

# Agenda

## ORDINARY COUNCIL MEETING

**27 October 2020**

### Notice of Meeting

The next Ordinary meeting of Council will take place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on ***Tuesday, 27 October 2020*** commencing at ***6:30pm***.

Yours sincerely



**ANDREW BRIEN**  
**CHIEF EXECUTIVE OFFICER**

**16 October 2020**



### **Meeting Procedures**

1. All Council meetings are open to the public, except for matters dealt with under 'Confidential Items'.
2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a City Staff Member.
3. Members of the public may ask a question during 'Public Question Time'.
4. Meeting procedures are in accordance with the City's Standing Orders Local Law 2018.
5. To facilitate smooth running of the meeting, silence is to be observed in the public gallery at all times, except for 'Public Question Time'.
6. This meeting will be audio recorded in accordance with the resolution of Council of 17 May 2016.
7. Persons are not permitted to record (visual or audio) at the Council meeting without prior approval of the Council.
8. In the event of an emergency, please follow the instructions of City of Bayswater Staff.

### **City of Bayswater**

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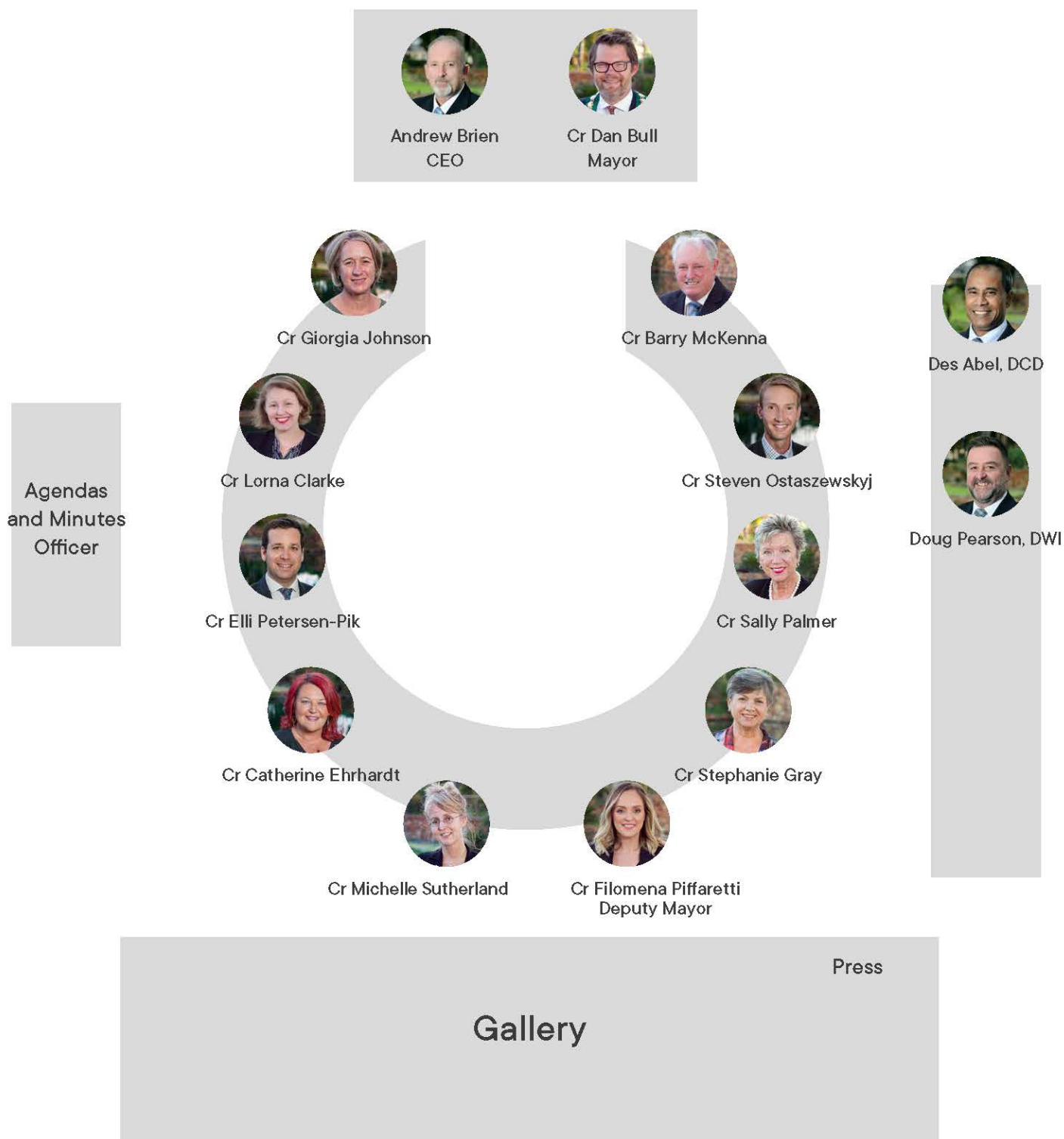
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# Council Chambers

## Seating Plan



## **Nature of Council's Role in Decision Making**

**Advocacy:** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

**Executive/Strategic:** The substantial direction setting and oversight role of the Council, e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

**Legislative:** Includes adopting local law, town planning schemes and policies.

**Review:** When Council reviews decisions made by officers

**Quasi-Judicial:** When Council determines an application/matter that directly affects a persons rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits/licenses (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

### *City of Bayswater Standing Orders Local Law 2018*

#### **6.9 Deputations**

- (1) Any person or group wishing to be received as a deputation by the Council or a Committee open to the public is to either –
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the Presiding Member, at the meeting.
- (2) Upon receipt of a request for a deputation the CEO must refer the request to the relevant decision making forum, either Council or a Committee, to decide by simple majority whether or not to receive the deputation.
- (3) Deputations in relation to a decision which requires absolute or special majority should be made to Council, in all other circumstances Deputations should be referred to the forum making the final decision on the matter.
- (4) Unless Council or the Committee meeting resolves otherwise, a deputation invited to attend the meeting is not to address the meeting for a period exceeding 5 minutes.
- (5) Unless given leave by the Presiding Member, only two members of the deputation may address the meeting, although others may respond to specific questions from Members.
- (6) For the purposes of this clause, unless Council or the Committee resolves otherwise, a deputation is taken to comprise all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (7) Unless Council or the Committee resolves otherwise, any matter which is the subject of a deputation to the Council or a Committee open to the public is not to be decided by Council or the Committee until the deputation has completed its presentation.
- (8) The Presiding Member may require deputations to leave the meeting while other deputations are being heard in relation to that matter.

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## AGENDA

### 1. OFFICIAL OPENING

### 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.*

### 3. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

### 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 Ward

Cr Catherine Ehrhardt  
Cr Elli Petersen-Pik

**Officers**

Mr Andrew Brien	Chief Executive Officer
Mr Doug Pearson	Director Major Projects
Mr George Rimpas	Acting Director Works and Infrastructure
Mr Des Abel	Acting Director Corporate and Strategy

Mr Michael Worthington  
Ms Cassandra Flanigan  
Ms Jelena Misic

Acting Director Community and Development  
Executive Support/Research Officer  
Mayor and Council Support Officer

**Observers**

Press -

Public -

**Leave of Absence****4.1 Apologies****4.2 Approved Leave of Absence**

<b>Councillor</b>	<b>Date of Leave</b>	<b>Approved by Council</b>
Cr Catherine Ehrhardt	29 October 2020	Ordinary Council Meeting 22 September 2020

**4.3 Applications for Leave of Absence****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.

**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 agenda will be considered in the first instance, followed by questions relating to Council business not listed on the agenda.
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 agenda for the following meeting.

**6.1 Responses to Public Questions Taken on Notice at the Ordinary Council Meeting of 22 September 2020**

**Mr Warren Lance – 21 Watervista Place, Maylands**

**Item 11.1 – Cr Catherine Ehrhardt – Opening of Roadway – Swan Bank Road, Maylands**

**Question 1**

I've heard questions and information about traffic counters on Clarkson Road. Has there been any traffic counts done on Swan Bank Road? In other words, as it feeds into Peninsula Road, because only from what I've observed, there's a lot of traffic comes in and out of the golf course, and besides that there is, I don't know, 60 to 70 properties along Swan Bank Road, the roads that feed into it, Mary Street and probably some of Foggerthorpe. So I think for Council to get a better assessment of how the traffic is now, surely they should consider doing a traffic count on Swan Bank?

**Answer 1**

Please be advised that the City has traffic count data on the north portion of Swan Bank Road within the vicinity of the golf course entrance. The City, as a result of the Notice of Motion, had also set up a traffic count on the southern portion of Swan Bank Road near the Clarkson Road junction prior to the Police Academy entrance.

As you may be aware, the Motion lapsed and did not get passed by Council.

**Item 10.2.3 – List of Payments for the Month of August 2020**

**Question 2**

I have one other question, but I don't know what item number it is. It's to do with the expenses for the end of August; the list of payments. 10.2.3? Thank you. Specific about the credit card use. I notice on the August statement for the CEO, there are actually three



**payments made – one of them is to Myfonts – a subscription of \$296.69. There's also a payment to Audible Australia – a subscription for \$16.45. And an Apple.com subscription for \$4.49. Now that totals \$317.63, and by the way, those three subscriptions have been on many other monthly statements. Can I please find out what they are specifically for?**

Answer 2

Mr Andrew Brien, Chief Executive Officer advised that the payment in relation to the fonts used to appear on the Director of Corporate and Strategy's credit card – that's one that's done for Media and Communications with all the City's brochures and marketing, and that is something that the City is required to pay every month. In relation to the Audible, that is for purchase of books – management books et cetera – and they're listed each month as to what books they are that have been purchased in there. The Apple is for online storage for Council agendas and so forth used associated with the iPads.

Question 2A

**Can I get a copy of the books and the stuff that had been bought, please?**

Answer 2A

The books purchased on the City's Audible account are:

- Systems Thinking for Social Change – David Peter Stroh
- The 7 Habits of Highly Effective People – Stephen R. Covey
- Emotional Intelligence – Ian Tuhovsky
- One Minute Mentoring – Ken Blanchard and Claire Diaz-Ortiz
- Emotional Intelligence, 10<sup>th</sup> Edition – Daniel Goleman
- Essentialism – Greg McKeown
- The 15 Commitments of Conscious Leadership – Jim Dethmer, Diana Chapman, Kaley Klemp
- Leadership and Strategy Tactics – Jocko Willink
- Extraordinary Leadership – Robin Sharma
- Key Person of Influence – Daniel Priestly
- Mentoring 101 – John C. Maxwell
- How to be Present in an Absent World – Daniel Montgomery, Eboni Webb, Kenny Silva
- Legacy – James Kerr
- Critical Business Skills for Success – Clinton O. Longenecker, Eric Sussman, Michael A. Roberto, Ryan Hamilton
- 21 Days of Effective Communication – Ian Tuhovsky
- Thinking Strategically – Avinash K. Dixit
- How to Win Friends & Influence People – Dale Carnegie
- The Infinite Game – Simon Sinek
- Execution Excellence – Sanjiv Anand
- The Subtle Art of Not Giving a F\*ck – Mark Manson
- Executive Presence, Second Edition – Harrison Monarth
- Advocacy: Championing Ideas and Influencing – John A. Daly
- The Dichotomy of Leadership – Jocko Willink and Leif Babin
- Turn the Ship Around! – L. David Marquet

**Ms Stella Grey – Friends of Maylands Brickworks****Item 11.1 – Cr Catherine Ehrhardt – Opening of Roadway – Swan Bank Road, Maylands****Question 2**

Also, the second question is when and who actually requested the installation of the traffic counters on two of the four roads that will be affected? Because Mary Street and Swan Bank Road should have been included in the overall picture.

**Answer 2**

Please be advised that the setting out of traffic counters was instigated as a result of the raising of the Notice of Motion.

As you may be aware, the Motion lapsed and did not get passed by Council.

**6.2 Public Question Time****7. CONFIRMATION OF MINUTES****7.1 Ordinary Council Meeting: 22 September 2020**

The Minutes of the Ordinary Council Meeting held on Tuesday, 22 September 2020 which have been distributed, be confirmed as a true and correct record.

Moved:

Seconded:

**8. PRESENTATIONS****8.1 Petitions****8.2 Presentations****8.3 Deputations**

Deputations are to be heard at the Agenda Briefing Forum at **6:30pm** on **Tuesday, 20 October 2020**, in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley.

## 8.4 Delegates Reports

### 8.4.1 Cr Steven Ostaszewskyj – WALGA Council Member Essentials Serving on Council Course

<b>Authority/Discretion:</b>	<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
<b>Voting requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. WALGA Training Certificate of Achievement	

## REPORT

On 10 February 2020, Cr Steven Ostaszewskyj completed training for WALGA's Council Member Essentials course, *Serving On Council*. Cr Ostaszewskyj attended in-person on 23 and 24 January 2020. The cost of this compulsory course was \$900.

## KEY TOPICS

- The principles of governance, similar to a company board, helps Council to enhance organisational performance, minimise risk and increase confidence of the community in their local government.
- Councillors balance governing the local government through Council decisions and Committee participation whilst also acting as an elected representative at civic functions, events and meetings.
- There are separate roles for Council and Administration, with the connection occurring through the CEO's prescribed functions. Elected Members are prohibited from undertaking tasks that contribute to the operation and administration of the local government.
- The Council's strategic role requires Councillors to work collaboratively, be responsible for the performance of functions, oversee the allocation of finances and resources and determine policies that balance economic prosperity, social advancement and environmental protection.
- Elected Members need to make ethical and accountable decisions, prepare thoroughly for meetings, gathering information from trusted sources and question that information. Councillors must follow meeting procedures, disclose interests and vote according to sound reasoning.
- Social media is an important tool for communicating. Elected Members should ensure their communications comply with the *Local Government Act 1995*, Rules of Conduct and the Council's policies.

## CONCLUSION

*Serving on Council* provided information about the role of an Elected Member, their responsibilities and processes and procedures that influence how they support the community.

## RECOMMENDATION

That Council notes the Delegates Report by Cr Steven Ostaszewskyj on the WALGA Council Member Essentials *Serving on Council* course completed on 10 February 2020.

**Moved:**

**Seconded:**

Attachment 1



**8.4.2 Cr Giorgia Johnson – 2020 Waste and Recycle Conference**

<b>Authority/Discretion:</b>	<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
<b>Voting requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. 2020 Waste and Recycle Virtual Conference Program	

**REPORT**

On 25 September 2020, Cr Giorgia Johnson attended the 2020 Waste and Recycle Conference. The cost of this virtual conference was \$199.

**KEY TOPICS**

Thank you for the opportunity to again attend the Waste and Recycle Conference, held online on Friday, 25 September 2020, prior to the WALGA Annual General Meeting.

The generous Welcome to Country in language was given by Bayswater's Barry McGuire.

Mr Reece Raymond Whitby MLA opened the conference in his capacity as Parliamentary Secretary to the Minister for Environment, on behalf of Hon. Stephen Dawson MLC, Minister for Environment; summarising the state government's actions so far, reforms underway and announced further money for recycling.

Achievements of the current state government include:

- Introduction of the container deposit scheme.
- Banned plastic bags.
- Established waste strategy with holistic targets.
- Supported Council of Australian Governments (COAG) ban on export of waste with the following revised deadlines, as announced 3 March 2020:
  - 1 Jan 2021 – glass;
  - 1 July 2024 - mixed paper and cardboard;
  - 1 July 2021 - mixed plastics; and
  - 1 Dec 2021 – tyres.
- Waste Avoidance and Resource Recovery (WARR) account fully committed to proactively deliver local solutions.
- 2019 Waste Avoidance and Resource Recovery Strategy – goal for WA to become a sustainable, low-waste circular economy in which human health and the environment are protected from the impact of waste, 75% recovery target by 2030 with specific actions to achieve this.
- This year, waste reform consultation paper "Closing the Loop" to improve waste management in WA:
  - Sought feedback on aligning *Environmental Protection Act 1986* with Waste recovery objectives.
  - Waste levy – clarifying its application and exemptions and improving the collection of the levy.

- Simplifying the solid waste licensing categories and improving solid waste reporting to track the movement of waste – including tyre storage and illegal waste disposal.
  - At the close of submissions, Department of Water and Environmental Regulation (DEWR) is preparing a regulatory impact statement on Waste Reform and a recommendation of the scope and application of the Waste Levy.
- New consultation now open – statutory review of the *Waste Avoidance and Resource Recovery Levy Act 2007*, closes 25 October 2020.
- Reiterated Investments of \$30m + \$5m in industrial land, matched by Federal Government \$20m, not including paper and cardboard projects, to improve recycling rates (to fund up to 1/3 of project costs). Applications currently being assessed.
- August 2020 – new waste grant programs announced (replacing Community and Industry Engagement grants) – \$1.5m for community and business grants, infrastructure and education programs.
- Waste Sorted grant of up to \$250K to support local recycling infrastructure – applications are now closed and will be announced soon.
- Across WA, 1/2 of all yellow bins and 3/4 of all red bins have things in them that shouldn't be there (contamination).
- Be a GREAT Sort campaign – Gifting, Recycling the 5's, Earth recycling (compost or FOGO), Avoiding (ditch single use items), Take to drop-offs (specialist collection points for hazardous waste: batteries, paint and e-waste).
- \$20m Better Bins (go FOGO) 19 Local Governments have applied for funding to transition to 3-bin FOGO rollout.
- Roads to Reuse program – support supply of construction and demolition (C&D) waste for Main Roads Western Australia (MRWA) road construction. Pilot program found that benefits were lower costs of transport, less landfill, lower emissions, reduced disturbance of wildlife to reduced quarrying, and the material was more durable and will help extend the life so overall costs are lower, less mixing (saves time and labour) and less water used. The Minister encouraged Local Governments to also think about adopting their procurement process.
- Possible ban on e-waste to landfill – discussion paper expected this year.
- State Waste Infrastructure Plan – stakeholders will be consulted.
- LG Waste Plans in operation by March 2021 to drive better change.

The keynote speaker was Dr Richard Dennis, Chief Economist and former Executive Director of The Australia Institute, zooming in from his car in Canberra, which he used as an example of a widely accepted and highly regulated product. He spoke about avoiding waste by gifting services instead of physical stuff, especially at Christmas, using the coffee culture as an example of our capacity to change behaviour: it popped up in the last 20 years with takeaway cups creating a whole new stream of waste, the insanity of buying bottled water at \$10 a litre and complaining about the price of fuel, avoiding waste and then not wasting the waste - creating gas and organics instead of just burning it, and mandating the use of recycled content. As an economist, he made the point that jobs creation is more efficient if we spend money on services rather than building things: \$1m buys just 2 construction jobs but would create 10 jobs in providing labour intensive services.

In the concurrent sessions I heard from:

- Karen Gomez speaking about Paintback as an example of a successful product stewardship scheme to deal with a problem waste. A tiny levy on each litre of paint

sold pays for the service which accepts all brands of paint at hundreds of collection points and keeps hazardous materials out of landfill.

- Michael Coghill of Total Green Recycling:
  - “E-waste is on the rise, recycling facilities are on fire and the National TV and Computer Recycling Scheme needs to lift its game”.
  - Recycling is just not keeping up with the rate of innovation in technology, and it’s more important to close the loop for real. We can’t recycle our way out of the e-waste.
  - By-catch – the things that are not covered by the scheme – is growing rapidly and is 40% of consumer e-waste which goes to landfill or low level recovery by metal recyclers including solar panels (more solar panels are coming off rooves than flat screen TVs coming out of houses) and batteries galore, especially with electric cars coming.
  - Because we are not collecting enough e-waste, WA councils are not receiving their share of funding from this scheme.
- Tim Cusack, WA Return Recycle Renew Ltd, gave an outline of the scale and scope of the WA container deposit scheme “Containers for Change” starting in 6 days on 1 October. WA throws out 1.3m containers each year, making up to 30% of landfill, will have 229 refund points by the end of the first year, 200 at the start of the program with 40% operated by not-for-profit organisations, 40% by industry and 20% by Local Governments.
- John Gertsakis, E-waste Watch Institute, Institute for Sustainable Futures and Equilibrium, looked at business models such as sharing and repairing and product life cycles, design and the product supply chain as part of product stewardship and consumption. Summary of Federal policy reform underway and plans around design, repair and reuse.

## RECOMMENDATION

That Council notes the Delegates Report by Cr Giorgia Johnson on the 2020 Waste and Recycle Conference held on 25 September 2020.

**Moved:**

**Seconded:**

Attachment 1


The logo for the Waste & Recycle Conference is set against a dark green background. At the top is a stylized recycling symbol. Below it, two kangaroos are depicted in profile, facing outwards. In the center is a yellow hexagon with the text 'WASTE & RECYCLE CONFERENCE' in black. Below the hexagon is a map of Australia. At the bottom, the text 'FRIDAY 25 SEPTEMBER 2020' and 'VIRTUAL CONFERENCE PROGRAM' are displayed in a stylized font.

<i>Time</i>	<i>Event Program</i>
8.25am – 8.30am	Conference Convenor Welcome
8.30am – 8.40am	Welcome to Country
8.40am – 9.00am	<b>OPENING OF VIRTUAL CONFERENCE</b> Hon. Stephen Dawson MLC, Minister for Environment; Disability Services; Electoral Affairs
9.00am – 9.30am	<b>Keynote Speaker:</b> Dr. Richard Denniss, Chief Economist and former Executive Director of The Australia Institute



9.30am – 10.15am	<b>CONCURRENT SESSION:</b> <b>PRODUCT STEWARDSHIP IN ACTION</b> Facilitator: Gayle Sloan, Waste Management & Resource Recovery Association of Australia	<b>CONCURRENT SESSION:</b> <b>BEHAVIOUR CHANGE</b> Facilitator: Libby Eustance, Western Metropolitan Regional Council
	<b>What Makes an Effective Product Stewardship Scheme?</b> Karen Gomez, Paintback	<b>Behaviour Works</b> Mark Boulet, Research Fellow at BehaviourWorks Australia
	<b>E-waste, Facilities on Fire and NTCRS</b> Total Green Recycling	<b>Behaviour Change</b> Tanya Lewis, Founder Eco Organiser® The 10 R's®
	<b>CDS, nearly there?</b> Tim Cusack, WA Return Recycle Renew Ltd	
	<b>Product Stewardship and the Circular Economy</b> John Gertsakis, Ewaste Watch Institute	<b>WA Campaign</b> Cara Williams, Department of Water and Environmental Regulation
	Q&A	Q&A

10.15am – 10.45am	<p><i>Morning Tea Break</i></p> <p>Virtual Exhibition Open</p>	
10.45am – 11.30am	<p><b>CONCURRENT SESSION:</b> NEW APPROACHES TO PACKAGING AND PRODUCTS</p> <p>Facilitator: Rebecca Brown, Western Australian Local Government Association</p>	<p><b>CONCURRENT SESSION:</b> INFRASTRUCTURE DEVELOPMENT AND INVESTMENT</p> <p>Facilitator: Gayle Sloan, Waste Management &amp; Resource Recovery Association of Australia</p>
	<p><b>Packaging and the latest thinking/policies/ innovations in Europe</b></p> <p>Dr. Anne-Marie Bremner, Encycle Consulting</p>	<p><b>Infrastructure Victoria</b> Elissa McNamara, Infrastructure Victoria</p>
	<p><b>End-to-End Packaging to Waste Management Solutions</b></p> <p>Daragh Maher, WRITE Solutions Australia</p>	<p><b>Sustainability Victoria</b> Matt Genever, Sustainability Victoria</p>
	<p><b>National Textiles Reuse Policy</b></p> <p>Omer Soker, National Association of Charitable Recycling Organisations</p>	<p><b>Macquarie Group</b> Nick Entsch, Macquarie Group</p>
	Q&A	Q&A

11.30am – 11.45am	<b>Perfect Pitch – Catch Up with Previous Winners</b> Blake Cassidy & Martin McGinty, matter. Poppy Briggs & Lucy Lonnqvist, St Mary's Anglican Girls' School – Bin It Right App
11.45am – 12.15pm	<b>Keynote Speaker:</b> Dr Geoff Brighty, Environmental Sustainability Associates Limited
12.15pm – 12.30pm	Conference Wrap Up
12.30pm – 1pm	 <b>DALLYWATER</b> CONSULTING Networking in the Dallywater Consulting Chat Room
Please note the program is subject to change.	

## PROUDLY HOSTED BY



## GOLD SPONSORS



## SILVER SPONSORS



**9. METHOD OF DEALING WITH AGENDA 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.

**10. REPORTS****10.1 Chief Executive Officer Reports****10.1.1 Close-Out Report - Local Road Safety Trial Reference Group and Morley Commercial Precinct Anti-Social Behaviour Working Group**

<b>Applicant/Proponent:</b>	City of Bayswater	
<b>Responsible Directorate:</b>	Office of the Chief Executive Officer	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	Nil.	
<b>Refer:</b>	Item 10.1.1 OCM 22.09.2020 Item 10.4 COVID-19 AC 16.04.20 Item 10.1.3 OCM 28.01.2020	

**SUMMARY**

For Council to note the work completed to date by the Local Road Safety Trial Reference Group and Morley Commercial Precinct Anti-Social Behaviour Working Group and identify any outstanding matters.

**OFFICER'S RECOMMENDATION**

**That Council notes the close out reports of the Local Road Safety Trial Reference Group and the Morley Commercial Precinct Anti-Social Behaviour Working Group.**

**BACKGROUND**

At the Ordinary Council Meeting on 28 January 2020, Council considered the continuation of working groups following the recent election:

**"OFFICER'S RECOMMENDATION**

*That Council:*

- Endorses the continuation of the Maylands Waterland Working Group and Morley Commercial Precinct Anti-Social Behaviour Working Group subject to the development of appropriate terms of reference and operating framework for each group which are to be presented to Council at a future meeting.*
- Notes that the Local Road Safety Trial Reference Group will be preparing a report and recommendations in relation to the effectiveness and value of the group which will be provided to a future Council meeting at which time the Council will consider the future of this working group.*
- Notes that in the event that the Notice of Motion to establish a Committee to focus on homelessness is supported by Council, that the Homelessness and Social Housing Working Group will cease.*
- Notes that the following working groups will cease:*
  - Waste Working Group,*

- (b) *Facilities Working Group,*
  - (c) *Audit and Risk Management Committee Environmental Asset Management Working Group,*
  - (d) *Audit and Risk Management Committee Red Tape Reduction Working Group,*
  - (e) *Audit and Risk Management Committee Legal Services and Spending Working Group;*  
*and (f) Audit and Risk Management Committee Community Engagement Working Group will cease.*
5. *Requests the Chief Executive Officer to develop a Policy, Guidelines and an Operating Framework in relation to working groups for Council's consideration,"*

Council resolved to defer the item to a future Council Meeting, with the following reasons for change:

***"Council changed the officer's recommendation as it felt that Councillors will be better placed to consider the value and future of working groups after a Policy, Guidelines and Operating Framework in relation to working groups has been developed."***

City Officers began progressing the Policy and Guidelines following the meeting, however this work was put on hold due to the need to respond to the COVID-19 Coronavirus pandemic.

At the COVID-19 Advisory Committee Meeting on 16 April 2020, the Committee resolved as follows:

***"... 5. Approves the deferral of the final report to Council on the development of a policy, guideline and operating framework of Working Groups to the Ordinary Council Meeting in September."***

Officers continued with the development of the Policy and Guidelines in accordance with the September due date. On 14 August 2020, amendments were gazetted to the *Local Government (Rules of Conduct) Amendment Regulations 2020* which removed a portion of regulation 9(1). Following an analysis of these amendments, it can be considered that working groups are seen as undertaking or contributing to the work of the administration via a Council resolution to establish a working group.

Council therefore resolved as follows at the Ordinary Council Meeting on 22 September 2020:

***"That Council:***

- 1. Notes the cessation of the development of the Policy and Framework for the establishment of working groups in light of recent legislative amendments; and***
- 2. Notes that a final report on any working groups established prior to the legislative changes will be provided to Council."***

## **EXTERNAL CONSULTATION**

Nil.

## **OFFICER'S COMMENTS**

At the time of the writing the report to Council on 28 January 2020, the following groups had been established:

- Maylands Waterland Working Group
- Morley Commercial Precinct Anti-Social Behaviour Working Group
- Local Road Safety Trial Reference Group
- Homelessness and Social Housing Working Group
- Waste Working Group
- Audit and Risk Management Committee Environmental Asset Management Working Group
- Audit and Risk Management Committee Red Tape Reduction Working Group
- Audit and Risk Management Committee Legal Services and Spending Working Group
- Audit and Risk Management Committee Community Engagement Working Group

**Groups that have not continued to meet**

It is noted that a number of groups have either achieved their purpose or have not met in a significant amount of time. Those groups which fall under this category are:

- Homelessness and Social Housing Working Group
  - This group was disbanded in light of the establishment of the Local Homelessness Advisory Committee.
- Waste Working Group
  - This group has not met recently given significant collaboration underway between the City and the EMRC to rollout FOGO to the City in early 2021.
- Maylands Waterland Working Group
  - The project has progressed significantly, with the tender currently live for Stage 1 of the refurbishment.
  - Given that the group was established to consider future options for the site, it has met its purpose and has not met recently.
- Facilities Working Group
  - The Facilities Working Group was formed via the Community, Technical, Finance and Corporate Services Committee in June 2018 to mainly examine current management arrangements between the City and the YMCA in relation to Morley Sport and Recreation Centre.
  - The City has continued to engage with the YMCA on a regular basis and the group has not met recently.
- Working groups established under the Audit and Risk Management Committee
  - City records indicate that the groups met at least twice in 2016 however it does not appear that any further meeting occurred after July 2016.
  - Many of the areas identified have been dealt with through other mechanisms and remain an ongoing focus for staff.

In light of the above, the two remaining working groups which were established prior to the legislative changes which have continued to operate are the Local Road Safety Trial Reference Group and the Morley Commercial Precinct Anti-Social Behaviour Group. In accordance with the Council resolution of 22 September 2020, a close out report is provided below.



**Close out report – Local Road Safety Trial Reference Group (LRSTRG)**

The LRSTRG was established via the below Notice of Motion raised by Cr Dan Bull, Mayor and adopted by Council at the Ordinary Council Meeting on 24 July 2018:

***“That Council establish a trial Reference Group looking at priorities and opportunities to increase cycle-ability and walk-ability within the West Ward, comprising of Ward Councillors, the Chief Executive Officer or his appointed delegate and representatives from local community groups, schools, bicycle users and interested residents to identify local initiatives. The first priority of the group will be to meet with the Department of Transport and seek to provide recommendations to Council for the progression and completion of the Bike Boulevard to Morley (including determining the most appropriate form and route) as soon as practicable after meeting with the Department, and subsequently provide other recommendations to Council, including whether there is merit in the group continuing and whether this approach or an alternative model is appropriate to address the local road safety issues within the City of Bayswater.”***

The group was formed in light of the Department of Transport’s ‘Safe Active Street’s pilot program. Stage one of the Bike Boulevard along Leake and May Streets, Bayswater (Riverside Gardens to Adelphi Street) was completed in 2017. Stage two was proposed to continue along May Street from Adelphi Street to Beaufort Street and then along Edward Street (Beaufort Street to Catherine Street) and then along Catherine Street to Russell Street. Council considered a report on stage 2 at the Ordinary Council Meeting of 17 April 2018 and resolved not to approve stage 2.

The LRSTRG met on six occasions to look at alternatives to continue the Bike Boulevard to the Morley Activity Centre, with a report developed on alternate options. Comments received from the Department of Transport indicated that the alternatives proposed in the report did not meet the Safe Active Streets Criteria and could not be funded under the program.

The report was presented to Council at the Ordinary Council Meeting on 28 January 2020 and the following was resolved:

***“That Council writes to the Minister for Transport requesting a meeting to discuss:***

- 1. The need for funding to realise Stage Two of the City of Bayswater Safe Active Streets project via a route that is acceptable to the community.***
- 2. Funding opportunities for the finalisation of the route or complementary routes through Metronet or Bayswater Station projects.***
- 3. The funding and installation of the previously committed pedestrian on Stage One of the project at the Leake Street/Whatley Crescent intersection.”***

A response was received from the Minister on 15 May 2020 reaffirming the response from the Department. The Minister advised that that any alternate route to the original Stage Two Safe Active Streets project via May and Edwards Streets would not be 100% funded under the Safe Active Streets program and a funding application for up to 50% of the project would need to be made via the annual grants submission in July of each year.

Council considered the Minister’s response at the Ordinary Council Meeting on 23 June 2020 and the preferred options from the reference group. Council resolved as follows:

***“That Council:***

- 1. Notes the Minister for Transport; Planning’s response to the Local Road Safety Trial Reference Group’s recommendations for the next phase of the City of Bayswater’s cycling network.***
- 2. Supports in principle the alternate routes proposed by the reference group subject to further investigation.***

**3. Notes that the City will submit a funding application for the provision of cycling facilities along Drake Street from Evans Place to Bayview Street."**

Notwithstanding the cessation of the LRSTRG, the City will continue to look for opportunities to increase cycle-ability and walk-ability within the City. Measures undertaken to date include:

- Footpath Program 2020-21
  - \$600,000 has been allocated for footpath construction within the City;
  - \$200,000 has been allocated for the provision of footpaths within reserves as part of the City's Play Space Program.
  - \$540,000 of extra ordinary funding has been received from the Federal Government which has been allocated to paths along the City's arterial roads.
- Grants have been submitted for the WA Bicycle Network Grants 2021-22/2022-23 for the following projects:
  - Drake Street Cycle Path – Stage 1
  - City of Bayswater Local Bike Plan – review and updating of the plan to align with the WA Bicycle Network Plan, the Long Term Cycle Network (**LTCN**), highlighted routes from the Local Road Safety Trial Reference Group and the inclusion of routes identified in the design of the Bayswater Train Station through METRONET
- Council support the Department of Transport's aspirational Long Term Cycle Network in June 2020 subject to amendments.
  - The endorsement does not commit the Council nor State Government agencies to deliver all and/or part of the LTCN within a particular timeframe nor commit any party(s) to fund any specific route within the LTCN; and
  - The endorsement confirms support for Local and State Government agencies to work together in delivering the aspirational LTCN over the longer term.

The LRSTRG has no outstanding matters.

**Close out report – Morley Commercial Precinct Anti-Social Behaviour Working Group (MCPASBWG)**

The MCPASBWG was established via the below Notice of Motion raised by former Cr Chris Cornish (then Deputy Mayor) and adopted by Council at the Ordinary Council Meeting on 9 July 2019:

*"That the City liaises with Amber-Jade Sanderson MLA and form a working group to discuss required actions to reduce the anti-social behaviour in the Morley commercial precinct. The working group shall include Ms Sanderson, Central Ward Councillors, appropriate City Officers and other stakeholders such as representative(s) from the WA Police, Galleria Shopping Centre, Coventry Village, relevant community service organisations and other local MLAs as required."*

The group met on four occasions between October 2019 and August 2020. In addition to City Officers, Ms Sanderson MLA and Ms Lisa Baker MLA, representatives from the following organisations were invited and attended various meetings:

- WA Police – Morley Police Station
- Department of Communities
- Nyoongar Outreach Services

Representatives from Vicinity Centres were also invited however did not attend any meetings.

It was identified at the outset of the meetings that whilst action is taken where possible in relation to anti-social behaviour, homelessness and begging are not illegal and a collaborative approach is required to address this matter.

The group discussed increased partnership with the City's Ranger and Security Services and the various organisations including the WA Police and Nyoongar Outreach Services. Discussions also explored what potential support the Department of Communities could provide to the area, noting the 'hotspots' in the Morley Commercial Precinct.

In August 2020, the Chair of the MCPASBHW wrote to the members advising that given the fruitful discussions to date and further development of excellent communication lines between the City, Police and other services and light of the development of the City's Homelessness Strategy, meetings should be paused.

The City will continue to work with the WA Police and external agencies where feasible in relation to anti-social behaviour in the Morley Commercial Precinct. There are no outstanding matters for the MCPASBWG.

### **LEGISLATIVE COMPLIANCE**

The above two close-out reports are provided in light of the cessation of working groups to ensure compliance with the recently gazetted amendments to the *Local Government (Rules of Conduct) Amendment Regulations 2020*.

### **OPTIONS**

Not applicable.

### **FINANCIAL IMPLICATIONS**

Nil.

### **STRATEGIC IMPLICATIONS**

The close out reports for the two remaining working groups provides accountability and good governance in relation to the work that was undertaken by the groups.

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**

Following amendments to the *Local Government (Rules of Conduct) Amendment Regulations 2020*, working groups can no longer be established by Council. Close out reports have been provided for the two remaining active working groups, being the Local Road Safety Trial Reference Group and the Morley Commercial Precinct Anti-Social Behaviour Working Group.

**10.2 Corporate and Strategy Directorate Reports****10.2.1 Financial Reports for Period 1 September 2020 to 30 September 2020**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Monthly Financial Statements (with supporting information). 2. Cash Backed Reserve Report Reserve Fund. 3. Capital Acquisitions & Non-Operating Grants Report. 4. Economic Stimulus Projects as at 30 September 2020	

**SUMMARY**

This report details the financial reports for the period 1 September to 30 September 2020 including, Monthly Financial Statements with supporting information (**Attachment 1**), Cash Backed Reserve Report (**Attachment 2**), Capital Acquisitions & Non-Operating Grants Report (**Attachment 3**) and Economic Stimulus Projects (**Attachment 4**) as at 30 September 2020.

**OFFICER'S RECOMMENDATION**

That Council notes the financial reports for the period 1 September to 30 September 2020, comprising:

1. Monthly Financial Statements with supporting information (**Attachment 1**).
2. Cash Backed Reserve Report Reserve Fund (**Attachment 2**).
3. Capital Acquisitions & Non-Operating Grants Report (**Attachment 3**).
4. Economic Stimulus Projects as at 30 September 2020 (**Attachment 4**).

**BACKGROUND**

The *Local Government Act 1995* in conjunction with regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* requires a monthly Financial Activity Statement 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 30 June 2020, Council adopted the Annual Budget for the 2020/21 financial year. The figures in this report are compared to the adopted budget and subsequent amendments as approved by Council throughout the financial year.

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 2020/21 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:

- Monthly Financial Statements with supporting information (**Attachment 1**);
- Cash Backed Reserve Report (**Attachment 2**);
- Capital Acquisitions & Non-Operating Grants Report (**Attachment 3**); and
- Economic Stimulus Projects as at 30 September 2020 (**Attachment 4**).

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 (accruals, depreciation, provisions, etc.).

The Detailed Statement of Comprehensive Income by Nature or Type Classifications discloses reportable variances.

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**) summarises total capital and operating expenditure.

The projects summarised in the Capital Acquisitions & Non-Operating Grants Report (**Attachment 3**) detail the capital (actual and committed) expenditure for the period 1 September to 30 September 2020.

**Attachment 4** outlines the economic stimulus projects and the current financial position of each project as at 30 September 2020, with some of these projects spanning over multiple financial years.

## 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.

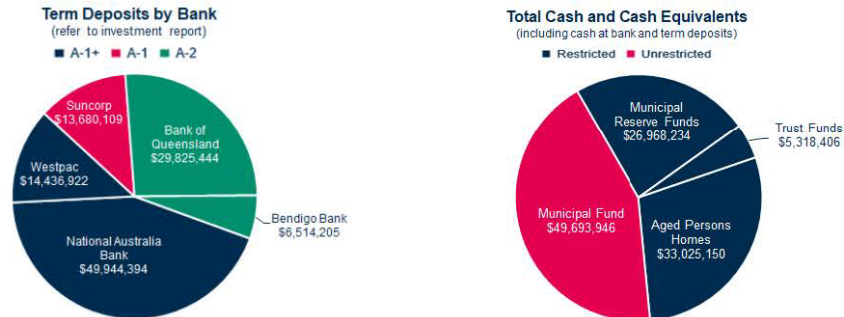
### **CONCLUSION**

That Council notes the financial reports for the period 1 September to 30 September 2020.

**Attachment 1**

# Monthly Financial Statement Snapshot

September 2020



	Debtors				Trade Creditors
	Sundry	Infringement	Recreation	Total	
Total Outstanding	\$308,996	\$335,646	\$444,296	\$1,088,938	\$7,063
Not yet due	0%	0%	70%	29%	0%
Current	90%	3%	21%	34%	76%
Over 30 days	5%	3%	1%	3%	2%
Over 60 days	5%	94%	8%	34%	22%

**Rates & Charges**

Collected	66%
Total Outstanding	\$23,956,640
Deferred Rates	\$736,498

Payment Options	YTD 2020/21	2019/20
Payment in Full	16,610 to date	14,318 by 16/08/19
Instalment	10,171	9,715
Rates Smoothing	1,799	1,522
Arrangement	418	648
None Selected	3,313	5,831

**Capital**

	Annual Budget	YTD Budget	YTD Actual	YTD % Spent
Expenditure	\$30,687,452	\$2,023,216	\$2,189,482	108%
	Annual Budget	YTD Budget	YTD Actual	YTD % Received
Revenue	\$5,810,926	\$192,000	\$210,632	110%

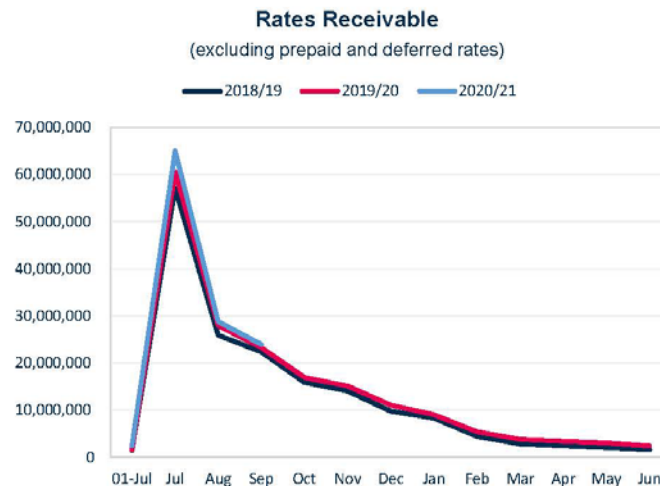
**Operating**

	Annual Budget	YTD Budget	YTD Actual	YTD % Spent
Expenditure	\$87,738,199	\$20,299,934	\$20,144,191	99%
	Annual Budget	YTD Budget	YTD Actual	YTD % Received
Revenue *excludes rates	\$30,908,030	\$15,803,455	\$16,867,616	107%

**City of Bayswater  
Executive Summary  
for the period 1 July 2020 to 30 September 2020**

**Revenue**

During September 2020 the City's cash flow has been stable with rates payments being received after the final notices were issued. To date 16,610 properties have paid in full with 12,388 properties nominating a payment option. Currently there are over 3,300 properties where no payment option has been selected with around 500 properties having a senior/pensioner concession. The second instalment notice was issued towards the end of September with the due date in October.



**Sundry Debtors**

Currently there is \$1.09m outstanding for sundry debtors with 34% of this balance sitting over 60 days outstanding. The majority of this balance relates to infringements, where majority have been lodged with the Fines Enforcement Registry who progress the debt recovery of the City's fines. For recreation the majority of overdue debts have payment arrangements in place. The portion relating to sundry debtors consists of two leaseholders with payment arrangements in place, court imposed fines and a reimbursement of veterinary expenses.

**Capital**

Capital expenditure is currently above the year-to-date budget which is due to an earlier commencement date on projects. The major capital expenditure variances were caused by additional spending towards plant replacements (374k relating to a truck replacement), footpath construction (\$188k) and other infrastructure projects (street light upgrade \$93k, floodlight replacement \$43k and the passive light replacement program \$33k). There are a few projects that are behind the expected timeframes which include projects for building (sporting and recreation facilities \$180k and Bayswater Waves \$93k) and park development (COVID-19 stimulus projects \$173k and critical asset renewal program \$71k).



**Operating**

A favourable variance is shown for both the year-to-date operating revenue and expenditure, resulting in an overall favourable operating result (excluding rates) of \$1.41m. In operating revenue there is a favourable variance for fees and charges and other revenue. This can be attributed to income for Bayswater Waves and the RISE as facilities were originally predicted to be closed, a credit provided by the Local Government Insurance Scheme WA and a settlement amount received from Cleanaway. There is an unfavourable variance under operating grants, subsidies and contributions which is attributed to Aged persons' care subsidies received is lower than anticipated. For operating expenses the employee costs are tracking as per budget however there is a large underspend in materials and contracts though it is anticipated that spending will increase in the coming months. Additionally there is a variance in utilities as an accrual was not processed.

**City of Bayswater**  
**Financial Activity Statement**  
**Significant Variances**  
**for the period 1 July 2020 to 30 September 2020**

**Operating activities**

**Revenue from operating activities (excludes rates)**

<b>Program</b>	<b>YTD Budget \$</b>	<b>YTD Actual \$</b>	<b>Variance Positive/ (Negative) \$</b>
General purpose funding <ul style="list-style-type: none"> <li>Local Government Insurance Scheme WA provided a contributions assistance package credit related to COVID-19 that was not budgeted.</li> <li>Council has received a higher amount of instalment interest income as more ratepayers have opted for this payment option.</li> </ul>	657,892	757,177	99,285
Governance <ul style="list-style-type: none"> <li>Reimbursement for workers compensation claims is higher than the expected budget amount.</li> </ul>	21,495	42,073	20,577
Law, order, public safety <ul style="list-style-type: none"> <li>The income for animal infringements has exceeded what was budgeted as there have been two dog act prosecutions and debt recovery has recommenced.</li> </ul>	37,382	75,325	37,943
Health <ul style="list-style-type: none"> <li>Immaterial variance.</li> </ul>	142,826	142,565	(261)
Education and welfare <ul style="list-style-type: none"> <li>Lease income is higher than budget which is a result of an accrual for prepaid rental income.</li> </ul>	33,904	43,517	9,612
Housing <ul style="list-style-type: none"> <li>Aged persons' care subsidies, which is for residents receiving government subsidised aged care, is lower than anticipated. This is related to the aged care budget.</li> <li>Investment interest has been lower than anticipated which is due to low interest rates currently being offered by banks.</li> </ul>	2,134,156	2,077,078	(57,078)
Community amenities <ul style="list-style-type: none"> <li>Immaterial variance</li> </ul>	11,898,071	11,941,233	43,163
Recreation and culture <ul style="list-style-type: none"> <li>Income for Bayswater Waves and the RISE are over budget as facilities were originally predicted to be closed due to COVID-19. The budget will be amended later in the year.</li> </ul>	434,570	1,494,555	1,059,985
Transport <ul style="list-style-type: none"> <li>Crossover contributions received is lower than budget due to the difference in budget spread.</li> <li>Less parking infringements have been issued due to COVID-19 and the financial impact on residents.</li> </ul>	219,094	97,925	(121,169)
Economic services <ul style="list-style-type: none"> <li>Swimming pool inspection fees were reduced by 50% this financial year. The budget for this item will be amended later in the year.</li> </ul>	193,169	153,158	(40,010)

Program	YTD Budget \$	YTD Actual \$	Variance Positive/ (Negative) \$
Other property and services <ul style="list-style-type: none"> <li>There has been a high amount of credit card payments made by customers which has generated an increase in the surcharge collected. This will result in corresponding expense for the bank fees to be higher.</li> </ul>	30,895	43,009	12,114
<b>Total</b>	<b>15,803,455</b>	<b>16,867,616</b>	<b>1,064,161</b>

**Expenditure from operating activities**

Program	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
General purpose funding <ul style="list-style-type: none"> <li>The variance is a result of the business investment and economic growth project not being undertaken as the actions have not been decided.</li> </ul>	(277,501)	(228,522)	48,979
Governance <ul style="list-style-type: none"> <li>The variance is a result of the an incorrect budget spread and will be amended by October 2020 month end.</li> </ul>	(1,339,812)	(1,461,565)	(121,754)
Law, order, public safety <ul style="list-style-type: none"> <li>Immaterial variance.</li> </ul>	(773,342)	(800,267)	(26,924)
Health <ul style="list-style-type: none"> <li>Immaterial variance</li> </ul>	(438,492)	(427,240)	11,252
Education and welfare <ul style="list-style-type: none"> <li>Building maintenance spending for the buildings under this program is less than anticipated and has caused a budget timing variance. It is expected that spending will increase in the coming months.</li> </ul>	(547,124)	(450,915)	96,209
Housing <ul style="list-style-type: none"> <li>Aged persons' care subsidies, which is for residents receiving government subsidised aged care, is lower than anticipated. This is related to the aged care budget.</li> </ul>	(2,185,765)	(2,130,424)	55,341
Community amenities <ul style="list-style-type: none"> <li>Waste collection services is higher than the budget phasing estimate for the period.</li> </ul>	(3,915,612)	(4,274,044)	(358,433)
Recreation and culture <ul style="list-style-type: none"> <li>Building maintenance and parks &amp; gardens spending under this program is less than anticipated and has caused a budget timing variance. It is expected that spending will increase in the coming months.</li> </ul>	(6,501,759)	(6,199,406)	302,353
Transport <ul style="list-style-type: none"> <li>Plant hourly charge out rates are currently set too high, based on the operating costs year to date. The rates are currently being reviewed, and are expected to be amended by October 2020 month end.</li> </ul>	(3,794,636)	(4,033,101)	(238,465)
Economic services <ul style="list-style-type: none"> <li>The variance is a result of the business investment and economic growth project not being undertaken as the actions have not been decided.</li> </ul>	(398,317)	(272,570)	125,748

Program	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Other property and services <ul style="list-style-type: none"> <li>This expenditure variance can be attributed to plant overheads being over recovered. Additional costs are expected in the coming months and a review will be completed on the plant charge out rates.</li> </ul>	(127,574)	133,868	261,437
<b>Total</b>	<b>(20,299,934)</b>	<b>(20,144,191)</b>	<b>155,743</b>

**Non-cash operating activities excluded from the budget**

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Non-cash operating activities <ul style="list-style-type: none"> <li>Movements in deferred rates, sundry debtors and leave provisions.</li> </ul>	2,345,656	2,786,195	440,539

**Investing activities**

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Non-operating grants, subsidies and contributions <ul style="list-style-type: none"> <li>Immaterial variance.</li> </ul>	192,000	210,632	18,632
Purchase of property, plant and equipment <ul style="list-style-type: none"> <li>Immaterial variance.</li> </ul>	(830,523)	(851,425)	(20,903)
Purchase of construction and infrastructure <ul style="list-style-type: none"> <li>Purchases are above the year-to-date budget which is due to an earlier commencement date on projects.</li> </ul>	(1,170,793)	(1,338,057)	(167,264)
Purchase of intangible assets <ul style="list-style-type: none"> <li>Budget variance is due to a timing variance.</li> </ul>	(21,900)	0	21,900
Proceeds from disposal of assets <ul style="list-style-type: none"> <li>Budget variance on asset disposals has occurred due to the timing of the budget allocation.</li> </ul>	207,000	167,020	(39,980)

**Financing activities**

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Repayment of borrowings <ul style="list-style-type: none"> <li>Immaterial variance.</li> </ul>	(1,167)	(1,167)	0
Proceeds from self-supporting loans <ul style="list-style-type: none"> <li>Immaterial variance.</li> </ul>	1,167	1,167	0
Payment for principal portion of lease liability <ul style="list-style-type: none"> <li>New accounting standard requires recognition of leases as a liability.</li> </ul>	0	(14,463)	(14,463)
Transfer to reserves <ul style="list-style-type: none"> <li>Aged care transfers to reserves were not required.</li> </ul>	(385,644)	(117,410)	268,234
Transfer from reserves <ul style="list-style-type: none"> <li>Variance has occurred as reserve funded projects are being undertaken later than expected and therefore funds not being recouped.</li> </ul>	2,313,181	767,979	(1,545,202)
Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Rates <ul style="list-style-type: none"> <li>Immaterial variance.</li> </ul>	48,974,989	48,956,159	(18,830)

**City of Bayswater**  
**Financial Activity Statement**  
**for the period 1 July 2020 to 30 September 2020**

	Budget	YTD Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	%
<b>Net current assets at start of year - surplus/(deficit)</b>	9,370,740	9,370,740	12,167,790	2,797,050	30%
<b>Operating activities</b>					
<b>Revenue from operating activities (excludes rates)</b>					
General purpose funding	2,184,733	657,892	757,177	99,285	15%
Governance	119,810	21,495	42,073	20,577	96%
Law, order, public safety	334,620	37,382	75,325	37,943	101%
Health	288,202	142,826	142,565	(261)	(0%)
Education and welfare	199,963	33,904	43,517	9,612	28%
Housing	10,235,725	2,134,156	2,077,078	(57,078)	(3%)
Community amenities	12,340,392	11,898,071	11,941,233	43,163	0%
Recreation and culture	3,632,838	434,570	1,494,555	1,059,985	244%
Transport	857,988	219,094	97,925	(121,169)	(55%)
Economic services	597,189	193,169	153,158	(40,010)	(21%)
Other property and services	116,571	30,895	43,009	12,114	39%
	30,908,030	15,803,455	16,867,616	1,064,161	7%
<b>Expenditure from operating activities</b>					
General purpose funding	(839,335)	(277,501)	(228,522)	48,979	(18%)
Governance	(6,189,640)	(1,339,812)	(1,461,565)	(121,754)	9%
Law, order, public safety	(3,338,805)	(773,342)	(800,267)	(26,924)	3%
Health	(1,862,068)	(438,492)	(427,240)	11,252	(3%)
Education and welfare	(2,104,891)	(547,124)	(450,915)	96,209	(18%)
Housing	(9,070,773)	(2,185,765)	(2,130,424)	55,341	(3%)
Community amenities	(18,079,431)	(3,915,612)	(4,274,044)	(358,433)	9%
Recreation and culture	(28,079,250)	(6,501,759)	(6,199,406)	302,353	(5%)
Transport	(16,514,357)	(3,794,636)	(4,033,101)	(238,465)	6%
Economic services	(1,403,274)	(398,317)	(272,570)	125,748	(32%)
Other property and services	(256,375)	(127,574)	133,863	261,437	(205%)
	(87,738,199)	(20,299,934)	(20,144,191)	155,743	(1%)

	Budget	YTD Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	%
<b>Operating activities excluded from budget</b>					
	11,335,849	2,345,656	2,786,195	440,539	19%
<b>Amount attributable to operating activities</b>	(36,123,579)	7,219,916	11,677,410	4,457,494	62%
<b>Investing activities</b>					
Non-operating grants, subsidies and contributions	5,810,926	192,000	210,632	18,632	10%
Purchase of property, plant and equipment	(15,016,582)	(830,523)	(851,425)	(20,903)	3%
Purchase of construction and infrastructure	(15,228,272)	(1,170,793)	(1,338,057)	(167,264)	14%
Purchase of intangible assets	(442,598)	(21,900)	0	21,900	(100%)
Proceeds from disposal of assets	520,000	207,000	167,020	(39,980)	(19%)
<b>Amount attributable to investing activities</b>	(24,356,526)	(1,624,215)	(1,811,829)	(187,614)	12%
<b>Financing activities</b>					
Repayment of borrowings	(4,785)	(1,167)	(1,167)	(0)	0%
Proceeds from self-supporting loans	4,785	1,167	1,167	0	0%
Payment for principal portion of lease liability	0	0	(14,463)	(14,463)	No Budget
Transfer to reserves	(1,864,964)	(385,644)	(117,410)	268,234	(70%)
Transfer from reserves	16,115,318	2,313,181	767,979	(1,545,202)	(67%)
<b>Amount attributable to financing activities</b>	14,250,354	1,927,537	636,105	(1,291,431)	(67%)
<b>Budget deficiency before general rates</b>	(46,229,751)	7,523,237	10,501,686	2,978,448	40%
<b>Estimated amount to be raised from general rates</b>	49,074,989	48,974,989	48,956,159	(18,830)	(0%)
<b>Adjusted net current assets at the end of the year - surplus/(deficit)</b>	2,845,238	56,498,226	59,457,845	2,959,618	5%



**City of Bayswater**  
**Statement of Comprehensive Income**  
**by Nature or Type**  
**for the period 1 July 2020 to 30 September 2020**

	Budget	YTD Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	%
<b>Revenue</b>					
Rates	49,074,989	48,974,989	48,956,159	(18,830)	(0%)
Operating grants, subsidies and contributions	9,822,008	2,388,983	2,281,069	(107,914)	(5%)
Fees and charges	18,017,799	12,864,825	13,882,293	1,017,468	8%
Interest earnings	1,283,095	476,652	496,927	20,275	4%
Other revenue	1,725,055	72,995	207,327	134,333	184%
	<u>79,922,945</u>	<u>64,778,444</u>	<u>65,823,774</u>	<u>1,045,331</u>	<u>2%</u>
<b>Expenses</b>					
Employee costs	(32,105,030)	(7,505,093)	(7,633,455)	(128,361)	2%
Materials and contracts	(30,683,301)	(6,812,647)	(6,423,997)	388,650	(6%)
Utility charges	(3,381,265)	(827,414)	(615,569)	211,845	(26%)
Depreciation and amortisation	(11,253,872)	(2,802,656)	(2,817,244)	(14,588)	1%
Insurance expenses	(956,252)	(541,834)	(544,419)	(2,585)	0%
Interest expenses	(3,037)	(197)	(717)	(519)	263%
Other expenditure	(8,963,390)	(2,017,092)	(2,108,790)	(91,698)	5%
	<u>(87,346,147)</u>	<u>(20,506,934)</u>	<u>(20,144,191)</u>	<u>362,743</u>	<u>(2%)</u>
<b>Operating result</b>	<u>(7,423,202)</u>	<u>44,271,509</u>	<u>45,679,583</u>	<u>1,408,074</u>	<u>3%</u>
Non-operating grants, subsidies and contributions	5,810,926	192,000	210,632	18,632	10%
Profit on asset disposals	60,075	0	0	0	No Budget
(Loss) on asset disposals	(392,052)	207,000	0	(207,000)	(100%)
	<u>5,478,949</u>	<u>399,000</u>	<u>210,632</u>	<u>(188,368)</u>	<u>(47%)</u>
<b>Net result</b>	<u>(1,944,253)</u>	<u>44,670,510</u>	<u>45,890,216</u>	<u>1,219,706</u>	<u>3%</u>
<b>Total other comprehensive income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>No Budget</u>
<b>Total comprehensive income</b>	<u>(1,944,253)</u>	<u>44,670,510</u>	<u>45,890,216</u>	<u>1,219,706</u>	<u>3%</u>

**City of Bayswater  
Net Current Assets  
as at 30 September 2020**

<b>Municipal and Aged Persons Homes</b>	<b>Opening Balance</b>	<b>Closing Balance</b>
	<b>\$</b>	<b>\$</b>
<b>Current assets</b>		
Cash and cash equivalents	81,983,661	109,687,330
Trade and other receivables	6,614,523	28,126,466
Inventories	152,139	178,855
Prepayments	96,386	17,287
<b>Total</b>	<b>88,846,709</b>	<b>138,009,937</b>
<b>Current liabilities</b>		
Trade and other payables	(32,438,250)	(34,769,741)
Other financial liabilities at amortised costs	(4,785)	(3,617)
Lease liabilities	(16,227)	(30,691)
Provisions	(6,457,539)	(6,722,016)
Clearing accounts	(11,497)	24,556
<b>Total</b>	<b>(38,928,298)</b>	<b>(41,501,509)</b>
<b>Net current assets</b>	<b>49,918,411</b>	<b>96,508,429</b>
Restricted - Reserves	(45,996,681)	(45,346,113)
Cash backed employee provisions	1,561,327	1,565,358
Restricted - Aged Persons Homes	6,684,734	6,786,288
	<b>12,167,790</b>	<b>59,513,962</b>



**Attachment 2**

**City of Bayswater**  
**Cash Backed Reserves**  
**for the period 1 July 2020 to 30 September 2020**

	Budget				Actual			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Homes - General Reserve	14,682,112	1,360,011	(1,404,415)	14,637,708	15,679,372	38,426	(26,455)	15,691,342
Aged Persons Homes - Prudential Requirements Reserve	2,678,179	206,826	0	2,885,005	2,678,353	8,183	0	2,686,536
Bayswater Bowling Club Capital Improvements Reserve	10,238	182	0	10,420	10,243	26	0	10,269
Bayswater Tennis Club Reserve	159,481	2,438	(22,500)	139,419	159,553	412	0	159,965
Bayswater Waves Aquatic Centre Reserve	780,509	3,573	(579,812)	204,270	778,040	2,009	0	780,049
Bore and Reticulation Reserve	169,464	168	(160,000)	9,632	169,540	325	(149,259)	20,606
Building Furniture and Equipment Reserve	172,292	2,504	(31,600)	143,196	172,370	445	0	172,815
City Buildings and Amenities Reserve	1,503,233	8,446	(1,028,700)	482,979	1,562,316	4,027	(9,298)	1,557,045
Civic Centre Reserve	153,229	761	(110,400)	43,590	153,297	396	0	153,693
Economic Stimulus Reserve	7,952,471	46,163	(5,359,062)	2,639,572	7,232,207	18,446	(300,693)	6,949,960
Eric Singleton Bird Sanctuary Reserve	1,213,145	21,594	0	1,234,739	1,213,691	3,134	0	1,216,825
Footpath and Cycleway Reserve	84,670	82	(80,000)	4,752	84,709	219	0	84,927
General Waste Management Reserve	28,159	501	0	28,660	28,171	73	0	28,244
Golf Courses Reserve	1,698,580	24,823	(304,000)	1,419,403	1,699,343	4,380	(10,024)	1,693,699
Information Technology Reserve	800,920	50,030	(849,312)	1,638	801,280	2,042	(35,934)	767,387
Landfill Restoration Reserve	432,224	6,277	(150,000)	288,501	429,584	1,109	0	430,693
Les Hansman Centre Development Reserve	5,131,110	39,713	(2,900,000)	2,270,823	5,133,416	13,254	0	5,146,671
Long Service Leave and Entitlements Reserve	1,560,625	27,779	0	1,588,404	1,561,327	4,031	0	1,565,358
Major Capital Works Reserve	1,293,915	13,593	(530,321)	777,187	1,245,669	3,137	(104,622)	1,144,185
Maylands Lakes Reserve	4,681	82	0	4,763	4,683	12	0	4,695
Maylands Waterland Reserve	425,322	7,572	0	432,894	425,513	1,099	0	426,612
Morley City Centre Reserve	606,572	9,018	(100,000)	515,590	606,844	1,567	0	608,411
Morley Sport and Recreation Centre Reserve	521,257	9,279	0	530,536	521,505	1,346	0	522,852
Noranda Netball Club Reserve	614,850	1,153	(550,000)	66,003	615,126	1,588	0	616,715
Plant and Works Equipment Reserve	128,439	42	(126,000)	2,481	128,496	237	(126,000)	2,733
Playground and Parks Reserve	436,960	568	(405,000)	32,528	437,157	1,127	(1,860)	436,425
River Restoration Reserve	334,030	3,810	(120,000)	217,840	129,599	333	(2,000)	127,932
Roads and Drainage Reserve	131,863	212	(120,000)	12,075	131,923	341	0	132,263
Senior Citizens Building Reserve	91,937	105	(86,000)	6,042	91,979	237	0	92,216
Strategic Land Acquisition Reserve	11,840	212	0	12,052	11,846	31	0	11,876
Streetscapes Reserve	683,065	3,258	(500,000)	186,323	698,329	1,802	(1,834)	698,296
Sustainable Environment Reserve	167,615	483	(140,436)	27,662	172,926	446	0	173,373
The RISE Reserve	606,572	2,649	(457,760)	151,461	606,844	1,567	0	608,411
Workers Compensation Reserve	621,151	11,057	0	632,208	621,430	1,604	0	623,035
<b>Total</b>	<b>45,890,710</b>	<b>1,864,964</b>	<b>(16,115,318)</b>	<b>31,640,356</b>	<b>45,996,681</b>	<b>117,410</b>	<b>(767,979)</b>	<b>45,346,113</b>

**Attachment 3**

**City of Bayswater  
Capital Acquisitions & Non-Operating Grants  
for the period 1 July 2020 to 30 September 2020**

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>Non-operating grants, subsidies and contributions - summary</b>					
1622 Buildings	(2,000,000)	0	(7,882)	0	(1,992,118)
1702 Roads	(1,278,172)	(192,000)	(196,350)	0	(1,081,822)
1712 Footpath	(640,000)	0	0	0	(640,000)
1732 Park development	(1,892,754)	0	(6,400)	0	(1,886,354)
	<u>(5,810,926)</u>	<u>(192,000)</u>	<u>(210,632)</u>	<u>0</u>	<u>(5,600,294)</u>
<b>Capital acquisitions - summary</b>					
<b>Purchase of property, plant and equipment</b>					
1622 Buildings	11,612,193	669,693	392,531	1,263,294	9,956,368
1632 Furniture and equipment	572,476	110,830	91,446	154,229	326,801
1652 Plant and equipment	2,831,913	50,000	367,449	584,446	1,880,018
	<u>15,016,582</u>	<u>830,523</u>	<u>851,425</u>	<u>2,001,969</u>	<u>12,163,187</u>
<b>Purchase and construction of infrastructure assets</b>					
1702 Roads	3,747,861	159,657	160,189	255,790	3,331,883
1712 Footpath	1,815,324	96,056	284,242	151,619	1,379,464
1722 Drainage	639,223	25,223	47,670	68,219	523,334
1732 Park development	7,937,884	840,846	592,127	1,185,750	6,160,007
1742 Other infrastructure	1,087,980	49,011	253,829	211,558	622,593
	<u>15,228,272</u>	<u>1,170,793</u>	<u>1,338,057</u>	<u>1,872,936</u>	<u>12,017,280</u>
<b>Purchase of intangible assets</b>					
1852 Intangible assets	442,598	21,900	0	39,870	402,728
	<u>442,598</u>	<u>21,900</u>	<u>0</u>	<u>39,870</u>	<u>402,728</u>
	<u>30,687,452</u>	<u>2,023,216</u>	<u>2,189,482</u>	<u>3,914,776</u>	<u>24,583,195</u>

		Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$
<b>Buildings</b>						
<b>Building</b>						
80691	Security access control - Upgrade	23,544	0	0	0	23,544
		23,544	0	0	0	23,544
<b>Building major capital works</b>						
80116	Hydrotherapy pool and spa refurbishment	61,657	0	0	0	61,657
80420	Maylands Town Centre Toilet Block	27,098	27,098	7,882	19,319	(103)
80469	MSRC - roof replacement	0	0	0	2,437	(2,437)
80474	Signage - renewal at various buildings	8,658	0	0	0	8,658
80481	The RISE - waterproofing rear landing	0	0	0	17,139	(17,139)
80596	Depot Offices Renovation	110,087	60,087	4,507	84,013	21,567
80598	Depot Upgrade Lighting	25,000	25,000	0	0	25,000
		232,500	112,185	12,389	122,908	97,203
<b>Building minor capital works</b>						
80461	Jamieson Frame Pav - replace rear doors	6,166	6,166	0	0	6,166
80464	Maylands TownH - renew toilet & switchboard	77,400	0	0	0	77,400
80482	Wotton Reserve - sewer connection	186,000	62,000	9,972	24,347	151,681
80570	Upper Hillcrest Reserve - Storage Shed	20,442	0	6,138	14,811	(507)
		290,008	68,166	16,109	39,158	234,740
<b>Aquatic facilities</b>						
80365	Bayswater Waves - refurbishment tender design	100,832	13,832	111,224	234,112	(244,504)
80602	Bayswater Waves - Repair Tiling	12,060	12,060	10,409	0	1,651
		112,892	25,892	121,633	234,112	(242,853)
<b>Aged care facilities</b>						
80410	Aged Care - Mertome Redevelopment Project	104,834	0	0	0	104,834
		104,834	0	0	0	104,834
<b>Community capital requests</b>						
80623	Hinds Reserve - Rowing Club Sheds - new grease trap	12,840	0	0	0	12,840
80625	Grand Prom Res - Bedford Bowling Club - refrigeration system	15,298	0	16,864	0	(1,566)
80626	Bayswater State Emergency Services - new storage area	31,818	0	0	0	31,818

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>Community capital requests cont.</b>					
80628 Maylands Tennis Club - toilet renewal	5,455	5,455	0	6,780	(1,325)
80629 Waltham Reserve - Club Rooms - shade patio	17,273	0	0	17,005	268
80630 Lightning Park - Pavilion - change rooms renewal	23,637	0	0	19,795	3,842
80631 Robert Thompson Reserve - Club Rooms - LED lights	18,600	18,600	19,070	0	(470)
80633 Noranda Sporting Complex - chairs	6,364	6,364	0	0	6,364
80634 Noranda Sporting Complex - bar floor renewal	10,909	0	0	9,645	1,264
80636 Frank Drago Reserve - Bayswater Tennis Club - grandstand	16,364	16,364	0	0	16,364
80637 Bayswater Elderly Community Help Org - new accessible toilet	36,364	0	0	0	36,364
80638 Bayswater ECHO - internal walls/floor renewal	27,273	0	0	0	27,273
	222,195	46,783	35,934	53,225	133,036
<b>Building renewal</b>					
80798 Maylands Sport & Rec - Maylands Bowling - toilet renewal	0	0	0	3,770	(3,770)
	0	0	0	3,770	(3,770)
<b>Golf course development</b>					
80643 Embleton GC Clubhouse -Roof replacement	64,933	0	0	27,791	37,142
80644 Embleton GC Club Hse- Upg & reno toilets	72,148	0	0	0	72,148
	137,081	0	0	27,791	109,290
<b>Other infrastructure construction</b>					
80550 The RISE - LED signage	0	0	4,586	8,399	(12,985)
	0	0	4,586	8,399	(12,985)
<b>COVID-19 \$5m Stimulus Package Projects</b>					
80532 Bayswater Library - lift	0	0	42,035	1,201	(43,236)
80604 Bayswater Bowling Cub - Replacement of external doors	0	0	4,118	0	(4,118)
80605 Depot - Roof replacement	0	0	0	34	(34)
80606 Maylands Library - Workroom modification	0	0	9,184	0	(9,184)
80608 Pat O'Hara Rugby Club - security screens	7,200	7,200	0	0	7,200
80609 Morley Sport & Recreation Centre - emergency exit door	0	0	10,530	0	(10,530)
80611 Light Car Club - replace tiling	0	0	0	1,000	(1,000)
80612 Lower Hillcrest Clubrooms - carpet replacement	9,600	9,600	0	0	9,600

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>COVID-19 \$5m Stimulus Package Projects cont.</b>					
80613 Morley Sport & Recreation Centre - Basketball Crt Extension	5,500,000	100,000	9,630	230,287	5,260,083
80614 Bayswater Waves - Refurbish 25m pool, pool hall, plant room	1,569,500	0	0	0	1,569,500
80619 Energy Efficiency Projects	100,000	0	15,377	67,141	17,481
	7,186,300	116,800	90,874	299,663	6,795,763
<b>Administration Buildings</b>					
80663 Rangers & Sec- Install fencing back wall	17,315	8,657	15,997	65	1,253
80664 Ranger & Sec- Rnw Paint & Ceiling Replac	21,644	10,822	10,536	10,348	760
80666 Rangers and Security - Security system	8,658	0	0	0	8,658
80675 Civic Ctr (Embleton)- Aircon replacement	79,362	0	0	55,980	23,382
80676 Civic Ctr- Replace ceiling to plant room	10,101	0	0	0	10,101
	137,080	19,479	26,533	66,393	44,154
<b>Childcare &amp; Education Buildings</b>					
80648 2 Hudson St-Childcare Fac- Rpmt pm fence	57,718	0	0	0	57,718
	57,718	0	0	0	57,718
<b>Health Buildings</b>					
80682 Bayswater Infant Hlth-Aircon replacement	9,379	3,126	0	8,265	1,114
	9,379	3,126	0	8,265	1,114
<b>Halls &amp; Community Centres</b>					
80654 Mayl Hall - rep to tuckpointing of brick	13,468	0	0	10,050	3,418
80656 Morley Comm Centre - Ext upg - Stage 2	72,869	0	0	0	72,869
80658 Morley Scout Hall - Upgrade lighting	8,658	0	0	0	8,658
80659 Morley Scout Hall - Rpmt of ext doors	28,859	0	7,201	1,903	19,755
80661 Olive Tree House - Aircon replacement	25,973	0	0	21,000	4,973
80677 Bays. Act Ctr- Rpmt of asbestos fencing	11,544	0	2,523	10,752	(1,731)
80678 Bayswater Community Centre - Int upg	50,503	0	0	34,836	15,667
80679 Bayswater Community Centre - Upg kitchen	72,148	0	0	0	72,148
80680 Bayswater Community Centre- Lighting upg	13,227	0	0	0	13,227
80681 Bayswater Community Centre- Toilet upg	86,577	0	0	0	86,577
	383,826	0	9,724	78,541	295,561

		Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$
<b>Residences</b>						
80650	Maylands Police station - Renov kitchen	36,074	0	0	0	36,074
80651	Maylands Police Station - Security syst	8,658	0	0	0	8,658
		44,732	0	0	0	44,732
<b>Water Facilities</b>						
80687	Bayswater Waves - Exterior renewal	72,148	0	0	0	72,148
80688	Bayswater Waves - Aircon replacement	17,315	0	0	14,200	3,115
80781	Bayswater Waves - Changeroom refurbish	280,000	0	0	47,014	232,986
80782	Bayswater Waves- Inst dry change cubicle	80,150	40,000	0	0	80,150
80785	Bayswater Waves- Repl outdoor brick pav	54,698	54,698	0	0	54,698
80787	Bayswater Waves - Unplanned capital exp	40,000	6,667	0	26,170	13,830
80797	Bayswater Waves - Electrical Works	0	0	7,750	0	(7,750)
		544,311	101,365	7,750	87,384	449,177
<b>Sport &amp; Recreation Facilities</b>						
80632	Claughton Res- Minister sewer connection	12,024	0	0	0	12,024
80639	Crimea Res- Ext paint and roof sheeting	20,201	0	0	16,168	4,033
80645	Frank Drago Hall - Replace flooring	43,289	43,289	0	0	43,289
80646	Grand Prom Self Cln Toilet- Upg ext faç	62,047	0	0	0	62,047
80647	Houghton Park - Kitchen upgrade/Renov	72,148	0	0	0	72,148
80653	Maylands Spt and Rec Club - Lighting upg	14,430	0	0	0	14,430
80657	Morley Nor SC- Ints auto door to toilets	21,644	0	0	0	21,644
80660	Noranda Little Athletic - Ext façade upg	36,074	0	0	0	36,074
80668	The RISE- Upg sports hall light with LED	97,400	0	0	31,764	65,636
80669	The RISE- Undercroft SR ventilation	14,430	0	0	10,802	3,628
80670	The RISE - Replacement of Air con units	170,269	0	0	139,470	30,799
80672	Wotton Reserve - External upgrades	42,086	14,028	0	0	42,086
80673	Wotton Reserve - Internal upgrades	42,086	14,028	0	8,565	33,521
80690	The RISE - Disability access ramp const	121,641	0	0	2,000	119,641
80764	Lightning Park Rec C- Spectator shelter	30,000	0	0	0	30,000
80779	Morley Sport Rec Ctr- aesthetic & safety	30,000	5,000	9,009	0	20,991
80788	The RISE- Upg security and monitoring	50,000	25,000	0	0	50,000
		879,769	101,345	9,009	208,769	661,991

		Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$
<b>Heritage Buildings</b>						
80662	Peninsula Hotel - Fire system upgrade	95,235	31,745	57,876	0	37,359
		95,235	31,745	57,876	0	37,359
<b>Libraries</b>						
80683	Bayswater Library - Aircon Replacement	10,101	3,367	0	2,981	7,120
80684	Bayswater Library - External renewal	11,544	0	0	0	11,544
80685	Bays. Lib- Kitch upg & LED replacement	42,086	0	0	0	42,086
80686	Bays. Lib/Comm/Inf Hlt Centre- Sec sys	17,315	5,771	0	0	17,315
		81,046	9,138	0	2,981	78,065
<b>Other Buildings</b>						
80641	Dog Pound - Airconditioning replacement	7,215	2,405	0	0	7,215
80692	Dog Pound - Upgrade	62,528	31,264	115	21,935	40,478
		69,743	33,669	115	21,935	47,693
<b>Aged Persons Homes</b>						
80794	Aged Persons Homes - Capital works	1,000,000	0	0	0	1,000,000
		1,000,000	0	0	0	1,000,000
<b>Total Buildings</b>		11,612,193	669,693	392,531	1,263,294	9,956,368
<b>Furniture and equipment</b>						
<b>Furniture and equipment</b>						
80385	The RISE - strength equipment replacement	35,000	0	0	0	35,000
80488	Bayswater Library - telephony upgrade	0	0	0	6,549	(6,549)
80597	Depot - replacement of ice machine	15,000	15,000	0	0	15,000
80698	Sound level mtr with logging capability	26,500	0	0	24,021	2,479
80758	Morley Library - Mobile shelving	5,100	5,100	0	0	5,100
		81,600	20,100	0	30,570	51,030

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>IT capital</b>					
80090 Virtual Infrastructure Storage Replacement Program	0	0	14,250	89,017	(103,267)
80091 PC replacement program	178,612	43,180	56,632	17,867	104,113
80790 Firewall	48,500	5,000	0	0	48,500
80792 Network security infrastructure updates	45,000	4,500	0	0	45,000
80793 Business cont eqmt (replace tape drive)	45,000	4,500	0	0	45,000
	317,112	57,180	70,882	106,884	139,346
<b>IT renewal</b>					
80387 General IT Equipment Replacement Program	35,000	9,750	20,564	13,647	790
	35,000	9,750	20,564	13,647	790
<b>CCTV Renewal</b>					
80489 CCTV Servers - replacement	88,200	8,800	0	0	88,200
80524 MSRC - replace CCTV	0	0	0	3,128	(3,128)
	88,200	8,800	0	3,128	85,072
<b>Water Facilities</b>					
80780 Bayswater Waves- Rep 50m pool compress 1	5,000	5,000	0	0	5,000
80783 Bayswater Waves - Repl chem controllers	25,564	0	0	0	25,564
80784 Bayswater Waves- Repl 50m pool air scour	10,000	10,000	0	0	10,000
80786 Bayswater Waves - Repl pneumatic system	10,000	0	0	0	10,000
	50,564	15,000	0	0	50,564
<b>Total Furniture and equipment</b>	572,476	110,830	91,446	154,229	326,801
<b>Plant and equipment</b>					
<b>Furniture and equipment</b>					
80525 In-vehicle camera equipment and storage	50,000	50,000	21,080	0	28,920
	50,000	50,000	21,080	0	28,920
<b>Plant and equipment</b>					
80257 Plant and Fleet Replacement Program	2,737,413	0	346,369	584,446	1,806,598
80759 Lib Srv- Proc of commercial del vehicle	44,500	0	0	0	44,500
	2,781,913	0	346,369	584,446	1,851,098



	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
Total Plant and equipment	2,831,913	50,000	367,449	584,446	1,880,018
<b>Roads</b>					
<b>Strategic Planning</b>					
80536 MorleyActivCtreCarPkgMgntPlan Implement	7,500	0	0	0	7,500
	7,500	0	0	0	7,500
<b>Road construction</b>					
80073 Crossovers	0	0	6,088	3	(6,091)
80198 Resurface ROWs	53,365	0	0	0	53,365
80245 Traffic management - general	50,000	0	6,000	4,812	39,188
80247 Traffic management - paving	26,682	13,341	2,139	0	24,543
80419 ROW Widening - 110 Milne St	8,500	0	0	0	8,500
80426 Design of slip lane at 60 Russell St cnr Walter Rd	150,321	0	43,280	32,468	74,573
	288,868	13,341	57,507	37,283	194,078
<b>Road renewal</b>					
80516 Resurface - McGilvray/Benara	170,000	0	8,081	5,583	156,336
80699 McGilvray Avenue Stage II upgrade	106,730	0	1,015	29,785	75,930
	276,730	0	9,095	35,368	232,267
<b>Roads to recovery</b>					
80739 Telstar Dr- Beechboro Rd N/Bottlebrush D	171,236	57,078	0	0	171,236
80740 Chaffers St- Ivanhoe St/Beechboro Rd Nth	76,845	0	0	0	76,845
80741 Paringa St- Ivanhoe St to Beechboro Rd N	70,442	0	0	0	70,442
80742 Maritana St- Ivanhoe St/Beechboro Rd Nth	70,442	0	0	0	70,442
80743 Hannans St- Ivanhoe St to Beechboro Rd N	70,442	0	0	0	70,442
80744 Hamersley Av- Abbey St to Beechboro Rd N	77,913	0	0	0	77,913
	537,320	57,078	0	0	537,320

		Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$
<b>Black spot state</b>						
80748	Benara Road / Camboon Road	31,500	0	0	0	31,500
80749	Coode Street / Catherine Street	22,000	0	0	0	22,000
80750	Coode Street / Sixth Avenue	53,000	0	0	0	53,000
		106,500	0	0	0	106,500
<b>Black spot federal</b>						
80526	Eighth Ave and East St - Roundabout	114,175	0	47,202	85,350	(18,377)
80751	King Street / Raymond Avenue	214,000	0	0	0	214,000
		328,175	0	47,202	85,350	195,623
<b>Base road grant</b>						
80317	Drainage kerb renewal	0	0	3,571	1,356	(4,927)
80711	Newington St- Marconi St to Solas Road	40,557	0	0	0	40,557
80712	Drake St - Rudloc Road to Broun Avenue	54,432	0	0	0	54,432
80713	Hertz Way - Telstar Dr To Wheatstone Dr	61,903	20,634	0	0	61,903
80714	Cable Place - Hertz Way to Culdesac	16,009	5,336	0	0	16,009
80715	Beam Court - Hertz Way to Culdesac	16,009	5,336	0	0	16,009
80716	Kybra Court - Aerial Place to Culdesac	11,740	3,912	0	0	11,740
80717	Jenvey St- Telstar Dr to Wheatstone Dr	39,490	13,163	0	0	39,490
80718	Direction Place - Jenvey St to Culdesac	25,615	8,538	0	0	25,615
80719	Argosy Place - Aerial Place to Culdesac	14,942	4,980	0	0	14,942
80720	Aerial Place - Wheatstone Dr to Culdesac	32,019	10,673	0	0	32,019
80721	Croesus St- Ivanhoe St to Beechboro Rd N	70,442	0	0	0	70,442
80722	Turon St- Ivanhoe St to Beechboro Rd Nth	70,442	0	0	0	70,442
80723	Araluen St- Ivanhoe St to Beechboro Rd N	67,240	0	0	0	67,240
80724	Abbey St- Hamersley Avenue to Culdesac	11,740	0	0	0	11,740
80725	Lancefield Rd- Chaffers St to Paringa St	17,077	0	0	0	17,077
80726	Regent Grove- Maritana St to Hannans St	17,077	0	0	0	17,077
80727	Magro Place - Hannans Street to Culdesac	10,673	0	0	0	10,673
80728	Baileys Retreat- Croesus St to Turon St	17,077	0	0	0	17,077
80729	Oroya Close - Araluen St to Hamersley Av	17,077	0	0	0	17,077
80730	Beechboro Ct- Beechboro Rd N to Culdesac	10,673	0	0	0	10,673
80731	Mercury Place - Cassia Way to Culdesac	25,615	0	0	0	25,615

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>Base road grant cont.</b>					
80732 Pan Close - Mercury Place to Culdesac	14,942	0	0	0	14,942
80733 Elettra Close - Cassia Way to Culdesac	25,615	0	0	0	25,615
80734 Scotia Place - Elettra Close to Culdesac	18,144	0	0	0	18,144
80735 Carparks - Clarkson Jetty	85,384	0	0	0	85,384
80736 Drainage & Kerbing - Various	76,845	0	7,949	18,182	50,714
80795 Crawford Road- York St to Railway Pde	99,259	0	0	0	99,259
80796 Oxford St- Crawford Rd to Kennedy St	22,947	0	0	0	22,947
	990,985	72,572	11,520	19,538	959,927
<b>Traffic management</b>					
80291 Citywide traffic implementation	220,000	16,666	2,452	72,570	144,978
80297 Traffic Management - Disability Access Committee	25,000	0	0	0	25,000
80752 Riverside Gardens - Carpark extension	50,000	0	0	0	50,000
	295,000	16,666	2,452	72,570	219,978
<b>Other road construction</b>					
80429 Wellington Rd/Walter Rd intersection upgrade	22,520	0	0	0	22,520
80745 Clarkson to Tranby - Resurface Cycleway	85,384	0	0	0	85,384
80746 The Strand,Arundel,Essex,May- Recons ROW	27,750	0	0	0	27,750
80747 Towns Development Program - Various	32,019	0	1,107	5,680	25,232
	167,673	0	1,107	5,680	160,886
<b>Arterial road construction</b>					
80707 Crimea Street, Morley	66,172	0	0	0	66,172
80708 Beaufort Street, Bedford	64,038	0	0	0	64,038
80709 Coode Street, Bedford	32,019	0	0	0	32,019
80710 Beechboro Road, Morley	42,692	0	23,668	0	19,024
	204,921	0	23,668	0	181,253
<b>Metropolitan Regional Road Group Projects</b>					
80737 Whatley C- Charles St to Caledonian Av	246,118	0	0	0	246,118
80738 Benara Rd - Camboon Rd to Millerick Way	120,071	0	0	0	120,071
	366,189	0	0	0	366,189

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>Footpath renewal</b>					
80561 Resurface - Cycleway - Swan Bank/Clarkson Rd	28,000	0	0	0	28,000
	28,000	0	0	0	28,000
<b>COVID-19 \$5m Stimulus Package Projects</b>					
80621 Bayswater Waves - carpark resurfacing	150,000	0	7,638	0	142,362
	150,000	0	7,638	0	142,362
<b>Total Roads</b>	<b>3,747,861</b>	<b>159,657</b>	<b>160,189</b>	<b>255,790</b>	<b>3,331,883</b>
<b>Footpath</b>					
<b>Footpath construction</b>					
80063 New footpath construction and Local Bike Plan	640,372	0	7,138	12,284	620,951
80700 Deschamp Reserve - footpath upgrade	38,423	0	0	10,963	27,460
80702 Footpath Repair Program	320,189	0	199,484	93,359	27,346
80703 Arterial Road New Dual Use Path Program	576,340	96,056	1,861	0	574,479
80761 Emberson Res- ACROD bay and access path	30,000	0	0	0	30,000
	1,605,324	96,056	208,482	116,606	1,280,236
<b>Park development construction</b>					
80765 Maylands Tennis Club - ACROD pathway	10,000	0	0	0	10,000
80776 New Pathways within Reserves	200,000	0	51,582	34,286	114,131
	210,000	0	51,582	34,286	124,131
<b>COVID-19 \$5m Stimulus Package Projects</b>					
80610 Bedford Bowling Club - path replacement	0	0	10,817	323	(11,139)
80620 Footpath Construction - arterial roads	0	0	13,361	404	(13,765)
	0	0	24,177	726	(24,904)
<b>Total Footpath</b>	<b>1,815,324</b>	<b>96,056</b>	<b>284,242</b>	<b>151,619</b>	<b>1,379,464</b>

		Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$
<b>Drainage</b>						
<b>Drainage construction</b>						
80047	Russell Street Park - grant funds	23,379	0	0	5,450	17,929
80248	Urban water sensitive design	247,001	0	15,576	9,091	222,334
80249	Drainage grates	53,365	9,701	27,196	20,037	6,133
80697	Nora Hughes Park - Living Stream	70,000	0	0	0	70,000
		393,745	9,701	42,772	34,578	316,395
<b>Drainage renewal</b>						
80701	Grate Replacement Program	85,384	15,522	4,898	33,641	46,845
80705	Low Point Dual Gully Program	160,094	0	0	0	160,094
		245,478	15,522	4,898	33,641	206,939
Total Drainage		639,223	25,223	47,670	68,219	523,334
<b>Park development</b>						
<b>Community capital requests</b>						
80627	North Inglewood Pre-School - play equipment	20,000	0	0	18,284	1,716
		20,000	0	0	18,284	1,716
<b>Entry statement</b>						
80534	Bayswater Library/Bert Wright Sculpture	30,000	30,000	0	0	30,000
		30,000	30,000	0	0	30,000
<b>Other infrastructure construction</b>						
80569	Sculpture - Corner Ninth Avenue & Whatley Crescent Maylands	0	0	5,461	3,630	(9,091)
		0	0	5,461	3,630	(9,091)
<b>Park development construction</b>						
80015	Playground replacements	42,550	0	225	44,272	(1,947)
80049	Frank Drago Reserve - pitch levelling and fencing	0	0	630	0	(630)
80099	Playground replacements	60,000	0	104,484	99,182	(143,665)
80236	Irrigation control cubicles replacement	0	0	1,811	1,553	(3,364)
80242	Riverbank restoration	120,000	30,000	2,000	20,492	97,508
80259	Maylands Waterland redevelopment	50,000	0	0	0	50,000

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>Park development construction cont.</b>					
80329 Irrigation upgrade/replacement program	41,409	2,000	23,336	10,455	7,618
80372 Cricket wickets	16,355	16,355	2,850	18,065	(4,560)
80379 Soccer goal post and sleeve replacement	25,000	0	0	0	25,000
80413 Hampton Tennis Court fencing	15,824	0	0	0	15,824
80438 Noranda Netball - renew court surfaces	42,998	0	0	0	42,998
80599 Lightning Park Green Waste Facility - Upgrade Fence	30,000	12,000	31,960	0	(1,960)
80600 Grand Prom - Shade Sail	20,000	20,000	0	18,914	1,086
80695 Bayswater Industrial Estate Imp Program	45,000	0	0	0	45,000
80757 Golf Course Development Program	149,559	28,559	10,251	8,910	130,398
80762 Embleton Golf C - Part perimeter fencing	65,000	40,000	0	28,200	36,800
80763 Frank Drago Reserve - Perimeter fencing	22,500	0	0	0	22,500
80766 Hampton Park Morley - New barbeque	15,000	0	0	0	15,000
80767 Noranda SC- Little Athletic timers stand	10,000	10,000	0	0	10,000
80769 P O'Hara/A Brooks/Wattle- PG Shade Sail	100,000	0	62	10,386	89,552
80770 Houghton Park - Replace barbeque	15,000	0	0	0	15,000
80771 Shadwell and Paterson Res-shade sails PG	35,000	0	0	28,980	6,020
80772 Tranby and Clarkson Res-Renew excs eqmt	50,000	0	0	0	50,000
80773 Robert Thompson Reserve - Exercise eqmt	20,000	0	0	0	20,000
80775 Dog Exercise Area - construction	80,000	0	0	0	80,000
80777 Gus Weimer- Play Space Redevelopment Prg	65,000	0	0	0	65,000
80778 Stanbury- Play Space Redevelopment Pgrm	50,000	0	0	0	50,000
	1,186,195	158,914	177,609	289,409	719,177
<b>Sustainable environment</b>					
80269 Baigup Wetland Stage 1 - Activity Centre and Interpretation	140,436	0	0	197,304	(56,868)
80270 Bayswater Brook Living Stream	35,481	0	0	0	35,481
80273 Maylands Lakes restoration Stage 2	935,512	0	13,674	255,398	666,441
80622 Russell St Living Stream Link Agreement	10,000	10,000	0	0	10,000
80696 Arbor Park upg- Greening Aust. Project	86,420	0	600	0	85,820
	1,207,849	10,000	14,274	452,701	740,874
<b>Tree management</b>					
80276 Streetscape upgrades	175,264	0	0	17,368	157,896
	175,264	0	0	17,368	157,896

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>Golf course development</b>					
80433 Embleton Golf Course - tank upgrade	0	0	338	0	(338)
	0	0	338	0	(338)
<b>Drink fountains</b>					
80380 Drinks Fountains Replacement Program	48,591	0	1,674	0	46,917
80774 Noranda Nook - Water drinking fountain	6,000	0	0	0	6,000
	54,591	0	1,674	0	52,917
<b>Playground</b>					
80449 Play Space Developments	252,553	0	41,994	215,234	(4,676)
	252,553	0	41,994	215,234	(4,676)
<b>Other infrastructure construction</b>					
80486 Riverside Gardens - replace plaques	0	0	710	0	(710)
80595 Hinds Reserve - Construction of a multi-user access ramp	25,000	0	3,924	0	21,076
	25,000	0	4,634	0	20,366
<b>Other infrastructure renewal</b>					
80753 Bore and Pump Maintenance Program	299,118	205,118	152,644	54,133	92,341
80755 Critical Asset Renewal Program	358,937	83,437	12,637	11,704	334,596
	658,055	288,555	165,281	65,837	426,937
<b>COVID-19 \$5m Stimulus Package Projects</b>					
80235 Bore and pump maintenance program	50,000	50,000	17,136	5,000	27,864
80364 Maylands Waterland redevelopment	2,500,000	50,000	32,220	10,420	2,457,360
80370 Noranda Netball Court resurface	1,400,000	0	0	0	1,400,000
80615 Alf Brooks Park - Redevelopment	194,385	144,385	66,638	27,575	100,172
80616 Belstead Reserve - Redevelopment	183,992	108,992	64,868	80,292	38,832
	4,328,377	353,377	180,861	123,288	4,024,228
<b>Total Park development</b>	<b>7,937,884</b>	<b>840,846</b>	<b>592,127</b>	<b>1,185,750</b>	<b>6,160,007</b>

	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>Other Infrastructure</b>					
<b>Building minor capital works</b>					
80527 Depot - improve access and security	0	0	11,510	1,222	(12,732)
	0	0	11,510	1,222	(12,732)
<b>Community capital requests</b>					
80624 Bayswater Pre School - play equip, fountain, goals, table	16,388	0	0	0	16,388
80635 Wotton Reserve - soccer goals - pitch C	9,291	0	0	0	9,291
	25,679	0	0	0	25,679
<b>Street lights</b>					
80250 Street light upgrade	128,075	12,807	106,155	40,118	(18,198)
	128,075	12,807	106,155	40,118	(18,198)
<b>Other Infrastructure construction</b>					
80251 PAW gates and reserve lighting	85,384	0	3,755	30,015	51,614
	85,384	0	3,755	30,015	51,614
<b>Footpath construction</b>					
80431 Footpath - Bookham Street and Boag Place	15,000	0	0	0	15,000
	15,000	0	0	0	15,000
<b>Park development construction</b>					
80760 Bayswater Cricket Club - cricket nets	40,000	0	0	240	39,760
80768 Park signage renewals	20,000	0	440	0	19,560
	60,000	0	440	240	59,320
<b>Floodlights</b>					
80442 Wotton Reserve - renew sports floodlight	9,110	0	0	0	9,110
80443 Bayswater Bowling - renew floodlights	55,000	0	1,622	70,004	(16,626)
80444 Bayswater Croquet 2 - renew floodlights	40,000	0	41,818	9,800	(11,618)
	104,110	0	43,440	79,804	(19,134)



	Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$
<b>Sports Goals</b>					
80445 Gibbney Reserve - renew sports goals	0	0	7,290	2,980	(10,270)
80446 Pat O'Hara Reserve - renew sports goals	0	0	8,605	0	(8,605)
	0	0	15,895	2,980	(18,875)
<b>Other infrastructure construction</b>					
80252 Bus shelters	48,028	0	1,399	9,940	36,689
80391 Noranda Town Centre City-led Infrastructure Activation	55,609	0	0	2,800	52,809
80392 Maylands Town Centre City-led Infrastructure Activation	40,000	0	7,616	2,982	29,402
80393 Bayswater Town Centre City-led Infrastructure Activation	45,000	0	0	0	45,000
80394 Morley Town Centre City-led Infrastructure Activation	50,000	0	0	0	50,000
80693 Bedford Shopping Precincts Regen Project	61,000	0	0	0	61,000
	299,637	0	9,015	15,722	274,900
<b>Other infrastructure renewal</b>					
80704 Drainage Sump Fencing Program	85,384	0	0	0	85,384
80706 Depot Upgrade/Lighting	53,365	0	8,492	5,900	38,973
	138,749	0	8,492	5,900	124,357
<b>COVID-19 \$5m Stimulus Package Projects</b>					
80617 Passive Light Replacement Program	71,346	7,114	41,077	7,375	22,894
80618 Town Centre Streetscape Works	160,000	29,090	5,674	7,182	147,144
	231,346	36,204	46,751	14,557	170,037
<b>Land</b>					
80007 Morley Activity Centre - Streetscape Enhancement Plan	0	0	8,375	21,000	(29,375)
	0	0	8,375	21,000	(29,375)
<b>Total Other infrastructure</b>	1,087,980	49,011	253,829	211,558	622,593

		Adopted Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$
<b>Intangible assets</b>						
<b>IT capital</b>						
80528	Building Workflow Development	0	0	0	4,725	(4,725)
80531	Knowledge Management System	15,000	0	0	14,000	1,000
80554	Rating system improvements - stage 1	9,200	0	0	8,100	1,100
		24,200	0	0	26,825	(2,625)
<b>Software</b>						
80398	Software	169,398	17,000	0	13,045	156,353
80789	Corporate Performance System	200,000	0	0	0	200,000
80791	Implement eServices	49,000	4,900	0	0	49,000
		418,398	21,900	0	13,045	405,353
Total Intangible assets		442,598	21,900	0	39,870	402,728
<b>Total capital projects</b>		30,687,452	2,023,216	2,189,482	3,914,776	24,583,195

**Attachment 4**

**City of Bayswater  
Economic Stimulus Projects  
Balance as at 30 September 2020**

	Amended Budget				Actual			
	Municipal Funds	Grants & Contributions	Reserve Funds	Economic Stimulus Reserve	Total	Total	Commitments	Funds Remaining
35000 Roxy Theatre - external paint	0	0	0	12,000	12,000	7,886	0	4,114
35001 Riverside Gardens Reserve - Public Toilets - repaint	0	0	0	18,000	18,000	23,305	0	(5,305)
35002 Hampton Square Reserve - Scout Hall - internal paint	0	0	0	18,000	18,000	18,554	0	(554)
35003 Hinds Reserve Pavilion - External Paint	0	0	0	9,600	9,600	5,629	0	3,971
35004 Noranda Sporting Complex - external repaint	0	0	0	21,800	21,800	17,592	0	4,008
40011 Footpaths Maintenance - Stimulus projects	0	0	0	200,000	200,000	172,851	6,987	20,162
80235 Bore and pump maintenance program	100,000	0	0	87,000	187,000	191,060	5,000	(8,060)
80384 Maylands Waterland redevelopment	800,000	1,500,000	0	200,000	2,500,000	74,740	10,420	2,414,840
80370 Noranda Netball Court resurface	0	0	550,000	850,000	1,400,000	0	0	1,400,000
80532 Bayswater Library - lift	40,000	0	0	20,000	60,000	74,805	1,201	(16,006)
80604 Bayswater Bowling Club - Replacement of external doors	0	0	0	6,000	6,000	4,118	0	1,882
80605 Depot - Roof replacement	0	0	0	7,200	7,200	4,853	34	2,313
80606 Maylands Library - Workroom modification	0	0	0	7,800	7,800	9,898	0	(2,098)
80607 Morley Noranda Sport Complex - Roof Replacement	0	0	0	36,000	36,000	25,351	0	10,649
80608 Pat O'Hara Rugby Club - security screens	0	0	0	7,200	7,200	4,672	0	2,528
80609 Morley Sport & Recreation Centre - emergency exit door	0	0	0	13,200	13,200	17,517	0	(4,317)
80610 Bedford Bowling Club - path replacement	0	0	0	9,600	9,600	10,817	323	(1,539)
80611 Light Car Club - replace tiling	0	0	0	6,000	6,000	0	1,000	5,000
80612 Lower Hillcrest Clubrooms - carpet replacement	0	0	0	9,600	9,600	13,510	0	(3,910)
80613 Morley Sport & Recreation Centre - Basketball Crt Extension	0	2,000,000	2,900,000	600,000	5,500,000	9,630	230,287	5,260,083
80614 Bayswater Waves - Refurbish 25m pool, pool hall, plant room	0	0	0	1,569,500	1,569,500	0	0	1,569,500
80615 Alf Brooks Park - Redevelopment	34,385	35,000	0	140,000	209,385	77,818	30,602	100,964
80616 Belstead Reserve - Redevelopment	33,992	0	0	173,000	206,992	78,477	91,099	37,416
80617 Passive Light Replacement Program	21,346	0	0	100,000	121,346	75,388	7,375	38,583
80618 Town Centre Streetscape Works	0	0	0	200,000	200,000	5,674	7,182	187,144
80619 Energy Efficiency Projects	0	0	0	150,000	150,000	49,761	67,141	33,097
80620 Footpath Construction - arterial roads	0	0	0	200,000	200,000	231,596	404	(32,000)
80621 Bayswater Waves - carpark resurfacing	0	0	0	200,000	200,000	208,652	0	(8,652)
Community Grants	0	0	0	286,762	286,762	47,764	73,947	165,051
<b>Total</b>	<b>1,029,723</b>	<b>3,535,000</b>	<b>3,450,000</b>	<b>5,158,082</b>	<b>13,172,785</b>	<b>1,481,921</b>	<b>533,002</b>	<b>11,177,862</b>
<b>Community Capital Projects</b>								
35005 Wotton Reserve - Petanque Clubrooms - furniture	0	0	0	4,343	4,343	0	0	4,343
35006 Noranda Sporting Complex - internal painting	0	0	0	11,818	11,818	11,830	0	(12)
35007 Hampton Square Reserve - Toilets/Storage Room - ramp	0	0	0	2,727	2,727	0	2,438	289
80623 Hinds Reserve - Rowing Club Sheds - new grease trap	0	0	0	12,840	12,840	0	0	12,840
80624 Bayswater Pre School - play equip, fountain, goals, table	0	0	0	16,388	16,388	0	0	16,388
80625 Grand Prom Res - Bedford Bowling Club - refrigeration system	0	0	0	15,298	15,298	16,864	0	(1,566)
80626 Bayswater State Emergency Services - new storage area	0	0	0	31,818	31,818	0	0	31,818
80627 North Inglewood Pre-School - play equipment	0	0	0	20,000	20,000	0	18,284	1,716
80628 Maylands Tennis Club - toilet renewal	0	0	0	5,455	5,455	0	6,780	(1,325)
80629 Waltham Reserve - Club Rooms - shade patio	0	0	0	17,273	17,273	0	17,005	268
80630 Lightning Park - Pavilion - change rooms renewal	0	0	0	23,637	23,637	0	19,795	3,842
80631 Robert Thompson Reserve - Club Rooms - LED lights	0	0	0	18,600	18,600	19,070	0	(470)
80633 Noranda Sporting Complex - chairs	0	0	0	6,364	6,364	0	0	6,364
80634 Noranda Sporting Complex - bar floor renewal	0	0	0	10,909	10,909	0	9,845	1,264
80635 Wotton Reserve - soccer goals - pitch C	0	0	0	9,291	9,291	0	0	9,291
80636 Frank Drago Reserve - Bayswater Tennis Club - grandstand	0	0	0	16,364	16,364	0	0	16,364
80637 Bayswater Elderly Community Help Org - new accessible toilet	0	0	0	36,364	36,364	0	0	36,364
80638 Bayswater ECHO - internal walls/floor renewal	0	0	0	27,273	27,273	0	0	27,273
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>286,762</b>	<b>286,762</b>	<b>47,764</b>	<b>73,947</b>	<b>165,051</b>

\* The actual amount spent includes the end of month adjustments such as accruals and overhead allocations.

**10.2.2 Investment Report for the Period Ended 30 September 2020**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Investment Summary as at 30 September 2020	

**SUMMARY**

This report presents the City's Investment Portfolio for the period 1 September to 30 September 2020.

**OFFICER'S RECOMMENDATION**

That Council notes the Investment Portfolio Report for the period 1 September to 30 September 2020 with investments totalling \$114,401,073.81.

**BACKGROUND**

The purpose of this report is for Council to note the Investment Portfolio detailed 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.

The City's Investment Policy 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).

The City'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.

<b>S&amp;P Long-Term Rating</b>	<b>S&amp;P Short-Term Rating</b>	<b>Maximum Risk Limit % Credit Rating</b>
AAA	A-1+	100%
AA	A-1	100%
A	A-2	80%

This report is intended to not only meet the City's regulatory and policy obligations, but also to summarise how the City's funds have been invested and with which financial institution.

**EXTERNAL CONSULTATION**

Not applicable.

**OFFICER'S COMMENTS**

Total investments for the period as at 30 September 2020 were \$114,401,073.81.

Of the total investment portfolio, \$56,411,525.54 is internally restricted and \$5,002,973.14 externally restricted, 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 2020/21 operating and capital expenditure requirements.

**LEGISLATIVE COMPLIANCE**

Investment Policy applies. It is noted that the City currently has 32% 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 1 September to 30 September 2020 with investments totalling \$114,401,073.81.

**Attachment 1**

City of Bayswater  
Investment Register  
Balance as at 30-Sep-2020

Investment Number	Bank	Lodgement Date	Maturity Date	Rate %	Principal \$	Accrued Interest \$	Maturity Interest \$	Maturity Amount \$
200449	National Australia Bank	04/08/20	08/10/20	0.61	2,000,000.00	1,905.21	2,105.75	2,002,105.75
200450	National Australia Bank	04/08/20	13/10/20	0.64	2,200,000.00	2,198.79	2,700.27	2,202,700.27
200452	National Australia Bank	11/08/20	20/10/20	0.64	2,001,739.20	1,754.95	2,456.93	2,004,196.13
200451	National Australia Bank	11/08/20	27/10/20	0.67	2,200,975.79	2,020.07	3,110.91	2,204,086.70
200460	National Australia Bank	18/08/20	03/11/20	0.66	2,500,000.00	1,943.84	3,480.82	2,503,480.82
200453	National Australia Bank	11/08/20	10/11/20	0.75	1,700,000.00	1,746.58	3,178.77	1,703,178.77
200459	National Australia Bank	18/08/20	10/11/20	0.68	2,037,293.28	1,632.07	3,188.22	2,040,481.50
200461	Bank of Queensland	18/08/20	17/11/20	0.65	2,500,000.00	1,914.38	4,051.37	2,504,051.37
200462	National Australia Bank	18/08/20	24/11/20	0.70	2,000,000.00	1,649.32	3,758.90	2,003,758.90
200463	Suncorp Bank	25/08/20	01/12/20	0.65	2,500,000.00	1,602.74	4,363.01	2,504,363.01
200464	Suncorp Bank	25/08/20	08/12/20	0.65	2,000,000.00	1,282.19	3,739.73	2,003,739.73
200465	National Australia Bank	25/08/20	15/12/20	0.70	5,500,000.00	3,797.28	11,813.70	5,511,813.70
200466	Bendigo Bank	25/08/20	22/12/20	0.60	3,500,000.00	2,071.23	6,846.58	3,506,846.58
200467	Bendigo Bank	25/08/20	05/01/21	0.60	2,000,000.00	1,183.56	4,372.60	2,004,372.60
200471	National Australia Bank	01/09/20	05/01/21	0.70	1,318,162.16	733.11	3,185.26	1,321,347.42
200472	National Australia Bank	01/09/20	12/01/21	0.70	3,000,000.00	1,668.49	7,652.05	3,007,652.05
200475	National Australia Bank	08/09/20	19/01/21	0.70	3,000,000.00	1,265.75	7,652.05	3,007,652.05
200468	Suncorp Bank	25/08/20	27/01/21	0.70	2,500,000.00	1,726.03	7,431.51	2,507,431.51
200485	National Australia Bank	15/09/20	02/02/21	0.59	2,581,249.88	625.86	5,841.40	2,587,091.26
200478	Westpac Bank	22/09/20	09/02/21	0.54	2,104,848.99	249.12	4,359.63	2,109,208.62
200479	National Australia Bank	22/09/20	09/02/21	0.65	1,842,305.85	262.47	4,593.15	1,846,899.00
200484	National Australia Bank	29/09/20	09/02/21	0.60	2,000,000.00	32.88	4,372.60	2,004,372.60
<b>Muni General Funds Total</b>					<b>52,986,575.13</b>	<b>33,265.90</b>	<b>104,255.23</b>	<b>53,090,830.36</b>
200401	Suncorp Bank	22/04/20	20/10/20	1.30	1,764,226.86	10,116.51	11,373.22	1,775,600.08
200404	Bank of Queensland	28/04/20	27/10/20	1.55	915,639.99	6,026.92	7,076.77	922,716.76
200405	Westpac Bank	28/04/20	01/12/20	1.40	1,198,252.12	7,123.86	9,973.40	1,208,225.52
200416	Bank of Queensland	19/05/20	19/01/21	1.25	1,593,185.43	7,311.19	13,367.48	1,606,552.91
200429	National Australia Bank	16/06/20	16/02/21	0.93	5,309,768.85	14,340.74	33,146.05	5,347,214.70
200447	Bank of Queensland	28/07/20	16/02/21	0.80	1,007,728.77	1,413.58	4,463.70	1,012,212.47
200454	Bank of Queensland	11/08/20	09/03/21	0.80	2,514,136.88	2,755.22	11,571.92	2,526,708.78
200469	Bank of Queensland	25/08/20	30/03/21	0.75	4,425,966.43	3,274.00	19,734.96	4,445,701.39
200473	Westpac Bank	01/09/20	06/04/21	0.70	5,109,728.17	2,841.85	21,264.87	5,130,993.04
200486	Westpac Bank	15/09/20	20/04/21	0.60	3,073,541.04	757.86	10,963.70	3,084,504.74
<b>Muni Reserve Total</b>					<b>26,912,174.32</b>	<b>55,961.73</b>	<b>142,956.07</b>	<b>27,055,130.39</b>
200421	National Australia Bank	26/05/20	24/11/20	0.97	808,445.33	2,728.56	3,910.22	812,355.55
200432	National Australia Bank	23/06/20	19/01/21	0.88	584,137.86	1,394.25	2,957.50	587,095.36
200455	Bank of Queensland	11/08/20	09/02/21	0.80	500,000.00	547.95	1,994.52	501,994.52
200470	Bank of Queensland	25/08/20	09/03/21	0.75	851,962.88	630.22	3,431.19	855,393.87
200480	Suncorp Bank	22/09/20	23/03/21	0.65	806,781.37	114.94	2,614.86	809,396.23
200481	National Australia Bank	22/09/20	23/03/21	0.65	437,441.21	62.32	1,417.79	438,859.00
200476	Bendigo Bank	08/09/20	13/04/21	0.65	1,014,204.69	397.35	3,919.28	1,018,123.97
<b>Trust Specific Total</b>					<b>5,002,973.14</b>	<b>5,875.58</b>	<b>20,245.35</b>	<b>5,023,218.49</b>
200396	Bank of Queensland	07/04/20	08/10/20	1.60	1,411,107.95	10,886.79	11,257.94	1,422,365.89
200411	Bank of Queensland	05/05/20	03/11/20	1.50	1,512,427.40	9,198.87	11,312.13	1,523,739.53
200406	Suncorp Bank	28/04/20	24/11/20	1.20	2,223,755.54	11,332.01	15,353.05	2,239,108.59
200407	Westpac Bank	28/04/20	01/12/20	1.40	801,747.88	4,766.56	6,673.18	808,421.06
200425	National Australia Bank	09/06/20	12/01/21	0.92	859,792.72	2,448.88	4,702.71	864,495.43
200433	National Australia Bank	23/06/20	02/02/21	0.88	626,006.88	1,494.18	3,380.78	629,387.64
200456	Bank of Queensland	11/08/20	16/03/21	0.80	2,162,680.32	2,370.06	10,286.06	2,172,966.38
200482	Suncorp Bank	22/09/20	23/03/21	0.65	907,629.04	129.31	2,941.71	910,570.75
200477	Bank of Queensland	08/09/20	06/04/21	0.70	600,051.59	253.17	2,416.65	602,468.24
<b>Aged General Funds Total</b>					<b>11,105,199.30</b>	<b>42,879.84</b>	<b>68,324.21</b>	<b>11,173,523.51</b>
200457	National Australia Bank	11/08/20	15/12/20	0.75	43,393.40	44.58	112.35	43,505.75
<b>Aged Mertome Gardens Total</b>					<b>43,393.40</b>	<b>44.58</b>	<b>112.35</b>	<b>43,505.75</b>
200412	Bank of Queensland	05/05/20	03/11/20	1.50	1,021,854.07	6,215.11	7,642.91	1,029,496.98
200426	Bank of Queensland	09/06/20	08/12/20	1.05	597,685.93	1,942.89	3,129.25	600,815.18
200483	Westpac Bank	22/09/20	23/03/21	0.54	1,064,887.30	126.04	2,867.32	1,067,754.62
<b>Aged Prudential Requirements Reserve Total</b>					<b>2,684,427.30</b>	<b>8,284.04</b>	<b>13,639.48</b>	<b>2,698,066.78</b>
200397	Suncorp Bank	14/04/20	13/10/20	1.50	977,716.34	6,790.44	7,312.78	985,029.12
200414	National Australia Bank	13/05/20	05/01/21	1.00	5,393,681.71	20,688.09	35,021.99	5,428,703.70
200437	Bank of Queensland	30/06/20	02/02/21	0.95	3,013,446.38	7,215.76	17,019.78	3,030,466.14
200458	Bank of Queensland	11/08/20	02/02/21	0.80	823,019.40	901.94	3,156.79	826,176.19
200441	Bank of Queensland	09/07/20	13/04/21	0.90	4,374,550.81	9,060.71	30,094.51	4,404,645.32
200474	Westpac Bank	01/09/20	27/04/21	0.70	1,083,916.60	602.84	4,947.41	1,088,864.01
<b>Aged General Reserve Total</b>					<b>15,666,331.22</b>	<b>45,259.78</b>	<b>97,553.26</b>	<b>15,763,884.48</b>
<b>Total</b>					<b>114,401,073.81</b>	<b>191,571.45</b>	<b>447,085.94</b>	<b>114,848,159.75</b>

**City of Bayswater  
Investment Summary  
Balance as at 30-Sep-2020**

**Investments By Maturity Date**

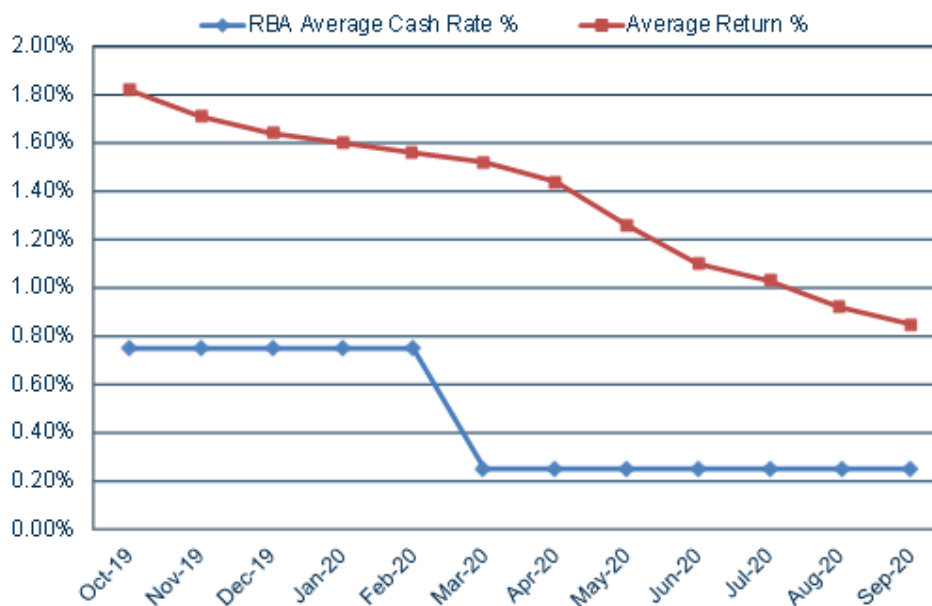
Maturity Dates	Principal	Portfolio %	Number of Investments
Less than 30 days	\$13,471,406.13	12%	8
Between 30 days and 60 days	\$16,303,775.62	14%	9
Between 61 days and 90 days	\$16,141,079.33	14%	8
Between 91 days and 180 days	\$48,802,853.40	43%	26
Between 181 days and 1 year	\$19,681,959.33	17%	7
<b>Total</b>	<b>\$114,401,073.81</b>	<b>100%</b>	<b>58</b>

**Allocation of Investments**

S&P Rating (Short-term)	Bank	Amount Invested	Amount Invested %	Threshold %
A-1+	National Australia Bank	\$49,944,393.88	44%	45%
A-1+	Westpac	\$14,436,922.10	13%	45%
A-1	Suncorp	\$13,680,109.15	12%	35%
A-2	Bank of Queensland **	\$29,825,443.99	26%	30%
A-2	Bendigo Bank **	\$6,514,204.69	6%	30%
<b>Total</b>		<b>\$114,401,073.81</b>	<b>100%</b>	

\*\* Fossil fuel free investment

**Average Return on Investment**



City of Bayswater  
Investment Portfolio  
Balance as at 30-Sep-2020

Source	Description	Total \$	Internally restricted \$	Externally restricted \$
Municipal	Investment - CoB General Funds	52,986,575.13	-	-
	Investment - CoB Reserve	26,912,174.32	26,912,174.32	-
	Investment - Trust	5,002,973.14	-	5,002,973.14
<b>Sub Total</b>		<b>84,901,722.59</b>	<b>26,912,174.32</b>	<b>5,002,973.14</b>
Aged	Investment - Aged General Funds	11,148,592.70	11,148,592.70	-
	Investment - Prudential Requirements Reserve	2,684,427.30	2,684,427.30	-
	Investment - Aged General Reserve	15,666,331.22	15,666,331.22	-
<b>Sub Total</b>		<b>29,499,351.22</b>	<b>29,499,351.22</b>	<b>-</b>
<b>Grand Total</b>		<b>114,401,073.81</b>	<b>56,411,525.54</b>	<b>5,002,973.14</b>



**10.2.3 List of Payments for the Month of September 2020**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	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 September 2020 in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*.

**OFFICER'S RECOMMENDATION**

That Council notes the list of payments for the month of September 2020 made under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* comprising:

1. Schedule of Accounts – Municipal Fund (**Attachment 1**);
2. Schedule of Accounts – Trust Fund (**Attachment 2**);
3. Schedule of Accounts – Aged Persons Homes Account (**Attachment 3**);
4. Summary of Corporate Credit Card Expenses (**Attachment 4**); and
5. Electronic Fund Transfers (**Attachment 5**).

**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 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 noting in accordance with the *Local Government (Financial Management) Regulations 1996*.

Payments drawn from the Municipal Account for the month of September 2020 are included in **Attachment 1**.

Payments drawn from the Trust Account for the month of September 2020 are included in **Attachment 2**.

Payments drawn from the Aged Persons Homes Account for the month of September 2020 are included in **Attachment 3**.

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

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

All payments are summarised in **Table 1**.

**Table 1**

<b><i>Payment Type</i></b>	<b><i>Reference</i></b>	<b><i>Amount \$</i></b>
<b><i>Municipal Account</i></b>		
BPay Direct Credits Electronic Fund Transfers (EFTs)	BP000046-49, DC000137-139, EF053784-054410	\$6,837,281.87
<i>Less cancelled:</i> EF054037 EF054095		\$295.00 <u>\$2,000.00</u>
<b>Total</b>		<b>\$6,834,986.87</b>
<b><i>Trust Account</i></b>		
Electronic Fund Transfers (EFTs)	EF053932, EF053933-4, EF054106-054107	<b>\$29,359.98</b>
<b><i>Aged Persons Homes</i></b>		
Electronic Fund Transfers (EFTs)	EF053783, 053936, 054257, 054260-054261	<b>\$21,587.45</b>
	<b>Total</b>	<b>\$6,885,934.30</b>

The following EFT from previous months was cancelled in September.

- Municipal Account:
  - EF053699 - \$750.00
- Aged Person Homes Fund:
  - DC000135 - \$3,773.00

## LEGISLATIVE COMPLIANCE

Council Policy – Procurement.

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 September 2020 comprising **Attachments 1, 2, 3, 4 and 5.**

**Attachment 1****City of Bayswater****List of Payment - Municipal****for the period 1 September 2020 to 30 September 2020**

<b>Reference</b>	<b>Date</b>	<b>Creditor Name</b>	<b>Invoice details</b>	<b>Amount Paid</b>
<b>Payments</b>				<b>\$</b>
BP000046	02/09/20	Water Corporation	Water usage charges	16,344.58
BP000047	09/09/20	Water Corporation	Water usage charges	304.63
BP000048	16/09/20	Water Corporation	Water usage charges	5,946.20
BP000049	23/09/20	RAC Businesswise	Plant and vehicle repairs	600.00
DC000137	10/09/20	Superchoice	Payroll payment	164,948.57
DC000138	09/09/20	Easialary Pty Ltd	Payroll payment	4,925.37
DC000139	23/09/20	Superchoice	Payroll payment	171,249.27
EF053784	02/09/20	A1 Locksmiths	Key / Lock Services	4,181.75
EF053785	02/09/20	Alinta Gas	Gas usage charges	70.50
EF053786	02/09/20	Boral Construction Materials Group Ltd	Construction and civil works tools and materials	8,950.70
EF053787	02/09/20	Boyan Electrical Services	Parks & gardens contract payments	10,453.30
EF053788	02/09/20	Bunnings Group Ltd	Plant and vehicle parts and materials	4,737.49
EF053789	02/09/20	Contraflow Pty Ltd	Traffic management	17,982.89
EF053790	02/09/20	Corsign WA Pty Ltd	Signage and banners	724.68
EF053791	02/09/20	Dowsing Concrete	Construction and civil works tools and materials	56,541.41
EF053792	02/09/20	Fuel Distributors of WA Pty Ltd	Fuel and oil	254.10
EF053793	02/09/20	Galvins Plumbing Supplies	Building supplies and hardware	1,116.83
EF053794	02/09/20	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	5,790.93
EF053795	02/09/20	JB Hi-Fi Group Pty Ltd	Information technology minor purchases	7,839.80
EF053796	02/09/20	Lawrence & Hanson	Building supplies and hardware	171.60
EF053797	02/09/20	McLeods	Legal expenses and court costs	1,159.75
EF053798	02/09/20	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks & gardens tree pruning & assoc. services	13,879.80
EF053799	02/09/20	Perth Recruitment Services	Labour hire and temporary replacement	1,816.24
EF053800	02/09/20	Pro-Lamps Pty Ltd	Building supplies and hardware	2,273.15
EF053801	02/09/20	Repo	Plant and vehicle parts and materials	976.50
EF053802	02/09/20	State Wide Turf Services	Parks & gardens materials	906.95
EF053803	02/09/20	Telstra	Office telephone and communication expenses	1,855.19
EF053804	02/09/20	Walcon Marine Australasia Pty Ltd	Parks & gardens contract payments	4,387.66
EF053805	02/09/20	Winc Australia Pty Ltd	Office stationery and consumables	1,374.32
EF053806	02/09/20	Work Clobber	Staff uniforms and protective equipment	12.60
EF053807	02/09/20	Aaron Young	Refund rates overpayment	2,000.00
EF053808	02/09/20	Aaron Young	Refund rates overpayment	2,000.00
EF053809	02/09/20	Aaron Young	Refund rates overpayment	2,000.00
EF053810	02/09/20	Abco Products	Cleaning supplies	2,450.14
EF053811	02/09/20	Access Icon Pty Ltd T/A Cascade Group	Construction and civil works tools and materials	6,726.50
EF053812	02/09/20	Action Glass & Aluminium	Building maintenance and services	1,057.65
EF053813	02/09/20	Acurix Networks Pty Ltd	Office telephone and communication expenses	1,666.67
EF053814	02/09/20	Adrian Constantine	Refund health centre memberships	1,321.92
EF053815	02/09/20	ADT Security	Buildings and events security expenses	47.23
EF053816	02/09/20	Commercial Air Solutions	Aquatic maintenance and services	2,125.97
EF053817	02/09/20	ALS Library Services	Library book stock and materials	25.07
EF053818	02/09/20	Amgrow Australia Pty Ltd	Parks & gardens materials	18,260.00
EF053819	02/09/20	AMS Installation & Maintenance Solutions WA	Building maintenance and services	24,908.71
EF053820	02/09/20	Anna and Alfred Lay	Refund residential verge deposit	1,200.00
EF053821	02/09/20	Bayswater News & Lotteries	Memberships and subscriptions	292.95
EF053822	02/09/20	Aquemonix Pty Ltd	Parks & gardens contract payments	7,348.00
EF053823	02/09/20	AR & I Burrough	Refund residential verge deposit	1,400.00
EF053824	02/09/20	Auscorp IT	Information technology minor purchases	172.70
EF053825	02/09/20	Australia Post / Commission	Commission	4,244.95
EF053826	02/09/20	Australian Bureau of Statistics	Professional consultancy services	552.54
EF053827	02/09/20	Australian Timber Flooring Association	Refund bond	500.00
EF053828	02/09/20	Benara Nurseries	Parks & gardens plants and trees	722.70
EF053829	02/09/20	Blackwoods Atkins	Plant and vehicle parts and materials	392.48
EF053830	02/09/20	Bourkes Real Estate Trust Account	Refund rates overpayment	476.60
EF053831	02/09/20	Bourkes Real Estate Trust Account	Refund rates overpayment	446.35
EF053832	02/09/20	Boya Equipment Pty Ltd	Plant and vehicle parts and materials	820.04
EF053833	02/09/20	Brayco Global Pty Ltd	Furniture purchases	236.00
EF053834	02/09/20	Burswood Investments Pty Ltd T/A Maylands IGA	Staff Amenities	196.40
EF053835	02/09/20	C R Kennedy & Co P/L	Licence and permit renewal	3,003.00
EF053836	02/09/20	Cai Fences	Fencing	5,203.00
EF053837	02/09/20	Carol Foley	Youth and seniors community activities	125.00
EF053838	02/09/20	Charter Plumbing and Gas	Building maintenance and services	269.50
EF053839	02/09/20	Chemistry Centre of WA	Analytical and testing services	821.48
EF053840	02/09/20	ChoiceOne Pty Ltd	Labour hire and temporary replacement	4,486.27

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF053841	02/09/20	CNW Pty Ltd	Building supplies and hardware	2,584.97
EF053842	02/09/20	Conor Michael Ian McCloskey	Grants & funding	250.00
EF053843	02/09/20	Cooktown Construction Pty Ltd	Refund residential verge deposit	1,200.00
EF053844	02/09/20	Cornerstone Legal	Legal expenses and court costs	1,672.00
EF053845	02/09/20	Cospak Pty Ltd	Environmental services & supplies	1,257.30
EF053846	02/09/20	Telford Industries	Aquatic chemicals and consumables	3,306.60
EF053847	02/09/20	Currost Milk Supply	Staff Amenities	286.56
EF053848	02/09/20	Cyrille Ngabonziza	Refund bond	948.00
EF053849	02/09/20	Decipha Pty Ltd	Postage and courier charges	1,209.68
EF053850	02/09/20	Department of Transport - Vehicle Search	Vehicle searches	64.60
EF053851	02/09/20	Domus Nursery	Parks & gardens plants and trees	353.16
EF053852	02/09/20	Donegan Enterprises Pty Ltd	Parks & gardens contract payments	2,321.00
EF053853	02/09/20	Dorothy D Freckman	Refund rates overpayment	535.95
EF053854	02/09/20	Downer Edi Engineering Power Pty Ltd	Buildings and events security expenses	45,448.14
EF053855	02/09/20	Essential First Choice Homes Pty Ltd	Refund planning fees	564.81
EF053856	02/09/20	Eva Dorise Rabey	Refund rates overpayment	971.96
EF053857	02/09/20	Evenflow Irrigation	Parks & gardens contract payments	3,168.00
EF053858	02/09/20	Flexi Staff	Labour hire and temporary replacement	3,664.78
EF053859	02/09/20	Forpark Australia	Parks & gardens contract payments	11,550.00
EF053860	02/09/20	Galleria Toyota	Plant and vehicle repairs	1,749.00
EF053861	02/09/20	Gemma Taylor	Refund rates overpayment	158.60
EF053862	02/09/20	Grow and Evolve	Staff training, development and support	2,145.00
EF053863	02/09/20	GTA Consultants	Civil works design and technical support	2,697.48
EF053864	02/09/20	Hayley Hewitt	Refund bond	350.00
EF053865	02/09/20	Hydraulics Design Australia	Building maintenance and services	8,503.00
EF053866	02/09/20	Hydro Flow Pty Ltd	Environmental services & supplies	365.07
EF053867	02/09/20	Inglewood Primary School	Refund bond	350.00
EF053868	02/09/20	Isabella Devine	Refund health centre memberships	189.08
EF053869	02/09/20	James Bennett Pty Ltd	Library book stock and materials	44.76
EF053870	02/09/20	Jenny Millman	Youth and seniors community activities	60.00
EF053871	02/09/20	Julie Turner	Crossover subsidy	612.40
EF053872	02/09/20	Kathryn M Dunnet	Refund rates overpayment	163.85
EF053873	02/09/20	Keith C and Judith M Fairbrother	Refund rates overpayment	154.98
EF053874	02/09/20	Landgate	Gross rental valuation charges	2,346.17
EF053875	02/09/20	LGConnect Pty Ltd	Professional consultancy services	7,425.00
EF053876	02/09/20	LifeWorks.Com Pty Ltd	Staff training, development and support	12,925.00
EF053877	02/09/20	Lift Shop Pty Ltd	Building maintenance and services	2,062.84
EF053878	02/09/20	Linemarking WA Pty Ltd	Construction and civil works technical support	1,529.00
EF053879	02/09/20	Living Turf	Parks & gardens materials	37,565.00
EF053880	02/09/20	Kelyn Training Services	Staff training, development and support	3,570.00
EF053881	02/09/20	Marawar Pty Ltd	Painting services	1,012.00
EF053882	02/09/20	Maria Supan	Refund bond	500.00
EF053883	02/09/20	Marketforce Pty Ltd	Printing and graphic design expenses	13,998.50
EF053884	02/09/20	Maxim Homes Pty Ltd	Refund residential verge deposit	1,400.00
EF053885	02/09/20	Metrocount	Plant and vehicle parts and materials	301.40
EF053886	02/09/20	Michael Page	Labour hire and temporary replacement	1,651.21
EF053887	02/09/20	Miho Tanabe	Grants & funding	183.52
EF053888	02/09/20	Mills Corporation Pty Ltd	Labour hire and temporary replacement	9,000.13
EF053889	02/09/20	Munevera Fetahovic	Refund rates overpayment	570.67
EF053890	02/09/20	Natural Area Management & Services	Environmental services & supplies	10,021.77
EF053891	02/09/20	New Look Drycleaners & Laundry Service	Cleaning services	395.45
EF053892	02/09/20	Officeworks	Office stationery and consumables	569.98
EF053893	02/09/20	OneMusic Australia	Licence and permit renewal	7,861.28
EF053894	02/09/20	PPG Industries Australia Pty Ltd T/A Taubmans Trade Centre	Parks & gardens materials	113.65
EF053895	02/09/20	Prestige Property Maintenance Pty Ltd	Aquatic maintenance and services	25,681.15
EF053896	02/09/20	Quality Press	Printing and graphic design expenses	83.60
EF053897	02/09/20	Red Education Pty Ltd	IT network maintenance	6,044.50
EF053898	02/09/20	Refresh Waters Pty Ltd	Functions and events bar stock	80.00
EF053899	02/09/20	Resource Recovery Solutions Pty Ltd	Tipping Fee	484.00
EF053900	02/09/20	Richmond Wheel and Castor Co	Plant and vehicle parts and materials	142.92
EF053901	02/09/20	Rodico Engineering	Construction and civil works tools and materials	209.00
EF053902	02/09/20	RTS Training	Staff training, development and support	600.00
EF053903	02/09/20	Ruth Kilpatrick	Youth and seniors community activities	666.00
EF053904	02/09/20	The Trustee for Matt Perroni Family Trust T/A Sherbet Cafe	Functions and events catering expenses	500.00
EF053905	02/09/20	Sigma Chemicals	Aquatic chemicals and consumables	2,157.62
EF053906	02/09/20	Simarjit Singh	Refund residential verge deposit	1,400.00
EF053907	02/09/20	Simsai Construction Group	Refund residential verge deposit	1,400.00
EF053908	02/09/20	Sonal Vij	Refund health centre memberships	123.20
EF053909	02/09/20	St John Ambulance Western Australia Ltd	Medical services and materials	150.35

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF053910	02/09/20	Statewide Bearings	Plant and vehicle parts and materials	137.50
EF053911	02/09/20	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies	695.20
EF053912	02/09/20	Stratagreen	Parks & gardens materials	425.98
EF053913	02/09/20	Surun Services Pty Ltd	Construction and civil works payments	65,748.84
EF053914	02/09/20	Suzanne M Cannell	Refund rates overpayment	630.29
EF053915	02/09/20	Synergy	Electricity charges (other than street lighting)	6,280.58
EF053916	02/09/20	Tarun Vj	Refund health centre memberships	123.20
EF053917	02/09/20	The Goods Australia	Cleaning supplies	507.10
EF053918	02/09/20	The Morley Momentum	Refund bond	200.00
EF053919	02/09/20	The O'Grady Family Trust T/A Efficient Site Services	Construction and civil works payments	9,075.00
EF053920	02/09/20	Total Tools Malaga	Tools and minor plant	1,480.00
EF053921	02/09/20	Turf Care WA Pty Ltd	Parks & gardens contract payments	1,886.28
EF053922	02/09/20	United Way WA	Refund bond	550.00
EF053923	02/09/20	Viking Rentals	Building maintenance and services	293.26
EF053924	02/09/20	Vorgee Pty Ltd	Kiosk stock	4,265.25
EF053925	02/09/20	Wattloup Tractors	Plant and vehicle parts and materials	330.00
EF053926	02/09/20	Western Resource Recovery	Waste collection and hygiene services	440.00
EF053927	02/09/20	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	853.45
EF053928	02/09/20	Woolworths Ltd (WA)	Functions and events bar stock	126.50
EF053929	02/09/20	Morley Sport & Recreation Centre	Recreation and gymnasium equipment	13,179.98
EF053930	02/09/20	Yvette Ho	Refund rates overpayment	128.04
EF053931	02/09/20	Zircodata Pty Ltd	Transport and storage charges	338.72
EF053935	04/09/20	Commissioner of Taxation	Superannuation	44,957.51
EF053937	09/09/20	A1 Locksmiths	Key / Lock Services	210.50
EF053938	09/09/20	Alinta Gas	Gas usage charges	369.55
EF053939	09/09/20	Commissioner of Taxation	Payroll payment	258,866.00
EF053940	09/09/20	Boral Construction Materials Group Ltd	Construction and civil works tools and materials	13,997.28
EF053941	09/09/20	Boyan Electrical Services	Parks & gardens contract payments	7,934.30
EF053942	09/09/20	Bridgestone Aust Ltd	Plant and vehicle parts and materials	1,231.56
EF053943	09/09/20	Bunnings Group Ltd	Rise Materials & Consumables	2,748.77
EF053944	09/09/20	Capital Recycling	Tipping fee	4,460.28
EF053945	09/09/20	Cleanaway	Waste collection and hygiene services	4,684.25
EF053946	09/09/20	Contraflow Pty Ltd	Traffic management	1,031.67
EF053947	09/09/20	Corsign WA Pty Ltd	Signage and banners	415.03
EF053948	09/09/20	Dowsing Concrete	Construction and civil works tools and materials	39,702.39
EF053949	09/09/20	Galvins Plumbing Supplies	Building supplies and hardware	1,351.14
EF053950	09/09/20	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	11,608.39
EF053951	09/09/20	J8 Hi-Fi Group Pty Ltd	IT software/hardware upgrades & replacement	12,755.00
EF053952	09/09/20	The Watershed Water Systems	Parks & gardens reticulation repairs & upgrades	1,217.67
EF053953	09/09/20	McLeods	Legal expenses and court costs	489.32
EF053954	09/09/20	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks & gardens tree pruning & assoc. services	544.50
EF053955	09/09/20	Perth Recruitment Services	Labour hire and temporary replacement	12,858.61
EF053956	09/09/20	Pro-Lamps Pty Ltd	Building supplies and hardware	9,908.41
EF053957	09/09/20	Repeco	Plant and vehicle parts and materials	1,649.63
EF053958	09/09/20	Sonic Health Plus Pty Ltd	Medical services and materials	518.10
EF053959	09/09/20	Telstra	Office telephone and communication expenses	28,496.77
EF053960	09/09/20	WC Innovations	Building maintenance and services	3,456.03
EF053961	09/09/20	Winc Australia Pty Ltd	Office stationery and consumables	1,220.92
EF053962	09/09/20	Work Clobber	Staff uniforms and protective equipment	268.20
EF053963	09/09/20	AAAC Towing Pty Ltd	Vehicle towing	264.00
EF053964	09/09/20	Action Glass & Aluminium	Building maintenance and services	1,315.00
EF053965	09/09/20	ADT Security	Buildings and events security expenses	69.74
EF053966	09/09/20	Advance Press	Printing and graphic design expenses	12,672.00
EF053967	09/09/20	Air Liquide Australia Ltd	Equipment hire	174.96
EF053968	09/09/20	Commercial Air Solutions	Aquatic maintenance and services	2,125.97
EF053969	09/09/20	ALS Library Services	Library book stock and materials	44.06
EF053970	09/09/20	Amgrow Australia Pty Ltd	Parks & gardens materials	1,573.00
EF053971	09/09/20	AMS Installation & Maintenance Solutions WA	Building maintenance and services	4,643.31
EF053972	09/09/20	Bayswater News & Lotteries	Memberships and subscriptions	247.38
EF053973	09/09/20	Ardello Engineering	Plant and vehicle repairs	866.80
EF053974	09/09/20	Arunkumar B A	Refund bond	150.00
EF053975	09/09/20	Asphalttech Pty Ltd	Construction and civil works payments	527.71
EF053976	09/09/20	Australia Post / Commission	Commission	11,690.71
EF053977	09/09/20	Australian Institute of Health and Welfare	Professional consultancy services	407.00
EF053978	09/09/20	Australian Services Union	Payroll payment	386.50
EF053979	09/09/20	Be Media Group Pty Ltd	Marketing and promotional material	3,750.00
EF053980	09/09/20	Beatrice Waran	Refund bond	1,000.00
EF053981	09/09/20	Bedford/Morley Cricket Club Inc	Parks & gardens contract payments	3,672.00
EF053982	09/09/20	Ben Walton	Refund rates overpayment	250.64

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF053983	09/09/20	Blackwoods Atkins	Furniture purchases	1,644.15
EF053984	09/09/20	BOC Limited	Gas usage charges	570.93
EF053985	09/09/20	BP Australia Pty Ltd	Fuel and oil	703.16
EF053986	09/09/20	Bruce I. Russell	Youth and seniors community activities	150.00
EF053987	09/09/20	C R Kennedy & Co P/L	Equipment purchases	6,022.50
EF053988	09/09/20	Carramar Resource Industries	Parks & gardens materials	3,960.00
EF053989	09/09/20	Cat Haven	Animal supplies & services	2,693.00
EF053990	09/09/20	Ceiling Manufacturers of Australia	Building supplies and hardware	122.10
EF053991	09/09/20	Chemistry Centre of WA	Analytical and testing services	1,154.18
EF053992	09/09/20	ChoiceOne Pty Ltd	Labour hire and temporary replacement	2,611.72
EF053993	09/09/20	Citec Confirm	Vehicle searches	18.70
EF053994	09/09/20	Cleantex Pty Ltd	Depot stores and consumables	453.35
EF053995	09/09/20	Cleverpatch Pty Ltd	Library book stock and materials	117.65
EF053996	09/09/20	CNW Pty Ltd	Construction and civil works payments	1,070.66
EF053997	09/09/20	COB - Sundowner Club	Payroll payment	88.00
EF053998	09/09/20	Telford Industries	Aquatic chemicals and consumables	1,655.94
EF053999	09/09/20	Child Support Agency	Payroll payment	617.31
EF054000	09/09/20	CVC Linemarking	Construction and civil works technical support	2,622.62
EF054001	09/09/20	Department of Transport - Vehicle Search	Vehicle searches	210.90
EF054002	09/09/20	DS Workwear & Safety	Staff uniforms and protective equipment	157.95
EF054003	09/09/20	Duleep Pelpola	Refund health centre memberships	71.15
EF054004	09/09/20	E Fire & Safety	Building maintenance and services	4,345.00
EF054005	09/09/20	Western Power	Civil works design and technical support	1,320.00
EF054006	09/09/20	Ellenby Tree Farm	Parks & gardens plants and trees	32,582.00
EF054007	09/09/20	Envisionware Pty Ltd	IT systems licensing fees and support	5,645.79
EF054008	09/09/20	Evenflow Irrigation	Parks & gardens contract payments	2,200.00
EF054009	09/09/20	Exetel	Office telephone and communication expenses	1,250.00
EF054010	09/09/20	Espresso Crema Mobile Cafe	Functions and events catering expenses	150.00
EF054011	09/09/20	FE Technologies	Equipment repairs	1,469.60
EF054012	09/09/20	Fire Risk Hydraulics	Fire suppression and alarm monitoring	495.00
EF054013	09/09/20	Flexi Staff	Labour hire and temporary replacement	3,257.58
EF054014	09/09/20	Fuji Xerox (Aust) Pty Ltd	Photocopying contract charges	157.08
EF054015	09/09/20	Full Circle Feedback Pty Ltd	Professional consultancy services	594.00
EF054016	09/09/20	Galaxy 42 Pty Ltd	IT network maintenance	5,115.00
EF054017	09/09/20	Les Mills Australia	Licence and permit renewal	1,348.47
EF054018	09/09/20	Genesis Accounting	Memberships and subscriptions	2,750.00
EF054019	09/09/20	GFG Temporary Assist	Labour hire and temporary replacement	5,225.00
EF054020	09/09/20	Gortankaku Community Association of WA	Refund bond	2,000.00
EF054021	09/09/20	Green Grates	Grants & funding	750.00
EF054022	09/09/20	Gwenda M Christmass	Refund rates overpayment	268.57
EF054023	09/09/20	Health Insurance Fund of WA	Payroll payment	332.40
EF054024	09/09/20	Dr Heather Coventry	Medical services and materials	3,520.00
EF054025	09/09/20	Hilti Australia	Tools and minor plant	3,302.43
EF054026	09/09/20	Hosking Leanne	Medical services and materials	3,080.00
EF054027	09/09/20	Hospital Benefit Fund of WA	Payroll payment	1,555.10
EF054028	09/09/20	ibookingsystems	Memberships and subscriptions	99.00
EF054029	09/09/20	IRP Pty Ltd	Labour hire and temporary replacement	1,995.84
EF054030	09/09/20	Ixon Operations Pty Ltd	Aquatic chemicals and consumables	168.63
EF054031	09/09/20	Jana Soderlund	Grants & funding	500.00
EF054032	09/09/20	JL & AA Pty Ltd t/a Powerlux WA	Parks & gardens contract payments	47,784.08
EF054033	09/09/20	John and Diana Saccoccio	Refund rates overpayment	1,590.87
EF054034	09/09/20	John Grant	Refund residential verge deposit	1,400.00
EF054035	09/09/20	Josh Byrne and Associates	Professional consultancy services	7,352.40
EF054036	09/09/20	Justin Maio	Refund residential verge deposit	1,400.00
EF054037	09/09/20	Jyotasana Pradhan	Cancelled due to incorrect bank details	295.00
EF054038	09/09/20	Custom Screens & Security Products	Building maintenance and services	911.00
EF054039	09/09/20	Kristy K Law	Refund rates overpayment	1,507.55
EF054040	09/09/20	Landgate	Gross rental valuation charges	1,548.18
EF054041	09/09/20	Leisure Institute of WA Aquatics Inc	Memberships and subscriptions	264.00
EF054042	09/09/20	LGConnect Pty Ltd	Professional consultancy services	20,882.82
EF054043	09/09/20	Living Turf	Parks & gardens materials	9,867.55
EF054044	09/09/20	Kelyn Training Services	Staff training, development and support	495.00
EF054045	09/09/20	Local Government Professionals Aust WA	Staff training, development and support	350.00
EF054046	09/09/20	Maddington Concrete Products Pty Ltd	Construction and civil works tools and materials	4,403.52
EF054047	09/09/20	MagiCorp Pty Ltd T/A On Hold Magic	Memberships and subscriptions	134.86
EF054048	09/09/20	Marketforce Pty Ltd	Advertising public notices	1,886.37
EF054049	09/09/20	McIntosh Holdings Pty Ltd	Plant and vehicle parts and materials	223.30
EF054050	09/09/20	McMullen Nolan Group Pty Ltd	Professional consultancy services	6,600.00
EF054051	09/09/20	Message Media	Licence and permit renewal	33.00

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF054052	09/09/20	Michael Page	Labour hire and temporary replacement	1,651.21
EF054053	09/09/20	Minter Ellison Services Pty Ltd	Professional consultancy services	3,289.44
EF054054	09/09/20	My Media Intelligence Pty Ltd	Licence and permit renewal	2,651.48
EF054055	09/09/20	Natural Area Management & Services	Parks & gardens contract payments	22,072.05
EF054056	09/09/20	Oxford Retail Pty Ltd T/A Leederville Cameras	Equipment purchases	110.00
EF054057	09/09/20	Parker Black & Forrest Pty Ltd	Construction and civil works tools and materials	2,044.90
EF054058	09/09/20	Paul Ryder	Staff training, development and support	243.94
EF054059	09/09/20	Paywise	Payroll payment	587.70
EF054060	09/09/20	Philip Gresley	Sitting Fee	1,400.00
EF054061	09/09/20	Powervac Pty Ltd	Aquatic maintenance and services	946.40
EF054062	09/09/20	PPG Industries Australia Pty Ltd T/A Taubmans Trade Centre	Parks & gardens materials	132.07
EF054063	09/09/20	ProProperty Group Trust Account	Refund rates overpayment	386.48
EF054064	09/09/20	Quality Press	Printing and graphic design expenses	88.00
EF054065	09/09/20	R A & L M Cooper	Refund rates overpayment	923.62
EF054066	09/09/20	Red Beard Barista Co Pty Ltd	Grants & funding	2,000.00
EF054067	09/09/20	Resource Recovery Solutions Pty Ltd	Tipping Fee	550.00
EF054068	09/09/20	Richard Van Dieren	Staff training, development and support	220.00
EF054069	09/09/20	Robert Carney	Staff training, development and support	245.07
EF054070	09/09/20	Ronald G Kinnersly	Refund rates overpayment	8,560.00
EF054071	09/09/20	Westbooks	Library book stock and materials	221.75
EF054072	09/09/20	Rosmech	Plant and vehicle parts and materials	1,303.13
EF054073	09/09/20	RTS Training	Staff training, development and support	600.00
EF054074	09/09/20	Sandra White McCartney	Refund rates overpayment	988.17
EF054075	09/09/20	Sheik Suwail	Staff training, development and support	245.07
EF054076	09/09/20	Shred-X Pty Ltd	Document management and archiving	10.12
EF054077	09/09/20	Sportsworld of WA	Kiosk stock	4,939.55
EF054078	09/09/20	St John Ambulance Western Australia Ltd	Medical services and materials	1,167.79
EF054079	09/09/20	Stephen Fhel C Jumao-as	Staff training, development and support	245.38
EF054080	09/09/20	Sustainable Machinery Pty Ltd	Plant and vehicle repairs	4,431.23
EF054081	09/09/20	Swan Towing Service Pty Ltd	Vehicle towing	99.00
EF054082	09/09/20	Synergy	Electricity charges - Street lighting	45,485.87
EF054083	09/09/20	Tangent Nominees Pty Ltd T/A Summit Homes	Refund residential verge deposit	750.00
EF054084	09/09/20	The Goods Australia	Cleaning supplies	467.50
EF054085	09/09/20	The Morley Momentum	Grants & funding	3,000.00
EF054086	09/09/20	The O'Grady Family Trust T/A Efficient Site Services	Parks & gardens contract payments	660.00
EF054087	09/09/20	The Poster Girls	Printing and graphic design expenses	184.80
EF054088	09/09/20	Toll Transport Pty Ltd	Postage and courier charges	257.95
EF054089	09/09/20	Total Tools Malaga	Tools and minor plant	4,169.00
EF054090	09/09/20	T-Qip	Plant and vehicle parts and materials	1,092.15
EF054091	09/09/20	Travis Hayto Photography	Photography / Video Production	489.50
EF054092	09/09/20	Trisley Hydraulic Services Pty Ltd	Aquatic maintenance and services	1,028.50
EF054093	09/09/20	Twins (WA) Pty Ltd	Functions and events catering expenses	450.00
EF054094	09/09/20	Ujjwal Shrestha	Staff training, development and support	242.89
EF054095	09/09/20	Veronica K. Mauri	Cancelled due to incorrect bank details	2,000.00
EF054096	09/09/20	Viking Rentals	Equipment hire	732.25
EF054097	09/09/20	VTP Engineering	Construction and civil works technical support	770.00
EF054098	09/09/20	WA Local Government Association	Councillor Training	1,093.00
EF054099	09/09/20	WA Premix	Construction and civil works tools and materials	33,730.40
EF054100	09/09/20	LGRCEU	Payroll payment	820.00
EF054101	09/09/20	Weskerb Pty Ltd	Construction and civil works technical support	1,710.72
EF054102	09/09/20	West Coast Turf	Parks & gardens materials	550.00
EF054103	09/09/20	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	1,148.85
EF054104	09/09/20	West-Sure Group Pty Ltd	Postage and courier charges	1,985.50
EF054105	09/09/20	Morley Sport & Recreation Centre	Management fee	20,093.89
EF054108	16/09/20	Guennadi Orlov	Refund health centre memberships	635.36
EF054109	16/09/20	A1 Locksmiths	Key / Lock Services	685.10
EF054110	16/09/20	Alinta Gas	Gas usage charges	50.60
EF054111	16/09/20	Boral Construction Materials Group Ltd	Construction and civil works payments	1,312.74
EF054112	16/09/20	Boyan Electrical Services	Building supplies and hardware	17,238.65
EF054113	16/09/20	Bridgestone Aust Ltd	Plant and vehicle repairs	3,675.78
EF054114	16/09/20	Bunnings Group Ltd	Rise Materials & Consumables	1,523.68
EF054115	16/09/20	Capital Recycling	Street Sweeping	217.80
EF054116	16/09/20	Cleanaway	Waste collection and hygiene services	301.40
EF054117	16/09/20	Contraflow Pty Ltd	Traffic management	6,359.55
EF054118	16/09/20	Corsign WA Pty Ltd	Signage and banners	352.00
EF054119	16/09/20	Dowsing Concrete	Construction and civil works payments	10,432.09
EF054120	16/09/20	East Metro Regional Council	Waste collection and hygiene services	378,385.84
EF054121	16/09/20	Fuel Distributors of WA Pty Ltd	Fuel and oil	19,013.03
EF054122	16/09/20	Galvins Plumbing Supplies	Building supplies and hardware	1,244.03



Reference	Date	Creditor Name	Invoice details	Amount Paid
<b>Payments</b>				<b>\$</b>
EF054123	16/09/20	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	13,627.88
EF054124	16/09/20	JB Hi-Fi Group Pty Ltd	IT software/hardware upgrades & replacement	21,783.35
EF054125	16/09/20	Lawrence & Hanson	Building supplies and hardware	139.70
EF054126	16/09/20	McLeods	Legal expenses and court costs	23,335.00
EF054127	16/09/20	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks & gardens tree pruning & assoc. services	8,121.30
EF054128	16/09/20	Perth Recruitment Services	Labour hire and temporary replacement	1,688.04
EF054129	16/09/20	Repco	Plant and vehicle parts and materials	4,142.97
EF054130	16/09/20	Sonic Health Plus Pty Ltd	Medical services and materials	3,004.10
EF054131	16/09/20	State Wide Turf Services	Waste collection and hygiene services	5,084.53
EF054132	16/09/20	Telstra	Office telephone and communication expenses	36,028.79
EF054133	16/09/20	Winc Australia Pty Ltd	Office stationery and consumables	1,285.90
EF054134	16/09/20	Work Clobber	Staff uniforms and protective equipment	537.60
EF054135	16/09/20	2XM Technology Pty Ltd	Labour hire and temporary replacement	12,683.90
EF054136	16/09/20	A D'Onofrio	Professional consultancy services	800.00
EF054137	16/09/20	AAAC Towing Pty Ltd	Vehicle towing	264.00
EF054138	16/09/20	Action Glass & Aluminium	Building maintenance and services	334.40
EF054139	16/09/20	Adam and Stefanie Drabarek	Refund residential verge deposit	1,400.00
EF054140	16/09/20	ADT Security	Building maintenance and services	322.20
EF054141	16/09/20	Advance Press	Printing and graphic design expenses	4,862.00
EF054142	16/09/20	ALS Library Services	Library book stock and materials	548.68
EF054143	16/09/20	AMS Installation & Maintenance Solutions WA	Building maintenance and services	605.00
EF054144	16/09/20	ATC Work Smart	Trainee	658.87
EF054145	16/09/20	Australia Post	Postage and courier charges	2,895.69
EF054146	16/09/20	Bayswater Tennis Club	Parks & gardens contract payments	6,500.00
EF054147	16/09/20	BGC Residential P/L	Refund building application fee	4,093.47
EF054148	16/09/20	Boya Equipment Pty Ltd	Plant and vehicle parts and materials	1,686.12
EF054149	16/09/20	BP Australia Pty Ltd	Fuel and oil	430.07
EF054150	16/09/20	Brikmakers	Construction and civil works tools and materials	7,622.13
EF054151	16/09/20	Cai Fences	Parks & gardens contract payments	3,135.00
EF054152	16/09/20	Caps Australia	Plant and vehicle parts and materials	1,536.25
EF054153	16/09/20	Carramar Resource Industries	Construction and civil works payments	660.00
EF054154	16/09/20	Charter Plumbing and Gas	Building maintenance and services	698.50
EF054155	16/09/20	Child Education Services	Youth and seniors community activities	453.50
EF054156	16/09/20	Chisholm Catholic College	Grants & funding	110.00
EF054157	16/09/20	ChoiceOne Pty Ltd	Labour hire and temporary replacement	2,148.36
EF054158	16/09/20	Chris & Paula Bell	Refund rates overpayment	1,920.00
EF054159	16/09/20	Cineads Australia Pty Ltd	Advertising public notices	1,100.00
EF054160	16/09/20	Cleantex Pty Ltd	Cleaning services	1,129.86
EF054161	16/09/20	CNW Pty Ltd	Building supplies and hardware	341.94
EF054162	16/09/20	D&T Asphalt Pty Ltd	Construction and civil works tools and materials	9,041.34
EF054163	16/09/20	Davley Building Pty Ltd	Refund residential verge deposit	1,400.00
EF054164	16/09/20	Department of Human Services	Fees and charges	77.22
EF054165	16/09/20	Diana Kudsee	Youth and seniors community activities	350.00
EF054166	16/09/20	Direct Communications Pty Ltd	Equipment Maintenance	1,810.82
EF054167	16/09/20	Domus Nursery	Parks & gardens plants and trees	1,876.84
EF054168	16/09/20	Drainflow Services Pty Ltd	Parks & gardens reticulation repairs & upgrades	1,848.00
EF054169	16/09/20	East Perth District Basketball Association	Grants & funding	150.00
EF054170	16/09/20	Maylands Park Lottery Centre & News	Memberships and subscriptions	201.70
EF054171	16/09/20	Ee'Kos Architecture & Urban Places	Professional consultancy services	9,212.50
EF054172	16/09/20	Ellenby Tree Farm	Parks & gardens plants and trees	12,760.00
EF054173	16/09/20	Experian Australia Pty Ltd	IT systems licensing fees and support	6,073.67
EF054174	16/09/20	F Hunter	Refund residential verge deposit	1,400.00
EF054175	16/09/20	Finespun Architecture	Sitting Fee	467.50
EF054176	16/09/20	Fire & Emergency Services Authority of WA	Building supplies and hardware	9,204.65
EF054177	16/09/20	Flexi Staff	Labour hire and temporary replacement	3,679.70
EF054178	16/09/20	Fulton Hogan	Plant and vehicle repairs	438.86
EF054179	16/09/20	GFG Temporary Assist	Professional consultancy services	4,881.25
EF054180	16/09/20	Helen Kruger	Refund health centre memberships	177.00
EF054181	16/09/20	Intelife Group Inc Formally Intework Incorporated	Building maintenance and services	2,616.02
EF054182	16/09/20	IRP Pty Ltd	Labour hire and temporary replacement	2,019.60
EF054183	16/09/20	Isa Khateri	Refund health centre memberships	107.87
EF054184	16/09/20	Jamia Pty Ltd T/A Swish on line	Memberships and subscriptions	316.80
EF054185	16/09/20	Jessica Holmes	Grants & funding	250.00
EF054186	16/09/20	Josh Byrne and Associates	Professional consultancy services	10,980.75
EF054187	16/09/20	Karen Foreman	Refund health centre memberships	66.93
EF054188	16/09/20	Kennards Hire - Malaga	Equipment hire	98.00
EF054189	16/09/20	Kenneth Ball	Refund health centre memberships	82.87
EF054190	16/09/20	Kit Stasia Prendergast	Environmental services & supplies	500.00
EF054191	16/09/20	Kylie Van Der Zee	Marketing and promotional material	15,531.85

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF054192	16/09/20	Lawn Doctor	Parks & gardens contract payments	12,288.55
EF054193	16/09/20	Lee Syminton Architects	Sitting Fee	467.50
EF054194	16/09/20	Leila Naderi	Staff training, development and support	216.45
EF054195	16/09/20	LGConnect Pty Ltd	Professional consultancy services	742.50
EF054196	16/09/20	Kelyn Training Services	Staff training, development and support	284.00
EF054197	16/09/20	Local Government Professionals Aust WA	Staff training, development and support	350.00
EF054198	16/09/20	Luong My Ngoc	Refund health centre memberships	249.63
EF054199	16/09/20	Maddington Concrete Products Pty Ltd	Construction and civil works tools and materials	6,226.00
EF054200	16/09/20	Marawar Pty Ltd	Building maintenance and services	1,672.83
EF054201	16/09/20	Marina Saviel	Refund health centre memberships	47.76
EF054202	16/09/20	Marketforce Pty Ltd	Advertising public notices	5,393.82
EF054203	16/09/20	Martins Trailer Parts	Plant and vehicle parts and materials	78.53
EF054204	16/09/20	Mazzella Consulting	Professional consultancy services	700.00
EF054205	16/09/20	McInerney Ford	Plant and vehicle parts and materials	310.00
EF054206	16/09/20	McIntosh Holdings Pty Ltd	Plant and vehicle repairs	2,309.67
EF054207	16/09/20	McMullen Nolan Group Pty Ltd	Aquatic maintenance and services	35,420.00
EF054208	16/09/20	Michael Page	Labour hire and temporary replacement	2,073.73
EF054209	16/09/20	Mills Corporation Pty Ltd	Labour hire and temporary replacement	1,331.75
EF054210	16/09/20	Morley Senior High School	Grants & funding	110.00
EF054211	16/09/20	Natural Area Management & Services	Environmental services & supplies	3,649.47
EF054212	16/09/20	Orbit Health & Fitness Solutions	Recreation and gymnasium equipment	400.94
EF054213	16/09/20	P & M Automotive Equipment	Plant and vehicle repairs	114.40
EF054214	16/09/20	Persona Group Pty Ltd	Refund residential verge deposit	1,400.00
EF054215	16/09/20	Perth Bin Hire	Waste collection and hygiene services	3,578.94
EF054216	16/09/20	Peta Watkins	Refund health centre memberships	115.32
EF054217	16/09/20	Pirtek Malaga	Plant and vehicle parts and materials	3,573.92
EF054218	16/09/20	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	13,649.85
EF054219	16/09/20	Quality Press	Printing and graphic design expenses	1,222.10
EF054220	16/09/20	Raffaele Dichiera	Refund residential verge deposit	1,400.00
EF054221	16/09/20	Reface Industries Pty Ltd	Plant and vehicle repairs	287.12
EF054222	16/09/20	reSPOKE	Place activation project	9,912.38
EF054223	16/09/20	Westbooks	Library book stock and materials	227.04
EF054224	16/09/20	Rosmech	Plant and vehicle parts and materials	261.58
EF054225	16/09/20	Roy Gripske & Sons Pty Ltd	Plant and vehicle parts and materials	17.54
EF054226	16/09/20	Sarah Wiley	Grants & funding	250.00
EF054227	16/09/20	Savills Project Management Pty Ltd	Professional consultancy services	3,300.00
EF054228	16/09/20	Science Alive	Youth and seniors community activities	245.00
EF054229	16/09/20	Scott Richardson	Grants & funding	250.00
EF054230	16/09/20	Simsal Construction Group Pty Ltd	Refund residential verge deposit	1,400.00
EF054231	16/09/20	Sprayline Spraying Equipment	Plant and vehicle repairs	2,832.28
EF054232	16/09/20	St John Ambulance Western Australia Ltd	Staff training, development and support	240.00
EF054233	16/09/20	Statewide Cleaning Supplies Pty Ltd	Building supplies and hardware	46.35
EF054234	16/09/20	Swan Towing Service Pty Ltd	Vehicle towing	110.00
EF054235	16/09/20	Synergy	Electricity charges - Street lighting	114,362.88
EF054236	16/09/20	The Goods Australia	Cleaning supplies	85.80
EF054237	16/09/20	The O'Grady Family Trust T/A Efficient Site Services	Parks & gardens contract payments	1,292.50
EF054238	16/09/20	The Trustee for Blackwood Services Unit Trust	IT software/hardware upgrades & replacement	3,320.00
EF054239	16/09/20	Tims Eva's Nursery	Parks & gardens plants and trees	8,035.50
EF054240	16/09/20	TM AND SA Shaw	Refund crossover	238.62
EF054241	16/09/20	Toll Transport Pty Ltd	Postage and courier charges	206.36
EF054242	16/09/20	T-Quip	Plant and vehicle repairs	1,546.25
EF054243	16/09/20	Trebuchet Developments Pty Ltd	Crossover subsidy	612.40
EF054244	16/09/20	True Blue Containers (2005) Pty Ltd	Equipment hire	715.00
EF054245	16/09/20	Van Chau Nguyen	Refund health centre memberships	217.74
EF054246	16/09/20	Veronica K. Mauri	Grants & funding	2,000.00
EF054247	16/09/20	Vinsan Contracting Pty Ltd	Refund residential verge deposit	1,400.00
EF054248	16/09/20	Vision IDZ	Building supplies and hardware	319.55
EF054249	16/09/20	WA Hino Sales and Service	Plant and vehicle parts and materials	351.40
EF054250	16/09/20	WA Pump Control Systems Pty Ltd	Parks & gardens contract payments	463.21
EF054251	16/09/20	Wade William Sidebottom	Plant and vehicle repairs	904.20
EF054252	16/09/20	Walcott Industries Pty Ltd	Construction and civil works payments	18,601.00
EF054253	16/09/20	Walkers Pest Management Lawn & Garden Services	Building maintenance and services	385.00
EF054254	16/09/20	Wesfarmers Kleenheat Gas Pty Ltd	Gas usage charges	15,898.60
EF054255	16/09/20	Westside Fire Services	Fire suppression and alarm monitoring	48,202.00
EF054256	16/09/20	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	310.45
EF054258	22/09/20	Fire & Emergency Services Authority of WA	Emergency Services Levy	2,893,858.58
EF054259	23/09/20	Margherita Fleming	Refund rates overpayment	888.46
EF054262	23/09/20	Alinta Gas	Gas usage charges	153.25
EF054263	23/09/20	Commissioner of Taxation	Payroll payment	255,761.00

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF054264	23/09/20	Boral Construction Materials Group Ltd	Construction and civil works payments	624.58
EF054265	23/09/20	Boyan Electrical Services	Parks & gardens contract payments	6,439.40
EF054266	23/09/20	Bridgestone Aust Ltd	Plant and vehicle parts and materials	761.86
EF054267	23/09/20	Bunnings Group Ltd	Building supplies and hardware	2,902.97
EF054268	23/09/20	Capital Recycling	Street Sweeping	3,049.20
EF054269	23/09/20	Contraflow Pty Ltd	Traffic management	1,055.92
EF054270	23/09/20	Corsign WA Pty Ltd	Signage and banners	552.64
EF054271	23/09/20	Dowsing Concrete	Construction and civil works technical support	2,095.18
EF054272	23/09/20	Essential First Choice Homes Pty Ltd	Refund residential verge deposit	1,400.00
EF054273	23/09/20	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	11,149.44
EF054274	23/09/20	JB Hi-Fi Group Pty Ltd	Information technology minor purchases	15,015.85
EF054275	23/09/20	The Watershed Water Systems	Parks & gardens reticulation repairs & upgrades	5,100.78
EF054276	23/09/20	Lawrence & Hanson	Building supplies and hardware	82.50
EF054277	23/09/20	Materon Investments WA Pty Ltd	Refund residential verge deposit	1,200.00
EF054278	23/09/20	McLeods	Legal expenses and court costs	693.93
EF054279	23/09/20	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks & gardens tree pruning & assoc. services	5,143.05
EF054280	23/09/20	Perth Recruitment Services	Labour hire and temporary replacement	7,120.21
EF054281	23/09/20	Repco	Plant and vehicle parts and materials	5,377.11
EF054282	23/09/20	Winc Australia Pty Ltd	Office stationery and consumables	460.85
EF054283	23/09/20	Work Clobber	Staff uniforms and protective equipment	748.00
EF054284	24/09/20	101 Residential Pty Ltd	Refund residential verge deposit	1,400.00
EF054285	24/09/20	A D'Onofrio	Citizenship expenses	200.00
EF054286	24/09/20	Abco Products	Depot stores and consumables	1,341.45
EF054287	24/09/20	Accolimed Catering	Functions and events catering expenses	1,166.55
EF054288	24/09/20	Adelphi Tailoring	Staff uniforms and protective equipment	377.70
EF054289	24/09/20	Alex Carter	Refund health centre memberships	24.34
EF054290	24/09/20	ALS Library Services	Library book stock and materials	106.34
EF054291	24/09/20	Amgrow Australia Pty Ltd	Parks & gardens materials	2,990.90
EF054292	24/09/20	AMS Installation & Maintenance Solutions WA	Building maintenance and services	632.50
EF054293	24/09/20	Anh N Nguyen	Refund rates overpayment	1,443.07
EF054294	24/09/20	Auscorp IT	Information technology minor purchases	1,482.97
EF054295	24/09/20	Australia Pacific Valuers Pty Ltd	Asset Valuation Fees	44,935.00
EF054296	24/09/20	Australian Services Union	Payroll payment	386.50
EF054297	24/09/20	Avantgarde Technologies Pty Ltd	Professional consultancy services	25,040.62
EF054298	24/09/20	B1 Homes	Refund residential verge deposit	1,400.00
EF054299	24/09/20	Baileys Fertilisers	Parks & gardens contract payments	12,778.41
EF054300	24/09/20	Bayswater & Beyond Chamber of Commerce	Grants & funding	1,500.00
EF054301	24/09/20	Bayswater City Saints Netball Club	Grants & funding	50.00
EF054302	24/09/20	Bayswater Historical Society Inc.	Refund bond	550.00
EF054303	24/09/20	Ben Trager Homes	Refund residential verge deposit	1,400.00
EF054304	24/09/20	Bladon WA Pty Ltd	Donation	328.35
EF054305	24/09/20	Boya Equipment Pty Ltd	Plant and vehicle parts and materials	105.23
EF054306	24/09/20	Business Station Inc	Staff training, development and support	374.00
EF054307	24/09/20	Carol Foley	Youth and seniors community activities	125.00
EF054308	24/09/20	Celebration Homes	Refund residential verge deposit	1,400.00
EF054309	24/09/20	Chemistry Centre of WA	Analytical and testing services	567.69
EF054310	24/09/20	Chemwest	Cleaning supplies	858.00
EF054311	24/09/20	ChoiceOne Pty Ltd	Labour hire and temporary replacement	2,611.72
EF054312	24/09/20	COB - Sundowner Club	Payroll payment	88.00
EF054313	24/09/20	Colleen & Jan-Filip Skrapac	Refund rates overpayment	1,264.51
EF054314	24/09/20	Cornerstone Legal	Legal expenses and court costs	6,518.40
EF054315	24/09/20	Child Support Agency	Payroll payment	571.08
EF054316	24/09/20	Curost Milk Supply	Staff Amenities	128.10
EF054317	24/09/20	Database Consultants Australia	Licence and permit renewal	11,799.70
EF054318	24/09/20	DDLS Australia Pty Ltd	IT software/hardware upgrades & replacement	5,247.00
EF054319	24/09/20	Department of Mines, Industry Regulation and Safety	Licence and permit renewal	1,654.00
EF054320	24/09/20	Detail West	Plant and vehicle repairs	400.00
EF054321	24/09/20	Diana Kudsee	Youth and seniors community activities	310.00
EF054322	24/09/20	Donegan Enterprises Pty Ltd	Parks & gardens contract payments	10,365.30
EF054323	24/09/20	Downer Ed Engineering Power Pty Ltd	Building maintenance and services	3,841.75
EF054324	24/09/20	Drainflow Services Pty Ltd	Parks & gardens contract payments	12,936.00
EF054325	24/09/20	E Dawg Pty Ltd	Refund bond	350.00
EF054326	24/09/20	Equal Opportunity Specialists	Staff training, development and support	3,025.00
EF054327	24/09/20	Event & Conference Co Pty Ltd	Conference expenses	199.00
EF054328	24/09/20	Exteria	Parks & gardens contract payments	42,452.30
EF054329	24/09/20	Forpark Australia	Parks & gardens contract payments	27,720.00
EF054330	24/09/20	Fran Healy	Refund bond	350.00
EF054331	24/09/20	Galaxy 42 Pty Ltd	IT network maintenance	1,705.00
EF054332	24/09/20	Garrards Pty Ltd	Environmental services & supplies	5,280.00

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF054333	24/09/20	GFG Consulting	Construction and civil works payments	33,451.91
EF054334	24/09/20	Hames Sharley (WA) Pty Ltd	Civil works design and technical support	15,939.00
EF054335	24/09/20	Health Insurance Fund of WA	Payroll payment	332.40
EF054336	24/09/20	Hemsley Paterson	Asset Valuation Fees	2,200.00
EF054337	24/09/20	Hospital Benefit Fund of WA	Payroll payment	1,555.10
EF054338	24/09/20	Humes Wembley Cement	Parks & gardens contract payments	4,620.00
EF054339	24/09/20	IDOM Morley Pty Ltd T/A Morley Nissan/Kia/Hyundai	Plant and vehicle purchasing	48,057.35
EF054340	24/09/20	IRS Pty	Plant and vehicle parts and materials	612.15
EF054341	24/09/20	J CORP PTY LTD	Refund residential verge deposit	1,400.00
EF054342	24/09/20	John Allen Burgess	Refund building application fee	73.50
EF054343	24/09/20	Josh Byrne and Associates	Professional consultancy services	4,708.00
EF054344	24/09/20	Jtagz Pty Ltd	Animal supplies & services	2,946.90
EF054345	24/09/20	Jyotsana Pradhan	Venue hire	295.00
EF054346	24/09/20	Kirk McGuire	Refund bond	350.00
EF054347	24/09/20	KLMedia Pty Ltd T/A All Access Australasia	Library book stock and materials	279.48
EF054348	24/09/20	Led Signs Pty Ltd	Signage and banners	1,491.60
EF054349	24/09/20	LGConnect Pty Ltd	Professional consultancy services	3,712.50
EF054350	24/09/20	Lilia Vaughan	Grants & funding	250.00
EF054351	24/09/20	Linemarking WA Pty Ltd	Construction and civil works technical support	2,805.00
EF054352	24/09/20	Living Turf	Parks & gardens materials	8,275.30
EF054353	24/09/20	Local Government Professionals Aust WA	Staff training, development and support	51.00
EF054354	24/09/20	Lynda Mohr	Grants & funding	250.00
EF054355	24/09/20	Maia Financial Pty Ltd	Equipment hire	5,882.22
EF054356	24/09/20	Marie J Walker	Petty cash reimbursement	122.13
EF054357	24/09/20	Marie Lapham	Donation	354.00
EF054358	24/09/20	Marketforce Pty Ltd	Advertising public notices	1,414.78
EF054359	24/09/20	Master Athletics WA	Refund bond	350.00
EF054360	24/09/20	Maylands Wellness Centre Pty Ltd	Grants & funding	1,500.00
EF054361	24/09/20	Metro Motors	Plant and vehicle purchasing	43,051.35
EF054362	24/09/20	Michael Page	Labour hire and temporary replacement	1,651.21
EF054363	24/09/20	Midland Tools Pty Ltd T/A Total Tools Midland	Depot stores and consumables	1,570.02
EF054364	24/09/20	Millree Holdings Pty Ltd T/A Classic Hire	Equipment hire	1,043.90
EF054365	24/09/20	Nature Play Solutions	Parks & gardens contract payments	10,691.89
EF054366	24/09/20	NBN CO Limited	Construction and civil works payments	51,922.10
EF054367	24/09/20	Nestle Australia	Staff Amenities	253.00
EF054368	24/09/20	New Look Drycleaners & Laundry Service	Cleaning services	118.80
EF054369	24/09/20	Noranda Vibes Inc	Grants & funding	3,000.00
EF054370	24/09/20	North Dianella Netball Club	Refund bond	610.00
EF054371	24/09/20	NVMS Solutions	Equipment repairs	1,056.00
EF054372	24/09/20	Owners of 29 Newton Street SP19091	Refund bond	550.00
EF054373	24/09/20	Panasmart Pty Ltd	IT network maintenance	214.50
EF054374	24/09/20	Paywise	Payroll payment	587.70
EF054375	24/09/20	Pet City Morley	Animal supplies & services	25.98
EF054376	24/09/20	Resource Recovery Solutions Pty Ltd	Tipping Fee	123.20
EF054377	24/09/20	Ricoh Australia Pty Ltd	Photocopying contract charges	1,107.08
EF054378	24/09/20	Roadrunner Parts	Plant and vehicle parts and materials	841.50
EF054379	24/09/20	Rosalinda Daniele	Petty cash reimbursement	89.90
EF054380	24/09/20	S Fidock	Refund residential verge deposit	1,400.00
EF054381	24/09/20	Sarah Susanne Jackson	Citizenship expenses	100.00
EF054382	24/09/20	Sheffield Metal Fabrication	Animal supplies & services	1,089.00
EF054383	24/09/20	Show Travel Film Services International T/A ISG-Fresh	Functions and events catering expenses	336.16
EF054384	24/09/20	South West Group	Staff training, development and support	950.00
EF054385	24/09/20	Sprayline Spraying Equipment	Plant and vehicle purchasing	23,756.24
EF054386	24/09/20	Spyker Business Solutions	Buildings and events security expenses	682.00
EF054387	24/09/20	Stephanie Robertson	Refund residential verge deposit	1,400.00
EF054388	24/09/20	Synergy	Construction and civil works payments	15,993.95
EF054389	24/09/20	The Australian Society for Music Education Inc	Refund bond	1,000.00
EF054390	24/09/20	The Morley Veterinary Hospital	Animal supplies & services	110.00
EF054391	24/09/20	The O'Grady Family Trust T/A Efficient Site Services	Parks & gardens contract payments	4,507.80
EF054392	24/09/20	The Trustee for Blackwood Services Unit Trust	IT network maintenance	4,482.90
EF054393	24/09/20	Threat Protect Security Services Pty Ltd	Buildings and events security expenses	308.00
EF054394	24/09/20	Toll Transport Pty Ltd	Postage and courier charges	515.90
EF054395	24/09/20	Town Inn Pty Ltd T/A Miss Maud	Functions and events catering expenses	165.90
EF054396	24/09/20	TPG Telecom	Office telephone and communication expenses	8,627.30
EF054397	24/09/20	T-Quip	Plant and vehicle repairs	57.90
EF054398	24/09/20	Travis Hayto Photography	Photography / Video Production	275.00
EF054399	24/09/20	Trio Home Builders WA Pty Ltd	Refund residential verge deposit	4,200.00
EF054400	24/09/20	Ull WA Pty Ltd	Parks & gardens contract payments	64,014.30
EF054401	24/09/20	VENTURA HOMES	Refund miscellaneous	500.00

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				<b>\$</b>
EF054402	24/09/20	Volunteering Western Australia	Memberships and subscriptions	290.00
EF054403	24/09/20	WA Premix	Construction and civil works tools and materials	1,931.60
EF054404	24/09/20	WA Pump Control Systems Pty Ltd	Parks & gardens contract payments	5,271.10
EF054405	24/09/20	LGRCEU	Payroll payment	820.00
EF054406	24/09/20	Walcott Industries Pty Ltd	Painting services	17,369.00
EF054407	24/09/20	Webb & Brown-Neaves Pty Ltd	Refund residential verge deposit	2,800.00
EF054408	24/09/20	Morley Sport & Recreation Centre	Venue hire	2,439.00
EF054409	24/09/20	Zancott Knight Pty Ltd	Refund rates overpayment	1,000.00
EF054410	24/09/20	Zettanet Pty Ltd	IT network maintenance	923.00
				<hr/>
				6,837,281.87
<b>Cancelled Payments</b>				
EF053699	03/09/20	Payment - EF053699		-750.00
EF054037	22/09/20	Payment - EF054037		-295.00
EF054095	16/09/20	Payment - EF054095		-2,000.00
				<hr/>
				-3,045.00

**Attachment 2****City of Bayswater****List of Payment - Trust****for the period 1 September 2020 to 30 September 2020**

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b><i>Payments</i></b>				<b>\$</b>
EF053932	02/09/20	City of Bayswater Municipal	Commission	492.25
EF053933	02/09/20	Construction Training Fund	Commission	5,872.33
EF053934	02/09/20	Department of Mines, Industry Regulation and Sa	Commission	10,858.76
EF054106	09/09/20	City of Bayswater Municipal	Commission	140.25
EF054107	09/09/20	Construction Training Fund	Commission	11,996.39
				<hr/>
				29,359.98
<b><i>Cancelled Payments</i></b>				
				0.00
				<hr/>
				0.00

**Attachment 3****City of Bayswater****List of Payment - Aged****for the period 1 September 2020 to 30 September 2020**

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				<b>\$</b>
EF053783	02/09/20	Charter Plumbing and Gas	Building maintenance and services	231.00
EF053936	09/09/20	Department of Human Services	Fees and charges	19.80
EF054257	16/09/20	Ai Ling Geh	Professional consultancy services	1,295.19
EF054260	23/09/20	Charter Plumbing and Gas	Building maintenance and services	3,063.50
EF054261	23/09/20	Fresh Fields Management (Mertome Village) Pty L	Management fee	16,977.96
				<hr/>
				21,587.45
<b>Cancelled Payments</b>				
DC000135	25/09/20	Payment - DC000135		-3,773.00
				<hr/>
				-3,773.00

**Attachment 4**

**City of Bayswater**  
**Corporate Credit Cards Transactions**  
**for the period 29 August 2020 to 28 September 2020**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
		<b>\$</b>
<b>Chief Executive Officer</b>		
01/09/20	Bitly.com - Subscription	478.98
01/09/20	iStock - Subscription	207.90
02/09/20	Rack City - Catering	124.10
04/09/20	CreateSend - Subscription	163.90
07/09/20	Booktopia - Book purchases	24.70
07/09/20	Facebook - Training	643.50
08/09/20	Local Government Professionals - Training	650.00
09/09/20	City of Perth - Parking	7.07
15/09/20	Audible Australia - Subscription	16.45
16/09/20	Social Media Perth - Training	618.14
17/09/20	Australian Local Government Association - Credit note	-1,139.00
17/09/20	Australian Local Government Association - Credit note	-1,139.00
18/09/20	City of Perth - Parking	8.08
22/09/20	City of Perth - Parking	6.06
22/09/20	Apple.com - Subscription	4.49
25/09/20	City of Perth - Parking	12.12
28/09/20	iStock - Subscription	207.90
		<b>895.39</b>
<b>Director Community and Development</b>		
02/09/20	The Association for Payroll Specialists - Membership	1,045.00
03/09/20	Formstack - Website maintenance	26.29
03/09/20	Amazon - IT equipment	152.22
04/09/20	Sendgrid - Online forum	125.09
07/09/20	Zoom - Video conference for on demand meetings	23.07
07/09/20	Coles - Corporate values recognition	505.50
07/09/20	Humanitix - Conference	495.00
08/09/20	Tablecloth Kingdom - Materials	47.00
09/09/20	Tablecloth Kingdom - Materials	47.00
09/09/20	Grand Hotel Management - Parking	19.47
11/09/20	Australian Financial Security Authority - Vehicle search	2.00
11/09/20	Australian Financial Security Authority - Vehicle search	2.00
11/09/20	Australian Financial Security Authority - Vehicle search	2.00
11/09/20	Australian Financial Security Authority - Vehicle search	2.00
11/09/20	Australian Financial Security Authority - Vehicle search	2.00
11/09/20	Australian Financial Security Authority - Vehicle search	2.00
11/09/20	Australian Financial Security Authority - Vehicle search	2.00
16/09/20	Eurgolink - Office equipment	686.40
21/09/20	Australian Financial Security Authority - Vehicle search	2.00
21/09/20	Australian Financial Security Authority - Vehicle search	2.00
21/09/20	Australian Financial Security Authority - Vehicle search	2.00
21/09/20	Australian Financial Security Authority - Vehicle search	2.00
22/09/20	WA Safety - Protective equipment	17.55



Date	Description	Amount
		\$
28/09/20	Curtin University - LG Policy Awards Attendance	30.00
		<u>3,241.59</u>
<b>Director Works and Infrastructure</b>		
01/09/20	Event and Conference Co - Software	201.98
07/09/20	Western Power - Temp disconnect/ reconnect	497.92
07/09/20	Western Power - Temp disconnect/ reconnect	497.92
07/09/20	Western Power - Temp disconnect/ reconnect	497.92
09/09/20	City of Perth - Parking	6.06
14/09/20	Our Table - Catering	57.80
18/09/20	Western Power - Temp disconnect/ reconnect	497.92
25/09/20	City of Perth - Parking	10.10
		<u>2,267.62</u>
Total amount debited from Municipal account		<u>6,404.60</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 656 519  
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: MR ANDREW GEORGE BRIEN  
Account No:  
Statement Period: 29 August 2020 to 28 September 2020  
Cardholder Limit: \$10,000

**Transaction Record For: MR ANDREW GEORGE BRIEN**

27204/16/M05051/S000367/1016733

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
1 Sep 2020	\$478.98	BITLY.COM BITLY.COM NY				24492150245
		FRGN AMT: 348.00 US dollar				
1 Sep 2020	\$207.90	iStock.com	INTERNET			24294280245
2 Sep 2020	\$124.10	RACK CITY MORLEY				74940520245
4 Sep 2020	\$163.90	CREATESEND/COM SYDNEY				05121726394
7 Sep 2020	\$24.70	BOOKTOPIA PTY LTD LIDCOMBE				74940520248
7 Sep 2020	\$643.50	EB *Facebook amp Insta 801-413-7200				01151828254
8 Sep 2020	\$650.00	LOCAL GOVERNMENT MANA EAST PERTH				74940520251
9 Sep 2020	\$7.07	CITY OF PERTH PARKING- PERTH				74564450253
15 Sep 2020	\$16.45	Audible Australia MELBOURNE				74773880258
16 Sep 2020	\$618.14	FACEBK RLZPXVJ9M2 fb.me/ads				74987500259

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

**Transaction Record For: MR ANDREW GEORGE BRIEN**

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
17 Sep 2020	\$1,139.00 CR	AUSTRALIAN LOCAL GOV DEAKIN				74940520260
17 Sep 2020	\$1,139.00 CR	AUSTRALIAN LOCAL GOV DEAKIN				74940520260
18 Sep 2020	\$8.08	CPP STATE LIBRARY NORTHBRIDGE				74940520261
22 Sep 2020	\$6.06	CITY OF PERTH PARKING- PERTH				74564450266
22 Sep 2020	\$4.49	APPLE.COM/BILL SYDNEY				74564450265
25 Sep 2020	\$12.12	CPP CONVENTION CENTRE PERTH				74940520268
28 Sep 2020	\$207.90	iStock.com	INTERNET			24294280271
<b>Total for this Period:</b>		<b>\$895.39</b>				

27204/16/M05051/S000367/1016734

**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: 1 300 656 519  
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:** DESMOND K ABEL  
**Account No:**  
**Statement Period:** 29 August 2020 to 28 September 2020  
**Cardholder Limit:** \$10,000

**Transaction Record For: DESMOND K ABEL**

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
2 Sep 2020	\$1,045.00	THE ASSOCIATION FOR PA SYDNEY				74229850246
3 Sep 2020	\$26.29	FORMSTACK, LLC 800-8456697 IN				24497780246
		FRGN AMT: 19.00 US dollar				
3 Sep 2020	\$152.22	Amazon web services aws.amazon.cowa				24692160247
		FRGN AMT: 110.00 US dollar				
4 Sep 2020	\$125.09	SendGrid 1-877-969-8647 877-9698647 CO				24906410247
		FRGN AMT: 89.95 US dollar				
7 Sep 2020	\$23.07	ZOOM.US 8887999666 CA				24493980249
		FRGN AMT: 16.49 US dollar				
7 Sep 2020	\$505.50	COLES GROUP GIFT CARDS VIC				74363960251
7 Sep 2020	\$495.00	HUMANITIX TICKETING BELROSE				74316010249

National Australia Bank Limited ABN 12 001 044 937

**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: 1 300 666 519  
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
8 Sep 2020	\$47.00	TABLECLOTH KINGDOM CLEVELAND	----	----	----	74617630252
9 Sep 2020	\$47.00	TABLECLOTH KINGDOM CLEVELAND	----	----	----	74617630252
9 Sep 2020	\$19.47	GRAND HOTEL MANAGEMENT EAST PERTH	----	----	----	74564450253
11 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520254
11 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520254
11 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520254
11 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520254
11 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520254
11 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520254
11 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520254
16 Sep 2020	\$686.40	ERGOLINK BALCATTA	----	----	----	74564450259
21 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520262
21 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520262
21 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520262
21 Sep 2020	\$2.00	PPSR AFSA BARTON	----	----	----	74940520262
22 Sep 2020	\$17.55	WA SAFETY TAPE AND M WELSHPOOL	----	----	----	74940520265
28 Sep 2020	\$30.00	CURTIN UNIVERSITY BENTLEY	----	----	----	74940520269
<b>Total for this Period: \$3,241.59</b>						

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**

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: 1 300 666 519  
Lost & Stolen Cards: 1800 033 103 (24 Hrs, 7 Days a Week)

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

Cardholder Name:	DOUGLAS H PEARSON
Account No:	
Statement Period:	29 August 2020 to 28 September 2020
Cardholder Limit:	\$10,000

**Transaction Record For: DOUGLAS H PEARSON**

Date	Amount A\$	Details	Explanation	Cost Coding	GST / FBT Paid	Reference
1 Sep 2020	\$201.98	EVENT AND CONFERENCE C NORTHBRIDGE	----	----	----	74564450245
7 Sep 2020	\$497.92	WESTERN POWER PERTH	----	----	----	74940520248
7 Sep 2020	\$497.92	WESTERN POWER PERTH	----	----	----	74940520248
7 Sep 2020	\$497.92	WESTERN POWER PERTH	----	----	----	74940520248
9 Sep 2020	\$6.06	CITY OF PERTH PARKING- PERTH	----	----	----	74564450253
14 Sep 2020	\$57.80	OUR TABLE BEDFORD	----	----	----	74229850256
18 Sep 2020	\$497.92	WESTERN POWER PERTH	----	----	----	74940520261
25 Sep 2020	\$10.10	CITY OF PERTH PARKING- PERTH	----	----	----	74564450268
<b>Total for this Period: \$2,267.62</b>						

**Attachment 5**

**City of Bayswater  
Electronic Fund Transfers  
for the period 1 September 2020 to 30 September 2020**

Date	Description	Amount
		<b>\$</b>
<b>Municipal Account</b>		
01/09/20	New investments	3,000,000.00
01/09/20	NAB merchant fees	37,038.63
01/09/20	Wages	135.58
03/09/20	NAB transaction fees	1,036.00
04/09/20	NAB Bpay batch fee	1.89
08/09/20	New investments	2,271,080.55
09/09/20	Wages	803,787.85
11/09/20	NAB Bpay batch fee	1.05
15/09/20	New investments	750,000.00
16/09/20	NAB account fees	188.68
22/09/20	NAB Bpay batch fee	3.78
23/09/20	Wages	794,476.24
25/09/20	NAB Bpay batch fee	0.21
25/09/20	Wages	1,671.54
28/09/20	NAB connect fee	403.32
29/09/20	New investments	2,000,000.00
30/09/20	NAB Bpay transaction fees	1,831.50
		<u>9,661,656.82</u>
<b>Aged Persons Account</b>		
09/09/20	Aged care subsidies to Juniper	666,339.22
16/09/20	NAB account fees	1.45
		<u>666,340.67</u>
<b>Total</b>		<u><u>10,327,997.49</u></u>

**10.2.4 Donations Granted Under Delegated Authority for the Month of September 2020**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. List of donations granted under delegated authority during September 2020.	

**SUMMARY**

This report presents the list of donations made under delegated authority for the month of September 2020.

**OFFICER'S RECOMMENDATION**

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

**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 September 2020 is attached for Councillors' information (Attachment 1).

**LEGISLATIVE COMPLIANCE**

Community Grants Policy applies.

**OPTIONS**

Not applicable.

**FINANCIAL IMPLICATIONS**

The Donations allocation in the 2020/21 Budget is \$30,000.00. To date, \$3,154.00 has been expended during the 2020/21 financial year.

**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.

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 September 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
Nil.					
					<b>\$0.00</b>

**ORGANISATIONS**

Name and Address	Purpose of Organisation	Reason for Request	Previous financial assistance granted (date and amount)	Amount of Donation
Ladies Craft Group, 79 Camboon Road, Noranda	Community Group	Trestle Tables for local craft group	\$0.00	\$354.00
Noranda Primary School, 25 Walmsley Drive, Noranda	Educational	40th Anniversary Funding	30.09.2015 - \$1,500 04.10.2010 - \$1,000 31.08.2009 - \$2,000	\$2,500
				<b>\$2,854.00</b>

**Total for September 2020 \$2,854.00**



**10.2.5 Ward and Representation Review**

<b>Responsible Branch:</b>	Governance and Organisational Strategy	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	<b>ABSOLUTE MAJORITY REQUIRED</b>	
<b>Attachments:</b>	1. Ward and Representation Review Update	
<b>Refer:</b>	Item 10.2.7: OCM 23.06.2020	

**SUMMARY**

For Council to consider the report on the Ward and Representation Review and progress with the statutory review in accordance with schedule 2.2 of the *Local Government Act 1995* (Act).

**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. Receives the community engagement results for the Ward and Representation Review.**
- 2. Recommends to the Local Government Advisory Board (Board) that under s 2.2 of the *Local Government Act 1995* (Act) there are no changes made to the City's wards and representation at this time, due to the ongoing review of the Act.**
- 3. Considers an allocation of \$12,000 as part of the 2021/22 Annual Budget process, for undertaking a poll during the October 2021 Local Government Elections to gather further community insight into whether to retain or abolish wards.**
- 4. Requests the Chief Executive Officer to provide a report to the Board advising of the outcome of the Ward and Representation Review.**

**BACKGROUND**

The City is currently undertaking a review of the Council's wards and representation as is required every eight years in accordance with Act. The last review of the City of Bayswater wards and representation was conducted in 2012.

In 2012 Council resolved for no change to occur, with the primary reason being at the time the State Government was initiating a process of local government reform, which recommended the amalgamation of thirty metropolitan local governments to twelve. This reform however, did not proceed.

Council, at its Ordinary Meeting on 23 June 2020, considered a report on ward and representation review and resolved that Council:

- In accordance with the Schedule 2.2 of the Act, initiates a review of the current City ward boundaries and representation;
- Notes the amended timetable for ward review process; and
- Notes the alternative discussion paper for the purposes of community consultation with the removal of part 3.

## EXTERNAL CONSULTATION

The City advertised in 'The West Australian' and the 'Eastern Reporter' newspapers as well as on the notice boards at the Civic Centre and the three libraries. The City also advertised a discussion paper for the statutory period of forty two days, which was available on the City's Engage Bayswater website and its Facebook page.

As part of the engagement process a total of 98 submissions were received and the Engage Bayswater page had a total of 143 visits. A total of 13 questions were asked as part of the survey to assist in analysing the data received with the intention of helping Elected Members to make an informed decision.

## OFFICER'S COMMENTS

A Concept Forum was conducted on 15 September 2020 during which Councillors were updated with the engagement results through a discussion paper as **Attachment 1**.

### Number of Elected Members

Results were overwhelmingly in favour of maintaining the current number of elected members. Although there were more people who voted to reduce the number of elected members than those who voted to increase the number, the number who voted to retain eleven elected members was significantly higher than for any of the other options.

A final report was recently released on the review of the Act, which includes recommendations on wards and representation in the future. As part of the recommendations, the review panel is recommending that population as outlined below is used to determine the number of elected members, which includes the Mayor or President. The City has a current population of approximately 66,050. At this point in time, the Department has not responded to, or made a decision regarding this recommendation, other than to comment that no progress would take place until after the State Election on 31 March 2021.

- Local government with population of up to 5,000 – 5 Councillors;
- **Local Government with population of between 5,000 and 75,000 – 5 to 9 Councillors; and**
- Local Government with population of above 75,000 – 9 to 15 Councillors.

Given that this review is pending and there is not significant support for change in the number of elected members currently, it seems appropriate to make no change at this time.

### Review of Wards

The Ward and Representation Review also asked community members whether the City should retain wards and, if so, how many wards the City should have.

The result of these questions was that 20% more of the community voted to abolish the current ward system than those who voted to keep wards. If Council chooses to retain wards, then four is recommended, as responses were significantly higher for four wards.

A variance of 20% is considered significant as an outcome for community engagement, however it may not necessarily be considered overwhelming or representing an urgent need from the community.

Given the above results, Council may consider a few options as reasonable in relation to community engagement results for any future ward system:

- Undertake a poll during the October 2021 Local Government Election to ascertain further insight into community preference for or against a ward system;
- Maintain the current ward system; or
- Abolish wards.

Given the number of respondents was 98, which is a relatively small sample size of total residents, it is recommended that Council consider conducting a poll at the October 2021 Local Government Election. A poll would ensure a larger sample size, and indications from the WA Electoral Commission are that conducting a poll in line with an election can increase voter participation. This would also provide further information to Council while the *Local Government Act 1995* review is progressed.

Council may instead choose to abolish wards given the 20% larger preference for doing so, when compared to the preference for retaining wards. If this were to occur, Council would need to make the decision by Absolute Majority. A report could then be provided by the City to the Local Government Advisory Board (Board) by the end of January 2021 allowing the change to come into effect at the 2021 Local Government Election.

### **Next Steps**

If the City requests changes to its ward and representation by 30 January 2021, and the Minister approves the request, these changes would come into effect at the next Council Elections, which are scheduled for October 2021.

If Council proposes to maintain the status quo and make no change, then reasons must be included in the resolution. If Council decides to make a change, then the resolution of Council must propose the making of orders under various sections of the Act.

The local government is required to provide the Board with a written report of the assessment once it has been completed. The report must outline the process and outcome of the review and include any recommendations for change. Should Council choose to change the number of elected members or the wards, then a recommended implementation plan is also required to be submitted to the Board. If Council chooses to make changes at this meeting, a further report with an implementation plan will be provided to a future meeting of Council.

The Board will consider all reports submitted by the local government and will assess this against the requirements of the Act. If the Board determines that the assessment does not meet the requirements of the Act, then the local government may be requested to undertake another assessment.

The Board will consider all recommendations for change submitted as part of the review. The Board will then make recommendations to the Minister for Local Government, who may accept or reject the Board's recommendations.

Initial investigations from the Western Australian Electoral Commission (WAEC) have indicated that if the City were to hold a poll to further gauge the community's views on wards and the number of elected members as part of the 2021 Local Government Elections, there would be an additional estimated cost of \$10,000 to \$12,000 above the normal electoral costs. Feedback from the WAEC has indicated that a referendum may increase participation.

### **LEGISLATIVE COMPLIANCE**

- Schedule 2.2 of the *Local Government Act 1995*

**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. Receives the community engagement results for the Ward and Representation Review.	
	2. Recommends to the Local Government Advisory Board (Board) that under s 2.2 of the <i>Local Government Act 1995</i> (Act) there are no changes made to the City’s wards and representation at this time, due to the ongoing review of the Act.	
	3. Considers an allocation of \$12,000 as part of the 2021/22 Annual Budget process, for undertaking a poll during the October 2021 Local Government Elections to gather further community insight into whether to retain or abolish wards.	
	4. Requests the Chief Executive Officer to provide a report to the Board advising of the outcome of the Ward and Representation Review.	
<b>Risk Category</b>		
<b>Adopted Risk Appetite</b>		
<b>Risk Assessment Outcome</b>		
Strategic Direction		
Reputation		
Governance		
Community and Stakeholder		
Financial Management		
Environmental Responsibility		
Service Delivery		
Organisational Health and Safety		
Conclusion	This option meets the legislative requirements for Council to undertake a review of its wards and representation and is considered the most logical due to both the engagement results and current review of the Act.	

Option 2	That Council:			
	1. Receives the community engagement results for the Ward and Representation Review.			
	2. Recommends to the Local Government Advisory Board (Board) under s 2.2 (2) of the <i>Local Government Act 1995</i> to abolish the current wards and to not create new wards, to take effect for the 2021 Local Government Elections.			
	3. Authorises the Chief Executive Officer to provide a report to the Board advising of the outcome of the Ward and Representation Review.			
<b>Risk Category</b>			<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction			Moderate	Moderate
Reputation			Low	Moderate
Governance			Low	Low
Community and Stakeholder			Moderate	High
Financial Management			Low	Low
Environmental Responsibility			Low	Low
Service Delivery			Low	Moderate
Organisational Health and Safety			Low	Low
Conclusion	If Council believes that community engagement results necessitate an immediate change to abolish wards, regardless of the current review of the Act, this option would have that effect. A report will be provided by the City to the Board and the Minister who will either accept or reject the request for change. Any change would come into effect from the 2021 election. The community and stakeholder risk has been assessed			

	as high for this option as this would result in a significant change for the community that may not be received well by some members of the community.
--	--

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Community poll into preference for or against retention of wards.

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP.

**Notes:** Nil.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$12,000 2021/22 FY	-	-	-	-		-

If Council proposes changes to its ward and representation, these are subject to a Governor's Order which is then published in the Government Gazette. Any additional costs associated with changes have not been calculated at this point in time as they will depend on the change proposed.

## 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

While the future legislative requirements of wards and the number of elected members are still pending as part of the current review of the Act, it is considered appropriate that no change to the wards and representation is made at this stage. While the review of the Act is being progressed, this time could be utilised by conducting a poll during the 2021 Local Government Election to test community appetite to abolish wards with a larger sample size of the community.

Attachment 1

City of  
**Bayswater**



Review of Ward Boundaries and  
Representation – Community  
Engagement Results  
Discussion Paper  
September 2020



## 1. INTRODUCTION

The City advertised for public comment the review of wards and representation from 8 July to 19 August 2020.

The City advertised in The West Australian and Eastern Reporter newspapers as well as on the notice boards at the Civic Centre and the three libraries.

As part of the public comment process, the City also used Engage Bayswater, the City's engagement hub at [engage.bayswater.wa.gov.au](https://engage.bayswater.wa.gov.au). This provided various options such as answering the provided questions or uploading a submission.

This engagement process received a total of 98 submissions and the engage page had a total of 143 visits.

A total of 13 questions were asked as part of the survey to assist in analysing the data received with the intention of helping Elected Members in making an informed decision.

### Question – What suburb do you live in?

- |                  |               |
|------------------|---------------|
| • Bayswater – 33 | Noranda – 4   |
| • Maylands – 25  | Mt Lawley – 3 |
| • Morley – 17    | Bassendean 1  |
| • Bedford 7      | Other – 2     |
| • Embleton – 6   |               |

### Question – What ward do you live in?

- |                |                    |
|----------------|--------------------|
| • Central – 15 | Unsure – 2         |
| • North – 11   | Not Applicable – 2 |
| • South – 28   | Left Blank - 2     |
| • West – 38    |                    |

### What is your connection to the City of Bayswater?

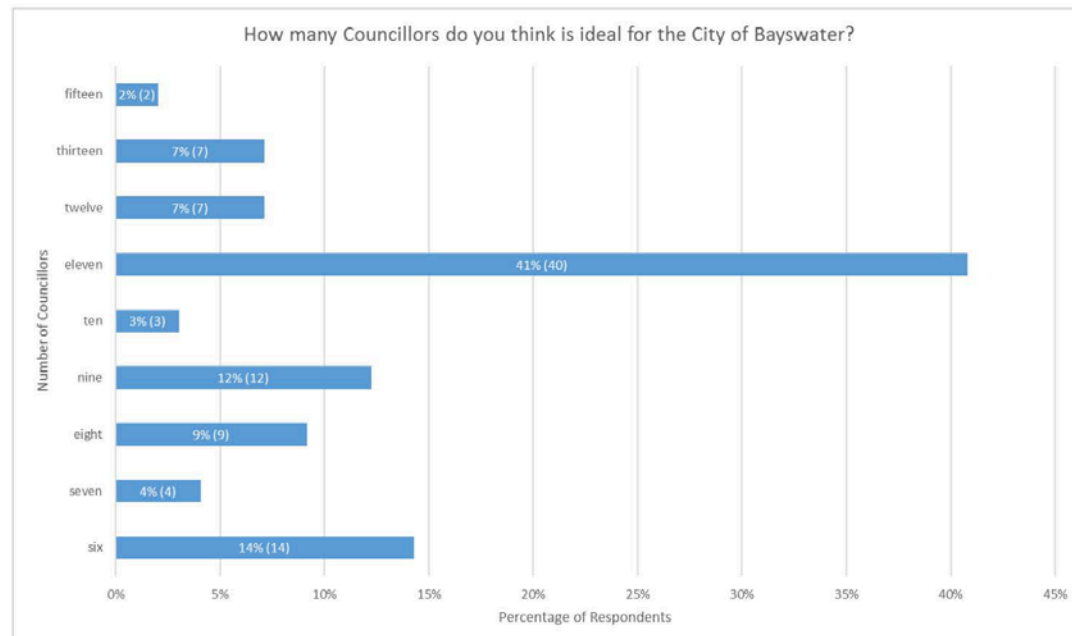
- Ratepayer – 46
- Resident – 45
- Business Owner – 3
- Blank – 3
- Neighbour from Bassendean – 1

### Was the information provided in the discussion paper enough for you to make an informed decision?

- Yes – 82 (88%)
- No – 11 (12%)
- Blank – 5

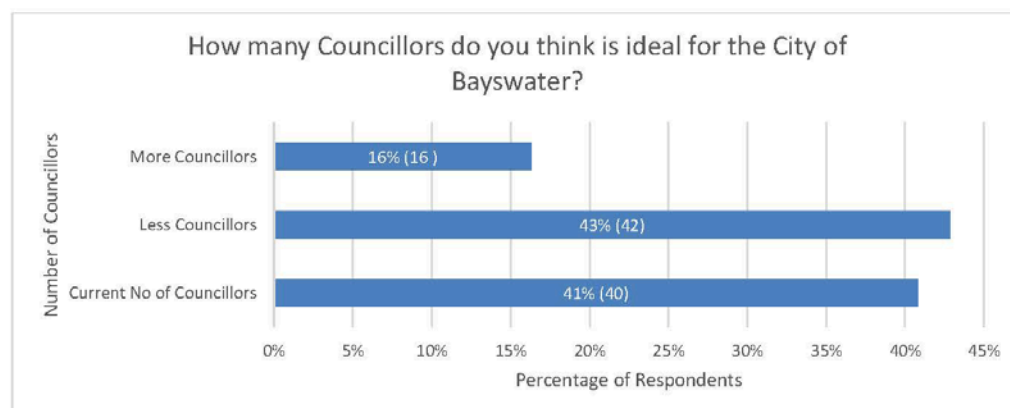
## 2. NUMBER OF ELECTED MEMBERS

**Fig 1. Responses for the number of Councillors**



The figure above clearly shows a preference for 11 Councillors, when responses to the specific number of Councillors were asked.

**Fig 2. Responses for the number of Councillors summarised**



When the responses are looked at more broadly, there was slightly more overall support for a reduction in the number of Councillors.



### Responses to the number of Councillors by Ward

Number of responses seeking to retain 11 Councillors, by ward:

- Central – 9
- North – 4
- South – 11
- West – 16

Number of responses seeking to reduce Councillors, by ward:

- Central – 4
- North – 4
- South – 7
- West – 9

Number of responses seeking to Councillors, by ward:

- Central – 1
- North – 1
- South – 10
- West – 2

### Reasons for the response regarding number of Councillors

A summary of the top three responses for each group of respondents are as follows:

Top three responses that voted to retain 11 Councillors:

- Same as existing/currently works well;
- Provides adequate coverage; and
- No change is required.

Top three responses that voted for a reduction in Councillors:

- Two per ward maximum;
- More efficient decision making; and
- Better economic cost benefits.

Top three responses that voted for an increase in Councillors:

- Better representation;
- More points of view; and
- City covers a large area.

A final report was recently released on the the review of the new Local Government Act, which has recommendations on wards and representation in the future. As part of the recommendations, the review panel is recommending that population is used to determine the number of Elected Members, which includes the Mayor or President. At this point in time, the Department has not responded to or made a decision regarding this recommendation.

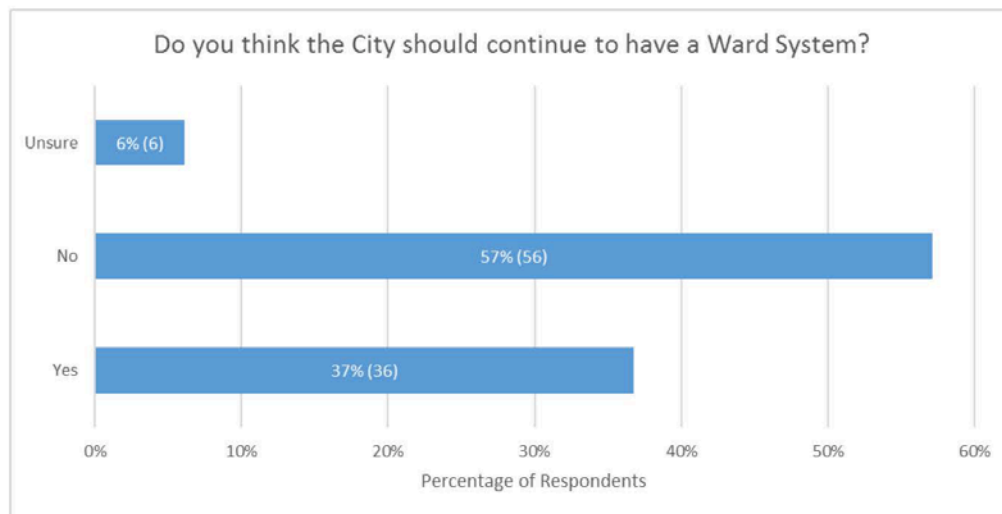
- Local government with population of up to 5,000 – 5 Councillors;
- **Local Government with population of between 5,000 and 75,000 – 5 to 9 Councillors; and**
- Local Government with population of above 75,000 – 9 to 15 Councillors.

Other key recommendations from the LG Act Review Panel include that there should be no restriction on the number of terms an Elected Member can serve, ward reviews should be conducted every four years instead of eight and that there should be an odd number of Elected Members.

### 3. WARD STRUCTURE

Do you think the City should continue to have a ward system?

- Yes – 36 (37%)
- No – 56 (57%)
- Unsure – 6 (6%)



A further analysis of this data can show the following breakdown per ward:

#### Central Ward

- Yes – 5
- No – 9

#### North Ward

- Yes – 8
- No – 2

#### South Ward

- Yes – 11
- No – 14

#### West Ward

- Yes – 11
- No – 26

### What is the main reason for your response about whether to retain wards?

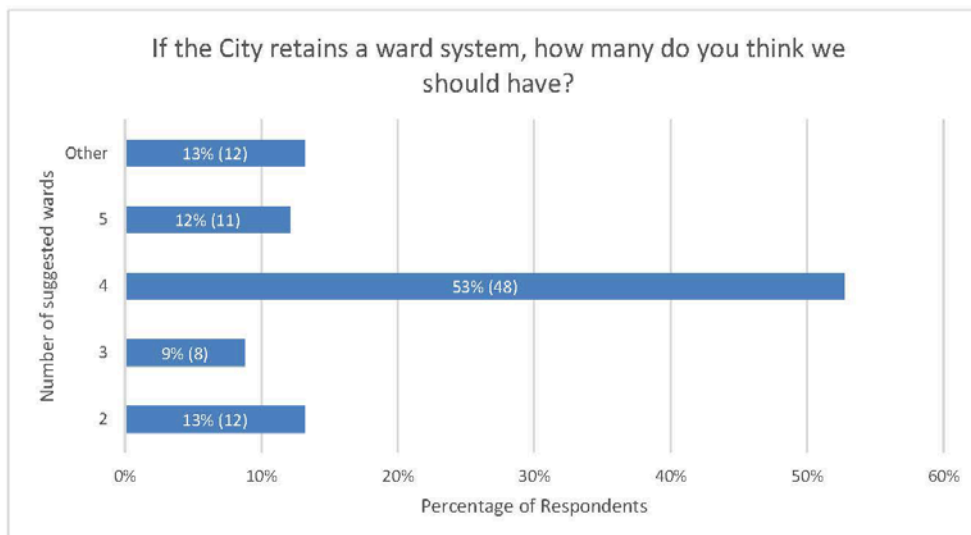
A summary of the top three responses regarding the retention of wards are as follows:

- Each ward is very different and requires individual representation;
- Ensures a level of better accountability and transparency; and
- The size of the Council requires separate wards.

A summary of the top three responses regarding the removal of wards are as follows:

- Decisions can be ward focussed rather than City focussed;
- Allows for a better overall strategic view; and
- Wards do not add any value to the overall decision making.

### If the City retains a ward system how many wards do you think it should have?



A further analysis of this data can show the following breakdown per ward:

#### Central Ward

- Five Wards – 3
- Four Wards – 9
- Three Wards – 1
- Two Wards – 1

#### South Ward

- Five Wards – 4
- Four Wards – 13
- Three Wards – 2
- Two Wards – 5

#### North Ward

- Five Wards – 0
- Four Wards – 6
- Three Wards – 3
- Two Wards – 1

#### West Ward

- Five Wards – 3
- Four Wards – 20
- Three Wards – 1
- Two Wards – 4

In summary, engagement results indicate a preference for the ward system to be abolished. Should Council wish to retain wards, engagement results indicate that retaining 4 wards is the preference.

#### **4. NEXT STEPS**

In accordance with the Department's 2017 guidelines document "How to conduct a review of wards and representation for local governments with and without a ward system", a local government is required to submit an implementation plan to the Department when a change to wards or representation is recommended.

If the City requests changes to its ward and representation by 31 January 2021, and the Minister approves the request, these changes will come into effect at the next Council Elections, which are scheduled for October 2021.

A report will be provided to the October Ordinary Council Meeting. Should Council resolve to make changes to either wards or representation, an implementation plan is required to be sent to the Department. Should Council resolve to make no change to current arrangements, then a report is required to be sent to the Minister outlining the reasons why this is the case. Following the decision being made by Council, the Minister will consider the report and if a change has been requested and approved, Ministerial Order will be provided.

Given the positive response to this issue, apparent through the number of responses received; it is intended that a summary of engagement results and the resulting Council decision will be shared back with engagement participants.

**10.3 Works and Infrastructure Directorate Reports****10.3.1 40km/hr Speed Zone - Mount Lawley Precinct**

<b>Responsible Branch:</b>	Engineering Services	
<b>Responsible Directorate:</b>	Works and Infrastructure	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Consultation Letter	
<b>Refer:</b>	Item 10.3.1: OCM 21.07.20	

**SUMMARY**

Main Roads Western Australia (MRWA) has provided approval for the City's proposal to install a 40km/hr speed limit on the local road network in Mount Lawley. The proposed roads within this network include Stanley Street, Mitchell Street, Ellesmere Road and Thirlmere Road, Mount Lawley.

Council resolved to undertake community consultation with the local residents and a further report be presented to Council with the results.

**OFFICER'S RECOMMENDATION****That Council:**

- 1. Approves Main Roads WA's (MRWA's) proposal to implement a 40km/hr Area Speed Zone covering Stanley Street, Mitchell Street, Ellesmere Road and Thirlmere Road, Mount Lawley.**
- 2. Advises affected residents of the proposed 40km/hr implementation.**

**BACKGROUND**

At the Ordinary Council meeting of 21 July 2020, Council considered a report in relation to MRWA's proposal to implement a 40km/hr Area Speed Zone in the Mount Lawley precinct and resolved as follows:

*"That Council:*

- 1. Approves in principle Main Roads WA's (MRWA's) proposal to implement 40km/hr Area Speed Zone covering Stanley Street, Mitchell Street, Ellesmere Road and Thirlmere Road subject to community consultation with affected residents.*
- 2. Notes a further report will be presented to Council on the outcome of the community consultation."*

Stanley Street, Mitchell Street, Ellesmere Road and Thirlmere Road are roads within the local road network under the care and control of the City. Their primary function is mainly to provide access to properties as well as connection to District distributor roads such as Guildford Road. The road network is predominately within a residential area with the St John of God Hospital fronting Thirlmere and Ellesmere Roads.



All the roads within this network are classified as local roads within an urban area and, as such, they currently fall under the State's default Built Up Area (BUA) 50 km/hr speed limit.

MRWA is the governing authority for determining and setting of speed zones. There are specific guidelines that have been developed by them to determine the most appropriate speed limits to be applied, type of regulatory signage to be installed and the most suitable location. Any speed zone changes require approval from MRWA, whether it is a:

- Linear speed zone - applied to length of roads; and/or
- Area speed zone - applied to a network of roads,

To enable the implementation of a 40km/h Area Speed Zone, Council consideration was sought for Main Roads WA to assign a revised regulatory speed limit on these roads subsequent to the undertaking of community consultation with all residents within this precinct.

## EXTERNAL CONSULTATION

Letters advising of the proposed speed limit changes and seeking comments were distributed to all affected residents and businesses, including St John of God Hospital, to the extents as shown (*in green*) below. This information was also made available on the City's Engage Bayswater portal allowing the public to view and provide comments. A copy of the consultation letter is enclosed as **Attachment 1**.





### OFFICER'S COMMENTS

A total of 273 letters were distributed to the community requesting feedback on the proposed changes to speed zone. Following the closing of the survey, the City received a total of three written responses and five submissions via Engage Bayswater.

Out of the three written responses received, two were in support of the change and one neither supported nor objected to the proposal.

A summary of the written responses received are as follows:

NO.	RESPONSE
1	<i>Please accept this email as evidence that <b>WE SUPPORT</b> the proposed speed zone, as outlined in your letter to residents of 10 August 2020. Thanks for the opportunity to comment.</i>
2	<i>This is just a note to say I think the 40 km speed zone is a good idea for Mt Lawley. When you first put up the signs, I thought it was because of the work going on in the oval. I think this is a good safety issue. Congratulations to the Mt Lawley Council. Even though I will be leaving this area soon, I wanted to show the appreciation of the occupier of [redacted] Mitchell Street Mt Lawley.</i>
3	<i>I live alongside St John of God hospital and would enter and exit my driveway many times a day so I am quite aware of the amount of traffic and the speed at which it travels. I also frequently walk to Banks Reserve and am always dismayed by the almost constant stream of traffic at peak hour. My husband cycles from home and along Joel Terrace to access the river and constantly comments on how narrow the road is with two-way traffic and cars parked on both sides of the road.  I doubt introducing a 40km/hr speed limit will be any more successful than the 40km/hr limit introduced by the City of Vincent along Joel Terrace. The drivers trying to access the hospital are most often doing well under 40km/hr as they are looking for parking. The problem drivers are the ones cutting through from East Parade along Joel Terrace and out to Guildford Road particularly, but not only, during peak hour (and to ~ lesser extent the reverse in the morning peak hour). These drivers want to save time and don't abide by the 40km/hr limit. Unless speeding fines are constantly issued the speed zone change will be pointless. The City of</i>

	<p><i>Vincent have only just recently reinstalled a temporary flashing 40km/hr speed reminder on Joel Terrace because no one remembers (or cares) other than the locals. Chicanes would force drivers to slow down and possibly deter drivers cutting through the area. Also, once the power station development is completed the problem will only get worse if access to and from Summers Street from East Parade is made easier.</i></p> <p><i>The only way to make the streets safer for pedestrians and cyclists is to reduce the non-local traffic and add an access path at the end of Ellesmere Road to the river as that is where most pedestrians and cyclists are heading.</i></p> <p><i>More thought needs to be given to this problem other than simply changing the speed limit and it needs planning involving both City of Bayswater and City of Vincent.</i></p> <p><i>I will be very interested in the outcome of the community consultation on this matter.</i></p>
--	--

From the five submissions received on Engage Bayswater, four were in support and one submission neither supported nor objected to the proposal. A summary of the responses received on Engage Bayswater is detailed below.

NO.	PLEASE INDICATE YOUR LEVEL OF SUPPORT FOR THE PROPOSED 40KM/HR SPEED ZONE IN MOUNT LAWLEY, AS DEPICTED IN THE MAP.	PLEASE PROVIDE A COMMENT AS TO WHY YOU SUPPORT THIS PROPOSAL.
4	<i>I support the proposal.</i>	<i>I support moves to make local streets more pedestrian and cyclist friendly and less car-centric, for social and environmental reasons.</i>
5	<i>I support the proposal.</i>	
6	<i>I support the proposal.</i>	<i>I travel in this area myself once a month or so, I find myself personally driving closer to 40 than 50 anyway, and due to the pedestrians and cars I think it is very appropriate. I do not know, but I feel that the area is possibly used as part of a rat-run to avoid the lights at Mt Lawley underpass at Lord, Guildford, Whatley &amp; East Parade. Another observation, that in my very limited experience, is that vehicles do not travel at 40km in the Shire of Vincent 40-Zone as shown on the map. And the last time I entered from East Parade to go to SJOG I do not recall the 40km zone sign. I shall detour past the next time I am in that corner.</i>
7	<i>I support the proposal.</i>	<i>I live in the area, the neighbouring streets are already 40km/hr and I really don't feel it is possible to drive much faster than that on these streets safely</i>
8	<i>I neither support nor object to the proposal.</i>	<p><i>"I doubt introducing a 40km/hr speed limit will be any more successful than the 40km/hr limit introduced by the City of Vincent along Joel Terrace. The drivers trying to access the hospital are most often doing well under 40km/hr as they are looking for parking. The problem drivers are the ones cutting through from East Parade along Joel Terrace and out to Guildford Road particularly, but not only, during peak hour (and to a lesser extent the reverse in the morning peak hour). These drivers want to save time and don't abide by the 40km/hr limit. Unless speeding fines are constantly issued the speed zone change will be pointless. The City of Vincent have only just recently reinstalled a temporary flashing 40km/hr speed reminder on Joel Terrace because no one remembers (or cares) other than the locals. Chicanes would force drivers to slow down and possibly deter drivers cutting through the area. Also, once the power station development is completed the problem will only get worse if access to and from Summers Street from East Parade is made easier.</i></p> <p><i>The only way to make the streets safer for pedestrians and cyclists is to reduce the non-local traffic and add an access path at the end</i></p>



		<p><i>of Ellesmere Road to the river as that is where most pedestrians and cyclists are heading.</i></p> <p><i>More thought needs to be given to this problem other than simply changing the speed limit and it needs planning involving both City of Bayswater and City of Vincent."</i></p>
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The results indicated that the majority of the responses were in support of the proposed speed zone change and no objections were received. Detailed analysis of the survey results showed that some residents have both written in and have also provided their comments on Engage Bayswater. It was also noted that some of the feedback received on Engage Bayswater were not residents living in the Mount Lawley area.

The table below shows a summary breakdown of the total feedback received where duplicate responses from the same residents were combined into one response and residents residing outside of this precinct area have been tabulated separately:

Resident	Proposed 40km/hr speed zone in Mount Lawley.	Suburb, what is your connection to this initiative?
1	Support	Mount Lawley – I live and own a property within the affected area.
2	Support	Mount Lawley – I live within the affected area.
4	Support	Bayswater – City of Bayswater resident
5	Support	Mount Lawley – I live and own a property within the affected area.
6	Support	Bedford – City of Bayswater resident
7	Support	Mount Lawley – I live and own a property within the affected area.
3 and 8	Neither support nor Object	Mount Lawley – I live and own a property within the affected area.

Although the level of community feedback was low, the results showed the vast majority of the submissions received were in support of the proposal. This speed reduction initiative can offer safety benefits, in particular to pedestrians and cyclists using and crossing these roads, as well as reducing the likelihood and severity of crashes. It is, therefore, recommended that the 40km/hr Area Speed Zone proposal be supported.

## LEGISLATIVE COMPLIANCE

- MRWA Speed Zoning Policy and Application Guidelines; and
- Road Traffic Code 2000 – Part 3, Speed Restrictions.

## 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.

<b>Option 1</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Approves Main Roads WA's (MRWA's) proposal to implement a 40km/hr Area Speed Zone covering Stanley Street, Mitchell Street, Ellesmere Road and Thirlmere Road, Mount Lawley.</b></li> <li><b>Advises affected residents of the proposed 40km/hr implementation.</b></li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
Reputation	Low	Low

Governance	Low	Moderate
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	This option presents the lowest risk and will satisfy the majority of the community.	

<b>Option 2</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Does not approve Main Roads WA's (MRWA's) proposal to implement 40km/h Area Speed Zone and allows the existing 50km/hr speed limit to remain on Stanley Street, Mitchell Street, Ellesmere Road and Thirlmere Road, Mount Lawley.</b></li> <li><b>Notes that the City will advise Main Roads Western Australia to not proceed with the proposed implementation.</b></li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	High
Governance	Low	High
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	The St John Of God hospital will be dissatisfied with the outcome and majority of the community may also not be satisfied with this outcome.	

## FINANCIAL IMPLICATIONS

It is not expected that there will be any financial cost implications associated with the implementation of a revised area speed zone, as the installation, modification and/or removal of any speed regulatory signs are at the cost of and will be undertaken by MRWA. As the current operating speed is below the regulatory speed limit and is in line with the proposed target speed, it is not expected that implementation of any traffic calming measures will be required.

## 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 B2: A connected community with sustainable and well maintained transport.  
 Outcome B3: Quality built environment.

## CONCLUSION

The proposal to lower the posted speed limit from 50km/hr to 40km/hr will provide safety benefits in particular for pedestrians as well as other road users in the Mount Lawley area.

Given that St John Of God Hospital has been advocating the lowering of the current speed limit on the roads fronting their facility and that the majority of the residents in the Mount Lawley Precinct area are also in support of the proposed 40km/hr area speed zone change, it is recommended that the City endorses MRWA's proposal to implement an Area Speed Zone change in this area.

**Attachment 1**

10 August 2020

61 Broun Avenue, Morley WA 6062  
PO Box 467, Morley WA 6943

P: (08) 9272 0622

F: (08) 9272 0665

mail@bayswater.wa.gov.au

National Relay Service:

1800 555 660

www.bayswater.wa.gov.au

«Owner\_Name»  
«Owner\_address1»  
«Owner\_Address2»

Dear Resident

### PROPOSED 40KM/HR SPEED ZONE - MOUNT LAWLEY PRECINCT

The City has received a number of requests from St John of God Hospital to reduce the speed limit adjacent to the hospital and has been pursuing the matter with Main Roads WA (MRWA).

MRWA has now provided approval to install a 40km/hr speed limit on the local road network to include Stanley Street, Mitchell Street, Ellesmere Road and Thirlmere Road within the Mount Lawley Precinct.



Council, at its Ordinary Meeting of 21 July 2020, considered the matter and resolved as follows:

"That Council:

1. Approves in principle Main Roads WA's (MRWA's) proposal to implement 40km/hr Area Speed Zone covering Stanley Street, Mitchell Street, Ellesmere Road and Thirlmere Road subject to community consultation with affected residents.



2. *Notes a further report will be presented to Council on the outcome of the community consultation."*

As you may be aware, there is already a 40km/hr speed zone on adjoining residential streets in the City of Vincent. Accordingly, the City is seeking your comments in relation to the implementation of a 40km/hr speed zone in the Mount Lawley Precinct, by close of business, **Friday, 27 August 2020**. Comments should be submitted via Engage Bayswater <https://engage.bayswater.wa.gov.au/> or emailed to [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au) and/or via post to the Chief Executive Officer, City of Bayswater, PO Box 467, Morley WA 6943.

It is anticipated that the new speed limit will increase safety for pedestrians and cyclists in the streets as well as reduce any risks for road users attending the hospital whilst having a negligible impact on travel times in the area.

Should you wish to discuss this matter further, please contact the City's Manager Engineering Services, Bryce Coelho, on 9272 0652.

Yours faithfully



**DOUG PEARSON**  
**DIRECTOR OF WORKS AND INFRASTRUCTURE**



**10.3.2 Maylands Lakes Water Quality**

*Under Separate Cover*

**10.3.3 Tender No. 3-2020 - Supply and Delivery of Pre-mixed Concrete**

<b>Responsible Branch:</b>	Engineering Works	
<b>Responsible Directorate:</b>	Works and Infrastructure	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	<i>Confidential Attachment</i> 1. Schedule of Rates	

***Confidential Attachment(s) - in accordance with Section 5.23(2) of the Local Government Act 1995 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting and (e) 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 award Tender 3-2020 for the supply and delivery of pre-mixed concrete in Separable Portions for the period 1 November 2020 to 30 June 2023:

- A: Concrete sourced from non-recycled material; and
- B: Concrete sourced from recycled material.

**OFFICER'S RECOMMENDATION**

**That Council awards Tender No. 3-2020 - Supply and Delivery of Pre-Mixed Concrete in separable portions for the period 1 November 2020 to 30 June 2023 based on CPI increases for Perth in accordance with the tender specifications as follows:**

- Separable Portion A: Concrete sourced from non-recycled material to WA Premix; and**
- Separable Portion B: Concrete sourced from recycled material to Capital Concrete WA.**

**BACKGROUND**

The City's annual supply of concrete is required for programmed construction of crossovers, footpaths and general maintenance. The anticipated quantity of concrete using non-recycled material is 1,200m<sup>3</sup> per annum. The anticipated quantity of concrete using recycled material is 300m<sup>3</sup> which represents 20% of the total (1,500m<sup>3</sup>) quantity which is used in non-trafficable areas e.g. post footings, paths in reserves etc.

The tender for the provision of supply and delivery of pre-mixed concrete in Separable Portions for the period 1 November 2020 to 30 June 2023:

- A: Concrete sourced from non-recycled material; and
- B: Concrete sourced from recycled material.

was advertised on 12 September 2020 and closed on 30 September 2020 with four submissions received as follows:

- Separable Portion A: Concrete sourced from non-recycled material:
  - Capital Concrete WA;
  - BGC Concrete;
  - Boral Construction Materials; and
  - WA Premix
- Separable Portion B: Concrete sourced from recycled material:
  - Capital Concrete WA;
  - BGC Concrete; and
  - Boral Construction Materials.

The Tender Evaluation Panel consisting of the Acting Manager Engineering Works, Engineer and Manager Building Works have evaluated the tenders in accordance with the following criterion:

CRITERION		
ITEM	DESCRIPTION	WEIGHTING
1	Price	70%
2	Experience and Electronic Ordering/Update capabilities	10%
3	Benefit to the Local Economy	10%
4	Occupational Health and Safety Management Systems	5%
5	Quality Systems and Technical Compliance	5%

## EXTERNAL CONSULTATION

No consultation has occurred with the public or other agencies on this matter as this is an ongoing annual supply tender.

## OFFICER'S COMMENTS

The City's annual supply tenders for Engineering Works are based on a three year contract ending 30 June, however, Tender 3–2020 has a shorter duration to line up with the end of financial year.

The Tender was based on the schedule of rates (all prices inclusive of GST) forms **Confidential Attachment 1**.

Based on the tender submissions the following scores were attributed to each tender:

A: CONCRETE SOURCED FROM NON-RECYCLED MATERIAL						
TENDERERS	EXPERIENCE AND ELECTRONIC ORDERING/UPDATE CAPABILITIES (10)	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS (5)	QUALITY SYSTEMS AND TECHNICAL COMPLIANCE (5)	BENEFIT TO THE LOCAL ECONOMY (10)	PRICE (70)	TOTAL SCORE (100)
WA Premix	8.33	3.67	3.67	8.33	70.00	<b>94.00</b>
BGC Concrete	1.33	0.67	1.33	2.00	70.00	<b>75.33</b>

Boral Construction Materials	9.00	4.33	4.33	8.33	66.22	<b>92.21</b>
Capital Concrete WA	6.67	4.67	4.33	8.33	62.03	<b>86.03</b>

**B: CONCRETE SOURCED FROM RECYCLED MATERIAL**

TENDERERS	EXPERIENCE AND ELECTRONIC ORDERING/UPDATE CAPABILITIES (10)	OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS (5)	QUALITY SYSTEMS AND TECHNICAL COMPLIANCE (5)	BENEFIT TO THE LOCAL ECONOMY (10)	PRICE (70)	TOTAL SCORE (100)
Capital Concrete WA	6.67	4.67	4.33	8.33	70.00	<b>94.00</b>
BCG Concrete	1.33	0.67	1.33	2.00	68.07	<b>73.40</b>
Boral Construction Materials	9.00	4.33	4.33	8.33	65.36	<b>91.35</b>

All tenderers apart from BGC Concrete complied with the specification. BGC Concrete have not supplied supporting information requested for the evaluation criteria for Experience and Ordering, Benefits to the Local Economy, Occupational Health and Safety, and Quality and Technical Compliance and have therefore been scored down accordingly.

WA Premix did not submit rates for concrete sourced from recycled material and therefore, were only evaluated for the non-recycled portion of the tender.

Price adjustments are Perth Base CPI (as submitted at tender stage) for the period of the contract.

The awarding of a tenderer for recycled materials is not without some risks, however, it is important to support environmentally sustainable practices and the City will closely monitor to ensure quality of products and recycled material.

Accordingly, from the analysis of the tenders received it is recommended to award the tender as follows:

Separable Portion A: Concrete sourced from non-recycled material to WA Premix; and

Separable Portion B: Concrete sourced from recycled material to Capital Concrete WA.

**LEGISLATIVE COMPLIANCE**

The tender process has met the requirements of s3.57 the *Local Government Act 1995* and r.14 – 16 of the *Local Government (Functions and General) Regulations 1996*.

All tenderers have 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 awards Tender No. 3-2020 - Supply and Delivery of Pre-Mixed Concrete in separable portions for the period 1 November 2020 to 30 June 2023 based on CPI increases for Perth in accordance with the tender specifications as follows:
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	<b>Separable Portion A: Concrete sourced from non-recycled material to WA Premix; and</b> <b>Separable Portion B: Concrete sourced from recycled material to Capital Concrete WA.</b>	
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
<b>Conclusion</b>	Represents 'best value' with advertised selection criteria.	

<b>Option 2</b>	<b>That Council awards Tender No. 3-2020 - Supply and Delivery of Pre-Mixed Concrete in separable portions for the period 1 November 2020 to 30 June 2023 based on CPI increases for Perth in accordance with the tender specifications to alternate tenderers.</b>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Moderate
Community and Stakeholder	Moderate	Low
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	Based on criterion, indicates that tenderers would be able to supply and deliver goods as required.	

<b>Option 3</b>	<b>That Council does not award Tender No. 3-2020 - Supply and Delivery of Pre-Mixed Concrete.</b>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	High
Governance	Low	High
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Moderate
<b>Conclusion</b>	Jeopardize Capital Works and Maintenance Program	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** New Footpath and Crossover

**Asset Category:** New

**Source of Funds:** Municipal

**LTFP Impacts:** NA

**Notes:** An additional one-off Federal COVID-19 Stimulus Funding for 2020-21 of \$540,240 has been received.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$1.22M	\$1.22M	-	\$304,000-	60	\$670,000	\$1.22M

### 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.

### CONCLUSION

The tender submission from WA Premix for non-recycled concrete and Capital Concrete WA for recycled concrete has been evaluated as the highest ranked tenderers in accordance with the selection criteria and weightings as detailed in the tender specification.

Accordingly, it is recommended that Council accepts the submission from WA Premix and Capital Concrete WA for the period 1 November 2020 to 30 June 2023.

**10.3.4 Tender No. 7-2020 - Project Manage Detailed Design and Construction: Maylands Waterland - Stage 1**

*Under Separate Cover*

**10.3.5 EMRC - Commitment to Supply FOGO**

<b>Responsible Branch:</b>	Sustainability and Environment	
<b>Responsible Directorate:</b>	Works and Infrastructure	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Refer:</b>	Item 10.2 COVID-19 AC 16.04.20 Item 10.3.4 OCM 25.02.20 Item 10.3.3 OCM 21.07.20	

**SUMMARY**

Council have resolved to introduce a Food Organics and Garden Organics (FOGO) waste collection system in February/March 2021.

Initially, FOGO waste from the City of Bayswater will be delivered to an interim facility that has been developed by the Eastern Metropolitan Regional Council (EMRC). For the longer term, the EMRC is currently progressing a tender for a FOGO processing facility which will service the needs of the region, and in order to provide certainty to prospective tenderers, an indication of a commitment to supply FOGO waste to the facility is required.

**OFFICER'S RECOMMENDATION**

**That Council confirms that the City of Bayswater will provide its Food Organics and Garden Organics (FOGO) waste to the Eastern Metropolitan Regional Council (EMRC) for processing subject to the City of Bayswater being satisfied with the outcome of the EMRC tender process for the development of a processing facility.**

**BACKGROUND**

At the Ordinary Council Meeting of 21 July 2020, Council resolved as follows in relation to the introduction of a FOGO waste system.

*"That Council commences a Food Organics and Garden Organics (FOGO) collection for single residential and grouped dwellings (villas) and potentially commercial properties February/March 2021."*

Initially, FOGO waste from the City will be processed at an interim facility that has been commissioned at the Red Hill Landfill facility to accommodate FOGO waste from the Town of Bassendean and the City of Bayswater. The interim facility has been approved by the Environmental Protection Authority (EPA) on the basis that it is an interim facility and that the EMRC are progressing to a permanent more advanced facility. Accordingly, the EMRC are progressing a tender in this regard. An Expression of Interest process has been undertaken and tender documentation is now being finalised.

The three main construction models within this tender (setting aside maintenance) will be:

TYPE OF CONTRACT	WHO TAKES RISK THAT SUFFICIENT VOLUME OF FOGO WILL BE PRODUCED FOR THE PLANT	ASSURANCE NEEDED IN TENDER DOCUMENTATION
Contractor to Design, Build, Operate and Maintain (DBOM) for defined period	EMRC	Nil – although EMRC would need assurances that Councils are participating

Contractor to Design, Build, Own, Operate and Transfer (DBOOT)	Contractor	Would need assurance in tender that Councils are providing FOGO
Contractor to build their own facility at Red Hill under a site lease	Contractor	Nil – although provision of commitment to supply would aid in the contractor's risk analysis

In considering the need for Member Councils' commitment, as part of the tender process, the EMRC resolved as follows at its Ordinary Council Meeting of 17 September 2020:

*That:*

- 1. Council endorses the Feasibility Study for a Permanent FOGO Facility forming the confidential attachment to this report.*
- 2. Council approves the preparation of a Request for Tender for a Permanent FOGO Facility to be issued to the Acceptable Tenderers after endorsement of the tender documents by the member Council technical officer group and requests that a Business Case be prepared based on the tender submissions for endorsement by Council before the tender is awarded.*
- 3. Council request its member Councils to confirm their commitment to supply their FOGO waste, at an indicative cost in the range as referred to in the confidential attachment to this report, to the Permanent FOGO Processing Facility for a 20-year period from the commencement of operations.*
- 4. Council by absolute majority in accordance with s.6.8 of the Local Government Act 1995 approves unbudgeted expenditure of \$400,000 for the 2020/2021 to progress the implementation of the FOGO Recovery Strategy.*
- 5. The attachment remains confidential and be certified by the Chairman and CEO."*

Item 3 of the above resolution seeks Member Councils' confirmation of their commitment to supply FOGO waste to the proposed processing facility.

## EXTERNAL CONSULTATION

This matter has been discussed with technical officers from EMRC Member Councils.

## OFFICER'S COMMENTS

Council is committed to providing a FOGO waste collection system to residents in accordance with the objectives of the State Waste Strategy to reduce the amount of waste to landfill.

Currently, there is insufficient capacity within the Perth and Peel Region for the processing of FOGO as metropolitan Councils transition to FOGO systems.

Accordingly, the intention of the EMRC to develop a facility to accommodate Member Councils (and potentially other customers) is timely and necessary.

As part of the tender process, it is important that prospective tenderers have a degree of certainty in relation to the delivery of FOGO to the facility. On this basis, it is considered reasonable that the City indicate a commitment to deliver FOGO waste to the proposed facility.

## LEGISLATIVE COMPLIANCE

- *Waste Avoidance and Recovery Strategy 2030; and*
- *EMRC Establishment Agreement.*

**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.

<b>Option 1</b>	<b>That Council confirms that the City of Bayswater will provide its Food Organics and Garden Organics (FOGO) waste to the Eastern Metropolitan Regional Council (EMRC) for processing subject to the City of Bayswater being satisfied with the outcome of the EMRC tender process for the development of a processing facility.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	Council is committed to providing a FOGO waste collection service to its residents. Due to the limited processing capacity in the metropolitan area, it is critical that the EMRC progress the development of a processing facility in a timely manner and with a degree of certainty in relation to delivery of FOGO waste to the facility.	

<b>Option 2</b>	<b>That Council takes no further action in relation to confirming that the City of Bayswater will provide its Food Organics and Garden Organics (FOGO) waste to the Eastern Metropolitan Regional Council (EMRC) for processing at this stage.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
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
<b>Conclusion</b>	This option will result in a degree of uncertainty in relation to the ongoing processing of FOGO waste which is produced by residents and may necessitate sending waste to landfill or more expensive processing facilities.	

**FINANCIAL IMPLICATIONS**

Future FOGO processing costs will need to be accommodated in annual waste charges.

**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**

Council is committed to providing a FOGO waste collection service to its residents. Due to the limited processing capacity in the metropolitan area, it is critical that the EMRC progress the development of a processing facility in a timely manner and with a degree of certainty in relation to delivery of FOGO waste to the facility.

**10.3.6 EMRC Council Meeting Minutes - 17 September 2020**

<b>Responsible Directorate:</b>	Works and Infrastructure	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Delegate's Report 2. Abridged Minutes 3. Investment Report	

**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

**That Council receives the Eastern Metropolitan Regional Council's (EMRC's) Delegate's Report, Abridged Minutes and Investment Reports of the Council Meeting of 17 September 2020.**

**BACKGROUND**

The EMRC held a Council Meeting on 17 September 2020 with Cr Georgina Johnson, Cr Lorna Clarke and the Director of Works and Infrastructure in attendance.

**EXTERNAL CONSULTATION**

Not applicable.

**OFFICER'S COMMENTS**

The purpose of the report is to provide the Council with information detailing the items with implications for the City of Bayswater from 17 September 2020 EMRC Council Meeting.

Issues considered at the meeting which may impact or be of interest to the City of Bayswater are:

- Request for Tender RFT2020-006 EMRC Strategic Review;
- Attracting Business Investment in Perth's Eastern Region; and
- Upcoming EMRC Projects, Activities and Initiatives:
  - EMRC Waste Plan;

The Delegate's Report forms **Attachment 1** and the Abridged Minutes forms **Attachment 2**. The EMRC Investment Reports for June and July 2020 are contained in **Attachment 3**.

A full copy of the unconfirmed EMRC Council Minutes of 23 July 2020 can be obtained via the following link <https://www.emrc.org.au/council/council-and-committees/council-minutes.aspx>

**LEGISLATIVE COMPLIANCE**

Not applicable.

**OPTIONS**

Not applicable.

**FINANCIAL IMPLICATIONS**

As detailed in the Delegate's Report.

**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.



**Attachment 1**

Eastern Metropolitan Regional Council  
1st Floor Ascot Place, 226 Great Eastern Hwy,  
Belmont, Western Australia 6104  
PO Box 234 Belmont Western Australia 6984

## **CITY OF BAYSWATER DELEGATES REPORT**

The following report is based on the 17 SEPTEMBER 2020 MEETING OF THE EMRC COUNCIL.

### **1. Council Minutes**

#### **1a. Request For Tender RFT2020-006 EMRC Strategic Review (Item 14.6)**

##### *Overview*

- Council at its 5 December 2019 ordinary meeting endorsed the tender document for the EMRC Strategic Review. It is proposed that the EMRC hire an external consultant through an RFT process to jointly explore strategic options, timing and scenario modelling for both Waste and Regional Services.
- Tender RFT2019-005 was advertised in December 2019 and submissions closed on 31 January 2020. However, following the evaluation of all tenders a decision was made to not accept any tender and to issue a re-tender for the EMRC Strategic Review.
- The request for re-tender (RFT2020-006) was advertised on 1 July 2020 and the submissions closing date was 23 July 2020.
- A total of seven (7) conforming submissions were received and the evaluation process has been concluded and the preferred tenderer has been selected subject to Council approval.

##### *Resolution(s)*

###### **That:**

1. Council award Tender RFT2020-006 EMRC Strategic Review to Tenderer E for \$298,535 (ex GST) based on a fixed price schedule.
2. The CEO be authorised on behalf of the EMRC to enter into a contract with Tenderer E in accordance with their submitted tender, subject to any minor variations that may be agreed between the EMRC and Tenderer E.
3. Council authorise a 20% contingency based on the tendered price schedule for any contract variations that may arise in relation to Tender RFT2020-006.
4. The identity of the successful tenderer and the awarded amount be redacted for legal reasons and remain confidential until such time that the resultant contract has been formed.

##### *Implication(s) for City of Bayswater*

- The outcome of the EMRC Strategic Review may impact on the future services that the EMRC provides to its member Councils.



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1st Floor Ascot Place, 226 Great Eastern Hwy,  
Belmont, Western Australia 6104  
PO Box 234 Belmont Western Australia 6984

## 2. Chief Executive Officers Advisory Committee Minutes 4 August 2020

### 2a. Attracting Business Investment In Perth's Eastern Region (Item 11.1)

#### *Overview*

- Business Investment and Attraction was identified and included in the approved Regional Services Project Funding Summary 2019/2020.
- The EMRC, in consultation with member Councils and the consultant developed the draft *Investing in Perth's Eastern Region* for Perth's Eastern Region.
- The Economic Development Officer Group (EDOG) has been consulted and had input into the draft Prospectus content.
- The draft Prospectus includes the following key sections:
  - The Regions Global Position and Industry Overview in the Region
  - The Regions Competitive Advantage in prominent industries
  - Overview of Major Projects in the Region
  - Industry Opportunities in the Region
- The Prospectus will be utilised by the EMRC to advocate and provide support to member Councils and key stakeholders in the region by providing investment opportunities and attracting key business investment.

#### *Resolution(s)*

- That Council endorses the revised draft prospectus *Investing in Perth's Eastern Region*.

#### *Implication(s) for City of Bayswater*

- Prospectus can also be utilised by member Council's when advocating and marketing for business investment, where appropriate.



Eastern Metropolitan Regional Council  
1st Floor Ascot Place, 226 Great Eastern Hwy,  
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PO Box 234 Belmont Western Australia 6984

**Upcoming EMRC PROJECTS, ACTIVITIES AND INITIATIVES that have a bearing on the City of Bayswater are as follows:**

**1. EMRC Waste Plan**

*Overview*

At its recent meeting Council endorsed the EMRC's draft Waste Plan and for the draft Plan to be submitted DWER for comment.

Regional councils are required to prepare waste plans that provide the opportunity to map their current waste management performance in relation to the new Waste Strategy targets and to identify and implement the strategies needed to achieve these targets.

The Plan comprises two main parts:

- In Part 1 the EMRC identified how it is performing in relation to the objectives of the Waste Strategy; to identify the major waste management challenges; to identify strategic waste and resource recovery infrastructure needs; to provide a baseline to compare progress when annually reviewing and updating the waste plan; and to establish an evidence base to inform decision-making and target setting when developing the implementation plan.
- Part 2 of the EMRC's Implementation plan includes existing waste policies and programs, and new actions which the EMRC has determined best suit the circumstances and needs and those which contribute to the achievement of Waste Strategy targets and objectives. The actions contained in the Implementation Plan are SMART: specific, measurable, attainable, realistic and time-bound, and are largely derived from the Key Actions outlined in the Corporate Business Plan 2020/2021 to 2024/2025.

The EMRC facilitated the generation of the Waste Plan using contributions from all relevant departments and stakeholders to ensure the Plan fits within the regional & local governments Integrated Planning and Reporting framework.

*EMRC Contact*

- Chief Sustainability Officer

**Attachment 2**



# **ABRIDGED MINUTES**

Ordinary Meeting of Council

## **17 September 2020**

The Full Minutes of this meeting are available on the EMRC's website:

<http://www.emrc.org.au/council/council-and-committees/council-minutes.aspx>

## ORDINARY MEETING OF COUNCIL

## ABRIDGED MINUTES

17 September 2020

(REF: D2020/21190)

An Ordinary Meeting of Council was held at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, BELMONT WA 6104 on **Thursday, 17 September 2020**. The meeting commenced at **6:00pm**.

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## 1 DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chairman opened the meeting at 6:00pm, and acknowledged the traditional custodians of the land on which the meeting was held and paid respects to the elders past, present and future.

Kaya Maaman, Kaya Yorga, Kaya Bridia  
Ngalak kaartitj windji ngalak nynininy  
Nagalak kaartitj nidja boodja baal Whadjuk Noongar Boodja ngalak nynininy  
Koorah, Nitja yeyi, Boordahwan

### Translation

Greetings everyone  
We all understand where we are meeting.  
We know that we meet on the lands of the Whadjuk Noongar people  
Always was, always will be.

## 2 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

### **Councillor Attendance**

Cr Jai Wilson (Chairman)	EMRC Member	Town of Bassendean
Cr Doug Jeans (Deputy Chairman) (from 6:23pm)	EMRC Member	Shire of Mundaring
Cr Kathryn Hamilton	EMRC Member	Town of Bassendean
Cr Lorna Clarke (from 6:21pm)	EMRC Member	City of Bayswater
Cr Giorgia Johnson	EMRC Member	City of Bayswater
Cr Janet Powell	EMRC Member	City of Belmont
Cr Steve Wolff	EMRC Member	City of Belmont
Cr Lesley Boyd	EMRC Member	City of Kalamunda
Cr Dylan O'Connor	EMRC Member	City of Kalamunda
Cr John Daw	EMRC Member	Shire of Mundaring
Cr Mel Congerton	EMRC Member	City of Swan
Cr Charlie Zannino	EMRC Member	City of Swan

### **EMRC Officers**

Mr Marcus Geisler	Chief Executive Officer
Mr Hua Jer Liew	Chief Financial Officer
Mr Steve Fitzpatrick	Chief Project Officer
Mrs Wendy Harris	Chief Sustainability Officer
Mr Brad Lacey	Chief Operating Officer
Ms Theresa Eckstein	Executive Assistant to the Chief Executive Officer
Mrs Lee Loughnan	Personal Assistant to Chief Financial Officer (Minutes)

### **EMRC Observers**

Mr David Ameduri	Manager Financial Services
Ms Izabella Krzysko	Manager Procurement and Governance
Mr David Schmidt	Manager Information Services

### **Observer(s)**

Cr Ian Johnson	EMRC Deputy Member	City of Swan
Mr Doug Pearson	Director Works and Infrastructure	City of Bayswater
Mr Brett Jackson	Director Asset Services	City of Kalamunda

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#### **4 ANNOUNCEMENTS BY THE CHAIRMAN OR PRESIDING MEMBER WITHOUT DISCUSSION**

##### **4.1 DILIGENT BOARDS**

The Chairman announced that following the Council resolution adopting Diligent Boards for the distribution of agendas and minutes, the Agenda for tonight's meeting of Council is available on this new system.

Councillors would have received email instructions regarding one on one remote training. The Chairman encouraged all Councillors to organise their training and utilise the new platform.

The Council Portal will still continue to run for another six months to accommodate the transition.

#### **5 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

##### **5.1 RESPONSE TO QUESTIONS FROM MS JANE BREMMER**

Following the receipt of the response to the initial 8 questions [see minutes from 23 July 2020 Ordinary meeting of Council], Ms Bremmer has sent through follow up questions which were taken on notice at the last meeting. The responses to the follow up questions are as follows:

Question 1: In response to Question 4.  
Please provide the report detailing the substantial implementation of the project as required in Ministerial statement 1028 submitted in July 2017?

*Response: The initial Compliance Assessment Report from July 2017 is attached.*

Question 2: In response to Question 5.  
Please provide the Compliance Assessment Plan submitted to the CEO in July 2016?

*Response: The Compliance Assessment Plan from July 2016 is attached.*

Question 3: Further does the EMRC consider that such reports should be publicly available on the EMRC website? If yes when will such information be provided?

*Response: The EMRC is required to make Compliance Assessment Reports publicly available in accordance with the OEPA Post Assessment Guideline for Making Information Publicly Available. This Guideline states that all information and/or documentation required to be made publicly available must be made available to stakeholders, including members of the public, upon request and within 7 days of the proponent receiving the request.*

Question 4: When and where will the EMRC provide the detailed information identified in the Community Partnership Agreement about the HRRP and particularly the WWTEP?

*Response: The Community Partnership Agreement relates to the East Rockingham Waste to Energy Plant, not the HRRP. The Community Partnership Agreement was included in the tender documents for the Resource Recovery Facility and tenderers were required to include statements in their submission about compliance with the CPA.*

Question 5: When will the EMRC provide the report detailing the project milestones, given the wood waste to energy incinerator's imminent operation?

*Response: Please refer to the attached report.*

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*Item 5 continued*

**Question 6:** Will the EMRC correct some of the false and misleading claims made on the Frequently Asked Question page? I refer to claims made that waste incineration does not adversely impact the recycling sector and also claims that Pyrolysis technologies are not incineration?

**Response:** *The statement regarding the impact of waste incineration on the recycling sector was independent advice provided by Dr Robin Davidov. This is the evidence from overseas. The East Rockingham Waste to Energy plant will use residual waste as feedstock.*

*The statement in the Frequently Asked Questions section of our website which we believe you are referring to states as follows:*

**Question 7:** Is the Wood Waste to Energy Plant the same thing as a biomass incinerator?

**Response:** *The proposed Hazelmere Wood Waste to Energy Plant is not an incinerator. The Plant will use pyrolysis technology, which involves the indirect heating of the residual wood waste. In the absence of oxygen, the process will produce the valuable resources of syngas and biochar. Emissions modelling shows that the Plant will meet ambient air quality standards and health standards for the public.*

*The Australian Government has determined that energy from biomass is renewable energy and is therefore carbon neutral. Pyrolysis of biomass to produce a fuel gas is not incineration, as evidenced by the emission standards in the EU Waste Incineration Directive, which states syngas is a fuel not a waste material.*

*We stand by this statement, pyrolysis technologies are not waste incineration, there is no waste combustion occurring.*

*In 2013, the EPA sought independent strategic advice on waste to energy technologies and their published report "Environmental and health performance of waste to energy technologies (Report 1468)" details the differences between the different types of waste to energy technologies (refer pages 7 and 8 of Report 1468).*

## **7 APPLICATIONS FOR LEAVE OF ABSENCE**

### **7.1 CR LORNA CLARKE - LEAVE OF ABSENCE**

#### **COUNCIL RESOLUTION(S)**

MOVED CR HAMILTON                      SECONDED CR POWELL

THAT COUNCIL APPROVE APPLICATIONS FOR LEAVE OF ABSENCE FOR CR LORNA CLARKE FROM 18 SEPTEMBER TO 22 SEPTEMBER 2020 INCLUSIVE.

**CARRIED UNANIMOUSLY**



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## **9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

### **9.1 MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON 23 JULY 2020**

That the minutes of the Ordinary Meeting of Council held on 23 July 2020 which have been distributed, be confirmed.

#### **COUNCIL RESOLUTION(S)**

MOVED CR CONGERTON                      SECONDED CR ZANNINO

THAT THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 23 JULY 2020 WHICH HAVE BEEN DISTRIBUTED, BE CONFIRMED.

**CARRIED UNANIMOUSLY**

## **11 QUESTIONS BY MEMBERS WITHOUT NOTICE**

Cr Johnson suggested that the formatting and writing of the agendas and financial reports need to be reviewed for easier reading and presentation. Feedback to be provided.

Cr Johnson queried what was being done at an organisational level for the provision of recycling services for polystyrene and solar panels. Clarification was also sought on battery collection.

The CEO advised that the EMRC applied for a State Government Waste Sorted grant application for polystyrene infrastructure at EMRC managed sites.

The CEO also advised that due to the low volume of batteries collected in WA there was not enough to create a battery recycling facility.

The CEO took Cr Johnson's question regarding Solar panels on notice.

Cr Johnson also queried how Baywaste was going.

The CEO advised it is receiving great accolades that it is clean and offers great customer service - a win for the EMRC, City of Bayswater and the community. Comparisons of budgeted costs, patronage and tonnage are currently being reviewed.

## **12 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH MEETINGS MAY BE CLOSED TO THE PUBLIC**

NOTE: Section 5.23(2) of the *Local Government Act 1995*, details a number of matters upon which Council may discuss and make decisions without members of the public being present. These matters include: matters affecting employees; personal affairs of any person; contractual matters; legal advice; commercial-in-confidence matters; security matters; among others.

The following report items are covered in Section 19 of this agenda:

### **12.1 ITEM 14.1 OF THE WASTE ADVISORY COMMITTEE MINUTES**

#### **CLASS IV WASTE CELL (PRELIMINARY DESIGN & APPROVALS)**

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#### **14 REPORTS OF EMPLOYEES**

- 14.1 LIST OF ACCOUNTS PAID DURING THE MONTH OF JULY 2020*
- 14.2 FINANCIAL REPORT FOR PERIOD ENDED 30 JUNE 2020*
- 14.3 FINANCIAL REPORT FOR PERIOD ENDED 31 JULY 2020*
- 14.4 REVIEW OF COUNCIL POLICY 3.5 – PURCHASING POLICY*
- 14.5 REVIEW OF COUNCIL POLICY 7.3 – RECORDS MANAGEMENT*
- 14.6 REQUEST FOR TENDER RFT2020-006 EMRC STRATEGIC REVIEW*
- 14.7 EMRC'S DRAFT WASTE PLAN*
- 14.8 ITEMS CONTAINED IN THE INFORMATION BULLETIN*

#### **QUESTIONS**

The Chairman invites questions from members on the reports of employees.

Councillors requested that Item 14.6 Request For Tender RFT2020-006 EMRC Strategic Review be withdrawn and dealt with as a confidential item.

#### **RECOMMENDATION(S)**

That with the exception of items....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Reports of Employees (Section 14).

Cr Clarke entered the meeting at 6:21pm.

Cr Jeans entered the meeting at 6:23pm.

#### **COUNCIL RESOLUTION(S)**

MOVED CR JOHNSON                      SECONDED CR O'CONNOR

THAT WITH THE EXCEPTION OF ITEM 14.6, WHICH IS TO BE WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE REPORTS OF EMPLOYEES (SECTION 14).

**CARRIED UNANIMOUSLY**

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## **15 REPORTS OF COMMITTEES**

### **15.1 CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE MEETING HELD 4 AUGUST 2020 (REFER TO MINUTES OF COMMITTEE) REFERENCE: D2020/12846 (CEOAC) - D2020/20100**

The minutes of the Chief Executive Officers Advisory Committee meeting held on **4 August 2020** accompany and form part of this agenda – (refer to section of 'Minutes of Committees' for Council accompanying this Agenda).

#### **QUESTIONS**

The Chairman invites general questions from members on the minutes of the Chief Executive Officers Advisory Committee.

#### **RECOMMENDATION(S)**

That with the exception of items ....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Chief Executive Officers Advisory Committee reports (Section 15.1).

#### **COUNCIL RESOLUTION(S)**

MOVED CR JOHNSON                      SECONDED CR HAMILTON

THAT COUNCIL ADOPTS THE RECOMMENDATIONS IN THE CHIEF EXECUTIVE OFFICERS ADVISORY COMMITTEE REPORTS (SECTION 15.1).

**CARRIED UNANIMOUSLY**

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## **15.2 WASTE ADVISORY COMMITTEE MEETING HELD 3 SEPTEMBER 2020**

**(REFER TO MINUTES OF COMMITTEE)**

**REFERENCE: D2020/13852 (WAC) - D2020/19920**

The minutes of the Waste Advisory Committee meeting held on **3 September 2020** accompany and form part of this agenda – (refer to section of 'Minutes of Committees' for Council accompanying this Agenda).

### **QUESTIONS**

The Chairman invites general questions from members on the minutes of the Waste Advisory Committee. Any questions relating to the confidential report will be dealt with under section 19.1 of the agenda "Confidential Items."

### **RECOMMENDATION(S)**

That with the exception of items ....., which are to be withdrawn and dealt with separately, Council adopts the recommendations in the Waste Advisory Committee reports (Section 15.2).

### **COUNCIL RESOLUTION(S)**

MOVED CR CONGERTON                      SECONDED CR O'CONNOR

THAT WITH THE EXCEPTION OF ITEM 11.2, WHICH IS TO BE WITHDRAWN AND DEALT WITH SEPARATELY, COUNCIL ADOPTS THE RECOMMENDATIONS IN THE WASTE ADVISORY COMMITTEE REPORTS (SECTION 15.2).

**CARRIED UNANIMOUSLY**

## **11.2 EXEMPTION FROM TENDER REGULATIONS FOR A SUPPLIER**

**REFERENCE: D2020/19068 (WAC) – D2020/20523**

### **RECOMMENDATION(S)**

That:

1. Council acknowledges that because of Petro Min Engineers existing involvement and experience, it has good reason to believe there is unlikely to be any other supplier who can provide a similar value for money outcome to complete the electrical engineering requirements for the Hazelmere Wood Waste to Energy Project.
2. In accordance with r.11(2)(f) of the *Local Government (Functions and General) Regulations 1996* that tenders not be invited on this occasion.

Discussion ensued.

Cr O'Connor raised a question as to why the electrical design work is of a unique nature. He suggested that this item should go to tender for good governance, probity and process.

Mr Fitzpatrick advised that the request for an exemption related to the close involvement of PME in the project up to this point and articulated the concerns regarding the amount of time required to introduce a new electrical engineering consultant at this late stage of the project.

In response to a question, the CEO confirmed that there are no issues with probity.

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Ref: D2020/21190



*Item 11.2 continued*

With the discussion completed, the Chairman put the Officer Recommendations to the vote.

**RECOMMENDATION(S)**

MOVED CR CONGERTON                      SECONDED CR JEANS

That:

1. Council acknowledges that because of Petro Min Engineers existing involvement and experience, it has good reason to believe there is unlikely to be any other supplier who can provide a similar value for money outcome to complete the electrical engineering requirements for the Hazelmere Wood Waste to Energy Project.
2. In accordance with r.11(2)(f) of the *Local Government (Functions and General) Regulations 1996* that tenders not be invited on this occasion.

**LOST 5/6**

**For:            Purdy, Congerton, Coten, Jeans, Pearson**  
**Against:      Wolff, O'Connor, Jackson, Reid, Campbell, Hamilton**

Cr Johnson arrived at this point of the meeting, after the voting has been cast at 5:50pm.

In response to a query, Mr Fitzpatrick advised that the preparation of a tender would take several weeks and would result in a report item to WAC at its meeting on 19 November 2020 and then to the 3 December 2020 Ordinary Meeting of Council.

Mr Purdy suggested in order to accelerate the tender process that the CEO be authorised to award the tenderer within the limits.

The following alternative motion was moved by Cr O'Connor and seconded by Ms Reid.

**ALTERNATIVE MOTION**

That Council:

1. Proceeds to tender for the remaining electrical engineering requirements for the Hazelmere Wood Waste to Energy Project.
2. Authorise the CEO to award the tender to the maximum value of \$200,000.

**WAC RECOMMENDATION(S)**

MOVED CR O'CONNOR                      SECONDED MS REID

That Council:

1. Proceeds to tender for the remaining electrical engineering requirements for the Hazelmere Wood Waste to Energy Project.
2. Authorise the CEO to award the tender to the maximum value of \$200,000.

**CARRIED UNANIMOUSLY**

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*Item 11.2 continued*

A discussion paper was issued to the Councillors prior to the meeting with a request to amend the WAC recommendation.

**Officer Comments**

This WAC recommendation as currently tabled before Council poses some difficulties as on a strict interpretation, it would mean the immediate cessation of all remaining electrical engineering works including those provided by Petro Min Engineers or any other providers on the Hazelmere Wood Waste to Energy Project until an electrical engineering consultant is procured via a tender process.

As a tender process could take up to 8 weeks, this will cause time and cost delays to the project.

While EMRC officers do not believe this was the intention of the alternative motion, the motion as it stands would compromise the timeframe and have a material impact on the project.

EMRC officers recommend that consultants Petro Min Engineers be allowed to continue to be used for essential work on the project up to a maximum expenditure of \$250,000 (ex GST) whilst alternatives are sought through a request for quote up to the tender threshold or tender process as appropriate. This will enable work to continue on the project unimpeded by electrical engineering constraints.

It is noted that the second part of the WAC recommendation authorising the CEO to award a tender up to the maximum value of \$200,000 is redundant as the CEO already has this delegation from Council.

Discussion ensued on the following points:

- Purchasing Policy;
- Budget threshold; and
- Scope of works.

**Proposed Alternate Recommendation**

An alternative motion to meet the intent of the WAC's deliberations was proposed:

*That Council:*

1. *Notes that the EMRC will continue to use Petro Min Engineers for the remaining electrical engineering requirements for the Hazelmere Wood Waste to Energy Project up to the tender limit if required*
2. *Proceeds to procure alternative electrical engineering services in the event that Petro Min Engineers cannot complete the work required for the Hazelmere Wood Waste to Energy Project.*

**COUNCIL RESOLUTION(S)**

MOVED CR O'CONNOR

SECONDED CR HAMILTON

THAT COUNCIL:

1. NOTES THAT THE EMRC WILL CONTINUE TO USE PETRO MIN ENGINEERS FOR THE REMAINING ELECTRICAL ENGINEERING REQUIREMENTS FOR THE HAZELMERE WOOD WASTE TO ENERGY PROJECT UP TO THE TENDER LIMIT IF REQUIRED.
2. PROCEEDS TO PROCURE ALTERNATIVE ELECTRICAL ENGINEERING SERVICES IN THE EVENT THAT PETRO MIN ENGINEERS CANNOT COMPLETE THE WORK REQUIRED FOR THE HAZELMERE WOOD WASTE TO ENERGY PROJECT.

**CARRIED UNANIMOUSLY**

EMRC  
Abridged Minutes - Ordinary Meeting of Council 17 September 2020  
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## 16 REPORTS OF DELEGATES

Cr Johnson as the EMRC's MWAC representative provided an overview of the recent meeting held. Minutes of the meeting were provided by Cr Johnson and will be distributed by EMRC officers to Councillors.

## 19 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

### RECOMMENDATION (Closing meeting to the public)

That with the exception of ....., the meeting be closed to members of the public in accordance with Section 5.23 (2) of the *Local Government Act 1995* for the purpose of dealing with matters of a confidential nature.

### COUNCIL RESOLUTION(S)

MOVED CR HAMILTON

SECONDED CR POWELL

THAT WITH THE EXCEPTION OF THE CEO, CHIEF FINANCIAL OFFICER, CHIEF PROJECT OFFICER, CHIEF SUSTAINABILITY OFFICER, CHIEF OPERATING OFFICER, MANAGER PROCUREMENT AND GOVERNANCE, MANAGER FINANCIAL SERVICES, MANAGER INFORMATION SERVICES, DIRECTOR OF WORKS AND INFRASTRUCTURE (CITY OF BAYSWATER), DIRECTOR OF ASSET SERVICES (CITY OF KALAMUNDA), EXECUTIVE ASSISTANT TO THE CEO AND PERSONAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER THE MEETING BE CLOSED TO MEMBERS OF THE PUBLIC IN ACCORDANCE WITH SECTION 5.23 (2) OF THE *LOCAL GOVERNMENT ACT 1995* FOR THE PURPOSE OF DEALING WITH MATTERS OF A CONFIDENTIAL NATURE.

**CARRIED UNANIMOUSLY**

The doors of the meeting were closed at 6:45pm and members of the public departed the Council Chambers.

The Chief Executive Officer, Chief Financial Officer, Chief Project Officer, Chief Sustainability Officer, Chief Operating Officer, Manager Procurement and Governance, Manager Financial Services, Manager Information Services, Director of Works and Infrastructure (City of Bayswater), Director of Asset Services (City of Kalamunda), Executive Assistant to the CEO and Personal Assistant to the Chief Financial Officer remained in Council Chambers.

## 14.6 REQUEST FOR TENDER RFT2020-006 EMRC STRATEGIC REVIEW

**REFERENCE: D2020/20033**

This item was withdrawn to be discussed behind closed doors to enable Councillors to deliberate on that part of the tender and is recommended to be confidential because it contains matters of commercial-in-confidence.

## 19.1 ITEM 14.1 OF THE WASTE ADVISORY COMMITTEE MINUTES – CLASS IV WASTE CELL (PRELIMINARY DESIGN & APPROVALS)

**REFERENCE: D2020/20103**

This item is recommended to be confidential because it contains matters of commercial-in-confidence.

The Council considered the Confidential Item circulated with the Agenda under Separate Cover.

EMRC  
Abridged Minutes - Ordinary Meeting of Council 17 September 2020  
Ref: D2020/21190

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*Item 19 continued*

**RECOMMENDATION [Meeting re-opened to the public]**

That the meeting be re-opened, the members of the public be invited to return to the meeting and the recommendations passed behind closed doors be recorded.

**COUNCIL RESOLUTION**

MOVED CR HAMILTON                      SECONDED CR JOHNSON

THAT THE MEETING BE RE-OPENED, THE MEMBERS OF THE PUBLIC BE INVITED TO RETURN TO THE MEETING AND THE RECOMMENDATIONS PASSED BEHIND CLOSED DOORS BE RECORDED.

**CARRIED UNANIMOUSLY**

The doors were reopened at 6:51pm and members of the public returned to the meeting.

**14.6 REQUEST FOR TENDER RFT2020-006 EMRC STRATEGIC REVIEW**

**REFERENCE: D2020/20033**

**COUNCIL RESOLUTION(S)**

MOVED CR CONGERTON                      SECONDED CR O'CONNOR

THAT:

1. COUNCIL AWARD TENDER RFT2020-006 EMRC STRATEGIC REVIEW TO TENDERER E FOR \$298,535 (EX GST) BASED ON A FIXED PRICE SCHEDULE.
2. THE CEO BE AUTHORISED ON BEHALF OF THE EMRC TO ENTER INTO A CONTRACT WITH TENDERER E IN ACCORDANCE WITH THEIR SUBMITTED TENDER, SUBJECT TO ANY MINOR VARIATIONS THAT MAY BE AGREED BETWEEN THE EMRC AND TENDERER E.
3. COUNCIL AUTHORISE A 10% CONTINGENCY BASED ON THE TENDERED PRICE SCHEDULE FOR ANY CONTRACT VARIATIONS THAT MAY ARISE IN RELATION TO TENDER RFT2020-006.
4. THE IDENTITY OF THE SUCCESSFUL TENDERER AND THE AWARDED AMOUNT BE REDACTED FOR LEGAL REASONS AND REMAIN CONFIDENTIAL UNTIL SUCH TIME THAT THE RESULTANT CONTRACT HAS BEEN FORMED.

**CARRIED UNANIMOUSLY**



EMRC  
Abridged Minutes - Ordinary Meeting of Council 17 September 2020  
Ref: D2020/21190



*Item 19 continued*

**19.2 ITEM 14.1 OF THE WASTE ADVISORY COMMITTEE MINUTES – CLASS IV WASTE CELL (PRELIMINARY DESIGN & APPROVALS)**

**REFERENCE: D2020/20103**

**COUNCIL RESOLUTION(S)**

MOVED CR CONGERTON                      SECONDED CR HAMILTON

THAT:

1. COUNCIL AUTHORISES THE COMMENCEMENT OF THE DESIGN AND APPROVAL PROCESS FOR CLASS IV STAGE 3 CELL DEVELOPMENT.
2. COUNCIL BY ABSOLUTE MAJORITY IN ACCORDANCE WITH S.6.8 OF THE *LOCAL GOVERNMENT ACT 1995* APPROVES THE UNBUDGETED EXPENDITURE UP TO THE AMOUNT DETAILED IN THE REPORT TO PROCEED WITH THE DESIGN AND REGULATORY APPROVALS FOR THE DEVELOPMENT OF A NEW CLASS IV CELL AT THE RED HILL WASTE MANAGEMENT FACILITY.
3. THE REPORT AND ATTACHMENT(S) REMAIN CONFIDENTIAL AND BE CERTIFIED BY THE CHAIRMAN AND CEO.

**CARRIED UNANIMOUSLY**

**20 FUTURE MEETINGS OF COUNCIL**

The next meeting of Council will be held on **Thursday 22 October (if required)** at the EMRC Administration Office, 1<sup>st</sup> Floor, 226 Great Eastern Highway, Belmont WA 6104 commencing at 6:00pm.

**Future Meetings 2020**

Thursday	22 October (if required)	at	EMRC Administration Office
Thursday	3 December	at	EMRC Administration Office
January 2021 (recess)			

**21 DECLARATION OF CLOSURE OF MEETING**

There being no further business, the meeting was closed at 6:52 pm.

**Attachment 3**

## CASH AND INVESTMENTS JUNE 2020

Actual June 2019	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year			
			Forecast	Budget	Variance	
Municipal Cash and Investments						
1,495,314	1,098,174	Cash at Bank - Municipal Fund 01001/00	2,031,837	1,590,113	441,724	(F)
3,450	3,950	Cash on Hand 01019/00 - 02	3,450	3,450	0	(F)
11,251,348	9,031,911	Investments - Municipal Fund 02021/00	4,363,732	2,684,351	1,679,381	(F)
12,750,112	10,134,035	Total Municipal Cash	6,399,019	4,277,914	2,121,105	(F)
Restricted Cash and Investments						
1,937,863	141,856	Restricted Investments - Plant and Equipment 02022/01	925,660	564,514	361,146	(F)
2,709,862	4,986,647	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	2,906,123	2,900,531	5,592	(F)
20,180,980	18,263,389	Restricted Investments - Future Development 02022/03	16,884,694	21,861,282	(4,976,588)	(U)
1,098,527	2,350,987	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,205,674	1,203,445	2,229	(F)
37,510	46,892	Restricted Investments - Environmental Insurance Red Hill 02022/05	44,553	62,696	(18,143)	(U)
15,192	15,631	Restricted Investments - Risk Management 02022/06	15,494	15,461	33	(F)
602,871	649,866	Restricted Investments - Class IV Cells Red Hill 02022/07	645,477	220,591	424,886	(F)
312,586	321,607	Restricted Investments - Regional Development 02022/08	318,789	476,800	(158,011)	(U)
57,994,036	45,240,494	Restricted Investments - Secondary Waste Processing 02022/09	43,737,791	54,682,074	(10,944,283)	(U)
6,031,536	2,873,244	Restricted Investments - Class III Cells 02022/10	2,818,288	2,753,548	64,740	(F)
76,706	78,920	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	78,463	78,297	166	(F)
189,362	324,608	Restricted Investments - Accrued Interest 02022/19	274,000	274,000	0	(F)
0	0	Restricted Investments - Unrealised Loss/Gain on Investments 02022/20	0	0	0	(F)
960,622	998,556	Restricted Investments - Long Service Leave 02022/90	992,189	1,002,727	(10,538)	(U)
92,147,653	76,292,697	Total Restricted Cash	70,847,195	86,095,966	(15,248,771)	(U)
104,897,765	86,426,732	TOTAL CASH AND INVESTMENTS	77,246,214	90,373,880	(13,127,666)	(U)

The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest as per the Westpac commercial rates.

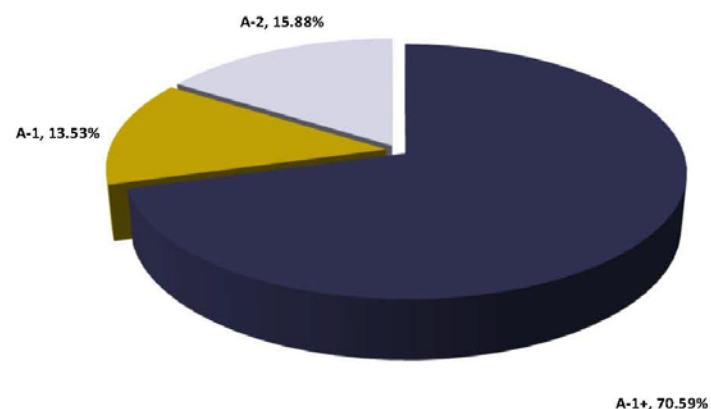
## EMRC Investment Report

June 2020

## I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	% Portfolio	Investment Maximum %
AAA	A-1+	70.59%	100.00%
AA	A-1	13.53%	100.00%
BBB	A-2	15.88%	15.00%
		100.00%	

Investment by S&amp;P Rating



## II. Single Entity Exposure

	S&P Long Term Rating	S&P Short Term Rating	% Portfolio	
AMP	BBB	A-2	4.12%	
ANZ Banking Group	AAA	A-1+	8.82%	
ME Bank	BBB	A-2	5.29%	*
NAB	AAA	A-1+	35.89%	
Rural Bank	BBB	A-2	2.94%	*
Westpac / St. George Bank	AAA	A-1+	25.88%	
Suncorp	AA	A-1	3.53%	*
Bank of Queensland	BBB	A-2	3.53%	
Macquarie Bank	AA	A-1	10.00%	
			100.00%	

\* Non-Fossil Fuel ADI (Authorised Deposit Taking Institution)

## III. Term to Maturity Framework

Maturity Profile	Investment Policy Guidelines		
	% Portfolio	% Min	% Max
Less Than 1 Year	100.00%	40%	100%
Greater than 1 year & less than or equal to 3 years	0.00%	0%	60%
	100.00%		

## IV. Fossil Fuel Divestment

	% Portfolio
Non-Fossil Fuel ADI's	11.77%
Fossil Fuel ADI's	88.23%
	100.00%

NB: This report is consistent with the reporting requirements of the Policy 3.3 - Management of Investments Policy



## CASH AND INVESTMENTS JULY 2020

Actual June 2020	Actual Year to Date	(F) = Favourable variation (U) = Unfavourable variation	Full Year		
			Forecast	Budget	Variance
Municipal Cash and Investments					
1,098,174	3,710,813	Cash at Bank - Municipal Fund 01001/00	1,105,580	1,105,580	0 (F)
3,950	3,950	Cash on Hand 01019/00 - 02	3,450	3,450	0 (F)
9,031,911	4,409,206	Investments - Municipal Fund 02021/00	2,988,240	2,988,240	0 (F)
10,134,035	8,123,969	Total Municipal Cash	4,097,270	4,097,270	0 (F)
Restricted Cash and Investments					
141,856	142,085	Restricted Investments - Plant and Equipment 02022/01	267,120	267,120	0 (F)
4,986,647	4,994,701	Restricted Investments - Post Closure Site Rehabilitation Red Hill 02022/02	3,525,256	3,525,256	0 (F)
18,263,389	18,292,888	Restricted Investments - Future Development 02022/03	15,072,575	15,072,575	0 (F)
2,350,987	2,354,785	Restricted Investments - Environmental Monitoring Red Hill 02022/04	1,545,172	1,545,172	0 (F)
46,892	46,968	Restricted Investments - Environmental Insurance Red Hill 02022/05	57,268	57,268	0 (F)
15,631	15,656	Restricted Investments - Risk Management 02022/06	15,699	15,699	0 (F)
649,866	650,916	Restricted Investments - Class IV Cells Red Hill 02022/07	710,295	710,295	0 (F)
321,607	322,127	Restricted Investments - Regional Development 02022/08	322,511	322,511	0 (F)
45,240,494	45,313,567	Restricted Investments - Secondary Waste Processing 02022/09	44,803,335	44,803,335	0 (F)
2,873,244	2,877,885	Restricted Investments - Class III Cells 02022/10	482,686	482,686	0 (F)
78,920	79,047	Restricted Investments - Building Refurbishment (Ascot Place) 02022/11	79,259	79,259	0 (F)
324,608	280,638	Restricted Investments - Accrued Interest 02022/19	189,362	189,362	0 (F)
0	0	Restricted Investments - Unrealised Loss/Gain on Investments 02022/20	0	0	0 (F)
998,556	1,000,169	Restricted Investments - Long Service Leave 02022/90	1,024,683	1,024,683	0 (F)
76,292,697	76,371,432	Total Restricted Cash	68,095,221	68,095,221	0 (F)
86,426,732	84,495,401	TOTAL CASH AND INVESTMENTS	72,192,491	72,192,491	0 (F)

The Cash at Bank - Municipal Fund represents the balance on the last day of the relevant month. Any portion of the balance available for investment is transferred into the Investment - Municipal Fund account in the following period. Funds held in the Cash at Bank - Municipal Fund continue to accrue interest as per the Westpac commercial rates.

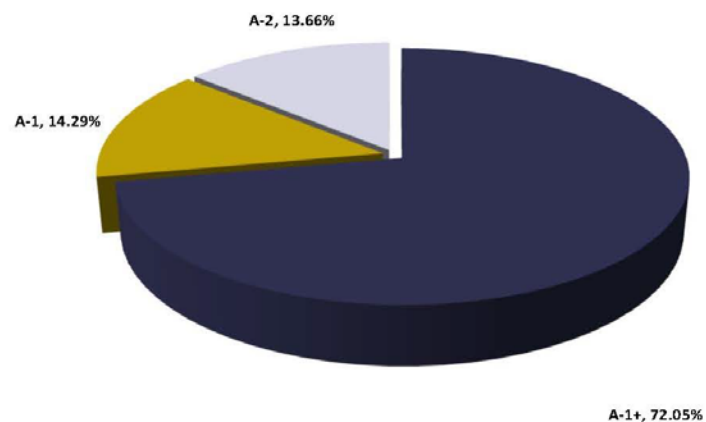
## EMRC Investment Report

July 2020

## I. Overall Portfolio Limits

S&P Long Term Rating	S&P Short Term Rating	% Portfolio	Investment Maximum %
AAA	A-1+	72.05%	100.00%
AA	A-1	14.29%	100.00%
BBB	A-2	13.66%	15.00%
		<u>100.00%</u>	

Investment by S&amp;P Rating



## II. Single Entity Exposure

	S&P Long Term Rating	S&P Short Term Rating	% Portfolio	
AMP	BBB	A-2	4.35%	
ANZ Banking Group	AAA	A-1+	12.42%	
ME Bank	BBB	A-2	5.59%	*
NAB	AAA	A-1+	37.88%	
Rural Bank	BBB	A-2	0.00%	*
Westpac / St. George Bank	AAA	A-1+	21.74%	
Suncorp	AA	A-1	3.73%	*
Bank of Queensland	BBB	A-2	3.73%	
Macquarie Bank	AA	A-1	10.56%	
			<u>100.00%</u>	

\* Non-Fossil Fuel ADI (Authorised Deposit Taking Institution)

## III. Term to Maturity Framework

Maturity Profile	Investment Policy Guidelines		
	% Portfolio	% Min	% Max
Less Than 1 Year	100.00%	40%	100%
Greater than 1 year & less than or equal to 3 years	0.00%	0%	60%
	<u>100.00%</u>		

## IV. Fossil Fuel Divestment

	% Portfolio
Non-Fossil Fuel ADI's	9.33%
Fossil Fuel ADI's	90.67%
	<u>100.00%</u>

NB: This report is consistent with the reporting requirements of the Policy 3.3 - Management of Investments Policy

**10.4 Community and Development Directorate Reports****10.4.1 Proposed Ancillary Dwelling and Garage to Single Dwelling - Lot(s) 22 and 23, 4 Short Street, Bayswater**

<b>Applicant/Proponent:</b>	Helen Robertson	
<b>Owner:</b>	Essie Stokes	
<b>Responsible Branch:</b>	Development Approvals	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Plans for Development	
<b>Refer:</b>	N/A	

**SUMMARY**

A planning application has been received for proposed ancillary dwelling and garage to single house at Lots 22 and 23, 4 Short Street, Bayswater. Given the property is listed on the City's Local Heritage Survey (LHS) determination of the application falls outside officer's delegation; hence the application is referred to Council for determination.

**OFFICER'S RECOMMENDATION**

That Council grants planning approval for the proposed ancillary dwelling and garage to single house at Lots 22 and 23, 4 Short Street, Bayswater in accordance with the planning application dated 1 October 2020 and plans dated 1 October 2020, subject to the following conditions:

1. The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.
2. The extension and/or alterations shall be in complementary colours and design with the existing building(s) to the satisfaction of the City of Bayswater.
3. All stormwater and drainage runoff produced onsite is to be disposed of onsite to the satisfaction of the City of Bayswater.
4. 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.
5. The garage is not to be used for industrial, commercial or habitable purposes.
6. Walls, fences and other structures are to be truncated or reduced to no higher than 0.75m within 1.5m of where the access leg/driveway meets the road reserve.

**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. Kerbs, roadways, footpaths, open drains, stormwater pits, service authority pits and verge areas must be adequately protected, maintained and reinstated if required, during and as a result of carting and all works associated with this development.

## BACKGROUND

<b>Application Number:</b>	DA20-0568
<b>Address:</b>	Lot(s) 22 and 23, 4 Short Street, Bayswater
<b>Town Planning Scheme Zoning:</b>	Medium and High Density: Residential R25
<b>Use Class:</b>	Single House - 'P'
<b>Lot Area:</b>	1877m <sup>2</sup>
<b>Existing Land Use:</b>	Single House
<b>Surrounding Land Use:</b>	Single Houses and Grouped Dwelling
<b>Proposed Development:</b>	Ancillary Dwelling and Garage

A planning application was received on 1 October 2020 for proposed ancillary dwelling and garage to single house. Given the property is listed on the City's LHS, determination of the application falls outside officer's delegation, hence the application is referred to Council for determination.







### EXTERNAL CONSULTATION

Community consultation was not undertaken given that the impact of the proposal on the heritage value of the place is the major focus of assessment and the proposal is not considered to have an undue impact on neighbouring properties. It is noted that on submission of the application the support of both adjoining property owners was provided.

The application was referred to the Department of Planning, Lands and Heritage which advised there are no comments given the place is not on the State Register of Heritage Places, is not in the vicinity of a place on the Register, is not subject to a heritage agreement and is not identified as a place warranting assessment by the Heritage Council.

### OFFICER'S COMMENTS

Key Scheme Provisions	Required	Provided	Assessment
Minimum Setbacks:			
Front			N/A
Side (North-West) – Ancillary Dwelling	Ground – 1.0m	1.0m	Compliant
	Upper – 1.2m	1.0m	Variation
Side (North-East) – Ancillary Dwelling	Ground – 1.0m	0.6m-1.0m	Variation
	Upper – 1.2m	1.0m	Variation
Side (North-East) - Garage	Ground – 1.0m	1.0m	Compliant
	Upper (Store) – 1.1m	1.0m	Variation
Minimum Open Space	45%	86.5%	Compliant
Minimum Parking	2 car bays	2 car bays	Compliant
Privacy – Balcony – Ancillary Dwelling			
North-West	7.5m	2.0m	Variation
North-East	7.5m	5.7m	Variation



Lot Boundary SetbacksAncillary Dwelling

The proposed ancillary dwelling, located behind the proposed garage in the rear north-west corner of the lot presents lot boundary setback variations to the lower and upper north western elevation, in addition to the lower north eastern portion of wall. The proposed setbacks are not considered to impact the adjoining property given both sections of wall are located either abutting or adjacent to large shed structures on the adjoining properties and given the orientation of the lots do not impact any habitable areas.

On this basis, the above lot boundary setback variations to the ancillary dwelling are considered minor and are supported accordingly.

Garage

The proposed upper northeast garage wall includes a section of wall with no major openings with a variation of 0.1m to the lot boundary setback requirements. The section of wall will largely abut the existing shed on the adjoining property to the northeast and will have minimal impact. Based on the above the variation is supported accordingly.

Cone of Vision Privacy Setbacks – Ancillary Dwelling

The two proposed privacy variations to the ancillary dwelling structure are derived from the balcony to both the north-west and northeast elevations. Both privacy intrusions mainly overlook the roofs of the two shed structures at the rear of each of the adjoining properties. On this basis, there are no habitable areas of these properties to be overlooked and any impact is considered negligible. Two comments of non-objection were received from the adjoining landowners for the proposal and on this basis; the proposed variations are supported accordingly.

Assessment of the proposal indicates that it meets the design principles requirements of the Residential Design Codes. Further, the proposed additions are largely situated towards the rear of the site where they are generally not directly visible from the street.

Heritage Assessment

The site is included on the City's Town Planning Scheme No. 24 Heritage Survey List and it is listed under the City's LHS as a 'Management Category 3' heritage place. The LHS indicates that the original building was constructed circa 1929. Any alterations or additions to buildings on the site requires the approval of Council, and an assessment based on the merits of the application is required. The LHS states the following descriptions for the subject place:

*"Physical Description*

*"A single storey brick house on a corner lot, surrounded by mature plantings and a large lawned frontage. The house is face brick to dado height, rendered above and sits on a limestone plinth. It has a tiled hipped and gabled roof with ridge ornaments and a prominent double gabled frontage with decorative detailing. The front left gabled area is recessed to create a verandah, supported on rendered tapered square columns on a square pier with a rendered balustrade. The far left side of the front left gabled area has been infilled. Four steps lead up to the verandah and align with the front entry door on the right that has leadlight sidelights to both sides. Windows are mostly narrow timber casements with diamond pane lead lighting in sets of four. The set of window to the recessed right gable and a set on the southwest façade have traditional awnings above with tiles to match the roof of the house. There is a pale brick addition to the rear of the house."*

*"Condition: Good*

*Integrity: High*

*Authenticity: High'*

*“The subdivision plan for this portion of Bayswater was approved by the Department of Lands and Surveys in 1896. The area was not readily developed because of its relative distance from the railway line. However, the height of the section of Bayswater overlooking the river made it a desirable location for the more affluent members of the small community. It was not until January 1929 that a building permit was lodged with the Bayswater Road Board by the owner of this lot, Albert McGilvray (1891-1961), a prominent local identity and Chairman of the Road Board during the 1930s and founder of the Parents and Citizens Association. The building permit estimated the cost of construction of the residence as £1400, which made this house one of the most expensive in the district in this period. It also occupied two lots of the original subdivision. No information relating to the architect or builder of the premises has been found in this research. McGilvray settled in the district in 1921 with his wife, Daisy Doris McGilvray, nee Brown (c1896-1993) and their two daughters. He was a successful businessman in the tanning industry and went on to diversify his business interests whilst contributing to the community. Aerial photographs indicate that the form and extent” of the original residence have not changed significantly since the mid-20th century. Information from a 2012 site visit indicates that a new garage was built on the northern boundary of the site in the post war period and the former rear verandah was enclosed in the 1960s”*

The place is classified as a ‘Management Category 3’ heritage place, whereby the level of significance of the place is classified as ‘some/moderate significance’ and the desired outcome is to conserve the place, which ‘contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item. Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.’

The proposed additions comprise an ancillary dwelling and garage, which will replace an existing pitched roof garage situated on the north-west side of the lot between the dwelling and the side lot boundary, towards the rear of the property.

The original fabric of the dwelling is not proposed to be altered and the additions are limited to the north eastern and north western side of the building. Further, it is considered that the proposed design including the materials, colours and finishes of the additions, reinforce and are complementary of the significance of the place.

### **LEGISLATIVE COMPLIANCE**

- City of Bayswater Town Planning Scheme No. 24 and local planning policies; and
- City of Bayswater Local Heritage Survey.

### **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**

Not applicable

**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.

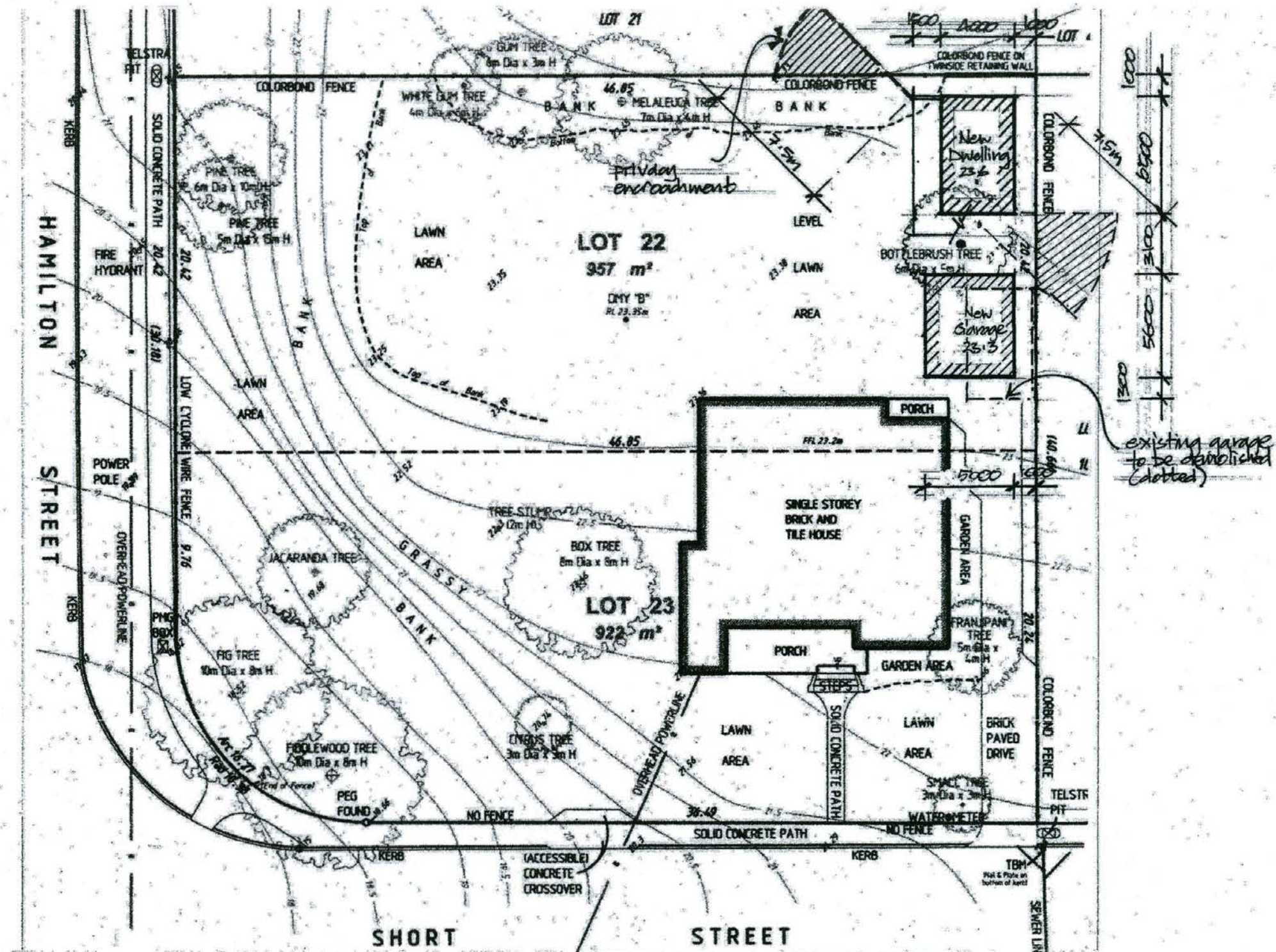
The proposed development will contribute towards a quality built environment by retaining and further enhancing the heritage significance of an existing dwelling located in a character residential area in Bayswater.

**CONCLUSION**

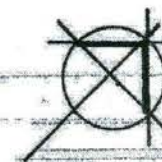
In light of the above assessment of the proposal, the application is recommended for approval subject to appropriate conditions.



## Attachment 1

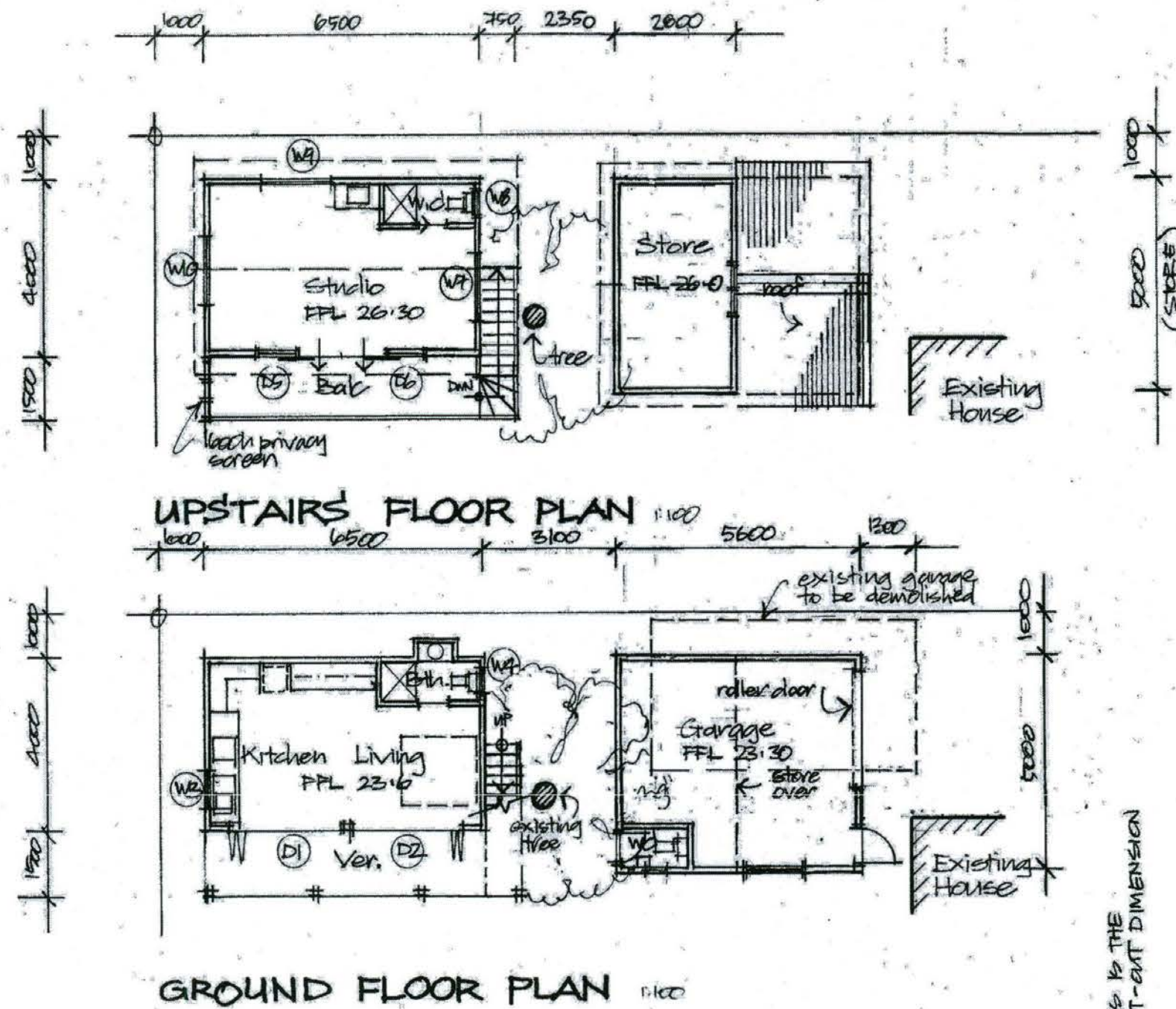


Proposed Auxillary Dwelling & Garage at Existing Residence  
at 4 Short St, Bayswater for Helen Robertson  
DATE: 06/11/20 SCALE: 1:200 DWG: A01



ecotecture  
Matt Wallwork 0414235082

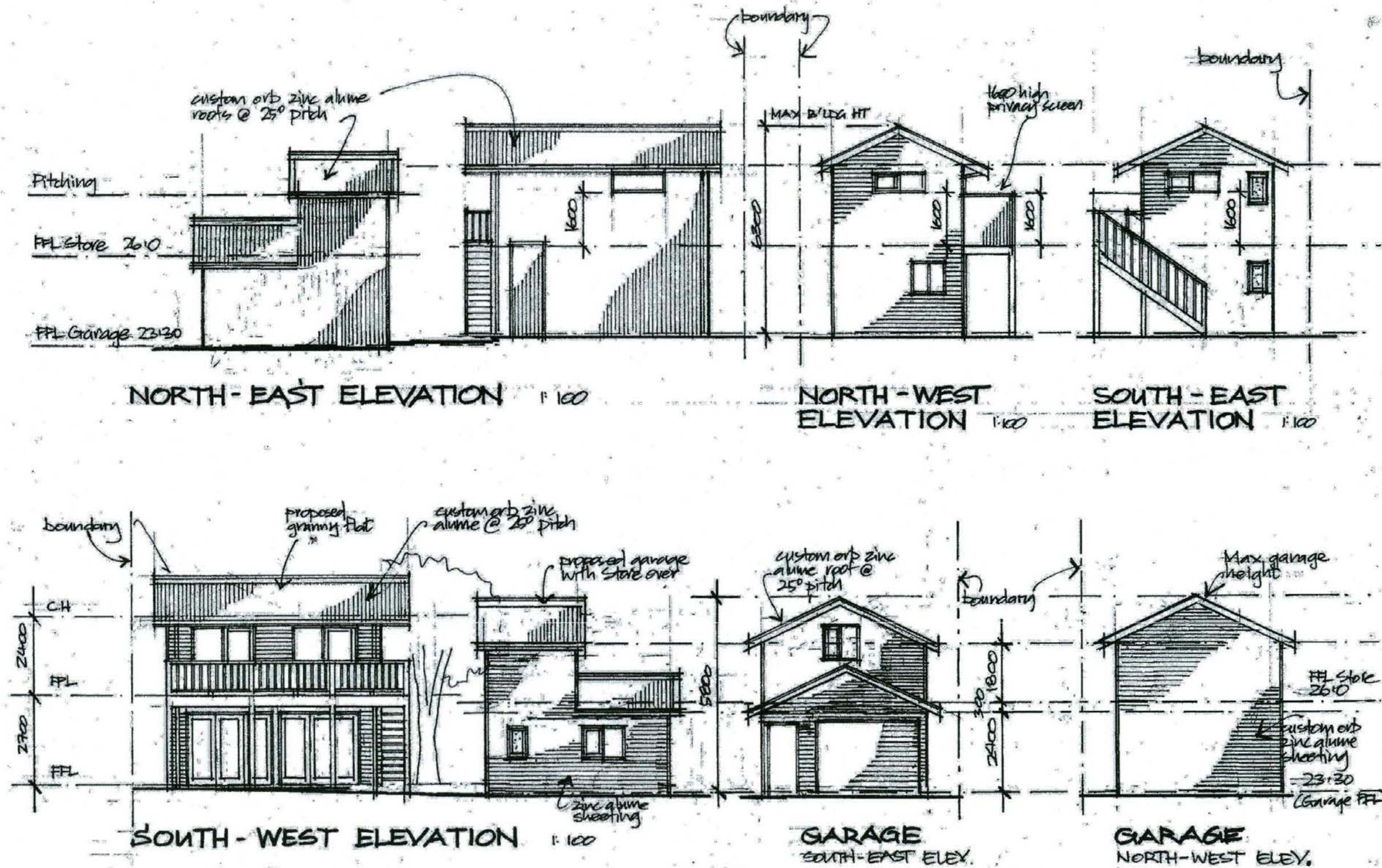




Proposed Granny Flat & Garage at 4 Short St,  
 Bayswater for Helen Robertsch  
 DATE: AUG. '20 SCALE: 1:100 DWG: A02

ecotecture  
 Matt Wallwork 0414239002



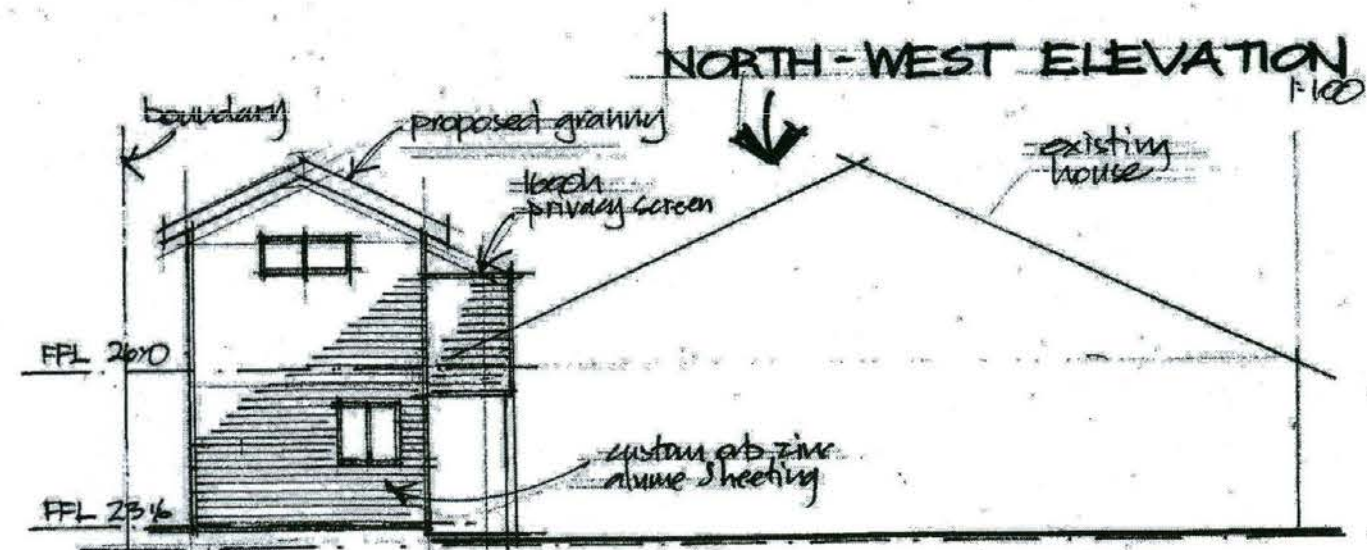
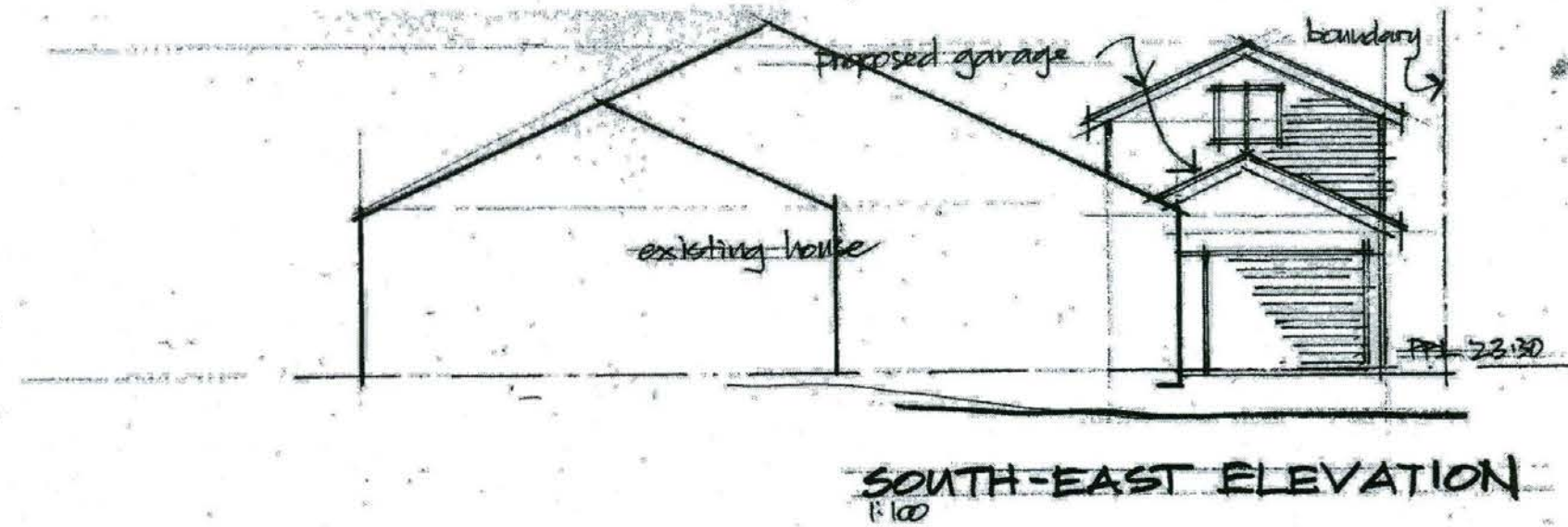


Proposed Granny Flat & Garage at 4 Short St,  
 Bayswater for Helen Robertson  
 DATE: AUG '20 SCALE: 1:100

DWG: A03

**ecotecture**  
 Matt Wallwork 0414235082





Proposed Granny Flat + Garage at 4 Short St,  
Bayswater for Helen Robertson

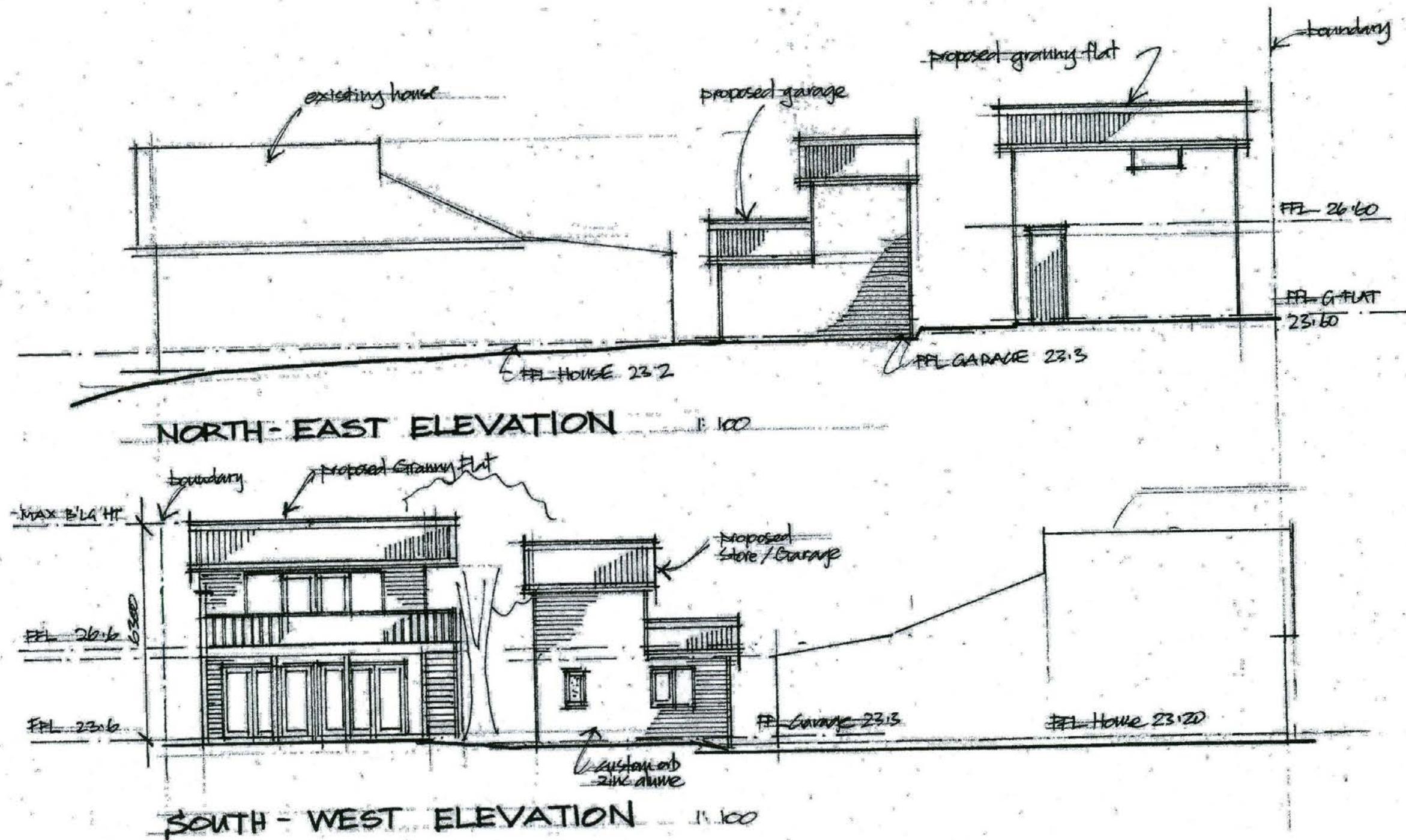
DATE: OCT '20 SCALE: 1:100

DWG: A01

ecotecture

Matt Wallwork 0414235082





Proposed Granny Flat & Garage at 4 Short St,  
Dayswater for Helen Robertson

DATE: OCT '20 SCALE: 1:100

DWG: A05

ecotecture  
Matt Wallwork 0414235082



**10.4.2 Proposed Three Storey Grouped Dwelling - Lot 2, 25A Mephan Street, Maylands**

<b>Applicant/Proponent:</b>	Voja Stojilkovic	
<b>Owner:</b>	Voja and Slavica Stojilkovic	
<b>Responsible Branch:</b>	Development Approvals	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Plans for Development <b>Confidential Attachment</b> 2. Submission Map	
<b>Refer:</b>	N/A	

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

**SUMMARY**

A planning application has been received for proposed three storey grouped dwelling at Lot 2, 25A Mephan Street, Maylands. Given three objections were received from adjoining properties during the community consultation process, determination of the application falls outside officer's delegation, hence the application is referred to Council for determination.

**OFFICER'S RECOMMENDATION**

**That Council grants planning approval for the proposed three storey grouped dwelling at Lot 2, 25A Mephan Street, Maylands in accordance with the planning application dated 21 December 2018 and plans dated 28 August 2020, subject to the following conditions:**

- The development shall be carried out only in accordance with the terms of the application as approved herein, and any approved plan.**
- The approved parapet/boundary wall and footings abutting the boundary must be constructed wholly within the subject allotment. The external surface of the parapet/boundary wall shall be finished to a professional standard, to the satisfaction of the City of Bayswater.**
- Retaining walls on lot boundaries exceeding 500mm in height (above natural ground level) are to be designed by a suitably qualified practising engineer, to the satisfaction of the City of Bayswater.**
- The existing dwelling is to comply with the grouped dwellings requirements of the Residential Design Codes, including (but not limited to):**
  - Provision and construction of a minimum of 2 car bays;**
  - Provision of a permanent enclosed storage area; and**
  - Provision of an outdoor living area, with a minimum area of 20m<sup>2</sup> and a minimum dimension of 4m.**
- A detailed 'Schedule of Colour and Materials' shall be submitted to, and to the satisfaction of the City of Bayswater, prior to the submission of a building permit application.**
- All stormwater and drainage runoff produced onsite is to be disposed of onsite to the satisfaction of the City of Bayswater.**

7. All vehicle crossings being upgraded, designed and constructed to the satisfaction of the City of Bayswater.
8. The existing and/or proposed driveways being constructed with brick paving or concrete to the satisfaction of the City of Bayswater.
9. 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.
10. A detailed landscape plan shall be submitted to, and to the satisfaction of the City of Bayswater, prior to the submission of a building permit application. 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 location and species of all trees and shrubs to be retained or removed.
  - (b) The size and number of new plants to be planted.
  - (c) The location of any lawn areas to be established.
  - (d) One standard tree/s and associated growth zone with a radius of 2.0m is to be provided within the lot for each dwelling in accordance with the City's *Trees on Private Land and Street Verges Policy* to the satisfaction of the City of Bayswater.

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.

11. All street tree(s) within the verge adjoining the subject property are to be retained and shall have measures consistent with AS 4970-2009 undertaken to ensure their protection during construction of the subject development to the satisfaction of the City, including but not limited to the following:
  - (a) A minimum 2.0m radius tree protection zone (TPZ) shall be provided through 1.8m high fencing around the verge trees (chain mesh panels or other suitable material) during construction of the subject development.
  - (b) The above fencing is not to be moved or removed at any period during construction, and this zone is not to be entered for any reason; signage notifying people of the TPZ and the associated requirements is to be placed on each side of the fencing.
  - (c) All activities related to construction of the subject development, including parking of vehicles, storage of materials, and washing of concreting tools and equipment is prohibited within the designated TPZ.
  - (d) Any roots identified to be pruned shall be pruned with a final cut to undamaged wood outside of the TPZ. Pruning cuts shall be made with sharp tools such as secateurs, pruners, handsaws or chainsaws. Pruning wounds shall not be treated with dressings or paints. It is not acceptable for roots to be 'pruned' with machinery such as backhoes or excavators.
  - (e) The tree(s) shall be provided with supplemental water during any construction period falling over summer, with a minimum of 150 litres being provided per week.
  - (f) Should any works be required to be undertaken within the TPZ, approval must be given by the City prior to entering this zone. You may be required to seek advice from an Arborist about the type of works being undertaken, this information is to be assessed by the City as part of the approvals to enter.

- (g) Any new crossover shall maintain a minimum clearance of 2.0m from the base of a street tree(s).

**Advice Notes:**

1. 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.
2. 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.
3. Kerbs, roadways, footpaths, open drains, stormwater pits, service authority pits and verge areas must be adequately protected, maintained and reinstated if required, during and as a result of carting and all works associated with this development.

**BACKGROUND**

<b>Application Number:</b>	DA18-0612
<b>Address:</b>	Lot 2, 25A Mephan Street, Maylands
<b>Town Planning Scheme Zoning:</b>	Medium and High Density Residential, R40
<b>Use Class:</b>	Grouped Dwelling - 'P'
<b>Lot Area:</b>	460m <sup>2</sup> (Proposed Subdivided Lot measures 172m <sup>2</sup> )
<b>Existing Land Use:</b>	Single House
<b>Surrounding Land Use:</b>	Single Houses, Grouped Dwellings, Multiple Dwellings, Church, Local Public Open Space
<b>Proposed Development:</b>	Three Storey Grouped Dwelling

A planning application has been received for proposed three storey grouped dwelling on an approved but not-yet-registered subdivided lot measuring 172m<sup>2</sup> at Lot 2, 25A Mephan Street, Maylands. Given three objections were received from adjoining properties during the community consultation process, determination of the application falls outside officer's delegation, hence the application is referred to Council for determination.





## EXTERNAL CONSULTATION

The City sought comment for the application from the owners and occupants of nearby affected properties for a period of 14 days. At the completion of the advertising period, three objections and one submission noting concerns, were received. Details of the submissions, applicant's response and officer's comments are stated below.

ISSUE	NATURE OF CONCERN	APPLICANT'S RESPONSE	OFFICER COMMENT
Amenity of Adjoining Properties	The close proximity of the proposed building to the boundary of the property to the south west together with the excessive height of the building and the dimensions of the boundary wall will significantly reduce the amenity of the adjoining property. Sunlight and warmth to the outdoor living area will be severely reduced particularly in winter mornings and the area will also experience extreme heat during summer afternoons. Ventilation to the rear parts of the dwelling will also be reduced by the close proximity of the building.	<p>The design of the dwelling has been amended to address the concerns by lowering the floor level and reducing the overall height.</p> <p><i>'The boundary wall does not negatively affect the adjoining neighbor as for most part of its length is no greater in height than what a boundary fence would be – in fact is lower than a boundary fence height for more than half of its overall length.'</i></p> <p><i>'The current levels of the site have been excavated from what the natural ground line had originally been and as a result of that excavation the portion of elevation that goes above 6m is within that excavated area'.</i></p>	Refer to the 'Officer's Comments' section of the report.
	The excessive building height for a dwelling is out of context for the area and an eyesore for adjoining properties.	There is an existing three-storey apartment complex situated on the adjoining property.	Refer to the 'Officer's Comments' section of the report.
Property Value	The value of the adjoining property to the south-west will be reduced as a result of the proposed development.	-	This is considered speculative and not relevant to the planning assessment of the application.
Privacy	There is a potential privacy issue for bedrooms in the adjacent apartment complex to the northeast.	-	The proposed development meets the R-Codes privacy deemed-to-comply requirements.
Existing Retaining Wall	The proposed driveway to the new dwelling is close to an adjoining retaining wall along the northeast lot boundary and construction of the driveway must not	-	It is a requirement of the <i>Building Act 2011</i> that the proposed driveway be appropriately designed and constructed taking into consideration any

	damage this retaining wall.		existing adjacent retaining walls.
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**OFFICER'S COMMENTS**

Key Scheme Provisions	Required	Provided	Assessment
Minimum Setbacks:			
Ground Level:			
Front	1.0m	1.2m	Compliant
Side (South-West)	1.0m	2.1m	Compliant
Side (North-East)	1.0m	4.0m	Compliant
Rear	1.5m	1.2m	Variation
Upper Level:			
Front	1.2 - 2.7m	1.2 – 3.4m	Compliant
Side (South-West)	1.1 – 1.5m	1.2 – 1.7m	Compliant
Side (North-East)	1.1 – 2.3m	1.5 – 7.2m	Compliant
Rear	1.1 – 1.5m	1.2 – 4.6m	Compliant
Loft Level:			
Front	1.2 – 1.3m	1.2 – 2.6m	Compliant
Side (South-West)	1.6m	1.7m	Compliant
Side (North-East)	1.2 – 4.2m	4.0 – 7.1m	Compliant
Rear	1.2m	1.2m	Compliant
Boundary Wall:			
Maximum Wall Height - Side (South-West)	3.5m	2.7m	Compliant
Maximum Average Wall Height - Side (South-West)	3.0m	1.88m	Compliant
Maximum Wall Length - Side (South-West)	9.12m	11.2m	Variation
Maximum Building Height:			
Wall Height	6.0m	7.5m	Variation
Roof Pitch Height	9.0m	9.0m	Compliant
Minimum Open Space	45%	60.6%	Compliant
Maximum Overshadowing of Adjoining Property	35%	34.7%	Compliant
Minimum Parking	2 car bays	2 car bays	Compliant

Assessment of the proposal indicates that it meets the deemed-to-comply requirements of the WA Residential Design Codes (R-Codes) with the exception of maximum building height, maximum boundary wall length and minimum lot boundary setback.

#### Building Height

A maximum external wall height of 7.5m is proposed in lieu of 6.0m required. The site level drops by approximately 1.6m from the north-west to the southeast and accordingly the variation to the wall height is greatest at the southeast end of the site.

The variation is not considered to unduly impact the amenity of the adjoining church to the north-west situated at 2A Ferguson Street, given the existing buildings on that property are not located in close proximity to the proposed dwelling and no objection was received to the proposal.

The variation is also not considered to unduly impact on the amenity of the apartment complex on the adjoining property to the northeast given only the apartment car park and garden is located adjacent to the subject site. Further given the proposed dwelling is situated to the southeast of the apartment complex no overshadowing will occur.

The maximum external wall height facing 25B Mephan Street, which is the adjoining property to the south-west, is 6.8m in lieu of 6.0m. The subject wall is 2.4m in length, is located at the southeast end of the proposed dwelling, and is set back 1.75m from the side lot boundary. There is an existing covered patio situated to the rear of the existing dwelling on the adjoining property opposite the subject wall, which extends up to the side lot boundary. It is considered the proposed variation to the wall height does not unduly impact the amenity of the adjoining property given the primary outlook of the patio is towards the garden to the north-west. Further the outlook to the north-east is restricted by the patio roof which extends to the side lot boundary and will only afford a limited view of the lower part of the subject wall of the proposed dwelling.

Finally the proposed dwelling is not considered to have an undue impact on the amenity of the adjoining property to the south-west given it meets the R-Codes deemed-to-comply minimum lot boundary setback and maximum overshadowing requirements.

#### Boundary Wall Length

A maximum boundary wall length of 11.2m is proposed in lieu of 9.12m deemed-to-comply requirement. It is considered the proposed variation to the boundary wall length does not have an undue impact on the amenity of the adjoining property 25B Mephan Street given the wall is lower in height than a typical 1.8m high dividing fence for a length of 4.3m owing to the sloping nature of the site. Hence, the wall only has an effective length of 6.9m, being that portion of the wall greater than 1.8m in height.

#### Lot Boundary Setback

A minimum rear lot boundary setback of 1.2m is proposed in lieu of 1.5m deemed-to-comply in respect of the ground level of the dwelling. The proposal is not considered to have an undue impact on the amenity of the adjoining church property to the north-west situated at 2A Ferguson Street, given the floor level of the proposed dwelling is below natural ground level in this position owing to the sloping nature of the site. This results in the subject wall having a maximum height of 1.2m, which is well below the height of a standard 1.8m high dividing fence. Further, the existing buildings on the church property are not located in close proximity to the proposed dwelling.

### **LEGISLATIVE COMPLIANCE**

- City of Bayswater Town Planning Scheme No. 24; and
- City of Bayswater local planning policies.

**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.

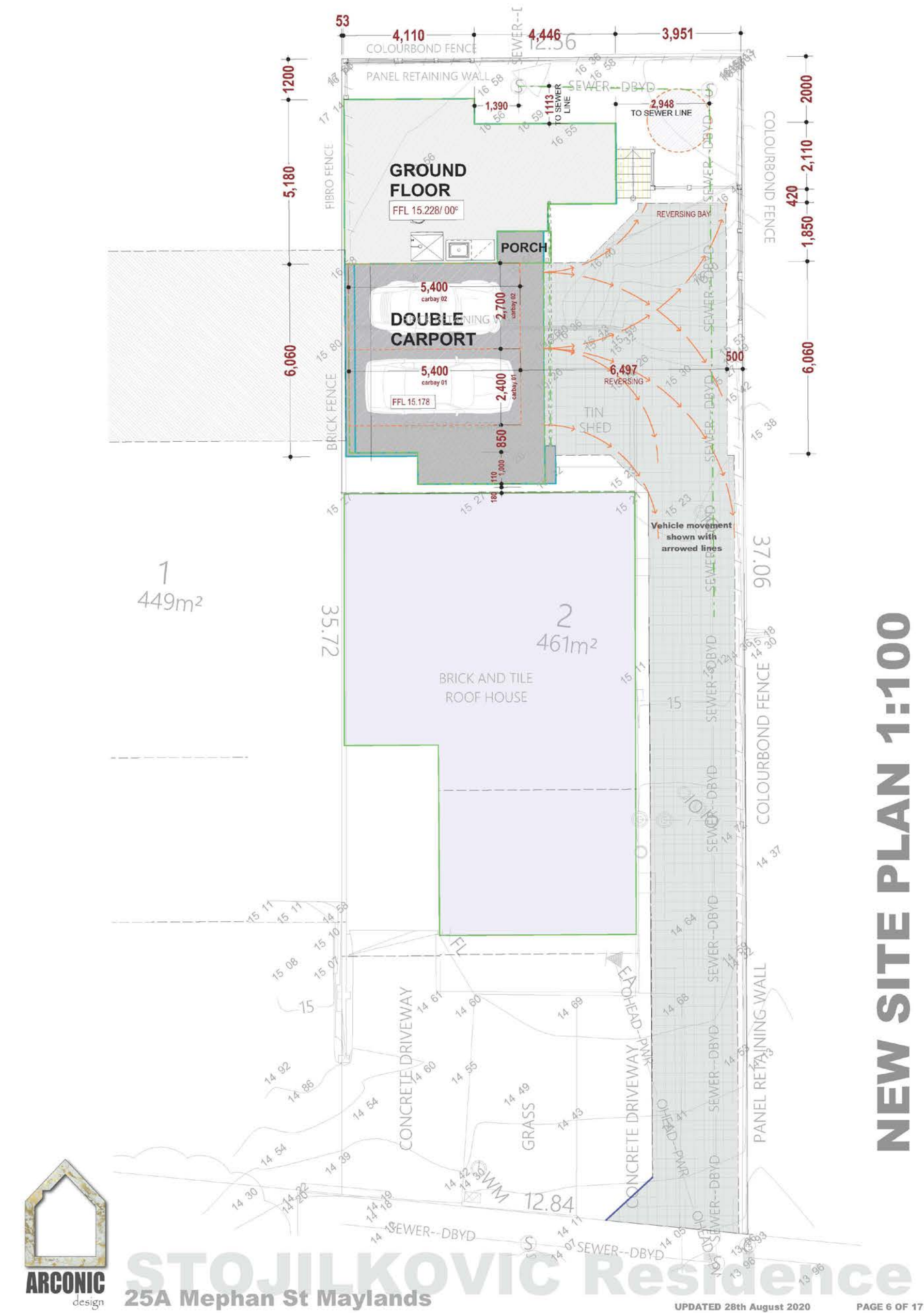
The proposed development will contribute towards a quality built environment given the new dwelling has been designed in accordance with the requirements and design principles of the R-Codes on an approved subdivided lot in Maylands.

**CONCLUSION**

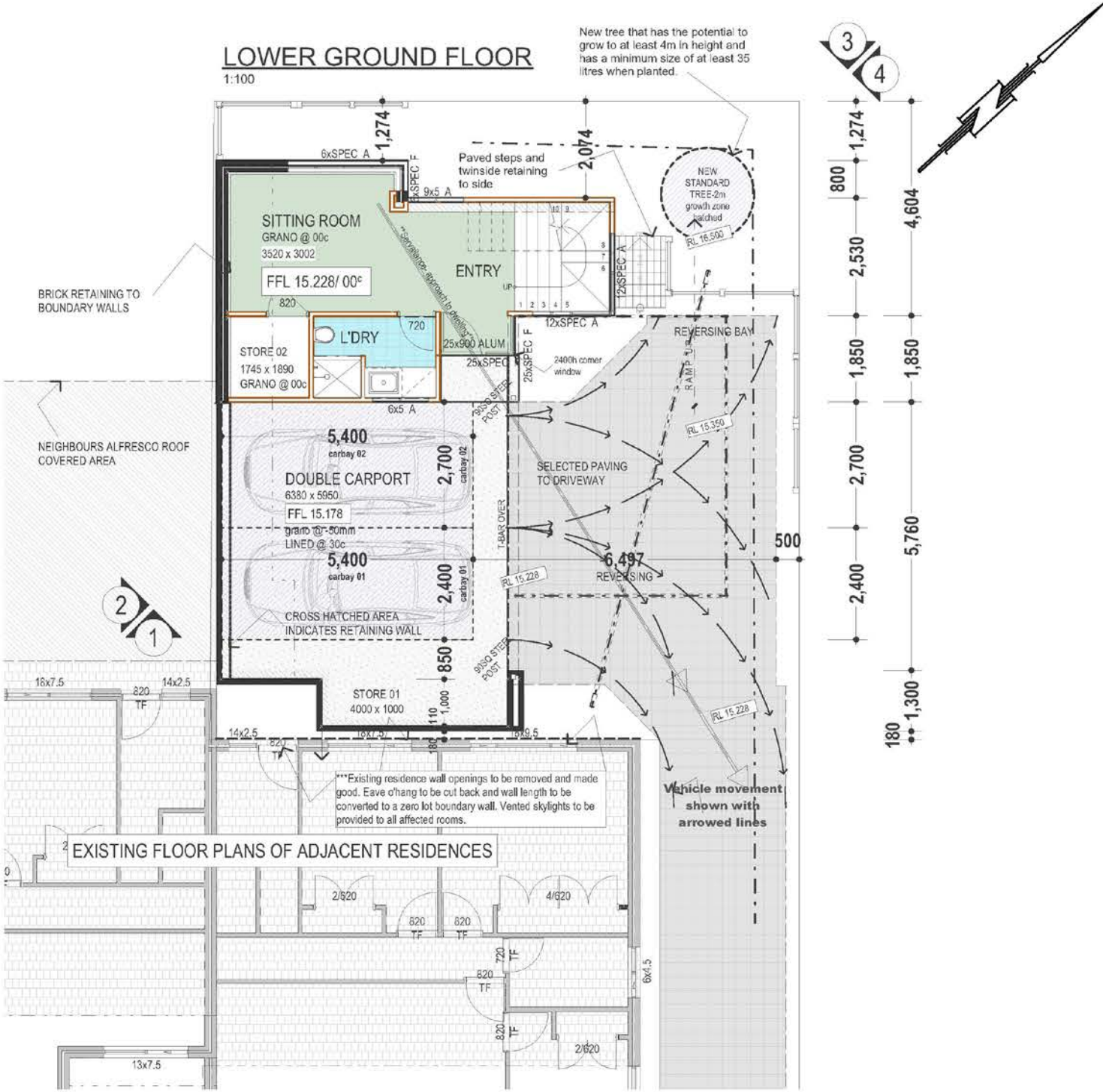
In light of the above assessment of the proposal, the application is recommended for approval subject to appropriate conditions.



Attachment 1



Floor Areas - All Stories			
Floor	Location	Area	Perimeter
2. Story			
	HOUSE	62.99	37.18
		62.99 m²	
1st floor			
	HOUSE	62.09	36.94
	OUTDOOR LIVING	25.19	20.44
		87.28 m²	
Ground floor			
	CARPORT	40.59	26.20
	HOUSE	35.13	27.44
	PORCH	1.69	5.38
		77.41 m²	
		227.68 m²	

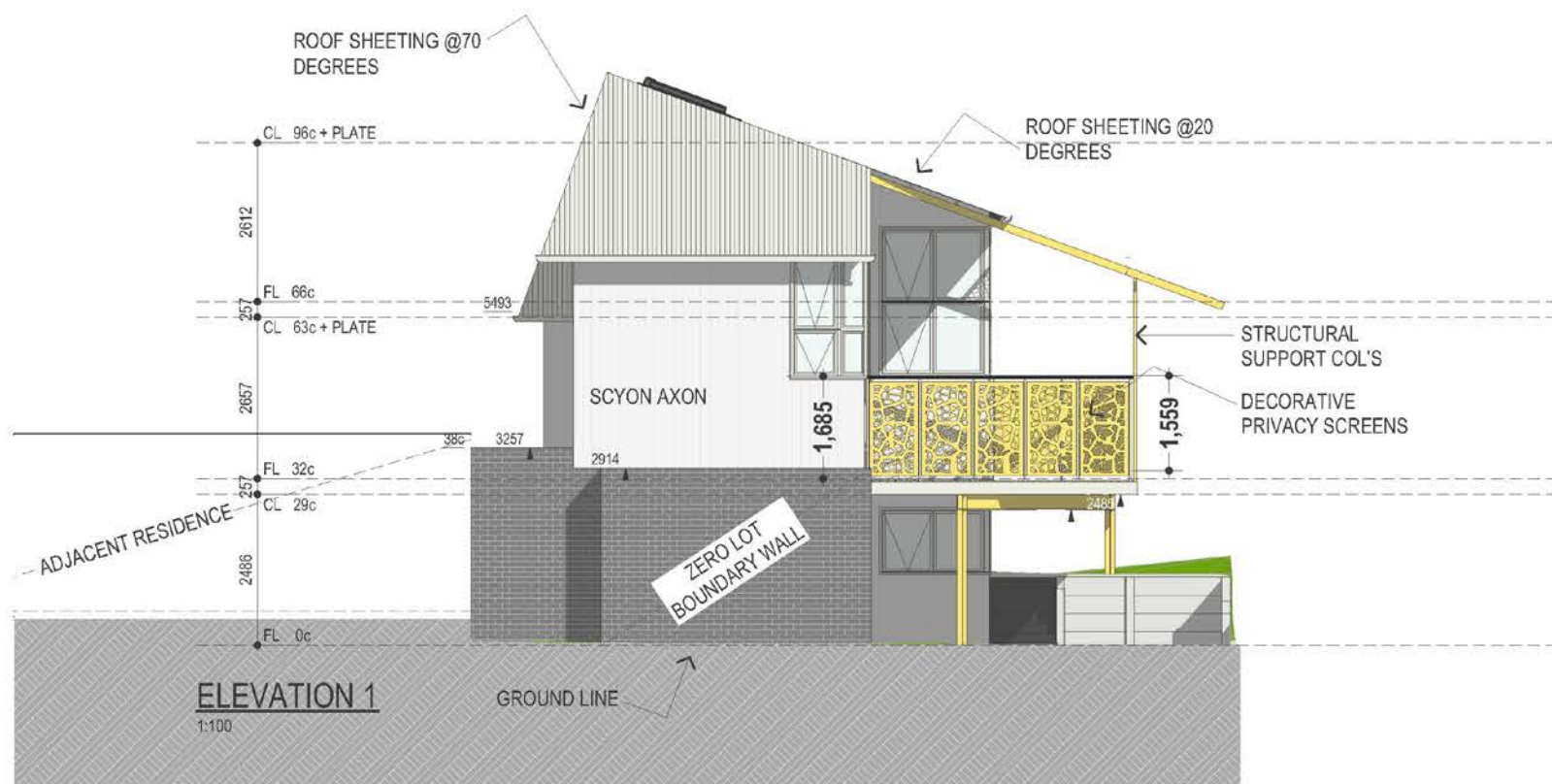
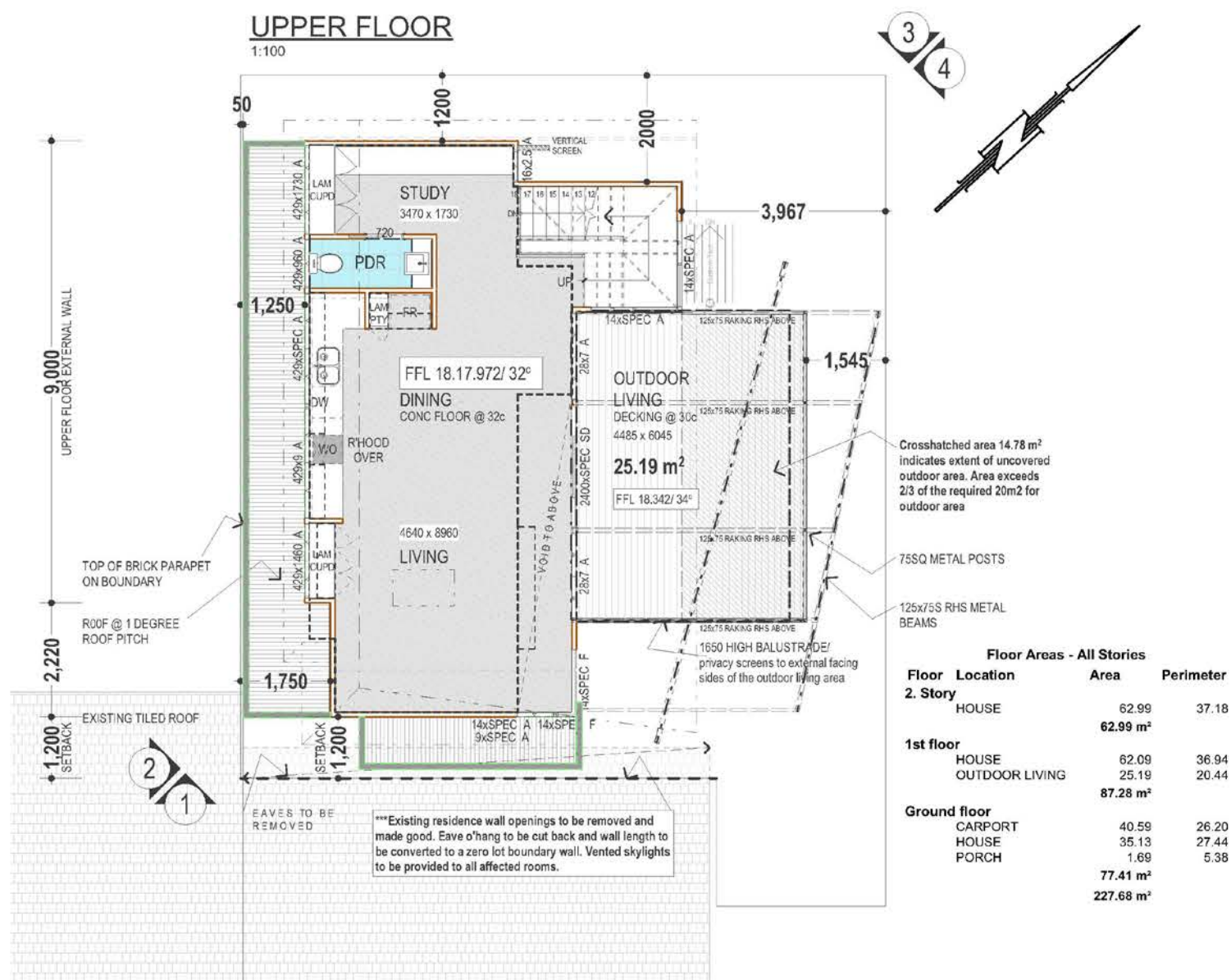


GROUND FLOOR PLAN 1:100



STOJILKOVIC Residence  
25A Mephan St Maylands





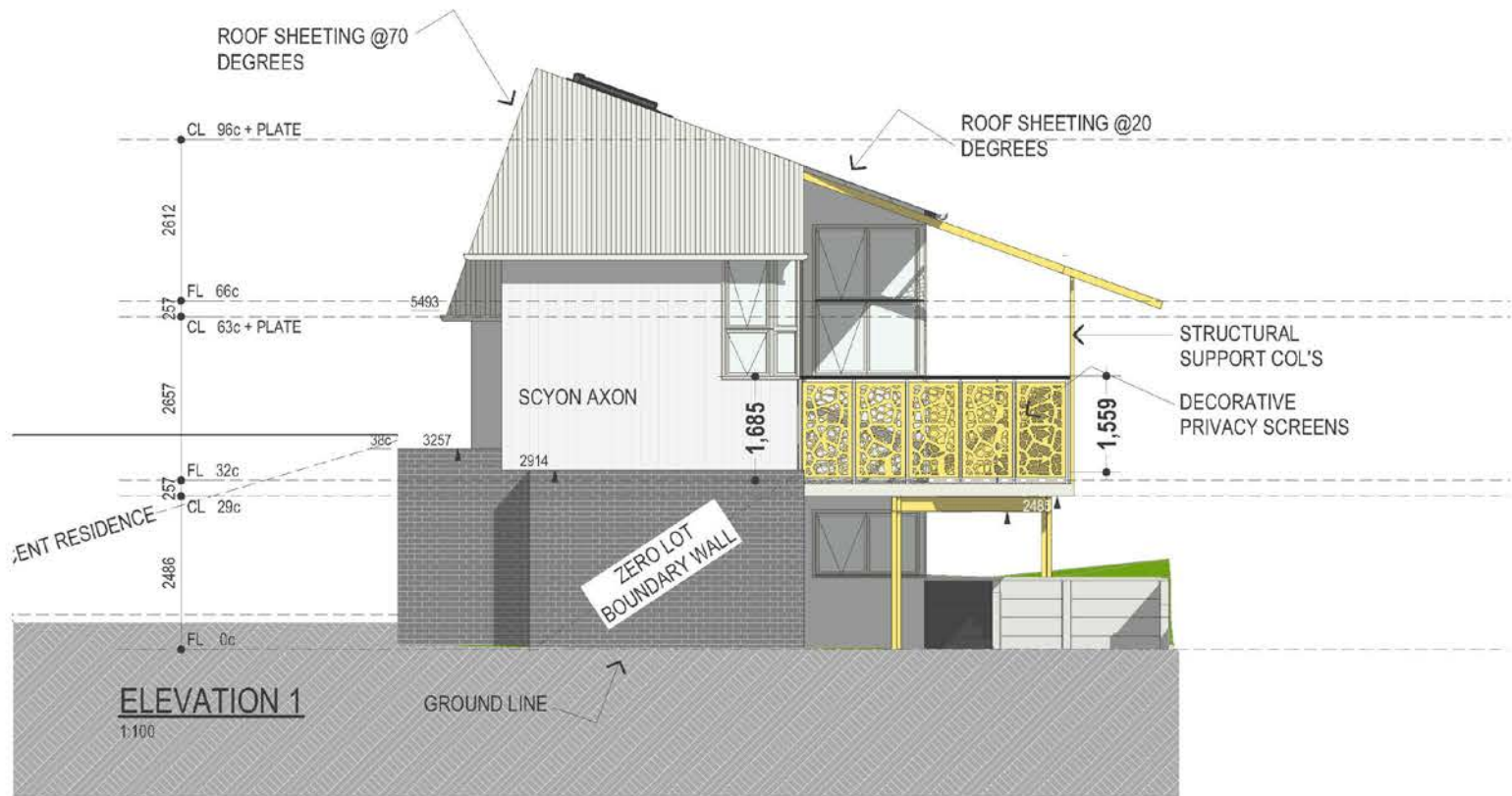
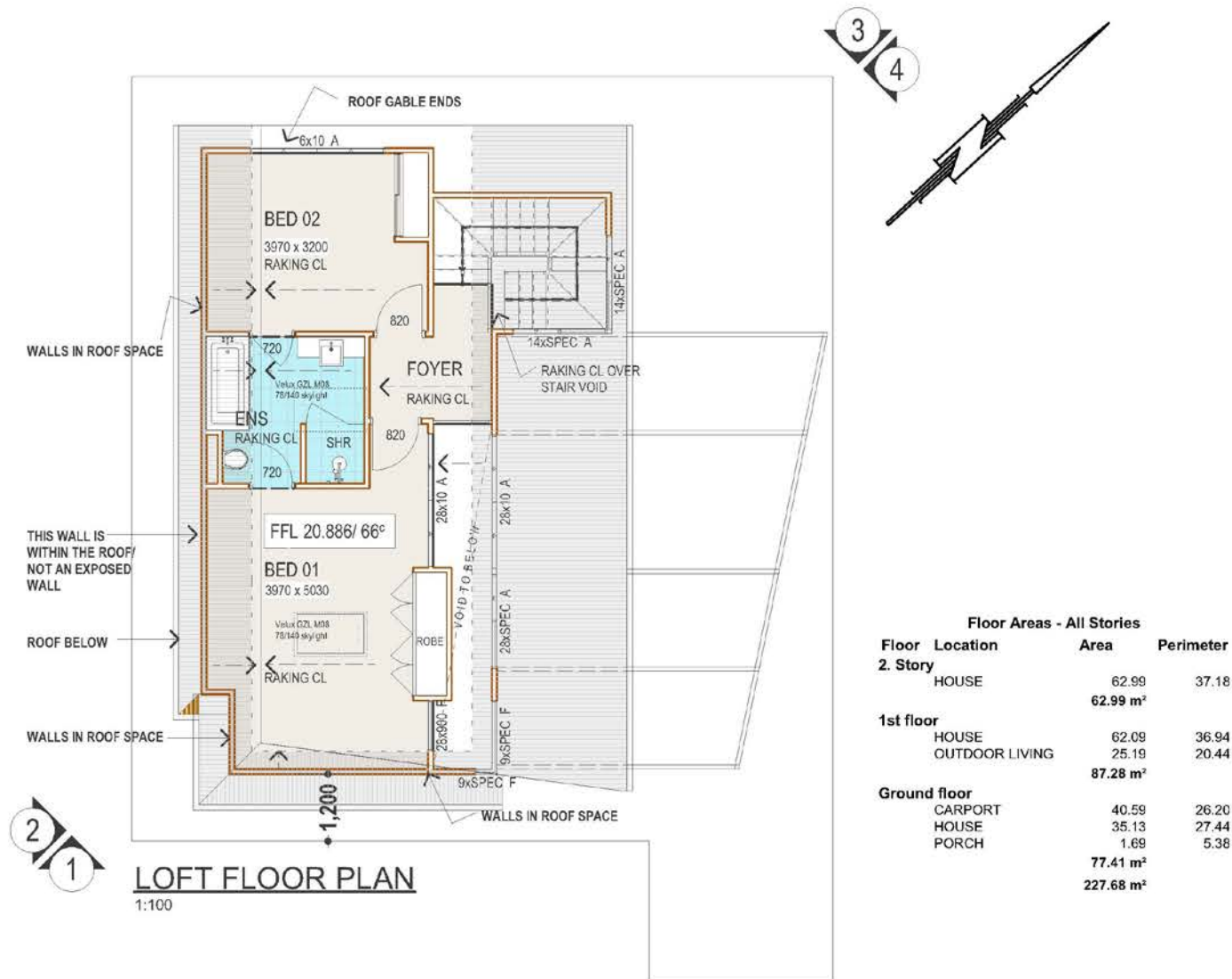
# UPPER FLOOR PLAN 1:100



**STOJILKOVIC Residence**  
 25A Mephan St Maylands  
 UPDATED 28th August 2020  
 PAGE 3 OF 3

UPDATED 28th August 2020

PAGE 3 OF 17



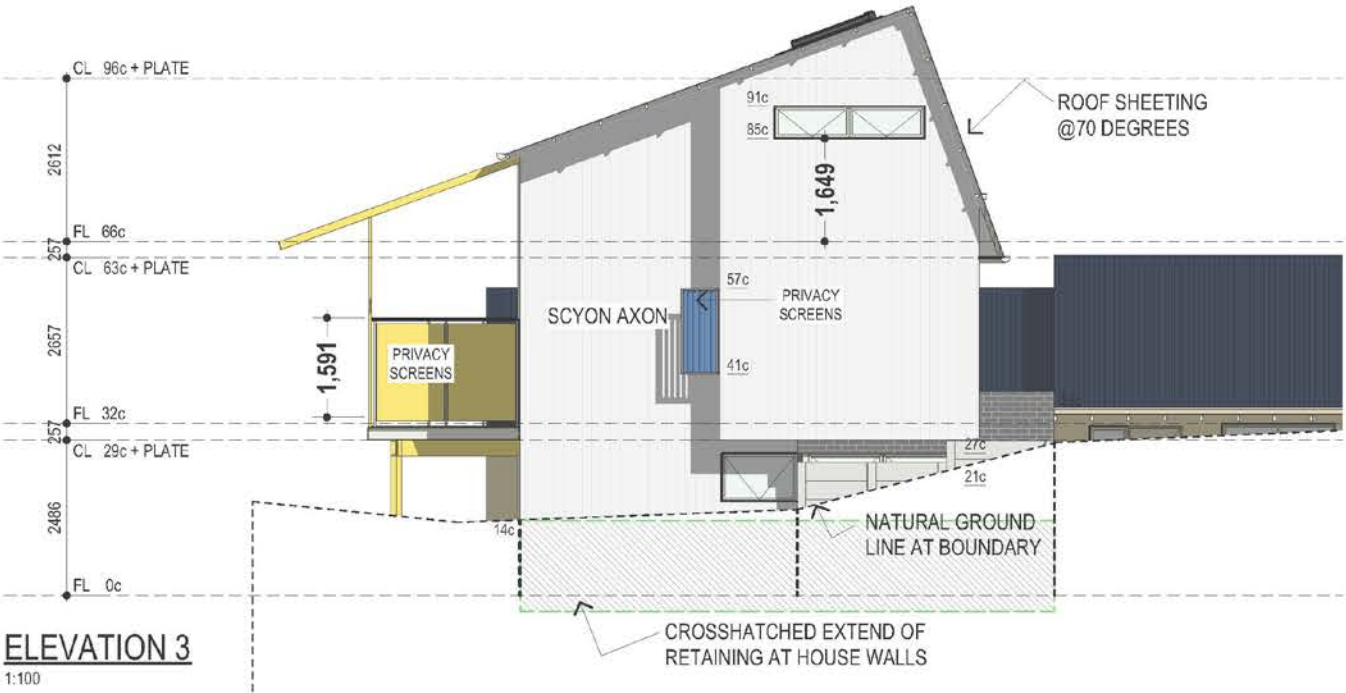
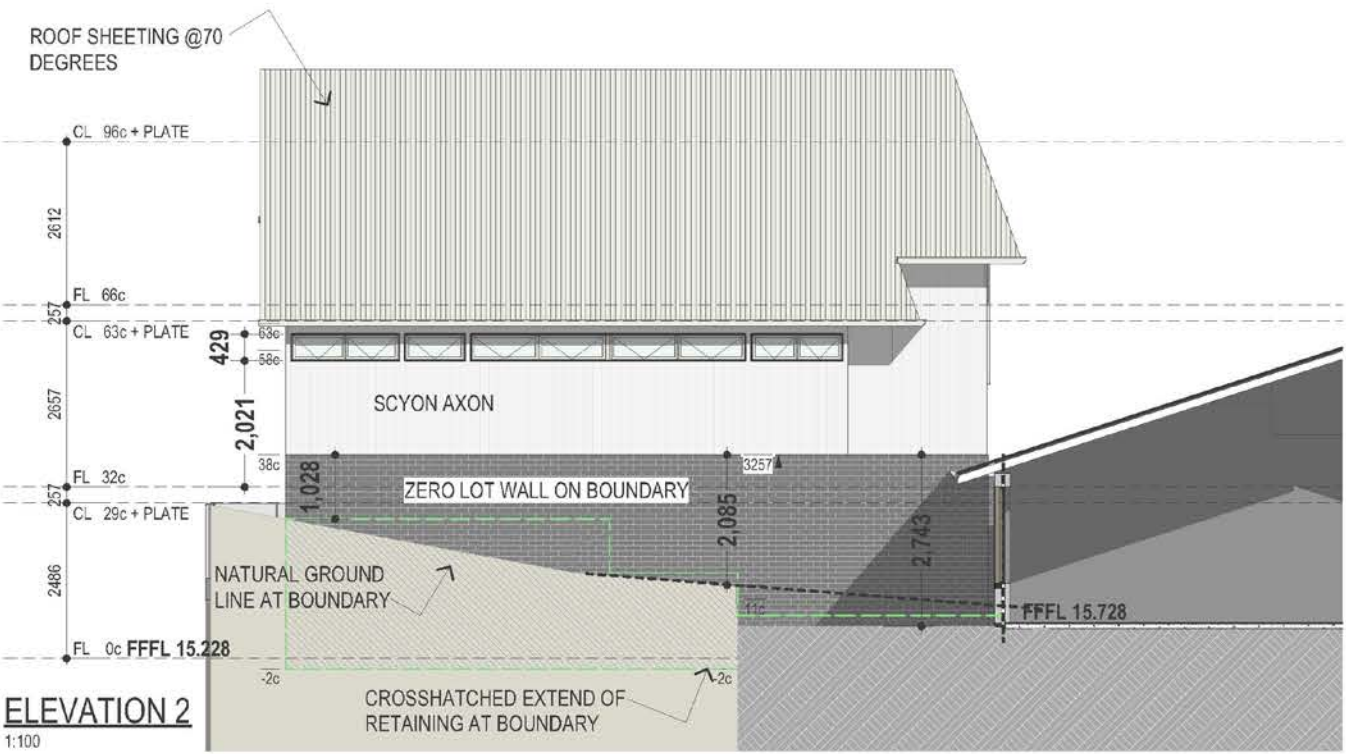
LOFT PLAN 1:100



STOJILKOVIC Residence  
25A Mephan St Maylands

UPDATED 28th August 2020      PAGE 4 OF 17





ELEVATIONS 1:100



STOJILKOVIC Residence

25A Mephan St Maylands

UPDATED 28th August 2020

PAGE 5 OF 17

**10.4.3 Proposed Seven Multiple Dwellings - Lot 144, 54 Essex Street, Bayswater**

<b>Applicant/Proponent:</b>	Mrdri Pty Ltd C/-Shane O'Brien	
<b>Owner:</b>	Shane OBrien	
<b>Responsible Branch:</b>	Development Approvals	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1.Development Plans 2.Perspective Drawing 3.Landscaping Plan 4.Location & Context 5.Solar Access & Ventilation Diagrams 6.Planning Assessment Summary 7.Design Review Panel Report 8.Arborist Report <b>Confidential Attachment</b> 9.Submission Location Map	
<b>Refer:</b>	N/A	

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

**SUMMARY**

A planning application has been received for seven multiple dwellings at Lot 144, 54 Essex Street, Bayswater. The proposal includes variations to visual privacy, street setbacks 'acceptable outcomes' requirements of the State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments (R-Codes). Given that five objections were received from adjoining properties during the community consultation period, this application is required to be referred to Council for determination.

**OFFICER'S RECOMMENDATION**

**That Council grants planning approval for the proposed seven multiple dwellings at Lot 144, 54 Essex Street, Bayswater in accordance with the planning application dated 3 June 2020 and the plans dated 21 September 2020, subject to the following conditions:**

- 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 final 'Schedule of Colours and Materials' shall be submitted to, and to the satisfaction of the City of Bayswater, prior to the submission of a building permit application.**
- 3. Lighting plans detailing how outdoor lighting is to be designed, baffled and located to prevent any increase in light spill onto the adjoining properties shall be submitted to and approved to the satisfaction of the City of Bayswater, prior to the submission of a building permit application.**
- 4. The air conditioning units on the roof shall be screened. Details of the screening are to be submitted to and approved by the City of Bayswater, prior to the submission of a building permit application.**
- 5. A construction management plan, detailing how the construction of the development 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 the submission of a building permit application.

6. The applicant is to offer the adjoining land owners directly abutting the subject site an independently prepared dilapidation survey prior to commencement of works and a close out report at the completion of the proposed construction works. Documents certifying that this requirement is met, are to be submitted to the satisfaction of the City of Bayswater prior to submission of a building permit application.
7. All dwelling units are to exceed the minimum acoustic requirements of the National Construction Code, such as a rating under the Association of Australasian Acoustical Consultants Guideline for Apartment and Townhouse Acoustic Rating (or equivalent). Documents certifying that this requirement is met, are to be submitted to the satisfaction of the City of Bayswater prior to submission of a building permit application.
8. A minimum of 20% of the dwellings shall be designed in accordance with the Silver Level requirements as defined in the Liveable Housing Design Guidelines (Liveable Housing Australia). Documents certifying that this requirement is met, are to be submitted to the satisfaction of the City of Bayswater prior to submission of a building permit application.
9. An amended landscaping plan shall be submitted to, and to the satisfaction of the City of Bayswater, prior to the submission of a building permit application. For the purpose of this condition, the plan shall show the following:
  - (a) Those areas to be reticulated or irrigated.
  - (b) Details of permeable paving.
  - (c) One tree to be planted to provide shade to the uncovered parking bays.
  - (d) All garden beds shall be separated from vehicle access, pedestrian paths and parking areas through the use of walls, kerbing or bollards to enable the protection of the landscaping.

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.

10. Prior to occupation, a total of two additional street trees are to be planted on the Hotham Street verge in front of the subject site, at the full cost of the applicant/owner and to the specifications and satisfaction of the City of Bayswater. Any new crossover shall have a minimum clearance of 2m from the base of this tree.
11. All street trees within the verges adjoining the subject property are to be retained, and shall have measures consistent with AS 4970-2009 undertaken to ensure their protection during construction of the subject development to the satisfaction of the City, including but not limited to the following:
  - (a) A minimum 2m radius tree protection zone (TPZ) shall be provided through 1.8m high fencing around the verge trees (chain mesh panels or other suitable material) during construction of the subject development.
  - (b) The above fencing is not to be moved or removed at any period during construction, and this zone is not to be entered for any reason; signage notifying people of the TPZ and the associated requirements is to be placed on each side of the fencing.
  - (c) All activities related to construction of the subject development, including parking of vehicles, storage of materials, and washing of concreting tools and equipment is prohibited within the designated TPZ.

- (d) Any roots identified to be pruned shall be pruned with a final cut to undamaged wood outside of the TPZ. Pruning cuts shall be made with sharp tools such as secateurs, pruners, handsaws or chainsaws. Pruning wounds shall not be treated with dressings or paints. It is not acceptable for roots to be 'pruned' with machinery such as backhoes or excavators.
  - (e) The tree(s) shall be provided with supplemental water during any construction period falling over summer, with a minimum of 150 litres being provided per week.
  - (f) Should any works be required to be undertaken within the TPZ, approval must be given by the City prior to entering this zone. You may be required to seek advice from an Arborist in regard to the type of works being undertaken, this information is to be assessed by the City as part of the approvals to enter.
  - (g) The new crossover shall maintain a minimum clearance of 1.4m from the base of the closest existing street verge tree as denoted on the plans.
- 12. A suitably screened refuse bulk bin area with a minimum area to accommodate the necessary number of bins 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 gate to the bin store is not permitted to open directly into a resident's car parking bay.
  - 13. A revised refuse and recycling management plan shall be submitted to, and approved to the satisfaction of the City of Bayswater, prior to commencement of any works. The plan shall include details of refuse bin location, number of rubbish and recycling receptacles, vehicle access and manoeuvring.
  - 14. Engineering drawings and specifications for the pedestrian footpath in the Essex Street verge are to be submitted, approved, and undertaken to the satisfaction of the City of Bayswater. The approved pedestrian footpath in the Essex Street verge is to be constructed by the landowner/applicant to permit universal access for all occupants at the cost of the landowner/applicant.
  - 15. Ceiling fans are to be provided to all habitable rooms to satisfy Clause 4.15 Energy Efficiency initiative requirements of SPP7.4 to the satisfaction of the City of Bayswater.
  - 16. All stormwater and drainage runoff produced onsite is to be disposed of onsite to the satisfaction of the City of Bayswater.
  - 17. The vehicle parking area shall be constructed in asphalt, concrete or brick paving, drained, kerbed and line-marked, together with suitable directional signs, and thereafter maintained to the satisfaction of the City of Bayswater.
  - 18. All vehicle crossings being designed and constructed to the satisfaction of the City of Bayswater.
  - 19. The existing crossover on the Essex Street road reserve is to be removed and the verge reinstated to the satisfaction of the City of Bayswater.
  - 20. The proposed crossover and driveway being constructed with brick paving or concrete to the satisfaction of the City of Bayswater.
  - 21. All vehicle parking to be line marked, and visitor car parking spaces shall be clearly signposted as dedicated for visitor use only, to the satisfaction of the City of Bayswater
  - 22. Any services and utilities including building services fixtures located within the front setback and/or pedestrian entry and/or private open space and/or roof are to be integrated into the design of the development and shall not detract from the amenity



and visual appearance of the street frontage and/or the entry and/or private open space, to the satisfaction of the City of Bayswater.

23. The development is to be fibre-to-premises ready, including the provision for installation of fibre throughout the site and to every dwelling prior to occupation of the development. Documents certifying that this requirement is met are to be submitted to the satisfaction of the City of Bayswater at the completion of works.
24. The balconies are not to be used for the drying or airing of clothes and/or manchester except where screened to the satisfaction of the City of Bayswater.
25. A soffit lining is to be provided to the roof of the car park on the ground floor to conceal hydraulic services as they descend through the floor slab from the apartment above to the satisfaction of the City of Bayswater.
26. Laundries provided to each unit are to be mechanically ventilated to the satisfaction of the City of Bayswater.
27. The approved boundary walls and footings abutting the lot boundaries must be constructed wholly within the subject allotment. The external surface of the boundary walls shall be finished to a professional standard, to the satisfaction of the City of Bayswater.
28. Retaining walls on lot boundaries exceeding 500mm in height (above natural ground level) are to be designed by a suitably qualified practising engineer, to the satisfaction of the City of Bayswater.
29. Architectural design elements, including clear, legible directional signage, being incorporated into the proposal to adequately highlight the entrances to the proposed units and improve legibility for pedestrians, to the satisfaction of the City of Bayswater.
30. Each resident car parking bay is to be allocated to a dwelling, and this is to be registered on the strata plan for the development to the satisfaction of the City of Bayswater.
31. The owner shall execute and provide to the City of Bayswater, a notification pursuant to section 70A of the *Transfer of Land Act* to be registered on the title of the multiple dwelling property as notification to proprietors and/or (prospective) purchasers of the property of the following:
  - (a) The City of Bayswater will not issue a residential or visitor car parking permit to any owner or occupier of the residential units as at the time of assessment, the on-site car parking for the multiple dwelling was in accordance with the requirements of the Residential Design Codes.

The Section 70A Notification shall be prepared by the City's solicitors to the satisfaction of the City of Bayswater. All costs of, and incidental to, the preparation of and registration of the Section 70A Notification, including the City's solicitor's costs, shall be met by the applicant/owner of the land. This notification shall be lodged and registered in accordance with the *Transfer of Land Act* prior to the first occupation of the respective multiple dwelling(s).
32. The 1.8m high fence along the corner truncation of Essex Street and Hotham Street shall have infill sections that are visually permeable in accordance with the Residential Design Codes to the satisfaction of the City of Bayswater.
33. On completion of construction, all excess articles, equipment, rubbish and materials are to be removed from the site and the site left in an orderly and tidy condition, to the satisfaction of the City of Bayswater.

**Advice Notes:**

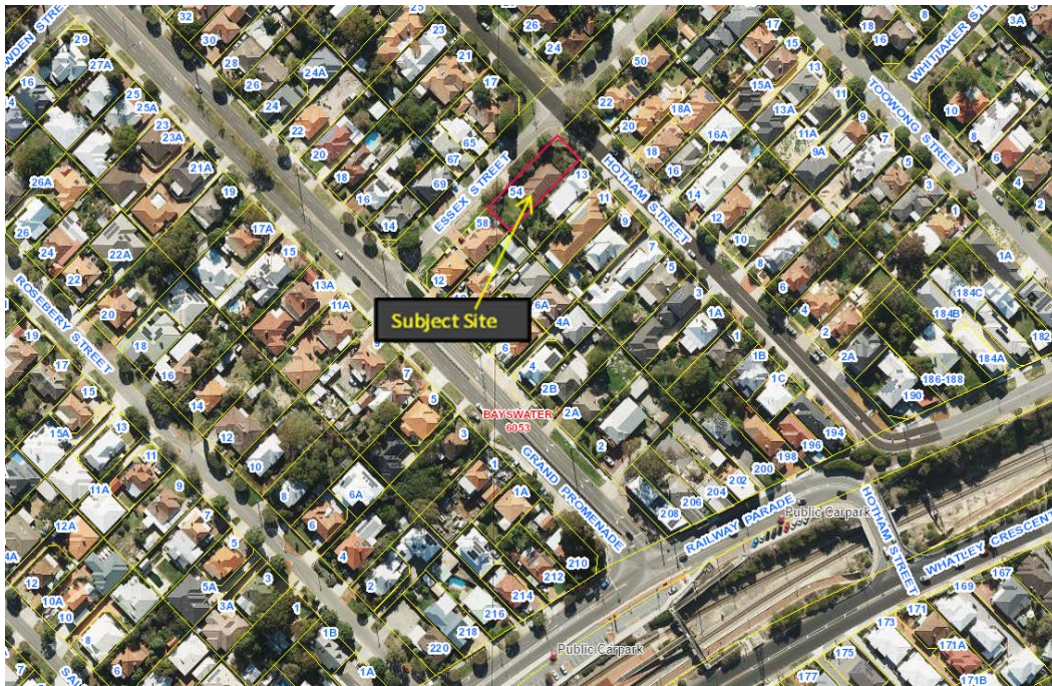
1. To activate the planning approval, the development/use subject of this approval must be substantially commenced within a period of two years of the date of this approval notice. If the development is not substantially commenced within this period, this approval shall lapse and be of no further effect. 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 the applicant/landowner wish to remove or replace any portion of a dividing fence, or enter onto neighbouring land, the applicant/landowner must first come to a satisfactory arrangement with the adjoining property owner. Please refer to the *Dividing Fences Act 1961*.
5. Kerbs, roadways, footpaths, open drains, stormwater pits, service authority pits and verge areas must be adequately protected, maintained and reinstated if required, during and as a result of carting and all works associated with this development.

**BACKGROUND**

<b>Application Number:</b>	DA20-0274
<b>Address:</b>	Lot 144, 54 Essex Street, Bayswater
<b>Town Planning Scheme Zoning:</b>	Special Control Area 15 - Medium and High Density Residential R60 – Meltham Station Precinct
<b>Use Class:</b>	Multiple Dwelling 'P' use
<b>Lot Area:</b>	725m <sup>2</sup>
<b>Existing Land Use:</b>	Single Storey Single House
<b>Surrounding Land Use:</b>	Single and Two Storey Single Houses and Grouped Dwellings
<b>Proposed Development:</b>	Seven Multiple Dwellings

A planning application was received on 3 June 2020 for a two storey building comprising of seven multiple dwellings. The subject site at 54 Essex Street, Bayswater has an R-Code of R60 and is located within the Frame Precinct of Special Control Area 15 – Meltham Station Precinct under the City's Town Planning Scheme 24 (TPS24). The site is also subject to the Meltham Station Precinct Structure Plan.

The subject site is relatively flat with an existing single storey single house to be demolished. There are five street verge trees along the Essex Street frontage which are to be retained. Meltham Train Station is located approximately 215m from the subject site. The area surrounding the site is characterised by single storey and two storey single houses and grouped dwellings which are of lower density than what the current R60 zoning permits. This development is the first to be considered within the vicinity of Hotham Street and Essex Street area of the Meltham Structure Plan.



## EXTERNAL CONSULTATION

The City sought comment for the proposal from the owners and residents surrounding the subject site for a period of 14 days. At the completion of the advertising period, five submissions comprising of five objections were received. Details of the objections, applicant's responses and officer's comments are detailed in the table below.

ISSUE	NATURE OF CONCERN	APPLICANT RESPONSE	OFFICER COMMENT
Landscaping	If the building was set back from the street and side lot boundaries in accordance with the minimum requirements, it would allow opportunities for landscaping within the	The landscaping has been strategically located to line the primary and secondary streets, and to compliment the retention of all five (5) verge trees. The landscaping plans	The applicant has submitted more detailed landscaping plans which demonstrate compliant landscaping area on the lot. An amended

	<p>front and side setback areas which will improve the overall streetscape amenity and amenity of the neighbouring properties in line with the vision of the SCA 15 provisions.</p> <p>The proposed development does not satisfy the objectives of the City's Landscaping Policy as it does not incorporate sufficient landscaping as a fundamental element in the design nor ensure integration of landscaping or existing trees with the development in a meaningful and functional manner.</p>	<p>have been prepared by a qualified landscape architect, therefore the species selection is entirely approved for the soil areas provided.</p>	<p>landscaping plan is recommended to finalise details about permeable paving and relocating a shade tree to the uncovered car parking area.</p>
Tree Removal	<p>The loss of these significant trees imposes a negative environmental and aesthetic impact on the surrounding area.</p>	<p>The subject site has no existing trees greater than 4 metres in height. The proposed 14 trees, small and medium, is a substantial improvement to the predevelopment site condition. Providing far superior landscaping outcomes and tree canopy.</p>	<p>The applicant has submitted a survey plan indicating that no existing trees on site meet the criteria for retention.</p> <p>New trees are proposed to be planted on site in excess of minimum requirements.</p>
Communal open space	<p>The proposed communal open space area is not appropriately screened or sufficiently sized to cater for the needs of the residents. In addition, the existing trees are not incorporated.</p>	N/A	<p>Communal open space not required for this development.</p>
Privacy	<p>This variation will have an undue impact on the amenity of the residents of the adjoining lot and adversely affect their enjoyment of the land.</p> <p>Unit 7 will see directly into the backyard and, this creates a security issue for valuable cars stored at an adjoining property. The owner</p>	<p>The only areas overlooked are spaces which are heavily vegetated and are unlikely to allow any views into the property. In addition the space overlooked is also occupied by an outbuilding, and therefore would not be considered an active</p>	<p>Refer to the Officers comments section below.</p>

	would be happy to work with the applicant to arrive at a window treatment that would removed this risk.	habitable space. Furthermore, the overlooking is indirect, insofar as the window does not face the adjoining property, it is simply considered as overlooking based on the 45 degree angle.	
Dilapidation report	We would like the proposal to include our property to have a pre-construction condition report prepared to enable the assessment of damage to existing houses and retaining walls impacted by the construction of the development.	Ordinarily dilapidation reports are required where there are sub-ground works being proposed. In this instance, no excavation is proposed. Notwithstanding the above, we have no objection to a condition for a dilapidation report.	A dilapidation survey is recommended to be carried out by the applicant prior to commencement of works.
SCA15/ Meltham Structure Plan Street Setback Requirements	<p>The proposed development does not respect adjoining development or the ultimate vision of the precinct and is considered to result in the over-development of the subject site.</p> <p>Bringing the built form and building bulk closer to the street will compromise the ability to create a transition area between the Frame Precinct and the areas outside the Structure Plan area.</p> <p>The proposed reduced setbacks to Essex Street are not to provide articulation but rather due to the overdevelopment and unnecessary built form which is brought to the street frontage.</p> <p>In relation to the reduced setbacks to Hotham Street, the proposal must be modified to ensure a compliant minimum street setback.</p>	<p>The proposal is not considered overdevelopment of the site. It has been designed to respond to the current and future context.</p> <p>The site has the potential to be developed within a three storey built form. However, through the context and character analysis of the immediate locality it was established that a two storey development was better served in this part of the SCA15 area.</p> <p>It was also important through the design process to ensure the development retains a fairly consistent setback to existing dwellings along Hotham Street whilst creating a bookend to the precinct. Hotham Street, includes a variety of structures within the front setback that are less than three metres from the front</p>	Refer to the Officers comments section below.

	<p>The residences of the Meltham area would like to see for any development that there is large front and rear setback to accommodate larger areas of open space and more greenery and trees.</p>	<p>boundary.</p> <p>Essex Street has the ability to have more interaction with the streetscape. Hence why the development has been designed to have pedestrian access to each of the apartments via Essex Street. The setbacks to Essex Street vary, and provide articulation to the façade however, the average setback exceed 3 metres.</p> <p>The form of the building is also referential to the area, through the use of a pitched roof and materiality that exists within the streetscapes, creating cohesion between the existing and future character.</p>	
Lot Boundary Setbacks	In this respect, the proposed nil setback does not reflect the prevailing patterns of side setbacks within Hotham Street and does not respond to existing or planning scale and materiality of the area.	The proposed boundary walls are permitted.	The lot boundary setbacks are compliant.
Overshadowing	The proposal overshadows approximately 26.8% of habitable area and private open space.	N/A	Overshadowing is maximum 26.8% and compliant.
Land Use Definition	The proposed Unit 7 does not meet the definition of a 'Multiple Dwelling', which is defined within the R-Codes – Volume 2.	<p>I refer to Ellis and City of Stirling [2014] WASAT 172, whereby the definition of multiple dwelling was challenged at the Tribunal. This definition remains unchanged to that of the R-Codes Volume 2 definition.</p> <p>Within this decision the Tribunal found at paragraph [26] <i>"I have come to the view that the</i></p>	Advice sought from the WAPC indicates that the City can classify Unit 7 as a multiple dwelling.



		<p><i>definition of the term 'multiple dwelling' does not require that every dwelling must have a substantial part of its plot ratio area above another dwelling. The definition specifies that 'a dwelling' is a multiple dwelling when it is 'in a group of more than one dwelling on a lot where any part of the plot ratio area of a dwelling is vertically above any part of the plot ratio area of any other' (my emphasis). It is not stated in the definition that it is required that part of the plot ratio area of 'the' dwelling (that is, the dwelling under consideration) has to be vertically above that of another."</i></p> <p>The proposed development is for a multiple dwelling development and is consistent with the definition and case law.</p>	
Bicycle Parking	Bicycle parking bays are not secured or screened from view from the public realm.	The proposed bicycle parking meets the element of objectives of the R-Codes.	Refer to the Officers comments section below.
Streetscape	The architectural style does not reflect the local aesthetic and combined with the minimal non-compliant setbacks contributes to an impression of bulk overpowering the streetscape.	The proposed design does not seek to provide faux character, rather reference the character of the neighbourhood through a modern design. As noted by the City's Design Review Panel, the design is approximate within its current and future context.	Refer to the Officers comments section below.
Car Parking and Traffic	The limited number of off-street parking bays, will insufficiently accommodate resident	The proposal satisfies the car parking provisions.	<p>Car Parking is compliant.</p> <p>Manoeuvring is compliant.</p> <p>Refer to the Officers</p>

	<p>vehicles and cars will be parked on the road.</p> <p>The parking bays have minimal manoeuvring allowances and do not have sufficient room for a vehicle to forward enter, turn around on the property and exit forward.</p> <p>If approval is granted, then as a minimum, the section of Essex Street between Hotham St and Grand Promenade on both sides must be re-classified as a 'No Parking zone' on the street and verges.</p>		<p>comments section below.</p>
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#### City of Bayswater Design Review Panel (DRP)

The proposal was considered prior to lodgement at the City's DRP meeting held on 13 December 2019. At the time, the DRP advised that they supported the proposal subject to minor modifications. Refer to **Attachment 7**.

Modifications have since been made to address items raised by the DRP, including the following:

- Additional face brickwork has been provided to the upper floor.
- Permeable paving provided to deep soil zones in the car park to enhance tree growth.
- Increased the overall landscaping to 26.4% which is compliant with the SCA15 requirements.
- Provision of one medium tree and 13 small trees which exceeds minimum requirements.
- Expanded the private courtyard to Unit 1.
- Replaced the concealed roof with a pitched roof line and improved the overall design character and articulation through the use of materials and architectural detailing to reflect the character of the area.
- Relocated the AC units to the roof where possible and positioned AC units to be screened.
- Shading devices provided to eastern, northern and western facing windows.
- Relocated the pedestrian footpath kerbside instead of against the lot boundary and front courtyards.
- Relocation of bicycle parking and the bin store.



**OFFICER'S COMMENTS**Local Planning SchemeSpecial Control Area 15 General Development Requirements (Meltham Station Precinct Structure Plan)

Item	Requirement	Proposal	Compliance
Architectural Character	The uppermost floor shall be defined with a distinctive change in material, colour or architectural treatment.	The uppermost floor is identical to the first floor in appearance.	Compliant – refer to officer comments below.

The purpose of the Special Control Area 15 with respect to the architectural character is to ensure that new development will be contemporary character that respects and reflects the colours, materials and architectural elements of the existing and surrounding area. New development is to enable a significant population increase but is also designed to enhance the streetscape and establish an appropriate transition in scale between the precinct and its surrounds.

The SCA15 general development requirements specifies that the uppermost floor shall be defined with a distinctive change in material, colour or architectural treatment. The uppermost floor of the proposed development is identical in appearance to the first floor with no distinctive change in material, colour or architectural treatment.

The proposed development is two storeys in lieu of the maximum three storeys permitted within the Frame Precinct. It is considered that the design requirement for the uppermost floor was intended to be applied to the third storey which combined with the requirement for an increased setback would assist in moderating the visual impact of building height and providing a seamless transition between precincts.

As the proposed development is two storeys, it will provide an appropriate transition in building height between the Frame Precinct and the lower density properties located opposite which are in an area outside of the Meltham Station Precinct Structure Plan. However, it is noted that these properties are proposed to be rezoned to R60 in line with 54 Essex Street under the proposed Meltham Surrounds Structure Plan which is considered a seriously entertained document given it has been advertised and is currently being considered by the Western Australia Planning Commission for final approval.

Furthermore, the SCA15 requirement specifies that in determining applications located within SCA15, the City shall have regard to the advice of the DRP. The City's DRP was satisfied that the proposed design has taken into consideration the existing and future context and character of the local area, incorporating a palette of materials in the elevations in reference to the local context.

Special Control Area 15 Frame Precinct Requirements

Item	Requirement	Proposal	Compliance
Street Setbacks	Setback to all streets other than Hotham Street: <ul style="list-style-type: none"> <li>3m (minimum and maximum setback).</li> <li>Minor variations are permitted to achieve articulation.</li> </ul> Setback to Hotham Street first two storeys: <ul style="list-style-type: none"> <li>Minimum 3m setback.</li> </ul>	Essex Street - 2.7m to GF wall. Maximum 3.8m to GF Wall 2.2m to UF balconies. 2m to stair entry feature pillar.  Hotham Street - 2.3m to feature pillar. (minor projection) 3m to building.	Variation - refer to officer comments below.
Landscaping	Minimum 3m wide deep soil zones are to be provided within the rear setback area.	2m wide landscaping DSA along rear setback +1.5m wide permeable paving.	Variation - refer to officer comments below.

Street Setback

The application proposes street setback variations to the minimum and maximum street setbacks required under the SCA15 Frame Precinct and Meltham Station Structure Plan. The Frame Precinct is intended to provide a seamless transition between the structure plan area and the surrounding suburban properties and that side and rear setbacks should ensure the interface with adjoining properties will not result in undue impacts upon neighbouring amenity.

The objectives of the SCA15 states that high quality design and sustainable outcomes for residential development are encouraged in the Frame Precinct along with generous landscaping and deep soil zones. The proposed development has been designed to look like attached townhouses which reflect the local character of the area. The proposed street setback variations to the Essex Street frontage directly contribute to the articulation of the building and assist to break up building bulk. Furthermore, the development is located on a corner lot on the edge of the Structure Plan area and is of lower bulk and scale than what is permitted. The development exceeds the minimum requirements in terms of landscaping, tree canopy, lot boundary setbacks and private open space which meet the objectives of Frame Precinct.

Achieving the minimum and maximum street setbacks is essential where the development reaches the side boundaries in order to achieve a contiguous building alignment. In this instance, the proposed development achieves this, with a 3m setback to a parapet wall along the Hotham Street frontage abutting 13 Hotham Street. A 3m wide deep soil zone is required along the lot boundary abutting 58 Essex Street in accordance with the SCA15 requirements. The deep soil area along with the car park located along Essex Street creates a natural gap between the subject development and the future development on the adjoining lot. Furthermore, it is noted that there are existing dwellings in this section of Essex Street with street setbacks of 2.5m. Therefore, it is considered that the proposed street setbacks are appropriate to the location at the edge of the structure plan area and are consistent with the existing and emerging streetscape.

The 2.3m setback to the pillar adjacent to the pedestrian entry to Unit 1 from Hotham Street and the 2m setback to pedestrian entries along Essex Street are considered to be minor variations which will enhance articulation of the façade and entry and the setback is therefore compliant.

#### Lot Boundary Setbacks

One of the objections received raised concerns about the side boundary setback. It is noted that a nil setback to the side lot boundaries is permitted in the Frame Precinct and that developments should be setback to ensure adequate open space, natural light and ventilation. The proposed development includes three walls, nil setback to 13 Hotham Street for a maximum aggregate length of 12.7m, with the majority of the building setback an average of 1.9m. The development is also compliant in terms of plot ratio (open space), overshadowing and natural ventilation. Therefore, the proposed lot boundary setbacks are compliant.

#### State Planning Policy 7.3 - Residential Design Codes Volume 2 Apartments

A full assessment of the application against the relevant design elements of State Planning Policy 7.3 - Residential Design Codes Volume 2 Apartments (SPP7.3) is contained within **Attachment 6** of this report, and a summary is outlined below:

Design Element	Achieves 'Element Objectives'	Achieves 'Acceptable Outcomes'
Building Height	As per SCA15	-
Boundary Wall Height and Length	As per SCA15	-
Street Setback (Primary)	As per SCA15	-
Street Setback (Secondary)	As per SCA15	-
Side Setbacks	As per SCA15	-
Plot Ratio	Yes	Yes
Building Depth	Yes	Yes
Building Separation	-	-
Orientation	Yes	Yes
Tree Canopy and Deep Soil Zones	Yes	Yes
Communal Open Space	-	-
Visual Privacy	Yes	No
Public Domain Interface	Yes	No
Pedestrian Access and Entries	Yes*	Yes*
Vehicle Access	Yes	No
Car and Bicycle Parking	Yes	No
Solar and Daylight Access	Yes	Yes
Natural Ventilation	Yes	Yes
Size and Layout of Dwellings	Yes	Yes
Private Open Space and Balconies	Yes	No
Circulation and Common Spaces	Yes*	Yes*
Storage	Yes	Yes
Managing the Impact of Noise	Yes*	No
Dwelling Mix	Yes	Yes
Universal Design	Yes*	Yes
Façade Design	Yes	Yes
Roof Design	Yes	Yes

Landscape Design	Yes	Yes
Adaptive Reuse	-	-
Energy Efficiency	Yes	Yes
Water Management and Conservation	Yes*	Yes*
Waste Management	Yes*	Yes*
Utilities	Yes*	Yes*

\*Indicates that imposing a condition will satisfy the 'Acceptable Outcomes' or 'Element Objectives'.

It is important to note that SPP7.3 is a performance based policy to evaluate development proposals. Applications for development need to demonstrate that the design achieves the objectives of each design element. While addressing the acceptable outcomes is likely to achieve the objectives, they are not a deemed-to-comply pathway and the proposal is required to be assessed in the context of the entire design solution to ensure the objectives are achieved. Proposals may also satisfy the objectives via an alternative means or solutions.

#### Visual Privacy

The development proposes three visual privacy variations to the Acceptable Outcome A 3.5.1 of A 3.5.1 Table 3.5 of SPP7.3 including Unit 4 bedroom 2 window and the Unit 7 bedroom 2 and dining room windows. The visual privacy variation resulting from Unit 4, bedroom 2 is considered to meet the relevant element objective as the window overlooks the front setback area only of the adjoining property at 13 Hotham Street, Bayswater.

Objections have been received in relation to overlooking of private outdoor living areas on the adjoining properties from the Unit 7 windows. It is noted that the privacy variation affects 13 Hotham Street, Bayswater only as the windows are setback 10.8m from the rear boundary. Both the bedroom 2 and living room windows are facing the rear boundary and propose indirect overlooking only. The area on the adjoining property which is affected by the overlooking contains a non-habitable outbuilding and existing trees. Additional trees are also proposed to be planted in the car parking along the lot boundary within the subject site which will provide additional screening in the event the adjoining lot is redeveloped in the future. Therefore, the proposed privacy variations are supported as they minimise the extent of overlooking of private outdoor living areas on adjoining lots in accordance with Element Objective O 3.5.1 of SPP7.3.

#### Public Domain Interface

The only variation to the Acceptable Outcome A 3.6.6 of SPP7.3 Clause 3.6 Public Domain Interface is the 1.8m high solid fence proposed along the truncated lot boundary on the corner of Hotham Street and Essex Street. Whilst wider sections of solid fencing is supported in this location on the corner to provide privacy to the Unit 1 courtyard, it is recommended that visually permeable infill sections be added to break up the solid and imposing appearance of the fence on the streetscape which will satisfy the Element Objectives of SPP7.3 Clause 3.6.

#### Vehicle Access

The application proposes a 3m wide, one way driveway in lieu of a 6m wide two way driveway. This variation is due to the need to retain existing street trees on the Essex Street verge. The City's Engineers have reviewed the proposed and advised that 3m wide access way can be supported due to the low traffic volumes accessing the car park and the clear line of sight between the street and the car parking bays which will minimise any potential conflicts. Therefore, the development is considered to meet the Element Objectives of SPP7.3 Clause 3.8.

#### Car and Bicycle Parking

Three of the proposed car parking bays are located and/or partially located within the 3m street setback area along Essex Street. This variation is due to the context of the lot being situated on

the corner of two streets and its narrow 15.23m lot width. It is considered that the applicant has situated the car parking area in the only feasible location given the requirements for access ways to be setback from intersections and the requirements to screen the car parking areas as much as possible. A landscaping strip has been provided between the car parking bays and the verge to delineate the two spaces and the existing street verge trees on Essex Street will provide further screening to minimise the visual impact of the car parking bays which satisfies Element Objective O 3.9.4 of SPP7.3 Clause 3.9.

Six bicycle parking bays are proposed to be located alongside the access way on the ground floor, adjacent to the informal communal seating. The bicycle bays consist of lockable bike racks, however they do not have weather protection as there is no roof above. Whilst Acceptable Outcome A 3.9.1 suggests that undercover bicycle parking bays should be achieved, the relevant Element Objective O 3.9.1 only requires that parking facilities are required for cyclists, and that roof cover is not required. Therefore, the proposed bicycle parking can be supported.

#### Private Open Space and Balconies

The rear courtyard to Unit 3, has a minimum width of 2.6m in lieu of 3m as specified in Acceptable Outcome A4.4.1 Table 4.4 of SPP7.3 Clause 4.4. It is noted that the rear courtyard exceeds the minimum area and an additional private courtyard has been provided to Unit 3 along the Essex Street frontage. It is therefore considered that the private open space meets the Element Objectives of SPP7.3 as Unit 3 has been provided with two courtyards exceeding the minimum size which enhances the liveability of residents.

#### Managing the Impact of Noise

An acoustic report is required to demonstrate compliance with 4.7 of SPP7.3 along with state noise legislation. It is recommended that appropriate conditions be imposed to ensure compliance.

#### City of Bayswater Trees on Private Land and Street Verges Policy

The City's Trees on Private Land and Street Verges Policy applies to this application in the context of the proposed setback from the crossover to the street tree. The proposed vehicle access to the car park is setback 1.2m in lieu of 2m to the trunk of the nearest street verge tree. The applicant has submitted an arborist report which suggests that the setback may be reduced to 1.4m without detrimentally affecting the structural root zone of the tree. The City's Consulting Arborist agreed with the applicants proposed setback of 1.4m to the trunk of the tree subject to the applicant's arborist being present on site to supervise the excavations around the tree. Therefore, it is recommended that appropriate conditions be imposed to ensure compliance with the recommendations of the arborist.

### **LEGISLATIVE COMPLIANCE**

- State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments;
- State Planning Policy 5.4 – Road and Rail Noise;
- City of Bayswater Town Planning Scheme No. 24; and
- City of Bayswater Trees on Private Land and Street Verges 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**

Not applicable.

**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.

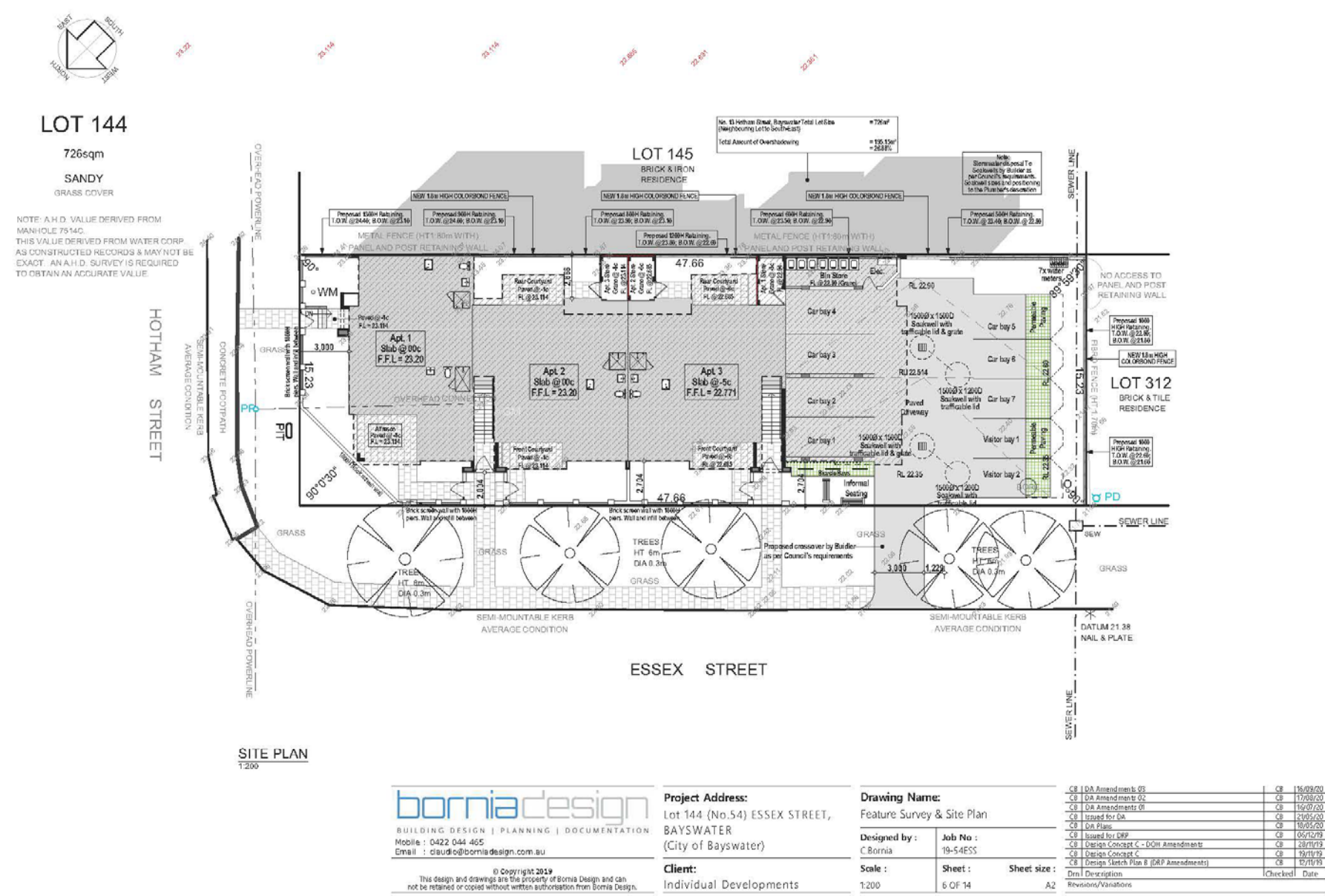
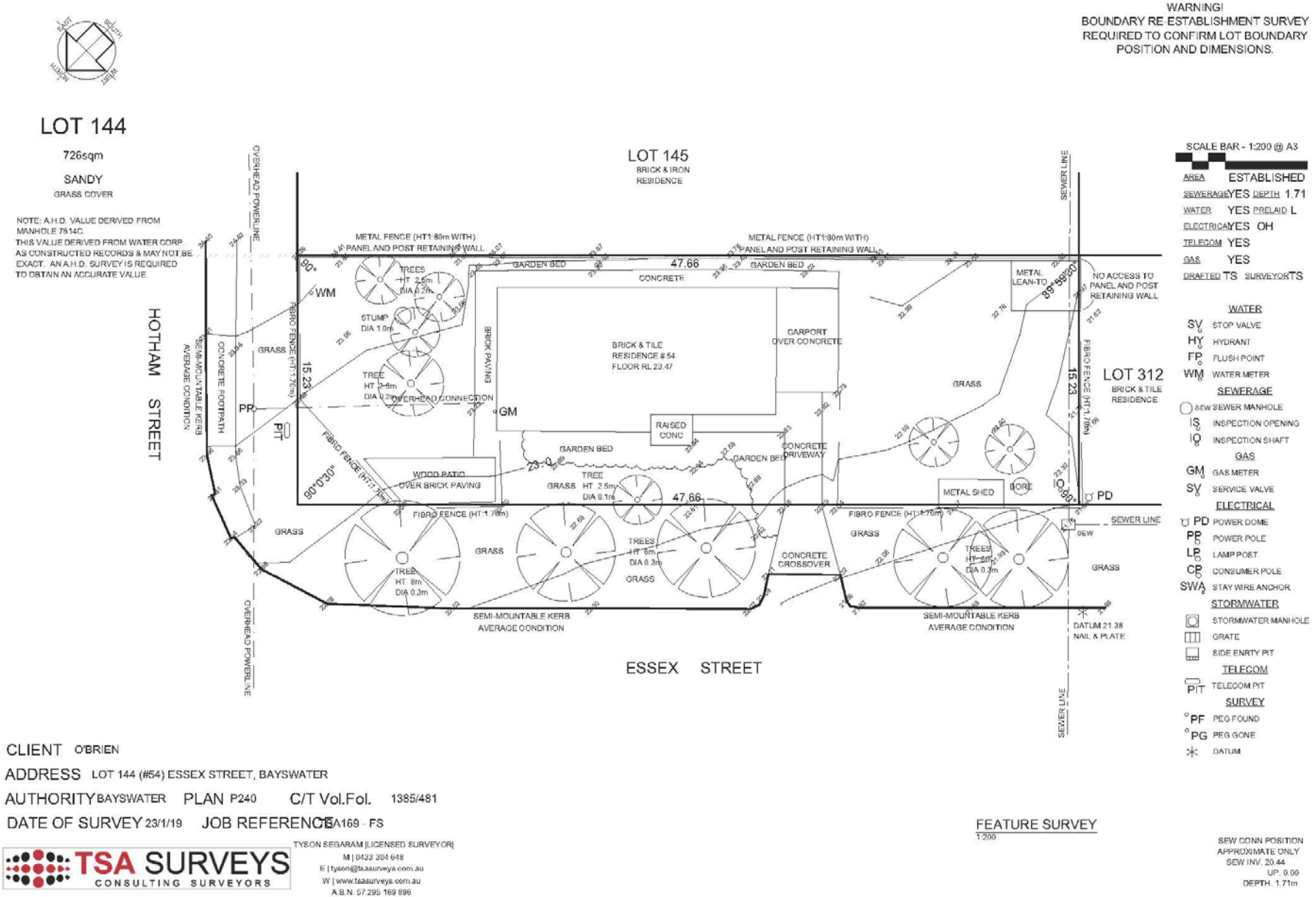
The proposed development will provide dwelling diversity including universal access apartments in close proximity to high frequency public transport. The development provides an appealing streetscape and will contribute to a quality built environment.

**CONCLUSION**

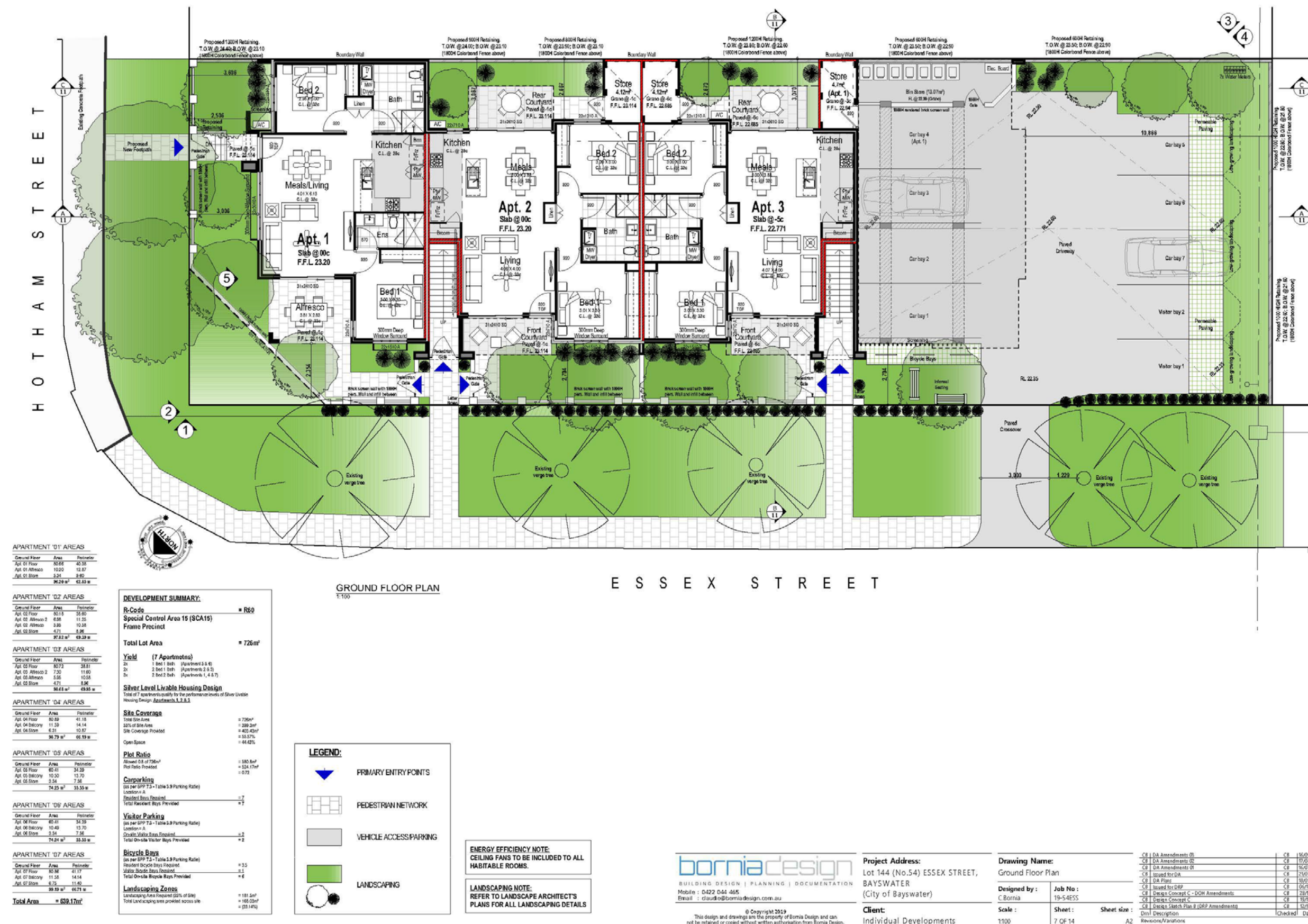
The proposed development is the first proposal in the vicinity of Hotham Street and Essex Street following since the implementation of the Meltham Station Precinct Structure Plan. The development will be a catalyst for future development and has been designed to suit the character and is of an appropriate scale in the context of the sites position at the edge of the structure plan area.

It is anticipated that as redevelopments occur in the street, the height and scale of future buildings will align with the development subject to this application. Although the development may not be consistent with the existing streetscape, it is consistent with the expectations of the Meltham Structure Plan and it will positively contribute and set a benchmark for the emerging streetscape. Given the above assessment, it is recommended that the application be approved subject to appropriate conditions.

Attachment 1









APARTMENT 01 AREAS		
Ground Floor	Area	Perimeter
Apt. 01 Floor	80.66	40.34
Apt. 01 Attic	10.20	12.87
Apt. 01 Store	5.34	9.60
	<b>96.20 m<sup>2</sup></b>	<b>62.81 m</b>

APARTMENT 02 AREAS		
Ground Floor	Area	Perimeter
Apt. 02 Floor	80.18	38.80
Apt. 02 Attic	6.96	11.35
Apt. 02 Store	5.85	10.58
	<b>92.99 m<sup>2</sup></b>	<b>60.73 m</b>

APARTMENT 03 AREAS		
Ground Floor	Area	Perimeter
Apt. 03 Floor	80.72	38.81
Apt. 03 Attic	7.30	11.60
Apt. 03 Store	5.85	10.58
	<b>93.87 m<sup>2</sup></b>	<b>60.99 m</b>

APARTMENT 04 AREAS		
Ground Floor	Area	Perimeter
Apt. 04 Floor	80.89	41.18
Apt. 04 Attic	11.59	14.14
Apt. 04 Store	6.31	10.87
	<b>98.79 m<sup>2</sup></b>	<b>66.19 m</b>

APARTMENT 05 AREAS		
Ground Floor	Area	Perimeter
Apt. 05 Floor	80.81	34.30
Apt. 05 Attic	10.49	13.70
Apt. 05 Store	2.34	7.38
	<b>93.64 m<sup>2</sup></b>	<b>55.38 m</b>

APARTMENT 06 AREAS		
Ground Floor	Area	Perimeter
Apt. 06 Floor	80.81	34.30
Apt. 06 Attic	10.49	13.70
Apt. 06 Store	2.34	7.38
	<b>93.64 m<sup>2</sup></b>	<b>55.38 m</b>

APARTMENT 07 AREAS		
Ground Floor	Area	Perimeter
Apt. 07 Floor	80.86	41.17
Apt. 07 Attic	11.54	14.14
Apt. 07 Store	6.75	11.40
	<b>99.15 m<sup>2</sup></b>	<b>66.71 m</b>

**Total Area = 689.17m<sup>2</sup>**

DEVELOPMENT SUMMARY:		
R-Code		<b>R60</b>
Special Control Area 15 (SCA15)		
Frame Precinct		
Total Lot Area		<b>726m<sup>2</sup></b>
Yield (7 Apartments)		
2x 1 Bed 1 Bath (Apartments 5 & 6)		
2x 2 Bed 1 Bath (Apartments 2 & 3)		
2x 2 Bed 2 Bath (Apartments 1, 4 & 7)		
Silver Level Livable Housing Design		
Total of 7 apartments qualify for the performance levels of Silver Livable Housing Design (Apartments 1, 2 & 3)		
Site Coverage		
Total Site Area		<b>726m<sup>2</sup></b>
10% of Site Area		<b>72.6m<sup>2</sup></b>
Site Coverage Provided		<b>403.43m<sup>2</sup></b>
Open Space		<b>322.57m<sup>2</sup></b>
Plot Ratio		
Approved G.S. of 750m <sup>2</sup>		<b>0.58</b>
Plot Ratio Provided		<b>0.55</b>
Carparking		
(As per SPP T3 - Table 3.9 Parking Ratio)		
Location = A		<b>7</b>
Resident Bays Provided		<b>7</b>
Total Resident Bays Provided		<b>7</b>
Visitor Parking		
(As per SPP T3 - Table 3.9 Parking Ratio)		
Location = A		<b>2</b>
Visitor Bays Provided		<b>2</b>
Total On-Street Visitor Bays Provided		<b>2</b>
Bicycle Bays		
(As per SPP T3 - Table 3.9 Parking Ratio)		
Resident Bicycle Bays Provided		<b>5.5</b>
Visitor Bicycle Bays Provided		<b>1.1</b>
Total On-Street Bicycle Bays Provided		<b>6.6</b>
Landscaping Zones		
Landscaping Area Required (25% of Site)		<b>181.66m<sup>2</sup></b>
Total Landscaping Area Provided across site		<b>188.03m<sup>2</sup></b>
		<b>(102.14%)</b>

# FIRST FLOOR PLAN

1:100

**ENERGY EFFICIENCY NOTE:**  
CEILING FANS TO BE INCLUDED TO ALL HABITABLE ROOMS.

**AIR-CON NOTE:**  
All external air-con units to be roof mounted away from public view. Refer to Roof Plan.

**borniadesign**  
BUILDING DESIGN | PLANNING | DOCUMENTATION  
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**Project Address:**  
Lot 144 (No.54) ESSEX STREET,  
BAYSWATER  
(City of Bayswater)

**Client:**  
Individual Developments

**Drawing Name:**  
First Floor Plan

**Designed by:**  
C. Borna

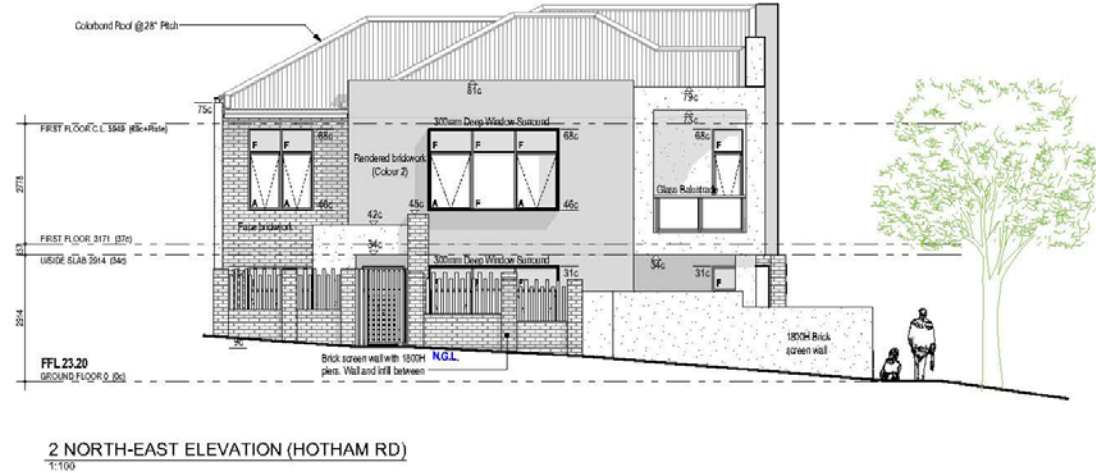
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**Job No.:**  
19-54ESS

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CE 1 DA Amendments 02	10/08/20
CE 1 DA Amendments 01	16/07/20
CE 1 Issued for DA	21/05/20
CE 1 DA Plans	18/05/20
CE 1 Issued for O&P	06/07/19
CE 1 Design Concept C - DOH Amendments	28/11/19
CE 1 Design Concept C	19/11/19
CE 1 Design Sketch Plan B (RFP Amendments)	10/11/19
CE 1 Description	10/11/19
Checked	Date



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(City of Bayswater)

**Client:**  
Individual Developments

**Drawing Name:**  
Elevations 1, 2 & 3

**Designed by:**  
C.Bornia

**Job No:**  
19-54ESS

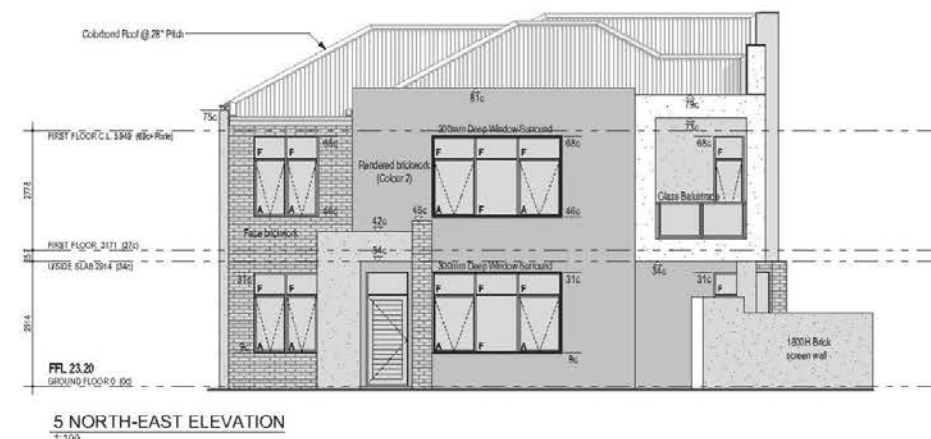
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CE 1 DA Amendments 03	CE 16/07/20
CE 1 Issued for DA	CE 21/05/20
CE 1 DA Plans	CE 18/04/20
CE 1 Issued for DAP	CE 06/02/19
CE 1 Design Concept C - DCM Amendments	CE 23/01/19
CE 1 Design Concept C	CE 19/11/19
CE 1 Design Sketch Plan B (DRP Amendments)	CE 15/11/19
CE 1 Descriptions	CE 15/11/19
Revisions/Variations	Checked Date





## LIVABLE HOUSING DESIGN - SILVER LEVEL REQUIREMENTS

1. Dwelling Access.  
1000mm Corridor Width, Clear Path of Travel and No Steps
2. Dwelling Entry.  
Minimum 820 Door Clear Opening 1200x1200 Entry Zone
3. Internal Doors and Circulation  
1000mm Corridor Width, Minimum 820 Door Clear Opening
4. WC.  
900 Width to WC 1200 forward of the WC Pan
5. Shower  
Hobless Showers, Shower Recess located in the Corner
6. Bathroom Walls - Reinforcement & Strength  
Construction will be brickblock
7. Stairways - Handrails  
Continuous Handrails to Stairwells Provided

**borniadesign**  
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(City of Bayswater)

**Client:**  
Individual Developments

**Drawing Name:**  
Elevations 4 & 5 and Silver Level Plan

**Designed by:**  
C. Bornia

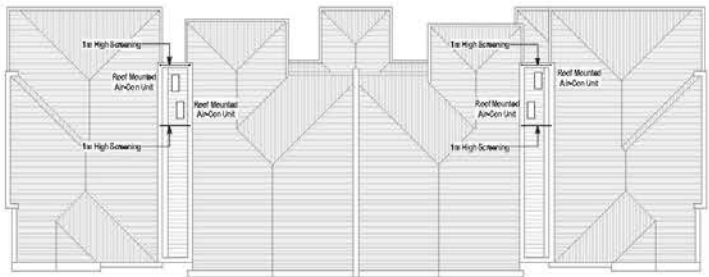
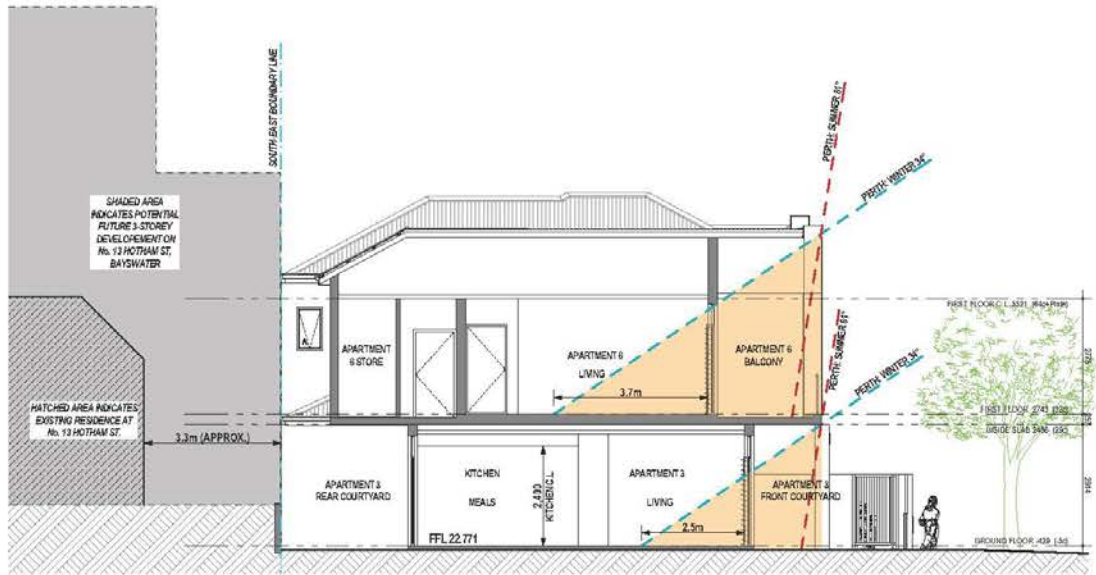
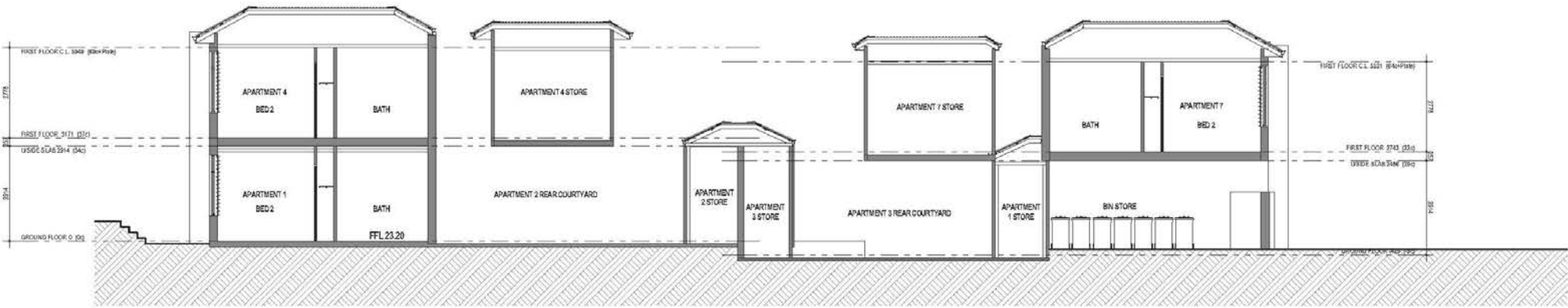
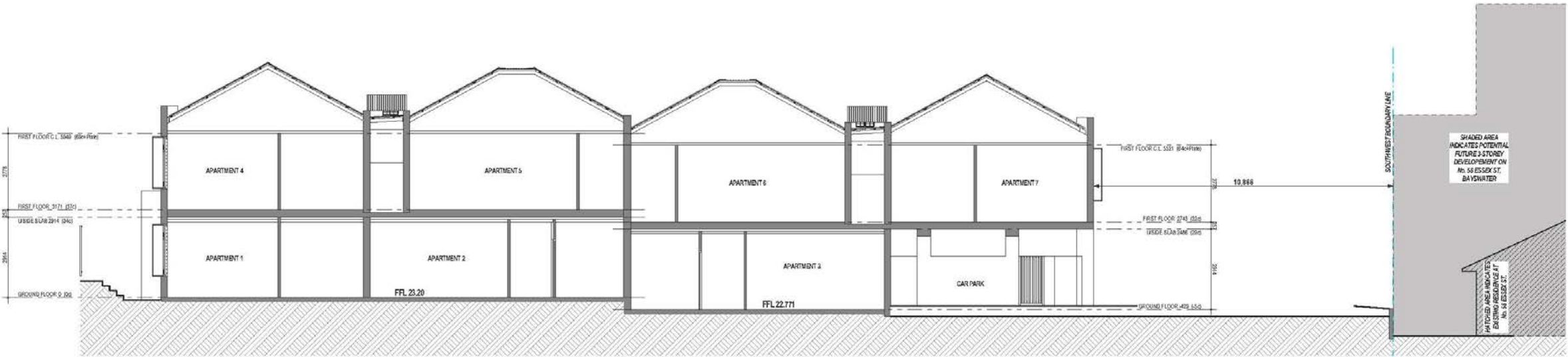
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-CB   DA Amendments 02	CB	17/09/20
-CB   DA Amendments 03	CB	16/07/20
-CB   Issued for DA	CB	15/05/20
-CB   DA Plans	CB	18/05/20
-CB   Issued for DRP	CB	06/10/19
-CB   Design Concept C - DCM Amendments	CB	13/07/19
-CB   Design Concept C	CB	19/07/19
-CB   Design Sketch Plan B (DRP Amendments)	CB	12/07/19
-CB   Description	Checked	Date
Revisions/Variations		



ROOF PLAN  
1:200

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BAYSWATER  
(City of Bayswater)

**Client:**  
Individual Developments

**Drawing Name:**  
Sections & Roof Plan

**Designed by:**  
C Bornia

**Scale:**  
1:100, 1:200

**Job No:**  
19-54E55

**Sheet:**  
11 OF 14

CB - DA Amendments 01	CB	16/09/20
CB - DA Amendments 02	CB	17/09/20
CB - DA Amendments 03	CB	18/09/20
CB - Issued for DA	CB	21/05/20
CB - DA Plans	CB	18/05/20
CB - Issued for DDP	CB	18/05/20
CB - Design Concept C - DDP Amendments	CB	23/11/19
CB - Design Concept C	CB	18/11/19
CB - Design Sketch Plan B (DDP Amendments)	CB	17/05/19
Dim Description	Checked	Date
Revisions/Variations		



Attachment 2



**LOT 144 (No. 54)**  
ESSEX STREET,  
BAYSWATER  
(CNR HOTHAM ST)  
(City of Bayswater)

**Project Type:**  
Multi-Dwellings (x7)

**Client:**  
Individual Developments



CB DA Amendments 03	CB	16/09/20
CB DA Amendments 02	CB	17/09/20
CB DA Amendments 01	CB	18/07/20
CB Issued for DA	CB	21/05/20
CB DA Plans	CB	18/05/20
CB Issued for DRP	CB	08/04/20
CB Design Concept C DOH Amendments	CB	28/11/19
CB Design Concept C	CB	18/11/19
CB Design Sketch Plan B DRP Amendments	CB	12/11/19
CB Design Sketch Plan	CB	29/09/19
Drn Description	Checked	Date

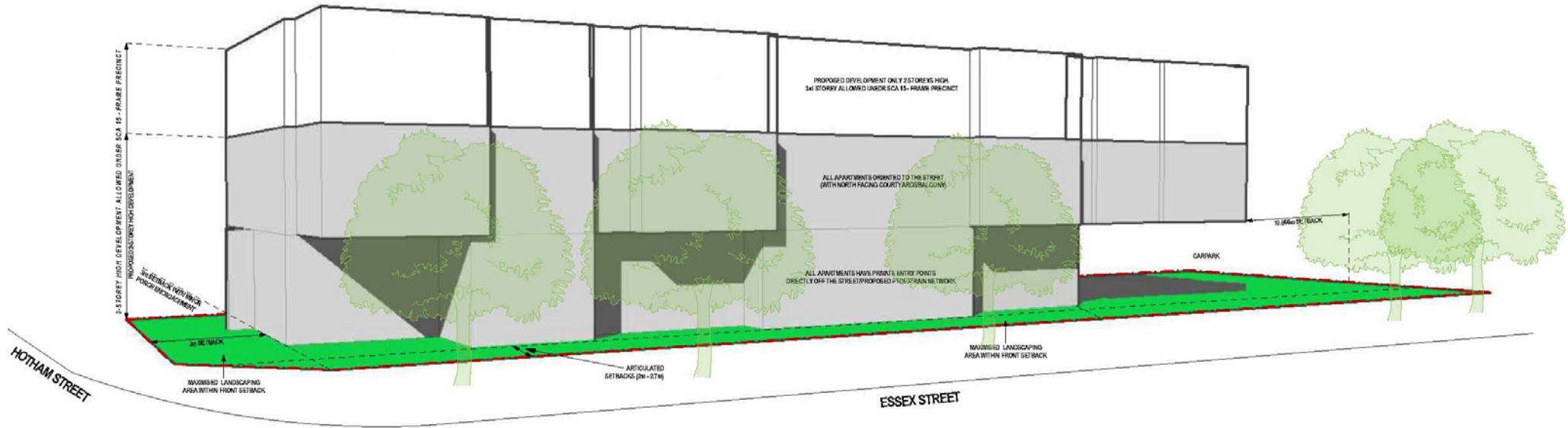
Development Application

DWG/Sheet No.	Title	Sheet Size
01	Cover Page	A2
02	Context Analysis	A2
03	Existing Streetscape	A2
04	Future Streetscape	A2
05	Mass Building & Street Perspective	A2
06	Feature Survey & Site Plan	A2
07	Ground Floor Plan	A2
08	First Floor Plan	A2
09	Elevations 1, 2 & 3	A2
10	Elevations 4 & 5 and Silver Level Plan	A2
11	Sections & Roof Plan	A2
12	Solar Access Diagrams	A2
13	Ventilation Diagrams	A2
14	3D Perspectives & Material Palette	A2

<b>Designed by :</b> C.Bornia	<b>Job No :</b> 19-54E55
<b>Scale :</b>	<b>Sheet :</b> 1 OF 14 (A2)

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MASS BUILDING DIAGRAM  
& STREET PERSPECTIVE



BUILDING MASS DIAGRAM



STREET PERSPECTIVE

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BAYSWATER  
(City of Bayswater)

**Client:**  
Individual Developments

**Drawing Name:**  
Building Mass & Street Perspective

**Designed by:**  
C.Bornia

**Job No:**  
19-54E55

**Scale:**  
1:100, 1:1

**Sheet:**  
5 OF 14

**Sheet size:**  
A2

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C.B. DA Amendments 02	C.B.	17/09/20
C.B. DA Amendments 03	C.B.	16/07/20
C.B. Issued for DA	C.B.	21/05/20
C.B. DA Plans	C.B.	18/05/20
C.B. Issued for DRP	C.B.	06/12/19
C.B. Design Concept C - DCM Amendments	C.B.	28/11/19
C.B. Design Concept C	C.B.	19/11/19
C.B. Design Sketch Plan B (DRP Amendments)	C.B.	12/11/19
Draw Description	Checked	Date
Revisions/Variations		





MATERIAL PALETTE



NOTE: THE MATERIAL PALETTE IS INDICATIVE ONLY AND SUBJECT TO CHANGE

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(City of Bayswater)

**Client:**  
Individual Developments

**Drawing Name:**  
3D Perspectives & Material Palette

**Designed by:**  
C Bornia

**Scale:**  
14 OF 14

**Job No:**  
19-54ESS

**Sheet:**  
14 OF 14

**Sheet size:**  
A2

CE DA Amendments D1	CE	16/09/20
CE DA Amendments D2	CE	17/09/20
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CE Issued for DA	CE	21/09/20
CE DA Plans	CE	18/09/20
CE Issued for DRP	CE	06/10/19
CE Design Concept C - DCH Amendments	CE	28/11/19
CE Design Concept C	CE	19/11/19
CE Design Sketch Plan B (DRP Amendments)	CE	12/11/19
Draw Description	Checked	Date
Revisions/Variations		



Attachment 3

LANDSACPE MASTERPLAN

LANDSCAPE DESIGN NOTES

- 1. Verge to be fully irrigated and turfed to suit neighbouring streetscape treatment.
- 2. Existing verge trees to remain along Essex Street tree protection to be in place during construction.
- 3. Feature planting on corner of Essex and Hotham Street to mark the address.
- 4. Low to medium shrubs set in flowering groundcovers adjacent to neighbouring lots.
- 5. Small deciduous courtyard tree to bring height and create seasonal colour.
- 6. Narrow deciduous feature trees planted in smaller garden beds to bring height and screen the building.
- 7. Flowering shrubs and groundcovers for seasonal colour and interest.
- 8. Screening and hedging plants to mask the boundary fence and create a lush and green courtyard setting.
- 9. Small feature tree to larger courtyard garden bed to meet SPP7.3 standards.
- 10. Small feature tree to main entrance providing a shaded communal seating area.
- 11. Small deciduous car park trees to bring height and create seasonal colour meeting SPP7.3 standards.
- 12. Medium evergreen tree to Apartment 1 courtyard creating permanent shade and meet SPP7.4 standards.
- 13. Apartment 1 courtyard is north facing permitting a turf area for the residents to relax and play.
- 14. Under canopy planting to consist of strappy leaf and accent plants with low shrubs.
- 15. Medium evergreen tree to Apartment 1 courtyard creating permanent shade and meet SPP7.4 standards.
- 16. Screening and climbing plants to marks the car park and create a green buffer.
- 17. Feature planting within the car park using accent plants and colourful foliage for visual interest.
- 18. Low groundcovers to the front of the garden bed to allow for vehicle overhang and max. greening of the carpark.
- 19. Stepping pavers set in low-groundcovers to provide access to communal seating area.
- 20. Low colourful planting to line new pavement edge using species such as Anigozanthos and Cotyledon.



INSPIRATIONAL IMAGERY



PRELIMINARY TREE SELECTION



PRELIMINARY PLANT SELECTION  
ACCENT PLANTS



LOW TO MEDIUM SHRUBS



CREEPERS AND GROUNDCOVERS



STRAPPY LEAF PLANTS



SCALE: 1:200 @ A3  
0 1 2 4 6 10m

PROJECT NO: 11771

ISSUE FOR DEVELOPMENT APPROVAL

AUTHOR: JS      APPROVED: RB

LOT 144 (NO.54) ESSEX STREET  
BAYSWATER  
LANDSCAPE DESIGN CONCEPT

SK01-E



LANDSCAPE STANDARDS

LANDSCAPE DESIGN INTENT

All planting beds are to be fully irrigated and operated off a timed controller with rain sensor shut-off.

Irrigation design to comply with waterwise design principles and the City's tree policy. Detailed irrigation plan to be provided at building license stage.

Water efficient irrigation system to be installed to best WSUD practice, using hydro-zoning and water harvesting principals where appropriate.

Additional waterwise design principles employed:

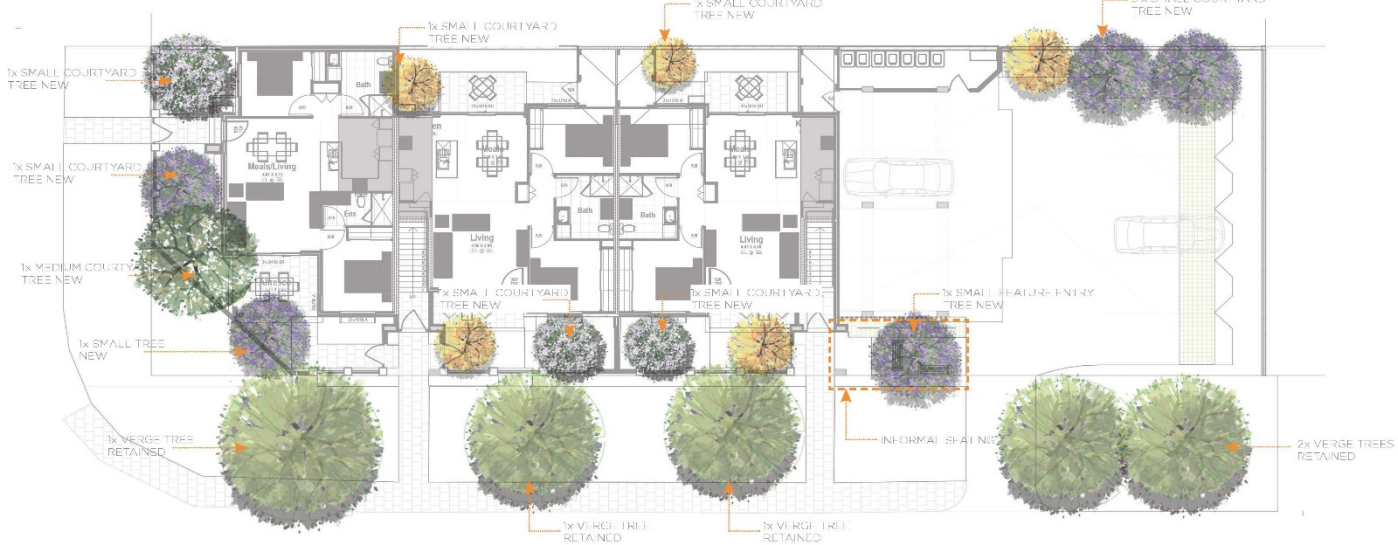
- > Low water use plant selection suited to the local soil complex.
- > Complete omission of water intensive turf areas.
- > Water retention soil preparation.
- > Reduction in soil water loss through prescribing coarse mulch.

Proposed plant distribution rate 4 per m2.

Proposed plant pot sizes:

- > Small Tree 100L
- > Medium 200L
- > Large Tree 500L
- > Shrubs/groundcovers 140mm-200mm

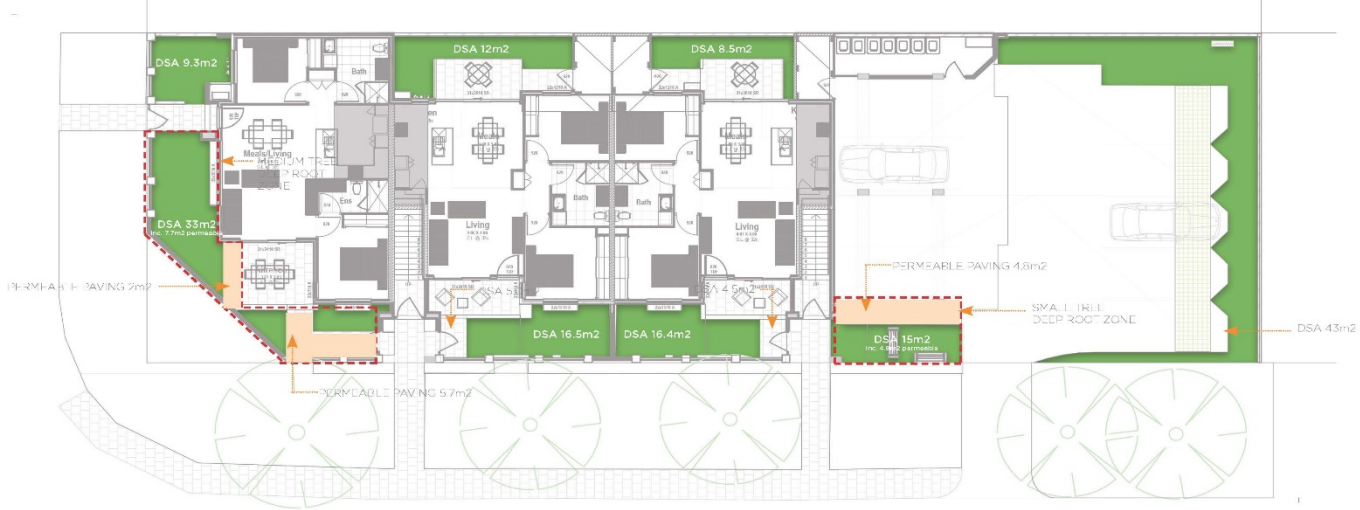
PROPOSED TREE LOCATION PLAN



SPP7.3 COMPLIANCE CRITERIA

SITE AREA SPP7.3	MIN. DSA SPP 7.3	MIN. TREES SPP7.3
Less than 700m2	10%	1 medium tree plus small trees to suit area
700-1000m2		2 medium trees
Greater than 1000m2	OR 7% trees retained (% site area)	OR 1 large tree and small trees to suit area
		OR 1 large tree and 1 medium tree for each additional 400m2 in excess of 1000m2
		OR 1 large tree for each additional 900m2 in excess of 1000m2 and small trees to suit area

DEEP SOIL AREA



SITE AREA	MATURE CANOPY DIA.	MATURE HEIGHT	DSA PER TREE REQ.	MIN. DSA WIDTH	MIN. DSA WIDTH WITH EXTRA RSZ	PLANTED POT SIZE
Small	4-6m	4-8m	9m2	2m	1.0m (DSA) + 1.0m (RSZ)	100L
Medium	6-9m	8-12m	36m2	3m	2.0m (DSA) + 1.0m (RSZ)	200L
Large	>9m	>12m	64m2	6m	4.5m (DSA) + 1.5m (RSZ)	500L



PROJECT NO: 11771

ISSUE FOR DEVELOPMENT APPROVAL

AUTHOR: JS

APPROVED: RB

LOT 144 (NO.54) ESSEX STREET  
BAYSWATER  
LANDSCAPE DESIGN CONCEPT

SK02-E

EXISTING VERGE TREES TO BE RETAINED



PRELIMINARY TREE SELECTION



**PROPOSED TREE - MEDIUM**  
JAPANESE MAPLE  
MATURE CANOPY COVER: 6 Diameter (19.6m2)  
MATURE HEIGHT: 8m - 10m

**PROPOSED TREE - SMALL**  
PRUNUS BURLIANA  
MATURE CANOPY COVER: 5 Diameter (7m2)  
MATURE HEIGHT: 3m - 5m



**PROPOSED TREE - SMALL**  
PLUMERIA  
MATURE CANOPY COVER: 6 Diameter (12.6m2)  
MATURE HEIGHT: 3m - 5m

**PROPOSED TREE - SMALL**  
PYRUS CALLERYANA  
MATURE CANOPY COVER: 3 Diameter (7m2)  
MATURE HEIGHT: 4m - 8m

DEVELOPMENT PROVISIONS

CRITERIA	SPP7.3 STANDARD	DEVELOPMENT PROPOSAL
Site Area	700-1000m2	726.0m2
Communal OS	informal seating	provided
DSA	72.6m2 (10%)	153.7m2 (21%)
Min. Trees	2 medium	1 medium (Root Zone Non-Compliance) 5 small (Root Zone Compliance) 8 small (Root Zone Non-Compliance)

- COMPLIANCE NOTES:
1. Trees shown to comply with SPP7.3 standard meet both the min. DSA and min. dimension requirements.
  2. Where applicable, permeable paving zones have been shown and consume no more than 25% of the paving in any given area.
  3. In addition to complying trees that meet SPP7.3 standards, narrow and dwarf tree species have been allocated to smaller garden beds (shown yellow).

PEARL  
Trees

### Shrubs and Groundcovers

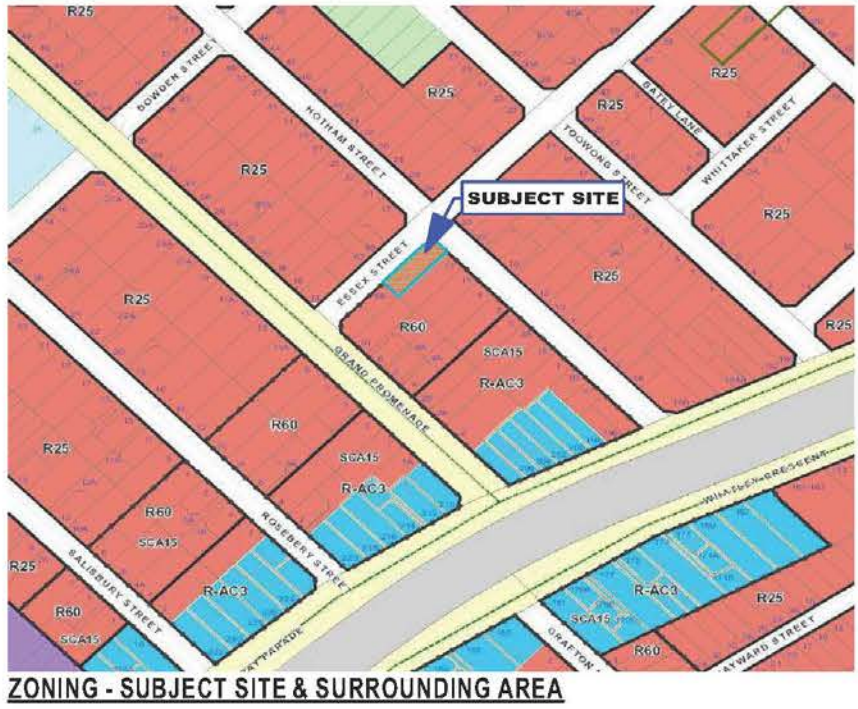
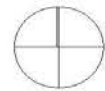


SK04-E

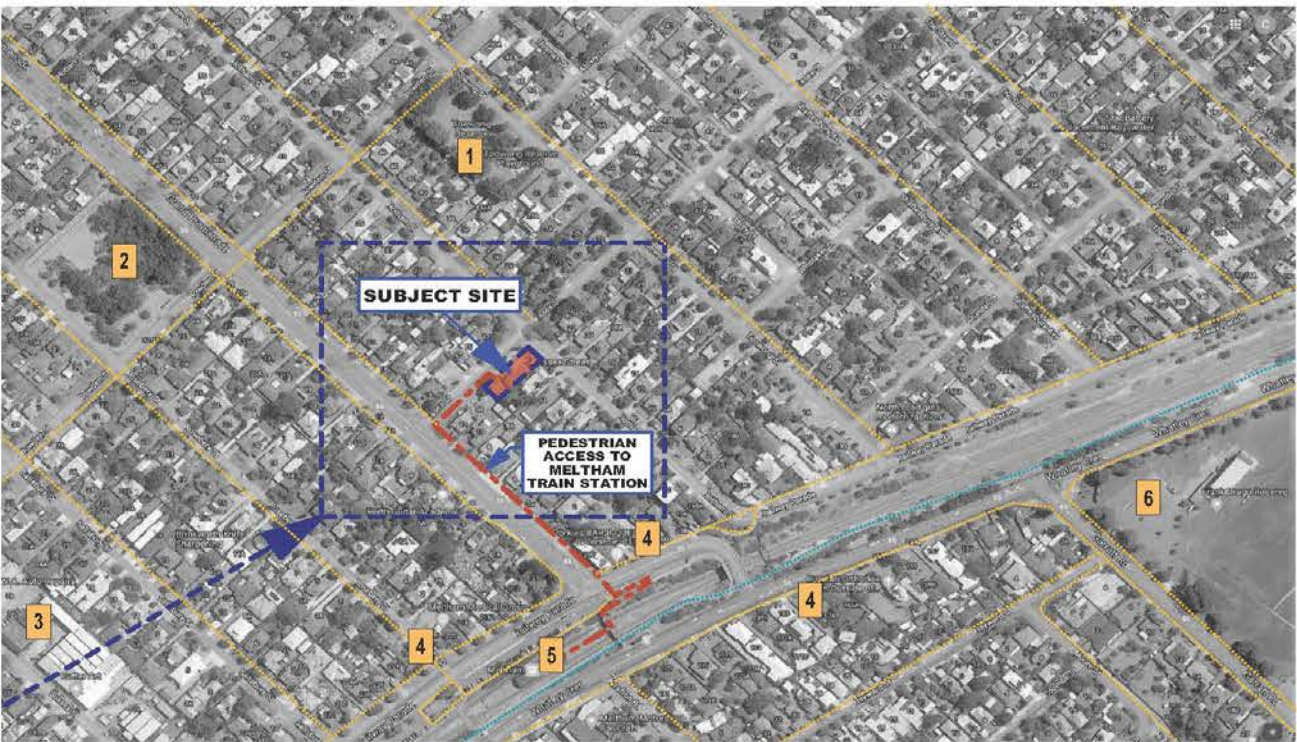


Attachment 4

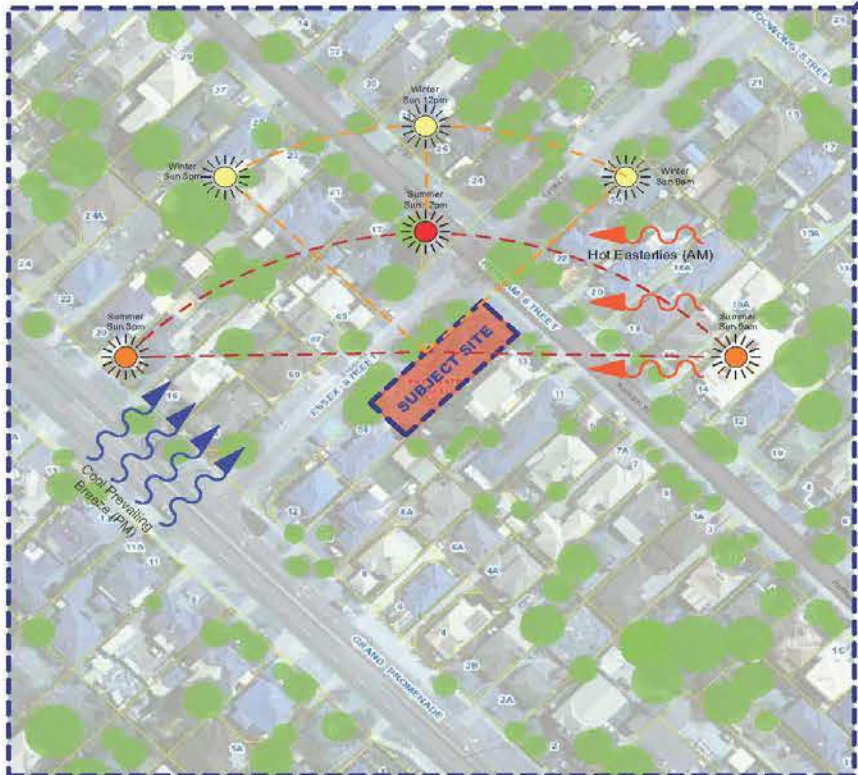
CONTEXT ANALYSIS



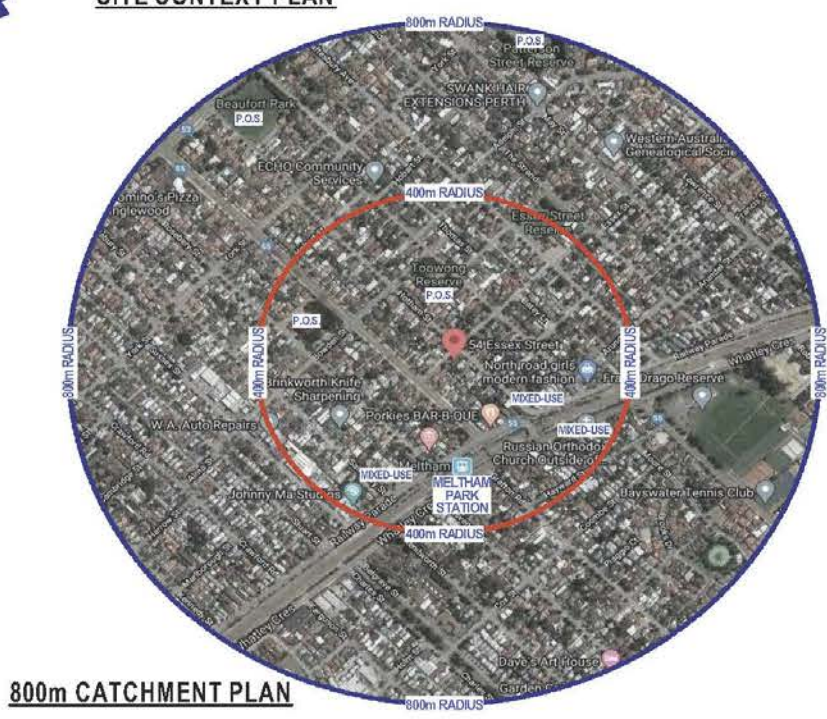
ZONING - SUBJECT SITE & SURROUNDING AREA



SITE CONTEXT PLAN



SUBJECT SITE



800m CATCHMENT PLAN

LEGEND:	
	SUBJECT SITE
	PEDESTRIAN NETWORK TO DESTINATION
	PEDESTRIAN NETWORK
	BICYCLE NETWORK
	PLACE OF INTEREST
	MATURE TREES
PLACE OF INTEREST:	
1. PUBLIC OPEN SPACE (P.O.S.) TOOWONG RESERVE	- 160m
2. P.O.S.	- 245m
3. GENERAL INDUSTRY ZONE	- 370m
4. MIXED USE ZONE	- 150m
5. MELTHAM TRAIN STATION	- 210m
6. BAYSWATER SOCCER CLUB	- 455m

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**Project Address:**  
Lot 144 (No.54) ESSEX STREET,  
BAYSWATER  
(City of Bayswater)  
**Client:**  
Individual Developments

**Drawing Name:**  
Context Analysis  
**Designed by:**  
C.Bornia  
**Job No:**  
19-54ESS  
**Scale:**  
1:100  
**Sheet:**  
2 OF 14  
**Sheet size:**  
A2

Rev	Description	Checked	Date
C8	DA Amendments D		16/09/20
C8	DA Amendments D		17/09/20
C8	DA Amendments D		16/07/20
C8	Issued for DA		17/09/20
C8	DA Plans		18/09/20
C8	Issued for DAP		06/10/19
C8	Design Concept C - DCP Amendments		19/10/19
C8	Design Concept C		19/10/19
C8	Design Sketch Plan B (DAP Amendments)		19/10/19
C8	Design Sketch Plan B (DAP Amendments)		19/10/19



EXISTING STREETSCAPE ELEVATIONS  
& CHARACTER ASSESSMENT

54 ESSEX STREET, BAYSWATER (SUBJECT SITE)



54 ESSEX STREET, BAYSWATER (SUBJECT SITE)



20 & 22 HOTHAM STREET, BAYSWATER



22 HOTHAM STREET, BAYSWATER



13 HOTHAM STREET, BAYSWATER



39 & 40 ESSEX STREET, BAYSWATER



65 & 67 ESSEX STREET, BAYSWATER



19 TOOWONG STREET, BAYSWATER



33, 35 & 37 ESSEX STREET, BAYSWATER



27 SHAFTESBURY AVENUE, BAYSWATER



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BAYSWATER  
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**Client:**  
Individual Developments

**Drawing Name:**  
Existing Streetscape

**Designed by:**  
C.Bornia

**Scale:**  
1:100

**Job No:**  
19-54ESS

**Sheet:**  
3 OF 14

**Sheet size:**  
A2

**Revisions/Variations**

CE DA Amendment 01	CE 16/09/20
CE DA Amendment 02	CE 17/09/20
CE DA Amendment 03	CE 15/07/20
CE Issued for DA	CE 27/05/20
CE DA Plans	CE 18/04/20
CE Issued for DDP	CE 04/10/19
CE Design Concept C - DDP Amendment	CE 23/07/19
CE Design Concept C	CE 19/07/19
CE Design Sketch Plan B (DRP Amendment)	CE 17/07/19
CE Description	Checked Date



FUTURE STREETSCAPE ELEVATIONS  
& CHARACTER ASSESSMENT

Intent and Purpose of the Meltham Station Precinct Structure Plan

- "New development will be of a contemporary character that respects and reflects the colours, materials and architectural elements of the existing and surrounding area. New development will be of a form that enables a significant increase in the local resident population but is designed to enhance the streetscape and establish an appropriate transition in scale between the Meltham Station Precinct and its surroundings"

Residential Core –Desired Form and Character

- The Frame Precinct is intended to provide a seamless transition between the Structure Plan area and the surrounding suburban properties.
- The building height within the Residential Frame Precinct will permit a high form of residential density than currently exists, while offering a transition between the Core Precincts and the areas outside of the Structure Plan.



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**Client:**  
Individual Developments

**Drawing Name:**  
Future Streetscape

**Designed by:**  
C.Bornia

**Scale:**  
1:100

**Job No:**  
19-54E55

**Sheet:**  
4 OF 14

**Sheet size:**  
A2

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CB - DA Amendments 02	CB	17/09/20
CB - DA Amendments 03	CB	16/07/20
CB - Issued for DA	CB	27/05/20
CB - DA Plans	CB	18/03/20
CB - Issued for DRP	CB	06/12/19
CB - Design Concept C - DOP Amendments	CB	28/10/19
CB - Design Concept C	CB	19/10/19
CB - Design Sketch Plan & DRP Amendments	CB	12/11/19
Draw Description	Checked	Date
Revisions/Variations		

Attachment 5



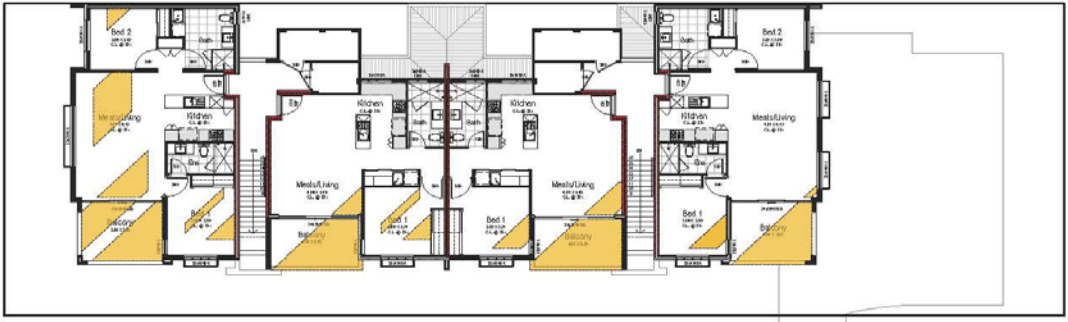
GROUND FLOOR SOLAR ACCESS DIAGRAM - JUNE 21st @ 12pm  
1:200



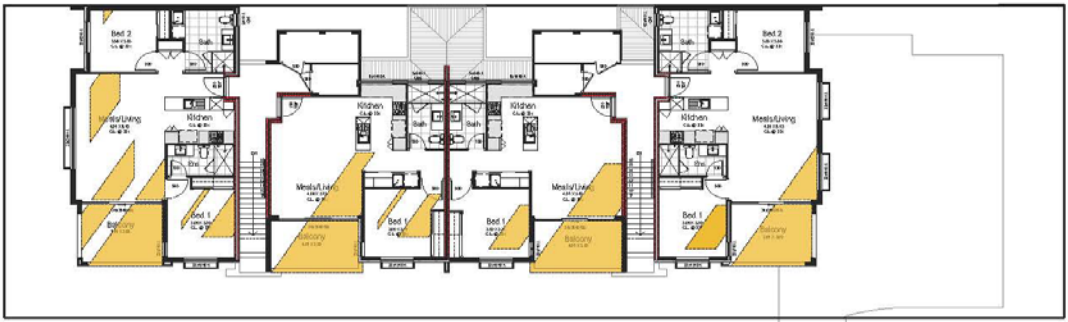
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1:200



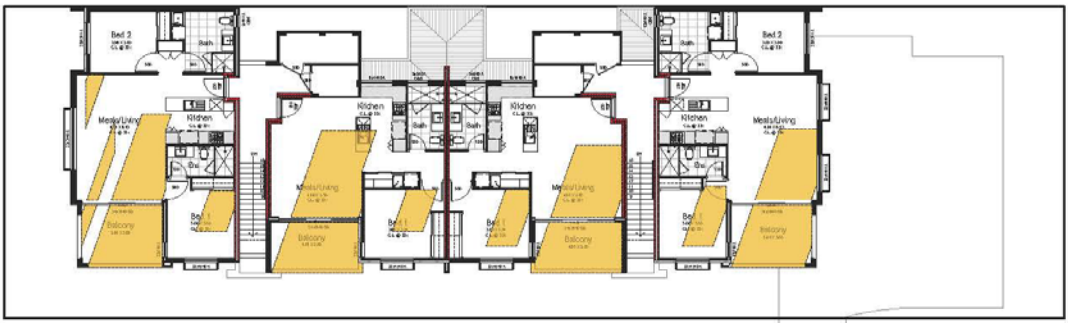
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1:200



UPPER FLOOR SOLAR ACCESS DIAGRAM - JUNE 21st @ 12pm  
1:200



UPPER FLOOR SOLAR ACCESS DIAGRAM - JUNE 21st @ 1pm  
1:200



UPPER FLOOR SOLAR ACCESS DIAGRAM - JUNE 21st @ 2pm  
1:200



WINDOW SHADING WITH 300mm SURROUND  
1:100

WINDOW SHADING WITH EAVE  
1:100

Solar and daylight access

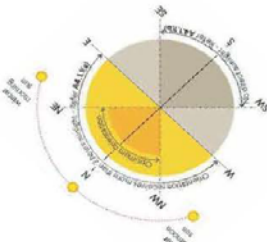
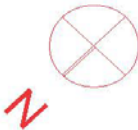


Figure 4 to the hour of sunlight that can be expected in mid winter are directly related to the orientation of the windows or balconies. To achieve 2 hours sunlight (per M1111) windows must be facing between west and north, or between north and east. This diagram shows the optimal orientation for sunlight to reach any portion of a window or balcony on 21 June in climate zone 4, 5 and 6.

NOTE: 100% OF APARTMENTS ACHIEVES MINIMUM 2 HOURS SUNLIGHT ON THE 21st OF JUNE



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**Client:**  
Individual Developments

**Drawing Name:**  
Solar Access Diagrams

**Designed by:**  
C Bornia

**Scale:**  
1:200, 1:100

**Job No:**  
19-54ESS

**Sheet:**  
12 OF 14

**Sheet size:**  
A2

CE - DA Amendments 01	CE - 16/09/20
CE - DA Amendments 02	CE - 17/09/20
CE - DA Amendments 03	CE - 16/07/20
CE - Issued for DA	CE - 21/05/20
CE - DA Plans	CE - 18/05/20
CE - Issued for DRP	CE - 06/10/19
CE - Design Concept C - DCH Amendments	CE - 28/10/19
CE - Design Concept C	CE - 19/11/19
CE - Design Sketch Plan B (DRP Amendments)	CE - 12/11/19
Drwl Description	Checked
Revisions/Variations	Date



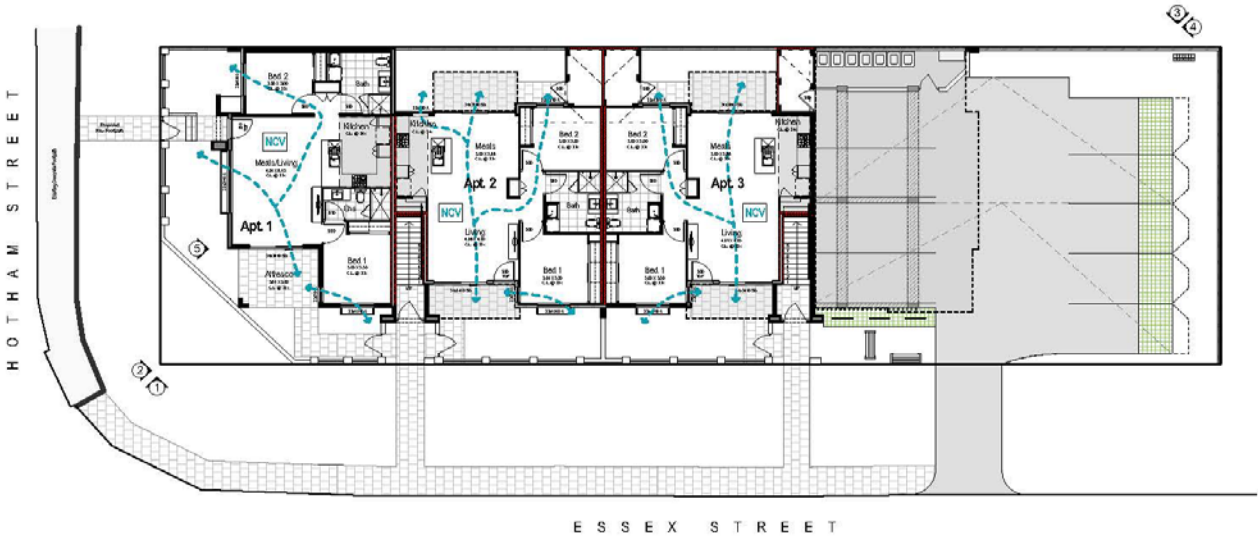
Natural ventilation

A 4.2.2 (a) A minimum 60 per cent of dwellings are, or are capable of, being naturally cross ventilated in the first nine storeys of the building

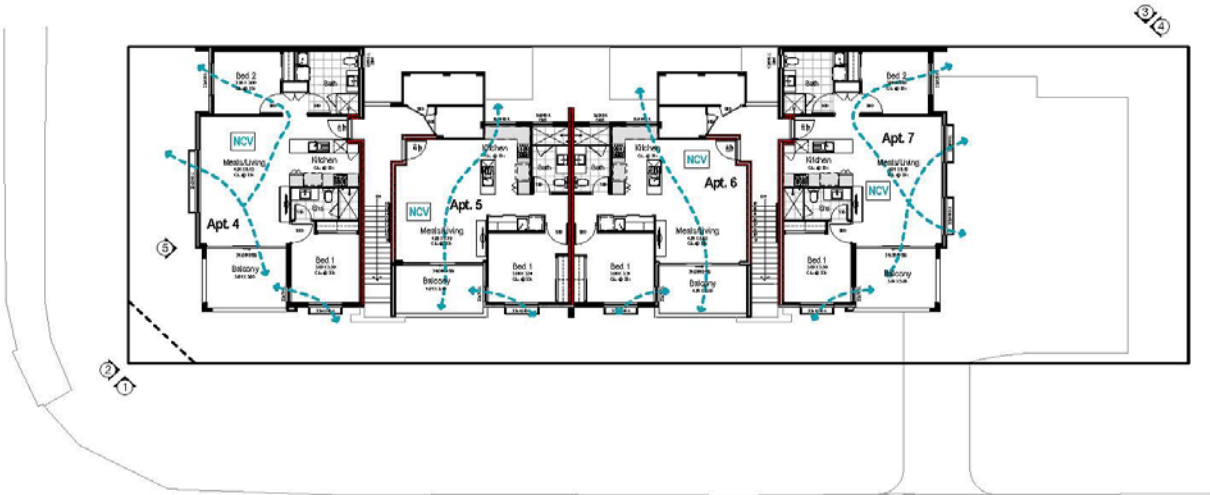
NOTE: ALL PROPOSED APARTMENTS ACHIEVE NATURAL CROSS VENTILATION

NCV INDICATES APARTMENTS WHICH ACHIEVE NATURAL CROSS VENTILATION

INDICATES NATURAL VENTILATION AIR FLOW



GROUND FLOOR SOLAR ACCESS & VENTILATION DIAGRAM  
1:200



FIRST FLOOR SOLAR ACCESS & VENTILATION DIAGRAM  
1:200



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**Project Address:**  
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BAYSWATER  
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**Client:**  
Individual Developments

**Drawing Name:**  
Ventilation Diagram

**Designed by:**  
C.Bornia

**Job No:**  
19-54ESS

**Scale:**  
1:200

**Sheet:**  
13 OF 14

**Sheet size:**  
A2

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CB - DA Amendments 02	CB	17/09/20
CB - DA Amendments 03	CB	18/09/20
CB - Issued for DA	CB	21/09/20
CB - DA Plans	CB	18/09/20
CB - Issued for DRP	CB	04/10/19
CB - Design Concept C - DCM Amendments	CB	23/10/19
CB - Design Concept C	CB	19/11/19
CB - Design Sketch Plan B (DRP Amendment)	CB	17/11/19
DM - Description	Checked	Date
Revisions/Variations		

**Attachment 6****City of Bayswater SPP7.3 Assessment Summary**

Element	Objectives	Acceptable Outcome	Proposed	Comment
2.2 Building height	N/A	N/A	N/A	As per SCA15 requirements.
2.4 Side and rear setbacks	N/A	N/A	N/A	As per SCA15 requirements.
2.5 Plot ratio	Achieved	0.8	0.74	Satisfied
2.6 Building depth	N/A	N/A	N/A	N/A
2.7 Building separation	N/A	N/A	N/A	N/A
3.2 Orientation	Achieved	Buildings on street orientated to face public realm and incorporate direct access from the street.  A 3.2.3 Development in climate zones 4, 5 and 6 shall be designed such that the shadow cast at midday on 21st June onto any adjoining property does not exceed: — adjoining properties coded R50 – R60 – 50% of the site area.	All units are orientated towards the street frontages with direct street access.  Maximum overshadowing of 26.8% onto 13 Hotham Street, Bayswater	Satisfied
3.3 Tree canopy and deep soil areas	Achieved	Retention of trees.  No detrimental impacts on canopy of adjoining trees.  10% of the lot to be Deep soil area and provided conducive to tree growth and suitable for communal open space.  1 large tree and 1 medium tree for each additional 400m <sup>2</sup> in excess of 1000m <sup>2</sup> OR 1 large tree for each additional 900m <sup>2</sup> in excess of 1000m <sup>2</sup> and small trees to suit area.	No existing trees more than 4m in height.  No trees close to boundary on adjoining lots.  22.8% DSA provided to trees.  13 small trees proposed. 1 medium tree proposed.  Arborist advised that DSA widths and areas are suitable for the tree species proposed.	Satisfied
3.4 Communal open space	N/A	N/A	N/A	Communal area not required for this development but applicant has opted to provide a small communal open space with a seat

				near the car park entrance.
<b>3.5 Visual privacy</b>	Achieved – refer to officer comments in report.	<p>Visual privacy setbacks: 3m to open walkways. 6m to balconies. 3m to bedrooms</p> <p>Balconies unscreened at least 25%</p> <p>Living rooms have external outlook.</p> <p>Windows and balconies restrict direct overlooking.</p>	<p>Visual privacy setback variations: <b>U4 – Bed 2 – 1.1m</b> <b>U7 – Bed 2 – 1.3m</b> <b>U7 – Dining – 5.8m</b></p> <p>Balconies unscreened &gt;25%</p> <p>All living rooms have major opening with external outlook.</p> <p>Overlooking of habitable spaces on adjoining lots is minimised with no undue impact upon adjoining properties.</p>	Satisfied.
<b>3.6 Public domain interface</b>	Achieved – refer to officer comments in report.	<p>Ground floor dwellings direct access from street.</p> <p>Car-parking not located within primary street setback area.</p> <p>Balconies and/or windows overlook public domain.</p> <p>Balustrading provides privacy for residents and achieves surveillance of adjoining public domain.</p> <p>Level changes to the street: 1m avg. 1.2m max.</p> <p><b>Front fencing visually permeable above 1.2m.</b></p> <p>Elements on frontage Eliminate opportunities for concealment.</p>	<p>All ground floor units have direct access from the street.</p> <p>Car located in secondary street setback area.</p> <p>Balconies and/or windows overlook public domain.</p> <p>Glass balustrading provided on lower half, side screening achieves privacy for residents and surveillance of public domain.</p> <p>Level changes: Minimal change.</p> <p>Front fencing is visually permeable above 1m <b>with the exception of the street corner truncation which is 1.8m solid height.</b></p> <p>Elements on frontage such as balconies overlooking the setback area eliminate</p>	Satisfied.

		<p>Bins not located within primary street setback area.</p> <p>Services and utilities located within primary street setback area integrated into the development.</p>	<p>opportunities for concealment.</p> <p>Bins located outside of street setback area.</p> <p>Water meters are screened in the garden area along the SE lot boundary.</p>	
<b>3.7 Pedestrian access and entries</b>	Achieved subject to conditions for lighting plan and path gradients.	<p>Pedestrian entries Connected.</p> <p>Pedestrian entries protected from weather.</p> <p>Pedestrian entries welllit, visible from public domain and enable casual surveillance.</p> <p>Pedestrian access via shared zone, path is clearly delineated and/or incorporated to prioritise pedestrian and constrain vehicle speed.</p> <p>Services and utilities located at pedestrian entry are screened.</p> <p>Bins not located at primary pedestrian entry.</p>	<p>Pedestrian entries are connected. Ramp gradients are required for the pedestrian footpath.</p> <p>Entry into each unit is covered.</p> <p>Pedestrian entry is visible from public domain and provides casual surveillance. Lighting plan required.</p> <p>N/A</p> <p>Electric meter box is screened in the bin store.</p> <p>Bin store located in car park.</p>	Satisfied.
<b>3.8 Vehicle access</b>	Achieved – refer to officer comments in report.	<p>Vehicle access one opening per 20m.</p> <p>Vehicle entries identifiable from the street, integrated with facade and/or located behind primary building line.</p> <p>Vehicle entries have adequate separation from street intersection.</p> <p>Vehicle circulation</p>	<p>One vehicle access point.</p> <p>Access point clearly visible.</p> <p>Adequate separation provided.</p>	Satisfied.

		<p>areas avoid headlights shining into habitable rooms within the development and adjoining properties.</p> <p>Driveway width minimum for functionality.</p> <p>Driveway designed for 2 way access.</p> <p>Compliance with vehicle sightlines.</p>	<p>Vehicle circulation area at the rear, dividing fences will block vehicle headlights. Lighting plan required.</p> <p>Shared driveway is 4.2m wide which is one way access only. Car parking open and any vehicles approaching will be clearly visible which is acceptable to the City's Engineers. Low number of car bays means it's less likely that two cars will be entering/exiting at the same time.</p> <p>No obstructions – condition to ensure compliance.</p>	
<b>3.9 Car and bicycle parking</b>	Achieved – refer to officer comments in report.	<p>3.5 (4) resident and Nil visitor bicycle bays accessed via a continuous path of travel from the entry. Secure and undercover.</p> <p>7 resident car parking bays required.</p> <p>2 visitor parking bays required.</p> <p>Maximum parking provision does not exceed double the minimum.</p> <p>Car parking areas and vehicle circulation areas designed in accordance with AS2890.1.</p> <p>Carparking areas not located within street setback and not visually prominent from the street.</p>	<p>6 resident bicycle parking bays provided in car park, which is connected to units via the footpath. The bays have a lockable bike racks but are not undercover.</p> <p>7 residents parking bays proposed.</p> <p>2 visitor bays proposed.</p> <p>Does not exceed double the minimum.</p> <p>Car parking and circulation as per AS2890.1.</p> <p>Car parking area is partially within the street setback area.</p>	Satisfied.

		<p>Car parking designed, landscaped or screened to mitigate visual impacts when viewed from the dwellings and private outdoor spaces.</p> <p>Visitor parking clearly visible from driveway, signed and accessible.</p>	<p>Car park will be mostly screened by existing street trees and landscaping along with dividing fences on side boundaries.</p> <p>Visitor bays clearly visible.</p>	
<b>4.1 Solar and daylight access</b>	Achieved	<p>Minimum 70% dwellings having living rooms and private open space obtaining at least 2 hours direct sunlight; and maximum 15% receiving no direct sunlight.</p> <p>Habitable rooms one window in external wall, visible from all parts of room, glazed area not less than 10% of floor area and minimum 50% clear glazing.</p> <p>Light wells and/or skylights not primary source of daylight to any habitable room.</p> <p>Building orientated and incorporates external shading devices.</p>	<p>100% of dwellings provided with north facing living rooms or private open space with at least 2 hours direct sunlight access.</p> <p>Windows provided &gt;10% of floor area with minimum 50% clear glazing.</p> <p>N/A</p> <p>Shading provided to eastern, northern and western facing windows/balconies.</p>	Satisfied.
<b>4.2 Natural ventilation</b>	Achieved.	<p>Habitable rooms have openings on at least two walls with straight line distance 2.1m.</p> <p>Minimum 60% of dwellings are naturally cross ventilated; and single aspect apartments included must have ventilation openings oriented to prevailing cooling winds; and room depth no greater than 3*ceiling height.</p> <p>No habitable room relies on light wells.</p>	<p>Provided to all habitable rooms.</p> <p>All units are naturally cross ventilated.</p> <p>N/A</p>	Satisfied.

<b>4.3 Size and layout of dwellings</b>	Achieved.	<p>Dwellings internal floor areas as per Table 4.3a.</p> <p>Habitable room floor areas as per Table 4.3b.</p> <p>Floor to ceiling height 2.7m for habitable rooms, 2.4m for non-habitable rooms, and other as per NCC.</p> <p>Maximum length of single aspect open plan living area 9m</p>	<p>Adequate internal floor spaces provided.</p> <p>Minimum room floor areas provided and compliant.</p> <p>Adequate ceiling heights provided.</p> <p>N/A</p>	Satisfied.
<b>4.4 Private open space and balconies</b>	Achieved - refer to officer comments in report.	<p>Private open space to each dwelling as per Table 4.4.</p> <p>Entire open space not screened, and screening does not obscure outlook.</p> <p>Design detailing, materiality and landscaping of the private open space integrate with/compliments building.</p> <p>Services and fixtures located within private open space not visible from street/integrated into building design.</p>	<p>All units have been provided with a balcony or courtyard that exceeds the minimum area.</p> <p>Width variation to U3 rear courtyard of 2.6m in lieu of 3m.</p> <p>Minimal screening provided to main balconies and does not obscure outlook.</p> <p>Landscaping to front courtyards includes DSA and will improve the streetscape.</p> <p>All services and fixtures are screened.</p>	Satisfied.
<b>4.5 Circulation and common spaces</b>	Achieved subject to condition for lighting plan.	<p>Circulation corridor 1.5m min.</p> <p>Circulation and common spaces are designed for universal access.</p> <p>Circulation and common space capable of passive surveillance.</p>	<p>1.5m provided for all paths on ground floor.</p> <p>Universal access provided to ground floor units. Universal access not applicable to upper floor units.</p> <p>There is no surveillance of the common stairs or landing areas upstairs aside from peepholes in doors.</p>	Satisfied.



		<p>Circulation and common spaces lit without light spill to habitable rooms.</p> <p>Bedroom windows and major openings to living rooms do not open directly onto circulation or common spaces.</p>	<p>Ground floor stair entries have surveillance from apartments above and a gate so opportunities for trespassing is minimised.</p> <p>Lighting plan required.</p> <p>N/A</p>	
<b>4.6 Storage</b>	Achieved.	<p>Store sizes as per Table 4.6.</p> <p>Stores conveniently located, safe, well-lit, secure and subject to passive surveillance.</p> <p>Stores provided separately from dwellings or within or adjacent to private open spaces.</p>	<p>All stores are of compliant size.</p> <p>Stores are fully enclosed and lockable separate to dwellings or within private courtyards.</p> <p>Stores are not visible from the street.</p>	Satisfied.
<b>4.7 Managing the impact of noise</b>	Achieved via conditions.	<p>Exceed NCC requirements.</p> <p>Potential noise sources not adjacent to external walls of habitable room or within 3m of a bedroom</p> <p>Major openings Oriented away/shielded from external noise sources.</p>	<p><b>Not demonstrated. Acoustic report required.</b></p> <p><b>Ground floor units have AC's less than 3m from habitable rooms.</b></p> <p><b>Not demonstrated. Acoustic report required.</b></p>	Satisfied.
<b>4.8 Dwelling mix</b>	Achieved.	Local housing strategy encourages housing choice. No specific dwelling types mentioned.	Mix of one and two bedroom units and 3 universally accessible units.	Satisfied.
<b>4.9 Universal design</b>	Achieved via condition.	20% of dwellings meet Silver level requirements; or 5% of dwellings designed to Platinum Level.	Based on plans provided it is likely that 42% of dwellings will meet Silver level requirements. Condition to comply.	Satisfied.

<b>4.10 Façade design</b>	Achieved subject to condition.	<p>Façade design</p> <p>Façade includes elements that relate to key datum lines of adjacent buildings.</p> <p>Building services fixtures integrated in design and not visually intrusive from public realm.</p>	<p>Articulation and variety of materials and colours in the façade. Condition final schedule of colours and materials.</p> <p>N/A – Existing adjacent buildings not relevant due to SCA15 requirements.</p> <p>Condition to ensure soffit lining to the under croft communal area to conceal hydraulic services of unit 7 above.</p>	Satisfied.
<b>4.11 Roof design</b>	Achieved.	<p>Roof form or top of building complements façade design and desired streetscape character.</p> <p>Building services located on roof not visually obtrusive from street.</p> <p>Useable roof space is safe for users and minimises overlooking and noise impacts on private open space and habitable rooms within the development and on adjoining sites.</p>	<p>Roof form acceptable.</p> <p>AC's on roof not visible from street or adjoining properties.</p> <p>N/A</p>	Satisfied.
<b>4.12 Landscape design</b>	Achieved via a condition.	<p>Submission landscape plan by competent landscape designer.</p> <p>Landscaped areas are located and designed to support mature, shade producing trees to open space and the public realm, and to improve outlook and amenity to habitable rooms and open space areas.</p>	<p>Landscaping plan submitted by qualified landscape designer and is generally supported.</p> <p>DSA areas are acceptable area and width to support tree growth and provide amenity to habitable rooms and open space.</p> <p>Landscaping does not show details of permeable paving and one of the trees could be relocated to the DSA along the rear lot boundary to</p>	Satisfied.

		<p>Planting on structures as per Table 4.12.</p> <p>Building services integrated in design of landscaping.</p>	<p>provide shade to uncovered parking bays.</p> <p>N/A</p> <p>Water meters are located at the rear of the garden bed in the car park.</p>	
<b>4.13 Adaptive reuse</b>	N/A	N/A	N/A	N/A
<b>4.14 Mixed use</b>	N/A	N/A	N/A	N/A
<b>4.15 Energy efficiency</b>	Achieved.	Incorporate at least one significant energy efficiency initiative; or all dwellings exceed minimum NATHERS requirements for apartments by 0.5 stars.	Ceiling fans to all habitable rooms. Condition to ensure compliance.	Satisfied.
<b>4.16 Water management and conservation</b>	Achieved subject to conditions.	<p>Dwellings are individually metered for water usage.</p> <p>Storm water runoff is managed on-site.</p> <p>Provision of an overland flow path for safe conveyance of runoff from major rainfall events to the local stormwater drainage system.</p>	<p>Individual water meters provided.</p> <p>Condition to comply.</p> <p>Condition to comply</p>	Satisfied.
<b>4.17 Waste management</b>	Achieved subject to condition.	<p>Waste storage facilities.</p> <p>Waste Management Plan.</p> <p>Sufficient area for storage of green waste, recycling and general waste (separate).</p> <p>Communal waste storage sited and designed to be screened from view from the street, open</p>	<p>Provided and acceptable. Gate needs to be relocated away from private car bay.</p> <p>Provided and acceptable.</p> <p>Sufficient area provided.</p> <p>Screened bin store provide.</p>	Satisfied.

		space and private dwellings.		
4.18 Utilities	Achieved via a condition.	Utilities located within front setback or on visible parts of room are integrated into design.  Developments fibre-to premises ready.  Hot water units, AC condenser units and clotheslines not visually obtrusive.  Laundries are designed and located to be convenient, weather protected and well ventilated and size appropriate.	N/A  Condition to comply.  Condition to comply.  Laundries conveniently located, weather protected and size appropriate. Condition to comply.	Satisfied.

Please note that the acceptable outcomes stated above is a summary only and when considering compliance with these requirements, please refer to the full requirement as detailed in *State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments*.


TPS24 - SCA15 (Meltham Station Precinct) Frame Precinct Requirements		
ELEMENT	REQUIRED	PROVIDED
Building Height – R60	Maximum 3 storeys	2 storeys
Street Setbacks – Essex Street	Minimum 3m Maximum 3m Minor variations permitted to facilitate articulation.	Minimum 2.7m (GF building wall) Maximum 3.8m (GF building wall) 2.2m to UF balconies and 2m to entry gate pillars.
Street Setbacks – Hotham Street	Minimum 3m	Minimum 3m to building 2.3m to entry feature pillar
Lot Boundary Setbacks	Nil permitted.	Nil setback proposed for smaller sections of wall along SE boundary (max 7.6m long wall to U1)
Rear boundary setbacks	6m	10.8m (SW lot boundary)
Landscaping	Minimum 25% of the site (including above ground level). Minimum 3m wide deep soil zones are to be provided within the rear setback area.	29.2% (including 3.5% permeable paving) 2m wide landscaping DSA along rear setback +1.5m wide permeable paving.
TPS24 - SCA15 (Meltham Station Precinct) General Requirements		
Streetscape – Public Realm	Existing street trees shall be retained wherever possible, subject to the health of the tree; or replaced with mature tree if retention is not possible.  Notwithstanding the above, street trees shall be provided at a minimum rate of 1	All existing street trees proposed to remain.

	<p>tree per 14m of frontage. Street tree species shall be to the satisfaction of the City of Bayswater.</p> <p>Verge landscaping shall complement the landscape treatment of the adjacent setback area in the case of residential uses at ground floor level.</p>	<p>Two new street verge trees to be provided to Hotham street verge.</p> <p>Additional low rise landscaping to be provided on the verge adjoining the fence along Essex Street.</p>
Built Form	<p>Street corners shall be expressed with a distinctive architectural element or treatment.</p> <p>Buildings on corners shall treat each street as a primary street front and present a consistent quality of architectural treatment.</p> <p>Buildings shall incorporate architectural treatments to break up the perceived mass of the building, such as modulation of the built form, horizontal banding, changes in material, colour or pattern.</p>	<p>The development addresses both street corners and the balcony has been provided with a gabled roof line and outline to the balcony. A distinct change in materials is also proposed to the building fronting the corner by rendered brickwork.</p> <p>The building addresses both street frontages to a high standard.</p> <p>The building includes a number of architectural elements that break up the mass of the building including materials, articulated walls, balconies, vertical windows, pitched roof and entry features.</p>
Architectural Character	<p>Materials and colours shall be derived from the materials and colours of the existing buildings in the surrounding areas. Notwithstanding the above, buildings shall incorporate red brick as either a main wall material or, at a minimum, a feature element.</p> <p>Windows shall be vertically proportioned or composed of vertically proportioned glazing panels.</p> <p>The uppermost floor shall be defined with a distinctive change in material, colour or architectural treatment.</p>	<p>Refer to above comments.</p> <p>Red brick has been incorporated into the front façade and fence.</p> <p>Windows are vertically proportioned.</p> <p><b>The uppermost floor is identical to lower floor. However intent of this requirement was targeted at three storey building.</b></p>
Design Statement	A design statement addressing the above design elements is to be provided as part of a development application.	Provided.
Design Review	DRP Referral required	DRP supported the proposal subject to modifications which have since been made.

**Attachment 7**

<b>DR1 – Design review report and recommendations (Part 1/3)</b>		
<i>This report is prepared by the panel coordinator and checked by the design review Chair. To maintain the integrity and independence of the design review process this report should be attached, unedited to Council reports and (if applicable) the Development Assessment Panel Responsible Authority Report.</i>		
Local government	City of Bayswater	
Item no.	Proposed Seven Multiple Dwellings - 54 Essex Street, Bayswater	
Date	13 December 2019	
Time	10am	
Location	City of Bayswater	
Panel members	Philip Gresley Dominic Snellgrove Patrick Miller Lee Syminton Kris Mainstone	Chair (Declared an interest - Department of Housing and Bianca Sandri have been previous clients). (Declared an interest, Department of Housing has been previous clients).
Local government officers	Des Abel Steven De Piazzi Courtney Wynn	Director Community & Development (Declared a proximity interest and left the room). Senior Planning Officer Planning Officer
Proponent/s	Marko Cirkovic Michael Ruggerio Bianca Sandri Claudio Bornia	Department of Communities ID Developments Urbanista Town Planning Bornia Design
Observer/s	N/A	N/A
<b>Briefings</b>		
Development assessment overview	Courtney Wynn	
Technical issues	N/A	
<b>Design review</b>		
Proposed development	7 Multiple Dwellings	
Property address	54 Essex Street, Bayswater	
Background	The panel previously provided informal advice to the applicant at a Design Review Panel meeting held 1 November 2019. The panel did not support the design and provided a range of commentary, suggestions and improvements which have been mostly included in the (much improved) scheme presented to the panel in this meeting.	
Proposal	Two storey multiple dwelling development comprising 2 one bedroom dwellings and 5 two bedroom dwellings and associated car parking and landscaping.	
Applicant/representative address to the design review panel	Bianca Sandri Claudio Bornia	Urbanista Town Planning Bornia Design
Key issues/recommendations	The proposal includes good solar access, good cross ventilation and is of an appropriate bulk and scale for the context. The masterplan on the site including the carpark layout and access to apartments is of a high quality. The development is generally supported by the panel subject to some minor modifications to better address streetscape, character, passive solar design, and landscaping requirements. It is important to note that additional information (Landscape Plan and Context	



	Analysis) was presented in the meeting but has not been received by the chair. This additional information satisfied some of the concerns raised by the panel members prior to the presentation. This report acknowledges this additional information.
Chair signature	

<b>DR1 – Design review report and recommendations (Part 2/3)</b>	
<b>Design quality evaluation</b>	
	Supported
	Pending further attention
	Not supported
<b>Principle 1 - Context and character</b>	<b>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</b>
	<p>1a. The project has improved significantly from that previously presented through re-planning and re-articulating the layout of the units, including aligning upper and lower floor plans to create a vertical townhouse like rhythm. The current response is therefore more cognizant of, and in-keeping with, the context of the area - both existing and future.</p> <p>1b. However, the project will benefit from the introduction of additional face brickwork, particularly applied to the upper levels to further accentuate the vertical rhythm of the proposal and to create additional contrast of materials. This will further improve the relationship to context.</p>
<b>Principle 2 - Landscape quality</b>	<b>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</b>
	<p>2a. Deep soil zones could be expanded through the use of permeable paving in the carpark to expand the 2m wide strip of deep soil zone on south western boundary.</p> <p>2b. The introduction of medium and large trees (as opposed to many small trees) is strongly encouraged to optimize the landscape outcome on the site.</p> <p>2c. In this instance, the proposed 23% landscaping in lieu of the required 25% landscaping is supported by the Panel.</p>
<b>Principle 3 - Built form and scale</b>	<b>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</b>
	<p>3a. The sections of 1.8m solid high fencing in the street setback area are supported as it strikes a balance between open streetscape and a sense of privacy for the outdoor living area.</p> <p>3b. The panel recommends including the external area adjacent to Bedroom 2 of Apt1 in the private open space to the unit by adding fencing along the boundary line.</p> <p>3c. The panel suggests that the two ends of the building (SW &amp; NE) elevation are not matching the design quality Essex Street façade. The concealed roofline at the two ends of the building are not in harmony with the primary street pitched roofline and should be revised.</p> <p>3d. The flatness of some of the walls in the proposal might be improved when additional shading is incorporated.</p> <p>3e. The 'townhouse look' of the development is supported, however additional consideration is needed where the FFL drops between Units 2 &amp; 3 and to minimize retaining on the boundary.</p> <p>3f. The proponent is encouraged to provide a reflected ceiling plan to the soffit overhanging the carpark to demonstrate how services are being concealed / or visibility is being managed.</p> <p>3g. Face brickwork presented to the adjacent boundary walls should be in keeping with the Essex St elevation and be a similar 76mm format.</p>
<b>Principle 4 - Functionality and build quality</b>	<b>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</b>
	<p>4a. The AC unit should be relocated away from the bedroom window in Apt 1. Consider relocating it to the roof.</p> <p>4b. The ACs mounted on the roof need to be below the ridgelines or relocated to flat sections of the roof so they are not visible.</p>


Principle 5 - Sustainability	<i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i>
	<p>5a. All dwellings have been provided with a north facing outdoor living area.</p> <p>5b. Shading devices are needed along the eastern and western windows to protect against the sun and improve energy efficiency (unit 7 in particular would benefit). The shading devices could also act as visual privacy screening for Unit 7 windows. However, caution is urged as the windows provide necessary passive surveillance to the car park.</p> <p>5c. Northern windows also require external shading devices.</p> <p>Note to applicant: A good resource for understanding the different kinds of shading required for different orientations can be found here: <a href="https://www.yourhome.gov.au/passive-design/shading">https://www.yourhome.gov.au/passive-design/shading</a></p> <p>5d. The development has achieved good cross ventilation.</p>
Principle 6 - Amenity	<i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i>
	<p>6a. The ground floor apartments have large or multiple (U2 &amp; U3) private outdoor living areas which will provide interaction with the street and additional private outdoor spaces at the rear.</p> <p>6b. The interface between the car parking area and Essex Street could be improved by introducing screening such as extending the fence beyond the crossover and widening the landscaping to reduce the dominance of the car parking area.</p> <p>6c. Introducing translucent roof sheeting / skylights to the upper level entry stairs will improve amenity for the residents.</p>
Principle 7 - Legibility	<i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i>
	<p>7a. The individual pedestrian access points to the ground floor units are good as is the legibility of entry from the carpark.</p> <p>7b. Could the pedestrian footpath on the verge be better located close to the road to increase the sense of privacy for outdoor living areas?</p> <p>7c. Could the bicycle parking bays be relocated to the informal seating area and the bin store relocated to where the bicycle bays are currently to increase the amount of landscaping?</p>
Principle 8 - Safety	<i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i>
	<p>8a. Security screens and doors are recommended for ground level units as it is the most exposed to the street. Security screens will increase likelihood of occupants keeping windows open during summer months for cross ventilation in these units.</p>
Principle 9 - Community	<i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i>
	<p>9a. The development has been oriented towards the street and will promote passive surveillance and promote interaction with the street.</p>
Principle 10 Aesthetics	<i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i>
	<p>10a. The proposed development is considered to be quite successful in terms of design and addressing the streetscape. Only minor modifications are needed to address the character through expression of materials, architectural detailing, landscaping and the urban interface to the car parking area.</p>

**Conclusion:**

The presented proposal, with some minor improvements, will be a good addition to the local area - an area in planning transition.

<b>DR1 - Design review report and recommendations Part 3/3</b>			
<b>Design Review Progress</b>			
	Supported		
	Pending further attention		
	Not supported		
	<b>DR1 12/12/2019</b>	<b>DR2 (Date)</b>	<b>DR3 (Date)</b>
Principle 1 - <b>Context and character</b>			
Principle 2 - <b>Landscape quality</b>			
Principle 3 - <b>Built form and scale</b>			
Principle 4 - <b>Functionality and build quality</b>			
Principle 5 - <b>Sustainability</b>			
Principle 6 - <b>Amenity</b>			
Principle 7 - <b>Legibility</b>			
Principle 8 - <b>Safety</b>			
Principle 9 - <b>Community</b>			
Principle 10 - <b>Aesthetics</b>			

**Attachment 8**

Prepared for: Individual Developments 

Prepared by:



**ARBORITE**  
TREE MANAGEMENT SOLUTIONS

27 July, 2020

# Impact Assessment Report



**54 Essex Street**  
Bayswater, 6053

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## Impact assessment

July 29, 2020

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## Impact assessment

July 29, 2020

**1. Client**

Michael Ruggiero  
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**2. Summary**

The purpose of this report is to provide an independent Arboricultural assessment of 5 verge trees (Fig. 1 & 2) located at 54 Essex St., Bayswater. Arborite Tree Management Solutions has been employed to conduct a site visit and determine if the current plans (Appendix 15.1) will adversely affect the subject trees outlined in this report. Information will be provided on construction surrounding trees and recommendations will be made to minimize damage to the subject trees.

**3. Key objectives**

- Assess the subject trees at the construction site as outlined in Figures 1 & 2.
- Identify scientific names of subject trees.
- Determine the subject trees height, width, trunk diameter, tree protection zone (TPZ) and structural root zone (SRZ)
- Determine if the proposed development will negatively impact the subject trees.
- Provide information pertaining to construction surrounding trees.

**4. Methodology**

- The subject trees were assessed from observations made from ground level on the 22nd July 2020.
- Field notes were taken and the information documented was an accurate account of the subject trees on the above specified date.
- The height and spread of relevant trees were estimated.
- A measuring tape was used to determine the DBH.
- TPZ & SRZ have been determined based on the DBH measurement and trunk calliper.
- An android phone (OPPO AX7) was used at ground level to gather photographic evidence.
- Plans have been supplied by the client (Appendices 15.1).
- Some information contained in this report has been supplied by the client.



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## 5. Site details

## 5.1 Site Maps



Fig.1 – Indicating trees 1 – 5 located at 54 Essex St., Bayswater (Google maps)



Fig. 2 – Indicating trees 1 -5 and the distances to proposed works

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## 6. Tree details

ID	Species	Height/Width (m)	DBH (mm)	TPZ/SRZ (m)
Tree 1	<i>Lophostemon confertus</i>	8-10/6	400	4.8/2.25
Tree 2	<i>Callistemon sp.</i>	6/6	300	3.6/2
Tree 3	<i>Callistemon sp.</i>	6/8	390	4.68/2.23
Tree 4	<i>Lophostemon confertus</i>	8/5	275	3.36/1.94
Tree 5	<i>Lophostemon confertus</i>	8/6	320	3.84/2.05

## 7. Tree Protection

Tree roots are generally shallow in the soil and can travel well beyond the drip line of the tree's crown. Roots that collect water and nutrients are typically found within the top 600mm of the soil and are therefore susceptible to damage or disturbance. It is important to protect the roots in this surface layer to ensure the tree is not placed under stress. The best way to protect a tree during construction is by establishing a tree protection zone (TPZ)

## 8. Tree Protection Zone, Structural Root Zone &amp; Encroachment

**8.1 Tree protection Zone (TPZ):** The tree protection zone is the principal means of protecting trees on development sites. The TPZ is a combination of the root area and crown area requiring protection. The TPZ incorporates the structural root zone (SRZ).

**8.2 Structural Root Zone (SRZ):** refers to an area around the trunk of the tree that relates to the structural stability of the tree. If larger roots within this area are damaged it is highly likely the tree's structure will be compromised, possibly causing whole tree failure. The SRZ primarily relates to structure as opposed to tree health, to protect tree health The TPZ should be adhered to.

**8.3 Incursion:** It may be possible to encroach into or make variations to the standard TPZ. Encroachment includes excavation, compacted fill and machine trenching. Encroachment can be classified as minor or major encroachment.

Minor: If the proposed encroachment is less than 10% of the area of the TPZ and is outside the SRZ.

Major: If the proposed encroachment is greater than 10% of the TPZ or inside the SRZ.

## 9. TPZ establishment

A TPZ is calculated in accordance with Australian Standard 4970-2009 Protection of trees on development sites. A TPZ aims to; protect the tree roots from high traffic and soil disturbance, provide root space to sustain a tree's health, minimise interruption to the tree's growing environment and prevent vehicle damage to the tree trunk and branches.

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## 9.1 TPZ Guidelines

1. A Tree Protection Zone (TPZ) shall be established for the duration of any works near a tree.
2. The tree protection distance method outlined in the current Australian Standard will be used for the allocation of tree protection zones. The TPZ for individual trees is calculated based on trunk (stem) diameter (DBH), measured at 1.4 metres up from ground level. The radius of the TPZ is calculated by multiplying the tree's DBH by 12. TPZ distances are measured as a radius from the centre of the trunk at ground level.
3. A qualified arborist must approve any modification to a tree protection zone

*The following are not permitted within a tree protection zone:*

1. Mechanical excavation on the road, footpath or any public space
2. Stockpiling of building materials, debris or soil
3. Vehicular traffic except on existing paved surfaces
4. Installation of service pits or hatches
5. Vehicular crossings
6. Severing of tree roots with a diameter greater than 30mm
7. Alteration of soil levels and structure

## 9.2 TPZ Signage

A prohibition sign complying with AS4970:2009 stating "NO ENTRY – TREE PROTECTION ZONE" and including contact details of the site foreman is to be attached to the fence to be visible from all sectors of the site, and remain in place until all construction has been completed (Fig. 3)



Fig. 3 – TPZ signage to be placed on fencing and visible to construction workers.

## 10. Construction around trees

There are a number of factors to consider when performing construction works around trees.

## 10.1 Root severance &amp; regeneration

Root excision triggers responses in hormonal levels, water and nutrient status and gaseous exchange that result in growth changes and biomass allocation. Mechanical damage reduces the root:shoot ratio and subsequently inhibits the trees ability to uptake water resulting in symptoms synonymous to drought.

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The compensatory mechanics to cope with reduced capacities of water and nutrient supply due to root loss include an enhancement of root physiological activity of the remaining roots and/or regeneration and rejuvenation of the root system.

Studies found that root pruning resulted in below ground biomass allocation in the form of fine roots and greatly reduced allocation to above ground biomass i.e. leaves. The leaf/fine root biomass ratio quantifies the amount of resources dedicated to leaf carbon assimilation relative to the absorption of nutrients and water thus, an important indicator of functional balance between these processes.

It is now recognised that the survival of trees following root damage or severance is largely dependent on the rapid extension of roots to absorb water, replenish transpirational water loss and reduce drought related water stress symptoms. Therefore, it is important to protect the remaining root structure and encourage further growth. Fine roots that have regenerated close to the surface will be susceptible to damage in the upcoming hotter months.

#### 10.2 Root pruning

Most trees will tolerate root pruning up to 25% total mass and some species endure considerably more. Given they have space to do so, roots will regenerate in time to compensate for the loss and re-align the root:shoot ratio.

#### 10.3 Soil gradient change

Raising the grade or soil level over existing roots can have a significant effect on the future growth and survival of existing trees. When soil or any type of fill is placed over the existing root system, it causes a reduction in the oxygen supply to the tree roots and slows down the rate of gas exchange between the roots and the air in the soil pore space.

Many of the soil organisms (rhizosphere) also utilize the water and oxygen in their normal growth processes. Lack of oxygen in the soil may result in accumulation of noxious gases and chemicals detrimental to good growth. When this occurs, the feeder roots fail to develop, the root system and the above-ground portion of the tree begin to decline. Initial symptoms generally include; delayed bud break, reduced growth, stunted light green to yellow leaves, necrosis, crown thinning and leaf abscission. Tree mortality may take anywhere from several months to several years to occur.

#### 10.4 Compaction

An ideal soil for root growth and development contains about 50 per cent pore space for water and air movement. A reduction of the total porosity (Compaction) impedes an adequate gas exchange between soil and atmosphere which depends on a continuous system of air-filled pores throughout the soil.

Decreased air permeability and soil porosity limit extension, elongation, density and penetration of fine roots which has been witnessed by the reluctance of new roots to expand into the construction sand.

Compaction is measured by bulk density that is the dry weight of soil by volume. Compacted construction sand has a bulk density value of approximately 1.6g/cm<sup>3</sup> which is typically too high to support root growth.

#### 10.5 Structural soils

The aim of structural soil is to provide a solid base to support loads while permitting root growth. Here in Australia, SESL has developed specifications for structural soils suited to Australian conditions. A typical SESL structural soil is composed of 5 to 6 parts 75-mm rail ballast (which is defined by AS 2758.7) to 1 part soil. When the mix is compacted, it retains a void space of at least 30%, which is available for water and air movement and root growth.



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It is important to understand structural soil as the entire structural foundation, not just as a soil product that fits in with the foundation. Doing away with the traditional small pit for each tree, it allows roots to travel as far as they can beneath the pavement.

When structural soil is properly used, roots can penetrate deep enough to avoid surface heat and to find enough water. Growing deeply, they are less likely to lift and crack pavements. Structural soil meets the needs of both engineers, by providing a firm foundation, and landscapers, by providing adequate rooting volume with air permeability, moisture-holding capacity and cation exchange capacity.

### 11. Discussion

#### 11.1 TPZ and modifications

The tree protection zone is a guideline established to help protect trees, especially during construction. The TPZ is calculated based on the trunk diameter and makes some assumptions as to the likely spread of the trees roots. In urban settings, the trees roots are not often where they are expected and can also be influenced by soil type and tree species. A majority of Perth's suburbs are situated on sandy soils that typically have low compaction rates and high filtration that can result on tree roots growing downwards as opposed to the more conventional lateral growth. As a result, it may be possible in certain circumstances to make significant encroachments into the TPZ and often the structural root zone.

Currently one of the biggest areas of contention and legal dispute centres around what is an acceptable (or unacceptable) level of impact. These concerns intersect with issues surrounding encroachment. Theoretically, the standard allows 100% impact on the TPZ, provided that the project arborist can adequately demonstrate that the tree will remain viable. Some arborists advise that if the SRZ cannot be substantially preserved, then the tree should be removed. This is not in accord with the standard, and might be seen as an easy or perhaps safe approach.

#### 11.2 Tree retention

There is always a compromise between retaining trees on a development site and the economic imperatives of land development. Retaining trees on development sites is a fine balance between sustaining that amenity and the economic development of the land. Establishing priorities for the retention of trees is an important part of the planning process if amenity is to be sustained in the long term. If the trees are found to have high significance plans may be altered or construction methods changed to accommodate tree retention. Excavation within the TPZ can be conducted in a non-intrusive manner that can dramatically reduce disturbance to the trees roots.

### 12. Summary of observations

- Plans indicate that works will be conducted in the SRZ of trees 1, 2, 3 & 4.
- It is a priority to retain subject trees on site.
- Modifications of the TPZ may be made with a qualified Arborist on site.
- Construction methods can be altered to minimise root disturbance/damage

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**13. Recommendations**

- A Suitably qualified Arborist to be on site during excavation to document root disturbance/damage and prune roots where necessary.
- Excavate soil manually (i.e. by shovel) to expose roots that will be impacted by footpath and driveway construction.
- Use structural soils in TPZ areas to facilitate root growth of mature trees.
- Adequately mulch the TPZ of the subject trees post construction of the footpath and driveway.
- Establish tree protection for subject trees for the remaining duration of construction.
- Prune trees that will likely be affected by mechanical damage prior to construction.
- Irrigate trees thoroughly during the entirety of the construction process.
- Monitor trees and contact an Arborist if crown deterioration is observed.

**14. Disclaimer**

The conclusions and recommendations contained in this report refer to the trees' condition on the day of inspection only. The report should be read and considered in its entirety. All care has been taken using the most up to date arboricultural information in the preparation of this report. The report is based on visual inspection only. No guarantee can be given nor can it be predicted that branch failure or uprooting (windthrow) would not occur as a result of high winds and /or excessive rainfall and other unpredictable events. Tree health and environmental conditions can change at any time due to unforeseen circumstances.



## Impact assessment

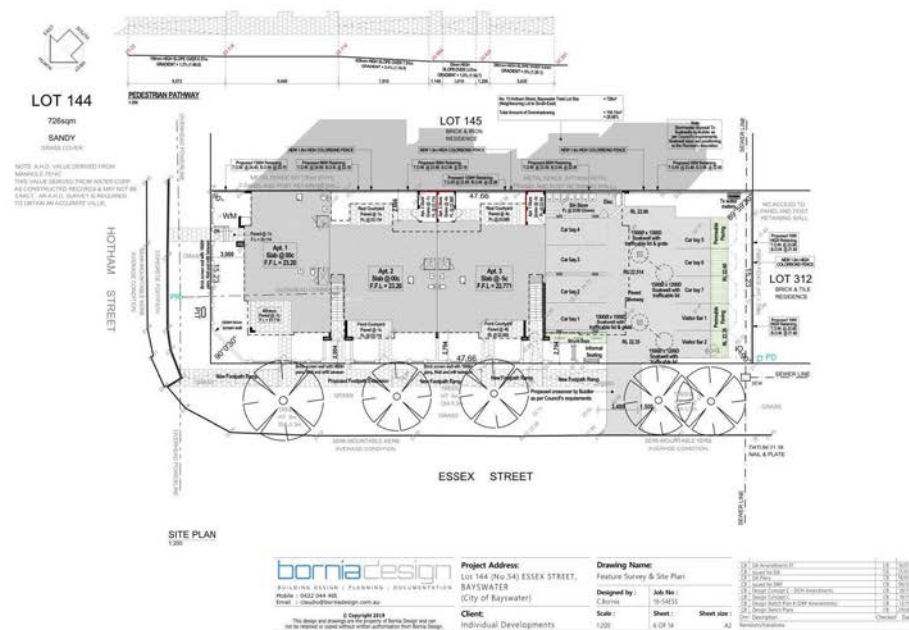
July 29, 2020

## 15. Appendix

## 15.1 Development plans

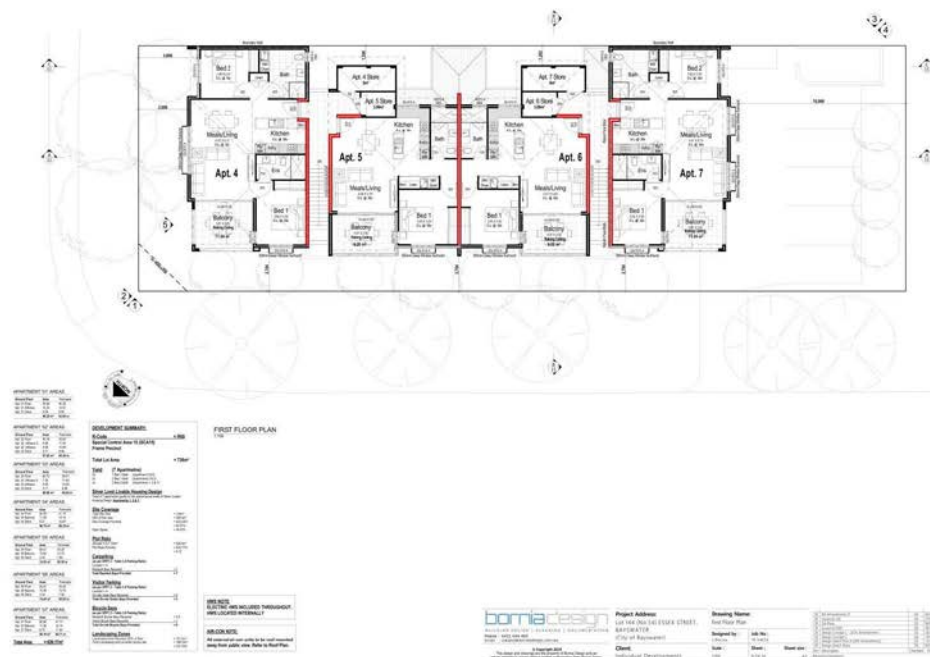


July 29, 2020



## Impact assessment

July 29, 2020



**10.4.4 Proposed Industrial Unit (Warehouse/General Industry & Ancillary Office) - Lot 157, 21 Radius Loop, Bayswater**

<b>Applicant/Proponent:</b>	M & CA Pirone Pty Ltd T/A Pirone Builders (Directors: Mario Pirone and Carmela Pirone).	
<b>Owner:</b>	Bayswater Industrial Estate Pty Ltd (Directors: Adrian Fini, Ben Lisle and Phillip Cardaci)	
<b>Responsible Branch:</b>	Development Approvals	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Development plans <b>Confidential Attachment</b> 2. Applicant justification	
<b>Refer:</b>	N/A	

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

**SUMMARY**

A planning application has been submitted for a warehouse and general industry with ancillary office at Lot 157, 21 Radius Loop, Bayswater. The subject lot is currently vacant. The proposal is considered to be compliant with the provisions of Special Control Area No.10 within the City of Bayswater *Town Planning Scheme 24* (TPS 24).

The application is being referred to Council for determination as the proposed development proposes the removal of a street tree in accordance with the City's *Trees on Private Land and Street Verges Policy* and the City's *Urban Trees Policy*. The application is recommended for approval.

**OFFICER'S RECOMMENDATION**

**That Council approves the planning application dated 21 July 2020 and plans dated 16 July 2020 for a warehouse and general industry with ancillary office at Lot 157, 21 Radius Loop, Bayswater, subject to the following conditions:**

- 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 construction management plan, detailing how the construction of the development will be managed to minimise the impact on the surrounding area, shall be submitted to and approved by the City of Bayswater, prior to the submission of a building permit application.**
- 3. The refuse bulk bin area shall be suitably ventilated and screened 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.**
- 4. The vehicle parking area shall be constructed in asphalt, concrete or brick paving, drained, kerbed and line-marked, together with suitable directional signs, and thereafter maintained to the satisfaction of the City of Bayswater.**

5. The approved parapet/boundary wall(s) and footings abutting the lot boundaries shall be constructed wholly within the subject allotment. The external surface of the parapet/boundary wall(s) shall be finished to a professional standard, to the satisfaction of the City of Bayswater.
6. Any proposed vehicular entry gates shall be a minimum 50% visually permeable, and shall be open at all times during operation of the development.
7. The use of reflective or obscure glazing is not permitted on ground floor windows and/or openings facing Radius Loop.
8. All external fixtures, such as television antennas (of a non-standard type), radio and other antennas, satellite dishes, external hot water heaters, air conditioners, and the like, shall not be visible from the street, or designed integrally with the building and be located so as not to be visually obtrusive from the street.
9. The remaining street tree that is not proposed to be removed as indicated on the approved plans, is to be retained and shall have measures consistent with AS 4970-2009 undertaken to ensure its/their protection during construction of the subject development to the satisfaction of the City, including but not limited to the following:
  - (a) A minimum 2.0m radius tree protection zone (TPZ) shall be provided through 1.8m high fencing around the verge tree (chain mesh panels or other suitable material) during construction of the subject development.
  - (b) The above fencing is not to be moved or removed at any period during construction, and this zone is not to be entered for any reason; signage notifying people of the TPZ and the associated requirements is to be placed on each side of the fencing.
  - (c) All activities related to construction of the subject development, including parking of vehicles, storage of materials, and washing of concreting tools and equipment is prohibited within the designated TPZ.
  - (d) Any roots identified to be pruned shall be pruned with a final cut to undamaged wood outside of the TPZ. Pruning cuts shall be made with sharp tools such as secateurs, pruners, handsaws or chainsaws. Pruning wounds shall not be treated with dressings or paints. It is not acceptable for roots to be 'pruned' with machinery such as backhoes or excavators.
  - (e) The tree shall be provided with supplemental water during any construction period falling over summer, with a minimum of 150 litres being provided per week.
  - (f) Should any works be required to be undertaken within the TPZ, approval must be given by the City prior to entering this zone. You may be required to seek advice from an Arborist in regard to the type of works being undertaken, this information is to be assessed by the City as part of the approvals to enter.
  - (g) Any new crossover shall maintain a minimum clearance of 2.0m from the base of a street tree(s).
10. Prior to the removal of the verge tree as indicated on the plan, the owner/applicant is to pay the City of Bayswater the amount of \$1,440 as determined by the Helliwell Assessment undertaken by the City to compensate for the loss of amenity value provided by the tree.
11. The street tree proposed to be removed as indicated on the approved plans shall be removed to the satisfaction of the City of Bayswater. The owner/applicant is responsible for engaging a qualified contractor, the cost of removing the tree and any claims that may arise from the removal of the tree.

12. Prior to occupation, a total of one (1) street tree with a pot size of 100L is to be planted on the Radius Loop verge in front of the subject site, at the full cost of the applicant/owner and to the specifications and satisfaction of the City of Bayswater.
13. Prior to the submission of a building permit application, the owner/applicant is to pay the City a bond in the amount of \$500.00 which will cover the cost of a replacement tree in the event that the replacement tree does not survive. The bond will be refunded if the tree survives after 24 months.
14. The office within the development are to be directly related and incidental to the predominant approved use of general-industry, to the satisfaction of the City of Bayswater.
15. All stormwater shall be managed on-site to the satisfaction of the City of Bayswater.
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.
17. No storage or display of goods is to occur outside the building, 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. Further to condition 12, the replacement street tree species is required to be *Eucalyptus sideroxylon*.
3. All vehicle crossovers being a minimum 150mm thick, and designed and constructed to the satisfaction of the City of Bayswater.
4. Kerbs, roadways, footpaths, open drains, stormwater pits, service authority pits and verge areas must be adequately protected, maintained and reinstated if required, during and as a result of carting and all works associated with this development.
5. 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.
6. 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*.
7. The applicant is to make arrangements to the satisfaction of the Water Corporation for the provision of reticulated sewerage to all lots/units within the subdivision/development.
8. Development of the site is required to be managed in accordance with the provisions outlined in the contaminated sites auditor-approved site management plan entitled 'Tonkin Highway Industrial Estate, Area 1 – Site Management Plan' (Strategen Environmental, March 2018).
9. Any noise generated by the construction or operational activities is not to exceed the levels as set out under the *Environmental Protection (Noise) Regulations 1997*.



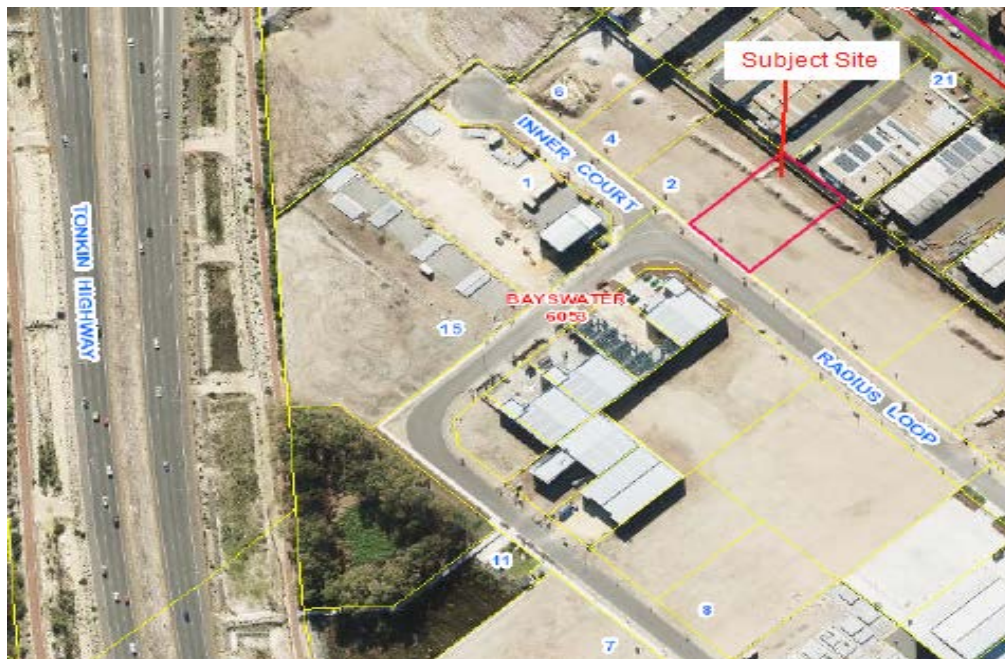
10. This approval is not a building permit or an approval under any other law than the *Planning and Development Act 2005*. It is the responsibility of the applicant/owner to obtain any other necessary approvals, consents and/or licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

#### BACKGROUND

<b>Application Number:</b>	DA20-0373
<b>Address:</b>	Lot 157, 21 Radius Loop, Bayswater
<b>Town Planning Scheme Zoning:</b>	General Industry
<b>Use Class:</b>	Permitted use - 'P'
<b>Lot Area:</b>	2001m <sup>2</sup>
<b>Existing Land Use:</b>	Vacant land
<b>Surrounding Land Use:</b>	Industrial / Warehouse
<b>Proposed Development:</b>	Industrial - Warehouse/General Industry and Ancillary Office Unit

A planning application was received on 21 July 2020 for a proposed warehouse and general industry with ancillary office development within the Tonkin Highway Industrial Estate. The applicant has advised that the development is being designed and built on speculation by the property owner and therefore at this stage, cannot provide details on business details, number of staff, operation hours, potential clientele, or signage strategies. The development has been designed for warehouse and general industry use with ancillary office.

The proposed development results in the removal of a street tree to facilitate the provision of a vehicle crossover, given the proposal results in the removal of a verge tree, determination of the application falls outside officer's delegation hence the application is referred to Council for determination.





*Tree to be removed above*

## EXTERNAL CONSULTATION

The City sought comment from the Department of Water and Environmental Regulation (DWER) in relation to the development being located within the Tonkin Highway Industrial Estate (THIE) which is subject to the *Contaminated Sites Act 2003* due to the former use of the site by Cresco for fertilizer manufacturing. Comments and advice received from DWER have been incorporated onto the recommended conditions of approval.

In accordance with Council resolution at its Ordinary Meeting held 9 December 2014, the proposed street tree removal was advertised to landowners within 50 metres of the subject property. The consultation period is for 14 days with the closing date for comments being 16 October 2020.

No submissions were received by end of business 14 October 2020. Any submissions received between 14 October 2020 and 16 October 2020 will be submitted as an addendum to this report.

## OFFICER'S COMMENTS

Key Scheme Provisions	Required	Provided	Assessment
Minimum Setbacks:			
Front	3m	12.9m	Compliant
Side (north west)	Nil	Nil	Compliant
Side (south east)	Nil	Nil	Compliant
Rear	Nil	3.6m	Compliant

Maximum Building Height	3 storeys	2 storeys	Compliant
Landscaping	Minimum 5% of the total lot area including a 2m wide landscaping strip along the street frontage.	5.12% landscaping provided including a 2m wide landscaping strip along the street frontage.	Compliant
	One tree shall be planted every 15m of lot frontage within the landscaping strip (2 trees required).	Four trees provided within the front landscaping strip.	Compliant
	Trees are to be planted within uncovered car parking areas at the rate of 1 per 6 car parking spaces (4 trees required).	Five trees provided. Two trees provided to northern bays and three trees provided within the front landscaping strip providing shade to car parking bays.	Compliant
	Total 6 trees required.	Overall six trees provided across the site.	Compliant
Fencing	Fencing located on the front lot boundary is to be black powder coated Garrison or Palisade fencing to a maximum height of 1.8m	1.8m black garrison fence with black garrison sliding gate to 1.8m.	Compliant
	Fencing located behind the front boundary (side and rear fencing) is to have a minimum standard of 1800mm railless chain link or steel mesh incorporating black coloured PVC coating with black gates, posts and fittings.	Black garrison fencing to 1.8m.	Compliant
	Barbed wire must not be installed forward of the building line.	N/A	N/A
Built Form	The buildings shall be designed to address the street, providing a well articulated administration/office area at the front of the main building which will contribute to the streetscape.	The office area projects forward of the main building.  The entrance and office area have been articulated by large steel awnings, 300mm wide concrete panel with polished concrete	Compliant

		render feature on all visual sides of the office unit, supporting frame feature to upper floor windows of office unit, cladding fixed steel frame, colour scheme and large windows.	
	The main entrance is to be on the front elevation or close to the front of the building, being clearly visible from the street.	The main entrance is clearly visible from the street.	Compliant
	The primary street facade shall avoid large unbroken expanses of wall.	The front façade has been articulated by large steel awnings, 300mm wide concrete panel with polished concrete render feature on all visual sides of the office unit, supporting frame feature to windows of office unit, cladding fixed steel frame, colour scheme and large windows.	Compliant
	Building frontages are to be designed to promote surveillance of the street and/or public open space.	The office contains large windows that overlook the street.	Compliant
Minimum Parking	20 car parking bays	20 car parking bays.	Compliant
Street Verge Trees	Street tree are to be retained unless in the opinion of the City of Bayswater the development meets one or all of the criteria (a) to (e).	The street tree removal meets criteria (e). The street tree removal is required to be removed to facilitate the placement of a permanent vehicle access crossing as a last resort as there is no other viable option.	Compliant

### Site Context

The subject site is situated within the THIE where the predominant uses are general industry land uses including warehouse and showrooms.

Appropriateness of Use

The proposal is considered to activate the currently vacant land and contribute to the emerging industrial and commercial character of the THIE which is intended to be a quality estate providing a high level of amenity whilst achieving well designed, functional and efficient buildings.

Further, the main use (warehouse) is a permitted use for the subject Precinct B of the THIE under the provisions of the City's TPS 24, and therefore, the use is considered appropriate for the area.

Street Trees

The proposed development includes two crossovers with the south eastern crossover conflicting with one of the existing two street trees located within the Radius Loop verge adjacent to the property. The street tree is a '*Eucalyptus sideroxylon*' species that is approximately 2.5 years old and is considered to be immature with the height of approximately 3 metres, a trunk diameter of 0.7 metres and canopy spread of less than 3 metres. The City's *Trees on Private Land and Street Verges Policy* and the City's *Urban Trees Policy* specify that street verge trees are to be retained, unless in the opinion of the City of Bayswater the development meets the following criteria:

- (a) *The tree is dead;*
- (b) *Where an unacceptable level of risk exists within the tree's structure and remedial techniques cannot rectify;*
- (c) *The tree is suffering from a disease where remedial techniques will not prevent further spread of the disease, and the removal will be of benefit to other trees around it;*
- (d) *The tree is causing significant damage to infrastructure and suitable documented evidence is provided by a suitably qualified currently practising arborist, at the expense of the applicant; and/or*
- (e) *To facilitate the placement of a permanent vehicle access crossing as a last resort, where there is no other viable option."*

It is acknowledged that both trees are in good health, are not causing any infrastructure damage and do not pose a safety risk.

When considering indicative alternative designs for vehicle crossover relocation, alternative designs will either result in a conflict with the other existing street tree located to the north west, result in solar access impacts or result in a car parking shortfall. Indicative designs are outlined below:

- Flipping the design whereby the office is relocated to the north west boundary:
  - The applicant has advised that this option would not be viable as the office is required to be orientated towards the north to achieve optimum solar orientation and to maximise the exposure to northern light, a prerequisite of the design. In addition this will result in the north west crossover conflicting with the other existing street tree located to the Radius Loop verge adjacent to the property.
- Flipping the design whereby the office is relocated to the north west boundary and the driveway is relocated to be directly adjacent to the office building:
  - This will result in a 2 car parking bay shortfall. In addition, the office orientation will limit exposure to northern light. Reducing the number of car parking bays to the site is not considered a viable option given the City has consistently not supported car parking variations within the THIE.
- Retaining the building layout and relocating the south east crossover to be directly adjacent to the office building and five bays being relocated to be adjacent to the middle car bays:

- This will result in a 2 car parking bay shortfall. Reducing the number of car parking bays to the site is not considered a viable option.

In addition to the above, the site is constrained by a 2m retaining wall at the rear of the site where the site levels drop by approximately 2m. This results in land approximately 3.3 metres in width with limited development opportunity.

When considering the above alternative options for the placement of a vehicle crossover, it is considered that there is no other viable option for the placement of a vehicle crossover as the alternative designs result in conflicts with the other street verge tree, results in reduced northern sun light access and/or results in a car parking shortfall.

The City's Consulting Arborist has advised that the street verge tree is not suitable for relocation given its age and size. In the event that Council allows the removal of the street verge tree, the applicant will be responsible for the removal of the street tree, provision of a replacement tree of the same species with a minimum size of 100 litre bag and payment of an amenity value of \$1,440 as determined by the Helliwell Assessment undertaken by the City to compensate for the loss of amenity value provided by the tree. In addition, a bond of \$500 will be required to ensure the tree survives for a minimum 2 years.

Given the above reasons, it is recommended that Council supports the removal of the street verge tree to facilitate a vehicle crossover to the development.

### LEGISLATIVE COMPLIANCE

- City of Bayswater Town Planning Scheme No.24;
- City of Bayswater local planning policies including Trees on Private Land and Street Verges Policy;
- City of Bayswater Urban Tree Policy; and
- *Planning and Development Local Planning Schemes) Regulations 2015*

### 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.

**CONCLUSION**

Given the above assessment, it is recommended that the application be approved subject to appropriate conditions as detailed in the report.

**Lot 157 (#21)**  
Site Area: 2002m<sup>2</sup>  
VACANT  
SAND / GRASS

**Stance Rogers Assoc Pty Ltd (AMEA)**  
30 North Road  
BASSENDEAN WA 6054  
Email: stance@stancerogers.com.au  
Ph: (08) 9379 9461 or 0447 112 481

**Stormwater Calculations:**  
Roof & hardstand area = 1790m<sup>2</sup>  
Runoff = 9.05  
Equivalent Impervious area = 181m<sup>2</sup>  
Soakaway Storage (located 100m from ARI) = 20.1m<sup>3</sup> see attached spreadsheet  
Soakaway capacity (1800mm x 1800mm) = 4.5m<sup>3</sup>  
Number of soakaways = 12  
Total soakaway storage = 54.0m<sup>3</sup>  
Storage Required (1 in 100 Year ARI) = 61.9m<sup>3</sup> see attached spreadsheet  
Total soakaway storage = 54.0m<sup>3</sup>  
Above ground storage = 2m<sup>3</sup> (min)  
Total on site storage capacity = 41.9m<sup>3</sup>

**DRAINAGE LEGEND**  
1800mm x 1800mm SOAKAWAY WITH RAFTICABLE GRID  
150mm UPVC STORMWATER PIPE (LAD AT 1:100 GRADIENT)  
145mm MINIMUM COVER UNLESS NOTED OTHERWISE ON PLAN  
CONCRETE PIPES MAY VARY IN SIZE, REFER TO SITE PLAN  
1800mm x 1800mm SOAKAWAY WITH RAFTICABLE GRID

**Refer to attached 'Indicative Tree Planting in Paved Area' detail prepared by Urban Design Landscape Architecture to all proposed tree wells**

**Service Vehicle Austroads 2013 (AU)**

**Proposed Warehouse**  
Ground floor area: 274m<sup>2</sup>  
TOTAL COMPARTMENT AREA: 1134m<sup>2</sup>  
FF: 15.100

**Proposed General Industry**  
Ground floor area: 86m<sup>2</sup>  
TOTAL COMPARTMENT AREA: 1134m<sup>2</sup>  
TOTAL BUILDING VOLUME = 11,953.0m<sup>3</sup> (including office area)  
FF: 15.100

**Proposed Office**  
Ground floor area: 58m<sup>2</sup>  
FF: 15.100

**Off-Street Parking Facility - (Justification)**  
Although there has been 2 random parking spaces provided, its dimensions and size are adequate for vehicle and personal manoeuvring. The random bay will be used for staff, particularly management parking only and the subject personnel will be arriving to site in the morning first, and will be leaving the site last in the evening, and there for, there will be no issue for those vehicles being blocked in by vehicles in the car space behind. In addition, the parking space will be clearly marked with approved marking point with 'STAFF PARKING ONLY'. In conclusion, the proposed random parking bays have no adverse effect on any other council requirement including landscaping, building setbacks, bin store, nor does it have any effect to the streetscape, only to provide the required amount of parking spaces needed on site. Please consider this variation.

**Off-Street Parking Facility - (Justification)**  
Although all the parking bays designed at 2400mm x one of 2700m adjoining the bin store do not comply with the city's standard parking bay widths, they do comply with the Australian Standard minimum car bay width dimension. The parking bays are all at least 2.1m wide with no adjoining obstructions. These car spaces have no adverse effect on the rest of the development as all development requirements have been met in accordance with the city's policies and scheme. Due to the odd length of the property, there was a shortfall of non-usable land area for parking spaces, hence making the parking bays 2400mm x 2700mm wide. This in turn, provided more parking spaces so the parking requirements have now been met. Please consider this variation.

**SEWER PROPERTY CONNECTION**  
APPROXIMATE ONLY  
SEWER INVERT LEVEL 12.22  
SEWER BROUGHT UP 2.1  
DEPTH TO CONNECTION 0.5

**NOTE:**  
APPROXIMATE AHD LEVEL DERIVED FROM SEWERAGE MAN-HOLE AEB753

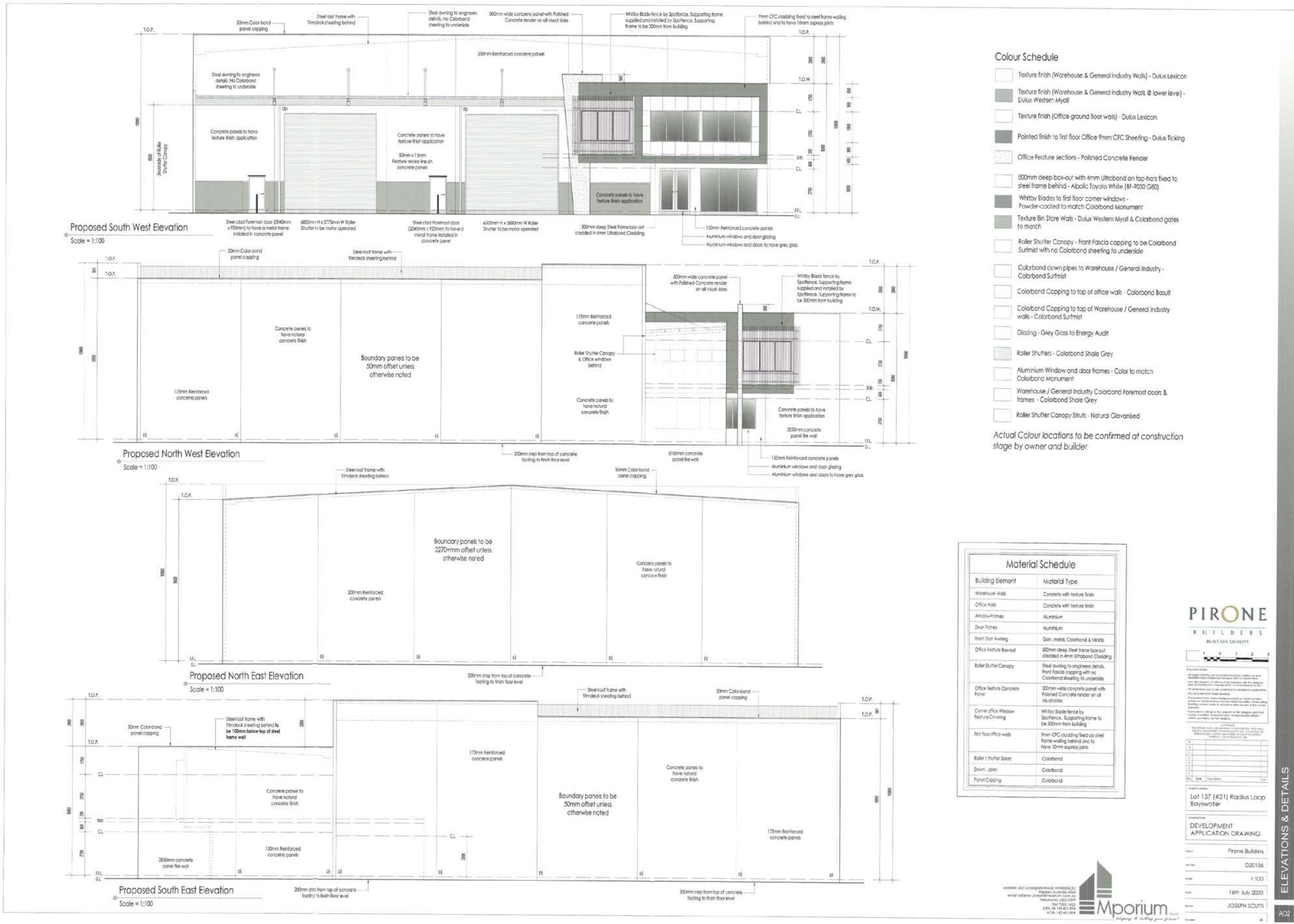
**Proposed Site & Floor Plan**  
Scale = 1:100

**PIRONE BUILDERS**  
BUILT ON QUALITY

**Lot 157 (#21) Radius Loop**  
Bayswater

**Development Application**  
Drawing No: D20156  
Date: 16th July 2020  
Author: JOSEPH SCUTTI

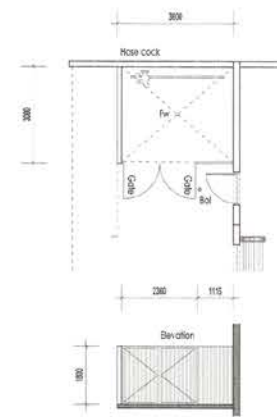




Plant Symbol	Plant Specie	Plant Type	Spacing	Size
	Hakea laurina	Tree	N/A	50 Lit
	Banksia Allata	Shrub	1000mm cts	5 to 11 Lit
	Retrocapus Pentakus	Shrub	1000mm cts	200mm Pots
	Andersanthus Cuneatus	Ground Cover	1000mm cts	150mm Pots
	Coronilla Candicans	Ground Cover	1000mm cts	150mm Pots
	Pine Woodchips	Ground Cover	N/A	N/A
	Winter Green	Low Cover	N/A	N/A

- General Notes**
- All plants must be spread between 1000mm & 1300mm cts
  - Release fertilizer for soil preparation
  - 75mm thick layer of approved mulch must be applied to all garden areas
  - All weeds are to be sprayed prior to mulching
  - Spacing and amount of plants are to be provided so that once fully matured, the total ground cover has full plant coverage
  - All garden areas are to be fully irrigated, water brought tender trees to have 3 x individual drippers per tree delivering min 4L - 6L of water per tree a week
  - All other areas are to be fully automatic irrigated

**LANDSCAPER NOTE:**  
Landscaping contractor to install reticulation lines/pipes to all landscaping areas as required.

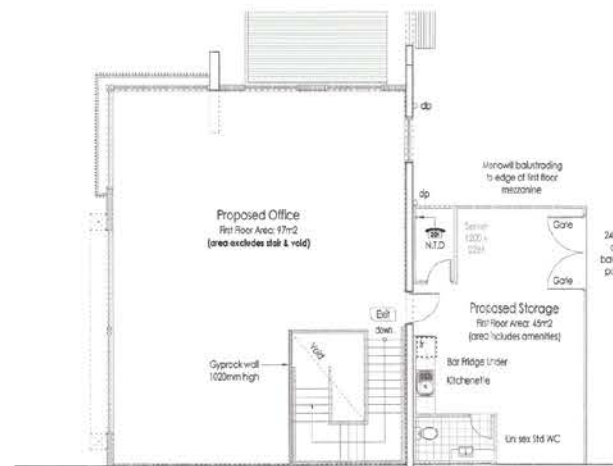


#### Bin Store Notes

- Hose cock where shown
- 50mm Galvalume restraining bar
- 100mm reinforced floor waste
- 150mm concrete floor to bin store and apron and to fall into 100mm floor waste
- 100mm floor waste to be connected to sewer junction by plumber
- 2 x 1800mm high Corabond gates. Color to match warehouse roller door
- 1800mm high concrete wall panels. Color to match building walls - Dulux Western Myall

#### Proposed Bin Store

Scale = 1:100



#### Proposed 1st Floor Plan

Scale = 1:100



Rock Boulder & Feature Pebbles to front office Landscape zone



Pine Wood Chips to Landscape zone

Building Element	Material Type
Warehouse Walls	Concrete with texture finish
Office Walls	Concrete with texture finish
Window Frames	Aluminium
Door Frames	Aluminium
Front Door Awning	Galv. metal, Colorbond & Myall
Office Feature Box-out	500mm deep steel frame box-out clad in 4mm Ultrabond Cladding
Roller Shutter Canopy	Steel cladding to engineer details. Front Fascia capping with no Colorbond sheeting to underside
Office Feature Concrete Panel	300mm wide concrete panel with Polished Concrete render on all visual sides
Corner office Window Feature Covering	Whitby Blinds fence by Specifice. Supporting frame to be 300mm from building
1st floor office walls	9mm CFC cladding fixed to steel frame walling behind and to have 10mm express joints
Roller / Shutter Doors	Colorbond
Down - pipes	Colorbond
Panel Capping	Colorbond

Item	Requirements
Site Area	— 200m <sup>2</sup>
Total Building Area	— 1334m <sup>2</sup>
Site Coverage	— 59.54%
Plot Ratio	— 44.63%
Landscaping Area Required	8%
Landscaping Area Provided	— 102.10m <sup>2</sup>
Office Parking Required	15m <sup>2</sup> /75m <sup>2</sup> = 0.20 + 140/90 = 4.66
Warehouse Parking Required	274m <sup>2</sup> / 100m <sup>2</sup>
Storage Area Parking Required	45m <sup>2</sup> / 100m <sup>2</sup>
General Industry Parking Required	860m <sup>2</sup> / 75m <sup>2</sup>
Gross Parking Required	— 19.51
Gross Parking Provided	— 20

#### Colour Schedule

- Texture finish (Warehouse & General Industry Walls) - Dulux Lexicon
- Texture finish (Warehouse & General Industry Walls @ lower level) - Dulux Western Myall
- Texture finish (Office ground floor walls) - Dulux Lexicon
- Painted finish to first floor Office 9mm CFC Sheeting - Dulux Ticking
- Office Feature sections - Polished Concrete Render
- 500mm deep box-out with 4mm Ultrabond on top-hats fixed to steel frame behind - Alpolic Toyota White (BF-9030 G80)
- Whitby Blinds to first floor corner windows - Powder-coated to match Colorbond Monument
- Texture Bin Store Walls - Dulux Western Myall & Colorbond gates to match
- Roller Shutter Canopy - Front Fascia capping to be Colorbond Surfist with no Colorbond sheeting to underside
- Colorbond down pipes to Warehouse / General Industry - Colorbond Surfist
- Colorbond Capping to top of office walls - Colorbond Basalt
- Colorbond Capping to top of Warehouse / General Industry walls - Colorbond Surfist
- Glazing - Grey Glass to Energy Audit
- Roller Shutters - Colorbond Shale Grey
- Aluminium Window and door frames - Color to match Colorbond Monument
- Warehouse / General Industry Colorbond Foremost doors & frames - Colorbond Shale Grey
- Roller Shutter Canopy Struts - Natural Galvanised

Actual Colour locations to be confirmed at construction stage by owner and builder



375w x 455d x 1800h high free standing locker (2x Lockers per Stand)

**PIRONE BUILDERS**  
BUILT ON QUALITY



Important Notes:  
All major building material suppliers have been selected and approved for a standard level of quality and service. The client is responsible for ensuring that the materials and services are of the highest quality and service. The client is responsible for ensuring that the materials and services are of the highest quality and service. The client is responsible for ensuring that the materials and services are of the highest quality and service.

Project Name:  
Lot 157 (#21) Radius Loop  
Boyswater

Project Code:  
DEVELOPMENT APPLICATION DRAWING

Drawn By:  
Pirone Builders

Date:  
22/01/20

Scale:  
As Shown

Date:  
16th July 2020

Drawn By:  
JOSEPH SCUTTI

Address: 444 Longgatta Road, WARREROO  
South Australia 5114  
Email: address.pirone@pironebuilders.com.au  
Telephone: 0800 009 009  
Fax: 0800 112 122  
ABN: 14 424 452 894



DETAILS

A03

**10.4.5 Community Events Grant - Bootlegger Coffee Company**

<b>Responsible Branch:</b>	Community Development	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	Nil	
<b>Refer:</b>	Item 9.1.2 CTF CSC 13.02.2018 Item 8.1: SCM 18.03.2020 Item 8: SCM 30.06.2020	

**SUMMARY**

The purpose of this report is for Council to consider a Community Events Grant funding allocation to the Bootlegger Coffee Company, for their proposed Riverside Gardens Summer Series to be delivered in November and December 2020.

**OFFICER'S RECOMMENDATION**

**That Council supports the Bootlegger Coffee Company with \$6,000 Community Event Grant funding to deliver the proposed Riverside Gardens Summer Series with a reduced scope, subject to the following conditions:**

- (a) **Compliance with all relevant event and environmental health approval requirements.**
- (b) **Risk management and event applications (as applicable) shall be submitted at least 30 days prior to the first event and approved by the City of Bayswater.**
- (c) **The event organisers shall advise all local businesses and residences within a 500m radius of the event site.**
- (d) **Acknowledgement of the City of Bayswater as a major sponsor of the event on all event promotion and marketing material.**
- (e) **Acquit the funding within 30 days of the last event date.**
- (f) **Compliance with the City's Community Events Grant Funding Agreement.**

**BACKGROUND**

The City has in place a Community Grants Program made up of four funding streams (Better Bayswater Grant, Community Capital Requests, Community Events Grant and Donations). Council resolved to endorse the Community Grants Program at the Community, Technical, Finance and Corporate Services Committee Meeting on 13 February 2018 for a 3 year period commencing on 1 July 2018, after which the program is to be reviewed.

The Community Events Grant was first offered to the community in the 2019/20 financial year, and the first round of applications opened in July 2019. Community Events Grant Applications are assessed against the following criteria:

**Essential Criteria**

- Link to the Strategic Community Plan;
- Funding allocated in current financial year;
- Benefits to City residents; and
- Status of other Community Grants Program funding acquittals.



Council Decision-Making Criteria

- Financial sustainability;
- Risks identified and mitigated;
- Equity – accessible to people with disability or people from culturally and linguistically diverse backgrounds; and
- Previous funding received.

In the 2019/20 financial year, the City contributed \$25,406.70 to six community groups over two grant rounds, as part of the Community Events Grant program. The 2019/20 Community Event Grants were approved by the Director Community and Development, as all six of the submissions requested grant funding to the value \$5,000 or less. The Director Community and Development has delegated authority to approve grant funding to the value of \$5,000 or less.

At the Special Council Meeting held 18 March 2020, Council considered the City's initial response to the COVID-19 pandemic and resolved as follows (in part):

*"That Council in recognition of the impacts of the Coronavirus (COVID-19) on our community and in recognition that the State Government of Western Australia has declared a state of emergency:*

*...*

3. *The Chief Executive Officer to review the Better Bayswater, Community Events and Major Town Centres Events Grants for 2020-21 to provide greater focus in support of small businesses in the City of Bayswater..."*

At the Ordinary Council Meeting of 30 June 2020, Council approved a budget of \$50,000 for the Community Events Grant program for the 2020/21 financial year. The City plans to once again release two rounds of grant funding in 2020/21, namely in August 2020 and February 2021.

**EXTERNAL CONSULTATION**

City staff have informed Bootlegger Coffee Company that their Community Event Grant funding request will be considered by Council at the Ordinary Council Meeting of 27 October 2020. No other external consultation was required for this report.

**OFFICER'S COMMENTS**

In August 2020, the City advertised the first round of its Community Events Grants for 2020/21. Seven applications were received and assessed against the relevant criteria, which this year was amended to include benefits to local businesses and the local economy.

An internal grant assessment panel comprising of Coordinator Events, Coordinator Community Development, Coordinator Project Services, Events Officer, Community Development Officer (Youth and Grants) and the City's two Place Managers evaluated the Community Events Grant submissions that were received for the first round of the 2020/21 financial year.

Six of the applications received requested grant funding to the value of \$5,000 or under. Following assessment of applications, these six funding requests were subsequently approved by the Acting Director Community and Development. Therefore, a total of \$26,216 has already been expended from the annual \$50,000 Community Events Grant budget allocation for 2020/21.

The seventh grant funding application received from Bootlegger Coffee Company, is requesting a funding amount of \$11,500 to deliver a Riverside Gardens Summer Series. As the amount being requested is over \$5,000, this request is presented to Council for consideration.



A summary of the approved applications is below:

<b>COMMUNITY EVENTS GRANT PANEL – FUNDING APPROVED</b>			
<b>Applicant</b>	<b>Event</b>	<b>Funding Requested</b>	<b>Funding Recommended</b>
1. <b>Ellis House</b>	Ellis House Arts Centre Art Event, 4 April, 2021	<b>\$4766</b>	<b>\$4766</b>
2. <b>Flamenco Collective</b>	Undios – Perth Flamenco Festival, 2-4 October, 2020	<b>\$2450</b>	<b>\$2450</b>
3. <b>Future Bayswater</b>	Bayswater Christmas Twilight Market, 8 December, 2020	<b>\$4105</b>	<b>\$4105</b>
4. <b>L.A.C.E.</b>	Street Art Workshops, and Guided Street Art Walking Tour, Autumn 2021	<b>\$4905</b>	<b>\$4905</b>
5. <b>Neighbourhood Watch Chinese Group</b>	Family Harmony and Neighbourhood Watch Week Event, 15 November, 2020	<b>\$5000</b>	<b>\$5000</b>
6. <b>WA Multicultural Association</b>	WA Multicultural Youth Talent Quest 2020, 11 October, 2020	<b>\$4990</b>	<b>\$4990</b>
<b>TOTAL</b>			<b>\$26,216</b>

The table below lists applicants to be determined by Council:

<b>COMMUNITY EVENTS GRANT PANEL – REFERRED TO COUNCIL</b>		
<b>Applicant</b>	<b>Event</b>	<b>Funding Requested</b>
1. <b>Bootlegger Coffee Company</b>	Riverside Gardens Summer Series, 13 November – 18 December, 2020	<b>\$11,500</b>
<b>TOTAL</b>		<b>\$11,500</b>

#### Bootlegger Coffee Company. – Community Event Grant Request Details

Bootlegger Coffee Company have been trading at Bayswater Riverside Gardens for the past 12 months, and are seeking funding to host an event to activate the area. The event proposal is for a series of six Friday evening events over a six-week period throughout November and December 2020, at Bayswater Riverside Gardens. Bootlegger Coffee Company are partnering with WA Music to deliver the event series, which will feature live musical performances, envisioned to be acoustic acts of approximately 1.5 hours. The expected attendees at each event is 200 (50-100 at any one time), with food trucks on site. It is proposed to be a free community event.

The expected outcomes of the event, as listed in the submitted grant application are as follows:

- *“Creation of approximately 40 local jobs in the Arts & Hospitality industries, which have been heavily affected by COVID19;*
- *Increased community engagement at Riverside Gardens;*
- *Increased amenities use at Riverside Gardens; and*
- *Promotion of the City of Bayswater and Riverside Gardens to new audiences, due to promotional activity.”*

According to the grant application submitted by Bootlegger Coffee Company, the Riverside Gardens Summer Series addresses the following Strategic Community Plan's Outcome and Strategies:

- *“Create a strong sense of community (Outcome C1) through the delivery of a community programme that encourages community interaction (Strategy C1.2), by using live music and food to create a focal point at Riverside Gardens for people to gather. The outdoor environment, large available space and small nature of this program means that this can be*

*done in a COVID-safe manner. Instead of a large-scale event that you may have seen pre-COVID, instead, we propose a series of smaller, more intimate, family friendly events where people can more easily socially distance, but still interact with each other.*

- *It supports initiatives for local businesses (Outcome E1) by actively communicating and engaging with the business community (Strategy E1.2) and implements initiatives, which support business growth (Strategy E1.3). This grant not only directly supports the local music industry (Which WAM estimates will result in the creation of twenty (20) direct job opportunities), but also indirectly supports the local food truck vendors through increased community visitation of their trading location (which we estimate will result in the creation of an additional 20 – 30 job opportunities).*
- *This event will proactively communicate and consult (Outcome L2) with the community, by providing community feedback through an independent third party (Culture Counts – see more at [www.culturecounts.cc](http://www.culturecounts.cc)). Culture Counts is an industry leader in value measurement in the arts industry. They will communicate and engage with the community (Strategy L2.1) on our behalf, to create valuable feedback on the successes of the event, and where improvements can be made. This will inform how we can better provide quality customer services to the community (Strategy L2.2).*
- *This information will be made available to the City of Bayswater to enable strong stewardship and leadership (Outcome L3) opportunities. This will provide council with critical information and support for future initiatives at Riverside Gardens (Strategy L3.2)."*

The City's internal assessment panel comments on the Bootlegger Coffee Company submission are as follows:

- The event, in its current proposed format, was rated lower than the other grant applications against the value for money criteria (\$11,500 for an estimated reach of 500-600 people across 6 events);
- The majority of the funding for the event would contribute to coordinating the music performances, artist fees, administration costs and post-event evaluation.
- Toilets and lighting are not factored into event budget, as existing facilities at Bayswater Riverside Gardens were deemed to be sufficient by the applicant;
- The grant application did not mention other funding streams explored or to be explored;
- The event would represent better value if the funding requested from the City were matched either by the applicant or by other funding streams.

In discussions with the organisers of the event, WA Music representatives advised that if a reduced amount of funding was approved for the event it is unlikely that external funding would be sourced, or that an in-kind amount would be contributed by the event organisers in order to host the full series of six events. A reduced funding amount from the City would see the event series reduced to three or four Friday evening events, rather than six events.

It is the view of the City's internal grant assessment panel that a shorter series of three events would still allow many of the anticipated event outcomes to be achieved, including the activation of Bayswater Riverside Gardens as an event space, and would represent better value for money for the City.

An allocation of \$6,000 for the Riverside Gardens Summer Series would total an amount of \$32,216 expenditure from the \$50,000 Community Event Grant funding available for 2020/21. This would leave a pool of funds totalling \$17,784 for the second grant round in February 2021.

## LEGISLATIVE COMPLIANCE

- City of Bayswater Community Grants Policy.

- City of Bayswater Event Guidelines.
- *Health (Miscellaneous Provisions) Act 1911.*

## 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.

<b>Option 1</b>	<p><b>That Council supports the Bootlegger Coffee Company with \$6,000 Community Event Grant funding to deliver the proposed Riverside Gardens Summer Series at a reduced capacity, subject to the following conditions:</b></p> <p>(a) Compliance with all relevant event and environmental health approval requirements.</p> <p>(b) Risk management and event applications (as applicable) shall be submitted at least 30 days prior to the first event and approved by the City of Bayswater.</p> <p>(c) The event organisers shall advise all local businesses and residences within a 500m radius of the event site.</p> <p>(d) Acknowledgement of the City of Bayswater as a major sponsor of the event on all event promotion and marketing material.</p> <p>(e) Acquit the funding within 30 days of the last event date.</p> <p>(f) Compliance with the City's Community Events Grant Funding Agreement.</p>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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	<p>It is considered that there is moderate risk in not supporting the full grant-funding request from Bootlegger Coffee Company, as they have detailed their preference for a series of six events, costing \$11,500.</p> <p>However, given that it is the opinion of the City's internal grants assessment panel that most of the anticipated outcomes can still be achieved with a three part series of events, this option is considered to represent better value for the City.</p>	

<b>Option 2</b>	<p><b>That Council supports the Bootlegger Coffee Company with \$11,500 Community Events Grant funding to deliver the Riverside Gardens Summer Series, as proposed in their grant application, subject to the following conditions:</b></p> <p>(a) Compliance with all relevant event and environmental health approval requirements.</p> <p>(b) Risk management and event applications (as applicable) shall be submitted at least 30 days prior to the first event and approved by the City of Bayswater.</p> <p>(c) The event organisers shall advise all local businesses and residences within a 500m radius of the event site.</p> <p>(d) Acknowledgement of the City of Bayswater as a major sponsor of the event on all event promotion and marketing material.</p> <p>(e) Acquit the funding within 30 days of the last event date.</p> <p>(f) Compliance with the City's Community Events Grant Funding Agreement.</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	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	<p>It is considered that funding the full amount requested would carry a moderate financial risk as well as a moderate community and stakeholder risk.</p> <p>It is the opinion of the City's internal grant assessment panel that most of the anticipated outcomes can still be achieved with a three part series of events, and that a series of six events would still deliver the same positive community outcomes.</p> <p>To date, the City has not previously approved a Community Events Grant of more than \$5000, so approving the full amount of funds requested would set a precedent for future grant submissions to request a full event cost rather than matching the City's contribution or seeking opportunities for external funding.</p>	

<b>Option 3</b>	<b>That Council does not support Bootlegger Coffee Company with Community Event Grant funding to host the proposed Riverside Gardens Sumer series.</b>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
Conclusion	<p>It is considered that not approving the grant funding application carries a moderate risk in terms of the City's reputation, as the City has invited applications, and the proposed event meets the City's Community Events Grant guidelines.</p> <p>It is considered a high risk in terms of community and stakeholder relationships, as the event organisers have invested time and effort in preparing the proposal, and lack of support for the proposal may be perceived as lack of support for community groups planning to host similar events or applying for funding in the future.</p> <p>It is considered a moderate risk for both strategic direction and service delivery, as the City residents are generally supportive of community events, and the proposed event aligns with the City's Strategic Community Plan, Cultural Plan and initiatives to support the local economy during the COVID-19 recovery period.</p>	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Round One – 2020/21 Community Events Grant – Officer Recommendation

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP.

**Notes:** The table below reflects the financial implications of a reduced grant-funding amount to Bootlegger Coffee Company. Should Council support the full funding amount requested (\$11,500), it would leave a total of \$12,284 available for the second round of the Community Events Grant for 2020/21, being released in February 2021.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$6,000	-	-	-	-	-	\$50,000 (A funding allocation of \$6,000 to the Bootlegger Coffee Company. would leave an amount of \$17,784 for the second Community Event Grant round in February 2021.

### STRATEGIC IMPLICATIONS

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

Outcome C1: Create a strong sense of community

Outcome E1: It supports initiatives for local businesses

Outcome L2: This event will proactively communicate and consult with the community

As detailed in the officer's comments section of this report, the proposed event series aligns with multiple Strategic Community Plan outcomes and also aligns to the City's Cultural Plan 2019-24.

### CONCLUSION

Option 1 is recommended for Council consideration. It is the view of the City's internal grant assessment panel that an allocation of \$6,000 to the Bootlegger Coffee Company to deliver a shorter series of three events (instead of six), would still allow many of the anticipated event outcomes to be achieved. These outcomes include activation of Bayswater Riverside Gardens as an event space, community participation, benefit to the local economy/local businesses and better value for money for the City.

#### 10.4.6 Proposed Amendment No. 88 to Town Planning Scheme No. 24 Lot 7, No. 106 Guildford Road, Lot 8, No. 4 and Lot 5, No. 6 Third Avenue East, Maylands

<b>Responsible Branch:</b>	Strategic Planning and Place	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Proposed Amendment No. 85 Wording 2. Applicant Submission 3. New Indicative Designs	
<b>Refer:</b>	Item 10.4.8: OCM 03.03.2012 Item 11.1.10: OCM 09.12.2014	

#### SUMMARY

Council consideration is sought regarding final approval of proposed Amendment No. 88 to the City's Town Planning Scheme No. 24 (TPS 24) to rezone Lot 7, 106 Guildford Road, Maylands from 'Service Station' to 'Medium and High Density Residential' with the R50 density code, amend Schedule 10 to introduce a new Special Control Area (SCA) and associated development provisions covering Lot 7, (106) Guildford Road, Lot 8, (4) and Lot 5, (6) Third Avenue East, Maylands and amend the Scheme Map accordingly.

Council at its Ordinary Meeting held 3 September 2019 initiated Amendment No. 88 for public advertising.

The proposed scheme amendment was advertised for a period of 61 days. No submissions were received from the community on the proposal. One submission was received from the applicant requesting modifications.

#### OFFICER'S RECOMMENDATION

That Council:

1. **Recommends that the Western Australian Planning Commission and Minister for Planning approve Amendment No. 88 to the City of Bayswater Town Planning Scheme No. 24, subject to the amendment being modified in accordance with Attachment 1 and summarised as follows:**
  - (a) The setback requirements for Guildford Road being modified
  - (b) The setback requirements for Third Avenue East being modified
  - (c) The building height requirements being modified
2. **Authorises the affixing of the common seal to the modified scheme amendment document and forwards the documentation to the Western Australian Planning Commission for final determination.**

#### BACKGROUND

The subject lots consist of Lot 7, (106) Guildford Road, Lot 8, (4) and Lot 5, (6) Third Avenue East, Maylands, which have a combined area of 4,818m<sup>2</sup>.





Lot 7 is largely vacant, with only the façade and canopy of the former Williamson's Motor House remaining in the northern corner of the lot, adjacent to the intersection of Guildford Road and Third Avenue East. Lot 8 is vacant and Lot 5 is developed with the existing CraigCare residential aged care facility, which ranges from two to three storeys in height. The façade of Williamson's Motor House is included on the City of Bayswater Heritage List, meaning that it has statutory protection under TPS 24. CraigCare has voluntarily entered into a Heritage Agreement with the Heritage Council of Western Australia, which requires conservation of the façade and its incorporation into any new development on the site.

Lot 7 has a frontage to Guildford Road and Third Avenue East, while Lots 5 and 8 only have frontage to Third Avenue East. The subject lots abut another single-storey residential aged care facility to the south-west and Bardon Park to the south-east. The land to the north-east of Third Avenue East is developed with a mixture of single-storey single houses and two-storey multiple dwellings.

The existing residential aged care facility on Lot 5 and its associated amenities are no longer considered to be in-keeping with contemporary requirements and aspirations of aged care residents and for this reason the intention is to comprehensively redevelop the site.

At the Ordinary Council Meeting held 3 September 2019 Council considered proposed Amendment No. 88 and resolved:

*“That:*

- 1. Council, pursuant to section 75 of the Planning and Development Act 2005, resolves to initiate Amendment No. 88 to the City of Bayswater Town Planning Scheme No. 24 by:*
  - (a) Rezoning Lot 7, 106 Guildford Road, Maylands from 'Service Station' to 'Medium and High Density Residential' with the R50 density code;*
  - (b) Amending Schedule 10 of the Scheme text to introduce a new Special Control Area and associated development provisions covering Lot 7, 106 Guildford Road, Lot 8, 4 and Lot 5, 6 Third Avenue East, Maylands, in accordance with Attachment 3 to this report with modifications as contained in Attachment 1; and*
  - (c) Amending the Scheme Map accordingly.*
- 2. The applicant prepares the scheme amendment documentation to the satisfaction of the City of Bayswater.*
- 3. The Amendment is complex under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:*
  - (a) The amendment is not addressed by any local planning strategy;*
  - (b) The amendment proposes the introduction of a new Special Control Area; and*
  - (c) The amendment is not a standard or basic amendment.*
- 4. The scheme amendment documentation is forwarded to the Department of Water and Environmental Regulation for assessment, the Department of Planning, Lands and Heritage - Heritage Directorate for referral and the Western Australian Planning Commission for examination and consent to advertise.*
- 5. Upon the Notice of Assessment from the Department of Water and Environmental Regulation being received (and issues raised being complied with), and any modifications required by the Western Australian Planning Commission being made, the proposed scheme amendment be advertised for public comment.*
- 6. The proposed amendment is referred to Council for further consideration following public advertising.”*

## **EXTERNAL CONSULTATION**

### Environmental Assessment and Heritage Referral

The scheme amendment documentation was referred to the Department of Water and Environmental Regulation (DWER) for assessment and the Heritage Directorate of the Department of Planning, Lands and Heritage for comment. In correspondence dated 13 February 2020, the DWER advised the City that the proposed scheme amendment would not require environmental assessment.

In correspondence dated 10 March 2020 the Heritage Directorate of the Department of Planning, Lands and Heritage provided the following comments:

- “The proposal is generally consistent with the Heritage Agreement. However, the artist impression provided in the proposed amendment shows the new development at three storeys behind the retained driveway canopy and parapet wall of the previous workshop building.*
- The Heritage Council has previously advised that this degree of bulk and scale would be of concern and it is recommended that the Special Control Area provisions provide clear requirements in this regard.”*

It is noted that since the application was provided to the Heritage Directorate the applicant has modified their plans to further limit the impact on the heritage element of the property.

#### Consent to Advertise

As the amendment was considered to be "Complex" the scheme amendment documentation was referred to the Western Australian Planning Commission (WAPC) for examination and consent to advertise. In correspondence dated 12 February 2020 the WAPC advised the City that the proposed scheme amendment is suitable to be advertised to the public, subject to the following minor modifications:

- Include comprehensive details of the proposed amendment as it would be advertised and outlined in the scheme text within the Resolution to Adopt Amendment to Local Planning Scheme page; and
- Renumber the proposed Special Control Area 12 to take into account the numbering of existing special control areas in LPS No. 24.

Prior to advertising the draft amendment the above modifications were made to the scheme amendment documentation.

#### Public Advertising

Following notification from the DWER and consent to advertise from the WAPC, the City advertised the proposed scheme amendment to the public in accordance with Council's resolution of 3 September 2019 for a period of 61 days from 26 March 2020 to 25 May 2020. The minimum statutory 60 day advertising period was extended by 1 day.

749 letters were sent to owners and occupiers in the subject area. No submissions were received from the public during the consultation period. One submission was received from the applicant requesting modifications to the following requirements:

- Balconies and protrusions;
- Setback to Guildford Road and Third Avenue East; and
- Building Height.

These comments have been addressed in detail below. A copy of the applicant's submission is included in **Attachment 2**.

#### **OFFICER'S COMMENTS**

In their submission during the advertising period the applicant stated that the provisions they proposed were for discussion and that they were willing to work with the City to determine the most appropriate wording which would satisfy all parties. The City has since been working with the applicant on their proposed modifications.

Since the original scheme amendment and their submission, the owners have undertaken a complete redesign of the building to better meet bed and staffing needs. A copy of the new indicative designs has been included in **Attachment 3**.

Balconies and Protrusions

In the submission the applicant requested that the provision relating to balconies and protrusions be modified as follows:

<b>Initiated by Council</b>	<b>Proposed by Applicant (in submission)</b>
Balconies, eaves, terraces, and other minor protrusions may project up to 1.0 into the setback area	Balconies, eaves, terraces, and other minor protrusions may project up into the setback area, provided the individual and cumulative impact of the balconies is not detrimental to the overall streetscape aesthetic, to the satisfaction of the City of Bayswater. Relevant considerations in assessing the impact of protrusions may include but are not limited to the following: number of protrusions, location and distribution on an elevation, design, use of materials, planting of street trees, and use of greenery on-site including vegetation walls.

During discussions with the applicant, the City advised that they were not supportive of their proposed modification as it may impact on the amenity of the adjoining property.

Since the development has now been redesigned the applicant no longer considers this element an issue and is satisfied with the provision as initiated by Council. No modification is recommended to this provision.

Setbacks to Guildford Road and Third Avenue East

In considering the scheme amendment the City recommended that the wording of the provisions relating to the setbacks to Guildford Road and Third Avenue East be modified as follows:

<b>Initiated by Council</b>	<b>Proposed by Applicant (in original application)</b>
<u>Guildford Road</u> <ul style="list-style-type: none"> <li>Ground floor (up to 4m): Behind the retained heritage façade where the façade is incorporated into the new building frontage; otherwise minimum 9.8m setback, or minimum 6.0m behind road reservation for widening Guildford Road (whichever is greater), provided that the building frontage is well articulated and does not unduly impact upon the heritage value of the retained façade.</li> </ul>	<u>Guildford Road</u> <ul style="list-style-type: none"> <li>Ground and first floor (up to 6.5m): Behind retained façade where applicable; otherwise minimum 9.8m setback, or minimum 6.0m behind road reservation for widening Guildford Road (whichever is lesser).</li> </ul>
<u>Third Avenue East</u> <ul style="list-style-type: none"> <li>Ground floor (up to 4m): Nil setback may be permitted within 15.0m of the retained heritage façade on Third Avenue East; otherwise minimum 2.5m setback.</li> <li>First floor and above (above 4m): Minimum 3.0m setback.</li> </ul>	<u>Third Avenue East</u> <ul style="list-style-type: none"> <li>Ground floor and first floor (up to 6.5m): Nil setback permitted within 15.0m of retained façade on Third Avenue; otherwise minimum 2.0m setback.</li> <li>Second floor and above (above 6.5m): Minimum 3.0m setback.</li> </ul>

The City recommended the above modifications in response to concerns that the proposed setback would allow the ground and first floor of any future building to effectively incorporate the retained heritage façade into the new development which would reduce the heritage value and visual prominence of the heritage façade in the streetscape

#### Guildford Road

In their submission the applicant requested that the wording be changed back to 'whichever is lesser'. The applicant considered that the 'whichever is lesser' wording provided greater certainty of a minimum setback from Guildford Road on a constrained site, before and after any road widening, without the need to modify the controls via a new amendment. Further the applicant acknowledged the modification the City made to provide greater protection to the heritage façade and noted that:

*"The qualitative elements of the controls regarding articulation of the façade, and preservation of heritage value are supported as a principle of development control."*

Additionally, since the submission was made the site has been redesigned. The indicative plans show the heritage façade is clearly separated from the new development through landscaped areas, ensuring that it remains a statement on the site and is not overwhelmed by the new development.

The City has discussed the proposed modification to the setbacks on Guildford Road with the applicant and consider that a balance can be met by modifying the clause as follows:

*"Guildford Road:*

Ground floor (up to 4m): Behind the retained façade where applicable; otherwise minimum 9.8m setback, or minimum 6.0m behind road reservation for widening Guildford Road (whichever is lesser), provided that the building frontage is well articulated and does not unduly impact upon the heritage value of the retained façade."

It is considered that the additional wording relating to the heritage façade will sufficiently protect it from being overwhelmed by any future development. Further, while it is understood that they plans are indicative only, the plans indicate a clear separation between the heritage façade and the new development through landscaped areas.

#### Third Avenue East

In their submission the applicant requested that in light of the City's modification to the setbacks on Third Avenue East that an additional clause be added to allow minor variations to the setback. The applicant understood that the City was concerned about the heritage façade and suggested that the modification the City made remain, but that it may be varied where the heritage façade was not impacted and the building was well designed.

The City has discussed the proposed modification to the setbacks on Third Avenue East with the applicant and consider that a balance can be met by modifying the clause to include the following additional provision:

*"Third Avenue East:*

These setbacks may be reduced provided that the building frontage is well articulated and does not unduly impact upon the heritage value of the retained façade, to the satisfaction of the City of Bayswater."

It is considered that the above clause allows minor variations to the setback requirements with the support of the City. It is noted that any development on this site will be considered by the City's design review panel and the Heritage Council to ensure that minor variations do not impact on the

heritage façade. Further, while it is understood that the plans are indicative only, they indicate a clear separation between the heritage façade and the new development through landscaped areas.

### Building Height

In considering the scheme amendment the City modified the building height clause as follows:

Initiated by Council	Proposed by Applicant (in original application)
<p>Building Height</p> <ul style="list-style-type: none"> <li>• Except as provided for below, a maximum of 12.5m above the height datum (generally three storeys); and</li> <li>• Within 45m of the (south-eastern) site boundary with Bardon Park, development higher than 12.5m may be considered up to a maximum of 23.0m above the height datum (generally six storeys) where development meets the following criteria: <ul style="list-style-type: none"> <li>○ Demonstrates an exemplary design outcome, as determined by the City with the advice of the City's Design Review Panel, and consistent with the design principles set out in State Planning Policy 7.3 - Residential Design Codes, Volume 2 - Apartments;</li> <li>○ Appropriately manages the interface with, and maintaining the amenity of adjacent development and the river foreshore; and</li> <li>○ Provides a vegetation wall or communal rooftop garden to the satisfaction of the City.</li> </ul> </li> <li>• Building heights defined as height above the height datum, which is set at 27.5m AHD.</li> <li>• Height measurements are to top of eaves or similar, and exclude roof structures, lift overruns, other servicing elements.</li> </ul>	<p>Building Height</p> <ul style="list-style-type: none"> <li>• Maximum of 23.0m above ground level (generally six storeys) within 45.0m of the site boundary with Bardon Park, subject to setback requirements of this Special Control Area.</li> <li>• Maximum of 12.5m above ground level (generally three storeys) elsewhere on the site.</li> <li>• Building heights defined as height above natural ground level at the highest point on the site, being 27.5m AHD.</li> <li>• Height measurements are to top of eaves or similar, and exclude roof structures, lift overruns, other servicing elements.</li> </ul>

It was considered that the above modification would ensure that the development was of a high standard and considers the amenity of the surrounding area, where it is above 12.5m (three storeys).

In principle the applicant was supportive of the inclusion of a qualitative assessment. However, as mentioned since the amendment was initially proposed the design has been significantly modified to better meet the needs of the aged care industry. In light of the proposed modification to the



design of the building the applicant has requested a number of modifications to the building height requirements as follows:

Initiated by Council	Proposed by Applicant (in submission)
<p>Building Height</p> <ul style="list-style-type: none"> <li>• Except as provided for below, a maximum of 12.5m above the height datum (generally three storeys); and</li> <li>• Within 45m of the (south-eastern) site boundary with Bardon Park, development higher than 12.5m may be considered up to a maximum of 23.0m above the height datum (generally six storeys) where development meets the following criteria: <ul style="list-style-type: none"> <li>○ Demonstrates an exemplary design outcome, as determined by the City with the advice of the City's Design Review Panel, and consistent with the design principles set out in State Planning Policy 7.3 - Residential Design Codes, Volume 2 - Apartments;</li> <li>○ Appropriately manages the interface with, and maintaining the amenity of adjacent development and the river foreshore; and</li> <li>○ Provides a vegetation wall or communal rooftop garden to the satisfaction of the City.</li> </ul> </li> <li>• Building heights defined as height above the height datum, which is set at 27.5m AHD.</li> <li>• Height measurements are too top of eaves or similar, and exclude roof structures, lift overruns, other servicing elements.</li> </ul>	<p>Building Height</p> <ul style="list-style-type: none"> <li>• Except as provided below, a maximum of 12.5m above the height datum (generally three storeys); and</li> <li>• Development higher than 12.5m above the height datum, to a maximum of 23.0m above the height datum (generally six storeys) may be considered on the site, where the development meets the following criteria: <ul style="list-style-type: none"> <li>○ Demonstrates an exemplary design outcome, as determined by the City with the advice of the City's Design Review Panel;</li> <li>○ Appropriately manages the interface with, and maintaining the amenity of adjacent development and the river foreshore;</li> <li>○ Provides a vegetation wall or communal rooftop garden to the satisfaction of the City; and</li> <li>○ Elements of the development above 12.5m above the height datum are to be located within 45m of the south-eastern site boundary with Bardon Park.</li> </ul> </li> <li>• Variations to the location and extent of development above 12.5m in height may be considered: <ul style="list-style-type: none"> <li>○ Where elements of the development above 12.5m above the height datum are generally located towards the south-eastern site boundary with Bardon Park.</li> <li>○ Where it can be demonstrated that the variations will have no greater impact to the amenity, bulk and scale of the streetscape or neighbouring properties to the satisfaction of the City.</li> <li>○ Only where gross floorspace proposed for elements of the development above 12.5m</li> </ul> </li> </ul>

	<p>above the height datum is limited to 4200sqm.</p> <ul style="list-style-type: none"> <li>○ Only where the overall maximum height of 23.0m is observed.</li> <li>• Building heights defined as height above the height datum, which is set at 27.5m AHD.</li> </ul>
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The applicants proposed modifications are to allow a five storey building of a similar bulk to the previously proposed six storey building. The modifications would not result in any additional floorspace, instead it would be spread over five floors. The applicant's proposed modifications allow some flexibility in the development controls, while retaining absolute certainty on overall building height, bulk and design quality. The design concept shows a five storey building with the 4th and 5th floor slightly larger to provide more rooms on each floor and therefore ensure future residents can be properly served by staff.

The City is supportive of the proposed modifications. It is considered that the permitted variations to the requirements will result in a development which considers the amenity of the surrounding area, meets the needs of the aged care facility and will not increase the overall bulk of the building. In light of the above it is recommended that the building height provision be modified as recommended by the applicant.

#### Minor Modification

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), where an amendment is considered to be significantly modified it is required to be readvertised. The City discussed the proposed modifications with the Department of Planning, Lands and Heritage who advised that the modifications were considered to be minor, as the overall bulk and scale of the development would be the same and it wouldn't have any significant impacts on the surrounding land owners.

### **LEGISLATIVE COMPLIANCE**

Part 5, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), set outs the procedure for processing a complex scheme amendment.

In accordance with the Regulations, the City can only provide a recommendation to the Minister to:

- support the amendment without modification;
- support the amendment with modifications; or
- not support the amendment.

Only the Western Australian Planning Commission and Minister has the power to ultimately approve, refuse or modify the scheme amendment.

**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.

<b>Option 1</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Recommends that the Western Australian Planning Commission approve Amendment No. 88 to the City of Bayswater Town Planning Scheme No. 24, subject to the amendment being modified in accordance with <u>Attachment 1</u> and summarised as follows:</b> <ol style="list-style-type: none"> <li><b>The setback requirements for Guildford Road being modified</b></li> <li><b>The setback requirements for Third Avenue East being modified</b></li> <li><b>The building height requirements being modified</b></li> </ol> </li> <li><b>Authorises the affixing of the common seal to the modified scheme amendment document and forwards the documentation to the Western Australian Planning Commission for final determination.</b></li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	It is considered that there is a low risk to the City if it proceeds with this option as it aligns with the City's strategic direction.	

Option 2	That Council recommends that the Western Australian Planning Commission approve Amendment No. 88 to the City of Bayswater Town Planning Scheme No. 24, subject to modification(s) as determined by Council.		
Risk Category		Adopted Risk Appetite	Risk Assessment Outcome  Dependant on the modification(s) proposed by Council.
Strategic Direction		Moderate	
Reputation		Low	
Governance		Low	
Community and Stakeholder		Moderate	
Financial Management		Low	
Environmental Responsibility		Low	
Service Delivery		Low	
Organisational Health and Safety		Low	
Conclusion	The risks are dependent on the modification(s) determined by Council.		

<b>Option 3</b>	<b>That Council recommends that the Western Australian Planning Commission refuse Amendment No. 88 to the City of Bayswater Town Planning Scheme No. 24.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered that this option has a moderate risk to the City's strategic direction as the new increased density and building height are consistent with the <i>Building</i>	

	<i>Bayswater Built Form Recommendations Report</i> and the City's draft Local Planning Strategy. There is also a moderate risk to the City's reputation and community and stakeholders, in relation to the City not following its strategic plans.
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## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Scheme amendment gazettal and public notice

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** Nil

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$800						

## 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.

It is considered that there is a strong demand for the provision of housing choice and more specifically aged care accommodation as part of the local neighbourhood fabric, remaining connected to the local community. The scheme amendment and the housing product envisaged would contribute towards a quality built environment.

## CONCLUSION

In light of the above it is recommended that Council supports Amendment No. 88 subject to modifications and that the amendment documentation is forwarded to the WAPC for final approval.

**Attachment 1 – Proposed Amendment No. 85 Wording****Special Control Area 17: Wording as negotiated with City of Bayswater**

Area		Site Particulars	Provisions
SCA17	Special Control Area 17 – Third Avenue East, Maylands	Lot 7 Guildford Road, Maylands Lot 8 Third Avenue East, Maylands Lot 5 Third Avenue East, Maylands	<p><b>Purpose</b></p> <p>To enable development of the site primarily for aged care purposes. Controls stipulated for SCA17 shall only be applicable for development that proposes Residential Care Facility as its primary or only use.</p> <p><b>Principles</b></p> <ul style="list-style-type: none"> <li>• Provide for growing and future aged care needs while respecting the local streetscape and character.</li> <li>• Recognise the location and unique interface with the foreshore, including existing amenities in the foreshore and its elevated position.</li> <li>• Respect the heritage assets of the site, and their curtilage, in new development. Use streetscape, building facades and, where possible, street setbacks, to contribute to the public realm.</li> </ul> <p><b>Development Standards</b></p> <p><b>Setbacks</b></p> <p><u>Third Avenue East Frontage</u></p> <ul style="list-style-type: none"> <li>• Ground floor (up to 4m): Nil setback may be permitted within 15.0m of the retained heritage façade on Third Avenue East; otherwise minimum 2.5m setback.</li> <li>• First floor and above (above 4m): Minimum 3.0m setback.</li> <li>• These setbacks may be reduced provided that the building frontage is well articulated and does not unduly impact upon the heritage value of the retained façade, to the satisfaction of the City of Bayswater.</li> <li>• Balconies, eaves, terraces and other minor protrusions may project up into the setback area, provided the individual and cumulative impact of the balconies does not unduly impact the overall streetscape aesthetic, to the satisfaction of the City of Bayswater. Relevant considerations in assessing the impact of protrusions may include but are not limited to the following: number of protrusions, location and distribution on an elevation, design, use of materials, planting of street trees, and use of greenery on-site including vegetation walls.</li> <li>• Trees and vegetation where worthy of retention, situated along the Third Avenue East frontage, is to be retained where possible. Where the removal of trees is supported, replacement trees are to be provided onsite at a rate of two new standard trees for every tree removed.</li> </ul> <p><u>Guildford Road Frontage</u></p> <ul style="list-style-type: none"> <li>• Ground floor (up to 4m): Behind the retained façade where applicable; otherwise minimum 9.8m setback, or minimum 6.0m behind road reservation for widening Guildford Road (whichever is lesser), provided that the building frontage</li> </ul>

			<p>is well articulated and does not unduly impact upon the heritage value of the retained façade.</p> <ul style="list-style-type: none"> <li>• First floor and above (above 4m): Minimum 11.6m, or minimum 7.8m behind road reservation for widening Guildford Road (whichever is lesser).</li> <li>• Balconies, eaves, terraces and other minor protrusions may project into the setback area, provided the individual and cumulative impact of the balconies does not unduly impact the overall streetscape aesthetic and retained heritage facade, to the satisfaction of the City of Bayswater. Relevant considerations in assessing the impact of protrusions may include but are not limited to the following: number of protrusions, location and distribution on an elevation, design, use of materials, planting of street trees, and use of greenery on-site including vegetation walls.</li> </ul> <p><u>Bardon Park (Foreshore) Frontage</u></p> <ul style="list-style-type: none"> <li>• All floors: Minimum 5.0m setback above natural ground level.</li> <li>• Nil setback permitted at or below natural ground level.</li> <li>• Balconies, eaves, terraces and other minor protrusions may project into the setback area, provided the individual and cumulative impact of the balconies is not detrimental to the overall aesthetic of Bardon Park, to the satisfaction of the City of Bayswater. Relevant considerations in assessing the impact of protrusions may include but are not limited to the following: number of protrusions, location and distribution on an elevation, design, use of materials, planting of street trees, and use of greenery on-site including vegetation walls.</li> </ul> <p><u>Other Boundary Setbacks</u></p> <ul style="list-style-type: none"> <li>• Ground floor (up to 6.5m): Nil setback permitted.</li> <li>• First floor and above (above 6.5m in height): Minimum 3.0m.</li> <li>• Balconies, eaves, terraces and other minor protrusions may project up to 1.0m into the setback area.</li> </ul> <p><b>Building Height</b></p> <ul style="list-style-type: none"> <li>• Except as provided below, a maximum of 12.5m above the height datum (generally three storeys); and</li> <li>• Development higher than 12.5m above the height datum, to a maximum of 23.0m above the height datum (generally six storeys) may be considered on the site, where the development meets the following criteria: <ul style="list-style-type: none"> <li>○ Demonstrates an exemplary design outcome, as determined by the City with the advice of the City's Design Review Panel;</li> <li>○ Appropriately manages the interface with, and maintaining the amenity of adjacent development and the river foreshore;</li> </ul> </li> </ul>
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			<ul style="list-style-type: none"> <li>○ Provides a vegetation wall or communal rooftop garden to the satisfaction of the City; and</li> <li>○ Elements of the development above 12.5m above the height datum are to be located within 45m of the south-eastern site boundary with Bardon Park.</li> <li>• Variations to the location and extent of development above 12.5m in height may be considered: <ul style="list-style-type: none"> <li>○ Where elements of the development above 12.5m above the height datum are generally located towards the south-eastern site boundary with Bardon Park.</li> <li>○ Where it can be demonstrated that the variations will have no greater impact to the amenity, bulk and scale of the streetscape or neighbouring properties to the satisfaction of the City.</li> <li>○ Only where gross floorspace proposed for elements of the development above 12.5m above the height datum is limited to 4200sqm.</li> <li>○ Only where the overall maximum height of 23.0m is observed.</li> </ul> </li> <li>• Building heights defined as height above the height datum, which is set at 27.5m AHD.</li> <li>• Height measurements are to the top of eaves or similar, and exclude roof structures, roof gardens, lift overruns and other servicing elements.</li> </ul> <p><b>Land Use</b></p> <ul style="list-style-type: none"> <li>• Additional Permitted Uses: <ul style="list-style-type: none"> <li>(a) Residential Care Facility.</li> <li>(b) Consulting Rooms.</li> <li>(c) Medical Centre.</li> </ul> </li> <li>• Permissibility is otherwise in keeping with 'Medium and High Density Residential' zone.</li> </ul> <p><b>Car Parking</b></p> <ul style="list-style-type: none"> <li>• Minimum requirements for Residential Care Facility: one bay per staff member, plus one bay per four beds.</li> <li>• On-street parking may be provided and/or credited to a proposed development where it is provided by the landowner, has previously been provided by the landowner, or is predominantly used by an existing use on site that is proposed to be continued.</li> </ul> <p><b>Other Controls</b></p> <ul style="list-style-type: none"> <li>• Saving for setback controls, there are no site cover limits for development on the site.</li> <li>• Saving for setback and building height controls, there are no plot ratio limits for development on the site.</li> </ul>
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			<ul style="list-style-type: none"><li>• The City may consider minor variations to development provisions where it can be demonstrated that the Purpose and Principles of the Special Control Area are met.</li><li>• For all other development proposed on-site, controls for 'Medium and High Density Residential' zone shall prevail, and a residential density code of R50 shall prevail.</li></ul> <p><b>Definitions</b></p> <ul style="list-style-type: none"><li>• <i>Residential Care Facility</i> means a facility providing personal and/or nursing care primarily to sick, aged or handicapped persons and which, as well as accommodation, includes appropriate staffing to meet the nursing and personal care needs of residents; meals and cleaning services; furnishings, furniture and equipment. May also include residential respite (short term) care but does not include a hospital or psychiatric facility.</li><li>• <i>Building Height</i> definition and measurement is as follows:<ul style="list-style-type: none"><li>○ Building height is defined as height above natural ground level at the highest point on the site, being 27.5m AHD.</li><li>○ Height measurements are to the top of eaves or similar, and exclude roof structures, roof gardens, lift overruns, and other servicing elements.</li><li>○ Other terms are as defined in the Scheme.</li></ul></li></ul>
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**Attachment 2 – Applicants Submission**

OUR REF: CRC MAY

27 May 2020

The Chief Executive Officer  
City of Bayswater  
61 Broun Avenue  
MORLEY WA 6062

Attention: Des Abel, Director Development Services

Dear Sir

**CITY OF BAYSWATER TOWN PLANNING SCHEME NO 24, AMENDMENT NO 88  
SUBMISSION ON AMENDMENT**

We act for CraigCare, proprietors of Lot 7 Guildford Road, Lot 8 Third Avenue and Lot 5 Third Avenue in Maylands, which is subject to Amendment 88. We thank you for the opportunity to comment, and provide the following submission on their behalf.

The amendment as lodged with the City of Bayswater (the City), was subject to changes as recommended by the City's officers at initiation of the amendment. For a number of reasons, there was limited time to discuss changes recommended before Council initiation. We are grateful for the discussions and clarifications provided by Council officers during the submission and consideration period.

We trust that, during our discussions, it is clear that we are committed to working towards an outcome that addresses Council objectives for the site, and the imperatives of the landowner. We have been eager to work collaboratively with the City to ensure a mutually acceptable outcome is reached, with the ultimate objective of achieving a great living outcome for future aged care residents.

The amendment as received by the City introduced Special Control Area 12 (SCA) and included prescriptive, quantitative controls, to govern future development on the site. It should be noted that these controls apply only to the "Residential Care Facility" use (i.e. Aged Care); for other proposed uses a density code of R50 shall prevail.

In summary, a review of the changes proposed by the City at initiation reveals the following common themes.

- The use of qualitative development controls for development on the site (rather than solely quantitative or numerical controls which provide certainty but can be blunt planning instruments)
- Care to ensure the heritage element is well protected in future development
- Recognising the potential of the Design Review Panel or other specialist referral bodies to provide specialist detailed design advice as part of the development control process

The following comments and suggested modifications recognise this approach, and seek to find mutually acceptable development controls for this site using a combination of qualitative and quantitative controls. Our comments are grouped into four categories.

**1. Balconies and Protrusions**

We understand the City's rationale for the proposed controls of balconies and other protrusions (in particular, limiting depth to 1.0m). Our understanding is that the concern is the cumulative effect of a façade of numerous, repetitive balconies bringing the "perceived" building setback forward.



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This is an understandable concern. We can confirm that it is not the intent of the landowner to propose repetitive balconies.

However the changes to the balcony setback provision, as proposed by the City, presents particular issues for an aged care facility on this site.

Given the narrowness of the site, and the need for adequate circulation and room space for residents, there is limited ability to recess balconies further into the lot. Corridors, rooms and service areas need to be wide enough to accommodate movement and circulation of residents with mobility issues (including wheelchair-bound or bed-bound patients), and associated equipment, in normal operations or in an emergency.

A limit of 1.0m protrusion into the setback area will, in this case, mean the depth of balconies will effectively be limited to 1.0m

With no realistic ability to make the balconies deeper by recessing them into the building envelope, the deepest the balconies could be would be 1.0m. This is inadequate to be functional for residents with mobility issues (as a reference, 1.8m is typically recommended for footpaths to enable two wheelchairs to pass). Ultimately, shallow balconies will be unusable and will not improve the living environment for residents.

We appreciate that any perceived cumulative effect of balconies on an elevation is a matter for detailed design. A range of design responses can effectively address this, and can be implemented through the control of detailed design. We therefore consider it appropriate for balconies and their setbacks to be considered by the City on the advice of its Design Review Panel as part of their review of any Development Application.

Proposed changes to amendment text

In all instances in the amendment text, replace the text as initiated:

*Balconies, eaves, terraces, and other minor protrusions may project up to 1.0 into the setback area*

With the following text

*Balconies, eaves, terraces, and other minor protrusions may project up into the setback area, provided the individual and cumulative impact of the balconies is not detrimental to the overall streetscape aesthetic, to the satisfaction of the City of Bayswater. Relevant considerations in assessing the impact of protrusions may include but are not limited to the following: number of protrusions, location and distribution on an elevation, design, use of materials, planting of street trees, and use of greenery on-site including vegetation walls.*

**2. Setbacks on Guildford Road**

The amendment as submitted acknowledged that the Guildford Road cadastral boundary could change in the future if the road is widened as proposed, if a lesser widening is contemplated, or if widening is ruled out. The latter two options have been under active consideration by the state government.

The wording of the provision proposed by CraigCare, allowing for “whichever is lesser” of setbacks provides certainty of a minimum setback from Guildford Road on a constrained site, before and after any road widening, without the need to modify the controls via a new amendment.

The City seeks to change this provision to state “whichever is greater” (with the same numerical setbacks). It is unclear what the purpose or benefit of this change is.

In lieu of a clear reason for the “whichever is greater” approach, we would suggest this revert to the previous proposed approach of “whichever is lesser”, unless a compelling case can be made that “whichever is greater” is a better outcome.

The wording relating to heritage protection on the Guildford Road frontage is also noted. The qualitative elements of the controls regarding articulation of the façade, and preservation of heritage value are supported as a principle of development control.

Proposed changes to amendment text

Revert to previous “whichever is lesser” wording for Guildford Road Frontage, as follows

Guildford Road Frontage

- Ground floor (up to 4.0m): behind retained façade where applicable; otherwise minimum 9.8m setback, or minimum 6.0m behind road reservation for widening Guildford Road (whichever is lesser), provided that the building frontage is well articulated and does not unduly impact on the heritage value of the retained façade
- First floor and above (above 4.0m): minimum 11.6m, or minimum 7.8m behind road reservation for widening Guildford Road (whichever is lesser).
- Balconies, eaves, terraces, and other minor protrusions may project up into the setback area, provided the individual and cumulative impact of the balconies is not detrimental to the streetscape, to the satisfaction of the City of Bayswater. Relevant considerations in assessing the impact of protrusions may include but are not limited to the following: number of protrusions, location and distribution on an elevation, design, use of materials, planting of street trees, and use of greenery on-site including vegetation walls.

### 3. Protecting Heritage

Prior to lodgement of the amendment, the proponent met with the State Heritage Office and presented the proposed design and controls to officers. Informal advice raised no issue with the design or proposed interface with the heritage asset on the site.

We note the increased setbacks from the heritage façade proposed at initiation of the amendment. Again the rationale for this increased setback is unclear, and does not appear to be based on heritage advice provided to the City prior to initiation.

If the objective is to ensure the heritage elements remain distinctive (a common heritage objective), we would note that there are many other ways to achieve it, for example prudent use of design tools and elements such as materials, colours, architectural style, and landscaping.

Rather than rely on the setback to achieve this objective can we suggest that detailed design (incorporating one or more of these elements) be considered on its merits. We note that the application will be referred for heritage comment (and to the Design Review Panel), which gives ample opportunity for the detailed design to be comprehensively assessed at the Development Application stage, based on recognised heritage principles.

This approach is effectively already contemplated on the Guildford Road frontage, as mentioned above. These can simply be replicated for the Third Avenue frontage

If it provides the City with comfort, we suggest a default setback but with the ability to vary it if acceptable from a heritage or design perspective.

Proposed changes to amendment text

Third Avenue East Frontage

- Ground floor (up to 4.0m): Nil setback permitted within 15.0m of retained façade on Third Avenue; otherwise minimum 2.0m setback.

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- First floor and above (above 4.0m): minimum 3.0m setback.
- These setbacks may be reduced provided that the building frontage is well articulated and does not unduly impact upon the heritage value of the retained façade, to the satisfaction of the City of Bayswater
- Balconies, eaves, terraces, and other minor protrusions may project up into the setback area, provided the individual and cumulative impact of the balconies is not detrimental to the streetscape, to the satisfaction of the City of Bayswater. Relevant considerations in assessing the impact of protrusions may include the following: number of protrusions, location and distribution on an elevation, design, use of materials, planting of street trees, and use of greenery on-site including vegetation walls.

#### 4. Building Height

We note the introduction of qualitative assessment (i.e. assessment by the Design Review Panel) to assess height.

The intent of the amendment as lodged with the City was to provide controls that confer certainty over height (in particular), and thereby give some comfort to the community. If the City considers it prudent, we are willing to employ an alternative, qualitative approach.

However if qualitative assessment is to be considered then there should be some corresponding flexibility in controls to provide the best qualitative design response.

We recognise that height could remain a sensitive issue for the community. We would be willing to retain certainty on height, if some flexibility on floorplate size and location was permitted, to allow potentially better quality design outcomes to be pursued.

An appropriate clause should be added to enable some flexibility in the floorplate controls to achieve a better design outcome and ensure qualitative assessment does not further compound constraints on an already heavily constrained site.

Additionally, the reference to the Residential Design Codes in this provision should be removed. It will be noted that the provisions of the SCA only apply to Aged Care use, which is not a residential use. The building proposed will therefore not be residential, and the Residential Design Codes are not applicable. The Design Review Panel can advise the City on appropriate design principles.

Finally, a roof garden, mentioned along with green walls as a desirable element in the design, is considered worthwhile in principle. For clarity, we suggest that a roof garden would be excluded from height calculations. It is understood that this is the intent, however some wording to clarify this would ensure there is no ambiguity on this matter.

#### Proposed changes to amendment text

##### Building Height

- Except as provided for below, a maximum of 12.5m above the height datum (generally three storeys); and
- Development higher than 12.5m above the height datum, to a maximum of 23.0m above the height datum (generally six storeys) may be considered on the site, where the development meets the following criteria
  - Demonstrates an exemplary design outcome, as determined by the City with the advice of the City's Design Review Panel
  - Appropriately manages the interface with, and maintaining the amenity of adjacent development and the river foreshore
  - Provides a vegetation wall or communal rooftop garden to the satisfaction of the City



- *Elements of the development above 12.5m above the height datum are generally located towards the south-eastern site boundary with Bardon Park*
- *Building heights defined as height above natural ground level at the highest point on the site, being 27.5m AHD.*
- *Height measurements are to top of eaves or similar, and exclude roof structures, roof gardens, lift overruns, other servicing elements.*

**Next Steps**

During the course of our discussions we have sought to understand the rationale of the City's proposed changes at initiation. The preceding commentary and proposed changes reflect our understanding of the City's intent, which forms the basis of our efforts to find a mutually acceptable outcome.

However we would not want this submission to be perceived as a "take it or leave it" proposition. We are eager to work with the City to find mutually acceptable provisions that will produce a great outcome.

Given the (lack of) submissions received for the proposal, the good faith shown at initiation (including the agreed designating the amendment as complex, which extended the advertising period), and the relatively minor changes proposed, we trust the preceding changes do not require readvertising of the amendment. This would extend the timeframe for little tangible benefit, while delaying delivery of a new aged care facility.

Should the question of readvertising be raised, we would be willing to discuss this with the City and Department of Planning, Lands and Heritage to avoid this possibility.

In this first instance, we are concerned with achieving a good planning outcome, for the City, CraigCare, and future residents of the aged care facility.

In summary we note the City's use of qualitative design controls in its modifications prior to initiation. Our presumption and focus had been on providing certainty. However, the City's qualitative approach will not only improve the quality of development control, decisions, and development outcomes: it will also improve the quality of any future development application prepared and submitted to the City. This would appear to be a mutually beneficial approach to the future of the site.

Thank you again for your consideration of the amendment, and your willingness to work in a collegiate spirit to find the best outcome for this site.

We appreciate the efforts of the City's officers in providing advice during this process. We are available at short notice to meet with you should you wish. Should you require any further details please do not hesitate to contact the undersigned at [ross.duckham@robertsday.com.au](mailto:ross.duckham@robertsday.com.au) or on 9213 7300.

Yours Sincerely  
**ROBERTS DAY**



**ROSS DUCKHAM**  
SENIOR ASSOCIATE

CC: R STARCIC CRAIGCARE

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**Attachment 3 – New Indicative Designs****CraigCare - Maylands**

Concept Design  
Artist Impression - Main Entrance

SCALE: MTS  
DATE: SEPT 2008  
DRAWN: BRENDA  
JOB NO: B3003M  
DRAWING NO: B3003L\_000A

**T&Z**ARCHITECTS

Architects & Interior Designers  
100/102 St. Marks Rd. #10  
Sydney NSW 2000

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**CraigCare - Maylands**

Concept Design  
Artist Impression - Corner of Guildford Rd & Third Ave East

SCALE: MTS  
DATE: SEPT 2008  
DRAWN: BRENDA  
JOB NO: B3003M  
DRAWING NO: B3003L\_000A

**T&Z**ARCHITECTS

Architects & Interior Designers  
100/102 St. Marks Rd. #10  
Sydney NSW 2000

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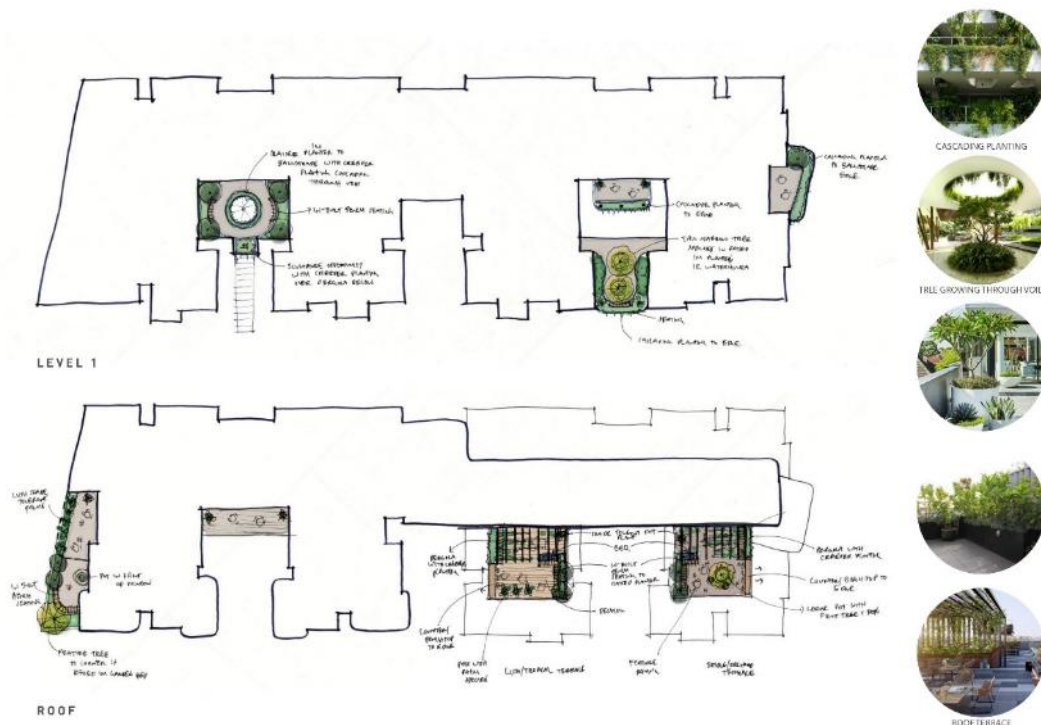


CraigCare - Maylands

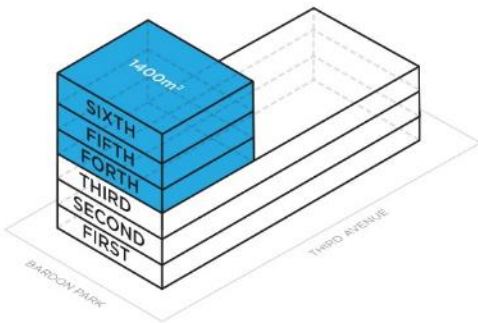
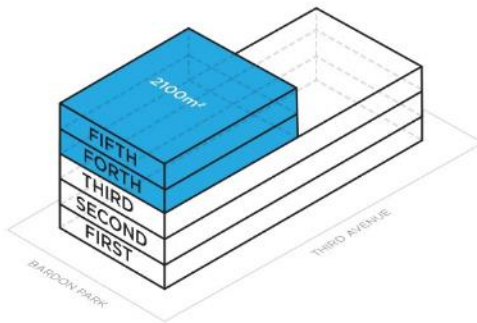
Concept Design  
Artist Impression - Entry from Third Avenue East

SCALE:  
DATE: SEPT 2019  
DRAWN: TMS  
JOB NO: 190304  
DRAWING NO: 010001\_0100

**T&Z** ARCHITECTS  
Architects & Interior Designers  
100/101, 102/103, 104/105, 106/107, 108/109, 110/111, 112/113, 114/115, 116/117, 118/119, 120/121, 122/123, 124/125, 126/127, 128/129, 130/131, 132/133, 134/135, 136/137, 138/139, 140/141, 142/143, 144/145, 146/147, 148/149, 150/151, 152/153, 154/155, 156/157, 158/159, 160/161, 162/163, 164/165, 166/167, 168/169, 170/171, 172/173, 174/175, 176/177, 178/179, 180/181, 182/183, 184/185, 186/187, 188/189, 190/191, 192/193, 194/195, 196/197, 198/199, 200/201, 202/203, 204/205, 206/207, 208/209, 210/211, 212/213, 214/215, 216/217, 218/219, 220/221, 222/223, 224/225, 226/227, 228/229, 230/231, 232/233, 234/235, 236/237, 238/239, 240/241, 242/243, 244/245, 246/247, 248/249, 250/251, 252/253, 254/255, 256/257, 258/259, 260/261, 262/263, 264/265, 266/267, 268/269, 270/271, 272/273, 274/275, 276/277, 278/279, 280/281, 282/283, 284/285, 286/287, 288/289, 290/291, 292/293, 294/295, 296/297, 298/299, 300/301, 302/303, 304/305, 306/307, 308/309, 310/311, 312/313, 314/315, 316/317, 318/319, 320/321, 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2264/2265, 2266/2267, 2268/2269, 2270/2271, 2272/2273, 2274/2275, 2276/2277, 2278/2279, 2280/2281, 2282/2283, 2284/2285, 2286/2287, 2288/2289, 2290/2291, 2292/2293, 2294/2295, 2296/2297, 2298/2299, 2300/2301, 2302/2303, 2304/2305, 2306/2307, 2308/2309, 2310/2311, 2312/2313, 2314/2315, 2316/2317, 2318/2319, 2320/2321, 2322/2323, 2324/2325, 2326/2327, 2328/2329, 2330/2331, 2332/2333, 2334/2335, 2336/2337, 2338/2339, 2340/2341, 2342/2343, 2344/2345, 2346/2347, 2348/2349, 2350/2351, 2352/2353, 2354/2355, 2356/2357, 2358/2359, 2360/2361, 2362/2363, 2364/2365, 2366/2367, 2368/2369, 2370/2371, 2372/2373, 2374/2375, 2376/2377, 2378/2379, 2380/2381, 2382/2383, 2384/2385, 2386/2387, 2388/2389, 2390/2391, 2392/2393, 2394/2395, 2396/2397, 2398/2399, 2400/2401, 2402/2403, 2404/2405, 2406/2407, 2408/2409, 2410/2411, 2412/2413, 2414/2415, 2416/2417, 2418/2419, 2420/2421, 2422/2423, 2424/2425, 2426/2427, 2428/2429, 2430/2431, 2432/2433, 2434/2435, 2436/2437,





SPECIFIC TPS AMENDMENT PROVISIONS		ACCEPTABLE VARIATION TO TPS AMENDMENT PROVISIONS	
			
SUMMARY			
6 STOREYS	TOTAL HEIGHT	5 STOREYS	
3 STOREYS	ABOVE THIRD LEVEL	2 STOREYS	
1400m <sup>2</sup>	FLOOR PLATE SIZE	2100m <sup>2</sup>	
4200m <sup>2</sup>	TOTAL FLOOR AREA ABOVE THIRD LEVEL	4200m <sup>2</sup>	
YES	SUBJECT TO HIGH QUALITY DESIGN REQUIRED	YES	
YES	MUST HAVE ACCEPTABLE IMPACT ON AMENITY	YES	
AGED CARE & ASSOCIATED USES ONLY	PERMISSIBLE LAND USES	AGED CARE & ASSOCIATED USES ONLY	

#### 10.4.7 Proposed Drainage Reserve Purchase Request - Partial Lot 333, Peninsula Road, Maylands

<b>Applicant/Proponent:</b>	L Bennett and O Drummond	
<b>Owner:</b>	City of Bayswater	
<b>Responsible Branch:</b>	Strategic Planning and Place	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required for Points 1, 2, 4 and 5 <b><i>ABSOLUTE MAJORITY REQUIRED FOR POINT 3</i></b>	
<b>Attachments:</b>	<b>Confidential Attachments</b> 1. Sale Terms 2. Valuation Executive Summary	

***Confidential Attachment(s) - in accordance with Section 5.23(2)(e) of the Local Government Act 1995 - a matter that if disclosed, would reveal:***

***(iii) information about the business, professional, commercial or financial affairs of a person***

#### SUMMARY

Council consideration is sought regarding a request from two adjoining landowners to purchase a 88.7m<sup>2</sup> lot owned in freehold by the City, being partial Lot 333, behind 120a and 120b Peninsula Road, Maylands. The lot is currently part of a drainage reserve that contains a stormwater drain.

The drainage reserve Lot 333, Peninsula Road, Maylands was identified to be disposed of within Part 4 of the City's Land Acquisition and Disposal Strategy 2020 (LAADS).

#### OFFICER'S RECOMMENDATION

That:

1. Council approves the disposal by sale (non-major land transaction) of part of Lot 333 Peninsula Road, Maylands by private treaty in accordance with Confidential Attachment 1.
2. The City gives public notice in a local newspaper of its intention to dispose of Part Lot 333 Peninsula Road, Maylands in accordance with Section 3.58 of the *Local Government Act 1995* and invites comments for a 14 day period.
3. At the conclusion of the comment period if no submissions are received Council delegates authority to the Chief Executive Officer to finalise the disposal. In the event that submission(s) are received, the City prepare a report to Council to consider the submission(s).
4. In accordance with Land Acquisition and Disposal Policy the proceeds of the sale of Part Lot 333 Peninsula Road, Maylands is placed in the Strategic Land Acquisition Reserve.
5. The City advises the applicants that any costs associated with the sale of part of Lot 333 Peninsula Road including clearing, establishment of fencing and the amalgamation of Parcels A and B, with the existing lots, are the responsibility of the applicants.



## BACKGROUND

In February 2019 the City received correspondence from the owner of 120A Pensinsula Road, Maylands advising of their interest in purchasing the portion of vacant land directly behind their property. The City investigated the matter and found that the vacant land referred to is a part of a larger drainage reserve.

The subject property comprises of 88.7m<sup>2</sup> vacant drainage reserve that is identified as a “Drainage Reserve” in accordance with the City of Bayswater’s Town Planning Scheme No. 24 (TPS24) and “Urban” in accordance with the Metropolitan Region Scheme.

The drainage reserve is unpaved with overgrown trees and bushes.

### **120a Peninsula Road (Parcel A)**

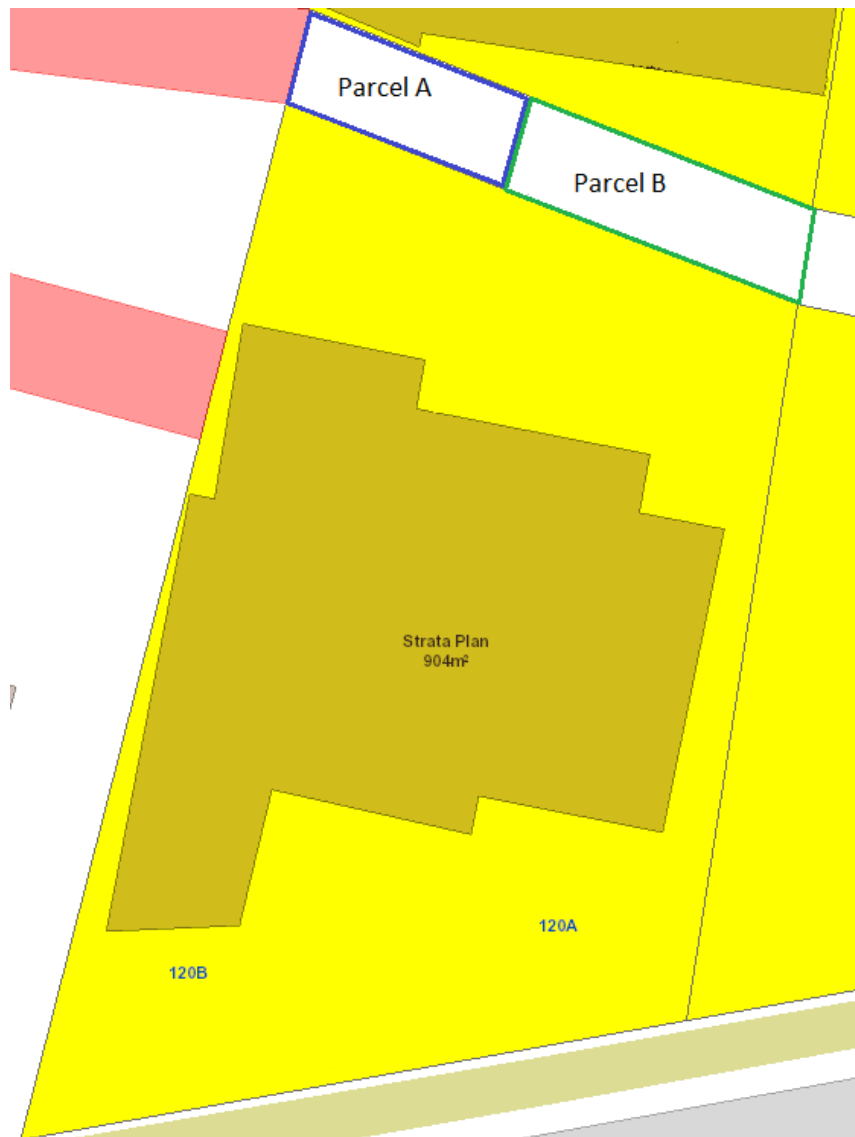
- Area: 36.7m<sup>2</sup>
- Land Type: Freehold
- Current Owner: City of Bayswater
- TPS 24 Zone: Drainage Reserve

### **120b Peninsula Road (Parcel B)**

- Area: 52.0m<sup>2</sup>
- Land Type: Freehold
- Current Owner: City of Bayswater
- TPS 24 Zone: Drainage Reserve

### **Aerial View**



***Proposed Parcel Division******Street View of Part Lot 333***

Should the City approve the sale, any associated costs, responsibility for clearing, establishment of fencing and amalgamation of the lots are proposed to be borne by the applicants.

There is a stormwater drain located within the boundary of the drainage reserve access to the drain will be required from time to time for maintenance etc.

**EXTERNAL CONSULTATION**

In March 2019, the City sent letters to adjoining landowners advising of the potential sale, no objections were received.

In the event Council choose to support the sale of the subject site, in accordance with section 3.58 of the *Land Administration Act 1995* a newspaper advertisement will be placed in the local newspaper for 14 days for public comment. In the event no submissions are received the CEO will finalise the sale process. If a submission is received a further report on the submissions will be put to Council.

**OFFICER'S COMMENTS**Land Acquisition and Disposal Strategy

The subject site is a part of the Peninsula Road Drainage Reserve which has been identified for disposal by Part 4 of the LAADS as surplus to the City's requirements. Portions of the drainage reserve have previously been sold to adjoining land owners resulting in fragmented ownership. In light of this it is considered that the 88.7m<sup>2</sup> subject land parcel, located along the boundary fences of 120a and 120b Peninsular Road, Morley, is surplus to the requirements of the City.

Due to the fragmented nature of the reserve the LAADS, recommended that a coordinated approach and disposal strategy would be beneficial to ensure consecutive transfer of land and ensure no land locked parcels are inadvertently created. As the owners of the 120a and 120b Peninsular Road approached the City in 2019 prior to the finalisation of the LAADS, and that the portion of the drainage reserve in question adjoins portions already sold, it is suggested that the sale of the subject portion of drainage reserve can proceed without a disposal strategy.

Land Disposal Process

In the event Council chooses to support the request from the interested parties to purchase the subject land parcel, disposal is to proceed in accordance with Section 3.58 of the *Local Government Act 1995*. The Act provides that the City has three options for the disposal:

- the highest bidder at public auction;
- the most acceptable public tender; or
- a private treaty after giving local public notice and inviting submissions.

In this instance, public auction and public tender are not considered reasonable options, given that there is unlikely to be interest in the subject site other than from the adjoining landowners. The abutting landowners at 5/9 Kathleen Avenue Maylands were contacted during the consultation process but have not indicated any interest in the site. Therefore it is considered appropriate to dispose of the site to the owners of 120a and 120b Peninsula Road, Morley via private treaty after the giving of public notice.

Valuation

A valuation was received by the City on 15 July 2020. A copy of the executive summary of the valuation is contained in **Confidential Attachment 2**. It is proposed to dispose of the site at the price contained in the valuation in accordance with **Confidential Attachment 1**. The applicants have indicated in writing that they are prepared to purchase the land parcels at these prices.

Easement

As a requirement of the sale an easement will be placed on the subject site which prevents the area from being developed on. This will provide protection for the drainage reserve and any possible future access requirements. In the event the remainder of the drainage reserve is sold the same easement will be included on future sales.

Development on the site is also limited due to the current 'Drainage Reserve' zoning under Town Planning Scheme No. 24 (TPS 24). Under the current zoning the land may only be developed for drainage purposes. An amendment to TPS 24 will be required in the future so there is a consistent zoning across the site. The scheme amendment is not considered urgent at this time and can be undertaken as a part of the town planning scheme review.

**LEGISLATIVE COMPLIANCE**

Section 3.58 of the *Local Government Act 1995* applies to the disposal of local government land.

**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.

<b>Option 1</b>	<b>That:</b> <ol style="list-style-type: none"> <li><b>Council approves the disposal by sale (non-major land transaction) of part of Lot 333 Peninsula Road, Maylands by private treaty in accordance with Confidential Attachment 1.</b></li> <li><b>The City gives public notice in a local newspaper of its intention to dispose of Part Lot 333 Peninsula Road, Maylands in accordance with Section 3.58 of the <i>Local Government Act 1995</i> and invites comments for a 14 day period.</b></li> <li><b>At the conclusion of the comment period if no submissions are received Council delegates authority to the Chief Executive Officer to finalise the disposal. In the event that submission(s) are received, the City prepare a report to Council to consider the submission(s).</b></li> <li><b>In accordance with Land Acquisition and Disposal Policy the proceeds of the sale of Part Lot 333 Peninsula Road, Maylands is placed in the Strategic Land Acquisition Reserve.</b></li> <li><b>The City advises the applicants that any costs associated with the sale of part of Lot 333 Peninsula Road including clearing, establishment of fencing and the amalgamation of Parcels A and B, with the existing lots, are the responsibility of the applicants.</b></li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	It is considered there is no risk to the City if Council proceeds with this option as the drainage reserve has been identified as surplus to the City's needs and was identified to be disposed of within Part 4 of the LAADS.	

<b>Option 2</b>	<b>That Council does not approve the disposal by sale (non-major land transaction) of Parcels A and B, within Part Lot 333 Peninsula Road Maylands, by private treaty.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered there is a moderate reputational and strategic direction risk to the City if Council decides not to proceed with this option as the land parcel has been identified to be disposed of within the LAADS. There is a moderate financial risk because the City would not receive the disposal income and may be responsible, in the future, for maintenance of the site.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Public notice, Settlement Agent and Survey Costs

**Asset Category:** Other

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in LTFP

**Notes:** N/A

**Item 2:** Income from disposal

**Asset Category:** Other

**Source of Funds:** N/A

**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	\$2,400						\$14,000 (advertising) \$3,000 (Legal Expenses)
2	-	-	-	\$14,000	-	-	-

## 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

Disposal of this property, which does not have an alternative public use, will enable it to be used by the adjoining landowners and will provide some income for the City.

## CONCLUSION

Part Lot 333, Peninsula Road, Maylands has been identified as surplus to the City's needs and available for disposal. On this basis, it is recommended that Council resolve to sell two parcels to

the adjoining landowners as per their request, at the valuation price after public notice and that the proceeds of the sale be placed in the Strategic Land Acquisition Reserve.



**10.4.8 Sea Container Cafe at Riverside Gardens**

*Under Separate Cover*

**10.4.9 Expression of Interest for Cafe at Bert Wright Park**

<b>Responsible Branch:</b>	Strategic Planning and Place	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required for points 1 and 2 <b><i>ABSOLUTE MAJORITY Required for point 3</i></b>	
<b>Attachments:</b>	<b>Confidential Attachment(s)</b> 1. City's Recommended Lease Term Modifications 2. 'Operator A's' Counter Offer to the Lease Term Modifications 3. Expression of Interest from 'Operator A' <b>Non-Confidential Attachment</b> 4. City of Bayswater Expression of Interest document	
<b>Refer:</b>	<b>Item 10.7: PDSCM 04.12.2018</b> <b>Item 9.5: PDSCM 08.05.2018</b> <b>Item 9.1: OCM 23.05.2017</b>	

***Confidential Attachment(s) - in accordance with Section 5.23(2)(e) of the Local Government Act 1995 - Information that has a commercial value.***

**SUMMARY**

Council consideration is sought in relation to the lease of a portion of Lot 34, 23 King William Street, Bayswater (Bert Wright Park) for the installation and operation of a café/kiosk.

**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. Accepts the lease offer from 'Operator A' contained in Confidential Attachment 3, subject to modifications to the lease terms contained in Confidential Attachment 1 in relation to the lease of the café on a portion of Lot 34, 23 King William Street, Bayswater.**
- 2. The City gives public notice of the intention to lease the 150m<sup>2</sup> portion of Lot 34, 23 King William Street, Bayswater (Bert Wright Park) by private treaty, in accordance with section 3.58 of the *Local Government Act 1995*.**
- 3. At the conclusion of the public notice period if no submissions are received, Council delegates authority to the Chief Executive Officer to finalise the lease. In the event that a submission(s) is received, the City prepares a report to Council to consider the submission(s).**

**BACKGROUND**

The Planning and Development Committee at their meeting held 4 December 2018 resolved:

*"That Council seeks Expressions of Interest from parties for a 5 year land lease of a 150m<sup>2</sup> portion of Lot 34, 23 King William Street, Bayswater (Bert Wright Park) for the installation and operation of a café/kiosk with the following selection criteria:*

- 1. Contribution to the activation of Bert Wright Park.*
- 2. Quality and appearance of the building/structure and associated external fixtures and furniture.*

3. *Experience of the operator and demonstrated financial capacity.*
4. *Variety and quality of food and beverage offerings.*
5. *Financial return to the City."*

The location of proposed land lease for the purpose of a café and alfresco area is depicted in Figure 1 below.



#### Bayswater Town Centre Place Activation Plan

In March 2017, the City of Bayswater held a community workshop for the Bayswater Town Centre to ascertain community priorities for the activation of the town centre. This involved over 50 participants, with priority actions comprising the Bayswater Town Centre Place Activation Plan, which was adopted at the Ordinary Council Meeting of 23 May 2017.

The Plan includes a number of actions relating to an improved and beautified public realm, alfresco dining, using underutilised spaces, beautification and streetscape enhancement, and an entry statement (Bert Wright Park/Library/Community Centre is the entry point from Guildford Road).

#### Expression of Interest Process

The EOI process was the result of a request from an existing local café in the Bayswater town centre, who in 2018 were searching for new premises within the town centre for over a year without success. They noted the significant number of customers coming from Bert Wright Park, the Bayswater Library and Bayswater Community Centre.

Due to this request, and that it was considered that the process aligned with the Bayswater Town Centre Place Activation Plan and the City's focus on activating the town centre in the light of the challenges it faces as a result of large State Government construction projects the City sought EOIs to operate a café at the subject site.

The EOI document (**Attachment 4**) for the land lease at Bert Wright Park was advertised during April 2019. It proposed a 5 year land lease of 150m<sup>2</sup>, with the successful party to install and operate a café/kiosk. Given the short to medium term of the lease, it was anticipated that respondents would propose lightweight prefabricated or transportable structures such as a sea container or similar. The appearance of the structure would need to ensure that it enhances, rather than detracts from the amenity of the park, which is one of the selection criteria in the EOI.

This land lease required that the infrastructure is provided at no cost to the City. The lessee would be responsible for set up, running costs and maintenance of the building and any associated infrastructure such as seating or shade structures on the lessee. When the lease ends and the building is removed, the lessee would be required to 'make good' the site and reinstate it to public open space.

Despite several informal queries, no EOIs were received during the advertising period. Interested parties reported that this was due to high establishment costs and relatively short lease timeframes to recoup these costs.

However, in August 2020 'Operator A' contacted the City with an EOI and was invited to propose lease terms for the site, which are outlined in **Confidential Attachment 3**.

## EXTERNAL CONSULTATION


No consultation has occurred to date in relation to this matter. If Council decides to accept the lease offer from 'Operator A', public comments are required to be invited for a 14 day period as part of the local public notice of the proposed disposal (lease), pursuant to section 3.58 of the *Local Government Act 1995*.

## OFFICER'S COMMENTS

### Expression of Interest – 'Operator A'

The one EOI received from 'Operator A' has been assessed in accordance with the EOI selection criteria, and is considered to address all of these to a desirable standard, as detailed below:

EOI Criterion	Comment
Contribution to the activation of Bert Wright Park (including proposed hours of operation)	<p>It is considered that the proposal will significantly contribute to the activation of Bert Wright Park, as follows:</p> <ul style="list-style-type: none"> <li>• With the café opening onto King William Street and the park, it will create an active street edge on King William Street where currently there is none.</li> <li>• The alfresco area at the back will bring more amenity and activity to the park, and will increase safety (and therefore ability to attract more potential park users) through the passive surveillance the café and alfresco area offer.</li> <li>• The hours of operation will provide a significant increase in activity seven days a week (including public holidays). These are proposed to be: <ul style="list-style-type: none"> <li>○ Monday to Friday 7am to 4pm</li> <li>○ Saturday 7am to 2pm</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Sunday 8am to 2pm</li> <li>○ Public holidays 8am to 2pm</li> <li>• The café will have a sustainability focus including free water, washable mugs, a discount for keep cups, responsible packaging and eco-friendly plates, cutlery and napkins.</li> </ul>
Quality and appearance of the building/structure and associated external fixtures proposed	<p>The proposed café and alfresco area will be subject to development approval. The concepts provided by 'Operator A' give an indication of what is intended, which is considered to align well with the City's expectations for the land lease, as follows:</p> <ul style="list-style-type: none"> <li>• The café could comprise of a 40ft converted shipping container, with a 2.7m internal height, with an alfresco area to the rear extending into the park.</li> <li>• 'Operator A' has stated that: <i>"I envision the side of the container facing King William Street will be painted with... artwork and the café name/logo. The side facing Bert Wright park will have a servery window 2/3 of the length with the remaining 1/3 partitioned off internally and used for storage. There will also be a coffee window on the side closest to the residential property at 21 King William for foot traffic on the way to work and the train station."</i></li> <li>• 'Operator A' has stated that: <i>"...the façade of the café will display artwork by local and indigenous artists, in keeping with the surrounds. Outdoor seating and umbrellas will be set for the patrons and removed at the close of business daily and stored within a separate section of the container."</i></li> <li>• An indicative image of the café is shown below.</li> </ul> 
Experience of the operator and demonstrated financial capacity	<p>'Operator A' has considerable hospitality and management experience, which is demonstrated as follows:</p> <ul style="list-style-type: none"> <li>• Several references are provided for 'Operator A'.</li> <li>• 'Operator A' has stated that the: <i>"... team will be outgoing hospitality professionals who will deliver awesome customer service..."</i></li> <li>• 'Operator A' has stated that that <i>"I have been in a customer service role across my whole career, with my first job at Gloucester Park at the age of 15, where I worked in a food truck."</i></li> </ul>

	<i>I have worked in cafes, as a maître D for small/bar restaurants, a Manager for Darlings Supper Club and Caballito's and various other positions of management in retail outlets.... I hold an Approve Manager's card and Senior First Aid".</i>																										
Variety and quality of food and beverage offerings	<p>It is considered that 'Operator A' will provide a high variety and quality of food and beverage offerings, which is demonstrated as follows:</p> <ul style="list-style-type: none"> <li>Food and drinks are simple, high quality and healthy food choices, which require minimal preparation on site. 'Operator A' describes the menu as "...focussed on coffee made by Career Baristas and wholesome food made by Bayswater locals."</li> <li>Little food preparation is required on site, which maintains a relatively low energy requirement for the café and minimises establishment costs.</li> <li>The full menu is as follows: <table> <tr> <td><b>Drinks</b></td><td><b>Food</b></td></tr> <tr> <td>Coffee</td><td>Toasted sandwiches</td></tr> <tr> <td>Tea</td><td>Frittatas</td></tr> <tr> <td>Chai</td><td>Bagels</td></tr> <tr> <td>Milkshakes</td><td>Vegetable Slices</td></tr> <tr> <td>Bottled Juices</td><td>Breakfast wraps</td></tr> <tr> <td>Free Water</td><td>Bircher Muesli</td></tr> <tr> <td></td><td>Muffins</td></tr> <tr> <td></td><td>Date, walnut, pumpkin loaves</td></tr> <tr> <td></td><td>Banana bread</td></tr> <tr> <td></td><td>Gluten free brownies</td></tr> <tr> <td></td><td>Biscuits</td></tr> <tr> <td></td><td>Kids' meal packs</td></tr> </table> </li> </ul>	<b>Drinks</b>	<b>Food</b>	Coffee	Toasted sandwiches	Tea	Frittatas	Chai	Bagels	Milkshakes	Vegetable Slices	Bottled Juices	Breakfast wraps	Free Water	Bircher Muesli		Muffins		Date, walnut, pumpkin loaves		Banana bread		Gluten free brownies		Biscuits		Kids' meal packs
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	Biscuits																										
	Kids' meal packs																										

### Lease Terms

As part of the City's due diligence, a land lease valuation for the subject site was obtained. In response to the valuation, the City recommends modifying the lease terms offered by 'Operator A' in accordance with the valuation, as detailed in **Confidential Attachment 1**.

These proposed modified lease terms were forwarded to 'Operator A' for consideration, who provided a counter offer, as detailed in **Confidential Attachment 2**.

### Impact on Bayswater Town Centre

The City has considered the impact on existing landowners and businesses in the town centre, particularly given the challenges relating to empty shops and vacant tenancies in the current economic climate. At the time of advertising of the EOI, there were three major 'cafes' in the town centre (as opposed to lunch bars or restaurants). One of these cafes has since relocated from the town centre - this proposal would again provide the town centre with three cafes.

With major construction work due to commence in the near future in the town centre, the City is determined to increase the centre's amenity to maintain and increase visitation to the centre and therefore its businesses. As such, it is continuing to progress a funding proposal to State Government seeking funding for activation initiatives in the town centre.

A sufficient number of high quality cafes is considered necessary to provide a place to meet and socialise, and supporting projects including streetscape improvements, public art and events, as well as destination marketing, are all focused on achieving this end. A proposal such as this is highly valuable in achieving this higher level of activation for the centre.



Construction work at the train station will also bring a significant increase in workers to the town centre, who are expected to want food and drinks daily over several years. As such, returning to three cafes in the town centre is considered appropriate.

## LEGISLATIVE COMPLIANCE

Section 3.58 of the *Local Government Act 1995* applies to the disposal of property (via 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.

<b>Option 1</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Accepts the lease offer from 'Operator A' contained in <u>Confidential Attachment 3</u>, subject to modifications to the lease terms contained in <u>Confidential Attachment 1</u> in relation to the lease of the café on a portion of Lot 34, 23 King William Street, Bayswater.</li> <li>The City gives public notice of the intention to lease the 150m<sup>2</sup> portion of Lot 34, 23 King William Street, Bayswater (Bert Wright Park) by private treaty, in accordance with section 3.58 of the <i>Local Government Act 1995</i>.</li> <li>At the conclusion of the public notice period if no submissions are received, Council delegates authority to the Chief Executive Officer to finalise the lease. In the event that a submission(s) is received, the City prepares a report to Council to consider the submission(s).</li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	It is considered that there is moderate community and stakeholder risk with this option, as other café businesses may not welcome competition in the Bayswater town centre.	

<b>Option 2</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Accepts the lease offer from 'Operator A' contained in <u>Confidential Attachment 3</u>, subject to modifications to the lease terms provided by 'Operator A' contained in <u>Confidential Attachment 2</u> in relation to the lease of the café on a portion of Lot 34, 23 King William Street, Bayswater.</li> <li>The City gives public notice of the intention to lease the 150m<sup>2</sup> portion of Lot 34, 23 King William Street, Bayswater (Bert Wright Park) by private treaty, in accordance with section 3.58 of the <i>Local Government Act 1995</i>.</li> <li>At the conclusion of the public notice period if no submissions are received, Council delegates authority to the Chief Executive Officer to finalise the lease. In the event that a submission(s) is received, the City prepares a report to Council to consider the submission(s).</li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	<p>It is considered that there is moderate community and stakeholder risk with this option, as other café businesses may not welcome competition in the Bayswater town centre.</p> <p>It is also considered that there is moderate financial management risk with this option, as the income generated from the lease will be less than the valuation.</p>	

<b>Option 3</b>	<b>That Council does not accept the lease offer from 'Operator A' contained in <u>Confidential Attachment 3</u> in relation to the lease of the café on a portion of Lot 34, 23 King William Street, Bayswater.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	<p>It is considered that there is moderate strategic direction and reputation risk with this option, as the proposal for a café at Bert Wright Park is aligned with the implementation of the adopted Place Management Plan for Bayswater town centre.</p> <p>It is considered that there is moderate community and stakeholder risk, as there is community expectation that a café will be established at Bert Wright Park.</p>	

Option 4	That Council:	
	1. Accepts the lease offer from ‘Operator A’ contained in <u>Confidential Attachment 3</u> , subject to modifications determined by Council, in relation to the lease of the café on a portion of Lot 34, 23 King William Street, Bayswater.	
	2. The City gives public notice of the intention to lease the 150m <sup>2</sup> portion of Lot 34, 23 King William Street, Bayswater (Bert Wright Park) by private treaty, in accordance with section 3.58 of the <i>Local Government Act 1995</i> .	
	3. At the conclusion of the public notice period if no submissions are received, Council delegates authority to the Chief Executive Officer to finalise the lease. In the event that a submission(s) is received, the City prepares a report to Council to consider the submission(s).	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Dependant on the 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	The risks are dependent on the modification(s) determined by Council.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Notice of the intention to lease

**Asset Category:** NA

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** Nil

**Item 2:** Lease of a 150m<sup>2</sup> portion of Lot 34, 23 King William Street, Bayswater (Bert Wright Park).

**Asset Category:** Lease

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** \*Cost of City's solicitors to prepare the commercial lease.

\*\*The potential income of the lease is detailed in the confidential attachments.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$800	-	-	-	-	-	\$14,000
2	\$4,000*	-	-	**	-	-	\$10,400

## 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.

Theme: Our Local Economy  
 Aspiration: A business and employment destination.  
 Outcome E2: Active and engaging town and City centres.

The proposal enables the creation of an active street edge along King William Street, Bayswater and is considered to assist in increasing the viability of the Bayswater town centre as a destination, particularly during the construction of Bayswater train station.

## CONCLUSION

In light of the above, it is recommended that Council:

1. Accepts the lease offer from 'Operator A' contained in **Confidential Attachment 3**, subject to modifications to the lease terms contained in **Confidential Attachment 1** in relation to the lease of the café on a portion of Lot 34, 23 King William Street, Bayswater.
2. The City gives public notice of the intention to lease the 150m<sup>2</sup> portion of Lot 34, 23 King William Street, Bayswater (Bert Wright Park) by private treaty, in accordance with section 3.58 of the *Local Government Act 1995*.
3. At the conclusion of the public notice period if no submissions are received, Council delegates authority to the Chief Executive Officer to finalise the lease. In the event that a submission(s) is received, the City prepares a report to Council to consider the submission(s).

Attachment 4 - City of Bayswater Expression of Interest Document

**Invitation for  
Expressions of Interest**

**Café at Bert Wright Park**

**King William Street, Bayswater**



**City of Bayswater  
April 2019**

**Applications close 4pm Friday 26 April 2019**

**Invitation for Expressions of Interest**

Expressions of interest are invited for a land Lease at Bert Wright Park for the installation and operation of a café/kiosk.



Located on Lot 92, 23-25 King William Street, Bayswater, Bert Wright Park is the major public space in the Bayswater town centre. It has a significant local population catchment, is located within the commercial core of the town centre, and is close to Bayswater Train Station.

Bert Wright Park features a range of amenities including a nature play area and basketball courts, seating and picnic tables, an outdoor 'little library', barbeques and artworks. It also shares its site with Bayswater Library and Bayswater Community Centre.

Bayswater town centre is on the cusp of major transformation and investment, with the City of Bayswater Streetscape Plan due to commence shortly, resulting in a major upgrade of King William Street, Metronet's train station upgrade project commencing, and the Forrestfield Airport Link under construction, which will connect to Perth Airport and bring more trains to the centre with one arriving every few minutes.



Cover image: Freepik.com



### Location of Café

- The café is to be located on the King William Street frontage of Bert Wright Park (Lot 92, 23-25 King William Street) as indicated on the location plans below.
- The land Lease is for 150m<sup>2</sup> which is to accommodate a structure for the premises as well as a surrounding seating area incorporating umbrellas or other shade structures.



Figure 1: Location of Bert Wright Park in context of Bayswater Town Centre



Figure 2: Site viewed from street (site entirely on park side of footpath)





Figure 3: Approximate location of area advertised for Land Lease

#### Lease Particulars

- The City is offering a five year land Lease on the approximate area marked in Figure 3, with the successful applicant to install and operate the café/kiosk. The actual area will be determined by survey at the City's cost prior to handover.
- Given this is a short to medium term Lease, it is anticipated that respondents would propose lightweight prefabricated or transportable structures such as a sea container or similar. Alternatively, it may be a simple structure such as those in the Perth Cultural Centre shown in the image below.
- The subject site will require appropriate engineering to ensure that any structure is adequate to be placed on the land (this is addressed at planning and building approval stages).
- It is the responsibility of the Lessee to investigate and cover all costs of connections to utilities required for the Lease area (e.g. Western Power, Water Corporation, etc.)



Figure 4: Example of desirable café/kiosk. Source: <https://www.weekendnotes.com/perth-cultural-centre/>

- The appearance of the structure is to enhance, rather than detract from, the amenity of the park. Addressing this requirements is one of the selection criteria for this EOI.
- The Lessee will be responsible for all site works, service connections, project management and commissioning of the structure, as well as all internal fitout and ongoing costs and maintenance of the building and any associated infrastructure such as seating or shade structures.
- No development is permitted outside of the designated area.
- When the Lease ends, , the Lessee will be required to remove all structures and fixtures and 'make good' the site and reinstate it to public open space.
- Bert Wright Park is owned in freehold by the City of Bayswater and is reserved for Local Public Open Space under the City's Town Planning Scheme No. 24.
- There are no restrictions on the Certificate of Title which preclude the proposed use.
- Any future proposals will be subject to the normal development approval.

### **Expressions of Interest**

Expressions of interest are to include the following:

- Your name and contact details;
- An outline of your proposed Business Plan;
- Your history and background in the industry;
- A menu and pricing for food and drinks;
- Proposed trading hours;
- Indicative designs for the proposed structure and surrounding seating area;
- A signed Heads of Agreement (HOA) reflecting the terms which you wish to proceed on; and
- Any other documents that you feel will assist you with your proposal.

Expressions of interest titled 'Expression of Interest – Café at Bert Wright Park' are to be submitted electronically via the City's electronic tendering portal:

[www.tenderlink.com/bayswater](http://www.tenderlink.com/bayswater)

Submissions must be addressed to the Chief Executive Officer, City of Bayswater, P.O. Box 467, Morley, WA 6943 and received by **4pm** WA standard time on **Friday 26 April 2019**.

#### **Evaluation Criteria**

The selection criteria to assess the EOIs received are as follows:

- Contribution to the activation of Bert Wright Park (including proposed hours of operation);
- Quality and appearance of the building/structure and associated external fixtures proposed;
- Experience of the operator and demonstrated financial capacity to run the business and meet the end of lease requirements;
- Variety and quality of food and beverage offerings; and
- Financial return to the City.

The rental received for the site is expected to reflect that the Lessee will be installing and maintaining the infrastructure.

#### **Process Overview**

Following the close of the advertising period for Expressions of Interest, it is estimated that an agreement will be established between the Tenant and the City of Bayswater within two to three months.

The process undertaken following the close of the EOI period is as follows:

1. Expressions of Interest are evaluated according to the above Evaluation Criteria.
2. A recommendation report on the preferred Tenant and the proposed rental amount will be referred to Council for consideration.
3. Following selection by Council of a preferred Tenant and amount, the proposed lease will be advertised for public comment as required under 3.58(3) of the Local Government Act 1995. .
4. Any public comments received during the advertising period will be referred to Council for consideration prior to formalising the Lease Agreement with the preferred tenant.

For further information contact Place Manager Emma Snow at [emma.snow@bayswater.wa.gov.au](mailto:emma.snow@bayswater.wa.gov.au) or on 9270 4173.

## HEADS OF AGREEMENT

We thank you for your interest in the above Premises. We set out herewith the terms and conditions upon which the Lessor would consider granting a new Lease of the said Premises.

1.	<b>Lessee Entity</b>	<i>Proposed Lessee to confirm</i>
2.	<b>Premises</b>	Bert Wright Park, 23-25 King William Street Bayswater WA 6053
3.	<b>Lease Area</b>	150m2 as per approximate area marked 'Figure' 3 in the EOI, subject to survey.
4.	<b>Lease Commencement Date</b>	<i>Proposed Lessee to confirm</i>
5.	<b>Lease Term</b>	Five years
6.	<b>Handover Date</b>	The later of: <ul style="list-style-type: none"> <li>• The Lease Commencement Date;</li> <li>• The Lessee providing its Bank Guarantee; and</li> <li>• The Lease being signed by the Lessee.</li> </ul>
7.	<b>Permissible Use</b>	Café / Kiosk
8.	<b>Rent</b>	<i>Proposed Lessee to confirm</i>
9.	<b>Rent Commencement Date</b>	As at Lease Commencement Date
10.	<b>Rates</b>	Estimated at approximately \$3,000 per annum including the Emergency Services Levy (to be confirmed).
11.	<b>Services</b>	The Lessee is liable to pay all charges for services supplied to the Premises, such as water, electricity, gas, grease trap and telephone.
12.	<b>Authorities Approval</b>	The Lessee is required to obtain the relevant development approvals and building permits for the fitout operation and the Permissible Use of the Premises.  The Lessor does not warrant suitability of the Premises, or make any representation about the use of the Premises. The Lessee must make its own enquires as to these matters.
13.	<b>Reinstatement</b>	Prior to the termination of the Lease, the Lessee is required to reinstate the Premises and make good any damage occasioned.



14.	<b>Assignment and Subletting</b>	The Lessee may only Assign the Lease with the prior written consent of the Lessor.
15.	<b>Deposit</b>	Two months' gross rent inclusive of GST, payable upon acceptance of this Heads of Agreement. Upon the Lease commencing the Deposit is to be applied as two months' rent in advance. If the Lease does not proceed due to default or repudiation by the Lessee of this offer the deposit shall be forfeited in full.
16.	<b>Bank Guarantee</b>	<p>The Lessee is to provide a Bank Guarantee in favour of the Lessor equivalent to three months' gross rent plus GST.</p> <p>The Bank Guarantee must be lodged with the Lessor upon execution of the Lease. It must be irrevocable, drawn in the name of the Lessee, must not specify an expiry date and must state that it is to cover the Lessee's obligations under the Lease.</p> <p>The Lessee should note that access to the Premises will not be granted until all legal documentation is signed and returned and the deposit and the original Bank Guarantee received by the Lessor.</p>
17.	<b>Guarantor</b>	Director's guarantees, if the Lessee is a company.
18.	<b>Legal Fees</b>	The Lease will be prepared by the Lessor, each party to bear their own Legal Fees. The Lessee will pay Lease registration fees including the State Administrative Tribunal application fee (if required and if permitted under the <i>Retail Shops Act</i> ).
19.	<b>Foreign Investment Review Board (FIRB)</b>	<p>If the Lessee is:</p> <ul style="list-style-type: none"> <li>not an Australian Citizen;</li> <li>is an offshore entity; or</li> <li>is a local entity with partial offshore ownership or control,</li> </ul> <p>and the offer to Lease is for a term of five years or more (including options), then FIRB approval is likely to be required for the Lease to commence. The Lessee is responsible for seeking FIRB approval before the Lease can commence.</p>
20.	<b>Standard Conditions</b>	<p>(a) This proposal is presented subject to Lessor Approval.</p> <p>(b) This proposal is presented subject to Vacant Possession.</p>

**10.4.10 Outcome of Expression of Interest - Lot 10, 53 Murray Street, Bayswater**

<b>Responsible Branch:</b>	Strategic Planning and Place	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Extract from the Community Lease Key Performance Indicators and Criteria Management Practice. 2. Submission Assessment	
<b>Refer:</b>	Item 10.4.3: OMC 25.02.2020	

**SUMMARY**

Council consideration is sought in relation to the expressions of interests (EOI) received for the lease of Lot 10, 53 Murray Street, Bayswater.

Council at its Ordinary Meeting held 25 February 2020 resolved to authorise the Chief Executive Officer to seek EOI's to lease the building.

During the EOI process, five submissions were received and were assessed in accordance with the City's Community Lease Key Performance Indicators and Criteria Management Practice.

**OFFICER'S RECOMMENDATION**

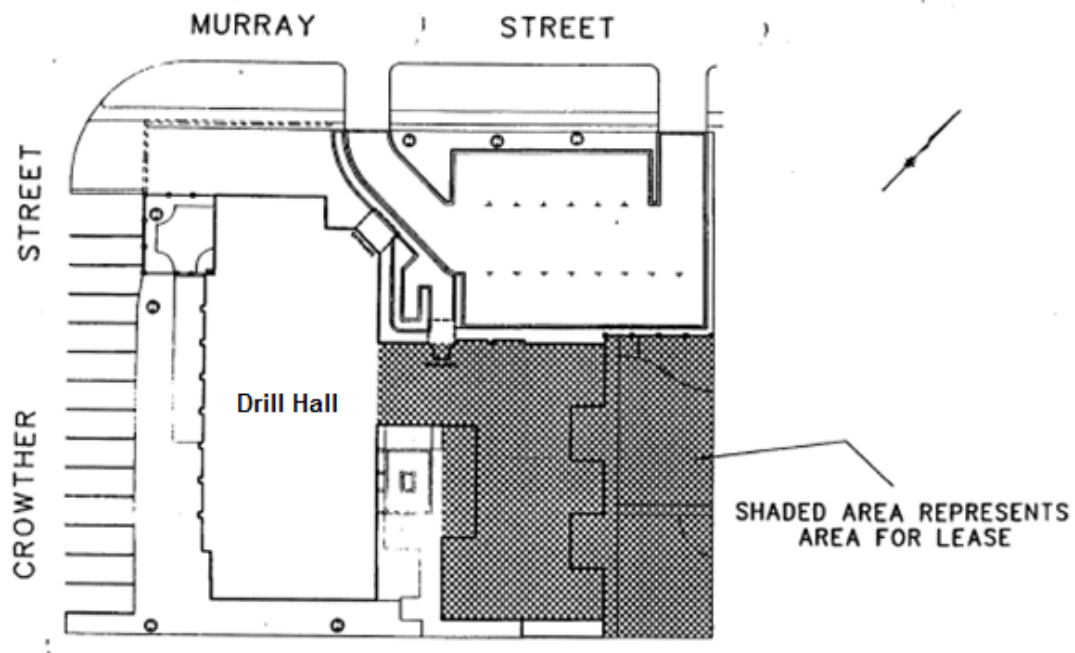
**That Council authorises the Chief Executive Officer to lease Lot 10, 53 Murray Street, Bayswater, to Cahoots in accordance with the Community Facility Lease and Licence/User Agreement Policy subject to the following key terms:**

- (a) **Lease Term: 5 years.**
- (b) **Rent: \$1,390 p.a + GST indexed to inflation.**
- (c) **Waste Charges: Tenant to pay.**
- (d) **Utility Charges: City to pay.**
- (e) **Rates: City to pay.**
- (f) **Emergency Services Levy (ESL): Tenant to pay.**

**BACKGROUND**

The former Bayswater Family Centre 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.

Council at its Ordinary Meeting held 25 February 2020 considered the future use of Lot 10, 53 Murray Street, Bayswater, and resolved:

*“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.*

..."

## EXTERNAL CONSULTATION

The EOI was advertised for 25 days from 13 July 2020 to 7 August 2020. A total of five submissions were received during the advertising period from:

- 55 Central Inc.;
- Bayswater Women's Hub;
- Neighbourhood Watch Chinese Group;
- Paediatric Nursing Services;
- Cahoots.

## OFFICER'S COMMENTS

### Submissions

A brief summary of each organisation that made an EOI submission is provided below. The full EOI submission for each organisation has been provided to Council separately.

#### 55 Central Inc.

55 Central Inc. has been working with the Maylands and Bayswater communities for 45 years and is a long term provider and advocate of services and support for people experiencing homelessness, particularly those with alcohol and other drug and mental health related issues.

If successful, 55 Central Inc. would use the building as a resource hub that provides:

- An accessible, safe, attractive and functional space for a range of dignified supports for people in need;
- Access to simple ready-made meals to have onsite and low cost groceries and essential supplies to take home. The meals would be made in their established commercial kitchen in Maylands;
- Information, referral and co-located specialist services with a focus on health, mental health and wellbeing; and
- Activities that promote social inclusion and self-development such as art, budgeting, music, chat and recreation.

#### Bayswater Women's Hub

The Bayswater Women's Hub is a grass-roots organisation, founded in 2020 and run by a team of passionate, professional locals.

They have a vision to connect and empower the women of Bayswater and beyond and aim to provide access to tools and workshop facilities in a community space and facilitate the exchange of knowledge between cultures, generations and capabilities.

#### Neighbourhood Watch Chinese Group

The Neighbourhood Watch Chinese Group aims to reduce cultural and communication barriers, not only for Chinese communities but also for all communities in Western Australia, primarily in relation to:

- Crime prevention;

- Domestic violence;
- Support for people with substance abuse issues;
- Fishery regulations;
- Traffic rules; and
- Understanding of government legal systems and department functions.

If successful, they would use the building for a variety of activities including meetings with government and private sector organisations, such as WA Police and Neighbourhood Watch Australia. They would also offer support groups for domestic violence victims, young and single parent families. In addition, they would use the building for mothers groups, a chess club and dance group practices.

#### Paediatric Nursing Services

Paediatric Nursing Services provide health care and support to children, teens, young adults, families and carers with sick children and children living with a range of additional needs to enhance their health, well-being and quality of life.

#### Cahoots

Cahoots was founded in 1982. Their mission is to create inclusive opportunities for children and young people living with disability and others that face exceptional challenges, to develop friendships, skills and confidence.

If successful, Cahoots would use the building for:

- Weekly programs, training sessions, workshops and events;
- After school and weekend programs for kids, teens and young adults;
- Training for community partners, service delivery teams and volunteers;
- Workshops for digital and financial literacy; and
- Community events to celebrate and connect, including volunteer award nights and social activities.

#### Assessment

The submissions were evaluated against the lease assessment criteria under the Community Lease Key Performance Indicators and Criteria Management Practice (CLKPICMP). An extract of the CLKPICMP, which was used to assess the submissions, is included as **Attachment 1**.

In order to assess the five submissions, the following criteria were considered relevant:

- Criteria 1: Financial position and organisational governance;
- Criteria 2: Shared goals;
- Criteria 5: Property to be made available to be used by other Community Groups and Individuals; and
- Criteria 6: Appropriate use and impact of use on surrounding amenity.

The submissions were not assessed against following criteria, for the following reasons:

- Criteria 3: Local community benefit - It was not considered appropriate to assess the submissions against this criteria, as not all of the community groups are membership based and while some of the organisations provided the number of members and beneficiaries, it was unclear whether they reside in the City;

- Criteria 4: Club planning and development - It was not considered relevant to assess the submissions against this criteria, as this criteria only relates to sporting and recreational clubs; and
- Criteria 7: Average performance against Lease Key Performances from last three years of lease (renewing leases only) - It was not considered relevant to assess the submissions against this criteria, as this criteria only relates to the renewal of existing leases.

The five submissions were assessed against the relevant criteria. The assessment outcome is included as **Attachment 2**. The below table outlines the scores of the assessment:

	<b>55 Central Inc.</b>	<b>Bayswater Women's Hub</b>	<b>Neighbourhood Watch Chinese Group</b>	<b>Paediatric Nursing Services</b>	<b>Cahoots</b>
<b>Financial position and organisational governance</b>	10	7	5	10	10
<b>Shared goals</b>	10	6	6	6	10
<b>Property to be made available to be used by other Community Groups/ Individuals</b>	5	5	5	0	5
<b>Appropriate use and impact of use on surrounding amenity</b>	8	14	14	14	14
<b>Total Score (out of 50)</b>	33	32	30	30	39
<b>Total Percentage</b>	66%	64%	60%	60%	78%

Under the CLKPICMP, an overall performance rating of between 56-80% is considered 'Good. Recommended to lease to this lessee'. Cahoots scored 78%, which was the highest score when assessed against the lease assessment criteria and it is therefore recommended that they are chosen to lease the property.

In accordance with the City's Community Facility Lease and Licence/User Agreement Policy, Cahoots are considered to be a Category 1c) 'Other Community Group'. Therefore in accordance with the policy the following key terms would be applied:

- Lease Term: 5 years.
- Rent: \$1,390 p.a + GST indexed to inflation.
- Waste Charges: Tenant to pay.
- Utility Charges: City to pay.
- Rates: City to pay.
- Emergency Services Levy (ESL): Tenant to pay.

Building MattersBuilding Classification

The building is a Class 9b 'Assembly Building' under the Building Code of Australia, which means it can be open to the public to use to its occupancy capacity, for all ages and physical abilities. The use of the building would be suitable to all four groups under this classification.

Building Condition

Overall, the building is in a good condition. It is considered that the following actions should be undertaken by the City, prior to a new tenant occupying the building:

- The building should be given a deep clean;
- All of the locks should be changed as the City is unsure how many keys exist and who has these keys; and
- Any items belonging to the previous tenant or casual hirers should be offered to the new tenant or disposed of by the City if they are unwanted.

In addition, the following upgrades will be required:

Year	Upgrade	Approximate Cost
2021/22	Prepare and paint walls (external)	\$15,000
	Upgrade to LED lighting	\$8,000
	Renew damaged flooring in kitchen, store and toy library	\$8,000
	Prepare and paint ceilings of activity rooms	\$7,000
2022/23	Renew toilet facilities	\$45,000

**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.

<b>Option 1</b>	<b>That Council authorises the Chief Executive Officer to lease Lot 10, 53 Murray Street, Bayswater, to Cahoots in accordance with the Community Facility Lease and Licence/User Agreement Policy subject to the following key terms:</b>  <b>(a) Lease Term: 5 years.</b> <b>(b) Rent: \$1,390 p.a + GST indexed to inflation.</b> <b>(c) Waste Charges: Tenant to pay.</b> <b>(d) Utility Charges: City to pay.</b> <b>(e) Rates: City to pay.</b> <b>(f) Emergency Services Levy (ESL): Tenant to pay.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	It is considered that this option has moderate community and stakeholder risk, as some community members and stakeholders may be opposed to leasing the building to this community group.	

<b>Option 2</b>	<b>That Council authorises the Chief Executive Officer to lease Lot 10, 53 Murray Street, Bayswater, to an alternate applicant in accordance with the Community Facility Lease and Licence/User Agreement Policy.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
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
<b>Conclusion</b>	<p>It is considered that this option has moderate community and stakeholder risk, as some community members and stakeholders may be opposed to leasing the building to the alternate community group chosen.</p> <p>It is also considered that this option has moderate governance risk, as selecting an applicant that was not considered the most appropriate in accordance with the lease assessment criteria may be perceived as being bias and unequitable.</p>	

<b>Option 3</b>	<b>That Council authorises the Chief Executive Officer to decline all of the applicants and undertake a new expression of interest process to lease Lot 10, 53 Murray Street, Bayswater.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Moderate
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	<p>It is considered that this option has moderate community and stakeholder risk, as some community members and stakeholders may consider that the current applicants are appropriate.</p> <p>It is also considered that this option has moderate governance risk, as not selecting an applicant when all four submission were assessed in accordance with the lease assessment criteria and found to be appropriate may be perceived as being bias and unequitable.</p> <p>In addition, it is considered that this option has moderate service delivery risk, as undertaking a new EOI process may not result in new submissions from different community groups and will cause the building to remain vacant. The City also runs the risk that the current applicants may be unwilling to wait any further for the building to become available.</p>	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Lease of Lot 10, 53 Murray Street, Bayswater, to Cahoots.

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

**LTFP Impacts:** Not itemised in the LTFP



**Notes:** The below costs do not include the costs of utilities, which the City will be required to pay under the lease terms.

**Item 2:** Preparation of the property for a new tenant.

**Asset Category:** NA

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** The costs include deep cleaning (\$750) and lock changing (\$710).

**Item 3:** Future required building upgrades.

**Asset Category:** NA

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** The costs include prepare and paint external walls (\$15,000), upgrade to LED lighting (\$8,000), renew damaged flooring in kitchen, store and toy library (\$8,000), prepare and paint ceilings of activity rooms (\$7,000) and renew toilet facilities (\$45,000).

These works are not currently itemised in the LTFP, however they are proposed to be included as part of the upcoming review.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$945	-	\$945	\$1,390	5	-	-
2	\$1,460	-	-	-	-	-	-
3	\$83,000	-	-	-	-	-	-

## 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.

It is considered that leasing the building to Cahoots will provide a strong sense of community through the provision of quality services and facilities for those in need.

## CONCLUSION

In light of the above, it is recommended that Council authorise the Chief Executive Officer to lease Lot 10, 53 Murray Street, Bayswater, to Cahoots in accordance with the Community Facility Lease and Licence/User Agreement Policy subject to the following key terms:

- Lease Term: 5 years.
- Rent: \$1,390 p.a + GST indexed to inflation.
- Waste Charges: Tenant to pay.
- Utility Charges: City to pay.
- Rates: City to pay.
- Emergency Services Levy (ESL): Tenant to pay.

**Attachment 1****LEASE ASSESSMENT CRITERIA**

These criteria are to be used when assessing new or renewed leases.

**Criterion 1: Financial Position and Organisational Governance**

Financial position is used to gauge the organisation's ability to pay lease fees and applicable outgoings across the term of the lease, ideally the lessee will display the following:

- A strong financial position and/or a position of financial growth;
- Evidence that the organisation manages its finances and plans for future expenses; and
- Evidence of a governing body.

0	5	7	10
Financial statements indicate the lessee is in a poor financial position and/or there is little evidence of a defined governing structure or planning for future expenses.	Organisation is able to meet financial commitments however there is little evidence of a defined governing structure and no planning for future expenses.	Organisation is in a good financial position and there is evidence of a governing structure. There is no planning for future expenses.	Organisation is in a strong financial position and has appropriate governance in place. Organisation has long-term plans for future expenses.

**Criterion 2: Shared Goals**

The services provided by the group are of high relevance, contributing to strategies from the Strategic Community Plan.

0	6	8	10
The services provided do not contribute to any strategies from the Strategic Community Plan.	The services provided contribute to one strategy from the Strategic Community Plan.	The services provided contribute to two strategies from the Strategic Community Plan.	The services provided contribute to three or more strategies from the Strategic Community Plan.

**Criterion 3: Local Community Benefit**

The lessee provides benefit for the wider and local community in the following ways:

- The organisation may have members who are City residents;
- The organisation provides service/s for City residents.

0	8	14	20
The organisation does not have any members or beneficiaries who reside within the City.	The organisation has 0-49 members who reside within the City.	The organisation has 50- 99 members or beneficiaries who reside within the City.	The organisation has 100 or more members or beneficiaries who reside in the City.

**Criterion 4: Club Planning and Development**(Relevant to Clubs Only)

Evidence of club planning and development initiatives such as:

- The club has a strategic financial plan;
- The strategic financial plan includes a sinking fund set aside for building repairs;
- The lessee's representatives have attended club development workshops,
- There are regular club meetings;
- The club has plans for growing/retaining membership; and
- The club is participating in the City's Blue Ribbon club program.

0	4	6	8	10
The club does not engage in any club development.	Club development is a low priority for the lessee, with evidence of 1 of the above initiatives.	Club development is a medium priority for the lessee, with evidence of 2 of the above initiatives.	Club development is a priority for the lessee, with evidence of 3 of the above initiatives.	Club development is a high priority for the lessee, with evidence of 4 or more of the above initiatives.

**Criterion 5: Property to be made available to be used by other Community Groups / Individuals**(Relevant only where leased area is appropriate and permitted to be sublet/hire as per the Lease Agreement)

The lessee has maximised the usage of the property by hiring out to as many groups or as much time as possible during the times the building is not being used by the lessee.

0	5	10
The lessee will not sublet or hire the facility to other groups or individuals	The lessee agrees to allow other groups to sublet or hire the facility on a limited basis and will not actively promote use of the facility.	The lessee agrees to allow other groups to sublet or hire the facility and plans to actively promote the use of the facility.

**Criterion 6: Appropriate Use and Impact of Use on Surrounding Amenity**

The proposed activities of the organisation should be suited to the existing facility with few alterations required. The activities of the lessee should not have an adverse effect on the amenity of the area.

0	8	14	20
Proposed activities are not suited to the existing facilities and/or may have an adverse negative impact on surrounding amenity.	Proposed activities may not be appropriate or fully deliverable at the current facility and/or there will be some negative impact on surrounding amenity.	Proposed activities are appropriate for the facility and will have no negative impact on the surrounding amenity.	Proposed activities are highly appropriate for the facility and will have a positive impact on surrounding amenity.

**Criterion 7: Average Performance against Lease Key Performance Indicators (Lease KPI's) from Last Three Years of lease (Renewing Lessees only)**

This criterion applies to existing lessees only. The average performance (measured as a percentage) over the past three years is measured.

0	8	12	16	20
0-20%	21-40%	41-60%	61-80%	81-100%
Poor performance in relation to Lease KPIs.	Underperforming in relation to Lease KPI's.	Good performance in relation to Lease KPI's.	Very good performance in relation to Lease KPI's.	Excellent performance in relation to Lease KPIs.

**Overall Performance Rating:**

<b>0-20%</b>	Very Poor. Strongly recommended not to lease to this lessee.
<b>21-55%</b>	Poor. Recommended not to lease to this lessee.
<b>56-80%</b>	Good. Recommended to lease to this lessee.
<b>81-100%</b>	Excellent. Highly recommended to lease to this lessee.

**Attachment 2**

	<b>55 Central Inc.</b>	<b>Bayswater Women's Hub</b>	<b>Neighbourhood Watch Chinese Group</b>	<b>Paediatric Nursing Services</b>	<b>Cahoots</b>
<b>Financial position and organisational governance</b>	<p>As an established organisation in Maylands, the City considers their financial position and organisational governance to be proven and reliable.</p> <p>10/10</p>	<p>Although their financial position and organisational governance is unproven, it is considered that the information provided in their EOI submission suggests that it will be strong and reliable.</p> <p>7/10</p>	<p>Unable to clearly demonstrate that the organisation is able to meet financial commitments or planning for future expenses.</p> <p>There is evidence of a defined governing structure.</p> <p>5/10</p>	<p>Demonstrated strong financial position and organisational governance.</p> <p>10/10</p>	<p>Demonstrated strong financial position and organisational governance.</p> <p>10/10</p>
<b>Shared goals</b>	<p>It is considered that the organisation demonstrates a strong sense of community through the provision of quality services and facilities for those in need, which are very important and topical to the City now and are likely to become more important in the future.</p> <p>It is considered that the organisation creates a safe and welcoming place for people in need and</p>	<p>It is considered that the organisation demonstrates aspirations to foster and support an active and engaged community.</p> <p>The organisation also intends to promote a green and sustainable environment.</p> <p>6/10</p>	<p>It is considered that the organisation demonstrates aspirations to foster and support an active and engaged community.</p> <p>6/10</p>	<p>It is considered that the organisation demonstrates a sense of community through the provision of quality services and facilities for those in need.</p> <p>6/10</p>	<p>It is considered that the organisation demonstrates a strong sense of community through the provision of quality services and facilities for those in need.</p> <p>It is considered that the organisation creates an inclusive and welcoming place for people in need and meets the needs of our changing society.</p> <p>10/10</p>

	meets the needs of our changing society.  10/10				
<b>Property to be made available to be used by other Community Groups/ Individuals</b>	<p>The organisation is willing to discuss all ideas for the use of the building with other community groups, particularly where they are inclusive of their target group.</p> <p>For groups seeking exclusive use, they would be willing to negotiate use during times when they are not open.</p> <p>5/10</p>	<p>The organisation has taken into account the ability of building to be casually hired to other community groups or individuals at appointed times for a nominal fee.</p> <p>5/10</p>	<p>The organisation appears willing to actively promote the use of the building for activities within its membership base.</p> <p>It is unclear if they are willing to extend the use of the building to community groups and individuals outside of its membership base.</p> <p>5/10</p>	<p>No information provided.</p> <p>0/10</p>	<p>The organisation is willing to provide equal access to other community members, clubs and groups on a first booked, first confirmed basis – provided users agree to site use conditions.</p> <p>5/10</p>
<b>Appropriate use and impact of use on surrounding amenity</b>	<p>The organisation has stated that negative impacts are not expected to be an issue, however due to the nature of the services provided there may be occasions where a person's behaviour may present challenges that may have a minor impact on any surrounding</p>	<p>It is considered that the proposed activities are appropriate for the facility and will have little negative impact on the surrounding amenity of the neighbourhood.</p> <p>14/20</p>	<p>It is considered that the proposed activities are appropriate for the facility and will have little negative impact on the surrounding amenity of the neighbourhood.</p> <p>14/20</p>	<p>It is considered that the proposed activities are appropriate for the facility and will have little negative impact on the surrounding amenity of the neighbourhood.</p> <p>14/20</p>	<p>It is considered that the proposed activities are appropriate for the facility and will have little negative impact on the surrounding amenity of the neighbourhood.</p> <p>14/20</p>



	community members.  The organisation has stated that this is to be expected and will be appropriately managed by trained staff.  8/20				
<b>Total Score</b>	<b>33/50</b>	<b>32/50</b>	<b>30/50</b>	<b>30/50</b>	<b>39/50</b>
<b>Total Percentage</b>	<b>66%</b>	<b>64%</b>	<b>60%</b>	<b>60%</b>	<b>78%</b>

**10.4.11 Outcome of Expression of Interest - Lot 324, 9 Garson Court, Noranda**

<b>Responsible Branch:</b>	Strategic Planning and Place	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Extract from the Community Lease Key Performance Indicators and Criteria Management Practice. 2. Submission Assessment	
<b>Refer:</b>	Item 10.4.14: OMC 3.09.2019	

**SUMMARY**

Council consideration is sought in relation to the expressions of interest (EOI) received to lease the Noranda Family Centre at Lot 324, 9 Garson Court, Noranda.

Council at its Ordinary Meeting held 3 September 2019 resolved to authorise the Chief Executive Officer to seek EOI's to lease the building.

During the EOI process four submissions were received and were assessed in accordance with the City's Community Lease Key Performance Indicators and Criteria Management Practice.

**OFFICER'S RECOMMENDATION**

**That Council authorises the Chief Executive Officer to lease the Noranda Family Centre at Lot 324, 9 Garson Court, Noranda to Orana House Inc. in accordance with the Community Facility Lease and Licence/User Agreement Policy subject to the following key terms:**

- (a) **Lease Term: 5 years.**
- (b) **Rent: \$1 p.a.**
- (c) **Waste Charges: Tenant to pay.**
- (d) **Utility Charges: City to pay.**
- (e) **Rates: City to pay.**
- (f) **Emergency Services Levy (ESL): Tenant to pay.**

**BACKGROUND**

Lot 324, 9 Garson Court, Noranda is owned by the City in freehold and is reserved for 'Public Purposes' under the City's Town Planning Scheme No.24 (TPS 24).

Department of Communities (DoC) first leased the property in July 1992 on a 21 year lease. The leased property consisted of two separate buildings known as the Noranda Family Centre and the Noranda Childcare Centre. Both buildings were included in the lease but were subleased by DoC to different groups.

The map below highlights the two areas of the lease. The Noranda Childcare Centre is highlighted in blue and the Noranda Family Centre in yellow.



At the Ordinary Council Meeting held 24 September 2013 Council resolved to grant DoC an additional five year lease with an option for a further five years. This agreement ran from 1 November 2013 to 31 October 2018. DoC took up a two month option from 1 November 2018 to 31 December 2018 and after that they leased the property on a rolling monthly lease.

In correspondence dated 28 June 2019, DoC advised that they wished to continue to lease the Noranda Childcare Centre, which would require a new lease. However, in the same correspondence they also advised that they wished to terminate the Noranda Family Centre lease and gave the City 30 days' notice of their intention to vacate the building, as required under the lease.

In light of DoC's decision, Council at its Ordinary Council Meeting held 3 September 2019 resolved:

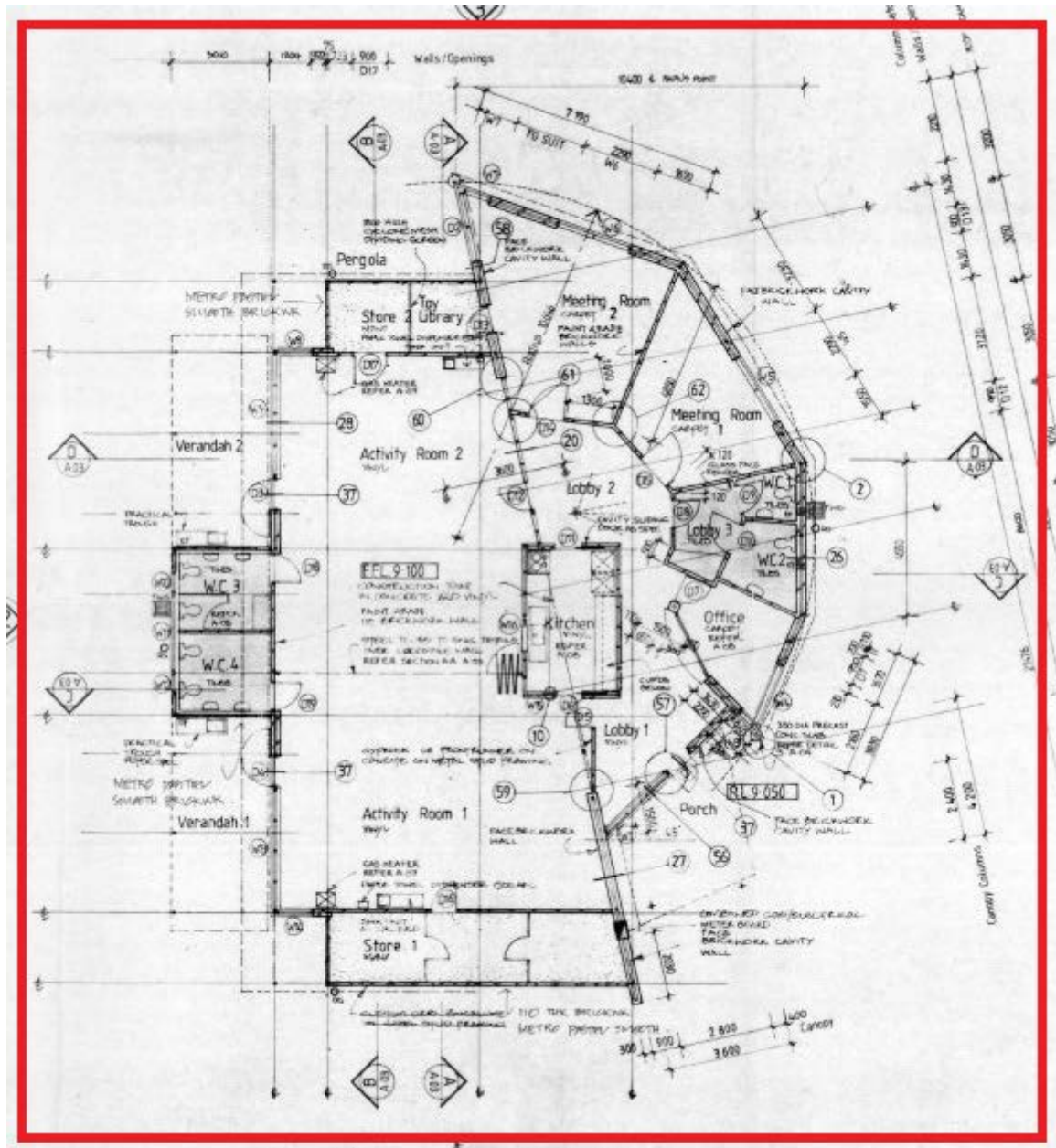
*"That Council:*

1. *Approves a new lease to the Department of Communities Noranda Childcare Centre at Lot 324, 9 Garson Court, Noranda subject to the following key terms:*
  - *Lease Term: Five years.*
  - *Lease Option: Nil.*
  - *Rent: \$1,360 per annum (plus GST).*

- Rent review: CPI.
  - Other charges: The Emergency Services Levy (currently \$600 per annum plus GST)
2. Requests the Chief Executive Officer to call for expressions of interest for the lease of the Noranda Family Centre at Lot 324, 9 Garson Court, Noranda.

...

A plan of the Noranda Family Centre is shown below.



## EXTERNAL CONSULTATION

The EOI for the Noranda Family Centre was advertised for 25 days from 13 July 2020 to 7 August 2020. A total of four submissions were received during the advertising period from:

- Neighbourhood Watch Chinese Group;
- Orana House Inc.;

- Paediatric Nursing Services; and
- Omega Pentecostal Church Inc.

## **OFFICER'S COMMENTS**

### Submissions

A brief summary of each organisation that made an EOI submission is provided below. The full EOI submission for each organisation has been provided to Council under separate cover.

#### Neighbourhood Watch Chinese Group

The Neighbourhood Watch Chinese Group aims to reduce cultural and communication barriers, not only for Chinese communities but for all communities in Western Australia, primarily in relation to:

- Crime prevention;
- Domestic violence;
- Support for people with substance abuse issues;
- Fishery regulations;
- Traffic rules; and
- Understanding of government legal systems and department functions.

If successful they would use the building for a variety of activities including meetings with government and private sector organisations, such as WA Police and Neighbourhood Watch Australia. They would also offer support groups for domestic violence victims, young and single parent families. In addition, they would use the building for mothers groups, a chess club and dance group practices.

#### Orana House Inc.

Orana House Inc. provides crisis accommodation and support services to women and children experiencing family and domestic violence.

If successful they would use the building to relocate their SWitCH (Supporting Women in the Community Holistically) outreach programme, as their current location in Orana's refuge premises in Bayswater has many limitations. Having a dedicated building for the SWitCH outreach programme will also enable them to expand their outreach programme.

#### Paediatric Nursing Services

Paediatric Nursing Services provide health care and support to children, teens, young adults, families and carers with sick children and children living with a range of additional needs to enhance their health, well-being and quality of life.

#### Omega Pentecostal Church Inc.

Omega Pentecostal Church Inc. consist of two branches – a spiritual branch and community engagement branch.

The spiritual branch involves religious activities, including Sunday services, prayer meetings, conferences, pastoral care and other emotional and spiritual empowering activities such as seminars, outings, group discussions and home visits.

The community engagement branch focusses on identifying skills, abilities and potential among the community. The majority of members are from an African background, who experience hurdles

as they transition and integrate into the Australian society. Therefore they have been running community activities to assist transition and integration such as:

- Basic computer literacy skills;
- Citizenship classes;
- Learner driver theory;
- Youth engagement activities;
- Dance classes; and
- African food festivals and cooking classes.

### Assessment

The submissions were evaluated against the lease assessment criteria under the Community Lease Key Performance Indicators and Criteria Management Practice (CLKPICMP). An extract of the CLKPICMP, which was used to assess the submissions, is included as **Attachment 1**.

In order to assess the four submissions, the following criteria were considered relevant:

- Criteria 1: Financial position and organisational governance;
- Criteria 2: Shared goals;
- Criteria 5: Property to be made available to be used by other Community Groups and Individuals; and
- Criteria 6: Appropriate use and impact of use on surrounding amenity.

The submissions were not assessed against following criteria, for the following reasons:

- Criteria 3: Local community benefit - It was not considered appropriate to assess the submissions against this criteria, as not all of the community groups are membership based and while some of the organisations provided the number of members and beneficiaries, it was unclear whether they reside in the City;
- Criteria 4: Club planning and development - It was not considered relevant to assess the submissions against this criteria, as this criteria only relates to sporting and recreational clubs; and
- Criteria 7: Average performance against Lease Key Performances from last three years of lease (renewing leases only) - It was not considered relevant to assess the submissions against this criteria, as this criteria only relates to the renewal of existing leases.

The four submissions were assessed against the relevant criteria. The assessment outcome is included as **Attachment 2**. The below table outlines the scores of the assessment:

	<b>Neighbourhood Watch Chinese Group</b>	<b>Orana House Inc.</b>	<b>Paediatric Nursing Services</b>	<b>Omega Pentecostal Church Inc.</b>
Financial position and organisational governance	5	10	10	10
Shared goals	6	8	6	6
Property to be made available to be used by other Community Groups/ Individuals	5	5	0	5



Appropriate use and impact of use on surrounding amenity	14	14	14	14
Total Score (out of 50)	30	37	30	35
Total Percentage	60%	74%	60%	70%

Under the CLKPICMP, an overall performance rating of between 56-80% is considered 'Good. Recommended to lease to this lessee'. Orana House Inc. scored 74%, which was the highest score when assessed against the lease assessment criteria and it is therefore recommended that they are chosen to lease the property.

In accordance with the City's Community Facility Lease and Licence/User Agreement Policy, Orana House Inc. are considered to be a Category 1a) 'Local Service Group' - the terms include:

- Lease Term: 5 years.
- Rent: \$1 p.a.
- Waste Charges: Tenant to pay.
- Utility Charges: City to pay.
- Rates: City to pay.
- Emergency Services Levy (ESL): Tenant to pay.

### Building Matters

#### Building Classification

The building is a Class 9b 'Assembly Building' under the Building Code of Australia, which means it can be open to the public to use to its occupancy capacity, for all ages and physical abilities. The use of the building would be suitable to all four groups under this classification.

#### Building Condition

Overall the building is in a good condition. It is considered that the following actions should be undertaken by the City, prior to a new tenant occupying the building:

- The building should be given a deep clean;
- All of the locks should be changed as the City is unsure how many keys exist and who has these keys;
- The two shade sails need replacing and the supporting structures need to be reset; and
- Any items belonging to the previous tenant or casual hirers should be offered to the new tenant or disposed of by the City if they are unwanted.

In addition, the following upgrades will be required:

Year	Upgrade	Approximate Cost
2021/22	Upgrade lighting to LED (internal & external)	\$6,000
2022/23	Prepare and paint gazebo	\$5,000

### **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.

<b>Option 1</b>	<b>That Council authorises the Chief Executive Officer to lease the Noranda Family Centre at Lot 324, 9 Garson Court, Noranda to Orana House Inc. in accordance with the Community Facility Lease and Licence/User Agreement Policy subject to the following key terms:</b> <b>(a) Lease Term: 5 years.</b> <b>(b) Rent: \$1 p.a.</b> <b>(c) Waste Charges: Tenant to pay.</b> <b>(d) Utility Charges: City to pay.</b> <b>(e) Rates: City to pay.</b> <b>(f) Emergency Services Levy (ESL): Tenant to pay.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	It is considered that this option has moderate community and stakeholder risk, as some community members and stakeholders may be opposed to leasing the building to this community group.	

<b>Option 2</b>	<b>That Council authorises the Chief Executive Officer to lease the Noranda Family Centre at Lot 324, 9 Garson Court, Noranda, to an alternate applicant in accordance with the Community Facility Lease and Licence/User Agreement Policy.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
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
<b>Conclusion</b>	It is considered that this option has moderate community and stakeholder risk, as some community members and stakeholders may be opposed to leasing the building to the alternate community group chosen.  It is also considered that this option has moderate governance risk, as selecting an applicant that was not considered the most appropriate in accordance with the lease assessment criteria may be perceived as being bias and unequitable.	

<b>Option 3</b>	<b>That Council authorises the Chief Executive Officer to decline all of the applicants and undertake a new expression of interest process to lease the Noranda Family Centre at Lot 324, 9 Garson Court, Noranda.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Moderate

Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	<p>It is considered that this option has moderate community and stakeholder risk, as some community members and stakeholders may consider that the current applicants are appropriate.</p> <p>It is also considered that this option has moderate governance risk, as not selecting an applicant when all four submission were assessed in accordance with the lease assessment criteria and found to be appropriate may be perceived as being bias and unequitable.</p> <p>In addition, it is considered that this option has moderate service delivery risk, as undertaking a new EOI process may not result in new submissions from different community groups and will cause the building to remain vacant. The City also runs the risk that the current applicants may be unwilling to wait any further for the building to become available.</p>	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Lease of the Noranda Family Centre at Lot 324, 9 Garson Court, Noranda to Orana House Inc.

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

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** The costs do not include the costs of utilities, which the City will be required to pay under the lease terms.

**Item 2:** Preparation of the property for a new tenant.

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

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** The costs include deep cleaning (\$750), lock changing (\$2,054) and shade sail repair (\$3,408).

**Item 3:** Future required building upgrades.

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

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** The costs include upgrade lighting to LED (\$6,000) and prepare and paint gazebo (\$5,000).

These works are not currently itemised in the LTFP, however they are proposed to be included as part of the upcoming review.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$945	-	\$945	\$1	5	-	-
2	\$6,212	-	-	-	-	-	-
3	\$11,000	-	-	-	-	-	-

## 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.

It is considered that leasing the building to Orana House Inc. will provide a strong sense of community through the provision of quality services and facilities for those in need.

## **CONCLUSION**

In light of the above, it is recommended that Council authorises the Chief Executive Officer to lease the Noranda Family Centre at Lot 324, 9 Garson Court, Noranda to Orana House Inc. in accordance with the Community Facility Lease and Licence/User Agreement Policy subject to the following key terms:

- Lease Term: 5 years.
- Rent: \$1 p.a.
- Waste Charges: Tenant to pay.
- Utility Charges: City to pay.
- Rates: City to pay.
- Emergency Services Levy (ESL): Tenant to pay.

**Attachment 1****ASE ASSESSMENT CRITERIA**

These criteria are to be used when assessing new or renewed leases.

**Criterion 1: Financial Position and Organisational Governance**

Financial position is used to gauge the organisation's ability to pay lease fees and applicable outgoings across the term of the lease, ideally the lessee will display the following

- A strong financial position and/or a position of financial growth;
- Evidence that the organisation manages its finances and plans for future expenses; and
- Evidence of a governing body.

0	5	7	10
Financial statements indicate the lessee is in a poor financial position and/or there is little evidence of a defined governing structure or planning for future expenses.	Organisation is able to meet financial commitments however there is little evidence of a defined governing structure and no planning for future expenses.	Organisation is in a good financial position and there is evidence of a governing structure. There is no planning for future expenses.	Organisation is in a strong financial position and has appropriate governance in place. Organisation has long-term plans for future expenses.

**Criterion 2: Shared Goals**

The services provided by the group are of high relevance, contributing to strategies from the Strategic Community Plan.

0	6	8	10
The services provided do not contribute to any strategies from the Strategic Community Plan.	The services provided contribute to one strategy from the Strategic Community Plan.	The services provided contribute to two strategies from the Strategic Community Plan.	The services provided contribute to three or more strategies from the Strategic Community Plan.

**Criterion 3: Local Community Benefit**

The lessee provides benefit for the wider and local community in the following ways:

- The organisation may have members who are City residents;
- The organisation provides service/s for City residents.

0	8	14	20
The organisation does not have any members or beneficiaries who reside within the City.	The organisation has 0-49 members who reside within the City.	The organisation has 50- 99 members or beneficiaries who reside within the City.	The organisation has 100 or more members or beneficiaries who reside in the City.

**Criterion 4: Club Planning and Development**

(Relevant to Clubs Only)

Evidence of club planning and development initiatives such as:

- The club has a strategic financial plan;
- The strategic financial plan includes a sinking fund set aside for building repairs;
- The lessee's representatives have attended club development workshops,
- There are regular club meetings;
- The club has plans for growing/retaining membership; and

The club is participating in the City's Blue Ribbon club program.

0	4	6	8	10
The club does not engage in any club development.	Club development is a low priority for the lessee, with evidence of 1 of the above initiatives.	Club development is a medium priority for the lessee, with evidence of 2 of the above initiatives.	Club development is a priority for the lessee, with evidence of 3 of the above initiatives.	Club development is a high priority for the lessee, with evidence of 4 or more of the above initiatives.

**Criterion 5: Property to be made available to be used by other Community Groups / Individuals**

(Relevant only where leased area is appropriate and permitted to be sublet/hire as per the Lease Agreement)

The lessee has maximised the usage of the property by hiring out to as many groups or as much time as possible during the times the building is not being used by the lessee.

0	5	10
The lessee will not sublet or hire the facility to other groups or individuals	The lessee agrees to allow other groups to sublet or hire the facility on a limited basis and will not actively promote use of the facility.	The lessee agrees to allow other groups to sublet or hire the facility and plans to actively promote the use of the facility.



**Criterion 6: Appropriate Use and Impact of Use on Surrounding Amenity**

The proposed activities of the organisation should be suited to the existing facility with few alterations required. The activities of the lessee should not have an adverse effect on the amenity of the area.

0	8	14	20
Proposed activities are not suited to the existing facilities and/or may have an adverse negative impact on surrounding amenity.	Proposed activities may not be appropriate or fully deliverable at the current facility and/or there will be some negative impact on surrounding amenity.	Proposed activities are appropriate for the facility and will have no negative impact on the surrounding amenity.	Proposed activities are highly appropriate for the facility and will have a positive impact on surrounding amenity.

**Criterion 7: Average Performance against Lease Key Performance Indicators (Lease KPI's) from Last Three Years of lease (Renewing Lessees only)**

This criterion applies to existing lessees only. The average performance (measured as a percentage) over the past three years is measured.

0	8	12	16	20
0-20% Poor performance in relation to Lease KPI's.	21-40% Underperforming in relation to Lease KPI's.	41-60% Good performance in relation to Lease KPI's.	61-80% Very good performance in relation to Lease KPI's.	81-100% Excellent performance in relation to Lease KPI's.

**Overall Performance Rating:**

<b>0-20%</b>	Very Poor. Strongly recommended not to lease to this lessee.
<b>21-55%</b>	Poor. Recommended not to lease to this lessee.
<b>56-80%</b>	Good. Recommended to lease to this lessee.
<b>81-100%</b>	Excellent. Highly recommended to lease to this lessee.

**Attachment 2**

	<b>Neighbourhood Watch Chinese Group</b>	<b>Orana House Inc.</b>	<b>Paediatric Nursing Services</b>	<b>Omega Pentecostal Church Inc.</b>
Financial position and organisational governance	<p>Unable to clearly demonstrate that the organisation is able to meet financial commitments or planning for future expenses.</p> <p>There is evidence of a defined governing structure.</p> <p>5/10</p>	<p>As an established organisation for over 40 years, it is considered that their financial position and organisational governance to be proven and reliable.</p> <p>10/10</p>	<p>Demonstrated strong financial position and organisational governance.</p> <p>10/10</p>	<p>As part of a national movement of Pentecostal churches, it is considered that their financial position and organisational governance will be strong and reliable.</p> <p>10/10</p>
Shared goals	<p>It is considered that the organisation demonstrates aspirations to foster and support an active and engaged community.</p> <p>6/10</p>	<p>It is considered that the organisation demonstrates a strong sense of community through the provision of quality services and facilities for those in need.</p> <p>8/10</p>	<p>It is considered that the organisation demonstrates a sense of community through the provision of quality services and facilities for those in need.</p> <p>6/10</p>	<p>It is considered that the organisation demonstrates aspirations to foster and support an active and engaged community.</p> <p>6/10</p>
Property to be made available to be used by other Community Groups/ Individuals	<p>The organisation appears willing to actively promote the use of the building for activities within its membership base.</p> <p>It is unclear if they are willing to extend the use of the building to community groups and individuals outside of its membership base.</p> <p>5/10</p>	<p>The organisation is willing to encourage the use of the building to other community groups with the aim that their clients can participate the programmes and activities offered by the other groups.</p> <p>5/10</p>	<p>No information provided.</p> <p>0/10</p>	<p>Monday to Thursdays will be available for use by other community groups.</p> <p>They are also willing to be flexible in the weekends to benefit other community groups.</p> <p>5/10</p>

Appropriate use and impact of use on surrounding amenity	It is considered that the proposed activities are appropriate for the facility and will have little negative impact on the surrounding amenity of the neighbourhood. 14/20	It is considered that the proposed activities are appropriate for the facility and will have little negative impact on the surrounding amenity of the neighbourhood. 14/20	It is considered that the proposed activities are appropriate for the facility and will have little negative impact on the surrounding amenity of the neighbourhood. 14/20	It is considered that the proposed activities are appropriate for the facility and will have little negative impact on the surrounding amenity of the neighbourhood. 14/20
Total Score	30/50	37/50	30/50	35/50
Total Percentage	60%	74%	60%	70%

**10.4.12 Draft Economic Recovery Plan**

<b>Responsible Branch:</b>	Strategic Planning and Place	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Draft Economic Recovery Plan 2. Small Business Development Approvals Program outline	
<b>Refer:</b>	Item 10.4: CAC 11.06.2020 Item 10.5: CAC 28.05.2020 Item 10.3: CAC 14.05.2020 Item 8.4: SCM 05.05.2020 Item 10.6: CAC 30.04.2020	

**SUMMARY**

The City has developed the draft Economic Recovery Plan as part of the set of three recovery plans to assist the City navigate the effect of COVID-19 on the community. The document seeks to respond to the economic impact of COVID-19 and respond accordingly with a plan that includes coordinated stimulus spending and proactive, responsive activity.

The Plan includes the current whole of City response with details of the 'Local Economic and Stimulus Package- Town Centre Specific Projects' and 'Supporting business investment and growth program' and participation in the Small Business Development Corporations 'Small Business Friendly Approvals program' detailed within this plan.

**OFFICER'S RECOMMENDATION**

**That Council endorses the draft Economic Recovery Plan, including the proposed Business Investment and Economic Growth Program, as contained in Attachment 1.**

**BACKGROUND**

At Special Meeting of 5 May 2020, Council approved a \$5.09 Million local economic and social stimulus package aimed at fast tracking major projects, generating local employment and supporting community organisations to recover from the COVID-19 crisis. The package included an allocation of \$200,000 for improvements to the City's town centres.

In adopting the stimulus package, Council further resolved as follows:

- "6. *Requests the CEO to develop a further program as part of the Economic and Social Stimulus Package aimed specifically at supporting business investment and growth across the City with the program to be provided to Council for consideration as part of the 2020/21 budget.*"

At the Councillor Budget Workshop on 15 June 2020, officers presented the first iteration of the 'Business Investment and Growth Program' in response to the Council resolution. Councillors provided feedback in relation to the need for a greater focus on business attraction and less grants for businesses. Modifications have subsequently been made to reflect the feedback and this program is incorporated in the Plan the subject of this report in the section 'Business Investment and Growth Program'.

A presentation was made to Councillors at a Concept Forum on 13 October 2020. This presentation will focus on the place activity and 'Business Investment and Growth Program' detailed within the Plan.

**EXTERNAL CONSULTATION**

Consultation has not yet occurred with the public or other agencies on this matter. Engagement with stakeholders as outlined in the Economic Recovery Plan will take place following the endorsement of the Plan.

**OFFICER'S COMMENTS**

With WA now in Phase 4 of its "Roadmap to Recovery" the City has a greater focus on recovery.

The City is preparing three Recovery Plans; an Infrastructure Recovery Plan, Community Recovery Plan, and the Economic Recovery Plan. These Plans will provide an outline of the City's current and proposed actions, both short and medium term, to assist the local community recover from the health, social and economic impacts of COVID-19. It also acts as a tool for monitoring the implementation of the actions and provides realistic measures for success.

The objective of the Draft Economic Recovery Plan (**Attachment 1**) is to reactivate the local economy by helping businesses to adapt, embrace new opportunities and re-engage customers.

The report is aligned with the State "Road to Recovery Plan" and the City's Strategic Community Plan and outlines the economic recovery activity being undertaken and considered by Council.

The plan outlines recovery activity as current activity or proposed recovery options. Current activity being undertaken by the whole of the City that is funded and is considered to have an economic impact and contribute to the economic recovery of the community is detailed in Section 8.1. These activities include projects such as:

- Supporting METRONET and Development WA with the Bayswater Station Upgrade and Morley-Ellenbrook Line.
- Online application project for planning and building applications.
- Bedford planning.
- Buy in Baysie directory campaign and grant program.
- Long Term Financial Planning.
- Coordinated grant and funding application and acquittal.

The proposed Recovery Options are presented in phases based on timing and funding:

- Phase One Options are based on the next 1-12 months and are funded.
- Phase One Options for 1-12 months that are not funded are proposed in Section 9.2.
- Phase Two Options are future planned activity, for 12-24 months, are not funded and feature in Section 9.3.

The current recovery activity is coordinated into an Action Plan that can be found in Section 11.

To reactivate the local economy by helping businesses to adapt, embrace new opportunities and re-engage customers, the major programs are:

- The 'Local Economic and Stimulus Package - Town Centre Streetscape Works'; and
- Business Investment and Economic Growth Program.

**'Local Economic and Stimulus Package - Town Centre Streetscape Works'**

The funding allocation of \$200,000 is focussed on the City's four major town centres. The program allocates \$45,000 to each town centre and \$20,000 for general projects and improvements across all town centres as outlined in Section 8.2 of the Plan.

Expenditure in Bayswater will focus on shade structures for Bert Wright Park, a mural and painting of shopfronts and general maintenance.

Planters in Maylands will be upgraded with the public space in front of the Rise a focus for improvement.

The Morley Library pocket park public space will be improved with artwork and extra seating and plantings taking place.

The pedestrian and cycle access route and signage will be the focus for upgrade in Noranda with the Nook to also be beautified.

#### Business Investment and Economic Growth Program

A key component of the Plan relates to the Council commitment to an additional package of \$185,000 to assist the business community, specifically to support business investment and growth across the City as part of the 2020/21 Budget.

Expenditure on this program has not yet occurred, as per Council request to consider the proposed activity.

The program is focussed on attracting business investment and supporting business growth for the benefit of all business within the City of Bayswater.

The program consists of six key elements, which are outlined below.

#### Industry Engagement and Representation

This industry focused effort is to engage, understand and develop relationships with key economic and industry representatives for the City. Engagement will provide the opportunity for leadership and promotion of the City's activity but also opportunity to seek insight to how Council can best support the various industries and facilitate growth. This program provides a single point of contact for investment and high-level business matters such as:

- Investor meetings.
- Promotion of development opportunities; and
- Seeking interest and insight to how the City can facilitate development.

The property development industry is a key focus, with infill development to be transformative for the City, now that there is certainty of the METRONET footprint and major infrastructure such as Tonkin Highway. The City will meet with developers and property industry representatives (including UDIA, the Property Council and relevant government departments) to promote the district and to gain a better understanding.

Current activity in Bayswater and key development opportunities:

- Seek insight/ interest of development opportunities available;
- Understand competition sites and assess the reputation of development in Bayswater; and
- Understand what the City can do to better attract investment.

A 'key development opportunities prospectus' will be prepared to present to developers, investors and other stakeholders.

Following the engagement with the property industry, the program will move into other key industry sectors with a significant presence, or the potential presence, within the City. The industrial precinct



represents a significant number of jobs and is an economic driver. Efforts to support the precinct include a focus on amenity such as planned streetscape improvements, COVID-19 communication and the investigation of sewer access.

Investigation of and engagement with the major industry groups of construction, retail and manufacturing (food) will take place to determine their sector needs. This in depth approach of industry understanding will inform the appropriate City response such as the workshop subject matter below and development of future plans.

#### Business Workshops

A program of information, capacity building and innovation based workshops designed to inform and inspire local businesses are to be delivered in conjunction with local groups. Delivery will be by subject matter experts in partnership with the City to ensure promotion of services available, development of relationships and will assist to position the City as a facilitator of business information. Government departments and agencies such as the Small Business Development Corporation, Department of Jobs, Tourism, Science and Innovation, Austrade, Chamber of Commerce and Industry, Real Estate Institute of Australia, and Business Foundations are possible partners in the workshops.

The subjects to be covered will be confirmed through research and engagement but could include:

- Basic business - Survival focus for COVID-19 impacted business assistance to seek financial resources and grant funding. Promote good business and financial planning.
- Capacity building - Growth focus. Potential to target to need eg. Digital markets, cyber security, exporting.
- Target a key industry – e.g. Manufacturing.
- Address unemployment and underemployment - How to start a business, innovation and upskilling resources available e.g. New Enterprise Incentive Scheme (NEIS).

#### Destination Marketing Strategy – Implementation

This refers to implementation activity of the Destination Marketing Strategy that is currently being developed for Morley, Bayswater and Maylands town centres.

Consultants have been appointed to develop a strategy that will deliver an implementation plan and strong branding that is expected to result in increased awareness, visitation and positive perception of the City's town centres. It will include engagement with town centre stakeholders. The branding and marketing strategies will be capable of complimenting the City's own marketing strategy. The strategy is being funded in the current budget period, whilst the implementation activity that is to be determined, is proposed to be funded from this additional funding.

#### Business Booster Program – Implementation

This is the second part of the Business Booster program that addresses the adopted City's Economic/Business Framework action "Develop a shopfront design and maintenance standard (including signage) and communicate them effectively. Possible future grant program to incentivise development can be considered.

In Part One, David Engwicht of Creative Communities delivered guidelines, training and inspiration at a breakfast and live audits in the town centres.

This is the implementation of the 'Business Booster' program guidelines for local businesses citywide. There will be several small demonstration projects that exemplify the program objectives supported with seed funding. These projects will then be showcased and promoted to demonstrate

the application of the guidelines and encourage businesses to apply the guidelines to their premises. Grant funding will be available for businesses adopting the guidelines.

#### Small Business Friendly Local Governments Program

The Small Business Development Corporation (SBDC) Small Business Friendly Local Governments Program is a commitment to a range of activities by local government to support local small business set up, start and operate. This program recognises the role of local government to support small business to set up, start and operate and the role of the SBDC to deliver small business capacity building services.

The City of Bayswater has been participating in the program since the signing of the Charter by the Mayor and Chief Executive Officer in October 2019.

The next stage of this program is the 'Approvals Program' that seeks a commitment of the City to progress in further reform of its own processes to achieve efficiencies for small business and their interactions with Council. The program includes developing a comprehensive understanding and review of the City's small business landscape, contribution to the economy and any significant challenges they face. It is envisaged the City would undertake this not just for small business but for all business.

The following outcomes are expected from the Approvals Program:

- Identification of the main areas of concern for local businesses regarding their engagement with the local government.
- Design of a suite of reforms that address business operators' concerns (and can be implemented by the local government using existing resources).

There are no fees or direct budget implications to participate in this program, however initiatives of the program will require resources for coordinating, reporting and general officer time to engage, contribute and implement the change throughout the organisation (dependant on the recommended reforms).

Further details of the SBDC Small Business Development Approvals Program can be found in **Attachment 2**.

#### Economic Recovery Resource

The need for additional resources has been identified to undertake the options of the industry engagement and representation, business workshops, and enhanced small business friendly local government program. These components require the City to undertake economic research and analysis and make the connections with and between prospective new businesses, landowners, developers, and existing businesses. It is proposed to appoint a temporary officer with business/economic development experience to undertake these initiatives.

The table below outlines the costs associated with these options, which align with the \$185,000 allocated in the City's 2020/21 adopted Budget.

<b>Business Investment and Growth Program</b>	<b>COST</b>
<b>Industry engagement &amp; representation</b>	Nil
<b>Business Workshops</b>	\$16,000
<b>Destination Marketing Strategy – Implementation</b>	\$40,000
<b>Business Boosters – Implementation</b>	\$30,000
<b>Small Business Friendly Local Government program</b>	Nil
<b>Economic Recovery Resources - for research, analysis, engagement and implementation</b>	\$99,000
<b>TOTAL</b>	<b>\$185,000</b>

Section 9.2 features the Phase One (1-12 months) – not funded activity that identifies projects that could play a role in the support of the economic recovery of the community of the City. These projects have not been budgeted for in the 2020/2021 period and are to be considered in the 2021/2022 period, unless additional funding or resources become available sooner.

These projects are the focus for grant and funding opportunities or surplus funds that may become available.

Phase Two (12-24 months) activity is to be determined as a result of the engagement with industry and stakeholders in the Phase One process. Projects not funded in Phase One will be considered in Phase Two.

## 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.

<b>Option 1</b>	<b>That Council endorses the Draft Economic Recovery Plan, including the proposed Business Investment and Economic Growth Program, as contained in Attachment 1.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	This option is considered a low risk as it allows officers to commence the outlined economic recovery activity and plan for the next year, with the resources required. It is also in line with the City's strategic direction and the expectations of the community and stakeholders.	

Option 2	That Council endorses the Draft Economic Recovery Plan, including the proposed Business Investment and Economic Growth Program, as contained in Attachment 1, with modifications.		
Risk Category		Adopted Risk Appetite	Risk Assessment Outcome  Dependent on the modification(s) determined by Council.
Strategic Direction		Moderate	
Reputation		Low	
Governance		Low	
Community and Stakeholder		Moderate	
Financial Management		Low	
Environmental Responsibility		Low	
Service Delivery		Low	
Organisational Health and Safety		Low	
Conclusion	The risks associated with this option are dependent on the modification(s) determined by Council.		

<b>Option 3</b>	<b>That Council does not endorse the Draft Economic Recovery Plan.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	By not adopting the Plan, there are moderate strategic direction, reputation and community and stakeholder risks as there have been local economic impacts associated with COVID-19 and there is an expectation from the community that the City will aid in recovery.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Funds allocated for developing and supporting a business investment and growth program

**Asset Category:** Nil

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised.

**Notes:** Part of the \$5.09 Million local economic and social stimulus package adopted by Council.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$185,000	-	-	-	-	-	\$185,000

## STRATEGIC IMPLICATIONS

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

Theme: Our Economy

Aspiration: A business and employment destination and known as a place of business opportunity.

Outcome E1: Support initiatives for local business

Outcome E2: Active and engaging town and city centres

Outcome E3: Attractive to new services, businesses and investment.

The objective of the Draft Economic Recovery Plan is to reactivate the local economy by helping businesses to adapt, embrace new opportunities and re-engage customers, contributing to a vibrant local economy.

## CONCLUSION

The Draft Economic Recovery Plan, as part of the set of three recovery plans, seeks to respond to the economic impact of COVID-19 and deliver a plan that includes coordinated stimulus spending and proactive activity.

The Draft Economic Recovery Plan includes the current whole of City response with details of the 'Local Economic and Stimulus Package- Town Centre Specific Projects' and 'Business Investment and Growth Program'.

It is recommended Council adopt the draft Economic Recovery Plan to allow City officers to pursue the actions of the 'Business Investment and Growth Program' that will assist the business community economic recovery.

**Attachment 1 – Draft Economic Recovery Plan**

City of  
**Bayswater**

# COVID-19 Economic Recovery Plan

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## 1. Introduction

In response to the COVID-19 coronavirus pandemic, a State of Emergency Declaration was made in Western Australia on 15 March 2020 and a number of measures enacted by the State Government to prevent the spread of the coronavirus. WA had only a relatively small number of cases and with restrictions in place, the number of new cases declined steadily. On Sunday 26 April 2020, the Government of Western Australia announced the "Cautious easing of restrictions thanks to WA's COVID-19 progress".

At the time of writing this document, WA is in Phase 4 of its Roadmap to Recovery<sup>1</sup>, with Phase 5 delayed from August to 24 October 2020. A more detailed background of the coronavirus timeline and City response can be found in [Appendix 1](#).

## Moving towards Recovery

With WA now in Phase 4 of its "Roadmap to Recovery", the City has moved from response to recovery mode. Accordingly, the City's Business Continuity management team has been placed on hold. Should there be a resurgence of COVID-19 cases in the State, the City will revert to a response approach and the team will be reconvened.

The organisation has formed three working groups focused on the recovery needs of the City. These are the Economic, Infrastructure and Community Recovery Working Groups. Additionally a Recovery Steering Group has been formed to oversee the work of all three groups. Each group is made up of subject-matter experts, charged with forming these Recovery Plans and driving the implementation of the Plans to achieve optimal outcomes for City residents, businesses and other stakeholders.

These Plans provides an outline of the City's current and proposed actions, both short and long term, to assist the local community recover from the health, social and economic impacts of COVID-19. It also acts as a tool for monitoring the implementation of the actions and provides realistic measures for success.

Due to the ongoing and changeable situation caused by the crisis, this is a living document, updated on a regular basis.

## Background

For the purposes of this plan, the local economy refers to the systems and stakeholders involved in the circulation of money within or directly connected to the City of Bayswater local government area. This comprises employment opportunities, relative economic productivity and wealth, and its relationship to established values of social wellbeing and environmental sustainability of the community.

The community of a local government area comprises electors that are residents, non-resident property owners (landlords), and non-resident property occupiers (such as business owners that rent property)<sup>1</sup>. Members of the community also include workers, visitors and users of facilities who live outside the local government area.

To date the City has enjoyed a growing and diverse economy with 5,875 businesses contributing to an economic revenue output of \$6.801 million; and employment of 21,300 people<sup>2</sup>.

The primary industry sectors include manufacturing, construction, retail and health. Key industries driving the local economy are construction, retail trade and manufacturing.

<sup>1</sup> <https://www.dlgsc.wa.gov.au/local-government/local-governments/council-elections/an-introduction-to-local-government>

<sup>2</sup> REMPLAN Output gross revenue generated by businesses and organisations in Bayswater (ABS, 2019).

The City's local business community occupies approximately 1,719 individual parcels of land and contributes to approximately 25% of the City of Bayswater rates base, approximately \$13.7 Million in 2020<sup>3</sup>.

Western Australia has been fortunate with relative isolation and a hard closure border policy that has sustained a low infection and very low transmission rate. Efforts have been made to contain the spread of the virus by restricting travel to and around the State and businesses providing non-essential services to reduce operations or close.

Following this initial period of high impact, the economy is cautiously approaching growth underpinned by mining industry output which has been relatively unaffected. While supply out of Western Australia has continued, sustaining export values will depend on demand.

The pandemic has had greatest effect on the industries of tourism; international education; food and beverage services; retail trade and transport. Segments of the market related to international tourism and large scale events are still in hiatus.

There have been significant job losses given most Western Australians are employed in service industries. Total employment in Western Australia fell by over 100,000 between February and May 2020. However, restrictions have been eased allowing intrastate travel for a wider range of services to be provided by businesses, facilitating employment to rise by over 22,000 in June and again in July 2020. This was driven by increases in both full-time and part-time employment.<sup>4</sup>

The City of Bayswater was identified as 'highly vulnerable' according to WALGA's 'COVID-19 Health and Economic Vulnerability Analysis' primarily due to the high number of businesses and people that work in highly impacted industries, as noted above<sup>5</sup>.

The threat of COVID-19 outbreak remains likely and has the economic effect of increasing instability, decreasing business confidence which manifests in delay or diverting investment to more secure opportunities.

## 2. Objective of the Plan

**Reactivate** the local economy by helping businesses to adapt, embrace new opportunities and re-engage customers.

## 3. Economic Recovery Working Group

This plan has been developed by the COVID-19 Economic Recovery Working Group (ERWG). The ERWG is responsible for:

- Development, implementation and monitoring of short, medium and long term recovery options for the local economy.
- External engagement with key stakeholders such as Chambers of Commerce and Industry, Small Business Development Corporation and local place activation groups.
- Industry research and advice on business impacts, sector support requirements, and delivery.
- Implementation and monitoring of the City's Economic Recovery Plan.
- Identification of external grant opportunities available to the City that will contribute to the City's COVID-19 response.

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<sup>3</sup> Rates calculation 30 June 2020

<sup>4</sup> <https://itsi.wa.gov.au/about-the-state/quality-of-life/economy>

<sup>5</sup> WALGA WA Economic Update, The lasting impact of Covid-19 on the economy, May 2020.

#### 4. Alignment with the City of Bayswater Strategic Community Plan

The City's Strategic Community Plan underwent minor review in April 2019.

The activities within this Plan are most closely aligned to the following strategic pillar:

*'Our economy' with the aspiration to be a business and employment destination and known as a place of business opportunity.*

The relevant objectives and actions are outlined below:

##### **E1: Support initiatives for local business**

E1.1 Form partnerships to facilitate business training and support

E1.2 Actively communicate and engage with the business community

E1.3 Implement initiatives to support business growth

##### **E2: Active and engaging town and city centres**

E2.1 Increase public amenity in town/ city centres to enhance community interaction and public safety.

E2.2 Partner with support communities to enhance town/ city centres.

##### **E3: Attractive to new services, businesses and investment.**

E3.1 Attract key industries to establish within the City.

E3.2 Work in partnership to attract regional investment in infrastructure.

#### 5. Alignment with the WA Recovery Plan

The actions in this plan are aligned to the following priorities and focus areas outlined in the WA Recovery Plan:

- Buy Local Policy – The WA State Government's Buy Local Policy has been overhauled to maximise opportunities, specifically in regional areas.

The City's Buy local policy seeks to apply a similar principal and prioritise local suppliers and businesses, with money and flow on effects, to be retained within the local economy.

- Boosting local manufacturing – to broaden the State's economic base and activate new industries, laying a foundation for future local jobs growth.

*Manufacturing is a key industry sector for the City. The City has prepared the 'Supporting business investment and growth initiatives' program in this Plan Resources identified through support of these initiatives will allow investigation into how the City may best support local manufacturing.*

- Building infrastructure – and decision making reform will ensure local expenditure, reduced fees and better processes support effective capital investment such as; upgrading utilities, redeveloping key Perth attractions, developing new and upgraded sports and community facilities, improving hospitals and health clinics, and extending facilities for young people.

*Capturing the value of this expenditure within the City is a valuable measure of investment that can be leveraged for additional investment attraction. It is noted that this is also relevant for expenditure on schools, the maintenance blitz and expenditure by the Federal Government or State other entities.*

- Building METRONET – seven projects are under construction, connecting our suburbs with world-class public transport, reducing congestion and creating jobs for Western Australians. It is the largest single investment in public transport the State has ever seen. 3,000 local jobs are envisaged on the Morley project alone.

*Capturing the value of this expenditure within the City is a valuable measure of investment that can be leveraged for additional investment attraction.*

- Housing construction - investment in housing related initiatives presents the dual benefits of rebuilding business confidence and providing housing options for more Western Australians. A comprehensive housing package will provide incentives to build new homes and deliver more social and affordable housing options for Western Australians.

*Construction is a key propulsive industry segment and major employer of City residents, therefore understanding the needs of the industry is important. The City has proposed 'Supporting business investment and growth initiatives' program in this Plan. Resources identified through support of these initiatives will allow the City to investigate how it may best support this industry.*

- Supporting small businesses - A \$942.8 million package is giving much-needed support to small businesses and non-government organisations. Financial breathing space for small businesses is critical as they get back on their feet, while investment in new industries will open up new opportunities for small business.

*Supporting small business and understanding the role small businesses play in the local economy is a major objective of the proposed 'Supporting business investment and growth initiatives' program in this Plan. Resources identified through support of these initiatives will allow research to investigate how the City may identify and seek how to support this industry.*

- Unlocking barriers to investment focus areas - Removing regulatory barriers and streamlining administrative processes will help businesses restart and expand operations quickly and smoothly, with the once-in-a-lifetime reform of the State's planning system expected to drive economic activity, protect jobs and create new opportunities.

*The City is committed to the basic Small Business Development Corporations Small Business Friendly program that has identified this as a major area of reform for small business, which is relevant for all business. The proposed 'Supporting business investment and growth initiatives' recommends the continuation of the commitment to this program and further resources to embed organisational change.*

*The City responded to the requirements of the Planning and Development Bill 2020 with an aim to create a more flexible, responsive and contemporary planning system. Further amendments are now proposed to the Planning and Development (Local Planning Schemes) Regulations 2015 (regulations) focused on cutting red tape rather than changing the urban built form within the City (which was the effect of the former).*

*The City has fast track mechanisms to ensure ease of simple applications and in response to the growing number of applications has brought on additional resources to ensure community expectations are maintained.*



## 6. Impact Assessment

The City's full COVID-19 Impact Statement can be found in [Appendix 2](#). The following economic impacts have been considered.

### 6.1 Federal/State/Local stimulus packages and funding

Stimulus package funding from all levels of government will enable the City to provide better amenity for the community as well as supporting the local economy when the funds are spent in the local area using local businesses and suppliers.

### 6.2 Bringing forward of projects/ asset management benefits

Council has adopted a \$5.09 million local economic and social stimulus package aimed at fast tracking major projects, generating local employment and supporting community organisations to recover from the COVID-19 crisis. The package included major projects, infrastructure projects, and building maintenance and improvement projects that benefit the local economy and preserve the value of City assets. Fast tracking this spending has a stimulus effect, offsetting the economy contraction of industries most impacted by the pandemic.

### 6.3 Financial benefits associated with spending whilst interest rates are low

The economic downturn caused by COVID-19 means interest rates have been driven down, making this a good time to spend and borrow.

### 6.4 Competitive market for services

The economic downturn has increased availability and price of services supplied by contractors for City projects.

### 6.5 Significance of METRONET investment increases

METRONET represents the largest dollar value investment for the City and opportunity for leverage. Certainty of development and opportunity for densification and rezoning of land surrounding the stations provides significant opportunity for growth.

### 6.6 Focus on 'spend local' and within community

The community has adopted a spend local mindset which has been supported by key messaging from the Small Business Association to buy local to support small business.

The City has adopted a procurement policy which aims to bolster the local economy by encouraging use of local suppliers.

### 6.7 Reduced red tape

Responding to the COVID-19 crisis has compelled all levels of government to reduce red tape, enabling fast and flexible decision making and decisive action. The City is investing considerable effort on red tape reduction initiatives and development of more efficient processes.

### 6.8 Substantial loss of income versus need to continue to provide existing and new services

The City has instigated a number of initiatives to provide relief to the community by providing waivers and discounts on select services such as planning and development fee applications. It has also drawn down significantly on its reserve funds to implement stimulus works, which may impact on future service provision.

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**6.9 Loss of local jobs**

National predictions forecast a closure of up to 10% of businesses. It is expected there will be a significant economic impact on the number of jobs available in the local area as stimulus measures slow. The City has been identified as highly vulnerable refer [Appendix 6](#).

**6.10 Loss and impact of cash economy**

It is likely the cash economy is significant in the City with a high retail, hospitality and local manufacture economy.

**6.11 Increased ratepayer and debtor financial hardship and default**

The City will be affected by reduced rates revenue as ratepayers experience hardship and default.

**6.12 Sourcing of products (disruption of supply chain)**

Companies that rely on overseas inputs to their supply chain are required to find alternatives. Those reliant on China for materials or inputs were quickly affected from the outset of COVID-19.

**6.13 Cancellation of large events/ functions**

The large scale event industry including equipment hire and production have been most impacted by the pandemic. There is a small cluster of these businesses located in the City.

**6.14 Business community distress due to uncertainty**

Economic uncertainty has led to business closures and delayed investment decisions which restricts the local economy. It is likely vacancy rates for commercial property will rise and require a City response.

**6.15 Business confidence impacted (less spending)**

The expected COVID-19 impact of reduced economic activity will result in a contraction of the economy, with less borrowing and spending resulting in a change to the business outlook.

**6.16 Temporary artificial stimulus to parts of the economy (based on funding)**

Bubbles of economic growth will be artificial and temporary, for example demand for manufactured hand sanitiser and face masks. Residential construction is being bolstered by funding rather than population growth demand and engineering services are also being supported by infrastructure spending due to Government stimulus spending.

**6.17 General property value decrease across board**

The general decrease in property value will be difficult for those already at risk or those who have recently purchased property and find themselves in corrective action for negative equity. There is an expected general uplift of land value due to METRONET investment that may offset this once works are complete (next GRV).



## 7. Key Stakeholders

STAKEHOLDER GROUP	INTERNAL OR EXTERNAL	IMPACT ON BUSINESS	DESCRIPTION OF STAKEHOLDER INTEREST
Ratepayers – residents, non-resident land owners, interest groups	External	High	Quality public infrastructure, quality services, value for money, access to amenity, engagement and consultation.
Non-resident property occupiers – business owners, tenants	External	High	Quality public infrastructure, quality services, value for money, access to amenity, engagement and consultation.
Working population (non-resident employees)	External	High	Quality public infrastructure, quality services, access to amenity.
Visitors – customers, suppliers, tourists	External	Medium	Quality public infrastructure, access to amenity.
Those looking to relocate or invest (new or reinvest) in the City of Bayswater.	External	Medium	Quality public infrastructure, quality services, value for money, access to amenity.
Those looking to relocate or invest in a 'competitor' area that could be attracted to the City of Bayswater.	External	Low	Value for money, quality public infrastructure, quality services, access to amenity.
Council – Elected Members	Internal	High	Strategic decision making, champions of public & community interest etc.
Executive Leadership Team	Internal	Medium	Policy development, decision making, governance, strategy, financials etc.
Council Officers	Internal	High	Implementation of regulation and policy, representation and execution.
Government and agencies	External	Medium	Laws, regulations, auditing etc.
Industry agencies - Chamber of Commerce, Property Council, UDIA, MBA, REIWA	External	Low	Information, advice, support, networking, promotion, awards etc.
Local business groups – Bayswater and Beyond Chamber of Commerce, Maylands Business Association, Bayswater Village Retail Traders Association	External	Medium	Collective representation of individual businesses that require value for money, and expectation of engagement and consultation to inform quality public infrastructure, quality services and access to amenity.
Major employers – Morley Galleria, Morley Markets,	External	Medium	Collective representation of individual businesses that require value for money, and expectation of engagement and consultation to inform quality public infrastructure, quality services and access to amenity.
Media - Eastern Reporter, The West, Business News	External	High	Information, advice, support, networking, promotion, awards etc.

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## 8. Recovery Activities

At Special Meeting of 5 May 2020, Council approved a \$5.09 Million local economic and social stimulus package aimed at fast tracking major projects, generating local employment and supporting community organisations to recover from the COVID-19 crisis. Council also made a commitment to an additional package of \$185,000 to assist the business community, specifically to support business investment and growth across the City.

### Local stimulus snapshot

Total budget \$5.09 million



The details of the \$5.09 Million of stimulus works can be viewed online and in [Appendix 5](#).

The additional package of \$185,000 to assist the business community recovery is detailed in Section 9.2 'Supporting Business Investment and Growth Package'.

#### Factors of consideration

The following factors have been considered to determine the economic activity and initiatives that will contribute to the economic recovery of the City, and the priority of the projects;

- Effect of economic stimulus.
- Response to negative COVID-19 impacts.
- Supports business continuity.
- Generation of (local) employment.
- Alignment to the objectives of recovery.
- Alignment to the strategic objectives of the City.
- The support of Council.
- The support of the community.
- The timing and ease of deliverability.
- The availability of and access to suitable resources.

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### 8.1 Current Activity

The table below outlines the activities funded in the City's 2020/21 budget that are considered to contribute to the economic recovery of the community.

ACTIVITY	DETAIL	COST
Supporting METRONET and Development WA with Bayswater Station Upgrade and Morley-Ellenbrook Line	Completion of these plans and engagement in the process will provide development certainty to facilitate investment to take place.	\$500,000
Bedford Shopping Precinct Regeneration	Consultation and development of a plan to revitalise the precinct.	\$60,000
Bedford North Planning	Improved development opportunity through updated planning requirements.	\$80,000
Maylands Brickworks - Feasibility Study	The development of a business case; develop options and preliminary feasibility, community communication/consultation, draft concept plans and feasibility study. Studies including structural, environmental, servicing, and traffic.	\$160,000
Placemaking – Seed Funding	Grant funding support for projects contributing to vibrancy of its four major town centres of Bayswater, Maylands, Morley and Noranda.	\$40,000
Business Support subsection of the City's website	Facilitating direct business community communications	-
Buy in Baysie campaign	Continuation of the buy local focused online directory and Instagram campaign in direct response to COVID-19.	-
Buy in Baysie – Business Grant program	A direct COVID-19 response measure to provide grant relief to local business based on transitioning online.	\$30,000
Bayswater Industrial Estate Entry Statements	The creation of landscaped entry statement signage to the Bayswater Industrial Estate.	\$45,000
Land Acquisition and Disposal implementation	The buying and selling of City land assets provides economic opportunity with the release of land for development.	-
Destination Marketing Strategy	Town centre engagement to develop a brand and activities focused on attracting new customers to the Bayswater, Maylands and Morley town centres.	\$45,000
City-Led Place Activation in the four town centres	Continuation of place management works in the Bayswater, Maylands, Morley and Noranda town centres	\$155,000
Online application project	Completion of the online application project for planning and building applications will facilitate payment, lodgement and end-to-end tracking and reporting.	\$250,000

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Supporting Work from Home	Mobile deployment of the workforce supports ongoing productivity.	-
Prioritisation and fast-tracking of development applications	Implementation of a 14 day turn-around for simple development applications provides a lower holding financial cost for business and more efficient use of resources.	-
Consideration of red tape reduction including State Planning Reform <ul style="list-style-type: none"> <li>- Alfresco dining</li> <li>- Popup shops and temporary uses</li> </ul>	Review of requirements and processes to streamline the application process and make it faster and simpler.	-
Fast track payments	The City fast-tracked payments to creditors.	-
Financial hardship policy	The development and implementation of this policy for residents and land owners in relation to rate payments	-
Buy local policy	Development of the buy local policy to encourage selection of local suppliers.	-
Long-term Financial Planning	Responsible financial management and ability to monitor or understand COVID-19 impacts.	-
Buy in Baysie campaign	Continuation of the buy local focused, online directory and Instagram campaign was a direct response to COVID-19.	-
Coordinated grants and funding	The co-ordination of grants and funding applications to improve the City's ability to secure monies.	-

## 8.2 Local Economic and Social Stimulus Package – Town Centre Streetscape Works

At its Special Meeting on 5 May 2020, Council approved a \$5.09 Million local economic and social stimulus package aimed at fast-tracking major projects, generating local employment and supporting community organisations to recover from the COVID-19 crisis. The package included an allocation of \$200,000 for improvements to the City's four major town centres.

The program allocates \$45,000 to each town centre and \$20,000 for general projects and improvements across all town centres and 'Town Centre Specific Projects'. On 11 June 2020, a proposed program of works was noted by the COVID-19 Advisory Committee, and some modifications have subsequently been made to reflect the comments of the Councillors on the Committee.

The final program is outlined below and implementation has commenced.



### 8.2.1 Town Centre Specific Projects

#### Bayswater Town Centre

ACTIVITY	COST
Shade structure and hardstand over sandpit at Bert Wright Park	\$28,000
Professional painting of shopfronts	\$6,000
Community sign at the corner King William Street and Olfe Street (edge of Bert Wright Park)	\$1,000
Optional Minor Actions;	\$10,000
<ul style="list-style-type: none"> <li>Maintenance and (where necessary) replanting/infill planting of all planter boxes on King William Street and Whatley Crescent except 'vertical garden' on Whatley Crescent fencing.</li> <li>Reticulation of vertical garden along Whatley Crescent (the City, community and business struggle to water these gardens).</li> <li>Planting of trees along road edge of walkway in front of Bendigo Bank (King William Street frontage) as often discussed with community.</li> <li>More trees along pathways through Bert Wright Park (regularly requested by community entities including Bayswater Growers' Market as the park is considered too hot during summer).</li> <li>Artwork (mural or similar – location to be determined in consultation with the community).</li> </ul>	

#### Maylands Town Centre

ACTIVITY	COST
Upgrading of Eighth Avenue planter boxes	\$12,000
Improvements to public space in front of The RISE	\$23,000
Optional Minor Actions;	\$10,000
<ul style="list-style-type: none"> <li>Replanting/pruning/filling of planter boxes on median of Eighth Avenue.</li> <li>Revarnishing of wooden seats on Eighth Avenue (box seats and older adult seats).</li> <li>Powder coating of box seats as they show the dirt on the flat area at ground level.</li> <li>Two smaller planters next to the 'older adults' table and chairs set up on Eighth Avenue.</li> <li>Artwork (mural or similar – location to be determined in consultation with the community).</li> </ul>	

#### Morley Activity Centre

ACTIVITY	COST
Morley Library Pocket Park	\$20,000
Artwork for the water/electricity cylinder structure	\$10,000
Optional Minor Actions;	\$15,000
<ul style="list-style-type: none"> <li>Extra seating, plants and features at the Progress Street pocket park.</li> <li>Planting of native plants and trees in appropriate locations across the activity centre.</li> <li>Artwork (mural or similar – location to be determined in consultation with the community).</li> </ul>	

#### Noranda Town Centre

ACTIVITY	COST
Noranda Nook Additional Infrastructure	\$20,000
Pedestrian/Cycle Access Routes and Signage	\$10,000
Optional Minor Actions;	\$15,000
<ul style="list-style-type: none"> <li>Artwork on Noranda Netball Club Fence to bring more colour and attraction to the area.</li> </ul>	

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- 
- Native plants across the town centre, shopfronts and park areas.
  - Artwork (mural or similar – location to be determined in consultation with the community).
- 

### 8.2.2 Projects for all Town Centres and General Improvements

\$20,000 has been allocated to minor infrastructure renewal across all town centres (e.g. pole replacement, fixing of bins, fixing or replacement of damaged bollards).

## 9. Recovery Options Moving Forward

### 9.1 Phase One Options (1-12 months) – Funded

#### Business Investment and Growth Program

Council made a commitment to an additional package of \$185,000 to assist the business community, specifically to support business investment and growth across the City as part of the 2020/21 Budget.

The program is focused on attracting business investment and supporting business growth.

#### Attract and promote business investment

The identification of the City's key attributes, significant projects and activity and active promotion of this, will position the City as an attractive place for investment and new business.

Promotion of the City response to adopt business friendly initiatives such as the Small Business Development Corporation, Small Business Friendly Program detailed below - that drives internal review for red tape reduction and business friendly customer service and planning reform are important to the industry.

#### Support business growth

Initiatives to build the capacity of current businesses and assisting them to manage the impact of COVID-19 include:

- Facilitate access to information and resources such as program and grants; Ausindustry, Small Business Development Centre and promoting local purchasing within the area and region to maximise economic benefits.
- Support and assist the expansion of key industries.

#### 9.1.1 Industry Engagement & Representation

This industry focused effort is to engage, understand and develop relationships with key economic and industry representatives for the City. Engagement will provide the opportunity for leadership and promotion of the City's activities and opportunity to seek insight to how Council can best support various industries and facilitate growth. This program provides a single point of contact for investment and high-level business matters such as:

- Investor meetings.
- Promotion of development opportunities; and
- Seeking interest and insight to how the City can facilitate development.

The property development industry is a key focus, with infill development to be transformative for the City, now that there is certainty of the METRONET footprint and major infrastructure such as Tonkin Highway.

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The City will meet with developers and property industry representatives (including UDIA, the Property Council and relevant government departments) to promote the district and to:

- Understand current activity in Bayswater and key development opportunities;
- Seek insight/interest in development opportunities available;
- Understand competition sites and assess the reputation of development in Bayswater; and
- Understand what the City can do to better attract investment.

A key development opportunities prospectus will be prepared to hand to developers, investors and other stakeholders.

Following the engagement with the property industry, the program will move into other key industry sectors with a significant current or potential presence within the City. The industrial precinct represents a significant number of jobs and is an economic driver. Efforts to support the precinct include a focus on amenity such as planned streetscape improvements, COVID-19 communication and the investigation of sewer access.

Investigation of and engagement with the major industry groups of construction, retail and manufacturing (food) will take place to determine their sector needs. This deeper level of industry understanding will inform the appropriate City response such as the subject matter of proposed business workshops and development of future plans.

#### **9.1.2 Business Workshops**

A program of information, capacity building and innovation based workshops designed to inform and inspire local businesses, delivered in conjunction with local groups. Delivery will be by subject matter experts in partnership with the City to ensure promotion of services available, development of relationships and assist position the City as a facilitator of business information. Government departments and agencies such as the Small Business Development Corporation, Department of Jobs, Tourism, Science and Innovation, Austrade, Chamber of Commerce and Industry, Real Estate Institute of Australia, and Business Foundations are possible partners in the workshops.

The subjects to be covered will be confirmed through research and engagement but could include:

- Basic business - survival focus for COVID-19 impacted businesses informing them how to seek financial resources and grant funding. Promotion of good business practices and financial planning.
- Capacity building - growth focus. Potential to target to need, for example digital markets, cyber security or exporting.
- Target a key industry – for example manufacturing.
- Address unemployment and underemployment - how to start a business, innovation and upskilling resources available, such as NEIS.

#### **9.1.3 Destination Marketing Strategy – Implementation**

This refers to the implementation of the Destination Marketing Strategy currently being developed for the Morley, Bayswater and Maylands Town Centres.

Consultants have been appointed to develop a strategy that will deliver an implementation plan and strong branding that is expected to result in increased awareness, visitation and positive perception of the City's town centres. It will include engagement with town centre stakeholders. The branding and marketing strategies will compliment the City's own marketing strategy.

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#### 9.1.4 Business Booster Program – Implementation

This is the second part of the Business Booster program that addresses the adopted City's Economic/Business Framework action "*Develop a shopfront design and maintenance standard (including signage) and communicate them effectively. Possible future grant program to incentivise development can be considered.*"

In Part One, David Engwicht of Creative Communities delivered guidelines, training and inspiration at a breakfast and live audits in the town centres.

This is the implementation of the 'Business Booster' program guidelines for local businesses citywide. There will be several small demonstration projects that exemplify the program objectives supported with seed funding. These projects will then be showcased and promoted to demonstrate the application of the guidelines and encourage businesses to apply the guidelines to their premises. Grant funding will be available for businesses adopting the guidelines.

#### 9.1.5 Small Business Friendly Local Government Program

The Small Business Development Corporation (SBDC) Small Business Friendly Local Governments Program is a commitment to a range of activities by local government to support local small businesses to set up, start and operate. This program recognises the role of local government and the SBDC to deliver small business capacity building services.

The City of Bayswater is participating in the program with the signing of the Charter by the Mayor and Chief Executive Officer in October 2019.

The next stage of this program is the 'Approvals Program' that seeks a commitment of the City to actively engage in further reform of its own processes to achieve efficiencies for small business and their interactions with Council. The program includes developing a comprehensive understanding and review of the City's small business landscape, contribution to the economy and any significant challenges they face. It is envisaged the City would undertake this not just for small business but for all business.

The Approvals Program's methodology involves the establishment of a cross-functional working group comprising representatives from key service areas within each local government - such as planning, health, building, economic development and customer service. This working group is guided through the following processes:

- Mapping the small business customer journey.
- Establishing baseline data (including the number of business applications and approval timeframes).
- Customer-centred thinking.
- Developing a series of reforms to improve small business approval processes

The following outcomes are expected from the Approvals Program:

- Identification of the main areas of concern for local businesses regarding their engagement with the local government.
- Design of a suite of reforms that address business operators' concerns (and can be implemented by the local government using existing resources).

There are no fees or direct budget implications to participate in this program, however initiatives of the program will require resources for coordinating, reporting and general officer time to engage, contribute and implement the change throughout the organisation (dependent on the recommended reforms).

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### 9.1.6 Economic Recovery Resource

The need for an additional resource has been identified to undertake the options of the industry engagement and representation, business workshops, and enhanced small business friendly local government program. These components require the City to undertake economic research and analysis and make connections with and between prospective new businesses, landowners, developers, and existing businesses. It is proposed to appoint a temporary officer with business/economic development experience to undertake these initiatives.

The table below outlines the costs associated with these options, which align with the \$185,000 allocated in the City's 2020/21 adopted Budget.

Business Investment and Growth Program	COST
Industry Engagement & Representation	Nil
Business Workshops	\$16,000
Destination Marketing Strategy – Implementation	\$40,000
Business Boosters – Implementation	\$30,000
Small Business Friendly Local Government program	Nil
Economic Recovery Advisor	\$99,000
<b>TOTAL</b>	<b>\$185,000</b>

### 9.2 Phase One Options (1-12 months) - Not funded

These projects have been identified as playing a role in the support of the economic recovery of the community of the City. These projects have not been budgeted for in the 2020/2021 period and are to be considered in the 2021/2022 period, unless additional funding or resources become available sooner.

ACTIVITY	DETAIL	COST
Morley Activity Centre Streetscape Plan	The detailed design and order of costs to carry out a feature and level survey using the road horizontal geometry, including service picks, road widening requirements, lighting. External expertise required includes (but not limited to) Civil & Electrical, Geotech, Hydraulic and Structural Engineering technical support.	\$300,000
Morley Station Precinct Plan	Prior to construction commencing a precinct plan to guide development in the area should be developed/commenced by engagement of a consultant. Based on community engagement outcomes to develop a precinct plan which meets the requirement of the State Government, including urban ecology, urban structure, movement networks (including parking requirements and access to the area), built form, land use, public realm and services and utilities.	\$152,000
Noranda District Precinct Plan	Noranda is identified as a district centre and therefore a Precinct Plan is required to provide guidance on appropriate densities and residential zonings, built form outcomes and the retail potential of the area. The plan will also coordinate the provision of transport and	\$162,000

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	access networks, public open space, design guidelines (such a building height, residential density, car parking and setbacks) and community/other infrastructure. The precinct plan is to meet the requirements of the State Government.	
Morley Library Lighting	Morley Library LED lighting installation on the wall facing Walter Road. The idea being to have façade LED lighting fixtures installed on the top end of the wall with a program of different coloured lighting for the wall to mark different occasions.	\$30,000
Noranda Connecting	Connecting Pathway between the Noranda Nook Park and the Netball/Tennis courts in the Noranda Town Centre.	\$20,000
Living Laneways (additional funding to implement further actions)	Bringing laneways in the Maylands Town Centre to life in collaboration with Town Team Creative Maylands and local community and business stakeholders.	\$16,000
A Cultural Precinct for Maylands Town Centre (additional funding to implement further actions)	Transforming the amphitheatre outside The RISE in Maylands into a safer and more useable space for people to enjoy. The alterations will likely include feature lighting, seating, shade structures and public art.	\$20,000
Community Gathering Space at Bert Wright Park (additional funding to implement further actions)	Trialing, prototyping and installation of furniture and other amenities for a shade structure for Bert Wright Park proposed by Town Team Baysie Rollers and other community groups/organisations.	\$10,000

### 9.3 Phase Two Options (12-24 months) - Not funded

The activities for the 12-24 month period will be subject to engagement with the stakeholders outlined above and submitted for consideration in the City's 2021/22 budget process. Projects and activities not funded in Phase One will also be considered.

## 10. Consultation

The development of this Plan has occurred in consultation with the members of the Economic Recovery Working Group.

The key stakeholders identified in Section 7 will be engaged through a series of meetings to further determine the activity for Phase One Options (1-12 months) – Funded, and the opportunities to partner on these. Consultation will also be sought to guide the development of the Phase Two Options.

## 11. Project Risk Analysis

The City has adopted a risk management planning framework to guide the assessment of all projects and plans. The Economic Recovery Plan has been assessed against this framework, which can be found in [Appendix 8](#).

In summary, the most significant risks for the City's economic recovery are:

- Changing landscape of COVID-19 - Including health re-introduction of control measures and changing political priorities i.e. funding and financial supports for community.
- Community reject or respond negatively to the proposed plan

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- Loss of key stakeholders or officers during the project
- Insufficient action to mitigate the negative economic impact of COVID-19 on the local economy.

## 12. Measures of success

The proposed indicators of success that measure the impact of economic recovery for the City include:

1. Annual Community Perception Survey satisfaction - understanding of the role of support to business by the City in response to COVID-19 in the community.
2. Total grant income secured.
3. Total expenditure, progress toward spending and completion of stimulus projects.

In addition, the following indicators are being considered for adoption in the City of Bayswater's Strategic Community Plan and are directly relevant to the economic recovery of the City. Once adopted, these indicators will be reported annually or biennially on the City's website in accordance with the annual reporting cycle.

INDICATOR	RECENT RESULT	TARGET	STRATEGIC PILLAR
4. Satisfaction with the City's vibrant and active town centres	73%	Maintain	Vibrancy
5. Number of events and initiatives focused on town centres	New	Baseline to be identified	Vibrancy

### 13. Economic Recovery Action Plan

ACTION PLAN					
ACTION	IMPACT (refer to Section 6)	WA RECOVERY PLAN	KEY STAKEHOLDERS	RESPONSIBILITY	MEASURE OF SUCCESS
<b>Current Activity</b>					
Influencing METRONET, MRWA and Development WA with Bayswater Station Upgrade, Morley-Ellenbrook Line, and Tonkin Hwy Gap Project outcomes	6.5 6.6	<ul style="list-style-type: none"> <li>Building METRONET</li> </ul>	Development WA, Residents, local businesses, local community groups	Director Major Projects	<ul style="list-style-type: none"> <li>Community satisfaction with City role in projects</li> </ul>
Bedford Shopping Precinct Regeneration	6.2 6.6 6.14	<ul style="list-style-type: none"> <li>Maintenance blitz, Building community infrastructure, Supporting small businesses</li> </ul>	Residents, local businesses	Manager SP&P	<ul style="list-style-type: none"> <li>Completion of engagement</li> </ul>
Bedford North Planning	6.2	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	Residents, local businesses	Manager SP&P	<ul style="list-style-type: none"> <li>Completion of planning</li> </ul>
Maylands Brickworks - Feasibility Study	6.1 6.2 6.3	<ul style="list-style-type: none"> <li>Building community infrastructure</li> </ul>	Residents	Manager SP&P	<ul style="list-style-type: none"> <li>Completion of preliminary engagement</li> </ul>
Business Support subsection of the City's website	6.14 6.15	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	Small businesses, all businesses	Manager SP&P	<ul style="list-style-type: none"> <li>No. of clicks to website</li> </ul>
Bayswater Industrial Estate Entry Statements	6.2 6.3 6.6	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	New businesses, Small businesses, all businesses in the area	Manager P&G	<ul style="list-style-type: none"> <li>Project completion</li> </ul>
Land acquisition and disposals	6.3 6.16 6.17	<ul style="list-style-type: none"> <li>Housing construction</li> </ul>	Local suppliers, businesses.	Manager SP&P	<ul style="list-style-type: none"> <li>\$ land released</li> </ul>
Small Business Friendly Local Government program	6.6 6.7 6.14 6.15	<ul style="list-style-type: none"> <li>Supporting small businesses</li> <li>Unlocking barriers to investment</li> </ul>	New businesses, Small businesses, all businesses	Manager SP&P	<ul style="list-style-type: none"> <li>No. of assisted businesses</li> </ul>
Destination Marketing Strategy	6.5 6.6 6.13	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	Businesses located in the town centres. Attract	Manager SP&P/ Manager C&M	<ul style="list-style-type: none"> <li>Completion of strategy</li> </ul>



ACTION PLAN					
ACTION	IMPACT (refer to Section 6)	WA RECOVERY PLAN	KEY STAKEHOLDERS	RESPONSIBILITY	MEASURE OF SUCCESS
	6.14 6.15		businesses, Attract visitation		
Online application project	6.7 6.8 6.16 6.17	<ul style="list-style-type: none"> <li>Unlocking barriers to investment focus areas, Supporting small businesses</li> </ul>	All businesses	Manager Development Approval	<ul style="list-style-type: none"> <li>Processing time of applications</li> <li>Feedback</li> </ul>
Prioritisation and fast-tracking of applications	6.7 6.8 6.16 6.17	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	All businesses	Manager Development Approval	<ul style="list-style-type: none"> <li>Survey feedback of users.</li> </ul>
Continual red tape reduction including State Planning Reform	6.7 6.8 6.16 6.17	<ul style="list-style-type: none"> <li>Unlocking barriers to investment focus areas, Supporting small businesses</li> </ul>	All businesses	Manager Development Approval	<ul style="list-style-type: none"> <li>Survey feedback of users.</li> </ul>
Fast track of payments to creditors	6.7 6.11	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	All businesses	Manager Finance	<ul style="list-style-type: none"> <li>No. of creditors paid within 14 days</li> </ul>
Financial Hardship Policy	6.11 6.17	<ul style="list-style-type: none"> <li>No direct alignment</li> </ul>	All ratepayers	Manager Finance	<ul style="list-style-type: none"> <li>No. of applications</li> <li>No. instances granted.</li> </ul>
COB - Buy Local Policy	6.4 6.6 6.7 6.11 6.12	<ul style="list-style-type: none"> <li>Buying local</li> </ul>	All local businesses, external suppliers	Manager Strategic Projects	<ul style="list-style-type: none"> <li>\$ local spend attributable to policy</li> <li>Multiplier effect of spend</li> </ul>
Long-term Financial Planning by the City	6.3 6.8	<ul style="list-style-type: none"> <li>Dependent on resulting action</li> </ul>	Dependent on resulting action	Manager Finance	<ul style="list-style-type: none"> <li>Dependent on resulting action</li> </ul>
Buy in Baysie - buy local directory	6.4 6.6 6.11 6.12	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	Small businesses, all businesses	Manager SP&P/ Manager C&M	<ul style="list-style-type: none"> <li>No. of clicks to website</li> <li>Local business sign ups</li> </ul>
Coordination of grants & funding applications	6.1 6.7	<ul style="list-style-type: none"> <li>No direct alignment</li> </ul>	City	All Managers	<ul style="list-style-type: none"> <li>Grant monies received</li> </ul>
Town Centre Streetscape Works	6.2 6.3 6.4 6.5 6.6	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	All local businesses, external suppliers	Manager SP&P	<ul style="list-style-type: none"> <li>Progression to expenditure</li> </ul>

ACTION PLAN					
ACTION	IMPACT (refer to Section 6)	WA RECOVERY PLAN	KEY STAKEHOLDERS	RESPONSIBILITY	MEASURE OF SUCCESS
<b>Phase One Options (1-12 months) - Funded</b>					
Industry Engagement & Representation	6.1 6.5 6.9 6.16 6.17	<ul style="list-style-type: none"> <li>Unlocking barriers to investment</li> <li>Supporting small businesses</li> </ul>	Businesses located in the town centres. Attract businesses,	Manager SP&P	<ul style="list-style-type: none"> <li>No. of meetings held</li> <li>Development of prospectus</li> </ul>
Business Workshops	6.10 6.12 6.14 6.15	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	New businesses, Small businesses, all businesses	Manager SP&P	<ul style="list-style-type: none"> <li>No. of events and businesses attending</li> </ul>
Destination Marketing Strategy - Implementation	6.5 6.6 6.13	<ul style="list-style-type: none"> <li>Supporting small businesses</li> </ul>	Businesses located in the town centres. Attract businesses, Attract visitation	Manager SP&P	<ul style="list-style-type: none"> <li>No. of initiatives implemented</li> </ul>
Business Boosters – Implementation	6.6 6.14 6.15 6.17	<ul style="list-style-type: none"> <li>Buying local</li> <li>Supporting small businesses</li> </ul>	Customers, town center businesses.	Manager SP&P	<ul style="list-style-type: none"> <li>No. of grant applications received</li> </ul>
Small Business Friendly Local Government Program – Approvals	6.6 6.7 6.14 6.15	<ul style="list-style-type: none"> <li>Supporting small businesses</li> <li>Unlocking barriers to investment</li> </ul>	New businesses, Small businesses, all businesses	Manager SP&P	<ul style="list-style-type: none"> <li>No. of City processes improved</li> </ul>
Appointment of Economic Recovery Advisor	6.5 6.6 6.7 6.9 6.10 6.12 6.14 6.15	<ul style="list-style-type: none"> <li>Growing WA's food industries</li> <li>Green jobs and environmental protection</li> <li>Investing in our tourism sector</li> <li>Investing in renewable energy and new technologies</li> <li>Boosting local manufacturing</li> <li>Driving industry development</li> </ul>	New business, Local developers.  Statutory Planning, Building, Marketing.	Manager SP&P	<ul style="list-style-type: none"> <li>Appointment of an Economic Recovery Advisor</li> </ul>

## Appendices

### Appendix 1 – Background

In December 2019, an outbreak of a new infectious disease named COVID-19 was reported in Wuhan, China. In a small percentage of patients the disease can cause severe organ damage and even death. COVID-19 is highly contagious, and despite efforts to contain spread of the illness, the World Health Organisation declared the outbreak a pandemic on 11 March 2020.

By early March, a small number of COVID-19 cases were reported within Australia. This number continued to grow as people returned from overseas travel. The Australian Federal and State Governments moved quickly to address the crisis, imposing a number of restrictions to limit the spread of the illness. The restrictions were initially successful in containing the spread of the virus however had far-reaching negative impacts on the Australian economy and way of life, the final consequences of which are yet to be seen.

A State of Emergency Declaration was made in Western Australia on 15 March 2020 and a number of measures enacted by the State Government to prevent the spread of the virus. WA had only a small number of cases and with restrictions in place, the number of new cases declined steadily. On Sunday 26 April 2020, the Government of Western Australia announced the "Cautious easing of restrictions thanks to WA's COVID-19 progress". At the time of writing this document, WA is in Phase 4 of its "Roadmap to Recovery", with Phase 5 planned for 1 August 2020.

On a national level, Australia had early success in reducing spread of COVID-19 and by May appeared to have nearly eliminated the virus from the continent. However there has been an exponential surge in community transmission of the disease in Victoria since early June, and there is emerging evidence of community transmission in NSW. This highlights the virulent nature of the disease, the need to exercise caution with relaxation of COVID-19 restrictions and importance of planning for a possible resurgence of the virus and a scenario of community transmission in Western Australia.

The City of Bayswater responded quickly to the COVID-19 crisis, setting up internal teams to enable it to deal with issues and report back to the community in an effective and timely manner.

#### Business Continuity Management Team

In response to the COVID-19 pandemic, the City's Executive Leadership Team convened a group, chaired by the Manager Environmental Health, to disseminate vital updates on the pandemic as it unfolded - on a State, Federal and global level - and address urgent operational actions affecting the organisation. These actions were related to business continuity, employee management, information technology, financial impacts, community needs and key stakeholders.

For the period starting 17 March 2020 and ending 9 April 2020, enforced shutdowns of public facilities and restrictions to services continued to heavily impact the City's core operations. During this time the BCMT met on a daily basis to deal with the quickly changing operational environment. When the environment began to stabilise and less frequent directions from a State and Federal level, from 14 April 2020 the meeting was held bi-weekly. 4 June 2020 was the final meeting date of the Business Continuity Management team, as the City moved to a new internal structure geared toward recovery.

Actions led by the BCMT included the closure of facilities and implementation of new services during COVID restrictions, a partnership with St Vincent De Paul to provide food hampers to community members in need, providing the resources and guidance for City staff members to be able to work from home and redeploying staff members who could no longer work in their substantive positions during the crisis to assist with increased workload in other areas.

A list of the City's response actions including timing of State and National announcements regarding COVID-19 can be found in [Appendix 2](#).

#### COVID-19 Response Team

Led by the COVID-19 Response Coordinator, the COVID-19 Response Team was established to facilitate the City's overall response to the COVID-19 pandemic, and to provide support to the COVID-19 Advisory Committee of Council. The team continues to support the organisation in its recovery planning.

#### Council and the COVID-19 Advisory Committee

Council created the COVID-19 Advisory Committee, chaired by the Mayor and comprising five elected members and the Chief Executive Officer. Council gave the Committee delegated authority to allow timely and effective decision making on matters pertaining to COVID-19.

Council has made a number of key decisions to assist local residents and businesses through the COVID-19 pandemic, including:

- Temporary suspension of non-essential minor committees and reduced frequency of Council meetings so greater focus could be applied to COVID issues and to limit opportunities for spread of the illness.
- All Council and Committee meetings held electronically during Phase 1 of WA's four-phase roadmap.
- No increase in rates for 2020/21.
- Review of grant funding to provide targeted support to local businesses.
- Temporary waiving of suspension fees for membership agreements at the City's Recreation Facilities.
- Temporary Waiving of the six week limit on complimentary suspension per calendar year for "Learn and Swim" enrolments.
- Approval of a \$0 extraordinary circumstances suspension fee for inclusion in the 2020-21 Fees and Charges Schedule.
- Creation of Community Care team, to telephone community members who were isolated, vulnerable or at risk within the district.
- Waiving of rental charges for six months for the City's community and commercial lease holders (excepting telecommunications carriers and those at Bayswater Waves and the RISE).
- Waiving of rental charges and outgoings for the commercial lease holders at the Bayswater Waves and The RISE for the period that those facilities are closed to the public.
- Establishment of a new grants program 'Buy in Baysie' grants, to provide direct financial assistance to local small businesses to assist them to adjust to the disruption caused by the COVID-19 pandemic.
- Deferral of FOGO Waste Collection System program.
- Creation of Financial Hardship policy to allow flexibility for payments for overdue debtor and rates and services charges.
- Temporary reductions and waiving of Development Approval fees.

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- \$5.09m Local Economic and Social Stimulus Package.
- Waiving of fees for personal training sessions on City Reserves for a period of eight weeks.
- A commitment to the development of a business investment and growth program.

## Appendix 2 – City of Bayswater COVID-19 Response Actions

### COVID-19 Actions and Announcements

Below is a list of Federal, State and City actions and announcements in relation to COVID-19, up to the start of Phase 4 of the WA Roadmap to COVID-19 Recovery:

Actions (Completed actions shaded grey) <i>Directions from State and Local Government depicted in italics</i>		Completion Date
<i>The State Government directives across the State under the Emergency Management Act 2005:</i>		
15 March 2020	<i>Declaration of State of Emergency in respect of the pandemic caused by virus COVID-19:</i> <a href="https://www.wa.gov.au/government/publications/western-australia-declaration-of-state-of-emergency">https://www.wa.gov.au/government/publications/western-australia-declaration-of-state-of-emergency</a>	
16 March 2020	<i>Declaration of Public Health State of Emergency</i> <a href="https://www.wa.gov.au/government/publications/western-australia-declaration-of-public-health-emergency">https://www.wa.gov.au/government/publications/western-australia-declaration-of-public-health-emergency</a>	
19 March 2020	<i>Extension of WA Declaration of State of Emergency</i> <a href="https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-of-state-of-emergency-19-march-2020">https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-of-state-of-emergency-19-march-2020</a>	
20 March 2020	<i>Direction regarding deliveries and waste collection:</i> <a href="https://www.wa.gov.au/government/publications/public-authorities-delivery-of-goods-and-collection-of-rubbish-and-refuse-directions">https://www.wa.gov.au/government/publications/public-authorities-delivery-of-goods-and-collection-of-rubbish-and-refuse-directions</a>	
28 March 2020	<i>Extension of Western Australia Declaration (No.2) of Public Health State of Emergency.</i> <a href="https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-no2-of-public-health-state-of-emergency">https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-no2-of-public-health-state-of-emergency</a>	
31 March 2020	<i>Extension of WA Declaration of State of Emergency.</i> <a href="https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-of-state-of-emergency-31-march-2020">https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-of-state-of-emergency-31-march-2020</a>	
11 April 2020	<i>Extension of Western Australia Declaration (No.3) of Public Health State of Emergency.</i> <a href="https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-no3-of-public-health-state-of-emergency">https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-no3-of-public-health-state-of-emergency</a>	
16 April 2020	<i>Extension of WA Declaration of State of Emergency.</i> <a href="https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-of-state-of-emergency-16-april-2020">https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-of-state-of-emergency-16-april-2020</a>	



*The State and Federal Government, agency and organisation announcements in relation to COVID-19:*

3 March 2020	Reserve Bank cuts cash rate from 0.75% to 0.50%
12 March 2020 – 16 April 2020	<p>The Federal Government has announced a series of stimulus packages to support the Australian economy as it deals with this challenge: <a href="http://www.treasury.gov.au/coronavirus">www.treasury.gov.au/coronavirus</a></p> <p>March 12: First economic package \$17.6 billion (support cash flow and investment spending of business and provide payments to vulnerable Australians)</p> <p>March 19: Reserve Bank monetary package includes \$90 billion three-year funding facility and \$15 billion from the Government to improve access to finance.</p> <p>March 22: Second package \$66 billion (keep business in business and keep workers in jobs)</p> <p>March 30: Third package \$130 billion (includes new wage subsidy 'JobKeeper' program)</p> <p>March 18: \$715 million airlines package</p> <p>March 28: Regional Airlines Network Support \$198 million</p> <p>March 20: \$444.6 million aged care support</p> <p>April 12: Higher Education relief Package</p> <p>April 13: \$3 million support frontline health workers</p> <p>April 16: \$165 million for airlines to maintain critical air routes</p> <p>Specifically in WA</p> <p>March 16: \$607 million supports households and small business</p> <p>March 31: \$1 billion economic &amp; health relief package (includes \$500m health &amp; front line service delivery)</p> <p>March 30: \$159 million rent relief for small business</p> <p>April 8: \$91.2 million police package</p> <p><b>Economic Insights: Australian governments respond to COVID-19.Pdf</b></p>
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: <a href="http://www.pm.gov.au/media/advice-coronavirus">www.pm.gov.au/media/advice-coronavirus</a>
16 March 2020	Self-isolation required for all people entering Australia for a period of 14 days: <a href="http://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet">www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet</a>
16 March 2020	The State Government announced economic response and relief packages to support the Western Australian economy as it deals with the impacts of COVID-19: <a href="http://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx">www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx</a> .
The State Government requested Western Australian Local Governments support recovery from COVID-19.	
17 March 2020	Hon. Mark McGowan MLA requested that the local government sector freeze all local government household rates, fees and charges in 2020/21 to ease the financial pressure on households and businesses.

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<https://walqa.asn.au/getattachment/News,-Events-and-Publications/Media/COVID-19/Premier-Correspondence-17-March.pdf?lang=en-AU>

#### 17 March 2020 – COB – COVID-19 BCMT

1.	Investigate the option of waving swim school and membership fees indefinitely and delegations required to do this for the City's Recreation Facilities before tomorrow's meeting.	18/03/2020
1.	All future instances of this meeting to be moved to Embleton Room.	17/03/2020
2.	Develop reporting process for employees who are on sick leave with COVID-19 symptoms (illness undiagnosed).	18/03/2020
3.	Cost modelling of casual employees, should facilities close	18/03/2020
4.	Communicate existence of this forum and share Mayor's message re local government's critical role in helping community through this crisis to staff members.	18/03/2020
5.	Seek advice from LGIS regarding risks for volunteers and casual staff serving the community.	19/03/2020
6.	Fast-track specific guidelines about working from home.	23/03/2020
7.	Look for other locations employees may work from, such as the RISE, to increase social isolation.	23/03/2020
8.	Investigate options for permanent facilities staff to continue working in closed facilities.	19/03/2020
9.	Investigate options for videoconferencing and for meetings.	24/03/2020
10.	Instigate trial rotating workforce through working from home one or two days a week, where able. Investigate how team members can do this without Citrix licenses when able. Staff not to use USB's.	24/03/2020
11.	Commence with install of audio equipment in Embleton Room.	23/03/2020
12.	Contact caterers to ensure all food served by the caterer only, using tongs.	18/03/2020
13.	Cancel all internal events and workshops that are non-essential regardless of size from next Monday.	18/03/2020
14.	Consider cancelling Community Centre activities from next Monday for a period of 1 month to begin with.	18/03/2020
18 March 2020	<p><i>Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required.</i></p> <p><a href="http://www.pm.gov.au/media/update-coronavirus-measures">www.pm.gov.au/media/update-coronavirus-measures</a></p>	

**19 March 2020 – COB – COVID-19 BCMT**

The Community Care Team made first calls to members from the City's Community Centres,

15.	Develop a process to ensure staff members are advised on matters affecting them prior to messaging being sent to the whole organization or community. Media releases to be sent to staff following ELT approval and circulation to the Mayor.	19/03/2020
16.	Provide specific information regarding risks for volunteers and casual staff serving the community to relevant managers.	19/03/2020
17.	Determine how many Citrix Licenses the City requires above existing arrangement.	24/03/2020
18.	Keep Councillors informed of event closures on daily basis.	18/03/2020
19.	Liaise with MR and MLCS to seek additional casual staff for Community Development work.	19/03/2020
20.	Develop expression of interest process to determine best fit of skills of existing casuals to fill organisational gaps.	19/03/2020
21.	Advise Councillors of cancellation of social and junior sports at the RISE and also of the aquatic and other facilities remaining open as per the advice of the Health Department.	19/03/2020
20 March 2020	Four square meter density applied to indoor gatherings: <a href="http://www.pm.gov.au/media/update-coronavirus-measures-0">www.pm.gov.au/media/update-coronavirus-measures-0</a>	
20 March 2020	Australia's borders closed to everyone except for Australian residents, citizens and their family members. Effective from 6.00pm or 1800 AWST. <a href="https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-advice-for-travellers">https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/coronavirus-covid-19-advice-for-travellers</a>	
20 March 2020	Reserve Bank cut cash rate to 0.25%.	

**20 March 2020 – COB – COVID-19 BCMT**

Closure of the City of Bayswater Community Centres (from 3pm onwards).

22.	Expedite moving payroll processing to digital format.	31/03/2020
23.	Provide guidance to Managers on whether they should be maintain a physical presence in the office to show leadership to their teams.	24/03/2020
24.	Assign Building Maintenance to investigate other locations employees may work from, such as the RISE, to increase social isolation.	23/03/2020
25.	Ensure casual staff members have log ins to use if required, and access to the Civic Centre.	24/03/2020 (Ongoing)

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26.	Develop standard messaging to be used when informing casuals there are no more hours available for them to work. Need to be specific in this communication about what options are available for them. Government advice has been that casual employees are not able to access Newstart allowance unless they have been terminated.	24/03/2020
27.	Identify current and future work placements and cancel if discretionary.	24/03/2020
28.	Communication to be sent to all staff members that if they are working from home to ensure they have diverted their work number to their mobile number.	23/03/2020
29.	Invite MFS to COVID-19 Business Continuity Management team meetings to discuss financial impacts on an ongoing basis.	23/03/2020
30.	Impress upon our staff how lucky we are to have our jobs, and COVID-19 leave and to be positive as we are influencers in our community.	23/03/2020
22 March 2020	<p><i>The following facilities were restricted from opening from midday local time 23 March 2020:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation)</i></li> <li><input type="checkbox"/> <i>Gyms and indoor sporting venues</i></li> <li><input type="checkbox"/> <i>Cinemas, entertainment venues, casinos, and night clubs</i></li> <li><input type="checkbox"/> <i>Restaurants and cafes will be restricted to takeaway and/or home delivery</i></li> <li><input type="checkbox"/> <i>Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies)</i></li> </ul> <p><a href="http://www.pm.gov.au/media/update-coronavirus-measures-220320">www.pm.gov.au/media/update-coronavirus-measures-220320</a></p>	

**23 March 2020 – COB – COVID-19 BCMT****Closure of Bayswater Waves and the RISE**

31.	Look into requirements for facilities should they be used as temporary office space. Ensure building maintenance is aware of additional facilities use to enable cleaning as required.	30/03/2020
32.	Minutes from last two meetings of BCMT to be sent to entire OLT team.	23/03/2020
33.	Close libraries and recreation facilities as of close of business 23 March 2020 with a view to looking at what other services can be offered and work on messaging to the media and community.	23/03/2020
34.	Work on messaging to staff of closed facilities, addressing conditions for part time and casual employees, staff to be messaged today.	23/03/2020
35.	Look into closing golf courses.	24/03/2020
36.	Create signage for closures.	23/03/2020
37.	Speak to iCollege to work through potential issues with closure of RISE.	23/03/2020

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38.	Ask each manager what non-essential services can potentially be wound down - ELT to create pro forma for managers to use.	07/04/2020
39.	Send update to staff as soon as possible today with positive and constructive messages.	23/03/2020
24 March 2020	<i>Additional prohibited activities and venues to apply from 11.59pm (local time) 25 March 2020, including beauty therapists, health clubs, swimming pools, galleries, and restrictions on weddings, funerals and outdoor boot camps.</i> <a href="http://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020">www.pm.gov.au/media/update-coronavirus-measures-24-March-2020</a> .	

**24 March 2020 – COB – COVID-19 BCMT****Closure of Libraries**

40.	Contact Town of Nedlands to ask about how they are working with videoconferencing for Council meetings.	24/03/2020
41.	Discuss the option of video or written deputations with the Mayor.	26/03/2020
42.	Liaise with Coordinator Customer Services to explore options for continuation of service delivery should the customer service counter at the Civic Centre need to close.	27/03/2020
43.	Improve the City's online service delivery capability by identifying what forms need to be updated and made available on the City's website.	23/04/2020 (Ongoing)
44.	Send email to management team regarding obligations to attend or reschedule meetings if working from home.	24/03/2020
45.	Explore use of Zoom for internal meetings.	25/03/2020
46.	MCM to do a Facebook post re the Rangers and Security Office being closed to the public.	25/03/2020
47.	As these minutes are now being sent to the wider OMT, ensure that the messaging is clear to those who have not attended.	24/03/2020 (Ongoing)
48.	Provide sequence of closure of facilities to A/CEO and MFS to assist with financial implications.	26/03/2020
49.	Bring 20L of hand sanitiser from Recreation Facilities to the Civic Centre to allay a potential shortage.	26/03/2020
50.	Send thank-you email from Cr Clarke to staff members.	26/03/2020
25 March 2020	<i>Creation of National COVID-19 Co-ordination Commission, Non-urgent elective surgery suspended. Economic Insights: Australian governments respond to COVID-19.Pdf.</i>	
25 March 2020	<i>Hon. Rita Saffioti MLA requested that the local government sector to use discretionary powers and planning processes to both promote development and support businesses and adopt flexible approached to enforcement and compliance actions for servicing supply of supermarkets during this period.</i>	

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[https://walga.asn.au/WalgaWebsite/media/WALGA\\_Media/Comms%20and%20Events/Saffioticorres250320.pdf](https://walga.asn.au/WalgaWebsite/media/WALGA_Media/Comms%20and%20Events/Saffioticorres250320.pdf)

#### 25 March 2020 – COB – COVID-19 BCMT

51.	Give advice on closures to lessees and hirers of the City's buildings	26/03/2020
52.	Email managers to ask managers what each branch is doing to transition their teams to working from home.	26/03/2020
53.	Discuss possible messaging on hard copy to be sent to residents with MCM.	30/03/2020
54.	Meet and discuss options for conducting Council meetings by videoconference.	26/03/2020
55.	ELT and MLCS to discuss the possibility of closing the Civic Centre's customer service counter.	26/03/2020
56.	Create a list of available facilities and check them off as they are being used.	26/03/2020
57.	Organise training for Managers on how to use MS Teams.	26/03/2020
58.	Let MCM know if customer services is to be closed.	26/03/2020
59.	Look to up the ante for opportunities to use casual staff within the organisation.	23/04/2020 (Ongoing)

#### 26 March 2020 – COB – COVID-19 BCMT

60.	Place messaging regarding closures on the front page of the website.	30/03/2020
61.	Email managers to let them know when they are able to activate MS Teams.	30/03/2020
62.	Circulate list of available facilities to OMT.	30/03/2020
63.	Look at option of using permanent staff who are going to be stood down in the first instance, before using casual staff.	27/03/2020
64.	Provide a response to the Mayor regarding the request from the Minister for Planning asking Local Governments to streamline planning and building applications to try to alleviate impact on the local economy.	09/04/2020

#### 27 March 2020 – COB – COVID-19 BCMT

##### Closure of Civic Centre Customer Service Counter

65.	Email ELT by close of business today with a summary guide to the new regulations allowing Council meetings to be held by videoconference.	30/03/2020
66.	Change phone queuing message to give information about closure of Civic Centre.	30/03/2020

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67.	Template for Interim Management Practices to be drafted today and forwarded to OLT with instructions for use.	28/03/2020
68.	Subject title for COVID-19 to be created in ECM.	30/03/2020
69.	In regards to the request from Cr Clarke to create a jobs board on the City's new website promoting local businesses, respond to Cr Clarke suggesting alternative option to link to other job boards instead.	30/03/2020
70.	Email managers to find available pool vehicles and packaging options for delivering library stock.	30/03/2020
71.	Investigate how many people are in the over 65 cohort using date of birth and ownership of Seniors cards and report back to A/DCD	30/03/2020
72.	Investigate whether it is appropriate to revert staff members who are on 9 day fortnight back to normal 76 hours a fortnight.	31/03/2020
73.	Look at possibility of starting depot staff from different locations and closing the depot to external parties.	In progress
74.	Invite MEW and MBW to these meetings.	30/03/2020
29 March 2020	\$200m to charities for emergency food relief. <i>Economic Insights: Australian governments respond to COVID-19.Pdf</i>	

**30 March 2020 – COB – COVID-19 BCMT**

75.	Deploy signage and hazard tape to all outdoor playgrounds, parks and outside gyms to advise the public not to use these facilities as per the new directions from the Federal Government.	06/04/2020
76.	Seek advice from WALGA and the Mayor on whether to continue with the Citizenship Ceremony which was scheduled for this evening.	31/03/2020
77.	Share consolidated list of system requirements with MPCS.	21/04/2020
78.	Undertake a risk assessment in regards to providing the service of delivering library stock.	01/04/2020
79.	Draft temporary COVID-19 management practice to allow library staff to work from home.	07/04/2020
80.	Bring hand sanitiser and gloves for use at fuel bowzers at the Depot.	31/03/2020
81.	Organise messaging for closure of library return chutes.	31/03/2020
82.	BBQs to be turned off and signage placed on them advising closure to the public.	03/04/2020
83.	Investigate access to tennis courts and advise.	01/04/2020

84.	Email and Q and A document for staff with information in relation to pay, leave etc. ETA this week.	01/04/2020
85.	Develop Interim Management Practice to send message to staff on how they can share capacity use while working from home.	07/04/2020
31 March 2020	<i>Restrictions in place limiting indoor and outdoor gatherings to two persons only.</i> <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates</a>	

**1 April 2020 – COB – COVID-19 BCMT**

86.	Investigate options for reimbursing volunteers for welfare calls they make to Community Centre Members.	02/04/2020
87.	Investigate location for provision of flu shots for staff members who work at the Depot.	02/04/2020
88.	Growth retardant funds to be reallocated from the COVID-19 Project Code.	02/04/2020

**2 April 2020 – COB – COVID-19 BCMT**

89.	Draft Interim Management Practice for the dispatch of mail.	14/04/2020
3 April 2020	<i>Churches and other places of worship, considered places of work so services can be live streamed to the community.</i> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-030420">https://www.pm.gov.au/media/update-coronavirus-measures-030420</a>	
3 April 2020	<i>Implementation of the National Cabinet Mandatory Code Of Conduct – SME Commercial Leasing Principles during COVID-19.</i> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-070420">https://www.pm.gov.au/media/update-coronavirus-measures-070420</a>	
3 April 2020	<i>National Cabinet agreed that states and territories were best placed to address issues related to the impacts of COVID19 and local governments.</i> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-030420">https://www.pm.gov.au/media/update-coronavirus-measures-030420</a>	

**3 April 2020 – COB – COVID-19 BCMT****All staff required to work from home (barring those not able to do so)**

90.	Prepare media statement on leases and business grants for Mayor.	06/04/2020
91.	Identify a suitable location to support the needs of a partnership with Vinnies	21/04/2020
92.	Identify suitable redeployment options to support a partnership with Vinnies.	30/04/2020
93.	Identify a list of staff who cannot work from home.	06/04/2020

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94.	Email to request volunteers to use an alternative system to CITRIX.	06/04/2020
95.	Confirm method of communication where questions are asked in relation COVID-19.	06/04/2020
96.	Managers to check-in with their staff regularly to ensure their health and welfare.	Ongoing
5 April 2020	<i>From 1.30pm AWST Western Australia implemented border controls for all access points – by road, rail, air and sea.</i> <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-advice-travelling-and-within-western-australia?fbclid=IwAR1vTj19AvSJqE-tCP0HnMKtwxMeyGy2v_fPOwDWcF-r9MJFr_2SNskiZg">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-advice-travelling-and-within-western-australia?fbclid=IwAR1vTj19AvSJqE-tCP0HnMKtwxMeyGy2v_fPOwDWcF-r9MJFr_2SNskiZg</a>	
6 April 2020	<i>Early Childhood Education and Care (ECEC) relief package released.</i> <a href="https://ministers.dese.gov.au/morrison/early-childhood-education-and-care-relief-package">https://ministers.dese.gov.au/morrison/early-childhood-education-and-care-relief-package</a>	
6 April 2020 – COB – COVID-19 BCMT		
97.	Confirm contractor start dates for security gate installation at the Depot.	08/04/2020
7 April 2020	<i>The first set of theoretical scenario modelling to inform how Australia is preparing our health system, for coronavirus released.</i> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-070420">https://www.pm.gov.au/media/update-coronavirus-measures-070420</a>	
7 April 2020	<i>Federal Government waives rents for smaller businesses and not-for-profits. Economic Insights: Australian governments respond to COVID-19.Pdf</i>	
7 April 2020 – COB – COVID-19 BCMT		
98.	Investigate the level of stock of flu vaccinations within the state of WA.	08/04/2020
99.	Investigate options for grants through Lottery West to assist the delivery of events, upskilling and online courses.	08/04/2020
8 April 2020 – COB – COVID-19 BCMT		
100.	Investigate providing assistance to the Local Police as per their request.	07/04/2020
101.	Communicate that the City is doing all it can to retain and redeploy staff, in response to media reports that LG's are standing down large numbers of employees.	07/04/2020
102.	Upload 'Who do I want to be during COVID-19' diagram to Baynet for staff to access.	07/04/2020
8 April 2020	<i>State Minister for Planning issued a Notice of Exemption for Planning Requirements during State of Emergency effective until midnight, 1 May 2023, unless otherwise stated in the Notice.</i>	
9 April 2020	<i>Prime Minister announcement for Easter to stay at home. Do not travel. Do not go away.</i>	

	<a href="https://www.pm.gov.au/media/prime-minister-easter-message">https://www.pm.gov.au/media/prime-minister-easter-message</a>	
9 April 2020	Australian Government and all states and territories to implement a consistent and immediate exemption for non-cruise maritime crew to provide for the transiting to and from their places of work, within and across jurisdictions with agreed documentation. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-3">https://www.pm.gov.au/media/update-coronavirus-measures-3</a>	
9 April 2020	National Cabinet agreed to a nationally consistent approach to hardship support across the essential services for households and small businesses. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-3">https://www.pm.gov.au/media/update-coronavirus-measures-3</a>	
<b>9 April 2020 – COB – COVID-19 BCMT</b>		
103.	Send memorandum to Councillors advising Rangers and Security will be conducting additional patrols along the foreshore areas over the Easter weekend and also include Q&A's.	14/04/2020
<b>14 April 2020 – COB – COVID-19 BCMT</b>		
104.	Provide a status update on additional 20 CITRIX licenses.	16/04/2020
105.	Draft email to be sent to staff regarding monitoring potential winding back of restrictions.	16/04/2020
16 April 2020	Schools to fully open for second semester. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-160420">https://www.pm.gov.au/media/update-coronavirus-measures-160420</a>	
16 April 2020	Endorsement of the Management and Operational Plan for COVID-19 for People with Disability. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-160420">https://www.pm.gov.au/media/update-coronavirus-measures-160420</a>	
16 April 2020	A framework developed for future actions to plan the pathway for next steps in responding to the virus and conditions for relaxation. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-160420">https://www.pm.gov.au/media/update-coronavirus-measures-160420</a>	
<b>16 April 2020 – COB – COVID-19 BCMT</b>		
106.	Investigate options available for reporting/ communication/ updates to Councillors and staff on COVID-19 information.	21/04/2020
18 March 2020	Procurement Network Buyer's Alert released from WALGA. <a href="https://mailchi.mp/walga/energy-services-panel-and-sustainable-procurement-guide-launch-1119709?e=97955f23ff">https://mailchi.mp/walga/energy-services-panel-and-sustainable-procurement-guide-launch-1119709?e=97955f23ff</a>	
19 April 2020	Australians encouraged to honour the service and sacrifice of veterans and serving Defence personnel on ANZAC Day from home this year by watching the nationally broadcast Dawn Service from the Australian War Memorial and participating in the RSL's #lightupthedawn campaign. <a href="https://www.pm.gov.au/media/honour-service-and-sacrifice-home-anzac-day">https://www.pm.gov.au/media/honour-service-and-sacrifice-home-anzac-day</a>	



20 April 2020	Local Government Amendment (COVID-19 Response) Act 2020 received Royal Assent. <a href="https://www.dlgsc.wa.gov.au/department/news/news-article/2020/04/21/lq-alert-local-government-amendment-(covid-19-response)-act-2020">https://www.dlgsc.wa.gov.au/department/news/news-article/2020/04/21/lq-alert-local-government-amendment-(covid-19-response)-act-2020</a>
20 April 2020	Temporary takeaway alcohol restrictions lifted. <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/COVID-19-takeaway-alcohol-restrictions-lifted.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/COVID-19-takeaway-alcohol-restrictions-lifted.aspx</a>
20 April 2020	Mass Gatherings Directions released. <a href="https://www.wa.gov.au/government/publications/mass-gatherings-directions-no-2">https://www.wa.gov.au/government/publications/mass-gatherings-directions-no-2</a>
21 April 2020	From 27 April 2020, category 2 and equivalent procedures for elective surgery can recommence across the public and private hospital sectors. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-210420">https://www.pm.gov.au/media/update-coronavirus-measures-210420</a>
21 April 2020	Visits to aged care facilities to be limited to a short duration, a maximum of two visitors at one time per day, and conducted in line with social distancing practices. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-210420">https://www.pm.gov.au/media/update-coronavirus-measures-210420</a>
21 April 2020	One person per four square metres rule does not apply in school classrooms. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-210420">https://www.pm.gov.au/media/update-coronavirus-measures-210420</a>
21 April 2020	A new app, G2G PASS, launched to provide an efficient way of applying for and demonstrating proof of an exemption before travelling to or around Western Australia. <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates</a>

**21 April 2020 – COB – COVID-19 BCMT**

Nil.

24 April 2020	ATTACHMENT A - National COVID-19 safe workplace principles released. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-24april20">https://www.pm.gov.au/media/update-coronavirus-measures-24april20</a>
24 April 2020	National Cabinet stressed is not acceptable for any Aged Care facility to put in place restrictions beyond the principles agreed on 17 March 2020. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-24april20">https://www.pm.gov.au/media/update-coronavirus-measures-24april20</a>
24 April 2020	National Cabinet received an updated briefing on new modelling with the Reff (the number of people a single case infects on average) now below 1.0 across all states and territories, except for Tasmania. Australia's case detection rate is 93 per cent and projections of case numbers are below lower bound modelled estimates. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-24april20">https://www.pm.gov.au/media/update-coronavirus-measures-24april20</a>

**24 April 2020 – COB – COVID-19 BCMT**

Nil.

26 April 2020	The Australian Government launched the new voluntary coronavirus app, COVIDSafe. <a href="https://www.pm.gov.au/media/covidsafe-new-app-slow-spread-coronavirus">https://www.pm.gov.au/media/covidsafe-new-app-slow-spread-coronavirus</a>
27 April 2020	Western Australian TAFE colleges adapted training delivery to enable students to continue studies, with Term 2 beginning 28 April 2020. <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-advice-schools-and-education#tafe">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-advice-schools-and-education#tafe</a>
27 April 2020	A public awareness campaign was launched, calling on Western Australians to book a flu vaccination over the coming weeks to protect themselves and others from becoming unwell. <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#get-vaccinated">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#get-vaccinated</a>

**28 April 2020 – COB – COVID-19 BCMT**

108.	Check recovery times for Community Centres with MCD.	30/04/2020
29 April 2020	Western Australia's hospitality industry is being prepared for a return to business, with the launch of a mandatory COVID-19 hygiene training program to protect the public and venue staff. <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice#hygiene-training">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice#hygiene-training</a>	
30 April 2020	A number of TAB outlets are open for limited hours as 'Deposit and Withdrawal Centres', to provide account access for customers who prefer to transact in cash, and assist some small business agents to manage the impacts of COVID-19. <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#tab-agencies">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#tab-agencies</a>	
30 April 2020	Campgrounds within national parks, reserves and State forests have opened for bookings again following the cautious easing of some restrictions. <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#national-parks-welcoming">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#national-parks-welcoming</a>	

**30 April 2020 – COB – COVID-19 BCMT**

109.	Send email to all staff regarding assistance available during this time if they require it.	12/05/2020
1 May 2020	National Cabinet endorsed the draft 'Code of Conduct on Pandemic Procedures' for residential aged care. The sector-led Code will encourage providers to act compassionately while balancing the challenges of COVID-19, taking into account the wishes of individual residents. <a href="https://www.pm.gov.au/media/update-coronavirus-measures-1may20">https://www.pm.gov.au/media/update-coronavirus-measures-1may20</a>	
1 May 2020	National Cabinet considered and endorsed 'National Principles for the Resumption of Sport and Recreation Activities [PDF 350 KB]' <a href="https://www.pm.gov.au/sites/default/files/files/attach-national-principles-resumption-sport-recreation-activities.pdf">https://www.pm.gov.au/sites/default/files/files/attach-national-principles-resumption-sport-recreation-activities.pdf</a> developed by the AHPPC in consultation with sporting bodies across Australia (Attachment A). <a href="https://www.pm.gov.au/media/update-coronavirus-measures-1may20">https://www.pm.gov.au/media/update-coronavirus-measures-1may20</a>	

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1 May 2020	<p>National Cabinet endorsed medical advice from the Australian Health Protection Principal Committee which sets out key metrics to support decision making on the relaxation of restriction measures [PDF 253 KB] (Attachment C).</p> <p><a href="https://www.pm.gov.au/sites/default/files/files/attachc-precedent-conditions-relaxation-restrictions.pdf">https://www.pm.gov.au/sites/default/files/files/attachc-precedent-conditions-relaxation-restrictions.pdf</a> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-1may20">https://www.pm.gov.au/media/update-coronavirus-measures-1may20</a></p>
1 May 2020	<p>National Cabinet agreed to bring forward the review of the first phase of removing baseline restrictions on Friday 8 May 2020, including an assessment of achievement against precedent conditions.</p> <p><a href="https://www.pm.gov.au/media/update-coronavirus-measures-1may20">https://www.pm.gov.au/media/update-coronavirus-measures-1may20</a></p>
1 May 2020	<p>Recreational fishers who have crayfish pots set in waters off Rottnest Island will be granted restricted access to the area's exclusion zone to collect their equipment, under supervision from Rottnest Island Authority rangers.</p> <p><a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#recreational-fishers-rottnest">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#recreational-fishers-rottnest</a></p>
1 May 2020	<p>The WA Government is partnering with the Telethon Kids Institute in a study to test for COVID-19 among school students and staff without symptoms.</p> <p><a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-advice-schools-and-education">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-advice-schools-and-education</a></p>
1 May 2020	<p>The WA Government will reopen residential boarding facilities across Western Australia, where numbers can be safely managed and health requirements met.</p> <p><a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-advice-schools-and-education#school-boarding">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-advice-schools-and-education#school-boarding</a></p>
5 May 2020	<p>National Cabinet agreed to establish a three step framework to gradually remove baseline restrictions to enable Australians to live in a COVID-19 safe economy. Details will be determined by National Cabinet on Friday 8 May 2020.</p> <p><a href="https://www.pm.gov.au/media/update-coronavirus-measures-050520">https://www.pm.gov.au/media/update-coronavirus-measures-050520</a></p>
5 May 2020	<p>Australian Government will provide an additional \$63.3 million for the legal assistance sector:</p> <ul style="list-style-type: none"> <li>□ \$49.8 million for additional frontline legal services, such as legal advice or representation, and with 40 per cent to be used for matters involving domestic violence; and</li> <li>□ \$13.5 million for IT costs to support the sector's transition to delivering assistance virtually and online</li> </ul> <p><a href="https://www.pm.gov.au/media/update-coronavirus-measures-050520">https://www.pm.gov.au/media/update-coronavirus-measures-050520</a></p>
5 May 2020	<p>Jurisdictions will plan for and manage COVID-19 outbreaks in prisons in accordance with the Communicable Diseases Network Australia National Guidelines for the Prevention, Control and Public Health Management of COVID-19 Outbreaks in Correctional and Detention Facilities in Australia.</p> <p>The Australian Government will, in partnership with jurisdictions, develop 'Safe Travel Plans' for newly released Indigenous prisoners including access to self-isolation accommodation and secure transport to designated communities.</p> <p><a href="https://www.pm.gov.au/media/update-coronavirus-measures-050520">https://www.pm.gov.au/media/update-coronavirus-measures-050520</a></p>

5 May 2020	<i>Elite athletes, part of the Western Australian Institute of Sport, will be able to resume training as part of a staged return to operations following an exemption to the WA State of Emergency Closure and Restrictions Directions.</i> <a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#elite-athlete-training">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-community-advice#elite-athlete-training</a>	
5 May 2020 – COB – COVID-19 BCMT		
Nil.		
6 May 2020	<i>The WA Government is partnering with major resources companies and WA's leading researchers to roll out COVID-19 testing among fly-in, fly-out (FIFO) mining and resources workers who do not have symptoms.</i> <a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice#research-fifo-workers-tracking">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice#research-fifo-workers-tracking</a>	
7 May 2020 – COB – COVID-19 BCMT		
110.	Investigate information on a second strain of COVID-19.	12/05/2020
10 May 2020	<i>The WA Government has released a COVID-19 roadmap, which will see some restrictions relaxed further from 18 May.</i> <i>The four-phase roadmap will help get Western Australians back to work safely and begin the process of restarting the State's economy.</i> <a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap?a=">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap?a=</a>	
12 May 2020		
111.	Investigate the recently identified Kawasaki strain.	14/05/2020
112.	Email staff to reassure the measures the City has and will be undertaking for the returning to work in the Civic Centre.	14/05/2020
14 May 2020		
	Nil.	
14 May 2020	<i>Extension of WA Declaration of State of Emergency.</i> <a href="https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-of-state-of-emergency-14-may-2020">https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-of-state-of-emergency-14-may-2020</a>	
15 May 2020	<i>National Cabinet met to further discuss Australia's current COVID-19 response, easing restrictions in the coming months, helping Australians prepare to go back to work in a COVID-Safe environment and getting the economy moving again.</i> <a href="https://www.pm.gov.au/media/update-coronavirus-measures-15may20">https://www.pm.gov.au/media/update-coronavirus-measures-15may20</a>	
15 May 2020	<i>Businesses across Western Australia will need to prepare a COVID Safety Plan before they re-open, to protect staff and customers.</i> <a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice#covid-safety-plans">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-business-and-industry-advice#covid-safety-plans</a>	

18 May 2020	<p>Phase 2 of WA Roadmap to easing COVID restrictions began.</p> <p>Physical distancing, good hygiene and the 4 square metre rule apply to all activities with the following allowed:</p> <ul style="list-style-type: none"> <li>• Indoor and outdoor non-work gatherings of up to 20 people</li> <li>• Cafés and restaurants with meal service permitted to open, including within pubs, bars, clubs, hotels and casino, with a 20 patron limit</li> <li>• Weddings and funerals up to 20 people inside or 30 outside</li> <li>• Western Australians encouraged to return to work, unless unwell or vulnerable</li> <li>• Regional travel restrictions relaxed, with <a href="#">travel permitted</a> throughout most of WA.</li> <li>• Non-contact community sports for up to 20 participants</li> <li>• Outdoor or indoor fitness classes with no shared equipment, up to 20 participants</li> <li>• Places of worship, community facilities and libraries permitted to reopen, up to 20 patrons.</li> <li>• Public pools (1 indoor and multiple outdoor) permitted to open under strict rules and up to 20 patrons per pool.</li> <li>• Businesses required to comply with conditions outlined in the COVID Safety Guidelines and prepare a <a href="#">COVID Safety Plan</a> before they reopen.</li> </ul> <p><a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase2">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase2</a></p>
18 May 2020	<p>Civic Centre Customer Service Desk, Recreation Facilities and Libraries reopened.</p> <p>50% of staff return to work at Civic Centre.</p>
19 May 2020	
113.	<p>Email staff regarding the City's position on catering for meetings.</p> <p>02/06/2020</p>
19 May 2020	<p>The WA Government is bringing forward funds in a \$150 million housing investment package to help maintain a pipeline of work for local tradies and building businesses.</p> <p><a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-western-australian-government-response#what-the-wa-government-is-doing">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-western-australian-government-response#what-the-wa-government-is-doing</a></p>
20 May 2020	<p>Two Western Australian-based resource sector export hubs worth \$3.8 million will be established to help small and medium-sized enterprises get export-ready and be more internationally competitive.</p> <p><a href="https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-support-business#fifo-mining">https://www.wa.gov.au/organisation/departments-of-the-premier-and-cabinet/covid-19-coronavirus-support-business#fifo-mining</a></p>
20 May 2020	<p>Major reforms to simplify Western Australia's planning system and boost the State's economic recovery from COVID-19 will be introduced to Parliament.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Major-planning-reforms-to-drive-economic-recovery.aspx</a></p>
21 May 2020	<p>McGowan Government fast tracks community sport grants to assist with COVID-19 recovery</p>

	<a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/McGowan-Government-fast-tracks-community-sport-grants-to-assist-with-COVID-19-recovery.aspx</a>		
<b>21 May 2020</b>			
	Nil.		
22 May 2020	The Federal Liberal and Nationals Government will deliver a \$1.8 billion boost for road and community projects through local governments across Australia. <a href="https://www.pm.gov.au/media/1-8-billion-boost-local-government">https://www.pm.gov.au/media/1-8-billion-boost-local-government</a>		
<b>26 May 2020</b> Hairdressing services recommence at the City's Community Centres - by telephone appointment only.			
	Nil.		
29 May 2020	Phase 3 of COVID-19 roadmap to commence from Saturday, June 6 <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Phase-3-of-COVID-19-roadmap-to-commence-from-Saturday-June-6.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Phase-3-of-COVID-19-roadmap-to-commence-from-Saturday-June-6.aspx</a>		
<b>2 June 2020</b>			
	Nil.		
<b>4 June 2020</b>			
	Nil.		
<b>4 June 2020</b>			
COVID-19 Business Continuity Management Team disbanded and the new COVID-19 Recovery Steering Group was formed.			



6 June 2020	<p><i>Phase 3 of WA's Roadmap to Easing Restrictions</i></p> <p><i>The number of people at non-work gatherings increased, and additional businesses reopened. The 4 square metre rule was revised to 2 square metres per person for all WA venues. Physical distancing, good hygiene and the 2 square metre rule applied to all activities permitted in Phase 3.</i></p> <ul style="list-style-type: none"> <li>• <i>Non-work gatherings permitted up to 100 people, 300 for venues with multiple spaces.</i></li> <li>• <i>4 square metre rule removed, replaced with reduced 2 square metre rule.</i></li> <li>• <i>Full contact sport and training permitted.</i></li> <li>• <i>Seated Service for food businesses and licensed premises.</i></li> <li>• <i>The following reopened with conditions:</i> <ul style="list-style-type: none"> <li>◦ <i>galleries, cinemas and theatres</i></li> <li>◦ <i>gyms and other fitness studios</i></li> <li>◦ <i>beauty salons, spas and wellness centres</i></li> <li>◦ <i>playgrounds and play centres</i></li> <li>◦ <i>Rottneet Island, zoos and wildlife parks.</i></li> </ul> </li> </ul> <p><i>Businesses were required to comply with conditions outlined in the <a href="#">COVID Safety Guidelines</a> and prepare a COVID Safety Plan before they reopened.</i></p> <p><a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase3</a></p>
6 June 2020	<p>The City reopened gyms, pools and libraries becoming more accessible with new limits of 100 visitors per space and in online booking system. Bayswater Waves and The RISE facilities extended their services, both facilities returning to regular opening hours.</p> <p>Staff put additional social distancing and hygiene measures in place, as well as prepared COVID Safety Plans required by the State government, to ensure facilities are safe for the community and employees.</p>
11 June 2020	<p>Council:</p> <ul style="list-style-type: none"> <li>• Amended the Procurement Policy</li> <li>• Deferred consideration of waiving of Ground Hire Fees - Bayswater Lacrosse Club to the Ordinary Council meeting on 23 June 2020</li> <li>• Noted the program of Town Centre Streetscape Works to be undertaken as part of the City's Economic and Social Stimulus Package and request a further status update be provided.</li> </ul> <p><a href="https://www.bayswater.wa.gov.au/city-and-council/council/council-meetings/agendas-and-minutes/2020/june/covid-19-advisory-committee-11-june-2020-minutes">https://www.bayswater.wa.gov.au/city-and-council/council/council-meetings/agendas-and-minutes/2020/june/covid-19-advisory-committee-11-june-2020-minutes</a></p>

**15 June 2020**

The City released a second round of Buy in Baysie grant funding to support local businesses impacted by COVID-19.

<https://www.bayswater.wa.gov.au/city-and-council/news/2020/june/grants-help-businesses-move-online>

The City gave the green light to \$200,000 of town centre improvement projects aimed at boosting community confidence in our town centres and supporting struggling businesses.

[https://www.bayswater.wa.gov.au/city-and-council/news/2020/june/town-centres-to-benefit-from-the-city-s-\\$5-09m-sti](https://www.bayswater.wa.gov.au/city-and-council/news/2020/june/town-centres-to-benefit-from-the-city-s-$5-09m-sti)

17 June 2020	Extension of Western Australia Declaration (No.2) of Public Health State of Emergency – 17 June 2020. <a href="https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-no2-of-public-health-state-of-emergency-17-june-2020">https://www.wa.gov.au/government/publications/extension-of-western-australia-declaration-no2-of-public-health-state-of-emergency-17-june-2020</a>
23 June 2020	Social visits to Western Australian prisons resumed on Saturday, 27 June. <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-what-you-can-and-cant-do#prison_visits">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-what-you-can-and-cant-do#prison_visits</a>
24 June 2020	<i>The WA Government's planning reforms passed through both houses of State Parliament. The reforms were urgently brought forward to support the wider economic response to the COVID-19 pandemic, and protect and create local jobs.</i>  <a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/06/McGowan-Government-negotiates-historic-planning-reforms-through-Parliament.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/06/McGowan-Government-negotiates-historic-planning-reforms-through-Parliament.aspx</a>  <i>The WA Government introduced a Bill to support healthcare workers who contract COVID-19 and require workers' compensation.</i>  <a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-western-australian-government-response#covid19-responsebill">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-western-australian-government-response#covid19-responsebill</a>
24 June 2020	Extension of State of Emergency Declaration 24 June. <a href="https://www.wa.gov.au/government/publications/extension-of-state-of-emergency-declaration-24-june-2020">https://www.wa.gov.au/government/publications/extension-of-state-of-emergency-declaration-24-june-2020</a>
25 June 2020	86 million worth of new targeted grants would support some of Australia's hardest hit primary producers.
25 June 2020	Construction jobs across Western Australia received an additional \$223 million to deliver shovel-ready infrastructure projects and urgent road safety upgrades.  Critical shovel-ready projects along Highways and Roads will include the delivery of a dedicated road safety package for life-saving improvements across regional WA.  The Regional State Road Safety Improvement Program invested \$100 million across the state to deliver improvements over the next year.  <a href="https://www.pm.gov.au/media/223-million-unlock-hundreds-local-infrastructure-jobs">https://www.pm.gov.au/media/223-million-unlock-hundreds-local-infrastructure-jobs</a>
25 June 2020	A new \$250 million targeted package to help restart the creative economy and get the entertainment, arts and screen sectors back to work, as they rebuild from the impacts of COVID-19.

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	<p>A range of new grant and loan programs will roll out over the next 12 months to different parts of the arts sector to support the \$112 billion creative economy and the more than 600,000 Australians it employs.</p> <p>The support package includes:</p> <ul style="list-style-type: none"> <li>• Seed Investment to Reactivate Productions and Tours;</li> <li>• Show Starter Loans;</li> <li>• Kick-starting Local Screen Production;</li> <li>• Supporting Sustainability of Sector-Significant Organisations; and</li> <li>• Creative Economy Taskforce.</li> </ul> <p><a href="https://www.pm.gov.au/media/250-million-jobmaker-plan-restart-australias-creative-economy">https://www.pm.gov.au/media/250-million-jobmaker-plan-restart-australias-creative-economy</a></p>
25 June 2020	<p>COVID-19 Recovery Steering Group Meeting.</p>
26 June 2020	<p>National Cabinet confirmed that the current hotel quarantine arrangements remain in place.</p> <p>National Cabinet endorsed a number of papers to enable reopening under a 3 Step Framework for a COVID Safe Australia.</p> <p>National Cabinet recommitted to the strategy of suppression of COVID-19 and to the Three-Step Framework to a COVID-safe Australia.</p> <p><a href="https://www.pm.gov.au/media/national-cabinet-statement-0">https://www.pm.gov.au/media/national-cabinet-statement-0</a></p>
26 June 2020	<p>Free late night trains back as COVID restrictions ease. The WA Government reinstated free late night train services from Saturday, 27 June, in line with the easing of COVID-19 restrictions.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/06/Free-late-night-trains-back-as-COVID-restrictions-ease-this-weekend.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/06/Free-late-night-trains-back-as-COVID-restrictions-ease-this-weekend.aspx</a></p>
27 June 2020	<p>Phase 4 Restriction Easing</p> <p>Western Australia's COVID-19 restrictions have been relaxed even further, as WA's roadmap is updated to complete the removal of all restrictions.</p> <p>Due to the world-leading response to COVID in WA, Phase 4 started on Saturday, 27 June (11.59pm Friday, 26 June) and has resulted in:</p> <ul style="list-style-type: none"> <li>• All existing gathering limits and the 100/300 rule removed</li> <li>• Gathering limits only determined by WA's reduced 2 square metre rule</li> <li>• The 2 square metre rule will only include staff at venues that hold more than 500 patrons</li> <li>• Removal of seated service requirements at food businesses and licensed premises</li> <li>• No requirement to maintain patron register at food businesses and licensed premises</li> <li>• Alcohol can be served as part of unseated service arrangements</li> <li>• All events permitted except for large scale, multi-stage music festivals</li> <li>• Unseated performances permitted at venues such as concert halls, live music venues, bars, pubs and nightclubs</li> <li>• Gyms operating unstaffed, but regular cleaning must be maintained</li> <li>• The casino gaming floor reopening under agreed temporary restrictions.</li> </ul>

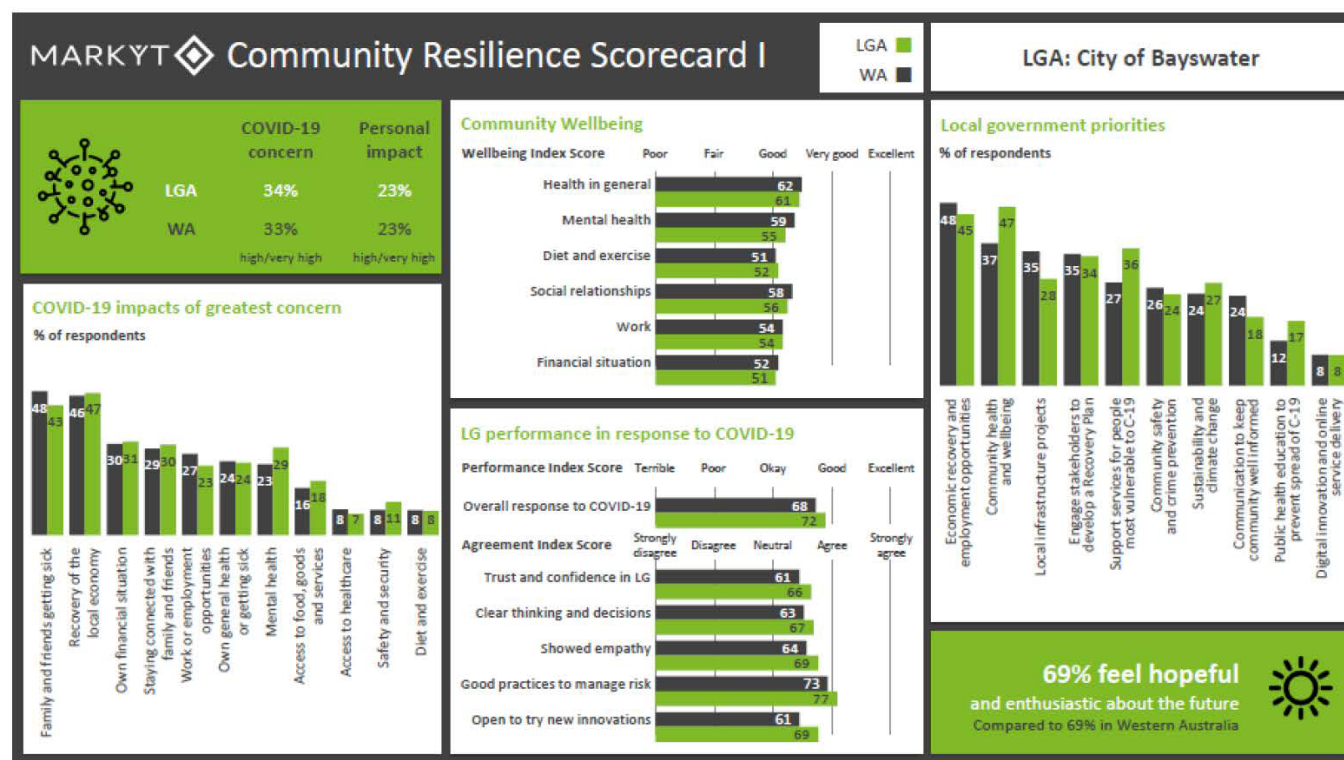
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	<p><i>For WA's major sport and entertainment venues, a 50 per cent capacity rule will apply. Therefore, under Phase 4 the temporary capacity of Optus Stadium will be 30,633 for sport events (35,000 for concerts), HBF Park can hold 10,150 (16,500 for concerts), RAC Arena can hold 7150 (8250 for concerts).</i></p> <p><i>Western Australians must continue to keep up physical distancing where possible and maintain good personal hygiene to better protect themselves and the general health of our community.</i></p> <p><i>WA businesses will be expected to ensure their COVID Safety Plans are updated and continue to be implemented.</i></p> <p><i>COVID Safety plans help mitigate the risk of COVID-19, are in line with health advice and provide extra confidence to patrons and staff entering the business premises.</i></p> <p><a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase4">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-wa-roadmap#phase4</a></p>
30 June 2020	<p><i>WA to provide assistance to Victoria's COVID-19 response Professor Tarun Weeramanthri is being deployed to support Victoria as they tackle an increase in COVID-19 cases.</i></p> <p><a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-western-australian-government-response#w-a-to-provide-assistance">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-western-australian-government-response#w-a-to-provide-assistance</a></p>
1 July 2020	<p><i>The WA Government has invested \$36 million towards an elective surgery blitz. This will enable approximately 5,800 more elective procedures to be conducted by the end of this year than was projected prior to COVID-19.</i></p> <p><a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates#latest-updates">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates#latest-updates</a></p> <p><i>Planned increases in non-residential water charges across 10 regional schemes have been delayed to provide financial relief for businesses impacted by COVID-19.</i></p> <p><a href="https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-support-business#water-charges-relief">https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-support-business#water-charges-relief</a></p>
1 July 2020	<p>Council adopted a budget that will deliver \$31 million in works to help stimulate the local economy without increasing rates.</p> <p><a href="https://www.bayswater.wa.gov.au/city-and-council/news/2020/july/2020-21-budget-delivers-\$31million-in-works-with-z">https://www.bayswater.wa.gov.au/city-and-council/news/2020/july/2020-21-budget-delivers-\$31million-in-works-with-z</a></p> <p>Both Bayswater and Morley Community Centre reopened following the State Government's announcement to ease COVID-19 restrictions through Phase 4 of the WA roadmap.</p> <p><a href="https://www.bayswater.wa.gov.au/city-and-council/news/2020/june/community-centres-reopen-in-line-with-wa-roadmap-p">https://www.bayswater.wa.gov.au/city-and-council/news/2020/june/community-centres-reopen-in-line-with-wa-roadmap-p</a></p>

### Appendix 3 – The MARKYT® Community Resilience Scorecard

The MARKYT® Community Resilience Scorecard was undertaken with the Department of Local Government, Sport and Cultural Industries (DLGSC) and Local Government Professionals WA from 5 June to 8 July 2020.

The scorecard was open to all residents across Western Australia. The scorecard was designed and hosted mostly online by CATALYSE®. 7,666 community members state-wide from 128 local government areas completed a scorecard, including 219 residents from the City of Bayswater.



## Appendix 4 - City of Bayswater COVID-19 Impact Statement

THEME	STATE IMPACT	LOCAL IMPACT – POSITIVE	LOCAL IMPACT - NEGATIVE
<b>Health</b>	<ul style="list-style-type: none"> <li>COVID -19 cases</li> <li>Health system readiness</li> <li>Waitlist for elective surgery</li> <li>Digital health</li> <li>Mental health</li> <li>At risk groups</li> </ul>	<ul style="list-style-type: none"> <li>More walking/cycling, park visits</li> <li>Bringing forward path/park projects</li> <li>Better hygiene practices/less flu</li> <li>Increased immunisation rate (2-3x increase)</li> <li>Health and wellbeing check-ins for a large number of older people within the City.</li> <li>Online fitness classes offered to enable community to continue fitness activities.</li> <li>Online medical appointments, pharmacists doing deliveries.</li> </ul>	<ul style="list-style-type: none"> <li>Costs for increased lighting times</li> <li>Expectations for path/park upgrades</li> <li>No organised sport</li> <li>Closure of recreational facilities and ongoing restricted capacity that is likely to continue for some time.</li> <li>Closure of programs for older adults.</li> <li>Closure of libraries meant people who connect digitally onsite are unable to do so.</li> <li>Mental health issues, isolation, increased scrutiny/dissatisfaction with City services by some</li> <li>Decrease in physical activity</li> <li>Impacts on diets and eating habits</li> <li>Increased waiting times for health services</li> </ul>
<b>Economic and Infrastructure</b>	<ul style="list-style-type: none"> <li>Jobs</li> <li>Business confidence</li> <li>Consumer sentiment</li> <li>State Government revenue</li> <li>Consumer spending</li> <li>Public infrastructure investment</li> </ul>	<ul style="list-style-type: none"> <li>Federal/State/Local stimulus packages</li> <li>Bringing forward of projects/ asset management benefits</li> <li>Financial benefits associated with spending whilst interest rates are low</li> <li>Competitive market for services</li> <li>Retention of staff and redeployments</li> <li>Staff agreement to defer pay increase</li> <li>Significance of Metronet investment increases</li> <li>Focus on 'spend local' and within community</li> <li>Increased focus on local economy</li> </ul>	<ul style="list-style-type: none"> <li>Loss of local jobs</li> <li>Loss and impact of cash economy</li> <li>Increased ratepayer and debtor financial hardship and default</li> <li>Increased requests for assistance</li> <li>Substantial loss of income vs need to continue to provide existing and new services</li> <li>Depletion of Council reserves</li> <li>Increased costs - cleaning, signage, IT etc</li> <li>Deferral of FOGO introduction</li> <li>Contract impacts (CPI increases)</li> </ul>



		<ul style="list-style-type: none"> <li>• Businesses diversifying</li> <li>• Some businesses have reduced operating costs through remote working.</li> <li>• Reduced red tape.</li> </ul>	<ul style="list-style-type: none"> <li>• Sourcing of products (disruption of supply chain)</li> <li>• Expectations for infrastructure upgrades (eg lighting)</li> <li>• Increased traffic congestion at schools</li> <li>• Need to consider different design standards</li> <li>• Cancellation of large events/ functions</li> <li>• Business community distress due to uncertainty</li> <li>• Business confidence impacted (less spending)</li> <li>• Temporary artificial stimulus to parts of the economy (based on funding)</li> <li>• General property value decrease across board.</li> <li>• Loss of commercial &amp; community lease income to the City and generally</li> </ul>
<b>Social</b>	<ul style="list-style-type: none"> <li>• Family and domestic violence</li> <li>• Women</li> <li>• Housing and homelessness</li> <li>• Youth unemployment</li> <li>• Community and social capital</li> <li>• Crime and justice</li> <li>• Child protection</li> <li>• Education</li> <li>• Cultural and linguistically diverse communities</li> <li>• Visa holders</li> <li>• Social isolation</li> </ul>	<ul style="list-style-type: none"> <li>• Waiving of fees for community groups/clubs</li> <li>• Enhanced neighbourhood community spirit</li> <li>• Increased interactions/meetings in public outdoor spaces</li> <li>• Working from home</li> <li>• Local service providers have received emergency relief funding to benefit locals.</li> <li>• Reduced local crime rates</li> <li>• Social initiatives by community – rainbow</li> <li>• Checking in with community</li> <li>• Education –schools kept children focused and engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of services/events/functions</li> <li>• Isolation- closure of facilities</li> <li>• No organised sport</li> <li>• Reduced opportunities for community engagement for those not engaged via technology</li> <li>• Loss of JP services</li> <li>• Cancellation of citizenship ceremonies</li> <li>• Increase in family violence incidents and abuse.</li> <li>• Increase in youth unemployment</li> <li>• Backlog for people to become citizens</li> <li>• Regression in skills with people unable to practice and keep their routines (eg swimming lessons)</li> </ul>

		<ul style="list-style-type: none"> <li>• Citizenship online</li> <li>• Increased online program delivery.</li> <li>• Significant reduction of breaches to local laws.</li> </ul>	<ul style="list-style-type: none"> <li>• Difficulties for working parents juggling working from home and education children.</li> <li>• Increase in emergency relief demand</li> <li>• Possible increase of homelessness.</li> </ul>
<b>Industry</b>	<ul style="list-style-type: none"> <li>• Agriculture and primary Industries</li> <li>• Retail, accommodation and food</li> <li>• Construction</li> <li>• Tourism</li> <li>• International education</li> <li>• Culture and the arts</li> <li>• Sport and recreation</li> <li>• Manufacturing</li> <li>• Resources and defence industries</li> <li>• Community Services</li> </ul>	<ul style="list-style-type: none"> <li>• Waiving of fees</li> <li>• Relaxation of requirements</li> <li>• Increase in online/delivery/take away options and food manufacture and retail sector</li> <li>• Lots of information to assist sporting clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Closure of businesses - temporary and permanent</li> <li>• Supply chain issues - eg hand sanitizer</li> <li>• Requests for rate/fee dispensation</li> <li>• Concerns from contractors in relation to complying with COVID requirements</li> <li>• Job transferability</li> <li>• Arts, culture and music including live entertainment industry closure</li> <li>• Sport and recreation closures had a negative impact on members.</li> </ul>
<b>Regions</b>	<ul style="list-style-type: none"> <li>• Employment</li> <li>• Industry</li> <li>• Digital connectivity</li> <li>• Health services</li> <li>• Remote Aboriginal communities</li> <li>• Social impacts</li> <li>• Local government</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work from home for employees living outside the regional boundary.</li> <li>• Networking across regional groups.</li> <li>• Learning from other regions.</li> </ul>	<ul style="list-style-type: none"> <li>• Perth Airport</li> <li>• Reduced regional transport and freight movements</li> </ul>



## Appendix 5 – Press Release: \$5.09 million local economic and social stimulus package

6 May 2020

Bayswater Council last night adopted a \$5.09 million local economic and social stimulus package aimed at fast tracking major projects, generating local employment and supporting community organisations to recover from the COVID-19 crisis.

Mayor Dan Bull said he called the special Council meeting last night to enable Council to endorse the COVID-19 Advisory Committee recommendations and implement the local economic and social stimulus package earlier than would normally have been possible.

"This stimulus package precedes the adoption of our 2020/21 Budget and is on top a number of initiatives Council has already adopted to support the community including waiving rent payable by 70 of its community leaseholders for six months, not charging interest on late rate payments until the end of the financial year and offering 'Buy in Baysie' local business grants to support businesses to move online.

"At last night's special meeting, Council also opted to cut planning fees by at least 50 percent to encourage investment in the City and remove fees entirely on applications to operate a business from home, food trucks and change of use (such as the conversion of a vacant building to support a new business).

"The stimulus package will enable the City to fast track a number of projects we already have on the books. Originally intended to be completed in stages, over a number of years, the City will bring forward 'shovel ready' projects in an effort to generate local employment, provide employment security for our staff and upgraded facilities for the community.

"We are a strong and stable Council, with the capacity to draw down on reserves which can now be used to bolster the local economy, support those in our community who are facing hardship and put us firmly on the path to recovery. We are keen to provide certainty for our community and staff during these challenging times.

"As part of the stimulus package the City has committed \$3.15 million towards kick starting major projects that have been given the green light by Council. This includes \$1.5 million towards works at Bayswater Waves and a further \$850,000 at the Noranda netball courts over and above the \$500,000 that is available in the current budget. Along with \$600,000 for Morley Sport and Recreation Centre and \$200,000 for Maylands Waterland to undertake the detailed design work needed to progress with major upgrades to those facilities. Commencing these projects now not only gives us a head start but provides certainty for staff and work for local contractors. It also lays the groundwork for the 2020/21 Budget.

"I am confident Council's adoption of the local economic and social stimulus package will enable the City not only to navigate this crisis, but emerge in a stronger position than before.

"As part of the stimulus package the City will also immediately progress with \$286,762 of capital projects to support local community groups. We appreciate the devastating affect restrictions, put in

place to prevent the spread of COVID-19, have had on our community groups and clubs and we have already waived rental payments for community leaseholders for the next six months.

"Under normal circumstances community groups would be required to contribute towards upgrades to access the City's Community Capital Grant Funding. As part of the stimulus package, the City will now foot the entire bill for 20 projects due to be funded. Upgrades such as the refurbishment of change room facilities at the Lightning Park Recreation Centre and installation of a shaded grandstand at the Bayswater Tennis Club are aimed at helping clubs navigate the current crisis and will allow us to employ local contractors and suppliers. It will also mean members will be able to enjoy upgraded facilities once restrictions are lifted.

The stimulus package also brings forward \$1.3 million worth of infrastructure projects including \$400,000 for new footpaths and maintenance of our existing ones, \$200,000 for road resurfacing, \$400,000 for improvements to our parks, \$200,000 in town centre streetscape improvements and \$100,000 for additional and replacement lighting in public spaces.

"Putting money towards infrastructure projects helps us retain staff as they continue to provide the essential services valued by our community. It makes sense to invest in our parks, lighting and footpaths given their increased usage which we believe will continue beyond the current restrictions. Additional lighting and improvements to our town centre will give struggling businesses a boost.

The community will directly benefit from \$200,000 provided in the stimulus package to upgrade City facilities. The funds will go towards painting, replacing carpets and air conditioners at facilities.

"The funds will enable us to put our local contractors to work in sprucing up some of the City's facilities so they are all ready for the community to use once restrictions are lifted.

The City will also use \$150,000 from the stimulus package to install renewable energy and energy efficient infrastructure such as LEDS and solar panels across community facilities. This is in line with our renewable energy targets and will provide cost benefits in the longer term.

In approving the \$5.09 million local stimulus package Council took one step further, requesting the CEO, Andrew Brien, develop a package aimed specifically at supporting business investment and growth across the City. This package will be considered by Council as part of its 2020/21 Budget.

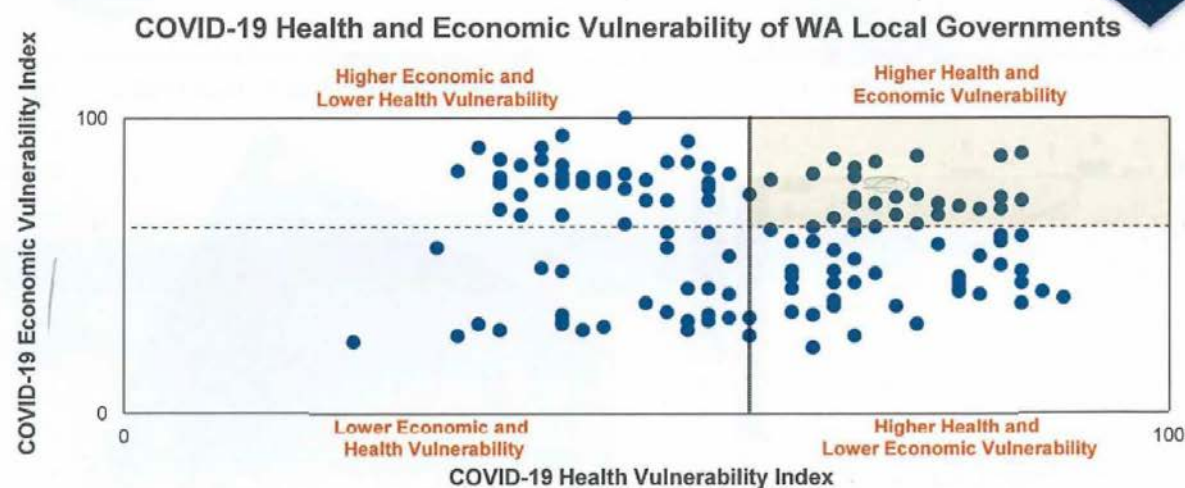
"In adding this further element to the local stimulus package we acknowledge the vital role local businesses play in our local economy.

"This stimulus package will provide a firm basis for our budget deliberations. It is focused on recovery and is designed to get our local community back on its feet. It will also ensure we are positioned to capitalise on State or Federal government funding, if and when it becomes available. I have already written to the Prime Minister, the Hon Scott Morrison, to advise him of our intention to fast track projects to support our local community and have requested funding to support our actions. This package responds to the calls from State government to drive economic renewal at a local level.

### Appendix 6 - WALGA COVID-19 Comparative Economic & Health Vulnerability

The report titled 'WA Economic Update – The lasting impact of COVID-19 on the economy' released in May 2020 examines the effect of COVID-19 on the WA economy, impact on key industries and examined these relative to the WA Local Government areas.

**And because of this, some regions are more vulnerable too**



SOURCE: ANALYSIS BASED ON ABS 2016 CENSUS AND 2019 COUNTS OF BUSINESS DATA

**Appendix 7 – City of Bayswater Project Risk Assessment**

<b>RISK ASSESSMENT FOR:</b> COB COVID-19 ECONOMIC RECOVERY PLAN	
<b>PROJECT STAKEHOLDERS:</b> INTERNAL STAKEHOLDERS (YES): EXTERNAL STAKEHOLDERS (NO)	<b>PROJECT MANAGER:</b> ECONOMIC RECOVERY WORKING GROUP CHAIR
<b>SIGNED:</b>	<b>DATE:</b>

PROJECT RISK REGISTER																
Risk #	Description of Risk	Possible Impact on Project	Risk Rating			Existing Controls Rating	Key Controls (Preventative <i>(implement immediately)</i> or Contingency) <i>(apply if/when risk occurs)</i>	Revised Risk Rating			Gaps in Controls <i>(Identify the weaknesses in the control strategies)</i>	Risk Owner <i>Name/title</i>	Cost of mitigation action	Timeline for mitigation action(s) <i>When does it need to be resolved by?</i>	Review Date	Risk revised/ Mitigation Schedule
			Likelihood	Consequence	Rating			Likelihood	Consequence	Rating						
1	Changing landscape of COVID-19 - Including health re-introduction of control measures and changing political priorities i.e. funding and financial supports for community.	Change of scope and increase or re-prioritisation of resources to address changing circumstances.	Possible	Major	High	Adequate	Contingency: Monitor the health risk and response options. Take advice from key external agencies i.e. WA State Government, DOH.	Possible	Major	High		COVID-19 Steering Committee	No specific costs identified	Ongoing	Ongoing	
2	Community reject or respond negatively to the proposed plan	Additional time and resources required to workshop the changes and achieve successful buy-in	Likely	Moderate	Moderate	Effective	Mitigation: Commence community engagement, host informal workshops to identify any early concerns	Possible	Moderate	High	Community group decisions beyond the direct control of the project steering group	Economic Recovery Group Chair	Dependent on solutions.	Ongoing	Ongoing	

3	Loss of key stakeholders or officers during the project	Potential for delays due to loss of critical knowledge or skills	Possible	Moderate	Moderate	Adequate	Contingency: Identify key positions and access stakeholder skills/knowledge to develop succession planning Mitigation: allow for timely replacement of personal	Possible	Moderate	Moderate	Unexpected events or incidents	Economic Recovery Group Chair	Dependent on solutions.	Ongoing	Ongoing	
4	Insufficient action to mitigate the negative economic impact of COVID-19 on the local economy.	Poor quality outcome and additional work required.	Possible	Major	High	Adequate	Mitigation: Identify any internal resourcing opportunities, seek approval to engage an external consultant if required.	Unlikely	Major	Moderate	Unexpected or ad-hoc budget expenditure	Economic Recovery Group Chair	Dependent on solutions.	Ongoing	Ongoing	



**Attachment 2 – Small Business Friendly Approvals Program**



**Small Business Friendly**

An initiative of the Small Business  
Development Corporation

# Small Business Friendly Approvals Program

Participant guideline  
V1, as at 1 October 2020



Small Business  
Development Corporation

133 140  
[smallbusiness.wa.gov.au](http://smallbusiness.wa.gov.au)

## 1. Purpose of this document

This guideline was developed by the Small Business Development Corporation (SBDC) to define the outcomes of the Small Business Friendly Approvals Program (the Approvals Program), the roles and responsibilities of program participants and expectations related to communication and reporting.

The Approvals Program represents a significant investment by the State Government and the SBDC. This guideline provides the framework for a successful program with measurable benefits for the small business sector and Western Australia's economy. The Approvals Program welcomes participants from the Small Business Friendly Local Governments initiative (SBFLG).

## 2. Program overview

### 2.1 Background and methodology

In late 2018, the SBDC identified an opportunity to extend its SBFLG initiative by partnering with a small cohort of participating local governments to pilot the Approvals Program.

The Approvals Program's methodology involves the establishment of a cross-functional working group comprising representatives from key service areas within each local government - such as planning, health, building, economic development and customer service.

This working group is guided through the following processes:

- Mapping the small business customer journey.
- Establishing baseline data (including the number of business applications and approval timeframes).
- Customer-centred thinking.
- Developing a series of reforms to improve small business approval processes.

An important component of the program is interviews with small business operators who have experienced challenges with their local government's approvals process. Hearing from these critical voices is important to establish the need for reform and to build empathy with the local government's business customers.

### 2.2. Outcomes

The following outcomes are expected from the Approvals Program:

1. Identification of the main areas of concern for local businesses regarding their engagement with the local government.
2. Design of a suite of reforms that address business operators' concerns (and can be implemented by the local government using existing resources).

### 3. Program roles and responsibilities

#### 3.1 Key organisations

Under the direction of the Small Business Commissioner, the SBDC is the lead agency for the Approvals Program and is responsible for engaging the services of the facilitator and for coordination of the program with its partners.

The SBDC commits to entering into a genuine partnership with the organisation to achieve the outcomes of the program.

The organisation is the principal partner for the program and commits to entering into a genuine partnership with the SBDC to achieve the outcomes of the program.

#### 3.2. Program manager

##### SBDC representative

Responsibilities:

- Coordinate and liaise with working group members and the facilitator.
- Participate in the working group.
- Assist the facilitator with program related tasks.
- Provide progress updates to the Small Business Commissioner and program sponsor.
- Coordinate reporting arrangements.

#### 3.3. Program sponsor

##### CEO, local government

Responsibilities:

- Nominate the program lead who is to have appropriate seniority or delegated authority to participate in the program working group and oversee the implementation of program reforms.
- Establish a program working group comprising officers with appropriate seniority, subject matter expertise and influence to identify and implement reforms to the local government's approval processes.
- Champion the program's goals and vision within the organisation and externally.
- Participate in meetings with the program manager, program lead and the facilitator at key milestones:
  - pre-commencement
  - completion of phase one: discovery
  - completion of phase two: idea generation
  - completion of phase three: validation and prioritisation.
- Accept the evidence-based findings of the working group and meaningfully consider the reform recommendations.

### 3.4. Program facilitator

**To be appointed by the SBDC**

Responsibilities:

- Facilitate all working group meetings.
- Plan daily schedules, guide conversations and idea development.
- Encourage and assist the working group to prototype solutions for a select number of reforms.
- Draft the action plan which is to include details of reform activities, dependencies and prioritisation.
- Provide progress updates to the program sponsor.
- Present the action plan to the organisation executive team and leadership (if required).

### 3.5. Program lead

**To be nominated by the program sponsor**

Responsibilities:

- Manage internal logistics of the program, including room bookings and coordination of working group members.
- Be the primary contact for liaison with the program manager and facilitator.
- Participate in the working group:
  - Examine internal processes and requirements related to business approvals from a business customer perspective.
  - Provide relevant approvals data to the facilitator and working group members upon request.
  - Identify small businesses that have had challenges with the organisation's approval processes and participate in unbiased, open interviews with these businesses.
  - Be willing to think critically, act creatively and challenge the status quo.
  - Respect the views of the other working group members.
  - Suggest process improvements on behalf of the team and wider organisation.
  - Communicate progress to line manager and teams.
  - Be mindful of the budgetary constraints of the organisation, existing strategic plans and other relevant factors.
  - Attend all working group meetings.
- Oversee the implementation of the Approvals Program's reforms.
- Undertake ongoing progress reporting to the SBDC, including the status of implementation and performance indicators.
- Share information, reform initiatives and implementation approaches with other local governments as appropriate.



### 3.6. Working group members

#### Members to be nominated by program sponsor

Responsibilities:

- Examine internal processes and requirements related to business approvals from a business customer perspective.
- Provide relevant approvals data to the facilitator and other working group members upon request.
- Identify small businesses that have had challenges with the organisation's approval processes and participate in unbiased, open interviews with these businesses.
- Be willing to think critically, act creatively and challenge the status quo.
- Respect the views of the other working group members.
- Suggest process improvements on behalf of the team and wider organisation.
- Communicate progress to line manager and teams.
- Be mindful of the budgetary constraints of the organisation, existing strategic plans and other relevant factors.
- Attend all working group meetings.

## 4. Meetings

### 4.1. Program update meetings

The program sponsor will meet with the program manager and facilitator at the following key milestones:

- pre-commencement
- completion of phase one: discovery
- completion of phase two: idea generation
- completion of phase three: validation and prioritisation.

The facilitator will present the final action plan to the broader organisation executive team at the completion of the program.

### 4.2. Workshops

Working group members are required to attend facilitated workshops for two days per week over a continuous six week period (12 contact days in total).

## 5. Reporting

Report type	Responsible officer/s	Timing
<b>Survey</b>	The program manager will administer two perception surveys to all working group members to measure expectations and sentiment.	<ul style="list-style-type: none"> <li>• TBC - prior to commencement of the program.</li> <li>• TBC - following the completion of the program.</li> </ul>
<b>Business application data</b>	<p>The program lead and working group members will provide the program manager and facilitator with baseline data on the number of business applications in the last and current financial years and the approval timeframes.</p> <p>The program lead will provide the program manager with program implementation updates and business application data every six months following the conclusion of the program.</p>	<ul style="list-style-type: none"> <li>• TBC - prior to commencement of the program.</li> <li>• Every six months until completion of program reforms.</li> </ul>
<b>Workshops</b>	Facilitator, working group members and program manager.	<ul style="list-style-type: none"> <li>• TBC</li> </ul>
<b>Final action plan</b>	The SBDC to deliver the final action plan to the program sponsor, program lead and working group members.	<ul style="list-style-type: none"> <li>• Following the completion of the program.</li> </ul>
<b>Progress updates</b>	The program lead will provide the program manager with program implementation updates every six months following the conclusion of the program.	<ul style="list-style-type: none"> <li>• Every six months until completion of program reforms.</li> </ul>





**10.5 Major Projects Directorate Reports****10.5.1 Closure of Whatley Crescent, Bayswater**

<b>Responsible Directorate:</b>	Major Projects	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	Nil	
<b>Refer:</b>	Nil	

**SUMMARY**

Council support is sought to undertake consultation regarding a proposed temporary closure of a portion of Whatley Crescent between King William Street and Hamilton Streets, Bayswater as part of the construction works and modifications to the road network associated with the redevelopment of the Bayswater Station.

**OFFICER'S RECOMMENDATION**

**That Council:**

1. **Endorses the undertaking of consultation in accordance with Section 3.50 of the *Local Government Act 1995* regarding the temporary closure to all vehicles of the following portions of Whatley Crescent, Bayswater:**
  - (a) **Partial closure to eastbound traffic only from 1 December 2020 to 15 March 2021 as shown in Figure 1 in this report; and**
  - (b) **Full closure of the road from 15 March 2021 to 15 May 2022 as shown in Figure 2 in this report.**
2. **Advises the Public Transport Authority that prior to Council's final consideration of the temporary closure of Whatley Crescent the alternative access arrangements to private property and the laneway are to be resolved.**

**BACKGROUND**

In November 2019 the Western Australian Planning Commission (WAPC) approved a development application for the redevelopment of the Bayswater Station. The approval at that time was for two platforms to accommodate the Midland and Forresterfield lines. The approval included modifications to the road network and intersections on Whatley Crescent, King William Street, Coode Street, Beechboro Road South, Railway Parade, Rose Avenue and Hamilton Street. In particular, a new road linking Whatley Crescent and Beechboro Road South was approved under the raised station. To facilitate the ultimate layout a portion of Whatley Crescent in its current form will need to be permanently closed to traffic at Hamilton Street, however this will be the subject of a separate future report once the closure date has been confirmed.

In May 2020 the State Government announced their updated concept design for the Bayswater Station incorporating four platforms to accommodate the Morley-Ellenbrook Line. The associated road and intersection changes remained as per the approved 2019 development application.

On 7 October 2020, Element on behalf of the Evolve Bayswater Alliance (Evolve) lodged a new development application reflecting that concept design for the redevelopment of the Bayswater Station. The Council is expected to consider its comments on the development application in November 2020 and the WAPC will determine the application on 9 December 2020.

**EXTERNAL CONSULTATION**

The City will undertake consultation as required under Section 3.50 of the *Local Government Act 1995*. A letter will be sent to Main Roads WA (MRWA), service agencies and all landowners with property fronting the relevant section of Whatley Crescent. A notice will be placed in a local newspaper inviting comments for a 21-day period.

**OFFICER'S COMMENTS**

In order to facilitate the construction of the Bayswater Station, Evolve will need to progressively close the portion of Whatley Crescent between King William Street and Hamilton Street to vehicles. It is understood that this will enable the Principal Shared Path (PSP) to be relocated onto Whatley Crescent to maintain protected cycling access through the area and to facilitate the construction of the new station.

The Public Transport Authority (PTA) has written to the City requesting that the City commence the formal process of road closure. They have outlined three phases to the closure as follows:

- *“Phase 1 – consists of an initial partial closure to eastbound traffic only for the entire distance from King William Street to Hamilton Street (approx.. 125m). This is required from 1 December 2020 to approximately 15 March 2021.*
- *Phase 2 – consists of full closure of the road to all vehicular traffic from King William Street to Hamilton Street until the new Link Road is opened (approx. 125m). This will extend from 15 March 2021 to approximately 15 May 2022.*
- *Phase 3 – consists of full and permanent closure of Whatley Crescent to all vehicular traffic from east of the new Link Road to Hamilton Street (approx.. 45m).”*

The phases are illustrated in Figures 1 to 3 below.

As stated above the permanent closure proposed in “Phase 3” will be the subject of separate processes in the future under Sections 3.50 and 3.51 of the *Local Government Act 1995*, including public notice and consideration by Council.

The PTA are proposing the closure to vehicular traffic, however pedestrians and cyclists (including via the relocated PSP) will still be able to move through this area and access the business frontages.



Figure 1: Partial closure area



Figure 2: Full closure area

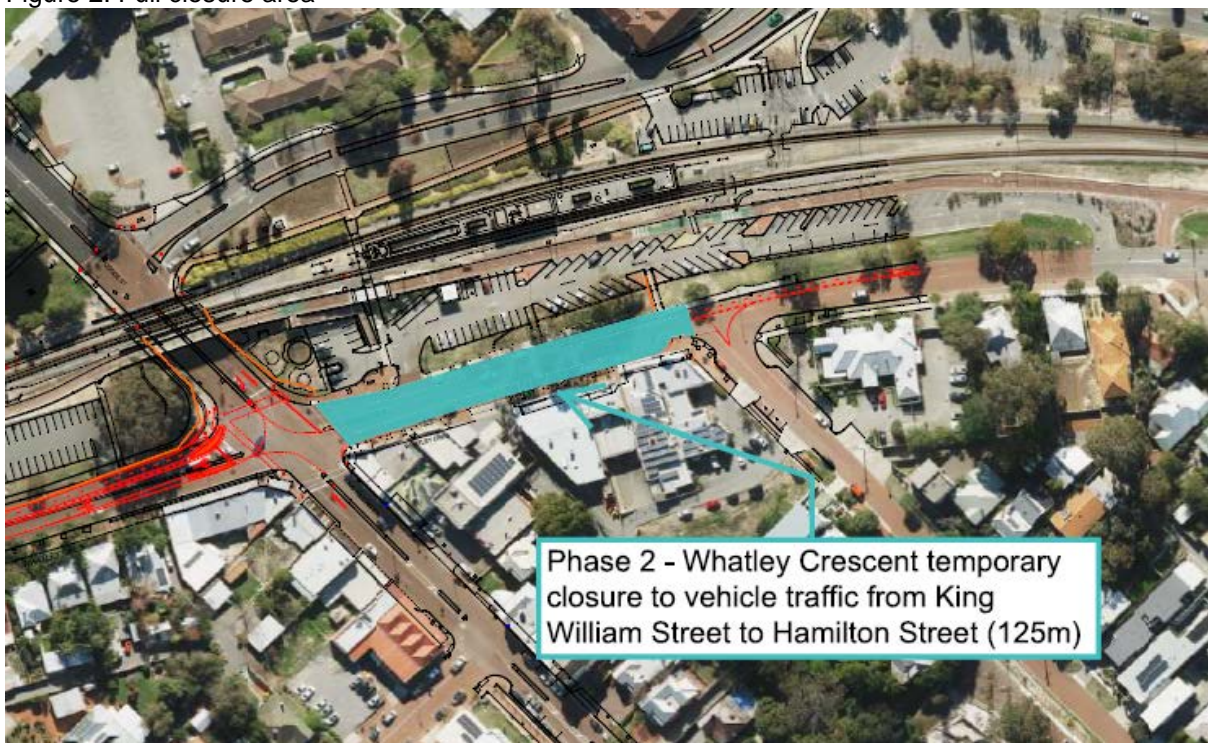




Figure 3: Permanent closure (subject to separate future process)



#### Private Property and Laneway Access

The strata property at the intersection of King William Street and Whatley Crescent (1 and 3 King William Street and 87 Whatley Crescent) is the sole property with direct vehicular access from Whatley Crescent. All the other properties have access from other streets (King William or Hamilton Streets) or from laneways at the rear of the properties. Evolve are currently discussing alternative access arrangements with the owners of this property, which will be impacted by the Phase 2 and Phase 3 closures.

The full closure (Phase 2) will also prevent vehicular access and egress from Whatley Crescent to the laneway between Hamilton Street and King William Street. The development application proposes that vehicular access will not be reinstated in the ultimate development (Phase 3) due to the change in levels at that location. Whilst there are two other entrances to this laneway, this exit onto Whatley Crescent is currently used for rubbish collection. Evolve are discussing alternative arrangements with the City.

It is considered that the proposed closure can proceed for consultation, however the impact on the strata property, rubbish collection, and the operation of the laneway network need to be resolved prior to a final decision by Council.

#### Parking

The full closure of this section of Whatley Crescent will result in the loss of 14 parking bays. The development application proposes 12 replacement bays along the realigned Whatley Crescent in the ultimate development, although some/all of these may be short-term or taxi bays associated with the Station.

The loss of these 14 bays will have an impact on the adjoining businesses. The loss of this parking was anticipated and in response Council adopted the Bayswater Town Centre Short-term Parking Management Plan in August 2019. The Plan outlines a range of measures, including the marking of additional bays along King William Street and introduction of time restrictions throughout the town centre to ensure that more bays are available for visitors to the town centre, rather than being

filled by commuters. All of the measures outlined in the Plan are on track to be completed by the time Whatley Crescent is proposed to be closed.

The City is continuing to discuss communication about parking changes and alternative parking locations with Evolve, the PTA and the Bayswater Traders Association.

#### Next steps

Following advertising for public comment, the outcomes of advertising will be reported to Council for a decision on whether to proceed with the temporary closure of the area identified in Figure 1.

### LEGISLATIVE COMPLIANCE

Section 3.50 of the *Local Government Act 1995* outlines the requirements relating to the closure of roads to vehicles. The provisions include that prior to approving a closure exceeding 4 weeks, the local government is to:

- “(a) give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and
- (b) give written notice to each person who —
  - (i) is prescribed for the purposes of this section; or
  - (ii) owns land that is prescribed for the purposes of this section; and
- (c) allow a reasonable time for submissions to be made and consider any submissions made.”

The consultation outlined in the External Consultation section of this report will comply with the requirements of the Act.

### 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.

<b>Option 1</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Endorses the undertaking of consultation in accordance with Section 3.50 of the <i>Local Government Act 1995</i> regarding the temporary closure to all vehicles of the following portions of Whatley Crescent, Bayswater:</b> <ol style="list-style-type: none"> <li><b>Partial closure to eastbound traffic only from 1 December 2020 to 15 March 2021 as shown in Figure 1 in this report; and</b></li> <li><b>Full closure of the road from 15 March 2021 to 15 May 2022 as shown in Figure 2 in this report.</b></li> </ol> </li> <li><b>Advises the Public Transport Authority that prior to Council's final consideration of the temporary closure of Whatley Crescent the alternative access arrangements to private property and the laneway are to be resolved.</b></li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	Seeking comment on the proposal is considered to carry a moderate risk in terms of community and stakeholders as although METRONET/PTA/Evolve have advised the	



	businesses and community of the closure previously, there may be some who remain opposed to the closure.
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<b>Option 2</b>	<b>That Council resolves to maintain Whatley Crescent, Bayswater open to vehicular traffic during the redevelopment of the Bayswater Station upgrade.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	High
Reputation	Low	High
Governance	Low	Low
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	Preventing the temporary road closure is considered to carry high risks in terms of strategic direction, reputation and community and stakeholders as this would be contrary to the City's previous position on the 2019 development application and may delay the construction of a State Government project or result in other mechanisms being used to facilitate the closure with a less favourable outcome to the City.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Seek public comment on the proposed permanent laneway closure

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP

**Notes:** N/A

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$800	-	-	-	-	-	\$6,600

All costs associated with the road closure if it proceeds will be the responsibility of the Evolve Bayswater Alliance.

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

The closure will facilitate the redevelopment of the Bayswater Station and surrounding precinct, which is a step-change for public transport access in the Bayswater town centre.

## CONCLUSION

To enable the construction of the new Bayswater Station it is proposed to close a portion of Whatley Crescent to vehicles to enable the construction site to be expanded and the PSP relocated to maintain protected cycling access through the area. Council approval to seek public comment on the temporary closures as identified in Figures 1 and 2.

**10.6 Sub Committee Reports****10.6.1 Aged Care Governance Committee – 22 September 2020****10.6.1.1 Update on Aged Care Governance Framework**

<b>Responsible Branch:</b>	Strategic Projects	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	<b>Confidential Attachments</b> 1. Aged Care Governance Standards – Carramar residential care facility. 2. Juniper operational report of July 2020 including key performance indicators and measures for meeting the standards.	
<b>Refer:</b>	Item 10.5.1 :OCM 21/04/2020 Item 11.1 :OCM 26/05/2020 Item 10.5.1.2 :OCM 25/08/2020	

**Confidential Attachment(s)** - in accordance with Section 5.23(2)(e)(iii) of the *Local Government Act 1995* – information about the business, professional, commercial or financial affairs of a person.

**SUMMARY**

At its meeting of 24 March 2020, the Aged Care Governance Committee was advised of the intention to develop an aged care governance framework commensurate with the City's obligations as the governing body for the Carramar and City of Bayswater Hostel residential care facilities.

At that meeting, the impact of COVID-19 on the aged care industry was discussed; and the Committee resolved that Juniper provide further information on its key performance indicators and contingency plans for managing a local COVID-19 outbreak.

At its meeting of 26 May 2020, the Committee was advised of the formal request from the City to Juniper to provide the information as per the Committee resolution of the March meeting.

At its meeting of 7 July 2020, the Committee was presented with an update of the work in developing an appropriate aged care governance framework in line with recommendations of the City's aged care consultants Ansell Strategic. During that meeting, Juniper advised of how the aged care sites were being managed according to the Australian Governance aged care guidelines, including the precautions being taken and the early challenges of securing adequate stocks of personal protective equipment (PPE).

In respect to the governance framework, the Committee resolved:

*"That Council defers this item to the next meeting of the Aged Care Governance Committee scheduled to be held on 22 September 2020, to enable further research/interpretation with respect to the City's obligations."*

The City has been working since then with Juniper to clarify the governance reporting obligations, including the relevance of the Australian Government accreditation to the process.

**OFFICER'S RECOMMENDATION**

That Council notes:

1. The last accreditation for Carramar residential care facility was conducted under the current aged care governance standards.
2. The last accreditation of the City of Bayswater Hostel was done under the previous aged care governance standards but is valid until 2022, and the City will continue to work with Juniper to develop an appropriate reporting mechanism in line with the City's aged care governance framework, with updates to be provided to the next Committee meeting.
3. The compliance and performance indicators requested from Juniper as part of the aged care governance framework have since been provided to the City.

**COMMITTEE RECOMMENDATION TO COUNCIL**

That Council notes:

1. **The last accreditation for Carramar residential care facility was conducted under the current aged care governance standards.**
2. **The last accreditation of the City of Bayswater Hostel was done under the previous aged care governance standards but is valid until 2022, and the City will continue to work with Juniper to develop an appropriate reporting mechanism in line with the City's aged care governance framework, with updates to be provided to the next Committee meeting.**
3. **That the two items identified as minor non-compliant at the time of the last accreditation have been appropriately addressed.**
4. **The compliance and performance indicators requested from Juniper as part of the aged care governance framework have since been provided to the City.**

**BACKGROUND**

The previous reports to the Committee summarised the work on the City's aged care governance framework, including earlier work to identify and manage the risks associated with the aged care services.

The purpose of the aged care governance framework is to ensure that the City is meeting its obligations as the governing body for the two residential aged care facilities. The aged care governance framework is based on the eight Aged Care Quality Standards ('the 'current standards') which took effect on 1 July 2019.

The eight standards cover consumer dignity and choice, the assessment process for determining care needs, the identification of support needs, the service environment, feedback and compliant management, internal systems for managing information and workforce planning and governance.

Standards 1 – 7 relate mainly to the operational aspects. Standard 8 (Governance) is particularly relevant to the City.

Prior to July 2019 there were four aged care quality standards (the 'previous standards').

The City's residential care facilities have been accredited by the Australian Government against the prevailing standards.

**EXTERNAL CONSULTATION**

Ansell Strategic was commissioned to assist with development of the City's aged care governance framework.

**OFFICER'S COMMENTS**

The Committee was advised in the previous reports that Juniper is required to provide information on the measures being taken to meet the aged care governance standards; however, the City has ultimate responsibility as the governing body. Providing assurance to the Committee that those requirements are being met has been central to the development of the aged care governance framework.

In developing the aged care governance framework, consideration was given to engaging independent consultants to provide the necessary assurance – particularly for the clinical governance aspects. At this stage, that has not been required.

***Carramar residential care facility, Redgum Way Morley***

Since the last Committee meeting in July, the City has met with Juniper to discuss the best way forward for meeting the aged care governance reporting requirements, and that included discussion on the separate accreditation visits conducted by the Australian Government Aged Care Quality and Safety Commission on the residential care facilities.

An assessment team of the Aged Care Quality and Safety Commission conducted a full accreditation inspection of the Carramar residential care facility in March 2020 against the eight standards (**Attachment 1**).

The findings are shown in summary form for standards 1 – 7 as they are operational. Standard 8 is of direct relevance to the City as the governing body, and therefore the accreditation outcomes are shown in detail, and that includes matching the outcomes to the recommendations of the City's aged care consultants.

The report verified that there were two non-compliances found against Standard 1 (Consumer Dignity and Choice), and Juniper will provide further information on what measures have since been taken. The Commission found that Juniper was compliant with all other standards.

Overall, the accreditation was recent and was a comprehensive and independent exercise. There were two non-compliances out of a total of 25 areas tested. With due regard for the measures that Juniper is taking to manage the two non-compliances, the accreditation report validates that overall, the operations at the Carramar facility meet the aged care governance framework.

The specific operational measures are set out in Juniper's report to the City as per **Attachment 2**, and the Committee may wish to note that the KPI's are included in that report. Juniper will speak at the meeting to the 5 items that are under review.

***City of Bayswater Hostel, Embleton Avenue, Embleton***

The City of Bayswater Hostel was last accredited in April 2019 under the previous aged care quality standards. The accreditation is valid until 2022, so there is no requirement to retest the site under the current standards until then.

From an assurance perspective however, the City will continue to work with Juniper to develop a reporting process that demonstrates to the Committee that the City is meeting its responsibilities as the governing body. The comparison between the four previous standards and the eight current ones is:

Pre July 2019	Post July 2019
<b>Standard 1:</b> Management systems, staffing and organisational development	<b>Standard 1:</b> Consumer dignity and choice
<b>Standard 2:</b> Health and personal care	<b>Standard 2:</b> Ongoing assessment and planning with consumers
<b>Standard 3:</b> Care recipient lifestyle	<b>Standard 3:</b> Personal care and clinical care
<b>Standard 4:</b> Physical environment and safe systems	<b>Standard 4:</b> Services and supports for daily living
	<b>Standard 5:</b> Organisation's service environment
	<b>Standard 6:</b> Feedback and complaints
	<b>Standard 7:</b> Human resources
	<b>Standard 8:</b> Organisational governance

## LEGISLATIVE COMPLIANCE

The prevailing legislation is the *Aged Care Act 1997*. The Aged Care Quality and Safety Commission (the Commission) commenced on 1 January 2019 with a range of functions specified in the *Aged Care Quality and Safety Commission Act 2018*. On 1 July 2019, the eight Aged Care Quality Standards came into effect. They apply to the City's two residential care facilities.

## 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.

<b>Option 1</b>	<b>That Council notes:</b> <ol style="list-style-type: none"> <li>The last accreditation for Carramar residential care facility was conducted under the current aged care governance standards.</li> <li>The last accreditation of the City of Bayswater Hostel was done under the previous aged care governance standards but is valid until 2022, and the City will continue to work with Juniper to develop an appropriate reporting mechanism in line with the City's aged care governance framework, with updates to be provided to the next Committee meeting.</li> <li>The compliance and performance indicators requested from Juniper as part of the aged care governance framework have since been provided to the City.</li> </ol>	
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
<b>Conclusion</b>	The last Carramar accreditation was conducted under the current aged care quality standards and therefore meets the assurance requirements of the City's aged care governance framework. The last accreditation of the City of Bayswater Hostel was carried out under the old standards but is current until 2022, and the City will continue to work with Juniper to develop an appropriate reporting mechanism in line with the aged care governance framework. Updates on that will be provided at the next Committee meeting. The compliance and performance indicators have since been provided by Juniper.		

### FINANCIAL IMPLICATIONS

Provision of \$25,000 has been made in the Aged Care Operating Budget 2021 for external consultants to assist with the aged care governance assurance processes.

### STRATEGIC IMPLICATIONS

The management agreement with Juniper expires in June 2021, and the aged care governance framework is intended to ensure that the City meets its obligations as the governing body for the duration of the current agreement.

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

The City has obligations as the governing body under the Aged Care Governance Standards for the two residential care facilities. Juniper has its own governance obligations under those standards as the service provider. The aged care governance framework is based on the eight standards, which came into effect in July 2019, and the Carramar facility was recently accredited under those standards by the independent assessment team of the Aged Care Quality and Safety Commission.

The City of Bayswater Hostel was last accredited in 2019 under the previous standards. While that accreditation is valid until 2022, the City will continue to work with Juniper to develop an appropriate reporting mechanism to provide assurance to the Committee that the governance requirements are being met, and updates will be provided to the next Committee meeting.



**10.6.2 Skate and Bike Development Advisory Committee - 5 October 2020****10.6.2.1 Wotton Reserve Skate Park Relocation Options**

<b>Responsible Branch:</b>	Project Services	
<b>Responsible Directorate:</b>	Works and Infrastructure	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Refer:</b>	Item 10.5.1.2 OCM : 22.09.20	

**SUMMARY**

Council at the Ordinary Meeting held 22 September 2020, resolved in part that the Chief Executive Officer in conjunction with METRONET undertakes consultation with key stakeholders to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton, to either Broun Park, Joan Rycroft Reserve and/or another potential location in the Central Ward.

There are 25 significant areas of public open space in Central Ward that may be considered as suitable sites to accommodate skate facilities to a similar standard to those currently provided at Wotton Reserve. A qualitative analysis matrix has been applied to all sites in order to consider any additional potential locations.

It should be noted that the matrix does not fully consider the expectations of either users, surrounding residents or other appropriate stakeholders. Additional factors will be considered and noted during stakeholder engagement.

The Skate and Bike Development Advisory Committee may wish to consider any additional sites as identified within Central Ward for more detailed investigation and stakeholder engagement alongside Broun Park and/or Joan Rycroft Reserve.

**OFFICER'S RECOMMENDATION**

That Council notes the following reserve(s) within Central Ward (as identified by the Skate and Bike Development Advisory Committee) to undertake consultation with key stakeholders in order to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton:

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

**COMMITTEE RECOMMENDATION TO COUNCIL**

That Council notes the following reserves within Central Ward (as identified by the Skate and Bike Development Advisory Committee), in priority order, to undertake consultation with key stakeholders in order to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton:

1. Broun Park, Embleton.
2. Elstead Reserve, Morley.

## BACKGROUND

The skate park and dirt jumps at Wotton Reserve are required to be relocated as they are currently on the METRONET selected location for the new passenger carpark associated with the future Morley Train Station.

At the Ordinary Council Meeting held on 22 September 2020, where the preliminary issues and options for relocation were considered, Council resolved:

*"That Council:*

- 1. Request the Chief Executive Officer seeks written confirmation from METRONET as to the financial terms and method of delivery offered to the City by the State Government to appropriately relocate the current Wotton Skate Park (to a location yet to be confirmed) in order to provide for the Morley Train Station customer parking;*
- 2. Authorises the Chief Executive Officer in conjunction with METRONET to undertake consultation with key stakeholders to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton to either Broun Park, or Joan Rycroft Reserve, or another potential location in the Central Ward.*
- 3. Requests a further report following State Government confirmation of terms and a preferred location to relocate Skate Park facilities following community engagement by December 2020."*

## EXTERNAL CONSULTATION

The City is yet to engage with key stakeholders in relation to relocating the Wotton skate park facilities. An engagement plan is currently being developed with the intention to complete all identified engagement by November 2020.

An initial letter has been sent to residents living adjacent to Broun Park and Joan Rycroft Reserve advising that the sites have been identified for further investigation and that the City will seek formal feedback in the coming weeks.

## OFFICER'S COMMENTS

Both the City and METRONET have undertaken preliminary site investigations at the following locations based on community feedback to the METRONET survey conducted in April 2020:

SITE	COMMENTS	OUTCOME
Wotton Reserve North	An area currently providing parking to reserve users and the Windmills Club was considered. Utilisation of this space would require reconfigured and additional parking to be provided.	This site will not be progressed following the Council meeting held 22 September 2020.
Wotton Reserve South	An area currently providing drainage to the site was considered. There may be significant delays in service provision in preparing this site for use. Significant earthworks and drainage works (estimated at \$3+million) has resulted in the site being considered not viable.	This site will not be progressed following the Council meeting held 22 September 2020.
Houghton Park	The area is currently utilised by sporting and for passive recreation. There is limited capacity for additional significant infrastructure.	This site will not be progressed following the Council meeting held 22 September 2020.

Broun Park	The area although utilised for Bayswater Waves parking overflow during peak periods has potential for further investigation.	Further investigate the site including engagement with key stakeholders.
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It has been noted that other locations may be considered in line with Council direction by the Skate and Bike Park Development Advisory Committee to accommodate the relocated skate park facilities.

Council at its Ordinary Meeting of 22 September 2020, resolved in part that the Chief Executive Officer in conjunction with METRONET undertakes consultation with key stakeholders to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton, to either Broun Park, Joan Rycroft Reserve and/or another potential location in Central Ward. There are 25 significant areas of public open space in Central Ward ranging in size from 0.2 hectares (1,250m<sup>2</sup>) to 10.2 hectares (47,650m<sup>2</sup>). Given that Wotton Skate Park is considered a regional skate facility, any potential new site would need to be of an appropriate size to accommodate such a facility. 2.0+ hectares (equivalent to Broun Park) may be considered an appropriate minimum size to accommodate such a facility.

Of the 25 potential public reserves that may be considered within Central Ward, nine are larger than 2.0 hectares. Given that Council has not endorsed the progression of either Wotton Reserve or Houghton Park, seven potential sites remain within Central Ward (including both Broun Park and Joan Rycroft Reserve). Those being:

SITE	LOCATION	SIZE	STATUS / USAGE
Broun Park, Embleton	Broun Ave / Kingston Street	2.1 Ha	Passive Recreational Space, Waves overflow parking
Arbor Park, Morley	Cassia Way / Challenger Ave	10.2 Ha	Passive Recreational Space
Hampton Square, Morley	Mickleham Road / Hampton Square	2.9 Ha	Passive Recreational Space
Joan Rycroft Reserve, Bayswater	Shalford Street / Grey Street	3.6 Ha	Sporting Reserve
Newington Reserve, Morley	Fleming Close / Newington Street	2.4 Ha	Passive Recreational Space
Pat O Hara Reserve, Morley	Mangini Street / Wellington Road	7.1 Ha	Sporting Reserve
Weld Square, Morley	Weld Square / Fitzgerald Road	2.8 Ha	Passive Recreational Space

A qualitative analysis matrix has been applied to the seven sites identified as potential suitable locations based in Central Ward with the capacity to accommodate a skate/BMX facility equivalent to the facilities currently provided within Wotton Reserve. The matrix is consistent to a model used by the City and METRONET in determining other preliminary locations.

It should be noted that the Matrix does not fully consider the expectations of either users, surrounding residents or other appropriate stakeholders. Additional factors will be considered and noted during stakeholder engagement.

Qualitative Site Analysis							
Criteria	Broun Park	Arbor Park	Hampton Sq	Joan Rycroft Res	Newington Res	Pat O Hara	Weld Square
Existing public open space	Y	Y	Y	Y	Y	Y	Y
Appropriate Size 2+ Ha	2.1Ha	10.2Ha	2.9Ha	3.6Ha	2.4Ha	7.1Ha	2.8Ha
Gap in service to users	Possible	N	N	N	N	N	N
Planning approval required	N	N	N	N	N	N	N
Co-location benefits	Possible	N	Possible	N	N	Possible	N
Surrounding residents	Y	Y	Y	Y	Y	Y	Y
Passive surveillance	Y	Possible (Trees)	Y	Y	Y	Y	Y
Existing parking available	Y	N	Y	N	N	Y	N
Existing monitored facility	Y	N	N	N	N	Y	N
Public Toilets	N	N	Y	Y	N	N	N
Loss of usable POS	Y	Y	Y	Y	Y	Y	Y
Public transport access	Y	N	Y	N	N	Y	N
Close to existing skate park	N	N	N	N	N	N	N
Easy to Locate for existing skate park users	Possible	Possible	Possible	Possible	Possible	Possible	Possible
Issues with local recreation/ community facilities	Possible	N	Possible	Possible	N	Possible	N
Result in likely Parking Issues for others	Y	Possible	Possible	Possible	Possible	Possible	Possible
Enhance the visual amenity of the space	N	N	N	N	N	N	N

In addition to Broun Park and Joan Rycroft Reserve already identified, the analysis highlights the following sites as a potential consideration for more detailed investigation and stakeholder engagement:

**Hampton Square, Morley**

Located within 750m from the current Wotton Skate Park, Hampton Reserve provides 2.9 hectares of public open space. The area accommodates an open access tennis court, two separate areas of turfed space, existing play equipment and drinks fountain. The site is a former sporting reserve with appropriate infrastructure in place to provide a public toilet facility.

The area also accommodates the Hampton Scout Group to the south and the Bulgarian Association to the north. Three small car parks are provided on site.

**Pat O Hara Reserve, Morley -**

Located 2km from the current Wotton Skate Park, Pat O Hara Reserve accommodates 7+ hectares which includes several community buildings such as Morley Sport and Recreation Centre, Perth Bayswater Rugby Club and Morley Scout Group.

It should be noted that although the playing field space is large the area accommodates the sporting and recreation needs of a number of groups and clubs most notably Perth Bayswater Rugby Club who require all the turfed space during peak training and match times.

The Morley Sport and Recreation Centre is soon to be expanded some 20m into the playing field space in order to accommodate two additional basketball courts.

In view of the above it is felt that there is not sufficient space to locate a skate park at Pat O Hara Reserve and accommodate existing use requirements.



**Broun Park, Embleton**

Located 700m from the current Wotton Skate Park Broun Park provides 2.1 hectares of public open space. The site is located next to Bayswater Waves and provides overflow parking space for Waves during peak summer usage.

The site has a drinks fountain and play equipment but no public toilet currently.

**Joan Rycroft Reserve, Bayswater**

Located 850m from the current Wotton Skate Park, Joan Rycroft Reserve offers 3.6 hectares of public open space. The area is a sporting reserve and accommodates mostly casual soccer bookings. The area has a public toilet on site and also provides a drinking fountain and play equipment. Although a sporting reserve, the area is generally underutilised.

The Skate and Bike Development Advisory Committee may wish to consider the above sites or any other sites in Central Ward deemed appropriate through further analysis, as a recommended site for Council to endorse more detailed investigation and stakeholder engagement. A further report recommending a preferred location to relocate skate park facilities is to be presented to Council by December 2020.

## LEGISLATIVE COMPLIANCE

Not applicable.

## OPTIONS

In order to appropriately consider the position of Council in relation to the relocation of Skate Park facilities currently provided at Wotton Reserve the following options are provided.

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.

<b>Option 1</b>	<b>That Council notes the following reserve(s) within Central Ward (as identified by the Skate and Bike Development Advisory Committee) to undertake consultation with key stakeholders in order to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton:</b>  (i) _____; (ii) _____; and (iii) _____.	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	This option provides an opportunity to review and analyse any additional sites that may be deemed suitable within Central Ward.	

<b>Option 2</b>	<b>That Council notes Broun Park and Joan Rycroft Reserve in Central Ward as the identified sites to undertake consultation with key stakeholders in order to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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

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<b>Conclusion</b>	This opportunity provides the Skate and Bike Development Advisory Committee an opportunity to review available sites and is aligned with Council direction to date.
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**FINANCIAL IMPLICATIONS**

Nil.

**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.

**CONCLUSION**

A number of potential locations that may be deemed suitable to host skate facilities relocated from Wotton Reserve have been analysed using a qualitative assessment matrix.

In addition to Broun Park and Joan Rycroft Reserve, a further five sites were identified.

The Skate and Bike Development Advisory Committee may wish to recommend other sites within Central Ward to consider for investigation, in addition to Broun Park and Joan Rycroft Reserve.

**10.6.3 Budget Review and Expenditure Committee – 6 October 2020****10.6.3.1 Capital Works Update**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Capital Expenditure Report as at 15 September 2020	

**SUMMARY**

For the Budget Review and Expenditure Committee to note the Capital Expenditure Report as at 15 September 2020 and to request the Mayor to lobby the Government for funding in relation to the basketball court extension for the Morley Sport and Recreation Centre.

**OFFICER'S RECOMMENDATION**

That Council:

1. Notes the Capital Works Report as at 15 September 2020.
2. Requests the Mayor to lobby the Government for additional funding in relation to the basketball court extension.

**COMMITTEE RECOMMENDATION TO COUNCIL**

**That Council notes the Capital Works Report as at 15 September 2020.**

**BACKGROUND**

Council adopted the 2020-21 Budget at the Special Council Meeting on 30 June 2020. The subject of this report is to update the Committee on the progress of the projects in relation to the budget.

**EXTERNAL CONSULTATION**

Nil.

**OFFICER'S COMMENTS**

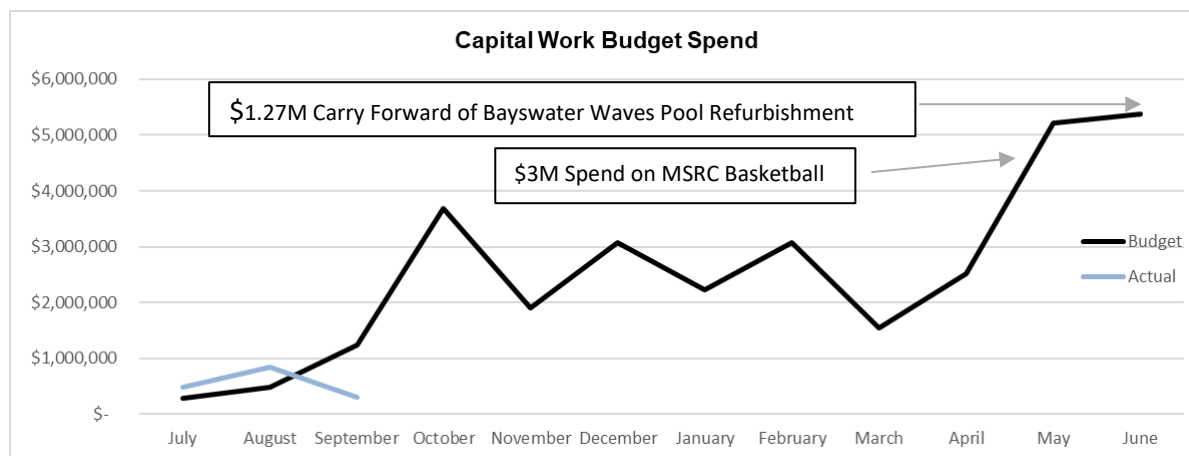
The progress of capital works against the 2020-21 Budget is detailed in **Attachment 1**. The report was created to have a similar format to the Summary Supporting Schedule and the Funding Source Supporting Schedule on pages 32 - 40 of the 2020-21 Budget that was approved by Council. This will create familiarity when analysing the progress of the expenditure and will aim to provide clarity in the Budget Review and Expenditure Committee meetings.

This report aims to outline the changing timeframes for the projects, as compared to the Capital Works Report - July 2020. It will note the reasons for changing timeframes by seeking feedback from the relevant Project Managers. The report will provide transparency as to when major spending against the project is estimated to occur, after seeking feedback from the Project Managers. Major concerns, potential carry forwards, changing situations and potential cost savings will be noted in the comment section of the report. As the year progresses and more information becomes available, the information will be analysed and reported to the Committee.

As part of the City's commitment to continuous improvement, but also to enhance accountability, governance and financial management, the report will continue to be refined to assist the Committee in understanding the progress of the projects.

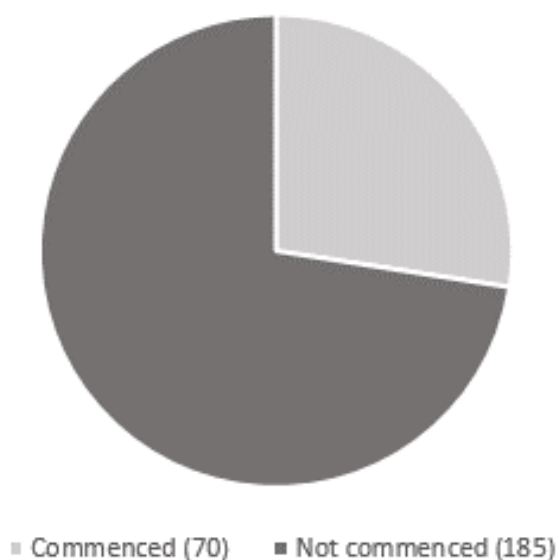
The budget outlined in **Attachment 1** includes estimated carry forward amounts at the time of preparing the 2020-21 Budget. The budget will be subject to final adjustment following the completing and audit of the City's Annual Financial Statements.

The graph below illustrates the capital works spend by month for the 2020-21 financial year.



The following graph illustrates the projects that have commenced. Please note, the total project count of 255 is higher than the 248 count from the July 2020 Capital Works Update. This is due to the carried forward projects that commenced after the last update. It was not captured in the previous report due to money not being spent at the end of July and having no current budget.

### Project Commenced



Analysis of the Capital Works Report as at 15 of September 2020 is as follows:

### **Local Stimulus Package**

The update of three major projects that was adopted at part of the Local Stimulus Package at a Special Council Meeting on Tuesday, 5 May 2020, have been listed below.

- Maylands Waterland - Redevelopment (Project 80364) - The budget of \$2,500,000 is expected to be spent this year with \$18,364 spent in August (preliminary concept planning is completed with a further \$24,000 committed). Statutory approvals are progressing and the tender is being advertised, with the head contractor to be appointed in October. Demolition is anticipated for November/December, with major construction to commence from December 2020 onwards. The project is on track and is scheduled to be completed by October 2021. It will be available to the community around November 2021, after handover.
- Morley Sport and Recreation Centre – Basketball Court Extension (Project 80613) - Currently engaging with external parties. The design and approval stage is expected to be completed by November 2020 with some spending required by November. However, the major spending within the \$5.5M budget is expected from February 2021 onwards. During the detailed design process, management identified a number of compliance and construction challenges associated with the building regarding ground levels, fire safety system requirements, electrical supply and inclusive access. The revised project costings are showing a possible budget shortfall of \$500,000 to \$1M. Management requests the Mayor to lobby for additional funds from the Government.
- Noranda Netball Resurface (Project 80370) - Tender will be advertised in October for works to commence from November onwards. A contractor is expected to be appointed in November, with works schedule from December 2020 to March 2021. The entire \$1.4M budget is anticipated to be spent this financial year.

\$3.15M was advertised to be spent for Major Projects, currently \$18,717 has been spent. Overall \$169,021 has been spent as at the end of 15 September 2020. The up-to-date spend for Major Projects will be noted during every Capital Works Update

### **Buildings**

- Bayswater Waves – Refurbish 25m pool, pool hall, plant room (Project 80614) – Council approved the 2020-21 budget for \$1,569,500, however, the Management has since reviewed the project and \$300,000 is expected to be spent in 2020-21. The project is due to commence in April/May 2021 after the design and tender process is completed. Other pools will be utilised during the 2021 Christmas period and there will be alternate entry points temporarily, while the project is completed.
- Bayswater Waves - Changeroom refurbishment (Project 80781) - The \$280,000 budget will be spent between May to June 2021. This was scheduled to avoid the busy summer months and will also to occur with a similar timeframe to the Bayswater Waves - Refurbish Pool (Project 80614); therefore, ensuring there is only one major period of disruption.
- There are projects within the buildings budget that requires carry forward of their 2019-20 funds. These include the Morley Sport and Recreation Emergency Door Exit Project (\$5,617), Bayswater Library Lift Project (\$24,435) and the Maylands Library Workroom Project (\$7,024).
- Bayswater Library Lift (Project - 80532) - The budget was approved in the 2019-20 Financial Year. However, the lift was imported from overseas and due to COVID-19 the delivery was delayed and arrived in this financial year.



**Furniture and Equipment**

- The 4 year replacement program for workstations (Project 80091) is expected to be completed within budget. It is progressing well, with equipment such as computers and tablets being purchased. The total cost for the project is \$53,983.

**Plant and Equipment**

- It was noted in the previous Capital Works Update that *"The remainder of the purchases are expected to be replaced from January."* To clarify this, the comment was related to plant that was scheduled to be purchased with the new budget of \$2,011,000. Carry forward budget of \$726,413 from the previous year is expected to occur earlier than January 2021. This expenditure was delayed from last financial year due to COVID-19 and as a result, the new program for 2020-21 is also delayed.
- Including the items that were noted in the Capital Works Update in July, this is the breakdown of the items spent.

Description	Amount
Hino Truck	\$71,064
Izuzu Tip Truck	\$66,093
Golf Course Machinery	\$46,800
Hyundai Sedan	\$43,301
Holden Colorado	\$39,052
Trailer	\$22,140
<b>Total</b>	<b>\$288,450</b>

**Roads, Footpaths and Drainage**

- Road resurfacing works peak around October to December as Spring is the preferred work period.
- Design of a slip lane at 60 Russell Street. corner Walter Road - (Project 80426) - The legal proceedings is ongoing with regards to the developer's obligations and commitments. \$43,280 has been spent on legal expenses.
- Citywide Traffic Program - (Project 80291) - The project is ongoing and is done within a planned program. There are no major conflicts with this project.
- Drainage Grates Renewal Program (Project 80249) - Project to be spent by November and has a current spend of \$27,259. When this project is completed the Grate Replacement Program - Project 80701 will commence. The combined budget of both projects is \$138,749.
- New Paths (Project 80063) - A workshop was held in August between Engineering Works and Councillors to outline the plan going forward. The plan was completed and a final list of the worksites was also drawn up. The \$640,372 budget at this stage is anticipated to be spent between November 2020 and January 2021. Currently \$20,596 has been spent.
- Footpath Repair Program - (Project 80702) – The Hazard Inspection Survey was completed in August. The project has commenced and is progressing well.
- Arterial Road New Dual Use Path Program (Project 80703) - Approval from the Federal Government was given. Major spending is expected to occur between October 2020 and February 2021.

**Park Development**

- Parks and Development peak periods of spending are during the summer months to avoid work during the rainy seasons that could potentially disrupt the project.
- In regards to the Bores, Pumps and Maintenance (Project 80235 and 80753). The project is on track to be completed by the end of October 2020. Completed projects are as follows:

<b>Reserve</b>	<b>Amount</b>
Alf Brooks	\$7,770
Armanda Reserve	\$6,100
Beaufort Park	\$11,625
Broun Crescent	\$7,860
Bunya Reserve	\$18,421
FJ Beales	\$9,573
Headley Reserve	\$7,663
Hobart Reserve	\$7,495
Houghton Park	\$4,768
Ockley Square	\$6,813
Pat O'Hara	\$16,368
Patterson Reserve	\$8,203
RA Cooke	\$14,913
Remembrance Park	\$9,106
Rhodes Reserve	\$15,494
Silverwood Reserve	\$13,090
Overheads Allocation	\$4,073
<b>Total</b>	<b>\$169,335</b>

- The Maylands Lakes Restoration Stage 2 (Project 80273) - Approximately \$100,000 will be spent in the coming months.

**Other Infrastructure**

- Bayswater Croquet 2 - renew floodlights (Project 80444) - Project completed, with a small \$1,818 overspend. This project was carried forward from last year as the lamps were imported from China, due to COVID-19 they took longer to arrive.
- Bayswater Bowling Club - renew floodlights (Project 80443) - Project to be completed in November. This project was carried forward from last year as the lamps were imported from China, due to COVID-19 they were exported late.
- Street Light Upgrade/Renewal (Project 80250) – It is progressing well, however, Western Power is increasing the price of their materials. Currently \$97,234 has been spent and, at this stage, is expected to be completed within budget. However, due to the price rise, requests from residents are undertaken on an "as required" basis. It may be beneficial to review funding to provide more street lighting and to upgrade the Morley townsite to LED to reduce carbon at the mid-year budget review.

**Intangible Assets**

Corporate Performance System (Project 80789) - evaluation of the project is anticipated between October to November. Appointment of the contractor is expected in December with the project beginning in January.

**LEGISLATIVE COMPLIANCE**

Nil

**OPTIONS**

<b>Option 1</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Notes the Capital Works Report as at 15 September 2020.</b></li> <li><b>Requests the Mayor to lobby the Government for funding in relation to basketball extension of the Morley Sport and Recreation Centre.</b></li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	This option to lobby will result in additional funding.	

<b>Option 2</b>	<b>That Council notes the Capital Works Report as at 15 September 2020.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	This option could lead to inadequate funding to complete the funding at the Morley Sport and Recreation Centre. It could risk the service delivery and adversely affect the community and its stakeholders if the service is not provided to the standard required.	

**FINANCIAL IMPLICATIONS**

The Financial Implication are outlined in the Officers comments above.

**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 the Budget Review and Expenditure Committee receives the Capital Works Report as at 15 September 2020, and notes the information provided.

It is also recommended that Council requests the Mayor to lobby the Government for funding in relation to the basketball court extension for the Morley Sport and Recreation Centre.

**Attachment 1**

<b>City of Bayswater</b> <b>2020/21 Budget v Actuals as at 15 September 2020</b> <b>Funding Source Supporting Schedule</b>						
<i>Project Code</i>	<i>Project Description</i>	<i>Budget</i>	<i>Actual</i>	<i>% Spent</i>	<i>Timing of Major Spend</i>	<i>Potential Carry Forward</i>
		\$	\$			\$
<b>Capital Projects</b>						
<b>Property, Plant and Equipment</b>						
<b>Buildings - Work in Progress</b>						
80474	Signage Renewal Program	8,658	0	0.00%	February	
80613	Morley Sport and Recreation Centre - Basketball Court Extension	5,500,000	450	0.01%	November, February, May, June	
80614	Bayswater Waves - Refurbish 25m pool, pool hall and plant room	1,569,500	0	0.00%	May - June	1,269,500
80632	Cloughton Reserve - Minister sewer connection	12,024	0	0.00%	December - February	
80639	Crimea Reserve - External paint and roof sheeting	20,201	0	0.00%	January - March	
80641	Dog Pound - Airconditioning replacement	7,215	0	0.00%	September - November	
80643	Embleton Golf Course Clubhouse - Roof replacement	64,933	0	0.00%	November - January	
80644	Embleton Golf Course Clubhouse - Upgrade and renovation of toilets	72,148	0	0.00%	December - March	
80645	Frank Drago Hall - Replace flooring	43,289	0	0.00%	August - September	
80646	Grand Promenade Self Cleaning Toilet - Upgrade external façade	62,047	0	0.00%	February - April	
80647	Houghton Park - Kitchen upgrade/Renovations	72,148	0	0.00%	October - November	
80648	2 Hudson Street - Childcare Facility - Replace perimeter fencing	57,718	0	0.00%	May- June	
80650	Maylands Police station - Renovate kitchen	36,074	0	0.00%	January - March	
80651	Maylands Police Station - Security system	8,658	0	0.00%	October - December	
80653	Maylands Sport and Recreation Club - Lighting upgrade	14,430	0	0.00%	November - January	
80654	Maylands Hall - repair to tuckpointing of brickwork	13,468	0	0.00%	February - April	
80656	Morley Community Centre - External upgrades - Stage 2	72,869	0	0.00%	December - January	
80657	Morley Noranda Sports Complex - Installation of auto doors to public toilets	21,644	0	0.00%	January - March	
80658	Morley Scout Hall - Upgrade lighting	8,658	0	0.00%	November - December	
80659	Morley Scout Hall - Replacement of external doors to facility	28,859	2,004	6.95%	October - December	
80660	Noranda Little Athletic - External façade upgrade	36,074	0	0.00%	December - February	
80661	Olive Tree House - Airconditioning replacement	25,973	0	0.00%	February - April	
80662	Peninsula Hotel - Fire system upgrade	95,235	1,463	1.54%	September - November	
80663	Rangers & Security - Install fencing along back wall to secure equipment/uniforms, etc.	17,315	1,261	7.28%	September - October	
80664	Rangers and Security - Renew Painting and Ceiling Replacment	21,644	1,932	8.93%	September - October	
80666	Rangers and Security - Security system	8,658	0	0.00%	October - December	
80668	The RISE - Upgrade sports hall lighting with LED style lighting to competition level and remove existing unsafe lighting	97,400	0	0.00%	March - May	
80669	The RISE - Undercroft storeroom ventilation	14,430	0	0.00%	November - January	
80670	The RISE - Replacement of Air conditioning units	170,269	0	0.00%	October - November	
80672	Wotton Reserve - External upgrades	42,086	0	0.00%	September - November	
80673	Wotton Reserve - Internal upgrades	42,086	0	0.00%	September - November	
80675	Civic Centre (Embleton Room) - Airconditioning replacement	79,362	0	0.00%	February - April	
80676	Civic Centre - Replace ceiling to plant room	10,101	0	0.00%	October - December	
80677	Bayswater Activity Centre - 476 Guildford Rd - Replacement of asbestos fencing	11,544	0	0.00%	March - May	
80678	Bayswater Community Centre - Internal upgrades	50,503	0	0.00%	December - January	
80679	Bayswater Community Centre - Upgrade kitchen	72,148	0	0.00%	December - January	
80680	Bayswater Community Centre - Lighting upgrade	13,227	0	0.00%	February - April	
80681	Bayswater Community Centre - Toilet upgrades	86,577	0	0.00%	December - January	
80682	Bayswater Infant Health - Airconditioning replacement	9,379	0	0.00%	September - November	
80683	Bayswater Library - Airconditioning Replacement	10,101	0	0.00%	September - November	
80684	Bayswater Library - External renewal	11,544	0	0.00%	October - November	
80685	Bayswater Library - Kitchen upgrade and replace lighting with LED	42,086	0	0.00%	October - December	
80686	Bayswater Library/Community/Infant Health Centre - Security System	17,315	0	0.00%	September - November	
80687	Bayswater Waves - Exterior renewal	72,148	0	0.00%	December - February	
80688	Bayswater Waves - Airconditioning replacement	17,315	0	0.00%	October - December	
80690	The RISE - Disability access ramp construction	121,641	0	0.00%	January - April	
80691	Security access control - Upgrade	23,544	0	0.00%	October - December	
80692	Dog Pound - Upgrade	62,528	0	0.00%	September - December	
80764	Lightning Park Recreation Centre - Spectator shelter	30,000	0	0.00%	April, June	
80779	Morley Sport and Recreation Centre - Address aesthetic and safety issues	30,000	6,559	21.86%	August - June	
80781	Bayswater Waves - Changeroom refurbishment	280,000	0	0.00%	May - June	

Project Code	Project Description	Budget	Actual	% Spent	Timing of Major Spend	Potential Carry Forward
		\$	\$			\$
80782	Bayswater Waves - Install dry change cubicles	80,150	0	0.00%	September - October	
80785	Bayswater Waves - Replace outdoor brick paving	54,698	0	0.00%	September	
80787	Bayswater Waves - Unplanned capital expenditure	40,000	0	0.00%	August - June	
80788	The RISE Health Club - Upgrade to security and monitoring to allow unstaffed operation	50,000	0	0.00%	October	
80794	Aged Persons Homes - Capital works	1,000,000	0	0.00%	September, December, March, June	
80116	Hydrotherapy pool and spa refurbishment	61,657	0	0.00%	October	
80365	Bayswater Waves - refurbishment tender design	100,832	48,613	48.21%	September - October	
80410	Aged Care - Merton Redevelopment Project	104,834	0	0.00%	June	
80420	Maylands Town Centre Toilet Block	27,098	7,882	29.09%	August	
80461	Jamieson Frame Pav - replace rear doors	6,166	0	0.00%	August	
80464	Maylands Town Hall - renew toilet & switchboard	77,400	0	0.00%	December - February	
80482	Wotton Reserve - sewer connection	186,000	10,822	5.82%	September - November	
80570	Upper Hillcrest Reserve - Storage Shed	20,442	5,488	26.85%	November	
80596	Depot Offices Renovation	110,087	801	0.73%	September - October	
80598	Depot Upgrade Lighting	25,000	0	0.00%	August	
80604	Bayswater Bowling Club - Replacement of External Doors	0	4,470	100.00%	July	
80606	Maylands Library - Workroom	0	9,967	100.00%	July	
80602	Bayswater Waves - Repair Tiling	12,060	10,409	86.31%	July - September	
80608	Pat O'Hara Rugby Club - security screens	7,200	0	0.00%	August	
80609	Morley Sport and Recreation Club - Emergency Door	0	11,428	100.00%	July	
80612	Lower Hillcrest Clubrooms - carpet replacement	9,600	0	0.00%	August	
80619	Energy Efficiency Projects	100,000	596	0.60%	December	
80623	Hinds Reserve - Rowing Club Sheds - new grease trap	12,840	0	0.00%	April	
80625	Grand Prom Res - Bedford Bowling Club - refrigeration system	15,298	16,864	110.24%	September	
80626	Bayswater State Emergency Services - new storage area	31,818	0	0.00%	April	
80628	Maylands Tennis Club - toilet renewal	5,455	0	0.00%	September	
80629	Waltham Reserve - Club Rooms - shade patio	17,273	0	0.00%	October, December	
80630	Lightning Park - Pavilion - change rooms renewal	23,637	0	0.00%	March	
80631	Robert Thompson Reserve - Club Rooms - LED lights	18,600	2,160	11.61%	October	
80633	Noranda Sporting Complex - chairs	6,364	0	0.00%	October	
80634	Noranda Sporting Complex - bar floor renewal	10,909	0	0.00%	October	
80636	Frank Drago Reserve - Bayswater Tennis Club - grandstand	16,364	0	0.00%	October	
80637	Bayswater Elderly Community Help Org - new accessible toilet	36,364	0	0.00%	December	
80638	Bayswater ECHO - internal walls/floor renewal	27,273	0	0.00%	December	
80532	Bayswater Library - Lift	0	45,619	100.00%	August	
80797	Bayswater Waves Electric	0	7,750	100.00%	Augst	
80550	RISE - LED Sign	0	1,230	100.00%	August	
<b>Total Buildings - Work in Progress</b>		<b>11,612,193</b>	<b>197,768</b>	<b>1.70%</b>		
<b>Furniture and equipment - Work in Progress</b>						
80091	4 Year replacement program for workstations	178,612	53,983	30.22%	July-June	
80387	Replacement schedule for IT equipment	35,000	9,460	27.03%	July - June	
80489	Lightening Park and Bayswater Town Centre - CCTV Server Replacement Program	88,200	0	0.00%	October - December	
80698	Sound level meter with logging capability	26,500	0	0.00%	October	
80758	Morley Library - Mobile shelving	5,100	0	0.00%	August	
80780	Bayswater Waves - Replace 50m pool compressor # 1	5,000	0	0.00%	August	
80783	Bayswater Waves - Replace chemical controllers	25,564	0	0.00%	March	
80784	Bayswater Waves - Replace 50m pool air scourer	10,000	0	0.00%	September	
80786	Bayswater Waves - Replace pneumatic baffles	10,000	0	0.00%	October	
80790	Firewall - replacement	48,500	0	0.00%	January - March	
80792	Network security infrastructure updates	45,000	0	0.00%	October - December	
80793	Business continuity equipment (replacement tape drive)	45,000	0	0.00%	January - March	
80385	The RISE - strength equipment replacement	35,000	0	0.00%	January	
80597	Depot - replacement of ice machine	15,000	0	0.00%	December	
<b>Total Furniture and equipment - Work in Progress</b>		<b>572,476</b>	<b>63,443</b>	<b>11.08%</b>		
<b>Plant and equipment - Work in Progress</b>						
80257	Plant and Equipment Replacement	2,737,413	288,450	10.54%	July- June	
80759	Library Service - Procurement of commercial delivery vehicle	44,500	0	0.00%	January	
80525	In-vehicle camera equipment and storage	50,000	21,080	42.16%	September, January	
<b>Total Plant and equipment - Work in Progress</b>		<b>2,831,913</b>	<b>309,530</b>	<b>10.93%</b>		
<b>Total Property, Plant and Equipment</b>		<b>15,016,582</b>	<b>570,741</b>	<b>3.80%</b>		



Project Code	Project Description	Budget	Actual	% Spent	Timing of Major Spend	Potential Carry Forward
		\$	\$			\$
<b>Infrastructure Assets</b>						
<b>Roads - Work in Progress</b>						
80198	Resurface ROWS - Various	53,365	0	0.00%	May - June	
80245	Traffic Management General	50,000	6,000	12.00%	March - April	
80247	Traffic management paving	26,682	2,244	8.41%	September, February	
80291	City Wide Traffic Program	220,000	2,452	1.11%	October, November, March, April	
80297	Traffic Management Disability Access Committee	25,000	0	0.00%	November, February	
80699	McGilvray Avenue Stage II upgrade	106,730	0	0.00%	October - December	
80707	Crimea Street, Morley	66,172	0	0.00%	May - June	
80708	Beaufort Street, Bedford	64,038	0	0.00%	April - May	
80709	Coode Street, Bedford	32,019	0	0.00%	June	
80710	Beechboro Road, Morley	42,692	24,826	58.15%	March - April	
80711	Newington Street - Marconi Street to Solas Road	40,557	0	0.00%	June	
80712	Drake Street - Rudloc Road to Broun Avenue	54,432	0	0.00%	June	
80713	Hertz Way - Telstar Drive To Wheatstone Drive	61,903	0	0.00%	September - November	
80714	Cable Place - Hertz Way to Culdesac	16,009	0	0.00%	September - November	
80715	Beam Court - Hertz Way to Culdesac	16,009	0	0.00%	September - November	
80716	Kybra Court - Aerial Place to Culdesac	11,740	0	0.00%	September - November	
80717	Jenvey Street - Telstar Drive to Wheatstone Drive	39,490	0	0.00%	September - November	
80718	Direction Place - Jenvey Street to Culdesac	25,615	0	0.00%	September - November	
80719	Argosy Place - Aerial Place to Culdesac	14,942	0	0.00%	September - November	
80720	Aerial Place - Wheatstone Drive to Culdesac	32,019	0	0.00%	September - November	
80721	Croesus Street - Ivanhoe Street to Beechboro Road North	70,442	0	0.00%	October - December	
80722	Turon Street - Ivanhoe Street to Beechboro Road North	70,442	0	0.00%	October - December	
80723	Araluen Street - Ivanhoe Street to Beechboro Road North	67,240	0	0.00%	October - December	
80724	Abbey Street - Hamersley Avenue to Culdesac	11,740	0	0.00%	October - December	
80725	Lancefield Road - Chaffers Street to Paringa Street	17,077	0	0.00%	October - December	
80726	Regent Grove - Maritana Street to Hannans Street	17,077	0	0.00%	October - December	
80727	Magro Place - Hannans Street to Culdesac	10,673	0	0.00%	October - December	
80728	Baileys Retreat - Croesus Street to Turon Street	17,077	0	0.00%	October - December	
80729	Oroya Close - Araluen Street to Hamersley Avenue	17,077	0	0.00%	October - December	
80730	Beechboro Court - Beechboro Road North to Culdesac	10,673	0	0.00%	October - December	
80731	Mercury Place - Cassia Way to Culdesac	25,615	0	0.00%	October - December	
80732	Pan Close - Mercury Place to Culdesac	14,942	0	0.00%	October - December	
80733	Elettra Close - Cassia Way to Culdesac	25,615	0	0.00%	October - December	
80734	Scotia Place - Elettra Close to Culdesac	18,144	0	0.00%	October - December	
80735	Carparks - Clarkson Jetty	85,384	0	0.00%	May - June	
80736	Drainage & Kerbing - Various	76,845	11,736	15.27%	October - December	
80737	Whatley Crescent - Charles Street to Caledonian Avenue	246,118	0	0.00%	October - November	
80738	Benara Road - Camboon Road to Millerick Way	120,071	0	0.00%	March - April	
80739	Telstar Drive - Beechboro Road North to Bottlebrush Drive	171,236	0	0.00%	September - November	
80740	Chaffers Street - Ivanhoe Street to Beechboro Road North	76,845	0	0.00%	October - December	
80741	Paringa Street - Ivanhoe Street to Beechboro Road North	70,442	0	0.00%	October - December	
80742	Maritana Street - Ivanhoe Street to Beechboro Road North	70,442	0	0.00%	October - December	
80743	Hannans Street - Ivanhoe Street to Beechboro Road North	70,442	0	0.00%	October - December	
80744	Hamersley Avenue - Abbey Street to Beechboro Road North	77,913	0	0.00%	October - December	
80745	Clarkson to Tranby - Resurface Cycleway	85,384	0	0.00%	April - June	
80746	No 59 The Strand, Arundel, Essex, May - Reconstruct ROW	27,750	0	0.00%	June	
80747	Towns Development Program - Various	32,019	0	0.00%	October, February, June	
80748	Benara Road / Camboon Road	31,500	0	0.00%	February - March	
80749	Coode Street / Catherine Street	22,000	0	0.00%	March - April	
80750	Coode Street / Sixth Avenue	53,000	0	0.00%	April - May	
80751	King Street / Raymond Avenue	214,000	0	0.00%	May - June	
80752	Riverside Gardens - Carpark extension	50,000	0	0.00%	June	
80073	Crossovers	0	5,372	100.00%	July	
80795	Crawford Road - York Street to Railway Parade	99,259	0	0.00%	January	
80796	Oxford Street - Crawford Road to Kennedy Street	22,947	0	0.00%	January	
80419	ROW Widening - 110 Milne St	8,500	0	0.00%	June	
80426	Design of slip lane at 60 Russell St cnr Walter Rd	150,321	43,280	28.79%	September-June	
80429	Wellington Rd/Walter Rd intersection upgrade	22,520	0	0.00%	March - April	
80516	Resurface - McGilvray/Benara	170,000	0	0.00%	October - December	
80526	Eighth Ave and East St - Roundabout	114,175	0	0.00%	October - December	
80536	Morley Activity Centre - Car Park Management Plan	7,500	0	0.00%	January	
80561	Resurface - Cycleway - Swan Bank/Clarkson Rd	28,000	0	0.00%	June	
80621	Bayswater Waves - carpark resurfacing	150,000	7,480	4.99%	May - June	
<b>Total Roads - Work in Progress</b>		<b>3,747,861</b>	<b>103,391</b>	<b>2.76%</b>		

Project Code	Project Description	Budget	Actual	% Spent	Timing of Major Spend	Potential Carry Forward
		\$	\$			\$
<b>Footpath - Work in Progress</b>						
80063	New Paths	640,372	20,596	3.22%	November - January, May - June	
80700	Deschamp Reserve - footpath upgrade	38,423	0	0.00%	October	
80702	Footpath Repair Program	320,189	165,574	51.71%	July - June	
80703	Arterial Road New Dual Use Path Program	576,340	1,952	0.34%	September - February	
80761	Emberson Reserve - ACROD bay and accessible path	30,000	0	0.00%	November	
80765	Maylands Tennis Club - ACROD pathway	10,000	0	0.00%	November	
80776	New Pathways within Reserves	200,000	51,582	25.79%	October, February, June	
80610	Bedford Bowling Club	0	11,637	100.00%	August	
<b>Total Footpath - Work in Progress</b>		<b>1,815,324</b>	<b>251,340</b>	<b>13.85%</b>		
<b>Drainage - Work in Progress</b>						
80248	Urban water sensitive design	247,001	9,916	4.01%	December, May - June	
80249	Drainage Grates Renewal Program	53,365	27,259	51.08%	July - November	
80697	Nora Hughes Park - Living stream	70,000	0	0.00%	December - June	
80701	Grate Replacement Program	85,384	0	0.00%	August-June	
80705	Low Point Dual Gully Program	160,094	0	0.00%	November - February, May - June	
80047	Russell Street Park - grant funds	23,379	0	0.00%	October	
<b>Total Drainage - Work in Progress</b>		<b>639,223</b>	<b>37,175</b>	<b>5.82%</b>		
<b>Park development - Work in Progress</b>						
80364	Maylands Waterland - Redevelopment	2,500,000	18,267	0.73%	August, November, December - June	
80379	Soccer goal posts & sleeves	25,000	0	0.00%	March	
80380	Bardon Park, RA Cook Reserve, Ivory Park and Tranby Reserve - Drinking fountain replacement program	48,591	1,700	3.50%	December, May	
80370	Noranda Netball resurface	1,400,000	0	0.00%	December - March	
80615	Alf Brooks Park - Redevelopment	194,385	17,984	9.25%	July - August	
80616	Belstead Reserve - Redevelopment	183,992	27,013	14.68%	July - August	
80695	Bayswater Industrial Estate Improvement Program	45,000	0	0.00%	November - June	
80696	Arbour Park upgrade - Greening Australia Project	86,420	0	0.00%	June	
80753	Bore and Pump Maintenance Program	299,118	152,244	50.90%	July - October	
80755	Critical Asset Renewal Program	358,937	621	0.17%	September, November, February, April	
80757	Golf Course Development Program	149,559	10,225	6.84%	September, November, February, April	
80762	Embleton Golf Course - Part perimeter fencing	65,000	0	0.00%	September, December	
80763	Frank Drago Reserve - Perimeter fencing	22,500	0	0.00%	November	
80766	Hampton Park Morley - New barbeque	15,000	0	0.00%	November	
80767	Noranda Sporting Complex - Little athletics timers stand	10,000	0	0.00%	September	
80769	Pat O'Hara Reserve, Waltham Reserve, Alf Brooks Park and Wattle Reserve - Playground Shade Sail	100,000	62	0.06%	December	
80770	Houghton Park - Replace barbeque	15,000	0	0.00%	October	
80771	Shadwell and Paterson Reserves -shade sails over playgrounds (community request)	35,000	0	0.00%	November	
80772	Tranby and Clarkson Reserves - Renew exercise equipment	50,000	0	0.00%	January	
80773	Robert Thompson Reserve - Exercise equipment	20,000	0	0.00%	January	
80774	Noranda Nook - Water drinking fountain	6,000	0	0.00%	October	
80775	Dog Exercise Area - construction	80,000	0	0.00%	March, May	
80777	Gus Weimer - Play Space Redevelopment Program	65,000	0	0.00%	April	
80015	Playground replacements	42,550	225	0.53%	December	
80099	Playground replacements	60,000	94,544	157.57%	September	
80235	Bore and Pump Maintenance	50,000	17,091	34.18%	July - August	
80242	Riverbank restoration	120,000	2,000	1.67%	October, February, April	
80259	Maylands Waterland redevelopment	50,000	0	0.00%	October	
80269	Baigup Wetland Stage 1 - Activity Centre and Interpretation	140,436	0	0.00%	December	
80270	Bayswater Brook Living Stream	35,481	0	0.00%	March	
80273	Maylands Lakes restoration Stage 2	935,512	11,322	1.21%	October, January-June	
80276	Streetscape upgrades	175,264	0	0.00%	March - June	
80329	Irrigation upgrade/replacement program	41,409	21,319	51.49%	September	
80372	Cricket wickets	16,355	0	0.00%	September	
80413	Hampton Tennis Court fencing	15,824	0	0.00%	November	
80438	Noranda Netball - renew court surfaces	42,998	0	0.00%	March	
80449	Play Space Developments	252,553	29,794	11.80%	December	
80534	Bayswater Library/Bert Wright Sculpture	30,000	0	0.00%	September	
80595	Hinds Reserve - multi user access ramp	25,000	2,415	9.66%	October	
80599	Lightning Park Green Waste Facility - Upgrade Fence	30,000	30,252	100.84%	September - October	
80600	Grand Prom - Shade Sail	20,000	0	0.00%	September	

<i>Project Code</i>	<i>Project Description</i>	<i>Budget</i>	<i>Actual</i>	<i>% Spent</i>	<i>Timing of Major Spend</i>	<i>Potential Carry Forward</i>
		\$	\$			\$
80622	Russell St Living Stream Link Agreement	10,000	0	0.00%	August	
80627	North Inglewood Pre-School - play equipment	20,000	0	0.00%	October	
80778	Stanbury - Play Space Redevelopment Program	50,000	0	0.00%	December	
<b>Total Park development - Work in Progress</b>		<b>7,937,884</b>	<b>437,077</b>	<b>5.51%</b>		
<b>Other infrastructure - Work in Progress</b>						
80250	Street light upgrade/renewal	128,075	97,234	75.92%	September - November	
80251	Public Access Way (PAW) Improvements and Reserve Lighting	85,384	3,220	3.77%	October - June	
80252	Bus Shelters	48,028	1,200	2.50%	October, January, April, June	
80391	Noranda Town Centre - City-led Activation	55,609	0	0.00%	November - June	
80392	Maylands Town Centre - City-led Place Activation	55,000	0	0.00%	November - June	
80393	Bayswater Town Centre - City-led place activation	30,000	0	0.00%	November - June	
80394	Morley Town Centre - City-led Activation	50,000	0	0.00%	November - June	
80617	Passive Light Replacement Program	71,346	43,087	60.39%	September - November	
80693	Bedford Shopping Precincts Regeneration Project	61,000	0	0.00%	January	
80704	Drainage Sump Fencing Program	85,384	0	0.00%	December - June	
80706	Depot Upgrade/Lighting	53,365	8,908	16.69%	July, November - April	
80446	Pat O'Hara Goal	0	8,605	100.00%	July	
80760	Bayswater Morley District Cricket Club - Practice cricket net funding	40,000	0	0.00%	January	
80768	Park signage renewals	20,000	440	2.20%	December	
80431	Footpath - Bookham Street and Boag Place	15,000	0	0.00%	May	
80442	Wotton Reserve - renew sports floodlight	9,110	0	0.00%	June	
80443	Bayswater Bowling - renew floodlights	55,000	1,622	2.95%	November	
80444	Bayswater Croquet 2 - renew floodlights	40,000	41,818	104.55%	September	
80618	Town Centre Streetscape Works	160,000	5,674	3.55%	November - March	
80624	Bayswater Pre School - play equip, fountain, goals, table	16,388	0	0.00%	December	
80635	Wotton Reserve - soccer goals - pitch C	9,291	0	0.00%	October	
80445	Gibbney Reserve	0	7,290	100.00%	August	
80007	Morley Activity Centre - Streetscape Enhancement Plan	0	8,375	100.00%	August	
80527	Depot - Improve Access and Security	0	12,074	100.00%	August	
<b>Total Other infrastructure - Work in Progress</b>		<b>1,087,980</b>	<b>239,547</b>	<b>22.02%</b>		
<b>Total Infrastructure Assets</b>						
		<b>15,228,272</b>	<b>1,068,530</b>	<b>7.02%</b>		
<b>Intangible Assets</b>						
<b>Intangible assets - Work in Progress</b>						
80398	IT Software	169,398	0	0.00%	September - June	
80789	Corporate Performance System	200,000	0	0.00%	January - March	
80791	Implement eServices	49,000	0	0.00%	September - June	
80531	Knowledge Management System	15,000	0	0.00%	October	
80554	Rating system improvements - stage 1	9,200	0	0.00%	October	
<b>Total Intangible Assets</b>		<b>442,598</b>	<b>0</b>	<b>0.00%</b>		
<b>Total Capital Projects</b>						
		<b>30,687,452</b>	<b>1,639,272</b>	<b>5.34%</b>		

**10.6.3.2 Additional Carry Forwards 2019 2020**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	<b><i>ABSOLUTE MAJORITY REQUIRED</i></b>	
<b>Attachments:</b>	1. 2019/20 Carry Forward Project List	

**SUMMARY**

For Council to consider and approve the updated balances for projects carried forward in the 2020-21 budget.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council approves the budget amendments to the 2020-21 Budget as detailed in Attachment 1.**

**BACKGROUND**

Council adopted the 2020-21 Budget on 30 June 2020 and, at the time, the Annual Financial Statements for the 2019-20 financial year had not been completed. The actual value of uncompleted works to be carried forward into the 2020-21 Budget was therefore, only an estimate.

**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 2020-21 annual budget.

**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**

<b>Option 1</b>	<b>That Council approves the budget amendments to the 2020-21 Budget as detailed in <u>Attachment 1</u>.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	This option will result in the City's 2020-21 Budget being amended to reflect uncompleted works from 2019-20.	

### 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 budget amendments to the 2020-21 Budget for designated projects listed in **Attachment 1**.

**Attachment 1**

**City of Bayswater  
2020/21 Budget  
2019/20 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
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>CAPITAL</b>												
1400	80558	Payroll CIAnywhere - implementation	0	0	0	0	0	10,000	0	0	0	10,000
1805	80461	Jamieson Frame Pav - replace rear doors	6,166	0	0	0	6,166	6,166	0	0	0	6,166
1805	80464	Maylands TownH - renew toilet & switchboard	0	0	0	77,400	77,400	0	0	0	77,400	77,400
1805	80482	Wotton Reserve - sewer connection	164,600	0	0	21,400	186,000	164,600	0	0	21,400	186,000
1805	80483	Wotton Res C/hse - paths and drainage	0	0	0	0	0	0	0	0	24,000	24,000
1805	80532	Bayswater Library - lift	0	0	0	0	0	27,229	0	0	0	27,229
1805	80604	Bayswater Bowling Cub - Replacement of external doors	0	0	0	0	0	0	0	0	6,000	6,000
1805	80606	Maylands Library - Workroom modification	0	0	0	0	0	0	0	0	7,085	7,085
1805	80608	Pat O'Hara Rugby Club - security screens	0	0	0	7,200	7,200	0	0	0	7,200	7,200
1805	80609	Morley Sport & Recreation Centre - emergency exit door	0	0	0	0	0	0	0	0	6,987	6,987
1805	80610	Bedford Bowling Club - path replacement	0	0	0	0	0	0	0	0	9,600	9,600
1805	80611	Light Car Club - replace tiling	0	0	0	0	0	0	0	0	6,000	6,000
1805	80612	Lower Hillcrest Clubrooms - carpet replacement	0	0	0	9,600	9,600	0	0	0	9,600	9,600
1805	80798	Maylands Sport & Rec - Maylands Bowling - toilet renewal	0	0	0	0	0	0	0	0	200,000	200,000
2200	80007	Morley Activity Centre - Streetscape Enhancement Plan	0	0	0	0	0	3,550	0	0	0	3,550
2200	80391	Noranda Town Centre City-led Infrastructure Activation	20,609	0	0	0	20,609	20,609	0	0	0	20,609
2200	80392	Maylands Town Centre - City-led place activation	0	0	0	0	0	14,509	0	0	0	14,509
2200	80393	Bayswater Town Centre City-led Infrastructure Activation	15,000	0	0	0	15,000	15,000	0	0	0	15,000
2200	80420	Maylands Town Centre Toilet Block	27,098	0	0	0	27,098	27,098	0	0	0	27,098
2200	80534	Bayswater Library/Bert Wright Sculpture	30,000	0	0	0	30,000	30,000	0	0	0	30,000
2200	80535	Bayswater TC Parking Improvement Plan	0	0	0	0	0	23,687	0	0	0	23,687
2200	80536	Morley Activity Centre Car Parking Management Plan	2,500	5,000	0	0	7,500	2,500	5,000	0	0	7,500
2200	80569	Sculpture - Corner Ninth Avenue & Whatley Crescent Maylands	0	0	0	0	0	0	0	0	10,000	10,000
2200	80618	Town Centre Streetscape Works	160,000	0	0	0	160,000	200,000	0	0	0	200,000
2600	80047	Russell Street Park - grant funds	23,379	0	0	0	23,379	23,379	0	0	0	23,379
2600	80071	Maylands Lakes Stage 1	0	0	0	0	0	0	0	0	6,233	6,233
2600	80242	Riverbank restoration	0	0	0	120,000	120,000	0	0	0	120,000	120,000
2600	80269	Baigup Wetland Stage 1 - Activity Centre and Interpretation	0	0	0	140,436	140,436	0	0	0	140,436	140,436
2600	80270	Bayswater Brook Living Stream	35,481	0	0	0	35,481	35,481	0	0	0	35,481
2600	80271	Water and Energy Efficiency - building upgrades	0	0	0	0	0	3,431	0	0	0	3,431
2600	80272	Lightning Swamp Interpretation Plan Works	0	0	0	0	0	9,301	0	0	0	9,301
2600	80273	Maylands Lakes restoration Stage 2	935,512	0	0	0	935,512	1,042,226	0	0	0	1,042,226
2600	80595	Hinds Reserve - multi user access ramp	0	25,000	0	0	25,000	0	25,000	0	0	25,000
2600	80619	Energy Efficiency Projects	100,000	0	0	0	100,000	115,616	0	0	0	115,616
2600	80622	Russell St Living Stream Link Agreement	0	10,000	0	0	10,000	0	10,000	0	0	10,000
3200	80250	Street light upgrade/renewal	0	0	0	0	0	62,593	0	0	0	62,593



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
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
3200	80317	Drainage kerb renewal	0	0	0	0	0	10,208	0	0	0	10,208
3200	80431	Footpath - Bookham Street and Boag Place	15,000	0	0	0	15,000	75,000	0	0	0	75,000
3200	80516	Resurface - McGilvray/Benara	130,000	40,000	0	0	170,000	130,000	40,000	0	0	170,000
3200	80561	Resurface - Cycleway - Swan Bank/Clarkson Rd	28,000	0	0	0	28,000	28,000	0	0	0	28,000
3200	80617	Passive Light Replacement Program	50,000	0	0	0	50,000	65,689	0	0	0	65,689
3200	80621	Bayswater Waves - carpark resurfacing	150,000	0	0	0	150,000	150,000	0	0	0	150,000
3210	80257	Plant and Equipment - replacement	615,413	0	111,000	0	726,413	615,413	0	111,000	0	726,413
3300	80245	Traffic Management - general	0	0	0	0	0	68,477	0	0	0	68,477
3300	80248	Urban water sensitive design	157,001	0	0	0	157,001	164,576	0	0	0	164,576
3300	80291	Citywide traffic implementation	100,000	0	0	0	100,000	146,114	0	0	0	146,114
3300	80297	Traffic Management Disability Access Committee	0	0	0	0	0	23,688	0	0	0	23,688
3300	80419	ROW Widening - 110 Milne St	8,500	0	0	0	8,500	8,500	0	0	0	8,500
3300	80426	Design of slip lane at 60 Russell St cnr Walter Rd	0	0	0	150,321	150,321	174,507	0	0	0	174,507
3300	80429	Wellington Rd/Walter Rd intersection upgrade	22,520	0	0	0	22,520	22,520	0	0	0	22,520
3300	80526	Eighth Ave and East St - Roundabout	90,175	24,000	0	0	114,175	145,006	24,000	0	0	169,006
3400	80067	Enhanced tree management	0	0	0	0	0	99,137	0	0	0	99,137
3400	80235	Bore and Pump Maintenance	0	0	0	50,000	50,000	0	0	0	50,000	50,000
3400	80276	Streetscape upgrades	175,264	0	0	0	175,264	180,162	0	0	0	180,162
3400	80329	Irrigation upgrade/replacement program	41,409	0	0	0	41,409	41,409	0	0	0	41,409
3400	80596	Depot Office - renovation	110,087	0	0	0	110,087	110,087	0	0	0	110,087
3400	80597	Depot - replacement of ice machine	15,000	0	0	0	15,000	15,000	0	0	0	15,000
3400	80598	Depot Upgrade - lighting	25,000	0	0	0	25,000	25,000	0	0	0	25,000
3400	80599	Lightning Park Green Waste Facility - Upgrade Fence	30,000	0	0	0	30,000	30,000	0	0	0	30,000
3400	80615	Alf Brooks Park - Redevelopment	0	0	0	125,000	125,000	10,924	0	0	125,000	135,924
3400	80616	Belstead Reserve - Redevelopment	0	0	0	150,000	150,000	170,797	0	0	0	170,797
4000	80531	Knowledge Management System	15,000	0	0	0	15,000	15,000	0	0	0	15,000
4200	80015	Playground replacements	42,550	0	0	0	42,550	42,550	0	0	0	42,550
4200	80099	Playground replacements	4,666	55,334	0	0	60,000	42,002	65,000	0	0	107,002
4200	80364	Maylands Waterland redevelopment	0	1,500,000	0	200,000	1,700,000	0	1,500,000	0	200,000	1,700,000
4200	80372	Cricket wickets	16,355	0	0	0	16,355	16,355	0	0	0	16,355
4200	80380	Drinks Fountains Replacement Program	28,591	0	0	0	28,591	28,591	0	0	0	28,591
4200	80413	Hampton Tennis Court fencing	15,824	0	0	0	15,824	15,824	0	0	0	15,824
4200	80438	Noranda Netball - renew court surfaces	42,998	0	0	0	42,998	42,998	0	0	0	42,998
4200	80442	Wotton Reserve - renew sports floodlight	9,110	0	0	0	9,110	9,110	0	0	0	9,110
4200	80443	Bayswater Bowling - renew floodlights	55,000	0	0	0	55,000	55,000	0	0	0	55,000
4200	80444	Bayswater Croquet 2 - renew floodlights	40,000	0	0	0	40,000	40,000	0	0	0	40,000
4200	80445	Gibbney Reserve - renew sports goals	0	0	0	0	0	4,946	0	0	0	4,946
4200	80446	Pat O'Hara Reserve - renew sports goals	0	0	0	0	0	14,700	0	0	0	14,700
4200	80449	Play Space Developments	87,553	165,000	0	0	252,553	182,190	165,000	0	0	347,190
4200	80570	Upper Hillcrest Reserve - storage shed	20,442	0	0	0	20,442	20,442	0	0	0	20,442
4200	80600	Grand Prom - Shade Sail	20,000	0	0	0	20,000	20,000	0	0	0	20,000
4200	80623	Hinds Reserve - Rowing Club Sheds - new grease trap	0	0	0	12,840	12,840	0	0	0	12,840	12,840
4200	80624	Bayswater Pre School - play equip, fountain, goals, table	0	0	0	16,388	16,388	0	0	0	16,388	16,388
4200	80625	Grand Prom Res - Bedford Bowling Club - refrigeration system	0	0	0	15,298	15,298	0	0	0	15,298	15,298
4200	80626	Bayswater State Emergency Services - new storage area	0	0	0	31,818	31,818	0	0	0	31,818	31,818
4200	80627	North Inglewood Pre-School - play equipment	0	0	0	20,000	20,000	0	0	0	20,000	20,000
4200	80628	Maylands Tennis Club - toilet renewal	0	0	0	5,455	5,455	0	0	0	5,455	5,455
4200	80629	Waltham Reserve - Club Rooms - shade patio	0	0	0	17,273	17,273	0	0	0	17,273	17,273
4200	80630	Lightning Park - Pavilion - change rooms renewal	0	0	0	23,637	23,637	0	0	0	23,637	23,637

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	80631	Robert Thompson Reserve - Club Rooms - LED lights	0	0	0	18,600	18,600	0	0	0	18,600	18,600
4200	80633	Noranda Sporting Complex - chairs	0	0	0	6,364	6,364	0	0	0	6,364	6,364
4200	80634	Noranda Sporting Complex - bar floor renewal	0	0	0	10,909	10,909	0	0	0	10,909	10,909
4200	80635	Wotton Reserve - soccer goals - pitch C	0	0	0	9,291	9,291	0	0	0	9,291	9,291
4200	80636	Frank Drago Reserve - Bayswater Tennis Club - grandstand	0	0	0	16,364	16,364	0	0	0	16,364	16,364
4200	80637	Bayswater Elderly Community Help Org - new accessible toilet	0	0	0	36,364	36,364	0	0	0	36,364	36,364
4200	80638	Bayswater ECHO - internal walls/floor renewal	0	0	0	27,273	27,273	0	0	0	27,273	27,273
4410	80116	Hydrotherapy pool and spa refurbishment	61,657	0	0	0	61,657	61,657	0	0	0	61,657
4410	80365	Bayswater Waves - refurbishment tender design	100,832	0	0	0	100,832	406,318	0	0	0	406,318
4410	80602	Bayswater Waves - repair tiling	12,060	0	0	0	12,060	12,060	0	0	0	12,060
4410	80797	Bayswater Waves - Electrical Works	0	0	0	0	0	0	0	0	97,180	97,180
4420	80259	Maylands Waterland redevelopment	50,000	0	0	0	50,000	50,000	0	0	0	50,000
4430	80385	The RISE - strength equipment replacement	35,000	0	0	0	35,000	35,000	0	0	0	35,000
4430	80550	The RISE - LED signage	0	0	0	0	0	12,622	0	0	0	12,622
4600	80525	In-vehicle camera equipment and storage	50,000	0	0	0	50,000	50,000	0	0	0	50,000
5600	80090	Virtual Infrastructure Storage Replacement Program	0	0	0	0	0	172,609	0	0	0	172,609
5600	80091	4-Year replacement program for workstations	0	0	0	0	0	58,267	0	0	0	58,267
5600	80398	Software	69,398	0	0	0	69,398	69,398	0	0	0	69,398
5600	80524	MSRC - replace CCTV	0	0	0	0	0	4,999	0	0	0	4,999
6000	80390	Aged Persons Homes - general provisions	0	0	0	0	0	0	0	0	256,154	256,154
6000	80410	Aged Care - Mertome Redevelopment Project	0	0	0	104,834	104,834	0	0	0	104,834	104,834
6000	80554	Rating system improvements - stage 1	9,200	0	0	0	9,200	9,200	0	0	0	9,200
6000	80555	Debtors system improvements - stage 1	0	0	0	0	0	4,173	0	0	0	4,173
			4,069,950	1,824,334	111,000	1,424,065	7,429,349	5,843,200	1,834,000	111,000	1,752,983	9,541,183

## OPERATING

1400	10313	OSH Framework - implementation	0	0	0	0	0	6,178	0	0	0	6,178
1801	30219	House - 472 Guildford Road, Bayswater	0	0	0	0	0	25,000	0	0	0	25,000
2200	10801	Town Centre Soft Activation	0	0	0	0	0	9,860	0	0	0	9,860
2200	10802	Major Town Centre Events	0	0	0	0	0	3,636	0	0	0	3,636
2200	10805	Bayswater Town Centre - Streetscape Concept Plan	25,943	0	0	0	25,943	25,943	0	0	0	25,943
2200	10807	Morley Activity Centre Streetscape Plan - detailed design	0	0	0	0	0	69,832	0	0	0	69,832
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	45,000	0	0	0	45,000	5,000	51,999	0	0	56,999
2200	10904	Wider Meltham Station Precinct Structure Plan	0	0	0	0	0	24,455	0	0	0	24,455
2200	10905	Bayswater Town Centre Car Parking Management Regime	0	0	0	0	0	8,430	0	0	0	8,430
2200	10906	Bayswater Town Centre Structure Plan	0	0	0	0	0	10,432	0	0	0	10,432
2200	10909	Walter Road West Corridor Planning	17,000	0	0	0	17,000	68,037	0	0	0	68,037
2200	10910	Town Centre Marketing Strategies	0	0	0	0	0	45,000	0	0	0	45,000
2600	11000	Sustainable environment	0	6,713	0	0	6,713	0	6,713	0	0	6,713
2600	11105	Lightning Swamp Rehabilitation	29,721	0	0	0	29,721	29,721	0	0	0	29,721
2600	11200	School Education Day	6,000	0	0	0	6,000	6,000	0	0	0	6,000
2600	11209	Water Quality Monitoring	0	2,197	0	0	2,197	0	2,197	0	0	2,197
2600	11215	DBCA water quality monitoring	26,403	0	0	0	26,403	26,403	0	0	0	26,403
2600	11216	Grant - Eric Singleton water quality training	3,959	0	0	0	3,959	3,959	0	0	0	3,959
2600	11218	Maylands Samphire - management plan	9,130	0	0	0	9,130	17,065	0	0	0	17,065

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
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2600	60212	Wetland restoration - Carters wetland	0	0	0	0	0	10,000	0	0	0	10,000
3200	40011	Footpaths Maintenance - Stimulus projects	0	0	0	0	0	0	0	0	174,102	174,102
4200	12424	Master Plan Development	0	0	0	0	0	19,072	0	0	0	19,072
4200	35005	Wotton Reserve - Petanque Clubrooms - furniture	0	0	0	4,343	4,343	0	0	0	4,343	4,343
4200	35006	Noranda Sporting Complex - internal painting	0	0	0	11,818	11,818	0	0	0	11,818	11,818
4200	35007	Hampton Square Reserve - Toilets/Storage Room - ramp	0	0	0	2,727	2,727	0	0	0	2,727	2,727
4600	13210	Animal Intemperance	0	0	0	0	0	47,967	0	0	0	47,967
4800	12531	Community Events Grants	7,490	0	0	0	7,490	7,490	0	0	0	7,490
4800	13504	Age Friendly Strategy	8,000	0	0	0	8,000	8,000	0	0	0	8,000
4800	13509	Cultural Plan development	10,000	0	0	0	10,000	10,000	0	0	0	10,000
4800	13513	Cultural Plan - implementation	0	0	0	0	0	8,882	0	0	0	8,882
5110	14700	Internal Audit Program	150,000	0	0	0	150,000	150,000	0	0	0	150,000
5600	14306	Implement multi factor authentication	20,000	0	0	0	20,000	20,000	0	0	0	20,000
5600	14307	Vulnerability scanning solution	0	0	0	0	0	3,122	0	0	0	3,122
6000	11906	P&R Configuration for Underground Power billing	15,000	0	0	0	15,000	15,000	0	0	0	15,000
6000	14900	Financial Assistance Grant	1,144,989	(1,144,989)	0	0	0	1,096,484	(1,096,484)	0	0	0
6000	14904	Various grants	92,942	0	0	0	92,942	92,942	0	0	0	92,942
6000	15204	Aged Care Future Planning - Carramar Hostel	0	0	0	36,630	36,630	0	0	0	36,630	36,630
6000	15205	Aged Care Future Planning - CoB Hostel	0	0	0	62,781	62,781	0	0	0	62,781	62,781
6000	15206	Aged Care Future Planning - Carramar ILUs	0	0	0	38,553	38,553	0	0	0	38,553	38,553
6000	15207	Aged Care Future Planning - Noranda ILUs	0	0	0	8,984	8,984	0	0	0	8,984	8,984
6000	15208	Aged Care Future Planning - Salisbury ILUs	0	0	0	4,676	4,676	0	0	0	4,676	4,676
			1,641,577	(1,136,079)	0	170,512	676,010	1,921,910	(1,035,575)	0	344,614	1,230,949
Total Carry Forward Projects			5,711,527	688,255	111,000	1,594,577	8,105,359	7,765,109	798,425	111,000	2,097,597	10,772,131

**10.6.3.3 Financial Update - Bayswater Waves**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	

**SUMMARY**

For the Budget Review and Expenditure Committee to note the Bayswater Waves Operating Performance as at 16 September 2020.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council notes the Bayswater Waves Operating Performance and that the changes be reflected in the Mid-Year Budget Review.**

**BACKGROUND**

Due to the unknown impact of the COVID-19 restrictions, the budget for Bayswater Waves was prepared assuming no facility activation until January 2021. This did not eventuate and a majority of programs have re-commenced on 1 July 2020, albeit at a reduced participation level initially.

This necessitated staff to run programs as participation recovered and to facilitate additional cleaning and supervision required to operate in compliance with COVID-19 plans. Since restrictions have eased, the City has seen steadily increasing participation with key program areas such as the swim school.

At the end of the financial year, revenue is expected to be higher overall, but the expenditure in term of salary and wages and other operational costs is also expected to rise. The budget assumptions will be re-considered in the coming months in order to build an accurate financial model on which to base the mid-year budget review changes in operations.

**EXTERNAL CONSULTATION**

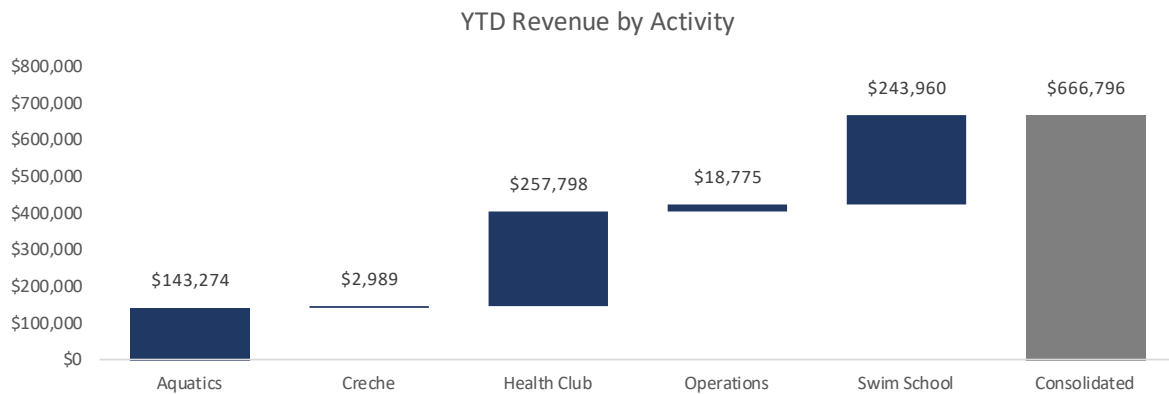
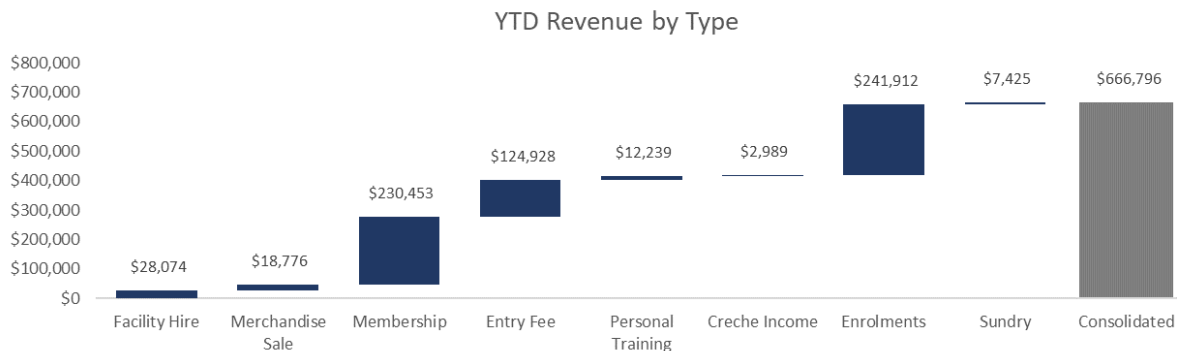
Nil.

**OFFICER'S COMMENTS**

The following graphs illustrate the cumulative revenue of the Bayswater Waves operating performance and their main drivers within the business.

**Graph 1**

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

**Graph 2**

One of the main sources of revenue is within the health club as there is currently \$230,453 in membership income. Memberships were not expected to be re-activated until January, however, the bulk suspension was lifted on 1 July 2020. The City is expected to significantly exceed budgeted income. Provided there is no re-introduction of restrictions, there should be approximately \$1.2M of revenue (against a budget of \$455,874) for the financial year.

Enrolment revenue within the swim school is \$241,912 as a result of opening the centre earlier than anticipated. The expected total revenue from this is also \$1.2M (against a budget of \$436,024) for the financial year.

The aquatics revenue of \$143,274 comprises of \$116,101 in entry fees and \$27,713 in facility hire. The revenue generated is expected to continue and increase over the summer months then taper off as the weather cools.

In accordance with Council's resolution, commercial lease income has been waived, resulting in estimated loss of revenue of \$15,000.

Operating Performance**Table 1**

Bayswater Waves - Café		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenses</b>		
Employee Costs	\$199	\$132
Materials & Contracts	\$375	\$135
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$116	\$209
<b>Total Expenses</b>	<b>\$690</b>	<b>\$476</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$690)</b>	<b>(\$476)</b>

**Table 2**

Bayswater Waves - Aquatics		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$143,274</b>
<b>Expenses</b>		
Employee Costs	\$117,743	\$302,240
Materials & Contracts	\$11,793	\$12,218
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$39,736	\$34,126
<b>Total Expenses</b>	<b>\$169,272</b>	<b>\$348,584</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$169,272)</b>	<b>(\$205,310)</b>

**Table 3**

Bayswater Waves - Creche		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$2,989</b>
<b>Expenses</b>		
Employee Costs	\$9,108	\$15,960
Materials & Contracts	\$458	\$139
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$1,070	\$1,317
<b>Total Expenses</b>	<b>\$10,636</b>	<b>\$17,416</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$10,636)</b>	<b>(\$14,427)</b>

**Table 4**

Bayswater Waves - Health Club		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$257,798</b>
<b>Expenses</b>		
Employee Costs	\$19,292	\$161,650
Materials & Contracts	\$16,824	\$25,465
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$5,974
Other Expenditure, Interest & Overhead	\$14,677	\$12,456
<b>Total Expenses</b>	<b>\$50,793</b>	<b>\$205,545</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$50,793)</b>	<b>\$52,253</b>

**Table 5**

Bayswater Waves - Operations		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$18,775</b>
<b>Expenses</b>		
Employee Costs	\$146,018	\$95,286
Materials & Contracts	\$167,122	\$76,133
Utility Charges	\$106,480	\$95,917
Depreciation & Amortization	\$86,257	\$78,926
Other Expenditure, Interest & Overhead	\$38,488	\$35,346
<b>Total Expenses</b>	<b>\$544,365</b>	<b>\$381,608</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$544,365)</b>	<b>(\$362,833)</b>

**Table 6**

Royal Life Saving Club (Project 30033)		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenses</b>		
Employee Costs	\$84	\$0
Materials & Contracts	\$417	\$0
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$101	\$0
<b>Total Expenses</b>	<b>\$602</b>	<b>\$0</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$602)</b>	<b>\$0</b>

**Table 7**

Bayswater Waves - Swim School		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$243,960</b>
<b>Expenses</b>		
Employee Costs	\$37,636	\$136,339
Materials & Contracts	\$4,417	\$736
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$13,648	\$11,933
<b>Total Expenses</b>	<b>\$55,701</b>	<b>\$149,008</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$55,701)</b>	<b>\$94,952</b>

**Table 8**

Bayswater Waves - Non Revenue Generating Operation		
	Budget	Actual
<b>Expenses</b>		
Employee Costs	\$2,229	\$888
Materials & Contracts	\$18,730	\$8,233
Utility Charges	\$0	\$0
Depreciation & Amortization	\$13,338	\$12,567
Other Expenditure, Interest & Overhead	\$4,949	\$4,910
<b>Total Expenses</b>	<b>\$39,246</b>	<b>\$26,598</b>



In reference to **Table 4**, the Health Club has had a profit so far this year due to the strong membership numbers. However, there has been the need for additional supervision and cleaning, which has driven the employee cost up. Currently, there is a \$103,294 spend in casual wages.

The maintenance program schedule will be reassessed as a result of COVID-19 and the current requirements.

No lease revenue has been collected for the Bayswater Waves Café (**Table 2**) or the Royal Life Saving Society of WA (**Table 6**) in accordance with Council's resolution to waive the lease fees. There has only been minor expenditure against the Bayswater Waves Café, mainly for administration costs.

The Bayswater Waves swim school has opened with increased participation. At this point in the previous financial year, revenue was \$236,000 and employee costs were \$123,000. The revenue as at 16 September 2020 is \$243,960 and employee costs are \$136,339. This year's cost can be seen in **Table 7**. This trend in the swim school is expected to continue and has been the most stable of all the operations within Bayswater Waves.

### Consolidated Performance

**Table 9**

Bayswater Waves - Total Operating Performance		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$666,796</b>
<b>Expenses</b>		
Employee Costs	\$332,309	\$712,495
Materials & Contracts	\$220,136	\$123,059
Utility Charges	\$106,480	\$95,917
Depreciation & Amortization	\$99,595	\$97,467
Other Expenditure, Interest & Overhead	\$112,785	\$100,297
<b>Total Expenses</b>	<b>\$871,305</b>	<b>\$1,129,235</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$871,305)</b>	<b>(\$462,439)</b>

**Table 9** indicates the total Operating Performance for the facility and summarises **Tables 1 to 8**. Overall, Bayswater Waves is running at an operating loss with no revenue budgeted for this stage of the year due to COVID-19. This table will be continuously updated and compared to the previous table within each Bayswater Waves Financial Update report.

### LEGISLATIVE COMPLIANCE

Nil.

### OPTIONS

Not applicable as the report is for information only.

### FINANCIAL IMPLICATIONS

The Financial Implication are outlined in the Officer's comments above.

### 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**

The impact of COVID-19 on the Bayswater Waves Operating Performance to date has been significantly less than the impact last financial year. Operations recommenced as of 1 July 2020, despite budgeted predictions it would only open in January 2021. Revenue will be re-modelled in the coming months, with any variances adjusted in the Mid-Year Budget Review.

**10.6.3.4 Financial Update - The RISE**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	

**SUMMARY**

For the Budget Review and Expenditure Committee to note The RISE Operating Performance as at 17 September 2020.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council notes The RISE Operating Performance and that the changes will be reflected in the Mid-Year Budget Review.**

**BACKGROUND**

Due to the unknown impact of the COVID-19 restrictions, the 2020-21 budget for The RISE was prepared assuming no facility activation until January 2021. This did not eventuate and a majority of programs have re-commenced on 1 July 2020 at a reduced capacity in some areas to comply with restrictions.

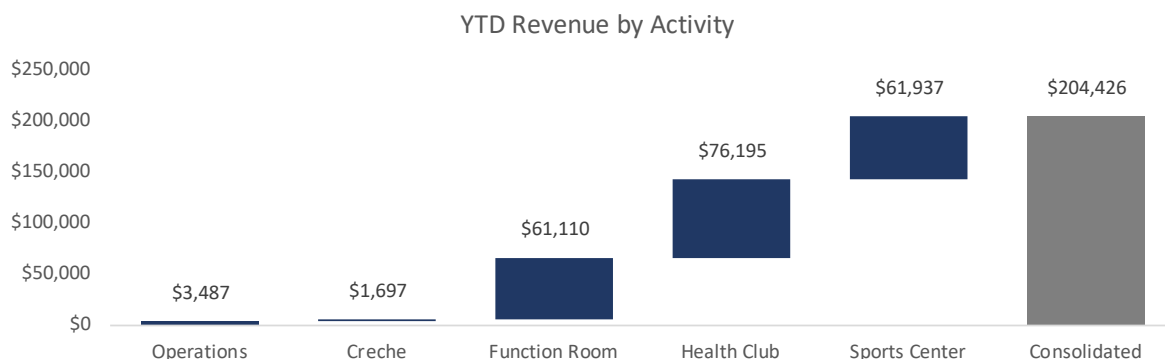
At the end of the financial year, revenue is expected to be higher than budgeted, in addition, the expenditure in term of salary and wages and other operational costs is also expected to be higher. The budget assumptions will be re-considered in the coming months in order to build an accurate financial model on which to base the mid-year budget review changes at The RISE.

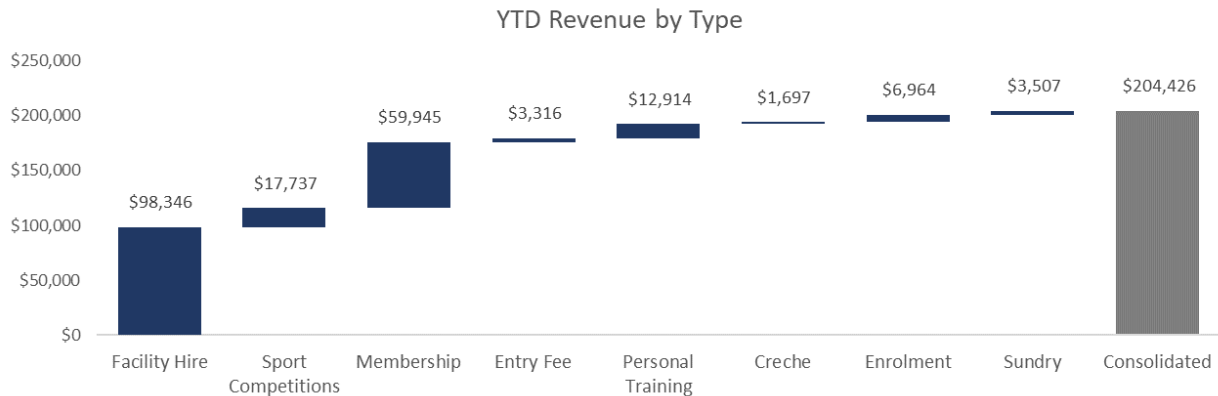
**EXTERNAL CONSULTATION**

Nil.

**OFFICER'S COMMENTS**

The following graphs (as at 17 September 2020) illustrate the cumulative revenue of The RISE operating performance and main revenue drivers within the business.

**Graph 1**

**Graph 2**

The facility hire in for the Function Room in **Graph 1** has yielded \$61,110 in revenue. At the same time, in the previous financial year, it had yielded a revenue of \$68,000. The function room hire has been reduced due to the many regular hirers continuing to use online meetings after COVID-19 and reduced capacities of individual rooms related to restrictions.

It can be seen in **Graph 2**, Memberships is \$59,945, which is slightly below the \$65,000 membership revenue from last financial year. The entire Membership revenue is driven by the Health Club. The revenue from memberships by the end of the financial year is anticipated to be \$360,000. The impact of changes to the Job Keeper program is an unknown factor that may influence revenue collection moving forward. Other revenue source in the Health Club includes personal training, and in this financial year it is \$12,914, approximately, \$6,000 higher than this time last year.

It can be seen in **Graph 1**, the sports centre revenue is \$61,937, which comprises of \$37,236 in facility hire, \$17,737 in sports competition and \$6,964 in enrolment. The estimated total revenue by the end of the financial year is \$250,000.

Waving of commercial leases by Council for this financial year is estimated to be \$20,000 in lost revenue with The RISE.

**Operating Performance – Year to Date****Table 1**

The RISE - Operations		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$3,487</b>
<b>Expenses</b>		
Employee Costs	\$120,303	\$95,805
Materials & Contracts	\$42,486	\$49,761
Utility Charges	\$39,431	\$15,722
Depreciation & Amortization	\$86,360	\$75,681
Other Expenditure, Interest & Overhead	\$46,328	\$25,792
<b>Total Expenses</b>	<b>\$334,908</b>	<b>\$262,761</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$334,908)</b>	<b>(\$259,274)</b>

**Table 2**

The RISE - Creche		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$1,697</b>
<b>Expenses</b>		
Employee Costs	\$6,446	\$9,835
Materials & Contracts	\$354	\$0
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$764	\$670
<b>Total Expenses</b>	<b>\$7,564</b>	<b>\$10,505</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$7,564)</b>	<b>(\$8,808)</b>

**Table 3**

The RISE - Function Room		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$61,110</b>
<b>Expenses</b>		
Employee Costs	\$22,431	\$18,886
Materials & Contracts	\$938	\$0
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$733	\$499
<b>Total Expenses</b>	<b>\$24,102</b>	<b>\$19,385</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$24,102)</b>	<b>\$41,725</b>

**Table 4**

The RISE - Health Club		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$76,195</b>
<b>Expenses</b>		
Employee Costs	\$30,501	\$114,195
Materials & Contracts	\$24,445	\$5,325
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$3,598
Other Expenditure, Interest & Overhead	\$5,148	\$4,804
<b>Total Expenses</b>	<b>\$60,094</b>	<b>\$127,922</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$60,094)</b>	<b>(\$51,727)</b>

**Table 5**

The RISE - Infant Health		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenses</b>		
Employee Costs	\$84	\$0
Materials & Contracts	\$271	\$0
Utility Charges	\$0	\$0
Depreciation & Amortization	\$132	\$133
Other Expenditure, Interest & Overhead	\$72	\$0
<b>Total Expenses</b>	<b>\$559</b>	<b>\$133</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$559)</b>	<b>(\$133)</b>

**Table 6**

The RISE - Leased Area		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenses</b>		
Employee Costs	\$241	\$38
Materials & Contracts	\$938	\$0
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$238	\$12
<b>Total Expenses</b>	<b>\$1,417</b>	<b>\$50</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$1,417)</b>	<b>(\$50)</b>

**Table 7**

The RISE - Sports Centre		
	Budget	Actual
<b>Revenue</b>	<b>\$0</b>	<b>\$61,937</b>
<b>Expenses</b>		
Employee Costs	\$952	\$8,076
Materials & Contracts	\$1,354	\$0
Utility Charges	\$0	\$0
Depreciation & Amortization	\$0	\$0
Other Expenditure, Interest & Overhead	\$2,441	\$2,163
<b>Total Expenses</b>	<b>\$4,747</b>	<b>\$10,239</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$4,747)</b>	<b>\$51,698</b>

Within The RISE's operations, expenditure such as electricity charges have been reduced as functions including the café have not reopened. The utility expense this time last year was \$20,138 compared to \$15,722 this year (**Table 1**).

#### Comparison to Last Financial Year

The following comparison table outlines, that, despite COVID-19 challenges, the performance of the RISE is largely unaffected when compared to the same time period last year. The budget will be reassessed at the mid-year budget review.

**Table 8**

The RISE - Total Operating Performance 2020 v 2019			
	Budget 17/09/2020	Actual 17/09/2020	Actual 17/09/2019
<b>Revenue</b>	<b>\$0</b>	<b>\$204,426</b>	<b>\$231,483</b>
<b>Expenses</b>			
Employee Costs	\$180,958	\$246,835	\$247,768
Materials & Contracts	\$70,786	\$55,086	\$63,846
Utility Charges	\$39,431	\$15,722	\$20,138
Depreciation & Amortization	\$86,492	\$79,412	\$90,793
Other Expenditure, Interest & Overhead	\$55,724	\$33,940	\$43,516
<b>Total Expenses</b>	<b>\$433,391</b>	<b>\$430,995</b>	<b>\$466,061</b>
<b>Net Operating Profit / (Loss)</b>	<b>(\$433,391)</b>	<b>(\$226,569)</b>	<b>(\$234,578)</b>

With reference to **Table 8** the employee cost was \$247,768 at this point in time last year compared to \$246,835 this year. There has been a saving in materials and contracts, as only \$4,000 has been spent in marketing and promotions.

Revenue for the same timeframe last year was \$231,483 and the loss is mainly due to the loss in lease income, with some variances in function room hire and memberships.

## LEGISLATIVE COMPLIANCE

Nil

## OPTIONS

Not applicable as the report is for information only.

## FINANCIAL IMPLICATIONS

The Financial Implication are outlined in the Officer's comments above.

## 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

The impact of COVID-19 on The RISE Operating Performance has been significantly less than the impact last financial year to date. Operations recommenced as of 1 July 2020, despite budgeted predictions, it would only open in January 2021. The budget for The RISE will be reassessed as part of the Mid-Year Budget Review.



**10.6.3.5 Proposed Changes to Local Government (Financial Management) Regulation 1996**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate & Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	

**SUMMARY**

The Department of Local Government, Sport and Cultural Industries (the Department) drafted the *Local Government (Financial Management) Amendment Regulations 2020 (FM regulations 2020)*. The proposed statutory changes intend to reduce cost and reporting burden on Local Governments by removing requirements for revaluation of certain asset classes, and to address recent changes in accounting standards for leases, particularly right of use (ROU) assets. The draft *FM regulations 2020* is currently in the consultation phase.

**OFFICER'S RECOMMENDATION**

That Council:

1. Notes the proposed changes in the draft Local Government (Financial Management) Amendment Regulations 2020 (FM regulations 2020).
2. Notes that the Chief Executive Office has applied to the Department of Local Government, Sport and Cultural Industries for an extension of Financial Report submission.

**COMMITTEE RECOMMENDATION TO COUNCIL**

That Council:

1. **Notes the proposed changes in the draft *Local Government (Financial Management) Amendment Regulations 2020 (FM regulations 2020)*.**
2. **Notes that the Chief Executive Office has received approval from the Department of Local Government, Sport and Cultural Industries for an extension of Financial Report submission.**

**BACKGROUND**

Australian Accounting Standard Board (AASB) introduced new accounting standards AASB 16 Leases and AASB 2018-8 Amendments to Australian Accounting Standards – Right-of-use (ROU) Assets of not-for-profit entities that are applicable for the first time to Local Government for the financial year 2019/20.

ROU assets, are assets where the City has the exclusive right to use an asset as part of a lease or agreement for a pre-determined timeframe. Examples of ROU are photocopiers, vested land and buildings.

The Department initially thought the changes are immaterial to Local Governments. In addition, COVID-19 delayed consultation with the sector. Feedback has since been received by the Department from the sector on the draft *FM regulations 2020*.

The intention of the statutory changes are to reduce cost and reporting burden on Local Government by simplifying and removing requirements for revaluation of certain asset classes, and to address the changes in AASB 16 in relation to the treatment of leases, particularly right-of-use assets. Meanwhile, AASB 2018-8 also provides options for not-for-profit entities to measure

a class(es) of ROU assets arising from the application of AASB 16 at fair value or cost, however the current *Financial Management Regulations* requires all assets to be valued at fair value. Therefore, the Department is proposing the below changes to provide relief to the sector.

The proposed changes to the *FM regulations 2020* are:

- Plant and equipment, including furniture and artwork.  
The requirement to revalue plant and equipment type assets has been removed from the Regulations. The amendment requires this asset category to be carried at depreciated cost.
- Land, buildings, infrastructure and investment properties must be carried at fair value i.e. price received in an arm's length transaction, now revalued on a 5-year cycle (rather than 3-year cycle), unless fair value is materially different from the carrying amount.
- Commercial leases are to be brought onto the Statement of Financial Position by recognising the ROU assets and corresponding liabilities. The change to Local Government (Financial Management) Regulation 17A would require these to be held at cost rather than to be continuously revalued.
- Peppercorn leases such as vested crown land and land under roads should be reported at zero cost.

If the proposed changes are gazetted for initial application from 2019/20, it will remove the requirement for re-statements in the Annual Financial Report.

## EXTERNAL CONSULTATION

The City has received a copy of the proposed changes from the Department and a position paper from OAG. A copy of these documents has not been provided as part of this report as changes are still being drafted.

City Officers attended the Financial Management Regulations Webinar held by Local Government Professionals WA (LGPWA), the Department, OAG on 16 September 2020.

The City has written to the Department providing feedback and seeking clarification on the accounting treatment specifically on donated assets and vested buildings under the drafted provisions.

## OFFICER'S COMMENTS

LGPWA, the Department and OAG held a webinar on 16 September 2020. During the webinar, the Department encouraged Local Governments to apply for a submission extension for its Annual Financial Report to allow sufficient time for the Local Government to assess the impact of these amendments. It was emphasised that OAG will not sign-off the Annual Financial Report while the *FM regulations 2020* are being passed by the parliament and gazetted.

The survey conducted during the webinar indicated that 88% of LGPWA's members would apply for an extension on submitting the Annual Financial Report until the parliament approves and gazettes the *FM regulations 2020*.

In light of the late proposed regulation amendments, the City requires further assessment based on the proposed changes, particularly with vested and donated assets.

As a result, the City has applied to the Department for an extension on submitting its Annual Financial Report pending the outcome of the proposed amendments being approved by the parliament and gazetted. At the time of writing this report, the Department was unable to confirm the timeframes for the amendments.

In addition, depending on the timing of the gazettal, and the final amendments, there is a potential that these changes could delay the issuing of the City's audit report for the 2019/20 Annual Financial Report and therefore may delay the Annual General Meeting of Electors. However, in accordance with the *Local Government (COVID19 Response) Order 2020*, Local Governments are not able to hold Annual General Meeting of Electors while a State of Emergency is in place.

Based on the proposed changes, the known impacts at this time on the City 2019/20 Annual Financial Report are:

- Derecognise vested land i.e. golf courses, and any other sporting or recreational facilities of state or regional significance. The City currently has 9 assets totalling \$10,410,000 which would be impacted by the removal of this regulation.
- The planned furniture and equipment revaluation will not be processed
- Additional disclosures in the Annual Financial Statements

Until the City has received additional information from the Department, the City cannot determine the impact on the following on the 2019/20 Annual Financial Statement:

- Vested assets including land under roads and buildings
- Donated Assets

#### **LEGISLATIVE COMPLIANCE**

- *Local Government Act 1995*
- *Local Government (Financial Management) 1996*
- *Draft Local Government (Financial Management) Amendment Regulations 2020*
- *Australian Accounting Standards*
- *Local Government (COVID19 Response) Order 2020*

#### **OPTIONS**

No applicable as the report is information only.

#### **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 service  
Outcome L1: Accountable and good governance

#### **CONCLUSION**

The proposed regulatory change of the *Local Government (Financial Management) Regulation 1996* will have a significant impact on the current accounting policies adopted by the City. The amount of work required to assess the impact of these amendments will be onerous. Hence, it is advisable for the City to apply to the Department of Local Government, Sport and Cultural Industries for an extension of the Financial Report 2019/20 submission pending the outcome of the *FM regulations 2020* being passed by the parliament and gazetted.

**10.6.3.6 Rating Strategy**

<b>Responsible Branch:</b>	Financial Services	
<b>Responsible Directorate:</b>	Corporate and Strategy	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	

**SUMMARY**

The City is currently undertaking a major review of the long-term financial plan. To complement the plan, a rating strategy will be developed. This report is seeking direction from Council in the development of the rating strategy.

**OFFICER'S RECOMMENDATION**

That Council request the Chief Executive Officer to develop a rating strategy to be presented to Council by March 2021 for public comment, which addresses the following:

- a) Uniform Rating;
- b) Specified Area Rates; and
- c) Waste Avoidance and Resources Recovery Levy.

**COMMITTEE RECOMMENDATION TO COUNCIL**

**That Council request the Chief Executive Officer to develop a rating strategy to be presented to Council by March 2021, which addresses the following**

- a) Uniform Rating;**
- b) Differential Rating; and**
- c) Waste Avoidance and Resources Recovery Levy.**

**BACKGROUND**

*Local Government Act 1995 (the Act)* Section 6.32 allows Local Governments to impose a general rate on rateable land within its district which may be uniform or differential. In addition, a specified area rate and service charge may be imposed.

**General Rates**

A uniform rate is where a single rate-in-the-dollar is imposed to all properties irrelevant of the characteristics of the property. The rate-in-the-dollar is multiplied by the Gross Rental Value (GRV) to determine general rates payable for each property. The GRV is determined by Landgate and reviewed every three years.

The City currently imposes a uniform rate to all properties regardless of their characteristics and the rating strategy is not proposing to change this model.

Council may wish to explore differential rates which is where a different rate-in-the-dollar is set for different groups of properties. Section 6.33 of the Act, prescribes what can be used to group properties such as zoning, vacant or predominant use. In accordance with Section 6.36 of the *Local Government Act 1995*, the City is to give a minimum notice of 21 days of the intention to apply differential rates and payments, advertising for public comment and seeking Ministerial approval if the imposed rate-in-the-dollar is more than twice the lowest.

The development of the rating strategy it is not proposing to incorporate a change to the general rates model.

**Specified Area Rates (SAR)**

Section 6.32 and 6.37 of the Act, enables Local Governments to impose a SAR within a portion of the district. A SAR to fund the cost of specific work, services or facility, where the residents or ratepayers would have benefited from.

**Service Charges**

*Local Government (Financial Management) Regulations 1996*, Regulation 54, prescribes service charges as:

- property surveillance and security;
- television and radio rebroadcasting;
- underground electricity; and
- water.

Currently, the City does not charge any service charges. The cost of the City's surveillance and security services is included in the general rate.

**Waste Avoidance and Resource Recovery Levy (WARR Levy)**

Section 67 of the Waste Avoidance and Resource Recovery Act (WAAR Act) allows a levy to be charged to assist with the management of contaminated sites and waste management.

**COVID-19 Concession**

For the 2020-21 Budget, Council's objective was to ensure that general rates did not increase. If the GRVs stayed the same amount as the previous year, it would have been simple. However, the State Government did move forward with the new valuations and therefore, the City adjusted the calculations to ensure that the objective was still met. In order to achieve this, Council, as part of the 2020-21 Budget adoption, approved a COVID-19 concession. The concession was a specific amount for each property and has been applied to ensure the rates amount stayed the same.

The development of the rating strategy will address the process for transition away from the COVID-19 Concessions and ensuring that there will be sufficient revenue for future years.

**EXTERNAL CONSULTATION**

No consultation has occurred with the public or other agencies on this matter in the development of this report. Once developed it is proposed to commence community engagement on the rating strategy prior to final adoption by Council.

**OFFICER'S COMMENTS**

Rate revenue is, on average 60% of the total revenue, as indicated in 2019-20 Annual Financial Report and 2020-21 Annual Budget. As a result, the rating strategy determined by the City will have a significant influence on the City's long-term financial sustainability. A rating strategy will aim to create a framework that equitably, transparently and consistently shares the burden of rates and charges across the City's landowners. This strategy will guide future budgets and the long-term financial plan development.

The City's property profile is:

- Residential 92%
- Commercial 2%
- Industrial 3%
- Vacant Land 3%

### **General Rates**

As the City has a mature rate base, with high proportion of residential properties, there is limited value in moving from a uniform general rate to a differential general rate. The primary reasons for this are:

- Number of residential properties – currently the City has 92% residential properties and a change in rating strategy could potentially move a large portion of the rates burden to commercial and industrial properties.
- Number of vacant land properties – generally a higher differential rate is used for vacant land to encourage development. Given the low percentage of vacant land, its questionable the amount of development would be encouraged with a higher rate for vacant land.
- Differential strategy complex – implementing and maintenance of a differential rating strategy is more complex and has a higher administrative burden than a uniform rating strategy.

In the short to medium term, it is recommended that the City should adopt a uniform general rate rating strategy and ensure all future rate increases be directly linked to the long term financial plan. Any deviation from the planned rate increases will result in a funding shortfall over the life of the plan.

### **SAR**

It is recommended the rating strategy, in conjunction with the long-term financial plan, consider a SAR to provide funding towards:

- Major infrastructure projects and the repayment of specific loans.
- Rejuvenating local and neighbourhood precincts.
- The implementation of strategies which improve City amenity and the community's standard of living.
- Meeting established higher service levels or specific local community needs as identified.

### **Waste Avoidance and Resource Recovery Levy (WARR Levy)**

It is recommended the City adopt a WARR Levy to contribute toward funding contaminated sites and waste management. This will provide funds for increasing the landfill restoration and general waste management reserve balances, waste management, site investigation and potential rehabilitation works.

The City monitors sites as required and undertakes ad-hoc investigations, such as site investigation for potential development. By imposing a levy, it will quarantine funds to ensure the City not only meets its statutory obligations imposed by the Department of Water and Environmental Regulation but to ensure funds are available for additional investigation and remediation works as required.

A WARR levy is currently imposed by the Cities of Canning and Kalamunda for waste management and contaminated sites.



## Service Charges

The City currently provides a property surveillance and security service; however, the cost of this service is incorporated into the uniform general rate. It is not recommended to separate this cost from the uniform rate.

## COVID-19 Concessions

Although the rating strategy will not determine rating levels, it will include the principles behind the rating strategy. In addition, the strategy will address phasing out of the COVID-19 concessions.

## LEGISLATIVE COMPLIANCE

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Waste Avoidance and Resource Recovery Act 2007 (WARR Act 2007)*

## 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.

<b>Option 1</b>	<b>That Council request the Chief Executive Officer to develop a rating strategy to be presented to Council by March 2021 for public comment, which addresses the following:</b> <ul style="list-style-type: none"> <li>a) <b>Uniform Rating;</b></li> <li>b) <b>Specified Area Rates; and</b></li> <li>c) <b>Waste Avoidance and Resources Recovery Levy.</b></li> </ul>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	The development of a rating strategy will complement the long term financial plan. In addition, it will outline the principals used to develop the City's rating strategy that underpin the rates revenue in the long term financial plan. A uniform general rate, SAR and WARR Levy will provide a good mix of funding sources along with fees and charges for the long term financial plan	

<b>Option 2</b>	<b>That Council request the Chief Executive Officer to develop a rating strategy to be presented to Council by March 2021 for public comment, which addresses the following:</b> <ul style="list-style-type: none"> <li>a) <b>Uniform Rating; and</b></li> <li>b) <b>Waste Avoidance and Resources Recovery Levy.</b></li> </ul>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	The development of a rating strategy will complement the long term financial plan. In addition, it will outline the principals used to develop the City's rating strategy that underpin the rates revenue in the long term financial plan. Not considering a SAR as part of the long-term financial plan may result in all ratepayers funding the cost of specific work, services or facility, where the groups' residents or ratepayers would have benefited from. In addition, few projects may be considered as a result of lower income.	

<b>Option 3</b>	That Council request the Chief Executive Officer to develop a rating strategy to be presented to Council by June 2020, which addresses topics to be determined by Council.
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Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	High
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
<b>Conclusion</b>	The development of a rating strategy will complement the long term financial plan. In addition, it will outline the principals used to develop the City's rating strategy that underpins the rates revenue in the long term financial plan. Not charging a SAR or WARR Levy may require fewer projects to be included in the long term financial plan or an increased burden on rates.	

<b>Option 4</b>	<b>That Council request the Chief Executive Officer not to develop a rating strategy.</b>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	High
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
<b>Conclusion</b>	Without a rating strategy there will be limited transparency for the Community on the methodology used by Council to determine rates. In addition, there will be limited certainty over the projects contained in the long term financial plan as deviation from the stating strategy and rate increases could cause a shortfall in funding over the life of the plan.	

## FINANCIAL IMPLICATIONS

The rating strategy can be developed within existing resources.

## 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  
 Outcome B3: Quality built environment.

**CONCLUSION**

It is recommended a rating strategy be developed to complement the long term financial plan. The strategy will include principals behind the City's rating strategy and phasing out the COVID-19 concessions.

**10.6.4 Heritage Advisory Committee – 13 October 2020****10.6.4.1 Proposed Local Planning Policy – Heritage Places and Significant Tree Register**

<b>Responsible Branch:</b>	Strategic Planning and Place	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Proposed Local Planning Policy – Heritage Places and Significant Tree Register 2. Proposed Heritage Place Guidelines 3. Proposed Significant Tree Register Guidelines 4. Summary of Submissions	
<b>Refer:</b>	Item 10.4.2: OMC 21.07.2020 Item 10.4.7: OMC 03.09.2019	

**SUMMARY**

Council consideration is sought in relation to adopting for public advertising proposed Local Planning Policy – Heritage Places and Significant Tree Register and associated Heritage Places and Significant Tree Register guidelines.

**OFFICER'S RECOMMENDATION**

That Council adopts for public advertising the proposed Heritage Places and Significant Tree Register policy (Attachment 1) and associated Heritage Places and Significant Tree Register guidelines (Attachments 2 and 3).

**COMMITTEE RECOMMENDATION TO COUNCIL**

That Council request that the Chief Executive Officer amend the draft policy to separate the Heritage Places (including Heritage Trees) and Significant Tree Register to create two separate policies incorporating the feedback provided by the Committee and refer the draft policies to the appropriate Committee for consideration.

**BACKGROUND**Heritage Places

Council at its Ordinary Council Meeting held 21 July 2020 resolved:

*“That Council:*

*...*

- 2. Requests the Chief Executive Officer to prepare a local planning policy on the process for the inclusion, modifications/removal of places from the LHS [Local Heritage Survey], to be presented to a future Heritage Advisory Committee meeting.”*

Significant Tree Register

Council at its Ordinary Council Meeting held 3 September 2019 resolved:

*“That:*

- 1. Council, pursuant to section 75 of the Planning and Development Act 2005, resolves to initiate Amendment No. 86 to the City of Bayswater Town Planning Scheme No. 24 by:  
Inserting the following new clause 8.3.9.5:*

*"8.3.9.5 Development approval is required prior to the removal, destruction and/or interference with any tree included on the City of Bayswater heritage list or significant tree register."*

2. *The Amendment is standard under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:*
  - (a) *The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and*
  - (b) *The amendment is not a complex or basic amendment.*
3. *Upon finalisation of the scheme amendment documentation, the documentation is forwarded to the Department of Water and Environmental Regulation for assessment, and the Department of Planning, Lands and Heritage - Heritage Directorate for referral.*
4. *Upon the Notice of Assessment from the Department of Water and Environmental Regulation being received (and issues raised being complied with), the proposed scheme amendment be advertised for public comment.*
5. *The proposed amendment is referred to Council for further consideration following public advertising."*

The scheme amendment was subsequently advertised for public comment and 28 submissions were received – 27 objecting and one providing other comments (submitters choose to categorise their submission as 'other' when they consider their submission does not fit into any of the standard categories).

## EXTERNAL CONSULTATION

### Significant Tree Register - Scheme Amendment

The scheme amendment documentation was referred to the Department of Water and Environmental Regulation (DWER), for assessment. In correspondence dated 16 January 2020 the DWER advised the City that the proposed scheme amendment would not require environmental assessment.

Following notification from the DWER, the City advertised the proposed scheme amendment to the public in accordance with Council's resolution of 3 September 2019 for a period of 60 days from 26 March 2020 to 25 May 2020.

28 submissions were received during the consultation period, 27 objecting and one providing other comments (submitters choose to categorise their submission as 'other' when they consider their submission does not fit into any of the standard categories).

The vast majority of objections related to the uncertainty surrounding the implications of the scheme amendment. The key issues submitters wanted clarity about include:

- Who can nominate a significant tree?
- How will having a significant tree impact landowners and neighbouring properties?
- What can and cannot be done to a significant tree?
- What is the process for deciding if a tree is significant?
- What are the maintenance requirements of a significant tree?
- How will having a significant tree impact property development?

A summary of the submissions and the City's officers comments are contained in **Attachment 4**.

Proposed Local Planning Policy – Heritage Place and Significant Tree Register

In the event that the policy and associated guidelines are adopted for advertising, they will be advertised in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations), by way of:

1. Notification being published in The Eastern Reporter newspaper;
2. Information being placed on the City's engagement website; and
3. Hard copies being made available for inspection at the City's Civic Centre and libraries.

**OFFICER'S COMMENTS**Heritage Place and Significant Tree Synergies

The City's Heritage List/Local Heritage Survey and Significant Tree Register are considered similar in that they identify and list features within the City that have special value and then impose restrictions on those features to ensure their ongoing conservation and protection.

Having a place or tree listed on the City's Heritage List/Local Heritage Survey and Significant Tree Register can have serious implications for landowners, which is why it is important that appropriate policy and guidance are put in place to ensure that the processing and assessment of heritage places and significant trees is fair, consistent and accountable.

In addition, combining provisions relating to the City's Heritage List/Local Heritage Survey and Significant Tree Register into one policy reduces the overall number of Council policies and reduces duplication of similar information.

Local Planning Policy

The proposed local planning policy is simple in composition but necessary to give an appropriate statutory head of power to process and assess heritage places and significant trees. It also required in order to give an appropriate head of power to the proposed guidelines, which will provide a more detailed level of information and guidance.

Guidelines

The proposed Heritage Place Guidelines and Significant Tree Register Guidelines provide a more detailed level of information and guidance, specifically in regard to:

- Entering, modifying or removing a heritage place from the Heritage List and/or Local Heritage Survey or including or removing a tree from the Significant Tree Register.
- The information required to be provided.
- The criteria in which an application will be assessed against.
- The process for assessing an application.
- What will and will not require planning approval.
- Implications for landowners and neighbouring properties.

Impact of Significant Tree Guidelines on Adjoining Land Owners

As detailed in the Guidelines, the inclusion of trees on private property in the Significant Tree Register may have substantial unintended impacts on adjoining landowners. In accordance with the Guidelines, neighbouring properties would be responsible for the maintenance and ongoing health of any significant tree which overhangs their property. This would result in the adjoining landowner being required to obtain a development approval for all pruning, maintenance and other works up to the property boundary. Also any works would need to be undertaken by a qualified arborist with all associated costs being borne by the impacted (adjoining) landowner.



To help mitigate the issues in relation to the above, it is proposed that the City will consult with the adjoining landowners likely to be impacted prior to including a tree on the Register, to determine whether they are supportive of its inclusion. Further, when assessing whether a tree should be included on the Register, a panel will consider if the tree poses a significant risk to the buildings, property and assets on the site and neighbouring properties. They are also to consider whether the inclusion of a tree on the Register will pose an unacceptable level of risk to the future development potential of neighbouring properties.

Additionally, to protect potential future purchasers of the land a notification will be included in the Orders and Requisitions form provided by the City on all land sales. This process currently occurs to advise potential buyers of a heritage listing. Where there is a potential impact on an adjoining land owner there is also the option to place a caveat on the title to ensure that anyone looking up the certificate of title is aware of the significant tree listing. These options to protect future purchasers would apply to both the subject site and adjoining land owners.

Nevertheless it should be noted that the inclusion of a tree on the Significant Tree Register may limit a neighbouring properties ability to develop their land as new development may impact on its root zone and or tree canopy. It is considered that the City may be liable for loss of development potential should this occur.

While it is understood that there may be significant impacts on the adjoining land owners the City has contacted other local governments which have similar policies in place, including the requirements for adjoining land owners to obtain development approval and a qualified arborists report. These local governments have advised that they have not had any issues raised from adjoining land owners. Further the City understands that the matter has not been raised at any recent State Administrative Tribunal hearings.

### Conclusion

It is considered that the proposed local planning policy and guidelines ensure that the processing and assessment of heritage places and significant trees is fair, consistent and accountable, which responds to:

- Council's resolution to provide guidance on the process for the inclusion, modification and removal of heritage places from the Local Heritage Survey; and
- The communities need for greater certainty surrounding the implications of the Significant Tree Register scheme amendment.

### **LEGISLATIVE COMPLIANCE**

Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* prescribes the process for creating local planning policies.

Schedule 2, Part 3 of the *Planning and Development (Local Planning Schemes) Regulations 2015* prescribes the requirements in relation to Heritage Lists.

Part 8 of the *Heritage Act 2018* prescribes the requirements in relation to Local Heritage Surveys.

### **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.

<b>Option 1</b>	<b>That Council adopts for public advertising the proposed Heritage Places and Significant Tree Register policy (Attachment 1) and associated Heritage Places and Significant Tree Register guidelines (Attachments 2 and 3).</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	It is considered that this option has moderate community, stakeholder and financial management risks given the potential impact on neighbouring properties and their future development potential.	

Option 2	That Council adopts for public advertising the proposed Heritage Places and Significant Tree Register policy ( <u>Attachment 1</u> ) and associated Heritage Places and Significant Tree Register guidelines ( <u>Attachments 2 and 3</u> ), with modifications determined by Council.		
Risk Category		Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction		Moderate	Dependent on the modification(s).
Reputation		Low	
Governance		Low	
Community and Stakeholder		Moderate	
Financial Management		Low	
Environmental Responsibility		Low	
Service Delivery		Low	
Organisational Health and Safety		Low	
Conclusion	The risks are dependent on the modification(s) determined by Council.		

<b>Option 3</b>	<b>That Council does not adopt for public advertising the proposed Heritage Places and Significant Tree Register policy (Attachment 1) and associated Heritage Places and Significant Tree Register guidelines (Attachments 2 and 3).</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	It is considered that this option has moderate reputation and community and stakeholder risk, as community members generally expect the City to provide appropriate guidance for the fair, consistent and accountable processing and assessing of heritage places and significant trees.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Advertising the proposed policy

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Not listed in the LTFP

**Notes:** N/A

**Item 2:** Staffing Costs

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Not listed in the LTFP

**Notes:** This cost estimate (per application) is based on a preliminary assessment by the City's Parks and Gardens team, a panel assessment, community engagement, council report and general administration.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$600	-	-	-	-	-	\$14,000
2	-	-	\$2,800	-	-	-	-

## 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 B3: Quality built environment.

Theme: Our Natural Environment

Aspiration: A green and sustainable environment.

Outcome N1: Natural environment and biodiversity which are conserved and protected.

It is considered that the proposed policy will assist to protect and conserve places with recognised heritage value and significant trees within the City of Bayswater.

## CONCLUSION

In light of the above, it is recommended that Council adopts the proposed policy and guidelines for public advertising.

**Attachment 1**

City of  
**Bayswater**

## Heritage Place and Significant Tree Register Policy



### Purpose

The purpose of this policy is to outline information, requirements and guidance in relation to:

- Entering, modifying or removing a place from the City of Bayswater Heritage List and/or Local Heritage Survey;
- Including or removing a tree from the City of Bayswater Significant Tree Register on private land or in the public domain; and
- Removing, destructing, interfering and/or maintaining a tree on the City of Bayswater Significant Tree Register.

### Objectives

The objectives of this policy are:

1. To identify and recognise the importance of heritage places and significant trees in the City of Bayswater to ensure an increased level of protection and care.
2. To ensure that the processing and assessment of heritage places and significant trees is fair, accountable, consistent and comparable.
3. To ensure that the City of Bayswater fulfils its statutory obligations under the *Heritage Act 2018* and the *Planning and Development (Local Planning Schemes) Regulations 2015* in relation to heritage matters.

### Introduction

The City of Bayswater has a number of places and trees that hold special aesthetic, social and cultural value to the community. Inclusion of these places and trees on the City of Bayswater Heritage List, Local Heritage Survey and/or Significant Tree Register acknowledges their value and can also provide them with a level of statutory protection to better ensure their ongoing conservation and care.

### Scope

This policy applies to:

1. Existing or potential places that could be included on the City of Bayswater Heritage List and/or Local Heritage Survey.

2. Existing or potential trees that could be included on the City of Bayswater Significant Tree Register.

## Requirements

1. Applications to enter, modify or remove a place from the City of Bayswater Heritage List and/or Local Heritage Survey are to be made in accordance with the City's Heritage Place Guidelines.
2. Applications to include or remove a tree from the City of Bayswater Significant Tree Register are to be made in accordance with the City's Significant Tree Register Guidelines.
3. The proposed removal, destruction, interference and/or maintenance of a Significant Tree is to be undertaken in accordance with the City's Significant Tree Register Guidelines.

## Related legislation

This policy is adopted under all Local Planning Schemes in force within the City of Bayswater, in accordance with Schedule 2, Part 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Schedule 2, Part 3 of the Regulations sets out the requirements in relation to Heritage Lists.

Part 8 of the *Heritage Act 2018* sets out the requirements in relation to Local Heritage Surveys.

Relevant Delegations	TP-D01
Council Adoption	

**Attachment 2**

City of  
**Bayswater**

# Heritage Place Guidelines

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au



**Introduction**

These guidelines provide guidance for people wanting to enter, modify or remove a place from the City of Bayswater Heritage List and/or Local Heritage Survey.

**Applicants**

1. The heritage place application form is required to be filled out and signed.
2. Only landowners can apply to enter, modify or remove a place listed in the City's Heritage List and/or Local Heritage Survey.
3. All landowners are required to consent to the application;
4. Any applicable strata body or similar is required to consent to the application;
5. The applicant is to advise if the place is occupied by anyone other than a landowner(s); and
6. Applicants are advised to familiarise themselves with the implications of having a heritage place before applying.

**Heritage Place Assessments**

1. All applications to enter, modify or remove a place from the Heritage List and/or Local Heritage Survey are to be accompanied by a Heritage Assessment.
2. It is advised, but not compulsory, for applicants to engage a suitably qualified Heritage Consultant or similar to prepare a Heritage Assessment. Costs associated with the Heritage Assessment are to be borne by the applicant.
3. A Heritage Assessment accompanying an application is to include different information depending on the type of application, as detailed in the below table:

	Type of Application		
	Entering a new Place	Modifying an existing Place	Removing an existing Place
Place Record	Information required to be included in a place record as detailed in the State Heritage Office's document <i>Criteria for the Assessment of Local Heritage Places and Areas</i> .	Proposed changes to the information detailed in the existing place record.	NA
Heritage Assessment Criteria	Justification that the place satisfies the Heritage Assessment Criteria, detailed in these guidelines.	NA	Justification that the place does not satisfy the Heritage Assessment Criteria, detailed in these guidelines.
Management Category	Justification about what level of	If applicable, justification that the	NA



	significance the heritage place should be allocated with regard to the Management Category information, detailed in these guidelines.	level(s) of significance has changed with regard to the Management Category information, detailed in these guidelines.	
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## Heritage Place Assessment Criteria

To be considered worthy of inclusion on the Local Heritage Survey, a heritage place must satisfy at least one of the following criteria.

### Criteria 1 - Aesthetic Value - *It is significant in exhibiting particular aesthetic characteristics.*

A place or area included under this criteria will have characteristics of scale, composition, materials, texture and colour that are considered to have value for the local district. This may encompass:

- Creative or design excellence.
- The contribution of a place to the quality of its setting.
- Landmark quality.
- A contribution to important vistas.

A place will not necessarily need to conform to prevailing 'good taste', or be designed by architects, to display aesthetic qualities. Vernacular buildings that sit well within their cultural landscape due to the use of local materials, form, scale or massing, may also have aesthetic value.

For a place to be considered a local landmark, it will need to be visually prominent and a reference point for the local district.

In the case of a heritage area, the individual components will collectively form a streetscape, townscape or cultural environment with significant aesthetic characteristics.

A place or area is not normally included under this criteria if:

- Its distinguishing features have been lost, degraded or compromised.
- Landmark or scenic qualities have been irreversibly degraded by surrounding or infill development.
- It has only a loose association with creative or artistic excellence or achievement.

### **Criteria 2 - Historic Value** - *It is significant in the evolution or pattern of the history of the local district.*

A place or area included under this criteria should:

- Be closely associated with events, developments or cultural phases that have played an important part in the locality's history.
- Have a special association with a person, group of people or organisation important in shaping the locality (either as the product or workplace of a person or group, or the site of a particular event connected with them).
- Be an example of technical or creative achievement from a particular period.

Contributions can be made in all walks of life including commerce, community work and local government. Most people are associated with more than one place during their lifetime and it must be demonstrated why one place is more significant than others.

The associations should be strong and verified by evidence and, ideally, demonstrated in the fabric of the place.

A place or area will generally be excluded if:

- It has brief, incidental or distant association with historically important activities, processes, people or event.
- It is associated with events of interest only to a small number of people.
- It retains no physical trace of the event or activity.

A place reputed to be the scene of an event, but for which there is no evidence to support the claim, is not normally considered under this criteria.

### **Criteria 3A - Research Value** - *It has demonstrable potential to yield information that will contribute to an understanding of the natural or cultural history of the local district.*

A place included under this criteria may be a standing structure or archaeological deposit and will generally be an important benchmark or reference site.

A place of research value should provide, or demonstrate a likelihood of providing, evidence about past activity. This may include important information about construction technology, land use or industrial processes not available anywhere else.

The information should be inherent in the fabric of the place.

A place will not normally be included under this criteria if:

- There is little evidence to suggest the presence of archaeological deposits.
- The place is not able to provide useful information through the fabric.
- It is likely to yield similar information to other places.
- It is likely to yield information that could easily be obtained from documentary sources.

**Criteria 3B - Research Value** - *It is significant in demonstrating a high degree of technical innovation or achievement.*

A place included under this criteria should:

- Show qualities of innovation or represent a new achievement for its time.
- Demonstrate breakthroughs in design or places that extend the limits of technology.
- Show a high standard of design skill and originality, or innovative use of materials, in response to particular climatic or landform conditions, or a specific functional requirement, or to meet challenge of a particular site.

Many of the places included under this criteria are industrial sites, though examples of engineering (such as bridge construction and road design) might also meet this criteria.

A place would not normally be considered under this criteria if its authenticity were so diminished that while the achievement was documented, it was no longer apparent in the place.

**Criteria 4 - Social Value** - *It is significant through association with a community or cultural group in the local district for social, cultural, educational or spiritual reasons.*

Most communities will have a special attachment to particular places. A place would be considered for inclusion under this criteria if it were one that the community, or a significant part of the community, has held in high regard for an extended period.

Places of social value tend to be public places, or places distinctive in the local landscape, and generally make a positive contribution to the local 'sense of place' and local identity.

They may be symbolic or landmark places, and may include places of worship, community halls, schools, cemeteries, public offices, or privately owned places such as hotels, cinemas, cafes or sporting venues.

Places need not be valued by the entire community to be significant. A significant group within the community may be defined by ethnic background, religious belief or profession.

A place will not normally be considered if its association is commonplace; or of recent origin; is recognised by only a small number of people; or if the associations are not held very strongly or cannot be demonstrated satisfactorily to others.

Of all the criteria, social value is the hardest to identify and substantiate. Care should be taken not to confuse cultural heritage significance with amenity or utility. There must be evidence that the building/place is valued over and above the activities that occur there.



### **Criteria 5 - Rarity** - *It demonstrates rare, uncommon or endangered aspects of the cultural heritage of the local district.*

This criteria encompasses places that either are rare from the time of their construction, or subsequently become rare due to the loss of similar places or areas.

A place or area of rarity value should:

- Provide evidence of a defunct custom, way of life or process;
- Demonstrate a custom, way of life or process that is in danger of being lost; or
- Demonstrate a building function, design or technique of exceptional interest.

A place or area will not normally be considered under this criteria if:

- It is not rare in the locality.
- It appears rare only because research has not been undertaken to determine otherwise.
- Its distinguishing features have been degraded or compromised.

### **Criteria 6 - Representativeness** - *It is significant in demonstrating the characteristics of a class of cultural places or environments in the local district.*

A place included under this criteria should provide a good example of its type.

A place may be representative of a common building or construction type, a particular period or way of life, the work of a particular builder or architect, or an architectural style.

To be considered a good representative example, the place should have a high level of authenticity.

Places will be excluded if their characteristics do not clearly typify their class, or if the representative qualities have been degraded or lost.

### **Criteria 7 - Condition, Integrity and Authenticity**

While Condition and Integrity are considerations in assessing the significance of a place, it is possible for a place of poor condition or poor integrity to be identified as significant on the basis of a value to which Condition and Integrity are relatively unimportant (e.g. a ruin with high historic value).

Places identified in an inventory will usually have a Medium to High degree of Authenticity.

However it is possible to include places of low Authenticity if they exhibit evolution of use and change that is harmonious with the original design and materials.

The three terms are defined as follows:

**Condition**      The current state of the place in relation to the values for which that place has been assessed, and is generally graded on the scale of Good, Fair or Poor.

<b>Integrity</b>	The extent to which a building retains its original function, generally graded on a scale of High, Medium or Low.
<b>Authenticity</b>	The extent to which the fabric is in its original state, generally graded on a scale of High, Medium or Low.

## Management Categories

Once a place is considered worthy of inclusion on the Local Heritage Survey, a place is to be allocated a management category (between 1 and 5) based on its level of significance. Places that are allocated a Management Category between 1 and 3 will also be included on the City's Heritage List.

CATEGORY	LEVEL OF SIGNIFICANCE	DESIRED OUTCOME
<b>1</b>	<b>Exceptional Significance</b>  Essential to the heritage of the locality. Rare or outstanding example. Recommended for inclusion on the State Register of Heritage Places.	The place should be retained and conserved unless there is no feasible and prudent alternative to doing otherwise.  Any alterations or extensions should reinforce the significance of the place, and be in accordance with a Conservation Plan (if one exists for the place).  Include on the Heritage List.
<b>2</b>	<b>Considerable Significance</b>  Very important to the heritage of the locality. High degree of integrity/authenticity	Conservation of the place is highly desirable.  Any alterations or extensions should reinforce the significance of the place.  Include on the Heritage List.
<b>3</b>	<b>Some/Moderate Significance</b>  Contributes to the heritage of the locality. Has some altered or modified elements, not necessarily detracting from the overall significance of the item	Conservation of the place is desirable.  Any alterations or extensions should reinforce the significance of the place, and original fabric should be retained wherever feasible.  Include on the Heritage List.
<b>4</b>	<b>Little significance</b>  Contributes to the understanding of the history of the City of Bayswater.	Photographically record prior to major development or demolition.  Recognise and interpret the site if possible.  Do not include on the Heritage List.
<b>5</b>	<b>Historic Site</b>  Historic site. Recognise, for example, with a plaque, place name, or acknowledge in new urban or architectural design.	Recognise and interpret the site if possible.  Do not include on the Heritage List.

## Heritage Assessment and Decision Making Process

Stage 1	
1.	The application to enter, modify or remove a place listed in the Heritage List and/or Local Heritage Survey will be assessed by the City.
2.	The City may engage an independent Heritage Consultant or similar to provide advice if considered necessary.
Stage 2	
1.	The application will be advertised to owners and occupiers, for a minimum period of 21 days.
2.	The City may undertake any other consultation as considered appropriate.



Stage 3	
1.	The application and any submissions received during consultation will be referred to the City's Heritage Advisory Committee and Council to consider and make a decision.
2.	Submissions unrelated to heritage significance will not be considered, such as impact to the development potential of the property and impact to property value.
3.	Landowners, occupiers and anyone else that made a submission during the consultation period will be informed in writing of the applicable Council meeting date and their ability to make a deputation.
4.	Once a determination is made, landowners, occupiers and anyone that made a submission will be informed of the decision in writing.
Stage 4	
1.	The City's Heritage List and/or Local Heritage Survey will be updated in accordance with Council's decision.
2.	The City will notify the Heritage Council of Western Australia about any changes to the City's Local Heritage Survey and Heritage List.

## Implications and Responsibilities for Landowners

Having a heritage place listed on the City's Heritage List and/or Local Heritage Survey has the following implications for landowners:

- Landowners are responsible for ensuring that their place is properly maintained - meaning that there is no actual or imminent loss or deterioration of a place's structural integrity and/or heritage elements.
- The City offers incentives and grants to places on the City's Local Heritage Survey that may be available to landowners to help restore and maintain heritage properties. These include:
  - Heritage grants (applicable to places on the City's Heritage List only);
  - Refunding of planning and building fees; and
  - The flexible application of development requirements (applicable to places on the City's Heritage List only).
- A heritage listing has the potential to constrain the future development potential of the property over and above the requirements that are already in place as part of the Local Planning Framework.
- Development of properties on the City's Heritage List requires planning approval.
- A heritage listing may impact insurance policies. Landowners are advised to check with their insurance provider in this regard.

## Review of the City's Heritage List and/or Local Heritage Survey

There are three levels of review of the City's Heritage List and/or Local Heritage Survey:

- Administrative updates** - minor corrections and additions to a heritage place.

2. **Place/area specific reviews** - entering, modifying or removing a specific place on the City of Bayswater Heritage List and/or Local Heritage Survey.
3. **General review** – a substantial review of all places listed on the City of Bayswater Heritage List and/or Local Heritage Survey.

These guidelines apply to 'place specific reviews'. Guidance on 'administrative updates' and 'general reviews' can be found in the Heritage Council's *Guidelines for Local Heritage Surveys*.

## Viewing the City's Heritage List and Local Heritage Survey

The City's Heritage List and Local Heritage Survey is available to view on the City's website or at the City of Bayswater Civic Centre, during business hours.

## Definitions

1. **Local Heritage Survey** – The Local Heritage Survey, established under the provisions of the *Heritage Act 2018*, comprises a list of places which in the opinion of Council have heritage significance. The Local Heritage Survey provides a cultural and historic record of the district and assists a local government in preparing a Heritage List or Heritage Areas under a local planning scheme. Inclusion on the Local Heritage Survey has no implications for the development of a property over and above the requirements that are already in place as part of the Local Planning Framework.
2. **Heritage List** – The Heritage List is established and maintained under the *Planning and Development (Local Planning Schemes) Regulations 2015*. The Heritage List contains places that are considered worthy of built heritage protection and conservation. Inclusion on the Heritage List has implications on the development of a property over and above the requirements that are already in place as part of the Local Planning Framework.
3. **Heritage Place** - Under the *Heritage Act 2018*, place means:  
"A defined or readily identifiable area of land and may include any of the following things that are in, on or over the land –
  - (a) *Archaeological remains;*
  - (b) *Buildings, structures, other built forms, and their surrounds;*
  - (c) *Equipment, furniture, fittings and other objects (whether fixed or not) that are historically or physically associated or connected with the land;*
  - (d) *Gardens and man-made parks or sites;*
  - (e) *A tree or group of trees (whether planted or naturally occurring) in, or adjacent to, a man-made setting."*

**Attachment 3**

**City of  
Bayswater**

**Significant Tree Register Guidelines**



61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

## Introduction

These guidelines provide guidance for people wanting to include or remove a tree from the City of Bayswater Significant Tree Register on private land or in the public domain.

In addition, these guidelines provide information about the removal, destruction, interference and/or maintenance of a tree, which is registered on the City of Bayswater Significant Tree Register.

## Applicants

1. The significant tree register application form is required to be filled out and signed.
2. Only landowners can apply for a Significant Tree(s) to be included on the Significant Tree Register on private land.
3. All landowners are required to consent to the application.
4. Any applicable strata body or similar is required to consent to the application.
5. Any person can apply for a Significant Tree(s) for inclusion on the Significant Tree Register in the public domain.
6. Landowners are advised to familiarise themselves with the implications of having a tree registered on the Significant Tree Register before applying for a tree for inclusion on the register and to speak with any neighbouring landowners who have the potential to be impacted by the tree.

## Significant Tree Assessment

1. All applications to include a tree on the City's Significant Tree Register are to be accompanied by a Significant Tree Assessment.
2. It is compulsory for applicants to engage a suitably qualified Arborist to prepare the Significant Tree Assessment. Costs associated with the Significant Tree Assessment are to be borne by the applicant.
3. The Significant Tree Assessment is to provide justification that the tree satisfies the Significant Tree Assessment Criteria.

## Significant Tree Assessment Criteria

To be considered worthy of inclusion on the Significant Tree Register, trees must:

- Satisfy all the criteria from the General Category, to the satisfaction of the City; and
- Satisfy at least one criteria from at least two different optional categories (Categories 1 to 4), to the satisfaction of the City.



**General Category**

1. A tree(s) is to be of an appropriate species and of general good health, as determined by a qualified arborist;
2. A tree(s) is not to pose an unacceptable level of risk to buildings, property and assets on the subject site, neighbouring properties and within the public realm, as determined by a qualified arborist; and
3. A tree(s) is not to pose an unacceptable level of risk to the future development potential of neighbouring properties, as determined by a qualified arborist.

**Optional Category 1 - Outstanding Visual/Aesthetic Significance**

1. A tree(s) that is outstanding for its height, trunk circumference or canopy spread - 500mm Diameter at Breast Height (DBH) or over 10m high;
2. A tree(s) that occurs in a prominent location or context;
3. A tree(s) that contributes significantly to the landscape in which it grows in comparison to other trees within a 100m radius - including streetscapes, parks, gardens or natural landscapes;
4. A tree(s) that exhibits an unusual growth form or physical feature; and/or
5. A tree(s) that is of a significant age - 100 years or older.

**Optional Category 2 - Botanic/Scientific Significance**

1. A tree(s) that is of an important genetic value that could provide important and valuable propagating stock. This could include specimens that are particularly resistant to disease or climatic extremes or have a particular growth form; and/or
2. A tree(s) that demonstrates a likelihood for producing information that will help the wider understanding of natural or cultural history by virtue of its use as a research site, teaching site, type locality or benchmark site.

**Optional Category 3 - Significant Ecological Value**

1. A priority, rare, threatened or locally uncommon species or ecological community;
2. An indigenous remnant tree(s) that predates the urban development in its immediate proximity;
3. A tree(s) that makes a significant contribution to the integrity of an ecological community, including its role as a seed source or specialised habitat;
4. A remnant specimen(s) now reduced in range or abundance, which indicates the former extent of the species, particularly range limits;
5. A tree(s) that is part of a significant habitat element for rare, threatened, priority or locally uncommon or common native species; and/or
6. The tree(s) is in close proximity to recognised ecological linkages or biodiversity corridors.

### Optional Category 4 - Historical, Commemorative, Cultural or Social Significance

1. A tree(s) that is associated with public significance or important historical event for the City; and/or
2. A tree(s) that is highly valued by the community or cultural groups for reasons of strong religious, spiritual, cultural or other social associations, including trees associated with Aboriginal heritage and culture.

## Tree Nomination Assessment and Decision Making Process

Stage 1
<ol style="list-style-type: none"> <li>1. The nominated tree will be assessed by a panel that includes the City's Consulting Arborist, Manager Parks and Gardens and Manager Sustainability and Environment.</li> <li>2. Further advice may be drawn upon from internal or external personnel as the need arises to ensure a thorough assessment is undertaken.</li> <li>3. The panel will make a determination on a tree's worthiness for inclusion on the Significant Tree Register based on the assessment criteria and qualified arborist assessment provided by the nominee.</li> <li>4. If the panel do not consider the tree is worthy of inclusion on the Significant Tree Register, the nominee will be informed of the decision in writing. If the nominee is dissatisfied by the decision, they can request for it to be referred to Council to make a decision.</li> </ol>
Stage 2
<ol style="list-style-type: none"> <li>1. If the panel consider the tree is worthy of inclusion on the Significant Tree Register, the nomination will be advertised to potentially impacted neighbouring landowners for a minimum period of 21 days.</li> <li>2. Neighbouring landowners will be made aware of the implications that inclusion of the tree on the Significant Tree Register may have on their property.</li> <li>3. If no objections are received from neighbouring landowners, the nomination will be approved by the panel, and the applicant and any potentially impacted neighbouring landowners will be informed of the decision in writing.</li> </ol>
Stage 3
<ol style="list-style-type: none"> <li>1. If an objection is received from a neighbouring landowner, the nomination request will be referred to Council to make a decision.</li> <li>2. The landowner and neighbouring landowners who made a submission during the advertising period will be informed in writing of the applicable Council meeting date and their ability to make a deputation to Council.</li> <li>3. Once a determination is made the applicant, any submitters and any potentially impacted neighbouring landowners will be informed of the decision in writing.</li> </ol>

**Stage 4**

1. Trees approved will be formally listed on the Significant Tree Register, which will include details about the tree, a photograph and a statement detailing its significance. The location of the other information will be included on the City's Geographic Information System.

**What requires Development Approval**

1. Development approval is required prior to the removal, destruction and/or interference with any tree included on the City's Significant Tree Register, this includes:
  - (a) The severing of branches, limbs, stems, trunk or roots of a tree that are greater than 50mm in diameter;
  - (b) Any excavation resulting in removal of roots greater than 50mm in diameter within the trees calculated Tree Protection Zone (TPZ);
  - (c) Any excavation within the trees Structural Root Zone (SRZ) that requires the removal of any root;
  - (d) Pruning for aesthetic appearance; and/or
  - (e) Any other act that has the potential to cause damage to a tree, as determined by the City.
2. If a landowner is in any doubt about what requires planning approval, they are advised to liaise with the City prior to undertaking any pruning or other works.
3. Applicants are advised to discuss with City officers what forms are to be filled out and what information is to be submitted with an application for development approval. Applications are to be accompanied by an assessment of the tree undertaken by a qualified arborist.
4. Approved works must be undertaken by a qualified arborist, to the satisfaction of the City.

**What does not require Planning Approval****Pruning**

Pruning of a significant tree is permitted to be undertaken by a qualified arborist without the need for planning approval, this includes:

1. The removal of dead wood or the treatment of disease where it is in the general interests of improving or maintaining the health of the tree;
2. The severing of branches, limbs, stems or roots of a tree that are less than 50mm in diameter;
3. Any excavation resulting in removal of roots less than 50mm in diameter within the trees calculated Tree Protection Zone (TPZ); and/or
4. Works required to maintain the legislated clearance requirements for utility services providers, such as Western Power or the Water Corporation.



## Emergency Works

1. Works urgently necessary for the safety of people and property, public safety, safety or security of plant or equipment, maintenance of essential services, or protection of the environment is exempt from the requirement to obtain development approval.
2. These works must be undertaken by a qualified arborist to the satisfaction of the City.
3. The landowner is required to notify the City in writing within five working days following the emergency work having been undertaken. Notification must include a report by the qualified arborist who carried out the work.

## Implications and Responsibilities

### Implications and Responsibilities for Landowners

Landowners are advised to think carefully before deciding to nominate a tree for inclusion on the Significant Tree Register. A significant tree has the following implications for landowners:

1. Landowners are responsible for the ongoing health and maintenance of a significant tree within their property boundary. All associated costs are to be borne by the landowner.
2. All pruning, maintenance and other works is required to be undertaken by a qualified arborist. All associated costs are to be borne by the landowner.
3. Landowners who have significant trees on their property are required to arrange for a qualified arborist to inspect the tree once a year. Landowners are required to pay for any pruning or other remedial maintenance as advised by the arborist.
4. While some pruning and other works can be undertaken to a significant tree without planning approval, landowners will need to apply for and obtain planning approval to undertake certain works associated with a significant tree. All associated costs are to be borne by the landowner.
5. A significant tree has the potential to constrain the future development potential of the property.
6. A significant tree may only be removed from the Significant Tree Register under certain circumstances. A significant tree will remain on the Significant Tree Register if/when land ownership changes.
7. A significant tree may impact insurance policies. Landowners are advised to check with their insurance provider in this regard.

### Implications and Responsibilities for Neighbouring Properties

The inclusion of a tree on the Significant Tree Register may have the following implications for neighbouring properties:

1. Neighbouring landowners are responsible for the ongoing health and maintenance of any part of a significant tree that overhangs their property up to the boundary line. All associated costs are to be borne by the impacted landowner.
2. Where part of a significant tree overhangs a neighbouring property, all pruning, maintenance and other works up to the property boundary is required to be undertaken by a qualified arborist. All associated costs are to be borne by the impacted landowner.
3. While some pruning and other works can be undertaken to a significant tree without planning approval, neighbouring landowners will need to apply for and obtain planning approval to

undertake certain works associated with any part of a significant tree that overhangs a their property up to the boundary line. All associated costs are to be borne by the impacted landowner.

4. Where part of a significant tree overhangs a neighbouring property, it may constrain the development potential of the property.
5. A significant tree may impact insurance policies. Neighbouring landowners are advised to check with their insurance provider in this regard.

## Removal from Register

Subject to obtaining development approval, a tree may be removed from the Significant Tree Register if:

1. The tree is dead;
2. The tree poses an unacceptable level of risk exists within its structure and remedial techniques cannot rectify it;
3. The tree is suffering from a disease where remedial techniques will not prevent further spread of the disease, and the removal will be of benefit to other trees around it; and/or
4. The tree is causing significant damage to infrastructure and suitable documented evidence is provided by a qualified arborist, at the expense of the applicant.

The following reasons will not be considered sufficient for removal:

1. Withdrawal of the support from the landowner (or new landowner).
2. To facilitate the placement of a permanent vehicle access crossing.

To remove a tree from the Significant Tree Register, landowners are required to provide an assessment from a qualified arborist detailing evidence and reasons why the tree should be removed from the register.

## Definitions

1. **Tree Protection Zone (TPZ)** – A protection zone that protects all parts of a tree from accidental or wilful damage, as calculated by a qualified arborist based on the appropriate Australian Standards.
2. **Structural Root Zone (SRZ)** – A protection zone that protects tree roots from accidental or wilful damage, as calculated by a qualified arborist based on the appropriate Australian Standards.

**Attachment 4**

## Summary of Submissions

No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
1.	Gary Warne, 3 King William Street, Bayswater	Object	Owens a property in the area.	<ul style="list-style-type: none"> <li>Landowners should have right to develop without trying to build around trees. Trees on a register will stop some development due to the trees location and therefore devalue properties. Maintaining larger trees at the expense of ratepayers' property unacceptable.</li> <li>Requirements for a percentage of landscaping or trees as part of development is acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines specify that only landowners are able to nominate trees on their land. Therefore it will be at the discretion of landowners if they want impose restrictions on their land, which may impact development potential.</li> <li>The City currently has requirements for trees to be provided as part of new development. Only certain types of development are required to provide a percentage of landscaping as part of new development.</li> </ul>
2.	Greg Da Rui, 1 King William Street, Bayswater	Object	Owens a property in the area.	<ul style="list-style-type: none"> <li>The Significant Tree Register is a disincentive to investment and should be removed.</li> <li>Incentivising developers to retain and plant new trees is more appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines specify that only landowners are able to nominate trees on their land. Therefore it will be at the discretion of individual landowners if they want impose restrictions on their land, which may impact development potential.</li> <li>The City currently has a policy that incentivises the retention of trees as part of new development and requires new trees to be provided where no trees are retained.</li> </ul>
3.	Antonietta Da Rui, 29 King William Street, Bayswater	Object	Owens a property in the area.	<ul style="list-style-type: none"> <li>Object to anyone being able to nominate a tree on someone else's property, which could impact property value.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines specify that only landowners are able to nominate trees on their land.</li> </ul>
4.	Rebecca Travaglione, 29 Rosebery Street, Bayswater	Object	Owens a property in the area.	<ul style="list-style-type: none"> <li>The policy will encourage the removal of trees in the short term and frustrate development, which should not happen in this economy.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines specify that only landowners are able to nominate trees on their land. This will ensure landowners are not motivated to remove trees from their property, for fear of their trees being</li> </ul>

No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<ul style="list-style-type: none"> <li>Retention of trees should be incentivised, rather than mandated.</li> </ul>	<p>nominated for inclusion on the Significant Tree Register by someone else, which may restrict their development potential.</p> <ul style="list-style-type: none"> <li>The City currently has a policy that incentivises the retention of trees as part of new development. The City does not have any policy or other requirements that mandates the retention of trees.</li> </ul>
5. – 28.	<p>Jenelle Acton, 26 Aughton Street, Bayswater</p> <p>Simone O'Reilly, 1 Grafton Road, Bayswater</p> <p>Peter Buchanan, 12 Grafton Road, Bayswater</p> <p>Paul Shanahan, 35 Grosvenor Road, Bayswater</p> <p>Andrew Watt, 16 King William Street, Bayswater</p>	<p>23 x Object</p> <p>1 x Other</p>	<p>21 x Owns a property in the area.</p> <p>1 x Occupies a property in the area.</p> <p>1 x Private citizen who has an interest in the area.</p> <p>1 x Other</p>	<p><u>Encourage people to remove trees</u></p> <ul style="list-style-type: none"> <li>Concerned that this could be counterproductive, people may remove trees after being advised that their tree may be listed on tree register.</li> </ul> <p><u>Incentivising tree retention</u></p> <ul style="list-style-type: none"> <li>Incentivising the retention and planting of trees would be a more effective approach.</li> <li>A registered tree benefits the whole community, yet can be a burden to landowners, due to maintenance, cleaning fallen branches and leaves, trimming roots, etc.</li> <li>Heritage listed properties have access to grants, development concessions, reduction in development application fees, access to expert advice, and other benefits to compensate them for maintaining heritage for the benefit of</li> </ul>	<p>The proposed Significant Tree Register Guidelines specify that only landowners are able to nominate trees on their land. This will ensure landowners are not motivated to remove trees from their property, for fear of their trees being nominated on the Significant Tree Register by a third party, which may restrict their development potential.</p> <ul style="list-style-type: none"> <li>The City currently has a policy that incentivises the retention of trees as part of new development and requires new trees to be provided where no trees are retained.</li> <li>The proposed Significant Tree Register Guidelines specify that it will be at the discretion of individual landowners if they want to nominate their trees for inclusion on the Significant Tree Register, on details implications which may burden them.</li> <li>No incentives are recommended at this time for landowners to nominate their trees for inclusion on the Significant Tree Register. However incentives could be considered by Council in the future.</li> </ul>



No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
	Dinah Watt, 5 Grafton Road, Bayswater			the community. No such benefits exist for trees.	
	Josh Eveson, 400 Guildford Road, Bayswater			<u>Insufficient consultation</u>	
	Anastasia Eveson, 400 Guildford Road, Bayswater			<ul style="list-style-type: none"> <li>Landowners have not been informed of the proposed Scheme Amendment, which affects the majority of landowners and ratepayers.</li> </ul> <p>Advertising on Engage Bayswater alone is insufficient as most people do not go to the site, unless they are directed by correspondence.</p>	<ul style="list-style-type: none"> <li>It is considered that the scheme amendment was adequately advertised to the public for a period of 60 days from 26 March 2020 to 25 May 2020, in accordance with the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> by way of: <ul style="list-style-type: none"> <li>Notification being published in the Easter Reporter newspaper on 26 March 2020; and</li> <li>Information being placed on the City's engagement website.</li> </ul> </li> </ul> <p>Unfortunately due to COVID-19 restrictions at the time, the City was unable to provide hard copies of the scheme amendment documentation for inspection at the City's libraries and the Civic Centre, which were closed to the public from 24 March 2020 and 27 March 2020 respectively and were not open again until after the advertising period had concluded.</p>
	Alina Racu, 24/229 Adelaide Terrace, Perth				
	Vanessa Beasley, 15 Hill Street, Bayswater				
	Ben Doyle, 11 Wisbech Street, Bayswater			<u>Guidelines have not been updated</u>	
	Ross Underwood, 60 Roberts Street, Bayswater			<ul style="list-style-type: none"> <li>The updated Significant Tree Register Guidelines were supposed to be advertising with the scheme amendment, however this did not happen.</li> </ul> <p>This means Councillors and landowners do not have enough information to make an informed decision or an informed comment.</p>	<ul style="list-style-type: none"> <li>Although updated Significant Tree Register Guidelines were not advertised with the scheme amendment, it is considered that the proposed Significant Tree Register Guidelines adequately address the concerns raised by the community during the advertising period, enabling Council to make an informed decision.</li> </ul>
	Planning Solutions,			<u>Relevant criteria missing</u>	

No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
	<p>1/251 St Georges Terrace, Perth</p> <p>Tyler Wood, 6/36-38 King William Street, Bayswater</p> <p>Craig Mariano, 19 Station Street, Bayswater</p> <p>Jay Hardison, 27A Kenilworth Street, Bayswater</p> <p>Wes Hawkins, 40 Milne Street, Bayswater</p> <p>Linda Slater, 20 Burnside Street, Bayswater</p> <p>Dan Biddle, 62 Drake Street, Bayswater</p>			<p>No considerations has been given to the potential for a tree to:</p> <ul style="list-style-type: none"> <li>• Damage buildings and property.</li> <li>• Impact neighbouring properties (shade, tree litter, etc.).</li> <li>• The financial and physical ability of the landowner to maintain the tree and the potential impact to property price and development potential.</li> <li>• The trees longevity.</li> <li>• Species suitability.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed Significant Tree Register Guidelines specify that a qualified arborist assessment is to be provided with a nomination, which is to consider the potential for the tree to damage buildings and property.</li> <li>• Shade and tree litter are not considered reasonable reasons to reject a nomination for a significant tree.</li> <li>• The proposed Significant Tree Register Guidelines outline landowner implications of including a tree on the Significant Tree Register. It is then the responsibility of landowners to consider the implications before deciding to nominate a tree for inclusion on the register.</li> <li>• If well maintained or rejuvenated, trees can live and provide amenity for a long time through various stages of maturity. It is therefore not considered appropriate to assess the suitability of a tree for inclusion on the Significant Tree Register based on its age or apparent condition.</li> <li>• The proposed Significant Tree Register Guidelines require trees to be of an appropriate species, as determined by a qualified arborist.</li> </ul>
				<p><u>Excessive financial penalties</u></p> <ul style="list-style-type: none"> <li>• Excessive financial penalties to landowners (up to \$200,000) for interfering with a tree.</li> </ul>	<ul style="list-style-type: none"> <li>• The \$200,000 penalty referenced relates to offences committed under the <i>Planning and Development Act 2005</i>.</li> </ul> <p>The penalty is not assigned by the City and it does not relate specifically to interfering with a significant tree.</p>
				<p><u>Insurance matters</u></p>	



No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
	Garry Baverstock, 24 Bassendean Road, Bayswater  Kevin Kidd, 23A Shaftesbury Avenue, Bayswater  Adam Tatangelo, 14A Morrison Street, Maylands  Glyn Mariano, 19 Station Street, Bayswater			<ul style="list-style-type: none"> <li>Large home insurance policy excesses exist if a claim is made for damage from a fallen tree that is within 10 metres of the building.</li> </ul> <p>If a landowner is unable to tend to a tree and an accident happens in a storm, where do landowners and Council stand?</p> <p><u>Lack of community desire to register trees</u></p> <ul style="list-style-type: none"> <li>In April 2019 Council resolved to allow landowners to nominate their trees for inclusion on the Significant Tree Register.</li> </ul> <p>Have there been any trees added to the register by a landowner or Councillor since?</p> <p>Why provide statutory control for a register when there is little or no demand?</p> <p><u>Abuse of non-statutory register</u></p> <ul style="list-style-type: none"> <li><i>"Adoption of Amendment 86 would leave it open to misuse, vexatious abuse, misapplication, misinterpretation, and inconsistent application. This is entirely inconsistent with orderly and proper planning."</i></li> </ul> <p><u>Defining 'interference'</u></p> <ul style="list-style-type: none"> <li>The term 'interference' in the scheme amendment is not defined.</li> </ul> <p><u>Unpopular with the Community</u></p>	<ul style="list-style-type: none"> <li>Insurance matters on private property are not Council matters. It is the responsibility of landowners to consider potential insurance matters before deciding to nominate a tree for inclusion on the Significant Tree Register.</li> </ul> <ul style="list-style-type: none"> <li>Since April 2019 there have not been any trees nominated by landowners or Councillors. However this does not mean that the City will not receive nominations in the future from landowners who want to provide an increase level of protection for their trees.</li> </ul> <ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines outline specific requirements and information to ensure that the scheme amendment operates in a fair and reasonable manner - consistent with orderly and proper planning</li> </ul> <ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines outline what the term 'interference' includes.</li> </ul> <ul style="list-style-type: none"> <li>Noted.</li> </ul>

No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<ul style="list-style-type: none"> <li>At the last two Annual General Meetings, a motion for a compulsory significant tree register was not supported.</li> <li>A motion focussing on incentives was supported to protect trees, it included rates differentials, additional building height to retain trees, support for tree maintenance; and reduction in Development Application fees where trees are retained.</li> </ul>	<ul style="list-style-type: none"> <li>No incentives are recommended at this time for landowners to nominate their trees for inclusion on the Significant Tree Register. However incentives could be considered in the future.</li> </ul>
				<p><u>Anyone can nominate a tree</u></p> <ul style="list-style-type: none"> <li>The current Significant Tree Guidelines allow anyone to nominate a tree.</li> </ul> <p>A person nominating a tree does not have to share their motivation. It is likely that a person objecting to a proposed development may use the nomination process as a way of impeding the development process. It is unfair for a person to be able to nominate a tree on someone else's land.</p> <p>Will the landowner be notified if a tree is listed on the register if they are not the nominee?</p> <p>Will the consent of all landowners of a strata property be required?</p> <p>Can a tenant nominate a tree and would the landowner be notified?</p>	<ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines specify that: <ul style="list-style-type: none"> <li>Only landowners are able to nominate a tree on their land.</li> <li>All landowners are required to consent to the nomination.</li> <li>Any applicable strata body or similar is required to consent to the nomination.</li> <li>Any person can nominate a tree in the public domain.</li> </ul> </li> </ul>
				<p><u>Utility providers</u></p> <ul style="list-style-type: none"> <li>Is development approval required to prune trees to maintain safe clearance to Western Power powerlines?</li> </ul>	<ul style="list-style-type: none"> <li>Works urgently necessary for public safety, safety of plant or equipment, maintenance of essential</li> </ul>

No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<p>If development is not approved, what is the potential fine?</p>	<p>services, or protection of the environment is exempt from the requirement to obtain development approval.</p> <p>These works must be undertaken by a qualified arborist to the satisfaction of the City.</p> <p>The landowner is required to notify the City in writing within five working days following the emergency work having been undertaken. Notification must include a report by the qualified arborist who carried out the work.</p>
				<p><u>Landowner implications</u></p> <ul style="list-style-type: none"> <li>Landowners are not aware of the implications of having a tree added to the register, including:               <ul style="list-style-type: none"> <li>The need for development approval.</li> <li>the cost for making applications and hiring arborists</li> <li>Three month timeframe for development approval to prune tree.</li> <li>Information required to be submitted with a development application.</li> <li>the need for an arborist assessment,</li> <li>The potential penalties for not getting approval before undertaking works to a tree.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines outline relevant implications for landowners considering nominating trees for inclusion on the Significant Tree Register.</li> </ul>
				<p><u>Removing trees from the register</u></p> <ul style="list-style-type: none"> <li><i>"How does a landowner remove a tree from the register? For example if their circumstances change and they need to build a granny flat for a relative, or if</i></li> </ul>	<ul style="list-style-type: none"> <li>Subject to the approval of a Development Application, a tree may only be removed from the Significant Tree Register if:               <ul style="list-style-type: none"> <li>The tree is dead.</li> </ul> </li> </ul>

No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<p><i>they want to sell their property unencumbered?"</i></p>	<ul style="list-style-type: none"> <li>- The tree poses an unacceptable level of risk exists within its structure and remedial techniques cannot rectify it;</li> <li>- The tree is suffering from a disease where remedial techniques will not prevent further spread of the disease, and the removal will be of benefit to other trees around it; and/or</li> <li>- The tree is causing significant damage to infrastructure and suitable documented evidence is provided by a qualified arborist, at the expense of the applicant.</li> </ul> <p>The following reasons will not be considered sufficient for removal:</p> <ul style="list-style-type: none"> <li>- Withdrawal of the support from the landowner (or new landowner).</li> <li>- To facilitate the placement of a permanent vehicle access crossing.</li> </ul> <p>It is therefore the responsibility of the landowner to carefully consider nominating a tree for inclusion on the Significant Tree Register.</p>
				<p><u>Decision making process</u></p> <ul style="list-style-type: none"> <li>• The current guidelines say that nominated trees will be assessed based on their aesthetic, botanical, ecological, historical, social, cultural and commemorative significance for inclusion on the register by a panel that includes the City's Consulting Arborist, Manager Parks and Gardens and Manager Sustainability and Environment.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed Significant Tree Register Guidelines outlines a fair and transparent process, including:               <ul style="list-style-type: none"> <li>- Clear requirements about who can nominate a tree.</li> <li>- Clear requirements for how and under what circumstances a tree can be removed from the register.</li> </ul> </li> </ul>

No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<p><i>"There is no oversight by Council. The owner has no right to have a say. There is no right of appeal. There is no process for removing a tree from the register. The process is not transparent, undemocratic, unjust, and does not provide due process or procedural fairness to the owners of the tree."</i></p>	<ul style="list-style-type: none"> <li>- A landowners right to request their nomination be referred to Council to make a decision, when the panel decides that their nominated tree is not worthy for inclusion on the Significant Tree Register.</li> <li>- The nomination being referred to Council to make a decision, when an objection is received from a neighbouring landowner.</li> </ul>
				<p><u>Development approval implications</u></p> <p>There are costs and administrative hurdles for landowners, including:</p> <ul style="list-style-type: none"> <li>• A processing time of three or more months, particularly when determined at a Council meeting.</li> <li>• Payment of development application fees.</li> <li>• Preparation of detailed plans.</li> <li>• Cost of an arborist report.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed Significant Tree Register Guidelines outline relevant implications for landowners considering nominating trees for inclusion on the Significant Tree Register, including the need to obtain development approval to undertake certain works to a significant tree.</li> </ul>
				<p><u>Rights to prune or remove trees</u></p> <p>The scheme amendment does not allow for legitimate reasons to prune or remove a tree, such as:</p> <ul style="list-style-type: none"> <li>• Blocking light into windows or solar collectors.</li> <li>• Branches blocking a path.</li> <li>• Western Power requiring a tree to be trimmed.</li> <li>• Roots blocking drains or destroying foundations.</li> <li>• The tree being diseased.</li> <li>• Risk of falling branches injuring people or property.</li> <li>• Tree extending into a neighbouring property being developed.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed Significant Tree Register Guidelines clarify what pruning can be undertaken with and without the need to obtain development approval. The guidelines also require pruning of a significant tree to be undertaken by a qualified arborist.</li> </ul> <p>Development approval is required prior to the removal of a significant tree.</p>

No.	Submitter Name & Address	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<u>Neighbour issues</u> <ul style="list-style-type: none"> <li>Neighbours are not advised about significant trees and may trim overhanging branches, which could result in them being fined up to \$200,000.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed Significant Tree Register Guidelines outline implications for neighbouring landowners.</li> </ul> <p>The guidelines also outline the assessment and decision making process, which require potentially impacted neighbouring landowners to be notified of a nomination and allows them to object to the nomination. If they object, then the nomination is to be referred to Council to make a decision.</p>
				<u>New property owners</u> <ul style="list-style-type: none"> <li>Potential new property owners undertaking due diligence review statutory protections, such as heritage list, will miss the Significant Tree Register as it is not a statutory list.</li> </ul> <p>This could result in a new owner removing a tree without knowing the tree and being fined up to \$200,000.</p>	<ul style="list-style-type: none"> <li>It is the responsibility of perspective landowners to do their due diligence on property before buying.</li> </ul> <p>Significant trees will be recorded on the City's GIS system and divulged as part of a request to the City for information relating to land.</p> <p>In addition, the owner/agent is responsible for letting potential new landowners know about all material facts that they know or should reasonably know about the property that may affect the value of the property. It is considered that a property containing a significant tree is something that the owner/agent should reasonably know about.</p>



**10.6.5 Local Homelessness Advisory Committee – 22 October 2020****10.6.5.1 The Local Homelessness Strategy Project Timeframe**

<b>Responsible Branch:</b>	Community Development	
<b>Responsible Directorate:</b>	Community and Development	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority Required	
<b>Attachments:</b>	1. Local Homelessness Strategy Proposed Project Timeframe.	
<b>Refer:</b>	Item 10.4.12: OCM 24.03.2020 Item 10.4.9: OCM 22.09.2020	

**SUMMARY**

For Council to note the City's proposed Local Homelessness Strategy – project timeframe and key community engagement activities as presented in **Attachment 1** to this report. These planned engagement activities will assist to inform the City's inaugural Local Homelessness Strategy.

**OFFICER'S RECOMMENDATION**

**That Council endorse the updated Local Homelessness Strategy project timeframe and key community engagement activities, as detailed in Attachment 1 to this report for the final strategy to be presented to Council for adoption by no later than July 2021.**

**BACKGROUND**

At the Ordinary Council Meeting held on 24 March 2020, Council resolved as follows:

*"That Council:*

1. *Approves the establishment of a Local Homelessness Advisory Committee from December 2020.*
2. *Approves the Terms of Reference for the proposed Local Homelessness Advisory Committee, as contained in Attachment 1 to this report.*
3. *Appoints the following members to the Local Homelessness Advisory Committee for the term set out in the Terms of Reference:*
  - (a) *Cr Sally Palmer*
  - (b) *Cr Stephanie Gray*
  - (c) *Cr Giorgia Johnson*
  - (d) *Cr Lorna Clarke*
4. *Appoints all Councillors who are not Members of the Local Homelessness Advisory Committee as Deputy Members to that Committee for the required term. If a Member is unable to attend a meeting, the order of appointment of the Deputy at that meeting will be based on:*
  - (a) *Councillor of the same Ward as the Member of the Committee; and*
  - (b) *Length of service.*
5. *Authorises the Chief Executive Officer to seek expressions of interest for five community representatives to become Local Homelessness Advisory Committee Members.*

6. *Endorses the timeframe for the completion of the City's Local Homelessness Strategy to be amended to:*
  - (a) *A draft strategy to be prepared by the City and considered by Council no later than 28 February 2021; and*
  - (b) *The final strategy, incorporating public consultation and stakeholder views, to be presented to Council no later than May 2021.*
7. *Approves the appointment of 0.2 FTE position to assist with the administration of the Local Homelessness Committee equalling an amount of \$17,000 (per annum or part thereof) and for this amount to be included in the 2020/21 Budget.*
8. *Disbands the current Homelessness and Social Housing Working Group by 30 June 2020."*

Further to this, at the Ordinary Council Meeting held on 22 September 2020, Council resolved to appoint six community representatives to the Local Homelessness Advisory Committee, with the first meeting scheduled for 22 October 2020. The Terms of Reference for the Committee were also amended to reflect the appointment of six community representatives to the Committee, instead of the five listed in the previously adopted Terms of Reference (24 March 2020).

The complex issue of homelessness and responding to the needs of people experiencing homelessness in WA is considered to be a State responsibility. The management of homelessness issues is not considered a core business of local government. However, local government does have a responsibility to advocate; ensure the community is educated; make referrals to appropriate agencies and work in collaboration with agencies to help end homelessness.

In December 2019, the Department of Communities released its 10 year Strategy on Homelessness 2020-2030 entitled *All Paths Lead to a Home*. The Strategy aims to be a whole-of-community plan to address homelessness in WA. Its intent is to find better ways to prevent homelessness and support those who are experiencing it.

The Strategy on Homelessness 2020-2030 highlights priority actions within four focus areas:

1. Improving Aboriginal wellbeing.
2. Providing safe, secure and stable homes.
3. Preventing homelessness.
4. Strengthening and coordinating our responses and impact.

The Strategy on Homelessness 2020-2030 further details the way in which local governments can contribute to the vision of the Strategy:

- Making information on local services and supports available and accessible;
- Ensuring Rangers and front-line staff are informed and supported to interact with people experiencing homelessness and, where appropriate, refer them to local services;
- Working with Police to support and refer people experiencing homelessness to local services and supports;
- Coordinating volunteer and charity groups through a place-based approach that better meets the needs of people experiencing homelessness; and
- Utilising land and assets to create places that are inclusive and can support vulnerable people.

The Australian Bureau of Statistics 2016 Census, estimated there were 210 persons in the City of Bayswater experiencing homelessness, this equates to 0.3% of the City's total population.

**EXTERNAL CONSULTATION**

The City consulted Shelter WA, which is the state's independent peak body that advocates for social and affordable housing, and ending homelessness. Shelter WA were consulted to inform the engagement activities proposed in **Attachment 1** to this report.

Wider community consultation was not required to inform this report.

**OFFICER'S COMMENTS**

The intention of the City's Local Homelessness Strategy, as resolved by Council, is to ensure the Strategy addresses how on an ongoing basis, the City can best meet the needs of those who may experience homelessness and detail actions that the City can implement to prevent homelessness in the district. Additionally, the City Strategy will consider the priority areas listed within the Department of Communities 10-year Strategy on Homelessness 2020- 2030 to ensure a well-rounded approach.

The successful development and implementation of the City of Bayswater's Local Homelessness Strategy is dependent on meaningful community engagement with identified stakeholders and will reinforce the City's commitment in helping to end homelessness. To that end, the proposed Project Timeframe document, as presented in **Attachment 1** details one key engagement workshop with LHAC and other key stakeholders and the release of a community survey in December 2020. The LHAC will be provided with an opportunity to review the survey before it is released to the public. In addition, four LHAC meetings are scheduled between October 2020 and July 2021.

The first LHAC meeting scheduled for 22 October 2020, will assist to inform key themes to be included into the Strategy and to be workshopped with other stakeholders on 3 December 2020.

It is important to note that the original resolution of Council from the Ordinary Council Meeting held on 24 March 2020, detailed (in part):

*"That Council:*

*...*

9. *Endorses the timeframe for the completion of the City's Local Homelessness Strategy to be amended to:*
  - (c) *A draft strategy to be prepared by the City and considered by Council no later than 28 February 2021; and*
  - (d) *The final strategy, incorporating public consultation and stakeholder views, to be presented to Council no later than May 2021."*

The proposed project timeframe and key activities detailed in **Attachment 1** and in the table below propose some of the original timeframes listed in the Council resolution to be pushed out, as follows:

- Having a draft strategy prepared by the City and considered by Council no later than 30 April 2021 (instead of 28 February 2021); and
- Having the final strategy, incorporating public consultation and stakeholder views, to be presented to Council no later than 31 July 2021 (instead of 31 May 2021).

The proposed extended timeframe will ensure that agenda settlement timeframes can be met for both the LHAC and Ordinary Council Meetings, in particular as the Ordinary Council Meeting dates for the first half of 2021 are yet unknown.

**Proposed project timeframe and key activities:**

Date	Key Activities
August	<ul style="list-style-type: none"> <li>Community Engagement Plan approved by stakeholders.</li> </ul>
August	<ul style="list-style-type: none"> <li>Expressions of Interest for Local Homelessness Advisory Committee (LHAC).</li> </ul>
22 September 2020	<ul style="list-style-type: none"> <li>Appointment of LHAC community representatives</li> </ul>
22 October 2020	<u>Local Homelessness Advisory Committee Meeting #1</u> <ul style="list-style-type: none"> <li>Approval of Local Homelessness Strategy Project Timeframe and engagement strategy</li> <li>Review the proposed framework for the Local Homelessness Strategy</li> </ul>
27 October 2020	<ul style="list-style-type: none"> <li>Rough sleeper count #2</li> </ul>
30 November – 11 December 2020	<ul style="list-style-type: none"> <li>Community Engagement Survey – Engage Bayswater</li> </ul>
3 December 2020	<ul style="list-style-type: none"> <li>Local Homelessness Strategy Community Engagement Workshop (Facilitated by subject matter experts)</li> </ul>
14 January 2021	<u>Local Homelessness Advisory Committee Meeting #2</u> <ul style="list-style-type: none"> <li>Presentation of community feedback- key findings</li> </ul>
25 March 2021	<u>Local Homelessness Advisory Committee Meeting #3</u> <ul style="list-style-type: none"> <li>Draft Strategy to be presented to the Local Homelessness Advisory Committee.</li> </ul>
April 2021 (date TBC)	<ul style="list-style-type: none"> <li>Draft Strategy to be presented to Council with a resolution to release it for public comment for a period of two weeks.</li> </ul>
May 2021	<ul style="list-style-type: none"> <li>Release draft Strategy for public comment for two weeks</li> </ul>
10 June 2021	<u>Local Homelessness Advisory Committee Meeting #4</u> <ul style="list-style-type: none"> <li>Presentation of public comment feedback received</li> <li>Endorse the final Strategy for Council adoption</li> </ul>
June or July 2021 (date TBC)	<ul style="list-style-type: none"> <li>Submit final Strategy for Council adoption</li> </ul>
July 2021	<ul style="list-style-type: none"> <li>Thank the LHAC for their contributions.</li> <li>Committee is disbanded, as per Terms of Reference.</li> </ul>

**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.

<b>Option 1</b>	<b>That Council endorse the updated Local Homelessness Strategy project timeframe and key community engagement activities, as detailed in <u>Attachment 1</u> to this report for the final strategy to be presented to Council for adoption by no later than July 2021.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
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
<b>Conclusion</b>	It is considered that there are low risks associated with the information provided in this report, as it meets the intent of Council's resolution to develop a Local Homelessness Strategy with input from the LHAC and other key stakeholders. The extended project timeframe will enable meaningful engagement with the LHAC, the community and key stakeholders. It will also enable public comment on the draft Strategy and further review prior to Council's adoption of the final Strategy.	

<b>Option 2</b>	<b>That Council does not endorse the updated Local Homelessness Strategy project timeframe, as detailed in <u>Attachment 1</u> to this report, so as to keep the previously Council endorsed timeframe for the final strategy to be presented to Council for adoption no later than May 2021.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Moderate
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	It is considered that there is a moderate risk to governance and a high risk to community and stakeholders, should Council not endorse the updated Local Homelessness Strategy project timeframe. Not extending the timeframe for completion of the City's Local Homelessness Strategy would limit meaningful engagement with the LHAC, the community and key stakeholders prior to Council's adoption of the final Strategy. It may also result in the completion of the Strategy being rushed by City staff due to agenda settlement dates (governance) that must be adhered to for both the LHAC and Ordinary Council Meetings, in particular as the Ordinary Council Meeting dates for the first half of 2021 are yet unknown.	

<b>Option 3</b>	<b>That Council endorses the updated Local Homelessness Strategy project timeframe, as detailed in <u>Attachment 1</u> to this report with amendments.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	N/A
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	

<b>Conclusion</b>	The risks associated with this option cannot be determined as they will depend upon the amendments made by Council. However an extended project timeframe will enable meaningful engagement with the LHAC, community and key stakeholders prior to Council's adoption of the final strategy.
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## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Development of the City of Bayswater Local Homelessness Strategy.

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Not itemised in the LTFP.

**Notes:** The confirmed 2020/2021 budget includes \$8,000, to support the development and endorsement of the City of Bayswater Local Homelessness Strategy, which includes contractors, promotion, catering and printing.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$8,000	N/A	Staff time is covered by the relevant annual budgeted wages for 2020/21	N/A	N/A	N/A	\$8,000

## 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 C2: Accessible services that recognise diversity  
 Strategy C2.1: Ensure the City's services and facilities are accessible and inclusive.

Theme: Leadership and Governance  
 Aspiration: Open, accountable and responsive service  
 Outcome L2: Proactively communicates and consults  
 Strategy L2.1: Communicate and engage with the community.

The City's inaugural Local Homelessness Strategy will be a key strategic document that supports the City of Bayswater's community aspirations. The Strategy will include practical actions that will drive the City's contribution to ending homelessness at a local level.

## CONCLUSION

Within **Attachment 1**, the City has proposed specific community engagement activities to support the development of the City's first Local Homelessness Strategy.

The proposed project timeframe and associated activities are considered to provide a solid foundation to support the development of the City's Local Homelessness Strategy by involving the LHAC and other key internal and external stakeholders. In addition, the proposed timeframe will allow City staff to meet agenda settlement timeframes more effectively for both the LHAC and Ordinary Council Meetings.



**Attachment 1**

Date	Key Activities
August	<ul style="list-style-type: none"> <li>Community Engagement Plan approved by stakeholders.</li> </ul>
August	<ul style="list-style-type: none"> <li>Expressions of Interest for Local Homelessness Advisory Committee (LHAC).</li> </ul>
22 September 2020	<ul style="list-style-type: none"> <li>Appointment of LHAC community representatives</li> </ul>
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April 2021 (date TBC)	<ul style="list-style-type: none"> <li>Draft Strategy to be presented to Council with a resolution to release it for public comment for a period of two weeks.</li> </ul>
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June or July 2021 (date TBC)	<ul style="list-style-type: none"> <li>Submit final Strategy for Council adoption</li> </ul>
July 2021	<ul style="list-style-type: none"> <li>Thank the LHAC for their contributions.</li> <li>Committee is disbanded, as per Terms of Reference.</li> </ul>

**11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****11.1 Cr Georgia Johnson - Development of Significant Endemic Tree Policy**

In accordance with clause 5.3(1) of the City of Bayswater's *Standing Orders Local Law 2018*, Cr Georgia Johnson raised the following motion:

***That Council requests the Chief Executive Officer investigate the development of a Policy to provide protection for Significant Endemic Trees.***

**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 intention of the Notice of Motion is to provide protection for remnant bushland, being plants which naturally occur and have grown in the City of Bayswater. A policy would provide a Council position in relation to Significant Endemic Trees and would act as a guide in decision-making when considering their removal. The preservation of significant endemic trees is intended to assist the City in maintaining biodiversity and nature links for a resilient environment and encourage the production of the next generation of these tree species.

**OFFICER'S COMMENT**

The motion as currently worded would enable the investigations into the development of a policy to provide for the protection of significant endemic trees within the City, which would encompass both public and private land. Officers will need to investigate whether there is scope for the development of a policy which can supply an appropriate level of protection and is ultra vires.

Should the motion be adopted, a report will be provided to the Policy Review and Development Committee as to the next step for the Committee's consideration.

**LEGISLATIVE COMPLIANCE**

As part of the investigation, Officers will consider whether there is any legislation that will impact on the enforceability of the policy.

**LEGISLATIVE COMPLIANCE**

As part of the investigation, Officers will consider whether there is any legislation that could render the policy ultra vires.

**FINANCIAL IMPLICATIONS**

At this stage, only Officer time will be required in relation to the investigation and development of the Policy.

**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**

At this stage, City Officers will need to investigate whether the development of the policy is ultra vires. If appropriate, a policy will be developed and referred to the policy review and development committee.

**VOTING REQUIREMENT**

Simple Majority required.

**12. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

<b>2</b>	<b>Cr Steven Ostaszewskyj</b>	<b>Mr Doug Pearson, Director Works and Infrastructure</b>
(a)	<i>Just in regards to the storage facility on King Street, the expressions of interest for community groups and organisations to be able to access that furniture was due to go out last week but it didn't make the deadline so I understand it's going out this week. My question is, two years ago or a year ago, I did a Motion when I was a private citizen in regards to getting inventory done of the stuff that's inside that storage facility. With this expression of interest, do we have a new inventory that we're using, or is it the old inventory that we're using as part of that expression of interest process?</i>	It will be the most up to date inventory the City has – so it has been revised.
(b)	<i>And in regards to people getting a copy of that inventory, that will all be explained in the expressions of interest?</i>	Correct.
<b>3</b>	<b>Cr Lorna Clarke</b>	<b>Mr Andrew Brien, Chief Executive Officer</b>
	<i>I have a question just following on from the skate park debate – so, in particular, in relation to the supplementary agenda, page 17, item 10.5.3.2 (although it's marked up in here as 1.2). Can the City please, I suppose, update Councillors as soon as we have assurance, and how are we going to get assurance from the State Government? There's a \$1.8 million estimate here that we haven't got on our budget for this, so I really want some assurance that we are getting this money from the State Government. My question is, how are we getting assurance from the State Government that they are paying a minimum of the \$1.8 million which we do not have budgeted?</i>	The recommendation that was passed tonight obviously was to write to the State Government and get the financial terms and conditions, so they will address it as part of that.

<b>4</b>	<b>Cr Giorgia Johnson</b>	
	<p><i>Can I have an update please on the progress of the dog pound? I think it's not the proper word for it, but the upgrades to the dog storage facility, is that the right word?</i></p>	<p>Roof sheeting has been adapted to allow for better natural lighting and ventilation.</p> <p>Quotes have been sought for new windows and doors, epoxy painting of the kennel floor, floor tiling, installation of a hot water system and internal painting.</p> <p>Work should commence within the near future.</p> <p>The City Parks and Garden team will soon be tidying up the rear dog exercise areas.</p> <p>Local schools are being canvassed in relation to students potentially painting murals on the exterior of the building.</p>
<b>5</b>	<b>Cr Giorgia Johnson</b>	
	<p><i>And also another question, please, if I might? I understand that Development WA has been surveying our community members about their thoughts on the Bayswater town centre. I understand that we have done that extensively. Does Development WA have a copy of our structure plan?</i></p> <p><i>Thank you, there might be duplication in the questions they're asking and the extensive work we've done in talking with our community.</i></p>	<p>The City has provided any information that Development WA has asked for, including a copy of the Bayswater structure plan.</p>

### 13. NEW BUSINESS OF AN URGENT NATURE

**14. MEETING CLOSED TO THE PUBLIC****14.1 Matters for Which the Meeting May be Closed****14.1.1 Waste Transfer Station - 271 Collier Road, Bayswater**

<b>Responsible Directorate:</b>	Works and Infrastructure	
<b>Authority/Discretion:</b>	<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
<b>Voting Requirement:</b>	Simple Majority	
<b>Refer:</b>	Item 16.3.1 OCM 25.08.15 Item 9.3.10 CTFCS 19.04.17 Item 10.6 OCM 27.06.17 Item 13.1.1 OCM 15.05.18 Item 13.1.1 OCM 16.10.18 Item 14.1.1 OCM 28.05.19 Item 10.3.2 OCM 25.06.19 Item 14.1.1 OCM 05.11.19 Item 10.3.4 OCM 03.12.19 Item 14.1.2 OCM 24.03.20 Item 13.5 OCM 26.05.20	

**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:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- (e) *a matter that if disclosed, would reveal —*
  - (i) *a trade secret; or*
  - (ii) *information that has a commercial value to a person; or*
  - (iii) *information about the business, professional, commercial or financial affairs of a person,*

*where the trade secret or information is held by, or is about, a person other than the local government;*

**OFFICER'S RECOMMENDATION**

**That the recommendation as contained in the attached 'Confidential' Report be adopted.**



**14.2      Public Reading of Resolutions That May be Made Public**

**15.      CLOSURE**