avenue, Maylands being amended to include updated historical notes and designating the place (from Category 3 in the original draft Municipal Inventory of Heritage Places 2019 (MI 2019)) to Category 4.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 6/2

For: *Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.*
Against: *Cr Steven Ostaszewskyj, and Cr Michelle Sutherland.*

COUNCIL RESOLUTION

- (d) The place record form for Maylands Amateur Boat Building Yard (30 Hardey Road), Maylands being amended to include updated land information and historical notes.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED UNANIMOUSLY: 8/0

COUNCIL RESOLUTION

- (e) The place record form for 15 Coode Street, Bayswater being amended to include updated photographs and historical notes.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 7/1

For: Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Steven Ostaszewskyj, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.

Against: Cr Michelle Sutherland.

COUNCIL RESOLUTION

- (f) The place record form for the Druids Hall (fmr) (130 Guildford Road), Maylands being amended to refer to the place as the Masonic Hall (fmr), Maylands and including updated condition, integrity and authenticity details, historical notes, statement of significance and designating the place (from Category 2 in the original draft MI 2019) to Category 3.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

LOST: 3/5

For: Cr Dan Bull, Mayor, Cr Sally Palmer, and Cr Elli Petersen-Pik.

Against: Cr Filomena Piffaretti, Deputy Mayor, Cr Steven Ostaszewskyj, Cr Stephanie Gray, Cr Michelle Sutherland, and Cr Giorgia Johnson.

COUNCIL RESOLUTION

- (g) The place record form for Pine Tree (35 Drake Street), Bayswater being amended to designate the place (from Category 4 in the original draft MI 2019) to Category 3.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 5/3

For: Cr Dan Bull, Mayor, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.

Against: Cr Filomena Piffaretti, Deputy Mayor, Cr Steven Ostaszewskyj, and Cr Michelle Sutherland.

COUNCIL RESOLUTION

- (h) The place record forms for the following places being amended to include updated historical notes:
- (i) 4 Mitchell Street, Mount Lawley;
 - (ii) 2 Mitchell Street, Mount Lawley;
 - (iii) 105 Guildford Road, Mount Lawley;
 - (iv) Commercial Premises (fmr), 174 Peninsula Road, Maylands;
 - (v) East Street Jetty (2 East Street), Maylands;
 - (vi) Lyric Theatre (fmr), Maylands;
 - (vii) Pair Shop and Premises, 63 Eighth Avenue, Maylands;
 - (viii) Buddhist Temple (280 Guildford Road), Maylands;
 - (ix) Pair Commercial Premises, 46 Eighth Avenue, Maylands; and
 - (x) St. Hilary's Hall (fmr) (123 Caledonian Avenue), Maylands.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED UNANIMOUSLY: 8/0

COUNCIL RESOLUTION

- (i) The place record form for Frank Drago Reserve Bayswater be amended from Category 3 to Category 4.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 6/2

*For: Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor,
Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, and
Cr Giorgia Johnson.*

Against: Cr Steven Ostaszewskyj, and Cr Michelle Sutherland.

COUNCIL RESOLUTION

2. Pursuant to Part 8, clause 103 of the Heritage Act 2018, adopts the proposed City of Bayswater Local Heritage Survey, as advertised and contained in Attachment 2 to this report, subject to this additional modification:

- (a) The place record form for Bayswater Town Centre Heritage Area being deleted.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

LOST: 4/4

In accordance with section 5.21 (3) of the Local Government Act 1995, as the votes were equally divided, the Presiding Member (Chairperson), Cr Dan Bull, Mayor, cast a second vote.

*For: Cr Filomena Piffaretti, Deputy Mayor, Cr Steven Ostaszewskyj,
Cr Michelle Sutherland, and Cr Elli Petersen-Pik.*

*Against: Cr Dan Bull, Mayor, Cr Sally Palmer, Cr Stephanie Gray, and
Cr Giorgia Johnson.*

COUNCIL RESOLUTION

3. Pursuant to Schedule 2, Part 3, clause 8 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the proposed City of Bayswater Heritage List, as advertised and contained in Attachment 2 to this report, subject to the following modifications:

- (a) St. Pius Church Hall (fmr), 11 Susan Street, Maylands being removed from the list.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 7/1

For: Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Sally Palmer, Cr Stephanie Gray, Cr Michelle Sutherland, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.

Against: Cr Steven Ostaszewskyj.

COUNCIL RESOLUTION

- (b) 113 Seventh Avenue, Maylands being removed from the list (and remaining on the Local Heritage Survey as a Category 4 place).

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 6/2

For: Cr Dan Bull, Mayor, Cr Steven Ostaszewskyj, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.

Against: Cr Filomena Piffaretti, Deputy Mayor, and Cr Michelle Sutherland.

COUNCIL RESOLUTION

- (c) Druids Hall (fmr) (130 Guildford Road), Maylands being renamed as Masonic Hall (fmr), Maylands and being reclassified as Category 3.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

LOST: 0/8

COUNCIL RESOLUTION

- (d) Pine Tree (35 Drake Street), Bayswater being included on the list as a Category 3 place.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 5/3

For: Cr Dan Bull, Mayor, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.

Against: Cr Filomena Piffaretti, Deputy Mayor, Cr Steven Ostaszewskyj, and Cr Michelle Sutherland.

COUNCIL RESOLUTION

(e) Frank Drago Reserve Bayswater being removed from the list.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED UNANIMOUSLY: 8/0

COUNCIL RESOLUTION

4. Requests that the City investigate the potential for Tranby on Swan, 12 Wall Street, Maylands to be assessed for inclusion in the Heritage Survey as part of the next review, or sooner if required.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 6/2

*For: Cr Dan Bull, Mayor, Cr Steven Ostaszewskyj, Cr Sally Palmer,
Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.
Against: Cr Filomena Piffaretti, Deputy Mayor, and Cr Michelle Sutherland*

COUNCIL RESOLUTION

5. Requests that the City progresses the preparation of heritage area design guidelines for Maylands town centre and presents a progress update at the next Committee meeting.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 6/2

*For: Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor, Cr Sally Palmer,
Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.
Against: Cr Steven Ostaszewskyj, and Cr Michelle Sutherland.*

COUNCIL RESOLUTION

6. In light of the delay in receiving suitable heritage area design guidelines for Bayswater Town Centre from the consultant and the State Government's announcement that Development WA will take planning control over the town centre, requests that the City do not proceed with the development of the Bayswater heritage area design guidelines at this time and work with Development WA to ensure heritage considerations are incorporated into any design guidelines they develop.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 6/2

*For: Cr Dan Bull, Mayor, Cr Steven Ostaszewskyj, Cr Sally Palmer,
Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.
Against: Cr Filomena Piffaretti, Deputy Mayor, and Cr Michelle Sutherland.*

COUNCIL RESOLUTION

7. Requests that the Mayor writes to Development WA to consider adopting a Bayswater Town Centre Heritage Area and developing robust heritage area design guidelines in collaboration with the City.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED: 5/3

For: Cr Dan Bull, Mayor, Cr Sally Palmer, Cr Stephanie Gray, Cr Elli Petersen-Pik, and Cr Giorgia Johnson.

Against: Cr Filomena Piffaretti, Deputy Mayor, Cr Steven Ostaszewskyj, and Cr Michelle Sutherland.

COUNCIL RESOLUTION

8. Requests that the City informs the owners of places included in the adopted amended Heritage List of the heritage conservation incentives, including grants offered to property owners by the City.

CR ELLI PETERSEN-PIK MOVED, CR DAN BULL, MAYOR SECONDED

CARRIED UNANIMOUSLY: 8/0

REASON FOR CHANGE

Council changed the Advisory Committee's Recommendation as it was of the view that the Druids Hall (fmr) at 130 Guildford Road, Maylands is not to be designated from Category 2 in the original draft MI 2019 and Heritage List, to Category 3. As a result of points 1(f) and 2(c) of the Committee Recommendation not being carried, 130 Guildford Road remains in the adopted new Local Heritage Survey and Heritage List as a Category 2 place. Council considered appropriate that Frank Drago Reserve be a Category 4 place given the nature of the place and accordingly be removed from the Heritage List.

At 8:31pm, Cr Lorna Clarke and Cr Barry McKenna returned to the meeting.

Cr Catherine Ehrhardt did not return to the meeting.

BACKGROUND

At the Ordinary Council Meeting held 4 October 2016, Council considered and endorsed the proposed project brief (including the scope of works, key tasks and indicative timeframes) for the review of the MI.

Preliminary community consultation was undertaken during March and April 2017. The local community had the opportunity to advise the City of any significant changes to their property which may have impacted upon its heritage value and to nominate places that were not on the current MI for consideration.

Since the commencement of the MI review process, the *Heritage Act 2018* has been gazetted and replaces references to a local government 'inventory' of heritage places with the term 'local heritage survey'. Therefore, the term 'Local Heritage Survey' (LHS) will be used henceforth throughout this report.

The draft LHS currently uses the outdated terminology and given the terminology did not change the intent or understanding of the document it was advertised in its current form, but will be updated along with any other necessary modifications to the document in order to finalise it.

At its Ordinary Meeting on 28 May 2019, Council resolved:

"That Council:

1. Pursuant to Part 8, clause 103 of the Heritage Act 2018, adopts the proposed City of Bayswater Local Heritage Survey, as contained in Attachment 1 to this report, for the purpose of public advertising, subject to:
 - The removal of both the proposed Morrison Street Heritage Area and the proposed Halliday Park Heritage Area;
 - Place 170, Maylands Hall, Gardens and War Memorial be retained as a Category 1 place; and
 - Place 161, Williamson Garage (fmr) be retained as a Category 2 place.
2. Pursuant to Schedule 2, Part 3, clause 8 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the proposed City of Bayswater Heritage List, as contained in Attachment 1 to this report, for the purpose of public advertising, subject to:
 - Place 170, Maylands Hall Gardens and War Memorial be retained as a Category 1 place; and
 - Place 161, Williamson Garage (fmr) be retained as a Category 2 place.
3. Pursuant to Schedule 2, Part 3, clause 9 of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the proposed Bayswater Town Centre and Maylands Town Centre Heritage Areas, as contained in Attachment 1 to this report, for the purpose of public advertising."

EXTERNAL CONSULTATION

Preliminary community consultation, including with local historical societies, was undertaken during March and April 2017.

In accordance with Council's above resolution, the draft LHS document was advertised for a period of 42 days, from 18 July 2019 to 29 August 2019, in accordance with the requirements of Schedule 2, Part 3, clauses 8(3) and 9(3) of the *Planning and Development (Local Planning Schemes) Regulations 2015* by way of:

- Letters to affected landowners;
- Notification being published in the local newspaper(s);
- The relevant public authorities being notified in writing of the proposals;
- Information being placed on the City's engagement website; and
- Hard copies of the proposed LHS document made available for inspection at the City of Bayswater Civic Centre and the City's libraries.

A total of 56 submissions were received and are summarised in **Attachment 1** to this report. Of these submissions:

- 12 offered general support or support for the inclusion of a specific place;
- 12 objected to the inclusion of a specific place or its proposed management category;
- 16 objected to the proposed heritage areas, but offered general support for the LHS;
- Seven offered further information;
- Five objected to the proposed heritage areas; and
- Two proposed additional places for inclusion in the LHS.

OFFICER'S COMMENTS

The draft LHS document, as advertised, has 940 pages due to the size of the document it is included as a link in **Attachment 2**.

Following the close of public advertising, the submissions were collated and provided to the City's heritage consultants, along with City officers' preliminary responses. Where necessary, further advice was sought from the consultants to address submissions and make appropriate recommendations.

Heritage Areas

The majority of objections (21) received in response to public advertisement of the draft LHS predominately relate to the two prospective heritage areas that have been identified in the document, namely:

- Bayswater Town Centre Heritage Area; and
- Maylands Town Centre Heritage Area.

It is noted that the inclusion of these areas in the draft LHS document does not lead to their formal designation. Prior to designating a heritage area, the local government must prepare a local planning policy that sets out the following:

- a map showing the boundaries of the heritage area;
- a statement about the heritage significance of the heritage area; and
- a record of places of heritage significance within the heritage area.

The local government must then advertise the proposed heritage area and local planning policy for public comment, including written notification to all landowners within the proposed heritage area.

The City is still in the process of developing a local planning policy containing design guidelines for these areas, which will guide any future development. The local planning policy will be referred to Council for its consideration at the first available opportunity. Should Council choose to proceed, then the proposed heritage areas will be advertised for public comment under a separate process.

It is also considered that there is a misconception that designation of a heritage area would prohibit development. The designation of a heritage area is intended to conserve and enhance the existing places that contribute to the cultural heritage of an area. This does not preclude alteration of or addition to places that contribute to this cultural heritage. Similarly, it would not preclude the demolition of places that are considered to make no contribution. However, any new development would be required to respect and enhance the cultural heritage of an area, which can still be achieved while accommodating modern buildings and higher density of development.

Local Heritage Survey

The remainder of the objections relate to the inclusion of, or management category assigned to specific places in the draft LHS. These objections are addressed in detail in **Attachment 1**. In light of the submissions and the additional information and/or photographs provided it is considered that the following modifications should be made to the document:

1. The place record form for St. Pius Church Hall (fmr), 11 Susan Street, Maylands is deleted.
2. The place record form for 113 Seventh Avenue, Maylands is amended to include updated historical notes and designates the place as Category 4.

3. The place record form for 4 Mitchell Street, Mount Lawley is amended to include updated historical notes.
4. The place record form for Maylands Amateur Boat Building Yard (30 Hardey Road), Maylands is amended to include updated land information and historical notes.
5. The place record form for 2 Mitchell Street, Mount Lawley is amended to include updated historical notes.
6. The place record form for 15 Coode Street, Bayswater is amended to include updated photographs and historical notes.
7. The place record form for 105 Guildford Road, Mount Lawley is amended to include updated historical notes.
8. The place record form for the Druids Hall (fmr) (130 Guildford Road), Maylands is amended to refer to the place as the Masonic Hall (fmr), Maylands and include updated condition, integrity and authenticity details, historical notes, statement of significance and designates the place as Category 3.
9. The place record form for Pine Tree (35 Drake Street), Bayswater is amended to designate the place as Category 3.
10. The place record form for Commercial Premises (fmr), 174 Peninsula Road, Maylands is amended to include updated historical notes.
11. The place record form for East Street Jetty (2 East Street), Maylands is amended to include updated historical notes.
12. The place record form for Lyric Theatre (fmr), Maylands is amended to include updated historical notes.
13. The place record form for Pair Shop and Premises, 63 Eighth Avenue, Maylands is amended to include updated historical notes.
14. The place record form for Buddhist Temple (280 Guildford Road), Maylands is amended to include updated historical notes.
15. The place record form for Pair Commercial Premises, 46 Eighth Avenue, Maylands is amended to include updated historical notes.
16. The place record form for St. Hilary's Hall (fmr) (123 Caledonian Avenue), Maylands is amended to include updated historical notes.

Heritage List

In addition to the modifications recommended to the draft LHS, as outlined above, it is considered that the following modifications should be made to the draft Heritage List, which essentially includes Category 1, 2 and 3 places:

1. St. Pius Church Hall (fmr), 11 Susan Street, Maylands is removed from the list.
2. 113 Seventh Avenue, Maylands is removed from the list.
3. Druids Hall (fmr) (130 Guildford Road), Maylands is amended to refer to the place as the Masonic Hall (fmr), Maylands and is reclassified as a Category 3 place.
4. Pine Tree (35 Drake Street), Bayswater is included on the list as a Category 3 place.

Proposed Additional Inclusions

During the public advertising period, the City also received proposals for the inclusion of two additional places in the LHS. These are:

1. The stand of Ficus trees on Bert Wright Park, bordering Olfe Street.
2. Tranby on Swan, 12 Wall Street, Maylands.

It is acknowledged that the trees on Olfe Street make a positive contribution to the streetscape, due to their aesthetic and landmark value, though they are not known to have an association with any cultural heritage values. Aerial imagery indicates that they were planted variously between the early 1970s and the early 1980s. However, Bert Wright Park in its entirety is included in the LHS and is also included on the Heritage List with a Category 3 designation. The physical description and statement of significance for the park both make mention of the mature trees around its perimeter, meaning that they will be considered when assessing any development proposed within the Park, though this does not guarantee their statutory protection. Ordinarily, it would be recommended that the trees are nominated for inclusion on the City's Significant Tree Register (STR), in recognition of their positive contribution to the locality. However, the trees have already been nominated by a local resident for inclusion on the STR and are currently under consideration.

Tranby on Swan is one of the first developments of its type in Western Australia and has historic value for this reason. It was developed for the Bond Corporation and this association with Alan Bond, as one of the most prominent and well-known Western Australians in the late 20th Century, is of interest. The design of the place reflects the period of construction and as the first unit complex on the Maylands Peninsula it is considered to have historic value. However, assessment of Tranby on Swan for inclusion on the LHS at the present time is outside the scope of the project and would further delay its completion. The nature of the development, as a strata-title apartment and townhouse complex means that it is highly unlikely to face threat from demolition or substantial alteration in the foreseeable future. It is therefore recommended that the place is assessed for potential inclusion in the LHS as part of the next review, or sooner if required.

Other Modifications

The draft LHS is currently entitled a 'Municipal Inventory of Heritage Places', which has now been superseded by the term 'local heritage survey', following the gazettal of the *Heritage Act 2018*. It is considered that the document should be modified to replace any instances of 'Municipal Inventory of Heritage Places' with 'Local Heritage Survey', as appropriate.

Heritage Area Design Guidelines

The City received a draft of the heritage area design guidelines from the heritage consultants in October 2019. City officers reviewed the document and were not satisfied that the guidelines adequately captured the significant elements of the built form in Maylands and Bayswater which contributes to their particular cultural heritage significance. Further officers were not satisfied that the design guidelines adequately guided how these elements are to be incorporated in conservation works and reflected in new developments, particularly as both areas are anticipated experience significant densification. Consequently, the City is currently seeking a third party to review the guidelines.

Bayswater

On 7 May 2019, the WAPC declared a Planning Control Area (PCA) generally over the Bayswater Station Precinct. The PCA is specifically intended to manage and control infrastructure works associated with the upgrading of the Bayswater Train Station. The City received notification from the Minister for Transport; Planning on 31 May 2019 advising that an amendment to the existing Midland Redevelopment Area to incorporate the Bayswater and Forrestfield project areas to create a new area to be known as the 'METRONET East' Redevelopment Area had commenced.

Council at its Ordinary Meeting held 25 June 2019 considered the amendment and resolved, in part, as follows:

- "1. *The City continues to progress the following commenced projects until the redevelopment area and a redevelopment scheme for the proposed METRONET East Redevelopment*

Area becomes effective: (a) Bayswater Town Centre Parking Options Paper. (b) Local Heritage Survey and associated heritage policies.

2. *A further report be presented to Council on all programmed works/projects within the redevelopment area, once the final boundary of the Bayswater project area is determined by the MRA, to seek direction from Council on whether to proceed with the works/projects in 2019/20."*

Development WA currently acts as the planning authority for the Midland Redevelopment Area and will be responsible for the new METRONET East Redevelopment Area. The City understands that Development WA will implement a new planning scheme for the area which is anticipated to be in effect in the third quarter of 2020. It is anticipated that should the City proceed with the ongoing review of the draft heritage area design guidelines it will be completed by July 2020. Development WA has indicated that it is unlikely to adopt the City's heritage guidelines and will instead prepare design guidelines of its own. City officers have reviewed recent examples of Development WA's design guidelines, for example [Development Policy 2 - Heritage Places](#) that applies to the Scarborough Redevelopment Area, and consider that should a similar document be developed for the Bayswater town centre it would suitably guide the conservation and development of heritage places.

In light of the above it is recommended that the City not proceed to develop heritage area design guidelines for Bayswater town centre, and that City officers continue to work with Design WA to ensure that heritage considerations are incorporated into any design guidelines they develop for the area.

Maylands

Maylands town centre will not be included within the METRONET East Redevelopment Area and it is therefore recommended that the City continue with an external review of the draft design guidelines for the Maylands town centre.

LEGISLATIVE COMPLIANCE

Part 8, clause 103 of the *Heritage Act 2018*, sets out the requirement for a local government to prepare a local heritage survey.

Schedule 2, Part 3, clause 8 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, sets out the procedure for establishing and maintaining a heritage list, while clause 9 sets out the procedure for designating an area as a heritage area.

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Part 8, clause 103 of the <i>Heritage Act 2018</i>, adopts the proposed City of Bayswater Local Heritage Survey, as advertised and contained in Attachment 2 to this report, subject to the following modifications: <ol style="list-style-type: none"> (a) The term 'Municipal Inventory of Heritage Places' being replaced by the term 'Local Heritage Survey' wherever appropriate. (b) The place record form for St. Pius Church Hall (fmr), 11 Susan Street, Maylands being deleted. (c) The place record form for 113 Seventh Avenue, Maylands being amended to include updated historical notes and designating the
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	<p>place as Category 4.</p> <p>(d) The place record form for Maylands Amateur Boat Building Yard (30 Hardey Road), Maylands being amended to include updated land information and historical notes.</p> <p>(e) The place record form for 15 Coode Street, Bayswater being amended to include updated photographs and historical notes.</p> <p>(f) The place record form for the Druids Hall (fmr) (130 Guildford Road), Maylands being amended to refer to the place as the Masonic Hall (fmr), Maylands and including updated condition, integrity and authenticity details, historical notes, statement of significance and designating the place as Category 3.</p> <p>(g) The place record form for Pine Tree (35 Drake Street), Bayswater being amended to designate the place as Category 3.</p> <p>(h) The place record forms for the following places being amended to include updated historical notes:</p> <ul style="list-style-type: none"> (i) 4 Mitchell Street, Mount Lawley; (ii) 2 Mitchell Street, Mount Lawley; (iii) 105 Guildford Road, Mount Lawley; (iv) Commercial Premises (fmr), 174 Peninsula Road, Maylands; (v) East Street Jetty (2 East Street), Maylands; (vi) Lyric Theatre (fmr), Maylands; (vii) Pair Shop and Premises, 63 Eighth Avenue, Maylands; (viii) Buddhist Temple (280 Guildford Road), Maylands; (ix) Pair Commercial Premises, 46 Eighth Avenue, Maylands; and (x) St. Hilary's Hall (fmr) (123 Caledonian Avenue), Maylands. <p>2. Pursuant to Schedule 2, Part 3, clause 8 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, adopts the proposed City of Bayswater Heritage List, as advertised and contained in <u>Attachment 2</u> to this report, subject to the following modifications:</p> <ul style="list-style-type: none"> (a) St. Pius Church Hall (fmr), 11 Susan Street, Maylands being removed from the list. (b) 113 Seventh Avenue, Maylands being removed from the list. (c) Druids Hall (fmr) (130 Guildford Road), Maylands being renamed as Masonic Hall (fmr), Maylands and being reclassified as Category 3. (d) Pine Tree (35 Drake Street), Bayswater being included on the list as a Category 3 place. <p>3. Requests that the Chief Executive Officer investigates the potential for Tranby on Swan, 12 Wall Street, Maylands to be assessed for inclusion in the Heritage Survey as part of the next review, or sooner if required.</p> <p>4. Notes the progress update on the preparation of heritage area design guidelines for Maylands town centre.</p> <p>5. Requests that the City do not proceed with the development of heritage area design guidelines for Bayswater town centre and work with Development WA to ensure heritage considerations are incorporated into any design guidelines they develop.</p>
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Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low

Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that this option has a moderate community and stakeholder risk, as members of the community may object to the inclusion of their properties on the LHS and/or on the Heritage List.	

Option 2	<p>That Council:</p> <ol style="list-style-type: none"> Pursuant to Part 8, clause 103 of the <i>Heritage Act 2018</i>, adopts the proposed City of Bayswater Local Heritage Survey, as advertised and contained in <u>Attachment 2</u> to this report, without modification. Pursuant to Schedule 2, Part 3, clause 8 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, adopts the proposed City of Bayswater Heritage List, as advertised contained in <u>Attachment 2</u> to this report, without modification.
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Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low

Conclusion	It is considered that this option has moderate reputational and community and stakeholder risks, as members of the community may object to the inclusion of their properties on the LHS and/or on the Heritage List and a substantial amount of additional information has been obtained from the public advertising process.
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Option 3	<p>That Council:</p> <ol style="list-style-type: none"> Pursuant to Part 8, clause 103 of the <i>Heritage Act 2018</i>, adopts the proposed City of Bayswater Local Heritage Survey, as advertised and contained in <u>Attachment 2</u> to this report, subject to other modifications as determined by Council. Pursuant to Schedule 2, Part 3, clause 8 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>, adopts the proposed City of Bayswater Heritage List, as advertised and contained in <u>Attachment 2</u> to this report, subject to other modifications as determined by Council.
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Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Dependent on the modification(s) proposed.
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	

Conclusion	It is considered that the risks of this option are dependent on the other modification(s) proposed by Council.
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FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Advertise the adoption of the Local Heritage Survey and Heritage List

Asset Category: N/A **Source of Funds:** Municipal

LTFP Impacts: Not itemised in LTFP

Notes: N/A

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$400	-	-	-	-	-	\$14,000

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Our Built Environment

Aspiration: A quality and connected built environment.

Outcome B1: Appealing streetscapes

Outcome B3: Quality built environment.

The City's Scheme Heritage List will afford a greater degree of heritage and character conservation, which will contribute to the creation of a quality built environment and more appealing streetscapes.

CONCLUSION

The proposed LHS has identified 287 places that are, or may become, of cultural heritage significance. Of these places, 263 have been identified for inclusion on the proposed Heritage List, meaning that they will be afforded statutory protection under TPS 24.

It is recommended that the proposed LHS and Heritage List are adopted, subject to the modifications outlined above.

Attachment 1

MUNICIPAL INVENTORY OF HERITAGE PLACES REVIEW

Submissions Summary

No.	Summary of Submission	City of Bayswater Comments
1.	<i>"The former St. Pius X Church Hall, 11 Susan Street, Maylands was demolished in late 2017 / early 2018, along with its extensive tree canopy."</i>	Noted. The draft Local Heritage Survey (LHS) was being prepared while the various approvals were issued for works at 11 Susan Street. It is recommended that the place record form for 11 Susan Street, Maylands is deleted from the LHS.
2.	<i>"Fantastic to see more weight being put on historical buildings and houses, would be good to see even more preserved to ensure the area retains its character - worthwhile for both cultural, historical and business reasons, much like Fremantle and Guildford."</i>	Noted.
3.	<i>"I support the proposals."</i>	Noted.
4.	<i>"Many alterations and improvements have been made to 113 Seventh Avenue in the 30 years that we have owned it, while other work was done by the previous owners. Nowadays our house appears to have 'character' and contributes to the streetscape. It is however NOT original nor does it exemplify Heritage within Maylands. Your external consultant has noted a number of "original features", which are in fact not original, but modern. The original verandah was a bullnose verandah and it extended across the front and down at least one side. The verandahs were enclosed to make extra bedrooms sometime prior to 1953. The Bullnose verandah was then replaced with the skillion verandah as it exists now, while the timber veranda posts were replaced with metal ones. The timber floor of the verandah and the decorative steps were replaced with concrete and '60s-style brown bricks,</i>	The place record form notes that there have been many alterations and additions to the place. It is considered that the information provided in the submission gives a fuller picture of the alterations made and should be added to the place record form. The consultant's assessment was made on the presentation of the property to the street and as noted by the owner, what is visible has been significantly modified, although part of the original form remains. Given the variation from the original detail it is considered reasonable to accept the owners' request. It is therefore recommended that the place record form for 113 Seventh Avenue, Maylands is amended to include updated historical notes and designate the place as Category 4.

<p><i>which were cracked and in poor condition when we bought the house. The interior of the home was also stripped of original features during the 1960s or '70s and linoleum floors, floral carpets, a Formica kitchen and metal-framed windows were installed.</i></p> <p><i>About 25 years ago, we replaced the metal posts on the front veranda with second-hand timber posts from a nearby house and more recently we added the decorative timber railing, which is reproduction and not original.</i></p> <p><i>The front wall and the sash windows are the only visible original features.</i></p> <p><i>When we bought the house the front wall was already painted, covering the tuck-pointed brickwork. The front door was in a '60's-style, with bottle-patterned amber glass, and the lead lights were missing. The door you see in situ is a modern reproduction, while the lead lights were designed and replaced by a contemporary artisan.</i></p> <p><i>The left-hand side wall is no longer visible as it is now covered by the ensuite and garage extension.</i></p> <p><i>The right hand side wall is not original. The three original timber windows have been replaced with sliding aluminium windows c. 1960s. This whole wall has been cement rendered by the previous owners, so no part of the brickwork is visible. There are also sections of modern brickwork in the bathroom and laundry area and other sections that are modern weatherboard.</i></p> <p><i>The back wall is also not original. The previous owners had an extension to create a 'new' kitchen and bathroom built, then we had a Council approved extension built in 2009 to enclose the back porch and create a large room as a living space.</i></p>	
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	<p><i>The skillion-roofed rear verandah is not original as it was built by the previous owners after they extended and built the kitchen and bathroom. It still has the metal posts.</i></p> <p><i>The roof was replaced by the former owners and all the chimneys and internal fireplaces were removed.</i></p> <p><i>A large section of the roof was replaced and realigned when we had the ensuite and garage extension built.</i></p> <p><i>We do not believe the City and its consultants have made the correct decision in recommending re-classification and request that this decision is reversed and that we remain at classification 4."</i></p>	
5.	<i>"It's fantastic that we finally have this heritage proposal, I thoroughly support it."</i>	Noted.
6.	<i>"My wife and I recently purchased 106 Salisbury Street and this was on the understanding that property did not have heritage status. The information that the property has been put forward as a new nomination for inclusion in the MI has come as a surprise and we feel has left us little time to assess what this means for our home and any potential future developments to it. We would welcome additional time for us to look into what inclusion on the heritage list means specifically to our new home."</i>	Inclusion on the Heritage List with a Category 3 designation would mean that conservation of the place would be desirable, though it does not preclude development. The owners will be required to consider the heritage values in any further development, in consultation with the City, and any development would be expected to reinforce the heritage significance of the place and original fabric retained wherever feasible.
7.	<p><i>"We strongly support our inclusion on the Municipal Inventory of Heritage Places. In fact, I would like to see the protections around our listing increased to prevent demolition of any of the properties in our character protection area (from 39 - 55 Kennedy Street).</i></p> <p><i>I also question why the properties at 49 Kennedy Street and 51 Kennedy Street are not listed as they are very much in the same style as our property and would seem to demonstrate significant heritage value."</i></p>	The review only assessed new places which were nominated by the community. To undertake a review of all the building stock and any other potential places within the City would take a considerable amount of time and resources and was not part of the scope of this project.

<p>8. <i>"Back in 2005, when the city did its last review, you wanted to place my property in Category 3. However, I had significant concerns about being in that category, with its associated statutory protection measures, which is why my property was placed in Category 4.</i></p> <p><i>As I said in 2005, whilst it is nice to have the work my wife and myself have put into our property recognised, the fact that Council is considering placing our property on the City's Heritage List, as opposed simply to the Municipal Inventory, is of great concern to me for a number of reasons.</i></p> <p><i>Principal amongst these is that whilst we have chosen to live on Guildford Road, this would obviously not be an ideal location for many people. As such, any future re-sale options would already be limited. When you further consider the ever present possibility of the widening of Guildford Road, then adding the additional burden of having the property on the City's Heritage List, with its associated statutory protection measures, this would greatly disadvantage us. The ability to be able to apply for grants for various heritage incentives would not outweigh the restrictions, real or perceived, in peoples' minds of the additional problems associated with living on Guildford Road, or in particular, if the buyer was planning on developing the site.</i></p> <p><i>The previous assessment of my property indicated that the most significant aspect of its heritage value is simply in making a positive contribution to the Guildford Road streetscape, and this is still the case in the current review. Whilst the current review states some historical and social value to the early development of Mount Lawley, there is still no significant historical aspect to the property. Also, the assessment states that whilst the integrity is high, the authenticity, surely a critical heritage aspect, is only moderate.</i></p> <p><i>We have lived in the property for 30 years. We made a conscious decision to restore the property and retain and conserve heritage</i></p>	<p>The review only assessed new places which were nominated by the community. To undertake a review of all the building stock and any other potential places within the City would take a considerable amount of time and resources and was not part of the scope of this project.</p>
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	<p><i>aspects wherever possible and have done this, and will continue to do this, without the need for statutory protection measures.</i></p> <p><i>Given the above, I request that you do not change the current classification of my property and that it remains as Category 4 and is not included on the City's Heritage List. I am happy for my property to remain on the City's Municipal Listing, as long as there are no statutory protection implications resulting from such inclusion."</i></p>	
9.	<p><i>"I would like to see Lyric Theatre on Eighth Avenue on the heritage list; also the shops along Guildford Road from Seventh Avenue to Ferguson Road.</i></p> <p><i>It would be good if the whole of the town centre of Maylands was listed as a heritage area.</i></p> <p><i>I see that they are already in the draft document and I support them entirely."</i></p>	Noted.
10.	<p><i>"120 Whatley Crescent has been added on to and the tin roof replaced with concrete tiles. A sleep out was added to side of the building, while the verandah was replaced with brick pavers and timber posts and awnings replaced with metal. The rear addition has a flat roof.</i></p> <p><i>The house has nothing to add to the heritage value of the area. A category 3 is of no significance to this dwelling and the proposal should be omitted from the draft."</i></p>	<p>The review only assessed new places which were nominated by the community. To undertake a review of all the building stock and any other potential places within the City would take a considerable amount of time and resources and was not part of the scope of this project.</p> <p>It is acknowledged that there have been additions and alterations made to the place, though these are largely reversible and the original design intent of the building is still intact. From the street where the places on the LHS are assessed, the roof form and plan form, including the verandah form and front windows, can be determined.</p> <p>The place is one of a cohesive group on Whatley Crescent that tell the story of the early development of this portion of Bayswater by professional men and their families. It would be a loss to the group if this place was demolished.</p>

		Although there is a difference in the level of original detail between this property and those adjacent, the description for Category 3 is broad and enables it to include a range of places. It is considered that 120 Whatley Crescent, Maylands should remain a Category 3 place on the LHS.
11.	<i>"I support the proposal."</i>	Noted.
12.	<p><i>"Our property apparently is already heritage listed; this has blindsided us, as we weren't informed at all during the purchase of this property, nor had we seen documents indicating that it was. If we had prior knowledge to this information, we wouldn't have pursued the purchase of the property. Hence, our submission is now to request the property to be removed from the register instead, as we have strong grounds for this.</i></p> <p><i>The only two almost identical freehold plots (with similar origins) - left undeveloped on our side of the street are house numbers 42 and 40; which are treated differently in terms of heritage listing. I was informed by the owner of house number 42 that prior to his property being included in the Bayswater jurisdiction, there was an attempt to make it heritage listed by the then City of Stirling, but this was impeded due to the streetscape and apparent development ongoing in the area, which has come to fruition today.</i></p> <p><i>The proximity (approx. 500m) to the Maylands train station and state government targets for densities around transit hubs was a driver for this purchase. We bought this property with the purpose of development, mainly with the future of our two boys and their families in mind for the next 20 years. The current house is not strategically situated on the plot; it's in between two potential dwellings at the front, which is impossible to work around, and does not have the clearance required to access the back. With a very narrow driveway of 2.5 meters, which can't be worked around There is no access to the back of the house - over 400m² of empty</i></p>	<p>Inclusion of 40 Tenth Avenue on the Heritage List with a Category 3 designation would mean that conservation of the place would be desirable, though it does not preclude development. The owners will be required to consider the heritage values in any further development, in consultation with the City, and any development would be expected to reinforce the heritage significance of the place and original fabric retained wherever feasible.</p> <p>Lost development potential is not considered a sufficient reason to de-list a place. The place in question has a high degree of authenticity and integrity and should be protected for these reasons.</p> <p>It is acknowledged that the adjacent property at 42 Tenth Avenue may have a similar level of cultural heritage significance from the street view. However, as it was not nominated for review it was not included in the project.</p>

	<p><i>land can't be built on or accessed. There is nothing that can be done to the property. Even if we were to retain the front facade, we can't access the land at the back. This investment is now dead in the water.</i></p> <p><i>Surrounding the property, close to a dozen homes have been bought by developers and developed over the years. Our property is juxtaposed between a day-care facility and high rise flats, concepts far removed from heritage requirements.</i></p> <p><i>As such, we wholeheartedly want this property to be removed from the final Heritage List. We find no sound argument or premise to allow for this property to remain in the heritage list as there is a clear precedence set."</i></p>	
13.	<p><i>"13 Warnes Street has been substantially modified previously, with renovations and extensions in 1995, 2003 and 2017. Little of the original character of the house remains. In addition, little is known about the history of the house compared to its neighbouring properties on Warnes Street (e.g. unknown construction date, original owner, original purpose etc.), so a Category 3 rating appears too high."</i></p>	<p>It is acknowledged that there have been many additions and alterations to the place since its original construction. However, its presentation to the street has remained relatively consistent. The verandah across the front of the main elevation and the central entry appear to have existing in some form since 1935, as evidenced by a sewerage plan from that year.</p> <p>Designation of Category 3 acknowledges that alterations and additions have occurred and can occur in the future. The form of the front portion of the place and the weatherboard cladding are consistent with the original.</p> <p>It is considered that 13 Warnes Street, Bayswater should remain a Category 3 place on the LHS.</p>
14.	<p><i>"The Lyric Theatre building is located strategically in the Eighth Avenue Commercial Precinct, which incorporates significant refurbished laneways with surrounding new hospitality developments.</i></p> <p><i>The Theatre became part of the social life of Maylands over a period of almost 60 years until it closed in 1961. It changed from a</i></p>	<p>Noted.</p> <p>It is proposed to include the former Lyric Theatre (43 Eighth Avenue, Maylands) on the heritage list as a Category 2 place.</p>

	<p><i>semi-open air theatre into an enclosed theatre seating around 1,000 patrons.</i></p> <p><i>The establishment 'Henry on Eighth' acknowledges its history in its upstairs area, showing and maintaining the 'cut out' areas where the film projectors would have been placed.</i></p> <p><i>This is an important building with heritage values."</i></p>	
15.	<p><i>"I have a great connection with the Lyric Theatre as I grew up in Mount Lawley and went to the matinee every Saturday for around ten years from 1957. It would a great shame if we lost this lovely old theatre. It deserves to Heritage listed for the next generation."</i></p>	<p>Noted.</p> <p>It is proposed to include the former Lyric Theatre (43 Eighth Avenue, Maylands) on the heritage list as a Category 2 place.</p>
16.	<p><i>"I am writing in support of the Lyric Theatre.</i></p> <p><i>The Lyric was my childhood theatre</i> <i>A few years ago, I was fortunate to be able to visit the business that houses the Proscenium Arch over the stage area. I was so pleased to see it still intact.</i></p> <p><i>I would respectfully ask that all consideration be given to preserving this memorable part of our history."</i></p>	<p>Noted.</p> <p>It is proposed to include the former Lyric Theatre (43 Eighth Avenue, Maylands) on the heritage list as a Category 2 place.</p>
17.	<p><i>"I'm a Cinema Historian of some 65 years industry experience. I write for the 'Cinema Treasures' website and in support I offer the enclosed live link for the Lyric Theatre, Maylands as evidence of its heritage past:</i></p> <p>http://cinematreasures.org/theaters/49582/photos</p> <p><i>The website contains the full history of the theatre, including a biography of Herb Robinson, who ran the Lyric for the majority of its lifetime. The Lyric Theatre was the meeting place of a community. More people have passed through this cinema than any other public building in Maylands. The Lyric Theatre is regarded by our industry as a 'Picture Palace' that has played an important role in</i></p>	<p>Noted.</p> <p>It is proposed to include the former Lyric Theatre (43 Eighth Avenue, Maylands) on the heritage list as a Category 2 place.</p>

	<p><i>the history of cinema in Western Australia. If any building in Maylands has a story to tell it's the Lyric Theatre. . Of interest is the fibrous plaster used in the ceiling, and in particular the Roman proscenium pillars, which still stand perfectly preserved, framing the stage. When it was built it was regarded as superior and at the time larger than any other existing suburban theatre. Herb Robinson (the owner) once filled the position of Shire President in Maylands and was a Justice of the Peace from 1951 till 1985. Your consideration of my proposal would be appreciated."</i></p>	
18.	<p><i>"We are surprised to receive correspondence regarding the proposal to reclassify our property from its current Classification 4 to Category 3, as this matter was dealt with via correspondence and a deputation to Council in 2006 with the result being that at the Council meeting on 24 October 2006, our property was reclassified from Classification 3 to 4 and removed from the scheme list. This change was made at our request and with our support, plus that of the Council, and our views have not changed.</i></p> <p><i>We OBJECT to the reclassification for the same reasons originally articulated by us to Council, who subsequently supported our request to reclassify our property from Classification 3 to 4 and remove it from the scheme list. So in that event, our request is to MAINTAIN its classification as is.</i></p> <p><i>We bought the property from the family of the original owners who commissioned its build and have the original dated architect's drawings for the house. This allowed us to confirm that your consultants were 10 years out on the build date, plus they suggested it was originally owned by a family that has no links to the property. We suggest this is not a good basis for M1 (re)classification.</i></p> <p><i>Please ensure our views are captured and noted."</i></p>	<p>The designation of 4 Mitchell Street, Mount Lawley as Category 3 was made without reference to previous correspondence with the owner. The consultant's review found the street view of the place was largely intact and worthy of Category 3 designation.</p> <p>The information about the history of the place is undertaken with access to only online sources and a limited time frame. The purpose of the research is to provide some context for the place; the date of construction, architect and profession of the occupants gives an indication of the social fabric of the place.</p> <p>Additional information relating to the date of construction and architect held by the owners would be valuable to add to the story of the place.</p> <p>In response to the information provided in the submission further research on the property was undertaken. With reference to the Post Office Directories and the Electoral Roles it appears that the owner was Walter Montague Hatcher and his wife Dorothy Maude Hatcher. The couple are first recorded living in the house in residence in 1939 indicating the house was built c. 1938. The consultants have found no definitive information about the architect or builder of the place.</p> <p>It is recommended that the place record form for 4 Mitchell Street,</p>

		Mount Lawley is amended to include updated historical notes.
19.	"Apologies if this isn't the correct place for this but just a suggestion that I think would benefit the community; restore the paint on the Bushells sign on the side of the old General Store (49 Caledonian Avenue, Maylands)."	<p>There is merit in this suggestion, as drawing attention to this signage recognises the former use of this shop. However, there is debate in the heritage community as to whether original finishes should be left to age and disappear.</p> <p>It is not recommended to include this sign at this time as the remainder of the place is not considered to have any heritage significance.</p>
20.	"South of Maylands Amateur Boat Building Yard, on Tranby Reserve, is the old winch and boat trolley which is worthy of protection. However, it has a broken fence and has been left to rust."	<p>The winch and boat trolley were not identified in the review and it is valuable to have received information about these structures.</p> <p>The winch and boat trolley are located on Reserve 42426 and it will be necessary to reference this land in the place record form in order to record details of these features.</p> <p>It is recommended that the place record form for Maylands Amateur Boat Building Yard (30 Hardey Road), Maylands is amended to include updated land information and historical notes.</p>
21.	<p>Does not support the proposed Bayswater Town Centre Heritage Area.</p> <p><i>"The relevant heritage properties are already protected. Heaps of buildings in Bayswater Town Centre have no heritage value.</i></p> <p><i>Development of the area is already next to nothing; creating the heritage area will kill off any potential for proper development and kill off the already struggling town centre."</i></p>	<p>The inclusion of a proposed Maylands/Bayswater heritage area in the draft LHS highlights its value as a place with cultural heritage significance that is worthy of conservation and enhancement.</p> <p>Schedule 2, Part 3, clause 9 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> sets out the process for designating a heritage area. Prior to designating a heritage area, the local government must prepare a local planning policy that sets out the following:</p> <ul style="list-style-type: none"> • a map showing the boundaries of the heritage area; • a statement about the heritage significance of the heritage area; and • a record of places of heritage significance within the heritage area.

		<p>The local government must then advertise the proposed heritage area and local planning policy for public comment, including written notification to all landowners within the proposed heritage area.</p> <p>Therefore, the identification of heritage areas within the draft LHS does not formally designate them as such. Should Council determine to proceed with the designation of heritage areas, the process outlined above will be followed and affected landowners and other members of the public will have the opportunity to comment on more detailed proposals.</p> <p>There is also a misconception that designation of a heritage area would prohibit development. The designation of a heritage area is intended to conserve and enhance the existing places that contribute to the cultural heritage of an area. This does not preclude alteration of or addition to places that contribute to this cultural heritage. Similarly, it would not preclude the demolition of places that are considered to make no contribution. However, any new development would be required to respect and enhance the cultural heritage of an area, which can still be achieved while accommodating modern buildings and higher density of development.</p>
22.	<p><i>"Even though I support the heritage classification of properties and the protection of these properties, I do not support the heritage area for Bayswater town centre due to the following:</i></p> <p><i>There is already heritage protection for individual properties within the town centre, so there is no need to create a heritage area that will include properties that have been assessed as having no heritage value.</i></p> <p><i>The report has identified Bayswater town centre as being of 'moderate' authenticity, which therefore cannot be supported as a heritage area.</i></p>	As per the above response to submission No. 21.

	<p><i>The criteria states that individual components will form a cultural environment, town and streetscape with significant heritage characteristics; however, the majority of the properties within the area proposed have no heritage value and do not meet the criteria. Therefore, this should not proceed.</i></p> <p><i>The heritage area proposed will definitely affect redevelopment, through the size, design and the viability of some properties in Bayswater town centre. This will have a major impact on the area with regard to revitalisation and regeneration which it is in urgent need of."</i></p>	
23.	<p><i>"I do not support the creation of a heritage area for the whole town centre. I don't mind individual assessed buildings, but I don't understand blanketing a whole area.</i></p> <p><i>Surely the whole area doesn't qualify as having heritage value?</i></p> <p><i>I have lived here for over 20 years and I am yearning for revitalisation. Maybe we should all just move to an area that isn't afraid to move forward."</i></p>	As per the above response to submission No. 21.
24.	<p><i>"I recommend that Tranby on Swan is included as a Category 2 place.</i></p> <p><i>The attractive Mediterranean style of the dwellings, in five differently styled blocks, were unique in design, function, appearance and for their setting on the bank of the Swan River.</i></p> <p><i>Being designed by the well-known entrepreneur Alan Bond, they were well-recognised.</i></p> <p><i>Also, I believe it was at least one of the largest residential complexes in Australia in the 1970s at 206 units.</i></p>	<p>Tranby on Swan is one of the first developments of its type in Western Australia and has historic value for this reason. It is also of interest, as it was developed for the Bond Corporation and so has an association with Alan Bond, as one of the most prominent and well-known Western Australians in the late 20th Century. The design of the place reflects the period of construction and as the first unit complex on the Maylands Peninsula it is considered to have historic value.</p> <p>It is therefore recommended that the place is assessed for potential inclusion in the LHS as part of the next review, or sooner if required.</p>

	<i>Over the decades, the gardens and trees in particular have grown and flourished. The setting on the Swan River on a peninsula only 10 minutes on a direct line to Perth makes it very convenient. The nearby bush setting, three lakes and other known historical sites make it such an interesting, unique and special complex for living."</i>	
25.	<p><i>"I am writing to provide feedback on the creation of a Heritage Area for the Bayswater Town Centre.</i></p> <p><i>We already have a heritage inventory for places within the town site which are individually categorised. This I support. However, listing the entire town site as a heritage area will stifle development of the town, which is badly needed.</i></p> <p><i>Considering the classification of a Heritage Area should be to protect heritage and the fact that the majority of places in the town site are either a classification 3 or not even classified, as they shouldn't be, I sincerely ask Council to not even consider any heritage area classification.</i></p> <p><i>I therefore ask Councillors for their support to ensure the regeneration of Bayswater as a town site in these exciting times, so that it may become a thriving hub that we can again be proud of and take part in, so that it is utilised to its fullest."</i></p>	As per the above response to submission No. 21.
26.	<i>"The house has had major renovations over the years, including a double storey extension, added-on double garage and alfresco, with brickwork that does not match."</i>	<p>The original form and detail of 2 Mitchell Street, Mount Lawley are still visible and it is considered appropriate to retain the Category 3 designation.</p> <p>It is recommended that the place record form for 2 Mitchell Street, Mount Lawley is amended to include updated historical notes.</p>
27.	<p><i>"I totally disagree with the proposed Municipal Inventory of Heritage Places (Draft MI) in making Bayswater town centre from Halliday Park to Bert Wright Park a heritage area.</i></p> <p><i>There is already a Heritage register in place that protects the</i></p>	As per the above response to submission No. 21.

	<i>significant buildings. There are a number of other buildings that have no heritage value at all and placing these under the same protection is laughable. This proposal will prevent investment in Bayswater town centre which is already run down and dilapidated."</i>	
28.	<p><i>"Heritage buildings in the Bayswater town centre should be appropriately protected. As the owner, I support the upgrade of the heritage listing of 15 Coode Street from classification 4 to category 3.</i></p> <p><i>15 Coode Street has been renovated and rebuilt, as per the planning approval submitted to the City of Bayswater in June 2018. While the structure and facade of the building has been conserved, it now looks different to what is on the draft MI. The property information can also be updated from planning and building information submitted."</i></p>	It is recommended that the place record form for 15 Coode Street, Bayswater is amended to include updated photographs and historical notes provided in the submission.
29.	<i>"While I support authentic heritage and have no problems with an update of the MI, I am very alarmed at the thought of a Character Protection Area being imposed over such a large area in the Bayswater Town Centre. I'm confused as to where and why this has emerged as an action for Council as heritage and a CPA did not feature in any community feedback by Council. I note that, alarmingly, the area will now assign heritage value to properties that currently have none and should remain that way. I feel this will add to the already high level of risk to potential investors and current owners in the area. It will also negatively impact the support for the retention of authentic heritage in this area."</i>	As per the above response to submission No. 21.
30.	<p><i>"I do not support the creation of a heritage area for the Bayswater Town Centre for the following reasons:</i></p> <p><i>Firstly, a heritage area should be intact and should contain places having a high degree of significance. The Bayswater town centres at best a hodgepodge of different buildings of different styles, built at different times; most of which have no heritage significance.</i></p>	As per the above response to submission No. 21.

	<p><i>Nor is there anything special about being a 'train station precinct'. There are dozens of centres along the stations of the Fremantle-Guildford railway (some much better examples), and even more along the tramlines that once traversed Perth. Nothing comes to mind that would make Bayswater a special case of a 'station' precinct.</i></p> <p><i>But most importantly, it sends completely the wrong message to government, to landowners, and to residents who deserve better. Bayswater is about to become a junction station for three separate lines, and will be the first open-air station for visitors coming from the airport by train. I want Bayswater to become an exemplary transit-oriented development hub, full of vibrancy and life, with activities in all buildings and people around all hours of the day and night. A heritage area designation sends the polar opposite message.</i></p> <p><i>Buildings in the town centre having cultural heritage significance are already identified on the MI and protected via the heritage list. We should use these existing places to keep the historic stories alive (because they are interesting and bring character to an area). A heritage area designation does not add any tangible benefit to this."</i></p>	
31.	<p><i>"I am keen to see Bayswater town centre rejuvenated. I respect and support the heritage classifications provided to the individual properties and hope that this will result in their conservation and refurbishment. However, as an owner of a property in King William Street, I do not support my property being included in the Heritage Area for the Bayswater Town Centre as it has not been assessed as being of heritage significance (and rightly so), as it is constructed from asbestos, has no relevant social history, is not distinctive to the location and does not interact with a town centre streetscape. In fact, in essence it is a residential property with a site layout that belongs in a suburb, rather than the town centre.</i></p>	As per the above response to submission No. 21.

	<p><i>I understand the proposed heritage area is described as being "located on King William Street between Halliday Park to the north, Bert Wright Park to the south and extending along Whatley Crescent; east to Hamilton Street and west to the property at 91 Whatley Crescent." I have similar concerns about other non-heritage properties (of which there are many) being included in the area.</i></p> <p><i>Clearly heritage protections already exist for individual properties within the town centre that have been identified as having heritage significance and therefore any extra protection in creating a heritage area is not required. Including non-heritage properties of this type in a heritage area undermines the heritage status of the area and will likely result in properties being provided with heritage status and protection when they are not worthy of this protection. This will also potentially impact their desirability for redevelopment, which is greatly needed.</i></p> <p><i>Therefore, I request that while the MI proceeds for individual sites and places, that a heritage area for Bayswater town centre does is not approved, nor does it proceed."</i></p>	
32.	<p><i>"I totally oppose the creation of a heritage area for the Bayswater town centre.</i></p> <p><i>Firstly, where heritage exists on a property and has been identified and recognised then that category of heritage should remain for that property.</i></p> <p><i>Secondly, I fail to understand how the proposed 'heritage area' meets the criteria for being identified as heritage when many (if not the majority) of the properties have not been assessed as having heritage value.</i></p> <p><i>Lastly, this again is a major obstacle put in front of any revitalisation of the town centre, by the City. If established it will affect the</i></p>	As per the above response to submission No. 21.

	<p><i>redevelopment of many parts of the town centre.</i></p> <p><i>In conclusion, what is the legacy that the Council and the City wish to leave for Bayswater – a 'dying town centre' or a 'vibrant thriving town centre'? In my view, if the heritage area is approved, I believe the town centre will wither and drift to a backwater and miss a fantastic opportunity to be part of a bigger Metronet vision."</i></p>	
33.	<p><i>"As an impacted landowner we strongly oppose the recommendations (property classification) being put forward by the City of Bayswater document, and provide the following information for Council consideration during deliberation of the MI.</i></p> <p><i>Whilst both properties (9 and 11 King William Street, Bayswater) are categorised by the MI, it is acknowledged that these properties have been substantially modified over time, and the retention of either of the dwellings is questionable. It is for this reason that demolition of both properties is intended and considered to be in line with management detailed by the current MI.</i></p> <p><i>An independent assessment of both properties was undertaken by Griffiths Architects (heritage architect specialist), to determine their heritage merit and a Heritage Impact Statement (HIS) was prepared. The key finding and conclusion of the HIA was; "In this assessment, the proposals are measured against the heritage values presented in the Statements of Significance in the Heritage Inventory. Given the low heritage value of both buildings and the low authenticity of no. 11, demolition of these two buildings is an acceptable outcome." Detail of the assessment and reference to heritage merit is included in detail within the HIA.</i></p> <p><i>Based on the findings of the HIA, it is requested that Council reclassify both properties (Place Number 49 & 51) from Category 3 to Category 4 within the proposed Municipal Inventory. This acknowledges that the properties could be demolished with</i></p>	<p>Development approval has previously been granted for the demolition of these two buildings. However, this approval has expired and a more recent application for development approval for their demolition was refused by Council on 5 November 2019.</p> <p>The Heritage Impact Statement was prepared with reference to the existing (2006) inventory not the reviewed documentation prepared in 2018. There are differences in values presented in the two assessments. The definitions of the categories have also been slightly revised since 2006.</p> <p><u>Place 49 - 9 King William Street (former residence):</u></p> <p>The current (2006) Heritage Inventory designates this place as Category 4. The review identified that the place retains much of its original fabric and form. Its original use as a residence can still be readily determined although it has not served that function for many years.</p> <p>This former residence is one of several that were constructed by local builder and prominent citizen, Henry Halliday. Other former residences at 17, 19 and 21 King William Street demonstrate similarity of style and detail.</p> <p>The heritage impact statement prepared for the owner notes that the recessive siting of this place and those adjacent detracts from the town centre streetscape. The alignment of this place is however consistent with the similar former residences at 17, 19 and</p>

	<p><i>photographic historical record being prepared."</i></p>	<p>21.</p> <p><u>Place 51 – 11 King William Street (McLeish's Grain Store (fmr):</u></p> <p>The current (2006) Heritage Inventory designates this place as Category 3. The review recommends the retention of this category and acknowledges the additions and alterations to the building fabric.</p> <p>The historic value of the place through its association with the McLeish family elevates its heritage value. This value can be demonstrated through interpretation as noted in the Heritage Impact Statement.</p> <p>The recommended management category for both places is Category 3 and they are included on the Scheme Heritage List.</p>
34.	<p><i>"While I support the heritage classification of individual properties and protection of some properties, I do not support and therefore oppose the creation of a Heritage Area for the Bayswater Town Centre for the following reasons:</i></p> <p><i>The report identifies the authenticity of the Bayswater Town Centre as being "moderate" and therefore it cannot be supported as a Heritage Area.</i></p> <p><i>The establishment of a Heritage Area will likely affect the scale, design and viability of the redevelopment of some properties in the Bayswater Town Centre – and negatively impact on the revitalisation of an area urgently in need of regeneration.</i></p> <p><i>The proposed Heritage Area meets neither the definition, nor the criteria, for being classified as a Heritage Area. The criteria state that the individual components will form a streetscape, townscape or cultural environment with significant heritage characteristics. With the majority of properties identified within the area designated not being assessed as having any heritage value – the Heritage</i></p>	<p>As per the above response to submission No. 21.</p>

	<p><i>Area does not meet these criteria and therefore should not proceed.</i></p> <p><i>The Bayswater Town Centre includes a large number of properties that have been assessed as not having any heritage significance and subsequently the proposed Heritage Area will result in properties being provided with heritage protections when they are not worthy of this protection.</i></p> <p><i>Heritage protections already exist for individual properties within the town centre that have been identified as having heritage significance and any additional protection in creating a Heritage Area is not required."</i></p>	
<p>35.</p>	<p><i>"I am writing to express my total opposition to the proposal make the whole of the Bayswater Town Centre a Heritage Area. The current classification provides adequate protection for buildings that have been deemed to have heritage value. The Bayswater Town Centre includes a large number of properties that have been assessed as not having any heritage significance and subsequently the proposed Heritage Area will result in properties being provided with heritage protections when they are not worthy of this protection.</i></p> <p><i>Bayswater Town Centre needs significant investment. Making the Bayswater Town Centre a Heritage Area will again deter any investment in the Town Centre and only result in further dilapidation and decay of an already dying town centre. The state government is making a significant investment of around \$300 million in two new state of the art train stations in Bayswater. Local government has the obligation to ensure this investment creates local jobs and thus needs to create the conditions for investors to invest their money in Bayswater. Making a whole area a Heritage area will deter any potential investors, resulting in further dilapidation of buildings, further decay of the town centre, worsening of business conditions and closure of businesses. I totally oppose this proposed change</i></p>	<p>As per the above response to submission No. 21.</p>

	<p><i>and will be seeking legal advice if the proposal goes any further.</i></p> <p><i>The Bayswater Village Retailers Association Inc. is totally opposed to the proposition that the entire Bayswater Town Centre become a heritage area. There is already a heritage classification system protecting any significant buildings.</i></p> <p><i>The Bayswater Town Centre has lacked significant investment for decades, hence the rundown buildings. To place a Heritage Area over the whole town site would destroy any investment potential the new train station will create and with that destroy the town centre as all the businesses will eventually close.</i></p> <p><i>I request that the City provide me with the reasoning why this proposal has been put forward and on whose recommendation, as there is certainly no support from the business community.</i></p> <p><i>Should the proposal go any further than just a proposal, I will be encouraging the local business owners to seek legal advice on the matter.</i></p> <p><i>The vacancy rates in Eighth Avenue show that the community doesn't value the town centre, otherwise businesses would be thriving and there would be no empty shops. Town centres need investment to thrive and placing the whole town centre on the MI is a disincentive to investment and a lack of vision of what it takes to make a vibrant town centre. This proposal has not economic merit and I totally oppose."</i></p>	
<p>36.</p>	<p><i>"Although I support the heritage classification of individual properties and their protection. I do not support and therefore oppose the creation of a Heritage Area for the Bayswater Town Centre for the following reasons:</i></p> <p><i>Heritage protections already exist for individual properties within the town centre that have been identified as having heritage</i></p>	<p>As per the above response to submission No. 21.</p>

	<p><i>significance and any additional protection in creating a Heritage Area serves no purpose, in fact it is more likely to limit future development.</i></p> <p><i>The Bayswater Town Centre includes a large number of properties that have been assessed as not having any heritage significance and subsequently the proposed Heritage Area will result in properties being provided with heritage protections when they are not worthy of this protection.</i></p> <p><i>The establishment of a Heritage Area will likely affect future redevelopment of some properties in the Bayswater Town Centre – and negatively impact on the revitalisation of an area urgently in need of regeneration.</i></p> <p><i>Finally, the draft report suggests the authenticity of the Bayswater Town Centre as being “moderate” and therefore I cannot see how it should be considered as a Heritage Area.”</i></p>	
<p>37.</p>	<p><i>“I oppose the creation of a heritage area encompassing the Bayswater town centre.</i></p> <p><i>I believe that individual properties should be assessed for their heritage value and protected accordingly. I don’t feel that the township as a whole has sufficient heritage value to be classified as such.</i></p> <p><i>Additionally, a heritage area would protect some buildings that have no or very low heritage value as well as little utility. The town would become a museum that no one wants to go to.</i></p> <p><i>I am also concerned that this would stymie attempts to revitalise the area. I want to live near an active town centre, not an archaic ghost town.”</i></p>	<p>As per the above response to submission No. 21.</p>

<p>38.</p>	<p><i>"This letter is to request that the property at 34 Ninth Avenue in Maylands be removed from the heritage list and the future local heritage survey.</i></p> <p><i>The property is located within the City of Bayswater's Town Planning Scheme (TPS 24) No. 24 under Special Control Area 3 (SCA3). The objective of SCA3 is to provide the ability and opportunity for the properties located within this area to change over time from a predominantly residential area to a mixed use, 'main street style' place. SCA3 is to allow for the development of a mix of uses, including residential, retail, service and office uses, resulting in increased residential density and a vibrant community surrounded by a range of amenities, shops and public transport. In order to meet the objective of increasing density in the area and provide an incentive for a developer to transform the existing single residential properties into their highest and best use and built form outcome, the risk that the City of Bayswater planning department (or any other relevant planning authority) will reject a high quality development proposal needs to be reduced. Having 34 Ninth Avenue listed on the future local heritage survey increases this development risk and will further delay or completely restrict the likelihood of redevelopment of the property into something much needed by the local area, given proximity to the array of amenities, services and public transport that support higher density living.</i></p> <p><i>I acknowledge that an objective of the SCA3 is to avoid wherever possible the demolition of heritage listed and character buildings. However, this objective should not apply to 34 Ninth Avenue in Maylands as the house located on the property is set back 4-6 metres from the primary street boundary. This constraint restricts any plausible higher density design for the property, such as a low-rise, mixed-use apartment building with ground floor retail/commercial space. For any plausible and meaningful development to take place on the property in question, demolition of the entire building would need to occur.</i></p>	<p>Lost development potential is not considered a sufficient reason to de-list a place. The place has a high degree of integrity and a moderate degree of authenticity and should be protected for these reasons.</p> <p>As acknowledged in the submission, the objectives of Special Control Area 3 (SCA 3) clearly state that the demolition of heritage listed or character buildings should be avoided wherever possible. The intent of the SCA to provide for mixed use does not mean that mixed uses must always be provided on a single lot. The existing house could continue to be used as such, or may be suited to adaptive reuse in the future as an office, consulting rooms, medical centre, café, restaurant, small bar, tavern, etc.</p>
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	<i>To reiterate this point, 34 Ninth Avenue is unlike the character retail buildings located on the Whatley café strip as these buildings were able to have their facades retained as they were originally built hard up to the primary street boundary. Their facades were able to be retained with apartments built above and setback from the street to retain the character of the strip. This is not the case for 34 Ninth Avenue, given its current setback from the primary street."</i>	
39.	<i>"105 Guildford Road, Mount Lawley is listed on the inventory. I have more information regarding the first owners who built the property and that it was called 'Rosebank'. Would this be of value or interest?"</i>	The opportunity to include further information about the history of this place would be welcomed. The LHS is a good opportunity to gather stories about the City's history and it is recommended that the place record form for 105 Guildford Road, Mount Lawley is amended to include updated historical notes.
40.	<i>"I fully support the recording, classification and protection of heritage places that tell the story of our local area over time. However, I strongly object to a heritage area being placed over entire town centres in Bayswater and Maylands. Both town centres, but in particular Bayswater, consist of properties with widely varying heritage value. Indeed, there are numerous properties within both areas with no heritage value whatsoever. I am deeply concerned that placing a heritage area over either area will prevent or obstruct redevelopment and investment. Bayswater in particular is in dire need of redevelopment, with a few struggling businesses and no critical mass of population or retail offerings to support a thriving town centre. The investment by the government in the new Bayswater Train Station, as well as the connection of Bayswater by train to the airport and in the future, Morley and Ellenbrook, is a huge opportunity for Bayswater to go through a growth phase and become a transport-oriented and vibrant hub. As noted in the thematic framework document, the connection of the area to Midland, Perth and Fremantle by train in the late 1800s stimulated a population and property boom. We could see history repeat itself in the next 10 years in Bayswater. The proposed heritage area puts that at risk and I urge decision makers to reconsider this, and focus on heritage protection for individual</i>	As per the above response to submission No. 21.

	<p><i>properties of merit. Allow development to continue in our town centres so that their stories can evolve over time, with new properties adding to the old."</i></p>	
<p>41.</p>	<p><i>"While I support the city having a Municipal Inventory of Heritage Places, I do not support the creation of heritage areas for the Bayswater and Maylands town centres.</i></p> <p><i>Both town centres already have individual places that have been deemed to have heritage significance. Being listed on the MI gives appropriate levels of protection to these places as deemed per their classification.</i></p> <p><i>However, both town centres predominantly consist of places that have little or no heritage significance interspersed between places of heritage significance. Therefore, as per the criteria for the assessment of local heritage places neither town centre meets the criteria as they do not "demonstrate a unified or cohesive physical form in the public realm with an identifiable aesthetic, historic or social theme associated with a particular period or periods of development".</i></p> <p><i>The criteria for the assessment of local heritage places and areas states that "heritage significance needs to be clearly distinguished from the broader concept of urban character, given that all areas or localities demonstrate some form of urban character".</i></p> <p><i>It also states that "in some cases, the development of a heritage area may span an extended period and some of the characteristics of the area may be composite or varied. In such cases it may be worthwhile to analyse the different phases of growth as part of the assessment, while also demonstrating the 'unifying thread' that holds the area together as a meaningful whole".</i></p> <p><i>Therefore, what is the heritage significance of these areas as a whole, or is heritage being confused with urban character? What is</i></p>	<p>As per the above response to submission No. 21.</p>

	<p><i>the unifying thread that holds these areas together as a meaningful whole?</i></p> <p><i>Lastly the criteria for the assessment of local heritage places also states that "an entire local government area can be divided into 'urban character areas' or planning precincts. However, heritage areas are select areas with special qualities and will generally be quite rare".</i></p> <p><i>I will conclude that there is no basis for either Bayswater or Maylands town centres to be assigned heritage area status. They do not meet the criteria stated in the criteria for the assessment of local heritage places. By attempting to makes these town centres heritage areas the entire concept of heritage conservation is devalued and places of true heritage significance may become threatened."</i></p>	
42.	<p><i>"I do not support the proposal to include the entire Bayswater town centre as a heritage area. I accept that there are a few worthwhile buildings in the Bayswater town centre, though much of the stock in the area is tired and overdue for replacement.</i></p> <p><i>. Given the significant upgrade that is happening to the Bayswater train station, I feel that any actions that impede or prevent sensible development of the Bayswater town centre is a head in the sand attitude.</i></p> <p><i>This could become a thriving commercial and residential hub, providing jobs and economic growth for the City. Wrapping the centre up as a heritage area will ensure that this opportunity is lost."</i></p>	As per the above response to submission No. 21.
43.	<p><i>"I am supportive of protecting heritage properties and places when they have significant heritage value and I am pleased that the City of Bayswater has reviewed the Municipal Heritage Inventory. While I am supportive of the heritage assessments and categorisation of the vast majority of the places identified within the MI, I am</i></p>	As per the above response to submission No. 21.

<p><i>concerned about the new designation of the Bayswater town centre as a heritage area, which I cannot support.</i></p> <p><i>The proposed heritage area has been formed in addition to individual heritage listings for places identified as having heritage value and those meeting the criteria for a heritage categorisation. I believe that this classification should provide each place with sufficient heritage recognition and protection. I am concerned that the Bayswater town centre heritage area covers a wide area that includes a large number of properties that have rightly been determined as having no heritage value. While I understand that the creation of a heritage area includes a range of factors, I cannot agree that area identified meets the stated definition of a heritage area – this being “that the individual components must form a street scape, townscape or cultural environment with significant heritage characteristics.” While there are some places with significant heritage value identified within the proposed area - there are a large number of properties that contribute little the urban fabric, the area’s uniqueness and its history and heritage. The lack of uniformity and lack of consistency of heritage characteristics is clear across the designated area. This is further reinforced in the report where it rates the authenticity of the area as being “moderate.”</i></p> <p><i>It is not clear in the report as to how the town centre came to have this categorisation, who proposed it, who advocated for it and who approved its inclusion in the MI. With the town centre requiring urgent revitalisation due to decades of decay and minimal investment, I am concerned that this may pose a further barrier to the regeneration of the area and in particular provide a disincentive to reimagining of properties that have been assessed as not having heritage significance. As the owner of a property that is located within the heritage area I believe it is important to consider the quality of our property as an example of why properties of this type should not be included in the heritage area. It is made of asbestos;</i></p>	
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	<p><i>has no uniqueness, has played no role in the history of the town centre and has a very different set back to other properties. Therefore on its own it has been assessed as having no heritage significance and justifiably so. Yet it appears that it will be included in the heritage area. I cannot support this. I believe that the designation of the heritage area is not warranted and that the individual heritage categorisation and associated protections for identified places should be sufficient."</i></p>	
44.	<p><i>"I broadly agree with the categories and the properties included."</i></p>	<p>Noted.</p>
45.	<p><i>"As a group we are supportive of heritage conservation and protection when a place has been identified as having significant heritage value. We also support the revitalisation of heritage places where appropriate to give them new life and create increased benefit to the community. In addition we are strong advocates for not just looking back, but also looking to the future - so that today we can create the history and heritage of tomorrow.</i></p> <p><i>While we support and agree with the individual assessments and categorisation made of the majority of the individual places identified in the MI, we cannot support the proposed formation of a "Heritage Area" across the Bayswater Town Centre. This area is proposed to be "located on King William Street between Halliday Park to the north, Bert Wright Park to the south and extending along Whatley Crescent; east to Hamilton Street and west to the property at 91 Whatley Crescent."</i></p> <p><i>We understand that this Heritage Area is created in addition to the specific heritage listings for individual places which provide each place with specific heritage protection. We are concerned that the proposed Heritage Area applies to a broad area and includes a large majority of properties in the Town Centre that have been assessed as having NO heritage value.</i></p> <p><i>It is unclear in the report as to who actually proposed this new</i></p>	<p>As per the above response to submission No. 21.</p>

<p><i>Heritage Area. It certainly does not appear in the report that there was any groundswell of public submissions in this regard. In fact the report is silent on the number of submissions that were received regarding such a proposal.</i></p> <p><i>What the report does state is that the area only has "moderate" authenticity. The report also does not provide sufficient justification for the creation of the area. We believe the proposed Heritage Area meets neither the definition, nor the qualifying criteria, for being classified as a Heritage Area. The criteria state that the individual components must form a streetscape, townscape or cultural environment with significant heritage characteristics.</i></p> <p><i>With the majority of properties identified within the area being assessed as not having any heritage value – we believe there is no justification for the designation nor advertising of the Heritage Area to proceed.</i></p> <p><i>Additional red tape associated with a Heritage Area would inevitably discourage investment and constrain revitalisation of the town centre.</i></p> <p><i>The Bayswater Town Centre is in urgent need of regeneration after decades of neglect. We are concerned declaration of an unnecessary and unjustified Heritage Area would be viewed by many in the community as Council constraining the redevelopment of properties in the Bayswater Town Centre, and placing barriers in the way of revitalisation of an area urgently in need of regeneration.</i></p> <p><i>We therefore request that the City of Bayswater continues to provide heritage protections to individual sites with significant heritage value, but does not declare a Heritage Area over the entirety of the Bayswater Town Centre."</i></p>	
<p>46. <i>"I am writing to you to express my concern with the draft MI and what appears to be its broad-brush approach to forming a "heritage</i></p>	<p>As per the above response to submission No. 21.</p>

	<p><i>Area " over the entire Bayswater town centre.</i></p> <p><i>I think this is a regressive step which needlessly protects buildings in that area which have been deemed to have no heritage significance.</i></p> <p><i>As such I do not support the proposal.</i></p> <p><i>In the long term I believe such a plan will retard investment, renovation and redevelopment in the Bayswater town centre which is very much needed.</i></p> <p><i>Given the amount of money that is about to be invested in Metronet, the MI seems counter-productive and I believe will adversely the town centre in the future."</i></p>	
47.	<p><i>"I write to express my deep concern at the Council's proposed recommendation of change of the categorisation of my home from Heritage Category 4 to Category 2 (or Category 3) under the draft MI and to convey the personal impact the change will have on my partner and I. I am also writing to highlight inaccuracies contained within the draft MI in terms of the current use, integrity and authenticity, historical information and comparisons to other buildings in the same management category.</i></p> <p><i>My personal submission is to be read in conjunction with the submission attached, prepared by Heritage Intelligence (WA), whom I have engaged to provide professional advice to substantiate my objection of the proposed re-categorisation under the draft MI.</i></p> <p><i>I object to the recommendation that my property be re-categorised from a Category 4 to a Category 2 (or Category 3) under the draft MI.</i></p> <p><i>My property of 130 Guildford Road has been my home for almost</i></p>	<p>The submission contains significant information on the changes to the place since the current owners took possession in 1997.</p> <p>The bulk of the submission refers to the poor condition of the building which has been well substantiated with photographs. It should be noted that the consultants were not able to access private property when undertaking the review. The difficulty of viewing the condition impacts on designation of the authenticity and integrity.</p> <p>The recommendation of Category 2 was influenced by the past role of the place in the community, not its current use as a private residence. As noted in the submission it was used for a community purpose in the 1990s. In the history of Maylands this is only a short time ago. It is considered that there are people in Maylands who recall the place being used for community purposes.</p> <p>The landmark value of the place is still evident as acknowledged in the owner's submission that it has some "photographic relevance". This photographic relevance is what is understood as a 'landmark</p>

<p><i>21 years. I purchased it as an R-50 medium density residential property and it was also used as a residential property by the previous owner (1997).</i></p> <p><i>I have been paying rates as a residential property owner/occupier since purchase.</i></p> <p><i>It has not been used as a Freemasons' Hall (Lodge) for many, many years. When it was used as a Lodge, it was a meeting and gathering place for an EXCLUSIVE group of people which did not include members of the general public. It therefore holds no historic importance to the public or community as a former Lodge. (I am not sure why it is referred to as "Druids Hall"; Freemasons and Druids are two different entities.)</i></p> <p><i>According to the Municipal Inventory dated 17 June 1997 and the current draft MI, my home holds a "moderate" level of integrity and a "high" level of authenticity. My home has in fact been in NON-ORIGINAL condition since the end of the last century, and therefore holds a VERY LOW level of integrity and authenticity for to the following reasons:</i></p> <ul style="list-style-type: none"> <i>• The façade had already been painted grey (as had the front wall/fence) by the previous owner.</i> <i>• I rendered the side walls in a desperate attempt to try and keep the building together, as I was so alarmed when I saw the countless cracks in the façade and walls. My home is built from bricks with lime and sand mortar (no cement), and the lime had worn away in incalculable places, revealing exposed gaps in the brickwork which was extremely disconcerting and may have posed a possible safety risk.</i> <p><i>Further to this, the building has no footing and is therefore slowly moving apart (evidenced by the large crack in the front of the building).</i></p> <p><i>The side wall (on the RHS of the building) has also come apart</i></p>	<p>value'; it is a place that stands out in the streetscape for its unusual design and detail.</p> <p>The consultants found the term 'Druid's Hall' puzzling as no other reference could be found associating the place with the Druids. However, since it had been used in the previous MIs compiled by local community members it was understood to be a local name.</p> <p>The information provided by the owners demonstrates that the place has been modified and is not 'intact' but 'largely intact'. The authenticity should be corrected to 'moderate' and the 'integrity', or the degree to which it could be returned to its former use would remain as moderate.</p> <p>It is recommended that the place record form is amended to refer to the place as the Masonic Hall (fmr), Maylands and include updated condition, integrity and authenticity details, historical notes, statement of significance and designate the place as Category 3.</p> <p>A Category 3 designation will still allow the owner to demolish the building if it can be demonstrated that it is structurally inadequate.</p>
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<p><i>from the building.</i></p> <p><i>The construction of Ascot Waters has contributed significantly to the deterioration of the building, accelerating this cracking process and movement.</i></p> <ul style="list-style-type: none"> • <i>Sections of the roof have been replaced.</i> <p><i>The draft MI states that the building is "largely unchanged in form or extent since original construction." This is inaccurate and incorrect.</i></p> <p><i>Over time small additions have been added to the building by various owners.</i></p> <p><i>An additional window frame with glass window blocks was added, all non-original to the building.</i></p> <p><i>Sections of the roof have been repaired and replaced due to rust and deterioration.</i></p> <p><i>In summary, my home is very obviously in NON-ORIGINAL condition and the building is clearly demonstrating a low level of integrity and authenticity.</i></p> <p><i>In the current draft MI, my building is proposed to be RE-CATEGORISED to a Category 2. This is illogical due to the following:</i></p> <ul style="list-style-type: none"> • <i>In the 1997 Municipal Inventory, my house was listed as a Category 4. It is stated that "these sites have some importance, however they are not essential and their retention is not considered to be necessary. These places are included on the Municipal Inventory for historical recording purposes."</i> • <i>In the 2006 Municipal Inventory, my home was also listed as a Category 4. The 2006 inventory and the current draft MI both incorrectly describe the integrity of the building as "moderate" and the authenticity as "high". These inaccuracies have already been outlined above.</i> 	
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<p><i>There have been no changes to the building since 1998. It is only now being potentially categorised as a 2, when all the modifications have already taken place.</i></p> <p><i>Although the draft MI states that my building is “very important to the heritage of the locality,” my building has no relevance to the community, as it is a private residence.</i></p> <p><i>In terms of social and cultural relevance, my home is not a landmark on Guildford Road, although it has some photographic relevance. Furthermore, Freemasonry was not instrumental in the establishment of Maylands.</i></p> <p><i>In summary, my house has zero social or recreational use, it is zoned R50 residential, it has not had community use for a very long time, and it won't have community use again as it is our home. There is no advantage of regarding it as a place of community use, and it has no community relevance, apart from some photographic relevance. There are far better examples of buildings that are of historical relevance.</i></p> <p><i>If my building is re-categorised as a Category 2 or 3, it will have catastrophically devastating effects on the financial future of my partner and I. I have lived here for more than two decades with the intention of developing the property and would never have purchased the property if it had a heritage classification of Category 2 or 3. The current classification of Category 4 allows for full development of the property.</i></p> <p><i>'Building Condition' on Page 535 of the draft MI lists the condition of my building as “Fair.” Simply glancing at a building will never reveal its true condition, which is why engineers are employed to investigate further and submit reports. You cannot know a</i></p>	
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<p><i>building's true condition without professional consultation. My building is in POOR condition.</i></p> <p><i>In the historical notes on page 535 of the draft MI, there is mention of the roof cladding. The cladding is not red corrugated iron from 1982, it is in fact original. The red colour you are mentioning is in fact RUST. The gutters were riddled with rust when I bought the building in 1998. I had to remove them and they have not been replaced since, as I have not had the money to do so.</i></p> <p><i>It is also mentioned in the draft MI that the eastern side of the building appears to have been replaced with corrugated iron in the early 2000s, but this is also incorrect. I replaced a very small section which however didn't align with the original sheets as they are slightly different sizing in the corrugations. I then painted the roof cladding in an attempt to slow down the rusting but didn't have enough money to paint the whole roof structure, which is why the western side appears to be more red (due to rust) than the other. As such, the roof continues to leak in many places which has affected the internal ceilings, some of which have fallen in and which I have replaced with gyprock sheeting (as I can't afford plaster glass).</i></p> <p><i>In the Municipal Inventory List of Oct 2006, page 5, Under 2.3 (Classification of listed places), in order for a property to be categorised as a 2, it must be either:</i></p> <ul style="list-style-type: none"><i>• A public, community and commercial building (i.e. shops, churches or schools); or</i><i>• A residential dwelling which has an outstanding level of heritage significance relative to other listed dwellings within the city.</i> <p><i>My property has been residential since pre-1998; it is not a place of public, community or commercial gathering. In order for it to fall within the guidelines to fit into Category 2, it must therefore be a</i></p>	
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<p><i>residential dwelling with an outstanding level of heritage significance. Given that it was already listed as Category 4 prior to my purchase of it, how can it now be said to display an outstanding level of heritage existence, since over all that period it was only ever recognised as a category 4? It is in poor condition, and not original or authentic.</i></p> <p><i>I implore you to do the right and fair thing by keeping the listing on my building as a Category 4. It is a classification 4 residential R50 zoned property that I purchased, not a Category 2 (or Category 3) listed property. There are no substantial grounds upon which my building's listing should be changed from a Category 4 to a Category 2 (or Category 3)."</i></p> <p>Attached submission from Heritage Intelligence (WA):</p> <p><i>"The proposed upgrade to Category 2 will have a critical impact upon the owner's rights and expectation of development opportunities - reinforced by the previous heritage outcomes and the residential zoning - with no justification despite the significant impact for the owner.</i></p> <p><i>The proposed upgrade to Category 2 is directly in conflict with the zoning of the site that is already dominated by surrounding medium and high density developments (refer to photos below).</i></p> <p><i>During the two decades of the owner's residence, a number of changes have taken place, and the condition has deteriorated, further denigrating the proposed category listing. From an external inspection:</i></p> <ul style="list-style-type: none"><i>• The roof is the original corrugated iron, parts have been painted but the entire roof is seriously rusted and leaks.</i><i>• There is no roof or ground level drainage in place, the rising damp has exacerbated damage to the walls.</i>	
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<ul style="list-style-type: none"> • <i>The brick walls have no foundations.</i> • <i>The original face brick walls to the sides of the hall building have been rendered due to extensive mortar erosion. The rear face brick wall has been painted.</i> • <i>Timber framed fibrocement and timber-board clad extensions have been added to the side and rear of the hall building.</i> • <i>The original hall windows have all been removed.</i> • <i>The larger window openings have been infilled with glass blocks.</i> • <i>Two windows were salvaged and replaced the damaged windows on the front wall.</i> • <i>All original doors have been removed.</i> • <i>The front wall has been painted, covering the original rustic face brick feature dado.</i> • <i>The front wall evidences significant vertical cracking with a distinct movement away from the central element, on the northeast side, while there are other vertical cracks and lateral cracking about the window and door lintels. There is significant damage to the parapet.</i> <p><i>The draft MI place record is incorrect on a number of points:</i></p> <p><u><i>Other names:</i></u></p> <p><i>Although referred to as Druid's Hall (fmr), there is no evidence presented to substantiate that association.</i></p> <p><u><i>Current use:</i></u></p> <p><i>NOT social/recreational or a Community Hall. It has been a residence since 1997. It was only a community hall from c.1990 when the Freemasons left the property, until 1996 when it was sold into private ownership and converted to a residence in 1997.</i></p>	
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<p><u>Construction:</u> <i>The masonry (brick) side walls of the hall are rendered over the original face brick, and the rear wall painted. The hall roof is corrugated iron.</i></p> <p><u>Condition:</u> <i>NOT Fair. Further investigation would reveal poor condition as evidenced discussed above, and shown in photographs.</i></p> <p><u>Integrity:</u> <i>NOT Moderate. The residential use for over the past two decades has impacted the integrity of the place; it will never be a Masonic lodge again, or a community hall (and only ever was for approximately seven years), and therefore demonstrates a low degree of integrity.</i></p> <p><u>Authenticity:</u> <i>NOT HIGH. Further investigation would reveal a low degree of authenticity. The rendered original face brick walls, painted face brick dado frontage, original windows and doors have been removed.</i></p> <p><u>Historical notes:</u> <i>The Historical notes claim various roof interventions. The original roof cladding is in place, albeit in extremely poor condition. No mention of the Druids association.</i></p> <p><u>Statement of Significance</u> <i>The Statement of Significance incorrectly states that it is an "intact example of Interwar Art deco style." It is not intact. The facade is the only element that demonstrates the style, and it has</i></p>	
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	<p><i>interventions (painted face brick dado element) and is in poor condition. The value of its development during the post-war period is not specific to this place, but many places throughout Maylands and the City of Bayswater, and the State. The social value is intangible, ceased almost three decades ago, and is minimised in its significance due to the closed nature of Freemasonry.</i></p> <p><u>Level of significance:</u> NOT Considerable. Should be Little.</p> <p><u>Management category:</u> The place record states that the place has a moderate degree of integrity and authenticity. Arguably the integrity is of a low degree and the authenticity, having been impacted over the decades, is of a low degree.</p> <p><i>In my opinion, there is no justification for Category 2, or Category 3, inclusion in the Heritage List for 130 Guildford Road, Maylands.</i></p> <p><i>The place record fails to substantiate any reason for the proposed Category 2, as recommended in the draft MI, and has many inaccuracies as discussed.</i></p> <p><i>The place record does not reference the relevant heritage assessment criteria that are the benchmark for understanding and assessing places of local government significance.</i></p> <p><i>In summary, the recommended Category 2 (or Category 3) is an unjust imposition that is not substantiated. Category 4 is the appropriate outcome for this place, as demonstrated in prior reports and this submission."</i></p>	
48.	<p><i>"We write to ask if it be possible for the Maylands Baptist Church not to be included in the registry.</i></p>	<p>The heritage values associated with this place include the aesthetic values but it is considered that the historic and social values are of equal or greater significance. The role of the place in the</p>

<p><i>Whilst it is true that the church was established around 1913, the present building is more recent.</i></p> <p><i>In 1919 a wooden "Primary" room was added to the northern end of the building (now part of the church hall). Further work in 1936 saw the extension of the Sanctuary and the construction of the front foyer / rooms. The facade was also bricked replacing the former wooden exterior.</i></p> <p><i>The property was further modernized with the construction of kitchen and hall to the northern end of the building in the 1950s.</i></p> <p><i>The roof has also been replaced.</i></p> <p><i>The ongoing changes give a mixed age to the building detracting from any heritage value.</i></p> <p><i>We are also concerned that heritage listing will impact on the church's ability to help those in our community. For example, the Sanctuary is small and will need extending in the future. Potential extensions would be difficult under heritage listing.</i></p> <p><i>Our own congregation has an older component that does not always attend on wet days as the Sanctuary door and the Hall door are exposed to the rain. It may be necessary to put a covering around the front of the building to provide better access. Again difficult under heritage listing.</i></p> <p><i>We do understand that modifications to the building (subject to approval) may be possible if these changes are in keeping with the building's mixed style of 1930s and 1950s construction.</i></p> <p><i>However we are a small church with limited resources and extra expenses would be detrimental to improving facilities.</i></p>	<p>community should be supported with consideration of the heritage fabric.</p> <p>Inclusion on the Heritage List with a Category 3 designation would mean that conservation of the place would be desirable, though it would not preclude development. The church will be required to consider the heritage values in any further development, in consultation with the City, and any development would be expected to reinforce the heritage significance of the place and original fabric retained wherever feasible.</p>
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	<p><i>This also applies to the general upkeep of the building. Whilst we believe that it is honouring to keep the premises well maintained – this needs to be managed within the financial capacity of the church. There are grants available to help with this – though they fall short of what it costs to maintain aging facilities.</i></p> <p><i>We respectfully ask that you reconsider the proposed Category Listing 2 under the local council for Maylands Baptist Church as we believe it does not serve the best interests of our community as above."</i></p>	
<p>49.</p>	<p><i>"Firstly I am very supportive of the City's desire to protect Heritage values where they are of demonstrated significance.</i></p> <p><i>I <u>support</u> the continued inclusion of 20 Burnside Street, Bayswater on the MI.</i></p> <p><i>I <u>strongly object</u> to this proposed inclusion of Bayswater Town Centre (Heritage Area).</i></p> <p><i>The Heritage Area as proposed in the Draft MI is not defined by a map or plan to clearly show the extent of the proposed area. It is only defined by a loose description. This does not follow the "Guidelines For Local Heritage Surveys, July 2019".</i></p> <p><i>Heritage protections already exist for some of the individual properties within the town centre and Bert Wright Park (via the separate MI listings); those which have been identified as having some heritage significance. I believe any additional protection in creating a 'Heritage Area' is not required and is potentially confusing.</i></p> <p><i>While the Bayswater Town Centre has some character, it is not an intact heritage area or precinct in the same way as the West End of Fremantle and Guildford Historic Town which are both State Registered Places.</i></p>	<p>As per the above response to submission No. 21.</p>

	<p><i>The report identifies the authenticity of the Bayswater Town Centre as being "moderate" and therefore it cannot be supported as a Heritage Area.</i></p> <p><i>By including the Bayswater Town Centre as a Heritage Area as part of the draft MI it could seem to elevate unnecessarily a number of unlisted buildings with little or no heritage value on to the Scheme Heritage list as a part of the area. This creates uncertainty as to each property's actual heritage value under the MI.</i></p> <p><i>The inclusion of a Heritage Area on the MI will likely affect the market confidence and potentially the viability of the redevelopment of some properties in the Bayswater Town Centre, thus negatively impact the revitalisation of an area urgently in need of regeneration.</i></p> <p><i>Contemporary approaches to Urban Design in Town Centres sees that 'heritage' and 'character' should be considered as a part of a broad suite of elements within any Urban Design Guidelines prepared for the Town Centre.</i></p> <p><i>Good design can respect important heritage scale and fabric and integrate this with appropriate new and complementary development which is easily managed through individual building listings.</i></p> <p><i>It is therefore vital that the City of Bayswater seeks to incentivise heritage via a holistic approach to 'good design' outcomes rather than what could be seen as a duplication of heritage protection through the MI to retain an entire area as it is.</i></p> <p><i>I believe the individual MI listings alone are appropriate. However I request the Heritage Area be deleted from the draft MI and that heritage matters are considered under design guidelines that will likely be formulated under the MRA review of planning for the area."</i></p>	
50.	<p><i>"I do not believe the inclusion of the property at 211 Railway Parade as a category 2 is consistent with the categories applied to other similar properties in the area.</i></p>	<p>A Category 2 designation has been recommended for this place due to its high degree of integrity and authenticity.</p> <p>The places referred to on Eighth Avenue have generally lost their</p>

	<p><i>Similar properties in the Maylands area (including the town centre heritage area) have been included as category 3 properties. These are properties that have fulfilled a similar role in Maylands's heritage and history. However, 211 Railway parade has been included as a more significant category 2 property along with properties such as Lyric theatre, Salvation Army Hall and Maylands Fire Station. These other category 2 properties have had much more significant roles in the heritage of Maylands as they at times where the focal point on important social and economic activity in the area.</i></p> <p><i>Similar properties to 211 Railway Parade, such 63, 65 and 67 Eighth Ave Maylands are all category 3 and it would be more appropriate to include 211 Railway Parade in this category. To apply a category 2 listing to 211 Railway Parade would be inconsistent with other listings and as such be an unfair burden."</i></p>	<p>original shopfront details, which stands in contrast to the high degree of intactness as 211 Railway Parade.</p>																														
<p>51.</p>	<p><i>"Category 3 and 4 are almost pointless because they are NOT included in the Town Planning Scheme Heritage list.</i></p> <p><i>The proposed Category 4 Norfolk Island Pine on the corner of Drake and Burnside Streets has an identified Significance - "The tree has aesthetic value as a landmark in the street and the wider community" and the recommended Management Category states that it should be "Photographically recorded prior to major development or demolition".</i></p> <p><i>Given the real Management Category for Categories 4 and 5 is "photo and demolish", I have not included any 4 or 5 Categories in my suburb analysis:</i></p> <table border="1" data-bbox="376 1098 878 1236"> <thead> <tr> <th colspan="5">CATEGORY</th> </tr> <tr> <th>SUBURB</th> <th>1</th> <th>2</th> <th>3</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Embleton</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Bayswater</td> <td>2</td> <td>27</td> <td>61</td> <td>90</td> </tr> <tr> <td>Bedford</td> <td>0</td> <td>1</td> <td>3</td> <td>4</td> </tr> <tr> <td>Maylands</td> <td>18</td> <td>22</td> <td>118</td> <td>158</td> </tr> </tbody> </table>	CATEGORY					SUBURB	1	2	3	TOTAL	Embleton	0	0	0	0	Bayswater	2	27	61	90	Bedford	0	1	3	4	Maylands	18	22	118	158	<p>It is presumed that the submission means category 4 and 5, as categories 1 to 3 are included on the heritage list. Category 4 is intended to record places that have little heritage significance, but can still aid our understanding of the cultural heritage of the locality and so are worthy of documentation prior to major development or demolition. It may also be of value to recognise and interpret the former site of such a place, even if it has been demolished.</p> <p>Category 5 recognises historic sites and encourages their recognition and interpretation. Although a use may be discontinued or a building demolished, the site still retains a historic association and knowledge of this contributes to our cultural heritage.</p> <p>It is acknowledged that the management category assigned to the Norfolk Island Pine on the corner of Drake and Burnside Streets does not reflect its aesthetic and landmark value. It is therefore recommended that the place record form is amended to designate the place as Category 3.</p>
CATEGORY																																
SUBURB	1	2	3	TOTAL																												
Embleton	0	0	0	0																												
Bayswater	2	27	61	90																												
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Maylands	18	22	118	158																												

	Morley			2	2	
	0	0		2	2	
	1	3		14	18	
	0	0		0	0	

	<p><i>It is inconceivable that there are zero Places of Heritage Value worth conserving via Heritage Listing in the Town Planning Scheme in all of Embleton and Noranda. The proposal that the City Centre Morley only has two Listings is telling.</i></p> <p><i>The Bayswater Town Centre Heritage Area needs a Map and should be listed as Category 2."</i></p>	<p>The City has not received any nominations for places in Embleton or Noranda to be included in the LHS. A brief survey of the area has not identified any sites with cultural heritage significance.</p> <p>Regarding the inclusion of Bayswater Town Centre as a potential heritage area, please see the above response to submission No. 21.</p>
52.	<p><i>"I support the protection of the historical narrative of Bayswater's Town Centre. I'm opposed to the creation of a Heritage Area for the Bayswater Town Centre for the following reasons</i></p> <p><i>Adequate protection for heritage already exists in the Bayswater Town Centre, with a few Category 3 and 4 buildings already in the area which have been assessed by heritage experts.</i></p> <p><i>The Bayswater Town Centre includes a large number of properties that have been identified as having no heritage value. Although, some facades should be kept to tell the story of Bayswater, the buildings are not functional and don't promote the State's requirements around a major train station.</i></p> <p><i>The establishment of a Heritage Area will negatively affect any revitalisation of the area and will stifle good design outcomes with unnecessary restrictions."</i></p>	As per the above response to submission No. 21.
53.	<p><i>"Request the stand of Ficus trees on Bert Wright Park, bordering Olfe Street are added at Category 1 or 2."</i></p>	<p>It is acknowledged that the trees on Olfe Street make a positive contribution to the streetscape, due to their aesthetic and landmark value, though they are not known to have an association with any cultural heritage values. Aerial imagery indicates that they were planted variously between the early 1970s and the early 1980s. However, Bert Wright Park in its entirety is included in the Heritage</p>

		<p>Survey and is also included on the Heritage List with a Category 3 designation. The physical description and statement of significance for the Park both make mention of the mature trees around its perimeter, meaning that they will be considered when assessing any development proposed within the Park, though this does not guarantee their statutory protection. Ordinarily, it would be recommended that the trees are nominated for inclusion on the City's Significant Tree Register (STR), in recognition of their positive contribution to the locality. However, the trees have already been nominated by a local resident for inclusion on the STR and are currently under consideration.</p>
<p>54.</p>	<p><i>"174 Peninsula Road (Grocery Store) earlier listed as East Street (1930):</i> <i>Ernest Barnfather - first store owner;</i> <i>Frank Wren - second store owner;</i> <i>May Smith and Dulcie Scott - third store owners;</i> <i>Jack McAlinder - fourth store owner; and</i> <i>Harvey McAlinder - fifth store owner.</i></p> <p><i>When Department of Transport decided not to maintain East Street Jetty in the early 2000s, the City of Bayswater saved it from demolition by providing funds for immediate and future maintenance.</i></p> <p><i>Roxy Gardens were situated on the corner of Guildford Road and Falkirk Avenue (now Coles supermarket). Herb and Mary Robinson were the owners and were also the owners of Lyric Theatre on Eighth Avenue.</i></p> <p><i>Lyric Theatre also had a billiard saloon upstairs, fronting Eighth Avenue.</i></p>	<p>It is considered reasonable to assume that the members of the Maylands Historical Society have sound information and in these circumstances it would be noted where that information came from in the sources listed under each place record form.</p> <p>It is recommended that the place record forms for the following places are amended to include updated historical notes:</p> <ul style="list-style-type: none"> • Commercial Premises (fmr), 174 Peninsula Road, Maylands; • East Street Jetty (2 East Street), Maylands; • Lyric Theatre (fmr), Maylands; • Pair Shop and Premises, 63 Eighth Avenue, Maylands; • Buddhist Temple (280 Guildford Road), Maylands; and • Pair Commercial Premises, 46 Eighth Avenue, Maylands.

<p><i>63 Eighth Avenue, Maylands - A. Victor Rose bootmakers shop and later a gentlemen's outfitters.</i></p> <p><i>Buddhist Temple, Maylands was built by Bob Marshall as squash courts.</i></p> <p><i>Maylands Amateur Boat Building Yard was formerly Dennis Power Saws.</i></p> <p><i>46 Eighth Avenue should have a footpath plaque. This was a produce store owned by J.H. Watts (grandfather J.K. Watts). The Watts family were well-known Maylands identities; the two sons were mounted police officers."</i></p>	
<p>55. <i>"It is inappropriate to include new heritage areas without consulting the affected landowners, business groups and other affected parties before considering inclusion in MI.</i></p> <p><i>It is inappropriate to include new heritage areas without specifically defining the areas precisely.</i></p> <p><i>We object to the inclusion of 'Maylands Town Centre' as a heritage area, because it is contrary to good planning and because it is contrary to other City policies that define the 'Maylands Town Centre' (e.g. 'Maylands Town Centre Car Parking Strategy).</i></p> <p><i>Similarly, inclusion of 'Bayswater Town Centre' is also very problematic due to the above issues.</i></p> <p><i>A heritage area is a precinct that has been identified as having cultural heritage significance and a distinct character (as per your 'Heritage FAQs'). This has not been duly considered by the City and/or your heritage consultants before inclusion of the Maylands Town Centre in the Draft Municipal Inventory of Heritage Places. An area should not be included in the MI unless it has been defined</i></p>	<p>As per the above response to submission No. 21.</p>

	<p><i>precisely and owners are consulted."</i></p>	
<p>56.</p>	<p><i>"The land was originally donated and the central part of the building was built by Rev. Hawkins as he was a registered builder during 1938-1939. At this time it was known as St. Hillary's Hall.</i></p> <p><i>The Church has always had the foundation of Spiritualism and at no time had Catholic ties as suggested in your draft. It became Maylands Spiritualist Church Inc. in 1944 and then officially Maylands Christian Spiritualist Church Inc. on 14th March 1945.</i></p> <p><i>There have been changes made to the building, with an extension in 1978 for a kitchen and toilets, while then front of the Church was extended in 1995.</i></p> <p><i>With this in mind, there are some aspects to the Church building that would not be of heritage value. I would like to ask, if we have to do work to the Church, what is the process that we would have to go through? If we decide we do not wish for the Church to be heritage listed, how do we withdraw from the proposed list?</i></p> <p><i>While we thank you for the honour of being nominated, there seems to be an uncertainty amongst our Committee Members as to whether the Church should be even listed."</i></p>	<p>Inclusion on the Heritage List with a Category 3 designation would mean that conservation of the place would be desirable, though it would not preclude development. The church will be required to consider the heritage values in any further development, in consultation with the City, and any development would be expected to reinforce the heritage significance of the place and original fabric retained wherever feasible.</p> <p>It is recommended that the place record form is amended to include updated historical notes.</p>

Attachment 2

[Local Heritage Survey document](#) (Complete Document)

10.5.3 Budget Review and Expenditure Committee – 18 February 2020**10.5.3.1 2019/20 - Statutory Mid-year Review Update**

Applicant/Proponent:	City of Bayswater	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	

SUMMARY

For the Budget Review and Expenditure Committee to note the statutory mid-year budget review update.

COUNCIL RESOLUTION
(COMMITTEE/OFFICER'S RECOMMENDATION)

That Council notes the statutory mid-year budget review update.

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0

BACKGROUND

Local Government (Financial Management) Regulations 1996 requires the City to carry out a review of its annual budget for that year. Regulation 33A requires....

“(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must
(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
(b) consider the local government's financial position as at the date of the review; and
(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.”

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS

The City has commenced the 2019/20 statutory mid-year budget review. The review will include an assessment of the adopted annual budget after considering the changes in its operating environment since the beginning of the financial year with a view to forecasting the financial impacts likely to arise for the remainder of the year. The review will specifically consider the:

- first eight months of the financial year;
- current economic climate;
- income and expenditure forecasts;
- Council resolutions since 1 July 2019 with financial implication; and
- the city's current financial position.

Form and content of the report to be presented to the Budget Review and Expenditure Committee will include:

- an overview of the review
- commentary on the Statement of Budget Review by Nature or Type
- Statement of Budget Review
- list of budget adjustments for consideration

The outcomes of the review will be presented to the Budget Review and Expenditure Committee in March 2020, then to Council in April 2020.

LEGISLATIVE COMPLIANCE

Local Government Act 1995.

Local Government (Financial Management) Regulations 1996, regulation 33A

OPTIONS

Not applicable as the report is for information only.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance
Aspiration: Open, accountable and responsive service
Outcome L1: Accountable and good governance

CONCLUSION

The Budget Review and Expenditure Committee receives the statutory mid-year budget review update.

10.5.3.2 2020/21 Budget Development

Applicant/Proponent:	City of Bayswater	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi/Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	Nil.	

SUMMARY

For the Budget Review and Expenditure Committee to note the 2020/21 development process and approve inviting all Elected Members to attend the future Budget Review and Expenditure Committee meetings.

OFFICER'S RECOMMENDATION

That Council:

1. Notes the 2020/21 budget workshops.
2. Notes the Budget Review and Expenditure Committee will be the forum used to develop the 2020/21 budget.

**COUNCIL RESOLUTION
(COMMITTEE RECOMMENDATION)**

That:

1. **Council notes the 2020/21 budget workshops.**
2. **All Councillors attend and participate in the budget workshops.**
3. **Additional workshops be scheduled as required.**

**CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED
CARRIED UNANIMOUSLY BY EXCEPTION (EN BLOC): 10/0**

BACKGROUND

Section 6.2 (1) of the *Local Government Act 1995* requires the adoption of the annual budget between 1 June and 31 August of the next financial year. Section 6.2 (2) requires the annual budget to have regard to the contents of the plan for the future of the district.

EXTERNAL CONSULTATION

In September 2018, Council adopted participatory budgeting (PB) and invited the community to help inform the City's annual operating budget for the 2019/20 financial year. Community engagement commenced in November 2018 and concluded with the PB Community Panel. In the preparation of this year's draft Budget, consideration will be given to the recommendations made by the community panel, alongside strategies committed to in the City's Strategic Community Plan 2017-2027 and other guiding information.

Community Capital Grant applications were opened from 11 November 2019 to 24 January 2020. Applications were distributed to all Community and Sporting Clubs listed in the City's community Directory which includes all clubs and groups occupying city-owned buildings by lease/user agreements. Applications have now closed and Officers are assessing all applications against the following matrix:

Club Membership	Who and how many people will benefit from the project?
Project Value	Priority to projects valued between \$5,000 and \$20,000
Nature of Project	Is the nature of project critical, desirable or cosmetic?
Impact on Club	Has the club provided justification of the need for the project?
Club Contribution	How / What will the club be contributing towards the value of the project ?
Quotes Included	Has the club included formal quotes to validate the project cost?
City Objectives completed prior to submission?	Has the organisation met with Project Services prior to quotes for any building works or refurbishment? Does the club have a Club Strategic Plan, Audited Financials and held an AGM. Is the project aligned to the Corporate Business Plan of the City

The results of the assessments will be presented to the Budget Review and Expenditure Committee at a special meeting to be held in March 2020.

OFFICER'S COMMENTS

The 2020/21 budget development process is underway with the target date for adoption of the annual budget being 30 June 2020.

The principles outlined in the Strategic Budget Policy as approved by Council on 28 January 2020 will apply to the 2020/21 budget development process. This includes the formal introduction of zero-based budgeting to develop the budget. In addition, the 2019/20 Participatory Budget recommendation report and any Council resolutions with 2020/21 financial impacts will be considered and incorporated as appropriate.

On 1 February 2020, Elected Members attended a strategic planning workshop and the outcomes of the workshop will be considered as part of the 2020/21 budget development process where required.

The first of four budget workshops was held on Tuesday 4 February 2020, and covered the economic climate – current and forecast globally, national, state and local. In addition, possible rating strategies were discussed along with key strategic issues and budget assumptions and parameters. The workshop provided Elected Members an opportunity to provide feedback to Officers around expectations on rating strategies and any assumptions or non/negotiables in relation to the 2020/21 budget development.

The dates have already been scheduled for the Budget Review and Expenditure Committee and the proposed topics for each of those meetings as below in relation to the 2020/21 budget development:

- 17 March 2020
 - Capital and New Initiatives;
 - Community Grants;
 - Fees and Charges.
- 5 May 2020
 - Operating Budget;
 - Fees and Charges;
 - 2019/20 Carry forward projects;
 - Capital and New Initiatives;
 - Community Grants.
- 2 June
 - Draft Budget

The meetings are an opportunity for Elected Members to be provided with relevant information to set the financial direction of the budget and it is recommended that all Elected Members be invited to attend the Budget Review and Expenditure Committee meetings to avoid duplication.

LEGISLATIVE COMPLIANCE

Local Government Act 1995

Local Government (Financial Management) Regulations

Australian Accounting Standards

OPTIONS

In accordance with the City's Risk Management Framework, the following options have been assessed against the City's adopted risk tolerance. Comments are provided against each of the risk categories.

Option 1	That Council:	
	<ol style="list-style-type: none"> Notes the proposed topics for the Budget Review and Expenditure Committee in relation to the 2020/21 budget development. Notes the Budget Review and Expenditure Committee will be the forum for developing the 2020/21 budget. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	Council may wish to extend an invitation to all Elected Members to attend the Committee meetings as observers.	

Option 2	That Council:	
	<ol style="list-style-type: none"> Notes the alternate topics for the Budget Review and Expenditure Committee in relation to the 2020/21 budget development. Notes the Budget Review and Expenditure Committee will be the forum for developing the 2020/21 budget. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	Council may wish not to have other Elected Members at the Committee meetings as observers.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027, the following applies:

Theme: Leadership and Governance
Aspiration: Open, accountable and responsive service
Outcome L1: Accountable and good governance

CONCLUSION

It is recommended the Budget Review and Expenditure Committee be the forum for developing the 2020/21 Budget and notes all Elected Members being invited to attend all committee meetings.

10.5.3.3 2018/19 Carried Forward Projects

Responsible Branch:	Financial Services	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	ABSOLUTE MAJORITY REQUIRED	
Attachments:	1. 2018/19 Carry Forward Project list	

CR LORNA CLARKE DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Lorna Clarke declared an impartial interest in this item as she is a member of Bayswater Bowling and Recreation Club. Cr Lorna Clarke remained in the room during voting on this item.

CR GIORGIA JOHNSON DECLARED AN IMPARTIAL INTEREST

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Giorgia Johnson declared an impartial interest in this item as she is a social member of the Bayswater Bowling and Recreation Club, mentioned in the report. Cr Giorgia Johnson remained in the room during voting on this item.

SUMMARY

For Council to consider and approve the updated balances for projects carried forward in the 2019/20 budget.

At 9:47pm, Cr Stephanie Gray left the meeting.

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

That Council approve the changes to the 2019/20 budget as detailed in Attachment 1.

CR MICHELLE SUTHERLAND MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY: 9/0

At 9:48pm, Cr Stephanie Gray returned to the meeting.

BACKGROUND

Council adopted the 2019/20 Budget on 2 July 2019 and, at the time, the Annual Financial Statements for the 2018/19 financial year had not been completed. The actual value of uncompleted works to be carried forward into the 2019/20 Budget was therefore only an estimate.

Council accepted the City's Annual Financial Report on 3 December 2019. A reconciliation of the carried forward project balances in the 2019/20 budget to the 2018/19 audited closing balances has been undertaken. This reconciliation is the subject of this report.

EXTERNAL CONSULTATION

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

OFFICER'S COMMENTS

The City's practice 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 necessitated the estimation of the opening balances for projects carried forward in the 2019/20 annual budget. This report provides the reconciliation of the adopted forecast opening balance for projects carried forward in the 2019/20 annual budget to the actual 2018/19 closing balance.

Following completion of the 2018/19 annual financial statements, the audited actual opening balance is \$13,129,136 of which \$7,504,546 pertains to uncompleted projects from 2018/19. **Attachment 1** provides a summary of budget amendments required to enable completion of designated capital projects in their intended form. These adjustments will not change the overall budget allocation originally approved by Council for these projects, rather they reflect the staged timeframe for actual completion.

LEGISLATIVE COMPLIANCE

Local Government Act 1995 and subsidiary regulations

OPTIONS

Not applicable.

FINANCIAL IMPLICATIONS

The financial implications have been detailed in **Attachment 1**. These net adjustments will not change the original adopted budget amount for designated projects.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Leadership and Governance
Aspiration: Open, accountable and responsive service
Outcome L1: Accountable and good governance

CONCLUSION

That Council approves the changes to the estimated budgets for designated projects listed in **Attachment 1** and that these changes be effected in the 2019/20 budget.

Attachment 1

**City of Bayswater
2019/20 Budget
2018/19 Carry Forwards**

Cost Centre	Project Code	Project Description	Adopted Budget					Amended Budget				
			Municipal Funds	Grants & Contributions	Sale of Asset	Reserve Funds	Total	Municipal Funds	Grants & Contributions	Sale of Asset	Reserve Funds	Total
			\$	\$	\$	\$	\$	\$	\$	\$	\$	
CAPITAL												
1805	80364	Maylands Waterland redevelopment	0	1,500,000	0	0	1,500,000	0	1,500,000	0	0	1,500,000
1805	80337	Morley Sport & Recreation Centre - replace main air-conditioner i	0	0	0	65,000	65,000	0	0	0	65,000	65,000
1805	80421	Bayswater Waves - Replace UV filters to indoor pools	0	0	0	0	0	73,625	0	0	0	73,625
1805	80279	Bayswater Bowls and Recreation Club - painting and carpet	0	0	0	0	0	12,293	0	0	(12,293)	0
2200	80420	Maylands Town Centre Toilet Block	0	0	0	0	0	148,000	0	0	0	148,000
2200	80007	Morley Activity Centre - Streetscape Enhancement Plan	0	0	0	0	0	10,550	0	0	0	10,550
2200	80392	Maylands Town Centre City-led Infrastructure Activation	0	0	0	0	0	1,819	0	0	0	1,819
2200	80394	Morley Town Centre City-led Infrastructure Activation	0	0	0	0	0	6,592	0	0	0	6,592
2600	80047	Russell Street Park - grant funds	0	0	0	0	0	31,299	0	0	0	31,299
2600	80071	Maylands Lakes Stage 1	0	0	0	0	0	0	0	0	6,622	6,622
2600	80242	Riverbank restoration	0	0	0	0	0	100,189	0	0	0	100,189
2600	80269	Baigup Wetland Stage 1 - Activity Centre and Interpretation	0	0	0	0	0	0	0	0	140,436	140,436
2600	80270	Bayswater Brook Living Stream	0	0	0	0	0	37,238	0	0	0	37,238
2600	80271	Water and Energy Efficiency - building upgrades	0	0	0	0	0	19,513	0	0	0	19,513
2600	80272	Lightning Swamp Interpretation Plan Works	0	0	0	0	0	38,562	0	0	0	38,562
2600	80273	Maylands Lakes restoration Stage 2	0	0	0	0	0	962,555	0	0	0	962,555
2600	80416	Water Corporation Grant Living Stream	0	0	0	0	0	20,000	0	0	0	20,000
2600	80418	Peters Place Living Stream	0	0	0	0	0	222,594	0	0	0	222,594
3200	80268	Railway Parade resurfacing	105,581	0	0	0	105,581	105,581	0	0	0	105,581
3200	80009	McGann Street ROW NO 1	0	0	0	0	0	21,635	0	0	0	21,635
3200	80062	DOT Bike Boulevard Stage 2 and 3	0	0	0	0	0	0	250,000	0	0	250,000
3200	80302	Peninsula Road - Kirkham Hill Tce to 150m past Wall Street	0	0	0	0	0	26,809	0	0	0	26,809
3200	80303	Morley Drive (WB) - Wicks Street to Harrowshill Road	0	0	0	0	0	31,491	0	0	0	31,491
3200	80304	Russell Street - Walter Road to Smith Street	0	0	0	0	0	79,797	0	0	0	79,797
3200	80426	Design of slip lane at 60 Russell St cnr Walter Rd	0	0	0	0	0	0	0	0	247,061	247,061
3200	80317	Drainage kerb renewal	0	0	0	0	0	30,457	0	0	0	30,457
3200	80063	New footpath construction and Local Bike Plan	0	0	0	0	0	24,000	0	0	0	24,000
3210	80257	Plant and Fleet Replacement Program	215,000	0	40,000	0	255,000	980,000	0	174,000	0	1,154,000
3300	80291	Citywide Traffic Implementation	129,321	0	0	0	129,321	121,634	0	0	0	121,634
3300	80245	Traffic Management - general	40,000	0	0	0	40,000	62,257	0	0	0	62,257
3300	80419	ROW Widening - 110 Milne St	0	0	0	0	0	8,500	0	0	0	8,500
3300	80297	Traffic Management - Disability Access Committee	0	0	0	0	0	20,000	0	0	0	20,000
3300	80429	Wellington Rd/Walter Rd intersection upgrade	0	0	0	0	0	35,645	0	0	0	35,645
3300	80248	Urban water sensitive design	0	0	0	0	0	90,000	0	0	0	90,000
3400	80067	Enhanced tree management	200,000	0	0	0	200,000	231,185	0	0	0	231,185
3400	80033	Peninsula Golf Course - irrigation replacement (Year 1 of 2)	1,060,000	0	0	0	1,060,000	647,748	0	0	404,495	1,052,233
3400	80043	Enhanced tree management	0	0	0	0	0	8,689	0	0	0	8,689
3400	80236	Irrigation control cubicles replacement	0	0	0	0	0	14,306	0	0	0	14,306
3400	80329	Irrigation upgrade/replacement program	0	0	0	0	0	55,519	0	0	0	55,519
3400	80276	Streetscape upgrades	0	0	0	200,000	200,000	0	0	0	200,000	200,000
3400	80066	Tree planting	120,000	0	0	0	120,000	65,479	0	0	0	65,479
3400	80255	Golf course development	0	0	0	0	0	45,427	0	0	0	45,427
3400	80064	Central irrigation expansion	0	0	0	0	0	10,305	0	0	0	10,305
4200	80015	Playground replacements	41,305	0	0	0	41,305	42,550	0	0	0	42,550
4200	80049	Frank Drago Reserve - pitch levelling and fencing	22,666	0	0	0	22,666	19,563	0	0	0	19,563

Cost Centre	Project Code	Project Description	Adopted Budget					Amended Budget				
			Municipal Funds	Grants & Contributions	Sale of Asset	Reserve Funds	Total	Municipal Funds	Grants & Contributions	Sale of Asset	Reserve Funds	Total
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
4200	80050	Frank Drago Reserve - main pitch lighting	0	0	0	0	0	48,714	0	0	0	48,714
4200	80099	Playground replacements	160,000	0	0	0	160,000	65,858	95,000	0	0	160,858
4200	80374	Lightning and Houghton Parks - replace floodlight, switchbox	0	0	0	0	0	12,300	0	0	0	12,300
4200	80375	Morley Bowling light replacement	0	0	0	0	0	61,813	0	0	0	61,813
4200	80278	ANA Rowing Club - CCTV	0	0	0	0	0	1,000	0	0	(1,000)	0
1805	80288	Noranda City Junior Football Club - changeroom upgrade	38,200	31,800	0	0	70,000	0	31,800	0	38,200	70,000
4200	80370	Noranda Netball Court resurface	0	0	0	0	0	42,998	0	0	0	42,998
4200	80380	Drinks Fountains Replacement Program	0	0	0	0	0	26,711	0	0	0	26,711
4200	80397	Wotton Reserve and Lightning Park Reserve separate meter	0	0	0	0	0	20,000	0	0	0	20,000
4200	80403	Hampton Tennis Court fencing	0	0	0	0	0	15,824	0	0	0	15,824
4420	80259	Maylands Waterland redevelopment	172,905	0	0	0	172,905	183,103	0	0	0	183,103
4600	80275	AP Hinds Reserve and Riverside Gardens - CCTV installation	5,141	94,859	0	0	100,000	178,003	53,103	0	0	231,106
4410	80365	Bayswater Waves - refurbishment tender design	200,000	0	0	0	200,000	200,000	0	0	0	200,000
4410	80116	Hydrotherapy pool and spa refurbishment	0	0	0	0	0	51,457	0	0	0	51,457
4410	80118	Ultrasonic depth sensors for balance tanks	0	0	0	0	0	6,790	0	0	0	6,790
4410	80425	Bayswater Waves - Repair of pool concourse	0	0	0	0	0	5,770	0	0	0	5,770
5600	80088	Virtual Infrastructure Server Replacement Program	0	0	0	0	0	182,123	0	0	0	182,123
5600	80090	Virtual Infrastructure Storage Replacement Program	0	0	0	0	0	182,609	0	0	0	182,609
6000	80410	Mertome Redevelopment	0	0	0	0	0	0	0	0	113,070	113,070
			2,510,119	1,626,659	40,000	265,000	4,441,778	5,748,479	1,929,903	174,000	1,201,581	9,053,963

Cost Centre	Project Code	Project Description	Adopted Budget					Amended Budget				
			Municipal Funds	Grants & Contributions	Sale of Asset	Reserve Funds	Total	Municipal Funds	Grants & Contributions	Sale of Asset	Reserve Funds	Total
			\$	\$	\$	\$	\$	\$	\$	\$	\$	
OPERATING												
2200	10801	Town Centre Soft Activation	0	0	0	0	0	9,860	0	0	0	9,860
2200	10804	Bayswater Townsite design guidelines	55,000	0	0	0	55,000	64,785	0	0	0	64,785
2200	10805	Bayswater Town Centre - Streetscape Concept Plan	0	0	0	0	0	39,276	0	0	0	39,276
2200	10807	Morley Activity Centre Streetscape Plan - detailed design	70,000	0	0	0	70,000	70,000	0	0	0	70,000
2200	10901	Local Planning Strategy/Town Planning Scheme	30,000	0	0	0	30,000	30,000	0	0	0	30,000
2200	10902	Land and building acquisition and disposal strategy	0	0	0	0	0	20,000	0	0	0	20,000
2200	10903	Maylands Town Centre Car Parking Strategy - implementation	0	48,000	0	0	48,000	5,000	0	0	51,999	56,999
2200	10904	Wider Meltham Station Precinct Structure Plan	20,000	0	0	0	20,000	35,439	0	0	0	35,439
2200	10905	Bayswater Town Centre Car Parking Management Regime	0	0	0	0	0	8,530	0	0	0	8,530
2200	10906	Bayswater Town Centre Structure Plan	0	0	0	0	0	10,432	0	0	0	10,432
2200	10900	Municipal Heritage Inventory	0	0	0	0	0	35,315	0	0	0	35,315
2600	11105	Lightning Swamp rehabilitation	40,000	0	0	0	40,000	58,302	0	0	0	58,302
2600	11216	Grant - Eric Singleton water quality training	0	0	0	0	0	3,959	0	0	0	3,959
2600	11209	Water Quality Monitoring	0	0	0	0	0	979	0	0	0	979
2600	11100	WaterWise verge incentive scheme grant	0	0	0	0	0	5,000	0	0	0	5,000
2600	11215	DBCA water quality monitoring	0	0	0	0	0	26,403	0	0	0	26,403
3000	11603	Contiguous Local Authority Group (CLAG)	15,000	0	0	0	15,000	32,187	0	0	0	32,187
5200	14000	Social Media Strategy	0	0	0	0	0	15,000	0	0	0	15,000
4800	13504	Age Friendly Strategy	0	0	0	0	0	10,055	0	0	0	10,055
4800	13509	Cultural Plan Development	0	0	0	0	0	16,042	0	0	0	16,042
4800	13506	Reconciliation Action Plan	0	0	0	0	0	6,572	0	0	0	6,572
6000	14900	Financial Assistance Grant	0	0	0	0	0	705,623	(705,623)	0	0	0
6000	14900	Financial Assistance Grant - Local Roads	0	0	0	0	0	439,366	(439,366)	0	0	0
6000	15100	Underground Power system upgrade	0	0	0	0	0	15,000	0	0	0	15,000
6000	5204-1520	Aged Future Planning	0	0	0	0	0	0	0	0	61,591	61,591
6000	14904	Various Grants - Operating	0	0	0	0	0	92,942	0	0	0	92,942
			230,000	48,000	0	0	278,000	1,756,067	(1,144,989)	0	113,590	724,668
		Unallocated	2,745,000	0	0	0	2,745,000	5,624,590	0	0	0	5,624,590
Total Carry Forward Projects			5,485,119	1,674,659	40,000	265,000	7,464,778	13,129,136	784,914	174,000	1,315,171	15,403,221

COUNCIL RESOLUTION - ADOPTION BY EXCEPTION

That the recommendations relating to items: 10.2.3, 10.2.4, 10.3.3, 10.3.5, 10.4.4, 10.5.1.1, 10.5.1.2, 10.5.1.3, 10.5.1.4, 10.5.1.5, 10.5.1.6, 10.5.1.7, 10.5.3.1, and 10.5.3.2 contained in the agenda be adopted by exception as per section 5.5 of the *City of Bayswater Standing Orders Local Law 2018*.

CR STEVEN OSTASZEWSKYJ MOVED, CR SALLY PALMER SECONDED

CARRIED UNANIMOUSLY: 10/0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**11.1 Adoption of State Government Disability Employment Targets*****CR DAN BULL, MAYOR DECLARED AN IMPARTIAL INTEREST***

In accordance with regulation 11 of the Local Government (Rules of Conduct) Regulations 2007, Cr Dan Bull, Mayor declared an impartial interest in this item as he is on the school board of Durham Road School. Cr Dan Bull, Mayor remained in the room during voting on this item.

In accordance with clause 5.3(1) of the City of Bayswater's *Standing Orders Local Law 2018*, Cr Stephanie Gray raised the following motion:

That Council:

1. *Adopts the State Government target of 5% of the public sector employment being of people with a disability by 2025;*
2. *Requests the Chief Executive Officer prepare a report for consideration in the 2020/21 budget on opportunities to work with schools and disability employment providers to create employment programs with the City of Bayswater.'*

MATERIAL FACTS

In accordance with clause 5.3(3) of the City of Bayswater *Standing Orders Local Law 2018*, the Chief Executive Officer may provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

The target identified in the notice of motion is consistent with the State Government's adopted target of 5% of public sector employment being of people with a disability by 2025. The Government's Disability Action Plan, which was launched to support the target, defines 'people with a disability' to as people who identify as having mild or moderate core activity limitation.

The Australian Bureau of Statistics Survey of Disability, Ageing and Carers provides the following in relation to core activity limitation and disability:

Core activity limitation

Four levels of core activity limitation are determined based on whether a person needs help, has difficulty, or uses aids or equipment with any of the core activities (mobility, self-care and communication). A person's overall level of core activity limitation is determined by their highest level of limitation in these activities.

The four levels of limitation are:

- *profound - the person is unable to do, or always needs help with, a core activity task.*
- *severe - the person:*
 - *sometimes needs help with a core activity task, and/or*
 - *has difficulty understanding or being understood by family or friends, or*
 - *can communicate more easily using sign language or other non-spoken forms of communication.*
- *moderate - the person needs no help, but has difficulty with a core activity task.*
- *mild - the person needs no help and has no difficulty with any of the core activity tasks, but:*
 - *uses aids or equipment, or has one or more of the following limitations*
 - *cannot easily walk 200 metres*
 - *cannot walk up and down stairs without a handrail*
 - *cannot easily bend to pick up an object from the floor*
 - *cannot use public transport*

- *can use public transport, but needs help or supervision*
- *needs no help or supervision, but has difficulty using public transport.*

Disability

In the context of health experience, the International Classification of Functioning, Disability and Health (ICFDH) defines disability as an umbrella term for impairments, activity limitations and participation restrictions. It denotes the negative aspects of the interaction between an individual (with a health condition) and that individual's contextual factors (environment and personal factors).

In this survey, a person has a disability if they report they have a limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. This includes:

- *loss of sight (not corrected by glasses or contact lenses)*
- *loss of hearing where communication is restricted, or an aid to assist with, or substitute for, hearing is used*
- *speech difficulties*
- *shortness of breath or breathing difficulties causing restriction*
- *chronic or recurrent pain or discomfort causing restriction*
- *blackouts, seizures, or loss of consciousness*
- *difficulty learning or understanding*
- *incomplete use of arms or fingers*
- *difficulty gripping or holding things*
- *incomplete use of feet or legs*
- *nervous or emotional condition causing restriction*
- *restriction in physical activities or in doing physical work*
- *disfigurement or deformity*
- *mental illness or condition requiring help or supervision*
- *memory problems or periods of confusion causing restriction*
- *social or behavioural difficulties causing restriction*
- *long-term effects of head injury, stroke or other acquired brain injury causing restriction*
- *receiving treatment or medication for any other long-term conditions or ailments and still being restricted*
- *any other long-term conditions resulting in a restriction.*

OFFICER'S COMMENT

It is noted that there is currently no funding in the budget for the creation of extra positions to meet the 5% target and appropriate allocations will need to be incorporated in future budgets if positions were intended to be in addition to current staff positions. The Council currently has an equal employment opportunity focus and has recently undertaken further building renovations to help ensure that the building is not only accessible but helps to facilitate the employment of people with a disability.

It is recognised that additional changes will need to be made to meet the target of 5% by 2025 and this will be incorporated into future budgets should Council adopt the proposed motion. At this stage the City is not able to quantify the direct financial impact that this may have.

The City currently undertakes a process whereby staff can voluntarily indicate whether they are considered to have a disability, however anecdotal evidence does show that our current figures may not accurately reflect the actual circumstances within the organisation.

FINANCIAL IMPLICATIONS

Should Council adopt the 5% target, funds for additional positions will need to be incorporated in future budgets. This will be subject to consideration during the development of each budget from 2020/21 through until 2024/25.

STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2017-2027 (as amended), the following applies:

Theme: Leadership and Governance
Aspiration: Open, accountable and responsive service
Outcome L3: Strong stewardship and leadership

COUNCIL RESOLUTION

That Council:

- 1. Adopts the State Government target of 5% of the public sector employment being of people with a disability by 2025;**
- 2. Requests the Chief Executive Officer prepare a report for consideration in the 2020/21 budget on opportunities to work with schools and disability employment providers to create employment programs with the City of Bayswater.**

CR STEPHANIE GRAY MOVED, CR LORNA CLARKE SECONDED

CARRIED UNANIMOUSLY: 10/0

12. QUESTIONS FROM MEMBERS WITHOUT NOTICE

	Councillor / Question	Response / Action
1	Cr Dan Bull, Mayor	Mr Andrew Brien, Chief Executive Officer
	<i>Cr Ehrhardt flagged with me that she may have to leave early and so she asked me to ask a question on her behalf. And that question was seeking an update on the roll out of electronic voting for Council meetings.</i>	The electronic voting is ready to go whenever the Councillors are ready.
2	Cr Sally Palmer	Cr Dan Bull, Mayor
	<i>Mr Mayor, you did touch on it with the help also of our CEO, but I'm hoping that you don't mind if I bring this up again – with Mr Laurence Butler and a drain next door that is not draining the water away onto that premises but going into his. I've actually seen it – the actual drain that the water should be going to is there and the water is there. I've been lucky enough to be involved with, in my years on the road, in seeing where the officers here have done a really great job of saying to people, you know, that soak well is not there, please take out the concrete and put it in, and they've done it. I'm just saying that Mr Butler has a right to have something done, and I hope something gets done.</i>	The matter has been noted, and will be followed up by the City.
3	Cr Michelle Sutherland	Mr Des Abel, Director Community and Development
	<i>I just have two queries: One is, I believe there's a report coming to Council regarding the leasing of the room in the Bayswater Waves. It's going out to tender because that's part of our policy. So, I just wanted to know how long that report's going to take before it comes to Council? Because the swimming club, the Central Aquatic, has been waiting about 12 months for that to see if they can use it. Secondly, in the meantime, can the Central Aquatics use the room for showing trophies and other swimming paraphernalia?</i>	The questions will be taken on notice.
4	Cr Elli Petersen-Pik	Mr Andrew Brien, Chief Executive Officer
	<i>Just a quick question about the Briefings and Deputations sessions that we have now as part of the trial. Are those briefings and deputations, are they being recorded</i>	Yes, they are being recorded.

	<p><i>by the City?</i></p> <p><i>My next question – why are they not available online?</i></p>	<p>He would check and follow up on the uploading of the recordings to the City's website.</p>
5	Cr Steven Ostaszewskyj	Mr Doug Pearson, Director Works and Infrastructure
	<p><i>Just in regards to the excess furniture at the storage facility – I'm just wondering where we are at in regards to getting that expression of interest process up and going?</i></p>	<p>A briefing note has been prepared for ELT to consider a process for that – so they would be considering that on Friday.</p>
6	Cr Lorna Clarke	Cr Dan Bull, Mayor
	<p><i>I wanted to ask about, I know we're trialling a new process at the moment, but I'm conscious there were about 11, if not more, items under separate cover. And so, I'm conscious that when a member of the community goes to see what's on our agenda, they then have to go and riffle through 15 different PDFs. Are we able, or have we ever done, a consolidated version that includes the under separate cover items?</i></p>	<p>Mr Andrew Brien, Chief Executive Officer</p> <p>He had been having discussions with the CEO about that and he knew that it had been on the CEO's mind to deliver a more fulsome document. It doesn't answer the direct question, and he didn't want to speak on behalf of the CEO, but through their discussions, a strategy to have much less under separate cover items is coming.</p> <p>When the minutes are prepared, obviously brings it all into a single document at that point in time. At this stage we haven't proposed to bring it back together, what we're looking at though, going forward, is that the Committee meetings that are held after the distribution of the agenda will come to the following meeting, so it will be a three week delay, so that will resolve that issue.</p>

13. NEW BUSINESS OF AN URGENT NATURE

Nil.

14. MEETING CLOSED TO THE PUBLIC

COUNCIL RESOLUTION

That the meeting be closed to the public and the doors closed.

CR STEPHANIE GRAY MOVED, CR SALLY PALMER SECONDED

CARRIED: 9/1

***For: Cr Dan Bull, Mayor, Cr Filomena Piffaretti, Deputy Mayor,
Cr Barry McKenna, Cr Steven Ostaszewskyj, Cr Sally Palmer,
Cr Stephanie Gray, Cr Michelle Sutherland, Cr Lorna Clarke, and
Cr Giorgia Johnson.***

Against: Cr Elli Petersen-Pik.

At 10:04pm, the doors were closed to the public and those present in the public gallery left the meeting.

14.1 Matters for Which the Meeting May be Closed**14.1.1 Progress on Appointment of External Member of Audit and Risk Management Committee**

Responsible Branch:	Governance	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Response 1 2. Response 2 3. Response 3	
Refer:	Item 10.5.2.2: OCM 28.01.2020 Item 12.1: ARMC 9.12.2019 Item 8.2: SCM 21.10.2019	

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

(b) *the personal affairs of any person.*

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

That the recommendation as contained in the attached "Confidential" Report be adopted.

CR SALLY PALMER MOVED, CR GIORGIA JOHNSON SECONDED

CARRIED UNANIMOUSLY: 10/0

COUNCIL RESOLUTION

That the meeting be re-opened to the public and the doors re-opened.

CR DAN BULL, MAYOR MOVED, CR GIORGIA JOHNSON SECONDED

CARRIED UNANIMOUSLY: 10/0

At 10:06pm, the doors were re-opened to the public and any members of the public gallery were invited to return to the meeting (however no members of the public returned).

14.2 Public Reading of Resolutions That May be Made Public

Nil.

15. CLOSURE

There being no further business to discuss, the Chairperson, Cr Dan Bull, Mayor, declared the meeting closed at 10:06pm.