

Supplementary Agenda

ORDINARY COUNCIL MEETING

23 MARCH 2021

Item 10.5.2 Closure of Dunstone Road, Bayswater
Under Separate Cover

Item 10.6.6 Skate and Bike Development Advisory Committee - 15 March 2021

10.6.6.1 Wotton Skate Park Relocation Update
Under Separate Cover

10.6.6.2 Skate Park Redevelopment Design and Delivery Overview
Under Separate Cover

10.6.6.3 Bayswater Station Redevelopment - Coode Street Reserve
Under Separate Cover

10.6.6.4 City of Bayswater Cycle Facilities Assessment
Under Separate Cover

Item 13 URGENT BUSINESS

Item 13.1 Amendment to 2020 Compliance Audit Return

Item 13.2 Debt write-off
Confidential Item

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	ABSOLUTE MAJORITY REQUIRED	

10. REPORTS**10.5 Major Project Directorate****10.5.2 Closure of Dunstone Road, Bayswater**

Applicant/Proponent:	Tonkin Gap Alliance	
Responsible Directorate:	Major Projects	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Refer:	Item 10.5.2: OCM 23.02.21	

SUMMARY

For Council to consider endorsing the proposed temporary closure of Dunstone Road, Bayswater (River Road to Wyatt Road) following public advertising as part of the construction works and modifications to the road network associated with the Tonkin Gap Project.

OFFICER'S RECOMMENDATION

That Council:

- Endorses the full temporary closure to all vehicles, except cyclists and pedestrians, in accordance with section 3.50 of the Local Government Act 1995 of Dunstone Road, Bayswater (River Road to Wyatt Road) from 17 May 2021 for a seven month period.**
- Advises affected residents and service authorities accordingly.**

BACKGROUND

Main Roads WA (MRWA) is upgrading the section of Tonkin Highway from Collier Road to Dunreath Drive to resolve a 'gap' in service levels and infrastructure between the Gateway WA and NorthLink WA projects.

Jointly funded by the Federal (\$232M) and State (\$58M) Governments, the Tonkin Gap Project (TGP) construction commenced in 2020 to eliminate the bottleneck on Tonkin Highway that stretches across the Swan River and connecting into the upgraded sections of Tonkin Highway to the north and south, to improve traffic flow and efficiency, as well as facilitate improvements for cyclists and pedestrians.

The project also enables works to support delivery of the METRONET, Morley to Ellenbrook line, which will reduce impacts on Tonkin Highway when the main railway construction commences.

Accordingly, construction works are well underway and to facilitate the works, Tonkin Gap Alliance (TGA), have requested the full closure of Dunstone Road, Bayswater (River Road to Wyatt Road), from 12 April to 15 November 2021 as the works will not allow for traffic to pass through the site safely.



Council, at its Ordinary Meeting of 23 February 2021, endorsed the undertaking of consultation in relation to the proposed temporary full closure of Dunstone Road, Bayswater and resolved as follows:

"That Council endorses the undertaking of consultation in accordance with Section 3.50 of the Local Government Act 1995 regarding the full temporary closure of Dunstone Road, Bayswater (River Road to Wyatt Road) to all vehicles except cyclists and pedestrians from 12 April to 15 November 2021."

Notwithstanding the above, the applicant has now advised that the construction timeline has been reviewed and the closure will now be occurring from 17 May 2021, however, still for a seven month period.

EXTERNAL CONSULTATION

The City undertook formal consultation as required under Section 3.50 of the *Local Government Act 1995*. The proposal was advertised in the Bayswater-Bassendean Report on 4 March 2021 with affected property owners and occupiers including service authorities advised in writing to provide their comments on the proposed temporary closure.

The comment period closed on 18 March 2021 and the City received no submissions.

OFFICER'S COMMENTS

In order to facilitate the construction of the Tonkin Gap Project, Tonkin Gap Alliance will need to close sections of road to vehicles as the works will not allow for traffic to pass safely through the site.

The applicant is requesting temporary closure of Dunstone Road for seven months for the construction of foundations, abutment walls, barriers and reinstatement of pavement. It should be noted that TGA have confirmed that a safe path for the PSP detour for pedestrians and cyclists will be maintained at all times.

As no submissions have been received in relation to the proposed closure, it appears to indicate that affected residents aren't significantly concerned with the subject closure. This could possibly be due to the fact that all property access will be maintained with traffic management in place and alternative routes being available to access the area. Therefore, the delay of the construction works by a month to 17 May 2021, does not appear to have any major impacts, however, affected residents and service authorities will be advised of the amended closure dates.

The legislative requirement for the closure of a thoroughfare for longer than four weeks requires that consultation be undertaken and submissions received be considered.

LEGISLATIVE COMPLIANCE

Section 3.50 of the *Local Government Act 1995* outlines the requirements relating to the closure of roads to vehicles. The provisions include that prior to approving a closure exceeding four weeks, the local government is to:

“(4)..

- (a) *give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and*
- (b) *give written notice to each person who —*
 - (i) *is prescribed for the purposes of this section; or*
 - (ii) *owns land that is prescribed for the purposes of this section;*
- and*
- (c) *allow a reasonable time for submissions to be made and consider any submissions made.”*

The consultation was undertaken by the City to comply with the requirements of the Act.

OPTIONS

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

Option 1	That Council: <ol style="list-style-type: none"> Endorses the full temporary closure to all vehicles, except cyclists and pedestrians, in accordance with section 3.50 of the <i>Local Government Act 1995</i> of Dunstone Road, Bayswater (River Road to Wyatt Road) from 17 May 2021 for a seven month period. Advises affected residents accordingly. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Moderate
Governance	Low	Low
Community and Stakeholder	Moderate	Moderate
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	The consultation undertaken complies with the requirements of the Act and allows TGA to continue with the TGP whilst still providing safe access for pedestrians and cyclists. Notwithstanding this, approval carries moderate risk in terms of community and stakeholders as there are at times some who are opposed to the closure and there will be a level of inconvenience to the surrounding community.	

Option 2	That Council: <ol style="list-style-type: none"> Endorses the full temporary closure to all vehicles, except cyclists and pedestrians, in accordance with section 3.50 of the <i>Local Government Act 1995</i> of Dunstone Road, Bayswater (River Road to Wyatt Road) for a period of _____ months. Advises affected residents and service authorities accordingly. 	
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
Conclusion	This offers a compromise and shorter nominated period for the closure whilst still allowing works to continue, however, this may delay the construction of a State Government project or result in other mechanisms being used to facilitate the closure with a less favourable outcome for the community and the City.	

Option 3	That Council resolves to maintain Dunstone Road, Bayswater, open to vehicular traffic during the Tonkin Gap Project construction works.	
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	Low
Organisational Health and Safety	Low	Low
Conclusion	Opposing the temporary road closure is considered to carry high risks in terms of strategic direction, reputation and community and stakeholders as this may delay the construction of a State Government project or result in other mechanisms being used to facilitate the closure with a less favourable outcome for the community and the City.	

FINANCIAL IMPLICATIONS

The following financial implications are applicable:

Item 1: Advising affected residents on the proposed temporary closure of Dunstone Road, Bayswater

Asset Category: N/A

Source of Funds: Municipal

LTFP Impacts: Not itemised in the LTFP.

ITEM NO.	CAPITAL / UPFRONT COSTS (\$)	ONGOING COSTS (\$)		INCOME (\$)	ASSET LIFE (YEARS)	WHOLE OF LIFE COSTS (\$)	CURRENT BUDGET (\$)
		MATERIALS & CONTRACT	STAFFING				
1	\$800	-	-	-	-	-	\$6,600

STRATEGIC IMPLICATIONS

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

Theme: Our Built Environment

Aspiration: A quality and connected built environment.

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

The closure will facilitate the construction of the Tonkin Gap Project and ensure safe pedestrian and cyclist movements.

CONCLUSION

The key benefits of the TGP includes:

- More traffic lanes;
- New traffic bridges;
- Upgraded interchanges;
- Improved cycling and pedestrian facilities;
- Noise walls; and
- Early works for the METRONET Morley - Ellenbrook line.

To enable the continuation of the TGP construction works, the contractor has requested Council approval to fully close Dunstone Road, Bayswater, to traffic, whilst still ensuring safe pedestrian and cyclist movements through the area. Therefore, Council endorsement is sought for the full temporary road closure to vehicular traffic.

10.6 Sub Committee Reports**10.6.6 Skate and Bike Development Advisory Committee - 15 March 2021****10.6.6.1 Wotton Skate Park Relocation Update**

Responsible Branch:	Project Services	
Responsible Directorate:	Works and Infrastructure	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Refer:	Item 10.3.3: OCM 23.02.21	

SUMMARY

To provide an update on the relocation of the Wotton Skate Park following the Skate and Bike Development Advisory Committee recommendation from November 2020 to Council:

"To progress detailed design considerations in consultation with interested park users and surrounding community in order to relocate skate and BMX facilities from Wotton Reserve, Embleton, to Broun Park, Embleton."

COMMITTEE/OFFICER'S RECOMMENDATION TO COUNCIL

That Council notes the Wotton Skate Park Relocation Update report.

BACKGROUND

The skate park and dirt jumps at Wotton Reserve are required to be relocated as they are on the METRONET selected location for the new passenger carpark associated with the future Morley Train Station.

In response to community concerns regarding the proposed relocation of the Wotton Reserve Skate Park to make way for the new Morley Train Station, Council at its Ordinary Meeting of 21 July 2020 resolved in part:

"That Council:

- 6. Approves the re-instatement of the Skate and Bike Development Advisory Committee."*

The reinstated Skate and Bike Development Advisory Committee first met in September 2020 and in considering suitable sites for the skate park relocation, recommended in part to Council:

"That Council:

- 2. Authorises the Chief Executive Officer in conjunction with METRONET to undertake consultation with key stakeholders to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton to either Broun Park or the Wotton Park north location.*
- 3. Requests a further report following State Government confirmation of terms and a preferred location to relocate Skate Park facilities following community engagement by December 2020."*

Council, at its Ordinary Meeting of 22 September 2020 considered a number of potential sites based on the above community feedback and slightly amended the Committee's recommendation and resolved in part as follows:

"That Council:

- 2. Authorises the Chief Executive Officer in conjunction with METRONET to undertake consultation with key stakeholders to investigate the relocation of the current skate park facilities provided at Wotton Reserve, Embleton to either Broun Park, or Joan Rycroft Reserve, or another potential location in the Central Ward."*

Accordingly, the Skate and Bike Development Advisory Committee (SABDAC) at the meeting held 5 October 2020, considered both Joan Rycroft Reserve and other potential locations within Central Ward and Council at its Ordinary Meeting of 27 October 2020 resolved as follows:

"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 at Wotton Reserve, Embleton:

- 1. Broun Park, Embleton;*
- 2. Elstead Reserve, Morley."*

Engagement opened on Friday, 23 October 2020 and closed on Monday, 9 November 2020. The engagement was open for a period of 18 days and included letters to neighbouring residents and signage on site at Broun Park and Elstead Reserve advising of the engagement opportunity and inviting residents to an onsite drop-in information session and to complete an online survey. The survey was also available to complete at the drop-in session or at any City library or the Civic Centre.

The City received 617 submissions in response to the community engagement.

The highest ranked preferred location was Broun Park, Embleton, which was selected by 390 respondents. 193 respondents identified Elstead Reserve, Morley, as their preferred location. It should be noted that some respondents did not provide a preference and only provided a comment either for or against a particular location.

In considering the engagement outcome, the Skate and Bike Development Committee at its meeting held 23 November 2020 recommended to Council:

"That Council:

- 1. Endorses Broun Park, Embleton as the preferred location for the relocation of the skate and BMX facilities from Wotton Reserve.*
- 2. Requests the Chief Executive Officer to progress detailed design considerations in consultation with interested park users and surrounding community in order to relocate skate and BMX facilities from Wotton Reserve, Embleton, to Broun Park, Embleton."*

It should be noted that at the conclusion of the engagement period, the City received additional correspondence and petitions regarding the sites proposed for relocation.

Four petitions received:

1. Against the relocation of Skate / BMX facilities to Elstead Reserve due to increased noise, traffic, lack of parking, congestion, and volume of elderly residents. Signed by 102 residents living around Elstead Reserve.
2. In favour of Broun Park due to the extensive, grassroots community led engagement that has been completed. Signed by 553 people, of which 400 were City residents. An additional 163 signatures were tabled to this petition at the Ordinary Council Meeting held 23 February 2021. Total signatories 716.
3. Against the relocation of Wotton skate facilities to Joan Rycroft Reserve. Signed by 24 residents living around Joan Rycroft Reserve.

4. Against retaining skate facilities within Wotton Reserve. Signed by 224 signatories.

Letters Received:

In September 2020, the City received a letter from Morley Windmills Sports Club Inc. whose clubroom is located at Wotton Reserve, supporting the proposal of Broun Park as a potential site for relocation of skate park facilities from Wotton Reserve.

The Windmills Club cited a strong concern around loss of available parking, limited opportunity for club growth and a concern around anti-social behaviour, should skate park facilities be relocated to an alternative location within Wotton Reserve.

The City received 112 letters following the close of the engagement period relating to the proposed relocation of Wotton Skate Park to Broun Park:

- 34 letters supported the skate facility relocation to Broun Park; and
- 78 objected to the proposed relocation to Broun Park.

The City has received confirmation of \$2.5M funding from the State Government towards the relocation of Wotton Skate Park. Additionally, the City has received confirmation that the Wotton Skate Park will remain in its current location until the end of 2021.

EXTERNAL CONSULTATION

The following were targeted throughout the engagement period via direct correspondence and signage placed at applicable sites:

- Residents immediately facing the identified sites;
- Residents living within 200m of the identified sites;
- Users at both Broun Park and Elstead Reserve;
- Users of Wotton Skate Park; and
- Neighbouring community facility tenants.

A pop up information session was also conducted for an hour at each site on Saturday, 31 October 2020.

A Facebook campaign was targeted towards City of Bayswater residents and interested skate participants living within 10km of the City of Bayswater directing interested persons to the community survey on Engage Bayswater.

OFFICER'S COMMENTS

Given the letters and petitions received by the City following the closure and analysis of the community engagement conducted to investigate the relocation of the current skate facilities at Wotton Reserve, Council required more time to allow residents to voice their concerns and provide the City an opportunity to address any concerns.

In considering the relocation of facilities at the Ordinary Council Meeting of 24 November 2020, Council resolved as follows:

"That Council:

1. *Notes the community engagement conducted in order to inform a preferred site to relocate the Wotton Skate Park and BMX dirt jumps.*
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."*

The following key concerns were raised by the community and are listed in order of most comments received.

1. Current use of reserve;
2. Parking;
3. Safety;
4. Proximity to homes;
5. Anti-social behaviour; and
6. Increase in noise.

A qualitative analysis matrix had previously been applied in order to identify potential suitable locations in the Central Ward with the capacity to accommodate a skate/BMX facility equivalent to the facilities currently provided within Wotton Reserve. The matrix is consistent to a model used by the City and METRONET in determining other preliminary locations.

The original matrix presented to both the Skate and Bike Development Advisory Committee and Council in October 2020 did not fully consider the expectations of either users, surrounding residents or other appropriate stakeholders, as community engagement had not been completed at that time.

In response to Council direction, all reserves in Central Ward have been investigated with potential sites identified as Broun Park, Embleton, and Elstead Reserve, Morley. Wotton Reserve, Embleton, and Joan Rycroft Reserve, Bayswater, were discounted early in the process due to resident and stakeholder concerns.

Officers have reviewed a number of other potential sites across the City such as:

- Riverside Gardens East, Bayswater;
- Grand Promenade Reserve, Bedford;
- RA Cook Reserve, Bedford;
- Bardon Park, Maylands;
- De Lacy Reserve, Maylands;
- Gibbney Reserve, Maylands;
- Strutt Way Reserve, Morley and
- Robert Thompson Reserve, Noranda

All the above sites present similar challenges to other sites identified, being proximity to housing, parking, passive surveillance and potential for anti-social behaviour.

The only alternative site outside of Central Ward that may have merit is Lightning Park, Noranda, given its vast open space, location away from neighbouring residents and location next to the future Morley-Ellenbrook rail line and subsequent bus connections.

The matrix has therefore, been reviewed to now include in context the comments and concerns raised by the community through the engagement process. The revised matrix assesses Broun Park and Elstead Reserve against Wotton Reserve and Joan Rycroft Reserve (revisited), and Lightning Park as an alternative comparison located outside of the original brief of Central Ward.

Based on community and user feedback, the revised matrix therefore, provides a renewed comparison for the following sites:

- Broun Park, Embleton;
- Elstead Reserve, Morley;
- Joan Rycroft Reserve, Bayswater;
- Lightning Park, Noranda; and
- Wotton Reserve, Embleton.

	Meets Expectation
	Neutral Position
	Issue / Concern Identified

CRITERIA	BROUN PARK	ELSTEAD RESERVE	JOAN RYCROFT RESERVE	LIGHTNING PARK	WOTTON RESERVE
Existing Public Open Space					
Appropriate Size 2+ Hectares					
Ability to relocate and open by Jan 2022					
Planning Approval Required					
Co-location Benefits					
Proximity to Surrounding Residents (within 50m)	Subject to location within the park				Subject to location within the park
Objection Received from Neighbours				Yet to Engage	Objection noted from Morley Windmills
Passive Surveillance					

CRITERIA	BROUN PARK	ELSTEAD RESERVE	JOAN RYCROFT RESERVE	LIGHTNING PARK	WOTTON RESERVE
Existing Parking Available					
Existing Monitored CCTV					
Public Toilets					
Loss of Usable turfed space					
Public Transport Access					
Close To Existing Skate Park (within 1 km)					
Easy to Locate for Existing Skate Park Users					
Operational Challenges with Local Recreation / Community Facility					
Ease of Access For Emergency Response					

CRITERIA	BROUN PARK	ELSTEAD RESERVE	JOAN RYCROFT RESERVE	LIGHTNING PARK	WOTTON RESERVE
Potential Parking Issues for Other Users					
Enhance The Visual Amenity of the Space					
Site Preferred by skate park users					
TOTALS	4	6	8	2	1
	3	8	5	10	4
	13	6	7	8	15

Based on the above revised Matrix and additional community comments received, Council at its Ordinary Meeting of 23 February 2021, reconsidered Wotton Reserve alongside Broun Park and potentially Lightning Park as a possible site for the relocation of the current Wotton Skate and BMX facility and resolved:

"That Council:

- 1. Notes all the feedback and petitions received during the community consultation process.*
- 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."*

A feasibility study is progressing in relation to Wotton Reserve to be presented to Council in April 2021.

LEGISLATIVE COMPLIANCE

- *Local Government Act 1995*

FINANCIAL IMPLICATIONS

The City has received confirmation of \$2.5M of funding from the State Government towards the relocation of the Wotton Skate Park.

STRATEGIC IMPLICATIONS

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

Theme: Our Community
 Aspiration: An active and engaged community.
 Outcome C1: A strong sense of community through the provision of quality services and facilities.

CONCLUSION

The City has conducted community engagement in relation to the relocation of skate park facilities from Wotton Reserve, Embleton and the following key concerns are identified by the community:

1. Current use of reserve;
2. Parking;
3. Safety;

4. Proximity to homes;
5. Anti-social behaviour; and
6. Increase in noise.

In addition to the engagement responses provided that indicated Broun Park, Embleton, as a preferred relocation site, the City also received four petitions and a significant volume of letters both for and against various sites considered.

In response to community concerns raised, Council has requested further investigation be undertaken on the feasibility of the development of a new skate and BMX facility at Wotton Reserve with a report to be presented at the April 2021 Ordinary Council Meeting.

10.6.6.2 Skate Park Redevelopment Design and Delivery Overview

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

SUMMARY

For Council to consider the design and procurement options proposed to progress the relocation of skate and BMX facilities currently provided at Wotton Reserve, Embleton, to a new location yet to be determined.

COMMITTEE/OFFICER'S RECOMMENDATION TO COUNCIL

That Council endorses the proposed Wotton Reserve Skate Park Redevelopment process incorporating:

- (a) Design considerations;**
- (b) Proposed engagement approach; and**
- (c) Procurement process of design and construct.**

BACKGROUND

The skate park and dirt jumps at Wotton Reserve are required to be relocated as they are on the METRONET selected location for the new passenger carpark associated with the future Morley Train Station.

In April 2020, the METRONET team engaged with the community to seek input for the design of the area around the future train station. This included a survey to seek feedback on generally where the community would prefer to see the skate park relocated. The majority of those who responded indicated they wanted the new location to be as close as possible to the current location.

Council are considering a number of potential relocation sites and the final location is yet to be determined.

In December 2020, the City received confirmation of \$2.5M of funding from the State Government to design and relocate the Wotton skate and BMX facilities to a new location.

EXTERNAL CONSULTATION

There has been no community engagement to date conducted by the City in relation to the content and design of the new skate/BMX facility.

In response to community concerns around the proposed relocation of the Wotton Reserve Skate Park, to make way for the new Morley Train Station, Council at its Ordinary Meeting of 21 July 2020 resolved in part as follows:

"That Council:

- 6. Approves the re-instatement of the Skate and Bike Development Advisory Committee."**

The Skate and Bike Development Advisory Committee (SABDAC) was established in September 2020 with the following purpose:

"The Committee is to provide guidance and advice in establishing, designing and maintaining existing and future skate parks within the City with the Committee's first priority to find an alternate location for the relocation of the Wotton Reserve Skate Park."

The relocated facility design will be guided through input from the Skate and Bike Development Advisory Committee with additional community input sought as required.

OFFICER'S COMMENTS

In preparing the request for tender documentation, there are key considerations that impact the design and construction of the skate park. In consultation with industry professionals involved in skate park engagement, design and construction, the following considerations are required:

- Key features and elements to be included for both skate and BMX;
- Size and layout of the facility;
- Supporting infrastructure required;
- Stakeholder engagement;
- Timeline for project delivery milestones;
- Budget to include project management, skate and BMX facilities, site preparation and ground works and the provision of supporting infrastructure.

The following provides an overview of anticipated project timelines moving forward:

TASK	TIME ESTIMATE	RESPONSIBILITY
Procure the Project Manager for design and construct	2 months	City Officers
Stakeholder/Community Engagement to refine facility design	2 months	City Officers, SABDAC, Community, Contractor
Design approvals	1 month	City Officers / Council
Advertise and Assess Construction tender new facility	2 months	Project Manager / City Officers
Council approval of the appointed tenderer	1 month	City Officers / Council
Construction and delivery of the Skate park	6 months	Project Manager / City Officers / Contractor

Skate Elements Retained

As part of the tender scope for this project, it will be beneficial to identify key features and elements to be incorporated into a new facility. This will allow prospective contractors to tender accurately for the project including time for design, engagement and procurement. This will also reduce the opportunity for variations that will take away from the project budget.

While designing a new skate park, there is an opportunity to include favourable elements from other skate parks. The City currently provides the following facilities for wheeled sports:

1. Wotton Skate Park

Wotton Reserve Skate Park provides facilities for skate, scooter and BMX riders. Wotton Reserve has been an iconic facility within the Perth metropolitan area. The facility comprises of a vertical steel half pipe, small bowl, open bowl, stairs with hand rails, flat rails and table tops. The facility also provides a series of BMX jumps with concrete take offs and clay dirt landing runs.



2. Crimea Skate Park

Located at Crimea Park, Morley, the facility provides a street skate experience. Constructed in 2008-09, the park was the first 'skate plaza' style facility to be constructed in Perth. The elements provided include a variety of rails, banks and ledges. The facility is complimented by tennis and basketball courts, public toilets, benches, play space and exercise equipment.



Skate Ramp and Bowl

One of the unique skate elements at Wotton Reserve is the 3.5 metre high steel half pipe. The current pipe would not be able to be relocated, therefore, a replacement would be required if a half pipe is desired. On advice from industry specialists, the steel half pipe will cost approximately \$275,000 to \$350,000 to replace. In comparison, a concrete bowl will cost \$125,000 to \$250,000 (size based on \$675m² of current industry standard rates).



Size of the Park

The current skate surface at Wotton Reserve occupies a space of 55m x 30m and the BMX dirt jumps 85m x 10m, combined area = 2,500m². This does not include an allowance for run offs and supporting/complimenting infrastructure. The anticipated facility footprint is likely to be around 60m x 60m = 3,600m².



Following a desktop review of local government skate parks both in the Perth metropolitan and regional areas, a range of options could be considered for the type of layout at the future site for skate, BMX and scooter. A key consideration in design will be the shape and layout of the skate area and how this integrates or incorporates any associated BMX jumps.

On review of the different locations above, the Margaret River layout has BMX rolling jumps around the outside which allows the rider to roll into the bowl at the end of jumps providing a continuous ride. The Fremantle and Manjimup design are rectangular allowing for riders to pick up and increase speed with straight stretches to then drop into bowls, ramps or even test their skills on skate-able furniture. The Banksia Grove option could be considered with BMX jumps incorporated into what they have as a mulched area. The key to any future design is the shape and space taken up with a concrete skate surface to allow for other supporting infrastructure within the site such as shade shelters, seating, drink fountains and lighting.

Skate Elements and Landscaping

A key element to be considered as part of the tender design brief to be developed is the skate elements to be retained in the park, such as half pipe, bowl, table tops, rails etc.

Supporting infrastructure and landscaping such as trees, pathways, seating, shade and drinks fountains will need to be included. Natural landscaping is evident in a number of new skate developments with the benefits provided including:

- Additional shading and canopy to hot surfaces;
- Connection to neighbouring green spaces;
- Connectivity to existing pathways and buildings;
- Potential noise buffers; and
- Aesthetically pleasing to users.

This then informs the size and footprint required for the facility to be developed in relation to the \$2.5M of confirmed funding.

Tender Scope

Two delivery approaches may be considered. Those being a design and construct tender which involves procuring the same contractor to design and build the skate park. Their role would include being part of the engagement process to provide industry specialist advice while designing the skate park around community feedback provided.

Bringing the designer on the journey allows the designer to indicate the cost of elements in the design journey and reduce time potentially lost if a separate tender had to go out for construction. The disadvantage of this approach is potential for the designer to shape the design to benefit their company from a cost to build perspective. To reduce this risk, a clause on number of design plans presented and budget available for design and construction would need to be clearly stated in the tender documents.

The second option is to procure a design team to develop the facility and then engage a separate contractor to build the approved design. This option does have its advantages with a higher focus on design. There may also be disadvantages with a disconnect between the design process and the build process with the construction contractor not fully understanding or accepting the design intent of the facility. This may lead to cost overruns and time delays in the delivery.

It is recommended that the facility relocation should be delivered via a design and construct contract. A lead consultant would undertake overall project management, facility design, superintendent functions and facility construction. A tender process will be required due to the value of the contract, with tender documentation clearly stating the project scope, deliverables and timelines.

As part of the tender process, a mandatory site visit will be required. During this site meeting, the City will invite representatives of the Skate and Bike Development Advisory Committee to attend and provide their input in to what should be included in the design.

LEGISLATIVE COMPLIANCE

Not applicable.

FINANCIAL IMPLICATIONS

The proposed redevelopment including engagement, design, tender, construction has a budget of \$2.5M funded by the State Government as part of the METRONET redevelopment.

STRATEGIC IMPLICATIONS

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

Theme:	Our Community
Aspiration:	An active and engaged community.
Outcome C1:	A strong sense of community through the provision of quality services and facilities.

CONCLUSION

The proposed relocation of skate and BMX facilities to date has involved significant stakeholder input from the community, State Government, SABDAC and industry.

Input is required from the SABDAC and facility users in order to identify which key features and elements are to be included into a new facility design. Having an agreed approach moving forward, will ensure key deliverables are identified early and anticipated project timelines are achieved.

10.6.6.3 Bayswater Station Redevelopment - Coode Street Reserve

Responsible Branch:	Project Services	
Responsible Directorate:	Works and Infrastructure	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Refer:	Item 9.1: SCM 10.11.20	

SUMMARY

As part of the Bayswater Train Station redevelopment, Evolve Bayswater are upgrading Coode Street Reserve to incorporate a community activated space with a focus toward youth recreation.

COMMITTEE/OFFICER'S RECOMMENDATION TO COUNCIL

That Council notes the proposed upgrade to Coode Street Reserve as part of the Bayswater Train Station Redevelopment.

BACKGROUND

The Bayswater Train Station is being redeveloped as part of the METRONET network servicing the Midland line, Forrestfield Airport Link (FAL) and Morley-Ellenbrook line connections.

Community engagement with key community stakeholders was undertaken from early 2019 by METRONET to inform the development of the station precinct and surrounding areas. A small number of public spaces were identified for redevelopment to compliment the station precinct. The design and activation of public spaces is a key consideration of development applications by both local government and the Western Australian Planning Commission (WAPC).

In April 2020, Evolve Bayswater Alliance (Coleman Rail) were selected as the preferred contractor to design and build the new Bayswater Station project as part of METRONET.

In July 2020, the Evolve Bayswater Alliance presented a range of different design options to activate public spaces within the train station precinct to a community advisory group meeting. The community advisory group comprised of representatives from the following local community groups:

- Local Residents (x7);
- Baysie Rollers (x1);
- Bayswater Historical Society (x1);
- Bayswater Deserves Better (x1);
- Bayswater Village Traders Association (x1);
- Future Bayswater (x1).

The presentation included four options for the Coode Street Reserve:

- Option 1 - Playground;
- Option 2 – Skate space;
- Option 3 – Passive recreation; and
- Option 4 – Keep as is.

The community advisory group were asked to provide comment on the proposed design options, in terms of what elements they liked, what elements they didn't like and whether they had a preferred option. The group were encouraged to discuss the options with other members of the community for broader feedback.

In addition to information received from the community advisory group, the City was also invited to provide feedback to Evolve Bayswater Alliance on the potential of activating Coode Street Reserve. The City was supportive and provided comment in terms of delivering a public space aligned to the City's Play Space Strategy.

EXTERNAL CONSULTATION

The project has been informed via feedback provided through the community advisory group.

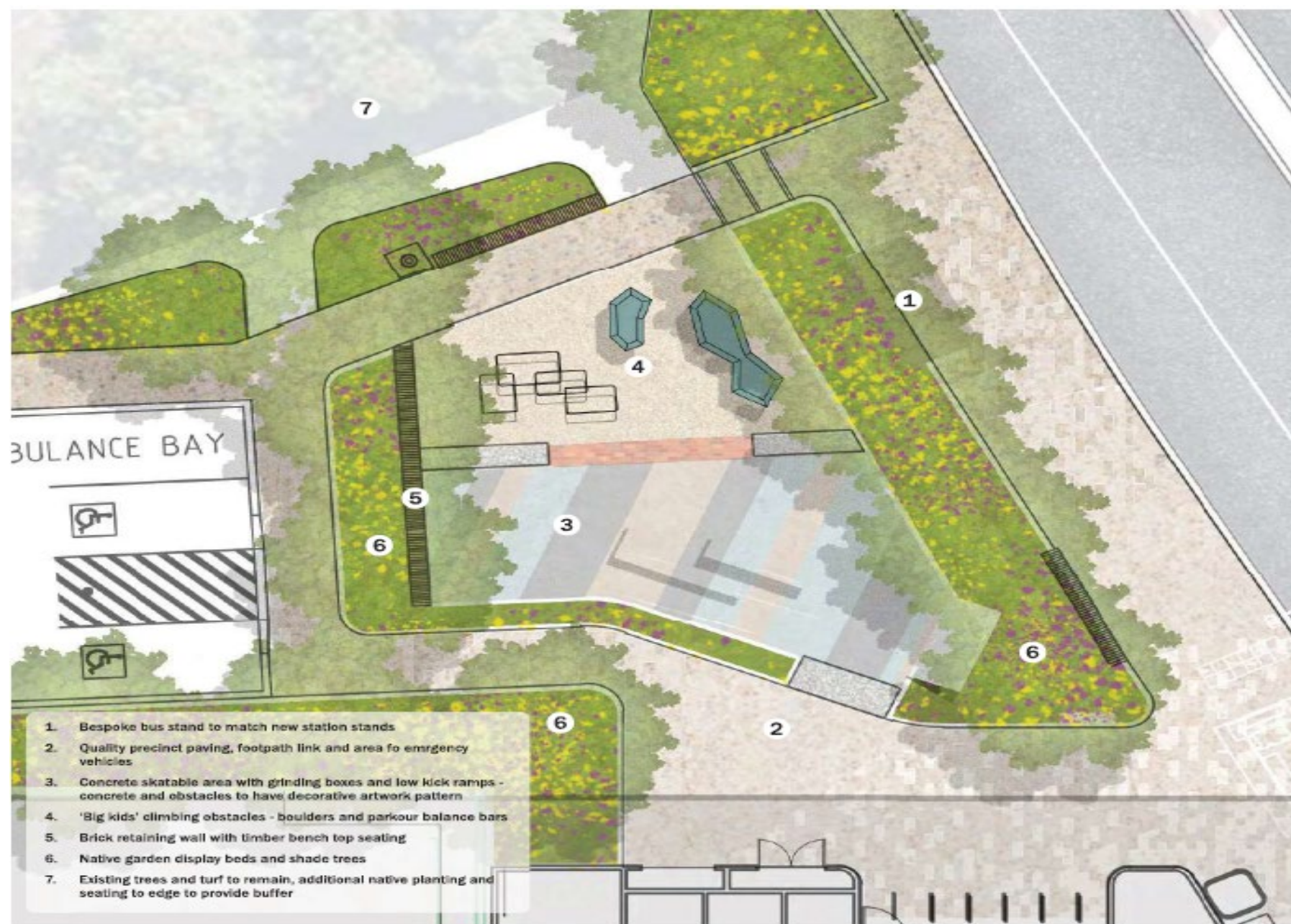
OFFICER'S COMMENTS

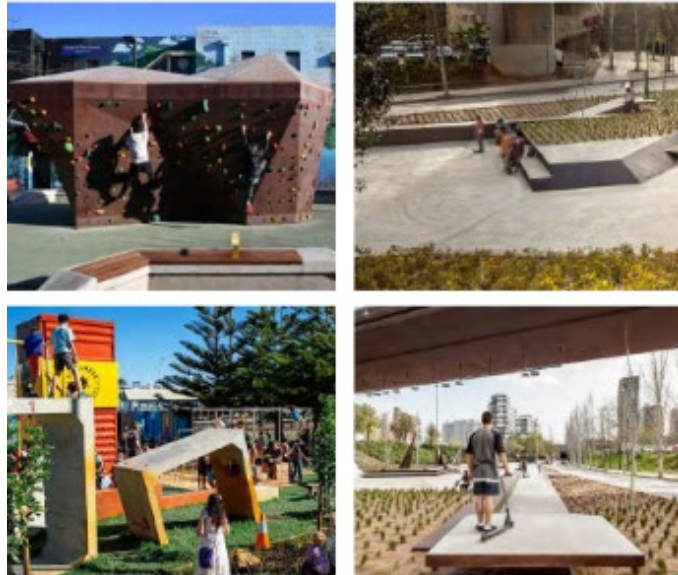
Following feedback received by the community advisory group that a skate space with seating and trees was preferred, Evolve Bayswater Alliance refined their options with a preliminary design submitted as part of the Development Approval application for the station to the City.

The development application was considered by Council at a Special Meeting on 10 November 2020, where it was resolved to recommend to the WAPC to approve the application subject to conditions. The application included the below preliminary design for the Coode Street Reserve, which Evolve are calling the '*Coode Street Pocket Park*'.

Key features of the park includes:

- Connectivity to Coode Street bus stands
- Accessible pathways throughout
- Skate-able area with grind boxes and kick ramps
- Climbing boulders and parkour features
- Retaining walls with benchtop seating
- Native gardens with shade from trees
- Retaining existing trees where possible





DESIGN ASPIRATION

- Activated space catering to teens and young adults with skating, bouldering and parkour elements with ample shade and seating
- Provide barriers between active area and roads
- Maximise garden beds and tree planting
- Maintain pedestrian thoroughfares and universal accessibility with separation from active areas
- Provide sufficient buffering to adjacent residencies

The park layout and skate elements presented are based on similar public open spaces seen as part of the Skyrail project in Victoria as illustrated below.



Following the WAPC approval of the development application, a further meeting was held between Evolve and City officers to discuss the design and elements within the space. The design will now be further refined to address the following:

- Direct access to the middle of the space from the Coode Street footpath;
- Provision of seating and shade near the accessible parking bays;

- The space to be lit at night, however, there should be the ability to vary lighting levels late at night and/or turn lighting off as required via a timer switch.
- The skate-able area to be constructed by a specialist skate contractor.

It was acknowledged at this meeting that the concept should also be presented to the Skate and Bike Development Advisory Committee. A revised plan will then be submitted to the City for final comment and review.

LEGISLATIVE COMPLIANCE

Not applicable

FINANCIAL IMPLICATIONS

The proposed development is funded by the State Government as part of the Bayswater Train Station precinct.

STRATEGIC IMPLICATIONS

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

Theme:	Our Community
Aspiration:	An active and engaged community.
Outcome C1:	A strong sense of community through the provision of quality services and facilities.

CONCLUSION

The proposed redevelopment of Coode Street Reserve as part of METRONET's Bayswater Station redevelopment provides an activated skate space suitable for informal recreation.

10.6.6.4 City of Bayswater Cycle Facilities Assessment

Responsible Branch:	Project Services	
Responsible Directorate:	Works and Infrastructure	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input checked="" type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Cycle Facilities Assessment Report	
Refer:	Item 14.2: OCM 26.06.18 Item 9.2.2: OCM 16.10.18 Item 10.3.3: OCM 19.11.19 Item 10.6.1.2: OCM 24.11.20	

SUMMARY

Previously, consultants were appointed to assess the feasibility of integrating a bike trail into Hinds Reserve, Bayswater. Following community engagement with local residents, Council resolved not to progress a bike trail at Hinds Reserve and instead further investigate options for the provision of bike trail facilities within the City during the development of the Community Recreation Plan.

COMMITTEE/OFFICER'S RECOMMENDATION TO COUNCIL

That Council notes the recommendations of the City of Bayswater Cycle Facilities Assessment.

BACKGROUND

At the Ordinary Council Meeting of 26 June 2018, Council considered a Notice of Motion to investigate the feasibility of integrating a potential bike trail at Hinds Reserve, Bayswater. Council resolved as follows:

"That Council request the City to prepare a report on the feasibility of integrating a bike trail into the Hinds Reserve (to the north of the car park area). The report should be prepared in liaison with WestCycle and include the estimated costs, feasibility and community engagement approaches proposed; as well as identify external funding opportunities for the project with the aim of the project being fully funded by external sources. The report should be delivered by the October round of meetings."

Following a further report to Council, in October 2018, \$9,000 was allocated in the 2018-19 mid-year budget review to engage a consultant who specialises in bike trails to complete a feasibility study for the proposal. Common Ground Trail Consultants were engaged by the City to complete the feasibility study.

The first stage of community engagement was conducted in August 2019 and included neighbouring residents, Friends of Baigiup Wetlands and sporting club tenants from the leased facilities operating within Hinds reserve (ANA Rowing Club, Bayswater Paddlesports and Bayswater Sea Scouts).

At the conclusion of the engagement, it was clear that the immediate residents, although recognising the value of the concept to develop cycling facilities within the City, had a number of concerns regarding the proposed site at Hinds Reserve.

Key concerns included:

- Close proximity of the proposed facility to neighbours especially relating to noise and security.

- Potential impact on the natural environment, especially in relation to trees, wetland vegetation and wildlife.
- Potential miss-use of any future facility especially relating to motorised vehicles.
- Appropriate buffer zones and the requirement for passive recreational spaces.
- Value for money regarding site constraints impacting development costs.

It was strongly felt by residents that development of this site should not occur and that other sites within the City should be considered for such a facility.

As such, at the Ordinary Council Meeting held on 19 November 2019, it was resolved:

"That Council

- 1. Does not progress a Bike Trail at Hinds Reserve, Bayswater.*
- 2. Conducts further investigations in relation to the provision of bike trail facilities within the City in accordance with the findings of the feasibility study undertaken by Common Ground Trail Consultants during the development of the Community Recreation Plan."*

The City is currently developing a Community Recreation Plan to inform future service and facility provision for recreation opportunities across the City.

The definition for recreation is broad:

"An activity that people do during their free time that they enjoy and recognise as having physical, mental and social value."

The plan will consider a diverse range of provision including skate, scooter and BMX.

The Community Recreation Plan was intended to be finalised by the end of the 2020-21 financial year, however, work on the plan was deferred for a number of months due to shifting operational priorities during the COVID-19 pandemic. The development of the plan includes an element of broad community and targeted user engagement which will be conducted during March/April 2021. The plan is anticipated for completion by the end of 2021.

At the Ordinary Council meeting held on 24 November 2020, Council resolved to consider \$33,335 towards the development of a Citywide Skate and BMX Strategy in the 2021-22 budget.

EXTERNAL CONSULTATION

Neighbouring residents at Hinds Reserve, sporting clubs on Hinds Reserve, interest groups and peak bodies were engaged in the development of the Cycle Facilities Assessment.

No community engagement has been conducted to date around the proposed sites.

OFFICER'S COMMENTS

Following the resolution of Council from the Ordinary Meeting of 19 November 2019, not to progress a bike trail at Hinds Reserve, the feasibility brief provided to Common Ground Trail Consultants was modified to investigate the suitability of developing bike trail facilities at other potential sites across the City.

The following potential sites were investigated and assessed based on their physical size, location, topography, supporting infrastructure and proximity from neighbouring houses:

- Riverside Gardens East, Bayswater:
- Houghton Park, Bayswater;

- Claughton Park, Bayswater;
- Lightning Park, Noranda;
- Arbor Park, Morley; and
- Tranby/Clarkson Reserve, Maylands.

The sites were further assessed and provided with a score out of a potential maximum of five in relation to the following:

- Physical site and technical conditions;
- Access to transport;
- Passive surveillance, safety and security;
- Supporting amenities;
- Impact on existing facilities and users; and
- Context in relation to other similar facilities.

The Cycle Facilities Assessment Report is provided as **Attachment 1**.

The following table summarises the assessment outcomes to be considered for the potential development of future trail facilities.

SITE	ASSESS RATING	FACILITY RANGE PROPOSED	COMMUNITY FOCUS	RATIONAL	BUDGET ESTIMATE
Houghton Park	86%	Pump Track	Beginner to advanced rider	Easy to access within the City and compliments existing sporting reserve	\$350,000
Riverside Gardens East	82%	Challenge park featuring learn to ride track, pump track and bike playground.	Younger demographic, beginner focus.	Activate the space with minimal impact on surrounding land users and existing park users.	\$750,000
Lightning Park	82%	Challenge park featuring pump track, jumps line and skills loop.	Advanced riders	Space for larger scale facility.	\$950,000
Claughton Park	76%	None	N/A	Activities may impact residents and parks users.	N/A
Tranby/Clarkson	75%	None	N/A	Activities may impact residents and parks users.	N/A
Arbor Park	66%	None	N/A	Lack of suitable terrain and supporting infrastructure.	N/A

The report recommends further investigation such as community engagement and concept planning at the following sites:

- Riverside Gardens (East), Bayswater;
- Houghton Park, Bayswater; and
- Lightning Park, Noranda.

The recommendations of the City of Bayswater Cycle Facilities Assessment will be considered in line with the development of a Community Recreation Plan to be completed by the end of 2021 and the proposed development of a Skate and BMX Strategy which is subject to funding approval.

LEGISLATIVE COMPLIANCE

Nil.

FINANCIAL IMPLICATIONS

At the Ordinary Council Meeting of 24 November 2020, Council resolved to consider \$33,335 towards the development of a Citywide Skate and BMX Strategy in the 2021-22 budget.

STRATEGIC IMPLICATIONS

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

Theme: Our Community
Aspiration: An active and engaged community.
Outcome C1: A strong sense of community through the provision of quality services and facilities.

CONCLUSION

Following a request to investigate the feasibility of integrating a potential bike trail at Hinds Reserve, Bayswater, Council, resolved not to progress the trail after engaging the local community.

As a result, the consultant brief was modified to conduct an analysis of other potential sites across the City.

The following sites are identified as potentially suitable to develop cycling trail facilities. The identified locations will inform the development of the Community Recreation Plan and skate/BMX strategy.

- Riverside Gardens (East), Bayswater;
- Houghton Park, Bayswater; and
- Lightning Park, Noranda.

Attachment 1

CITY OF BAYSWATER CYCLE FACILITIES ASSESSMENT JANUARY 2021





Prepared by Common Ground Trails Pty Ltd for the City of Bayswater, October 2020.

ACKNOWLEDGMENTS

Common Ground Trails wishes to acknowledge the contribution of the City of Bayswater staff.

The study area is located on the tribal lands of the Noongar people. We acknowledge the Noongar people as traditional owners of the land and recognise their continuing connection to Country.

Cover image: Precedent project - Dwell Inup Pump Track

This page: Precedent project - Kingsley Pump and Jump Track

DISCLAIMER

Common Ground Trails Pty Ltd, its employees, officers and associated entities shall not be liable for any loss, damage, claim, costs, demands and expenses for any damage or injury of any kind whatsoever and howsoever arising in connection with the use of this report, or in connection with activities undertaken in mountain biking generally.

While a due care and consideration has been undertaken in the preparation of this report, Common Ground Trails Pty Ltd advise that all recommendations, actions and information provided in this document is based upon research as referenced in this document.

Common Ground Trails Pty Ltd and its employees are not qualified to provide legal, medical or financial advice. Accordingly, detailed information in this regard will require additional professional consultation in order to adequately manage and maintain the facilities and reduce risk.





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EXECUTIVE SUMMARY

Almost 20% of the Western Australian population identifies as a bike rider. Recreational cycling is growing in popularity and the development of recreational cycling facilities are becoming more common, not just across Australia, but across the world.

There are a large variety of cycling facilities including scale of facilities, purpose of facilities, differing designs, materials, cost and popularity.

The City of Bayswater has identified a desire for recreational cycling facilities within the City to service the youth population and existing bike riders. Development of facilities within the City will allow the resident population to benefit from the physical, mental and social benefits of cycling.

The City of Bayswater is a vibrant inner city community, with a range of demographics and an extensive youth population. The town has many key attractions, servicing locals and drawing visitors from surrounding areas.

Sustainable development of recreational cycling facilities within the City of Bayswater aligns with the vision and strategies outlined in the current Strategic Community Plan, specifically the aspiration for an active and engaged community.

Six locations with potential to host cycling facilities were selected by the City outlined in figure 1 below. Each location was assessed for suitability and recommendations provided regarding type, scale and placement of facilities. Final recommendations were made based on:

- Access and parking
- Connectivity
- Existing infrastructure
- Land availability
- Land tenure.

Recommendations for each site are outlined in table 1 below. All identified locations require further planning, consultation and concept designing. All mountain bike trails should be developed to meet the specifications outlined with the Western Australian Mountain Bike Management Guidelines and challenge parks should be designed in line with current and future predicted trends.

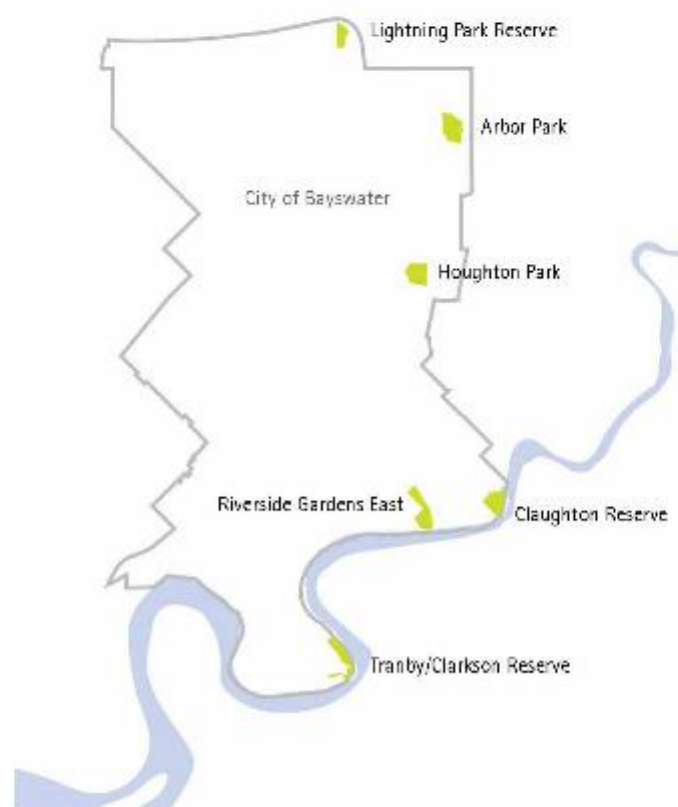
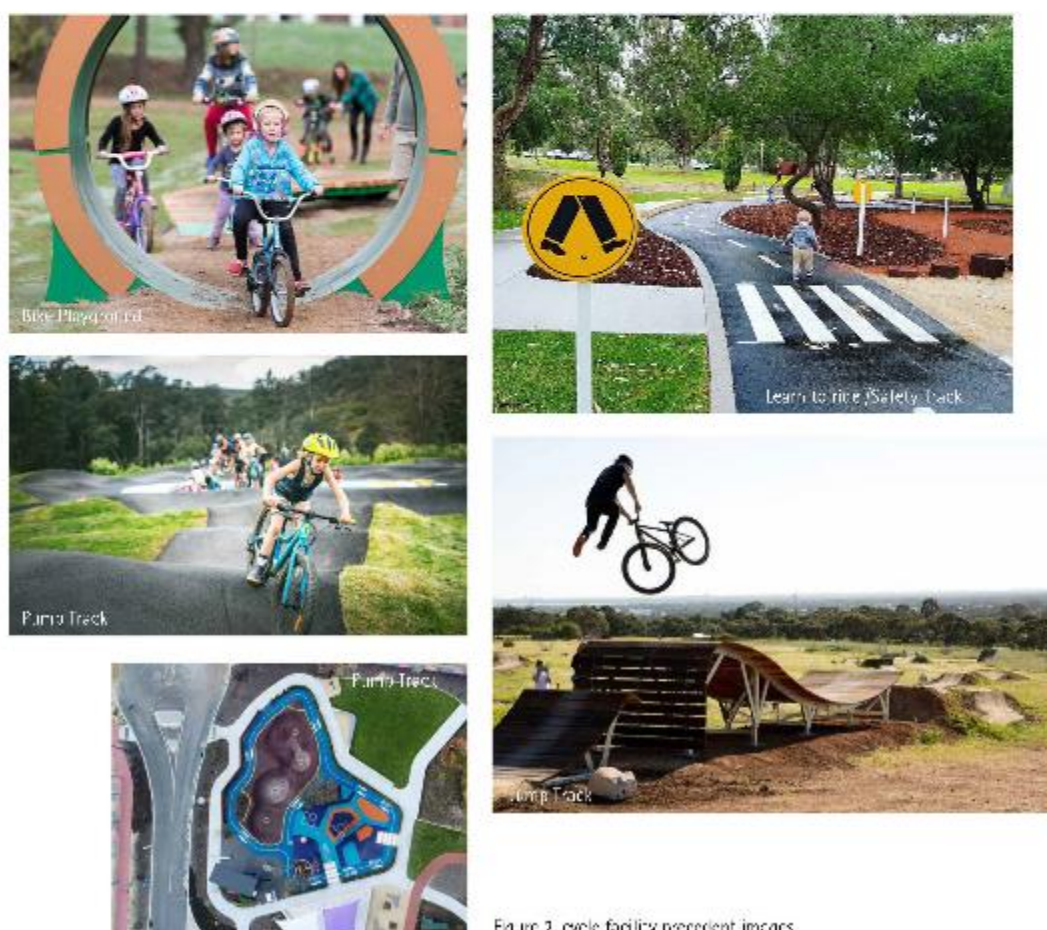


Figure 1. Sites identified for assessment

Table 1. Summary of recommendations

Site	Facility	Focus	Classification	Costs ^a		
				Concept	Detailed Design	Construction
Riverside Gardens East	Challenge Park	Younger demographic with beginner friendly features but encouraging progression.	Regional	\$30,000	\$50,000	\$770,000
Lightning Park Recreation Centre	Challenge Park	Advanced riders with larger and more technically difficult features	Regional	\$30,000	\$65,000	\$950,000
Arbor Park	Cycle facility development not considered appropriate at this site					
Houghton Park	Pump Track	Beginner – advanced riders	Regional	\$10,000	\$30,000	\$350,000
Tranby/Clarkson Reserve	Cycle facility development not considered appropriate at this site					
Cloughton Reserve	Cycle facility development not considered appropriate at this site					

^a Costs are estimates only based on industry experience, refer to Site Recommendations section for further detail.



INTRODUCTION

BACKGROUND

The City of Bayswater currently maintains around 380 hectares of public open space including 24 sports areas and 145 passive reserves, but currently does not have any cycle specific recreation facilities. There is a network of cycle routes throughout the City that serve as commuting and leisure routes, with a number of suggested upgrades identified in the City of Bayswater Local Bike Plan. There is currently one jumps focussed cycle facility in the City and no cycle facilities to encourage cycle skills development, challenge of skills, enhancing cycle endurance, adventure riding or facilities encouraging users to stay a while. The City of Bayswater has identified a community desire for cycle recreation facilities and locations that could potentially host cycle facilities. This assessment will outline typology of cycle facilities, general market demand, desires based on industry knowledge and provide an analysis of each identified location for suitability of cycle facility development.

PURPOSE

The purpose of the City of Bayswater Cycle Facility Assessment is to support the City in achieving the Vision, Goals and Strategies defined in the Strategic Community Plan 2017-2027.

The assessment is intended to assist the City in achieving the vision and goals for the sustainable development of cycle recreation facilities. Allowing facilities to grow into hubs of community activity, quality mixed use areas and become where family and friends get together. Cycle recreation facilities will further enhance the liveable suburbs, streetscapes, neighbourhood character. These locations will enhance community experience, encourage activity, provide inclusive facilities, located and designed based on a locals first philosophy.

PROJECT OBJECTIVES

The purpose will be met through the following objectives:

- Identifying recreation cycle facilities types, current trends in design and management
- Identifying current and future user trends in recreation cycle facilities
- Identifying areas within the City of Bayswater suitable for sustainable development including locations that are both desirable or not suitable.
- Proposing facility types in specific areas that meet current and future local needs
- Identify planning and legislative approval processes required to enable development of identified facilities
- Determine lifecycle costs including capital, operational, replacement costs of identified facilities
- Identify funding opportunities (internal and external)
- Proposing actions to ensure facility designs meet needs of local residents, engender buy-in, stewardship and expected participation rates

APPROACH

1. Who are the local community and what facilities do they currently have access to?

Establish local community context including demographics, existing facilities, gaps in provisions and identify opportunities for facilities which can integrate into existing services and infrastructure.

2. What is happening elsewhere?

Facility trends are evolving, therefore consideration into facilities in similar communities regionally and nationally is wise.

3. What do the local community want?

Consultation is critical for success. Stakeholder liaison will assist in determining what is required to meet current demand and expectations. Community consultation is not a part of the current assessment scope but it is strongly recommended that local and broader community engagement is built into implementation of recommendations.

4. Can the City of Bayswater support the development in the short and long term?

The project lifespan costs are considered to ensure there is a clear picture of initial and ongoing financial commitments. The life cycle of these facilities needs to be considered that builds a business case for determining return on investment.

THE CITY OF BAYSWATER - A SNAPSHOT

OVERVIEW

The City of Bayswater is located 8km north-east of the Perth CBD. The Town covers an area of approximately 34.6km², with 3.8km² of managed public open spaces including bushland, sporting reserves, garden beds, lakes, wetlands and 10km of Swan River foreshore. There are conservation areas with an abundance of native flora and fauna, 24 sporting reserves, 145 recreation spaces, and a network of shared pathways. The City of Stirling lies to the west, the City of Swan to the north and Town of Bassendean to the east.

There are 17 schools within the City boundaries and 79 sporting clubs. At the last census in 2016 there were almost 25,479 private dwellings, approximately 5,876 registered businesses, and the City of Bayswater provided employment to almost 32,516 people¹. "Map your Move" is a joint initiative between the City of Bayswater and Department of Transport which gives access to latest maps and travel information for travel by cycling, walking and public transport². Figure 3 provides an overview of the City of Bayswater schools and recreation facilities.

DEMOGRAPHIC ANALYSIS

Bike facilities cater for a broad range of the community but typically attract a younger demographic. The City of Bayswater currently has a population of 68,232 with a median age of 37³. In terms of population ages range over the four years from 2013 to 2017 there has been a slight decrease in residents under the age of 44 and a slight increase in residents over 44 (refer to table 2). It could be argued that development of more youth focussed facilities would encourage families to stay or move to the City of Bayswater.

Table 2. City of Bayswater percent population by age⁴

Persons age [6]	2013	2014	2015	2016	2017	Difference 2013-2017
0-14 years	15.7	15.7	15.8	15.8	16	0.3
15-24 years	12.7	12.4	12	11.7	11.5	-1.2
25-34 years	19.1	19.3	19.3	18.9	18.5	-0.6
35-44 years	14.5	14.5	14.6	14.6	14.4	-0.1
45-54 years	12.6	12.6	12.5	12.5	12.6	0
55-64 years	11.1	11	11.1	11.2	11.4	0.3
65-74 years	7.6	7.8	8	8.3	8.6	1
75-84 years	4.5	4.5	4.5	4.7	4.9	0.4
85 years and over	2.1	2.2	2.2	2.3	2.2	-0.1

CURRENT YOUTH FACILITY PROVISION

Schools

The City of Bayswater is home to 12 primary schools, 4 secondary schools and 1 education support school catering to both primary and secondary age students.

Youth Centres

A YMCA centre is located in Morley which welcomes young people to make friends, socialise and create their own community within a safe environment.

Leisure centres

Morley Sport and Recreation Centre and the RISE provides a range of sports and gym facilities. Bayswater Waves provides for swimming and other aquatic activities. With 10km of Swan River foreshore there are also a number of rowing and yacht clubs within the City.

Public open spaces

There are 3.8km² of managed open spaces including bushland, sporting reserves, garden beds, lakes, wetlands and 10km of Swan River foreshore. There are conservation areas with an abundance of native flora and fauna, 24 sporting reserves, 145 recreation spaces, and a network of shared pathways.

CURRENT RECREATION CYCLE FACILITIES

There are two jumps focused cycle facilities in the City located within Wotton Reserve adjacent the skate park and Lightning Park Recreation Centre. There is a network of cycle routes, including on and off-road paths with connectivity upgrades outlined in the City of Bayswater Local Bike Plan, 2014⁵.

CURRENT POLICY AND STRATEGY REVIEW

A number of documents were reviewed and referenced during this assessment, including:

- City of Bayswater, Strategic Community Plan, 2017-2027
- City of Bayswater, Local Bike Plan 2014
- Western Australia Strategic Cycling Facilities Review, West Cycle
- Western Suburbs Greening Plan

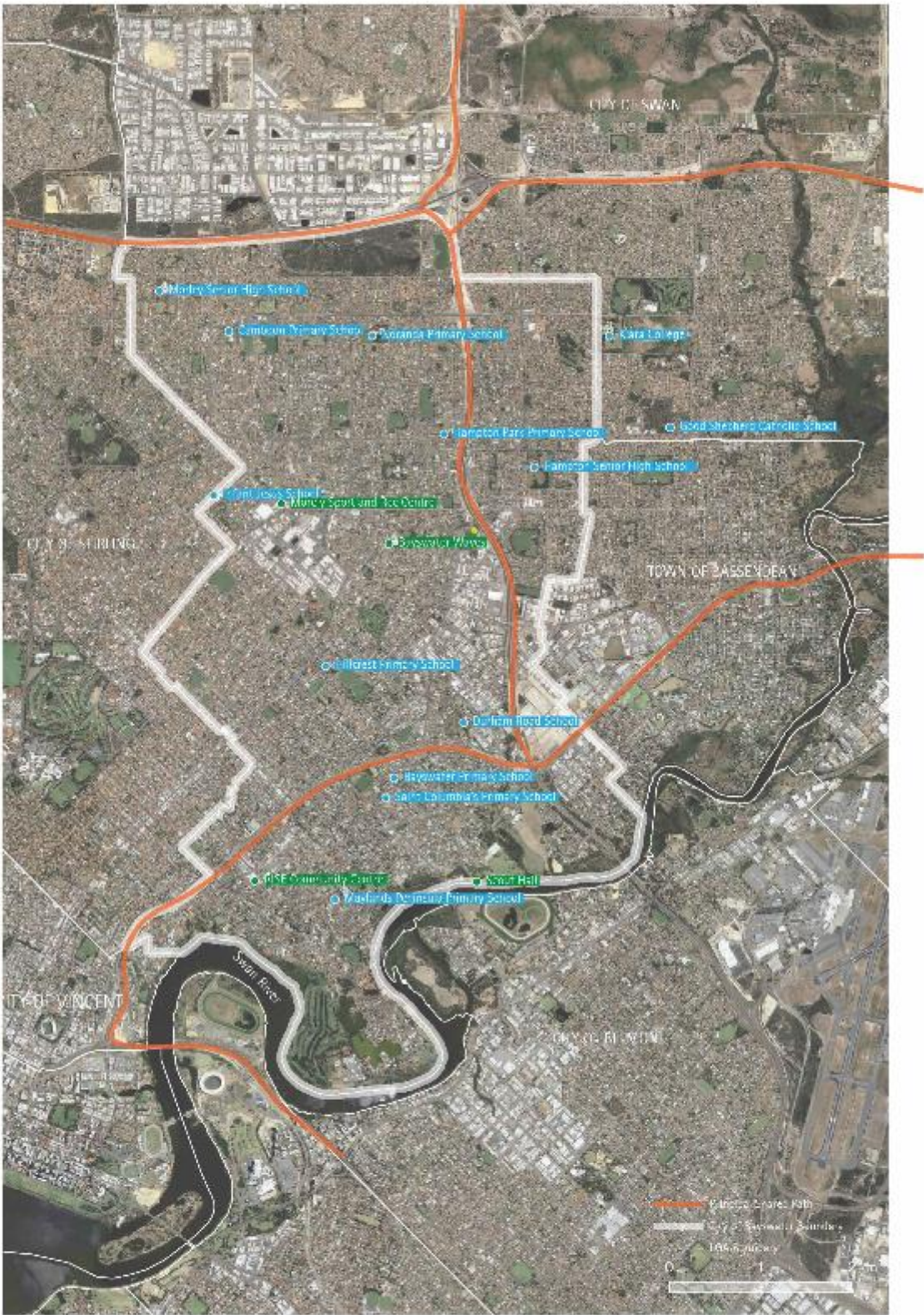


Figure 3. City of Baywater overview

INDUSTRY REVIEW AND CURRENT TRENDS

BENEFITS OF CYCLING

It is widely recognised that participation in outdoor activities is beneficial for general wellbeing. There are recognised physical, social and emotional benefits from participation in cycling. Cycling is fun, cheap (after initial outlay costs) and good for the environment. Once mastered, cycling is an easy activity to participate in and can be an intense workout, a challenge or as desired by participant.

Recreational cycling facilities create fun and positive atmospheres within communities. Specifically designed facilities introduce a level of challenge into cycling, allowing children through to adults to develop new skills. All ages and skill levels can generally learn and progress in the same location, gradually building up challenges and intensity. Very young riders can establish competency within a variety of recreational cycling facilities and can be introduced to road safety, traffic controls signals in a safe artificial environment on Learn to Ride tracks.

CURRENT PARTICIPATION TRENDS

Cycling is one of the most popular sport and recreation activities in Australia. In Western Australia, nearly 500,000 people (18.5% of the population) ride a bike regularly, with 85% of these people (425,000) riding for sport or recreation rather than transport¹.

Wheeled sports have recently shown to be growing in popularity over organised sports. Research, undertaken by the Australian Bureau of Statistics, into children's participation in sport and physical recreation found that participation rates for physical recreation activities such as skateboarding, bike riding and roller blading were much higher than organised sports (refer table 3). The research also indicated increasing participation rates for both males and females (refer table 4). Note data relating to skateboarding and roller blading in the years 2009 and 2012 also incorporates scooter riding. More recent data is yet to be released, however in the years since this study anecdotally the popularity of wheeled sports has continued to grow.

Table 3. Comparison of organised sport vs wheeled sports 2012.²

Males	No ('000)	Participation (%)
Soccer	308.7	21.7
Bike riding	998.8	69.9
Skateboarding or roller blading	857.8	60.0
Females	No ('000)	Participation (%)
Dancing	367.4	27.1
Bike riding	770.6	56.8
Skateboarding or roller blading	640.0	47.2

Table 4. Growth in wheeled sports participation rates across Australia 2009-2012.

Males	No ('000)		Participation (%)	
	2009	2012	2009	2012
Bike riding	992.5	998.8	66.1	69.9
Skateboarding or roller blading	780.4	857.8	55.9	60.0
Females	No ('000)		Participation (%)	
	2009	2012	2009	2012
Bike riding	721.1	770.6	54.4	56.8
Skateboarding or roller blading	562.2	640.0	42.4	47.2

Participation in BMX racing has increased dramatically since the discipline made its Olympic debut at the 2008 Beijing Games and Australia is now the second largest BMX nation in the world. Membership of BMX Sports Western Australia has more than doubled since 2005 (1,158 members in 2005 2,810 members in 2017)³. BMX club membership in Western Australia has a young demographic, with 72% of riders under 17³. BMX and pump track facilities are widely recognised as a primary gateway into cycling for young people, with participation building skills, physical attributes and tactical knowledge transferrable to other cycling disciplines.

Mountain biking in Western Australia is growing in popularity. The Western Australian Mountain Bike Strategy identified young people as being underrepresented in mountain bike participation. Increasing availability and accessibility of different styles of trail offering different levels of technical difficulty is one of the recommendations aimed at reducing barriers to participation⁴.

Anecdotal evidence from recently opened facilities around Perth indicates there is a demand locally for more purpose designed facilities. Kingsley Pump and Jump Trail in City of Joondalup opened in 2017 and includes a pump track, jump track, and safety track. This facility is still drawing crowds especially on weekends, with people travelling large distances to visit the facility.

CURRENT TRENDS IN FACILITY PROVISION

Dedicated facilities for sport and recreation cycling can:

- Provide an environment for recreation, training and events that is not affected by other users or activities
- Help raise the profile of cycling
- Be a home to clubs, organisations and community groups
- Host events using simplified event approvals, logistics and management processes
- Provide enhanced spectator opportunities
- Cater for bike education and skill building

CASE STUDY - CITY BIKE PARK, ADELAIDE

City Bike Park is located in Adelaide's CBD. Funded, built and maintained by a dedicated crew of volunteers, the park is one of the best known dirt jump trail spots in Australia. This facility is a good example of how the riding community can be effectively engaged to activate and enhance public space.

Originally built in 2004, the park has been through a number of phases of redesign, coming from a competition based facility to more of an all inclusive recreation facility with jumps to suit beginners, intermediate and advanced riders. The park has been designed, built and managed by a dedicated group of volunteers, until 2017 when the Adelaide City Council raised some concerns regarding insurance. Negotiations resulted in the volunteer crew being retained and a third party trail building company engaged for safety assessment/auditing and an operational framework put in place. Adelaide City Council provide ongoing support in the form of tools and supplies.

The success of City Bike Park is primarily due to the enthusiasm, and dedication of a few individuals within the community and also the support from the City of Adelaide. For further information on the history of City Bike Park refer to www.citydirtcrew.com.

**CASE STUDY - KINGSLEY PUMP AND JUMP, SHEPHERDS BUSH, JOONDALUP**

Kingsley Pump and Jump is a small facility (0.34ha) that contains a pump track, jump lines and a safety track. Open in early 2017 the facility has become a regional attraction with riders travelling large distances to use the facility. The park is often crowded on weeknights and weekends, attracting all ages.



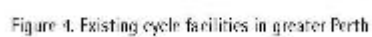
EXISTING FACILITIES IN GREATER PERTH

There are a number of existing facilities around Perth refer to figure 4 and table 5 below. As indicated in figure 4 the closest pump track currently is at Kalamunda just under 20km to the East and the closest skills track is at the Goat Farm, approximately 15km to the East. There are 2 jump tracks located in the City of Bayswater, these are natural surface (dirt) tracks which cater for a small segment of the cycling community.

The existing BMX Jumps adjacent skate park in Wotton Reserve is earmarked for relocation due to development of a multistorey MetroNet Carpark on the site. The outcomes of this study could assist the City of Bayswater to inform a decision on the most suited site for relocation.

Table 5. Existing facilities in Perth Region.

Facility	Scale (Ha)	Surface	Local Government
BMX Track			
Balcatta	1.3	Asphalt	Stirling
Wanneroo	1.4	Asphalt	Wanneroo
Bibra Lake	3.3	Asphalt	Cockburn
Bull Creek	1.5	Asphalt	Melville
Lesmurdie	1.2	Asphalt	Kalamunda
Modina	2	Asphalt	Kwinana
Rockingham	1.5	Asphalt	Rockingham
Belford	1.1	Asphalt	Serpentine Jarrahdale
Mandurah	0.9	Asphalt	Mandurah
Pump Track			
Kingsley	0.29	Asphalt	Joondalup
College Park	0.14	Natural	Medlands
Calleya	0.9	Asphalt	Cockburn
Black Shump	0.12	Natural	Kalamunda
Jindowie, Yanchep	1.24	Natural	Wanneroo
Baldivis	0.18	Asphalt	Rockingham
South Lake	0.09	Asphalt	Cockburn
Mudhea	0.32	Asphalt	Chittering
Lake Leschenaultia	0.15	Natural	Mundaring
Wellard	0.05	Asphalt	Kwinana
Dixon Reserve Hamilton Hill	0.06	Natural	Cockburn
Perera Goon Reserve Yangebup	0.18	Natural	Cockburn
Maddox Estate Piana Waters	0.11	Asphalt	Armadale
Sussex Bend Lower Chittering	0.13	Natural	Chittering
Houghton Park Carramar	0.20	Natural	Wanneroo
Jump Track			
Kingsley	0.3	Natural	Joondalup
Lightning Park Reserve, Noranda	0.48	Natural	Bayswater
Wotton Reserve, Bayswater	0.24	Natural	Bayswater
Skills Track			
Goat Farm		Natural	Mundaring
Kalamunda		Natural	Kalamunda
Safety Track			
Kingsley	0.3	Asphalt	Joondalup
Reg Williams	0.3	Asphalt	Armadale



FACILITY CLASSIFICATION AND TYPOLOGY

CREATING VARIETY

Distributing facilities across the City of Bayswater will prevent an influx to a particular destination, while dispersing users, providing a differing challenge and experience across the City. Depending on the level of investment, there are opportunities to design and construct facilities that meet growing demand and encourage new users to participate.

Having varying classification of facilities will also affect the number of users. Developing large scale, leading edge facilities will see an influx of pleasure seekers from outside and within the City of Bayswater. The recommendations within this report are directed at servicing the City of Bayswater residents first, but at the same time creating facilities that are exciting and create a desire for continual use.

Not all locations are suitable for all cycling disciplines, but grouping facilities together creating Challenge Parks is the most rewarding for the user and generally the most successful facility. Multi-disciplinary sites allow for introductory experiences and skills progression. Alternatively a single discipline community facility is well placed with non-cycling activities to provide an alternative experience whilst other family members are participating in activities such as team sports.

FACILITY CLASSIFICATION

Community

Community facilities are designed to service the community in the immediate vicinity or are supplementary to existing experiences offered at a location. They are small scale, minimal budget projects that create opportunity for introductory experiences and skills development for beginners.

Local

A local level facility is intended to service the City of Bayswater residents. Users may travel within the City to access the facility and multiple local facilities should be strategically distributed across the local government area. Facilities incorporate basic design, simple detail and are value for money. They generally should allow for skills development for beginners and intermediate riders. Local facilities should be constructed within recreation spaces while adjacent to existing infrastructure, this will then provide the capability of holding small local events, competitions and workshops.

Regional

A regional level facility will be attractive to a wider market and will attract users from outside the immediate area. Regional facilities provide a greater level of satisfaction and a desire for residents to return to the same location. These facilities incorporate more technical design elements,

increased detail and will be of higher cost depending on technical features and supporting infrastructure. Development around existing infrastructure greatly reduces the cost of regional facilities. There will be an opportunity to host larger events, competitions and workshops.

State

State level facilities capture a much broader market, with individuals travelling great distances to participate. These facilities will attract all user groups from beginners and new participants through to elite riders. Significant capital expenditure is required to develop a State level facility, but there are major opportunities for return on investment. Competitions will draw spectator crowds, opportunities for facility and equipment hire. There is also opportunities for private enterprise in areas such as hospitality, coaching and private sporting clubs within the facility.

State facilities require a significant investment in supporting infrastructure such as car parking, ablutions, shower facilities, food and beverage; therefore require a significant parcel of land.

FACILITY CLASSIFICATION DESIRED REQUIREMENTS

Key Requirements	Community	Local	Regional	State
Ablutions		✓	✓	✓
Changing facilities & showers				✓
Drinking Water	✓	✓	✓	✓
Designated Emergency Access			✓	✓
Designated Spectator Viewing & Seating			✓	✓
Food and beverage outlets				✓
Lighting		✓	✓	✓
Parking & Drop-Off			✓	✓
Proximity to major community centre		✓	✓	
Public Transport Access			✓	✓
Rubbish Bins	✓	✓	✓	✓
Shelter/ shade		✓	✓	✓

CYCLE DISCIPLINES

In order to assess the suitability and the appropriateness of cycling facilities within the City of Bayswater, it is important that a sound understanding of the potential facilities is established. Within urban interface sites there are a range of facilities that can be developed including: Bike Playparks, BMX tracks, Jump Tracks, Pump Tracks, Learn to Ride Tracks and Skills Tracks. Where there is appropriate land available longer purpose built mountain bike trails may also be appropriate.

BIKE PLAYGROUND

Bike playparks include features such as tunnels, ramps, walls, balance planks and are designed to suit a more playful riding style, incorporating tricks and highly skilled riding. Typically bike playgrounds have a more urban character, with constructed elements rather than more natural features.



BMX TRACKS

BMX tracks typically consist of a single lap track usually between 300-400m, constructed from compacted dirt and asphalt, with a start ramp and features such as tabletops, gap jumps and rhythm sections. BMX racing rewards strength, speed, and bike handling. BMX tracks are typically used in a structured and organised setting rather than unstructured play.



PUMP TRACKS

A pump track is a 1-3 metre wide track that can be used for bicycle, skateboard, in-line skates and scooter riders to practice skills on a series of features, such as berms and rollers placed in quick succession. Essentially they are scaled down BMX tracks which do not require pedaling. 'Pump' refers to the action made by riders pushing down with their arms and legs to manoeuvre the bike or board over features to maintain momentum without pedaling or pushing-off the ground. Typically, tracks can be ridden continuously, and different combinations of features can be linked to provide a varied challenge. Bike handling skills can be transferred to other mountain bike tracks. Well designed pump tracks cater for all abilities, with all features being rideable for beginners, and allowing for progression to pumping, and even jumping for more advanced riders. Riding a pump track is easy and children are typically comfortable using them within 10-20 minutes.

A well designed pump track provides enough challenges to stay attractive for years, because the rollers and berms can be combined and transitioned in different directions, creating opportunity for skilled riders to do jumps and maneuvers. Pump tracks can be made from natural soil, hardened surfaces, wood, fibreglass, concrete or asphalt. Historically pump tracks were constructed from natural soil blends and required significant ongoing maintenance. More recently, world's best practice is tending toward lower maintenance surfacing techniques and materials, such as asphalt, which are inclusive for a larger user base of wheeled-sports including skateboarding, scooters, in-line skates and non-off road bikes.



JUMP TRACKS

Jump tracks typically feature a series of jumps of various size and technicality in multiple lines. Provision of jump tracks is a vital inclusion allowing for progression for young people through to adults who seek an alternate and often more challenging experience than a pump track. Jumps are developed so that they allow for progression while always keeping safety in mind. Featuring all types of jumps, including table-tops, gaps, step-ups, step-downs and hips, with features linked so riders flow immediately from one to the next. Ideally, a rider will not have to brake between jumps. Well-designed jump tracks offer a wide variety of challenges, from easy rollers to big jumps. A diversity of lines will allow riders to build their skills gradually and will create a park that is fun for all abilities. Typically, jump lines are arranged side-by-side with increasing difficulty, all starting at a common roll-in hill and traveling in the same direction. Jump tracks are primarily constructed of soil, however increasingly jump take offs and entire jump lines are being made from hardened surfaces, such as wood, concrete and asphalt. This significantly reduces ongoing maintenance and improves the rideability of the facility.



SKILLS TRACKS

Skills tracks feature man-made technical trail features that test the skills of a rider and allow them to try features that they may encounter on trails in the region. Typical features may include log rollovers, log rides, balance planks, rock drops and other technical features. They can also incorporate street features such as rails and wall rides, or freeride stunts like ladder bridges, skinnys, leetlers and drops. Importantly all features are built with progression allowing users to start small and build their confidence up to larger features. Successfully executed skills park areas feature a diverse range of materials and can look like well landscaped areas or 'nature play' areas with natural features such as timber, logs and rocks.



LEARN TO RIDE/ SAFETY TRACKS

Learn to ride, also known as safety tracks, make learning road rules fun for young people on bikes and scooters. A safety track features a miniature road network giving real life experiences while learning essential safety skills. Safety tracks are designed to enable reading traffic signals, crossing railways and school crossings, negotiating roundabouts/ gutters, recognising traffic signs and line marking, and cycling on roads or footpaths. Safety tracks are typically constructed using materials and features as they would be encountered in the real world including asphalt and concrete combined with various line marking and road safety signage. To improve the enjoyment of these tracks, features like fuel stations and parking areas can be included for diversity.



CHALLENGE PARKS

Pump, jump, skills and learn to ride tracks are often integrated into one, larger-scale, seamless facility under the banner of challenge parks. Challenge parks are larger scaled developments featuring multiple bike related facilities and are used to improve riding skills. Their combined facilities provide an excellent entry point into bike riding while offering technical riding features for more advanced riders all within one convenient and safe location.

Challenge parks are typically developed with soft landscaping, hardscaping and site improvements turning the area into an aesthetically pleasing community hub and making them suitable for urban interface developments. Due to their offerings, challenge parks also often act as a trailhead or hub for the area's greater trail networks. Urban interface challenge parks provide significant community benefit with extensive use from youth, but also recreation enthusiasts and, when of significant scale, tourists. Such facilities have proven extremely successful nationally and internationally.



DISTRIBUTION MODEL

The City of Bayswater has a significant youth population, bordered by significant population centres and major key attractions including the Swan River and numerous schools.

The most appropriate areas for development have significant existing user bases and therefore both Local and Regional facilities have been deemed the most appropriate to be developed at equal intervals across the City.

SITE SELECTION

The following sites were selected by the City of Bayswater for this assessment (refer to figure 6):

- Riverside Gardens East
- Lightning Park (excluding Lightning Swamp surrounds)
- Arbor Park
- Houghton Park
- Tranby/Clarkson Reserve (between Tranby House and the Maylands Police Academy)
- Cloughton Reserve

These locations were assessed for their suitability to host a recreational cycling facility.







Figure 6. Precedent image – Go over Bay Puma Track

MATERIAL SELECTION

Material selection will determine the ongoing management requirements and user experience. A range of surface treatments exist for various components of recreational cycle facilities. While natural materials can be more affordable and are often desired by the community, they can create significant ongoing management requirements and often fall into disrepair. Conversely hardened materials

can be a larger capital investment, but typically see higher participation and far less management requirements.

Ultimately a successful facility often has a range of materials within different facility components. The following table identifies the advantages and disadvantages with each material.

				
	NATURAL EARTH	MODULAR	ASPHALT	CONCRETE
ADVANTAGES	Low material cost Involvement of local volunteers Flexibility (layout and design can be changed any time) Natural look and feel Construction possible in bushland Softer surface	Unskilled labour Relocatable Suitable for bikes, skateboards, inline skate, scooters	Moderate cost Low maintenance, durable & sustainable Low rolling resistance High traction Year round usability in any weather Suitable for bikes, skateboards, inline skate, scooters Consistent surface quality Neat look & resistant against vandalism	Durable, sustainable Low rolling resistance Year round usability in any weather Surface structure choice (smooth, grippy, rough) Colour choice Usable for bikes, skateboards, inline skate, scooters Resistant against vandalism Neat look
DISADVANTAGES	High and frequent maintenance Only usable in good weather conditions Suitable for off road bikes only Susceptible to peak weather damage Typically falls into disrepair Often looks dilapidated	High cost Moderate maintenance Highly susceptible to damage and to vandalism Damage irreparable Limited customisation	High material cost Abrasive surface Skilled labour	Very high construction cost High material cost Abrasive surface Skilled labour
MANAGEMENT REQUIREMENTS	High	Medium	Low	Low
APPROPRIATE MANAGER	Volunteer Groups	Event Promoter	Local Government / Developer	Local Government / Developer
RECOMMENDED FACILITY	Dirt Jump landings, Skills Park	Relocatable Pump Track	Pump Track, Jump Tracks, Safety Track	Jump Lips
APPROPRIATE SETTING	Bushland	Temporary Sites	Urban Parkland	Urban Parkland

LOCATION RECOMMENDATIONS

The 6 locations identified by the City of Bayswater were investigated. While there is potential for significant community and social benefit through the development of cycle facilities, there are also risks associated with inappropriate development. The cornerstone of successful development is appropriate site selection. The following characteristics must be considered when identifying and assessing a site;

- Proximity to supporting recreational activities
- Accessibility for users
- Connectivity to related activities
- Terrain and geology of site
- Hydrology / drainage
- Tenure and deliverability
- Competing site uses
- Impact on surrounding land use
- Scale of site
- Flora, fauna, cultural and hygiene constraints

In order to establish if the identified locations present an appropriate site for a cycle facility, a site assessment was undertaken. On ground review and desktop assessment of the site was undertaken using a broad set of criteria including;

- Land Information – tenure, land manager, management plan
- Location – proximity to existing recreation areas
- Scale – physical and usable size of site
- Strengths – positive attributes of the site
- Weaknesses – negative attributes of the site

A desktop analysis of all locations was carried out including basic multi criteria analysis to enable comparison between the sites, results are provided in table 6 below. Desktop analysis was followed by on ground confirmation of findings.

Table 6. Multi Criteria Analysis (MCA) of the 6 identified sites within the City of Bayswater.

	Riverside Gardens Lea St	Lightning Park Recreation Centre	Arbor Park	Loughlin Park	Tranby/Clarkson Reserve	Cloughton Reserve
Criteria (rated out of 5)						
Physical site condition and technical considerations	4	5	5	5	3	3
Is the site capable of hosting the various styles of BMX/pump (local scale facility)	5	5	5	5	5	5
Appropriate terrain/geology/hydrology	3	5	4	5	3	3
Scale of site	5	5	5	5	5	5
Tenure and deliverability	3	5	5	5	2	2
Flora/fauna/cultural/phytophthora hygiene constraints	5	4	5	5	2	2
Access/transport	4	3	3	4	3	2
Is there access to public transport	3	2	3	4	3	1
Are there pedestrian/footpath connections from transport nodes	3	2	3	2	3	1
Is there a safe drop off area or adequate parking	3	5	2	5	1	2
Is the site in proximity to the PSP	5	3	3	4	5	5
Passive surveillance, security and safety	5	4	4	5	5	4
Is the site visually prominent with good passive surveillance from other park users	4	3	4	5	5	3
Is there a short distance from police response calls and is there ease of access for police response	5	3	4	4	4	4
Can the site provide easy emergency vehicle access	5	5	5	5	4	4
Does the location enable safe entry to and from the site and allow for adequate setbacks from busy roads	5	4	4	4	5	5
Supporting amenities (water, toilets, shade, food and drink)	3	4	2	5	4	5
Are associated amenities such as public toilets, water, shelter and shade, existing and available or cost effective to install at the site?	3	4	2	5	4	5
Impact on existing facilities, adjoining uses and users	4	5	3	4	4	4
Is the site located sufficient distance from nearby incompatible uses, activities or services	4	5	4	4	4	4
Is the site located such that noise and visual impacts for surrounding residents could be minimised	4	5	2	3	3	4
Context	5	5	3	4	5	5
Is the site located in proximity to other similar existing or proposed facilities	5	4	3	4	4	4
TOTAL (max possible score is 30)	24	25	20	26	22	23
	82%	82%	66%	86%	75%	76%

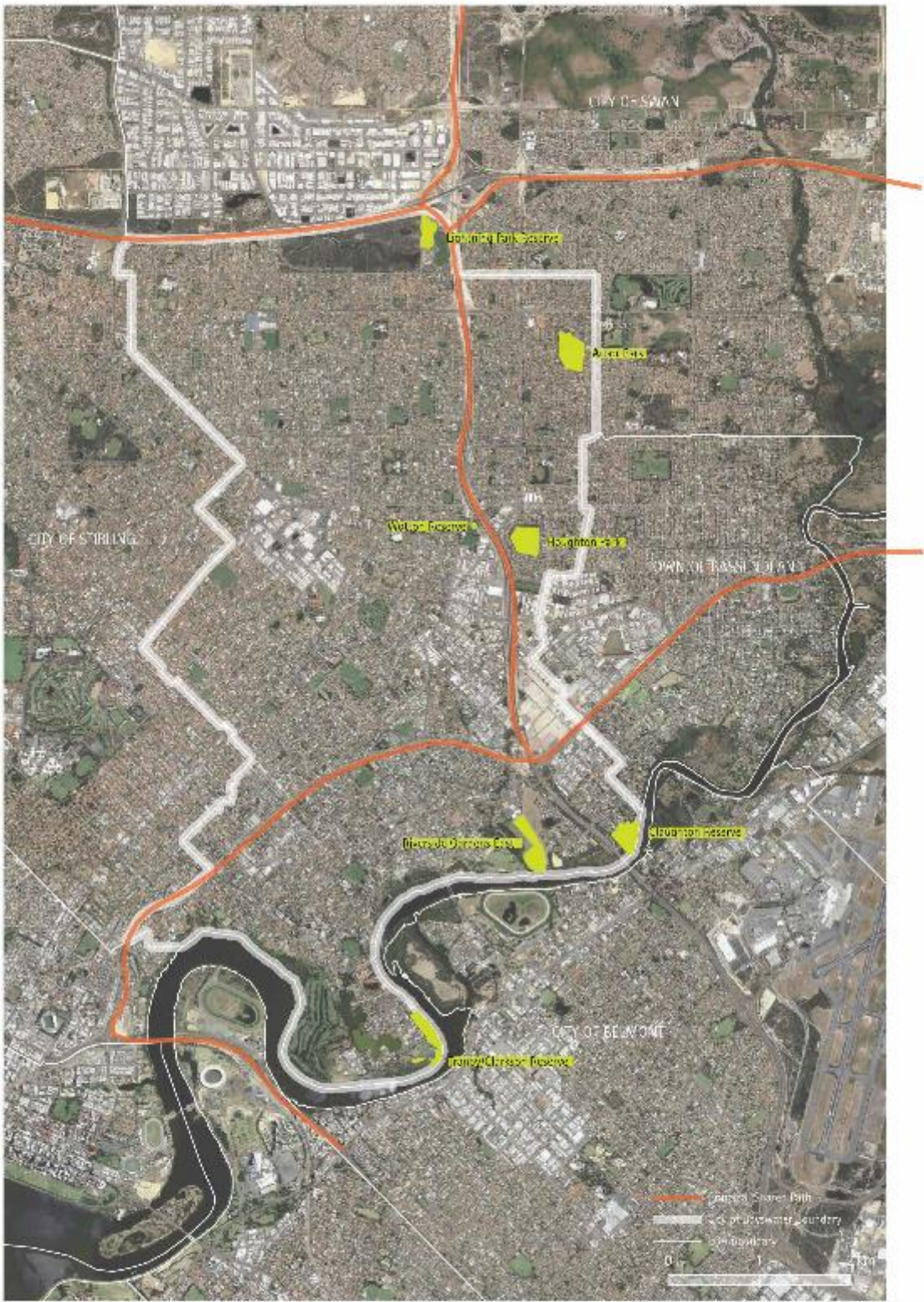
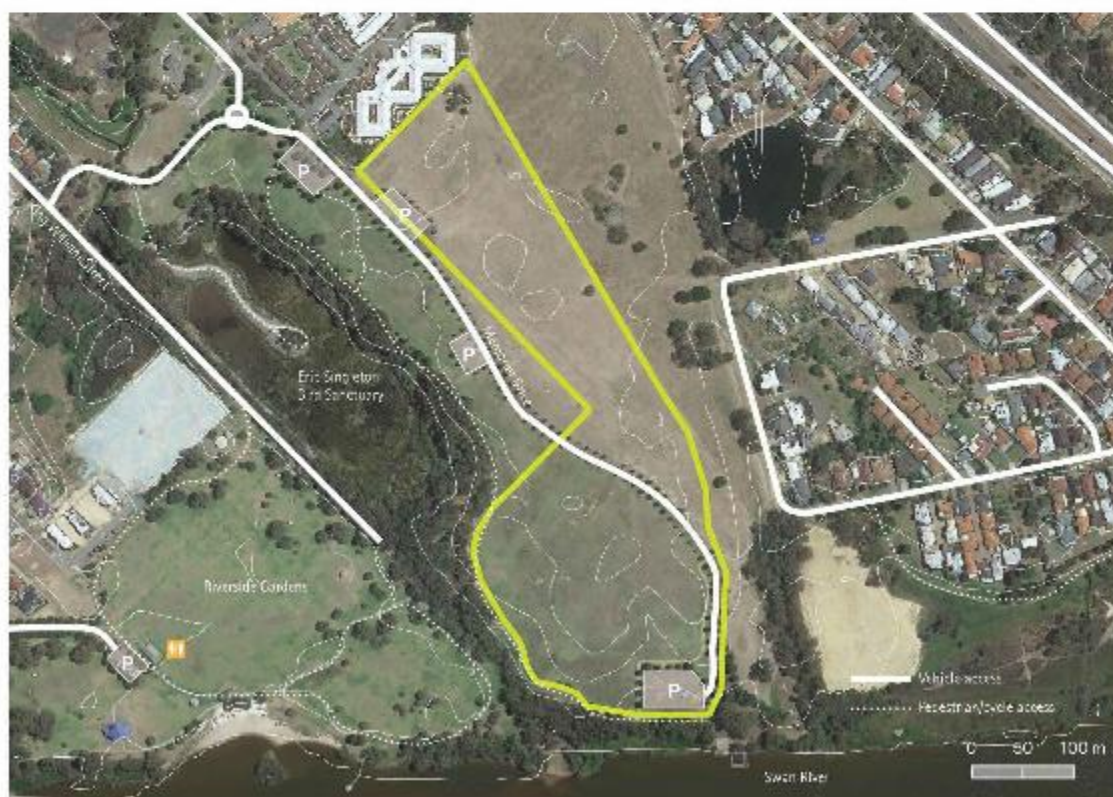


Figure 6. Assessed sites in the City of Rayswater

RIVERSIDE GARDENS EAST

Land Information	Scale	Strengths	Weaknesses	Other Considerations
Reserve	93,000sqm	Existing key infrastructure in proximity including car parking, cycle paths	Closest toilets located in Riverside Gardens	Part of the site falls within the Swan and Canning Rivers Development Control Area (DCA), therefore; subject to the cost of the works, the development will require development approval either under the Swan and Canning Rivers Management Act 2006 or Swan and Canning Rivers Management Regulations 2007.
Zoned Parks and Recreation		Mature trees which will provide shade and amenity value	Potential Acid sulphate soils	
Managed by City of Bayswater		Located in an area currently lacking in supply of similar cycle facilities	Low lying terrain prone to flooding and retaining water	
		Close to the Bayswater Scout Hall		



LIGHTNING PARK RECREATION CENTRE (EXCLUDING LIGHTNING SWAMP SURROUNDS)

Land Information	Scale	Strengths	Weaknesses	Other Considerations
Reserve Type JB	47,000sqm	Existing key infrastructure in proximity including car parking, toilets	Accessibility for users without vehicle – public transport access is poor	Existing toilets would require public access
Zoned Parks and Recreation		Located on the Principal Shared Path	Adjacent a registered Aboriginal Heritage site	Rethink of access and parking to promote presence of cycle facility and allow for ease of access.
Managed by City of Bayswater		Existing cycle facility onsite (dirt jumps)	Trailbike riders frequent the site	
		Appropriate terrain	Passive surveillance is limited	
		Minimal impact on surrounding land use		
		Scale of site		



ARBOR PARK

Land Information	Scale	Strengths	Weaknesses	Other Considerations
Reserve Type UB	97,000sqm	Mature trees which will provide shade and amenity value	Proximity of surrounding residential	Close to Kiera College
Zoned Local Public Open Space		Ample space for a cycle facility	No formal car parking or toilet facilities existing	Site is a revegetation project site with additional plantings proposed.
Managed by City of Bayswater			Drainage basin through middle of reserve	



HOUGHTON PARK

Land Information	Scale	Strengths	Weaknesses	Other Considerations
Reserve	82,000sqm	Existing key infrastructure in proximity including car parking, toilets, cycle paths	Proximity of surrounding residential	
Zoned Local Public Open Space		Mature trees which will provide shade and amenity value		
Managed by City of Bayswater		Ample space for a cycle facility		
		Has some elevation change suitable for creating interest in cycle trails		
		Very well connected to the PSP		



TRANBY/CLARKSON RESERVE (BETWEEN TRANBY HOUSE AND THE MAYLANDS POLICE ACADEMY)

Land Information	Scale	Strengths	Weaknesses	Other Considerations
Reserve Type JB Zoned Parks and Recreation Managed by City of Bayswater	72,000sqm	Existing key infrastructure in proximity including car parking, cycle paths Mature trees which will provide shade and amenity value Ample space for a cycle facility Located in an area currently lacking in supply of similar cycle facilities	No public toilets Proximity of surrounding residential Low lying terrain prone to flooding and retaining water Registered Aboriginal Site covering reserve	The site falls within the Swan and Canning Rivers Development Control Area (DCA, therefore; subject to the cost of the works, the development will require development approval either under the Swan and Canning Rivers Management Act 2006 or Swan and Canning Rivers Management Regulations 2007 Redevelopment of Maylands Waterland Stage 1 could see increase in park visitation



CLAUGHTON RESERVE

Land Information	Scale	Strengths	Weaknesses	Other Considerations
Reserve Type 3B Zoned Parks and Recreation Managed by City of Dayswater	72,000sqm	Existing key infrastructure in proximity including car parking, toilets, cycle paths Mature trees which will provide shade and amenity value Ample space for a cycle facility Located in an area currently lacking in supply of similar cycle facilities	Proximity of surrounding residential Low lying terrain prone to flooding and retaining water Registered Aboriginal Site present	The site falls within the Swan and Canning Rivers Development Control Area (DCA), therefore; subject to the cost of the works, the development will require development approval either under the Swan and Canning Rivers Management Act 2008 or Swan and Canning Rivers Management Regulations 2007



OVERALL RECOMMENDATIONS

The recommendations outlined below propose a suite of facilities within the City of Bayswater spread across the City, each with a different focus. There may be scope for additional local scale facilities at reserves not assessed in this study, such facilities would complement the proposed regional scale facilities and provide access for a broader segment of the community especially those without access to vehicle or limited access to public transport.

Table 7. Recommendations

Site	Facility	Focus	Classification	Rationale
Riverside Gardens East	Challenge Park featuring:	Younger demographic with beginner friendly features but encouraging progression.	Regional	Development of a challenge park will improve the amenity value of Riverside Park activating the space while not impacting on surrounding land uses or existing park users.
	Kids adventure/nature playground			
	Learn to ride track			
	Pump track			
	Bike playground			
Lightning Park Recreation Centre	Challenge park featuring:	Advanced riders with larger and more technically difficult features	Regional	Space for larger scale facility Disturbed site, development would improve site amenity and activate the site.
	Pump Track			
	Jump lines (ideal location for relocation of Wotton Reserve jump facility)			
	Skills loop			
Arbor Park	None	-	-	Not considered to have desirable terrain for a cycle facility Lacks the support infrastructure needed to make a facility viable Distanced from public transport and the PSP
Houghton Park	Pump track	Beginner – advanced riders	Regional	Ideal space for a pump track but limited in terms of jumps and skills circuit. A pump track will complement the existing reserve uses. Location provides access for those in the middle of the City
Tranby/Clarkson Reserve	None	-	-	Impacts on amenity value for surrounding residents and existing park users. Proposal at Riverside Gardens East is in close proximity.
Cloughton Reserve	None	-	-	Impacts on amenity value for surrounding residents and existing park users. Proposal at Riverside Gardens East is in close proximity.

NEXT STEPS AND IMPLEMENTATION

Recommended next steps include progressing each location through appropriate development process including community consultation and development of concept plans for each proposed facility/site. The City of Bayswater should consider the recommendations in context of other recreation facility priorities and projects, taking into consideration funding availability and future master planning at assessed sites.

STAGING

While this report does not suggest the priority of development, there is potential to develop the recreational cycling facilities within the City of Bayswater over a number of stages and years. Community consultation on preferred locations should be considered as the first step with concept and detailed design following. The concept design should consider staging and which components of the overall development should be a priority. Once the concept is approved detailed design and construction of each element can happen all at once or in stages.

CAPITAL COSTS

Costing has been determined based on previous Common Ground Trails design and construction contracts, and industry knowledge. Table 8 outlines costs associated with recommendations provided. It should be noted that these costs are indicative and subject to large changes based on scope, materials, additional site furniture, re-location of overhead or underground services, de-contamination of land, upgrades to existing parking, toilets and roads, and many other influencing factors. These costs don't account for staging of works.

Based on the assessment carried out Regional scale facilities were deemed the most appropriate for these sites. Should the City wish to develop smaller community or local scale facilities Table 9 provides an indicative cost range from planning through to design and construction for different facilities and scales.

Table 8: Costings based on recommendations:

		GPC Design	GPC Construction	Notes
Riverside Gardens East Challenge Park	Concept Development	\$30,000	-	
	Pump Track	\$20,000	\$300,000	Approx 600sqm
	Learn to Ride Track	\$5,000	\$70,000	
	Bike Playground	\$5,000	\$100,000	
	Support infrastructure	\$20,000	\$300,000	Trailhead, shade, toilets, seating etc
	TOTAL	\$80,000	\$770,000	
Lightning Park Challenge Park	Concept development	\$30,000	-	
	Pump Track	\$20,000	\$400,000	Approx 800sqm
	Jump Track	\$20,000	\$200,000	
	Skills Loop	\$5,000	\$150,000	
	Support infrastructure	\$20,000	\$200,000	Trailhead, shade, seating, connecting paths etc
	TOTAL	\$95,000	\$950,000	
Houghton Park Pump Track	Concept development	\$10,000		
	Pump Track	\$20,000	\$250,000	Approx 500sqm
	Support infrastructure	\$10,000	\$100,000	Trailhead, shade, seating etc
	TOTAL	\$40,000	\$350,000	

Table 9: Costing range based on facility type and scale (indicative cost for planning, design and construction, displayed in thousands):

	Bike Playground	BMX	Jump Track	Learn to Ride	Pump Track	Skills Track
Community	\$75-150	\$50-100	\$50-75	\$50-100	\$50-100	\$25-50
Local	\$150-250K	\$100-200	\$75-100	\$100-200	\$100-200	\$50-100
Regional	\$250-500K	\$200-400	\$150-500	\$200-400	\$200-400	\$100-300
State	\$500K+	\$400+	\$500+	\$400+	\$400+	\$300+

ONGOING COSTS

Once a cycle facility is in place, it is essential to understand the ongoing upkeep required to maintain the facility to a safe and functional condition. A management plan should be developed for each site prior to development. This will outline required maintenance, resources, annual budgets and asset lifespan information. It is estimated that cycle facilities outlined in this assessment if designed and constructed to best practice principles, meeting the required tolerances and specifications of current industry standards, will have a functional life of approximately fifteen years before major repairs, renovation or renewal is needed.

Over time, the facility will be exposed to user wear and tear, environmental impacts and natural weathering. These factors impact the asphalt, steel, timber, surface treatments, painting and other components. Regular maintenance of these facilities is extremely important for their function, to remain relevant, safe and prolong facility life. Industry experience suggests the following guides for ongoing costs, note these estimates do not include maintenance for landscaped areas or parkland context.

	% of original cost	Tasks
Ongoing maintenance (annual)	1-3%	Ongoing maintenance including minor repairs, inspecting for defects and ensuring facility is safe.
Renovation (5 years)	3-5%	Major renovation to rectify any significant issues
Renovation (10-15 years)	5-10%	Major renovation to rectify any significant issues
End of life (20 years)	100% plus inflation	Full replacement



Figure 7. Precedent image – Baldiwin Pump Track and playground

FUNDING & DELIVERY

FUNDING

Additional to City of Bayswater capital investment there are a number of potential funding options and partnerships available for the facilities suggested in this report. The following funding partners and grant opportunities are aimed at the improvement of community health, youth health, or increasing active recreational opportunities, and have potential to be supportive of a facility such as that proposed:

- Lotterywest – Community spaces outdoor www.lotterywest.wa.gov.au/grants
- Lotterywest – Trails: www.lotterywest.wa.gov.au/grants/grant-types/trails
- Sport Australia – Community Sport Infrastructure Grant: www.sportaus.gov.au/grants_and_funding/community_sport_infrastructure_grant_program
- Commonwealth Bank Staff Community Fund: www.commbank.com.au
- Department of Local Government, Sport and Cultural Industries – Youth engagement Grants Program, Community Sporting and Recreation Facilities Fund (CSRFF): www.dlgs.wa.gov.au/GrantsFunding/Pages/Youth-Engagement-Grants-Program www.dsr.wa.gov.au/funding/facilities-csrff
- Healthway Health Promotion Project Grants and Sport and Racing sponsorship: www.healthway.wa.gov.au
- RAC Sponsorship – Community Partnerships: www.rac.com.au
- Telstra Foundation Social Innovation: exchange.telstra.com.au



DELIVERY

There are three delivery methods which can be considered for the development of recreational cycling facilities within the City of Bayswater; professional, professional with volunteer assistance and volunteer led. Delivery methods are often determined by location of the development and the quality of facility required. Facilities developed in urban and urban fringe are typically led or undertaken by professional designers and contractors. Developments located in the natural landscape have a higher potential for volunteer development. The following outlines the benefits and constraints with each of the delivery methods.

Professional

Professional design by industry specific designers, typically yields high quality and accurate documentation enabling competitive and accurate pricing. Professional design can be costly but typically ensures successful and highly desirable facilities. Typically professional designers will host workshops to foster community participation and ownership. Professional construction by industry specific contractors, ensures high quality with a high level of accountability. Professional construction is most appropriate when the project incorporate hardened surfaces and landscaping requirements. It does however have higher capital costs and can lead to reduced ownership if not successfully delivered. Development progress is typically fast.

Professional and Volunteer Assistance

Community led design with professional documentation can yield high quality and accurate documentation and community ownership. It remains costly and can have compromised design outcomes if not successfully managed.

Professional led construction, by industry specific contractors, with volunteer assistance can yield high quality but with a reduced level of accountability. Volunteer assisted construction is most appropriate when the project incorporates a combination of natural and hardened surfaces. Volunteer assisted projects can be difficult to price and unless volunteer involvement is significant, it can increase the cost of development through increased management requirements.

Volunteer

Community led design with minimal input from professionals can be low cost but can often lead to lower quality documentation and potentially less useable facilities. Volunteer led construction is most appropriate for natural surface developments in urban fringe and natural landscape settings. Accountability of the final outcome is significantly reduced and development progress is typically slow. Volunteer led construction can lead to significant community ownership, if the final product is desirable.

REFERENCES

1. City of Bayswater Local Bicyclist Plan, 2014
2. Australian Bureau of Statistics, Regional Summary – Bayswater <https://ittabs.gov.au/>
3. Department of Transport, Your Move <https://yourmove.org.au/journeys-planner/>
4. Australian Bureau of Statistics, Regional Summary – Bayswater <https://ittabs.gov.au/>
5. Australian Bureau of Statistics, Regional Summary – Bayswater <https://ittabs.gov.au/>
6. Western Australia, Strategic Cycling Facilities Review, West Cycle
7. ABS (2012), Children's Participation in Cultural and Leisure Activities, Australia, 2012 (code 4801.0)
8. Western Australia Strategic Cycling Facilities Review (2012)
9. BMX Sports Western Australia (2012), 2018-2019 Annual Report
10. Western Australian Mountain Bike Strategy 2015 – 2020 – unlocking the potential



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13. URGENT BUSINESS**13.1 Amendment to 2020 Compliance Audit Return**

Responsible Branch:	Governance and Organisational Strategy	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	Simple Majority Required	
Attachments:	1. Adopted 2020 Annual Compliance Audit Return	
Refer:	Item 8.9: ARMC 09.02.2021 Item 10.6.3.9: OCM 23.02.2021	

SUMMARY

A notification to the Department of Local Government, Sport and Cultural Industries (the Department) is required advising of an amendment to the City's Annual Compliance Audit Return (CAR) due to an incorrect response to the recently adopted CAR at the Ordinary Council Meeting of 23 February 2021. Compliance Audit Returns are required to be lodged with the Department by 31 March each year, so it is preferable to notify the Department of the changes before that time.

OFFICER'S RECOMMENDATION

That Council:

1. **Endorses the amendment to the adopted 2020 Annual Compliance Audit Return as included in Attachment 1; and**
2. **Request the Chief Executive Officer to notify to the Department of Local Government, Sport and Cultural Industries of the amendment.**

BACKGROUND

Each Local Government in Western Australia is required to complete a CAR each year. The CAR consists of a number of questions relating to compliance with the *Local Government Act 1995* that a Local Government is required to answer. The CAR must be presented to the Audit and Risk Management Committee, followed by adoption by Council at an Ordinary Council Meeting.

The CAR for the 2020 financial year was presented to the Audit and Risk Management Committee on 9 February 2021, followed by being presented to Council for adoption at the 23 February 2021 Ordinary Council Meeting. The Audit and Risk Management Committee will be notified of this report at their next meeting.

Since the Annual Compliance Audit Return was adopted by Council at the Ordinary Council Meeting of 23 February 2021, it has been determined that there was an incorrect response provided to question 5 in the Disclosure of Interest section as follows:

6 s5.77	On receipt of a Primary or Annual Return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	Receipting of Primary and Annual Returns is automatically captured through "Attain", the City's Corporate Governance Program.
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Further investigation has revealed that on thirty occasions when Annual and Primary Returns were submitted by the relevant staff, the returns were never received by the Chief Executive Officer, as such an acknowledgement receipt could not be provided by the CEO. This was the result of a system configuration issue that is further outlined below in the Officer's Comments.

EXTERNAL CONSULTATION

Nil.

OFFICER'S COMMENTS

The City utilises a computer program that allows the City to both capture and report on corporate governance processes such as the lodgement and receipting of Annual and Primary Returns.

The software Company that provides the program has confirmed that while the majority of the City's Annual and Primary Returns during the CAR reporting period were sent an acknowledgement receipt, the thirty returns in question were not acknowledged due to a systems configuration error.

The system has since been rectified to prevent the same error in the future, and all returns have now been acknowledged by the CEO as required.

The Annual Compliance Audit Return was lodged with the Department on 12 March 2021 and has complied with the legislative requirement to lodge this by the due date of 31 March 2021.

The Department have been notified of this newly identified issue and have advised that the current return already submitted cannot be altered, however the City can forward new information to notify the Department of the change.

The Department has confirmed that a breach of section 5.77 of the *Local Government Act 1995* that specifically addresses the receipting of Annual and Primary Returns does not attract a penalty so no serious breach has occurred.

The Department has recommended that the minutes of this Ordinary Council Meeting are provided to the Department alongside the CAR to fully inform the Department, who will then advise if any further action is required.

LEGISLATIVE COMPLIANCE

- Section 5.77 of the *Local Government Act 1995*
- Regulation 13, 14 and 15 of the *Local Government (Audit) Regulations 1996*

OPTIONS

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

Option 1	That Council: <ol style="list-style-type: none"> Endorses the amendment to the adopted 2020 Annual Compliance Audit Return as included in <u>Attachment 1</u>; and Request the Chief Executive Officer to notify to the Department of Local Government, Sport and Cultural Industries of the amendment. 	
Risk Category	Adopted Risk Appetite	Risk Assessment Outcome
Strategic Direction	Moderate	Low
Reputation	Low	Low
Governance	Low	Low
Community and Stakeholder	Moderate	Low
Financial Management	Low	Low
Environmental Responsibility	Low	Low
Service Delivery	Low	Low
Organisational Health and Safety	Low	Low
Conclusion	This option provides the opportunity for Council to formally notify the Department of Local Government, Sport and Cultural Industries of an amendment to the 2020 Annual Compliance Audit Return.	

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

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

Theme: Leadership and Governance
 Aspiration: Open, accountable and responsive services
 Outcome L1: Accountable and good governance
 Outcome L2: Proactively communicates and consults

CONCLUSION

All the requirements for completing the 2020 Annual Compliance Audit Return have been undertaken, with the Compliance Audit Return already uploaded. It is important that the Department is formally notified by Council of the amended response to one question.

The Department has advised that this error does not constitute a serious breach and that the City should upload explanatory information about the amended response.

The system configuration issue has been identified and rectified so that this will not occur in future years.

Attachment 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Bayswater - Compliance Audit Return 2020**Certified Copy of Return**

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A	The City has not undertaken any major trading undertaking in 2020.	Andrew Brien
2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	N/A	The City has not undertaken any major land transactions in 2020.	Andrew Brien
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	N/A	The City has not undertaken any major land transactions in 2020.	Andrew Brien
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	N/A	The City has not undertaken any major trading undertakings or land transactions in 2020.	Andrew Brien
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	The City has not undertaken any major trading undertakings or land transactions in 2020.	Andrew Brien

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes	The Reconciliation Advisory Committee was granted delegated authority at the Ordinary Council Meeting on 29 October 2019 and this Committee operates until the next Local Government Election to be conducted on 16 October 2021. The COVID-19 Advisory Committee was granted delegated authority at the Ordinary Council Meeting on 24 March 2020.	Andrew Brien
2	s5.16	Were all delegations to committees in writing?	Yes		Andrew Brien

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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No	Reference	Question	Response	Comments	Respondent
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		Andrew Brien
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	These are displayed on the City's website.	Andrew Brien
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes	Council reviewed and adopted delegations to its Reconciliation Advisory Committee when this was established at the Ordinary Council Meeting on 29 October 2019 and for the COVID-19 Advisory Committee when this was established at the Ordinary Council Meeting on 24 March 2020.	Andrew Brien
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Andrew Brien
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	The Annual Delegations Review Report was adopted at the Ordinary Council Meeting on 24 November 2020.	Andrew Brien
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Andrew Brien
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	Sub Delegation Memos were sent to designated employees.	Andrew Brien
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes	Some delegations were amended as part of Annual Delegations Review Report that was adopted at the Ordinary Council Meeting on 24 November 2020.	Andrew Brien
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	These are located within the City's Delegated Authority Register, which is located on the website, within ECM (Records Management System) as well as a hard copy located within Governance.	Andrew Brien
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes	Council reviewed and adopted the Delegations Register at the Ordinary Council Meeting held on 24 November 2020.	Andrew Brien
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes	Designated officers have been notified in writing of their delegations and specifically advised in the memo to keep a written record of these.	Andrew Brien

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Andrew Brien
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	There were no gifts declared as part of this legislation.	Andrew Brien
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Andrew Brien
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Andrew Brien
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	No	One late Annual Return was lodged by a staff member and this was reported to the Department through a Serious Breach Form and has been acknowledged.	Andrew Brien
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Receipting of Primary and Annual Returns is automatically captured through "Attain", the City's Corporate Governance Program.	Andrew Brien
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	These are stored electronically in ECM, the City's Record Management System as well as hard copies located in Governance.	Andrew Brien
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes	These are stored in hard copy located in Governance and also updated and displayed each month on the City's website.	Andrew Brien
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes	The hard copies have been removed from Governance.	Andrew Brien
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	The hard copies have been removed from Governance and stored separately for a five year period.	Andrew Brien

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	These are stored electronically and also updated and displayed each month on the City's website.	Andrew Brien
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	These are stored electronically and also updated and displayed each month on the City's website	Andrew Brien
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	These are removed from the electronic version published on the website.	Andrew Brien
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	The hard copies have been removed from Governance and stored separately for a five year period.	Andrew Brien
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes		Andrew Brien
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11 (2) was the nature of the interest recorded in the minutes?	Yes		Andrew Brien
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Andrew Brien
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Andrew Brien
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Andrew Brien
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes	The City's revised Code of Conduct is currently under review.	Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
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No	Reference	Question	Response	Comments	Respondent
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes	This is stored electronically within "Attain", the City's Corporate Governance Program as well as displayed and updated each month on the City's website.	Andrew Brien

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes	Land Lease – Portion of Bert Wright Park, 25 King William Street, Bayswater.	Andrew Brien
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Andrew Brien

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	N/A	No Local Government Election conducted in 2020	Andrew Brien
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No Local Government Elections conducted in 2020	Andrew Brien
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A	No Local Government Elections conducted in 2020	Andrew Brien

Finance

No	Reference	Question	Response	Comments	Respondent
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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	The Audit and Risk Management Committee Members were appointed and adopted by Council at the Special Council Meeting held on 21 October 2019 for a two year term.	Andrew Brien
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	The Audit and Risk Management Committee does not have delegated powers or duties.	Andrew Brien
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	N/A	The City of Bayswater is now required to be audited by the Office of the Auditor General.	Andrew Brien
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	N/A	The City of Bayswater is now required to be audited by the Office of the Auditor General.	Andrew Brien
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	No	The Auditor's report is expected to be received in January 2021.	Andrew Brien
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	Yes Interim Audit findings undertaken and actions were considered at the Audit and Risk Management Committee Meeting of 24 November 2020.	Andrew Brien
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	Yes	Yes Audit and Risk Management Committee Meeting of 24 November 2020.	Andrew Brien
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	The Auditor's report has not been received by the City yet.	Andrew Brien
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	N/A	The Auditor's report has not been received by the City yet.	Andrew Brien
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes	Yes the Office of the Auditor General provided the City with a detailed quote and costings.	Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	No	The Auditor's report has not been completed yet.	Andrew Brien

Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Strategic Community Plan was adopted by Council at the Ordinary Council Meeting held on 23 May 2017. A Minor Review of the Strategic Community Plan was undertaken and adopted by Council at the Ordinary Council Meeting held on 11 December 2018.	Andrew Brien
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	The Corporate Business Plan was reviewed and adopted by Council at the Ordinary Council Meeting held on 11 June 2019	Andrew Brien
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Andrew Brien

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	Yes	The process was approved At the Ordinary Council Meeting held on 13 September 2016, however no recruitment of the CEO was required to be undertaken from 1 January to 31 December 2020.	Andrew Brien
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes	The position of Director Corporate and Strategy was advertised through a Recruitment Agency and through Seek.	Andrew Brien
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Andrew Brien
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Andrew Brien
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Andrew Brien
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Andrew Brien

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes	The CEO is the Complaints Officer	Andrew Brien
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)?	Yes		Andrew Brien
3	s5.121(2)	Does the complaints register include all information required by section 5.121 (2)?	Yes		Andrew Brien
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		Andrew Brien

Optional Questions

No	Reference	Question	Response	Comments	Respondent
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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	Yes	Council adopted the recommendations of the CEO review at the Ordinary Council Meeting on 23 October 2018.	Andrew Brien
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	Yes	Yes review of Regulation 17 was undertaken during 2020 and adopted at the Ordinary Council Meeting of 23 June 2020.	Andrew Brien
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		Andrew Brien
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		Andrew Brien
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes	Council adopted the Attendance at Events Policy for Elected Members on 8 December 2020.	Andrew Brien
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		Andrew Brien
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Andrew Brien
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	An existing Council Policy on the Professional Development of Elected Members was adopted by Council at the Ordinary Council Meeting of 27 September 2018 and will be reviewed after next election.	Andrew Brien
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes	An Elected Members Training Register is published on the City's website and a report was adopted by Council at the Ordinary Council Meeting of 22 September 2020.	Andrew Brien

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
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No	Reference	Question	Response	Comments	Respondent
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	No	An extension was granted due to the pending approval of the proposed Local Government (Financial Management Amendment) 2020. Approval was granted on 29 September 2020.	Andrew Brien

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Andrew Brien
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Andrew Brien
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Andrew Brien
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Andrew Brien
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A	No multiple contracts	Andrew Brien
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Formal addenda issued to all parties	Andrew Brien
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Andrew Brien

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No	Reference	Question	Response	Comments	Respondent
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	Currently transitioning to web publishing of tender register	Andrew Brien
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	One late tender received	Andrew Brien
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Andrew Brien
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Andrew Brien
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Andrew Brien
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No late EOI responses were received	Andrew Brien
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	Yes		Andrew Brien
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	Yes	Shortlisted EOI respondents were invited to tender	Andrew Brien
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Andrew Brien
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	N/A	No panel contracts in place at this time	Andrew Brien
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	As above	Andrew Brien

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No	Reference	Question	Response	Comments	Respondent
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	As above	Andrew Brien
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	As above	Andrew Brien
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	As above	Andrew Brien
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	As above	Andrew Brien
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	As above	Andrew Brien
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	Metro LG	Andrew Brien

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Bayswater

Signed CEO, Bayswater

13.2 Debt Write-Off

Responsible Branch:	Financial Services	
Responsible Directorate:	Corporate and Strategy	
Authority/Discretion:	<input type="checkbox"/> Advocacy <input type="checkbox"/> Executive/Strategic <input checked="" type="checkbox"/> Legislative	<input type="checkbox"/> Review <input type="checkbox"/> Quasi-Judicial <input type="checkbox"/> Information Purposes
Voting Requirement:	<i>ABSOLUTE MAJORITY REQUIRED</i>	

REASON FOR CONFIDENTIALITY

This report is **CONFIDENTIAL** in accordance with section 5.23(2) of the *Local Government Act 1995* which permits the meeting to be closed to the public for business relating to the following:

(b) *the personal affairs of any person.*

OFFICER'S RECOMMENDATION

That the recommendation as contained in the attached 'Confidential Report' be adopted.