

# Agenda

## Ordinary Council Meeting

**24 August 2021**

### Notice of Meeting

The next Ordinary Council Meeting will take place in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley on **Tuesday, 24 August 2021** commencing at **6:30 pm**.

Yours sincerely



**LORRAINE DRISCOLL**  
**ACTING CHIEF EXECUTIVE OFFICER**

**13 August 2021**

### 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**

61 Broun Avenue  
Morley WA 6062

Postal Address:  
PO Box 467  
Morley WA 6943

[www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au)

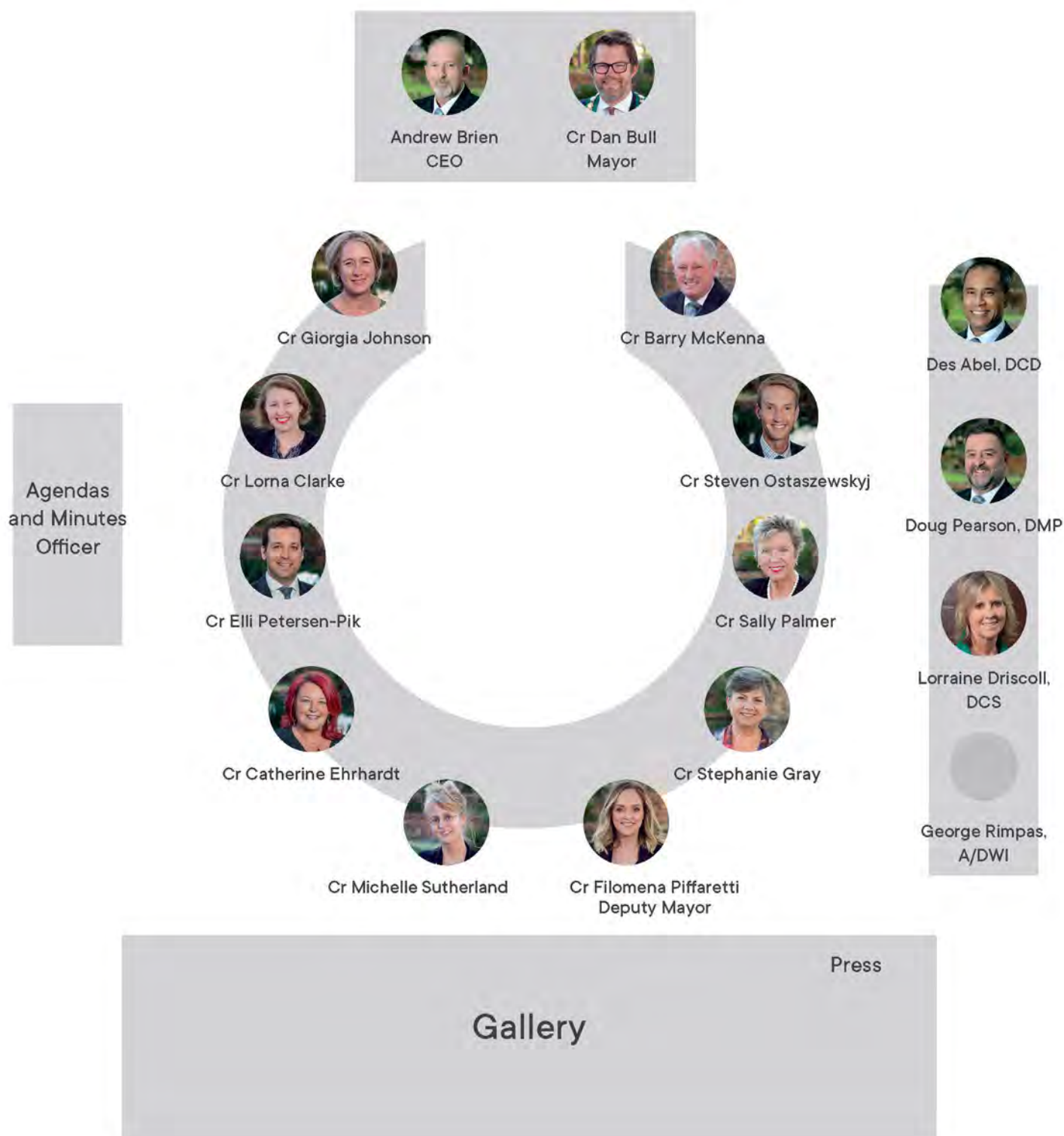
Telephone: 08 9272 0622  
FAX: 08 9272 0665

Email: [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au)



# 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 person's 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.

---

<b>1</b>	<b>OFFICIAL OPENING .....</b>	<b>8</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>8</b>
<b>3</b>	<b>ANNOUNCEMENTS FROM THE PRESIDING MEMBER .....</b>	<b>8</b>
<b>4</b>	<b>ATTENDANCE .....</b>	<b>8</b>
	4.1 Apologies .....	9
	4.2 Approved Leave Of Absence .....	9
	4.3 Applications For Leave Of Absence .....	9
<b>5</b>	<b>DISCLOSURE OF INTEREST SUMMARY .....</b>	<b>9</b>
<b>6</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>9</b>
	6.1 Responses To Public Questions Taken On Notice .....	9
	6.2 Public Question Time .....	11
<b>7</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>11</b>
	7.1 Ordinary Council Meeting .....	11
<b>8</b>	<b>PRESENTATIONS .....</b>	<b>11</b>
	8.1 Petitions .....	11
	8.2 Presentations .....	11
	8.3 Deputations .....	11
	8.4 Delegates Reports .....	12
	8.4.1 Cr Eli Petersen-Pik - WALGA Courses .....	12
<b>9</b>	<b>METHOD OF DEALING WITH AGENDA BUSINESS .....</b>	<b>16</b>
<b>10</b>	<b>REPORTS .....</b>	<b>17</b>
	10.1 Chief Executive Officer Reports .....	17
	10.1.1 Draft Community Engagement Policy And Strategy .....	17
	10.2 Corporate And Strategy Directorate Reports .....	49
	10.2.1 Financial Reports For The Period Ended 31 July 2021 .....	49
	10.2.2 List Of Payments For The Month Of July 2021 .....	81
	10.2.3 Investment Report For The Period Ended 31 July 2021 .....	99
	10.2.4 Donations Granted Under Delegated Authority For The Month Of July 2021 .....	104
	10.2.5 Exemption From Rates - Foundation Housing Ltd .....	107
	10.2.6 Review Of Standing Orders Local Law 2018 .....	111
	10.2.7 Waste Local Law 2020 .....	189
	10.2.8 Nomination Of Delegates - WALGA 2021 Annual General Meeting .....	247
	10.2.9 Investigation Into Suitable Systems For Facilitating Online Petitions And Live Streaming .....	251
	10.2.10 Consideration Of Motions For WALGA AGM .....	256
	10.3 Works And Infrastructure Directorate Reports .....	257

---

10.3.1	Seventh Avenue - Petition Traffic And Safety Between Whatley Crescent And Guildford Road.....	257
10.3.2	Mertome Gardens - Tree Removal Request .....	276
10.3.3	Tree Vandalism .....	282
10.3.4	Emission Reduction And Renewable Energy Plan.....	313
10.3.5	Lake Brearley Dredging .....	480
10.4	Community And Development Directorate Reports .....	485
10.4.1	Dental Laboratory (Medical Centre) - Amendment To Planning Approval - Strata Lot 58, 70 Eighth Avenue, Maylands .....	485
10.4.2	Alterations And Additions To Tavern - Amended Application - Lot 13, 33 Rudloc Road, Morley .....	492
10.4.3	Proposed Amendment To Town Planning Scheme No. 24 - Lot 2, 81 Camboon Road, Noranda.....	506
10.4.4	Proposed Amendment To Town Planning Scheme No. 24 - Bedford North .....	536
10.4.5	METRONET East Bayswater Project.....	666
10.4.6	Final Age Friendly Strategy 2021-2025 Action Plan .....	776
10.4.7	Community Grants Program Review 2021 .....	796
10.5	Major Projects Directorate Reports .....	833
10.5.1	Department Of Local Government Sport And Cultural Industries Grant Applications .....	833
10.5.2	Wotton Reserve Skate And BMX Facilities Detailed Concept Design Outcomes .....	842
10.5.3	Community Recreation Plan.....	858
10.6	Sub Committee Reports .....	863
10.6.1	Policy Review And Development Committee Meeting - 20 July 2021...	863
10.6.1.1	Policy Framework Review .....	863
10.6.1.2	Community Grants Policy.....	871
10.6.1.3	Elected Member Request For Information Policy.....	876
10.6.1.4	Policy Review - Financial Hardship Policy.....	886
10.6.1.5	Caretaker Election Period Policy .....	901
10.6.2	Aged Care Governance Committee - 27 July 2021 .....	916
10.6.2.1	Aged Care Capital And Operating Budget 2021/22 - Juniper .....	916
10.6.2.2	Residential Care Facilities - Compliance With Prudential Standards 2020/21 .....	923
10.6.2.3	Update On Aged Care Governance Framework .....	928
10.6.3	Skate And Bike Development Advisory Committee - 2 August 2021 ...	932

10.6.3.1 Wotton Reserve Skate Park Detailed Concept Design And Engagement .....	932
10.6.4 Audit And Risk Management Committee - 3 August 2021 .....	979
10.6.4.1 Corporate Strategy Progress Reporting - August 2021 .....	979
10.6.4.2 Corporate Business Plan Quarterly Progress Report.....	1050
10.6.4.3 Insurance Assurance Report.....	1064
10.6.4.4 OAG Report 21 Regulation And Support Of The Local Government Sector .....	1068
10.6.4.5 Debtors Write-Off.....	1104
10.6.5 Community Access And Inclusion Advisory Committee - 4 August 2021 .....	1107
10.6.5.1 Progress Report - Access And Inclusion Plan 2020 - 2024 .....	1107
10.6.5.2 Disability Access And Inclusion Annual Progress Report 2020-2021 .....	1123
11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....	1179
11.1 Cr Ehrhardt - Inclusion And Accessibility At Bardon Park.....	1179
11.2 Cr Dan Bull, Mayor - Electric Vehicle Charging Stations.....	1180
12 QUESTIONS FROM MEMBERS WITHOUT NOTICE .....	1183
12.1 Responses To Questions From Members Taken On Notice .....	1183
13 NEW BUSINESS OF AN URGENT NATURE.....	1188
14 MEETING CLOSED TO THE PUBLIC .....	1189
14.1 Matters For Which The Meeting May Be Closed .....	1189
14.1.1 Aged Care Asset Divestment Committee - 20 July 2021.....	1189
14.1.1.1 Evaluation Of Tender Submissions Recommendation Report ..	1189
14.1.2 Audit And Risk Management Committee - 3 August 2021 .....	1190
14.1.2.1 Audit Log .....	1190
14.1.2.2 OAG Annual Information Systems Audit Update .....	1191
14.1.3 Mertome Gardens Operating Report.....	1192
14.1.4 Golf Course Management And Redevelopment .....	1193
14.2 Public Reading Of Resolutions That May Be Made Public .....	1194
15 CLOSURE .....	1194

**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 Des Abel	A/Chief Executive Officer
Mr Doug Pearson	Director Major Projects
Mr Darren Beltman	A/Director Corporate and Strategy
Mr George Rimpas	A/Director Works and Infrastructure
Ms Chelsea Beavington	A/Executive Support/Research Officer

**Observers**

Press -  
Public -

**4.1 Apologies**

Mr Andrew Brien	Chief Executive Officer
Ms Lorraine Driscoll	Director Corporate and Strategy

**4.2 Approved Leave Of Absence**

Councillor	Date of Leave	Approved by Council
Cr Barry McKenna	24 August 2021	Ordinary Council Meeting 25.05.2021

**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**



**Public Questions Taken on Notice at the Ordinary Council Meeting – 27 July 2021**

**Mr Allan Wedd**  
**PO Box 249 Maylands 6931**

**Preamble**

**These questions are in relation to the Petition to Council in regards to safety and parking along the section of 7th Avenue Maylands between Whatley Crescent and Gilbert Road.**

**Question 1**

**Can council please inform us when the last traffic count took place along this section at 7th Avenue and provide a detailed report of its findings.**

**Answer 1:**

The last traffic count was held in 2015 and the findings will form part of a report to Council at its meeting to be held on 24 August 2021.

**Question 2**

**Can the next traffic count, that I understand is scheduled for next month, extend to include three counters to cover the full length of this section at 7th avenue that will include info on not only speed but also traffic count and flow over a two week period, including all three weekends and the periods as well as identifying the areas exit and entry points from and too this road and the hazards associated with them.**

**Answer 2:**

This will be dependent on the outcome of the report to be presented to the Ordinary Council Meeting on 24 August 2021.

**Question 3**

**Will the Council consider installing traffic calming devices, reductions in speed limits and other options for parking other than the current arrangement that 90 degrees to the curb, along the north-western side of this section at 7th Avenue to reduce the likelihood of accidents to drivers exiting off-road parking as well as the drivers trying to reverse into the flow of traffic and so improve the safety of all along the section of the road?**

**Answer 3:**

This will be dependent on the outcome of the report to be presented to the Ordinary Council Meeting on 24 August 2021.

**Stella Grey - Maylands Ratepayers and Residents Association**

**I am here on behalf of the Maylands Ratepayers and Residents Association, to support Mr Wedd and the 7th Avenue issue.**

**Question 2**

**Have the City of Bayswater updated the signage in time restrictions on 7<sup>th</sup> Avenue to enable rangers to regally patrol 7<sup>th</sup> Avenue, especially on weekends and issue fines when appropriate?**

**Answer 2:**

In accordance with Council's 10 April 2018 resolution the City must undertake community consultation on any propose changes to time restrictions prior to implementation. The City recently undertook engagement in the area on proposed time restriction changes. As a part of the consultation process the City received a number of comments relating to redesign and safety of the bays on Seventh Avenue. The City is currently investigating the issues raised to determine if any further changes are required before presenting the outcomes to Council.

**Question 3**

**Is there any funding allocated in this year's budget for 7<sup>th</sup> Avenue and also to prioritise any of those issues?**

**Answer 3:**

There is no specific funding allocated in the 2021/22 budget to implement the Maylands town centre car parking strategy, however there are cash-in-lieu of car parking funds available to be used to update time restriction signs in the Maylands town centre.

**6.2 Public Question Time**

**7 CONFIRMATION OF MINUTES**

**7.1 Ordinary Council Meeting**

**The Minutes of the Ordinary Council Meeting held on 27 July 2021 which have been distributed, be confirmed as a true and correct record.**

**8 PRESENTATIONS**

**8.1 Petitions**

**8.2 Presentations**

**8.3 Deputations**

Deputations are to be heard at the Agenda Briefing Forum **6:30pm** on **Tuesday 17 August 2021**, in the Council Chambers, City of Bayswater Civic Centre, 61 Broun Avenue, Morley.

## 8.4 Delegates Reports

### 8.4.1 Cr Eli Petersen-Pik - WALGA Courses

<b>Responsible Directorate:</b>	Office of the Chief Executive Officer
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Certificate of Achievement - Understanding Local Government [8.4.1.1 - 1 page] 2. Certificate of Achievement - Conflict of Interests [8.4.1.2 - 1 page]
<b>Refer:</b>	Nil.

#### SUMMARY

For Council to note training courses recently completed by Cr Elli Petersen-Pik.

#### OFFICER'S RECOMMENDATION

That Council notes the Delegates Report from Cr Elli Petersen-Pik in relation to completion of the following courses:

1. Understanding Local Government; and
2. Conflict of Interests.

#### REPORT

Cr Elli Petersen-Pik has recently completed the following courses:

- Understanding Local Government
  - Course completed: 2 August 2021
  - Course cost: \$195
- Conflicts of Interest
  - Course completed: 4 August 2021
  - Course cost: \$195

#### KEY TOPICS

##### Understanding Local Government

- This course has been developed to provide information to Elected Members about their roles and responsibilities in Local Government, as well as the protocols and procedures of Local Government.
- Elected Members will receive an overview of how the *Local Government Act* underpins the systems and processes involved in the institution of Local Government.
- On completion of this program, participants should be able to understand the:
  - Know how Local Government fits into the structure of Government in Australia;
  - Distinguish between the strategic role of the Council and the day to day role of the Administration;
  - Understand the legislative environment of Local Governments; and
  - Raise awareness on how to participate confidently in Council and committee meetings.

**Conflicts of Interest**

- This course has been developed to assist Elected Members in understanding their statutory obligations to declare any interests that may influence the decisions they make when voting on matters affecting the whole community.
- The course covers financial, indirect-financial, proximity and impartiality interest; disclosure of interests at meetings; and the association between gifts and conflicts of interests, using case studies to clarify the personal responsibilities of an Elected Member.
- On completion of this program, participants should be able to:
  - Know how Local Government fits into the structure of government in Australia;
  - Distinguish between the strategic role of the Council and the day to day role of the Administration;
  - Understand the legislative environment of Local Governments; and
  - Participate confidently in Council and committee meetings.

**Elected Member Conference, Travel and Training Register**

The Elected Member Conference, Travel and Training Register has been updated to reflect the completion of the above courses by Cr Petersen-Pik.

The courses were funded from Cr Petersen-Pik's allowance in accordance with the Elected Members Attendance at Conferences, Seminars, Training and Professional Development Policy.

**CONCLUSION**

Cr Elli Petersen-Pik has provided the above delegates report to Council to note the completion of training courses recently completed at WALGA.



WALGA Training

# Certificate of Achievement

awarded to

Elli Petersen-Pik

after completing training and assessment for

Understanding Local Government

on

2 August 2021

  
Anthony Brown  
Executive Manager - Training



**This Elected Member training is one of five foundational units that make up the 'Council Member Essentials' course**



WALGA Training

# Certificate of Achievement

awarded to

Elli Petersen-Pik

after completing training and assessment for

Conflicts of Interest

on

4 August 2021

  
Anthony Brown  
Executive Manager - Training



**This Elected Member training is one of five foundational units that make up the 'Council Member Essentials' course**

## **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 Draft Community Engagement Policy and Strategy**

<b>Responsible Branch:</b>	Community Engagement
<b>Responsible Directorate:</b>	Office of the CEO
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Snap Shot of responses draft documents - community [10.1.1.1 - 12 pages]</li> <li>2. FINAL DRAFT Community Engagement Policy July 2021 [EBQD] [10.1.1.2 - 4 pages]</li> <li>3. FINAL DRAFT Community Engagement Strategy 2021 [10.1.1.3 - 8 pages]</li> <li>4. FINAL DRAFT CE Strategy 2021 2025 Implementation Plan [10.1.1.4 - 2 pages]</li> </ol>
<b>Refer:</b>	Item 13.4: OCM 02.08.2016 Item 10.1.2: OCM 25.05.2021

**SUMMARY**

The purpose of this report is to seek Council consideration for the adoption of the Community Engagement Policy and Community Engagement Strategy that has been developed with community and stakeholder input, following the final phase of community engagement.

**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. Notes the community engagement that was undertaken to seek feedback on the draft Community Engagement Policy and Strategy, included as Attachment 1.**
- 2. Adopts the Community Engagement Policy and Community Engagement Strategy 2021 - 2025, included as Attachments 2 and 3.**
- 3. Notes the Implementation Plan, included as Attachment 4.**

**BACKGROUND**

The City's first Community Engagement Policy and Strategy were adopted by Council in August 2016. Since then, the relevant supporting tools and resources have been developed to enable staff to plan, implement and evaluate community engagement initiatives, alongside appropriate training and support, which underpins the implementation of the Community Engagement Strategy.

When considering the policy, strategy and supporting tools, resources and processes, we refer to this on the whole as the Community Engagement Framework.

Review of the Community Engagement Framework is timely and responds to several drivers:

- Currency – to ensure it is still accurate and up to date
- Legislation – with the review of the Local Government Act, we want to ensure our framework is robust enough to respond to any potential changes
- Community expectations – to ensure we are responding to our community and stakeholders' feedback on our community engagement practice



- Continuous improvement – to ensure we improve our practice, aiming to be innovative in our approach to engagement
- Technology – to ensure we are utilising new technologies to suit the changing environment and its needs

Review of the City's Community Engagement Framework commenced in 2020, with the first stage of community engagement conducted from 24 November to 14 December 2020. A total of 351 survey responses were received during this stage.

Stage 2 of the community engagement was undertaken from January to April 2021, involving meeting with lesser-heard stakeholders, including focus group meetings with the Youth Advisory Council and Age Friendly Ambassadors, attending meetings of the Local Homelessness Committee, Access and Inclusion Committee and Reconciliation Advisory Committee, and meeting with local business groups and their members. Additionally, engagement was undertaken with City staff and Councillors.

A draft Community Engagement Policy and Strategy, along with the draft Implementation Plan, were presented to Council at the Ordinary Council Meeting on 25 May 2021, at which Council resolved -

That Council:

1. Endorses the Draft Community Engagement Policy and Draft Community Engagement Strategy, included as Attachments 1 and 2, for advertising for the purpose of seeking community and stakeholder feedback.
2. Notes the Draft Implementation Plan, included as Attachment 3.

## EXTERNAL CONSULTATION

Stage 3 of community engagement involved seeking community and stakeholder feedback on the draft Community Engagement Policy and Strategy. This was facilitated via:

- Online feedback form at Engage Bayswater
- Hard copy forms available at the City's libraries, Civic Centre or by request

The opportunity to review the documents and provide feedback was promoted via:

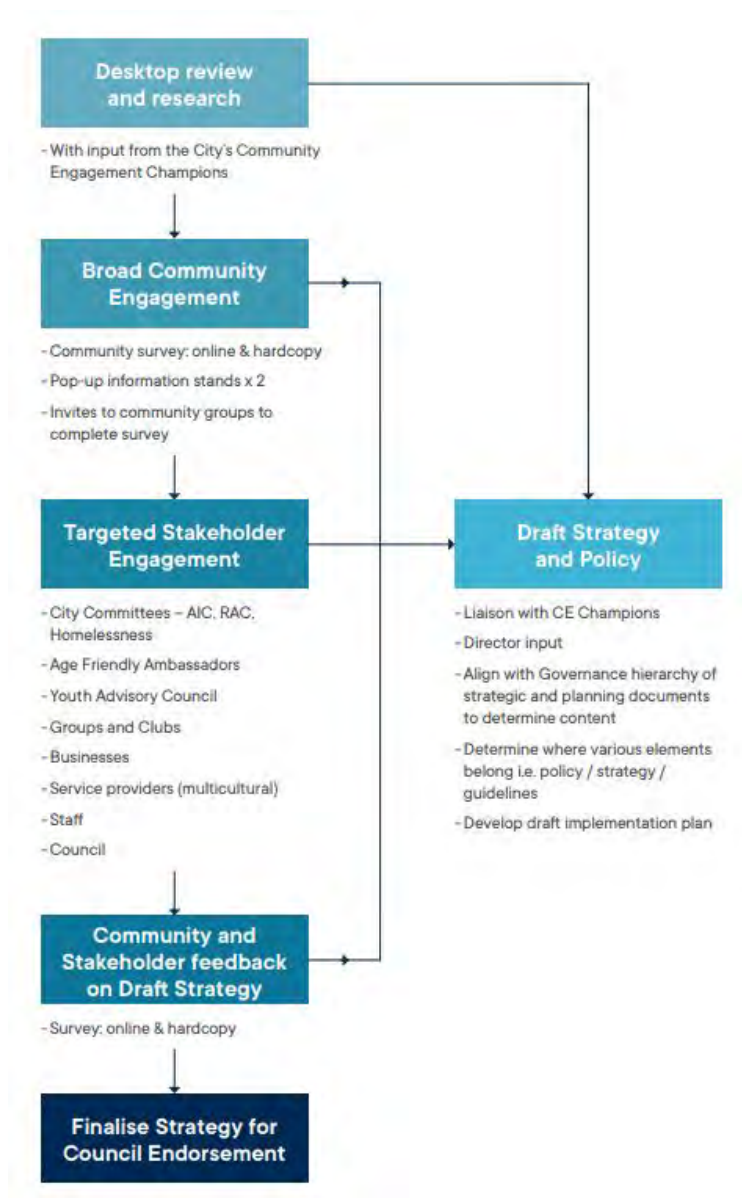
- Social media (Facebook)
- E-newsletter
- Direct communication to participants in stages 1 and 2 community engagement
- Direct communication to clubs, groups, businesses and the Engage Bayswater panel

The feedback period commenced on 14 June and closed on 5 July 2021. During this time the project page on Engage Bayswater received 228 visits and the documents (policy, strategy and implementation plan) were downloaded 157 times. 33 responses were received and these are summarised in **Attachment 1**.

In addition, City staff were invited to provide comment - 14 submissions were received.

## OFFICER'S COMMENTS

Review of the City's Community Engagement Framework, including development of the policy and strategy, has been undertaken according to the following process:



The third and final stage of community engagement provided an opportunity to inform the community and stakeholders of the outcome of the previous stages of engagement and promote the draft policy and strategy. Community feedback on the draft documents was invited, to check in with them and see if we had got it right.

The community feedback indicated a high level of support for the documents. 76% of respondents supported the six Principles outlined in the policy and 76% confirmed that the purpose of the strategy is clear. Staff feedback mirrored this. Many of the open comments provided suggestions as to how the City could uphold the principles and were generally supportive in nature, while some comments indicated minor amendments were required to the documents.

Based on the feedback received, some changes have been made to the policy, strategy and implementation plan, which are outlined below.

Document	Changes made	Comments
<b>Community Engagement Policy</b>	Minor wording change in Policy Statement, regarding how the principles were developed	Wording was improved to clarify the intent of the statement, in response to comments received.

	Minor wording changes in the Principles – ‘Inclusivity’, ‘Informed’ and ‘Accountability’	Wording was improved in response to comments received, removing jargon.
<b>Community Engagement Strategy</b>	Page 1. Updated wording in Introduction.	Wording was improved in response to comments received, seeking the document to be more reflective of the City of Bayswater community.
	Page 3. Minor wording changes in ‘How decisions are made’ section	Wording was improved to clarify the role of community views in Council decision making criteria.
	Page 4. Minor wording changes in ‘Guiding Principles’ section, regarding how the principles were developed	Wording was improved to clarify the intent of the statement, in response to comments received.
	Other minor wording changes	Minor wording changes have been made to improve the language or clarify the meaning within the document.
	Updated diagrams – ‘Community Engagement Framework’, ‘Decision Making Criteria’, IAP2 Public Participation Spectrum’ and ‘Community Engagement Process’	Changes made to improve formatting. Changes to rectify errors and clarify process, in response to comments received.
<b>Implementation Plan</b>	Numbering applied to Focus Areas and Initiatives	For ease of referencing and reporting.
	Updated wording to initiatives 3.1.1, 3.2.1 and 4.2.1	Improved wording to better reflect the intention of the initiatives.

Several of the open comments will be useful to consider when updating the Community Engagement Guidelines and other resources in the staff toolkit.

Should Council endorse the final policy and strategy documents, they will be promoted to the project participants and more broadly to the City of Bayswater community, to raise awareness of the City’s engagement practice and promote involvement of our community.

In addition, the Community Engagement Strategy will be professionally designed and made available on the City’s website, on Engage Bayswater and in hard copy at the City’s libraries and Civic Centre or by request.

## LEGISLATIVE COMPLIANCE

Local governments in Western Australia are not currently required to have a Community Engagement Policy or Strategy, however considering recommendations from the Local Government Act review, it is likely that some degree of legislative requirement will be introduced in the future.

## RISK ASSESSMENT

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>Officer's Recommendation</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Notes the community engagement that was undertaken to seek feedback on the draft Community Engagement Policy and Strategy, included as Attachment 1.</li> <li>Adopts the Community Engagement Policy and Community Engagement Strategy 2021 - 2025, included as Attachments 2 and 3.</li> <li>Notes the Implementation Plan, included as Attachment 4.</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 adopting the Community Engagement Policy and Strategy is low risk, as the documents are based on community and stakeholder feedback and the City will be following through on the commitment to review these documents.	

Option 2	That Council:  1. Notes the community engagement that was undertaken to seek feedback on the draft Community Engagement Policy and Strategy, included as Attachment 1. 2. Adopts the Community Engagement Policy and Community Engagement Strategy 2021 - 2025, included as Attachments 2 and 3, with amendments. 3. Notes the Implementation Plan, included as Attachment 4.		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Level of risk is dependent on the amendments made 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 level of risk for this option is unknown and will be dependent upon the amendments made by Council.		

<b>Option 3</b>	<b>That Council not adopt the Community Engagement Policy and Strategy.</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>	Should Council not adopt the Community Engagement Policy and Strategy, the risk would be considered high in the Reputation and Community and Stakeholder categories, due to a lack of follow through following the extensive community and stakeholder input. It is also considered to have a moderate Strategic Direction risk, as the Policy and Strategy guide the delivery of the City's Community Engagement practice which informs the City's Integrated Planning and Reporting Framework.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Implementation costs of the City's Community Engagement Strategy 2021 - 2025

**Asset Category:** N/A

**Source of Funds:** Municipal

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

**Notes:** The approved budget is an initial allocation to support the implementation of the Community Engagement Strategy. The majority of initiatives included in the implementation plan can be delivered within existing resources.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	5,000	-	-	-	-	-	5,000
2							
3							

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

**Theme:** Leadership and Governance

**Goal L1:** Engage the community in a meaningful way.

Provide opportunities for the community to have their say and consider their views when making decisions.

## CONCLUSION

Review of the City's Community Engagement Framework has been undertaken in order to meet the increasing expectations of our community and stakeholders, guide continuous improvement and ensure that our practice is relevant and up to date. Community and stakeholder input has helped shape the revised Community Engagement Policy and Strategy.

The final stage of engagement indicated a high level of support for the draft documents and minor changes have been made in response to feedback provided.

It is recommended that Council adopt the Community Engagement Policy and Strategy to set the strategic direction of the City's community engagement practice for the future.

## Community Engagement Framework Review Phase 3 - Draft Documents Feedback - Engagement Snapshot



### 1 Background

The City is committed to consulting with our community and stakeholders to inform decision-making and is reviewing its Community Engagement Framework to make sure we're engaging with our community on activities and projects in the most meaningful way.

In November 2020 the City launched the project. In the first phase 351 community members completed a survey and provided feedback about their engagement experience with the City. In the second phase the City ran a series of focus group meetings with identified stakeholders, and met with service providers, businesses, and our Councillors and staff. A snap shot of engagement results can be viewed [here](#).

Informed by community engagement we have developed a Draft Community Engagement Policy and a Draft Community Engagement Strategy. These aim to guide the implementation of the City's community engagement practice. A Draft Implementation Plan has also been developed, which incorporates initiatives to guide delivery of the strategy. The plan will be reported on to Council and the community at least annually.

In phase 3, the community and stakeholders were invited to review and provide feedback on the draft Community Engagement Policy and Strategy, to inform the final documents. Outcomes of this engagement are provided below.

### 2. Engagement lifecycle

The following timeline shows the process that the review has followed. You will notice that the draft Strategy and Policy have been informed through both broad and targeted engagement. This phase 3 engagement has ensured that we have correctly translated what we heard from you, and provides a check-in before the documents are finalised and presented to Council for endorsement.

Lifecycle



**Broad Community and Stakeholder Engagement**

We want to hear about your experiences, what topics you would like us to consult you on in the future, and how we can improve our practices in engaging the community.



**Targeted Stakeholder Engagement**

We will meet with specific stakeholders (eg. older people, young people, businesses, multicultural groups) to improve our understanding of engaging with their communities. This stage will include engagement with City committees, staff, and Councillors.



**Under Review**

Contributions to this consultation are closed for evaluation and review. The Project team will report back on key outcomes.



**Public Comment on Draft Strategy**

Our community and stakeholders are invited to review the draft Community Engagement Policy and Strategy and provide feedback.



**Under Review**

Contributions to this consultation are closed for evaluation and review. The Project team will report back on key outcomes.

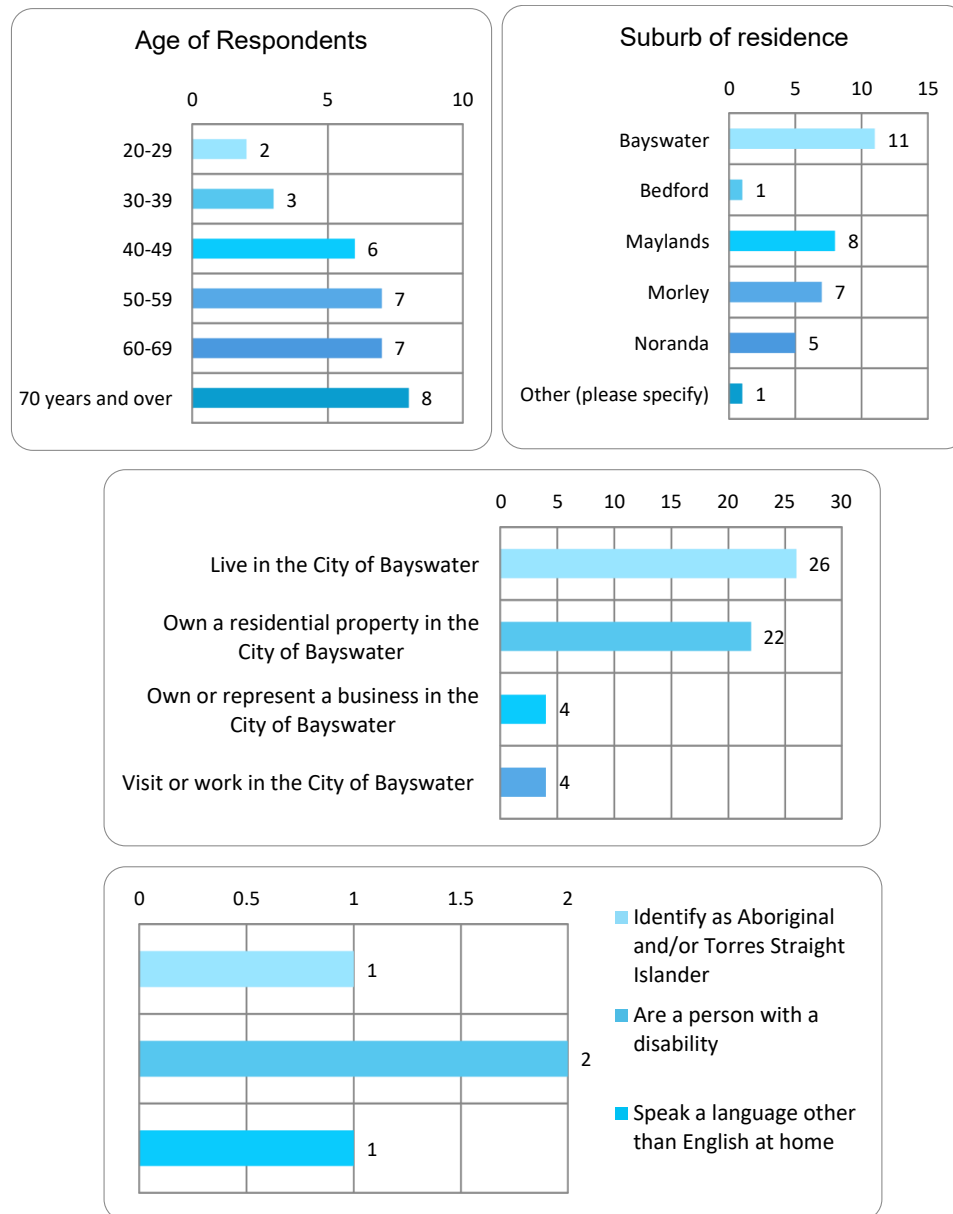


**Council endorsement of Strategy**

### 3 Phase 3 - Community Survey Results

#### 3.1 Who we heard from

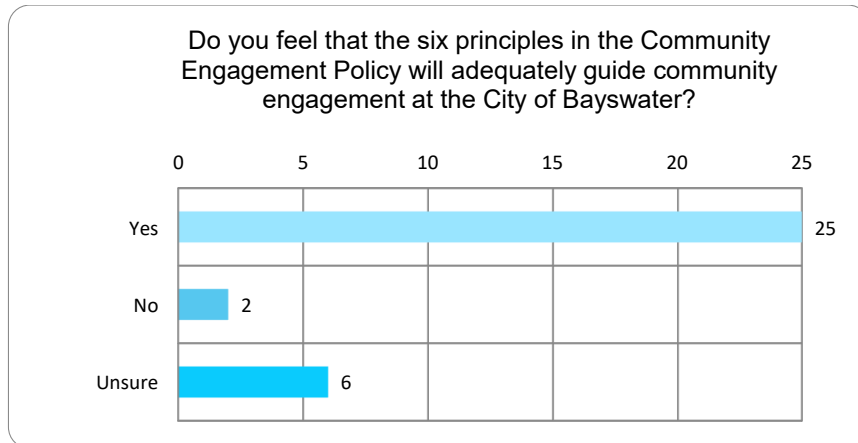
Between late June to early July 2021, 33 participants provided feedback on the draft Community Engagement Policy and Strategy. The tables below show the demographic spread of respondents.





### 3.2 Feedback on Community Engagement Policy

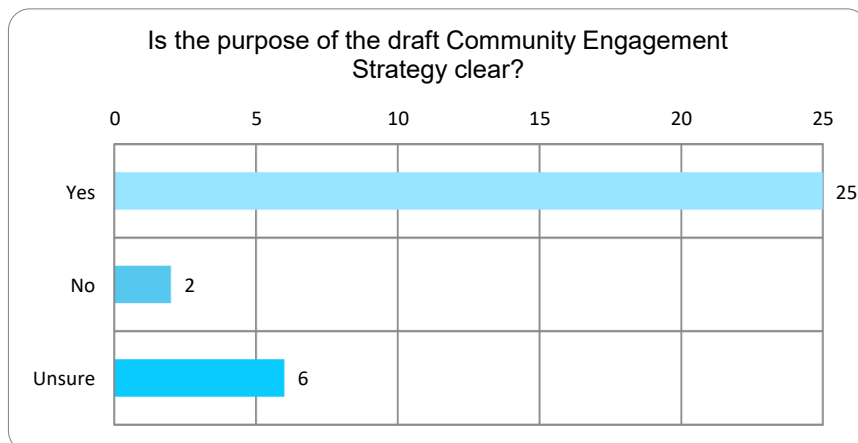
The following graph shows that respondents were confident in the six principles that will guide engagement at the City.



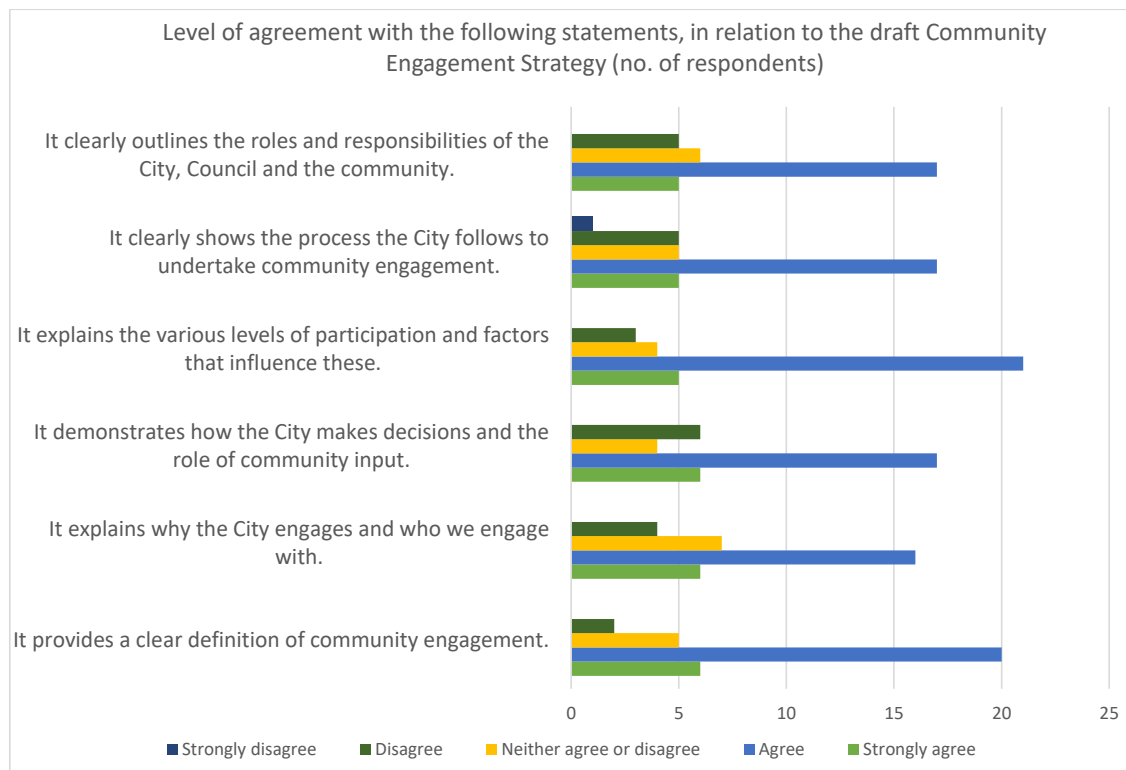
Respondents were also given the opportunity to comment on the six principles and on the draft Policy document. Comments have been given consideration in the final draft documents that will be presented to Council for endorsement. The individual comments are provided in Appendix 1.

### 3.3 Feedback on Community Engagement Strategy

The following graph shows three quarters of respondents found the purpose of the Strategy clear.



Respondents were also asked their level of agreement with a number of statements in relation to the strategy. The following graph shows the responses; showing that the majority of respondents thought that the strategy was robust across the different elements. It also provided some indication of areas of the strategy that need to be reconsidered; for clarity, and/or to add additional explanation.



Respondents were also given the opportunity to comment on the draft Strategy document as a whole. Comments have been given consideration in the final draft documents that will be presented to Council for endorsement. The individual comments are provided in Appendix 2.

## **Appendix 1: Comments on the six community engagement principles and draft Community Engagement Policy**

### **Integrity**

- Needs to be honest even if controversial
- I feel this comes from better communication. Often the first point of contact is the mail@bayswater email address, and this is never replied to. If the email is actioned, you are not given a response via email, or informed once the issue has been addressed, or even told how the process is going if it can't be resolved/ addressed quickly.
- Very important
- Always
- Transparency and openness is essential.
- It's important that all cards are put on the table for all to see and reasons why decisions are made and voting decisions
- I think that Integrity should include a statement to the effect that councillors and council will clearly communicate their views regarding the process and subject of the decision as an expansion of or clearer definition of transparency.
- This is essential
- Hopefully that will always continue
- This word is not known to the council or bureaucrats.

### **Inclusivity**

- To be active in being inclusive also means allowing all genders and all diverse races to guide engagement. The City needs to let go and allow the community to guide the process, bureaucracy appears to be creeping in here.
- I think this will improve with an Indigenous community engagement team member.
- Ongoing
- Please be diverse and not pander to indigenous stakeholders. We are all Australian.
- ALL sectors should be engaged over all age groups and employment and residential sectors
- Inclusivity of diverse perspectives is REALLY important. It extends beyond those who speak other languages, there is also mental health, sexuality, and skin colour/cultural (e.g. black, indigenous, and other people of colour BIPOC) diversity.
- I think that "identify" would be a better word to use than "understand"
- Does the city have a weighted system that balances out small and loud single issue groups with what is often the silent majority viewpoint? This in my view is a key factor to ensure a balanced point of view.

- I'm rather cynical about who the relevant stakeholders means/are because it often seems developers have more influence over what happens in Bayswater than individual ratepayers.
- You mean look after the vested interests.

### **Informed**

- Allow the community to set the timeline.
- Adapt to new forms of communication
- This one isn't that clear to me, I'm not quite sure I understand it
- Small, regular updates are preferable to a single "here's the end result".
- Allow sufficient time for all to respond
- I don't feel I was informed of opportunities to tell my perspective/issues as a BIPOC. The review mentions talking to multicultural groups - I don't belong to any established multicultural groups but am a BIPOC who doesn't speak another language.
- There is a typo here "timeline" should read "timely" as is stated in the strategy.
- Try to make sure there are multiple areas that people will be able to find the relevant information i.e. email, letterbox, Facebook
- Only to the level the City of Bayswater wants you to be aware of.
- That will be new.

### **Accountability**

- Who is the go to Person and will they make themselves available?
- See integrity comment. Plus - if our emails go without a response (even if they are actioned), we don't know who is ultimately responsible for this. I.e. to thank them, query them or be referred onwards.
- Without it we get no where
- Hopefully, you will take all feedback into consideration.
- Feedback has been given about the requirement for adequate parking at the proposed Town centre after the Bayswater Train Station has been revamped. However, it seems like there will not be much parking allocated around the Town centre, both for Park and Ride commuters, and for shop customers. The reason being that people can be encouraged to walk to the shops or take a bus to the shops. The shops along Whatley Crescent do not only rely on the custom of the locals, we used to get people from outside the suburb, who drive by and

stop to shop due to the convenience of the car park to the shops. So even though there is feedback to the contrary, it did not influence the outcome of your decision.

- I won't hold my breath.
- I have some reservations about using the word "feedback" for "seeking input and participation". Feedback is used elsewhere in the policy/strategy to mean seeking an evaluation response.
- Important

### **Excellence**

- Continuous improvement means Plan Do Check Act - many tools to graph the process and action
- Aim high
- Good on you.
- Most important to see how it effects the input
- "Continuous improvement" is probably a subset of the "Innovation Principle". I think driving "better/excellent decision making" may be more appropriate. Will the evaluation of the practices involve the community as well? If so then evaluation might be expanded to include a statement as such.
- With integrity
- YOU will evaluate, well the results will be self-serving.

### **Innovation**

- While bureaucracy is allowed to exist improvement doesn't happen; with enough evidence of this happening in all levels of government.
- Use of technology/apps/etc. would be great in this way.
- Adapt where you can
- Good on you.
- Will the new ideas also be generated from community involvement?
- A very essential element in finding workable solutions
- Stakeholders should be encouraged to give feedback on the way Council services can be improved and highlight problems being experienced in the community. The surveys seem to be predetermined by the Council and therefore issues important to the Community are not highlighted or dealt with by this process.

**Do you have any other feedback on the draft Community Engagement Policy?**

- There is nothing wrong with the principles! But sometimes organisations take so long to work out their frameworks for action that it never happens. It would be interesting to see a breakdown of person hours involved in planning these kinds of engagements compared with person hours actually doing something to implement the plan or framework. Often the committee is dissolved when the framework has been completed and other people might be asked to implement it. They very likely would not have the commitment to, e.g. the set of principles as so carefully worked out during the development process. Or they would just get stuck into doing whatever they think is ok without any kind of formalised monitoring or accountability actually happening. How will City of Bayswater ensure that monitoring for implementation of the six principles in the day to day implementation stage will actually happen? How will we know? For how many years after the start of implementation will this monitoring happen? Won't there just be a natural staff turnover and the normal amount of loss of corporate knowledge occur?
- Implement
- A good document
- I look forward to see it moving forward
- This was a relatively boring "look at how we've re-invented the wheel" survey. Hopefully, now you can get on with the job.
- Must be read in conjunction with the implementation (action) plan.
- The dismissing of minority viewpoints and refusal to listen to critiques which challenge majority viewpoints (which is natural for minority viewpoints - they often are directly in opposition to majority viewpoints) leads to further feelings of isolation, marginalisation, anger, frustration, depression, self-harm, and suicidal thoughts. Although FB/social media groups with no direct affiliation to the official City of Bayswater are inherently outside your jurisdiction, I think it's important how important social media groups can be in making residents feel included/heard/engaged - the sense of community such groups provide is really important.
- Policy and Strategy seem to mirror each other and repeat same info, it seems that one may not be required.
- You say that "These principles respond to feedback from our community". How do they do that? I understand principles to be "the foundation or guide" and if this is so then in this context the principles would "express how council will ask for and respond to feedback from the community".
- I think that as long as the principles are followed it will make things better
- "Engage Bayswater suggests that ratepayers can raise issues and that the council will respond to those communications in a timely manner.
- This does not seem to be covered? Most organisations are required to respond to communications from stakeholders within a timeframe. This is important as it is very poor engagement on the part of the Council if written communications do not receive a response. There should be a mandated response time, to respond in writing to a written communication, as per most professional organisations.

- I'm concerned that particular groups or community members, encompassing those who; pursue potentially selfish agendas, are 'stakeholders' because of the ownership of land/property (for example), have resided in areas for a long time and are resistant to change/progress, have views/needs biased by religious beliefs, have affiliations with recognized associations, etc. will become the 'relevant stakeholders'. Good decisions for the town centres may be impeded, for example, by those who are not business owners and who wish to impose restrictions for private reasons. Good decisions should be made by those appropriately qualified/elected to do so and should be progressive and not conservative. The loudest voices are not necessarily the most informed. I have a concern that elected council members, politicians and employed professionals become nothing more than puppets trying to 'please' 'everyone'; being anyone self-important enough to ask. This by no means guarantees the best outcome.
- Policy is good on the paper. But Council can always override community decision. And executive team usually guide Council in a way they seem fit.
- Pure MBA or Arts degree Gobbledegook.

## Appendix 2: Comments on draft Community Engagement Strategy

Do you have other feedback on the Draft Community Engagement Strategy?
This document doesn't specifically say how engagement will be done, I assume that is detailed in the other toolkit style documents.
It is very general. It feels like it is cut and pasted from a bigger body of work. I think it needs to be more specific to our community, our stakeholders, and our staff/residents.
Communicate at all levels, young and old, new tech and old tech, don't assume and just print off a heap of paper find out how people like to give feedback, encourage electronic, but don't leave people behind. If someone prefers to be sent info, to fill in and send back. Ok.
I work for another LGA so have an understanding of these documents and their purpose. I'm super confused by these questions, I don't know if I've missed a document but I feel like I'm answering questions about something else
I hope it provides a clear pathway for ideas to be heard
<p>As shown in my response above I believe that the roles and responsibilities could be more specifically defined. The CEO and Managers have specific roles that should be defined as well as the Internal Champions group. The "promote engagement opportunities ..." in the Community Responsibility should more easily sit with the Community Engagement Team.</p> <p>In the definition of "Engagement" I think that it could explain by nominating a variety of interactions that may be undertaken. For example: information sharing, community consultations, active participation in policy making, and active participation in decision making processes.</p> <p>In the IAP2 Public Participation Spectrum (adapted) I think that a statement needs to be made to clarify that the "Empower" type of community participation is not expected to be used in local government where decisions are made by council.</p>



A good broad overview of a strategy. Community engagement is basically market research. Research is good but at some point research has to turn into action. When will this happen and who will be in charge. It notes that Councillors have the final say on the outcome. What rules will be in place to negate councillor politics and biases?
All the best. I actually think the City does pretty well keeping us all informed. I just wonder sometimes why the planning stage of any initiative takes so very long and keeps so many people busily engaged with planning instead of delivering.
As I said before Council is usually guided by Executive team. Council usually doesn't challenge executive decision making and recommendations.
Sometimes we're asked Do you identify as Aboriginal, Speak another language at home, or A person with a disability. But there's diversity /minority categories that are not included LGBTQI, from a home where another language is spoken, BIPOC, mental health, etc.). In life, there are some who do not identify as Aboriginal, do not speak another language at home, or who are not recognised by the NDIS, but may indeed suffer/endure the same or similar negative experiences as those who do Perhaps always include an Other/Please specify option.

# Community Engagement Policy



<b>Responsible Division</b>	Office of the CEO
<b>Responsible Business Unit/s</b>	Community Engagement
<b>Responsible Officer</b>	Community Engagement Advisor
<b>Affected Business Unit/s</b>	All
<b>Document Ref</b>	XXXX

## Purpose

This Community Engagement Policy outlines the City of Bayswater's commitment to appropriate, effective and inclusive community engagement. The policy will guide the delivery of community and stakeholder engagement across the organisation to inform decision-making, build relationships and strengthen community outcomes.

The objectives of the policy are to:

- Provide the public with a clear understanding of Council's commitment to community and stakeholder engagement;
- Achieve good governance by facilitating open, honest and timely engagement with stakeholders and the community on programs, projects and initiatives that may impact their lives or livelihood;
- Raise awareness of Council decisions and community aspirations surrounding programs, projects and initiatives; and
- Allow for informed decision-making to collectively achieve an improved quality of life in the City of Bayswater.

## Policy Statement

This policy outlines our promise to the community to undertake best practice community engagement. The policy should be applied at the scoping phase of any project that may require community engagement and is the responsibility of all City staff and contractors.

Community engagement is the responsibility of everyone at the City of Bayswater. To ensure the effective application of community engagement across the City, community engagement guidelines, tools and templates have been developed to provide guidance for City employees.

Council's Community Engagement Policy is built upon a set of six principles that guide the planning, implementation, decision making, reporting and evaluation of community engagement processes

undertaken by Council. These principles were developed in response to feedback from our community and are aligned with the International Association for Public Participation (IAP2) core values.

Integrity – we will be transparent and open about the process and the decision to be made.

Inclusivity – we will identify who the relevant stakeholders are and provide opportunities for a diverse range of perspectives to be heard.

Informed – we will provide well timed information, that you need in order to participate.

Accountability – we will consider your input and tell you how it influenced the outcome.

Excellence – we will evaluate our practice and apply our learnings to drive continuous improvement.

Innovation – we will develop and apply new ideas that improve the way we engage.

Good governance is based on a belief that those impacted by, or interested in a decision may have important contributions to make in a decision-making process. In planning a community engagement process, the City will determine at which levels they will engage and what corresponding commitment they will make to the community and/or stakeholders. This will determine the nature and methods of engagement.

Council decision-making processes are influenced by several factors such as financial and resource considerations, political directives and environmental and social concerns. As such if a difference occurs between the engagement outcomes and Council's final decision, the reasons will be clearly stated.

*How do we engage?*

The level of engagement selected for a process will reflect several considerations, including any constraints, the role of the public in the engagement process and the decision to be made.

There is no 'one-size fits all' approach to community engagement activities. A variety of methods will be required to cater for the different purposes of engagement as well as the broad range of groups and individuals in the community.

## Definitions

### IAP2

The International Association for Public Participation is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.

### Community engagement

Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome. (IAP2 Australasia)

Community

Includes individuals or groups who live, work, play, study, visit or invest in the City of Bayswater local government area.

Stakeholder

Groups or individuals with a specific stake in the outcome of a decision, or impact of a project.

Good governance

Effective processes for making and implementing decisions.

**Related Legislation**

*Local Government Act 1995 (WA)*

**Related Documentation**

*Community Engagement Strategy 2021 - 2025*

Relevant Delegations	Nil
Risk Evaluation	
Council Adoption	6 August 2016
Review/Modified	April 2021
Review/Modified	Insert Date
Review/Modified	Insert Date

**City of Bayswater DRAFT Community Engagement Strategy 2021 – 2025**

**Acknowledgement of Country**

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

*The City of Bayswater acknowledges the Traditional Custodians of the land, the Whadjuk people of the Noongar Nation, and pays its respects to elders past, present and emerging.*

**Introduction**

The City of Bayswater is home to a passionate community who truly care. With a strong local identity and a proud history, City residents are invested in the decisions that affect where and how they live. They have chosen to make this City their home – embracing the benefits of our abundant natural areas and proximity to the Swan River, as well as the people who make our community so connected, inclusive and welcoming.

While our role as a local government is to make decisions that impact our residents, community groups, businesses and visitors, it is important we hear from our community, as it is this feedback that helps us make the best decisions for our City.

Our formal community engagement journey began in 2016, with the introduction of our first Community Engagement Policy and Strategy and the establishment of our Community Engagement team. Since then, we have evolved our practice, responding to community feedback, technological advancement and our growing capability in this space.

The development of the Community Engagement Strategy 2021 – 2025 has been driven by factors including increasing community expectations for engagement, a commitment to continuous improvement by Council, legislative reform at the State level, and the need to ensure engagement is accurate, relevant and up to date.

Substantial community and stakeholder engagement informed this strategy, and we thank everyone who took the time to contribute.

**What is community engagement?**

Community engagement enables the community to have a say on matters that may impact or interest them. It is planned, two-way information sharing with the purpose of working with the community and stakeholders to make better informed decisions. It does not replace the final decision-making power of Council; but is considered invaluable as it enhances Council's capacity to make well-informed, acceptable and sustainable decisions.

The City's community engagement practice is aligned with the International Association for Public Participation (IAP2) and provides a framework to enable planning, implementation, and evaluation of community engagement activities.

### **Why do we engage?**

At the City of Bayswater, we are committed to gathering the community's views, alongside other information – including technical, financial, legislative – to help us to make better decisions. Our community and stakeholders live, work and choose to spend time in the local area; and have a wealth of knowledge to contribute. In return, we want to ensure the decisions we make provide the best outcome for them.

Community participation in decision-making:

- Improves communication and understanding of the process and the outcome
- Creates better relationships between the community and the City
- Enhances a sense of community pride and self-determination
- Builds community capacity to be involved in local government decision making.

### **Who do we engage with?**

Issues or projects will affect different people or groups of people, whether they are residents, ratepayers, community and sporting groups, or businesses. When there is an opportunity for stakeholders to have meaningful input into the decision being made, we strive to involve the right people, at the right time, in the right way.

When we refer to our community, we mean those individuals or groups of people that live, work or spend their time in the City of Bayswater. When we talk about our stakeholders, we are referring to groups or individuals with a specific stake in the outcome of a decision, or impact of a project.

### **Strategic alignment**

As a local government, the City of Bayswater is guided by its Strategic Community Plan (2021–2031), which reflects longer term community and local government aspirations and priorities. Our Strategic Community Plan includes a commitment to undertaking meaningful community engagement, and to consider the community's views when making decisions. The Community Engagement Strategy supports this direction and strengthens the mutual understanding of why and how Council will engage.

This strategy outlines a framework for our community engagement practice to provide a consistent approach to engaging with our community and stakeholders. The framework ensures our organisation is well equipped to deliver engagement initiatives that are appropriate, well planned and genuine. Community engagement is embedded in the City's Project Management Framework to ensure community and stakeholder engagement is considered early in the project lifecycle.



### How decisions are made

The framework is designed to inform Council's decision-making and ensure the community's views are considered alongside other relevant information. City staff are responsible for providing information to Council so they have the facts they need to make effective, responsive, and sustainable decisions.

Council has an agreed set of criteria to guide how decisions are made, identifying the key matters for consideration. Community views is one of the five criteria.



### Council Decision Making Criteria



### **Guiding principles for community engagement**

Underpinning our community engagement practice are six principles. These principles were developed in response to feedback from our community, are aligned with the [International Association of Public Participation \(IAP2\) core values](#), and are contained in the City's Community Engagement Policy. They will be used in all stages of the community engagement process, from planning to decision making and evaluation.

Integrity – we will be transparent and open about the process and the decision to be made.

Inclusivity – we will understand who the relevant stakeholders are and provide opportunities for a diverse range of perspectives to be heard.

Informed – we will provide adequate and timely information to enable informed participation.

Accountability – we will consider feedback and tell you how it influenced the outcome.

Excellence – we will evaluate our practice and apply our learnings to drive continuous improvement.

Innovation – we will develop and apply new ideas that improve the way we engage.






### How do we engage?

The City uses the Community Engagement Framework to guide a planned approach to its engagement activities. Every project or scenario is different and requires scoping and planning to reflect its unique context and constraints.

We use the IAP2 public participation spectrum (below) to determine the most suitable level of participation for each project; considering who the stakeholders are, the expected level of interest in the project and the potential impact of the outcome.

While some circumstances will only require or allow engagement at an informing level, others will require a more in-depth level of engagement and a greater level of influence on the outcome. The communication and engagement methods are then designed to support the identified level of engagement and the identified stakeholders, guided by our staff guidelines and toolkit.

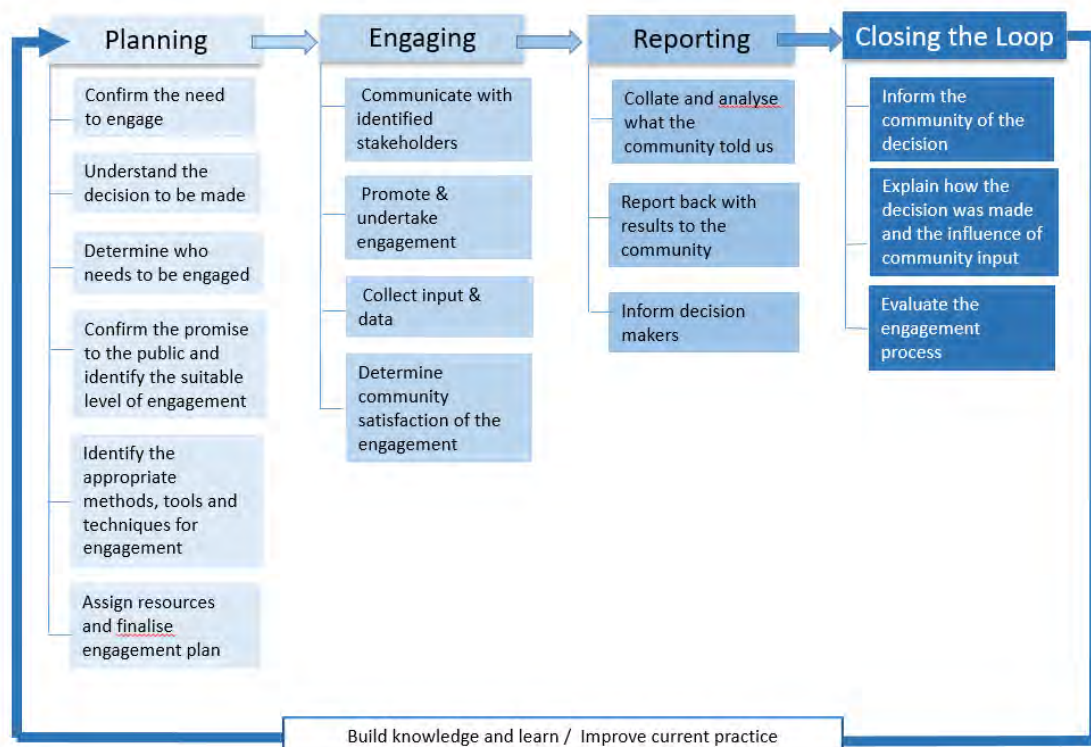
### IAP2 Public Participation Spectrum (adapted)

	Inform	Consult	Involve	Collaborate	Empower
<b>Promise to the public</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. 	To obtain public feedback on analysis, alternatives and/or decisions. 	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered. 	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution. 	To place final decision making in the hands of the public. 
<b>Goal</b>	One-way communication to provide balanced and objective information to assist understanding about something that is going to happen or has already happened.	Two-way communication process aimed at obtaining feedback on ideas, alternatives and proposals to inform our decision making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered.	Working together to develop an understanding of all issues and interests to work out alternatives and identify preferred collective solutions.	To build the capacity of the community to lead their own plans for change.
<b>Community role</b>	Listen	Contribute	Participate	Partner	Lead
<b>Level of engagement required based on community &amp; stakeholder impact assessment</b>					
<b>High impact</b>			Appropriate for some high impact projects	<input checked="" type="checkbox"/> Best practice engagement level	
<b>Medium impact</b>			<input checked="" type="checkbox"/> Best practice engagement level	Some collaboration may be appropriate	
<b>Low impact</b>	Appropriate for very minor projects	<input checked="" type="checkbox"/> Best practice engagement level			

- High impact** There is a high level of impact or risk (perceived or real) on the City as a whole, or a section of the community. There is potential for any decision to create controversy and/or have varying levels of acceptance within the community.
- Medium impact** There is a medium level of impact or risk (perceived or real) on the City as a whole or a section of the community. It is likely that the decision will be accepted by the majority of the community impacted; however the decision may be an inconvenience for some sections of the community.
- Low impact** There is a low level of impact or risk (perceived or real) on the City as a whole or a section of the community. It is likely that the decision will be widely accepted by the community and seen as having positive outcomes or being required.

The City follows the below process when implementing community and stakeholder engagement. This ensures a planned process that is consistent and aligned with our principles for community engagement.

City of Bayswater Community Engagement Process



**What are the roles and responsibilities of the City, Council and the community?**

In order to ensure the integrity of the Community Engagement Framework, everyone involved has a role to play, including our Councillors, staff and community. Our staff and Councillors have a responsibility to ensure our community engagement practice is planned and delivered in line with this strategy. External stakeholders have a role to play in supporting its implementation.

The following table summarises the role of stakeholders involved in the City's community engagement activities.

Stakeholder	Responsibility
Council	<ul style="list-style-type: none"> <li>• Responsible for decision making in accordance with relevant legislation</li> <li>• Responsible for endorsing the City's strategic approach to community engagement</li> <li>• Supporting the City's commitment to planning and delivering community engagement by approving adequate resources</li> <li>• Promoting community engagement opportunities and encouraging participation of the community</li> <li>• Ensuring that community and stakeholder views are given due consideration, when making decisions</li> <li>• Articulating how the community's views have been considered in the decision made</li> <li>• Councillors to undertake their own consultation, receiving feedback and lobbying messages from the community and stakeholders.</li> </ul>
City staff	<ul style="list-style-type: none"> <li>• Ensuring the Community Engagement Framework is consistently implemented and applied across the organisation</li> <li>• Ensuring the community engagement needs across all projects, issues and initiatives are effectively considered and resourced</li> <li>• Analysing feedback received during community engagement activities and using this information to make recommendations and/or inform a course of action</li> <li>• Communicating the outcome and what decision was made and how the community's views have been considered in the decision</li> <li>• Evaluating community engagement activities</li> <li>• Ensuring adequate feedback is provided to all participants and where necessary, the whole City of Bayswater community.</li> </ul>
Community Engagement team	<ul style="list-style-type: none"> <li>• Provide ongoing guidance and support to staff and contractors in planning and delivering community engagement activities</li> <li>• Coordinating the management of community engagement resources, including documents, templates and Engage Bayswater website</li> <li>• Identifying and responding to the training and development needs of staff in relation to community engagement practice</li> <li>• Measuring and reporting on the effectiveness of the City's Community Engagement Framework.</li> </ul>
Community and Stakeholders	<ul style="list-style-type: none"> <li>• Openly receive and consider information provided in relation to community engagement projects</li> <li>• Actively participate in community engagement activities by providing considered, constructive input</li> <li>• Promote engagement opportunities and encourage participation among relevant networks</li> <li>• Communicate with Councillors and City staff to discuss issues, needs or opportunities to enhance community engagement activities, including participating in relevant evaluation processes.</li> </ul>

### **What will we do to enhance our practice?**

In order to deliver this strategy, we will develop an implementation plan that will outline practical actions over the next four years. The plan will be regularly reviewed to ensure we are on track, and adapt where necessary to respond to changing circumstances. The plan will contain performance criteria to measure the success of the Community Engagement Strategy 2021 – 2025. The implementation plan will be available online and we will report back to Council and the community annually.

### **Glossary**

#### **Accountability**

Accountability is an important element of good government. It is about the relationship with the citizens, and the extent to which government is answerable for its actions. Concepts important to accountability include transparency, fairness, integrity, and trust.

#### **Community**

Community is used to define groups of connected people. We use it to describe people of the City of Bayswater local government area generally, including individuals or groups who live, work, play, study, visit, or invest in the area. It can refer to everyone connected with the City, or smaller groups defined by interest, identity or location.

#### **Community groups can be:**

- A group of people who live, work or gather in the same area - as large as the whole city and as small as a community garden or street (locational).
- A group of people who have a shared interest, including artistic or cultural interest, ethnic origin, business and recreational interest (interest).
- People who share the same self-identified qualities. Examples are age/life stage, faith, gender/sexual orientation, vulnerability, skill or aspiration (identity).
- A group of people who are members of a group or club (affiliation).

#### **IAP2**

The International Association for Public Participation (IAP2) is an international organisation advancing the practice of public participation. IAP2 supports people who implement or participate in public decision-making processes.

#### **Policy**

Sets out Council's views with respect to a particular matter. It includes a set of principles that provide a direction for the organisation.

#### **Public participation**

Is often used in place of the term community engagement. The terms are interchangeable.

#### **Stakeholder**

An individual or group with a strong interest in the decisions of Council or are directly impacted by their outcomes. Community becomes stakeholders when a project directly affects them.

**City of Bayswater DRAFT Community Engagement Strategy 2021 – 2025**

**Implementation Plan**

This plan outlines practical initiatives over the next four years, to drive implementation of the Community Engagement Strategy 2021 - 2025. The plan will be regularly reviewed to ensure we are on track, and adapted where necessary to respond to changing circumstances. The implementation plan will be available online and we will report back to Council and the community at least annually.

<b>Theme 1 – Information and Communication</b>	
<b>Focus area</b>	<b>Initiative</b>
1.1 Understand and communicate influence	1.1.1 Consistently communicate the level of influence community and stakeholders have in an engagement process
1.2 Information to Council	1.2.1 Enhance information provision to Council, at key stages of community engagement initiatives
1.3 Feedback loop	1.3.1 Improve community feedback mechanisms to communicate engagement outcomes
<b>Theme 2 - Participation</b>	
<b>Focus area</b>	<b>Initiative</b>
2.1 Online platform	2.1.1 Further enhance the use of the online platform by engaging more strategically with the registered participants
2.2 Engage Bayswater panel	2.2.1 Implement recommendations from the 2020 review of the panel
2.3 Lesser-heard community members	2.3.1 Improve community engagement templates and tools to enhance identification, communication and engagement methods for our lesser-heard community and stakeholders  2.3.2 Develop an Aboriginal and Torres Strait Islander Engagement Plan, as identified in the City's Innovate Reconciliation Action Plan.
2.4 Accessibility	2.4.1 Undertake an accessibility audit of our online community engagement platform
2.5 Representation	2.5.1 Consistently collect and report on demographic data of participants
<b>Theme 3 – Capacity building</b>	
<b>Focus area</b>	<b>Initiative</b>
3.1 Staff development	3.1.1 Ensure staff have access to community engagement learning opportunities
3.2 Community awareness and understanding	3.2.1 Ensure community and stakeholders have access to information about our community engagement practice
3.3 Continuous improvement	3.3.1 Consistently implement the evaluation process and use these learnings to inform improvements to our practice.

Theme 4 - Accountability	
Focus area	Initiative
4.1 Transparency	<p>4.1.1 Consistently communicate the community engagement process that will be implemented in each project</p> <p>4.1.2 Consistently communicate the decision and how it was made</p>
4.2 Feedback loop	4.2.1 Improve community feedback mechanisms to communicate engagement outcomes in a timely and accurate manner
Theme 5 – Systems, tools and processes	
Focus area	Initiative
5.1 Templates	5.1.1 Revise and implement internal documents and templates – community engagement guidelines, plan and evaluation form
5.2 Online platform	5.2.1 Further enhance the use of the online platform by engaging more strategically with the registered participants
5.3 Process	5.3.1 Consistently communicate the community engagement process to staff to improve understanding
5.4 Evaluation	5.4.1 Strengthen the evaluation process to ensure it is consistently applied and informs improvements to our practice

#### How we will measure the success of the Community Engagement Strategy

How we evaluate our community engagement practice is an evolving process. Our implementation plan includes an initiative that focuses on enhancing our evaluation practice and as this is progressed, we will introduce new performance criteria over time. These will be measurable and meaningful in telling us if our strategy is effective. Initially we will measure and report on the following criteria:

##### Community satisfaction

- Community satisfaction with community engagement practice (biennial Community Perception survey)
- Average participant satisfaction with community engagement experience (by project)

##### Online participation

- Annual increase in visits to Engage Bayswater

##### Stakeholder reach

- Degree to which engagement participants reflect the identified stakeholders

##### Capacity building

- No. of staff engaged in a learning or training opportunity each year

##### Guiding principles

- Demonstrated examples of how the six principles were upheld in our community engagement practice



**10.2 Corporate And Strategy Directorate Reports****10.2.1 Financial Reports for the Period Ended 31 July 2021**

<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority <b><i>ABSOLUTE MAJORITY REQUIRED FOR POINT 2</i></b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Monthly Financial Statement Snapshot [<b>10.2.1.1</b> - 1 page]</li> <li>2. Executive Summary and Financial Activity Statement Significant Variances [<b>10.2.1.2</b> - 5 pages]</li> <li>3. Financial Activity Statement [<b>10.2.1.3</b> - 2 pages]</li> <li>4. Statement of Comprehensive Income by Nature or Type [<b>10.2.1.4</b> - 1 page]</li> <li>5. Net Current Assets [<b>10.2.1.5</b> - 1 page]</li> <li>6. Cash Backed Reserves Report [<b>10.2.1.6</b> - 1 page]</li> <li>7. Capital Acquisitions &amp; Non-Operating Grants Report [<b>10.2.1.7</b> - 15 pages]</li> <li>8. Economic Stimulus Projects Report [<b>10.2.1.8</b> - 1 page]</li> </ol>

**SUMMARY**

This report details the financial reports for the period ended 31 July 2021 including, Monthly Financial Statements with supporting information (**Attachments 1 to 5**), Cash Backed Reserve Report (**Attachment 6**), Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**) and Economic Stimulus Projects (**Attachment 8**).

**OFFICER'S RECOMMENDATION**

That Council:

1. Receives the financial reports for the period ended 31 July 2021, comprising:
  - (a) Monthly Financial Statements with supporting information (**Attachments 1 to 5**).
  - (b) Cash Backed Reserve Report (**Attachment 6**).
  - (c) Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**).
  - (d) Economic Stimulus Projects Report (**Attachment 8**).
2. Approves the 2021/22 budget adjustment (as contained in Table 1 in this report) of \$250,000 for RAC Reconnect WA Grant for the Morley Activity Centre Improvements.

***ABSOLUTE MAJORITY REQUIRED***

**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 2021, Council adopted the Annual Budget for the 2021/22 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 2021/22 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 (**Attachments 1 to 5**);
- Cash Backed Reserve Report (**Attachment 6**);
- Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**); and
- Economic Stimulus Projects Report (**Attachment 8**).

The Monthly Financial Statement Snapshot (**Attachment 1**) summarises total capital and operating expenditure.

The Financial Activity Statement (**Attachment 3**) reports the financial position of the City to program level. It discloses the current liquidity position of the City after adjustment for non-cash items (depreciation, provisions, etc.).

The Statement of Comprehensive Income by Nature or Type Classifications (**Attachment 4**) discloses operating revenue and expenses by nature or type.

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 (**Attachment 6**).

The projects summarised in the Capital Acquisitions & Non-Operating Grants Report (**Attachment 7**) detail the capital (actual and committed) expenditure for the period ended 31 July 2021.

**Attachment 8** outlines the economic stimulus projects and the current financial position of each project as at 31 July 2021, with some of these projects spanning over multiple financial years.

At the time of writing this report, the end of financial year process was in progress, therefore the 2020/21 accounts are yet to be finalised.

### **Budget Adjustment - RAC Reconnect WA Grant**

The City was successful in receiving a grant from RAC as part of the Reconnect WA Grant Program. The fund will be spent in accordance with the funding agreement on the Morley Activity Centre within the Bishop and Progress Streets precinct.

**Table 1**

Project	Type	Description	Current Budget \$	Amended Budget \$
2200-10809-4126	Increase Income	Reconnect WA Grant - Morley Activity Centre - project evaluation	0	(30,000)
2200-80957-4803	Increase income	Reconnect WA Grant - Morley Activity Centre - improvements	0	(220,000)
2200-10809-6230	Increase Expenditure	Reconnect WA Grant - Morley Activity Centre - project evaluation - consultancy	0	30,000
2200-80957-6381	Increase Expenditure	Reconnect WA Grant - Morley Activity Centre - improvements - capital purchase	0	220,000
		<b>Total</b>	<b>0</b>	<b>0</b>

### **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.

### **RISK ASSESSMENT**

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.

Officer's Recommendation	That Council:
	<ol style="list-style-type: none"> <li>1. <b>Receives the financial reports for the period ended 31 July 2021, comprising:</b> <ol style="list-style-type: none"> <li>(a) <b>Monthly Financial Statements with supporting information (Attachments 1 to 5).</b></li> <li>(b) <b>Cash Backed Reserve Report (Attachment 6).</b></li> <li>(c) <b>Capital Acquisitions &amp; Non-Operating Grants Report (Attachment 7).</b></li> <li>(d) <b>Economic Stimulus Projects Report (Attachment 8).</b></li> </ol> </li> </ol>

2. Approves the 2021/22 budget adjustment (as contained in Table 1 in this report) of \$250,000 for RAC Reconnect WA Grant for the Morley Activity Centre Improvements.		
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>	<p>The financial reports have been compiled in accordance with the relevant provisions of the <i>Local Government Act 1995</i> and Local Government (Financial Management) Regulations 1996.</p> <p>The budget adjustment is required to progress with the Morley Activity Centre – Bishop and Progress Streets improvements.</p>	

<b>Option 2</b>	<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>1. Receives the financial reports for the period ended 31 July 2021, comprising: <ol style="list-style-type: none"> <li>(a) Monthly Financial Statements with supporting information (Attachments 1 to 5).</li> <li>(b) Cash Backed Reserve Report (Attachment 6).</li> <li>(c) Capital Acquisitions &amp; Non-Operating Grants Report (Attachment 7).</li> <li>(d) Economic Stimulus Projects Report (Attachment 8).</li> </ol> </li> <li>2. Does not approve the 2021/22 budget adjustment (as contained in Table 1 in this report) of \$250,000 for RAC Reconnect WA Grant for the Morley Activity Centre Improvements.</li> </ol>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	<p>The financial reports have been compiled in accordance with the relevant provisions of the <i>Local Government Act 1995</i> and Local Government (Financial Management) Regulations 1996.</p> <p>The funding agreement for the grant has been fully executed, therefore if the budget adjustment is not approved, the fund will be returned. As a result, the project would not be completed and could therefore impacting on the community. Not accepting the fund may impact the City's ability to receive funding from RAC in the future.</p>	

## 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 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

## **CONCLUSION**

In light of the above, it is recommended that Council receives the financial reports for the period ended 31 July 2021 and approves the budget adjustment as outlined in Table 1 of this report.

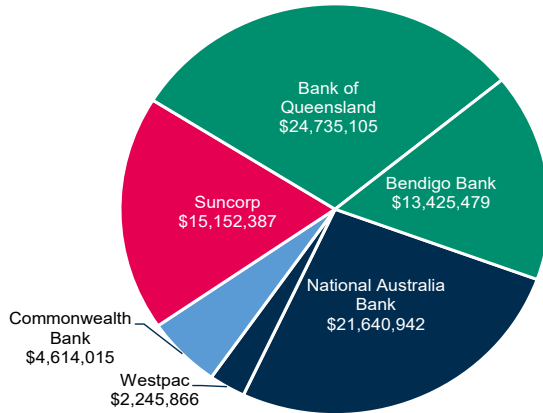
# Monthly Financial Statement Snapshot

July 2021

## Term Deposits by Bank

(refer to investment report)

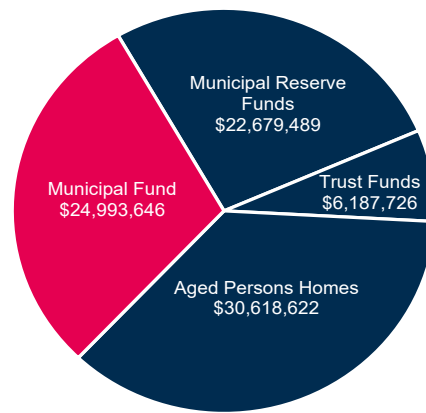
■ A-1+ ■ A-1 ■ A-2



## Total Cash and Cash Equivalents

(including cash at bank and term deposits)

■ Restricted ■ Unrestricted



	Debtor				Trade Creditors
	Sundry	Infringement	Recreation	Total	
Total Outstanding	\$325,218	\$416,711	\$402,876	\$1,144,805	\$1,519,817
Not yet due	0%	0%	75%	16%	0%
Current	67%	9%	11%	40%	57%
Over 30 days	3%	4%	4%	11%	42%
Over 60 days	30%	87%	10%	33%	1%

Rates & Charges	
Collected	10.79%
Total Outstanding	\$66,232,492
Deferred Rates	\$749,523

Payment Options	YTD 2021/22	2020/21
Payment in Full	6142	19,692 by 30/06/21
Instalment	3,466	9,145
Rates Smoothing	1,991	1,691
Arrangement	463	625
None Selected	20,736	1,639

## Capital

	Annual Budget	YTD Budget	YTD Actual	YTD % Spent
Expenditure	\$33,785,886	\$947,678	\$199,405	21%
	Annual Budget	YTD Budget	YTD Actual	YTD % Received
Revenue	\$9,268,848	\$91,667	\$1,250	1%

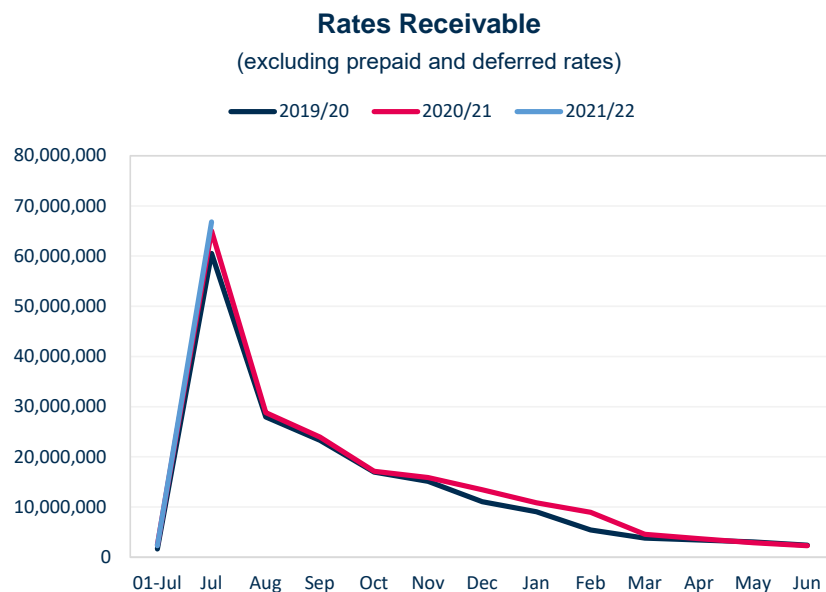
## Operating

	Annual Budget	YTD Budget	YTD Actual	YTD % Spent
Expenditure	\$86,835,805	\$10,265,033	\$5,076,614	49%
	Annual Budget	YTD Budget	YTD Actual	YTD % Received
Revenue *excludes rates	\$26,041,190	\$13,790,010	\$13,234,761	96%

**City of Bayswater  
Executive Summary  
for the period 1 July 2021 to 31 July 2021**

**Revenue**

The annual rate notices were issued on 16 July and to date 6,142 (19%) properties have paid in full and just over 5,920 (18%) properties have nominated a payment option. Currently there are 20,736 (63%) properties where no payment option has been selected, however with a 20 August due date, it is anticipated that these numbers will change by the end of August 2021.



**Debtors**

The current total of outstanding debts is \$1.14m, \$325k of which is attributed to sundry debtors 67% of which are 30 days; \$417k are Infringement debts and \$403k are Recreation debts. Most Infringement debts are lodged with the Fines Enforcement Registry.

**Capital**

Capital revenue and expenditure is below the total year-to-date budget. The capital revenue variance is due to grant funded projects such as Wotton Skate Park (\$50k) and Bayswater Waves (\$41.6k) are yet to commence and therefore funds have not been realised. The capital expenditure variance is due to the spend on projects such as Bayswater Waves (580k); footpath construction (60k); Wotton Skate Park (50k) being lower than anticipated due to current weather conditions and high demand in the building construction industries. Expenditure is expected to be in line with budget in the coming months.

**Operating**

Year-to-date operating revenue is 96% in comparison to the year-to-date budget.

Operating expenditure is 49% in comparison to the year- to- date budget. In particular, expenditure on materials and contracts are lower than the budget as some projects are yet to be commenced. .However, it is anticipated that expenditure to be in line with budget in the coming months.

**City of Bayswater**  
**Financial Activity Statement**  
**Significant Variances**  
**for the period 1 July 2021 to 31 July 2021**

**Operating activities**

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

<b>Program</b>	<b>YTD Amended Budget \$</b>	<b>YTD Actual \$</b>	<b>Variance Positive/ (Negative) \$</b>
General purpose funding <ul style="list-style-type: none"> <li>The variance is due to budget timing as rates instalment charges are not yet finalised with rates due on 20 August 2021.</li> </ul>	113,967	92,636	(21,331)
Governance <ul style="list-style-type: none"> <li>The variance is due to budget timing as reimbursements for insurance recovery are yet to be finalised.</li> </ul>	11,211	5,337	(5,874)
Law, order, public safety <ul style="list-style-type: none"> <li>The variance is due to an increase in animal registrations and local law prosecution.</li> </ul>	17,271	24,474	7,202
Health <ul style="list-style-type: none"> <li>The variance is due to budget timing as revenue for food business licences will be raised in August instead of July. Income is expected to be in line with budget in the coming month.</li> </ul>	77,669	9,818	(67,850)
Education and welfare <ul style="list-style-type: none"> <li>The variance is due to revenue for activities in Bayswater and Morley Community Centres are higher than anticipated.</li> </ul>	37,927	41,773	3,846
Community amenities <ul style="list-style-type: none"> <li>The variance is due to budget timing on FOGO grant and contribution for Water Quality project are yet to be received and refuse charges raised are less than the budget. It is anticipated that they are to be in line with budget in the coming months.</li> </ul>	12,637,012	12,326,187	(310,824)
Recreation and culture <ul style="list-style-type: none"> <li>Immaterial variance.</li> </ul>	520,626	518,086	(2,540)
Transport <ul style="list-style-type: none"> <li>The variance is due to budget timing on crossover contributions and street side advertisement revenue as projects are yet to be commenced.</li> </ul>	95,801	63,144	(32,657)
Economic services <ul style="list-style-type: none"> <li>The variance is mainly due to the budgeted Maylands underground power grant is yet to be received.</li> </ul>	251,874	141,274	(110,600)
Other property and services <ul style="list-style-type: none"> <li>The variance is due to budget timing with assets have not yet been traded in.</li> </ul>	26,652	12,032	(14,621)
<b>Total</b>	<b>13,790,010</b>	<b>13,234,761</b>	<b>(555,249)</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 due to budget timing. Expenditure such as catering, consultant fee, postage, search fees and valuation fees are below the budget. They are expected to be in line with budget in the coming months.</li> </ul>	(60,456)	(44,211)	16,246
Governance <ul style="list-style-type: none"> <li>The variance is due to budget timing. Expenditure is expected to be in line with budget in the coming months.</li> <li>Projects such as ERP review and Community Perceptions Survey are yet to be commenced.</li> </ul>	(549,291)	(299,715)	249,576
Law, order, public safety <ul style="list-style-type: none"> <li>The variance is due to budget timing. Expenditure such as minor equipment purchases, community grants and sponsorships and insurance expenses are expected to be in line with budget in the coming months.</li> </ul>	(333,417)	(268,997)	64,421
Health <p>The variance is due to budget timing. Expenditure such as insurance, materials and consumables are expected to be in line with budget in the coming months.</p>	(201,639)	(161,706)	39,933
Education and welfare <ul style="list-style-type: none"> <li>The variance is due to budget timing. Expenditure such as building maintenance, materials and consumables, program activities, minor equipment purchases are lower than anticipated. They are expected to be in line with budget in the coming months.</li> <li>Projects such as Bayswater Family Centre's painting and Reconciliation Action Plan are yet to be commenced.</li> </ul>	(225,917)	(117,921)	107,996
Housing <ul style="list-style-type: none"> <li>The variance is due to insurance premiums yet to be finalised. It is anticipated that expenditure is to be in line with the budget in the coming months.</li> </ul>	(13,045)	(7,895)	5,150
Community amenities <ul style="list-style-type: none"> <li>Expenditure is lower than budget due to budget timing. Projects such as FOGO Implementation (\$914k); Streetscape Hydrozoning Program (\$100k); Tranby House Foreshore – Erosion design (\$50k); Emission reduction renewable energy (\$30k) and etc. are yet to be commenced.</li> </ul>	(2,541,358)	(846,042)	1,695,317
Recreation and culture <ul style="list-style-type: none"> <li>Parks and gardens' maintenance expenditure being lower than budget due to the delay in rolling out new maintenance program following the restructure.</li> <li>It is also due to projects such as Maylands Brickworks – feasibility (\$160k), Les Hansman Community Centre Redevelopment Plan (\$250k) are yet to be commenced.</li> </ul>	(3,375,705)	(2,097,968)	1,277,737
Transport <ul style="list-style-type: none"> <li>The variance is due to projects such as Morley Activity Centre Streetscape Plan (\$150k); Power Line Clearance Program (\$100k); Tree Planting Program (\$200k) are yet to be commenced.</li> <li>In addition, materials and contracts expenditure under the transport program are under spent. It is anticipated that the expenditure is to be in line with budget in the coming months.</li> </ul>	(2,024,301)	(1,115,398)	908,903



Program	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Economic services <ul style="list-style-type: none"> <li>The variance is due to projects such as Business Investment and Economic Growth Program (\$185k); Underground Power (\$125k); Destination Marketing Strategy (50k) are yet to be commenced.</li> </ul>	(509,642)	(119,909)	389,733
Other property and services <ul style="list-style-type: none"> <li>The variance is due to insurance premiums yet to be finalised. It is anticipated that expenditure is to be in line with the budget in the coming months.</li> </ul>	(430,262)	3,147	433,409
<b>Total</b>	<b>(10,265,033)</b>	<b>(5,076,614)</b>	<b>5,188,419</b>

Discontinued operations

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Operating Income <ul style="list-style-type: none"> <li>Aged care subsidies received are higher than the year-to-date budget due to the unpredictable nature of residents' personal care need assessments.</li> </ul>	691,696	717,423	25,727
Operating Expenditure <ul style="list-style-type: none"> <li>The variance is due to insurance premiums are yet to be finalised. It is anticipated that expenditure is to be in line with the budget in the coming months.</li> </ul>	(758,737)	(722,800)	35,966
<b>Total</b>	<b>(67,040)</b>	<b>(5,377)</b>	<b>61,663</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 depreciation, Aged liability adjustment and leave provisions.</li> </ul>	1,419,175	1,048,750	(370,425)

Investing activities

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Non-operating grants, subsidies and contributions <ul style="list-style-type: none"> <li>The variance is due to grant funded projects such as Wotton Skate Park (\$50k) and Bayswater Waves (\$41.6k) yet to commence and therefore funds have not been realised.</li> </ul>	91,667	1,250	(90,417)
Purchase of Assets Held for Sale <ul style="list-style-type: none"> <li>No variance.</li> </ul>	0	0	0

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Purchase of property, plant and equipment <ul style="list-style-type: none"> <li>The variance is caused by projects such as Bayswater Waves (\$580k); Depot Chemical Mixing Facility (\$36k) are yet to be commenced. It is anticipated that the expenditure is to be in line with budget in the coming months.</li> </ul>	(699,913)	(86,736)	613,177
Purchase of construction and infrastructure <ul style="list-style-type: none"> <li>Purchases are below the year-to-date budget due to projects such as pathways within reserves (\$84k); Baigup Wetland (\$21k); Wotton Skate Park (\$50k) are yet to be commenced. It is expected that expenditure is to be in line with budget in the coming months.</li> </ul>	(205,834)	(104,136)	101,698
Purchase of intangible assets <ul style="list-style-type: none"> <li>The variance is caused by projects such as software (\$10k); Corporate Performance system (\$21k) are yet to be commenced.</li> </ul>	(41,932)	(8,533)	33,399
Proceeds from disposal of assets <ul style="list-style-type: none"> <li>Variance on asset disposal has occurred due to budget timing, projects are yet to be commenced.</li> </ul>	931,639	0	(931,639)

#### Financing activities

Description	Amended Budget YTD \$	Actual YTD \$	Variance Positive/ (Negative) \$
Repayment of borrowings <ul style="list-style-type: none"> <li>No variance.</li> </ul>	(1,246)	(1,246)	0
Proceeds from self-supporting loans <ul style="list-style-type: none"> <li>No variance.</li> </ul>	1,246	1,246	0
Payment for principal portion of lease liability <ul style="list-style-type: none"> <li>Accounting standard AASB 116 requires recognition of leases as a liability.</li> </ul>	0	(68,128)	(68,128)
Transfer to reserves <ul style="list-style-type: none"> <li>Transfers to reserves for Strategic Planning (\$415k) and Major Capital works (\$515k) are not yet required.</li> </ul>	(997,171)	(11,279)	985,892
Transfer from reserves <ul style="list-style-type: none"> <li>The variance has occurred as reserve funded projects such as Economic Stimulus (\$485k); FOGO (\$656k); Les Hansman redevelopment (\$250k) are yet to be commenced, therefore funds do not need to be recouped.</li> </ul>	1,687,046	0	(1,687,046)
Rates <ul style="list-style-type: none"> <li>No variance.</li> </ul>	51,067,976	51,067,976	0

**City of Bayswater  
Financial Activity Statement  
for the period 1 July 2021 to 31 July 2021**

	Budget	Amended Budget	YTD Amended Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	\$	%
<b>Net current assets at start of year - surplus/(deficit)</b>	8,382,712	8,382,712	8,382,712	9,161,983	779,271	9%
<b>Operating activities</b>						
<b>Revenue from operating activities (excludes rates)</b>						
General purpose funding	3,171,677	3,171,677	113,967	92,636	(21,331)	(19%)
Governance	139,950	139,950	11,211	5,337	(5,874)	(52%)
Law, order, public safety	392,540	392,540	17,271	24,474	7,202	42%
Health	254,484	254,484	77,669	9,818	(67,850)	(87%)
Education and welfare	228,495	228,495	37,927	41,773	3,846	10%
Community amenities	13,393,509	13,393,509	12,637,012	12,326,187	(310,824)	(2%)
Recreation and culture	6,777,377	6,777,377	520,626	518,086	(2,540)	(0%)
Transport	853,150	853,150	95,801	63,144	(32,657)	(34%)
Economic services	662,082	662,082	251,874	141,274	(110,600)	(44%)
Other property and services	167,926	167,926	26,652	12,032	(14,621)	(55%)
	26,041,190	26,041,190	13,790,010	13,234,761	(555,249)	(4%)
<b>Expenditure from operating activities</b>						
General purpose funding	(858,654)	(858,654)	(60,456)	(44,211)	16,246	(27%)
Governance	(5,311,070)	(5,311,070)	(549,291)	(299,715)	249,576	(45%)
Law, order, public safety	(3,908,932)	(3,908,932)	(333,417)	(268,997)	64,421	(19%)
Health	(2,263,833)	(2,263,833)	(201,639)	(161,706)	39,933	(20%)
Education and welfare	(2,086,578)	(2,086,578)	(225,917)	(117,921)	107,996	(48%)
Housing	(111,741)	(111,741)	(13,045)	(7,895)	5,150	(39%)
Community amenities	(19,744,518)	(19,744,518)	(2,541,358)	(846,042)	1,695,317	(67%)
Recreation and culture	(32,555,627)	(32,555,627)	(3,375,705)	(2,097,968)	1,277,737	(38%)
Transport	(17,499,002)	(17,499,002)	(2,024,301)	(1,115,398)	908,903	(45%)
Economic services	(1,968,433)	(1,968,433)	(509,642)	(119,909)	389,733	(76%)
Other property and services	(527,418)	(527,418)	(430,262)	3,147	433,409	(101%)
	(86,835,805)	(86,835,805)	(10,265,033)	(5,076,614)	5,188,419	(51%)
<b>Discontinued operations</b>	952,160	952,160	(67,040)	(5,377)	61,663	(92%)

	Budget	Amended Budget	YTD Amended Budget	YTD Actual	Variance	Variance
	\$	\$	\$	\$	\$	%
<b>Operating activities excluded from budget</b>						
	12,533,025	12,533,025	1,419,175	1,048,750	(370,425)	(26%)
<b>Amount attributable to operating activities</b>	(38,926,718)	(38,926,718)	13,259,823	18,363,503	5,103,680	38%
<b>Investing activities</b>						
Non-operating grants, subsidies and contributions	9,268,848	9,268,848	91,667	1,250	(90,417)	(99%)
Purchase of assets held for sale	(1,000,000)	(1,000,000)	0	0	0	No Budget
Purchase of property, plant and equipment	(13,394,630)	(13,394,630)	(699,913)	(86,736)	613,177	(88%)
Purchase and construction of infrastructure	(18,458,990)	(18,458,990)	(205,834)	(104,136)	101,698	(49%)
Purchase of intangible assets	(932,266)	(932,266)	(41,932)	(8,533)	33,399	(80%)
Proceeds from disposal of assets	1,331,639	1,331,639	931,639	0	(931,639)	(100%)
<b>Amount attributable to investing activities</b>	(23,185,399)	(23,185,399)	75,627	(198,155)	(273,782)	(362%)
<b>Financing activities</b>						
Repayment of borrowings	(232,351)	(232,351)	(1,246)	(1,246)	0	0%
Proceeds from self-supporting loans	5,106	5,106	1,246	1,246	0	0%
Proceeds from loans	3,971,802	3,971,802	0	0	0	No Budget
Payment for principal portion of lease liability	(149,408)	(149,408)	0	(68,128)	(68,128)	No Budget
Transfer to reserves	(2,628,477)	(2,628,477)	(997,171)	(11,279)	985,892	(99%)
Transfer from reserves	8,696,202	8,696,202	1,687,046	0	(1,687,046)	(100%)
<b>Amount attributable to financing activities</b>	9,662,874	9,662,874	689,875	(79,407)	(769,282)	(112%)
<b>Budget deficiency before general rates</b>	(52,449,244)	(52,449,244)	14,025,324	18,085,940	4,060,616	29%
<b>Estimated amount to be raised from general rates</b>	51,567,976	51,567,976	51,067,976	51,067,976	(0)	(0%)
<b>Adjusted net current assets at the end of the year - surplus/(deficit)</b>	(881,268)	(881,268)	65,093,300	69,153,916	4,060,616	6%

**City of Bayswater  
Statement of Comprehensive Income  
by Nature or Type  
for the period 1 July 2021 to 31 July 2021**

	Budget	Amended Budget	YTD Budget	YTD Actual
	\$	\$	\$	\$
<b>Revenue</b>				
Rates	51,567,976	51,567,976	51,067,976	51,067,976
Operating grants, subsidies and contributions	3,382,996	3,382,996	429,837	15,644
Fees and charges	21,542,335	21,542,335	13,190,015	13,110,812
Interest earnings	629,914	629,914	71,481	76,889
Other revenue	457,164	457,164	79,895	31,415
	<u>77,580,385</u>	<u>77,580,385</u>	<u>64,839,205</u>	<u>64,302,737</u>
<b>Expenses</b>				
Employee costs	(36,150,555)	(36,150,555)	(3,083,566)	(2,607,424)
Materials and contracts	(32,944,384)	(32,944,384)	(4,897,482)	(1,251,935)
Utility charges	(3,371,125)	(3,371,125)	(227,167)	(238,839)
Depreciation and amortisation	(11,986,593)	(11,986,593)	(1,157,909)	(1,005,275)
Insurance expenses	(967,635)	(967,635)	(561,585)	(1,000)
Interest expenses	(7,417)	(7,417)	(75)	(247)
Other expenditure	(789,119)	(789,119)	(685,340)	(674,549)
	<u>(86,216,828)</u>	<u>(86,216,828)</u>	<u>(10,613,124)</u>	<u>(5,779,269)</u>
	<u>(8,636,443)</u>	<u>(8,636,443)</u>	<u>54,226,081</u>	<u>58,523,467</u>
Discontinued operations	952,160	952,160	(67,040)	(5,377)
Non-operating grants, subsidies and contributions	9,268,848	9,268,848	91,667	1,250
Profit on asset disposals	28,781	28,781	18,781	0
(Loss) on asset disposals	(618,978)	(618,978)	(329,527)	0
	<u>9,630,811</u>	<u>9,630,811</u>	<u>(286,120)</u>	<u>(4,127)</u>
<b>Net result</b>	<u>994,368</u>	<u>994,368</u>	<u>53,939,961</u>	<u>58,519,340</u>
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets	0	0	0	0
<b>Total other comprehensive income</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total comprehensive income</b>	<u>994,368</u>	<u>994,368</u>	<u>53,939,961</u>	<u>58,519,340</u>

**City of Bayswater  
Net Current Assets  
as at 31 July 2021**

<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	83,827,120	84,479,483
Trade and other receivables	98,731	63,020,488
Inventories	149,661	152,304
Prepayments	89,458	76,680
<b>Total</b>	<b>84,164,970</b>	<b>147,728,954</b>
<b>Current liabilities</b>		
Trade and other payables	(32,462,783)	(36,258,844)
Other financial liabilities at amortised costs	(5,106)	(3,860)
Lease liabilities	(68,006)	(69,246)
Provisions	(6,998,095)	(6,856,229)
Grant Liabilities	(2,996,398)	(3,021,398)
Clearing accounts	(205,217)	(99,102)
<b>Total</b>	<b>(42,735,605)</b>	<b>(46,308,678)</b>
<b>Net current assets</b>	<b>41,429,365</b>	<b>101,420,276</b>
Restricted - Reserves	(41,126,939)	(41,138,218)
Cash backed employee provisions	1,572,346	1,572,762
Restricted - Aged Persons Homes	7,252,174	7,262,819
Current Portion of Lease Liabilities	35,037	36,277
	<b>9,161,983</b>	<b>69,153,916</b>

**City of Bayswater  
Cash Backed Reserves  
for the period 1 July 2021 to 31 July 2021**

	Budget Amended				Actual			
	Opening Balance	Transfer to	Transfer (from)	Closing Balance	Opening Balance	Transfer to	Transfer (from)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Aged Persons Homes - General Reserve	17,030,614	1,219,865	(1,267,705)	16,982,774	15,755,642	4,514	0	15,760,156
Aged Persons Homes - Prudential Requirements Reserve	2,885,179	0	0	2,885,179	2,697,819	754	0	2,698,573
Bayswater Bowling Club Capital Improvements Reserve	10,348	41	0	10,389	10,315	3	0	10,318
Bayswater Tennis Club Reserve	138,461	547	0	139,008	145,204	39	0	145,243
Bayswater Waves Aquatic Centre Reserve	411,625	1,627	(306,390)	106,862	529,761	140	0	529,901
Bore and Reticulation Reserve	9,638	38	0	9,676	9,917	3	0	9,919
Building Furniture and Equipment Reserve	142,217	562	0	142,779	144,447	38	0	144,485
City Buildings and Amenities Reserve	612,823	2,422	(82,200)	533,045	929,718	246	0	929,964
Civic Centre Reserve	44,611	176	0	44,787	63,440	17	0	63,457
Economic Stimulus Reserve	4,412,450	17,440	(2,608,624)	1,821,266	5,260,424	1,395	0	5,261,818
Eric Singleton Bird Sanctuary Reserve	1,226,163	4,846	0	1,231,009	1,222,256	324	0	1,222,580
FOGO Reserve	656,073	2,620	(656,073)	2,620	0	0	0	0
Footpath and Cycleway Reserve	85,580	338	(85,000)	918	85,307	23	0	85,329
General Waste Management Reserve	528,460	2,109	(451,156)	79,413	28,370	8	0	28,378
Golf Courses Reserve	1,462,328	5,780	(52,110)	1,415,998	1,547,726	410	0	1,548,136
Information Technology Reserve	315,174	1,046	(310,000)	6,220	366,066	97	0	366,163
Landfill Restoration Reserve	384,905	1,521	(150,000)	236,426	384,008	102	0	384,109
Les Hansman Community Centre Development Reserve	4,630,885	15,508	(2,250,000)	2,396,393	5,771,012	1,530	0	5,772,542
Long Service Leave and Entitlements Reserve	1,577,372	6,235	0	1,583,607	1,572,346	417	0	1,572,762
Major Capital Works Reserve	702,204	518,455	(12,000)	1,208,659	848,092	225	0	848,317
Maylands Lakes Reserve	4,731	19	0	4,750	4,716	1	0	4,717
Maylands Waterland Reserve	429,886	1,699	0	431,585	428,516	114	0	428,629
Morley City Centre Reserve	542,361	2,144	0	544,505	541,107	143	0	541,250
Morley Sport and Recreation Centre Reserve	496,556	1,963	0	498,519	501,709	133	0	501,842
Noranda Netball Courts Reserve	65,795	260	0	66,055	69,309	18	0	69,327
Plant and Works Equipment Reserve	2,522	10	0	2,532	2,745	1	0	2,746
Playground and Parks Reserve	60,477	239	(27,705)	33,011	173,265	46	0	173,311
River Restoration Reserve	20,450	81	(10,643)	9,888	114,391	30	0	114,422
Roads and Drainage Reserve	12,046	48	0	12,094	236,671	63	0	236,734
Senior Citizens Building Reserve	6,040	24	0	6,064	25,503	7	0	25,510
Strategic Land Acquisition Reserve	11,968	815,047	0	827,015	11,929	3	0	11,933
Streetscapes Reserve	410,206	1,621	(185,000)	226,827	469,041	124	0	469,166
Sustainable Environment Reserve	168,406	666	(140,436)	28,636	174,146	46	0	174,193
The RISE Reserve	252,816	999	(101,160)	152,655	376,206	100	0	376,305
Workers' Compensation Reserve	627,814	2,481	0	630,295	625,816	166	0	625,982
Total	40,379,185	2,628,477	(8,696,202)	34,311,460	41,126,939	11,279	0	41,138,218

**City of Bayswater  
Capital Acquisitions & Non-Operating Grants  
for the period 1 July 2021 to 31 July 2021**

	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>Commitments</b>	<b>Funds Remaining</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Non-operating grants, subsidies and contributions - summary</b>						
1622 Buildings	(407,832)	(407,832)	0	0	0	(407,832)
1632 Furniture and equipment	(11,400)	(11,400)	0	0	0	(11,400)
1702 Roads	(1,818,999)	(1,818,999)	0	0	0	(1,818,999)
1712 Footpath	(766,960)	(766,960)	0	0	0	(766,960)
1732 Park development	(5,840,575)	(5,840,575)	(91,667)	0	1,612	(5,842,187)
1742 Other infrastructure	(423,082)	(423,082)	0	(1,250)	0	(421,832)
	<u>(9,268,848)</u>	<u>(9,268,848)</u>	<u>(91,667)</u>	<u>(1,250)</u>	<u>1,612</u>	<u>(9,269,210)</u>
<b>Capital acquisitions - summary</b>						
<b>Purchase of asset held for sale</b>						
1912 Assets Held for Sale	1,000,000	1,000,000	0	0	53,658	946,342
	<u>1,000,000</u>	<u>1,000,000</u>	<u>0</u>	<u>0</u>	<u>53,658</u>	<u>946,342</u>
<b>Purchase of property, plant and equipment</b>						
1622 Buildings	9,606,030	9,606,030	571,076	22,029	5,149,863	4,434,138
1632 Furniture and equipment	1,102,121	1,102,121	128,837	64,708	247,707	789,707
1652 Plant and equipment	2,686,479	2,686,479	0	0	1,093,706	1,592,773
	<u>13,394,630</u>	<u>13,394,630</u>	<u>699,913</u>	<u>86,736</u>	<u>6,491,276</u>	<u>6,816,618</u>
<b>Purchase and construction of infrastructure assets</b>						
1702 Roads	4,193,553	4,193,553	0	10,177	203,289	3,980,087
1712 Footpath	1,189,681	1,189,681	84,110	25,794	108,145	1,055,742
1722 Drainage	560,870	560,870	8,897	4,277	105,205	451,388
1732 Park development	11,132,046	11,132,046	112,827	44,505	4,826,461	6,261,080
1742 Other infrastructure	1,382,840	1,382,840	0	19,383	322,725	1,040,733
	<u>18,458,990</u>	<u>18,458,990</u>	<u>205,834</u>	<u>104,136</u>	<u>5,565,825</u>	<u>12,789,030</u>
<b>Purchase of intangible assets</b>						
1852 Intangible assets	932,266	932,266	41,932	8,533	14,738	908,995
	<u>932,266</u>	<u>932,266</u>	<u>41,932</u>	<u>8,533</u>	<u>14,738</u>	<u>908,995</u>
	<u>33,785,887</u>	<u>33,785,886</u>	<u>947,678</u>	<u>199,405</u>	<u>12,125,497</u>	<u>21,460,985</u>



	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
<b>Assets Held for sale</b>						
<b>Aged Persons Homes</b>						
80794 Aged Persons Homes - Capital works	1,000,000	1,000,000	0	0	0	1,000,000
80404 Aged Care - Homeswest ILUs	0	0	0	0	53,658	(53,658)
	1,000,000	1,000,000	0	0	53,658	946,342
Total Assets Held for Sale	1,000,000	1,000,000	0	0	53,658	946,342
<b>Buildings</b>						
<b>Building major capital works</b>						
80596 Depot Offices Renovation	49,254	49,254	0	2,438	45,780	1,036
80598 Depot Upgrade Lighting	0	0	0	0	1,859	(1,859)
80800 Riverside Gardens Toilet Upgrade	254,269	254,269	0	0	138,970	115,299
80808 Depot Chemical Mixing Facility Upgrade	53,906	53,906	35,578	270	0	53,635
80809 Depot Electrical Door Upgrade	14,015	14,015	0	0	0	14,015
80810 Depot Store Room Upgrades	30,187	30,187	0	0	2,980	27,207
80823 Bayswater Bowling Club - toilet upgrade	94,091	94,091	0	0	0	94,091
80824 Bayswater Waves - refurbishment	1,311,537	1,311,537	214,119	0	28,155	1,283,382
80825 Bedford Bowling Club - kitchen upgrade	35,284	35,284	0	0	0	35,284
80826 Civic Centre - building management system upgrade	176,420	176,420	0	14,652	128,760	33,008
80827 Ellis House - new studio design	58,807	58,807	0	0	0	58,807
80828 Hampton Park Scout Hall - asbestos removal and upgrade	41,165	41,165	0	0	3,920	37,245
80829 Maylands Peninsula Hotel - roof restoration	176,420	176,420	0	0	0	176,420
80830 Maylands Yacht Club - flooring upgrade	41,165	41,165	0	0	0	41,165
80831 Moojebing Reserve - Club Rooms - internal upgrade	11,761	11,761	0	0	0	11,761
80832 Morley Community Centre - toilet upgrade	70,568	70,568	0	0	0	70,568
80833 Morley Noranda Recreation Club - air-conditioner replacement	64,152	64,152	0	0	0	64,152
80834 Morley Sport & Recreation Centre - air-conditioner upgrade	117,613	117,613	0	0	0	117,613
80836 Morley Sport & Recreation Centre - roof renewal	47,045	47,045	0	0	0	47,045
80837 Paddy Walker Depot - improvements	109,968	109,968	0	0	39,551	70,416
80838 Roxy Theatre - switchboard upgrade	23,523	23,523	0	0	0	23,523
80839 The RISE - airconditioner replacement	235,226	235,226	0	0	0	235,226
80840 Upper Hillcrest Reserve - transportable changeroom	200,000	200,000	0	0	0	200,000
80841 Waste Disposal Facility - weighbridge	80,000	80,000	0	0	0	80,000
	3,296,374	3,296,374	249,697	17,360	389,976	2,889,038

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
<b>Building minor capital works</b>						
80482 Wotton Reserve - sewer connection	162,851	162,851	0	0	3,911	158,939
80843 Bayswater Bowling Club - shade shelter	10,591	10,591	0	0	0	10,591
80844 Bayswater Community Centre - paving	5,000	5,000	0	0	0	5,000
80845 Bayswater Family Centre - floor renewal	9,409	9,409	0	0	0	9,409
80846 Carramar Community Centre - entrance/exit upgrades	5,881	5,881	0	0	0	5,881
80847 East Maylands Pre-Primary - door upgrade	17,642	17,642	0	0	0	17,642
80848 Elstead Reserve Hall - internal & external upgrades	9,409	9,409	0	0	0	9,409
80849 Environment House - storage and path	4,721	4,721	0	0	0	4,721
80850 Hampton Infant Health - flooring upgrade	29,403	29,403	0	0	0	29,403
80851 Maylands Yacht Club - flooring renewal	8,019	8,019	0	0	0	8,019
80852 Maylands Yacht Club - roof renewal	5,881	5,881	0	0	0	5,881
80853 Moojebing Reserve Club Room - kitchen renewal	23,951	23,951	0	0	0	23,951
80854 Morley Community Centre - bathroom upgrade	10,000	10,000	0	0	0	10,000
80855 Morley Community Centre - security system	11,761	11,761	0	0	0	11,761
80856 Morley Sport & Recreation Ctre - toilet exhaust fan renewal	11,761	11,761	0	0	0	11,761
80857 Orana House - install security system	8,716	8,716	0	0	0	8,716
80858 Robert Thompson Reserve - Club Rooms - external doors	6,683	6,683	0	0	0	6,683
80859 Roxy Theatre - removal of asbestos	17,642	17,642	0	0	1,877	15,765
80953 Bayswater Morley Cricket Club - gazebo	15,000	15,000	0	0	0	15,000
80955 AP Hinds Reserve - electrical upgrade	82,329	82,329	0	0	62,900	19,429
	456,650	456,650	0	0	68,688	387,962
<b>Aquatic facilities</b>						
80365 Bayswater Waves - refurbishment tender design	128,427	128,427	25,685	5,600	238,335	(115,508)
	128,427	128,427	25,685	5,600	238,335	(115,508)
<b>Community capital requests</b>						
80637 Bayswater Elderly Community Help Org - new accessible toilet	36,364	36,364	0	0	0	36,364
80638 Bayswater ECHO - internal walls/floor renewal	0	0	0	0	2,327	(2,327)
	36,364	36,364	0	0	2,327	34,037
<b>Building renewal</b>						
80798 Maylands Sport & Rec - Maylands Bowling - toilet renewal	0	0	0	0	3,480	(3,480)
80822 Bayswater Waves - lighting replacements	127,127	127,127	0	0	99,166	27,961
	127,127	127,127	0	0	102,646	24,481

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
<b>Building upgrade</b>							
80860	The RISE - non-slip floor on balcony	10,000	10,000	0	0	0	10,000
		10,000	10,000	0	0	0	10,000
<b>Building new</b>							
80821	Waste Disposal Facility - hazardous household waste shed	10,000	10,000	0	0	0	10,000
		10,000	10,000	0	0	0	10,000
<b>Sustainable environment</b>							
80936	Solar PV installation program	150,000	150,000	0	0	0	150,000
		150,000	150,000	0	0	0	150,000
<b>Golf course development</b>							
80644	Embleton GC Club Hse- Upg & reno toilets	0	0	0	0	135	(135)
		0	0	0	0	135	(135)
<b>COVID-19 \$5m Stimulus Package Projects</b>							
80613	Morley Sport & Recreation Ctre - basketball court extension	3,216,180	3,216,180	0	(1,500)	1,806,870	1,410,810
80614	Bayswater Waves - Refurbish 25m pool, pool hall, plant room	1,500,500	1,500,500	250,083	0	2,444,557	(944,057)
80619	Energy Efficiency Projects	105,000	105,000	0	0	88,000	17,000
		4,821,680	4,821,680	250,083	(1,500)	4,339,427	483,753
<b>Administration Buildings</b>							
80666	Rangers and Security - security system	11,761	11,761	5,881	0	5,295	6,466
		11,761	11,761	5,881	0	5,295	6,466
<b>Halls &amp; Community Centres</b>							
80678	Bayswater Community Centre - Int upg	0	0	0	0	4	(4)
80819	Morley Library Lighting Upgrade	35,284	35,284	0	0	0	35,284
		35,284	35,284	0	0	4	35,279
<b>Water Facilities</b>							
80781	Bayswater Waves - Changeroom refurbishment	213,377	213,377	35,563	0	0	213,377
80787	Bayswater Waves - Unplanned capital expenditure	51,044	51,044	4,167	0	0	51,044
		264,421	264,421	39,730	0	0	264,421

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
<b>Sport &amp; Recreation Facilities</b>							
80645	Frank Drago Hall - Replace flooring	0	0	0	0	22	(22)
80646	Grand Prom Self Cleaning Toilet - Upgrade external façade	72,975	72,975	0	0	0	72,975
80672	Wotton Reserve - External upgrades	24,699	24,699	0	568	2	24,128
80690	The RISE - Disability access ramp construction	118,977	118,977	0	0	2,467	116,510
80764	Lightning Park Recreation Centre - Spectator shelter	30,000	30,000	0	0	0	30,000
80788	The RISE- Upg security and monitoring	0	0	0	0	538	(538)
		246,652	246,652	0	568	3,030	243,054
<b>Libraries</b>							
80684	Bayswater Library - External renewal	11,291	11,291	0	0	0	11,291
		11,291	11,291	0	0	0	11,291
Total Buildings		9,606,030	9,606,030	571,076	22,029	5,149,863	4,434,138
<b>Furniture and equipment</b>							
<b>Furniture and equipment</b>							
80385	The RISE - strength equipment replacement	12,871	12,871	12,871	0	0	12,871
80861	Bayswater Waves - equipment renewal	212,942	212,942	17,382	0	4,677	208,265
80862	Bayswater Waves - pool safety buoys and ropes replacement	5,615	5,615	0	0	0	5,615
80863	Bayswater Waves - replace dumbbells, rack	18,376	18,376	0	0	0	18,376
80864	Bayswater Waves - replace pool inflatable	10,209	10,209	0	0	0	10,209
80865	Bayswater Waves - replace pool platform	122,505	122,505	20,000	0	0	122,505
80866	Embleton Golf Club - furniture	11,400	11,400	0	0	0	11,400
80868	The RISE - equipment renewal	41,416	41,416	583	0	0	41,416
80869	The RISE - function room equipment	20,383	20,383	0	0	0	20,383
		455,717	455,717	50,837	0	4,677	451,040
<b>IT capital</b>							
80089	Network infrastructure	100,000	100,000	0	0	123,918	(23,918)
80091	Workstation replacement program	280,600	280,600	75,000	55,682	107,929	116,989
80792	Network security infrastructure updates	0	0	0	5,140	58	(5,198)
		380,600	380,600	75,000	60,822	231,904	87,874

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
<b>IT renewal</b>							
80387	General IT Equipment Replacement Program	57,000	57,000	3,000	3,885	2,745	50,369
80871	GIS Lab & Communication Hut - UPS & switch renewal	5,000	5,000	0	0	0	5,000
80872	Spatial Virtual Machine hosts	75,000	75,000	0	0	0	75,000
		137,000	137,000	3,000	3,885	2,745	130,369
<b>CCTV Renewal</b>							
80274	CCTV Infrastructure replacement program	109,964	109,964	0	0	0	109,964
		109,964	109,964	0	0	0	109,964
<b>Plant and equipment</b>							
80874	City-wide - traffic counter program	10,000	10,000	0	0	8,380	1,620
		10,000	10,000	0	0	8,380	1,620
<b>Water Facilities</b>							
80786	Bayswater Waves - replace pneumatic system	8,840	8,840	0	0	0	8,840
		8,840	8,840	0	0	0	8,840
Total Furniture and equipment		1,102,121	1,102,121	128,837	64,708	247,707	789,707
<b>Plant and equipment</b>							
80257	Plant and Fleet Replacement Program	2,286,979	2,286,979	0	0	1,093,706	1,193,273
80759	Library Services - commercial delivery vehicle procurement	44,500	44,500	0	0	0	44,500
80956	New FTE Plant and Equipment	355,000	355,000	0	0	0	355,000
		2,686,479	2,686,479	0	0	1,093,706	1,592,773
Total Plant and equipment		2,686,479	2,686,479	0	0	1,093,706	1,592,773
<b>Roads</b>							
<b>Road construction</b>							
80198	Resurface Right of Ways	107,580	107,580	0	0	0	107,580
80245	Traffic management - general	50,000	50,000	0	0	90,343	(40,343)
80426	Design of slip lane at 60 Russell Street corner Walter Road	59,168	59,168	0	0	28,730	30,438
80803	Morley Town Site - Street Lighting Upgrade	120,000	120,000	0	0	0	120,000
80804	Noranda Connecting - footpath construction	21,516	21,516	0	0	0	21,516
80818	Living Laneways - upgrade lighting	17,213	17,213	0	0	0	17,213

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
80875 Driscoll Way - re-kerbing	38,729	38,729	0	0	0	38,729
	414,206	414,206	0	0	119,073	295,133
<b>Road renewal</b>						
80516 Resurface - McGilvray/Benara	0	0	0	0	7,324	(7,324)
	0	0	0	0	7,324	(7,324)
<b>Roads to recovery</b>						
80739 Telstar Dr- Beechboro Rd N/Bottlebrush D	0	0	0	0	11,984	(11,984)
80876 Banksia Rd - Beechboro Road North to Bluegum Rd - resurface	73,154	73,154	0	0	0	73,154
80877 Bluegum Road - Mahogany Road to Blackboy Way - resurface	214,084	214,084	0	0	0	214,084
80878 Marriot Way - Cranleigh Street to Driscoll Way - resurface	65,020	65,020	0	0	0	65,020
80879 Napier Road - Annison Place to Wonga Road - resurface	98,974	98,974	0	7,740	0	91,233
80880 Westlake Road - Napier Road to Crimea Road - resurface	90,367	90,367	0	0	0	90,367
	541,600	541,600	0	7,740	11,984	521,875
<b>Black spot state</b>						
80748 Benara Road / Camboon Road	31,000	31,000	0	0	0	31,000
80749 Coode Street / Catherine Street	22,000	22,000	0	0	0	22,000
80750 Coode Street / Sixth Avenue	50,375	50,375	0	0	0	50,375
80881 Camboon Road & Wolseley Rd - install island/street lighting	120,000	120,000	0	0	0	120,000
80882 Walter Road West and Coode St - install right turn signal	129,700	129,700	0	0	0	129,700
	353,075	353,075	0	0	0	353,075
<b>Black spot federal</b>						
80526 Eighth Ave and East St - Roundabout	0	0	0	0	46,040	(46,040)
80751 King Street / Raymond Avenue	209,500	209,500	0	0	4,500	205,000
80883 Crimea St and Westlake Rd - splitter islands/street lighting	55,000	55,000	0	0	0	55,000
	264,500	264,500	0	0	50,540	213,960
<b>Base road grant</b>						
80317 Drainage kerb renewal	96,822	96,822	0	0	0	96,822
80735 Carparks - Clarkson Jetty	75,306	75,306	0	0	0	75,306
80736 Drainage & Kerbing - Various	0	0	0	565	0	(565)
80884 Acacia Court - Bluegum Road to Cul-de-sac - resurface	17,213	17,213	0	0	0	17,213
80885 Addington Street - Puttenham St to Marriot Way - resurface	22,592	22,592	0	0	0	22,592
80886 Annison Place - Napier Road to Cul-de-sac - resurface	30,122	30,122	0	0	0	30,122

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
80887 Bagshot Place - Morley Drive to Annison Place - resurface	11,834	11,834	0	0	0	11,834
80888 Blackboy Way - Bluegum Road to Banksia Road - resurface	69,927	69,927	0	0	0	69,927
80889 Boyle Place - Westlake Place to Cul-de-sac - resurface	16,137	16,137	0	0	0	16,137
80890 Capel Place - Wonga Road to Ramsden Way - resurface	13,985	13,985	0	0	0	13,985
80891 Cranleigh Street - Annison Place to Marriot Way - resurface	45,184	45,184	0	0	0	45,184
80892 Driscoll Way - Puttenham Street to Crimea Street - resurface	49,487	49,487	0	0	0	49,487
80893 Frimley Place - Morley Drive to Annison Place - resurface	11,834	11,834	0	0	0	11,834
80894 Frimley Way - Sunningdale Street to Crimea St - resurface	54,866	54,866	0	0	0	54,866
80895 Hakea Court - Mahogany Road to Cul-de-sac - resurface	13,985	13,985	0	0	0	13,985
80896 Hamersley Place - Alfreda Avenue to Culdesac - resurface	54,866	54,866	0	0	0	54,866
80897 Mahogany Road - Benara Road to Banksia Road - resurface	37,653	37,653	0	0	0	37,653
80898 McArthur Street - Frimley Way to Driscoll Way - resurface	36,577	36,577	0	0	0	36,577
80899 Munyard Way - Rhodes Street to Westlake Road - resurface	32,274	32,274	0	0	0	32,274
80900 Paperbark Way - Banksia Road to Paperbark Way - resurface	60,245	60,245	0	0	0	60,245
80901 Puttenham Street - Cranleigh St to McArthur St - resurface	37,653	37,653	0	0	0	37,653
80902 Ramsden Way - Simmonds Street to Westlake Road - resurface	76,382	76,382	0	0	0	76,382
80903 Rhodes Street - Westlake Road to Ramsden Way - resurface	25,819	25,819	0	0	0	25,819
80904 Simmonds Street - Wonga Road to Westlake Street - resurface	35,501	35,501	0	0	0	35,501
80905 Stone Street - McGann Street to Cul-de-sac - resurface	23,668	23,668	0	0	0	23,668
80906 Sunningdale Street - Cranleigh St to Frimley Way - resurface	29,047	29,047	0	0	0	29,047
80907 Wonga Road - Crimea Street to Napier Road - resurface	69,927	69,927	0	0	0	69,927
80908 Zinnia Place - Hakea Court to Cul-de-sac - resurface	11,834	11,834	0	0	0	11,834
	1,060,739	1,060,739	0	565	0	1,060,173
<b>Traffic management</b>						
80291 City-wide traffic implementation	120,000	120,000	0	0	775	119,225
80297 Traffic Management - Disability Access Committee	25,000	25,000	0	898	6,848	17,254
	145,000	145,000	0	898	7,623	136,479
<b>Other road construction</b>						
80745 Clarkson to Tranby - Resurface Cycleway	91,443	91,443	0	0	0	91,443
80746 The Strand, Arundel St, Essex St, May St - Reconstruct ROW	29,853	29,853	0	0	0	29,853
80747 Towns Development Program - Various	37,653	37,653	0	877	2,700	34,076
80909 Baigup to Riverside Gardens - resurface cycleway	86,064	86,064	0	0	0	86,064
80912 Vernon Street, Noranda - Right of Way reconstruction	34,426	34,426	0	0	0	34,426
	279,439	279,439	0	877	2,700	275,862

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
<b>Arterial road construction</b>							
80913	Beaufort Str/Grand Promenade - 4-way intersection resurface	109,732	109,732	0	0	0	109,732
80914	Crimea Street - North-bound Hoby Rd to Benara Rd - resurface	97,898	97,898	0	0	0	97,898
		207,629	207,629	0	0	0	207,629
<b>Other infrastructure construction</b>							
80918	Hamilton Street Carpark - construction	231,615	231,615	0	96	4,045	227,474
80920	Noranda Carpark - resurfacing	53,790	53,790	0	0	0	53,790
80922	Verge Paving - paving of small areas under traffic	26,895	26,895	0	0	0	26,895
		312,300	312,300	0	96	4,045	308,159
<b>Metropolitan Regional Road Group Projects</b>							
80737	Whatley Crescent - Charles Street to Caledonian Avenue	120,490	120,490	0	0	0	120,490
80923	Widgee Road, Noranda - resurface	464,453	464,453	0	0	0	464,453
		584,943	584,943	0	0	0	584,943
<b>Footpath renewal</b>							
80561	Resurface - Cycleway - Swan Bank/Clarkson Road	30,122	30,122	0	0	0	30,122
		30,122	30,122	0	0	0	30,122
Total Roads		4,193,553	4,193,553	0	10,177	203,289	3,980,087
<b>Footpath</b>							
<b>Building minor capital works</b>							
80842	Bayswater Bowling Club - landscaping	18,182	18,182	0	0	0	18,182
		18,182	18,182	0	0	0	18,182
<b>Other road construction</b>							
80910	Drake Street - Bay View Street - train station - new pathway	172,128	172,128	0	0	0	172,128
80911	Drake Street - Broun Avenue/Rothbury Road - new pathway	37,363	37,363	0	0	0	37,363
		209,491	209,491	0	0	0	209,491
<b>Footpath construction</b>							
80063	New footpath construction and Local Bike Plan	193,644	193,644	0	295	14,798	178,550
80702	Footpath Repair Program	113,669	113,669	0	0	0	113,669
80703	Arterial Road New Dual-Use Path Program	215,160	215,160	0	18,975	55,430	140,755
80761	Emberson Reserve - ACROD bay and access path	30,000	30,000	0	185	500	29,315



		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
80924	Crimea Street - Morley Drive to Fedders St - pathway	183,596	183,596	0	0	0	183,596
80926	Robann Way - Lincoln Road to Jennifer Road - pathway	63,257	63,257	0	0	0	63,257
80927	Timms Place - Halvorson Road to Morley Drive - pathway	48,572	48,572	0	0	0	48,572
		847,898	847,898	0	19,456	70,728	757,714
<b>Park development construction</b>							
80765	Maylands Tennis Club - ACROD pathway	30,000	30,000	0	0	25,873	4,127
80776	New Pathways within Reserves	84,110	84,110	84,110	6,338	11,544	66,228
		114,110	114,110	84,110	6,338	37,417	70,355
Total Footpath		1,189,681	1,189,681	84,110	25,794	108,145	1,055,742
<b>Drainage</b>							
<b>Drainage construction</b>							
80047	Russell Street Park - grant funds	23,379	23,379	3,897	0	0	23,379
80248	Urban water sensitive design	284,153	284,153	0	795	90,815	192,542
80697	Nora Hughes Park - living stream	55,000	55,000	5,000	0	0	55,000
80928	City-wide - optimise drainage amenity	80,000	80,000	0	0	0	80,000
		442,532	442,532	8,897	795	90,815	350,921
<b>Drainage renewal</b>							
80701	Grate Replacement Program	0	0	0	0	4,830	(4,830)
80705	Low Point Dual Gully Program	53,790	53,790	0	3,482	9,560	40,748
80929	City-wide - drainage grates renewal	64,548	64,548	0	0	0	64,548
		118,338	118,338	0	3,482	14,390	100,466
Total Drainage		560,870	560,870	8,897	4,277	105,205	451,388
<b>Park development</b>							
<b>Furniture and equipment</b>							
80867	Robert Thompson - exercise equipment	30,000	30,000	0	0	0	30,000
		30,000	30,000	0	0	0	30,000
<b>Entry statement</b>							
80534	Bayswater Library/Bert Wright Sculpture	30,000	30,000	0	0	0	30,000
		30,000	30,000	0	0	0	30,000

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
<b>Other infrastructure construction</b>							
80916	Bardon Park - Malgamongup - signage	11,800	11,800	0	0	5,390	6,410
80919	Maylands Brickworks - signage	10,000	10,000	0	0	0	10,000
80921	Noranda Town Centre - outdoor chess tables	10,000	10,000	0	0	0	10,000
		31,800	31,800	0	0	5,390	26,410
<b>Park development construction</b>							
80067	Enhanced tree management	0	0	0	0	5,952	(5,952)
80242	Riverbank restoration	70,000	70,000	0	7,646	20,809	41,545
80259	Maylands Waterland redevelopment	50,000	50,000	0	0	0	50,000
80438	Noranda Netball - renew court surfaces	0	0	0	0	680	(680)
80695	Bayswater Industrial Estate Imp Program	0	0	0	17,598	0	(17,598)
80757	Golf Course Development Program	56,181	56,181	0	937	65,135	(9,891)
80760	Bayswater Cricket Club - cricket nets	39,760	39,760	0	773	0	38,987
80775	Dog Exercise Area - construction	79,578	79,578	0	0	5,125	74,453
80777	Gus Weimer- Play Space Redevelopment Prg	0	0	0	0	1,940	(1,940)
80806	Mahogany Reserve Redevelopment	301,872	301,872	0	2,199	167,198	132,475
80807	Wattle Park Redevelopment	539,057	539,057	0	59	243,043	295,955
80811	Stanbury Reserve Redevelopment	0	0	0	0	8,288	(8,288)
80812	Gus Weimar Park Redevelopment	0	0	0	778	7,614	(8,392)
80813	Nederpelt Reserve - Replace Court Surface	20,000	20,000	0	0	1,320	18,680
80930	Arbor Park - park redevelopment (Our Park - Our Place)	120,000	120,000	0	0	0	120,000
80931	Bert Wright Park - implement concept plan	159,561	159,561	0	0	0	159,561
80933	Gibbney Reserve East - park redevelopment	388,121	388,121	0	0	0	388,121
80943	Claughton Reserve - excersie equipment	25,000	25,000	0	0	0	25,000
		1,849,130	1,849,130	0	29,990	527,104	1,292,036
<b>Sustainable environment</b>							
80269	Baigup Wetland Stage 1 - activity centre and interpretation	190,436	190,436	21,160	0	140,968	49,468
80270	Bayswater Brook - living stream	35,000	35,000	0	0	0	35,000
80273	Maylands Lakes restoration Stage 2	600,000	600,000	0	0	350,473	249,527
80622	Russell St Living Stream Link Agreement	10,000	10,000	0	0	0	10,000
80696	Arbor Park upgrade - Greening Australia project	90,000	90,000	0	10,230	4,580	75,189
		925,436	925,436	21,160	10,230	496,021	419,184

	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
	\$	\$	\$	\$	\$	\$
<b>Tree management</b>						
80276 Streetscape upgrades	0	0	0	300	6,051	(6,351)
	0	0	0	300	6,051	(6,351)
<b>Drink fountains</b>						
80380 Drinks Fountains Replacement Program	0	0	0	525	10,423	(10,947)
80774 Noranda Nook - Water drinking fountain	0	0	0	365	0	(365)
	0	0	0	889	10,423	(11,312)
<b>Playground</b>						
80938 Grand Promenade Reserve - shade sails	25,000	25,000	0	0	0	25,000
80951 Synthetic cricket wicket - sport reserve	32,000	32,000	0	0	0	32,000
	57,000	57,000	0	0	0	57,000
<b>Floodlights</b>						
80442 Wotton Reserve - renew sports floodlight	9,110	9,110	0	0	0	9,110
80443 Bayswater Bowling - renew floodlights	0	0	0	0	3,755	(3,755)
	9,110	9,110	0	0	3,755	5,355
<b>Other infrastructure construction</b>						
80595 Hinds Reserve - construction of a multi-user access ramp	21,076	21,076	0	0	0	21,076
80817 Bayswater Waves - access and inclusion improvement	500,000	500,000	41,667	0	0	500,000
80940 Bayswater Morley Cricket Club - shade shelter	9,091	9,091	0	0	0	9,091
80941 Bedford Bowling Club - synthetic surface	232,373	232,373	0	0	0	232,373
80942 Lightning Swamp Bushland - limestone wall	80,000	80,000	0	0	0	80,000
80944 Morley Bowling Club - synthetic surface	272,727	272,727	0	0	0	272,727
80945 Natural Environment Improvement Program	200,000	200,000	0	0	0	200,000
80946 Wotton Skate Park and surrounding facilities	2,500,000	2,500,000	50,000	160	84,205	2,415,635
	3,815,267	3,815,267	91,667	160	84,205	3,730,902
<b>Other infrastructure renewal</b>						
80753 Bore and Pump Maintenance Program	301,872	301,872	0	2,853	228,054	70,965
80755 Critical Asset Renewal Program	461,115	461,115	0	0	114,130	346,985
80947 Farnham Reserve - basketball court renewal	20,000	20,000	0	0	0	20,000
80948 Grand Prom Reserve - basketball court renewal	20,000	20,000	0	0	0	20,000
80949 Houghton Park Reserve - tennis court renewal	50,000	50,000	0	0	0	50,000
	852,987	852,987	0	2,853	342,183	507,950

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
<b>COVID-19 \$5m Stimulus Package Projects</b>							
80364	Maylands Waterland redevelopment	3,531,317	3,531,317	0	82	3,351,329	179,906
		3,531,317	3,531,317	0	82	3,351,329	179,906
Total Park development		11,132,046	11,132,046	112,827	44,505	4,826,461	6,261,080
<b>Other infrastructure</b>							
<b>Community capital requests</b>							
80635	Wotton Reserve - soccer goals - pitch C	0	0	0	0	9,970	(9,970)
		0	0	0	0	9,970	(9,970)
<b>Street lights</b>							
80250	Street light upgrade	19,364	19,364	0	497	38,843	(19,976)
80805	Street Lighting Upgrades	457,215	457,215	0	0	0	457,215
		476,579	476,579	0	497	38,843	437,238
<b>Other infrastructure construction</b>							
80251	PAW gates and reserve lighting	12,910	12,910	0	0	322	12,588
80801	Noranda Netball Court Carpark	90,000	90,000	0	0	0	90,000
80917	Doyle Street and Linton Place - public access	20,000	20,000	0	0	0	20,000
		122,910	122,910	0	0	322	122,588
<b>Footpath construction</b>							
80431	Footpath - Bookham Street and Boag Place	73,154	73,154	0	0	0	73,154
		73,154	73,154	0	0	0	73,154
<b>Park development construction</b>							
80768	Park signage renewals	0	0	0	0	1,680	(1,680)
		0	0	0	0	1,680	(1,680)
<b>Sustainable environment</b>							
80935	Emmission reduction and rewable energy implementation	100,000	100,000	0	0	0	100,000
		100,000	100,000	0	0	0	100,000
<b>Playground</b>							
80937	Crimea Park - level ground around all mounds	11,018	11,018	0	0	14,500	(3,482)
		11,018	11,018	0	0	14,500	(3,482)

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
<b>Floodlights</b>							
80939	RA Cook Reserve - floodlight renewal	50,000	50,000	0	0	0	50,000
		50,000	50,000	0	0	0	50,000
<b>Sports Goals</b>							
80952	Morley Geals Gaelic Football Club goals	12,713	12,713	0	0	0	12,713
		12,713	12,713	0	0	0	12,713
<b>Other infrastructure construction</b>							
80252	Bus shelters	43,032	43,032	0	0	4,897	38,135
80391	Noranda Town Centre - City-led infrastructure activation	76,322	76,322	0	4,666	41,991	29,666
80392	Maylands Town Centre - City-led infrastructure activation	22,000	22,000	0	1,250	16,201	4,549
80393	Bayswater Town Centre City-led Infrastructure Activation	10,000	10,000	0	0	0	10,000
80394	Morley Town Centre City-led Infrastructure Activation	30,000	30,000	0	0	0	30,000
80693	Bedford Shopping Precincts Regeneration Project	61,000	61,000	0	0	0	61,000
80954	Claughton Reserve - passive lighting	47,045	47,045	0	0	0	47,045
80957	Morley Activity Centre - streetscape improvement (RAC Grant)	0	0	0	0	32,960	(32,960)
		289,399	289,399	0	5,916	96,049	187,435
<b>Other infrastructure renewal</b>							
80704	Drainage Sump Fencing Program	43,032	43,032	0	6,468	0	36,564
80706	Depot Upgrade/Lighting	34,426	34,426	0	1,956	28,000	4,469
		77,458	77,458	0	8,424	28,000	41,033
<b>COVID-19 \$5m Stimulus Package Projects</b>							
80617	Passive Light Replacement Program	79,609	79,609	0	0	65,385	14,224
80618	Town Centre Streetscape Works	90,000	90,000	0	4,545	67,975	17,479
		169,609	169,609	0	4,545	133,360	31,703
Total Other infrastructure		1,382,840	1,382,840	0	19,383	322,725	1,040,733
<b>Intangible assets</b>							
<b>IT capital</b>							
80870	ERP implementation	564,590	564,590	11,292	8,533	0	556,057
		564,590	564,590	11,292	8,533	0	556,057

		Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Commitments	Funds Remaining
		\$	\$	\$	\$	\$	\$
<b>IT renewal</b>							
80873	Spatial Virtual Machine storage	20,000	20,000	0	0	0	20,000
		20,000	20,000	0	0	0	20,000
<b>Software</b>							
80398	Software	50,000	50,000	10,000	0	14,738	35,262
80789	Corporate Performance System	247,676	247,676	20,640	0	0	247,676
80950	Website development for online bookings	50,000	50,000	0	0	0	50,000
		347,676	347,676	30,640	0	14,738	332,938
Total Intangible assets		932,266	932,266	41,932	8,533	14,738	908,995
<b>Total capital projects</b>		33,785,887	33,785,886	947,678	199,405	12,125,497	21,460,985

City of Bayswater  
Economic Stimulus Projects  
for the period 1 July 2020 to 31 July 2021

		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	21,600	21,600	17,592	0	4,008
40011	Footpaths Maintenance - Stimulus projects	0	0	0	200,000	200,000	179,631	0	20,369
80235	Bore and pump maintenance program	100,000	0	0	87,000	187,000	228,193	0	(41,193)
80364	Maylands Waterland redevelopment	800,000	1,500,000	0	200,000	2,500,000	914,053	3,353,363	(1,767,417)
80370	Noranda Netball Court resurface	0	0	550,000	850,000	1,400,000	1,451,077	0	(51,077)
80532	Bayswater Library - lift	40,000	0	0	20,000	60,000	83,937	0	(23,937)
80604	Bayswater Bowling Cub - Replacement of external doors	0	0	0	6,000	6,000	4,789	0	1,211
80605	Depot - Roof replacement	0	0	0	7,200	7,200	4,853	0	2,347
80606	Maylands Library - Workroom modification	0	0	0	7,800	7,800	11,393	0	(3,593)
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	19,340	0	(6,140)
80610	Bedford Bowling Club - path replacement	0	0	0	9,600	9,600	12,577	0	(2,977)
80611	Light Car Club - replace tiling	0	0	0	6,000	6,000	1,500	0	4,500
80612	Lower Hillcrest Clubrooms - carpet replacement	0	0	0	9,600	9,600	13,510	0	(3,910)
80613	Morley Sport & Recreation Ctre - basketball court extension	0	2,000,000	2,900,000	600,000	5,500,000	2,676,072	1,806,870	1,017,058
80614	Bayswater Waves - Refurbish 25m pool, pool hall, plant room	0	0	0	1,569,500	1,569,500	13,896	2,447,171	(891,567)
80615	Alf Brooks Park - Redevelopment	34,385	35,000	0	140,000	209,385	124,507	0	84,878
80616	Belstead Reserve - Redevelopment	33,992	0	0	173,000	206,992	182,852	0	24,140
80617	Passive Light Replacement Program	21,346	0	0	100,000	121,346	134,542	7,375	(20,571)
80618	Town Centre Streetscape Works	0	0	0	200,000	200,000	28,249	67,975	103,776
80619	Energy Efficiency Projects	0	0	0	150,000	150,000	154,810	88,000	(92,810)
80620	Footpath Construction - arterial roads	0	0	0	200,000	200,000	232,221	0	(32,221)
80621	Bayswater Waves - carpark resurfacing	0	0	0	200,000	200,000	208,350	0	(8,350)
	Community Grants	0	0	0	286,762	286,762	224,084	12,297	50,381
Total		1,029,723	3,535,000	3,450,000	5,158,062	13,172,785	7,007,426	7,783,052	(1,617,692)
<b>Community Capital Projects</b>									
35005	Wotton Reserve - Petanque Clubrooms - furniture	0	0	0	4,343	4,343	4,342	0	1
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	2,806	0	(79)
80623	Hinds Reserve - Rowing Club Sheds - new grease trap	0	0	0	12,840	12,840	13,505	0	(665)
80624	Bayswater PrimarySchool -play equip, fountain, goals, table	0	0	0	16,388	16,388	16,387	0	1
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	20,073	0	11,745
80627	North Inglewood Pre-School - play equipment	0	0	0	20,000	20,000	18,284	0	1,716
80628	Maylands Tennis Club - toilet renewal	0	0	0	5,455	5,455	6,780	0	(1,325)
80629	Waltham Reserve - Club Rooms - shade patio	0	0	0	17,273	17,273	18,613	0	(1,340)
80630	Lightning Park - Pavilion - change rooms renewal	0	0	0	23,637	23,637	22,153	0	1,484
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	6,315	0	49
80634	Noranda Sporting Complex - bar floor renewal	0	0	0	10,909	10,909	9,715	0	1,194
80635	Wotton Reserve - soccer goals - pitch C	0	0	0	9,291	9,291	0	9,970	(679)
80636	Frank Drago Reserve - Bayswater Tennis Club - grandstand	0	0	0	16,364	16,364	16,364	0	0
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	20,982	2,327	3,964
Total		0	0	0	286,762	286,762	224,084	12,297	50,381

**10.2.2 List of Payments for the Month of July 2021**

<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Schedule of Accounts Municipal Fund [<b>10.2.2.1</b> - 12 pages]</li> <li>2. Schedule of Accounts Aged Persons Homes Account [<b>10.2.2.2</b> - 1 page]</li> <li>3. Summary of Corporate Credit Card Expenses [<b>10.2.2.3</b> - 1 page]</li> <li>4. Electronic Fund Transfers [<b>10.2.2.4</b> - 1 page]</li> </ol>

**SUMMARY**

This report presents the list of payments, comprising **Attachments 1, 2, 3 and 4** made under delegated authority for the month of July 2021 in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*.

**OFFICER'S RECOMMENDATION**

That Council receives the list of payments for the month of July 2021 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 – Aged Persons Homes Account (**Attachment 2**);
3. Summary of Corporate Credit Card Expenses (**Attachment 3**); and
4. Electronic Fund Transfers (**Attachment 4**).

**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 July 2021 are included in **Attachment 1**.

Payments drawn from the Aged Persons Homes Account for the month of July 2021 are included in **Attachment 2**.

Payments made via credit cards are included in **Attachment 3**.



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 4**.

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

**Table 1**

<b>Payment Type</b>	<b>Reference</b>	<b>Amount \$</b>
<b><i>Municipal Account</i></b>		
Cheque BPay Direct Credits Electronic Fund Transfers (EFTs)	107167 BP000105-111, DC000201-205, EF060912-060992, EF060995-061219 EF061224-061395 EF061398-061702	<b>\$8,177,898.64</b>
<b><i>Aged Persons Homes</i></b>		
Electronic Fund Transfers (EFTs)	EF060993-060994, EF061220-061223, EF061396-061397	<b>\$34,103.46</b>
	<b>Total</b>	<b>\$8,212,002.10</b>

The following payments from previous months were cancelled in July.

- Municipal Account:
  - EF058745 - \$1,400.00
  - EF060053 - \$769.73

## 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.

## OPTIONS

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

<b>Officer's Recommendation</b>	<p>That Council receives the list of payments for the month of July 2021 made under delegated authority in accordance with Regulation 13(1) of the <i>Local Government (Financial Management) Regulations 1996</i> comprising:</p> <ol style="list-style-type: none"> <li>1. <b>Schedule of Accounts – Municipal Fund (<u>Attachment 1</u>);</b></li> <li>2. <b>Schedule of Accounts – Aged Persons Homes Account (<u>Attachment 2</u>);</b></li> </ol>
---------------------------------	---

3. Summary of Corporate Credit Card Expenses ( <u>Attachment 3</u> ); and		
4. Electronic Fund Transfers ( <u>Attachment 4</u> ).		
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 schedule of accounts outlines all the payment made by the City in accordance with legislation.	

## 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 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L1: Engage the community in a meaningful way.

Provide opportunities for the community to have their say and consider their views when making decisions.

## CONCLUSION

That Council notes the List of Payments for the month of July 2021 comprising Attachments 1, 2, 3 and 4.

# City of Bayswater

## List of Payment - Municipal

for the period 1 July 2021 to 31 July 2021

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
107167	09/07/21	Department of Transport	Licence and permit renewal	53,348.80
BP000105	01/07/21	Water Corporation	Water usage charges	2,617.41
BP000106	07/07/21	Water Corporation	Water usage charges	10,202.46
BP000107	09/07/21	Commissioner of Taxation	Fringe Benefit Tax ( FBT)	12,671.45
BP000108	13/07/21	City of Canning	Staff leave and entitlement	2,465.96
BP000109	13/07/21	Water Corporation	Water usage charges	13,358.45
BP000110	20/07/21	Water Corporation	Water usage charges	9,447.54
BP000111	26/07/21	Water Corporation	Water usage charges	815.72
DC000201	02/07/21	Superchoice	Payroll payment	171,729.48
DC000202	27/07/21	Fines Enforcement Registry	Legal expenses and court costs	154.00
DC000203	27/07/21	Fines Enforcement Registry	Legal expenses and court costs	77.00
DC000204	14/07/21	Easisalary Pty Ltd	Payroll payment	9,141.95
DC000205	15/07/21	Superchoice	Payroll payment	173,750.72
EF060912	01/07/21	100% Renewables Pty Ltd	Professional consultancy services	19,580.00
EF060913	01/07/21	AJM Corporation Pty Ltd	Refund rates overpayment	242.82
EF060914	01/07/21	Alinta Gas	Gas usage charges	146.00
EF060915	01/07/21	Asphaltech Pty Ltd	Construction and civil works payments	6,114.00
EF060916	01/07/21	Aveline & Brett Adams	Refund rates overpayment	519.25
EF060917	01/07/21	Axiis Contracting Pty Ltd	Parks & gardens contract payments	104,190.79
EF060918	01/07/21	Bayswater State Emergency Services	Donation	5,000.00
EF060919	01/07/21	Bayswater/Morley Districts Cricket Club	Grants & funding	44,000.00
EF060920	01/07/21	Belinda Cobby	Refund residential verge deposit	1,400.00
EF060921	01/07/21	Bent Logic	Aquatic chemicals and consumables	288.20
EF060922	01/07/21	BOS Civil Pty Ltd	Construction and civil works payments	87,000.85
EF060923	01/07/21	Boyan Electrical Services	Parks & gardens contract payments	79,487.97
EF060924	01/07/21	C K Reeve	Refund residential verge deposit	1,400.00
EF060925	01/07/21	Capital Construction WA	Refund application fee	1,769.25
EF060926	01/07/21	Capital West Property Acc	Refund rates overpayment	5,552.47
EF060927	01/07/21	Cassandra Flanigan	Staff training, development and support	2,986.81
EF060928	01/07/21	Cat Haven	Animal supplies & services	558.25
EF060929	01/07/21	Contra-flow Pty Ltd	Traffic management	24,724.71
EF060930	01/07/21	Culture Counts (Australia) Pty Ltd	Memberships and subscriptions	2,200.00
EF060931	01/07/21	Damien Chapman	Awards and scholarships	150.00
EF060932	01/07/21	David Riddell and Marian Tan	Crossover subsidy	612.40
EF060933	01/07/21	Della's Print Pty Ltd	Refund rates overpayment	696.21
EF060934	01/07/21	DS Workwear & Safety	Staff uniforms and protective equipment	993.55
EF060935	01/07/21	Downer Edi Engineering Power Pty Ltd	Building maintenance and services	11,869.00
EF060936	01/07/21	E Fire & Safety	Fire suppression and alarm monitoring	9,867.00
EF060937	01/07/21	Eastside Concrete	Parks & gardens contract payments	13,426.05
EF060938	01/07/21	Environmental Industries Pty Ltd	Parks & gardens contract payments	20,672.73
EF060939	01/07/21	Essential First Choice Homes Pty Ltd	Refund residential verge deposit	1,400.00
EF060940	01/07/21	Fila Constructions Pty Ltd	Refund commercial verge deposit	1,400.00
EF060941	01/07/21	George Pavisich	Refund residential verge deposit	1,400.00
EF060942	01/07/21	Helen A Murphy	Refund rates overpayment	347.35
EF060943	01/07/21	Hosam Choueib	Refund rates overpayment	810.44
EF060944	01/07/21	Housing Authority	Refund rates overpayment	4,081.11
EF060945	01/07/21	ID Fleet Hire	Equipment hire	840.00
EF060946	01/07/21	Joy Brown	Refund residential verge deposit	1,400.00
EF060947	01/07/21	June Sara Richardson	Refund rates overpayment	522.54
EF060948	01/07/21	Karen Ann Hancock	Refund rates overpayment	1,345.30
EF060949	01/07/21	Kayande Rashidi	Refund sundry debtor	190.00
EF060950	01/07/21	Lachlan Frost	Crossover subsidy	612.40
EF060951	01/07/21	LGConnect Pty Ltd	Professional consultancy services	6,063.75
EF060952	01/07/21	Local Arts & Community Events	Grants & funding	4,600.00
EF060953	01/07/21	LS Rowland	Refund rates overpayment	570.65
EF060954	01/07/21	Lucy Griffiths	Staff allowances and reimbursements	750.00
EF060955	01/07/21	M B Clancy & M C Clancy	Refund cost of road construction	10,000.00
EF060956	01/07/21	Maia Financial Pty Ltd	Lease and rental payments	14,836.13
EF060957	01/07/21	Mario Di Scerni	Refund rates overpayment	351.15
EF060958	01/07/21	Marvin Endro	Awards and scholarships	150.00
EF060959	01/07/21	Metin Yavuz	Awards and scholarships	150.00
EF060960	01/07/21	Modal Pty Ltd	Staff training, development and support	1,293.60
EF060961	01/07/21	Move & Nourish with Kasse	Youth and seniors community activities	130.00
EF060962	01/07/21	MP McLaughlin	Refund rates overpayment	635.75
EF060963	01/07/21	NE Manuel	Refund rates overpayment	391.42

## Ordinary Council Meeting Agenda

24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				<b>\$</b>
EF060964	01/07/21	Paddle Western Australia	Refund bond	350.00
EF060965	01/07/21	Park Motor Body Builders (W.A.) Pty Ltd	Plant and vehicle purchasing	29,150.00
EF060966	01/07/21	Patrick Flanagan	Refund rates overpayment	1,076.09
EF060967	01/07/21	Perth Material Blowing Pty Ltd	Parks & gardens materials	15,350.72
EF060968	01/07/21	PLT Management 4 Pty Ltd	Refund residential verge deposit	1,400.00
EF060969	01/07/21	Poolshop Online Pty Ltd	Aquatic chemicals and consumables	691.90
EF060970	01/07/21	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	99,671.22
EF060971	01/07/21	Prime Build Pty Ltd	Refund residential verge deposit	1,400.00
EF060972	01/07/21	Raglan Developments	Refund residential verge deposit	1,400.00
EF060973	01/07/21	Ralf Tela	Refund residential verge deposit	1,400.00
EF060974	01/07/21	RCA of Perth- Infant Jesus School	Refund bond	550.00
EF060975	01/07/21	Rinat Yunusov	Refund residential verge deposit	1,400.00
EF060976	01/07/21	Roland and Amanda Myers	Refund cost of road construction	2,000.00
EF060977	01/07/21	S P Etheridge Pty Ltd	Refund development application fee	813.00
EF060978	01/07/21	Senad Demirovski	Crossover subsidy	612.40
EF060979	01/07/21	Siam Group Australia	Refund residential verge deposit	1,200.00
EF060980	01/07/21	Southern Districts Netball Association	Grants & funding	50.00
EF060981	01/07/21	Stephen Paul Hobbs	Refund rates overpayment	42.74
EF060982	01/07/21	Styletown Holdings P/L t/a Virtuoso Cons	Refund residential verge deposit	1,400.00
EF060983	01/07/21	Synergy	Purchase of Solar System	82,188.47
EF060984	01/07/21	T And L Pearcey Pty Ltd	Refund rates overpayment	538.86
EF060985	01/07/21	Telstra	Office telephone and communication expenses	6,967.83
EF060986	01/07/21	Trebuchet Developments	Refund rates overpayment	1,050.19
EF060987	01/07/21	Unidata Pty Ltd	Equipment purchases	7,510.80
EF060988	01/07/21	VDA Holdings Pty Ltd	Refund rates overpayment	409.91
EF060989	01/07/21	Wenbin Yang	Crossover subsidy	612.40
EF060990	01/07/21	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	1,120.65
EF060991	01/07/21	Workpower Inc	Parks & gardens contract payments	21,450.11
EF060992	01/07/21	Zazen Building & Design	Refund residential verge deposit	1,400.00
EF060995	06/07/21	Air Roofing Co Pty Ltd	Refund residential verge deposit	1,400.00
EF060996	06/07/21	Alinta Gas	Gas usage charges	1,202.75
EF060997	06/07/21	Angela James	Refund Birthday Party	116.00
EF060998	06/07/21	Anthony Thomas Cutler	Refund bond	500.00
EF060999	06/07/21	Arran Alexander	Refund residential verge deposit	1,400.00
EF061000	06/07/21	Barbara Cavanagh	Refund animal sterilisation	75.00
EF061001	06/07/21	Carly Morana	Refund health centre memberships	62.02
EF061002	06/07/21	Chrystal Aitken	Refund Birthday Party	60.00
EF061003	06/07/21	D Goldsworthy	Refund Birthday Party	60.00
EF061004	06/07/21	Dale Alcock Homes	Refund residential verge deposit	1,400.00
EF061005	06/07/21	Dale Alcock Homes	Refund residential verge deposit	791.00
EF061006	06/07/21	Dale Alcock Homes	Refund residential verge deposit	780.00
EF061007	06/07/21	Darrell & Valerie Lang	Refund bond	250.00
EF061008	06/07/21	Debby Williams	Refund Birthday Party	60.00
EF061009	06/07/21	Elaine Chan	Refund swimming lessons	64.00
EF061010	06/07/21	Hampton Park Primary School	Refund bond	550.00
EF061011	06/07/21	Henry on Eighth	Donation	2,500.00
EF061012	06/07/21	Jack and Amanda Pearse	Refund health centre memberships	425.00
EF061013	06/07/21	JCM Construction (WA) PL	Refund rates overpayment	826.14
EF061014	06/07/21	Karen Coveney & Michael Doyle	Grants & funding	250.00
EF061015	06/07/21	Khan Mohsin	Refund health centre memberships	57.31
EF061016	06/07/21	Kim Wisbey	Refund animal sterilisation	30.00
EF061017	06/07/21	Lewis Kemp	Refund health centre memberships	610.70
EF061018	06/07/21	Lisa Tran	Refund Birthday Party	60.00
EF061019	06/07/21	Maintenance and Construction Services	Refund bond	1,000.00
EF061020	06/07/21	Maria Rozich	Refund of Term Program	20.25
EF061021	06/07/21	Nguyen Ishak Holdings Pty Ltd	Refund bond	250.00
EF061022	06/07/21	Noel Johnson and Michael D'arcy	Refund health centre memberships	94.20
EF061023	06/07/21	Oldi & Rezarta Qafzezi	Refund rates overpayment	366.99
EF061024	06/07/21	Perth Scorpions	Refund bond	102.00
EF061025	06/07/21	Phillip Draber	Sitting Fee	250.00
EF061026	06/07/21	Synergy	Electricity charges - Street lighting	5,532.64
EF061027	06/07/21	Telstra	Office telephone and communication expenses	3,811.42
EF061028	06/07/21	Wenbin Yang	Refund residential verge deposit	1,400.00
EF061029	06/07/21	Western Australian Electoral Commission	Refund bond	550.00
EF061030	06/07/21	Western Australian Genealogical Society	Refund bond	550.00
EF061031	06/07/21	5.11 Australia Pty Ltd	Staff uniforms and protective equipment	611.49
EF061032	06/07/21	A.J. Baker & Sons Pty Ltd	Building maintenance and services	501.38
EF061033	06/07/21	A1 Locksmiths	Key / Lock Services	290.00
EF061034	06/07/21	Abco Products	Depot stores and consumables	1,904.76
EF061035	06/07/21	Acclaimed Catering Pty Ltd	Functions and events catering expenses	1,247.40

## Ordinary Council Meeting Agenda

## 24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<i>Payments</i>				<i>\$</i>
EF061036	06/07/21	Action Glass & Aluminium	Building maintenance and services	831.49
EF061037	06/07/21	Active Discovery	Equipment purchases	51,542.70
EF061038	06/07/21	Advance Press	Printing and graphic design expenses	8,910.00
EF061039	06/07/21	Air Liquide Australia Ltd	Equipment hire	129.20
EF061040	06/07/21	Amgrow Australia Pty Ltd	Parks & gardens contract payments	708.97
EF061041	06/07/21	AMS Installation & Maintenance Solutions WA	Building maintenance and services	742.50
EF061042	06/07/21	Andrew Jesse Teo	Youth and seniors community activities	240.00
EF061043	06/07/21	Animal Care Equipment & Services (Australia) P/L	Animal supplies & services	3,194.35
EF061044	06/07/21	Bayswater News & Lotteries	Memberships and subscriptions	507.22
EF061045	06/07/21	Aquababies Global Pty Ltd	Youth and seniors community activities	750.00
EF061046	06/07/21	Aquamonix Pty Ltd	Parks & gardens materials	20,468.49
EF061047	06/07/21	ASB Marketing	Printing and graphic design expenses	1,402.50
EF061048	06/07/21	Asphaltech Pty Ltd	Construction and civil works payments	1,620.43
EF061049	06/07/21	ATC Work Smart	Trainee	196.66
EF061050	06/07/21	Ausnet Industries	Parks & gardens contract payments	7,942.00
EF061051	06/07/21	Australian Institute of Management WA Ltd	IT network maintenance	1,762.00
EF061052	06/07/21	Australian Safety Engineers (WA)	Aquatic maintenance and services	659.67
EF061053	06/07/21	Australian Services Union	Payroll payment	334.70
EF061054	06/07/21	Commissioner of Taxation	Payroll payment	258,146.00
EF061055	06/07/21	Battery King Australia Pty Ltd	Plant and vehicle parts and materials	503.80
EF061056	06/07/21	Bayswater Industrial Estate Pty Ltd	Refund rates overpayment	62,015.55
EF061057	06/07/21	Beaver Tree Services Australia Pty Ltd	Parks & gardens materials	5,500.00
EF061058	06/07/21	Benara Nurseries	Parks & gardens plants and trees	10,179.12
EF061059	06/07/21	Birds Eye Media	Photography / Video Production	473.00
EF061060	06/07/21	Blackwoods Atkins	Staff uniforms and protective equipment	1,308.82
EF061061	06/07/21	BOC Limited	Medical services and materials	246.61
EF061062	06/07/21	Boyan Electrical Services	Parks & gardens reticulation repairs & upgrades	27,287.98
EF061063	06/07/21	Brett Wright	Staff allowances and reimbursements	368.95
EF061064	06/07/21	Bridgestone Aust Ltd	Plant and vehicle repairs	2,399.54
EF061065	06/07/21	Briskleen Supplies	Cleaning supplies	989.91
EF061066	06/07/21	Bucher Municipal Pty Ltd	Plant and vehicle parts and materials	236.78
EF061067	06/07/21	Bunnings Group Ltd	Minor Equipment Purchase	3,183.71
EF061068	06/07/21	Burgess and Sons Consulting	Professional consultancy services	8,700.00
EF061069	06/07/21	Business Base	Minor Equipment Purchase	3,582.00
EF061070	06/07/21	Byte Construct Pty Ltd	Parks & gardens contract payments	534,928.94
EF061071	06/07/21	Cameron Chisholm & Nicol (WA) Pty Ltd	Sitting Fee	467.50
EF061072	06/07/21	Capital Recycling	Tipping Fee	2,395.80
EF061073	06/07/21	Cardia Bioplastics (Aust) Pty Ltd	Waste collection and hygiene services	2,602.75
EF061074	06/07/21	Cardno WA Pty Ltd	Environmental testing and sampling	1,100.00
EF061075	06/07/21	Cat Haven	Animal supplies & services	594.00
EF061076	06/07/21	Ceiling Manufacturers of Australia	Building supplies and hardware	469.47
EF061077	06/07/21	Central Regional Tafe	Staff training, development and support	257.32
EF061078	06/07/21	Charter Plumbing and Gas	Building maintenance and services	1,448.76
EF061079	06/07/21	Cherry Court Vet Clinic	Animal supplies & services	33.00
EF061080	06/07/21	CMMCS Networks Pty Ltd T/A CMTG Networks	Equipment Maintenance	14,100.90
EF061081	06/07/21	COB - Sundowner Club		84.00
EF061082	06/07/21	Colleaguesnagels Pty Ltd	Printing and graphic design expenses	429.00
EF061083	06/07/21	Consultas Pty Ltd	Staff training, development and support	822.25
EF061084	06/07/21	Contra-flow Pty Ltd	Traffic management	18,131.90
EF061085	06/07/21	Cornerstone Legal	Legal expenses and court costs	30,549.15
EF061086	06/07/21	Corsign WA Pty Ltd	Signage and banners	958.10
EF061087	06/07/21	Cosmag Pty Ltd T/A Kennedys Tree Services	Parks & gardens plants and trees	11,425.00
EF061088	06/07/21	Child Support Agency		886.42
EF061089	06/07/21	Stihl Shop Osborne Park	Plant and vehicle parts and materials	1,124.45
EF061090	06/07/21	Curtin University	Marketing and promotional material	2,532.20
EF061091	06/07/21	DDL Australia Pty Ltd	IT network maintenance	12,969.00
EF061092	06/07/21	Decipha Pty Ltd	Postage and courier charges	3,604.16
EF061093	06/07/21	Decorative Concrete WA Pty Ltd	Equipment purchases	26,869.15
EF061094	06/07/21	Department of Biodiversity, Conservation and Attractions	Parks & gardens contract payments	11,000.00
EF061095	06/07/21	Design Right Pty Ltd	Professional consultancy services	2,200.00
EF061096	06/07/21	Dimoff Engineering	Equipment Maintenance	7,208.30
EF061097	06/07/21	DS Workwear & Safety	Staff uniforms and protective equipment	289.80
EF061098	06/07/21	Domus Nursery	Parks & gardens plants and trees	1,390.73
EF061099	06/07/21	Downer Edi Engineering Power Pty Ltd	Building maintenance and services	10,507.19
EF061100	06/07/21	Dowsing Group Pty Ltd	Construction and civil works payments	27,985.03
EF061101	06/07/21	DS Group	Furniture purchases	3,993.00
EF061102	06/07/21	DVA Fabrications	Minor Equipment Purchase	1,640.00
EF061103	06/07/21	Dynamic Gift International Pty Ltd	Marketing and promotional material	665.50
EF061104	06/07/21	E Fire & Safety	Fire suppression and alarm monitoring	11,264.00
EF061105	06/07/21	Maylands Park Lottery Centre & News	Memberships and subscriptions	286.70

## Ordinary Council Meeting Agenda

## 24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				<b>\$</b>
EF061106	06/07/21	Eastern Metropolitan Regional Council	Waste collection and hygiene services	15,711.83
EF061107	06/07/21	Ellenby Tree Farm	Parks & gardens plants and trees	43,087.00
EF061108	06/07/21	Environment House Inc	Environmental services & supplies	2,450.00
EF061109	06/07/21	Environmental Industries Pty Ltd	Parks & gardens contract payments	6,890.91
EF061110	06/07/21	Ernst & Young	Audit services	3,300.00
EF061111	06/07/21	Fencing Supply Centre	Fencing	3,968.25
EF061112	06/07/21	Firestryker Australasia Pty Ltd	Building supplies and hardware	5,775.00
EF061113	06/07/21	Fit for Life Exercise Physiology	Youth and seniors community activities	640.00
EF061114	06/07/21	Fleet Fitness	Equipment repairs	150.15
EF061115	06/07/21	Flexi Staff	Labour hire and temporary replacement	1,145.60
EF061116	06/07/21	Forpark Australia	Parks & gardens contract payments	22,780.12
EF061117	06/07/21	GFG Temporary Assist	Professional consultancy services	1,375.00
EF061118	06/07/21	Granotek Pty Ltd	Construction and civil works payments	3,062.24
EF061119	06/07/21	Grasstrees Australia	Parks & gardens materials	4,745.00
EF061120	06/07/21	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	12,382.67
EF061121	06/07/21	Health Insurance Fund of WA	Payroll payment	356.85
EF061122	06/07/21	Hospital Benefit Fund of WA	Payroll payment	1,174.81
EF061123	06/07/21	Hydraulics Design Australia	Civil works design and technical support	4,950.00
EF061124	06/07/21	Hydrodynamic Pumps Pty Ltd	Building maintenance and services	3,335.00
EF061125	06/07/21	Instant Fence Hire	Fencing	1,293.60
EF061126	06/07/21	Intelife Group Limited Formally Intework Incorporated	Parks & gardens contract payments	2,110.16
EF061127	06/07/21	IRP Pty Ltd	Labour hire and temporary replacement	2,019.60
EF061128	06/07/21	Ixom Operations Pty Ltd	Aquatic chemicals and consumables	168.63
EF061129	06/07/21	Jag Demolition	Refund residential verge deposit	1,400.00
EF061130	06/07/21	JB Hi-Fi Group Pty Ltd	Information technology minor purchases	3,024.00
EF061131	06/07/21	Jenny Millman	Youth and seniors community activities	65.00
EF061132	06/07/21	John Lodge T/A Landcare Weed Control	Parks & gardens contract payments	3,105.66
EF061133	06/07/21	Josh Byrne and Associates	Professional consultancy services	13,068.00
EF061134	06/07/21	The Watershed Water Systems	Parks & gardens reticulation repairs & upgrades	1,728.09
EF061135	06/07/21	Julie Wiscombe	Youth and seniors community activities	340.00
EF061136	06/07/21	Kee Surfacing Pty Ltd	Construction and civil works payments	1,424.12
EF061137	06/07/21	Kit Stasia Prendergast	Parks & gardens contract payments	500.00
EF061138	06/07/21	KLMedia Pty Ltd T/A All Access Australasia	Library book stock and materials	87.45
EF061139	06/07/21	Kmart Australia Limited	Animal supplies & services	299.00
EF061140	06/07/21	KS Black Pty Ltd	Plant and vehicle repairs	4,500.00
EF061141	06/07/21	Bedford-Dianella Vet Centre	Animal supplies & services	55.00
EF061142	06/07/21	Landgate	Gross rental valuation charges	820.42
EF061143	06/07/21	Lark Industries	Plant and vehicle parts and materials	1,167.10
EF061144	06/07/21	LD Total	Parks & gardens contract payments	2,073.50
EF061145	06/07/21	Lee Syminton Architects	Sitting Fee	467.50
EF061146	06/07/21	Life Active Podiatry	Podiatry services and materials	990.00
EF061147	06/07/21	Major Motors Pty Ltd	Plant and vehicle parts and materials	586.20
EF061148	06/07/21	Marketforce Pty Ltd	Advertising public notices	522.70
EF061149	06/07/21	Matthew Vaslav Jelonek	Photography / Video Production	600.00
EF061150	06/07/21	Menchetti Consolidated Pty Ltd	Parks & gardens contract payments	386,379.03
EF061151	06/07/21	Moore Australia	Staff training, development and support	198.00
EF061152	06/07/21	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks & gardens tree pruning & assoc. services	37,931.30
EF061153	06/07/21	Natural Area Holdings Pty Ltd	Parks & gardens contract payments	116,351.51
EF061154	06/07/21	Nature Play Solutions	Parks & gardens contract payments	51,063.21
EF061155	06/07/21	NEC Australia Pty Ltd	IT systems licensing fees and support	910.80
EF061156	06/07/21	Ocean Ceramics Pty Ltd	Construction and civil works payments	21,588.60
EF061157	06/07/21	Perth Recruitment Services	Labour hire and temporary replacement	1,589.13
EF061158	06/07/21	Perth Sail Shades & Umbrellas	Parks & gardens contract payments	3,058.00
EF061159	06/07/21	Pirtek Malaga	Plant and vehicle parts and materials	294.16
EF061160	06/07/21	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	14,411.93
EF061161	06/07/21	Premier Tarps	Plant and vehicle parts and materials	165.00
EF061162	06/07/21	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	4,396.83
EF061163	06/07/21	Programmed Skilled Workforce Ltd	Labour hire and temporary replacement	3,501.04
EF061164	06/07/21	Promolab	Staff uniforms and protective equipment	6,543.90
EF061165	06/07/21	Promotion Products Pty Ltd	Marketing and promotional material	1,939.30
EF061166	06/07/21	Purmac Services	Parks & gardens contract payments	825.00
EF061167	06/07/21	Red Spear Pty Ltd	Professional consultancy services	3,520.00
EF061168	06/07/21	Redfish Technologies Pty Ltd	IT software/hardware upgrades & replacement	48,687.95
EF061169	06/07/21	Redman Solutions Pty Ltd	Staff training, development and support	18,150.00
EF061170	06/07/21	Regal Plumbtec	Parks & gardens materials	8,000.00
EF061171	06/07/21	Repco	Plant and vehicle parts and materials	1,155.06
EF061172	06/07/21	Research Solutions (WA) Pty Ltd	Professional consultancy services	10,733.25
EF061173	06/07/21	Richgro Garden Products	Parks & gardens materials	315.00
EF061174	06/07/21	Richmond Wheel and Castor Co	Plant and vehicle parts and materials	101.73
EF061175	06/07/21	Roof Safety Solutions Pty Ltd	Building maintenance and services	31,349.84

# Ordinary Council Meeting Agenda

24 August 2021 Attachment 10.2.2.1

Reference	Date	Creditor Name	Invoice details	Amount Paid
<b>Payments</b>				<b>\$</b>
EF061176	06/07/21	Rosmech	Plant and vehicle parts and materials	1,301.76
EF061177	06/07/21	Rubek Automatic Doors	Building maintenance and services	440.00
EF061178	06/07/21	Ruth Kilpatrick	Youth and seniors community activities	591.00
EF061179	06/07/21	Savills Project Management Pty Ltd	Professional consultancy services	4,910.40
EF061180	06/07/21	Scandinavian Investments Pty Ltd T/A GC Sales WA	Environmental services & supplies	194.70
EF061181	06/07/21	Simone Allen T/A Nutrition Works	Marketing and promotional material	4,521.00
EF061182	06/07/21	SJF Work Advice Pty Ltd	Professional consultancy services	144.38
EF061183	06/07/21	SNK Construction Pty Ltd T/as Spinifex Sheds	Plant and vehicle parts and materials	1,655.00
EF061184	06/07/21	Solar Analytics Pty Ltd	Memberships and subscriptions	1,240.00
EF061185	06/07/21	Sprayline Spraying Equipment	Plant and vehicle parts and materials	1,035.19
EF061186	06/07/21	St John Ambulance Western Australia Ltd	Medical services and materials	117.76
EF061187	06/07/21	State Wide Turf Services	Parks & gardens contract payments	4,587.85
EF061188	06/07/21	Stiles Electrical & Communication Services P/L	Parks & gardens contract payments	49,306.65
EF061189	06/07/21	Stratagreen	Parks & gardens plants and trees	15,065.89
EF061190	06/07/21	T J Depiazzi & Sons	Parks & gardens materials	11,728.20
EF061191	06/07/21	TekNet Pty Ltd t/as Loftus IT	Professional consultancy services	3,459.50
EF061192	06/07/21	The O'Grady Family Trust T/A Efficient Site Services	Parks & gardens contract payments	23,552.65
EF061193	06/07/21	The Trustee for Positive Stormwater Unit Trust	Construction and civil works tools and materials	2,209.68
EF061194	06/07/21	Thomson Reuters ( Professional )	Licence and permit renewal	2,758.13
EF061195	06/07/21	Toll Transport Pty Ltd	Postage and courier charges	257.95
EF061196	06/07/21	Total Packaging (WA) Pty Ltd	Animal supplies & services	7,550.40
EF061197	06/07/21	T-Quip	Plant and vehicle purchasing	225,623.81
EF061198	06/07/21	Training Services Australia	Staff training, development and support	950.00
EF061199	06/07/21	Travis Hayto Photography	Photocopying contract charges	550.00
EF061200	06/07/21	Urbaqua Ltd	Environmental testing and sampling	4,455.00
EF061201	06/07/21	Veev Group P/L	Professional consultancy services	48,482.50
EF061202	06/07/21	Veridian Trust T/A Magoo IT	Youth and seniors community activities	300.00
EF061203	06/07/21	Viking Rentals	Cleaning services	567.60
EF061204	06/07/21	Vinsan Contracting Pty Ltd	Refund residential verge deposit	1,400.00
EF061205	06/07/21	WA Hino Sales and Service	Plant and vehicle repairs	5,778.75
EF061206	06/07/21	WA Local Government Association	Staff training, development and support	2,039.00
EF061207	06/07/21	WA Police Service	Graffiti Removal	1,312.74
EF061208	06/07/21	LGRCEU	Payroll payment	881.50
EF061209	06/07/21	Wade William Sidebottom	Office stationery and consumables	363.00
EF061210	06/07/21	Walcott Industries Pty Ltd	Building maintenance and services	98,747.00
EF061211	06/07/21	Walkers Pest Management Lawn & Garden Services	Pest control	1,100.00
EF061212	06/07/21	Wanneroo Agricultural Machinery	Plant and vehicle parts and materials	1,835.40
EF061213	06/07/21	West Coast Turf	Parks & gardens contract payments	3,168.00
EF061214	06/07/21	Westcare Industries	Printing and graphic design expenses	1,184.70
EF061215	06/07/21	Western Resource Recovery	Waste collection and hygiene services	1,021.46
EF061216	06/07/21	West-Sure Group Pty Ltd	Fees and charges	137.28
EF061217	06/07/21	Winc Australia Pty Ltd	Office stationery and consumables	493.20
EF061218	06/07/21	Zenien	Equipment Maintenance	1,845.25
EF061219	09/07/21	Bayswater State Emergency Services	Grants & funding	9,574.95
EF061224	14/07/21	Alinta Gas	Gas usage charges	547.60
EF061225	14/07/21	Andrew Coen	Grants & funding	250.00
EF061226	14/07/21	Archive Management (QLD) Pty Ltd	Document management and archiving	380.60
EF061227	14/07/21	Australia Post	Postage and courier charges	4,369.12
EF061228	14/07/21	Bayswater Primary School	Grants & funding	18,026.00
EF061229	14/07/21	BW Tribal Pty Ltd	Community engagement framework	487.45
EF061230	14/07/21	Capital Construction WA	Refund residential verge deposit	1,400.00
EF061231	14/07/21	Cat Haven	Animal supplies & services	1,999.25
EF061232	14/07/21	City of Perth	Staff leave and entitlement	8,410.40
EF061233	14/07/21	Documentary Australia Foundation	Donation	4,400.00
EF061234	14/07/21	Easisalary Pty Ltd	Staff superannuation & other deductions	2,505.67
EF061235	14/07/21	Finespun Pty Ltd	Sitting Fee	550.00
EF061236	14/07/21	Hadeel Al-janabi	Donation	4,850.00
EF061237	14/07/21	Imara Holdings Pty Ltd	Refund rates overpayment	2,228.97
EF061238	14/07/21	JC Williams	Donation	200.00
EF061239	14/07/21	Kmart Australia Limited	Plant and vehicle parts and materials	254.00
EF061240	14/07/21	Maylands Bridge Club Inc	Donation	1,000.00
EF061241	14/07/21	Milos and Dragica Matic	Refund residential verge deposit	1,400.00
EF061242	14/07/21	Nulook Homes	Refund building application fee	1,200.00
EF061243	14/07/21	Office of the Auditor General	Audit services	55,000.00
EF061244	14/07/21	Rebekah Jones	Refund Unclaimed Monies	295.49
EF061245	14/07/21	Robert A Princi	Refund residential verge deposit	1,400.00
EF061246	14/07/21	Synergy	Electricity charges - Street lighting	10,841.40
EF061247	14/07/21	Telstra	Office telephone and communication expenses	1,682.38
EF061248	14/07/21	Tim & Heather Hartung	Refund building application fee	61.65
EF061249	14/07/21	Wesfarmers Kleenheat Gas Pty Ltd	Gas usage charges	14,735.72

# Ordinary Council Meeting Agenda

# 24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				<b>\$</b>
EF061250	14/07/21	Winc Australia Pty Ltd	Plant and vehicle parts and materials	3,143.11
EF061251	13/07/21	5.11 Australia Pty Ltd	Staff uniforms and protective equipment	47.08
EF061252	13/07/21	A1 Locksmiths	Key / Lock Services	22.00
EF061253	13/07/21	Access Icon Pty Ltd T/A Cascada Group	Parks & gardens materials	1,768.80
EF061254	13/07/21	Adelphi Tailoring Co	Staff uniforms and protective equipment	1,319.75
EF061255	13/07/21	Alfred Taylor	Functions and events entertainment expenses	414.00
EF061256	13/07/21	Anthony Mckenna T/A Tonys Auto Electrics	Plant and vehicle parts and materials	506.00
EF061257	13/07/21	Argo All Terrain Vehicles	Plant and vehicle parts and materials	32.84
EF061258	13/07/21	ATC Work Smart	Trainee	512.73
EF061259	13/07/21	Australian Institute of Management WA Ltd	Staff training, development and support	7,458.00
EF061260	13/07/21	Aveling Training Centre	Staff training, development and support	160.00
EF061261	13/07/21	Baileys Fertilisers	Parks & gardens materials	1,403.60
EF061262	13/07/21	Battery King Australia Pty Ltd	Plant and vehicle parts and materials	144.10
EF061263	13/07/21	Beaver Tree Services Australia Pty Ltd	Parks & gardens tree pruning & assoc. services	46,151.60
EF061264	13/07/21	Blackwoods Atkins	Staff uniforms and protective equipment	769.73
EF061265	13/07/21	Boyan Electrical Services	Parks & gardens contract payments	15,243.80
EF061266	13/07/21	BP Australia Pty Ltd	Fuel and oil	568.45
EF061267	13/07/21	Briskleen Supplies	Cleaning supplies	1,210.94
EF061268	13/07/21	Bunnings Group Ltd	Minor Equipment Purchase	1,781.89
EF061269	13/07/21	C R Kennedy & Co P/L	Equipment Maintenance	3,735.05
EF061270	13/07/21	Cai Fences	Fencing	14,916.00
EF061271	13/07/21	Capital Recycling	Tipping Fee	2,354.00
EF061272	13/07/21	Carramar Resource Industries	Parks & gardens contract payments	704.00
EF061273	13/07/21	Central Regional Tafe	Staff training, development and support	278.16
EF061274	13/07/21	Civic Legal	Legal expenses and court costs	5,390.00
EF061275	13/07/21	Cleanaway	Waste collection and hygiene services	457,221.29
EF061276	13/07/21	Cleantex Pty Ltd	Staff uniforms and protective equipment	490.60
EF061277	13/07/21	CNW Pty Ltd	Building supplies and hardware	1,051.68
EF061278	13/07/21	Colleaguesnagels Pty Ltd	Office stationery and consumables	8,483.99
EF061279	13/07/21	Consultas Pty Ltd	Staff training, development and support	2,500.00
EF061280	13/07/21	Contra-flow Pty Ltd	Traffic management	6,576.61
EF061281	13/07/21	Stihl Shop Osborne Park	Plant and vehicle repairs	86.00
EF061282	13/07/21	Curost Milk Supply	Staff Amenities	69.15
EF061283	13/07/21	CVC Linemarking	Construction and civil works payments	445.50
EF061284	13/07/21	Database Consultants Australia	Minor Equipment Purchase	2,341.90
EF061285	13/07/21	Department of Transport - Vehicle Search	Vehicle searches	1,879.50
EF061286	13/07/21	Design Out Crime and CPTED Centre	Staff training, development and support	660.00
EF061287	13/07/21	Direct Communications Pty Ltd	Plant and vehicle parts and materials	489.50
EF061288	13/07/21	DLF Co Pty Ltd	Parks & gardens contract payments	272.25
EF061289	13/07/21	Dowsing Group Pty Ltd	Construction and civil works tools and materials	12,163.56
EF061290	13/07/21	Eastern Metropolitan Regional Council	Waste collection and hygiene services	54,013.24
EF061291	13/07/21	Eastside Concrete	Parks & gardens contract payments	5,060.00
EF061292	13/07/21	Eco Craft Environment	Parks & gardens contract payments	3,592.03
EF061293	13/07/21	Ellenby Tree Farm	Parks & gardens plants and trees	9,988.00
EF061294	13/07/21	FDB Commercial P/L T/A Epic Office Furniture	Marketing and promotional material	1,945.00
EF061295	13/07/21	Flexi Staff	Labour hire and temporary replacement	1,008.40
EF061296	13/07/21	Fuji Xerox (Aust) Pty Ltd	Printing and graphic design expenses	323.58
EF061297	13/07/21	Galleria Toyota	Plant and vehicle repairs	815.94
EF061298	13/07/21	Galvins Plumbing Supplies	Minor Equipment Purchase	2,031.50
EF061299	13/07/21	Les Mills Australia	Licence and permit renewal	568.63
EF061300	13/07/21	GFG Consulting	Professional consultancy services	2,327.17
EF061301	13/07/21	GHD Pty Ltd	Parks & gardens contract payments	10,326.06
EF061302	13/07/21	Graeme Miles Richards	Artist fee	1,350.00
EF061303	13/07/21	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	5,520.39
EF061304	13/07/21	Hilda Ho	Memberships and subscriptions	720.00
EF061305	13/07/21	Hip Pocket Workwear	Office stationery and consumables	155.49
EF061306	13/07/21	Hydroterra Pty Ltd	Minor Equipment Purchase	3,394.55
EF061307	13/07/21	Inst of Public Works Engineering Australasia Ltd	Memberships and subscriptions	1,650.00
EF061308	13/07/21	Instant Fence Hire	Fencing	1,078.00
EF061309	13/07/21	IRP Pty Ltd	Labour hire and temporary replacement	1,615.68
EF061310	13/07/21	IWM (PBH) Pty Ltd t/a Perth Bin Hire	Waste collection and hygiene services	1,675.89
EF061311	13/07/21	Japanese Truck & Bus Spares Pty Ltd	Plant and vehicle parts and materials	69.05
EF061312	13/07/21	JB Hi-Fi Group Pty Ltd	Office stationery and consumables	5,353.95
EF061313	13/07/21	Kaypac Fabrication	Parks & gardens contract payments	330.00
EF061314	13/07/21	KLMedia Pty Ltd T/A All Access Australasia	Library book stock and materials	238.40
EF061315	13/07/21	Bedford-Dianella Vet Centre	Animal supplies & services	55.00
EF061316	13/07/21	Landgate	Gross rental valuation charges	937.52
EF061317	13/07/21	Living Turf	Parks & gardens materials	5,258.00
EF061318	13/07/21	Local Government Professionals Aust WA	Staff training, development and support	120.00
EF061319	13/07/21	Lynda Blackie	Staff allowances and reimbursements	223.62



## Ordinary Council Meeting Agenda

## 24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<i>Payments</i>				<i>\$</i>
EF061320	13/07/21	Mader Contracting Pty Ltd	Labour hire and temporary replacement	10,208.00
EF061321	13/07/21	Manheim Pty Ltd	Transport and storage charges	110.00
EF061322	13/07/21	Marawar Pty Ltd	Building maintenance and services	3,239.95
EF061323	13/07/21	Marketforce Pty Ltd	Printing and graphic design expenses	3,549.47
EF061324	13/07/21	McLeods	Legal expenses and court costs	238.71
EF061325	13/07/21	Menchetti Consolidated Pty Ltd	Parks & gardens contract payments	18,694.16
EF061326	13/07/21	Vic's Smash Repairs	Insurance excess	719.89
EF061327	13/07/21	Message Media	Memberships and subscriptions	33.00
EF061328	13/07/21	Michael Page	Labour hire and temporary replacement	2,116.13
EF061329	13/07/21	MKDC	Professional consultancy services	7,326.00
EF061330	13/07/21	Modroc Concreting & Construction	Parks & gardens materials	1,650.00
EF061331	13/07/21	Morley Mower Centre	Plant and vehicle parts and materials	33.40
EF061332	13/07/21	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks & gardens tree pruning & assoc. services	50,602.48
EF061333	13/07/21	My Media Intelligence Pty Ltd	Memberships and subscriptions	833.08
EF061334	13/07/21	NEC Australia Pty Ltd	IT network maintenance	13,818.75
EF061335	13/07/21	Nisbets Australia Pty Ltd	Functions and events supplies	1,168.09
EF061336	13/07/21	Noranda Veterinary Clinic	Animal supplies & services	33.00
EF061337	13/07/21	Officeworks	Office stationery and consumables	352.15
EF061338	13/07/21	Orbit Health & Fitness Solutions	Recreation and gymnasium equipment	1,094.17
EF061339	13/07/21	Parker Black & Forrest Pty Ltd	Building supplies and hardware	1,081.85
EF061340	13/07/21	PAV Sales & Installation	Information technology minor purchases	5,930.49
EF061341	13/07/21	Perth Material Blowing Pty Ltd	Parks & gardens contract payments	70,094.53
EF061342	13/07/21	Perth Recruitment Services	Labour hire and temporary replacement	3,583.92
EF061343	13/07/21	Perth Truck Bodies Pty Ltd	Plant and vehicle repairs	4,400.00
EF061344	13/07/21	Philip Gresley	Sitting Fee	700.00
EF061345	13/07/21	Pirtek Malaga	Plant and vehicle parts and materials	648.66
EF061346	13/07/21	Plantrite	Parks & gardens plants and trees	1,859.00
EF061347	13/07/21	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	20,625.00
EF061348	13/07/21	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	21,123.58
EF061349	13/07/21	Product Recovery Industries Pty Ltd	Tipping Fee	387.20
EF061350	13/07/21	Promolab	Functions and events supplies	5,292.10
EF061351	13/07/21	Promotion Products Pty Ltd	Marketing and promotional material	2,510.20
EF061352	13/07/21	Quality Press	Printing and graphic design expenses	15,429.67
EF061353	13/07/21	Redfish Technologies Pty Ltd	IT systems licensing fees and support	9,174.00
EF061354	13/07/21	Redman Solutions Pty Ltd	Professional consultancy services	42,900.00
EF061355	13/07/21	Rentokil Initial Pty Ltd	Building maintenance and services	1,531.26
EF061356	13/07/21	Repco	Plant and vehicle parts and materials	2,193.89
EF061357	13/07/21	Ricoh Australia Pty Ltd	Photocopying contract charges	5,931.42
EF061358	13/07/21	Rubek Automatic Doors	Building maintenance and services	1,387.10
EF061359	13/07/21	Floorcraft	Building maintenance and services	2,807.20
EF061360	13/07/21	Shred-X Pty Ltd	Document management and archiving	20.24
EF061361	13/07/21	Sigma Chemicals	Aquatic maintenance and services	1,496.06
EF061362	13/07/21	Slater Gartrell Sports	Parks & gardens contract payments	689.70
EF061363	13/07/21	Sprayline Spraying Equipment	Plant and vehicle parts and materials	264.00
EF061364	13/07/21	St John Ambulance Western Australia Ltd	Medical services and materials	1,031.73
EF061365	13/07/21	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies	1,296.79
EF061366	13/07/21	Steve's Sand Sifting for Playground Services	Parks & gardens contract payments	5,491.51
EF061367	13/07/21	Stiles Electrical & Communication Services P/L	Parks & gardens contract payments	2,863.85
EF061368	13/07/21	Swan Towing Services	Vehicle towing	123.75
EF061369	13/07/21	T J Depiazzi & Sons	Parks & gardens materials	12,314.61
EF061370	13/07/21	The Goods Australia	Aquatic chemicals and consumables	1,154.69
EF061371	13/07/21	The O'Grady Family Trust T/A Efficient Site Services	Parks & gardens contract payments	73,988.20
EF061372	13/07/21	The Trustee for Masabe Family Trust	Fencing	4,500.00
EF061373	13/07/21	The Trustee for the Dzodzoz Family Trust	Parks & gardens contract payments	33,611.35
EF061374	13/07/21	The Workers Shop	Staff uniforms and protective equipment	1,040.00
EF061375	13/07/21	Thomson Reuters ( Professional )	IT systems licensing fees and support	23,738.70
EF061376	13/07/21	Toll Transport Pty Ltd	Postage and courier charges	51.59
EF061377	13/07/21	Toolmart Australia Pty Ltd	Equipment purchases	269.00
EF061378	13/07/21	T-Quip	Plant and vehicle parts and materials	2,319.35
EF061379	13/07/21	Unicorn Transport Equipment	Plant and vehicle parts and materials	11,988.00
EF061380	13/07/21	Urbaqua Ltd	Environmental services & supplies	14,190.00
EF061381	13/07/21	Veev Group P/L	Professional consultancy services	4,537.50
EF061382	13/07/21	VIC Roads	Vehicle searches	3.90
EF061383	13/07/21	WA Hino Sales and Service	Plant and vehicle parts and materials	690.54
EF061384	13/07/21	WA Premix	Construction and civil works tools and materials	7,695.60
EF061385	13/07/21	WA Pump Control Systems Pty Ltd	Parks & gardens contract payments	5,717.65
EF061386	13/07/21	Walkers Pest Management Lawn & Garden Services	Pest control	16,324.00
EF061387	13/07/21	Way Funky Company Pty Ltd	Kiosk stock	4,121.81
EF061388	13/07/21	West Coast Turf	Parks & gardens materials	4,518.80
EF061389	13/07/21	Western Irrigation Pty Ltd	Parks & gardens reticulation repairs & upgrades	2,178.00

# Ordinary Council Meeting Agenda

# 24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				<b>\$</b>
EF061390	13/07/21	Westworks Group	Parks & gardens contract payments	4,180.00
EF061391	13/07/21	Wind Stable Umbrellas Pty Ltd	Equipment purchases	6,465.00
EF061392	13/07/21	Wise Earth Pty Ltd	Civil works design and technical support	3,300.00
EF061393	13/07/21	Woolworths Ltd (WA)	Kiosk stock	291.70
EF061394	13/07/21	Morley Sport & Recreation Centre	Management fee	19,983.34
EF061395	13/07/21	Zettanet Pty Ltd	IT network maintenance	923.00
EF061398	21/07/21	Alicia and Brett Lishman	Refund residential verge deposit	1,400.00
EF061399	21/07/21	Alinta Gas	Gas usage charges	37.30
EF061400	21/07/21	Commissioner of Taxation	Payroll payment	254,217.00
EF061401	21/07/21	Aveling Homes Pty Ltd	Refund residential verge deposit	1,400.00
EF061402	21/07/21	Centre for Stories	Grants & funding	2,365.00
EF061403	21/07/21	D2R Pty Ltd	Refund residential verge deposit	1,400.00
EF061404	21/07/21	Dentons Australia Ltd Trust Account	Refund residential verge deposit	1,400.00
EF061405	21/07/21	Direct Homes WA	Refund residential verge deposit	1,400.00
EF061406	21/07/21	Enxhi Fusha	Refund building application fee	61.65
EF061407	21/07/21	Essential First Choice Homes Pty Ltd	Refund residential verge deposit	1,400.00
EF061408	21/07/21	GS Southwest Investment Pty Ltd	Refund rates overpayment	464.20
EF061409	21/07/21	Hobie Cat Australasia P/L	Refund bond	350.00
EF061410	21/07/21	Housing Authority	Refund rates overpayment	1,441.77
EF061411	21/07/21	Housing Authority	Refund rates overpayment	685.63
EF061412	21/07/21	Housing Authority	Refund rates overpayment	682.37
EF061413	21/07/21	Housing Authority	Refund rates overpayment	664.92
EF061414	21/07/21	Jane Rigney	Staff allowances and reimbursements	98.47
EF061415	21/07/21	John & Vanessa Warden	Refund residential verge deposit	1,400.00
EF061416	21/07/21	Kira S McNeil	Refund residential verge deposit	1,400.00
EF061417	21/07/21	Mia Penales	Refund bond	775.00
EF061418	21/07/21	PPC Group	Refund residential verge deposit	1,400.00
EF061419	21/07/21	RCA of Perth Majella Catholic Primary	Refund bond	550.00
EF061420	21/07/21	Red Ink Homes	Refund residential verge deposit	1,400.00
EF061421	21/07/21	Richard Van Dieren	Staff allowances and reimbursements	435.00
EF061422	21/07/21	Rob Vidovich	Refund animal sterilisation	150.00
EF061423	21/07/21	Royal Wolf Trading Aust Pty Ltd	Equipment purchases	3,580.50
EF061424	21/07/21	Siam Group Australia	Refund residential verge deposit	1,400.00
EF061425	21/07/21	Telstra	Office telephone and communication expenses	6,876.15
EF061426	21/07/21	Thomasz Developments Pty Ltd	Refund residential verge deposit	1,400.00
EF061427	21/07/21	Vinsan Contracting Pty Ltd	Refund residential verge deposit	1,400.00
EF061428	21/07/21	Western Australia Treasury Corporation	Loan repayments	1,375.03
EF061429	21/07/21	Workcom Pty Ltd	Refund bond	25.50
EF061430	19/07/21	A1 Locksmiths	Key / Lock Services	2,787.50
EF061431	19/07/21	Abco Products	Depot stores and consumables	2,280.78
EF061432	19/07/21	Action Glass & Aluminium	Building maintenance and services	11,356.40
EF061433	19/07/21	Adapt-A-Lift Group Pty Ltd	Plant and vehicle parts and materials	103.68
EF061434	19/07/21	Adelphi Tailoring Co	Staff uniforms and protective equipment	91.41
EF061435	19/07/21	ADT Security	Buildings and events security expenses	107.40
EF061436	19/07/21	Advance Press	Publications	3,663.00
EF061437	19/07/21	AJS Machinery	Equipment purchases	77,847.00
EF061438	19/07/21	ALS Library Services	Book purchases	106.63
EF061439	19/07/21	Andrew Brien	Staff allowances and reimbursements	216.54
EF061440	19/07/21	Argo All Terrain Vehicles	Plant and vehicle parts and materials	794.43
EF061441	19/07/21	Arteil WA Pty Ltd	Furniture purchases	765.60
EF061442	19/07/21	AusQ Training	Staff training, development and support	678.00
EF061443	19/07/21	Australia Post	Postage and courier charges	9.63
EF061444	19/07/21	Australia Post / Commission	Postage and courier charges	261.78
EF061445	19/07/21	Australian Services Union	Payroll payment	308.80
EF061446	19/07/21	Avantgarde Technologies Pty Ltd	IT software/hardware upgrades & replacement	109,832.60
EF061447	19/07/21	Baileys Fertilisers	Parks & gardens contract payments	6,644.00
EF061448	19/07/21	Bayswater Childcare Association (Inc)	Water usage charges	20,636.27
EF061449	19/07/21	Bayswater Croquet Club (Inc.)	Parks & gardens contract payments	1,292.50
EF061450	19/07/21	Blackwoods Atkins	Depot stores and consumables	893.81
EF061451	19/07/21	Boilertronics	Building maintenance and services	412.50
EF061452	19/07/21	Boya Equipment Pty Ltd	Plant and vehicle parts and materials	2.30
EF061453	19/07/21	Boyan Electrical Services	Parks & gardens reticulation repairs & upgrades	14,267.28
EF061454	19/07/21	Bridgestone Aust Ltd	Plant and vehicle repairs	1,017.28
EF061455	19/07/21	Bucher Municipal Pty Ltd	Plant and vehicle parts and materials	881.86
EF061456	19/07/21	Bunnings Group Ltd	Plant and vehicle parts and materials	265.93
EF061457	19/07/21	Cai Fences	Fencing	5,973.00
EF061458	19/07/21	Capital Recycling	Tipping Fee	2,243.34
EF061459	19/07/21	Carol Foley	Youth and seniors community activities	150.00
EF061460	19/07/21	Charter Plumbing and Gas	Parks & gardens contract payments	15,233.07
EF061461	19/07/21	Cleanaway	Waste collection and hygiene services	4,582.41

## Ordinary Council Meeting Agenda

## 24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<i>Payments</i>				<i>\$</i>
EF061462	19/07/21	COB - Sundowner Club	Payroll payment	84.00
EF061463	19/07/21	Cohesis Pty Ltd	Professional consultancy services	15,125.00
EF061464	19/07/21	Colleaguesnagels Pty Ltd	Office stationery and consumables	3,499.99
EF061465	19/07/21	Contra-flow Pty Ltd	Traffic management	9,907.15
EF061466	19/07/21	Corsign WA Pty Ltd	Signage and banners	10,974.48
EF061467	19/07/21	Crossland & Hardy Pty Ltd	Professional consultancy services	825.00
EF061468	19/07/21	Child Support Agency	Payroll payment	886.42
EF061469	19/07/21	Stihl Shop Osborne Park	Plant and vehicle parts and materials	261.00
EF061470	19/07/21	Curost Milk Supply	Staff Amenities	86.91
EF061471	19/07/21	CVC Linemarking	Construction and civil works payments	275.00
EF061472	19/07/21	Department of Human Services	Fees and charges	69.30
EF061473	19/07/21	Direct Communications Pty Ltd	Plant and vehicle parts and materials	692.12
EF061474	19/07/21	DS Workwear & Safety	Staff uniforms and protective equipment	76.75
EF061475	19/07/21	Dowsing Group Pty Ltd	Construction and civil works payments	5,642.90
EF061476	19/07/21	E Fire & Safety	Fire suppression and alarm monitoring	3,586.00
EF061477	19/07/21	Eastern Metropolitan Regional Council	Waste collection and hygiene services	221,046.79
EF061478	19/07/21	Environmental Industries Pty Ltd	Parks & gardens contract payments	6,890.91
EF061479	19/07/21	Exteria	Parks & gardens contract payments	2,651.00
EF061480	19/07/21	Flexi Staff	Labour hire and temporary replacement	343.62
EF061481	19/07/21	Fuel Distributors of WA Pty Ltd	Fuel and oil	13,624.53
EF061482	19/07/21	Full Circle Feedback Pty Ltd	Staff training, development and support	2,970.00
EF061483	19/07/21	Full Circle Roof Plumbing	Building maintenance and services	4,218.50
EF061484	19/07/21	Fulton Hogan	Depot stores and consumables	897.60
EF061485	19/07/21	Galvins Plumbing Supplies	Building supplies and hardware	66.39
EF061486	19/07/21	GFG Consulting	Professional consultancy services	1,353.00
EF061487	19/07/21	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	3,455.79
EF061488	19/07/21	Hazelton Property Group Pty Ltd	Construction and civil works payments	17,380.00
EF061489	19/07/21	Health Insurance Fund of WA	Payroll payment	356.86
EF061490	19/07/21	Hickey Constructions Pty Ltd	Building maintenance and services	152,223.50
EF061491	19/07/21	Hilti Australia	Equipment purchases	13,869.67
EF061492	19/07/21	Hospital Benefit Fund of WA	Payroll payment	1,174.81
EF061493	19/07/21	Instant Fence Hire	Fencing	396.00
EF061494	19/07/21	Intelife Group Limited Formally Intework Incorporated	Parks & gardens contract payments	5,920.86
EF061495	19/07/21	IRP Pty Ltd	Labour hire and temporary replacement	1,877.04
EF061496	19/07/21	Japanese Truck & Bus Spares Pty Ltd	Plant and vehicle parts and materials	578.75
EF061497	19/07/21	JB Hi-Fi Group Pty Ltd	Information technology minor purchases	48,259.00
EF061498	19/07/21	Jem Training Pty Ltd	Staff training, development and support	2,446.13
EF061499	19/07/21	Jennie Gaye Nayton	Parks & gardens contract payments	550.00
EF061500	19/07/21	John N Harlock t/a Perth Lase and Face	Medical services and materials	625.00
EF061501	19/07/21	The Watershed Water Systems	Plant and vehicle parts and materials	2,619.57
EF061502	19/07/21	KLMedia Pty Ltd T/A All Access Australasia	Library book stock and materials	120.38
EF061503	19/07/21	Landgate	Refund Plan Search Fees	80.10
EF061504	19/07/21	LGConnect Pty Ltd	Professional consultancy services	7,425.00
EF061505	19/07/21	Line-X Perth	Construction and civil works payments	24,178.00
EF061506	19/07/21	Living Turf	Parks & gardens materials	1,800.15
EF061507	19/07/21	Logic Enterprise (WA) Pty Ltd	Medical services and materials	71.50
EF061508	19/07/21	Marawar Pty Ltd	Painting services	7,187.52
EF061509	19/07/21	Marketforce Pty Ltd	Advertising recruitment	5,610.62
EF061510	19/07/21	Martins Trailer Parts	Plant and vehicle parts and materials	467.74
EF061511	19/07/21	Vic's Smash Repairs	Plant and vehicle repairs	5,064.38
EF061512	19/07/21	Midnight Tuesday	Parks & gardens contract payments	550.00
EF061513	19/07/21	Morley Bowling Club	Parks & gardens contract payments	10,340.00
EF061514	19/07/21	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks & gardens tree pruning & assoc. services	21,123.30
EF061515	19/07/21	My Media Intelligence Pty Ltd	Memberships and subscriptions	946.70
EF061516	19/07/21	Natural Area Holdings Pty Ltd	Parks & gardens contract payments	50,825.72
EF061517	19/07/21	NOMA	Civil works design and technical support	3,025.00
EF061518	19/07/21	Office Line	Building supplies and hardware	2,013.00
EF061519	19/07/21	Officeworks	Office stationery and consumables	279.83
EF061520	19/07/21	OPRA Australia Pty Ltd	Medical services and materials	2,541.00
EF061521	19/07/21	Orbit Health & Fitness Solutions	Equipment purchases	24,341.99
EF061522	19/07/21	Paywise	Staff superannuation & other deductions	298.10
EF061523	19/07/21	Perth Material Blowing Pty Ltd	Parks & gardens contract payments	16,223.90
EF061524	19/07/21	Perth Recruitment Services	Labour hire and temporary replacement	6,152.41
EF061525	19/07/21	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	6,092.90
EF061526	19/07/21	Rentokil Initial Pty Ltd	Building maintenance and services	2,786.49
EF061527	19/07/21	Repco	Plant and vehicle parts and materials	100.19
EF061528	19/07/21	Rheem Australia Pty Ltd	Building maintenance and services	254.10
EF061529	19/07/21	Ricoh Australia Pty Ltd	Photocopying contract charges	6,461.70
EF061530	19/07/21	Roadshow Public Performance Licensing	Licence and permit renewal	154.00
EF061531	19/07/21	Fasta Courier Unit Trust	Postage and courier charges	90.82

# Ordinary Council Meeting Agenda

# 24 August 2021 Attachment 10.2.2.1

Reference	Date	Creditor Name	Invoice details	Amount Paid
Payments				\$
EF061532	19/07/21	Signbiz WA	Signage and banners	6,952.00
EF061533	19/07/21	Sonic Health Plus Pty Ltd	Medical services and materials	71.50
EF061534	19/07/21	Southern Wire Industrial Pty Ltd	Fencing	7,650.50
EF061535	19/07/21	Sprayline Spraying Equipment	Plant and vehicle parts and materials	1,283.48
EF061536	19/07/21	St John Ambulance Western Australia Ltd	Medical services and materials	8,281.21
EF061537	19/07/21	Stiles Electrical & Communication Services P/L	Parks & gardens contract payments	4,162.40
EF061538	19/07/21	Stratagreen	Parks & gardens plants and trees	16,628.25
EF061539	19/07/21	Swan Towing Services	Vehicle towing	123.75
EF061540	19/07/21	Swim Australia	Memberships and subscriptions	375.00
EF061541	19/07/21	Talis Consultants	Professional consultancy services	1,265.00
EF061542	19/07/21	Tambo Nominees T/A TSR WA	Waste collection and hygiene services	802.40
EF061543	19/07/21	Technologically Speaking	Youth and seniors community activities	300.00
EF061544	19/07/21	The O'Grady Family Trust T/A Efficient Site Services	Parks & gardens contract payments	6,905.80
EF061545	19/07/21	The Trustee for Spark Art Projects Trust	Parks & gardens contract payments	550.00
EF061546	19/07/21	Thrifty Car Rentals	Vehicle & plant hire	1,407.12
EF061547	19/07/21	Toll Transport Pty Ltd	Postage and courier charges	257.95
EF061548	19/07/21	Total Turf	Parks & gardens materials	987.80
EF061549	19/07/21	T-Quip	Plant and vehicle parts and materials	3,905.25
EF061550	19/07/21	Truck Centre WA Pty Ltd	Plant and vehicle parts and materials	3,580.12
EF061551	19/07/21	Urbaqua Ltd	Environmental services & supplies	4,510.00
EF061552	19/07/21	WA Hino Sales and Service	Plant and vehicle parts and materials	5,109.95
EF061553	19/07/21	LGRCEU	Payroll payment	881.50
EF061554	19/07/21	Wattleup Tractors	Plant and vehicle parts and materials	2,340.76
EF061555	19/07/21	Western Resource Recovery	Waste collection and hygiene services	759.00
EF061556	19/07/21	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	1,977.55
EF061557	19/07/21	West-Sure Group Pty Ltd	Fees and charges	1,821.33
EF061558	19/07/21	Winc Australia Pty Ltd	Office stationery and consumables	4,817.54
EF061559	19/07/21	Work Clobber	Staff uniforms and protective equipment	24.00
EF061560	19/07/21	Work Metrics Pty Ltd	Memberships and subscriptions	2,112.00
EF061561	19/07/21	Workpower Inc	Parks & gardens contract payments	30,299.28
EF061562	22/07/21	IP Australia	Memberships and subscriptions	200.00
EF061563	26/07/21	A D'Onofrio	Citizenship expenses	200.00
EF061564	26/07/21	Alinta Gas	Gas usage charges	40.25
EF061565	26/07/21	AMS Technology Group Pty Ltd	Building maintenance and services	413.60
EF061566	26/07/21	Annette Tyler	Refund bond	250.00
EF061567	26/07/21	Axiis Contracting Pty Ltd	Parks & gardens contract payments	10,771.33
EF061568	26/07/21	Bayswater/Morley Districts Cricket Club	Parks & gardens contract payments	25,999.98
EF061569	26/07/21	CNW Pty Ltd	Building supplies and hardware	199.68
EF061570	26/07/21	Cottage and Engineering Surveys	Various Survey	880.00
EF061571	26/07/21	Es2 Pty Ltd	IT network maintenance	770.00
EF061572	26/07/21	Ferguson and Kealy	Professional consultancy services	1,200.00
EF061573	26/07/21	Ilia Manolev	Refund rates overpayment	667.34
EF061574	26/07/21	James A Rose	Refund rates overpayment	51.13
EF061575	26/07/21	K Goudis	Refund rates overpayment	148.81
EF061576	26/07/21	Kmart Australia Limited	Plant and vehicle parts and materials	66.00
EF061577	26/07/21	Matthew Sollart	Refund bond	3,000.00
EF061578	26/07/21	NA Jones & MJ Watson	Grants & funding	250.00
EF061579	26/07/21	Perth Observatory Volunteer Group INC	Youth and seniors community activities	100.00
EF061580	26/07/21	Synergy	Electricity charges - Street lighting	151,566.26
EF061581	26/07/21	T&C Do & Son Pty Ltd	Refund rates overpayment	28,000.00
EF061582	26/07/21	Tania N Lawrence	Refund development application fee	295.00
EF061583	26/07/21	Telstra	Office telephone and communication expenses	437.20
EF061584	26/07/21	WA Hurling GAA	Refund bond	350.00
EF061585	26/07/21	Walkers Pest Management Lawn & Garden Services	Pest control	330.00
EF061586	26/07/21	Wicliff Junior	Refund bond	500.00
EF061587	26/07/21	Yvette Whitfield	Refund bond	1,000.00
EF061588	26/07/21	A1 Locksmiths	Key / Lock Services	133.50
EF061589	26/07/21	AAAC Towing Pty Ltd	Vehicle towing	264.00
EF061590	26/07/21	Acclaimed Catering Pty Ltd	Functions and events catering expenses	1,124.20
EF061591	26/07/21	Adelphi Tailoring Co	Staff uniforms and protective equipment	750.00
EF061592	26/07/21	Advance Press	Publications	3,586.00
EF061593	26/07/21	ALS Library Services	Library book stock and materials	15.19
EF061594	26/07/21	AMS Installation & Maintenance Solutions WA	Building maintenance and services	181.50
EF061595	26/07/21	Apple Settlements	Legal expenses and court costs	2,523.72
EF061596	26/07/21	Architex Design	Sitting Fee	850.00
EF061597	26/07/21	ATC Work Smart	Trainee	105.36
EF061598	26/07/21	Auscorp IT	Office stationery and consumables	853.34
EF061599	26/07/21	Australian Institute of Management WA Ltd	Staff training, development and support	3,696.00
EF061600	26/07/21	Avantgarde Technologies Pty Ltd	Information technology minor purchases	5,654.00
EF061601	26/07/21	Awardbase	Marketing and promotional material	4,000.00

## Ordinary Council Meeting Agenda

24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				<b>\$</b>
EF061602	26/07/21	Be Media Group Pty Ltd	Marketing and promotional material	2,640.00
EF061603	26/07/21	Bedford Bowling Club Inc	Parks & gardens contract payments	8,530.50
EF061604	26/07/21	Bedford/Morley Cricket Club Inc	Parks & gardens contract payments	4,653.00
EF061605	26/07/21	Belinda Evonne Cox	Youth and seniors community activities	600.00
EF061606	26/07/21	Blackwoods Atkins	Depot stores and consumables	531.81
EF061607	26/07/21	Boyan Electrical Services	Parks & gardens contract payments	9,742.40
EF061608	26/07/21	Bridgestone Aust Ltd	Plant and vehicle repairs	1,537.80
EF061609	26/07/21	Bucher Municipal Pty Ltd	Plant and vehicle repairs	462.55
EF061610	26/07/21	Bunnings Group Ltd	Plant and vehicle parts and materials	840.07
EF061611	26/07/21	C R Kennedy & Co P/L	Equipment Maintenance	2,975.30
EF061612	26/07/21	Capital Recycling	Tipping Fee	5,564.24
EF061613	26/07/21	Charter Plumbing and Gas	Building maintenance and services	957.62
EF061614	26/07/21	Chemwest	Parks & gardens materials	795.00
EF061615	26/07/21	Cleanaway	Waste collection and hygiene services	425,576.96
EF061616	26/07/21	Clubs WA Incorporated	Staff training, development and support	935.00
EF061617	26/07/21	Colleaguesnagels Pty Ltd	Office stationery and consumables	1,612.99
EF061618	26/07/21	Comspark	IT network maintenance	2,030.09
EF061619	26/07/21	Contra-flow Pty Ltd	Traffic management	2,222.00
EF061620	26/07/21	Cornerstone Legal	Legal expenses and court costs	1,223.20
EF061621	26/07/21	Corsign WA Pty Ltd	Signage and banners	1,043.90
EF061622	26/07/21	Curost Milk Supply	Staff Amenities	242.61
EF061623	26/07/21	Data#3 Licensing Solutions	IT network maintenance	6,185.26
EF061624	26/07/21	Diana Kudsee	Youth and seniors community activities	240.00
EF061625	26/07/21	Diversity Council Australia Limited	Licence and permit renewal	5,092.00
EF061626	26/07/21	Flexi Staff	Labour hire and temporary replacement	1,402.87
EF061627	26/07/21	Forpark Australia	Parks & gardens contract payments	539.00
EF061628	26/07/21	Galvins Plumbing Supplies	Building supplies and hardware	893.65
EF061629	26/07/21	GCS Services Pty Ltd	Building maintenance and services	935.00
EF061630	26/07/21	GFG Temporary Assist	Labour hire and temporary replacement	7,625.00
EF061631	26/07/21	Hames Sharley (WA) Pty Ltd	Civil works design and technical support	8,461.97
EF061632	26/07/21	Hays Specialist Recruitment (Aust) Pty Ltd	Labour hire and temporary replacement	16,851.95
EF061633	26/07/21	Hodge Collard Preston Architects	Construction and civil works technical support	1,897.50
EF061634	26/07/21	Hughans Saw Service	Building supplies and hardware	330.00
EF061635	26/07/21	IDOM Morley Pty Ltd T/A Morley Nissan/Kia/Hyundai	Plant and vehicle repairs	585.00
EF061636	26/07/21	Intelife Group Limited Formally Intework Incorporated	Building maintenance and services	3,805.12
EF061637	26/07/21	Japanese Truck & Bus Spares Pty Ltd	Plant and vehicle repairs	247.30
EF061638	26/07/21	JB Hi-Fi Group Pty Ltd	Information technology minor purchases	6,802.95
EF061639	26/07/21	The Watershed Water Systems	Parks & gardens reticulation repairs & upgrades	239.96
EF061640	26/07/21	Lessen with Peg - Rethink Waste	Construction and civil works tools and materials	1,250.00
EF061641	26/07/21	Linemarking WA Pty Ltd	Construction and civil works payments	1,188.00
EF061642	26/07/21	Liquor Stax At Charlies	Functions and events catering expenses	373.78
EF061643	26/07/21	Living Turf	Parks & gardens materials	1,041.15
EF061644	26/07/21	Lock, Stock & Farrell Locksmith Pty Ltd	Key / Lock Services	46.70
EF061645	26/07/21	M & B Sales Pty Ltd	Building supplies and hardware	843.72
EF061646	26/07/21	Maine Architecture	Sitting Fee	1,870.00
EF061647	26/07/21	Matthew Vaslav Jelonek	Photography / Video Production	247.50
EF061648	26/07/21	Maylands Tennis Club Inc	Parks & gardens contract payments	8,401.25
EF061649	26/07/21	McGees Property	Market Valuation	4,675.00
EF061650	26/07/21	McLeods	Legal expenses and court costs	1,605.19
EF061651	26/07/21	Vic's Smash Repairs	Plant and vehicle repairs	7,131.58
EF061652	26/07/21	Metro Motors	Plant and vehicle repairs	290.00
EF061653	26/07/21	MPK Tree Management Pty Ltd T/A MPK Tree Services	Parks & gardens tree pruning & assoc. services	20,752.60
EF061654	26/07/21	Natural Area Holdings Pty Ltd	Parks & gardens contract payments	8,410.42
EF061655	26/07/21	Nature Play Solutions	Parks & gardens contract payments	10,462.21
EF061656	26/07/21	New Look Drycleaners & Laundry Service	Cleaning services	220.55
EF061657	26/07/21	Nisbets Australia Pty Ltd	Functions and events catering expenses	108.46
EF061658	26/07/21	Noranda Veterinary Clinic	Animal supplies & services	55.00
EF061659	26/07/21	OEM Group	Plant and vehicle parts and materials	498.97
EF061660	26/07/21	Officeworks	Functions and events catering expenses	100.62
EF061661	26/07/21	Oz Bat	Youth and seniors community activities	45.00
EF061662	26/07/21	Paxon Group	Professional consultancy services	1,925.00
EF061663	26/07/21	Pirtek Malaga	Plant and vehicle parts and materials	349.12
EF061664	26/07/21	Pool & Pump Service & Repairs Pty Ltd	Aquatic maintenance and services	2,211.00
EF061665	26/07/21	Prestige Property Maintenance Pty Ltd	Parks & gardens contract payments	61,970.08
EF061666	26/07/21	Quality Press	Printing and graphic design expenses	248.60
EF061667	26/07/21	Repco	Plant and vehicle parts and materials	768.55
EF061668	26/07/21	Richgro Garden Products	Parks & gardens materials	323.00
EF061669	26/07/21	Roof Safety Solutions Pty Ltd	Building maintenance and services	3,523.30
EF061670	26/07/21	Scandinavian Investments Pty Ltd T/A GC Sales WA	Waste collection and hygiene services	66.00
EF061671	26/07/21	Solomon Brothers	Legal expenses and court costs	3,968.19

## Ordinary Council Meeting Agenda

## 24 August 2021 Attachment 10.2.2.1

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				\$
EF061672	26/07/21	South East Regional Centre For Urban Landcare	Environmental testing and sampling	7,762.00
EF061673	26/07/21	Sprayline Spraying Equipment	Plant and vehicle parts and materials	870.08
EF061674	26/07/21	St John Ambulance Western Australia Ltd	Medical services and materials	127.69
EF061675	26/07/21	Star-Mites Gym Sports	Grants & funding	50.00
EF061676	26/07/21	Statewide Cleaning Supplies Pty Ltd	Cleaning supplies	61.60
EF061677	26/07/21	T J Depiazzi & Sons	Parks & gardens contract payments	7,916.54
EF061678	26/07/21	Technology One	IT network maintenance	223,961.09
EF061679	26/07/21	Testo Pty Ltd	Minor Equipment Purchase	855.80
EF061680	26/07/21	The Morley Veterinary Hospital	Animal supplies & services	165.00
EF061681	26/07/21	The O'Grady Family Trust T/A Efficient Site Services	Parks & gardens contract payments	5,060.00
EF061682	26/07/21	The Poster Girls	Functions and events marketing expenses	107.80
EF061683	26/07/21	Toll Transport Pty Ltd	Postage and courier charges	257.95
EF061684	26/07/21	Toolsafe	Parks & gardens contract payments	1,244.10
EF061685	26/07/21	TPG Telecom	IT network maintenance	8,627.30
EF061686	26/07/21	T-Quip	Plant and vehicle parts and materials	639.90
EF061687	26/07/21	Truck Centre WA Pty Ltd	Plant and vehicle repairs	634.56
EF061688	26/07/21	Unisure Assets Pty Ltd T/A Grano Direct	Depot stores and consumables	348.65
EF061689	26/07/21	W.A. Library Supplies	Library book stock and materials	708.00
EF061690	26/07/21	WA Hino Sales and Service	Plant and vehicle repairs	318.14
EF061691	26/07/21	WA Local Government Association	Staff training, development and support	578.00
EF061692	26/07/21	WA Premix	Construction and civil works tools and materials	5,480.20
EF061693	26/07/21	WA Pump Control Systems Pty Ltd	Parks & gardens contract payments	15,840.00
EF061694	26/07/21	Wanneroo Agricultural Machinery	Plant and vehicle repairs	1,526.75
EF061695	26/07/21	Wattleup Tractors	Plant and vehicle parts and materials	3,715.74
EF061696	26/07/21	Way Funky Company Pty Ltd	Kiosk stock	449.90
EF061697	26/07/21	Wes Trac Pty Ltd	Plant and vehicle parts and materials	15.95
EF061698	26/07/21	West-Sure Group Pty - Petty Cash	Petty cash reimbursement	1,302.50
EF061699	26/07/21	William Buck Consulting (WA) Pty Ltd	Audit services	7,920.00
EF061700	26/07/21	Winc Australia Pty Ltd	Office stationery and consumables	157.59
EF061701	26/07/21	Work Clobber	Staff uniforms and protective equipment	423.20
EF061702	26/07/21	Zero Waste Systems	Waste collection and hygiene services	181.50
				<hr/> 8,177,898.64
<b>Cancelled Payments</b>				
EF058745	27/07/21	Payment - EF058745		-1,400.00
EF060053	07/07/21	Payment - EF060053		-769.73
				<hr/> -2,169.73

# City of Bayswater

## List of Payment - Aged

for the period 1 July 2021 to 31 July 2021

<i>Reference</i>	<i>Date</i>	<i>Creditor Name</i>	<i>Invoice details</i>	<i>Amount Paid</i>
<b>Payments</b>				<b>\$</b>
EF060993	06/07/21	Downer Edi Engineering Power Pty Ltd	Building maintenance and services	990.00
EF060994	06/07/21	Fresh Fields Management (Mertome Village) Pty Ltd	Management fee	8,488.98
EF061220	14/07/21	A L Geh	Professional consultancy services	1,663.71
EF061221	14/07/21	Burgess Rawson (WA) Pty Ltd	Lease and rental payments	3,991.08
EF061222	14/07/21	Jackson McDonald	Professional consultancy services	6,811.20
EF061223	14/07/21	Synergy	Electricity charges (other than street lighting)	318.91
EF061396	20/07/21	Fresh Fields Hospitality Services Pty Ltd	Management fee	3,350.60
EF061397	20/07/21	Fresh Fields Management (Mertome Village) Pty Ltd	Management fee	8,488.98
				<hr/>
				34,103.46
<b>Cancelled Payments</b>				
				0.00
				<hr/>
				0.00

**City of Bayswater**  
**Corporate Credit Card Transactions**  
**For the period: 29 June 2021 to 28 July 2021**

Date	Supplier	Description	Amount \$
<b>Chief Executive Officer</b>			
29/06/21	iStock.com	Memberships and subscriptions	207.90
01/07/21	Your CEO Mentor	Publications	49.75
01/07/21	Booking.com	Credit	(939.18)
05/07/21	Wondershare	Memberships and subscriptions	14.31
05/07/21	Createsend	Memberships and subscriptions	163.90
06/07/21	West Australian Newspaper	Marketing and promotional material	84.00
07/07/21	West Australian Newspaper	Marketing and promotional material	312.00
14/07/21	Audible Australia	Memberships and subscriptions	16.45
22/07/21	Local Government Professionals Aust WA	Staff training, development and support	531.00
<b>Card total</b>			<b>440.13</b>
<b>Director Community and Development</b>			
05/07/21	Amazon	Memberships and subscriptions	149.25
08/07/21	Sendgrid	Memberships and subscriptions	121.79
12/07/21	Australian Financial Security Authority	Vehicle search	2.00
12/07/21	Australian Financial Security Authority	Vehicle search	2.00
12/07/21	Australian Financial Security Authority	Vehicle search	2.00
12/07/21	Australian Financial Security Authority	Vehicle search	2.00
12/07/21	Australian Financial Security Authority	Vehicle search	2.00
12/07/21	Australian Financial Security Authority	Vehicle search	2.00
14/07/21	Australian Financial Security Authority	Vehicle search	2.00
28/07/21	Australian Financial Security Authority	Vehicle search	2.00
28/07/21	Australian Financial Security Authority	Vehicle search	2.00
28/07/21	Australian Financial Security Authority	Vehicle search	2.00
<b>Card total</b>			<b>291.04</b>
<b>Director Major Projects</b>			
16/07/21	Our Table	Functions and events catering expenses	68.20
<b>Card total</b>			<b>68.20</b>
<b>Director Works and Infrastructure (Acting)</b>			
29/06/21	Synergy	Fees and charges	473.14
<b>Card total</b>			<b>473.14</b>
<b>Director Corporate and Strategy</b>			
16/07/21	National Australia Bank	Chargeback credit	(149.99)
16/07/21	National Australia Bank	Chargeback credit	(149.87)
16/07/21	National Australia Bank	Chargeback credit	(148.01)
16/07/21	National Australia Bank	Chargeback credit	(147.00)
16/07/21	National Australia Bank	Chargeback credit	(145.99)
16/07/21	National Australia Bank	Chargeback credit	(145.50)
16/07/21	National Australia Bank	Chargeback credit	(145.44)
<b>Card total</b>			<b>(1,031.80)</b>
<b>Director Corporate and Strategy</b>			
30/06/21	Coles Group	Awards and scholarships	914.85
30/06/21	Coles Group	Awards and scholarships	514.85
05/07/21	Business Insights Australia	Memberships and subscriptions	900.74
15/07/21	DropBox	Memberships and subscriptions	495.00
16/07/21	National Australia Bank	Chargeback credit	(146.78)
16/07/21	National Australia Bank	Chargeback credit	(146.75)
16/07/21	National Australia Bank	Chargeback credit	(146.10)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.51)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.51)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.49)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.48)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.48)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.48)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.47)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.47)
19/07/21	National Australia Bank	Exchange rate adjustment credit	(1.47)
<b>Card total</b>			<b>2,370.97</b>
<b>Grand Total</b>			<b>2,611.68</b>



**City of Bayswater  
Electronic Fund Transfers  
for the period 1 July 2021 to 31 July 2021**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
		<b>\$</b>
<b>Municipal Account</b>		
01/07/21	NAB merchant fee	80.71
01/07/21	NAB merchant fee	158.03
01/07/21	NAB merchant fee	668.68
01/07/21	NAB merchant fee	1,019.04
01/07/21	NAB merchant fee	1,815.01
05/07/21	NAB transact fee	4.00
05/07/21	NAB transact fee	38.40
05/07/21	NAB transact fee	44.00
08/07/21	NAB BPAY batch fee	1.68
09/07/21	NAB BPAY batch fee	0.21
14/07/21	New investments	1,609,660.80
14/07/21	Wages	825,373.62
16/07/21	NAB BPAY batch fee	0.42
16/07/21	NAB account fees	107.42
22/07/21	Wages	56,576.53
23/07/21	NAB BPAY batch fee	4.62
27/07/21	NAB BPAY batch fee	0.21
27/07/21	New investment	2,769,300.00
27/07/21	Wages	851,864.08
29/07/21	NAB Connect bank fee	255.19
30/07/21	NAB merchant fee	80.00
30/07/21	NAB merchant fee	189.68
30/07/21	NAB merchant fee	960.75
30/07/21	NAB merchant fee	1,716.98
30/07/21	NAB merchant fee	7,601.87
30/07/21	Wages	353.42
		<u>6,127,875.35</u>
<b>Aged Persons Homes Account</b>		
06/07/21	Aged care subsidies to Juniper	690,557.36
07/07/21	New investment	866,236.26
14/07/21	NAB account fees	0.35
		<u>1,556,793.97</u>
<b>Total</b>		<u><u>7,684,669.32</u></u>

**10.2.3 Investment Report for the Period Ended 31 July 2021**

<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority
<b>Attachments:</b>	1. Investment Register [ <b>10.2.3.1</b> - 1 page] 2. Investment Summary [ <b>10.2.3.2</b> - 1 page] 3. Investment Portfolio [ <b>10.2.3.3</b> - 1 page]

**SUMMARY**

This report presents the City's Investment Portfolio for the period ended 31 July 2021.

**OFFICER'S RECOMMENDATION**

**That Council receives the Investment Portfolio Report for the period ended 31 July 2021 with investments totalling \$83,813,794.84.**

**BACKGROUND**

The purpose of this report is for Council to note the Investment Portfolio detailed in **Attachment 1**.

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, 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 ended 31 July 2021 were \$83,813,794.84.

Of the total investment portfolio, \$49,789,007.24 is internally restricted and \$5,526,852.58 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 2021/22 operating and capital expenditure requirements.

**LEGISLATIVE COMPLIANCE**

Investment Policy applies. It is noted that the City currently has 30% in fossil fuel free investments.

**RISK ASSESSMENT**

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

Officer's Recommendation	That Council receives the Investment Portfolio Report for the period ended 31 July 2021 with investments totalling \$83,813,794.84.		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Low	
Reputation	Low	Low	
Governance	Low	Low	
Community and Stakeholder	Moderate	Low	
Financial Management	Low	Low	
Environmental Responsibility	Low	Low	
Service Delivery	Low	Low	
Organisational Health and Safety	Low	Low	
Conclusion	Funds have been invested in accordance with the City's Investment Policy.		

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance  
 Goal L1: Engage the community in a meaningful way.  
 Provide opportunities for the community to have their say and consider their views when making decisions.

**CONCLUSION**

That Council receives the Investment Portfolio Report for the period ended 31 July 2021 with investments totalling \$83,813,794.84.

**City of Bayswater  
Investment Register  
Balance as at 31-Jul-2021**

Investment Number	Bank	Lodgement Date	Maturity Date	Rate %	Principal \$	Accrued Interest \$	Maturity Interest \$	Maturity Amount \$
200564	National Australia Bank	20/04/21	03/08/21	0.30	1,005,097.64	842.63	867.41	1,005,965.05
200568	Suncorp Bank	04/05/21	10/08/21	0.27	2,210,021.43	1,438.63	1,602.11	2,211,623.54
200574	National Australia Bank	08/06/21	17/08/21	0.15	1,544,667.47	336.44	444.36	1,545,111.83
200575	National Australia Bank	08/06/21	24/08/21	0.17	1,000,911.13	247.07	358.96	1,001,270.09
200572	Suncorp Bank	01/06/21	31/08/21	0.27	1,509,780.50	679.86	1,016.31	1,510,796.81
200592	National Australia Bank	20/07/21	07/09/21	0.10	823,806.63	24.83	110.59	823,917.22
200590	Suncorp Bank	13/07/21	12/10/21	0.27	1,440,573.99	191.81	969.72	1,441,543.71
200576	Bendigo Bank	16/06/21	14/12/21	0.25	1,506,918.38	464.46	1,868.17	1,508,786.55
200577	Bendigo Bank	16/06/21	14/12/21	0.25	805,846.24	248.38	999.03	806,845.27
200578	Bendigo Bank	16/06/21	14/12/21	0.25	500,000.00	154.11	619.86	500,619.86
200582	National Australia Bank	29/06/21	11/01/22	0.28	1,264,636.62	310.44	1,901.46	1,266,538.08
200583	Bendigo Bank	29/06/21	11/01/22	0.30	2,409,094.87	633.62	3,880.95	2,412,975.82
200580	Suncorp Bank	23/06/21	18/01/22	0.32	1,509,552.75	502.91	2,766.00	1,512,318.75
200595	Bank of Queensland	27/07/21	25/01/22	0.43	2,769,300.00	130.50	5,937.68	2,775,237.68
200587	Commonwealth Bank	30/06/21	08/02/22	0.37	2,199,196.13	691.09	4,971.39	2,204,167.52
200588	Commonwealth Bank	30/06/21	08/02/22	0.37	1,700,000.00	534.22	3,842.93	1,703,842.93
200594	National Australia Bank	27/07/21	22/02/22	0.30	2,298,531.24	75.57	3,967.33	2,302,498.57
<b>Muni General Funds Total</b>					<b>26,497,935.02</b>	<b>7,506.58</b>	<b>36,124.26</b>	<b>26,534,059.28</b>
200531	National Australia Bank	16/02/21	17/08/21	0.30	5,342,914.70	7,245.87	7,992.41	5,350,907.11
200532	Bank of Queensland	16/02/21	17/08/21	0.37	1,012,212.47	1,693.03	1,867.46	1,014,079.93
200540	Bank of Queensland	09/03/21	07/09/21	0.35	2,525,708.78	3,487.55	4,407.88	2,530,116.66
200553	Suncorp Bank	30/03/21	14/09/21	0.30	639,014.31	646.02	882.36	639,896.67
200551	Bank of Queensland	30/03/21	28/09/21	0.40	3,445,701.39	4,644.62	6,872.52	3,452,573.91
200552	National Australia Bank	30/03/21	26/10/21	0.32	1,000,000.00	1,078.36	1,841.10	1,001,841.10
200591	Suncorp Bank	13/07/21	23/11/21	0.28	1,609,660.80	222.27	1,642.30	1,611,303.10
200556	Bendigo Bank	07/04/21	04/01/22	0.35	5,130,993.04	5,658.15	13,382.75	5,144,375.79
<b>Muni Reserve Total</b>					<b>20,706,205.49</b>	<b>24,675.86</b>	<b>38,888.79</b>	<b>20,745,094.28</b>
200529	Bank of Queensland	09/02/21	10/08/21	0.37	501,994.52	875.26	926.15	502,920.67
200541	Bank of Queensland	09/03/21	07/09/21	0.35	855,393.87	1,181.15	1,492.84	856,886.71
200586	Commonwealth Bank	30/06/21	28/09/21	0.30	714,818.66	182.13	528.77	715,347.43
200546	National Australia Bank	23/03/21	19/10/21	0.32	809,396.23	922.49	1,490.18	810,886.41
200547	National Australia Bank	23/03/21	19/10/21	0.32	438,858.99	500.18	807.98	439,666.97
200559	Bendigo Bank	13/04/21	09/11/21	0.30	1,018,123.97	912.13	1,757.31	1,019,881.28
200579	Bendigo Bank	16/06/21	14/12/21	0.25	600,000.00	184.93	743.84	600,743.84
200593	Bendigo Bank	20/07/21	18/01/22	0.30	588,266.34	53.19	879.98	589,146.32
<b>Trust Specific Total</b>					<b>5,526,852.58</b>	<b>4,811.45</b>	<b>8,627.04</b>	<b>5,535,479.62</b>
200524	National Australia Bank	02/02/21	03/08/21	0.35	629,387.64	1,080.31	1,098.41	630,486.05
200570	Suncorp Bank	04/05/21	10/08/21	0.27	1,427,685.15	929.36	1,034.97	1,428,720.12
200544	Bank of Queensland	16/03/21	20/09/21	0.40	1,972,966.38	2,962.15	4,064.85	1,977,031.23
200584	Westpac Bank	29/06/21	29/09/21	0.23	2,245,866.40	452.87	1,301.99	2,247,168.39
200548	Bank of Queensland	23/03/21	19/10/21	0.40	910,570.75	1,297.25	2,095.56	912,666.31
200557	Bank of Queensland	06/04/21	02/11/21	0.40	602,468.24	765.88	1,386.50	603,854.74
200573	Suncorp Bank	02/06/21	02/11/21	0.30	1,528,122.89	741.03	1,921.67	1,530,044.56
200560	Bank of Queensland	14/04/21	09/11/21	0.40	809,746.65	958.39	1,854.65	811,601.30
200589	Bendigo Bank	07/07/21	11/01/22	0.30	866,236.26	170.87	1,338.51	867,574.77
<b>Aged General Funds Total</b>					<b>10,993,050.36</b>	<b>9,358.11</b>	<b>16,097.12</b>	<b>11,009,147.48</b>
200581	National Australia Bank	22/06/21	18/01/22	0.30	43,607.12	13.98	75.27	43,682.39
<b>Aged Mertome Gardens Total</b>					<b>43,607.12</b>	<b>13.98</b>	<b>75.27</b>	<b>43,682.39</b>
200569	Suncorp Bank	04/05/21	10/08/21	0.27	1,238,889.67	806.47	898.11	1,239,787.78
200549	Bank of Queensland	23/03/21	24/08/21	0.40	1,067,754.62	1,521.18	1,802.02	1,069,556.64
<b>Aged Prudential Requirements Reserve Total</b>					<b>2,306,644.29</b>	<b>2,327.65</b>	<b>2,700.13</b>	<b>2,309,344.42</b>
200525	Bank of Queensland	02/02/21	03/08/21	0.37	3,030,466.14	5,498.84	5,591.00	3,036,057.14
200526	Bank of Queensland	02/02/21	03/08/21	0.37	826,176.19	1,499.11	1,524.24	827,700.43
200585	National Australia Bank	29/06/21	28/09/21	0.27	5,439,126.94	1,287.51	3,661.35	5,442,788.29
200561	Bank of Queensland	13/04/21	09/11/21	0.40	4,404,645.32	5,261.44	10,136.72	4,414,782.04
200567	Suncorp Bank	30/04/21	07/12/21	0.32	1,088,864.01	878.25	2,109.71	1,090,973.72
200596	Suncorp Bank	27/07/21	25/01/22	0.30	950,221.38	31.24	14,884.44	965,105.82
<b>Aged General Reserve Total</b>					<b>15,739,499.98</b>	<b>14,456.40</b>	<b>37,907.46</b>	<b>15,777,407.44</b>
<b>Total</b>					<b>81,813,794.84</b>	<b>63,150.03</b>	<b>140,420.07</b>	<b>81,954,214.91</b>

**City of Bayswater  
Investment Summary  
Balance as at 31-Jul-2021**

**Investments By Maturity Date**

Maturity Dates	Principal	Portfolio %	Number of Investments
Less than 30 days	\$20,838,178.77	25%	13
Between 30 days and 60 days	\$20,172,183.86	25%	10
Between 61 days and 90 days	\$4,599,399.96	6%	5
Between 91 days and 180 days	\$30,006,304.88	37%	20
Between 181 days and 1 year	\$6,197,727.37	8%	3
<b>Total</b>	<b>\$81,813,794.84</b>	<b>100%</b>	<b>51</b>

**Allocation of Investments**

S&P Rating (Short-term)	Bank	Amount Invested	Amount Invested %	Threshold %
A-1+	Bankwest	\$0.00	0%	45%
A-1+	National Australia Bank	\$21,640,942.35	26%	45%
A-1+	Westpac	\$2,245,866.40	3%	45%
A-1+	Commonwealth Bank	\$4,614,014.79	6%	45%
A-1	Suncorp	\$15,152,386.88	19%	35%
A-2	Bank of Queensland **	\$24,735,105.32	30%	30%
A-2	Bendigo Bank **	\$13,425,479.10	16%	30%
A-2	ING	\$0.00	0%	30%
<b>Total</b>		<b>\$81,813,794.84</b>	<b>100%</b>	

\*\* Fossil fuel free investment

**City of Bayswater  
Investment Portfolio  
Balance as at 31 July 2021**

Source	Description	Total \$	Internally restricted \$	Externally restricted \$
Municipal	Investment - CoB General Funds	26,497,935.02	-	-
	Investment - CoB Reserve	20,706,205.49	20,706,205.49	-
	Investment - Trust	5,526,852.58	-	5,526,852.58
<b>Sub Total</b>		<b>52,730,993.09</b>	<b>20,706,205.49</b>	<b>5,526,852.58</b>
Aged	Investment - Aged General Funds	11,036,657.48	11,036,657.48	-
	Investment - Prudential Requirements Reserve	2,306,644.29	2,306,644.29	-
	Investment - Aged General Reserve	15,739,499.98	15,739,499.98	-
<b>Sub Total</b>		<b>29,082,801.75</b>	<b>29,082,801.75</b>	<b>-</b>
<b>Grand Total</b>		<b>81,813,794.84</b>	<b>49,789,007.24</b>	<b>5,526,852.58</b>

**10.2.4 Donations Granted Under Delegated Authority for the Month of July 2021**

<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Donation Requests July 2021 [ <b>10.2.4.1</b> - 1 page]

This report presents the list of donations made under delegated authority for the month of July 2021.

**OFFICER'S RECOMMENDATION**

**That Council receives this status report on the donations granted under delegated authority for the month of July 2021 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 July 2021 is attached for Councillors' information (**Attachment 1**).

**LEGISLATIVE COMPLIANCE**

Community Grants Policy applies.

**RISK ASSESSMENT**

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

<b>Officer's Recommendation</b>	<b>That Council receives this status report on the donations granted under delegated authority for the month of July 2021 as contained in <u>Attachment 1</u>.</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>	The risks for receiving the report on donations in accordance with Council's Community Grants Policy are considered to be low.
-------------------	--

## FINANCIAL IMPLICATIONS

The Donations allocation in the 2021/22 Budget is \$30,000.00. To date, \$5,246.25 has been expended during the 2021/22 financial year.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Leadership and Governance
- Goal L1: Engage the community in a meaningful way.  
Provide opportunities for the community to have their say and consider their views when making decisions.
- Goal L2: Plan and deliver projects and services in a sustainable way.  
Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.

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 July 2021, as contained in **Attachment 1**.



**REQUESTS FOR DONATIONS GRANTED UNDER DELEGATED AUTHORITY****ORGANISATIONS**

<b>Name and Address</b>	<b>Purpose of Organisation</b>	<b>Reason for Request</b>	<b>Previous financial assistance granted (date and amount)</b>	<b>Amount of Donation</b>
Maylands Yacht Club	Sporting Club	75 <sup>th</sup> Anniversary Celebrations and historical publication	\$300 - 2020 \$300 - 2019 \$400 – 2017 and 2018 \$200 – 2015 \$400 - 2007, 2008, 2009 and 2012	\$1,000
The Lachy Foundation		Here for Bayswater Initiative	Nil.	\$2,000
Morley Primary School Play Group	Play Group	Playgroup resources for children	Nil.	2,246.25
				<b>\$5,426.25</b>

**Total for July 2021 \$5,426.25**


**Lorraine Driscoll**  
**Director Corporate and Strategy**

**10.2.5 Exemption from Rates - Foundation Housing Ltd**

<b>Applicant/Proponent:</b>	Foundation Housing
<b>Owner:</b>	Foundation Housing / Department of Housing
<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority Required

**SUMMARY**

This report provides details of a rates exemption application from Foundation Housing Ltd under s6.26(2)(g) of the *Local Government Act 1995* (the Act) from rates from 1 July 2021 for:

1. 214-216 Grand Promenade Bedford;
2. 2 Adelphi Street Bayswater;
3. 3 Alderhurst Crescent Bayswater;
4. 2/25 Bellew Way Noranda;
5. 4/1 Weir Place Morley;
6. 6/8-10 Hovea Court Morley;
7. 19 Hester Street Bayswater;
8. 2/9-11 Hannans Street Morley; and
9. 5A Coralgum Court Morley.

**OFFICER'S RECOMMENDATION**

**That Council grants Foundation Housing Ltd's application for rates exemption for:**

1. **214-216 Grand Promenade Bedford;**
2. **2 Adelphi Street Bayswater;**
3. **3 Alderhurst Crescent Bayswater;**
4. **2/25 Bellew Way Noranda;**
5. **4/1 Weir Place Morley;**
6. **6/8-10 Hovea Court Morley;**
7. **19 Hester Street Bayswater;**
8. **2/9-11 Hannans Street Morley; and**
9. **5A Coralgum Court Morley,**

**from 1 July 2021 in accordance with section 6.26 (2)(g) of the *Local Government Act 1995*.**

**BACKGROUND**

The City has received an application from Foundation Housing Ltd for an exemption from rates under section 6.26(2)(g) of the *Local Government Act 1995* for 214-216 Grand Promenade Bedford, 2 Adelphi Street Bayswater, 3 Alderhurst Crescent Bayswater, 2/25 Bellew Way Noranda, 4/1 Weir Place Morley, 6/8-10 Hovea Court Morley, 19 Hester Street Bayswater, 2/9-11 Hannans Street Morley and 5A Coralgum Court Morley.

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

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

The properties are a mixture of owned and leased by Foundation Housing Ltd.

Foundation Housing Ltd is registered with the Australian Charities and Non-for-profits Commission. Foundation Housing is also receiving exemptions from the Australian Taxation Office for income tax, GST concessions and FBT.

The rates exemption process involves a review of relevant documentation. This includes audited financial statements, statement and objects of the organisation, relevant charitable and tax exemption certificates, the organisations constitution, leases (if applicable), statutory declarations and any other relevant documentation.

Foundation Housing is an organisation that provides accommodation and support services to people in need. They provide a safe and secure home to people in need and improves life for their clients. The rental income is collected to assist with the costing of accommodation and support services.

### **EXTERNAL CONSULTATION**

Other local governments including City of Swan and City of Vincent confirmed they are granting a rates exemption to Foundation Housing Ltd properties for the same property usage as stated in this report.

### **OFFICER'S COMMENTS**

Foundation Housing Ltd is a not-for-profit, charitable organisation which provides affordable housing for people in need.

The properties located at 214-216 Grand Promenade Bedford, 2 Adelphi Street Bayswater, 3 Alderhurst Crescent Bayswater, 2/25 Bellew Way Noranda, 4/1 Weir Place Morley, 6/8-10 Hovea Court Morley, 19 Hester Street Bayswater, 2/9-11 Hannans Street Morley and 5A Coralgun Court Morley are classified as residential premises and the properties leased, are under a peppercorn Lease Agreement between the Department of Housing and Foundation Housing Ltd. Under the leases it is stated that Foundation Housing Ltd is responsible for all rates and charges for the property.

This application can be considered under section 6.26(2)(g) of the Act, which states "land used exclusively for charitable purposes" is not rateable. The words 'charitable purpose' is not defined in the Act.

Rent is payable by the residents to stay at the properties (of no more than 25% of the rental income – Centrelink benefits) and does not cover the full cost of the services provided. According to Foundation Housing Ltd's June 2020 financial statements, rent contributes to approximately 72% of their total revenue. The auditing of the June 2021 financial statements have not been completed and were not available at the time of writing this report.

The following is applied to clarify what is meant by the term 'charitable purpose'; the purpose must either fall within the list of purposes detailed in the *Charitable Uses Act of 1601* or within one of the following four categories of charitable purpose as set out under Pemsell's rule:

1. Relief of poverty;
2. Advancement of education;
3. Advancement of religion; and

4. Other purposes beneficial to the community not falling under any of the preceding categories.

A rates exemption for land used exclusively for charitable purposes under section 6.26(2)(g) of the *Local Government Act 1995* is reviewed once a year for continued eligibility.

The use of the properties is for the provision of affordable disability housing under the Community Disability Housing Program. The service provided is mainly the provision of low rent housing to those most in need with support provided to those classified as Disability or Crisis tenants, the level of support would be dependent upon the individual's circumstances.

## LEGISLATIVE COMPLIANCE

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

## RISK ASSESSMENT

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>Officer's Recommendation</b>	<b>That Council grants Foundation Housing Ltd's application for rates exemption for:</b> <ol style="list-style-type: none"> <li>214-216 Grand Promenade Bedford;</li> <li>2 Adelphi Street Bayswater;</li> <li>3 Alderhurst Crescent Bayswater;</li> <li>2/25 Bellew Way Noranda;</li> <li>4/1 Weir Place Morley;</li> <li>6/8-10 Hovea Court Morley;</li> <li>19 Hester Street Bayswater;</li> <li>2/9-11 Hannans Street Morley; and</li> <li>5A Coralum Court Morley,</li> </ol> <b>from 1 July 2021 in accordance with section 6.26 (2)(g) of the <i>Local Government Act 1995</i>.</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>	Granting the rates exemption maintains a consistent approach to rating across the City as well as other Councils.	

<b>Option 2</b>	<b>That Council does not grant Foundation Housing Ltd's application for rates exemption for:</b> <ol style="list-style-type: none"> <li>214-216 Grand Promenade Bedford;</li> <li>2 Adelphi Street Bayswater;</li> <li>3 Alderhurst Crescent Bayswater;</li> <li>2/25 Bellew Way Noranda;</li> </ol>
-----------------	--

	<p>5. 4/1 Weir Place Morley;</p> <p>6. 6/8-10 Hovea Court Morley;</p> <p>7. 19 Hester Street Bayswater;</p> <p>8. 2/9-11 Hannans Street Morley; and</p> <p>9. 5A Coralgum Court Morley,</p> <p>from 1 July 2021 in accordance with section 6.26 (2)(g) of the <i>Local Government Act 1995</i>.</p>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	<p>Granting the rates exemption does not maintain a consistent approach to rating across the City, which represents a moderate risk to strategic direction, reputation and community and stakeholder.</p>	

## FINANCIAL IMPLICATIONS

The loss of rates revenue for 2021/22 on 214-216 Grand Promenade Bedford, 2 Adelphi Street Bayswater, 3 Alderhurst Crescent Bayswater, 2/25 Bellew Way Noranda, 4/1 Weir Place Morley, 6/8-10 Hovea Court Morley, 19 Hester Street Bayswater, 2/9-11 Hannans Street Morley and 5A Coralgum Court Morley, if the rate exemption were to be granted effective 1 July 2021, would be \$15,018.92. The applicant will still be liable for the Emergency Services Levy and other government charges.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L2: Plan and deliver projects and services in a sustainable way.

Work together to deliver the best outcomes for the community by managing our resources in a financially sustainable way.

## CONCLUSION

It is recommended that a rate exemption be granted to Foundation Housing Ltd as the use of this property is for the provision of affordable social housing to people classified as being in poverty, on low income, who may be homeless, socially marginalised or otherwise disadvantaged, and as such the land is being used exclusively for 'charitable purpose' under Section 6.26(2)(g) of the Act.

**10.2.6 Review of Standing Orders Local Law 2018**

<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	<b><i>ABSOLUTE MAJORITY REQUIRED</i></b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>Attachment 1 Proposed Standing Orders Local Law 2021 as Advertised [10.2.6.1 - 24 pages]</li> <li>Attachment 2 Proposed Standing Orders Local Law 2021 Marked Up Copy wit [10.2.6.2 - 24 pages]</li> <li>Attachment 3 Proposed Standing Orders Local Law 2021 inclusive of chang [10.2.6.3 - 24 pages]</li> </ol>
<b>Refer:</b>	Item 10.2.6: OCM 25.05.2021

**SUMMARY**

For Council to make the Proposed *Standing Orders Local Law 2021* following a public comment period and feedback received from the Department of Local Government, Sport and Cultural Industries (the Department).

**OFFICER'S RECOMMENDATION**

**That Council:**

- Makes the proposed *Standing Orders Local Law 2021* as contained in Attachment 3 of this report.**
- Notes that no submissions were received from the public during the consultation period.**
- Approves publication of the proposed *Standing Orders Local Law 2021* in the Government Gazette.**
- Approves local public notice of the gazettal of the proposed *Standing Orders Local Law 2021*.**

**BACKGROUND**

At the Ordinary Council Meeting of 25 May 2021 Council resolved by an absolute majority as follows:

*"That Council:*

- Repeals the Standing Orders Local Law 2018, which is effective after gazettal with the intent of making a new local law, the Standing Orders Local Law 2021, for substantially the same purpose but reflecting changes in legislation and Council Meeting requirements.*
- Following the passing of the above resolution the Mayor is to give notice to the meeting of the purpose and effect of the proposed new Standing Orders Local Law 2021.*

<i>Purpose:</i>	<i>The purpose of these standing orders is to provide for the orderly conduct of the proceedings and business of the Council.</i>
<i>Effect:</i>	<i>The effect of these standing orders is that all Council Meetings, Agenda Briefing Forums, Committee Meetings, and other meetings as described in the Act, shall be governed by these standing orders unless otherwise provided in the Act, regulations or other written law.</i>

- Following the passing of the above resolution:*
  - Approves the preliminary draft Standing Orders Local Law 2021 as per Attachment 2 with the following amendments:*
    - The date references to 2013 are changed to 2018.*

- (ii) 10.5 Order of call in debate, is changed to read "The Presiding Member is to call speakers to a substantive motion in the following order, where possible".
  - (b) Approves local public notice of the proposed draft Standing Orders Local Law 2021, in accordance with section 3.12 of the Local Government Act 1995.
4. Request the Chief Executive Officer to investigate suitable systems for facilitating online petitions and live streaming in accordance with the Standing Orders Local Law and provide a report back to Council by August 2021."

## EXTERNAL CONSULTATION

Under section 3.16 of the *Local Government Act 1995* WA ('the Act'), a local government is to give local public notice stating that it proposes to initiate a local law. The Act requires a minimum six-week (i.e. 42 calendar days) public consultation period, effective from when the section 3.16 notice is published.

The WA Local Government Association ('WALGA') recommends that the advertising period is extended to 50 days to allow for weekends and public holidays.

The proposed *Standing Orders Local Law 2021* was publicly advertised on 10 June 2021 and closed on 30 July 2021 in line with the WALGA recommendations.

No comments were received during public consultation period.

## OFFICER'S COMMENTS

### Background to the review process

Section 3.16 of the Act also requires local laws to be reviewed every eight years. The current review of the City's Standing Orders Local Law has been initiated earlier than required primarily due to reflect recent amendments to the Act. However, it also provides the opportunity to make administrative changes for formalising the deputations process and for completing a previous undertaking to rectify a minor error in one of the clauses (clause 9.3) required by the Joint Standing Committee on Delegated Legislation ('JSCDL'). That change has been included in **Attachment 1**.

### Purpose and Effect of *City of Bayswater Standing Orders Local Law 2021*

In accordance with the Act, the local law is required to state the purpose and effect. This has been included in the local law drafted by the City and is as follows:

#### Purpose

*The purpose of these standing orders is to provide for the orderly conduct of the proceedings and business of the Council.*

#### Effect

*The effect of these standing orders is that all Council Meetings, Committee Meetings, and other meetings as described in the Act, shall be governed by these standing orders unless otherwise provided in the Act, regulations or other written law.*

### Summary of changes made for public consultation

#### Legislative change

Legislative changes have occurred since the last review of this local law which required some minor wording changes and removal of some terms, such as references to special majority (75%) that no longer exists in the Act.

Change in deputation process

The current *City of Bayswater Standing Orders Local Law 2018* provides that deputations are to be referred to the relevant decision-making forum, being either Council or a Committee of Council (section 6.9).

Councils that allow deputations at Agenda Briefing Forums have advised they have provisions in their Standing Orders to allow deputations to be heard at Agenda Briefing Forums. To address this, it was recommended that during the trial period Council resolve at each meeting to suspend Clause 6.9 of *City of Bayswater Standing Orders Local Law 2018*, which is the clause in relation to deputations.

The expansion of section 6.9 in the *City of Bayswater Standing Orders Local Law 2021* to allow for deputations to be heard at 'the Council Meeting, Agenda Briefing Forum or a Committee meeting open to the public at the discretion of Council' will address the above.

**Changes made after public consultation**

The City did not receive any public comments, however the Department of Local Government, Sport and Cultural Industries (the Department) has provided the following comments as below, which are shown as marked up in **Attachment 2**:

- It may be advisable to insert a time limit for the asking of questions into clause 6.7.
- The Department advises against the use of Latin terms as used in clause 5.5. Replace the words "En Bloc" with "adoption by exception resolution".
- Clause 8.7(2)(a) – Merge the paragraph with the text in subparagraph (i).
- Insert a full stop in clause 8.11(d) following the numbers "11.1" to read "11.1."
- In clause 9.1(3) change "8.6" to "8.7".
- Amend clause 9.3 so that the subclause headings of "(1)" and "(2)" are in alignment.
- Amend clauses 13.2 and 13.3 so that the text of the clause aligns with the title as can be seen in clause 12.1.

These minor edits have been incorporated into the final *City of Bayswater Standing Orders Local Law 2021* as per **Attachment 3**. In relation to the suggestion to include a time limit for public question time, that has not been amended however Council may wish to consider whether this is necessary.

**Process to adopt local law**

After the last day for submissions, the local government is to consider comments received and cause a report of the review to be submitted to Council. As part of Council's consideration, they may determine (by absolute majority) whether or not it considers that the local law should be made.

Once Council has made the local law, gazettal of the local law is arranged and an explanatory memorandum is sent to the JSCDL. The JSCDL may recommend to Parliament that the City's local law be disallowed after gazettal if the City fails to follow the process for making a local law prescribed in the Act, or where the local law is outside of the local law-making powers of the enabling Act.

In light of the above, it is recommended that Council proceed to make the local law as contained in **Attachment 3**. This will ensure that Council has met the legislative requirements to complete the review of the *Standing Orders Local Law 2018*, incorporating the changes requested by the Department.



Given that review is at the end of the legislative process, it is not recommended that any substantial amendments be made to the local law. Substantial changes will require further public advertising. As per the Caretaker Election Period Policy, public consultation is prohibited during the Caretaker Period (9 September 2021 - 16 October 2021). This would mean that the local law would not be finalised prior to the 2021 Local Government Elections.

It is noted that the local law review process is driven by prescriptive legislation. The process outlined in the Act must be undertaken in the correct sequence, as outlined in the Officer's Recommendation. As outlined above, any deviation from the above process may see the JSCDL disallow the local law.

It should also be noted that a separate report is being presented to Council relating to e-petitions and live-streaming of Council Meetings.

## LEGISLATIVE COMPLIANCE

Section 3.16 of the *Local Government Act 1995* requires local laws to be reviewed within eight years from the date of commencement; however, they may be reviewed prior to that.

Section 3.12 of the *Local Government Act 1995* sets out the procedure for making local laws, including public notices and gazettal.

Caretaker Election Period Policy, which prohibits public consultation during the caretaker election period.

## RISK ASSESSMENT

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>Officer's Recommendation</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Makes the proposed <i>Standing Orders Local Law 2021</i> as contained in <u>Attachment 3</u> of this report.</b></li> <li><b>Notes that no submissions were received from the public during the consultation period.</b></li> <li><b>Approves publication of the proposed <i>Standing Orders Local Law 2021</i> in the Government Gazette.</b></li> <li><b>Approves local public notice of the proposed <i>Standing Orders Local Law 2021</i>.</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>	This option meets the legislative requirements for Council to make the <i>Standing Orders Local Law 2021</i> , and is considered to be low risk especially within the area of Community and Stakeholder given there were no comments from the public.	

Option 2	That Council:  1. Makes the proposed <i>Standing Orders Local Law 2021</i> as contained in <u>Attachment 2</u> of this report, however with further amendments.  2. Notes that no submissions were received from the public during the consultation period.  3. Approves publication of the proposed <i>Standing Orders Local Law 2021</i> in the Government Gazette.  4. Approves local public notice of the proposed <i>Standing Orders Local Law 2021</i> .		
Risk Category		Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction		Moderate	Risk assessment will be dependent on amendments made 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	While this option meets the legislative requirements to make the <i>Standing Orders Local Law 2021</i> , it should be noted that any amendments made to this local law if substantive will require further public comment and Council approval again, which would make this a moderate governance risk.		

## FINANCIAL IMPLICATIONS

**Item 1:** The final public notice in the local newspaper (Eastern Reporter), and the West Australian newspaper to comply with the legislative public notice requirements is included in this approximate cost together with the final gazettal in the Government Gazette.

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** N/A

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

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

## CONCLUSION

The proposed *Standing Orders Local Law 2021* has been through the required public comment period and no comments were received from the community with only minor edits, which have been incorporated. Council is now in a position to finish the process by making the local law as per Attachment 3 and publishing the local law in the Government Gazette.

WESTERN AUSTRALIA

---

**Local Government Act 1995**

City of Bayswater

**Standing Orders Local Law 2021**

**Table of Contents**

**Part 1 - Preliminary**

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application and intent
- 1.4 Interpretation
- 1.5 Repeal

**Part 2 – Establishment and Membership of Committees**

- 2.1 Establishment of Committees
- 2.2 Types of Committees
- 2.3 Delegation of some powers and duties to certain Committees
- 2.4 Limits on delegation of powers and duties to certain Committees
- 2.5 Appointment of Committee Members
- 2.6 Tenure of Committee Membership
- 2.7 Resignation of Committee Members
- 2.8 Register of delegations to Committees
- 2.9 Committees to report

**Part 3 - Calling and convening meetings**

- 3.1 Ordinary and special Council meetings
- 3.2 Calling Council meetings
- 3.3 Convening Council meetings
- 3.4 Calling Committee meetings
- 3.5 Public notice of meetings

**Part 4 – Presiding Member and quorum**

*Division 1: Who presides*

- 4.1 Who presides
- 4.2 When the Deputy Mayor can act
- 4.3 Who acts if no Mayor
- 4.4 Election of Presiding Members of Committees
- 4.5 Election of Deputy Presiding Members of Committees
- 4.6 Functions of Deputy Presiding Members
- 4.7 Who acts if no Presiding Member

*Division 2 – Quorum*

- 4.8 Quorum for meetings
- 4.9 Reduction of quorum for Council meetings
- 4.10 Reduction of quorum for Committee meetings
- 4.11 Procedure where no quorum to begin a meeting
- 4.12 Procedure where quorum not present during a meeting
- 4.13 Names to be recorded

**Part 5 - Business of a meeting**

- 5.1 Business to be specified
- 5.2 Order of business
- 5.3 Motions of which previous notice has been given
- 5.4 New business of an urgent nature
- 5.5 Adoption by exception resolution

**Part 6 - Public participation**

- 6.1 Meetings generally open to the public

- 6.2 Meetings not open to the public
- 6.3 Question time for the public
- 6.4 Question time for the public at certain meetings
- 6.5 Minimum question time for the public
- 6.6 Procedures for question time for the public
- 6.7 Other procedures for question time for the public
- 6.8 Distinguished visitors
- 6.9 Deputations
- 6.10 Petitions
- 6.11 Presentations
- 6.12 Participation at Committee meetings
- 6.13 Council or Committee may meet to hear public submissions
- 6.14 Public Inspection of agenda materials
- 6.15 Confidentiality of information withheld
- 6.16 Recording of proceedings
- 6.17 Prevention of disturbance

**Part 7 - Questions by Members**

- 7.1 Questions by Members

**Part 8 – Conduct of Members**

- 8.1 Members to be in their proper places
- 8.2 Titles to be used
- 8.3 Advice of entry or departure
- 8.4 Members to indicate their intention to speak
- 8.5 Priority of speaking
- 8.6 Presiding Member may take part in debates
- 8.7 Relevance
- 8.8 Speaking twice
- 8.9 Duration of speeches
- 8.10 No speaking after conclusion of debate
- 8.11 No interruption
- 8.12 Personal explanations
- 8.13 No reopening of discussion
- 8.14 Adverse reflection
- 8.15 Withdrawal of offensive language

**Part 9 - Preserving order**

- 9.1 Presiding Member to preserve order
- 9.2 Point of order
- 9.3 Procedures on a point of order
- 9.4 Calling attention to breach
- 9.5 Ruling by the Presiding Member
- 9.6 Continued breach of order
- 9.7 Right of Presiding Member to adjourn

**Part 10 - Debate of substantive motions**

- 10.1 Motions to be stated and in writing
- 10.2 Motions to be supported
- 10.3 Unopposed business
- 10.4 Only one substantive motion at a time
- 10.5 Order of call in debate
- 10.6 Limit of debate
- 10.7 Member may require question to be read
- 10.8 Consent of seconder required for alteration
- 10.9 Order of amendments
- 10.10 Form of an amendment
- 10.11 Amendment must not negate original motion
- 10.12 Relevance of amendments
- 10.13 Mover of motion may speak on amendment

- 10.14 Effect of an amendment
- 10.15 Withdrawal of motion or amendment
- 10.16 Right of reply

**Part 11 - Procedural motions**

- 11.1 Permissible procedural motions
- 11.2 No debate
- 11.3 Who may move
- 11.4 Procedural motions - right of reply on substantive motion
- 11.5 Meeting to proceed to the next business
- 11.6 Item to be referred or adjourned
- 11.7 Meeting now adjourn
- 11.8 Question to be put
- 11.9 Member to be no longer heard
- 11.10 Ruling of the Presiding Member to be disagreed with

**Part 12 - Disclosure of interests**

- 12.1 Disclosure of interests

**Part 13 - Voting**

- 13.1 Question - when put
- 13.2 Voting
- 13.3 Majorities required for decisions
- 13.4 Method of taking vote

**Part 14 – Minutes of meetings**

- 14.1 Keeping of minutes
- 14.2 Content of minutes
- 14.3 Public inspection of unconfirmed minutes
- 14.4 Confirmation of minutes

**Part 15 - Adjournment of meeting**

- 15.1 Meeting may be adjourned
- 15.2 Effect of adjournment

**Part 16 – Revoking, changing or implementing decisions**

- 16.1 Requirements to revoke or change decisions
- 16.2 Limitations on powers to revoke or change decisions
- 16.3 Implementing a decision

**Part 17 - Suspension of Local Laws**

- 17.1 Suspension of Local Laws
- 17.2 Where Local Laws do not apply
- 17.3 Cases not provided for in Local Laws

**Part 18 - Meetings of electors**

- 18.1 Electors' general meetings
- 18.2 Matters for discussion at electors' general meetings
- 18.3 Electors' special meetings
- 18.4 Requests for electors' special meetings
- 18.5 Convening electors' meetings
- 18.6 Who presides at electors' meetings
- 18.7 Procedure for electors' meetings
- 18.8 Participation of non-electors
- 18.9 Voting at electors' meetings
- 18.10 Minutes of electors' meetings
- 18.11 Decisions made at electors' meetings

**Part 19 - Enforcement**

- 19.1 Penalty for breach
- 19.2 Who can prosecute

## CITY OF BAYSWATER

### STANDING ORDERS LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the City of Bayswater resolved (*insert date*) on to make the following local law.

### Part 1 - Preliminary

#### 1.1 Citation

This local law may be cited as the *City of Bayswater Standing Orders Local Law 2021*.

#### 1.2 Commencement

This Local Law comes into operation 14 days after the date of its publication in the *Government Gazette*.

#### 1.3 Application and intent

- (1) This local law provides rules and guidelines which apply to the conduct of meetings of the Council and its Committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This local law is intended to result in-
  - (a) better decision-making by the Council and Committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

#### 1.4 Interpretation

- (1) In this local law-

***absolute majority*** has the meaning given to it in the Act;

***Act*** means the *Local Government Act 1995*;

***CEO*** means the Chief Executive Officer of the Local Government;

***Committee*** means a Committee of the Council established under section 5.8 of the Act;

***Committee meeting*** means a meeting of a Committee;

***Committee meeting open to the public*** means a meeting of a Committee to which section 5.23 of the Act applies.

***Council*** means the Council of the City of Bayswater;

***Deputation*** means a statement or response that clearly relates to an item on the agenda, which can be received in both a written or verbal form;

***Local Government*** means the City of Bayswater;

***Mayor*** means the Mayor of the Local Government or other Presiding Member at a Council meeting under section 5.6 of the Act;

***meeting*** means a meeting of the Council or a Committee, as the context requires;

***Member*** has the meaning given to it in the Act;

**Officer** means a person employed by the Local Government under section 5.36 of the Act;

**Presiding Member** means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a Committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the Members present and voting; and

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

## 1.5 Repeal

This local law repeals the *City of Bayswater Standing Orders Local Law 2018* as published in the *Government Gazette* on 13 September 2018.

## Part 2 – Establishment and Membership of Committees

### 2.1 Establishment of Committees

- (1) The establishment of Committees is dealt with in the Act.
- (2) A Council resolution to establish a Committee under section 5.8 of the Act is to include-
  - (a) the terms of reference of the Committee;
  - (b) the number of council Members, Officers and other persons to be appointed to the Committee;
  - (c) the names or titles of the council Members and Officers to be appointed to the Committee;
  - (d) the names of other persons to be appointed to the Committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the Committee under section 5.16 of the Act.
- (3) This local law is to apply to the conduct of Committee meetings.

### 2.2 Types of Committees

The types of Committees are dealt with in the Act.

### 2.3 Delegation of some powers and duties to certain Committees

The delegation of some powers and duties to certain Committees is dealt with in the Act.

### 2.4 Limits on delegation of powers and duties to certain Committees

The limits on the delegation of powers and duties to certain Committees are dealt with in the Act.

### 2.5 Appointment of Committee Members

The appointment of Committee Members is dealt with in the Act.

### 2.6 Tenure of Committee Membership

Tenure of Committee Membership is dealt with in the Act.

### 2.7 Resignation of Committee Members

The resignation of Committee Members is dealt with in the Regulations.

### 2.8 Register of delegations to Committees

The register of delegations to Committees is dealt with in the Act.

### 2.9 Committees to report

A Committee-

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

### **Part 3 - Calling and convening meetings**

#### **3.1 Ordinary and special Council meetings**

- (1) Ordinary and Special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

#### **3.2 Calling Council meetings**

The calling of Council meetings is dealt with in the Act.

#### **3.3 Convening Council meetings**

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.
- (3) Where, in the opinion of the Mayor, the CEO or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

#### **3.4 Calling Committee meetings**

The CEO is to call a meeting of any Committee when requested by the Mayor, the Presiding Member of a Committee or any two Members of that Committee.

#### **3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

### **Part 4 – Presiding Member and quorum**

#### *Division 1: Who presides*

#### **4.1 Who presides**

Who presides at a Council meeting is dealt with in the Act.

#### **4.2 When the Deputy Mayor can act**

When the Deputy Mayor can act is dealt with in the Act.

#### **4.3 Who acts if no Mayor**

Who acts if there is no Mayor is dealt with in the Act.

#### **4.4 Election of Presiding Members of Committees**

The election of Presiding Members of Committees and their deputies is dealt with in the Act.

#### **4.5 Election of Deputy Presiding Members of Committees**

The election of Deputy Presiding Members of Committees is dealt with in the Act.

#### **4.6 Functions of Deputy Presiding Members**

The functions of Deputy Presiding Members are dealt with in the Act.

#### **4.7 Who acts if no Presiding Member**

Who acts if no Presiding Member is dealt with in the Act.



*Division 2 – Quorum*

**4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

**4.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

**4.10 Reduction of quorum for Committee meetings**

The reduction of a quorum for Committee meetings is dealt with in the Act.

**4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is-

- (a) immediately to suspend the proceedings of the meeting for a period of up to 30 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting-

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

**Part 5 - Business of a meeting**

**5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Council.
- (2) No business is to be transacted at a Committee meeting open to the public other than that specified in the agenda of the Committee.
- (3) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (4) Subject to subclause (5), no business is to be transacted at an adjourned meeting of the Council or a Committee meeting open to the public other than that-
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (5) Where a meeting is adjourned to the next ordinary meeting of the Council, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

**5.2 Order of business**

- (1) Unless otherwise decided by the Council then the order of business at any ordinary meeting of the Council is to be as follows-
  - 1. Official Opening
  - 2. Acknowledgment of Country
  - 3. Announcements from the Presiding Member
  - 4. Attendance
    - 4.1 Apologies
    - 4.2 Approved leave of absence

- 4.3 Applications for leave of absence
  5. Declaration of interest
  6. Public Question Time
    - 6.1 Response to previous public questions taken on notice
    - 6.2 Public question time
  7. Confirmation of minutes
  8. Presentations
    - 8.1 Petitions
    - 8.2 Presentations
    - 8.3 Deputations
    - 8.4 Delegates' reports
  9. Method of dealing with agenda business
  10. Reports
  11. Motions of which previous notice has been given
  12. Questions from Members without notice
  13. New business of an urgent nature introduced by decision of the meeting
  14. Meeting closed to public
    - 14.1 Matters for which the meeting may be closed
    - 14.2 Public reading of resolutions that may be made public
  15. Closure
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
  - (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

### 5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) The CEO -
  - (a) may, with the concurrence of the Mayor, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (4) A motion of which notice has been given is to lapse unless-
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (5) If a notice of motion is given and lapses under subclause (4), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.
- (6) An amendment, other than a minor amendment, to a motion of which notice has been given is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00pm on the last working day proceeding the day of the meeting.
- (7) For the purpose of subclause (6) the Presiding Member—
  - (a) is to determine whether an amendment is a minor amendment; and

- (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is raised by a Member and carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member or the CEO, or Member moving a motion referred to in clause 5.4(1) to be of such importance and urgency that such matters are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.
- (3) Before debate begins on a matter under this clause the Presiding Member may ask the CEO or the CEO's nominee to give a verbal report to the meeting.
- (4) The minutes of the meeting are to include—
  - (a) a summary of any verbal report and any recommendations of the CEO or the CEO's nominee; and
  - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

**5.5 Adoption by en bloc**

- (1) In this clause 'en bloc' means a resolution of the Council or a Committee that has the effect of adopting, for a number of specifically identified reports, the Officer's recommendation as the Council or Committee resolution.
- (2) Subject to subclause (3), the Local Government may pass an adoption by en bloc.
- (3) An adoption by en bloc may not be used for a matter-
  - (a) in which an interest has been disclosed;
  - (b) that has been the subject of a petition or deputation;
  - (c) that is a matter on which a Member wishes to make a statement; or
  - (d) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

## **Part 6 - Public participation**

**6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

**6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a Committee meeting that is open to the public, may in one or more of the circumstances dealt with in the Act, at any time, by resolution, decide to close the meeting or part of the meeting.
- (3) If a resolution under subclause (2) is carried-
  - (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member;
    - (iv) any other person specified in a resolution; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the Committee, by resolution, decides otherwise.

- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice.
- (6) Unless the Council or the Committee resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council or the Committee made while the meeting was closed is to be read out, including a vote of a Member, to be included in the minutes.

**6.3 Question time for the public**

Question time for the public is dealt with in the Act.

**6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

**6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

**6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

**6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A member of the public who raises a question is to ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except so far as may be necessary to explain the question.
- (3) A question may be taken on notice for later response.
- (4) When a question is taken on notice the CEO is to ensure that-
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting.
- (5) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to-
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (6) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
- (7) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (8) The Presiding Member may decide that a public question shall not be responded to where-
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

- (9) The Council or a Committee meeting open to the public, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

#### **6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council or a Committee open to the public, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

#### **6.9 Deputations**

- (1) Allowance has been established for deputations to be heard at Agenda Briefing Forums the week prior to the Ordinary Council Meeting by any person or group wishing to be received. A deputation may be heard at the Council meeting, Agenda Briefing Forum or a Committee meeting open to the public at the discretion of Council, and the depute is to either-
  - (a) apply, before the meeting, to the CEO for approval and can be considered in both a verbal and written format;
  - (b) with the approval of the Presiding Member, at the meeting; and-
  - (c) are to be received by 1.30pm on the day of the forum receiving the deputation.
- (2) Upon receipt of a request for a deputation the CEO must refer the request to the relevant Council meeting, Agenda Briefing Forum or a Committee meeting.
- (3) Unless the Presiding Member allows, a depute invited to attend the meeting is not to address the meeting for a period exceeding 5 minutes.
- (4) 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.
- (5) For the purposes of this clause, unless Council, Agenda Briefing Forum or the Committee determines 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.
- (6) Unless Council, Agenda Briefing Forum or the Committee resolves otherwise, any matter which is the subject of a deputation to the Council, Agenda Briefing Forum or a Committee open to the public is not to be decided by Council, Agenda Briefing Forum or the Committee until the deputation has completed its presentation.
- (7) The Presiding Member may require deputations to leave the meeting while other deputations are being heard in relation to that matter.
- (8) A member of the public who makes a deputation is to state his or her name and address, however only the name will be published in the minutes.

#### **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the Mayor or to Council or the Local Government;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant Officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).

- (3) At any Council meeting or a Committee meeting open to the public, the meeting is not to vote on any matter that is the subject of a petition presented to that meeting, unless-
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council or Committee has considered the issues raised in the petition.

**6.11 Presentations**

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the both the CEO and the Presiding Member.

**6.12 Participation at Committee meetings**

- (1) In this clause a reference to a person is to a person who-
  - (a) is entitled to attend a Committee meeting;
  - (b) attends a Committee meeting; and
  - (c) is not a Member of that Committee.
- (2) Without the consent of the Presiding Member, no person is to address a Committee meeting.
- (3) A Member may attend, as an observer, any meeting of a Committee of which he or she is not a Member or the deputy of a Member.
- (4) The Presiding Member of a Committee may allow a person to make an oral submission to the Committee for up to 5 minutes.
- (5) A person addressing the Committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (6) A person who fails to comply with a direction of the Presiding Member under subclause (5) may, by order of the Presiding Member, be removed from the Committee room.
- (7) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a Committee meeting.
- (8) Subclause (2) does not apply in the case of a deputation to a Committee meeting open to the public received under clause 6.9.

**6.13 Council or Committee may meet to hear public submissions**

- (1) Where an item on the agenda at a Council meeting or a Committee meeting open to the public, is contentious the Council or Committee may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the Mayor shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council or Committee resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall-
  - (a) instruct the CEO to provide local public notice of the time and date when the Council or Committee will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all Members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The Council or Committee shall not make resolutions at a meeting to provide the opportunity to be heard.

- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 5 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member or by resolution or Council or the committee.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting or Committee meeting open to the public (whichever is relevant) summarising each submission made at the meeting.
- (9) The Council or a Committee meeting open to the public must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

**6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at 61 Broun Avenue, Morley, WA 6062 and on the Local Government's website.

**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be-
  - (a) identified in the agenda of a meeting under the item "Matters for which meeting may be closed";
  - (b) marked "Confidential" in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A Member or an Officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another Member or an Officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a Member or Officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) If the Presiding Member grants permission under subclause (1), the Presiding Member is to advise the meeting, before the recording is commenced, that the recording is permitted and the extent of that permission.

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a Member or an Officer.
- (2) A person addressing the Council or a Committee meeting shall extend due courtesy and respect to Members and Officers and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone is not switched on or used during any meeting of the Council or a Committee.

- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.
- (6) If after being warned, the person again acts contrary to this clause, or to this local law; or a person refuses or fails to comply with a direction by the Presiding Member the Presiding Member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the Presiding Member be removed from the meeting room and, if the Presiding Member orders, from the premises.

## **Part 7 - Questions by Members**

### **7.1 Questions by Members**

- (1) Members may ask questions relating to an item on the agenda or on matters related to the good government of persons in the district.
- (2) Member requesting general information from an Officer at a Council meeting or a Committee meeting, may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
  - (a) the question be placed on notice for the next meeting; and
  - (b) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
  - (a) is to be brief and concise; and
  - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

## **Part 8 – Conduct of Members**

### **8.1 Members to be in their proper places**

- (1) At the first meeting held after each Election Day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting and at each Committee meeting open to the public.

### **8.2 Titles to be used**

A speaker, when referring to the Mayor, Deputy Mayor or Presiding Member, or a Member or Officer, is to use the title of that person's office.

### **8.3 Advice of entry or departure**

During the course of a meeting of the Council or a Committee meeting, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **8.4 Members to indicate their intention to speak**

A Member who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

### **8.5 Priority of speaking**

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.



(2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.

(3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

**8.6 Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with this local law.

**8.7 Relevance**

(1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

(2) The Presiding Member, at any time, may-

- (a) call the attention of the meeting to:
  - (i) any irrelevant, repetitious, offensive or insulting language by a Member; and
  - (b) direct that Member, if speaking, to discontinue his or her speech.

(3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

**8.8 Speaking twice**

A Member is not to address the Council or a Committee meeting open to the public more than once on any motion or amendment except-

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

**8.9 Duration of speeches**

(1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council or a Committee meeting open to the public, which, if given, is to be given without debate.

(2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

**8.10 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment-

- (a) after the mover has replied; or
- (b) after the question has been put.

**8.11 No interruption**

A Member is not to interrupt another Member who is speaking unless-

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.12; or
- (d) to move a procedural motion that the Member be no longer heard under clause 11.1

**8.12 Personal explanations**

(1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.

(2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.

(3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

**8.13 No reopening of discussion**

A Member is not to reopen discussion on any Council decision except to move that the decision be revoked or changed (see Part 16).

**8.14 Adverse reflection**

(1) A Member is not to reflect adversely on a decision of the Council or a Committee except on a motion that the decision be revoked or changed (see Part 16).

(2) A Member is not-

- (a) to reflect adversely on the character or actions of another Member or Officer; or
- (b) to impute any motive to a Member or Officer,

unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.

(3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.

**8.15 Withdrawal of offensive language**

(1) A Member who, in the opinion of the Presiding Member, uses an expression which-

- (a) in the absence of a resolution under clause 8.14-
  - (i) reflects adversely on the character or actions of another Member or Officer; or
  - (ii) imputes any motive to a Member or Officer; or
- (b) is offensive or insulting,

must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.

(2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

## **Part 9 - Preserving order**

**9.1 Presiding Member to preserve order**

(1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.

(2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.

(3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.6, but to preserve order.

**9.2 Point of order**

(1) A Member may object, by way of a point of order, only to a breach of-

- (a) any of this local law; or
- (b) any other written law.

(2) Despite anything in this local law to the contrary, a point of order-

- (a) takes precedence over any discussion; and
- (b) until determined, suspends the consideration or discussion of any other matter.

**9.3 Procedures on a point of order**

(1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.

(2) A Member interrupted on a point of order is to resume his or her seat until-

- (a) the Member raising the point of order has been heard; and
- (b) the Presiding Member has ruled on the point of order, and, if permitted, the Member who has been interrupted may then proceed.

**9.4 Calling attention to breach**

A Member may, at any time, draw the attention of the Presiding Member to any breach of this local law.

**9.5 Ruling by the Presiding Member**

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that-
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

**9.6 Continued breach of order**

If a Member-

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

**9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 10 - Debate of substantive motions**

**10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion-

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

**10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

**10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.

- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

**10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

**10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order, where possible-

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

**10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

**10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

**10.8 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

**10.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

**10.10 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

**10.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**10.12 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

**10.13 Mover of motion may speak on amendment**

Any Member may speak during debate on an amendment.

**10.14 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

**10.15 Withdrawal of motion or amendment**

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

**10.16 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised-
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply-
  - (a) no other Member is to speak on the question;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

**Part 11 - Procedural motions**

**11.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions-

- (a) that the meeting proceed to the next item of business;
- (b) that the item be referred or adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the item be referred to a Council or a Committee meeting; and
- (h) that the meeting be closed to the public (see clause 6.2).

**11.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) (g) or (h) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

**11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**11.5 Meeting to proceed to the next business**

The motion “that the meeting proceed to the next business”, if carried, has the effect that-

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

**11.6 Item to be referred or adjourned**

- (1) A motion “that the item be referred or adjourned” is to state the person or body to which the item is to be referred; and
- (2) A motion "that the item be adjourned" if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

**11.7 Meeting now adjourn**

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by en bloc (see clause 5.5).
- (3) A motion “that the meeting now adjourn”-
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

**11.8 Question to be put**

- (1) If the motion “that the question be now put”, is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

**11.9 Member to be no longer heard**

If the motion “that the Member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## Part 12 - Disclosure of interests

**12.1 Disclosure of interests**

Disclosure of interests is dealt with in the Act.

## Part 13 - Voting

**13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -

- (a) is to put the question to the Council or Committee; and
- (b) if requested by any Member, is to again state the terms of the question.

(2) A Member is not to leave the meeting when the Presiding Member is putting any question.

### **13.2 Voting**

Voting is dealt with in the Act and the Regulations.

### **13.3 Majorities required for decisions**

The majorities required for decisions of the Council and Committees are dealt with in the Act.

### **13.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the Presiding Member-
  - (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on a show of hands or any other way agreed by the Council; and,
  - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) For every vote on a substantive motion, the CEO is to cause to be recorded in the minutes-
  - (a) the name of each Member who voted; and
  - (b) whether he or she voted in the affirmative or negative.
- (4) Subclause (3) does not apply in the event that the vote is unanimous and the CEO causes this to be recorded in the minutes.

## **Part 14 – Minutes of meetings**

### **14.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

### **14.2 Content of minutes**

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a Council or Committee meeting are to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

### **14.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in the Regulations.

### **14.4 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the Council or a Committee are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council or the Committee.
- (2) At the next ordinary meeting of the Council or the Committee, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.

- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## **Part 15 - Adjournment of meeting**

### **15.1 Meeting may be adjourned**

The Council may adjourn any meeting-

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event or
- (c) to allow for an adjournment for meetings exceeding three hours.

### **15.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under this local law-

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.8 apply when the debate is resumed.

## **Part 16 – Revoking, changing or implementing decisions**

### **16.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

### **16.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the Council or a Committee is not to consider a motion to revoke or change a decision-
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a Committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

### **16.3 Implementing a decision**

- (1) In this clause-
  - (a) **"authorisation"** means a licence, permit, approval or other means of authorising a person to do anything;
  - (b) **"implement"**, in relation to a decision, includes-
    - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
    - (ii) take any other action to give effect to the decision; and
  - (c) **"valid notice of revocation motion"** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a Committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a Committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.



- (4) A decision made at a meeting is not to be implemented by the CEO or any other person-
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the Committee as the case may be.
- (5) The CEO is to ensure that Members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation-
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## **Part 17 - Suspension of Local Laws**

### **17.1 Suspension of Local Laws**

- (1) A Member may at any time move that the operation of one or more of the provisions of this local law be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is-
  - (a) seconded; and
  - (b) carried by an absolute majority,

is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **17.2 Where Local Laws do not apply**

- (1) In situations where-
  - (a) one or more provisions of this local law have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or these Standing Orders,

the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

### **17.3 Cases not provided for in Local Laws**

- (1) The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where this local law, the Act or the Regulations are silent.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

## **Part 18 - Meetings of electors**

### **18.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

### **18.2 Matters for discussion at electors' general meetings**

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

### **18.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

### **18.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in the Regulations.

**18.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

**18.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in the Act.

**18.7 Procedure for electors' meetings**

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to this local law.

**18.8 Participation of non-electors**

A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person to do so.

**18.9 Voting at electors' meetings**

Voting at electors' meetings is dealt with in the Regulations.

**18.10 Minutes of electors' meetings**

Minutes of electors' meetings are dealt with in the Act.

**18.11 Decisions made at electors' meetings**

Decisions made at electors' meetings are dealt with in the Act.

## **Part 19 - Enforcement**

**19.1 Penalty for breach**

A person who breaches a provision of this local law commits an offence.

**Penalty: \$1,000.00 and a daily penalty of \$100.00.**

**19.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

Dated:

The Common Seal of the City of Bayswater  
was affixed by the authority of  
a resolution of Council in the presence of:

---

Dan Bull  
Mayor

---

Andrew Brien  
Chief Executive Officer

WESTERN AUSTRALIA

---

**Local Government Act 1995**

City of Bayswater

**Standing Orders Local Law 2021**

**Table of Contents**

**Part 1 - Preliminary**

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application and intent
- 1.4 Interpretation
- 1.5 Repeal

**Part 2 – Establishment and Membership of Committees**

- 2.1 Establishment of Committees
- 2.2 Types of Committees
- 2.3 Delegation of some powers and duties to certain Committees
- 2.4 Limits on delegation of powers and duties to certain Committees
- 2.5 Appointment of Committee Members
- 2.6 Tenure of Committee Membership
- 2.7 Resignation of Committee Members
- 2.8 Register of delegations to Committees
- 2.9 Committees to report

**Part 3 - Calling and convening meetings**

- 3.1 Ordinary and special Council meetings
- 3.2 Calling Council meetings
- 3.3 Convening Council meetings
- 3.4 Calling Committee meetings
- 3.5 Public notice of meetings

**Part 4 – Presiding Member and quorum**

*Division 1: Who presides*

- 4.1 Who presides
- 4.2 When the Deputy Mayor can act
- 4.3 Who acts if no Mayor
- 4.4 Election of Presiding Members of Committees
- 4.5 Election of Deputy Presiding Members of Committees
- 4.6 Functions of Deputy Presiding Members
- 4.7 Who acts if no Presiding Member

*Division 2 – Quorum*

- 4.8 Quorum for meetings
- 4.9 Reduction of quorum for Council meetings
- 4.10 Reduction of quorum for Committee meetings
- 4.11 Procedure where no quorum to begin a meeting
- 4.12 Procedure where quorum not present during a meeting
- 4.13 Names to be recorded

**Part 5 - Business of a meeting**

- 5.1 Business to be specified
- 5.2 Order of business
- 5.3 Motions of which previous notice has been given
- 5.4 New business of an urgent nature
- 5.5 Adoption by exception resolution

**Part 6 - Public participation**

- 6.1 Meetings generally open to the public

- 6.2 Meetings not open to the public
- 6.3 Question time for the public
- 6.4 Question time for the public at certain meetings
- 6.5 Minimum question time for the public
- 6.6 Procedures for question time for the public
- 6.7 Other procedures for question time for the public
- 6.8 Distinguished visitors
- 6.9 Deputations
- 6.10 Petitions
- 6.11 Presentations
- 6.12 Participation at Committee meetings
- 6.13 Council or Committee may meet to hear public submissions
- 6.14 Public Inspection of agenda materials
- 6.15 Confidentiality of information withheld
- 6.16 Recording of proceedings
- 6.17 Prevention of disturbance

#### **Part 7 - Questions by Members**

- 7.1 Questions by Members

#### **Part 8 – Conduct of Members**

- 8.1 Members to be in their proper places
- 8.2 Titles to be used
- 8.3 Advice of entry or departure
- 8.4 Members to indicate their intention to speak
- 8.5 Priority of speaking
- 8.6 Presiding Member may take part in debates
- 8.7 Relevance
- 8.8 Speaking twice
- 8.9 Duration of speeches
- 8.10 No speaking after conclusion of debate
- 8.11 No interruption
- 8.12 Personal explanations
- 8.13 No reopening of discussion
- 8.14 Adverse reflection
- 8.15 Withdrawal of offensive language

#### **Part 9 - Preserving order**

- 9.1 Presiding Member to preserve order
- 9.2 Point of order
- 9.3 Procedures on a point of order
- 9.4 Calling attention to breach
- 9.5 Ruling by the Presiding Member
- 9.6 Continued breach of order
- 9.7 Right of Presiding Member to adjourn

#### **Part 10 - Debate of substantive motions**

- 10.1 Motions to be stated and in writing
- 10.2 Motions to be supported
- 10.3 Unopposed business
- 10.4 Only one substantive motion at a time
- 10.5 Order of call in debate
- 10.6 Limit of debate
- 10.7 Member may require question to be read
- 10.8 Consent of seconder required for alteration
- 10.9 Order of amendments
- 10.10 Form of an amendment
- 10.11 Amendment must not negate original motion
- 10.12 Relevance of amendments
- 10.13 Mover of motion may speak on amendment

- 10.14 Effect of an amendment
- 10.15 Withdrawal of motion or amendment
- 10.16 Right of reply

**Part 11 - Procedural motions**

- 11.1 Permissible procedural motions
- 11.2 No debate
- 11.3 Who may move
- 11.4 Procedural motions - right of reply on substantive motion
- 11.5 Meeting to proceed to the next business
- 11.6 Item to be referred or adjourned
- 11.7 Meeting now adjourn
- 11.8 Question to be put
- 11.9 Member to be no longer heard
- 11.10 Ruling of the Presiding Member to be disagreed with

**Part 12 - Disclosure of interests**

- 12.1 Disclosure of interests

**Part 13 - Voting**

- 13.1 Question - when put
- 13.2 Voting
- 13.3 Majorities required for decisions
- 13.4 Method of taking vote

**Part 14 – Minutes of meetings**

- 14.1 Keeping of minutes
- 14.2 Content of minutes
- 14.3 Public inspection of unconfirmed minutes
- 14.4 Confirmation of minutes

**Part 15 - Adjournment of meeting**

- 15.1 Meeting may be adjourned
- 15.2 Effect of adjournment

**Part 16 – Revoking, changing or implementing decisions**

- 16.1 Requirements to revoke or change decisions
- 16.2 Limitations on powers to revoke or change decisions
- 16.3 Implementing a decision

**Part 17 - Suspension of Local Laws**

- 17.1 Suspension of Local Laws
- 17.2 Where Local Laws do not apply
- 17.3 Cases not provided for in Local Laws

**Part 18 - Meetings of electors**

- 18.1 Electors' general meetings
- 18.2 Matters for discussion at electors' general meetings
- 18.3 Electors' special meetings
- 18.4 Requests for electors' special meetings
- 18.5 Convening electors' meetings
- 18.6 Who presides at electors' meetings
- 18.7 Procedure for electors' meetings
- 18.8 Participation of non-electors
- 18.9 Voting at electors' meetings
- 18.10 Minutes of electors' meetings
- 18.11 Decisions made at electors' meetings

**Part 19 - Enforcement**

- 19.1 Penalty for breach
- 19.2 Who can prosecute

## CITY OF BAYSWATER

### STANDING ORDERS LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the City of Bayswater resolved (*insert date*) on to make the following local law.

### Part 1 - Preliminary

#### 1.1 Citation

This local law may be cited as the *City of Bayswater Standing Orders Local Law 2021*.

#### 1.2 Commencement

This Local Law comes into operation 14 days after the date of its publication in the *Government Gazette*.

#### 1.3 Application and intent

- (1) This local law provides rules and guidelines which apply to the conduct of meetings of the Council and its Committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This local law is intended to result in-
  - (a) better decision-making by the Council and Committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

#### 1.4 Interpretation

- (1) In this local law-

***absolute majority*** has the meaning given to it in the Act;

***Act*** means the *Local Government Act 1995*;

***CEO*** means the Chief Executive Officer of the Local Government;

***Committee*** means a Committee of the Council established under section 5.8 of the Act;

***Committee meeting*** means a meeting of a Committee;

***Committee meeting open to the public*** means a meeting of a Committee to which section 5.23 of the Act applies.

***Council*** means the Council of the City of Bayswater;

***Deputation*** means a statement or response that clearly relates to an item on the agenda, which can be received in both a written or verbal form;

***Local Government*** means the City of Bayswater;

***Mayor*** means the Mayor of the Local Government or other Presiding Member at a Council meeting under section 5.6 of the Act;

***meeting*** means a meeting of the Council or a Committee, as the context requires;

***Member*** has the meaning given to it in the Act;

**Officer** means a person employed by the Local Government under section 5.36 of the Act;

**Presiding Member** means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a Committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the Members present and voting; and

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

## 1.5 Repeal

This local law repeals the *City of Bayswater Standing Orders Local Law 2018* as published in the *Government Gazette* on 13 September 2018.

## Part 2 – Establishment and Membership of Committees

### 2.1 Establishment of Committees

- (1) The establishment of Committees is dealt with in the Act.
- (2) A Council resolution to establish a Committee under section 5.8 of the Act is to include-
  - (a) the terms of reference of the Committee;
  - (b) the number of council Members, Officers and other persons to be appointed to the Committee;
  - (c) the names or titles of the council Members and Officers to be appointed to the Committee;
  - (d) the names of other persons to be appointed to the Committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the Committee under section 5.16 of the Act.
- (3) This local law is to apply to the conduct of Committee meetings.

### 2.2 Types of Committees

The types of Committees are dealt with in the Act.

### 2.3 Delegation of some powers and duties to certain Committees

The delegation of some powers and duties to certain Committees is dealt with in the Act.

### 2.4 Limits on delegation of powers and duties to certain Committees

The limits on the delegation of powers and duties to certain Committees are dealt with in the Act.

### 2.5 Appointment of Committee Members

The appointment of Committee Members is dealt with in the Act.

### 2.6 Tenure of Committee Membership

Tenure of Committee Membership is dealt with in the Act.

### 2.7 Resignation of Committee Members

The resignation of Committee Members is dealt with in the Regulations.

### 2.8 Register of delegations to Committees

The register of delegations to Committees is dealt with in the Act.

### 2.9 Committees to report

A Committee-

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

### **Part 3 - Calling and convening meetings**

#### **3.1 Ordinary and special Council meetings**

- (1) Ordinary and Special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

#### **3.2 Calling Council meetings**

The calling of Council meetings is dealt with in the Act.

#### **3.3 Convening Council meetings**

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.
- (3) Where, in the opinion of the Mayor, the CEO or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

#### **3.4 Calling Committee meetings**

The CEO is to call a meeting of any Committee when requested by the Mayor, the Presiding Member of a Committee or any two Members of that Committee.

#### **3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

### **Part 4 – Presiding Member and quorum**

#### *Division 1: Who presides*

##### **4.1 Who presides**

Who presides at a Council meeting is dealt with in the Act.

##### **4.2 When the Deputy Mayor can act**

When the Deputy Mayor can act is dealt with in the Act.

##### **4.3 Who acts if no Mayor**

Who acts if there is no Mayor is dealt with in the Act.

##### **4.4 Election of Presiding Members of Committees**

The election of Presiding Members of Committees and their deputies is dealt with in the Act.

##### **4.5 Election of Deputy Presiding Members of Committees**

The election of Deputy Presiding Members of Committees is dealt with in the Act.

##### **4.6 Functions of Deputy Presiding Members**

The functions of Deputy Presiding Members are dealt with in the Act.

##### **4.7 Who acts if no Presiding Member**

Who acts if no Presiding Member is dealt with in the Act.



*Division 2 – Quorum*

**4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

**4.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

**4.10 Reduction of quorum for Committee meetings**

The reduction of a quorum for Committee meetings is dealt with in the Act.

**4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is-

- (a) immediately to suspend the proceedings of the meeting for a period of up to 30 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting-

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

**Part 5 - Business of a meeting**

**5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Council.
- (2) No business is to be transacted at a Committee meeting open to the public other than that specified in the agenda of the Committee.
- (3) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (4) Subject to subclause (5), no business is to be transacted at an adjourned meeting of the Council or a Committee meeting open to the public other than that-
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (5) Where a meeting is adjourned to the next ordinary meeting of the Council, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

**5.2 Order of business**

- (1) Unless otherwise decided by the Council then the order of business at any ordinary meeting of the Council is to be as follows-
  - 1. Official Opening
  - 2. Acknowledgment of Country
  - 3. Announcements from the Presiding Member
  - 4. Attendance
    - 4.1 Apologies
    - 4.2 Approved leave of absence

- 4.3 Applications for leave of absence
  5. Declaration of interest
  6. Public Question Time
    - 6.1 Response to previous public questions taken on notice
    - 6.2 Public question time
  7. Confirmation of minutes
  8. Presentations
    - 8.1 Petitions
    - 8.2 Presentations
    - 8.3 Deputations
    - 8.4 Delegates' reports
  9. Method of dealing with agenda business
  10. Reports
  11. Motions of which previous notice has been given
  12. Questions from Members without notice
  13. New business of an urgent nature introduced by decision of the meeting
  14. Meeting closed to public
    - 14.1 Matters for which the meeting may be closed
    - 14.2 Public reading of resolutions that may be made public
  15. Closure
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
  - (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

### 5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) The CEO -
  - (a) may, with the concurrence of the Mayor, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (4) A motion of which notice has been given is to lapse unless-
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (5) If a notice of motion is given and lapses under subclause (4), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.
- (6) An amendment, other than a minor amendment, to a motion of which notice has been given is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00pm on the last working day proceeding the day of the meeting.
- (7) For the purpose of subclause (6) the Presiding Member—
  - (a) is to determine whether an amendment is a minor amendment; and

- (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is raised by a Member and carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member or the CEO, or Member moving a motion referred to in clause 5.4(1) to be of such importance and urgency that such matters are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.
- (3) Before debate begins on a matter under this clause the Presiding Member may ask the CEO or the CEO's nominee to give a verbal report to the meeting.
- (4) The minutes of the meeting are to include—
  - (a) a summary of any verbal report and any recommendations of the CEO or the CEO's nominee; and
  - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

**5.5 Adoption by ~~en-bloc~~ adoption by exception resolution**

- (1) In this clause '~~en-bloc~~' means a resolution<sup>2</sup> of the Council or a Committee that has the effect of adopting, for a number of specifically identified reports, the Officer's recommendation as the Council or Committee resolution.
- (2) Subject to subclause (3), the Local Government may pass an adoption by ~~en-bloc~~ exception resolution.
- (3) An adoption by ~~en-bloc~~ exception resolution may not be used for a matter-
  - (a) in which an interest has been disclosed;
  - (b) that has been the subject of a petition or deputation;
  - (c) that is a matter on which a Member wishes to make a statement; or
  - (d) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

## Part 6 - Public participation

**6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

**6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a Committee meeting that is open to the public, may in one or more of the circumstances dealt with in the Act, at any time, by resolution, decide to close the meeting or part of the meeting.
- (3) If a resolution under subclause (2) is carried-
  - (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member;
    - (iv) any other person specified in a resolution; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the Committee, by resolution, decides otherwise.

- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice.
- (6) Unless the Council or the Committee resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council or the Committee made while the meeting was closed is to be read out, including a vote of a Member, to be included in the minutes.

**6.3 Question time for the public**

Question time for the public is dealt with in the Act.

**6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

**6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

**6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

**6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A member of the public who raises a question is to ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except so far as may be necessary to explain the question.
- (3) A question may be taken on notice for later response.
- (4) When a question is taken on notice the CEO is to ensure that-
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting.
- (5) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to-
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (6) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
- (7) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (8) The Presiding Member may decide that a public question shall not be responded to where-
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

- (9) The Council or a Committee meeting open to the public, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

#### **6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council or a Committee open to the public, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

#### **6.9 Deputations**

- (1) Allowance has been established for deputations to be heard at Agenda Briefing Forums the week prior to the Ordinary Council Meeting by any person or group wishing to be received. A deputation may be heard at the Council meeting, Agenda Briefing Forum or a Committee meeting open to the public at the discretion of Council, and the depute is to either-
  - (a) apply, before the meeting, to the CEO for approval and can be considered in both a verbal and written format;
  - (b) with the approval of the Presiding Member, at the meeting; and-
  - (c) are to be received by 1.30pm on the day of the forum receiving the deputation.
- (2) Upon receipt of a request for a deputation the CEO must refer the request to the relevant Council meeting, Agenda Briefing Forum or a Committee meeting.
- (3) Unless the Presiding Member allows, a depute invited to attend the meeting is not to address the meeting for a period exceeding 5 minutes.
- (4) 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.
- (5) For the purposes of this clause, unless Council, Agenda Briefing Forum or the Committee determines 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.
- (6) Unless Council, Agenda Briefing Forum or the Committee resolves otherwise, any matter which is the subject of a deputation to the Council, Agenda Briefing Forum or a Committee open to the public is not to be decided by Council, Agenda Briefing Forum or the Committee until the deputation has completed its presentation.
- (7) The Presiding Member may require deputations to leave the meeting while other deputations are being heard in relation to that matter.
- (8) A member of the public who makes a deputation is to state his or her name and address, however only the name will be published in the minutes.

#### **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the Mayor or to Council or the Local Government;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant Officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).

- (3) At any Council meeting or a Committee meeting open to the public, the meeting is not to vote on any matter that is the subject of a petition presented to that meeting, unless-
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council or Committee has considered the issues raised in the petition.

**6.11 Presentations**

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the both the CEO and the Presiding Member.

**6.12 Participation at Committee meetings**

- (1) In this clause a reference to a person is to a person who-
  - (a) is entitled to attend a Committee meeting;
  - (b) attends a Committee meeting; and
  - (c) is not a Member of that Committee.
- (2) Without the consent of the Presiding Member, no person is to address a Committee meeting.
- (3) A Member may attend, as an observer, any meeting of a Committee of which he or she is not a Member or the deputy of a Member.
- (4) The Presiding Member of a Committee may allow a person to make an oral submission to the Committee for up to 5 minutes.
- (5) A person addressing the Committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (6) A person who fails to comply with a direction of the Presiding Member under subclause (5) may, by order of the Presiding Member, be removed from the Committee room.
- (7) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a Committee meeting.
- (8) Subclause (2) does not apply in the case of a deputation to a Committee meeting open to the public received under clause 6.9.

**6.13 Council or Committee may meet to hear public submissions**

- (1) Where an item on the agenda at a Council meeting or a Committee meeting open to the public, is contentious the Council or Committee may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the Mayor shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council or Committee resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall-
  - (a) instruct the CEO to provide local public notice of the time and date when the Council or Committee will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all Members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The Council or Committee shall not make resolutions at a meeting to provide the opportunity to be heard.

- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 5 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member or by resolution or Council or the committee.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting or Committee meeting open to the public (whichever is relevant) summarising each submission made at the meeting.
- (9) The Council or a Committee meeting open to the public must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

**6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at 61 Broun Avenue, Morley, WA 6062 and on the Local Government's website.

**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be-
  - (a) identified in the agenda of a meeting under the item "Matters for which meeting may be closed";
  - (b) marked "Confidential" in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A Member or an Officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another Member or an Officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a Member or Officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) If the Presiding Member grants permission under subclause (1), the Presiding Member is to advise the meeting, before the recording is commenced, that the recording is permitted and the extent of that permission.

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a Member or an Officer.
- (2) A person addressing the Council or a Committee meeting shall extend due courtesy and respect to Members and Officers and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone is not switched on or used during any meeting of the Council or a Committee.

- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.
- (6) If after being warned, the person again acts contrary to this clause, or to this local law; or a person refuses or fails to comply with a direction by the Presiding Member the Presiding Member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the Presiding Member be removed from the meeting room and, if the Presiding Member orders, from the premises.

## **Part 7 - Questions by Members**

### **7.1 Questions by Members**

- (1) Members may ask questions relating to an item on the agenda or on matters related to the good government of persons in the district.
- (2) Member requesting general information from an Officer at a Council meeting or a Committee meeting, may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
  - (a) the question be placed on notice for the next meeting; and
  - (b) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
  - (a) is to be brief and concise; and
  - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

## **Part 8 – Conduct of Members**

### **8.1 Members to be in their proper places**

- (1) At the first meeting held after each Election Day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting and at each Committee meeting open to the public.

### **8.2 Titles to be used**

A speaker, when referring to the Mayor, Deputy Mayor or Presiding Member, or a Member or Officer, is to use the title of that person's office.

### **8.3 Advice of entry or departure**

During the course of a meeting of the Council or a Committee meeting, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **8.4 Members to indicate their intention to speak**

A Member who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

### **8.5 Priority of speaking**

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.



- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

**8.6 Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with this local law.

**8.7 Relevance**

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may-
  - (a) call the attention of the meeting to any irrelevant, repetitious, offensive or insulting language by a Member and:  
~~(i) —any irrelevant, repetitious, offensive or insulting language by a Member; and~~
  - (b) direct that Member, if speaking, to discontinue his or her speech.
- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

**8.8 Speaking twice**

A Member is not to address the Council or a Committee meeting open to the public more than once on any motion or amendment except-

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

**8.9 Duration of speeches**

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council or a Committee meeting open to the public, which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

**8.10 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment-

- (a) after the mover has replied; or
- (b) after the question has been put.

**8.11 No interruption**

A Member is not to interrupt another Member who is speaking unless-

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.12; or
- (d) to move a procedural motion that the Member be no longer heard under clause 11.1.

**8.12 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

**8.13 No reopening of discussion**

A Member is not to reopen discussion on any Council decision except to move that the decision be revoked or changed (see Part 16).

**8.14 Adverse reflection**

(1) A Member is not to reflect adversely on a decision of the Council or a Committee except on a motion that the decision be revoked or changed (see Part 16).

(2) A Member is not-

- (a) to reflect adversely on the character or actions of another Member or Officer; or
- (b) to impute any motive to a Member or Officer,

unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.

(3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.

**8.15 Withdrawal of offensive language**

(1) A Member who, in the opinion of the Presiding Member, uses an expression which-

(a) in the absence of a resolution under clause 8.14-

- (i) reflects adversely on the character or actions of another Member or Officer; or
- (ii) imputes any motive to a Member or Officer; or

(b) is offensive or insulting,

must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.

(2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

## **Part 9 - Preserving order**

**9.1 Presiding Member to preserve order**

(1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.

(2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.

(3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.67, but to preserve order.

**9.2 Point of order**

(1) A Member may object, by way of a point of order, only to a breach of-

- (a) any of this local law; or
- (b) any other written law.

(2) Despite anything in this local law to the contrary, a point of order-

- (a) takes precedence over any discussion; and
- (b) until determined, suspends the consideration or discussion of any other matter.

**9.3 Procedures on a point of order**

(1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.

(2) ~~AA~~ Member interrupted on a point of order is to resume his or her seat until-

- (a) the Member raising the point of order has been heard; and
- (b) the Presiding Member has ruled on the point of order, and, if permitted, the Member who has been interrupted may then proceed.

**9.4 Calling attention to breach**

A Member may, at any time, draw the attention of the Presiding Member to any breach of this local law.

**9.5 Ruling by the Presiding Member**

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that-
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

**9.6 Continued breach of order**

If a Member-

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

**9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 10 - Debate of substantive motions**

**10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion-

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

**10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

**10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.

- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

**10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

**10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order, where possible-

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

**10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

**10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

**10.8 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

**10.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

**10.10 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

**10.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**10.12 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

**10.13 Mover of motion may speak on amendment**

Any Member may speak during debate on an amendment.

**10.14 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

**10.15 Withdrawal of motion or amendment**

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

**10.16 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised-
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply-
  - (a) no other Member is to speak on the question;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

## **Part 11 - Procedural motions**

**11.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions-

- (a) that the meeting proceed to the next item of business;
- (b) that the item be referred or adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the item be referred to a Council or a Committee meeting; and
- (h) that the meeting be closed to the public (see clause 6.2).

**11.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) (g) or (h) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

**11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**11.5 Meeting to proceed to the next business**

The motion “that the meeting proceed to the next business”, if carried, has the effect that-

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

**11.6 Item to be referred or adjourned**

- (1) A motion “that the item be referred or adjourned” is to state the person or body to which the item is to be referred; and
- (2) A motion "that the item be adjourned" if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

**11.7 Meeting now adjourn**

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by en bloc (see clause 5.5).
- (3) A motion “that the meeting now adjourn”-
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

**11.8 Question to be put**

- (1) If the motion “that the question be now put”, is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

**11.9 Member to be no longer heard**

If the motion “that the Member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## Part 12 - Disclosure of interests

**12.1 Disclosure of interests**

Disclosure of interests is dealt with in the Act.

## Part 13 - Voting

**13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -

- (a) is to put the question to the Council or Committee; and
- (b) if requested by any Member, is to again state the terms of the question.

(2) A Member is not to leave the meeting when the Presiding Member is putting any question.

### 13.2 Voting

Voting is dealt with in Act and the Regulations ~~Voting is dealt with in the Act and the Regulations.~~

### 13.3 Majorities required for decisions

The majorities required for decisions of the Council and Committees are dealt with in the Act. ~~The majorities required for decisions of the Council and Committees are dealt with in the Act.~~

### 13.4 Method of taking vote

- (1) In taking the vote on any motion or amendment the Presiding Member-
  - (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on a show of hands or any other way agreed by the Council; and,
  - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) For every vote on a substantive motion, the CEO is to cause to be recorded in the minutes-
  - (a) the name of each Member who voted; and
  - (b) whether he or she voted in the affirmative or negative.
- (4) Subclause (3) does not apply in the event that the vote is unanimous and the CEO causes this to be recorded in the minutes.

## Part 14 – Minutes of meetings

### 14.1 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

### 14.2 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a Council or Committee meeting are to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

### 14.3 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

### 14.4 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the Council or a Committee are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council or the Committee.
- (2) At the next ordinary meeting of the Council or the Committee, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.

- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## **Part 15 - Adjournment of meeting**

### **15.1 Meeting may be adjourned**

The Council may adjourn any meeting-

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event or
- (c) to allow for an adjournment for meetings exceeding three hours.

### **15.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under this local law-

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.8 apply when the debate is resumed.

## **Part 16 – Revoking, changing or implementing decisions**

### **16.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

### **16.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the Council or a Committee is not to consider a motion to revoke or change a decision-
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a Committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

### **16.3 Implementing a decision**

- (1) In this clause-
  - (a) **"authorisation"** means a licence, permit, approval or other means of authorising a person to do anything;
  - (b) **"implement"**, in relation to a decision, includes-
    - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
    - (ii) take any other action to give effect to the decision; and
  - (c) **"valid notice of revocation motion"** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a Committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a Committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.



- (4) A decision made at a meeting is not to be implemented by the CEO or any other person-
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the Committee as the case may be.
- (5) The CEO is to ensure that Members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation-
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## **Part 17 - Suspension of Local Laws**

### **17.1 Suspension of Local Laws**

- (1) A Member may at any time move that the operation of one or more of the provisions of this local law be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is-
  - (a) seconded; and
  - (b) carried by an absolute majority,

is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **17.2 Where Local Laws do not apply**

- (1) In situations where-
  - (a) one or more provisions of this local law have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or these Standing Orders,

the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

### **17.3 Cases not provided for in Local Laws**

- (1) The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where this local law, the Act or the Regulations are silent.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

## **Part 18 - Meetings of electors**

### **18.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

### **18.2 Matters for discussion at electors' general meetings**

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

### **18.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

### **18.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in the Regulations.

**18.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

**18.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in the Act.

**18.7 Procedure for electors' meetings**

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to this local law.

**18.8 Participation of non-electors**

A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person to do so.

**18.9 Voting at electors' meetings**

Voting at electors' meetings is dealt with in the Regulations.

**18.10 Minutes of electors' meetings**

Minutes of electors' meetings are dealt with in the Act.

**18.11 Decisions made at electors' meetings**

Decisions made at electors' meetings are dealt with in the Act.

## **Part 19 - Enforcement**

**19.1 Penalty for breach**

A person who breaches a provision of this local law commits an offence.

**Penalty: \$1,000.00 and a daily penalty of \$100.00.**

**19.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

Dated:

The Common Seal of the City of Bayswater  
was affixed by the authority of  
a resolution of Council in the presence of:

---

Dan Bull  
Mayor

---

Andrew Brien  
Chief Executive Officer

WESTERN AUSTRALIA

---

**Local Government Act 1995**

City of Bayswater

**Standing Orders Local Law 2021**

**Table of Contents**

**Part 1 - Preliminary**

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application and intent
- 1.4 Interpretation
- 1.5 Repeal

**Part 2 – Establishment and Membership of Committees**

- 2.1 Establishment of Committees
- 2.2 Types of Committees
- 2.3 Delegation of some powers and duties to certain Committees
- 2.4 Limits on delegation of powers and duties to certain Committees
- 2.5 Appointment of Committee Members
- 2.6 Tenure of Committee Membership
- 2.7 Resignation of Committee Members
- 2.8 Register of delegations to Committees
- 2.9 Committees to report

**Part 3 - Calling and convening meetings**

- 3.1 Ordinary and special Council meetings
- 3.2 Calling Council meetings
- 3.3 Convening Council meetings
- 3.4 Calling Committee meetings
- 3.5 Public notice of meetings

**Part 4 – Presiding Member and quorum**

*Division 1: Who presides*

- 4.1 Who presides
- 4.2 When the Deputy Mayor can act
- 4.3 Who acts if no Mayor
- 4.4 Election of Presiding Members of Committees
- 4.5 Election of Deputy Presiding Members of Committees
- 4.6 Functions of Deputy Presiding Members
- 4.7 Who acts if no Presiding Member

*Division 2 – Quorum*

- 4.8 Quorum for meetings
- 4.9 Reduction of quorum for Council meetings
- 4.10 Reduction of quorum for Committee meetings
- 4.11 Procedure where no quorum to begin a meeting
- 4.12 Procedure where quorum not present during a meeting
- 4.13 Names to be recorded

**Part 5 - Business of a meeting**

- 5.1 Business to be specified
- 5.2 Order of business
- 5.3 Motions of which previous notice has been given
- 5.4 New business of an urgent nature
- 5.5 Adoption by exception resolution

**Part 6 - Public participation**

- 6.1 Meetings generally open to the public

- 6.2 Meetings not open to the public
- 6.3 Question time for the public
- 6.4 Question time for the public at certain meetings
- 6.5 Minimum question time for the public
- 6.6 Procedures for question time for the public
- 6.7 Other procedures for question time for the public
- 6.8 Distinguished visitors
- 6.9 Deputations
- 6.10 Petitions
- 6.11 Presentations
- 6.12 Participation at Committee meetings
- 6.13 Council or Committee may meet to hear public submissions
- 6.14 Public Inspection of agenda materials
- 6.15 Confidentiality of information withheld
- 6.16 Recording of proceedings
- 6.17 Prevention of disturbance

#### **Part 7 - Questions by Members**

- 7.1 Questions by Members

#### **Part 8 – Conduct of Members**

- 8.1 Members to be in their proper places
- 8.2 Titles to be used
- 8.3 Advice of entry or departure
- 8.4 Members to indicate their intention to speak
- 8.5 Priority of speaking
- 8.6 Presiding Member may take part in debates
- 8.7 Relevance
- 8.8 Speaking twice
- 8.9 Duration of speeches
- 8.10 No speaking after conclusion of debate
- 8.11 No interruption
- 8.12 Personal explanations
- 8.13 No reopening of discussion
- 8.14 Adverse reflection
- 8.15 Withdrawal of offensive language

#### **Part 9 - Preserving order**

- 9.1 Presiding Member to preserve order
- 9.2 Point of order
- 9.3 Procedures on a point of order
- 9.4 Calling attention to breach
- 9.5 Ruling by the Presiding Member
- 9.6 Continued breach of order
- 9.7 Right of Presiding Member to adjourn

#### **Part 10 - Debate of substantive motions**

- 10.1 Motions to be stated and in writing
- 10.2 Motions to be supported
- 10.3 Unopposed business
- 10.4 Only one substantive motion at a time
- 10.5 Order of call in debate
- 10.6 Limit of debate
- 10.7 Member may require question to be read
- 10.8 Consent of seconder required for alteration
- 10.9 Order of amendments
- 10.10 Form of an amendment
- 10.11 Amendment must not negate original motion
- 10.12 Relevance of amendments
- 10.13 Mover of motion may speak on amendment

- 10.14 Effect of an amendment
- 10.15 Withdrawal of motion or amendment
- 10.16 Right of reply

**Part 11 - Procedural motions**

- 11.1 Permissible procedural motions
- 11.2 No debate
- 11.3 Who may move
- 11.4 Procedural motions - right of reply on substantive motion
- 11.5 Meeting to proceed to the next business
- 11.6 Item to be referred or adjourned
- 11.7 Meeting now adjourn
- 11.8 Question to be put
- 11.9 Member to be no longer heard
- 11.10 Ruling of the Presiding Member to be disagreed with

**Part 12 - Disclosure of interests**

- 12.1 Disclosure of interests

**Part 13 - Voting**

- 13.1 Question - when put
- 13.2 Voting
- 13.3 Majorities required for decisions
- 13.4 Method of taking vote

**Part 14 – Minutes of meetings**

- 14.1 Keeping of minutes
- 14.2 Content of minutes
- 14.3 Public inspection of unconfirmed minutes
- 14.4 Confirmation of minutes

**Part 15 - Adjournment of meeting**

- 15.1 Meeting may be adjourned
- 15.2 Effect of adjournment

**Part 16 – Revoking, changing or implementing decisions**

- 16.1 Requirements to revoke or change decisions
- 16.2 Limitations on powers to revoke or change decisions
- 16.3 Implementing a decision

**Part 17 - Suspension of Local Laws**

- 17.1 Suspension of Local Laws
- 17.2 Where Local Laws do not apply
- 17.3 Cases not provided for in Local Laws

**Part 18 - Meetings of electors**

- 18.1 Electors' general meetings
- 18.2 Matters for discussion at electors' general meetings
- 18.3 Electors' special meetings
- 18.4 Requests for electors' special meetings
- 18.5 Convening electors' meetings
- 18.6 Who presides at electors' meetings
- 18.7 Procedure for electors' meetings
- 18.8 Participation of non-electors
- 18.9 Voting at electors' meetings
- 18.10 Minutes of electors' meetings
- 18.11 Decisions made at electors' meetings

**Part 19 - Enforcement**

- 19.1 Penalty for breach
- 19.2 Who can prosecute

## CITY OF BAYSWATER

### STANDING ORDERS LOCAL LAW 2021

Under the powers conferred by the *Local Government Act 1995* and under all other relevant powers, the City of Bayswater resolved (*insert date*) on to make the following local law.

### Part 1 - Preliminary

#### 1.1 Citation

This local law may be cited as the *City of Bayswater Standing Orders Local Law 2021*.

#### 1.2 Commencement

This Local Law comes into operation 14 days after the date of its publication in the *Government Gazette*.

#### 1.3 Application and intent

- (1) This local law provides rules and guidelines which apply to the conduct of meetings of the Council and its Committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This local law is intended to result in-
  - (a) better decision-making by the Council and Committees;
  - (b) the orderly conduct of meetings dealing with Council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

#### 1.4 Interpretation

- (1) In this local law-

***absolute majority*** has the meaning given to it in the Act;

***Act*** means the *Local Government Act 1995*;

***CEO*** means the Chief Executive Officer of the Local Government;

***Committee*** means a Committee of the Council established under section 5.8 of the Act;

***Committee meeting*** means a meeting of a Committee;

***Committee meeting open to the public*** means a meeting of a Committee to which section 5.23 of the Act applies.

***Council*** means the Council of the City of Bayswater;

***Deputation*** means a statement or response that clearly relates to an item on the agenda, which can be received in both a written or verbal form;

***Local Government*** means the City of Bayswater;

***Mayor*** means the Mayor of the Local Government or other Presiding Member at a Council meeting under section 5.6 of the Act;

***meeting*** means a meeting of the Council or a Committee, as the context requires;

***Member*** has the meaning given to it in the Act;

**Officer** means a person employed by the Local Government under section 5.36 of the Act;

**Presiding Member** means:

- (a) in respect of the Council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a Committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the Members present and voting; and

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

- (2) Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

## 1.5 Repeal

This local law repeals the *City of Bayswater Standing Orders Local Law 2018* as published in the *Government Gazette* on 13 September 2018.

## Part 2 – Establishment and Membership of Committees

### 2.1 Establishment of Committees

- (1) The establishment of Committees is dealt with in the Act.
- (2) A Council resolution to establish a Committee under section 5.8 of the Act is to include-
  - (a) the terms of reference of the Committee;
  - (b) the number of council Members, Officers and other persons to be appointed to the Committee;
  - (c) the names or titles of the council Members and Officers to be appointed to the Committee;
  - (d) the names of other persons to be appointed to the Committee or an explanation of the procedure to be followed to determine the appointments; and
  - (e) details of the delegation of any powers or duties to the Committee under section 5.16 of the Act.
- (3) This local law is to apply to the conduct of Committee meetings.

### 2.2 Types of Committees

The types of Committees are dealt with in the Act.

### 2.3 Delegation of some powers and duties to certain Committees

The delegation of some powers and duties to certain Committees is dealt with in the Act.

### 2.4 Limits on delegation of powers and duties to certain Committees

The limits on the delegation of powers and duties to certain Committees are dealt with in the Act.

### 2.5 Appointment of Committee Members

The appointment of Committee Members is dealt with in the Act.

### 2.6 Tenure of Committee Membership

Tenure of Committee Membership is dealt with in the Act.

### 2.7 Resignation of Committee Members

The resignation of Committee Members is dealt with in the Regulations.

### 2.8 Register of delegations to Committees

The register of delegations to Committees is dealt with in the Act.

### 2.9 Committees to report

A Committee-

- (a) is answerable to the Council; and
- (b) is to report on its activities when, and to the extent, required by the Council.

### **Part 3 - Calling and convening meetings**

#### **3.1 Ordinary and special Council meetings**

- (1) Ordinary and Special Council meetings are dealt with in the Act.
- (2) An ordinary meeting of the Council, held on a monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the ordinary business of the Council.
- (3) A special meeting of the Council is held for the purpose of considering and dealing with Council business that is urgent, complex in nature, for a particular purpose or confidential.

#### **3.2 Calling Council meetings**

The calling of Council meetings is dealt with in the Act.

#### **3.3 Convening Council meetings**

- (1) The convening of a Council meeting is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the Council.
- (3) Where, in the opinion of the Mayor, the CEO or at least one-third of the Members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

#### **3.4 Calling Committee meetings**

The CEO is to call a meeting of any Committee when requested by the Mayor, the Presiding Member of a Committee or any two Members of that Committee.

#### **3.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

### **Part 4 – Presiding Member and quorum**

#### *Division 1: Who presides*

##### **4.1 Who presides**

Who presides at a Council meeting is dealt with in the Act.

##### **4.2 When the Deputy Mayor can act**

When the Deputy Mayor can act is dealt with in the Act.

##### **4.3 Who acts if no Mayor**

Who acts if there is no Mayor is dealt with in the Act.

##### **4.4 Election of Presiding Members of Committees**

The election of Presiding Members of Committees and their deputies is dealt with in the Act.

##### **4.5 Election of Deputy Presiding Members of Committees**

The election of Deputy Presiding Members of Committees is dealt with in the Act.

##### **4.6 Functions of Deputy Presiding Members**

The functions of Deputy Presiding Members are dealt with in the Act.

##### **4.7 Who acts if no Presiding Member**

Who acts if no Presiding Member is dealt with in the Act.



*Division 2 – Quorum*

**4.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

**4.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

**4.10 Reduction of quorum for Committee meetings**

The reduction of a quorum for Committee meetings is dealt with in the Act.

**4.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**4.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the Presiding Member is-

- (a) immediately to suspend the proceedings of the meeting for a period of up to 30 minutes; and
- (b) if a quorum is not present at the expiry of that period, the Presiding Member is to adjourn the meeting to some future time or date.

**4.13 Names to be recorded**

At any meeting-

- (a) at which there is not a quorum present; or
  - (b) which is adjourned for want of a quorum,
- the names of the Members then present are to be recorded in the minutes.

**Part 5 - Business of a meeting**

**5.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the Council.
- (2) No business is to be transacted at a Committee meeting open to the public other than that specified in the agenda of the Committee.
- (3) No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.
- (4) Subject to subclause (5), no business is to be transacted at an adjourned meeting of the Council or a Committee meeting open to the public other than that-
  - (a) specified in the notice of the meeting which had been adjourned; and
  - (b) which remains unresolved.
- (5) Where a meeting is adjourned to the next ordinary meeting of the Council, unless the Council resolves otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering Reports (Item 10) at that ordinary meeting.

**5.2 Order of business**

- (1) Unless otherwise decided by the Council then the order of business at any ordinary meeting of the Council is to be as follows-
  - 1. Official Opening
  - 2. Acknowledgment of Country
  - 3. Announcements from the Presiding Member
  - 4. Attendance
    - 4.1 Apologies
    - 4.2 Approved leave of absence

- 4.3 Applications for leave of absence
  5. Declaration of interest
  6. Public Question Time
    - 6.1 Response to previous public questions taken on notice
    - 6.2 Public question time
  7. Confirmation of minutes
  8. Presentations
    - 8.1 Petitions
    - 8.2 Presentations
    - 8.3 Deputations
    - 8.4 Delegates' reports
  9. Method of dealing with agenda business
  10. Reports
  11. Motions of which previous notice has been given
  12. Questions from Members without notice
  13. New business of an urgent nature introduced by decision of the meeting
  14. Meeting closed to public
    - 14.1 Matters for which the meeting may be closed
    - 14.2 Public reading of resolutions that may be made public
  15. Closure
- (2) Unless otherwise decided by the Council, the order of business at any special meeting of the Council is to be the order in which that business stands in the agenda of the meeting.
  - (3) In determining the order of business for any meeting of the Council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

### 5.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 10 clear working days before the meeting at which the motion is moved.
- (3) The CEO -
  - (a) may, with the concurrence of the Mayor, exclude from the notice paper any notice of motion deemed to be, or likely to involve, a breach of any of this local law or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (4) A motion of which notice has been given is to lapse unless-
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- (5) If a notice of motion is given and lapses under subclause (4), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.
- (6) An amendment, other than a minor amendment, to a motion of which notice has been given is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00pm on the last working day proceeding the day of the meeting.
- (7) For the purpose of subclause (6) the Presiding Member—
  - (a) is to determine whether an amendment is a minor amendment; and

- (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

**5.4 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is raised by a Member and carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member or the CEO, or Member moving a motion referred to in clause 5.4(1) to be of such importance and urgency that such matters are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.
- (3) Before debate begins on a matter under this clause the Presiding Member may ask the CEO or the CEO's nominee to give a verbal report to the meeting.
- (4) The minutes of the meeting are to include—
  - (a) a summary of any verbal report and any recommendations of the CEO or the CEO's nominee; and
  - (b) the reasons for any decision made at the meeting that is significantly different from any recommendations of the CEO or the CEO's nominee.

**5.5 Adoption by exception resolution**

- (1) In this clause 'adoption by exception resolution' means a resolution of the Council or a Committee that has the effect of adopting, for a number of specifically identified reports, the Officer's recommendation as the Council or Committee resolution.
- (2) Subject to subclause (3), the Local Government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter-
  - (a) in which an interest has been disclosed;
  - (b) that has been the subject of a petition or deputation;
  - (c) that is a matter on which a Member wishes to make a statement; or
  - (d) that is a matter on which a Member wishes to move a motion that is different to the recommendation.

**Part 6 - Public participation**

**6.1 Meetings generally open to the public**

Meetings being generally open to the public is dealt with in the Act.

**6.2 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The Council or a Committee meeting that is open to the public, may in one or more of the circumstances dealt with in the Act, at any time, by resolution, decide to close the meeting or part of the meeting.
- (3) If a resolution under subclause (2) is carried-
  - (a) the Presiding Member is to direct everyone to leave the meeting except:
    - (i) the Members;
    - (ii) the CEO; and
    - (iii) any Officer specified by the Presiding Member;
    - (iv) any other person specified in a resolution; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the Council or the Committee, by resolution, decides otherwise.

- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the Presiding Member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice.
- (6) Unless the Council or the Committee resolves otherwise, once the meeting is reopened to members of the public, the Presiding Member is to ensure that any resolution of the Council or the Committee made while the meeting was closed is to be read out, including a vote of a Member, to be included in the minutes.

**6.3 Question time for the public**

Question time for the public is dealt with in the Act.

**6.4 Question time for the public at certain meetings**

Question time for the public at certain meetings is dealt with in the Regulations.

**6.5 Minimum question time for the public**

Minimum question time for the public is dealt with in the Regulations.

**6.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

**6.7 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A member of the public who raises a question is to ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except so far as may be necessary to explain the question.
- (3) A question may be taken on notice for later response.
- (4) When a question is taken on notice the CEO is to ensure that-
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting.
- (5) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to-
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (6) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
- (7) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (8) The Presiding Member may decide that a public question shall not be responded to where-
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

- (9) The Council or a Committee meeting open to the public, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

#### **6.8 Distinguished visitors**

If a distinguished visitor is present at a meeting of the Council or a Committee open to the public, the Presiding Member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

#### **6.9 Deputations**

- (1) Allowance has been established for deputations to be heard at Agenda Briefing Forums the week prior to the Ordinary Council Meeting by any person or group wishing to be received. A deputation may be heard at the Council meeting, Agenda Briefing Forum or a Committee meeting open to the public at the discretion of Council, and the depute is to either-
  - (a) apply, before the meeting, to the CEO for approval and can be considered in both a verbal and written format;
  - (b) with the approval of the Presiding Member, at the meeting; and-
  - (c) are to be received by 1.30pm on the day of the forum receiving the deputation.
- (2) Upon receipt of a request for a deputation the CEO must refer the request to the relevant Council meeting, Agenda Briefing Forum or a Committee meeting.
- (3) Unless the Presiding Member allows, a depute invited to attend the meeting is not to address the meeting for a period exceeding 5 minutes.
- (4) 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.
- (5) For the purposes of this clause, unless Council, Agenda Briefing Forum or the Committee determines 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.
- (6) Unless Council, Agenda Briefing Forum or the Committee resolves otherwise, any matter which is the subject of a deputation to the Council, Agenda Briefing Forum or a Committee open to the public is not to be decided by Council, Agenda Briefing Forum or the Committee until the deputation has completed its presentation.
- (7) The Presiding Member may require deputations to leave the meeting while other deputations are being heard in relation to that matter.
- (8) A member of the public who makes a deputation is to state his or her name and address, however only the name will be published in the minutes.

#### **6.10 Petitions**

- (1) A petition is to -
  - (a) be addressed to the Mayor or to Council or the Local Government;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the Local Government is to submit the petition to the relevant Officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).

- (3) At any Council meeting or a Committee meeting open to the public, the meeting is not to vote on any matter that is the subject of a petition presented to that meeting, unless-
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the Council or Committee has considered the issues raised in the petition.

**6.11 Presentations**

- (1) In this clause, a “presentation” means the acceptance of a gift or an award by the Council on behalf of the Local Government or the community.
- (2) A presentation may be made to the Council at a meeting only with the prior approval of the both the CEO and the Presiding Member.

**6.12 Participation at Committee meetings**

- (1) In this clause a reference to a person is to a person who-
  - (a) is entitled to attend a Committee meeting;
  - (b) attends a Committee meeting; and
  - (c) is not a Member of that Committee.
- (2) Without the consent of the Presiding Member, no person is to address a Committee meeting.
- (3) A Member may attend, as an observer, any meeting of a Committee of which he or she is not a Member or the deputy of a Member.
- (4) The Presiding Member of a Committee may allow a person to make an oral submission to the Committee for up to 5 minutes.
- (5) A person addressing the Committee with the consent of the Presiding Member is to cease that address immediately after being directed to do so by the Presiding Member.
- (6) A person who fails to comply with a direction of the Presiding Member under subclause (5) may, by order of the Presiding Member, be removed from the Committee room.
- (7) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a Committee meeting.
- (8) Subclause (2) does not apply in the case of a deputation to a Committee meeting open to the public received under clause 6.9.

**6.13 Council or Committee may meet to hear public submissions**

- (1) Where an item on the agenda at a Council meeting or a Committee meeting open to the public, is contentious the Council or Committee may resolve to meet at another time to provide a greater opportunity to be heard.
- (2) The CEO and the Mayor shall set the time and date of the meeting to provide the opportunity to be heard.
- (3) Where the Council or Committee resolves to meet to provide the opportunity to be heard under subclause (1), the Presiding Member shall-
  - (a) instruct the CEO to provide local public notice of the time and date when the Council or Committee will meet to provide an opportunity to be heard;
  - (b) provide a written invitation to attend the meeting to provide the opportunity to be heard to all Members of the public who have applied under clause 6.9 to make a deputation on the issue; and
  - (c) cause minutes to be kept of the meeting to provide the opportunity to be heard.
- (4) A meeting held under subclause (1) shall be conducted only to hear submissions. The Council or Committee shall not make resolutions at a meeting to provide the opportunity to be heard.

- (5) At a meeting held under subclause (1), each person making a submission shall be provided with the opportunity to fully state his or her case.
- (6) A member of the public shall be limited to 5 minutes in making an oral submission, but this period may be extended at the discretion of the Presiding Member or by resolution or Council or the committee.
- (7) Once every member of the public has had the opportunity to make a submission the Presiding Member is to close the meeting.
- (8) The CEO is to ensure that a report is included on the agenda of the next Council meeting or Committee meeting open to the public (whichever is relevant) summarising each submission made at the meeting.
- (9) The Council or a Committee meeting open to the public must not resolve on the matter that is the subject of a meeting to provide the opportunity to be heard until it has received the CEO's report under subclause (8).

**6.14 Public Inspection of agenda materials**

The right of the public to inspect the documents referred to, and in accordance with, regulation 14 of the Regulations may be exercised at 61 Broun Avenue, Morley, WA 6062 and on the Local Government's website.

**6.15 Confidentiality of information withheld**

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be-
  - (a) identified in the agenda of a meeting under the item "Matters for which meeting may be closed";
  - (b) marked "Confidential" in the agenda; and
  - (c) kept confidential by Officers and Members until the Council resolves otherwise.
- (2) A Member or an Officer in receipt of confidential information under subclause (1) or information that is provided or disclosed during a meeting or part of a meeting that is closed to the public is not to disclose any of that information to any person other than another Member or an Officer to the extent necessary for the purpose of carrying out his or her duties.
- (3) Subclause (2) does not apply where a Member or Officer discloses the information to his or her lawyer or government officer for the purpose of seeking advice in order to lawfully fulfil his or her role and responsibilities.

**6.16 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the Council without the permission of the Presiding Member.
- (2) If the Presiding Member grants permission under subclause (1), the Presiding Member is to advise the meeting, before the recording is commenced, that the recording is permitted and the extent of that permission.

**6.17 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a Member or an Officer.
- (2) A person addressing the Council or a Committee meeting shall extend due courtesy and respect to Members and Officers and the processes under which it operates and shall comply with any direction by the Presiding Member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone is not switched on or used during any meeting of the Council or a Committee.

- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.
- (6) If after being warned, the person again acts contrary to this clause, or to this local law; or a person refuses or fails to comply with a direction by the Presiding Member the Presiding Member may expel the person from the meeting by ordering him or her to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the Presiding Member be removed from the meeting room and, if the Presiding Member orders, from the premises.

## **Part 7 - Questions by Members**

### **7.1 Questions by Members**

- (1) Members may ask questions relating to an item on the agenda or on matters related to the good government of persons in the district.
- (2) Member requesting general information from an Officer at a Council meeting or a Committee meeting, may ask a question without notice and with the consent of the Presiding Member, may ask one or more further questions of that Officer or another Officer present at the meeting.
- (3) Where possible the Officer shall endeavour to answer the question to the best of his or her knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the Officer may ask that -
  - (a) the question be placed on notice for the next meeting; and
  - (b) the answer to the question be given to the Member who asked it within 14 days.
- (4) Every question and answer -
  - (a) is to be brief and concise; and
  - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an Officer may qualify his or her answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

## **Part 8 – Conduct of Members**

### **8.1 Members to be in their proper places**

- (1) At the first meeting held after each Election Day, the CEO is to allot, alphabetically by ward, a position at the Council table to each Member.
- (2) Each Member is to occupy his or her allotted position at each Council meeting and at each Committee meeting open to the public.

### **8.2 Titles to be used**

A speaker, when referring to the Mayor, Deputy Mayor or Presiding Member, or a Member or Officer, is to use the title of that person's office.

### **8.3 Advice of entry or departure**

During the course of a meeting of the Council or a Committee meeting, a Member is not to enter or leave the meeting without first advising the Presiding Member, in order to facilitate the recording in the minutes of the time of entry or departure.

### **8.4 Members to indicate their intention to speak**

A Member who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council.

### **8.5 Priority of speaking**

- (1) Where two or more Members indicate, at the same time, their intention to speak, the Presiding Member is to decide which Member is entitled to be heard first.



- (2) A decision of the Presiding Member under subclause (1) is not open to discussion or dissent.
- (3) A Member is to cease speaking immediately after being asked to do so by the Presiding Member.

**8.6 Presiding Member may take part in debates**

The Presiding Member may take part in a discussion of any matter before the Council, subject to compliance with this local law.

**8.7 Relevance**

- (1) A Member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The Presiding Member, at any time, may-
  - (a) call the attention of the meeting to any irrelevant, repetitious, offensive or insulting language by a Member; and
  - (b) direct that Member, if speaking, to discontinue his or her speech.
- (3) A Member is to comply with the direction of the Presiding Member under subclause (2) by immediately ceasing to speak.

**8.8 Speaking twice**

A Member is not to address the Council or a Committee meeting open to the public more than once on any motion or amendment except-

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

**8.9 Duration of speeches**

- (1) A Member is not to speak on any matter for more than 5 minutes without the consent of the Council or a Committee meeting open to the public, which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a Member's total speaking time to exceed 10 minutes.

**8.10 No speaking after conclusion of debate**

A Member is not to speak on any motion or amendment-

- (a) after the mover has replied; or
- (b) after the question has been put.

**8.11 No interruption**

A Member is not to interrupt another Member who is speaking unless-

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 8.12; or
- (d) to move a procedural motion that the Member be no longer heard under clause 11.1.

**8.12 Personal explanations**

- (1) A Member who wishes to make a personal explanation relating to a matter referred to by another Member who is then speaking is to indicate to the Presiding Member his or her intention to make a personal explanation.
- (2) The Presiding Member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other Member.
- (3) A Member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

**8.13 No reopening of discussion**

A Member is not to reopen discussion on any Council decision except to move that the decision be revoked or changed (see Part 16).

**8.14 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council or a Committee except on a motion that the decision be revoked or changed (see Part 16).
- (2) A Member is not-
  - (a) to reflect adversely on the character or actions of another Member or Officer; or
  - (b) to impute any motive to a Member or Officer,

unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.

- (3) A Member is not to use offensive or objectionable expressions in reference to any Member, Officer or other person.

**8.15 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the Presiding Member, uses an expression which-
  - (a) in the absence of a resolution under clause 8.14-
    - (i) reflects adversely on the character or actions of another Member or Officer; or
    - (ii) imputes any motive to a Member or Officer; or
  - (b) is offensive or insulting,must, when directed by the Presiding Member, withdraw the expression and make a satisfactory apology.
- (2) If a Member fails to comply with a direction of the Presiding Member under subclause (1), the Presiding Member may refuse to hear the Member further on the matter then under discussion and call on the next speaker.

**Part 9 - Preserving order**

**9.1 Presiding Member to preserve order**

- (1) The Presiding Member is to preserve order, and, whenever he or she considers necessary, may call any Member to order.
- (2) When the Presiding Member speaks during a debate, any Member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every Member present is to preserve strict silence so that the Presiding Member may be heard without interruption.
- (3) Subclause (2) is not to be used by the Presiding Member to exercise the right provided in clause 8.7, but to preserve order.

**9.2 Point of order**

- (1) A Member may object, by way of a point of order, only to a breach of-
  - (a) any of this local law; or
  - (b) any other written law.
- (2) Despite anything in this local law to the contrary, a point of order-
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

**9.3 Procedures on a point of order**

- (1) A Member who is addressing the Presiding Member is not to be interrupted except on a point of order.
- (2) A Member interrupted on a point of order is to resume his or her seat until-
  - (a) the Member raising the point of order has been heard; and
  - (b) the Presiding Member has ruled on the point of order, and, if permitted, the Member who has been interrupted may then proceed.

**9.4 Calling attention to breach**

A Member may, at any time, draw the attention of the Presiding Member to any breach of this local law.

**9.5 Ruling by the Presiding Member**

- (1) The Presiding Member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the Presiding Member on a point of order is to be final unless the majority of Members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the Presiding Member rules that-
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a Member is out of order, the Presiding Member may require the Member to make an explanation, retraction or apology.

**9.6 Continued breach of order**

If a Member-

- (a) persists in any conduct that the Presiding Member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the Presiding Member under clause 9.5(3),

the Presiding Member may direct the Member to refrain from taking any further part in the matter under discussion, other than by voting, and the Member is to comply with that direction.

**9.7 Right of Presiding Member to adjourn**

- (1) For the purpose of preserving or regaining order, the Presiding Member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the Presiding Member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 10 - Debate of substantive motions**

**10.1 Motions to be stated and in writing**

Any Member who wishes to move a substantive motion or an amendment to a substantive motion-

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the Presiding Member, is to put the motion or amendment in writing.

**10.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a Council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

**10.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the Presiding Member may ask the meeting if any Member opposes it.
- (2) If no Member opposes the motion, the Presiding Member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the Council.

- (4) If a Member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a Council meeting (see Part 16).

**10.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the Council, no further substantive motion is to be accepted. The Council is not to consider more than one substantive motion at any time.

**10.5 Order of call in debate**

The Presiding Member is to call speakers to a substantive motion in the following order, where possible-

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

**10.6 Limit of debate**

The Presiding Member may offer the right of reply and put a substantive motion to the vote if he or she believes that sufficient discussion has taken place even though all Members may not have spoken.

**10.7 Member may require question to be read**

A Member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Member who is speaking.

**10.8 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

**10.9 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

**10.10 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

**10.11 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

**10.12 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

**10.13 Mover of motion may speak on amendment**

Any Member may speak during debate on an amendment.

**10.14 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any Member may speak and any further amendment may be moved.

**10.15 Withdrawal of motion or amendment**

- (1) Subject to subclause (2), the Council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of Members present, until the amendment proposed has been withdrawn or lost.

**10.16 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised-
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or
  - (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply-
  - (a) no other Member is to speak on the question;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

**Part 11 - Procedural motions**

**11.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 10), a Member may move the following procedural motions-

- (a) that the meeting proceed to the next item of business;
- (b) that the item be referred or adjourned;
- (c) that the meeting now adjourn;
- (d) that the question be now put;
- (e) that the Member be no longer heard;
- (f) that the ruling of the Presiding Member be disagreed with;
- (g) that the item be referred to a Council or a Committee meeting; and
- (h) that the meeting be closed to the public (see clause 6.2).

**11.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c), (f) (g) or (h) of clause 11.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (d) or (e) of clause 11.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

**11.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**11.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

**11.5 Meeting to proceed to the next business**

The motion “that the meeting proceed to the next business”, if carried, has the effect that-

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion;
- (c) the Council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

**11.6 Item to be referred or adjourned**

- (1) A motion “that the item be referred or adjourned” is to state the person or body to which the item is to be referred; and
- (2) A motion "that the item be adjourned" if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

**11.7 Meeting now adjourn**

- (1) A Member is not to move or second more than one motion of adjournment during the same sitting of the Council.
- (2) Before putting the motion for the adjournment of the Council, the Presiding Member may seek leave of the Council to deal first with matters that may be the subject of an adoption by en bloc (see clause 5.5).
- (3) A motion “that the meeting now adjourn”-
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the Presiding Member or the Council determines otherwise.

**11.8 Question to be put**

- (1) If the motion “that the question be now put”, is carried during debate on a substantive motion without amendment, the Presiding Member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the question be now put" is carried during discussion of an amendment, the Presiding Member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

**11.9 Member to be no longer heard**

If the motion “that the Member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

**11.10 Ruling of the Presiding Member to be disagreed with**

If the motion “that the ruling of the Presiding Member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## Part 12 - Disclosure of interests

**12.1 Disclosure of interests**

Disclosure of interests is dealt with in the Act.

## Part 13 - Voting

**13.1 Question - when put**

- (1) Immediately after the debate on any question is concluded and the right of reply has been exercised, the Presiding Member -

- (a) is to put the question to the Council or Committee; and
- (b) if requested by any Member, is to again state the terms of the question.

(2) A Member is not to leave the meeting when the Presiding Member is putting any question.

### **13.2 Voting**

Voting is dealt with in the Act and the Regulations.

### **13.3 Majorities required for decisions**

The majorities required for decisions of the Council and Committees are dealt with in the Act.

### **13.4 Method of taking vote**

- (1) In taking the vote on any motion or amendment the Presiding Member-
  - (a) is to put the question, first in the affirmative, and then in the negative;
  - (b) may put the question in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on a show of hands or any other way agreed by the Council; and,
  - (d) is, subject to this clause, to declare the result.
- (2) If a Member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.
- (3) For every vote on a substantive motion, the CEO is to cause to be recorded in the minutes-
  - (a) the name of each Member who voted; and
  - (b) whether he or she voted in the affirmative or negative.
- (4) Subclause (3) does not apply in the event that the vote is unanimous and the CEO causes this to be recorded in the minutes.

## **Part 14 – Minutes of meetings**

### **14.1 Keeping of minutes**

The keeping and confirmation of minutes are dealt with in the Act.

### **14.2 Content of minutes**

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by regulation 11 of the Regulations, the minutes of a Council or Committee meeting are to include, where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision.

### **14.3 Public inspection of unconfirmed minutes**

The public inspection of unconfirmed minutes is dealt with in the Regulations.

### **14.4 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the Council or a Committee are distributed for consideration prior to their confirmation at the next meeting, if a Member is dissatisfied with the accuracy of the minutes, the Member may provide the Local Government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the Council or the Committee.
- (2) At the next ordinary meeting of the Council or the Committee, the Member who provided the alternative wording shall, at the time for confirmation of minutes -
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.

- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## **Part 15 - Adjournment of meeting**

### **15.1 Meeting may be adjourned**

The Council may adjourn any meeting-

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event or
- (c) to allow for an adjournment for meetings exceeding three hours.

### **15.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under this local law-

- (a) the names of Members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 8.8 apply when the debate is resumed.

## **Part 16 – Revoking, changing or implementing decisions**

### **16.1 Requirements to revoke or change decisions**

The requirements to revoke or change a decision made at a meeting are dealt with in regulation 10 of the Regulations.

### **16.2 Limitations on powers to revoke or change decisions**

- (1) Subject to subclause (2), the Council or a Committee is not to consider a motion to revoke or change a decision-
  - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 16.3 to implement the decision; or
  - (b) where the decision is procedural in its form or effect.
- (2) The Council or a Committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

### **16.3 Implementing a decision**

- (1) In this clause-
  - (a) **"authorisation"** means a licence, permit, approval or other means of authorising a person to do anything;
  - (b) **"implement"**, in relation to a decision, includes-
    - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
    - (ii) take any other action to give effect to the decision; and
  - (c) **"valid notice of revocation motion"** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and the Local Laws and may be considered, but has not yet been considered, by the Council or a Committee as the case may be.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The Council or a Committee may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.



- (4) A decision made at a meeting is not to be implemented by the CEO or any other person-
  - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
  - (b) unless and until the valid notice of revocation motion has been determined by the Council or the Committee as the case may be.
- (5) The CEO is to ensure that Members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation-
  - (a) is to take effect only in accordance with this clause; and
  - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

## **Part 17 - Suspension of Local Laws**

### **17.1 Suspension of Local Laws**

- (1) A Member may at any time move that the operation of one or more of the provisions of this local law be suspended.
- (2) A Member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is-
  - (a) seconded; and
  - (b) carried by an absolute majority,

is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **17.2 Where Local Laws do not apply**

- (1) In situations where-
  - (a) one or more provisions of this local law have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or these Standing Orders,

the Presiding Member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

### **17.3 Cases not provided for in Local Laws**

- (1) The Presiding Member is to decide questions of order, procedure, debate, or otherwise in cases where this local law, the Act or the Regulations are silent.
- (2) The decision of the Presiding Member under subclause (1) is final, except where a motion is moved and carried under clause 11.10.

## **Part 18 - Meetings of electors**

### **18.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

### **18.2 Matters for discussion at electors' general meetings**

The matters to be discussed at electors' general meetings are dealt with in the Regulations.

### **18.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

### **18.4 Requests for electors' special meetings**

Requests for electors' special meetings are dealt with in the Regulations.

**18.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

**18.6 Who presides at electors' meetings**

Who presides at electors' meetings is dealt with in the Act.

**18.7 Procedure for electors' meetings**

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the Presiding Member is to have regard to this local law.

**18.8 Participation of non-electors**

A person who is not an elector of the Local Government shall not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits the person to do so.

**18.9 Voting at electors' meetings**

Voting at electors' meetings is dealt with in the Regulations.

**18.10 Minutes of electors' meetings**

Minutes of electors' meetings are dealt with in the Act.

**18.11 Decisions made at electors' meetings**

Decisions made at electors' meetings are dealt with in the Act.

## **Part 19 - Enforcement**

**19.1 Penalty for breach**

A person who breaches a provision of this local law commits an offence.

**Penalty: \$1,000.00 and a daily penalty of \$100.00.**

**19.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

Dated:

The Common Seal of the City of Bayswater  
was affixed by the authority of  
a resolution of Council in the presence of:

---

Dan Bull  
Mayor

---

Andrew Brien  
Chief Executive Officer

## 10.2.7 Waste Local Law 2020

<b>Applicant/Proponent:</b>	City of Bayswater
<b>Owner:</b>	City of Bayswater
<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority Required <b><i>ABSOLUTE MAJORITY REQUIRED for limb 1</i></b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL REDACTED - Confidential Council Resolution - June OCM [10.2.7.1 - 26 pages]</li> <li>2. Current Waste Local 2020 as Gazetted [10.2.7.2 - 18 pages]</li> <li>3. Proposed Waste Local Law 2020 with Track Changes [10.2.7.3 - 17 pages]</li> <li>4. Proposed Waste Local Law as Amended with Changes [10.2.7.4 - 17 pages]</li> </ol>
<b>Refer:</b>	Item 14.1.4: OCM 29.06.2021 Item 10.2.6: OCM 25.05.2021 Item 10.2.7: OCM 24.11.2020

### SUMMARY

For Council to amend the *Waste Local Law 2020* following an undertaking provided to the Joint Standing Committee on Delegated Legislation (JSCDL).

### OFFICER'S RECOMMENDATION

That Council:

1. Having considered the above report, resolves to amend the City's *Waste Local Law 2020* to include the changes requested by the Joint Standing Committee on Delegated Legislation.

#### ***ABSOLUTE MAJORITY REQUIRED***

2. Following the passing of the above resolution, directs the Mayor to give notice to the meeting of the purpose and effect of the proposed amended *Waste Local Law 2020*:

<b>Purpose :</b>	The purpose of this local law is to provide for the regulation, control and management of waste and recycling collection services within the City.
<b>Effect:</b>	The effect of this local law is for the efficient separation and removal of general recycling and organics waste (FOGO) from households in the City, which will reduce the impact on landfill and better use these materials.

#### **PROCEDURAL REQUIREMENT - NO VOTE REQUIRED**

3. Following the passing of the above resolution:
  - (a) Approves the preliminary amended *Waste Local Law 2020* at Attachment 4.
  - (b) Approves local public notice of the proposed amended *Waste Local Law 2020*, in accordance with section 3.12 of the *Local Government Act 1995*.

### BACKGROUND

At the Ordinary Council Meeting of 24 November 2020, Council resolved as follows:

"That Council:

1. *Makes the Waste Local Law 2020 inclusive of the changes recommended by the Department of Water and Environment Regulation as contained in Attachment 1 to this report.*
2. *Notes that no submissions were received from the public during the consultation period.*
3. *Approves publication of the Waste Local Law 2020 in the Government Gazette.*
4. *Approves local public notice of the gazettal of the Waste Local Law 2020."*

At the Ordinary Council Meeting of 29 June 2021 Council resolved a confidential item (see **Confidential Attachment 1**) as below:

**" REASON FOR CONFIDENTIALITY**

*Item 14.1.4, Waste Local Law, is a CONFIDENTIAL REPORT in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:*

- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting."*

**COUNCIL RESOLUTION**

**(OFFICER'S RECOMMENDATION)**

*That the recommendation as contained in the Confidential Report be adopted.*

**EXTERNAL CONSULTATION**

Under section 3.16 of the *Local Government Act 1995* (the Act), the local government is to give local public notice stating that it proposes to review a local law. The Act requires a minimum six-week consultation (i.e. 42 calendar days) period after the section 3.16 notice is published.

The WA Local Government Association (WALGA) recommends 50 days to allow for weekends and public holidays.

As this local law is made under the *Waste Avoidance and Resources Recovery Act 2007*, a copy will be sent to the Department of Water and Environment Regulation (DWER).

**OFFICER'S COMMENTS**

Local laws are a form of delegated legislation, and therefore the process for making and amending local laws is similar to that of Acts of Parliament, with final approval being granted by JSCDL. To assist the process, preliminary comments are provided by the Department of Local Government, Sport and Cultural Industries (DLGSCI).

As a result of the confidential resolution made by Council on 29 June 2021, the City will be amending the current *Waste Local Law 2020*. The Department has advised that local laws cannot be amended by an interim public notice, as once a local law is made it can only be changed by introducing a superseding local law.

As a result, the process the City is required to follow to amend a local law is the same as introducing a new local law under section 3.12 of the Act:

- Local government resolves to initiate a new local law. The resolution is to include the purpose and effect of the local.
- Local public notice provided for at least 6 weeks, identifying how the proposed local law can be viewed.

- Notification sent to the Minister as soon as possible after notice appears in the paper.
- After close of submissions, the local government is to consider submissions received and either make the local law as proposed or make amendments via absolute majority.
- After making the local law, local government is to publish it in the Gazette and provide a copy to the Minister.
- Following gazettal, the local government is to provide local public notice which includes a summary of the purpose and effect of the local law and how it may be inspected or obtained.
- An explanatory memorandum is to be prepared by the City to the JSCDL, with a copy to the Minister.
- The local law will come into effect the 14th day after publication.
- The JSCDL, in their review of the local law, can amend or repeal the local law.

The current local law was Gazetted on 19 January 2021 and the City is currently at the final stages of the process, which is where the JSDCL can amend or repeal the local law.

### **Amendments made to Waste Local Law**

The City has given an undertaking to the JSCDL to address a duplication in clauses 2.7(c) and 3.1(a) in relation to the duty of an owner or occupier to ensure they have sufficient rubbish bins for their property.

Schedule 2 has also been deleted as required by the JSCDL per **Attachment 3**, to avoid confusion and prevent exposure to liability under both clauses.

The City used the WALGA Model Local Law in the development of the Waste Local Law, which contained the duplication errors identified by JSCDL. WALGA has since updated the model local law, however that was after the City had finalised its local law process.

In addition to the above, a minor typographical error in Schedule 2, item 30 under clause 3.3(b) has also been addressed to replace the word “provide” with “provided” as requested by the JSDCL.

### **Consent from Department of Water and Environment Regulation**

Consent is also required from the Department of Water and Environment Regulation (DWER) due to the local law being made under the *Waste Avoidance and Resources Recovery Act 2007* and a copy of the local law will be sent to the DWER once approved by Council.

In accordance with the City's Caretaker Election Period Policy, the City will be in caretaker mode from 4pm on 9 September to 6pm on 16 October. As such, no public consultation is permitted under the Policy unless the consultation is a mandatory statutory process or prior approval is given by the Chief Executive Officer. While this process is seen as statutory, it would need to be justified as to the urgency of advertising the local law in comparison to other processes which will put on hold due to the Caretaker Period. Accordingly, the public notice will be advertised after the Local Government Election.

In consideration with the above, it is recommended that Council amend the local law outlined in **Attachment 3** to comply with the undertaking requested by the JSCDL.

Any further amendments to the City's current *Waste Local Law 2020* are not recommended as any significant departure from WALGA's Model Waste Local Law is not likely to be viewed favourably by either DWER or the JSCDL. Additional amendments may also delay the requirement for the local law to be gazetted within the required ten-month period.

## LEGISLATIVE COMPLIANCE

Section 3.12 of the Act sets out the procedure for making local laws, including public notices and gazettal.

Section 3.17 of the Act sets out the procedure in which a local law may be amended or repealed.

Section 3.5 of the Act and section 64 of the WARR Act provide the heads of power for the City to make the proposed local law.

The City's Caretaker Election Member Policy has been considered in the timing of the review process.

## RISK ASSESSMENT

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.

Officer's Recommendation	That Council:																												
	1. Having considered the above report, resolves to amend the City's Waste Local Law 2020 inclusive of the changes requested by the Joint Standing Committee on Delegated Legislation. <b>ABSOLUTE MAJORITY REQUIRED</b>																												
	2. Following the passing of the above resolution, directs the Mayor to give notice to the meeting of the purpose and effect of the proposed amended Waste Local Law 2020: <b>PROCEDURAL REQUIREMENT NO VOTE REQUIRED</b>																												
	Purpose:	The purpose of this local law is to provide for the regulation, control and management of waste and recycling collection services within the City.																											
	Effect:	The effect of this local law is for the efficient separation and removal of general recycling and organics waste (FOGO) from households in the City, which will reduce the impact on landfill and better use these materials.																											
	3. Following the passing of the above resolution:																												
	(a) Approves the preliminary amended Waste Local Law 2020 at Attachment 4.  (b) Approves local public notice of the proposed amended Waste Local Law 2020, in accordance with section 3.12 of the Local Government Act 1995.																												
<table><tr><th>Risk Category</th><th>Adopted Risk Appetite</th><th>Risk Assessment Outcome</th></tr><tr><td>Strategic Direction</td><td>Moderate</td><td>Moderate</td></tr><tr><td>Reputation</td><td>Low</td><td>Low</td></tr><tr><td>Governance</td><td>Low</td><td>Low</td></tr><tr><td>Community and Stakeholder</td><td>Moderate</td><td>Moderate</td></tr><tr><td>Financial Management</td><td>Low</td><td>Low</td></tr><tr><td>Environmental Responsibility</td><td>Low</td><td>Low</td></tr><tr><td>Service Delivery</td><td>Low</td><td>Low</td></tr><tr><td>Organisational Health and Safety</td><td>Low</td><td>Low</td></tr></table>			Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	Strategic Direction	Moderate	Moderate	Reputation	Low	Low	Governance	Low	Low	Community and Stakeholder	Moderate	Moderate	Financial Management	Low	Low	Environmental Responsibility	Low	Low	Service Delivery	Low	Low	Organisational Health and Safety	Low	Low
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome																											
Strategic Direction	Moderate	Moderate																											
Reputation	Low	Low																											
Governance	Low	Low																											
Community and Stakeholder	Moderate	Moderate																											
Financial Management	Low	Low																											
Environmental Responsibility	Low	Low																											
Service Delivery	Low	Low																											
Organisational Health and Safety	Low	Low																											
Conclusion	This option meets the legislative requirements for Council to amend the <i>Waste Local Law 2020</i> within ten months due to the caretaker period, however a moderate risk is identified for both Community and Stakeholder and Strategic																												

	Direction focused on any reputational damage to the City if it does not amend this local law as advised by the JSCDL.
--	---

Option 2

That Council:

1.

Having considered the above report, resolves to amend the City's Waste Local Law 2020 inclusive of the changes requested by the Joint Standing Committee on Delegated Legislation with additional amendments.

ABSOLUTE MAJORITY REQUIRED

2.

Following the passing of the above resolution, directs the Mayor to give notice to the meeting of the purpose and effect of the proposed amended Waste Local Law 2020:

PROCEDURAL REQUIREMENT NO VOTE REQUIRED

Purpose:

The purpose of this local law is to provide for the regulation, control and management of waste and recycling collection services within the City.

Effect:

The effect of this local law is for the efficient separation and removal of general recycling and organics waste (FOGO) from households in the City, which will reduce the impact on landfill and better use these materials.

3.

Following the passing of the above resolution:

(a)

Approves the preliminary amended Waste Local Law 2020 at Attachment 4 with the additional amendments.

(b)

Approves local public notice of the proposed amended Waste Local Law 2020, in accordance with section 3.12 of the Local Government Act 1995.

Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
Governance	Low	Moderate
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low

Conclusion

This option meets the legislative requirements to amend the *Waste Local Law 2020* and provides Council to make further amendments if required, however moderate strategic, reputation community and stakeholder exists may arise should substantial changes be made at this stage of the process. In addition, any substantial changes may see the JSCDL request that the City restart the process which has a moderate governance risk.

## FINANCIAL IMPLICATIONS

**Item 1:** The public notices in the local newspaper (Eastern Reporter), and the West Australian Nnwsaper to comply with the legislative requirements including final gazettal in the Government Gazette.

**Asset Category:**

**Source of Funds:** Municipal

**LTFP Impacts:**

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

### STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

### CONCLUSION

It is recommended that Council resolves to provide local public notice to amend the City's current *Waste Local Law 2020* to comply with the advice from the Joint Standing Committee on Delegated Legislation and it is noted that this consultation will occur after the 2021 Local Government Elections.



**CITY OF BAYSWATER**

---

**WASTE LOCAL LAW 2020**

*Waste Avoidance and Resource Recovery Act 2007  
Local Government Act 1995*

City of Bayswater

**Waste Local Law 2020**

---

**CONTENTS**

---

<b>Part 1 - Preliminary.....</b>	<b>1</b>
1.1 Short title.....	1
1.2 Commencement.....	1
1.3 Application.....	1
1.4 Repeal.....	1
1.5 Meaning of terms used in this local law .....	1
1.6 Local public notice of determinations.....	3
1.7 Rates, fees and charges.....	4
1.8 Power to provide waste services .....	4
<b>Part 2 - Local government waste .....</b>	<b>4</b>
2.1 Supply of receptacles .....	4
2.2 Deposit of waste in receptacles .....	4
2.3 General waste receptacles .....	4
2.4 Recycling waste receptacles .....	5
2.5 Organic waste receptacles .....	5
2.6 Direction to place or remove a receptacle.....	5
2.7 Duties of owner or occupier .....	5
2.8 Exemption .....	6
2.9 Damaging or removing receptacles .....	6
2.10 Verge collections.....	7
<b>Part 3 - General duties .....</b>	<b>7</b>
3.1 Duties of an owner or occupier .....	7
3.2 Removal of waste from premises.....	8
3.3 Receptacles and containers for public use .....	8

<b>Part 4 - Operation of waste facilities.....</b>	<b>8</b>
4.1 Operation of this Part.....	8
4.2 Hours of operation.....	8
4.3 Signs and directions .....	8
4.4 Fees and charges.....	9
4.5 Depositing waste .....	9
4.6 Prohibited activities .....	9
<b>Part 5 - Enforcement .....</b>	<b>10</b>
5.1 Objection and appeal rights.....	10
5.2 Offences and general penalty.....	10
5.3 Other costs and expenses .....	10
5.4 Prescribed offences.....	11
5.5 Form of notices.....	11
<b>Schedule 1 - Meaning of 'non-collectable waste' .....</b>	<b>12</b>
<b>Schedule 2 - Prescribed offences .....</b>	<b>13</b>

*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

City of Bayswater

**Waste Local Law 2020**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995*, and under all other enabling powers, the Council of the City of Bayswater resolved on 24 November 2020 to make the following local law.

**Part 1 - Preliminary**

**1.1 Short title**

This is the City of Bayswater Waste Local Law 2020.

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

City of Bayswater Health Local Laws 2001, Part 4, Division 2, published in the *Government Gazette* on 10 December 2001, is repealed, except for the following clause:

(a) clause 4.15.

**1.5 Meaning of terms used in this local law**

(1) In this local law—

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means City of Bayswater;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle**, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

#### 1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter —

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;



- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

**1.7 Rates, fees and charges**

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

**1.8 Power to provide waste services**

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

**Part 2 - Local government waste**

**2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

**2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

**2.3 General waste receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or

- (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

#### **2.4 Recycling waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

#### **2.5 Organic waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

#### **2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

#### **2.7 Duties of owner or occupier**

An owner or occupier of premises must—



- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (iii) facing squarely to the edge of and opening towards the carriageway,

or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

## 2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply —
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## 2.9 Damaging or removing receptacles

- A person, other than the local government or its contractor, must not—
- (a) damage, destroy or interfere with a receptacle; or

- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

#### 2.10 Verge collections

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
  - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

### Part 3 - General duties

#### 3.1 Duties of an owner or occupier

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

### **3.2 Removal of waste from premises**

- (1) A person must not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of —
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### **3.3 Receptacles and containers for public use**

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## **Part 4 - Operation of waste facilities**

### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised

person of having committed, an offence under this clause to leave the waste facility immediately.

- (4) A person must comply with a direction under subclause (3).

#### 4.4 Fees and charges

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### 4.5 Depositing waste

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### 4.6 Prohibited activities

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or



- (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

#### **Part 5 - Enforcement**

##### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

##### **5.2 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

##### **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

**5.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

**5.5 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

**Schedule 1 - Meaning of 'non-collectable waste'**

[Clause 1.5(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

## Schedule 2 - Prescribed offences

Item No.	Clause No.	Description	Modified Penalty
1	2.1(2)(a)	Failing to pay fee or charge	\$350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorized waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(a)	Failing to keep a receptacle in the required location	\$250
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	\$250
14	2.7(c)	Failing to provide a sufficient number of receptacles	\$250
15	2.7(d)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
16	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
17	2.9(b)	Removing a receptacle from premises	\$400
18	2.10(1)	Failing to comply with a term or condition of verge waste collection	\$400
19	2.10(2)	Removing waste for commercial purposes	\$350
20	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
21	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
22	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
23	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
24	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350
25	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
26	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300



Item No.	Clause No.	Description	Modified Penalty
27	3.2(1)	Unauthorised removal of waste from premises	\$250
28	3.2(2)	Removing waste from a receptacle without approval	\$250
29	3.3(a)	Depositing waste without authority into a receptacle provided for the use of the general public in a public place	\$300
30	3.3(b)	Removing waste without authority from a receptacle provide for the use of the general public in a public place	\$300
31	4.3(2)	Failing to comply with a sign or direction	\$500
32	4.3(4)	Failing to comply with a direction to leave	\$500
33	4.4(1)	Disposing waste without payment of fee or charge	\$500
34	4.5(1)	Depositing waste contrary to sign or direction	\$500
35	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
36	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
37	4.6(1)(c)	Lighting a fire in a waste facility	\$300
38	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
39	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
40	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
41	4.6(2)	Acting in an abusive or threatening manner	\$300

Consented to:




Mike Rowe, Chief Executive Officer

Department of Water and Environmental Regulation

Dated this 16 of October 2020

The COMMON SEAL OF THE CITY OF BAYSWATER was affixed by authority of a resolution of the Council in the presence of:

  
Dan Bull  
Mayor

  
Andrew Brien  
Chief Executive Officer



Dated: 8/12/20

Dated: 8/12/2020



**CITY OF BAYSWATER**

---

**WASTE LOCAL LAW 2020**

*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

City of Bayswater

**Waste Local Law 2020**

---

**CONTENTS**

---

<b>Part 1 - Preliminary .....</b>	<b>1</b>
1.1 Short title .....	1
1.2 Commencement .....	1
1.3 Application .....	1
1.4 Repeal .....	1
1.5 Meaning of terms used in this local law .....	1
1.6 Local public notice of determinations .....	3
1.7 Rates, fees and charges .....	4
1.8 Power to provide waste services .....	4
<b>Part 2 - Local government waste .....</b>	<b>4</b>
2.1 Supply of receptacles .....	4
2.2 Deposit of waste in receptacles .....	4
2.3 General waste receptacles .....	4
2.4 Recycling waste receptacles .....	5
2.5 Organic waste receptacles .....	5
2.6 Direction to place or remove a receptacle .....	5
2.7 Duties of owner or occupier .....	5
2.8 Exemption .....	6
2.9 Damaging or removing receptacles .....	6
2.10 Verge collections .....	7
<b>Part 3 - General duties .....</b>	<b>7</b>
3.1 Duties of an owner or occupier .....	7
3.2 Removal of waste from premises .....	8
3.3 Receptacles and containers for public use .....	8

<b>Part 4 - Operation of waste facilities.....</b>	<b>8</b>
4.1 Operation of this Part .....	8
4.2 Hours of operation.....	8
4.3 Signs and directions.....	8
4.4 Fees and charges .....	9
4.5 Depositing waste.....	9
4.6 Prohibited activities .....	9
<b>Part 5 - Enforcement.....</b>	<b>10</b>
5.1 Objection and appeal rights.....	10
5.2 Offences and general penalty.....	10
5.3 Other costs and expenses .....	10
5.4 Prescribed offences .....	11
5.5 Form of notices .....	11
<b>Schedule 1 - Meaning of 'non-collectable waste' .....</b>	<b>12</b>
<b>Schedule 2 - Prescribed offences .....</b>	<b>13</b>

***Waste Avoidance and Resource Recovery Act 2007***  
***Local Government Act 1995***

City of Bayswater

**Waste Local Law 2020**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995*, and under all other enabling powers, the Council of the City of Bayswater resolved on *[insert date]* to make the following local law.

**Part 1 - Preliminary**

**1.1 Short title**

This is the City of Bayswater Waste Local Law 2020.

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

City of Bayswater Health Local Laws 2001, Part 4, Division 2, published in the *Government Gazette* on 10 December 2001, is repealed, except for the following clause:

(a) clause 4.15.

**1.5 Meaning of terms used in this local law**

(1) In this local law—

***authorised person*** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

***collectable waste*** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means City of Bayswater;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle**, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

#### 1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter –

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;



- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

#### **1.7 Rates, fees and charges**

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

#### **1.8 Power to provide waste services**

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

### **Part 2 - Local government waste**

#### **2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

#### **2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

#### **2.3 General waste receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or

- (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

#### **2.4 Recycling waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

#### **2.5 Organic waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

#### **2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

#### **2.7 Duties of owner or occupier**

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (iii) facing squarely to the edge of and opening towards the carriageway,

or in such other position as is approved in writing by the local government or an authorised person; and
- ~~(c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and~~
- ~~(d)~~(c) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

## 2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply –
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## 2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or

- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

#### **2.10 Verge collections**

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
  - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

### **Part 3 - General duties**

#### **3.1 Duties of an owner or occupier**

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

### **3.2 Removal of waste from premises**

- (1) A person must not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of –
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### **3.3 Receptacles and containers for public use**

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## **Part 4 - Operation of waste facilities**

### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised

person of having committed, an offence under this clause to leave the waste facility immediately.

- (4) A person must comply with a direction under subclause (3).

#### **4.4 Fees and charges**

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### **4.5 Depositing waste**

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### **4.6 Prohibited activities**

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or

- (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

#### **Part 5 - Enforcement**

##### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

##### **5.2 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

##### **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

**5.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

**5.5 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.



**Schedule 1 - Meaning of 'non-collectable waste'**

[Clause 1.5(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

**Schedule 2 - Prescribed offences**

Item No.	Clause No.	Description	Modified Penalty
1	2.1(2)(a)	Failing to pay fee or charge	\$350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorized waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(a)	Failing to keep a receptacle in the required location	\$250
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	\$250
14	<del>2.7(c)</del>	<del>Failing to provide a sufficient number of receptacles</del>	<del>\$250</del>
15	2.7(c)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
16	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
17	2.9(b)	Removing a receptacle from premises	\$400
18	2.10(1)	Failing to comply with a term or condition of verge waste collection	\$400
19	2.10(2)	Removing waste for commercial purposes	\$350
20	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
21	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
22	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
23	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
24	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350
25	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
26	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300

Item No.	Clause No.	Description	Modified Penalty
27	3.2(1)	Unauthorised removal of waste from premises	\$250
28	3.2(2)	Removing waste from a receptacle without approval	\$250
29	3.3(a)	Depositing waste without authority into a receptacle provided for the use of the general public in a public place	\$300
30	3.3(b)	Removing waste without authority from a receptacle provided for the use of the general public in a public place	\$300
31	4.3(2)	Failing to comply with a sign or direction	\$500
32	4.3(4)	Failing to comply with a direction to leave	\$500
33	4.4(1)	Disposing waste without payment of fee or charge	\$500
34	4.5(1)	Depositing waste contrary to sign or direction	\$500
35	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
36	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
37	4.6(1)(c)	Lighting a fire in a waste facility	\$300
38	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
39	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
40	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
41	4.6(2)	Acting in an abusive or threatening manner	\$300

Consented to:

Chief Executive Officer

Department of Water and Environmental Regulation

Dated this            of            2020

The COMMON SEAL OF THE CITY OF BAYSWATER was affixed by authority of a resolution of the Council in the presence of:

.....  
Mayor

Dated:

.....  
Chief Executive Officer

**CITY OF BAYSWATER**

---

**WASTE LOCAL LAW 2020**

*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

City of Bayswater

**Waste Local Law 2020**

---

**CONTENTS**

---

<b>Part 1 - Preliminary .....</b>	<b>1</b>
1.1 Short title .....	1
1.2 Commencement .....	1
1.3 Application .....	1
1.4 Repeal .....	1
1.5 Meaning of terms used in this local law .....	1
1.6 Local public notice of determinations .....	3
1.7 Rates, fees and charges .....	4
1.8 Power to provide waste services .....	4
<b>Part 2 - Local government waste .....</b>	<b>4</b>
2.1 Supply of receptacles .....	4
2.2 Deposit of waste in receptacles .....	4
2.3 General waste receptacles .....	4
2.4 Recycling waste receptacles .....	5
2.5 Organic waste receptacles .....	5
2.6 Direction to place or remove a receptacle .....	5
2.7 Duties of owner or occupier .....	5
2.8 Exemption .....	6
2.9 Damaging or removing receptacles .....	6
2.10 Verge collections .....	7
<b>Part 3 - General duties .....</b>	<b>7</b>
3.1 Duties of an owner or occupier .....	7
3.2 Removal of waste from premises .....	8
3.3 Receptacles and containers for public use .....	8

<b>Part 4 - Operation of waste facilities.....</b>	<b>8</b>
4.1 Operation of this Part .....	8
4.2 Hours of operation.....	8
4.3 Signs and directions.....	8
4.4 Fees and charges .....	9
4.5 Depositing waste.....	9
4.6 Prohibited activities .....	9
<b>Part 5 - Enforcement.....</b>	<b>10</b>
5.1 Objection and appeal rights.....	10
5.2 Offences and general penalty.....	10
5.3 Other costs and expenses .....	10
5.4 Prescribed offences .....	11
5.5 Form of notices .....	11
<b>Schedule 1 - Meaning of 'non-collectable waste' .....</b>	<b>12</b>
<b>Schedule 2 - Prescribed offences .....</b>	<b>13</b>

***Waste Avoidance and Resource Recovery Act 2007***  
***Local Government Act 1995***

City of Bayswater

**Waste Local Law 2020**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995*, and under all other enabling powers, the Council of the City of Bayswater resolved on *[insert date]* to make the following local law.

**Part 1 - Preliminary**

**1.1 Short title**

This is the City of Bayswater Waste Local Law 2020.

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

City of Bayswater Health Local Laws 2001, Part 4, Division 2, published in the *Government Gazette* on 10 December 2001, is repealed, except for the following clause:

(a) clause 4.15.

**1.5 Meaning of terms used in this local law**

(1) In this local law—

***authorised person*** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

***collectable waste*** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means City of Bayswater;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;



**receptacle**, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

#### 1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter –

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;

- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

#### **1.7 Rates, fees and charges**

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

#### **1.8 Power to provide waste services**

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

### **Part 2 - Local government waste**

#### **2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

#### **2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.
- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

#### **2.3 General waste receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or

- (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

#### **2.4 Recycling waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

#### **2.5 Organic waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

#### **2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

#### **2.7 Duties of owner or occupier**

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (iii) facing squarely to the edge of and opening towards the carriageway,

or in such other position as is approved in writing by the local government or an authorised person; and
- (c) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

## 2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
  - (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply –
  - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## 2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any

premises to which it was delivered by the local government or its contractor.

#### **2.10 Verge collections**

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
  - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

### **Part 3 - General duties**

#### **3.1 Duties of an owner or occupier**

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

#### **3.2 Removal of waste from premises**

- (1) A person must not remove any waste from premises unless that person is—

- (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of—
- (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### **3.3 Receptacles and containers for public use**

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## **Part 4 - Operation of waste facilities**

### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

#### 4.4 Fees and charges

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### 4.5 Depositing waste

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### 4.6 Prohibited activities

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
  - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

## **Part 5 - Enforcement**

### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);
- (f) an approval under clause 3.2(2); and
- (g) an approval under clause 3.3.

### **5.2 Offences and general penalty**

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

### **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

### **5.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.



**5.5 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

**Schedule 1 - Meaning of 'non-collectable waste'**

[Clause 1.5(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

**Schedule 2 - Prescribed offences**

Item No.	Clause No.	Description	Modified Penalty
1	2.1(2)(a)	Failing to pay fee or charge	\$350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorized waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(a)	Failing to keep a receptacle in the required location	\$250
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	\$250
14	2.7(c)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
15	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
16	2.9(b)	Removing a receptacle from premises	\$400
17	2.10(1)	Failing to comply with a term or condition of verge waste collection	\$400
18	2.10(2)	Removing waste for commercial purposes	\$350
19	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
20	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
21	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
22	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
23	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350
24	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
25	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300
26	3.2(1)	Unauthorised removal of waste from premises	\$250

Item No.	Clause No.	Description	Modified Penalty
27	3.2(2)	Removing waste from a receptacle without approval	\$250
28	3.3(a)	Depositing waste without authority into a receptacle provided for the use of the general public in a public place	\$300
29	3.3(b)	Removing waste without authority from a receptacle provided for the use of the general public in a public place	\$300
30	4.3(2)	Failing to comply with a sign or direction	\$500
31	4.3(4)	Failing to comply with a direction to leave	\$500
32	4.4(1)	Disposing waste without payment of fee or charge	\$500
33	4.5(1)	Depositing waste contrary to sign or direction	\$500
34	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
35	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
36	4.6(1)(c)	Lighting a fire in a waste facility	\$300
37	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
38	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
39	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
40	4.6(2)	Acting in an abusive or threatening manner	\$300

Consented to:

Mike Rowe  
 Chief Executive Officer  
 Department of Water and Environmental Regulation  
 Dated this            of            2020

The COMMON SEAL OF THE CITY OF BAYSWATER was affixed by authority of a resolution of the Council in the presence of:

.....  
 Dan Bull  
 Mayor

Dated:

.....  
 Andrew Brien  
 Chief Executive Officer

**10.2.8 Nomination of Delegates - WALGA 2021 Annual General Meeting**

<b>Applicant/Proponent:</b>	City of Bayswater
<b>Owner:</b>	City of Bayswater
<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Advocacy
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	Nil
<b>Refer:</b>	Item 10.2.8: OCM 25.8.2020 Item 10.2.10: OCM 22.9.2020

**SUMMARY**

For Council to appoint the City of Bayswater's delegates at the upcoming 2021 Western Australian Local Government Association (WALGA) Annual General Meeting.

**OFFICER'S RECOMMENDATION**

That Council nominates from the City of Bayswater's WALGA East Zone representatives two (2) voting delegates and two (2) proxy voting delegates for the 2021 WALGA Annual General Meeting as follows:

**1. Voting Delegates:**

- \_\_\_\_\_; and
- \_\_\_\_\_.

**2. Proxy Voting Delegates:**

- \_\_\_\_\_; and
- \_\_\_\_\_.

**BACKGROUND**

The WALGA Annual General Meeting is held as part of the WA Local Government Convention and Trade Exhibition which will be held on 20 September 2021. WALGA has forwarded a notice to all delegates and member Councils calling for two delegates from each respective local government to vote on their behalf at the AGM. The City of Bayswater is a member of WALGA.

As at the time of agenda close, the City is still awaiting to receive the Executive and Member motions that will be considered at the AGM. As such, an additional under separate cover report will follow to assist Council to develop a position on the executive and member motions for the voting delegates at the AGM.

**EXTERNAL CONSULTATION**

The City has not undertaken consultation with the public or other agencies on this matter.

**OFFICER'S COMMENTS**

The WALGA AGM is an important event for Elected Members and senior officers within Local Government as it is a forum to discuss emerging issues and developing the direction of the sector.

Pursuant to the WALGA Constitution, all Member Councils are entitled to be represented by two voting delegates. Voting delegates may be either Elected Members or officers. It has been past practice of the City of Bayswater to nominate two voting delegates from either the WALGA East

Zone representatives or those Councillors who have expressed an interest in attending. In addition a deputy/proxy voting delegate(s) has been listed in past years.

Cr Stephanie Gray, Cr Giorgia Johnson and Cr Catherine Ehrhardt are the City's appointed (2019-2021) representatives to the WALGA East Metropolitan Zone. Cr Michelle Sutherland and Cr Dan Bull, Mayor are the City's appointed deputies. It is also noted that Cr Ehrhardt is on the WALGA State Council.

In relation to the 2020 Annual General Meeting, Council resolved the voting delegates to be Cr Giorgia Johnson and Cr Dan Bull, Mayor with Mr Andrew Brien, Chief Executive Officer as proxy voting delegate.

It is noted that the WALGA AGM is held as part of the WA Local Government Convention and Trade Exhibition. Whilst attendance at the AGM is free, should Councillors also wish to attend the WA Local Government Convention and Trade Exhibition itself this attracts a registration fee. Registration will be funded from Councillor's individual allowances under the Elected Members Attendance at Conferences, Seminars, Training and Professional Development Policy.

## LEGISLATIVE COMPLIANCE

- *Local Government Act 1995*
- Elected Members Attendance at Conferences, Seminars, Training and Professional Development Policy

## RISK ASSESSMENT

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>Officer's Recommendation</b>	<b>That Council nominates from the City of Bayswater's WALGA East Zone representatives two (2) voting delegates and two (2) proxy voting delegates for the 2021 WALGA Annual General Meeting as follows:</b>	
	<b>1. Voting Delegates:</b>	
	<ul style="list-style-type: none"> <li>• _____; and</li> <li>• _____.</li> </ul>	
	<b>2. Proxy Voting Delegates:</b>	
	<ul style="list-style-type: none"> <li>• _____; and</li> <li>• _____.</li> </ul>	
<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>	Nominating WALGA East Zone representatives to be voting delegates at the WALGA AGM is the preferred option to ensure that the City is fairly represented.	

<b>Option 2</b>	<b>That Council appoints two (2) voting delegates and two (2) proxy voting delegates for the 2021 WALGA Annual General Meeting as follows:</b>
-----------------	--

	<div>1.   <b>Voting Delegates:</b><ul style="list-style-type: none"><li>•       _____ ; and</li><li>•       _____.</li></ul></div> <div>2.   <b>Proxy Voting Delegates:</b><ul style="list-style-type: none"><li>•       _____ ; and</li><li>•       _____.</li></ul></div>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	While there is no legislative requirement to vote delegates from the WALGA East Zone representatives this has been the preferred practice in the past.	

<b>Option 3</b>	<b>That Council does not appoint delegates to represent the City of Bayswater at the 2021 WALGA Annual General Meeting.</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>	Whilst it is not compulsory to attend the WALGA AGM, should Council not appoint delegates an opportunity would be missed to advocate and vote on the City's behalf on issues relevant to the City and the broader local government sector. This could result in a moderate reputation and community and stakeholder risk.	

## FINANCIAL IMPLICATIONS

Costs for attendance at the WALGA Annual General Meeting is free of charge to all member local governments. As noted above if a Councillor chooses to attend the WA Local Government Convention and Trade Exhibition, the registration will be paid in line with the Elected Members Attendance at Conferences, Seminars, Training and Professional Development Policy.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Leadership and Governance
- Goal L4: Communicate in a clear and transparent way.  
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

## **CONCLUSION**

It is recommended that Council nominates two voting delegates and two proxy voting delegates to ensure that the City is represented and has the opportunity to vote on matters that may affect the City.



### 10.2.9 Investigation into Suitable Systems for Facilitating Online Petitions and Live Streaming

<b>Applicant/Proponent:</b>	City of Bayswater
<b>Owner:</b>	City of Bayswater
<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Advocacy
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	Nil
<b>Refer:</b>	Item 10.2.6: OCM 25.05.2021

#### SUMMARY

For Council to consider the implementation of live streaming of Council Meetings and the introduction of e-petitions.

#### OFFICER'S RECOMMENDATION

**That Council:**

1. Approves the introduction of live streaming of Council and Committee Meetings with delegated authority effective from the Ordinary Council Meeting of 26 October 2021, subject to delivery of equipment.
2. Approves the introduction of e-petitions in 2022, noting that terms and conditions relating to e-petitions will be developed by the City and uploaded to the City's website.

#### BACKGROUND

At the Ordinary Council Meeting of 25 May 2021, Council resolved the following:

"...

4. Request the Chief Executive Officer investigate suitable systems for facilitating online petitions and live streaming in accordance with the Standing Orders Local Law and provide a report back to Council by August 2021."

#### EXTERNAL CONSULTATION

The City has not undertaken consultation with the public or other agencies on this matter, however the experiences of several other local governments were considered in the formation of the recommendations.

#### OFFICER'S COMMENTS

##### Live streaming

The City has been investigating live streaming of Council Meetings for some time. It is noted that many local governments already live stream their meetings, including the City of Vincent, City of Stirling, City of Joondalup, City of Swan, City of Kalamunda, City of Nedlands and the Town of Victoria Park.

##### **Timing and costs for implementation**

The Minister for Local Government and Housing the Hon John Carey MLA recently announced that live streaming of Council Meetings will become mandatory for Band 1 Councils, which includes the City of Bayswater. Whilst it has not been announced when the requirement will be legislated, it is considered timely to implement live streaming as soon as possible. In particular, live streaming via Zoom has allowed the public to continue to view Council meetings during the recent COVID-19 lockdowns. This was possible due to the amendment to regulations to facilitate electronic

meetings in a public health emergency or a state of emergency, which allowed the Council to meet electronically (i.e. not in the same room).

Whilst the arrangement currently works through Zoom when meeting remotely, the Council Chambers do not currently have equipment for a permanent set up to livestream meetings in general. As such, given the Minister's announcement and the need for permanent arrangements should the public again be restricted to attend due to COVID-19, this has been identified as a project for completion in 2021/22.

The costs for implementation of live streaming have been included in the City's 2021/22 budget. This project is due to be implemented in time for the Ordinary Council Meeting on 26 October, subject to the delivery of the equipment on time (we have been advised of possible delays due to the COVID situation).

The arrangement will involve live streaming meetings directly to YouTube. The set-up will include 4 cameras, with one being positioned on the Chair and three 'speech following' cameras. These cameras will follow whoever is speaking, so can rotate between the Councillors and staff.

The implementation of live streaming will allow Council meetings to reach a larger audience, promote transparency and accessibility to Council as well as raise overall awareness of the issues considered by Council.

Given it has not yet been legislated, the *Local Government Act 1995* (the Act) and the *Local Government Administration Regulations 1996* (Regulations) do not currently contain any regulations in relation to live streaming of Council or Committee Meetings. The only known limitation at this stage would be where the meeting was closed to the public to discuss a confidential matter specified under section 5.23(2) of the Act.

### **Meetings to be livestreamed**

It is proposed that those meetings which are open to the public (being Council meetings and Committees with delegated authority) will be livestreamed.

The livestreaming will involve a 'one way' stream to the City's YouTube account, meaning that online participation will not be available to those watching the stream. Public participation will still be encouraged in line with the current options, being attending meetings in person or lodging questions with the City in advance of the meeting.

The live streaming will commence at the times that the meetings are due to commence and finish when the Presiding Member closes or adjourns the meeting for any reason, including to consider confidential items.

### **Advice from McLeods to the local government sector**

McLeods Solicitors have recently provided the sector with the following advice when considering live streaming:

*"Potential legal consequences as a result of derogatory or offensive comments being made by a Council or committee member at a Council or committee meeting that is live streamed or recorded and published on a local government's website. Although the Local Government Act contains certain protections (in section 9.57A and section 9.56), to limit the circumstances where comments or statements of a defamatory nature made at a Council or committee meeting could be the subject of a successful defamation proceeding, this would not prevent other legal consequences arising.*

*For example, where a comment constituted a breach of the Rules of Conduct (including a 'local law as to conduct' within the terms of regulation 34D of the Administration Regulations), the live streaming/recording of the comments or statements would provide strong evidence of what was*

said and the context in which it was said. The publication of this, is likely to increase the prospect of a complaint being made.

*The live streaming of a Council meeting would not provide a local government with the same ability, opportunity and power to restrict public access, or edit out potentially offensive or defamatory statements. Instead, these statements –*

- *would be ‘published’ in real time to a far larger potential audience;*
- *would be publicly accessible, at any time; and*
- *could be recorded by members of the public and re-shared on social media to a far larger audience (measures to limit the potential for re-publication may not entirely eliminate this risk)”.*

Council should be cognisant of the above, being that any comments made which could potentially be a breach of the Rules of Conduct during a Council meeting would be evidenced or ‘published’ through the livestream recording which could be distributed in the public arena.

Given that live streaming will soon be legislated and has been included in the City’s 2021/22 budget, it is recommended that Council approve implementation post-election subject to equipment availability.

### **E-Petitions**

A number of Councils including the City of Stirling and the City of Canning have recently implemented e-petitions.

The current proposed *Standing Orders Local Law 2021* does not specifically preclude online petitions, however any online e-petition would need to comply with the City’s *Standing Orders* in the same way as hard copy petitions. For submission to Council, it would need to be hard copy printed and formally submitted in a Council meeting as is the current process.

E-petitions would be implemented through the City’s website. The ability to create an e-petition will exist as a fillable form on the City’s website. Once the form is completed with mandatory fields, the e-petition will be created and will be searchable on the website. The lead petitioner or any other interested party could then share this link. The City would then cross-reference the details of those who have signed the e-petition against the City’s records for verification purposes. If a signatory is not a resident or ratepayer, the City would note this against the petition.

In addition to e-petitions, hard copy petitions can still be submitted manually by using the following process:

- Petitioners complete the petition form
- Lodge the petition form to the City’s Administration, addressed to the Mayor.

As part of the development process, detailed Terms and Conditions will be developed and published on the City’s website to clearly outline and assist in the verification process. The following will be addressed:

- Lead petitioners agree that their contact details will be provided to relevant City of Bayswater employees for the purpose of being contacted in relation to matters or projects concerning their petition.
- The document will become a public record.
- On the website it is not possible to participate in an e-petition as an anonymous person.

- By signing the e-petition it is confirmed that you are an elector of the City and only valid, full addresses located within the City of Bayswater's boundaries will be accepted.

In relation to timeframes for implementation, given the upcoming 2021 Local Government Elections it is proposed to develop the e-petitions functionality post-election with the intention that the website go 'live' at the start of 2022.

## LEGISLATIVE COMPLIANCE

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*Local Government (Administration) Amendment Regulations 2020*

## RISK ASSESSMENT

<b>Option 1</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Approves the introduction of live streaming of Council and only the Committee Meetings with delegated authority effective from the Ordinary Council Meeting of 26 October 2021, subject to equipment availability.</b></li> <li><b>Approves the introduction of e-petitions in 2022, noting that terms and conditions relating to e-petitions will developed by the Officers and uploaded to the City's website.</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 is the preferred option for Council and any risks from a governance aspect will be clearly addressed with terms and conditions listed on the City's website regarding both the live streaming of Council Meetings and e-petitions.	

<b>Option 2</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Does not approve the introduction of live streaming of Council and only the Committee Meetings with delegated authority.</b></li> <li><b>Does not approve the introduction of e-petitions.</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>	This is not the preferred option for Council especially due to the impending legislative requirement for all band 1 Councils to livestream their Council Meetings and this is therefore seen as a potential reputational risk.	

## FINANCIAL IMPLICATIONS

Implementation of live streaming has been allowed for in the City's information technology budget for 2021/22. The costs for implementation of the e-petition facility on the City's website will be minimal, relating to assistance in setting up the e-petition template.

**Item 1:** Livestreaming equipment

**Asset Category:** New

**Source of Funds:** Municipal

**LTFP Impacts:**

**Notes:**

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$45,600						\$45,600

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L1: Engage the community in a meaningful way.

Provide opportunities for the community to have their say and consider their views when making decisions.

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

## CONCLUSION

It is recommended that the City implements live streaming of Council and only the Committee Meetings with delegated authority, for purposes of transparency and accessibility of Council Meetings for a broader audience.

It is also recommended that the City implements e-petitions in 2022 with associated terms and conditions on the City's website.

**10.2.10 Consideration of Motions for WALGA AGM**

<b>Responsible Branch:</b>	Corporate & Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Advocacy Executive/Strategic

*Under Separate Cover.*

**10.3 Works And Infrastructure Directorate Reports****10.3.1 Seventh Avenue - Petition Traffic and Safety between Whatley Crescent and Guildford Road**

<b>Applicant/Proponent:</b>	Our Lady Queen of Martyrs Church
<b>Responsible Branch:</b>	Engineering and Spatial Services
<b>Responsible Directorate:</b>	Works and Infrastructure
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Petition from Our Lady Queen of Martyrs Catholic Church [10.3.1.1 - 13 pages]

**SUMMARY**

For Council to consider a petition from the parish of Our Lady Queen of Martyrs Catholic Church on Seventh Avenue, Maylands with concerns about traffic on Seventh Avenue between Whatley Crescent and Guildford Road.

**OFFICER'S RECOMMENDATION**

That Council:

- 1. Requests the City to arrange a traffic survey along Seventh Avenue between Whatley Crescent and Guildford Road and adjoining roads to obtain current traffic speed and volume counts.**
- 2. Requests the City to undertake an investigation on pedestrian safety and safe crossings on Seventh Avenue between Whatley Crescent and Guildford Road, based on the outcome of the traffic survey.**

**BACKGROUND**

At the Ordinary Council Meeting of 27 July 2021, Council received a petition containing 127 signatures on behalf of 107 families collected between November/December 2020 and July 2021 from the parish of Our Lady Queen of Martyrs Catholic Church on Seventh Avenue, Maylands. The petition detailed concerns about traffic congestion, described as a "bottle neck" on Seventh Avenue between Whatley Crescent and Guildford Road, and a perceived increased traffic speed and volume, and associated concerns for pedestrian safety. The initiator of the petition was the parish priest of Our Lady Queen of Martyrs Catholic Church.

Seventh Avenue is classified as a Local Distributor Road and provides an important connection across the Perth to Midland train line for residents of Maylands via the Seventh Avenue Bridge. It is adjacent to the bustling Maylands commercial precinct between Seventh Avenue and Ninth Avenue, south of Whatley Crescent.

The section of road between Whatley Crescent and Guildford Road is approximately 180m long, with intersections at the Seventh Avenue Bridge, and at Sargents Lane and Ellard Lane. Church properties front one side of the street, with a mix of residential, commercial and not for profit enterprises on the other. The roadway is an undivided single lane in each direction, with right-angled parking on the church side and some on-street parallel parking embayments on the other.



### EXTERNAL CONSULTATION

No consultation has yet occurred with the public or other agencies on this matter. The petition however covered residents from properties outside of Seventh Avenue.

The petition (**Attachment 1**) stated the following:

<p><i>Petition summary and background:</i></p>	<p><i>We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate ~ complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian.</i></p>
--	---



<i>Action for:</i>	<i>Petitioned</i>	<p><i>We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:</i></p> <p><i>We urge you to address this issue as soon as possible.</i></p>
--------------------	-------------------	--

## OFFICER'S COMMENTS

Seventh Avenue between Guildford Road and Whatley Crescent is classified as a Local Distributor Road under Main Roads WA's Functional Road Hierarchy.

This classification provides the following criteria:

- Maximum desirable traffic volume – 6,000 vehicles per day; and
- Desired (Operating) Speed – 50 to 60 km/hr

Its primary function is to provide medium connectivity to distributor roads and other local access roads as well as providing access to properties.

The most recent traffic count study undertaken on this section of Seventh Avenue was in 2015 and the study showed the following traffic volume and speed results:

<b>Location (Midblock)</b>	<b>Average Weekday Traffic Volume (2015)</b>	<b>85<sup>th</sup> Percentile Speed (2015)</b>
Between Guildford Road and Whatley Crescent	3,163 veh/day	41 km/hr

Analysis of the above traffic count data indicates that there was no evidence of excessive speeding issues and the amount of traffic was well within its classification criterion. It should be noted however, that the traffic volume numbers would have likely increased in recent years, in particular as a result of the Bayswater Station works with motorists avoiding the subway underpass.

The predominant purpose of Local Distributor Roads is to provide movement of traffic within local areas and precincts, as well as to provide connections to access roads and to higher order distributor roads. Given this section of Seventh Avenue is connected to Whatley Crescent at one end - which is classified as a District Distributor Road - and Guildford Road at the other, being a Primary Distributor Road, the traffic volume should not be expected to be insignificant. Because this section of Seventh Avenue is also connected to the Seventh Avenue Bridge, a portion of this traffic would be to access the bridge to cross the railway line. Based on the data collected in 2015, the traffic volume is therefore considered low given the above parameters. It should be noted that the City's Citywide Traffic Study (CWTS), did not identify any speeding or volume issues on this section of Seventh Avenue.

Analysis of the crash statistics reveals that the Guildford Road/Seventh Avenue intersection has had a number of recorded accidents over the past five years, and Whatley Crescent/Seventh Avenue has one recorded accident. Considering the number of right-angle bays on a Local Distributor Road, it is notable that there have been no mid-block crashes. Apart from traffic crashes at intersections, the low speed environment and relatively low traffic volumes do not appear to support the perception of traffic speed and volume, and would not normally warrant further investigation.

The Seventh Avenue Bridge provides a safe crossing for pedestrian and vehicle traffic over the rail line and it is expected that the current residential uses may change in the future, resulting in a greater relevance of Seventh Avenue for the commercial precinct. It is therefore worthwhile looking at pedestrian safety and a safe crossing point of Seventh Avenue.

Guildford Road is a State road under the care and control of Main Roads WA (MRWA). As such, on 3 August 2021, the City requested of MRWA, a review of the intersection of Guildford Road/Seventh Avenue, and of future plans for Guildford Road that may impact on Seventh Avenue. MRWA responded to the City later the same day, advising the following: *“Main Roads would like to advise you that it is currently reviewing the intersection to improve safety. As the review progresses, consultation will be undertaken with the City as well as with Maylands groups/community”*.

Council should note that the current on-street parking bays along Seventh Avenue are not dedicated to exclusive use by the Church. Although the Bold Park Community School located on the opposite side is permitted to use four of the parking bays on Seventh Avenue for student drop off/pick up, the school has its own parking management plan in place as per their planning approval, and does not have exclusive use of any on-street bays. All the on-street parking bays on Seventh Avenue are available for general public use, with no time limit restrictions.

Although the available traffic count information tends to indicate that traffic volumes and speeds are generally low, it is recommended that the City conducts further traffic counts before acting on this petition. Contrary to other petitions whereby petitioners live on the affected street, very few of these petitioners live on Seventh Avenue; however, pedestrian safety and congestion issues should be reviewed.

## LEGISLATIVE COMPLIANCE

- Traffic Management Criteria Policy
- MRWA Speed Zoning Policy and Application Guidelines

## RISK ASSESSMENT

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>Officer’s Recommendation</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>1. Requests the City to arrange a traffic survey along Seventh Avenue between Whatley Crescent and Guildford Road and adjoining roads to obtain current traffic speed and volume counts.</li> <li>2. Requests the City to undertake an investigation on pedestrian safety and safe crossings on Seventh Avenue between Whatley Crescent and Guildford Road, based on the outcome of the traffic survey.</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>	There may be an expectation from petitioners that immediate action will be undertaken however additional and updated information gathering will enable the City and the petitioners to be better informed about the facts of the current road environment.	

<b>Option 2</b>	<b>That Council advises the petitioners the City's current traffic information on Seventh Avenue does not indicate any traffic speed or volume issues.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
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>	Petitioners may not be satisfied with this option.	

## FINANCIAL IMPLICATIONS

It is not anticipated that there will be any financial implications at this point in time. The expected cost to implement any traffic measures, if found to be warranted, will be subject to further Council consideration and the ultimate design of such measures.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Environment and Liveability

Goal E3: Improve the City's walking and cycling network and create safer streets.

## CONCLUSION

The current traffic information on Seventh Avenue between Guildford Road and Whatley Crescent indicates the traffic volumes and speeds are generally low, however, given the previous traffic count study was undertaken a number of years ago, it is recommended that a new count be undertaken to determine if there have been any recent changes to the traffic environment.

127

PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Martyr's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)

for further information in relation to this matter.

[For contact: Alan Wedd 0407-171-149]  
(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
FRANCISCA ESHENOVUS	BAYSWATER	[Signature]	23/11/20
Alison Hartman	8/21 Elizabeth Street	[Signature]	27/11/20
Beverly Wright	7/56, Smith Ave	[Signature]	22/11/20
Alan Wedd	9 Stableford Ct	[Signature]	22/11/20
Helen Brennan	9 Stableford Ct	[Signature]	22/11/20
Elizabeth Giles	81 Ferguson St Maylands	[Signature]	25/11/20
Hope - Spears	11/49 Joseph St Maylands	[Signature]	26/11/20
Dewick Porter	4-75 Seventh Ave Inglewood	[Signature]	28/11/20
MANIS LAMOND	5/28 CARINGTON	[Signature]	28/11/20
Shelly Pearce	1/131 Ninth Ave Inglewood	[Signature]	30/11/20



PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)  
for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
Suzy Ivan	114A Lowther Terrace Nella West	[Signature]	22/11/20
Rob Hutchison	18, The Avenue	[Signature]	22/11/20
Patricia Lee	2/37 Kennedy	[Signature]	22/11/20
S. Sorigiovanni	41949 Joseph St	[Signature]	22/11/20
E. McCarthy	10 Spencer Crescent	[Signature]	22/11/20
Jim Bartlett	5/75 Coleridge Ave	[Signature]	22/11/20
Young Sam Kim	173 B Railway PDE	[Signature]	22/10/20
Yoon Sun Yans	173B Railway PDE	[Signature]	22/11/20
Alexander Ruolo	4 Travancore Ave	[Signature]	22/10/20
Noëlia Lucia	4 Travancore Ave	[Signature]	22/11/20
Alex Raymond	88A Kelvin St M'Leary	[Signature]	22/11/20
Rosemary Seneviratne	" "	[Signature]	22/11/20
Tommy Gaudin	4 Travancore Ave	[Signature]	22/11/20

PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)  
for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
Domenico Taverniti	70 7th Avenue Maylands	D.P. Taverniti	20.11.2020
Francisca Ferguson	72, 7th Ave, Maylands	F. Ferguson	20/11/2020
Ferdinand Ferguson	72, 7th Ave, Maylands	Ferguson	20/11/2020
Cheryl Ferguson	72 7th Ave, Maylands	C Ferguson	20/11/2020
Gail Faithfull	9A EAST ST, Maylands	Gail Faithfull	21/11/20
Valerie S.P.	9A EAST ST, Maylands	V.S.P.	21/11/20
Brian Selke	138 LEAKE ST. BAYSWATER	Brian Selke	21/11/20
Loan Nguyen	158 BRISBANE ST	Loan Nguyen	21/11/20
Isabelle Scorsone	312 Punter St. Maylands	Isabelle Scorsone	21/11/20
Isabelle Scorsone	" " "	Isabelle Scorsone	21/11/20
Alfred Goh	2/92 Sixth Ave Maylands	Alfred Goh	21/11/20
Monica Chai	2/92 SIXTH AVE, Maylands	Monica Chai	21/11/20
THOMAS AMER	16/25 ST KIRKHAM HILL TERRACE MAYLANDS	J. Amer	21.11.20



## PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)

for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
M COUTINHO	UNIT 21, 23 KIRKHAM HILL TERRACE	[Signature]	22/11/20.
C COUTINHO	UNIT 21 - 23-27 KIRKHAM HILL TERRACE MAYLANDS	[Signature]	22/11/20
B Huntley	5/53 KIRKHAM HILL TERRACE MAYLANDS	B Huntley	22/11/20
M.C. PEIRIS	41-1 KIRKHAM HILL TERRACE MAYLANDS	M.C. Peiris	22/11/20
M-L-PEIRIS	"	Misabell Peiris	"
LESLAY HARDINGHAM	6 KILN VIEW, Maylands	L Hardingham	23/11/20
GODS JACKA	15/23 KIRKHAM HILL TERRACE MAYLANDS	G Jacka	23/11/20
MARG. READ	12/23-27 KIRKHAM HILL TERRACE MAYLANDS	M Read	23/11/20
VICHI SHEPPARD	41-7 KIRKHAM HILL TERRACE, MAYLANDS	V Sheppard	23/11/2020
Simon Threlk	4/24 CALEDONIAN	[Signature]	28/11/2020
Signer	4/24 CALEDONIAN	[Signature]	28/11/2020
Marie Letimon	24 Elizabeth St Maylands	Marie Letimon	28-11-2020
Robte Abordi	27 Mt Prospect Cres.	R Abordi	3/12/20

PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)

for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
Vaughan Fergus	35 HARDY RD ASHFIELD	V Fergus	21/11/20
Mary Ierinus	8a Morrison Rd	Mary	21/11/20
ROBERT ANTHONY	8A MAYLANDS	Robert	21.11.2020
CHARLIE CARLETTA	49 SWAN O'ER	Charlie	" " "
CLIVE PETER	110 SEVENTH AVE Mayland	Clive	21/11/20
MARIA FRANTZ	30 Nung Ew	Maria	21/11/20
GRISSEL NORANHA	4 Ferguson St Maylands	GN	21/11/20
Teresa Ferguson	66 East St Maylands 6051	T.Ferguson	23/11/20
Selina Coulson	22 Watson Place	Selina Coulson	23/11/20
Merry Whildao	3152 Peninsula Rd Maylands	Merry	24/11/20
Mare Fergus	3 SWELL ST, MAYLANDS	Mare	28/11/20
Rose Riem	1/41 Joseph Street	Rose	28/11/20
Alison Ruhen	46 Leake St Bayswater	Alison	3/12/2020



PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

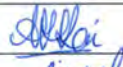
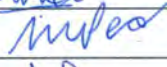


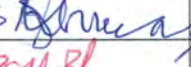

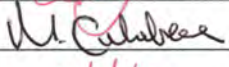




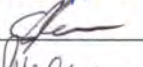
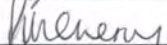
We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)

for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
Priya Rai	U2, 39 Joseph St		03/12/20
Mehsareeden	73 Second Ave		03/12/20
Linda Tran	3 Sney St MAYLANDS		06/12/20
FLORA EHRLHART	15 Swan View <sup>MAYLANDS</sup>		07/12/20
DAVID LIVERS	15 Swan View <sup>MAYLANDS</sup>		07/12/20
Clair Beut	89 Eighth Ave Maylands		7/12/20
Mario Calabrese	59 Eighth <sup>MAYLANDS</sup>		7/12/20
PAUL D'AMICO	55 8 <sup>th</sup> EIGHTH AVE		7-12-2020
Kawa	62 Eighth Av		07/12/20
Taghi	62 EIGHTH AV		07/12/20
Mai White	5/14 Rowlands St Maylands		8/12/20
Craig Borman	52 Crofton Rd, Bayswater		9/12/20
Ben Chesney	7 Brunel Rd Morley		9/12/20

PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943


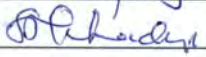

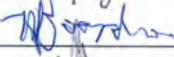

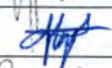
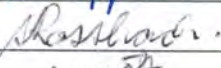
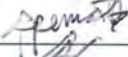
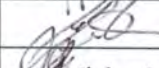
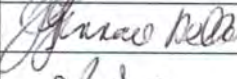

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)  
for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
Zouzie Rivers	88 Avocado Drive		22/11/20
Pauline Richard	88 Ferguson St Mayland		24/11/2020
Guyline Guy	103 Colindale Ave Mayland		24/11/2020
TREVOR N. BORDMAN	1115 Northgate Ave Maylands		24/11/20
Wai Lam	144 Lonsdale Tce Mayland		24/11/20
Jojo Esquivel	20 Anfield St Maylands		22/11/20
Sharon Kossbach	10 Joseph Street Maylands		22/11/20
RUTH REINCASTLE	7/27 SEVENTH AVE		24/11/20
John Tallon	7 Sunday Bank Rd Mayland		21-11-20
Stammine Della	7 Swan Bank Rd Mayland		21/11/20
RISEN JOSE	1/41 JUSTICE ST MAYLAND		26/11/20



PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8th Avenue Maylands  
(Address)

for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
Walter Martins	12 Traw Ct. Bayswater	W Martins	21-11-20
Sheila Ponnasamy	28b Ferguson St Maylands WA 6051	[Signature]	21/11/20
RICHARD MONTGOMERY	"	[Signature]	21/11/20
ROMEO DIMANLIG	70 FERGUSON ST. MAYLANDS	[Signature]	"
B. ANTHONY	15 HINKLER LODGE MAYLANDS	B.A. Anthony	21/11/20
J.S. ANTHONY	15 HINKLER LODGE MAYLANDS	[Signature]	21/11/2020
Thi Bich Naog	5/56 6th Ave Maylands	[Signature]	21-11-20
Camden Francis	Holman St Bayswater	[Signature]	21/11/20
Christine Francis	"	[Signature]	21/11/20
Hazel D'Netta	6/93 Eighth Ave Maylands	H.D.	21/11/20
John Yuen	6/94 Eighth Ave Maylands	[Signature]	21/11/20
Therese Ferguson	66 East Street Maylands	[Signature]	23-11-20

PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)

for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
TOMASZEK	SEA		
Q M NGUYEN	MAYLANDS		5-12-20
Pamela Lee	2/37 Kennedy	P. Lee	6-12
V. SABBINA	4. HALL		6-12
Jane Panara	BAYSWATER.	J. Panara	6-12-20
MAYNARD	92/1440		12-12-20
Simon	4/29 Colebrook Ave		12/12/20



## PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)

for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
WATKIN MARIS	60 JERRARD ST TCC MAYLANDS	[Signature]	14/12/2020
BRONWYN CROFTAN	3/34 EIGHTH AVE MAYLANDS	[Signature]	14/12/2020
LOIS MOIR	12 JOSEPH ST MAYLANDS	[Signature]	14.12.2020
PAM GRANT	30 RIVERHAMPTON	[Signature]	14.12.20
Terry Grant	"	[Signature]	14.12.20
Angela Loucard	12/5 Hillside Cres Maylands	[Signature]	14.12.20
Lyn de Ruiter	29 Panier Street MAYLANDS	[Signature]	14.12.20
Dominic Lusana	6/228 GUILDFORD RD MAYLANDS	[Signature]	14/12/2020
Ermina Giannagostino	27 5 <sup>th</sup> Ave Maylands	[Signature]	14.12.20
Stella Brey	PO Box 181 MAYLANDS	[Signature]	14/12/20
G W Reare	19/12 Wale St MAYLANDS	[Signature]	14/12/20
Stammine Della	1 Swan Bank Rd	[Signature]	14/12/20

PETITION

First page of petition – attach additional pages as required.

To the City of Bayswater  
PO Box 467  
Morley WA 6943

We the undersigned, being the electors of the district, formally petition the City of Bayswater to address the following:

We the undersigned request the Bayswater Council take urgent action to address the traffic bottle neck on Seventh Ave between Whatley Crescent and Guildford Road. This has been exacerbated in recent months by the upgrading of the railway bridge, opening of new retail premises and opening of a new school in 2021 along this section and increased traffic associated with the two Churches along this section post the easing of Covid 19 restrictions. Cars traveling west along this section are traveling too fast for the conditions and have the potential to cause accidents with cars pulling out from the Churches or from the car bays in front of the Churches. Cars traveling east along this section have to negotiate a complex intersection around Whatley Crescent and the railway bridge before dealing with the traffic associated with the school on the north side and the two Churches on the south side. There has also been an increase in foot traffic along this section of road in recent months and is bound to increase as the school becomes more established. Addressing this traffic bottleneck is an urgent safety concern before there is a bad accident between two cars, or worse yet between a car and a pedestrian. We urge you to address this issue as soon as possible.

As the initiator of this petition, my name is Father Stan Parish Priest, Our Lady Queen of Marty's Catholic Church Seventh Avenue Maylands 6051

and I can be contacted at Our Lady Queen of Poland Catholic Church 8<sup>th</sup> Avenue Maylands  
(Address)  
for further information in relation to this matter.

(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)

Full name	Address	Signature	Date
Kathy Richards	59 Fifth Ave Mt Lawley	K. Richards	15/12/20
NATALIA VORONKO	62 JIRKIN HILL TCC	Mr Voronko	19/7/2021
Holly Mitchell	24 Ashwin St Maylands	legon	19/7/21
Angela Louzada	Hillside Maylands	Affogardes	19 July 21
Dianne Alder	18 Hinkler Loop Maylands	DA Alder	19 July 21
Michael EMO	18 HINKLER LOOP	M. EMO	19/7/21
Lyn de Ruiter	29 Peninsula Rd Maylands	Lyn de Ruiter	19/7/21



First page of petition – attach additional pages as required.

*(As per the City of Bayswater Standing Orders 2018, each additional page must contain the terms of the petition)*

[illegible]

Ocm 27/07/21.

"Perman"

CITY OF BAYSWATER DOCUMENT REGISTRATION			
HWM		SBC	
CEO		MEH	
DCS		LCS	
COM		MRSS	
FIN		REC	
RAT		SPP	
GOV		DWI	GR.
IS		APS	
OS		MBW	
PCS		MES	
DCD		MEW	
CD		DEP	
EVCO		PS	
MDA		SE	
ATT:			



**10.3.2 Mertome Gardens - Tree Removal Request**

<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required

**SUMMARY**

For Council to consider the removal of a *Ficus benjamina* at the rear of the Mertome Gardens aged care village located on Winifred Road, Bayswater due to tree roots causing a trip hazard to the footpath, and obstruction of the water service to the rear units.

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

1. Approves the removal of the *Ficus benjamina* at the rear of the Mertome Gardens aged care village in Winifred Road, Bayswater.
2. Notes that a suitable species of replacement tree will be considered in the 2021/22 garden bed maintenance program for the site.

**BACKGROUND**

The City owns the Mertome Gardens aged care village at 9 – 17 Winifred Road, Bayswater.

The village is managed on behalf of the City by Hall and Prior, who operate Mertome Gardens on the other side of Winifred Road.

The City has overall responsibility for the site, including approving the overall maintenance budget and generally ensuring that the site is free from hazards.

The City recently had issues with water services at the rear of the site, and extensive plumbing repairs were carried out due to tree root intrusion which was attributed to this particular tree.

**EXTERNAL CONSULTATION**

The City's Acting Coordinator Tree Services has provided an opinion on whether the tree warrants removal, which is outlined in the officer's comments below. The site managers (Hall and Prior) have consulted with the residents on site, and the residents support removal as their primary concern is ensuring that there are no trip hazards.

**OFFICER'S COMMENTS**

A routine inspection has shown that a Ficus tree (*Ficus benjamina*) growing adjacent to the rear fence of the village (Figure 1, below) has been uplifting the concrete footpath which gives access to the rear units. The tree was not intentionally planted in its current location, and the garden bed in which it sits is approximately 0.5m in width and situated between a path and fence. It is evident that the tree was originally in a pot and placed in its current location by one of the residents, and allowed to mature.

Figure 1 below shows the location of the *Ficus benjamina*:



Figure 2 below shows the tree with remnants of the original pot still attached:



The Acting Coordinator Tree Services supports removal of the tree on the basis that structurally it is not sound given that breaking out of the pot has created root girdling, resulting in a poor structural

root plate development resulting in a low retention value. Given its location and proximity to the fence, it appears it may be using the fence for support. Furthermore, as it is around 10-15 years old, which is still considered juvenile for this species, the trunk is likely to become substantially larger over time and potentially push over the fence which divides the site from the adjoining property.

The other issue in respect to its location is that it is adjacent to the concrete access path and the roots have caused uplifting of the path which is a trip hazard. That has since been rectified, however the roots will continue to grow and inevitably cause further damage.

Figure 3 below shows the uplifting of the footpath caused by the tree's roots, which is a potential trip hazard for the elderly residents on site:



The tree is also sitting directly over the main water supply line to the rear units, and the City incurred a significant disruption to this water service in January 2021 to these units, which was suspected to have been caused by root damage.

Below is an excerpt from the plumber's invoice:

Blockage  
 Arrived on site and inspected issue.  
 Root intrusion somewhere between 4 way riser and gully trap,  
 machines line and cleared.  
 Machined 1 cable past blockage to ensure cleared.

The City works with Hall and Prior each year to develop a maintenance budget for the site, and additional funding has been allocated in 2021/22 to the gardening budget, to improve the overall amenity of the site.

As part of that program, the City will identify opportunities to replace the tree with a species suitable for the amount of space available.

## LEGISLATIVE COMPLIANCE

The City's recommendation for removal is in line with the criterion in the Urban Tree Policy that it is causing damage to infrastructure, which has been documented.

## RISK ASSESSMENT

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>Officer's Recommendation</b>	<b>That Council:</b> <b>1. Approves the removal of the <i>Ficus benjamina</i> at the rear of the Mertome Gardens aged care village in Winifred Road Baywater.</b> <b>2. Notes that a suitable species of replacement tree will be considered in the 2021/22 garden bed maintenance program for the site.</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>	The City's prevailing concern is avoiding trip hazards for the elderly residents on site and also avoiding any future disruptions to the water service. On this basis removal is recommended and a more suitable species will be considered in the 2021/22 gardening program for the site.	

<b>Option 2</b>	<b>That Council does not approve the removal of the <i>Ficus benjamina</i> and the City continues to manage the trip hazard and root intrusion issues.</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	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low

<b>Conclusion</b>	The residents would be dissatisfied with the outcome due to further possible disruptions to their water service, and there would be a possible risk of trip hazards reoccurring from the roots as the tree reaches maturity, which would require ongoing management. There is also a risk of the tree impacting on the dividing fence between the Mertome Gardens site and the adjoining property.
-------------------	--

## FINANCIAL IMPLICATIONS

The cost of removal and stump grinding will be approximately \$1,800 which would be funded from the City's aged care operating budget.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Environment and Liveability
- Goal E2: Remain focused on greening the City's suburbs and streetscapes and increasing the tree canopy.
- Goal E5: Protect and enhance the City's natural environment and biodiversity, and encourage the community to participate in its protection.

## CONCLUSION

While unnecessary removal of any tree is to be avoided, the *Ficus benjamina* was not intentionally planted in its current location and appears to have simply grown out of its pot over time. It is not in a suitable location, as the garden bed it has grown into is only 0.5m in width, and the species can grow much larger than the available space.

The City's prevailing concern is avoiding trip hazards for elderly residents as this species has a vigorous root system which will cause uplifting of footpaths.

Furthermore, there have already been root intrusion issues causing disruption to the water service to rear units, and the tree is likely to cause structural problems to the dividing fence with the adjoining property as it matures.

With the above factors, removal is recommended and a more suitable species will be considered in the 2021/22 gardening program for the location.

**10.3.3 Tree Vandalism**

<b>Responsible Branch:</b>	Parks and Gardens
<b>Responsible Directorate:</b>	Works and Infrastructure
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Visual Tree Assessment 19 Annison Place Morley [10.3.3.1 - 21 pages] 2. Tree Vandalism OCM 12 July 2016 [10.3.3.2 - 5 pages]

**SUMMARY**

For Council to consider actions in relation to vandalism of trees within a road reserve.

**Key Issues:**

- The City's Parks and Gardens officers have identified two *Lophostemon confertus* (Queensland Brush Box) trees within the road reserve on Annison Place, Morley which appear to have been vandalised and are now dying.
- The trees appear to have been deliberately poisoned with evidence of drill holes at the base of their trunks.
- As the trees are located within a road reserve, a 3m x 3m sign advertising the vandalism is not considered suitable for this location.
- An alternate treatment to discourage tree vandalism is proposed.

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

1. Approves the installation of a smaller (0.6m x 1.2m) tree vandalism sign and the painting of the dying tree in bright yellow for a period of two years to deter tree vandalism within the Annison Place road reserve, Morley.
2. Notes that the City will:
  - (a) Plant suitable replacement street trees in the vicinity of the poisoned trees.
  - (b) Undertake an annual safety inspection of the subject trees.
  - (c) Write to affected residents in the vicinity advising of the poisoning of the trees and the City's actions in response to the vandalism.
  - (d) Publicise the matter on the City's website to increase public awareness of the issue.

**BACKGROUND**

The City's Parks and Gardens officers have identified two *Lophostemon confertus* (Queensland Brush Box) trees within the road reserve on Annison Place, Morley which appear to have been vandalised and are now dying. It is believed that the trees were poisoned due to the presence of a number of drill holes that can be seen in the base of their trunks.

As the tree is greater than 2m tall, the City's Urban Trees Policy directs the Director of Works and Infrastructure to install a 3m x 3m sign indicating that the trees have been vandalised.

It should be noted that the installation of a 3m x 3m sign in an urban street verge context is problematic (space constraints, location of services etc.) and may present a safety hazard (i.e. the sign will not be frangible).



**EXTERNAL CONSULTATION**

No consultation has been undertaken in relation to the vandalism of the subject trees.

**OFFICER'S COMMENTS**

The City's officers have determined that the two trees in question appear to have been deliberately poisoned, which is based on observations of drill holes, chemical residue and the obvious decline in health of the trees.

The City will be undertaking regular watering with nutrients in an attempt to save both trees and improve their overall health. Whilst the likelihood of survival for the smaller semi-mature specimen is high, the likelihood of survival of the larger mature specimen is low and a follow up inspection will be undertaken in three months to confirm its death.

In response to that act of vandalism, the City is currently investigating the matter, and should the perpetrator be identified will be liaising with WA Police to ascertain whether the matter is best prosecuted under criminal damage to property laws or according to penalties under the *Local Government Act*.

On occasion Council has considered tree poisoning within public reserves, and accordingly Council has responded by installing 3m x 3m vandalism damage signs at these locations.

The Council Urban Trees Policy states:

***"7. Unauthorised Pruning and Vandalism of Trees***

*Where unauthorised pruning, vandalism, poisoning or removal of vegetation occurs within the City of Bayswater owned or managed land, the Director of Technical Services will take action as follows:*

- *Where the plant is less than 2m tall and/or less than four plants are vandalised, the City will install a tree vandalism sign of 0.6m x 1.2m for a period of 2 years.*
- *Where the plant is greater than 2m tall and/or more than three plants are vandalised, the City will install a tree vandalism sign of 3m x 3m for a period of 2 years.*
- *Write to affected residents in the vicinity advising of the poisoning of the tree(s) and the City's actions in response to the vandalism.*
- *A sign can be removed prior to the 2 year period if a resident applies to the City to replace the vandalised vegetation (of a similar size and species) at a 2:1 ratio at their own cost."*

Notwithstanding the above, the installation of a 3m x 3m sign within the road reserve would be problematic as detailed above and the closest safe location to install a sign would not create the direct impact the Council is looking for to deter tree vandals.

The purpose of the policy is to deter vandalism of trees for personal gain. As the 3m x 3m sign is not considered appropriate to be installed within the road reserve, a smaller sign 0.6m x 1.2m could be placed adjacent to the tree, however this may not have a big enough impact to deter people from vandalising trees on road reserves and in all likelihood, may be removed by an aggrieved resident in close proximity to the sign.

Accordingly, it is suggested the dead tree be painted in a bright colour to draw attention to the vandalism as well as accompanied by publicising on the City's website to increase public awareness of the issue.

At the Ordinary Council Meeting held on 12 July 2016 a similar departure from the Council Policy was supported by Council. A copy of the report is attached as reference.

An inspection of the trees indicates that the trees should be stable for the two year period, however, it is suggested that an annual safety audit be undertaken to ensure the stability of both trees are monitored.

## LEGISLATIVE COMPLIANCE

Urban Trees Policy

## RISK ASSESSMENT

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>Officer's Recommendation</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Approves the installation of a smaller (0.6m x 1.2m) tree vandalism sign and the painting of the dying tree in bright yellow for a period of two years to deter tree vandalism within the Annison Place road reserve, Morley.</b></li> <li><b>Notes that the City will:</b> <ol style="list-style-type: none"> <li><b>Plant suitable replacement street trees in the vicinity of the poisoned trees.</b></li> <li><b>Undertake an annual safety inspection of the subject trees.</b></li> <li><b>Write to affected residents in the vicinity advising of the poisoning of the trees and the City's actions in response to the vandalism.</b></li> <li><b>Publicise the matter on the City's website to increase public awareness of the issue.</b></li> </ol> </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>	The City has adopted a strong position within its Urban Trees Policy to respond to tree vandalism, and in this case exercising the authority to undertake recommended actions as stated in the report according to the policy is considered proportionate and necessary to demonstrate the City's commitment to protecting and conserving valuable tree assets.	

<b>Option 2</b>	<b>Install a tree vandalism sign (3m x 3m) in accordance with Council Policy for a 2 year period.</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	Moderate
Organisational Health and Safety	Low	Moderate



<b>Conclusion</b>	This option is in accordance with Council's previous direction and policy, although there is a potential safety risk to pedestrians and vehicles, risk of conflict with underground services and risk of dissatisfaction of adjacent property owners that may not have vandalised the trees however are indirectly affected by the signage.
-------------------	---

<b>Option 3</b>	<b>Remove the tree, replant and do not pursue an onsite vandalism response.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	High
Governance	Low	Moderate
Community and Stakeholder	Moderate	High
Financial Management	Low	Low
Environmental Responsibility	Low	High
Service Delivery	Low	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	This option deals with the immediate issue of the dead tree and its replacement although it is not the City's preferred response as it does not address the issue of deterring tree vandalism across the City.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable which are covered under the current budget:

**Item 1:** Remediation of tree vandalism as per table of costs.

**Asset Category:** Trees

**Source of Funds:** Municipal

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$2,400		\$600				\$401,500

Description	Cost
Tree removal	\$1,500
Tree planting and maintenance	\$500
Installation of signage	\$500
Painting of tree	\$300
Inspection of trees	\$200
<b>Total</b>	<b>\$3,000</b>

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme - Environment and Liveability

E2 - Remain focused on greening the City's suburbs and streetscapes and increasing the tree canopy.

E5 - Protect and enhance the City's natural environment and biodiversity, and encourage the community to participate in its protection.

## CONCLUSION

Trees within the City require to be conserved and protected, and the cost to the community from these deliberate acts of tree vandalism cannot be understated as valuable resources are consumed to investigate and remediate the situation, as well as the loss of an asset which has environmental, economic and social value.

The City has adopted a strong position within its Urban Trees Policy to respond to tree vandalism, and in this case exercising the authority to undertake recommended actions as stated in the report according to the policy is considered proportionate and necessary to demonstrate the City's commitment to protecting and conserving valuable tree assets.



City of  
**Bayswater**

# Visual Tree Assessment Report

## Location

19 Annison Place, Morley

## Date of Inspection

21-07-2021

## Author

Alex Barker: Technical Officer - Tree Services

Visual Tree Assessment – 19 Annison Place, Morley

---

## Table of Contents

1. Introduction.....	1
2. Limitations.....	1
3. Methodology .....	1
4. Location of Subject Trees.....	3
5. Observations.....	4
6. Risk Assessment .....	4
7. Discussion.....	5
8. Recommendations.....	9
9. Appendix 1 – Age Chart .....	10
10. Appendix 2 – Helliwell Calculation Method.....	11
11. Appendix 3 - Arboricultural Terminology.....	14

Visual Tree Assessment – 19 Annison Place, Morley

---

## 1. Introduction

An inspection has been undertaken on two specimens of *Lohpostemon confertus* (Queensland Brush Box) adjacent to the Bagshot Place side verge of 19 Annison Place, Morley following concerns raised by a nearby resident that the trees had been poisoned.

## 2. Limitations

A Visual Tree Assessment (VTA) was undertaken on this tree and no aerial assessment or below ground excavation of the root plate was undertaken on this occasion.

## 3. Methodology

The VTA consisted of an inspection of the above ground parts of the tree from ground level using the principles of Quantified Tree Risk Assessment (QTRA).

The tree that is the subject of this report has been assessed using the following criteria:

### Age Range

J = Juvenile SM = Semi Mature M = Mature FM = Fully Mature

EV = Early Veteran V = Veteran

(See appendix 1 for explanatory notes)

### Height

The height of each tree is measured using a clinometer.

### Canopy Spread

This is an approximate measurement of the canopy to a North/South and East/West axis.

### Diameter at Breast Height (DBH)

This is a measurement of the diameter of the trunk at 1.4m above ground level. It can be used to monitor the growth rate of a tree and to calculate the Tree Protection Zone

Visual Tree Assessment – 19 Annison Place, Morley

---

of a tree in cases of development as per AS 4970 - Protection of Trees on Development Sites.

#### **Diameter at Ground Level (DGL)**

This is a measurement of the diameter of the trunk at ground level. It can be used to calculate the Structural Root Zone of a tree in cases of development as per AS 4970 - Protection of Trees on Development Sites.

#### **Condition**

The tree(s) have been given a rating based upon condition, visual appearance and form in consideration to what is regarded as "Normal" for the species in reasonable growing conditions. If a tree is found to be exhibiting the usual form for a species, it is regarded as "Average". Where a tree is found to be growing exceptionally well for what is typical of the species it is regarded as "Good". A tree would be regarded as "Poor" when it is found to have a low aesthetic value, poor condition and possible structural issues.

P = Poor                      A = Average                      G = Good

#### **Useful Life Expectancy (ULE)**

This category provides a guide as to how long a tree might continue to make a positive contribution to the place in which it dwells, based upon its condition and structural integrity.

##### **A. Long (Greater than 40 years)**

High quality and aesthetic value, this condition makes them a valuable part of the environment and or landscape. They would be considered to be in excellent condition and have structural integrity that would see them able to remain in situ for greater than 40 years.

##### **B. Medium (Between 20 to 40 years)**

Medium quality and aesthetic value, making a significant contribution to the area in which they dwell. They would be in good condition, but may have some minor structural imperfections that can be easily managed that would allow them to remain

Visual Tree Assessment – 19 Annison Place, Morley

---

in situ, presenting an acceptable level of risk to the community for between 20 to 40 years.

**C. Short (Between 5 to 20 years)**

Low quality and aesthetic value, regarded as having an average level of structural integrity that would see them being retained in situ for 5 to 20 years.

**D. Transient (Less than 5 years)**

Very low quality and aesthetic value, regarded as having poor form, poor vitality and possible declining structural integrity. They would be considered to have a ULE of less than 5 years and are to be included in a plan for replacement and replanting.

**R. Dead or Hazardous (No remaining ULE)**

Removal is required, as considered to be of a condition that provides no amenity value and or presents an unacceptable level of risk to the community. It would be reasonable to undertake removal for reasons of sound Arboricultural management.

**Amenity Value**

The Amenity Value of each tree is provided to reflect the monetary value of these assets, which is calculated using the Helliwell System.

Visual Tree Assessment – 19 Annison Place, Morley

#### 4. Location of Subject Trees



Figure 1: Location of Trees



Visual Tree Assessment – 19 Annison Place, Morley

---

## 5. Observations

### Tree One

**Tree species:** *Lophostemon confertus*

**Common Name:** Queensland Brush Box

**Age:** Mature

**Height:** ~ 11m

**Canopy spread:** NS = ~8.9m

EW = ~10.6m

**Canopy area:** = ~ 94.34m<sup>2</sup>

**Diameter at Breast Height (DBH):** 55cm

**Diameter at Ground Level (DGL):** 69cm

**Tree Protection Zone (TPZ):** 6.72m

**Structural Root Zone (SRZ):** 2.83m

**ULE:** D

**Amenity Value:** \$ 2,520.00



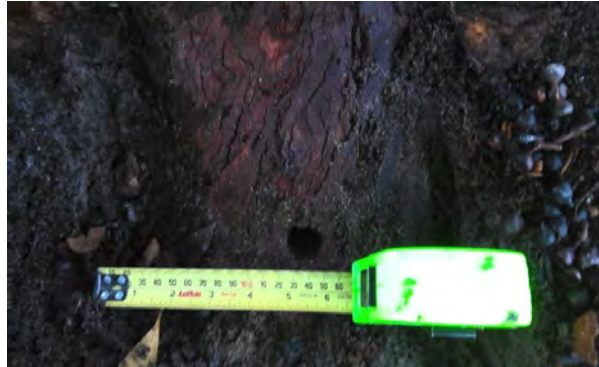
Visual Tree Assessment – 19 Annison Place, Morley

---

### Root Crown and Structural Root Zone

The root zone of this specimen has been disturbed with a 25mm dia. drill wound located at the base of the root crown and the trunk.

The root zone has had diesel previously applied to the soil area and into the wound on the root crown.



Further inspection of the root zone found no signs of soil heaving or movement indicating a sound root plate.

### Trunk

Investigation of the trunk found it to be structurally sound at the time of inspection with sound testing indicating no hollow areas around the first order unions or the root crown.

No signs of pest disease or fungal attack within the trunk visible from the ground. Previous pruning cuts visible on the trunk appear to have fully occluded, displaying previous good vitality of the specimen.



### Crown

Whilst being observed to be in good form and shape for its species, the crown of this specimen displays poor health and condition with approx. 75% of the canopy fully declined and no signs of visible regrowth at the time of inspection.

Visual Tree Assessment – 19 Annison Place, Morley

---

## Tree Two

**Tree species:** *Lophostemon confertus*

**Common Name:** Queensland Brush Box

**Age:** Semi Mature

**Height:** ~ 7.2 m

**Canopy spread:** NS = 6.6~m EW = 7.4 ~m

**Canopy area:** = ~ 48.84m<sup>2</sup>

**Diameter at Breast Height (DBH):** 56cm

**Diameter at Ground Level (DGL):** 63cm

**Tree Protection Zone (TPZ):** 6.72m

**Structural Root Zone (SRZ):** 2.37m

**ULE:** B

**Amenity Value:** \$5,040.00



Visual Tree Assessment – 19 Annison Place, Morley

---

### Root Crown and Structural Root Zone

The root zone of this specimen has been disturbed with a 25mm dia. drill wound located at the base of the root crown and the trunk.

The root zone has had diesel previously applied to the soil area and into the wound on the root crown, signs of chemical reaction between the diesel and glyphosate are visible on the root crown and on the lower trunk. Further inspection of the root zone found no signs of soil heaving or movement indicating a sound root plate.



### Trunk

Investigation of the trunk found it to be structurally sound at the time of inspection with sound testing indicating no hollow areas around the first order unions or the root crown.

No signs of pest disease or fungal attack within the trunk visible from the ground. Previous pruning cuts visible on the trunk appear to have fully occluded, displaying previous good vitality of the specimen.



Visual Tree Assessment – 19 Annison Place, Morley

---

### **Crown**

The crown formation of this specimen is in good form and shape for its species, with minor recent pruning being undertaken for service lead clearance. No major deadwood was visible during the inspection but decline of approx. 5% of the canopy on the property side (N) was noted. This decline could have been a result of the recent poisoning attempt on the tree, new growth was observed through that area at the time of inspection.



Visual Tree Assessment – 19 Annison Place, Morley

## 6. Risk Assessment

A risk assessment was undertaken using the Quantified Tree Risk Assessment method, which uses three components to determine a Possible Risk of Harm from the failure of a tree part; they are Target, Size of Part (that could potentially fail) and the Probability of Failure (of that part). The exception is where property is considered to be the target, in this instance the size or part factor is not considered, as it is already given consideration when assessing the target value.

### QTRA assessment (Tree One)

- **Target - Vehicle - 3** (48-470 @ 50kph)
- **Size of Part - 2** (260-450mm DIA)
- **Probability of Failure - 4**

**RISK OF HARM = 1/1m**

The screenshot displays the QTRA assessment interface for 'Vehicle - 5.3.1'. It shows the following settings and results:

- Target Range:** A horizontal bar with a green segment indicating a value of 3.
- VEHICLE FREQUENCY:** A list of vehicle frequency ranges and their corresponding speeds:
  - 240-25 @ 120kph (75mph)
  - 260-27 @ 110kph (68mph)
  - 280-29 @ 100kph (62mph)
  - 310-32 @ 90kph (56mph)
  - 320-33 @ 80kph (50mph)
  - 360-37 @ 70kph (43mph)
  - 420-43 @ 60kph (37mph)
  - 470-48 @ 50kph (32mph)
- Size:** A horizontal bar with a green segment indicating a value of 2, with the text '450mm - 260mm DIA.' below it.
- Reduce Mass to:** A horizontal bar with a green segment indicating a value of 100%.
- PoF:** A horizontal bar with a green segment indicating a value of 4, with the text '1/1K -> 1/10K' below it.
- RoH: 1/1M** (Risk of Harm)
- Capped** (indicated by a checkmark icon)

Visual Tree Assessment – 19 Annison Place, Morley

### QTRA assesment (Tree Two)

- **Target - Vehicle - 3** (48-470 @ 50kph)
- **Size of Part - 3** (260-450mm DIA)
- **Probability of Failure - 4**

**RISK OF HARM = <1/1m**

Vehicle - 5.3.1

Target Range

1

2

3

4

5

6

240-25 @ 120kph (75mph)

260-27 @ 110kph (68mph)

280-29 @ 100kph (62mph)

310-32 @ 90kph (56mph)

320-33 @ 80kph (50mph)

360-37 @ 70kph (43mph)

420-43 @ 60kph (37mph)

470-48 @ 50kph (32mph)

Size

1

2

3

4

250mm - 110mm DIA.

Reduce Mass to

100%

50%

25%

PoF

1

2

3

4

5

6

7

1/10K -> 1/100K

RoH: <1/1M

✓

Capped

Visual Tree Assessment – 19 Annison Place, Morley

---

## **7. Discussion**

### **Tree One**

Given the decline of the canopy over a short period of time this tree may require removal if new growth throughout the canopy has not begun over the next 12 weeks. If this specimen is showing new growth at the time of future inspection additional water will be applied for 12 months to encourage growth.

### **Tree Two**

Despite poisoning, this specimen has not had significant decline throughout the canopy and shows no indication of structural compromise. At this time, this specimen does not meet the City's requirements for removal and will be reinspected in 12 months.

## **8. Recommendations**

- Regular application of additional water with nutrient for a 12 week period & regular watering over the following 12 months with additive free water.
- Reassessment of tree one in 12 weeks to determine retention.
- Installation of signage advising trees have been poisoned to the verge.
- Inspection of both trees in 12 months.



Visual Tree Assessment – 19 Annison Place, Morley

## 9. Appendix 1 – Age Chart

Non Veteran					Veteran	
Juvenile	Semi Mature	Mature	Fully Mature	Post Mature	Early Veteran	Veteran
From seedling to 10 years of age.	Trees older than 10 Years, but less than one third of their life expectancy for the species, with increasing annual growth and volume of canopy.	Trees between one third and two thirds of their life expectancy for the species. Early stages of escape from apical dominance. Usually at full height with their DBH increasing.	Trees beyond two thirds of their life expectancy, no significant growth being applied. Onset of natural decline in DBH. At later stage of fully mature, development of branch reiteration. Start of retrenchment stage. Hollows are beginning to form.	Trees reaching the end of their life expectancy, displaying full retrenchment of distal branches. Significant hollows and decline in the production of annual growth that compromises the structural integrity of the tree.	Loss of apical dominance, proliferation of deadwood from redundancy. Decline in annual incremental volume. Hollows beginning to form. The tree is of a sizable DBH and high habitat value and is thought to be over 100 years old. Specimen still maintaining structural integrity.	Rounded and significantly retrenched. Large hollows have formed. The tree holds a significant DBH and habitat value.

Visual Tree Assessment – 19 Annison Place, Morley

## 10. Appendix 2 – Helliwell Calculation Method

HELLIWELL SYSTEM										
Factor	0	0.5	1	2	3	4	5	6	7	8
Size (m <sup>2</sup> )	< 2	2 - 5	5 - 10	10 - 20	20 - 30	30 - 50	50 - 100	100 - 150	150 - 200	200+
Duration (years)	< 2		2 - 5	5 - 40	40 - 100	100+				
Importance	None	Very Little	Little	Some	Considerable	Great				
Tree Cover		Woodland	Many	Some	Few	None				
Suitability to setting	Not	Poor	Just	Fairly	Very	Particularly				
Form		Poor	Average	Good						

Six factors are identified for each tree. A score is given for each factor and the scores for all six factors are multiplied together.

The product of the scores is then multiplied by the conversion monetary value of **\$63.00** to produce the amenity value of the tree.

**Amenity value Tree 1: (5x1x2x2x2x1) x \$63 = \$2,520**

Visual Tree Assessment – 19 Annison Place, Morley

**Amenity value Tree 2: (5x2x2x2x2x1) x \$63 = \$5,040**

**Helliwell System Factor Descriptions**

**1. Size:**

The size of the tree is an assessment of the area the tree occupies when viewed from one side. If this varies from one view point to another an average figure can be used.

**2. Duration:**

An estimate is made of the probable length of time that the tree is likely to contribute to the visual amenity of the area (consider the normal biological life span for a tree of this species).

**3. Importance:**

No importance	Tree cannot be viewed from a normal vantage point.	<b>0</b>
Very little importance	Tree can only be seen with difficulty of by a very small number of the public.	<b>0.5</b>
Little importance	Trees in woodlands, back gardens or in groups.	<b>1</b>
Some importance	Individual roadside trees, trees in public places.	<b>2</b>
Considerable importance	Prominent individual trees in well frequented places.	<b>3</b>
Great importance	Trees which are of crucial importance as a principle feature or have historic value.	<b>4</b>

Visual Tree Assessment – 19 Annison Place, Morley

---

Visual Tree Assessment – 19 Annison Place, Morley

---

**4. Presence of other trees:**

Woodland	More than 70% of the visual area covered > 100 individual trees.	<b>0.5</b>
Many	More than 30% of the visual area covered >10 individual trees.	<b>1</b>
Some	More than 10 % of the visual area covered and at least 4 trees in total.	<b>2</b>
Few	Less than 10% of the visual area covered but at least 1 other tree present.	<b>3</b>
None	No other trees in the area under consideration.	<b>4</b>

**5. Suitability to the setting:**

An assessment of the visual impact the tree has upon the space available.

**6. Form:**

The form being assessed is entirely in aesthetic terms. Most trees will be rated "average".

Visual Tree Assessment – 19 Annison Place, Morley

---

## 11. Appendix 3 - Arboricultural Terminology

<u>Term</u>	<u>Explanation</u>
ALARP	As Low As Reasonably Practicable.
AQF	Australian Qualification Framework.
Bifurcation (Bifurcates)	This is where a trunk splits into two leaders to continue forming the canopy of the tree.
Cambium (Cambial material)	A layer of delicate meristematic tissue between the inner bark or phloem and the wood or xylem, which produces new phloem on the outside and new xylem on the inside in stems, roots, etc., originating all secondary growth in plants and forming the annual rings of wood.
Clinometer	A device that uses geometry to aid the calculation of a height of an object.
Compression (Compression Fork)	In mechanics, a force which pushes and tends to compress. The material fails by being crushed or by buckling (following sideways deflection). Often occurs in a narrow fork with included bark in which continued radial growth results in pressure which tends to push the limbs of the fork apart.
Crown/Canopy	The main foliage bearing area of the tree.
Crown lifting	The removal of limbs and small branches to a specified height above ground level.

Visual Tree Assessment – 19 Annison Place, Morley

---

Crown thinning	The removal of selected branches throughout the crown to reduce its density.
DBH (Diameter at Breast Height)	Stem diameter typically measured at a 1.4 metres above ground or the nearest measurable point. Other height must be specified.
Deadwood	Dead branch wood.
Dead wooding	The removal of deadwood from the canopy.
Topping and Lopping	Pruning undertaken at indiscriminate points along a branch.
Tree Protection Zone (TPZ)	An area designated around a tree that is usually delineated by fencing to ensure protection of above and below ground parts during construction works.
Under pruning	The removal of the lower (hanging) portions of a trees canopy to provide sufficient room for vehicles or persons to pass beneath.

ORDINARY COUNCIL MEETING MINUTES

12 JULY 2016

12.2 Tree Vandalism

Location: Cnr Guildford Road and Crowther Street, Bayswater  
Officer: Director of Technical Services

EXECUTIVE SUMMARY

Application:

For Council to consider actions in relation to vandalism of a tree within a road reserve.

Key Issues:

- The City's Parks and Gardens staff have identified a eucalyptus tree on the corner of Guildford Road and Crowther Street, Bayswater which appears to have been vandalised and is now dead.
- The tree appears to have been deliberately poisoned with evidence of drill holes within the exposed roots.
- As the tree is located within a road reserve, a 3m x 3m vandalised tree damage size is not considered suitable for this location.
- An alternate treatment to discourage tree vandalism is proposed.

BACKGROUND

The City's Parks and Gardens staff have identified a eucalyptus tree near the intersection of Guildford Road and Crowther Street, which appears to have been vandalised and now is dead.





It is believed that the tree was poisoned due to the presence of a number of drill holes that can be seen in the exposed roots of the tree.



It should be noted that although it is alleged that the tree was vandalised, an independent arborist assessment has not been undertaken on the tree due to the obvious nature of the interference and the excessive costs of \$1,000 - \$2,000 to engage a consultant to undertake pathological tests. Consequently, it cannot be completely excluded that the tree died from other factors, however, this is considered highly unlikely based on the site observations.

As the tree is greater than 2m tall, the recently amended Public Reserves - Management of Vegetation Adjacent to Private Property Policy directs the Director of Technical Services to install a 3m x 3m sign indicating that the tree has been vandalised.

It should be noted that the installation of a 3m x 3m sign in an urban street verge context is problematic (space constraints, location of services etc.) and may present a safety hazard (i.e. the sign will not be frangible).

#### CONSULTATION

No consultation has been undertaken in relation to the vandalism of the subject tree.

#### ANALYSIS

On two recent occasions, Council has considered tree poisoning within public reserves, accordingly, Council responded by installing 3m x 3m vandalism damage signs at the two locations.

Council Policy, Public Reserves - Management of Vegetation Adjacent to Private Property states:

- "f) Where unauthorised pruning, vandalism, poisoning or removal of vegetation occurs within the City of Bayswater owned or managed land, the Director of Technical Services will take action as follows:
  - (i) Where the plant is less than 2m tall and/or less than four plants are vandalised, the City will install a tree vandalism sign of 0.6m x 1.2m for a period of 2 years.
  - (ii) Where the plant is greater than 2m tall and/or more than three plants are vandalised, the City will install a tree vandalism sign of 3m x 3m for a period of 2 years.
  - (iii) Write to affected residents in the vicinity advising of the poisoning of the tree(s).

*to replace the vandalised vegetation (of a similar size and species) at a 2:1 ratio at their own cost."*

Notwithstanding the above, the installation of a 3m x 3m sign within the road reserve would be problematic as detailed above and the closest safe location to install a sign would not create the direct impact the Council is looking to deter tree vandals.

The purpose of the policy is to deter vandalism of trees for personal gain. As the 3m x 3m sign is not considered appropriate to be installed within the road reserve, a smaller sign (0.6m x 1.2m) could be placed adjacent to the tree, however, this may not have a big enough impact to deter people from vandalising trees on road reserves and in all likelihood, may be removed by and aggrieved resident in close proximity to the sign.

Accordingly, it is suggested that in the event of tree poisoning within the road reserve, where a 3m x 3m sign is not considered appropriate, Council trial:

- The installation of a 0.6m x 1.2m vandalism damage sign; and
- Painting the dead tree in a bright colour to draw attention to the vandalism.

The painting of the tree could also be accompanied by an advertorial and publicising on the City's website to increase public awareness of the issue.



An inspection of the tree indicates that the tree should be stable for the two year period, however, it is suggested that an annual safety audit be undertaken to ensure the trees stability.

#### OPTIONS

The following options are available to Council:

OPTION	BENEFIT	RISK
1. Do nothing	<ul style="list-style-type: none"> <li>No dissatisfaction from adjacent property owners.</li> </ul>	<ul style="list-style-type: none"> <li>Community concern, with no active response from Council to deter vandalism and loss of tree.</li> </ul>
2. Install a tree vandalism sign (3m x 3m) in accordance with Council Policy for a 2 year period.  <i>Estimated Cost: \$2,500</i>	<ul style="list-style-type: none"> <li>In accordance with Council's previous direction.</li> </ul>	<ul style="list-style-type: none"> <li>Potential safety risk to pedestrians and vehicles.</li> <li>Potential difficulty installing the necessary footings with numerous services in the verge.</li> <li>Dissatisfaction of adjacent property owners that many not have vandalised the tree, however are indirectly affected by the signage.</li> </ul>
3. Install a smaller tree vandalism sign (0.6m x 1.2m) for a period of 2 years.  <i>Estimated Cost: \$300</i>	<ul style="list-style-type: none"> <li>Lower level of dissatisfaction from nearby residents.</li> <li>Can be more readily installed.</li> </ul>	<ul style="list-style-type: none"> <li>May not act as a major deterrent for future tree vandalism.</li> <li>Dissatisfaction of adjacent property owners that many not have vandalised the tree, however are indirectly affected by the signage.</li> </ul>
4. Install a smaller tree vandalism sign (0.6m x 1.2m) for a period of 2 years and paint the tree yellow (within a safe reaching height to avoid additional costs for platforms).  <i>Estimated Cost: \$500</i>	<ul style="list-style-type: none"> <li>Act as a more visible deterrent to vandalising trees.</li> </ul>	<ul style="list-style-type: none"> <li>Dissatisfaction of adjacent property owners that many not have vandalised the tree, however are indirectly affected by the signage and painted tree.</li> </ul>

#### CONCLUSION

Trees within the City need to be conserved and protected. The City has identified that selfish acts of tree vandalism costs the community resources to investigate and replace the trees, as well as removes an asset which has environmental, economic and social value to the community.

The City has adopted a strong policy to respond to tree vandalism within the City of Bayswater. The policy was developed in response to incidences over the previous months where trees have been killed to obtain views. These have all been in public reserves and as a result, the policy has been focused on trees on reserves. In this instance, the vandalism has occurred within the road reserve and the installation of a 3m x 3m sign is not considered appropriate within a road reserve.

In view of the above, Option 4 is recommended.



**FINANCIAL IMPLICATIONS**

The following financial implications are applicable:

2016/17 BUDGET ALLOCATION	2016/17 BUDGET RECONSIDERATION	PROPOSED 2017/18 BUDGET ALLOCATION	ONGOING COSTS (e.g. MAINTENANCE)	LIFE OF PROJECT/LIFE EXPECTANCY OF ASSET
\$500	-	-	-	-

**STRATEGIC LINK**

In accordance with the City of Bayswater's Strategic Community Plan 2016-26, the following applies:

Theme: Our Natural Environment  
 Aspiration: We conserve and manager our natural environment, which make the City of Bayswater a great place and we live in a sustainable way to protect our Environment for future generations.  
 Outcome N1: Natural environment and biodiversity which is conserved and protected.

**COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS**

Public Reserves - Management of Vegetation Adjacent to Private Property Policy deals with vegetation in public reserves and does not deal with facilitation of cost reduction for private development.

**VOTING REQUIREMENTS**

Simple Majority Required.

**ATTACHMENTS**

Nil.

*At 8:24pm, Cr Fleeton returned to the meeting.*

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

That Council:

1. Approves the trial of the installation of a smaller (0.6m x 1.2m) tree vandalism sign and the painting of the dead tree bright yellow at the corner of Guildford Road and Crowther Street, Bayswater for a period of 2 years to deter tree vandalism within the road reserve.
2. Plants a replacement street tree in the vicinity of the poisoned tree.
3. Undertakes an annual safety inspection of the subject tree.
4. Writes to affected residents in the vicinity advising of the poisoning of the tree and the City's actions in response to the vandalism.

CR JOHN RIFICI MOVED, CR CHRIS CORNISH SECONDED

CARRIED: 8/2

**FOR VOTE -** Cr Barry McKenna, Mayor, Cr Stephanie Coates, Cr Terry Kenyon, JP Cr Alan Radford, Cr Chris Cornish, Cr John Rifici, Cr Dan Bull and Cr Catherine Ehrhardt.

**AGAINST VOTE -** Cr Michelle Sutherland and Cr Brent Fleeton.

**10.3.4 Emission Reduction and Renewable Energy Plan**

<b>Responsible Branch:</b>	Sustainability, Environment and Waste
<b>Responsible Directorate:</b>	Works and Infrastructure
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	<b>Absolute Majority Required</b>
<b>Attachments:</b>	1. City of Bayswater Emission Reduction and Renewable Energy Plan v14 [ <b>10.3.4.1</b> - 161 pages]

**SUMMARY**

For Council to consider and endorse the draft City of Bayswater Emission Reduction and Renewable Energy (ERRE) Plan, which will enable the City to achieve its emission reduction and renewable energy aspirational targets of:

- A corporate renewable energy target of 100% by 2030; and
- A corporate greenhouse gas emissions reduction target of 100% by 2040.

**OFFICER'S RECOMMENDATION**

**That Council endorses the City of Bayswater Emission Reduction and Renewable Energy Plan as contained in Attachment 1 to this report.**

**BACKGROUND**

At the Ordinary Council Meeting of 20 August 2019, Council adopted the Renewable Energy and Emission Reduction Position and Action Statement (PAAS). The PAAS included targets to achieve:

1. A corporate renewable energy target of 100% by 2030.
2. A corporate greenhouse gas emissions reduction target of 100% by 2040.

The PAAS considered the targets would be achieved by the following three broad stages:

1. Quantification and proof of concept – whereby the City seeks to better quantify its existing emission profile and undertake immediate actions to reduce emissions with demonstrated business cases.
2. Prepare an Emission Reduction and Renewable Energy Plan to achieve the described targets.
3. Monitor and report on ERRE progress.

Stages 1 and 2 have now been completed and the ERRE is now presented for Council endorsement.

**EXTERNAL CONSULTATION**

Due to the technical nature of the plan, no external consultation specific to the development of the ERRE has been undertaken. The plan aligns with the Strategic Community Plan 2021-2031, which was developed in consultation with our community and demonstrates support for the City taking action to reduce its emissions. Extensive internal consultation has been undertaken to ensure ERRE initiatives and timing align with existing key internal plans such as asset management. It is proposed the ERRE Plan will be provided on the City's website for public information.






## OFFICER'S COMMENTS

The need for action to mitigate climate change is clear. Increasingly, we are seeing organisations, including local governments, make specific commitments to achieve Net Zero emissions by 2050 or earlier. Recently the City of Subiaco declared it had achieved net zero. In August 2020, following a competitive tender process, the City engaged renewable energy consulting firm '100% Renewables' to assist the City in developing a plan to achieve the above targets. In early August 2021, the Intergovernmental Panel on Climate Change (IPCC) released an updated report on climate change highlighting the earth could be as little as 10 years from heating by more than 1.5 degrees Celsius and the need for leaders from government, business and civil society taking action to reduce emissions.

Since that time, 100% Renewables has been working with City officers to quantify existing and forecast future emission profile to enable the development of the ERRE Plan.

The table below details the City's energy usage and carbon footprint for 2019-20 (excluding supply chain).

If the City takes no further action in regard to energy and emissions, it is forecast that by 2040, the City's annual emissions carbon footprint, inclusive of supply chain emissions, will be in excess of 15,000 tonnes of CO<sub>2</sub>. This forecast includes consideration of the South West Interconnected System (SWIS) - (the electricity network for the southwest area of Western Australia) - decarbonising through increased renewable power generation.

	Emission source	Activity data	Units	Scope 1 t CO <sub>2</sub> -e	Scope 2 t CO <sub>2</sub> -e	Scope 3 t CO <sub>2</sub> -e	Total	%
	Diesel for fleet	261	kL	708.6		36.2	744.9	7.9%
	Petrol for fleet	65	kL	150.4		8.0	158.4	1.7%
	Natural gas used in Council assets	11,971	GJ	616.9		49.1	666.0	7.1%
	Natural gas used in leased assets	116	GJ	6.0		0.5	6.5	0.1%
	Electricity use, Council assets	6,194,100	kWh		4,212.0	123.9	4,335.9	45.9%
	Electricity use, leased assets	649,293	kWh		441.5	13.0	454.5	4.8%
	Electricity use, streetlighting	3,992,267	kWh			2,794.6	2,794.6	29.6%
	Electricity use, city public lighting	400,000	kWh		272.0	8.0	280.0	3.0%
	Electricity yield from solar PV	373,545	kWh				0.0	N/A
	<b>TOTAL:</b>			<b>1,481.9</b>	<b>4,925.5</b>	<b>3,033.3</b>	<b>9,440.7</b>	<b>100.0%</b>

100% Renewables was engaged to partner with the City to provide a pathway to achieve targets that are cost effective, and prioritises the elimination of emissions with purchased carbon offsets, used only as a last resort to address emissions, that due to technology or operational limitations cannot be eliminated at a particular point in time.

A draft ERRE plan has now been completed that offers the opportunity for the City to meet and exceed the targets established in the ERRE PAAS, as follows:

- 100% renewable electricity for City operations by 2025 (excluding WP street lighting)
- 100% renewables and/or carbon offsets for all City energy use by 2030
- 'Net Zero' greenhouse gases for City energy related and value chain emissions by 2040.

The above milestones show the City achieving carbon neutral status for its direct emissions in 2030; and Climate Active, Net Zero for its full scope of operations, including supply chain, by 2040. Key components to the plan include:

- Transition to renewable electricity for all City-sourced electricity from 2025 as part of WALGA PPA.
- Reduce energy demand from the grid by:
  - Continuing to install solar panel installs up to 100kW in the first instance to maximise access to government incentives, before progressing to larger installs at key energy intensive sites e.g. The RISE, WAVES and Civic Centre.
  - Progressively delivering identified energy efficiency upgrades such as LED lighting, and air conditioning upgrades with consideration of relative payback period of investments.
- Converting Western Power and City-owned street lighting and public lighting to LED technology, and negotiate via WALGA with Western Power for a local government sector-wide approach to source renewable power for street lighting.
- Progressively electrifying all transport fleet, large and small plant.
- Replacing the gas-fired hot water boiler with an electric heat pump at Bayswater Waves.
- Optimising value chain greenhouse gas emissions through the City's procurement processes.
- Offsetting any residual emissions by purchasing carbon credits.

Based on the information available to date, the ERRE plan is estimated to cost between \$10M and \$11M for capital and staffing costs, with a payback period ranging from 5.42 years for solar PV, to 8 years for energy efficiency projects including street lighting. Approximately \$3M of the total outlay are costs the City would have incurred, as it is based on end-of-life asset management replacement i.e. air conditioning unit replacement with a more efficient unit. Detailed calculations of estimated capital costs, energy savings, emission reductions, timing and payback periods have been undertaken on a site by site, item by item basis. Key items yet to be quantified include:

- City-owned street lighting.
- Bayswater Waves gas heating replacement.
- Transition of fleet to electric/hybrid.
- What, if any, sustainable procurement costs.

It is noted the single most significant initiative to reduce the City's emissions, participating in the WALGA PPA for renewable energy, is likely to be cost positive. This is a key factor in the potential for the ERRE plan to be largely, if not completely, self-funded on a sustaining basis if savings from energy initiatives are reinvested to deliver future ERRE initiatives. In addition, there is significant potential for up-front capital costs to the City to be reduced by accessing grant funding through various funding bodies such as the Clean Energy Fund. The City's Long Term Financial Plan will need to be updated to reflect the final cost structure and funding approach determined for the ERRE plan.

Carbon offsets will only be purchased to achieve the relevant 2030 and 2040 targets, once all reasonable actions have been taken to eliminate emissions reducing the number of offsets required. The costs associated with purchasing carbon offsets will vary dependent on the offsets purchased, ranging from cheaper international offsets to more expensive Australian-based offsets.

Not taking action now and awaiting the 'greening' of the grid through the increased level of renewable energy is not recommended, as the greening of the grid will not be sufficient to achieve the City's emission reduction and renewable energy targets.

The plan that has been developed provides a pathway for the City to achieve its emission reduction and renewable energy use targets. It has been developed with the best available understanding of the current emissions environment, as well as future technology trends. However, due to technology and potential structural systemic changes regarding carbon emission over the duration of a plan of approximately 20 years' duration, not all aspects can be accurately forecast. As such, aspects of the ERRE may need to be reviewed, and evolve over time. It is recommended the ERRE is formally reviewed on a five-yearly basis.

For the City to be able to cost effectively implement the ERRE plan and achieve the planned reduction in emissions and costs, it may be necessary to employ up to two additional staff with the required skill sets and specialisation for a number of years to initiate the majority of ERRE actions and embed organisational capability.

## LEGISLATIVE COMPLIANCE

Not applicable.

## RISK ASSESSMENT

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.

Officer's Recommendation	That Council endorses the City of Bayswater Emission Reduction and Renewable Energy Plan as contained in <u>Attachment 1</u> to this report.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	The proposed ERRE plan offers a clear pathway for the City to achieve its emission reduction and renewable energy targets in a financially prudent and responsible manner. The plan offers a strategic framework consistent with goal E4 in the strategic community plan to drive consistency in relevant operational decisions and will provide a solid foundation to support external funding requests. However, there may be some risk of members of the community questioning the appropriateness of the City taking action in regard to emission reduction and renewable energy and the subsequent allocation of financial resources.	

Option 2	That Council endorses the City of Bayswater Emission Reduction and Renewable Energy Plan, with modifications.		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Dependent on modifications	
Reputation	Low		
Governance	Low		
Community and Stakeholder	Moderate		
Financial Management	Low		
Environmental Responsibility	Low		
Service Delivery	Low		
Organisational Health and Safety	Low		
Conclusion	Council may decide there are aspects of the ERRE plan it wishes to vary. The nature and degree of variations will determine the operational and risk		



	implications along with ability to achieve the City's emission reduction and renewable energy targets.	
<b>Option 3</b>	<b>That Council does not endorse the City of Bayswater Emission Reduction and Renewable Energy Plan as contained in Attachment 1 to this report.</b>	
<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	Moderate
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	The proposed ERRE plan provides a pathway to achieve the City's strategic target in regard to renewable energy and emission reduction. If the plan is not endorsed, it may delay the City's ability to achieve those targets. If Council were to delay the plan the community and stakeholders may have concerns regarding the City's ability to achieve the desired emission reduction and renewable energy targets in accordance with the goal E4 in the Strategic Community Plan.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

### Item 1:

<b>Asset Category:</b>	New Refurbish Renewal	<b>Source of Funds:</b>	Municipal
------------------------	-----------------------------	-------------------------	-----------

**Notes:** Due to the energy and cost saving provisions as well as external funding opportunities possible under the ERRE, there is the potential for it to be largely, if not completely self-funding. Funding of specific ERRE initiatives will be subject to annual budget and LTFP considerations. The LTFP will need to be updated to reflect the costs and savings possible through the ERRE.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	~\$10M - \$11M over duration of plan		150000		15		\$100,000

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme:	Environment and Liveability
Goal E4:	Lessen the City's Impact on the environment through its buildings, infrastructure, services and targets, such as zero emissions by 2040, and empower the community to live sustainably.

## CONCLUSION

The proposed City of Bayswater Emission Reduction and Renewable Energy Plan 2021 provides a clear pathway for the City to cost effectively and progressively achieve its emission reduction and renewable energy targets, as follows:

- 100% renewable electricity for City operations by 2025 (excluding WP street lighting).
- 100% renewables and/or carbon offsets for all City energy use by 2030.

- 'Net Zero' greenhouse gases for City energy related and value chain emissions by 2040.

The clarity of strategic direction will inform operational decision-making, and provide a solid foundation to apply for external funding support for implementation of ERRE initiatives. The reinvestment of energy efficiency cost saving initiatives into a fund to pay for future ERRE initiatives offers the potential for the ERRE to be at, or near to, cost neutral.



# City of Bayswater EMISSION REDUCTION AND RENEWABLE ENERGY PLAN

**Final Report**

[www.100percentrenewables.com.au](http://www.100percentrenewables.com.au)



## City of Bayswater: Emission Reduction and Renewable Energy Plan

## Contents

<b>GLOSSARY OF CLIMATE CHANGE &amp; PROJECT ABBREVIATIONS.....</b>	<b>6</b>
<b>1 EXECUTIVE SUMMARY .....</b>	<b>8</b>
1.1 EMISSIONS REDUCTION AND RENEWABLE ENERGY TARGETS .....	8
1.2 CITY OF BAYSWATER'S CARBON FOOTPRINT .....	9
1.3 ROADMAPS TO ACHIEVE CITY OF BAYSWATER'S TARGETS.....	10
1.3.1 ERRE Plan Roadmap to meet the 2030 target .....	10
1.3.2 ERRE Plan Roadmap to meet the 2040 target .....	11
<b>2 APPROACH AND SCOPE OF WORK.....</b>	<b>13</b>
<b>3 GLOBAL CONTEXT FOR CLIMATE ACTION AND TARGETS.....</b>	<b>15</b>
3.1 THE NEED TO REACH 'NET-ZERO' GREENHOUSE GAS EMISSIONS.....	15
3.2 INTERNATIONAL DRIVERS FOR CLIMATE ACTION.....	16
<b>4 NATIONAL, STATE AND LOCAL GOVERNMENT ACTION.....</b>	<b>18</b>
4.1 NATIONAL TARGETS .....	18
4.2 WESTERN AUSTRALIA STATE TARGET AND CLIMATE POLICY .....	19
4.3 WESTERN AUSTRALIA LOCAL GOVERNMENTS RESPONSE TO CLIMATE CHANGE .....	21
4.4 LOCAL TRENDS – WHAT IS OCCURRING IN CITY OF BAYSWATER? .....	22
4.5 CITY OF BAYSWATER INITIATIVES .....	22
4.5.1 Renewable Energy and Emissions Reduction PAAS.....	22
4.5.2 Emissions reduction actions implemented and planned .....	23
<b>5 2019/20 ENERGY USE AND ASSOCIATED CARBON FOOTPRINT .....</b>	<b>26</b>
5.1 ELECTRICITY CONSUMPTION SUMMARY .....	27
5.2 NATURAL GAS CONSUMPTION SUMMARY .....	30
5.3 FLEET FUEL CONSUMPTION SUMMARY .....	30
5.4 SOLAR PV CONTRIBUTION TO DEMAND .....	31
5.5 BUSINESS-AS-USUAL ENERGY AND EMISSIONS PROJECTION TO 2040 .....	31
5.6 VALUE CHAIN SCOPE 3 EMISSIONS.....	33
<b>6 CITY OF BAYSWATER'S EMISSIONS REDUCTION AND RENEWABLE ENERGY OPPORTUNITIES.....</b>	<b>36</b>
6.1 CITY OF BAYSWATER'S RENEWABLE ENERGY AND EMISSIONS TARGETS.....	36
6.2 MEASURES AVAILABLE TO REDUCE CITY OF BAYSWATER'S FOOTPRINT .....	36
6.3 MANAGEMENT AND GOVERNANCE OF ERRE PLAN .....	38
6.4 FUNDING OF THE ERRE PLAN .....	42
6.5 ON-SITE SOLAR PV .....	46
6.6 MID-SCALE RENEWABLE ENERGY GENERATION .....	55
6.7 RENEWABLE ENERGY POWER PURCHASING .....	59
6.8 CARBON OFFSETS .....	62
6.9 SEQUESTRATION .....	70
6.10 ENERGY EFFICIENCY .....	74
6.11 ELECTRIC VEHICLES AND PLANT.....	77
6.12 BEHAVIOURAL CHANGE.....	81
6.13 SUSTAINABLE PROCUREMENT.....	84
<b>7 EMISSIONS REDUCTION AND RENEWABLE ENERGY ROADMAP .....</b>	<b>88</b>
7.1 ROADMAPS TO 2030 AND 2040 .....	88



City of Bayswater: Emission Reduction and Renewable Energy Plan

7.1.1	Roadmap to 100% renewable energy + offsets by 2030.....	88
7.1.2	Roadmap to net zero emissions by 2040.....	91
7.2	ERRE PLAN ACTIONS, TIMING, COST ESTIMATES AND ABATEMENT .....	93
7.3	EMISSION REDUCTION AND RENEWABLE ENERGY (MANAGEMENT SYSTEMS) PLAN .....	96
7.3.1	Short term ERRE management action plan.....	96
7.3.2	Medium term ERRE management action plan.....	103
<b>APPENDIX A: SOLAR PV AND ENERGY EFFICIENCY POTENTIAL IN CITY OF BAYSWATER .....</b>		<b>108</b>
	Streetlighting LED upgrade – costs and savings analysis.....	113
<b>APPENDIX B: DESCRIPTION OF SCOPE 3 EMISSION CATEGORIES .....</b>		<b>143</b>
<b>APPENDIX C: SOLAR PV HELIOSCOPE REPORTS .....</b>		<b>148</b>
	BAYSWATER WAVES – 60 kW .....	148
	BAYSWATER WAVES – MAXIMUM ROOFTOP SOLAR .....	149
	BAYSWATER WAVES – 100 kW CARPORT SOLAR .....	150
	THE RISE – 65 kW .....	151
	THE RISE – MAXIMUM ROOFTOP SOLAR .....	152
	THE RISE – 87 kW CARPORT SOLAR .....	153
	CIVIC CENTRE – MAXIMUM ROOFTOP SOLAR .....	154
	CIVIC CENTRE – 36 kW CARPORT SOLAR .....	155

## Table of Figures

Figure 1: City of Bayswater’s estimated Climate Active-compliant carbon projection to 2040 .....	9
Figure 2: Nine areas of energy and emission reduction for City of Bayswater .....	10
Figure 3: City of Bayswater’s emissions reduction roadmap to meet its 2030 targets .....	11
Figure 4: City of Bayswater’s emissions reduction roadmap to meet its 2040 net zero target .....	11
Figure 5: Illustrative pathways to 100% Renewables and net-zero emissions.....	13
Figure 6: Seven-step process to develop the ERRE Plan for City of Bayswater .....	13
Figure 7: The Climate Action Tracker’s warming projections for 2100, various policy scenarios .....	15
Figure 8: Global context for action on climate .....	16
Figure 9: Global Risks report – likelihood & impact of climate, other risks to global economy.....	17
Figure 10: Australia’s renewable energy and carbon goals – National level.....	18
Figure 11: Australia’s quarterly GHG emissions from all sources.....	18
Figure 12: Australia’s renewable energy and carbon goals – State & Territory level.....	19
Figure 13: Western Australia’s Climate Policy, November 2020 .....	20
Figure 14: Renewable energy & carbon targets by WA Councils .....	21
Figure 15: City of Bayswater LGA solar PV installations, April 2021.....	22
Figure 16: City of Bayswater carbon footprint by emissions source, energy only .....	27
Figure 17: City of Bayswater’s large electricity using sites .....	28
Figure 18: City of Bayswater’s main electricity using asset categories .....	29
Figure 19: City of Bayswater’s electricity use by end use equipment .....	29
Figure 20: City of Bayswater’s large natural gas using sites .....	30
Figure 21: BAU energy projection to 2040 – City of Bayswater (Operations) .....	32
Figure 22: BAU greenhouse gas emissions projection to 2040 – City of Bayswater (operations) .....	33
Figure 23: Preliminary estimate of a Climate Active-compliant BAU carbon projection to 2040 .....	34
Figure 24: Nine categories of energy and emission reduction for City of Bayswater .....	37



City of Bayswater: Emission Reduction and Renewable Energy Plan

Figure 25: City of Bayswater's Integrated Reporting and Planning Framework.....	40
Figure 26: Categories of funding options for ERRE Plan.....	42
Figure 27: Revolving Energy Fund – typical funding cycle.....	44
Figure 28: modelled cashflow of a Revolving Energy Fund.....	44
Figure 29: Combined load profiles for Bayswater Waves, The RISE and Civic Centre.....	48
Figure 30: Bayswater Waves Stage 1 – modelled 59.3 kW of solar PV on roofs.....	49
Figure 31: Bayswater Waves Stage 2 – 140.7 kW of solar PV on roofs incl. the grandstand.....	49
Figure 32: Bayswater Waves Stage 3 – modelled +99.6 kW of carport solar.....	50
Figure 33: The RISE Stage 1 – modelled 65.2 kW of solar PV on roofs.....	50
Figure 34: The RISE Stage 2 – modelled +116.6 kW of solar PV on roofs.....	51
Figure 35: The RISE Stage 3 – modelled +87.2 kW of carport solar.....	51
Figure 36: Civic Centre Stage 1 - modelled +150.2 kW added rooftop solar.....	52
Figure 37: Civic Centre Stage 2 - modelled +36.1 kW of carport solar.....	52
Figure 38: Image of the Valdora 15 MW solar farm in Sunshine Coast, QLD.....	56
Figure 39: Image of the Summerhill 5 MW solar farm in Newcastle, NSW.....	56
Figure 40: Image of the Albury landfill with 1.1 MW LFG + 1.1 MW Solar farm.....	56
Figure 41: City of Bayswater combined load profile for all interval-data sites.....	57
Figure 42: Main options for sourcing renewable energy supply.....	59
Figure 43: Key risks with renewable energy PPAs.....	60
Figure 44: GHG emissions scopes.....	63
Figure 45: Possible activity and scope inclusions in a Climate Active footprint.....	64
Figure 46: Illustrative pathway to carbon neutrality with abatement + offsets.....	65
Figure 47: Steps to reach Climate Active certification.....	66
Figure 48: Accepted offsets for Climate Active.....	67
Figure 49: Potential carbon offset costs under different purchasing strategies.....	69
Figure 50: City of Bayswater Urban Forest Strategy.....	70
Figure 51: Maylands Samphire Flats.....	72
Figure 52: EV chargers near City of Bayswater.....	79
Figure 53: WALGA Sustainable Supplier Performance Assessment.....	85
Figure 54: City of Bayswater energy roadmap to 2030.....	90
Figure 55: City of Bayswater carbon footprint roadmap to 2030.....	90
Figure 56: City of Bayswater energy roadmap to 2040.....	92
Figure 57: City of Bayswater carbon footprint roadmap to 2040.....	92



City of Bayswater: Emission Reduction and Renewable Energy Plan

## Table of Tables

Table 1: Western Australia Climate Policy 2020 – Key Action areas & selected actions .....	19
Table 2: Summary of City of Bayswater’s solar PV installations .....	23
Table 3: City of Bayswater – energy and carbon footprint 2019/20 .....	26
Table 4: City of Bayswater – fuel consumption 2016/17 to 2019/20 .....	30
Table 5: Further breakdown of fuel consumption – fleet and plant categories .....	31
Table 6: Observations and recommendations for improvement .....	39
Table 7: Trend in City of Bayswater fuel consumption .....	77
Table 8: Potential costs of measures to reach City of Bayswater’s 2030 target .....	93
Table 9: Annual emissions and abatement to reach 100% renewables for energy with offsets by 2030 .....	94
Table 10: Additional measures to achieve net zero emissions target by 2040 .....	94
Table 11: Annual emissions and abatement to achieve net zero emissions for Scope 1, 2, 3 by 2040 .....	95
Table 12: Short-term ERRE management action plan .....	96
Table 13: medium-term ERRE management action plan .....	103
Table 14: Estimated costs and savings for solar PV for small sites .....	108
Table 15: Summary of estimated costs and savings for energy efficiency for City-operated sites (as per the energy audits) .....	112
Table 16: Estimated annual energy consumption and cost of existing streetlighting .....	113
Table 17: Estimated energy and financial implications when upgrading to LED streetlights .....	114
Table 18: Business case summary for LED streetlighting upgrade .....	115
Table 19: Estimated costs and savings for energy efficiency for City-operated sites .....	116
Table 20: Categories of supply chain emissions .....	144





## Glossary of climate change & project abbreviations

Acronym	Definition
AC, DC	Alternating & direct current
ACCU	Australian Carbon Credit Unit
AEMC	Australian Energy Market Commission
AEMO	Australian Energy Market Operator
AER	Australian Energy Regulator
AFOLU	Agriculture, Forestry and Other Land Use
APVI	Australian Photovoltaic Institute
ATA	Alternative Technology Association
B20, B50	Diesel blends with 20% and 50% biodiesel
BAU	Business-as-usual
BCA	Building Code of Australia
BEEC	Building Energy Efficiency Certificate
BESS	Battery Energy Storage System
BMS	Building Management System
BEV	Battery electric vehicle
CDM	Clean Development Mechanism
C40	Network of the world's megacities committed to addressing climate change
CCF	Climate Change Fund
CER	Certified Emissions Reductions (offsets)
CFL	Compact fluorescent
CFD	Contract for Difference
COP	Coefficient of performance
COP21	Conference of the Parties in Paris at which the Paris Agreement was reached
CO <sub>2</sub> -e	Carbon Dioxide Equivalent
CPP	Cities Power Partnership
CPRS	Australia's Carbon Pollution Reduction Scheme
CSP	Community Strategic Plan
C4CE	Coalition for Community Energy
DOL	Direct On Line
E3	Equipment Energy Efficiency program
EER	Energy efficiency ratio
EPC	Energy Performance Contracting
EPC(M)	Engineer, Procure, Construct (Maintain)
ERF	Emissions Reduction Fund
ESB	Energy Security Board
ESC	Energy Saving Certificates
EUA	Environmental Upgrade Agreement
EV	Electric Vehicle
FiT	Feed-in-tariff
GFC	Global Financial Crisis
GHG	Greenhouse Gas





City of Bayswater: Emission Reduction and Renewable Energy Plan

HVAC	Heating, ventilation, and air conditioning
ICE	Internal combustion engine
ICLEI	Local Governments for Sustainability
IPCC	Intergovernmental Panel on Climate Change
kWh, MWh, GWh	Units of energy – usually used for electricity
LED	Light Emitting Diode (lighting technology)
LGC	Large-scale Generation Certificate
MJ, GJ	Units of energy – usually used for gas
LGA	Local Government Areas
LPG	Liquefied Petroleum Gas
NABERS	National Australian Built Environment Rating System
NCC	National Construction Code
NDC	Nationally Determined Contributions by countries to meet Paris commitments
NEM	National Electricity Market
NCOS	National Carbon Offset Standard
NGA	National Greenhouse Accounts
O&M	Operation and maintenance
P2P	Peer to Peer trading of renewable energy
PHEV	Plug-in hybrid electric vehicle
PPA	Power Purchase Agreement
PV	Solar photovoltaic technology
REF	Revolving Energy Fund
RET	Australia's Renewable Energy Target
RMU	Removal Units (offsets)
ROI	Return on Investment
S1	Scope 1 greenhouse gas emissions, from combustion of fuel at your facilities
S2	Scope 2 greenhouse gas emissions, caused by consuming electricity
S3	Scope 3 greenhouse gas emissions, indirect emissions upstream and downstream of your business
SDGs	Sustainable Development Goals
SRES	Small-scale Renewable Energy Scheme
SPS	Sewer Pumping Station
STC	Small-Scale Technology Certificates
VCS	Verified Carbon Standard
VFD, VSD	Variable Frequency Drive / Speed Drive
VGA	Virtual Generation Agreement
VPPs	Virtual Power Plants
W, kW, MW	Units of power – usually used for electricity
WA	Western Australia
WEM	Wholesale Electricity Market
WP	Western Power



## 1 Executive Summary

The City of Bayswater engaged 100% Renewables to develop the City's Emission Reduction and Renewable Energy (ERRE) Plan, that will help it to cost-effectively increase the amount of renewable energy, improve energy efficiency and reduce greenhouse gas emissions at its facilities. Drivers for the development of the Emission Reduction and Renewable Energy Plan include:

- On 20 August 2019, Council discussed a Renewable Energy and Emission Reduction Position and Action Statement (PAAS) and as a result set itself the following targets:
  - a corporate renewable energy target of 100% by 2030.
  - a corporate greenhouse gas emissions reduction target of 100% by 2040.
- To meet these targets the City has undertaken to look at a range of renewable energy and emissions reduction areas (including onsite solar, energy efficiency, sustainable procurement and fleet, mid-scale renewables, power purchasing, behavioural change, sequestration and carbon offsets) in order to develop a roadmap of feasible and cost-effective measures that can help the City achieve its targets.

City of Bayswater's ERRE Plan builds on the numerous energy efficiency, solar PV and other emissions reduction initiatives that the City has implemented in recent years and puts a framework around future actions and management processes that will help ensure the goals of the ERRE Plan are achieved.

### 1.1 Emissions reduction and renewable energy targets

This report sets out a plan that will enable the City to meet and exceed the targets established in the ERRE PAAS and achieve net zero by 2040 as follows:

- *2025 100% renewable electricity for the City's operations, excluding streetlighting*
- *2030 100% renewables and/or carbon offsets for all City energy use, including streetlighting*
- *2040 Net Zero greenhouse gases for the City energy-related and value chain emissions*

City of Bayswater will achieve this by:

- Ensuring that the ERRE Plan is supported with suitable governance and the appointment of staff to oversee the Plan's implementation over time
- Engaging the City's workforce and the community in making the behaviour changes required to support reducing its carbon footprint
- Entering into a Power Purchasing Agreement to source City electricity from renewable energy
- Continuing to install solar panels, initially up to 100 kW to avail of Government incentives, before progressing to larger installations at the City's energy intensive sites
- Progressively deliver identified energy efficiency upgrades to City facilities, such as LED lighting and air conditioning upgrades
- Converting Western Power and City-owned streetlights and public lights to LED technology
- Progressively electrifying all transport fleet, large and small plant
- Replacing the gas-fired hot water boiler with an electric heat pump at Bayswater Waves
- Optimising value chain greenhouse gas emissions through the City's procurement processes
- Offsetting any residual emissions by purchasing carbon credits



## City of Bayswater: Emission Reduction and Renewable Energy Plan

The proposed roadmap to achieve the targets and its financial implications is described in Chapter 7.

A key focus in the development of this Plan has been the identification and scheduling of emissions reduction actions that are cost effective, where the City of Bayswater will achieve a financial return on investments it makes. Solar PV, energy efficiency and upgrading the City's streetlights to LED are measures that will pay for themselves within a few years. Sustainable procurement processes can lead to better whole-of-life cost benefits, and renewable energy power purchasing is increasingly price-competitive with 'regular' power purchasing.

The City could accelerate its emissions reduction actions – to fund larger solar systems, battery storage, electric vehicle charging infrastructure and electric vehicles for example, by reinvesting the savings from ERRE initiatives into a renewable energy fund to pay for the program.

### 1.2 City of Bayswater's carbon footprint

The City of Bayswater's carbon footprint was assessed for the year 2019/20. Emissions from energy used across the City's corporate assets was 9,441 tonnes of carbon dioxide (t CO<sub>2</sub>-e). These emissions, and forecast changes over time due to population growth as well as decarbonisation of the electricity grid, are the main focus of the City's 2030 target, to reduce energy-related emissions to zero.

The City's 2040 target to reduce all corporate emissions to net zero follows best practice (in Australia this is the Climate Active Standard, or CA) and includes refrigerant gases as well as all value chain greenhouse gas emissions associated with the City's corporate activities. It is estimated that these increase the City's 2019/20 carbon footprint to approximately 15,000 t CO<sub>2</sub>-e. The City's carbon footprint and business-as-usual forecast emissions to 2040 are shown below.

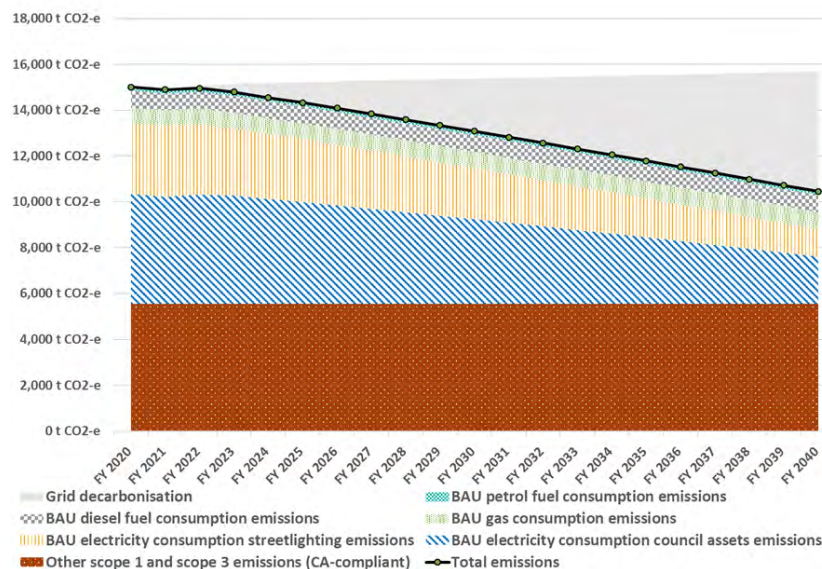


FIGURE 1: CITY OF BAYSWATER'S ESTIMATED CLIMATE ACTIVE-COMPLIANT CARBON PROJECTION TO 2040



## City of Bayswater: Emission Reduction and Renewable Energy Plan

### 1.3 Roadmaps to achieve City of Bayswater's targets

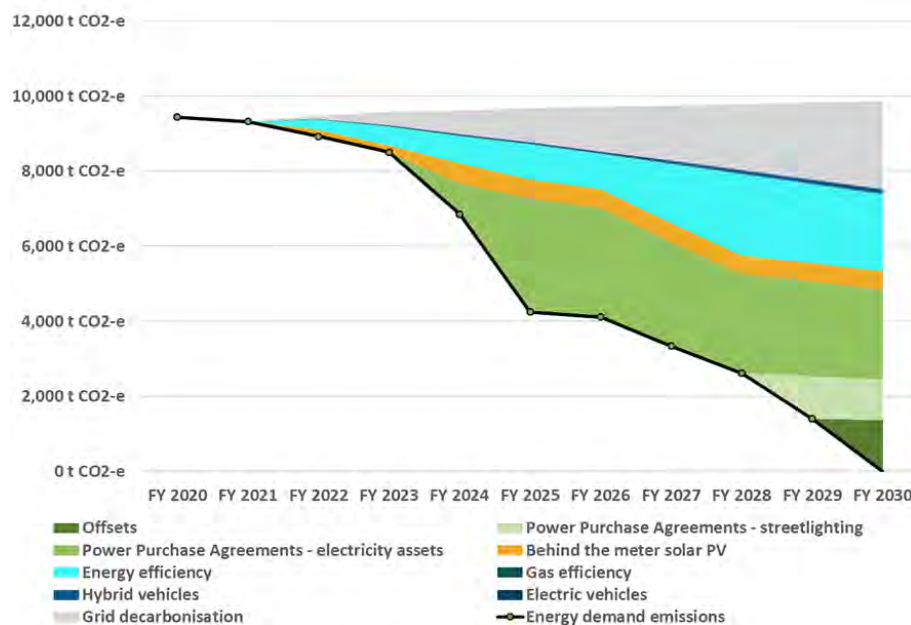
City of Bayswater's renewable energy and emissions reduction opportunities are assessed across nine areas that respond to the brief for the development of the ERRE Plan. These are illustrated below.



FIGURE 2: NINE AREAS OF ENERGY AND EMISSION REDUCTION FOR CITY OF BAYSWATER

#### 1.3.1 ERRE Plan Roadmap to meet the 2030 target

A roadmap was developed, showing how the City of Bayswater can cost-effectively meet its 2030 target, including sourcing 100% of electricity from renewables by 2025, and reducing or offsetting other energy-related emissions by 2030. This is illustrated below.





City of Bayswater: Emission Reduction and Renewable Energy Plan

FIGURE 3: CITY OF BAYSWATER'S EMISSIONS REDUCTION ROADMAP TO MEET ITS 2030 TARGETS

1.3.2 ERRE Plan Roadmap to meet the 2040 target

A second roadmap was developed that builds on the 2030 roadmap, showing how the City of Bayswater can cost-effectively meet its 2040 target, including sustainable procurement in the City's value chain, eliminating gas consumption at City facilities such as Bayswater Waves, electrifying City fleet, and offsetting other emissions by 2040. This is illustrated below.

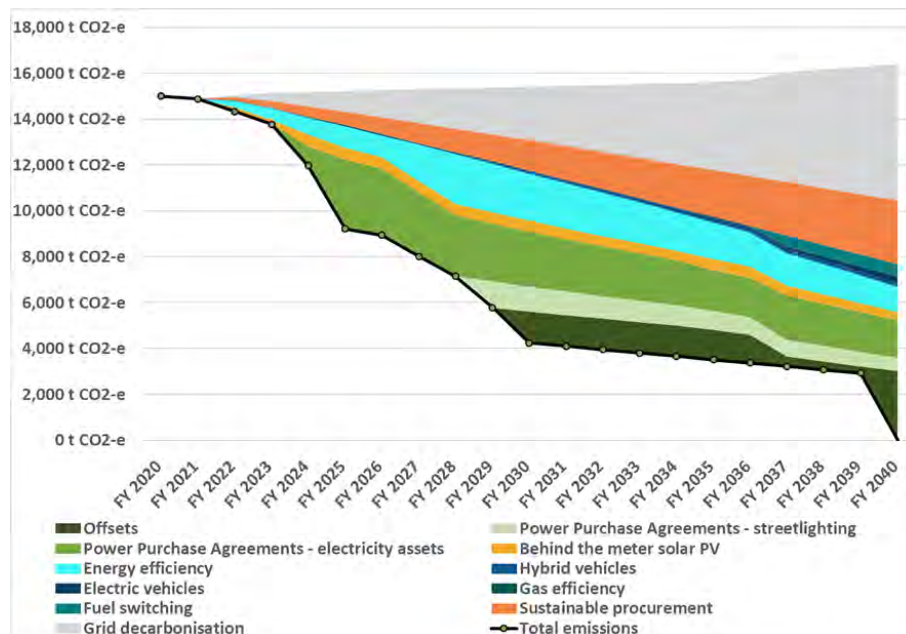


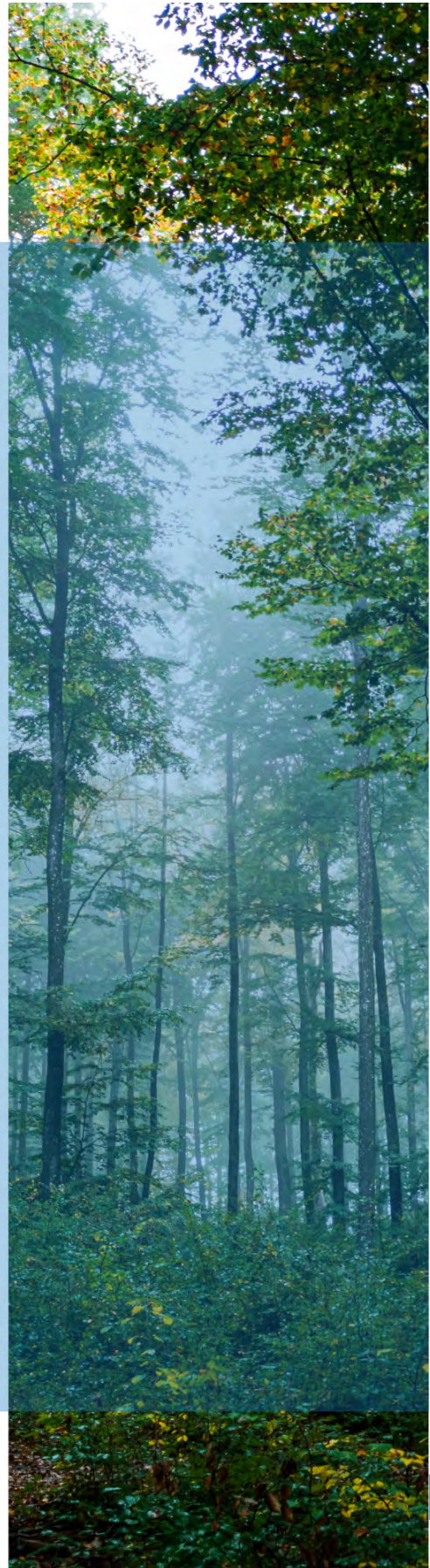
FIGURE 4: CITY OF BAYSWATER'S EMISSIONS REDUCTION ROADMAP TO MEET ITS 2040 NET ZERO TARGET





## Scope

Summary of the  
scope of work and  
work stages





## City of Bayswater: Emission Reduction and Renewable Energy Plan

### 2 Approach and scope of work

100% Renewables was engaged by the City of Bayswater to develop an Emission Reduction and Renewable Energy Plan (ERRE) that will help the City to cost-effectively achieve its 100% renewables target by 2030 and its net zero emissions target by 2040 using commercially available and feasible measures.

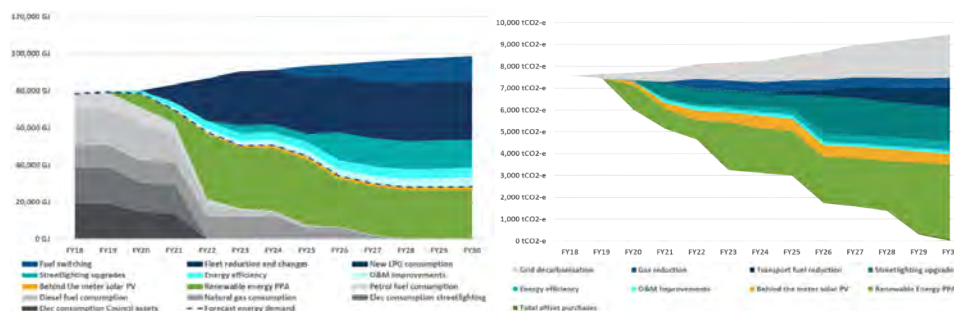


FIGURE 5: ILLUSTRATIVE PATHWAYS TO 100% RENEWABLES AND NET-ZERO EMISSIONS

The scope of this project is outlined below. Owing to covid-19 restrictions, face-to-face meetings and site inspections were not feasible during the early stages of the project. Face-to-face engagement and site visits occurred following the delivery of a first draft ERRE Plan, following the lifting of travel restrictions.



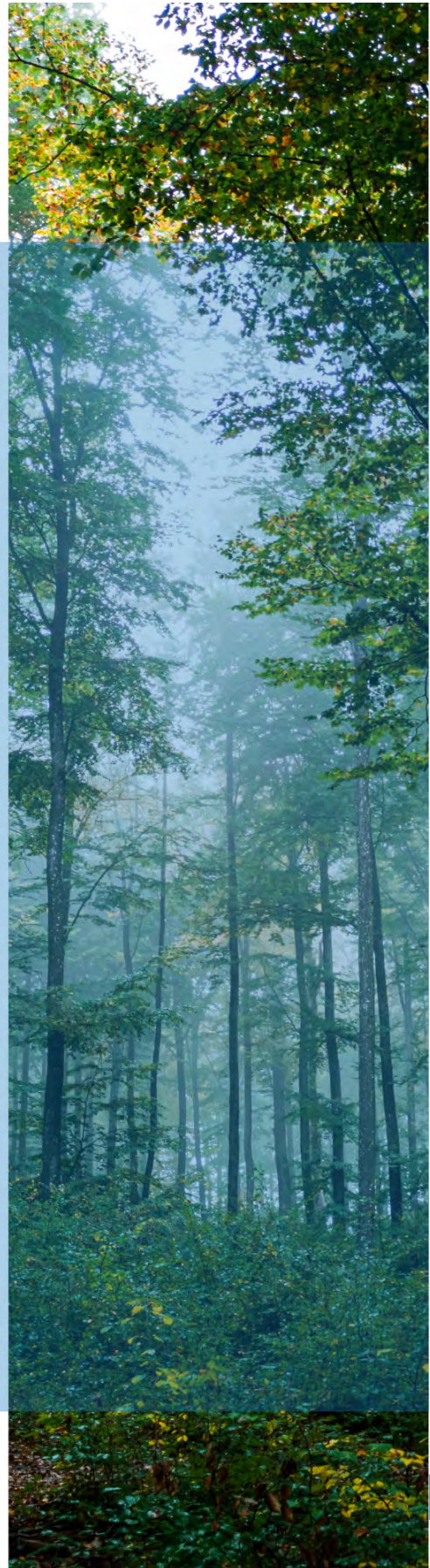
FIGURE 6: SEVEN-STEP PROCESS TO DEVELOP THE ERRE PLAN FOR CITY OF BAYSWATER





## Background and context

Factors underpinning  
climate action at  
global and sectoral  
levels







### 3 Global context for climate action and targets

#### 3.1 The need to reach 'net-zero' greenhouse gas emissions

Due to all historical and current carbon emissions, global temperatures have increased by ~1°C from pre-industrial levels. The main driver of long-term warming is the total cumulative emissions of greenhouse gases over time. As shown by the *Climate Action Tracker*<sup>1</sup> below, without additional efforts, human-caused carbon dioxide (equivalent) emissions may increase to over 100 billion tonnes annually by 2100, which is double current global emissions. The resulting increase in global temperatures would be up to 4.8°C (as per the IPCC Climate Change 2014 Synthesis Report<sup>2</sup>).

With current policies around the world, global temperatures are projected to rise by up to 3.1°C. To prevent dangerous climate change by limiting global warming, close to 200 of the world's governments signed the landmark Paris Agreement. This Agreement underpins science-based targets to limit global temperature increase to well below 2°C by 2050. With current pledges, and if all countries achieved their Paris Agreement targets, it would limit warming to 2.4°C. According to the Climate Action Tracker, to limit warming to 1.5°C, carbon emissions must decline sharply in the short-term and reach net-zero by mid-century (refer to the green line / band in the chart).

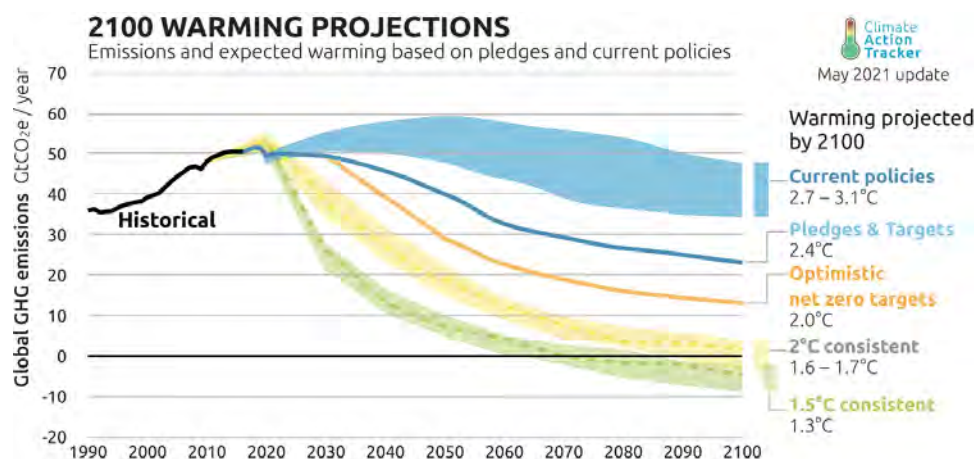


FIGURE 7: THE CLIMATE ACTION TRACKER'S WARMING PROJECTIONS FOR 2100, VARIOUS POLICY SCENARIOS

A net-zero target means that by the target date, there must be no greenhouse gas emissions on a net basis. For energy use in a local government's operations, for example, this would mean:

1. GHG emissions from stationary fuel combustion such as natural gas use are minimised, and
2. GHG emissions from transport fuel combustion are minimised, and
3. GHG emissions from electricity consumption are minimised, and
4. GHG emissions from emissions in the supply chain are minimised, and

<sup>1</sup> <https://climateactiontracker.org/global/temperatures/>

<sup>2</sup> IPCC Climate Change 2014 Synthesis Report



## City of Bayswater: Emission Reduction and Renewable Energy Plan

5. Remaining emissions are offset or removed through sequestration measures.

### 3.2 International drivers for climate action

Internationally, there are three primary drivers for urgent action on climate, additional to the second commitment period of the Kyoto Protocol from 2013 to 2020. These are:

#### 1. Sustainable Development Goals (SDGs)

In 2015, countries adopted the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals. Governments, businesses and civil society together with the United Nations are mobilising efforts to achieve the Sustainable Development Agenda by 2030<sup>3</sup>. The SDGs came into force on 1 January 2016 and call on action from all countries to end all poverty and promote prosperity while protecting the planet.

#### 2. Paris Agreement

To address climate change, countries adopted the Paris Agreement at the COP21 in Paris on 12 December 2015, referred to above. The Agreement entered into force less than a year later. In the agreement, signatory countries agreed to work to limit global temperature rise to well below 2°C, and given the grave risks, to strive for 1.5°C Celsius<sup>4</sup>.

#### 3. Special IPCC report on 1.5°C warming (SR15)

In October 2018 in Korea, governments approved the wording of a special report on limiting global warming to 1.5°C. The report indicates that achieving this would require rapid, far-reaching and unprecedented changes in all aspects of society. With clear benefits to people and natural ecosystems, limiting global warming to 1.5°C compared to 2°C could go hand in hand with ensuring a more sustainable and equitable society<sup>5</sup>.

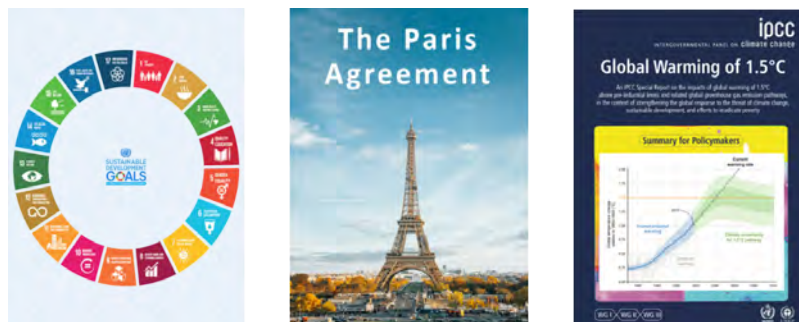


FIGURE 8: GLOBAL CONTEXT FOR ACTION ON CLIMATE

<sup>3</sup> Sourced from <https://www.un.org/sustainabledevelopment/development-agenda/>

<sup>4</sup> Sourced from <https://www.un.org/sustainabledevelopment/climatechange/>

<sup>5</sup> Sourced from [https://www.ipcc.ch/news\\_and\\_events/pr\\_181008\\_P48\\_spm.shtml](https://www.ipcc.ch/news_and_events/pr_181008_P48_spm.shtml)



City of Bayswater: Emission Reduction and Renewable Energy Plan

The IPCC is currently in its sixth assessment report cycle (AR6), and their synthesis report is due to be released in 2022, which will bring together the latest science, evidence and projections for global warming.

In addition, the World Economic Forum's Global Risks Report 2021<sup>6</sup> continues to highlight adverse climate change-related outcomes as among the most likely to occur with the highest impacts to the global economy. The chart below from the WEF's report shows several key climate risks clustered in the top right corner; that is, these risks are assessed to be among the most likely to eventuate, with the greatest economic impact among all the global risks that were assessed.

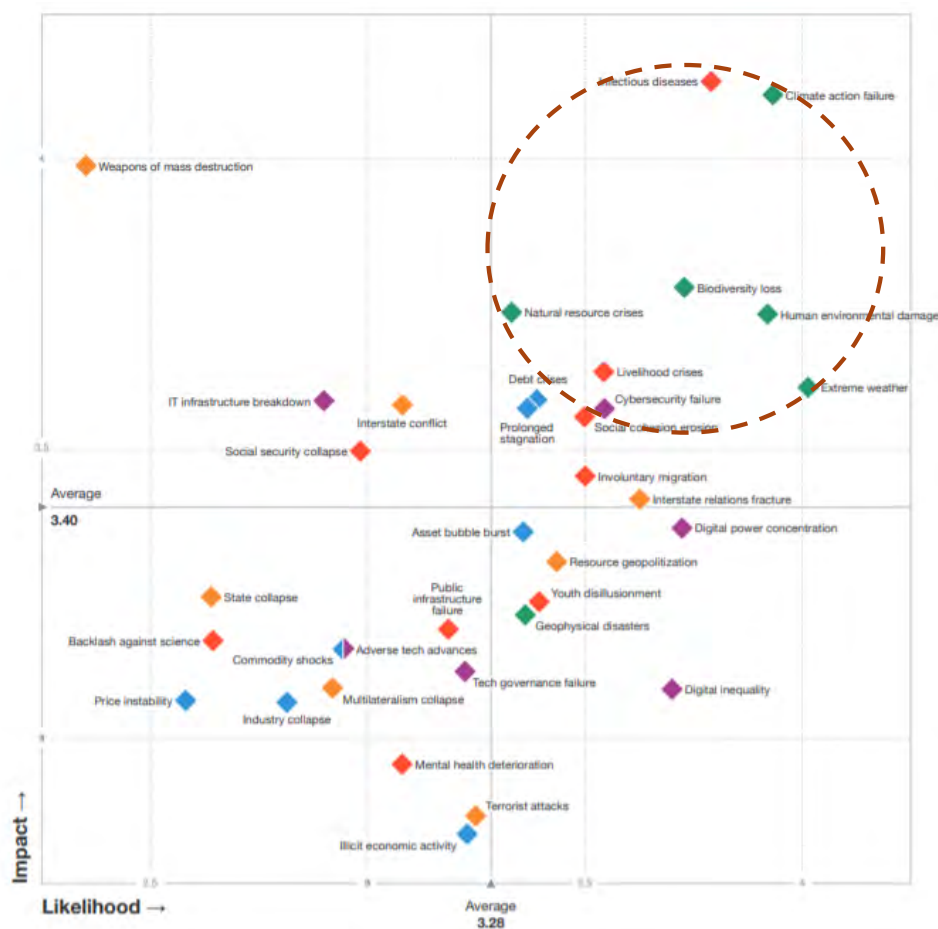


FIGURE 9: GLOBAL RISKS REPORT – LIKELIHOOD & IMPACT OF CLIMATE, OTHER RISKS TO GLOBAL ECONOMY

<sup>6</sup> [http://www3.weforum.org/docs/WEF\\_The\\_Global\\_Risks\\_Report\\_2021.pdf](http://www3.weforum.org/docs/WEF_The_Global_Risks_Report_2021.pdf)



City of Bayswater: Emission Reduction and Renewable Energy Plan



## 4 National, State and Local Government action

### 4.1 National targets

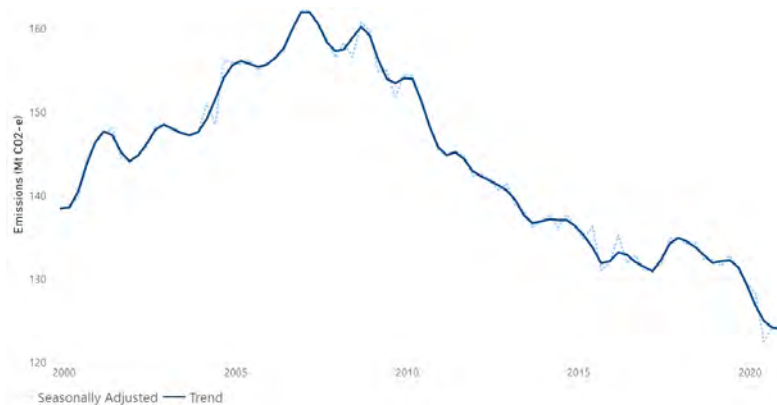
At a national level, Australia's response to the Paris Agreement has been to set a goal for greenhouse gas (GHG) emissions of 5% below 2000 levels by 2020 and GHG emissions of 26% to 28% below 2005 levels by 2030. A major policy that currently underpins this is the Renewable Energy Target (RET). This commits Australia to source 20% of its electricity from renewable energy sources by 2020.



FIGURE 10: AUSTRALIA'S RENEWABLE ENERGY AND CARBON GOALS – NATIONAL LEVEL

According to the Clean Energy Regulator<sup>7</sup>, the Renewable Energy target has been met and renewable energy generation will exceed the target by some 7,000 GWh in the short term.

The RET is the main successful policy underpinning Australia's climate mitigation efforts. Other key initiatives include the Climate Solutions Fund, formerly the Emissions Reduction Fund, which sources abatement from eligible activities in the economy via periodic auction processes. Despite these initiatives, Australia's GHG emissions remained relatively steady over the period 2015 to 2020, with a sharp dip in emissions observed throughout calendar year 2020 due to Covid-19.



<sup>7</sup> March 2018, Australian Government – Clean Energy Regulator. 2018 Annual Statement to the Parliament on the progress towards the 2020 Large-scale Renewable Energy Target.



## City of Bayswater: Emission Reduction and Renewable Energy Plan

FIGURE 11: AUSTRALIA'S QUARTERLY GHG EMISSIONS FROM ALL SOURCES<sup>8</sup>

## 4.2 Western Australia State target and climate policy

At a sub-national level, all states and territories have established emissions targets as well as some legislated targets for renewable energy, as seen below.

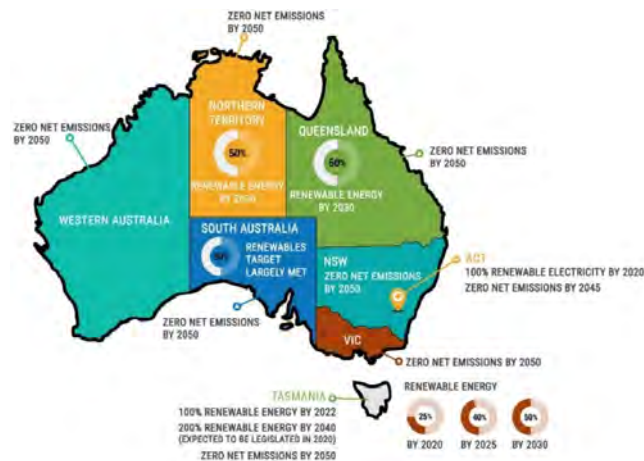


FIGURE 12: AUSTRALIA'S RENEWABLE ENERGY AND CARBON GOALS – STATE &amp; TERRITORY LEVEL

Western Australia's government supports the Commonwealth Government's GHG emissions reduction target of 26% to 28% below 2005 levels by 2030, and has committed to working with all sectors of the WA economy to (aspirationally) achieve net zero greenhouse gas emissions by 2050.

In November 2020 the Government released its Western Australian Climate Policy<sup>9</sup>. This reaffirms the State's aspiration to reach net zero emissions for Western Australia by 2050, and a commitment to work with all sectors of the economy to achieve that goal. The policy highlights planned action in six key areas. The table below shows selected planned actions in each of these six areas.

TABLE 1: WESTERN AUSTRALIA CLIMATE POLICY 2020 – KEY ACTION AREAS &amp; SELECTED ACTIONS

Key action area	Selected planned actions
Clean manufacturing and future industries	<ul style="list-style-type: none"> <li>Green industry transformation</li> <li>Western Australian Bioeconomy Strategy</li> <li>Renewable Hydrogen Strategy</li> <li>Future Battery Industry Strategy</li> <li>Greenhouse Gas Emissions Policy for Major Projects</li> </ul>
Transforming energy generation and use	<ul style="list-style-type: none"> <li>Energy Transformation Strategy</li> <li>Whole of System planning for net zero emissions</li> </ul>

<sup>8</sup> <https://www.industry.gov.au/data-and-publications/national-greenhouse-gas-inventory-quarterly-update-december-2020#quarterly-emissions-data>

<sup>9</sup> <https://www.wa.gov.au/government/publications/western-australian-climate-policy>



City of Bayswater: Emission Reduction and Renewable Energy Plan

	<ul style="list-style-type: none"> <li>• Distributed Energy Buyback Scheme</li> <li>• Solar Schools Program</li> <li>• Clean Energy Future Fund</li> </ul>
Storing carbon and caring for our landscapes	<ul style="list-style-type: none"> <li>• Restoration of landscapes under Plan for Our Parks</li> <li>• Native Vegetation Rehabilitation Scheme</li> <li>• Main Roads offsets</li> </ul>
Lower-carbon transport	<ul style="list-style-type: none"> <li>• Electric Vehicle Strategy</li> <li>• Additional cycling infrastructure</li> </ul>
Resilient cities and regions	<ul style="list-style-type: none"> <li>• Climate Resilience Action Plan 2022–25</li> <li>• Pilot Sectoral Adaptation Plan</li> <li>• Waterwise Perth</li> </ul>
Government leadership	<ul style="list-style-type: none"> <li>• State Government net zero transition</li> <li>• Energy-efficient social housing</li> <li>• Sectoral emissions reduction strategies</li> <li>• Climate risk framework</li> </ul>





City of Bayswater: Emission Reduction and Renewable Energy Plan



FIGURE 13: WESTERN AUSTRALIA'S CLIMATE POLICY, NOVEMBER 2020

#### 4.3 Western Australia local governments response to climate change

Much of the leadership on renewable energy and climate in Australia comes from local government. Prominent examples of how local governments are demonstrating leadership are highlighted below.

1. Cities Power Partnership or CPP is an initiative of the Climate Council and it represents Australia's largest local government climate action network with >130 councils. This includes 25 local councils from Western Australia, including City of Bayswater. Key aspects of the CPP include:
  - a. Making five action pledges to tackle climate change.
  - b. Connection and sharing between participants.
  - c. Access to an online Knowledge Hub and Power Analytics tool to help track emissions, energy and cost savings.





City of Bayswater: Emission Reduction and Renewable Energy Plan

- d. Councils can also access support from local and international experts.
2. Adoption and publication of ambitious targets for renewable energy and/or carbon emissions for the City's operations and setting targets for renewables or emissions reduction in the community. The chart shows the status of targets set by councils in WA (September 2020).

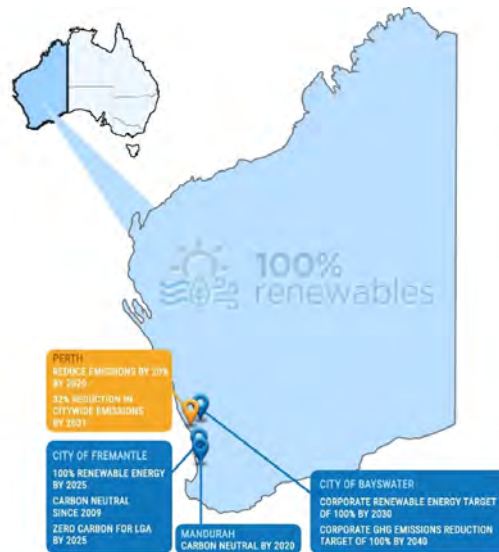


FIGURE 14: RENEWABLE ENERGY & CARBON TARGETS BY WA COUNCILS

3. In 2019, only 13% of streetlighting in Western Australia were LED or CFL, but councils are working together with the Western Australia Local Government Association (WALGA) and Western Power to progress LED streetlighting upgrades in WA, including opportunities to carry out bulk upgrades to LED technology and 'smart city' controls.<sup>10</sup>

<sup>10</sup> SONG Meeting – Energy Efficient Street Lighting (WALGA), June 2019



#### 4.4 Local trends – what is occurring in City of Bayswater?

City of Bayswater Local Government Area is in the upper middle of LGAs in terms of the uptake of solar hot water and solar PV systems. According to data sourced from the Australian Photovoltaic Institute (APVI)<sup>11</sup>, City of Bayswater LGA has:

- 7,567 PV installations, a 25.3% penetration rate, in April 2021, with more than 33.6 MW of installed capacity. Refer to the APVI map with City of Bayswater LGA details highlighted below.
- 204 installations over 10 kW and less than 100 kW and 7,363 installations of less than 10 kW.

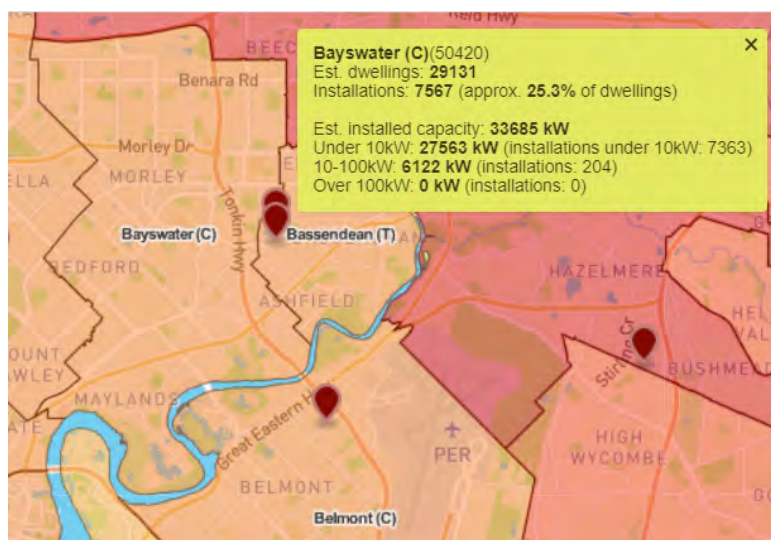


FIGURE 15: CITY OF BAYSWATER LGA SOLAR PV INSTALLATIONS, APRIL 2021

#### 4.5 City of Bayswater initiatives

##### 4.5.1 Renewable Energy and Emissions Reduction PAAS

A Position and Action Statement (PAAS) is a tool developed by the City to provide timely and responsive actions (in the short term) to emerging environmental issues. In response to a Council Notice of Motion of 25 June 2019, City of Bayswater adopted a PAAS for Renewable Energy and Emissions Reduction which set out the following objectives.

- Setting a renewable energy target of 100% by 2030 for the City's corporate operations;
- Outlining a framework to achieve a corporate greenhouse gas emissions reduction target of 100% by 2040; and
- Proposing a staged approach to reach the targets

<sup>11</sup> Sourced from: <https://pv-map.apvi.org.au/historical#12/-31.9427/115.8778>



## City of Bayswater: Emission Reduction and Renewable Energy Plan

A three-stage process was outlined for how these objectives would be met:

- Stage 1: Development of the City's emission profile by monitoring and reporting on emissions from electricity/gas, street lighting and the City's vehicle fleet and engineering plant. This includes adoption of interim emission reduction and renewable energy targets to be able to track progress in coming years.
- Stage 2: Preparation of a corporate Emissions Reduction and Renewable Energy (ERRE) plan outlining possible actions to be undertaken by the City to achieve the targets. This plan will also provide an initial business case for each of the options.
- Stage 3: Implementing, monitoring and reporting on the City's actions, emission reductions, cost savings achieved and progress towards emission reduction and renewable energy targets.

This report responds to both Stage 1 (partial – review and refinement of the City's emissions profile from energy use) and Stage 2. Implementation of effective management and governance systems are vital to the City's ability to achieve the abatement required to meet the adopted targets, together with the implementation of abatement measures described in this Plan.

#### 4.5.2 Emissions reduction actions implemented and planned

City of Bayswater has implemented a number of initiatives to reduce energy demand and cost. For example the City has installed solar panels at 15 sites, with a total installed capacity of 376 kW. This solar PV can generate around 620 MWh of electricity per year, equal to 5% of the City's electricity demand. In the baseline year for this plan (2019/20) these systems generated 3.2% of the City's electricity needs, with several systems installed during the last financial year.

**TABLE 2: SUMMARY OF CITY OF BAYSWATER'S SOLAR PV INSTALLATIONS**

Site	Year of implementation	Size (kW)	Annual Potential Yield (kWh)
Works depot	2015	30.00 kW	51,000 kWh
Civic Centre system #1	2014	35.00 kW	56,028 kWh
Civic Centre system #2	2019	64.00 kW	100,356 kWh
The Rise #1	2011	15.00 kW	21,000 kWh
The Rise #2	2018	20.00 kW	30,660 kWh
Bayswater Waves	2017	40.00 kW	64,174 kWh
Bayswater Library	2016	10.14 kW	16,800 kWh
Olive Tree House	2016	7.80 kW	9,855 kWh
Morley Senior Citizens Centre	2016	8.80 kW	12,410 kWh
Lightning Park	2013	7.85 kW	13,200 kWh
Maylands Bowling Club	2014	5.61 kW	28,500 kWh
Men's Shed	2017	12.88 kW	19,740 kWh
Bayswater Bowling and Recreation Club	2020	26.40 kW	44,156 kWh
Bayswater Morley District Cricket Club	2020	13.20 kW	22,625 kWh
Morley Noranda Rec Club	2020	39.60 kW	63,862 kWh
Morley Windmills Soccer Club	2020	13.20 kW	22,625 kWh
Les Hansman	2020	26.60 kW	42,700 kWh



## City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Year of implementation	Size (kW)	Annual Potential Yield (kWh)
<b>TOTAL</b>		<b>376 kW</b>	<b>619,691 kWh</b>

Additionally the following initiatives are being developed by the City to reduce its emissions:

- Fleet: the majority of passenger fleet are migrating to hybrid technology, with 60% of passenger cars now hybrid and a target to reach 80-90% within the next two years. The City also has one hybrid truck in its fleet, and large trucks are at Euro v fuel emissions standard.
- Fleet: City of Bayswater currently has two electric vehicles in its passenger fleet with plans to introduce additional vehicles in the future, as well as EV charging points at City facilities.
- Waste: implementation of FOGO from March 2021 will increase diversion of the community's waste to landfill by approximately 50% compared with current levels
- The City has completed energy audits of thirteen of its largest energy using sites and expects implementation of actions from these to underpin energy savings in the next few years.
- City-owned public lighting will be upgraded to LED technology in future years, including Bayswater (completed), Morley (2021), Maylands (largely completed), and Anchorage Point.
- The City is actively examining opportunities to upgrade passive lighting in parks and reserves to LED and/or solar, focused initially on assets that are in need of replacement. A survey of existing lights will be completed in 2021.
- The City has been progressively changing to LED lighting for indoor and outdoor facilities, typically when lights require replacement.
- City of Bayswater's ICT equipment is being progressively upgraded, including consolidation of servers to offsite locations, installation of multi-function devices, reduction in printing, replacement of high-powered devices with low-energy devices such as ipads and Surface Pros, and replacement of spinning disk driven devices with solid-state devices (SSDs). Advised savings are a reduction in IT demand at the City's main building from 20 kW to just 4 kW.
- The City's urban forest strategy has an aspirational target to grow the current canopy from its 2018 level of 13.2% to 20% by 2025. Current planting rates are approximately 1,500 per year.

The scale and scope of initiatives being implemented by City of Bayswater evidence an organisation that is well on the way, through policies, plans and actions, to achieving its clean energy goals.



# **Baseline**

## **City of Bayswater's energy and carbon footprint**










## 5 2019/20 energy use and associated carbon footprint

The City's energy use and carbon footprint were assessed based on energy consumption and emissions from electricity, gas and fuel, based on data supplied covering the financial year 2019/20.

In 2020 the City's carbon footprint was dominated by electricity consumption, followed by diesel consumption for fleet, then natural gas and petrol. Energy consumption of leased and city-owned public lighting assets was estimated based on limited billing data. Many leased assets are in the process of changing to City responsibility for utilities, and data will improve as this process evolves. City public lighting was assumed to have an annual consumption of 400,000 kWh. This includes limited billing information for 213 city-owned lights, allied to advice from the City regarding lighting estimates based on its ongoing audit of outdoor assets (around 300 COB-owned streetlights, 123 bollard lights and 442 park light poles). This data is a best estimate, and this area of the City's energy use and emissions can also be improved in future.

**TABLE 3: CITY OF BAYSWATER – ENERGY AND CARBON FOOTPRINT 2019/20**

Emission source	Activity data	Units	Scope 1 t CO <sub>2</sub> -e	Scope 2 t CO <sub>2</sub> -e	Scope 3 t CO <sub>2</sub> -e	Total	%
 Diesel for fleet	261	kL	708.6		36.2	744.9	7.9%
Petrol for fleet	65	kL	150.4		8.0	158.4	1.7%
 Natural gas used in Council assets	11,971	GJ	616.9		49.1	666.0	7.1%
Natural gas used in leased assets	116	GJ	6.0		0.5	6.5	0.1%
Electricity use, Council assets	6,194,100	kWh		4,212.0	123.9	4,335.9	45.9%
Electricity use, leased assets	649,293	kWh		441.5	13.0	454.5	4.8%
 Electricity use, streetlighting	3,992,267	kWh			2,794.6	2,794.6	29.6%
Electricity use, city public lighting	400,000	kWh		272.0	8.0	280.0	3.0%
 Electricity yield from solar PV	373,545	kWh				0.0	N/A
 <b>TOTAL:</b>			<b>1,481.9</b>	<b>4,925.5</b>	<b>3,033.3</b>	<b>9,440.7</b>	<b>100.0%</b>

In 2020 the City's energy-related carbon footprint was 6,407 t CO<sub>2</sub>-e for Scope 1 and 2 emissions sources, rising to 9,441 t CO<sub>2</sub>-e including energy-related Scope 3 emissions (including streetlighting, which is owned by Western Power).

This carbon footprint breakup is typical of many metropolitan councils, where electricity consumption is dominant, led typically by streetlighting and recreation facilities such as aquatic centres. Diesel and petrol use for passenger vehicles and plant is typically small relative to electricity, as inner metropolitan road networks are relatively small.

The above inventory summary is repeated graphically below, by carbon emissions scope (refer to Sections 5.6 & 6.8 for more detailed overview of emissions scopes).



City of Bayswater: Emission Reduction and Renewable Energy Plan

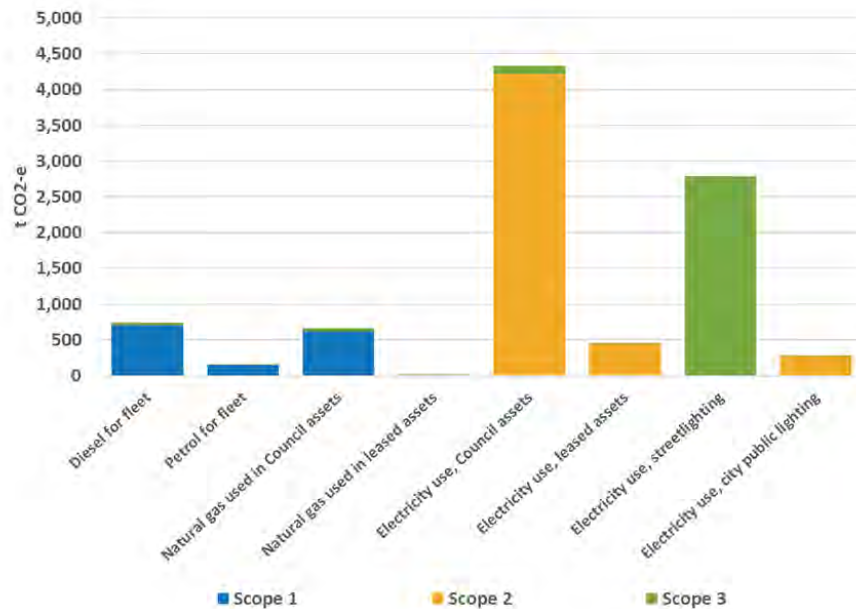


FIGURE 16: CITY OF BAYSWATER CARBON FOOTPRINT BY EMISSIONS SOURCE, ENERGY ONLY

## 5.1 Electricity consumption summary

Nearly 83% of the City's energy-related emissions are due to the consumption of electricity. As the main source of operational greenhouse gas emissions, electricity use was assessed further.

The following three charts provide a summary of where and how electricity is used, including:

- Top 10 electricity using accounts / sites seen against the balance of consumption
- Electricity use by site type, and
- Estimated electricity end use by equipment type

Electricity use is dominated by a small number of large sites / accounts (including the main streetlighting account) and many individually small electricity using sites. The 'top 10' sites' use 78% of all the City's electricity.





City of Bayswater: Emission Reduction and Renewable Energy Plan

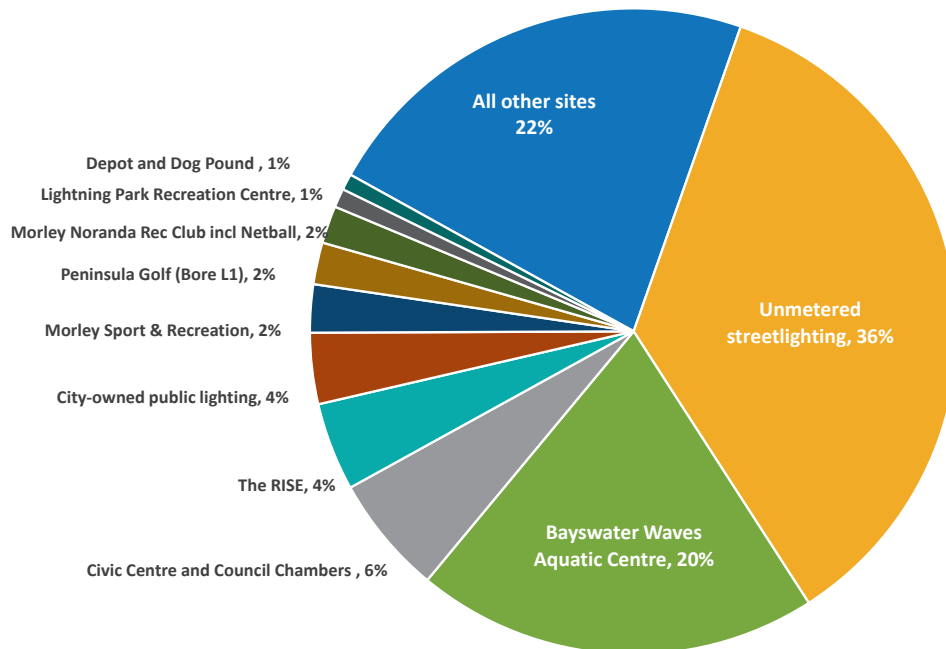


FIGURE 17: CITY OF BAYSWATER'S LARGE ELECTRICITY USING SITES

With 56% of all electricity consumed by two accounts – Western Power-owned streetlighting and Bayswater Waves aquatic centre, it is clear that achieving 100% renewable energy and carbon neutrality should focus in particular on these accounts. Other large energy-using sites are mostly buildings, including administration, recreation and community, and a focus on these will also help to drive the City's emissions down.

Viewed by site type it can be seen that unmetered streetlighting (City-owned as well as Western Power) consumes almost 40% of the City's power, while buildings and Bayswater Waves use 23% and 20%, respectively. Outdoor sites and leased buildings consume 18% of power, and other sites are small users. Discussions with staff indicate that achieving energy efficiency in outdoor assets such as irrigation pumping can be challenging, with bore pumps typically re-built at long intervals. Many leased sites have only recently come back under the City's responsibility in terms of energy billing, and improvements in this category will be made as sites are improved over time.





City of Bayswater: Emission Reduction and Renewable Energy Plan

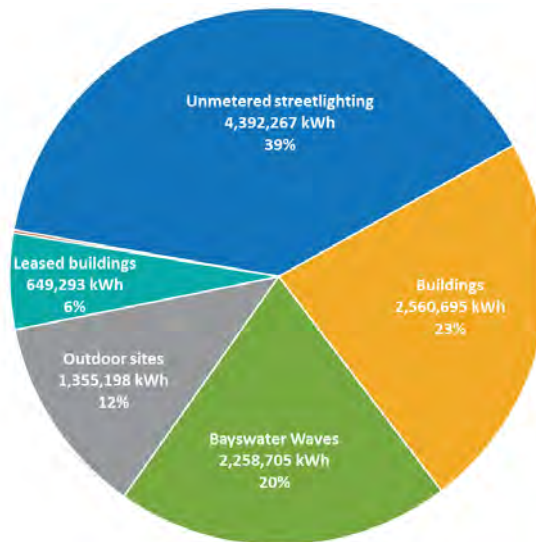


FIGURE 18: CITY OF BAYSWATER'S MAIN ELECTRICITY USING ASSET CATEGORIES

It is also possible to estimate the contribution by major equipment types to electricity use, based on experience with similar operations. The major equipment types include motor systems, lighting, air conditioning (HVAC) and power & appliances. The estimated contribution to the City's electricity consumption is illustrated below, highlighting lighting as the major user of electricity across all of the City's assets, and a high priority in terms of its focus on energy efficiency.

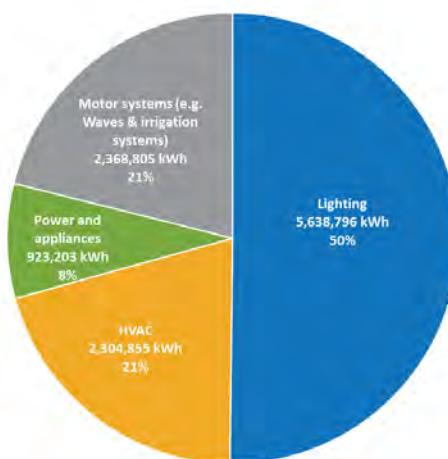


FIGURE 19: CITY OF BAYSWATER 'S ELECTRICITY USE BY END USE EQUIPMENT



## 5.2 Natural gas consumption summary

Natural gas use at Bayswater Waves Aquatic Centre accounts for 95.8% of the total gas consumption by the City. The balance is used in small quantities by a small number of sites. According to an energy audit report<sup>12</sup>, pool heating contributes around 92% of Bayswater Waves Aquatic Centre's natural gas consumption while the rest is used for domestic hot water. Future strategies to help the City achieve its renewable energy and net zero emissions targets may need to consider electrification of these assets as they are replaced at the end of their life<sup>13</sup>. The figure below shows the large natural gas using accounts / sites seen against the balance of consumption.

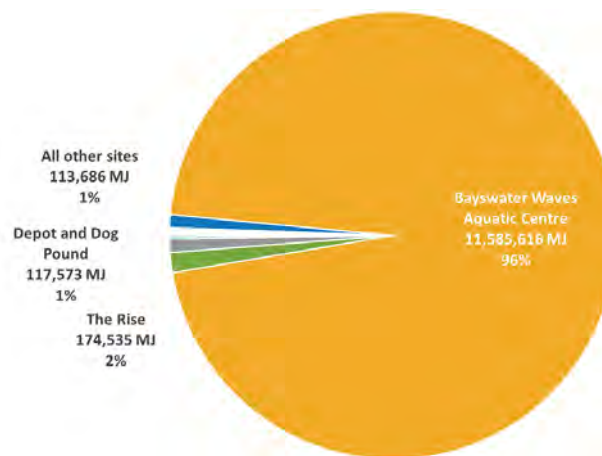


FIGURE 20: CITY OF BAYSWATER'S LARGE NATURAL GAS USING SITES

## 5.3 Fleet fuel consumption summary

Diesel and petrol consumption for fleet vehicles in 2019/20 was 260,732 L and 65,040 L, respectively. These figures represent a continuing decrease in the City's fleet fuel use as seen by summary data for the last four financial years.

TABLE 4: CITY OF BAYSWATER – FUEL CONSUMPTION 2016/17 TO 2019/20

Total	16/17	17/18	18/19	19/20
Unleaded Petrol	90,681 L	82,169 L	88,758 L	65,040 L
Diesel	285,969 L	269,352 L	278,259 L	260,732 L

<sup>12</sup> GFG Consulting: Bayswater Waves – Energy Efficiency/Sustainability Findings

<sup>13</sup> At this time there are no renewable 'Green Gas' products sold in the WA gas network. A certificate market is emerging in NSW and a small number of grid-injected biomethane projects are also being developed. The emergence of a market for renewable gas could make the retention of gas heating for Bayswater Waves a feasible option in future, but for the purposes of this current ERRE Plan a switch to electric heat pumps is assumed to occur, powered with renewable electricity.



## City of Bayswater: Emission Reduction and Renewable Energy Plan

The City's fuel consumption is further broken down into fleet and plant vehicles as shown below.

**TABLE 5: FURTHER BREAKDOWN OF FUEL CONSUMPTION – FLEET AND PLANT CATEGORIES**

Fleet	16/17	17/18	18/19	19/20
Unleaded (L)	83,243.88	75,320.10	80,731.97	58,421.48
Diesel (L)	100,356.58	97,293.41	110,740.51	98,144.89
Plant	16/17	17/18	18/19	19/20
Unleaded (L)	5,001.75	4,413.81	5,088.78	4,022.92
Diesel (L)	185,215.97	171,662.25	167,039.98	162,164.10
Two stroke (L)*	2,831.97	2,831.04	3,415.82	3,017.93

\*2 stroke fuel consumption is assumed to be 14% diesel and 86% petrol based on information supplied

In order to inform modelling of the impact of different fuel efficiency / switching strategies, a further estimate of fuel breakdown was made. The City recently upgraded its fuel and fleet monitoring systems, and going forward it will be feasible to develop accurate reports of fuel use by vehicle and vehicle / plant type. For this emissions roadmap modelling purpose, the following were assumed:

- All fleet petrol consumption refers to the City's passenger vehicles and 2019/20 data reflects a passenger fleet that is 60% hybrid
- All fleet diesel consumption refers to the City's utility and other light commercial vehicles (LCVs)
- All plant petrol and two stroke fuel consumption refer to small plant equipment.
- All plant diesel consumption refers to heavy plant equipment

## 5.4 Solar PV contribution to demand

As noted above, solar PV systems met over 3% of the City's electricity demand in 2019/20, with this figure expected to rise to 5% in 2020/21 once all systems have operated for a full year.

## 5.5 Business-as-usual energy and emissions projection to 2040

A business-as-usual (BAU) energy and carbon projection to 2030 and 2040 was modelled for City of Bayswater. In developing the model, the following assumptions were made:

- According to City of Bayswater's Local Planning Strategy<sup>14</sup>, the population is forecast to increase by 12% by 2026 from the 2016 population. It was assumed that 50% of the annual population growth rate correlates to the BAU growth rate for the City's facilities<sup>15</sup>.

<sup>14</sup> <https://www.bayswater.wa.gov.au/city-and-council/council/council-meetings/agendas-and-minutes/2019/april/ordinary-council-meeting-minutes-30-april-2019>

<sup>15</sup> This gives an approximate assumed BAU growth rate of 0.6% per year. While energy demand for many services may remain relatively fixed, it is common to forecast at the higher end of potential growth so that the size of the abatement task in future years is not understated.



City of Bayswater: Emission Reduction and Renewable Energy Plan

- Renewable energy and energy efficiency initiatives that City of Bayswater recently implemented have been taken into account.
- The BAU growth rate for streetlighting was assumed to be zero as development will mostly be infill rather than greenfield.
- The BAU growth rate for outdoor sites was assumed to be zero as the number and irrigation practices for parks, and lighting of parks is not expected to change.
- The City's capital work program includes the expansion of the Morley Sport & Recreation facility. It is assumed that electricity demand will increase by two-thirds of the current demand from FY2022-23.
- The capital works program also includes the re-development of Maylands Waterland. It is assumed that this account will have twice its historical electricity demand from FY2022-23 and will further increase by another 50% from 2025 due to increased water usage when stage 2 of the development is completed.

Modelling of future energy demand and greenhouse gas emissions results in the BAU scenarios shown below. Note that for greenhouse gas emissions projections, a straight-line reduction in the State's grid carbon intensity has been assumed, with zero emissions projected to be achieved by 2050 in line with the State's net zero target. The actual trajectory of grid emissions intensity reduction will depend on the changing fuel mix in energy supply in coming years.

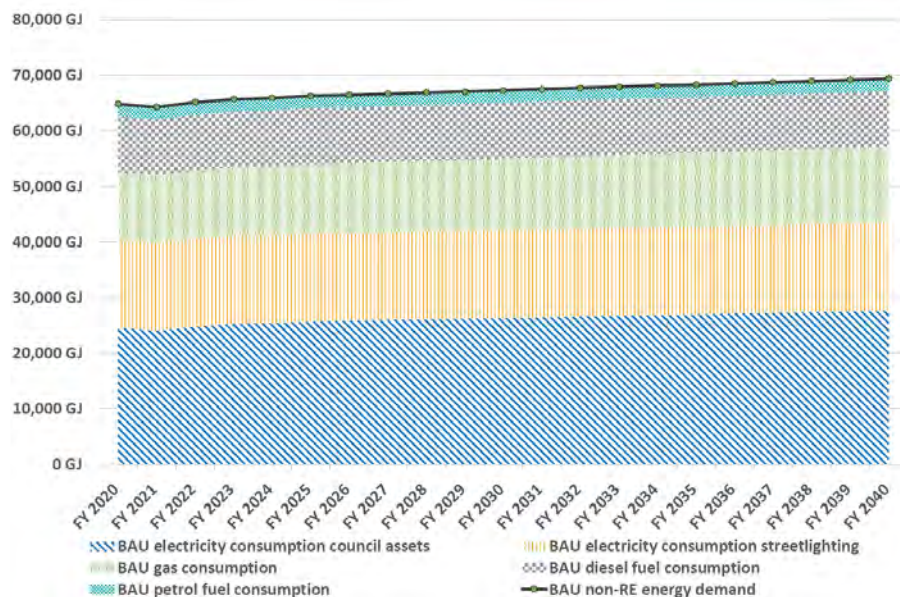


FIGURE 21: BAU ENERGY PROJECTION TO 2040 – CITY OF BAYSWATER (OPERATIONS)



City of Bayswater: Emission Reduction and Renewable Energy Plan

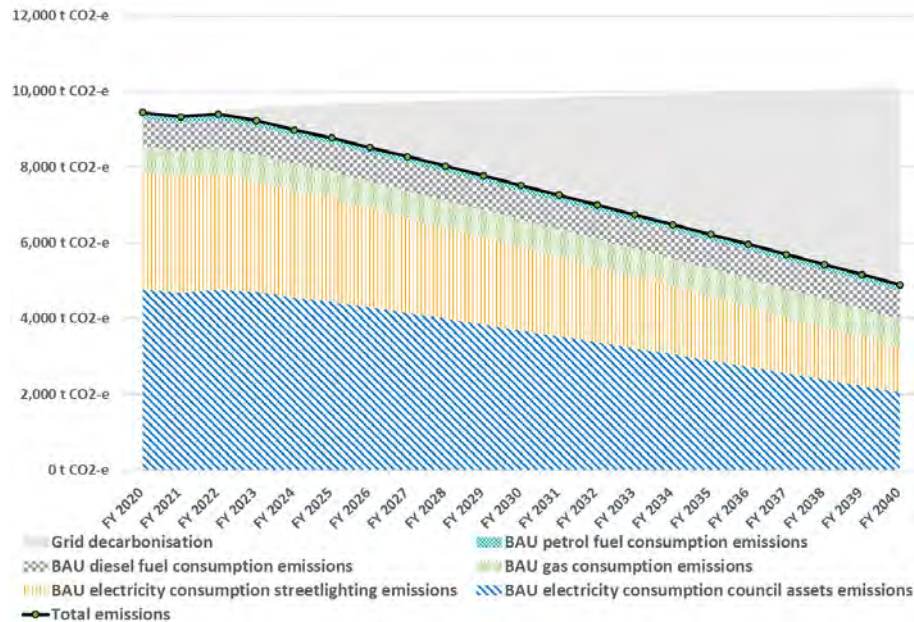


FIGURE 22: BAU GREENHOUSE GAS EMISSIONS PROJECTION TO 2040 – CITY OF BAYSWATER (OPERATIONS)

## 5.6 Value chain scope 3 emissions

City of Bayswater's current carbon footprint encompasses all energy-related emissions associated with the City's operations. It is becoming more common for organisations to consider the full impact of their organisation on emissions, beyond energy to run their operations and into their value chains and non-energy scope 1 emissions. Several local councils are now taking this approach, drawing on or certifying their emissions to the Australian Government's Climate Active Standard. This standard includes 15 categories of value chain scope 3 emissions, that would be added to energy-related emissions, plus scope 1 emissions from refrigerant gases. These categories include:

- Purchased goods and services
- Capital goods
- Fuel- and energy-related activities (not included in Scope 1 or Scope 2)
- Upstream transportation and distribution
- Waste generated in operations
- Business travel
- Employee commuting
- Upstream leased assets
- Downstream transportation and distribution
- Processing of sold products
- Use of sold products
- End-of-life treatment of sold products
- Downstream leased assets
- Franchises
- Investments
- Refrigerant gases (scope 1)

At this time these emissions are not accounted for by City of Bayswater. Based on experiences of other Councils', accounting for emissions that are considered relevant to the City could add ~40% to energy-





City of Bayswater: Emission Reduction and Renewable Energy Plan

related emissions, potentially raising the City's carbon footprint to ~15,000 t CO<sub>2</sub>-e. Options available to Bayswater to include these emissions within the scope of its net zero emissions target, and to account for and offset these emissions, are outlined in this Plan. An expanded BAU projection of the City's carbon footprint including possible value chain emissions is shown below.

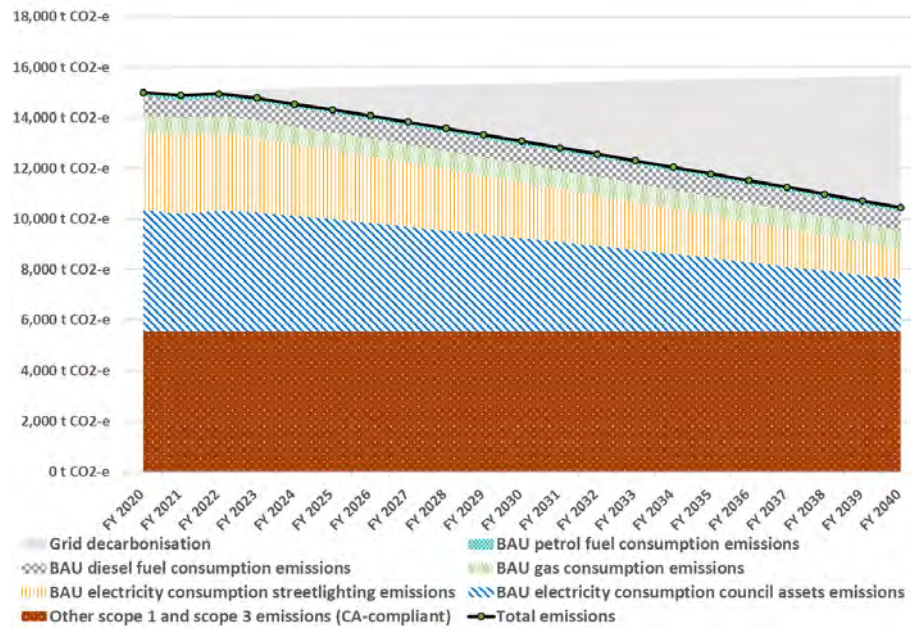


FIGURE 23: PRELIMINARY ESTIMATE OF A CLIMATE ACTIVE-COMPLIANT BAU CARBON PROJECTION TO 2040



## Abatement Strategy

City of Bayswater's  
emissions  
reduction and  
renewable energy  
opportunities





## 6 City of Bayswater's emissions reduction and renewable energy opportunities

### 6.1 City of Bayswater's renewable energy and emissions targets

The ERRE Plan responds to targets for renewable energy and emissions reduction that the City set for its operations in August 2019, namely:

- a corporate renewable energy target of 100% by 2030
- a corporate greenhouse gas emissions reduction target of 100% by 2040

In responding to these targets this Plan recommends that the following refinements to the targets be made to both include interim targets and reflect current and emerging opportunities for renewables and emissions reduction.

- *2025 100% renewable electricity for the City's operations, excluding streetlighting*
- *2030 100% renewables and/or carbon offsets for all City energy use, including streetlighting*
- *2040 Net zero greenhouse gases for the City energy-related and value chain emissions*

### 6.2 Measures available to reduce City of Bayswater's footprint

A review of City of Bayswater's current energy demand and carbon footprint, review of other data and information supplied by the City, and engagement with key stakeholders and external parties was conducted to develop a picture of renewable energy and emissions reduction opportunities. These are organised into nine areas that respond to the brief for the development of the ERRE Plan, illustrated below.

1. On-site solar PV
2. Mid-scale renewable generation
3. Renewable energy power purchasing
4. Carbon offsets
5. Sequestration
6. Energy efficiency
7. Electric vehicles and plant
8. Behavioural change
9. Sustainable procurement

In addition to these abatement levers, management and governance of the ERRE Plan and consideration of financing / funding of the Plan need to be addressed so that the City has the resources and processes to achieve its targets.

These nine measures are illustrated in the graphic below. Following this, a summary of the scope, scale, cost-effectiveness and risks associated with each of these measures is presented that can enable the success of City of Bayswater's abatement efforts. This is then followed by the development of action plans that will enable the City to achieve its targets.





City of Bayswater: Emission Reduction and Renewable Energy Plan



FIGURE 24: NINE CATEGORIES OF ENERGY AND EMISSION REDUCTION FOR CITY OF BAYSWATER



### 6.3 Management and governance of ERRE Plan



#### Description

Executive leadership and commitment is required if the Emissions Reduction and Renewable Energy Plan is to be successful. The implementation of management and governance systems for the plan, and commitment and authority to act at relevant levels to reduce emissions, is also key for success. Key priorities at leadership and management systems level may include:

- A leadership group that brings together key stakeholders from cross-functional areas
- Refine, monitor and re-evaluate targets for the City for emissions reduction and renewable energy, including definition/scope, scale, timing and any interim targets (refer to Section 6.1)
- Employ dedicated staff resources within the City to develop suitable systems and processes, engage with internal stakeholders to plan works to be implemented in Annual Budgets and the Corporate Business Plan, engage with and educate the Bayswater community particularly in City-owned facilities that are used by the community, identify and secure external funding to implement abatement projects, and report regularly to the Executive and to Bayswater's councillors on progress
- Develop and track metrics of the ERRE Plan's success, such as the City's carbon footprint, the percent of renewables (rooftop and in supply agreements) in the City's overall energy supply, progress towards implementation of agreed actions (completed, in progress, not completed), and potentially bottom-up indicators such as the number of hybrid and electric vehicles / plant in the City's assets.
- Integration of the ERRE Plan with the City's Integrated Planning and Reporting framework, and with other relevant strategic plans
- Establish responsibilities and accountabilities related to the plan, included in position descriptions
- Review billing, metering and external providers to improve systems for energy data collection and reporting of energy use and carbon emissions (i.e. through Azility)
- Implement suitable measurement and verification systems, including M&V of significant abatement projects, and the analysis of monitoring systems to determine overall progress on emissions reduction
- Develop communication, engagement and capacity-building plans that identify key staff, identify communication channels, report progress against the City's goals, identify and develop training, induction and awareness materials, and solicit input that increases awareness, recognition and buy-in
- Engage with other Councils, EMRC, other key stakeholders (e.g. Western Power, WALGA) and peer networks such as the Cities Power Partnership (CPP)



City of Bayswater: Emission Reduction and Renewable Energy Plan

### Data collection and management

The development of the City's carbon footprint as part of the development of the ERRE Plan has highlighted challenges associated with getting accurate and timely information, needed to inform future tracking and reporting of progress.

The work has highlighted that management of energy and emissions data is an ongoing, active task that requires both external and internal resources. The table below highlights a few of the key observations and recommendations from the development of the City's footprint for this project.

**TABLE 6: OBSERVATIONS AND RECOMMENDATIONS FOR IMPROVEMENT**

Observation	Recommendation for improvement
During the establishment phase of an energy / emissions database there is scope for large data gaps and duplication of sites.	All work to develop the City's energy and carbon footprint needs to be regularly checked to ensure that it is reflective of the current set of accounts, and that duplicates are removed. A review of the accounts is taking place during 2021 with the help of the Finance department.
Many large sites were duplicated, potentially due to a change in City of Bayswater's large sites retailer, leading to double entries in the database.	The City should regularly review their energy data with Azility to assure its currency and accuracy.
Some facilities and accounts have different names in asset databases compared with Azility	From time to time the City will acquire / build and divest assets, and as this occurs a process needs to be in place to ensure that new and old sites are identified and handled accurately. With divested sites it is important that historical data is retained for reporting of trends.
More than 80 leased sites have limited or no energy or billing data available or in Azility at this time.	With the transfer of sites to the City's responsibility, a process needs to be in place to ensure all data is transferred to Azility, that there are no duplicates (e.g. where leased sites are co-located with other City accounts) and that data to the start of the City's responsibility is obtained. This requires coordination between City of Bayswater and Azility.
The City owns a large number of public lights, in town centres, Maylands foreshore and across its park network. Some lights are grid-connected, others are not. Some lights are metered while others are unmetered. There is no single consolidated database that captures all of these lights and their power use and cost, though an audit process to capture this in ongoing.	The City should develop a full database of the city-owned public lights and their associated electricity accounts, and capture this information in Azility.



## City of Bayswater: Emission Reduction and Renewable Energy Plan

### Integrated Planning and Reporting Framework

A desired outcome of this ERRE Plan, and of future updates to this Plan, is that it be implemented through successive Corporate Business Plans and in Annual Budgets. The ERRE Plan, and the 100% renewable energy and net zero emissions goals in particular, should sit alongside other key strategic plans of the City of Bayswater and be integral to the normal business processes of the City. Some of the plans and policies that the ERRE will sit alongside to inform future business plans and budgets include:

1. City of Bayswater, Greening our Garden City: Urban Forest Strategy
2. Environment and Liveability Framework
3. Waterwise Bayswater, a strategy to 2030
4. The City's Vehicle Fleet Policy and strategy
5. The City's Procurement Policy



FIGURE 25: CITY OF BAYSWATER'S INTEGRATED REPORTING AND PLANNING FRAMEWORK



**Scope for  
abatement**

By itself, this will not result in actual emissions reduction, but good leadership, accurate data and an effective management framework for ERRE will be key factors in City of Bayswater achieving its targets for renewable energy and net zero emissions.



## City of Bayswater: Emission Reduction and Renewable Energy Plan



Without good governance, management and monitoring of progress the City's efforts to reduce its emissions will be less effective in the long term.

### Risks and mitigation



### Costs and benefits

The main cost will be the allocation of budget for staff resources to establish, govern and implement the City's Emission Reduction and Renewable Energy Plan over the coming two decades, including management and engagement with internal and external stakeholders. Experience of metropolitan Councils who are developing and implementing programs to deliver on ambitious targets such as those set by City of Bayswater indicates that at least two to three full time staff are engaged in this work. At present City of Bayswater has just 0.3 FTE dedicated to the role that is intended to drive the ERRE Plan.



## City of Bayswater: Emission Reduction and Renewable Energy Plan

## 6.4 Funding of the ERRE Plan



### Description

The impact of emissions reduction measures on the City's budget will depend on the timing and scale of actions implemented over time. Many measures will likely be implemented through the City's budget process, and grants, incentives and loans may also be considered. There are typically four categories of funding that could be used, as illustrated below. Two funding options, including Grants & Incentives, and Revolving Energy Funds are then outlined further.



**FIGURE 26: CATEGORIES OF FUNDING OPTIONS FOR ERRE PLAN**

### Grants and incentives

Grant funding is an important tool in most Councils' plans for achievement of ambitious efficiency and renewable energy goals. As WA's Climate Policy evolves to meet the State's aspirational net zero goal by 2050 it is likely that programs and funding will be available, typically on a competitive basis.

For example the Clean Energy Future Fund was launched in April 2020 and supports the implementation of innovative clean energy projects in Western Australia. This program provides a minimum of \$250,000 and up to a maximum of \$4 million in grant funding to eligible projects that reduce emissions. With a maximum grant contribution of 25%, the fund is targeting projects with a total value of \$1 million to \$16 million. For the City of Bayswater, this could potentially support a range of initiatives, for example:

- Streetlight upgrade to LED technology
- Bundle community facilities that the City owns to deliver LED lighting, solar panels, battery storage and potentially electric vehicle charging solutions
- Expand solar PV at large community facilities such as Waves and the Rise to maximise rooftop solar and implement carport solar PV systems with EV charging



## City of Bayswater: Emission Reduction and Renewable Energy Plan

EMRC, on behalf of the City has applied for funding under this scheme. The City is still to receive information as to whether the City is successful

In addition to grants, financial incentives may also be available for eligible renewable energy or emissions reduction measures. For example, under the Renewable Energy Target (RET) scheme, Small-scale Technology Certificates (STCs) can be claimed against the upfront price of a solar PV system, typically equal to 30% of the total cost (but declining annually until the scheme expires in 2030). The City is currently maximising use of the STCs by installing several solar PV systems each financial year.

Similarly, Large-scale Generation Certificates (LGCs) can be created and sold (or withheld) for renewable energy systems greater than 100 kW.

At this time Western Australia does not have any certificate schemes for energy efficiency, and does not offer solar feed-in tariffs for most businesses. If either of these situations change in future, or other incentives become available, the City should position itself to avail of incentives that improve the financial outcomes for their efficiency and renewable energy projects.

A key function in relation to grants and incentives is having a person or people who are tasked to identify, prioritise and respond to these opportunities when they arise. Having 'shovel-ready' projects is often necessary to be successful in grant applications, so ensuring the ERRE is regularly reviewed and the next group of projects to be implemented have good documentation on scope and business case is important.

**Revolving Energy Fund**

City of Bayswater can consider the establishment of a Revolving Energy Fund in future to assist with the sustainable funding of initiatives that help to drive the City's emissions down and increase renewable energy.

A Revolving Energy Fund (REF) is a sustainable funding mechanism, whereby savings from sustainability projects are tracked and used to replenish the fund for the next round of investments. In this way, funds used for energy efficiency, renewable energy, and potentially other sustainability projects can be spent multiple times to drive emissions reduction, energy and cost savings. REFs allow a monetary investment to be spent a number of times (through reinvesting energy cost savings) without reducing its value. Several options exist in terms of how a REF would operate:

- It could start with seed funds that do not need to be repaid, such as a % of funds from an environmental levy or similar. Savings from efficiency and renewable energy measures are returned to the REF and used to fund future initiatives.
- Savings are largely returned to the project owners so that they see the savings on their bottom line, with some savings retained in the REF to fund new measures.



City of Bayswater: Emission Reduction and Renewable Energy Plan

- The REF operates as a loan fund with savings repaid into the fund before project owners have access to the savings. This way, the initial fund level is maintained and can be added to over time.
- The REF could be set up to be a contestable funding source. Projects would need to meet and be scored against agreed criteria to be eligible to apply for funding. Projects with the highest scores could receive funding from the REF.

The diagram below illustrates how a REF could operate.



FIGURE 27: REVOLVING ENERGY FUND – TYPICAL FUNDING CYCLE

Key to a successful REF is that it is sustainable and can fund projects that meet an organisation's goals, while achieving a balance between seed and top-up funds from the budget, returned savings from implementation of projects, and grant funds. The development of an implementation plan, plus an auditable project and savings cashflow model for a REF is a good idea that can help with the design of the fund to ensure this outcome. An example of a REF cashflow model is shown below.

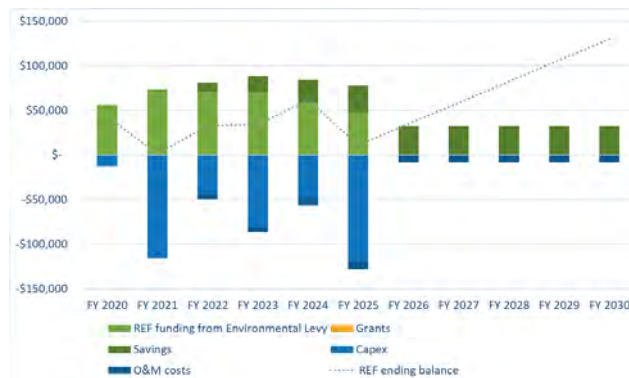


FIGURE 28: MODELLED CASHFLOW OF A REVOLVING ENERGY FUND





City of Bayswater: Emission Reduction and Renewable Energy Plan



**Scope for abatement**

By itself, a planned approach to financing / funding of the City's ERRE Plan will not result in actual emissions reduction, but a planned approach to funding at ERRE Plan, Corporate Business Plan and Annual Budget levels will help to sustain implementation to meet targets. A pro-active approach to identifying, prioritising and applying for grants – allied to having 'shovel-ready' projects will help City of Bayswater successfully attract funds that can accelerate implementation of the ERRE Plan.



**Risks and mitigation**

Without a planned, structured approach to the identification of projects to be implemented, and to the securing of budget or external funds to implement ERRE Plan projects, there is a greater risk that opportunities are missed, and City of Bayswater does not achieve its goals within its target timeframe.



**Costs and benefits**

The main cost will be the allocation of staff resources and time to plan and implement agreed funding approaches, including management and engagement with internal and external stakeholders, documenting and following a grant application process, and if applicable establishing and managing a Revolving Energy Fund. Key to successful development and implementation of a REF over time is resourcing to manage and govern the ERRE Plan as noted above.



## 6.5 On-site solar PV



### Description

Solar PV is a well-established technology, and more than 20% of Australian homes and an increasing number of businesses have already installed solar panels to reduce their grid energy costs and greenhouse gas emissions. Uptake of battery energy storage (BESS) remains low but will become more cost effective in future.

#### Current status of solar PV in City of Bayswater

As described the City of Bayswater has actively pursued solar PV opportunities across its portfolio, with systems installed having a capacity of 376 kW, capable of generating an estimated 620 MWh annually, equal to ~5% of the City's electricity demand.

The City's largest system is a 99 kW array on the Civic Centre, installed in two stages in 2014 and in 2019. Large energy using facilities including Bayswater Waves and The RISE have modest solar systems, at 40 kW and 35 kW respectively.

Recently, the number size of PV systems installed by the City has increased, with five systems at 119 kW generating capacity installed in 2020.

#### New solar PV opportunities in City of Bayswater

An assessment of further solar PV capacity at City of Bayswater facilities is made via the following approaches.

- Firstly, energy audit reports commissioned by the City have been completed and provide an indication of new or additional capacity at some sites. The indicated PV potential for these sites is taken from audit reports.
- Secondly, facilities staff have reviewed site lists and indicated which sites could be suitable for solar, though in many cases barriers have been identified that may be required to be overcome, such as shading, roof structural assessments and the like. For these sites solar PV systems are sized with the assumption that they can meet 25% of the site's electricity usage with 20% export to grid (noting that this has zero value at this time).
- The maximum solar that would be considered at any site would be sized to meet 100% of electricity demand, and in all cases would require battery storage.
- For large sites like Bayswater Waves, Civic Centre and The RISE we have modelled the potential capacity for solar at these sites, additional to what is already installed. The large demand at these sites and their prominence in the community may make them potentially attractive for larger-scale solar installations.

A summary of the solar PV and BESS opportunities that have been identified at City operated sites is provided below. There may be opportunities for individual large sites, or for an aggregation of multiple sites to bid for funding incentives via the Clean Energy Future Fund.



#### Scope for abatement

##### Small sites – from audit reports and estimates

Taking data from energy audits and assuming that solar PV can meet 25% of the daytime energy demand of small sites identified to be potentially suited to solar installation, City of Bayswater could potentially increase its solar capacity by close to 294 kW (excluding Bayswater Waves, the Civic Centre and The RISE, as well as very small sites where assessed PV capacity is less than 1 kW). This could cost in the order of \$383,000 and return savings of more than \$71,000 annually to the City based on current energy rates. The list of potential sites, with estimated PV sizes, costs, savings and paybacks is tabulated below.

Solar yield for these small sites would be around 421 MWh per year, with approximately 80% of this likely to be consumed at City sites. Hence electricity demand could be reduced by 337 MWh per year, equal to 3% of current electricity demand. Bayswater could claim all of the renewable energy generated and count this towards its 100% renewable energy target.

A table of the potential capacity, yield and payback for solar PV at the City's small sites is provided in Appendix A. It should be noted that this is indicative, and site-by-site assessments will be needed to verify feasibility and capacity over time.

##### Small sites – maximising solar PV

The small sites assessed above could potentially install solar panels and battery storage to meet more of their energy demand. Around 1,200 kW of solar PV and likely more than 3 MWh of storage, fully utilised on these sites, would meet their energy demand. The capacity of these sites to host this much solar capacity, optimal sizing of batteries and other factors would likely significantly lower the potential for solar and storage, but these figures give a potential upper limit for solar at the City's small sites.

##### Large sites additional solar PV potential

The Civic Centre, The RISE and Bayswater Waves all have solar PV systems, with combined capacity of 175 kW, including almost 100 kW at the Civic Centre, 40 kW at Bayswater Waves and 35 kW at The RISE. Taken together these three sites still have a net grid electricity demand that exceeds 800 kW in mid-summer, 500-600 kW during winter daytimes, and more than 300 kW on weekends.

City of Bayswater's largest potential source of additional solar PV is through expansion over time of solar on these three sites. Locations could include:

- Expanding The RISE and Bayswater Waves up to 100 kW to avail of STC discounts,
- All main north-facing roofs at Bayswater Waves, as well as the outdoor pool grandstand,
- The Bayswater Waves carpark, which could meet more of the site's demand, provide covered parking to patrons and could host EV charging to the public as electric vehicle sales increase,
- The RISE roof, excluding the large auditorium,
- The RISE carpark, with north-east facing arrays at the north end of the facility,



City of Bayswater: Emission Reduction and Renewable Energy Plan

- The rest of the Civic Centre roof, which already has two arrays installed, and
- The Civic Centre carpark, located near the entrance or to the rear of the site

The potential PV capacity of all locations modelled at these three sites is 755 kW, with generation potential of 1,176 MWh per year (refer to Helioscope modelling at Appendix C). This is 10% of the City's electricity demand. Practically, this capacity could be implemented over three stages, including:

- Expand to maximum STC size initially,
- Expand to maximise rooftop PV capacity with LGC-scale systems,
- Expand to carport solar PV systems in the long term, potentially with EV charging

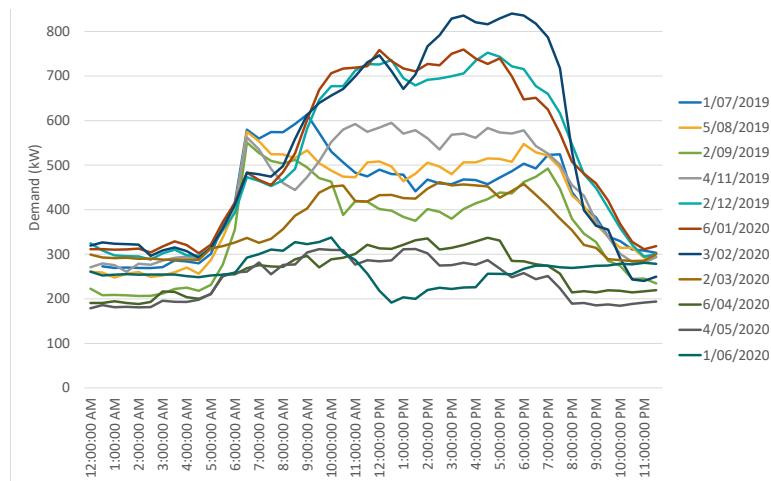


FIGURE 29: COMBINED LOAD PROFILES FOR BAYSWATER WAVES, THE RISE AND CIVIC CENTRE



City of Bayswater: Emission Reduction and Renewable Energy Plan



FIGURE 30: BAYSWATER WAVES STAGE 1 – MODELLED 59.3 kW OF SOLAR PV ON ROOFS



FIGURE 31: BAYSWATER WAVES STAGE 2 – 140.7 kW OF SOLAR PV ON ROOFS INCL. THE GRANDSTAND





City of Bayswater: Emission Reduction and Renewable Energy Plan



FIGURE 32: BAYSWATER WAVES STAGE 3 – MODELLED +99.6 kW OF CARPORT SOLAR



FIGURE 33: THE RISE STAGE 1 – MODELLED 65.2 kW OF SOLAR PV ON ROOFS



City of Bayswater: Emission Reduction and Renewable Energy Plan



FIGURE 34: THE RISE STAGE 2 – MODELLED +116.6 kW OF SOLAR PV ON ROOFS



FIGURE 35: THE RISE STAGE 3 – MODELLED +87.2 kW OF CARPORT SOLAR





City of Bayswater: Emission Reduction and Renewable Energy Plan



FIGURE 36: CIVIC CENTRE STAGE 1 - MODELLED +150.2 kW ADDED ROOFTOP SOLAR



FIGURE 37: CIVIC CENTRE STAGE 2 - MODELLED +36.1 kW OF CARPORT SOLAR



Risks associated with solar PV implementation are minimal provided systems are appropriately sized, designed, installed, connected and maintained on sound buildings and structures, as with any other asset.





City of Bayswater: Emission Reduction and Renewable Energy Plan

**Risks and mitigation**

The cost effectiveness of solar PV has long been demonstrated, and panel prices continue to fall. The commercial sector has embraced solar PV in recent years, and this is the main factor that has driven further acceleration in the implementation of rooftop solar.

With a large number of community facilities, and with large sites like Bayswater Waves, The RISE and the Civic Centre highly visible in and used by the community, stakeholder consultation is an important element of any large solar rollout that should be implemented and managed.



**Costs and benefits**

The costs and benefits to City of Bayswater from solar have been demonstrated via the systems installed to date. Benefitting from the Small-scale Technology Certificate (STC) upfront discount, the City will have achieved paybacks in the range 3 to 6 years.

An STC-focused approach could see a further 294 kW of solar installed at small sites as highlighted above, and could see systems at Bayswater Waves and The RISE expand up to 100 kW (125 kW additional).

Combined this approach would see the following approximate financial and energy / GHG outcomes:

- Capital cost: \$509,000
- Annual savings \$116,500
- Payback: 4.37 years
- Annual electricity savings: 625 MWh per year
- Annual GHG savings (current grid intensity): 315 t CO<sub>2</sub>-e (approximately 3.3% of the current carbon footprint)

An approach that seeks to progressively increase the amount of solar PV at the three large facilities – Bayswater Waves, The RISE and the Civic Centre – could see a further 630 kW installed over time, based on the current demand at the sites, and potentially more than this if these sites provide EV charging infrastructure for patrons / visitors / staff in future.

Costs for these systems will be higher than for the STC-scale approach above; based on current costs we have estimated this to be \$1.75 million, though as solar and battery costs continue to decline the actual costs in the longer term will be lower than this:

- Systems will be more than 100 kW in size, and are ineligible for an upfront STC discount. The City would have to create Large-scale Generation Certificates (LGCs) and sell these to boost the business case, but would have to retire the LGCs if the renewable energy was to be credited to the City. With low forecast LGC prices within the next few years (<\$10/LGC), with the RET scheme ending in 2030, and given transaction costs to create and manage LGCs there is a case for retiring and/or not creating LGCs for these systems.
- Carport systems are more expensive than roof mount systems.



City of Bayswater: Emission Reduction and Renewable Energy Plan

- If batteries and EV charging form part of future expansion of solar at these sites there are further added costs.

Given higher upfront costs the business case for these expansion projects will be weaker than for STC-scale projects, but they would deliver a range of benefits:

- They would serve to significantly boost the contribution of behind-the-meter solar to the City's target,
- Insulate Bayswater against volatility in electricity pricing as the grid transitions to renewable energy
- Would be highly visible in and potentially used by the community (for EV charging in future), and
- The return on investment would still be good and predictable over the long term.

Lastly, as batteries become cheaper it will be feasible to consider expanding solar at smaller sites, to maximise the amount of each small site's energy demand that can be met with solar. As noted above an estimated upper limit based on energy demand for small sites is 1,200 kW of solar and 3 MWh of storage, but the true potential would require a more detailed assessment with reference to the energy use, roofs and activity patterns on a site-by-site basis. This assessment can be developed progressively over the next few years.



## 6.6 Mid-scale renewable energy generation



### Description

The Renewable Energy and Emissions Reduction PAAS highlighted technologies that could be considered in the context of local renewable energy generation, including:

- Solar Farm (with potential for collaboration with other councils)
- Wind Energy (with potential for collaboration with other councils)
- Geothermal, and
- Bioenergy

Mid-scale renewable energy generation typically refers to a customer-scale grid-connected plant where the output is included within the customer's energy supply agreements. In examples from other states, these projects have:

- Access to land that is low cost or owned by the project proponent / host, and that is suitable to host a renewable energy generator,
- A connection agreement with the distribution network provider,
- A licensed electricity retailer who is the buyer of the renewable energy generated, 'sleeves' the output into a power supply agreement with the host, and manages any risks associated with the contract and the market so that the customer's price requirements are met,
- EPC and O&M contracts for design, construction and operation of the plant,
- Optionally generators could sell the output to the grid and take the spot price and sell or retire LGCs to achieve their financial and emissions goals

Like a renewable energy PPA that is negotiated for supply from remote / non-Council projects, developing a mid-scale project is a complex undertaking and requires assessment of a range of aspects as noted above. This has proven challenging in the Western Australia market to this time.

A further challenge for mid-scale renewable energy projects is their ability to generate energy at a price comparable to what utility-scale renewable energy generators can do. If both options are available it is more likely that the larger scale project will be able to offer power at a lower price than a small generator. In this case local co-benefits may need to factor into the business decision as well.

Across Australia there are numerous small-scale energy generators, mostly landfill gas and mini hydro projects built before the RET was introduced. Management of landfills may change as greater focus is placed on reducing organic waste to landfill, with the creation of biomethane for energy generation or sale of gas being one possible opportunity. Whether this is a future opportunity for City of Bayswater in conjunction with other councils or parties would require further evaluation.

Recent renewable energy mid-scale projects have mainly been solar, with three prominent examples being Sunshine Coast Council (15 MW solar farm at Valdora generates the equivalent of Council's electricity demand), City of Newcastle (5MW Summerhill landfill solar farm meets ~30-40% of Council's electricity needs), and Albury City's 1.1 MW solar farm co-located with a 1.1 MW landfill gas generator at the City's landfill.



City of Bayswater: Emission Reduction and Renewable Energy Plan



FIGURE 38: IMAGE OF THE VALDORA 15 MW SOLAR FARM IN SUNSHINE COAST, QLD<sup>16</sup>



FIGURE 39: IMAGE OF THE SUMMERHILL 5 MW SOLAR FARM IN NEWCASTLE, NSW<sup>17</sup>



FIGURE 40: IMAGE OF THE ALBURY LANDFILL WITH 1.1 MW LFG + 1.1 MW SOLAR FARM<sup>18</sup>

<sup>16</sup> <https://www.sunshinecoast.qld.gov.au/Environment/Sunshine-Coast-Solar-Farm/Solar-Farm-Overview>

<sup>17</sup> <https://newcastle.nsw.gov.au/council/news/latest-news/solar-farm-powering-city-operations-and-revenue>

<sup>18</sup> <http://maps.nearmap.com?q=Location%201%40-36.026649%2C146.897049&ll=-36.026649,146.897049&z=17&t=k&nmd=20201210>



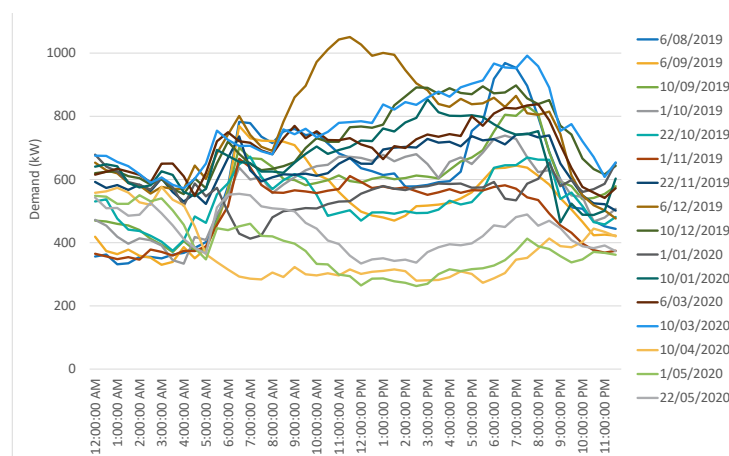
## City of Bayswater: Emission Reduction and Renewable Energy Plan

**Current status and opportunities in City of Bayswater**

At this time there are no known mid-scale renewable energy generation opportunities that City of Bayswater can pursue. Land in the city is unlikely to be viable, so collaboration with one or more organisations such as neighbouring councils, Eastern Metropolitan Region of Councils (EMRC) (e.g. at Red Hill landfill, where there is an existing LFG generation plant and grid connection) or other grouping is likely to be necessary.

In terms of load, the following graph below show the aggregated load profile in weekday, weekend and holiday for all City of Bayswater large sites with interval data. Taken together these account for around 40% of the City's electricity use, with streetlighting and small sites accounting for the remainder. City of Bayswater's overall load profile will be slightly biased towards night demand due to streetlighting.

In any mid-scale renewable energy project that City of Bayswater seeks to join in future, its metered sites' load, combined load of all sites, and changes to demand profiles due to future onsite solar and new sites will be required to help determine a project's scale and included sites. This highlights further the importance of developing and maintaining the City's energy data management systems.



**FIGURE 41: CITY OF BAYSWATER COMBINED LOAD PROFILE FOR ALL INTERVAL-DATA SITES**

**Scope for abatement**

The scope for abatement of the City's emissions would depend on the scale and type of project, treatment of LGCs generated from the project's operation, and Bayswater's offtake fraction of energy generated, for example.

The case to develop a project such as this may have multiple aspects, such as meeting the City's own targets for renewables and abatement, its desire to see more renewable energy projects built in or close to City of Bayswater, its desire to build



City of Bayswater: Emission Reduction and Renewable Energy Plan

projects that involve community ownership and/or establishment of a community energy retailer, or opportunities for grant funding that may make such a project economically viable compared with other options.

So, the scope for abatement of the City's emissions can range from a small fraction up to 100% of electricity emissions.



**Risks and mitigation**

Key risks include but are not limited to:

- Retailers willingness to purchase the output from a renewable energy generator and 'sleeve' the output into electricity agreements
- Subject to generator size, any registration requirements in the Wholesale Electricity Market (WEM) in Western Australia<sup>19</sup>
- Greater skills and knowledge of electricity markets would be required to manage revenue risk over time, or at least to increase literacy within City of Bayswater so that this opportunity can be explored, explained and informed decisions taken
- The value of Large-scale Generation Certificates (LGCs) is forecast to decline and there may be limited value in these in coming years, reducing the value of the project

These are examples and other risks may apply and would need to be identified, assessed and managed / mitigated as part of the project development.



**Costs and benefits**

The costs and benefits of mid-scale generation are not known at this time for City of Bayswater. Projects that have been developed will have drawn on electricity market and LGC forecast pricing at the time they were developed, and City of Bayswater would similarly draw on future forecasts in their assessment of the business case.

A key aspect of the business case should be the delivered price of electricity to the City from a mid-scale project compared with a renewable energy PPA from a utility-scale project or retailer, if and when this is feasible in the WEM.

<sup>19</sup> <https://aemo.com.au/en/energy-systems/electricity/wholesale-electricity-market-wem/participate-in-the-market/information-for-current-participants/rule-participant-classes>



## 6.7 Renewable energy power purchasing



### Description

**The single biggest opportunity to reduce electricity emissions is to purchase renewable energy and/or renewable energy offsets via City of Bayswater's electricity procurement process.** Electricity consumption accounts for 83% of City of Bayswater's operational energy carbon footprint, with 66% of power consumed by just a few sites / accounts (including Bayswater Waves, Western Power-owned streetlighting, The RISE and the Civic Centre). Unlike other abatement options, this would not require City of Bayswater to physically implement change, only to stipulate that renewables be purchased to meet part or all of its electricity needs. There are three main ways in which an organisation can source renewable energy, illustrated below (the third option is covered in the above section on mid-scale renewable energy generation).



FIGURE 42: MAIN OPTIONS FOR SOURCING RENEWABLE ENERGY SUPPLY

The first of these – entering into a renewable energy power purchase agreement (PPA) is by far the most prominent approach, with around 8,000 GWh of electricity being sourced under PPAs entered into over the last four years, mostly by businesses located in NSW, Queensland and Victoria. This approach has been taken by several local governments in the National Electricity Market (NEM, eastern states) in recent years and underpins most goals to reach net-zero emissions<sup>20</sup>.

City of Bayswater has been engaged in a process with other local councils to assess the feasibility of developing a renewable energy PPA, and this work is ongoing. The work is being led by the Western Australia Local Government Association (WALGA).

Subject to both this feasibility assessment, an assessment of the cost savings to City of Bayswater compared with both current electricity agreements and with 'brown' power savings in future agreements, and consideration of the City's goals for renewable energy and emissions reduction, Bayswater should seek to incorporate renewables into its electricity contracts in increments or in total over the next ten years.

<sup>20</sup> Examples of NSW Councils' purchasing renewables as part of their electricity supply include: [Southern Sydney Regional Organisation of Councils](#), [City of Sydney](#), [City of Newcastle](#), [Northern Beaches Council](#), [Eurobodalla Shire Council](#) and [Hawkesbury City Council](#).





City of Bayswater: Emission Reduction and Renewable Energy Plan



**Scope for abatement**

Based on City of Bayswater's current energy mix, purchasing 100% renewables would lead to annual abatement of 7,865 t CO<sub>2</sub>-e (83% of all energy-related emissions). In a first renewable energy PPA it is intended to only include the City's facilities and to exclude unmetered streetlighting owned by Western Power. In future the City's goal is that electricity sourced to supply streetlights is also from renewables, and City of Bayswater will work with key stakeholders to seek this outcome.

This is a significant abatement and renewable energy opportunity relative to others available to the City. Without the ability to source renewables for electricity supply the options to cost-effectively reduce emissions are limited, and purchasing of LGCs and/or carbon offsets would become the primary pathway to zero emissions.

If all vehicles were also electrified in future and supplied with renewable energy, then additional abatement will result.



**Risks and mitigation**

Establishing a corporate PPA is complex, time-consuming and contains approaches and risks not previously considered by most consumers. These take time and resources to assess and manage, and this will be reflected in WALGA's procurement process.

Based on experience of customers in the NEM a renewable energy PPA:

- is typically for a longer time period than a regular agreement,
- is associated with new-build solar, wind, hydro and battery projects,
- may be with recent or new entrants to the energy market, and
- occurs in an uncertain policy environment for renewable energy and climate change response

The key risk areas are illustrated below and may be assessed as part of a process to determine the best procurement solution for City of Bayswater and its partner councils.



**FIGURE 43: KEY RISKS WITH RENEWABLE ENERGY PPAs**

In the process being undertaken by WALGA it is understood that an initial three-year retail agreement with a progressively higher proportion of renewables is one of the options under consideration, with the potential for longer-term and/or fully renewable agreements in the longer term.





City of Bayswater: Emission Reduction and Renewable Energy Plan



**Costs and  
benefits**

The costs or benefits of a renewable energy PPA are assessable via comparison of PPA offer pricing with forecast regular power pricing, and so is inherently subject to the quality of knowledge and assumptions underpinning forecasting.

The costs and benefits of a PPA for City of Bayswater are being established through a feasibility assessment and market testing process.



## 6.8 Carbon offsets



### Description

The Renewable Energy and Emission Reduction Position and Action Statement sets a target of 100% corporate greenhouse gas emissions reduction by 2040. The target does not specify if scope 3 (energy-related and supply chain) emissions are to be included in calculations, nor whether accreditation is to be sought under the Climate Active standard (section 6.1 highlights this as a key review and decision action for City of Bayswater in coming years).

It is reasonable to expect that coverage of the emissions reduction target will be highlighted, within the City and the community, in coming years. Given this, this section of the strategy sets out the current national standard for carbon neutrality and what this may look like for City of Bayswater given the experience of other local councils.

### What is Climate Active?

Currently, the gold standard for carbon neutrality attainment in Australia is Climate Active certification. Climate Active used to be called the 'National Carbon Offset Standard', or NCOS for short. The National Carbon Offset Standard and Carbon Neutral Program were launched by the Australian Government in 2010 to provide a credible framework for managing emissions and achieving carbon neutrality. Initially, the Standard was designed for organisations, products and services and was expanded to events, buildings and precincts in 2017.

The Climate Active Carbon Neutral Standard for Organisations (Organisation Standard) is a voluntary standard to manage greenhouse gas emissions and achieve carbon neutrality. It provides best-practice guidance on how to measure, reduce, offset, validate and report emissions that occur as a result of the operations of an organisation. Further information is available at [www.climateactive.org.au](http://www.climateactive.org.au).

### Emission sources / carbon accounting 'scopes'

To help differentiate between different emissions sources, emissions are classified into the following scopes according to the GHG Protocol – Corporate Standard:

- Scope 1 emissions include all direct greenhouse gas emissions from sources that are within the organisation's control boundary. These could be emissions from fuel use, refrigerants and on-site electricity generation.
- Scope 2 emissions include purchased electricity, heat, cooling and steam (i.e. energy produced outside the organisation's control boundary but used within the organisation).
- Scope 3 emissions are all indirect emissions that occur as a result of the activities of the organisation but occur from sources outside the organisation's control boundary.

These emissions scopes are illustrated below.



## City of Bayswater: Emission Reduction and Renewable Energy Plan

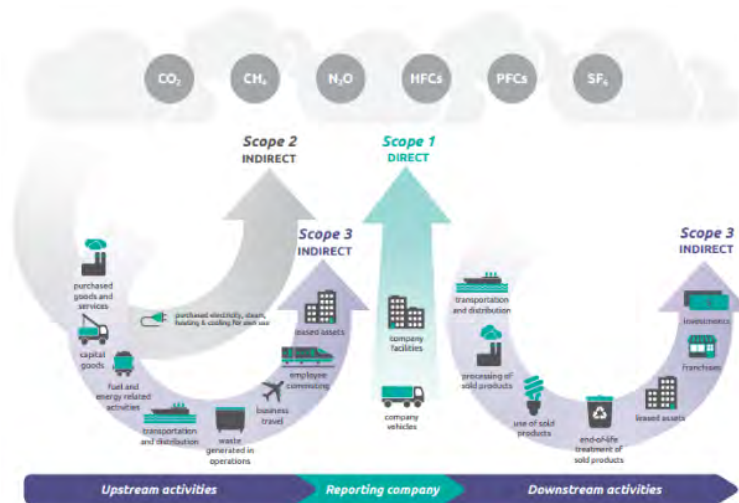


FIGURE 44: GHG EMISSIONS SCOPES

In Climate Active, the emission sources should include Scopes 1, 2 and 3, compared to National Greenhouse and Energy Reporting (NGER) which only covers Scopes 1 and 2 emissions.

#### What is included in Scope 3 emissions?

Broad categories of Scope 3 emissions sources that need to be considered are as follows (please refer to Appendix B: Description of scope 3 emission categories for more details regarding these categories. Note that these are GHG Protocol-defined categories and not all will necessarily apply to the City of Bayswater).

1. Purchased goods and services
2. Capital goods
3. Fuel- and energy-related activities (not included in Scope 1 or Scope 2)
4. Upstream transportation and distribution
5. Waste generated in operations
6. Business travel
7. Employee commuting
8. Upstream leased assets
9. Downstream transportation and distribution
10. Processing of sold products
11. Use of sold products
12. End-of-life treatment of sold products
13. Downstream leased assets
14. Franchises
15. Investments



## City of Bayswater: Emission Reduction and Renewable Energy Plan

An assessment of each data category will highlight those sources that must, should and do not need to be included in a Climate Active-compliant carbon inventory, based on a 'relevance' test. The emission sources included in the boundary should be related to the City's operations only. The figure below shows an example of emission sources that a council such as City of Bayswater may need to include when aiming for Climate Active certification for an organisation, based on experience of other local councils.

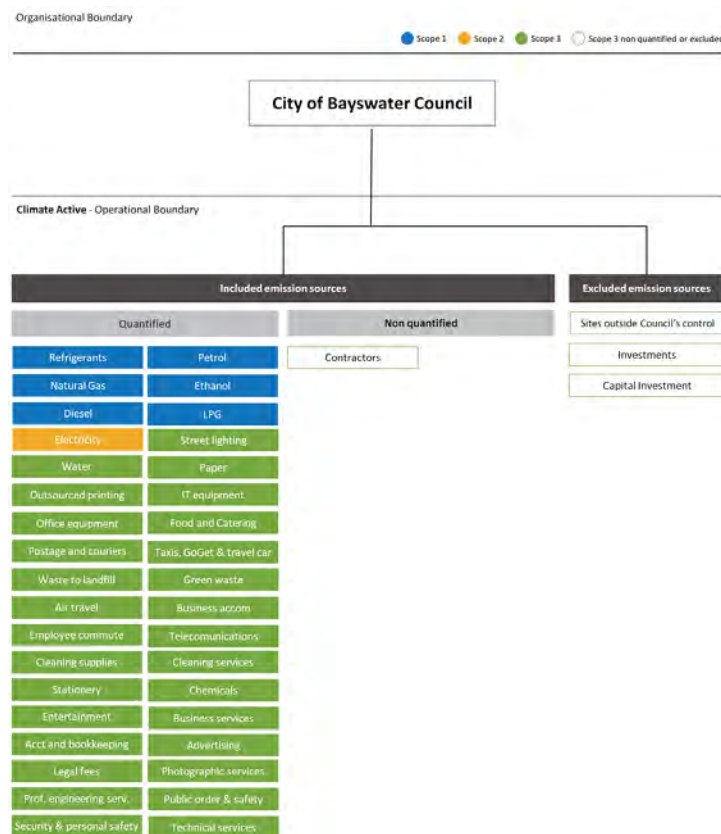


FIGURE 45: POSSIBLE ACTIVITY AND SCOPE INCLUSIONS IN A CLIMATE ACTIVE FOOTPRINT

### What might City of Bayswater's emissions be under Climate Active?

It is typical for non-energy scope 3 emissions to add significantly to the Climate Active carbon footprint of a local council. While City of Bayswater's energy-related carbon footprint across all three scopes is approximately 9,500 t CO<sub>2</sub>-e, its overall carbon footprint may be as much as 15,000 t CO<sub>2</sub>-e, as a result of all of its activities and their carbon emissions impact.



## City of Bayswater: Emission Reduction and Renewable Energy Plan

### Strategies to reduce the City's carbon footprint

If City of Bayswater was to determine that its greenhouse gas emissions reduction target should apply to the full scope of the City's corporate activities, then this would represent the emissions that would need to be offset.

This could simply be achieved by purchasing carbon offsets for all of the City's emissions. More likely though, in achieving its goal for 100% renewable energy, City of Bayswater would only have to offset the balance of its emissions.

The diagram below shows an illustrative emissions reduction pathway that adopts this approach (note this is not a profile of City of Bayswater's emissions and pathway to net zero emissions). Of course, the balance of emissions after reaching 100% renewable energy could also be reduced over time through sustainable procurement decisions, active travel strategies for staff, and waste reduction for example.



FIGURE 46: ILLUSTRATIVE PATHWAY TO CARBON NEUTRALITY WITH ABATEMENT + OFFSETS

### What are the steps to become Climate Active carbon neutral?

The following diagram shows the steps that City of Bayswater would need to take to become certified under Climate Active as a carbon neutral organisation. Each of these steps, except the engagement of auditor/verifier, would need to be completed annually.



## City of Bayswater: Emission Reduction and Renewable Energy Plan



**FIGURE 47: STEPS TO REACH CLIMATE ACTIVE CERTIFICATION**

Under Climate Active, the City has the following responsibilities:

- Sign the Licence Agreement
- Pay an annual fee
- Engage an auditor/verifier
- Complete a report or provide all data to a Registered Consultant
- Purchase offsets
- Sign Product Disclosure Statement (PDS) and submit report
- Submit a web profile
- Use the Climate Active trademark correctly

### What other Councils have been certified under Climate Active?

The following is a list of Councils that have undergone Climate Active certification<sup>21</sup>.

- Bayside City Council
- Brisbane City Council
- City of Adelaide
- City of Melbourne
- City of Sydney
- City of Yarra Council
- City of Moonee Valley
- Maroondah City Council
- Moreland City Council
- Randwick City Council
- Woollahra Municipal Council

<sup>21</sup> <https://www.climateactive.org.au/buy-climate-active/certified-brands#category1>



## City of Bayswater: Emission Reduction and Renewable Energy Plan

Instead of full Climate Active certification, Councils can decide to self-certify their carbon neutral status. The recommended way to undertake self-certification is to use the Climate Active Standard for guidance, from determining the boundary of the carbon footprint and preparation of the carbon account to the purchase of carbon offsets. The following Councils have undergone self-certification:

- Maribyrnong City Council
- City of Fremantle<sup>22</sup>



### Scope for abatement

The scope for abatement will depend on the City's agreed boundary (of activities and emission scopes). If the target is in alignment with the national carbon neutral standard, then emissions will be as assessed (in future) under Climate Active for City of Bayswater's corporate activities, which may be in the order of 15,000 t CO<sub>2</sub>-e.

The City may determine that it simply wishes to reduce a narrower scope of emissions to zero – e.g. energy and waste from City activities. Bayswater can still purchase offsets to achieve this, but would not receive the recognition nor be able to make the same claims as a Climate Active-certified organisation could.



### Risks and mitigation

Two of the principal risks associated with Climate Active certification are:

- Purchasing reputable carbon offsets and balancing cost and offset sources, and
- Data collection systems integrity

### Purchasing reputable carbon offsets

Under Climate Active, only high-quality carbon offsets are allowed for reaching carbon neutrality.



FIGURE 48: ACCEPTED OFFSETS FOR CLIMATE ACTIVE

- Australian Carbon Credit Units (**ACCUs**) issued by the Clean Energy Regulator in accordance with the framework established by the Carbon Credits (Carbon Farming Initiative) Act 2011 which has now been amended to establish the Emissions Reduction Fund (ERF).

<sup>22</sup> <https://www.fremantle.wa.gov.au/towards-zero-carbon>



## City of Bayswater: Emission Reduction and Renewable Energy Plan

- Certified Emissions Reductions (CERs) issued as per the rules of the Kyoto Protocol from Clean Development Mechanism (**CDM**) projects, with some exceptions.
- Removal Units (**RMUs**) issued by a Kyoto Protocol country on the basis of land use, land-use change and forestry activities under article 3.3 or 3.4 of the Kyoto Protocol.
- Voluntary Emissions Reductions (VERs) issued by the **Gold Standard**.
- Verified Carbon Units (VCUs) issued by the **Verified Carbon Standard (VCS)**.

When deciding what offsets to purchase, the location, type, volume, price and accreditation standard would ordinarily be taken into account. In particular organisations will typically evaluate the balance between price (e.g. for high volume international offsets) and location (e.g. Australian offsets) or sustainability credentials. See below for a summary of possible offset costs.

### Data collection systems integrity

The quality of data and good quality control processes are key to the integrity of a carbon account. Some of the things that an organisation would have to ensure are in place include:

- Records management systems and an audit trail of the carbon account
- A framework, systems and processes in place to accurately compile the carbon footprint, including data quality improvement plans and records of all changes made over time
- Development of methods to consistently handle and consolidate the additional Scope 3 information that Climate Active requires, across asset registers, expenditure records from ERP software, tracking of travel, accommodation, FTE numbers among others



### Costs and benefits

The cost to offset an organisation's emissions is a function of the actual offset projects selected, their location, the volume of offsets purchased, the accreditation standard under which offsets have been created, and market demand and supply. In the current market offsets can be purchased for as little as ~\$1.50/offset up to \$28/offset.

The table below illustrates four approaches to purchasing 15,000 offsets in the current market (2020), including buying the least expensive offsets (typically international), buying international offsets with social benefits, Australian offsets, and a balanced strategy that buys 20% Australian / 80% international offsets. Costs for licensing (annual) and verification (initially and then only is the baseline is re-calculated) are also included so that the full cost of purchasing this volume of offsets can be seen and used to inform future decisions by the City.





### Climate Active Carbon Neutral Certification - Estimated costs

#### OPTION 1: Purchasing the cheapest offsets available

Emissions	Licence fee		Verification fee		Carbon offset cost		Total estimated fees (ex GST)	
	Min	Max	Min	Max	International		Min	Max
15,000	\$12,035	\$12,035	\$1,000	\$15,000	\$21,450	\$128,700	\$34,485	\$155,735

#### OPTION 2: Purchasing international offsets with social benefits

Emissions	Licence fee		Verification fee		Carbon offset cost		Total estimated fees (ex GST)	
	Min	Max	Min	Max	International - REDD		Min	Max
15,000	\$12,035	\$12,035	\$1,000	\$15,000	\$107,250	\$275,550	\$120,285	\$302,585

#### OPTION 3: Purchasing Australian offsets

Emissions	Licence fee		Verification fee		Carbon offset cost		Total estimated fees (ex GST)	
	Min	Max	Min	Max	Australia		Min	Max
15,000	\$12,035	\$12,035	\$1,000	\$15,000	\$240,000	\$375,000	\$253,035	\$402,035

#### OPTION 4: 20% Australian, 80% international offsets

Emissions	Licence fee		Verification fee		Carbon offset cost				Total estimated fees (ex GST)	
	Min	Max	Min	Max	Australia		International		Min	Max
15,000	\$12,035	\$12,035	\$1,000	\$15,000	\$48,000	\$75,000	\$17,160	\$102,960	\$78,195	\$204,995
					Total					
					Min		Max			
					\$65,160		\$177,960			

FIGURE 49: POTENTIAL CARBON OFFSET COSTS UNDER DIFFERENT PURCHASING STRATEGIES



## 6.9 Sequestration



### Description

The major climate action targets set through the Renewable Energy and Emission Reduction Position and Action Statement are 100% renewable energy by 2030 and 100% corporate greenhouse gas emissions reduction by 2040.

While the purchasing of carbon offsets may form a key part of the City's response to meet these targets in a manner that can be verified and certified, increasing the area's stored carbon may be able to contribute to the achievement of the objectives of the targets.

Two key areas for action that can potentially achieve an increase in local stored / sequestered carbon are:

- Increase in the urban tree canopy to meet or exceed the aspirational targets set in the City's Urban Forest Strategy (Greening our Garden City).
- Improve the capacity for the City's wetland areas to store carbon in sediment and plantings.

### Urban Forest Strategy

City of Bayswater's Urban Forest strategy aims to *increase tree canopy coverage from 13.2% to an aspirational target of 20% by the year 2025 through street, parks and natural area plantings.*

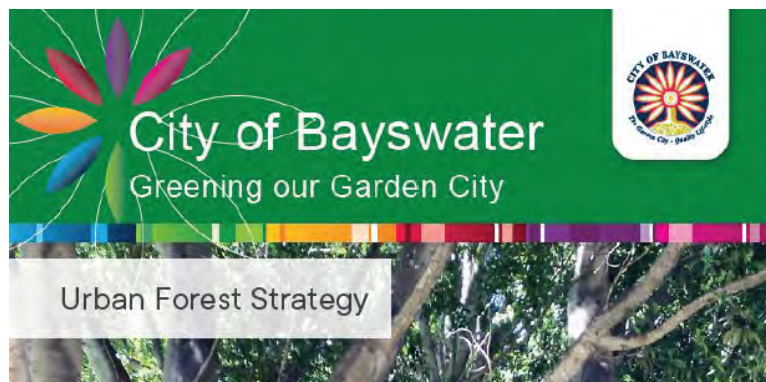


FIGURE 50: CITY OF BAYSWATER URBAN FOREST STRATEGY

A major factor underpinning this aspirational target is to help the community adapt to the effects of climate change, by providing greater and more diverse canopy cover and reducing the number of hot spots in the City, thus improving liveability standards.

There are approximately 33,000 trees in the City of Bayswater at present (Urban Forest Strategy, p6), and based on discussions it is understood that achieving the target of 20% canopy coverage by 2025 would require the planting of an estimated 120,000 new trees (not including the loss of trees in private developments or due



City of Bayswater: Emission Reduction and Renewable Energy Plan

to old age). Current planting rates are around 1,500 new trees per year, along with higher amounts of tube stock.

The reported carbon stored by trees varies in literature, and figures are cited in sequestration rates per hectare, which relies on assumptions about planting density, and in kilograms per mature tree per year. One reported figure of 22 kg CO<sub>2</sub> stored per mature tree per year<sup>23</sup> is used in this report.

Increasing the City of Bayswater's urban canopy can therefore play a small but important role in the City's emissions reduction / net zero task based on current planting levels, but this can increase in importance if the City can achieve its stretch targets. Notwithstanding this, the ability to accurately measure the net sequestration achieved is low, with the benefits to reducing urban heat and increasing climate change resilience likely to be more significant outcomes.

It is recommended that the City keep track of net tree planting data and use this to report on the estimated or potential net sequestration being achieved. However this should not be used to offset targets for emissions reduction, since the actual amount of carbon sequestered can't readily be measured and the transaction costs of using methods employed for projects creating ACCUs would be high.

#### **Wetlands and Bushland<sup>24,25,26</sup>**

The City of Bayswater is also host to a number of wetland and bushland areas. These include Lightning Swamp Bushland reserve, Eric Singleton Bird Sanctuary, Bagilup Wetlands, Bardon Park, Berringa Park and Maylands Samphire Flats. These cover a total area of around 115 Ha, or 3.3% of the City's total area.

The figure below highlights the Maylands Samphire Flats area on the City of Bayswater.

There is wide recognition that wetlands can play an important role in "blue carbon" storage / sequestration, among many other benefits they provide. Conversely, degraded wetlands can be a large source of emissions of CO<sub>2</sub>. In general, wetland plants grow quicker than they decompose, leading to a net annual carbon sink.

<sup>23</sup> Sources reviewed include onetreeplanted.org and carbonneutral.com.au

<sup>24</sup> 2012, Issues Paper: The Role of Wetlands in the Carbon Cycle July 2012, Australian Government Department of Sustainability, Environment, Water, Population and Communities

<sup>25</sup> Department of Environment and Science, Queensland (2020) Wetlands and the carbon cycle, WetlandInfo website, accessed 24 September 2020. Available at: <https://wetlandinfo.des.qld.gov.au/wetlands/ecology/processes-systems/carbon-cycle.html>

<sup>26</sup> Carnell P, Windecker S, Brenker M, Yukate B, Johnson K and Macreadie P. 2016. Carbon sequestration by Victorian inland wetlands. Blue Carbon Lab, Deakin University, Victoria, Australia



FIGURE 51: MAYLANDS SAMPHIRE FLATS

There can be wide variability in the amount of carbon stored in different wetlands, and variability in sequestration rates. Figures cited in literature include:

- Carbon storage of ~240 tonnes C per ha to 1m depth in vegetated freshwater wetlands such as melaleuca forests, and ~550 tonnes C per ha to 1m depth in mangrove swamps.
- Sequestration rates in undisturbed mangrove ecosystems are expected to be about 2,669g CO<sub>2</sub> per m<sup>2</sup> per annum (Qld DES 2020).
- Sequestration rates across 25 inland wetland sites in Victoria were measured at 6.93+/-1.37 Mg per hectare per year, or 556-830 g CO<sub>2</sub> per m<sup>2</sup> per annum (up to 3,018 g CO<sub>2</sub>/m<sup>2</sup> pa was measured at one site).



**Scope for abatement**

High level estimates for the City's Urban Forest Strategy indicate potential carbon sequestration potential of:

- 33 t CO<sub>2</sub> per year, and 660 t CO<sub>2</sub> sequestration at 2040 when the City's net zero emissions target is to be achieved, at current planting rates of 1,500 trees per year
- 2,640 t CO<sub>2</sub> sequestration per year if the City achieves its stretch target of 120,000 new trees, which is sizeable when compared with the City's energy-related carbon footprint (28%) and with the city's potential carbon footprint including supply chain emissions (18%)

Figures for wetlands highlight the wide variability in stored carbon and sequestration rates. They suggest that for the City of Bayswater, if we take wetland area to be 115 Ha, then there may be:

- 100-230 kt of stored carbon, and



City of Bayswater: Emission Reduction and Renewable Energy Plan

- Annual sequestration potential of 638 – 3,061 t CO<sub>2</sub> (approximately 6.7% to 32.4% of the City's energy-related carbon footprint, and ~20% of the potential Climate Active-aligned carbon footprint)

These figures are indicative and show that sequestration from urban canopy and wetlands restoration are an important part of the City's climate response.

High costs to more accurately evaluate the carbon sequestration potential of these activities, allied to low accuracy of measurement, mean that including this towards the City's net zero targets is not justified.



**Risks and mitigation**

Reliance on data reported in literature should be treated with caution in terms of the potential for sequestration in the City of Bayswater. Local assessments based on current and planned tree plantings, the actual size and condition of wetlands in the City, and other local factors should be used to develop more correct estimates of this potential.



**Costs and benefits**

The costs for implementation of the City's Urban Forest strategy, and costs to restore degraded or enhance other wetland areas are not estimated as part of the ERRE Plan.



### 6.10 Energy efficiency



#### Description

Energy efficiency remains the cheapest form of greenhouse gas abatement in many situations. As highlighted earlier, City of Bayswater has been implementing numerous energy efficiency upgrades, and upgrading to LED and/or solar lighting is standard practice when replacing City-owned public lights, passive and active field lights, as well as building lighting.

Efficiency gains can be made via retrofit and asset upgrade works, and lighting typically offers the quickest and the most predictable savings. ICT systems tend to have a fairly rapid turnover compared with other energy-using assets, providing opportunities to upgrade to digital, cloud-based and low wattage IT devices every few years, and this has been happening at City of Bayswater.

Longer life assets such as air conditioning (10-25 years) and motor systems for irrigation may have short-term opportunities for smart controls and minor retrofits that save power, but the major savings come when these assets are at the end of their life and require replacement. As such the rate of improvement in energy use for these services tends to be modest and over a long period of time. Discussions with stakeholders suggest that 6-10 sites' air conditioning systems may be replaced in a typical year (mainly split systems, some packaged / ducted systems).

A high level assessment of the potential for electric energy efficiency was made via:

- Collation of the recommendations of energy audit reports of several of the City's facilities, carried out in 2020,
- Engagement with Western Power and Bayswater to develop an estimate of the costs and savings for a bulk upgrade of all of the non-decorative streetlights in the City of Bayswater, and
- Engagement with staff to get an understanding of the extent to which LED lighting and controls are installed, and the sites where air conditioning services are likely to be replaced over the next ten years. Based on responses provided for all of the City's facilities an indicative estimate was made of the potential savings by upgrading to LED with controls, and by upgrading to more energy efficient air conditioning over this period.

The outcome from this assessment is included as both a summary table and detailed table in Appendix A, together with a summary of the business case for upgrading streetlights to LED. Note that countering the scope for savings in energy, most organisations are also developing or improving assets. For City of Bayswater, the expansion of the Morley Sports and Recreation facility and the redevelopment of the Maylands Waterland facility may add to the City's electricity demand, offsetting some of the potential savings in other facilities.



City of Bayswater: Emission Reduction and Renewable Energy Plan

The design of these upgraded facilities does however offer the potential for further savings, both through energy efficiency and the incorporation of solar and potentially battery storage in the designs.

In addition, the energy audit at Bayswater Waves does not highlight viable savings for gas heating of the pool, which accounts for nearly 7% of the City's energy-related carbon footprint. Looking ahead to 2040 and the net zero emissions goal, City of Bayswater may need to assess heating options, including:

- Geothermal – this has been assessed in a recent study and found to currently be unviable financially,
- Biomethane, which will require the development of site-based or gas network biomethane resources in WA, or
- The implementation of electric heat pumps for pool heating which would increase electricity demand, particularly in winter and at night.



**Scope for abatement**

The scope for energy efficiency across the City's sites is estimated to be 4,231 MWh per year, over 37% of current electricity demand. Around 50% of this potential is associated with upgrading all Western Power-owned streetlights to LED. More savings may be feasible through smart control of irrigation systems and their replacement with more efficient VSD-driven pumps and efficient motors in future. An additional savings of around 141 MWh can be attained when upgrading the rest of the city-owned streetlighting.

As noted, while energy savings potential is significant, the redevelopment of facilities like Morley Sport & Rec and Maylands Waterland, as well as business-as-usual increases in energy use through higher service provision, may see increases in energy demand as well, even where new facilities are energy efficient through the adoption and implementation of best practice design standards for building efficiency. Future pool heating options for Bayswater Waves to achieve net zero emissions could see further increase in electricity demand. Hence the net savings potential is less than the figure estimated here.



**Risks and mitigation**

The risks associated with energy efficiency upgrades are generally low provided business cases, specification and contractor management processes are robust. Some of the main risks and mitigants will include:

- Designing effective measurement and verification at an affordable cost that provides useful feedback about the success of projects
- Persistence of energy savings – it is not uncommon, particularly for education initiatives and control settings to lapse in their performance and be changed back to poor practices or inefficient settings, and providing resources to sustain energy savings is also important



City of Bayswater: Emission Reduction and Renewable Energy Plan

- Regular review processes for energy management is important. For example, design guidelines and procurement guidelines should stay at the level of development of new technologies, practices and services



**Costs and benefits**

Estimated costs and annual savings for energy efficiency is summarised in the appendices. There are three primary sources of information in the table:

- Energy audits performed on the City's largest energy-using sites
- Assumptions about the scale and cost-effectiveness of energy savings based on advice from stakeholders about current penetration of LED lighting and on the likelihood of air conditioning system upgrades / replacements in the next ten years, and
- Analysis of City of Bayswater's streetlighting inventory and calculation of energy savings potential based on advised wattage of current and approved LED lights

Efficiency plans and budgeting will be informed by regular auditing of facilities and equipment, and by Annual Budget planning and Corporate Business Plans that considers projects that will reduce City of Bayswater's carbon footprint.





## 6.11 Electric vehicles and plant



### Description

Transport emissions for City of Bayswater are associated primarily with diesel used for the City's large truck, plant items and light commercial vehicles (LCVs, including Utes). Petrol consumption is for small plant, passenger cars and utility vehicles.

As reported in the baseline, the City's fuel use has declined in recent years, with a reported drop of 8.7% in diesel use and a much larger 28% drop in petrol consumption. It is understood that this can be mostly attributed to migration to a largely hybrid petrol fleet, its continued work to extend hybrids into utes, and upgrading larger plant to Euro v emissions standards.

City of Bayswater has now started to record and report data on vehicle efficiencies, which it can use to target further efficiencies.

The City has also purchased two electric vehicles with charging located at the Civic Centre. There are electric options for some small plant items up to street sweepers and ride-on mowers, but as yet there has been little uptake of these.

**TABLE 7: TREND IN CITY OF BAYSWATER FUEL CONSUMPTION**

Total	16/17	17/18	18/19	19/20
Unleaded Petrol	90,681 L	82,169 L	88,758 L	65,040 L
Diesel	285,969 L	269,352 L	278,259 L	260,732 L

A range of measures will or could continue to be developed by the City, such as:

- Increasing petrol fleet to hybrid vehicles (target to reach 80-90%) by replacing petrol vehicles with hybrid/EVs
- Reviewing and amending financial incentives to reduce the City's total fleet
- Review the functions performed by vehicles, with one outcome potentially being a change from some utes to hybrid or electric passenger vehicles
- Increase the number of EV charging points at City sites and the number of EVs in the fleet – e.g. in line with the State Government's targets
- Set long term and interim targets for migration of passenger and potentially utility vehicle fleet to electric and hybrids respectively
- Use of fleet fuel efficiency information to influence driver behaviour
- Keep abreast of utility vehicle trends including of the major manufacturers
- Continue to evaluate electric powered devices as well as their charging infrastructure and charging practices (e.g. back at base charging)
- Stay abreast of developments in electric technologies for heavier fleet, such as light trucks or buses
- Evaluate opportunities to increase utilisation of e-bike and public transport options for staff travelling to work or between City locations
- Continually review the case for EV charging to be installed at public facilities to meet future driver demand for electric vehicles



## City of Bayswater: Emission Reduction and Renewable Energy Plan

- Stay abreast of developments in EV incentives, policy and other support, and incorporate these in the City's planning process for its transport fleet
- Over the longer term, progressively migrate fleet to lower and zero emissions where it is technically and financially viable, including passenger vehicles, utes, commercial vans / buses and other operational plant

**Availability of electric passenger vehicles in Australia**

According to the Electric Vehicle Council<sup>27</sup>, in 2020 there were 28 EV models available in Australia (both BEV and PHEV) from 11 manufacturers, and this was forecast to grow by a further 6 vehicles in 2021, with a continued shift towards battery electric vehicles (BEV). In addition, the EV Council reports the commitments by most major car manufacturers to develop EVs in coming years. For example:

- Ford: By 2025, will invest \$11 billion with the aim of having 24 hybrid and 16 fully electric vehicles in its global model portfolio by 2022.
- General Motors: 20 BEVs by 2023
- Hyundai: By 2024, \$20 billion investment in EVs, AVs and batteries
- Nissan: 8 BEVs by 2022, \$10 billion investment in EV
- Toyota: 10,000 units planned for 2020 and 30,000 for 2021, first new BEVs by 2021, 10 models are expected by 2025
- Subaru: By 2030, a minimum 40% of global sales will be electric vehicles (EVs) or hybrid electric vehicles (HEVs)

Corporate and government fleets make up more than 50% of new EV sales, and many Councils are now developing long term transport strategies that explicitly include a shift in their fleet to low and ultimately zero-emissions fleet. Most prominent at this time is the ACT Government, which is switching its passenger fleet to EVs for all new leases from 2020-21 and has trialled electric buses with a view to shifting these to all-electric by 2040 as part of the ACT's carbon neutral commitment.

**Availability of low emissions Light Commercial Vehicles in Australia**

Light Commercial Vehicles (LCVs), including utility vehicles are common among Council fleets and often account for a sizeable proportion of total diesel fuel use. Over the medium term, most of the major ute manufacturers have plans in place to provide electric and hybrid electric options in their ute range. A short summary of the current status for several vehicles is provided below.

---

<sup>27</sup> <https://electricvehiclecouncil.com.au/wp-content/uploads/2020/08/EVC-State-of-EVs-2020-report.pdf>, p24



## City of Bayswater: Emission Reduction and Renewable Energy Plan

- Mitsubishi Triton<sup>28</sup>: in September 2019 Mitsubishi advised that the next-generation Mitsubishi Triton ute – due two years from now (~2022/23) – will have the option of hybrid power, with decisions still to be made whether this will be a PHEV or a paired electric battery with fuel engine.
- Toyota has committed to including electric options with all new vehicle models going forward, which will include utes<sup>29</sup>. Toyota is developing a hybrid version of its next-generation HiLux ute. It is expected this will be available from 2023. At this stage, Toyota has not committed to an all-electric model. A diesel-electric transmission is one of the options under consideration.
- Nissan is planning for an electric vehicle future, with a hybrid diesel-electric Nissan Navara ute potentially available by the mid-2020s<sup>30</sup>. Nissan also indicated that commercial vans were also candidates for electrification.
- Ford's next-generation Ranger and Everest models will include plug-in hybrid variants of both the dual-cab ute and off-road SUV, from 2022.

Most current activity and plans points to electric and hybrid electric utes being a medium term proposition, and day-to-day performance while carrying load, and charging infrastructure are key factors that will evolve in the next couple of years.

#### EV charging in City of Bayswater

Locations of DC and public chargers in the city of Bayswater are highlighted below (sourced from Plugshare<sup>31</sup>), where green pins denote public chargers and orange pins denote fast, or rapid chargers.

<sup>28</sup> <https://www.caradvice.com.au/790317/mitsubishi-triton-to-get-hybrid-power-precede-nissan-navara-development/>

<sup>29</sup> <https://www.motoring.com.au/toyota-hilux-to-go-hybrid-121251/>

<sup>30</sup> <https://www.motoring.com.au/nissan-navara-e-power-hybrid-by-2025-119492>

<sup>31</sup> <https://www.plugshare.com/>



City of Bayswater: Emission Reduction and Renewable Energy Plan

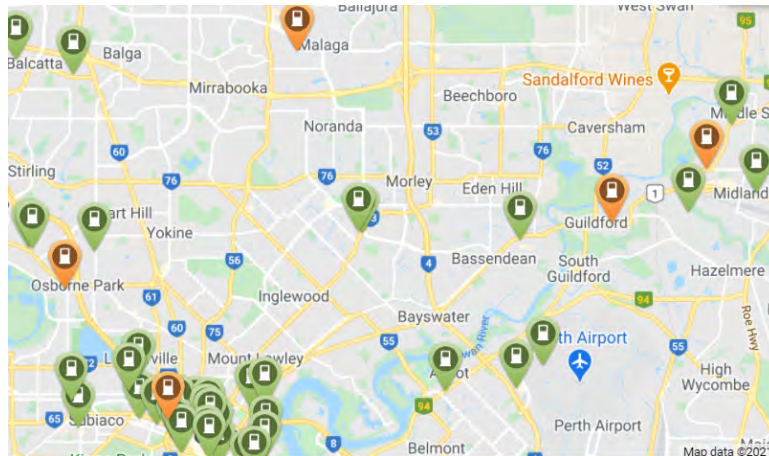


FIGURE 52: EV CHARGERS NEAR CITY OF BAYSWATER



**Scope for  
abatement**

The emissions savings achieved via the City's hybrid fleet strategy are a good success story, and evidences the achievements that can be made with targets, plans, resources and funding.

The long term scope for emissions reduction from fuel is equal to current emissions of around 903 t CO<sub>2</sub>-e, assuming that in the long term all vehicles can be replaced with active transport and with renewable electric (or green hydrogen) replacements.

In the period to 2030 it is more likely that passenger vehicles, some utes and other LCVs and perhaps some small plant can migrate to electric technologies, but there may be a number of larger high-consumption diesel vehicles remaining in service. With the City's 2040 goal to be carbon neutral vehicle fuel may represent one of the areas of scope 1 and scope 2 emissions where there is a risk that there is a need to purchase offsets to meet this goal.



**Risks and  
mitigation**

City of Bayswater will continue to assess a range of factors influencing the uptake of EVs for different types of vehicle user – wholly owned or leased, salary-sacrificed by staff, or driven by contractors. Factors include:

- Price, incentives, resale and electricity v fuel price
- Range and charging infrastructure
- Fitness for purpose
- Availability, serviceability, warranties
- The role of other technologies such as hydrogen and autonomous vehicles in the City's long-term fleet strategy



City of Bayswater: Emission Reduction and Renewable Energy Plan



**Costs and  
benefits**

The capital and lease cost premium for EVs and hybrid models that are fit for purpose for City requirements, as well as the future resale value will be assessed alongside fuel, registration, insurance and maintenance cost savings from time to time. A cost-neutral approach would see low-emission vehicles have comparable total cost-of-ownership to current fleet.



## 6.12 Behavioural change



### Description

Among the measures that will be taken to address the challenge of climate change and other global pressures in coming years and decades, including technology solutions and policy and regulatory interventions, consumption behaviours of people must also change consistent with the rapid changes that will happen in this time.

As City of Bayswater works towards its targets for renewable energy and net zero emissions, it is important that it assesses the ways in which staff can be engaged to make changes to their practices and behaviours that are aligned with the achievement of these targets.

A behaviour change initiative should be about both systemic change and behavioural change<sup>32</sup>, and needs to be part of the City's long term strategy to deliver the outcomes of the ERRE Plan. As such it is recommended that a baseline-informed, planned approach to behaviour change be developed. Based on research, routes to more sustainable consumer choices could include one or more of the following (SHIFT<sup>33</sup>):

- Social influence – following the actions of others, brand ambassadors
- Habits – break, and perhaps penalise bad habits, and/or make good habits easy to do, incentivise them and provide feedback
- Individual self – emphasise personal benefits and efficacy of choices, promote / encourage self-consistency to build on good practices
- Feelings and cognitions – people need to feel good about their choices / habits, guilt can induce negative responses. Providing correct information and education is important, such as well designed labels
- Tangibility – future consequences of climate change are intangible, so communication of local impacts is important – e.g. impact on local habitat and biodiversity, use of concrete examples

To identify the right strategies and action plans for City of Bayswater, the referenced AAEE guide, as an example, recommends the following approach:

- Develop a baseline on the status of problem/s to be tackled (carbon dioxide emissions, climate change and local impacts for example), and review what works or what research is available about target groups in City of Bayswater. Look at examples of how this has been addressed by others – e.g. Cities Power Partnership may provide good resources or case examples.
- Engage with staff to develop a better understanding of their experience and needs relating to climate change, including via interviews, focus

<sup>32</sup> <https://www.aaeensw.org.au/sites/aaeensw/files/pages/files/paletteofpossibilitiesv1compact.pdf>

<sup>33</sup> <https://theconversation.com/5-ways-to-shift-consumers-towards-sustainable-behaviour-120883>



City of Bayswater: Emission Reduction and Renewable Energy Plan

- groups, direct observation, do it yourself, codesign of initiatives (e.g. via workshops), and using surveys or questionnaires.
- Drawing on research and engagement, design and develop a range of systemic (changed environment or infrastructure) and behavioural strategies (that directly impact on people's choices) that can address the issues.
  - Examples of systemic strategies can include:
    - Well placed 'binrastructure' to reduce litter
    - End-of-trip facilities for cyclists to increase active travel choices
    - Effective road and pathway signage to promote desired behaviours (e.g. for stormwater(?), bike paths, etc)
    - Use of inspirational local art to encourage more walking / active travel by the community
    - Develop local groups to tackle important environmental issues such as bushland or wetland restoration and tree planting, repair / reuse hubs, community gardens, etc
    - Establish collaboration networks
    - Develop good data collection systems – e.g. City's emissions, tree planting rates, waste management indicators, urban heat
  - Examples of behavioural strategies can include:
    - Familiarity by demonstrating the steps in doing an action, use of visual instructions, how-to prompts and modelling
    - Design or re-design actions so they are simple, faster and require little or less effort to implement
    - Find 'champions' within the organisation
    - Share stories / case examples of people adopting and implementing the practices you want to promote and see adopted
  - The AAEE guide also recommends testing, review and reflection on measures implemented so that these can be revised and new approaches taken where needed

Many recent (2020/21) energy audit reports prepared for City of Bayswater highlight cultural / behavioural change as one of the opportunities available to the City to reduce its resource consumption and emissions.

A resourced, planned approach to long-term behavioural change that sees staff practices mirror the City's ambitious targets to respond to climate change, is an important element of the ERRE Plan.



**Scope for abatement**

The scope for abatement is not estimated. Technology and policy changes may have the greatest overall impact on emissions, however the impact of staff practices / behaviours can't be understated, and the wider benefit in the community may be much greater.



City of Bayswater: Emission Reduction and Renewable Energy Plan



**Risks and mitigation**

A key risk associated with a behaviour change program is that it focuses mainly or solely on behaviour programs (e.g. newsletters, labels, education) and not on systemic strategies that enable change, or on targeted ongoing research and engagement that can help to embed sustainable practices.

There will also be risk in terms of costs and resources invested in measures that are ineffective and need to be modified or changed over time.



**Costs and benefits**

The main cost initially will be internal and potentially external resources to design and develop an effective behaviour change initiative aimed at being part of how City of Bayswater operates over the long term.

If systemic changes are required to enable sustainable practices these will be reflected in annual budgets and corporate business plans (e.g. active transport, bushland & wetlands restoration, staff public transport initiatives).





## 6.13 Sustainable procurement



### Description

Opportunities for City of Bayswater to make step-changes in its energy use and emissions are described above in relation to solar PV and efficiency opportunities, sustainable transport, behaviour change and renewable energy power purchasing (PPA). Sustainable procurement processes underpin these opportunities, and can also incrementally reduce the City's emissions over time through multiple individually small purchasing decisions, such as for appliances, ICT equipment, etc. Sustainable purchasing can also reduce indirect upstream and downstream emissions in the value chain, referred to as Scope 3 emissions<sup>34</sup>. Three components to sustainable procurement include:

- Policy frameworks that incorporate a sustainable procurement focus
- Engagement and training of staff to drive use of a sustainable procurement framework in all aspects of City operations
- Continual review of equipment and services specifications, to identify opportunities to incorporate the sustainable procurement framework into the procurement and use of equipment and services

### Sustainable procurement framework

A policy relating to sustainable procurement can set out the City's overall intent to procure products and services with consideration of its sustainability goals, such as emissions reduction, renewable energy and energy efficiency (among others). Alongside a policy, sustainable procurement guidelines should provide practical resources and templates to assist the integration of sustainability into procurement processes and decision making. Over time this policy and guidelines will evolve, and may become increasingly stringent as target dates for net zero emissions approach.

### City of Bayswater

The City's Procurement Policy includes:

- Purpose: The policy provides for preference to be given wherever possible to sourcing of environmentally-sustainable products.
- The Procurement Policy is based on a WALGA model policy and reflects the legislative amendments introduced in October 2015.
- Among other objectives the policy seeks to ensure that:
  - Procurement activities progressively work towards embracing full sustainability and corporate social responsibility principles.
  - Wherever practicable, preference shall be given to sourcing of accredited environmentally sustainable products. Considerations may include water or energy efficiency ratings, levels of recycled or repurposed content, use of renewable sourced materials or ability to be powered by renewable energy. For contracted services, preference shall be given to sourcing of contractors that can provide evidence of

<sup>34</sup> Scope 3 GHG emissions are emissions upstream and downstream of the City's operations, and are associated with goods and services sourced for City activities. Refer to the Carbon Offsets section of this ERRE Plan for an overview of typical Scope 3 emissions sources.



## City of Bayswater: Emission Reduction and Renewable Energy Plan

sustainable land management practices including water efficiency and minimising the use of chemicals.

#### **WA Local Government Association (WALGA) Guide**

*WALGA Guide to Sustainable Procurement* is a 2017 (October) publication that aims to provide guidance and toolkits to local governments' to help embed sustainability within all purchasing decisions. The guide highlights a 'quadruple bottom-line' approach including economic, social, environmental and governance systems, and outlines a sustainability procurement framework, integrating sustainability and value-for-money objectives, and includes a preferred supplier sustainability rating system that would consider the elements illustrated below.

Environmental Management		
	Environmental Certification	Supplier is ISO 14001 certified Environmental Management System, or equivalent industry standard
	Contains recycled content	Supplier is GECA certified. Products offered by supplier contain at least 30% post-consumer recycled content.
	Carbon neutral	Supplier possesses, or significantly progressing towards carbon neutral certification, issued by Department of the Environment and Energy.
	Energy Efficient	Supplier provides products with at least a 4 star energy efficiency rating, and/or actively demonstrates reduction of energy demand in its operations.
Ethical Leadership and Supply Chain Practice		
	Ethical Leadership	Supplier is a member of the Ethical Trading Initiative (ETI) or similar organisation, through the promotion and demonstration of ethical business practices both within its organization and of its supply chain.
Community Participation and Benefits		
	Aboriginal Business	Business listed on either the WA Aboriginal Business Directory, or an accredited Supply Nation supplier.
	Local Trade Supporter	Supplier is majority owned and/or sources employees and contractors within the region.
	Australian Made / Manufactured	Certification provided for products that are Australian manufactured and made and complies with Australian Standards.
	Community Benefit Supplier	Supplier demonstrates superior community benefits, such as registration as a social enterprise, or undertaking employment programs for long term unemployed, or demonstrates strong commitments to community engagement.
	Disability Enterprise	Supplier is a registered Australian Disability Enterprise.
Workplace Practices		
	Employer of Choice	Supplier demonstrates superior workforce management practices that ensures safety and wellbeing and fair work practices.
	Safe Work Methods	Supplier possesses AS/NZS 4801 Occupational Health and Safety Management Systems and has no recorded breaches registered with Worksafe WA in the last five years.

**FIGURE 53: WALGA SUSTAINABLE SUPPLIER PERFORMANCE ASSESSMENT**

For City of Bayswater a key priority for its policy and sustainable procurement framework is to periodically review and update its policy and evaluation frameworks, both to reflect the guidance offered by peak bodies such as WALGA, and to reflect the City's own renewable energy and emissions reduction targets. The current policy was adopted in February 2017, while WALGA's guidance was released in late 2017. With the PAAS to adopt ambitious targets for City operations, and given current global and State-level action (WA Climate Policy), a review of the current procurement policy to reflect the emerging environment may be warranted, with regular reviews.

#### **Engagement & Training**

Even with a policy and sustainable procurement framework in place, decisions to source services and products that deliver best practice sustainability



outcomes will happen when people who are buying these services and products take these decisions.

Underpinning this should be a program of continuing engagement, education and training of staff who procure services and products. This could encompass:

- Capital works staff involved in the design of new projects such as new / renovated community facilities, or new / renovated parks & reserves, where energy and water efficiency and onsite renewables and battery storage could be specified,
- Roads and pavement repair / maintenance teams who specify the types of materials to be used, where there may be opportunities to use more sustainable materials,
- Fleet procurement staff who assess plant and vehicle needs and specify new purchases and leases that will impact fuel use and other environmental performance measures for a number of years,
- Operational staff who may repair or replace equipment as it fails, such as appliances, air conditioners, lights, where there are opportunities to ensure that replacements are fit for purpose and energy efficient

#### Design, Equipment and Services Specifications

Engagement with many stakeholders highlights that levels of awareness and practices regarding selection of energy efficient solutions is high. Policy, procurement frameworks and education / training should ultimately lead to the specifications that Bayswater develops for services and works / products being continually improved to include the City's requirements for efficiency and renewables where applicable – i.e. 100% renewables and net zero emissions targets may call for more and more low and zero grid-energy solutions to be implemented.

In addition, the evaluation criteria and weighting of responses to tenders and quotes should be periodically revised to evaluate and weight performance against these updated renewable energy and net zero emission requirements, while achieving the other key goals of the City's procurement policy. Products and services where Bayswater could continually update specifications include:

- **Road and pavement construction:** look to source low embodied emissions materials and encourage or require potential suppliers to reduce emissions in their materials.
- **Building design policies:** Energy efficiency performance requirements are set out in Section J of the Building Code of Australia (BCA). Improvements made to the Code and applied from mid-2019 will see energy efficiency / demand reductions of at least 25% compared with the 2016 requirements. City of Bayswater can go further than this, for example by setting targets for new buildings to be say 6-Star Green Star (design and as-built) and having a pathway for ongoing improvement in its design requirements to work towards the implementation of 'net-zero buildings'.
- **Business Services:** procurement of services is typically a significant source of emissions in a local government's value chain. By requiring that suppliers of services to the City lower their own emissions (e.g. by



City of Bayswater: Emission Reduction and Renewable Energy Plan

being certified Climate Active carbon neutral), the City's scope 3 emissions can be significantly reduced.

- **Building lighting:** design and replacement with LED and smart controls together with passive measures to reduce demand for lighting.
- **HVAC:** many facilities will see air conditioning replaced over the next ten years, providing opportunities to improve passive heating and cooling, specify efficient fit-for-purpose technologies and smart controls, and specify low and zero-emissions refrigerant gases.
- **Power & appliances:** Power and appliances represent a fairly modest % of the City's electricity use, including servers that run 24/7, office equipment such as computers, copiers and printers, and appliances like fridges, boiling water units, microwaves, dishwashers and televisions. Efficient appliances and 'green IT' options are available and many are already being pursued, and specifications can be developed that ensures all equipment such as these is energy efficient when purchased.
- **Irrigation pumps** are upgraded or rebuilt from time to time. Upgrades offer opportunities to assess system design, evaluate VSD opportunities and improve control systems, such as moisture sensors.
- **Public park and reserve lighting:** LED and solar lighting have emerged as the default technologies here for the City.
- **Sporting oval lighting:** it is increasingly common to select LED as the default technology for new sporting oval lighting. Smart controls can both centralise oversight and provide users with control and incentives to manage their use of sports lighting.



**Scope for abatement**

The scope for abatement from sustainable procurement is sizeable, with incremental gains made via all purchased goods and services over the long term complementing potentially large abatement from the procurement of solar panels across City sites and the procurement of electricity from renewables via supply agreements. City of Bayswater also has the capacity to influence emissions reduction by its suppliers and contractors, and this may be increasingly important in future years in the context of reducing value chain emissions to reach net zero emissions.



**Risks and mitigation**

An assessment of risks and mitigation strategies would be part of any periodic review of procurement policies and processes for goods and services.



**Costs and benefits**

A robust sustainable procurement approach would see sustainable services and goods sourced on a whole-of-life cost basis, which will tend to favour efficiency and lower lifetime cost. Similarly, contractors and suppliers who are sustainable in their own operations are likely to have lower, not higher costs.



## 7 Emissions Reduction and Renewable Energy Roadmap

In order to achieve deep cuts in its energy use, increase renewable energy and reduce carbon emissions, City of Bayswater will need to commit time, resources and initial financial support to a multi-year program of work that will implement measures identified in this plan that reduce emissions. The focus will be first and foremost on works that have a return on investment within 10 years making them financially attractive solutions. This program of works should be reflected in:

- Corporate Business Plans,
- Annual Budgets, and
- Resourcing Strategy (encompassing long-term financial plan, asset management plan and workforce plans)

A key priority in this should be to invest in measures that also improve City of Bayswater's bottom line.

This plan and roadmap is comprised of three parts:

1. Firstly, time-based, quantified, specific actions are highlighted and included in a roadmap towards 100% renewable electricity by 2025, 100% renewables + offsets by 2030, and net zero emissions (including value chain emissions) by 2040 respectively.
2. Secondly, estimated time-based costs for implementation of measures included in the roadmap is tabulated. Note that costs have been estimated for some measures such as solar PV, energy efficiency, streetlight upgrades, etc where there is a tangible or known scope of work. For other measures such as behavioural change, sustainable procurement and the like cost estimates have not been developed. For significant measures such as renewable energy power purchasing, an assumption is that this is feasible at a lower cost than the City's current regular tariff prices.
3. Thirdly, short and medium term management action plans are developed, setting out the management actions and processes that will need to be in place to support the implementation of measures that achieve the City's targets.

### 7.1 Roadmaps to 2030 and 2040

#### 7.1.1 Roadmap to 100% renewable energy + offsets by 2030

This scenario is built with the pathway described below. Note that the intent is to illustrate a possible pathway that achieves the City's targets, and it is acknowledged that the actual timing and scale of implementation may differ from this roadmap over time.

- Energy efficiency
  - Building air conditioning and lighting opportunities with less than or equal to 10 years payback in the energy audit reports will be implemented from FY2022/23 to FY2025/26, at 25% of the estimated combined savings per year over four years.
  - Building air conditioning and lighting opportunities for non-energy audit sites will be implemented progressively from FY2022/23. The per-site average energy reduction for air conditioning and lighting upgrades across all non-audit sites was estimated, and it was then assumed that eight sites per year will be upgraded until the full potential has been achieved.



City of Bayswater: Emission Reduction and Renewable Energy Plan

- Western Power-owned streetlighting upgrade to LED is assumed to be implemented during FY2026/27. 50% of the annualised savings are taken to be realised in that year, with the full savings seen from FY2027/28.
  - City-owned streetlighting upgrade to LED is assumed to have the same implementation schedule as the Western Power-owned streetlighting. As some city-owned lights have already been upgraded to LED, just two-thirds of estimated energy use is taken to be subject to this upgrade.
- Rooftop solar PV
  - Implementation of the following solar PV system projects in the short-term
    - 10 kW at Senior Citizens
    - Increase to 100 kW at Bayswater Waves and The RISE
    - 40 kW at Morley Sport and Recreation
  - Implementation of the following solar PV system projects in the medium-term
    - Expansion to LGC size for Bayswater Waves, the Civic Centre and The RISE by end of the next Corporate Business Plan period.
    - Implementation of at least 10% of the small sites solar.
  - Implementation of the following solar PV system projects in the long-term plan
    - Implementation of all identified small sites solar out to 2030 at an even rate per year.
- Renewable energy power purchase agreement (PPA)
  - The City enters into a three-year initial renewable energy PPA from April 2022 which is 100% renewable in the final year of the agreement (excludes streetlighting). Subsequent 3-year agreements will be 100% renewables.
  - From July 2028 the city's streetlights are assumed to be powered with renewable energy.
- Hybrid vehicle and electric vehicle (EV) uptake
  - Increase of hybrid vehicles from 60% to 90% for passenger vehicles to 2023/24
  - Transition from hybrid to electric vehicle for passenger fleet starting from FY2024/25 to 2030
  - Upgrade of utes and light commercial vehicles to hybrid vehicles from 2025 to 2035
  - Upgrade of small plant items to electric from 2025 to 2030 at an even rate per year
- Carbon offsets
  - Carbon offsets purchased for the balance of gas and transport fuel in 2030.

Implementation of this scenario would see the following outcome in terms of the City's energy use and associated greenhouse gas emissions to 2030.



City of Bayswater: Emission Reduction and Renewable Energy Plan

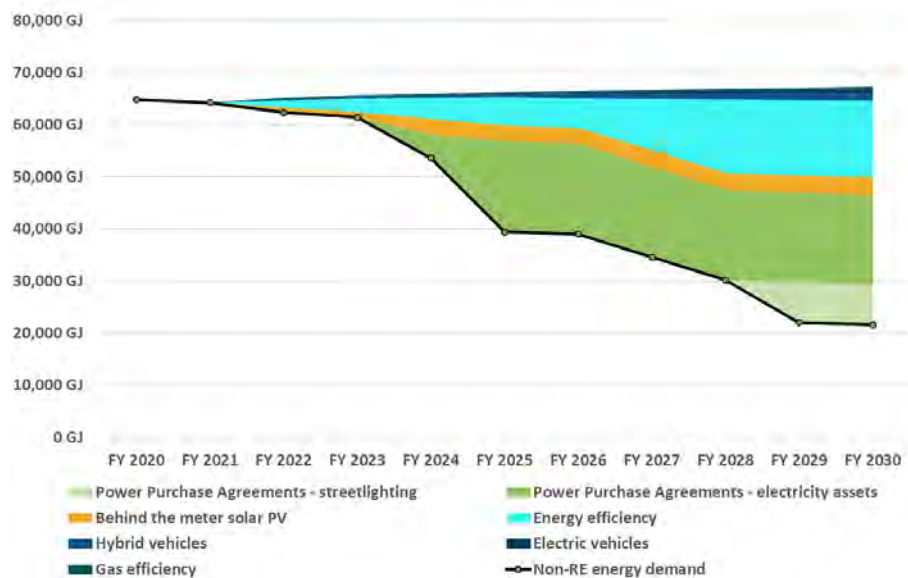


FIGURE 54: CITY OF BAYSWATER ENERGY ROADMAP TO 2030

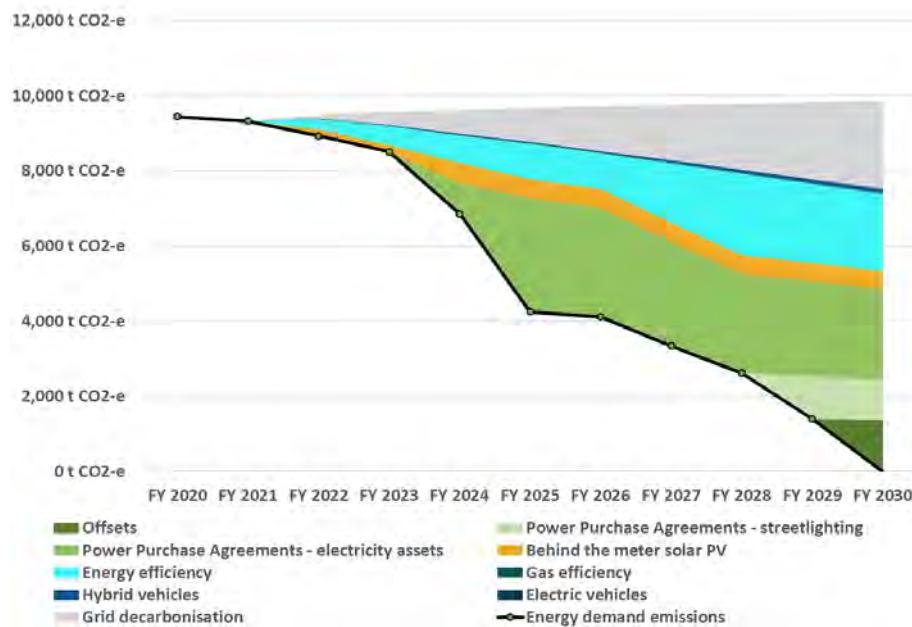


FIGURE 55: CITY OF BAYSWATER CARBON FOOTPRINT ROADMAP TO 2030





### 7.1.2 Roadmap to net zero emissions by 2040

The scenario for how City of Bayswater will reach net zero emissions for all City activities, including energy-related and value chain emissions builds on the above 2030 scenario, with the following additional abatement measures.

- Rooftop solar PV
  - Expansion with carport solar at Bayswater Waves, the Civic Centre and The RISE (potentially with battery storage if applicable).
  - Additional 116.2 kW at Depot and Dog Pound
- Hybrid vehicle and electric vehicle (EV) uptake
  - Continued upgrade of utes and light commercial vehicles to hybrid vehicles to 2035, then switch to electric vehicles from 2035 to 2040
  - Upgrade of half of heavy plant items to electric from 2035 to 2040 at an even rate per year
- Fuel switching
  - Pool heating technology for Bayswater Waves will be upgraded to electric heat pumps from 2037 (20-year asset life) which will result in a 95% reduction in natural gas consumption for this site
  - Gas use by other City sites is immaterial; for simplicity all other sites' gas use is assumed to be converted to electric heating by 2037 as well
- Carbon offsets
  - Carbon offsets will be purchased for residual energy emissions in 2030, and this purchase will continue from 2031 to 2040, taking into account reduced emissions through ongoing fuel switching
  - City of Bayswater will implement measures through its procurement processes that will see value chain emissions reduced by 50% by 2040, from 2022<sup>35</sup>.
  - Additional carbon offsets will be purchased for the residual carbon emissions in 2040 to achieve carbon neutrality aligned with the Climate Active standard, based on an assumed emissions footprint of 15,000 t CO<sub>2</sub>-e in the base year including value chain emissions

Implementation of this scenario would see the following outcome in terms of the City's energy use and greenhouse gas emissions to 2040, inclusive of value chain emissions.

---

<sup>35</sup> This estimate is indicative, though based on State-level goals to reach net zero emissions by 2050 this should be a fairly conservative projection that balances relatively easy goals for service providers' power to be sourced from renewable energy with more challenging abatement such as sourcing road and pavement construction materials from low-emissions sources and suppliers.





City of Bayswater: Emission Reduction and Renewable Energy Plan

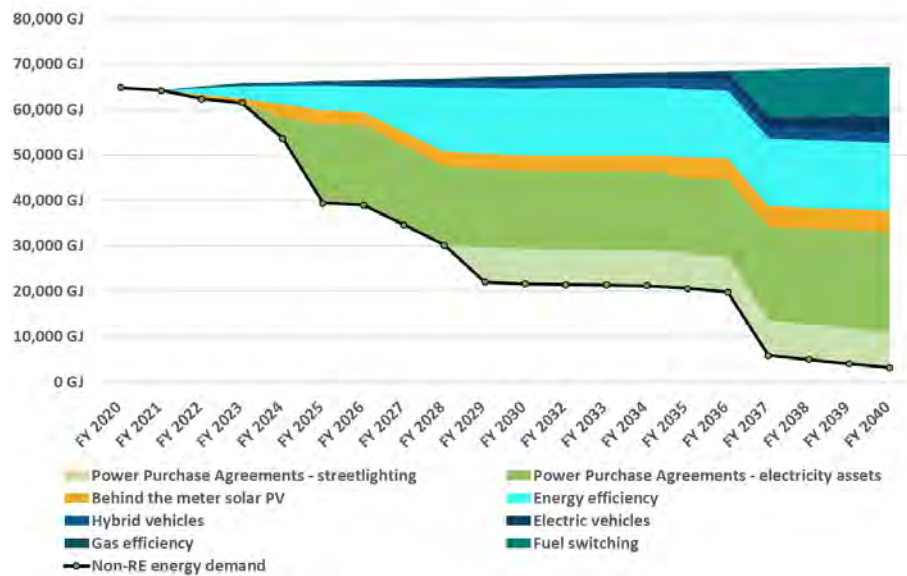


FIGURE 56: CITY OF BAYSWATER ENERGY ROADMAP TO 2040

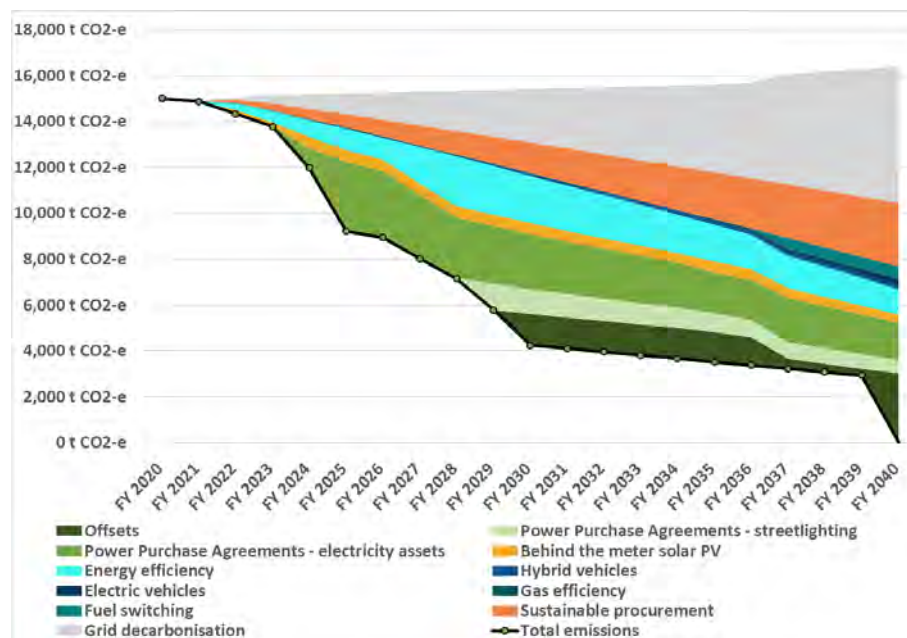


FIGURE 57: CITY OF BAYSWATER CARBON FOOTPRINT ROADMAP TO 2040



## 7.2 ERRE Plan actions, timing, cost estimates and abatement

The above roadmaps for the achievement of 100% renewable energy and emissions reduction were developed based on implementation of abatement measures as described. These measures are tabulated below, including the timing, abatement estimates and cost estimates.

**TABLE 8: POTENTIAL COSTS OF MEASURES TO REACH CITY OF BAYSWATER'S 2030 TARGET**

Abatement category	Measure	Year	Estimated cost
<b>Energy efficiency</b>	Building air conditioning and lighting opportunities for energy audited sites with payback <=10years.	FY 2021/22 to FY 2024/25	\$1,382,954
	Building air conditioning opportunities for non-energy audited sites (8 sites per year)	FY 2021/22 to FY 2029/30	\$1,688,135
	Building lighting opportunities for non-energy audited sites (8 sites per year)	FY 2021/22 to FY 2029/30	\$532,871
	Gas efficiency opportunities implementation	FY 2021/22	\$1,651
	Western Power-owned streetlighting upgrade	FY 2026/27	\$3,736,200
	City-owned streetlighting upgrade	FY 2026/27	No cost estimates available at this time (streetlighting data still being audited)
<b>On-site solar PV</b>	Expansion of solar PV systems to 100 kWp for Waves and the RISE	FY 2022/23	\$124,500
	Installation of 40 kW solar PV system at Morley Sport and Recreation	FY 2022/23	\$51,740
	Installation of 10 kW solar PV system at Senior Citizens	FY 2022/23	\$13,000
	Installation of 140.7 kWp solar PV system at Waves	FY 2024/25	\$211,050
	Installation of 116.6 kWp solar PV system at the RISE	FY 2024/25	\$174,900
	Installation of 150.2 kWp solar PV system at Civic Centre	FY 2024/25	\$225,300
	Staggered installation of solar PV systems at small sites	FY 2024/25 to FY 2029/30	\$168,033
<b>Renewable energy power purchasing</b>	3-year PPA for the City assets that becomes fully green in the last year	FY 2022/23 to FY 2024/25	Costs developed by WALGA
	Renewed 100% renewable electricity PPA for City assets	FY 2025/26 to FY 2029/30	No cost estimates available at this time
	Streetlighting to be powered by renewable energy	FY28/29 to FY2029/30	No cost estimates available at this time
<b>Electric vehicles</b>	Increase hybrid vehicles percentage for passenger vehicles from 60% to 90%	FY 2020/21 to FY 2023/24	Part of the City's current plans



City of Bayswater: Emission Reduction and Renewable Energy Plan

Abatement category	Measure	Year	Estimated cost
<b>and plant</b>	Upgrade the passenger vehicles (90% hybrid and 10% petrol) to electric	FY 2024/25 to FY 2029/30	Business case to be developed by City
	Upgrade of utes and LCVs to hybrid vehicle	FY 2024/25 to FY 2029/30	Business case to be developed by City
	Upgrade of small plant items to electric	FY 2024/25 to FY 2029/30	Business case to be developed by City
<b>Carbon offsets</b>	Purchase carbon offsets for residual carbon emissions	FY 2029/30	~\$10,000 to \$39,000

TABLE 9: ANNUAL EMISSIONS AND ABATEMENT TO REACH 100% RENEWABLES FOR ENERGY WITH OFFSETS BY 2030

Financial year	Business-as-usual emissions	Total emissions reduction	(of which) grid decarbonisation	Residual emissions
FY 2020	9,441 t CO <sub>2</sub> -e	0 t CO <sub>2</sub> -e	0 t CO <sub>2</sub> -e	9,441 t CO <sub>2</sub> -e
FY 2021	9,331 t CO <sub>2</sub> -e	7 t CO <sub>2</sub> -e	0 t CO <sub>2</sub> -e	9,324 t CO <sub>2</sub> -e
FY 2022	9,401 t CO <sub>2</sub> -e	480 t CO <sub>2</sub> -e	82 t CO <sub>2</sub> -e	8,922 t CO <sub>2</sub> -e
FY 2023	9,230 t CO <sub>2</sub> -e	723 t CO <sub>2</sub> -e	353 t CO <sub>2</sub> -e	8,506 t CO <sub>2</sub> -e
FY 2024	8,986 t CO <sub>2</sub> -e	2,131 t CO <sub>2</sub> -e	625 t CO <sub>2</sub> -e	6,855 t CO <sub>2</sub> -e
FY 2025	8,772 t CO <sub>2</sub> -e	4,523 t CO <sub>2</sub> -e	905 t CO <sub>2</sub> -e	4,248 t CO <sub>2</sub> -e
FY 2026	8,524 t CO <sub>2</sub> -e	4,410 t CO <sub>2</sub> -e	1,186 t CO <sub>2</sub> -e	4,114 t CO <sub>2</sub> -e
FY 2027	8,275 t CO <sub>2</sub> -e	4,936 t CO <sub>2</sub> -e	1,471 t CO <sub>2</sub> -e	3,338 t CO <sub>2</sub> -e
FY 2028	8,024 t CO <sub>2</sub> -e	5,409 t CO <sub>2</sub> -e	1,760 t CO <sub>2</sub> -e	2,615 t CO <sub>2</sub> -e
FY 2029	7,772 t CO <sub>2</sub> -e	6,375 t CO <sub>2</sub> -e	2,052 t CO <sub>2</sub> -e	1,396 t CO <sub>2</sub> -e
FY 2030	7,518 t CO <sub>2</sub> -e	7,518 t CO <sub>2</sub> -e	2,348 t CO <sub>2</sub> -e	0 t CO <sub>2</sub> -e

TABLE 10: ADDITIONAL MEASURES TO ACHIEVE NET ZERO EMISSIONS TARGET BY 2040

Abatement category	Measure	Year	Estimated cost
<b>On-site solar PV</b>	Installation of 116.2 kWp solar PV system at Depot	FY 2034/35	\$151,060
	Installation of 99.6 kWp solar carport at Bayswater Waves	FY 2034/35	\$328,680
	Installation of 87.2 kWp solar carport with 300 kWh battery at The RISE	FY 2034/35	\$557,760
	Installation of 36.1 kWp solar carport with 150 kWh battery at Civic Centre	FY 2034/35	\$254,130
<b>Energy Efficiency / Fuel Switching</b>	Pool heating technology upgrade from natural gas to heat pump at Bayswater Waves and other gas-using sites	FY 2036/37	Dependent on technology at the time
	Upgrading the remaining gas equipment in all sites to electric heating	FY 2036/37	Dependent on technology at the time



City of Bayswater: Emission Reduction and Renewable Energy Plan

<b>Renewable energy purchasing</b>	Renewed 100% renewable PPA for City assets, and 100% renewables continues for streetlighting	FY 2030/31 to FY 2039/40	No cost estimates available at this time
<b>Electric vehicles and plant</b>	Upgrade of hybrid utes and LCVs to electric	FY 2034/35 to FY 39/40	Dependant on technology at the time
	Upgrade of heavy plant equipment to electric	FY 2034/35 to FY 2043/44	Dependant on technology at the time
<b>Sustainable Procurement</b>	Reduce value chain emissions progressively	FY 2022/23 to FY 2039/40	Varies based on actions taken
<b>Carbon offsets</b>	Purchase carbon offsets for residual energy-related carbon emissions	FY 2030/31 to FY 2038/39	~ \$67,000 to \$259,000
<b>Carbon offsets</b>	Purchase carbon offsets for residual carbon emissions	FY 2039/40	~ \$6,000 to \$76,000

TABLE 11: ANNUAL EMISSIONS AND ABATEMENT TO ACHIEVE NET ZERO EMISSIONS FOR SCOPE 1, 2, 3 BY 2040<sup>36</sup>

Financial year	Business-as-usual emissions	Total emissions reduction	(of which) grid decarbonisation	Residual emissions
FY 2020	~15,000 t CO2-e	0 t CO2-e	0 t CO2-e	15,000 t CO2-e
FY 2021	14,890 t CO2-e	7 t CO2-e	0 t CO2-e	14,883 t CO2-e
FY 2022	14,961 t CO2-e	626 t CO2-e	82 t CO2-e	14,335 t CO2-e
FY 2023	14,789 t CO2-e	1,016 t CO2-e	353 t CO2-e	13,773 t CO2-e
FY 2024	14,545 t CO2-e	2,569 t CO2-e	625 t CO2-e	11,976 t CO2-e
FY 2025	14,331 t CO2-e	5,109 t CO2-e	905 t CO2-e	9,222 t CO2-e
FY 2026	14,083 t CO2-e	5,141 t CO2-e	1,186 t CO2-e	8,942 t CO2-e
FY 2027	13,834 t CO2-e	5,814 t CO2-e	1,471 t CO2-e	8,020 t CO2-e
FY 2028	13,583 t CO2-e	6,433 t CO2-e	1,760 t CO2-e	7,150 t CO2-e
FY 2029	13,331 t CO2-e	7,546 t CO2-e	2,052 t CO2-e	5,785 t CO2-e
FY 2030	13,077 t CO2-e	8,835 t CO2-e	2,348 t CO2-e	4,243 t CO2-e
FY 2031	12,822 t CO2-e	8,726 t CO2-e	2,638 t CO2-e	4,096 t CO2-e
FY 2032	12,565 t CO2-e	8,615 t CO2-e	2,930 t CO2-e	3,950 t CO2-e
FY 2033	12,307 t CO2-e	8,503 t CO2-e	3,224 t CO2-e	3,804 t CO2-e
FY 2034	12,046 t CO2-e	8,389 t CO2-e	3,520 t CO2-e	3,657 t CO2-e
FY 2035	11,785 t CO2-e	8,274 t CO2-e	3,833 t CO2-e	3,511 t CO2-e
FY 2036	11,521 t CO2-e	8,157 t CO2-e	4,173 t CO2-e	3,365 t CO2-e
FY 2037	11,256 t CO2-e	8,038 t CO2-e	4,804 t CO2-e	3,219 t CO2-e
FY 2038	10,990 t CO2-e	7,918 t CO2-e	5,179 t CO2-e	3,072 t CO2-e
FY 2039	10,721 t CO2-e	7,795 t CO2-e	5,563 t CO2-e	2,926 t CO2-e
FY 2040	10,451 t CO2-e	10,451 t CO2-e	5,954 t CO2-e	0 t CO2-e

<sup>36</sup> Noting that the 2040 target uses the City's wider supply / value chain scope 1 and 3 emissions in addition to energy-related emissions



City of Bayswater: Emission Reduction and Renewable Energy Plan



### 7.3 Emission Reduction and Renewable Energy (Management Systems) Plan

It is recommended that a management action plan accompany the abatement plan and roadmap to help ensure the success of the ERRE Plan. The viability of identified abatement actions, new abatement opportunities, the City's future capital works, new and different staff resources, the availability of internal and external funding to slow or accelerate implementation of abatement measures, and other factors will lead to changes in when and how the ERRE Plan is implemented. A robust management action plan can help to ensure that City of Bayswater's adopted targets for renewable energy and emissions reduction are able to be progressed and achieved through the City's Annual budget and Corporate Business Plan processes.

Detailed recommended short (next 1-2 years) and medium term (to end of the next Corporate Business Plan cycle) management action plans are tabled below. These outline actions in each management and abatement area that will help to drive the Plan, and suggest responsibilities and targets or metrics that can be allocated and adopted to implement and track success. Management action plans are not costed in detail, and costs or resources are estimated to be low, moderate or high. A long term management action plan is not included, and it is anticipated that a revised ERRE Plan leading up to the City's Corporate Business Plan cycle from 2025 would look to review and reset management priorities for the following cycle.

#### 7.3.1 Short term ERRE management action plan

TABLE 12: SHORT-TERM ERRE MANAGEMENT ACTION PLAN

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
S1	Work with Azility and retailers as required to incorporate all of the City's energy-using sites into their platform, so that accurate and timely reports of the City's energy use, cost and greenhouse gas emissions can be readily produced	Management of City of Bayswater's ERRE Plan	Sustainability and Environment	% completeness and accuracy of the City's carbon footprint	Moderate, reducing to low	Medium



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
S2	Review the staff resources required to coordinate the implementation of the ERRE Plan to ensure that City of Bayswater's targets can be achieved, with consideration of internal and external and peer network engagement, management and reporting, capacity building and implementation of behaviour change measures	Management of the City's ERRE Plan	Corporate	FTE required to implement the Plan	Moderate	High
S3	Establish accountabilities for achievement of the City's targets in key positions such as at executive and senior management levels, including in position descriptions.	Management of City of Bayswater's ERRE Plan	Corporate	Targets and accountabilities, KPIs in position descriptions	Low	High
S4	Establish a leadership group that brings together key stakeholders at executive, Major Projects and Operational Leadership (OLT), to provide strategic direction and governance	Management of City of Bayswater's ERRE Plan	Corporate	Leadership group, meeting minutes	Low	High
S5	Review current funds available to implement efficiency and renewable energy projects, and compare this with ERRE Plan funding needs, through	Financing / funding of the Plan	Sustainability and Environment	Completed funding 'gap analysis'	Low	Medium



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
	engagement with each functional area, to understand gaps in funding					
S6	Evaluate funding options available to the City to progress with measures that will help it achieve its targets, including grant, internal budgets, a Revolving Energy Fund (REF), borrowing and third-party offers such as onsite solar Power Purchasing Agreements (solar PPAs).	Financing / funding of the Plan	Sustainability and Environment, Finance	Completed funding options review and decisions on options to be progressed	Moderate	Medium
S7	Identify and scope current and planned grant funding opportunities at State and Commonwealth levels and track key sources regarding new grant opportunities. For example the Clean Energy Future Fund	Financing / funding of the Plan	Sustainability and Environment	Grant funding opportunities reports – e.g. 6-monthly	Low	High
S8	Plan and budget for new solar PV (and battery) systems in budget and business plan processes that are aligned with achieving the City's targets (e.g. as per the roadmap in the ERRE Plan)	On-site solar PV	Multiple Sections	Annual Budget, corporate Business Plan funded initiatives	Moderate	High
S9	Stay abreast of developments in mid-scale renewable energy generation in the WA market	Mid-scale renewable generation	Sustainability and Environment	NA	Low	Low





City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
S10	Engage with peer Councils, representative bodies and others to include the identification of possible mid-scale RE (solar, wind, bioenergy / biomethane) opportunities that could be developed in future.	Mid-scale renewable generation	Sustainability and Environment	NA	Low	Low
S11	Continue to collaborate with WALGA and other local councils to develop the case for a renewable energy power purchase agreement that can meet part or all of the City's electricity demand. Subject to the outcome of this process participate in any subsequent market approach to determine if a PPA can be achieved at a price comparable to 'regular' grid power	Renewable energy power purchasing	Sustainability and Environment, Finance	Feasibility assessment report and plan  Outcome of market approach for PPA v 'regular' grid agreement	Moderate to High	High
S12	Stay abreast of PPA product development and deliver or continue to deliver internal advice and education to build literacy in and confidence in a renewable energy PPA as a key part of meeting the City's targets	Renewable energy power purchasing	Sustainability and Environment	NA	Moderate	Low



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
S13	Include information and data (if available) on tree planting and wetlands in reporting on ERRE Plan progress so that sequestration measures are part of the City's climate change response narrative	Sequestration	Sustainability and Environment	Annual data on tree coverage, wetlands management	Low to moderate	Low
S14	Work with Western Power and other stakeholders to progress City of Bayswater's case for lights in Bayswater to be upgraded to LED (non-decorative, smart control-enabled to be decided)	Energy efficiency	Sustainability and Environment, Finance	Periodic update on status and WP rollout plan	Low	High
S15	Develop a short term implementation plan for energy efficiency initiatives, prioritising high return measures from the EMRC-funded energy audit program as well as planned building upgrades (as per the roadmap action plan)	Energy efficiency	Multiple Sections	Agreed plan and timeline	Moderate	High
S16	Plan and budget for new energy efficiency projects in budget and business plan processes that are aligned with achieving the City's targets (as per the roadmap action plan)	Energy efficiency	Multiple Sections	Annual Budget, corporate Business Plan funded initiatives	Moderate	Medium



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
S17	Ensure best practice energy efficiency (and renewable energy generation or design provision) is incorporated into all capital works projects (for example Morley Sport and Recreation Centre and Maylands Waterland). Develop a design guide or standard for future projects	Energy efficiency	Major projects	Reported ESD inclusions and RE provisions	Low	Low
S18	Progress with the City's current approach that will achieve ~90% hybrid passenger vehicles, a small number of EVs and an optimised passenger / utility fleet size	Electric vehicles and plant	Fleet	% of hybrid passenger cars, number of EVs, total passenger fleet size	Low	High
S19	Use fleet fuel efficiency information to influence driver behaviour and inform vehicle needs	Electric vehicles and plant	Fleet	Fleet utilisation reports and actions	Moderate	Medium
S20	Conduct research to identify the key areas, emissions sources, behaviours that will be most effective at reducing emissions sustainably	Behavioural change	Sustainability and Environment	Research report	High	Low
S21	Identify and plan the implementation of high priority systemic and behavioural changes that will yield the	Behavioural change	Sustainability and Environment	Action plan	High	Low



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
	greatest benefit in emissions savings and staff engagement					
S22	Review the City's procurement policy to align with best practice in sustainable procurement, and to specifically include the City's renewable energy and emissions reduction targets in evaluation criteria for supplier offers	Sustainable procurement	Procurement	Revised procurement policy	Low	Medium
S23	Review the City's current range of specifications used to procure services and equipment across operational and capital expenditure, and current awareness of and use of sustainability provisions of existing procurement. Progressively update specifications to align with best practice in sustainable procurement and the City's targets, and provide education / training to City staff	Sustainable procurement	Procurement	Database of current specs, gap analysis v good practice for sustainable procurement	High	Low



City of Bayswater: Emission Reduction and Renewable Energy Plan

### 7.3.2 Medium term ERRE management action plan

TABLE 13: MEDIUM-TERM ERRE MANAGEMENT ACTION PLAN

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
M1	Continue to monitor and re-evaluate targets for the City for emissions reduction and renewable energy, including scale, timing and any interim targets	Management of City of Bayswater's ERRE Plan	Sustainability and Environment	Confirmed or revised targets or interim targets	Moderate	Medium
M2	Integrate the ERRE Plan and the City's targets into the Annual Budget and Corporate Business Plan process for all of the City's functional areas	Management of City of Bayswater's ERRE Plan	Corporate	Effective integration into plans based on budget and business plan review	High	High
M3	Implement suitable measurement and verification systems, including M&V of significant abatement projects such as LED streetlighting, large onsite solar PV projects and renewable energy PPAs, and annual analysis of the City's overall energy use and emissions from Azility	Management of City of Bayswater's ERRE Plan	Sustainability and Environment	Reported large project performance	Moderate	Medium
M4	Develop communication, engagement and capacity-building plans that identify key staff, identify communication channels, report progress against the City's goals,	Management of City of Bayswater's ERRE Plan	Sustainability and Environment	City's RE and NZ targets are established in induction, training and awareness materials	High	Low



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
	identify and develop training, induction and awareness materials, and solicit input that increases awareness, recognition and buy-in			and communication plans		
M5	Stay abreast of grant funding and other incentive opportunities that can help to fund elements of the ERRE Plan. Aim to have 2 to 3 'shovel-ready' projects that the City would implement with grant funds.	Financing / funding of the Plan	Sustainability and Environment	Up-to-date grant funding lists, number of projects that are 'shovel ready'	Low	High
M6	Review and update the City's solar PV business cases and plans for rooftop, carport and battery energy storage systems, based on changes in technologies, costs and energy rates	On-site solar PV	Sustainability and Environment, all functional areas	Updated solar PV business cases, annual budgeted projects	Low to moderate	Medium
M7	Continue to stay abreast of developments in mid-scale renewable energy generation in the WA market, and engage with peer Councils, representative bodies and others on these opportunities, as well as emerging opportunities for bioenergy / biomethane	Mid-scale renewable generation	Sustainability and Environment	NA	Low	Low



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
M8	Participate in ongoing market approaches to secure or renew renewable energy PPAs through the City's energy procurement process	Renewable energy power purchasing	Sustainability and Environment, Finance	Outcome of market approach for PPA v 'regular' grid agreement	High	High
M9	Continue to monitor the City's carbon footprint aligned with its net zero emissions boundary	Carbon offsets	Sustainability and Environment	Reported GHG emissions	Moderate	Medium
M10	Collect data on both tree plantings and wetlands condition as part of overall data collection and reporting as part of the ERRE Plan	Sequestration	Sustainability and Environment	Annual data on tree coverage, wetlands management	Low to moderate	Low
M11	Continue to work with Western Power and other stakeholders to progress the City's case for lights in Bayswater to be upgraded to LED (non-decorative, smart control-enabled to be decided), with a goal for implementation in the next Business plan cycle	Energy efficiency	Sustainability and Environment, Finance	Implemented or commitment rollout project	High	High
M12	Revise short-term energy efficiency plans every 1-2 years to schedule implementation of the next group of priority projects, and plan for these as part of the City's normal budget process	Energy efficiency	Sustainability and Environment	Revised energy efficiency plan	Moderate	Medium



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
M13	Develop or update plans for the City's fleet fuel transition to hybrid and electric vehicles across all vehicle categories	Electric vehicles and plant	Fleet	Updated fleet plan	High	Medium
M14	Develop a plan for EV charging infrastructure for the City's EVs as well as at community facilities (including potential increase in energy demand)	Electric vehicles and plant	Fleet	EV charging plan	Moderate	Medium
M15	Stay abreast of developments in electric technologies for heavier fleet, such as light trucks or buses. Continue to evaluate electric powered small plant devices as well as their charging infrastructure and charging practices	Electric vehicles and plant	Fleet	NA	Moderate	Medium
M16	Continue to trial and implement behavioural change initiatives in City of Bayswater to achieve sustained engagement and sustained emissions reduction	Behavioural change	Sustainability and Environment	Report on behaviour change initiatives	High	Low
M17	Progressively update specifications to reflect the City's emissions and renewable energy targets, train staff and continue to collate examples of	Sustainable procurement	Procurement	NA	Moderate	Medium





City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Action	Action category	Responsibility	Target or metric	Resources required Neutral to low / Moderate / High	Priority (High, Medium, Low)
	good practice that can be used in other procurement					
M18	Review the City's procurement policy at regular intervals – e.g. 3 years	Sustainable procurement	Procurement	Procurement policy	Moderate	Medium



## Appendix A: Solar PV and Energy Efficiency potential in City of Bayswater

TABLE 14: ESTIMATED COSTS AND SAVINGS FOR SOLAR PV FOR SMALL SITES

Site	Estimated or modelled PV size	Capital cost	Cost savings	Payback	Solar yield (kWh)	Emissions reduction (t CO <sub>2</sub> -e)	Source
Drill Hall	5.00 kW	\$8,000	\$677	<15	7,000	4.90 t CO <sub>2</sub> -e	Energy audit
Morley Sports and Recreation Centre	39.80 kW	\$51,740	\$17,221	3.00 years	64,178	41.69 t CO <sub>2</sub> -e	100%RE (City advised size)
Depot and Dog Pound	116.20 kW	\$151,060	\$13,831	10.92 years	162,680	23.67 t CO <sub>2</sub> -e	100%RE (max roof capacity)
Maylands Sports and Recreation Club 1 (8001560804)	4.44 kW	\$5,771	\$1,138	3.63 years	6,215	3.48 t CO <sub>2</sub> -e	100%RE
Maylands Sports and Recreation Club 2 (8001226410)	4.31 kW	\$5,607	\$822	6.82 years	6,039	3.38 t CO <sub>2</sub> -e	100%RE
Roxy Lane Theatre	1.40 kW	\$1,820	\$415	4.39 years	1,961	1.10 t CO <sub>2</sub> -e	100%RE
Bayswater Activity Centre	1.61 kW	\$2,092	\$492	4.25 years	2,253	1.26 t CO <sub>2</sub> -e	100%RE
Bayswater Morley Youth Club	7.02 kW	\$9,123	\$1,723	5.30 years	9,824	5.50 t CO <sub>2</sub> -e	100%RE
Bayswater Community Centre	10.00 kW	\$13,000	\$2,786	4.67 years	15,229	8.53 t CO <sub>2</sub> -e	100%RE (City advised size)
Beaufort Park Scout Hall	3.12 kW	\$4,053	\$772	5.25 years	4,365	2.44 t CO <sub>2</sub> -e	100%RE
Carrama Community Centre	1.53 kW	\$1,990	\$474	4.20 years	2,143	1.20 t CO <sub>2</sub> -e	100%RE
Elderly Community Help Organisation (ECHO)	4.67 kW	\$6,077	\$1,201	5.06 years	6,544	3.66 t CO <sub>2</sub> -e	100%RE
Filipino Assoc	1.18 kW	\$1,539	\$359	4.29 years	1,657	0.93 t CO <sub>2</sub> -e	100%RE
Hillcrest Pre School	8.81 kW	\$11,453	\$3,329	3.44 years	12,334	6.91 t CO <sub>2</sub> -e	100%RE
Noranda Sports Club	1.22 kW	\$1,588	\$321	4.94 years	1,711	0.96 t CO <sub>2</sub> -e	100%RE
Peninsula Golf Course 1 (8001006294)	12.21 kW	\$15,875	\$3,867	4.11 years	17,097	9.57 t CO <sub>2</sub> -e	100%RE
Peninsula Golf Course 2 (8001406711)	8.28 kW	\$10,770	\$2,817	3.82 years	11,599	6.50 t CO <sub>2</sub> -e	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Matthew McVeigh - Maylands Interpretive Centre	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Angelhands Inc (1) - The Rise Office 1	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Association For The Welfare Of Migrant Families - 411 Guildford Road	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
North East Regional Training Association - T/as Morley Training Centre (NERTA)	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
WA Youth Jazz Orchestra (WAYJO) - Maylands Hall	6.80 kW	\$8,846	\$1,998	4.43 years	9,526	5.33 t CO2-e	100%RE
Maylands Yacht Club - Bardon Park	1.32 kW	\$1,711	\$386	4.43 years	1,843	1.03 t CO2-e	100%RE
Association of United Sri Lankan Muslims of Western Australia (AUSLAMWA)	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
West Coast Model RC Inc - Moojebing Reserve	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Bayswater City Soccer Club Inc - Frank Drago Reserve	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Bayswater Croquet Club Incorporated - Frank Drago Reserve	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Bulgarian Association Rodina Inc - Hampton Park Reserve	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
1st Hampton Park Scouts Group - Hampton Park Reserve	1.25 kW	\$1,621	\$366	4.43 years	1,746	0.98 t CO2-e	100%RE
Bayswater SES - Bayswater State Emergency Service (Inc) (Ses)	1.68 kW	\$2,185	\$493	4.43 years	2,353	1.32 t CO2-e	100%RE
Perth Bayswater Rugby Union Club - Pat O'Hara	4.59 kW	\$5,971	\$1,348	4.43 years	6,430	3.60 t CO2-e	100%RE
Bedford Junior Cricket Club - Grand Promenade Reserve	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
COB Child Care Association - Roberts Street Pre-School Centre	1.02 kW	\$1,328	\$300	4.43 years	1,430	0.80 t CO2-e	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Department of Education - Maylands Primary School - Gibbney Reserve	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Football West - Gibbney Reserve	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
COB Child Care Association - Silverwood Child Care Centre	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Bayswater Paddlesports Club - Hinds Reserve Boat Shed Bay 5	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Morley Sporting Club Incorporated - RA Cook Pavilion	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Department of Education - Inglewood Kindergarten Centre	1.81 kW	\$2,356	\$532	4.43 years	2,537	1.42 t CO2-e	100%RE
Bayswater Organisation Loan of Toys	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Western Australian Rogaining Association - Hampton Park Reserve	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Bayswater Lacrosse Club - Halliday Park	2.56 kW	\$3,333	\$753	4.43 years	3,589	2.01 t CO2-e	100%RE
West Australian Ballet Inc - 134 Whatley Crescent, Maylands	1.82 kW	\$2,370	\$535	4.43 years	2,552	1.43 t CO2-e	100%RE
Minister of Education - Noranda Primary School - Deschamp Reserve Noranda	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Bayswater Childcare Assoc Inc - Derrick Ernst Neighbourhood Centre (Tara)	2.41 kW	\$3,135	\$708	4.43 years	3,376	1.89 t CO2-e	100%RE
Chabad Lubavitch Of Western Australia - Garson Court	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
Morley Eagles Baseball Club - Crimea Park	1.90 kW	\$2,471	\$558	4.43 years	2,661	1.49 t CO2-e	100%RE
<b>Total</b>	<b>294.10 kW</b>	<b>\$383,833</b>	<b>\$70,825</b>	<b>5.42 years</b>	<b>421,430</b>	<b>175.30 t CO2-e</b>	

The analysis of solar opportunities was performed with the following inputs and parameters:

- Solar modelling software (Helioscope with Nearmap / Six maps) was used for selected modelled installations, with capacity for non-modelled systems estimated based on discussions, aerial map analysis and energy demand.



City of Bayswater: Emission Reduction and Renewable Energy Plan

- The City's energy billing data was used to estimate solar array sizes
- For all exported energy a feed-in rate of \$0.0/kWh was assumed since currently there are no tariffs available to non-residential solar connections.
- Sites with solar opportunities in their energy audit reports were used as advised in the reports
- Solar capacity was based on 25% of sites energy use.
- An export rate of 20% was assumed for most sites, with the exception being the depot where the maximum system size was modelled.
- Benchmark pricing for solar PV systems and inverters was assumed to be \$1.3/W regardless of the system type.
- Emissions reduction is based on the consumed solar energy only, so sites with high export levels (e.g. Depot) will show lower emissions savings.



City of Bayswater: Emission Reduction and Renewable Energy Plan

TABLE 15: SUMMARY OF ESTIMATED COSTS AND SAVINGS FOR ENERGY EFFICIENCY FOR CITY-OPERATED SITES (AS PER THE ENERGY AUDITS)

Opportunity type	Estimated cost	Annual savings	Payback (years)	Resource savings (MWh pa)	Emissions reduction (t CO2-e pa)
Culture of energy saving awareness	\$25,000	\$59,074	0.4	219.2 MWh	153.5 t CO2-e
Lighting	\$838,675	\$105,267	8.0	416.0 MWh	291.2 t CO2-e
Lighting controls	\$150,000	\$41,699	3.6	200.9 MWh	140.7 t CO2-e
HVAC upgrades / replacement	\$44,000	\$25,243	1.7	90.9 MWh	63.7 t CO2-e
BMS Strategies	\$300,000	\$6,226	48.2	30.0 MWh	21.0 t CO2-e
BMS upgrade	\$22,000	\$350	62.9	1.1 MWh	0.8 t CO2-e
Energy efficiency building tuning	\$372,635	\$70,988	5.2	253.6 MWh	177.5 t CO2-e
Electronically Commutated (EC) plug fan upgrade	\$329,771	\$32,977	10.0	145.7 MWh	102.0 t CO2-e
Submetering and energy monitoring	\$1,651	\$1,651	1.0	189.9 GJ	10.6 t CO2-e
Voltage optimisation	\$393,188	\$26,213	15.0	115.8 MWh	81.1 t CO2-e
Hot Water	\$2,074,770	\$158,414	13.1	626.6 MWh	438.6 t CO2-e
VSD optimisation	\$0	\$3,435	0.0	15.2 MWh	10.6 t CO2-e
Demand side management	\$0	\$25,000	0.0	50.0 kW	0.0 t CO2-e
Operational strategy update - electricity	\$0	\$5,111	0.0	22.6 MWh	15.8 t CO2-e
Operational strategy update - gas	\$0	\$4	0.0	115.9 GJ	6.4 t CO2-e
Streetlighting	\$3,736,200	\$474,091	7.9	2,093.7 MWh	1,465.6 t CO2-e
Totals	\$8,287,891	\$1,035,743	8.0	4,231.0 MWh 50 kW 306 GJ	2,979.1 t CO2-e



### Streetlighting LED upgrade – costs and savings analysis

The Western Power-owned streetlighting opportunity was assessed based on the inventory available in billing and information from Western Power's LED upgrade program. The actual load of lamps was extracted from the NEM load table<sup>37</sup>. The table below summarises the analysis for the LED upgrade.

**TABLE 16: ESTIMATED ANNUAL ENERGY CONSUMPTION AND COST OF EXISTING STREETLIGHTING**

SL asset type	No. of lamps	Wattage	Wattage w/ lamp ballast	Estimated consumption	Estimated energy cost
125W Mercury Vapour - C	1083	125	142.00	673,583 kWh	\$218,835.31
150W High Pressure Sodium - C	93	150	173.00	70,470 kWh	\$21,022.14
150W Metal Halide - C	29	150	173.00	21,974 kWh	\$8,996.19
160W LED RF - C	13	160		9,110 kWh	\$2,456.96
170W LED RF - C	25	170		18,615 kWh	\$4,892.83
20W LED RG - C	49	20		4,292 kWh	\$4,414.02
22W LED - C	1	22		96 kWh	\$100.70
250W High Pressure Sodium - A	1	250	273.00	1,196 kWh	\$222.94
250W High Pressure Sodium - C	1817	250	273.00	2,172,660 kWh	\$522,605.54
250W Mercury Vapour - C	71	250	270.00	83,965 kWh	\$22,209.16
250W Metal Halide - C	24	250	286.00	30,064 kWh	\$8,922.94
36W LED RG - C	5	36		788 kWh	\$504.25
42W CFL BH - C	2	42	46.40	406 kWh	\$306.16
42W CFL SE - C	937	42	46.40	190,428 kWh	\$137,862.22
42W CFL SE - M	1	42	46.40	203 kWh	\$133.41
42W LED BH - C	1	42		184 kWh	\$148.15
53W LED RG - C	15	53		3,482 kWh	\$1,690.13
70W High Pressure Sodium - C	6	70	86.00	2,260 kWh	\$906.44
70W Metal Halide - C	26	70	81.50	9,281 kWh	\$6,116.31
80W LED RF - C	10	80		3,504 kWh	\$1,303.42
80W Mercury Vapour - A	1	80	95.80	420 kWh	\$136.69
80W Mercury Vapour - C	1657	80	95.80	695,284 kWh	\$260,791.92
<b>Total</b>	<b>5867</b>			<b>3,992,267 kWh</b>	<b>\$1,224,577.81</b>

<sup>37</sup> AEMO: <https://aemo.com.au/en/energy-systems/electricity/national-electricity-market-nem/market-operations/retail-and-metering/metrology-procedures-and-unmetered-loads>



City of Bayswater: Emission Reduction and Renewable Energy Plan

TABLE 17: ESTIMATED ENERGY AND FINANCIAL IMPLICATIONS WHEN UPGRADING TO LED STREETLIGHTS

Streetlight asset type	Estimated total cost of replacement	LED Upgrade	LED Wattage	Estimated consumption after LED upgrade	Estimated savings from LED upgrade	Estimated energy cost after LED upgrade	Estimated energy cost savings from LED upgrade
125W Mercury Vapour - C	\$703,950.00	36W LED RG	36	170,767 kWh	502,815 kWh	\$109,220.01	\$109,615.30
150W High Pressure Sodium - C	\$60,450.00	53W LED RG	53	21,589 kWh	48,881 kWh	\$10,478.82	\$10,543.32
150W Metal Halide - C	\$18,850.00	80W LED RF	80	10,162 kWh	11,813 kWh	\$3,779.90	\$5,216.29
160W LED RF - C	\$0.00			9,110 kWh	0 kWh	\$2,456.96	\$0.00
170W LED RF - C	\$0.00			18,615 kWh	0 kWh	\$4,892.83	\$0.00
20W LED RG - C	\$0.00			4,292 kWh	0 kWh	\$4,414.02	\$0.00
22W LED - C	\$0.00			96 kWh	0 kWh	\$100.70	\$0.00
250W High Pressure Sodium - A	\$650.00	170W LED RF	170	745 kWh	451 kWh	\$195.71	\$27.23
250W High Pressure Sodium - C	\$1,181,050.00	170W LED RF	170	1,352,938 kWh	819,721 kWh	\$355,610.52	\$166,995.02
250W Mercury Vapour - C	\$46,150.00	170W LED RF	170	52,867 kWh	31,098 kWh	\$13,895.62	\$8,313.53
250W Metal Halide - C	\$15,600.00	160W LED RF	160	16,819 kWh	13,245 kWh	\$4,535.93	\$4,387.01
36W LED RG - C	\$0.00			788 kWh	0 kWh	\$504.25	\$0.00
42W CFL BH - C	\$1,300.00	20W LED	20	175 kWh	231 kWh	\$180.16	\$126.00
42W CFL SE - C	\$609,050.00	20W LED	20	82,081 kWh	108,347 kWh	\$84,406.83	\$53,455.38
42W CFL SE - M	\$650.00	20W LED	20	88 kWh	116 kWh	\$90.08	\$43.33
42W LED BH - C	\$0.00			184 kWh	0 kWh	\$148.15	\$0.00
53W LED RG - C	\$0.00			3,482 kWh	0 kWh	\$1,690.13	\$0.00
70W High Pressure Sodium - C	\$3,900.00	36W LED RG	36	946 kWh	1,314 kWh	\$605.10	\$301.34
70W Metal Halide - C	\$16,900.00	36W LED RG	36	4,100 kWh	5,182 kWh	\$2,622.09	\$3,494.22
80W LED RF - C	\$0.00			3,504 kWh	0 kWh	\$1,303.42	\$0.00
80W Mercury Vapour - A	\$650.00	20W LED RG	20	88 kWh	332 kWh	\$90.08	\$46.61
80W Mercury Vapour - C	\$1,077,050.00	20W LED RG	20	145,153 kWh	550,131 kWh	\$149,265.87	\$111,526.04
<b>Total</b>	<b>\$3,736,200.00</b>			<b>1,898,590 kWh</b>	<b>2,093,677 kWh</b>	<b>\$750,487.19</b>	<b>\$474,090.62</b>
				<b>% energy reduction</b>	52%	<b>% cost reduction</b>	39%





City of Bayswater: Emission Reduction and Renewable Energy Plan

TABLE 18: BUSINESS CASE SUMMARY FOR LED STREETLIGHTING UPGRADE

Financial analysis	
Estimated total cost	\$3,736,200.00
Estimated annual energy savings	2,093,677 kWh
Estimated emissions reduction	1466 t CO <sub>2</sub> -e
Estimated annual cost savings	\$474,090.62
Simple payback	7.9 years

Upgrading the remaining non-LED streetlights will require a CAPEX of around \$3,736,200 and will result in an annual energy reduction of 2,093,677 kWh (52% energy reduction) which will result in annual cost savings of around \$474,091 (39% cost reduction which factors in energy charges and maintenance costs). This opportunity has a 7.9 years simple payback and will also result in emissions reduction of around 1,466 t CO<sub>2</sub>-e<sup>38</sup>.

<sup>38</sup> The final turnkey price to deliver the streetlighting upgrade and the final scope in terms of number of luminaires to be replaced, will be re-assessed at the time a decision to proceed is made, as pricing and luminaire numbers will change over time. The pricing and scope here reflect information at the time the ERRE Plan was developed.



City of Bayswater: Emission Reduction and Renewable Energy Plan

TABLE 19: ESTIMATED COSTS AND SAVINGS FOR ENERGY EFFICIENCY FOR CITY-OPERATED SITES

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Civic Centre and Council Chambers</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$13,900	0.07	66,977	10.00%	46.88	Energy audit
	Subscription to basic cloud-based energy monitoring	Submetering and monitoring	\$1,500						Energy audit
	Replacement of existing fluorescent lighting fixtures to LEDs.	Lighting	\$75,891	\$18,973	4.00	91,423	13.65%	64.00	Energy audit
	Optimisation of HVAC systems	BMS Strategies	\$150,000	\$41,699	3.00	200,930	30.00%	140.65	Energy audit
	Regular analyses and rectification work dedicated to the energy efficiency of the BMS to ensure plant operation at optimal performance, to reduce current and to avoid future operational costs.	Energy efficiency building tuning	\$20,000	\$10,425	1.92	50,233	7.50%	35.16	Energy audit
	Supply air fan upgrades	EC plug fan upgrade	\$300,000	\$6,226	10.00	30,000	4.48%	21.00	Energy audit
<b>Depot and Dog Pound (shares with Rangers and Security)</b>	Energy Saving education workshops for staff and public awareness.	Culture of energy saving awareness	\$4,000	\$1,100	3.00	3,450	7.33%	2.42	Energy audit
	Submetering solution to determine energy consumption of the depot and Rangers & Security separately.	Submetering and monitoring	\$20,000	\$840	>20	2,600	5.53%	1.82	Energy audit
	Upgrade lights to LED	Lighting	\$40,000	\$850	>20	2,655	5.64%	1.86	Energy audit



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
	Install lighting controls	Lighting controls	\$22,000	\$350	>20	1,100	2.34%	0.77	Energy audit
<b>The RISE</b>	Energy Saving education workshops for staff awareness. Annual 4-hour workshop, conducted by external consultant.	Culture of energy saving awareness	\$4,000	\$11,246	0.40	37,159	7.50%	26.01	Energy audit
	Energy Saving education workshops for public. Annual 4-hour workshop, conducted by external consultant.	Included above							
	Install an energy monitoring system	Submetering and monitoring	\$70,000	\$12,031	5.80	28,442	5.74%	19.91	Energy audit
	Upgrade lights to LED	Lighting	\$80,000	\$2,705	>20	13,341	2.69%	9.34	Energy audit
	Regular analyses and rectification work dedicated to the energy efficiency of the BMS to ensure plant operation at optimal performance, to reduce current and to avoid future operational costs.	Energy efficiency building tuning	\$15,000	\$9,312	1.60	22,014	4.44%	15.41	Energy audit
<b>Drill Hall</b>	Energy Saving education workshops for staff and public awareness.	Culture of energy saving awareness	\$2,000	\$580	3.44	1,800	11.34%	1.26	Energy audit
	Ne Submetering solution can be implemented to understand consumption of specific areas.	Submetering and monitoring	\$4,000	\$405	>15	1,300	8.19%	0.91	Energy audit



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Morley Sports and Recreation Centre</b>	Energy Saving education workshops for staff and public awareness.	Culture of energy saving awareness	\$4,000	\$12,550	0.30	28,076	10.39%	19.65	Energy audit
	Submetering solution can be implemented to understand consumption of specific areas.	Submetering and monitoring	\$22,250	\$9,613	2.10	21,507	7.96%	15.05	Energy audit
	Upgrade lights to LED	Lighting	\$80,000	\$2,424	>20	5,422	2.01%	3.80	Energy audit
<b>Morley Noranda Recreation Club incl of Netball</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$6,349	0.16	21,058	10.00%	14.74	Energy audit
	Optimisation of HVAC systems	Energy efficiency building tuning	\$1,500	\$2,155	1.00	7,696	3.65%	5.39	Energy audit
	Submetering solution to determine energy consumption of the club and netball separately.	Submetering and monitoring	\$6,000	\$2,787	2.00	9,952	4.73%	6.97	Energy audit
<b>Morley Library (shares with Les Hansman Comm Centre)</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$1,359	0.74	4,543	10.00%	3.18	Energy audit
	Optimisation of HVAC systems	Energy efficiency building tuning	\$1,500	\$779	2.00	2,359	5.19%	1.65	Energy audit
	Submetering solution to determine energy consumption of the library and community centre separately.	Submetering and monitoring	\$7,500	\$1,670	7.00	5,963	13.13%	4.17	Energy audit



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Les Hansman Comm Centre (shares with Morley Library)</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$751	1.33	2,508	10.00%	1.76	Energy audit
	Upgrade lights to LED	Lighting	\$3,700	\$600	6.00	1,819	7.25%	1.27	Energy audit
	Submetering solution to determine energy consumption of the library and community centre separately.	Submetering and monitoring	\$6,000	\$922	7.00	3,292	13.13%	2.30	Energy audit
<b>Bayswater Senior Citizens 1</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$591	1.69	2,587	10.00%	1.81	Energy audit
	Optimisation of HVAC systems	Energy efficiency building tuning	\$1,500	\$355	4.00	1,197	4.63%	0.84	Energy audit
	Submetering solution can be implemented to understand consumption of specific areas.	Submetering and monitoring	\$6,000	\$434	14.00	1,548	5.98%	1.08	Energy audit
<b>Bayswater Bowling and Recreation Club</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$1,233	0.81	4,410	10.00%	3.09	Energy audit
	Submetering solution can be implemented to understand consumption of specific areas.	Submetering and monitoring	\$7,500	\$1,842	4.00	6,579	14.92%	4.61	Energy audit
<b>Bayswater Library</b>	Energy Saving education workshops for staff and public awareness.	Culture of energy saving awareness	\$1,000	\$1,327	0.75	4,237	10.00%	2.97	Energy audit



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
	awareness. Annual session led by an external consultant.								
	Optimisation of HVAC systems	Energy efficiency building tuning	\$1,500	\$570	3.00	2,036	4.80%	1.43	Energy audit
	Submetering solution can be implemented to understand consumption of specific areas.	Submetering and monitoring	\$6,000	\$205	>20	731	1.73%	0.51	Energy audit
<b>Lightning Park Recreation Centre</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$2,780	0.36	10,604	10.00%	7.42	Energy audit
	Submetering solution can be implemented to understand consumption of specific areas.	Submetering and monitoring	\$6,000	\$4,000	2.00	14,285	13.47%	10.00	Energy audit
	Optimisation of HVAC systems	Energy efficiency building tuning	\$1,500	\$881	1.00	2,671	2.52%	1.87	Energy audit
<b>Maylands Sport and Recreation Club</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$834	1.20	4,902	10.00%	3.43	Energy audit
	Submetering solution can be implemented to understand consumption of specific areas.	Submetering and monitoring	\$7,500	\$2,272	3.00	8,166	16.66%	5.72	Energy audit
<b>Rangers and Security (shares with Depot and Dog Pound)</b>	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$1,470	0.68	4,340	10.00%	3.04	Energy audit



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Bayswater Waves Aquatic Centre	Optimisation of HVAC systems	Energy efficiency building tuning	\$1,500	\$766	2.00	2,734	6.30%	1.91	Energy audit
	Submetering solution to determine energy consumption of the depot and Rangers & Security separately.	Submetering and monitoring	\$7,500	\$990	6.00	3,536	8.15%	2.48	Energy audit
	Energy Saving education workshops for staff and public awareness. Annual session led by an external consultant.	Culture of energy saving awareness	\$1,000	\$2,462	0.41	18,504	1.00%	12.95	Energy audit
	Recommissioning of sub-metering system to facilitate correct operation and new subscription to data visualisation and analytics platform.	Submetering and monitoring	\$30,000						Energy audit
	Upgrade lights to LED	Lighting	\$26,213	\$13,106	2.00	57,916	2.56%	40.54	Energy audit
	Implementation of energy monitoring system	Submetering and monitoring	\$164,885	\$32,977	5.00	145,723	6.45%	102.01	Energy audit
	Install a VO unit	Voltage optimisation	\$329,771	\$32,977	10.00	145,723	6.45%	102.01	Energy audit
	Insulation of hot water piping	Hot water	\$1,651	\$1,651	1.00	190	1.64%	10.57	Energy audit
	Upgrade existing BMS	HVAC	\$393,188	\$26,213	15.00	115,831	5.13%	81.08	Energy audit
	Fix AHU water and air leakages	HVAC	\$13,106	\$6,553	2.00	28,958	1.28%	20.27	Energy audit
	Replace AHUs with ERVs	HVAC	\$294,891	\$19,659	15.00	86,873	3.85%	60.81	Energy audit
	Rectify the control issues with ducted system in the Gym	HVAC	\$13,106	\$6,553	2.00	28,958	1.28%	20.27	Energy audit



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
	Pump flow reduction	VSD optimisation	\$0	\$3,435	0.00	15,179	0.67%	10.63	Energy audit
	Implement demand side management	Demand side management	\$0	\$25,000	0.00	50 kW	0.00%	0	Energy audit
	Chiller efficiency improvement	HVAC	\$65,531	\$13,106	5.00	57,916	2.56%	40.54	Energy audit
	Update operational strategy	Operational strategy update - Electricity	\$0	\$4,188	0.00	22,587	1.00%	12.95	Energy audit
	Update operational strategy	Operational strategy update - Gas	\$0	\$4	0.00	116 GJ	1.00%	6.45	Energy audit
<b>Unmetered streetlighting</b>	Streetlighting LED upgrade	Streetlighting	\$3,736,200	\$474,091	7.88	2,093,677	52.44%	1,465.57	100%RE
<b>Bayswater Library</b>	Upgrade lights to LED	Lighting	\$4,300	\$538	8.00	1,716	4.05%	1.20	100%RE
<b>Maylands Sports and Recreation Club 2 (8001226410)</b>	Upgrade lights to LED	Lighting	\$1,331	\$166	8.00	978	4.05%	0.68	100%RE
<b>Maylands Sports and Recreation Club 1 (8001560804)</b>	Upgrade lights to LED	Lighting	\$7,371	\$921	8.00	4,027	16.20%	2.82	100%RE
<b>Morley Noranda Recreation Club incl of Netball</b>	Upgrade lights to LED	Lighting	\$76,194	\$9,524	8.00	31,587	15.00%	22.11	100%RE
<b>Bayswater Bowling and</b>	Upgrade lights to LED	Lighting	\$11,236	\$1,405	8.00	5,358	12.15%	3.75	100%RE





City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Recreation Club (Frank Drago Reserve)</b>									
<b>Autumn Centre</b>	Upgrade lights to LED	Lighting	\$3,983	\$498	8.00	1,882	24.00%	1.32	100%RE
<b>Bayswater Activity Centre</b>	Upgrade lights to LED	Lighting	\$4,721	\$590	8.00	2,163	24.00%	1.51	100%RE
<b>Bayswater Morley Youth Club</b>	Upgrade lights to LED	Lighting	\$16,539	\$2,067	8.00	9,431	24.00%	6.60	100%RE
<b>Beaufort Park Scout Hall</b>	Upgrade lights to LED	Lighting	\$7,408	\$926	8.00	4,190	24.00%	2.93	100%RE
<b>Carrama Community Centre</b>	Upgrade lights to LED	Lighting	\$4,550	\$569	8.00	2,057	24.00%	1.44	100%RE
<b>Elderly Community Help Organisation (ECHO)</b>	Upgrade lights to LED	Lighting	\$8,645	\$1,081	8.00	4,712	18.00%	3.30	100%RE
<b>Ellis House</b>	Upgrade lights to LED	Lighting	\$1,972	\$247	8.00	883	24.00%	0.62	100%RE
<b>Embleton Pre-School and Child Health Centre</b>	Upgrade lights to LED	Lighting	\$1,846	\$231	8.00	721	24.00%	0.51	100%RE
<b>Filipino Assoc</b>	Upgrade lights to LED	Lighting	\$861	\$108	8.00	398	6.00%	0.28	100%RE
<b>Halliday House</b>	Upgrade lights to LED	Lighting	\$934	\$117	8.00	293	24.00%	0.21	100%RE
<b>Hampton Square Pre School and Child Health</b>	Upgrade lights to LED	Lighting	\$1,386	\$173	8.00	511	18.00%	0.36	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Hillcrest Pre School	Upgrade lights to LED	Lighting	\$31,961	\$3,995	8.00	11,840	24.00%	8.29	100%RE
Kindergarten	Upgrade lights to LED	Lighting	\$146	\$18	8.00	49	24.00%	0.03	100%RE
Maylands Library	Upgrade lights to LED	Lighting	\$18,357	\$2,295	8.00	6,939	24.00%	4.86	100%RE
Maylands Police Station	Upgrade lights to LED	Lighting	\$2,160	\$270	8.00	857	24.00%	0.60	100%RE
Noranda Infant Health Centre	Upgrade lights to LED	Lighting	\$2,074	\$259	8.00	844	24.00%	0.59	100%RE
Noranda Sports Club	Upgrade lights to LED	Lighting	\$3,761	\$470	8.00	2,001	29.25%	1.40	100%RE
Nursery Reserve	Upgrade lights to LED	Lighting	\$550	\$69	8.00	262	39.00%	0.18	100%RE
Olive Tree House	Upgrade lights to LED	Lighting	\$2,490	\$311	8.00	1,135	18.00%	0.79	100%RE
Peninsula Golf Course 1 (8001006294)	Upgrade lights to LED	Lighting	\$37,123	\$4,640	8.00	16,413	24.00%	11.49	100%RE
Peninsula Golf Course 2 (8001406711)	Upgrade lights to LED	Lighting	\$27,046	\$3,381	8.00	11,135	24.00%	7.79	100%RE
Whatley Hall	Upgrade lights to LED	Lighting	\$523	\$65	8.00	250	24.00%	0.17	100%RE
Matthew McVeigh - Maylands Interpretive Centre	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Jade Lewis And Friends Inc - 96	Upgrade lights to LED	Lighting	\$1,210	\$151	8.00	577	24.00%	0.40	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Slade Street Bayswater</b>									
Angelhands Inc (1) - The Rise Office 1	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Angelhands Inc (6) - The Rise Office 6	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Association For The Welfare Of Migrant Families - 411 Guildford Road	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
North East Regional Training Association - T/as Morley Training Centre (NERTA)	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
WA Youth Jazz Orchestra (WAYJO) - Maylands Hall	Upgrade lights to LED	Lighting	\$19,178	\$2,397	8.00	9,145	24.00%	6.40	100%RE
Bayswater Morley District Cricket Club - Hillcrest Reserve	Upgrade lights to LED	Lighting	\$9,219	\$1,152	8.00	4,396	24.00%	3.08	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Regional Development Australia Perth Committee Inc - The Rise Office 2	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Organ Donation & Transplant Foundation Of WA - The Rise Office 5	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Russian Social Club Of WA Inc - The Rise Office 8	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Casa Mia Montessori Playgroup - Hudson St Playgroup	Upgrade lights to LED	Lighting	\$2,423	\$303	8.00	1,155	24.00%	0.81	100%RE
Bayswater Community Men's Shed	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Maylands Yacht Club - Bardon Park	Upgrade lights to LED	Lighting	\$928	\$116	8.00	442	6.00%	0.31	100%RE
Maylands Yacht Club - Maylands Jetty Reserve	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Association of United Sri Lankan Muslims of Western Australia (AUSLAMWA)	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
West Coast Model RC Inc - Moojebing Reserve	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Bayswater City Soccer Club Inc - Frank Drago Reserve	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
People & Animal Welfare Society Inc (Paws)	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Bulgarian Association Rodina Inc - Hampton Park Reserve	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Environment House Incorporated - King William St Bayswater	Upgrade lights to LED	Lighting	\$2,611	\$326	8.00	1,245	24.00%	0.87	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
The Australian Model Railway Association - Moojebing Reserve	Upgrade lights to LED	Lighting	\$1,985	\$248	8.00	947	24.00%	0.66	100%RE
Bayswater SES - Bayswater State Emergency Service (Inc)	Upgrade lights to LED	Lighting	\$5,921	\$740	8.00	2,824	30.00%	1.98	100%RE
Perth Bayswater Rugby Union Club - Pat O'Hara	Upgrade lights to LED	Lighting	\$12,945	\$1,618	8.00	6,173	24.00%	4.32	100%RE
Bedford Junior Cricket Club - Grand Promenade Reserve	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
COB Child Care Association - Roberts Street Pre-School Centre	Upgrade lights to LED	Lighting	\$2,880	\$360	8.00	1,373	24.00%	0.96	100%RE
Football West - Gibbney Reserve	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Interchange Inc - aka Olive Tree House	Upgrade lights to LED	Lighting	\$3,079	\$385	8.00	1,468	24.00%	1.03	100%RE
COB Child Care Association - Richard Street	Upgrade lights to LED	Lighting	\$2,416	\$302	8.00	1,152	24.00%	0.81	100%RE
Bayswater Paddlesports Club - Hinds Reserve Boat Shed Bay 5	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Morley Sporting Club Incorporated - RA Cook Pavilion	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Department of Education - Inglewood Kindergarten Centre	Upgrade lights to LED	Lighting	\$5,108	\$639	8.00	2,436	24.00%	1.71	100%RE
1st Bayswater Sea Scouts Group - Hinds Reserve	Upgrade lights to LED	Lighting	\$1,538	\$192	8.00	733	18.00%	0.51	100%RE
Bayswater Organisation Loan of Toys	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Bedford Bowling Club -	Upgrade lights to LED	Lighting	\$15,895	\$1,987	8.00	7,580	24.00%	5.31	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Grand Prom Reserve</b>									
COB Child Care Association - Noranda Child Care Centre	Upgrade lights to LED	Lighting	\$1,495	\$187	8.00	713	24.00%	0.50	100%RE
ED Connect - Unit 4 The Rise	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
EdConnect Unit 3	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Western Australian Rogaining Association - Hampton Park Reserve	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
ECHO Community Services, Brand Place	Upgrade lights to LED	Lighting	\$1,268	\$159	8.00	605	24.00%	0.42	100%RE
Bayswater Lacrosse Club - Halliday Park	Upgrade lights to LED	Lighting	\$7,226	\$903	8.00	3,446	24.00%	2.41	100%RE
West Australian Ballet Inc - 134 Whatley Crescent, Maylands	Upgrade lights to LED	Lighting	\$5,138	\$642	8.00	2,450	24.00%	1.71	100%RE
Minister of Education -	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE





City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Noranda Primary School - Deschamp Reserve Noranda									
Rowing WA - Hinds Reserve	Upgrade lights to LED	Lighting	\$1,267	\$158	8.00	604	12.00%	0.42	100%RE
Bayswater Childcare Assoc Inc - Derrick Ernst Neighbourhood Centre (Tara)	Upgrade lights to LED	Lighting	\$6,796	\$850	8.00	3,241	24.00%	2.27	100%RE
Morley Windmills Club Inc - Wotton Reserve	Upgrade lights to LED	Lighting	\$3,586	\$448	8.00	1,710	6.00%	1.20	100%RE
Chabad Lubavitch Of Western Australia - Garson Court	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Morley Eagles Baseball Club - Crimea Park	Upgrade lights to LED	Lighting	\$5,357	\$670	8.00	2,555	24.00%	1.79	100%RE
Bayswater Senior Citizens 1 (8001490084)	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$5,146	\$343	15.00	1,500	5.80%	1.05	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Civic Centre and Council Chambers</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$351,832	\$23,455	15.00	113,023	16.88%	79.12	100%RE
<b>Depot and Dog Pound</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$82,697	\$5,513	15.00	16,280	18.00%	11.40	100%RE
<b>Drill Hall</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$12,492	\$833	15.00	3,365	7.63%	2.36	100%RE
<b>Les Hansman Community Centre</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$72,160	\$4,811	15.00	16,076	22.80%	11.25	100%RE
<b>Maylands Sports and Recreation Club 2 (8001226410)</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$7,150	\$477	15.00	2,802	11.60%	1.96	100%RE
<b>Maylands Sports and Recreation Club 1 (8001560804)</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$19,793	\$1,320	15.00	5,768	23.20%	4.04	100%RE
<b>Morley Noranda Recreation Club incl of Netball</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$190,485	\$12,699	15.00	42,116	20.00%	29.48	100%RE
<b>The RISE</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$321,158	\$21,411	15.00	66,873	13.50%	46.81	100%RE
<b>Bayswater Bowling and Recreation Club</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$40,228	\$2,682	15.00	10,231	23.20%	7.16	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
(Frank Drago Reserve)									
Morley Sport & Recreation	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$63,781	\$4,252	15.00	16,221	6.00%	11.35	100%RE
Roxy Lane Theatre	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$4,667	\$311	15.00	1,176	15.00%	0.82	100%RE
Bayswater Activity Centre	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$7,377	\$492	15.00	1,803	20.00%	1.26	100%RE
Bayswater Library	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$34,640	\$2,309	15.00	7,373	17.40%	5.16	100%RE
Bayswater Morley Youth Club	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$25,841	\$1,723	15.00	7,859	20.00%	5.50	100%RE
Bayswater Senior Citizens 2 (8001995588)	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$21,558	\$1,437	15.00	6,386	15.00%	4.47	100%RE
Beaufort Park Scout Hall	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,681	\$579	15.00	2,619	15.00%	1.83	100%RE
Carrama Community Centre	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$7,109	\$474	15.00	1,714	20.00%	1.20	100%RE
Elderly Community Help	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$4,503	\$300	15.00	1,309	5.00%	0.92	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Organisation (ECHO)</b>									
<b>Ellis House</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$1,541	\$103	15.00	368	10.00%	0.26	100%RE
<b>Embleton Pre-School and Child Health Centre</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,885	\$192	15.00	601	20.00%	0.42	100%RE
<b>Filipino Assoc</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$5,384	\$359	15.00	1,326	20.00%	0.93	100%RE
<b>Halliday House</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$1,460	\$97	15.00	244	20.00%	0.17	100%RE
<b>Hampton Scout Hall</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$3,676	\$245	15.00	765	20.00%	0.54	100%RE
<b>Hampton Square Pre School and Child Health</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,888	\$193	15.00	567	20.00%	0.40	100%RE
<b>Hillcrest Pre School</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$24,970	\$1,665	15.00	4,934	10.00%	3.45	100%RE
<b>Kindergarten</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$228	\$15	15.00	41	20.00%	0.03	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Maylands Library	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$28,683	\$1,912	15.00	5,783	20.00%	4.05	100%RE
Maylands Police Station	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$844	\$56	15.00	178	5.00%	0.12	100%RE
Noranda Infant Health Centre	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$3,241	\$216	15.00	703	20.00%	0.49	100%RE
Noranda Sports Club	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$362	\$24	15.00	103	1.50%	0.07	100%RE
Olive Tree House	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,594	\$173	15.00	630	10.00%	0.44	100%RE
Peninsula Golf Course 1 (8001006294)	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$5,800	\$387	15.00	1,368	2.00%	0.96	100%RE
Peninsula Golf Course 2 (8001406711)	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$4,226	\$282	15.00	928	2.00%	0.65	100%RE
Whatley Hall	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$613	\$41	15.00	156	15.00%	0.11	100%RE
Matthew McVeigh - Maylands Interpretive Centre	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Jade Lewis And Friends Inc - 96 Slade Street Bayswater	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$1,418	\$95	15.00	361	15.00%	0.25	100%RE
Angelhands Inc (1) - The Rise Office 1	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$6,278	\$419	15.00	1,597	15.00%	1.12	100%RE
Angelhands Inc (6) - The Rise Office 6	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$6,278	\$419	15.00	1,597	15.00%	1.12	100%RE
North East Regional Training Association - T/as Morley Training Centre (NERTA)	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE
WA Youth Jazz Orchestra (WAYJO) - Maylands Hall	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$29,966	\$1,998	15.00	7,621	20.00%	5.33	100%RE
Bayswater Morley District Cricket Club - Hillcrest Reserve	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$14,404	\$960	15.00	3,663	20.00%	2.56	100%RE
Regional Development Australia Perth Committee Inc -	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$6,278	\$419	15.00	1,597	15.00%	1.12	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>The Rise Office 2</b>									
<b>Arena Arts - Roxy Theatre - 55 Ninth Ave, Maylands</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$7,158	\$477	15.00	1,820	20.00%	1.27	100%RE
<b>Organ Donation &amp; Transplant Foundation Of WA - The Rise Office 5</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$6,278	\$419	15.00	1,597	15.00%	1.12	100%RE
<b>Russian Social Club Of WA Inc - The Rise Office 8</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$6,278	\$419	15.00	1,597	15.00%	1.12	100%RE
<b>1st Morley Scouts Group - Pat O'Hara</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,208	\$147	15.00	562	20.00%	0.39	100%RE
<b>Casa Mia Montessori Playgroup - Hudson St Playgroup</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$3,786	\$252	15.00	963	20.00%	0.67	100%RE
<b>Bayswater Community Men's Shed</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE
<b>Maylands Yacht Club - Bardon Park</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$4,348	\$290	15.00	1,106	15.00%	0.77	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
Association of United Sri Lankan Muslims of Western Australia (AUSLAMWA)	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$4,185	\$279	15.00	1,064	10.00%	0.75	100%RE
West Coast Model RC Inc - Moojebing Reserve	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE
Bayswater City Soccer Club Inc - Frank Drago Reserve	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE
Bayswater Croquet Club Incorporated - Frank Drago Reserve	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,093	\$140	15.00	532	5.00%	0.37	100%RE
Bayswater Waves Cafe	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,093	\$140	15.00	532	5.00%	0.37	100%RE
Bulgarian Association Rodina Inc - Hampton Park Reserve	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE





City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
1st Hampton Park Scouts Group - Hampton Park Reserve	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,746	\$183	15.00	698	10.00%	0.49	100%RE
Environment House Incorporated - King William St Bayswater	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$4,080	\$272	15.00	1,038	20.00%	0.73	100%RE
The Australian Model Railway Association - Moojebing Reserve	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$3,102	\$207	15.00	789	20.00%	0.55	100%RE
Bayswater SES - Bayswater State Emergency Service (Inc) (Ses)	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$740	\$49	15.00	188	2.00%	0.13	100%RE
Perth Bayswater Rugby Union Club - Pat O'Hara	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$20,227	\$1,348	15.00	5,144	20.00%	3.60	100%RE
Bedford Junior Cricket Club - Grand	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Promenade Reserve</b>									
<b>COB Child Care Association - Roberts Street Pre-School Centre</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$4,499	\$300	15.00	1,144	20.00%	0.80	100%RE
<b>Football West - Gibbney Reserve</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE
<b>COB Child Care Association - Silverwood Child Care Centre</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,093	\$140	15.00	532	5.00%	0.37	100%RE
<b>Interchange Inc - aka Olive Tree House</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,405	\$160	15.00	612	10.00%	0.43	100%RE
<b>COB Child Care Association - Richard Street</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$3,775	\$252	15.00	960	20.00%	0.67	100%RE
<b>Morley Sporting Club Incorporated - RA Cook Pavilion</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE
<b>Department of Education - Inglewood</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$7,981	\$532	15.00	2,030	20.00%	1.42	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
<b>Kindergarten Centre</b>									
<b>1st Bayswater Sea Scouts Group - Hinds Reserve</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$3,204	\$214	15.00	815	20.00%	0.57	100%RE
<b>Bayswater Organisation Loan of Toys</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE
<b>Bedford Bowling Club - Grand Prom Reserve</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$18,628	\$1,242	15.00	4,737	15.00%	3.32	100%RE
<b>COB Child Care Association - Noranda Child Care Centre</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$2,337	\$156	15.00	594	20.00%	0.42	100%RE
<b>ED Connect - Unit 4 The Rise</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$6,278	\$419	15.00	1,597	15.00%	1.12	100%RE
<b>EdConnect Unit 3</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$6,278	\$419	15.00	1,597	15.00%	1.12	100%RE
<b>ECHO Community Services, Brand Place</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$1,982	\$132	15.00	504	20.00%	0.35	100%RE
<b>Bayswater Lacrosse Club - Halliday Park</b>	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$5,645	\$376	15.00	1,436	10.00%	1.00	100%RE



City of Bayswater: Emission Reduction and Renewable Energy Plan

Site	Description	Category	Capital cost	Cost savings	Payback (years)	Resource savings (kWh)	% energy saving	Emissions reduction (t CO <sub>2</sub> -e)	Source
West Australian Ballet Inc - 134 Whatley Crescent, Maylands	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,028	\$535	15.00	2,042	20.00%	1.43	100%RE
Minister of Education - Noranda Primary School - Deschamp Reserve Noranda	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$6,278	\$419	15.00	1,597	15.00%	1.12	100%RE
Bayswater Childcare Assoc Inc - Derrick Ernst Neighbourhood Centre (Tara)	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$7,964	\$531	15.00	2,025	15.00%	1.42	100%RE
Morley Windmills Club Inc - Wotton Reserve	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$11,207	\$747	15.00	2,850	10.00%	2.00	100%RE
Morley Eagles Baseball Club - Crimea Park	Upgrade old HVAC system to new and efficient HVAC system with smart controls	HVAC	\$8,371	\$558	15.00	2,129	20.00%	1.49	100%RE
Sub-total			\$8,287,891	\$1,035,743	8.0	4,231,493 kWh 306 GJ 50 kW	39%	2,979.1	



## Appendix B: Description of scope 3 emission categories

As per the GHG Protocol<sup>39</sup>, there are 15 categories of upstream and downstream scope 3 emission sources (also called supply chain emissions), as shown in the graphic below, which are additional to scope 1 and scope 2 emissions consumed by an organisation in their premises. Most commonly, organisations report energy-related scope 1, 2 and 3 emissions only. The categories shown below are further detailed in Table 20, which sets out the minimum and optional boundaries for accounting for the scope 1 and scope 2 emissions of up- and downstream activities in the City's scope 3 carbon footprint.

---

<sup>39</sup> GHG Protocol: Technical Guidance for Calculating Scope 3 Emissions



City of Bayswater: Emission Reduction and Renewable Energy Plan

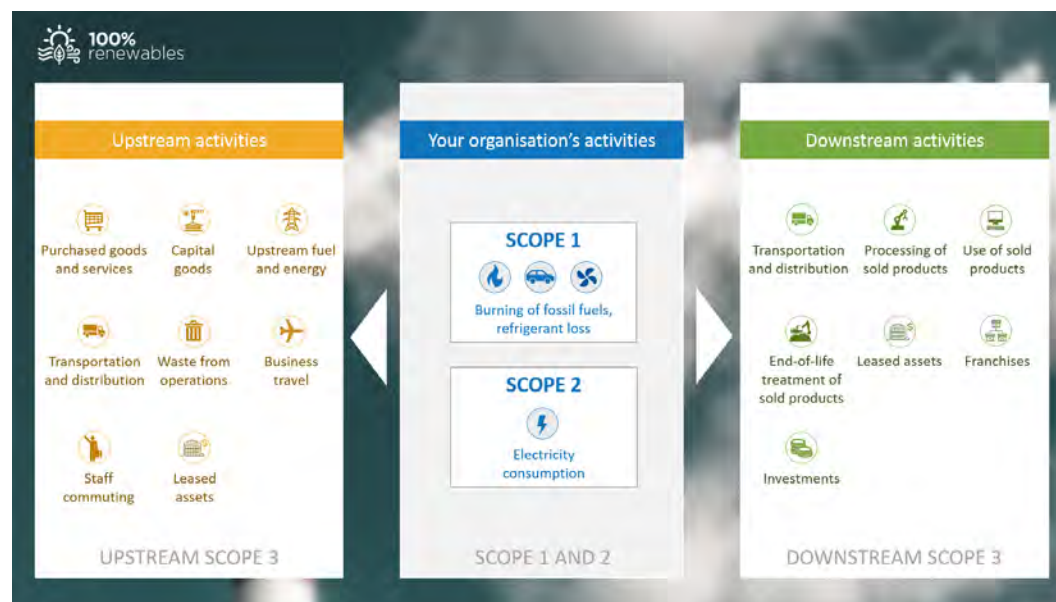


TABLE 20: CATEGORIES OF SUPPLY CHAIN EMISSIONS

#	Category name	Category description	Minimum boundary
1	<b>Purchased goods and services</b>	Extraction, production, and transportation of goods and services purchased or acquired by the reporting company in the reporting year, not otherwise included in Category 2	All upstream (cradle-to-gate) emissions of purchased goods and services



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Category name	Category description	Minimum boundary
2	<b>Capital goods</b>	Extraction, production, and transportation of capital goods purchased or acquired by the reporting company in the reporting year	All upstream (cradle-to-gate) emissions of purchased capital goods
3	<b>Fuel- and energy-related activities (not included in scope 1 or scope 2)</b>	Extraction, production, and transportation of fuels and energy purchased or acquired by the reporting company in the reporting year, not already accounted for in scope 1 or scope 2, including: <ul style="list-style-type: none"> <li>a. Upstream emissions of purchased fuels (extraction, production, and transportation of fuels consumed by the reporting company)</li> <li>b. Upstream emissions of purchased electricity (extraction, production, and transportation of fuels consumed in the generation of electricity, steam, heating, and cooling consumed by the reporting company)</li> <li>c. Transmission and distribution (T&amp;D) losses (generation of electricity, steam, heating and cooling that is consumed (i.e., lost) in a T&amp;D system) – reported by end user</li> <li>d. Generation of purchased electricity that is sold to end users (generation of electricity, steam, heating, and cooling that is purchased by the reporting company and sold to end users) – reported by utility company or energy retailer only</li> </ul>	<ul style="list-style-type: none"> <li>a) For upstream emissions of purchased fuels: All upstream (cradle-to-gate) emissions of purchased fuels (from raw material extraction up to the point of, but excluding combustion)</li> <li>b) For upstream emissions of purchased electricity: All upstream (cradle-to-gate) emissions of purchased fuels (from raw material extraction up to the point of, but excluding, combustion by a power generator)</li> <li>c) For T&amp;D losses: All upstream (cradle-to-gate) emissions of energy consumed in a T&amp;D system, including emissions from combustion</li> <li>d) For generation of purchased electricity that is sold to end users: Emissions from the generation of purchased energy</li> </ul>
4	<b>Upstream transportation and distribution</b>	Transportation and distribution of products purchased by the reporting company in the reporting year between a company's tier 1 suppliers	The scope 1 and scope 2 emissions of transportation and distribution providers that occur during use of vehicles and facilities (e.g., from energy use)



City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Category name	Category description	Minimum boundary
		and its own operations (in vehicles and facilities not owned or controlled by the reporting company) Transportation and distribution services purchased by the reporting company in the reporting year, including inbound logistics, outbound logistics (e.g., of sold products), and transportation and distribution between a company's own facilities (in vehicles and facilities not owned or controlled by the reporting company)	<i>Optional:</i> The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure
5	<b>Waste generated in operations</b>	Disposal and treatment of waste generated in the reporting company's operations in the reporting year (in facilities not owned or controlled by the reporting company)	The scope 1 and scope 2 emissions of waste management suppliers that occur during disposal or treatment <i>Optional:</i> Emissions from transportation of waste
6	<b>Business travel</b>	Transportation of employees for business-related activities during the reporting year (in vehicles not owned or operated by the reporting company)	The scope 1 and scope 2 emissions of transportation carriers that occur during use of vehicles (e.g., from energy use) <i>Optional:</i> The life cycle emissions associated with manufacturing vehicles or infrastructure
7	<b>Employee commuting</b>	Transportation of employees between their homes and their worksites during the reporting year (in vehicles not owned or operated by the reporting company)	The scope 1 and scope 2 emissions of employees and transportation providers that occur during use of vehicles (e.g., from energy use) <i>Optional:</i> Emissions from employee teleworking
8	<b>Upstream leased assets</b>	Operation of assets leased by the reporting company (lessee) in the reporting year and not included in scope 1 and scope 2 – reported by lessee	The scope 1 and scope 2 emissions of lessors that occur during the reporting company's operation of leased assets (e.g., from energy use) <i>Optional:</i> The life cycle emissions associated with manufacturing or constructing leased assets





City of Bayswater: Emission Reduction and Renewable Energy Plan

#	Category name	Category description	Minimum boundary
9	<b>Downstream transportation and distribution</b>	Transportation and distribution of products sold by the reporting company in the reporting year between the reporting company's operations and the end consumer (if not paid for by the reporting company), including retail and storage (in vehicles and facilities not owned or controlled by the reporting company)	The scope 1 and scope 2 emissions of transportation providers, distributors, and retailers that occur during use of vehicles and facilities (e.g., from energy use) <i>Optional:</i> The life cycle emissions associated with manufacturing vehicles, facilities, or infrastructure
10	<b>Processing of sold products</b>	Processing of intermediate products sold in the reporting year by downstream companies (e.g., manufacturers)	The scope 1 and scope 2 emissions of downstream companies that occur during processing (e.g., from energy use)
11	<b>Use of sold products</b>	End use of goods and services sold by the reporting company in the reporting year	The direct use-phase emissions of sold products over their expected lifetime (i.e., the scope 1 and scope 2 emissions of end users that occur from the use of: products that directly consume energy (fuels or electricity) during use; fuels and feedstocks; and GHGs and products that contain or form GHGs that are emitted during use) <i>Optional:</i> The indirect use-phase emissions of sold products over their expected lifetime (i.e., emissions from the use of products that indirectly consume energy (fuels or electricity) during use)
12	<b>End-of-life treatment of sold products</b>	Waste disposal and treatment of products sold by the reporting company (in the reporting year) at the end of their life	The scope 1 and scope 2 emissions of waste management companies that occur during disposal or treatment of sold products
13	<b>Downstream leased assets</b>	Operation of assets owned by the reporting company (lessor) and leased to other entities in the reporting year, not included in scope 1 and scope 2 – reported by lessor	The scope 1 and scope 2 emissions of lessees that occur during operation of leased assets (e.g., from energy use). <i>Optional:</i> The life cycle emissions associated with manufacturing or constructing leased assets



City of Bayswater: Emission Reduction and Renewable Energy Plan

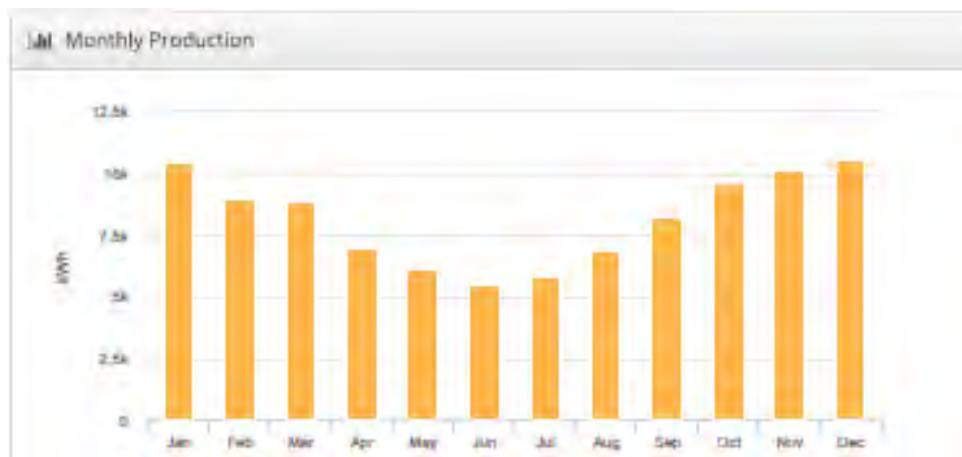
#	Category name	Category description	Minimum boundary
14	<b>Franchises</b>	Operation of franchises in the reporting year, not included in scope 1 and scope 2 – reported by franchisor	The scope 1 and scope 2 emissions of franchisees that occur during operation of franchises (e.g., from energy use) <i>Optional:</i> The life cycle emissions associated with manufacturing or constructing franchises
15	<b>Investments</b>	Operation of investments (including equity and debt investments and project finance) in the reporting year, not included in scope 1 or scope 2	Required: <ul style="list-style-type: none"> <li>• Equity investments</li> <li>• Debt investments with known use of proceeds</li> <li>• Project finance</li> </ul> Optional: <ul style="list-style-type: none"> <li>• Managed investments and client services</li> <li>• Debt investments without known use of proceeds</li> <li>• Other investments or financial services</li> </ul>



City of Bayswater: Emission Reduction and Renewable Energy Plan

## Appendix C: Solar PV Helioscope reports

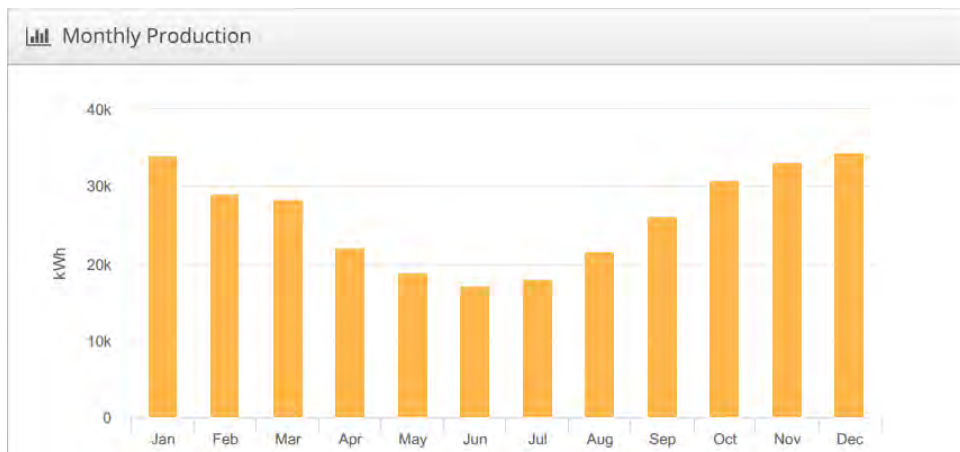
### Bayswater Waves – 60 kW





City of Bayswater: Emission Reduction and Renewable Energy Plan

### Bayswater Waves – maximum rooftop solar





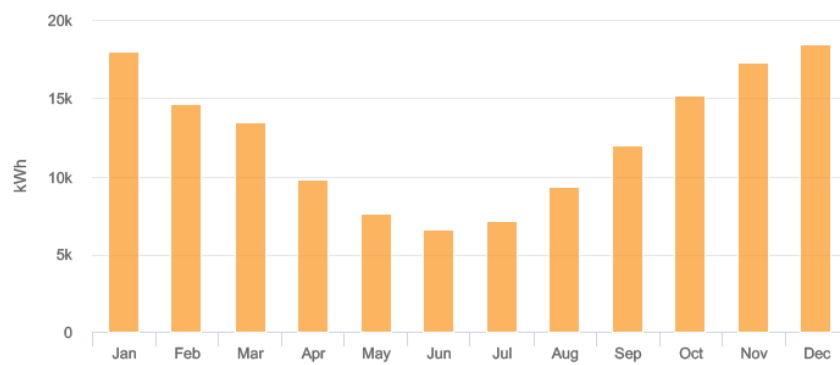


City of Bayswater: Emission Reduction and Renewable Energy Plan

### Bayswater Waves – 100 kW carport solar



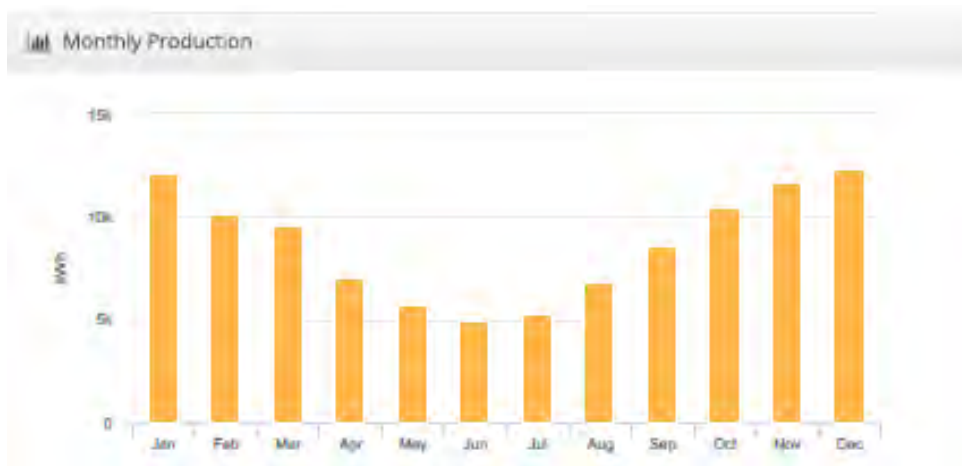
Monthly Production





City of Bayswater: Emission Reduction and Renewable Energy Plan

### The RISE – 65 kW





City of Bayswater: Emission Reduction and Renewable Energy Plan

### The RISE – maximum rooftop solar



Monthly Production





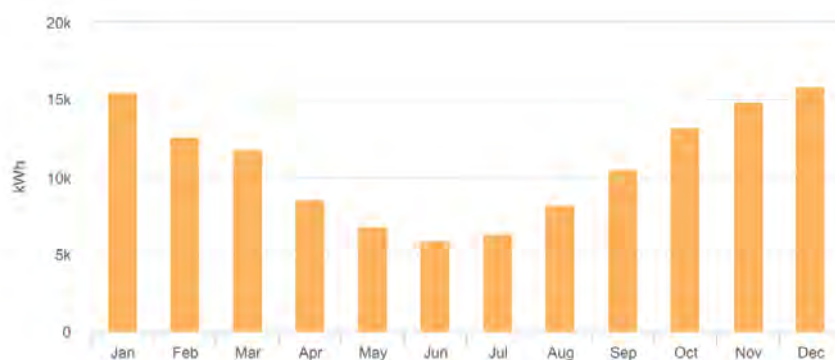


City of Bayswater: Emission Reduction and Renewable Energy Plan

### The RISE – 87 kW carport solar



Monthly Production

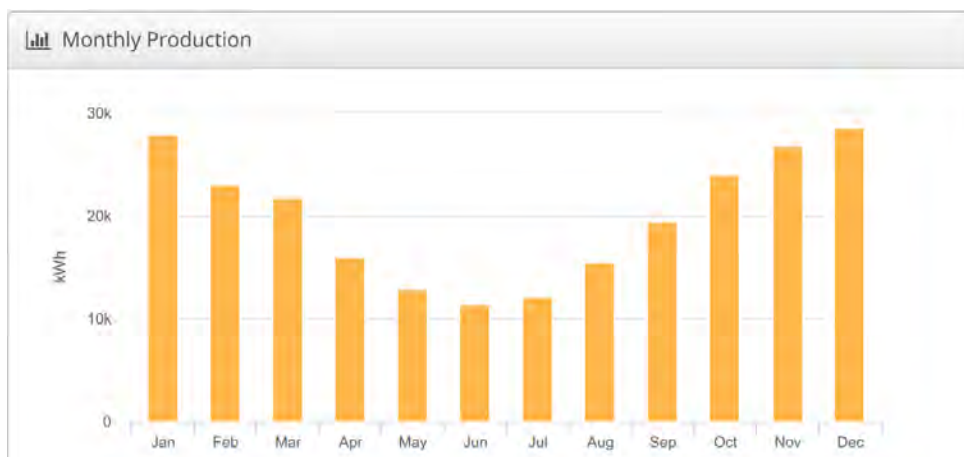






City of Bayswater: Emission Reduction and Renewable Energy Plan

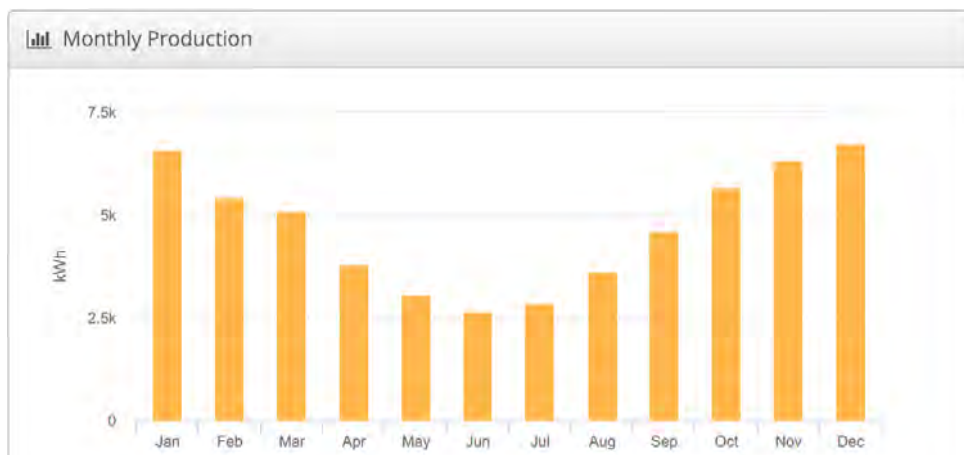
### Civic Centre – maximum rooftop solar

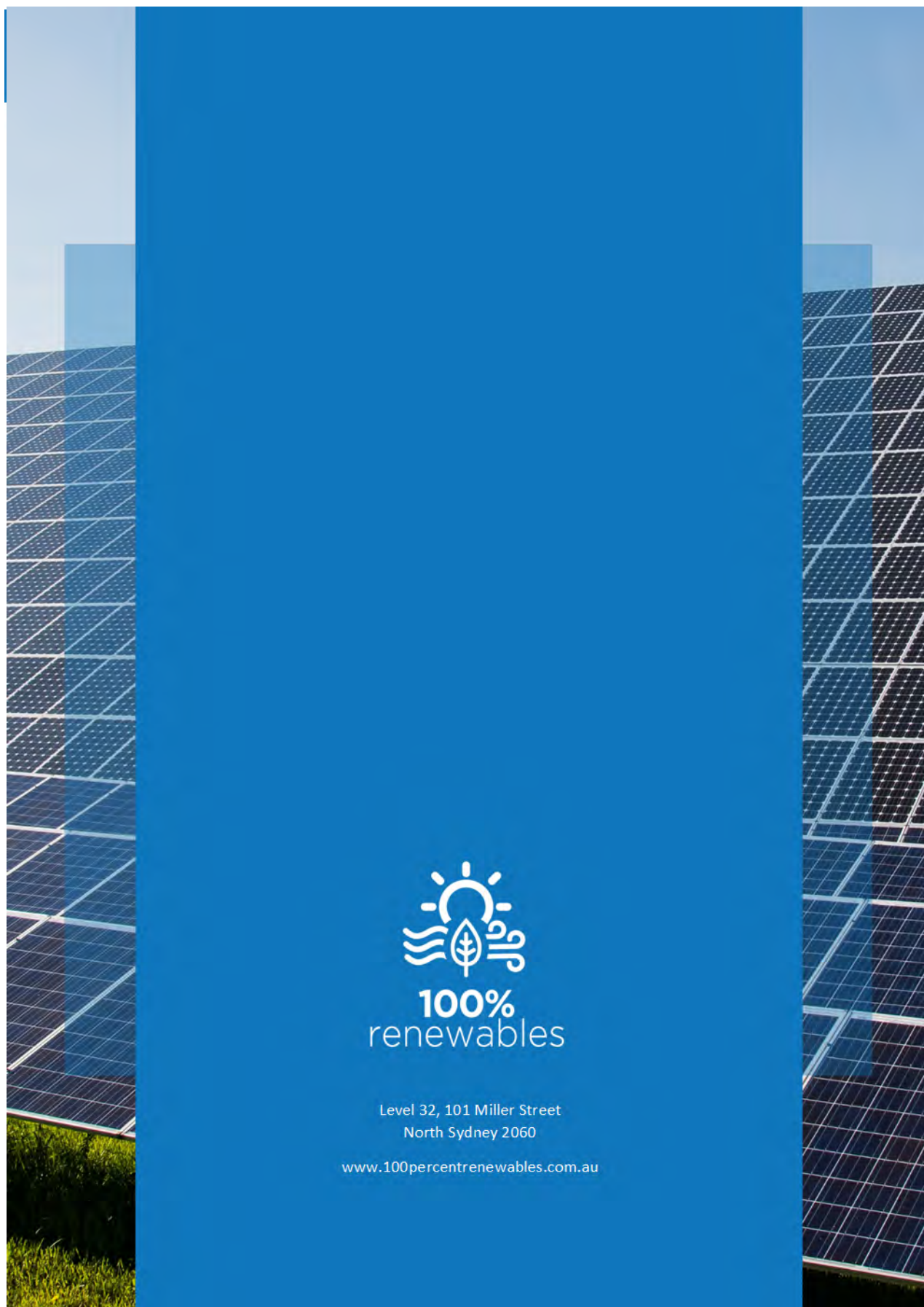




City of Bayswater: Emission Reduction and Renewable Energy Plan

### Civic Centre – 36 kW carport solar







**10.3.5 Lake Brearley Dredging**

<b>Responsible Branch:</b>	Sustainability, Environment and Waste
<b>Responsible Directorate:</b>	Works and Infrastructure
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required

**Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):**

- (e) **a matter that if disclosed, would reveal —**  
(iii) **information about the business, professional, commercial or financial affairs of a person**

**SUMMARY**

Poor water quality at Maylands Lakes has been a long-standing issue, resulting in excessive algal growth and potentially contributing to nuisance levels of non-biting midges, that impact the quality of life of surrounding residences. Dredging the sediment from Lake Brearley is one action that has the potential to reduce nutrient levels, which will improve water quality and reduce the midge population.

**OFFICER'S RECOMMENDATION**

**That Council authorises the Chief Executive Officer to award a tender to Apex Envirocare to undertake dredging of Lake Brearley as per the proposed scope and methodology.**

**BACKGROUND**

Water quality at Maylands Lakes has been getting progressively worse for a number of years, resulting in excessive algal growth and potentially contributing to nuisance levels of non-biting midges. At the Ordinary Council Meeting on 27 October 2020, following an extended period of water quality monitoring and a management options report prepared by GHD, Council approved a recommendation to proceed with a range of actions, including:

*“...1(b) Selective dredging of Lake Brearley in shallow midge breeding areas and consideration of more extensive dredging subject to review of the effectiveness of other actions.”*

**EXTERNAL CONSULTATION**

Two community information sessions were held in October 2020 and March 2021 to inform the community of outcomes from monitoring, proposed remedial actions and the status of approved actions. In addition, status updates are available to all community members via an Engage Bayswater page on the City of Bayswater website. There are mixed views in the community regarding the completion of dredging, although it would appear the majority of residents local to the area are supportive of the action.

**OFFICER'S COMMENTS**

The water quality in the lakes remains poor, and floating algal slicks continue to be a relatively common occurrence in Lake Brearley. The long-term water quality monitoring report by GHD indicated there has been a build-up of nutrients in the lakes since their construction, and there is no ‘silver bullet’ to resolve the water quality. It is likely to require a range of actions and a period of time to improve the water quality. The City has engaged a company to install mechanical mixers in both Lake Bungana and Lake Brearley.

The mixers are intended to address the stratification between shallow and deeper water which is considered to be a root cause of the water quality issues. Installation of the mixers is planned to occur prior to November 2021.

The City has also engaged a company to undertake a 12-month trial installation of solar powered ultrasonic devices in Lake Brearley to target algae levels. Installation of the ultrasonic devices is planned prior to November 2021. The installation of the mixers and ultrasonic devices may be impacted by COVID-19 lockdowns, as both companies are based in the eastern states of Australia.

Lake Bungana was dredged in 2019 and although the material outcomes of the dredging were mixed, site observations show a reduction in visible algal slicks, and midge levels have been significantly reduced.

A request for tender based on lump-sum pricing was issued by the City in December 2020, and a single proposal was received from Apex Envirocare ('Apex'). Apex is a well-established Perth-based dredging company that has undertaken work on sites with similarities in regard to environmental sensitivities and logistical constraints, such as Leige Street Wetlands and Roselea Estate.

The City, along with GHD, undertook extensive discussions with Apex regarding potential methodologies and approaches to maximise the water quality impact of the project. The area to be targeted for dredging is indicated in red and blue in Figure 1 below. Apex raised concerns regarding the challenging nature of the site, including size, proximity to residential properties, depth, access, and the relatively shallow sediment depth. These concerns may affect Apex's ability to achieve the City's desired outcomes. As such, Apex has advised it will only be willing to proceed with the project based on a day-rate payment basis as per attached.



Figure 1: Proposed dredging area of Lake Brearley

The dredging methodology will include the use of a single cutter head dredge, using anchor lines extending across the lake with fastening points attached to surrounding limestone walls. A significant component of the dredging cost is the activity required for the installation of anchor lines, and then the connection, disconnection and reconnection to anchor lines. As such, based on productivity benefits available, it is proposed that dredging occurs to the full extent possible on each dredging run, to a depth of approximately 4m (the maximum depth the dredge can operate).

To reduce the distance that sediment material needs to be pumped to, four 30m x 8.6m geotech storage bags will be placed at two locations immediately adjacent to Lake Brearley, as indicated by the red markers in Figure 2 below.



*Figure 2 – Proposed laydown areas for geotech bags and equipment*

Provisionally, it was agreed the total scope of works would require approximately eight weeks of on-site activity. Progress would be reviewed after four weeks and a decision made by the City on whether to proceed, based on whether a sufficient area is being dredged and the volume of sediment being removed.

GHD will continue to provide technical support to the project. The estimated cost of dredging and associated works is \$450,000. The final cost will be determined based on the work undertaken. These costs will expend all remaining funds in the Maylands Lakes restoration budget.

Apex has indicated it currently has availability to complete the project between November 2021 and January 2022. Outside this timeframe, their availability is limited and no other dates have been identified at this time.

### **LEGISLATIVE COMPLIANCE**

All work undertaken will comply with relevant environmental legislation and regulations.

**RISK ASSESSMENT**

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>Officer's Recommendation</b>	<b>That Council authorises the Chief Executive Officer to award a tender to Apex Envirocare to undertake dredging of Lake Brearley as per the proposed scope and methodology.</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>	The dredging of Lake Brearley was part of the raft of Maylands Lakes water quality actions Council approved in October 2020. Dredging has the potential to complement the other actions being taken by the City to provide the best opportunity for water quality improvements and midge reduction in Lake Brearley. Generally, community members are supportive of the dredging action however there are some community members who do not want dredging to proceed.	

<b>Option 2</b>	<b>That Council delays awarding a dredging contract, pending installation of mixing and ultrasonic devices.</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>	Delaying dredging until after the mixers and ultrasonic devices would enable an assessment of the impact of their installation, however it would also delay the potential benefits of removing nutrient rich sediment and there is likely to be community frustrations with a delay.	

<b>Option 3</b>	<b>That Council does not approve awarding the tender to Apex Envirocare and requests the tender to be re-advertised.</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	Moderate
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	Going back to market will have the impact of delaying the opportunity to complete the dredging without any guarantee additional tenders will be submitted. Delays in undertaking dredging is likely to result in community	

	frustrations and questioning of the City's commitment to environmental responsibility.
--	--

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

### Item 1:

**Asset Category:** Other

**Source of Funds:** Municipal

**LTFP Impacts:** Budget allocations have been made in this year's budget to undertake these works so there are no direct LTFP impacts.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$450,000	Nil	Nil	-	-	-	\$600,000

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

**Theme:** Environment and Liveability

**Goal E5:** Protect and enhance the City's natural environment and biodiversity, and encourage the community to participate in its protection.

## CONCLUSION

The water quality at Maylands Lakes is a complex and long-standing issue. Council previously approved a multifaceted action plan to improve the water quality, that included dredging Lake Brearley. There is significant community interest and general support for the dredging to be completed. Dredging will complement other actions being taken by the City, maximising the potential benefits to the water quality at Lake Brearley.



**10.4 Community And Development Directorate Reports****10.4.1 Dental Laboratory (Medical Centre) - Amendment to Planning Approval - Strata Lot 58, 70 Eighth Avenue, Maylands**

<b>Applicant/Proponent:</b>	Insight Dental Ceramics Pty Ltd (Directors: Andres Alexis Vivanco Quiroz, Angus James Wilshaw)
<b>Owner:</b>	A&A Super (WA) Pty Ltd, ATF VW Superannuation Fund (Directors: Andres Alexis Vivanco Quiroz, Angus James Wilshaw, Claire Louise Vivanco Thacker, Veronica Renata Wilshaw)
<b>Responsible Branch:</b>	Development and Place
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Quasi-Judicial
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Development Plans [10.4.1.1 - 2 pages] 2. CONFIDENTIAL REDACTED - Submission Map [10.4.1.2 - 1 page]
<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 an amendment to planning approval for the existing dental laboratory (medical centre) at Lot 58, 70 Eighth Avenue Maylands. The site is zoned Maylands Activity Centre Zone and is located within Special Control Area 1. Given the application presents a greater than 10% car parking bay shortfall the application is referred to Council for determination. The application is recommended for approval subject to payment of cash-in-lieu for the car parking shortfall.

**OFFICER'S RECOMMENDATION**

**That Council grants approval for the Dental Laboratory (Medical Centre) – Amendment to Planning Approval at Lot 58, 70 Eighth Avenue, Maylands, in accordance with the planning application dated 14 July 2021 and plans dated 23 July 2021, subject to the following conditions:**

**1. Condition 2 is amended to read as follows:**

**A maximum of one consulting room/consultant and 10 staff shall operate from the premises at any one time. Any increase in the number of consulting rooms/consultant/staff requires a planning application to be submitted to, and approved by, the City of Bayswater.**

**2. Condition 7 is added as follows:**

**Payment of \$38,100 to the City of Bayswater for cash-in-lieu of the onsite car parking shortfall of 3.81 car parking bays, in accordance with the provisions of *Town Planning Scheme No. 24* and the City's *Cash-in-lieu of Car Parking Policy*.**

**3. Advice Note 3 is amended to read as follows:**

**Due to the increase in the number of staff the applicant/owner is to seek advice from a qualified certified building surveyor to ensure that the building complies with the *Building Act 2011* and the *Building Regulations 2012*.**

4. All other conditions and requirements detailed on the previous approval DA20-0383 dated 21 August 2020 shall remain unless altered by this application.

#### BACKGROUND

<b>Application Number:</b>	DA20-0383.01
<b>Address:</b>	70 Eighth Avenue, Maylands
<b>Town Planning Scheme Zoning:</b>	Maylands Activity Centre Zone
<b>Use Class:</b>	Medical Centre – 'D' (Discretionary)
<b>Lot Area:</b>	88 m2
<b>Existing Land Use:</b>	Dental Laboratory (Medical Centre)
<b>Surrounding Land Use:</b>	Commercial/Residential
<b>Proposed Development:</b>	Dental Laboratory (Medical Centre) – Amendment to Planning Approval

On 21 August 2020 the City issued a planning approval under delegated authority for change of use to dental laboratory (medical centre). Condition 2 of the planning approval stated the following:

*"A maximum of one consulting rooms/consultant and three staff shall operate at any one time. Any increase in the number of consulting rooms/consultants requires a planning application to be submitted to, and approved by, the City of Bayswater."*

The dental laboratory (medical centre) has commenced operation.

On 16 June 2021 the City received an application for amendment to planning approval seeking review of condition 2 to increase the number of staff from three to 15 and no change to consulting rooms/consultant. Following discussions with City officers with regard to car parking, the applicant revised the proposed number of staff from 15 to 10 people.





### EXTERNAL CONSULTATION

The application was advertised to the adjoining owners and tenants of the complex with no submissions were received during the consultation period which ended on 16 July 2021. However, a late objection was received on 3 August 2021 which is summarised below.

Category	Submission	Officer's Comments
Car Parking	There is not enough car parking currently along Eighth Avenue and surrounding area. The increase in staff number from 3 to 15 will add significant more pressure on car parking in the area.	Following discussions with the City officers, the applicant has reduced the proposed number of staff from 15 to 10. Cash-in-lieu is recommended for the shortfall in the car parking which can be used to fund both public parking bays and transport infrastructure.

### OFFICER'S COMMENTS

Key Scheme Provisions	Required	Provided	Assessment
Minimum Parking:	12 car bays	2 car bays	Variation
		Shortfall=3.81 car bays*	

\*The shortfall calculation accounts for the existing shortfall of 6.19 bays for the unit- refer below.

In accordance with TPS24 development standards, a medical centre requires six bays per consultant/practitioner and one bay per staff member. Therefore, for one consultant/practitioner and 10 staff, a total of 16 car bays are required. Given the site is located within the Maylands Town Centre, the City's Car parking in the Town Planning Scheme No.24 Area Policy applies which provides a dispensation of 25 per cent on TPS 24 standards, therefore, reducing the required number of car bays to 12. The existing approved shortfall for this tenancy is 6.19 car bays and with two car bays provided, the overall resultant shortfall is 3.81 car bays.

As specified under Clause 8.4.6 of TPS24 and Clause 5 of the City's Cash in Lieu of Car Parking Policy, the City may accept a cash in lieu payment where the minimum car parking requirements cannot be provided on the site. The fee for cash-in-lieu of car parking is \$10,000 per car bay and accordingly the resultant shortfall of 3.81 car bays attracts a cash-in-lieu payment of \$38,100.

The Maylands Town Centre Car Parking Strategy recommends cash in lieu of car parking to be applied consistently in the Maylands town centre. Additionally, it acknowledges that the fee could be waived or discounted in certain situations to encourage favourable outcomes such as supporting sustainable modes of transportation, supporting small businesses and the adaptive reuse of older buildings. In this respect, the calculation for car parking has been discounted as per the City's Car Parking in the Town Planning Scheme No.24 Area Policy provides. It is not considered appropriate that the fee be waived given the use is existing and this application proposes a significant increase in intensity and visitation which will result in a greater reliance on on and off street car parking in the locality.

The Strategy recommends cash in lieu of parking should be collected to fund the provision of both public parking bays and transport infrastructure (cyclists, pedestrians and public transport uses and users). For the Eighth Avenue area the Strategy proposes for formalised parking near the Maylands Train Station and car parking behind shops. Multi-level car parking could also be considered for that area. Therefore, it is recommended that a cash in lieu of car parking to be applied which will contribute to fund these alternate transport infrastructure proposals.

In view of the above, the existing conditions of approval are recommended for amendments as follows:

- Given the increase in staff from three to 10, Condition 2 is amended to read as follows:  
*A maximum of one consulting room/consultant and 10 staff shall operate from the premises at any one time. Any increase in the number of consulting rooms/consultant/staff requires a planning application to be submitted to, and approved by, the City of Bayswater.*
- For the cash-in-lieu of \$38,100 for 3.81 car bays, a new condition is added as follows:  
*Payment of \$38,100 to the City of Bayswater for cash-in-lieu of the onsite car parking shortfall of 3.81 car parking bays, in accordance with the provisions of Town Planning Scheme No. 24 and the City's Cash-in-lieu of Car Parking Policy.*
- Due to increase in the number of staff the existing building is required to comply with the Building Code of Australia in terms of number of toilets. Therefore, Advice Note 3 is amended to read as follows:  
*Due to the increase in the number of staff the applicant/owner is to seek advice from a qualified certified building surveyor to ensure that the building complies with the Building Act 2011 and the Building Regulations 2012.*

## LEGISLATIVE COMPLIANCE

- *Planning and Development (Local Planning Schemes) Regulations 2015;*
- City of Bayswater Town Planning Scheme 24;
- Car Parking in the Town Planning Scheme No.24 Area Policy;
- Cash in Lieu of Car Parking Policy; and
- Maylands Town Centre Car Parking Strategy.

## 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 2021-2031, the following applies:

Theme: Vibrancy  
Goal V1: Plan for increased business opportunities around transport nodes.  
Goal V3: Activate the City's town and neighbourhood centres.

The existing dental laboratory (medical centre) contributes to the diversity of services in the area and activation of the Maylands Activity Centre.

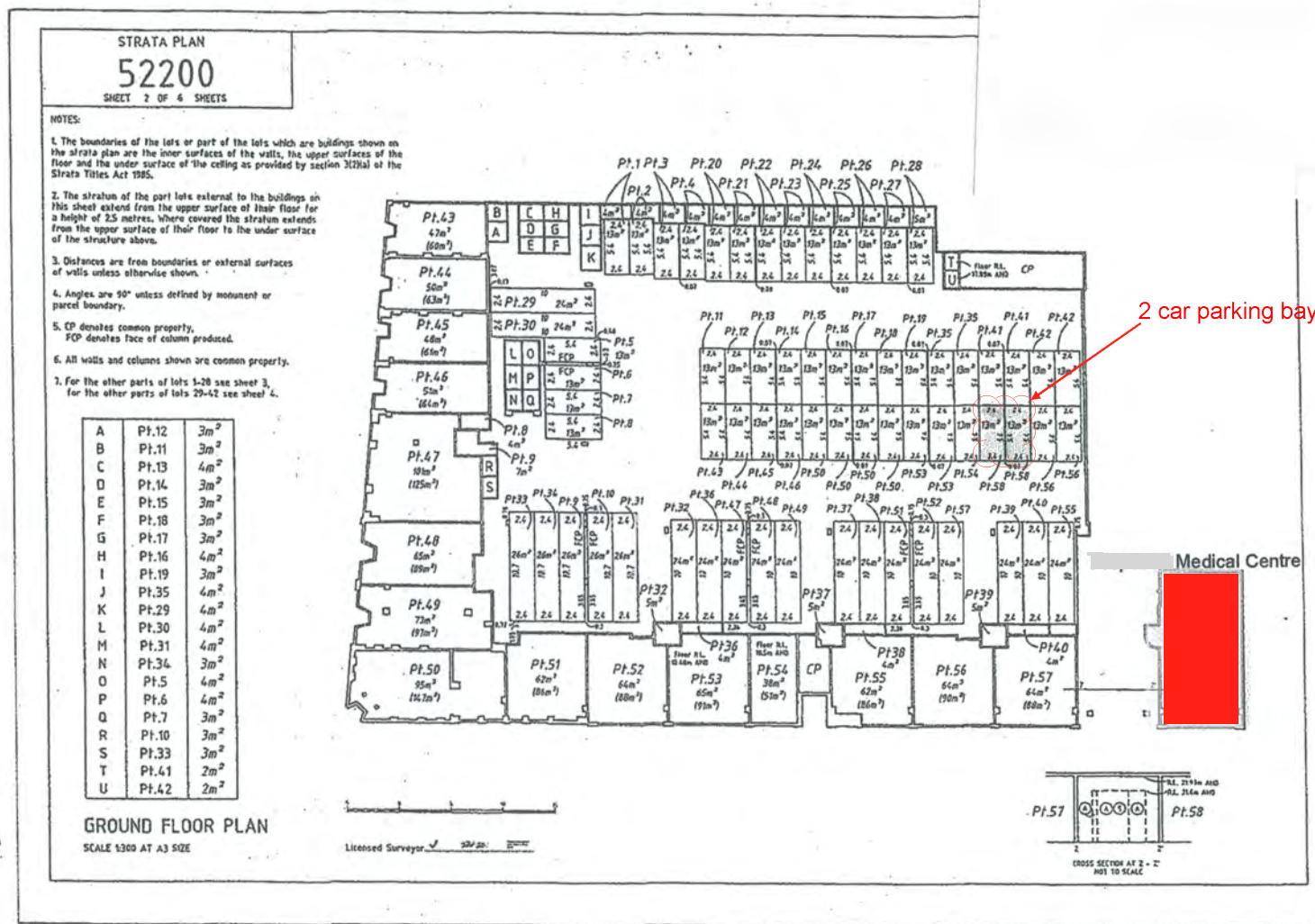
### **CONCLUSION**

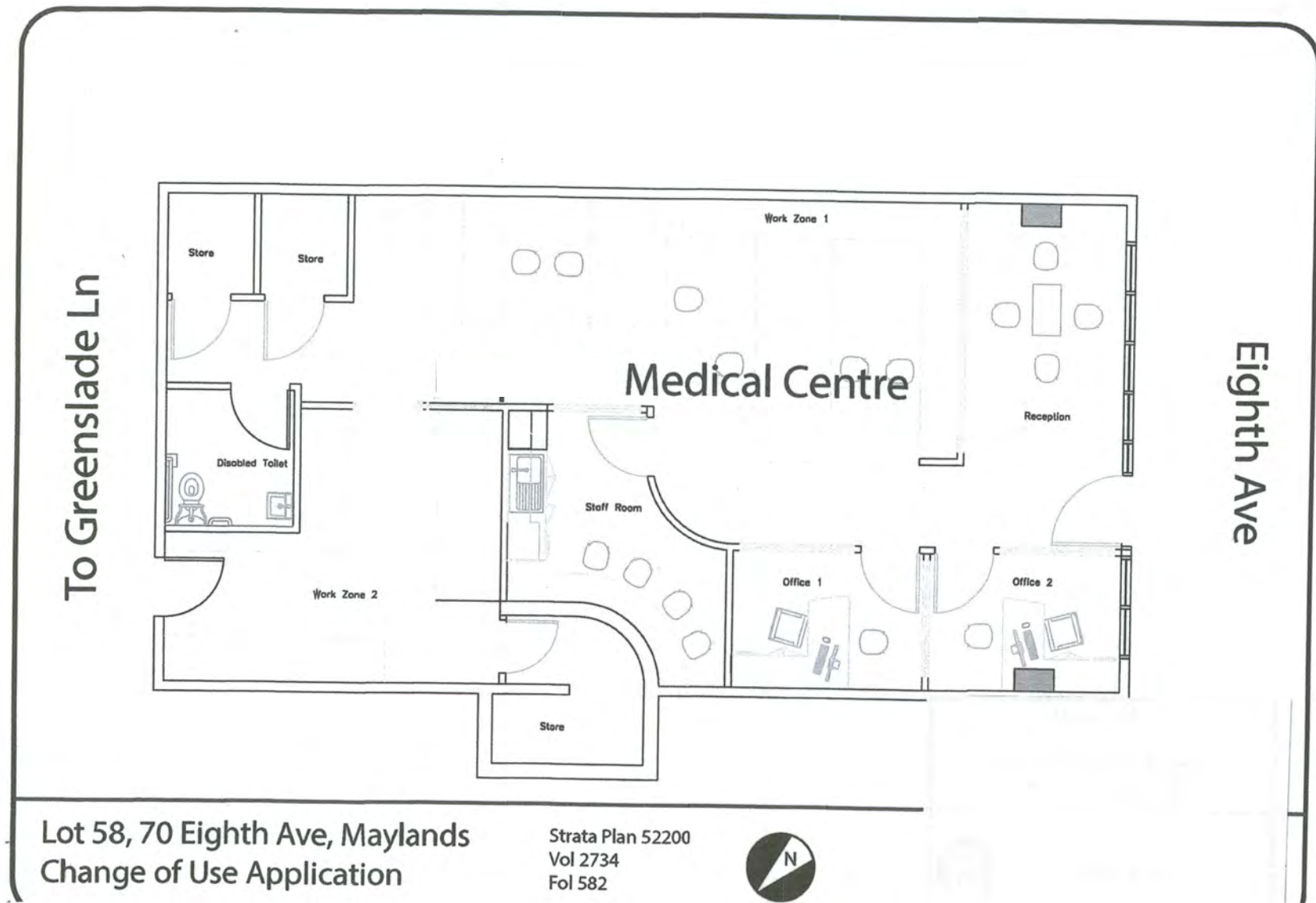
In light of the above assessment of the application, the application is recommended for approval subject to payment of cash-in-lieu of a car parking shortfall.



LANDGATE COPY OF ORIGINAL NOT TO SCALE 28/10/2019 09:52 AM Request number: 59986441

www.landgate.wa.gov.au





#### 10.4.2 Alterations and Additions to Tavern - Amended Application - Lot 13, 33 Rudloc Road, Morley

<b>Applicant/Proponent:</b>	Element Advisory Pty Ltd (Director: David Read)
<b>Owner:</b>	George Haralambakis and Havencrest Holdings Pty Ltd (Directors:Ivoni Ntoumenopoulos & Starios Ntoumenopoulos)
<b>Responsible Branch:</b>	Development and Place
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Quasi-Judicial
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Development Plans [10.4.2.1 - 5 pages] 2. CONFIDENTIAL REDACTED - Submission Map [10.4.2.2 - 1 page]
<b>Refer:</b>	Item 11.1.4: OCM 22.9.2015

**Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA): Personal affairs of any person.**

#### SUMMARY

An amended planning application has been submitted for proposed alterations and additions to the tavern at Lot 13, 33 Rudloc Road, Morley. Given a car bay variation greater than 10% is proposed, determination of the application falls outside officer's delegation, hence the application is referred to Council for determination.

The proposed development has merit given it is considered an appropriate use for the Morley Activity Centre which will stimulate the local economy and further activate the area particularly in the evening. However, the amended application is not supported given it seeks to relieve the applicant of any responsibility for providing on-site parking with the potential for the tavern to rely exclusively on public street parking only. While a parking survey indicates there could be just enough nearby street parking to meet current requirements, it is considered the reliance of the proposed development on street parking will adversely affect other users in the area who are also entitled to use public parking and will encourage the unauthorised use of private parking facilities in the area.

Additionally, the amended application does not satisfy the City's Cash in Lieu of Car Parking Policy since the policy is not intended to replace the developer's responsibility to provide on-site parking, but is rather intended as a mechanism to enable otherwise desirable developments for which the full amount of parking cannot be provided on site, to proceed.

#### OFFICER'S RECOMMENDATION

**That Council refuses the planning application dated 25 May 2021 and plans dated 28 April 2021 for the proposed alterations and additions to tavern at Lot 13, 33 Rudloc Road, Morley, for the following reasons:**

- 1. The proposal does not satisfy the requirements of Clause 6.1 of Schedule 1 of the City of Bayswater Town Planning Scheme No. 24 as no on-site car parking is provided in lieu of 15 on-site car bays required.**
- 2. The proposal does not satisfy the purpose of the City of Bayswater Cash in Lieu of Car Parking Policy as the policy is not intended to replace the developer's responsibility to provide on-site parking, but is rather intended as a mechanism to enable otherwise desirable developments for which the full amount of parking cannot be provided on site, to proceed.**



3. The proposal does not satisfy the matters to be considered under clause 67(a, b, g, h, p, s, v, x, and y) of Schedule 2, Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, as follows:
- (a) The proposal is inconsistent with the aims and provisions of the Scheme.
  - (b) The proposal is inconsistent with the orderly and proper planning of the locality.
  - (c) The proposal is inconsistent with City of Bayswater Local Planning Policy (Cash in Lieu of Car Parking Policy).
  - (d) The proposal is inconsistent with the City of Bayswater Morley Activity Centre Structure Plan.
  - (e) Inadequate provision has been made for landscaping in the proposed development.
  - (f) No suitable arrangements have been made for the required on-site car parking.
  - (g) The reliance of the proposed development on street parking will adversely affect other users in the area who are also entitled to use public parking facilities and will encourage the unauthorised use of private parking facilities in the area.

#### BACKGROUND

<b>Application Number:</b>	DA20-0026.01
<b>Address:</b>	Lot 13, 33 Rudloc Road, Morley
<b>Town Planning Scheme Zoning:</b>	Morley Activity Centre, Outer Core Precinct 2, R-AC0
<b>Use Class:</b>	Tavern - 'A' (Discretionary after Advertising of Use)
<b>Lot Area:</b>	2,022 m <sup>2</sup>
<b>Existing Land Use:</b>	Tavern and Car Park
<b>Surrounding Land Use:</b>	Commercial
<b>Proposed Development:</b>	Alterations and Additions to Tavern

An amended planning application has been submitted for proposed alterations and additions to tavern at Lot 13, 33 Rudloc Road, Morley.

The existing tavern ('Varsity Bar') is situated within the main building at the front of the property facing Rudloc Road and there is a car park and service yard to the rear which is accessed via a driveway along the south-west side.

In terms of the current development approval, the main building is to be extended towards the rear, providing a new patron amenities area measuring approximately 90m<sup>2</sup>. The remainder of the rear area is to be converted to an open patron area with a new backyard bar. The car park and service yard are to be relocated to a portion of the adjoining lot to the south (31 Rudloc Road) which is held in the same ownership as the subject property. In terms of the current development approval, a legal agreement is required to be registered to ensure that in the event the lots are sold under separate ownership, an easement will be registered to ensure the car park and service yard remains available for the tavern.

The amended development application seeks to exclude the proposed car park on the adjoining property at 31 Rudloc Road from the application and to replace it with a cash-in-lieu of car parking payment instead. In terms of the amended development application, the rear area of the tavern will be developed in a similar manner to the current development approval however provision will also be made for service vehicles to use the backyard for deliveries/pickup when the venue is closed to customers. No on-site car parking will be provided.

Given a car bay variation greater than 10% is proposed, determination of the application falls outside officers' delegation, hence the application is referred to Council for determination.



## EXTERNAL CONSULTATION

The City sought comment for the proposed development from the owners and occupants of nearby affected properties for a period of 14 days. At the completion of the advertising period which ended on 28 June 2021, three objections 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
-------	-------------------	----------------------	-----------------

Car Parking	There is already a shortage of car parking for the venue with patrons using nearby private parking areas to the detriment of businesses. Their customers are inconvenienced and additional wear and tear of their car parks is experienced. The problem will be exacerbated if the application is approved.	<i>'A Parking Survey &amp; Management Plan prepared by GTA Consultants takes into consideration all of the parking supply and demand in the surveyed area. This survey identifies ample overall parking bay supply and availability within close proximity of Varsity Bar at its peak parking demand times (Thursday night and Friday night). This includes public bays and private bays (accessible and unrestricted) where those private businesses are closed during Varsity Bar's peak operation times. Additionally, 17 bays are to be provided on an informal basis on the adjoining Lot 21 as per the existing development approval, formalized via a separate development application however without the cumbersome requirement to register those bays on the Certificates of Title via a legal agreement. The Development application associated with the proposed 17 bay carpark is anticipated to be lodged on the 29<sup>th</sup> July 2021'.</i>	Refer to the 'Officer's Comments' section of the report.
	There will be no on street parking available for future development in the area.	<i>'There is a concept plan for Rudloc Road (Morley Activity Centre Streetscape Master Plan) which formalises the provision for an additional 19 on-street bays. Where practical, Varsity Bar is open to discussions with the City of Bayswater to assist funding (via our proposed 15% Cash in Lieu of current parking requirement) and advocating for these bays to not only benefit existing and future patrons of Varsity Bar but the wider Morley Activity Centre.'</i>	Refer to the 'Officer's Comments' section of the report.
Landscaping	The reduction in required landscaping is not appropriate for the future vision of the area as a pedestrian-friendly, well-landscaped area with a high residential density.	<i>The proposed landscaping that interfaces with Rudloc Road within the front setback area is largely consistent with the previous approval for the site (your ref. DA20-0026). The minor amendment to the landscaping within the front setback will not result in a reduction in the total landscaping when compared to the previous approval and as such will not negatively impact on the pedestrian-friendly intentions of Rudloc Road when compared to the previous approval. Varsity is willing to work with the City's Place team to further integrate its landscaped front</i>	Refer to the 'Officer's Comments' section of the report.

		<i>yard with Rudloc Road when it is upgraded by the City under the Morley Activity Centre Streetscape Master Plan.'</i>	
--	--	---	--

**OFFICER'S COMMENTS**

Key Scheme Provisions	Required	Provided	Assessment
Minimum Setbacks:			
Front	0m	4.9m	Compliant
Side [north-east]	0m	0m	Compliant
Side [south-west]	0m	3.8m	Compliant
Rear	0m	0m	Compliant
Maximum Building Height	8 storeys	1 storey	Compliant
Maximum Plot Ratio	0.35 (707m <sup>2</sup> )	0.45 (913m <sup>2</sup> )	Variation
Maximum Coverage	35%	45%	Variation
Minimum Car Parking	17 car bays	2 car bays*	Variation
Minimum Bicycle Bays	8 bays	8 bays	Compliant
Minimum Total Landscaping	10%	4.0%	Variation
Minimum Landscaping Strip	2m wide at front of lot	1.6m wide strip (44.2m <sup>2</sup> total within front setback)	Variation
Minimum Standard Trees	6	10	Compliant
Minimum End of Trip Facilities	Required for development exceeding 500m <sup>2</sup> GFA	Provided	Compliant
Maximum Signage Height:			
Pylon Sign	6m	6m	Compliant
Wall Sign	1.5m	1m	Compliant

\* Two bays provided in terms of a previously-approved cash-in-lieu of parking contribution.

Assessment of the proposal indicates that it meets the development requirements of the City of Bayswater Town Planning Scheme No. 24 (TPS 24) with the exception of minimum car parking, minimum landscaping and trees, maximum plot ratio and maximum coverage.

Cash in Lieu of Car Parking

There are 17 parking bays required for the proposed development however no on-site parking is proposed. Given Council previously approved a cash-in-lieu of parking contribution for two bays for the property (which has since been paid), a 15 car bay shortfall is proposed and the applicant is seeking a further cash-in-lieu of parking payment for the shortfall.

Clause 6.7 of Schedule 1 (Morley Activity Centre) of TPS 24 provides for the payment of cash-in-lieu of car parking as follows:

*'Where the minimum car parking requirements specified in Table No. 5 are not met, the applicant/owner shall pay the local government cash in lieu of the required car parking, in accordance with the relevant scheme and/or local planning policies, unless otherwise approved by the local government.'*

Requirements for cash-in-lieu of car parking are outlined in Clause 8.4.6 of TPS 24 as follows:

*'In accordance with subclause 8.1, the Council may agree with an applicant for an approval to commence development to accept a cash payment in lieu of the provision of paved car parking spaces, but subject to the requirements of this subclause:*

- (a) A cash-in-lieu payment shall be not less than the estimated cost to the owner of providing and constructing the parking spaces required by this Scheme, plus the value, as estimated by a licensed valuer, of that area of this land which would have been occupied by the parking spaces and manoeuvring area;*
- (b) Before the Council agrees to accept a cash payment in lieu of the provision of parking spaces, the Council must either have provided a public parking station nearby, or must have firm proposals for providing a public station within the District;*
- (c) Payments under this clause shall be paid into a special fund to be used to provide public parking stations anywhere in the District; and*
- (d) All costs incurred in obtaining the valuation shall be borne by the applicant.'*

The City of Bayswater *Cash in Lieu of Carparking Policy* is applicable to properties within the Morley Activity Centre and it provides the parameters for which cash-in-lieu of on-site car parking may be taken. The policy notes that it should not be seen as replacing the developer's responsibility to provide on-site parking, but rather as a mechanism to enable otherwise desirable developments for which the full amount of parking cannot be provided on site, to proceed.

In terms of the policy, where a shortfall in on-site car parking is proposed, the City may require a cash-in-lieu contribution to be made. Further, the City will not accept cash-in-lieu where it considers that the required car parking could instead be provided on-site. In terms of the policy, the cash-in-lieu contribution is to be paid in accordance with the rate specified in the City's Schedule of Fees and Charges, which is currently set at \$10,000 per car bay. Application is also being made however in terms of Clause 8.2 (Discretion to Modify Development Standards) and Schedule 1 clause 6.7 of TPS 24, for an 85% reduction in the rate, to \$1,500 per car bay.

The applicant has provided the following justification in support of the proposed cash-in-lieu of parking contribution:

1. The required number of car parking bays in terms of TPS 24 will still be provided for the tavern on the adjoining property at 31 Rudloc Road in accordance with the current development approval. A separate development application has recently been submitted for this car park.
2. A parking survey and management plan which analyses the availability of parking within the immediate locality concludes that if use of the parking on the adjoining property at 31 Rudloc Road is lost for any reason in the future, the survey results show there is sufficient public parking supply within close proximity of the development to absorb this parking.
3. There is a concept plan for Rudloc Road in the Morley Activity Centre Streetscape Plan which indicates the formalisation of 19 on-street bays.



4. The MACP promotes use of reciprocal car parking and encouragement of alternative forms of transport such as public transport, cycling and walking which will reduce the need for car parking.
5. The demand for private vehicle trips to the venue will continue to be reduced through proximity to the Morley bus station and development of the Morley-Ellenbrook rail line, upgrading of pedestrian facilities, a nearby large residential catchment area and provision of bicycle parking facilities.
6. The demand for car parking associated with the venue is greatest in the evening which is generally outside the daytime peak parking demand period for the area.
7. The proposal will facilitate, in conjunction with Rudloc Road streetscape upgrades, a safer and more vibrant urban environment with increased pedestrian activity during both the day and night.

The parking survey and management plan provided by the applicant mentioned in paragraph 2 above will be circulated to Councillors for background information purposes via a memorandum.

The proposed development is supported in principle given it is considered an appropriate use for the Morley Activity Centre which will stimulate the local economy and further activate the area particularly in the evening, in accordance with the objectives of the MACP.

A parking survey undertaken to inform the Morley Car Parking Management Plan which was adopted by Council in 2018, suggests that overall there is sufficient car parking availability in Morley. While there may be certain areas that experience more parking pressure than others at certain times, the plan suggests that people should not expect to be able to park right outside the place they wish to visit. The plan encourages a shift away from private vehicle use to alternative modes of transport, such as walking, cycling and public transport. In this sense the payment of cash-in-lieu could be used to fund streetscape improvements to encourage alternative modes of transport in line with the plan.

The applicant's submission that the required parking for the tavern will still be provided via a lease on the adjoining property at 31 Rudloc Road is noted, however in terms of the amended development application there would be no legal requirement for such a car park to be retained for use by the tavern.

Notwithstanding, the parking survey and management plan submitted together with the development application concludes that there is sufficient public on-street car parking available for the tavern based on the TPS 24 requirement of 17 car bays, with the exception of the tavern's Friday night busiest peak time at 7:00pm – 7:30pm where only 16 parking spaces were available. However an additional on-street car bay could be provided if the existing crossover at the front of the tavern is removed as proposed.

The proposed alterations and additions to the tavern do not result in an increase to the current TPS 24 car parking requirements for the site given there is no proposed increase to the existing 420m<sup>2</sup> patron area within the building. However it is considered the proposed backyard patron area which measures 525m<sup>2</sup> will nevertheless lead to a significant increase in the current number of patrons that can be accommodated at the venue and hence there will be an associated increase in the current demand for car parking, which does not appear to have been taken into consideration in the applicant's parking survey and management plan.

There are a number of private car parks in the vicinity of the premises and concerns have been expressed by business owners that the car parks are used by patrons of the tavern which creates problems for the business customers. The City has received numerous complaints in this regard and have also advised that parking in Bookham Street and Rudloc Road has been problematic since the opening of an educational establishment in Bookham Street. The City received 28

parking complaints in Bookham Street and five complaints in Rudloc Road during the 2020 calendar year. The complaints in Bookham Street related to unauthorised parking on the verge, parking in no-standing/no-stopping zones, parked vehicles blocking driveways and unauthorised parking in private car parks. The complaints in Rudloc Road related to unauthorised parking on the verge and parking too close to an intersection.

Given the foregoing, the 15 car bay shortfall and associated application for cash-in-lieu is not supported.

#### Landscaping

Landscaping is proposed to be 4% of the site in lieu of a minimum 10% required in terms of TPS 24. It is considered that adequate landscaping is provided within the front setback area given 19.8% of this area is landscaped, however additional landscaping should be provided within the rear patron area to improve the amenity of the development in accordance with the objectives of the MACP in the event the application is supported. A total of 6.8% landscaping is provided in terms of the currently-approved development application and it is considered this extent of landscaping should be maintained in any approved amended application.

#### Plot Ratio and Coverage

A plot ratio of 0.45 is proposed in lieu of the maximum 0.35 required in accordance with TPS 24, and coverage of 45% is proposed in lieu of 35% required. Given the site is situated within the outer core precinct of the Morley Activity Centre where an intense form of development is permitted including a maximum height of eight storeys and nil setbacks to lot boundaries, it is considered the standard TPS 24 plot ratio and coverage development requirements for a tavern are not appropriate in this instance, particularly considering the tavern is only single-storey. Accordingly these variations are supported.

### **LEGISLATIVE COMPLIANCE**

- City of Bayswater Town Planning Scheme 24; and
- City of Bayswater local planning policies including Cash In Lieu of Car Parking Policy, Signage Policy and Trees on Private Land and Street Verges Policy;

### **OPTIONS**

The following options are available to Council:

1. Council refuses 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 no or alternate condition(s). The risks associated with this option is considered dependent on the reasons given for the approval and any condition(s) and the nature of the condition(s).

### **FINANCIAL IMPLICATIONS**

Not applicable.

### **STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

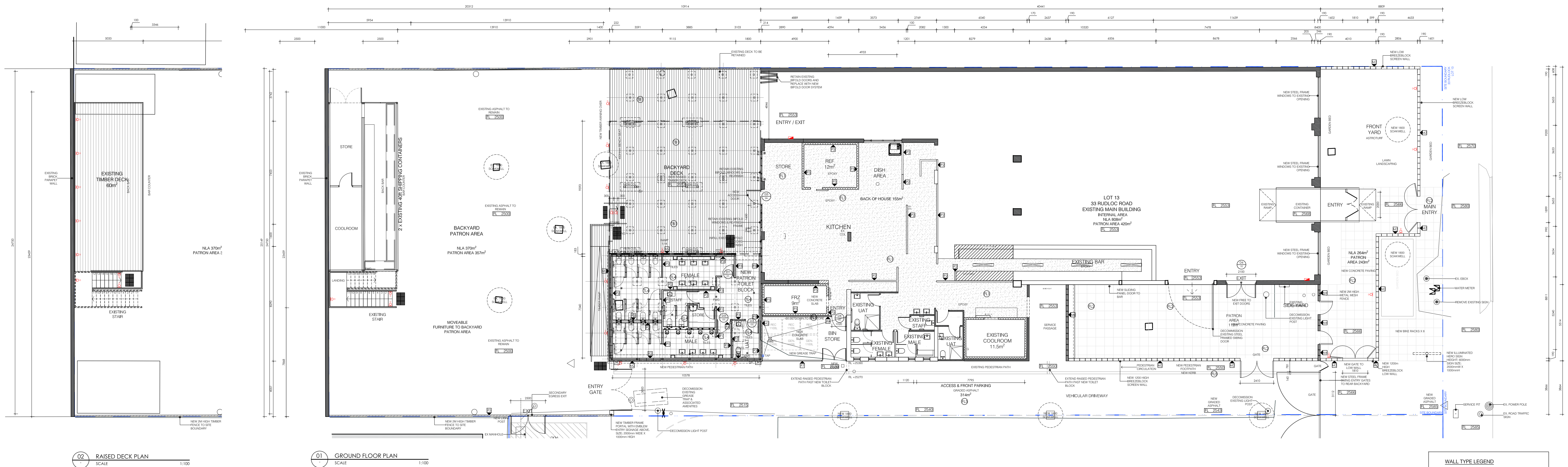
Theme:	Vibrancy.
Goal V3:	Activate the City's town and neighbourhood centres.
Goal V4	Support businesses across the City to grow and thrive.

The proposed development will allow for the expansion of the existing tavern on the site and it will also lead to further activation of the Morley town centre. However given the resulting loss of on-site parking combined with the additional parking demand the expansion will generate, it is considered excessive pressure will be placed on existing on-street parking bays and on private car parks in the vicinity, to the detriment of other businesses in the area which also rely on local parking facilities.

**CONCLUSION**

In light of the above assessment of the proposal, the application is not supported.





REV ISSUE DATE  
A FOR DA APPROVAL 09/04/21  
B FOR DA APPROVAL 26/04/21

CHECKED	DATE

PROJECT  
VANDY MOLEY,  
33 RUCLOOC ROAD,  
MOILET

DRAWING  
SETOUT PLAN

Design  
Theory

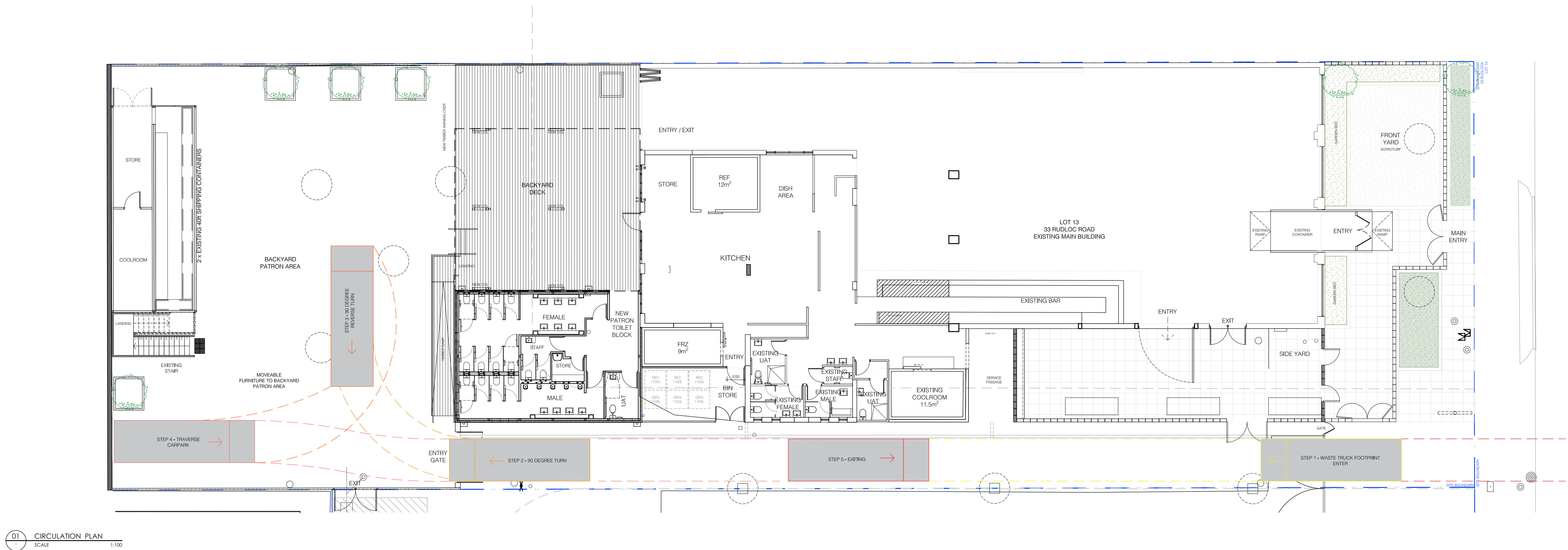
1 08-04-2021  
2 09-04-2021  
3 26-04-2021  
4 26-04-2021

SCALE  
1:100

DRAWING NO.  
A1001

DRAWN  
DC

REV  
B



REV	ISSUE	DATE
A	FOR DA APPROVAL	19.04.21
B	FOR DA APPROVAL	26.04.21

CHECKED	DATE

PROJECT  
VARSITY MOOREY,  
33 RUDLOK ROAD,  
MOOREY

DRAWING  
CIRCULATION PLAN

Design  
Theory

SCALE  
1:100  
DRAWN  
LG

DRAWING NO.  
A1002  
REV  
B







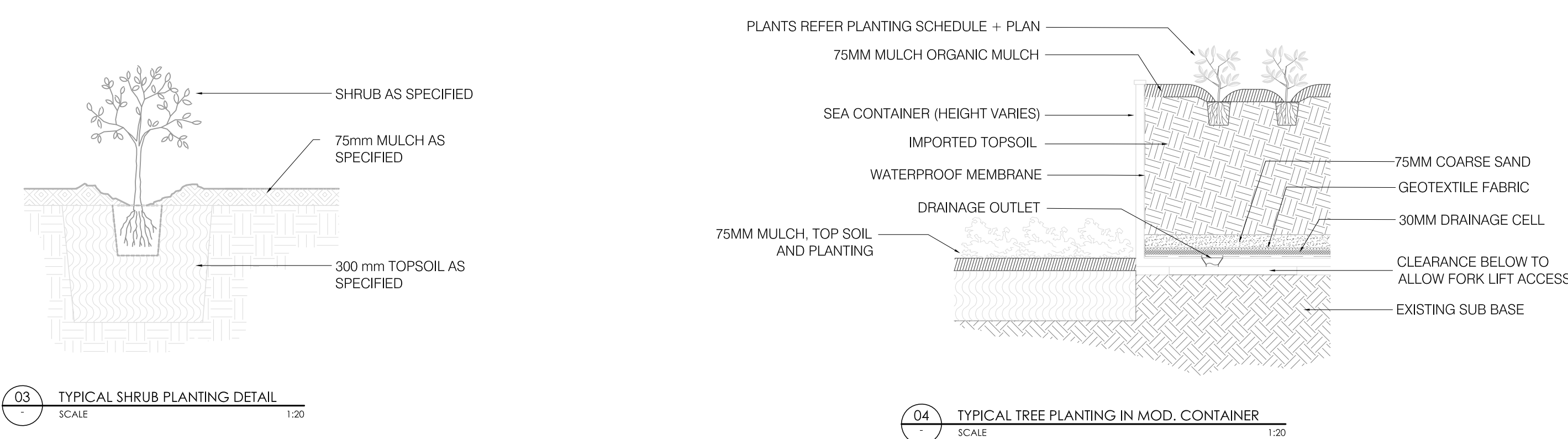
LANDSCAPING NOTES:

- DETAILS SUPPLIED BY CLIENT'S OWN LANDSCAPE ARCHITECT/ DETAILS & QUANTITIES TO BE CONFIRMED & FINALISED PRIOR TO INSTALL
- RETICULATION DETAILS TO BE CONFIRMED, PROPOSED DESIGN TO BE SET UP ON A FULLY AUTOMATIC RETICULATION SYSTEM



DRAWN	REV
DC	B





NOTE:  
RETICULATION DETAILS TO BE CONFIRMED. PROPOSED DESIGN TO BE  
SET UP ON A FULLY AUTOMATIC RETICULATION SYSTEM.





### 10.4.3 Proposed Amendment to Town Planning Scheme No. 24 - Lot 2, 81 Camboon Road, Noranda

<b>Applicant/Proponent:</b>	Harley Dykstra Planning & Survey Solutions
<b>Owner:</b>	Jarpel Pty Ltd (Director: Bill Ntoumenopoulos)
<b>Responsible Branch:</b>	Development and Place
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Summary of Submissions for council [10.4.3.1 - 24 pages]
<b>Refer:</b>	Item 10.4.2 OCM 27.01.2021 Item 10.6: PDSC 04.12.2018 Item 9.1.5: PDSC 07.11.2017 Item 10.13: OCM 21.06.2016

#### SUMMARY

At the 27 January 2021 Ordinary Council Meeting, Council considered Amendment No. 93 to Town Planning Scheme No. 24 (TPS 24) to rezone Lot 2, 81 Camboon Road, Noranda, from 'Special Purpose (Nursery)' to 'Residential R50'. Council resolved to adopt the amendment, and to forward the amendment to the Department of Water and Environmental Regulation for assessment, and the Department of Planning, Lands and Heritage - Heritage Directorate for comment.

Upon the Notice of Assessment from the Department of Water and Environmental Regulation being received, the proposed scheme amendment was advertised for public comment from 13 May 2021 to 26 July 2021, comprising a total of 74 days, during which time a total of 71 submissions were received. Giving regard to the submissions, it is recommended that Amendment No.93 be modified to reflect the formal TPS 24 residential zoning, and be approved accordingly.

#### OFFICER'S RECOMMENDATION

**That Council recommends that the Western Australian Planning Commission and Minister for Planning approve Amendment No.93 to the City of Bayswater Town Planning Scheme No. 24, with the following modification:**

- 1. Rezone Lot 2, 81 Camboon Road, Noranda from 'Special Purpose (Nursery)' to 'Medium and High Density Residential R50'**

#### BACKGROUND

The subject site consists of Lot 2, 81 Camboon Road, Noranda which has a total area of 1.15ha. The site is also known as the Noranda Hill Nursery site which was in operation for over 50 years, until closing in 2018/19. The subject site is located to the west of the Noranda Town Centre, approximately 500m south of Reid Highway, 1.2km north of Morley Drive and 2.7km west of Tonkin Highway.



At the 27 January 2021 Ordinary Council Meeting, Council considered and amendment (Amendment No. 93) to Town Planning Scheme No. 24 (TPS 24) to rezone Lot 2, 81 Camboon Road, Noranda, from 'Special Purpose (Nursery)' to 'Residential R50', and resolved as follows:

"That:

1. Council initiates Amendment to the City of Bayswater Town Planning Scheme No. 24 to:
  - (a) Rezone Lot 2, 81 Camboon Road, Noranda from 'Special Purpose (Nursery)' to 'Residential R50';
  - (b) Amend the Scheme Map accordingly; and
  - (c) Amend Appendix 3 - Special Purpose Zones to remove reference to Lot 2, Swan Loc. M11 on Diagram 74032 (Camboon Road/Thornber Place).
2. The applicant prepares the scheme amendment documentation to the satisfaction of the City of Bayswater.
3. Council considers the Amendment to be 'standard' under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:
  - (a) The amendment will have minimal impact on land in the scheme area that is not the subject of the amendment;
  - (b) The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and
  - (c) The amendment is not a complex or basic amendment.
4. The scheme amendment documentation is forwarded to the Department of Water and Environmental Regulation for assessment and the Department of Planning, Lands and Heritage - Heritage Directorate for comment.
5. Upon Notice of Assessment from the Department of Water and Environmental Regulation being received (and issues raised being complied with), causes the proposed scheme amendment documentation to be advertised for public comment.
6. The proposed amendment is referred to Council for further consideration following public advertising."

**EXTERNAL CONSULTATION**Environmental Assessment and Heritage Referral

The scheme amendment documentation was referred to the Department of Water and Environmental Regulation (DWER) and Heritage Services of the Department of Planning, Lands and Heritage (DPLH) for assessment.

In correspondence dated 14 April 2021 the DWER advised the City that the proposed scheme amendment would not require an environmental assessment.

In correspondence dated 7 April 2021 the Heritage Services of the DPLH advised the City that it had no objection to the proposed amendment.

Public Advertising

Following notification from the DWER the City advertised the proposed amendment in accordance with Council's resolution for a period of 74 days from 13 May 2021 to 26 July 2021.

71 submissions were received during the consultation period, 30 supported the proposed amendment, 21 objected to the proposal and 20 did not support or object as it provided general comments. Refer to **Attachment 1** for the summary of received submissions.

**OFFICER'S COMMENTS**

The key comments from the submissions which supported the proposed amendment considered the site to currently be underutilised and that there is a demand for more housing in the area.

With respect to the objections and general comments received during the consultation process, the key comments related to the proposed density and potential traffic impacts on the surrounding road network. These issues are addressed in detail below.

Traffic Concerns

17 submissions raised concerns about the potential increase in traffic which may result from any development. The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network. When the site is developed in the future the City has the potential to further consider the impact any development will have on the traffic within the surrounding road networks and may require further documents and evidence which is specific to the development.

Density Concerns

19 submissions raised concerns with the proposed density code for R-50. R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 million. It also aligns with the Council endorsed draft Local Planning Strategy which identified R50 as the appropriate density for the site.

Building Height

In addition concerns were raised in relation to the potential building height being greater than a single-storey development and who would reside at the properties. It is noted that building height is controlled under the provisions of the Residential Design Codes (R-Codes) of Western Australia, whereby two-storey development is generally permitted within all density codes within the



metropolitan region, including the surrounding residential area. A density code of R-50 would generally allow for a three-storey development if multiple dwellings are proposed. It is considered that the R-Codes and Design WA Apartment guidelines sufficiently control the building height, and other impacts on adjoining land owners (visual privacy, setbacks etc.) to limit the impact of any future residential developments. Additionally, the State Government is currently developing a new set of R-Codes for "Medium Density Housing" which would include developments in the R-50 coding, and will provide greater controls over the applicable development provisions.

#### Additional Land Uses

25 submissions suggested alternative land uses for the site, some which were more related to a community purpose. In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. Therefore there is the potential for low level impact commercial uses to operate where they respect the amenity of the residential area and comply with the City TPS24. These additional uses are possible in all residential zoned within the City.

#### Officer Conclusion

It is considered that the proposed rezoning will align with the objectives of the Local Housing Strategy by providing for additional housing and more housing choice around the Noranda District Centre.

The proposed rezoning will unlock a constrained site designated for a single use (Nursery). The rezoning complements the key principles of urban consolidation through urban infill and additional density within proximity to the Noranda Town Centre, which is a key overarching objective of the Central Sub-Regional Planning Framework. The rezoning also has the potential to contribute to the City of Bayswater's housing infill target.

The rezoning to 'Residential' does comprise some land use implications which will primarily permit residential development however, it also provides for various discretionary non-residential uses to be considered, such as 'Consulting Room' and 'Child Day Care Centre'. These non-residential uses can also be considered in the surrounding areas which are currently zoned 'Residential'.

It is considered that the 'Residential' zoning will fit in seamlessly to the locality and have minimal impact on neighbouring land uses, as the area is predominantly zoned 'Residential'. It is also considered that the rezoning will have minimal impact on the adjacent Special Purposes (Aged Care Accommodation) zoning. This is due to the low impact nature of the proposed zoning and as the aged care accommodation has a significant residential component.

During the consultation period, it came to the City's attention that the 'Residential' zoning which was initiated by Council did not match in with the surrounding properties, which are zoned 'Medium and High Density Residential'. In light of the above, it is recommended that the zoning stated in the amendment as initiated by Council be modified to 'Medium and High Density Residential' with a density code of R50 to be consistent with the surrounding properties and to align with TPS 24.

#### **LEGISLATIVE COMPLIANCE**

Section 75 of the *Planning and Development Act 2005* permits a local government to amend its local planning scheme. Part 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* prescribes the process for the preparation of scheme amendments.

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

- support the amendment without modification;

- support the amendment with proposed modifications to address issues raised in the submissions; or
- not support the amendment.

## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	<b>That Council recommends that the Western Australian Planning Commission and Minister for Planning approve Amendment No.93 to the City of Bayswater Town Planning Scheme No. 24, with the following modification:</b>  <b>1. Rezone Lot 2, 81 Camboon Road, Noranda from 'Special Purpose (Nursery)' to 'Medium and High Density Residential R50'.</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 this option has a low risk to the City as there is support from the community, which has been reflected throughout the consultation period. The modification is low risk as it results in the zoning being consistent with the surrounding properties and aligning with TPS 24. Additionally, this option reflects Council's previous decision and aligns with the Local Housing Strategy and the Central Sub-Regional Planning Framework.	

Option 2	That Council recommends that the Western Australian Planning Commission and Minister for Planning approve Amendment No. 93 to the City of Bayswater Town Planning Scheme No. 24, with other modification(s).	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome  Dependant on the other 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 other modification(s) proposed by Council.	

<b>Option 3</b>	<b>That Council recommends that the Western Australian Planning Commission and Minister for Planning refuse (modified) Amendment No. 93 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 amendment is consistent with the Local Housing Strategy and the Central Sub-	

	Regional Planning Framework. There is also moderate risk to the City's reputation and community and stakeholders, in relation to the City not following its strategic plans.
--	--

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

<b>Item 1:</b>	Scheme Amendment Gazettal and public notice		
<b>Asset Category:</b>	N/A	<b>Source of Funds:</b>	Municipal
<b>LTFP Impacts:</b>	Not itemised in the LTFP		
<b>Notes:</b>	Nil		

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$800	-	-	-	-	-	\$11,000

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme:	Environment and Liveability
Goal E1:	Maintain the identity and heritage of our neighbourhoods while supporting an increase in high quality density around transport nodes.

It is considered that rezoning the subject land would support the City in achieving its density target as outlined under Perth and Peel @3.5 million, while still protecting the surrounding residential area's neighbourhood character.

## CONCLUSION

It is recommended that Council supports Amendment No. 93 to the City of Bayswater TPS 24, with minor modification, and that the amendment documentation is to be forwarded to the Western Australian Planning Commission and Minister for Planning for final approval.

**Attachment 1** Summary of Submissions

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
1.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns with the amount of traffic which would be generated by a development at the R50 density code.</li> <li>R40 is considered to be more appropriate, and it is also in keeping with neighbouring developments.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> </ul>
2.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns regarding whether or not this would comprise government housing.</li> <li>Acknowledge that single-storey or two-storey development may occur; however it is requested it be limited to private buyers only.</li> </ul>	<ul style="list-style-type: none"> <li>The proposal only relates to the zoning of the land and not the future development which will occur.</li> <li>The City is unable to limit who will purchase a property and whether or not it will be occupied by the owner or rented.</li> </ul>
3.	Object	I occupy a property in the area	<ul style="list-style-type: none"> <li>There are already traffic flow issues, the addition of dwellings on the site will cause there to be an increase in traffic making the existing issue worse.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<ul style="list-style-type: none"> <li>There are existing concerns regarding crime in the area. The addition of more dwellings is considered have a potential to increase crime rates. Ways to prevent an increase in crime rates should be considered prior to increasing housing in the locality.</li> </ul>	<p>hour, and therefore would have no significant impact on the surrounding road network.</p> <ul style="list-style-type: none"> <li>The City has a community safety and crime prevention plan which provides an analysis of safety issues and reviews how these can be improved. Additionally, new developments within the City are design to align with the CPTED principles to ensure that there are more “eyes on the street” to help reduce crime.</li> </ul>
4.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>The rezoning should allow for mixed use development. This could still comprise a portion of residential land uses however, it is considered that there would be benefit in there being non-residential land uses. These uses could comprise a child care centre, gym, medical centre, café/restaurant and/or shops.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> </ul>
5.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>R50 should not be supported, this should be reduced to R40 to match the surrounding properties.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> </ul>
6.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>Clarification is sought on what 'Core Area Boundary' means.</li> <li>Queried whether there will be any changes to the local public open space.</li> <li>Concerns raised in relation to the traffic generated, specifically in relation to the roundabout to Bramwell Road.</li> </ul>	<ul style="list-style-type: none"> <li>Core Area Boundary is indicated on the City's TP24 maps. This area comprises specific provisions when developing multiple dwelling on lots coded R40 and aligns with the Western Australian Planning Commission Planning Bulletin 113/2015.</li> <li>The proposed amendment does not affect the existing local public open space.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<p>the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</p>
7.	Support	I occupy a property in the area	<ul style="list-style-type: none"> <li>• The site has become an eyesore.</li> <li>• The residential zoning would provide for more housing, which is needed as there is little vacant land available.</li> </ul>	<ul style="list-style-type: none"> <li>• Noted.</li> <li>• Noted.</li> </ul>
8.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>• The proposal is supported subject to the following: <ul style="list-style-type: none"> <li>○ Access to Thornber Place remains closed. If access was granted through Thornber Place it would cause greater traffic concerns as speeding is already a problem.</li> <li>○ Building height is to be limited to single-storey development.</li> <li>○ The land should be used for residential uses only.</li> <li>○ A new traffic assessment model should be required. With the infill now occurring it has had an effect on the traffic on the surrounding local roads, as it has increased. It is believed that the previous</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development, including access and egress will be assessed in greater detail when a development application is submitted to the City.</li> <li>• Building height is controlled under the provisions of the Residential Design Codes of Western Australia, whereby two-storey development is generally permitted for all densities within the metropolitan region. A density code of R50 would generally allow for a three-storey development if multiple dwellings are proposed.</li> <li>• In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. This is the same for all residential zoned land within the City.</li> <li>• When the site is developed in the future the City has the potential to further consider the</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			assessment is flawed with bias going to the developer.	impact any development will have on the traffic within the surrounding road networks and may require further documents and evidence which is specific to the development.
9.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns raised in relation to the adjoining properties and the difference in ground levels. The retaining wall is constructed from cement blocks and asbestos, which has been damaged. It is requested that the retaining wall is repaired by the developer.</li> </ul>	<ul style="list-style-type: none"> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development will be assessed in greater detail when a development application is submitted to the City.</li> </ul>
10.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>It is recommended that it be developed as age care facility or residential housing.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</li> </ul>
11.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>It is currently an eyesore; developing the site would be a good outcome.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
12.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Support the site being developed for residential purposes only.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> </ul>
13.	Support	I am a private citizen who has an interest in the area	<ul style="list-style-type: none"> <li>Considered to be the best option for the site and given the size of the property consideration should be given to allowing a height bonus (i.e. maximum of 3 level, progressively set back) in</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<p>exchange for a large open green space in the middle of any development (could be up to 4,000 SQM). It is considered that the site could realistically accommodate 70 dwellings.</p> <ul style="list-style-type: none"> <li>Consideration should also be given to upgrading Camboon Rd (between Smeed Street and Benara Road). The roundabout also needs to be upgraded. The developers could contribute to this as part of negotiations around additional dwellings.</li> <li>It is recommended that the City ignore concerns raised in relation to traffic congestion, it's a furphy.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> <li>Noted.</li> </ul>
14.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that this should not be redeveloped as residential, rather it should be a live community nursery. This could be a space where residents, close schools and child cares could have excursions and there could be a program to teach them how to grow and take care of plants and livestock. This space should be promoted as an area to teach our kids how our community can grow vegetables on a community Nursery.</li> </ul>	<ul style="list-style-type: none"> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development will be assessed in greater detail when a development application is submitted to the City.</li> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</li> </ul>
15.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>R40 or R50 is a great idea for the area.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> </ul>



No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<ul style="list-style-type: none"> <li>Multi-storey residential should not be permitted.</li> </ul>	<ul style="list-style-type: none"> <li>Building height is controlled under the provisions of the Residential Design Codes of Western Australia, whereby two-storey development is generally permitted for all densities within the metropolitan region. A density code of R50 would generally allow for a three-storey development if multiple dwellings are proposed.</li> </ul>
16.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Support the residential zoning however, access should not be via Camboon Road.</li> </ul>	<ul style="list-style-type: none"> <li>The proposal only relates to the zoning of the land and not the development which will occur. The details of any future development, including access and egress, will be assessed in greater detail when a development application is submitted to the City.</li> </ul>
17.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
18.	Object	Other	<ul style="list-style-type: none"> <li>The site should be used for additional parking for the overflow of Noranda Shops, Noranda Netball Courts, Camboon Primary School and Morley Senior High School. The Noranda hub is very busy and allowing this space for extra parking would assist residents and visitors to Noranda at times during the week and on weekends when parking is needed.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</li> </ul>
19.	Comment	I occupy a property in the area	<ul style="list-style-type: none"> <li>Concerns regarding the potential impact on traffic in the area. There is already significant traffic for school drop off and pick up during the week and there is also an active church, which adds to the traffic and parking issues on the weekend. Development at R50 will increase traffic in the area.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant engaged Transcore to undertake a detail traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<ul style="list-style-type: none"> <li>There are concerns in relation to noise which will be generated when construction occurs and the length of time it will take to complete the development. How will this be addressed?</li> <li>Generally when a building is demolished there is a pest issue. How is this going to be managed?</li> <li>There is no detail of what is going to be built, and a zoning of R50 allows for a large complex to be built. If there is a multi-story building constructed, there will have to be compaction, piling and foundations. How will any possible damage to the existing houses be monitored and rectified if needed?</li> <li>Something needs to be done with the land, as it is an eyesore at the moment, but there is insufficient information provided. Consideration to noise and traffic hasn't been adequately addressed.</li> </ul>	<p>therefore would have no significant impact on the surrounding road network.</p> <ul style="list-style-type: none"> <li>A development application and/or building permit are required prior to construction occurring on-site. The noise generated by construction is assessed in detail as part of the assessment process.</li> <li>A demolition permit is required to be obtained prior to demolishing the building. Details of how this will occur and any required pest management will occur as part of the assessment process.</li> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development will be assessed in greater detail when a development application is submitted to the City.</li> <li>Noted.</li> </ul>
20.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>Noranda lacks retail, entertainment, and exercise options, especially in comparison to Morley. This location could be used to benefit the town centre by providing a space that could be utilised by the surrounding residents.</li> <li>If the site is rezoned as R50, consideration should be given to extending the town centre to include more retail and leisure options.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. The development and land uses within the town centre will be considered as a part of a future precinct plan.</li> </ul>
21.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that there is adequate housing in the locality and consideration should be given to</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			additional retail space, including a café/restaurant.	<p>R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</p> <ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> </ul>
22.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
23.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that the rezoning does not meet with the City of Bayswater aesthetic appeal and it will bring down the tone of the area with such high density living.</li> <li>There are concerns regarding the impact the proposal will have on traffic which is already congested during school drop off and pick up times.</li> <li>It is considered that R40 would be more appropriate as this is highest zoning existing in the City of Bayswater. However, even R40 will have a large impact on traffic and potentially cause an eye sore if the development is not closely overseen.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> <li>As above R50 is considered an appropriate density for the site.</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
24.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>Recommended it be utilised for secure over 55's housing.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</li> </ul>
25.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
26.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that the R50 density code is far too high. The maximum density in the majority of Noranda is R25. The R25 density is already pushing the boundaries and where such subdivision has occurred, puts additional strain on infrastructure and parking. Approval of a higher density will not be in keeping with the nature of the suburb and will be detrimental to the existing residents.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> </ul>
27.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that Council adopts a more futuristic approach to the use of such a viable, large land mass becoming available in a residential area.</li> <li>Consideration should be given to the importance of creating healthy green space environments for the surrounding residents' mental and physical well-being in urban areas. Therefore it is recommended that this space be reserved for residential communal uses. This would further enhance and diversify the existing community services hub provided by the Hawaiian's Noranda and existing sports grounds and park areas.</li> </ul>	<ul style="list-style-type: none"> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development will be assessed in greater detail when a development application is submitted to the City.</li> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<ul style="list-style-type: none"> <li>It is recommended that consideration is given to developing and reserving the land for long term communal residential uses such as:</li> <li>A Communal veggie garden.</li> <li>Creating a bike borrowing station/shelter for commuting to the new train stations off Reid Highway and to the Galleria - with reciprocal bike stations in those areas too.</li> <li>Creating a boules ball game cobbled square with suitable seating, visual fountain and small café stand.</li> <li>Developing an urban children play space.</li> </ul>	<p>appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</p> <ul style="list-style-type: none"> <li>As above.</li> </ul>
28.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that if the area is to be used for aged care/retirement living then this would be good use of the land. Consideration should be given to the surrounding homes to ensure that the traffic generated is not going to cause congestion and safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				hour, and therefore would have no significant impact on the surrounding road network.
29.	Support	I occupy a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
30.	Comment	I occupy a property in the area	<ul style="list-style-type: none"> <li>It is recommended that the ground floor of any development should comprise small business spaces facing Camboon Road.</li> <li>It is recommended that access is provided via Thornber Place. This would ensure that there is a separation between residential and commercial parking at all times.</li> <li>Consideration should be given to the retention of the two significant trees which are approximately 50 years old and located to the north of the property.</li> <li>Accessibility housing should be standard across the site to enable residents of any age to remain in their residence even if their mobility declines in later years.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development, including access and egress, tree retention and dwelling design, will be assessed in greater detail when a development application is submitted to the City.</li> </ul>
31.	Support	I am acting on behalf of a company or organisation, which has an interest in the area	<ul style="list-style-type: none"> <li>The residential zoning is considered to be an appropriate zoning for the property. However, there are some concerns about potential traffic implications for Camboon Road.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
32.	Object	I am a private citizen who has an interest in the area	<ul style="list-style-type: none"> <li>It is considered that the R50 zoning is too high density for the area. The zoning provides the opportunity for multi storey housing developments; mostly built for investment with residents who rent/share housing, which will increase the number of cars and traffic in the area.</li> <li>Consideration is to be given to a R25 or R30 density to allow for quality family homes, which is what defines Noranda from other suburbs.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> </ul>
33.	Support	I occupy a property in the area	<ul style="list-style-type: none"> <li>The residential zoning is considered to be appropriate however the density is too high. R50 is not homogenous with the rest of the neighbourhood which is primarily R25.</li> <li>Concerns are raised in relation to the impact that a development will have on the traffic, as it may result in additional congestion to the already busy roads and intersections.</li> <li>It is considered that apartment-like dwellings are not suitable for the area.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> <li>A density of R-50 will allow for a diversity of dwelling types including single dwellings, town houses and small apartment complexes. To encourage more people to come and remain in the area this diversity of housing types is supported.</li> </ul>
34.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>Consideration should be given to reducing the density to R15 - R25. This would ensure that the development does not have a negative impact on Camboon Road, which is already a busy road.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<p>achieving the density infill targets under Perth and Peel @3.5 Million.</p> <ul style="list-style-type: none"> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> </ul>
35.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>Consideration should be given to commercial land uses rather than residential. Commercial or activity based land uses (e.g. arts centre) have a greater potential to be utilised by residents, attracting visitors and individuals to spend money, attend events, etc.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> </ul>
36.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>The property is suitable for use as retirement housing, as it is adjacent to a church and close to an aged care facility.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</li> </ul>
37.	Support	I am a private citizen who has an interest in the area	<ul style="list-style-type: none"> <li>Rezoning the area to residential will provide additional housing opportunities in the housing</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>



No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			market. The current setting is both unsightly and unpleasing as well as a waste of resources.	
38.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Agreeance that the site be developed as residential because of the traffic flow on Camboon Road and Benara Road, along with the proximity of the site to the schools.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
39.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>The site is currently an eyesore which encourages anti-social activity and brings down the amenity of the area. This vacant area is not suitable for retail shops or services as this is nicely catered for in the local shops.</li> <li>There are concerns in relation to access and the increase of traffic, with respect to safety from the Camboon roundabout.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> </ul>
40.	Object	I am a private citizen who has an interest in the area	<ul style="list-style-type: none"> <li>It is considered that the site should be developed with a 7 eleven petrol station, to provide an alternative option to BP.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. A previous scheme amendment for the site proposed alternative uses for the site including a petrol station and supermarket. However there was significant feedback from the community that this type of development was not supported. That scheme amendment did not progress.</li> </ul>
41.	Comment	I am a private citizen who has an interest in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
42.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns regarding traffic congestion at certain times of the day. Consideration should be given to opening up Thromber Place as an exit only point on to the Camboon Road and Benara Road roundabout.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<ul style="list-style-type: none"> <li>The amendment should be subject to a local development plan, demonstrating that the density, if any is proposed, is transitioned away from neighbouring low density single houses. Additionally, any height should be centralised as to not impact the desired future character of the area.</li> <li>Clarity is sought on why the City does not have a Local Planning Strategy as required and when is the City going to have one.</li> </ul>	<p>generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</p> <ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>Building height is controlled under the provisions of the Residential Design Codes of Western Australia, it is considered the Design Codes sufficiently ensure new dwellings do not unduly impact on existing ones.</li> <li>The City has a draft Local Planning Strategy which is currently with the Department of Planning, Lands and Heritage, for approval to commence advertising.</li> </ul>
43.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that residential housing is appropriate as this blends in with the existing area. The past proposal of building retail there was not appropriate and it would have also created more traffic movement and noise.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
44.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
45.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns raised in relation to Camboon Road as it is busy with heavy traffic.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.
46.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
47.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns raised in relation to the traffic with respect to the nearby houses and schools.</li> </ul>	<ul style="list-style-type: none"> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> </ul>
48.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Concern raised that it is not beneficial for the neighbourhood.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> </ul>
49.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
50.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
51.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Considered that it would have been appropriate to retain a few retail spaces on the lot for a Cafe or speciality shops. However, support it being rezoned to residential.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> </ul>
52.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that something better could be done with the space which benefits the community, such as a Men's Shed with a community garden.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.
53.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that there isn't a need for more dense housing in the area. The land should be used for a more commercial purpose that would better suit the area as it needs more amenities such as restaurants and cafes.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</li> </ul>
54.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>There is no need for more high density residential properties in the area.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> </ul>
55.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>Aware that there was a proposal for an Aldi store, which got refused. An Aldi store would be appropriate for the site.</li> </ul>	<ul style="list-style-type: none"> <li>Noted. A previous scheme amendment for the site proposed alternative uses for the site including a petrol station and supermarket. However there was significant feedback from</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				the community that this type of development was not supported. That scheme amendment did not progress.
56.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that the area requires more services for residents. An Aldi would have been appropriate for the site.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. A previous scheme amendment for the site proposed alternative uses for the site including a petrol station and supermarket. However there was significant feedback from the community that this type of development was not supported. That scheme amendment did not progress.</li> </ul>
57.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
58.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>Clarification sought on whether it be developed as a one of building project or sold off to individuals.</li> </ul>	<ul style="list-style-type: none"> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development will be assessed in greater detail when a development application is submitted to the City.</li> </ul>
59.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>With there being a housing shortage, the proposal to rezone the land to residential is supported. Consideration should be given to shared housing and lone person households, but also include senior living and traditional family homes from mixed income groups, as young children bring people together. This could also include a variety of shared facilities to promote a sense of community and belonging.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
60.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>The rezoning of the land to residential is supported in principle. It is considered that there are other land uses which could be considered for the property, including an aged care facility.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<ul style="list-style-type: none"> <li>Irrespective of the outcome of the rezoning, there is a need to investigate improving the public transport services in this area. There is no public transport link from Camboon Road to the Noranda Community hub and shopping centre, the current bus service is definitely not efficient or meeting the needs of the community and with the new Noranda Train line.</li> </ul>	<p>development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. The Public Transport Authority is the statutory authority that oversees the operation of all public transport in Perth.</p>
61.	Object	I am a private citizen who has an interest in the area	<ul style="list-style-type: none"> <li>It is considered that re-zoning this land to a medium density housing project seems like a missed opportunity to enhance Noranda/Morley as a desirable place to live, and seems to suggest a paucity of more progressive ideas that could bring real and worthwhile benefits to the community.</li> <li>It is considered that a garden centre and café would be better suited to the site. Such a concept has practical business sense while also connecting people in a kinder setting than the usual cafes located in suburban shopping centres.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> </ul>
62.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Nil.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
63.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns raised in relation to why more housing is required. The preference is for more shops to be developed on this site.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li><b>In accordance with Table No. 1 'Zoning Table'</b> of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.
64.	Support	I am acting on behalf of a company or organisation, which has an interest in the area	<ul style="list-style-type: none"> <li>Based on current information, Camboon Primary School and Morley Senior High School are both expected to have sufficient enrolment capacities to accommodate the number of students yielded from the proposed Amendment in the future.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>
65.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>It is believed that a comprehensive medical centre would be beneficial, with allied health services on site. There is ample parking potential, and it unlike many medical centres, it is attached to a cluttered shopping or business centres.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> </ul>
66.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns that the residential zoning will provide for low intensity non-residential uses such as medical consulting rooms and a child care centre. Neither of these reflects the needs of the area whereas a development catering to seniors would be more beneficial.</li> <li>Concerns that multi-level residences of either two or three story's, would cater more for younger people and fail to provide housing for the over 55's.</li> <li>Concerns that the building of so many residences would hugely increase traffic on Bramwell Road. The amount of traffic that uses Bramwell Road has increased considerably over the years with</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital. However the City does not believe it is appropriate to mandate a specific use to occur on the site as there are a range of land uses which are considered appropriate to be developed on the site.</li> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015,</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<p>high school students having cars and also the drop off and pick-up of students by parents.</p>	<p>which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</p>
67.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>It is considered that residential R50 is reasonable however clarification is requested on what other land uses can be considered.</li> <li>Concerns over the existing infrastructure and whether there is adequate capacity to accommodate the development.</li> <li>Concerns are raised in relation to the impact that a development will have on the traffic, as it may result in additional congestion to the already busy roads and intersections.</li> <li>Concerns that a two-storey or three-storey development will overlook in to the neighbouring homes.</li> </ul>	<ul style="list-style-type: none"> <li>In accordance with Table No. 1 'Zoning Table' of the City's TPS24, the Residential zone provides for a range of residential, and non-residential uses which are compatible with and complementary to residential development. These uses include, but are not limited to, aged or dependent persons dwelling, child day care centre, consulting rooms, public worship and veterinary hospital.</li> <li>There is adequate capacity with the infrastructure to accommodate a development. Then onus will be on a developer to provide the relevant connections to the site.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> </ul>



No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
			<ul style="list-style-type: none"> <li>It is recommended that an updated traffic study is undertaken for the site.</li> </ul>	<ul style="list-style-type: none"> <li>Building height and visual privacy are controlled under the provisions of the Residential Design Codes of Western Australia, whereby two-storey development is generally permitted within the metropolitan region. A density code of R50 would generally allow for a three-storey development if multiple dwellings are proposed.</li> <li>When the site is developed in the future the City has the potential to further consider the impact any development will have on the traffic within the surrounding road networks and may require further documents and evidence which is specific to the development.</li> </ul>
68.	Comment	I own a property in the area	<ul style="list-style-type: none"> <li>The area needs more small housing lots, but it does not need any commercial development, such as Doctor's surgeries, or any other businesses that require parking and will bring even more vehicular traffic to Bramwell Road. Bramwell Road is a residential street, and already has a huge traffic load generated by the high school. It also has very heavy foot traffic from the high school and neighbouring primaries.</li> <li>It is recommended that no commercial activities are permitted on the site and no vehicle access is provided on to Thornber Place.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development will be assessed in greater detail when a development application is submitted to the City.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.
69.	Support	I own a property in the area	<ul style="list-style-type: none"> <li>Concerns raised in relation to the adjoining properties and the difference in ground levels. The retaining wall is constructed from cement blocks, and the fence has been damaged. It is requested that the retaining wall is repaired by the developer</li> </ul>	<ul style="list-style-type: none"> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development will be assessed in greater detail when a development application is submitted to the City.</li> </ul>
70.	Object	I own a property in the area	<ul style="list-style-type: none"> <li>R50 zoning is too high and it will result in a development which is out of character with the existing area.</li> <li>The site is not close to major public transport or within close proximity to a high frequency route.</li> <li>Concerns with the traffic as it is already an issue in the area due to the surrounding schools.</li> <li>The traffic study does not adequately assess the traffic coming from Alexander Drive using Widgee Road or Noranda Avenue will have a massive impact on the already congested road network.</li> <li>Concerns that a three-storey development will overlook in to the neighbouring homes.</li> </ul>	<ul style="list-style-type: none"> <li>R50 is considered to be appropriate as it provides for a diversity in housing types available within the area. Additionally, the R50 density code will assist the City with achieving the density infill targets under Perth and Peel @3.5 Million.</li> <li>The applicant engaged Transcore to undertake a detailed traffic study in 2015, which was subsequently updated with a Technical Note dated 8 November 2018. The Technical Note assessed the traffic generation resulting from a development at the R50 density code. The traffic study found that this level of development and subsequent traffic generation would not increase the traffic on any lanes on Camboon Road or Benara Road by greater than 100 vehicles per hour, and therefore would have no significant impact on the surrounding road network.</li> <li>When the site is developed in the future the City has the potential to further consider the impact any development will have on the traffic within the surrounding road networks and may require further documents and evidence which is specific to the development.</li> <li>The proposal only relates to the zoning of the land and not the future development which will occur. The details of any future development will be assessed in greater</li> </ul>

No.	Support / Object / Comment	Interest in the Proposal	Summary of Submission	City of Bayswater Comments
				<p>detail when a development application is submitted to the City.</p> <ul style="list-style-type: none"> <li>Building height and visual privacy are controlled under the provisions of the Residential Design Codes of Western Australia, whereby two-storey development is generally permitted within the metropolitan region. A density code of R50 would generally allow for a three-storey development if multiple dwellings are proposed.</li> </ul>
71.	Support	I am acting on behalf of a company or organisation, which has an interest in the area	<ul style="list-style-type: none"> <li>The increase in the number of dwellings that will arise from development at the R50 code can be serviced by the developers undertaking connections to and extensions of water and sewerage mains as required.</li> </ul>	<ul style="list-style-type: none"> <li>Noted.</li> </ul>

**10.4.4 Proposed Amendment to Town Planning Scheme No. 24 - Bedford North**

<b>Owner:</b>	Various
<b>Responsible Branch:</b>	Development and Place
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Proposed Scheme Map [10.4.4.1 - 2 pages]</li> <li>2. Proposed Special Control Area 17 Expansion [10.4.4.2 - 1 page]</li> <li>3. Proposed Schedule of Additional Uses [10.4.4.3 - 2 pages]</li> <li>4. Bedford North Urban Design Study [10.4.4.4 - 96 pages]</li> </ol>
<b>Refer:</b>	N/A

**SUMMARY**

The City engaged consultants Hames Sharley to prepare an extensive urban design study to investigate potential changes to land use and development provisions in the Bedford North area.

Council consideration is sought to adopt the Bedford North Urban Design Study and associated appendices as a strategic guidance document and initiate an amendment to Town Planning Scheme No. 24 (TPS 24) to implement changes to the scheme based on the recommendations in the study.

**OFFICER'S RECOMMENDATION**

That:

1. Council adopts the Bedford North Urban Design Study as included in Attachment 4 to this report, as a strategic guidance document.
2. Council initiates an Amendment to the City of Bayswater Town Planning Scheme No. 24 as follows:
  - (a) Rezone lots as detailed in Attachment 1 from Business, Public Purposes – Car Parking and Medium and High Density Residential with density codings of R25 and R40, to Mixed Use.
  - (b) Rezone lots as detailed in Attachment 1 from Business, Office and Medium and High Density Residential with a density coding of R40, to Medium and High Density Residential with a density coding of R60.
  - (c) Rezone lots as detailed in Attachment 1 from Medium and High Density Residential with density codings of R25 and R40, to Medium and High Density Residential with a density coding of R50.
  - (d) Rezone lots as detailed in Attachment 1 from Medium and High Density Residential with a density coding of R25, to Medium and High Density Residential with a density coding of R35.
  - (e) Modify the Scheme Map to expand Special Control Area 17 as detailed in Attachment 1.
  - (f) Amend Special Control Area 17 as detailed in Attachment 2.
  - (g) Amend clause 10.1.1 to include the following:
    - Special Control Area 17 Bedford North
  - (h) Amend Appendix 2 - Schedule of Additional Uses as detailed in Attachment 3.

- (i) Amend the Scheme Maps accordingly.
3. Council considers the Amendment to the City of Bayswater Town Planning Scheme No. 24 to be 'complex' under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:
    - (a) The amendment relates to development that is of a scale, or will have an impact, that is significant relative to development in the locality; and
    - (b) The amendment is not a basic or standard amendment.
  4. Upon finalisation of the scheme amendment documentation, the 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.
  7. Council notes that a further report will be presented to Council to consider a Local Planning Policy (Design Guidelines) in relation to the Bedford North area.

## BACKGROUND

### Urban Design Study

The City engaged consultants Hames Sharley to lead a team of consultants to prepare an extensive urban design study (**Attachment 4**) to investigate potential changes to land use and development provisions in the Bedford North area. The study team included Shape Urban who undertook community engagement and Flyt who prepared traffic analysis. The study included:

Study Component	Detail
Site Analysis	Initial site analysis was undertaken into the areas planning context, demographics, locational history, climate and landscape, movement and existing housing characteristics.
Community Perception Survey	A perception survey undertaken to seek community feedback on various design elements associated with development in the area.
Community Workshops	Two community workshops were undertaken to refine the feedback received during the perception survey, to consider different building typologies and their preferred location, and to examine possible design provisions.
Businesses and Commercial Property Owner Surveys	Surveys were undertaken to understand preferences and issues facing businesses and commercial property owners.
Design Testing	Design testing was undertaken on a number of sites to understand how potential design provisions could be accommodated, while still allowing for future increased density and dwelling diversity.

Yield Projections	Based on the design testing, yield projections for dwellings and commercial floor space were formulated.
Design Principles	Through site analysis, community engagement, design testing and regard for State level planning objectives, a set of design principles were formulated to guide design testing and the study's overall recommendations.
Traffic Analysis	Traffic analysis was undertaken into possible traffic impacts for the area that may occur as a result of the yield projections.
Community Walk-Shop	A community Walk-shop was undertaken to further refine design provisions based on the feedback received at the workshops.
Recommendations	Informed by the outcomes of community engagement and traffic analysis, the urban design study recommends specific changes to land use, density and development provisions for the area.

#### Bedford North Area

The subject area is bound by Walter Road West (WRW), Coode Street, Clement Street and the rear boundary of properties fronting Salisbury Street as outlined in Figure 1. The area shares a border with the City of Stirling to the northwest and the southwest.

Figure 1 – Subject Area



The subject area consists predominately of various sized residential lots. Considerable residential infill development has taken place in the area in the last 20 to 30 years, through subdivision and the development of grouped dwellings.

There are a small number of lots zoned and developed for commercial uses on Walter Road West (WRW). Two parks are also located in the area, being RA Cooke Reserve and Birkett Reserve.

#### Strategic Planning Framework

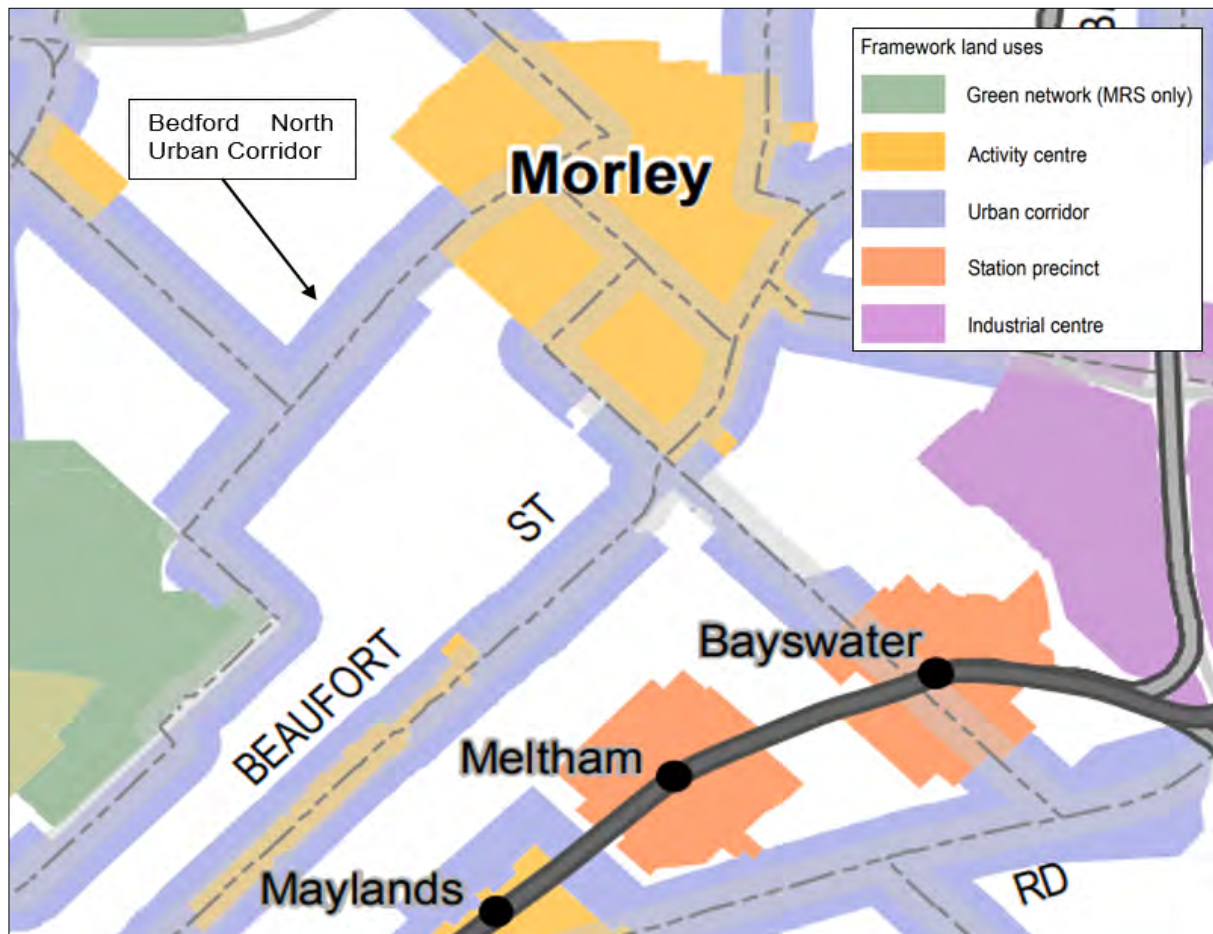
##### Perth and Peel @3.5million

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

The framework supports increased development along key urban corridors to create high-amenity urban environments. The Bedford North corridor is designated an 'Urban Corridor' under the framework, as shown in Figure 2. Urban corridors provide connections between activity centres and maximise the use of high-frequency and priority public transport. Urban corridors shown in the

framework represent significant opportunities to accommodate increased medium-rise higher density residential development by good quality, high frequency public transport.

**Figure 2 – Bedford North Urban Corridor**



#### Local Housing Strategy

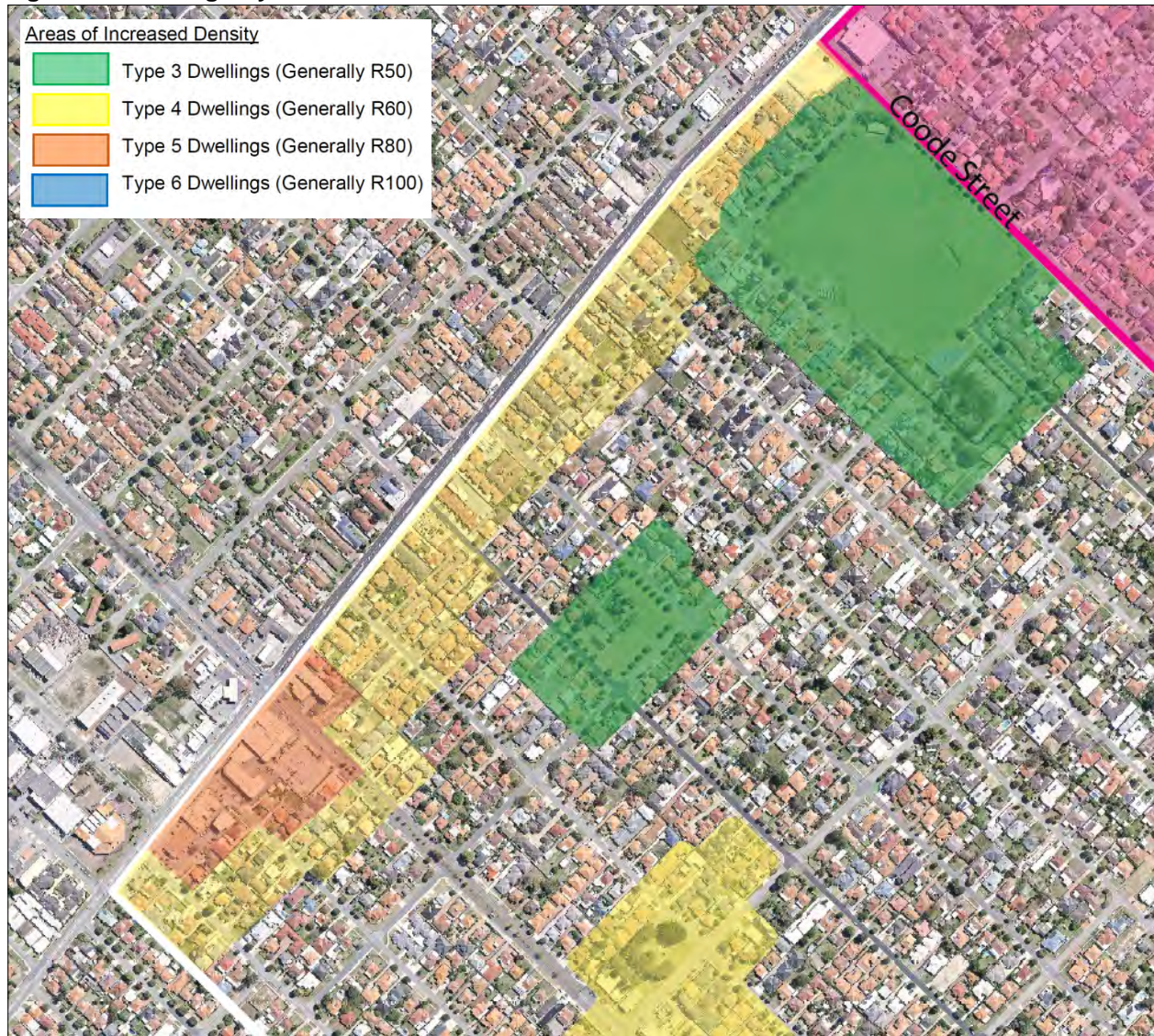
The City's 2012 Local Housing Strategy (LHS) identified the Bedford North corridor as a focus area for change. Focus areas for change are considered to be areas appropriate for additional residential development, greater housing choice and mixed use development.

#### Building Bayswater

In 2018, the City undertook a community engagement process called Building Bayswater, which provided the community with the opportunity to share thoughts, ideas and expectations on how the City should respond to the challenges and opportunities of new development within the City of Bayswater.

The recommendations were used to inform the City's draft Local Planning Strategy (LPS) in relation to building height and density. The recommended building heights and densities for the WRW Corridor are shown in Figure 3.



**Figure 3 - Building Bayswater Recommendations**

### Local Planning Strategy

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

The draft LPS has been developed to guide planning and development throughout the City for the next 10 years.

The draft LPS explains that to accommodate a minimum of 9,230 additional residential dwellings by 2031 and a further 6,520 by 2050 (15,750 in total) the City will need to increase residential densities in appropriate locations.

A strategy of the draft LPS is to promote increased residential densities in the City's activity centres, station precincts, activity corridors and around high amenity open space with access to good public transport.

An action arising from this strategy is to develop a precinct plan for the Walter Road West activity corridor (Bedford North corridor) in the short term (1-5 years).

### Statutory Planning Framework



### Metropolitan Region Scheme (MRS)

The area is zoned 'Urban' under the Metropolitan Region Scheme (MRS). The proposed scheme amendment affects only 'Urban' zoned land and is consistent with the intent and provisions of the MRS.

### Town Planning Scheme No. 24

Land in the subject area is predominately zoned 'Residential R25'. Land located along WRW is zoned 'Residential R40', 'Business', 'Service Station', 'Office' and 'Public Purpose – Car Parking'.

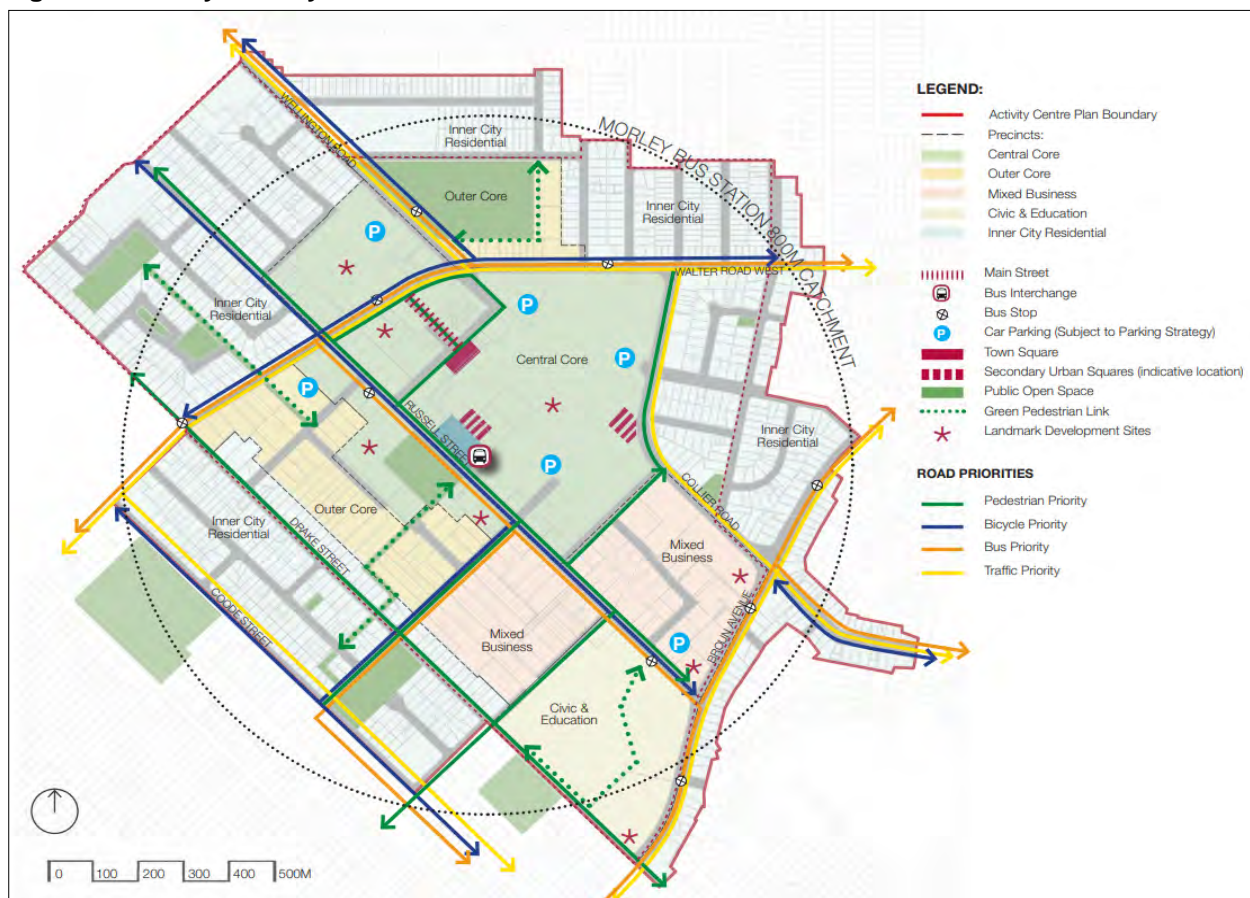
The two parks are reserved 'Local Public Open Space' with associated areas reserved 'Drainage'. The existing zoning are detailed in **Attachment 1**.

### Morley Activity Centre Plan

The Morley Activity Centre Plan (MACP) has been developed by the City to guide future growth within the Morley Activity Centre. The MACP includes properties within an 800 metre radius of the bus port, as shown in Figure 4. The MACP aims to turn Morley into a vibrant city centre, with a mixture of residential and commercial activities. Land use and development provisions have been imbedded in TPS 24, which are consistent with the MACP.

The MACP area abuts the subject area to the north-east.

**Figure 4 - Morley Activity Centre Plan**



### Walter Road West Neighbourhood Centre - Local Development Plan

The City of Stirling has adopted a Local Development Plan (LDP) for the Walter Road West Neighbourhood Centre (the former Dianella Industrial Area), shown in Figure 5. The LDP provides guidance and planning provisions for new development in the area.

The area comprises lots fronting WRW and are subject to the following key planning provisions:

- A 'Local Centre' zoning, which provides for a limited range of small-scale retail, commercial and community facilities to meet the day-to-day needs of the immediate neighbourhood.
- Dwellings are permitted, except on the ground floor fronting the street.
- A maximum building height of five storeys.

**Figure 5 - WRW Neighbourhood Centre LDP boundary**



#### Scheme Amendment 89

Amendment 89 to TPS 24 (recently approved by the Minister for Planning) relates to Lot 11 (No.215 to 217) Grand Promenade, Bedford, which is within the Bedford North area. The amendment modified TPS 24 by:

- Rezoning Lot 11 (No.215 to 217) Grand Promenade, Bedford from 'Business' and 'Public Purposes - Car Park' to 'Mixed Use' and apply a density coding of R-AC0.
- Inserting a new Special Control Area 17 as follows:

	Area	Site Particulars	Provisions
SCA 17	<b>Special Control Area 17</b>  Corner Grand Promenade and Walter Road West, Bedford.	Lot 11 (No.215-217) Grand Promenade, Bedford	<p><b>Purpose:</b></p> <p>To enable the development of the site for mixed use purposes and accommodate a residential component at an appropriate medium to high density.</p> <p><b>Development Requirements:</b></p> <ul style="list-style-type: none"> <li>• Development shall be generally in accordance with a Local Development Plan endorsed by Council.</li> <li>• The Local Development Plan shall address landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks.</li> <li>• Notwithstanding uses listed in Table 1 - Zoning Table of the Scheme, the following uses are:</li> </ul> <p>'D' uses:</p> <ul style="list-style-type: none"> <li>○ Convenience Store</li> <li>○ Liquor Store – Small</li> <li>○ Shop</li> </ul> <p>'A' uses:</p> <ul style="list-style-type: none"> <li>○ Fast Food Outlet</li> </ul>

Amendment 89 has been assessed and recommended for approval by the DPLH to the Minister for Planning for final approval, it is expected that the scheme amendment will be approved and then gazetted imminently.

## EXTERNAL CONSULTATION

### Urban Design Study Community Engagement

Community engagement was undertaken as a key component of the urban design study. Engagement activities that were undertaken include:

Activity	Feedback
Community Perception Survey (March – May 2020)	<p>The survey sought community feedback and perceptions about different aspects of design and development. 81 responses were received, the key outcomes included:</p> <ul style="list-style-type: none"> <li>• <i>“Street trees are a strong characteristic of the area and the character and heritage in the area is important.”</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Agreement for more development in well serviced areas (generally) and within walking distance of Grand Promenade and Walter Road West.</i></li> <li>• <i>Support for development within walking distance of RA Cook and Birkett Reserves.</i></li> <li>• <i>Development that makes improvements to open spaces/gardens etc was acceptable.</i></li> <li>• <i>General acceptance for more development if certain features (e.g. Entertainment, recreation, trees) are provided in the area.</i></li> <li>• <i>Support for apartments on the main roads and support for villas/terraces throughout the area, particularly on the main roads.</i></li> <li>• <i>Development of 2-4 storeys was considered to be 'tall' by most respondents."</i></li> </ul>
Community Workshops (July – August 2020)	<p>The community workshops sought community feedback about local experience and expectations for development in the Bedford North area, preference for and where various building typologies should be located, and potential design provisions. The workshops were attended by 38 people. The key outcomes included:</p> <ul style="list-style-type: none"> <li>• <i>"The majority of the area is proposed to remain the same or similar to what is existing by designating as single house.</i></li> <li>• <i>Increased intensity of development (mixed use apartments, small apartments and terraces) were preferred adjacent to the key roads and around public spaces.</i></li> <li>• <i>Preference for moderate or smaller garages.</i></li> <li>• <i>Preference for more yard spaces.</i></li> <li>• <i>Preference for lower or moderate fences.</i></li> <li>• <i>Preference for more porches."</i></li> </ul>
Businesses and Commercial Property Owners (August 2020)	<p>A business survey and commercial property owner survey was undertaken to understand preferences and issues facing businesses and commercial property owners. Six responses were received. The key outcomes from business operators included:</p> <ul style="list-style-type: none"> <li>• <i>"Desire for businesses to grow and stay in the same premises.</i></li> <li>• <i>Desire for better interactions with the street.</i></li> <li>• <i>Desirable comparisons include Beaufort Street through Inglewood and Mount Lawley.</i></li> <li>• <i>The area has good exposure/visibility and good community spirit."</i></li> </ul> <p>The key outcomes from the commercial owners included:</p> <ul style="list-style-type: none"> <li>• <i>"Mixed sentiment regarding future plans for their property.</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Support for alfresco/shop displays on the verge/paths.</i></li> <li>• <i>Preference for 4-6 storeys.</i></li> <li>• <i>Area has good exposure, proximity to city and residential area."</i></li> </ul>
Community Walk-Shop (November 2020)	<p>A community walk-shop was undertaken to further refine design provisions based on the feedback received at the workshops. The walk-shop was attended by 14 members of the community. The key outcomes included:</p> <ul style="list-style-type: none"> <li>• <i>"Driveways and parking - Design solutions that increase opportunities for more greenery whilst still allowing onsite parking would be preferable.</i></li> <li>• <i>Fences, walls and front gardens - Design solutions that increase opportunities for more greenery in gardens would be preferable. In addition fence and wall design that is lower and more open would also be preferable.</i></li> <li>• <i>Back yards and courtyards - Design solutions that allow for more open space would be preferable.</i></li> <li>• <i>Buildings on main roads - Design solutions that make the main road more inviting should be encouraged. Design solutions that encourage a prioritised pedestrian environment would be preferable for the main roads in the precinct.</i></li> <li>• <i>Heights - There was a preference for two storey development throughout the Bedford North precinct. Three and five storey development along the main roads was considered 'ok'."</i></li> </ul>

#### Scheme Amendment

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

Further, in accordance with the Regulations, upon receipt of Notice of Assessment from DWER (and issued raised being complied with), and consent to advertise by the Western Australian Planning Commission (and any modifications required being made), the proposed scheme amendment documentation will be advertised for public comment for a minimum of 60 days, by way of:

1. Notification being published in The Eastern Reporter newspaper;
2. Impacted land owners and residents being notified in writing of the amendment details;
3. The relevant public authorities being notified in writing of the amendment details;
4. Information being placed on the City's engagement website; and
5. Hard copies of the amendment documentation made available for inspection at the City of Bayswater Civic Centre and the City's libraries.



**OFFICER'S COMMENTS**Proposal

It is proposed to adopt the Bedford North Urban Design Study as a strategic guidance document and to initiate an amendment to TPS 24 to implement changes to the scheme based on the recommendations in the study, by:

- Rezoning land, including changes to density codes;
- Expanding the recently approved Special Control Area 17; and
- Including additional uses to specific lots to broaden the types of land uses that can be contemplated on those lots.

Design Principles

Through urban design analysis, community engagement, design testing and with regard for State level planning objectives, four unique design principles were formulated for Bedford North as part of the urban design study for the area.

The design principles are reflected in the proposed scheme amendment provisions.

No.	Principle	Detail
1.	Preserving and enhancing space for yards, trees and landscaping	<p>This principle responds to the loss of canopy tree coverage, landscaping and rear yard space primarily through past residential infill development and the inadequacies of the Residential Design Codes (R-Codes) to address these issues.</p> <p>Specific development provisions are proposed to be included in the local planning policy to address this principle and are discussed later in this report.</p>
2.	Built form design which enhances streetscape character	<p>This principle responds to the important role street setback areas have in maintaining established local character, providing an extension to living spaces and providing space for landscaping and trees.</p> <p>Specific development provisions are proposed to be included in the local planning policy to address this principle and are discussed later in this report.</p>
3.	Promote active living spaces that address the street	<p>This principle responds to the need to maintain and strengthen the activation, relationship and connection of housing with the street.</p> <p>Elements of housing that can encourage street activation include usable and attractive landscaped street setback areas with low permeable fencing, and building frontages should primarily feature active habitable spaces, such as living-rooms, kitchens, bedrooms, balconies and porches.</p> <p>Specific development provisions are proposed to be included in the local planning policy to address this principle and are discussed later in this report.</p>

4.	Concentrating mixed use along a pedestrian friendly Walter Road West	<p>This principle responds to WRW being the primary location for activity and a mix of residential and commercial and uses, primarily within the 'Commercial Centre' precinct.</p> <p>Appropriate zoning, density are proposed to address this principle by enhancing the role and status of WRW to act as a catalyst for future improvements to the road overtime and to make it more attractive, usable and pedestrian friendly.</p> <p>Specific development provisions are also proposed to be included in the local planning policy to address this principle and are discussed later in this report.</p>
----	--	---

### Design Testing

#### Commercial Centre Precinct

As a part of the Urban Design Study design testing was undertaken within the Commercial Centre Precinct to find out the maximum capacity the area has for redevelopment. The parameters for testing were primarily based on:

- A maximum building height of five storeys fronting WRW, consistent the City of Stirling's Walter Road West Neighbourhood Centre.
- A transition down in scale (two to three storeys) where interfacing with neighbouring properties.
- Car parking being accommodated at a basement level and on the ground floor. The amount of car parking based on TPS 24 and R-Code requirements.
- Commercial development on the ground floor.
- Apartments on upper floors.

The design testing outcomes will help to inform a future local development plan (LDP) for the area.

#### Remainder of the Study Area

Design testing was undertaken on a number of typical lots found in the study area to test if design principles can be accommodated and how the proposed density coding would influence development. The key design elements that were tested include:

- Street interface and interaction;
- Setbacks, landscaping and trees;
- Building height; and
- Garages and driveways.

The testing found that the design elements could be accommodated to produce better design outcomes, although it may mean that developers have to modify their design approach to infill development to achieve these better outcomes.

Despite developers having to modify their approach to infill, the proposed increase in residential density will benefit developers and landowners overall by allowing for more dwellings to be developed on land compared to the current situation.

The design elements will be translated into development provisions included in a local planning policy (LPP) (Design Guidelines) to ensure quality design outcomes are realised.



Yield ProjectionsCommercial Centre Precinct

Yield projections for the Commercial Centre Precinct were undertaken separately and were based on the design testing undertaken for the precinct. It is projected that the precinct could accommodate 145 dwellings and 2,214m<sup>2</sup> of commercial floorspace.

Remainder of Study Area

Residential dwelling yield projections were then undertaken for the balance of the study area. The method included analysis of existing development to see where infill may be possible and using the design testing to project future yield based on the proposed new zonings and density codings. Potential yields were then categorised into three scenarios, being a low, medium and high infill growth (redevelopment uptake) scenario as per the below table:

	<b>Current</b>	<b>Redevelopment Uptake Scenario</b>		
		<b>Low</b>	<b>Medium</b>	<b>High</b>
<b>Projected additional dwellings</b>	N/A	27	171	241
<b>Total dwellings</b>	497	524	668	738

Traffic Analysis

High-level traffic analysis was undertaken by Flyt transport consultants as part of the Urban Design Study.

This analysis covers the broad requirements of the WAPC's *Transport Impact Assessment Guidelines Volume 2 Planning Schemes, Structure Plans and Activity Centre Plans (August 2016)*. The findings and conclusions of the analysis are summarised below.

Intersections

The WRW and Grand Promenade intersection is operating at a very poor level of service during the AM peak period and at a poor level of service during the PM peak period.

An increase in development within the Bedford North area will further impact the performance of the WRW and Grand Promenade, and the WRW and Coode Street intersections. This is due to the predicted 36% growth in traffic by 2031 - based on modelling.

Regardless of an increase in development within the Bedford North precinct, the performance of the intersections will likely deteriorate due to increases in traffic from surroundings areas generally.

Traffic Volumes

Based on an increase in development within the Bedford North area, future traffic volume modelling suggests that the WRW corridor would be operating close to its mid-block capacity for the majority of the day between the AM and PM peak periods.

Again, regardless of an increase in development within the Bedford North precinct, an increase in traffic along WRW will likely occur due to increases in traffic from surroundings areas generally.

Broader Transport Considerations

Many inner-city locations along strategic local transport corridors (such as WRW), have existing traffic signal controlled intersections operating at a poor to very poor level of service during peak

hours. This is the nature of urban inner-city locations with significant AM peak school and commuter vehicle trips, as well as PM peak commuter and utility/leisure/recreation vehicle trips.

Overtime Perth's urban transport networks will develop to provide a wider range of opportunities for people to travel by non-car modes, whether that be by active transport or through improved public transport options. This change will occur in the congested areas of the City first and then inner-city locations, such as the Bedford North area.

The City has an important role to play in the evolution of urban transport networks. The City can influence how corridors like WRW function in the future, by ensuring a better balance is achieved between the interests of car users and providing an environment that encourages alternative modes of transport, such as walking, cycling and public transport.

In addition, the City has a role to play in making urban corridors, or parts of urban corridors more liveable and attractive as urban 'places' in their own right, through measures such as calming traffic and encouraging a mix land uses.

#### City Comment

While traffic analysis suggests that traffic will increase in the Bedford North area as a consequence of increased densities and infill development, it also suggests that traffic will increase in the area regardless as a consequence of increased infill development occurring in surrounding areas and further abroad.

The City will continue to monitor traffic in the Bedford North area and implement changes as appropriate and necessary. In doing so, the City will consider the balance between the interests of car users and providing an environment that encourages more sustainable and active modes of transport.

Development applications may also be required to demonstrate how traffic will be appropriately managed, particularly when the development proposes significant additional volumes of traffic.

#### Other Recommendations in Urban Design Study

The Urban Design Study also included the following recommendations, which are not recommended to be implemented:

<b>Recommendation</b>	<b>Urban Design Study</b>	<b>City Comment</b>
Parking Strategy	Prepare a parking strategy to review parking requirements.  The strategy could include opportunities for reduced commercial/retail parking rates and a dispensation for visitor bays for provision of on-street parking.	The City aims to review local planning policies related to non-residential parking in late 2021.  As part of this review consideration will be given to parking rates and dispensation in the Commercial Centre Precinct.
Tree Provision and Review of City's Tree Policy	Include development provisions requiring one tree to be planted within the front setback area and a second in the rear setback area.  Review the City's Trees on Private Land and Street Verges Policy to ensure it aligns with the	It is not considered necessary to include development provisions requiring trees as the City's Trees on Private Land and Street Verges Policy together with R-Codes provisions adequately

	<p>above requirement to remove any confusion.</p>	<p>requires trees to be provided as part of development.</p> <p>Further, the City's Trees on Private Land and Street Verges Policy is relatively new and subject to a regular review period (generally every 5 years). It is not considered necessary to undertake a review of the policy at this time as it was only last reviewed in 2020 and is still considered relevant. .</p>
Road Upgrades - Walter Road West	<p>Consider commencing a formal project partnership with the City of Stirling to design and upgrade parts of WRW, with a focus on the section of road adjacent to the Commercial Centre Precinct.</p> <p>The purpose of the project will be to create a more pedestrian and cycle friendly environment on WRW.</p>	<p>While considering partnering with the City of Stirling to upgrade parts of WRW adjacent to the Commercial Centre Precinct has merit, it is considered premature at this time.</p> <p>It is considered that upgrades to parts of WRW should only be considered when/if the land has been rezoned, a local development plan has been approved and there is demonstrated interest from landowners (through submitting development applications or commencing development) to redevelop and revitalise the Commercial Centre Precinct.</p> <p>Until this occurs, it is not considered that there is a need to create a more pedestrian and cycle friendly environment in this area.</p>
Additional Uses - Walter Road West	<p>Additional commercial uses that promote main street activity are recommended along WRW between Coode Street and Lawrence Street.</p> <p>The additional uses will allow for commercial uses to continue from the adjoining Morley Activity Centre. Further the additional uses will allow for commercial development</p>	<p>This recommendation was made by the consultants to reflect the established strip style commercial development on the opposite side of WRW within the City of Stirling. No feedback was received from the community during consultation for additional commercial uses to be developed in this area.</p>

	<p>consistent with the opposite side of the road within the City of Stirling, which comprises of strip style commercial development.</p>	<p>It is not considered appropriate to allow for additional commercial uses in this area as:</p> <ul style="list-style-type: none"> <li>• The area is primarily developed for residential use, except for a physiotherapy and a service station. Further commercial uses may unduly impact neighbouring residents.</li> <li>• Commercial development in this area may undermine the viability and vibrancy of nearby planned commercial centres, including the Commercial Centre Precinct and the Morley Activity Centre.</li> </ul>
Natural Ground Level and Retaining Walls	<p>Include development provisions to limit natural ground level height changes and retaining walls to a height of 750mm in order to:</p> <ul style="list-style-type: none"> <li>• limit the amount of exposed retaining;</li> <li>• minimise cut and fill;</li> <li>• maintain existing site levels throughout the area; and</li> <li>• minimise the visual impact of infill development on sloping sites.</li> </ul> <p>Depth of cut and fill should be limited to 1500mm to allow for natural ventilation of car parking areas.</p>	<p>It is considered that the R-Codes already contain sufficient development provisions to manage site works and retaining walls.</p> <p>Further it is considered that the City's Retaining Walls policy provides appropriate direction and clarity with regard to assessing retaining walls against the design principles in the R-Codes.</p> <p>Additionally it is considered that the proposed development provisions would result in the need for multiple split levels particularly for steep sloping sites, which would be unpopular with many developers and likely increase development cost substantially.</p> <p>The proposed development provisions would also restrict the provision of full basement parking, which should be</p>

		encouraged as it hides car parking.
Open Space	Include development provisions to allow courtyards and primary open space areas to be accommodated in the front setback area or the rear setback area depending on site orientation.	<p>It is considered that the R-Codes already contain sufficient controls to manage primary open space and outdoor living areas.</p> <p>While deemed-to-comply requirements require outdoor living areas to be located behind the street setback area and design principle suggests that they are to be located to optimise the northern aspect of the site.</p>

#### Proposed Amendment

Based on the Urban Design Study the following precincts are proposed:

- Commercial Centre
- Walter Road West
- Grand Promenade
- Public Open Space
- General Residential

Figure 6 – Proposed Precincts



### Commercial Centre Precinct

The Commercial Centre precinct represents the main mixed-use (commercial and residential) centre within the Bedford North area, which is envisioned to become a vibrant active hub of commercial land uses on ground floor areas and medium to high density residential dwellings on upper storeys.

The proposed zoning for this precinct is 'Mixed Use' with an underlying residential density coding of RAC-0. The 'Mixed Use' zoning will allow for a range of compatible commercial and residential land uses to be accommodated that align with the vision of the centre.

In addition to those uses that can be contemplated under the zoning table in TPS 24, it is recommended that the following uses become 'D' and 'A' discretionary uses so that the centre is capable of providing a wider range of shops and services:

- 'D' uses: 'Convenience Store', 'Liquor Store – Small' and 'Shop'
- 'A' use: 'Fast Food Outlet'

*Note:*

- *'D' uses are not permitted unless the City has exercised discretion by granting development approval; and*
- *'A' uses are not permitted unless the City has exercised discretion by granting development approval after undertaking community consultation.*

The Commercial Centre precinct is considered to be more complex than the other precincts in terms of the scale, design of future development and the envisioned land uses. It is therefore recommended that a LDP be required to be prepared and approved prior to any development occurring. An LDP is a planning mechanism that can be used to guide and coordinate development and assist in achieving better built form outcomes where adjoining lots are small and constrained. Additionally, the R-Codes also refers to the need for an LDP to be created to guide development in areas with a density coding of RAC-0.

It is proposed that any LDP addresses landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks, which are all design components that would benefit from coordination to achieve better built form outcomes.

One of the design elements the LDP will be required to address is building height. Building height fronting WRW will be informed by the City of Stirling's Walter Road West Neighbourhood Centre, which allows for a maximum building height of five storeys fronting WRW. The LDP will also need to transition down in scale (two to three storeys) where interfacing with neighbouring properties not within the Commercial Centre precinct.

A Special Control Area (SCA) is also proposed as an overlay that can be applied to the Commercial Centre precinct in TPS 24 to accommodate the requirement for the LDP.

Amendment 89 to TPS 24 relates to Lot 11, (215 to 217 Grand Promenade, Bedford (Figure 7) within the Commercial Centre precinct. The Amendment created SCA 17 for the lot, which includes the exact same provisions as recommended and detailed above. In order to simplify TPS 24, it is recommended to expand SCA 17 to cover the Commercial Centre precinct, as opposed to creating a new separate SCA, as shown in Figure 8 below:



Figure 7 - Recently Approved SCA 17 over 215 to 217 Grand Promenade, Bedford

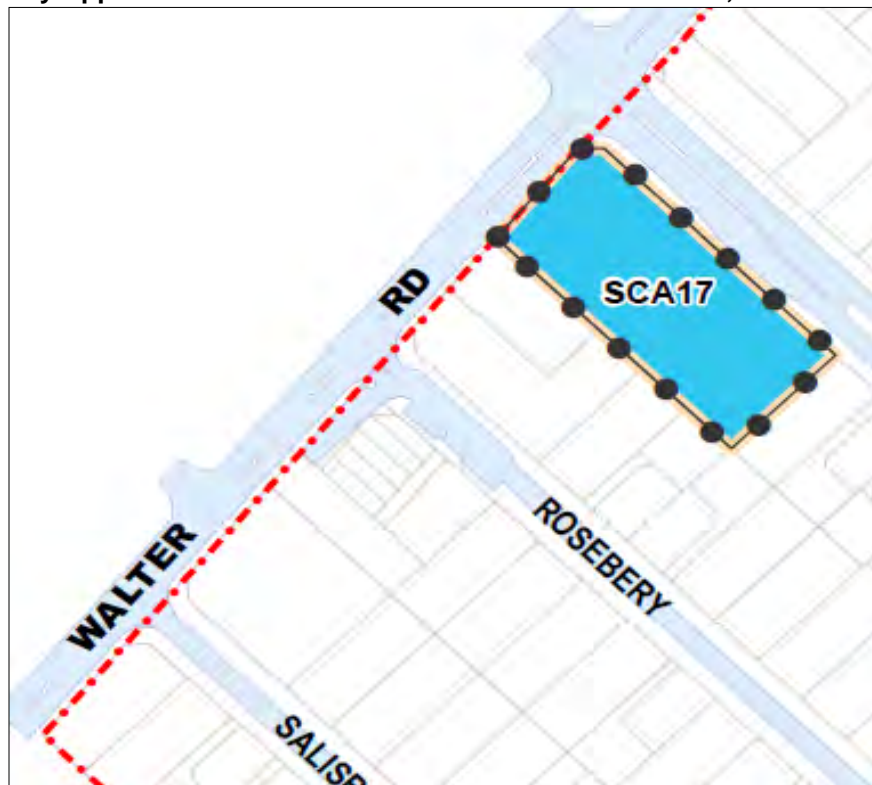
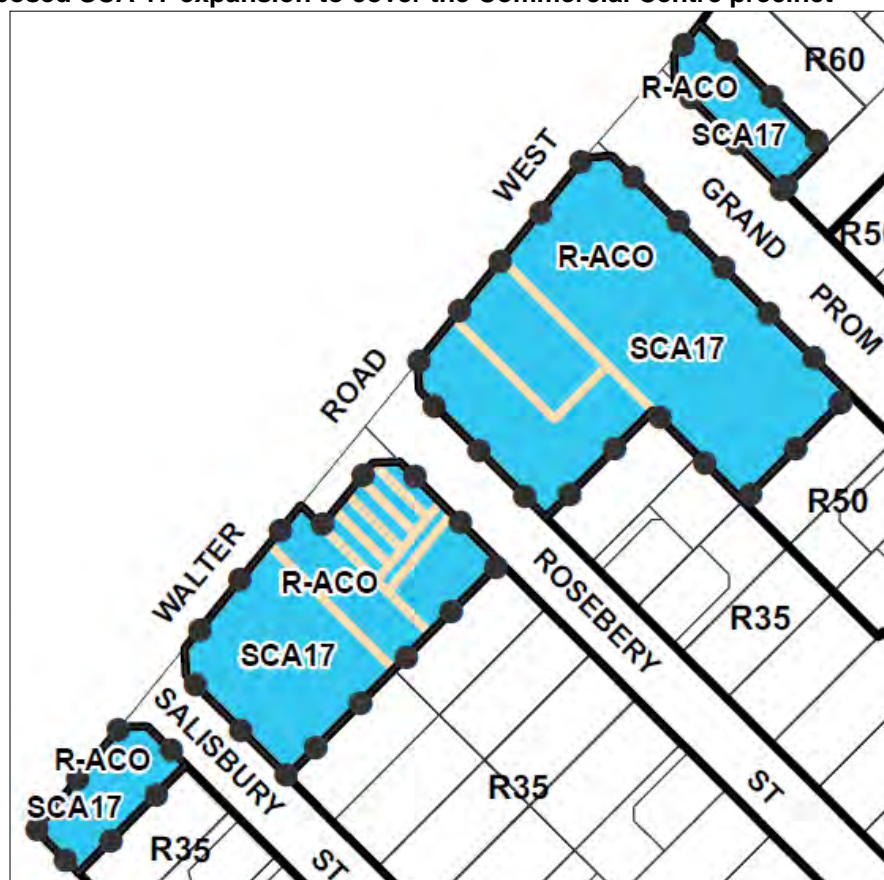


Figure 8 - Proposed SCA 17 expansion to cover the Commercial Centre precinct



#### Other Precincts

A description of the other precincts with the Bedford North area is provided in the below table.



Precinct	Description
Walter Road West	<p>Development on lots situated along WRW are envisioned to consist of primarily medium density residential dwellings with small pockets of commercial development in strategic locations.</p> <p>The proposed zoning for this precinct is Residential R60, which is consistent with the recommendation of the urban design study and is considered appropriate for properties fronting WRW given it is a higher order road with direct access to bus services and proximity to shops and services.</p>
Grand Promenade	<p>Development on lots situated along Grand Promenade are envisioned to consist of primarily medium density residential dwellings.</p> <p>The proposed zoning for this precinct is Residential R50, which is consistent with the recommendation of the urban design study and is considered appropriate for properties fronting Grand Promenade given it still fronts a busy road, yet has a slightly less intensive character than WRW.</p>
Public Open Space	<p>Development on lots that front public open space (POS) are envisioned to consist of primarily medium density residential dwellings with small convenience store and café development in limited strategic locations.</p> <p>The proposed zoning for this precinct is Residential R50, which is consistent with the recommendation of the urban design study and is considered appropriate for properties fronting POS to maximise the number of dwellings that can leverage off the amenity of POS.</p>
General Residential	<p>Development on the balance of the lots is envisioned to consist of primarily low to medium density residential dwellings.</p> <p>The proposed zoning for this precinct is Residential R35, which is consistent with the recommendation of the urban design study and is considered appropriate for the majority of the study area.</p>

#### Additional Uses

##### Lot 200, 114-116 Walter Road West, Bedford

It is proposed to include the following additional uses to the TPS 24 schedule to Lot 200, 114-116 WRW, Bedford (shown in the below map):

- 'D' use: 'Convenience Store'
- 'A' uses: 'Restaurant' and 'Shop'

**Figure 9 - Proposed additional uses on Lot 200, 114-116 WRW, Bedford**



The additional uses reflect the current limited range of commercial uses operating on the lot. These commercial uses are ideally located at a midway point between the Commercial Centre precinct and the Morley Activity Centre, providing a small range of local shops and services to the local community. It is considered that the provision of these additional uses will not impact the commercial viability of other nearby commercial centre, and will not have undue impact on the amenity of the surrounding residential land uses.

#### Lots Adjacent to POS

It is proposed to include the following additional uses to the TPS 24 schedule to the lots shown in the below map:

- 'D' use: 'Convenience Store'
- 'A' use: 'Restaurant'

Figure 10 - Proposed additional uses on lots next to POS



The additional uses will allow for small convenience stores (corner shops) and cafes to locate on prominent corners next to Birkett Reserve and RA Cooke Reserve to encourage greater activity, vibrancy and diversity of use of these areas of POS.

#### Type of Amendment (Complex)

Under the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposed Scheme Amendment is considered to be a 'complex' amendment as it is of a scale and will have an impact that is considered significant relative to development in the locality.

#### Building Height

A comparison between the allowable maximum building heights for each precinct under the R-Codes and the Urban Design Study is detailed in the below table.

Precinct	Density Code	R-Codes (maximum height)	Urban Design Study (maximum height)
Commercial Centre	RAC-0	Subject to a future LDP	Subject to a future LDP
Walter Road West	R60	3 storeys	3 storeys
Grand Promenade	R50	3 storeys	2 storeys
Public Open Space	R50	3 storeys	2 storeys
General Residential	R30	2 storeys	2 storeys

\* The Urban Design Study notes that additional height (maximum 3 storeys) could be considered on corner lots facing Birkett Reserve and RA Cooke Reserve to incentivise the provision of small convenience stores or cafes.

Building height provisions will be included in a future Local Planning Policy (LPP) (Design Guidelines). The principles that will be used to inform building height provisions are included in the Local Planning Policy section of the report below.

#### Local Planning Policy

It is proposed to prepare a future LPP in the form of design guidelines to implement the desired local character for built form in the area, established through the urban design analysis and community engagement outcomes.

The LPP will include a limited number of design provisions and will be required to be satisfied in addition to the development control requirements in TPS 24 and the R-Codes.

The future LPP will apply to all land within the Bedford North area, excluding the Commercial Centre Precinct, where development will be controlled through proposed SCA 17 as discussed previously.

The provisions in the future LPP will respond to the testing that occurred as part of the urban design study.

The principles of the future policy are included in the below table:

<b>Design Aspect</b>	<b>Principle</b>
Building Height	<p>To ensure building height control do not overly impact the realisation of development yields in accordance with the new density codings.</p> <p>To ensure building heights reflect the desired local character of the area and are managed to minimise potential building bulk impacts on neighbouring properties.</p>
Primary Street Setback Area	<p>To reflect the desired local character established primarily through aspect of design found in older developments in the area.</p> <p>To create substantial areas between dwellings and the street that can be used for landscaping and trees and will encourage the use of the space for outdoor living.</p> <p>For sites fronting WRW and Grand Promenade, to require a landscaped buffer to protect residents from amenity and safety impacts associated with these busier roads.</p>
Primary Street Interaction.	<p>To ensure that development fosters street activation, vibrancy and casual surveillance and that street setback areas are visually attractive places for the enjoyment of people.</p> <p>To ensure that the sections of development that front the street are active, habitable and primarily spaces for people, as opposed to being dominated by driveways, hardstand and car parking.</p>
Rear Setback	<p>To create substantial rear yard space that can be used for landscaping and trees and will encourage the use of the space for outdoor living.</p>

#### Scheme Amendment and LPP Process

As discussed in the 'External Consultation' section of the report, in the event that the proposed amendment is initiated by Council, the proposal will need to be forwarded to DWER for assessment, the Heritage Directorate of DPLH for comment and the WAPC for examination and consent to advertise.

Due to the above, it will likely take some time before the amendment is in a position where it can be advertised for public comment. During this time, the City will prepare the LPP (Design Guidelines) as discussed previously for consideration by Council.

The above process will enable both the scheme amendment and LPP to be advertised to the public concurrently.

## LEGISLATIVE COMPLIANCE

### Scheme Amendment

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

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

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

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

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

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

## OPTIONS

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

Officers Recommendation	That:
	<ol style="list-style-type: none"> <li>1. Council adopts the Bedford North Urban Design Study as included in <u>Attachment 4</u> to this report, as a strategic guidance document.</li> <li>2. Council initiates an Amendment to the City of Bayswater Town Planning Scheme No. 24 as follows: <ol style="list-style-type: none"> <li>(a) Rezone lots as detailed in <u>Attachment 1</u> from Business, Public Purposes – Car Parking and Medium and High Density Residential with density codings of R25 and R40, to Mixed Use.</li> <li>(b) Rezone lots as detailed in <u>Attachment 1</u> from Business, Office and Medium and High Density Residential with a density coding of R40, to Medium and High Density Residential with a density coding of R60.</li> </ol> </li> </ol>

	<p>(c) Rezone lots as detailed in <u>Attachment 1</u> from Medium and High Density Residential with density codings of R25 and R40, to Medium and High Density Residential with a density coding of R50.</p> <p>(d) Rezone lots as detailed in <u>Attachment 1</u> from Medium and High Density Residential with a density coding of R25, to Medium and High Density Residential with a density coding of R35.</p> <p>(e) Modify the Scheme Map to expand Special Control Area 17 as detailed in <u>Attachment 1</u>.</p> <p>(f) Amend Special Control Area 17 as detailed in <u>Attachment 2</u>.</p> <p>(g) Amend clause 10.1.1 to include the following:</p> <ul style="list-style-type: none"><li>• Special Control Area 17 Bedford North</li></ul> <p>(h) Amend Appendix 2 - Schedule of Additional Uses as detailed in <u>Attachment 3</u>.</p> <p>(i) Amend the Scheme Maps accordingly.</p> <p>3. Council considers the Amendment to the City of Bayswater Town Planning Scheme No. 24 to be 'complex' under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:</p> <p>(a) The amendment relates to development that is of a scale, or will have an impact, that is significant relative to development in the locality; and</p> <p>(b) The amendment is not a basic or standard amendment.</p> <p>4. Upon finalisation of the scheme amendment documentation, the 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.</p> <p>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.</p> <p>6. The proposed amendment is referred to Council for further consideration following public advertising.</p> <p>7. Council notes that a further report will be presented to Council to consider a Local Planning Policy (Design Guidelines) in relation to the Bedford North area.</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
<b>Conclusion</b>	There is a moderate risk in relation to the community and stakeholders with this option, as some members of the local community may not agree with the recommended zonings and development provisions.	

<b>Option 2</b>	<b>That:</b>
-----------------	--------------





Service Delivery	Low	
Organisational Health and Safety	Low	
<b>Conclusion</b>	The risks are dependent on the modification(s) proposed by Council.	

<b>Option 3</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li><b>Does not adopt the Bedford North Urban Design Study as included in <u>Attachments 4</u> to this report as a strategic guidance document.</b></li> <li><b>Does not initiate an Amendment to the City of Bayswater Town Planning Scheme No. 24 to implement the recommendations of the Bedford North Urban Design Study.</b></li> </ol>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Low
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>	There is a high risk in relation to the City's reputation and the expectations of the community and stakeholders with this option, as there is a high expectation from the local community that the City will progress the changes, ideas and aspirations for the built environment as conveyed by the local community.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Advertise the proposal for public comment.

**Asset Category:** NA

**Source of Funds:** Municipal

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

**Notes:** \* Includes budget allocated for a newspaper advertisements and letters to be sent to local landowners and occupiers in relation strategic planning matters.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$2,000	-	-	-	-	-	\$11,000*

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031 (as amended), the following applies:

**Theme:** Environment and Livability

**Goal E1:** Maintain the identity and heritage of our neighbourhoods while supporting an increase in high quality density around transport nodes.

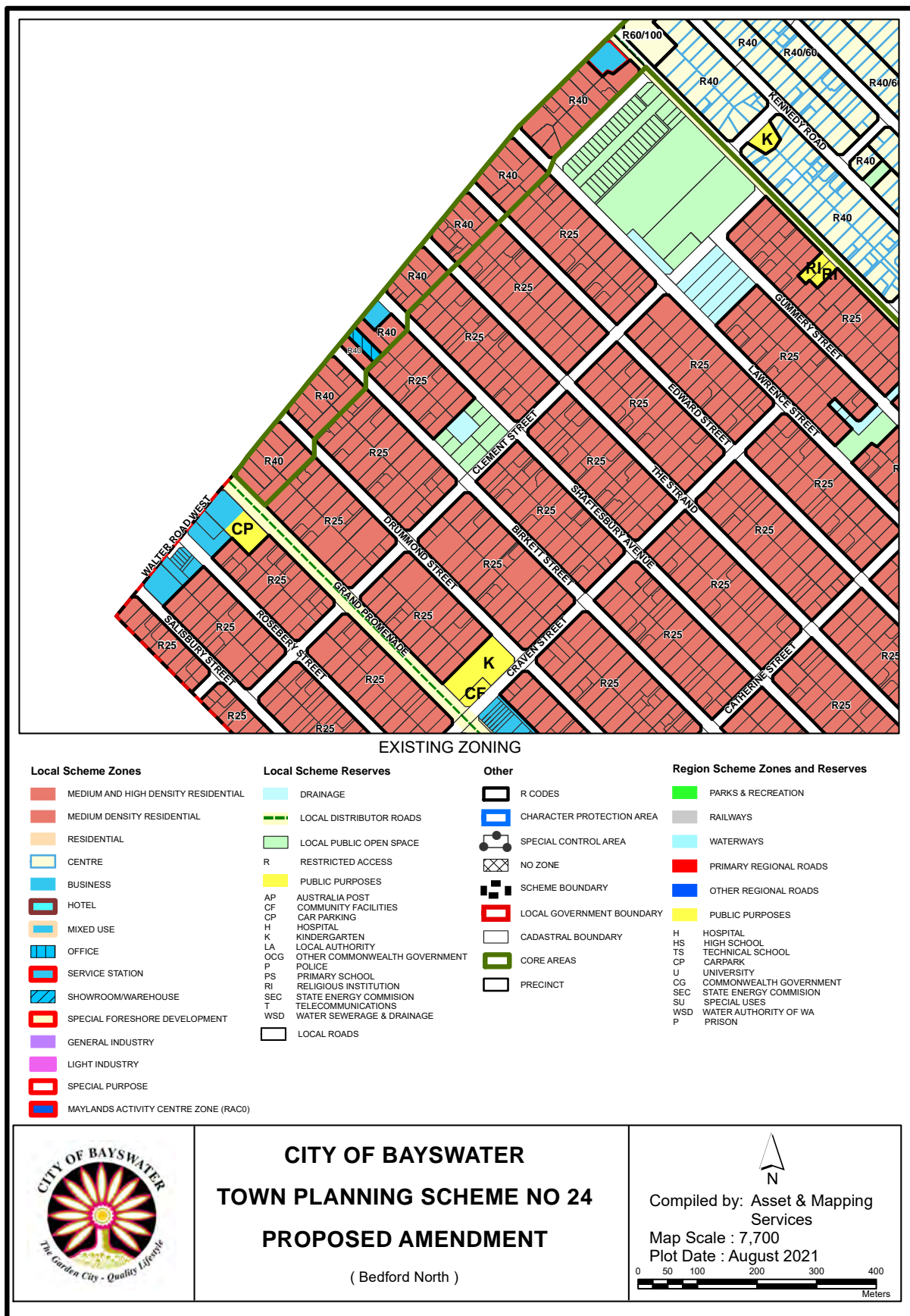
**Goal E2:** Remain focused on greening the City's suburbs and streetscapes and increasing the tree canopy.

The Bedford North area is a strategic urban corridor that includes high frequency bus routes running along Walter Road West, linking the area to the Morley Activity Centre and the Perth CBD. It is considered that the proposal will allow for an appropriate increase in residential density and mixed used development along the strategic urban corridor in accordance with State and Local Government strategic urban corridor planning objectives. It is also considered that a future LPP (Design Guidelines) will help to maintain the established character of built form in the area and increase tree canopy and landscaping.




## **CONCLUSION**

In light of the above, it is recommended that Council adopts the Bedford North Urban Design Study as a strategic guidance document and initiates an amendment to TPS 24 to generally implement the recommendations of the Bedford North Urban Design Study.





**Proposed Special Control Area 17 Expansion**

	Area	Site Particulars	Provisions
SCA 17	<p><b>Special Control Area 17</b></p> <p>Commercial Centre Precinct in the Bedford North area, as depicted in the following map:</p> 		<p><b>Purpose:</b></p> <p>To enable the development of the site for mixed use purposes and accommodate a residential component at an appropriate medium to high density.</p> <p><b>Development Requirements:</b></p> <ul style="list-style-type: none"> <li>• Development shall be generally in accordance with a Local Development Plan endorsed by Council.</li> <li>• The Local Development Plan shall address landscaping, streetscape activation, building location, interface, provision of a buffer with the adjoining low density development, building height and setbacks.</li> <li>• Notwithstanding uses listed in Table 1 - Zoning Table of the Scheme, the following uses are: 'D' uses: <ul style="list-style-type: none"> <li>○ Convenience Store</li> <li>○ Liquor Store – Small</li> <li>○ Shop</li> </ul> </li> </ul> <p>'A' uses:</p> <ul style="list-style-type: none"> <li>○ Fast Food Outlet</li> </ul>

Proposed inclusion to Schedule of Additional Uses

No.	Description of land	Additional Use	Conditions
6	Lot 200 (Nos. 114-116) Walter Road West, Bedford	Convenience Store – 'D' use  Restaurant and Shop – 'A' uses	Nil
7	Lot 2 (No. 223) Lawrence Street, Bedford  Strata lots 1-4 (No. 221) Lawrence Street, Bedford  Strata lots 1-2 (Nos. 56 and 56A) Gummery Street, Bedford  Strata lot 1 (No. 275) Coode Street, Bedford  Strata lot 2 (No. 58) Gummery Street, Bedford  Strata lots 1-6 (Nos. 13 and 15) Barker Street, Bedford  Strata lot 1 (No. 238) Lawrence Street, Bedford  Strata lot 2 (No. 1A) Barker Street, Bedford  Lot 1225 (No. 131) Birkett Street, Bedford  Strata lot 1 (No. 129) Birkett Street, Bedford  Strata lot 2 (No. 30) Clement Street, Bedford  Strata lot 1 (No. 120) Birkett Street, Bedford  Strata lot 2 (No. 36) Clement Street, Bedford	Convenience Store – 'D' use  Restaurant – 'A' use	Nil

	Lot 437 (No. 197) Shaftesbury Avenue, Bedford		
	Lot 1 (No. 198) Shaftesbury Avenue, Bedford		
	Lot 102 (No. 200) Shaftesbury Avenue, Bedford		





ARCHITECTURE  
INTERIORS  
URBAN DESIGN  
PLANNING  
LANDSCAPE

# BEDFORD NORTH URBAN DESIGN STUDY

**Hames  
Sharley**  
ENABLING COMMUNITIES TO FLOURISH



June 2021

2

BEDFORD NORTH

JUNE 2021

Revision Letter	Date	Reason for Issue	IN
A	14 01 2021	Draft	NT
B	25 03 2021	Draft - Review 2	NT
C2	14 04 2021	Final	NT
C3	11 06 2021	Final	NT

**Project No: 44232****Project Name: Walter Road West Corridor****Prepared for: City of Bayswater****Prepared by:**

**Hames  
Sharley**  
[www.hamessharley.com.au](http://www.hamessharley.com.au)



June 2021

**DISCLAIMER**

The information contained in this report has been prepared with care by our company, or it has been supplied to us by apparently reliable sources. In either case, we have no reason to doubt its completeness or accuracy. However, neither this company nor its employees guarantee the information, nor does it or is it intended to form part of any contract. Accordingly, all interested parties should make their own inquiries to verify the information, as well as any additional or supporting information supplied, and it is the responsibility of interested parties to satisfy themselves in all respects.

This report is for the use only of the party to whom it is addressed and Hames Sharley disclaims responsibility to any third party acting upon or using the whole or part of its contents.

This document has been prepared for the use of the City of Bayswater only. Copyright © 2021 by Hames Sharley (WA) Pty Ltd. No part of this document shall be reproduced in any form without written permission of Hames Sharley.



## CONTENTS

<b>01</b>	<b>INTRODUCTION</b>	<b>7</b>
1.1	INTRODUCTION	8
1.2	A VISION FOR BEDFORD NORTH	10
<b>02</b>	<b>PLANNING CONTEXT</b>	<b>13</b>
2.1	PLANNING CONTEXT	14
<b>03</b>	<b>DEMOGRAPHIC CONTEXT</b>	<b>21</b>
3.1	DEMOGRAPHIC ANALYSIS	22
<b>04</b>	<b>SITE CONTEXT ANALYSIS</b>	<b>27</b>
4.1	HISTORY AND LOCATION	28
4.2	CLIMATE AND LANDSCAPE	30
4.3	MOVEMENT	32
4.4	BUILDING CHARACTERISTICS	34
4.5	OTHER DEVELOPMENT CONSIDERATIONS	38
4.6	MAIN STREET CONSIDERATIONS	40
<b>05</b>	<b>ENGAGEMENT SUMMARY</b>	<b>43</b>
5.1	ENGAGEMENT SUMMARY	44
<b>06</b>	<b>URBAN DESIGN PRINCIPLES</b>	<b>47</b>
6.1	URBAN DESIGN PRINCIPLES	48
<b>07</b>	<b>DESIGN TESTING</b>	<b>51</b>
7.1	DESIGN TESTING	52
7.2	DEVELOPMENT YIELD PROJECTIONS	62
<b>08</b>	<b>RECOMMENDATIONS</b>	<b>67</b>
8.1	RECOMMENDATIONS	68

## LIST OF FIGURES

FIGURE 1: A TYPICAL HOUSE IN BEDFORD NORTH	8
FIGURE 2: STUDY AREA BOUNDARY	9
FIGURE 3: PROJECT PROCESS	9
FIGURE 4: CENTRAL SUB-REGION PLANNING FRAMEWORK	15
FIGURE 6: PHOTOS OF BEDFORD NORTH AND SURROUNDS OVER TIME	28
FIGURE 7: BEDFORD NORTH'S URBAN EVOLUTION FROM 1953 TO 1983 AND 2020	29
FIGURE 8: LAND USE CONTEXT AROUND BEDFORD NORTH	29
FIGURE 9: CLIMATE	30
FIGURE 10: ORIENTATION	30
FIGURE 11: SLOPE	31
FIGURE 12: TREE CANOPY	31
FIGURE 13: REGIONAL MOVEMENT NETWORK	32
FIGURE 14: LOT DISTANCE TO PUBLIC TRANSPORT	33
FIGURE 15: PARKING CONFIGURATIONS ON DEVELOPMENT SITES	33
FIGURE 17: DIFFERENT GENERATIONS OF HOUSING IN BEDFORD NORTH	34
FIGURE 16: FRONT SETBACKS	34
FIGURE 18: CURRENT BUILDING HEIGHTS	35
FIGURE 19: EXAMPLES OF BUILDING SEPARATION ACROSS THE STUDY AREA	35
FIGURE 20: FRONT FENCE CHARACTERISTICS	36
FIGURE 21: CONTRAST BETWEEN ORIGINAL AND NEW FRONT YARD DESIGNS	36
FIGURE 22: WALTER ROAD WEST ELEVATION.	37
FIGURE 23: LOCAL STREET ELEVATION.	37
FIGURE 24: LOCAL STREET ELEVATION.	37
FIGURE 25: WALTER ROAD WEST ELEVATION.	37
FIGURE 27: SUBURBAN LOTS IN THE EARLY STAGES OF REDEVELOPMENT	38
FIGURE 26: OWNERSHIP	38
FIGURE 28: R-CODES	39
FIGURE 29: LOT SIZES	39
FIGURE 30: HEIGHTS PLAN	59
FIGURE 31: BASEMENT	59
FIGURE 33: GROUND LEVEL	60
FIGURE 34: LEVEL 1	60
FIGURE 35: LEVEL 2	61
FIGURE 36: DEVELOPMENT YIELD ZONES	63
FIGURE 37: RECOMMENDATIONS 'APPLICABLE AREAS' PLAN	68
FIGURE 38: ADDITIONAL USE AREAS	71
FIGURE 39: RECOMMENDED R-CODINGS	71
FIGURE 40: SOFT LANDSCAPING DEMONSTRATION 1	76
FIGURE 41: SOFT LANDSCAPING DEMONSTRATION 2	76

## LIST OF TABLES

TABLE 1: PRINCIPLES FOR URBAN CONSOLIDATION	14
TABLE 2: AGE PROFILE	22
TABLE 3: HOUSEHOLD TYPE	23
TABLE 4: FAMILY TYPE	23
TABLE 5: DWELLING TYPE	24
TABLE 6: NUMBER OF BEDROOMS	24
TABLE 7: NUMBER OF CARS	25
TABLE 8: HOUSING TENURE	25
TABLE 9: YIELD INFORMATION FOR ZONE 1 (TOWN CENTRE SITES)	63
TABLE 10: YIELD INFORMATION FOR ZONES 2 – 7 (RESIDENTIAL SITES)	64
TABLE 12: SUMMARY OF RECOMMENDED ACTIONS	69
TABLE 13: SUMMARY OF RECOMMENDED DENSITY, HEIGHT AND DEVELOPMENT TYPES	70
TABLE 14: ADDITIONAL LAND USE RECOMMENDATIONS	71
TABLE 15: SUMMARY OF RECOMMENDED DESIGN PROVISIONS	73



# 01



7

---

## INTRODUCTION

## 1.1 INTRODUCTION

In 2020, the City of Bayswater commissioned Hames Sharley to prepare an Urban Design Study for the Bedford North Corridor, with the support of Shape Urban (community engagement) and Flyt (transport and movement). This team has worked with the City's strategic planners and local residents and business owners to understand the unique built and landscape qualities of Bedford North, testing ideas to improve urban infill, and provide recommendations on potential future amendments the City could make to its local planning framework.

The study area (**Figure 2**) is the northern portion of Bedford generally bounded by Walter Road West, Coode Street, Sailsbury Street and Clement Road (with some additional properties that fringe R.A. Cooke Reserve and Birkett Reserve).

This work is a continuation of the City's wider project to respond to the changing nature of its suburban areas. Market forces, social changes and the State Government's strategy to promote sensitive urban infill encouraged the commencement of the Building Bayswater initiative. It was based on a proactive engagement process to give the local community opportunities to share their thoughts, ideas and expectations on how Council should respond to the challenges and opportunities of new development across the City of Bayswater (the City). Focus groups were organised at this time to explore future housing types, design innovation and the interface between public and private realm.

The recommendations of Building Bayswater included exploration of new housing and development opportunities near service and shopping nodes, near open space and along movement corridors. The results of Building Bayswater have informed the City's Local Planning Strategy and the preparation of more detailed urban design studies like this document.

Bedford North is an area in transition. The suburban qualities that have made it a great place to live have attracted more residents and businesses to the area:

- + Original high-quality brick detached houses with generous yards;
- + Easy access to the Morley Activity Centre and employment areas beyond (in Malaga and Bayswater);
- + Education facilities at ECU Mt Lawley, Mt Lawley High School and a range of primary and non-government schools;
- + Easy access to road, suburban rail (a quick trip to Meltham Station) or direct busses into the CBD or Morley; and
- + Relatively affordable price points for new homeowners or renters.

With increased interest, has come increased vehicle use on Walter Road West, backyard infill subdivision and development, and greater use of public open spaces in the area. Of most interest to the community and the City is finding better ways to encourage future growth while improving the amenity of the place – as tree canopy, building interfaces with the street, harsh conditions for pedestrians on Walter Road West and enhanced opportunities for Birkett Reserve and R.A. Cooke Reserve have all been cited as areas for improvement.

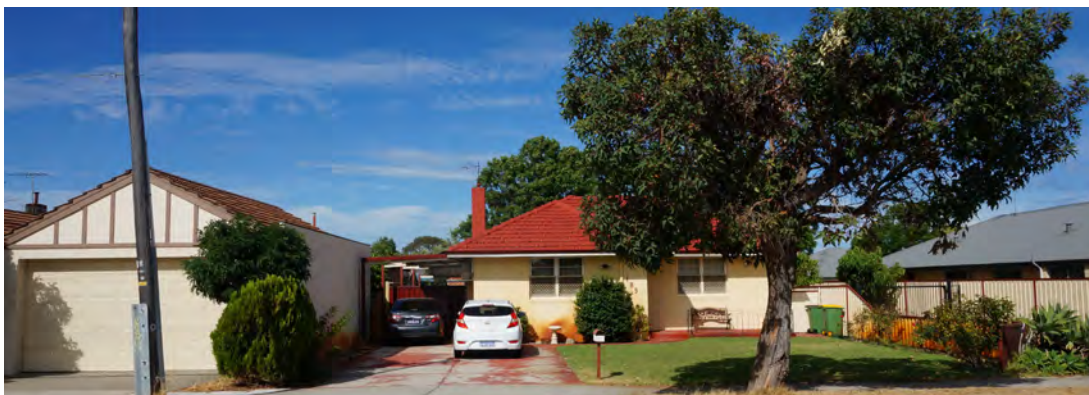


Figure 1: A typical house in Bedford North

## SCOPE

This urban design study has been prepared as one part of the City's scope for the wider scope for planning framework updates. It includes:

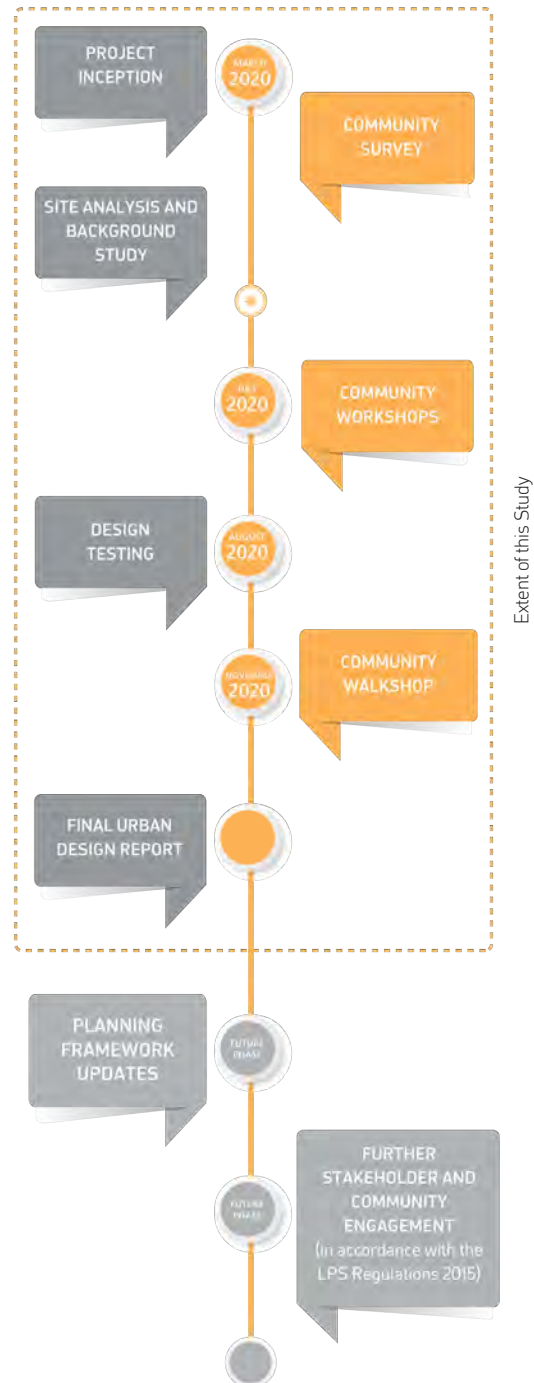
- + Urban design analysis of the current condition in the study area;
- + Community and stakeholder engagement through workshops, surveys and a walking tour (walk shop);
- + The preparation of a Traffic Impact Assessment to understand any issues arising on the movement network from future development in the study area;
- + Design testing of a selected number of lots (six typical lots with three potential building typologies, and one test of the precinct near the intersection of Grand Promenade and Walter Road West) to understand different building configurations that could work in Bedford North; and
- + Recommendations to inform future changes to the City's planning framework (recognising that policy drafting may be undertaken by the City in the future).

A diagram outlining the process for the Bedford North Urban Design Study is shown in **Figure 3**.



Figure 2: Study Area Boundary

Figure 3: Project Process



## 1.2 A VISION FOR BEDFORD NORTH

Once on the fringe of Perth City, Bedford North was a place where broad-acre subdivision and housing transitioned quickly from wetlands and agricultural pursuits. Over the last 70 years the place has been home to many residents who sought an affordable, well located place to settle. Large parklands at R.A. Cooke Reserve and Birkett Reserve have offered places for locals to recreate, and generous front and backyards hosted mature trees that helped to contribute to a green tree canopy in the area.

The future for Bedford North has been a focus for community discussions throughout the production of this Urban Design Study. With an updated planning framework that promotes modified development arrangements on each lot and possible upgrades to Walter Road West and local open spaces, Bedford North can become a greener, more diverse place to attract more residents and economic investment.

The three statements overleaf present a vision for Bedford North, based on community input into workshop and walk shop sessions.







*Community life is built around places to meet, eat, drink, shop and play. Bedford North will become a place where corner stores, cafés and small workplaces pop up in new mixed-use developments along a pedestrian friendly Walter Road West.*

*New places to recreate in enhanced parks will encourage locals to get out and active in the neighbourhood.*

**CONSIDERATIONS FOR BEDFORD NORTH:**

- + Promoting mixed use development on important roads.
- + Promoting slower speed pedestrian environments along important roads.
- + Exploring opportunities to upgrade and enhance existing open spaces.



*Shade and shelter are critical to a quality suburban experience, and Bedford North's next generation of development will create space for mature trees to grow.*

*Regreening the neighbourhood will make it easier to use yard spaces, keep houses naturally cooler and make it easier to walk along Walter Road West.*

**CONSIDERATIONS FOR BEDFORD NORTH:**

- + Design provisions that promote growth of mature trees canopy in yard spaces and setbacks.
- + Exploring opportunities to bring more street trees onto Walter Road West.
- + Exploring opportunities to plant more trees on existing reserves and verges throughout Bedford North.

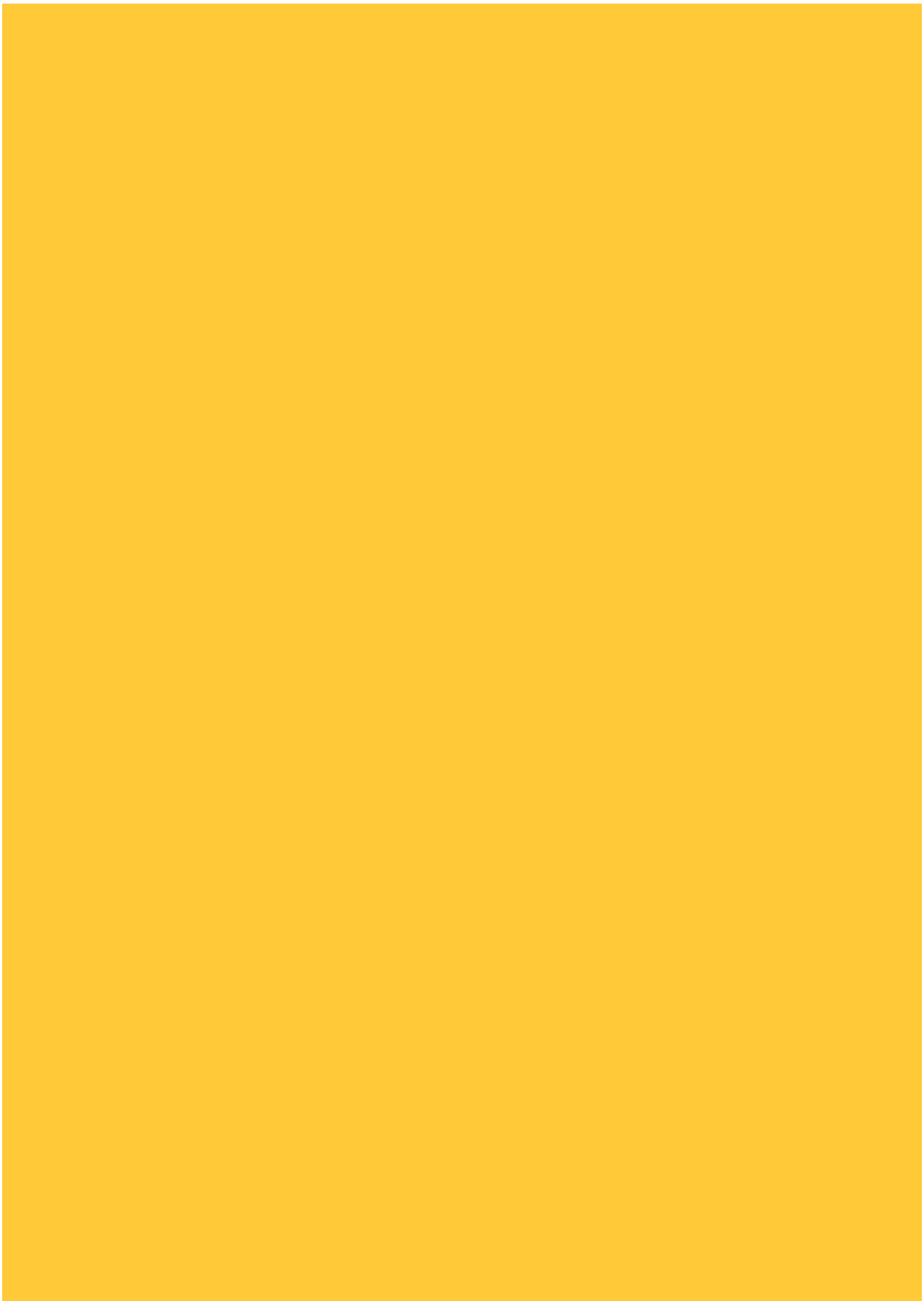


*Encouraging new homes in Bedford North to address the street will help residents stay connected. Courtyards, balconies, low fences and front gates will bring in more ways to strengthen neighbourhood relationships over the long term.*

*Walter Road West can transform from a fast-moving traffic route to a safe place for people to walk and proudly open their homes or businesses on to.*

**CONSIDERATIONS FOR BEDFORD NORTH:**

- + Design provisions that promote active living towards the front of the street.
- + Exploring opportunities for Walter Road West to evolve into a more pedestrian friendly street, similar to many other regional roads through the inner-north.



# 02



13

---

## PLANNING CONTEXT

## 2.1 PLANNING CONTEXT

### 2.1.1. PERTH AND PEEL@ 3.5 MILLION

The *Perth and Peel@3.5 Million* suite of strategic land use planning documents provide a framework for future growth in the Perth and Peel regions. The strategy recognises the benefits of a consolidated and connected city utilising the region's previous historic patterns of urban growth. This strategy promotes more efficient use of land and infrastructure and maintains a target of 47% of new development in the form of urban infill. The strategy includes four subregional frameworks, which provide more detailed guidance on future land use and development for a city of 3.5 million people. The frameworks provide for different lifestyle choices, vibrant nodes for economic and social activity and a more sustainable urban transport network.

The City is guided by the Central Sub-Regional Planning Framework. The framework identifies that the City has an estimated population target of 100,000 by 2050 representing an increase of 34,660 from 2011-2050. To facilitate this growth, the framework seeks to achieve a more consolidated urban form, underpinned by the ten key principles identified in **Table 1** which demonstrate how growth should be accommodated.

The Bedford North study area runs through the Walter Road West 'urban corridor', which promotes new opportunities for residential and commercial development within the existing urban footprint. The use of public and active transport along these corridors is encouraged over private vehicle movement. It's location south of the larger Morley Activity Centre is also considered.

**Table 1: Principles for Urban Consolidation**

PRINCIPLE	DESCRIPTION
HOUSING	Provide well-designed higher-density housing that considers local context, siting, form, amenity and the natural environment, with diverse dwelling types to meet the needs of the changing demographics.
CHARACTER AND HERITAGE	Ensure the attractive character and heritage values within suburbs are retained and minimise changes to the existing urban fabric, where appropriate.
ACTIVITY CENTRES	Support urban and economic development of the activity centres network as places that attract people to live and work by optimising land use and transport linkages between centres; protecting identified employment land from residential encroachment, where appropriate, and avoiding contiguous linear or ribbon development of commercial activities beyond activity centres.
URBAN CORRIDORS	The focus for higher-density residential development. Where appropriate, located along transit corridors and promoted as attractive places to live by optimising their proximity to public transport while ensuring minimal impact on the surrounding urban fabric and the operational efficiency of the regional transport network.
STATION PRECINCTS	Where appropriate, focus development in and around station precincts (train stations or major bus interchanges as set out under the METRONET initiative) and promote these precincts as attractive places to live and work by optimising their proximity to public transport while ensuring minimal impact on the operational efficiency of the regional transport network.
INDUSTRIAL CENTRES	Promote the current and proposed supply and/or development of industrial centres as key employment nodes and prevent incompatible residential encroachment on these areas.
PUBLIC TRANSPORT	Ensure that most transit corridors are supported by quality higher-density residential land uses and identify where new or improved public transport services will be needed to meet long-term growth, especially current and future train station precincts.
INFRASTRUCTURE	Ensure more efficient use of and add value to existing and planned infrastructure to achieve a more sustainable urban environment. Protect existing and proposed infrastructure from incompatible urban encroachment to promote a system where land use developments and infrastructure are mutually compatible.
GREEN NETWORK	Preserve, enhance and consolidate the green network of parks, rivers, sport/recreation areas, facilities for active open space, conservation and biodiversity areas, and areas with a high level of tree canopy coverage, considered important for the health and wellbeing of the community.
PROTECTION	Avoid, protect and mitigate environmental attributes and promote development that contributes to maintaining air quality and minimises risks of inundation from sea-level rise, flooding or storm surge events and bushfire damage.

Within the Central Sub-Region, growth is proposed to occur primarily via infill development due to lack of availability of land.

**Figure 4** illustrates that the Walter Road West study area makes up part of the urban corridor network. The urban corridor network has the following description:

- Urban corridors provide connections between activity centres and maximise the use of high-frequency and priority public transport. Urban corridors shown in the framework represent significant opportunities to accommodate increased medium-rise higher density residential development by good quality, high-frequency public transport.

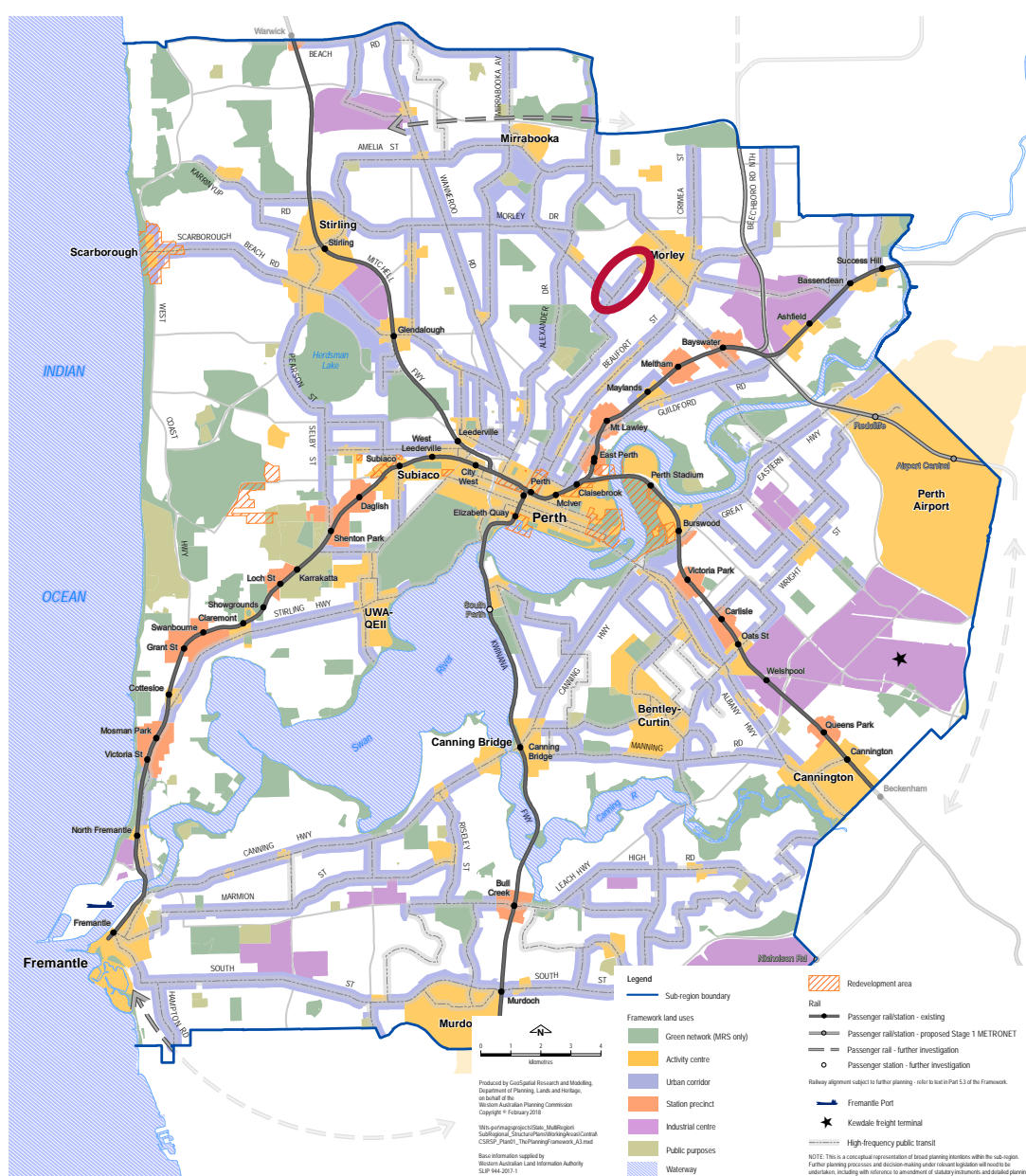


Figure 4: Central Sub-Region Planning Framework with the Walter Road West highlighted

## 2.1.2. STATE PLANNING POLICIES (SPP)

### SPP 7.0: DESIGN OF THE BUILT ENVIRONMENT

This policy addresses the design quality of the built environment in Western Australia. It seeks to deliver the broad economic, environmental, social and cultural benefits that derive from good design outcomes and supports consistent and robust design review and assessment processes across the State. SPP 7.0 identifies ten principles of good design that are listed in **Section 6.1.1** on page 48.

The existing character of Bedford North is changing as redevelopment occurs throughout the study area with limited local development controls to encourage high quality design and landscape retention. This type of development can challenge the intent of the ten design principles. The Study will, therefore, have consideration for how the above principles can be applied to Bedford North to ensure that design quality is elevated as a core principle of future development.

### SPP 7.2: PRECINCT DESIGN

This policy assists with the design of established or complex redevelopment areas in Western Australia. It outlines seven design elements that are used to inform this Study, in particular the way lots in the Bedford North Town Centre may be redeveloped. The design elements included in the policy are:

1. **Urban Ecology** - Precinct design should seek to protect and enhance urban ecology with a focus on integrated, place-responsive outcomes. Developing an understanding of the built and natural features, and systems of a precinct and their relationship to wider context is the basis for sustainable development. Natural features of the precinct including pre-European (remnant) vegetation, can support habitat enhancement and provide place benefits to the precinct, contributing to a better quality urban environment.
2. **Urban Structure** - The urban structure of the precinct should be robust, flexible and permeable to support intended function and built form. The urban structure should also be place-responsive with careful consideration of its physical, cultural and economic context, and integration with the surrounding urban fabric and landscape.
3. **Public Realm** - Public realm design should reflect precinct function. The public realm should comprise diverse, well-connected, functional and enriching places. A well-designed public realm is essential for the well-being of a community. It provides opportunities for active transport, relaxation, recreation, connection and contemplation, and will contribute to a precinct's character and sense of place.

4. **Movement** - The movement network should support the identified precinct function and provide for the safe, legible and efficient movement of people and goods to and through the precinct. Precincts should be accessible by a range of transport modes including walking, cycling, public transport, on-demand services, cars and delivery vehicles. The space used to support the movement network should be planned to integrate the provision of services and utilities, car parking and access to daylight and ventilation for adjacent buildings and public spaces.
5. **Land Use** - Land use planning should reflect the role of the precinct in its wider context. It should reflect community needs and consider current and intended future activities and functions, alongside broader trends. Diverse and adaptable land uses will support improved place outcomes, social interaction, civic engagement and access to goods, services and employment.
6. **Built Form** - Precinct built form should be designed in response to the urban ecology and urban structure of the precinct. Built form design should support the development of a range of typologies to provide choice and affordability. It should also support the development of a built environment that is place and functionally appropriate in development intensity, bulk and scale. A well-considered built form will support the critical mass of people necessary in appropriate locations to support thriving local business, employment and entertainment opportunities along with services including public transport.

### SPP 7.3: RESIDENTIAL DESIGN CODES VOLUME 1 – DETACHED AND GROUPED DWELLINGS

The purpose of the Residential Design Codes Volume 1 (R-Codes) is to provide a comprehensive basis for the control of all single houses, grouped dwellings and multiples dwellings coded R40 or less. Development in Bedford North is mostly guided by the R-Codes Volume 1. Whilst this has provided a simple design and assessment framework for developers urban design analysis undertaken as part of this Study has determined that this can facilitate less than desirable design outcomes. Potential alternatives, including the formulation of additional policy provisions, is explored in this Study. It should be noted that Department of Planning, Lands and Heritage (DPLH) is currently reviewing Volume 1 of the R-Codes, with the intent to strengthen design provisions for medium density development.

### SPP 7.3: RESIDENTIAL DESIGN CODES VOLUME 2 - APARTMENTS

Volume 2 of the R-Codes provides comprehensive guidance and controls for the development of multiple dwellings (apartments) in areas coded R40 and above, within mixed use development and activity centres. It provides a useful set of provisions to influence and model apartment developments. This generally impacts on lots coded R40 and above, although design testing for this Study contemplates how small apartments could be sited on lots beyond this area.

### SPP 5.4: ROAD AND RAIL NOISE

This policy has been designed to minimise the adverse effects of road and rail on noise-sensitive areas within a specified trigger distance. Noise sensitive land-use and/or development has been defined as being: occupied or designed for occupation caravan park, camping ground, educational establishment, child care premises, hospital, nursing home, corrective institution; or place of worship.

Under the maps provided, Walter Road West is classified as "Other significant freight/traffic route". Such a land use has been given a trigger distance of 200 metres from the road carriageway edge. While this does not exclude the placement of sensitive land uses next to such roads, design solutions should be mindful of ways to provide amenity to future occupants. This can be assisted through building design or landscaping within front setback areas.

## 2.1.3. LOCAL PLANNING FRAMEWORK

### LOCAL HOUSING STRATEGY

The City's Local Housing Strategy (LHS) was developed in 2012 to guide the future form and types of housing provided within the City. It identifies several principles including:

- + Accommodate a growing population;
- + Focus new development on selected areas including main roads (urban corridors);
- + Different development standards for different areas;
- + A mix of housing choices;
- + A mix of land use in appropriate areas;
- + Promote high-quality development;
- + Better align land use with transport network;
- + Add life and vibrancy to some areas;
- + Focus on pedestrians;
- + Local living;
- + Reducing environmental impact; and
- + Promoting safer communities.

The LHS identified Bedford North as a focus area for change based on the following reasons:

- + Elements of existing commercial activity;
- + Connects the Morley City Centre with central Perth and other activity centres;
- + Walter Road West serviced by two (2) bus routes.
- + Public open space within 400 metres;
- + Recreation facilities within 800 metres; and
- + Well located to service local catchments.

### CITY OF BAYSWATER TOWN PLANNING SCHEME NO.24

The City of Bayswater Town Planning Scheme No.24 (TPS24) is a statutory document used to control how and where development will occur in the City. The majority of Bedford North is zoned 'Medium and High-Density Residential R40 and R25', there are also small pockets zoned 'Service Station', 'Public Purpose', 'Office', 'Public Open Space', 'Business' and 'Drainage'. In relation to multiple dwellings coded R40 outside the core areas, the Scheme stipulates that multiple dwellings are to be subject to the average site area requirements for grouped dwellings and are not subject to any maximum plot ratio requirements. The Scheme includes some development controls such as primary controls for setbacks, parking requirements and site coverage. These are mostly focussed on non-residential development or in designated 'Special Control Areas'. The Residential Design Codes (R-Codes) is empowered through the Scheme.

### BUILDING BAYSWATER AND LOCAL PLANNING STRATEGY

As a local response to State strategies such as Perth and Peel @ 3.5 Million, Building Bayswater was a project commenced by the City in 2018 to gather thoughts, opinions and recommendations from the residents and stakeholders within the area on future development within the City of Bayswater. This helped to inform the discussion around redevelopment in established parts of the City, including Bedford North. Some high-level outcomes included:

- + Development opportunities surrounding existing public open space, including spaces in Bedford North like R.A Cooke Reserve, and Birkett Reserve.
- + Other high-density areas along Walter Road West to investigate higher density codes with consideration of mixed use, multi-storey development.
- + Wider consideration of the Bedford North area in the context of the Morley Activity Centre, institutions like Mt Lawley Senior High School and ECU, and a recognition

that the area is changing with interest from new households and businesses who'd like to settle here.

- + The importance of improving tree canopy in established suburbs, including on private land.

### LANDSCAPING POLICY AND LANDSCAPING GUIDELINES

The purpose of the Landscaping Policy is to guide the minimum standards and expectations for landscaping associated with development applications. The objectives of the policy include:

1. Incorporate landscaping as a fundamental element of the design process to ensure integration with development in a meaningful and functional manner.
2. Protect and enhance the natural environment through the retention of vegetation with environmental, aesthetic, or cultural value, and promotion of local native plants endemic to the area.
3. Ensure a suitable provision of landscaping relative to development size to complement and soften the built environment, reduce the dominance of hard surfaces and articulate open space.
4. Improve resilience and biodiversity of the natural environment through the utilisation of various plants suitable to the local environment and climate, considering placement on-site and nature of adjoining sites and surrounding landscapes.
5. Develop local character and a sense of place for communities through the provision of streetscapes with a consistent, high standard of landscaping and natural amenity.

The Landscape Guidelines address the following matters concerning the Bedford North Study:

1. Landscaping utilised to improve site amenity, providing natural shading, wind barriers, privacy enhancement, visual relief from built form, screening of service areas, and buffers to adjoining sites.
2. Trees with a large canopy are preferred, spaced to maximise canopy cover at maturity, and located with consideration to minimise potential impediments to growth.
3. Some guidance on planting types. An example being "Plants with a height at maturity exceeding 0.75m not located within 1.5m of a vehicle access point, or within 6.0m of a street intersection with an angle less than 90° or verge width less than 5.0", or "Landscaping designed to avoid the undue obstruction of views between development and the primary street or resulting in areas of concealment or entrapment".

### TREES ON PRIVATE LAND AND STREET VERGES

The purpose of this policy is to outline the requirements for providing, maintaining and protecting trees on private land and the street verge during the development of land or residential subdivision in the City. The objectives of the policy include:

1. Assist with achieving the City of Bayswater's objective to increase tree canopy coverage to 20% by the year 2025 by increasing the tree canopy coverage on private and public land
2. Mitigate the urban heat island effect, reduce air pollution, improve groundwater quality and contribute to wildlife habitats, biodiversity and ecological corridors
3. Assist with community comfort through shade and the reduction of glare, provide neighbourhood amenity, character and sense of place, and provide visual screening and privacy.
4. Provide a diverse range of tree sizes and species to enhance the visual interest and to assist with providing a more resilient urban forest
5. Prevent tree diseases and excessive shade through the adequate separation of trees, facilitate diversity in the age, size and species of trees throughout the City of Bayswater, and to encourage the retention of 'trees worthy of retention' and the planting of 'large trees'.

Requirements relevant to the Bedford North study include:

1. 'Standard trees' are to be provided at a rate of one tree for every 350m<sup>2</sup> of the site area (rounded to the nearest whole number). At least one 'standard tree' is to be provided on each site.
2. The total number of trees required in Clause 1 may be reduced by 1, for each 'large tree' that is provided.
3. A 'tree growth zone' is required around the entire base of all new trees or existing trees that are to be retained on the site, measured at:
  - a. a minimum radius of 2m for a 'standard tree'; and
  - b. a minimum radius of 3.5m for a 'large tree'.

The policy is a positive step for the City, indicating its intent to improve tree canopy on private land, which is known to be an issue in Bedford North. Further clarification of the relationship between this policy and other provisions in the planning framework (for example the R-Codes) would be beneficial.



### **CAR PARKING IN THE TOWN PLANNING SCHEME NO. 24 AREA POLICY**

The purpose of this policy is to provide dispensation on the minimum on-site car parking standards for non-residential developments that are located in town (activity) centres or close to high-frequency public transport. The objectives of the policy include:

1. To recognise that different on-site car parking standards are appropriate for developments located in town (activity) centres or close to high-frequency public transport.
2. To encourage businesses, local services and employment generators to locate in town (activity) centre locations and close to high-frequency public transport.
3. To balance the provision of sufficient on-site car parking with the need to encourage pedestrians and promote alternative transport methods.

The Bedford North study includes some non-residential areas along Walter Road West which is a high-frequency public transport route. The Policy provides several statements, one which relates to this study states:

1. Car parking areas should be provided at the rear of development throughout the TPS 24 area wherever possible, to reduce the impact of vehicle parking areas on the amenity, character and vibrancy of the streetscape. The street setback and front landscaping requirements contained in TPS 24 may be varied or waived (where required) to provide for car parking at the rear of development.

The statement is used to inform this Study, in particular the way lots in the Bedford North Town Centre may be redeveloped.

### **RETAINING WALLS POLICY**

The purpose of the policy is to provide direction and clarity to developers and the community on the application of State Planning Policy 3.1 - Residential Design Codes (R-Codes) with regard to the design principles of elements 5.3.8 and 6.3.7 relating to retaining walls.

The policy guides development within the City of Bayswater where steep topography may require a retaining wall exceeding the R-Codes provision of 0.5m high. Within Bedford North, this applies to sites where larger retaining walls are required due to steeper topography – around Drummond, Clement and Birkett Streets.

### **CITY OF STIRLING WALTER ROAD WEST NEIGHBOURHOOD CENTRE LOCAL DEVELOPMENT PLAN**

The City of Stirling Walter Road West Neighbourhood Centre Local Development Plan guides new development in the formerly zoned Dianella Industrial Area, to the west of the current study site.

The plan has several objectives, of which some relate directly to Walter Road West. These are:

- + To establish Walter Road West as a local 'main street' activity centre with street-focused retail and other commercial uses.
- + To set buildings back from Walter Road West to enable public realm enhancements such as wider footpaths and street trees.
- + Provisions to ensure all mixed-use buildings fronting on to Walter Road West will have a continuous solid canopy for pedestrian shelter.
- + A public plaza is proposed on the corner of Walter Road West and Grand Promenade and another on the corner of Walter Road West and Cleveland Street.
- + The building types along Walter Road West include multi-storey residential limited to 5 storeys. The ground floor is to be used for non-residential, whilst the upper floors are to be a mix of residential and non-residential.

The production of this LDP has helped to inform the design responses in this Study, in particular the way lots in the Bedford North Town Centre may be redeveloped.

Collaboration between the Cities of Stirling and Bayswater will be critical to enhance the opportunities for Bedford North. Matters such as: Walter Road West streetscape upgrades, car parking management and place planning will all benefit from this approach.



# 03



21

---

## DEMOGRAPHIC CONTEXT

## 3.1 DEMOGRAPHIC ANALYSIS

The purpose of this analysis is to determine the community's defining characteristics, and how they have influenced the Study. In undertaking this demographic analysis all information is sourced from the Australian Bureau of Statistics (ABS) Census (2006 and 2016). All information is analysed and benchmarked against the City of Bayswater and Greater Perth to provide a relative understanding of the trends and opportunities that the Bedford area demographics highlight.

Bedford North is situated within the suburb of Bedford, as such statistics have been obtained from the Bedford (SSC50091) statistical boundary. It is acknowledged that this data does not provide an entirely accurate depiction of Bedford North as the study area makes up only a portion of Bedford.



### POPULATION GROWTH

In 2016, Bedford had an estimated population of 5,438 people. This increased from 4,575 persons in 2006 representing an 18.9% increase. Being an established residential area, the minimal population increase is expected as the availability of new land and opportunities for redevelopment are limited. Additionally, the surrounding suburbs have been growing at similar rates (Inglewood 12%, Maylands 20%, Bayswater 19%, Morley 16% and Dianella 9%)

#### 3.1.1. HOW OLD ARE THEY?

The age of a community can help us determine the stages of life people are typically in. Age and life cycle have a direct correlation to a variety of factors associated with housing which will be discussed throughout the demographic analysis.

**Table 2** provides an overview of the age profile of Bedford and the change that has occurred from 2006 to 2016. A summary of key findings is provided below:

- + In 2016 31% of people in Bedford were aged 24 years or younger, this was slightly higher than both the City (9%) though below Greater Perth (34%) averages suggesting a relatively strong representation of households with children and young adults present.
- + The proportion of adults in the home making and career phases (aged 25 - 54 years) is almost 45% in Bedford, slightly above the Greater Perth level (43%).
- + Retirees and Seniors (aged 55 years+) are more prevalent in the City of Bayswater and Bedford in contrast to Greater Perth. Options for housing to accommodate the needs of these households who may be no longer working and have children leaving home are important to consider. Smaller lots to maintain, secure and compact dwellings, well serviced by public transport that do not cost a lot to run or maintain are attractive to a lone person or older couple households.

**Table 2: Age Profile**

AGE GROUPS (YEARS)	BEDFORD %	2006		BEDFORD %	2016	
		CITY OF BAYSWATER %	GREATER PERTH %		CITY OF BAYSWATER %	GREATER PERTH %
Persons Aged 0 - 4	<b>6.1</b>	5.6	6.2	<b>6.9</b> ▲	5.9 ▲	6.5 ▲
Persons Aged 5 - 14	<b>11.8</b>	10.2	13.3	<b>11.7</b> ▼	9.8 ▼	12.5 ▼
Persons Aged 15 - 24	<b>13.0</b>	13.6	14.8	<b>11.9</b> ▼	11.4 ▼	13.1 ▼
Persons Aged 25 - 54	<b>44.7</b>	44.6	42.9	<b>44.8</b> ▲	46.0 ▲	43.0 ▲
Persons Aged 55 - 64	<b>10.4</b>	11.4	10.7	<b>11.0</b> ▲	11.2 ▼	10.9 ▲
Persons Aged 65 or above	<b>14.1</b>	14.6	12.0	<b>13.6</b> ▼	15.5 ▲	13.9 ▲
Median Age	<b>37</b>	38	36	<b>37</b>	37 ▼	36

#### KEY IMPLICATIONS

The Bedford area includes families with children and students as well as young adults (up to 24 years) and often these age groups seek or require larger homes.

### 3.1.2. WHO DO THEY LIVE WITH?

#### HOUSEHOLD TYPE

Household type explores the typical composition of households across Bedford. **Table 3** demonstrates the following:

- + Bedford has a slightly higher percentage of family households (72%) compared to the City (67%), yet a slightly lower percentage compared to Greater Perth (73%), which aligns with the age profile.

**Table 3: Household Type**

HOUSEHOLDS BY TYPE	2006			2016		
	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %
Family Household (Includes all in Table 4)	66.0	60.1	67.2	71.6 ▲	66.8 ▲	73.0 ▲
Lone person	24.8	29.8	23.6	22.3 ▼	27.3 ▼	23.0 ▼
Group household	4.2	4.5	3.6	6.0 ▲	5.9 ▲	4.0 ▲

#### KEY IMPLICATIONS

Due to its location in the middle ring of metropolitan suburbs, Bedford is aligned closely to the average household type across Greater Perth. This requires a diverse range of housing choices to cater not only for larger family households but also for those in phases where they are living alone or in groups.

#### FAMILY TYPE

As evidenced in **Table 3**, Bedford has an average percentage of family households. **Table 4** demonstrates that of those family households, the following can be determined:

- + Bedford has a higher percentage of one parent families (18%) compared to both City (15%) and Greater Perth (15%) averages.
- + Since 2006, there has been a 5% increase in the number of couples with children living in Bedford. Over the same period, there has been a decrease in couples without children (-3%) and single parent families (-2%).

**Table 4: Family Type**

FAMILY BY TYPE	2006			2016		
	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %
Couples with children	39.7	40.7	45.8	44.9 ▲	41.5 ▲	46.3 ▲
Couples without children	38.3	40.4	37.1	35.0 ▼	41.7 ▲	37.5 ▲
One parent families	20.0	16.6	15.2	18.1 ▼	14.6 ▼	14.5 ▼
Other families	2.0	2.2	1.9	2.0	2.3 ▲	1.8 ▼

#### KEY IMPLICATIONS

The larger percentage of couples with children and single-parent families correlates closely with the age profile of Bedford. A greater proportion of children or young adults living at home as dependants often translates into larger homes/more bedrooms being required and potentially more outdoor space.

### 3.1.3. HOW DO THEY LIVE?

#### DWELLING TYPE

Assessing the types of dwellings located in an area can help determine the level of housing diversity or whether the type of housing available matches the needs and desires of the community. **Table 5** demonstrates that Bedford has a significantly higher percentage of separate houses (87%) compared to the City (70%) and Greater Perth (77%). Whilst this has reduced slightly from 91% in 2006 it still represents exceptionally low levels of housing diversity in the Bedford area. Not only are semi-detached dwellings well below the Greater Perth and City of Bayswater proportions the Unit / Apartment (high density) options are a fraction (less than 1%) of the surrounding City. Therefore the Walter Road West Corridor as a high-frequency transport route represents an opportune location to address this housing diversity gap, should the market and catchment desire these alternatives within the neighbourhood.

**Table 5: Dwelling Type**

DWELLING TYPE	2006			2016		
	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %
Separate house	91.1	70.4	78.1	86.8 ▼	69.6 ▼	76.9 ▼
Semi-detached	8.3	13.8	11.9	12.7 ▲	20.7 ▲	16.0 ▲
Unit / Apartment	0.6	15.7	9.4	0.5 ▼	9.4 ▼	6.6 ▼

#### NUMBER OF BEDROOMS

The number of bedrooms a dwelling contains impacts total floor space and often influences how large a home is. **Table 6** illustrates how many bedrooms on average there are across all dwelling types in Bedford. It demonstrates that:

- + Bedford has a significantly higher percentage of 3 bedroom dwellings (53%) compared to the City (45%) and Greater Perth (37%).
- + Bedford has a significantly lower percentage of 4+ bedroom dwellings (28%) compared to Greater Perth (45%)

**Table 6: Number of Bedrooms**

NUMBER OF BEDROOMS	2016		
	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %
1 Bedroom	1.3	4.3	3.4
2 Bedrooms	15.0	19.0	12.2
3 Bedrooms	53.3	44.5	37.0
4+ Bedrooms	28.2	29.8	45.2

#### KEY IMPLICATIONS

The high age of large (3 bedrooms or more) separate houses means there is little opportunity to live in anything other than a large family home, this typically means extensive and expensive home maintenance and gardening for homeowners.

Given the prevalence of families in Bedford, the high proportion of separate houses is understandable. However, **Table 3** showed that 22% of households were occupied by a single person. Further analysis shows seniors and young adults which are likely to have smaller households types (e.g. single person or couple without children) that the dwelling mix is potentially not matching well with at present. Opportunities to provide smaller dwellings with good transport access and amenity should be explored, particularly for older residents who may want to downsize and continue living in Bedford or young adults who want to leave home but remain in a familiar area.

## NUMBER OF CARS

The number of cars per dwelling in an area is typically reflective of locational characteristics such as proximity to employment and public transport. **Table 7** summarises car ownership for Bedford. It demonstrates that:

- + Bedford has a lower percentage of 3+ car ownership per dwelling (17%) compared to Greater Perth (21%)
- + In line with the City and Greater Perth trends, between 2006 and 2016, the proportion of households with 0-1 car has decreased while those households with 2+ cars have grown.

**Table 7: Number of Cars**

NUMBER OF CARS	2006			2016		
	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %
No cars	8.2	10.5	7.1	4.9 ▼	6.7 ▼	4.9 ▼
1 car	38.8	39.3	34.6	35.0 ▼	37.2 ▼	32.2 ▼
2 cars	37.3	32.9	37.8	40.1 ▲	36.7 ▲	39.4 ▲
3 or more cars	12.9	13.6	17.2	17.0 ▲	16.6 ▲	20.8 ▲

### KEY IMPLICATIONS

Being a high-frequency public transport route, there is an opportunity to try to reduce the amount of car ownership in Bedford, which will provide health, financial and environmental benefits to households and the community. Further, the requirement for parking within redeveloped residential lots can be minimised and the spillover to streets and verges can be reduced – both creating a more attractive and efficient urban area.

## 3.1.4. OWN OR RENT?

Housing tenure can provide insights into an areas socio-economic status and the role housing plays in the area. A summary of home ownership or renting is provided in **Table 8** and key outcomes are identified below.

- + Bedford has experienced an increase in households in home ownership with a mortgage between 2006 and 2016 similar to the percentage increases seen in the City and Greater Perth.
- + The number of people renting in Bedford (29%) is slightly lower than the City (32%) and slightly higher than Greater Perth (27%) averages. The percentage of people renting in Bedford has increased slightly since 2006.

**Table 8: Housing Tenure**

TENURE TYPE	2006			2016		
	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %	BEDFORD %	CITY OF BAYSWATER %	GREATER PERTH %
Owned Outright	30.3	31.1	29.6	28.0 ▼	29.2 ▼	28.1 ▼
Owned with a Mortgage	35.1	31.3	37.6	39.3 ▲	35.2 ▲	41.9 ▲
Renting	28.4	29.4	24.7	29.4 ▲	32.2 ▲	26.7 ▲

### KEY IMPLICATIONS

Nearly 70% of homes in Bedford are either owned outright or with a mortgage. This means that people will care deeply and be invested in the outcomes of the Study as it could impact on the look and feel of the area that most intend to stay in for an extended period. Further, if renting is taken as a proxy for transient populations the Bedford area is considered relatively stable.





# 04



27

---

## SITE CONTEXT ANALYSIS

## 4.1 HISTORY AND LOCATION

The Bedford North area (also known as the Walter Road West precinct) is located in Perth's inner north-eastern suburbs, sharing a border with the City of Stirling to the north-west. **Figure 8** illustrates the location of the site.

These lands were originally inhabited by the Noongar people, close to wetland areas that ran through the area with wider connections to the Derbal Yerrigan (Swan River) at the Maylands foreshore.

The wider region urbanised following colonial settlement at Tranby House (beside the river) from the 1830's and with the expansion of the train line from Fremantle. From the 1900's Maylands, Bayswater and then Meltham Stations saw the development of residential houses for railway and foundry workers.

From the 1950's suburban expansion would then follow the same grid, along main travel routes like Grand Promenade and Walter Road West. Both of these roads led to the 'edge of the city', with aerial photography from 1953 showing R.A. Cooke Reserve as a wetland area where suburban development ended. The suburban ideal of a large block with a generous house and garden would attract new residents to the area, some of who were original landowners that have been a part of community workshops and walk shops for this project.

Soon after this suburban expansion the area now known as Morley Activity Centre was formalised, through development of government facilities (like John Forrest High School) in the 1960's, and commercial development shortly after.

New retail, fast food and leisure developments would expand further down Walter Road West from the Morley Activity Centre to the Bedford North study area, creating convenient amenities for local residents. Some examples of these developments, like the Bedford Furniture Showroom (now City Farmers) are still visible today.

Industrial development created immediate employment opportunities for locals in the area known as the Dianella Industrial Precinct (bound by Elsegood and Boulton Streets, and Grand Promenade). As larger industrial precincts have opened with freeway connections further north these sites have progressively been redeveloped. From the mid-1990's infill development has replaced many original houses in the precinct, as a result of changing planning frameworks that have permitted grouped dwellings that follow battleaxe configurations. While the suburban qualities of the area are still visible, this wave of development has impacted building/street interfaces and tree canopy.

There is an opportunity to address these impacts through an updated planning framework that promotes suitable development and landscape qualities. The City of Stirling has undertaken a similar planning process to this study in order to encourage further regeneration into a mixed-use and residential centre.

*“Bedford North is connected to public open spaces, retail and educational facilities, although residents and businesses suggested it lacks a local heart – a place where you can bump into friends for a coffee, do a small shop or visit neighbourhood markets.*

*A place that is easy to walk to, and offers something different to the larger Morley Activity Centre up the road”*

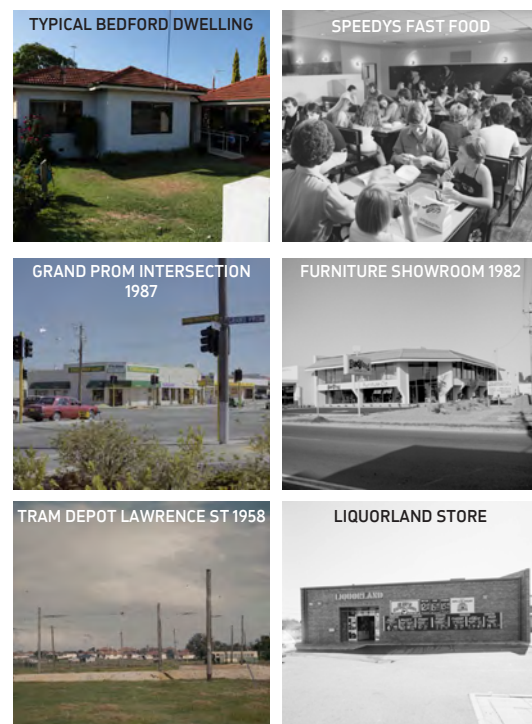


Figure 6: Photos of Bedford North and surrounds over time



Figure 7: Bedford North's urban evolution from 1953 to 1983 and 2020

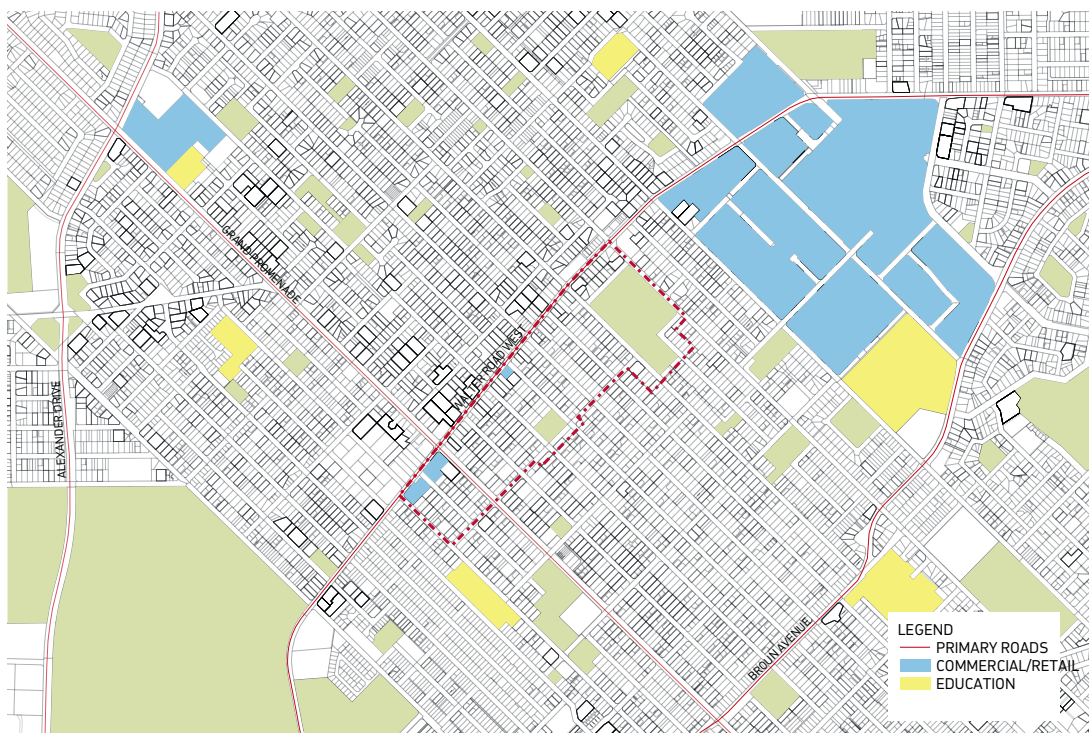


Figure 8: Land use context around Bedford North

## 4.2 CLIMATE AND LANDSCAPE

*Urban development is arranged on a strict grid, on mostly flat topography with some opportunities for views to the south. Without a focus on deep soil, tree canopy has and continues to be threatened by redevelopment.*

### 4.2.1. CLIMATE AND ORIENTATION

Block orientation follows a strict grid that is cranked on a 45 degree angle from north (set by the railway line further to the south). Most lots are of regular dimensions, presenting opportunities for planning framework updates to apply in a more consistent manner. An observation is that buildings with a southeast orientation along Clement Street are located on wide blocks, taking up more space than their thinner north-east and south-west counterparts.

North-east and north-west facing lots can be designed to take advantage of the sun by orientating towards the north.

Without adequate setbacks, taller development may have an impact on the south-east and south-west facing lots getting solar access.

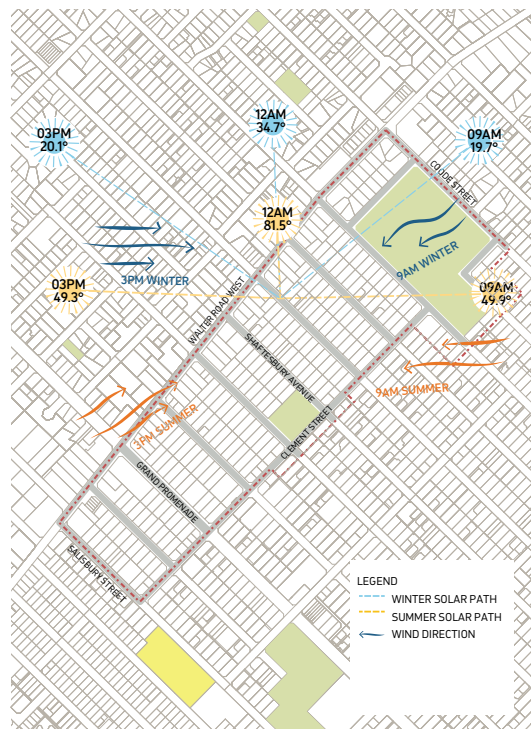


Figure 9: Climate

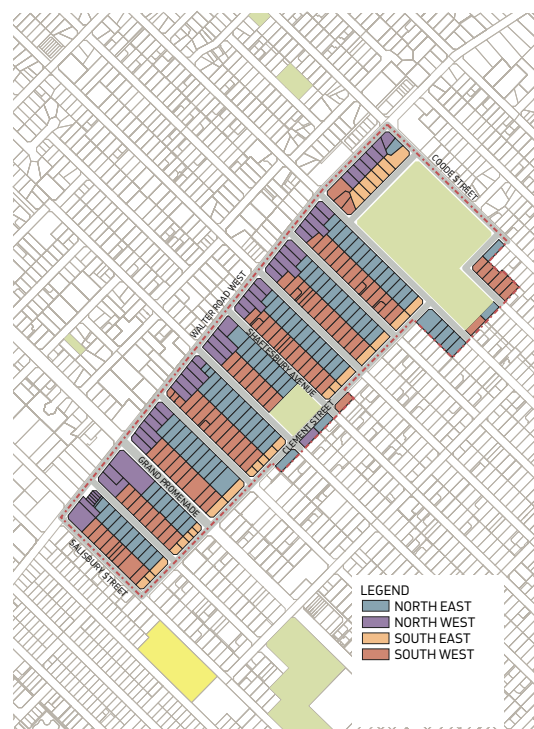


Figure 10: Orientation



#### 4.2.2. SLOPE

The study area is relatively flat, presenting limited opportunities for views, but offers benefits that simplify house construction. There is an exception, with the small hill from Grand Promenade to Drummond Street. Standing atop this elevation offers views of the Perth City skyline, a unique characteristic of the site that could be capitalised on.

While the lots surrounding this high point have some minor slope issues, there could be an opportunity to promote higher densities to take full advantage of views to the Perth City skyline.

#### 4.2.3. TREE CANOPY AND DEEP SOIL

As urban density has occurred, so too has a decrease in the tree canopy. This effect is very evident between Grand Promenade and Birkett Street, where grouped dwelling development has been most prevalent, removing trees within private lots. This loss of tree canopy cover severely impacts the walkability of the neighbourhood and enhances the urban heat island effect of the site.

If current grouped dwelling development patterns continue in the area, a further reduction to the tree canopy would occur. As a key focus of this study and its recommendations, the challenge to increase density and improve deep soil areas is being analysed and addressed.

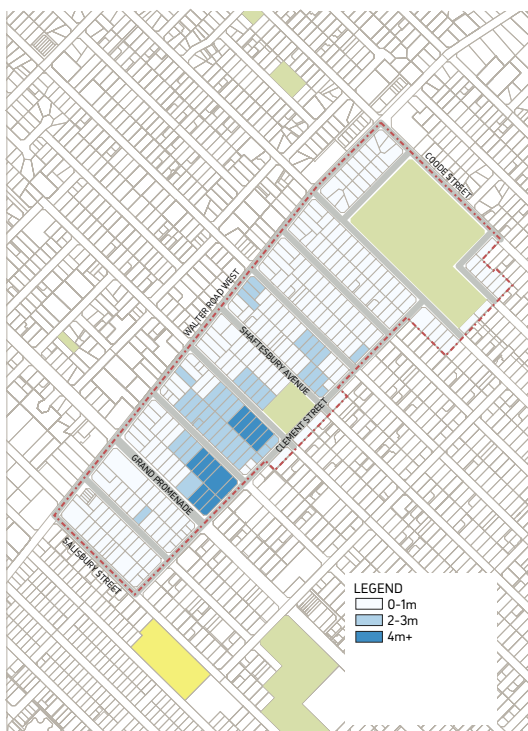


Figure 11: Slope



Figure 12: Tree Canopy

## 4.3 MOVEMENT

*Bedford North is well-connected, with regional roads and buses servicing Morley Activity Centre and the CBD. Rail connections to Maylands and a future Morley Station offer more active travel opportunities.*

### 4.3.1. REGIONAL MOVEMENT

Walter Road West and Grand Promenade are the main arterial roads servicing the study area. They provide connectivity to Morley Activity Centre, inner northern suburbs like Inglewood and Mt Lawley, and the CBD beyond. The future Morley Station at Broun Avenue and Tonkin Highway will help with additional connections to Bedford North, as bus services will modify to connect to rail, opening up regional connections on the wider public transport network. Further information on bus routes is provided in Appendix 3.

Tonkin Highway is nearby, providing access to the Airport and surrounding employment precincts.

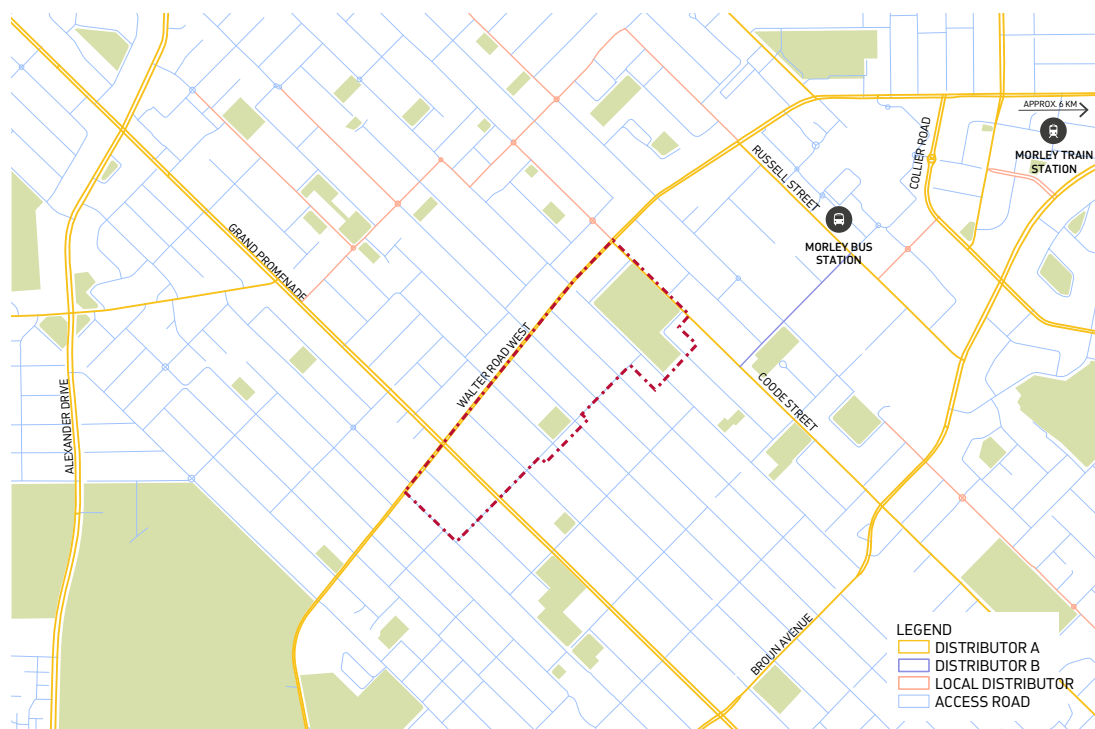


Figure 13: Regional movement network

4.3.3. PUBLIC TRANSPORT DISTANCES

As Bedford North evolves to a more urban condition, public transport services will become important for residents and visitors accessing home or commercial offerings on main street environments

Bus route 60 runs along Walter Road West, providing direct access to the CBD and Morley Activity Centre to the North-East.

Lots closer to public transport are more likely to use public transport. These lots should therefore, be encouraged to have a higher density of development.

Further information on bus routes is provided in Appendix 3.

4.3.2. CAR PARKING CONFIGURATIONS

Parking provision on development sites varies across the study area. Most grouped dwellings and newer residential developments include double enclosed garages, and older houses typically featured open carports or open parking at street level. This is a reflection of recent design preferences to place car parking convenience as a priority for house frontages.

Most lots with multiple parking options noted on corner lots or grouped dwellings where there can be a mix of garages with front at grade parking or carports.

Replacing more traditional carport / at grade parking spaces with double garages fronting onto the street has had a large impact on the relationship between buildings and the public realm. This impacts the street character, though can be improved through appropriate design provisions.

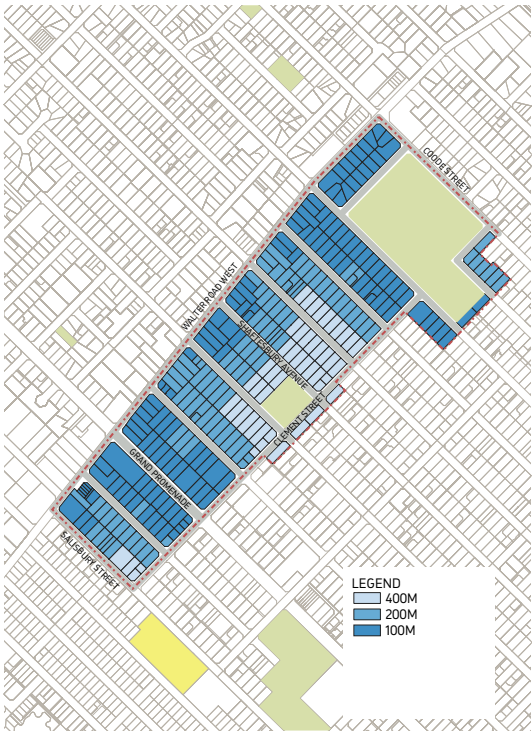


Figure 14: Lot distance to public transport

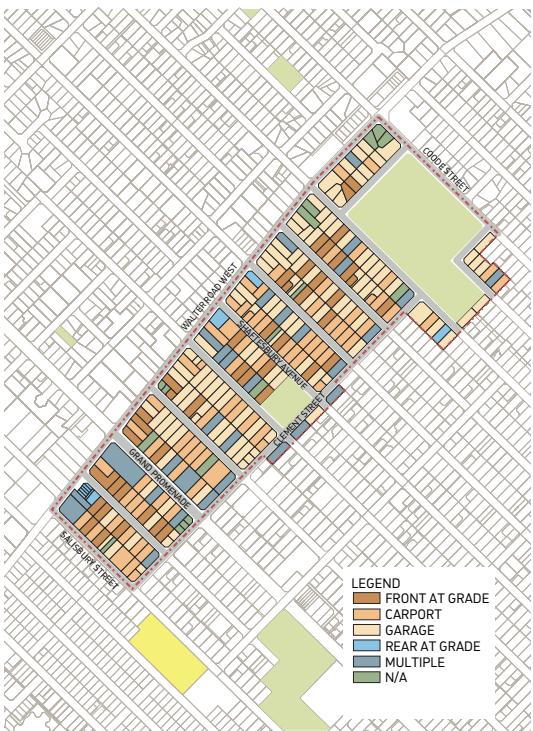


Figure 15: Parking configurations on development sites



## 4.4 BUILDING CHARACTERISTICS

*Bedford North's residential buildings have changed over time, with houses in large gardens evolving to a 'tighter' grouped dwelling condition where there is less room for trees and spaces to interact with the street.*

*Commercial buildings on Walter Road West have typically addressed vehicle users first, with large car parking spaces and signs in front to attract attention. This condition can evolve to provide a more comfortable pedestrian environment with active edges and shade to the front, and car parking behind.*

### 4.3.4. SETBACKS

Around half of the sites in the Bedford North study area have a generous setback (of around 3-8 metres), which contributes to the suburban character of the place. Landscaped front yards with space for a porch helped to define local streets from the 1950's. Newer developments (particularly grouped dwelling types) have introduced much shallower setbacks (of around 0-3 metres), particularly on Walter Road West. This has typically been driven by yield aspirations on site, but has (in many cases) negatively impacted on landscape and public domain interface qualities.

The study will analyse possibilities to re-encourage generous front setback areas to negate some of these impacts.



Figure 17: Different generations of housing in Bedford North

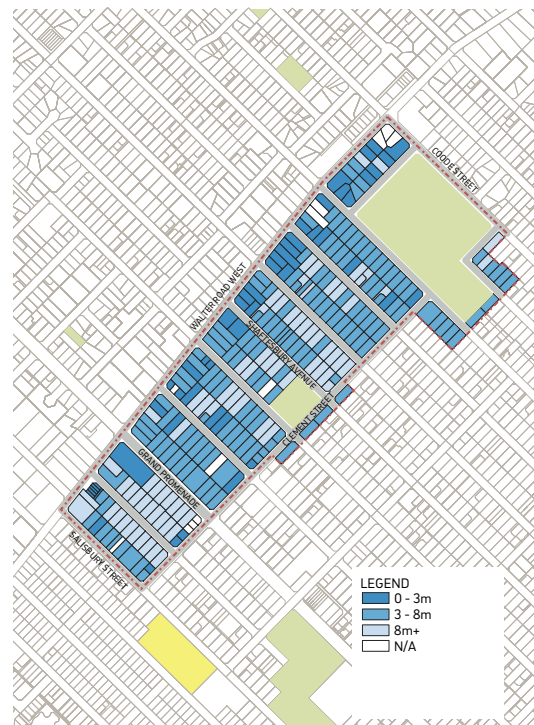


Figure 16: Front setbacks



4.4.1. BUILDING HEIGHTS

Most (almost 90%) of houses are single storey, with the remainder typically of two storey configuration. Single storey dwellings take up a significant amount of space on a lot, this leads to a reduction to the total amount of open space and landscaping, especially when more than one dwelling is sited on a single lot.

It is important to note that residential construction techniques are evolving, and two+ storey development is becoming more prevalent in surrounding areas (such as Maylands, Morley and Mt Lawley). This presents opportunities to explore the benefits of multi-level development in the study area.

4.4.2. BUILDING SEPARATION

More recent residential developments in Bedford North have prioritised larger building footprints, edging buildings closer to front and side setbacks. This is a result of current planning framework settings that have allowed for reductions.

In the current planning framework higher density developments generally allow for a reduced boundary setback and (as a result) a reduction in building separation. This can increase the amount of overlooking and overshadowing between neighbours.

The study will explore the multiple benefits that can be achieved through adequate building separation, such as privacy, landscape and solar access.

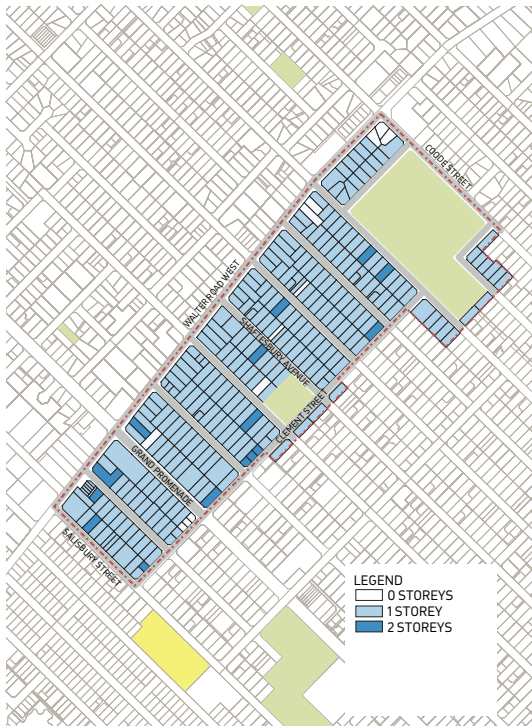


Figure 18: Current building heights



Figure 19: Examples of building separation across the study area

4.4.3. FRONT FENCES

Original houses in the Bedford North area were designed with generous setbacks and landscaped edges that encourage nil or low fences. This allows for improved relationships between the building and the public realm. As redevelopment has occurred (particularly along Walter Road West, as a response to fast-moving traffic) higher fences are now prevalent. This creates an uninviting and unsafe street environment.

Streets like Shaftesbury Avenue and The Strand have a good relationship between the public and private realms and are pleasant and open. This creates a feeling of safety and comfort to the pedestrian through natural surveillance.

The study will investigate opportunities to improve current conditions where high fences are creating poor street environments. The role of setbacks, landscape and the location of garages are all linked to this element.

4.4.4. PRIVATE OPEN SPACES

The study area includes a variety of different private open space types – front yards, backyards, porches, balconies and courtyards. While most original homes maintain a front and backyard, newer developments include more compact solutions. If designed well, all types of private open space can work for different households and importantly contribute to the street with activity and passive surveillance. A key consideration in the Study will be to determine ways to encourage buildings to ‘open out’ rather than ‘turn away’ from the street, to help enhance the suburban character of the streetscape.

Backyards have played an important social and environmental role in suburbs such as Bedford. However, the size, function and role of backyards in suburbia has transformed and is continuing to do so. This Study will analyse ways in which the valued qualities of backyards can be revisited in future redevelopment.

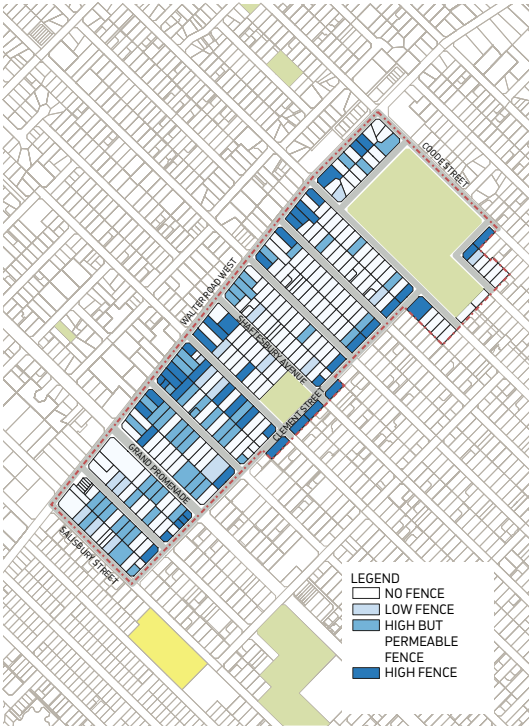


Figure 20: Front fence characteristics



Figure 21: Contrast between original and new front yard designs



**Figure 22: Walter Road West Elevation.**

*Growing number of solid and blank walls along Walter Road West has a negative impact on walkability and passive surveillance of the*



**Figure 23: Local Street Elevation.**

*Introduction of double garages and extensive driveways as part of new developments detracts from the street's character and amenity defined by the lack of front yards and vegetation and verge planting.*



**Figure 24: Local Street Elevation.**

*Mature trees and front gardens behind low, permeable fences characteristic of Bedford's older housing, positively contributes to streets' aesthetics, creates a comfortable walking environment and promote incidental community interaction.*



**Figure 25: Walter Road West Elevation.**

*The lack of tree canopy and extensive hardstand car parking area fronting commercial development creates an unwelcoming environment for pedestrians and discourages interest and pedestrian activity.*



## 4.5 OTHER DEVELOPMENT CONSIDERATIONS

*Bedford North has a high concentration of private land owners, and this is increasing further as redevelopment occurs. Current R-Codings and zonings offer some opportunities for redevelopment to occur, though this could be enhanced with updated design provisions.*

### 4.4.5. OWNERSHIP

Ownership throughout the study area is largely mixed between single and multiple private, with a stronger government ownership presence to the south of Shaftesbury Avenue.

Only 0.5% (12 lots) are government-owned, compared to 58% single private and 36% multiple ownership (strata).

Government and single privately owned lots are generally the easiest to redevelop. Whereas the added complexity of multiple ownership can make redevelopment more challenging, particularly during the acquisition phase.

Edward Street can be seen to have the highest proportion of single private lots, making it prone to the pressures and opportunities of redevelopment in the immediate future.



Figure 27: Suburban lots in the early stages of redevelopment

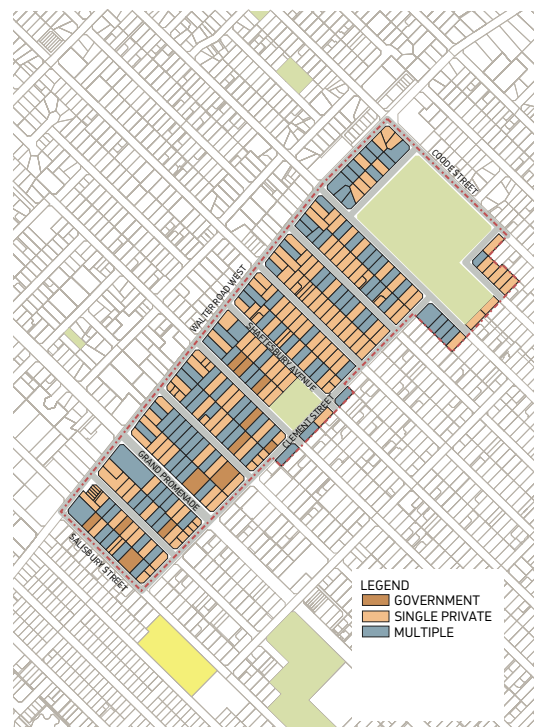


Figure 26: Ownership

### 4.5.1. R-CODINGS

About two-thirds of the study area consists of sites zoned R25. A narrow edge of R40 fronting Walter Road West, has promoted medium-density development along the main road.

As per the zoning of TPS24, opportunities for apartment development is possible only along Walter Road West where high coding exists, as this area forms part of a Core Area. Designated Core Areas allow for multiple dwellings on lots coded R40. R25 zoning on the remaining residential lots is limited to grouped dwelling development types, though it is noted the State Government is reviewing its R-Codes design provisions and this may allow for alternative design solutions on lower coded lots.

Selected lots along Walter Road West (showing as white in Figure 28 below) are zoned Business in the City's Scheme and do not carry an R-Coding. They currently allow for a mixture of uses including commercial and retail, but no residential

### 4.5.2. LOT SIZES

There are approximately 284 lots within the study area, with Figure 29 showing a visual representation of the various sizes that exist, broken down as follows:

- + 0-500 m<sup>2</sup>
- + 500-1000m<sup>2</sup>
- + 1000-1500m<sup>2</sup>
- + 1500M<sup>2</sup> +

64% of the study area is comprised of blocks which are between 500-1000m<sup>2</sup>, with a portion between Grand Promenade and Birkett Street being slightly bigger at 1000-1500m<sup>2</sup>. There are several lots above 1500m<sup>2</sup>, all of which are either used for commercial use or are grouped dwellings. Larger lots between Grand Promenade and Birkett Street promotes an opportunity for more significant development to occur in this area.

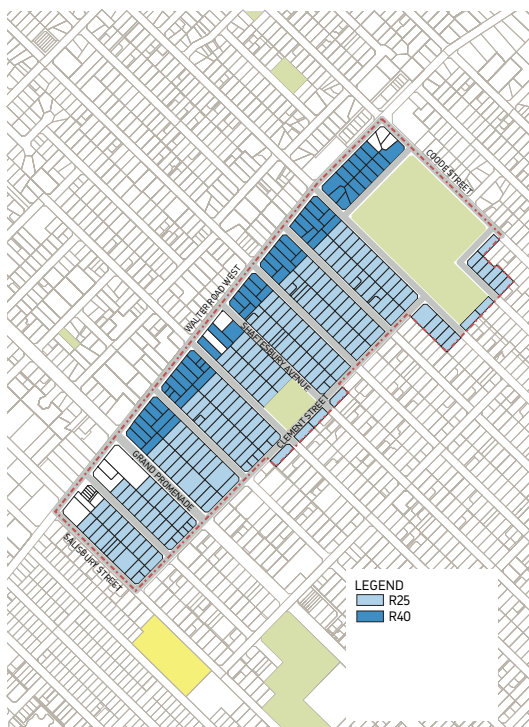


Figure 28: R-Codes

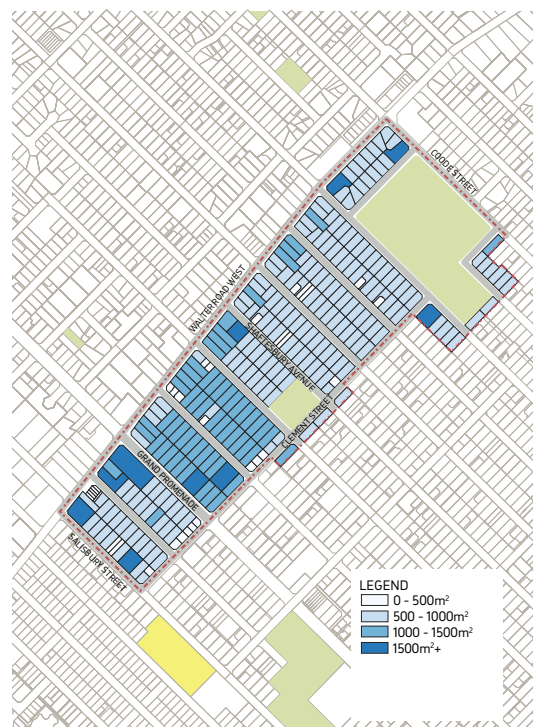


Figure 29: Lot sizes

## 4.6 MAIN STREET CONSIDERATIONS

The design of Walter Road West is critical to the success of Bedford North into the future. The road is classified as a District Distributor A Road by the City of Stirling, though there are many improvements that can be made to make the experience safer for pedestrians, and encourage more pedestrian and cycling activity on footpaths and within public realm areas.

Slower speed roads, with more shade will help businesses and residents open onto the space, rather than turn away. Slower traffic and traffic calming measures create a safer, more inviting environment for pedestrians and reduce friction between cars and pedestrians. It is very important that early steps are taken to seek these upgrades before future waves of redevelopment occur, which can create poor precedents that are likely to 'set the tone' for neighbouring sites.

Site analysis highlighted the harsh environment that currently exists along Walter Road West. A lack of shade, narrow footpaths, limited crossings and fast posted traffic speeds all contribute to this. An unfortunate result is new development that turns away with high walls and paved setbacks, compounding the problem (Figure 22 on page 37).

Comments from business owners and residents suggest that the area lacks a 'centre of gravity'. The section of road between Grand Promenade and Sailsbury Street was noted as a first priority if upgrades were to occur. It has some of the ingredients required to create a new main street environment (such as small businesses – a chemist, grocer, bakery, hair dressers, and other essential services). The road environment makes it difficult to identify, navigate and linger.

This presents an opportunity to upgrade sections of Walter Road West into something that services the needs of the local community, and is sympathetic to pedestrians, cyclists and public transport rather than simply serving the needs of private vehicles. It is suggested that a collaborative approach by the Cities of Bayswater and Stirling would achieve the best results. Any future upgrades should be progressed together with local business owners and community members to match their aspirations with designs.

Examples of regional roads where upgrades have improved pedestrian and urban design conditions are included overleaf.

### 4.6.1. BALANCING TRAFFIC AND INFILL NEEDS

Additional analysis of traffic conditions along Walter Road West is included in Appendix 3 of this report. It notes that while there are pressures on vehicle traffic service levels currently (and this is likely to continue into the future as infill occurs under existing and future planning frameworks), that there are choices to be made about the form and function of the road to balance regional needs with local needs of the community.

It is very important to see the wider Bedford North revitalisation as an opportunity that considers more than simply traffic flow during peak hours. As Part 6.4 of Appendix 3 noted *"A reliance on future planning based on transport modelling outputs alone, does not recognise the development that will have to occur overtime with Perth urban transport network to provide a wider range of opportunities for people to travel by non-car modes, but also does not recognise the societal changes that have occurred in the past and will continue to occur in the future, in relation to how communities travel behaviour is changed and influenced by the development of active transport networks (safe and convenient walking and cycling routes) and public transport networks (new routes, higher frequencies and possible new technologies)"*, with Main Roads documents also recognising that *"in inner Perth areas with high traffic volumes it may not be possible to achieve a high LOS due to significant site constraints. In these circumstances, the interchange should be designed to achieve the highest LOS possible"* (Supplement to Austroads Guide to Road Design – Part 4C September 2020).

As has been the case in many inner-city locations where infill has been delivered, it is not traffic considerations alone that determine the growth opportunities in those areas. Housing and economic opportunities (to develop the main street and offer additional living options) with peak hour traffic flow considerations must be balanced.

### WALTER ROAD WEST BEDFORD



<b>Road Category</b>	District Distributor Road
<b>2015/17 Avg Vehicles Mon-Fri:</b>	17,645
<b>Road carriageway width:</b>	Typically 14m
<b>Minimum number of lanes:</b>	4 lanes
<b>Typical posted speed:</b>	60km/hr
<b>Median street trees:</b>	No
<b>Activity:</b>	Residential, Retail, Commercial



**SCARBOROUGH BEACH ROAD  
MOUNT HAWTHORN**



<b>Road Category</b>	Other Regional Road
<b>2015/17 Avg Vehicles Mon-Fri:</b>	22,865
<b>Road carriageway width:</b>	Typically 14m
<b>Minimum number of lanes:</b>	2 lanes
<b>Typical posted speed:</b>	40km/hr
<b>Median street trees:</b>	Yes
<b>Activity:</b>	Hospitality, Residential, Retail, Commercial

**CAMBRIDGE STREET  
WEST LEEDERVILLE**



<b>Road Category</b>	District Distributor A
<b>2018/19 Avg Vehicles Mon-Fri:</b>	19,078
<b>Road carriageway width:</b>	Typically 14m
<b>Minimum number of lanes:</b>	2 lanes
<b>Typical posted speed:</b>	60km/hr (traffic calmed)
<b>Median street trees:</b>	Yes
<b>Activity:</b>	Hospitality, Residential, Retail, Commercial

**BEAUFORT STREET  
MOUNT LAWLEY**

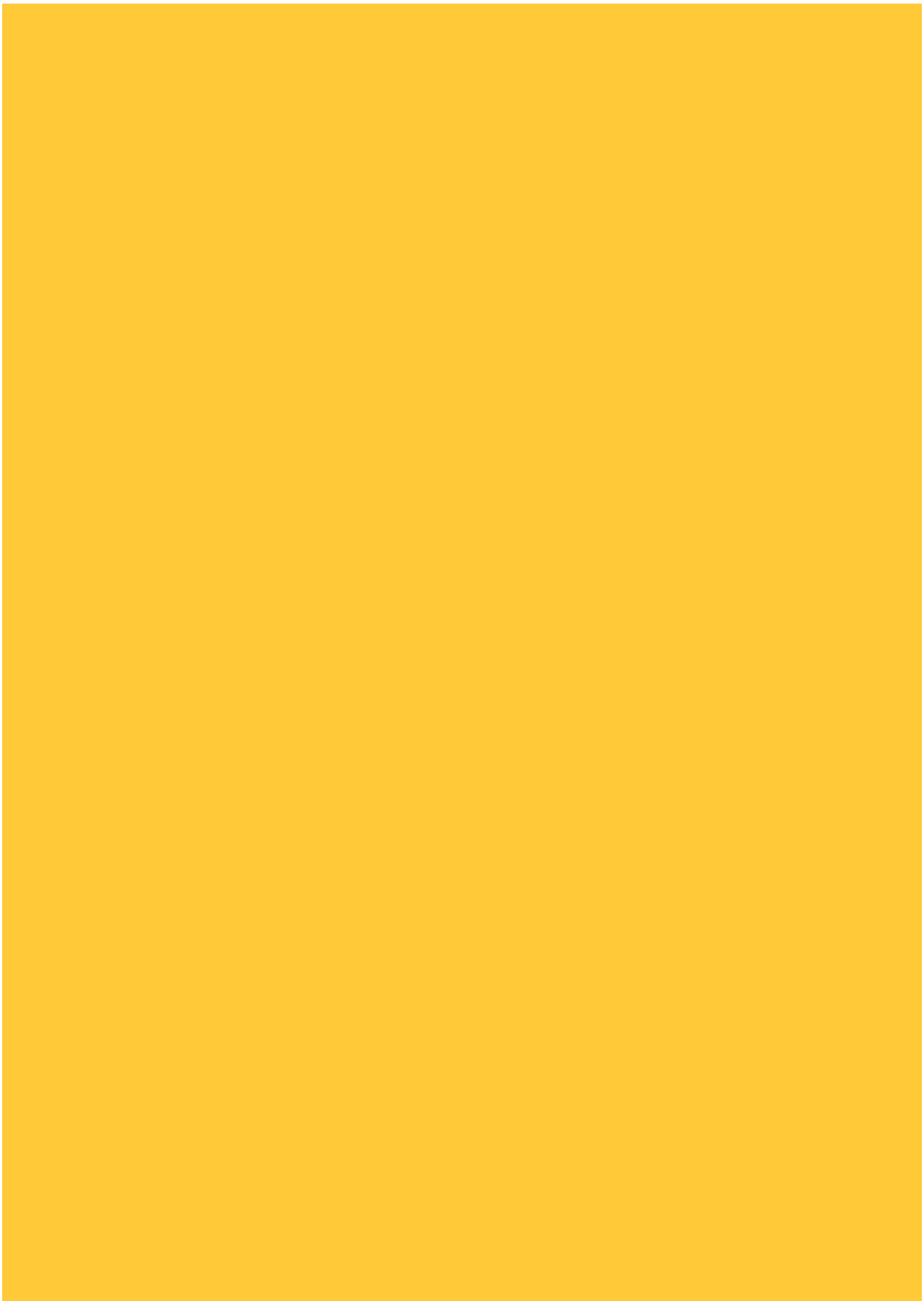


<b>Road Category</b>	Other Regional Road
<b>2015/17 Avg Vehicles Mon-Fri:</b>	24,798
<b>Road carriageway width:</b>	Typically 15m
<b>Minimum number of lanes:</b>	4 lanes including parking
<b>Typical posted speed:</b>	40 to 60km/hr
<b>Median street trees:</b>	Yes
<b>Activity:</b>	Hospitality, Residential, Retail, Commercial

**WHATLEY CRESCENT  
MAYLANDS**



<b>Road Category</b>	Local Distributor Road
<b>2015/17 Avg Vehicles Mon-Fri:</b>	12,624
<b>Road carriageway width:</b>	Typically 14m
<b>Minimum number of lanes:</b>	2 lanes + parking
<b>Typical posted speed:</b>	60km/hr
<b>Median street trees:</b>	No
<b>Activity:</b>	Hospitality, Residential, Retail, Commercial





# 05



43

---

## ENGAGEMENT SUMMARY

## 5.1 ENGAGEMENT SUMMARY

As part of this project, community members and key stakeholders were engaged as part of the engagement strategy to assist in providing inputs into the study area. This section provides a summary of a wider report prepared by Shape Urban, which outlines in detail the engagement process and activities undertaken during consultation.

### ENGAGEMENT ACTIVITIES

Both online and in-person modes of engagement were undertaken to address the project objectives.

#### COMMUNITY SURVEY

An online survey was designed to gauge community's perception of different aspects of future development. The survey questions explored topics including the Bedford North area's character, appropriate typology and location of future development.

#### BUSINESS AND COMMERCIAL SURVEY

Given the importance of the Bedford North commercial corridor within the study area, direct feedback was sought from business owners and commercial property owners by the project team. There were two surveys provided, one for business owners/operators, and one for commercial property landowners.

#### COMMUNITY WORKSHOPS

Two community workshop sessions were held with total of 36 participants. The workshops provided an informal opportunity for community members to ask questions, make observations and provide suggestions about their local experience and expectations for the Bedford North area. Feedback was provided by the community via annotated maps, post-it notes and an 'exit' survey, authored by the project team.

#### COMMUNITY WALKSHOP

The Bedford North Walkshop was the final engagement event which aimed to confirm community aspirations and feedback produced during the previous engagement sessions. In doing so, the event allowed the Project Team and the City to identify which design options would be most suited to the Bedford North precinct. The Walkshop included stops at various locations which allowed the Project Team to discuss key design elements being examined, allowing the community to share ideas.

A complete summary of the community engagement can be found in the *Bedford North Engagement Report* available in **Appendix 2**.



*Community Workshop - Mapping Exercise*



*Community Workshop - 'Exit' Survey*



*Community Walk Shop*



*Community Walk Shop*

### TREE CANOPY AND PUBLIC REALM INTERFACE

- + With a diminishing number of trees within the precinct, there was interest in the retention of existing mature trees in future redevelopment, and planting of new trees to contribute to urban tree canopy.
  - Front setbacks were considered important to preserve the existing trees and provide space for new planting.
  - Too many crossovers and car parking spaces occupying verge space that could be dedicated to landscaped verges and deep soil.
- + Active living spaces, including balconies, front- and courtyards are important and should be open to the primary and or secondary street, where there is possibility for social interaction and passive surveillance opportunities.
- + The visual amenity of multi-storey developments on Grand Promenade and Walter Road West needs to be well integrated and interfaced with the surrounding context.

### ACTIVE AND SAFE WALTER ROAD WEST

- + Walter Road West pedestrian crossings need significant improvements to become more safe. It was suggested to consider narrowing lanes and allowing more room for pedestrians and street activities.
- + Public realm improvements, including street trees, seating and art installations, are necessary to increase visual interest of Walter Road West for businesses, residents and pedestrians.
- + The allowable traffic speed speed along Walter Road West is disproportionate to pedestrian movement and should be reduced to encourage more active travel. Traffic speeds like those on Scarborough Beach Road in Mount Hawthorn and Cambridge Street in West Leederville were cited as examples (40km/h).
- + Walter Road West should encourage more cycling through provision of bike parking and cycle lanes.

### BUILDING TYPES, HEIGHTS AND LOCATION

- + Building height along typical local streets within the precinct should not exceed 2-3 storeys.
- + 3-storey mixed use development with cafes and small stores at ground floor should be encouraged around main streets and possibly public open spaces. Terrace housing is also viewed suitable in these locations.
- + Higher density development is supported along Walter Road West and Grand Promenade with heights ranging from 3-5 storeys. The height of 5 storeys is considered viable for corner lots where there is minimal impact on surrounding residents.
- + Observations that the current grouped dwelling development model in this area has limited potential to interact with the street, and contribution to tree canopy.



# 06



47

---










## URBAN DESIGN PRINCIPLES

## 6.1 URBAN DESIGN PRINCIPLES

### 6.1.1. SPP 7.0 DESIGN PRINCIPLES

State Planning Policy 7.0 - Design of the Built Environment (SPP 7.0) addresses design quality and built form outcomes in Western Australia. SPP 7.0 seeks to deliver the broad economic, environmental, social and cultural benefits that are derived from good design outcomes. It includes ten design principles that have been used as a structure to inform this Urban Design Study, and help to cross-reference recommendations.

The ten design principles that have been considered are listed below:

-  **Context and character** - Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.
-  **Landscape quality** - Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.
-  **Built form and scale** - 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.
-  **Functionality and build quality** - 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.
-  **Sustainability** - Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.
-  **Amenity** - Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.
-  **Legibility** - Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.
-  **Safety** - Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.
-  **Community** - 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.
-  **Aesthetics** - Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

### 6.1.2. PROJECT URBAN DESIGN PRINCIPLES

Through site analysis, community engagement exercises and an understanding of State Government Planning Strategies/ Policies, a set of project urban design principles has been established to guide design testing and recommendations for the Study. The urban design principles will assist the City in future policy making, particularly where it is necessary to detail the justification and objectives relative to policy modifications. These principles are listed overleaf.



### PROJECT PRINCIPLE 1

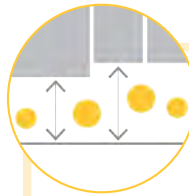
Preserving and enhancing space for yards, trees and landscaping

Urban design analysis and community feedback have revealed the continual development over many private open spaces and gardens that once hosted mature trees and landscaping. The canopy these trees provide is an important component of a quality lifestyle for residents, and the wider ecosystem.

The design testing for Bedford North has focussed on ways to deliver these outcomes while still offering suitable opportunities for redevelopment on lots.

To achieve this project principle, space for backyards, front yards and courtyards of varying size and function should be maintained. This is particularly relevant where there is suitable space for deep soil and for tree canopy to mature and landscaping.

*This project principle relates to SPP 7.0 Design Principles: Character and Context; Landscape Quality; Sustainability; Amenity; Community and Aesthetics.*



### PROJECT PRINCIPLE 2

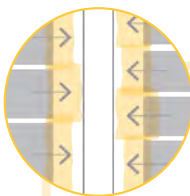
Built form design which enhances streetscape character

Urban design analysis and community feedback has shown Bedford North's streets have differing qualities, and built form should respond to enhance them. Street setbacks play an important role to establish this character – across local streets, major streets and streets adjacent to public open spaces.

Design testing for Bedford North considered how setbacks can be enhanced or relaxed, depending on their location. Spaces created from setbacks should be well calibrated and designed so that they become an extension of living spaces.

To achieve this project principle, space for backyards, front yards and courtyards of varying size and function should be maintained. This is particularly relevant where there is suitable space for deep soil and for tree canopy to mature and landscaping.

*This project principle relates to SPP 7.0 Design Principles: Character and Context; Landscape Quality; Built Form and Scale; Amenity; Legibility; Community and Aesthetics.*



### PROJECT PRINCIPLE 3

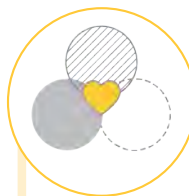
Promote active living spaces that address the street

Urban design analysis and community feedback suggests that the redevelopment of detached dwellings impacts the relationship between buildings and the street edge along most streets. These impacts are more prominent along Walter Road.

The introduction of shallow front yards (setbacks) reduces the amount of trees and gardens that can be grown in these spaces, fences become higher to manage road noise and perceived security concerns, and building designs have turned internal living spaces or porches away from the street.

A combination of these factors, and their cumulative impact on streets is being addressed through the design testing. The tests have focussed on practical ways to locate garages away from the street edge (giving more opportunities for living spaces to be orientated towards the street), and encouraging courtyards, porches and low fences.

*This project principle relates to SPP 7.0 Design Principles: Character and Context; Landscape Quality; Built Form and Scale; Sustainability; Amenity; Legibility; Community and Aesthetics.*



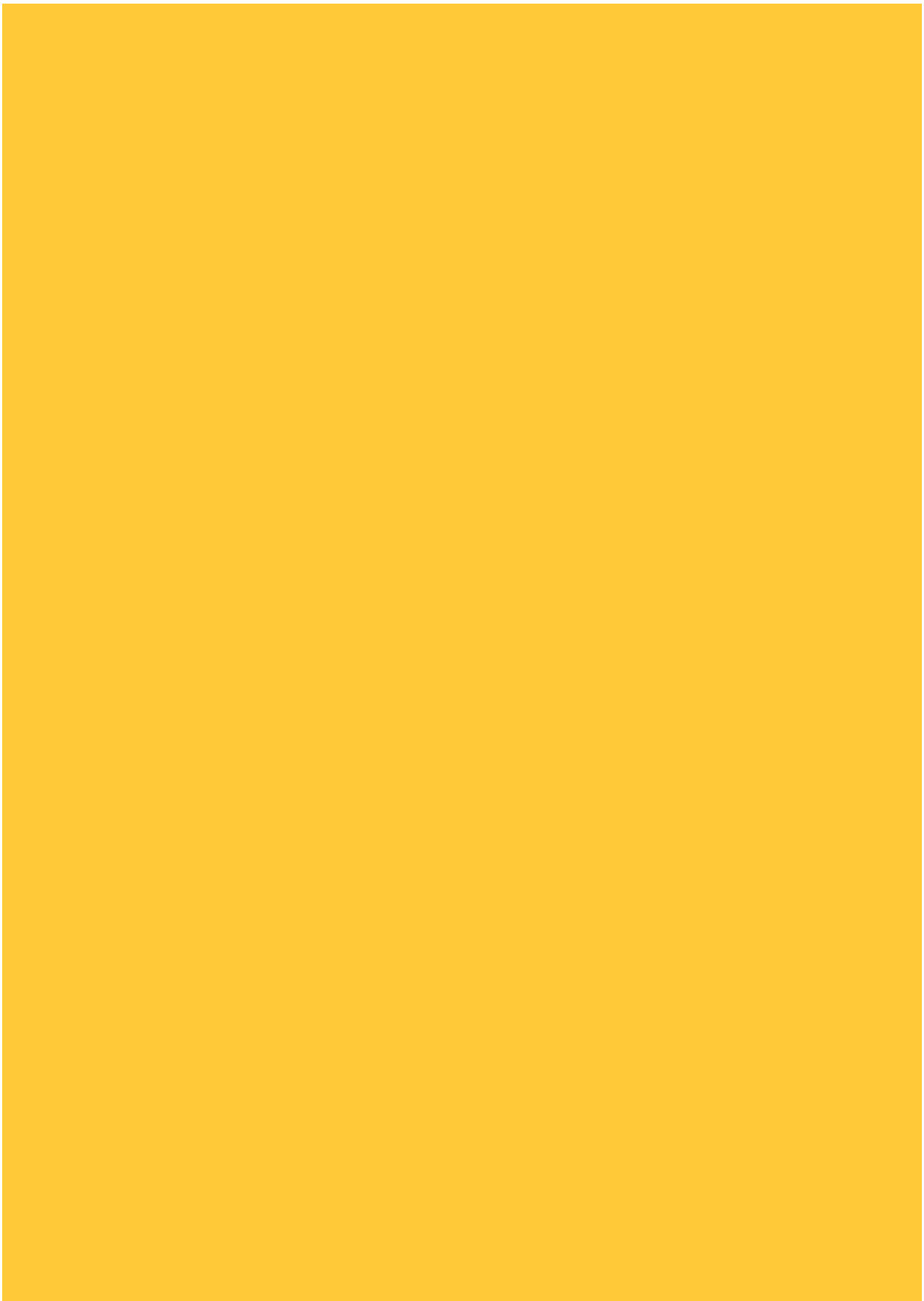
### PROJECT PRINCIPLE 4

Concentrating mixed use along a pedestrian friendly Walter Road West

Community feedback suggests that places along Walter Road West should host a mix of uses at the ground floor of new developments to help 'create a local heart' in Bedford. Small retail and commercial development can be complementary to increased densities that are likely to follow planning framework updates.

Encouraging a mix of uses at ground floor fits 'hand in glove' with an upgraded RA Cook Reserve, that has improved tree canopy, safer pedestrian paths and crossings, and slower road speeds. The land use and transport aspirations are dependent on one another, as quality shopfronts are much more likely to open onto a more pleasant streetscape.

*This project principle relates to SPP 7.0 Design Principles: Character and Context; Landscape Quality; Built Form and Scale; Amenity; Legibility; Safety; Community and Aesthetics.*





# 07



51

---

## DESIGN TESTING

## 7.1 DESIGN TESTING

### 7.1.1. DESIGN TESTING SCOPE

The study has included a schematic testing exercise on a limited number of sites to understand the possibilities for the project's urban design principles to be accommodated, while still achieving increased density and dwelling diversity as redevelopment occurs in Bedford North.

The exercise has tested two different scenarios on five typical residential sites, and one test of the Bedford North Centre. It broadly followed these steps:

1. Confirm testing aspirations with the City, based on community workshop inputs on height, density, tree canopy, access and building/street interface.  
This involved:
  - Selecting test sites
  - Setting a land use and development aspiration for each lot – confirmed by the City to demonstrate a variety of scenarios.
2. Preparation of schematic tests – this includes the consideration of: Building siting, car parking layouts, building entrances and vehicle access locations, building massings and floor plate considerations and landscaping/tree provisions.

3. Developing yields and diagrams.

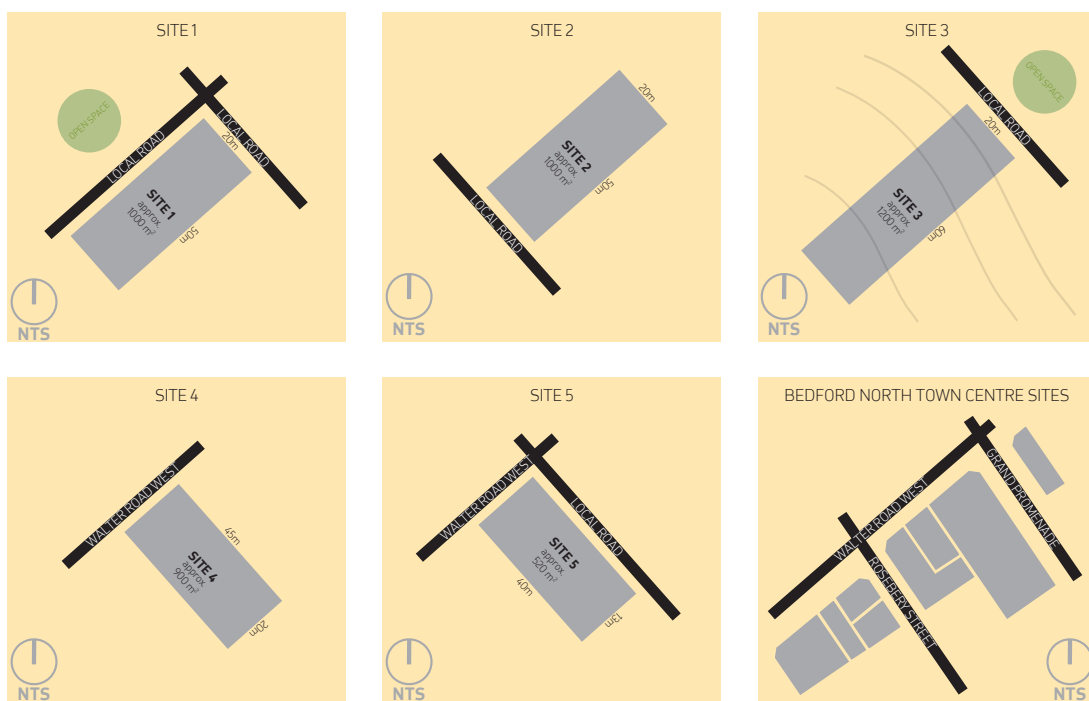
It is important to note that design testing has limitations. It cannot test for every eventuality, but helps to highlight any 'red flags' that could exist when the City forms policy provisions as part of future planning framework updates.

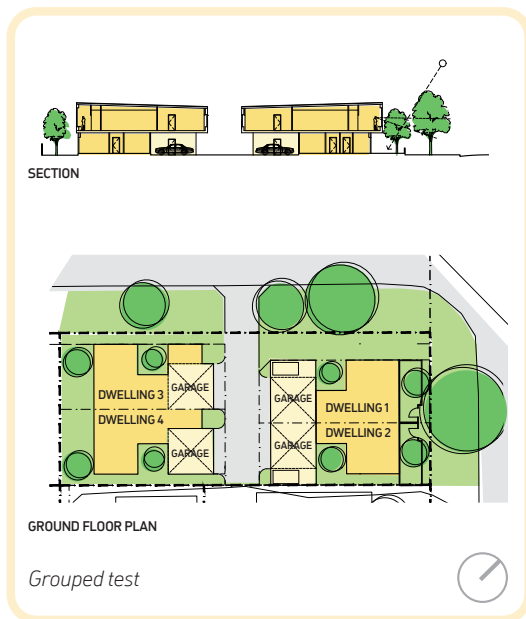
This exercise is based on typical residential grouped, terrace and apartment models and generally follows design provisions of the R-Codes Volume 2.

To be most effective the design testing suspends adherence to parts of the existing local planning framework (including R-coding densities in the area). For example:

- Some of the grouped dwelling tests propose four dwellings on one lot. Under existing R-codings the type of development may not be possible without an amendments to the local planning framework to increase R-Codings.
- Some of the apartment tests may not be possible without an amendments to the local planning framework that increase R-Codings to allow multiple dwellings (apartments).
- Mixed use testing in the Town Centre area may not support some of the land uses and building forms proposed in this testing without updates to the local planning framework.

Part 9 of this study offers recommendations for the City to consider in future updates to its planning framework.





## 7.1.2. SITE 1 - OFF CORRIDOR, CORNER LOT

### NOTES FOR BOTH TESTS

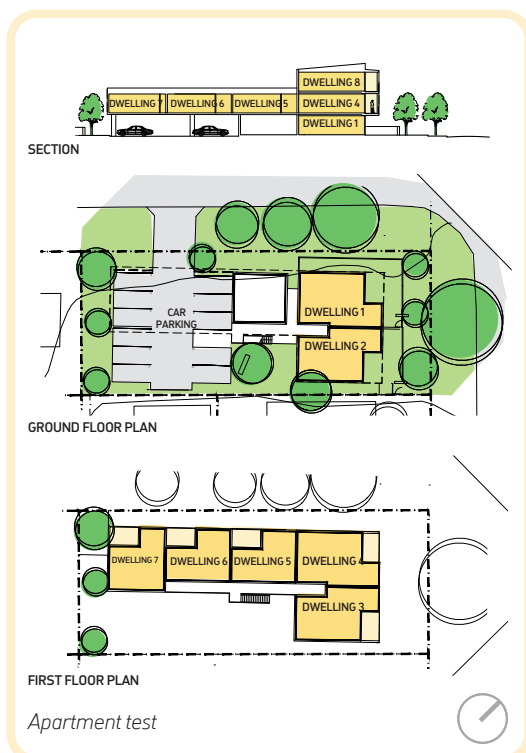
- + This site is off-corridor (on a local road), located on the corner of two streets.
- + A key consideration of both tests has been to minimise overshadowing onto the neighbouring lot south.
- + A generous landscaped setback is promoted on both street edges, to improve resident outlook, street interface and deep soil areas to improve tree canopy. Courtyards and balconies open out onto both streets at multiple levels.
- + Access to the site is limited to one crossover, while still allowing for generous landscaped spaces on both sides to minimise impacts.
- + The impact of car parking and garages towards the street is minimised through both tests. These functions are largely concealed, and where visible in the apartment configuration they are contained to the rear of the lot and could be screened.
- + Rear setbacks consider neighbours to the south and west by limiting development to two storeys. The western edge provides space for trees to grow as a landscaped buffer.
- + Assumes visitor parking can be accommodated on or close to the street in parallel bays.

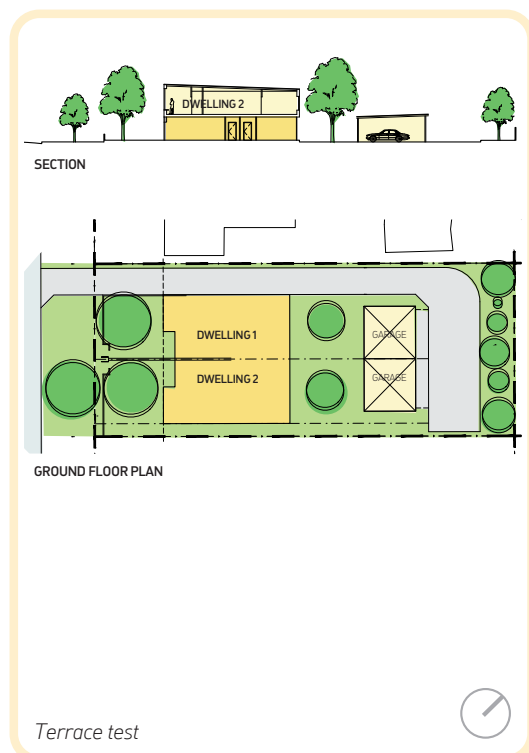
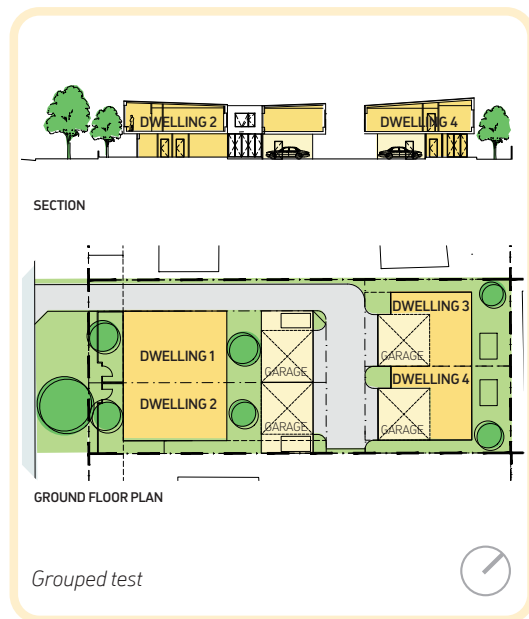
### ADDITIONAL NOTES FOR GROUPED TEST

- + The test demonstrates the ability for 'ancillary dwellings' to be accommodated on Dwelling 1 and Dwelling 2 on this plan, with separate entrances from the driveway.

### ADDITIONAL NOTES FOR APARTMENT TEST

- + The test demonstrates the possibility for the north-eastern corner of the lot to be elevated to a third storey. This can occur with minimal impact on neighbours.
- + The test demonstrates that all apartments could meet current R-Codes solar access requirements.





### 7.1.3. SITE 2 – OFF CORRIDOR LOT

#### NOTES FOR BOTH TESTS

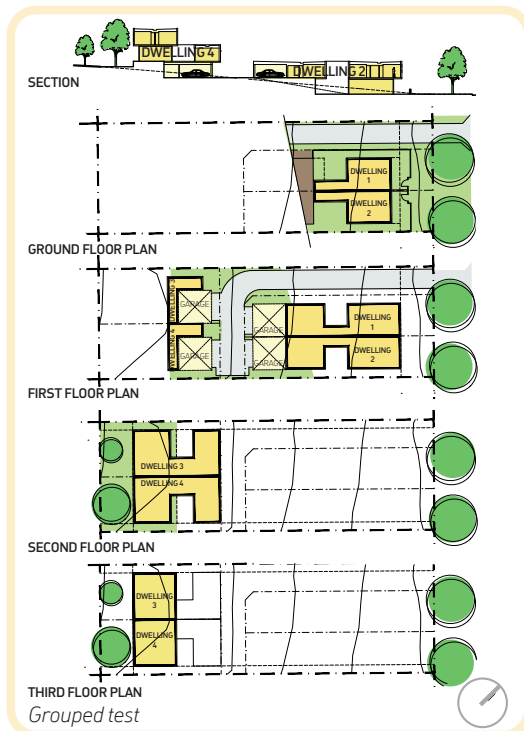
- + This site is off-corridor (on a local road), and of typical dimensions.
- + A key consideration for both tests has been to limit the visibility of driveways, and garages. This has been minimised in both tests through one narrow driveway to the middle or back of the lot. Garages are screened from the view of the street.
- + A generous landscaped setback is provided on the street edge to improve resident outlook, street interface and deep soil areas to improve tree canopy. It maintains the suburban character noted in off-corridor areas. Courtyards and balconies open out onto both streets at multiple levels with the room that risk being dominated by driveways.
- + Access to the site is limited to one crossover.
- + Rear setbacks consider rear neighbours. The northern edge of the site provides space for trees to grow and act as a landscaped buffer.
- + Assumes visitor parking can be accommodated on or close to the street in parallel bays.
- + The tests demonstrate space for courtyards that is generous, allowing for tree planting and for light to penetrate into living areas. This is achieved within both scenarios as a result of lot depth.

#### ADDITIONAL NOTES FOR GROUPED TEST

- + Dwelling 3 is positioned so the front door can be visible from the street, improving legibility and creating an identifiable street address.
- + This test shows upper floors overhanging the garage to minimise the negative impact of the garage, which typically dominates the front elevation.

#### ADDITIONAL NOTES FOR TERRACE TEST

- + None



## 7.1.4. SITE 3 – OFF CORRIDOR, SLOPED LOT

### NOTES FOR BOTH TESTS

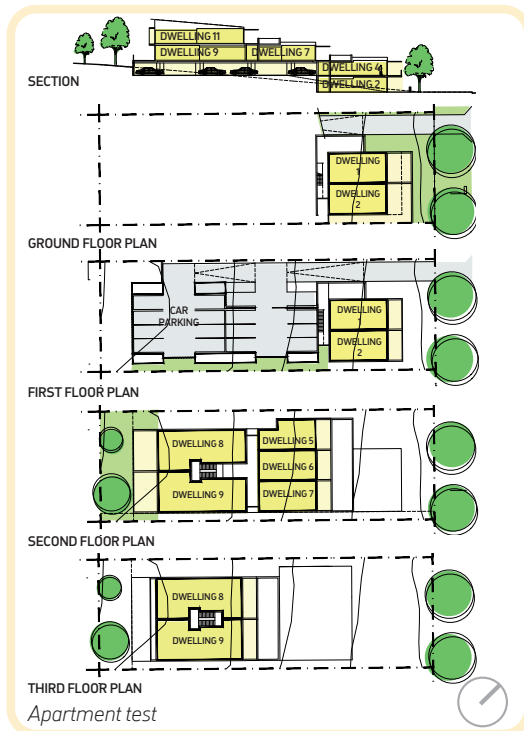
- + Sloped sites are more challenging to redevelop, though there are opportunities to encourage resident outlook onto natural amenities and views. In Bedford North some sloped sites may have potential views to the Perth CBD skyline.
- + A key consideration for both tests has been to reduce the impact of building bulk towards the street, whilst allowing opportunities for height to follow the sloping ground level as it rises to the south-west of the lot. The building massing to the street front is 2 storeys, while the rear of the lot is at 3 storeys to capitalise on views.
- + Rear setbacks consider rear neighbours. The south-western edge of the site provides space for trees to grow and act as a landscaped buffer.
- + A key consideration for both tests has been to limit the visibility of driveways, garages. This has been minimised in both tests through one narrow driveway to the middle or back of the lot. Garages are screened from the view of the street.
- + Access to the site is limited to one crossover.
- + A generous landscaped setback is provided on the street edge to improve resident outlook, street interface and deep soil areas to improve tree canopy. It maintains the suburban character noted in off-corridor areas. Courtyards and balconies open out onto both streets at multiple levels with the room that risk being dominated by driveways.
- + Visitor parking can be accommodated behind the building envelope to allow for planting in the front setback.
- + These tests demonstrate that the impact of retaining walls can be limited on site by managing levels within buildings.

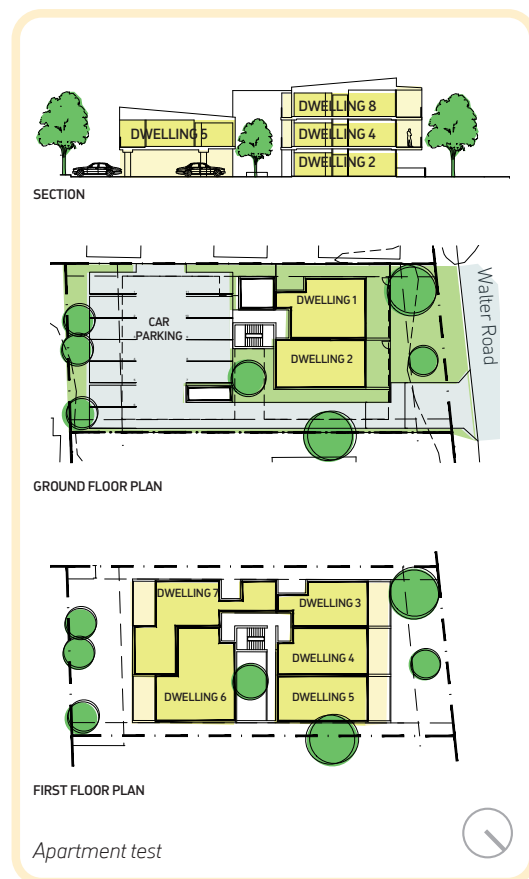
### ADDITIONAL NOTES FOR GROUPED TEST

- + This test shows upper floors overhanging the garage to minimise the negative impact of the garage, which typically dominates the front elevation.

### ADDITIONAL NOTES FOR APARTMENT TEST

- + This test demonstrates that basement car parking can be avoided, with moderate retaining.





## 7.1.5. SITE 4 - ON CORRIDOR LOT

### NOTES FOR APARTMENT TEST

- + This site is on-corridor, located on Walter Road West. Amenity of residents across from this road is an important consideration for testing.
- + A generous landscaped setback is an important component in improving resident outlook, street interface and deep soil areas. Dwellings are encouraged to orientate north along Walter Road West with a landscaped layer. The benefit this provides is that it creates a green edge to the street and creates a comfortable environment for pedestrians using the footpath. Courtyards and balconies open to both streets at multiple levels.
- + A key consideration of this test has been to limit the visibility of driveways, garages through one narrow driveway to the back of the lot. Car parking is screened from the view of the street.
- + A generous rear setback considers rear neighbours' amenity. The southern edge of the site provides space for trees to grow as a landscaped buffer. Heights are limited to 2 storeys on this edge to reduce privacy and natural light impacts.
- + 3 storeys is encouraged towards the front of the site to provide a stronger urban edge and capitalise on the northern aspect.
- + The building is configured around a central courtyard with a small green communal open space away from the road.
- + This typology sets up an opportunity for corner lot development to amalgamate and 'plug into' the rear car parking space without the need for an individual driveway off Walter Road West (see this test in combination with Site 5 as a demonstration).



## 7.1.6. SITE 5 - ON CORRIDOR, CORNER LOT

### NOTES FOR BOTH TESTS

- + This site is on-corridor, located on Walter Road West. Amenity of residents across from this road is an important consideration for testing.
- + A generous landscaped setback is an important component in improving resident outlook, street interface and deep soil areas. Dwellings are encouraged to orientate north along Walter Road West with a landscaped layer. The benefit this provides is that it creates a green edge to the street and creates a comfortable environment for pedestrians using the footpath. Courtyards and balconies open to both streets at multiple levels.
- + A key consideration for this test has been to limit the visibility of driveways, garages through one narrow driveway to the back of the lot. Garages are tucked out of sight of the street.
- + A generous rear setbacks consider rear neighbours. The southern edge of the site provides space for trees to grow as a landscaped buffer. Heights are limited to 2 storeys on this edge to reduce privacy and natural light impacts.
- + 3 storeys is encouraged towards the front of the site to provide a stronger urban edge and capitalise on the northern aspect.
- + The building is configured around a central courtyard with a small green communal open space away from the road.

### ADDITIONAL NOTES FOR MIXED USE TEST

- + Parking for the retail space may require a variation to the City's parking requirements. This could be accommodated on the side street, off Walter Road West.



### 7.1.7. BEDFORD TOWN CENTRE

A design test has been undertaken for all lots identified in the area known as the Bedford Town Centre. The design testing aspiration for the Bedford Town Centre is to promote human scale urban development around a comfortable pedestrian-friendly street. Over time the intent is to create a local hub for residents, business owners and visitors.

The design response for development lots within the City of Bayswater takes a number of factors into account, including: site analysis, community workshops, community surveys and neighbouring strategic planning in the City of Stirling.

#### MIXED USE TEST

- + Tests conducted across multiple sites demonstrate the ability to accommodate commercial and retail space at ground level, and apartment development on upper levels.
- + Car parking is typically accommodated at ground level, with basements for larger sites C1 and C11 (Figure 31). The dimensions of these sites make for efficient car parking floor plates, which can deliver more flexible retail opportunities on the ground floor. For example local grocery stores or supermarkets.
- + Larger sites C1 and C11 can also accommodate higher buildings with minimal impact on neighbouring properties. The heights plan (Figure 30), shown adjacent, suggests a maximum of 5 storeys on the Walter Road West boundary for both sites. Results from the tests conducted recommend a height of 2 storeys within 20m of the rear/southern boundary for all sites, minimising potential privacy and overshadowing impacts to neighbouring properties.
- + Access to all sites has been considered under the scenario that lot amalgamation does not occur.
  - Sites C3, C4-7 and C11 are able to access development from local streets (Roseberry Street and Salisbury Street) via Walter Road West.
  - Access to C1 and C12 is from Grand Promenade, and Sites C2 and C10 from Walter Road West.
- + Opportunities to consolidate site access where lot amalgamation occurs is encouraged and should be explored.
- + Sites incorporate open space either on ground or on podium levels. This provides amenity to apartment residents living on upper levels, but also provides a landscape buffer to neighbours. For example on site C1's southern border where apartment development extends to the south of the site at 2 storeys.
- + A 2.5 metre colonnade has been applied to the design test, as influenced by the City of Stirling Walter Road West LDP. In an attempt to link both sides of the road with a similar building edge, this approach will provide continuous weather protection, and generous foot paths beside the road where space is limited.
- + Tests on Sites C5-7 reveal the limited ability to develop individual lots due to their narrow dimensions. Car parking layouts and floor plates are constrained, and are likely to require amalgamation. For this reason C5 assumes the amalgamation of three lots from the Rosebery Street corner, and C7 assumes the amalgamation of two lots beyond.
- + The repurposing or disposal of any surplus government owned land to the north-west of Lots 5-9 Walter Road West would improve the opportunities for development of Sites C5-11.







Figure 33: Ground Level



Figure 34: Level 1



Figure 35: Level 2

## 7.2 DEVELOPMENT YIELD PROJECTIONS

The Study utilises the outcomes from the design tests to produce a series of projections, dwelling yields and non-residential floor space yields. The projections assume that the yields produced can be achieved if modifications to the planning framework were made. This information is useful to the movement assessment conducted by Flyt (refer to Appendix 3).

Development yield projections are categorised into different zones. The zones are based on transport assessment requirements and the prevalent urban character.

- + Zone 1 – Bedford Town Centre
- + Zone 2 to 7 – General residential sites

### Transport Report Considerations

The *Bedford North Corridor – Transport Impact Review* (Appendix 3) uses the development yield projections to understand potential impacts on the road network. More information on this can be found in Part 6 'Conclusions' of that appendix.

The report notes it is important to take a realistic and balanced approach when understanding development growth targets and traffic impacts in infill environments:

*Many inner-city locations along strategic local transport corridors (such as Walter Road West), have existing traffic signal controlled intersections operating at a poor level of service during peak hours. This is the nature of urban inner-city locations with significant AM peak school and commuter vehicle trips, as well as PM peak commuter and utility/leisure/recreation vehicle trips. Overtime Perth's urban transport networks will develop to provide a wider range of opportunities for people to travel by non-car modes, whether that be by active transport or through improved public transport options. This change will occur in the congested areas of the city first and then inner-city locations, such as the Bedford North study area.*

*The City has an important role to play in the evolution of urban transport networks. The City can influence how corridors like Walter Road West function in the future, by ensuring a better balance is achieved between the interests of car users as opposed to providing an environment that encourages alternative modes of transport, such as walking, cycling and public transport.*

*In addition, the City has a role to play in making urban corridors, or parts of urban corridors more liveable and attractive as urban 'places' in their own right, through measures such as calming traffic and encouraging a mix land uses.*

### METHOD

Zone 1 calculations are direct floor space, apartment numbers and parking yields from the design testing exercise for affected lots. Only one design option was produced within this scope for Zone 1.

Zone 2 to 7 calculations involve scenarios that produce a range of development yield projections. The process includes these steps:

1. **Establish a Baseline**  
Conduct a manual count of the number of developments on each lot using a combination of aerial imagery and spatial analysis.
2. **Understand the Titles**  
Spatially map which lots are strata and green titled in the study area.
3. **Sample Lots Yield Potential**  
Design testing of sample lots within the study area to understand the potential yields for different development typologies. For grouped and terrace typologies this information is then cross-checked against the recommended R-Codings suggested in Table 13. The results are then extrapolated across the entire study area.
4. **Research Realistic Scenarios**  
Based on the aspirations discussed at community engagement sessions, research realistic development typology splits of nearby suburbs, using the ABS. Suburbs used were Leederville, North Perth and Mount Lawley.
5. **Test the scenarios**  
Run the researched development scenarios on the study area to understand its potential. Prioritise the development of lots which would increase in development yield.
6. **Understand Where the Development Occurs**  
Categorise the results into zones (see Table 9 and Table 10) to better understand where the majority of development is occurring.

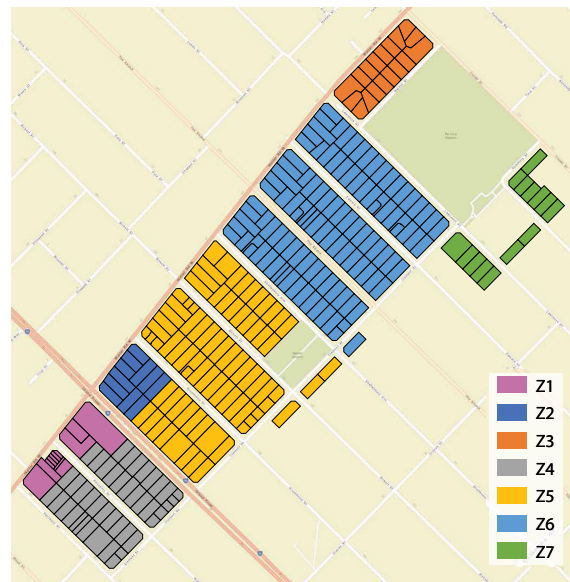


Figure 36: Development yield zones

SITE NUMBER	SITE ADDRESS	RESIDENTIAL APARTMENT YIELD	CAR PARKING BAYS - RESIDENTIAL	COMMERCIAL / RETAIL NLA M2	CAR PARKING BAYS - COMMERCIAL / RETAIL
C1	215 Grand Promenade, Bedford	55	76	1164	88
C2	70 Walter Road West, Bedford	14	21	65	2
C3	68 Walter Road West, Bedford	13	20	261	21
C4	211 Rosebery Street, Bedford	7	9	84	2
C5	66A+66+64 Walter Road West, Bedford	4	6	56	2
C7	62+62A Walter Road West, Bedford	3	6 (3 tandem)	34	1
C10	60 Walter Road West, Bedford	8	8	52	0
C11	54 Walter Road West, Bedford	30	46	452	16
C12	78 Walter Road West, Bedford	11	10	46	2
Total		145	196	2214	134

Table 9: Yield Information for Zone 1 (Commercial Sites)

Table 10: Yield Information for Zones 2 – 7 (Residential Sites)

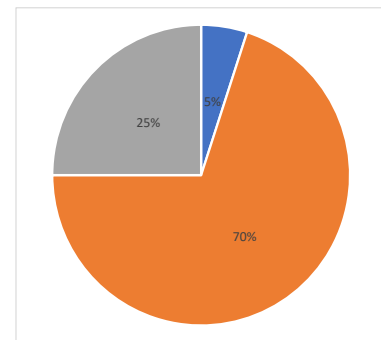
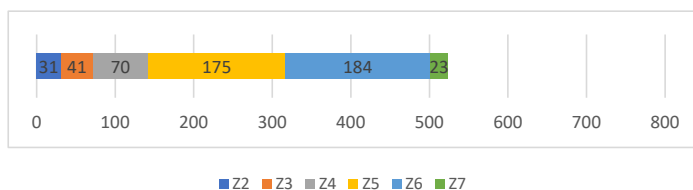
SCENARIO	CURRENT	LOW (BASED ON NORTH PERTH)	MEDIUM (BASED ON LEEDERVILLE)	HIGH (BASED ON MT LAWLEY)
Additional dwellings and/or lots	NA	27	171	241
Total dwellings and/or lots*	497	524	668	738
Apartment split	NA	5%	20%	25%
Single/grouped dwelling split	NA	70%	45%	55%
Terrace split	NA	25%	35%	20%
Green title development percentage	NA	50%	75%	75%
Strata Title development percentage	NA	0%	10%	20%
Zone 1 dwelling projections	0	Dwelling projections for Zone 1 are included in Table 9		
Zone 2 dwelling projections	29	2	8	12
Zone 3 dwelling projections	40	1	6	10
Zone 4 dwelling projections	68	2	19	27
Zone 5 dwelling projections	168	7	50	70
Zone 6 dwelling projections	172	12	74	103
Zone 7 dwelling projections	20	3	14	19

\*Does not include Zone 1

### ZONES 2-7 (LOW, BASED ON A NORTH PERTH DWELLING TYPE SCENARIO)

The low scenario assumes a split of 5% apartments, 70% single / grouped and 25% terrace development. 50% of green title lots and 0% of strata title lots are assumed to be developed.

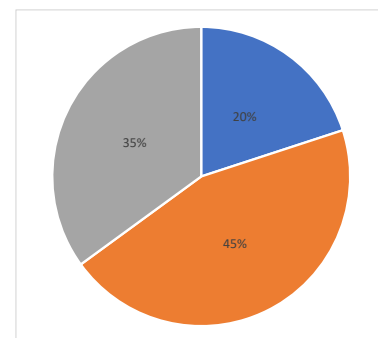
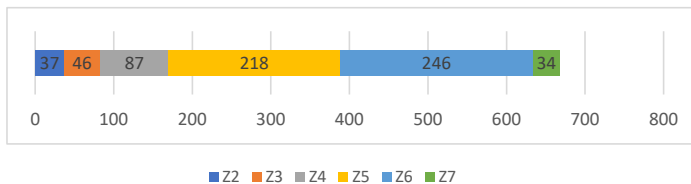
Dwelling yield per zone is shown below, and the distribution of dwelling typologies to the right.



### ZONES 2-7 (MEDIUM, BASED ON A LEEDERVILLE DWELLING TYPE SCENARIO)

The medium scenario assumes a split of 20% apartments, 45% single / grouped and 35% terrace development. 75% of green title lots and 10% of strata title lots are assumed to be developed.

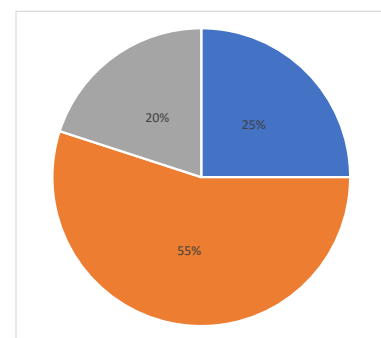
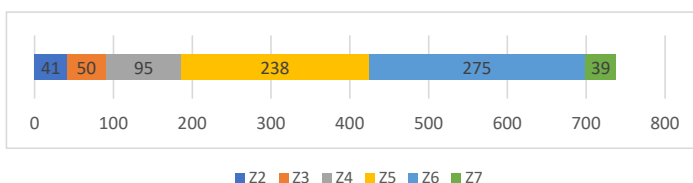
Dwelling yield per zone is shown below, and the distribution of dwelling typologies to the right.



### ZONES 2-7 (HIGH, BASED ON A MOUNT LAWLEY DWELLING TYPE SCENARIO)

The high scenario assumes a split of 25% apartments, 55% single / grouped and 20% terrace development. 75% of green title lots and 20% of strata title lots are assumed to be developed.

Dwelling yield per zone is shown below, and the distribution of dwelling typologies to the right.







# 8



67

---

## RECOMMENDATIONS

## 8.1 RECOMMENDATIONS

To achieve the project design principles established in this Study a list of recommendations and example design provisions has been provided to inform future actions for the City. *Note that specific policy and LDP drafting is outside the scope of this Study.*

This recommendations are explained over three interrelated tables.

- + Table 12 captures the high level recommendations resulting from this study and design testing
- + Table 13 includes additional detail on recommended R-codings for consideration in Bedford North
- + Table 14 includes additional detail on design provisions for consideration in Bedford North.

Other matters to note when reading these recommendations:

- + Some actions in this list sit outside of the planning system, but are important catalysts to assist with quality redevelopment in the area. For example, a key message from business and community members has been to establish a 'Bedford Town Centre' south of Grand Promenade on Walter Road West through streetscape upgrades. This can turn around what is a traffic dominated street to create a great place where locals can recreate, dine, shop and linger. The opportunity to investigate these as a partnership with the City of Stirling is important.
- + Some example provisions listed in Table 14 apply to certain geographic areas that are shown in Figure 37.
- + If updating the local planning framework there should be a focus on explaining the rationale/intent for example provisions. The information included throughout this study can assist / inform.

### **Project Urban Design Principles that inform these recommendations**

#### Principle 1

*Maintaining space for yard and trees*

#### Principle 2

*Setbacks to suit street character*

#### Principle 3

*Promoting active, living spaces  
towards street fronts*

#### Principle 4

*Bringing a mix of uses to a  
pedestrian-friendly Walter Road West*

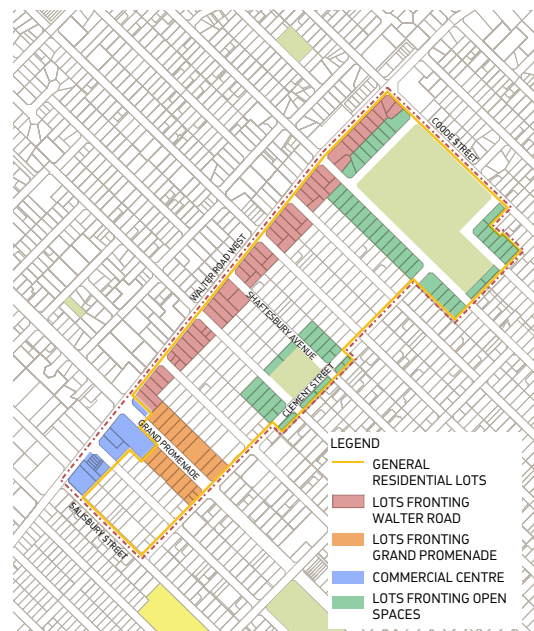


Figure 37: Recommendations 'applicable areas' plan

Table 12: Summary of Recommended Actions

SHORT NAME	RECOMMENDED ACTION	NOTES	JUSTIFICATION
R-Coding modifications to support apartment typologies	Consider modifications to R-Codings on selected lots to allow for a wider range and density of development with recommendations in Table 13	Current R-Codings would limit the ability to deliver increased densities or some smaller infill solutions (such as those demonstrated in design testing) on selected well-located lots.  R-Coding changes must be delivered together with the 'Bedford Town Centre Local Development Plan' and 'Local Planning Framework design provision updates' to achieve Project Urban Design Principles	Urban design analysis, community workshop/ site walk feedback and lot testing exercises suggested the possibility for new residential densities and typologies in Bedford North.
Bedford Town Centre Local Development Plan	Consider the preparation of LDP/ Scheme Amendments to guide design of developments in the Bedford Town Centre.	This area is more complex in nature than areas outside of the sites, therefore an LDP will be a clearer way of translating Study findings and design testing into a statutory instrument specific for each lot.	An LDP is an appropriate mechanism to coordinate the development of these mixed use sites, given the site specific built form controls and access arrangements required.
Permit additional residential and/ or commercial uses on selected sites.	Consider modifications to the City of Bayswater Local Planning Scheme to allow for additional land uses as shown in Table 14.	This would permit some residential uses in the Bedford Town Centre; permit local commercial uses at selected sites near the Walter Road / Coode Street intersection; and permit incidental coffee/food uses on selected corner lots adjacent to RA Cooke Reserve.	Project Urban Design Principle 4 supports a mix of uses, including living opportunities at the Bedford North Town Centre, commercial opportunities at selected places along Walter Road and corner lots adjacent to RA Cooke Reserve.
Local Planning Framework design provision updates	Consider updating the City of Bayswater Local Planning Framework for lots in the Bedford North study area with recommendations from Table 15.	This recommendation largely relates to areas outside of the Town Centre sites, though there are some example provisions that could be applicable.	Planning framework updates are necessary to meet Project Urban Design Principles 1, 2, 3 and 4. These principles were formed through urban design analysis and community engagement activities.
Parking strategy	Consider the preparation of a parking strategy to interrogate Scheme parking requirements.	The strategy should look for opportunities where commercial/retail parking rates could be reduced and dispensation for visitor bays could be offered where on-street parking would be viable.	Oversupply of parking can lead to the likelihood of more open spaces being paved for cars, reducing spaces for landscape and drainage. Oversupply of parking is also linked to development feasibility, which can be marginal in middle ring suburbs. Use of common spaces (including streets) for occasional parking needs is preferred from this perspective.
Tree Local Planning Policy review	Consider reviewing the City of Bayswater Trees on Private Land Policy.	This should include consideration of future planning framework updates the performance of the policy and detail on which policy takes precedence.	Project Urban Design Principle 4 supports the provision of tree canopy. If changes are being made to the local planning framework this LPP requires alignment.
Bedford Town Centre land disposal	Consider re-purposing or disposal of any surplus Government land to the north-west of Lots 5-9 Walter Road West Bedford.	The land is part of the road reserve located immediately between Lots 5-9 Walter Road West Bedford and the Walter Road West carriageway.	Urban design analysis under Part 7.1.7 suggests this land could be surplus to requirements. An active street edge can be promoted if this land forms part of the development site, on the street.
Walter Road West upgrades	Consider commencing a formal project partnership with the City of Stirling to design and upgrade parts of Walter Road West in the project area (with an initial focus on the Town Centre between Grand Prom and Salsbury Street)	The purpose to create a more pedestrian and cycle friendly environment that new development can respond to in a positive, open way.	Project Urban Design Principles 3 and 4 support a mix of uses, including living opportunities along Walter Road. A holistic approach is required that thinks beyond the planning system alone.  Encouraging development behaviour and design outcomes that address the street will require actions and upgrades that help adjacent landowners understand the opportunities and de-risk their development proposal.  Without such actions development behaviours are likely to stay the same, with development turning away from busy road environments that aren't activated.
Bedford Town Centre place planning	Consider extending City of Bayswater Place Planning functions to Walter Road West. Explore opportunities for quick win projects to enhance the public realm and demonstrate positive change with the community and businesses (e.g. seating, shade, parklets, lighting, place branding and signage).	This should include detailed and ongoing engagement with businesses on their current and future operations, explore opportunities for promotion and marketing, and consideration of support for a new local Town Team support.	

Table 13: Summary of Recommended Density, Height and Development Types

APPLICABLE AREAS	TOWN CENTRE	LOTS FRONTING WALTER ROAD OUTSIDE OF THE TOWN CENTRE AREA	LOTS FRONTING GRAND PROMENADE OUTSIDE OF THE TOWN CENTRE AREA	LOTS FRONTING OPEN SPACE R.A COOKE OR BIRKETT RESERVE	REMAINING AREAS IN 'GENERAL RESIDENTIAL'
Intent	A higher density mixed use town centre area, with apartments above retail or commercial space.	A higher density residential edge to Walter Road with the introduction of a landscaped setback for improved amenity.	A higher density residential edge to Grand Promenade with the introduction of a landscaped setback for improved amenity.	A medium density residential edge to green open spaces in the Bedford North precinct, overlooking the existing amenity in these locations.	A medium density residential infill opportunities that improve current models of infill with greater consideration for landscape, public domain interface and internal amenity.
Existing R-Code	N/A	R40	R25	R25	R25
Recommended R-Code	RAC-0	R60	R50	R50	R35
Recommended maximum height limit	5 storeys	3 storeys	2 storeys	2 storeys*	2 storeys
Recommended for terrace development type	No	Yes	Yes	Yes	Yes
Recommended for grouped dwelling development type	No	Yes	Yes	Yes	Yes
Recommended for apartment development type	Yes	Yes	Yes	Yes	No
Notes	The RAC-0 coding would require a corresponding planning instrument to guide development. An LDP is recommended for this purpose.	An R60 coding is set to a default height of 3 storeys for apartment development (R-Codes Vol 2).  Transition to 2 storeys is important where there is an interface to general residential areas.	Under R-Codes Vol 1 an R50 coding affords lower minimum lot sizes that could encourage four grouped dwellings on one site. For example grouped dwelling design testing in this study demonstrates minimum lot sizes down to 170m <sup>2</sup> .  Under R-Codes Vol 2 an R50 coding sets a default height of 3 storeys for apartment development, however it is recommended this be lowered to 2 storeys in design provisions.	Under R-Codes Vol 1 an R50 coding affords lower minimum lot sizes that could encourage four grouped dwellings on one site. For example grouped dwelling design testing in this study demonstrates minimum lot sizes down to 170m <sup>2</sup> .  Under R-Codes Vol 2 an R50 coding sets a default height of 3 storeys for apartment development, however it is recommended this be lowered to 2 storeys in design provisions.  * The exception to a 2 storey height could be consideration given to allow flexibility for additional height in the front 20 metres of corner lots facing R.A. Cooke Reserve as highlighted in Figure 38 'Area C'.	Under R-Codes Vol 1 an R35 coding affords lower minimum lot sizes that could encourage three grouped dwellings on one site (using the design testing in this urban design study as a guide).

Table 14: Additional Land Use Recommendations

APPLICABLE AREAS SEE FIGURE 38	RECOMMENDED USES*
Area A	<p>Additional uses that promote higher density residential are recommended for incorporation into the Scheme. Subject to review from the City they may be:</p> <ul style="list-style-type: none"><li>- Dwellings - Aged or Dependent Persons</li><li>- Dwellings - Multiple Dwelling</li></ul> <p><i>Notes: Promoting multiple dwelling residential development at the Bedford North Town Centre is recommended above commercial and retail uses.</i></p>
Area B	<p>Additional uses that promote main street activity are recommended for incorporation into the Scheme. Subject to review from the City they may be:</p> <ul style="list-style-type: none"><li>- Child Care Centre</li><li>- Convenience Store</li><li>- Lunch Bar</li><li>- Medical Centre</li><li>- Office</li><li>- Restaurant</li><li>- Retail</li><li>- Shop</li></ul> <p><i>Notes: Consideration of a wider mix of activities and uses could be promoted at the Coode Street intersection with Walter Road to offer convenience and experiences for those living within close proximity. The extent of this area reflects commercial uses that occur on the northern side of Walter Road (within the City of Stirling)</i></p>
Area C	<p>Additional uses for low impact casual dining or convenience purchases are recommended for incorporation into the Scheme. Subject to review from the City they may be:</p> <ul style="list-style-type: none"><li>- Kiosk</li><li>- Lunch Bar</li><li>- Restaurant</li></ul> <p><i>Notes: There are opportunities to activate public open space edges at selected locations (at corner sites) with incidental food and beverage uses e.g. local coffee shop(s), or convenience uses. Corner sites are better equipped to manage the mix of land uses, and are therefore recommended for this purpose.</i></p>

\* Note: It is recommended that any changes listed above require analysis of the most effective approach through the City's wider Scheme reviews in consultation with DPLH. One way of actioning these changes may be achieved through maintaining existing zonings and adding additional uses to City of Bayswater Local Planning Scheme 24 Appendix 2.

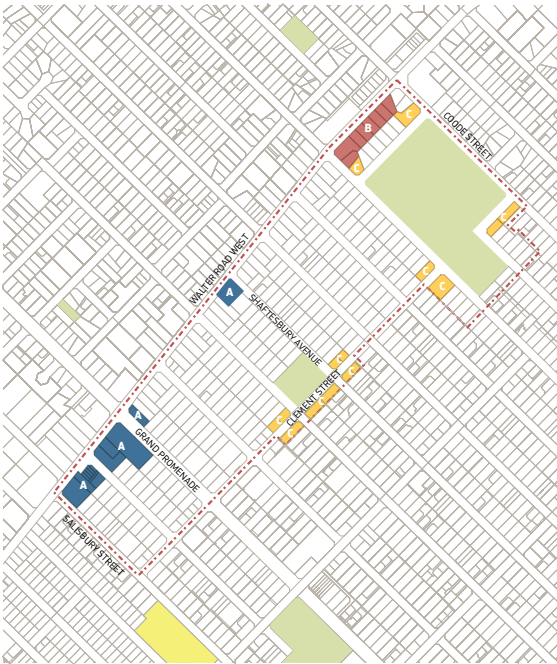


Figure 38: Additional use areas



Figure 39: Recommended R-Codings

Table 15: Summary of Recommended Design Provisions for the Local Planning Framework

SHORT NAME  NAME AND NUMBER FOR REFERENCE ONLY	EXAMPLE PROVISION  ANY EXAMPLE POLICY PROVISIONS WOULD BE SUBJECT TO FURTHER POLICY DRAFTING CONSIDERATION	RELATED TO PROJECT URBAN DESIGN PRINCIPLES
H-1  Heights (Off-Walter Road West)	<p>A building envelope height of 7 metres (from natural ground level to top of parapet)*</p> <p><i>*Consideration should be given to allowing flexibility for additional height in the front 20 metres of corner lots facing R.A. Cooke Reserve as highlighted in Figure 38 'Area C' where mixed-use development may be promoted through an 'additional use'</i></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- This allows for heights of 2 storeys.</li> <li>- Includes provision for additional height to accommodate roof equipment.</li> <li>- For sloping sites the height of the building is taken from the relevant point on the site.</li> </ul>	- Principle 3
H-2  Heights (Walter Road West)	<p>A building envelope height of 10 metres (from natural ground level to top of parapet) toward the front of the block towards Walter Road West street frontage, and 7 metres on boundaries fronting onto secondary streets or other properties.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- This allows for heights of 3 storeys towards Walter Road West.</li> <li>- Includes provision for additional height to accommodate roof equipment.</li> </ul>	<ul style="list-style-type: none"> <li>- Principle 3</li> <li>- Principle 4</li> </ul>
FS-1  Front Setbacks	<p>A building envelope setback of 6-metres from the front of the lot that includes at least 50% of the setback area provided as soft landscaping.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Grouped dwelling typologies could consider courtyards in the front setback.</li> <li>- Where provided, on-site visitor bays are behind the building envelope</li> <li>- Front setbacks on Walter Road West should accommodate (and demonstrate) mature tree planting</li> <li>- For corner lots fronting Walter Road West secondary street setbacks can be reduced to 4 metres</li> <li>- The minimum soft landscaping calculation is demonstrated to be achieved in two scenarios in Figure 40 and Figure 41</li> </ul>	<ul style="list-style-type: none"> <li>- Principle 1</li> <li>- Principle 2</li> <li>- Principle 3</li> <li>- Principle 4</li> </ul>
RS-1  Rear Setbacks	<p>A building envelope setback of 6-metres from the rear of the lot that includes soft landscaping.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Retention of trees should be encouraged, and R-Codes Volume 2 provision A3.3.1 can be used to link to the provision for this purpose.</li> </ul>	- Principle 1
R-1  Retaining	<p>Retaining walls are minimised to no more than 750mm to limit the amount of exposed retaining.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>- This helps to minimise cut and fill, and maintains existing levels throughout the precinct rather than flattening of lots.</li> </ul>	- Principle 3
NGL-1  Natural Ground Level	<p>Existing ground levels cannot be varied by more than 750mm. Where cut and fill is provided this is to be averaged across the length of the site (with all retaining concealed from the street frontage).</p> <p>Depth of cut and fill should be no more than 1500mm to allow for natural ventilation of car parking areas.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>- This helps to minimise the impact of infill development on sloping sites.</li> </ul>	- Principle 3

APPLICABLE AREA				POSSIBLE PLANNING FRAMEWORK LOCATION			
GENERAL RESIDENTIAL LOTS THROUGH BEDFORD NORTH	LOTS FRONTING WALTER ROAD WEST OUTSIDE OF THE BEDFORD NORTH TOWN CENTRE AREA	LOTS FRONTING GRAND PROMENADE OUTSIDE OF THE BEDFORD NORTH TOWN CENTRE AREA	LOTS FRONTING R.A. COOKE OR BIRKETT RESERVE	LOTS IN THE BEDFORD NORTH TOWN CENTRE AREA	SCHEME/POLICY PROVISIONS	GUIDANCE	OTHER
●		●	●	CONSIDERATION OF THIS PRIMARY CONTROL SHOULD VARY. BASED ON SITE SPECIFIC BASIS IN AN LDP	●	●	
	●			CONSIDERATION OF THIS PRIMARY CONTROL SHOULD VARY. BASED ON SITE SPECIFIC BASIS IN AN LDP	●	●	
●	●	●	●	CONSIDERATION OF THIS PRIMARY CONTROL SHOULD VARY. BASED ON SITE SPECIFIC BASIS IN AN LDP	●		
●	●	●	●	CONSIDERATION OF THIS PRIMARY CONTROL SHOULD VARY. BASED ON SITE SPECIFIC BASIS IN AN LDP	●		
●	●	●	●			●	
●	●	●	●				●

SHORT NAME	EXAMPLE PROVISION	RELATED TO PROJECT URBAN DESIGN PRINCIPLES
NAME AND NUMBER FOR REFERENCE ONLY	ANY EXAMPLE POLICY PROVISIONS WOULD BE SUBJECT TO FURTHER POLICY DRAFTING CONSIDERATION	
DG-1 Driveways and Garages (driveway widths)	Where vehicle access is required to the rear of a site a single lane driveway is narrowed to be no more than 3.5 metres wide at the crossover point to the street. <i>Note:</i> - A width narrower than 3.5 metres would allow more space for landscaping along parts of the fence line and should be encouraged. - This provision should be progressed with the City's transport engineering team.	- Principle 1 - Principle 3 - Principle 4
DG-2 Driveways / Garages (garage doors)	Garage doors should be out of line of sight from the primary street frontage. <i>Note:</i> - This provision should also be applicable to grouped dwelling developments.	- Principle 1 - Principle 3 - Principle 4
OS-1 Open space (north-fronted courtyard locations)	For north-fronted sites courtyards can be accommodated in the front setback.	- Principle 1 - Principle 3
OS-2 Open space (northern boundary primary open space)	Setback areas to the rear of sites can be included as the primary open space when on the northern boundary of the lot.	- Principle 1
L-1 Landscape (front setback)	A medium sized tree (as defined in R-Codes Volume 2) should be planted and maintained in each front setback area for each front-facing dwelling. <i>Note:</i> - To act as a natural buffer to vehicle activity and contribute to a more pedestrian friendly street environment and improve the tree canopy.	- Principle 1 - Principle 3
L-2 Landscape (rear setback)	Where there is no retention of trees (worthy or possible) in a rear setback, a medium sized tree (as defined in R-Codes Volume 2) should be planted and maintained in the rear setback area where one or more dwellings are facing the rear setback to act as a natural buffer and contribute to the wider tree canopy goals of the area.	- Principle 1
F-1 Fences (Fence height)	Primary street fence heights should be no more than 1200mm. Where the lot has a secondary street frontage fence heights should be no more than 1200m where that part of the fence is dividing the resident's primary open space areas from the street. <i>Note:</i> - This helps strengthen the connection between buildings and the street, and works together with setback and landscape example provisions.	
F-2 Fences (Fence location)	Front fences should be set back a minimum of 600mm behind the front boundary <i>Note:</i> - To improve the pedestrian interface to the street by providing a suitable planting area for landscaping to the street.	



APPLICABLE AREA					POSSIBLE PLANNING FRAMEWORK LOCATION		
GENERAL RESIDENTIAL LOTS THROUGH BEDFORD NORTH	LOTS FRONTING WALTER ROAD WEST OUTSIDE OF THE BEDFORD NORTH TOWN CENTRE AREA	LOTS FRONTING GRAND PROMENADE OUTSIDE OF THE BEDFORD NORTH TOWN CENTRE AREA	LOTS FRONTING R.A. COOKE OR BIRKETT RESERVE	LOTS IN THE BEDFORD NORTH TOWN CENTRE AREA	SCHEME/POLICY PROVISIONS	GUIDANCE	OTHER
●	●	●	●			●	● ENGINEERING POLICIES/ GUIDELINES
●	●	●	●	●		●	
●	●	●	●	●		●	
●	●	●	●	●		●	
●	●	●	●			●	● LANDSCAPE MANAGEMENT/ COMPLIANCE
●	●	●	●			●	● LANDSCAPE MANAGEMENT/ COMPLIANCE
●	●	●	●			●	
●	●	●	●			●	

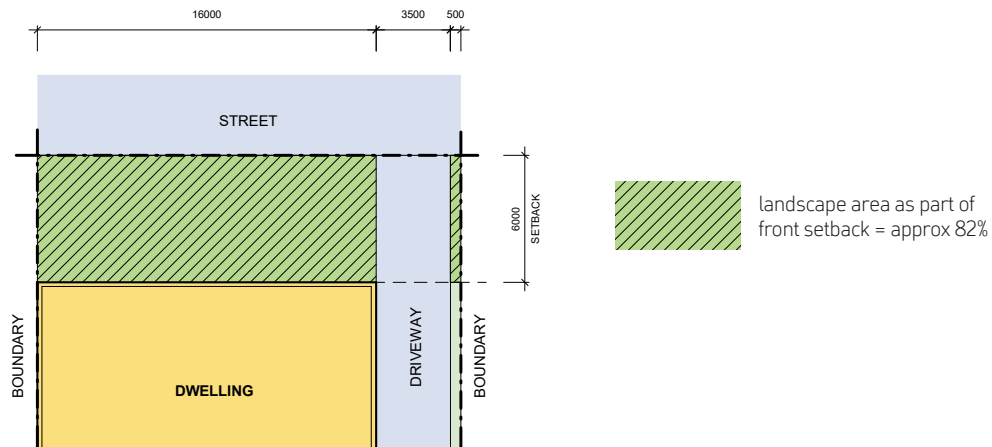


Figure 40: Soft landscaping demonstration for Design Provision FS-1 (front setback). Showing a 82% soft landscaping percentage could be reached on a typical 20m wide lot where no existing dwellings are retained and one crossover is achieved.

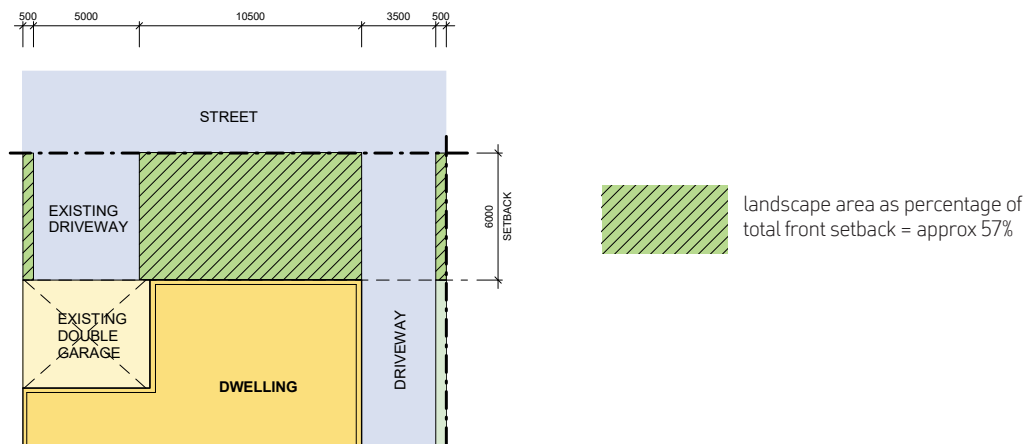


Figure 41: Soft landscaping demonstration for Design Provision FS-1 (front setback). Showing a 57% soft landscaping percentage could be reached on a typical 20m wide lot where an existing dwelling is retained and two crossovers remain as a result.

## CONCLUDING REMARKS

Bedford North is an area in transition. Established suburban streets and houses are experiencing redevelopment activity that has challenged the qualities that have defined the place over time – such as local neighbourhood walkability, tree canopy and open building/street interfaces.

Walter Road West and Grand Promenade run through Bedford North, and their function has a large impact on the way the local community uses the neighbourhood. In recent years both streets have experienced increased vehicle traffic as Perth has grown. An absence of a cohesive strategy to link road design and function with urban design outcomes, can lead new development to 'turn its back' to both streets.

The Bedford North Urban Design Study draws together analysis of this study area and its context, and community inputs (through surveys, workshops and a site walk shop). This information has been summarised and proposed as a series of urban design principles:

- + Principle 1 – Maintaining space for yard and trees
- + Principle 2 – Setbacks to suit street character
- + Principle 3 – Promoting active, living spaces towards street fronts
- + Principle 4 – Bringing a mix of uses to a pedestrian-friendly Walter Road West

Informed by these principles, design testing has been undertaken to understand potential development scenarios on typical lots in the area. While there are limitations to these tests, they provide examples of development types that can be delivered on sites. Possible yields and movement implications are then explored.

Next steps for the City are outlined in the recommendations tables in Part 9 of this Study. A prioritisation exercise would be a useful first step for City, as there are many planning updates and non-planning activities in these recommendations tables that could take place over a long term programme to help Bedford North (and Walter Road West) reach its full potential:

- + Planning updates give an opportunity to address these impacts of poor quality development through Scheme amendments, LDP and policy provisions, and guidance to promotes suitable development and landscape qualities.
- + Non-planning activities would give the City an opportunity to work with neighbouring City of Stirling to improve the condition along Walter Road West. Street upgrades and place planning activities could make a tangible difference for locals – to start re-balancing the pedestrian experience along the street. This has been achieved on other similar streets in Perth, where a conscious effort has been made to look beyond vehicle traffic modelling predictions and seek a balance for other users of the street.

The Bedford North area has great potential to build on its existing strengths – a diverse and connected local community, suburban qualities, proximity to the Perth CBD and other employment centres. Planning framework updates that prioritise recommendations outlined in this report, and a commitment to addressing the non-planning activities for Walter Road West will help to achieve this.



# 9



79

---

## **APPENDIX 1 DESIGN TESTING PLANS**

*A note on testing assumptions for multiple-unit (apartment) developments*

Across sites an assumption has been made in relation to minimum apartment sizes on each relevant test.

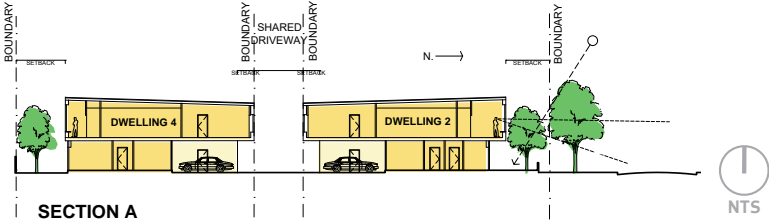
Apartment size assumptions
1 Bed = 50m <sup>2</sup> (minimum)
2 Bed = 72m <sup>2</sup> (minimum)
3 Bed = 90m <sup>2</sup> (minimum)

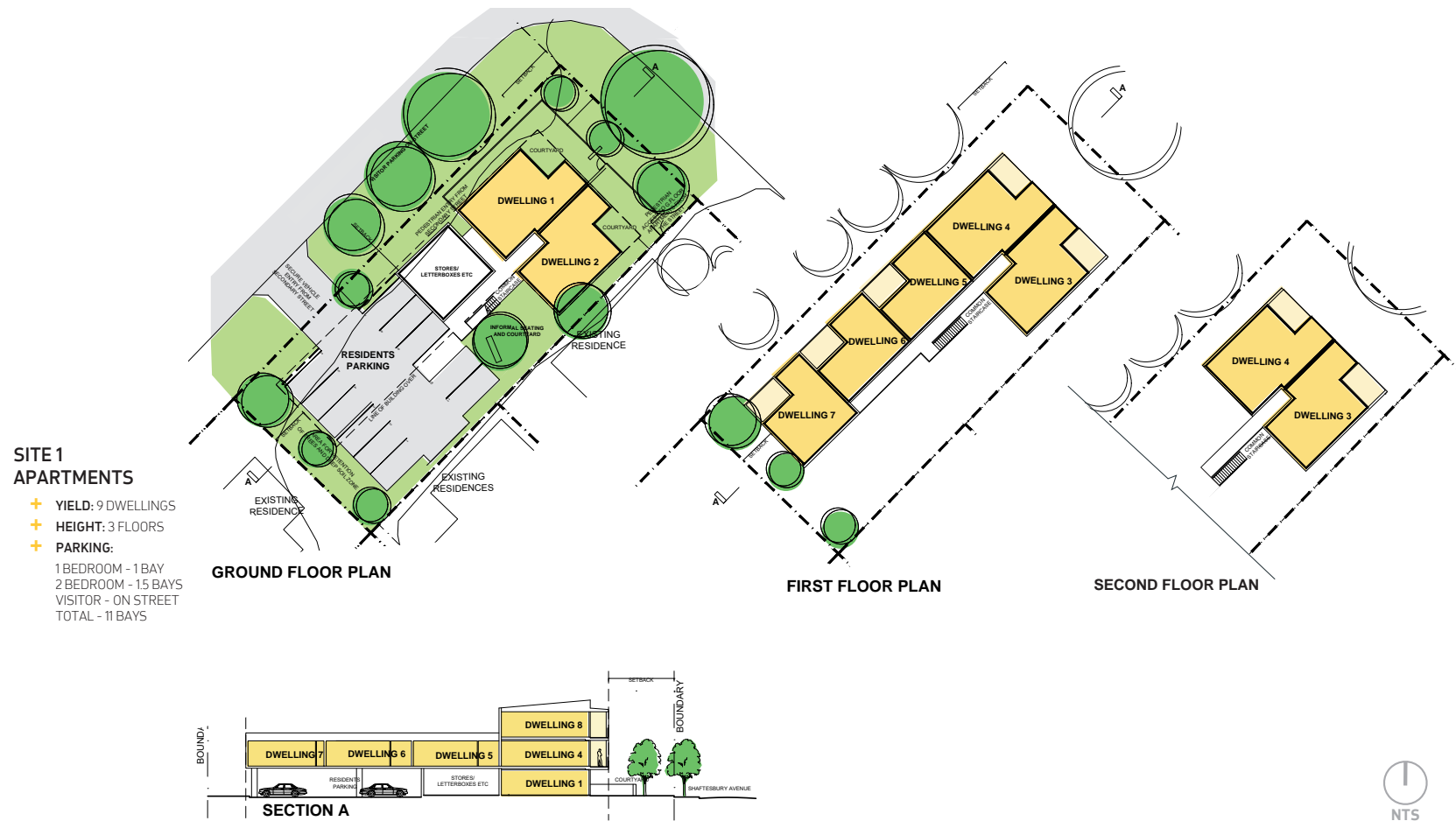
SITE 1  
GROUPED DWELLING

- + YIELD: 4 DWELLINGS
- + HEIGHT: 2 FLOORS
- + PARKING: DOUBLE GARAGE PER DWELLING, OFF STREET
- + NOTE: PROPOSAL ALLOWS FOR TANDEM PARKING IN FRONT LOTS TO CREATE 3x FRONT TERRACES AT A MINIMUM WIDTH OF 5.5m AND A HEIGHT OF 3 LEVELS



GROUND FLOOR PLAN





SITE 2  
GROUPED DWELLING

- + YIELD: 4 DWELLINGS
- + HEIGHT: 2 FLOORS
- + PARKING: DOUBLE GARAGE PER DWELLING, OFF STREET
- + NOTE: PROPOSAL ALLOWS FOR TANDEM PARKING IN FRONT LOTS TO CREATE 3x FRONT TERRACES AT A MINIMUM WIDTH OF 5.5m



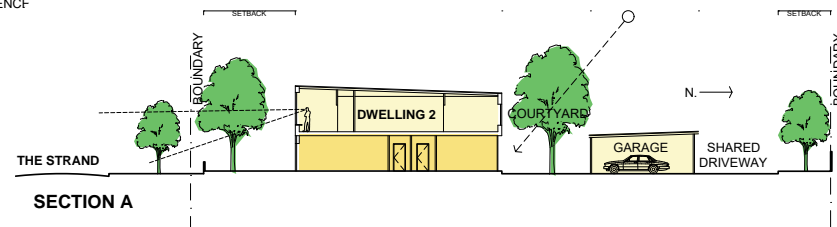


# **SITE 2 TERRACES**

- + **YIELD:** 2 DWELLINGS
- + **HEIGHT:** 2 FLOORS
- + **PARKING:** DOUBLE GARAGE PER DWELLING, OFF STREET
- + **NOTE:** PROPOSAL ALLOWS FOR TANDEM PARKING IN FRONT LOTS TO CREATE 3x FRONT TERRACES AT A MINIMUM WIDTH OF 5.5m



**GROUND FLOOR PLAN**



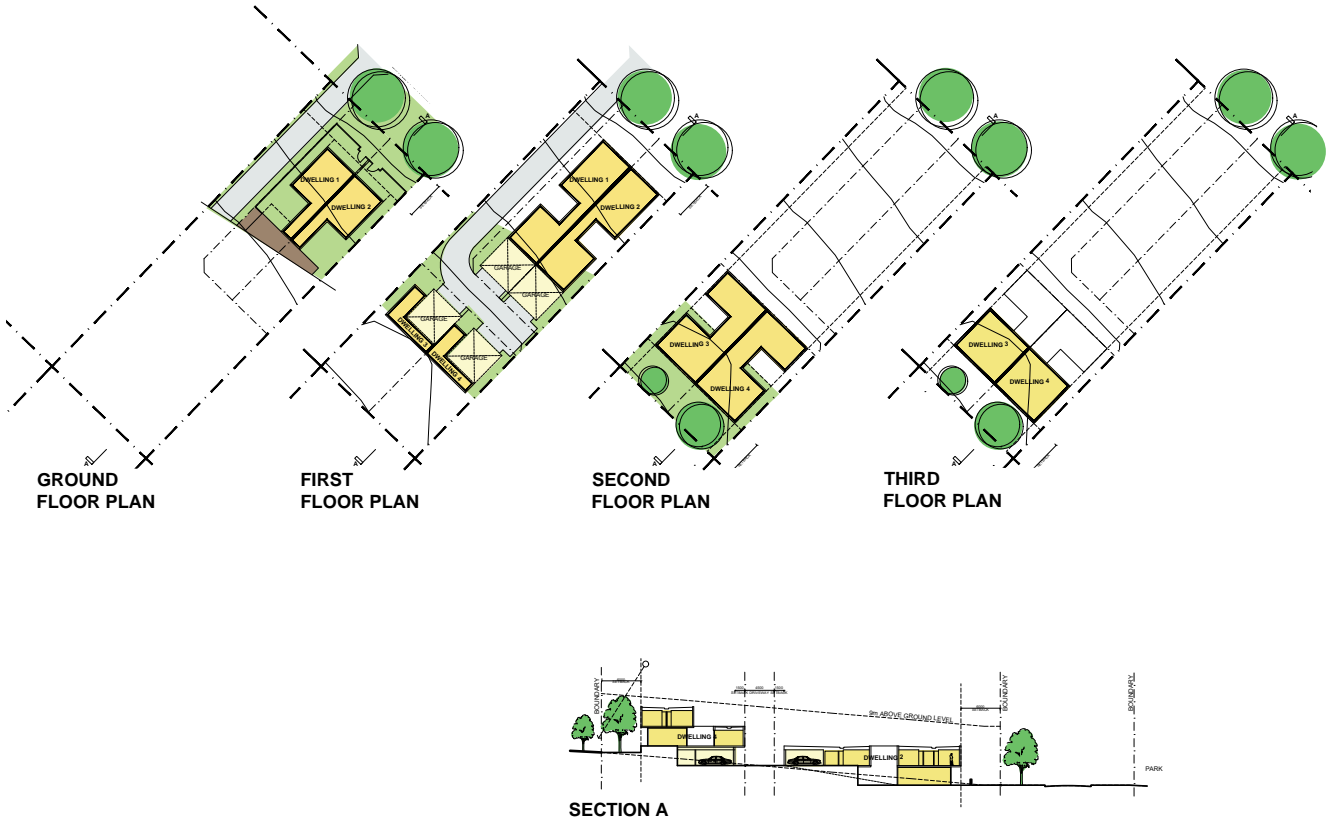
**SECTION A**

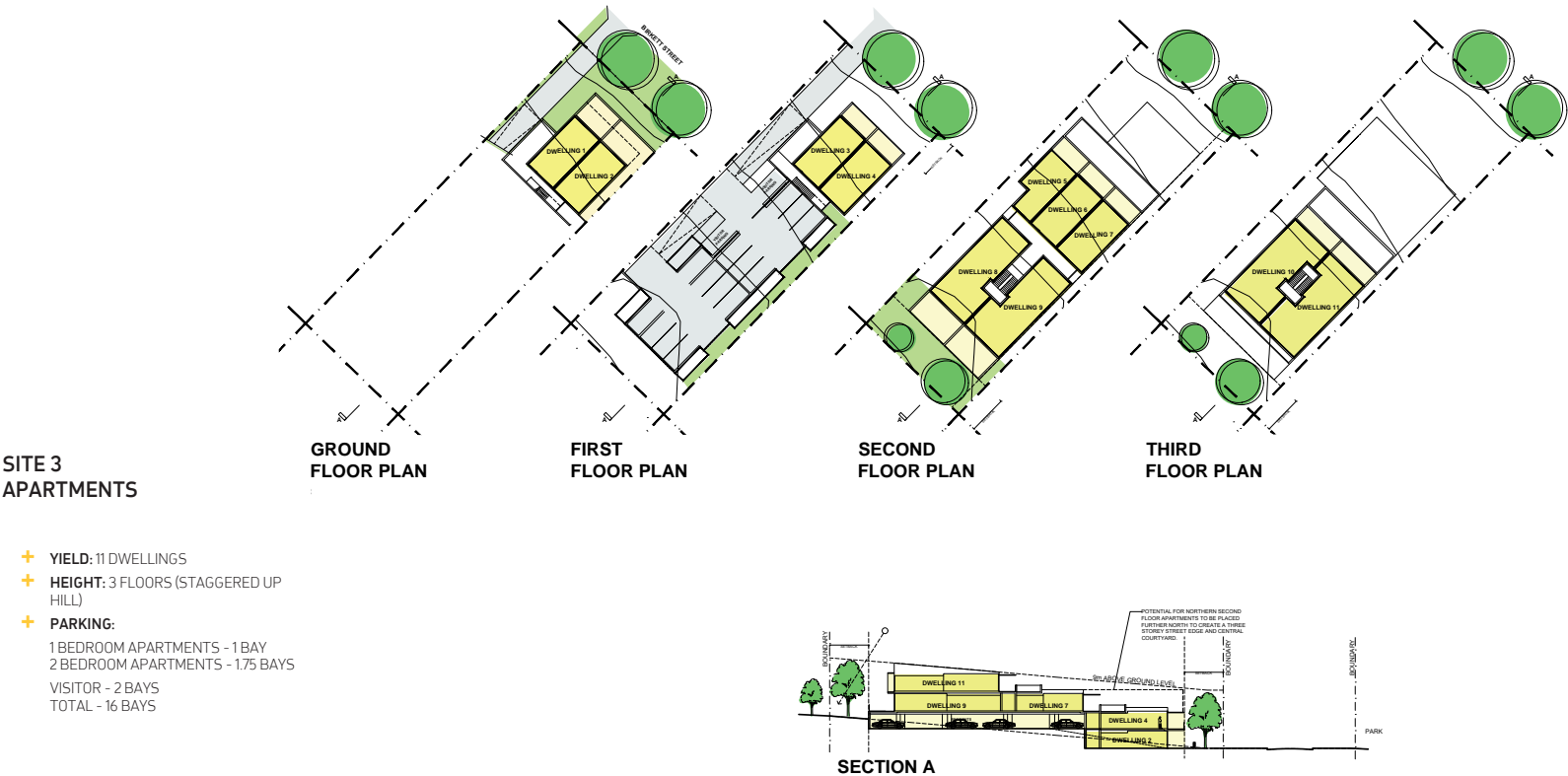


NTS

SITE 3  
GROUPED DWELLING

- + YIELD: 4 DWELLINGS
- + HEIGHT: 3 FLOORS  
(STAGGERED UP HILL)
- + PARKING: DOUBLE GARAGE  
PER DWELLING, OFF STREET





86

BEDFORD NORTH

JUNE 2021

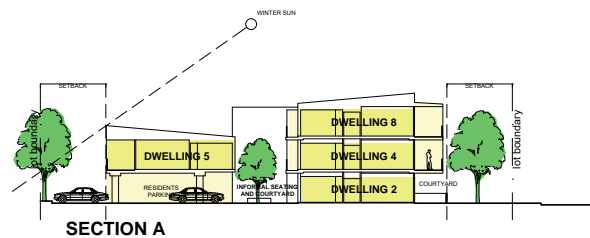
# **SITE 4 APARTMENTS**

- + YIELD: 10 DWELLINGS
- + HEIGHT: 3 FLOORS
- + PARKING:  
1 BEDROOM APARTMENTS - 1 BAY  
2 BEDROOM APARTMENTS - 2 BAYS  
VISITOR - 1 BAY  
TOTAL - 12 BAYS

**GROUND FLOOR PLAN**



**FIRST FLOOR PLAN**



**SECTION A**

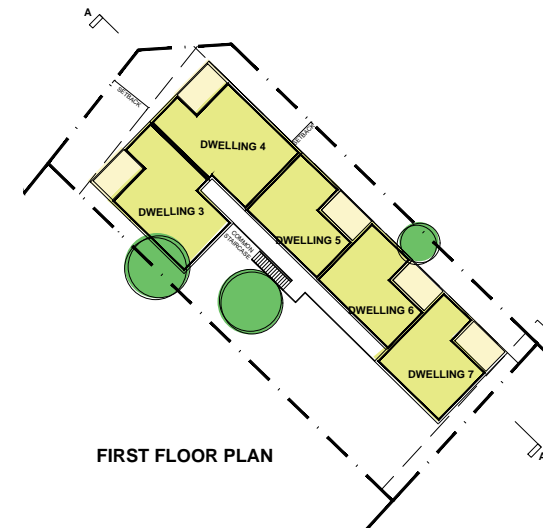


**SITE 5  
MIXED USE DEVELOPMENT**

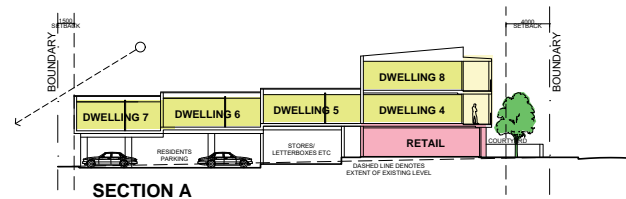
- + YIELD: 9 DWELLINGS
- + HEIGHT: 3 FLOORS
- + PARKING:  
1 BEDROOM APARTMENTS - 1 BAY  
2 BEDROOM APARTMENTS - 2 BAYS  
VISITOR - ON STREET  
RETAIL - ON STREET  
TOTAL - 11 BAYS



**GROUND FLOOR PLAN**



**FIRST FLOOR PLAN**

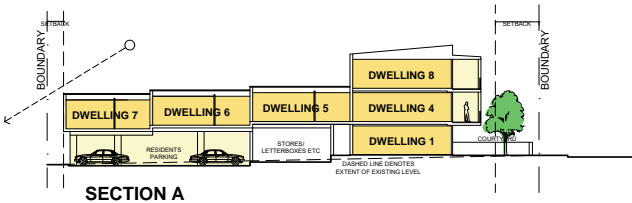
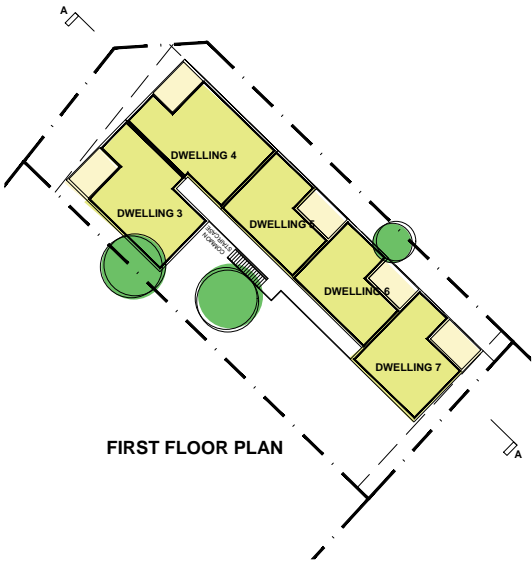


**SECTION A**



SITE 5  
APARTMENTS

- + YIELD: 9 DWELLINGS
- + HEIGHT: 3 FLOORS
- + PARKING:
  - 1 BEDROOM APARTMENTS - 1 BAY
  - 2 BEDROOM APARTMENTS - 2 BAYS
  - VISITOR - ON STREET
  - TOTAL - 11 BAYS



# **SITE - CENTRE**

(CALCULATIONS INCLUDE ALL LEVELS OF EACH DEVELOPMENT)

## **+ APARTMENT NUMBER (TOTAL):**

SITE C1 - 55 DWELLINGS  
SITE C2 - 14 DWELLINGS  
SITE C3 - 13 DWELLINGS  
SITE C4 - 7 DWELLINGS  
SITE C5 - 4 DWELLINGS  
SITE C7 - 3 DWELLINGS  
SITE C10 - 8 DWELLINGS  
SITE C11 - 30 DWELLINGS  
SITE C12 - 11 DWELLINGS

## **+ PARKING (RESIDENTIAL):**

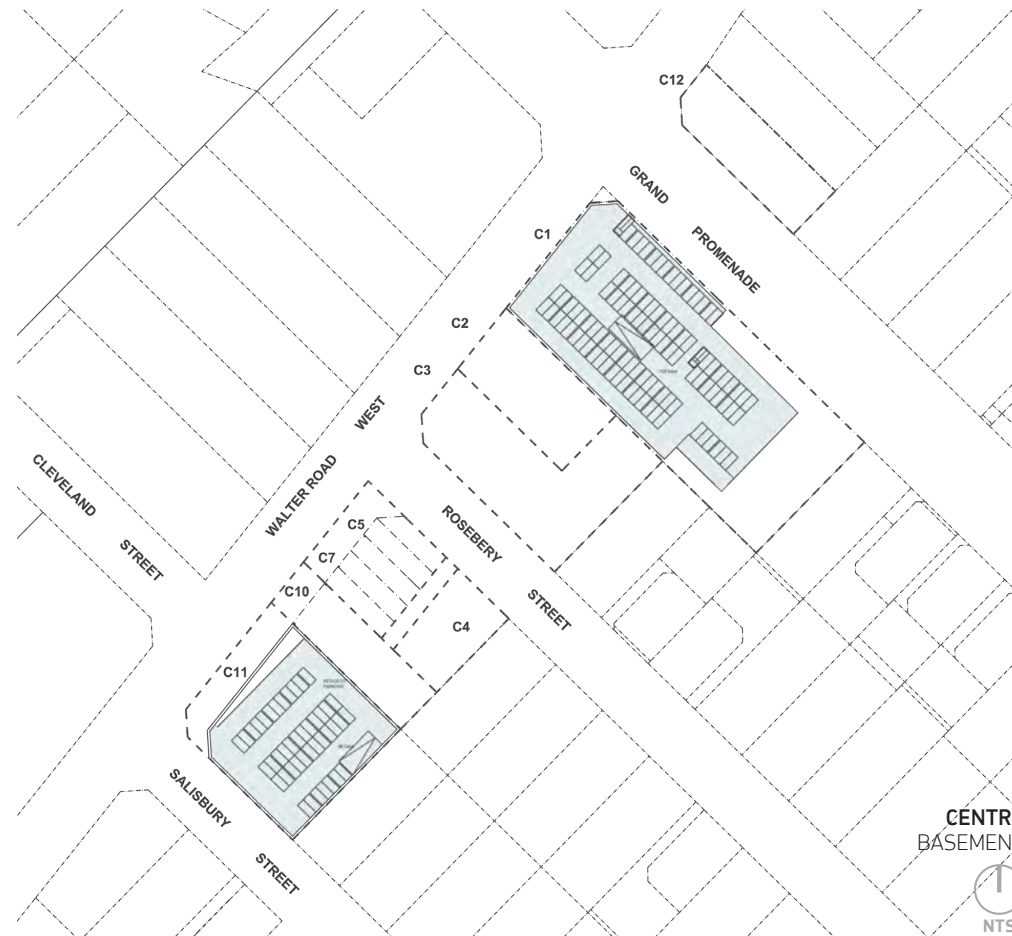
SITE C1 - 76  
SITE C2 - 21  
SITE C3 - 20  
SITE C4 - 9  
SITE C5 - 6  
SITE C7 - 6 (3 TANDEM)  
SITE C10 - 8  
SITE C11 - 46  
SITE C12 - 10

## **+ RETAIL (NLA, m²):**

SITE C1 - 1164 m²  
SITE C2 - 65 m²  
SITE C3 - 261 m²  
SITE C4 - 84 m²  
SITE C5 - 56 m²  
SITE C7 - 34 m²  
SITE C10 - 52 m²  
SITE C11 - 452 m²  
SITE C12 - 46 m²

## **+ PARKING (COMM./RETAIL):**

SITE C1 - 88  
SITE C2 - 2  
SITE C3 - 21  
SITE C4 - 2  
SITE C5 - 2  
SITE C7 - 1  
SITE C10 - 0  
SITE C11 - 16  
SITE C12 - 2



**SITE - CENTRE**  
(FOR YIELD CALCULATIONS SUMMARY.  
PLEASE REFER TO **PAGE 89**)





# **SITE - CENTRE**

(FOR YIELD CALCULATIONS SUMMARY,  
PLEASE REFER TO **PAGE 89**)

NOTE: THIS PLAN PROVIDES DESIGN  
CONSIDERATIONS FOR LEVELS ABOVE  
LEVEL 1 (WITH OPEN SPACE REMOVED)





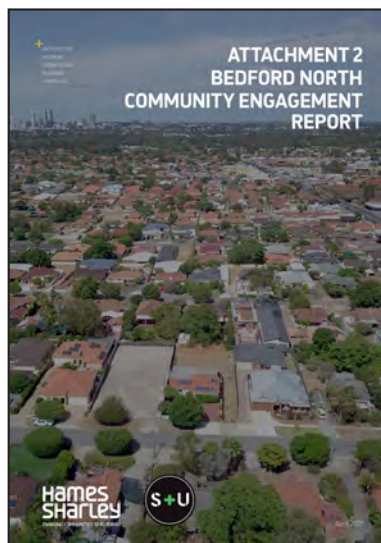
# 10



93

---

## APPENDIX 2 ENGAGEMENT REPORT





# 11

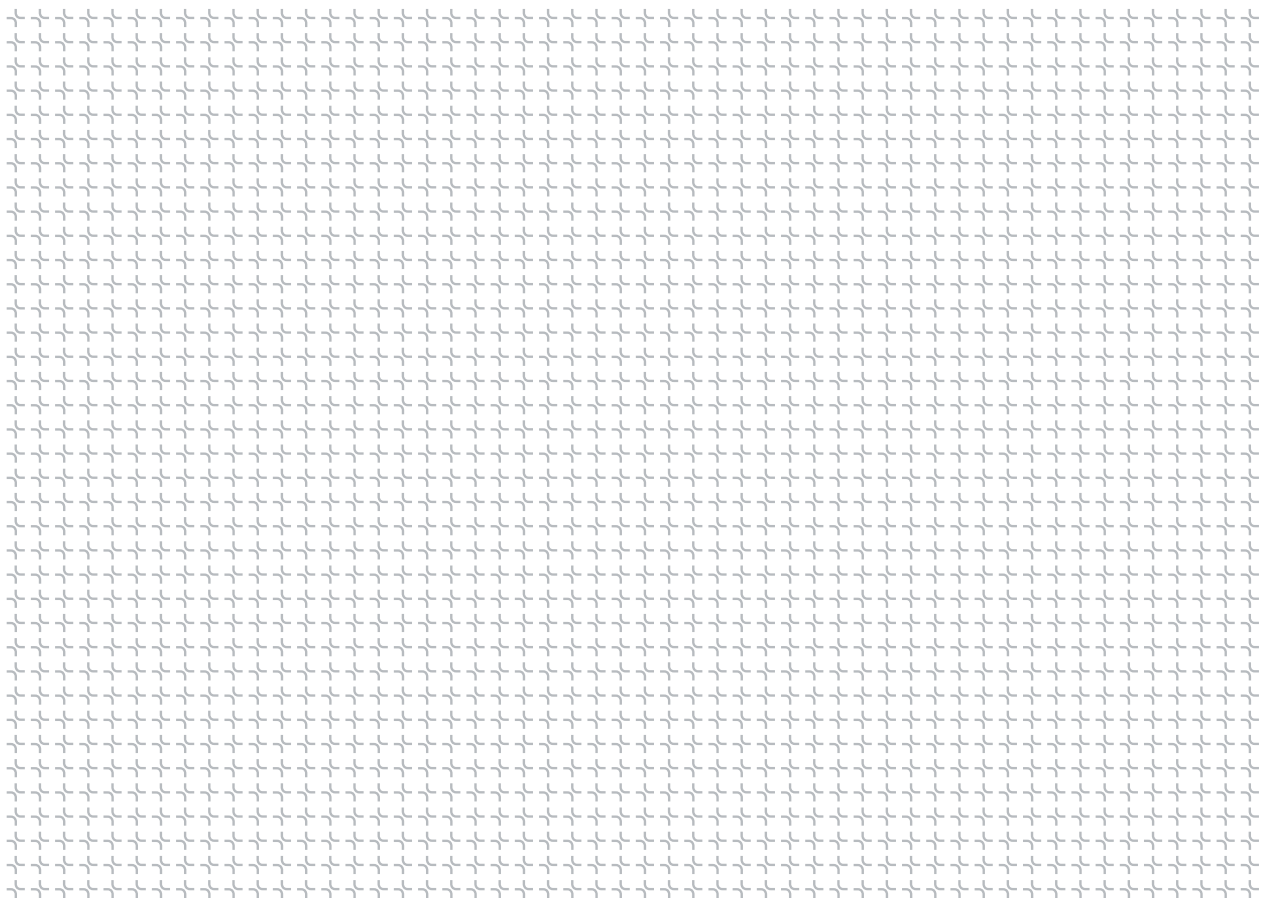


95

---

## APPENDIX 3 TRANSPORT REPORT





**Hames  
Sharley**

ARCHITECTURE  
INTERIORS  
URBAN DESIGN  
PLANNING  
LANDSCAPE

[www.hamessharley.com.au](http://www.hamessharley.com.au)



**10.4.5 METRONET East Bayswater Project**

<b>Applicant/Proponent:</b>	DevelopmentWA
<b>Responsible Branch:</b>	Development and Place
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Advocacy Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. METRONET East- Bayswater Project Area - Strategy [10.4.5.1 - 37 pages]</li> <li>2. METRONET East- Bayswater Project Area - Sub-Precinct Fact Sheets [10.4.5.2 - 12 pages]</li> <li>3. METRONET East- Bayswater Project Area - Draft Design Guidelines [10.4.5.3 - 47 pages]</li> </ol>
<b>Refer:</b>	Item 10.4.3: OCM 23.06.2020 Item 10.4.5: OCM 25.06.2019 Item 9.5: PDSC 08.05.2018 Item 9.1.10: PDSC 18.07.2017 Item 9.1: OCM 26.05.2015

**SUMMARY**

On 25 May 2021, the *METRONET East Redevelopment Scheme* (Scheme) was gazetted, giving planning control of the Bayswater town centre to DevelopmentWA (DWA). To support the provisions of the Scheme DWA has recently released draft *METRONET East Bayswater Project Area Strategy and Design Guidelines* for public comment. The draft Strategy sets out the strategic direction for the town centre. The draft Design Guidelines sets out the detailed provisions including setbacks, building heights, landscaping requirements and heritage protection for the town centre. Council's consideration is sought on the proposed comments to DWA on the draft Strategy and Guidelines.

**OFFICER'S RECOMMENDATION**

**That Council endorses the comments on the draft METRONET East Bayswater Project Area Strategy and Design Guidelines as contained in this report, as the basis for the City's submission to DevelopmentWA.**

**BACKGROUND**

At its Ordinary Meeting held 26 May 2015 Council resolved to prepare a structure plan for the Bayswater Town Centre (BTCSP). Subsequently on 11 August 2016, the Western Australian Planning Commission (WAPC) granted approval for the preparation of the BTCSP as an Activity Centre Plan in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* (Regulations).

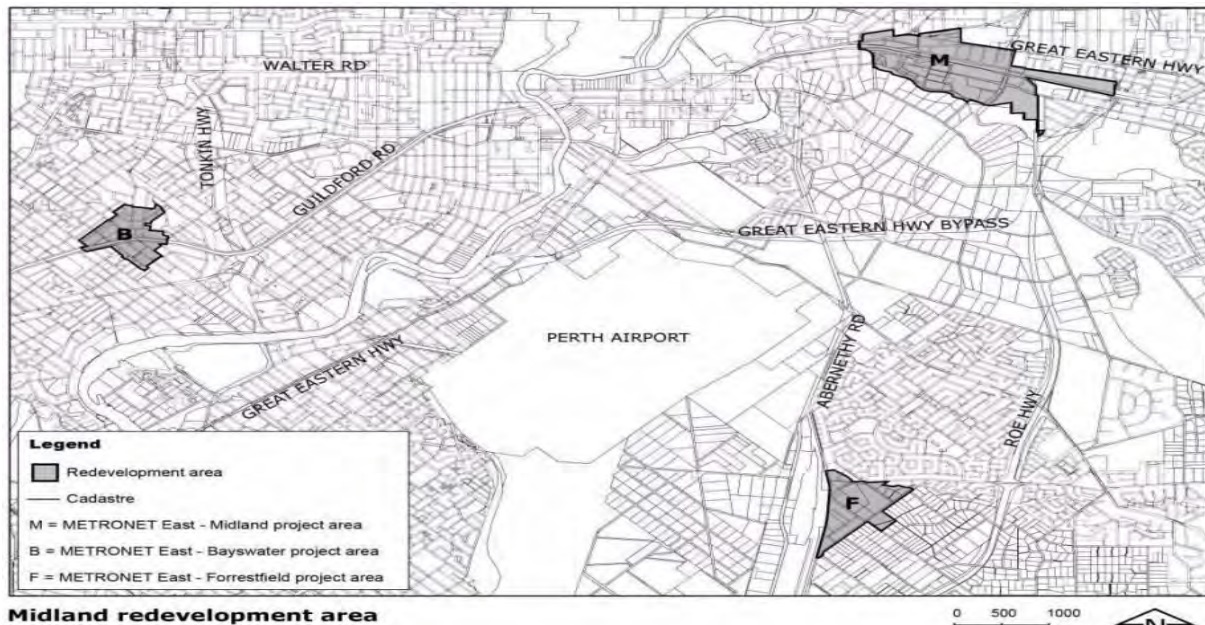
Council at its Planning and Development Services Committee Meeting held 8 May 2018, adopted the City's Draft BTCSP and submitted it to the WAPC for final approval.

Subsequently on 7 January 2021 the WAPC granted approval to the BTCSP, with significant modification. The modifications removed the majority of the development controls (building heights, setbacks, heritage provisions etc.) and deferred control of these elements to design guidelines

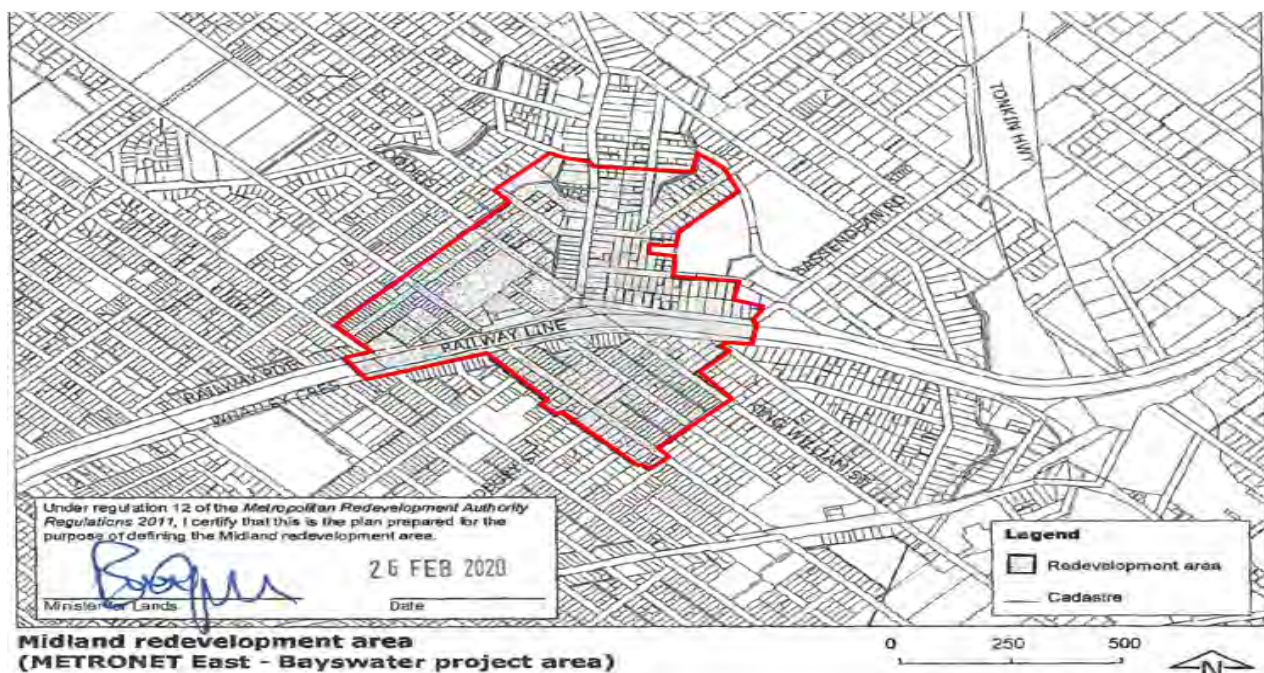
At its Ordinary Meeting held 25 June 2019, Council considered a notification from the Minister of Planning regarding the commencement of an amendment to the existing Midland Redevelopment Area to include the Bayswater and Forrestfield project areas to create a new METRONET East Redevelopment Area.



On 3 March 2020 the State Government gazetted the *Metropolitan Redevelopment Authority Amendment Regulations 2020*. The modified regulations changed the Midland redevelopment area to include the areas surrounding the Bayswater and Forrestfield train stations as shown below.



The Bayswater redevelopment area includes the entire Bayswater Town Centre Structure Plan area as recommended by the City as shown below.



On 25 May 2021 DevelopmentWA (DWA) gazetted the *METRONET East Redevelopment Scheme* and has now taken over planning control of the area. DWA has now developed and is seeking public comment on the proposed draft *METRONET East Bayswater Project Area Strategy* (draft Strategy) and Design Guidelines (draft Design Guidelines). The documents have been prepared to facilitate redevelopment in accordance with the vision and objectives of the *METRONET East Redevelopment Scheme* and *Bayswater Town Centre Structure Plan*. The draft Design Guidelines provide the framework for ensuring a quality-built form, high amenity within the public realm, heritage conservation and sustainable design outcomes, which respond to the local context and



character of the area. The draft Design Guidelines are to be read in conjunction with State Planning Policy 7.3 Residential Design Codes Volume 2 - Apartments.

DWA is seeking feedback on the draft Strategy and draft Design Guidelines to help shape and refine its content and to ensure that it provides appropriate provisions to achieve the desired outcomes of the *METRONET East Redevelopment Scheme* and the *Bayswater Town Centre Structure Plan*. The outcomes of consultation will be presented to DWA, for their consideration as they finalise the draft Strategy and draft Design Guidelines.

## EXTERNAL CONSULTATION

DWA is undertaking community consultation in relation to the draft Strategy and draft Design Guidelines. Submissions can be made to DWA until 26 August 2021.

## OFFICER'S COMMENTS

The City received correspondence from DWA inviting the City to provide comment on the draft Strategy and draft Design Guidelines.

The draft Design Guidelines specify development standards such as building heights, setbacks, building design elements, residential densities, landscaping requirements, site coverage and any special conditions for the zone. The draft Strategy primarily details the vision, objectives and strategic directions for the scheme area.

### METRONET East Bayswater Project Area Strategy

The draft Strategy and sub-precinct fact sheets are included in **Attachments 1 and 2**.

The draft Strategy intends to achieve the following:

- Ensure alignment with the redevelopment area objectives prescribed under Regulation 14 of the *Metropolitan Redevelopment Authority Regulations*;
- Identify the vision and strategic direction for the project area;
- Identify the existing demographic of the locality and how the development will occur in a viable manner;
- Set out the key vision to deliver good quality design, while protecting the area from overdevelopment through the creation of sub-precincts;
- Set out provisions for the development and use of land within the scheme area; and
- Guides the vision for the Design Guidelines and sub-precinct planning provisions.

The draft Strategy includes 11 Chapters as follows:

1. *Strategic Line of Sight*  
*Provides a clear line of sight between DWA's strategic intent and statutory planning documents prepared for the Bayswater Project Area, including how DWA will deliver on the Redevelopment Area Objectives and the METRONET Vision.*
2. *Bayswater*  
*Sets the overall vision and aim of the Strategy, to create the six strategic directions which have been established to guide future planning.*
3. *Project Background*  
*Outlines the details surrounding the Project Area, including the existing planning framework, community consultation which has been undertaken and the context of the Project Area.*
4. *Key Demographics*

*Sets out the current status of the Project Area with respect to population, income, education, employment, travel and home ownership.*

5. *Market Summary*

*Sets out how the Bayswater Project Area will be a viable market for apartment development and positively respond to improvements.*

6. *Strategic Direction 1: Optimise Development Potential*

*Details how the Planning Framework for the Project Area will encourage higher intensity development in appropriate areas, to assist with the reconnection of Bayswater's north-south axis, while managing the interface and transition with existing detached dwellings in the area.*

7. *Strategic Direction 2: Diversify Land Use*

*Sets out how to make Bayswater an authentic 'destination of choice' for residents, workers and visitors. This will be achieved through the Planning Framework facilitating more intensive mixed-use development, an increase in housing choice and the number of local businesses and entertainment options available.*

8. *Strategic Direction 3: Deliver Diverse, Affordable and Adaptable Housing*

*Details how the Planning Framework will facilitate the vibrancy and inclusiveness of the community to create more diverse, inclusive, affordable and adaptable housing including a greater range of housing typologies to deliver multi age living options in the Bayswater town centre.*

9. *Strategic Direction 4: Enhance Bayswater's Sense of Place*

*Sets out how DWA will elevate Bayswater in the mindset of Perth residents as a desirable place to live and work, with the Planning Framework will support the development of a walkable and amenity rich destination.*

10. *Strategic Direction 5: Balance Transport Needs*

*Explores the opportunities surrounding the upgraded station, access to three train lines and new bus services, along with the opportunity to reduce local dependence on private vehicle use.*

11. *Strategic Direction 6: Pursue Sustainability and Climate Change Resilience*

*Explores the opportunities to facilitate a more sustainable and green built environment, which focuses on environmentally sensitive design, resource efficient, protection of existing vegetation and provision of private and communal green space.*

The contents of the draft Strategy are considered supportable. A number of the objectives are similar to those identified in the City's draft Bayswater Town Centre Structure Plan (land use and activity, movement and connectivity, built form and character, and open space and public realm). It is considered that the objectives capture the City's vision for the Bayswater town centre.

### METRONET East Bayswater Project Area Design Guidelines

The draft Design Guidelines is included in **Attachment 3**.

The draft Design Guidelines includes 4 Chapters as follows:

1. Chapter 1: Introduction.
2. Chapter 2: Context and Character.
3. Chapter 3: Design Quality and Built Form Provisions.
4. Appendices.

The contents of the draft Design Guidelines are considered generally supportable, with the below detail elements that are considered to be of significance or require some modification.

### Introduction

The draft Design Guidelines are intended to guide the redevelopment of the lots within the Core Precinct (the Precinct), as identified within the Project Area Map of the *METRONET East Redevelopment Scheme* (the Scheme) and to ensure delivery of the vision and objectives of the *Metropolitan Redevelopment Authority Regulations 2011* (the Regulations) and the Scheme.

The draft Design Guidelines require development proposals within the Precinct to deliver high quality design outcomes and establish design objectives and acceptable outcomes for all development within the Precinct. The draft Design Guidelines are to be read in conjunction with State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments (R-Codes Vol. 2) which provide a general basis for the control of high density residential development throughout Western Australia.

The draft Design Guidelines also indicate that development is to be presented to the appointed Design Review Panel (including the State Design Review Panel) as required. However, the draft Design Guidelines are silent on when a development is to be referred through the Design Review Panel process. The City requests that clarification is to be provided within the draft Design Guidelines which outlines when a proposal is to be referred through the Design Review Panel process.

The draft Design Guidelines have been prepared in accordance with the requirements of the Scheme. In the event of any inconsistency with regard to land use or car parking between the draft Design Guidelines and the Scheme, if adopted the draft Design Guidelines will prevail.

The draft Design Guidelines have been developed under the existing framework however clarification is to be provided on where the document sits in context to the DWA policies. The diagram provided within the draft Design Guidelines indicates that the document sits beneath the DWA's Development Policies, however based on previous discussions with DWA it was understood that they were intended sit alongside them and be given equal weighting. It is recommended that further clarification is provided in the design guidelines on which document will prevail should there be an inconsistency.

### Discretionary Clause

The draft Design Guidelines provide the opportunity for a development application to meet the Vision/Objectives through a range of design solutions. This means that DWA may consider a development application even if the applicant has departed from the Acceptable Outcomes where, in the DWA's opinion, it is demonstrated that the alternative solution(s):

- a. *“is considered to clearly meet the relevant Vision/Objectives of the Design Guidelines;*
- b. *delivers additional community and environmental benefits beyond that required by the Development Policies; and*
- c. *is consistent with clause 5.19 Determination When Non-Compliant, of the Scheme.”*

The draft Design Guidelines allows for a case by case consideration for discretion to be applied to all provisions within Chapter 3: Design Quality and Built Form Provisions.

Where an application is seeking to depart from a specific building or precinct requirement in Chapter 3, the application is to demonstrate that it achieves high quality design as determined by the DWA's appointed Design Review Panel and that it delivers additional community benefits. An application is to consider provision of the below aspects:

- i. Retention of historic character;
- ii. Provisions of deep root landscaping areas and retention of tree canopy;

- iii. Implementation of environmental sustainability measures; or
- iv. Provision of affordable and/or social housing.

The draft Design Guidelines reference that the above community benefits have been defined through public and key stakeholder consultation, whereby the City's Officers have raised concerns that there is no limit to the discretion. In light of this it is recommend that a policy or position statement is created to sit alongside the draft Design Guidelines. The policy would provide clear, measurable provisions which are qualified and quantifiable, which need to be met in order to obtain discretion with respect to the building heights permitted and should provide upper limits to any variations (i.e. a maximum height).

Additionally, clarification is to be provided on what aspects of the draft Design Guidelines that discretion can be applied to. It is noted that the discretionary clause relates to an application is seeking to depart from a specific building or precinct requirement stipulated within Chapter 3. It is considered that this clause does not provide any discretion for the provisions outlined within Chapter 2, which contains the heritage provisions. City officers support the position that there is no discretion available for consideration to the heritage provisions and recommend that it be clearly stated within the draft Design Guidelines.

#### Context and Character

The Context and Character chapter of the draft Design Guidelines provide guidance on how to undertake planning to achieve the outcomes outlined in draft Strategy. The intent of the context and character is generally supported however the below key comments are raised with the document.

#### Bayswater Historic Commercial Town Centre Area

The heritage objectives of the draft Design Guidelines are as follows:

- (a) *"All development within the Historic Town Centre Area is to:*
  - *retain significant heritage fabric of places which contribute to the identified heritage significance of the place and area.*
  - *complement and enhance the main architectural style, character and significance of the contributory places through its setting, location, bulk, form, height, materials and appearance. The original design intent of the contributory places should remain clearly discernible, with original detailing, materials and symmetry of the place to remain. In this regard, Figure 3 and Table 2 below sets out key characteristics that are to be included in new development.*
  - *integrate new development in a manner that respects and promotes the original building stock whilst allowing for high quality contemporary design. Imitative solutions are to be avoided to not diminish the strength and visual integrity of the original building stock.*
- (b) *Where lot amalgamation occurs the original subdivision pattern is to be reflected in the new development design to ensure that the readability and rhythm of the original streetscape is evident in the urban grain."*

There are no concerns regarding the objective applicable to the historic town centre. The below Figure 3 and Table 2 outline the key heritage elements of the area, which the City is considered supportable.

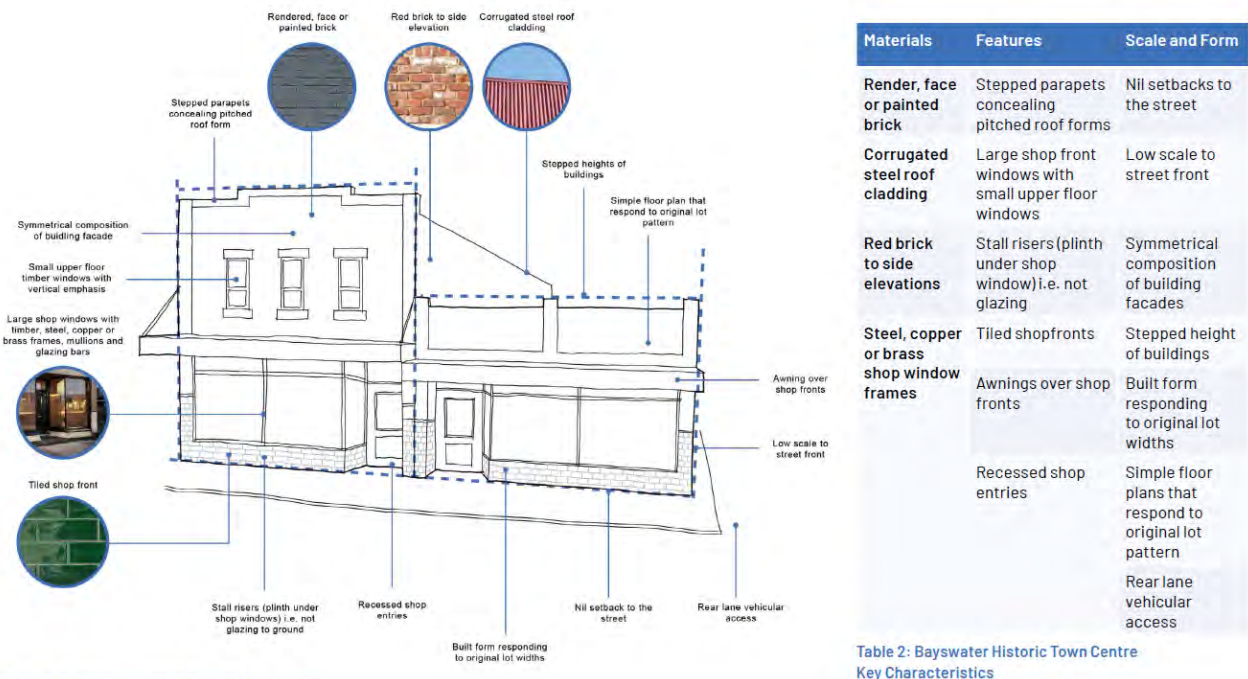


FIGURE 3: HISTORIC BUILDING ELEMENTS

Table 2: Bayswater Historic Town Centre Key Characteristics

Further to this, the Acceptable Outcomes requiring the following is supportable:

*“...the setback of new development as upper floor additions to contributory places (be it single or two storey places) is to be a minimum of 3m behind the main building line in order to maintain the prominence of the original building stock.”*

Additionally, while a minimum setback of 3m is required, the addition and setback of upper floors will be considered on a case by case basis dependent on guidance from a Heritage Impact Assessment. The City's officers support the case by case consideration of heritage proposals. It is noted that the renders of development along King William Street do not reflect the existing heritage buildings, which was raised as a concern by the community as part of a Community Advisory Group meeting. It is recommend that updated renders be incorporated to the document which reflects that heritage buildings along King William Street are to be retained, to align with the objectives of the heritage area and better display the type of development which is envisioned for the area. It is recommended that the DWA consider preparing site specific guidelines in relation to the heritage properties, which is in keeping with previous development areas they have controls over (e.g. Midland).

### Amalgamation and Subdivision

The draft Design Guidelines set out the objectives for amalgamation and subdivision. The draft Design Guidelines encourage amalgamation where the traditional urban form at ground level is retained. The Acceptable Outcomes regarding amalgamation and subdivision of properties requires:

- *“Development of a building which is 10 storeys or greater, shall only be permitted where the land area comprises a minimum of 1800m<sup>2</sup> and a minimum frontage of 20m to any street.*
- *Where possible vehicle access should be shared between the adjacent lots to improve efficiency of site utilisation and reduce the impact of crossovers on the streetscape.”*

Given the size of the lots in the Bayswater town centre the amalgamation provisions and that building height is limited to lots over a specified area, are supportable.

#### Deep Root Landscape Areas and Tree Canopy

The Acceptable Outcomes provide for development “to retain or plant at least one tree in a deep root zone per 500m<sup>2</sup> of site area.”

It is recommended that this provision be modified to align with the City's Trees on Private Land and Street Verges Policy which requires trees to be provided at a rate of one standard tree for every 350m<sup>2</sup> of site area, with a least one standard tree being provided on each site. This aligns with the City's Urban Forestry Strategy which indicates that the canopy tree coverage is currently approximately 13.2%. The City has an aspirational commitment to increase the canopy coverage to 20% by 2025 in order to increase the level of benefits derived from having trees within the urban environment.

#### Car Parking

The adopted METRONET East Redevelopment Scheme (Scheme) includes general car parking standards for the whole redevelopment area, with additional location specific provisions to be included in the relevant design guidelines. Unlike the City's Town Planning Scheme No. 24 (TPS 24) which sets only a minimum car parking requirement the Scheme and draft Design Guidelines set a minimum and a maximum car parking requirement. The car parking requirements under the Scheme are as follows:

Land Use	Minimum Car Parking Spaces	Maximum Car Parking Spaces
Single and grouped dwelling	N/A	2 bays per dwelling
Multiple dwelling	Average of 0.75 bay per dwelling	An average of 1 bay per dwelling
Residential Visitor	0.1 bay per permanent residential (rounded down)	
Transient residential	1 bay per 4 accommodation units	1 bay per 2 accommodation units
Non-residential	1 bay per 100sqm of NLA	1 bay per 50sqm of NLA

In addition to this, the car parking requirements under the draft Design Guidelines are as follows:

Land Use	Minimum Car Parking Spaces	Maximum Car Parking Spaces
Transient residential	1 bay per 4 accommodation units	1 bay per 2 accommodation units
Non-residential	1 bay per 100sqm of NLA	1 bay per 50sqm of NLA

The inclusion of a maximum car parking requirement for the Project Area aligns with current thinking on car parking provisions, where maximums are included for activity centres and locations which have access to multi-modal transport. However, it is noted the minimum requirement for non-residential land uses is lower than what would be required under TPS 24. TPS 24 typically requires car parking for non-residential land uses to be provided at a ratio between 1 bays per 25sqm of Net Lettable Area to 1 bay per 50sqm of Net Lettable Area. The City's 'Car Parking in the Town Planning Scheme No. 24 Area' policy allows for variations to the TPS 24 car parking requirements. The policy was developed to recognise:

1. “Less on-site car parking is generally required for the use and/or development of land within town (activity) centres or close to high frequency public transport routes. ...
3. Traditional town centres have a different character to suburban commercial areas, based on shops built up to the street, a greater focus on pedestrians and car parking positioned at the rear of a site.”



This policy allows for a case by case consideration of car parking within the town centre, to better consider the impact of new developments. It is considered that a similar approach should be applied by DWA, rather than a blanket approach across the Project Area.

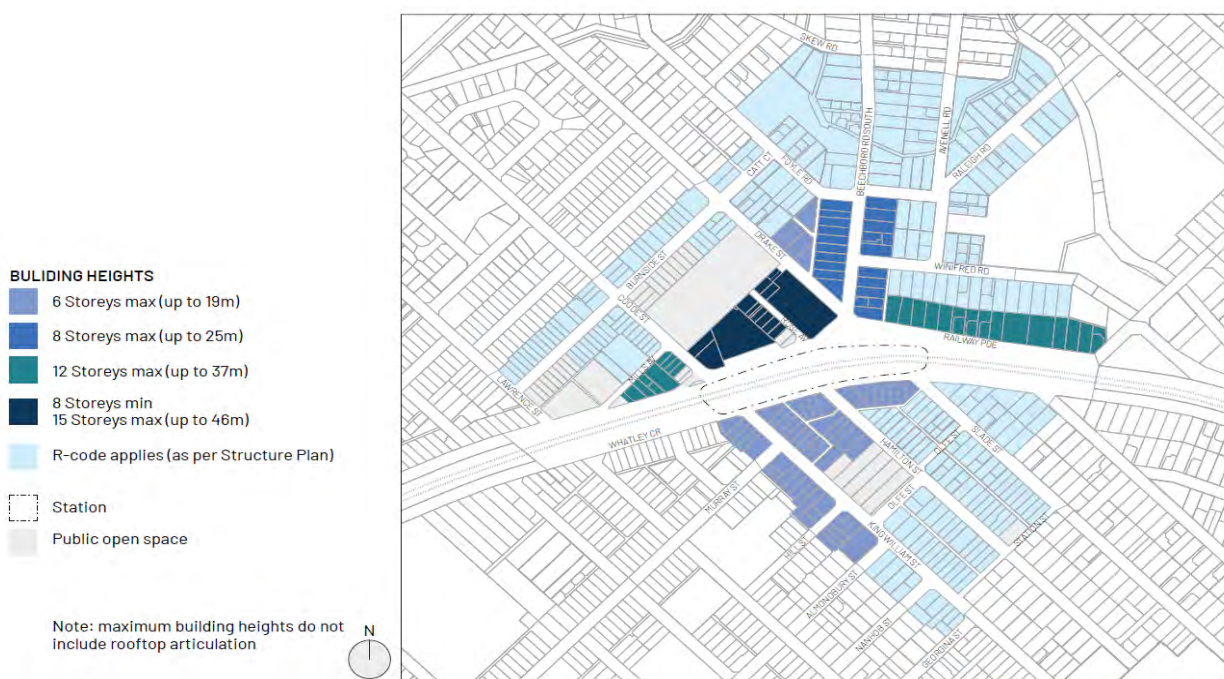
The car parking requirements in the draft Design Guidelines are the same as within the Scheme and therefore do not add value to the document.

In previous discussions with DWA it was noted that these car parking requirements in the Scheme were general only and apply to the whole scheme area. If there is an identified need to provide more detailed car parking requirements for a specific land use or project area this can be done through the design guidelines. For example, if it was considered that an office land use would generate a greater car parking demand than the minimum and maximum rates stated in the draft Design Guidelines a specific parking provision could be included which related specifically to an office land use. This has not occurred as it was not considered necessary by DWA due to different non-residential land uses having different peak periods, the ability for there to be reciprocal parking provided for developments and the accessibility of public transport.

Given the unique nature of the Bayswater project area it is recommended that DWA develop a set a site specific parking requirements for the Bayswater project area as a part of the design guidelines.

### Design Quality and Built Form Provisions

#### Building Height



The proposed building heights are not aligned with the City's endorsed draft Bayswater Town Centre Structure Plan, or the draft Local Planning Strategy as detailed in the table below:

Precinct	Draft Guidelines Building Height	Draft Town Centre Structure Plan	Draft Local Planning Strategy
Lemon-scented gum	6 storeys max (up to 19m)	3-4 storeys	Refer to structure plan
Red river gum	8 storeys max (up to 25m)	4-6 storeys	

<b>Magnolia</b>	12 storeys max (up to 37m)	4-6 storeys	
<b>Olive</b>	8 storeys min 15 storeys max (up to 46m)	4-6 storeys / Local Development Plan required	
<b>Red flowering gum</b>	In accordance with the relevant R-Code (R25, R40, R60 or R80)	2-3 storeys	

It is noted that the modified Bayswater Town Centre Structure Plan adopted by the WAPC did not identify any building heights as they were to be set by design guidelines. The City's draft Local Planning Strategy (LPS), did not specify future building heights for the Bayswater Town Centre, as that work was included in the City's draft Bayswater Town Centre Structure Plan. The City's community engagement process Building Bayswater assisted in informing the development of the LPS. The Building Bayswater document included the following:

*"It is noted that recommendations from the community for the Bayswater town centre precinct included greater height than the heights proposed in the draft Bayswater Town Centre Structure Plan. In future reviews of the structure plan, it is recommended that the City consider density and height of R100 and 10 storeys in the immediate train station precinct, down to an R60/4-storey height within the 800m walkable catchment."*

The above was a comment within the document and not a final recommendation. It was considered that when the Bayswater Town Centre Structure Plan is reviewed 10 storeys and a density code of R100 will be considered at that time.

The heights proposed throughout the draft Design Guidelines are considered to balance the need to attract investment from the development industry in order to create a vibrant town centre, with the need to be able to complement the established scale of the heritage character of the town centre, provided that the design of new buildings are of a high quality and managed appropriately.

DWA has advised that the current heights proposed in the draft Design Guidelines are representative of the outcomes of their community and stakeholder engagement process.

The proposed building height along King William Street are considered supportable, due to:

- The influence of topography and the fine-grained subdivision pattern on redevelopment potential. The precinct is steeply contoured and both sides of King William Street slope up and away from the street;
- Redevelopment within this area requires an appropriate transition to development in the adjoining Bayswater Character Protection Area;
- The requirements relating to heritage protection, as detailed above; and
- The amalgamation requirements limiting height to specified lot sizes.

As outlined above, the City's officers recommend the creation of a policy to sit alongside the draft Design Guidelines to provide clear, measureable provisions which need to be met in order to obtain discretion with respect to the building heights permitted.





#### Specific Requirements - Lemon-Scented Gum Sub-Precinct

There are concerns regarding the rear setbacks permitted for developments, as major openings on the upper base are permitted to be setback 3m from a lot boundary whereas balconies are to be setback 6m. It is considered that a more consistent setback, with the bulk of the building requiring a greater setback and balconies which are open in nature being permitted with a lesser setback should be included.

There are also concerns in relation to the solar access provisions applicable, which state:

*"Developments are to ensure solar access is to be maintained to more than 50% of the area Bert Wright Park between 9am and 3pm on 21 June."*

The above provision may result in initial development(s) taking up the maximum 50% overshadowing of the Bert Wright Park area, which may in turn reduce the development potential of later development(s) on an adjacent lot.

It is considered that the solar access provision should be expanded to prevent any undue impact resulting from the overshadowing of developments on Bert Wright Park. It is recommended the provision is amended to provide greater guidance for developments to the north of Bert Wright Park to ensure that there is a consistent approach and to prevent a development from unduly impacting the development potential of an adjoining property.

#### Specific Requirements - Red River Gum Sub-Precinct

There are concerns regarding the permissibility of the residential land use on the ground floor. The Objective of the sub-precinct indicates that *development will include a diverse mix of active non-residential uses at ground level* however Table 6 indicates that residential is a preferred land use on the ground floor. The City's officers recommend that this is reviewed and Residential is removed as a preferred land use to better align with the objective of the precinct.

#### Specific Requirements - Magnolia Sub-Precinct

The City's officers are supportive of the Objective, with specific regard to the retention of existing mature trees and inclusion of new trees being encouraged where possible to further enhance the urban tree canopy and contribute to the character and amenity of the area.

There are concerns regarding the interface between the Magnolia and Frame Precincts. The Magnolia Precinct provides for development up to a maximum of 12 storeys with setbacks ranging from 3m to 9m, which can back onto developments with a maximum height of 4 storeys. Further consideration should be given to how the development will relate to one another with respect to the impact of building bulk as viewed from the Frame Precinct.

There are also concerns in relation to the solar access provisions applicable, which state:

*"Developments are to ensure solar access is to be maintained to more than 50% of the northern station plaza for at least 3 hours between 9am and 3pm on 21 June."*

The above provision may result in initial development(s) taking up the maximum 50% overshadowing of the northern station plaza area, which may in turn reduce the development potential of later development(s) on an adjacent lot.

As above it is considered that the solar access provision should be expanded to prevent any undue impact from the overshadowing of developments on the station plaza. It is recommended the provision is amended to provide greater guidance for developments to the north of station plaza to ensure that there is a consistent approach and to prevent a development from unduly impacting the development potential of an adjoining property.

#### Specific Requirements - Olive Sub-Precinct

There are concerns in relation to the proposed preferred land uses included in the draft Design Guidelines. The preferred land uses applicable to the Olive sub-precinct are as follows:

Preferred Land Uses	Ground Floor	Restaurant/Café, Shop, Residential, Hotel, Community, Hotel, Serviced Apartments, Specific Purposed Accommodation
	Upper Floor	Office, Residential

The preferred ground floor land uses repeat 'Hotel', additionally it not a preferred land use on the upper floor. It is unlikely that a Hotel would be developed which is only on the ground floor of a development. Additionally, given the Precinct adjoins the train station and the objective to have a mixed use ground floor, it is not considered appropriate to have residential development on the ground floor. It is therefore recommended, that residential be limited to the upper levels.

In light of the above, it is recommend that the preferred land uses applicable to the Olive sub-precinct are amended as follows:

Preferred Land Uses	Ground Floor	Restaurant/Café, Shop, Community, Hotel, Serviced Apartments, Specific Purposed Accommodation
	Transition Zone	Office, Residential, Hotel, Serviced Apartments, Specific Purposed Accommodation
	Upper Floor	Office, Residential

There are also concerns in relation to the solar access provisions applicable, which state:

*"Developments are to ensure solar access is to be maintained to more than 50% of the northern station plaza for at least 3 hours between 9am and 3pm on 21 June."*

As above it is considered that the solar access provision should be expanded to prevent any undue impact resulting from the overshadowing of developments on the station plaza. It is recommended that the provision is amended to provide greater guidance for developments to the north of station plaza to ensure that there is a consistent approach and to prevent a development from unduly impacting the development potential of an adjoining property.

## LEGISLATIVE COMPLIANCE

In the event the draft Strategy and draft Design Guidelines are adopted by the State Government it will guide the future development and assessment of development applications within the METRONET East Bayswater Project Area.

## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	<b>That Council endorses the comments on the draft METRONET East Bayswater Project Area Strategy and Design Guidelines as contained in this report, as the basis for the City's submission to DevelopmentWA.</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 there is a low risk to the City in the event Council endorses the comments included in this report as they consider the impact the draft Strategy and draft Design Guidelines will have on the current planning process and how they will be implemented within the City. However, there is a moderate risk that the draft Design Guidelines may not meet the expectations of the community.	

Option 2	That Council endorses the comments on the draft METRONET East Bayswater Project Area Strategy and Design Guidelines as contained in this report with other comment(s), as the basis for the City’s submission to DevelopmentWA.		
Risk Category		Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction		Moderate	Dependent on the other comment(s) determined by Council.
Reputation		Low	
Governance		Low	
Community and Stakeholder		Moderate	
Financial Management		Low	
Environmental Responsibility		Low	
Service Delivery		Low	
Organisational Health and Safety		Low	
Conclusion	The risks are dependent on the other comment(s) determined by Council.		

<b>Option 3</b>	<b>That Council does not endorse the comments on the draft METRONET East Bayswater Project Area Strategy and Design Guidelines as contained in this report, and no submission is made to DevelopmentWA.</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 there is a moderate risk to the City's strategic direction, reputation and community and stakeholder relationship in the event no submission on the proposed document is made. The draft Strategy and draft Design Guidelines will be used to assess development applications within the METRONET East Bayswater Project Area. If no comment is provided, the final documents may not align with the City's vision. Providing no comment may be perceived as the City not having sufficient regard for the document or supporting improved outcomes for the community. Further, in the event no comment is provided, any future comments the City may have on the METRONET East Bayswater Project Area may not be considered and future engagement processes may be limited.
-------------------	--

## FINANCIAL IMPLICATIONS

Not applicable.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Environment and Liveability

Goal E1: Maintain the identity and heritage of our neighbourhoods while supporting an increase in high quality density around transport nodes.

Theme: Vibrancy

Goal V1: Plan for increased business opportunities around transport nodes.

Goal V3: Activate the City's town and neighbourhood centres.

The draft Strategy and draft Design Guidelines will provide guidance on how to redevelop sites located within the METRONET East Bayswater Project Area. It is considered that the draft Strategy and Design Guidelines will generally help to ensure development within the town centre is to a high standard, and that the land uses help to increase the vibrancy of the area.

## CONCLUSION

It is recommended that Council endorses the City officer's comments in relation to the draft Strategy and draft Design Guidelines as contained in this report to be submitted to DWA for consideration.



# METRONET EAST BAYSWATER PROJECT AREA STRATEGY

July 2021

*Shaping our State's future*







# Contents

<b>01</b>	<b>Strategic line of sight</b>	
	1.1 Redevelopment Area Objectives.....	1
	1.2 Inform Detailed Planning – Design Guidelines.....	1
<b>02</b>	<b>Bayswater</b>	
	2.1 Bayswater Vision.....	2
	2.2 Bayswater Project Area Strategic Directions.....	3
<b>03</b>	<b>Project Background</b>	
	3.1 Bayswater METRONET Project.....	4
	3.2 Existing Planning Framework – Bayswater Town Centre Structure Plan.....	6
	3.3 Community and Stakeholder Engagement.....	7
	3.4 Project Area Context.....	7
	3.4.1 Location.....	7
	3.4.2 Historical and Social Context.....	9
<b>04</b>	<b>Key Demographics</b>	
	4.1 Key area Demographic Trends.....	13
<b>05</b>	<b>Market Summary</b>	
	5.1 Real Estate Market Summary.....	14
	5.2 Market Viability.....	14
	5.3 Market Summary Statistics.....	14
<b>06</b>	<b>Strategic Direction 1: Optimise Development Potential</b>	
	6.1 DevelopmentWA Community Survey Outcomes.....	15
	6.2 Planning Framework Response.....	15
	6.3 Opportunities.....	15
	6.4 Bayswater Considerations.....	17
	6.4.1 Urban Design Context.....	17
	6.4.2 Site Based Considerations.....	18
<b>07</b>	<b>Strategic Direction 2: Diversify Land Use</b>	
	7.1 DevelopmentWA Community Survey Outcomes.....	21
	7.2 Planning Framework Response.....	21
	7.3 Opportunities.....	21
	7.4 Bayswater Considerations.....	22
	7.4.1 Desired Land Uses in the Core Precinct.....	22
	7.4.2 Desired Land Uses in the Frame Precinct.....	23
	7.4.3 Activating Streets.....	23
<b>08</b>	<b>Strategic Direction 3: Deliver Diverse, Affordable and Adaptable Housing</b>	
	8.1 DevelopmentWA Community Survey Outcomes.....	24
	8.2 Planning Framework Response.....	24
	8.3 Opportunities.....	24
	8.4 Bayswater Considerations.....	25
	8.4.1 Housing Diversity.....	25
	8.4.2 Housing Affordability.....	25
	8.4.3 Housing Adaptability.....	25
<b>09</b>	<b>Strategic Direction 4: Enhance Bayswater's Sense of Place</b>	
	9.1 DevelopmentWA Community Survey Outcomes.....	26
	9.2 Planning Framework Response.....	26
	9.3 Opportunities.....	26
	9.4 Bayswater Considerations.....	27
	9.4.1 Aboriginal Heritage and Cultural Recognition.....	27
	9.4.2 European Heritage.....	28
	9.4.3 Green Urban Spaces.....	28
	9.4.4 Encourages activating and interim uses.....	29
	9.4.5 Ensures the built form enhances the public realm.....	29
	9.4.6 Utilise Public Art.....	29
<b>10</b>	<b>Strategic Direction 5: Balance Transport needs</b>	
	10.1 DevelopmentWA Community Survey Outcomes.....	30
	10.2 Planning Framework Response.....	30
	10.3 Opportunities.....	30
	10.4 Bayswater Considerations.....	30
<b>11</b>	<b>Strategic Direction 6: Pursue Sustainability &amp; Climate Change Resilience</b>	
	11.1 DevelopmentWA Community Survey Outcomes.....	31
	11.2 Planning Framework Response.....	31
	11.3 Opportunities.....	31
	11.4 Bayswater Considerations.....	31
	11.4.1 Bayswater's Environmental Assets.....	31
	11.4.2 Sub Precinct Naming.....	32
	11.4.3 Sustainable and Green Built Environment.....	32

## Chapter 1 Redevelopment Strategy Purpose

### 1 STRATEGIC LINE OF SIGHT

The Redevelopment Strategy forms part of the Planning Framework for the METRONET East Redevelopment Area and provides a clear line of sight between DevelopmentWA's strategic intent and statutory planning documents prepared for the Bayswater Project Area, including how DevelopmentWA will deliver on the Redevelopment Area Objectives and the METRONET Vision of **'A well connected Perth with more transport, housing and employment choices.'**

#### 1.1 Redevelopment Area Objectives

As stated under the Metropolitan Redevelopment Authority Regulations, Regulation 14, DevelopmentWA aims to achieve the following Redevelopment Area Objectives across each Redevelopment Area:

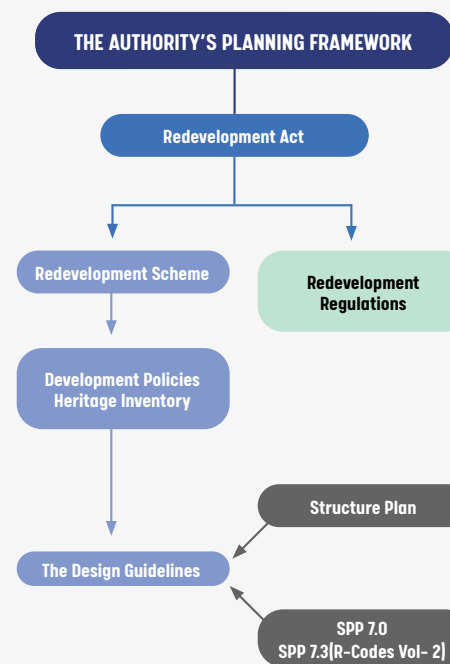
1. To build a **Sense of Place** by supporting high-quality urban design, heritage protection, public art and cultural activities that respond to Perth's environment, climate and lifestyle.
2. To promote **Economic Wellbeing** by supporting development that facilitates investment and provides opportunity for local businesses and emerging industries to satisfy market demand.
3. To promote **Urban Efficiency** through infrastructure and buildings, the mix of land use and facilitating a critical mass of population and employment.
4. To enhance **Connectivity** and reduce the need to travel by supporting development aimed at well-designed places that support walking, cycling and public transit.

5. To promote **Social Inclusion** by encouraging, where appropriate, a diverse range of housing and by supporting community infrastructure and activities and opportunities for visitors and residents to socialise.
6. To enhance **Environmental Integrity** by encouraging ecologically sustainable design, resource efficiency, recycling, renewable energy and protection of the local ecology.

#### 1.2 Inform Detailed Planning – Design Guidelines

The Redevelopment Strategy provides contextual analysis of the Bayswater Project Area and an evidence base for the project vision and future planning controls. Key planning documents include the METRONET East Bayswater Project Area Design Guidelines (the Design Guidelines) which, alongside the Redevelopment Scheme, Development Policies, the Bayswater Town Centre Structure Plan and State Planning Policy provide necessary, precinct specific requirements for new development and subdivision in the Project Area.

The Redevelopment Strategy draws on context analysis including the work already undertaken by the City of Bayswater and other government bodies and feedback from community and stakeholder engagement on the draft Scheme and a survey undertaken by DevelopmentWA throughout the suburb of Bayswater.







# Chapter 2 Bayswater

## 2.1 BAYSWATER VISION



FIGURE 1 - BAYSWATER METRONET STATION UPGRADE AND UNDERPASS PERSPECTIVE -NORTHERN-ELEVATION

The Bayswater Station Precinct is at the confluence of the Midland, Forrestfield Airport Link (FAL) and Morley-Ellenbrook Line (MEL) rail lines. This significant State Government infrastructure investment elevates Bayswater’s strategic importance in the area and transforms it into the most significant junction outside the Perth CBD.

DevelopmentWA’s Planning Framework will support the revitalisation of Bayswater as an inclusive, creative, sustainable neighbourhood that, whilst still retaining the community and heritage feel of the area, will facilitate a higher intensity mixed-use development to create a thriving town centre around the upgraded station. Delivering well-designed and high intensity development is key in providing the critical mass of population required to support, improve and grow local businesses to

make Bayswater a vibrant destination of choice for residents, workers and visitors.

Planning for a mixed-use community will broaden the opportunity for people to live in easy reach of the station, promoting alternative modes of transport and reducing the carbon footprint of the town centre. Access to diverse and affordable housing is also critical to deliver a richer demographic mix and ensure new development provides greater housing options including multi-age living options supporting aging in place.

The combination of established character, state of the art station design and significant development sites within easy access of both the airport and Perth CBD, gives Bayswater the potential to service WA’s tourism sector. Short stay accommodation,

speciality shops, and food and beverage offerings will all form a key component of Bayswater’s future as a vibrant centre.

It is critical that new development captures and enhances Bayswater’s sense of place, building on its cultural and historic significance. In particular, the Bayswater project is located in an area referred to by Noongar people as **Biraliny\*** and this sense of heritage, identity and place will be an important thread throughout the Planning Framework. In addition, the Planning Framework recognises that Bayswater is a community that cares for its environment and the global challenges relating to climate change, protecting and fostering an improved tree canopy, existing open spaces and require greater sustainability in new buildings.

\* The Noongar place name is currently under review by the METRONET Office, with advice from the Noongar Reference Group that ‘Beeralin’ is now spelled ‘Biraliny’.



## 2.2 BAYSWATER PROJECT AREA STRATEGIC DIRECTIONS

To realise the growth potential of the Project Area, six strategic directions have been established to guide future planning. These strategic directions have been developed to meet DevelopmentWA's Redevelopment Area Objectives and respond to feedback from consultation held with the local community.



### 1 | OPTIMISE DEVELOPMENT POTENTIAL

The Planning Framework will encourage higher intensity development in appropriate areas, particularly around the station, with the greatest intensity located directly north of the station. Future development will be required to manage the interface and transition with existing dwellings and the historic character of the area. The key is to deliver good quality design, while protecting the area from overdevelopment.



### 3 | DELIVER DIVERSE, AFFORDABLE AND ADAPTABLE HOUSING

To enrich the vibrancy and inclusiveness of the community by requiring the Planning Framework to facilitate more diverse, inclusive, affordable and adaptable housing including greater range of housing typologies to deliver multi age living options in the Bayswater town centre.



### 5 | BALANCE TRANSPORT NEEDS

With an upgraded station, access to three train lines and new bus services, there is the opportunity to reduce local dependence on private vehicle use, the Planning Framework will aim to balance anticipated car parking needs with the need to encourage alternative, more sustainable transit modes and support use of these new public transport opportunities which in turn will better manage traffic generation.



### 2 | DIVERSIFY LAND USE

To make Bayswater an authentic 'destination of choice' for residents, workers and visitors, the Planning Framework will facilitate more intensive mixed-use development, an increase in housing choice and the number of local businesses and entertainment options available, which will in turn support a vibrant and diverse the town centre that leverages upgrades to the station.



### 4 | ENHANCE BAYSWATER'S SENSE OF PLACE

In order to elevate Bayswater in the mindsets of Perth residents as a desirable place to live and work, the Planning Framework will need to support development that enhances Bayswater as a walkable and amenity rich destination. Intrinsic to all this is strengthening the cultural and community connection with place - by drawing on the unique cultural connection to water, to nature, and to the historical identity of the area.



### 6 | PURSUE SUSTAINABILITY AND CLIMATE CHANGE RESILIENCE

In supporting Bayswater's transition towards a more liveable and healthier town, the Planning Framework will facilitate a more sustainable and greener built environment. This includes focusing on environmentally sensitive development, resource efficiency, protection of existing vegetation, and delivery of private and communal green space.

These six themes and how the Planning Framework should respond to them, is explored in greater detail on the following pages.



## Chapter 3 Project Background

### 3.1 BAYSWATER METRONET PROJECT

In April 2018, the State Government announced a \$253 million upgrade of Bayswater Station as part of its METRONET program designed to transform the area into a major junction, accommodating the existing Midland rail line and future Forrestfield Airport Link (FAL) and Morley Ellenbrook Line (MEL).<sup>1</sup> Being at the confluence of these three train lines will make Bayswater the most significant junction outside of the Perth CBD. Upgrades to Bayswater Station will involve the replacement of the existing train station and the rail bridge with a new combined rail bridge and elevated station platform, increasing the bridges vertical clearance from 3.8m to 4.8m. There be will an eastern and western station entry building, improving amenity and access for pedestrians.

Existing park and ride bays to the south east and south west of the station will be removed to accommodate for the larger footprint of the new station, with additional parking bays to be added to nearby Meltham and Ashfield stations. Improved bus interchange facilities will play a significant role in the overall function of the station, enabling additional bus services to support public transport mode share growth into the future.

In addition, the station upgrade will create new public spaces around the station and improve the pedestrian experience. An altered road network will see Whatley Crescent reduced to one lane in



FIGURE 2 - BAYSWATER STATION UPGRADE (SOURCE: METRONET)

each direction and Beechboro Road South linked to Whatley Crescent, creating opportunities for improved legibility and an extension of the centre beyond the current eastern portion of King William Street. These measures will engender a human scale urban environment to encourage walking and cycling. The design of the station and changing road layout will also serve to increase the sense of connection between the north and south sides of the train line.

The station upgrade is expected to be a key catalyst in the revitalisation of the town centre, supporting long term opportunities for town centre growth and increasing economic and social activity. The implementation of a State Planning Framework, through DevelopmentWA, will further capitalise on this investment by providing market certainty and ensuring development potential is maximised sensitively and appropriately.

<sup>1</sup>New plan for Bayswater Town Centre sets vision for growth, Media Statement, Hon Rita Saffioti, Thursday, 25 June 2020



FIGURE 3 - BAYSWATER STATION UPGRADE WITH NEW ROAD ALIGNMENTS (SOURCE: METRONET)





3.2 EXISTING PLANNING FRAMEWORK – BAYSWATER TOWN CENTRE STRUCTURE PLAN

The City of Bayswater (the City) developed a draft Bayswater Town Centre Structure Plan (the Structure Plan) prior to the State Government’s announcement of the Bayswater station upgrade. This structure plan has been subsequently modified by the City to better respond to METRONET upgrades, recognise the increased government investment in the area, and consider the role DevelopmentWA will take in implementing the local Planning Framework. The approved Structure Plan will ‘provide local jobs, community growth and strong business economy’ and was adopted by the Western Australian Planning Commission in January 2021.

The Structure Plan identifies four key development themes reflected in community and stakeholder feedback. The City has used these themes to analyse and plan for the future of the town centre.

The Structure Plan ‘Frame’ Precinct remains similar to that publicly advertised in 2017 to ensure appropriate transition in intensity towards the surrounding neighbourhood. However, the ‘Core’ Precinct has been expanded slightly and designated an ‘R-AC0’ density code, which does not allocate primary controls, deferring to future detailed planning to be undertaken by DevelopmentWA. DevelopmentWA’s Planning Framework will build on research and outcomes of the Structure Plan to provide place based approach to realise the vision Bayswater.

STRUCTURE PLAN KEY DEVELOPMENT THEMES

1

**MOVEMENT AND CONNECTIVITY:**  
How pedestrians, cyclists, public transport users, and vehicle move to, from and within the town centre.

2

**LAND USE AND ACTIVITY (INCLUDING RESTAURANT OR RETAIL DEVELOPMENT):**  
The range and intensity of uses that can occur within the town centre.

3

**DESIGN QUALITY AND BUILT FORM (INCLUDING HERITAGE):**  
The building form and how they relate to the street, neighbours and character of the area.

4

**OPEN SPACE AND PUBLIC REALM:**  
The spaces other than buildings that punctuate the urban form and are accessible to the public.

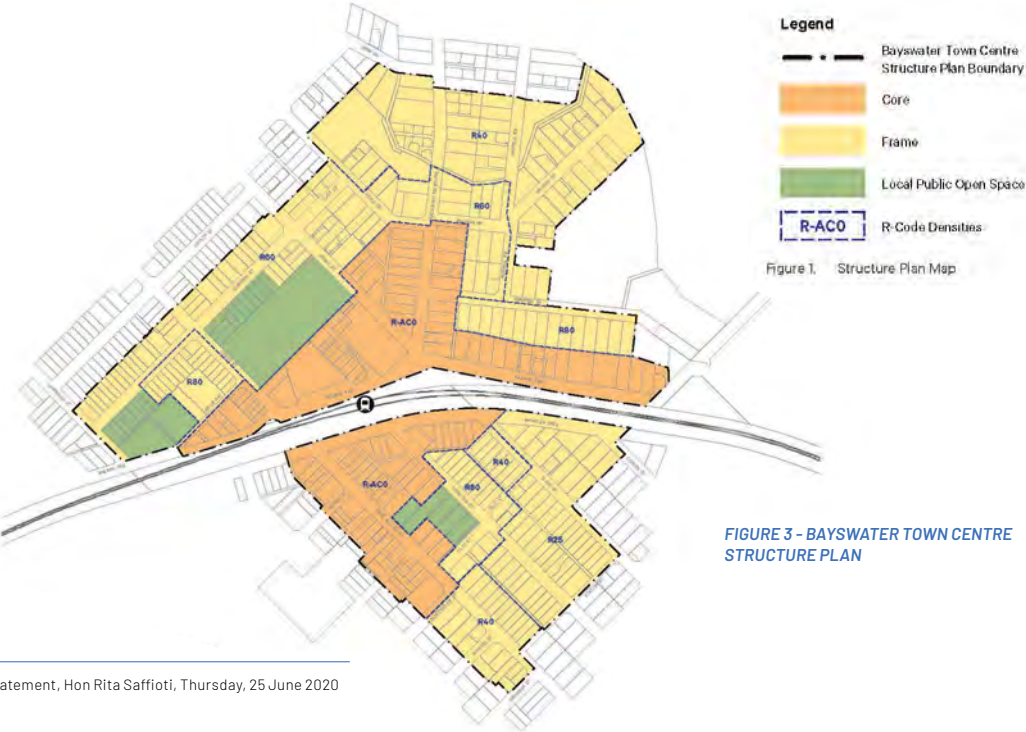


FIGURE 3 – BAYSWATER TOWN CENTRE STRUCTURE PLAN

<sup>2</sup>New plan for Bayswater Town Centre sets vision for growth, Media Statement, Hon Rita Saffioti, Thursday, 25 June 2020

### 3.3 COMMUNITY AND STAKEHOLDER ENGAGEMENT

Development of the Structure Plan involved extensive community and stakeholder consultation. The City ran a process in 2016 designed to ensure expectations for the future of the centre were embedded into the draft structure plan whilst endeavouring to preserve and enhance 'the unique characteristics of the centre', and 'define how the centre can realistically accommodate an increased level of activity and a larger local population'.

Following the announcement of the FAL and METRONET program of works for Bayswater and inclusion by DevelopmentWA of the town centre into the Midland Redevelopment Area to create METRONET East, further consultation has been undertaken in Bayswater including the DevelopmentWA 'What We Heard' Community Survey in 2020.

Community engagement has been designed to inform planning for the town centre ensuring it maximises opportunities arising from the METRONET program and generates community growth and a greater mix of land uses, whilst maintaining Bayswater's unique character.

Community feedback has been used as a critical component supporting the development of the Planning Framework. DevelopmentWA will continue to collaborate and engage with key stakeholders, including the local community as detailed planning for the Project Area progresses.

### 3.4 PROJECT AREA CONTEXT

Bayswater is a town with deep historical connections, shaped by continuous change. The area has evolved from a semi-rural landscape to an inner-city suburb that will soon contain one of the busiest stations outside the Perth CBD. It is important that planning celebrates this history while still looking to the future, understanding how Bayswater can continue to evolve as a modern urban centre.

#### 3.4.1 Location

Located approximately 6.5km northeast of the Perth City Centre, Bayswater Town Centre is the seventh stop along the Perth to Midland heritage passenger railway line. Located on the northern bank of the Swan River, it is an older, inner city suburb that includes a main street town centre and a mix of mostly low intensity older residential buildings with some newer houses and units. It has an undulating topography that brings a distinctive character to the area.

Under the METRONET East Redevelopment Scheme, the Bayswater Project Area includes two precincts:

1. the Core Precinct; and
2. the Frame Precinct

The Core Precinct will accommodate higher intensity mixed use development around the newly upgraded station. The Frame Precinct will facilitate increased residential population to maximise the strategic location of the town centre.

<sup>3</sup> Part 2 Bayswater Town Centre Structure Plan December 2020

<sup>4</sup> Media Statement, Hon Rita Saffioti, Minister for Transport, Planning, New Plan for Bayswater Town Centre sets vision for growth, Thursday 25 June 2020 <https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/06/New-plan-for-Bayswater-Town-Centre-sets-vision-for-growth.aspx>

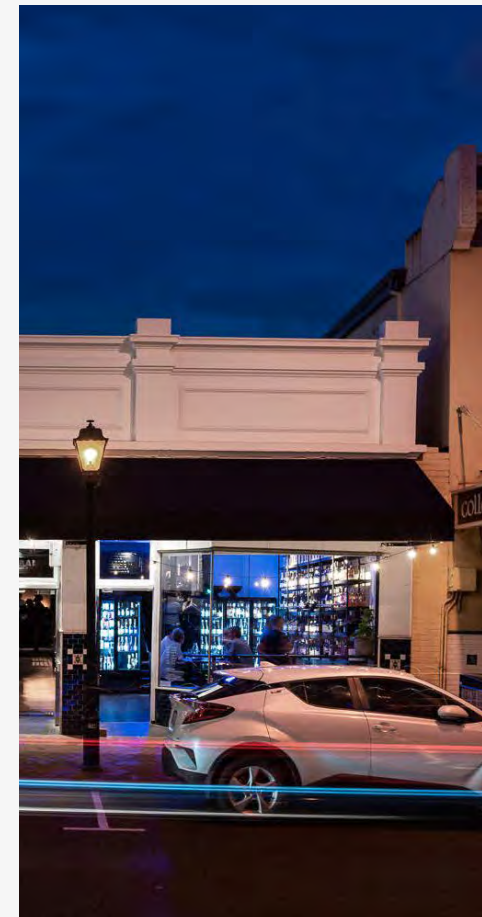


FIGURE 4 - KING SOMM BAR- KING WILLIAM STREET BAYSWATER (SOURCE: DION ROBESON)

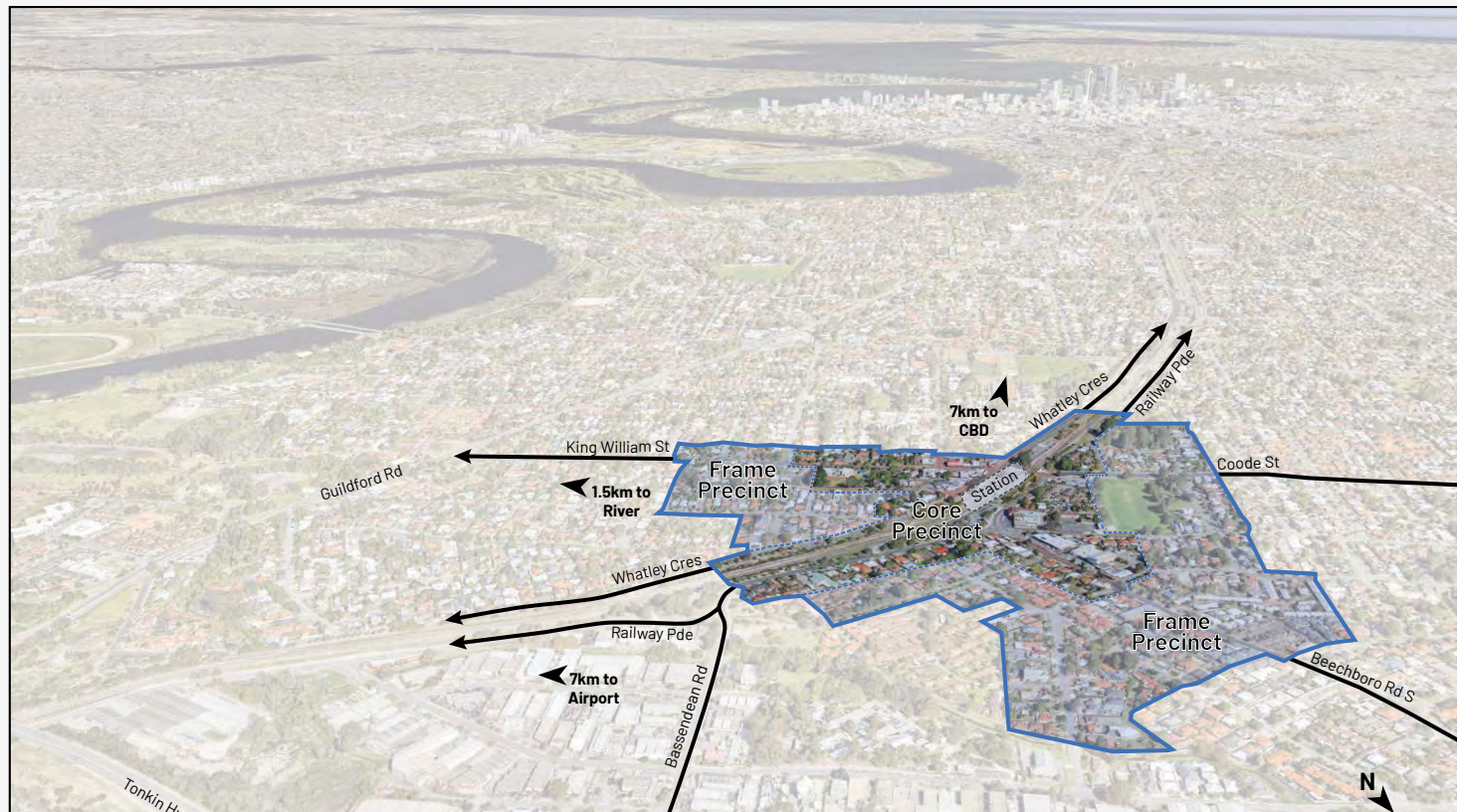


FIGURE 5 – BAYSWATER PROJECT AREA



### 3.4.2 Historical and Social Context

The Project Area is within the traditional lands of the Noongar people. Bayswater is found within the region of the Whadjuk dialectical groups. The Project Area is within the traditional lands of the Noongar people with Bayswater being found within the region of the Whadjuk dialectical groups.

In *Aboriginal Perth: Bibbulmun Biographies and Legends*, the Noongar name for Bayswater is Beeralain. Early documentation for this place name includes articles written by Daisy Bates, who in 1909 wrote about life-long stories she had learnt from Noongar people, including those from Fanny Balbuk, who shared with Bates stories of her uncle Nyoongaitch, identifying him as the custodian of the area **Beeralain**.<sup>4</sup> 'Beeralain' is now spelled 'Biraliny' on the advice of the METRONET Noongar Reference Group). **NB: At the time of writing the Noongar place name is currently under review by the METRONET Office and METRONET Noongar Reference Group and may be amended in consultation with stakeholders.**

Noongar heritage has been dated to 70,000 years prior to European colonisation and a nearby Noongar camp under Tonkin Highway is likely to be at least 4,500 years old<sup>5</sup>. For thousands of years the area has been and continues to be a significant place for Noongar people. Being located near the banks of the Derbal Yerrigan (Swan River), this area was documented as having an abundance of resources and an elevated position affording lines of sight to surrounding areas. It was a valued location for hunting and gathering activities, and as a meeting place especially in the seasons of Birak and Bunuru (the summer months).<sup>6</sup>

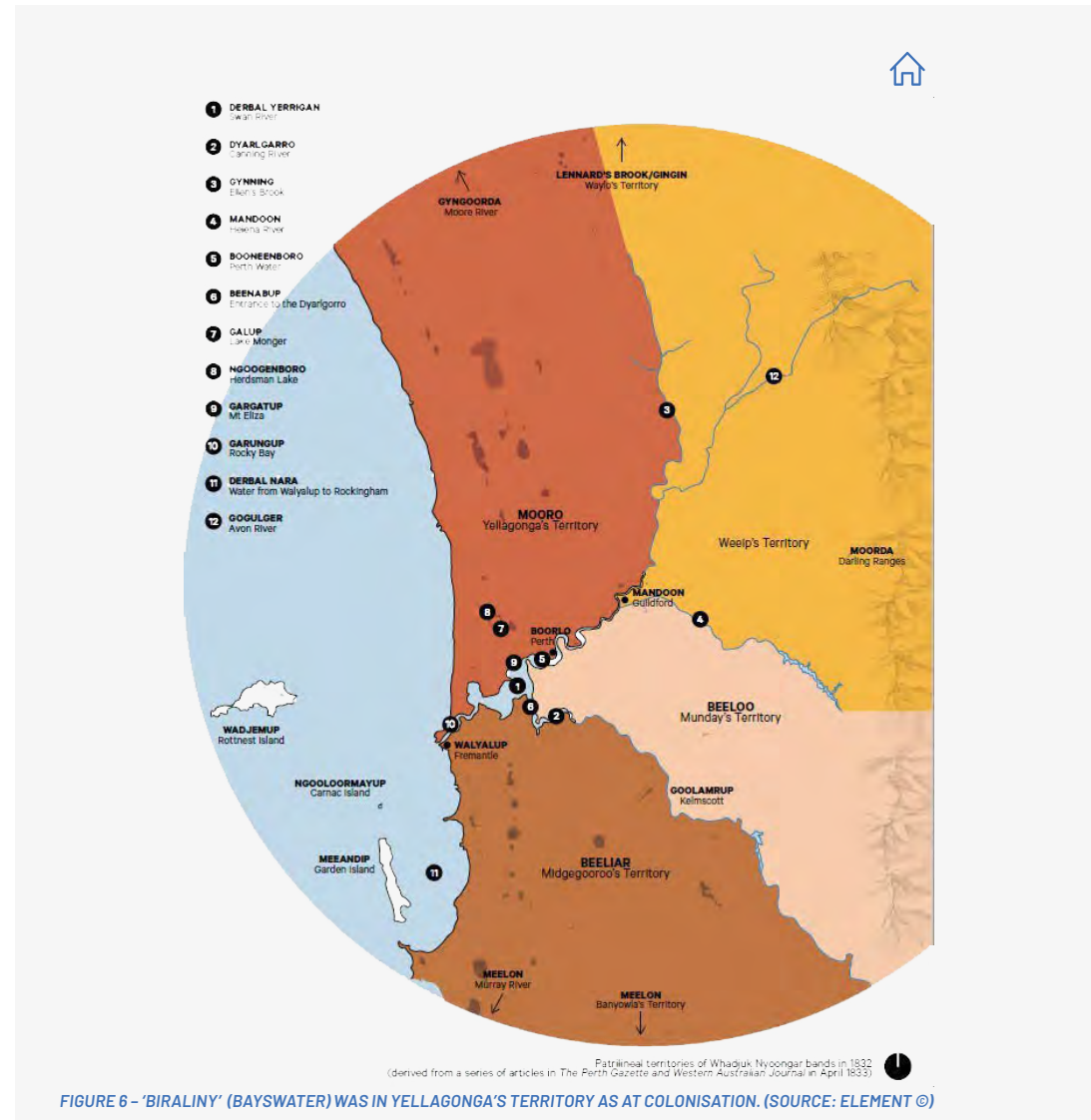


FIGURE 6 - 'BIRALINY' (BAYSWATER) WAS IN YELLAGONA'S TERRITORY AS AT COLONISATION. (SOURCE: ELEMENT ©)

<sup>4</sup> NCCD research has identified articles by Daisy Bates for the Perth Chronicle 25th December 1909; Western Mail, 'Aboriginal Perth' by Daisy M Bates, Thursday 4th July 1929, page 70

<sup>5</sup> Thematic History and Framework, City of Bayswater, 2019

<sup>6</sup> Southwest Aboriginal Land and Sea Council website. Accessed February 2021. <https://www.noongarculture.org.au/connection-to-country/> ; Baigup Wetland Interest Group website. Accessed February 2021. <http://www.bushlandperth.org.au/groups/baigup-wetland-interest-group/>

<sup>7</sup> Quayle A. Dispossession, Social Suffering and Survival: Narrating Oppression, Psychological Suffering and Survival through the Bush Babies Project, 2017, Victoria University



At the time of the Swan River Colony, Biraliny was part of Yellagonga's territory. The establishment of the Swan River Colony in 1829 adversely and irrevocably changed the lives of the Noongar people. The arrival of European settlers brought about conflict that resulted in numerous deaths, disease, displacement and the deprivation of traditional food sources. European land allocations resulted in the original landowners being forced off the land into camps on the fringes of new settlements or the land of neighbouring Noongar groups.

Despite radical changes to the landscape and decades of dispossession and persecution, including forced resettlement and loss of land, Noongars have maintained their connection to Biraliny and it remains a significant place for Noongar people.

It is this significant cultural legacy that planning for the area needs to recognise and value.

During the period of early European settlement, Bayswater largely developed as an agricultural area made up of gardens, orchards and dairying. Significant development within the future City of Bayswater was triggered by several key events. The first was the construction of the Fremantle-Guildford railway line in 1881, with Bayswater Station built in 1896. This, combined with the discovery of gold in the eastern districts of the colony in 1885, generated significant development along the Fremantle to Guildford railway line.

The population boom of the gold rush led to a rapid growth in the local orchard and market garden industries. By the 1900's a large proportion of the market gardens along the Swan River had been established by Chinese immigrants, with Bayswater

<sup>8</sup> Thematic History and Framework, City of Bayswater, 2019

<sup>9</sup> Thematic History and Framework, City of Bayswater, 2019



FIGURE 7 - BAYSWATER RAILWAY STATION AND FOOTBRIDGE, C1900 (COURTESY: THEMATIC HISTORY AND FRAMEWORK, CITY OF BAYSWATER, 2020; COURTESY SLWA ONLINE IMAGE 005732D)



FIGURE 8 - BAYSWATER FORMER POST OFFICE HISTORICAL 1942 (COURTESY: THEMATIC HISTORY AND FRAMEWORK, CITY OF BAYSWATER, 2020; SLWA ONLINE IMAGE B4537895\_2)

having one of the largest concentrations of Chinese market gardens in Perth along the southern end of King William Street, which is now the Baigup Wetlands. Murray's Dairy, Smeed's Nursery, James Mill's garden and Chue Hing's garden were all close to the present town centre.

The number of these farms began to decline by the 1930's, and farmland eventually became residential and industrial land.

The Bayswater Town Centre developed from the beginnings of a few key shops and houses spreading east of King William Street, including the Bayswater post office constructed in King William Street in 1895.

Several Federation Bungalow styles and timber worker cottages still remain in the area typical of this era. A few early commercial buildings also remain, but have been altered in appearance, typically including the removal of their early verandahs. Shop owners usually lived on the premises with stables located at the back of the shops for their horses. The Bayswater Hotel built in 1899, remains the only commercial premises on the north side of the railway line from this early period of development.

The quiet, semi-rural community experienced a surge in population growth following the Second World War with rapid residential suburban development with a significant commercial and industrial component. This displaced the traditional market gardens and earlier agricultural uses. Modern shops were constructed along Whatley Crescent and King William Street.

<sup>10</sup> <https://archive.sro.wa.gov.au/index.php/perth-18-64-suburban-perth-plan-of-bayswater-maylands-showing-subdivisions-to-31-1-1905-and-dp-nos-scale-10-chains-to-an-inch-tally-no-005790-357>

<sup>11</sup> Thematic History and Framework, City of Bayswater, 2019

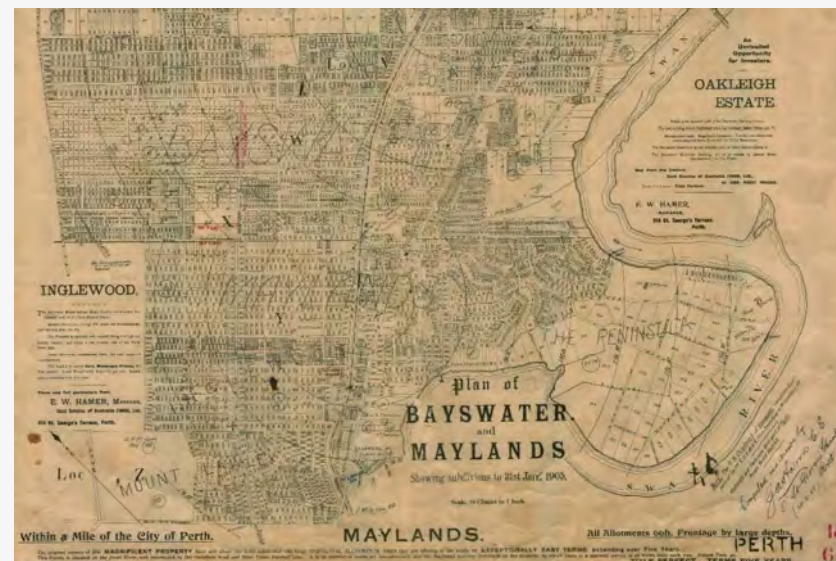


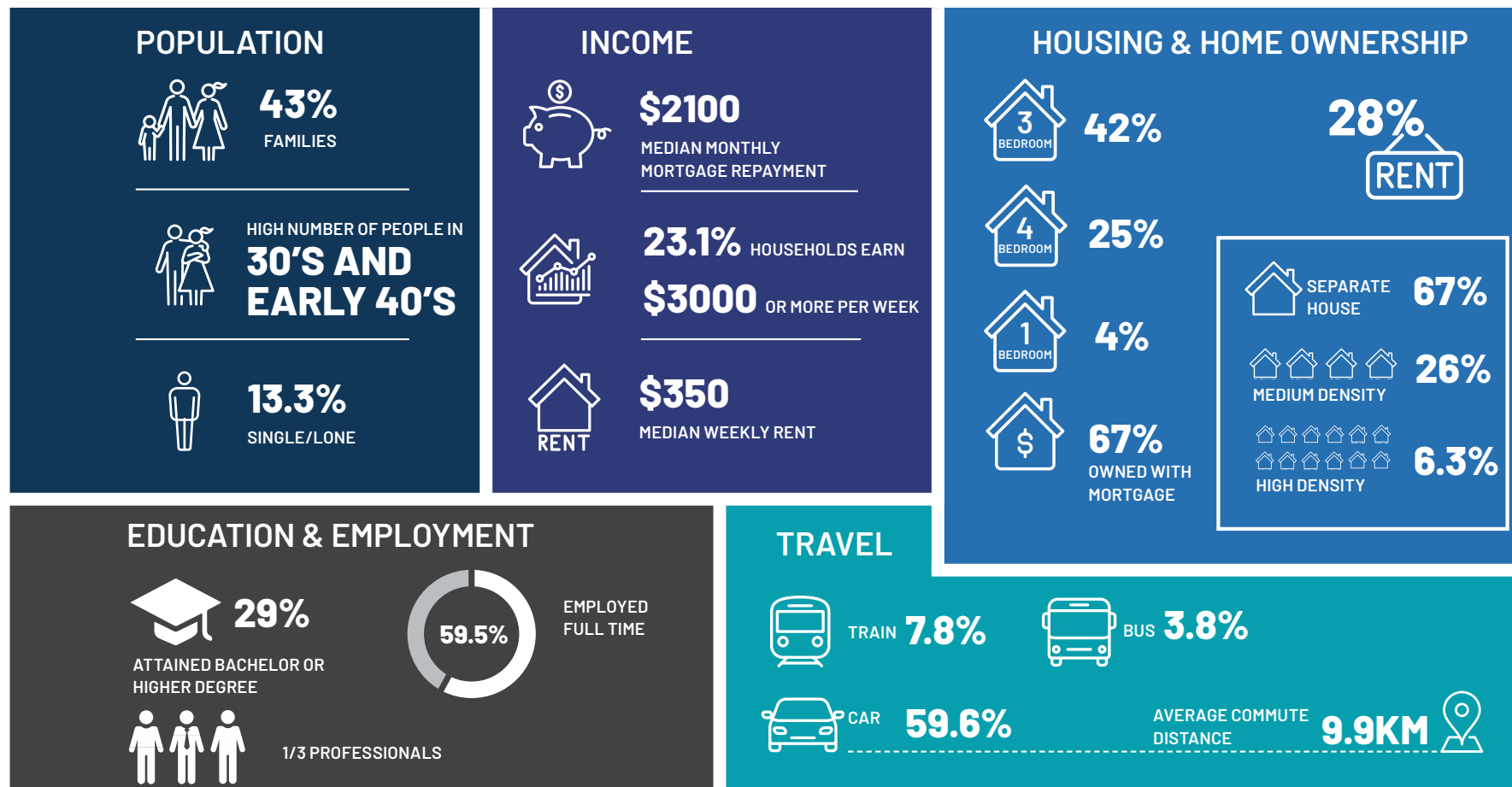
FIGURE 9 – PLAN OF BAYSWATER & MAYLANDS C1905 (COURTESY: THAMATIC HISTORY AND FRAMEWORK, CITY OF BAYSWATER, 2020; SOURCE: SROWA, CONS 3688/357)



FIGURE 10 – FIGURE 10 – NATIONAL AUSTRALIA BANK KING WILLIAM STREET 1957 (COURTESY: CITY OF BAYSWATER)



## Chapter 4 Key Demographics





#### 4.1 KEY AREA DEMOGRAPHIC TRENDS



City of Bayswater had a **lower than average annual population growth** rate 2011-2016 (1.06%).



The suburb appears to be **attractive to urban professionals** and those of working age.



There is a high number of dwellings with **'spare' bedrooms**.



Significantly **fewer young people** (particularly under 25's and teenagers) compared with Greater Perth.



Slightly more affluent suburb with a **higher weekly median income** than Greater Perth.



Residents are **well qualified but only slightly better paid** compared to Greater Perth. There has been recent significant growth in median weekly income.



**Fewer family households**, including couples with children, although this number is growing.



Average **mortgage repayments are only slightly higher** while rents are the same as Greater Perth.



**High car reliance** despite average commuting distance of only 9.9km.



## Chapter 5 Market Summary

### 5.1 REAL ESTATE MARKET SUMMARY

The end of Western Australia's mining boom resulted in a slowing of Perth's residential market. At the market's peak in 2014/15, the median house price in Perth was \$540,000 and \$443,350 for units. While the current median prices are less than 2014/15 figures, it is increasing quickly, having grown approximately 3.2% in the 12 months.

This is reflection of a strong local economy buoyed by national building stimulus program and low interest rates with the anticipated recommencement of international migration in the future also expected to assist housing growth. However, construction costs are also rising and will increase the cost of providing new supply.

Bayswater's median prices for houses and units in December 2020 was above the metropolitan average at \$555,000 and \$327,500 respectively. These figures are still less than the areas 2014 median house peak price of \$640,000 for houses.

### 5.2 MARKET VIABILITY

Apartment sales in Perth including Bayswater and its immediate suburbs are showing signs of improvement following a slowing of the market between 2016-2020. A viable market for apartment development within the Bayswater Project Area will positively respond to improvements in the following:

#### 1.) A reduction in Perth's apartment oversupply to create new apartment opportunities.

Current property market growth and increased sale activity is reducing an oversupply of apartments and units across Perth. Whilst prices are increasing in the established market, this is yet to see substantial increases in apartment prices which may continue to be affected by a substantial increase in construction costs. The increasing price differential between houses and apartments is assisting sales, which in turn is creating potential for new apartment stock to enter the market, with Bayswater well placed to absorb new opportunities.

#### 2.) The relationship between median house price and apartment development.

Bayswater's current \$555,000 median house price is approximately eight percent below the supportable median house price required to attract medium scaled development (i.e. six-eight storeys); and 17 percent below that required for high scale development (i.e. eight - fifteen or more storeys). Anticipated timeframes identify medium and high scaled development being viable in approximately five to ten years. As land values increase with both time and in response to area upgrades, including State Government investment into

the Bayswater station precinct, high density development outcomes will become more attractive.

#### 3.) Amenity factors necessary for an apartment lifestyle.

Apartment living is a lifestyle choice often predicated on locational amenity including access to public transport and recreational green spaces, walkable pedestrian friendly streets, access to key destinations including schools and employment opportunities and a range of attractive retail and commercial services. It is considered that the significant government investment in the Bayswater station upgrade will support future apartment offerings and associated lifestyle.

### 5.3 MARKET SUMMARY STATISTICS

Medium House Price \$555,000 (Dec 2020)	Median Unit Price \$327,5000 (Dec 2020)	Volume of residential sales Houses in 2020 - 223 (in 2019 - 200)
Residential building approvals 2019 - 3K	Businesses with 5 to 9 people 2019 - 231	Businesses with 20+ people 2019 - 65



## Chapter 6 Strategic Direction 1: Optimise Development Potential

**Vision summary:** The Planning Framework for the Project Area will encourage higher intensity development in appropriate areas, particularly around the station, to assist with the reconnection of Bayswater's north-south axis, with the greatest intensity located directly north of the station, while managing the interface and transition with existing detached dwellings in the area. The key is to deliver good quality design, while protecting the area from overdevelopment.

### 6.1 DEVELOPMENTWA COMMUNITY SURVEY OUTCOMES

DevelopmentWA's community survey indicates support for increasing intensity in the town centre as a favourable and necessary requirement to deliver a critical mass of population in order to:

- a. Meet local needs (range of services available);
- b. Increase local jobs and employment self-sufficiency;
- c. Support existing and new local businesses;
- d. Deliver more activating uses e.g. cafés, restaurants including night-time offering;
- e. Attract innovative design and investment for additional economic growth;
- f. Improving housing choice; and
- g. Create popular community meeting points.

However, the community wants well-designed intensity that enhances the Project Area while maintaining authenticity of place. In particular,

it identified that new development needs to, at a minimum, achieve the following in order to be acceptable:

- i. Deliver architectural quality design;
- ii. Respond to the area's topography;
- iii. Provide quality private and communal green spaces;
- iv. Enhance urban tree canopy cover;
- v. Be appropriately located and planned, not dispersed;
- vi. Be sympathetic to key heritage buildings;
- vii. Deliver appropriate street level interface; and
- viii. Be sustainable and resource efficient.

### 6.2 PLANNING FRAMEWORK RESPONSE

The Planning Framework has an opportunity to build on the outcome of DevelopmentWA's Community Survey feedback to ensure well-designed intensity through precinct specific provisions pertaining to built form on development sites.

### 6.3 OPPORTUNITIES

- a. Increased densities as a means of attracting a critical mass of population required for a vibrant town centre and thriving local economy.
- b. Provision of housing diversity enabling different groups, including youth and the aged, to access the housing market, resulting in greater intergeneration living and greater critical mass of population.
- c. Facilitate high quality apartment living options that leverage the public transport offering.
- d. Promote the benefits of the station upgrade works to improve the appeal of the town centre.



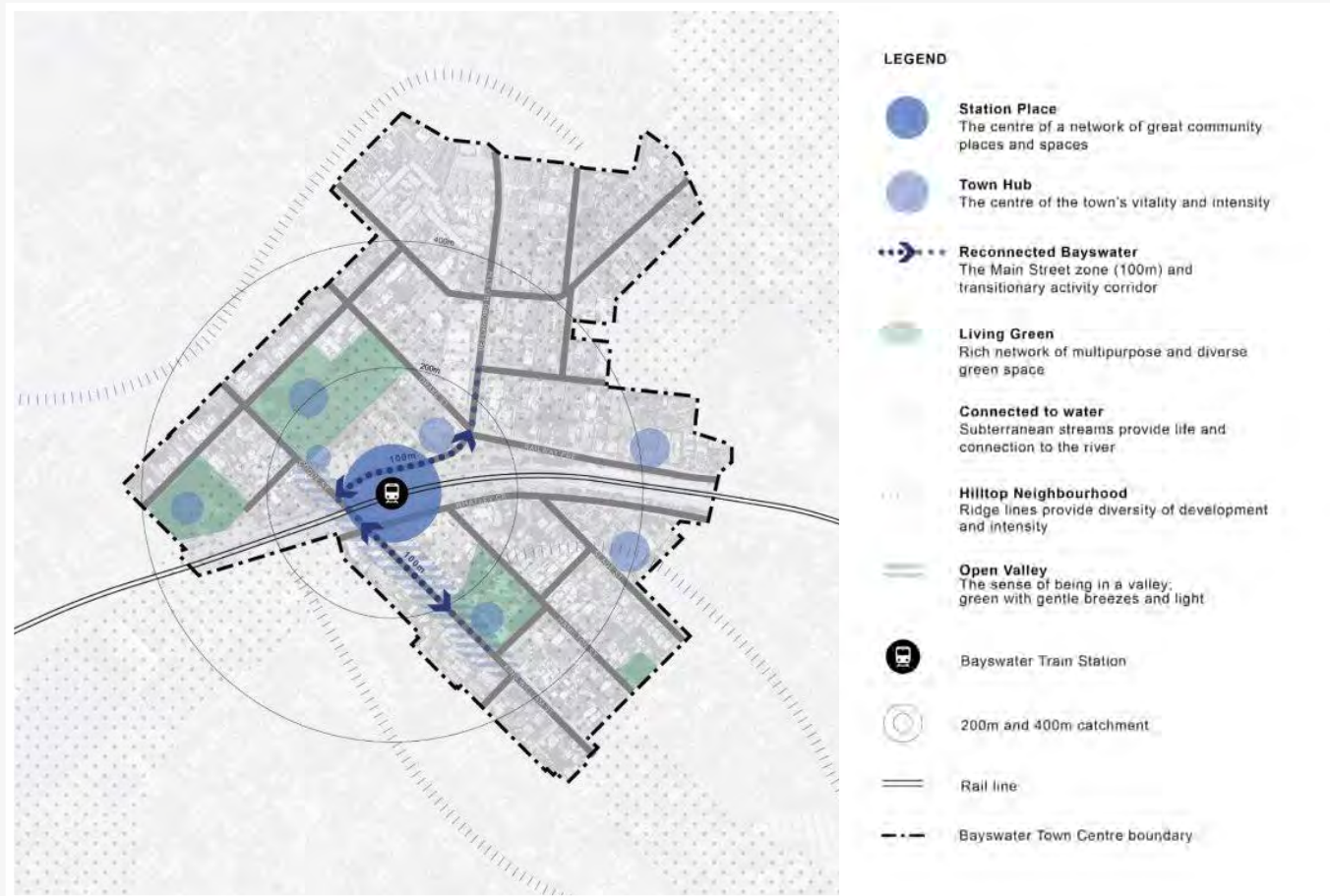


FIGURE 11 – URBAN DESIGN STUDY DRIVERS



## 6.4 BAYSWATER CONSIDERATIONS

### 6.4.1 Urban Design Context

Bayswater is subject to a unique interplay between the typographical, geographical and historical built form elements of the town centre. Bayswater has been described as having a feel and personality, shaped by its selection of local businesses, laneways, small shop fronts, human-scale buildings, narrow lots and undulating topography.

The town is centred on and around the station which sits in a contained and wide ravine that drains out into valleys running north-east and north-west with a subterranean stream located beneath the town centre. It is this 'valley' formation and corresponding undulating 'hills' that provide a sense of drama, movement and interest within the town centre.

Trees run along the elevated ridge forming hilltop neighbourhoods contributing toward a distinctive and positive sense of place. Living Greens within and neighbouring the town centre form a rich network of multi-purpose and diverse green spaces.

The history of the urban development of Bayswater manifests itself through distinct street layouts, its lot shapes, heritage built form and relationship to the rail line.

The traditional grid road layout within the centre is influenced strongly by the original 'ribbon' lots



FIGURE 12 – HISTORICAL MAP OF BAYSWATER FROM SWAN RIVER COLONY 1841 SHOWING GRANTS ABUTTING SWAN RIVER (COURTESY SROWA, CONS 3848, ITEM 2, VIA THE CITY OF BAYSWATER THEMATIC HISTORIC AND FRAMEWORK, 2020)



FIGURE 13 – MCLEISH'S STORE, KING WILLIAM STREET, BAYSWATER





developed at the time of the Swan River Colony to provide access to the fertile alluvial land along the Swan River.

The 'main street' style of King William Street connects the town centre to Guildford Road and the river to the south, under the rail line to Code Street in the north. Whatley Crescent and Railway Parade run parallel with the rail line. Beechboro Road South connects with Railway Parade from the north.

The station is a key landmark for the community, providing a focal point for arrival, departure and cross centre movement. It acts as a link between the two typographically diverse sides of the town; each side reflective of different periods of centre development which can be broadly divided into:

- a. late 19th century development along King William Street and Whatley Crescent where the typography is hillier; and
- b. early 20th century and post WWII development along Beechboro Road South which is lower lying with less undulation.

#### 6.4.2 Site Based Considerations

In determining how best to deliver a Planning Framework that supports the overall vision for the Project Area a number of aspects are to be considered.

The Planning Framework should address the relationship between lot dimension, lot area and development intensity. Further subdivision of small

lots should be discouraged and lot amalgamation promoted to support the vision of a vibrant and activated center that supports the delivery of a medium to high density core.

The new Station and Plaza provides opportunity to act as a new heart for the Town Centre. Development intensity should cascade outwards from this central point, providing an appropriate increase in population while ensuring buildings are scaled to integrate with the surrounding lower intensity residential environment. Changes made to the scale of development in one sub-precinct will necessitate an adjustment in neighbouring areas.

Within the Core Precinct a number of Sub Precincts are identified by a particular streetscape style as detailed below:

- a. **Lemon Scented Gum Sub-Precinct** includes lots along King William Street and Whatley Crescent and is distinguished from the wider Project Area by its 'Main Street' commercial environment and heritage building stock. This sub-precinct has a lower development potential than land to the north of the railway line as it exhibits smaller lots with steep slopes and narrower frontages generally less than 20m and land areas approximately less than 500m<sup>2</sup>.

The location of this sub-precinct within a localised valley and its established importance as a commercial and retail hub means that increased intensity can be supported where development is well designed and maintains

the 'fine-grain' character of the street. This typography also assists in managing the interface of new development along King William Street where it neighbours an adjoining Heritage Character Area (outside the Project Area).

Methods to achieve larger lot dimensions, such as lot amalgamation, will be required to achieve full development potential in this sub precinct. Given the diversity of lot sizes throughout this sub-precinct, the planning framework should control development intensity through building envelope controls, such as setbacks and landscaping areas, which will in-turn determine total development capacity. Mandating amalgamation is a rigid planning control and does not enable development proposals to respond to the characteristics of an individual lot.

- b. **Red River Gum Sub-Precinct**, is defined by a Boulevard streetscape along Beechboro Road South supporting an urbane inner-city area with a heritage bookend defined by the properties on Foyle Road and the Bayswater Hotel. Setbacks to the street should be applied to maintain the boulevard appeal of the street and create a point of difference between the northern and southern sections of the Main Street zone. New development will be required to have regard for the adjoining areas of lower intensity development located outside the Core Precinct.



FIGURE 15 – ALFRESCO DINING

c. **Magnolia Sub-Precinct** is located to the north of the station along Railway Parade to the east of Beechboro Road South. This sub-precinct has a similar context to Beechboro Road South (Red River Gum Sub Precinct) in that land is relatively flat and the road reserve is larger. Development is primarily residential in nature.

New development is to consider interface with the station upgrade including an elevated “viaduct” formation opposite these lots. Greater height should be located towards the front of lots providing an appropriate interface with the public realm and enabling transition with lower intensity areas outside of the Core Precinct with overshadowing managed across public spaces.

d. **Olive Sub-Precinct** includes sites on Railway Parade directly opposite the station between Drake Street and Coode Street including small single lots along Rose Avenue. Enabling higher intensity mixed-use buildings in this location will provide a critical mass of population to support public transport use and ensure town centre vibrancy while ensuring that the valued residential character of Bayswater can be maintained. This area is considered to be most appropriate to deliver landmark development outcomes for the following reasons:

- ii. The land is flatter compared to the rest of the Project Area. The lower topography means higher intensity development will be less prominent and will integrate well with neighbouring rail infrastructure and surrounding development on higher land

- iii. Key land parcels in this location are of an overall size and dimension that enables taller buildings to be proposed without compromising on the amenity of adjoining properties, while complementing the public realm at street level.
- iv. Key land parcels abut public open spaces to the north, providing opportunity to mitigate impacts of height through open space buffers.
- v. Interface management between high density development sites and character cottages and single homes along Rose Avenue can be managed by employing interface techniques that support appropriate setbacks to character cottages.
- vi. Due to the orientation of the lots, the design of new development would be capable of ensuring overshadowing would fall primarily on public space and reserves rather than on adjoining or surrounding residential properties. Notwithstanding this, provision should be included to manage the amount of overshadowing over the public realm to support the pedestrian experience.

e. **Red Flowering Gum Sub-Precinct** is a separate sub-precinct that includes properties between Drake Street and Foyle Road behind Beechboro Road South as well as sites to the south along Whatley Crescent and Hamilton Street. The land is located adjacent to the



Frame Precinct with similar lot sizes to those in the Red River Gum Sub Precinct on Railway Parade (east), being well suited to medium density development.

- f. **Kurrajong Sub-Precinct** centres on the Bayswater Station providing a cohesive destination point for the town centre. The station upgrades represent an opportunity to

catalyse revitalisation of the Bayswater town centre, by supporting long term opportunities for growth and increasing economic and social activity.

Station upgrades will deliver an urbane and legible thoroughfare connecting the Main Street zone north and south of the rail line. A new public plaza within this sub-precinct will

provide an urban setting for the promotion of social interaction and activation. Public space design, including thoroughfare and plaza, should reflect the town centre character, engendering a human scale urban environment which encourages walking and cycling and delivers a unique blend of useable spaces for locals, passengers and businesses.



FIGURE 14 – SUB-CORE PRECINCTS



## Chapter 7 Strategic Direction 2: Diversify Land Use

**Vision summary:** To make Bayswater an authentic 'destination of choice' for residents, workers and visitors, the Planning Framework will facilitate more intensive mixed-use development, an increase in housing choice and the number of local businesses and entertainment options available, which will in turn support a vibrant and diverse the town centre that leverages upgrades to the station.

### 7.1 DEVELOPMENTWA COMMUNITY SURVEY OUTCOMES

DevelopmentWA's community survey outcomes indicate a strong desire to improve the vibrancy and attractiveness of the town centre by increasing the range of land uses available. Community priorities included an enhanced urban tree canopy, the need to manage traffic flows and improve connections between north and south of the rail line.

There are concerns that the town centre lacks activity especially at night. The community has indicated that redevelopment needs to focus on creating spaces that encourage social interaction, including civic spaces filled with attractive shade enhancing trees, increasing nightlife activity such as new small bars and restaurants, and art, creativity and culture uses to promote a café/bar culture.

The community also expressed the need to enhance the area's resilience by further improving the local economy and providing greater choice for residents. This includes increasing the number of basic services, such as medical centres and banks, and

significantly increasing commercial activity through the delivery of office space.

It was important that new development encourage walking and pedestrian activity and maintain the fine-grain scale of local shops. There is a general desire to ensure that activity and mixed-land uses are concentrated around and close to the station thorough which run attractive pedestrian friendly streets lined with attractive shade providing trees.

### 7.2 PLANNING FRAMEWORK RESPONSE

DevelopmentWA's Planning Framework will need to capitalise on the State Government's investment in the Station. The Planning Framework needs to provide sufficient certainty for the community and key stakeholders while being flexible enough to attract private sector development, an appropriate intensity of development and wide range of land uses. This will enable uses to evolve organically while being in line with the project vision for a transit-based, mixed-use, walkable urban neighbourhood.

### 7.3 OPPORTUNITIES

- a. Provide a critical mass of people by enabling higher intensity to support the local economy and encourage the creation of neighbourhood scaled businesses to provide employment options and social activity.
- b. Build on the existing town centre node around the station, its North/South Main Street along King William Street and Beechboro Road with attractive character and existing commercial development to intensify activity.
- c. Encourage land use anchors and attractors within the area to bring people into the town and support local businesses.
- d. Create a social nightlife and capture tourism and hospitality offerings associated with the airport link through land use controls under the Planning Framework.
- e. Provision of new connection for commercial activities across enabled through the station upgrade alterations to the road network.



- f. Application of Development Policy 8, Hosting Public Events to effectively manage events on Public Lands.
- g. Application of Development Policy 3 – Sound and Vibration to facilitate the sustainable co-existence of land uses.

## 7.4 BAYSWATER CONSIDERATIONS

### 7.4.1 Desired Land Uses in the Core Precinct

Bayswater is soon to become the most significant rail junction outside the Perth CBD. It has the potential to grow into a strategically important centre. In response the DevelopmentWA Planning Framework will support population growth and a much greater range of land uses. The types of land uses the Planning Framework should support are those that encourage activation and support multi-purpose trips to be made by pedestrians. This includes:

- a. Small retail and speciality shops, maintaining the fine-grain character of the existing town centre
- b. Personal service and civic functions that generate activity during peak and off-peak hours
- c. Commercial uses such as major office space, co-working spaces and creative industry professionals, that expand local employment opportunities and increase self-sufficiency
- d. Increased food and beverage offerings that can operate during varying hours, focusing these as ground floor activating uses along key pedestrian links

- e. Uses that support everyday living options such as medical uses and allied health services
- f. Short term stay accommodation and tourism uses, leveraging Bayswater's function as a junction point for several rail lines, including the airport link
- g. Medium to high intensity residential development to introduce an appropriate critical mass of population to support new uses
- h. Public Events using the Station Plaza as a local and regional attractor.

Low intensity insular uses that require large parcels of land and discourage pedestrian activity are not in keeping with the vision for the Project Area and therefore unlikely to be supported. This includes large format wholesale stores, warehouses, car dealerships and automotive services.

Geographically, it is anticipated that:

- i. Land within the Olive Sub-Precinct closest to the station on the north side, can accommodate larger-scale mixed use or commercial development due to larger land parcels and existing strip commercial and retail services.
- ii. The southern side of station within the Lemon Scented Gum Sub-Precinct should emphasise mixed use development with a focus on retail, food and beverage and other activated uses at ground level to contribute to the walkability and vibrancy of the 'Main Street' environment on King William Street and ensure residents are within walking distance of these services.

- iii. Opportunity exists to extend Bayswater's retail and dining and entertainment activities beneath the rail line between the Lemon Scented Sub-Precinct and Red River Gum Sub-Precinct creating a new 'Main Street' activity hub for the town centre that unites activities north and south. To further support activation the public realm is to be designed to deliver a flexible, safe, attractive space framed by activated uses to promote passive surveillance.
- iv. The transition in land uses between the two Precincts (Core & Frame) should be managed through the location of appropriately design lower intensity residential uses at the periphery of the Core Precinct where it abuts low density, one and two-storey residential houses located within the adjoining Frame Precinct.

Preliminary economic research indicates that the Core Precinct would benefit from a medium sized grocery offering, preferably in the form of a modern grocery supermarket, or other commercial uses identified as relevant and sustainable for the town. Initial analysis indicates that the grocery offering would have a footprint of at least 1,500m<sup>2</sup>, requiring a suitable sized lot to both accommodate the supermarket and ensure it makes a positive contribution to the locality through an appropriate design response. A Retail Impact Assessment should be required for any development with a footprint 1,500m<sup>2</sup> or larger including a retail component to understand potential impact on Bayswater town centre and ensuring ability to complement surrounding centres.





Application of Development Policy 3: Sound and Vibration Attenuation for new development in the vicinity of the station will facilitate a sustainable co-existence between noise and vibration sensitive/emitting developments such as the railway infrastructure and surrounding development.

#### 7.4.2 Desired Land Uses in the Frame Precinct

Development within the Frame Precinct will facilitate predominantly residential development to contribute to a critical mass of population to support the Core Precinct. Development is expected to be more medium intensity and realise a multitude of different housing typologies to complement the existing single houses of the area.

DevelopmentWA's Community Survey confirmed that improving Bayswater's housing diversity is a key objective of the local community. Greater housing diversity would include smaller housing options, a greater range of housing price points enabling diversity of living arrangements such as intergenerational living. It is expected that the Frame Precinct will help provide 'missing middle' dwelling products, such as townhouses, small apartment complexes and maisonettes.

#### 7.4.3 Activating Streets

In order to promote street level activation while maintaining the 'fine-grain' of the existing town centre, new buildings will be carefully designed to create a fine grain, pedestrian-scaled environment

and include small-scale active tenancies at ground level along primary and secondary active streets.

Frontages to primary active streets should be required to achieve a minimum level of activation and include ground floor activating uses, preferably through café, restaurant and retail type uses. Secondary active street frontages should need to demonstrate how they provide visual engagement with the street and provide informal or passive surveillance opportunities. The design guidelines should include provision requiring the appropriate articulation and design of development, promoting human scale design at street level to deliver a comfortable and activated streetscape.

Application of Development Policy 8, Hosting Public Events on public land on the Plaza will assist in managing public spaces to activate the Town Centre.



FIGURE 16 – CORNER SHOP STREETScape ACTIVATION



## Chapter 8 Strategic Direction 3: Deliver Diverse, Affordable and Adaptable Housing

**Vision summary:** To enrich the vibrancy and inclusiveness of the community by requiring the Planning Framework facilitate a more diverse, inclusive, affordable and adaptable housing including a greater range of housing typologies to deliver multi age living options in the Bayswater town centre.

### 8.1 DEVELOPMENTWA'S COMMUNITY SURVEY OUTCOMES

DevelopmentWA's community survey outcomes indicate that there is strong support to enhance Bayswater's social mix by providing greater diversity of housing choice, particular smaller dwellings (1-2 persons), that also enable affordable and multi-generational living outcomes.

Over half of the community survey participants did not have plans to leave Bayswater (i.e. 3 in 5 residents), with those planning to stay in Bayswater for good increasing with age. This intention to remain through various lifecycles is known as ageing in place.

Residential ability to age in place can be supported by increasing housing diversity through the introduction of medium and high density product providing a range of adaptable and accessible housing designs that also provide smaller offerings such as one and two bedroom options as a means of countering the current prevalence of detached family homes in the area.

### 8.2 PLANNING FRAMEWORK RESPONSE

The Planning Framework should ensure that future development includes affordable housing product that provides options for a broad demographic by supporting a wider market of prospective purchasers.

Appropriate housing requirements for diversity and affordable housing should be identified through a review of Development Policy 9: Affordable and Diverse Housing. This policy currently requires a percentage based approach towards the delivery of affordable housing.

The Planning Framework should also seek to facilitate a greater mix of household types with an increase the number of one and two bedroom dwellings provided as medium density housing format in the Frame Precinct and apartments in the Core Precinct.

Ensuring adaptable housing through application of Development Policy 10 - Adaptable Housing will embed universal design principles into residential developments, thereby meeting the changing needs of home occupants across a broad spectrum of need and across their lifetime.

### 8.3 OPPORTUNITIES

- a. Provision of more affordable dwellings, with some allowance for social housing following review of Development Policy 9 - Affordable and Diverse Housing
- b. Delivery of more adaptable dwellings (multi-generational living, dual key and modular dwellings) through application of Development Policy 10, Adaptable Housing to ensure housing is able to meet the changing needs of home occupants across their lifetime
- c. Delivery of a wider range of housing typologies including high density formats to suit a wide range of housing needs including people with assistance needs. Diversity of dwelling mix will be enabled through the review of Development Policy 9 - Affordable and Diverse Housing
- d. Delivery of communal and shared spaces contributing to occupant amenity and increase opportunities for social encounters



## 8.4 BAYSWATER CONSIDERATIONS

### 8.4.1 Housing Diversity

Further highlighting the lack of diversity and affordability noted by DevelopmentWA's Community Survey, ABS Census data shows that in comparison with the Greater Perth (Greater Capital City Statistical Area), Bayswater has relatively low age diversity. It has relatively:

- a. Fewer children and youth;
- b. Fewer people aged in their 60's and 70's, although the proportion has increased since 2011 reflecting the wider trend of an ageing population;
- c. A significant proportion aged over 80, likely due to the number of aged care facilities available; and
- d. More people aged 30 to 50 years of age, but a decreasing number below 30 years.

This age profile is driven by the vastly different household composition in Bayswater:

- i. More single person and group households; and
- ii. Fewer family households, including couples with children. Having said this, the proportion of family households with children has increased slightly since 2011, demonstrating that the area is becoming more attractive as a family suburb.

There is a clear under provision of one and two bedroom dwellings in Bayswater. The majority of dwellings are detached, 3 bedroom low intensity

single dwellings. A quarter of the dwelling stock available consist of two (21.1%) and one (3.7%) bedroom dwellings. While this is better than Greater Perth, given the demographic mix above, Bayswater provides relatively poor dwelling and bedroom number diversity, particularly in being able to accommodate smaller households. The review of Development Policy 9 - Affordable and Diverse Housing will support the delivery of housing diversity within the Bayswater Project Area.

### 8.4.2 Housing Affordability

An adequate supply of affordable housing for a range of households price points and demographics is an important element in improving the vibrancy, self-sustainability and resilience of the Project Area.

The Bayswater suburb's median house price (\$555,000 December 2020) being slightly higher than Greater Perth's (\$482,500 December 2020), although being considerably lower than the median for Perth inner suburbs, such as Subiaco, Maylands, Mount Hawthorn and Leederville, which showed a combined average of \$837,500 (June 2019). With the trend of increasing land values (by 3.5% in the 12 months to December 2020), and close proximity to Perth, Bayswater is still a fairly financially accessible suburb although it remains unaffordable to those in low and low-moderate income brackets. The review of Development Policy 9 - Affordable and Diverse Housing will support the delivery of affordable and social housing within the Bayswater Project Area.

### 8.4.3 Housing Adaptability

Approximately 20% of the Australian population is affected by a disability to some degree. The chance

of having a disability increases with age, with 50% of people over the age of 60 being affected by a disability. Given Bayswater's population is aging, the incidence of disability is anticipated to grow. Supporting a supply of adaptable housing in Bayswater will allow the community to remain comfortably living in their current dwelling as well as enabling current residents to age in place. The implementation of Development Policy 10 - Adaptable Housing will require housing to be designed to support people with disabilities and enable aging in place.



FIGURE 17 - APARTMENT DEVELOPMENT





## Chapter 9 Strategic Direction 4: Enhance Bayswater's Sense of Place

**Vision summary:** In order to elevate Bayswater in the mindset of Perth residents as a desirable place to live and work, the Planning Framework will need to support a Bayswater to develop into a walkable and amenity rich destination. This includes supporting the local government in enhancing and activating the public realm, allowing interim uses that support local businesses during construction periods and encouraging community infrastructure and spaces that bring local groups together. Intrinsic to all this is strengthening the cultural and community connection with place and the Swan River – Derbal Yerrigan – by drawing on the unique cultural connection to water, to nature, and to the historical identity of the area.

### 9.1 DEVELOPMENTWA COMMUNITY SURVEY OUTCOMES

DevelopmentWA's Community Survey has revealed a community that is clearly proud of, and values, its town centre. Of particular appeal is Bayswater's strategic location, including its proximity to the Perth CBD and Perth Airport as well as the Midland and Morley strategic centres, access to green open spaces including the Swan River and established parklands, public transport offering including its rail station, its cycling options (Perth-Midland PSP network) and proximity to regional road network. Bayswater is described as having a unique feel and personality, shaped by its selection of local businesses, laneways, small shop fronts, human-scale buildings, narrow lots, green spaces and topography.

While its social and architectural character is valued, there is a broad desire to see this aspect support, rather than hinder, forging of a new, contemporary urban future. General consensus is that, while key historic buildings should be retained and celebrated,

particularly along King William Street and Whatley Crescent, the development of new buildings should respond sensitively to the existing historic character while feeling contemporary and responding to Bayswater's future potential.

While Bayswater residents have a strong desire to maintain the authenticity of the place, there is a recognition that the town centre's point of difference could be enhanced to set it further apart from surrounding areas. Community engagement identified interest in the Bayswater Town Centre becoming known for its attractive tree lined streets, vibrant cafés, restaurants and bar culture. In addition, there is a desire to increase the overall urban tree canopy within the area as well as the number of civic spaces and places for people of all age groups and life stages to engage and socialise.

### 9.2 PLANNING FRAMEWORK RESPONSE

The Planning Framework should enable redevelopment that recognises and builds on Bayswater existing sense of place and character.

Built form should reflect the original subdivision layout and fine grain shop front detailing, and support the delivery of a representative and cohesive streetscape. Furthermore, building design, materiality and the delivery of public art is encouraged to recognise the cultural significance of the area, highlighting the Aboriginal and European history of Bayswater.

### 9.3 OPPORTUNITIES

- a. Support the City of Bayswater in the activation of the town centre including street, laneways and new station plaza
- b. Celebrate the original architecture and character of the area
- c. Ensure buildings contribute to the pedestrian experience through the delivery of comfortable scaled street frontages with active ground floor uses and alfresco opportunities, awnings for weather protection and attractive, shade providing street trees.

- d. Adaptive re-use of buildings of recognised historic significance in accordance with Development Policy 2; Heritage Places
- e. Leverage proximity and connection to the Swan River and various local ecological linkages
- f. Incorporate Aboriginal cultural significance of the area into the Planning Framework
- g. Encourage Aboriginal culture, history and stories to be incorporated into place making
- h. Application of Development Policy 4, Public Art to facilitate public art in the town centre that contributes towards a unique sense of place

## 9.4 BAYSWATER CONSIDERATIONS

### 9.4.1 Aboriginal Heritage and Cultural Recognition

The Bayswater area remains a significant place for Noongar people and, while there are no registered Aboriginal Heritage Sites within the Bayswater Project Area, there remains an opportunity to incorporate greater acknowledgement and reference to Aboriginal heritage of the area.

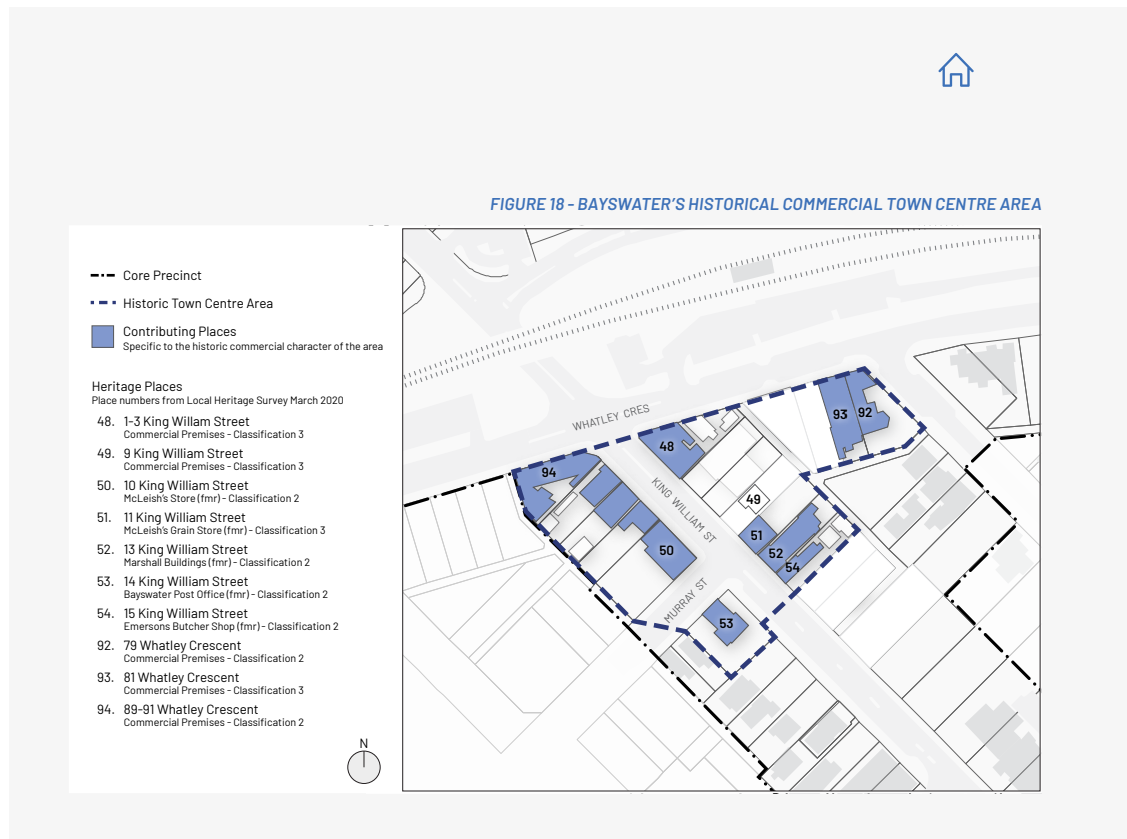
METRONET's Aboriginal Engagement Strategy 'Gnarla Biddi – Our Pathways' guides the planning and delivery of Aboriginal engagement throughout the planning, design and delivery of the METRONET program of projects. As part of this Strategy the METRONET Noongar Cultural Context – Bayswater (Beeralain)) Station Upgrade Project was developed. This document identifies the following significant cultural themes for Bayswater:

- a. **Importance of water:** People stayed near the river and enjoying its abundant resource-rich areas along the river.
- b. **A place with a creation story – the Waugyl:** (Creation Spirit / Rainbow Serpent) made all the water holes along the Swan region as it went north and south along the coast.
- c. **A camping site of abundance:** Huge amounts of

different food, tools and shelter resources that allowed the people to be more generous and host many guests from neighbouring groups.

- d. **Totems / Moieties:** A place of stories about people connected to an animal as its custodian, to ensure its honour and prosperity.

The Planning Framework recognises that the contextual history of Bayswater is not solely





comprised of European heritage and its associated historical buildings. It includes an Aboriginal cultural legacy as well as the continued connection the Noongar people have with the land and river.

DevelopmentWA should use a process similar to that applied by the METRONET Office's 'Gnarla Biddi – Our Pathways' process to ensure appropriate and meaningful consultation with the Noongar community is undertaken on all planning documents, including the design guidelines and relevant policies. This will enable DevelopmentWA to understand how the Planning Framework can value, protect and promote relevant aspects of Noongar knowledge, culture and tradition.

#### 9.4.2 European Heritage

Planning for the area will need to remain cognisant of the village characteristics of the town centre and rich history that underpins the area's distinct identity. Application of Development Policy 2, Heritage Places will provide guidance for the adaptive reuse of heritage places. This combined with sensitive and high quality redevelopment can help maintain an area's distinctive character, engender a sense of belonging and ensure these places remain relevant for both residents and the broader community.

A Heritage Streetscape Analysis of the historic Bayswater town centre along King William Street and Whatley Crescent revealed a cohesive streetscape with a strong and identifiable commercial character.

This assessment identified contributing places within the town centre recognised for their influence on the centre's commercial heritage streetscapes.

These contributory places are also recognised as having significance in their own right through inclusion on the City of Bayswater Heritage Survey (2020).

Collectively these places provide a cohesive and historic streetscape providing information on the commercial evolution of the town centre, specifically the evolution of 20th century Main Street retailing from small corner shops to the provision of more specialist stores.

In support of the recommendation for a 'Historic Commercial Town Centre Area' to support heritage protection within the town centre, DevelopmentWA should provide the following provisions within the draft Design Guidelines:

- a. Specification of a 'Historical Commercial Town Centre Area';
- b. Specification of development objectives for the 'Historical Commercial Town Centre Area';
- c. Require development to reflect the original subdivision design, particularly in instances of amalgamation; and
- d. Identify acceptable development outcomes.

DevelopmentWA will also adopt the City of Bayswater's Heritage Places List under the Redevelopment Scheme

maintaining existing levels of protection over listed places within and external to the 'Historical Commercial Town Centre Area'.

#### 9.4.3 Green Urban Spaces

The METRONET program has identified opportunities to leverage existing green spaces within the town centre as well as provide a new public plaza at the station. Collectively these spaces will contribute towards a positive sense of place in Bayswater providing 'a blend of usable space for locals, passengers and businesses' and include:

- 1.) Pocket Park at Coode Street
- 2.) Green pedestrian link between Whatley Crescent and Hamilton Street
- 3.) Station gardens at Rose Avenue
- 4.) A new 800m2 public plaza on the corner of Whatley Crescent and Coode Street

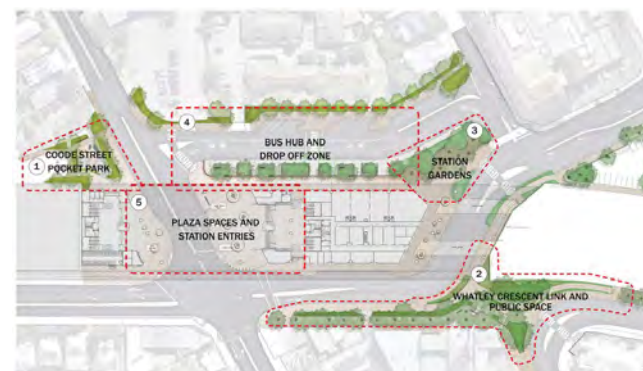


FIGURE 19 - ACTIVATION OPPORTUNITIES



Future development is to consider integration with these spaces creating comfortable linkages throughout the Project Area.

#### 9.4.4 Encourage activating and interim uses

Station upgrades including development of a new public plaza provide valuable opportunities for small retail businesses to integrate within the town centre and Main Street zone. Complementing this is the use of transitional spaces, pop-ups and mobile retail spaces (e.g. food trucks) which has been shown to help reinvigorate moribund local economies. These commercial formats and new locations can create additional foot traffic and lead to sustainable, long term businesses. These business models are useful as they use existing spaces, reduce demolition and construction costs, and enable new ideas and products to be tested without the need for permanent infrastructure or long-term rent. The Planning Framework should allow the area to adapt over time by supporting the use of various spaces throughout the centre.

#### 9.4.5 Ensure the built form enhances the public realm

The quality of the interface between buildings and the public realm plays a key role in creating a welcoming and safe urban environment. The Planning Framework should support buildings design to provide a human scale setting at the street level. This includes protecting small shop fronts, encouraging active ground floor uses to serve pedestrians along key street edges and use of 'crime prevention through environmental design' (CPTED) principles. Specific design guidelines will ensure development along

key pedestrian linkages maximises the convenience and safety of walking and cycling and provides an interface with the street that supports pedestrian amenity and comfort. This includes exploring how the scale, height and setbacks of new development creates a high-quality public realm with appropriate street level enclosure and access to daylight and sunlight.

The planning framework should include provision to specifically address interface with the public realm and protect public amenity.

#### 9.4.6 Utilise Public Art

Public art located on public and private land is well recognised as benefiting a positive sense of place. The Planning Framework should require a percentage based public art contribution for substantial development applications through application of Development Policy 4, Public Art.



FIGURE 20 - ALFRESCO DINING, KING WILLIAM STREET BAYSWATER



## Chapter 10 Strategic Direction 5: Balance Transport Needs

**Vision summary:** With an upgraded station, access to three train lines and new bus services, there is the opportunity to reduce local dependence on private vehicle use. The Planning Framework will balance anticipated car parking needs with the need to encourage alternative, more sustainable transit modes and support use of these new public transport opportunities which in turn will better manage traffic generation.

### 10.1 DEVELOPMENTWA COMMUNITY SURVEY OUTCOMES

DevelopmentWA's Community Survey revealed strong concerns regarding the poor walkability of the town centre, citing high traffic volumes and poor north-south connections as affecting the pedestrian experience. While the station upgrade works should address many of these issues, the community also raises the importance of streetscape enhancement, including increasing the number of street trees and beautification of the public realm, to enhance local walking and cycling conditions.

### 10.2 PLANNING FRAMEWORK RESPONSE

The Planning Framework should seek to further expand on the parking provisions included within the METRONET East Redevelopment Scheme. Specifically, the design guidelines should focus on the below key principles to reduce dependence on private vehicle use and support alternative methods of transport.

- a. Balance car parking needs associated with different land uses

- b. Discourage overdevelopment of land for parking
- c. Ensure development is transit oriented (TOD)

### 10.3 OPPORTUNITIES

- a. Leverage the significant and existing high frequency public transport links to Central Perth, Perth Airport, the Morley City Centre, the Swan Valley and Midland
- b. Leverage the significant and existing regional road networks, including Guildford Road, Tonkin Highway and Great Eastern Highway
- c. Draw on new connections created through the station upgrade, providing convenient and legible linkages between trip generators/ attractors
- d. Leverage the Principal Shared Path (PSP) route which runs through the Project Area connecting with the Perth CBD



FIGURE 21 – METRONET BAYSWATER PROJECT

### 10.4 BAYSWATER CONSIDERATIONS

To further assist Bayswater residents to shift existing travel mode behaviours, the Planning Framework should promote a minimalist approach to on-site car parking and the inclusion of sustainable transport initiatives, such as the incorporation of bike and electric car charging facilities and end of trip facilities, carshare services and electric car charging facilities.





## Chapter 11 Strategic Direction 6: Pursue Sustainability & Climate Change Resilience

**Vision summary:** In supporting Bayswater's transition towards a more liveable and healthy town, the Planning Framework will facilitate a more sustainable and green built environment. This includes focusing on environmentally sensitive development, resource efficiency, protection of existing vegetation, and delivery of private and communal green space.

### 11.1 DEVELOPMENTWA COMMUNITY SURVEY OUTCOMES

The DevelopmentWA Community Survey revealed a strong desire to position Bayswater as a 'green champion'. In particular, community survey outcomes emphasise that maintaining green open spaces and enhancing urban tree canopy coverage are important elements when considering how to deliver well-designed intensity of development. This includes promoting the retention of mature trees on private land where possible and requiring sufficient landscaping to improve the amenity of new buildings and the wider area. Delivering sustainable building design was also raised as important, with a focus on reducing greenhouse gas emissions through energy efficiency and renewable energy generation.

### 11.3 PLANNING FRAMEWORK RESPONSE

The Planning Framework has an opportunity to further emphasise this principle through the incorporation of provisions requiring retention and

delivery of significant trees within development sites.

### 11.3 OPPORTUNITIES

- Work with the Bayswater Brook Working Group to support local ecological outcomes.
- Encourage green infrastructure to improve water efficiency and re-use.
- New buildings provide opportunities to advance green buildings and initiatives that reduce emissions and resource consumption, consistent with Development Policy 1, Green Buildings.

### 11.4 BAYSWATER CONSIDERATIONS

#### 11.4.1 Bayswater's Environmental Assets

Environmental assets are highly valued by the Bayswater community and will become increasingly important with population growth and increased intensity of development. Most of the Bayswater

area is highly urbanised with very small remaining amounts of natural areas and native vegetation. Within the town centre, native vegetation is mostly made up of local trees found within street areas, private gardens or small, fragmented reserves under local government management.

The town centre is well serviced by established community parks including oval facilities and areas for shared recreation. These include Bert Wright Park next to the Bayswater Library and Community Centre, Mills Avenue Park at the western end of the Project Area and Halliday Park to the north of the station.

The suburb of Bayswater's tree canopy coverage is 13.2% which is lower than comparable suburbs within the Perth metropolitan area. There is strong community demand to increase canopy coverage and the City of Bayswater has responded by identifying a 20% target for the City by the year 2025 through street, parks and natural area plantings through its 'Trees on Private Land and Street Verges Policy'.



Landscaping requirements on private sites to foster tree retention and new plantings to reduce heat island effect, will contribute toward a reduced heat island effect, improved local sense of place and improved privacy.

Design Guidelines and Development Policies should encourage the retention of existing mature trees and include appropriate landscaping measures including deep root zones and green roofs to soften the built form, improve the micro-climate and contribute towards the amenity of the area as well as for the buildings occupants.

#### 11.4.2 Sub Precinct Naming

Sub-Precinct names takes inspiration from the City of Bayswater's Significant Tree Register, with those selected specifically for their historic or cultural connection to the town centre and surrounding areas including the kurrajong tree relocated as part of the METRONET program.

#### 11.4.3 Sustainable and Green Built Environment

While Australian cities are internationally recognised for their liveability there remain many challenges facing its urban centres. These include planning for greater urban sustainability, equity and improving cities resiliency to the impacts of climate change.

The METRONET Office has developed a METRONET Sustainability Strategy to clearly define 'sustainability' in the context of METRONET and articulate the specific commitments of METRONET to achieve sustainable outcomes. It also ensures that sustainability is considered and embedded consistently across all METRONET Projects and is specifically applicable to the delivery of the station and public realm. The Redevelopment Scheme

identifies eight high level principles that the Planning Framework should follow to ensure new development enhances Bayswater's sustainability and mitigation, adaption and resilience to climate changes.

The Planning Framework should encourage Environmentally Sustainable Design (ESD) in accordance with Development Policy 1, Green Buildings to improve energy and water efficiency associated new development. The Planning Framework should also consider the inclusion of specific requirements for tree retention and planting as a mechanism to support the City of Bayswater's target of 20% tree canopy by 2025.

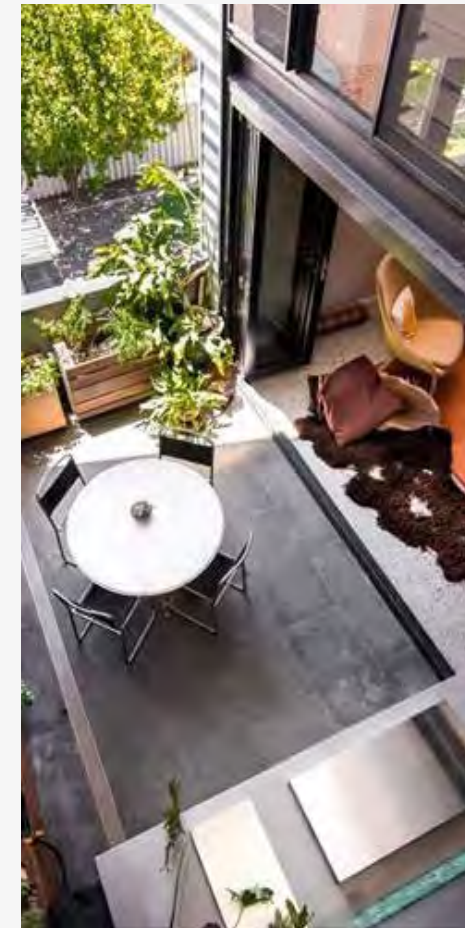


FIGURE 21 - THE SODA APARTMENTS, NEW NORTHBRIDGE (GRESLEY ABAS ARCHITECTS)



## IMAGE CREDITS

Bayswater Train Station Artist Impression, METRONET  
Elizabeth Quay Opening Ceremony, DevelopmentWA

Cover  
Inside cover

### Chapter 2

Bayswater METRONET Station UPGRADE and underpass perspective -northern-elevation, METRONET

p3

### Chapter 3

Bayswater station upgrade with new road alignments, METRONET  
Bayswater station upgrade with new road alignments, METRONET  
King Sommm bar- King William Street Bayswater, Photographer: Dion Robeson Architect: Robeson Architects  
Biraliny (Bayswater) was in Yellagonga's territory as at colonisation, Element®  
Bayswater Railway Station and Footbridge, C1900 , Thematic History and Framework,  
City of Bayswater, 2020; Courtesy SLWA online image 005732D)  
Bayswater former Post Office historical 1942, Thematic history and Framework,  
city of bayswater, 2020; SLWA online image b4537895\_2  
Plan of Bayswater & Maylands C1905, courtesy: thamatic history and framework,  
City of Bayswater, 2020; Source: SROWA, Cons 3868/357  
National Australia Bank King William Street 1957(courtesy: SLWA online image 239 133PD; City of bayswater)

p4  
p5  
p7  
p9  
p10  
p10  
p11

p11

### Chapter 6

Historical Map of Bayswater from Swan River Colony 1841 showing grants abutting Swan River,  
courtesy SROWA, Cons 3848, item 2, via the City of Bayswater Thematic Historic and Framework, 2020  
McLeish's Store, King William Street, Bayswater,  
Alfresco dining,

p17  
p17  
p19

### Chapter 7

Corner shop streetscape activation

p23

### Chapter 8

Residential Building in Dominican Republic Project:  
iLOFT Residences Architects: A20 Arquitectos Render: Cubico 3D

p25

### Chapter 9

Alfresco dining, King William Street Bayswater

p29

### Chapter 10

METRONET Bayswater project, METRONET

p30

### Chapter 11

The SODA Apartments, New Northbridge, Gresley Abas Architects

p32





## DevelopmentWA

Level 2  
40 The Esplanade Perth  
Western Australia 6000  
Australia

T +61 (08) 9482 7499

F +61 (08) 9481 0861

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

Postal Address  
Locked Bag 5  
Perth Business Centre  
Western Australia 6849

Disclaimer: The information contained in this document is in good faith; however, neither DevelopmentWA nor any of its directors, agents or employees give any warranty of accuracy nor accepts any liability as result of a reliance upon the information, advice, statement or opinion contained in this document. This disclaimer is subject to any contrary legislative provisions.

© DevelopmentWA 2021. DEVWA 05/21

## KURRAJONG SUB-PRECINCT (BAYSWATER STATION) METRONET EAST BAYSWATER – VISION FOR BAYSWATER STATION

Page 1

### What you told us you would like to see:

-  Support for existing local businesses and economic growth
-  A vibrant, cafe, restaurant, and bar culture with increased nightlife activity
-  A place known as being a sustainable community
-  Enhanced urban tree canopy
-  Well managed traffic flow
-  Public spaces which encourage social interaction for all age groups and lifestyles
-  Improved connection between the north and south sides of the Bayswater Station

The Bayswater Station is a key METRONET Station Precinct that will support connections to the Midland Line, Forrestfield- Airport Link and Morley-Ellenbrook Line, providing access to the Perth Airport, Swan Valley tourist region, the Perth CBD and beyond.

The Station will be the main destination point for the town centre, with the upgrade acting as a catalyst for the revitalisation of the Bayswater town centre, supporting long term opportunities for growth and increasing economic and social activity.

### Key station upgrades include:

- Replacement of the existing rail bridge with a new combined rail bridge and elevated station platform.
- Better traffic light phasing at the King William Street-Whitley Crescent intersection and grade separated pedestrian connections.
- Clear connections between the Main Street zone north and south of the rail line, encouraging walking and cycling and improving accessibility across Bayswater.
- A new public plaza, encouraging social interaction and activation with a unique blend of usable spaces for locals, passengers and businesses.
- Noise and vibration sensitive/emitting developments to facilitate a sustainable co-existence between railway infrastructure and surrounding development.



## KURRAJONG SUB-PRECINCT (BAYSWATER STATION) METRONET EAST BAYSWATER - VISION FOR BAYSWATER STATION

Page 2



# LEMON SCENTED GUM SUB-PRECINCT

## METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 3

### What you told us you would like to see:

-  Support for existing local businesses and economic growth
-  A vibrant, cafe, restaurant, and bar culture with increased nightlife activity
-  A place known as being a sustainable community
-  Maintained character and style of the town centres existing buildings and green spaces
-  A mix of housing types, including small dwellings, intergenerational accommodation and affordable housing
-  Enhanced urban tree canopy
-  Well managed traffic flow
-  Public spaces which encourage social interaction for all age groups and lifestyles
-  Improved connection between the north and south sides of the Bayswater Station
-  Building density concentrated in the Olive, Lemon-scented Gum and Magnolia precincts

### What we propose for this precinct:

- A vibrant, mixed use Main Street with a comfortable pedestrian environment.
- A unique streetscape with small commercial lot frontages and enhanced historic fabric.
- High quality, contemporary new development which respect and promote the historical buildings.
- Individual places of historic significance are retained, collectively illustrating the Federation, Inter War and Post World War Two history and architecture of Bayswater.
- A slow speed environment, where priority is given to pedestrians and cyclists.
- Diverse commercial land uses and residential housing types, including small dwellings, intergenerational and affordable housing options.
- Street / public space setbacks and maximum building heights as follows:

	Setback from the street/public space (m)	Building height maximums (total height includes base)
<b>Lower Base</b>	Nil (0 metres)	2 storeys (up to 7 metres)
<b>Upper base</b>	3 metres	6 storeys (up to 19 metres)

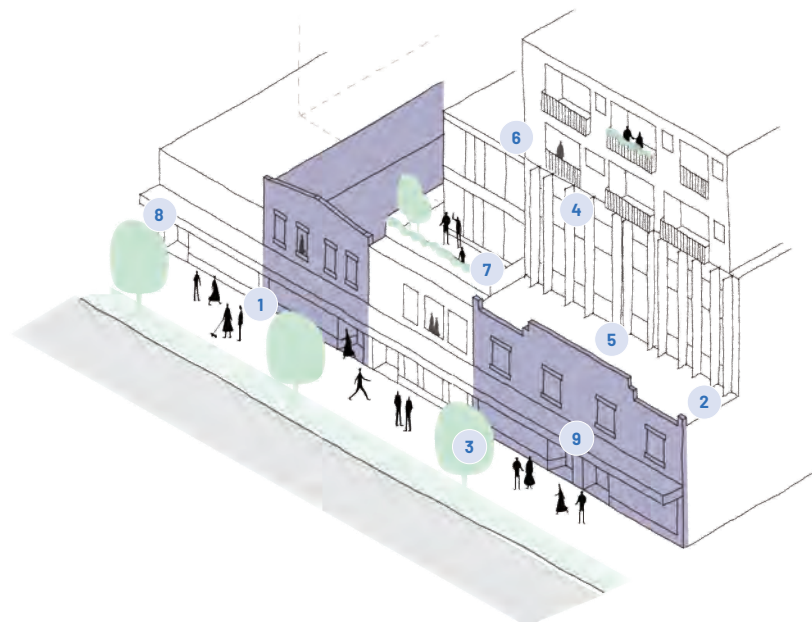




# LEMON SCENTED GUM SUB-PRECINCT METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 4

## What we propose for this precinct:



- 1 Ground floor land uses which support day and night time activation, creating opportunities for social interaction and surveillance
- 2 Upper floor development setback 3m behind the main building line of contributory places
- 3 Retention of existing mature trees and inclusion of new trees for enhanced urban tree canopy
- 4 Fine grain detailing and building articulation provided through design, materials and finishes
- 5 Amalgamated lots are encouraged when the original subdivision pattern is reflected in the new development to maintain original streetscape character
- 6 Stepped buildings heights
- 7 Roof gardens and green roofs
- 8 Awnings over shop fronts
- 9 Retained detailing, materials and symmetry of contributory places



## RED RIVER GUM SUB-PRECINCT METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 5

### What you told us you would like to see:

-  Support for existing local businesses and economic growth
-  A place known as being a sustainable community
-  A mix of housing types, including small dwellings, intergenerational accommodation and affordable housing
-  Enhanced urban tree canopy
-  Well managed traffic flow
-  Public spaces which encourage social interaction for all age groups and lifestyles
-  Improved connection between the north and south sides of the Bayswater Station

### What we propose for this precinct:

- This area will support commercial, community based and transient residential land uses.
- A boulevard style, active streetscape characterised by larger street setbacks, supporting opportunities for comfortable pedestrian environment such as alfresco spaces.
- Heritage buildings, including a series of shops at Foyle Street retained and celebrated.
- Diverse commercial land uses and residential housing types, including small dwellings, intergenerational and affordable housing options.
- Environmentally sensitive developments (Minimum Tier 3 Sustainability Ranking – Refer to Development Policy 1 – Green Building).
- Street / public space setbacks and maximum building heights as follows:

	Setback from the street/public space (m)	Building height maximums (total height includes base)
<b>Lower Base</b>	2 metres	2 storeys (up to 7 metres)
<b>Upper base</b>	5 metres	6 storeys (up to 19 metres)
<b>Tower</b>	9 metres	8 storeys (up to 25 metres)



# RED RIVER GUM SUB-PRECINCT METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 6

## What we propose for this precinct:



- 1 Retention of existing mature trees and inclusion of new trees for enhanced urban tree canopy
- 2 5m setback from the street/open space boundary for levels above 2 storeys
- 3 Roof gardens/green roofs
- 4 Footpath awnings for weather protection and pedestrian amenity
- 5 Fine grain detailing and building articulation provided through design, materials and finishes
- 6 A diverse mix of non-residential uses on the ground floor (i.e. restaurant/café, retail, hotel)
- 7 Mixture of uses on upper floors (i.e. office, residential, hotel, serviced apartments)
- 8 Streetscape furniture creating a comfortable pedestrian environment
- 9 Landscaping elements to provide shade and shelter
- 10 2m street setbacks supporting opportunities for alfresco spaces and street activation





# MAGNOLIA SUB-PRECINCT

## METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 7

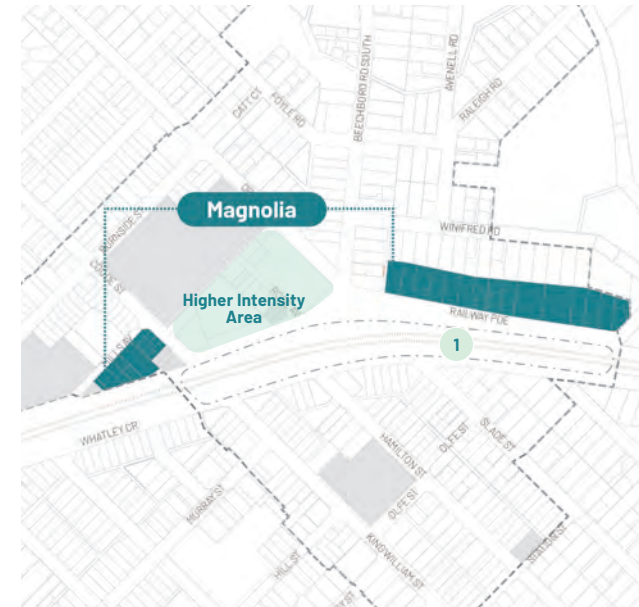
### What you told us you would like to see:

-  A place known as being a sustainable community
-  A mix of housing types, including small dwellings, intergenerational accommodation and affordable housing
-  Enhanced urban tree canopy
-  Well managed traffic flow
-  Public spaces which encourage social interaction for all age groups and lifestyles
-  Improved connection between the north and south sides of the Bayswater Station

### What we propose for this precinct:

- This precinct is anticipated to be predominantly residential in nature
- Adjacent to railway infrastructure and the Olive Sub-Precinct, this precinct provides a transition between the higher intensity areas and lower density residential areas.
- Building heights located at the front of lots to minimise impact on adjoining lower -density residential areas.
- Landscaping treatments which enhance the local streetscape character, including the retention of existing mature trees and the inclusion of new trees.
- Environmentally sensitive developments (Minimum Tier 3 Sustainability Ranking – Refer to Development Policy 1 – Green Building)
- Street / public space setbacks and maximum building heights as follows:

	Setback from the street/public space (m)	Building height maximums (total height includes base)
<b>Lower Base</b>	3 metres	2 storeys (up to 7 metres)
<b>Upper base</b>	6 metres	6 storeys (up to 19 metres)
<b>Tower</b>	9 metres	12 storeys (up to 37 metres)



- 1 Development controls to ensure sunlight access to the northern station plaza is maintained



# MAGNOLIA SUB-PRECINCT

## METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 8

### What we propose for this precinct:



- 1 Architectural landscaping treatments
- 2 Tower levels setback 9m from the street
- 3 Upper base setback 6m from the street
- 4 Retention of existing mature trees and inclusion of new trees
- 5 3m street setback for additional landscaping and amenity
- 6 Safe and convenient pedestrian pathways to the main street and Bayswater station



Shaping our State's future



# OLIVE SUB-PRECINCT METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 9

## What you told us you would like to see:


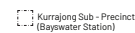
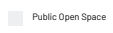


-  Support for existing local businesses and economic growth
-  A vibrant, cafe, restaurant, and bar culture with increased nightlife activity
-  A place known as being a sustainable community
-  Maintained character and style of the town centres existing buildings and green spaces
-  A mix of housing types, including small dwellings, intergenerational accommodation and affordable housing
-  Enhanced urban tree canopy
-  Well managed traffic flow
-  Public spaces which encourage social interaction for all age groups and lifestyles
-  Improved connection between the north and south sides of the Bayswater Station
-  Building density concentrated in the Olive, Lemon-scented Gum and Magnolia precincts

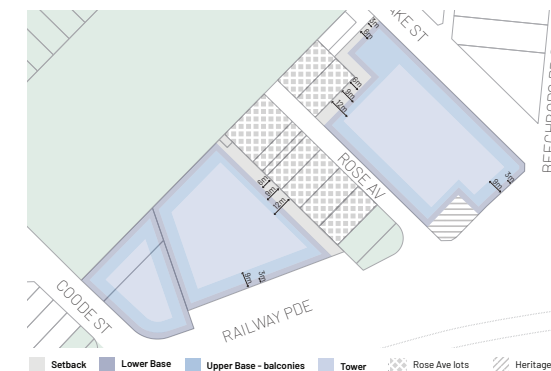
## What we propose for this precinct:

- New development located at the intersection of King William Street, Coode Street and Beechboro Road will have landmark architecture of a scale that is reflective of the localities significance directly opposite the station, public plaza and park lands to the north.
- New development will be concentrated within this precinct to support population growth, public transport use and enhance town centre vibrancy, allowing the valued residential character of Bayswater to be retained in surrounding areas.
- Diverse business and housing types, including smaller, intergenerational and affordable homes.
- Innovative and sustainable design and construction approaches. All future development required to demonstrate compliance with the 5-Star Green rating system (Minimum Tier 2 Sustainability Ranking - Refer to Development Policy 1 - Green Building).
- Street / public space setbacks and maximum building heights as follows:

	Setback from the street/ public space	Setback to lots on Rose Ave	Building height maximums (total height includes base)
<b>Lower Base</b>	Nil (0) metres	6 metres	Maximum 3 storeys (up to 10m)
<b>Upper base</b>	3 metres	9 metres	Maximum 7 storeys (up to 25m)
<b>Tower</b>	9 metres	12 metres	Minimum 8 storeys (up to 25m) Maximum 15 storeys (up to 46m) Discretionary maximum: 18 storeys (up to 55m) subject to consistency with specific building requirements



-     
- 1** Serves as the connection point between King William Street, Coode Street and Beechboro South
- 2** Development controls to ensure sunlight access to the northern station plaza is maintained



# OLIVE SUB-PRECINCT METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 10

## What we propose for this precinct:



- |   |  |    |  |
|---|--|----|--|
| 1 | Public access to podiums and towers is encouraged (i.e. community facilities, restaurants, bars)   | 7  | Street activation to provide passive surveillance of the public realm and station complex, improving safety and security for users |
| 2 | Residential, office and hotel upper floor uses   | 8  | Ground level shopfronts with attractive window displays and active frontages   |
| 3 | Provision of windows, balconies, terraces, and gardens overlooking streets and public spaces, providing public surveillance and enhancing public safety and security | 9  | Landmark building of design excellence   |
| 4 | A variety of building forms which respond to Bayswater's sense of place and break-up building mass   | 10 | Retention and adaptive reuse of existing character buildings/cottages, enhancing Bayswater's local character and identity          |
| 5 |  |    |  |
| 6 |  |    |  |





RED FLOWERING GUM SUB-PRECINCT  
METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 11

What you told us you would like to see:



A place known as being a sustainable community



A mix of housing types, including small dwellings, intergenerational accommodation and affordable housing



Enhanced urban tree canopy



Well managed traffic flow



Public spaces which encourage social interaction for all age groups and lifestyles



Improved connection between the north and south sides of the Bayswater Station

What we propose for this precinct:

- This precinct is anticipated to be predominantly residential in nature.
- New development will be conscious of adjoining residential areas.
- High quality building designs with minimal blank facades.
- Adjacent to higher density mixed use development, rail infrastructure and lower density residential lots, this area provides a transition between high intensity areas and the Bayswater Frame Area.
- Environmentally sensitive developments (Minimum Tier 3 Sustainability Ranking – Refer to Development Policy 1 – Green Building)
- Street / public space setbacks and maximum building heights as follows:

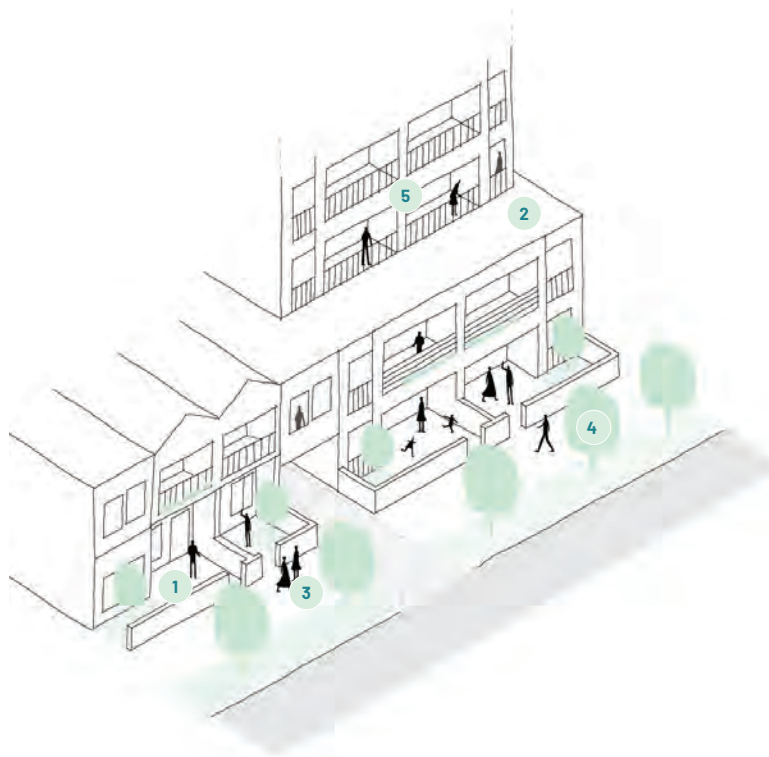
	Setback from the street/public space (m)	Building height maximums (total height includes base)
Lower Base	3 metres	2 storeys (up to 7 metres)
Upper base	5 metres	6 storeys (up to 19 metres)



## RED FLOWERING GUM SUB-PRECINCT METRONET EAST BAYSWATER - DESIGN GUIDELINES

Page 12

### What we propose for this precinct:



- 1 3m street setback for additional private landscaping and amenity
- 2 5m setback from the street/open space boundary for levels above 2 storeys
- 3 Enhanced pedestrian connections to provide safe and convenient access to the Bayswater Station and King William / Beechboro South 'Main Street'
- 4 Retention of existing mature trees and inclusion of new trees for enhanced urban tree canopy
- 5 Development to address the street, allowing habitable room openings and balconies to provide passive surveillance opportunities





## METRONET EAST BAYSWATER PROJECT AREA DESIGN GUIDELINES

Draft - July 2021

*Shaping our State's future*







## ACKNOWLEDGEMENT OF COUNTRY

DevelopmentWA acknowledges the Traditional Custodians throughout Western Australia and Bayswater and their continuing connection to land, water and culture. We pay our respects to all members of Aboriginal communities and cultures throughout the State, to the communities we work with, and to their Elders past and present.

CHAPTER 1

CHAPTER 2

CHAPTER 3

APPENDICES



# CONTENTS

## CHAPTER 1 INTRODUCTION.....4

1.1	THE PURPOSE OF THE DOCUMENT.....	5
1.2	THE REDEVELOPMENT OBJECTIVES.....	5
1.3	USING THE DESIGN GUIDELINES.....	5
1.4	APPLICATION OF REDEVELOPMENT SCHEME, STRATEGY, DEVELOPMENT POLICIES AND BAYSWATER TOWN CENTRE STRUCTURE PLAN.....	7
1.5	DISCRETIONARY CLAUSE.....	8
1.6	APPLICATIONPROCESS.....	9

## CHAPTER 2 CONTEXT AND CHARACTER .....11

2.1	SITE CONTEXT.....	12
2.2	HISTORY.....	14
2.3	HERITAGESIGNIFICANCE.....	15
2.4	THEVISION.....	16
2.5	BAYSWATER PROJECT AREA STRATEGIC DIRECTIONS.....	17
2.6	BAYSWATER HISTORIC COMMERCIAL TOWN CENTRE AREA.....	19
2.7	AMALGAMATION AND SUBDIVISION.....	21
2.8	STREETSCAPE.....	23
2.9	DEEP SOIL AREAS AND TREE CANOPY.....	24
2.10	DESIGN QUALITY.....	25
2.11	MATERIALS & FINISHES.....	25
2.12	URBAN FURNITURE & ALFRESCO .....	26
2.13	CAR PARKING.....	26
2.14	BICYCLE PARKING AND END OF TRIP FACILITIES.....	27

## CHAPTER 3 DESIGN QUALITY & BUILT FORM PROVISIONS.....29

3.1	BUILDING HEIGHT AND FORM.....	30
3.2	UPPER LEVEL DESIGN.....	32
3.3	SITE SPECIFIC BUILT FORM REQUIREMENTS.....	32
3.3.1	KURRAJONG.....	34
3.3.2	LEMON SCENTED GUM.....	35
3.3.3	RED RIVER GUM.....	37
3.3.4	MAGNOLIA.....	39
3.3.5	OLIVE.....	41
3.3.6	RED FLOWERING GUM.....	43

## APPENDIX 1 TOPOGRAPHICAL GUIDANCE.....45

## APPENDIX 2 IMAGE CREDITS AND DOCUMENT CONTROL.....46



CHAPTER 1

CHAPTER 2

CHAPTER 3

APPENDICES



# Chapter 1

## INTRODUCTION



## 1.1 THE PURPOSE OF THE DOCUMENT

The METRONET East Bayswater Project Area (Project Area) Design Guidelines (the Design Guidelines) are intended to guide redevelopment of the lots within the Core Precinct (the Precinct), as identified within the Project Area Map of the METRONET East Redevelopment Scheme (the Scheme) and ensure delivery of the vision and objectives of the *Metropolitan Redevelopment Authority Regulations 2011* (the Regulations) and the above mentioned Scheme.

The Design Guidelines require development proposals within the Precinct to deliver high quality design outcomes and establish design objectives and acceptable outcomes for all development within the Precinct.

## 1.2 THE REDEVELOPMENT AREA OBJECTIVES

DevelopmentWA is the State Government's central land development agency that brings together the work of the Western Australian Land Authority (formerly trading as LandCorp) and the Metropolitan Redevelopment Authority, while retaining the legislative powers of both agencies.

The Design Guidelines are prepared under the powers of the *Metropolitan Redevelopment Authority Act 2011* (the Act) and the Scheme. References to the Authority in this document refer to the Metropolitan Redevelopment Authority under the Act and any subsequent planning authority responsible for the subject land, including the City of Bayswater, the Western Australian Planning Commission and/or Development Assessment Panels.

The role of the Authority is to revitalise and transform underutilised urban areas into diverse and activated places for people to live, work and recreate, guided by the Redevelopment Area Objectives, as set out in the Regulations.

## 1.3 USING THE DESIGN GUIDELINES

The Design Guidelines provide an objective based approach to deliver high quality developments that meet the Authority's Redevelopment Objectives and requirements for development applications.

The Design Guidelines are to be read in conjunction with State Planning Policy 7.3 Residential Design Codes Volume 2 – Apartments (R-Codes Vol. 2) which provide a general basis for the control of high density residential development throughout Western Australia.

The Design Guidelines have been prepared and adopted in accordance with the requirements of the Scheme. In the event of any inconsistency with regard to land use or car parking between the Design Guidelines and the Scheme, the Design Guidelines will prevail.

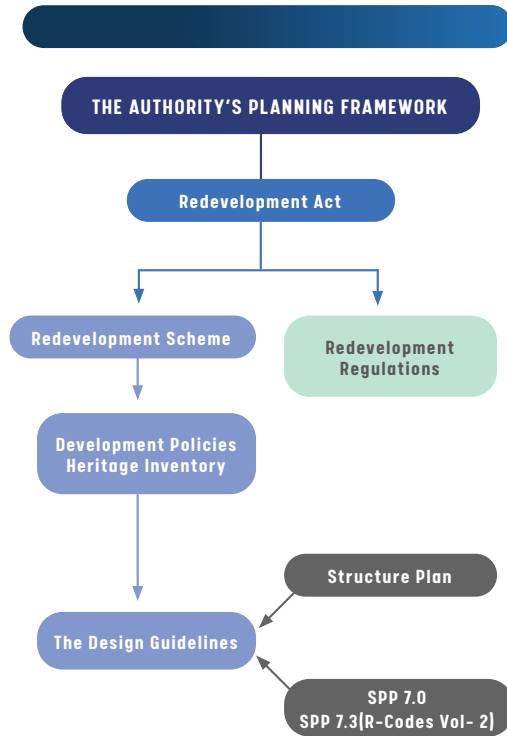


CHAPTER 1

CHAPTER 2

CHAPTER 3

APPENDICES



Specifically, the Design Guidelines are set out in the following manner:

- **Common Design Guidelines** are provided in Chapter 2 which outline generic guidelines that apply to the entire subject area, in addition to the provisions of R-Codes Vol. 2.
- **Specific Requirements** are provided in Chapter 3, and provide detailed development standards at a sub-precinct level.

The Design Guidelines are set out under a series of design related headings that include the following:

- **VISION/OBJECTIVES**

The Vision/Objectives outline the intended outcome for each provision. It is mandatory to achieve the Vision/Objectives. The Authority will give due regard to the achievement of the Vision/Objectives in determining development applications or making any other discretionary decisions under the Design Guidelines and the Scheme.

- **ACCEPTABLE OUTCOMES**

The Acceptable Outcomes establish specific measures and outcomes, which will assist with ensuring the specific Vision/Objectives are met. However, there may be alternative solutions to demonstrate consistency with the Vision/Objectives. These will be considered on a case-by-case basis.

- **FIGURES, TABLES AND IMAGES**

Figures, tables and diagrams – provide specific criteria that visually represents Objectives and Acceptable Outcomes.

- **PHOTOGRAPHS AND ILLUSTRATIONS**

These are for illustrative purposes only and does not imply the Authority will accept the same outcome in all cases, as context may vary.



#### 1.4 APPLICATION OF REDEVELOPMENT SCHEME, STRATEGY, DEVELOPMENT POLICIES AND BAYSWATER TOWN CENTRE STRUCTURE PLAN

The Design Guidelines are to be read in conjunction with the Scheme, Midland Redevelopment Area Development Policies (Development Policies), METRONET East Bayswater Heritage Inventory, Bayswater Town Centre Structure Plan, R-Codes Vol. 2, State Planning Policy 7.0 Design of the Built Environment (SPP 7.0), as well as the National Construction Code of Australia (NCC), Disability Discrimination Act 1992 and all relevant legislation and Australian Standards.

The Midland Redevelopment Area Development Policies (as amended), include supplementary provisions and are to be read in conjunction with the Design Guidelines. The Midland Redevelopment Area Development Policies include but are not limited to:

- Development Policy 1 – Green Building;
- Development Policy 2 – Heritage Places;
- Development Policy 3 – Sound and Vibration Attenuation;
- Development Policy 4 – Providing Public Art;
- Development Policy 5 – Additional Structures;
- Development Policy 6 – Signage;
- Development Policy 7 – Home Based Business;
- Development Policy 8 – Hosting Public Events; and
- Development Policy 10 – Adaptable Housing.

In addition, consideration should be given to the provisions of the strategic documents prepared for the subject area, including the METRONET East Bayswater Project Area Redevelopment Strategy.

The Design Guidelines are intended to be read in accordance with R-Codes Vol. 2, specifically Chapters 3 and 4. Where there is an inconsistency between the Design Guidelines and State Planning Policy, the Design Guidelines prevail.

The Scheme, Development Policies and METRONET East Bayswater Project Area documentation are available on the Authority's website.





## 1.5 DISCRETIONARY CLAUSE

The Design Guidelines provide the opportunity for a development application to meet the Vision/Objectives through a range of design solutions. The Authority may consider a development application where the applicant has departed from the Acceptable Outcomes where, in the Authority's opinion, it is demonstrated that the alternative solution(s):

- a. is considered to clearly meet the relevant Vision/Objectives of the Design Guidelines;
- b. delivers additional community and environmental benefits beyond that required by the Development Policies; and
- c. is consistent with clause 5.19 Determination When Non-Compliant, of the Scheme.

Where an application is seeking to depart from the Specific Building or Precinct requirement in Chapters 3, the application is to demonstrate that it achieves high quality design as determined by the Authority's appointed Design Review Panel and delivers additional community benefits. In addition to incorporating community benefit as defined through public and key stakeholder consultation, the application is to consider provision of the below aspects, beyond that required by the Scheme, Design Guidelines and Development Policies, as determined by the Authority. Application of the below aspects are to respond to the specific character and context of each sub-precinct.

- i. Retention of historic character;
- ii. Provisions of deep root landscaping areas and retention of tree canopy;
- iii. Implementation of environmental sustainability measures; or
- iv. Provision of affordable and/or social housing.

Each application will be assessed on its own merits having regard to the matters above and clause 5.18 of the Scheme.

In demonstrating the above, the Authority may require the applicant to submit a report that demonstrates:

- How the development achieves a high quality built form, consistent with the Objectives and Design Principles of State Planning Policy 7.0;
- The intensity of development, as defined under clause 3.1, is consistent with the specific building requirements defined under Chapter 3;





- Provision of additional benefits which offset likely impacts resulting from any proposed variations. Community benefit is to be demonstrated through a community needs assessment or place activation plan and supported by pre-consultation with the community and local government; and
- The community benefit has been properly substantiated, is commensurate to the discretion sought and is supported by DevelopmentWA.

## 1.6 APPLICATION PROCESS

The Authority's review, assessment and determination process follows the staged progression of design development, approval and construction. The staged process supports developments to achieve the required high quality urban design and architectural outcomes as well as sustainability, functionality and well considered place making. As part of the assessment process, the Authority may require the submission of technical reports including but not limited to:

- Retail Impact Assessment for any development application proposing a retail component of 1500m<sup>2</sup> or greater or that was considered to adversely impact Bayswater or surrounding centres.
- Green Building – approach to sustainable design and management;
- Landscape Strategy – approach to open space use, urban ecology and amenity;
- Water Management Strategy – approach to sustainable water management;
- Transport Impact Assessment/Traffic Impact Statement;
- Cultural Context Statement – approach to Whadjuk cultural considerations;
- Heritage Impact Statement;
- Wind, overshadowing, light access and ventilation;
- Acoustic Attenuation;
- Waste Management;
- Public Art Report;
- Crime Prevention Through Environmental Design (CPTED) Statement;
- Universal Access Statement; and
- Dwelling Schedule – identify dwelling mix and affordable and adaptable dwellings (including floor areas).

Table 1 outlines the design formulation, submission and approval process required for development within the site.





Pre Development Application Submission	Development Application	Documentation	Construction
<p><b>Step 1.</b> The applicant/developer and their project team meet with the Authority to discuss design, sustainability concepts and proposed variations to the applicable elements of the Design Guidelines.</p> <p>Note: Should a community needs assessment or place activation plan be prepared to support the application, pre consultation with the local community and local government will need to be demonstrated.</p>	<p><b>Step 4.</b> The applicant lodges a development application with the Authority, addressing the objectives and applicable Objectives of the Design Guidelines and responding to preliminary feedback.</p>	<p><b>Step 8.</b> The applicant/developer lodges working drawings to the Authority demonstrating compliance with the development approval (plans and conditions).</p>	<p><b>Step 11.</b> A Building Permit is sought from the City of Bayswater, and following the issuing of a Building Permit the applicant/developer undertakes construction.</p>
<p><b>Step 2.</b> The applicant provides the Authority with indicative plans. The indicative plans are reviewed by the Authority and referred to the appointed Design Review Panel (including State Design Review Panel) and other referral agencies as required.</p>	<p><b>Step 5.</b> The Authority refers the application to the City of Bayswater and other agencies as necessary. The application is advertised for public comment, if required. The Authority obtains the advice of its appointed Design Review Panel as required</p>	<p><b>Step 9</b> The Authority refers the working drawings to agencies or consultants as required to verify compliance with conditions of the development approval as required.</p>	<p><b>Step 12.</b> Should it be required, a development audit is undertaken at practical completion to ensure construction in accordance with the development approval and working drawings.</p>
<p><b>Step 3.</b> The Authority provides the applicant with focused feedback.</p>	<p><b>Step 6.</b> The Authority assesses the application and provides written feedback to the applicant on aspects for revision, as required.</p> <p><b>Step 7.</b> The Authority determines the application.</p>	<p><b>Step 10.</b> The Authority assesses and endorses that the working drawings are compliant and refers its advice to the City of Bayswater.</p>	

Table 1: Development Application Process



CHAPTER 1

CHAPTER 2

CHAPTER 3

APPENDICES



## Chapter 2

# CONTEXT AND CHARACTER



## 2.1 SITE CONTEXT

The Project Area is located in and around the Bayswater town centre which is focussed on the Bayswater station (the station). The Core Precinct to which these Design Guidelines apply is broadly located within 400m of the station, as indicated within Figure 1.

While currently the station includes access to two train lines, being the Midland and Fremantle lines, it is set to be redeveloped to become the biggest transit station outside of the Perth Central Business District, with the Midland, Fremantle, Airport and Morley-Ellenbrook lines giving people multiple avenues to traverse the metropolitan region and beyond. The station will include four raised platforms above King William Street / Coode Street along with integrated bus services and a public plaza.

The key artery of the town centre is King William Street / Coode Street and Whatley Crescent, extending via Railway Parade into Beechboro Road. Development along these roads is anchored by original one and two storey building stock located on King William Street and Whatley Crescent (being the main retail "high street"), the Bayswater Hotel at the intersection of Railway Parade, Drake Street and Beechboro Road and single storey non-residential development on the west side of Beechboro Road.

The Precinct is characterised by its location in a valley between hills to the north-eastern, north-western and south-western borders, with the railway and roads primarily located in the valley and forming a corridor to the Swan River via King William Street.



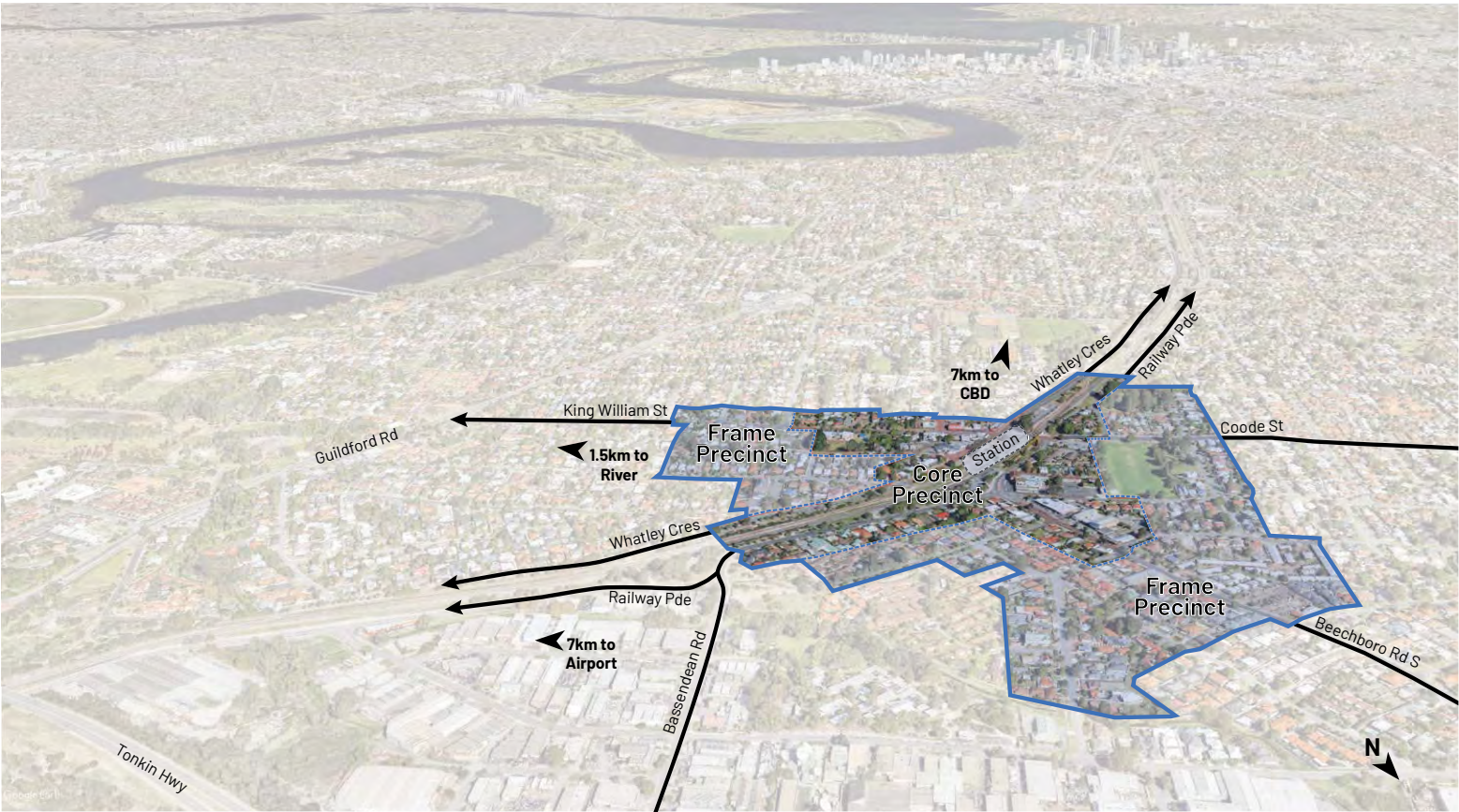


FIGURE 1: CONTEXT PLAN





## 2.2 HISTORY

The original riverside swamps around Bayswater provided Noongar people with a rich and varied supply of food. Aboriginal people typically spent the summer months camping on higher ground above the river and enjoying the abundant resources. In cooler weather they moved inland and toward the coast as the river typically filled and spread extensively following winter rains.

Within only a few years of the Swan River Colony being established, the life of the Noongar people was irrevocably and harmfully impacted. Numerous deaths occurred as a result of conflict, lack of access to traditional food sources and the devastating effect of diseases to which they had no natural immunity. Relationships with the land were all but destroyed through expansion of European settlement<sup>1</sup>.

The initial settlement of Western Australia began in 1829, following the second landing of James Stirling in June of that year. Over 1000 colonists arrived in quick succession, demanding land, however a fundamental error in timing meant that the necessary preparations had not been made. The colonists remained camped at Fremantle while the initial surveys of the land were undertaken by the Surveyor General, John Septimus Roe.

The surveys determined the boundaries of the land each colonist would be permitted to take up, with land possession rights based on the fundamental concepts of British land law. Aboriginal land was now British land. The transformation was rapid and complete, as the newcomers did not perceive existing property rights of the Aboriginal people<sup>2</sup>.

The Bayswater town centre largely reflects two key periods of development. In the late 1890s, development of the town centre followed the subdivision of land along the railway line and the establishment of the school (1894), railway station (1896) and post office (1898). These services demonstrated the government's commitment to the community. In this regard, in 1904 the Western Australian Government Railways (WAGR) relocated the WAGR Railway Workshops to Midland leading to a marked increase of activity in the Bayswater township.

Initially the shop premises were rudimentary corrugated iron or timber buildings; however, larger, more elaborate buildings were constructed in the early 1900s as the community became more established. The construction of the subway in 1910 added another feature to the layout of the area, and over the next two decades, shops spread along the railway line, to the east of King William Street.



- 1 QUAYLE A. DISPOSSESSION, SOCIAL SUFFERING, AND SURVIVAL: NARRATING OPPRESSION, PSYCHOSOCIAL SUFFERING AND SURVIVAL THROUGH THE BUSH BABIES PROJECT, 2017. VICTORIA UNIVERSITY.
- 2 THEMATIC HISTORY AND FRAMEWORK, CITY OF BAYSWATER, 2019



During the inter-war years the town underwent modest development and often the earlier buildings were adapted or extended to accommodate new uses. In the period following World War Two, significant population growth led to a demand for new services and facilities<sup>3</sup>.

Growth in Bayswater following World War Two and into the 1950s and 60s was reflective of the remainder of metropolitan Perth with new subdivision occurring in the northern parts of the area at a rapid rate. Growth in the town centre was more subtle with community facilities altered and upgraded to account for increased population growth. This resulted in the war memorial being moved to its current location in Halliday Park.

While several banks within the town centre closed in response to the technology increases in the 90s and early 2000s and the growth of the Morley activity centre, the Bayswater Community Bank in the former post office building was opened in September 2000 following significant community campaigning. This led to a more general business renewal in the town centre<sup>4</sup>.

### 2.3 HERITAGE SIGNIFICANCE

The Precinct includes a number of places that are included on the City of Bayswater Heritage List, which under the Scheme is adopted as a Heritage Inventory until such time as a wider review occurs. These places are primarily located in and along King William Street and Whatley Crescent, namely the former McLeish's Store (No. 10), Marshall Buildings (No. 13), Bayswater Post Office (No. 14), Emerson's Butcher Shop (No. 15) on King William Street and a number of commercial premises on Whatley Crescent. In addition, a portion are located north of the railway line, the most prominent being the Bayswater Hotel at No. 78 Railway Parade.

Clause 2.6 of the Design Guidelines includes development controls for the Historic Town Centre Area, which reflects and builds on the City's work on the proposed Heritage Area in and around the town centre.

<sup>3</sup> CITY OF BAYSWATER HERITAGE SURVEY, CITY OF BAYSWATER, 2019

<sup>4</sup> CHANGES THEY'VE SEEN - THE CITY OF BAYSWATER 1827-2013, CATHERINE MAY, 2013



## 2.4 THE VISION

### Project Area Vision:

By drawing on and enhancing Bayswater's unique sense of place as a historic rail town, and recognising its growing importance as the most significant rail junction outside the Perth CBD, development within the Core Precinct will elevate the centre into a thriving, vibrant and active town with well-designed buildings and public spaces that maximise its prominence and accessibility.

### Core Precinct Vision:

King William Street and Coode Street represent the **historic heart of Bayswater's town centre**. Enhancement of the town centre further along these streets some 100m north and south of rail line will facilitate business and employment opportunities through consolidation of highly activated retail and dining and entertainment uses. These land uses will further support urban efficiency, providing a diverse and vibrant offering throughout the course of a day while also creating a night time economy for Bayswater. To support this, King William Street and Coode Street are envisaged as leafy, low speed, promenades that provide a sense of connection with Riverside Gardens and the Swan River – Derbal Yerrigan.

Bayswaters commercial heart will be strengthened across the rail line along Beechboro Road, Coode Street and King William Street. The design of the station and changing road layout will increase the sense of connection between the north and south sides of the train line catalysing local economic growth to service a growing population. Plaza development at the station will provide a flexible, multi-functional 'urban heart' to foster social interaction and community activity within the town centre.

A transition in development intensity is balanced through the Precinct, with a hierarchy of density responding to existing subdivision patterns, topography and interface with the new station infrastructure. Higher intensity development is envisaged immediately around the station, particularly immediately north of the railway line, which is supported by the size, orientation, topography and accessibility of key land parcels. Increased development intensity should occur around community facilities, particularly Bert Wright Park, Halliday Park and Mills Avenue Park, maximising the amenity value for the community.

Development to the south of the station will respond to site context, elevating and enhancing its existing sense of place, local character and heritage significance, with lot amalgamation providing an opportunity to increase intensity of development.

Design and development of buildings will demonstrate high quality and innovative development solutions that respond to the principles of design excellence and continue the established and celebrated characteristics associated with the fine grain shops fronts at street level.

Development adjoining the Character Protection Area, located outside of the Project Area, is to ensure the amenity of lots outside of the Precinct is not unduly impacted upon.





## 2.5 BAYSWATER PROJECT AREA STRATEGIC DIRECTIONS

### Optimise development potential

Higher density development will be focused around the station, with the greatest density located directly north of the station managing the interface and transition with existing detached dwellings in the area. The key is to deliver good quality design, while protecting the area from overdevelopment.

### Diversify land use

Development will facilitate new and more intensive mixed-use development that benefits from the Bayswater Station and bring vibrancy and diversity to the Town Centre.

### Deliver diverse, affordable, adaptable and accessible housing

To enrich the vibrancy and inclusiveness of the community through the delivery of diverse, inclusive, affordable and adaptable/accessible housing options to deliver multi age living opportunities in Bayswater.

### Enhance Bayswater's sense of place

By enhancing and activating the public realm, allowing interim uses that support local businesses during construction periods and encouraging community infrastructure and spaces that bring local groups together, development will enhance walkability and amenity reinforcing Bayswater as a desirable place to live and work. Intrinsic to this is strengthening the cultural and community connection with place and the Swan River – Derbal Yerrigan – by drawing on the unique cultural connection to water, to nature, and to the historical identity of the area.

### Balance transport needs

With an upgraded station, access to three train lines, new bus services and high quality cycle connections, there is the opportunity to reduce local dependence on private vehicle use. Development will deliver a balance between anticipated car parking requirements and alternative, more sustainable transit modes reduce traffic generation.

### Pursue sustainability and climate change resilience

In supporting Bayswater's transition towards a more liveable and healthier town, development will prioritise water and energy efficiency, protection of existing vegetation, increase tree canopy coverage and delivery of sustainable green spaces.





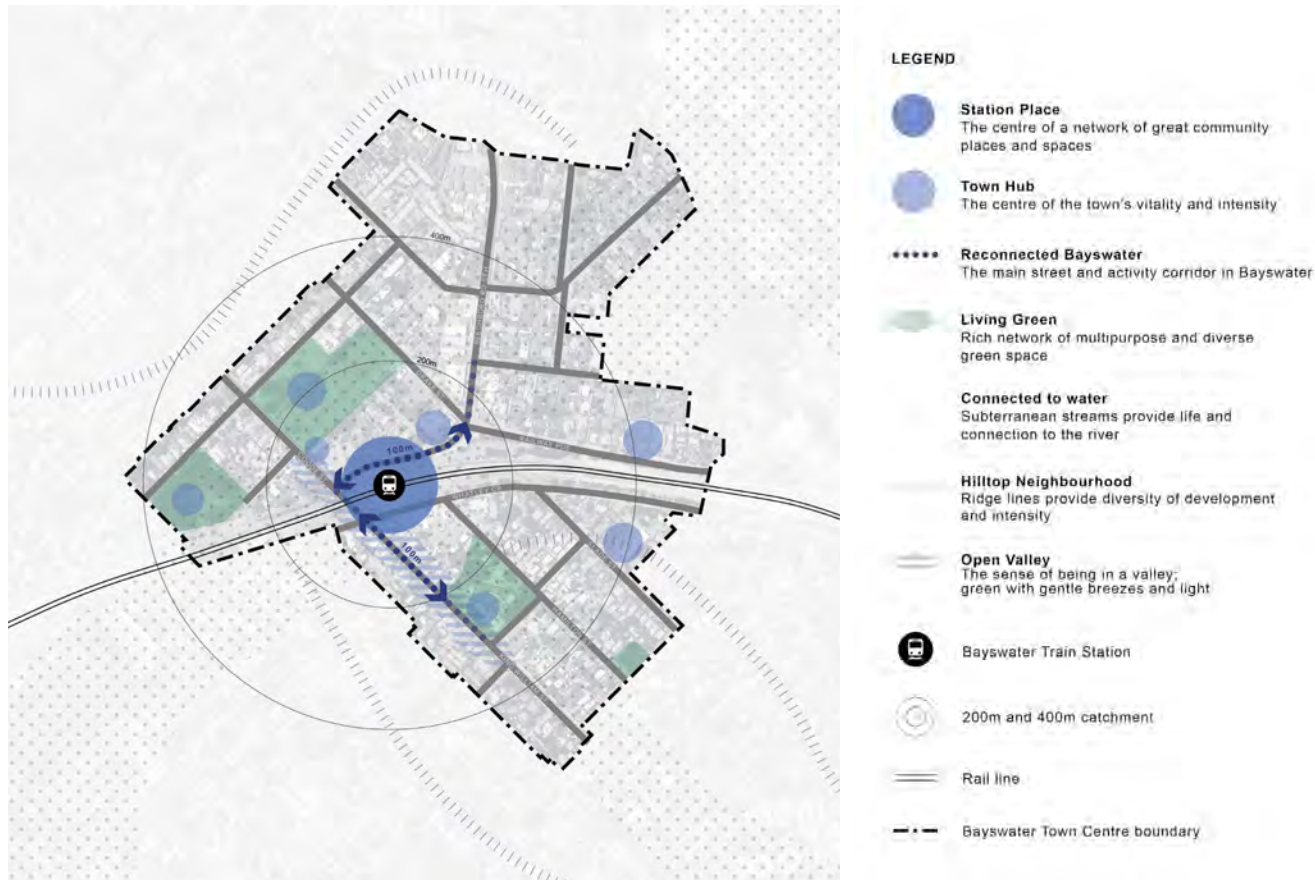


FIGURE 2: DRIVERS PLAN



## 2.6 BAYSWATER HISTORIC COMMERCIAL TOWN CENTRE AREA

The heritage listed places together with other properties on King William Street and Whatley Crescent, as identified in Figure 4, have heritage significance as an aesthetically cohesive streetscape with a strong and identifiable commercial character. The existing built form collectively illustrate Federation, Inter War and Post World War Two style and detailing that is also largely consistent in form and scale. The buildings hold historic value for the evidence it provides about the evolution of the town centre and the changing methods of retailing from small corner shops to the provision of more specialist stores.

These Design Guidelines include vision, objectives and acceptable outcomes aimed at celebrating and enhancing this significance through redevelopment that ensures Bayswater's distinct sense of place is protected. The Design Guidelines identify individual places of historic significance that are identified in the Heritage Inventory as well as a Historic Commercial Town Centre Area defined in Figure 4, which includes a grouping of historic buildings that contribute to a unique character.

Accordingly, all development applications for individually listed places and those properties located within the area identified in Figure 4 are to comply with the requirements of Development Policy 2 - Heritage Places. Development applications are required to be accompanied with a Heritage Impact Statement to demonstrate how the identified heritage significance and character is maintained and celebrated in accordance with applicable objectives.

### Objectives

- a) All development within the Historic Town Centre Area is to:
  - retain significant heritage fabric of places which contribute to the identified heritage significance of the place and area.
  - complement and enhance the main architectural style, character and significance of the contributory places through its setting, location, bulk, form, height, materials and appearance. The original design intent of the contributory places should remain clearly discernible, with original detailing, materials and symmetry of the place to remain. In this regard, Figure 3 and Table 2 below sets out key characteristics that are to be included in new development.
  - integrate new development in a manner that respects and promotes the original building stock whilst allowing for high quality contemporary design. Imitative solutions are to be avoided to not diminish the strength and visual integrity of the original building stock.
- b) Where lot amalgamation occurs the original subdivision pattern is to be reflected in the new development design to ensure that the readability and rhythm of the original streetscape is evident in the urban grain.

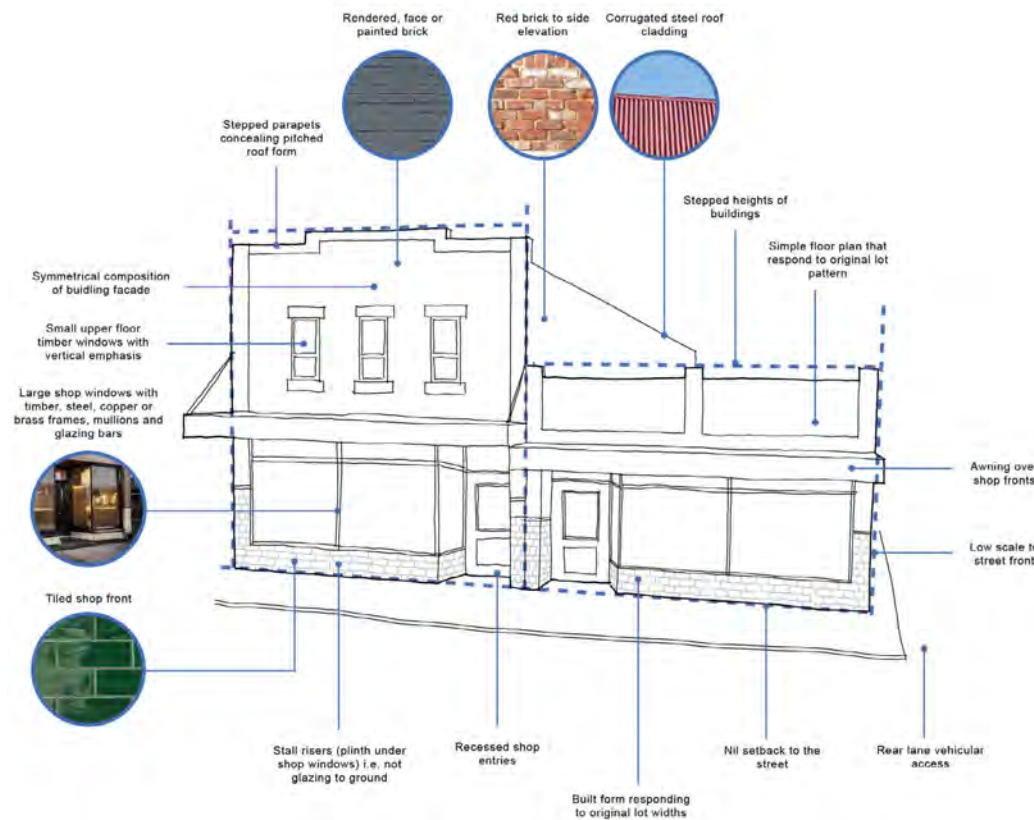


FIGURE 3: HISTORIC BUILDING ELEMENTS

Materials	Features	Scale and Form
<b>Render, face or painted brick</b>	Stepped parapets concealing pitched roof forms	Nil setbacks to the street
<b>Corrugated steel roof cladding</b>	Large shop front windows with small upper floor windows	Low scale to street front
<b>Red brick to side elevations</b>	Stall risers (plinth under shop window) i.e. not glazing	Symmetrical composition of building facades
<b>Steel, copper or brass shop window frames</b>	Tiled shopfronts	Stepped height of buildings
	Awnings over shop fronts	Built form responding to original lot widths
	Recessed shop entries	Simple floor plans that respond to original lot pattern
		Rear lane vehicular access

Table 2: Bayswater Historic Town Centre Key Characteristics



### Acceptable Outcomes

- The height of the street front or base interface of new development with the primary street up to 2 storeys (or 7m measured from natural ground level to top of parapet).
- The setback of new development as upper floor additions to contributory places (be it single or two storey places) is to be a minimum of 3m behind the main building line in order to maintain the prominence of the original building stock. The addition and setback of new upper floors to heritage listed places (in their own right) will require consideration of the significance of that place and its intactness/authenticity. This will be assessed on a case by case basis through a Heritage Impact Assessment.
- Additions to the side of contributory places on the same lot, are to be located behind the main building line to ensure the contributory place retains visual primacy in the streetscape.
- No new openings are to be inserted into principal elevations of heritage places or contributory buildings where they can be viewed from the public realm.

## 2.7 AMALGAMATION AND SUBDIVISION

### Objective

- Development will reflect and build upon the traditional urban form and streetscape of each sub-precinct, enabling integration wherever possible with existing patterns of development and assists in promoting permeability, legibility and amenity.
- Subdivision pattern will be responsive to the desired characteristics of the site and the local planning context.
- Subdivision will maintain the ability for verges to retain mature trees and limit disruption of the pedestrian environment caused by frequent vehicle crossovers.
- Amalgamation of lots is encouraged to facilitate a practical and efficient layout and enable higher intensity development with appropriate amenity to occur.

### Acceptable Outcomes

- The subdivision of any lot is to demonstrate that it can achieve the intended land use, built form typology and function envisaged by the Scheme and Design Guidelines.
- Development of a building which is 10 storeys or greater, shall only be permitted where the land area comprises a minimum of 1800m<sup>2</sup> and a minimum frontage of 20m to any street.
- Where possible vehicle access should be shared between the adjacent lots to improve efficiency of site utilisation and reduce the impact of crossovers on the streetscape.



- Core Precinct
- - - Historic Town Centre Area
- Contributing Places  
Specific to the historic commercial character of the area

#### Heritage Places

Place numbers from Local Heritage Survey March 2020

- 48. 1-3 King William Street  
Commercial Premises - Classification 3
- 49. 9 King William Street  
Commercial Premises - Classification 3
- 50. 10 King William Street  
McLeish's Store (fmr) - Classification 2
- 51. 11 King William Street  
McLeish's Grain Store (fmr) - Classification 3
- 52. 13 King William Street  
Marshall Buildings (fmr) - Classification 2
- 53. 14 King William Street  
Bayswater Post Office (fmr) - Classification 2
- 54. 15 King William Street  
Emersons Butcher Shop (fmr) - Classification 2
- 92. 79 Whatley Crescent  
Commercial Premises - Classification 2
- 93. 81 Whatley Crescent  
Commercial Premises - Classification 3
- 94. 89-91 Whatley Crescent  
Commercial Premises - Classification 2



FIGURE 4: HISTORIC TOWN CENTRE AREA PLAN





## 2.8 STREETScape

### Objective

- Building design is to be of high quality making a lasting contribution to the quality of the public realm and movement network through the implementation of an interesting and stimulating building facade which integrates with the street level, is safe, universally accessible, sustainable and contributes to wayfinding through the Project Area.
- New development will be respectful to the architectural social or historic character and appearance of the streetscape and make a lasting contribution to enhance the coherence, character and attractiveness of the natural and built elements of the street it belongs to.

### Acceptable Outcomes

- Areas which abut streets and other public spaces will incorporate ground floor uses which promote surveillance of the street and visible indoor activity.
- The design of public spaces and adjacent building facades are to be considered together. Building facades at ground level shall be designed to engage with the public realm (and vice versa) by way of adding interest and permitting sight lines between indoor and outdoor environments to provide visible activity.
- Primary internal living spaces, verandas and balconies should be oriented to the public realm.
- Windows and glazed areas at ground level will be clear with protection of windows from the sun or for privacy achieved through architectural devices and passive solar design.
- Establish legible, well-lit and clearly visible pedestrian entries to all buildings which front the public realm.
- Lighting shall be provided to all external areas visible from the public realm and be angled downwards to minimise light spill.
- Upper floors shall incorporate roof top amenities, balconies and habitable room windows which overlook the public realm.
- Crossover location will be determined through site analysis and be situated to reduce amenity impact adjacent uses and conflict with the surrounding movement network.
- Utilities and service infrastructure are minimised along the street, well integrated into the design of the building and screened from public view.





## 2.9 DEEP ROOT LANDSCAPE AREAS AND TREE CANOPY

### Objective

- Trees and gardens make a significant contribution to the ecology, character and amenity of neighbourhoods, and are reflective of the character of Bayswater.
- Development is to support the City of Bayswater's objective to increase tree canopy coverage to 20% by 2025.
- The retention of significant trees is a desirable component of any proposal and the planning of a development is to make all reasonable endeavours to retain existing trees.
- The urban tree canopy is to be enhanced to improve the community comfort through mitigating the heat island effect, improving air and groundwater quality and contributing to biodiversity and ecological corridors.
- All open spaces within privately owned land will incorporate high quality landscaping which responds to the architecture of the building and the landscaping of the adjacent public realm.

### Acceptable Outcomes

- Landscape design contributes to amenity and recreation through:
  - Provision of deep soil areas which support the provision of mature trees and soft landscaping, equating to at least 10% of the site area (refer to section 3.3 of the R-Codes Vol. 2 for further guidance on the design of deep soil areas); and
  - Provision of social spaces within landscape design which contributes to amenity and maximises human connection with the natural environment.
- Landscaping within setback areas is to be provided to improve the site amenity, provide natural shading, wind barriers, privacy enhancement, visual relief from the built form, screening of service areas, onsite infiltration and separation to adjoining sites.
- Development is to retain or plant at least one tree in a deep root zone per 500m<sup>2</sup> of site area;
- Landscaping will respond to the architecture of the building and reflect the form of the vegetation found in the surrounding public realm, prioritising native, evergreen species.
- The use of recycled rainwater for irrigation is encouraged to minimise the reliance on scheme water.
- All development applications are to include a landscape plan that has been prepared in accordance with the Water Corporation's waterwise criteria for landscaping.







## 2.10 DESIGN QUALITY

### Vision

The Authority's Design Excellence Framework confirms that 'good design' is the baseline standard for all development. State Planning Policy 7.0 Design of the Built Environment sets out the following Design Principles to guide design, review and decision making to deliver good design outcomes.

### Objective

- New developments will actively pursue achievement of the good design principles to create highly valued and responsive environments that meet the needs of users, support the community and strengthen sense of place.

### Acceptable Outcomes

- Built form, open space and public realm designs satisfy the above principles of good design and meet all objectives of the Design Guidelines relevant to design quality, amenity and contribution to the public realm.
- High quality and cohesive palettes of materials and finishes are incorporated into the built form and landscape design.
- All buildings are designed by Registered Architects, with ongoing involvement of the architect, from design to completion of construction, to ensure design quality is maintained from development application stage to construction stage.
- High quality design is demonstrated for major developments which exceed the Specific Requirements under Chapter 3. The level of design quality shall be determined by the Authority's appointed Design Review Panel or SDRP, as relevant.

## 2.11 MATERIALS AND FINISHES

### Objectives

- High quality materials and finishes will be incorporated into building and landscape designs, which contribute to a high standard of design and enhance the quality of the public and private realm.
- Materials and finishes will contribute successfully to the overall design aesthetic and respond to identified heritage significance and local context, contributing to a sense of place.

### Acceptable Outcomes

- A contemporary design aesthetic is clearly expressed through a cohesive palette of high quality, innovative and imaginative materials and finishes, appropriate for the Bayswater context.



- Employ robust, low maintenance materials in the higher parts of a building (prefinished materials rather than paint), and natural, tactile and visually interesting materials at the lower levels near the public interface to reinforce a human scale.
- Incorporate high performance glazing products to achieve sustainability outcomes, while maintaining a transparent interface with the street through the use of clear glazing, with low reflectivity, at ground level.
- Avoid extensive use of glazing in building forms to avoid adverse light and heat reflection on adjoining spaces.
- A detailed materials schedule is required to be submitted as part of any development application to confirm achievement of the overall Vision and Objectives.

## 2.12 URBAN FURNITURE AND ALFRESCO AREAS

### Objectives

- Outdoor dining areas contribute to a sense of life and activity in public spaces, providing an active connection between the public and private realm where patrons can enjoy the outdoors when the weather is favourable, without 'privatising' public spaces.

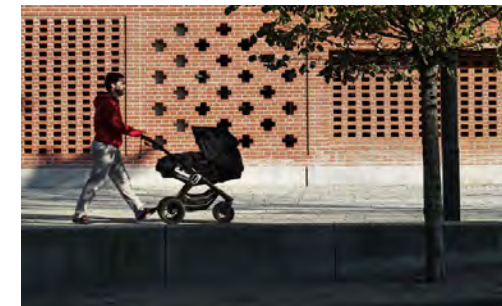
### Acceptable Outcomes

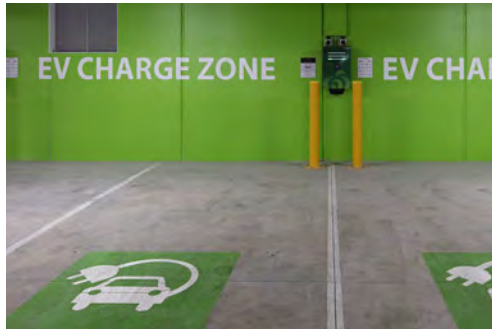
- Alfresco shall be located against the associated building to ensure that it does not interrupt universal access, effective pedestrian movement through the public realm or disrupt views. Alfresco boundaries shall provide an effective shore line to enable universal access.
- Where alfresco areas are proposed to be located within the public realm they shall be unenclosed, except for overhead awnings attached to the adjacent building and no permanent structures will be permitted.
- Urban furniture shall positively respond to the form and function of the adjacent public realm, enhance safety and amenity, and not impede the growth of vegetation.

## 2.13 CAR PARKING

### Objective

- The provision of on-site parking bays will be minimised and parking areas designed to encourage the use of alternative more sustainable modes of transport.
- Parking areas are located and designed with careful consideration for site levels, public realm impacts and the potential for adaptive reuse as required.





#### Acceptable Outcomes

- Car parking for permanent residential land uses are to be provided in accordance with R-Codes Vol 2.
- Car parking is provided in accordance with Table 2 – Transient and Non-Residential Car parking Requirements.
- Parking is located within a basement and/or concealed behind the building façade and sleeved with active uses.
- Parking areas, especially those above ground, are designed to be adaptable for future uses, for example:
  - floor to floor heights of at least 3.1m;
  - car parking not located on ramps; and
  - the structure of the building makes provision for future adaptive reuse with the ability to insert openings for natural light and ventilation.
- Basement parking is designed with consideration to levels across the site and will not protrude more than 1m above natural ground level at any point, unless stated otherwise in these Design Guidelines, to minimise blank walls and prevent negative visual impact on the streetscape and active edges.
- Charging stations for electric vehicles and scooters are incorporated into parking areas, with the electrical supply to provide vehicle charging capacity for at least 50% of the total number of bays.
- Provisions of bays for innovative car-sharing programs, reciprocal parking, shared parking arrangements and car stackers are encouraged, to maximise efficiency of use.

Development	Car Parking Ratio	
	Minimum	Maximum
<b>Transient Residential</b>	1 bay per 4 accommodation units	1 bay per 2 accommodation units
<b>Non-Residential</b>	1 bay per 100m <sup>2</sup> of NLA	1 bay per 50m <sup>2</sup> of NLA

Table 3: Transient and Non-Residential Car Parking Requirement

#### 2.14 BICYCLE PARKING AND END OF TRIP FACILITIES

##### Objective

- The configuration and design of buildings will encourage and support the use of alternative active travel modes, including cycling.
- Bicycle parking is secure, easily accessible and conveniently located for residents and visitors.



### Acceptable Outcomes

- Bicycle Parking and end of trip facilities are provided in accordance with Table 4 – Bicycle Parking and End of Trip Facilities Requirements.
- All bicycle parking facilities are to be designed and constructed in accordance with Australian Standard 2890.3 (as amended) and Austroads Guide to Traffic Engineering Practice Part 14 – Bicycles.
- Visitor bicycle parking shall be located adjacent to the building entry at ground level. Bicycle parking shall also be located:
  - to allow for passive surveillance from public spaces, roads and private space;
  - to not disrupt pedestrian movement;
  - at ground level and accessible from the road and cycle paths;
  - for larger sites are sensitively located to be accessible from the public realm; and
  - in well-lit areas.
- All end of trip facilities shall be designed with convenience and safety of the user in mind, and be located as close as possible to bicycle parking facilities.
- Changing rooms must be secure, capable of being locked and located adjacent to the showers in a well-lit area within range of easy surveillance.
- Lockers must be well ventilated and be of a size sufficient to allow the storage of cycle attire and equipment.

Requirement	
<b>Bicycle Parking</b>	Bicycle parking is provided at a minimum rate of: Residential: 1 bicycle space per dwelling. Visitor: 1 bay per 10 dwellings or 200m <sup>2</sup> NLA for visitors. Non-Residential: 1 bay per 100m <sup>2</sup> of NLA (rounded up) for staff of non-residential uses.
<b>End-of-Trip Facilities</b>	A minimum of 1.5 lockers is to be provided for every non-residential bicycle bay. Where less than 10 bicycle parking bays are required, 1 unisex shower and change room shall be provided. There must be a minimum of two female and two male showers, located in separate change rooms, for the first 10 bicycle parking bays. Additional shower facilities are to be provided at a rate of one male and one female shower for every 10 bicycle bays.

Table 4: Bicycle Parking and End of Trip Facilities Requirements





CHAPTER 1

CHAPTER 2

CHAPTER 3

APPENDICES



## Chapter 3

# DESIGN QUALITY AND BUILT FORM



### 3.1 BUILDING HEIGHT AND FORM

#### Objective

- Development will be positioned, scaled and articulated to respond to the surrounding context, streetscape and site topography; ensuring that building height is offset by human scale design at street level and setbacks from neighbouring development in order to protect amenity.

#### Acceptable Outcomes

- Low rise buildings/lower tower levels are broken into human scale components through modulation, articulation, fine grained expression and variation in architectural detailing, materials, colours and textures, to create a visually interesting base for the tower above and contribute to a high amenity pedestrian experience.
- Lower base roofs are to be designed to provide accessible, functional and useable areas for commercial, communal residential or public use, respond to climatic conditions including green roof access to northern sun and promote surveillance of the street below.
- Building height and setbacks are in accordance with Figures 5-13 and Tables 5-9, having regard to Appendix 1- Topographical Guidance. Intensity of development can only be achieved where the setbacks and separation spaces identified are met to ensure the amenity of adjoining properties is maintained and that the character and sense of place of the public realm is enhanced.
- Height requirements may be varied subject to the applicant demonstrating compliance with clause 1.5 of the Design Guidelines.

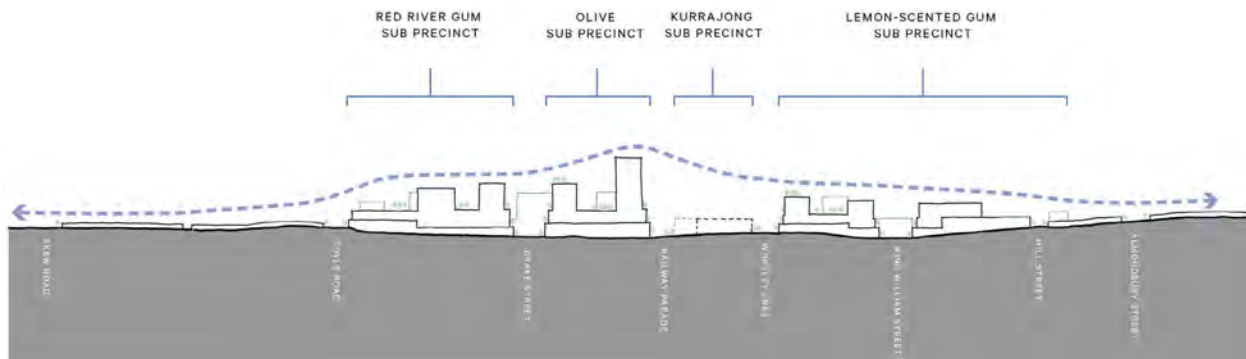


FIGURE 5: SUB-PRECINCT HEIGHT HIERARCHY SECTION



- BULIDING HEIGHTS**
- 6 Storeys max (up to 19m)
  - 8 Storeys max (up to 25m)
  - 12 Storeys max (up to 37m)
  - 8 Storeys min  
15 Storeys max (up to 46m)
  - R-code applies (as per Structure Plan)
  - Station
  - Public open space

Note: maximum building heights do not include rooftop articulation



FIGURE 6: AREA HEIGHT PLAN





### 3.2 UPPER LEVEL DESIGN

#### Objectives

- Upper level design, floorplates and arrangement (including upper base and towers) will relate well to the streetscape, minimise building bulk impacts to the public realm and adjoining properties, maximise potential for views, and ensure occupants and adjoining properties have access to direct natural light and ventilation, while providing appropriate privacy separation.
- Upper levels will demonstrate exemplary contemporary design and provide visual interest through innovative use of materials and construction methods.
- Building façades are designed to express the proportion of individual elements with a strong relationship and rhythm, provide interest through the inclusion of complementary architectural treatments and respond to the articulation and modular rhythm of any adjoining identified heritage places.

#### Acceptable Outcomes

- To ensure occupants have access to direct natural light, ventilation and provide appropriate separation for privacy purposes, towers within the same lot are to be separated by a minimum distance of 18m. The separation distance and sections between projections is to break up the appearance of mass.
- Tower floorplates are restricted to a maximum 35% footprint of the site area to facilitate the development of slender towers that minimise bulk and provide opportunities for views and solar and ventilation access between and into buildings.
- Tower massing and façade treatments shall be designed to express vertical proportions which respond to the fine grain character of typical local retail shop widths (approximately 12m). Towers are required to be carefully integrated into the upper base and are to use complimentary architectural treatments to mediate it's horizontality. Horizontal banding of the upper base is to be avoided.

### 3.3 SITE SPECIFIC BUILT FORM REQUIREMENTS

Visions are provided for each sub-precinct which highlights the key outcomes which are required to be considered in any development application. Development applications shall respond to the Vision.

Specific Requirements define, amongst other matters, the primary controls for each sub-precinct, including land use, built form, setbacks, building height and maximum site cover.





- CORE SUB-PRECINCTS
- 1. Lemon-scented gum
  - 2. Red river gum
  - 3. Magnolia
  - 4. Olive
  - 5. Red flowering gum
  - 6. Kurrajong
- FRAME
- Frame Precinct
  - Public open space



FIGURE 7: SUB-PRECINCT PLAN



### 3.3.1 KURRAJONG

#### Objective

The Bayswater Station is a key METRONET Station Precinct that supports connections to the Midland Line, Forrestfield- Airport Link and Morley-Ellenbrook Line, providing access to the Perth Airport, Swan Valley tourist region, the Perth CBD and beyond.

The Kurrajong Sub-Precinct will assist in the creation of a cohesive destination point for the town centre, with the station upgrade acting as a catalyst for the revitalisation of the Bayswater town centre, by supporting long term opportunities for growth and increasing economic and social activity. Upgrades to the station, including replacement of the existing rail bridge with a new combined rail bridge and elevated station platform, better traffic light phasing at the King William Street-Whatley Crescent intersection and a grade separated pedestrian connection, are expected to improve access across the town centre and improve the pedestrian experience. The addition of new bus services provides further support for reduced local dependence on private vehicle use.

The station will deliver an urbane and legible thoroughfare connecting the Main Street zone north and south of the rail line. A new public plaza will provide a vital urban setting for the promotion of social interaction and activation. Public space design will reflect the town centre character, engendering a human scale urban environment to encourage walking and cycling in accordance with Crime Prevention Through Environmental Design (CPTED) design principles. Additional spaces around the station will integrate with the town centre and Main Street zone, delivering a unique blend of useable spaces for locals, passengers and businesses. The Plaza will be designed to accommodate a wide range of public uses across a variety of climatic conditions including diurnal cycles and weather settings, with spatial elements and connection to services to facilitate.

Development adjacent to the station is to consider interface with public spaces associated with the station, as well the significance of the railway infrastructure in terms of height and scale. Development Policy 3: Sound and Vibration Attenuation will facilitate a sustainable co-existence between noise and vibration sensitive/emitting developments such as the railway infrastructure and surrounding development.





### 3.3.2 LEMON SCENTED GUM

#### Objective

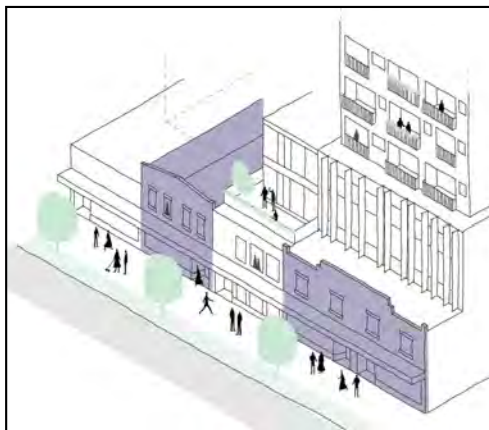
The Lemon Scented Gum Sub-Precinct is predominately characterised by small lots with fine grain shop frontages, undulating typography and a unique historic commercial centre. Development will enhance the pedestrian experience, building on the delivery of a vibrant mixed use Main Street that provides opportunities for social interaction and activity. The station upgrade will further support activation through the provision of a north-south connection and a public plaza, providing a safe, legible and activated passage connecting Bayswater.

Development will follow 'Main Street' principles, contributing to the creation of an interesting and activate scenescape and comfortable pedestrian environment. Development is to respect and respond to the existing streetscape, providing an appropriate transition between new and existing development. Development will seek to maintain the existing historic character, supporting retention of the existing rhythm of development. Fine grain detailing and articulation of buildings will be provided through design, detailing, materials and finishes to provide a rich and interesting pedestrian experience.

Redevelopment of contributory places will involve setting back development a minimum of 3m behind the main building line in order to maintain the prominence of the original building. Built form will be designed to read as one development rather than separate components and incorporate vertical elements, responding to the existing buildings. Development is encouraged to consider housing mix, providing opportunity for the delivery of small dwellings, intergenerational accommodation and affordable housing options.

The subdivision pattern shall be responsive to the existing characteristics of the area and consider the local planning context. Amalgamation of lots is encouraged to facilitate a practical and efficient layout that supports development consistent with the vision for the Project Area. Development adjacent to the Character Protection Area is to ensure amenity of lots outside of the Precinct are not unduly impacted upon. This will be achieved through good design that locates bulk appropriately, minimise blank façade, screens service infrastructure and is considerate of overshadowing and privacy concerns.

The Lemon Scented Gum Sub-Precinct will be a low speed environment with priority given to pedestrians and cyclists. Development, specifically located along the Main Street, will incorporate land uses at the ground floor which support day and night time activation, providing attractive window displays and active frontages promoting surveillance of the street. Buildings and landscaping will follow topography of the land, including stepping, terracing and ramping to accommodate the natural ground levels with minimal cut and fill. Interruption to the pedestrian environment will be minimised through rear laneway access where possible, and limiting the width and frequency of vehicle crossovers. The retention of existing mature trees will be prioritised and future landscaping is to be visible form the public realm to soften the built form and improve the micro-climate. Roof gardens or green roofs are also encouraged and can contribute greatly to the amenity of the area and the buildings immediate users.



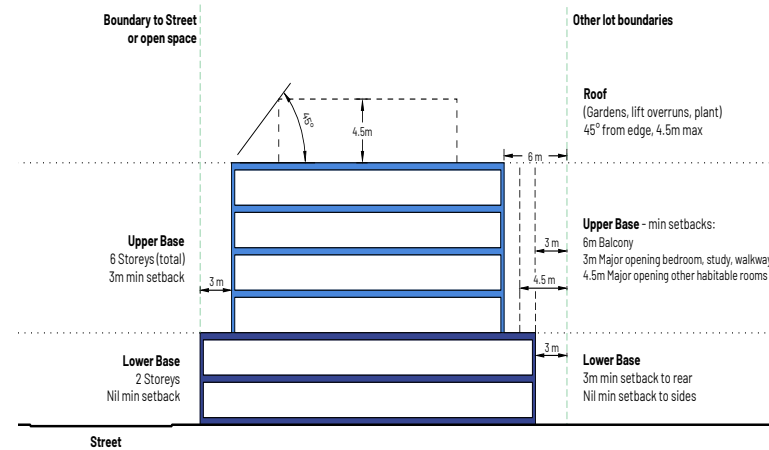


### Specific Requirements

Building Height, excluding roof element	Lower Base	2 storeys (up to 7 metres)
	Upper Base (total height including lower base)	6 storeys (up to 19 metres)
Street and Open Space Setback (min)	Lower Base	Nil
	Upper Base	3 metres (unless augmented by clause 2.6)
Other Lot Boundary Setbacks (min)	Lower Base	Rear boundary: 3 metres Side boundary: Nil
	Upper Base	Major opening to bedroom, study and open access walkways: 3 metres
		Major openings to habitable rooms other than bedrooms and studies: 4.5 metres Balconies: 6 metres
Tower Separation		18m
Tower Footprint		35%
Preferred Land Uses	Ground Floor	Main Street Zone: Restaurant/Café, Retail, Residential, Hotel
	Above Ground Floor	Transition Zone: Office, Community, Hotel, Serviced Apartments, Specific Purposed Accommodation Note: Refer to Figure 3
Solar Access		"Developments are to ensure solar access is to be maintained to more than 50% of the area Bert Wright Park between 9am and 3pm on 21 June."
Sustainability Ranking (Refer to Development Policy 1 – Green Building)		Minimum Tier 3

**Table 5: Lemon-Scented Gum Sub-Precinct Specific Building Requirements**

Note: Plot Ratio does not apply.



**FIGURE 8: SECTION**





### 3.3.3 RED RIVER GUM

#### Objective

The Red River Gum Sub-Precinct is defined as the northern extension of the Main Street which will connect through to King William Street beneath the elevated station. The Red River Gum Sub-Precinct will represent a boulevard style streetscape characterised by larger street setbacks, supporting opportunities for alfresco space bookended by heritage buildings being the Bayswater Hotel and series of shops at Foyle Street.

The retail focus of the Main Street will extend 100 meters from the Station to Beechboro Road South. Development outside the northern section of the Main Street will provide for transitional land uses between the retail core and the residential Frame Area. Specifically, this area will support commercial, community based and transient residential land uses, delivering built form outcomes that act as a Gateway to the Bayswater Project Area.

Development will contribute to the delivery of an interesting and activate streetscape and comfortable pedestrian environment through the distribution of vibrant and activated land uses and the enhancement of the urban tree canopy. Development will include a diverse mix of active non-residential uses at ground level and a mixture of uses on the upper floors to maximise the benefit of the upgraded Bayswater station. To support the delivery of future mixed use development outcomes, a 2m setback applies to the lower base to support an activated street and provide further opportunities for passive surveillance. Pedestrian amenity will be a key focus, with development providing weather protection over footpaths and alfresco areas to improve the micro-climate and support activation. Fine grain detailing and articulation of buildings will be provided through design, materials and finishes to provide a rich pedestrian experience. Development is encouraged to consider housing mix, providing opportunity for the delivery of small dwellings, intergenerational accommodation and affordable housing options.

Development will incorporate the principles of sustainable design, through site responsive design and environmentally sensitive development. Built form will incorporate landscaping elements to provide shade and shelter and a permeable and attractive delineation between the public and private realm. Roof gardens or green roofs are also encouraged and can contribute greatly to the amenity of the area and the buildings immediate users.



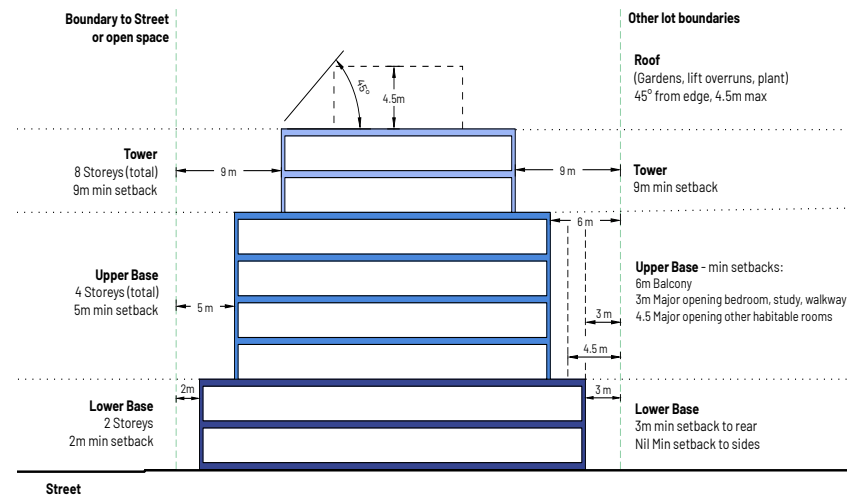


### Specific Requirements

Building Height, excluding roof element	Lower Base	2 storeys (up to 7 metres)
	Upper Base (including Lower Base)	6 storeys (up to 19 metres)
	Tower (total height including Base)	8 Storeys (up to 25 metres)
Street and Open Space Setback (min)	Lower Base	2 metres
	Upper Base	5 metres
	Tower	9 metres
Other Lot Boundary Setbacks (min)	Lower Base	Rear boundary: 3 metres Side boundary: Nil
	Upper Base	Major opening to bedroom, study and open access walkways: 3 metres  Major openings to habitable rooms other than bedrooms and studies: 4.5 metres  Balconies: 6 metres
	Tower	9 metres
Tower Separation		18m
Tower Footprint		35%
Preferred Land Uses	Ground Floor	Main Street Zone: Restaurant/Café, Retail, Residential, Hotel  Transition Zone: Office, Community, Hotel, Serviced Apartments, Specific Purposed Accommodation Note: Refer to Figure 3
	Upper Floor	Office, Residential, Hotel, Serviced Apartments, Specific Purposed Accommodation
Sustainability Ranking (Refer to Development Policy 1 – Green Building)		Minimum Tier 3

**Table 6: Red River Gum Sub-Precinct Specific Building Requirements**

Note: Plot Ratio does not apply.



**FIGURE 9: SECTION**





### 3.3.4 MAGNOLIA

#### Objective

The Magnolia Sub-Precinct provides a transition between the Olive Sub-Precinct and the Bayswater Frame Area, with development within this precinct anticipated to be predominantly residential in nature. Built form provisions have been determined in response to the interface with the adjacent railway infrastructure and higher intensity areas, providing an appropriate network along the periphery of the Core Area. Development will support the delivery of a safe and convenient pedestrian connection to the Bayswater Station and Main Street.

Development will be setback 3m to manage the street interface and provide further opportunity to deliver additional amenity for future residential buildings. Development shall incorporate landscaping treatments which respond to the architecture of the building and local landscape. Retention of existing mature trees and inclusion of new trees is encouraged where possible to further enhance the urban tree canopy and contribute to the character and amenity of the area.





### Specific Requirements

Building Height, excluding roof element	Lower Base	2 storeys (up to 7 metres)
	Upper Base (including Lower Base)	6 storeys (up to 19 metres)
	Tower (total height including Base)	12 Storeys ( up to 37 metres)
Street and Open Space Setback (min)	Lower Base	3 metres
	Upper Base	6 metres
	Tower	9 metres
Other Lot Boundary Setbacks (min)	Lower Base	Rear boundary: 3 metres Side boundary: Nil
	Upper Base	Major opening to bedroom, study and open access walkways: 3 metres  Major openings to habitable rooms other than bedrooms and studies: 4.5 metres  Balconies: 6 metres
	Tower	9 metres
Tower Separation		18m
Tower Footprint		35%
Preferred Land Uses		Residential
Minimum Solar Access in Public Realm		Developments are to ensure solar access is to be maintained to more than 50% of the northern station plaza for at least 3 hours between 9am and 3pm on 21 June.
Sustainability Ranking (Refer to Development Policy 1 – Green Building)		Minimum Tier 3

Table 7: Magnolia Sub-Precinct Specific Building Requirements

Note: Plot Ratio does not apply.

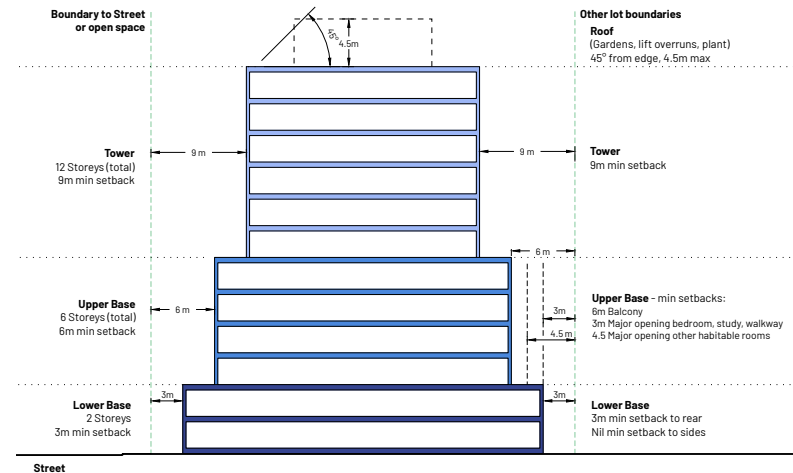


FIGURE 10: SECTION



### 3.3.5 OLIVE

#### Objective



The Olive Sub-Precinct forms the connection point of King William Street, Coode Street and Beechboro Road, with built form of a scale that is reflective of its significance directly opposite the station, public plaza and park lands to the north. The lower base height will provide an appropriate interface and human scale with the railway reservation and the new station works, creating a comfortable human scale pedestrian experience. Built form provisions have been determined in response to the width of the future road reserve and proximity to the Bayswater Station. Shopfronts at ground level shall provide for attractive window displays and active frontages promoting surveillance and activation of streets. Development is encouraged to consider housing mix, providing opportunity for the delivery of small dwellings, intergenerational accommodation and affordable housing options.

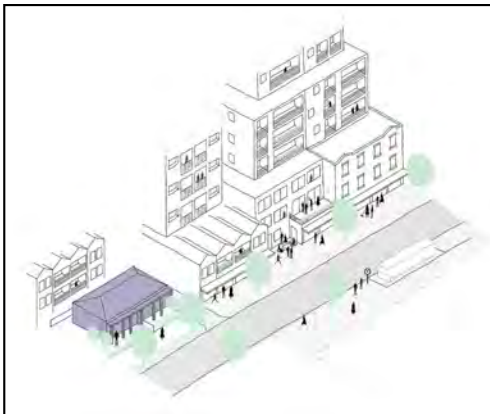
Being located adjacent to the Bayswater station, the Olive Sub-Precinct has exposure befitting a landmark building development and offers the opportunity to provide for good passive surveillance and pedestrian connection and address the public realm via well-presented elevational treatments. Built form will be fine grained and of human scale at the street edge with built form to these larger sites to incorporate a high degree of articulation, breaking up large masses and responding to Bayswater's sense of place. Mixed use development shall afford good surveillance over public spaces to improve safety and security for users and provide an attractive frontage when viewed from the public realm.

Building design is to appropriately manage the Interface between higher density built form and existing single storey development. The retention and adaptive reuse of character cottages is encouraged, further drawing on the local identity and sense of place of Bayswater.

Development will provide an urban, human scale experience and provide opportunities for passive surveillance of the public realm through the provision of windows, balconies, terraces and gardens overlooking streets and public spaces. Public access to podiums and towers is encouraged with the potential to incorporate uses such as community facilities and restaurants and bars.

Development will incorporate innovative approaches to sustainable design and construction, with an objective to have efficient resource and energy use and reduce emissions and waste. Specifically, the Olive Sub-Precinct is nominated as Tier 2 site under Development Policy 1 – Green Buildings, requiring all future development to demonstrate compliance with the 5-Star Green Star rating.

Due to its landmark status, discretion in relation to height may be considered up to 18 storeys (up to 55m) where the application is able to demonstrate that the intensity of development is consistent with the specific building requirements defined under Table 8 and clause 1.5 of the Design Guidelines.





### Specific Requirements

Building Height, excluding roof element	Lower Base	3 storeys (up to 10 metres)
	Upper Base (including Lower Base)	7 storeys (up to 22 metres)
	Tower (total height including Base)	Minimum: 8 Storeys (up to 25 metres) 15 Storeys (up to 46 metres)
Street and Open Space Setback (min)	Lower Base	Nil
	Upper Base	3 metres
Other Lot Boundary Setbacks (min)	Tower	9 metres
	Lower Base	Rear boundary: 3 metres Side boundary: Nil Rose Avenue boundary: 3 metres
	Upper Base	Major opening to bedroom, study and open access walkways: 3 metres  Major openings to habitable rooms other than bedrooms and studies: 4.5 metres  Balconies: 6 metres
	Tower	9 metres
Tower Separation		18m
Tower Footprint		35%
Preferred Land Uses	Ground Floor	Restaurant/Café, Shop, Residential, Hotel, Community, Hotel, Serviced Apartments, Specific Purposed Accommodation
	Upper Floor	Office, Residential
Minimum Solar Access in Public Realm		Developments are to ensure solar access is to be maintained to more than 50% of the northern station plaza for at least 3 hours between 9am and 3pm on 21 June.
Sustainability Ranking (Refer to Development Policy 1 – Green Building)		Minimum Tier 2

Table 8: Olive Sub-Precinct Specific Building Requirements

Note: Plot Ratio does not apply.

Minimum height requirements apply to one building element per lot

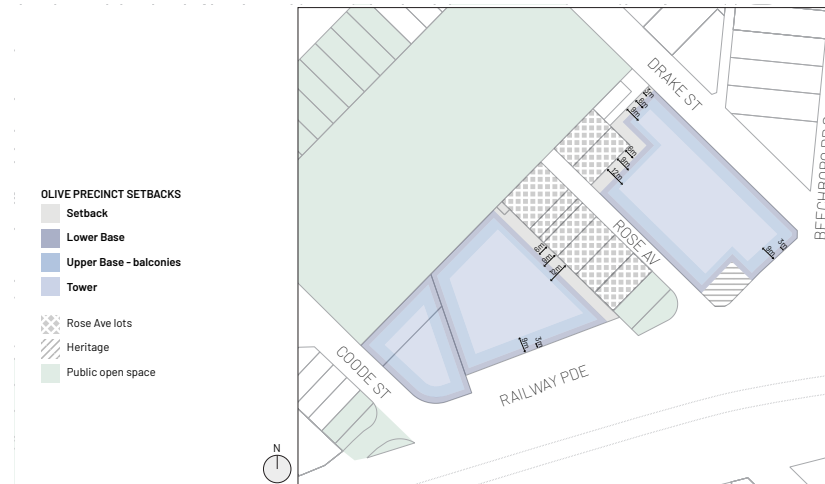


FIGURE 11: SITE PLAN

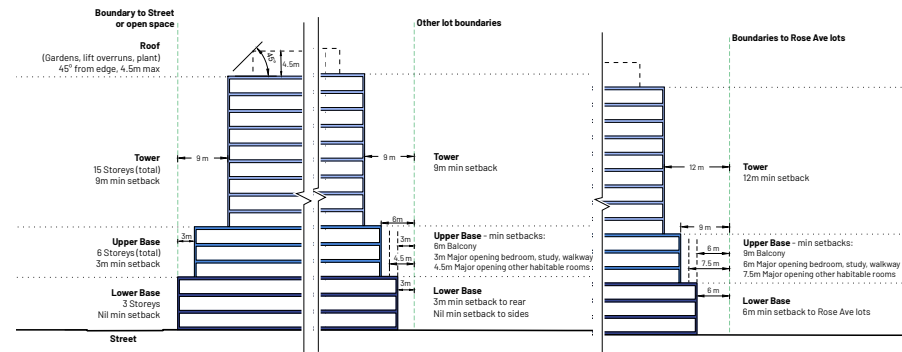


FIGURE 12: SECTION



### 3.3.6 RED FLOWERING GUM

#### Objective

New development within the Red Flowering Gum Sub-Precinct must be cognisant of the relationship with adjoining residential areas located within the Frame Area. This interface will be managed through quality design that locates building bulk appropriately, minimises blank façades, screens service infrastructure and is considerate of overshadowing and privacy concerns. The built form will assist in providing a transition from higher intensity mixed use development and rail infrastructure towards the surrounding predominantly single two storey residential. Development along this boundary shall provide for good passive surveillance of the streets and shall address the public realm via well-presented elevational treatments.

Retention of existing mature trees is encouraged where possible to further enhance the urban tree canopy and contribute to the character and amenity of the area. Development will enhance the existing connections, delivering safe and convenient pedestrian connections to the Bayswater station and Main Street.





### Specific Requirements

Building Height, excluding roof element	Lower Base	2 storeys (up to 7 metres)
	Upper Base (total height including lower base)	6 storeys (up to 19 metres)
Street and Open Space Setback (min)	Lower Base	3 metres
	Upper Base	5 metres
Other Lot Boundary Setbacks (min)	Lower Base	Rear boundary: 3 metres Side boundary: Nil
	Upper Base	Major opening to bedroom, study and open access walkways: 3 metres
		Major openings to habitable rooms other than bedrooms and studies: 4.5 metres  Balconies: 6 metres
Tower Separation		18m
Tower Footprint		35%
Preferred Land Uses		Residential
Sustainability Ranking (Refer to Development Policy 1 - Green Building)		Minimum Tier 3

Table 9: Red Flowering Gum Sub-Precinct Specific Building Requirements

Note: Plot Ratio does not apply.

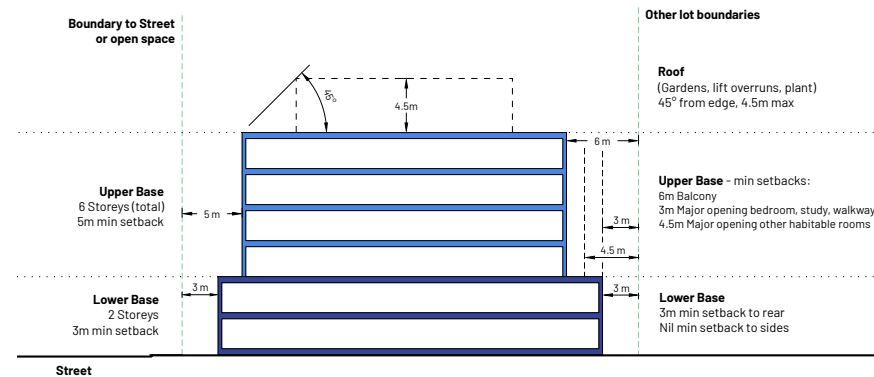
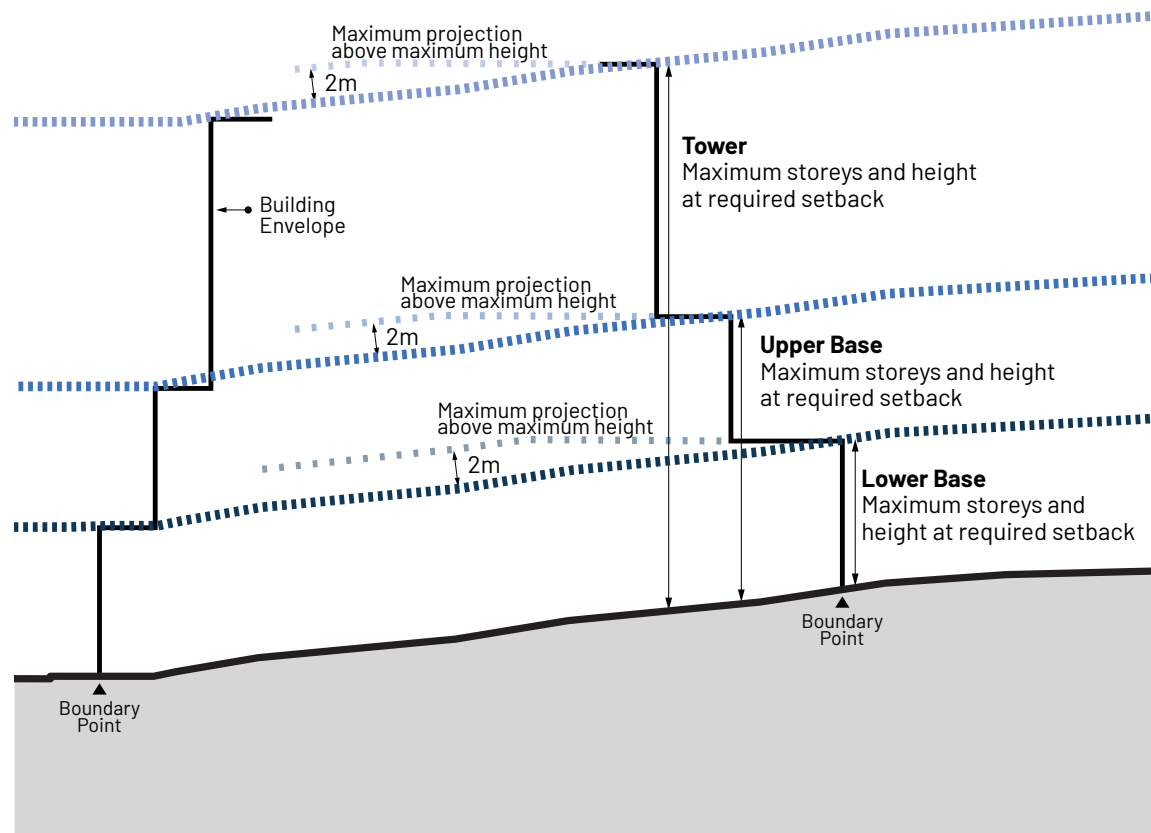


FIGURE 13: SECTION



## APPENDIX 1 TOPOGRAPHICAL GUIDANCE



The intent of enabling projections beyond the specified height requirements under clause 3.1 (in storeys and metres) is to enable development to respond to the topography of the locality and moderate the impact to neighbouring properties as a result. It is not intended to enable additional height (i.e. the projection) at the front or rear lot boundaries as this would result in potential adverse impacts to the public realm and/or properties to rear boundaries, particularly those located outside of the Core Precinct, unless it can be demonstrated that these impacts would not be experienced and the objectives of Chapter 3 would be satisfied.



CHAPTER 1

CHAPTER 2

CHAPTER 3

APPENDICES



## APPENDIX 2 IMAGE CREDITS AND DOCUMENT CONTROL

### IMAGE CREDITS

#### Chapter 1

Trilby Apartments. Designer: Peddle Thorpe Architects, Melbourne	p4
Street activation, Photography: Johnathan Trask - Trasko Photographics Design: Motus Architecture	p5
Stefano Boeri Architetti, Photographer: Daniele Zacchi	p7
Burwood Brickworks Shopping Centre, Hacer Group	p7
Aria Luxury Apartments, Hillam Architects	p8
TPG Town Planning & Urban Design	p9

#### Chapter 2

Photographer: Dion Robeson	
Architect: Robeson Architects	p10
Plan of Bayswater & Maylands C1905 (Courtesy: Thematic History and Framework, City of Bayswater, 2020; Source: SROWA, CONS 3868/357)	p13
McLeish's Store, King William Street, Bayswater; The City of Bayswater Municipal Heritage Inventory, April 1996. Bayswater Historical Society Archive.	
BHS Oral History Collection.	p14

Piccolo House, Wood Marsh Architecture, Photographer: Trevor Mein	p15
Idlearchitects	p15
King Somm on King William Street, Bayswater Photographer: Dion Robeson	
Architect: Robeson Architects	p16
Guildford, Architect: Hillam, Developer: Willing Property	p21
Wilson Glen Eira, 206/78 Inkerman Street	p22
BatesSmart	p23
King Somm on King William Street, Bayswater Photographer: Dion Robeson	
Architect: Robeson Architects	p23
Vic Quarter, Hillam Architects	p24
Parking Ailer Bille, Mini STUDIO Publishing Group	p25
Piccolo House, Wood Marsh Architecture, Photographer: Trevor Mein	p25
EV Charge Zone, Green Building Council of Australia	p26
Residential Building in Dominican Republic Project: iLOFT Residences Architects: A20 Arquitectos	
Render: Cubico 3D	p27

#### Chapter 3

Artist Impression: Hoyne	
Design: MJA Studio	p28
Photographer: Dion Robeson	
Design: MJA Studio	p29
Alex Hotel	p31
The new Bayswater Station, METRONET	p32

### DOCUMENT CONTROL

Adoption Date:

Amendment Date:

Nature of Amendment:

### MORE INFORMATION

If you require any further information or explanation, the following options are available:

**Website:**

review planning documents on DevelopmentWA's website:  
[www.developmentwa.com.au/planning](http://www.developmentwa.com.au/planning)

**Email:**

email your query to DevelopmentWA at:  
[planning@developmentwa.com.au](mailto:planning@developmentwa.com.au)

**Phone:**

phone DevelopmentWA to speak to a planner on (08) 9482 7499

**Meeting:**

book a meeting to discuss your proposal with a planner by  
phoning (08) 9482 7499

Disclaimer: The information contained in this document is in good faith; however, neither DevelopmentWA nor any of its directors, agents or employees give any warranty of accuracy nor accepts any liability as result of a reliance upon the information, advice, statement or opinion contained in this document. This disclaimer is subject to any contrary legislative provisions.

© DevelopmentWA 2021. DEVWA 07/21

**10.4.6 Final Age Friendly Strategy 2021-2025 Action Plan**

<b>Responsible Branch:</b>	Community Development
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Age friendly strategy 2021 2025 Action Plan [10.4.6.1 - 8 pages]</li> <li>2. Public Comment Feedback Age Friendly Action Plan July August 2021 [10.4.6.2 - 4 pages]</li> </ol>
<b>Refer:</b>	Item:10.4.7 : OCM 27.07.2021 Item: 9.1.10: CTFCSM 17.05.2017 Item: 11.1 : OCM 15.11.2016

**SUMMARY**

For Council to consider approving the final Age Friendly Strategy 2021-2025 action plan, as presented in **Attachment 1** to this report.

**OFFICER'S RECOMMENDATION**

**That Council approves the final Age Friendly Strategy 2021-2025 action plan, as contained in Attachment 1 to this report.**

**BACKGROUND**

An Age Friendly City is one where people of all ages can live healthy and independent lives for as long as possible, and remain in a secure and supportive environment that enables them to participate in the community, as they grow older.

In November 2016, Council considered a report for the development of an Age Friendly Strategy based on the World Health Organisation's (WHO) eight domains of an Age Friendly City. At that Ordinary Council Meeting, Council resolved (in part) to:

- "1. Endorse the change of name from 'Active Aging' to 'Age-Friendly Strategy'.
2. Notes that the Age-Friendly Strategy will focus on the eight World Health Organisation domains."

Furthermore, at the Community, Technical, Finance and Corporate Services Committee Meeting of 17 May 2017, Council resolved the following:

*"That Council:*

1. Approves the draft Age Friendly Strategy.
2. Notes that a Community Snapshot version of the Age Friendly Strategy will be developed for distribution within the community.
3. Receives a report annually reporting on actions within the Age Friendly Strategy."

Following the adoption of the City's inaugural Age Friendly Strategy 2017-2021, the City has spent the past four years implementing the actions detailed within that Strategy, which is now nearing completion.

The City's second draft Age Friendly Strategy 2021-2025 was developed in consultation with older people and other key stakeholders, including local aged care providers and City staff through a robust preliminary consultation process. The draft strategy was presented to Council at the Ordinary Council Meeting of 27 July 2021, and Council resolved the following:

*“That Council approves the draft Age Friendly Strategy 2021-2025 action plan, as contained in Attachment 1 to this report, to be released for public comment.”*

Accordingly, the draft Age Friendly Strategy 2021-2025 was released for public comment for a period of two weeks from 28 July 2021 until 10 August 2021.

## EXTERNAL CONSULTATION

### Consultation undertaken to inform the draft Strategy

The preliminary consultation completed to inform the development of the City’s Age Friendly Strategy 2021-2025 ran across April and May 2021. The City welcomed input from those who live, work or recreate in the City of Bayswater.

A range of in-person and online engagement methods were undertaken including:

- A survey on the City’s Engage Bayswater online portal, open for comment from 1 April until 6 May 2021. Hard copies of the survey were also available at the City’s three libraries, Bayswater and Morley Community Centres and the Civic Centre.
- Pop up listening posts were held at Morley Community Centre on 15 May 2021, Hawaiian’s Noranda Shopping Centre on 23 April 2021, and The RISE in Maylands on 4 May 2021.
- Facilitation of an interactive workshop on 14 May 2021, attended by community members, local agencies, cultural groups, Age Friendly Ambassadors and City staff, to further identify key community issues and priorities, and discuss age friendly actions.

The feedback received through the preliminary consultation process provided a wealth of ideas across the eight WHO outcome areas. A total of 1,200 people visited the Engage Bayswater webpage to self-inform on the development of the draft strategy and overall, the City received more than 800 comments via the following channels:

- 295 surveys completed, online and in hard copy;
- 220 people attended one of three pop-up listening booths;
- 77 feedback cards were submitted; and
- 42 people attended a community workshop on 14 May 2021.

Community feedback also included a number of resident issues or business as usual related comments that have not been included in the action plan, as they are not specifically related to the eight WHO outcome areas. These issues and comments will be communicated to the relevant operational areas of the City of Bayswater for information and follow-up if required.

### Feedback from Councillors

The draft Age Friendly Strategy 2021-2025 action plan with accompanying memorandum and documentation were distributed to Councillors on 8 July 2021. Councillors were invited to provide feedback on the draft Strategy before its formal presentation to Council at the 27 July Ordinary Council Meeting.

### Public Comment Phase

The draft Age Friendly Strategy 2021-2025 action plan was released for public comment for a period of two weeks, from 28 July 2021 until 10 August 2021. Below is a summary of the public comment outcomes.

- A total of 52 people visited the City’s Age Friendly Strategy 2021-2025 project page on Engage Bayswater.

- A total of 18 people download the City's draft Age Friendly Strategy 2021-2025 action plan to self-inform.
- A total of 11 people made submissions on the draft Age Friendly Strategy 2021-2025 action plan via the online and hardcopy feedback form.
- 100% of respondents (those who made a submission) agreed that the draft action plan for the City's Age Friendly Strategy 2021-2025 reflects the needs of older adults in our community.
- The feedback form specifically asked the community to share their views about the actions proposed within the eight WHO outcome area. The majority of feedback received reflects the following key areas:
  - A number of positive comments were submitted highlighting the draft action plan's consideration of translated information to support older community members from Culturally and Linguistically Diverse (CaLD) background, partnering with local organisations to reach older people, and linking in with the City's Local Homelessness Strategy.
  - Several comments submitted did not specifically address the City's Age Friendly Strategy 2021-2025 draft action plan, but did provide detailed suggestions and ideas which will be communicated to relevant City of Bayswater operational areas. For example dog free cycle paths, additional tree plantings and the provision of online forms.
  - A number of comments were considered to be out of scope for the City's Age Friendly Strategy 2021-2025 draft action plan, and are the responsibility of Government agencies, including the Public Transport Authority and My Aged Care.
  - The remaining feedback received is considered to be already addressed in the proposed Age Friendly Strategy 2021-2025 action plan or aligns with the City's other informing strategies e.g. City's Access and Inclusion Plan, Innovate Reconciliation Action Plan (2021-2023) and Homelessness Strategy 2021-2025.

Further details of the feedback received through the public comment phase is presented as **Attachment 2** to this report, including the City's response to feedback/comments received.

## OFFICER'S COMMENTS

The purpose of the City's final Age Friendly Strategy 2021-2025, is to provide a four year action plan that identifies key priorities, future services, aspirations and community activities that support and enhance the health and wellbeing of older people living, working and visiting the City of Bayswater. The strategy is aligned with the priorities listed in the City's Strategic Community Plan, Access and Inclusion Plan, and other relevant informing strategies.

The City's final Age Friendly Strategy 2021-2025, addresses how the City can best meet the needs of older people and lists actions that the City can implement to become an Age Friendly City, aligning to the following eight (WHO) domains:

1. Outdoor spaces and buildings
2. Transportation
3. Housing
4. Social participation
5. Respect and social inclusion
6. Civic participation and employment
7. Communication and information

8. Community support and health services

The strategy is made up of two sections- section A and B. Section A refers to the first half of the strategy that includes statements from the Mayor and Chief Executive Officer, statistics, local demographics and an explanation of how the City developed its action plan. In the context of this report, the final Age Friendly Strategy 2021-2025 action plan will makeup section B of the overall strategy. Section A is generally approved by the City's Executive Leadership Team and is in the process of being finalised. The final strategy will also be graphically designed following Council approval of the final action plan, as presented in this report.

Key Priorities of the Draft Strategy

During the preliminary community engagement phase undertaken to inform the draft Age Friendly Strategy 2021-2025 action plan, clear priorities were identified from over 800 comments received by the community. These priorities are aligned to the eight WHO Age Friendly Cities domains, as follows:

**1. Civic participation and employment**

- Facilitate training to build job-related skills.
- Link those seeking volunteering or work opportunities with organisations seeking volunteers or employees.
- Promote City volunteering opportunities to increase social interaction and connection.
- Continue to facilitate improved use and understanding of technology and digital literacy.

**2. Communication and information**

- Achieve better overall promotion of City programs, services and events.
- Establish and promote points of contact within the community for better distribution of information to older adults.
- Distribute information in written, verbal and electronic formats for the foreseeable future.
- Distribute translated information to ensure it reaches and is understood by culturally and linguistically diverse community members.
- Upskill older adults, as we move into a digital age.

**3. Community support and health services**

- Provide information about support services through a hub, pop up stalls, Ambassadors and third parties.
- Make the City's Service Directory for Older Adults more available by widely promoting it.
- Increase community safety information.
- Facilitate increased support, including home visits for socially isolated people.

**4. Housing**

- Support people to age in place, either in their own homes or in residential care within the local area.
- Facilitate and promote age-appropriate housing options to improve choice and enable independence.
- Advocate for affordable housing options.

- Support people to access information and services and understand how to navigate the My Aged Care system.

#### 5. Outdoor spaces and buildings

- Provide information on and maintain the City's public toilets.
- Increase community safety awareness, at home and in public places.
- Provide and maintain accessible pathways, seats and shelters.
- Ensure good access to outdoor spaces and facilities, including for those with limited mobility.
- Increase opportunities for outdoor exercise programs and events, utilising exercise equipment for older adults.

#### 6. Respect and social inclusion

- Partner with organisations to connect with and support people who are socially isolated.
- Recognise the positive contributions made by older people in our community.

#### 7. Social participation

- Plan and support frequent events and activities specifically for older people.
- Create more inclusive opportunities for people from diverse backgrounds and vulnerable groups.

#### 8. Transport

- Advocate for a community transport service to create better connectivity to the City's events and facilities.
- Advocate to public transport providers to consult with older adults and improve service frequency, routes and bus stop locations.
- Safety / confidence using public transport.

The actions detailed in **Attachment 1** are separated into each of the eight domain areas and respond to the identified priorities listed above.

It is considered that the outcome of the public comment phase does not warrant any changes to the draft Age Friendly Strategy 2021-2025 action plan that was advertised.

#### City's Capacity and Role in Implementing Proposed Actions

There are 40 actions in the City's final Age Friendly Strategy 2021-2025 action plan, reflecting the above priorities. The City aims to deliver these actions with existing staff resources in the main.

The City's role for implementing the strategies and actions within its draft strategy will vary from being a facilitator, advocate and partner- largely focusing on local aged care providers in building capacity to better respond to older people's needs in the City. Through leadership, an important outcome for the City in its final strategy will be to expand the City's Age Friendly Ambassador's roles and presence in the City, and continue to utilise our two community centres at Bayswater and Morley as community hubs for older people.

#### Next Steps

Following Council approval of the final Age Friendly Strategy 2021-2025 action plan, the document will be graphically designed with an aim to launch it during Seniors Week 2021, in November.



**LEGISLATIVE COMPLIANCE**

Not applicable.

**RISK ASSESSMENT**

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

<b>Officer's Recommendation</b>	<b>That Council approves the final Age Friendly Strategy 2021-2025 action plan, as contained in Attachment 1 to this report.</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 this option (the officer's recommendation to this report), as it specifically responds to the community priorities captured during the consultation phase of this project. The final strategy has also been aligned to the eight World Health Organisation's Age Friendly Cities domains.	

Option 2	That Council approves the final Age Friendly Strategy 2021-2025 action plan, as contained in Attachment 1 to this report with amendments.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Identified risks are dependent on modification(s) determined by Council.
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	
Conclusion	The current actions listed within the final Age Friendly Strategy 2021-2025 have been developed in consultation with older people and other key stakeholders through various engagement activities, therefore, any newly introduced actions would not have been workshopped previously nor have had financial implications or timeframes considered. The identified risks are therefore dependent on modification(s) to the action plan, as determined by Council.	

<b>Option 3</b>	<b>That Council declines the draft Age Friendly Strategy 2021-2025 action plan, as contained in Attachment 1 to this report.</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	High
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	By not approving the City's final Age Friendly Strategy 2021-2025 to be released for public comment, the City may risk 'not closing the loop' with the 800 people who provided feedback to inform the draft strategy. Additionally, it may not meet	

	the community's expectation on the City's position to becoming an Age Friendly City, as discussed during recent engagement activities.
--	--

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

- Item 1:** Implementation costs of the City's Age Friendly Strategy 2021-2025
- Asset Category:** N/A **Source of Funds:** Municipal
- LTFP Impacts:** Not itemised in the LTFP.
- Notes:** The projected costs of implementing actions listed in the Age Friendly Strategy 2021-2025 have been separated into the four year lifespan of the strategy. These costs are identified as being over and above the standard annual budget provisions. The overall costs of the strategy are considered to be minor, as the majority of the actions are planned to be delivered within existing operational budgets and human resources. If Council amends/adds to the proposed actions in the plan, additional funding may be required to fund these actions.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$0 additional costs for year one (2021/22)  \$3,000 for year two (2022/23)  \$10,000 for year three (2023/24)  \$0 additional costs for year four (2024/25)  Total for the four year strategy lifespan: \$13,000		Staff time is covered by the relevant annual budgeted wages.				

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme:** Community
- Goal C1:** Create safe and inviting places for people to come together.
- Goal C3:** Maximise the use of the City's facilities and parks by all sections of the community.
- Goal C4:** Empower the community by helping them develop social connections.

The City's final Age Friendly Strategy 2021-2025 action plan will be a key strategic document that supports the City of Bayswater's community aspirations. The strategy includes practical actions that will drive the City to becoming an Age Friendly City.

## CONCLUSION

The City's second Age Friendly Strategy 2021-2025 action plan, has a lifespan of four financial years. The 40 actions contained in **Attachment 1**, have been developed in collaboration with key stakeholders following a robust community engagement campaign that resulted in over 800 comments made by the community to help to inform the strategy. To that end, Option 1 is recommended.

The final Age Friendly Strategy 2021-2025 takes into consideration the budget that is required per action, the branch responsible for delivery of each action and implementation timeframes.

Following Council approval of the final Age Friendly Strategy 2021-2025 action plan, the City aims for the document to be launched during Seniors Week, 7 to 14 November 2021.

**Attachment 1**

**CITY OF BAYSWATER  
DRAFT AGE FRIENDLY STRATEGY 2021-2025 - ACTION PLAN**

***Outcome Area # 1 Outdoor spaces and buildings***

<b>Goal: Outdoor spaces, toilets and public buildings are clean, accessible, well sign-posted and safe.</b>							
	<b>Action</b>	<b>Who is responsible</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>	<b>Budget</b>
1	Develop a Public Toilet Strategy for the City of Bayswater, to plan for upgrade, renewal and/ or removal of existing facilities, including design guidelines to address lighting, accessibility and compliance and recommendations on funding for actions identified.	Building Works		X			Capital Works
2	Raise awareness of available public toilet facilities, opening hours and accessibility through promotion of the Australian Government's National Public Toilet Map and City of Bayswater's online mapping tool.	Community Development Asset and Mapping Services		X			Operational
3	Continue to ensure the recreational and infrastructure needs of older people are supported through the City's Community Recreation Plan and Play Space Strategy.	Project Services	X	X	X	X	Capital Works
4	Continue to identify local safety hotspots through engagement with community members, local businesses, and WA Police to ensure a targeted approach to community safety issues.	Rangers, Security and Emergency Services Community Development		X	X	X	Operational
5	Continue to undertake safety audits of lighting, pathways and vegetation, and ensure reported graffiti is addressed in a timely manner.	Rangers and Security	X	X	X	X	Operational
6	Explore opportunities to provide a program of activities for older adults in City parks and reserves in-line with the City's Public Health Plan 2019-2024.	Environmental Health and Statutory Building Community Development	X	X			Operational/ Grants
7	Continuously improve the accessibility of the City's public open spaces and buildings in line with the City of Bayswater Access and Inclusion Plan.	Project Services	X	X	X	X	Operational/ Capital Works

**Outcome Area # 2 Transportation**

Goal: Transport infrastructure and services that meet older people's needs are advocated for on behalf of the community							
	Action	Who is responsible	21/22	22/23	23/24	24/25	Budget
1	Review the City's existing Community Bus Hire Program and explore opportunities to maximise participation of older residents.	Community Development			X		Operational
2	Partner with Transperth to facilitate information sessions and network tours, e.g. Get back on Board, to educate and improve the confidence of older adults to use public transport.	Community Development	X			X	Operational
3	Invite Public Transport Authority (PTA) representatives to inform and engage older residents on public transport concerns and projects.	Community Development	X	X	X	X	Operational

**Outcome Area # 3 Housing**

	<b>Goal: Information about aged care support services and housing options is communicated, to support those who wish to age in place.</b>						
	<b>Action</b>	<b>Who is responsible</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>	<b>Budget</b>
1	Actively promote the Government's <i>Aged Care Guide Western Australia</i> resource to raise community awareness of local housing, residential care options for older adults, and other initiatives to age in place.	Community Development	X	X	X	X	Operational
2	Facilitate a regular program of in-person sessions, in partnership with key agencies, to educate older people and their families on retirement planning, aged care support services and housing options.	Community Development	X		X		Operational
4	Promote existing accommodation and homelessness support options for older people in line with the City of Bayswater Homelessness Strategy.	Community Development		X		X	Operational
5	Continue to partner with local agencies and CaLD groups to deliver regular My Aged Care information in the City's top three languages spoken within the City of Bayswater.	Community Development	X		X		Operational
6	Advocate for new housing design developments beyond legislative requirements, within the City of Bayswater, that support adaptable and accessible options for older adults to age in place.	Development and Place	X	X	X	X	Operational

**Outcome Area # 4 Social participation**

Goal: Opportunities for social participation are accessible, affordable and inviting.							
	Action	Who is responsible	21/22	22/23	23/24	24/25	Budget
1	Continue to facilitate free and low cost activities and events at the City's community centres and libraries that connect and engage older people.	Community Development	X	X	X	X	Operational
2	Continue to support and promote the City's volunteer book delivery programs to ensure it remains responsive to community needs.	Community Development	X	X	X	X	Operational
3	Facilitate a focus group with key stakeholders to investigate ways the City can better promote its community events to increase participation by older adults.	Community Development		X			Operational
4	Promote initiatives that assist older residents to get to know their neighbours and increase community safety, e.g. City's <i>Community Grants program</i> and <i>Neighbourhood Watch Week</i> .	Community Development		X			Grant



**Outcome Area # 5 Respect and social inclusion**

Goal: Older people are valued, treated with respect and empowered to engage with all aspects of community life.							
	Action	Who is responsible	21/22	22/23	23/24	24/25	Budget
1	Continue to support the Age Friendly Ambassador network to provide feedback to the City at monthly meetings and be a voice for older adults on community issues.	Community Development	X	X	X	X	Operational
2	Investigate opportunities to partner with local businesses and community groups to showcase stories that celebrate 'ageing' in the City of Bayswater.	Community Development Development and Place Communications and Marketing			X		Operational/ Grant
3	Establish a monthly 'Chatty café' at the City's Community Centres to provide an opportunity for older adults to informally connect in a safe and welcoming space.	Community Development		X			\$3,000
4	Continue to provide support to vulnerable older residents in times of crisis, e.g. COVID-19 lockdowns, through the City's community care team.	Community Development	X	X	X	X	Operational
5	Support and actively promote initiatives that raise awareness of elder abuse and broaden the conversation in the community.	Community Development	X	X	X	X	Operational
6	Continue to consult with local Aboriginal Elders to strengthen reconciliation and inclusive opportunities in the local community in-line with the City's Reconciliation Action Plan.	Community Development	X	X	X	X	Operational

**Outcome Area # 6: Civic Participation and Employment**

<b>Goal: Opportunities for older people to upskill, volunteer and gain employment are actively facilitated and promoted</b>							
	<b>Action</b>	<b>Branch responsible</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>	<b>Budget</b>
1	Expand and promote the City of Bayswater's Link and Learn and Upskillers programs to support lifelong learning and assist older adults to gain skills for employment and volunteering opportunities.	Community Development Communications and Marketing	X	X			Operational
2	Explore opportunities to partner and connect with Perth Metropolitan volunteer resource centres to link older adults with volunteering options.	Community Development		X			Operational
3	Update the City's workforce plan to ensure the needs of ageing employees are considered and included.	People, Culture and Safety	X				Operational
4	Continue to deliver a sustainable Digital Mentor program at the City's Libraries through the Federal Government's Be connected initiative to increase digital literacy in older adults.	Community Development	X				Operational/ Grants

**Outcome Area # 7: Communication and information**

<b>Goal: Information on services, activities and events is communicated in both hard and electronic formats, with strategies implemented to reach people who may be isolated.</b>							
	<b>Action</b>	<b>Branch responsible</b>	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>	<b>Budget</b>
1	Continue to provide information in a range of formats, including hard copy as detailed in the City's Access and Inclusion Plan.	Community Development	X	X	X	X	Operational
2	Map and establish a localised network to improve the reach of information to older adults, for example GPs, local businesses, aged care providers and community and cultural groups.	Community Development		X	X	X	Operational
3	Continue to promote City services, programs and events through various communication mediums, including posters and flyers at libraries, Bayswater Beat, local newspaper, Have A Go News and the City's website.	Communications and Marketing Community Development	X	X	X	X	Operational
4	Establish an information hub facilitated by volunteers at Bayswater and Morley Community Centres to provide a 'one stop shop' for community information for older adults.	Community Development		X	X		Operational
5	Undertake a review of the Age Friendly Ambassador program, with the aim of refocussing and expanding the network to support more face to face connections with older and Culturally and Linguistically Diverse (CaLD) residents.	Community Development	X		X		Operational

**Outcome Area # 8 Community support and health services**

Goal: Older people are better connected to health and community services.							
	Action	Branch responsible	21/22	22/23	23/24	24/25	Budget
1	Map out local community health and support services to better connect older residents and advocate for future needs.	Community Development		X			Operational
2	Expand the City's Service Directory for Older Adults to better promote and link residents to support services and provide in top three languages other than English spoken in the City.	Community Development Communications and Marketing		X	X		\$10,000 – printing and translation
3	Expand networks with relevant agencies to improve connection to services and to help distribute the Service Directory for Older Adults to socially isolated clients.	Community Development		X			Operational
4	Redevelop 'Older Adults' web pages on the City's website to link users to My Aged Care, NDIS and other Government funded initiatives.	Community Development Communications and Marketing	X				Operational
5	Continue to deliver free annual health and wellbeing programs for older adults' in-line with the City's Public Health plan 2019-2024 to improve older people's mental health, fitness and nutrition.	Environmental Health and Statutory Building Community Development	X	X	X	X	Operational/ Grants
6	Explore opportunities to partner with diverse Age Care service providers to link isolated residents to ongoing social support.	Community Development			X	X	Operational

## Feedback Form: Draft Action Plan for Age Friendly Strategy 2021-25 - 28 July to 10 August 2021

#	Do you think the draft Age Friendly Strategy action plan reflects the needs of older adults in our community?	Outcome area 1: Outdoor spaces and buildings	Outcome area 2: Transportation	Outcome area 3: Housing	Outcome area 4: Social participation	Outcome area 5: Respect and social inclusion	Outcome area 6: Civic participation and employment	Outcome area 7: Communication and information	Outcome area 8: Community support and health services	Do you have any other feedback on the draft action plan?	City of Bayswater response
1	Yes		Escalators and lifts at all the new railway stations within the CoB	Ownership, rather than rent or lease.	At individuals own pace.	No comment.	Not required.	No comment.	Lots more required.	No.	The two comments made under Outcome areas 2 and 3 are noted, however, these are out of scope for the City's draft Age Friendly Strategy 2021-2025 action plan.
2	Yes	They need to be friendly and provide a cosy and comfortable environment	Transport should also consider St John Community Transport and City of Bayswater bus program	Excellent - no further comment	In addition to all the activities please ensure the older residents have affordable transportation	Well designed and planned - no further comment	Great - well done	Well planned	Excellent programs in place	9 out of 10	The City notes the positive feedback. The two comments made under Outcome areas 2 and 4 are also noted, however are out of scope for the City's draft Age Friendly Strategy 2021-2025 action plan.
3	Yes	Recreational needs and opportunities for older people in parks and reserves is welcomed.		Ageing in place opportunities for older residents is important for those of us that have made Maylands our forever home.	Book delivery is great service for when people can no longer drive to libraries	Partnering with businesses to celebrate aging in Bayswater is a great initiative	Upskilling for volunteering or employment for mature aged or retiring residents is a great concept.	All good strategies, will be very helpful for older people moving to the area who may need to change medical or service providers	Annual health and wellbeing programs also helps with connectivity in older adults as long as they are well communicated.	A great plan with lots of good initiatives and practical support for the older adults in the community. Well done.	The City notes the positive comments made for each of the Outcome areas.
4	Yes	Good	Good	Good	Good	Good	Good	Good	Maybe partnering so that flu injections and occasions such as mass vaccinations can be coordinated through community resources such as the Rise with transport?	I'm happy that this level of attention is being brought to improve relations and facilities.	The comments made under Outcome area 8 are noted, however, these are out of scope for the City's Age Friendly Strategy 2021- 2025 action plan.
5	Yes	I think additional focus should be made to accessibility including wheelchair access at footpaths, road intersections and buildings. More benches and places of rest that have tree or building shade should also be increased with focus on centres like Maylands and Bayswater town centres.  Street signs or maps signs for public toilets, safe spots in Maylands & Bayswater town centres and other services. Additional tree planting in town centres, road medians and allowed to grow to provide shade.		There is nothing to encourage multi-generational living or engagement. New apartments should be encouraged to have some senior facilities and early childhood facilities.	Multi-generational social						The comments made under Outcome area 1 are aligned to the action contained in the City's Access and Inclusion Plan 2020-2024. While the provision of multi-generational living is out of scope for the City's draft Age Friendly Strategy 2021-2025 action plan, there are actions within the four year strategy that will allow opportunities to include a multi-generational approach in program delivery, in particular at the City's libraries. In addition, the City has an action under Outcome area 3, which states: "Advocate for new housing design developments beyond legislative requirements, within the City of Bayswater, that support adaptable accessible options for older adults to age in place." This could include advocating for multi-generational living.

6	Yes	<p>1. Great to see attention to toilets, maps etc. from 22/23. Why not from this year?</p> <p>2. Good to see ongoing attention to recreation. Should include offerings from Environment House also.</p> <p>3. Good to see safety hot spots and ongoing safety audits. Also important to let older people know outcomes of audits and provide assurances of ways to get help when feeling unsafe. Could older residents be issued with tag to hang in car or on gopher or around neck when out walking to call ranger for instance if feeling uncertain of a situation?</p> <p>4. Access and inclusion, good to see ongoing attention to this and awareness of need. I've noticed more seats in lovely places. Well done. Keep doing this. I'm sure it's appreciated. Include gopher, flat paths to all places where you can sit and info about nearest toilets in gazebo etc.</p>	<p>Not sure why so much of this is being left to 23/24. Seems like you need lead time from 21/22 to get PTA involved etc.? How can older residents be assured train is safe and buses are accessible? More group outings on public transport, opportunity to talk to transport officers, visit fun places in such groups instead of being taken on private buses, etc. So many people think the trains are not safe but statistically speaking one's chances of seeing or being involved in a drama are actually very low. So take people into the museum or art gallery on the train in groups or up to Midland to build individual confidence?</p>	<p>Good to see the City actively seeking new housing and associated support options, including homelessness of older people. Very difficult to map numbers staying with friends or family. Old people often need only a tiny space but getting their own space and privacy is so absolutely important. Please do as much as you can to ensure that all old people in our city feel safe and secure in their own space no matter how small (tiny houses sound great, see Bunbury). Access to dining facilities even if only one meal a day are also important. Social contact, one decent meal, see senior citizens dining room in Perth central. Why not in each town centre in COB for those who don't need meals on wheels. See the numbers who go to Bayswater Hotel for Seniors lunch @ \$22 but many of these people come in cars. So good to see that social contact and a decent feed of stuff you no longer cook (e.g. a full roast can be accessed here.</p>	<p>Good efforts outlined in this section. Good to see better provision of book delivery envisaged and hopefully promoted. Nice to see neighbourhood safety being promoted. Help street build their own group. Improves social contact and also gives sense someone is close you could telephone at night if feeling unsafe.</p>	<p>Not really sure what the age friendly ambassador thing is about. Hadn't heard of it before. How many older people know it exists and how it can be helpful to them? Are the ambassadors' representative of people (i.e. chosen by older people?) or are they just selected from the pool of busy do-gooders who still have their marbles intact?</p> <p>Very good to see more effort to be sure that older people who speak limited English will be on the horizon for someone who can care. I am aware of research that tells us how your 2nd and later languages fade much more quickly than your first in old age. And some couples speak only their primary language after both are retired. This is good and fine and important for a sense of identity and companionship but it also risks accelerating erosion of the later learned languages, including English, which can lead to greater isolation after one of the partners dies.</p>	<p>Seems pretty OK to me. Glad to see you're on to needs of aging employees from this FY. Why not keep it up in following years? So important to keep people employed who want to stay employed and also earning a bit. Can the City help older people develop small businesses or cooperatives as well. I heard of a couple of old guys recently who had a farm and an orchard, now live locally in a village, skills and tools to prune roses, go around offering and much appreciated for it. This should be celebrated. Lots of old guys can fix things and lots of older women like to knit beanies for homeless people etc. etc. Or perhaps get involved in tutoring school kids etc. I know there are organisations that also facilitate this. Does COB have them in their directories I wonder?</p>	<p>Glad to see you're keeping up hard copies. For the next few years there will be quite a few elderly people that don't manage electronic communication. Good to know digital mentors etc. but these are going to be needed more (why only this current FY?) and they also need to be able to visit people's homes and help where there are no grandchildren able to visit. A friend recently had to ask what the little things she found in her husband's drawer after he died were: thumb drives with info on them. Getting Private health rebates online is challenging. Not everyone who can still attempt electronic communication can easily get to a library though perhaps more should be encouraged to try. Main problem is the computer they know or are trying to cope with could be at home, unless they use a laptop or iPad, in which case they could bring that to the library I guess. No point in learning on a computer that's not yours unless you have no computer at all and have to use the library anyway. Phones are what young people use, but so difficult with poor eyesight and less flexible fingers.</p>	<p>Good to see efforts to get to CaLD people as per my comments earlier. I see my comments about Age friendly ambassadors etc. should probably have gone here. Definitely needs review, refocus and expand if a well-informed person has not ever heard of them! Who do they do their ambassadoring to? And how can you know if they are representative of anyone? Yes, it's difficult to keep people informed if they're very isolated. I haven't really noticed vision and hearing issues highlighted. So easily ignored or misunderstood. "I don't really read much these days" can of course mean I can't see any of the stuff that comes in. I have expensive glasses and a lot of material I see (mostly info on products and advertisements I admit so this is not the City's problem really) is unreadable even under a good light. Hearing is an issue as hearing aids are often uncomfortable, fiddly to put the batteries (COB could subsidise rechargeable ones for people who have lost dexterity). After everything has been quiet for a while, people find it tiring to put their aids in and hear everything going on. But unfortunately they don't realise it's also exhausting for other people to have to constantly raise their voices to minimise ridiculous answers that tell you the person didn't hear what you said or no answer at all. Very tiring and frustrating. Could COB support hearing clinics in each suburb and advertise them? It seems to be the market has been completely captured by corporations making money out of private as well as public provision of hearing devices. A taxi from Noranda to Bayswater is not cheap. With rechargeable and comfortable aids, you can leave them in all day instead of worrying about them going flat. I know because I have them and although my hearing loss is moderate at this stage, I am delighted I can hear better, especially music, birds and the wind.</p>	<p>I doubt you'd want any more feedback. I am a fast typist!! (Or word processor!!) It's good that you have got an action plan (they never become final do they, they are always 'draft'. I've never been able to understand why this is so!! But I do wonder sometimes how any of us are supposed to find out whether you actually did anything in the plan. I'd be curious to know what kind of auditing and accountability processes the City has. People spend ages planning all these things. Do they really actually do them and do they show the public what they achieved with regard to each goal, if on time, if fully or partly etc. I'm willing to bet they never publicise goals that were totally neglected in the FY concerned, or even those partially completed. That is understandable, but within the organisation, is there an accountability process when staff really do an audit and be honest about what they've actually achieved and what turned out to be unachievable for whatever reason?</p>	<p>The feedback under each Outcome area is noted. The City's draft Age Friendly Strategy 2021-2025 action plan will become final (stop being a draft) once Council adopt the final version. The responses made within this document will also be made public and will be accessible via the City's website. The actions listed in the draft Strategy action plan have timeframes aligned to them, to ensure accountability and so that appropriate resourcing and budget/grants are taken into consideration for the delivery of each action. The implementation of the listed actions are reported on annually to the community via the City's annual report and through a Council report that is presented each year, which then becomes a public record and can be accessed on the City's website. The City appreciates the time taken to provide feedback on each of the Outcome areas. Some comments made are also aligned to actions listed in the City's Access and Inclusion Plan 2020-2024 and Local Homelessness Strategy 2021-2025.</p>
---	-----	---	--	---	---	---	---	---	---	--	--

7	Yes	Would hope that the public toilets would be closely monitored perhaps by CCTV cameras outdoors and kept very clean regularly by CoB contractors. I would be concerned if homeless people started to use the premises to live and store their gear. Perhaps the Exaloo self-cleaning type of toilets would be a good choice?	Would like Transperth to provide more routes in the CoB area that is not at present covered adequately enough. More thoughts to providing frequent shuttle bus services in the CoB area to local shopping centres, train stations, libraries, community centres and recreation events and parks as well.	This area needs to be implemented as soon as possible for more Retirement Villages in the surrounding area of Noranda and Morley where people can downsize and "age in place"	Seems there is much needed additional openings for people to join the groups they would like to instead of long waiting lists and no hope of getting into a group activity like Line Dancing, Fit for Life groups for example that is very popular and no vacancies.	All good	No comment	The City of Bayswater Website is not User Friendly at all and needs a major work over. It is almost impossible to find things even for a computer literate person! Most things are hidden in odd places. There needs to be more ways these days for contactless efficiency than phoning up or attending the counter to order things, join things, pay for things, report things online using the CoB website. There needs to be more online forms for things such as for Membership renewal and payment for the Community Centres, request a bin repair or replacement, report in a form anything that needs fixing or attending to with using "Snap, Send & Solve" and this be embraced by CoB, as often using these external applications doesn't get looked at or attended to by the CoB.  Would love to see a new fresh Web page that makes it easy to find things instead of having to look down the bottom tool bar for areas that you really want to find quicker and easier. Oldies don't have any hope in using the website efficiently so please start work on this sooner rather than later. Thank you.	Always needed as more of it thanks.	Was a bit disappointed to see that most implementation is dated years away to come in.	Comments made under Outcome areas 1, 2 and 3 have actions aligned to them within the draft Age Friendly Strategy 2021-2025 action plan. The timeframe of these actions are in accordance with the City's resources, including human resources and this is why they span over a four year period. Comments made under Outcome area 4 relates to the capacity and resources available at the City's Community Centres. Some activities run at full capacity and some have waitlists. This is a common occurrence and practice across other seniors' community centres. The City continuously looks for new ways to expand opportunities for older adults to get involved in activities at its centres. The comments made under Outcome area 7 are noted and are aligned to the City's Access and Inclusion Plan 2020-2024 action, which states, "Review the City's website in line with W3C Web Accessibility Guidelines and make improvements". This action is planned to be progressed in 2022/23.
8	Yes	Please don't waste money on projects like the arty farty toilets at Cloughton Reserve which stink and are always full of mozzies. Spend the money on keeping regular toilet blocks insect free, clean and stocked with essentials.	How about a shuttle like the "Cats" in the Perth CBD so a person can get from their home to the railway station without having to use a taxi?	If information about aged care support services and housing options is currently being communicated, it doesn't reach me.	This ties in with Transportation and how to get to and from community centres and libraries. The Town of Bassendean Senior's and Disability Centre has dedicated buses to pick up and take people home. Does The City of Bayswater have something similar?	...and of course indigenous people have to get a special mention.	I know from experience that nobody really wants to employ elderly people. I think you are wasting your time on this one.	Good	Good	Transportation is key to most of the above. There's no point in holding things at community centres and libraries if people can't easily get there.	Comments made under Outcome area 1 are noted. Comments made under Outcome area 2 are out of scope for the City's draft Age Friendly Strategy 2021-2025 action plan, as this is the responsibility of the Public Transport Authority. Comments made under Outcome area 3 are specifically planned to be addressed throughout the lifespan of the four year strategy by improving the sharing of information to older residents. Comments made under Outcome area 4 are aligned to a planned action under Outcome area 2: "Review the City's existing Community Bus Hire Program and explore opportunities to maximise participations of older residents".
9	Yes	Good lighting is important for public toilets		Housing is such an important issue because without secure housing everything else e.g. health becomes so much harder to manage. Affordable housing particularly for older women is needed in City of Bayswater.	Social isolation is an issue that needs addressing.			Libraries are an excellent avenue to help older citizens with current technology.		Some great goals	Comments and positive feedback are noted by the City.



10	Yes	Liaise with existing clubs (e.g. lawn bowls) to optimise opportunities. - Maintain a complaint suggestion register at the City of Bayswater front desk. - Use CCTV to monitor hot spots / deter bad behaviour.	Consider a light bus service to service residential areas, perhaps in conjunction with Galleria shopping precinct.	This should be ongoing year or year. Provide support for aged to live in own home.	Also use existing clubs, e.g. lawn bowls clubs.	Promote respect for all by maintaining a tidy environment and being quick to clean up broken glass, tidy parks. Community involvement in 'clean up' days. Control safe vehicle speeds / behaviour.		Any written communication to be large print. Make this information easily accessed. Info Hub should have a telephone (manned) service.	No Answer	Provide opportunities for whole community, young and old to interact. Consider different activities - lawn bowls, pickle ball, cars, dance, mah-jong, concerts.	The City notes the comments under Outcome areas 2, 3 and 5 are out of scope for the City's Age Friendly Strategy 2021-2025 draft action plan. Under Outcome area 4 Housing, home support is the responsibility of the Australian Government through the My Age Care portal. The City notes the comments about partnership and activity opportunities and these will be addressed throughout the lifespan of the strategy by mapping out local contacts to better connect older residents to information and activities.
11	Yes	As a bike rider I would like to see a 'dog free' path through Riverside Gardens. Dog are well catered for, cyclists often at risk from dogs on the path.		Good to see some action on homelessness, especially for women.	More publicity for volunteering opportunities in our community needed.	Development of awareness of Aboriginal names and history in our areas (info plaques in significant places).	Digital mentors at Libraries is a great idea.	Bayswater Beat is excellent.	Some focus on mental health issues, e.g. depression.		Comments and positive feedback are noted by the City. The comment under Outcome area 1 is out of scope for the City's Age Friendly 2021-2025 draft action plan. Comments under Outcome area 5 is aligned to the City's Innovate Reconciliation Action Plan (RAP) 2021-2023. Comments regarding more publicity for volunteering in our community is addressed in City's Age Friendly 2021-2025 draft action plan action under outcome area 6 'Explore opportunities to partner and connect with Perth Metropolitan volunteer resource centres to link older adults with volunteering opportunities.'

**10.4.7 Community Grants Program Review 2021**

<b>Responsible Branch:</b>	Community Development
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Executive/ Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Community Grants Review 2021 [MYUC] [10.4.7.1 - 28 pages]
<b>Refer:</b>	Item 9.1.1: OCM 19.4.2017

**SUMMARY**

The City has recently completed a review of its Community Grants Program, as detailed in **Attachment 1**. The aim of this report is for Council to note the findings of the Program review, and endorse relevant actions.

**OFFICER'S RECOMMENDATION**

**That Council:**

1. Notes the information contained in **Attachment 1** to this report relating to the recent review of the City's Community Grants Program.
2. Endorses the following actions relating to the City's Community's Grants Program to be undertaken by 30 June 2022, as detailed in **Attachment 1**:
  - (a) Council to consider a budget allocation of \$10,000 for a centralised grants management register/system as part of the mid-year 2021/22 budget review, so that it could be operational by 1 July 2022.
  - (b) The City to further streamline the existing grant funding documentation with an aim to simplify grant application processes by 30 June 2022.
  - (c) Council to consider ceasing KidSport top-up funding as part of the draft 2022/23 budget process, given the Department of Local Government, Sport and Cultural Industries' increase in funding for this program.
  - (d) Council to consider additional funding of \$2,000 (to \$5,500) as part of the draft 2022/23 budget process, to expand the City's Neighbourhood Open Street Events for the provision of a \$100 food voucher per street event application, until funds are exhausted.
  - (e) The 'Major Town Centre Events' funding be rebranded and renamed as 'Town Centre Events' funding, so to be all encompassing of large and small scale events in the City's four town centres.
  - (f) The criteria for the Community Events Grant to exclude town centre event funding.
  - (g) The Community Grants Program to be reviewed every four years in alignment with the minor review of the Strategic Community Plan to ensure that the program remains responsive and appropriate to Council and community expectations.
  - (h) The 'Community Grants Program' be rebranded and renamed as 'Bayswater Grants Program', so to promote the program to be inclusive of all community members, including businesses, local clubs, groups, individuals and local schools.
  - (i) The City to create a single website page for the promotion of its Community Grants Program so that it is encompassing of all 10 funding streams and provide a summary of successful funding applicants on this webpage, to increase transparency in the community.

- (j) Council to consider an annual budget allocation for the promotion of its Community Grants Program, and consider a budget allocation of \$10,000 as part of the draft 2022/23 budget process.

## BACKGROUND

At its Ordinary Council Meeting held 19 May 2017, Council resolved as follows:

*“That Council:*

- 1. Endorses the development of an overarching community grants policy to centralise information and processes about how the City of Bayswater provides funding to the community.*
- 2. Supports the development of a new refocussed community grants program initially including three existing funding programs which are:*
  - (a) Donations - ongoing*
  - (b) Community Capital Requests*
  - (c) Events - twice a year*
- 3. Approves a three year trial of a new Better Bayswater Grant initiative, with funding provided twice annually and successful applications linked to the Strategic Community Plan.*
- 4. Considers annually, a three year trial to top up recently reduced KidSport payments to eligible City of Bayswater residents - estimated at \$50 per child to a maximum of \$20,000 pa, commencing 1 July 2018.*
- 5. Supports the development of new application forms and supporting documents which provide information on all three funding streams and the purpose of each, how to apply and timeframes for decisions.*
- 6. Supports the development of a decision making framework which aligns with Council's strategic community plan decision making criteria and program specific criteria to guide approval of community grants applications.*
- 7. Supports the inclusion of Community Grants information sessions within the regular City of Bayswater Community Training Program.*
- 8. Supports the development of an ongoing Community Grants Reference Group, made up of internal stakeholders to monitor the performance of the grant funding, review acquittal processes and recommend modifications to the next review.*
- 9. Supports the creation of a dedicated community grants page within the City's website to contain all relevant reference information and contacts regarding all funding streams.*
- 10. Supports a formal review of the community grants program after three years.*
- 11. Considers an allocation of \$20,000 in the 2018/19 operating budget for the Better Bayswater Grants initiative.”*

The re-branded Community Grants Program was launched in 2018.

The key objectives for the Community Grants Program are to:

- Identify and support worthy community initiatives;
- Improve funding governance;
- Refine systems and processes associated with funding and reduce red tape;
- Ensure value for money for services delivered; and
- Comply with best practice grant-making models.

City of Bayswater Funding Streams

Between 2018 and 2021, the City provided funding through 10 grant funding streams, namely:

1. Better Bayswater Grant;
2. Community Events Grant;
3. City of Bayswater KidSport Top-Up;
4. Neighbourhood Open Street Events;
5. Placemaking Seed Funding;
6. Heritage Grant;
7. Major Town Centre Event Funding;
8. Donations (Individual and Community);
9. Community Capital Requests; and
10. Waterwise Verge Program.

During this period the City distributed \$727,175 across the ten funding streams, which benefited more than 396 applicants.

The aim of this report is to provide Council with information on the recent Community Grants Program review conducted, in accordance with the Council resolution of 19 May 2017, which requires a formal review of the Community Grants Program be undertaken after three years of its inception.

In addition, at the Policy Review and Development Committee Meeting on 20 July 2021, the Committee recommended to Council (subject to a separate report) as follows:

*“That Council:*

1. *Notes the review currently being undertaken by Officers in relation to the Community Grants Policy;*
2. *Notes that the policy will be presented to the next Policy Review and Development Committee meeting with recommendation changes following completion of the review and*
3. *As part of the review, requests the City consider the following aspects:*
  - (a) Eligibility criteria; and*
  - (b) Community group grants.”*

**CONSULTATION**

The City undertook both internal and external consultation to inform the Community Grants Program Review from March until August 2021.

In June 2021 the City sent an online survey to all those who applied for Community Grants funding between 2018 and 2021. 190 local sporting and community groups, businesses and individuals were invited to take part in a survey to help determine how well the Community Grants Program has met its objectives. Applicants were asked how easy or difficult it was to apply for funding, and what would make it easier or better to apply.

The external consultation process explored the following questions with regards to the Community Grants Program:

- How easy or difficult is it to apply to the City for funding within its current model?

- What would make it easier or better to apply?
- What is the community's feedback on the current funding programs offered by the City?
- What do other local governments do?

A total of 27 community members provided valuable feedback to the City to help inform the Program review.

### **Benchmarking – Local Government Authorities (LGA) Desktop Review**

A desktop review of other local government authorities was conducted to identify opportunities for continuous improvement and innovation of the City's Community Grant Program.

The following local governments were reviewed:

- Shire of Mundaring;
- City of Wanneroo;
- City of Perth;
- City of Cockburn;
- City of Vincent;
- City of Swan; and
- City of Stirling.

The findings of the LGA desktop review are contained within **Attachment 1 - Appendix 2**.

### **Internal Stakeholder Consultation**

An internal Community Grants Reference Group was established to help inform the review of the City's Community Grants Program.

The group participated in four workshops to provide feedback on the Program and to identify opportunities for improvements.

The four workshops focussed on:

1. Overview of Community Grants Program;
2. Review of current situation;
3. Review of tools and resources; and
4. Future Recommendations.

In addition, an internal survey was conducted with key City staff, in particular those who oversee a funding stream across the City. The survey covered topics such as funding available, funding spent, application and acquittal processes, marketing and promotion. The survey also asked how well individual funding streams were meeting the objectives of the Community Grants Program project.

### **OFFICER'S COMMENTS**

At the Ordinary Council Meeting on 19 April 2017, Council resolved to implement a new Community Grants Program, with a commitment to conduct a formal review after three years. As it has been three years since the establishment of the City's Community Grants Program, a comprehensive review of the Program has recently been undertaken to determine how well the project objectives were met. The full version of the review findings are detailed in **Attachment 1**.

The review of the City's existing Community Grants Program indicated that current funding streams are mostly considered by stakeholders to be relevant and appropriate. However, it is considered that changes are required to be made to four of the funding streams to ensure the City is adaptable to change, decrease duplication in funding and further clarify the intent of each funding stream.

The four funding streams that require changes, as detailed in **Attachment 1**, section 3.3, are:

- **KidSport top-ups** – In January 2021, the Department of Local Government, Sport and Cultural Industries announced changes to KidSport which would mean that eligible applicants will be able to access two KidSport vouchers, taking the total financial assistance available from \$150 to \$300 per child. As a result, the KidSport top-up payment provided by the City of Bayswater is no longer required, and it is recommended that the City discontinue the KidSport top-up program from 1 July 2022.
- **Neighbourhood Open Street Events** - Neighbourhood Open Street Events are a gathering of neighbours for small scale events held on street verges and with less than 50 people in attendance. There is currently no financial contribution made to the community by the City, however the City provides support through public liability insurance, traffic control diagram provisions and signage.

The Neighbourhood Open Street Events funding was established in 2019 and since that time there has been very little uptake from the community, with only two requests made in two years. It is recommended that rather than cease the program in 2022/23, it is expanded to include the provision of a food voucher to applicants to assist with the costs of their street event.

- **Major Town Centre Events**- The Major Town Centre Event grant program currently only supports large scale events and activities attracting more than 2,000 people, within one of the four town centres, Morley, Bayswater, Noranda and Maylands. Twice per year the City invites expression of interest from interested parties seeking financial or in-kind support to provide major town centre events within the City. It is recommended that the Major Town Centre Events is rebranded and renamed to Town Centre Events to include smaller town centre event funding, so as to not duplicate efforts with the Community Events grant and make the intent of the grant clearer to the community. The intent of the grant would then be to fund large and small community events that activate the City's four town centres.
- **Community Events Grant** - The aim of the Community Events Grant is to increase the capacity of community groups, clubs or auspiced individual/groups to deliver an event based in the City of Bayswater which is of benefit to City residents, businesses; or both. This grant stream has funded several free community events around the City as well as small scale community events that aim to activate the City's town centres. The grants provided to activate small scale events in town centres can confuse community groups, as the city also has a funding stream that caters for town centre events, albeit large scale. It is therefore proposed that the Community Events Grant is for the funding of any events around the City of Bayswater, excluding the City's four town centres.

The review also identified the following areas for improvement:

- Increase marketing and promotion of the program;
- Further refine systems and processes associated with funding and reduce red tape;
- Simplify and standardise administration processes; and
- Increase the City's flexibility to respond to change.

Importantly, the Community Grants Program review, as detailed in **Attachment 1**, lists recommendations and accompanying actions for the City to implement by 30 June 2022. This is to ensure a rebranded and revised Program is launched from 1 July 2022.

In relation to the Community Grants Policy, as part of the internal review it has been identified that a review of the Community Grants Policy is required. This is scheduled to be completed by 31 December 2021, which will allow the policy to be considered by the Policy Review and Development Committee / Council as requested, noting the aspects that the Committee identified as needing revision.

## LEGISLATIVE COMPLIANCE

- City of Bayswater Community Grants Policy.

## RISK ASSESSMENT

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

Officer's Recommendation	That Council:
	<ol style="list-style-type: none"> <li>1. Notes the information contained in <u>Attachment 1</u> to this report relating to the recent review of the City's Community Grants Program.</li> <li>2. Endorses the following actions relating to the City's Community's Grants Program to be undertaken by 30 June 2022, as detailed in <u>Attachment 1</u>: <ol style="list-style-type: none"> <li>(a) Council to consider a budget allocation of \$10,000 for a centralised grants management register/system as part of the mid-year 2021/22 budget review, so that it could be operational by 1 July 2022.</li> <li>(b) The City to further streamline the existing grant funding documentation with an aim to simplify grant application processes by 30 June 2022.</li> <li>(c) Council to consider ceasing KidSport top-up funding as part of the draft 2022/23 budget process, given the Department of Local Government, Sport and Cultural Industries' increase in funding for this program.</li> <li>(d) Council to consider additional funding of \$2,000 (to \$5,500) as part of the draft 2022/23 budget process, to expand the City's Neighbourhood Open Street Events for the provision of a \$100 food voucher per street event application, until funds are exhausted.</li> <li>(e) The 'Major Town Centre Events' funding be rebranded and renamed as 'Town Centre Events' funding, so to be all encompassing of large and small scale events in the City's four town centres.</li> <li>(f) The criteria for the Community Events Grant to exclude town centre event funding.</li> <li>(g) The Community Grants Program to be reviewed every four years in alignment with the minor review of the Strategic Community Plan to ensure that the program remains responsive and appropriate to Council and community expectations.</li> <li>(h) The 'Community Grants Program' be rebranded and renamed as 'Bayswater Grants Program', so to promote the program to be inclusive of all community members, including businesses, local clubs, groups, individuals and local schools.</li> <li>(i) The City to create a single website page for the promotion of its Community Grants Program so that it is encompassing of all 10 funding streams and provide a summary of successful funding</li> </ol> </li> </ol>



	<p>applicants on this webpage, to increase transparency in the community.</p> <p>(j) Council to consider an annual budget allocation for the promotion of its Community Grants Program, and consider a budget allocation of \$10,000 as part of the draft 2022/23 budget process.</p>	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	It is considered that this option will bring significant improvements to the Community Grants Program, and is of overall low risk to the City. This option would enable the City to deliver a more effective and improved Community Grants Program that helps build community capacity, increases community connection and responds to community needs.	

Option 2	That Council:  1. Notes the information contained in <u>Attachment 1</u> to this report relating to the recent review of the City’s Community Grants Program.  2. Endorses the continuation of the current Community Grants Program with other modification(s)/ action(s) as determined by Council.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Dependent on the other modification(s)/action(s) determined by Council.
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	
Conclusion	The risks are dependent on the other modification(s)/action(s) determined by Council.	

Option 3	That Council:  1. Notes the information contained in <u>Attachment 1</u> to this report relating to the recent review of the City’s Community Grants Program  2. Discontinues the Community Grants Program.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
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	Moderate
Organisational Health and Safety	Low	Low
Conclusion	It is considered that this option carries various high risk areas. The Community Grants Program is valued by the community and provides great benefits to the City of Bayswater. Removal of the Community Grants Program would significantly reduce opportunities for the City to partner with the community to deliver aspects of the City's strategic vision through funding initiatives. Many of these initiatives provide great community benefits and address identified community needs.	

	therefore, removal of grant opportunities could potentially negatively affect the community.
--	--

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Community Grants Program

**Asset Category:** N/A

**Source of Funds:** Municipal

**LTFP Impacts:** Item not listed in the City's Long Term Financial Plan

**Notes:** The table below details the current annual budget allocation for the Community Grants Program in the 2021/22, and the proposed budget for a revised Community Grants Program commencing 1 July 2022.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$321,900 (current budget)  \$420,500 (proposed 2022/23 budget)	N/A	N/A	Nil	N/A	N/A	\$321,900 (current budget)

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021 – 2031, the following applies:

Theme: Community

Goal C2: Celebrate multiculturalism, arts and culture by supporting local events and initiatives

Goal C4: Empower the community by helping them develop social connections

Theme: Vibrancy

Goal V3: Activate the City's town and neighbourhood centres

## CONCLUSION

The purpose of the Community Grants Program review was to determine the extent to which the Community Grants Program project objectives were met; and to identify opportunities for continuous improvement into the future.

Overall, the review found that the Program has met the objectives established in 2018. The Program provided funding that met identified community needs aligned to the aspirations of the City's Strategic Community Plan 2017 – 2027, albeit some improvements to the program are required, as detailed in **Attachment 1** to be implemented by 30 June 2022. To that end, Option one is recommended.

# Community Grants Review



August 2021

## Contents

Executive Summary	3
1 Introduction	3
1.1 Vision	4
1.2 Objectives	4
1.3 Strategic Alignment	4
1.4 Context	4
2 Review	5
2.1. Project methodology	5
2.2. Engagement	5
2.3. Funding Policies and Practices	6
2.4. Financial Distribution	7
2.5. Benchmarking Against Other Local Governments	8
2.6. Assessment of Community Grants Program objectives	8
2.7. Assessment processes	9
2.8. Marketing and promotion	9
2.9. Website content	9
2.10. Centralised grants database	10
3 Recommendations and Actions	10
3.1 Improve Administration	10
3.2 Reduce Red Tape	10
3.3 Respond to Change	11
3.4 Marketing and promotion	12
4 Financial implications	14
5 Appendices	15
Appendix 1: City of Bayswater Funding Streams	
Appendix 2: Local Government Grants Review Desktop Summary	

## Executive Summary

In 2018, the City of Bayswater implemented the Community Grants Program ('the Program') with a range of funding opportunities and a commitment to conduct a formal review after three years.

The review of the Program, was undertaken from March until August 2021. Overall, the review found that the Program has met the objectives established in 2018, as it met identified community needs aligned to the aspirations of the City's Strategic Community Plan 2017 – 2027.

The 2021 review of the Community Grants Program has identified the following areas for improvement:

- Increase marketing and promotion of the Program.
- Further refine systems and processes associated with funding and reduce red tape.
- Simplify and standardise administration processes.
- Increase the City's flexibility to respond to change.

The review of the City's existing Community Grants Program indicated that current funding streams are mostly considered by stakeholders to be relevant and appropriate. However, it is considered that changes are required to be made to four of the funding streams to ensure the City is adaptable to change, decrease duplication in funding and further clarify the intent of each funding stream. The proposed changes relate to KidSport top-ups, Neighbourhood Open Street Events, Major Town Centre Events and Community Events Grant. Proposed changes are detailed in section 3.3 of this report.

The recommendations and actions made within this report will ensure that the City improves the Program's uptake, operations, administration and its marketing and promotion. The recommendations and actions made are suggested for implementation by 30 June 2022, with the aim of re-launching a revised Community Grants Program on 1 July 2022.

## 1 Introduction

Council's adopted Corporate Business Plan 2017-27 included an action to develop a Community Grants Program to commence in the 2017/18 financial year. In 2017, Council endorsed a recommendation to develop an overarching community grants policy to centralise information and processes about how the City of Bayswater provides funding to the community.

The re-branded Community Grants Program was launched in 2018, which also included a commitment to conduct a formal review of the Community Grants Program after three years.

Between 2018 and 2021, the City provided funding through 10 grant funding streams:

1. Better Bayswater Grant;
2. Community Events Grant;
3. City of Bayswater KidSport Top-Up;
4. Neighbourhood Open Street Events;
5. Placemaking Seed Funding;
6. Heritage Grant;
7. Major Town Centre Funding;
8. Donations (Individual and Community);

9. Community Capital Requests; and
10. Waterwise Verge Program.

Refer to **Appendix 1** for a detailed description of each funding stream listed above, as per their current status.

### 1.1 Vision

The Strategic Community Plan 2021-2031 provided a new vision for the City of Bayswater:

- *"An inclusive community building a sustainable and thriving City"*

### 1.2 Objectives

The purpose of this review is to determine the extent to which the Program project objectives established in 2018 were met, and to identify opportunities for continuous improvement into the future.

The key objectives for the Program, as set in 2018, are to:

1. Identify and support worthy community initiatives;
2. Improve funding governance;
3. Refine systems and processes associated with funding and reduce red tape;
4. Ensuring value for money for services delivered; and
5. Compliance with best practice grant-making models.

### 1.3 Strategic Alignment

The City of Bayswater adopted its key planning document, the Strategic Community Plan (SCP) 2021-2031 at the Ordinary Council Meeting of 25 May 2021.

In accordance with the City of Bayswater Strategic Community Plan 2021 – 2031, the Community Grants Program aligns to the following themes, goals and performance measure:

Theme: Community  
 Goal C2: Celebrate multiculturalism, arts and culture by supporting local events and initiatives  
 Goal C4: Empower the community by helping them develop social connections

Theme: Vibrancy  
 Goal V3: Activate the City's town and neighbourhood centres

Performance measure:

The provision of an annual grant program to support community groups to lead community events and initiatives

### 1.4 Context

Most local governments in Western Australia provide funding to support local clubs, organisations and individuals. The City of Bayswater is committed to developing an inclusive, vibrant and sustainable community. To achieve this, the City partners with local clubs, organisations and individuals to financially support the delivery of community-based initiatives, projects, programs and events through its Community Grants Program.

#### 1.4.1 City of Bayswater COVID-19 Recovery Plan

COVID-19 has had a significant impact on the community and local economy. During the pandemic, COVID-19 restrictions prevented organised sport training and competition, community events, workshops and interstate and overseas travel. As a result, the City saw a notable reduction in the number of applications received for a range of funding streams.

In 2020, the City of Bayswater developed a COVID-19 Community Recovery Plan. The objective of the plan was to 'Re-connect, support and engage the community through upskilling opportunities; the continued provision of programs and services; and funding opportunities'.

The Community Grants Program provides an opportunity to support the recovery of our community and local businesses through an array of initiatives.

#### **1.4.2 Western Australian Auditor General's Report – Grants Administration**

In January 2021, the Office of the Auditor General tabled a report in Parliament, making several recommendations to assist the public sector in improving its administration of grants programs. The recommendations came about following an audit of various entities, not including the City of Bayswater. The audits were guided by the following questions:

1. Do entities have suitable policies and procedures for managing grant expenditure?
2. Are applications assessed and approved in a transparent and equitable manner?
3. Are funded projects and activities appropriately monitored and acquitted to confirm that grant moneys were used in accordance with agreed terms for agreed purposes?
4. Has management assessed the effectiveness of the entity's grants programs?

The report found that *"The quality of grants administration in WA is variable and our audit found gaps in entities' policies and procedures, assessments of grant applications and monitoring of grants."*

This confirms that there are increasing expectations and requirements around the quality of grants administration by local government, including greater transparency and accountability. The City's review of its Community Grants Program has taken the Auditor General's Report into consideration.

## **2 Review**

### **2.1. Project methodology**

The City's Community Grants Program review commenced in March 2021. Key features of the review included:

- Establishment of an internal Community Grants Program Review reference group.
- Internal stakeholder survey to consider strengths and weaknesses of current funding strategies.
- External stakeholder survey to enable previous grant recipients to provide feedback on their experience.
- A desktop review of other Local Government funding programs to identify opportunities for innovation and continuous improvement.

### **2.2. Engagement**

The engagement process explored the following questions with regard to current funding processes and future opportunities:

#### **2.2.1 External**

- How easy or difficult is it to apply to the City for funding within the current model?
- What would make it easier to apply?
- What is the community's feedback on the current funding programs offered by the City?
- What do other local governments do?

#### **2.2.2 Internal**



- What is the internal satisfaction level with current funding strategies?
- How do we improve administration of City funding programs?
- How can the City reduce red tape on its Community Grants Program?
- How do we better align funding strategies with the outcomes of the Strategic Community Plan 2021 - 2031?

There were four Community Grant Program Review reference group workshops held throughout the course of the Program review, which focussed on:

1. Overview of Community Grants Program;
2. Review of current situation;
3. Review of tools and resources; and
4. Future recommendations.

### **2.3. Funding Policies and Practices**

While the City currently provides funding through 10 different funding streams, the Community Grants Program operates under an overarching Community Grants Policy and comprises of only four of the 10 funding streams being; Better Bayswater Grant, Community Capital Requests, Donations (Individual and Community). To that end, the City currently provides funding support to the community under a diverse range of policy frameworks and financial arrangements, except for the four funding streams that sit under the overarching Community Grants Policy.

## 2.4. Financial Distribution

From 2018 – 2021, the City distributed \$727,175 across nine of the 10 funding streams which benefited more than 396 applicants as tabled below:

	1 July 2018 – 30 June 2019		1 July 2019 - 30 June 2020		1 July 2020 - 30 June 2021		Number of Applications Received	Number of Application s approved
	Funds Available	Funds Spent	Funds Available	Funds Spent	Funds Available	Funds Spent		
Proposed Funding Stream								
Better Bayswater Grant	\$20,000	\$20,000	\$20,000	*\$1,685	\$20,000	\$16,383	18	12
Community Events Grant	N/A	N/A	\$50,000	*\$25,410	\$50,000	\$36,769	15	14
City of Bayswater Kidsport Top-up	\$3,000	\$3,304	\$3,000	\$2,960	\$3,000	\$3,463	184	184
Placemaking Seed Funding	\$10,000	\$10,000	\$15,000	\$12,000	\$30,000	\$30,000	47	31
Heritage Grant	\$20,000	\$2,090	\$20,000	\$12,000	\$20,000	\$17,441	11	7
Major Town Centre Funding	\$40,000	\$51,500	\$60,000	*\$42,000	***\$0	***\$0	7	7
Donations Individual and Community	\$30,000	\$28,207	\$30,000	*\$11,411	\$30,000	\$19,754	**No record of unsuccessful applications	81
Community Capital Requests	\$160,000	\$160,000	\$49,000	\$49,000	\$287,000	\$250,000	67	37
Waterwise Verge Program	N/A	N/A	N/A	N/A	\$5,000	\$2,304	27	23
TOTAL	\$283,00	\$275,101	\$247,000	\$75,960	\$445,000	\$376,114	**N/A	396

\* Funds spent impacted by the COVID-19 pandemic.

\*\* Until July 21 there was no record of unsuccessful applications, however this has now been rectified and these records are now being kept.

\*\*\* The Major Town Centre Grant was redirected into the Buy in Baysie Grant, as a result of the COVID-19 pandemic. The Buy in Baysie Grant will not be continuing.

Note: The Neighbourhood Open Street Events funding is not included above, as it is not currently set up to operate as a grant.

## 2.5. Benchmarking Against Other Local Governments

A key component of the City's Community Grants Program review included a desktop review of grants being delivered by several Local Government Authorities (LGAs). The City initially contacted neighbouring LGAs, including the City of Stirling, Town of Bassendean, City of Belmont, City of Swan, and City of Vincent. Limited responses were received, and the scope was broadened to include the following LGAs:

1. Shire of Mundaring
2. City of Wanneroo
3. City of Perth
4. City of Cockburn
5. City of Vincent
6. City of Swan
7. City of Stirling

City officers contacted relevant officers at each LGA via email and telephone over a four-week period in June and July 2021.

### 2.5.1 Desktop LGA Findings Summary

The funding streams offered by the City of Bayswater are considered to be consistent with the types of grants offered by LGA's (i.e. Event grants, Placemaking funding, Donations, Capital and Heritage grants). However, there is evidence of emerging grants in the areas of sustainability and economic development as well as gender equity grants such as the City of Vincent's Female Sports Participation Grant, which encourages clubs to establish programs or activities that promote and encourage the participation of females in sport.

In terms of human resources to administer LGA grants programs, there is a trend emerging to either employ a Grants/Funding Officer to administer the funding program and to maximise incoming revenue or have up to two officers managing grant administration. Within the City of Bayswater, there is no dedicated grants administration position. Instead, each funding stream has a branch assigned as the custodian of a particular funding stream and each branch is then responsible for overseeing and administering it.

The majority of the LGA's surveyed also utilise technology and specific software to manage the administration of their grants. An online grant management package provides a centralised system to collect data, and also provides a transparent and efficient service to deliver a grants program. The City of Bayswater does not currently have an online system to manage grants/ funding it provides to the community.

Refer to [Appendix 2](#) for a detailed summary of the Local Government Grants Desktop Review.

## 2.6. Assessment of Community Grants Program objectives

The key objectives for the Community Grants Program, as set in 2018 were to:

1. Identify and support worthy community initiatives
2. Improve funding governance
3. Refine systems and processes associated with funding and reduce red tape
4. Ensuring value for money for services delivered; and
5. Compliance with best practice grant-making models.

To determine the extent to which the Community Grants Program objectives were met, City staff responsible for specific funding streams were surveyed. Overall, respondents indicated that four out of five objectives were successfully being met in their funding stream, however, the feedback relating to Objective 3 included that the City could be further reducing red tape within its grants program by further simplifying application forms, funding agreements and criteria to be met.

### 2.6.1 Grants administration

Currently, each funding stream has a branch assigned, as the custodian of each funding stream. Each branch is then responsible for overseeing and administering the specific funding stream.

The table below details the branch and directorate currently responsible for each funding stream.

### 2.7. Assessment processes

The City currently has sound internal assessment processes to determine which applicants receives

Grant Funding Stream	Branch	Directorate
Better Bayswater Grant	Community Development	Community and Development
Community Events Grant	Community Development	Community and Development
City of Bayswater Kidsport Top-up	Community Development	Community and Development
Neighbourhood Open Street Events	Community Development	Community and Development
Placemaking Seed Funding	Development and Place	Community and Development
Heritage Grant	Development and Place	Community and Development
Major Town Centre Event Funding	Development and Place	Community and Development
Donations - Individual and Community	Corporate and Strategy	Corporate and Strategy
Community Capital Requests	Project Services	Works and Infrastructure
Waterwise Verge Program	Sustainability, Environment and Waste	Works and Infrastructure

funding from the Community Grants Program within delegated authority.

### 2.8. Marketing and promotion

There is no annual operational budget allocated for the overall marketing and promotion of the Community Grants Program. The promotion of community grants is currently undertaken by each branch that administers a funding stream. This has proven to be an inconsistent practice, as not all funding streams have an allocated marketing and promotional budget.

This is noted as an opportunity for improvement.

### 2.9. Website content

Each branch is responsible for updating information on the City's website relating to their funding stream. There are currently several locations on the City's website with information about grant funding opportunities, however there is a dedicated Community Grants program webpage that has been established which lists Better Bayswater, Community Events Grant, Donations, and Capital grants.

This is noted as an opportunity for improvement.

### 2.10. Centralised grants database

The City of Bayswater does not currently utilise a centralised database to coordinate grants or funding provided to the community. This results in a fragmented approach, with each branch being responsible for the management of grants in their area. It also results in deficiencies in the administration process.

This is noted as an area for improvement.

## 3 Recommendations and Actions

The review of the City's existing Community Grants Program indicated that current funding streams are mostly considered by stakeholders to be relevant and appropriate. However, it is considered that changes are required to be made to four of the funding streams to ensure the City is adaptable to change, decrease duplication in funding and further clarify the intent of each funding stream. The proposed changes relate to KidSport top-ups, Neighbourhood Open Street Events, Major Town Centre Events and Community Events Grant. Proposed changes are detailed in section 3.3 below.

It is considered that the following recommendations and actions will ensure that the City improves the Program's uptake, operations, administration and its marketing and promotion. The recommendations and actions listed below are suggested for implementation by 30 June 2022, with the aim of re-launching a revised Community Grants Program on 1 July 2022.

### 3.1 Improve Administration

#### 3.1.1 Community Grants Policy Review

Some of the City's funding streams have no adopted policy to guide and support the allocation of funds.

To ensure all of the City's funding streams are captured within an overarching policy, a review of the existing Community Grants Policy is required.

A revised overarching policy should also be easy for the community to access and interpret. To that end, it is also recommended that the Community Grants Program and its overarching policy be renamed to Bayswater Grants Program/Policy. A change of program name will better reflect that funding is available to individuals, clubs, community groups and also local businesses and schools.

The City is currently reviewing the Community Grants Program Policy, and the outcome of the review is scheduled to be presented to the City's Policy Review and Development Committee/ Council by 31 December 2021.

#### 3.1.2 Utilise technology for grant management

It is recommended that the City utilises the City's Enterprise Resource Planning (ERP) system to develop and implement a centralised grants management register/system. It is proposed that this register/system is operational by 1 July 2022.

The above will involve an initial cost of \$10,000, and the ongoing maintenance will be undertaken internally with existing resources.

The grants management system will ensure a centralised, efficient and accountable approach to grant funding. It would also ensure that grant information is accessible and processes for applicants are well organised and streamlined.

**Action to be taken:** For Council to consider a budget allocation of \$10,000 for a centralised grants management register/system as part of the mid-year 2021/22 budget review, so that it could be operational by 1 July 2022.

### 3.2 Reduce Red Tape

#### 3.2.1 Review and simplify all documents associated with the Community Grants Program

10

Reducing red tape, which in this context is defined as regulations and processes that seem unnecessary and delay results, was a frequently raised theme in feedback from both internal and external stakeholders. The Program's internal survey indicated that the objective which was not fully met was Objective 4 – 'Refine systems and processes associated with funding and reduce red tape'.

There were a number of practical suggestions made by internal and external stakeholders about how to improve grant documents and the application process. The most common recommendation was that grant funding documents should be simplified and use clear, easy to understand language.

### **3.2.2 Streamline processes and make the grant funding process more efficient**

Several opportunities were identified to streamline the application process and reduce administration time. Feedback from both internal and external stakeholders suggested that the amount of information and supporting documents required from the applicant should be proportional to the amount of funding applied for, and the type of project being funded. For example, LGAs (such as the City of Wanneroo) have removed a requirement for applicants to provide quotes for goods and services in grant applications for less than \$5,000.

**Action to be taken:** *That the City' further streamline the existing grant funding documentation with an aim to simplify grant application processes by 30 June 2022.*

## **3.3 Respond to Change**

### **3.3.1 Disband the City of Bayswater KidSport top-up funding**

KidSport is a State Government funding initiative that enables eligible Western Australian children aged 5 to 18 years to participate in community sport by offering them financial assistance towards club fees.

In January 2021, the Department of Local Government, Sport and Cultural Industries announced changes to KidSport which would mean that eligible applicants will be able to access two KidSport vouchers, taking the total financial assistance available from \$150 to \$300 per child. As a result, the KidSport top-up payment provided by the City of Bayswater is no longer required, and it is recommended that the City discontinue the KidSport top-up program from 1 July 2022.

**Action to be taken:** *For Council to consider ceasing KidSport top-up funding as part of the draft 2022/23 budget process, given the Department of Local Government, Sport and Cultural Industries' increase in funding for this program.*

### **3.3.2 Neighbourhood Open Street Events**

Neighbourhood Open Street Events are a gathering of neighbours for small scale events held on street verges and with less than 50 people in attendance. There is currently no financial contribution made to the community by the City, however the City provides support through public liability insurance, traffic control diagram provisions and signage. The aim of the Neighbourhood Open Street Events is to bring neighbours together and create a sense of community.

The Neighbourhood Open Street Events funding was established in 2019 and since that time there has been very little uptake from the community, with only two requests made in two years. It is recommended that rather than cease the program in 2022/23, it is expanded to include the provision of a food voucher to applicants to assist with the costs of their street event. Other LGAs operate similar programs in this way, such as City of Stirling and the City of Belmont.

**Action to be taken:** *For Council to consider additional funding of \$2,000 (to \$5,500) as part of the draft 2022/23 budget process, to expand the City's Neighbourhood Open Street Events for the provision of a \$100 food voucher per street event application, until funds are exhausted.*

### 3.3.3 Major Town Centre Events

The Major Town Centre Event grant program currently only supports large scale events and activities attracting more than 2,000 people, within one of the four town centres, Morley, Bayswater, Noranda and Maylands. Twice per year the City invites expression of interest from interested parties seeking financial or in-kind support to provide major town centre events within the City. It is recommended that the Major Town Centre Events is rebranded and renamed to Town Centre Events to include smaller town centre event funding, so as to not duplicate efforts with the Community Events grant and make the intent of the grant clearer to the community. The intent of the grant would then be to fund large and small community events that activate the City's four town centres.

**Action to be taken:** *For Council to endorse 'Major Town Centre Events' funding be rebranded and renamed as 'Town Centre Events' funding, so to be all encompassing of large and small scale events in the City's four town centres.*

### 3.3.4 Community Events Grant

The aim of the Community Events Grant is to increase the capacity of community groups, clubs or auspiced individual/groups to deliver an event based in the City of Bayswater which is of benefit to City residents, businesses; or both. This grant stream has funded several free community events around the City as well as small scale community events that aim to activate the City's town centres. The grants provided to activate small scale events in town centres can confuse community groups, as the city also has a funding stream that caters for town centre events, albeit large scale. It is therefore proposed that the Community Events Grant is for the funding of any events around the City of Bayswater, excluding the City's four town centres

**Action to be taken:** *For Council to consider the criteria for the Community Events Grant to exclude town centre event funding, should the Town Centre Event changes be endorsed by Council.*

### 3.3.5 Regularly review the Community Grants Program

The Community Grants Program should continue to have regular reviews to ensure best practice and continuous improvement.

**Action to be taken:** *For the Community Grants Program to be reviewed every four years in alignment with the minor review of the Strategic Community Plan to ensure that the program remains responsive and appropriate to Council and community expectations.*

## 3.4 Marketing and promotion

### 3.4.1 Re-name the 'Community Grants Program'

Feedback from a range of stakeholders suggests that the current structure of the Community Grants Program is confusing to community members. The Program consists of only four funding streams, which does not represent the full range of the existing 10 funding opportunities available from the City. Consequently, the complete range of funding grant programs offered by the City are not well known or understood by the community. In addition, some feedback was received about the existing program name, as there is a perception that local businesses and schools cannot apply for grants due to the emphasis on the word 'Community'. A change of program name may also make it easier for people searching on the website, who tend to search the words 'grants or Bayswater grants'.

Merging all 10 existing funding streams into a unified and re-named 'Bayswater Grants Program' will enable the City to showcase the funding that is available in a more concise way.



**Action to be taken:** *The City to rebrand its existing 'Community Grants Program' and rename it as 'Bayswater Grants Program', so to promote the program to be inclusive of all community members, including businesses, local clubs, groups, individuals and local schools.*

### **3.4.2 Create a Community Grants Program page within the City's website**

Currently, there are several locations on the City's website with information about grant funding opportunities. It is recommended that a single page be created for the Program. This will clearly outline a list of all available funding opportunities from the City, and ensure that the community can easily find information about the range of funding opportunities available.

**Action to be taken:** *The City to create a single website page for the promotion of its Community Grants Program so that it is encompassing of all 10 funding streams and provide a summary of successful funding applicants on this webpage, to increase transparency in the community.*

### **3.4.3 Allocate a budget for marketing the Community Grants Program**

In order to increase awareness of the City's Community Grants Program, it is recommended that the City considers allocating an annual budget specifically for the marketing and promotion of the Program.

Marketing and promotion funding would also assist with the re-branding of the Program, including artwork design and marketing collateral. It will also enable the City to create a formal promotional plan for the Community Grants program, and purchase new promotional materials for grant recipients to display at funded events and workshops.

**Action to be taken:** *For Council to consider an annual budget allocation for the promotion of its Community Grants Program, and consider a budget allocation of \$10,000 as part of the draft 2022/23 budget process.*

#### 4 Financial implications

The anticipated net financial impact of the recommendations from the Community Grants Program review is summarised in the table below, comparing it to the grant funds allocated in the current 2021/22 annual budget.

Grant	Available Funding	Proposed Funding
	1 July 2021 - 30 June 2022	1 July 2022 - 30 June 2023
Better Bayswater Grant	\$20,000	\$20,000
Community Events Grant	\$50,000	\$40,000
City of Bayswater Kidsport Top-up	\$3,000	\$0
Neighbourhood Open Street Events	\$3,500	\$5,500
Placemaking Seed Funding	\$30,000	\$30,000
Heritage Grant	\$20,000	\$20,000
Major Town Centre Event Funding	\$0	\$90,000
Donations (Individual and Community)	\$30,000	\$30,000
Community Capital Requests	\$160,000	\$160,000
Waterwise Verge Garden	\$5,000	\$5,000
Marketing and Promotion	\$0	\$10,000
Centralised Grants Management Register/System	\$0	\$10,000
Our Community	\$400	\$0
<b>TOTAL</b>	<b>\$321,900</b>	<b>\$420,500</b>

## 5 Appendices

### Appendix 1: City of Bayswater Funding Streams

#### 1. Better Bayswater Grant

The Better Bayswater Grant is for applicants who can deliver programs, projects and activities, which meet at least one of the following priority areas:

- Health and Wellbeing
- Community Connection
- Support for Vulnerable People
- Economic Security

A total funding pool of \$20,000 is available and applicants can apply for up to a maximum of \$5,000, subject to applicants matching a minimum of 50% of the project funds. The applicant's contribution can be cash, in-kind, or a combination of both. The grant is available in two funding rounds per year.

#### 2. Community Events Grant

The aim of the Community Events Grant is to increase the capacity of community groups, clubs or auspiced individual/groups to deliver an event based in the City of Bayswater which is of benefit to City residents, businesses; or both. The City encourages and supports Community Events Grant funding to actively encourage the provision of inclusive art and cultural activities. A total pool of \$50,000 is available. Funding requests over \$5,000 currently require Council approval.

#### 3. City of Bayswater KidSport Top-Up

KidSport is a State Government funding initiative that enables eligible Western Australian children aged 5 to 18 years to participate in community sport by offering them financial assistance towards club fees.

In January 2018, the Department of Local Government, Sport & Cultural Industries reduced KidSport funding from \$200 to \$150 per child, per calendar year. Shortly after, Council resolved that a 'top-up' payment would be made to eligible residents in the City of Bayswater, to assist with the shortfall. The 'top-up' payment would be up to a maximum value of \$50 (including GST) per calendar year, per child.

In January 2021, the State Government announced changes to KidSport. Eligible applicants are now able to access two KidSport vouchers per calendar year, taking the total financial assistance available from \$150 to \$300 per child.

#### 4. Neighbourhood Open Street Events

Neighbourhood Open Street Events are a gathering of neighbours for small scale events held on street verges and with less than 50 people in attendance. There is currently no financial contribution made to the community by the City, however the City provides support through public liability insurance, traffic control diagram provisions and signage. The aim of the Neighbourhood Open Street Events is to bring neighbours together and create a sense of community.

#### 5. Placemaking Seed Funding

Funding is available to eligible recipients to deliver community-led place activation initiatives that align with priorities within the relevant Place Activations Plans (Maylands, Bayswater, Morley and Noranda) and the City recognises as being of benefit to its community. A formal funding round opens once per

year for applications.

#### **6. Heritage Grant**

The Heritage Grant aims to assist with the maintenance, conservation and improvement of heritage buildings contained within the City's Heritage List. Applications can be submitted all year round.

The grants are available for residential or commercial properties that meet the following criteria:

- The subject building must be more than 50 years old and must be contained on the City's Heritage List of Heritage Places within the area of Town Planning Scheme No. 23 and/or 24
- The subject property has not received any funding from the City's Heritage fund in the previous five years
- The nature of the works complies with permitted works listed in the policy.

#### **7. Major Town Centre Event Funding**

The Major Town Centre Event grant program supports large scale events and activities attracting more than 2,000 people, within one of the four town centres, Morley, Bayswater, Noranda and Maylands. Twice per year the City invites expression of interest from interested parties seeking financial or in-kind support to provide major town centre events within the City.

#### **8. Donations (Individual and Community)**

The aim of Community and Individual donations is to encourage new services and resources, increase community participation or wellbeing and create a vibrant cultural and community life in the City of Bayswater.

Community Donations- Applicants can request up to a maximum of \$5,000. Sporting clubs or not-for-profit organisations can apply for events or sponsorship to a maximum value of \$200.

Individual Donations – Individual residents can apply for travel/accommodation costs as follows:

- Local: \$100
- National: \$200
- International: \$300

#### **9. Community Capital Requests**

Community Capital Requests grant funding supports established community not-for-profit organisations based and operating within the City, who are seeking a capital funding contribution in order to improve facilities and infrastructure. The grant is provided in one round per financial year. Priority is given to projects valued at between \$5,000 and \$20,000, exclusive of GST.

#### **10. Waterwise Verge Program**

The City of Bayswater Waterwise Verge Garden program helps residents create their own waterwise verge gardens. The program aims to transform verges from lawn to native waterwise verges in order to; reduce water consumption, create wildlife corridors, enhance local biodiversity and build resilience to climate change. All property owners are eligible if they have a verge containing grass and the verge area is over 20m<sup>2</sup>. If the verge area is shared (strata, battle-ax property etc) then support needs to come from strata management. As part of this program, property owners can apply for a rebate of up to \$250 to assist with the creation of a waterwise verge garden, or purchase 10 local native plants at a subsidised price through the Plants to Residents Program. The rebate is available once per year from May to September.

This initiative is co-funded by Water Corporation's 'Waterwise Greening Scheme' and forms part of the

ambition for the City to be a leading waterwise and climate change resilient community.

## Appendix 2: Local Government Grants Review Desktop Summary

The Local Government Grants Review Desktop Summary provides an overview of types of Grant types and funding allocation, Human resource administration and Grant management systems as tabled below:

### Grant types and funding allocation

	Grants	Details	Grant Amount
<b>City of Bayswater</b>	<i>Community Events Grant</i>	The aim of the Community Events Grant is to increase the capacity of community groups, clubs or auspiced individual/groups to deliver an event based in the City of Bayswater which is of benefit to City residents, businesses; or both. More recently, the grant has focused on community recovery and support of local businesses.	Pool of \$50,000. Maximum per application is \$5,000. Funding rounds twice per year.
	<i>Heritage Grant</i>	Heritage grants are available to assist with the maintenance, conservation and improvement of heritage buildings contained within the City's Heritage List. The grants are available for residential or commercial properties. Specific criteria must be met for this grant.	Applicants may apply for up to 50% of the project cost to a maximum of \$4,000. On average the City allocates \$20,000 to Heritage Grants each year.  Applications can be submitted all year round.
	<i>Placemaking Seed Funding</i>	Placemaking Seed Funding supports applicants to bring their own expertise and skills to the activation of town centres through a small initial funding allocation. Projects must be community-led initiatives that support the delivery of the relevant Place Activation Plan (Maylands, Bayswater, Morley and Noranda town centres). Applicants may be individuals, community groups or businesses, provided the project has broader community benefit.	A small pool of community-led place activation funding exists and the funding pots are advertised as \$1,000, \$2,000 or \$3,000. Historically each town centre has had approximately \$6,000 for these small seed funding opportunities.

	<i>Community Capital Requests</i>	The Community Capital Requests grant funding supports established community not-for-profit organisations based and operating within the City, who are seeking a capital funding contribution in order to improve facilities and infrastructure. The grant is provided in one round per financial year. The application process commences in November, with assessment taking place as part of the budget setting process for the following financial year.	Priority given to projects valued at between \$5,000 and \$20,000, exclusive of GST.
	<i>Kidsport Top-up</i>	A partnership with the State Government for KidSport funding for children aged 5 - 18 who live in the City of Bayswater. For children to enrol in local sport, the State Government will contribute \$150 and the City of Bayswater will contribute an extra \$50 to help with registration fees per year.  In 2021, all eligible children will be able to access two \$150 KidSport vouchers. The additional voucher will be accessible from 1 July 2021, enabling parents and guardians to support kids to access club sport and swimming lessons all year round.	\$50 per child, per calendar year
	<i>Donations - Community and Individual</i>	The aim of Community and Individual donations is to encourage new services and resources, increase community participation or wellbeing and create a vibrant cultural and community life in the City of Bayswater.	Up to \$5,000. Sporting clubs or not-for-profit organisations can apply for events or sponsorship to a maximum value of \$200. Individuals can apply for travel/accommodations costs as follows: Local: \$100 National: \$200 International: \$300
	<i>Better Bayswater Grant</i>	The grant focuses on; health and wellbeing, community connection, support for vulnerable people, and economic security.	Total annual budget of \$20,000. Up to \$5,000 grant allocations with applicants matching 50% of the funds. Available in funding rounds twice per year.
	<i>Major Town Centre Funding</i>	The Major Town Centre Event grant program supports community groups and independent operators to deliver large scale free events within the City's four major town centres: Morley, Bayswater, Noranda and Maylands. With a minimum attendance of 2,000, featured events	Available in funding rounds twice per year and on average applications request for funding amounts between \$10,000 and \$15,000. Although



		range from street festivals to music festivals, Christmas events and food-focused events. These larger events, which attract visitation both locally and from further afield and raise the profile of the town centres, are key features of the City's Destination Marketing Strategy.	funding has not been allocated since 2018/19 due to COVID-19 impacts, there is growing demand from community groups for this popular funding stream to re-open.
	<i>Waterwise Verge Program</i>	A rebate of up to \$250 is available to assist with the creation of a waterwise verge garden. Available once per year from May to September. All property owners are eligible if they have a verge containing grass and the verge area is over 20m <sup>2</sup> . The program aims to transform verges from lawn to native waterwise verges to; reduce water consumption, create wildlife corridors, enhance local biodiversity, build resilience to climate change.	Rebate of up to \$250 per household.
	<i>Neighbourhood Open Street Events</i>	A gathering of neighbours for small scale events held on a street verge and has less than 50 people in attendance. Support provided by the City includes public liability insurance, traffic management diagram provision and signage.	Total budget of 3,500
<b>Shire of Mundaring</b>	<i>General Purpose Quick Grant</i>	For small projects and includes equipment, promotional material, and training.	Up to \$500 of in-kind contribution. Available twice per year.
	<i>Matching Grant</i>	For projects including equipment, minor capital up-grades, promotional material, training.	Up to \$2,000 available. Under \$500 - in-kind \$501-\$2,000 matching dollar for dollar.
	<i>Community Event Grant</i>	For events such as fetes, festival, markets etc, training costs related to the event, event insurance. Available twice per year.	Up to \$5,000. Under \$500 - in-kind. \$501-\$2,000 matching dollar for dollar.
	<i>Milestone Event Grant</i>	One annual grant awarded to a group celebrating a significant milestone achievement.	\$2,500 of in-kind support. Available annually.
	<i>Volunteer Recognition Event Grant</i>	Celebration and recognition of volunteer contributions.	\$300 in-kind support. Open all year.
	<i>Youth Grant</i>	To assist young people aged between eight and 18 to represent their club or institution at events or activities in a range of fields.	State travel - \$100 Interstate travel - \$200 Overseas travel - \$300 Open all year.

	<i>Youth Engagement Partnership Fund</i>	Up to \$10,000 for community groups delivering initiatives aligned to Youth Services Model.	Funding pool up to \$35,000.
<b>City of Wanneroo</b>	<i>Community Grants</i>	Range of initiatives that promote positive connections through physical, mental and social wellbeing activities or improve the community.	Up to \$5,000 One off support
	<i>Kickstarter Fund</i>	Includes opportunities for community members to learn something new, make small transformations to public spaces, invite people to experience transformed areas or activities that attract people and inspire them to come out and be in public spaces creative/placemaking projects.	Up to \$500.
	<i>Flagship</i>	For large initiatives that all of the community benefit from (not place-making).	Up to \$30,000 delivered over three years.
	<i>Service Provision</i>	Essential services to vulnerable community members who have been impacted by an emergency (in line with Emergency Recovery Plan)	Up to \$5,000. All year.
	<i>Connecting Communities</i>	Eligible community groups and not-for-profit organisations to delivery one-off community-led projects and activities.	Up to \$5,000.
	<i>COVID-19 Recovery</i>	To support innovative, community-led local activities, projects and events which specifically aim to connect and re-connect people within our community as COVID-19 social restrictions are eased	No other information provided
	<i>Sustainable Community Groups and Clubs</i>	To develop and implement strategies that assist community groups and clubs to recover from the COVID-19 pandemic and build resilience for the future.	Up to five hours' or consultancy advice. Available all year between September and June
	<i>Placemaking</i>	Short-term, low-risk, low-cost projects led by community members to transform local environments into vibrant, safe, accessible spaces.	\$500-\$1,000
<b>City of Perth</b>	<i>Major Events and Festivals Sponsorship</i>	Apply any time via an expression of interest. Community group or event organiser.	Open all year.
	<i>Events and Activation Quick Response Grants</i>	To support small scale events and activations in the City. Community group or event organiser.	\$ 5,000 Apply anytime until budget is exhausted.

	<i>Event Sponsorship</i>	Two Rounds Per Year: To encourage a vibrant and diverse annual calendar of events in Perth.	No other information provided
	<i>Arts &amp; Culture Quick Response Grants</i>	To support grassroots arts and cultural activity. Small to medium arts organisation or individual arts practitioner.	Up to \$5,000 Apply anytime until budget is exhausted.
	<i>Arts Grants</i>	(No explanation received)	Annual Funding Round.
	<i>Arts Sponsorship</i>	(No explanation received)	No other information provided
	<i>Neighbourhood Grants</i>	(No explanation received)	No other information provided
	<i>Sustainable Community Grants</i>	(No explanation received)	No other information provided
	<i>Small Business Grants</i>	Small businesses in the City of Perth with fewer than 20 employees.	Up to \$10 million Opens 13 July 2021. Apply anytime until budget is
	<i>Business Improvement Grants</i>	Grants to businesses to support capital works, improvements or enhancements that would benefit the broader Perth community. Property owner or business operator in the City of Perth local government area.	Up to \$10,000 for non-matched funding) Up to \$20,000 for matched funding One annual funding round.
	<i>Economic Development Sponsorship</i>	Funding to support projects which drive growth in a key economic sector through investment attraction, international business development, sector collaboration or capacity building. Proposing a project or initiative which would promote the economic development of a key sector in the City of Perth.	Upwards of \$4,000. One round per year. Apply anytime until budget is exhausted.
	<i>Heritage Grants</i>	(No explanation received)	No other information provided
	<i>Venue Support Grants</i>	(No explanation received)	No other information provided
<b>City of Cockburn</b>	<i>Small Event Sponsorship</i>	Encourages small-scale neighbourhood events across Cockburn. These can be run by local, not-for-profit incorporated community groups and organisations, to provide activities that benefit residents of Cockburn.	Up to \$3,000 all year round.
	<i>Community Grants</i>	Helps community organisations deliver projects or activities that benefit Cockburn residents.	Up to \$15,000. Funding rounds available in March and September.

	<i>Cultural Grants</i>	Support local arts and cultural projects, and those that promote Cockburn's cultural diversity. These can include multicultural festivals, heritage and photographic projects, youth performances, creative workshops and exhibitions.	Up to \$5,000. Funding rounds available in March and September.
	<i>Donations</i>	Donations are available to provide financial assistance towards day-to-day running costs for not-for-profit groups, not for a specific project or activity.	Up to \$20,000. Funding rounds available in March and September.
	<i>Sponsorships</i>	Mutually beneficial partnerships with individuals and groups where the City of Cockburn contributes financially to a project and, in return, the City receives public recognition for its contribution.	Community group or sporting club - up to \$20,000. Individual - up to \$1,000  Funding rounds available March and September.
	<i>Sustainability Grants</i>	Encourages projects designed to safeguard the environment, build strong communities and create 'A Better Tomorrow'. Sustainability Grants are available to schools, community groups, households and small businesses that demonstrate an 'eco' ethos.	Up to \$4,000, available annually, February - March.
	<i>Youth Recognition and Reward Program</i>	Enables young people to participate in art and cultural activities of significance, and undertake further study to extend their creative expertise. Many recipients of a Youth Art Scholarship have travelled internationally to attend specialist schools, tertiary institutions or master classes.  Youth Academic Assistance - recognises and assists younger individuals with a financial contribution towards specific academic activities.	Youth Arts Scholarships - up to \$500. Funding rounds in March and September.  Up to \$350. Open all year.
	<i>Junior Sports Travel Assistance Program</i>	Applicant must be selected by the State or National Sporting body to represent Western Australia or Australia.	Up to \$400. Available March, June, September, and December.
	<i>Youth Fund</i>	Grant for young people in the City of Cockburn who would like to organise a project or event, held in Cockburn that will benefit other young people in the community.	Up to \$100 to \$400. All year round.
	<i>Environmental Education for Schools Grants</i>	Supports schools to engage environmental and sustainability educators to deliver programs either as incursions or excursions.	No other information provided

	<i>Landowner Biodiversity Conservations Grant</i>	Provides financial support to Cockburn residents living in the rural, rural living and resource zones who wish to conserve and enhance the natural bushland and wetland areas on their property.	Up to \$3,000 per property. Open September each year.
	<i>Waterwise Verge Rebate</i>	It is a rebate to create a native plants waterwise verge to reduce water needs in the garden.	\$250 to \$500 (dependent on size of verge frontage). Available June to September.
<b>City of Vincent</b>	<i>Seeding Grants</i>	Cultural Kickstart Grants - are available for new projects related to cultural development, artistic development, community art projects or events. Community Innovation Grants - are available for new projects related to community development, education or recreation.	Up to \$5,000. Four funding rounds throughout the year.
	<i>Community Support Grant</i>	Aimed at programs and services that will build a strong and resilient community. Community Support Grants also support initiatives that ensure the ongoing financial sustainability of the community organisation.	Up to \$10,000. 4 funding rounds throughout the year.
	<i>Youth Development Grants</i>	Aims to support young people within the City of Vincent who are dedicated to addressing key social, economic and environmental issues within our local community.	Up to \$1,000. 3 funding rounds throughout the year.
	<i>Female Sports Participation Grants</i>	Aims to assist clubs to establish activities, programs or projects that promote and encourage equal participation of women and girls in sports.	Up to \$2,000. Open all year.
	<i>Collaborative Grants</i>	Aims to establish partnerships between the City of Vincent and service delivery agencies that reside and/or operate within our local community.	A pool of funding of up to \$85,000 may be available each year.
	<i>Festival and Event Sponsorship</i>	Aims to support groups and organisations to deliver festivals, events and other similar activities which contribute to community vibrancy. Sponsorship will be provided through direct funding and/or in-kind services with the level of support determined by the value to the Vincent community in terms of economic, cultural and social outcomes.	No other information provided

	<i>Town Team Grants</i>	Aims to support the five recognised Town Teams within the City of Vincent (Beaufort Street Network, Leederville Connect, Mount Hawthorn Hub, North Perth Local and On William) to deliver initiatives that improve the performance of Town Centres and/or assistance with their ongoing governance and sustainability. Town Centre Initiative Grant - Initiatives that help improve the performance of the town centres. Sustainable Town Team Grant - Initiatives that help the town teams become better organisations	Up to \$10,000. Funding rounds.
	<i>Environmental Grants</i>	Environmental Grants – Schools Assist in developing and implementing projects or initiatives that raise awareness of environmental issues.  Environmental Grants - Community Groups Assist in developing and implementing projects or initiatives that involve the local community, to raise awareness of environmental matters.	Up to \$2,000  Up to \$2,000
	<i>Heritage Grants &amp; Incentives</i>	Eligible projects are entitled to up to 50% of the total cost of works, subject to assessment and budget availability. Provides financial assistance to owners and leaseholders who wish to undertake conservation projects on their properties listed on the City of Vincent Municipal Heritage Inventory, included in a Heritage Area, or on the State Register of Heritage Places. These properties have cultural heritage significance recorded in the City's Place Record Form.	Up to a maximum of \$5,000
	<i>Heritage Plaques Program</i>	provides financial assistance to persons who wish to install a plaque or alternative form of interpretation to recognise and celebrate places of heritage interest in the City of Vincent that are either in situ or have been demolished.	Up to \$1,000.
	<i>Active Transport Grants</i>	Financial assistance to schools, community groups and not-for-profit organisations within the City of Vincent to help fund programs that promote or assist the community to engage in active transport.	Up to \$1,000 for schools, and up to \$2,500 for community groups.
	<i>Transport Assistance</i>	Provided to eligible residents living in the City of Vincent to get to their medical appointment and back home with a prepaid taxi voucher.	Up to \$100 for individuals and \$150 for couples.

	<i>Special Assistance Welfare</i>	Provided by the City of Vincent to undertake repairs on a property and/or remove items to prevent the serving of a notice under Section 135 of the <i>Health Act 1911</i> "Unfit for Human Habitation" or Schedule 3.1 of the <i>Local Government Act 1995</i> .	No other information provided
	<i>Donations</i>	Not-for-profit organisations and charities that are located within the City of Vincent or service the local community can apply to receive a general donation from the City.	Up to \$500.
	Waiving of Fees (and in-kind donations)	The waiving or reduction of fees for community groups, organisations and individuals will be considered where such assistance supports the delivery of projects, programs, services or fundraising initiatives.	Up to \$2,000.
<b>City of Swan</b>	<i>Small Grants</i>	To assist with the delivery of small grants.	Up to \$1,000 per project
	<i>Community Grants</i>	To support initiatives with community development objectives.	Up to \$15,000 per project
	<i>Event Sponsorship</i>	To support various events.	Up to \$15,000 - In-kind or cash sponsorship.
	<i>Proactive Community Grants</i>	To support initiatives that address strategic focus areas identified by the City. The only fund to offer capital items including equipment.	Up to \$25,000 per project
	<i>Non-Cash Donations</i>	To contribute to the viability of community projects and events.	Up to \$1,000 of in-kind support
	<i>Swan Cash Donations</i>	Supports individual endeavours in competitive activities including sport, academia, culture and the arts.	International - up to \$400 National - up to \$200 State - up to \$100 Per financial year.
	<i>Access All Areas</i>	Provides vouchers for subsidised access to life skills, recreation and cultural activities.	
<b>City of Stirling</b>	<i>Capital Works Funding</i>	<p><i>Small grants</i> - will be allocated to projects involving a basic level of planning.</p> <p><i>Annual grants</i> - will be allocated to projects with a planning and construction process that will be complete within 12 months.</p> <p><i>Forward planning grants</i> - will be allocated to large scale projects where the total project cost exceeds \$500,000 and may require an implementation period of between one and three years.</p>	<p>\$2,500 - \$50,000</p> <p>\$50,000 - \$166,666</p> <p>\$166,667 up to \$4,000,000</p>



	<i>Sport and Recreation Club Assistance Fund</i>	Developed as part of the City of Stirling Economic Stimulus and Community Recovery package in response to the COVID-19 pandemic. This fund has been created to support sport and recreation clubs who have and will continue to be negatively impacted. This funding assistance will be allocated to clubs to support clubs immediate and ongoing financial viability to ensure community sport continues to thrive throughout Stirling.	No other information provided
	<i>Youth participation grants and junior sport equipment grants</i>	These grants aim to encourage young people to participate in physical activity at clubs and groups located within the City of Stirling. They include structured and non-structured sports and recreational pursuits that promote ongoing involvement in physical activity.	No other information provided
	<i>Junior sports travel assistance</i>	Residents under 18 years of age who have been selected to represent their chosen sport at state or national level at an interstate or overseas location.	\$100
	<i>Community Arts and Events Fund</i>	<p>Flagship - Large scale festivals, events, or series or significant arts and cultural events and projects.</p> <p>For local events and arts projects that have strong community support, broad community appeal and a diverse target audience</p> <p>Available for smaller arts and events projects such as one-off celebrations, special anniversaries, murals, workshops, small scale exhibitions.</p>	<p>Up to \$50,000</p> <p>Up to \$20,000</p> <p>Up to \$5,000</p> <p>Funding rounds. Five rounds per year</p>
	<i>Heritage Restoration Grants</i>	Eligible projects must be completed within 12 months of the grant being allocated.	50% of the total costs of the works, with a cap of \$5,000 per

### Human Resource Administration

Each LGA were asked if they had a dedicated officer for grants, and the full time equivalent (FTE) hours for the role. The table below explains the administration role and the hours dedicated to administering the grants program.

LGA	Staffing	Staffing level
City of Bayswater	No specific grants officer role. Administration is dispersed across three Directorates and five branches.	
Shire of Mundaring	Community Capacity Building Officer - managing community grants.	1.0 FTE
City of Wanneroo	Community Grants Officer to coordinate funding agreements, receive acquittals. Grants are managed by the relevant departments and assessment panels.	0.8 FTE
City of Perth	<u>Sponsorship Team:</u> Coordinator Sponsorship Officers - Community Development Officers assist with grants	1 FTE 3.2 FTE
City of Cockburn	Grants and Research Department administer the Cockburn Community Fund (grants, donations, and sponsorships). Also seek grants, liaising internally and externally, write and submit external grants, awards and recognitions.	1.2 FTE
City of Stirling	No specific role	
City of Vincent	Information not made available	
City of Swan	Community Capacity Building Officer/Kidsport Officer. Community Arts and Activation Officer	1FTE 1 FTE

### Grant Management Systems

LGA's were requested to provide information on how applications and acquittals are managed, eg. Email, hard copy, online software package. Information was also received on how grant details are managed.

	Online Grant Software
City of Bayswater	No centralised database
Shire of Mundaring	SmartyGrants
City of Wanneroo	Tactiv
City of Perth	SmartyGrants
City of Cockburn	SmartyGrants
City of Stirling	SmartyGrants
City of Vincent	Applications submitted online
City of Swan	SmartyGrants

**10.5 Major Projects Directorate Reports****10.5.1 Department of Local Government Sport and Cultural Industries Grant Applications**

<b>Applicant/Proponent:</b>	Morley Bulldogs Junior Football Club Maylands Tennis Club
<b>Responsible Branch:</b>	Project Services
<b>Responsible Directorate:</b>	Major Projects and Commercial Activities
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Morley Sporting Club Correspondence [10.5.1.1 - 2 pages]

**SUMMARY**

For Council to consider two project applications to the Department of Local Government, Sport and Cultural Industries, Community Sport and Recreation Facility Fund (CSRFF) being the Club Night Lights Program for Morley Bulldogs Junior Football Club and court upgrades at Maylands Tennis Club.

**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. Approves the Club Night Lights Program Grant application to be submitted to the Department of Local Government, Sport and Cultural Industries from Morley Bulldogs Junior Football Club for the 2022-23 funding round closing 30 September 2021.**
- 2. Considers an allocation of \$116,666 in the 2022-23 budget as a contribution towards the application from Morley Bulldogs.**
- 3. Does not support the 2022-23 Community Sport and Recreation Facility Fund application from Maylands Tennis Club.**

**BACKGROUND**

The purpose of the Community Sporting and Recreation Facilities Fund (CSRFF) is to provide financial assistance to community groups and local governments to develop sport and recreation infrastructure. The program aims to maintain or increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

Through CSRFF, the Western Australian Government will invest \$12.5 million in the 2022–2023 financial year towards the development of quality physical environments in which people can enjoy sport and recreation.

The CSRFF annual grants program targets projects involving new or upgraded facilities which will maintain or increase physical activity or result in a more rational use of facilities. The total proposed project cost must not exceed \$500,000. Grants given in this category must be claimed in the financial year following the date of approval. The application is to be lodged in September 2021 for funding in the 2022-23 financial year.

As part of the Grants application process all documentation must be lodged to the local government and requires Council endorsement before being submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) office by the closing date set by the department.

Priority will be given to projects that lead to facility sharing and rationalisation. The program is not designed to provide facilities to meet a club's ambitions to compete in a higher grade.

Examples of projects to be considered include:

- New playing surfaces e.g. ovals, courts, synthetic surfaces etc.
- Floodlighting
- Change rooms and ablutions
- Sports storage
- Clubrooms including social space, kitchen, administration areas and viewing areas.

A new funding scheme - 'Club Night Lights Program' has been introduced by the Department of Local Government Sport and Cultural Industries. The fund provides an additional \$2.5million per year over a four year period towards the development of sustainable floodlighting infrastructure across the State. A key area of the program is to provide compliant lighting to community training and local match play standard, and to replace ageing metal-halide lighting with energy efficient Light Emitting Diode (LED) lighting.

The standard grant offered through both funding streams is one third of the total estimated project cost (excluding GST) with the remaining funds being typically provided by the applicant and the relevant local government.

## EXTERNAL CONSULTATION

No consultation has occurred with the community or users of neighbouring reserves. Both projects have been discussed with the Department of Local Government Sport and Cultural Industries.

### Morley Bulldogs Junior Football Club

Morley Bulldogs Junior Football Club is seeking a financial contribution from Council to assist with the upgrade of sports lighting at RA Cook Reserve, Morley from 50 Lux training to 100 Lux LED local match play. The project will involve the removal of the existing metal-halide lamp infrastructure and replacing with additional LED's to achieve the required 100 Lux illumination to meet Australian Standards. The project will also replace the existing softball diamond lighting from metal-halide to LED.

The facility currently provides 50 Lux metal-halide sports training lighting and offers no opportunity to host Australian Rules Football night matches.

Morley Bulldogs Junior Football Club is experiencing significant membership growth particularly from female participants and culturally diverse youths. The match lighting is required to host night games at their home ground of RA Cook Reserve as part of the Friday Night Female League and to spread match play fixture requirements across more days, other than weekends due to increased teams and weekend fixture demands.

Some club matches are having to be played at alternative venues such as Lighting Park, Noranda.

The upgrade from 50 Lux to 100 Lux and the conversion from metal-halide to LED is costed at \$350,000.

The upgrade of the sports lighting at RA Cook Reserve, Morley is proposed as per the following funding option:

Funding Source	Funding Amount	Timeframe	Status
----------------	----------------	-----------	--------

<b>Morley Sporting Club</b>	\$116,668 (1/3)	2022-23 FYR	Club reserves available
<b>City of Bayswater</b>	\$116,666 (1/3)	2022-23 FYR	Subject to approval
<b>DLGSCI Club Night Lights Grant</b>	\$116,666 (1/3)	2022-23 FYR	Subject to approval
<b>TOTAL</b>	<b>\$350,000 (exc.GST)</b>		

Morley Sporting Club the parent sports association at RA Cook Reserve, of which Morley Bulldogs is a part has confirmed contributory funding of \$120,000 towards the project. **Attachment 1.**

The above option provides compliant LED match lighting to the whole reserve which comprises two Australian Rules Football Fields and provides training lighting to the softball diamond. The preference of the club on site is to provide match lighting to both Australian Rules Football Fields. The project complements a range of sports delivered by multiple clubs on RA Cook Reserve to include Australian Rules Football, Softball and Gaelic Football / Hurling.

There is a potential option to provide LED match lighting to one Australian Rules Football Field only, being the Gummery Street end of the reserve to service both Football and Softball and to provide 50 Lux LED training lighting to the Barker Street EB Browne Pavilion. This option presents a marginal financial saving to the project but offers limited match play programming advantage into the future. This option offers a project saving of \$25,000 however there is likely to be more operational benefit in having both Football Fields illuminated to 100 Lux LED. Softball and Gaelic Football would also benefit from this increase in illumination.

\$50,000 is approved in the current 2021/22 budget to replace the existing metal-halide globes at RA Cook Reserve. This work would maintain the current 50 Lux community sports training lighting for the life of the globes (approximately five years). Should Council support the club request to progress a funding application to the Club Night Lights Program the globe replacement will be deferred pending the outcome of the grant application and Council consideration toward any additional funding required to upgrade the lightning to 100 Lux LED.

Any lighting upgrades would be subject to statutory approvals and the surrounding community being informed prior to work commencing.

### **Maylands Tennis Club**

Maylands Tennis Club has been part of the Maylands community for over 80 years. The club has thirteen (13) non floodlit grass courts and three (3) floodlit hard courts on Clarkson Reserve. Over the last few years the club has become more diverse in terms of membership and community footprint and welcomed members from a diverse range of ethnic backgrounds. The club caters for all ages and has grown from a base of 95 members in 2018/19 to 417 members in June 2021.

One of the major factors contributing to club growth has been the resurfacing of the three (3) hard courts in 2017 and the introduction of an online court booking system in partnership with TennisWest.

The club wish to convert three (3) of the adjoining six (6) turf courts into floodlit hard courts in order to increase club and community all year accessibility and increase both coaching and match play capacity within the club. The project will double the amount of floodlit hard courts available to use 16 hours per day, seven days per week.



The project is costed at \$450,000 with an additional \$50,000 (estimate) required to upgrade the Western Power electrical supply to the site in order to provide additional sports lighting.

The provision of three additional floodlit hard courts at Maylands Tennis Club is proposed as per the following funding option:

Funding Source	Funding Amount	Timeframe	Status
Maylands Tennis Club	\$55,000	2022-23 FYR	Club reserves available
Donated Funding to Maylands Tennis Club	\$55,000	2022-23 FYR	Subject to approval
City of Bayswater	\$166,666 (1/3)	2022-23 FYR	Subject to approval
DLGSCI Club Night Lights Grant	\$166,666 (1/3)	2022-23 FYR	Subject to approval
Funding Shortfall	\$56,668	2022-23 FYR	Unfunded
<b>TOTAL</b>	<b>\$500,000 (exc.GST)</b>		

It should be noted that Maylands Tennis Club has available funding reserves of \$55,000 to contribute towards the project. There may be an opportunity to secure either a \$55,000 donation from an existing member or loan toward the project to provide a total club contribution of \$110,000. Assuming a one third grant is approved and the City contributes one third toward the project there is still a funding shortfall of \$56,668.

Although the project has merit there are a number of unknowns associated with the proposal such as site drainage, likely Department of Biodiversity, Conservation and Attractions approvals and electrical supply upgrades that has the potential to increase project costs.

Given the uncertainty around the funding and approval process it is recommended not to approve the Community Sport and Recreation Facility Fund application from Maylands Tennis Club to the Department of Local Government Sport and Cultural Industries. Officers will continue to work with the club to investigate options for future funding opportunities, in line with recommendations from the Community Recreation Plan (currently in development).

## LEGISLATIVE COMPLIANCE

Nil.

## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Approves the Club Night Lights Program Grant application to be submitted to the Department of Local Government, Sport and Cultural Industries from Morley Bulldogs Junior Football Club for the 2022-23 funding round closing 30 September 2021.</li> <li>Considers an allocation of \$116,666 in the 2022-23 budget as a contribution towards the application from Morley Bulldogs.</li> <li>Does not support the 2022-23 Community Sport and Recreation Facility Fund application from Maylands Tennis Club.</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>	The above option is aligned to the risk matrix and provides an opportunity to secure partner funding.	

<b>Option 2</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Approves a modified application to the Club Night Lights Program Grant application to be submitted to the Department of Local Government, Sport and Cultural Industries from Morley Bulldogs Junior Football Club for the 2022-23 funding round closing 30 September 2021 to provide 100 Lux LED illumination to one Australian Rules Field at the Gummery Street end and retain existing training (50 lux) lighting to the remainder of the reserve.</li> <li>Considers an allocation of \$90,000 in the 2022-23 budget as a contribution towards the application from Morley Bulldogs.</li> </ol>	
-----------------	---	--



<b>3. Does not support the 2022-23 Community Sport and Recreation Facility Fund application from Maylands Tennis Club.</b>		
<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	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	The above option provides increased risk around community and stakeholder expectation and service delivery and limits the potential future usage of RA Cook Reserve.	

<b>Option 3</b>	<b>That Council approves a grant application to progress to the Department of Local Government Sport and Cultural Industries for both Morley Bulldogs Junior Football Club and Maylands Tennis Club and considers a two thirds contribution toward each application in the 2022-23 budget.</b>	
<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	Low
Financial Management	Low	Moderate
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	The above option exceeds the accepted risk for financial management as the items are not listed in the current long term financial plan.	

<b>Option 4</b>	<b>That Council does not support a funding application from Morley Bulldogs and Maylands Tennis Club to the Department of Local Government Sport and Cultural Industries.</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	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	The above option provides increased risk around community and stakeholder expectation and service delivery and limits the potential future usage of RA Cook Reserve.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Morley Bulldogs Club Night Lights application

**Asset Category:** Upgrade

**Source of Funds:** Municipal

**LTFP Impacts:** This is not listed in the LTFP

**Notes:** \$50,000 is listed in the 2021/22 budget for globe replacement at RA Cook Reserve. An additional amount of \$66,666 would be required for consideration in the 2022/23 to renew the sports lighting at RA Cook Reserve.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$) ANNUAL		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$116,666	0	0	0	20 years	\$100,000	\$50,000

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Community
- Goal C1: Create safe and inviting places for people to come together.
- Goal C3: Maximise the use of the City's facilities and parks by all sections of the community.

## CONCLUSION

The Department of Local Government Sport and Cultural Industries offer grant aid toward community sporting infrastructure through the Community Sport and Recreation Facility Fund and the Club Night Lights Program. Both funding streams offer one third contributory funding toward projects with the remaining funds coming from a mix of the clubs and or local government. In some exceptional circumstances there is an opportunity to receive up to 50% grant contribution.

Morley Bulldogs Junior Football Club is seeking a 1/3 funding contribution from Council to provide LED complaint sports match lighting to two (2) Australian Rules Football Fields and LED training lighting to one (1) softball diamond at RA Cook Reserve. The club is proposing a 1/3 contribution toward the project. It is recommended that Council supports the application and considers contributory funding in the 2022-23 budget.

Maylands Tennis Club is seeking 1/3 or more contribution from Council in order to cover a funding shortfall to convert three existing turf tennis courts to floodlit hard courts. There are some funding, costing and approval uncertainties relating to the project with the club only having \$55,000 cash reserve to offer toward a project estimate of around \$500,000. Given a number of uncertainties relating to the project it is not recommended to approve this application.

**MSC**

MORLEY SPORTING CLUB (INC)  
ABN 916 546 196 56  
19 Hakea Court Morley WA 6062

29 July 2021

Mr J Vines  
Manager Project Services  
C/- City of Bayswater  
28 Eighth Avenue  
MAYLANDS WA 6051

By email : [jon.vines@bayswater.wa.gov.au](mailto:jon.vines@bayswater.wa.gov.au)

Dear Jon

**RE: MORLEY SPORTING CLUB AND CLUB NIGHT LIGHTS FUNDING**

We refer to your various meetings with the President of the Morley Bulldogs Junior Football Club (MBJFC), namely Mr Todd Zani, and his efforts to obtain Community Sporting and Recreation Facilities Fund (CSRFF) funding and funding from the City of Bayswater to assist our community sporting club to fund a much needed upgrade to our existing infrastructure from 50 lux to 100 lux lighting.

The Morley Sporting Club is the parent sports association that operates out of RA Cook Reserve of which MBJFC is one of the members. The grounds are currently being used by our member and associated clubs for Australian Rules Football, Softball, Cricket, Bridge and Gaelic Football/Hurling.

As you are aware, we are in the enviable position that all of the members of the Morley Sporting Club have had significant increases in participation levels over the last five years and the facility upgrade will enable all of the members of our Club to further increase the participation levels of its members by enabling the scheduling of fixtures to occur at night which at present requires all of the Clubs to in fact play home games at away venues in other municipalities and not at RA Cook Reserve.

The MBJFC, in particular has experienced double digit and triple digit growth, in its female football program, a program which is arguably the best female football program in Western Australia. Further, the level of indigenous participation at the Club is in fact over 50% and the Club has forged a strong reputation within the indigenous Community and will be formally launching its Indigenous mentoring program in the 2022 – 2023 year.

We understand that the upgrade from 50 Lux to 100 Lux and the conversion from metal-halide to LED is likely to cost approximately \$350,000 and that the funding for this program is proposed to be funding on a one third basis through the DLGSCI Night Lights Grant, the City of Bayswater and from the Morley Sporting Club and its members.

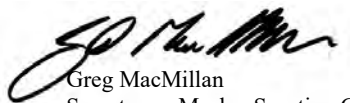
To that end, the Morley Sporting Club, the parent sports association at RA Cook Reserve, of which MBJFC is a part of has confirmed contributory funding of \$120,000 towards the project. The funding is being finalised from sponsorship and state / federal government sources.

The upgraded lighting will provide compliant LED match lighting to the whole reserve and improved training lighting to the softball diamond and the members of the Morley Sporting Club are committed to this Project and Funding.

We are proud of our excellent long-term relationship with the City of Baywater and we look forward to working with and delivering this much needed project to the greater community.

If you have any queries in relation to the above do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg MacMillan', is positioned above the printed name and title.

Greg MacMillan  
Secretary – Morley Sporting Club

**10.5.2 Wotton Reserve Skate and BMX Facilities Detailed Concept Design Outcomes**

<b>Responsible Branch:</b>	Project Services
<b>Responsible Directorate:</b>	Major Projects and Commercial Activities
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required <b><i>ABSOLUTE MAJORITY REQUIRED</i></b> - Point 3
<b>Attachments:</b>	1. Wotton Reserve- Draft Concept Plan [ <b>10.5.2.1</b> - 2 pages]
<b>Refer:</b>	Item 10.5.3 OCM 22.09.20 Item 10.6.2 OCM 27.10.20 Item 10.6.1 OCM 24.11.20 Item 10.3.3 OCM 23.02.21 Item 10.3.2 OCM 27.04.21 Item 10.6.3.1 OCM 24.08.21

**SUMMARY**

For Council to consider the concept design(s) developed in relation to the Wotton Reserve Skate and BMX Facility.

**OFFICER'S RECOMMENDATION**

That Council:

1. Endorses Concept 2, as detailed in this report, as the final design to be developed to replace the skate and BMX facilities within Wotton Reserve.
2. Requests the Chief Executive Officer to invite tender submissions from suitably qualified and experienced suppliers for the final design and construction of the relocated skate and BMX facility within Wotton Reserve.
3. Delegates authority to the Chief Executive Officer in accordance with S5.42 of the *Local Government Act 1995* to appoint a contractor following the required tender process, subject to the tender not exceeding the available budget.

**BACKGROUND**

The following table summarises Council's previous resolutions in relation to the relocation of Wotton Skate Park:

DATE	MEETING	RESOLUTION / ACTION
22 September 2020	Ordinary Council	<i>"That Council:</i> 2. <i>Authorises the Chief Executive Officer in conjunction with METRONET to undertake consultation with key stakeholders to investigate the relocation of the current skatepark facilities provided at Wotton Reserve, Embleton to either Broun Park, or Joan Rycroft Reserve, or another potential location in the Central Ward."</i>
27 October 2020	Ordinary Council	<i>"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:</i> 1. <i>Broun Park, Embleton.</i> 2. <i>Elstead Reserve, Morley."</i>

DATE	MEETING	RESOLUTION / ACTION
24 November 2020	Ordinary Council	<p><i>"That Council:</i></p> <ol style="list-style-type: none"> <li><i>1. Notes the community engagement conducted in order to inform a preferred site to relocate the Wotton Skate Park and BMX dirt jumps.</i></li> <li><i>2. Request that a report including the recommendations from the Skate and Bike Development Advisory Committee meeting held on 23 November 2020 be provided to the Ordinary Council Meeting in February 2021 on the preferred location."</i></li> </ol>
23 February 2021	Ordinary Council	<p><i>That Council:</i></p> <ol style="list-style-type: none"> <li><i>1. Notes all the feedback and petitions received during the community consultation process.</i></li> <li><i>2. Based on the feedback received, requests further investigation be undertaken on the feasibility of the development of a new skate and BMX facility at Wotton Reserve for a report to be provided to Council no later than the April 2021 Ordinary Council Meeting.</i></li> </ol>
27 April 2021	Ordinary Council	<p><i>That Council:</i></p> <ol style="list-style-type: none"> <li><i>1. Notes the outcome of the community engagement conducted in relation to the relocation of the Wotton Reserve Skate Park facility.</i></li> <li><i>2. Endorses Wotton Reserve as the final location for the relocation of the current Wotton Reserve Skate and BMX facilities.</i></li> <li><i>3. Requests that the Chief Executive Officer progresses development of a detailed concept plan taking into consideration all of the outcomes identified in Option Three as presented in the Officers Report.</i></li> </ol>

The City has engaged Emerge Associates to develop a detailed concept plan for the skate and BMX facility and surrounds including community infrastructure and car parking within Wotton Reserve. The concept plan will provide further detail to the spatial layout previously approved by Council at the Ordinary Meeting held 27 April 2021, and will inform the design and construct phase of the redevelopment.

The SABDAC considered the matter at its meeting of 2 August 2021 and a separate report (Item 10.6.3.1) is listed in this Agenda for Council's consideration.

## EXTERNAL CONSULTATION

The engagement period ran from Monday 12 July through to Sunday 1 August 2021. Draft concepts were developed based on preliminary discussions with key stakeholders.

The following key stakeholders were targeted during the engagement period via direct correspondence and signage placed at Wotton Reserve:

- Skate and Bike Development Advisory Committee;
- Facility User Reference Group;
- Sporting and community clubs based within Wotton Reserve (All associated Windmills Clubs and Bayswater Petanque Club);
- Residents and business within 200m of Wotton Reserve;
- Users of Wotton Reserve (including skate park);
- Individuals who have previously provided input to the project; and

- Articles promoting the engagement opportunity also appeared in The Perth Voice and Eastern Reporter newspapers.

Following the appointment of Emerge Associates, invitations were sent to Morley Windmills and Bayswater Petanque Club to meet and discuss the draft concept plan.

An initial meeting was held with Morley Windmills providing the following feedback:

- Retain and maximise the amount of available parking within close proximity to their clubroom;
- Ensure there is sufficient parking for soccer teams and reserve users;
- Consider older users and club staff accessing club facilities;
- Ensure appropriate buffers and run off areas are retained to all compliant soccer pitches;
- Develop connecting pathways around the site; and
- Not develop parking in the area of the current play area due to existing underground services (septic tanks) and future aspiration to develop changing / grandstand facilities within the area to support soccer.

Bayswater Petanque Club were keen to explore an option to provide some dedicated parking for members and visitors attending functions etc. and increase the number of accessible ACROD bays closer to their clubroom.

Broader community engagement involving neighbouring residents and site users opened on Friday 23 July 2021 and closed on Sunday 1 August 2021.

The engagement provided an opportunity to:

- View and discuss the draft concept plans online;
- Complete an online survey; or
- Complete a hard copy survey available from the Civic Centre or a City of Bayswater Library.

Additionally, a pop up session and skate event was held for three hours at the Bayswater Skate Park, Wotton Reserve on Saturday 31 July 2021 between 1.00 - 4.00pm. The event provided an additional opportunity for anyone interested to pop in and have a chat with staff and representatives from Emerge Associates, view the preliminary concept plans and provide comment as required.

## OFFICER'S COMMENTS

Emerge Associates are specialist consultants in Urban Environment Landscape Design and have engaged Skate Sculpture and Common Ground as sub-consultants to provide design input on the skate and BMX elements. Recent projects worked on include:

- McCallum Park Activity Hub – Town of Victoria Park;
- Midvale Youth Space - City of Swan; and
- Avon Park - Shire of York.



Following preliminary discussions and site investigations a preliminary draft concept plan was developed for discussion during the engagement period. The following details are noted in the preliminary draft concept plan **(Attachment 1)**:

#### Parking

Parking forms a key aspect of the design and more specifically a need to provide appropriate parking in and around both the skatepark site and the Morley Windmills and Bayswater Petanque Clubrooms.

The indicative spatial layout developed by Urbis to inform the feasibility of developing a skatepark within Wotton Reserve and considered by Council at the Ordinary meeting in April 2021 showed a potential for 79 parking bays in and around the location of the Wotton North skatepark location and Morley Windmills Clubroom.

The draft preliminary concept developed by Emerge provides 61 parking bays within this location. The 61 bays include an increase of ACROD accessible and seniors parking bays adjacent to the clubrooms and a provision for family / parents parking close to the skatepark. A dedicated provision of ACROD, seniors and family parking bays take up more space and provides less bays than if regular parking bays are to be provided.

There is provision for up to 120 parking bays to the South of the reserve along Wotton Street, which is an increase from 100 bays identified in the original spatial layout. 26 bays are to be provided along the new access road to be constructed to the Morley train station car park which will also provide an additional 300+ parking bays.

In summary the initial spatial layout developed by Urbis in April 2021 provided 205 parking bays and the preliminary draft concept developed by Emerge provides potential for 207 parking bays.

#### Skate / BMX Facility

The skate / BMX facility mirrors the existing facility located at Wotton Reserve and provides some additional and reworked skate / BMX elements. The site caters for beginners all the way through to higher level competition.

There is a strong desire to maintain the ability to have a series of Skate / Scooter and BMX jumps throughout the skatepark area which leads into an additional series of BMX jumps for bikes only. There may also be an ability for the BMX jumps to form a returnable circuit back to the starting point to facilitate continuous laps. The surface of the BMX jumps is to be determined with mixed requests and preferences for either clay, crushed limestone, concrete or bitumen. Early feedback indicates a preference toward retaining a concrete take off ramp with bikes landing on a traditional clay / dirt surface.

#### Additional Supporting Community Facilities

The design provides for lighting, shade structures, grass bank elevated viewing area, BBQ, drinks fountain and bins. Space has been allowed to provide for an element of cultural / community art as appropriate. The plan advocates the retention and possible upgrade of the current public toilets provided within Wotton Reserve.

Compliant buffer zones are provided as a separation between the skate, parking and active soccer areas with sufficient fencing and screens to retain soccer balls within their playing areas.

Connecting and accessible pathways are provided throughout the site to link multiple entrances with skate, parking, soccer, club, community facilities and the soon to be constructed Morley train station.

Engagement Outcomes

The City received 577 visits to the Engage Bayswater project page, resulting in 173 concept document downloads. 70 formal feedback responses were received as well additional social media comments over varying shared sites and platforms. Approximately 50+ people attended the drop in session held at the skatepark on 31 July.

General engagement outcomes include:

- Broad acceptance toward the preliminary draft concept plan developed;
- Some concerns expressed around the skate and BMX facilities being located within the current Wotton North car park site;
- General acceptance of the skate and BMX park layout (with minor changes suggested); and
- Preference toward retaining concrete take off plinths and retaining dirt landings for the BMX jumps.

More specific input and detail includes:

- Retention of the skatepark half pipe;
- Potential to increase some skate/BMX jump heights (including the half pipe);
- Increase the depth of the skate bowl / and add an additional bowl;
- Requirement to cater for mixed abilities to include junior development through to higher level competition;
- Provision of supporting infrastructure including seating, lighting, shade and water; and
- Appropriate accessible public toilet provision.

Concern has been expressed around the provision of appropriate parking to cater for both skatepark / sporting users and visitors attending social functions within the clubrooms on site. As such Morley Windmills Inc. has considered and now provided written support toward the soccer club vacating an area of the reserve currently used for junior training to enable the potential for the skate / BMX facility to be relocated within this area.

*Wotton Reserve Junior Training Area:*

This option, proposed to the City by the Chairman of the SABDAC who is also a Committee member at Morley Windmills, had not previously been considered as past feedback from Morley Windmills indicated a strong preference to retain all sporting areas within the reserve as is for soccer activities.

The junior training area was also identified by Tonkin Gap Alliance / Metronet as a potential construction laydown area during the Morley train station and associated car park construction period anticipated to be delivered from 2022 onwards. Preliminary discussion included an in principal agreement for contractors to reinstate the soccer grounds following the completion of all construction and modify the playing field levels so that the junior pitches would be raised to the same level as the adjacent senior main pitch at no cost to the City. This provides an enhanced continuous run of usable playing field space all on the same level which is considered beneficial to club training.

The construction agency working on behalf of Metronet has indicated that should the current junior training area be required to accommodate the relocated skate and BMX facilities alternative laydown areas can be considered within the site.

Should Council wish to consider the junior training field area as a skate / BMX location within Wotton Reserve all current car parking areas can remain as current negating the need to construct or significantly modify on-site parking provision. This location presents a significant cost saving to the City in not having to demolish and reconstruct car parking areas.

## Key Redevelopment Considerations

### *Funding Agreement:*

The City has received funding from the State Government to relocate the skate and BMX facilities at Wotton Reserve. The funding (\$2,500,000) specifically relates to:

- Location selection;
- Facility design;
- Site preparation; and
- Construction of facilities and associated landscaping.

Early negotiation with the State Government project partners in mid-2020 considered the following critical cost estimates in developing a within reason (like for like) skate and BMX facility:

KEY ELEMENTS	COST ESTIMATES
Skate	\$1,400,0010
BMX Jumps	\$150,000
Design and Management	\$315,000
<b>TOTAL</b>	<b>\$1,865,000</b>

In addition there is also an acceptance of a requirement of funding for site preparations, supporting community infrastructure and landscaping around the relocated facility. As such the final grant funding received by the City is \$2.5M.

Based on the above cost estimates the additional \$635,000 is considered to be available to provide the additional supporting community infrastructure and landscaping.

It should be noted that significant cost escalation in excess of 25% is being experienced across a number of industries, including landscape and construction which may place unexpected financial pressure on final project delivery.

### *Future Skate and BMX Facility*

A preliminary briefing was delivered to Council in August 2020 to consider the potential relocation of skate and BMX facilities provided within Wotton Reserve. The briefing indicated an intention to relocate the skate and BMX facilities to a similar (like for like) standard.

There is some uncertainty over what 'like-for-like' actually means. Like-for-like could be interpreted as:

1. An exact replica of the existing facility;
2. A skate and BMX facility taking up the same spatial footprint but providing a different mix of elements and skate / ride-able surfaces;
3. A similar skate and BMX facility layout and spatial footprint providing an opportunity to modify and improve certain elements based on experiences over time and community input; and
4. Like for like in terms of \$ value. This is challenging to determine given the facility was constructed 20 years ago with differing factors influencing construction standards and techniques, labour rates and material supply.

The assumption applied to this project to date is point 3 above, being a similar skate and BMX facility layout and spatial footprint providing an opportunity for modest improvement / modification based on experience and feedback.

#### *Parking Requirements*

The provision of appropriate parking in and around Wotton Reserve continues to be a focus for this project. All key stakeholders being, Windmills Club Inc.; Bayswater Petanque Club and skate park users have identified a requirement for sufficient onsite parking. As previously discussed Wotton Reserve in its current format, including the skate park provides 184 parking bays. The preliminary draft concept plan provides 207 parking bays in and around Wotton Reserve (excluding the new car park to be constructed to support the Morley train station).

Other comparable sport and social facilities provide the following parking bays on site:

- Ashfield Reserve, Bassendean 165 bays
- Bluesteel Oval, Bassendean 80 Bays
- East Perth Royals, Leederville 150 Bays
- Dianella Public Open Space 220 Bays
- Lightning Park, Noranda 226 Bays

It has been noted in a previous report (Item 10.3.2 Ordinary Council Meeting of 27 April 2021) that if new buildings were to be developed at Wotton Reserve, the parking requirement based on the current buildings footprints would be 110 parking bays. This is based on the Town Planning Scheme 24 requirement of one (1) parking bay per 10m<sup>2</sup> of building floor area.

With the existing provision of the current 184 bays within Wotton Reserve, parking congestion and parking overflow have not been reported as an ongoing issue to Rangers and Security in the last two years. In view of the above, it is considered that the proposed parking provisions will be sufficient for the site.

#### *Redevelopment Budget*

The funding received from the State Government to replace the skate and BMX facility is \$2.5M with the skate and BMX components provisionally estimated at \$1.55M.

A potential financial risk was identified at the Councillor briefing delivered in August 2020 that should the City commit to designing and delivering the skate and BMX facilities the funds allocated by the State Government may fall short of the actual project cost.

An indicative first cut high level cost estimate to provide everything identified in the preliminary draft concept plan is listed as \$3,891,000.

The high level cost estimate is based on the following:

KEY ELEMENTS	COST ESTIMATES
Site works including North Car Park	\$361,000
Community Infrastructure	\$300,000
Skate Park	\$1,300,000
BMX Jumps / Track	\$375,000
Connecting Pathways	\$100,000
Landscape and Retic	\$130,000

Southern Car Park (Wotton St)	\$1,000,000
Design and Contingency	\$325,000
<b>TOTAL</b>	<b>\$3,891,000</b>

This is the first time a qualified cost estimated associated with the project has been developed and it is subject to review and amendment depending on the level of facility provision Council determines as appropriate. It should be noted that elements of the estimate, such as the Southern Car Park, appear to be highly conservative and as such actual delivery costs should be lower. The City estimates the cost of providing a 120 bay car park to be around \$430,000.

The funding provided in the 2021-22 budget for the relocation of Wotton Skatepark is \$2,500,000.

#### Final Concept Options Developed

It should be noted that only one draft concept plan showing a like for like skate and BMX facility located in the current northern car park at Wotton Reserve was developed for community comment. Based on key feedback provided during the engagement being:

- Broad acceptance toward the draft concept plan developed;
- Potential to increase the number and size of some jumps and elements within the skatepark; and
- Some concern expressed around the skate and BMX facilities being located within the current Wotton North Car Park.

Four differing concepts with accompanying cost estimates have been developed for consideration based on facility size and content, available budget and potential location within Wotton Reserve.

#### **Concept 1: Enhanced design - incorporating community feedback**

This option provides significantly enhanced skatepark and supporting infrastructure based on a strong desire expressed during the engagement to provide higher skate jumps and additional elements suitable for hosting high level competition. This option provides an increased facility footprint, extensive connecting pathways and an increase in parking from 184 to 203 bays.

The cost estimate for this option is provided at \$3.7million and exceeds the available budget. The indicative cost breakdown is shown as:

KEY ELEMENTS	COST ESTIMATES
Skate and BMX	\$1,554,000
Community Infrastructure (inc skate carpark)	\$880,000
Demolition and Site Works	\$410,000
Southern Car Park	\$430,000
Design and Management	\$380,000
Contingency	\$50,000
<b>TOTAL</b>	<b>\$3,704,000</b>

This option meets community expectation expressed during the recent engagement providing comment on the draft concept plan. The concept developed exceeds a like for like replacement and cannot be delivered within the available budget.

**Concept 2: *Like for Like Replacement - assuming a similar skate and BMX facility layout and spatial footprint providing an opportunity for modest improvement / modification based on experience and community feedback during the recent engagement.***

The cost estimate for this option is provided at \$2.9million and exceeds the available budget. The indicative cost breakdown is shown as:

KEY ELEMENTS	COST ESTIMATES
Skate and BMX	\$1,056,000
Community Infrastructure (inc skate carpark)	\$683,000
Demolition and Site Works	\$410,000
Southern Car Park	\$430,000
Design and Management	\$300,000
Contingency	\$50,000
<b>TOTAL</b>	<b>\$2,930,000</b>

This option meets community expectation expressed during the recent engagement providing comment on the draft concept plan. The concept developed constitutes a like for like replacement but cannot be delivered within the available budget. A range of elements relating to the skate area, level of supporting community infrastructure and Southern car park may be revised during final design to enable a suitable facility to be delivered within the project budget.

**Concept 3: *Total Project Delivery Within \$2.5M Funding Allowance - to include Skate / BMX facility, all supporting community infrastructure, pathways and car parks***

This option provides a significantly reduced active skate and BMX area and does not include a half pipe element which proved to be a key requirement for the skatepark during the engagement process. The indicative cost breakdown for this option is shown as:

KEY ELEMENTS	COST ESTIMATES
Skate and BMX	\$576,878
Community Infrastructure (inc skate carpark)	\$733,122
Demolition and Site Works	\$410,000
Southern Car Park	\$430,000
Design and Management	\$300,000
Contingency	\$50,000
<b>TOTAL</b>	<b>\$2,500,000</b>

Although deliverable within the project budget this option falls short of facility expectation expressed by the community during the recent engagement but does however limit financial risk to the City. This option does provide an opportunity within the tender process to amend a range of delivery options to fit within the allocated budget.

**Concept 4: *Alternative Site Location Within Wotton Reserve Junior Training Area***

This option provides a like for like replacement assuming a similar skate and BMX facility layout and spatial footprint providing an opportunity for modest improvement / modification based on experience and community feedback during the recent engagement.



The cost estimate for this option is provided at \$2.5million and can be delivered within the available budget. The indicative cost breakdown is shown as:

KEY ELEMENTS	COST ESTIMATES
Skate and BMX	\$1,348,629
Community Infrastructure	\$470,338
Demolition and Site Works	\$336,033
Design and Management	\$300,000
Contingency	\$50,000
<b>TOTAL</b>	<b>\$2,500,000</b>

This option meets community facility design expectation and can be delivered within the available budget, however, it does result in the loss of active greenspace. The junior training area has not previously been considered as a viable location within Wotton Reserve as past feedback indicated a strong desire to retain this area for sporting use.

This option presents an opportunity to deliver an enhanced skate and BMX facility design delivered within the available budget due to cost savings in not having to demolish and reconstruct car parking areas throughout the site. This option however comes with an increased loss of green space within the reserve.

#### Delivery Options

In all options the skate and BMX components within the designs are costed at on or under \$1,500,000. The cost estimates attributed to demolition and site works, car parking and community infrastructure are higher than anticipated and place pressure on the funding available.

The concept designs presented may be further modified during the final design stage for delivery to fit within available funding. Concept 2 may be revised slightly to provide less infrastructure to enable the project to be delivered within budget. Effectively, delivering a hybrid between Concepts 2 and 3 in line with available budget. Any applicable tender may be constructed in such a way to allow for separable portions to be tendered for, thus ensuring that the project can be undertaken within the existing available budget.

Concept 4 is deliverable within the \$2.5million funding but is not in the preferred location previously identified by Council at the April 2021 Ordinary meeting. Option 4 comes with a noted loss of green space within the reserve.

#### *Delivery Timelines*

The following provides an indication of estimated project delivery timelines subject to design outcomes, budgets, engagement and construction conditions:

TASK	TIME ESTIMATE	ESTIMATED DATE	RESPONSIBILITY
Consider Final Concept Plan	1 Month	August 2021	Council
Prepare and Advertise Design and Construct Tender	2 Months	September / October 2021	Officers
Facility Construction	6+ Months	November Onwards	Contractor(s)
Estimated Facility Completion		May Onwards	Officers / Council

It is anticipated that the design and construction tendering process will occur through September and October while Council is in a caretaker period due to the local government election occurring in October 2021. In order to progress the appointment of a head contractor to deliver the design and construction element of the project Council has the option to approve the Chief Executive Officer delegated authority to appoint a contractor following the required tender process. This will ensure the project remains on track within the above timelines.

The final concept report prepared by Emerge Associates is not available to be provided as an attachment to this report. The final concept report will be provided as an addendum to follow.

## LEGISLATIVE COMPLIANCE

*Local Government Act 1995*

## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Endorses Option 2, as detailed in this report as the final design to be developed to replace the skate and BMX facilities within Wotton Reserve.</li> <li>Requests the Chief Executive Officer to invite tender submissions from suitably qualified and experienced suppliers for the final design and construction of the relocated skate and BMX facility within Wotton Reserve.</li> <li>Delegates authority to the Chief Executive Officer in accordance with S5.42 of the <i>Local Government Act 1995</i> to appoint a contractor following the required tender process, subject to the tender not exceeding the available budget.</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	Moderate
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	This option meets community expectation in terms of the level of facilities provided and allows an opportunity within the tender process to consider a range of delivery options to fit within the allocated budget. There remains some concern around the provision of parking in and around the reserve.	

<b>Option 2</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>Endorses a (option determined by Council) as the final design to be developed to replace skate and BMX facilities within Wotton Reserve.</li> <li>Requests the Chief Executive Officer to invite tender submissions from suitably qualified suppliers for the final design and construction of the relocated skate and BMX facility.</li> <li>Delegates authority to the Chief Executive Officer in accordance with S5.42 of the <i>Local Government Act 1995</i> to appoint a contractor following the required tender process, subject to the tender not exceeding the available budget.</li> </ol>	
-----------------	---	--

Risk Category		Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction		Moderate	Dependent on the option determined by Council.
Reputation		Low	
Governance		Low	
Community and Stakeholder		Moderate	
Financial Management		Low	
Environmental Responsibility		Low	
Service Delivery		Low	
Organisational Health and Safety		Low	
Conclusion		Dependent on the option determined by Council.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**Item 1:** Wotton Reserve Skate Park

**Asset Category:** Renewal

**Source of Funds:** Grant

**LTFP Impacts:** Annual maintenance amounts listed in the LTFP

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$ 2.5M	\$20,000	\$5,000	-	25	\$0.5M	\$2.5M

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Community

Goal C1: Create safe and inviting places for people to come together.

Goal C3: Maximise the use of the City's facilities and parks by all sections of the community.

## CONCLUSION

The City has engaged Emerge Associates to develop a detailed concept plan for the skate and BMX facility and surrounds including community infrastructure and car parking within Wotton Reserve. The concept development process included comprehensive engagement with a range of key stakeholders.

In general most feedback about the design and layout of the skate and BMX facilities is positive and there is a strong desire to improve upon the current park facilities in a number of areas. The intent around the project is to deliver a 'like-for-like' facility however there is some uncertainty over what 'like-for-like' actually means.

Some concern has been expressed around the provision of appropriate parking within Wotton Reserve to cater for both skatepark/sporting users and visitors attending social functions within the clubrooms on site.

In response to key comments received during the engagement process four differing concepts with accompanying cost estimates have been developed for consideration. The designs present differing options based on facility size and content, available budget and potential location within Wotton Reserve.

Concept 2 has been chosen with the aim of delivering as many skate components as possible in the agreed location, with the required level of parking.









**WOTTON RESERVE - SKATE, BMX & CAR PARKING**  
DETAILED SKATE & BMX DRAFT CONCEPT PLAN



**10.5.3 Community Recreation Plan**

<b>Responsible Branch:</b>	Project Services
<b>Responsible Directorate:</b>	Major Projects and Commercial Activities
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required

**SUMMARY**

The current Corporate Business Plan contains action C1.2.1 to 'develop and implement a Community Recreation Plan.' A report to Council in May 2017 identified the need for an updated recreation plan to 'develop and replace facilities in line with industry standards, community demand / expectation, available funding and other relevant informing documents'.

Work completed to date includes desktop review, benchmarking and analysis, as well as the first phase of community and stakeholder engagement. The purpose of this report is to provide a snapshot of the work completed to date, present key findings and proposed strategic approach underpinning the plan; and finally, outline the next steps in the finalisation of the plan for Council to note.

**OFFICER'S RECOMMENDATION**

**That Council:**

- 1. Notes the Guiding Principles of the Community Recreation Plan**
- 2. Notes the draft Community Recreation Plan will be developed and presented to Council for consideration in October 2021 prior to release for public comment.**

**BACKGROUND**

The purpose of the Community Recreation Plan (CRP) is to provide an overarching framework for the delivery of sport and recreation services, facilities and infrastructure in the short, medium and long term. The CRP is not intended to be purely a plan for sport; however, sport is a major component. Current trends and feedback from the first phase of community and stakeholder engagement highlight the increasingly broad nature of physical activity and recreation, and this will continue to influence participation, community facilities, services and infrastructure in the future. For the purposes of the plan, recreation has been defined as 'an activity that people engage in during their free time that they enjoy and recognise as having physical, mental or social value'.

The key objectives of the CRP are:

1. Review and analyse the current provision of sport and recreation.
2. Guide future planning for community recreation facilities and infrastructure.
3. Provide rationale for future decision making.
4. Support and encourage community activity and participation.

The plan is organised around three core themes, Place, Participation and Partnerships, and each theme is summarised below:

Place refers to the physical environment, built facilities for hire and lease; sporting and recreation infrastructure, such as goals, nets, fields and courts; and parks and reserves. The CRP will mainly focus on larger Neighbourhood, District and Regional reserves, based on higher numbers of community participation in formal and informal sport and physical activity at these reserves.

The plan will also acknowledge the key strategic provision of specific recreation facilities, including:

- Bayswater Waves;
- Maylands Waterland;
- The RISE;
- Morley Sport and Recreation Centre;
- Libraries; and
- Golf courses - Embleton and Maylands Peninsula.

The ongoing management and service provision of these sites will be considered within individual site specific management plans.

Participation refers to sport and recreation clubs, community groups and individuals engaging in sport and recreation activities, either in a structured or unstructured setting; City and community-led programs and initiatives based around physical health and wellbeing.

Partnerships refers to municipal and external funding and City support for clubs and community groups, including grants and training; governance and management arrangements; and leasing of facilities.

Work on the CRP was postponed last year due to changing priorities as a result of COVID-19, however, completed work to date includes:

- Desktop review of City and State Government plans, strategies and policies relating to community sport and recreation services, facilities and infrastructure;
- Audit of community sport and recreation facilities, parks and reserves used for sport, recreation and physical activity (primarily Regional, District and Neighbourhood parks and reserves);
- Analysis of facility usage and participation by clubs, groups and individuals;
- Phase 1 of community and stakeholder engagement; and
- Benchmarking, trends and gap analysis.

A progress update and key findings from the work completed to date were presented to Council at a concept forum on 13 July 2021.

## EXTERNAL CONSULTATION

Phase 1 of community and stakeholder engagement was designed to facilitate input from clubs, groups and individuals engaging in recreation activities, so the City could achieve an understanding of community needs and wants, as well as issues and challenges to address in future provision of community sport and recreation services, infrastructure and facilities.

Two surveys were conducted through Engage Bayswater. The first was a club survey, open to any clubs in the City offering recreation activities to the community e.g., Friends Of groups, hobby groups, sporting clubs and recreation clubs. Surveys representing 26 clubs were received. The City then invited key community groups and sporting clubs to attend a workshop; the purpose of which was to identify current challenges faced by clubs, discuss future needs and generate solutions for the future. Representatives from nine community groups / clubs attended this workshop and expressed an interest in continuing to have input into the plan as it progresses. In addition, five community groups provided direct feedback to officers via email, phone conversations

or face-to-face meetings in lieu of completing a survey or attending the workshop, due to lack of availability and time constraints.

The community survey (conducted concurrently with the club survey) was open to community members who engage in recreation activities. The purpose of this survey was to identify participation trends, gaps and opportunities for improvement in community recreation experiences. 196 community surveys were received.

Key outcomes from clubs and groups delivering sport and recreation activities were:

- Ageing facilities and infrastructure cause significant concern for some clubs and groups, and it is believed that the condition of facilities prohibits membership growth, female participation and accessibility by players, members and spectators;
- Improved partnerships/agreements between clubs, the City and other organisations are needed to enable broader usage of facilities and infrastructure, providing better outcomes for the club and the community;
- Improved communication between the City, clubs and community organisations is needed to achieve proactive solutions; and
- Collaboration is needed to develop shared and multi-use facilities into the future.

Key outcomes from community members engaging in sport and recreation activities were:

- More people engage in physical activity individually and/or informally, on a regular basis, than in structured or formal sport and recreation. This trend aligns with broader State and National trends around physical activity;
- Expectations for multi-functional parks and reserves to offer a mix of informal and outdoor activities, including outdoor exercise equipment, skate parks and pathways;
- More / improved public toilets; and
- Supporting infrastructure including passive lighting, seating and shade.

An engagement outcomes report has been published on the project page on Engage Bayswater. Phase 2 will comprise targeted engagement with the community and stakeholders to elicit feedback on the draft CRP, once approved by Council. This is anticipated to be before the end of 2021.

The CRP is also shaped to a degree by engagement outcomes for other City projects, plans and strategies that are relevant to community sport and recreation, namely the Draft Age Friendly Strategy 2021 - 2025, Access and Inclusion Plan 2020 - 2024 and more broadly, the Strategic Community Plan 2021 - 2031.

## **OFFICER'S COMMENTS**

### **Key findings**

Analysis of the engagement feedback and desktop review results in the following key findings:

#### Provision of sport and recreation facilities, parks and reserves

The majority of facilities and infrastructure used for sport and recreation are located on Neighbourhood, District or Regional Public Open Space (POS). The City of Bayswater enjoys a higher-than-average amount of POS, including 10 kms of Swan River Foreshore. However, as the population increases in the future, the functions of Public Open Space and community facilities will become more important, particularly as infill density increases. There is increasing demand for the City's larger parks and reserves to cater for a variety of uses, and community facilities must also



adapt to accommodate flexible, multi-purpose, shared spaces for sport and recreation activities, where appropriate.

#### Usage of sport and recreation facilities, parks and reserves

An audit of the City's sporting reserves and community facilities shows that some of these could be utilised more efficiently, either by increasing the usage or adapting the types of activities. Some of the City's facilities are no longer fit-for-purpose and this is hindering some clubs' ability to grow and accommodate female participation. Many of these are also inaccessible to people with mobility issues. There are a number of buildings requiring upgrades and in some instances; a full redevelopment would be more cost effective.

#### Future sport and recreation provision

Population growth, lifestyle and participation trends and changing community demands will influence sport and recreation facilities, infrastructure and services. These and other contributing factors, along with community and stakeholder feedback, will determine recommendations and priorities in the CRP.

### **Guiding Principles**

These have emerged from synthesis of community and stakeholder feedback and information gathered throughout the process. The aim of the principles is to support the recommendations and assist in prioritising actions:

- Multi-functional and adaptable facilities
- Accessible and connected spaces
- Sustainable development and delivery
- Balance community and stakeholder needs
- Robust engagement.

### **Decision making tools**

Objectives 2 and 3 of the draft CRP are to guide future planning of facilities and provide rationale for decision making. To achieve this, firstly, a hierarchy of standards is proposed. Similar to the classification hierarchy previously developed as part of the Play Space Strategy, the hierarchy will reflect current industry standards for sport and recreation activities on Public Open Space and within community facilities, including accessibility, female participation and multi-use, among others. Secondly, a weighted criteria will be developed to justify and measure recommendations against the proposed guiding principles. Criterion may include community benefit, environment and amenity considerations and economic sustainability.

The hierarchy and criteria are currently being developed and will be included in the draft CRP to be submitted to Council for consideration in October 2021.

### **LEGISLATIVE COMPLIANCE**

Nil.

### **RISK ASSESSMENT**

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

Officer's Recommendation	That Council

	<b>1. Notes the Guiding Principles of the Community Recreation Plan</b> <b>2. Notes the draft Community Recreation Plan will be developed and presented to Council for consideration in October 2021 prior to release for public comment.</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>	The officer's recommendation is considered low risk as it reflects community and stakeholder input and is aligned with the planned timeframe of the CRP.	

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Community  
 Goal C1: Create safe and inviting places for people to come together.  
 Goal C3: Maximise the use of the City's facilities and parks by all sections of the community.

Theme: Environment and Liveability  
 Goal E3: Improve the City's walking and cycling network and create safer streets.  
 Goal E4: Lessen the City's Impact on the environment through its buildings, infrastructure, services and targets, such as zero emissions by 2040, and empower the community to live sustainably.

The Community Recreation Plan is intended to be an overarching framework to guide the planning, development and delivery of sport and recreation services, facilities and infrastructure in the short, medium and long term. Providing recreation opportunities to the Bayswater community forms a key component of the City's core business, aligned with several of the City's strategic goals.

## CONCLUSION

The Corporate Business Plan 2019 – 2023 contains action C1.2.1 to 'develop and implement a Community Recreation Plan'. There is a need for an overarching plan to guide the development and replacement of community recreation facilities and infrastructure over the next 15 years, to align with current standards, community demand and available funding. The draft plan is being developed and is anticipated to be presented for Council consideration in October 2021 prior to release for public comment.

**10.6 Sub Committee Reports****10.6.1 Policy Review and Development Committee Meeting - 20 July 2021****10.6.1.1 Policy Framework Review**

<b>Responsible Branch:</b>	Governance and Organisational Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Draft Policy Governance Policy [8.1.2 - 3 pages]
<b>Refer:</b>	Item 8.2: PRDC 06.02.2018 Item 13.2.1: OCM 20.02.2018

**SUMMARY**

The City has completed a review of the Policy Framework and proposes to reshape existing policy controls to provide greater flexibility and address a recommendation from the Audit Advisory Group. The attached Policy Governance Policy will replace the strategic provisions of the Policy Framework and internal controls will be implemented to govern operational components. This will enable the administration to better respond to change while also simplifying and streamlining policy functions.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council adopt the Policy Governance Policy contained in Attachment 1 to replace the strategic provisions of the Policy Framework.**

**BACKGROUND**

The City established the Policy Framework in 2015 as an internal control for policy development and management. Following a review in 2018, the framework was presented to the Policy Review and Development Committee for endorsement in February 2018. The committee agreed that the framework should replace the Policy Development Policy at the time, as the policy focused on instruction rather than strategic goals. The Policy Development Policy was subsequently revoked at the Ordinary Council Meeting on 20 February 2018. The committee requested amendments to the framework, to be considered for endorsement at the next meeting. The amendments were made, but the revised Policy Framework was not returned to the committee for endorsement. However, it has remained in operation since that time.

The City underwent a Regulation 17 Review in early 2020. Assurance Advisory Group (AAG) was engaged to undertake the review. AAG recommended that the City:

*“...consider developing a policy or framework specifically on internal controls, to clearly lay out the City’s commitment and approach to internal controls and the mechanism on how internal controls are addressed.”*

A review of the framework was scheduled for the financial year 2020/21. The review would focus on process, resources, contemporary practice and needs, and the AAG recommendation. The review of the Policy Framework was completed in January-February 2021. Findings and outcomes are discussed below.

**EXTERNAL CONSULTATION**

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

## OFFICER'S COMMENTS

Below is discussed the findings from the review and the recommended outcomes to address the findings and the AAG recommendation.

### Findings and recommended actions

The review produced a range of findings, predominantly relating to operational matters. This included:

- A stronger operational framework is needed in order to address the AAG recommendation and support effective policy management
- Flexibility is needed to enable the administration to adapt to ongoing change, both internally and in the sector
- Maturation of the City's broader governance functions provides an opportunity to consolidate documents and reduce red tape.

Recommended actions to address the findings centred on restructuring the framework to better meet the needs of Council and the administration. This would be done by separating strategic and operational content, and aligning both tiers of information with the City's other governance controls.

The revised framework would comprise three components:

1. A policy, adopted by Council, which sets principles and expectations for the administration's policy functions (draft provided in **Attachment 1**)
2. A management practice, authorised by the Chief Executive Officer, which sets processes and operational considerations necessary to meet Council's expectations
3. A summation in the City's Governance Framework, which would outline for operational purposes, the hierarchy of the City's policy controls (i.e. policy with supporting management practice).

A draft Policy Governance Policy is provided in **Attachment 1** for Council's consideration and adoption. In addition to the structural changes, it also includes:

- Moving from a two year review cycle to a risk-based review cycle
- Committing the administration to adopting or updating appropriate supplementary documents within 30 days of Council adopting a new or amended policy
- Establishing guidelines as the appropriate tool to support policy interpretation, where necessary.

### Benefits

The revised structure provides a number of benefits to Council and the administration. The benefits and how they will be delivered are outlined in **Table 1**.

**Table 1:** Benefits of proposed changes and how they will be delivered

Benefit	How
Reduces red tape	<ul style="list-style-type: none"> <li>• Organises information into simplified documents appropriate for the audience</li> <li>• Provides a simple, accessible policy document that outlines Council's expectations</li> </ul>
Reduces the likelihood of conflict between governance controls	<ul style="list-style-type: none"> <li>• Consolidates information in the right documents, drawn together by the Governance Framework</li> <li>• Creates a clear hierarchy within an established system</li> <li>• Assigns ownership to the most appropriate party</li> <li>• Avoids creating a 'framework within a framework'</li> <li>• Establishes a requirement for holistic reviews (i.e. within 30 days of policy changes)</li> </ul>

Benefit	How
Simplifies processes	<ul style="list-style-type: none"> <li>Documents sit within their own review process</li> <li>Information is reorganised into the appropriate document type, thereby clarifying the scope for reviews and streamlining the process</li> <li>Review frequency for low-risk policies is extended, allowing time to focus on more complex policy matters</li> </ul>
Enables the organisation to better respond to change (eg organisational, statutory)	<ul style="list-style-type: none"> <li>Gives the administration greater flexibility to respond to Council's needs and expectations</li> <li>Creates clear parameters for the administration to meet</li> </ul>
Allows Council to operate more at a strategic level	<ul style="list-style-type: none"> <li>Gives Council clear ownership of principles, strategic goals and expectations</li> <li>Avoids creating excessive operational content in Council documents</li> </ul>

Similar structures can also be observed in other local governments, including the Town of Victoria Park and the City of Gosnells.

### Implementation

If the proposed policy is adopted, the administration would incrementally implement internal controls to meet the policy requirements. This would include:

- Adopting a supplementary Policy Governance Management Practice within 30 days (per item 11 of the Policy Statement)
- Updating all templates and procedures
- Implementing a policy register which maps all policies and supplementary documents
- Establishing an internal policy working group comprised experts from across the organisation, which will deliver consistent quality in policy documents
- Incorporating policy reviews into the City's current business systems to automate and simplify some aspects of the review process.

As templates are revised, some policies may be reformatted to align with contemporary requirements, but the policy content will not be changed. It is also of note that a new policy component within one of the City's current business systems has been developed through collaboration between the City and the supplier, and will not incur additional charges.

It is expected that critical components will be implemented by the end of 2021, in time to support the next scheduled policy review cycle. An update on the implementation will be provided to a future committee meeting.

### LEGISLATIVE COMPLIANCE

Under the *Local Government Act 1995* (WA) section 2.7(2)(b), one of the roles of Council is to determine the policies of the local government. The proposed policy will be adopted under this section, and would apply to the City's development and management of other policies made under this section.

### 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 adopt the Policy Governance Policy contained in <u>Attachment 1</u> to replace the strategic provisions of the Policy Framework.</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>	Adopting the proposed policy would deliver a number of benefits to Council and the administration. It would also allow the administration to begin implementing supplementary controls that will simplify processes and reduce red tape.	

Option 2	That Council adopt the Policy Governance Policy contained in <u>Attachment 1</u> to replace the strategic provisions of the Policy Framework, with amendments as determined by Council.	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	The risk level is dependent on the nature of individual amendments. This should be considered by Council when determining amendments.
Reputation	Low	
Governance	Low	
Community and Stakeholder	Moderate	
Financial Management	Low	
Environmental Responsibility	Low	
Service Delivery	Low	
Organisational Health and Safety	Low	
Conclusion	In determining amendments, Council should consider the potential risks associated with each amendment. Risks may include service delivery risks if amendments create additional work for the administration, or governance risks if amendments are made the place matters that are operational into the policy.	

<b>Option 3</b>	<b>Council not adopt the Policy Governance Policy contained in <u>Attachment 1</u> to replace the strategic provisions of the Policy Framework.</b>	
<b>Risk Category</b>	<b>Adopted Risk Appetite</b>	<b>Risk Assessment Outcome</b>
Strategic Direction	Moderate	Moderate
Reputation	Low	Moderate
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>	If the proposed policy is not adopted, the administration will need to reconsider how it will address the recommendation from Assurance Advisory Group. This would potentially delay the delivery of internal controls in time for the next policy review cycle. This will potentially increase reputational, governance and stakeholder risks with the City's various auditors.	

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS

The City's policy controls are critical to ensuring transparent and accountable decision-making. Maintaining controls to support decision-making, inform strategy and manage risk are foundational elements of good governance.

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**

Reshaping the Policy Framework to comprise a policy and supplementary management practice will deliver a number of efficiencies to Council and the administration. The proposed Policy Governance Policy will allow Council to set principles and expectations for policy development and management, and to hold the administration to account. The changes will also provide clarity and consistency, reduce red tape and enable the administration to be more responsive to change, both organisational and in the sector.

# Policy 001

## Policy Governance



<b>Responsible Division</b>	Corporate and Strategy
<b>Responsible Business Unit</b>	Governance and Organisational Strategy
<b>Responsible Officer</b>	Manager Governance and Organisational Strategy
<b>Affected Business Units</b>	All business units
<b>Document Ref</b>	XXXX

### Purpose

This policy sets out principles for the development and management of Council's policies.

### Scope

This policy applies to all City of Bayswater policies made under the *Local Government Act 1995* (WA). Administrative controls, including management practices, guidelines and procedures must also be consistent with this policy.

### Definitions

For the purpose of this policy —

**Guideline** means a document that supports the interpretation of a policy, often by providing examples to demonstrate how the policy and supplementary documents should be applied.

**Policy** means a written statement of Council's position on a matter adopted under the *Local Government Act 1995* (WA).

### Policy Statement

1. Under section 2.7 of the *Local Government Act 1995* (WA), one of the roles of Council is to determine the policies of the local government.
2. Policies provide strategic direction and principles to guide the activities of and decision-making by Council and the administration.
3. The administration will develop and maintain such supplementary documents as are necessary to ensure effective implementation of policies.

### Principles for policy development

4. A policy response may be considered where there is complexity or lack of clarity in one or more of the following circumstances:
  - a. Statutory requirements



- b. The application of industry standards
  - c. Community need or expectations
  - d. A resolution by Council
  - e. The City's strategic objectives.
5. A policy will be adopted where it is demonstrated the policy it will provide:
- a. Clarity and consistency in operations or decision-making
  - b. Greater efficiency
  - c. Improved customer or community outcomes.
6. All policies must:
- a. Be applied consistently across the organisation, unless stated otherwise
  - b. Support and represent the City's values and strategic objectives
  - c. Consider relevant stakeholders
  - d. Comply with statutory requirements
  - e. Be consistent with other policies, resolutions and local laws
  - f. Assign a responsible officer to administer the policy
  - g. Be made available on the City's website within 14 days of being adopted by Council.
7. If necessary, a guideline may be developed to support the interpretation of a policy. Guidelines are to be appended to the relevant policy and adopted by Council.
8. All supplementary documents must be consistent with the relevant policies, local laws and other relevant statutory and administrative requirements.

### Principles for policy management

9. Policies will be reviewed periodically to ensure they remain relevant and fit-for-purpose. Policies will be assessed in accordance with the City's Risk Management Framework and the frequency of review will be determined in accordance with the following:

Risk level	Frequency of review
Extreme	Annually
High	At least every two years
Moderate	At least every two years
Low	At least every three years

A policy may be reviewed, amended or rescinded at any time outside the set review cycle if it is considered necessary.

10. The administration will maintain a register of all policies and supplementary documents.
11. The administration is to ensure all internal controls are updated to reflect the review, amendment or rescission of a policy.

### Related Legislation

*Local Government Act 1995 (WA) s2.7(2)(b)*

### Related Documentation

Nil

### Document details

Relevant Delegations	Nil
Risk Evaluation	Low
Strategic link	L1 Accountable and good governance
Council Adoption	TBD
Review/Modified	Insert Date

**10.6.1.2 Community Grants Policy**

<b>Responsible Directorate:</b>	Office of the Chief Executive Officer
<b>Authority/Discretion:</b>	Review
<b>Voting Requirement:</b>	Simple Majority
<b>Attachments:</b>	1. Community Grants Policy [8.2.1 - 2 pages]
<b>Refer</b>	Nil.

**SUMMARY**

For Council to advise of changes to be made to the Community Grants Policy.

**OFFICER'S RECOMMENDATION**

That Council:

1. Notes the review currently being undertaken by Officers in relation to the Community Grants Policy;
2. Notes that the policy will be presented to the next Policy Review and Development Committee meeting with recommended changes following completion of the review;
3. As part of the review, requests the City to consider the following aspects:
  - (a) \_\_\_\_\_; and
  - (b) \_\_\_\_\_.

**COMMITTEE RECOMMENDATION TO COUNCIL**

That Council:

1. **Notes the review currently being undertaken by Officers in relation to the Community Grants Policy;**
2. **Notes that the policy will be presented to the next Policy Review and Development Committee meeting with recommended changes following completion of the review;**
3. **As part of the review, requests the City to consider the following aspects:**
  - (a) Eligibility criteria; and**
  - (b) Community Group Grants.**

**BACKGROUND**

At the Ordinary Council Meeting on 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...'*

The Community Grants Policy was adopted at the same meeting and is included at **Attachment 1**. The Policy has not been reviewed since adoption by Council in 2018.

At the Ordinary Council Meeting on 29 June 2021, Council resolved as follows:

*'That Council:*

1. *Receives this status report on the donations granted under delegated authority for the month of May 2021 as contained in Attachment 1; and*
2. *Refers the Donations Policy to the next Policy Review and Development Committee Meeting.'*

## EXTERNAL CONSULTATION

Nil.

## OFFICER'S COMMENTS

In accordance with the resolution of the June Ordinary Council Meeting, the policy has been listed for consideration by the Policy Review and Development Committee.

It is noted that separate to the above Council resolution, an internal working group has been reviewing the Community Grants Policy. To allow Officers to complete their review and to ensure there is no duplication of effort, it is recommended that Council notes the current review being undertaken by the City. It is anticipated that Officers will complete their review by early August, with recommendations to be presented to the next Policy Review and Development Committee. Council may wish to list specific aspects of the policy that they would like the Officers to include in their review, prior to it being presented back to the Policy Review and Development Committee.

## LEGISLATIVE COMPLIANCE

Nil.

## RISK ASSESSMENT

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>Officer's Recommendation</b>	<b>That Council:</b> <ol style="list-style-type: none"> <li>1. <b>Notes the review currently being undertaken by Officers in relation to the Community Grants Policy;</b></li> <li>2. <b>Notes that the policy will be presented to the next Policy Review and Development Committee meeting with recommended changes following completion of the review;</b></li> <li>3. <b>As part of the review, requests the City to consider the following aspects:</b>                      (a) _____; and                      (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>	The Officer's recommendation represents a low risk to Council, as it will allow the Officers to complete their review and also ensure any specific areas of concern by Council are included as part of the review.
-------------------	--

**FINANCIAL IMPLICATIONS**

Financial implications will be dependent on the changes requested by Council to the policy.

**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 Community Grants Policy is presented to the Policy Review and Development Committee for consideration in accordance with the Council resolution at the Ordinary Council Meeting of 29 June 2021. It is noted that the City is currently undertaking an internal review, and Council may wish to defer considering changes to the policy until the City completes its internal review.

## COUNCIL POLICY: COMMUNITY GRANTS

**POLICY OWNER:** Director Finance and Corporate Services

**POLICY STATEMENT:** This policy states the Council's position on providing financial support to not-for-profit community groups within the context of the Strategic Community Plan.

### POLICY DETAILS

To provide opportunities to partner with the community to deliver positive community outcomes which are consistent with, and complement, the City's strategic vision to ensure:

1. Grants are provided to respond to social disadvantage, protection of the natural or built environment, partnerships, community development and capacity building.
2. Grant funding is provided consistent with Council's decision-making criteria of
  - a. Strategic Direction - responds to the adopted Strategic Community Plan;
  - b. Community Views - takes into account feedback received from the community with regard to desirable outcomes or gaps in provision;
  - c. Equity - responds to the diverse needs and geographic interests of City of Bayswater residents;
  - d. Risks - takes into account the risks of supporting or not supporting proposed activities; and
  - e. Costs - the availability of City funds and other funding sources.
3. Decision making is accountable and transparent to the community.
4. Opportunities to apply/participate in grant funding are promoted widely within the City.
5. Authority will be provided to approved officers to support requests for funding within agreed decision making criteria to enable quick responses and effective implementation of funded activities.
6. Any request for grant funding over \$5000 should be referred to Council for consideration.
7. A monthly grant funding information report should be provided to Council for noting.
8. The City may develop appropriate management practices and guidelines to implement this policy.

### DEFINITIONS

**"Strategic Community Plan"** means the ten year plan adopted by the City of Bayswater as part of the Integrated Planning and Reporting Framework which sets out strategies, aspirations and outcomes required to deliver the City's vision.

**"Grant"** means money provided by the City to eligible organisations in order to deliver a service, activity or event that provides benefits to residents of the City of Bayswater.

**"Not-for-profit community group"** means a non-commercial organisation, including a religious organisation or a sporting group, in which any profit made by the organisation goes back into the operation of that organisation and is not distributed to any of its members.



# **LEGISLATION AND OTHER REFERENCES**

*Local Government Act 1995*

Management Practices will be developed as required.

<b>Adopted by Council:</b>	22 May 2018
<b>Reviewed</b>	Nil
<b>Strategic Link</b>	Governance and Leadership

**10.6.1.3 Elected Member Request For Information Policy**

<b>Applicant/Proponent:</b>	City of Bayswater
<b>Responsible Directorate:</b>	Office of the Chief Executive Officer
<b>Authority/Discretion:</b>	Review
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Elected Member Request for Information Policy - Current Policy [8.3.1 - 2 pages]</li> <li>2. Elected Member Request for Information Policy - Proposed Changes [8.3.2 - 2 pages]</li> </ol>
<b>Refer</b>	Nil.

**SUMMARY**

For Council to consider amendments to the Elected Member Request for Information Policy.

**OFFICER'S RECOMMENDATION**

That Council amends the Elected Member Request for Information Policy as outlined in Attachment 2.

**COMMITTEE RECOMMENDATION TO COUNCIL**

**That Council:**

1. **Retains the current Elected Member Request for Information Policy; and**
2. **Refers the Policy to the first Councillor Induction Workshop post-election in October 2021, which is to include a briefing on the recent Authorised Inquiries.**

**BACKGROUND**

The Elected Member Request for Information Policy (also known as the CHD System) was introduced in 2018 due to Council's request for increased communication and responsiveness to enquiries sent through to staff.

The CHD system process is as follows:

- All Councillor enquiries are sent to the CHD email
- The Office of the Chief Executive Officer registers all enquiries received and allocates them to the appropriate Directorate
- The relevant Director or Chief Executive Officer will arrange for a response to be provided within 5 days (save where a matter is deemed confidential as per the policy)
- Where the matter has not been resolved in 5 days, an update will be provided every 1- days until the matter is resolved

The Policy was reviewed in December 2020, with a number of changes made:

- Any external enquiries forwarded to CHD that have been also sent to mail@bayswater will not be registered in CHD
- Questions relating to Notice of Motion or agenda items are to be sent to the CEO or Directors
- Enquiries relating to a particular Ward will have the response cc'ed to all Ward Councillors
- Enquiries relating to strategic issues will be cc'ed to all Councillors.

**EXTERNAL CONSULTATION**

Nil.



**OFFICER'S COMMENTS**

Since the last review of the Policy, a number of issues continue to be identified:

- Requests for budget additions and unbudgeted works continue to be sent through to CHD
- Notices of Motion continue to be sent to CHD
- Multiple Councillors sending through the same query to CHD (usually as a result of an email to all Councillors)
- Enquiries sent to mail@bayswater and cc'ed to Councillors continue to be sent to CHD
- Questions on agenda items continue to be sent to CHD
- Meeting apologies sent through to CHD
- Requests for agenda items on upcoming Committee meetings being sent through to CHD

It is noted that the Report of the Inquiry into the City of Subiaco, released on 13 May 2021, outlines a number of concerns regarding elected member requests for information as follows:

*'City staff stated the number EMC's being received from elected members had significantly increased causing pressure on staff and time delays in responding to the emails not only due to the volume but often complexity of responses required.'*

*It was reported by the City that for the 18-month period from 1 January 2019 to 30 June 2020, EMC's sent to the EMC folder, which included:*

- (a) all EMCs – average of 65.5 per week*
- (b) the Mayor and Deputy Mayor – average of 43.76 per week*
- (c) the Mayor alone – average of 29.56 per week*

....

*Scott Hawkins said that there are elected members who are trying to fulfill an administrative role for the community so that increases the volume of emails. Instead of referring someone to the City, elected members would send an email and then request that the administration respond to the community member. The city has a customer request management system to deal with those emails. With elected members now being part of the process, it had increased the volume of correspondence required.*

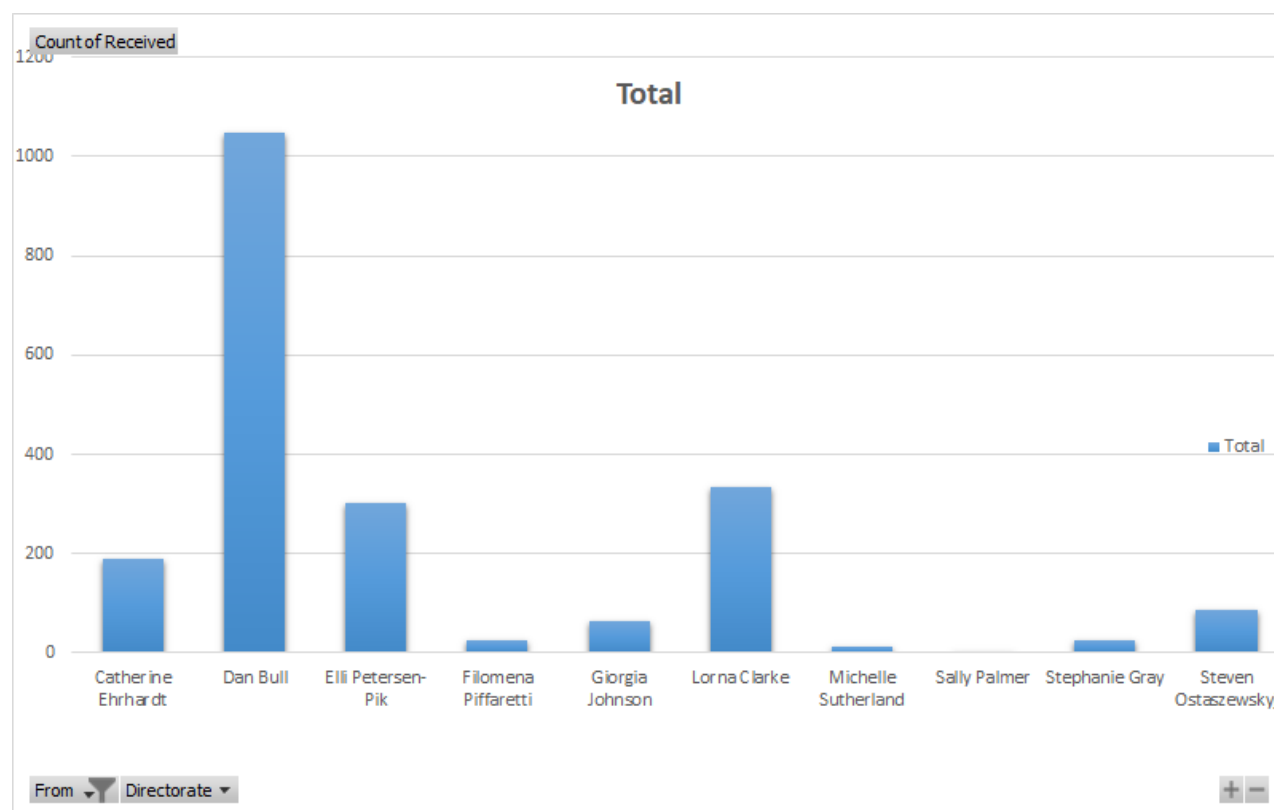
...

*In summary, the number and complexity of emails requesting information or access to documentation was taking an excessive amount of the administrations time, causing delays in the time and perhaps quality of the information being provided. This has caused frustration from the elected members point of view who felt they were not being provided the information they required in a timely and fulsome manner.'*

Whilst it is noted that the City's CHD system does receive the same volume of enquiries as the City of Subiaco, it has been raised previously the duplication of work and reduction in response time frames as a result of emails received via mail@bayswater also being forwarded to CHD by Councillors.

Whilst the intent of the Councillor Help Desk was to provide information to assist elected members in undertaking their roles, the system has defaulted to a request for services or requests for specific action to be taken. There are multiple examples of this occurring, and this is not consistent with the policy intent or the requirements of the legislation. As such it is considered appropriate to amend the policy to ensure that Councillors are compliant with legislative requirement and helps to ensure that there are no breaches of the new Councillor Code of Conduct.

A summary assessment of the number of emails sent by elected members to the CHD is shown in total in the following graph and a further breakdown by directorate since July 2020 is shown in the table.



**Catherine Ehrhardt 191**

Community Development	66
Corporate and Strategy	5
Office of CEO	6
Works and Infrastructure	114

**Dan Bull 1048**

Community Development	379
Corporate and Strategy	22
Major Projects	109
Office of CEO	17
Works and Infrastructure	521

**Elli Petersen-Pik 302**

Community Development	106
Corporate and Strategy	8
Office of CEO	14
Works and Infrastructure	174

**Filomena Piffaretti 24**

Community Development	8
Major Projects	1
Office of CEO	1
Works and Infrastructure	14

**Giorgia Johnson 63**

Community Development	22
Corporate and Strategy	2
Major Projects	7
Office of CEO	3
Works and Infrastructure	29
<b>Lorna Clarke</b>	<b>333</b>
Community Development	59
Corporate and Strategy	87
Major Projects	51
Office of CEO	42
Works and Infrastructure	94
<b>Michelle Sutherland</b>	<b>12</b>
Works and Infrastructure	12
<b>Sally Palmer</b>	<b>4</b>
Major Projects	1
Works and Infrastructure	3
<b>Stephanie Gray</b>	<b>24</b>
Community Development	7
Corporate and Strategy	3
Office of CEO	1
Works and Infrastructure	13
<b>Steven Ostaszewskyj</b>	<b>87</b>
Community Development	18
Corporate and Strategy	1
Works and Infrastructure	68
<b>Grand Total</b>	<b>2088</b>

It is therefore proposed to amend the policy to ensure it remains a request for information process only. Any requests for work to be undertaken will be listed for consideration at either the mid-year budget review, or annual budget as appropriate. These changes are outlined in **Attachment 2**.

## LEGISLATIVE COMPLIANCE

The Elected Member Request for Information Policy ensures Councillors direct operational and strategic enquiries to the Chief Executive Officer, who has appropriately delegated the ability to respond to the Directors, in compliance with the *Local Government Act 1995* (WA) and associated subsidiary legislation.

## RISK ASSESSMENT

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.

Officer's Recommendation	That Council amends the Elected Member Request for Information Policy as outlined in <u>Attachment 2</u> .	
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>	This option represents the lowest risk to Council, as it will ensure that request for works are not being made and actioned outside the Council budget process and ensures Councillors are complying with legislation in relation to involvement in operations of the City.	

<b>Option 2</b>	<b>That Council does not make any changes to the Elected Member Request for Information 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	Medium
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Medium
Organisational Health and Safety	Low	Low
<b>Conclusion</b>	This option represents a higher risk, as concerns have been noted in relation to the current CHD process. Should the policy remain unchanged, there is a risk of Council breaching their legislative obligations. It also represents a moderate risk on service delivery, as projects and works are added on top of budget approved projects.	

Option 3	That Council amends the Elected Member Request for Information as follows: _____.		
Risk Category		Adopted Risk Appetite	Risk Assessment Outcome  Dependant on changes made to the Policy.
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	Associated risks will be dependent on the changes that Council makes to the policy.		

## 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

Following a review of the Elected Member Request for Information Policy and the recent Authorised Inquiry into the City of Subiaco, amendments are proposed to the Elected Member Request for Information Policy to ensure compliance with legislation and good governance.



# Elected Member Request for Information Policy



<b>Responsible Division</b>	Office of the Chief Executive Officer
<b>Responsible Business Unit/s</b>	Office of the Chief Executive Officer
<b>Responsible Officer</b>	Chief Executive Officer
<b>Affected Business Unit/s</b>	Governance, Office of the Chief Executive Officer
<b>Document Ref</b>	3228076

## Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

## Policy Statement

- Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
- The Mayor & Council Support Officer will register all CHDs.
- Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
- Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.
- A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
- Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
- In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
- Matters relating to Council meetings, including Notices of Motions or questions relating to items on an agenda should not be submitted to CHD. Questions relating to Council meetings are to be forwarded directly to the relevant Director or the Chief Executive Officer via [COB\\_DIRECTORS@bayswater.wa.gov.au](mailto:COB_DIRECTORS@bayswater.wa.gov.au). Responses relating to questions on agenda items will be cc'ed to all Elected Members.

9. Matters relating to a particular ward will have the response cc'ed to all Ward Councillors.
10. Matters relating to strategic issues will be cc'ed to all Councillors.

### Definitions

"*Elected Member Request*" means a request for information, or request for advice in relation to either an operational or strategic issue.

### Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

### Related Documentation

*Nil*

### Relevant Delegations

---

#### Risk Evaluation

---

Council Adoption	28 August 2018
------------------	----------------

---

Review/Modified	8 December 2020
-----------------	-----------------

---

Review/Modified	
-----------------	--

---

Review/Modified	
-----------------	--

---

# Elected Member Request for Information Policy



<b>Responsible Division</b>	Office of the Chief Executive Officer
<b>Responsible Business Unit/s</b>	Office of the Chief Executive Officer
<b>Responsible Officer</b>	Chief Executive Officer
<b>Affected Business Unit/s</b>	Governance, Office of the Chief Executive Officer
<b>Document Ref</b>	3228076

## Purpose

The City will respond to requests made by the Elected Members in a timely and professional manner in accordance with the details stipulated in this Policy.

## Policy Statement

- Any Elected Member wishing to make an Elected Member Request shall contact the City through the established Elected Member Request process, being that all matters are referred to Councillor Help Desk email ('CHD').
- The ~~Mayor & Council Support Officer~~ [Office of the CEO](#) will register all CHDs.
- Any external enquiry which has also been sent to the City's email address, being mail@bayswater, will not be registered as a CHD.
- Upon registration of the CHD, a response shall be coordinated by the relevant Director or Chief Executive Officer as appropriate or as requested by the Elected Member.
- A response will be provided directly to the Elected Member within five (5) working days, and a record of the response saved.
- Should the matter not be resolved within the nominated timeframe of five (5) working days, the Manager, Director or Chief Executive Officer (as appropriate) shall provide an update report every ten days (10) (or as otherwise agreed with the Elected Member) on the matter until resolved.
- In addition to the process outlined above, any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the Chief Executive Officer only, with a specific request that the matter be dealt with in confidence and a reason/s outlining why. Where there is conjecture as to the sensitivity or otherwise of such matters raised, the Chief Executive Officer will consult with the Mayor to ascertain whether the request be dealt with as being confidential.
- Matters relating to Council meetings, including Notices of Motions or questions relating to items on an agenda should not be submitted to CHD. Questions relating to Council meetings are to be forwarded directly to the relevant Director or the Chief Executive Officer via [COB\\_DIRECTORS@bayswater.wa.gov.au](mailto:COB_DIRECTORS@bayswater.wa.gov.au). Responses relating to questions on agenda items will be cc'ed to all Elected Members.



9. Matters relating to a particular ward will have the response cc'ed to all Ward Councillors.

10. Matters relating to strategic issues will be cc'ed to all Councillors.

~~40.11.~~ Any requests for works to be undertaken will be noted and listed for consideration by Council at either mid-year budget review or during the annual budget process, as appropriate.

### Definitions

"Elected Member Request" means a request for information, or request for advice in relation to either an operational or strategic issue.

### Related Legislation

Regulation 9(1) of the *Local Government (Rules of Conduct) Amendment Regulations 2020* prohibits an Elected Member from undertaking a task that contributes to the administration of the local government. This policy provides a process to ensure that Elected Members do not breach this regulation.

### Related Documentation

Nil

#### Relevant Delegations

---

#### Risk Evaluation

---

Council Adoption	28 August 2018
------------------	----------------

---

Review/Modified	8 December 2020
-----------------	-----------------

---

Review/Modified	
-----------------	--

---

Review/Modified	
-----------------	--

---

**10.6.1.4 Policy Review - Financial Hardship Policy**

<b>Owner:</b>	Manager Financial Services
<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Review
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Current Financial Hardship Policy [8.4.1 - 4 pages]</li> <li>2. Proposed Changes to Financial Hardship Policy [8.4.2 - 4 pages]</li> <li>3. Final Financial Hardship Policy with Changes [8.4.3 - 4 pages]</li> </ol>
<b>Refer:</b>	Item 10.5.2.2 OCM 23.06.2020 Item 10.2.6 OCM 27.04.2021

**SUMMARY**

The Financial Hardship Policy (the Policy) offers those suffering genuine financial hardship with options including access to flexible payment options when paying their rates, the ability to have interest charged on rates waived or suspended, and the cessation of debt recovery as a result of non-payment of rates.

It is recommended minor amendments the Policy are approved to ensure flexibility in apply the policy particularly in relation to ratepayers experiencing genuine hardship as a result of major construction works.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council amends the Financial Hardship Policy as outlined in Attachment 3.**

**BACKGROUND**

Council approved the Policy at the Ordinary Council Meeting on 23 June 2020. At the time, the Policy was created directly in response to the economic climate due to the COVID-19 pandemic. However, the Policy was written with the longer-term in mind by helping ratepayers beyond the COVID-19 pandemic.

The Policy supports ratepayers suffering genuine financial hardship by providing payment flexibility, the possibility of writing off/waiving interest on overdue accounts and the cessation of debt recovery as a result of non-payment of rates. In addition, the Policy includes the scope and criteria for assessing applications as well as guidelines to ensure all applicants are treated with respect, equality and confidentiality.

At the Ordinary Council Meeting on 23 March 2021, Council supported a Notice of Motion for the Chief Executive Officer to investigate the financial impact of applying temporary rate exemptions for each of the small business owners in the Bayswater Town Centre who pay rates and are directly impacted financially by the METRONET works. The report was subsequently presented to the 27 April 2021 Ordinary Council meeting in response to the Notice of Motion.

At the Ordinary Council Meeting on 27 April 2021, in response to a Notice of Motion, a report was presented to Council to outline the results of the rate exemption investigation for the Bayswater town Centre. The Council resolved to amend the Policy to ensure non-residential property owners could be considered under the Policy.

**EXTERNAL CONSULTATION**

Nil.

## OFFICER'S COMMENTS

### Proposed Policy Amendments

The policy's purpose remains unchanged as the intent of the policy is still to support the ratepayers or debtors experiencing genuine financial hardship.

Financial Hardship examples has been extended to include business loss of revenue due to major work projects.

The conditions of the Policy have been amended to remove the category of ratepayer or debtor being a corporate or trustee.

The remainder of the policy remains unchanged.

## LEGISLATIVE COMPLIANCE

The Local Government Amendment (COVID-19 Response) Act 2020 came into effect on 21 April 2020 and introduced several measures to assist with the impact of the COVID-19 pandemic. Financial hardship measures were introduced to protect Western Australian ratepayers hardest hit by the COVID-19 pandemic.

The other relevant legislation is the:

- *Local Government Act 1995 (WA)*
- *Rates and Charges (Rebates and Deferments) Act 1992*
- Local Government (COVID-19 Response) Ministerial Order 2020 (SL 2020/67 - Gazetted 8 May 2020)
- Local Government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance – Ombudsman WA

## RISK ASSESSMENT

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.

Officer's Recommendation	That Council amends the Financial Policy as outlined in <u>Attachment 3</u> .		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Moderate	
Reputation	Low	Low	
Governance	Low	Low	
Community and Stakeholder	Moderate	Moderate	
Financial Management	Low	Low	
Environmental Responsibility	Low	Low	
Service Delivery	Low	Low	
Organisational Health and Safety	Low	Low	
Conclusion	The minor amendments will ensure flexibility in apply the policy particularly in relation to ratepayers experiencing genuine hardship as a result of major construction works		

Option 2	That Council:																												
	1. Amends the Financial Policy respect to the following points:																												
	2. Does not amend the policy in respect to the following points:																												
	3. Adds the following commitments:																												
<table><tr><th>Risk Category</th><th>Adopted Risk Appetite</th><th>Risk Assessment Outcome</th></tr><tr><td>Strategic Direction</td><td>Moderate</td><td>Moderate</td></tr><tr><td>Reputation</td><td>Low</td><td>Low</td></tr><tr><td>Governance</td><td>Low</td><td>Low</td></tr><tr><td>Community and Stakeholder</td><td>Moderate</td><td>Moderate</td></tr><tr><td>Financial Management</td><td>Low</td><td>Low</td></tr><tr><td>Environmental Responsibility</td><td>Low</td><td>Low</td></tr><tr><td>Service Delivery</td><td>Low</td><td>Low</td></tr><tr><td>Organisational Health and Safety</td><td>Low</td><td>Low</td></tr></table>			Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	Strategic Direction	Moderate	Moderate	Reputation	Low	Low	Governance	Low	Low	Community and Stakeholder	Moderate	Moderate	Financial Management	Low	Low	Environmental Responsibility	Low	Low	Service Delivery	Low	Low	Organisational Health and Safety	Low	Low
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome																											
Strategic Direction	Moderate	Moderate																											
Reputation	Low	Low																											
Governance	Low	Low																											
Community and Stakeholder	Moderate	Moderate																											
Financial Management	Low	Low																											
Environmental Responsibility	Low	Low																											
Service Delivery	Low	Low																											
Organisational Health and Safety	Low	Low																											
Conclusion	The proposed amendments to the Policy will provide flexibility fto ratepayers who are financially impacted by major construction works. However, Council may choose to introduce new commitments into the Financial Hardship Policy.																												

<b>Option 3</b>	<b>That Council does not amend the current Financial Hardship Policy.</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>	Council may choose not to amend the current policy.	

## FINANCIAL IMPLICATIONS

Possible reduction in penalty interest revenue.

## 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 City's Financial Hardship Policy will be reviewed periodically to reflect best practice recommendations and changes in legislation.

The proposed expansion of property types will allow a greater range of ratepayers who are suffering genuine financial hardship to be recognised.

# Financial Hardship Policy



<b>Responsible Division</b>	Corporate & Strategy
<b>Responsible Business Unit/s</b>	Financial Services
<b>Responsible Officer</b>	Manager Financial Services
<b>Affected Business Unit/s</b>	Financial Services
<b>Document Ref</b>	

## Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

## Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

### Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

- Loss of a ratepayer's/debtor's (or their family member's) primary income;
- Sudden bereavement within a family;
- Severe/life threatening illness or medical condition;
- Physical or mental health problems;
- Domestic or family violence;
- A chronically ill child.

### Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The City will consider all circumstances, applying

the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities. Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship;
- Copy of recent bank statements of all bank accounts;
- Any related Centrelink documentation (if applicable);
- A prepayment proposal;
- Ratepayer or debtor is not a corporate or trustee;
- Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

#### **Debt Recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 2019/20 must be fully repaid by 30 June 2021.

#### **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

In the case of severe financial hardship, the City reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

#### **Interest Charges**

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

**Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or a combination of both a Seniors Card and Commonwealth Seniors Health Care Card registered on their property (as stated in the Rates and Charges (Rebates and Deferments) Act 1992).

The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

**Communication and Confidentiality**

We will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

**Review**

The City will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

**Definitions**

*Nil*

**Related Legislation**

*Local Government Act 1995 (WA)*

**Related Documentation**

*Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia*





# Financial Hardship Policy



<b>Responsible Division</b>	Corporate & Strategy
<b>Responsible Business Unit/s</b>	Financial Services
<b>Responsible Officer</b>	Manager Financial Services
<b>Affected Business Unit/s</b>	Financial Services
<b>Document Ref</b>	

## Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

## Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

## Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

- Loss of a ratepayer's/debtor's (or their family member's) primary income; [including small businesses income loss due to major work projects](#)
- Sudden bereavement within a family;
- Severe/life threatening illness or medical condition;
- Physical or mental health problems;
- Domestic or family violence;
- A chronically ill child.

## Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment

and, where possible, entering into a payment proposal. The City will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities. Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship **is recommended**;
- Copy of recent bank statements of all bank accounts;
- Any related Centrelink documentation (if applicable);
- A prepayment proposal;
- ~~Ratepayer or debtor is not a corporate or trustee~~;
- Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

#### **Debt Recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 2019/20 must be fully repaid by 30 June 2021.

#### **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

In the case of severe financial hardship, the City reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

#### **Interest Charges**

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

#### **Deferment of Rates**

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or a combination of both a Seniors Card and Commonwealth Seniors Health Care Card registered on their property (as stated in the Rates and Charges (Rebates and Deferments) Act 1992).

The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### **Communication and Confidentiality**

We will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

### **Review**

The City will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

### **Definitions**

*Nil*

### **Related Legislation**

*Local Government Act 1995 (WA)*

### **Related Documentation**

*Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia*



# Financial Hardship Policy



<b>Responsible Division</b>	Corporate & Strategy
<b>Responsible Business Unit/s</b>	Financial Services
<b>Responsible Officer</b>	Manager Financial Services
<b>Affected Business Unit/s</b>	Financial Services
<b>Document Ref</b>	

## Purpose

This policy states the Council's position on allowing flexibility for payments on overdue debtor, and rates and service charges where extreme financial hardship is recognised, and outlines the scope and criteria for assessing applications of financial hardship.

## Policy Statement

Council recognises that there are cases of genuine financial hardship where additional charges would cause the debtor or ratepayer further financial hardship. This policy establishes guidelines to ensure all applicants are treated with respect, equality and confidentiality.

## Financial Hardship Examples

While evidence of hardship will be required, the City recognises that not all circumstances are alike. A flexible approach will be taken to a range of individual circumstances including, but not limited to, the following situations:

- Loss of a ratepayer's/debtor's (or their family member's) primary income; including small businesses income loss due to major work projects
- Sudden bereavement within a family;
- Severe/life threatening illness or medical condition;
- Physical or mental health problems;
- Domestic or family violence;
- A chronically ill child.

## Conditions

Ratepayers and debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and, where possible, entering into a payment proposal. The City will consider all circumstances, applying

the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities. Documentation for assessment can include the following:

- A letter from a recognised financial counsellor (i.e. must be a member of a financial counselling association, for example Financial Counsellors' Association of WA (FCAWA) or financial planner confirming financial hardship or a Statutory Declaration from a ratepayer or debtor outlining reasons for applying for hardship is recommended;
- Copy of recent bank statements of all bank accounts;
- Any related Centrelink documentation (if applicable);
- A prepayment proposal;
- Ratepayer or debtor is not bankrupt or subject to a bankruptcy petition.

#### **Debt Recovery**

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the third due payment, we will continue suspension of debt recovery processes.

The debt will need to be fully repaid by the end of the subsequent financial year of the debt repayment arrangement commencing, e.g. debt arrangement in place 2019/20 must be fully repaid by 30 June 2021.

#### **Payment Arrangements**

Payment arrangements facilitated in accordance with Section 6.49 of the *Local Government Act 1995* will be of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer or debtor has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable;
- The ratepayer or debtor will be responsible for informing the City of Bayswater of any change in circumstance that affects the agreed payment schedule.
- The need to have the debt fully repaid by the end of the subsequent financial year.

In the case of severe financial hardship, the City reserves the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

#### **Interest Charges**

A ratepayer or debtor who meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

#### **Deferment of Rates**



Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or a combination of both a Seniors Card and Commonwealth Seniors Health Care Card registered on their property (as stated in the Rates and Charges (Rebates and Deferments) Act 1992).

The deferred rates balance:

- remains as a debt on the property until paid;
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

### **Communication and Confidentiality**

We will maintain confidential communications at all times and undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

### **Review**

The City will establish a mechanism for review of decisions made under this policy, and advise the applicant of their right to seek review and the procedure to be followed.

### **Definitions**

*Nil*

### **Related Legislation**

*Local Government Act 1995 (WA)*

### **Related Documentation**

*Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guide – Ombudsman Western Australia*



**10.6.1.5 Caretaker Election Period Policy**

<b>Responsible Directorate:</b>	Office of the Chief Executive Officer
<b>Authority/Discretion:</b>	Review
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Caretaker Election Period Policy - Current Version [8.5.1 - 6 pages]</li> <li>2. Caretaker Election Period Policy - Proposed Changes [8.5.2 - 6 pages]</li> </ol>
<b>Refer:</b>	

**SUMMARY**

For Council to undertake a review of the Caretaker Election Period Policy.

**OFFICER'S RECOMMENDATION**

That Council amends the Caretaker Election Period Policy as outlined in Attachment 2.

**COMMITTEE RECOMMENDATION TO COUNCIL**

**That Council amends the Caretaker Election Period Policy as outlined in Attachment 2 and further amended to delete the paragraph entitled 'City of Bayswater Councillor Business Cards'.**

**BACKGROUND**

The Caretaker Election Period Policy was adopted on 31 May 2016.

The Policy Review and Development Committee reviewed the Policy in August 2018. The Committee endorsed continuation of the policy, as it felt the policy provided sufficient guidance to Elected Members and staff during a caretaker election period. Amendments were made to reflect provisions in the 'Code of Conduct 2018 – Council Members and Committee Members'.

**EXTERNAL CONSULTATION**

Nil.

**OFFICER'S COMMENTS**

A review has been undertaken of the policy, with the following recommendations made to Council to amend the policy.

**Updated clause – Publishing of Election Material**

The Policy currently provides the following:

***'Prohibition on Publishing Electoral Material'***

*The City shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the City any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period. Without limiting the generality of the definition of 'electoral material', material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:*

- a) The election; or*
- b) A candidate in the election; or*
- c) An issue submitted to, or otherwise before, the voters in connection with the election.*

Upon review, officers have identified potential issues in relation to the wording of the above clause. A query has been raised whether the clause would prevent the City from advertising information to ratepayers about the election such as voting information, obtaining replacement ballot papers etc.

It is therefore recommended that clause be amended to read *'The election, other than administrative information'*.

### Updated references to Code of Conduct

Council adopted a new Code of Conduct in February 2021. To ensure consistency, it is recommended that references to the old Code of Conduct be updated to reflect the new version.

### LEGISLATIVE COMPLIANCE

There is no legislation in relation to the requirement for a Caretaker provision, however any policy of Council cannot be inconsistent with legislation.

### RISK ASSESSMENT

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

Officer's Recommendation	That Council amends the Caretaker Election Period Policy as outlined in <u>Attachment 2</u> .	
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>	This option represents the lowest risk to Council, as it will ensure currency in relation to the new Model Code of Conduct. In addition, it will ensure staff are not prohibited from providing information to ratepayers with administrative information on the election.	

### 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

Following a review of the Caretaker Election Period Policy, changes have been recommended to ensure the administration is not prohibited from providing information to ratepayers about the

administrative matters associated with the election. In addition, it is proposed to update references in the policy to reflect the newly endorsed Code of Conduct.

## CARETAKER ELECTION PERIOD POLICY

Responsible Division	Corporate and Strategy
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All
Document Ref	3228088



### PURPOSE:

To ensure compliance with the caretaker election period provisions in the Code of Conduct – Council Members and Committee Members 2018.

### POLICY STATEMENT:

The primary purpose of the Policy is to avoid the Council making major decisions prior to the election that would bind an incoming Council, prevent use of public resources in ways that are seen as advantageous to or promoting the current elected members who are seeking re-election and ensures that local government officers act impartially in relation to all candidates. Implementation of a Caretaker Election Period Policy would provide for better decision-making and greater transparency and accountability in Council as prescribed by section 1.3 of the *Local Government Act 1995*.

The policy applies to the Caretaker Period to cover:

- decisions made by the Council;
- materials published by the local government
- attendance and participation in functions and events;
- use of the local government's resources; and
- access to local government information.

This Policy applies to Councillors, electoral candidates and employees of the City of Bayswater.

### Scheduling Consideration of Major Policy Decisions

No Ordinary Council Meeting shall occur during a caretaker period. Instead the Chief Executive Officer is to ensure that such decisions are either:

- a) Considered by the Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the Chief Executive Officer may submit a major policy decision to the Council in accordance with the provisions of this policy.

### Decisions Made Prior to a Caretaker Period

This Policy only applies to actual decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins.

### Role of the Chief Executive Officer in Implementing Caretaker Practices

The role of the Chief Executive Officer in implementing the caretaker practices outlined in this policy is as follows:



- a) The Chief Executive Officer will ensure as far as possible, that all Councillors and staff are aware of the Caretaker Policy and practices 30 days prior to the start of the Caretaker Period.
- b) The Chief Executive Officer will ensure, as far as possible, that any major policy or significant decisions required by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where appropriate for determination by the incoming Council.
- c) The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.

#### **Extraordinary Circumstances**

The Chief Executive Officer may, where extraordinary circumstances prevail, permit a matter defined as a 'major policy decision' to be submitted to the Council. The Chief Executive Officer is to have regard to a number of circumstances, including but not limited to:

- a) Whether the decision is 'significant';
- b) The urgency of the issue (that is - can it wait until after the election);
- c) The possibility of legal and/or financial repercussions if it is deferred;
- d) Whether the decision is likely to be controversial; and
- e) The best interests of the City of Bayswater.

#### **Appointment or Removal of the Chief Executive Officer**

Whilst this policy establishes that a Chief Executive Officer may not be appointed or dismissed during a Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election, after which date a permanent decision can be made.

#### **Prohibition on Publishing Electoral Material**

The City shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the City any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

Without limiting the generality of the definition of 'electoral material', material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- a) The election; or
- b) A candidate in the election; or
- c) An issue submitted to, or otherwise before, the voters in connection with the election.

#### **Candidate and/or Councillor Publications**

Candidates and/or Councillors are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the City.

#### **Councillor Titles during Election Period**

Councillors shall not use their roles or titles to endorse other candidates.

#### **Election Announcements**

This policy does not prevent publications by the City that merely announce the holding of the election or relate only to the election process itself.





#### **City of Bayswater Publications**

Any reference to Councillors in the City's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the City's publications that are potentially affected by this policy will be reviewed by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

#### **City of Bayswater Website**

During the Caretaker Period the City's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Councillors will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council.

#### **City of Bayswater Councillor Business Cards**

During the Caretaker Period, Councillors shall ensure that their allocated business cards are used only for purposes associated with the normal role of a Councillor in servicing their electorate. Councillor Business Cards shall not be used in a manner that could be perceived as an electoral purpose. It should be noted that this prohibition on the use of the City's resources for electoral purposes is not restricted to the Caretaker Period.

#### **Public Consultation During the Caretaker Period**

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing), unless the consultation is a mandatory statutory process or prior approval is given by the Chief Executive Officer.

#### **Attendance Public Events Hosted by External Bodies**

Councillors may continue to attend events and functions hosted by external bodies during the Caretaker Period.

#### **Attendance at City of Bayswater Organised Civic Events/Functions**

Civic events/functions organised by the City and held during the Caretaker Period will be reduced to only those essential to the operation of the City, and should not in any way be associated with any issues considered topical and relevant to the election.

All known candidates are to be invited to civic events/functions organised by the City during the Caretaker Period, however, only sitting Councillors will be formally acknowledged at such events/functions.

#### **Addresses by Councillors**

Councillors who are also candidates should not, where possible, be permitted to make speeches or addresses at events/functions organised or sponsored by the City during the Caretaker Period. Councillors may make short welcome speeches at events and functions organised or sponsored by the City during the Caretaker Period subject to prior approval of the Chief Executive Officer.

#### **Community and Advisory Groups**

Councillors appointed to community groups, advisory groups and other external organisations as representatives of the City shall not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidates' electoral campaigns.

#### **Use of City of Bayswater Resources**

The City's Code of Conduct for Elected and Committee Members 2018 and the Code of Ethics for Employees' and the *Local Government (Rules of Conduct) Regulations 2007* provide that the City's resources are only to be utilised for authorised activities (for example



– prohibits the use of employees for personal tasks and prohibits the use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the City's resources for electoral purposes is not restricted to the Caretaker Period.

The City's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Councillors and/or candidates in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of City resources might be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

#### **Councillor Access to Information**

During a Caretaker Period, Councillors are able to access Council information relevant to the performance of their functions as a Councillor.

However, this access to information should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this policy. Any Council information so accessed must not be used for election purposes.

#### **Councillor Access to Electoral Information and Assistance**

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls) and information relevant to their election campaigns from the City administration. Information, briefing material and advice prepared or secured by staff for a Councillor must be necessary to the carrying out of the Councillor's role and must not be related to election issues that might be perceived to be of an electoral nature (refer to Part 8 of this policy).

Any assistance and advice provided to candidates as part of the conduct of the local government election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include advice on manipulation of electoral roll data and interpretation of legislative requirements, amongst other matters.

#### **Councillor Request for Media Advice**

Any requests for media advice or assistance from Councillors during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Councillors. If satisfied that advice sought by a Councillor during the Caretaker Period does not relate to the election or publicity involving any specific Councillor(s), the Chief Executive Officer may authorise the provision of a response to such a request.

#### **Publicity Campaigns**

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a City activity it must be approved by the Chief Executive Officer. In any event, the City's publicity during the Caretaker Period will be restricted to communicating normal City activities and initiatives.

#### **Media Attention**

Councillors will not use their position to access City staff or resources to gain media attention in support of their or any other candidate's election campaign.

#### **City of Bayswater Employees**

During the Caretaker Period no City employee may make any public statement that relates to an election issue unless, the statements have been approved by the Chief Executive Officer.

#### **Election Process Enquiries**



All election process enquiries from candidates, whether current Councillors or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer.

#### **Relevant Delegations**

The Chief Executive Officer has the delegated authority to determine those matters that may be considered by the Council during the designated Caretaker Period in accordance with the provisions of this Policy.

#### **DEFINITIONS:**

**'Caretaker Period'** means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations being 37 days prior to the Election Day in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

**'Election Day'** means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

**'Electoral Material'** means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting in accordance with section 4.87(3) of the *Local Government Act 1995*.
- b) Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997.
- c) Any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

**'Events and Functions'** means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions.

**'Major Policy Decision'** means any:

- a) Decisions relating to the employment, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election.
- b) Decisions relating to the City entering into a sponsorship arrangement with a total City contribution value exceeding \$10,000 (excluding GST).
- c) Irrevocable decisions that commit the City to substantial expenditure or significant actions, such as that which might be brought about through a Notice of Motion by a Councillor.
- d) Irrevocable decisions that will have a significant impact on the City of Bayswater or the community.
- e) Reports requested or initiated by a Councillor, candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an electoral issue that reflects upon the Council's decision-making process, and has the potential to call into question whether decisions are soundly based and in the best interests of the community.



**‘Public Consultation’** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

**RELATED LEGISLATION:**

*Local Government Act 1995 Part 4*

*Local Government (Elections) Regulations 1996*

**RELATED DOCUMENTATION:**

Department of Premier and Cabinet – Caretaker Conventions (2008)

Relevant Delegations	(insert number from Delegated Authority Register)	
Risk Evaluation	New policy to guide on effective probity during local government electoral periods.	
Council Adoption	Date	31 May 2016
Reviewed / Modified	Date	15 August 2018
Reviewed / Modified	Date	
Reviewed / Modified	Date	



## CARETAKER ELECTION PERIOD POLICY

Responsible Division	Corporate and Strategy
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All
Document Ref	3228088



### PURPOSE:

To ensure compliance with the caretaker election period provisions in the Code of Conduct – Council Members and Committee Members 2018.

### POLICY STATEMENT:

The primary purpose of the Policy is to avoid the Council making major decisions prior to the election that would bind an incoming Council, prevent use of public resources in ways that are seen as advantageous to or promoting the current elected members who are seeking re-election and ensures that local government officers act impartially in relation to all candidates. Implementation of a Caretaker Election Period Policy would provide for better decision-making and greater transparency and accountability in Council as prescribed by section 1.3 of the *Local Government Act 1995*.

The policy applies to the Caretaker Period to cover:

- decisions made by the Council;
- materials published by the local government
- attendance and participation in functions and events;
- use of the local government's resources; and
- access to local government information.

This Policy applies to Councillors, electoral candidates and employees of the City of Bayswater.

### Scheduling Consideration of Major Policy Decisions

No Ordinary Council Meeting shall occur during a caretaker period. Instead the Chief Executive Officer is to ensure that such decisions are either:

- a) Considered by the Council prior to the Caretaker Period; or
- b) Scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the Chief Executive Officer may submit a major policy decision to the Council in accordance with the provisions of this policy.

### Decisions Made Prior to a Caretaker Period

This Policy only applies to actual decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins.

### Role of the Chief Executive Officer in Implementing Caretaker Practices

The role of the Chief Executive Officer in implementing the caretaker practices outlined in this policy is as follows:



- a) The Chief Executive Officer will ensure as far as possible, that all Councillors and staff are aware of the Caretaker Policy and practices 30 days prior to the start of the Caretaker Period.
- b) The Chief Executive Officer will ensure, as far as possible, that any major policy or significant decisions required by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where appropriate for determination by the incoming Council.
- c) The Chief Executive Officer will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.

#### **Extraordinary Circumstances**

The Chief Executive Officer may, where extraordinary circumstances prevail, permit a matter defined as a 'major policy decision' to be submitted to the Council. The Chief Executive Officer is to have regard to a number of circumstances, including but not limited to:

- a) Whether the decision is 'significant';
- b) The urgency of the issue (that is - can it wait until after the election);
- c) The possibility of legal and/or financial repercussions if it is deferred;
- d) Whether the decision is likely to be controversial; and
- e) The best interests of the City of Bayswater.

#### **Appointment or Removal of the Chief Executive Officer**

Whilst this policy establishes that a Chief Executive Officer may not be appointed or dismissed during a Caretaker Period, in the case of an emergency, the Council may act to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election, after which date a permanent decision can be made.

#### **Prohibition on Publishing Electoral Material**

The City shall not print, publish or distribute, or cause, permit or authorise others to print, publish or distribute on behalf of the City any advertisement, handbill, pamphlet or notice that contains 'electoral material' during the Caretaker Period.

Without limiting the generality of the definition of 'electoral material', material will be considered to be intended or likely to affect voting in the election if it contains an express or implicit reference to, or comment on:

- a) The election, other than administrative information; or
- b) A candidate in the election; or
- c) An issue submitted to, or otherwise before, the voters in connection with the election.

#### **Candidate and/or Councillor Publications**

Candidates and/or Councillors are permitted to publish campaign material on their own behalf but cannot claim for that material to be originating from or authorised by the City.

#### **Councillor Titles during Election Period**

Councillors shall not use their roles or titles to endorse other candidates.

#### **Election Announcements**

This policy does not prevent publications by the City that merely announce the holding of the election or relate only to the election process itself.



#### **City of Bayswater Publications**

Any reference to Councillors in the City's publications printed, published or distributed during the Caretaker Period must not include promotional text. Any of the City's publications that are potentially affected by this policy will be reviewed by the Chief Executive Officer to ensure that any circulated, displayed or otherwise publicly available material during the Caretaker Period does not contain material that may be construed as 'electoral material'.

#### **City of Bayswater Website**

During the Caretaker Period the City's website will not contain any material which is precluded by this policy. Any references to the election will only relate to the election process. Information about Councillors will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council.

#### **City of Bayswater Councillor Business Cards**

During the Caretaker Period, Councillors shall ensure that their allocated business cards are used only for purposes associated with the normal role of a Councillor in servicing their electorate. Councillor Business Cards shall not be used in a manner that could be perceived as an electoral purpose. It should be noted that this prohibition on the use of the City's resources for electoral purposes is not restricted to the Caretaker Period.

#### **Public Consultation During the Caretaker Period**

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing), unless the consultation is a mandatory statutory process or prior approval is given by the Chief Executive Officer.

#### **Attendance Public Events Hosted by External Bodies**

Councillors may continue to attend events and functions hosted by external bodies during the Caretaker Period.

#### **Attendance at City of Bayswater Organised Civic Events/Functions**

Civic events/functions organised by the City and held during the Caretaker Period will be reduced to only those essential to the operation of the City, and should not in any way be associated with any issues considered topical and relevant to the election.

All known candidates are to be invited to civic events/functions organised by the City during the Caretaker Period, however, only sitting Councillors will be formally acknowledged at such events/functions.

#### **Addresses by Councillors**

Councillors who are also candidates should not, where possible, be permitted to make speeches or addresses at events/functions organised or sponsored by the City during the Caretaker Period. Councillors may make short welcome speeches at events and functions organised or sponsored by the City during the Caretaker Period subject to prior approval of the Chief Executive Officer.

#### **Community and Advisory Groups**

Councillors appointed to community groups, advisory groups and other external organisations as representatives of the City shall not use their attendance at meetings of such groups to either recruit assistance with electoral campaigning or to promote their personal or other candidates' electoral campaigns.

#### **Use of City of Bayswater Resources**

The City's ~~Code of Conduct for Elected and Committee Members 2018~~ Code of Conduct for Council Members, Committee Members and Candidates for Local Government Elections and the Code of Ethics for Employees' and the *Local Government (Rules of Conduct)*





~~Regulations 2007~~(Model Code of Conduct Regulations 2021 provide that the City's resources are only to be utilised for authorised activities (for example – prohibits the use of employees for personal tasks and prohibits the use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the City's resources for electoral purposes is not restricted to the Caretaker Period.

The City's staff must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Councillors and/or candidates in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of City resources might be construed as being related to a candidate's election campaign, advice is to be sought from the Chief Executive Officer.

#### **Councillor Access to Information**

During a Caretaker Period, Councillors are able to access Council information relevant to the performance of their functions as a Councillor.

However, this access to information should be exercised with caution and limited to matters that the Council is dealing with within the objectives and intent of this policy. Any Council information so accessed must not be used for election purposes.

#### **Councillor Access to Electoral Information and Assistance**

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls) and information relevant to their election campaigns from the City administration. Information, briefing material and advice prepared or secured by staff for a Councillor must be necessary to the carrying out of the Councillor's role and must not be related to election issues that might be perceived to be of an electoral nature (refer to Part 8 of this policy).

Any assistance and advice provided to candidates as part of the conduct of the local government election will be provided equally to all candidates. The types of assistance that are available will be documented and communicated to candidates in advance. Types of assistance may include advice on manipulation of electoral roll data and interpretation of legislative requirements, amongst other matters.

#### **Councillor Request for Media Advice**

Any requests for media advice or assistance from Councillors during the Caretaker Period will be referred to the Chief Executive Officer. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Councillors. If satisfied that advice sought by a Councillor during the Caretaker Period does not relate to the election or publicity involving any specific Councillor(s), the Chief Executive Officer may authorise the provision of a response to such a request.

#### **Publicity Campaigns**

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a City activity it must be approved by the Chief Executive Officer. In any event, the City's publicity during the Caretaker Period will be restricted to communicating normal City activities and initiatives.

#### **Media Attention**

Councillors will not use their position to access City staff or resources to gain media attention in support of their or any other candidate's election campaign.

#### **City of Bayswater Employees**



During the Caretaker Period no City employee may make any public statement that relates to an election issue unless, the statements have been approved by the Chief Executive Officer.

**Election Process Enquiries**

All election process enquiries from candidates, whether current Councillors or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the Chief Executive Officer.

**Relevant Delegations**

The Chief Executive Officer has the delegated authority to determine those matters that may be considered by the Council during the designated Caretaker Period in accordance with the provisions of this Policy.

**DEFINITIONS:**

**‘Caretaker Period’** means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations being 37 days prior to the Election Day in accordance with section 4.49(a) of the *Local Government Act 1995*, until 6pm on Election Day.

**‘Election Day’** means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election.

**‘Electoral Material’** means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- a) An advertisement in a newspaper announcing the holding of a meeting in accordance with section 4.87(3) of the *Local Government Act 1995*.
- b) Any materials exempted under Regulation 78 of the Local Government (Elections) Regulations 1997.
- c) Any materials produced by the City relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

**‘Events and Functions’** means gatherings of internal and external stakeholders to discuss, review, acknowledge, communicate, celebrate or promote a program, strategy or issue which is of relevance to the City and its stakeholders and may take the form of conferences, workshops, forums, launches, promotional activities, social occasions such as dinners and receptions.

**‘Major Policy Decision’** means any:

- a) Decisions relating to the employment, termination or remuneration of the Chief Executive Officer or any other designated senior officer, other than a decision to appoint an Acting Chief Executive Officer, or suspend the current Chief Executive Officer (in accordance with the terms of their contract), pending the election.
- b) Decisions relating to the City entering into a sponsorship arrangement with a total City contribution value exceeding \$10,000 (excluding GST).
- c) Irrevocable decisions that commit the City to substantial expenditure or significant actions, such as that which might be brought about through a Notice of Motion by a Councillor.
- d) Irrevocable decisions that will have a significant impact on the City of Bayswater or the community.



- e) Reports requested or initiated by a Councillor, candidate or member of the public that, in the Chief Executive Officer's opinion, may be perceived within the general community as an electoral issue that reflects upon the Council's decision-making process, and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

**'Public Consultation'** means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy.

#### RELATED LEGISLATION:

*Local Government Act 1995 Part 4*

*Local Government (Elections) Regulations 1996*

*Local Government (Model Code of Conduct) Regulations 2021*

#### RELATED DOCUMENTATION:

~~Department of Premier and Cabinet — Caretaker Conventions (2008)~~

Relevant Delegations	(insert number from Delegated Authority Register)	
Risk Evaluation	New policy to guide on effective probity during local government electoral periods.	
Council Adoption	Date	31 May 2016
Reviewed / Modified	Date	15 August 2018
Reviewed / Modified	Date	
Reviewed / Modified	Date	



**10.6.2 Aged Care Governance Committee - 27 July 2021****10.6.2.1 Aged Care Capital And Operating Budget 2021/22 - Juniper**

<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic Legislative
<b>Voting Requirement:</b>	<b>ABSOLUTE MAJORITY REQUIRED</b>
<b>Attachments:</b>	1. CONFIDENTIAL REDACTED - Juniper Report to City of Bayswater - Budget Period Ending 31 December 2021 [10.6.2.1.1 - 17 pages]
<b>Refer:</b>	Item 10.5.1.1: OCM 11.06.2019

**Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):**

- (e) *a matter that if disclosed, would reveal —*
- (iii) *information about the business, professional, commercial or financial affairs of a person.*

**SUMMARY**

Juniper has been managing the City's aged care sites since 2006, and under the terms of that agreement Juniper provides the City with an operating and capital budget for the next financial year. That budget is presented for consideration at the Aged Care Governance Committee.

The management agreement with Juniper was due to expire on 30 June 2021, and has since been extended to 31 December 2021 pending the outcomes of strategic decisions to divest the City's aged care sites. Those decisions are being reported separately through the Aged Care Asset Divestment Committee.

Given the above circumstances, Juniper has now prepared a six-month operating budget from the period ending 31 December 2021 for the City's residential care facilities (RCF's) and independent living units (ILU's). A capital budget has not been prepared as major works or equipment upgrade are not envisaged in that time period. A further budget will be developed in due course when the outcomes of the divestment decisions are known.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council:**

1. **Receives and approves the Aged Care Operating Budget for the period ending 31 December 2021 as follows:**
  - (a) **RCF operating income of \$5,360,844 and expenditure of \$5,008,702; and**
  - (b) **ILU operating income of \$64,440 and expenditure of \$51,487.**
2. **Notes the appropriate recognition of estimates for each account in the relevant aged care funds as per Attachment 1, noting that ongoing challenges for the aged care sector generally have been considered in the development of the estimated position as at 31 December 2021.**

**BACKGROUND**RCF and ILU Operating Budgets

The RCF and ILU Operating Budgets (**Attachment 1**) have been developed on behalf of the City of Bayswater by Juniper, and in accordance with the respective legislative requirements. The budget assumptions are included in the associated Operating Report.

The City's residential care facilities (RCF's) must comply with the *Commonwealth Aged Care Act 1997* and the *Quality of Care Principles 2014* which include eight aged care quality standards.

The independent living units (ILU's) operate under the *Western Australian Retirement Villages Act 1992* and subsidiary regulations.

The City has an agreement with Juniper to manage the day-to-day operations of the RCFs and ILUs. As part of the management agreement, Juniper develops the draft Capital and Operating Budget for the aged care operations. The budget is based on the not-for-profit model, where any surplus at the end of the financial year is transferred to the aged maintenance reserves to meet future costs.

The aged care budget income for the RCF is made up of refundable accommodation deposits (RADs) and daily accommodation payments (DAPs) which are the two forms of entry charge to the facilities. The entry payment is determined through an assessment process and, under current legislation, residents can elect to pay by either method, or a combination thereof. The distinction is that the RAD is an upfront lump sum payment, whereas the DAP is paid on a day to day basis and an analogy would be a service fee or 'rent'. Some residents elect to pay some of their entry charge by a partial upfront deposit, and the difference through a daily payment. Other income for the facilities comes from Australian Government care subsidies.

The total RCF operating income and expenditure budgeted for the period ending 31 December 2021 is:

<b>INCOME</b>		<b>\$</b>
City of Bayswater Hostel		
Direct care fees and subsidies		3,253,124
Indirect Income		117,312
Carramar Hostel		
Direct care fees and subsidies		1,910,332
Indirect Income		80,076
Total Income		5,360,844
<b>EXPENDITURE</b>		
City of Bayswater Hostel		
Direct care salaries		(2,039,781)
Other direct care expenditure		(1,049,505)
Indirect care expenditure		(78,556)
Carramar Hostel:		
Direct care salaries		(1,194,000)
Other direct care expenditure		(615,039)
Indirect expenditure		(31,821)
Total		(5,008,702)
Expenditure		
Net Surplus		352,142

Expenditure includes salaries, direct costs of providing care, maintenance, associated and indirect costs including a recoupable component for Juniper's overheads.

The ILU Operating Budget is based on income from entry bonds, which are an upfront lump sum payment. A percentage of the bond is retained each year for up to eight years on average, which is the legislative limit. The balance is preserved and refunded, either to the family or to the resident depending on the circumstances. Similarly to the RCF's, expenditure includes salaries, direct costs of providing care, maintenance, associated and indirect costs including a recoupable component for Juniper's overheads.

The total ILU operating income and expenditure for the period ending 31 December 2021 is forecast to be:

<b>Income</b>	<b>\$</b>
Carramar Village	
Indirect income	52,650
Contribution towards operating expenses (overhead)	(7,528)
<b>Subtotal</b>	<b>45,122</b>
Salisbury Retreat	
Indirect income	4,240
Contribution towards operating expenses (overhead)	(2,574)
<b>Subtotal</b>	<b>1,666</b>
Noranda Retreat	
Income from Residents	19,074
Contribution towards operating expenses (overhead)	(1,422)
<b>Subtotal</b>	<b>17,652</b>
<b>NET INCOME</b>	<b>64,440</b>

<b>Expenditure</b>	<b>\$</b>
Carramar Village	
Cleaning, waste removal and security	
Water and power	
Repairs, maintenance and insurance	
<b>Subtotal</b>	<b>(26,383)</b>
Salisbury Retreat	
Cleaning, waste removal and security	
Water and power	
Repairs, maintenance and insurance	
<b>Subtotal</b>	<b>(13,568)</b>
Noranda Retreat	
Cleaning, waste removal and security	
Water and power	
Repairs, maintenance and insurance	
<b>Subtotal</b>	<b>(11,536)</b>
<b>TOTAL EXPENDITURE</b>	<b>51,487</b>
<b>NET SURPLUS</b>	<b>12,953</b>

As well as the operating budget, provision is made each year for major maintenance programs and capital expenditure in the City's annual budget.

#### RADs and DAPs

Refundable accommodation deposits are in effect, a standard room price determined by the facility provider based on quality, location and features of the facility.

The Daily Accommodation Deposit is simply that amount paid periodically.

One of the determining factors is that under recent aged care reforms, the resident must be left with a minimum asset value of 2.25 times the basic age pension at the time of entry. Those issues are taken into consideration when assessing an incoming resident's financial capacity to pay an upfront deposit. In the event of a shortfall, the resident can choose to use the DAP as a means for funding the difference.

#### RCF Subsidies

A large portion of the total funding for residential aged care is provided by the Australian Government, and is paid directly to the City of Bayswater on behalf of the residents. This is designed to help meet the costs of providing accommodation and related services such as meals, cleaning, laundry and air-conditioning for the residents in their care.

Subsidies are income-assessed so that residents who can afford to contribute to the cost of their care and accommodation do so. The basic subsidy amount paid by the Australian Government is based on a resident's classification under an assessment system called the Aged Care Funding Instrument (ACFI).

The Committee was advised at last year's budget meeting on 7 July 2021 that the costs of providing care have been increasing relative to the subsidies provided by the Australian Government, and Juniper's operating report for this period indicates that the position has not improved.

#### Mertome Village and Mertome Gardens

In April 2019, the City finalised the divestment of the Mertome Gardens site to Hall and Prior (Fresh Fields Management P/L) and therefore that site is no longer part of the budget process.

The City has retained the adjoining site, Mertome Gardens, which is no longer managed by Juniper. As part of the divestment process for Mertome Gardens, the City entered into a management agreement with Hall and Prior to maintain the common areas of Mertome Gardens and manage the day-to-day site issues on a fee basis. Accordingly, a separate operating report has been provided to the City for that site.

### **EXTERNAL CONSULTATION**

Juniper has provided the residents of the ILUs with the proposed budgets for their respective sites as required under the regulations. The City has had separate dialogue with Hall and Prior to communicate rent changes for Mertome Gardens.

### **OFFICER'S COMMENTS**

The City's aged care sites operate on a not-for-profit basis, whereby any surplus at the end of the financial year is transferred to reserves for future capital works and asset replacement requirements. Due to timing, estimates of the aged care requirements are used for the purposes of developing the City's overall draft budget, and adjustments are made through the mid-year budget review process to reflect the adopted budget.

#### Implications for RCF's Operating Budgets (Carramar and City of Bayswater Hostel)

Juniper has previously advised the Committee of the pressure on RCF cash flows due to the recent legislative changes which provide for greater choices for residents to enter the facilities by RADs or DAPs, or a combination thereof. While that choice is positive for the consumer, it creates some cash-flow issues as the proportion of DAPs has been steadily increasing.

Juniper's covering report to the budget for the period ending 31 December 2021 also highlights some of the other factors affecting occupancy for the aged care sector generally, including the



increasing compliance requirements and the challenges of aging building stock. The COVID pandemic has also been a challenge for the sector.

It is worth noting that Juniper has not budgeted for a COVID subsidy.

Despite the challenging environment, the RCF's have continued to have high occupancy rates overall, with a twelve-month average of 97%.

The RCF's are forecast to return a modest surplus over the six-month budget period of \$12,953.

#### ILU Operating Budgets (Carramar, Salisbury Retreat and Noranda Village)

The budget for the ILUs provides for costs which, under the retirement village's legislation, cannot be recovered through the fortnightly services charges (the 'rent').

In keeping with the retirement villages legislation, meetings of residents have been convened at Mertome and Carramar ILU establishments to present the 2021/22 Operating Budget for their sites. At these meetings, the proposed budget and increases in service charges (rent) have been presented to all residents by Juniper in accordance with the *Fair Trading (Retirement Villages Code) Regulations 2014*. The *Retirement Villages Act 1992* defines the rules for use of these service charges.

Under the retirement villages legislation, 100% occupancy must be funded, and any income loss through vacancies is funded by the provider. The current occupancy is:

Independent living units	Current Occupancy	Budget requirement
Carramar	87.63%	100%
Noranda Village	91.67%	100%
Salisbury Retreat	87.5%	100%

Factors for consideration when attracting new residents include the age of the sites relative to other provider's sites, any refurbishment requirements on vacancy and the prevailing market conditions.

#### Capital and non-recurrent items (all sites)

No provision has been made for specific capital works or equipment upgrades due to the short timeframes of the budget and the prevailing issue of the divestment decisions.

However, it has been standing practice to set aside \$1,000,000 from the aged care reserves for any such requirements which may be identified during the year by Juniper, and expenditure is reconciled by the City. That amount has been included in the City's budget for 2021/22.

#### Aged Persons Homes Prudential Reserve

The City is required to maintain sufficient liquidity for paying out any entry bonds or RAD's on exit of the residents, and that is the subject of a separate report. No reserve adjustments are required to maintain the City's 10% liquidity strategy for 2021/22.

#### Aged Care Divestment Project

Provision was made in the 2019/20 Aged Care Budget for the divestment project and the balance of those funds will be carried forward into 2021/22 to fund the market process, including associated legal expenses and aged care industry consultancy work.

Social Housing (Mertome Gardens)

A separate operating report has been provided on the Mertome Gardens agreement with Hall and Prior and the requirements for the 2021/22 operating budget.

**LEGISLATIVE COMPLIANCE**

The RCF's operate under the Commonwealth *Aged Care Act 1997* and the *Quality of Care Principles 2014* which include eight aged care quality standards.

The independent living units (ILU's) operate under the *Western Australian Retirement Villages Act 1992* and subsidiary regulations, as well as the *Fair Trading (Retirement Villages Code) Regulations 2014*.

**RISK ASSESSMENT**

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

<b>Officer's Recommendation</b>	<b>That Council</b> <b>1. Receives and approves the Aged Care Operating Budget for the period ending 31 December 2021 as follows:</b> <b>(a) RCF operating income of \$5,360,844 and expenditure of \$5,008,702; and</b> <b>(b) ILU operating income of \$64,440 and expenditure of \$51,487;</b> <b>2. Notes the appropriate recognition of estimates for each account in the relevant aged care funds as per Attachment 1, noting that ongoing challenges for the aged care sector generally have been considered in the development of the estimated position as at 31 December 2021.</b>	
<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>	A 'business as usual' operating budget has been developed by Juniper for the period ending 31 December 2021, in line with the six-month extension to the management agreement. A capital budget has not been developed, however the City has set funds aside in the 2021/22 budget as contingency from the aged care reserves. A further budget will be developed when the outcomes of the divestment decisions for the aged care sites have been determined.	

**FINANCIAL IMPLICATIONS**

The 2021/22 Aged Care Budget proposed by Juniper provides for the continued operation of the City of Bayswater's RCF and ILU services in accordance with applicable statutory obligations for these facilities.

**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 aged care operating budget income for the period ending 31 December 2021 is due to the extended period of the management agreement with Juniper. When the outcomes of the divestment decisions for the City's aged care sites are known, a further budget will be developed for the period 1/7/2021 to 30/6/2022 to bring it back into line with the financial year.

The operating budget is based on 'business as usual' and the predicted surpluses for the six-month period are lower, relative to the same time period in the previous year and there are factors which continue to challenge the aged care sector.

No capital budget has been developed in view of the short time-frame, however funds have been allocated from the aged care reserves in the City's budget for 2021/22 as a contingency for any major unplanned requirements in keeping with past practice.

**10.6.2.2 Residential Care Facilities - Compliance With Prudential Standards 2020/21**

<b>Responsible Branch:</b>	Strategic Projects
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority
<b>Attachments:</b>	Nil
<b>Refer:</b>	Item 8.2: OCM 7/7/2020

**SUMMARY**

The City owns and operates several residential care facilities and independent living retirement villages.

Residents entering the residential care facilities (RCF's) have a choice of paying by accommodation bonds, refundable accommodation deposits or a combination thereof.

The Australian Government sets the prudential standards for RCF's. As the Approved Provider, the City is required to maintain sufficient liquidity to refund the accommodation bonds or refundable deposits, which are anticipated to become due and payable in the next twelve months. Juniper maintains similar liquidity for its own sites.

The City developed its Management Practice: *City of Bayswater Residential Aged Care Services – Compliance with Prudential Standards* in 2018, and a minor review of that was done in 2019.

The Management Practice determines the minimum liquidity requirements for each forthcoming year. The established practice has been to hold an amount equivalent to 10% of total accommodation bonds and refundable deposit liabilities (the liabilities) in the Aged Persons' Homes - Prudential Requirements Reserve for RCF.

In the event that the City determines that any adjustments are required to maintain the 10% liquidity, recommendations are made to Council to approve by Absolute Majority the transfer of the required funds from the Aged Care Reserve.

The calculations for determining the required amounts are based on the total liabilities for accommodation bonds and refundable accommodation deposits (RADs) as at the end of the end of the financial year.

The closing balance of the RCF Prudential Compliance Reserve is \$1,153,635 before interest earnings, and therefore there is no requirement for adjustments for 2021/22.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council notes:**

- 1. The City will continue the established practice of maintaining the Aged Persons' Homes - Prudential Requirements Reserve for RCF's of at least 10 percent of anticipated liabilities.**
- 2. No transfers are required in 2021/22 from the Aged Care Reserve to the Aged Persons' Homes - Prudential Requirements Reserve for RCF's, or for the ILU's.**
- 3. The liquidity strategy of 10 percent is consistent with Juniper's practices for its own sites.**

**BACKGROUND**

The Commonwealth Government regulates the aged care standards and funding of services for residential care facilities.

For purposes of compliance, the City is the Approved Provider for Carramar and the City of Bayswater Hostel. The prevailing legislation is the *Aged Care Act 1997*. Under section 96-1 of the Act, the Minister can make specific principles, and the *Fees and Payments Principles 2014* set four prudential standards for aged care providers:

- Liquidity Standard
- Records Standard
- Disclosure Standard
- Governance Standard

Approved Providers are required to submit an Annual Prudential Compliance Statement (APCS) to the Australian Government Department of Health within four months of the end of the financial year to demonstrate compliance with the four prudential standards.

The Liquidity Standard requires the Approved Provider to maintain sufficient liquidity for the refund of any accommodation bond and refundable deposit balances expected to fall due in the next 12 months. A written Liquidity Management Strategy is required which identifies:

- the amount to be held to ensure that there are sufficient funds to refund bonds as they fall due;
- the factors considered in determining the minimum level; and
- the form of liquidity.

Approved Providers must also develop an Investment Management Strategy to ensure that arrangements are in place to make informed and prudent decisions on the investment of refundable deposits or bonds, to assess the risks of financial investments and respond to changing risk.

That strategy is appended to the City's Management Practice '*City of Bayswater Residential Aged Care Services – Compliance with Prudential Standards*'.

The Management Practice sets out the requirements for meeting the four standards, and includes the investment strategy for determining the appropriate amount to be held in the Aged Persons' Homes - Prudential Requirements Reserve.

The City's investment strategy for aged care accommodation bonds and refundable deposits is also included in the Management Practice, and is aligned to the City's general investment policy that prohibits certain types of investments. The monthly reporting to Council of investment activity includes the aged care portfolio.

In previous years, the strategy has been to maintain 10% liquidity of the total accommodation bonds and refundable deposits in the Aged Persons' Homes - Prudential Requirements Reserve for RCF's. The most recent audited financial statements are used to guide the liquidity requirement.

The City also owns and operates three ILU's (Carramar, Noranda and Salisbury) which are subject to the *Retirement Villages Act 1992* and its subsidiary regulations.

The fourth site, Mertome Gardens, operates under a separate structure as it only provides rental accommodation.

The ILU legislation sets the requirements for holding and releasing entry contributions, but does not stipulate that a prudential reserve is to be created. For good governance however, the City applies the same reserve strategy of 10% as for the RCF's.

## EXTERNAL CONSULTATION

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

## OFFICER'S COMMENTS

It has been established practice to preserve the accumulated liquidity fund to build capacity to meet future liabilities, rather than just maintaining the minimum requirement, and that approach has been supported previously by the Committee.

The residents of the independent living units (ILU's) pay entry contributions, and those are not subject to the prudential reserve requirements. For good governance however, funds are also allocated in the Aged Persons' Homes - Prudential Requirements Reserve to cover anticipated ILU refunds.

The following factors have been considered in determining the minimum level of liquidity for 2021/22:

1. For the most recent audited period (the financial year ending 30 June 2020), the liability balances were:

Type	No. of Residents	Amount \$
Accommodation bonds	4	937,623
Refundable accommodation deposits	40	10,017,971
<b>Total</b>	<b>48</b>	<b>10,955,594</b>

2. During the financial year ending 30 June 2020, there were 20 refunds to residents at a total value of \$5,529,799. The average payout was \$276,490. Receipts from new residents totalled \$3,097,935.
3. The average accommodation bond held during that period was \$234,406.
4. The average refundable accommodation deposit held during that period was \$250,449.
5. The average time taken to replace departing residents is considered when determining the required adjustments to maintain liquidity. Consideration is also given to whether incoming residents are likely to pay by daily accommodation payments, which they can choose to do, or by RAD's which are a lump sum, as those factors have a bearing on cashflow.
6. As the total liabilities for the year ending 30 June 2020 were \$10,955,594, the recommended prudential reserve for 2021/22 would be \$1,095,559 (10%).  
The balance of the Aged Persons' Homes - Prudential Requirements Reserve for RCF's was \$1,153,635, and therefore no adjustments are required.

Authorised term deposits as per the City's Investment Policy will support the Aged Persons' Homes - Prudential Requirements Reserve. The above calculations do not factor in investment earnings.

A minor review of the management practice was included in the prudential reserve report adopted by Council at its meeting of 4 June 2019, and there have been no legislative or practice changes since then.

While there are no prudential reserve requirements for ILU's, the City applies the same strategy as for the RCF's for good governance. No adjustments are required to the current liquidity provisions for ILU's.

### LEGISLATIVE COMPLIANCE

The prudential standards for residential care facilities are set out in the *Fees and Payments Principles 2014* which were introduced under section 96-1 of the national *Aged Care Act 1997*.

Independent living units are subject to the *Retirement Villages Act 1992* and the subsidiary Retirement Villages Regulations 1992 as well as the Code of Fair Practice for Retirement Villages, which was made under the provisions of the *Fair Trading Act 2010*.

### RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	<b>That Council notes:</b> <ol style="list-style-type: none"> <li><b>The City will continue the established practice of maintaining the Aged Persons' Homes - Prudential Requirements Reserve for RCF's of at least 10 percent of anticipated liabilities.</b></li> <li><b>No transfers are required in 2021-22 from the Aged Care Reserve to the Aged Persons' Homes - Prudential Requirements Reserve for RCF's, or for the ILU's.</b></li> <li><b>The liquidity strategy of 10 percent is consistent with Juniper's practices for its own sites.</b></li> </ol>	
<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>	No adjustments are required to the RCF Prudential Compliance Reserve in order for the City to meet its governance obligations for the operation of RCF's, and similarly, no adjustments are required for maintaining liquidity for ILU liabilities. The report is therefore presented to Council for 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

As an Approved Provider of residential aged care services, the City must maintain prudential standards including maintaining sufficient liquidity for anticipated refunds of bonds and deposits



within the next twelve months. The City's management practice sets out the framework for meeting the prudential standards, including the liquidity and investment strategies.

The established strategy has been to maintain liquidity at 10% of total accommodation bonds and refundable deposits based on aged care industry principles and advice from Juniper.

The balance of the Aged Persons' Homes - Prudential Requirements Reserve for RCF's is above the minimum requirement, and therefore no adjustments are required.

A similar approach is applied to managing the ILU's entry contribution liabilities, and similarly no adjustments are required to the prudential reserve account for those.

**10.6.2.3 Update On Aged Care Governance Framework**

<b>Responsible Branch:</b>	Corporate & Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. CONFIDENTIAL REDACTED - Clinical Indicators - City of Bayswater Hostel - 1 July 2020 to 30 June 2021 [10.6.2.3.1 - 8 pages]</li> <li>2. CONFIDENTIAL REDACTED - Clinical Indicators - Carramar - 1 July 2020 to 30 June 2021 [10.6.2.3.2 - 10 pages]</li> <li>3. CONFIDENTIAL REDACTED - Assessment of Compliance Risks - Aged Care Quality Standards - 9 July 2021 [10.6.2.3.3 - 5 pages]</li> </ol>
<b>Refer:</b>	<p>Item 10.6.1: OCM 22/09/2020</p> <p>Item 10.6.3: OCM 27/01/2021</p> <p>Item 10.6.3: OCM 23/03/2021</p> <p>Item 14.1 : OCM 27/4/2021</p> <p>Item 10.6.1: OCM 29/6/2021</p>

**Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):**

- (e) *a matter that if disclosed, would reveal —*
- (iii) *information about the business, professional, commercial or financial affairs of a person.*

**SUMMARY**

The Committee has previously been advised that the City's two residential aged care facilities are subject to three-yearly accreditation visits which are conducted by the Aged Care Quality and Safety Commission ("the Commission"). The independent living sites are subject to the retirement villages legislation and are therefore not part of that process.

Juniper manages those sites on behalf of the City, and have developed governance reports in line with the current Aged Care Quality standards to provide assurance that the City's obligations as the Approved Provider are being met.

At its meeting of 2 March 2021, the Committee was provided with an update on the work by Juniper to adapt all site processes and procedures to the current standards, which has been reported on a 'traffic light' system. At that meeting, Juniper also provided an updated report on performance against clinical indicators for the period 1 February 2020 to 31 January 2021 in response to an earlier request by the Committee for that type of reporting. Those reports were endorsed by Council at its Ordinary meeting of 23 March 2021.

An update to those reports was provided to Juniper at the Committee meeting of 6 April 2021 for the reporting period 1 April 2020 to 31 March 2021 and endorsed by Council at its Ordinary meeting of 27 April 2021.

A further update is now provided by Juniper for the reporting period 1 July 2020 to 30 June 2021.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council notes the update on the Aged Care governance reporting for the period 1 July 2020 to 30 June 2021, as contained in this report and the three confidential attachments.**

**BACKGROUND**

The Australian Government accreditation process for residential aged care facilities is conducted on a rolling three-yearly basis and the last such visit for Carramar residential care facility was conducted according to the current aged care governance standards.

The last accreditation of the City of Bayswater Hostel was done just prior to implementation of the current standards, and while that accreditation is valid to 2022, the reporting developed by Juniper is intended to provide assurance that both sites are being managed effectively to the current governance standards.

To ensure that the City is meeting its own governance obligations as the Approved Provider for the two sites, a governance framework was developed in 2020 with input from the City's aged care consultants. The next stage of reporting was a self-assessment of compliance against the standards, accompanied by detailed reports for each residential care site against clinical indicators. Updates on those reports have been presented by Juniper at each meeting since then.

**EXTERNAL CONSULTATION**

Ansell Strategic was commissioned to assist with development of the City's aged care governance framework. Aged Care Management Australia has also provided some independent advice on the respective obligations of the City as the Approved Provider and the managing organisation under the standards and the related aged care legislation.

**OFFICER'S COMMENTS**

**Confidential Attachment 1** relates to the City of Bayswater Hostel and **Confidential Attachment 2** relates to Carramar. Both reports show the performance against the agreed clinical indicators, based on data available for the period 1 July 2020 to 30 July 2021. These reports provide detailed data for the period on issues such as falls, medications, infection incidents and other health related issues, unplanned weight loss and behaviour related incidents.

The reporting is based on the number of reported incidents using the industry unit of "per 1000 occupied bed days". The overall results are fairly consistent with the previous reports and all fall within the upper and lower limits of the performance metric, other than the unplanned weight loss at Carramar which is detailed below.

It is noted that there has been a decrease in falls at the City of Bayswater Hostel, although one was a serious fall resulting in fracture and hospitalisation. There was a peak in adverse events at City of Bayswater Hostel, mainly in skin condition and pressure related injuries although the incidents were within the overall limits.

Carramar experienced a small increase in falls, although the incidents remained within the overall limits. Carramar did experience an increase during the period of pressure injuries and it is noted that Juniper has put steps in place for earlier detection.

Carramar also experienced an increase in the incidents of weight loss and it is noted that Juniper is investigating contributory factors which may include the restricted visiting due to COVID restrictions and staffing levels related to the level of assistance required at mealtimes.

Steps being put into place include additional meal sittings, changes to staff meal break times and additional staff coverage at mealtimes.

It was noted at the Committee's previous meeting that a wound indicator was still being developed by Juniper, and Juniper also indicated that the increase in the reported incidents since August 2020 may be due to improved charting and monitoring.

As previously advised to the Committee, direct performance comparisons are limited by the different reporting periods. That should resolve over time as additional data become available.

**Confidential Attachment 3**, Standard 8 – *Assessment of Compliance Risk*, 9 July 2021 is an overview of how Juniper's operating procedures and reporting systems have been progressively aligned to the current standards, using a 'traffic light' system.

The key points are that:

- Work has been completed to ensure that Juniper's clinical reporting systems and risk escalation protocols will accommodate the increased reporting requirements that have been recommended in the draft Aged Care Royal Commission report.
- From 1 July 2021, there will be additional quality indicators that service providers must report against, and the reporting period for those new indicators commences in October 2021.
- COVID-19 and flu vaccination clinics have been held across Juniper sites for staff, with 100% compliance at Carramar and City of Bayswater Hostel.
- The mandatory requirement for current flu vaccinations for visitors is being enforced at all sites.

The only minor issue noted, as previously reported, is that some additional work is required (currently in progress) to bring employee engagement up to the 80% target.

## LEGISLATIVE COMPLIANCE

The prevailing legislation is the *Aged Care Act 1997*. 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, and apply to the City's two residential care facilities, Carramar in Morley and the City of Bayswater Hostel in Embleton. The City's other aged care sites are independent living retirement villages which are subject to separate legislation.

## RISK ASSESSMENT

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

Officer's Recommendation	That Council notes the update on the aged care governance reporting for the period 1 July 2020 to 30 June 2021, as contained in this report and the three confidential attachments.		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Low	
Reputation	Low	Low	
Governance	Low	Low	
Community and Stakeholder	Moderate	Low	
Financial Management	Low	Low	
Environmental Responsibility	Low	Low	
Service Delivery	Low	Low	
Organisational Health and Safety	Low	Low	
Conclusion	Updates on performance indicators have been provided by Juniper for both of the City's residential care facilities. Juniper is progressing its reporting for all		

	sites in accordance with the current standards and the low risk assessment reflects that the Committee is only requested to note that Juniper has provided updated reports on that work.
--	--

## FINANCIAL IMPLICATIONS

Provision of \$25,000 was made in the Aged Care Operating Budget 2021 for external consultants to assist with the aged care governance assurance processes, which has since been adjusted in the mid-year budget review.

## 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.

The management agreement with Juniper has now been extended to 31 December 2021, and the aged care governance framework is intended to ensure that the City meets its obligations as the governing body during the period of that agreement. The City's Approved Provider status will continue up to the point that any divestment of the sites takes effect. Future governance reporting (beyond 31 December 2021) will be similar to what is currently being presented to the Committee.

## CONCLUSION

The City has obligations as the governing body ('approved provider') under the eight current Aged Care Governance Standards for its two residential care facilities, and Juniper's reporting is intended to provide assurance that the City's aged care sites are meeting the governance requirements set by the Aged Care Quality Commission.

Juniper has now provided an updated report on their performance against indicators requested by the Committee, and a separate report using a traffic light system to demonstrate that their sites' processes and procedures have been progressively aligned to standard 8 (Governance).

Those updates include the work being done to meet the increased reporting obligations, the COVID-19 and annual influenza vaccination program details and the work in progress on staff engagement.

Separate reports are provided for each site to show performance against the clinical indicators. That reporting has required gathering of data over time and Juniper has previously advised the Committee that in some cases, an increase in incidents may be attributable to the improved monitoring and reporting.

There were some changes for the period in falls and other adverse events, although overall incidents remained within the upper limits. The most noticeable change for the period was unplanned weight loss, and Juniper have put measures in place to identify contributing factors which may include the COVID restrictions on visitors and meal time staffing.

**10.6.3 Skate and Bike Development Advisory Committee - 2 August 2021****10.6.3.1 Wotton Reserve Skate Park Detailed Concept Design And Engagement**

<b>Responsible Branch:</b>	Project Services
<b>Responsible Directorate:</b>	Major Projects and Commercial Activities
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. WOT - Wotton Reserve - SABDAC Presentation - email [10.6.3.1.1 - 33 pages] 2. Windmills Letter [10.6.3.1.2 - 1 page]
<b>Refer:</b>	Item 10.5.3 OCM 22.09.20 Item 10.6.2 OCM 27.10. 20 Item 10.6.1 OCM 24.11.20 Item 10.3.3 OCM 23.02.21 Item 10.6.1.1 OCM 27.07.21

**SUMMARY**

Input is sought from the Skate and Bike Development Advisory Committee in the development of the detailed concept plan for the skate and BMX facilities, soccer fields, community infrastructure and car parking within Wotton Reserve, Embleton following community and stakeholder engagement.

**ADDENDUM - SKATE AND BIKE DEVELOPMENT ADVISORY COMMITTEE**

*Engagement informing the development of a concept Plan for the Skate and BMX Park within Wotton Reserve to include all car parking closed on Sunday 1 August 2021.*

*Emerge Associates has evaluated all feedback received and an engagement outcome report is provided as **Attachment 1**.*

*Key outcomes from the engagement process includes:*

- Broad acceptance toward the draft concept plan developed;*
- Some concerns expressed around the location of the skate and BMX facilities;*
- General acceptance of the skate / BMX park layout (some minor changes proposed for consideration;*
- General acceptance of the BMX dirt / jump / pump track(s) proposed;*
- General preference toward a traditional dirt surface or mixed surface combination for the BMX dirt jumps; and*
- Proposed alternative location for the skate / BMX facilities within Wotton Reserve.*

*Both Emmerge and City staff met with the Morley Windmills Clubs on 16 July to receive input into the development of a preliminary draft concept plan. It was clear at the meeting that Windmills as a key stakeholder are keen to retain and maximise as much car parking as possible within close proximity of the Windmills Clubrooms.*

*This feedback from Windmills has been incorporated as much as is practicable within the draft concept plan circulated for comment as part of the engagement.*

*Feedback has since been received on behalf of some skate facility users and Morley Windmills to consider an alternative skatepark location within Wotton Reserve.*

*The alternative location is an area used predominantly for junior training and match play activities by Morley Windmills Soccer Club. A letter has been received from Windmills Club Inc. (**Attachment 2**) supporting the training area site as a proposed alternative location for review in preference to the Wotton North car park option. The letter also confirms that Morley Windmills would consider Elstead Reserve as a potential site to accommodate junior training and match play.*

*This alternative site within Wotton Reserve had not previously been progressed due to its recognised importance to Morley Windmills and their requirement to retain all playing areas in terms of soccer operations and ongoing discussions with Tonkin Alliance to potentially use the junior training site as a temporary laydown area during construction of the new Morley train station and accompanying car park. Tonkin Alliance has also confirmed a willingness to reconsider construction laydown site options.*

*Any alternative location for Skate and BMX facilities within Wotton Reserve would be subject to Council approval and potentially further consultation.*

***Proposed Alternative Skate and BMX Park Location:***



*Final comment is sought from the Skate and Bike Development Advisory Committee in the development of a site concept plan for Wotton Reserve following the additional engagement feedback received.*

**OFFICER'S RECOMMENDATION**

That Council:

1. Notes the stakeholder and community engagement conducted to inform the development of the site concept design for the skate and BMX facilities, soccer fields, community infrastructure and car parking within Wotton Reserve, Embleton.



2. Notes the following comments from the Skate and Bike Development Advisory Committee in developing the final concept plan:
  - (a) \_\_\_\_\_;
  - (b) \_\_\_\_\_;
  - (c) \_\_\_\_\_;

### **COMMITTEE RECOMMENDATION**

**That Council:**

1. **Notes the stakeholder and community engagement conducted to inform the development of the site concept design for the skate and BMX facilities, soccer fields, community infrastructure and car parking within Wotton Reserve, Embleton.**
2. **Notes the following comments from the Skate and Bike Development Advisory Committee in developing the final concept plan:**
  - (a) **Review various elements within the skate park and BMX jumps as identified through the community engagement process to include for consideration in the draft concept.**
  - (b) **A preference for a traditional clay dirt jump surface providing a 3 -4 jump series of intermediate to advanced competition level jumps.**
3. **Considers the alternative location identified, being the current junior soccer training area within Wotton Reserve, Embleton, as the preferred location of the Skate and Bike Development Advisory Committee and Morley Windmills Club (Inc.).**

### **BACKGROUND**

At the Ordinary Meeting held 27 April 2021 it was resolved:

*"That Council:*

1. *Notes the outcome of the community engagement conducted in relation to the relocation of the Wotton Reserve Skate Park facility.*
2. *Endorses Wotton Reserve as the final location for the relocation of the current Wotton Reserve Skate and BMX facilities.*
3. *Requests that the Chief Executive Officer progress development of a detailed concept plan taking into consideration all of the outcomes identified in Option Three as presented in the Officers Report."*

In accordance with the above resolution the City has engaged Emerge Associates, in conjunction with Skate Sculpture and Common Ground Trails to develop a detailed site concept plan for Wotton Reserve. The plan will incorporate skate and BMX facilities, soccer fields, community infrastructure and car parking within Wotton Reserve. The detailed concept plan will inform the future design and construction of the new Wotton skate park facility.

### **EXTERNAL CONSULTATION**

The following key stakeholders were targeted during the engagement period via direct correspondence and signage placed at Wotton Reserve.

- Sporting and community clubs based within Wotton Reserve (All associated Windmills Clubs and Bayswater Petanque Club);
- Residents and business within 200m of Wotton Reserve; and
- Users of Wotton Reserve (including skate park).

The engagement provided participants with the opportunity to:

- View and discuss the draft concept plans with both City staff and representatives from Emerge, Skate Sculpture and Common Ground;
- Complete an online survey; and
- Complete a hard copy survey available from the Civic Centre, City of Bayswater Library or at the pop up community session.

Following the appointment of Emerge Associates, invitations were sent to Morley Windmills and Bayswater Petanque Club to meet and discuss the draft concept.

An initial meeting has been held with Morley Windmills who are keen to:

- Retain and maximise the amount of available parking within close proximity to their clubroom,
- Ensure there is sufficient parking for soccer teams and reserve users,
- Consider older users and club staff accessing club facilities,
- Ensure appropriate buffers and run off areas are retained to all compliant soccer pitches,
- Develop connecting pathways around the site, and
- Not develop parking in the area of the current play area due to existing underground services (septic tanks) and future aspiration to develop changing / grandstand facilities within the area to support soccer.

No feedback to date has been received from Bayswater Petanque Club.

Broader community engagement for the draft concept design at Wotton Reserve, Embleton opened on Friday 23 July 2021 and closed on Sunday 1 August 2021.

A pop up session and skate event was held for three hours at the Bayswater Skate Park, Wotton Reserve on Saturday 31 July 2021 between 1-4pm and provided an additional opportunity for anyone interested to pop in and have a chat with staff, view the plans and provide comment as required.

## OFFICER'S COMMENTS

Emerge Associates are specialist consultants in Urban Environment Landscape Design and have engaged Skate Sculpture and Common Ground as sub-consultants to provide design input on the skate and BMX elements. Recent projects worked on includes:

- McCallum Park Activity Hub – Town of Victoria Park,
- Midvale Youth Space- City of Swan and
- Avon Park-Shire of York.

Emerge Associates have completed a number of site surveys and audits and received preliminary feedback from the Skate and Development Advisory Committee following the SABDAC meeting of 5 July 2021, and feedback from a facility reference group comprising of skaters, riders and facility users in order to develop a preliminary draft design for comment.

Following initial information received Emerge has developed a preliminary concept for comment. The preliminary concept below was used to inform stakeholder engagement.

It should be noted that in line with community and stakeholder comment the draft skate / BMX and community facilities have been designed as much as possible to replicate the existing facility. The replacement skate facility is also designed and costed to be delivered within available resources as per the State Government funding commitment received.

Draft Preliminary Site Plan for Comment:





Draft Skate and BMX Facility for Comment:



### Parking

It is noted that parking is an important aspect of the design and more specifically there is a need to provide appropriate parking in and around both the skatepark site and the Morley Windmills and Bayswater Petanque Clubrooms.

The indicative spatial layout developed to inform the feasibility of developing a skatepark within Wotton Reserve and considered by Council at the Ordinary meeting in April 2021 showed a potential for 79 parking bays in and around the location of the new Wotton North skatepark location and Morley Windmills Clubroom.

The draft preliminary site plan developed by Emerge provides 61 parking bays within this location. The 61 bays includes an increase of ACROD accessible and seniors parking bays adjacent to the clubrooms and a provision for family / parents parking close to the skatepark.

There is provision for up to 120 parking bays to the South of the reserve along Wotton Street, which is an increase from 100 bays identified in the original spatial layout, together with the additional 26 bays proposed along the new access road to be constructed to the Morley train station car park which will provide in excess of an additional 300 bays.

In summary the initial spatial layout developed in March / April 2021 provided 205 parking bays and the preliminary draft concept developed by Emerge provides potential for 207 parking bays.

### Skate / BMX Facility

The skate / BMX facility mirrors the existing facility located at Wotton Reserve and provides some additional and reworked skate / BMX elements. The site caters for beginners all the way through to higher level competition.

The surface of the BMX jumps is yet to be determined with mixed requests and preferences for either clay, crushed limestone or bitumen. The current community engagement process will assist in informing a final decision on BMX jump surface finishes. The concept plan allows for the provision of a mixed combination of surfaces within various sections of the jump combinations.

### Supporting Community Facilities

The design provides for lighting, shade structures, grass bank elevated viewing area, BBQ, drinks fountain and bins. Space has been allowed to provide for an element of cultural / community art as appropriate. The existing toilet block within Wotton Reserve will be retained to service both reserve and skate users.

Compliant buffer zones have been provided as separation between the skate, parking and active soccer areas with sufficient fencing and screens to retain soccer balls within the playing areas.

Connecting and accessible pathways are provided throughout the site to link multiple entrances with skate, parking, soccer, club, community facilities and the soon to be constructed Morley train station.

Following the closure of the community engagement on Sunday 1 August 2021, Emerge will prepare a summary engagement report. The engagement feedback report will be used to inform any further amendments that may be required to the draft concept plan. Given the timeframes around the engagement closing and the scheduled SABDAC meeting to be held 2 August 2021, the engagement feedback report will be tabled as an addendum to this report at the 2 August SABDAC meeting.

Following the closure of the engagement and any subsequent input from SABDAC at their 2 August 2021 meeting relating to the engagement feedback report, Emerge will develop a final concept plan for Council consideration at the Ordinary meeting to be held 24 August 2021.

Should the concept plan be supported, officers will prepare a tender for the final design and construction of the site.

## LEGISLATIVE COMPLIANCE

- *Local Government Act 1995.*

## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	<b>That Council:</b> <b>1. Notes the stakeholder and community engagement conducted to inform the development of the site concept design for the skate and BMX facilities, soccer fields, community infrastructure and car parking within Wotton Reserve, Embleton.</b> <b>2. Notes the following comments from the Skate and Bike Development Advisory Committee in developing the final concept plan:</b> <b>(a) _____;</b> <b>(b) _____;</b> <b>(c) _____;</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 in line with the City's adopted risk.	

## FINANCIAL IMPLICATIONS

State Government funding has been received to relocate the current skate and BMX facilities located within Wotton Reserve to make way for the new Morley train station car park.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Community  
 Goal C1: Create safe and inviting places for people to come together.  
 Goal C3: Maximise the use of the City's facilities and parks by all sections of the community.

Theme: Environment and Liveability  
 Goal E3: Improve the City's walking and cycling network and create safer streets.



## **CONCLUSION**

Emerge Associates, has developed a detailed concept plan that will incorporate skate and BMX facilities, soccer fields, community infrastructure and car parking within Wotton Reserve. The plan has been developed with significant stakeholder input from the users of the reserve, neighbouring clubs, local residents, SABDAC and other industry specialists.

Input from SABDAC is required at the meeting held 2 August 2021 to inform the final concept plan.



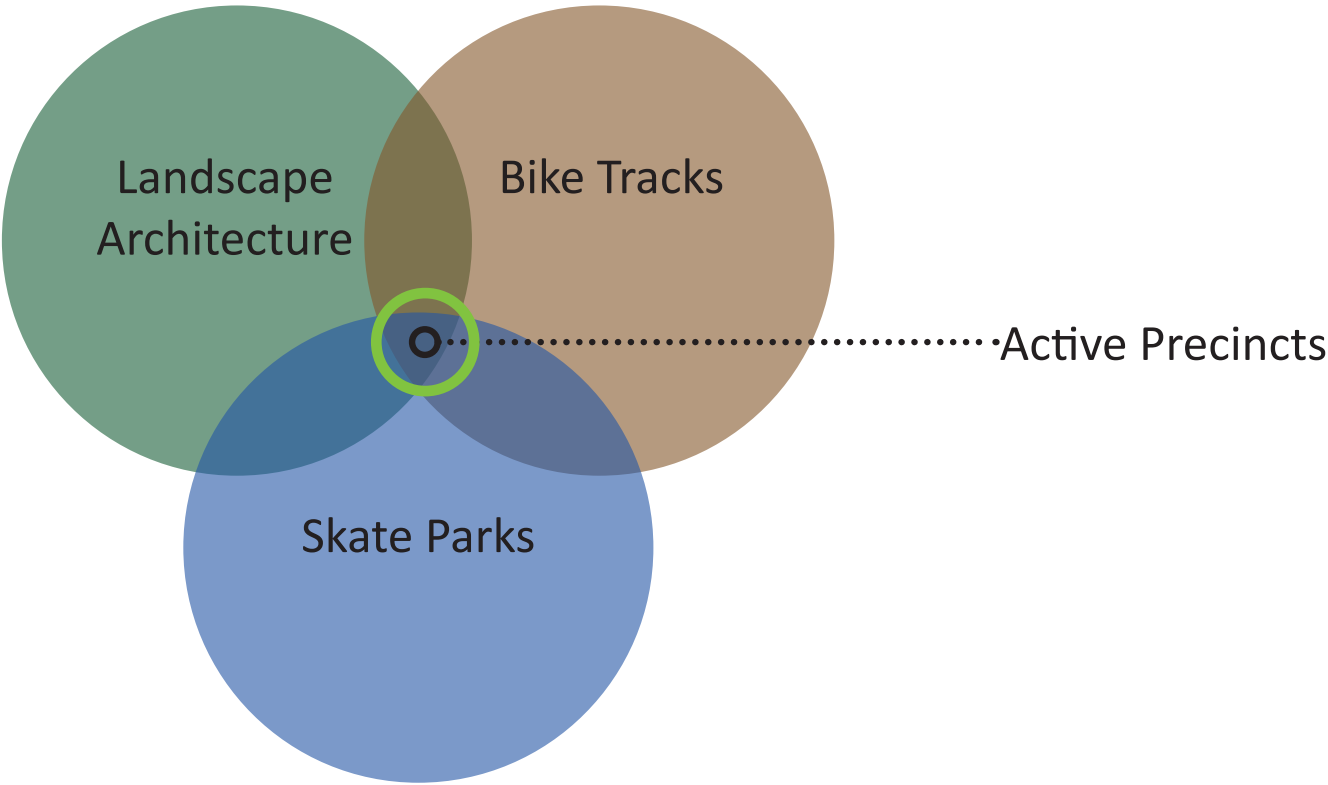


Wotton Reserve Skate Park / BMX Track and Parking





Who we are?



What we've done?



**McCallum Reserve**  
Town of Victoria Park  
*Emerge Associates, Skate  
Sculpture & Common Ground*



**Avon Foreshore**  
Shire of York  
*Emerge Associates, Skate  
Sculpture*



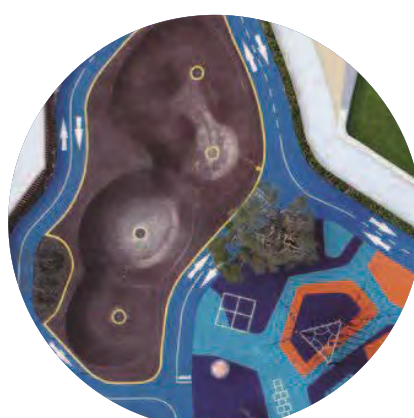
**Port Kennedy SkatePark**  
City of Rockingham  
*Emerge Associates, Skate  
Sculpture*



**Midvale Youth Precinct**  
City of Swan  
*Emerge Associates, Skate  
Sculpture &  
Common Ground*



**Boddington Civic Precinct**  
Shire of Boddington  
*Emerge Associates, Skate  
Sculpture & Common Ground*



**Madox, Piara Waters**  
Mirvac  
*Emerge Associates & Common  
Ground*



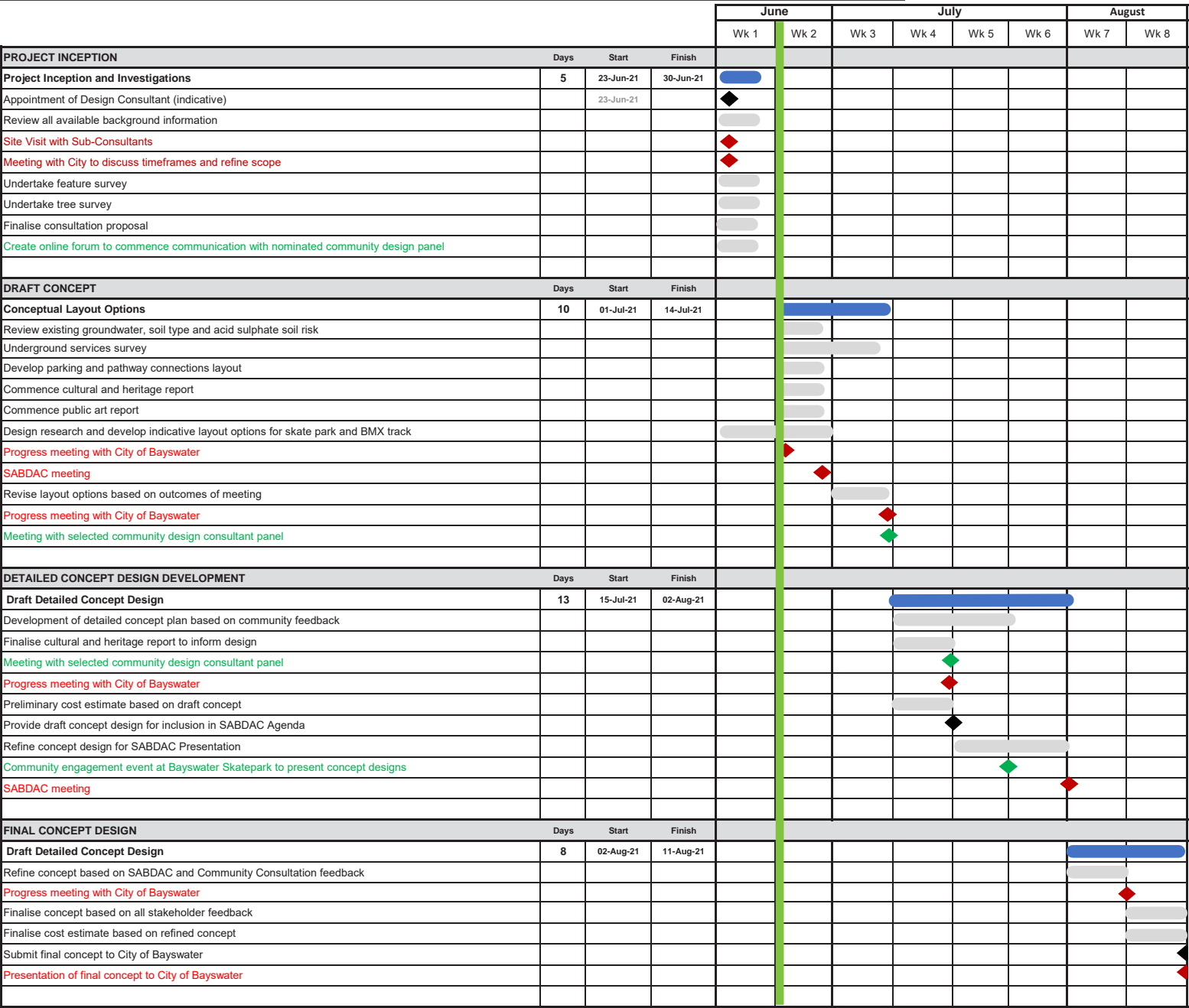
**Calleya BMX Park**  
Stockland  
*Emerge Associates & Common  
Ground*



**One71 BMX Park, Baldvis**  
Mirvac  
*Emerge Associates & Common  
Ground*



# Wotton Reserve - Programme



What’s been done so far:

- Contracts executed
- Design Workshop #1
- Tree Survey
- Feature Survey
- Underground Services Survey
- DPLH Site History Search



# Wotton Reserve - Layout Options

OPTION 1



OPTION 2



OPTION 3



QUESTIONS/DISCUSSION





# Wotton Reserve - Existing Facility

WHAT WORKS, WHAT DOESN'T?



QUESTIONS/DISCUSSION





## Vert Ramp / Wall Ride / Hip Banks



## Box Jump / 1/4 to Bank / Bank to Bank





## Fun Box / Pyramid Combo Feature





## Horse Shoe Bowl / Bank



## Bowl / Spine





## Gap / Bank with Ledge / Quarter Pipe



## Stair Set Combo





## Mini Skate Plaza



## BMX Track





## Inspiration Images



## Vert Ramps





## Level Change - Transition



## Central Features - Transition





## Quarter / Bank Wall / Horse Shoe Combo





## Bowls



## Level Change Street





## Mini Skate Plaza



Question - Skate Options?



# Wotton Reserve - BMX Options

## JUMP LINES CONNECTED TO SKATE PARK





# Wotton Reserve - BMX Options

ASPHALT TRACK CONNECTED  
ALONG ONE EDGE TO SKATE PARK





# Wotton Reserve - BMX Options

TRACK WRAPPING AROUND  
OUTSIDE OF SKATE PARK





Question - BMX Options?



# Wotton Reserve - Hangout Options

## SEATING AND SHADE



- BESPOKE
- COMMUNAL
- COLOURFUL
- INCLUSIVE
- ARTWORKS
- NARRATIVE
- CONTEXT
- ROBUST
- LOW MAINTENANCE





# Wotton Reserve - Hangout Options

## AMENITY



Drink Fountain with refill station



Smart benches with wifi and charging



Outdoor DJ Booth



Repair stations for bike and skate



Modular toilet block



Question - Hangout Options?





Wotton Reserve - Additional Considerations

EXISTING TREES



BUFFER TO RESIDENTS



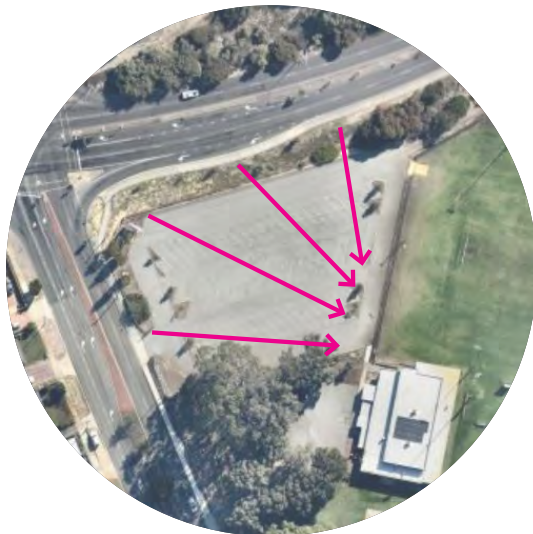
SOCCER CLUB BUFFER



BARRIER TO BUSY ROADS



TOPOGRAPHY



CONNECTION TO SURROUNDS



PEDESTRIAN LINKS



WIND



# Wotton Reserve - Next Steps

- CONTACT MORLEY WINDMILLS SOCCER CLUB AND PETANQUE CLUB - 5th JULY
- COMMUNITY DESIGN PANEL DESIGN SESSION #1 - 8th JULY
- CONFIRM ELEMENTS WITHIN PRECINCT
- REFINE LAYOUT OF PRECINCT
- CAR PARKING LAYOUT OPTIONS
- ON-SITE MEETING WITH KEY STAKEHOLDERS
- INVESTIGATE PUBLIC ART OPTIONS
- CONFIRM DATE FOR ON-SITE COMMUNITY CONSULTATION SESSION



Subject: Skate park relocation at Wotton Reserve

Dear Jon

**Re: Relocation of Skate Park at Wotton Reserve**

In regards to the ongoing community consultation and detailed design process for the Bayswater

---

skatepark relocation, the Windmills Club have been advised that the current junior pitches have been presented as an alternative option to the Wotton North carpark.

The Windmills Club agrees this alternative location should be reviewed as part of due diligence and presented for consideration with the current singular option of the Wotton North carpark. Progressing a single option to detailed design has always been the club's concern and we are pleased a second option is being considered in detail.

The Windmills Club would support this second option in preference to the Wotton North carpark option.

This alternate option does not come without impact, however. It will still has a significant impact on the users, Morley Windmills Sports and Soccer Clubs, with both junior and social teams utilising this area regularly. They are already to be inconvenienced in the short term by the development in the area and have moved to secure Elstead Reserve during the new Morley Station construction period of 2-3yrs.

Given this new Wotton location being an option, we request urgent discussions commence with the City and any other involved parties to extend and secure Elstead Reserve as a long term, permanent replacement.

Part of this long term commitment would include an Elstead Reserve site assessment to identify improvement opportunities to boost the amenity at this location. Known issues at Elstead are: aged facilities and insufficient parking facilities which cause spillage into residential streets.

For clarity, the Windmills Club's position remains unchanged on the Wotton North location. It has never been an acceptable option and detailed design has proven this to be the case. This alternative option (Junior pitches) provides the club with far less social, financial and reputational impact overall. During construction to final completion, disruption will be extensive given the expected construction period for the Broun Avenue Bridge and new station construction works.

Therefore, the Windmills Club would strongly endorse the City's position to include the junior pitch location as a secondary option for consideration at Wotton Reserve behind the previously expressed preferred option of Broun Park.

Regards

John Dols  
Secretary  
Windmills Club (Inc.)



**10.6.4 Audit and Risk Management Committee - 3 August 2021****10.6.4.1 Corporate Strategy Progress Reporting - August 2021**

<b>Responsible Branch:</b>	Governance and Organisational Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Annual Progress Report - Economic/Business Framework [8.1.1 - 14 pages]</li> <li>2. Annual Progress Report - Car Parking Management Plan for the Morley Activity Centre [9U2Q] [8.1.2 - 8 pages]</li> <li>3. Annual Progress Report - Maylands Town Centre Parking Strategy [W7IP] [8.1.3 - 8 pages]</li> <li>4. Annual Progress Report - Bayswater Town Centre Short-term Parking Management Plan [YSMC] [8.1.4 - 7 pages]</li> <li>5. Annual Progress Report - Citywide Traffic Management Implementation Plan [8.1.5 - 2 pages]</li> <li>6. Annual Progress Report - Play Space Strategy 2019-2029 [8.1.6 - 5 pages]</li> <li>7. Annual Progress Report - Public Health and Wellbeing Plan 2019-2024 [8.1.7 - 17 pages]</li> </ol>
<b>Refer:</b>	<p>Item 8.3 ARMC: 04.08.2020  Item 10.4.12 OCM: 03.09.2019  Item 10.2.1 OCM: 09.07.2019  Item 10.2.2 OCM: 11.06.2019  Item 10.4.5 OCM: 11.06.2019  Item 10.3.2 OCM: 26.03.2019  Item 9.8 PDSC: 10.04.2018  Item 9.1.5 PDSC: 06.02.2018  Item 9.1.12 PDSC: 16.05.2017</p>

**SUMMARY**

This report provides Council an annual progress update for the following strategies:

- Economic/Business Framework.
- Car Parking Management Plan for the Morley Activity Centre.
- Maylands Town Centre Car Parking Strategy.
- Bayswater Town Centre Short-term Parking Management Plan.
- Citywide Traffic Management Implementation Plan.
- Play Space Strategy 2019-2029.
- Public Health and Wellbeing Plan 2019-2024.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

That Council notes the progress reports as of June 2021 for the following strategies:

1. Economic/Business Framework.
2. Car Parking Management Plan for the Morley Activity Centre.

3. **Maylands Town Centre Car Parking Strategy.**
4. **Bayswater Town Centre Short-term Parking Management Plan.**
5. **Citywide Traffic Management Implementation Plan.**
6. **Play Space Strategy 2019-2029.**
7. **Public Health and Wellbeing Plan 2019-2024.**

## BACKGROUND

In 2019 Council adopted the Corporate Business Plan 2019-2023, which included a new action:

**“L3.1.3 Provide an annual report on the implementation of approved strategies.”**

Progress reporting commenced in February 2020. Reports are provided to Council through the Audit and Risk Management Committee (ARMC). The City maintains a large and diverse range of strategies, so the reports are distributed across the scheduled ARMC meetings each year.

The reporting schedule for the calendar year 2021 is outlined in **Table 1**. Newly endorsed strategies and plans are added to the schedule as appropriate.

**Table 1 – Progress Reporting Schedule for calendar year 2021**

<b>February 2021</b>	<b>May 2021</b>	<b>August 2021</b>	<b>November 2021</b>
Town Centre Activation Plans (Bayswater, Maylands, Morley, Noranda) Local Housing Strategy Morley Activity Centre Plan	Renewable Energy and Emission Reduction Position and Action Statement Urban Forest Strategy Collective Local Biodiversity Strategy Waterwise Bayswater 2020-2030	Play Space Strategy 2019-2029 Public Health and Wellbeing Plan 2019-2024 Economic/Business Framework Car Parking Management Plan for Morley Activity Centre Maylands Town Centre Car Parking Strategy Bayswater Town Centre Short-term Parking Management Plan Citywide Traffic Management Implementation Plan	Age Friendly Strategy 2017-2021 Youth Action Plan - The Platform 2019-2021 Cultural Plan 2019-2024 Community Safety and Crime Prevention Plan 2017-2021 CCTV Strategy 2018-2028

The format of progress reports for the calendar year 2020 appeared to be clear and inclusive of necessary information for the ARMC and Council. Minor improvements have been made to the process and report format with a focus on continuous improvement.

## EXTERNAL CONSULTATION

No external consultation has taken place in relation to this report. Consultation may have been undertaken during the development of individual strategies.

## OFFICER'S COMMENTS

This report and its attachments provide an annual progress update for the following strategies:

- Economic/Business Framework.

- Car Parking Management Plan for the Morley Activity Centre.
- Maylands Town Centre Car Parking Strategy.
- Bayswater Town Centre Short-term Parking Management Plan.
- Citywide Traffic Management Implementation Plan.
- Play Space Strategy 2019-2029. Public Health and Wellbeing Plan 2019-2024.
- Public Health and Wellbeing Plan 2019-2024

The last progress report for each of these strategies were presented to the Audit and Risk Management Committee in August 2020.

**Table 2** provides details about the adoption, review and status of each strategy. The report provides general information about each strategy and key achievements from the past year. **Attachments 1-7** provide more information, including progress on specific actions and priorities going forwards.

**Table 2 – Summary of strategies being reported this quarter**

Strategy	Adopted	Last review	Next review	Status	Attachment reference
Economic/Business Framework	2017	Yet to be reviewed	2023	In progress	<a href="#"><u>Attachment 1</u></a>
Car Parking Management Plan for the Morley Activity Centre	2018	Yet to be reviewed	2023	In progress	<a href="#"><u>Attachment 2</u></a>
Maylands Town Centre Car Parking Strategy	2018	Yet to be reviewed	2023	In progress	<a href="#"><u>Attachment 3</u></a>
Bayswater Town Centre Short-term Parking Management Plan	2018	Yet to be reviewed	N/A <sup>1</sup>	In progress	<a href="#"><u>Attachment 4</u></a>
Citywide Traffic Management Implementation Plan	2019	2020	2021	In progress	<a href="#"><u>Attachment 5</u></a>
Play Space Strategy 2019-2029	2019	Yet to be reviewed	2022	In progress	<a href="#"><u>Attachment 6</u></a>
Public Health and Wellbeing Plan 2019-2024.	2019	2020	2021 <sup>2</sup>	In progress	<a href="#"><u>Attachment 7</u></a>

<sup>1</sup> The plan focuses on short-term actions that coincide with and help minimise the impact of the Bayswater Train Station upgrade. A structured review cycle is not considered necessary, as it may be amended as needed based on monitoring during and/or after the upgrade process.

<sup>2</sup> The strategies and actions within the plan are still considered relevant, however the plan is considered a 'living document' and is reviewed on an annual basis.

### **Economic/Business Framework**

In 2016 Council passed a Notice of Motion for the City to create a framework that aims to support, enhance and revitalise existing local businesses. It also provided incentives for new businesses to emerge and existing businesses to relocate to the district.

The City engaged comprehensively with the business associations that operate within the City and with individual businesses and landowners. The outcome of this was the Economic/Business Framework. The Framework identifies how to enhance opportunities for businesses to flourish within the City. Council adopted the Economic Business Framework in May 2017.

Of the 25 actions identified in the framework, five are complete, 10 are in progress or ongoing, and 10 have not commenced mainly due to funding not being allocated as a part of the budget process. Select achievements from the past year are outlined in **Table 3** and updates for individual actions are provided in [Attachment 1](#).

**Table 3 – Economic/Business Framework achievements of note since last progress report**

Action	Status	Progress comments
7.1.2 Expand the City's existing procurement policy to improve the capacity of local business to be awarded works and services contracts. Improve the feedback loop at all stages to build business capacity.	Complete	As a part of the COVID-19 recovery process the City has adopted a procurement policy which aims to bolster the local economy by encouraging use of local suppliers.
7.3.1 Measure and assess all town centre parking options and deliver an action plan that improves availability and turnover rates for staff and customers in public and private bays.	Complete	The Short-term actions in the Bayswater Town Centre Short Term Car Parking Plan have now been implemented. Other actions identified are to be considered at a later date.
7.3.3 Create a Bayswater town centre marketing plan that itemises the qualities of the precinct and transmits them to the public.	Complete	The Destination Marketing Strategies were adopted by Council at the 27 April 2021 Ordinary Council Meeting, implementation has commenced.
7.4.6 Create a Maylands town centre marketing plan that itemises the qualities of the precinct and transmits them to the public.		
7.4.2 Implement the activation component of the 'Crime Prevention Through Environmental Design Audit Maylands Business Precinct' (January 2017) report.	Ongoing	Improvements to Lyric Lane have occurred. The City has undertaken engagement on the remaining laneways, and has commenced implementation of the actions identified as a part of the engagement on Greenslade Lane.
7.6.1 Work with the owner of the Noranda Palms Shopping Centre to improve walkability between the major entrances of the centre, through their carparks and to/from other anchors within the town centre.	Ongoing	Improvements to the connectivity in the Noranda town centre through improved footpath and crosswalk networks.
General achievement	Ongoing	Appointment of (a fixed term) Economic Recovery Officer to implement the COVID-19 Economic Recovery Plan.

### **Car Parking Management Plan for the Morley Activity Centre**

The key objective of the Car Parking Management Plan (CPMP) for the Morley Activity Centre is to coordinate the transition of the existing parking scenario to an ultimate parking scenario that supports a medium/high intensity, mixed use urban centre that is serviced by both private vehicles and enhanced alternative transportation modes including public transport, cycling and walking. The plan was adopted by Council in March 2018.

The strategic approach of the CPMP is the development of a suite of integrated policy objectives for car parking and sustainable modes of alternative transport that support the City's broader goals for the Morley Activity Centre Structure Plan (MACSP).

Of the 21 recommendations identified in the plan, eight are ongoing and 13 have not commenced. Due to the current high availability of parking within the Morley Activity Centre, parking management is presently not considered an issue or a priority. As such, there are no new achievements since the last report in August 2020. The need for the implementation of the CPMP

actions in the future will be triggered by major development occurring in the centre, such as the Morley Galleria shopping centre redevelopment, which will likely create significant parking demand.

Updates for individual actions are provided in **Attachment 2**.

### **Maylands Town Centre Car Parking Strategy**

In order to better understand car parking issues within the Maylands Town Centre, the City appointed a transport consultant to undertake a parking inventory and occupancy survey. Council then resolved (in part) to proceed with the preparation of the car parking strategy, using the consultant's report as an informing document. The final strategy, including an implementation plan, was adopted by Council in April 2018.

The objectives of the strategy are to:

- Identify existing car parking conditions and users.
- Identify car parking areas under pressure from high demand ('hot spots').
- Establish a range of actions to manage existing and future car parking demands within the town centre.
- Support an integrated approach to transport and parking management within the town centre which balances provision for cars with the requirements of other modes of transport.

Of the 44 actions identified in the strategy, five are complete, 19 are in progress or ongoing, and 20 have not yet started. Implementation has been impacted by funding being limited to available cash in lieu of car parking. In light of this the City has been prioritising projects to ensure priority actions can be implemented. Achievements in the last year include:

- Detailed design for the line marking of new car bays along Whatley Crescent and Railway Parade.
- Liaising with the Public Transport Authority regarding use of their train station car parking bays outside of peak times.

Updates for individual actions are provided in **Attachment 3**.

### **Bayswater Town Centre Short-term Parking Management Plan**

The Bayswater Town Centre Short-term Parking Management Plan (BTCSPMP) is the outcome of a parking inventory and occupancy survey conducted in 2018. The survey established the current usage of parking bays within the Bayswater Town Centre. The purpose of the BTCSPMP is to manage parking within the Bayswater Town Centre in the short term. Implementation of this plan will better support the town centre as an attractive place to dine, shop and visit.

Through community consultation, the implementation plan identified appetite for short-term improvement options and recommended actions. Council adopted the BTCSPMP in September 2019.

Of the 12 actions identified in the strategy, three are complete, six are in progress or ongoing, and six have not commenced. Select achievements from the past year are outlined in **Table 4** and updates for individual actions are provided in **Attachment 4**.

**Table 4 – Bayswater Town Centre Short-term Parking Management Plan achievements of note since last progress report**

Action	Status	Comment
2. Line marking parking bays on King William Street	Complete	The line marking of new bays along King William Street has occurred.
3. Modifying time restricted parking	Complete	The time restricted parking modifications as identified on the 'Modified Time Restriction Plan' have been implemented, and the action is complete.
6. Leasing and constructing a carpark at 2 Hamilton Street, Bayswater	In progress	The City has entered into an agreement with the owner of 2 Hamilton Street to lease the property for three years for the purpose of a car park during construction of the train station. Construction of the carpark is yet to commence.

### Citywide Traffic Management Implementation Plan

The Citywide Traffic Management Implementation Plan (CWTMIP) was the outcome of an extensive traffic management study undertaken for the whole City. The purpose of the study was to identify traffic-related problem areas and prioritise improvements to increase safety on the City's local road network. It allows the City to manage ongoing resident problem road queries and complaints proactively. Council adopted the CWTMIP in March 2019.

Applying the recommended measures from the CWTMIP have reduced the potential for collision, resulting in reduced risk of accidents and increased safety for all road users and pedestrians. Priorities are regularly reviewed and, if required, reprioritised using the CWTMIP. Some of these measures included the installation of a carpark on Bramwell Road in lieu of traffic calming measures and at intersections that meets the crash criteria under the State Blackspot Program.

The achievements that have been implemented from the past year are outlined in **Table 5** and updates for these actions are provided in **Attachment 5**.

**Table 5 – Citywide Traffic Management Implementation Plan achievements of note since last progress report**

Location	Task	Status	Progress comments
Morley Drive and McGilvray Avenue Intersection	Traffic Modelling and Road Safety Audit of Intersection	Complete	A Safety Audit was undertaken in January 2021.
Walter Road West and Coode Street Intersection	Preparation for Blackspot Submission	Complete	Submission made under the 2021/22 State Blackspot Program.
Queen Street (south of Snell St), Stone Street (south of Snell St)	Install Traffic Calming	Complete	Traffic Calming measures were installed in July 2020.
Bedford Traffic Calming - Lawrence St, Edward St, The Strand, Shaftesbury St, Birkett St, Drummond St	Install Traffic Calming	In Progress	Community Consultation complete. Implementation expected in 2021/22.
Bramwell Road (Morley Highschool)	Construct Carpark	Complete	Carpark was installed in lieu of traffic calming measures
East Street and Eighth Avenue Intersection	Construct Roundabout	Complete	Completion of roundabout construction under the 2019/20 State Blackspot Program.

## Play Space Strategy 2019-2029

The Play Space Strategy 2019-29 (PSS) was adopted by Council in July 2019. The plan provides a rationale to guide decision-making around the redevelopment of play spaces across the City. It contains a detailed audit of the City's 169 play spaces and recommends a prioritised, 10-year Future Implementation Plan of play space redevelopments subject to the annual budget cycle. The PSS allows the City to:

- Make decisions in a more holistic and strategic manner.
- Plan and provide a variety of play experiences in local areas for the whole community to enjoy.
- Be responsive to change and community demand.

The vision of the strategy is that play spaces in the City:

- Allow all people, regardless of age or ability, to experience physical and creative play, social interaction and physical activity.
- Can be standalone or co-located with community and sporting facilities; in natural environments, public open space or urban areas.
- Accommodate a variety of uses, amenities and elements.

Select achievements from the past year are outlined in **Table 6** and updates for individual actions are provided in **Attachment 6**.

**Table 6 – Play Space Strategy 2019-2029 achievements of note since last progress report**

Park name	Period	Status	Progress comments
Nellie Tant Reserve	2019/20	Completed	Renamed from The Strand Reserve to Nellie Tant Reserve. Official launch March 2021.
Bayswater Waves play equipment replaced	Not assigned*	Completed	Completed in August 2020
Noranda Athletics, Noranda Sporting Complex (south-west corner)	Not assigned^	Completed	Play Space Redevelopment completed in September 2020
Waltham Reserve, Morley	2019/20	Completed	Play Space Redevelopment completed in September 2020
Belstead Reserve, Morley and Alf Brooks Park, Bayswater	2020/21	Completed	Park and Play Space Redevelopments completed in October 2020, as part of City's COVID-19 Stimulus Package
Mills Avenue Reserve, Bayswater	2019/20	Completed	Play Space Redevelopment completed in October 2020
Cloughton Reserve, Bayswater	2019/20	Completed	Play Space Redevelopment completed in December 2020
Pat O'Hara Reserve,	2019/20	Completed	Play Space Redevelopment completed February 2021
Stanbury Reserve, Morley	2020/21	Completed	Completed community engagement, concept planning and design. Play Space Redevelopment completed in June 2021



Park name	Period	Status	Progress comments
Gus Weimar Reserve, Morley	2020/21	Completed	Completed community engagement, concept planning and design. Play Space Redevelopment completed in June 2021

\* This project was not included in the PSS, but design and engagement processes were undertaken in accordance with the guiding principles.

^ This project was not included in the scope of the PSS, however inspection identified that replacement was required. The project was therefore incorporated into the PSS budget and work plan.

### Public Health and Wellbeing Plan 2019-2024

The Public Health and Wellbeing Plan 2019-24 was developed to promote and protect public health within the community. It was developed using epidemiological data sourced from the WA Department of Health's North Metropolitan Health Service, and was adopted by Council in June 2019. The vision of the plan is simple: *a healthier Bayswater*. To achieve this, it identifies actions to help reduce the incidence of identified public health issues within the community, and provides other strategies to improve health and wellbeing.

The actions within the plan are organised into four themes. The themes and the status of their actions are outlined in **Table 7**. The majority of actions currently underway are ongoing and will be integrated into various projects and business-as-usual activities over time.

**Table 7 – Public Health and Wellbeing Plan 2019-2024 status of actions by theme**

Theme	In progress / Ongoing	Complete	Off track	Not started
Healthy and sustainable environments	22	Nil	Nil	Nil
Planning and the environment	8	Nil	Nil	Nil
Promoting health and wellbeing	17	3	Nil	1
Safe and inclusive community.	13	5	Nil	Nil

Achievements from the past year include:

- High commendation at the Injury Matters Awards in March for the "Stay on Your Feet" program.
- The City's Waste Plan was endorsed by the Director General of the Department of Water and Environmental Regulation in January. The City was one of the first Local Governments to have their Waste Plan endorsed.
- The City provided assistance to the WA Department of Health in relation to setting up a COVID-19 testing clinic at The RISE in Maylands in February.
- The City worked closely with various community organisations to deliver a series of public health and wellbeing workshops and programs for residents to help increase physical activity and social connections, improve nutrition and support mental health.
- The City implemented a new FOGO (Food Organics Garden Organics) service in March. A series of waste education workshops and programs were also held to support the new service, help minimise waste generation, increase recycling and reduce the amount of waste being sent to landfill.
- The City held two food safety seminars for food businesses within the City to assist their staff in improving skills and knowledge about food handling and hygiene.

- The City developed a new Waste Local Law which aligned with the Western Australian Local Government Association (WALGA) template. The City's new Waste Local Law 2020 was gazetted on Tuesday 19 January 2021.

Updates for individual actions are provided in **Attachment 7**.

## LEGISLATIVE COMPLIANCE

Not applicable.

## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	That Council notes the progress reports as of June 2021 for the following strategies:	
	<ol style="list-style-type: none"> <li><b>Economic/Business Framework.</b></li> <li><b>Car Parking Management Plan for the Morley Activity Centre.</b></li> <li><b>Maylands Town Centre Car Parking Strategy.</b></li> <li><b>Bayswater Town Centre Short-term Parking Management Plan.</b></li> <li><b>Citywide Traffic Management Implementation Plan.</b></li> <li><b>Play Space Strategy 2019-2029.</b></li> <li><b>Public Health and Wellbeing Plan 2019-2024.</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>	Noting progress towards strategies will assist Council in future decision making. Not only does this manage risk to the organisation, it will assist in reducing risk by keeping Council informed of progress.	

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Leadership and Governance
- Goal L3: Provide good customer service.  
Respond to the needs of our community in a respectful and timely way.
- Goal L4: Communicate in a clear and transparent way.  
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

**CONCLUSION**

This report and its attachments are submitted to Council to provide an annual update on a number of Council endorsed strategies, in accordance with the City's Corporate Business Plan 2019-2023, Action L3.1.1. Provide an annual report on the implementation of approved strategies. Other active City strategies will be reported on as per the above schedule, ensuring all Council adopted strategies are reported on at least once annually.

City of  
**Bayswater**

# Annual Progress Report

## Economic/Business Framework



This document provides an annual progress report for the implementation of the City of Bayswater Economic/Business Framework for the year July 2020 to June 2021.

### Purpose

In December 2016, Council adopted a Notice of Motion for the City to create a framework that aims to support, enhance and revitalise existing local businesses within the City of Bayswater. It also provided incentives for new businesses to emerge and existing businesses to relocate to the district.

The City engaged comprehensively with the business associations that operate within the City and with individual businesses and landowners. The outcome of this was the Economic/Business Framework. The Framework identifies challenges and elucidations to enhance opportunities for businesses to flourish within the City. Council adopted the Economic Business Framework in May 2017.

### Objectives

In consultation with the business community, the City identified the following priorities, challenges and incentives:

1. **Presentation** – respondents want public areas in their precinct to be consistently maintained and improved and to form a safe, interesting and comfortable environment.
2. **Parking** – respondents ask for better car parking management on both private property and in public/on street parking.
3. **Infrastructure** – respondents want modern infrastructure to support business.
4. **City support and improvements** – respondents want better communication from the City and improvements to support business.
5. **Costs** – a small number of respondents wanted a reduction in rents and in the City's rates.
6. **Planning** – respondents want improvements in planning policies so that they were more modern and sustainable.
7. **Customer attraction** – respondents wanted to attract more customers to the precincts that they were operating in.

### Achievements

Since the last annual progress report in August 2020, the City has achieved the following:

- Completion of the Destination Marketing Strategies for Bayswater, Morley and Maylands, with implementation set to commence in FY2021/22.
- Completion of the implementation of the Bayswater Town Centre Short-term Car Parking Plan.
- Improvements to the connectivity in the Noranda town centre through improved footpath and crosswalk networks.
- Appointment of (a fixed term) Economic Recovery Officer to implement the COVID-19 Economic Recovery Plan.
- Laneway improvements to Lyric Lane and Greenslade Lane in Maylands.

- Updated the City's procurement policy to prioritise local businesses.

## Implementation

The Economic/Business Framework is achieving the vision of the document, however it is taking longer than originally anticipated due to competing priorities. There are a number of actions which have not yet commenced as they were intended to be delivered using existing resources, with supplementary budget allocations for consultants, materials or additional staff. As no additional funding is received these have not been implemented. Implementation is also challenged by the City not having a dedicated resource for economic development, in particular for actions identified in the Bayswater industrial area, as it falls outside of the Place Managers' specified areas.

Tables 1 to 5 provide individual updates for each action in the strategy.

## COVID-19 implications

During COVID-19 the City implemented a number of actions to support businesses which were not identified in the Framework including:

- Buy-in-Baysie campaign to encourage residents to support local businesses.
- Buy-in-Baysie grants, which were small grants to help businesses adapt to providing online services during the lock down.
- The City's COVID-19 Economic Recovery Plan, which identified a number of actions to help businesses recover after the impacts of COVID-19 including an Economic Recovery Officer for 10 months to implement the plan and business workshops.

Due to COVID-19 there was less focus on implementing the actions identified in the Framework and a greater priority given to immediate actions which would assist businesses.

## Priorities going forward

The priority going forward is the implementation of the Destination Marketing Strategies for Morley, Bayswater and Maylands and improving the pedestrian amenity in the Morley Activity Centre through the development of detailed design for streetscape upgrades.

## Review

The next review for the framework is a major review to occur in 2023, subject to resourcing availability.

**Table 1 – Progress against individual actions**

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
7.1.1 Continue to lobby for the immediate delivery of NBN bringing to the attention of nbn co that many businesses in the area cannot access broadband.	Co-delivery by the City, EMRC, and business groups	Year One <ul style="list-style-type: none"> <li>• Within existing resourcing.</li> <li>• Include CEBA in the network of lobbying.</li> </ul>	Complete	The rollout of NBN has been completed within the City.
7.1.2 Expand the City's existing procurement policy to improve the capacity of local business to be awarded works and services contracts. Improve the feedback loop at all stages to build business capacity.	Co-delivery by the City and business groups	Year One <ul style="list-style-type: none"> <li>• Within existing resourcing.</li> <li>• CEBA to assist with business engagement.</li> </ul>	Complete	As a part of the COVID-19 recovery process the City has adopted a procurement policy which aims to bolster the local economy by encouraging use of local suppliers.
7.1.3 Continue to reduce barriers for business to operate (red-tape).	Direct City delivery	Year One <ul style="list-style-type: none"> <li>• Within existing resourcing.</li> <li>• Business groups to assist with business engagement.</li> </ul>	Ongoing	<p>The State Government is currently going through a planning reform process, which has removed red tape and a number of approvals that the City was investigating including:</p> <ul style="list-style-type: none"> <li>• Change of use applications</li> <li>• Streamlined referral processes for development applications</li> <li>• Timelines for determinations of development applications.</li> </ul> <p>The City will continue to review its processes for further red tape reductions.</p>

**Table 2 – Priorities and incentives that apply to businesses Bayswater Industrial Area**

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
<b>Improve cleanliness</b>				
7.2.1 Undertake ongoing compliance that delivers immediate and ongoing improvement to the cleanliness of the area focussing on verges, verge improvement and the removal of junk on public and private property.	Direct City delivery	Years 2-5 <ul style="list-style-type: none"> <li>Proactive activity of City's compliance officer (current resourcing is reactive only).</li> <li>1 FTE ongoing.</li> </ul>	Not commenced	This program was not considered a priority in the 2020/21 budget and was not funded.
7.2.2 Communicate the benefits of the existing verge policy and its benefits to the overall precinct.	Co-delivery by the City and business or other groups	Years 2-5 <ul style="list-style-type: none"> <li>Prepare communication and publicity strategy and implement.</li> <li>0.1 FTE for three-months.</li> <li>Include CEBA in the communication channels.</li> </ul>	Not commenced	This action is considered in terms of against other competing items during each budget cycle.



Action	Delivery method	Est. Resourcing & Timing	Status	Comment
7.2.3 Improve verges and open space to provide more visual amenity shade, and footpaths.	Direct City delivery	Year 5+ <ul style="list-style-type: none"> <li>• \$30,000 for a walkability and landscaping plan.</li> <li>• 0.2 FTE for six-months to manage preparation of the plan.</li> <li>• Future capital costs and resourcing required for implementation (to be determined in landscaping plan).</li> </ul>	Not commenced	This program was not considered as high priority as other initiatives in the 2020/21 budget and was not funded.
<b>Using local businesses as a priority</b>				
7.2.4 Create and maintain an updatable (internal) database of all businesses in the area.	Direct City delivery	Years 2-5 <ul style="list-style-type: none"> <li>• Input into the City's Stakeholder Management Software.</li> <li>• 0.5 FTE for six-months.</li> </ul>	Ongoing	The register created at the commencement of COVID-19 has been updated as a part of the Economic Recovery program, and will continue to be expanded and updated subject to available resources.

**Table 3 – Priorities and incentives that apply to businesses Bayswater Town Centre**

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
<b>Improve parking management</b>				
7.3.1 Measure and assess all town centre parking options and deliver an action plan that improves availability and turnover rates for staff and customers in public and private bays.	Direct City delivery	Years 2-5 <ul style="list-style-type: none"> <li>\$40,000 for a parking management plan for Bayswater town centre</li> <li>Additional resources to implement actions (to be determined in plan).</li> </ul>	Complete	The Short-term actions in the Bayswater Town Centre Short Term Car Parking Plan have now been implemented. Other actions identified are to be considered at a later date.
<b>Decrease traffic congestion and impacts</b>				
7.3.2 Create a traffic management strategy for the Bayswater town centre that seeks to decrease through-traffic, traffic noise and traffic speeds including liaising with Main Roads to reduce speed limits and redirect trucks via Garratt Road.	Co-delivery by the City and business or other groups	Year 1 <ul style="list-style-type: none"> <li>City's draft 2017/18 budget proposes \$40,000 to complete a streetscape concept plan(s).</li> <li>There is a Notice of Motion to be considered at the 23 May 2017 OCM seeking a similar outcome.</li> <li>City's draft long term financial plan proposes \$1.74 million over the next six years for road and streetscape development in the Bayswater town centre.</li> </ul>	Not commenced	This action has been put on hold until the extent of work to be undertaken by the State Government as part of the Bayswater Station upgrade has been determined.

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
<b>Precinct marketing</b>				
7.3.3 Create a Bayswater town centre marketing plan that itemises the qualities of the precinct and transmits them to the public.	Co-delivery by the City and business or other groups	Years 2-5 <ul style="list-style-type: none"> <li>Place Manager to facilitate and monitor.</li> <li>\$6,000/annum for marketing.</li> </ul>	Complete	The Destination Marketing Strategies were adopted by Council at the 27 April 2021 Ordinary Council Meeting, implementation has commenced.
<b>Increase customer attraction and foot traffic</b>				
7.3.4 Assess and improve walkability infrastructure, throughout and to/from the town centre with a view to create improvements in accessibility, connectivity, safety, comfort and attractiveness.	Direct City delivery	Year 1 <ul style="list-style-type: none"> <li>City's draft 2017-2018 budget proposes \$40,000 to complete a streetscape concept plan(s).</li> <li>City's draft long term financial plan proposes \$1.74 million over the next seven years for road and streetscape development in the Bayswater town centre.</li> </ul>	Not commenced	This action has been put on hold until the extent of work to be undertaken by the State Government as part of the Bayswater Station upgrade has been determined.

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
7.3.5 Create an updatable database of all land, premises, landowners and occupiers in the town centre to record vacancy rates and a plot the business mix with a view to minimising vacancies and attracting businesses that create customer traffic and support the vision of the town centre.	Direct City delivery	Years 2-5 <ul style="list-style-type: none"> <li>Place Manager to facilitate and monitor.</li> </ul>	Not commenced	Will be considered as a part of future workload planning.
7.3.6 Commence a permanent people counting program that accurately records foot traffic at key locations in the town.	Direct City delivery	Year 5+ <ul style="list-style-type: none"> <li>Supplier managed by Place Managers.</li> <li>One location costs \$3,400 to supply and install plus \$1,500 p/a for program delivery.</li> </ul>	Not commenced	Will be considered as a part of future workload planning.
<b>Improve shopfront activation</b>				

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
7.3.7 Develop a shopfront design and maintenance standard (including signage) and communicate them effectively. Possible future grant program to incentivise redevelopment can be considered.	Co-delivery by the City and business or other groups	<p>Years 2-5</p> <ul style="list-style-type: none"> <li>Action is also a priority identified in the Bayswater Activation Plan</li> <li>Place Manager to project manage.</li> <li>\$10,000 for architect to create design standard.</li> <li>Business groups assist with consultation, disseminating outcomes.</li> </ul>	Ongoing	The education and grants program was funded as a part of the City's COVID-19 Economic Recovery Plan. However due to issues with State border restrictions the education program was unable to be held. The funding has been carried forward to occur in 2021/22.

**Table 4 – Priorities and incentives that apply to businesses Maylands Town Centre**

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
<b>Minimise anti-social behaviour</b>				
7.4.1 Commence communications with Police, PTA's Railway Patrol and local social services providers to create a coalition that minimises anti-social behaviour in the Maylands town centre area.	Co-delivery by the Police, City and business or other groups	Year 1 <ul style="list-style-type: none"> <li>Within existing resourcing.</li> </ul>	Ongoing	A business/community forum with the Police and the City was held in 2019. Regular communication between the Police, local social service providers, Noongar Outreach and the City continue.
7.4.2 Implement the activation component of the 'Crime Prevention Through Environmental Design Audit Maylands Business Precinct' (January 2017) report.	Co-delivery by the City and business or other groups	Years 2-5 <ul style="list-style-type: none"> <li>Place Managers and other City officers in consultation with business groups.</li> <li>Future costs and resourcing required for implementation (via future activation plans).</li> </ul>	Ongoing	Improvements to Lyric Lane have occurred. The City has undertaken engagement on the remaining laneways, and has commenced implementation of the actions identified as a part of the engagement on Greenslade Lane.
<b>Increase customer attraction and foot traffic</b>				
7.4.3 Assess and improve walkability infrastructure, throughout and to/from the town centre with a view to create improvements in accessibility, connectivity, safety, comfort and attractiveness.	Direct City delivery	Years 2-5 <ul style="list-style-type: none"> <li>Draft LTFP proposes \$100,000 to complete streetscape concept plan(s) for Maylands town centre.</li> <li>Future capital costs and resourcing required for implementation.</li> </ul>	In progress	Funding has not been allocated for a Maylands streetscape plan.

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
7.4.4 Create an updatable database of all land, premises, landowners and occupiers in the town centre to record vacancy rates and a plot the business mix with a view to minimising vacancies and attracting businesses that create customer traffic and support the vision of the town centre.	Co-delivery by the City and business groups	Years 2-5 <ul style="list-style-type: none"> <li>Place Manager to facilitate and monitor.</li> </ul>	Not commenced	Will be considered as a part of future workload planning.
7.4.5 Commence a permanent people counting program that accurately records foot traffic at key locations.	Direct City delivery	Year 5+ <ul style="list-style-type: none"> <li>External supplier managed by Place Managers.</li> <li>One location costs \$5,800 (wide footpaths may require daisy-chaining two counters) plus</li> <li>\$1,500 per annum for program delivery.</li> </ul>	Not commenced	Will be considered as a part of future workload planning.
<b>Commence precinct marketing</b>				
7.4.6 Create a Maylands town centre marketing plan that itemises the qualities of the precinct and transmits them to the public.	Co-delivery by the City and business groups	Years 2-5 <ul style="list-style-type: none"> <li>Place Manager to facilitate and monitor.</li> <li>\$6,000/annum for marketing.</li> </ul>	Complete	The Destination Marketing Strategies were adopted by Council at the 27 April 2021 Ordinary Council Meeting, implementation has commenced.



Action	Delivery method	Est. Resourcing & Timing	Status	Comment
<b>Improve shopfront activation</b>				
7.4.7 Develop a shopfront design and maintenance standard (including signage) and communicate them effectively. Possible future grant program to incentivise redevelopment can be considered.	Co-delivery by the City and business groups	<p>Years 2-5</p> <ul style="list-style-type: none"> <li>Action is also a priority identified in the Bayswater Activation Plan</li> <li>Place Manager to project manage.</li> <li>\$10,000 for an architect to create design standard.</li> <li>Business groups assist with consultation and to disseminate final outcomes</li> </ul>	In progress	The education and grants program was funded as a part of the City's COVID-19 Economic Recovery Plan. However due to issues with State border restrictions the education program was unable to be held. The funding has been carried forward to occur in 2021/22.

Table 5 – Priorities and incentives that apply to businesses Morley City Centre

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
<b>Improve pedestrian amenity</b>				
7.5.1 Implement the recommendations in the Morley Activity Centre Structure Plan, in particular improving pedestrian amenity throughout all areas of the precinct including greenery, shade, accessibility, safety, comfort and attractiveness.	Direct City delivery	Year 1 <ul style="list-style-type: none"> <li>Draft 2017/18 budget proposes \$40,000 for streetscape concept plan(s).</li> <li>Draft LTFP proposes \$1.71 million over the next seven years in road and streetscape improvements.</li> </ul>	In progress	Detailed designing is set to commence in 2022 subject to funds being allocated as a part of the budget process.
<b>Develop local area stakeholder groups and relationships</b>				
7.5.2 Meet individually and in groups all businesses within the Morley town centre with a view to prepare businesses to participate in further place management programs.	Co-delivery by the City and business or other groups	Year 1 <ul style="list-style-type: none"> <li>Place Manager to lead.</li> <li>Within existing resourcing.</li> </ul>	In progress	The Economic Recovery Officer has been regularly meeting with the Bayswater and Beyond business group to determine how the City can best help businesses in the area and get them involved in place management programs.
7.5.3 Create an updatable database of all land, premises, landowners and occupiers in the town centre to record vacancy rates and a plot the business mix with a view to minimising vacancies and attracting businesses that create customer traffic and support the vision of the town centre.	Co-delivery by the City and business groups	Years 2-5 <ul style="list-style-type: none"> <li>Place Manager to facilitate and monitor.</li> </ul>	Not commenced	Will be considered as a part of future workload planning.

**Table 6 – Priorities and incentives that apply to businesses Noranda Town Centre**

Action	Delivery method	Est. Resourcing & Timing	Status	Comment
<b>Improve pedestrian amenity</b>				
7.6.1 Work with the owner of the Noranda Palms Shopping Centre to improve walkability between the major entrances of the centre, through their carparks and to/from other anchors within the town centre.	Co-delivery by the City and business or other groups	<p>Years 2-5</p> <ul style="list-style-type: none"> <li>Place Manager and other City officers in consultation with the shopping centre.</li> <li>Future capital costs and resourcing required for implementation of the components on the City's land (to be determined through future plan).</li> </ul>	Ongoing	<p>Improvements to roadways, crossings and footpaths on McGilvray Avenue and Benara Road in Noranda were completed. This work improved pedestrian connectivity to Noranda Town Centre, including the Hawaiian Noranda shopping centre. This was done in cooperation with Hawaiian, however they were not a financial contributor.</p> <p>In FY2021/22, the City will be creating a new pedestrian pathway between the Noranda Nook park to the netball and tennis courts adjacent to the Hawaiian shopping centre after receiving federal funding. Hawaiian is also planning to improve their pedestrian movement by creating a new pedestrian pathway from the shopping centre to Benara Road via the car park. The City will not be financially supporting Hawaiian but will work together on this.</p>

City of  
**Bayswater**

# Annual Progress Report

## Car Parking Management Plan for the Morley Activity Centre



This document provides an annual progress report for the implementation of the City of Bayswater Car Parking Management Plan for the Morley Activity Centre for the year July 2020 to June 2021.

### Purpose

The key objective of the Car Parking Management Plan (CPMP) for the Morley Activity Centre is to coordinate the transition of the existing parking scenario to an ultimate parking scenario that supports a medium/high intensity, mixed use urban centre that is serviced by both private vehicles and enhanced alternative transportation modes including public transport, cycling and walking.

The strategic approach of the CPMP is the development of a suite of integrated policy objectives for car parking and sustainable modes of alternative of transport that support the City's broader goals for the Morley Activity Centre Structure Plan (MACSP).

### Objectives

In order to fundamentally change its approach, the City needs to focus on:

- Prioritisation of allocation of bays
- Provision of information on parking and other access options
- Simplification of time restrictions
- Implementation of user-pay parking on-street according to surveyed patterns of demand
- Establishment of a departmental structure with responsibility to implement the parking strategy and pro-actively manage parking
- Increased enforcement to ensure a high level of compliance with parking regulations
- Consistent application of cash-in-lieu
- More effective use of all parking supply
- Maintaining a survey database to justify proactive management of timed parking and pay parking.

This will be achieved through the implementation of actions identified in the Morley CPMP.

### Achievements

Since the last annual progress report in August 2020, the City has no new achievements.

### Implementation

Due to the current high availability of parking within the Morley Activity Centre, parking management is presently not considered an issue or a priority. The need for the implementation of the CPMP actions in the future will be triggered by major development occurring in the centre, such as the Morley Galleria Shopping Centre redevelopment, which will likely create significant parking demand.

**Table 1** provides individual updates for each action in the strategy.

### COVID-19 implications

N/A

### Priorities going forward

N/A

### Review

The Morley Car Parking Management Plan was adopted in 2018. It is advised to review the Plan after five years in 2023 or alternatively following the substantial commencement of major development occurring in the Morley Activity Centre, which would likely create significant parking demand.

**Table 1 – Progress against individual actions**

Update on individual Car Parking Management Plan for the Morley Activity Centre actions for the year July 2020 to June 2021.

Principle	Recommendation	U= Urgent N = Necessary D = Desirable	Status	Comment																																																		
Approach to parking	The City needs to change the approach to parking to reduce the trend in motor vehicle use and ownership. Travel demand management (TDM) technique should be introduced. This technique emphasises the movement of people and goods, rather than vehicles, and gives priority to more efficient travel and communication modes. (U)		Ongoing	The travel demand management (TDM) technique will be considered as part of specific actions moving forwarded.																																																		
Introduce a parking hierarchy	<p>Parking Hierarchy</p> <table border="1"> <thead> <tr> <th>Priority</th><th colspan="2">Central Core Parking</th><th colspan="2">Outside Central Core Parking</th></tr> <tr> <th></th><th>On-street</th><th>Off-street</th><th>On-street</th><th>Off-street</th></tr> </thead> <tbody> <tr> <td rowspan="5"> <div> <div>Essential</div> <div>↓</div> <div>Least important</div> </div> </td><td>Loading</td><td>Disability permit holders</td><td>Public transport</td><td>Long-stay/commuter</td></tr> <tr> <td>Public transport</td><td>Short to medium-stay</td><td>Residents</td><td>Short to medium-stay</td></tr> <tr> <td>Drop-off/pick-up</td><td>Drop-off/pick-up</td><td>Short to medium-stay</td><td>Drop-off/pick-up</td></tr> <tr> <td>Short to medium-stay</td><td>Loading</td><td>Disability permit holders</td><td>Park and Ride</td></tr> <tr> <td colspan="2">Motorcycle/scooter</td><td>Loading</td><td>Residents</td></tr> <tr> <td></td><td>Motorcycle/scooter &amp; cyclists</td><td>Long-stay/commuter &amp; residents</td><td>Long-stay/commuter</td><td>Motorcycle/scooter</td></tr> <tr> <td></td><td>Disability permit holders</td><td>Cyclists</td><td>Drop-off/pick-up &amp; motorcycle/scooter &amp; cyclists</td><td>Disability permit holders &amp; loading &amp; cyclists</td></tr> <tr> <td rowspan="2">Not allowed in this zone</td><td>Long-stay/commuter &amp; park and ride</td><td>Park and ride</td><td>Park and ride</td><td>Public transport</td></tr> <tr> <td>Residents</td><td>Public transport</td><td></td><td></td></tr> </tbody> </table> <p>(U)</p>	Priority	Central Core Parking		Outside Central Core Parking			On-street	Off-street	On-street	Off-street	<div> <div>Essential</div> <div>↓</div> <div>Least important</div> </div>	Loading	Disability permit holders	Public transport	Long-stay/commuter	Public transport	Short to medium-stay	Residents	Short to medium-stay	Drop-off/pick-up	Drop-off/pick-up	Short to medium-stay	Drop-off/pick-up	Short to medium-stay	Loading	Disability permit holders	Park and Ride	Motorcycle/scooter		Loading	Residents		Motorcycle/scooter & cyclists	Long-stay/commuter & residents	Long-stay/commuter	Motorcycle/scooter		Disability permit holders	Cyclists	Drop-off/pick-up & motorcycle/scooter & cyclists	Disability permit holders & loading & cyclists	Not allowed in this zone	Long-stay/commuter & park and ride	Park and ride	Park and ride	Public transport	Residents	Public transport				Ongoing	Introducing a parking hierarchy will be considered as part of specific actions moving forwarded.
Priority	Central Core Parking		Outside Central Core Parking																																																			
	On-street	Off-street	On-street	Off-street																																																		
<div> <div>Essential</div> <div>↓</div> <div>Least important</div> </div>	Loading	Disability permit holders	Public transport	Long-stay/commuter																																																		
	Public transport	Short to medium-stay	Residents	Short to medium-stay																																																		
	Drop-off/pick-up	Drop-off/pick-up	Short to medium-stay	Drop-off/pick-up																																																		
	Short to medium-stay	Loading	Disability permit holders	Park and Ride																																																		
	Motorcycle/scooter		Loading	Residents																																																		
	Motorcycle/scooter & cyclists	Long-stay/commuter & residents	Long-stay/commuter	Motorcycle/scooter																																																		
	Disability permit holders	Cyclists	Drop-off/pick-up & motorcycle/scooter & cyclists	Disability permit holders & loading & cyclists																																																		
Not allowed in this zone	Long-stay/commuter & park and ride	Park and ride	Park and ride	Public transport																																																		
	Residents	Public transport																																																				

Principle	Recommendation U= Urgent N = Necessary D = Desirable	Status	Comment
Single authority management	All of the parking supply, allocation, administration and control at Bayswater is managed by a single authority. There should also be a parking reference group which includes representatives and major stakeholders. (N)	Not commenced	Not commenced.
	Responsibilities may be vested in an existing business unit, or a department of traffic and parking or a special parking department or an autonomous parking authority. (N)	Not commenced	Not commenced.
	Optimise the use of existing parking resources before building new facilities. (N)	Ongoing	The City continues to offer and encourage private parking arrangements with landowners to optimise the use of existing parking resources.
Parking Surveys	Conduct parking surveys regularly to support and justify triggers for change in parking controls. (U)	Not commenced	The strategy is relatively new and there has been no triggers (i.e. major developments) to create a need for regular surveys. It is anticipated that as the area develops and parking arrangement change, surveys will be used to inform the development of parking controls.



Principle	Recommendation U= Urgent N = Necessary D = Desirable	Status	Comment
Focus on public education	<p>Introduce educational programs. The community need to understand that:</p> <ol style="list-style-type: none"> <li>1. Drivers cannot expect unlimited parking close to their destination</li> <li>2. Unlimited supply has environmental, social and economic drawbacks</li> <li>3. Parking needs to be sustainable</li> <li>4. There is a cost for the provision of parking</li> <li>5. Parking users need to help to share the cost of parking infrastructure equitably</li> <li>6. Net surplus from parking services are to be reinvested into improving access and transport infrastructure.</li> </ol> <p>(N)</p>	Not commenced	Not commenced as there is currently sufficient parking in Morley.
Implement consistent level of signage and parking restrictions	<p>A wayfinding and parking signage package is to be developed which assists drivers to know where to look for parking and obtain the information quickly and without fuss. The system should be applied uniformly across the entire City equally to council and privately owned public car parking areas.</p> <p>(U)</p>	Not commenced	Not commenced as local business have disagreed with proposed changes.
Introduce parking controls	<p>Short term parking should be encouraged and enforcement should be improved. The City is to gradually introduce pay parking based on regular and comparative surveys of usage. Pay parking fees are to be structured to favour short-term users and encourage a high churn of spaces.</p> <p>(D)</p>	Ongoing	Regular enforcement occurs. Paid parking is not being considered at this time due to occupancy levels.
	<p>Where parking demand is high, the City should apply various parking restrictions to achieve a target peak occupancy rate (the average of the four highest hours in a day) of 85% for off-street parking in accordance with the Parking Framework in Figure 8.</p> <p>(D)</p>	Not commenced	Not commenced due to current parking occupancy levels.

Principle	Recommendation U= Urgent N = Necessary D = Desirable	Status	Comment
Parking Enforcement	<p>The City is to offer the provision and enforcement of pay parking in privately owned public car parks and to expand its enforcement resources as appropriate to provide this service.</p> <p>The City is to consider implementing a fee for these services. Enforcement does not need to be uniform across the MAC, but targeted to tackle problem areas.</p> <p>(N)</p>	Ongoing	The City continues to offer and encourage private parking arrangements with landowners to manage existing parking resources.
Sustainable Transport	<p>The City needs to prioritise access for pedestrians, cyclists, public transport users and people with disabilities, and make the most of public transport infrastructure, balanced with the needs of the MAC road network, including the need to minimise congestion.</p> <p>(N)</p>	Ongoing	<p>Council has adopted the Morley Activity Centre Streetscape Plan which aims to prioritise the needs to pedestrians, cyclists and public transport users.</p> <p>Funding to prepare the detailed design of the Plan is allocated in the 2021/22 budget.</p>
	<p>The MAC's parking strategy is to be identified and coordinated with as part of an integrated transport strategy and the wider local government area. The parking strategy is to incorporate five sustainable parking principles:</p> <ol style="list-style-type: none"> <li>1. Focus on people access not vehicle access</li> <li>2. Provide efficient and effective alternatives to car access</li> <li>3. Parking policy and strategy must support sustainable transport</li> <li>4. The appropriate amount of parking for a centre will be well below the unconstrained demand for parking</li> <li>5. The provision of parking requires a demand management, not a demand satisfaction approach.</li> </ol> <p>(N)</p>	Ongoing	The City is developing and implementing car parking management plans for other town centres including Bayswater and Maylands, which consider the identified principles.
Time restrictions	<p>All paid on-street parking be restricted to a maximum of 3P.</p> <p>(N)</p>	Not commenced	Not commenced as paid parking has not been implemented.

Principle	Recommendation U= Urgent N = Necessary D = Desirable	Status	Comment
	All parking outside the core commercial centre but within a 500m straight line walk be free but subject to a 4P time restriction. (U)	Not commenced	Not commenced as local business has been resistant to changing restrictions.
	All on and off-street parking time restrictions only be applicable between 8am-5pm, Monday to Sunday. This should be clearly stated on signs. (U)	Not commenced	Not commenced as local business has been resistant to changing restrictions.
	Implement a parking permit scheme so that residents and visitors can easily be identified and exempt from time restrictions. This will help to improve the efficient use of on-street parking and increase effective compliance enforcement. (N)	Not commenced	Not commenced as this is not required at this time.
Maximum parking standards in other councils	In order to achieve an appropriate level of parking supply in some precincts, mandatory maximum and minimum parking requirements will be necessary. Regulations relating to the provision of parking are to include measures to maximise the use of all non-resident parking for the public as shared parking, and the expansion of time limited and pay for parking to encourage turnover (churn) of bays. (D)	Not commenced	Not commenced as local business has been resistant to changing restrictions.
	A maximum is to be set on the total supply of parking in the central core precinct. Additionally, parking maximums are to be established for residential and non-residential developments in other precincts. (D)	Not commenced	Not commenced, however parking levels for any future Galleria development may include parking maximums.
Off-street parking management	Where parking demand is high, the City should apply various parking restrictions to achieve a target peak occupancy rate (the average is four highest hours in a day) of 85% for off-street parking in accordance with the Parking Framework. (N)	Not commenced	Not commenced as current parking occupancy levels do not require this.

Principle	Recommendation	U= Urgent   N = Necessary   D = Desirable	Status	Comment
Other criteria	A cash-in-lieu fee for all projects is charged, but with a regular adjustment to the fee. The fee is to be based on a formula which takes into account the land value for each commercial centre set by the City every 2 years and the cost of construction. (U)		Ongoing	Ongoing – the City currently has the ability to charge cash in lieu for parking shortfalls for all non-residential developments within the Morley City Centre. The State Government recently released a formula for calculating cash in lieu, which is required to be adhered to.

City of  
**Bayswater**

# Annual Progress Report

## Maylands Town Centre Parking Strategy



This document provides an annual progress report for the implementation of the City of Bayswater Maylands Town Centre Parking Strategy for the year July 2020 to June 2021.

### Purpose

In order to better understand car parking issues within the Maylands Town Centre, the City appointed transport consultants Donald Veal Consultants to undertake a parking inventory and occupancy survey. Following completion of the inventory and surveys, on 31 May 2016, Council resolved (in part) to proceed with the preparation of the car parking strategy and to use the report prepared by Donald Veal Consultants as an informing document in the development of the strategy.

The final strategy, including an implementation plan, was adopted by Council at the Planning and Development Services Committee Meeting on 10 April 2018.

### Objectives

The objectives of the Maylands Town Centre Car Parking Strategy are as follows:

- To identify existing car parking conditions and users.
- To identify car parking areas under pressure from high demand ('hot spots').
- To establish a range of actions to manage existing and future car parking demands within the town centre.
- To support an integrated approach to transport and parking management within the town centre which balances provision for cars with the requirements of other modes of transport.

### Achievements

Since the last annual progress report in August 2020, the City has achieved the following:

- Detailed design for the line marking of new car bays along Whatley Crescent and Railway Parade.
- Liaising with the Public Transport Authority regarding use of their train station car parking bays outside of peak times.

### Implementation

Implementation of the plan is challenged by the delivery of other higher priority projects within the Maylands town centre, in particular, the improvement to the surrounding laneways, and in front of The RISE. These projects were identified as a priority as a part of the COVID recovery.

**Table 1** provides individual updates for each action in the strategy.

### COVID-19 implications

This plan has not been a priority project while City officers have been implementing the works identified as a part of the COVID-19 Stimulus package. This has caused the delay of actions

previously identified to occur in 2020/21 including:

- Action 18 – Mark parking bays on Whatley Crescent where road width allows.
- Action 19 – Mark parking bays on Railway Parade where road width allows.
- Action 25 – Line mark bays along The RISE side of Ninth Avenue.
- Action 27 – Introduce time restricted car parking along Seventh Avenue.
- Action 29 – Introduce a drop off/ pick up' zone outside the school on Seventh Avenue.

### Priorities going forward

The following actions are priorities going forward:

- Action 10 – Upgrade signage along Ninth Avenue to indicate that on street parking is permitted.
- Action 18 – Mark parking bays on Whatley Crescent where road width allows.
- Action 19 – Mark parking bays on Railway Parade where road width allows.
- Action 27 – Introduce time restricted car parking along Seventh Avenue.
- Action 29 – Introduce a drop off/ pick up' zone outside the school on Seventh Avenue.

### Review

The Maylands Town Centre Car Parking Strategy was adopted in 2018 and is scheduled to be fully reviewed after five years in 2023.

**Table 1 – Progress against individual actions**

Update on individual Maylands Town Centre Parking Strategy actions for the year July 2020 to June 2021.

No.	Action	Est. timeframe	Responsible	Status	Comment
1	Take a consistent approach to time restrictions for on street parking.	Short Term (1-2 years)	City of Bayswater	In progress	As new signage is installed.
2	Mark unmarked parking bays.	Short Term (1-2 years)	City of Bayswater	In progress	The City is currently getting line-marking designs for additional bays along Whatley Crescent and Railway Parade.
3	Review the City's Town Planning Scheme No.24 and relevant policies to enable cash-in-lieu of parking funds to be collected more reasonably and utilised more broadly.	Short Term (1-2 years)	City of Bayswater	Ongoing	The State Government recently released a provisions and guidance in relation to the collection and utilisation of cash in lieu for parking shortfalls. The City will now commence a review of the current policy in accordance with State Government provisions and guidance.
4	Mark unmarked parking areas within clearway zones to clarify that these can be used for parking outside of clearway times at morning and afternoon peak periods. (All Zones)	Short Term (1-2 years)	City of Bayswater	Ongoing	Commenced and ongoing.
5	Introduce wayfinding signage to direct traffic to parking areas.	Short Term (1-2 years)	City of Bayswater	Complete	Wayfinding signage installed to direct traffic to parking areas at The RISE, Seventh Ave and Ninth Ave.
6	Remove 'No standing' and 'No parking' signage and replace with solid line parallel to the kerb.	Short Term (1-2 years)	City of Bayswater	Ongoing	The City is undertaking a program City wide to remove No Standing / No Parking signage and are progressively working through areas of the Maylands town centre.



No.	Action	Est. timeframe	Responsible	Status	Comment
7	Improve signage to existing off street public parking adjacent next to Maylands Hall	Short Term (1-2 years)	City of Bayswater	Not commenced	Not a priority as this stage. Signage has been installed to direct traffic to the much larger parking area at The RISE.
8	Investigate opening the basement of 168 Guildford Road for public parking.	Short Term (1-2 years)	City of Bayswater	In progress	Letters have been sent to the strata body. No response has been received to date.  It is noted that the site is likely to be redeveloped in the near future - the City expects to receive a Development Application (DA) for redevelopment soon.  The City will investigate the establishment of publically accessible parking as part of the DA process.
9	Implement an events parking permit for attendees of events over four hours.	Short Term (1-2 years)	City of Bayswater	In progress	Investigation commenced to see how this could be implemented.
10	Upgrade signage along Ninth Avenue to indicate that on street parking is permitted.	Short Term (1-2 years)	City of Bayswater	In progress	Community engagement undertaken. Analysis of feedback and establishment of next steps to be undertaken.
11	Introduce time restricted car parking along Central Avenue.	Short Term (1-2 years)	City of Bayswater	Not commenced	Review scheduled for third/fourth quarter in 2021.
12	Modify 'No Parking on Road or Verge' signage to 'No Parking on Road or Verge (Residents excepted)' along Central Avenue.	Short Term (1-2 years)	City of Bayswater	Not commenced	Review scheduled for third/fourth quarter in 2021.
13	Allocate 12 bays on Sixth Avenue as staff car parking for the WA Ballet Centre.	Short Term (1-2 years)	City of Bayswater	Complete	

No.	Action	Est. timeframe	Responsible	Status	Comment
14	Introduce on street parking in the Whatley Crescent clearway zone, and formalise existing parking on Whatley Crescent (mark bays and add signage). (Zone 3)	Short Term (1-2 years)	City of Bayswater	In progress	The City is currently getting line-marking designs for additional bays along Whatley Crescent and Railway Parade.
15	Formalise parking on the verge on both sides of Ninth Avenue near Whatley Crescent. (Zone 4)	Short Term (1-2 years)	City of Bayswater	Complete	
16	Advocate for the Public Transport Authority to formalise parking near the rail line.	Short Term (1-2 years)	City of Bayswater	Ongoing	Commenced with numerous emails, letters and telephone calls to PTA and DPLH requesting the action. No commitment by the PTA.
17	Establish a universal access bay in the central area of the town centre.	Short Term (1-2 years)	City of Bayswater	Ongoing	Investigations have commenced, however no suitable location has been identified at this time. The City will continue to investigate locations.
18	Mark parking bays on Whatley Crescent where road width allows. (Zone 4)	Short Term (1-2 years)	City of Bayswater	In progress	The City is currently getting line-marking designs for additional bays along Whatley Crescent and Railway Parade.
19	Mark on street parking on Railway Parade where road width allows.	Short Term (1-2 years)	City of Bayswater	In progress	The City is currently getting line-marking designs for additional bays along Whatley Crescent and Railway Parade.
20	Remove 'No stopping' signage on Ninth Avenue and replace it with solid line painted on road.	Short Term (1-2 years)	City of Bayswater	Not commenced	Community engagement undertaken. Analysis of feedback and establishment of next steps to be undertaken.
21	Update signage on Tenth Avenue.	Short Term (1-2 years)	City of Bayswater	Not commenced	Review scheduled for third/fourth quarter in 2021.

No.	Action	Est. timeframe	Responsible	Status	Comment
22	Investigate suitability of introducing on street parking on the western side of Tenth Avenue, and introduce bays if suitable.	Short Term (1-2 years)	City of Bayswater	Not commenced	Review scheduled for third/fourth quarter in 2021.
23	Encourage private car parking arrangements.	Medium Term (2-5 years)	City of Bayswater	Ongoing	The City continues to offer and encourage private parking arrangements with landowners.
24	Develop standard signage in private car parks.	Medium Term (2-5 years)	City of Bayswater	In progress	Investigations into potential legislative barriers commenced.
25	Line mark bays along The RISE side of Ninth Avenue.	Medium Term (2-5 years)	City of Bayswater	Not commenced	Review scheduled for third/fourth quarter in 2021.
26	Introduce paid/ ticketed parking for users of The RISE.	Medium Term (2-5 years)	City of Bayswater	Not commenced	Will be considered as a part of future work load planning.
27	Introduce time restricted car parking along Seventh Avenue. (Zone 2)	Medium Term (2-5 years)	City of Bayswater	Not commenced	Community engagement undertaken. Analysis of feedback and establishment of next steps to be undertaken.
28	Time restrict loading bays along Central Avenue and Sixth Avenue.	Medium Term (2-5 years)	City of Bayswater	Not commenced	Will be considered as a part of future work load planning.
29	Introduce a 'drop off / pick up' zone outside the school on Seventh Avenue.	Medium Term (2-5 years)	City of Bayswater	Not commenced	Community engagement undertaken. Analysis of feedback and establishment of next steps to be undertaken.
30	Investigate paid parking for on street parking facilities when capacity consistently reaches 85% at peak in Zone 3.	Medium Term (2-5 years)	City of Bayswater	Not commenced	Will be considered as a part of future work load planning.

No.	Action	Est. timeframe	Responsible	Status	Comment
31	Formalise car parking behind shops on Eighth Avenue.	Medium Term (2-5 years)	Landowners/ business owners	Not commenced	Note: landowner/ business owner responsibility to action.
32	Investigate with owner of 66A Seventh Avenue potential to use / purchase vacant land for parking.	Medium Term (2-5 years)	City of Bayswater	Not commenced	This land has been privately constructed as a car park for Seasonal Brewing.
33	Modify private parking signage in Zone 3 to indicate who is a 'Customer' (i.e. Customers of X only) and hours of operation.	Medium Term (2-5 years)	Landowners/ business owners	Not commenced	Note: landowner/ business owner responsibility to action.
34	Formalise on street parking along Ninth Avenue (finalisation following previous improvement in Short Term). (Zone 3)	Medium Term (2-5 years)	City of Bayswater	In progress	Community engagement undertaken. Analysis of feedback and establishment of next steps to be undertaken.
35	Modify private parking signage to indicate who can authorise people to park in bays marked 'Authorised Parking' in Zone 4.	Medium Term (2-5 years)	Landowners/ business owners	Not commenced	Note: landowner/ business owner responsibility to action.
36	Investigate the use of 207 Guildford Road for temporary overflow parking during events.	Medium Term (2-5 years)	City of Bayswater	Complete	The owner of the site is not supportive of working with the City to use the site as car parking.
37	Introduce line marking and time restrictions along George and Warnes Streets.	Medium Term (2-5 years)	City of Bayswater	Not commenced	Will be considered as a part of future work load planning.
38	Relocate taxi bay (slightly up Eighth Avenue).	Long Term (Years 5-10)	City of Bayswater	Complete	

No.	Action	Est. timeframe	Responsible	Status	Comment
39	Investigate a decked parking structure over the existing parking at The RISE.	Long Term (Years 5-10)	City of Bayswater	Not commenced	Will be considered as a part of future work load planning.
40	Investigate options for decked parking within this zone (Zone 3).	Long Term (Years 5-10)	City of Bayswater	Not commenced	Will be considered as a part of future work load planning.
41	Upgrade signage. (All Zones)	Ongoing	City of Bayswater	Ongoing	As new time restrictions are rolled out throughout the town centre.
42	Provide infrastructure to support greater use of sustainable modes of transport.	Ongoing	City of Bayswater	Ongoing	Upgrades to streetscapes, including footpaths and street furniture to encourage pedestrian activity.
43	Improve enforcement of time limits in parking bays.	Ongoing	City of Bayswater	Ongoing	Enforcement has been improved through the employment of a dedicated parking officer. Hot spots continue to be monitored and enforcement undertaken as appropriate.
44	Investigate opportunities to utilise technologies such as sensors and apps.	Ongoing	City of Bayswater	Not commenced	Will be considered as a part of future work load planning.

City of  
**Bayswater**

# Annual Progress Report

## Bayswater Town Centre Short-term Parking Management Plan



This document provides an annual progress report for the implementation of the Bayswater Town Centre Short-term Parking Management Plan for the year July 2020 to June 2021.

### Purpose and background

The Bayswater Town Centre Short-term Parking Management Plan (BTCSPMP) is the outcome of a Parking Inventory and Occupancy Survey of the Bayswater Town Centre conducted in December 2018. The survey results established the current usage of parking bays within the Bayswater Town Centre. The purpose of the BTCSPMP is to manage parking within the Bayswater Town Centre in the short term. Implementation of this plan will better support the town centre as an attractive place to dine, shop and visit.

Through community consultation, the implementation plan identified appetite for short-term improvement options and recommended actions. Council adopted the BTCSPMP in September 2019.

### Vision

The BTCSPMP has been prepared to better manage parking in the Bayswater Town Centre to support the town centre as an attractive place to dine, shop and visit.

### Priorities

The community was asked to prioritise options for implementation and/or further investigation. The rankings were as follows:

1. Advocating the State Government to provide more commuter parking at Bayswater Station as part of the upgrade.
2. Line marking parking bays on King William Street.
3. Modifying time-restricted parking.
4. Advocating the State Government to improve bus services in Bayswater.
5. Encouraging alternate modes of transport, such as walking, cycling and catching public transport.
6. Leasing and constructing a carpark at 2 Hamilton Street, Bayswater.
7. Installing signs that direct people to where car parking bays are provided.
8. Line marking 'no stopping' and 'no parking' areas.
9. Considering requests for residential parking permits.
10. Providing additional parking enforcement.
11. The City managing private parking areas.
12. Providing paid parking.

### Achievements

Since the last annual progress report in August 2020, the City has achieved the following:

- Finalisation of line marking new bays along King William Street.

- Finalisation of modified time restrictions throughout the town centre in accordance with the “Modified Time Restrictions Plan”.
- Leased 2 Hamilton Street for the purpose of a public car park during the construction of the Bayswater train station.

## Implementation

Implementation of the BTCSPMP is achieving the vision of the document. The implementation of the time restricted bays ensure that the bays are available to visitors to the town centre and are not being used by commuters. The line marking of the new bays along King William Street and the construction of a new public car park at 2 Hamilton Street will increase the number of bays available in the town centre for visitors to use.

**Table 1** provides individual updates for each action in the strategy.

## COVID-19 implications

N/A

## Priorities going forward

The priority of the BTCSPMP was to implement the high priority actions prior to the closure of the Public Transport Authority’s Bayswater train station car parking bays. The high priority actions have now all been completed or are ongoing. With the high priority actions now complete / ongoing the construction of the car park at 2 Hamilton Street is scheduled to be completed in the next 12 months.

It is noted that a number of the low priority actions identified are not highly supported by the community and are not proposed to be implemented at this stage due to the significant impact they may have on the businesses in the area.

## Review

The BTCSPMP focuses on actions in the short-term to coincide with and help minimise the impact to the town centre of the upgrade of Bayswater Station.

During and/or following completion of the station upgrade, the City will monitor parking and/or undertake further parking occupancy surveys to see how the implementation of the short-term actions and the loss of designated commuter parking bays as part of the station upgrade have impacted parking in the town centre.

The monitoring and surveys may highlight the need for further actions to be implemented to better manage parking in the town centre.



### Table 1 – Progress against individual actions

Update on individual Bayswater Town Centre Short-term Parking Management Plan actions for the year July 2020 to June 2021.

Action	Notes	Status	Comment
1. Advocating to the State Government to provide more commuter parking at Bayswater Station as part of the upgrade	<ul style="list-style-type: none"> <li>Highest priority for the community</li> <li>75% of the community was happy with this option.</li> </ul>	Complete	No change since last update. An advocacy letter was sent to the State Government in September 2019. Current design of the new Bayswater train station indicates that no further car parking will be provided as a part of the upgrades.
2. Line marking parking bays on King William Street	<ul style="list-style-type: none"> <li>Second highest priority for the community.</li> <li>A high 64% percentage of the community was happy with this option.</li> <li>Inexpensive and quick to implement.</li> <li>It will in effect create more parking in the town centre and more foot traffic for local businesses.</li> <li>It may reduce parking on local residential roads.</li> <li>Although line marking parking may impact the ability to line mark cycle lanes on King William Street, it is considered that the need for more on-street parking in the town centre is a priority.</li> <li>It will act to slow and calm traffic on King William Street, which will improve the safety and amenity for pedestrians and cyclists.</li> </ul>	Complete	The line marking of new bays along King William Street has occurred.

Action	Notes	Status	Comment
3. Modifying time restricted parking	<ul style="list-style-type: none"> <li>• A high priority for the community.</li> <li>• A reasonably high 47% of the community was happy with this option.</li> <li>• Relatively inexpensive and quick to implement.</li> <li>• Will deter commuters from parking in the town centre.</li> <li>• The recommended time restrictions have been developed through consultation with the local community, local businesses, users of the Bayswater Community Centre and Bayswater Library and the Bayswater Primary School to better align with how visitors use the town centre.</li> <li>• No time restrictions are recommended in the evening when parking demand is low.</li> <li>• Signage is to be simple, clear and easy to understand. Only a limited number of time restrictions are recommended.</li> </ul>	Complete	The time restricted parking modifications as identified on the 'Modified Time Restriction Plan' have been implemented, and the action is complete.
4. Advocating to the State Government to improve bus services in Bayswater	<ul style="list-style-type: none"> <li>• High priority for the community</li> <li>• A very high 67% of the community was happy with this option</li> <li>• May help to reduce car dependence.</li> </ul>	Ongoing	The upgraded Bayswater train station will include a bus interchange which is anticipated to increase the number of buses servicing the town centre.
5. Encouraging alternate modes of transport, such as walking, cycling and catching public transport	<ul style="list-style-type: none"> <li>• A reasonably high priority for the community.</li> <li>• A reasonably high 54% of the community was happy with this option.</li> <li>• Not an option that can be implemented quickly or one that will have an immediate impact, however can be implemented and funded as part of ongoing projects.</li> <li>• Although it will not provide more parking in the town centre, it may result in behaviour change by encouraging more people to walk, cycle or catch the bus to the town centre.</li> </ul>	Ongoing	Cycle racks installed on King William Street and more likely to be installed as part of the Bert Wright Park Concept Plan. Bayswater Town Centre Map 2021 – guide to businesses and parking highlights sustainable transport infrastructure opportunities.

Action	Notes	Status	Comment
6. Leasing and constructing a carpark at 2 Hamilton Street, Bayswater	<ul style="list-style-type: none"> <li>A lower priority for the community.</li> <li>Only 40% of the community was happy with this option.</li> <li>While the parking could be provided on the site, it is an expensive option, estimated at \$120,000 for only an approximate 20 bay increase.</li> <li>While a cost recovery model could be employed, this would require paid parking to be introduced, which is unpopular with the community. There is also no guarantee that people would pay for parking, especially if there is free parking provided close by.</li> </ul>	In progress	<p>The City has entered into an agreement with the owner of 2 Hamilton Street to lease the property for three years for the purpose of a car park during construction of the train station.</p> <p>Construction of the carpark is yet to commence.</p>
7. Installing signs that direct people to where car parking bays are provided	<ul style="list-style-type: none"> <li>A low priority for the community.</li> <li>A reasonably high 59% of the community was happy with this option.</li> <li>There are not any large areas of parking to direct people to in the town centre.</li> <li>Already too many signs in the town centre impacting amenity.</li> </ul>	In progress	<p>The City has collaborated with the Public Transport Authority to install directional signage to car parking bays within the town centre.</p> <p>The City is also assisting the Bayswater Traders Association to install supplementary signs to direct visitors to other car parking areas within the town centre.</p>

Action	Notes	Status	Comment
8. Line marking 'no stopping' and 'no parking' areas	<ul style="list-style-type: none"> <li>Although a high 64% of the community was happy with this option, it was a low priority.</li> <li>Although the City understands community feedback that the option will not address the problem of providing more parking, replacing 'no stopping' and 'no parking' signs with line marking is beneficial to reduce the amenity impact of having too many signs in the town centre and to better clarify where parking is not allowed.</li> <li>As the option was not a high priority for the City, it is not recommended to implement as part of the Parking Plan. To be further considered at a later time.</li> <li>The City is replacing 'no stopping' and 'no parking' signs with line marking throughout the City as part of a separate medium to long-term project. The City could reprioritise Bayswater Town Centre as part of this project.</li> </ul>	Ongoing	<p>The City is replacing 'no stopping' and 'no parking' signs with line marking throughout the City as part of a separate medium to long-term project.</p> <p>The City could reprioritise Bayswater Town Centre as part of this project. However is not considered to be a priority at this time and could be further considered at a later time.</p>
9. Considering requests for residential parking permits	<ul style="list-style-type: none"> <li>A low priority for the community.</li> <li>Only 34% of the community was happy with this option.</li> <li>Requests for resident parking permits are currently considered on a case by case basis.</li> <li>Based on the feedback from the community, it is considered that relaxing the criteria to make it easier to get a permit would be inappropriate. It is therefore recommended to continue to consider permits on a case by case basis and not modify this process as part of the Parking Management Plan.</li> </ul>	Ongoing	Where parking is limited residential parking permits can be applied for through the City's website and will be issued on an as needed basis.

Action	Notes	Status	Comment
10. Providing additional parking enforcement	<ul style="list-style-type: none"> <li>A low priority for the community.</li> <li>Only 35% of the community was happy with this option.</li> <li>It is considered that additional enforcement would be negatively received by the community and may impact local businesses.</li> <li>It is considered that the recommended modified time restrictions will better align with how visitors use the town centre and therefore enforcement may be received by the community more favourably.</li> <li>It is recommended to maintain the current level of enforcement.</li> </ul>	Not commenced	Not considered to be a priority at this time, to be further considered at a later time.
11. The City managing private parking areas	<ul style="list-style-type: none"> <li>A low priority for the community.</li> <li>Only 34% of the community was happy with this option.</li> <li>The community felt that it is not the City's role to enforce private parking issues and that the limited amount of additional bays that could be used is not worth the additional cost of enforcement.</li> <li>It is recommended to continue with existing level of service in this area.</li> </ul>	Not commenced	Not considered to be a priority at this time, to be further considered at a later time.
12. Providing paid parking	<ul style="list-style-type: none"> <li>A low priority for the community.</li> <li>Only 20% of the community was happy with this option.</li> <li>It is considered that implementing paid parking may deter visitors from the town centre and impact local businesses.</li> <li>It is considered that implementing paid parking may also be negatively received by the community and be viewed a revenue raising.</li> </ul>	Not commenced	Not considered to be a priority at this time, to be further considered at a later time.

City of  
**Bayswater**

# Annual Progress Report

## Citywide Traffic Management Implementation Plan



This document provides an annual progress report for the implementation of the City of Bayswater Citywide Traffic Management Implementation Plan for the year July 2020 to June 2021.

### Purpose

The Citywide Traffic Management Implementation Plan (CWTMIP) was the outcome of an extensive traffic management study undertaken for the whole City. The purpose of the study was to identify traffic-related problem areas and prioritise improvements to increase safety on the City's local road network. It allows the City to manage ongoing resident problem road queries and complaints proactively. Council adopted the CWTMIP in March 2019.

### Intent

The CWTMIP intent is to systematically reduce traffic issues while improving safety for users of the City's local road networks.

### Achievements

Since the last annual progress report in August 2020, the City has achieved the following:

- East St and Eighth Ave – Roundabout (Blackspot Project)
- Queen St and Stone St – Speed Plateaus and Speed Cushions
- Bramwell Road – Carpark at Morley Senior High School

### Implementation

The Citywide Traffic Management study identified traffic management issues by precinct and priority. Each year funds are allocated to address traffic management improvements, and external funding is sought. The list of improvements is based on the CWTMIP priority list.

**Table 1** below provides individual updates for each action in the 2020-21 year.

### COVID-19 implications

Nil.

### Priorities going forward

Priorities are regularly reviewed and, if required, reprioritised using the CWTMIP. If matters outside the CWTMIP are brought to the City's attention, the issue is investigated using the same methodology as the CWTMIP and prioritised accordingly.

### Review

The CWTMIP is a living document, with priorities and inclusions regularly reviewed. As such, a structured review is not considered necessary.

**Table 1**

Update on individual Citywide Traffic Management Implementation Plan actions for the year July 2020 to June 2021.

<b>Location</b>	<b>Task</b>	<b>Status</b>	<b>Progress comment</b>
Morley Drive and McGilvray Avenue Intersection	Traffic Modelling and Road Safety Audit of Intersection	Complete	A Safety Audit was undertaken in January 2021
Walter Road West and Coode Street Intersection	Preparation for Blackspot Submission	Complete	Submission made under the 2021/22 State Blackspot Program
Queen Street (south of Snell St), Stone Street (south of Snell St)	Install Traffic Calming	Complete	Traffic Calming measures were installed in July 2020.
Bedford Traffic Calming - Lawrence St, Edward St, The Strand, Shaftesbury St, Birkett St, Drummond St	Install Traffic Calming	In Progress	Community Consultation complete. Implementation expected in 2021/22
Bramwell Road (Morley High School)	Construct Carpark	Complete	Carpark was installed in lieu of traffic calming measures
East Street and Eighth Avenue Intersection	Construct Roundabout	Complete	Completion of roundabout construction under the 2019/20 State Blackspot Program



City of  
**Bayswater**

# Annual Progress Report

## Play Space Strategy 2019-29



This document provides an annual progress report for the implementation of the City of Bayswater Play Space Strategy 2019-29 for the year July 2020 to June 2021.

### Purpose

The Play Space Strategy 2019-29 (PSS) provides a rationale to guide decision-making around the redevelopment of play spaces across the City. It contains a detailed audit of the City's 169 play spaces and recommends a prioritised, 10-year Future Implementation Plan of play space redevelopments subject to the annual budget cycle. The strategy contains the Parks and Play Space Classification Hierarchy, which is a tool to assist planning and design of parks and play spaces. The hierarchy is consistent with the City's Public Open Space Strategy and aligns with the State Government framework.

The PSS allows the City to:

- Make decisions in a more holistic and strategic manner
- Plan and provide a variety of play experiences in local areas for the whole community to enjoy
- Be responsive to change and community demand.

### Vision

The vision of the strategy is that play spaces in the City:

- Allow all people, regardless of age or ability, to experience physical and creative play, social interaction and physical activity.
- Can be standalone or co-located with community and sporting facilities; in natural environments, public open space or urban areas.
- Accommodate a variety of uses, amenities and elements.

### Achievements

Since the last annual progress report in August 2020, the City has achieved the following:

- Nellie Tant Reserve, Bayswater – Play Space Redevelopment completed in August 2020
- Bayswater Waves play equipment replaced – completed in August 2020
- Noranda Athletics, Noranda Sporting Complex – Play Space Redevelopment completed in September 2020
- Waltham Reserve, Morley – Play Space Redevelopment completed in September 2020
- Belstead Reserve, Morley and Alf Brooks Park, Bayswater – Park and Play Space Redevelopments completed in October 2020, as part of City's COVID-19 Stimulus Package
- Mills Avenue Reserve, Bayswater – Play Space Redevelopment completed in October 2020
- Cloughton Reserve, Bayswater – Play Space Redevelopment completed in December 2020
- Pat O'Hara Reserve, Morley - Play Space Redevelopment completed February 2021
- Completed community engagement, concept planning and design for Stanbury Reserve and Gus Weimer Reserve play spaces in Morley.
- Stanbury Reserve, Morley – Play Space Redevelopment completed in June 2021

- Gus Weimer Reserve – Play Space Redevelopment due to be completed in July 2021.

## Implementation

The financial year 2020/21 was a significant year for play space project delivery, guided by the Play Space Strategy. Despite delays to projects related to COVID-19, the City managed to deliver a number of interesting and exciting play spaces, based on robust community engagement and underpinned by the guiding principles of the strategy. Public Open Space cash-in-lieu funds supported many play spaces, in terms of shade and accessible pathways to and around play spaces. The strategy has also influenced other projects, including Noranda Nook play space.

**Tables 1-3** provide individual updates for each action in the strategy for relevant financial years.

## COVID-19 implications

COVID-19 caused minor delays to community engagement, due to restrictions in facilities and public gatherings. The City's stimulus package brought forward two projects, wherein City officers worked in conjunction with Parks and Gardens to concept plan and deliver whole-of-park redevelopments. Some delays in supply of play equipment were experienced.

## Priorities going forward

Priorities for the 2021/22 financial year are noted below in tables 2 and 3.

## Review

The Play Space Strategy is due to be reviewed in July 2022, three years after it was endorsed by Council. This will be a minor review, mostly comprising of changes to the 10-year schedule of redevelopments, due to a review of the City's Long Term Financial Plan. Officers may also reconsider the cost ranges attributed to each classification of play space, if deemed necessary.

**Table 1: 2019/20 play space redevelopments identified in the PSS 10 Year Future Implementation Plan**

Update on individual Play Space Strategy 2019-29 actions for the year July 2020 to June 2021.

Park name	Suburb	Classification	Dog off leash	Status	Comment
Claughton Reserve	Bayswater	Regional	Yes	Completed	Includes the City's first fairy trail, an idea mentioned in community engagement by a young local resident.
Mills Avenue Park	Bayswater	Neighbourhood	Yes	Completed	
The Strand Reserve	Bayswater	Pocket	No	Completed	Re-named Nellie Tant Reserve; official launch March 2021
Noranda Sporting Complex (south-west corner)	Noranda	District (Sporting)	No	Completed	
Pat O'Hara Reserve	Morley	District	Yes	Completed	
Waltham Reserve	Morley	Neighbourhood (Sporting)	No	Completed	

**Table 2: 2020/21 play space redevelopments identified in the PSS 10 Year Future Implementation Plan**

Update on individual Play Space Strategy 2019-29 actions for the year July 2020 to June 2021.

Park name	Suburb	Classification	Dog off leash	Status	Comment
Alf Brooks Park	Bayswater	Pocket	No	Completed	Pulled forward for COVID-19 Stimulus (whole-of-park redevelopment)
Belstead Reserve	Noranda	Local	Yes	Completed	Pulled forward for COVID-19 Stimulus (whole-of-park redevelopment)
Gus Weimar Park	Morley	Local	No	In progress	Anticipated for completion by end June 2021
Mahogany Reserve	Morley	Local	No	Final concept design	Community engagement completed; construction due to start in August 2021 for completion December 2021 (Local Roads and Community Infrastructure Program – Australian Government).
Stanbury Reserve	Morley	Pocket	No	Completed	
Wattle Reserve	Morley	Neighbourhood	No	Final concept design	Community engagement completed; construction due to start in August 2021 for completion December 2021 (Local Roads and Community Infrastructure Program – Australian Government).

**Table 3: 2021/22\* play space redevelopments identified in the PSS 10 Year Future Implementation Plan**

Update on individual Play Space Strategy 2019-29 actions for the year July 2020 to June 2021.

Park name	Suburb	Classification	Dog off leash	Status	Comment
Gibbney Reserve (East)	Maylands	District (Sporting)	Yes	Pending budget	Potential whole-of-park redevelopment
Riverside Gardens/Eric Singleton Reserve	Bayswater	Regional	Yes	Deferred to 2023/24	Master Plan of Riverside Gardens scope being prepared 2021/22
York Reserve	Bedford	Pocket	No	Pending budget	
Birkett Street Reserve	Bedford	Local	No	Pending budget	

\* Play space redevelopment programs are subject to funding allocation in the annual budget cycle.

City of  
**Bayswater**

# Annual Progress Report

## Public Health and Wellbeing Plan 2019-24



This document provides an annual progress report for the implementation of the City of Bayswater Public Health and Wellbeing Plan 2019-24 for the year July 2020 to June 2021.

### Purpose

The Public Health and Wellbeing Plan 2019-24 was developed to promote and protect public health within the City of Bayswater community. It was developed using epidemiological data sourced from the WA Department of Health's North Metropolitan Health Service, and was adopted by Council in June 2019. It identifies actions to help reduce the incidence of identified public health issues within the community, and provides other strategies to improve health and wellbeing.

### Vision

The vision of the Public Health and Wellbeing Plan 2019-24 is simple: *a healthier Bayswater*. To achieve this, the objectives of the plan are:

- Identify public health needs within the community.
- Establish public health priorities.
- Promote, improve and protect public health.
- Provide appropriate local government public health services.
- Respond to public health concerns.

### Achievements

Since the last annual progress report in August 2020, the City has achieved the following:

- High commendation at the Injury Matters Awards in March for the Environmental Health branch's "Stay on Your Feet" program. The program was created for residents over 55 years to help reduce the risk of falls and improve the health of people within this at risk age group.
- The City's Waste Plan was endorsed by the Director General of the Department of Water and Environmental Regulation in January. The City was one of the first Local Governments to have their Waste Plan endorsed. The plan will ensure that the City responsibly and appropriately manages and reduces waste, as well as support behaviour change in the community in relation to waste. The plan will help the City achieve the objectives and targets set out in the Waste Avoidance and Resource Recovery Strategy 2030 (Waste Strategy).
- The City provided assistance to the WA Department of Health in relation to setting-up a COVID-19 testing clinic at The RISE in Maylands in February. This was in response to a positive COVID-19 test result from a hotel quarantine security guard who was residing in Maylands and also concerns about potential community transmission.
- The City worked closely with various community organisations to deliver a series of public health and wellbeing workshops and programs for residents to help increase physical activity and social connections, improve nutrition and support mental health. These included:
  - Spring fitness program (six weeks)
  - Nutrition workshops (four)

- Rusty Ryders workshops (two)
- Healthy at Home workshop (eight)
- Food Sensation for Parents workshop (one)
- Aqua Skill, (over 55s) program (one)
- Mozzie Wise online workshop (one).
- The City implemented a new FOGO (Food Organics Garden Organics) service in March.
- A series of waste education workshops and programs were held for residents to support the new FOGO service, help minimise waste generation, increase recycling and reduce the amount of waste being sent to landfill. These included:
  - Home Composting workshops (eight)
  - Garden workshops (two)
  - School composting workshops (three)
  - School recycling education (ongoing)
  - Bin Tagging Program (six weeks).
- The City held two food safety seminars for food businesses within the City to assist their staff in improving skills and knowledge about food handling and hygiene.
- The City developed a new Waste Local Law which aligned with the Western Australian Local Government Association (WALGA) template. The City's new Waste Local Law 2020 was gazetted on Tuesday 19 January 2021.

## Implementation

Council adopted the Public Health and Wellbeing Plan 2019-2024 in July 2019. Holistically, the Public Health and Wellbeing Plan 2019-2024 has been valuable in regards to capturing priority health areas and providing clear direction on the actions that are necessary to help improve public health standards within the community.

Strong partnerships have been established with external agencies and also amongst key internal stakeholders, which has assisted in the delivery of new public health initiatives to the community that align with the strategies within the plan.

**Tables 1-4** provide individual updates for each action in the strategy.

## COVID-19 implications

COVID-19 has presented challenges in relation to the delivery method for certain public health initiatives, the availability of facilities, the maximum participation numbers and the additional hygiene requirements.

## Priorities going forward

Moving into 2021/22, the City will be focusing on:

- Tailored program for culturally and linguistically diverse (CALD) groups.
- Exercise program for at risk youth.
- Community based nutrition program.



- User-driven exercise program.
- New mums nutrition and exercise classes.
- School holiday health and wellbeing program.
- Outdoor exercise equipment and redeveloped parks promotion.

### Review

It is considered that the actions and strategies within the plan are still appropriate. The plan is however considered to be a 'living document' that will continue to be reviewed on an annual basis, so that existing and emerging public health issues can be prioritised and addressed.

### Table 1: Healthy and Sustainable Environments

Update on actions relating to healthy and sustainable environments for the year July 2020 to June 2021.

Strategy	Action	Status	Comment
Prepare for climate change	Continue to implement the City's Local Climate Change Adaption Action Plan. The plan identifies nine risk areas citywide: <ul style="list-style-type: none"> <li>• Infrastructure failure</li> <li>• Impacts on essential services</li> <li>• Watercourse damage and loss</li> <li>• Water decline and reduced water quality</li> <li>• Greenhouse gas emissions and related air pollution</li> <li>• Loss of ecosystems and provision of public open space</li> <li>• Decline in population health and wellbeing</li> <li>• Economic challenges and opportunities</li> <li>• Changing leadership and development requirements</li> </ul>	Ongoing	Some of the recent achievements and current projects in line with the plan include: <ul style="list-style-type: none"> <li>• Completion of Clarkson Foreshore Restoration project with joint funding from the Department of Biodiversity Conservation and Attractions (DBCA).</li> <li>• Developing a concept plan for Tranby foreshore erosion control.</li> <li>• Applied for \$200,000 DBCA Rivercare grants to support river restoration activity.</li> <li>• The recent development of the Waterwise Bayswater Strategy.</li> <li>• Community workshops on sustainability and community education via the Waterwise verge rebate program.</li> <li>• Draft Emission Reduction and Renewable Energy plan completed.</li> <li>• Draft Environment and Liveability Framework completed.</li> <li>• Continuing to develop management plans for the City's bushlands and wetlands, such as the 'Maylands Samphire Management Plan'.</li> </ul>
Prepare for significant emergency events affecting the community	1. Continue to develop and maintain the Local Emergency Management Arrangements (LEMA).	Ongoing	The new LEMA were finalised and endorsed by Council on 24 March 2020. These continue to be reviewed and updated as required.

Strategy	Action	Status	Comment
	2. Continue to develop and review management plans for Emergency Risk Management (ERM).	Ongoing	Risks assessments have been conducted through the City's Local Emergency Management Committee (LEMC).
	3. Continue to develop and maintain the Local Recovery Plan (LRP).	Ongoing	A Local Recovery Plan has been developed and endorsed by the City's LEMC. It will continue to be reviewed and updated as required.
	4. Improve skills and knowledge for staff regarding emergency management.	Ongoing	Various emergency management agencies have provided presentations at LEMC meetings, to help improve the skills and knowledge of staff.
	5. Consult with the Local Emergency Management Committee (LEMC) as required.	Ongoing	Quarterly LEMC meetings are held and documents are circulated to the committee members for review and feedback.
Maintain public health standards within the community	1. Continue to manage risks associated with handling and disposal of asbestos.	Ongoing	The City continues to monitor and promptly respond to asbestos related complaints.
	2. Liaise with the Department of Health; Department of Water and Environmental Regulation and Worksafe, as required, in regards to monitoring unsafe work practices.	Ongoing	The City continues to liaise with the relevant departments in regards to monitoring unsafe work practices.
	3. Promote safe working practices with demolition contractors.	Ongoing	The City places conditions on demolition licences which relate to safe work practices and also attend work sites and speak with contractors where it is evident that insufficient measures are in place.
	4. Liaise with DWER in regards to air quality issues where necessary	Ongoing	The City has liaised with the DWER Pollution Response Team in relation to the monitoring of air quality within the industrial area.

Strategy	Action	Status	Comment
	5. Address risk factors associated with contaminated sites and remediation in accordance with the Contaminated Sites Act 2003.	Ongoing	The City monitors contaminated sites in accordance with a risk matrix and where urgent issues are identified appropriate measures have been implemented to address the risk.
	6. Work in collaboration with the DWER.	Ongoing	The City has been undertaking joint inspections of the Bayswater industrial area with DWER Pollution Response Officers.
	7. Continue to regularly inspect food premises within the City of Bayswater to minimise the risk to public health.	Ongoing	The City continues to inspect food premises in accordance with an inspection schedule that aligns with the <i>Australia New Zealand Food Standards Code</i> .
	8. Continue to provide food safety training seminars; and online food safety training for food handlers	Ongoing	Food Safety seminars have been provided by the City and free online food handler training (FoodSafe Online) is available for food businesses operating within the City of Bayswater. City staff translated the FoodSafe Online into Vietnamese to assist local businesses and this is now being utilised by other local governments throughout WA.
	9. Continue to monitor, analyse and address noise pollution in accordance with statutory requirements.	Ongoing	The City has continued to investigate noise complaints in accordance with the <i>Environmental Protection (Noise) Regulations 1997</i> .
	10. Continue to provide free immunisation clinics at Child Health Clinics and Schools, including vaccines to protect against hepatitis B, diphtheria, tetanus, whooping cough, chickenpox and human papilloma virus.	Ongoing	The City has continued to provide immunisation services at clinics and at local schools throughout 2020/21.

Strategy	Action	Status	Comment
	11. Liaise with the DoH and Allied Health Services to promote immunisation programs in the community.	Ongoing	The City continues to liaise with WA DoH and Allied Health Services to promote immunisation programs (including the COVID-19 vaccination rollout).
	12. Continue to offer the flu vaccination to City staff.	Ongoing	Staff flu vaccinations were administered in April and May.
	13. Update and maintain a Pandemic Plan as required	Ongoing	The City has developed a Crisis Management Plan, Business Continuity Plans and Local Emergency Management Arrangements, which are designed to deal with a range of potential risks, including but not limited to pandemics.
	14. Continue to investigate and address potential risks associated with vector-borne disease.	Ongoing	The City has continued to monitor and undertake treatments over the warmer months of 2020/21, in accordance with the City's Mosquito and Midge Management Plan to reduce the risk of vector borne disease.
	15. Continue to provide an allocation of rodent baits to residents to control rodent activity.	Ongoing	The City continues to provide residents with an allocation of rodent baits upon request to help minimise rodent activity.
	16. Continue to provide information about pest control on the City's website.	Ongoing	Information on pest control is available on the City's website

**Table 2: Planning and the Environment**

Update on actions relating to planning and the environment for the year July 2020 to June 2021.

Strategy	Action	Status	Comment
Plan for better public health outcomes through future development	1. Review the City's Town Planning Scheme(s) including addressing the Local Housing Strategy and preparation of a Local Planning Strategy and a new town planning scheme(s).	In progress	Consideration is being given to these matters as a part of the review. The Town Planning Scheme review will not be completed until approximately 2022, subject to approvals from the Western Australian Planning Commission.
	2. Incorporate Heart Foundation Healthy Active by Design (HABD) and Western Australian Planning Commission (WAPC) Liveable Neighbourhoods guidelines into relevant planning strategies, plans and proposals.	In progress	As above, consideration is being given to this matter as a part of the Town Planning Scheme review.
	3. Maintain a high quality fit for purpose green space.	In progress	As above, consideration is being given to this matter as a part of the Town Planning Scheme review.
Encourage better waste management practices	1. Promote waste minimisation (reduce, reuse and recycle) through a variety of sources including mail and the City's website and Facebook page.	Ongoing	The City provides relevant waste minimisation information on the City's website. A waste and recycling guide is also delivered to residents and information has also been placed on social media (particularly in relation to the rollout of the Food Organics Garden Organics collection service - FOGO).
	2. Conduct regular audits of waste collection services and recommend changes as required.	Ongoing	An audit has been undertaken of the waste collection services within a large multi-unit development. The City has also undertaken a bin tagging program, following the rollout of FOGO.

Strategy	Action	Status	Comment
	3. Continue to provide waste education to local primary schools.	Ongoing	Waste education has been provided at local schools via the City's waste contractor.
	4. Continue to work with waste collection contractors and processors to ensure efficient and effective collection and waste recycling practices to minimise waste going to landfill.	Ongoing	The City continues to work with its waste contractor and also the Eastern Metropolitan Regional Council to minimise waste to landfill.
	5. Engage with community groups and the general public to promote waste management and recycling with the City of Bayswater.	Ongoing	The City has continued to run Home Composting Workshops for the community. A series of interactive waste education shows have also been run through local schools and childcare centres.



**Table 3: Promoting Health and Wellbeing**

Update on actions relating to promoting health and wellbeing for the year July 2020 to June 2021.

Strategy	Action	Status	Comment
Encourage the community to live sustainable lifestyles through participation in physical activity	1. Continue to implement the Local Bicycle Plan.	In progress	The City has implemented 56 of 88 recommendations within the plan. The City also secured funding as part of the 2021/22 budget for an external consultant to update the plan in accordance with the Department of Transport's new Long Term Cycle Network.
	2. Lobby for safe, accessible public transport, including a rail connection between Morley and the City.	Complete	The City has established a Major Project's Directorate to work closely with the State Government on the METRONET projects and other major projects within the City. The team have been working closely with the State Government on the redevelopment of the Bayswater train station and new Morley train station.
	3. Where possible, provide bicycle security areas and access to end of trip facilities	Ongoing	The City has installed facilities at all known points. As at May 2020, there has not been any further requests from the community.
Ensure the City's services and facilities are accessible and inclusive	1. Provide information about the City's open spaces/walking/cycling etc. on the City's website to increase awareness and encourage use.	Ongoing	All installations and new assets developed in line with applicable codes and standards. All sites and facilities promoted and marketed through a variety of media including the City's website.
	2. Implement actions of the Disability Access and Inclusion Plan (DAIP) and review/report in accordance with State Government requirements.	Ongoing	During 2020/21 the City implemented 100% of the 28 actions listed in the Access and Inclusion Plan 2020-2024, which were scheduled for delivery in 2020/21. The implementation of the plan is also supported by the City's Community Access and Inclusion Advisory Committee. The DAIP annual progress report for 2020/21 was also completed for submission to the Department of Communities.

Strategy	Action	Status	Comment
	3. Develop and implement a reconciliation action plan with support from the Aboriginal Advisory Committee.	Complete	<p>The City's Reflect Reconciliation Action Plan (RAP), November 2019-2020 was successfully implemented from 1 July 2019 to 30 June 2021, as an extension was provided by Reconciliation Australia to deliver on the actions detailed within this plan due to COVID-19 disruptions. The implementation of the plan was supported and overseen by the City's Reconciliation Advisory Committee (RAC).</p> <p>In 2020/21 the City developed its Innovate Reconciliation Action Plan 2021-2023 in collaboration with the city's RAC and key internal and external stakeholders. The plan is currently with Reconciliation Australia for endorsement.</p>
Encourage and support local programs and strategies to increase physical activity	1. Encourage and support new sporting groups, agencies and clubs to establish in the City.	Complete	<p>In 2020/21 a series of 13 Community Upskiller workshops and webinars were delivered to improve the skills and knowledge of sporting group/agencies/clubs in a variety of different topics.</p> <p>The City's online Community Directory has been widely promoted to clubs, groups and individuals, as it offers a free listing to increase community awareness of sporting groups, clubs and organisations based in the City.</p>
	2. Provide community lease arrangements to a range of community and sporting groups; and investigate the potential to stipulate preference/ eligibility to activities/groups which promote a health benefit.	No started	The City to investigate parameters for "community lease arrangements" as well as gauge potential interest from community and sporting groups.

Strategy	Action	Status	Comment
	3. Provide access to parks and reserves to junior sporting clubs free of charge.	Ongoing	The City is assessing the financial impacts of providing free access to junior sporting clubs and implications for grounds maintenance.
	4. Liaise with sporting facilities and community venues to promote accessibility and affordability for the public, especially during off peak periods.	Ongoing	The City continues to promote accessibility and casual rental of facilities during off-peak periods.
Reduce harmful alcohol use	1. Provide information on support services, as required.	Ongoing	Information on alcohol support services has been provided on the City's website.
	2. Collaborate with Department of Racing, Gaming and Liquor and WA Police (where required) to ensure licensed premises comply with legislative requirements.	Ongoing	The City continues to work with Department of RGL staff in relation to the licensing of certain premises.
	3. Review Section 39 applications under the Liquor Licence Act.	Ongoing	Section 39 applications continue to be reviewed to ensure they meet the relevant legislative requirements.
	4. Promote alcohol free areas within the City of Bayswater.	Ongoing	The City has promoted alcohol-free family friendly events throughout 2020/21. The City is continuing to investigate other opportunities for alcohol free areas.
Reduce the negative impact of smoking and passive smoking in the community	1. Enforce the <i>Tobacco Products Control Act 2006</i> (i.e. in alfresco areas, enclosed public places).	Ongoing	The City continues to monitor this during routine inspections and also in response to complaints from the community. Enforcement action is pursued where appropriate.
High quality Town Centre	1. Facilitate high quality town centres, high quality cycle and walk ways.	Ongoing	Based on annual budget allocation. The City has a number of plans and strategies in this area that are reported on separately.
	2. Install adequate street lighting.	Ongoing	Based on annual budget allocation.

Strategy	Action	Status	Comment
Develop high quality streetscapes, which are well maintained and allow for safe pedestrian and vehicle movement	1. Develop strategic plans that include the design of streetscapes for each of the town centres.	In progress	A streetscape plan was prepared and subsequently approved in March 2020 for the Morley Activity Centre. Development of a detailed Streetscape design (ready for implementation) is scheduled to commence from early 2022.
	2. Prepare a Structure Plan for each Activity Area (Morley Activity Plan; Maylands Activity Centre Urban Design Framework, Bayswater Town Centre Structure Plan).	In progress	The Morley Activity Centre Plan and Bayswater Town Centre Structure Plan have been finalised and approved by the WAPC.  Funding for other structure plans (now known as precinct plans) is not currently available.
<b>New actions added in FY2019/20</b>			
Encourage the community to live healthier lifestyles	1. Deliver programs that promote healthy eating habits and exercise	Ongoing	The City worked closely with community organisations to deliver the following programs/ workshops: <ul style="list-style-type: none"> <li>• Spring fitness program (six weeks)</li> <li>• Nutrition workshops (four)</li> <li>• Rusty Ryders workshops (two)</li> <li>• Healthy at Home workshop (eight)</li> <li>• Food Sensation for Parents workshop (one)</li> <li>• Aqua Skill, (over 55s) program (one).</li> </ul>
Support programs aimed at improving mental health	1. Partner with specialist organisations to deliver programs aimed at mental health.	Ongoing	The City worked closely with Act Belong Commit and Helping Minds in the delivery of the following programs aimed at mental health: <ul style="list-style-type: none"> <li>• Healthy at Home workshops (eight)</li> <li>• Spring fitness program (six weeks).</li> </ul>

### Table 4: Safe and Inclusive Community

Update on actions relating to a safe and inclusive community for the year July 2020 to June 2021.

Strategy	Action	Status	Comment
Keep the City of Bayswater community informed of the positive outcomes of the plan	1. Develop, promote and maintain online communication tools including the website, twitter, Facebook and other social media mechanisms.	Ongoing	The City's Public Health Plan is available on the City's website. The City' continues to promote public health initiatives through social media and in the local press.
	2. Project Officer to work with Community Engagement Team to ensure a consistent approach across the City.	Ongoing	The City has an established Community Engagement Framework that promotes a consistent approach across the City.
Enhance community interaction and public safety and reduce crime levels	1. Implement the City's Community Crime Prevention Plan 2017 - 2021 actions.	Ongoing	The Rangers and Security branch continues to monitor actions and update progress. Progress against this strategy is reported against separately.
	2. Establish streetscapes which allow for community interaction in an urban environment.	Ongoing	The City continues to provide internal stakeholders with information to maintain and improve streetscapes and lighting to enhance community safety.
	3. Continue to provide 24/7 Security Watch Community Patrol.	Ongoing	The City continues to work closely with internal stakeholders to identify hotspots and retains flexibility to respond as necessary to minimise crime and anti-social behaviour. Daily crime mapping provided by WA Police directs patrol activities.
	4. Continue to provide Nyoongar Outreach Services.	Ongoing	The City continued its partnership with Nyoongar Outreach Support (NOS). NOS provide outreach services to Aboriginal people, particularly youth and people experiencing homelessness. NOS continues to partner with other organisations to deliver strategies which increase safety and harmony for the community.

Strategy	Action	Status	Comment
	5. Support external community safety programs.	Ongoing	This is via representation on the board of Neighbourhood Watch WA, committee membership of WA Rangers Association and daily liaison with WA Police.
Deliver community programs that encourage community interaction and participation	1. Implement the City's Community Events Program.	Ongoing	The City plans and delivers an annual calendar of events across the City, ranging from art exhibitions to family events and music concerts. There were 11 free community events held in 2020/21. The City also supported 27 groups to deliver their own events in the community during this time.
Deliver events which are safe	1. Continue implementation of the City's Events Management Guide in accordance with relevant legislation.	Ongoing	All relevant documentation is <a href="#">on the City's website</a> . Community compliance with the Guide is ongoing as events are planned and applied for.
	2. Develop partnerships with key community not-for-profit groups and organisations to enhance existing community services provided.	Complete	<p>In 2020/21 the City developed various partnerships and strengthened working relationships with key stakeholders including but not limited to:</p> <ul style="list-style-type: none"> <li>• Mentally Healthy - Act Belong Commit</li> <li>• Local homelessness providers</li> <li>• Aboriginal Elders and Whadjuk Noongar representatives</li> <li>• Principals of local schools</li> <li>• Various local community groups</li> <li>• Local artists</li> <li>• Local aged care providers</li> <li>• Local clubs</li> <li>• Historical societies</li> <li>• Injury Matters</li> <li>• Helping Minds</li> </ul> <p>The partnerships and working relationships have and will continue to contribute to positive outcomes for the community.</p>

Strategy	Action	Status	Comment
	3. Support community groups to build their capacity, funding and resourcefulness through the City's annual training program.	Complete	In 2020/21 the City delivered 13 community Upskiller workshops with 195 people registering their attendance. The aim of the program is to help build community capacity. All sessions were promoted through various channels to maximise community participation.
	4. Develop and implement a community grants program	Complete	The City continued to implement the Community Grants Program in 2020/21. A total of \$54,608 to 12 community groups was awarded through the City's Community Events and Better Bayswater grants. Donations, place making and other grant opportunities (such as Capital Works) also continued to be offered.
Facilitate initiatives which maintain and improve safety	1. Undertake a City wide Local Area Traffic Management Study.	In progress	The Citywide Traffic Management Study was adopted and the City is progressing through a number of recommendations each year subject to funding.
	2. Pursue opportunities for funding initiatives aimed at improving road safety.	Ongoing	Each year, external funding (State and Federal) is sought for all eligible City traffic improvement projects.
Plan and provide a range of community facilities and services to meet current and future needs	1. Support federal and state initiatives which aim to reduce the risk of falls among older people and people with a disability.	Complete	<p>A Healthy at Home Program specifically for older adults was run at community centres in Bayswater and Morley. Eight sessions ran over four weeks, focusing on:</p> <ul style="list-style-type: none"> <li>• Health wellbeing</li> <li>• Mental health</li> <li>• Nutrition</li> <li>• Falls prevention</li> <li>• Cooking healthy</li> <li>• Movement and balance.</li> </ul> <p>The City partnered with key organisations such as Injury Matters and Helping Minds to deliver the program. More than 150 older adults attended.</p>



Strategy	Action	Status	Comment
	2. Implement the actions of the City's Aged Friendly Strategy 2017 -2021.	In progress	<p>As the City nears the completion of its Age Friendly Strategy 2017-2021, key highlights of 2020/21 include:</p> <ul style="list-style-type: none"> <li>• 20 free upskilling sessions for people aged 50+ delivered, with more than 500 people attending.</li> <li>• More than 3,500 copies of the Directory for Older Adults distributed.</li> <li>• The City received the WA Local Government Professionals Connecting Communities Award in December 2020 for the success of its Age Friendly Ambassadors Program.</li> </ul> <p>The City is now in the process of developing its second Age Friendly Strategy 2021-2025.</p>
	3. Support and facilitate the Youth Advisory Council.	Ongoing	<p>City of Bayswater Youth Advisory Council (YAC) currently has 10 members. YAC members continue to provide input into the implementation of the City's Youth Action Plan - The Platform 2019-2023. YAC members receive training and development opportunities to support them in their role. They were successful in attaining their first external grant in 2020 to deliver <i>Friendly Footprints</i> - an initiative aimed at raising awareness of sustainable practices and increasing participation of young people.</p>
	4. Implement the outcomes of the Senior Centre Review.	Complete	<p>In line with the outcomes of the Senior Centre Review 2018, the City's two seniors' centres in Bayswater and Morley were rebranded and launched as community centres, with a new operational model in January 2019. Members of the City's program for older adults (50+ years of age), have access to a range of social, fitness and craft activities, such as onsite hairdressing, podiatry and fortnightly bus trips. More than 800 members were registered in 2020/21.</p>

**10.6.4.2 Corporate Business Plan Quarterly Progress Report**

<b>Responsible Branch:</b>	Governance and Organisational Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority
<b>Attachments:</b>	1. Corporate Business Plan 2019-23 Progress Report - 1 April to 30 June 2021 [ <b>8.2.1</b> - 9 pages]
<b>Refer:</b>	Item 8.1: SCM 30.06.2021 Item 10.2.5: OCM 25.05.2021 Item 10.4.8: OCM 27.04.2021 Item 10.4.5: OCM 11.06.2019

**SUMMARY**

This report presents a progress update for action items contained within the City's Corporate Business Plan 2019-23. This is the fourth and final quarterly report for the financial year 2020/21, covering activities between 1 April and 30 June 2021.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

That Council note the **Corporate Business Plan 2019-23 Progress Report for the quarter 1 April to 30 June 2021**, as outlined in **Attachment 1**.

**BACKGROUND**

Section 5.56 of the *Local Government Act 1995* requires all local governments to effectively plan for the future. The components of this plan are contained in the Integrated Planning and Reporting Framework (IPRF) and include the Strategic Community Plan, the Corporate Business Plan and the Long-Term Financial Plan. The intent of the framework is to ensure the priorities and services provided by the City are aligned with community vision, needs and aspirations.

A minor review of both plans was completed in 2019, and Council adopted the Corporate Business Plan 2019-23 on 11 June 2019. The updated plan sets out 34 actions aligned with the Strategic Community Plan 2017-2027. This report presents the fourth and final progress report for the financial year 2020/21.

A major review of the Strategic Community Plan was undertaken in 2020-2021. Council adopted the new Strategic Community Plan 2021-2031 at the meeting 25 May 2021. It is expected that the new Corporate Business Plan 2021-2025 will be presented to Council in the first quarter of the 2021/22 financial year.

**EXTERNAL CONSULTATION**

No external consultation was undertaken in relation to this matter.

**OFFICER'S COMMENTS**

Twelve actions have been completed to date. A further 18 are on-track for targeted completion, and one has not yet commenced. Three actions have been reported as off track for this quarter.

It is noted that some actions are dependent on, or influenced by, the annual budget process. Council adopted the FY2021/22 budget at the Special Council Meeting 30 June 2021, which will have implications for some actions.

Complete

The following three actions were completed this quarter.

Action	Target	Comments
B1.1.1 Develop and implement a streetscape upgrade plan for Morley and Bayswater.	FY2020/21	Council adopted the Morley Activity Centre Streetscape Plan and Implementation Plan in March 2020. The implementation was not funded in the FY2020/21 budget. The project was resubmitted for consideration as part of the FY2021/22 budget and funds were approved to commence implementation, which will be ongoing. The Bayswater Streetscape Plan will not be prepared by the City now that DevelopmentWA are involved in the Bayswater town centre. The City will work with DevelopmentWA and the Public Transport Authority.
E1.1.1 Create precinct marketing plans that itemise the qualities of the town centres and transmits them to the public.	FY2020/21	The Destination Marketing Strategy was adopted by Council at the OCM 27 April 2021. Implementation has commenced, with banner design and costings. Considerations to continue implementation were included in the FY2021/22 budget. Implementation and outcomes will be reported annually as prescribed by action L3.1.3.
L2.1.1 Develop a public relations and marketing strategy, including online and social media.	FY2020/21	The development of a Public Relations and Marketing Strategy was a historic action in the CBP. In consultation with the CEO, the decision was made to instead develop a Strategic Communications Plan and Social Media Strategy. Both documents have now been completed and are currently being implemented. The Social Media Strategy includes the Baysie is My Home video campaign.

On track

Of the 18 actions that are on track this quarter, the following are of note.

Action	Target	Comments
C1.1.1 Implement the approved future option for the Maylands Waterland site.	FY2022/23	MG Group has been appointed as the main construction and landscape contractor. A smoking ceremony was held on 16 June to bless the land before construction commenced. Sewer and drainage will commence first, followed by splash pads, buildings and pathways. Play equipment and picnic BBQs will follow. Planting and landscaping will occur last while the water treatment system is tested for compliance. The facility is anticipated to open in December 2021.
N1.1.1 Develop and implement a City of Bayswater Environmental liveability framework including biodiversity, climate change, and urban forest.	FY2022/23	The draft framework has been wordsmithed and will be presented to the Executive Leadership Team during the next quarter.
B2.1.1 Partner with the Department of Transport to deliver strategic bicycle routes.	FY2022/23	The action plan for 2021 is complete. The City is awaiting grant funding and guidelines following a successful application to the Department of

Action	Target	Comments
		Transport to commence a review of the Bike Plan. Provision has been made in the FY2021/22 budget for matching funds.
L1.1.1 Investigate opportunities to simplify processes and reduce red tape in all areas of the City's business.	FY2022/23	The City recently went live with new minutes and agenda software. The previous software was laborious and unreliable. This change is saving staff time and reducing complication with the agenda build and minutes process.

Not started

Work on the following action has not yet commenced.

Action	Target	Comments
B1.1.2 Develop and implement a streetscape upgrade plan for Noranda.	FY2021/22	In accordance with the Corporate Business Plan, this will commence in 2021/22.

Off track

The below 3 actions have been reported as off track.

Action	Target	Comments
C2.1.1 Review of Aged Care assets.	FY2020/21	Tenders have been assessed for the management of the City's aged care sites, with view to negotiating with the selected proponent for acquisition of the sites. Recommendations have been provided to the City's Aged Care Divestment Committee in July 2021. While the project was notionally targeted to be completed by 30 June 2021, the issues to be resolved are complex, including negotiations with the current aged care service provider and the State Government, and those factors have delayed the project by several months. Further information will be provided on revised timeframes at the next Aged Care Divestment Committee meeting in August.
E2.1.3 Develop and implement a Public Art Strategic Plan.	FY2020/21	This project was not funded in the FY2020/21 budget, resulting in delays undertaking the work. A review of other local government's strategies has been undertaken. The review found that the majority were developed in-house. A draft table of contents has been developed to identify necessary content. This be investigated for inclusion in the team's FY2021/22 annual plan.
L2.1.2 Undertake a community perception survey every two years.	FY2020/21	Delivery of the Community Perception Survey 2020/21 is slightly off track, with the survey scheduled to be undertaken from 5 July to 28 July 2021. The final report containing results and outcomes from the survey is expected in late August. The initial schedule for this project was pushed out due to other commitments and team work load.

Impact of the COVID-19 pandemic

The COVID-19 pandemic has had varying impact on the City's services and projects. In most cases, progress has been delayed or postponed due to business continuity needs, service disruption and/or recovery efforts. The City continues to work to mitigate these effects and the operational and community impacts of the pandemic.

Summary of FY2020/21 progress

This report presents the final progress report for the 2020/21 financial year. An additional five actions have been completed during the year, and most have commenced on schedule and remained on track. All off track actions have been disclosed to Council, with delays generally relating to the COVID-19 pandemic or budget constraints. As the Corporate Business Plan is currently under review, and the revised Corporate Business Plan 2021-25 is expected to be resented to Council in the coming months, this report is likely to be last for the Corporate Business Plan 2019-23.

**LEGISLATIVE COMPLIANCE**

The *Local Government Act 1995* requires that a local government creates a plan for the future of the district and that the local government reports on progress towards achieving this plan.

**RISK ASSESSMENT**

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

Officer's Recommendation	That Council note the Corporate Business Plan 2019-23 Progress Report for the quarter 1 April to 30 June 2021, as outlined in <u>Attachment 1</u> .		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Low	
Reputation	Low	Low	
Governance	Low	Low	
Community and Stakeholder	Moderate	Low	
Financial Management	Low	Low	
Environmental Responsibility	Low	Low	
Service Delivery	Low	Low	
Organisational Health and Safety	Low	Low	
Conclusion	Noting this progress report presents low risk and reduces risk long-term by keeping Council informed of progress against the Corporate Business Plan 2019-23.		

**FINANCIAL IMPLICATIONS**

Financial implications for individual actions are detailed in their respective budgets and the annual budget for the respective financial year or years.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Leadership and Governance
- Goal L3: Provide good customer service.  
Respond to the needs of our community in a respectful and timely way.
- Goal L4: Communicate in a clear and transparent way.  
Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

**CONCLUSION**

This report provides Council with a progress report on actions identified in the Corporate Business Plan 2019-23 for the quarter 1 April to 30 June 2021. This is the final report for the 2020/21 financial year. Generally, progress against the plan is on track, with full disclosure made of any exceptions. The COVID-19 pandemic continues to impact the progress of several actions, and is expected to continue to impact actions moving into the 2021/22 financial year.

The revised Corporate Business Plan 2021-2025 is expected to be presented to Council early in the new financial year. Future reporting is likely to be against the revised plan.



# Corporate Business Plan 2019-23

Progress Report - 1 April 2021 to 30 June 2021

Following is an update for the actions set out in the City of Bayswater Corporate Business Plan 2019-2023 for the period of 1 April 2021 to 30 June 2021

## At a glance...



### OUR COMMUNITY

**Aspiration:** An active and engaged community.

**Strategies:** C1 A strong sense of community through the provision of quality services and facilities.  
C2 Accessible services that recognise diversity.



On track (3)  
Off track (1)  
Not started (0)  
Complete (5)



### OUR NATURAL ENVIRONMENT

**Aspiration:** A quality and connected built environment.

**Strategies:** N1 Natural environment and biodiversity that are conserved and protected.  
N2 A resilient community that responds to sustainability challenges.



On track (3)  
Off track (0)  
Not started (0)  
Complete (0)



### OUR BUILT ENVIRONMENT

**Aspiration:** An active and engaged community.

**Strategies:** B1 Appealing streetscapes.  
B2 A connected community with sustainable and well maintained transport.  
B3 Quality built environment.



On track (6)  
Off track (0)  
Not started (1)  
Complete (3)



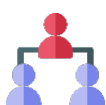
### OUR LOCAL ECONOMY

**Aspiration:** An active and engaged community.

**Strategies:** E1 Support initiatives for local business.  
E2 Active and engaging town and city



On track (2)  
Off track (1)  
Not started (0)  
Complete (1)



### LEADERSHIP & GOVERNANCE

**Aspiration:** An active and engaged community.

**Strategies:** L1 Accountable and good governance.  
L2 Proactively communicates and consults.  
L3 Strong stewardship and leadership.



On track (4)  
Off track (1)  
Not started (0)  
Complete (3)





## OUR COMMUNITY

Aspiration: An active and engaged community.

1 April 2021 to 30 June 2021

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
C1 A strong sense of community through the provision of quality services and facilities.	C1.1 Plan and provide a range of community facilities and services to meet current and future needs.	C1.1.1 Implement the approved future option for the Maylands Waterland site.	●	●	●	●	On Track	MG Group has been appointed as the main construction and landscape contractor. A smoking ceremony was held on 16 June to bless the land before construction commenced. Sewer and drainage will commence first, followed by splash pads, buildings and pathways. Play equipment and picnic BBQs will follow. Planting and landscaping will occur last while the water treatment system is tested for compliance. The facility is anticipated to open in December 2021.
		C1.1.2 Implement a library services strategy.	●	●	●	●	Complete	Report on recommended actions emanating from the Library Services Strategy document and an the actions completed, underway and planned delivered that are intended to satisfy the action delivered to ELT in December 2021. Supported actions will be implemented as part of ongoing operations. Outcomes will be reported annually as prescribed by action L3.1.3.
		C1.1.3 Investigate possible locations for permanent event stage structures within the City's Regional reserves.	●	●			Complete	In August 2020 Council resolved not to progress a community event stage.
	C1.2 Deliver community programs that encourage community interaction and participation.	C1.2.1 Develop and implement a Community Recreation Plan.	●	●	●	●	On Track	Desktop research and initial community engagement has been completed. An update was provided to Councillors at the Workshop 13 June 2021. This project has been delayed due to conflicting priorities, including the COVID-19 pandemic and other projects.
		C1.2.2 Deliver and implement a youth plan.	●	●	●	●	Complete	The City's Youth Action Plan, The Platform, was adopted by Council at the OCM 3 September 2019. The Plan is now available on the City's website and was launched to key external stakeholders at The RISE on 4 December 2019. Actions will be implemented as part of ongoing business as usual operations. Outcomes will be reported annually as prescribed by action L3.1.3.
		C1.2.3 Develop and implement a Public Health Plan.	●	●	●	●	Complete	The Public Health and Wellbeing Plan was completed and endorsed by Council in June 2019. It was reviewed in July 2020 and a progress report was provided to the Audit and Risk Committee in August 2020. Actions will be implemented as part of ongoing business as usual operations. Outcomes will be reported annually as prescribed by action L3.1.3.



## OUR COMMUNITY

Aspiration: An active and engaged community.

1 April 2021 to 30 June 2021

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
		C1.2.4 Develop and implement a Culture Plan.	●	●	●	●	Complete	The City's inaugural Cultural Plan 2019-2024 was adopted by Council at the OCM of 23 July 2019. The Plan was launched to the wider workforce and community in September 2019. Actions will be implemented as part of ongoing business as usual operations. Outcomes will be reported annually as prescribed by action L3.1.3.
	C1.3 Deliver a safety service which builds a strong sense of community safety.	C1.3.1 Apply Crime Prevention Through Environmental Design principles in Town Centre developments.	●	●	●	●	On Track	Picked up through numerous projects being undertaken. A current examples is the Bedford North Project.
C2 Accessible services that recognise diversity.	C2.1 Ensure the City's services and facilities are accessible and inclusive.	C2.1.1 Review of Aged Care assets.	●	●			Off Track	Tenders have been assessed for the management of the City's aged care sites, with view to negotiating with the selected proponent for acquisition of the sites. Recommendations will be provided to the City's Aged Care Divestment Committee in July 2021. While the project was notionally targeted to be completed by 30 June 2021, the issues to be resolved are complex, including negotiations with the current aged care service provider and the State Government, and those factors have delayed the project by several months.



## OUR NATURAL ENVIRONMENT

Aspiration: A green and sustainable environment.

1 April 2021 to 30 June 2021

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
N1 Natural environment and biodiversity that are conserved and protected.	N1.1 Develop and implement management strategies to strengthen the resilience of the environment.	N1.1.1 Develop and implement a City of Bayswater Environmental liveability framework including biodiversity, climate change, and urban forest.	●	●	●	●	On Track	The draft framework has been wordsmithed and will be presented to the Executive Leadership Team during the next quarter.
N2 A resilient community that responds to sustainability challenges.	N2.1 Provide innovative waste and recycling services to reduce waste and empower the community to do the same.	N2.1.1 Review waste collection practices, investigate and implement alternative waste treatment technologies, including Food Organics and Garden Organics (FOGO).	●	●	●	●	On Track	The City and the EMRC are currently arranging for a Household Hazardous Waste drop-off point at the City's Transfer Station. Investigations are also underway into future waste recovery opportunities for the old material recovery facility shed at the City's Transfer Station.
		N2.1.2 Deliver waste education to the community in partnership with other stakeholders.	●	●	●	●	On Track	The City is continuing to provide waste education through local schools in conjunction with Cleanaway. The City is also working with the EMRC in relation to: - Implementing additional waste initiatives at the Bayswater Transfer Station - Delivering waste education to the community as a part of the FOGO rollout, which commenced in March 2021.



## OUR BUILT ENVIRONMENT

Aspiration: A quality and connected built environment.

1 April 2021 to 30 June 2021

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
B1 Appealing streetscapes.	B1.1 Develop and maintain streetscapes.	B1.1.1 Develop and implement a streetscape upgrade plan for Morley and Bayswater.	●	●			Complete	Council adopted the Morley Activity Centre Streetscape Plan and Implementation Plan in March 2020. The implementation was not funded in the FY2020/21 budget. The project was resubmitted for consideration in the FY2021/22 budget and funds were approved to commence implementation, which will be ongoing. The Bayswater Streetscape Plan will not be prepared by the City now that DevelopmentWA are involved in the Bayswater town centre. The City will work with DevelopmentWA and the Public Transport Authority.
		B1.1.2 Develop and implement a streetscape upgrade plan for Noranda.			●		Not Started	In accordance with the Corporate Business Plan, this will commence in FY2021/22.
B2 A connected community with sustainable and well maintained transport.	B2.1 Advocate for safe and accessible public transport.	B2.1.1 Partner with the Department of Transport to deliver strategic bicycle routes.	●	●	●	●	On Track	The action plan for 2021 is complete. The City is awaiting grant funding and guidelines following a successful application to the Department of Transport to commence a review of the Bike Plan. Provision has been made in the FY2021/22 budget for matching funds.
		B2.1.2 Complete and implement a City wide Local Area Traffic Management Study.	●	●	●	●	Complete	The study was complete and endorsed by Council in 2018. The Citywide Traffic Management Implementation Plan was adopted by Council in March 2019. Actions will be implemented as part of ongoing business as usual operations. Outcomes will be reported annually as prescribed by action L3.1.3.
		B2.1.3 Develop remaining Parking Management Strategies for Town Centres.	●	●	●	●	On Track	Bayswater Short Term Car Parking Management Plan is complete. Additional plans are intended to be captured as a part of future Precinct Plans. See action B3.1.1 for more information.
		B2.1.4 Investigate a pedestrian friendly shared place in the Bayswater Town Centre.	●	●	●	●	On Track	This will be implemented with DevelopmentWA and PTA as part of the redevelopment of the Bayswater Station and the surrounding precinct. The City will seek to influence the detailed road and public realm design of these two agencies.



## OUR BUILT ENVIRONMENT

Aspiration: A quality and connected built environment.

1 April 2021 to 30 June 2021

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
B3 Quality built environment.	B3.1 Develop plans, policies and guidelines for quality built form.	B3.1.1 Prepare a Structure Plan and built form policies for each town centre - Maylands, Morley, Noranda and Bayswater.	●	●	●	●	On Track	The City requested funds to develop a Precinct Structure Plan for the Noranda Town Centre as a part of the FY2021/22 budget process, but funding was not approved. The Bayswater Structure plan was endorsed by the WAPC in January 2021 and will now be implemented by Development WA. Structure Plans have previously been approved for Maylands and Morley.
		B3.1.2 Develop and implement a Local Planning Strategy and develop a new town planning scheme.	●	●	●	●	On Track	Awaiting comments from the Department of Planning, Lands and Heritage regarding the City's updated Local Planning Scheme.
		B3.1.3 Review and implement the Municipal Heritage Inventory and associated processes.	●	●	●	●	Complete	The Local Heritage Survey was adopted at the OCM 12 February 2020. The document has been finalised and is available on the City's website.
	B3.2 Facilitate the development of activity nodes.	B3.2.1 Facilitate the development of shopping precincts.	●	●	●	●	On Track	Survey responses from businesses in Bedford are being collated, and include information about their wishes for improvements in the precinct and their willingness to contribute financially. Engagement sessions are planned for July/August with local residents around each shopping precinct to gauge their views on their precinct. Following this, implementation plans will be developed for each precinct over the following months.



## OUR LOCAL ECONOMY

Aspiration: A business and employment destination.

1 April 2021 to 30 June 2021

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
E1 Support initiatives for local business.	E1.1 Implement initiatives that support business growth.	E1.1.1 Create precinct marketing plans that itemise the qualities of the town centres and transmits them to the public.	●	●			Complete	The Destination Marketing Strategy was adopted by Council at the OCM 27 April 2021. Implementation has commenced, with banner design and costings. Considerations to continue implementation were included in the FY2021/22 budget. Implementation and outcomes will be reported annually as prescribed by action L3.1.3.
E2 Active and engaging town and city centres.	E2.1 Increase public amenity in town and city centres to enhance community interaction and public safety.	E2.1.1 Strengthen the Morley City Centre as a pedestrian friendly environment to meet the requirements of a Strategic Metropolitan Centre.	●	●	●	●	On Track	Following adoption of the final Morley Streetscape plan in March 2020, funding for the implementation of the plan was not allocated in the FY2020/21 budget. The project was resubmitted for consideration as part of the FY2021/22 budget and funds were approved to commence implementation.
		E2.1.2 Implement Town Centre Activation Plans.	●	●	●	●	On Track	Place Managers have now commenced implementing a number of stimulus projects, including: - Public space at The RISE - Shade structure and other works at Bert Wright Park - Painting of shopfronts in Bayswater town centre - Removal of planter boxes on Eighth Avenue - Morley Library Pocket Park - Noranda Nook additional infrastructure. Due to community engagement issues and other projects being combined, the funds for the Morley Library, Bert Wright Park shade structure and RISE improvements are being carried forward.
		E2.1.3 Develop and implement a Public Art Strategic Plan.	●	●			Off Track	This project was not funded in the FY2020/21 budget, resulting in delays undertaking the work. A review of other local government's strategies has been undertaken. The review found that the majority were developed in-house. A draft table of contents has been developed to identify necessary content. This be investigated for inclusion in the team's FY2021/22 annual plan.



1 April 2021 to 30 June 2021

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
L1 Accountable and good governance.	L1.1 Ensure policies, procedures and practices are effective.	L1.1.1 Investigate opportunities to simplify processes and reduce red tape in all areas of the City's business.	●	●	●	●	On Track	The City recently went live with a new minutes and agenda software. The previous software was laborious and unreliable. This change is saving staff time and reducing complication with the agenda and minutes process.
	L1.2 Deliver long term financial planning.	L1.2.1 Develop a land asset disposal and acquisition strategy and program, including review of use.	●	●			Complete	Council adopted the Land Acquisition and Disposal Strategy and associated Policy at the OCM 23 June 2020.
L2 Proactively communicates and consults.	L2.1 Communicate and engage with the community.	L2.1.1 Develop a public relations and marketing strategy, including online and social media.	●	●			Complete	The development of a Public Relations and Marketing Strategy was a historic action in the CBP. In consultation with the CEO, the decision was made to instead develop a Strategic Communications Plan and Social Media Strategy. Both documents have now been completed and are currently being implemented. The Social Media Strategy includes the Baysie is My Home video campaign.
		L2.1.2 Undertake a community perception survey every two years.		●		●	Off Track	Delivery of the Community Perception Survey 2020/21 is slightly off track, with the survey scheduled to be undertaken from 5 July to 28 July 2021. The final report containing results and outcomes from the survey is expected in late August. The initial schedule for this project was pushed out due to other commitments and team work load.
	L2.2 Provide quality customer services to the community.	L2.2.1 Develop, review and implement processes and corporate systems to be more responsive to community needs and contemporary customer interaction.	●	●	●	●	On Track	The Customer Services team continues to develop content for the Knowledge Management System, LivePro, and apply it daily to provide first point resolution for customer enquiries. Preliminary work has also begun towards a comprehensive complaints register to support the strategic analysis of customer complaints.
L3 Strong stewardship and leadership	L3.1 Provide Council with information and support to enable informed decision making.	L3.1.1 Co-ordinate ongoing training programs for elected members.	●	●	●	●	On Track	Coordination of Councillor training programs is provided as required and updated upon request.
		L3.1.2 Undertake annual staff satisfaction surveys.	●	●	●	●	Complete	The FY2020/21 survey was completed as part of the City's COVID-19 staff survey. Work for the FY2021/22 survey will commence in late 2021.





## LEADERSHIP & GOVERNANCE

Aspiration: Open, accountable and responsive service.

1 April 2021 to 30 June 2021

Outcomes	Strategies	Actions	Timeframes				Status	Comments
			19/20	20/21	21/22	22/23		
		L3.1.3 Provide an annual report on the implementation of approved strategies.	●	●	●	●	On Track	A Corporate Strategy Report is presented to each Audit and Risk Management Committee. The reports are received well by the Committee. The reports keep the Committee and Council informed of how the City is progressing against adopted strategies.

**10.6.4.3 Insurance Assurance Report**

<b>Responsible Branch:</b>	Business Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority
<b>Attachments:</b>	1. CONFIDENTIAL REDACTED - General Claims Statistics [8.3.1 - 1 page] 2. CONFIDENTIAL REDACTED - Workers Compensation Claims Statistics [8.3.2 - 1 page]
<b>Refer:</b>	Item 8.6: ARMC 11.05.21

**Confidential Attachment(s) in accordance with Section 5.23(2) of the Local Government Act 1995 (WA):**

- (f) a matter that if disclosed, could be reasonably expected to —
- (ii) endanger the security of the local government's property;

**SUMMARY**

To provide Council with pertinent information with regard to insurable risk issues and the recent changes to the City's insurance arrangements.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)****That Council Notes**

1. The recent trends in insurance claims against the City.
2. The recent changes to the City's insurance arrangements.

**BACKGROUND**

The role of the Audit and Risk Management Committee (ARMC) is to oversee the City's systems of Risk Management and Internal Controls. The Committee is also responsible for considering the adequacy and effectiveness of these controls by understanding the process of insurable risks and assessing whether the City has adequate insurance cover for these risks.

This report provides a six-monthly snapshot of insurance claims against the City and provides other pertinent information regarding insurance to provide assurance to the ARMC.

**EXTERNAL CONSULTATION**

City officers work closely with Local Government Insurance Scheme (LGIS) in relation to the City's insurable risk profile and renewal terms, and communicate these to the Executive Leadership Team for review on a regular basis.

**OFFICER'S COMMENTS**

The City classifies claims in relation to source and identifying trends over time. A six-month overview of the City's claims, along with recent historical claims information is provided in **Confidential Attachment 1** - City of Bayswater General Claims Statistics. The City also holds Workers Compensation (WC) Insurance to cover claims from staff and volunteers. A report showing claims for the last 2 financial years, is provided in **Confidential Attachment 2** - Workers Compensation Claims Statistics.

Financial consequences of claims received do not necessarily occur in the same period as the incident and can be received some time into the future. This is due to nature of insurance claims whose costs can grow over time or take some time to resolve. As a result, costs associated with the current and previous quarters may change between reports.

Local governments face WC, Public Liability (PL) and Professional Indemnity (PI) risks across a range of operations as they deliver services to their communities. It is therefore incumbent on them to understand sources of risks within their operations, and minimise and transfer risk.

The City is not receiving a large number of general insurance claims in comparison to some previous autumn and winter periods. At the time of writing this report, stronger winds and storms have commenced in July 2021 so more weather-based damage claims may be received next quarter. A slightly larger number of vehicle incidents have occurred for the last 2 quarters, this is seen to be primarily due to having increased traffic on the roads and increased staff back at the office and conducting site visits. Regardless of this, line leaders are having coaching conversations with involved staff in order to encourage greater driver care.

In addition to these assurance reports provided to the Audit and Risk Management Committee, the City's Executive Leadership Team (ELT) is provided with detailed reports on a quarterly basis, including claim details and various trends. This allows ELT to manage the City's operational controls and make adjustments as necessary to minimise both the volume and cost of claims.

#### Insurance Renewal

Each year, the City undergoes an insurance renewal process with its insurer LGIS. The annual process involves the City providing up to date information with regard to current services and assets, and selecting options for excess levels and insurable limits. This whole process takes approximately 5 months from February through to June. This year several changes occurred to the City's insurance cover.

LGIS have two methods of paying workers compensation insurance, the traditional model and the blended model. The traditional model sees the local government pay the full amount of the insurance premium, with a rebate being paid to the local government if the value of claims is below a certain threshold. The blended model sees the local government receive the rebate as an upfront discount, with the discounted amount becoming due if the value of claims is over the threshold.

For the last two financial years the City has used the blended model and received an upfront discount. Unfortunately, the value of claims has been above the threshold and the City has had to make a further payment to reach the full premium amount. As a result, the policy has been changed back to the traditional model. This brings no additional cost to the City overall, it just simplifies budgeting processes.

Previously LGIS has used Zurich for motor vehicle claims. This year the motor vehicle cover has been brought in-house which will simplify City claim processes and reduce the number of people the City is required to communicate with.

The City has taken out major event insurance as a new coverage option this year in light of an increase in major unseasonal weather events. The City holds large outdoor events during summer months when there is a reduced risk of inclement weather. Due to the changing climate bringing an increased risk of major weather events in the summer period, the City has taken out insurance to cover any money lost if an event is cancelled due to extremely bad weather.

Contract works cover is being discontinued as a general policy cover option for local governments. This policy primarily covered damage to any work that is partially complete during a construction project. Coverage will still be available on an individual project basis and this will be considered by the City for major construction projects.

LGIS has also informed the City of a high likelihood of increasing premiums in the cyber insurance area. Both the frequency and cost of cyber-crime is increasing which is placing upwards pressure on premiums. The City is currently well placed to face this threat and has responded well to audits when compared with other like local governments. The City will keep LGIS informed of further developments in this space to ensure any premium increases are limited as much as possible.

## LEGISLATIVE COMPLIANCE

Not applicable.

## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	<b>That Council Notes:</b> <b>1. The recent trends in insurance claims against the City.</b> <b>2. The recent changes to the City's insurance arrangements.</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>	Receiving regular updates on insurable risk, reduces risks to the organisation by supplying Council with current information to support decision making.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

**LTFP Impacts:** Current advice from the City's insurers indicate that insurance is likely to rise by 7-8% annually, for the next 3-5 years.

**Notes:** Insurance budget for the 2021/22 financial year appears in the table below.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	-	\$1,429,186	-	-	-	-	\$1,429,186

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance

Goal L4: Communicate in a clear and transparent way.

Provide the community with useful information about Council's policies, services and events and advise the community of engagement outcomes.

## CONCLUSION

Receiving regular updates on insurable risk, reduces risks to the organisation by supplying Council with current information to support decision making.

**10.6.4.4 OAG Report 21 Regulation And Support Of The Local Government Sector**

<b>Responsible Branch:</b>	Business Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority
<b>Attachments:</b>	1. Report-21 Regulation and Support of the Local Government Sector [8.4.1 - 32 pages]

**SUMMARY**

An audit was recently conducted by the Office of the Auditor General (OAG) on the level of support provided to the local government sector by the Department of Local Government Sport and Cultural Industries (DLGSCI).

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council notes the OAG Report 21: Regulation and Support of the Local Government Sector.**

**BACKGROUND**

The role of the OAG is to audit the finances and other activities of state and local government entities, and report the findings to Parliament. The purpose of that is to reduce risk in the sector and to proactively encourage improvement.

The OAG also conducts audits which are not specific to local government, however the findings may be relevant for informing the general environment or for providing insight into emerging issues.

On 30 April 2021, the OAG released its *Report 21: Regulation and Support of the Local Government Sector (Report 21)* as per **Attachment 1**.

**EXTERNAL CONSULTATION**

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

**OFFICER'S COMMENTS**

The overall purpose of the recent audit was to determine whether DLGSCI is providing effective regulation and support to the local government sector.

A broad summary of the DLGSCI regulatory responsibilities to the local government sector are:

- Advising the Minister in exercising functions under the Act
- Processing of statutory approvals
- Conducting authorised inquiries into LG entity operations and affairs
- Developing policy and legislation
- Advising the LG sector on the operation of the Act
- Supporting the WA Local Government Grants Commission, the Local Government Advisory Board and the Local Government Standards Panel
- Managing the State Local Government Partnership Agreement.

Report 21 provides useful insight for local governments, including:

- Gaining further understanding into DLGSCI priorities
- Alignment of City activities to the future plans of the DLGSCI
- DLGSCI resourcing and decision making.

#### Key findings

The report made two key findings, summarised as:

##### Key finding 1

*“The Department is not targeting its regulation and support activities to key risks”*

This finding covers alignment to risks both in relation to sector risks, DLGSCI operational risks and planning activities to address risks. The report found that the Department failed to gather and understand information on key risks present to the sector, which reduces the Department’s ability to target support where it is most needed. DLGSCI was last audited in 2018, and many findings from that audit remaining outstanding, preventing it from operating to its potential.

Further to the above failure to address risk, the Department is not adequately forward planning in relation to risks. An example of this is the lack of a strategic plan for regulation and support activities outlining how the Department will achieve its overall objectives in supporting the sector.

##### Key finding 2

*“The Department does not effectively measure its performance in supporting and regulating LG entities”*

The level of early intervention and proactive support provided by DLGSCI to the sector has decreased in recent years, while resources were directed to other more reactive and high-profile activities. Without having accurate measures in place to assess this, the Department is unable to determine whether the higher level of reactive work is due to reduced proactive support being provided, or whether the higher level of reactive measures would have been required regardless.

The Department generally is seen to have insufficient measures to understand how effective its support is to build capacity of the sector. Performance measures overall, are also seen to be insufficient and to only measure certain aspects of the Department deliverables.

#### DLGSCI response

The Department has agreed with the findings and the report generally outlines their response to the various findings as follows:

- Resources have been directed to investigate breaches in order to shorten the investigation time per breach
- A number of key inquiries have required additional resources
- The Department has prioritised local government reform over other activities and intends to introduce more proactive support after reform is completed.

There are three recommendations in Report 21 that the DLGSCI has agreed to:

1. To review how it gathers, records and reports information to maintain an up-to-date sector risk assessment
2. Targeting its regulatory and support activities to areas of highest risk, with regard to the potential benefits to improved outcomes across the sector



3. Clearly defining its regulatory and support objectives, deliverables, and targets. This should include robust performance monitoring measures and reporting that are communicated to staff, local government entities and other key stakeholders.

The DLGSCI has committed to more clearly define its support objectives, deliverables and targets; and when released that information will be useful to the City when requesting support.

The DLGSCI also has a recommendation from a previous audit to release a Capacity Building and Compliance Framework. This framework has been drafted but is yet to be approved or published. Once released it will provide insight into the various mechanisms that they have in place to support the sector's capacity building.

The DLGSCI has also committed to releasing a specific local government statement of purpose with key outcomes, based upon risk profiling. That document will guide local government understanding of the DLGSCI priorities and how they relate to the sector's areas of need.

The City will monitor the DLGSCI website, newsletters and other notifications for further information as it is released.

## LEGISLATIVE COMPLIANCE

Nil.

## RISK ASSESSMENT

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

Officer's Recommendation	That Council notes the OAG Report 21: Regulation and Support of the Local Government Sector		
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome	
Strategic Direction	Moderate	Low	
Reputation	Low	Low	
Governance	Low	Low	
Community and Stakeholder	Moderate	Low	
Financial Management	Low	Low	
Environmental Responsibility	Low	Low	
Service Delivery	Low	Low	
Organisational Health and Safety	Low	Low	
Conclusion	Noting this report from the OAG provides the Audit and Risk Committee and Council with insights into the DLGSCI and the current level of support provided to the local government sector. The City will monitor the DLGSCI's releases of further information as it becomes available.		

## FINANCIAL IMPLICATIONS

Nil.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance  
 Goal L4: Communicate in a clear and transparent way.

**CONCLUSION**

This report from the OAG provides the Audit and Risk Committee and Council insights into the DLGSCI and the support currently provided to the local government sector. Being aware of this information will assist the City to make best use of Department support, including any changes following local government reform.

# Western Australian Auditor General's Report



## Regulation and Support of the Local Government Sector



Report 21: 2020-21  
30 April 2021

Office of the Auditor General  
Western Australia

**Audit team:**

Jason Beeley  
Andrew Harris

National Relay Service TTY: 133 677  
(to assist people with hearing and voice impairment)

We can deliver this report in an alternative format for those with visual impairment.

© 2021 Office of the Auditor General Western Australia.  
All rights reserved. This material may be reproduced in whole or in part provided the source is acknowledged.

ISSN: 2200-1913 (print)  
ISSN: 2200-1921 (online)

***The Office of the Auditor General acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.***

## WESTERN AUSTRALIAN AUDITOR GENERAL'S REPORT

---

### **Regulation and Support of the Local Government Sector**

---

Report 21: 2020-21  
April 2021



**THE PRESIDENT  
LEGISLATIVE COUNCIL**

**THE SPEAKER  
LEGISLATIVE ASSEMBLY**

**REGULATION AND SUPPORT OF THE LOCAL GOVERNMENT SECTOR**

This report has been prepared for submission to Parliament under the provisions of section 25 of the *Auditor General Act 2006*.

Performance audits are an integral part of my Office's overall program of audit and assurance for Parliament. They seek to provide Parliament and the people of WA with assessments of the effectiveness and efficiency of public sector programs and activities, and identify opportunities for improved performance.

This audit assessed whether the Department of Local Government, Sport and Cultural Industries effectively regulates and supports the local government sector.

I wish to acknowledge the Department's staff for their cooperation with this audit.

A handwritten signature in black ink, appearing to be 'C Spencer'.

CAROLINE SPENCER  
AUDITOR GENERAL  
30 April 2021

## Contents

Auditor General's overview .....	2
Executive summary .....	3
Introduction .....	3
Background .....	3
Audit conclusion .....	4
Key findings.....	4
Recommendations .....	8
Audit focus and scope .....	10
Audit findings .....	11
The Department is not targeting its regulation and support activities to key risks .....	11
The Department does not effectively measure its performance in supporting and regulating LG entities .....	15
Appendix 1: The Department's responsibilities to regulate and support LG entites..	21
Appendix 2: Status of the Department's 2018 internal audit recommendations.....	25



## Auditor General's overview

The local government (LG) sector provides a range of essential and valued services to the Western Australian community – more than simply “roads, rates and rubbish”.

Good governance and transparency are central to LG entities performing well and maintaining the confidence and support of the community, and have been a focus of attention as the legislative framework that establishes and supports the LG sector has been reviewed and reformed.

Given the diversity of LG entities across Western Australia – ranging from large city councils to very small remote shires – there is a range of maturity in governance and administration, and there are varying risks to service delivery and resource management. We see those risks in the interactions and findings from our financial, information systems and performance audits, and in the complaints and referrals my Office receives about the sector. The Parliament too sees those risks in the submissions to its Inquiries, and the issues raised with Members on a daily basis in their electorates.

While each LG entity is responsible for its own good governance, the Department of Local Government, Sport and Cultural Industries (Department) is charged with regulating and supporting the LG sector. It has a role for the LG sector that is similar to central agencies such as the Departments of Treasury and Finance in the State sector, which includes for example advising on, promulgating and overseeing the financial framework.

Like all State government entities, the Department has limited resources, and implementing the legislative reform agenda has been both a priority and significant workload. However, as this report shows, the Department's use of its limited resources is not underpinned by a good understanding of risk and clear objectives for the LG sector. Moreover, its performance in regulating and supporting the sector does not currently reflect the expectations of LG entities and their communities.

One impact of this has been an increase in reactive regulation – investigations and inquiries – which has absorbed resources at the expense of preventative earlier interventions such as education, guidance and monitoring. This is not cost-effective, and the Department needs to rebalance its regulatory activities if it is to make a significant contribution to improving good governance in LG entities.

I am pleased that the Department has already commenced steps to address some of the findings from this audit. Our recommendations will help the Department establish a more effective LG regulatory framework and help it to target resources to areas of greatest risk and impact.



## Executive summary

### Introduction

This audit assessed whether the Department of Local Government, Sport and Cultural Industries (Department) effectively regulates and supports the local government (LG) sector.

It focused on how the Department fulfils its regulatory functions under the *Local Government Act 1995* (Act) and the support activities it provides to Western Australian local governments and regional councils (LG entities).

### Background

The Department is established by legislation and funded by Parliament to regulate and support the LG sector. It has a statutory role to assist the Minister for Local Government in administering the Act and its associated regulations. In 2019-20, the Department allocated \$14.4 million to LG regulation and support activities.

Western Australia (WA) has 148 LG entities for a population of approximately 2.5 million people. LG entities make a significant contribution to the State's economy and provide a wide range of services and facilities to their communities. They spend more than \$4 billion a year, employ around 17,000 staff and administer approximately \$45 billion in assets.

LG entities range in size, governance capacity and levels of risk. For example, the City of Stirling has a population of more than 200,000 people and an operating expenditure of more than \$230 million. Whereas the Shire of Sandstone has a population of under 100 people and around \$7 million of operating expenditure. The Shire of Peppermint Grove is widely acknowledged as the smallest and wealthiest LG area in Australia.

The Department's stated strategic objective is to support the sector through a fit for purpose, sound legislative framework, that enables efficient and effective services to communities, good governance and compliance.

A full list of the Department's regulatory and support responsibilities is in Appendix 1. These include:

- advising the Minister in exercising functions under the Act
- processing of statutory approvals
- conducting authorised inquiries into LG entity operations and affairs
- developing policy and legislation
- advising the LG sector on the operation of the Act
- supporting the WA LG Grants Commission, the LG Advisory Board and the LG Standards Panel
- managing the State LG Partnership Agreement.

An effective and efficient LG policy agency and regulator provides timely advice and assistance to build capacity and conducts early intervention to prevent governance or relationship breakdowns. When there are breaches in the Act, the Department needs to investigate them in a timely way. Figure 1 summarises the key elements of a standard good practice regulatory framework, which we have adapted to suit the regulation and support of LG.



Source: OAG

**Figure 1: Key elements of a good practice regulatory framework**

## Audit conclusion

We recognise that there has been a significant LG reform agenda in recent years. However, the Department is not providing efficient and effective regulation and support to the LG sector and lacks fundamental aspects of a good regulatory framework.

It is not effectively using the information it has available to assess the risk of non-compliance in the LG sector or to identify the areas where support is most required. Internally the Department is not addressing risks to its own delivery of regulatory and support services, some of which were identified as having significant gaps in a 2018 internal audit report and remain unresolved. It does not have a plan that links its regulatory and support activities for LG entities into achieving its overall objectives for the sector and does not have targets and measures in place to track its delivery and performance.

This means that the Department's regulatory intervention is largely reactive to emerging issues, rather than preventing breakdowns in governance. Not providing timely advice or effective capability-building increases the risk that LG entities will not provide good government and services to their communities.

## Key findings

### The Department is not targeting its regulation and support activities to key risks

*It does not have a structured approach to gathering intelligence and using it to understand key risks in the sector*

The Department is not using internal and annually reported information about the sector and individual LG entities effectively, and is not gathering external intelligence and linking it into its risk assessment. The Department's LG risk assessment register, developed in 2017, has not been maintained since 2018.

The Department is therefore missing opportunities to identify and target areas of regulatory and support risk and inform its strategic and operational planning. This impacts its ability to provide effective and efficient proactive regulation and support and allocate resources to where they are most needed. This increases the risk that non-compliance and poor governance will not be addressed.

The Department has advised us that it has undertaken extensive consultations with the LG sector on legislative reform and that it has worked with a consultant over the last 6 months to develop a risk analysis tool for the LG sector that will be finalised in May 2021.

*Internal risks to effective and efficient delivery of regulation and support have not been addressed*

Significant risks to the delivery of regulation and support were identified in a 2018 internal audit of LG enforcement, investigations and authorised inquiries. Fourteen of the 17 audit recommendations to reduce these risks have not been fully implemented. This includes not finalising the Department's LG strategic priorities and draft Capacity Building and Compliance Framework. This increases the risk that:

- investigations will not be completed in a proactive manner
- serious breaches of the Act will not be identified and actioned in a timely manner
- education, advice and support may not provide appropriate support to the sector.

The Department has advised us that it will complete the outstanding recommendations by 30 June 2021.

*There is a lack of proactive input into financial framework matters, including timely guidance on a key financial reporting matter*

The Department does not effectively manage the LG financial framework, contributing to reporting uncertainty and inefficiency in the sector. For example, it has not updated financial management guidance for some years to address emerging reporting concerns and capability to support fit-for-purpose financial reporting.

Furthermore, it was recently very slow in providing guidance following changes to Australian Accounting Standards. The result of which meant that there was a risk that 2019-20 financial reporting of some assets by LG entities would not comply with the treatment of leases. Failure to comply with the new accounting standard would have a material impact on the financial statements of some LG entities. The lack of timely guidance has contributed to a delay in the finalisation of financial statements and audits for a significant number of LG entities. Although the changes were made in December 2018, the relevant Local Government (Financial Management) Amendment Regulations 2020 were not gazetted until 6 November 2020.

*There is no strategic plan for regulation and support activities that links into the achievement of overall objectives for LG entities or usefully guides departmental actions*

The Department's responsibilities for the regulation and support of LG entities are described in legislation and strategic documents available on its website. Although its *Strategic Directions: 2020-2023* document lists several programs in the LG sector, we found that the Department does not have a plan that links its LG regulation and support activities into the achievement of its overall objectives. Consequently, the Department cannot demonstrate how it prioritises its regulatory and support activities, determines what resources it needs and show how it allocated the more than \$14 million it spent on these functions in 2019-20.

The Department has advised us that a specific LG statement of purpose with key outcomes will be developed based on risk profiling by 30 June 2021.

### **The Department does not effectively measure its performance in supporting and regulating LG entities**

The Department has not set measures and targets to effectively assess how well it delivers its regulatory and support functions. This makes it hard for the Department and stakeholders to know how well it is doing and understand operational performance.

#### *The level of early intervention has reduced as resources were directed to other more reactive and high-profile activities*

Regulatory activities include proactive early intervention and reactive activities including authorised inquiries and investigations responding to minor and serious breach complaints. We found that:

- the level of early intervention has reduced in the last few years, in part because resources were directed to minor and serious breaches and authorised inquiries
- the trends in minor and serious breach complaints and authorised inquiries illustrate the imbalance between preventative and reactive regulatory activities
- finalising authorised inquiries and investigations into minor and serious breach complaints can take a long time.

This indicates that the Department's regulation has become more reactive and less preventative. Increased numbers of complaints and inquiries are both an indicator that standards in LG governance may not be being maintained and greater education and support is required.

In the absence of time targets and performance measures it is also hard to assess if these regulatory functions are managed efficiently and effectively. The Department has advised us that it has focused on completing long-standing authorised inquiries and minor and serious breach matters, reducing the resources available for preventative activities like guidance and support.

#### *The Department has limited understanding of how effectively its LG support functions build capability within the sector*

Support is provided through the LG advisory hotline, guidance documents and several projects to build capability within the sector. But the Department does not analyse which of these approaches is effective in supporting and improving good governance in LG entities. For example, a significant fall in the number of calls to the LG advisory hotline since 2015 could reflect improved capability within LG entities or it could indicate that LG entities believe they can no longer rely on the Department. Understanding the reasons for fewer calls could help improve the support provided to the sector.

The Department told us that it must manage expectations about the level of support it provides, as most of its resourcing is used for reactive regulation, resolving complaints and minor and serious breach investigations. It also told us that it intends to reallocate resources towards capacity building in the LG sector once the legislative reform process is completed. At the time of reporting, a new LG Act is expected to be completed in 2021.

#### *Audited key performance indicators only provide a limited view of the Department's regulation and support activities*

The Department's 3 audited key performance indicators (KPIs) that measure performance against LG business objectives provide high-level insights into operational aspects. Although the Department has discussed future KPIs with our Office and has proposed changes, that the Department believes would provide a more effective measurement of activities and functions, the KPIs need to be supported by robust performance measures and analysis to

examine the impact of the Department's LG activities. On their own, the KPIs do not inform where the Department should focus its strategies and resources, and rarely provide sufficient information for sound internal decision-making.

---

## Recommendations

The Department should:

1. review how it gathers, records and reports information to maintain an up to date LG sector risk assessment

**Department response:** Agree

**Implementation timeframe:** by 31 August 2021

2. target its regulation and support activities to areas of highest risk, with regard to the potential benefits to improved outcomes across the LG sector

**Department response:** Agree

**Timeframe for implementation:** by 31 August 2021

3. clearly define its LG regulation and support objectives, deliverables, and targets. This should include robust performance monitoring measures and reporting that are communicated to staff, LG entities and other key stakeholders.

**Department response:** Agree

**Implementation timeframe:** by 31 August 2021



## Response from the Department of Local Government, Sport and Cultural Industries

The Department is currently updating a risk-based approach to be able to align regulatory and compliance frameworks, and to direct resources, support and guidance towards the greatest threats to local government's ability to govern and function effectively in the interests of the community.

The updated risk analysis tool will be completed by May 2021. In addition, the Department's operational plan for 2020/21 includes all outstanding audit items which will be completed by 30 June 2021.

As part of normal operations, the Department monitors the local government sector through environmental scanning (including print and social media and intelligence from various sources), industry reviews and audits. This has informed the development of the risk analysis tool to better guide the prioritisation of targeted proactive regulation.

## Audit focus and scope

This audit assessed whether the Department of Local Government, Sport and Cultural Industries (Department) effectively regulates and supports the local government (LG) sector.

Our specific criteria were:

- Does the Department effectively regulate LG entities?
- Does the Department effectively support LG entities?

We focused on how the Department fulfils its regulatory functions under the *Local Government Act 1995* (Act), and the support activities it provides to LG entities.

During the audit we:

- reviewed relevant Department policies, procedures, strategic and operational planning documents, including its *Local Government Compliance Framework* and its draft Capacity Building and Compliance Framework
- interviewed key Department staff involved in regulation and support functions
- analysed calls to the LG advisory hotline over the period 2014 to 2020 and reviewed minor and serious breach complaints received from 2017 to 2020
- assessed the implementation status (on 6 October 2020) of recommendations from the Department's internal audit of enforcement, investigations and authorised inquiries
- met with the WA Local Government Association (WALGA) and Local Government Professionals Australia WA (LG Pro WA), the peak LG industry and representative bodies in the State, to discuss and examine the Department's role and responsibilities in regulating and supporting the LG sector from the perspective of key stakeholders
- drew on results of other OAG audit work in the LG sector.

We did not review as part of this audit:

- the assessment and outcomes of individual LG entity complaints, investigations and authorised inquiries
- the Department's role in managing other legislation within the LG portfolio, which includes the control and management of domestic animals and the regulation of caravanning, camping and off-road vehicle use
- the activities of the other oversight agencies (such as the Corruption and Crime Commission, Public Sector Commission and Ombudsman Western Australia) and the peak LG industry and representative bodies in the State.

This was an independent performance audit, conducted under Section 18 of the *Auditor General Act 2006*, in accordance with Australian Standard on Assurance Engagements ASAE 3500 *Performance Engagements*. We complied with the independence and other ethical requirements related to assurance engagements. Performance audits focus primarily on the effective management and operations of entity programs and activities. The approximate cost of undertaking the audit and reporting was \$341,000.

## Audit findings

### The Department is not targeting its regulation and support activities to key risks

#### The Department does not have a structured approach to gathering intelligence and using it to understand key risks in the LG sector

Information about the sector and individual LG entities is not being used effectively and the Department is not actively gathering external intelligence and linking it into its risk assessment. This increases the risk that LG entities' non-compliance and poor governance will not be addressed.

The Department's LG risk assessment register, developed in 2017, has not been maintained since 2018. The Department is therefore missing opportunities to identify areas of regulatory and support risk and use this to inform its strategic and operational planning. This impacts its ability to provide effective and efficient regulation and support and allocate resources to where they are most needed.

There is a range of information that could be used more effectively to maintain the risk assessment. For example:

- the Department's complaints database
- requests for advice received by the LG advisory hotline and other staff within the Department
- LG entity compliance audit returns
- non-compliance and control weaknesses identified in the Office of the Auditor General's (OAG) annual financial audits of LG entities
- information reported and able to be shared by various integrity agencies, who receive a significant number of minor misconduct allegations from the LG sector.

This information and intelligence can provide important insights into risks across the sector and identify areas where the Department's regulatory and support activities are needed most.

In 2018-19, OAG financial audits of 112 LG entities identified:

- 111 material matters of non-compliance at 52 entities such as non-compliance with specific sections of the Act or associated regulations. These included 11 instances where LG entities had not completed reviews of their systems and procedures for financial management or risk management, internal control and compliance as required at least once every 3 years under LG regulations
- 857 significant or moderate control weaknesses in financial management and information systems controls such as weak controls over accounting journal entries, bank reconciliation, procurement, financial ratios, changes to master files and management review.

The Department advised us that it is aware of these issues and that it will follow-up non-compliance where necessary. It also told us that it:

- has undertaken extensive consultations with the LG sector on legislative reform

- has worked with a consultant over the last 6 months to develop a risk analysis tool for the LG sector that will be finalised in May 2021. By updating the risk-based regulatory approach, the Department advised that it would understand the key risks and direct resources towards the greatest threats to the LG sector's ability to govern and function effectively in the interests of the community. The completed analysis tool will enable the Department to ensure that (staffing) structures and resources are effectively allocated to the key sector risks
- established a new Executive Director LG position in August 2020 to integrate the Department's 5 LG function areas to achieve cohesion and efficiencies, whilst retaining the separation between complaint investigations and general support and compliance.

### **Internal risks to effective and efficient delivery of regulation and support have not been addressed**

Significant risks to the delivery of regulation and support were identified in a 2018 internal audit of the Department's LG enforcement, investigations and authorised inquiries.<sup>1</sup> Three risks required immediate management action:

- the functional structure was under review and the overall objectives of its compliance program, structure and resourcing requirements had not been defined
- a draft Capacity Building and Compliance Framework had been prepared but had not been endorsed
- only limited resources had been allocated to LG advice, education and support.

Fourteen of the 17 audit recommendations to reduce these risks have not been fully implemented (Appendix 2 details the 17 recommendations and their implementation status). This increases the risk that:

- investigations will not be completed in a proactive manner
- serious breaches of the Act will not be identified and actioned in a timely manner
- education and advice may not provide appropriate support to the sector.

One of the recommendations was to finalise the Capacity Building and Compliance Framework that was drafted in August 2017. The new framework has not been approved or published. The draft framework:

- described the Department's proposed risk-based regulatory approach
- provided guidelines for LG entities to understand the Department's approach to improve the sector's performance
- acted as a diagnostic tool for the Department to identify and implement the most appropriate capacity building and compliance strategies for each LG entity.

Had it been finalised, the framework would have informed the LG sector of the Department's approach and helped target support to known capability, accountability and legislative compliance risks.

The Department has advised us that it will complete all 14 outstanding recommendations by 30 June 2021. Completing these should be a management priority.

---

<sup>1</sup> Department of Local Government, Sport and Cultural Industries internal audit report *Enforcement, Investigations & Authorised Inquiries*, June 2018.

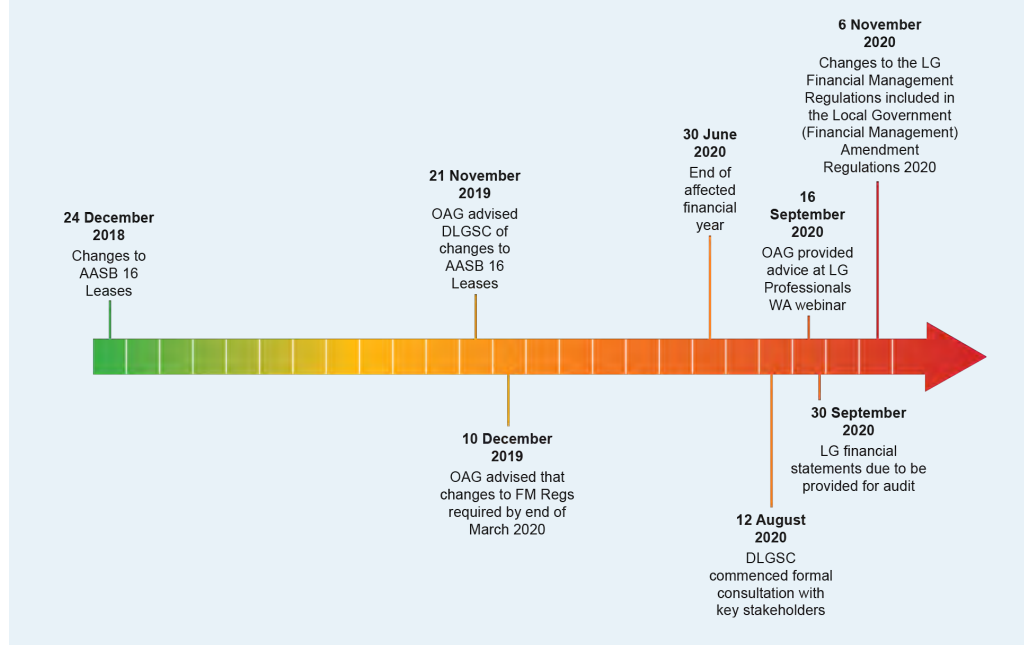
### There is a lack of proactive input into financial framework matters, including timely guidance on a key financial reporting matter

The Department does not effectively manage the LG financial framework, contributing to reporting uncertainty and inefficiency in the sector. For example, it has not updated financial management guidance for some years to address emerging reporting concerns or to build capability to support fit-for-purpose financial reporting for LG entities.

The Department is responsible for advising the Minister and sector on the financial framework, but it has been largely absent from this space in recent years. The LG accounting manual for the sector has not been fully updated and 2 sections have been under review since 2012. Furthermore, the Department was recently very slow in determining its position and amending regulations following changes to Australian Accounting Standards.<sup>2</sup> The result of which meant that there was a risk that 2019-20 financial reporting of some assets by LG entities, if they complied with the LG financial management regulations, would not comply with Australian Accounting Standards.

Failure to comply with the new accounting standard would have a material impact on many LG entities' reported asset values, and therefore financial statements and compliance status. The lack of timely guidance and appropriate regulatory change by the Department has contributed to a delay in the finalisation of financial statements and audits for a significant number of LG entities for the year ended 30 June 2020. Moreover, the level of effort required by the OAG in supporting the Department on this matter strongly indicated a lack of capability and engagement by the Department in routine financial framework matters affecting the LG sector. Further information on this matter is highlighted in the case study below.

#### Case study: The Department's lack of timely or effective engagement and guidance about financial framework changes following amendment to Australian Accounting Standards



<sup>2</sup> Australian Accounting Standard AASB 16 *Leases* dated February 2016, Australian Accounting Standard AASB 2018-8 *Amendments to Australian Accounting Standards – Right-of-Use Assets of Not-for-Profit Entities* dated December 2018.

Following the change to the accounting standard, key stakeholders and LG entities contacted the OAG for advice and cited a lack of guidance and support from the Department, and uncertainty as to the impact on their financial reporting obligations. These extensive inquiries were not just an impost on OAG audit planning resources for the 2019-20 LG financial audit cycle but, more concerning, demonstrated an absence of participation in these matters by the Department.

During the 2019 audit season, we advised the Department that there had been a change to the financial reporting (accounting) standards. We asked whether it had considered the impact of the change on LG entities' reporting of assets, and the possibility of amending the Local Government (Financial Management) Regulations 1996 (FM Regulations) to reduce the reporting requirements relating to the change.

Ultimately, the Department did not commence formal consultation with the sector, through WALGA and LG Pro WA, about proposed changes to the FM Regulations until 12 August 2020, after the end of the relevant financial year. Our Office was then asked to present at a LG Pro WA webinar to explain the proposed changes and how they might apply to LG 2019-20 financial statements. We also distributed a draft position paper to assist LG entities understand the issues and facilitate discussion.

The relevant changes to the FM Regulations were included in the Local Government (Financial Management) Amendment Regulations 2020 which were gazetted on 6 November 2020, over 4 months after the end of the relevant financial year. We issued a position paper to provide guidance to LG entities on the application of the changes to the FM Regulations.

While we are working actively to support enhanced financial management and capability across the LG sector, the level of OAG involvement required to progress this particular financial framework matter was surprising, and we would consider excessive for the independent auditor. The momentum and action on this should more appropriately have been driven by the central policy agency for the sector, the Department, as part of the regulation and support role for which it is funded.

### **The Department does not have a LG strategic plan to guide its regulatory and support functions**

The Department's responsibilities for the regulation and support of the LG sector are described in legislation, its strategic intent and a *Local Government Compliance Framework* which are available on its website.

Although the Department's *Strategic Directions: 2020-2023* document lists several programs in the LG sector, the Department does not have a LG plan that sets out how it will achieve its overall objectives for LG and guide its regulatory and support functions. Consequently, the Department cannot demonstrate how it prioritises its regulatory and support activities, how it determines what resources it needs to deliver those functions, or show the appropriateness and outcomes of the more than \$14 million allocated to these functions in 2019-20.

The Department has advised us that a specific LG statement of purpose with key outcomes will be developed based on risk profiling by 30 June 2021.

The Department's *Strategic Intent 2019-21* and *Local Government Compliance Framework* outlined the Department's overall objectives and approach to the regulation and support of LG. The strategic intent focused on improving LG capability and outcomes and listed 8 LG initiatives. These included LG Act reform, developing a risk assessment model, performance framework and vision for LG, and conducting better practice reviews.

In October 2020, the Department published its new *Strategic Directions 2020-2023* document which reiterates a focus on improving LG capability and outcomes. The Department has also recently established a *Local Government Operational Plan 2020-2021*. Although the plan provides transparency over the delivery of 65 projects, it is not clear how the projects link to the achievement of its overall objectives for the sector.

The *Local Government Compliance Framework* was established in 2011. It provides a summary of how the Department aims to ensure a high-level of integrity in the LG sector, structured around 4 key strategies (Figure 2). The compliance framework's pyramid approach is consistent with recognised risk management frameworks, which apply higher levels of intervention and treatments to escalating risks.



Source: OAG and the Department

**Figure 2: The Department's compliance framework's pyramid approach, with examples of regulatory and support activities**

## The Department does not effectively measure its performance in supporting and regulating LG entities

Apart from 3 high-level KPIs the Department has not set measures and targets to assess how well it delivers its regulatory and support functions. This makes it hard for the Department and stakeholders to know how well it is doing and understand operational performance. It also limits informed operational and strategic decision-making.

LG entity regulation involves proactive early intervention and reactive activities including authorised inquiries and investigations in response to minor and serious breach complaints. In the absence of time targets and performance measures, it is hard to assess if these regulatory functions are managed efficiently and effectively.

Key stakeholders WALGA and LG Pro WA have publicly raised concerns regarding the Department's regulation and support of LG entities in submissions to Parliament's recent Select Committee into Local Government.<sup>3</sup> Among the issues raised were the Department's ability to respond to issues and the time it takes to complete authorised inquiries. We have

<sup>3</sup> WALGA's submission to the 40th Parliament's Select Committee into Local Government dated September 2019 and LG Pro WA's submission to the 40th Parliament's Select Committee into Local Government dated 19 August 2019.



also received several responses through the Have Your Say form on our website indicating concerns about the management of minor breach complaints.

### **The level of early intervention has reduced as resources were directed to other more reactive activities**

Early intervention is an effective and efficient way to prevent breakdowns in governance and help build capability within the sector. We found that the level of early intervention by the Department has reduced in the last few years, in part because resources were directed to minor and serious breaches and authorised inquiries. This indicates that the Department's regulation is becoming more reactive and less preventative.

Between 2015 and 2017, 18 better practice reviews were completed. The Department also previously conducted probity audits at LG entities. We found that no better practice reviews have been conducted since 2017 and no probity audits have been conducted since the 2018-19 financial year.

Better practice reviews and probity audits are important elements of proactive regulation. If these activities are not carried out there is a risk that breakdowns in governance will not be addressed. Early intervention through targeted proactive compliance and capacity building is also likely to be more cost efficient and effective than reactive regulation involving lengthy investigations and authorised inquiries.

The Department advised us that expectation of the levels of support that can be provided need to be considered in the context of resourcing and priorities, specifically much of the Department's support and capacity building resources being applied to the resolution of complaints and minor and serious breaches.

### **The trends in minor and serious breach complaints and authorised inquiries illustrate the imbalance between preventative and reactive regulatory activities**

Increased numbers of complaints and inquiries are both an indicator that standards in LG entity governance may not be being maintained and greater education and support is required. In addition, increased complaints also require a greater proportion of regulatory resources to try and provide timely resolution. This presents the risk of a negative cycle as growing complaints absorb preventative capacity building resources leading to continued higher levels of complaints. There are strong indications that this risk is being realised.

The number of minor breach complaints referred to the LG Standards Panel<sup>4</sup> has increased significantly since 2017. However, we recognise that the Department has reduced the time it takes to finalise minor breach complaints (Table 1). This is in part because the panel has been meeting more frequently than it did in the past but is also because resources have been diverted from education and support to reactive complaint resolution.

Calendar year	Number of minor breach complaints received	Number of minor breach complaints finalised	Median time taken (days)	Shortest (days)	Longest (days)
2017	62	78	205	37	513
2018	133	68	183	8	280
2019	125	168	156	0	346
2020	154	119	112	0	873

Source: OAG using Department data

**Table 1: Number of minor breach complaints received and the length of time to finalise**

<sup>4</sup> The [LG Standards Panel](#) makes binding decisions to resolve allegations of minor misconduct submitted by a LG.

The pattern with serious breach complaints is less clear, but the overall trend is for increasing numbers of complaints and time taken to resolve them. Again, this absorbs increased resources, and reduces the Department's capacity to deliver preventative activity. Table 2 shows how many serious breach complaints were received in the last 4 years and how long it took to finalise investigations.

Calendar year	Number of serious breach complaints received	Number of serious breach complaints finalised	Median time taken (days)	Shortest (days)	Longest (days)
2017	46	34	54	0	197
2018	78	36	109	0	336
2019	36	70	357	0	665
2020	57	59	184	8	736

Source: OAG using Department data

**Table 2: Number of serious breach complaints received and the length of time to finalise**

The most resource intensive part of complaint resolution are authorised inquiries. The 6 authorised inquiries finalised in the last 2 years took between 13 and 32 months to complete. There are 5 authorised inquiries into LG entities underway that have been ongoing for between 10 and 27 months.

Lengthy authorised inquiries and investigations into minor and serious breach complaints increase the risk that poor governance will continue and generally involve significant costs to the Department and LG entities. We recognise that the time to complete authorised inquiries, and minor and serious breach complaints can depend on the complexity of issues and the need to provide LG entities with time to respond to information requests and recommendations. An example of this is an inquiry under Part 8 Division 1 of the Act where the Department is required to provide LG entities up to 35 days (or longer if the Minister allows) to respond to report recommendations.

However, the Department does not currently have timeliness targets for complaints and inquiries. Setting targets would manage stakeholder expectations and enable the Department to identify the levels of resources it needs to meet its reactive regulatory obligations. In turn this would also allow it to identify the level of resource needed for preventative activities and potentially demonstrate the impact of those activities.

Other regulatory and oversight entities have timeliness targets which measure the time taken to complete investigations. The Department also has targets and performance indicators that measure the time it takes to approve applications processed under delegation from the Minister for Local Government. These include applications under the Act to determine the method of valuation of land to be used by a LG entity as the basis for a rate and for differential general rates.

We have recommended that the Department should clearly define its LG regulation and support objectives, deliverables and targets. This should include robust performance monitoring measures. The Department has advised that the development of a risk analysis tool for the LG sector will help it define objectives, deliverables and targets.

### **The Department has limited understanding of how effectively its LG support functions build capability within the sector**

Support is provided through the LG advisory hotline, guidance documents, and several projects to build capability within the sector. But the Department does not analyse which of these approaches to build capability is effective in supporting and improving good governance in LG. This means the Department and the LG sector do not understand if the level of support provided is adequate.

There are varying perceptions and trends around the Department's effectiveness, some of which were highlighted in WALGA and LG Pro WA's submissions to the recent Select Committee into Local Government. Without good measures and analysis, it is hard for Parliament and other stakeholders to understand if the sector is improving or not.

The Department told us that it must manage expectations about the level of support it provides, as most of its resourcing is used for reactive regulation, resolving complaints and minor and serious breach investigations. It also told us that it intends to reallocate resources towards capacity building in the LG sector once the legislative reform process is completed. At the time of reporting, a new LG Act is expected to be completed in 2021.

Examples of the support the Department provides include:

- guidance, advice, and support on legislative changes through governance bulletins, operational guidelines, and the *WA Local Government Accounting Manual*
- operation of the LG advisory hotline to support LG officers and elected members
- online LG council candidate induction
- attendance at meetings and workshops with WALGA, LG Pro WA and LG entities
- providing administrative support to the WA LG Grants Commission under the *Local Government Grants Act 1978*, the LG Advisory Board and managing the WA State LG Agreement.

The Department also provides funding to support several WALGA and LG Pro WA activities. In 2019-20 these included:

- \$133,250 payment to WALGA to build capability within the LG sector supporting the LG Corporate Partnership Agreement. This helped delivery of key outcomes relating to State Government priorities. The funding supported the promotion of diversity within councils, research, and delivery of capacity building strategies, and the 2019 LG Convention
- \$169,000 to LG Pro WA to improve content and performance of LG integrated planning and reporting. The agreement was increased by an additional \$100,000 in response to COVID-19
- a total of \$104,100 to LG Pro WA to support the Corporate Partnership Agreement and CEO Support Program, Emerging Leader Award and Standardised Chart of Accounts.

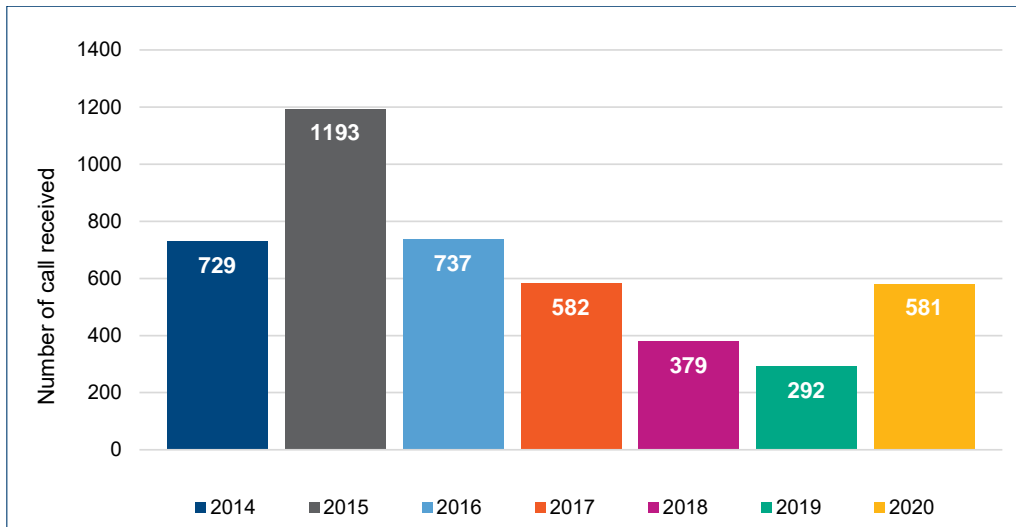
**There has been a decrease in the number of calls to the LG advisory hotline, but the Department is not clear if this indicates improved LG capability**

There has been an overall decline in the number of calls to the LG advisory hotline. For example, in 2015, the hotline received approximately 4 times as many calls as it did in 2019. There was then an increase in calls in 2020, albeit at a level lower than during 2014-17 (Figure 3).

The overall downward trend in requests for advice and support could reflect improved capability within LG entities, or it could indicate that LG entities believe they can no longer rely on the Department. The Department's Legislative Reform team informed us they also receive calls from LG entities seeking advice, however these calls are not recorded in the hotline register.

We saw no evidence that the Department had sought to identify the reasons for the significant fall in the number of calls received. Understanding the reasons for fewer calls could help improve the support provided.

The Department advised that a sector education and capability building framework is due to be completed by the end of April 2021. This framework will guide the development of sector educational materials and includes a toolkit of proactive strategies (e.g. revised better practice reviews and governance health checks).



Source: OAG using the Department's data

**Figure 3: LG advisory hotline calls received 2014 to 2020**

### Audited KPIs only provide a limited view of the Department's regulation and support activities

The Department's 3 audited KPIs that measure performance against LG business objectives provide high-level insights into operational aspects. Although the Department has discussed future KPIs with our Office and has proposed changes, that the Department believes would provide a more effective measurement of activities and functions, the KPIs need to be supported by robust performance measures and analysis to examine the impact of the Department's LG activities. On their own, the KPIs do not inform where the Department should focus its strategies and resources, and rarely provide sufficient information for sound internal decision-making.

In 2019-20, the Department achieved its target in 2 of the 3 KPIs (Table 3).

KPI	Description	2018-19 actual	2019-20 target	2019-20 actual	Variance 2019-20
<b>Effectiveness Measure LG1</b>	Percentage of LG entities that did not have an action taken against them under the Department's framework	49%	55%	61%	6%
<b>Effectiveness Measure LG2</b>	Percentage of LG entities with integrated planning and reporting plans reviewed	87%	25%	100%	75%
<b>Efficiency Measure 1.1</b>	Average cost per LG entity for regulation and support	\$76,743	\$90,129	\$99,795	\$9,666

Source: OAG

**Table 3: The Department's performance against its LG KPIs in 2019-20**

We considered what the 3 KPIs reveal about the operational performance of the Department in the context of what we found during this audit.

The first KPI (Effectiveness Measure LG1) provides a high-level indication of how LG entities perform in fulfilling their statutory requirements. This measure is designed to allow the Department to understand how LG entities are performing their governance to fulfil their statutory requirements. The KPI shows that in 2019-20, 61% of LG entities did not have an action taken against them under the Department's regulatory framework. The Department reports that the increase in KPI performance in 2019-20 has been attributed to some compliance actions not being undertaken in 2019-20, as well as an overall decrease in the number of new complaints.

By itself, the KPI provides limited insights into where the Department should focus its resources to build capability in the sector. Other information could be used to inform decision-making. For example, how long the actions took, if LG entities had multiple actions, or if there were common issues within or across LG entities. This information is critical to target proactive regulation and support and build capacity within the sector. This in turn, should contribute to increasing good governance and a fall in the number of minor breach complaints, investigations, and authorised inquiries.

We reviewed the actions that made up the 2019-20 KPI (Effectiveness Measure LG1). In total, 122 actions were taken against 54 LG entities (Table 4). Some LG entities had several different actions taken against them.

Category	Number of actions
Authorised inquiries	9
Serious breach investigations	85
Recurrent breach	3
General non-compliance	14
Offence (non-elected member)	5
Other	6
<b>Total</b>	<b>122</b>

Source: OAG using Department information

**Table 4: Actions taken against LG entities in 2019-20**

The second KPI (Effectiveness Measure LG2) provides information about the support provided by the Department to review LG entities' integrated planning and reporting plans. This measure allows the Department to assess the level and currency of LG integrated planning. Although the Department reviewed all LG entity plans in 2019-20, there is no evidence that the Department used this review process to inform its approach to regulatory and support strategies for the sector, and we note this KPI provides limited insights into the Department's performance against its regulatory and support strategies.

The third KPI (Efficiency Measure 1.1) assesses the efficiency of the Department's resources. It is calculated by dividing the total cost allocation to regulatory and other services for LG by the total number of WA LG entities.<sup>5</sup> In 2019-20, the cost was \$9,666 (11%) higher than the target. The Department has attributed this to its continued focus to support and build the capacity of the sector, however the efficiency and effectiveness of delivery of specific actions for the LG sector, and any improvements over time, remains undemonstrated by the Department.

<sup>5</sup> 137 – the number of WA LG entities used to calculate the cost. It excludes the 2 Indian Ocean Territory LGs and 9 regional LGs.

## Appendix 1: The Department's responsibilities to regulate and support LG entities

During our audit, the Department provided us with the following description of its roles and responsibilities to regulate and support LG entities. It is included in this report to help inform the LG sector and other stakeholders.

Area of responsibility	Function	Roles and responsibilities
<b>Administration and management of LG system</b>	Legislative interpretation and advice	<p>Departmental interpretation only (not legal advice) on legislation within the LG portfolio, provided to the Minister, sector stakeholders and the general public, in the form of:</p> <ul style="list-style-type: none"> <li>• responses to telephone, email and written enquiries or complaints</li> <li>• Ministerial briefing notes and draft correspondence</li> <li>• guidelines and other advisory publications</li> <li>• information bulletins and circulars</li> <li>• website content on portfolio legislation</li> <li>• in person seminars and workshops with sector stakeholders</li> <li>• presentations including live and recorded online seminars (webinars).</li> </ul> <p>Special support is also provided to the Indian Ocean Territory Shires of Christmas Island and Cocos (Keeling) Islands under a Service Delivery Agreement between the State and Commonwealth Governments.</p>
	Legislative development	<p>Ongoing review and amendment of Acts (and associated regulations) in the LG portfolio, including the following:</p> <ul style="list-style-type: none"> <li>• <i>Local Government Act 1995</i> and <i>Local Government (Miscellaneous Provisions) Act 1960</i></li> <li>• <i>Local Government Grants Act 1978</i></li> <li>• <i>City of Perth Act 2016</i></li> <li>• <i>Caravan Parks and Camping Grounds Act 1995</i></li> <li>• <i>Cat Act 2011</i></li> <li>• <i>Cemeteries Act 1986</i></li> <li>• <i>Control of Vehicles (Off-road Areas) Act 1978</i></li> <li>• <i>Dog Act 1976</i> (and <i>Dog Amendment Act 2013</i>).</li> </ul> <p>The Department is currently in Phase 2 of the review to develop a new LG Act.</p>
	Legislative assistance to LG entities	Assessment of draft local laws, providing advice and assistance on correct drafting, and statutory processes for consultation and gazettal.
	Policy advice	Policy advice provided to the Minister on all portfolio legislation, and proactive engagement with the LG sector to achieve the Act's intent and objectives.
	Data collection and performance reporting	Collation of data from strategic plans for the future prepared under the Act and Local Government (Administration) Regulations 1996, as well as annual budgets, budget reviews and annual financial reports prepared under the Act and Local Government (Financial Management) Regulations 1996.

Area of responsibility	Function	Roles and responsibilities
		The Department collates this data from its online Smart Hub portal and assesses it for the purposes of advising the Minister on issues of interest or concern. It also uses the information to provide comparative data for LG entities on the MyCouncil website.
	Active role in local government elections	<p>Provision only of a support role in elections, as Part 4 of the Act gives each LG entity direct authority to conduct its own council elections or to engage the Western Australian Electoral Commission to conduct them. Departmental support has traditionally included:</p> <ul style="list-style-type: none"> <li>• telephone, email and written advice on compliance with legislative requirements for the electoral process</li> <li>• presentations at LG entity induction sessions for prospective candidates and newly elected councillors</li> <li>• elections fact sheets and timetables, including information for prospective candidates</li> <li>• promotional publications and website content</li> <li>• CEO support materials, including bulletins and a regularly revised manual for returning officers</li> <li>• Ministerial reports and briefing notes on vacancies, nominations, voter participation and final results.</li> </ul>
<b>Investigation and compliance</b>	Compliance audits	<p>Assessment of compliance audit returns lodged on the online Smart Hub portal in accordance with the Local Government (Audit) Regulations 1996, to assess general legislative compliance in the sector.</p> <p>The Department periodically conducts probity audits into individual LG entities. These are not mandated by legislation but are sometimes prompted by ongoing Departmental monitoring of the sector in areas such as legislative compliance and financial management. They can sometimes be requested by the Minister for a particular LG entity, or by the council of a LG entity itself, to assist in achieving good governance.</p>
	Investigation of councils	<p>Under Parts 8 and 9 of the Act, the Minister and Department have authority to inquire into the affairs and performance of LG entities, suspend or dismiss council members, and hold employees accountable for misapplication of LG funds or property. The Minister and Department have power to:</p> <ul style="list-style-type: none"> <li>• order a LG entity, council member, CEO or employee to provide any information concerning the LG entity or its operations or affairs</li> <li>• inquire into any aspect of a LG or its operations or affairs</li> <li>• prosecute for any offence under the Act.</li> </ul>
	Support of other (external) review mechanisms	The Department liaises as necessary with, and monitors the findings of, a number of other government agencies including:



Area of responsibility	Function	Roles and responsibilities
	Advice and implementation on findings from external bodies	<ul style="list-style-type: none"> <li>Western Australian Ombudsman (for complaints regarding LG administrative processes and customer service)</li> <li>Public Sector Commission (for complaints regarding minor misconduct by LG employees)</li> <li>Corruption and Crime Commission (for investigation of serious misconduct by LG elected members or employees)</li> <li>Office of the Auditor General (for issues arising from LG audits and legislative compliance).</li> </ul> <p>Findings by these agencies inform the Department in planning sector wide education and, where warranted, Departmental or Ministerial intervention.</p>
	Investigation of council members (including code of conduct complaints)	<p>Departmental jurisdiction over the general conduct of council members derives from the Local Government (Model Code of Conduct) Regulations 2021. Departmental investigative functions include:</p> <ul style="list-style-type: none"> <li>investigation of minor breaches of the Act and enforceable provisions of the Local Government (Model Code of Conduct) Regulations 2021</li> <li>investigation of recurrent and serious breaches of the Act</li> <li>administrative support for the Minister's Local Government Standards Panel.</li> </ul>
	Training and education (sector wide)	<p>Part of the Department's role in assisting with the administration of the Act is to build capacity in the sector. The Department generally facilitates training rather than providing it directly, engaging external providers to provide training sessions and programs on both a metropolitan and regional basis. In the case of elected members, some training is a regulatory requirement, and must be undertaken with approved providers.</p>
	Training and education (individual councils)	<p>Departmental training for individual LG entities tends to target those with identified issues or problems. Depending on the content, external parties may be engaged to provide the service because of relevant expertise in problem areas. The Department also facilitates mentors for LG CEOs as part of the CEO Support Program.</p>
	Direct involvement in council management (e.g. placement of an officer in a council)	<p>The Department does not become directly involved in LG administration, but Departmental officers may work closely with a particular LG entity's elected members and employees when conducting targeted probity audits or better practice reviews.</p>
<b>Grants management</b>	State Local Government Grants Commission	<p>The Department provides administrative support to the Western Australian Grants Commission under the <i>Local Government Grants Act 1978</i> and is also responsible for review or amendment of that legislation.</p>
	Grants to councils	<p>Grants are allocated to LG entities by the Western Australian Grants Commission.</p>

Area of responsibility	Function	Roles and responsibilities
<b>Functional responsibilities</b>	Administration of other legislation	<p>In addition to statutory approvals (see below), the Department performs administrative functions under other legislation in the LG portfolio including:</p> <ul style="list-style-type: none"> <li>administrative support when required to the Minister's Caravan Parks and Camping Grounds Advisory Committee - <i>Caravan Parks and Camping Grounds Act 1995</i></li> <li>administrative support to the Minister on the constitution and appointment of members to cemetery boards - <i>Cemeteries Act 1986</i></li> <li>establishment and closure of off-road vehicle permitted and prohibited areas - <i>Control of Vehicles (Off-road Areas) Act 1978</i></li> <li>administrative support when required to the Minister's Off-road Vehicle Advisory Committee - <i>Control of Vehicles (Off-road Areas) Act</i>.</li> </ul>
	Statutory approvals	<p>Processing of statutory approvals includes:</p> <ul style="list-style-type: none"> <li>approvals to reduce requirements for quorums and majority votes at council and committee meetings in particular cases, to allow participation by someone declaring an interest, or to exempt someone from declaring an interest</li> <li>approvals for LGs to change land valuation methods for rates, or impose certain differential rates or minimum payments</li> <li>granting of exemptions from rates</li> <li>revestment of land in the Crown</li> <li>granting of exemptions from requirements of the Caravan Parks and Camping Grounds Regulations</li> <li>approvals for burials outside proclaimed cemeteries and orders for exhumations</li> <li>variations to off-road vehicle registration requirements and approvals for off-road vehicle use outside permitted areas</li> <li>appointment of authorised officers for off-road vehicle enforcement</li> <li>approvals for assistance dogs, and appointment of public access test assessors.</li> </ul>
<b>Other</b>	Management of council boundaries and representation	<p>The Department provides administrative support to the LG Advisory Board which monitors and makes recommendations to the Minister on LG boundaries, ward structures and representation numbers.</p> <p>It also processes applications for Ministerial approvals for regional LG entities and regional subsidiaries, and amendments to their establishment agreements or charters.</p>
	Management of council information website	<p>The Department maintains the MyCouncil website, which collates data from sources including LG budgets, budget reviews, annual reports and annual financial reports, to provide comparative data for all LG entities in WA.</p>

Source: Department and OAG

## Appendix 2: Status of the Department's 2018 internal audit recommendations

The table below provides a status update for the recommendations from the Department's 2018 internal audit of processes and practices for managing LG enforcement, investigations and authorised inquiries. The status was provided by the Department and represents the position in late 2020. The Department has advised us that all outstanding recommendations will be completed by 30 June 2021.

Recommendations	Risk rating	Implementation status
<p>The Department should finalise its draft capacity building and compliance framework, should establish strategic priorities for the compliance function and should use this to establish resourcing requirements and structure. This should include allocating appropriate resources to ensure the Department:</p> <ul style="list-style-type: none"> <li>• has an effective, responsive LG education function that ensures common areas of risk are identified and supported, advice and education is provided to LG entities in those key areas</li> <li>• has an effective sector monitoring and compliance function that proactively monitors CARs (compliance audit returns) and LG financial reporting to identify and report risks of non-compliance</li> <li>• has an effective investigations functions that ensures all investigations and inquiries commence and conclude in a timely manner</li> <li>• should ensure staff members in the Department's compliance function have appropriate training to ensure they have contemporary skills and knowledge to ensure best practice in investigation, monitoring and education.</li> </ul>	Extreme	Open
<p>The Department should review and update existing policies and procedures and should consolidate these into a comprehensive manual for LG legislative compliance, covering all aspects of the compliance framework providing a full policy and procedure guide. This should include the process involved in issuing show-cause notices, including the roles and responsibilities of the Department in pre-assessment prior to decisions being made, collecting evidence to support the case, processes involved during the show-cause notice period, and processes to be followed after the show-cause-notice is issued.</p>	High	Open
<p>The end-to-end policy and procedures should also capture the process for authorised inquiries, including timelines, key stakeholders, escalation processes, evidence gathering, reporting and follow up and enforcement.</p>	High	Closed
<p>The Department should develop a mechanism for rating compliance risks based on data derived from the CAR. This should include allocating a compliance risk rating of high, medium or low which could be used as an input to the LG entity's overall risk assessment. This could be included as a function of the SMART Hub portal used by LG entities to report CAR data.</p>	High	Open
<p>The Department should issue a non-compliance risk rating report or letter to the CEO of the respective LG entities where high or medium</p>	High	Open

Recommendations	Risk rating	Implementation status
overall risk ratings are established. The Department should also make recommendations to LGs to manage compliance risks.		
The Department should use the risk ratings derived from CARs to escalate compliance risks to complete probity audits, integrity audits and investigations.	High	Open
The Department should monitor CAR data trends to determine the improvements in LG compliance and identify key risk areas.	High	Open
The Department should establish a process for random audits of LG entities to validate CAR data reported by LG entities.	High	Open
The Department should ensure decisions taken whether to investigate complaints are reviewed and endorsed by a second officer before the investigation commences.	High	Open
The Department should promote the need for a formal, agreed information sharing framework with other regulatory bodies including the CCC, WA Police and the OAG.	High	Open
A formal and documented conflict of interest process should be performed for each investigation. This could be incorporated in the investigation database, as part of a mandatory checklist prior to commencement of investigations by the respective investigations officer.	Moderate	Open
The Department should establish achievable target driven KPIs that are aligned to the objectives of the LG compliance function. KPI based performance reporting should be established and this should be regularly reported and reviewed.	Moderate	Open
The Department should ensure investigations are allocated in a timely manner to ensure there are no undue delays in the investigation process. Any investigations that are not allocated in a timely manner should be reported to management.	Moderate	Closed
The Department should also establish a more stringent screening process for complaints made by members of the public. This should include developing criteria for the escalation of complaints to the Manager Sector Governance and the initiation of an investigation.	Moderate	Open
The Department should introduce a mechanism for complainant feedback, including a short survey containing questions asking the complainant to rate the Department's service on a scale of 1-10.	Low	Open
A target timeframe for completion of each investigation should be established within the CRM. Investigations that remain open past that target time frame should be highlighted to management to reassess resourcing requirements for the investigation. Statistics on average hours taken for investigations should be used to inform broader resourcing requirements for the LG compliance function.	Low	Open
The Department should promote a mediation process between the complainant and the LG entities prior to complaint lodgement with the Department. At the end of the mediation process, the complainant would have the option to decide whether to lodge their complaint with the Department.	Low	Closed
<b>Risk rating (defined by the internal audit report)</b> Extreme – immediate management action required.      Moderate – management action required. High – urgent management action required.      Low – some management action required.		

Source: Department and OAG

### Auditor General's 2021-22 reports

Number	Title	Date tabled
20	Opinions on Ministerial Notifications – Policing Information	28 April 2021
19	Opinion on Ministerial Notification – Bennett Brook Disability Justice Centre	8 April 2021
18	Regulation of Consumer Food Safety by the Department of Health	1 April 2021
17	Department of Communities' Administration of Family and Domestic Violence Support Services	11 March 2021
16	Application Controls Audits 2021	8 March 2021
15	Opinions on Ministerial Notifications – Tax and Funding Information Relating to Racing and Wagering Western Australia	26 February 2021
14	Opinion on Ministerial Notification – Hotel Perth Campaign Reports	24 February 2021
13	Opinion on Ministerial Notification – Release of Schedule of Stumpage Rates	24 February 2021
12	Grants Administration	28 January 2021
11	COVID-19 Relief Fund	21 December 2020
10	COVID-19: Status of WA Public Testing Systems	9 December 2020
9	Western Australian Registry System – Application Controls Audit	26 November 2020
8	Regulating Minor Pollutants	26 November 2020
7	Audit Results Report – Annual 2019-20 Financial Audits of State Government Entities	11 November 2020
6	Transparency Report: Major Projects	29 October 2020
5	Transparency Report: Current Status of WA Health's COVID-19 Response Preparedness	24 September 2020
4	Managing the Impact of Plant and Animal Pests: Follow-up	31 August 2020
3	Waste Management – Service Delivery	20 August 2020
2	Opinion on Ministerial Notification – Agriculture Digital Connectivity Report	30 July 2020
1	Working with Children Checks – Managing Compliance	15 July 2020



**Office of the Auditor General  
Western Australia**

7<sup>th</sup> Floor Albert Facey House  
469 Wellington Street, Perth

Perth BC, PO Box 8489  
PERTH WA 6849

T: 08 6557 7500  
F: 08 6557 7600  
E: [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)  
W: [www.audit.wa.gov.au](http://www.audit.wa.gov.au)



@OAG\_WA



Office of the Auditor General for  
Western Australia

**10.6.4.5 Debtors Write-Off**

<b>Responsible Branch:</b>	Financial Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Legislative
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. CONFIDENTIAL REDACTED - Infringement Debtors List - for Debts Under \$500.00 [8.5.1 - 1 page]

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

**SUMMARY**

This report presents and notifies Council of a list of bad debts that have been written off under delegated authority in accordance with the Sundry Debt and Recovery Policy.

**COMMITTEE RECOMMENDATION****(OFFICER'S RECOMMENDATION)**

That Council notes an amount of \$3,385.00 of bad debts as outlined in Attachment 1 and Rate penalty interest amount of \$244.45 as outlined in this report has been written off under delegated authority.

**BACKGROUND**

This report provides an overview of bad debts accrued and requiring write off under the Sundry Debt Collection and Recovery Policy.

Australian Accounting Standards and the provisions of the *Local Government Act 1995* and Financial Management Regulations require, inter alia, ongoing assessment of the likelihood that debts recognised in the organisation's accounts will be collected.

Sundry debtors are managed in accordance with the City's Sundry Debt Collection and Recovery Policy. While all reasonable efforts are made to recover aged debts, there are also some that, for practical purposes, require write off.

These can be monies due for user charges, infringements, fees and other services rendered, and the process for collection is dependent on the type of debt raised and the mechanisms available under various legislation for recovery. Section 6.12 (1) of the *Local Government Act 1995* allows for debts to be written off by Council, and the Sundry Debt and Recovery Policy gives delegated authority to the Chief Executive Officer to write off any uncollectable bad debts under \$500 per account, and advise Council accordingly.

Any amount in excess of \$500.00 requires approval from Council to write off.

**EXTERNAL CONSULTATION**

Not applicable.

**OFFICER'S COMMENTS****Infringement Debtors**

The infringement write-off list (**Attachment 1**) refers to current infringements where either the City cannot acquire the offender's details from the Department of Transport or the Fines Enforcement Registry (FER) has advised that the debt is not recoverable or economical to enforce. The amount written off under Delegated Authority is \$3,385.00.



Rates Debtors

Rates debtors with an account balance that is \$5.00 or less are written off under Delegated Authority.

For the period 1 June 2021 to 30 June 2021, 221 properties had a small balance of penalty interest totalling \$244.45, which was written off under Delegated Authority.

There is no debt exceeding the Delegated Authority threshold that is required to be written off by Council during this reporting period.

**LEGISLATIVE COMPLIANCE**

The Sundry Debt Collection and Recovery Policy applies and section 6.12 (1) of *the Local Government Act 1995* states:

*"Subject to subsection (2) and any other written law, a local government may —  
...(c) write off any amount of money, which is owed to the local government."*

**RISK ASSESSMENT**

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

Officer's Recommendation	That Council notes an amount of \$3,385.00 of bad debts as outlined in <u>Attachment 1</u> and Rate penalty interest amount of \$244.45 as outlined in this report has been written off under delegated authority.		
Risk Category	Adopted Risk Appetite		Risk Assessment Outcome
Strategic Direction	Moderate		Low
Reputation	Low		Low
Governance	Low		Low
Community and Stakeholder	Moderate		Low
Financial Management	Low		Low
Environmental Responsibility	Low		Low
Service Delivery	Low		Low
Organisational Health and Safety	Low		Low
Conclusion	By writing off these debts, the outstanding debtors account will reflect amounts that are deemed recoverable.		

**FINANCIAL IMPLICATIONS**

Bad debts are reflected in the end-of-year operating result. The ongoing review of the City's revenue collection and debt recovery practices is considered to be an important feature of risk management and strengthening corporate governance.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Leadership and Governance  
Goal L4: Communicate in a clear and transparent way.

## **CONCLUSION**

It is recommended that Council notes an amount of \$3,629.45 of bad debts has been written off under delegated authority.

**10.6.5 Community Access and Inclusion Advisory Committee - 4 August 2021****10.6.5.1 Progress Report - Access And Inclusion Plan 2020 - 2024**

<b>Responsible Branch:</b>	Community Development
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachments:</b>	1. Quarterly Progress Report [L236] [10.6.5.1.1 - 13 pages]
<b>Refer:</b>	Item 10.6.2: OCM 23.03.2021 Item 10.6.2: OCM 24.11.2020 Item 10.5.3: OCM 25.08.2020 Item 10.4.11: OCM 24.03.2020

**SUMMARY**

For Council to note the City of Bayswater Access and Inclusion Plan 2020-2024 progress to date, as contained within **Attachment 1**.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

**That Council notes the information as detailed in Attachment 1 to this report on the City's Access and Inclusion Plan 2020–2024 progress from April to June 2021.**

**BACKGROUND**

At the Ordinary Council Meeting held on 24 March 2020, Council adopted the City of Bayswater Access and Inclusion Plan (AIP) 2020 – 2024. The City's Access and Inclusion Plan outlines seven desired Outcome Areas and associated actions, which are progressed each financial year over the four-year term of the Plan. The Outcome areas are:

- Outcome area 1 – Services and Events;
- Outcome area 2 – Buildings and Facilities;
- Outcome area 3 – Information;
- Outcome area 4 – Customer Service;
- Outcome area 5 – Complaint Mechanisms;
- Outcome area 6 – Consultation Processes; and
- Outcome area 7 – Employment.

During the 2020/21 financial year, the City will provide reports relating to 28 actions associated with the seven Outcome areas within the AIP. This report provides a progress update for the City's Community Access Inclusion Advisory Committee (CAIAC) on the AIP 2020-2024 strategies progressed from April to June 2021.

**EXTERNAL CONSULTATION**

As this is a progress report only, community consultation is not required.

**OFFICER'S COMMENTS**

The City progressed five deliverables within the Access and Inclusion Plan 2020 – 2024 Outcome Areas between April and June 2021, as detailed in **Attachment 1**.

## LEGISLATIVE COMPLIANCE

- *Disability Services Act 1993 (amended 2004).*

## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	That Council notes the information as detailed in <u>Attachment 1</u> to this report on the City's Access and Inclusion Plan 2020–2024 progress from April to June 2021.	
<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 is for noting and meets the outcomes and objectives of the City's AIP 2020- 2024. The information will be used to inform the City's Annual Progress Report to the Department of Communities for 2020/21.	

## FINANCIAL IMPLICATIONS

The following financial implications are applicable:

<b>Item 1:</b>	Implementation of the City's AIP 2020-2024, first year (2020/21)		
<b>Asset Category:</b>	Strategic document	<b>Source of Funds:</b>	Municipal
<b>LTFP Impacts:</b>	This item is not itemised in the City's Long Term Financial Plan		
<b>Notes:</b>	The budget amount listed in the table below was adopted by Council at the Ordinary Council Meeting 24 March 2020. The budget listed is reflective of the 2020/21 adopted annual operational budget to implement the City's AIP strategies in 2020/21.		

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$35,800 (year one of the Strategy, 2020/21)	N/A	As per staff wages budget.	N/A	N/A	N/A	\$35,800 (in 2020/21 budget).

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme:	Community
Goal C1:	Create safe and inviting places for people to come together.
Goal C4:	Empower the community by helping them develop social connections.

Outcome 1	People with disability have the same opportunities as other people to access the services of, and any event organised by, the City of Bayswater.
-----------	--

	This is in direct alignment to Outcome C1 and C4 of the City's Strategic Community Plan.
Outcome 2	People with disability have the same opportunities as other people to access buildings and other facilities of the City of Bayswater. This is in direct alignment to Outcome C1 and C4 of the City's Strategic Community Plan.
Outcome 3	People with disability receive information from the City of Bayswater in a format that will enable them to access the information as readily as other people are able to access it. This is in direct alignment to outcome C1 and C4 of the City's Strategic Community Plan.
Outcome 4	People with disability receive the same level and quality of service from the staff of the City of Bayswater as other people receive from the staff of the City of Bayswater. This is in direct alignment to Outcomes C1 and C4 of the City's Strategic Community Plan.
Outcome 5	People with disability have the same opportunities as other people to make complaints to the City of Bayswater. This is in direct alignment to Outcomes C1 and C4 of the City's Strategic Community Plan.
Outcome 6	People with disability have the same opportunities as other people to participate in any public consultation by the City of Bayswater. This is in direct alignment to Outcomes C1 and C4 of the City's Strategic Community Plan.
Outcome 7	People with disability have the same opportunities as other people to obtain and maintain employment with the City of Bayswater. This is in direct alignment to Outcome C1 and C4 of the City's Strategic Community Plan.

## CONCLUSION

It is recommended that Council notes the information provided in **Attachment 1**, as the City's Access and Inclusion Plan 2020–2024 progress update from April to June 2021.

<b>City of Bayswater</b> <b>Access and Inclusion Plan 2020-2024</b> <b>INFORMATION UPDATE REPORT</b>	
<b>AUTHOR</b>	<b>Manager Community Development</b> Manager Environmental Health
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	<b>1.1 Increase access and inclusion awareness with City engaged agents, contractors, local businesses and service providers.</b>
<b>ACTION</b>	(a) Develop and share an information package for agents and contractors, including information on how to make services and events more accessible.
<b>DELIVERABLE</b>	<input type="checkbox"/> 2020/21 <input checked="" type="checkbox"/> <b>2021/22</b> <input type="checkbox"/> 2022/23 <input type="checkbox"/> 2023/24
<b>INFORMATION</b>	<p>The <i>Disability Services Act</i> (1993) requires the City to take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors.</p> <p>City staff engaging agents and contractors on the City's behalf in the provision of a service or product are to ensure the agent and contractor :</p> <ul style="list-style-type: none"> <li>• shares the values and reputation associated with the City's commitment to access and inclusion, and</li> <li>• take into account the needs of people with disability.</li> </ul> <p>This deliverable was due to be progressed in the 2021/22 financial year, however this was bought forward concurrent with Outcome 2.1 (b): <i>To review and update City documentation to ensure agents and contractors are aware of their access and inclusion responsibility when providing goods and services to the public on behalf of the City.</i></p> <p>In June 2021, the City undertook a review of documentation provided to agents, contractors, local businesses and service providers to identify opportunities to improve their awareness of their responsibilities to provide equitable access and inclusion of people with disability. This review considered the provision of community services delivered by agents and contractors such as events, workshops, or seminars delivered on the City's behalf.</p> <p>Currently, there are two sources of information readily available online to inform agents and contractors of their responsibilities:</p> <p>(a) <u>City of Bayswater Event Guidelines</u> – located on the City's website under 'Planning an Event', this publication refers to legislation including; the <i>Disability Services Act</i> (1993) and the <i>Disability Discrimination Act</i> (1992) to inform applicants planning an event in the City. It guides applicants through key requirements such as sanitary facilities, lighting, first aid provision, advertising and directional signage and seating.</p> <p>(b) <u>Community Grants Program</u> – located on the City's website under 'Grants, funding and donations' it was noted that application forms ask applicants to describe what steps they will take to ensure that the funded program/project will be accessible and inclusive.</p>
<b>OUTCOMES</b>	During the review it was noted that there was an opportunity to provide more detail to better inform agents and contractors on their responsibilities, as aligned with the City's Access and Inclusion Plan.

	<p>To that end, the following two publications have been developed to increase access and inclusion awareness with City engaged agents, contractors, local businesses and service providers:</p> <p>(a) <u>City of Bayswater Guide to Accessible Events</u></p> <p>This publication covers a range of strategies event organisers should consider when planning an event such as inclusive communication, accessible information, disability access symbols, WA Companion Card as well as providing an event checklist and links to other online information and tools.</p> <p>(b) <u>Ways to provide access for people with disability</u></p> <p>This publication provides examples to assist agents and contractors to consider how they can provide access and inclusion across the seven legislated outcome areas:</p> <ol style="list-style-type: none"> <li>1. Services and events</li> <li>2. Buildings and facilities</li> <li>3. Information</li> <li>4. Quality customer service</li> <li>5. Complaint mechanisms</li> <li>6. Consultation processes</li> <li>7. Employment</li> </ol> <p>Agents and contractors are now informed of these publications through the City's relevant contract for service documentation and where applicable, through direct email.</p>
--	---



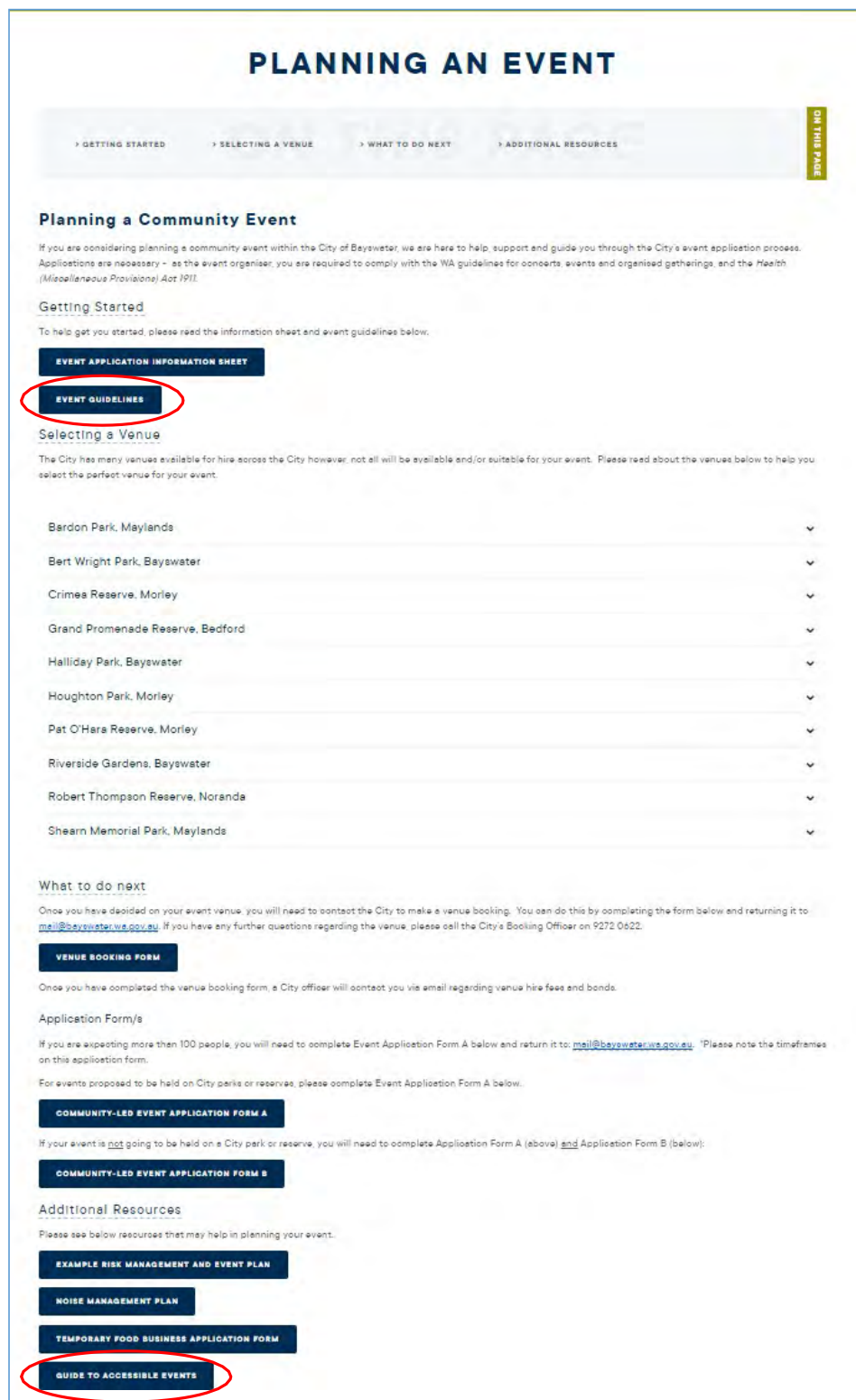


Image 1 City of Bayswater, Planning an event web page


<b>City of Bayswater</b> <b>Access and Inclusion Plan 2020 - 2024</b> <b>INFORMATION UPDATE REPORT</b>	
<b>AUTHOR</b>	<b>Manager Library and Customer Services</b>
<b>BRANCH</b>	Library and Customer Services
<b>STRATEGY</b>	<b>1.2 Build partnerships to support people with disability to participate in their community</b>
<b>ACTION</b>	(b) Prioritise Investigate hosting sessions to support people with low literacy
<b>DELIVERABLE</b>	<input checked="" type="checkbox"/> 2020/21 <input type="checkbox"/> 2021/22 <input type="checkbox"/> 2022/23 <input type="checkbox"/> 2023/24
<b>INFORMATION</b>	<p>A report by the Organisation for Economic Co-operation and Development (OECD, 2019) has found, "...more than one in five Australians can at most complete very simple reading or mathematical tasks...". The Australian Bureau of Statistics Survey (2006) showed that 46.8% of the adult population have low literacy levels.</p> <p>The Read Write Now program exists to improve the literacy of adults who have left the school system and have inadequate literacy for everyday life demands. The program is available to improve reading, writing, maths, study or basic computer skills and is only available in Western Australia.</p> <p>Library Services have hosted Read Write Now volunteers in the activity rooms in the Maylands and Morley library branches for over 14 years.</p> <p>All volunteer tutoring is one-on-one with the participant, organised by the tutor at the participant's convenience. The weekly hour and a half session is spent on individual learning programs developed jointly by the tutor and participant to meet their goals. Throughout the program, tutors aim to rebuild the confidence of the participant.</p> <p>Due to COVID-19, the library service was restricted with the types of programs that it could offer to the community. During this time staff referred library customers to Read Write Now when asked about English lessons.</p>
<b>OUTCOME</b>	<p>The Read Write Now program changes lives through literacy. The program resumed in 2020 at the Maylands and Morley libraries after the COVID-19 lockdown to support people in the community with low literacy.</p>

<b>City of Bayswater</b> <b>Access and Inclusion Plan 2020-2024</b> <b>INFORMATION UPDATE REPORT</b>	
<b>AUTHOR</b>	<b>Manager Sustainability and Environment</b> Manager Governance Manager Building Works Manager Development Approvals
<b>BRANCH</b>	Sustainability and Environment
<b>STRATEGY</b>	<b>2.1 Improve building accessibility in the planning, design and construction phases.</b>
<b>ACTION</b>	(a) Embed universal access considerations into the Project Management Framework, including procurement, approvals, and construction.
<b>DELIVERABLE</b>	<input checked="" type="checkbox"/> 2020/21 <input type="checkbox"/> 2021/22 <input type="checkbox"/> 2022/23 <input type="checkbox"/> 2023/24
<b>INFORMATION</b>	This City is committed to ensuring and safeguarding accessibility in the planning, design, and improvement of built infrastructure. This includes taking practicable measures to engage with key agents and contractors and Australian Disability Enterprises to progressively work towards full sustainability and corporate social responsibility principles. The City acknowledges that Tender Exemption is also applicable to Australian Disability Enterprises and the City works with WA Disability Enterprises, where appropriate.
<b>OUTCOMES</b>	<p>Between April and June 2021, the following improvement in building accessibility - planning, design, procurement and construction have been implemented, as listed below:</p> <ul style="list-style-type: none"> <li>Mowing of unkempt verges</li> </ul> <p>The City approached registered Disability Service Enterprise providers, requesting tender submissions for the mowing of unkempt residential verges throughout the City of Bayswater. Interlife was awarded the City's contract from October 2020 to September 2023, with a possibility to extend for another two 12-month periods, based upon performance.</p> <ul style="list-style-type: none"> <li>Environmental management services</li> </ul> <p>The City's weed management, planting, erosion control, brush cutting and pruning works was awarded to Workpower for a three-year period from 1 February 2021 to 31 January 2024.</p> <p>Refer to Image 1: Workpower</p>



**Image 1** *The City awarded a three-year contract to disability employment service provider Workpower to carry out environmental management services. Mayor Dan Bull, City of Bayswater with Workpower employees Nathan Prior and Aaron McCahon at Gobba Lake, Bayswater.*



<b>City of Bayswater</b> <b>Access and Inclusion Plan 2020-2024</b> <b>INFORMATION UPDATE REPORT</b>	
<b>AUTHOR</b>	<b>Manager Project Services</b>
<b>BRANCH</b>	Project Services
<b>STRATEGY</b>	<b>2.5 Improve accessibility in natural recreational environments.</b>
<b>ACTION</b>	(b) Prioritise remedial action plans to improve accessibility and wayfinding in natural recreational environments.
<b>DELIVERABLE</b>	<input checked="" type="checkbox"/> 2020/21 <input type="checkbox"/> 2021/22 <input type="checkbox"/> 2022/23 <input type="checkbox"/> 2023/24
<b>INFORMATION</b>	<p>It was identified at the Access, Inclusion and Walkability Advisory Committee meeting held on 5 August, 2020 that pathways at Hinds Reserve did not connect to picnic tables on site. It was requested that the City investigate and report at the next Committee meeting about pathway connectivity progression at this site. The City was successful in receiving Public Open Space funding to complete pathways within reserves, which assisted the construction of the connecting pathway and ACROD parking bays at AP Hinds Reserve within the 2020/21 financial year.</p>
<b>OUTCOMES</b>	<p>Following Department of Biodiversity Conservation and Attractions approval, the pathway and ACROD parking bays were completed at AP Hinds Reserve during May and June 2021.</p> <p>Facilities at the popular Hinds Reserve are now easier to get to, after the installation of connecting pathways and ACROD parking bays at the riverside location.</p> <p>The new pathway connects park users alongside the playground, to picnic seating, barbecues, public toilets and the ANA Rowing clubrooms. Two ACROD parking bays have also been installed next to the facilities in the carpark located on Milne Street, near the Garratt Road Bridge in Bayswater.</p> <p>This upgrade has now removed the barrier of physical access and gives everyone the same opportunities to enjoy the community facilities at this site. The new path will assist parents with prams, children on bikes/scooters and mobility aid and wheelchair users. The pathway also connects to the Principal Shared Pathway along the river and it will make it easy for cyclists and families out for a ride to access the facilities at the reserve.</p> <p>Refer to Image 1: AP Hinds Reserve</p>  <p><b>Image 1</b> AP Hinds Reserve upgrades completed May-June 2021</p>

<b>City of Bayswater</b> <b>Access and Inclusion Plan 2020-2024</b> <b>INFORMATION UPDATE REPORT</b>	
<b>AUTHOR</b>	Manager Community Development <b>Manager Communications and Marketing</b>
<b>BRANCH</b>	Community Development
<b>STRATEGY</b>	<b>3.1 Diversify accessible information and communication methods.</b>
<b>ACTION</b>	(b) Provide information in accessible formats on request for people with disability.
<b>DELIVERABLE</b>	<input checked="" type="checkbox"/> 2020/21 <input checked="" type="checkbox"/> 2021/22 <input checked="" type="checkbox"/> 2022/23 <input checked="" type="checkbox"/> 2023/24
<b>INFORMATION</b>	<p>The Communications and Marketing branch provide numerous publications in accessible formats, upon request including the Bayswater Beat and Strategic Community Plan.</p> <p><b>12 videos were produced with captions on topics including:</b></p> <ul style="list-style-type: none"> <li>• Five Support Baysie Business videos, showcasing local business goods and services in Bayswater Town Centre.</li> <li>• Age Friendly Survey participant callout</li> <li>• Writer's Workshop with Holden Sheppard</li> <li>• Carol Foley Noongar Workshops</li> <li>• Turtle baby rescue at Lake Bungana</li> </ul> <div data-bbox="464 974 1169 1657"> <p>City of Bayswater 1 June at 17:48 · 🌐</p> <p><b>Turtle baby rescue release at Lake Bungana</b></p> <p>Baby turtle rescuer and Maylands Lakes resident, Margaret, shared an amazing moment... See more</p> <p>and last November I noticed that a turtle nest had been disturbed.</p> <p>Like Comment Share 95 · 11 comments · 2.9K views</p> </div> <p><a href="https://www.facebook.com/100068807216374/videos/491246855634413">https://www.facebook.com/100068807216374/videos/491246855634413</a></p>

**Three demonstration videos for FOGO waste items**

<https://www.facebook.com/100068807216374/videos/1177840256017575>

- Shredded paper
- Pizza boxes
- Meat scraps



**Seven place experience/call to action videos (vision and music, no speech)**

- Youth Week Jam event
- Wattle Park drop in session
- Morley Recreation Centre redevelopment (update)
- Have your say Bert Wright Park
- Noranda netball courts (update)
- Arbor Park event recap (Community Planting Day)
- Baigup Wetlands (Community Planting Day)

<https://www.facebook.com/100068807216374/videos/1199421927189872>





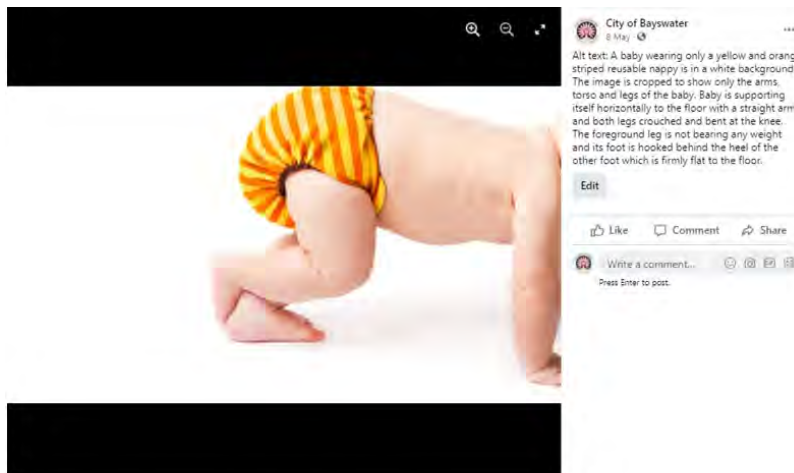
**Other tasks carried out to support AIP outcomes.**

**Facebook Events** for Upskillers workshops, Community Planting Days and NAIDOC events providing direct-link, one click options for booking.

**Alt text on event cover images**

Modern cloth nappy workshop - Maylands

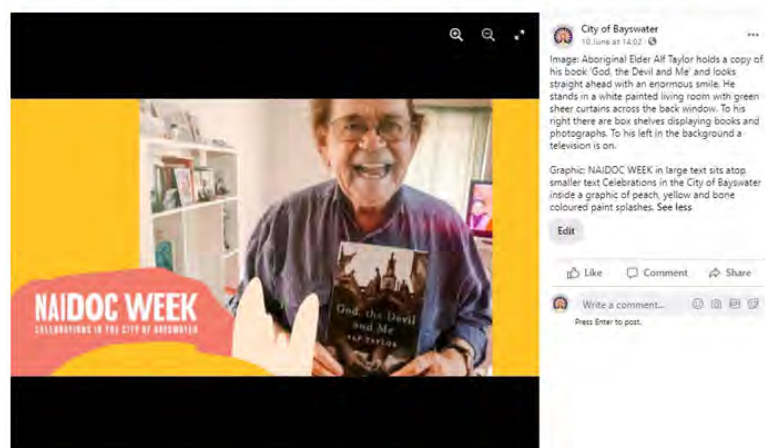
<https://www.facebook.com/163245248662/photos/gm.554941082181661/0158137198573663>



- → NAIDOC Event cover image Alf Taylor Author interview

<https://www.facebook.com/163245248662/photos/gm.500779314501881/10158209604988663>

<https://www.facebook.com/163245248662/photos/gm.500779314501881/10158209604988663>



Stories featuring access and inclusion:

11 MAY 2021

**City's procurement fosters inclusive community**

The City of Bayswater has engaged with disability employment service providers to manage and maintain the City's natural areas.



Children playing on the new play space at the Bayswater Community Centre, 11 May 2021. Photo: City of Bayswater

**All-natural fun at play space**

When people of all ages are encouraged to enjoy all-natural play space, it's a win-win for everyone. The City of Bayswater recently opened a new play space at the Bayswater Community Centre, which is a perfect example of how to create a safe and inclusive play space for everyone.

The new play space is made of natural materials, including wood and stone, and is designed to be accessible to everyone. It features a variety of play equipment, including a climbing wall, a slide, and a sandpit. The space is also surrounded by trees and plants, providing a natural and calming environment for children to play in.

The City of Bayswater is committed to creating inclusive and accessible play spaces for everyone. This new play space is a great example of how to do it, and it's a win-win for everyone.

For more information, visit [www.bayswater.wa.gov.au](https://www.bayswater.wa.gov.au)

Thursday, April 29, 2021

parttime.com.au/community-news

# EASTERN Reporter

BAYSWATER & BASSENDEAN

## Play time for all

A new playground for kids of all abilities is being built at Pat O'Hara Reserve.



## SKATING ON THIN ICE

Local ice skating rink is a temporary measure to keep the community safe.



## Havoc for hospitality industry

Local businesses are struggling to stay afloat due to the impact of the pandemic.



29 APRIL 2021

### Pat O'Hara the place to play for all

The City of Bayswater has installed a multi-use sports court and redeveloped the play space at the popular Pat O'Hara Reserve.





City of Bayswater Access and Inclusion Plan 2020-2024 INFORMATION UPDATE REPORT	
<b>AUTHOR</b>	Manager People, Culture and Safety
<b>BRANCH</b>	People, Culture and Safety
<b>STRATEGY</b>	<b>4.2 Build disability confidence to enhance staff and community capacity.</b>
<b>ACTION</b>	(b) Provide disability awareness and mental health training for staff, using specialist providers and people with lived experience.
<b>DELIVERABLE</b>	<input checked="" type="checkbox"/> 2020/21 <input type="checkbox"/> 2021/22 <input checked="" type="checkbox"/> 2022/23 <input type="checkbox"/> 2023/24
<b>INFORMATION</b>	The City partnered with 'Experience Lab' to deliver a new workshop for staff aimed at disability discrimination in the workplace and mental health. The workshop, titled Connor's Hard Work, provided staff with an understanding of how to navigate disability and mental health with empathy and curiosity and what can happen when it is poorly managed.
<b>OUTCOMES</b>	The City delivered three staff workshops on Thursday 13 May 2021 at its Civic Centre. 186 employees attended.  Refer to Images 1 to 4: Disability discrimination in the workplace



**Images 1 to 4** Disability discrimination in the workplace training by Experience Lab with City of Bayswater staff, Thursday 13 May 2021, City of Bayswater Civic Centre.

**10.6.5.2 Disability Access And Inclusion Annual Progress Report 2020-2021**

<b>Responsible Branch:</b>	Community Development
<b>Responsible Directorate:</b>	Community and Development
<b>Authority/Discretion:</b>	Information Purposes
<b>Voting Requirement:</b>	Simple Majority Required
<b>Attachment:</b>	<ol style="list-style-type: none"> <li>1. Disability Access and Inclusion Plan (DAIP) Progress Report 2020 – 2021 [<b>10.6.5.2.1</b> - 26 pages]</li> <li>2. Outcome 1 7 Images DAIP Progress Report 2020 20 [<b>10.6.5.2.2</b> - 25 pages]</li> </ol>
<b>Refer:</b>	Item 10.5.3.1: OCM 24.08.2020 Item 10.4.11: OCM 24.03.2020

**SUMMARY**

This report tables the City's Disability Access and Inclusion Plan (DAIP) Annual Progress Report for 2020/21.

The annual report aligns with the outcomes of the City's Access and Inclusion Plan (AIP) from 1 July 2020 to 30 June 2021. As legislated, the full Annual Progress Report, as presented in **Attachment 1** was lodged with the Department of Communities in July 2021.

**COMMITTEE RECOMMENDATION TO COUNCIL**  
**(OFFICER'S RECOMMENDATION)**

That Council notes the City's Access and Inclusion Plan Annual Progress Report for 2020/21, which was formally lodged with the Department of Communities in July 2021, as presented in **Attachment 1** to this report.

**BACKGROUND**

The *Disability Services Act 1993* (amended 2004) requires State and local government authorities to annually report on their DAIP implementation progress against seven prescribed Outcome Areas; services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment. The annual Disability Access and Inclusion Plan report must be lodged with the Department of Communities by 1 July each year.

The overarching goal of the City of Bayswater Access and Inclusion Plan 2020 – 2024 is to plan and implement improvements to access and inclusion by identifying and addressing barriers that either restrict or prevent the full participation of people with disability in the community.

Each quarter of the financial year, City staff provide interim Access and Inclusion Plan progress reports to the City's Community Access and Inclusion Advisory Committee. This gives committee members the opportunity to provide input into actions being implemented within the Plan throughout the year. Information provided each quarter is then collated for the annual DAIP progress report to the Department of Communities.

The Minister for Disability Services uses the information provided within the annual report to develop a further report that showcases the work being done by public authorities across Western Australia, highlighting examples of leading practice and demonstrating the value of Disability Access and Inclusion Plans.

**EXTERNAL CONSULTATION**

As this is a progress report only, community consultation is not required.



## OFFICER'S COMMENTS

The City successfully implemented the 28 strategies forecast to be delivered during 2020/21, which is the first of four financial years of the City of Bayswater Access and Inclusion Plan 2020 – 2024 to be implemented. The strategies have been delivered within existing operational budget provisions, together with the capital upfront cost of \$35,800 for year one of the plan.

Some of the City's access and inclusion achievements for July 2020 – June 2021, which are listed in the DAIP Annual Progress Report 2020-2021 in **Attachment 1**, include the below actions.

### Services and Events

- For International Day of People with Disability 2020, the City, together with its Community Access and Inclusion Advisory Committee (CAIAC) Chair, Suresh Rajan, and committee member Catherine Marion, produced a video recognising the importance of improving and promoting accessible parking infrastructure, and proudly supported the National Disability Services ACROD Parking Campaign titled 'This Bay is Someone's Day'. The City featured an upgraded carpark at its Bayswater Waves facility.
- The 25-year-old Bayswater Waves carpark was fast-tracked for improvements, as part of the City's \$5.09 million local stimulus package to help the City recover from COVID-19 impacts. This included the opportunity to widen ACROD car bays, making it easier for anyone with an ACROD permit to enter and exit the carpark in their vehicles. These works were originally scheduled and budgeted to start from 2021/22. The City promoted the campaign in the City's corporate publication, Bayswater Beat Summer 2020/21, and on the 'News' page of the City's website. In addition to the City's promotions, National Disability Services (WA) also recognised the City's commitment to the campaign via two of their Facebook posts.

### Buildings and Facilities

- This City is committed to ensuring and safeguarding accessibility in the planning, design, and improvement of built infrastructure. This includes taking practicable measures to engage with key agents, contractors, and Australian Disability Enterprises to progressively work towards full sustainability and corporate social responsibility principles.
- The City acknowledges that Tender Exemption is applicable to Australian Disability Enterprises and the City works with WA Disability Enterprises, where appropriate. The following improvements in building accessibility (planning, design, procurement and construction) were implemented:
  - Mowing of unkempt verges – The City approached registered Disability Service Enterprise providers, requesting tender submissions for the mowing of unkempt residential verges throughout the City of Bayswater. Interlife was awarded the City's contract from October 2020 to September 2023, with a possibility to extend for another two 12-month periods, based upon performance.
  - Environmental management services – The City's weed management, planting, erosion control, brush cutting and pruning works was awarded to Workpower for a three-year period from 1 February 2021 to 31 January 2024.

### Information and Communication

- The City has provided a number of publications in accessible formats, upon request. Initiatives include the City's quarterly corporate publication - Bayswater Beat, and Food Organics Garden Organics (FOGO) promotional collateral. FOGO letters and brochures were translated into Chinese, Vietnamese and Italian.
- The City's libraries' 'Learning English program through Storytime' flyers were translated into Traditional Chinese, Simplified Chinese, Hindi, Japanese and Vietnamese.

- City-event marketing material is designed with large font size and an accessible contrast of colours.
- Six promotional Facebook videos were produced with captions, on topics including the City's Strategic Community Plan and Get Ready to FOGO.

#### Quality of Service

- The City partnered with 'Experience Lab' to deliver a new workshop aimed at disability discrimination in the workplace. The interactive training sessions provided staff with an understanding of how to navigate disability and mental health with empathy and curiosity, and what can happen when it is poorly managed. The City delivered three workshops on 13 May 2021, with 186 employees attending.

#### Complaints and Safeguarding

- As part of the City's Community Engagement Framework review, the Community Engagement team met with the City's Community Access and Inclusion Advisory Committee to better understand how to reach people with disability, and how to improve opportunities for them to have a say. Information collected from the Committee meeting is being used to improve the City's practice, in particular, better informing stakeholder assessments and engagement planning.

#### Consultation and Engagement

- The City produced an Interpreter and Communication Essentials document to guide and support staff to deliver accessible and inclusive customer service and communications.
- Through various information sessions, City staff were introduced to the City's new portable audio equipment purchased in July 2020 and offered one-on-one training, as required. The information sessions increased staff awareness on effective communication, customer service and public consultation, to assist people who are deaf or hearing impaired, and non-English speaking customers.

#### Employment, People and Culture

- The City undertook an organisational wide self-assessment with the Australian Network on Disability (AND) and this has helped to inform the City's roadmap for future actions. Further to the AND report, the City has continued to progress reaching its 5% employment target of people with disability and achieved the following outcomes:
  - The City advertised the position of Apprentice Mechanic in February 2021, to which Disability Employment Service provider, Bizlink, presented a candidate with disability. The candidate was given support during the recruitment process.
  - The City initiated partnership conversations with Durham Road School, the largest education support school in Western Australia, for work placement opportunities.

#### **LEGISLATIVE COMPLIANCE**

- *Disability Services Act 1993 (amended 2004).*



## RISK ASSESSMENT

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

<b>Officer's Recommendation</b>	<b>That Council notes the City's Access and Inclusion Plan Annual Progress Report for 2020/21, which was formally lodged with the Department of Communities in July 2021, as presented in Attachment 1 to this report.</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 reporting to the Department of Communities against DAIP strategies is a legislative requirement for local government. Additionally, the report meets outcomes and objectives of the City's Access and Inclusion Plan 2020-2024.	

## FINANCIAL IMPLICATIONS

There are no financial implications applicable to this report.

## STRATEGIC IMPLICATIONS

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

- Theme: Community
- Goal C1: Create safe and inviting places for people to come together.
- Goal C4: Empower the community by helping them develop social connections.

Outcome 1	People with disability have the same opportunities as other people to access the services of, and any event organised by, the City of Bayswater. This is in direct alignment to Outcome C1 and C4 of the City's Strategic Community Plan.
Outcome 2	People with disability have the same opportunities as other people to access buildings and other facilities of the City of Bayswater. This is in direct alignment to Outcome C1 and C4 of the City's Strategic Community Plan.
Outcome 3	People with disability receive information from the City of Bayswater in a format that will enable them to access the information as readily as other people are able to access it. This is in direct alignment to outcome C1 and C4 of the City's Strategic Community Plan.
Outcome 4	People with disability receive the same level and quality of service from the staff of the City of Bayswater as other people receive from the staff of the City of Bayswater. This is in direct alignment to Outcomes C1 and C4 of the City's Strategic Community Plan.

Outcome 5	People with disability have the same opportunities as other people to make complaints to the City of Bayswater. This is in direct alignment to Outcomes C1 and C4 of the City's Strategic Community Plan.
Outcome 6	People with disability have the same opportunities as other people to participate in any public consultation by the City of Bayswater. This is in direct alignment to Outcomes C1 and C4 of the City's Strategic Community Plan.
Outcome 7	People with disability have the same opportunities as other people to obtain and maintain employment with the City of Bayswater. This is in direct alignment to Outcome C1 and C4 of the City's Strategic Community Plan.

## CONCLUSION

This report provides the final City of Bayswater DAIP annual progress report for 2020/21, as presented in **Attachment 1**, which was submitted to the Department of Communities in July 2021. With the submission of the annual report to the Department of Communities, the City has met its obligations, as outlined in the *Disability Services Act 1993 (amended 2004)*.



Government of **Western Australia**  
Department of **Communities**



# **Disability Access and Inclusion Plan (DAIP) Progress Report 2020–2021**

## Table of contents

<b>Introduction .....</b>	<b>1</b>
<b>Important notes.....</b>	<b>1</b>
<b>Your details.....</b>	<b>2</b>
<b>Access and inclusion progress .....</b>	<b>2</b>
1. General services and events .....	2
2. Buildings and facilities.....	7
3. Information and Communication.....	10
4. Quality of service.....	13
5. Complaints and safeguarding .....	16
6. Consultation and engagement .....	16
7. Employment, people, and culture .....	19
<b>Agents and Contractors .....</b>	<b>21</b>
<b>General questions about your approach to access and inclusion.....</b>	<b>22</b>
<b>General feedback .....</b>	<b>23</b>

## Introduction

Welcome to Disability Access and Inclusion Plan (DAIP) reporting for 2020-2021.

Collecting information about the extent of the effectiveness of DAIPs through a Progress Report is an important requirement of the Disability Services Act 1993. The information is used by the Minister for Disability Services to report to Parliament. Your contribution is greatly appreciated.

The format of the report this year reflects previous report feedback about the confidence, awareness and progress public authorities have made to access and inclusion. As you consider your responses, we are particularly interested in:

The extent to which access and inclusion is effectively integrated into policies and practices.

The influence of access and inclusion measures on customers, clients, residents, or communities.

Once you have approval from your organisation, please send your completed report to [access@communities.wa.gov.au](mailto:access@communities.wa.gov.au)

Please complete your DAIP progress report by Friday 16 July 2021.

Help in completing your Progress Report is [available](#) by contacting the Access and Inclusion team:

Email: [access@communities.wa.gov.au](mailto:access@communities.wa.gov.au)

Please note in your email if you wish to discuss this matter by phone, a staff member will call you on the number you provide)

## Important notes

Please answer all questions.

Please include as much detail on key initiatives as possible to share the narrative about the initiative. This may include how the issue arose and the responsiveness required; who was involved or helped inform the activity; what the activity was and whether it was successful or not. You can add extra text boxes if needed.

The Department of Communities (Communities) welcomes the efforts of public authorities to influence access and inclusion outcomes outside your organisation. Please include any such initiatives in the most appropriate outcome area.

Photographs are most welcome; they may be used in the Minister for Disability Services' yearly report on DAIPs. You can upload a photograph for each outcome area, or if you have a series of photographs for one outcome area, upload a document file with the photographs inside. Please note that photos of people cannot be featured in the Minister's report without written permission from the person or their guardian. A sample permission form is [available](#).

## Your details

Name of public authority: **City of Bayswater**

Name of contact person: **Michele Fletcher, Coordinator Community Development**

Phone number: **9272 0621**

Email: [michele.fletcher@bayswater.wa.gov.au](mailto:michele.fletcher@bayswater.wa.gov.au)

## Access and inclusion progress

### 1. General services and events

**DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.**

Ensuring all people can access your organisations public events and general services is fundamental to good customer service.

Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **Yes**

If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

**Strategy - Increase access and inclusion awareness with City engaged agents, contractors, local businesses and service providers.**

**(1.1b) Promote and maintain the City's assisted waste collection service to support the independence of eligible residents in their own homes.**

The City actively provides an assisted waste collection service to people with disability in the community, known as a 'gopher' (assisted waste collection) service promoted to residents via the City's Waste Management team whereby the City's Cleanaway contractor stops, collects and returns the bins from the eligible property. The service assists residents living with disability to remain independent in the community and ensures that waste is continued to be removed from the property, to prevent any associated public health issues occurring.

As at 6 March 2021, the City of Bayswater contractor, Cleanaway, provided a service to 52 residents within the City. The suburbs receiving the service are Bayswater (16 persons), Morley (14 persons), Maylands (9 persons), Noranda (8 persons) and Bedford (5 persons).

Issues or potential improvements are discussed with the City's waste contractor at continuous improvement meetings. Consideration has been given towards the delivery of the City's 'Food Organics Garden Organics' (FOGO) communications/marketing and also the development of specific Q&As.

**Strategy: Build partnerships to support people with disability to participate in their community.**

**(1.2a) Embed information to improve access and inclusion into City documentation, including grants, donations, sponsorships and events. This includes providing accessible parking, public transport and alternative print.**

The City's commitment to foster the inclusive delivery of services, programs and events during 2020/2021 has been progressed through a range of examples listed below:

- City of Bayswater Community Grants Program

The Better Bayswater Grant application form was amended to include the following question for applicants: *"Please describe what steps you will take to ensure that the program/project will be accessible and inclusive. Please refer to the City of Bayswater Access and Inclusion Plan, which is available on our website".*

- Accessible Baysie Business Breakfast, 19 October 2020

The Evenbrite registration for this free community business event delivered by the City included the use of the international symbols of access and deafness. Applicants were asked whether they had accessibility requirements to be noted by the City. Information was also provided on the National Relay Service, building accessibility, ACROD parking and Transperth bus and train routes. [Refer to Outcome 1: Images 1, 2, 3 and 4].

- City of Bayswater 'What's On' Calendar

The City's 'What's On' Calendar webpages acknowledge community programs and events that are free and accessible by embedding these words in the promotional graphic design. In addition, an advanced search function has been added to enable the community to search for events that are free and/or accessible. [Refer to Outcome 1: Images 5, 6]

- The Bird Makers Project, 23 and 30 September and 1 October 2020

The City of Bayswater partnered with CO:3 Australia to hold three workshops for The Bird Makers Project. This project was hosted by the City and brought together community members from a diverse range of backgrounds and ages to enable people to share and reflect on their experience of COVID-19. Participants each created a black bird out of fabric and provided a few words on their personal experiences while in COVID-19 self-isolation. The birds and participant stories were displayed at the set for Co:3 Australia's main stage production at State Theatre Centre of WA in 2021. [Refer to Outcome 1: Images 7 and 8].

- Community Upskiller: 'Events Unlocked', 11 August 2020

This interactive workshop included participants trying on vision impairment glasses, supplied by Vision Australia, then trying to read standard information around the room. Participants appreciated the learning experience, as it helped them to understand and appreciate the importance of accessible communication (print and online).



- 'Get On Down' Disco, Monday 9 October 2020

The City provided financial and in-kind support to Matrix Productions Australia to host a free, all ages, inclusive disco suitable for young people at The RISE in Maylands. There were games, prizes and music, and a fun night was had by all.

- City of Bayswater Carols by Candlelight, Saturday 19 December 2020

This free City-delivered community event attracted approximately 2,500 people. This inclusive event featured: an AUSLAN interpreter provided by Vital Interpreting Personnel, the use of the international symbols for deafness and access, accessible wayfinding matting, and the hiring of universal accessible toilets, to promote participation. [Refer to Outcome 1: Images 9, 10 and 11].

- Accessible Community Events - Movie in the Park: 6 March 2021, Jazz in the Park: 16 January 2021, and Evening in the Park, 20 March 2021

The screening at Movie in the Park used closed captions for people with hearing impairments [Refer to Outcome 1: Image 12]. Examples of where the use of the International Access symbol was promoted, as well as the onsite event location of a food vendor positioned to utilise an existing pathway can be seen at Evening in the Park. [Refer to [Outcome 1: Images 13 and 14]

- Explore. Discover. Connect Carnival, 28 March 2021

Between 300 and 400 people attended the Explore. Discover. Connect Carnival, to encourage people of all ages, cultures and abilities to try a new activity or to join a local community club or group. 31 clubs and community groups delivered a range of activities including: robotics, modified sports, cultural experiences, nutritional tips, information sessions, food options, giveaways, and connection with sporting clubs, services and community groups. All stallholders and contractors were provided with a 'Ways to include people with disability' induction package.

Event Ambassador, Para-athlete Matthew Felton, shared his career achievements as a marathon runner to inspire participants to join a local club and build new friendships. Matthew said, *"If I could inspire just one person; that may be worthwhile for me."* [Refer to Outcome 1: Image 15]. The Master of Ceremonies was supported by an AUSLAN interpreter, the inclusive community event was promoted online as free and accessible, with accessible toilets and ACROD parking made available. [Refer to Outcome 1: Image 16].

**Strategy: Build partnerships to support people with disability to participate in their community.**

**(1.2 c) Investigate and source funding for a business awareness program to improve access and inclusion, such as how to attract more customers by providing better access to businesses.**

The City partnered with People with Disability WA (PWDWA) to support the delivery of the Australian Federation of Disability Organisations Diversity Field Officer project funded by the Australian Government - Information Linkages and Capacity Grant fund.

The project involved working with small and medium-sized businesses to educate and inform how to make their businesses more welcoming and inclusive. The project was delivered in two parts: firstly, an information session which covered disability awareness, inclusive practices such as customer considerations and information access, unconscious bias, and disability confidence.

The second part was an option for businesses to receive a tailored accessible business audit, including business layout, print and online communications. Businesses were also connected to local Disability Employment Service providers and the Employment Assistance Fund. The Project, named 'Accessible Baysie Business Breakfast' was promoted via the City's Facebook page, Bayswater Beat Spring 2020 Edition and community newspaper advertorials.

Invitations were emailed to over 90 local small and medium sized businesses, including local NDIS partners, Bayswater City Residents Association (Inc.), and the Maylands Residents and Ratepayers Association. 20 local businesses registered, of which 12 attended. Three businesses embraced the opportunity for a free business accessibility audit and have actively made improvements to their online and building infrastructure to provide a more accessible business.

Evaluation results indicated that participation improved their knowledge and/or skills about access and inclusion. At the conclusion of the event, PWDWA shared photographs on their Facebook page.

**(1.2d) Provide and promote information to sporting clubs and community groups to assist with the inclusion of people with disability.**

- The City has delivered a diverse range of free monthly community training opportunities through the Community Upskiller program, for local sporting clubs and community groups to increase their members' skills and confidence to provide inclusive service delivery. Clubs were also informed through the City's Club Connection e-newsletter of inclusive initiatives such as:
  - The International Day of People with Disability - 'Ready Steady Golf - Inclusive programs for all abilities' event, and the City's support for the National Disability Services ACROD parking campaign.
  - 'This Bay is Someone's Day' [Refer to Outcome 1: Images 17 and 18]. Clubs and community groups were encouraged to share the Facebook campaign amongst their networks to help raise awareness of the misuse of ACROD Parking Bays (accessible parking) [Refer to Outcome 1: Images 19, 20, 21, 22, 23 and 24].
- The City was one of 11 Local Government Authorities awarded the Inclusion Solutions – 'Building Inclusive Communities WA' project (BICWA) valued at \$26,000.

BICWA is a supportive partnership project designed to build the capacity of clubs and community groups, provide mentoring and a range of practical supports to ensure people regardless of ability, race, ethnicity, gender or sexual orientation, feel a sense of belonging and can actively participate in community life.

The City, in partnership with Inclusion Solutions, is delivering inclusive workshops and a webinar program between April and November 2021 targeting local community and sporting clubs.

**(1.2e) Raise public awareness and understanding of people with disability by celebrating local achievements on 'International Day of People with Disability'.**

For International Day of People with Disability 2020, the City, together with its Community Access and Inclusion Advisory Committee (CAIAC) Chair, Suresh Rajan, and committee member Catherine Marion, produced a video recognising the importance of improving and promoting accessible parking infrastructure, and proudly supported the National Disability Services ACROD Parking Campaign titled 'This Bay is Someone's Day'.

The City featured an upgraded carpark at its Bayswater Waves facility. The 25-year-old Bayswater Waves carpark originally scheduled for improvement works in 2021/22, was fast-tracked as part of the City's \$5.09 million local stimulus package to help the City recover from COVID-19 impacts. This included the opportunity to widen ACROD car bays, making it easier and faster for anyone with an ACROD permit to enter and exit the carpark in their vehicles.

The City promoted the campaign through various channels and formats. In addition to the City's promotions, National Disability Services (WA) also recognised the City's commitment to the campaign via two of their Facebook posts.

**Refer to attached Outcome 1 Images**

## 2. Buildings and facilities

**DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.**

This outcome area is about how your organisation has ensured and safeguarded accessibility in the planning, design, and improvement of built infrastructure.

- (a) Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **Yes**
- (b) If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

**Strategy: 2.1 Improve building accessibility in the planning, design and construction phases.**

### **2.1 (a) Embed universal access considerations into the Project Management Framework, including procurement, approvals, and construction.**

- This City is committed to ensuring and safeguarding accessibility in the planning, design, and improvement of built infrastructure. This includes taking practicable measures to engage with key agents, contractors, and Australian Disability Enterprises to progressively work towards full sustainability and corporate social responsibility principles. The City acknowledges that Tender Exemption is also applicable to Australian Disability Enterprises and the City works with WA Disability Enterprises, where appropriate. In 2020/21, the following improvements in building accessibility (planning, design, procurement and construction) were implemented:

- Mowing of unkempt verges

The City approached registered Disability Service Enterprise providers, requesting tender submissions for the mowing of unkempt residential verges throughout the City of Bayswater. Interlife was awarded the City's contract from October 2020 to September 2023, with a possibility to extend for another two 12-month periods, based upon performance.

- Environmental management services

The City's weed management, planting, erosion control, brush cutting and pruning works was awarded to Workpower for a three-year period from 1 February 2021 to 31 January 2024. [Refer to Outcome 2- Image 1]

- The City continues to share current Australian Standard (AS) advice and guidance with internal and external stakeholders, to ensure that the City meets its obligations for access to City infrastructure, both new and old. As part of the City's \$5.09 million local stimulus package to help the City recover from COVID-19 impacts, accessibility improvements are being fast tracked, including:

- Concept design for the Maylands Waterland project

The concept plans provide a refurbished building to facilitate accessible toilets, change rooms, and a covered party hire area with campers' kitchen facilities. These will be complemented by accessible family play areas, community BBQ, shade shelters and picnic areas.

- Bayswater Library Lift Project

This project was completed in August 2020. The lift has significantly improved access to the library's mezzanine floor, making it possible for people with disability and parents with prams to access the upper level of the library.

- Morley Sport and Recreation Centre Redevelopment project

Construction of Stage 1, which includes two additional courts, parking reconfiguration, rugby field realignment and match field lighting, is to be completed by July 2021. Stage 2 is planned to be completed by September 2021, and includes accessible toilets, changing rooms and storage facilities. Throughout the design, Australian Standards have been met, with fully accessible facilities and details included in the design, such as accessibility ramps, pathways and additional ACROD car bays.

**Strategy: 2.1 Increase access and inclusion awareness with City engaged agents, contractors, local businesses and service providers.**

**(2.1b) Review and update City documentation to ensure agents and contractors are aware of their access and inclusion responsibly when providing goods and services to the public on behalf of the City.**

An internal Agent and Contractor Practice Review was conducted in June 2020 to ascertain opportunities for continuous improvement. To increase staff awareness, an information session was delivered for staff who hold delegated financial responsibility to procure agents and contractors on behalf of the City. The review resulted in the development of internal documentation to guide staff in the management of agents and contractors, as it relates to access and inclusion.

The City also developed the City of Bayswater Guide to Accessible Events publication, which covers a range of strategies that event organisers should consider when planning an event. The publication suggests inclusive communication, accessible information, disability access symbols, WA Companion Card and provides an event checklist and links to other online information and tools. The 'Ways to provide access for people with disability' tool was also uploaded to the City's website.

**Strategy: 2.6 Develop accessible design and inclusive play spaces to support social development for people with a range of disability.**

**(2.6a) Design and develop play spaces in line with the City's Parks and Play Space Classification Hierarchy; providing accessible infrastructure and play equipment in parks, including continuous accessible pathways, fountains,**

**shelter, shade, and seating. Where possible and appropriate, engage education and disability service providers in the design of play spaces across the City.**

In July 2019, the City endorsed a 'Play Space Strategy', as a framework to guide the planning, design and management of play spaces across the City. The City remains committed to ensuring that all future regional and district playground renewal projects have at least one piece of equipment in each playground that is accessible and inclusive for all people, including children with disability.

The following initiatives have been implemented by the City:

- Cloughton Reserve, Bayswater

Upgraded facilities at Cloughton Reserve included a basket swing with a wheelchair accessible, soft-fall rubber pathway; tightrope walk; climbing fort; horizontal spider net; turtle-shaped steppers, and a fairy trail. As part of the redevelopment, the play space has been repositioned closer to trees for natural shade, and accessible pathways now link the picnic and BBQ area with the play equipment. [Refer to Outcome 2: Image 2].

- Luderman and Bohemia Reserves, Noranda

Pathways connecting play spaces to other park assets, including existing parking and/or pathways, have recently been installed at Luderman and Bohemia Reserves, Noranda. [Refer to Outcome 2: Image 3].

- Nellie Tant Reserve (formerly The Strand Reserve), Bayswater

The project included an inclusive basket swing and a wheelchair-accessible picnic setting, connected by pathways.

- Alf Brooks Reserve, Bayswater

The project included a continuous pathway around the entire park, with multiple access points, connecting picnic shelters, seating, and a hardstand multicourt.

- Belstead Reserve, Noranda

The project included two pieces of accessible equipment, being a modified swing seat for young children requiring additional support; and a spinner, both of which are wheelchair accessible via rubber soft-fall. A continuous pathway with multiple access points connects the picnic shelter, seating, accessible drink fountain and playground area.

- Pat O'Hara Reserve, Morley

The project included a basket swing with a wheelchair accessible soft-fall rubber pathway, an accessible ramp to the play space, wheelchair accessible picnic tables and a multi-purpose court. These features accompany the nature play space equipment under the trees, including a climbing fort, slide, climbing rocks and logs. As part of the redevelopment, the play space has been repositioned closer to trees for natural shade, and accessible pathways now link the picnic area, play equipment and multi-purpose area all together [Refer to Outcome 2: Image 4].

- External Funding Success

The City successfully applied for Australian Government: Department of Infrastructure, Transport, Regional Development and Communications funding, under the 'Extension of the Local Roads and Community Infrastructure Program Phase 2'. This funding will support the construction of enhanced park facilities such as accessible park furniture, pathways, shade, and play space equipment, including hydro-zoning and improved irrigation.

The funded projects include: Mahogany Reserve, Morley - \$280,000; Wattle Park Reserve, Morley - \$500,000; and Maylands Waterland Redevelopment, Maylands (additional funds for Stage 1 upgrade) - \$150,000.

**Strategy: 2.7 Support people with hearing impairment to enhance engagement and participation.**

**(2.7a) The City investigated portable hearing loop solutions in consultation with other Local Government Authorities for reference checks, and in July 2020, purchased two audio loop systems from reputable Australian organisations that specialise in assistive hearing.**

One portable audio system, purchased can be used indoors and outdoors. Five ListenTALK receivers with a four-port charging station were also purchased. The second audio loop system was a Counter Hearing Loop System to be used on public access reception counters and frontline customer service desks.

The system was permanently fixed in place under the City of Bayswater Civic Centre Customer Service counter. The International Symbol for Deafness sticker is located on the customer service safety guard to inform customers of this accessible facility [Refer to Outcome 2: Images 5, 6, 7 and 8].

**(c) Please attach any labelled photos and permission forms (where appropriate) to your email response.**

Refer to attached Outcome 2 Images.

### 3. Information and Communication

**DAIP Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.**

Good practice in this area involves considering your target audience: language and terminology; format; location and sensory access for physical signage; technology and customer service delivery.

- Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **Yes**
- If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

**Strategy: 3.1 Diversify accessible information and communication method.**



**(3.1a) Provide the City's Access and Inclusion Plan in Easy English to encourage the participation of people with low literacy.**

The City engaged Scope Australia's 'Accessible Information Service' to develop the City's first Access and Inclusion Plan (AIP) into an Easy English publication.

Easy English is a style of writing that is simple and concise, focuses on key information, and uses words and images to help readers understand the information.

A person may have low English literacy due to an intellectual or cognitive disability; a learning disability; an acquired disability, such as stroke, brain injury or degenerative condition; poor education outcomes; reduced exposure to literacy in adult life; or ageing. People from culturally and linguistically diverse backgrounds may also experience low English literacy, and benefit from Easy English publications.

The development of the City's AIP Easy English version was guided by Scope Australia's team of speech pathologists and writers to translate the document. Following this, people with low literacy (engaged by Scope Australia), tested the document to determine readability and usability of written material, and provided feedback to support finalisation of the document.

The City of Bayswater Access and Inclusion Plan 2020 – 2024 is the first corporate document prepared in Easy English.

The Easy English version is available on the City's website and has been widely promoted. Hard copies of the Easy English version have been distributed to the City's three libraries and local disability service providers, and are available on request by members of the community [Refer to Outcome 3: Image 1].

**(3.1b) Provide information in accessible formats on request for people with disability.**

- The City has provided a number of publications in accessible formats, upon request. Initiatives include the City's quarterly hard copy newsletter publication - Bayswater Beat, and Food Organics Garden Organics (FOGO) promotional collateral. FOGO letters and brochures were translated into other languages.
- City-event marketing material is designed with large font size and an accessible contrast of colours.
- Six promotional Facebook videos were produced with captions on topics including the City's Strategic Community Plan and Get Ready to FOGO.

Example captioned videos can be accessed through the following links:

Art Awards: <https://www.facebook.com/bayswatercity/posts/10157767721878663>

Garage Sale Trail 1:

<https://www.facebook.com/bayswatercity/posts/10157751770188663>

Garage Sale Trail 2:

<https://www.facebook.com/bayswatercity/posts/10157751725783663>

Arbor Park & Belstead Reserve upgrades:

<https://www.facebook.com/bayswatercity/posts/10157730295218663>

- The City's Explore.Discover.Connect Carnival communications and marketing campaign included digital images posted to the Facebook event, accompanied by Alt Text allowing for non-visual desktop access for people who are blind or vision impaired to access and interact with image descriptions [Refer to Outcome 3: Image 2].
- Other City documents promoted as being available in alternative formats include; the City's 2019/20 rates, Bayswater Beat 2020, Caring for our community and the City's Sustainable Bayswater publications.

**(3.1c) The City showcases its Access and Inclusion Plan achievements using a range of communication methods, including video, graphics, large print and hard copy formats. Examples include:**

- Installation of four new footpaths in Noranda in August 2021, to provide better access for people with disability – website article, Facebook post, Bayswater Beat Spring edition. [Refer to Outcome 2: Image 3].
- Bayswater Waves car park upgrade, including the widening of the ACROD Bays - social media post, media release and photo (featured in The Eastern Reporter newspaper), website article, Facebook post and Bayswater Beat Spring edition.
- New accessible lift installed at Bayswater Library – media release and photo (featured in The Eastern Reporter newspaper), website article, Facebook post and Bayswater Beat Spring edition.
- Campaign for the Accessible Bayswater Business Breakfast – Facebook post, photograph, LinkedIn.
- Installation of an accessible vehicle ramp for the WA Rogaining Association - Bayswater Beat Summer edition, media release and photo (featured in The Eastern Reporter), website article, and Facebook post.

**(3.1d) Educate the community on the importance of keeping footpaths and pedestrian pathways clear from obstruction.**

- During January 2021, the City promoted the Noranda Town Centre road upgrade, which included improved accessibility for pedestrians and motorists, including ACROD compliant pram ramps and tactile ground surface indicators to make the journey more accessible for people with a disability, caregivers and parents [Refer to Outcome 2: Image 4].
- The City is committed to providing a safe and convenient path network for the community. The City has continued to increase compliance and enforcement in relation to vehicles and trolleys obstructing driveways and pedestrian access areas.
- To educate and remind community about keeping the City's path network free from obstructions, the City featured an article in the Bayswater Beat, Spring 2020 publication that was distributed to all households from 7 September 2020. The article reminded

people not to park over footpaths, as they block access for pedestrians. [Refer to Outcome 2: Image 5].

**(3.1e) Adopt an internal Written Style Guide that encourages staff to use plain English in all communications.**

The City of Bayswater internal Written Style Guide was developed in February 2021. The Guide outlines effective strategies to communicate information in plain English by ensuring that it is clear and respectful to diverse audiences, including people with disability.

The publication is now included in the City's Induction Program for all new staff.

**(c) Please attach any labelled photos and permission forms (where appropriate) to your email response.**

Refer to attached Outcome 3 Images.

#### **4. Quality of service**

**DAIP Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.**

This outcome area involves the safeguards and initiatives which ensure that your services and processes are consistent, inclusive, or readily adjust to people's needs.

(a) Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **Yes**

(b) If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

**Strategy: Promote the City's commitment to access and inclusion in the Customer Service Charter.**

**(4.1a) Provide and promote a range of options for community members to connect and communicate with the City.**

Our employees are the City of Bayswater's most valuable resource in terms of delivering a high standard of customer service to our community. The City's new Customer Service Charter sets out the City's commitment to staff and customers, and outlines the service that can be expected. It is also a mechanism to explain to customers their options should their expectations for service delivery not be met.

Following the release of the Customer Service Charter, the City developed an online training module, which is compulsory for all employees. Hard copies of the Customer Service Charter are also available.

**Strategy: Build disability confidence to enhance staff and community capacity.**

**(4.2a) Host an internal staff 'Access and Inclusion Upskiller Session' to increase staff awareness on how the City undertakes access appraisals for streetscapes, parks, and events.**

The City delivered a workshop titled 'Events Unlocked'. This interactive workshop helped participants to learn how to host a memorable and inclusive community event. To supplement the training, the City developed a publication 'A Guide to Accessible Events', which has been uploaded to the City's website and internal staff intranet.

**(4.2b) Provide disability awareness and mental health training for staff, using specialist providers and people with lived experience.**

The City partnered with 'Experience Lab' to devise a new workshop aimed at disability discrimination in the workplace. The interactive training provided staff with an understanding of how to navigate disability and mental health with empathy and curiosity, and what can happen when it is poorly managed. The City delivered three workshops on 13 May 2021 at its Civic Centre, with 186 employees attending [Refer to Outcome 4: Image to 4].

**(4.2c) Develop and implement an online City of Bayswater access and inclusion induction training program for staff and Councillors.**

A corporate staff training induction package has been developed to support the induction of new staff, which includes an overview of the City's Access and Inclusion Plan and the responsibilities of staff, agents and contractors. This training will be rolled out 2021/22.

**(4.2d) Support and partner with disability service providers to facilitate workshops aligned with the City's access and inclusion outcomes.**

- The City partnered with, People with Disability WA (PWDWA), to deliver a local business awareness program named 'Diversity Field Officer Service Project'. PWDWA were funded by the Australian Government - Information Linkages and Capacity Grant fund - Economic Participation for People with Disability, to deliver free business awareness program across Western Australia up until December 2020.

Together with PWDWA, the City delivered a free local business event that aligns with the City's Access and Inclusion Plan *Outcome 1.2 (c) Investigate and source funding for a business awareness program to improve access and inclusion*, such as how to attract more customers by providing better access to businesses. The Diversity Field Officer Service Project was a free local business project held on 19 October 2020 at the City's Civic Centre. The project, titled '*Accessible Baysie Businesses Breakfast*' attracted 12 local businesses.

Overall, businesses felt that the event improved their knowledge and/or skills about access and inclusion. They also appreciated the face-to-face networking opportunity.

Participant comments included:

*"I was pleased to see the CoB hold this event and by doing so showing its commitment to improving access and inclusion in the community, particularly supporting local businesses by raising awareness."*

*"It was informative and timed well."*

*"Good networking opportunities."*

Further to the event, three local businesses accepted the opportunity to receive a free business accessibility audit from PWDWA. Since the October event, these businesses have actively made improvements to their online and building infrastructure, to become a more accessible and welcoming business.

**(4.2 e) Hold Customer Service Charter staff training, focusing on how to use the National Relay Service, the Translating and Interpreting Service, and ways to support people with disability to provide feedback.**

The City is committed to demonstrating best practice in access and inclusion, and customer communications, which is reflected in the City's Customer Service Charter. This includes providing for people who are deaf or hearing-impaired, and non-English speaking customers. The City's new portable audio loop was included in the delivery of the training to familiarise staff with its use. Three staff training sessions were delivered with staff from various City branches.

Training material comprised short training videos and a practical demonstration of the City's new portable audio loop, and complimentary handouts. The internal training material, titled 'City of Bayswater Interpreter and Communication Essentials', has been uploaded to the City's intranet for staff to access at any time.

**(c) Please attach any labelled photos and permission forms (where appropriate) to your email response.**

Refer to attached Outcome 4 Images.

## 5. Complaints and safeguarding

**DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.**

Equitable complaints mechanisms can effectively receive and address complaints from all members of the community and play a fundamental role in making sure that services meet the needs of intended consumers.

- (a) Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **Yes**
- (b) If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

**Strategy: 5.1 Review and improve the City's processes to improve feedback mechanisms.**

**5.1 (a) Invite people with disability to be part of consultations to help the City improve customer service satisfaction levels.**

As part of the City's Community Engagement Framework review, the Community Engagement team met with the City's Community Access and Inclusion Advisory Committee to better understand how to reach people with disability, and how to improve opportunities for them to have a say. Information collected from the Committee meeting is being used to improve the City's practice, in particular, better informing stakeholder assessments and engagement planning.

## **6. Consultation and engagement**

**DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.**

Good consultation and engagement strategies consider the ways in which all people are encouraged and supported to engage or participate with information, strategies, or decision-making processes of an organisation. This in turn can provide public authorities with more inclusive outcomes, and potentially, awareness of different perspectives.

- Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **Yes**
- If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

**Strategy: Consider access and inclusion in the planning, design and delivery of public consultation.**

**6.1 (a) Embed access and inclusion in community engagement planning process.**

- The City of Bayswater revised its Community Engagement Framework to better reflect the needs of people with disability in the City's engagement practices.
- Several community engagement initiatives were delivered in 2022/21, with access and inclusion being considered as part of the process. Participants contributed to surveys on several important topics, including:
  - Wotton Reserve Skate Park relocation
  - Community Engagement Framework review
  - Fenced dog exercise area [Refer to Outcome 6: Image 1]
  - 'Shape Baysie', review of the Strategic Community Plan – public comment period
  - Community Engagement Framework review – phase 2 engagement
  - Community Recreation Plan
  - Play space redevelopments.

- Engagement activities have included measures to improve access and inclusion including:
  - Hard copy surveys available at libraries.
  - Pop-up stalls in community spaces to reach people and provide opportunities to participate in person.
  - Inclusion of three Age Friendly Ambassadors at a pop-up stall at Noranda Shopping Centre. Two of the volunteers can speak a language other than English [Refer to Outcome 6: Image 2].
  - Inclusion of Microsoft Word version surveys on Engage Bayswater.
  - Attending stakeholder meetings to enable direct feedback i.e. going to where our stakeholders are.
  - Promotion of initiatives via a variety of mediums including social media, e-newsletter and Bayswater Beat.
- In addition, the City's Community Engagement team has established a relationship with the Chinese Neighbourhood Watch Group, who translated the Community Engagement review survey and distributed it to their members who live within the City. City staff also worked with the group to develop a video to accompany the survey, which encouraged joint participation.

**(6.1b) Provide guidance and resources to support internal staff and external agents and contractors to facilitate accessible and inclusive consultations e.g. portable hearing loops, portable ramps and AUSLAN interpreters.**

- The City is committed to demonstrating best practice in access and inclusion, and customer communications, which is reflected in the City's Customer Service Charter.
- To support staff to provide accessible customer service and communications, three Accessible Customer Service information sessions were delivered. The City's Accessible Customer Service training materials comprised three short 'How-to' videos, with complimentary handouts from key agencies, including:
  - Australian Government: Department of Home Affairs - Translating and Interpreting Service
  - National Relay Service
  - WA Office of Multicultural Interests.
- The City produced an *'Interpreter and Communication Essentials'* document to guide and support staff to deliver accessible and inclusive customer service and communications, and incorporates the above training information and key staff contacts. Staff can access the document on the City's intranet web portal. Staff were also introduced to the City's new portable audio equipment purchased in July 2020, encouraged to use the equipment, and offered one-on-one training, as required. The information sessions increased staff awareness on how to utilise resources to support effective



communication, customer service and public consultation, to assist people who are deaf or hearing impaired, and non-English speaking customers.

Staff provided positive feedback, confirming that the content of the training sessions has improved their knowledge and/or skills. Staff also commented they liked videos that demonstrated the benefits of assistive technology and interpreter services, for both customers and staff.

**Strategy: Expand the variety of consultation methods offered by the City.**

**6.2 (a) Review the Community Engagement Framework and consider how to improve online engagements to better inform people with disability and improve public participation.**

The Community Engagement Framework review is still in progress, however, community engagement to inform the review was completed in April 2021.

Engagement included meetings with several stakeholders that the City does not receive communication from, in its standard engagement practices. The purpose was to better understand how to reach these stakeholders and how to improve opportunities for them to have a say, making the City's practice more accessible and inclusive for the community.

The Community Engagement Framework review also included attending the March 2021 Community Access and Inclusion Advisory Committee meeting, to get their feedback.

Information collected from these forums is being used to improve the City's practices, in particular, better informing stakeholder assessments and engagement planning.

**(6.2b) Monitor the diversity of people, including people with disability, engaging in public consultations by including questions to gauge the diversity of contributors.**

Recent surveys and other engagement activities undertaken by the City have included consistent demographic questions to better collect data on who is being engaged. This will be a permanent inclusion in the City's engagement practices, where practicable. Data being collected includes age, suburb, connection to the City and whether someone identifies as having a disability, being Aboriginal or Torres Strait Islander, or speaking a language other than English at home.

**Refer to attached Outcome 6 Images.**

## **7. Employment, people, and culture**

**DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.**

This outcome is focused on your organisation's activity in directly employing people with disability; including considering the environment, culture and processes which support the maintenance of employment.

- (a) Did you commence or complete new activities, or make significant achievements to ongoing activities, in 2020-21? **Yes**
- (b) If Yes, please describe one or more of these activities, sharing as much as possible about the purpose and the outcome of the activity.

**Strategy: 7.1 Advance employment practices to increase the employment of people with disability.**

**7.1 (a) Join the Australian Network on Disability and take the Access and Inclusion Index Self-Assessment to maximise employment impact and contribute to a national benchmark.**

In preparing the City's Workforce Plan 2020-24, the City identified the opportunity to improve diversity, and is committed to a workplace and workforce that is inclusive and diverse. The City has committed to a target of 5% of the workforce having a disclosed disability by 2025.

To support the City's Workforce Plan, the City became a member of Australian Network on Disability (AND), and conducted its first Access and Inclusion Index Self-Assessment which will support the City to develop a roadmap for improvement. The membership benefits received to date, include:

- Help the City to develop behaviours, attitudes, systems and knowledge to successfully engage with people with disability as employees, customers and stakeholders.
- Provide an effective management tool to measure the City's performance and help to identify where to direct City resources for maximum impact – Access and Inclusion Index.
- Increase opportunities to engage with skilled people with disability through innovative programs such as the City's Stepping Into internship program, and PACE mentoring program.
- Facilitate networking opportunities for mutual learning and information sharing – roundtable events and webinars.
- Collaborate to develop customised tools and specialist publications.
- Provide training in Disability Confidence for Human Resources, Disability Confidence for Managers and Disability Confident Recruiter.
- Undertake valuable projects that inform the City on what it takes to successfully include people with disability as employees, customers and suppliers, in a range of businesses and locations.

**(7.1b) Formalise a roadmap for improvement based on the annual Access and Inclusion Index Self-Assessment Comprehensive Report.**

- The Australian Network on Disability (AND) organisational wide self-assessment has helped to inform the City's roadmap for future actions. Further to the AND report, the City has continued to progress reaching its 5% target of employing people with disability and achieved the following outcomes:

- The City advertised the position of Apprentice Mechanic in February 2021, to which Disability Employment Service provider, Bizlink, presented a candidate with disability. The candidate was given support during the recruitment process.
- The City initiated partnership conversations with Durham Road School, the largest education support school in Western Australia, for work placements in the City.
- All City recruitment is advertised with the following statement:  
*“The City of Bayswater is an Equal Opportunity Employer and we promote a workplace that values and foster the diversity of our staff. We strongly encourage applications from Aboriginal and Torres Strait Islander people, people with disability, people from cultural diverse backgrounds and young people.”*
- Bizlink provided the City with a candidate for the position of Casual Library Officer. The candidate has been working with the Library and Customer Service team since February 2021 and is interested in applying for other positions in the City. (Refer to image 1).

**Refer to attached Outcome 7 Image.**

## Agents and Contractors

The *Disability Services Act 1993* requires authorities to take practicable measures to implement DAIPs through agents and contractors. Engaging key agents and contractors about your DAIP helps to make sure that services delivered to the public on your organisation's behalf share the values and reputation associated with your commitment to access and inclusion.

(a) Does your organisation have measures in place to influence your agents and contractors to act in accordance with your access and inclusion values? **Yes**

(b) If Yes, please briefly describe your organisation's approach.

The City of Bayswater provides agents and contractors with either a copy of or hyperlink to the Access and Inclusion Plan 2020 – 2024, which is available on the City's website: [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au).

In documentation such as 'Request for Quote or Tender; (where relevant), specific clauses or conditions are embedded.

This financial year, there have been additional improvements made to informing agents and contractors (specifically through the Community Grant Funding program), where prospective applicants are required to provide information on how their event will be accessible to people with disability. Successful grant funding applicants, stallholders and event providers are provided with a hyperlink to the new City of Bayswater 'Guide to Accessible Events' publication and 'Ways to include people with disability', available online to promote accountability.

**Strategy: 2.1b Increase access and inclusion awareness with City engaged agents, contractors, local businesses and service providers**

An internal Agent and Contractor Practice Review was conducted in June 2020 to ascertain opportunities for continuous improvement.

To increase staff awareness, an information session was delivered to staff with delegated financial responsibility to procure agents and contractors. The project resulted in opportunities to revise and improve City documentation, to ensure agents and contractors are aware of their access and inclusion responsibility when providing goods and services to the public on behalf of the City. This new documentation has been uploaded to the City's website and staff intranet.

## General questions about your approach to access and inclusion

(a) Which part of your organisation leads the implementation of your DAIP, and how this aligns best for your organisation's structure and objectives? (Tick the most appropriate category)

Corporate Services	
Service delivery	
Office of Director General/Chief Executive Officer	
Infrastructure Planning	
Policy	
Other - Community Development	✓

(b) In 2020-2021, which of the following mechanisms helped your organisation respond to new and existing access and inclusion issues? (Please tick single or multiple options)

DAIP Implementation plan	✓
Internal working group or committee	✓
External working group or committee	✓
Community feedback and/or co-design mechanisms	✓
Other	

(c) In 2020-2021, which strategy or strategies were adopted within your organisation to raise awareness of your DAIP and/or general access and inclusion? (Please tick single or multiple options)

All new staff receive a copy of the DAIP	
Workshops/seminars/training/events	✓
DAIP is referenced in internal policies and procedures	✓
DAIP planning is integrated into other organisational commitments	✓
Other: In 2020/21, new staff have been informed about the Access and Inclusion Plan 2020 – 2024 through face-to-face corporate induction program	✓

(d) In 2020-2021, did your organisation plan activities in your disability access and inclusion plan which were not implemented? (Please tick a single option)

Yes	
No	✓

(e) If Yes, what were the main reason(s)? (Please tick single or multiple options)

Change in budget resources	
Change in staffing capacity/leadership	
Change of priority	
Loss of engagement with stakeholders	
Other	

(f) (Optional) As manager of your agency's plan, please provide any observations about how well your plan and its implementation relate to the following.

Please respond with either Yes, No, Mostly or Sometimes, along with any additional comments.

Is informed by internal and external stakeholders	Yes – The City's Community Access and Inclusion Advisory Committee oversees the development and implementation of the Access and Inclusion Plan. The City has demonstrated that we work collaboratively with a diverse range of community stakeholders, including people with disability to deliver initiatives that meet community expectations. Additionally, the City has recently established an internal Workforce Diversity and Inclusion Committee, which will discuss disability access and inclusion of employees, as one of its key focus areas. The internal committee held its first meeting in June 2021.
Is relevant to the values of the organisation	Yes – The City's four values are: Accountability, Excellence, Innovation and Respect. , The City has strived to deliver projects, programs, events and initiatives that mirror these values through the development and implementation of the Access and Inclusion Plan 2020 – 2024.
Works together with other organisational strategies	Yes – Alignment with the Strategic Community Plan and other informing strategies.
Generally, has some form of assessment or evaluation of its strategies	Yes – Evaluations are undertaken for projects, programs and events delivered.
Is reinforced within the organisation as a 'living' document.	Yes –The City's AIP is reinforced within the organisation as an all organisational responsibility. Accountability is maintained.

## General feedback

If you have anything else you wish to share about your organisation's experiences (including initiatives which do not readily fit into the outcome areas) or general feedback or advocacy about access and inclusion, please include below.

The City delivered on all Access and Inclusion Plan 2020-2021 deliverables despite the impact of COVID – 19, which included the Community Development team delivering

information in a range of formats together with modified event planning to help keep our community connected and resilient through difficult times. For more information please visit the City's webpage entitled 'Coronavirus (COVID-19) - <https://www.bayswater.wa.gov.au/covid19>





## Outcome 1 - General services, programs and events



**Image 1** Eventbrite tile for the Accessible Baysie Business Breakfast, 19 October 2020



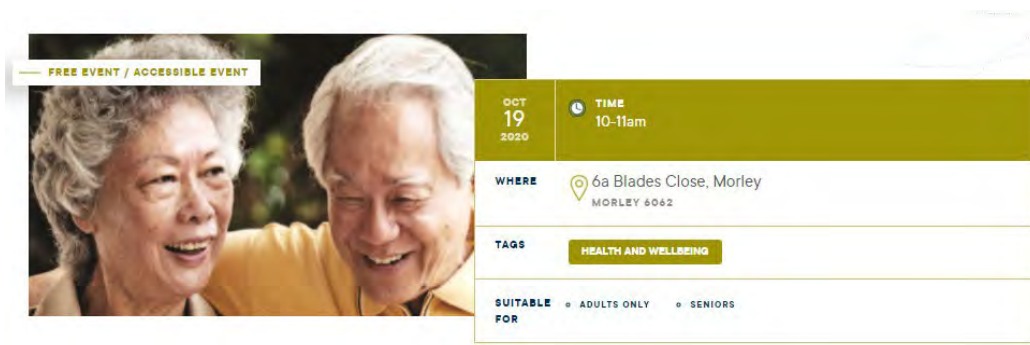
**Image 2** City of Bayswater Deputy Mayor, Cr Filomena Piffaretti and Rebecca from Maylands Wellness Centre - Facebook promotional post for the 'Accessible Baysie Business Breakfast', Monday 19 October 2020.



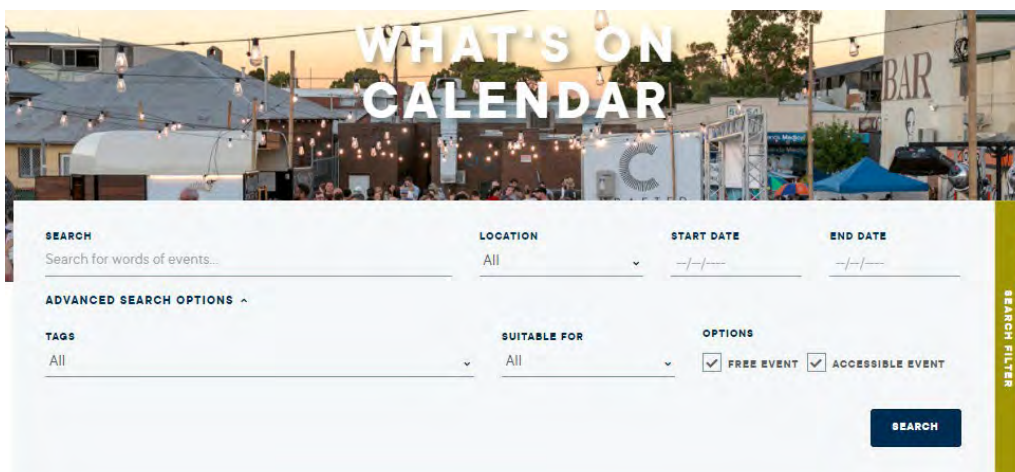
**Image 3** *People With Disability WA - Diversity Field Services Project hosted by the City of Bayswater for the Accessible Baysie Business Breakfast, Monday 19 October 2020.*



**Image 4** *City of Bayswater Cr Sally Palmer, City of Bayswater Mayor Cr Dan Bull, People With Disability WA Executive Director Brendan Cullinan, and Diversity Field Officer Tania Stefanoska at the Accessible Baysie Business Breakfast, Monday 19 October 2020.*



**Image 5** *City of Bayswater What's On Calendar example of a free and accessible Community Centre Event.*

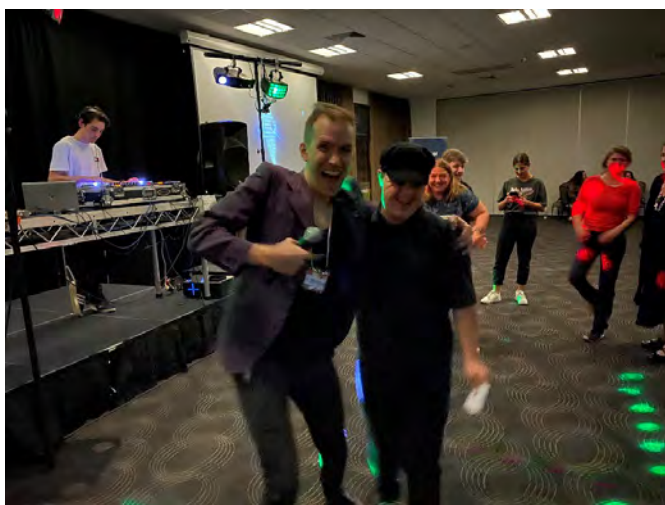


**Image 6** *City of Bayswater What's On Calendar advanced search function to search for a free and/or accessible event.*

City of  
**Bayswater**



**Image 7**      *Bird Maker Project at Morley Noranda Recreation Club, September 2020*



**Image 8**      *Matrix Productions Australia Get On Down Disco, The RISE, Maylands, 9 October 2020*



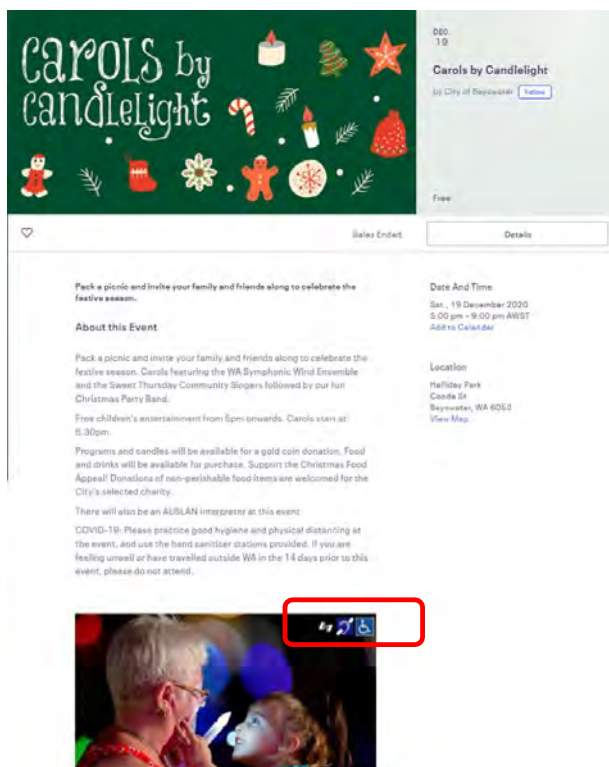
City of  
**Bayswater**



**Image 9** Vital Interpreting Personnel AUSLAN Interpreter, City of Bayswater Carols By Candlelight, Halliday Park, Bayswater, 19 December 2020



**Image 10** Accessible matting and universal accessible toilets, City of Bayswater Carols by Candlelight, Halliday Park, Bayswater, 19 December 2020



**Image 11** EventBrite page, Carols By Candlelight, 19 December 2020



**Image 12** Use of disability access symbols on Eventbrite page for Movie in the Park, 6 March 2021.

City of  
**Bayswater**



**Image 13**      *Use of disability access symbols on Eventbrite page for Jazz in the Park, 16 January 2021.*



**Image 14**      *Food vendors positioned to utilise existing pathways for ease of access at Evening in the Park, 20 March 2021.*



City of  
**Bayswater**



**Image 15** Explore Discover.Connect Carnival Ambassador and para-athlete Matthew Felton.



**Image 16** Master of Ceremonies and Auslan interpreter opening the Explore.Discover.Connect Carnival on Sunday, 28 March 2021 at The RISE, Maylands.

City of  
**Bayswater**



**Ready Steady Golf!**  
Inclusive programs for all abilities

To help celebrate International Day of People with Disability on 3 December 2020, Ready Steady Golf are offering FREE come and try golf classes for all abilities.

**ADULTS** - Thursday 3 December 2019 from 9.30am to 10.30am  
**CHILDREN & TEENS** - Saturday 5 December 2020 from 9.30am to 10.30am

Classes held at The Vines Resort & Country Club and bookings are essential.

For more information or to register please contact Mark Tibbles.

[Register here](#)

**Image 17** City of Bayswater Club Connection E-newsletter - December 2020.

City of  
**Bayswater**

**Club Connection**

City News



**Celebrating International Day of People with Disability**

**"This Bay is Someone's Day"**

The City of Bayswater is proudly supporting the National Disability Services ACROD Parking Campaign - 'This Bay is Someone's Day', launching Thursday 3 December 2020 as part of International Day of People with Disability 2020.

"This Bay Is Someone's Day" has been created to raise awareness of the misuse of ACROD Parking Bays (accessible parking) for people with disability and we encourage you to share this campaign with your club/organisation by visiting the City's Facebook page.

**Image 18** City of Bayswater Club Connection E-newsletter - December 2020.

City of  
**Bayswater**



City of Bayswater

2 December 2020 · 🌐

As part of International Day of People With Disability, the City of Bayswater is proudly supporting the National Disability Services ACROD Parking Campaign, *This Bay Is Someone's Day*.

Together with the City's Community Access and Inclusion Advisory Committee (CAIAC), the City recognises the importance of improving and promoting accessible parking.

As part of our commitment to a more accessible City, we recently upgraded the ACROD parking bays at Bayswater Waves, which was fun... [See more](#)



👍❤️👏 27

4 comments 13 shares

**Image 19**

*Mayor Dan Bull with the City of Bayswater Community Access and Inclusion Access Committee (CAIAC) Chair Suresh Rajan and CAIAC member Catherine Marion at Bayswater Waves.*

City of  
**Bayswater**



**City of Bayswater**

2 December 2020 · 🌐

As part of International Day of People With Disability, the City of Bayswater is proudly supporting the National Disability Services ACROD Parking Campaign, This Bay Is Someone's Day.

Together with the City's Community Access and Inclusion Advisory Committee (CAIAC), the City recognises the importance of improving and promoting accessible parking.

As part of our commitment to a more accessible City, we recently upgraded the ACROD parking bays at Bayswater Waves, which was fun... See more



👍❤️👏 27

4 comments 13 shares

👍 Like

💬 Comment

➦ Share

Most relevant ▾



**Eithne O'Doherty** This is a great initiative by Baysie Concil. Being an ACROD permit holder I know how frustrating it is to see non disabled people taking up these designated spaces. I have on many occasions given up and gone home.

4w

👍 2

**Image 20** *City of Bayswater Community Access and Inclusion Advisory Committee member Catherine Marion using the upgraded ACROD parking bay at Bayswater Waves.*





Image 21 City of Bayswater website - News page, 3 December 2020

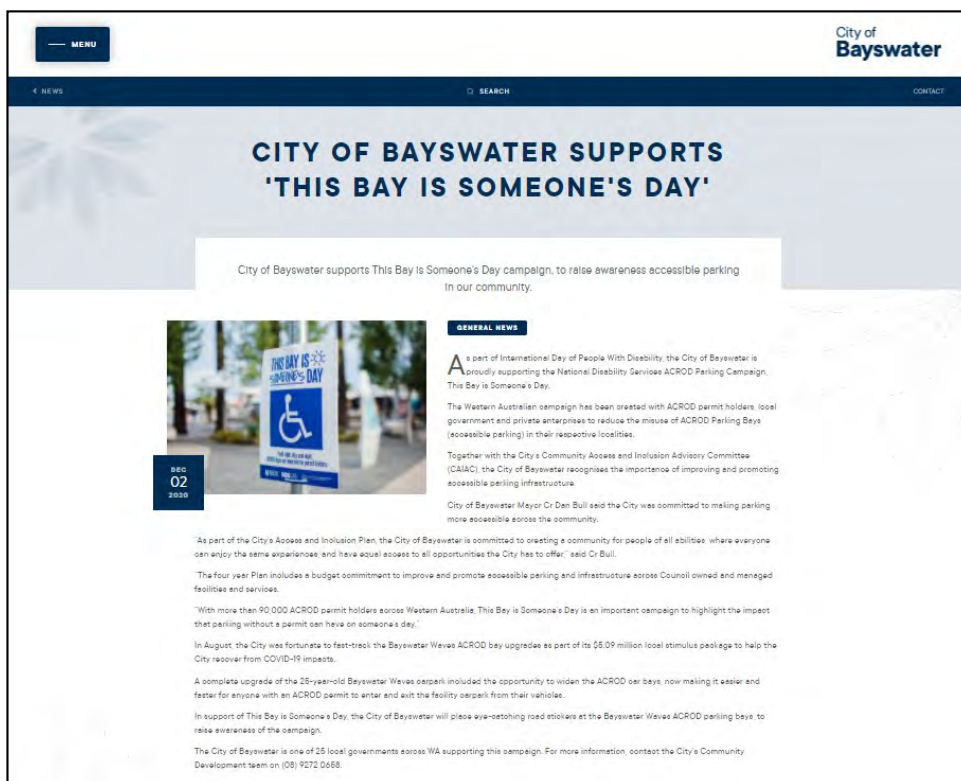
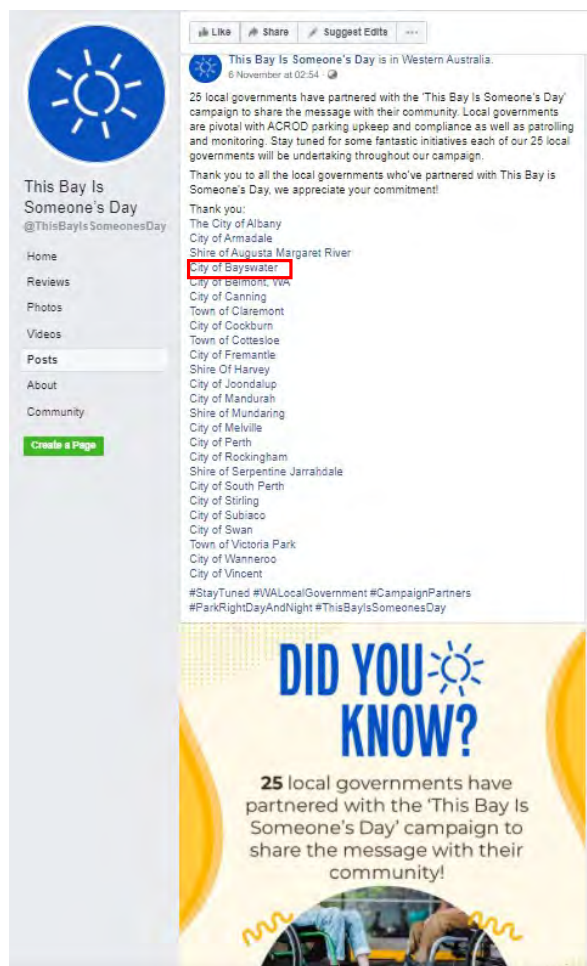


Image 22 City of Bayswater website - News page, 3 December 2020

City of  
**Bayswater**



**Image 23** *National Disability Services - This Bay is Someone's Day Facebook post of the City of Bayswater video, 3 December 2020.*



**Image 24** *National Disability Services - This Bay is Someone's Day Facebook post acknowledging the City of Bayswater commitment to the campaign, 6 November 2020.*



City of  
**Bayswater**

# Outcome 2 Images

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au



## Outcome 2 - Buildings, facilities and procurement



**Image 1**     *The City awarded a three-year contract to disability employment service provider - Workpower to carry out environmental management services. Mayor Dan Bull, City of Bayswater with Workpower employees Nathan Prior and Aaron McCahon at Gobba Lake, Bayswater.*



**Image 2**      *Claughton Reserve upgrades completed December 2020*



**Image 3**      *Connecting pathways at Luderman and Bohemia Reserves, Noranda, completed December 2020*

City of  
**Bayswater**



**Image 4** *Pat O'Hara Reserve upgrades completed January-March 2021*



**Images 5, 6, 7**

*Word of Mouth Technology Front Row To Go Portable FM Soundfield system (1); Carry case (2); and ListenTALK transceiver (3).*

City of  
**Bayswater**



**Image 8** *ClearaSound Counter Hearing Loop System installed at the City of Bayswater Civic Centre, Customer Service counter, July 2020.*





## Outcome 3 - Information and Communication



**Image 1**      *Access and Inclusion Plan 2020-2024 - Easy English version cover page.*

City of  
Bayswater



**Image 2** *City of Bayswater, Explore.Discover.Connect Carnival communications and marketing campaign included digital images posted to the Facebook event, accompanied by Alt Text allowing for non-visual desktop access for people who are blind or vision impaired to access and interact with image descriptions.*



**Image 3** *City of Bayswater Facebook post of Noranda Town Centre road upgrades with Deputy Mayor Filomena Piffaretti and Noranda resident Barbara Starkey and her granddaughters Summer and Rosie, 21 January 2021.*

## Road upgrades completed

NORANDA locals can now walk safely around their local shopping centre and park after the City of Bayswater completed road upgrades in the town centre.

The City recently installed a central median strip, turning pockets, more pedestrian crossing locations and a new asphalt road surface, widened the road, improved street lighting and planted 18 eucalyptus trees along the median strip.

This comes after the community were consulted on concept designs in 2019.

Deputy Mayor and Noranda resident Filomena Piffaretti said the upgrade improved the town centre's aesthetics, accessibility and safety for pedestrians and motorists.

"As a local resident, it's been fantastic to watch the intersection at Benara Road and McGilvray Avenue transformed by the upgrade," she said.

"People moving through the area will notice two pedestrian crossing locations have been added to four



**Bayswater Deputy Mayor Filomena Piffaretti with Noranda resident Barbara Starkey and her granddaughters Summer and Rosie.**

existing crossing points at Benara Road and McGilvray Avenue.

"Importantly, these crossing locations incorporate Acrod compliant pram ramps as well as tactile ground surface indicators, making the journey to and from Noranda shopping cen-

tre and Robert Thompson Reserve more accessible for people with a disability, caregivers and parents.

"We now have a streetscape that's safer and inviting for residents and visitors to Noranda, and welcomes people to the local businesses in the town centre."

**Image 4**

*Noranda Town Centre road upgrades including new crossing with Deputy Mayor Filomena Piffaretti and Noranda resident Barbara Starkey and her granddaughters Summer and Rosie, January 2021.*



**Be community aware and park with care**

We pride ourselves on being an inclusive community – the City is home to all sorts of people with all sorts of lives, hobbies, abilities and families. It is important that everyone who lives here feels safe, and a simple way we can help with this is by being aware of where we park. When we park over a footpath, we are blocking access for people who need to use them. Whether it's someone out jogging, pushing a pram, walking their dog or a wheelchair user, the pavement needs to remain clear so they are able to move safely through our suburbs. So let's all do our bit and keep our pavements free from obstacles.



**Image 5**      *City of Bayswater Beat, Spring 2020, Article educating community not to park over a footpath.*

City of  
**Bayswater**

# Outcome 4 Images

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au



## Outcome 4 - Quality of service



**Images 1 to 4** *Disability discrimination in the workplace training by Experience Lab with City of Bayswater staff, Thursday 13 May 2021, City of Bayswater Civic Centre.*

City of  
**Bayswater**

# Outcome 6 Images

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au



## Outcome 6 - Consultation and engagement



**Image 1** City of Bayswater community engagement pop up stall, Noranda Shopping Centre, with the City of Bayswater Age Friendly Volunteer Ambassadors.



**Image 2** City of Bayswater community engagement pop up stall for the fenced dog exercise area.

City of  
**Bayswater**

# Outcome 7 Image

61 Broun Avenue, Morley WA 6062 | P: 9272 0622 | F: 9272 0665 | mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au



## Outcome 7 - Employment, people and culture

### Dream Job



*Pictured Hayden and Charlie outside Morley Library*

Published author, Hayden Selfe, recently started his "dream" job working at the City of Bayswater Library. Hayden had thought he would be stuck in takeaway food forever. However, he completed Librarian qualifications and BIZLINK Midland worked with him to connect to new employers and a new job. Hayden is now employed as a casual Library Assistant. The City of Bayswater are proactive employers and work with BIZLINK to increase their diversity and equal opportunity employment.

Hayden has done the hard work to get him to where he needed to be. BIZLINK Midland are delighted to see Hayden excel and follow his dream and we will continue to support him in this role. Charlie, Johnny, Liz and Julie have loved seeing Hayden follow his dream and be an inspiration to others. Thanks City of Bayswater for the opportunity.

You can find Hayden's book 'Hatching Heroes' and others online

[www.goodreads.com/author/show/7057265.Hayden\\_Selfe](https://www.goodreads.com/author/show/7057265.Hayden_Selfe)

**Image 1** New City of Bayswater, casual Librarian, Hayden Selfe, at Morley Library, March 2021.



**11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****11.1 Cr Ehrhardt - Inclusion And Accessibility At Bardon Park**

In accordance with clause 5.3(1) of the City of Bayswater's *Standing Orders Local Law 2018*, CR CATHERINE EHRHARDT raised the following motion:

*“That Council requests the CEO investigate options to improve accessibility at Bardon Park (between upper and lower park) with these works to be funded from the Cash-In-Lieu for Public Open Space Trust Fund, and provides a report to the December Council Meeting on the outcome.*

**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.

**OFFICER'S COMMENT**

The City will be required to undertake an investigation into the existing levels between the upper and lower park levels, along with a basic survey, as part of the investigation. This will enable further assessment to be undertaken including the existing infrastructure and vegetation.

**LEGISLATIVE COMPLIANCE**

The provision of any options in Bardon Park will require approval from DBCA and the Department of Indigenous Affairs.

**FINANCIAL IMPLICATIONS**

As part of the report on the outcomes of the investigation, the City will consider funding options available for works including Cash-In-Lieu Public Open Space Funds.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme Community

Goal C3: Maximise the use of facilities and parks by all sections of the community.

Theme Environment and Liveability

Goal E3: Improve the City's walking and cycling network and create safer streets.

**CONCLUSION**

The level difference between the existing carpark and lower park area along with existing infrastructure and vegetation is required to be surveyed. This will enable a more accurate level of detail to make further assessments of possible improvements that may be made as part of a future report.

**VOTING REQUIREMENT**

Simply Majority Required.

**ATTACHMENTS**

Nil

## 11.2 Cr Dan Bull, Mayor - Electric Vehicle Charging Stations

In accordance with clause 5.3(1) of the City of Bayswater's *Standing Orders Local Law 2018*, Cr Dan Bull, Mayor, raised the following motion:

***"That Council requests the City to prepare a report for Council consideration in relation to options for the provision of public electric vehicle charging stations within the City and the subject report be presented to Council by 30 November 2021."***

### 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.

### OFFICER'S COMMENT

Electric Vehicle (EV) technology has been progressing at a rapid rate, where EVs are now the primary focus of most major car manufacturers. In many parts of the world, there has been a major paradigm shift from combustion to electric technology, including in some of the major car purchasing markets, such as China, USA and many parts of Europe.

While the shift is largely driven by the environmental benefits associated with EV technology and the need and desire of manufacturers and Governments to meet emission and sustainability targets, consumers are also increasingly seeking EV technology due to the potential cost and amenity benefits these vehicles provide.

To date, the uptake of EV technology in Australia has been slow by comparison to other developed countries. There are a number of theories and studies on why this is the case, however, based on motorist surveys undertaken by the EV Council of Australia in 2018, the three largest barriers to EV ownership in Australia are:

- Access to charging infrastructure (65%)
- Purchase cost (61%)
- Anxiety of the distance an EV can travel (59%).

Global uptake is assisting in reducing the EV purchase cost and improvements in battery technology are increasing the travel distance of EVs, however, the provision of charging infrastructure is an area that often requires State and Local Government support, which to date this has been limited.

Supporting the uptake and use of EVs can lead to several community benefits including:

- EVs are cheaper to run;
- Are quieter; and
- Emit less pollution than traditional combustion engine vehicles.

In South Australia, Adelaide City Council (ACC) started their journey in 2009 with installation of two 15amp single phase (trickle charge). Since then, ACC has installed 40 charging stations within their municipality (2 x 50kW DC fast chargers and 38 x 22kW three-phase AC chargers) under multiple ownership models. ACC self-funded approximately 60% of the cost of the project, received grant funding from the State Government and Mitsubishi, and co-investment with SAPN and Tesla. ACC has engaged a third party (Chargefox) for the maintenance of the charging stations and operation of the software for the charging network and payment system.

As part of the project, ACC identified several barriers to the implementation and operation of EV charging stations, such as Council's lack of knowledge and expertise in the electricity network and technology of charging stations. In addition, old switchboards and electrical systems, phase charging differences between EV models, capacity limitation and demand management of existing main electrical switchboards, all added to the complexity.

The ACC future model is currently moving from a Council ownership model toward an incentive-based model where they provide a subsidy for businesses who wish to install a charging station.

A recent study from the Central Victorian Greenhouse Alliance, indicates there are three types of charging station ownership models for Council to consider:

**Model 1: Own and Manage**

Council could purchase and install the charging stations. Council would be required to maintain and manage the stations, including purchasing software to run them (Council could engage a third party to manage this, however, at an additional cost).

**Model 2: Lease and Service Subscription**

Council could lease the hardware from a supplier. The supplier will provide the software and maintain the unit. Installation cost of the charging unit can be included or excluded from the lease arrangement (e.g. Council could pay the installation cost to reduce the lease cost).

**Model 3: Incentivise Market**

Provision of sites for third party ownership and management of infrastructure. Council simply provides the sites and bears no maintenance or management costs.

The provision of EV fast charging stations by private enterprise is also beginning to grow with the recent announcement by Ampol where the AFMA has reported it has:

*"...entered into a funding agreement with the Australian Renewable Energy Agency (ARENA) to deliver a national fast charging network to support the uptake of battery electric vehicles (BEVs) in Australia."*

ARENA has also supported other applicants such as Chargefox, which will include WA. It is also expected that private enterprise will look to take a more involved role in the very near future.

It is understood that there is an ever-increasing number of models, costing options and logistical considerations for electric vehicle charging stations. It is anticipated that it may take approximately four to five months to investigate all options emerging in the marketplace.

**LEGISLATIVE COMPLIANCE**

Not applicable.

**FINANCIAL IMPLICATIONS**

Not applicable.

**STRATEGIC IMPLICATIONS**

In accordance with the City of Bayswater Strategic Community Plan 2021-2031, the following applies:

Theme: Environment and Liveability

---



- Goal E4: Lessen the City's Impact on the environment through its buildings, infrastructure, services and targets, such as zero emissions by 2040, and empower the community to live sustainably.
- Goal E5: Protect and enhance the City's natural environment and biodiversity, and encourage the community to participate in its protection.

### **CONCLUSION**

For Council to consider.

### **VOTING REQUIREMENT**

Simple Majority Required.

**12 QUESTIONS FROM MEMBERS WITHOUT NOTICE****12.1 Responses To Questions From Members Taken On Notice**

<b>1. Morley Sports and Recreation</b>	
<b>QUESTION(S)</b>	<b>RESPONSE / ACTION</b>
<b>Cr Steven Ostaszewskyj</b>	<b>Director Major Projects and Commercial Activities</b>
I had a ratepayer contact me about the Morley Sport and Recreation Centre. They are interested to know what type of lighting will be used inside the new sports hall. They are hoping it will be energy efficient or LED. Do we have any information on the type of lighting that will be used inside those new sports halls please?	Yes, LED lighting is being installed at the Morley Sport and Recreation Centre new sports hall and amenities area. Sylvania Pierlite LED fittings have been chosen for the new sports hall, with a court lighting design approved that meets Basketball WA and Netball WA competition requirements.
Can you please advise what type of lighting will be used inside the new sports halls at the Morley Sport and Recreation Centre?	
When are we expecting that that Morley Sports and Recreation Centre's facility will be ready to be used?	The end of October is confirmed as the programmed completion date.
<b>2. Rates Query</b>	
<b>QUESTION(S)</b>	<b>RESPONSE / ACTION</b>
<b>Cr Steven Ostaszewskyj</b>	<b>Director Corporate and Strategy</b>
Another resident contacted me after receiving her rates notice and the package that came with the rates notice. She is concerned about borrowings for Bayswater Waves and Morley Recreation Centre and Waterlands. The ratepayer asked "is this a done deal?" From the information that she read, she interpreted it as meaning we've borrowed \$4,000,000 but my understanding was that we haven't borrowed any money until reports come back to council to confirm these borrowings.	The City hasn't borrowed any money at this stage. The figures were added to the budget to allow the City to borrow them when required. The City will provide Council with a business case at the point in which we require the funds.
Can I please get some clarification around what information was sent to ratepayers with their rates notice around the budgeted borrowings for upcoming projects. When does the City intend to borrow the money?	A flyer was included with the annual rates notice entitled "2021/22 Budget Putting our Community First". There is a section in the flyer entitled "Capital Works Funding" and a subsection that reads:  Major Projects \$4.4 million

	<p>\$4m in loan funding will go towards the redevelopment of Maylands Waterland, Morley Sport and Recreation Centre, and Bayswater Waves this year. An additional \$425,000 in municipal funding has been allocated towards the completion of the Morley Sport and Recreation Centre.</p> <p>The funds will be borrowed during 2021/22 subject to a supporting business case.</p>
<b>3. Official Councillor Communication Channels</b>	
<b>QUESTION(S)</b>	<b>RESPONSE / ACTION</b>
<b>Cr Filomena Piffaretti</b>	<b>Chief Executive Officer</b>
<p>Since the Councillor column in the Eastern Reporter has ceased, what opportunities do Councillors have to provide statements to the Community through official City media and communications channels, such as the City's website and Facebook?</p>	<p>Councillors have the opportunity to promote themselves via the 'Catch up with a Councillor' feature in the quarterly Bayswater Beat magazine. All media statements are made by the Mayor or CEO as the spokesperson for the City.</p>
<b>4. Item</b>	
<b>QUESTION(S)</b>	<b>RESPONSE / ACTION</b>
<b>Cr Catherine Ehrhardt</b>	<b>Acting Director Works and Infrastructure</b>
<p>Thank you, I just have two questions, happy to have them taken on notice. Both are in relation to Hillcrest Reserve.</p> <p>I spoke with a club president down there the other week; can I please get clarification around the light poles there. My understanding is that they are currently 75 lux lights in there but they're actually wired correctly to go to higher lux and the requirement that they're actually seeking is 100lux so they just need the globes. Can I get some clarification around what's happened in that or if the club has come to the city asking for that and what is the possibility of achieving that for the club in terms of are there any CSRFF grants coming up etc.</p> <p>Is the City able to upgrade the light poles at Hillcrest Reserve to 100 lux? Has the City received a request for this by any sporting clubs? Are there any upcoming relevant grants?</p>	<p>Yes, the lights are capable of being upgraded to 100LUX if required. Currently, the lighting is test and commissioned for 50LUX(small ball training).</p> <p>A CSRFF application can be considered, but it would have needed to be added to the CSRFF Funding report for August Ordinary Council Meeting Agenda for consideration by Council or wait until the next funding round in 2022.</p> <p>To date, the City has not received any formal written request from the sporting clubs at Upper Hillcrest Reserve and has only been verbal discussions previously with aspirations to host night matches.</p>

<p>In terms of the clubs there, in terms of the change rooms we have going in, with the budgeted amount that we have which I think was \$200,000, has the city considered renting change rooms instead which would be a much cheaper proposition for the City, with the bonus that the building itself would be the responsibility of the hiring company so if anything breaks or whatever, other than usual wear and tear, that would be the responsibility of the hiring company to replace and fix. Once again, happy to take this on notice but a basic change room package 6m x 3m is about \$14,000 a year. So I just wanted to see if the City actually considered that at any stage.</p> <p>Has the City considered renting portable change rooms instead of purchasing them for Hillcrest Reserve?</p>	<p>The City is currently investigating both purchasing and leasing options for portable changing room units for this site.</p> <p>Pending on the type of leasing agreement, maintenance and repairs of the unit may or may not be the responsibility of the hirer.</p> <p>Officers have met with the clubs onsite and agreed the unit needs to meet the Western Australian Football Commission Venue Requirements for senior women's football (minimum 18 players per changing room), while ensuring the facility is unisex and is ACROD compliant. These are all considerations that impact the budget of the project.</p> <p>The City is aiming to deliver the project prior to 2022 Winter Season.</p>
---	---

## 5. Bardon Park

QUESTION(S)	RESPONSE / ACTION
<p><b>Cr Catherine Ehrhardt</b></p> <p>When I was at Bardon Park again the other day, I noticed that the algal blooms are coming back in the upper pond. They seem to have settled down in the lower pond and I'm crediting that to probably the floating wetland, but I am just wondering, once again, happy to take this on notice, if the City is considering any point of bringing forward one of the original proposals there to remediate the cracks that are apparently in the pond linings.</p> <p>Is the City considering bringing forward one of the original proposals to remediate the cracks that are apparently in the pond linings in the upper pond at Bardon Park?</p>	<p><b>Acting Director Works and Infrastructure</b></p> <p>The City is undertaking twice monthly scooping of algae and excess vegetative growth in the Bardon Park ponds and has recently installed a floating wetland in the lower pond as a trial.</p> <p>The City obtained a quote to develop a park wide redevelopment concept design incorporating a living stream which would have incorporated replacement of the ponds however this did not progress through the budget process. At this stage there are no plans remediate any cracks in the lining.</p>

## 6. Whatley Crescent Closure – Traffic Management

QUESTION(S)	RESPONSE / ACTION
<p><b>Cr Lorna Clarke</b></p>	<p><b>Acting Director Works and Infrastructure</b></p>

What is the City able or planning on doing to manage traffic specifically in relation to the King William and Olfe street junction? Now that Whatley Crescent is closed there is a lot more traffic coming through that particular intersection. What can the City do to improve safety, in particular at the junctions between Slade Street and Guildford Road and also King William Street and Guildford Road? I've had a number of people raise that in terms of the timing of the lights and safety.

Can the City please provide information around traffic management plans related to increased traffic due to the closure of Whatley Crescent, particularly for the below intersections:

1. King William Street and Olfe Street
2. Slade Street and Guildford Road; and
3. King William Street and Guildford Road

In accordance with Council's endorsement of the temporary closure of Whatley Crescent, part of the endorsement's conditions was for Evolve Bayswater Alliance (EBA) to implement temporary traffic measures during the closure period. EBA is currently undertaking traffic video surveys and modelling as part of their preparation of proposed measures for the City's consideration.

1. King William Street and Olfe Street – treatment options are being developed for this intersection. It is expected the proposed treatment will address the concerns on the difficulty with entering King William Street from Olfe Street in particular with turning right (northbound) onto King William Street.
2. Slade Street and Guildford Road - although no measures have been proposed at this intersection, there are plans for improvements on the right turn movements at the King William Street and Guildford Road intersection. It is expected this will facilitate the Slade Street and King William St southbound traffic turning right onto Guildford Road westbound towards the Perth CBD.
3. King William St and Guildford Rd – As above. EBA is currently preparing plans to modify the signal intersection which will allow safer and longer periods of right turns from King William St onto Guildford Rd for Main Roads WA (MRWA) approval. MRWA are also investigating upgrading options for this intersection

## 7. Tonkin Gap Project

### QUESTION(S)

**Cr Lorna Clarke**

Can we please have more information around the sound walls that will have to go up for this project and what options residents might have in relation to those sound walls?

### RESPONSE / ACTION

**Director Major Projects and Commercial Activities**

The noise wall construction FAQ is available at the following website:

[https://www.mainroads.wa.gov.au/globalassets/projects-initiatives/projects/metro/tonkin-gap/tonkin-gap-noise-wall-fact-sheet.pdf? t\\_id=zCYQjrA08ZAbydJB7nCliA%3d%3d& t\\_uuid=fdKL5KwcRWmuL4NP0wgPLA& t\\_q=noise+walls& t\\_tags=language%3aen](https://www.mainroads.wa.gov.au/globalassets/projects-initiatives/projects/metro/tonkin-gap/tonkin-gap-noise-wall-fact-sheet.pdf? t_id=zCYQjrA08ZAbydJB7nCliA%3d%3d& t_uuid=fdKL5KwcRWmuL4NP0wgPLA& t_q=noise+walls& t_tags=language%3aen)

	<p><a href="#">%2candquerymatch&amp; t hit.id=MainRoads_CM_S_Core_Media_PDFDocument/ 666d0dfc-cc8a-4832-96f0-e4ffb7167763&amp; t hit.pos=1</a></p> <p>The heights/ locations of the noise walls are determined by the noise modelling that has been undertaken. Individual consultation has commenced with Wyatt Road and River Road residents and residents have a choice of three colours for the property facing wall. Residents can also choose whether or not they have their fence removed. Noise wall heights and locations have been shared with the City as part of the design checks. The design on the roadside has also been determined by the Alliances Urban Designer as it needs to tie in with Northlink and Gateway. These drawings were shared recently at the Community Open House event held by the Tonkin Gap Alliance.</p>
<p>In relation to tree planting, when are the trees scheduled for planting. Can you please advise if the trees will be large scale trees rather than just small shrubs?</p>	<p>At this stage the planting is proposed to be consistent with standard MRWA road reservation reinstatement guidelines. Typically, this does not include large trees as it has been found that large trees do not have a high survival rate with standard MRWA maintenance regimes. Notwithstanding this the City will continue to negotiate with the Alliance contractor to ensure that the replanting in the area provides the best outcomes for the community.</p>
<p>With all the rain we've had, as I drove along the Tonkin, I could see water, in relation to the project, in quite large quantities and I just wanted to ask about the safety of that and what is being done to make sure that is given water and flooding risks.</p> <p>What is being done to mitigate risks associated with heavy water and flooding along Tonkin Highway?</p>	<p>The water is being directed into existing drainage basins and temporary basins across the site. The water levels are monitored formally every day, as well as the responsible Supervisors inspecting those within their worksite regularly, particularly after rain events. Where levels are found to be high and at the risk of overflowing, TGA have diverted water from the at-risk locations to other basins within the project site.</p>
<p><b>Cr Georgia Johnson</b></p>	<p><b>Director Major Projects and Commercial Activities</b></p>
<p>Given that we've had so much rain recently, just wondering if the City is aware of any danger or risk or incidents relating to any of the construction sites of the major projects in the area? I see some precarious piles of sand around the</p>	<p>The increased rainfall has caused the groundwater levels to be higher than usual, causing drainage in some areas to be slower. There have been businesses that have reported an increase in water on their properties near our project area (Muriel Street). The project, Water Corporation and The City</p>

train station, around the Tonkin Gap project and am just wondering if the City is aware of any injuries or damage to people, property or the environment as a result of the rain?

Is the City aware of any injuries or damage to people, property or the environment at any of the major project construction sites due to the recent increase in heavy rainfall?

are aware of this and investigating. Any additional water/environmental concerns are being dealt with by the project, in consultation with the City of Bayswater on an ongoing basis as they arise.

#### Item 10.4.5 Draft Bert Wright Park Concept Plan – Outcomes of Advertising

##### QUESTION(S)

##### RESPONSE / ACTION

**Cr Filomena Piffaretti**

**Director Community and Development**

How were the people considered to be 'engaged' on the draft plan?

Mr Des Abel, Director Community and Development, advised the International Association for Public Participation (IAP2) defines 'community engagement' as:

*“Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.”*

In addition, IAP2 has developed a spectrum representing the different levels of engagement. Based on this, the City generally uses the word 'engage' in a broad sense, representing the community and stakeholders who have been involved at any level in an engagement project.

Similarly, the Engagement HQ platform (Engage Bayswater), categorises visitors by the level of interaction they have with the site. Specifically they use the following categories:

**Aware** - visited the project page on Engage Bayswater;

**Informed** - visited the project page and clicked on something within the page (in this instance, opened a document and / or map);

**Engaged** - contributed or provided feedback to a tool (in this instance, completed a feedback form).

The word 'engaged' here is more specifically referring to those who have contributed to a process, as defined above.

During the consultation process for Bert Wright Park, there was a total of 424 visits to the Engage Bayswater project page (including



	<p>repeat visitors). 375 unique people visited the project page, of those 235 were informed visitors and a further 37 were engaged (in accordance with Engagement HQ's definition), with the remaining 103 aware of the project.</p> <p>In addition to the online environment, a pop up event was held on Saturday 22 May at the Bayswater Growers' Market. Approximately 40 people visited the project stall and three people provided formal input. Most people preferred to discuss the project and were generally verbally supportive (no visitors were opposed to the plan), but did not wish to make a formal submission.</p> <p>In accordance with the IAP2—definition of community engagement and spectrum, all of the visitors to the project page and those who attended the pop-up event (a total of approximately 420 people) were considered to be engaged as a part of the project.</p>
How did the City's officers assume those who did not make a submission were supportive for the draft plan?	<p>This was an assumption the City made as all of the feedback received (in writing, verbally - over the phone / in person / in passing) was supportive of the proposal and no submissions objecting to the plan were received. To improve our reporting of community engagement data in future, specific measures will be introduced as part of the implementation of the Community Engagement Strategy, once it is endorsed by Council. This will include changes to the staff guidelines and specific staff training. Additionally, the City will ensure future reporting will include language that is more consistent and clear.</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 Aged Care Asset Divestment Committee - 20 July 2021****14.1.1.1 Evaluation Of Tender Submissions Recommendation Report**

<b>Responsible Branch:</b>	Strategic Projects
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority

**REASON FOR CONFIDENTIALITY**

***Item 11.1 Evaluation of Tender Submissions Recommendation Report is a CONFIDENTIAL REPORT in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:***

- (e) *a matter that if disclosed, would reveal —*
  - (iii) *information about the business, professional, commercial or financial affairs of a person,*

**OFFICER'S RECOMMENDATION**

**That the recommendation as contained in the “Confidential Report” be adopted.**

**14.1.2 Audit and Risk Management Committee - 3 August 2021****14.1.2.1 Audit Log**

<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority

**REASON FOR CONFIDENTIALITY**

***Item 14.1.2.1 Audit Log is a CONFIDENTIAL REPORT in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:***

- (f) a matter that if disclosed, could be reasonably expected to —
- (ii) endanger the security of the local government's property;

**OFFICER'S RECOMMENDATION**

**That the recommendation as contained in the "Confidential Report" be adopted.**

**14.1.2.2 OAG Annual Information Systems Audit Update**

<b>Responsible Branch:</b>	Information Services
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority

**REASON FOR CONFIDENTIALITY**

***Item 14.1.2.2 OAG Annual Information Systems Audit Update is a CONFIDENTIAL REPORT in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:***

- (f) a matter that if disclosed, could be reasonably expected to —
  - (ii) endanger the security of the local government's property;

**OFFICER'S RECOMMENDATION**

**That the recommendation as contained in the “Confidential Report” be adopted.**

**14.1.3 Mertome Gardens Operating Report**

<b>Responsible Branch:</b>	Governance and Strategy
<b>Responsible Directorate:</b>	Corporate and Strategy
<b>Authority/Discretion:</b>	Executive/Strategic Legislative
<b>Voting Requirement:</b>	Simple Majority

**REASON FOR CONFIDENTIALITY**

***Item 14.1., Mertome Gardens Operating Report is a CONFIDENTIAL REPORT in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:***

- (e) a matter that if disclosed, would reveal —
  - (iii) information about the business, professional, commercial or financial affairs of a person,

**OFFICER'S RECOMMENDATION**

**That the recommendation as contained in the “Confidential Report” be adopted.**

**14.1.4 Golf Course Management and Redevelopment**

<b>Responsible Branch:</b>	Project Services
<b>Responsible Directorate:</b>	Major Projects and Commercial Activities
<b>Authority/Discretion:</b>	Executive/Strategic
<b>Voting Requirement:</b>	Simple Majority Required

**REASON FOR CONFIDENTIALITY**

***Item 14.1.4 Golf Course Management and Redevelopment is a CONFIDENTIAL REPORT in accordance with section 5.23(2) of the Local Government Act 1995 (WA), which permits the meeting to be closed to the public for the business relating to:***

- (e) a matter that if disclosed, would reveal —***
  - (ii) information that has a commercial value to a person; or***

**OFFICER'S RECOMMENDATION**

**That the recommendation as contained in the “Confidential Report” be adopted.**

**14.2      Public Reading Of Resolutions That May Be Made Public**

**15        CLOSURE**