



City of Nedlands

Agenda

Council Committee Meeting

8 September 2020

Dear Council Member

The next meeting of the Council Committee will be held on Tuesday 8 September 2020 online commencing at 6.00 pm.

The public can continue to participate by submitting questions and addresses via the required online submission forms at:

<http://www.nedlands.wa.gov.au/intention-address-council-or-council-committee-form>

<http://www.nedlands.wa.gov.au/public-question-time>

Mark Goodlet
Chief Executive Officer
4 September 2020

Table of Contents

Declaration of Opening	3
Present and Apologies and Leave of Absence (Previously Approved)	3
1. Public Question Time	4
2. Addresses By Members of the Public (only for items listed on the agenda)	4
3. Disclosures of Financial and/or Proximity Interest	4
4. Disclosures of Interests Affecting Impartiality	5
5. Declarations by Members That They Have Not Given Due Consideration to Papers	5
6. Confirmation of Minutes	5
6.1 Committee Meeting 11 August 2020	5
7. Matters for Which the Meeting May Be Closed	5
8. Divisional Reports	5
8.1 Planning & Development Report No's PD44.20 to PD45.20	6
8.2 Technical Services Report No's TS15.20	7
8.3 Corporate & Strategy Report No's CPS18.20 to CPS21.20	8
9. Reports by the Chief Executive Officer	9
9.1 Melvista Aged Care Facility – 16 & 18 Betty Street and 73 & 75 Doonan Road - Submissions	9
9.2 Department of Transport's Draft Long Term Cycle Network	11
9.3 Shared Services	16
9.4 Responsible Authority Report – Lot 538 (No. 93) and Lot 539 (No. 95) Broadway, Nedlands – Mixed Use Development (38 Multiple Dwellings and Office)	21
10. Urgent Business Approved By the Presiding Member or By Decision	24
11. Confidential Items	24
Declaration of Closure	24

City of Nedlands

Notice of a meeting of the Council Committee to be held online via Teams and livestreamed for the public and onsite in the Council Chambers, 71 Stirling Highway, Nedlands (Councillors Only) on Tuesday 8 September 2020 at 6 pm.

Council Committee Agenda

Declaration of Opening

The Presiding Member will declare the meeting open at 6 pm and will draw attention to the disclaimer below.

Present and Apologies and Leave of Absence (Previously Approved)

Leave of Absence None.
(Previously Approved)

Apologies None as at distribution of this agenda.

Disclaimer

Members of the public who attend Council meetings should not act immediately on anything they hear at the meetings, without first seeking clarification of Council's position. For example, by reference to the confirmed Minutes of Council meeting. Members of the public are also advised to wait for written advice from the Council prior to taking action on any matter that they may have before Council.

Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material.

1. Public Question Time

A member of the public wishing to ask a question should register that interest by notification in writing to the CEO in advance, setting out the text or substance of the question.

The order in which the CEO receives registrations of interest shall determine the order of questions unless the Mayor determines otherwise. Questions must relate to a matter affecting the City of Nedlands.

2. Addresses By Members of the Public (only for items listed on the agenda)

Addresses by members of the public who have completed Public Address Session Forms will be invited to be made as each item relating to their address is discussed by the Committee.

3. Disclosures of Financial and/or Proximity Interest

The Presiding Member to remind Councillors and Staff of the requirements of Section 5.65 of the *Local Government Act* to disclose any interest during the meeting when the matter is discussed.

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration.

However, other members may allow participation of the declarant if the member further discloses the extent of the interest. Any such declarant who wishes to participate in the meeting on the matter, shall leave the meeting, after making their declaration and request to participate, while other members consider and decide upon whether the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

4. Disclosures of Interests Affecting Impartiality

The Presiding Member to remind Councillors and Staff of the requirements of Council's Code of Conduct in accordance with Section 5.103 of the *Local Government Act*.

Councillors and staff are required, in addition to declaring any financial interests to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x I disclose that I have an association with the applicant (or person seeking a decision). This association is (nature of the interest).

As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

The member or employee is encouraged to disclose the nature of the association.

5. Declarations by Members That They Have Not Given Due Consideration to Papers

Members who have not read the business papers to make declarations at this point.

6. Confirmation of Minutes

6.1 Committee Meeting 11 August 2020

The Minutes of the Council Committee held 11 August 2020 are to be confirmed.

7. Matters for Which the Meeting May Be Closed

In accordance with Standing Orders and for the convenience of the public, the Committee is to identify any matter which is to be discussed behind closed doors at this meeting and that matter is to be deferred for consideration as the last item of this meeting.

8. Divisional Reports

Note: Regulation 11(da) of the *Local Government (Administration) Regulations 1996* requires written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee as defined in section 5.70, but not a decision to only note the matter or to return the recommendation for further consideration.

8.1 Planning & Development Report No's PD44.20 to PD45.20

Planning & Development Report No's PD44.20 to PD45.20 to be dealt with at this point (copy attached yellow cover sheet).

PD44.20 No. 37 Strickland Street, Mount Claremont – Holiday House
(Short Term Accommodation)

PD45.20 Establishment of a Design Review Panel



City of Nedlands

Planning and Development Reports

Committee Consideration – 8 September 2020

Council Resolution – 22 September 2020

Table of Contents

Item No.	Page No.
PD44.20	No. 37 Strickland Street, Mount Claremont – Holiday House (Short Term Accommodation)..... 2
PD45.20	Establishment of a Design Review Panel 15

PD44.20	No. 37 Strickland Street, Mount Claremont – Holiday House (Short Term Accommodation)
----------------	---

Committee	8 September 2020
Council	22 September 2020
Applicant	David Joseph
Landowner	David Joseph and Christine Joseph
Director	Peter Mickleson – Director Planning & Development
Employee Disclosure under section 5.70 Local Government Act 1995	Nil
Report Type Quasi-Judicial	When Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications and other decisions that may be appealable to the State Administrative Tribunal.
Reference	DA20/48595
Previous Item	Nil
Delegation	In accordance with the City's Instrument of Delegation, Council is required to determine the application due to objections being received.
Attachments	1. Applicant's Justification Report
Confidential Attachments	1. Plans 2. Management Plan 3. Submissions 4. Assessment

1.0 Executive Summary

The purpose of this report is for Council to determine a retrospective Development application for an existing Holiday House (Short-Term Accommodation) to a residential property at No. 37 Strickland Street, Mount Claremont.

A Holiday House is an 'A' use under the City of Nedlands Local Planning Scheme No. 3 (LPS3). As such, the application was advertised to adjoining neighbours in accordance with the City's Local Planning Policy - Consultation of Planning Proposals. Four (4) objections were received during the advertising period.

It is recommended that the application be approved by Council as it is considered to satisfy the Objectives and Policy Measures for a Holiday House of the City of Nedlands Short Term Accommodation Local Planning Policy (LPP). Further, it is unlikely to have a significant adverse impact on the character of the locality.

2.0 Recommendation to Committee

Council approves the retrospective development application dated 27 May 2020 for a Holiday House at Lot 96 (No. 37) Strickland Street, Mount Claremont, subject to the following conditions and advice notes:

- 1. This approval is for a Holiday House. Development shall be in accordance with the land use as defined within Local Planning Scheme No. 3, the approved plan(s), any other supporting information and conditions of approval. It does not relate to any other development on the lot.**
- 2. The approval period for the Holiday House is limited to 12 months (1 year) from the date of this decision letter.**
- 3. The development shall at all times comply with the application and the approved plans, subject to any modifications required as a consequence of any condition(s) of this approval.**
- 4. The proposed use complying with the Holiday House definition stipulated under the City's Local Planning Scheme No. 3 (refer to advice note 1).**
- 5. A maximum of 6 guests are permitted on the reside at the Holiday House at any one time.**
- 6. Each booking for the Holiday House must be for a minimum stay of 2 consecutive nights.**
- 7. A maximum of 2 guest vehicles for guests of the Holiday House are permitted on the premises at any given time. (from standard conditions)**
- 8. The Management Plan forms part of this approval and is to be complied with at all times to the City's satisfaction.**
- 9. All vehicles (for the owners of the property and the guests of the Holiday House) shall be parked within the property boundaries of the subject site. No guest parking is permitted on the verge or street.**

Advice Notes specific to this proposal:

- 1. With regard to condition 1, the applicant and landowner are advised that the use Holiday House is defined as the following in accordance with the City of Nedlands Local Planning Scheme No. 3 and the City of Nedlands Short Term Accommodation Local Planning Policy:**

'Holiday House means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast'.

- 2. In relation to Condition 2, the applicant is advised that if the applicant wishes to continue the use of the land for the Holiday House, an Amendment Development Application must be submitted to the City's Planning Department for assessment prior to the completion of the 12 month temporary approval period. The applicant is advised to contact the City's Planning Services closer to the expiry date for assistance in lodging an Amendment Development Application and the required fees for the application.**
- 3. A separate development application is required to be submitted to and approved by the City prior to increasing the maximum number of guests at the Holiday House.**
- 4. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health and engineering requirements of the City, or the requirements of any other external agency**
- 5. This planning decision is confined to the authority of the *Planning and Development Act 2005*, the City of Nedlands' Local Planning Scheme No. 3 and all subsidiary legislation. This decision does not remove the obligation of the applicant and/or property owner to ensure that all other required local government approvals are first obtained, all other applicable state and federal legislation is complied with, and any restrictions, easements, or encumbrances are adhered to.**
- 6. Noise levels are to comply with the *Environmental Protection (Noise) Regulations 1997*.**
- 7. Compliance with the assigned noise levels of the *Environmental Protection (Noise) Regulations 1997*, when received at neighboring noise sensitive receivers (in all day and time categories).**
- 8. The applicant is advised that any increase to the number of guests at the Holiday House will require further Development approval by the City of Nedlands.**
- 9. The applicant is advised that any increase to the number of guest vehicles which are parked at the Holiday House will require further Development approval by the City of Nedlands.**
- 10. All solid waste and refuse and waste to be managed so as to not create a nuisance to neighbors (in accordance with City requirements).**
- 11. No materials and/or equipment being stored externally on the property, which is visible from off site, and/or obstructs vehicle manoeuvring areas, vehicle access ways, pedestrian access ways, parking bays and/or (un)loading bays.**

12. **Emergency exits and safety of premises to be assessed for adequacy by the Department of Fire and Emergency Services (DFES).**
13. **Should the occupancy capacity of the proposal exceed 6 persons (exclusive of the property owners) the proposal will require reassessment as a “lodging house” under the *Health (Miscellaneous Provisions) Act 1911* and the *City of Nedlands Health Local Laws 2017*.**
14. **Where applicable the applicant shall upgrade the premises to comply with the relevant provisions applicable for a Class 1b Building, Please contact the City’s Building Services for further advice.**

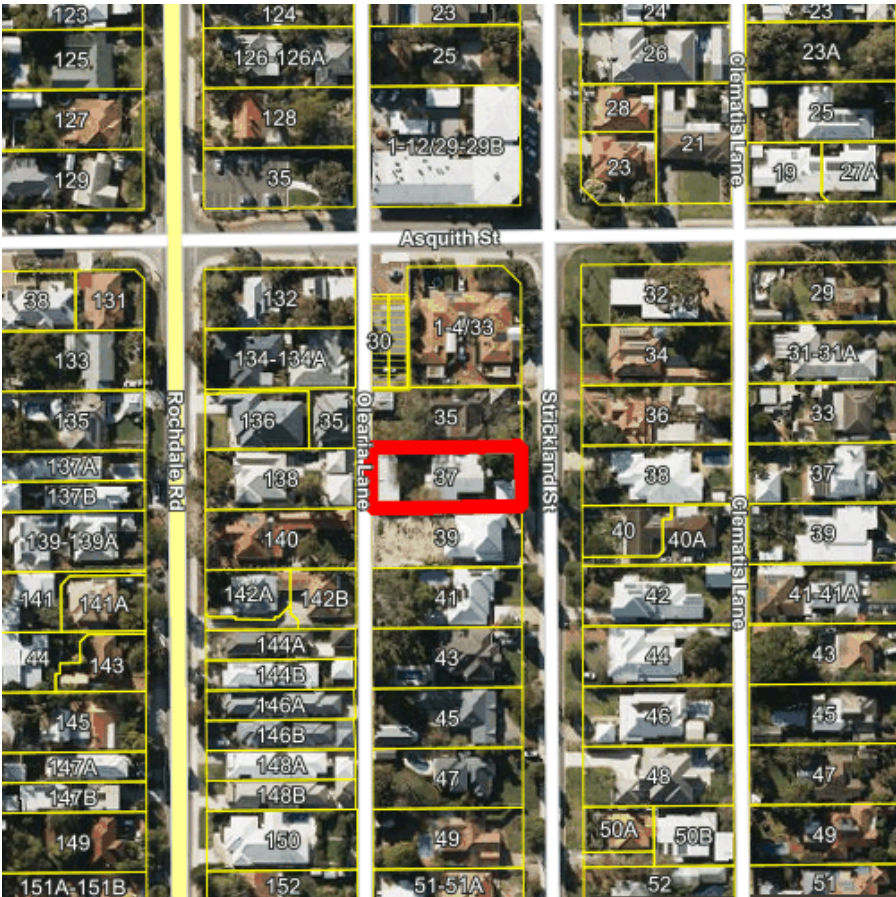
3.0 Background

3.1 Land Details

Metropolitan Region Scheme Zone	Urban
Local Planning Scheme Zone	Residential
R-Code	R20
Land area	1012.00m ²
Additional Use	No
Special Use	No
Local Development Plan	No
Structure Plan	No
Land Use	Existing – Residential Proposed – Residential and Holiday House
Use Class	Proposed – ‘A’ use class for Holiday House in a Residential zoned area.

3.2 Locality Plan

The subject property is located within an area which displays a predominantly residential character with a density of R20 under LPS 3 as shown in the aerial map below.



Approximately 80m to the north of the subject property is the Mount Claremont Local Centre which consists of a small variety of retail and commercial tenancies as shown on the map below.



4.0 Application Details

The applicant seeks development approval for the use of the subject property for a Holiday House. As per the City of Nedlands Local Planning Scheme No. 3, a Holiday House is defined as:

“a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast.”

The City of Nedlands Local Planning Scheme No. 3 defines a Short Term Accommodation as:

“temporary accommodation provided either continuously or from time-to-time with no guest/s accommodated for periods totalling more than 3 months in any 12-month period.”

The applicant (who is also the owner of the property) is seeking to operate the Holiday House at the subject property and the owners of the property will reside on site and manage the holiday house.

In the Management Plan contained as Confidential Attachment 2 of this report, the applicant has explained:

- There will be one booking taken at a time
- The maximum number of guests at the property will be between 4 to 6 guests and each booking will be for a minimum of 2 consecutive nights

- The maximum number of guest cars the property will be 2 guest cars.
- The hosting requirements of the holiday house will be managed by 'Houst' (a management company) to take care of bookings, guest data and check in and check out dates
- The Management Plan also contains a Code of Conduct which will be provided to guests of the Holiday House

5.0 Consultation

The applicant is proposing a change of use to 'Holiday House' as a form of Short-Term Accommodation at the subject property. A Holiday House is an 'A' Use in a Residential Zone. An 'A' use, means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

The development application was therefore advertised in accordance with the City's Local Planning Policy - Consultation of Planning Proposals to a total of 38 owners and occupiers. During the consultation period, 4 objections were received as per below pie graph.



By way of justification, in support of the retrospective development application the applicant has provided a letter of response, addressing the submissions received. This has been provided as Attachment 1 of this Council Report.

The following table is a summary of the concerns/comments raised and the City's response and action taken in relation to each issue:

Submission	No. of times issue raised	Officer Response	Action Taken
Subject property is already operating as a short term accommodation	1	As per the description of the application, the use of the site as a Holiday House is retrospective. The applicant (also the landowner) has lodged a Development Application to seek approval for the use of	No action required

holiday house and the submitter assumed it already had approval.		the land as a Holiday House in accordance with the City of Nedlands LPS 3 and City of Nedlands Short Term Accommodation LPP	
A constant turnover of people will make Strickland St uncomfortable, worrying and unsafe as Strickland St is currently a family suburban street.	2	Residential amenity will be assessed for this proposal under Section 6.0 – Assessment of Statutory Provisions of this report.	Refer to Section 6.0 of this Report.
Concerns relating to noise levels.	3	Noise levels are to comply with the <i>Environmental Protection (Noise) Regulations 1997</i> and the applicant is advised to comply with the assigned noise levels of the Regulations. As per the Management Plan submitted by the applicant, the landowners who will also manage the Holiday House will continue to reside on the property and as such, will be able to manage the noise levels at the Holiday House.	Advice Note 6 and 7 recommended.
Concerns relating to rubbish and excessive rubbish left on the verge on bin collection day.	1	All solid waste and refuse and waste is to be managed so as to not create a nuisance to neighbours to the City's requirements. In the Management Plan, the owners have explained that a Management Company called Houst will take care of hosting requirements, including rubbish disposal.	Advice Note 10 recommended.
Concerns about the car parking and hazardous driving conditions due to overflowing parking.	2	A parking assessment against the City's Parking LPP is provided under Section 6.3.2 of this report. A recommended condition of the determination is for all guest vehicles to be parked within the property boundaries of the subject site and no guest parking is permitted on the verge or street. A recommended condition of the determination is for a maximum of 2 guest vehicles to be permitted on site at any given time. The resulting traffic movements associated with the operation of the property as a holiday house are in keeping with those expected for a single residential dwelling and	Condition 7 recommended for maximum 2 guest parking bays permitted. Condition 9 recommended for all parking to be within the property's boundaries. Refer to Section 6.3.2 for an assessment of the parking.

		are unlikely to increase congestion and traffic movements in the area.	
Concern that more than 6 guests will be staying in the house at any one time and that the owner will not be present on the site.	2	As per Condition 5 of the recommendation, a maximum of 6 guests are permitted to reside at the Holiday House at any one time. An increase in the number of guests will require further approval from the City. As per the Management Plan provided by the applicant, Point 1 identifies that the owner will reside on site. Condition 8 requires that the management plan forms part of the approval and is to be complied with at all times to the satisfaction of the City.	Condition 5 and 8 recommended.
Concern that the holiday house will be used as student accommodation or a boarding house.	1	This application is only for a Holiday House as per recommended Condition 1. The use of the land for student accommodation or a boarding house would be in breach of the Planning Approval and would be subject to compliance action. As per Point 3 of the Applicant's Management Plan and Condition 6 of the recommended approval, the bookings will be for a minimum of 2 consecutive nights.	Condition 1 and 6 and Advice Note 1 recommended.
Concern about the negative impact on the current street and suburb.	1	A Holiday House is an 'A' Use in a Residential Zone which means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions. The application has been advertised in accordance with Clause 64 of the deemed provisions and an assessment on the impact of the proposal is outlined in Section 6.0 of this Report.	No action required
Concern that the Holiday House will devalue the property of the submitters and other properties in the area.	2	A decrease in property value is not a valid planning consideration.	No action required.

Note: A full copy of all relevant consultation feedback received by the City has been given to the Councillors prior to the Council meeting.

6.0 Assessment of Statutory Provisions

6.1 Planning and Development (Local Planning Schemes) Regulations 2015

Schedule 2, Part 9, clause 67 (Matters to be considered by local government) stipulates those matters that are required to be given due regard to the extent relevant to the application. Where relevant, these matters are discussed in the following sections.

In accordance with provisions (m) and (n) of the Regulations clause 67, due regard is to be given to the likely effect of the proposed development’s potential impact it will upon the local amenity.

6.2 Local Planning Scheme No. 3 – Residential Zone Objectives

Requirement	Proposal	Satisfies
a) To provide for a range of housing and a choice of residential densities to meet the needs of the community;	The proposal is considered to positively contribute to the City’s housing diversity through the proposal of a Holiday House. Temporary accommodation through the proposal of a Holiday House is seen to meet the needs of the community, which seeks for a diverse range of housing options.	Yes
b) To facilitate and encourage high quality design, built form and streetscapes throughout residential areas;	Not applicable as the application is only seeking approval for the use of the existing dwelling as a Holiday House. No works are proposed as part of this development application.	N/A
c) To provide for a range of non-residential uses, which are compatible with and complementary to residential development;	As above. It is noted that the proposal for a Holiday House is seen complementary to the existing residential development on site and the residential land use in the locality of Mount Claremont. As seen in the locality plan, the surrounding land uses all include Residential dwellings in an R20 coding. The dwelling which will be used for the Holiday House is an existing dwelling and the proposal of the Holiday House is seen to be compatible with this existing land use of the site and the adjoining residential use of the locality.	N/A
d) To ensure development maintains compatibility with the desired streetscape in terms of bulk, scale, height, street alignment and setbacks;	As above – no works are proposed as part of this development application.	N/A

6.3 Local Planning Policy

6.3.1 – Short Term Accommodation Local Planning Policy

Policy Objective

<p>3.1 To ensure the location and scale of short-term accommodation uses are compatible with the surrounding area.</p> <p>3.2 To maintain a high standard of amenity for the surrounding neighbourhood through required management controls.</p> <p>3.3 To ensure properties used for a short-term accommodation uses do not have an undue impact on the residential amenity of the area by way of noise, traffic, or parking.</p> <p>3.4 To establish a clear framework for the assessment and determination of applications for short-term accommodation.</p>

Policy Requirement

<p>4.2 Applications for Holiday House, where a keeper does not reside on-site may be supported where:</p> <p>a) The number of guests is limited to 6 persons; and</p> <p>b) Bookings must be for a minimum stay of 2 consecutive nights</p>

Proposed

<p>The application proposes:</p> <ul style="list-style-type: none"> - A Holiday House which proposes the owners to reside on site, - Only one booking will be taken at a time, - The maximum number of guests which will reside at the Holiday House is 6 people, - Each booking will be for a minimum stay of two consecutive nights, - Check in time is 3PM and check out time is 11AM.
--

Administration Assessment

<p>The application for the Holiday House is considered to meet the objectives and requirements of a Holiday House under the City of Nedlands Short Term Accommodation LPP. The applicant has demonstrated through the submitted management plan that the use of the residential dwelling as a Holiday House will likely have a negligible impact on neighbouring landowners and the surrounding amenity of the property.</p> <p>As per recommended Condition 8 of the determination, the Management Plan forms part of the approval and is to be complied with at all times to the City’s satisfaction.</p> <p>Administration also notes that this Application was proposed during the Amenity period which was provided by Council through the adoption of the City of Nedlands Short Term Accommodation LPP.</p> <p>As per recommended Condition 2 of determination, this Approval would only be valid for a period of 12 months (1 year). During this time, the City can keep a record of complaints or concerns raised through the use of the Holiday House. Should the applicant wish to continue operating the Holiday House after the 12 months lapses, an Amendment to the Development application will be required to be submitted to the City for further review and assessment of the short term accommodation, taking into consideration any complaints received during the 12 month period.</p>
--

6.3.2 – Parking Local Planning Policy

Policy Objective

<p>3.1 To facilitate the development of sufficient parking facilities for cars and other wheeled vehicles.</p>
--

Policy Requirement
For a Holiday House, the Parking LPP prescribes that 1 car parking bay is required per guest bedroom, in addition to any bays required under the R-Codes for the dwelling
Proposed
<p>As per the plans, 4 rooms will be used for the Holiday House. These rooms include Bedroom 2, 3, 4 and 5.</p> <p>On point 2 of the Management Plan, the applicant (and landowner) has advised that there will be a maximum of 2 guest cars on the property.</p> <p>As per the requirements of the R-Codes, 2 car parking bays are required for the dwelling.</p> <p>Therefore, a total of 4 car parking bays are required for this proposal.</p> <p>The subject property has 3 carports at the rear of the site abutting Olearia Lane to the rear and there is a double carport for 2 cars at the front of the property facing Strickland Street. Therefore, a total of 5 car parking bays are provided on the subject property.</p>
Administration Assessment
<p>The application for a Holiday House is considered to meet the objectives and requirements of a Holiday House under the City of Nedlands Parking LPP. The applicant has demonstrated through the submitted Management Plan contained as Confidential Attachment 2 that the use of the residential dwelling as a Holiday House will likely have a negligible impact on neighbouring landowners and the surrounding amenity of the property.</p> <p>As per recommended Condition 7 of the determination, a maximum of 2 guest vehicles are permitted for the guests of the Holiday House at any given time.</p> <p>As per recommended Condition 8 of the determination, the Management Plan (which also indicates that a maximum of 2 guest cars are permitted on the property) forms part of the approval and is to be complied with at all times to the City's satisfaction.</p> <p>As per recommended Condition 9, all guest vehicles shall be parked within the property boundaries of the subject site and no guest parking is permitted on the verge or street.</p>

7.0 Conclusion

The application for a retrospective Holiday House is considered to satisfy the objectives and requirements of the City of Nedlands Local Planning Scheme No. 3, the City of Nedlands Short Term Accommodation Local Planning Policy and the City of Nedlands Parking Local Planning Policy.

Through the proposed Management Plan submitted by the applicant (and owner of the subject property), the applicant has demonstrated that the Holiday House is unlikely to have an undue impact on the residential amenity of the area by way of noise or parking. The Holiday House proposes sufficient parking facilities on the site for the operation of the Holiday House.

As per the Management Plan submitted with this application, the owners will reside on site which will allow for any potential neighbour concerns of the Holiday House to be readily addressed in comparison to a proposal for an unsupervised Holiday House.

Accordingly, it is recommended that the application be approved by Council for a 12 month period, subject to Conditions and Advice Notes.

City of Nedlands
Received
3 August 2020

RESPONSE TO SUBMISSIONS

The main reason we decided to put up our home for a Holiday House was due to the fact that the Travel Business which I have owned for 20 years was gradually deteriorating due to competition from the Internet.

Covid19 has made the necessity of a second income even more critical, as the income from my Travel Business has now dwindled away to negative territory, for the last 6 months.

So in April 2019 we started taking in guests and have had a very successful and event free year of clients living at home with us.

When the Council stipulation came along, we decided to do the right thing and applied for Council approval.

To address some of the points raised by the submissions received, I have tabulated them below for easy reference.

1. Devaluing Property value:

There have been quite a few homes bought and sold in the suburb and the property prices would be impacted more by Covid19 than from a holiday house in the street.

Most buyers would not even know if there was a holiday house being operated in the suburb as that is not something advertised by real estate agents.

A few months ago, the property directly opposite our house was sold at the going price.

This is after a year of us running the holiday house.

Also, there are people all over Australia doing the same to augment their incomes, and it seems rather a poor objection.

2. Parties and unknown regular strangers

We have lived in our home for 15 years and are very keen on making sure that our neighbours and we are not adversely affected in any way.

All prospective tenants are vetted and checked before approving them for staying in the house.

We are as interested as anyone else to have only the right people staying in our house.

Parties and gatherings are not permitted.

Prospective guests are advised of the rules prior to arrival.

By the same token we have had neighbours around us having parties well beyond midnight.

3. Noise

As we are living on the property ourselves, we will ensure that noise will not be an issue.

We have never had a complaint about noise in the 15 years we have been living there.

4. Parking

We have two closed Garages and open car ports for three additional cars.

Our guests have usually only had two cars and very rarely three.

Parking therefore has never been and will not be an issue.

5. Concern property will be used for short term accommodation or a boarding house instead of a holiday house

We have, as I mentioned in Point 1, had this business for over a year already, and have always run it as a Holiday House.

We do not intend to run it any other way.

6. Concern over rubbish

We have never had a problem thus far with managing the disposal of rubbish and I do not see how that is of any concern.

We can always use the Tip if necessary, although we have never had to do that.

PD45.20	Establishment of a Design Review Panel
----------------	---

Committee	11 September 2020
Council	22 September 2020
Director	Peter Mickleson – Director Planning & Development
Reference	Nil
Previous Item	PD14.19 at 23 April 2019 Ordinary Council Meeting 16.1 at 17 December 2019 Ordinary Council Meeting 7 at 30 January 2020 Special Council Meeting 14.4 at 30 March 2020 Ordinary Council Meeting 14.1 at 28 July 2020 Ordinary Council Meeting
Attachment	1. Draft Design Review Panel Local Planning Policy 2. Draft Design Review Panel Terms of Reference 3. Design Review Guide 4. Design Principles to be considered by the Design Review
Confidential Attachments	Panel Nil.

1.0 Executive Summary

The purpose of this report is for Council to consider the Terms of Reference and a Local Planning Policy regarding the operation and function of a Design Review Panel (Panel) which would provide independent expert design review advice for complex planning proposals.

This matter was first considered at the Ordinary Council Meeting held on 23 April 2019, at which Council resolved not to establish a Panel. The resolution was reconsidered at the 17 December 2019 Ordinary Council Meeting, with Council progressing establishment of the Panel. The December 2019 resolution was amended in January 2020 to better reflect Council's intent.

The establishment of a Panel was ceased as a result of Council's resolution at the 30 March 2020 Ordinary Council Meeting. Since then, Council have resolved at the 28 July 2020 Ordinary Council Meeting to progress the establishment of a Panel, including investigating interim measures.

With the gazettal of Local Planning Scheme No. 3 (LPS 3) the City has experienced a higher level of growth in development occurring in the locality. Community expectations about the quality of built form outcomes have been increased as a result of recent applications. This community expectation has also increased with the adoption of *State Planning Policy 7.0 Design of the Built Environment*.

Larger-scale developments and projects with a strong design focus require additional expertise over and above assessment planning. A Panel can provide additional input in areas such as architecture, heritage, landscape design and sustainability. With a higher importance on ameliorating design impacts and mitigating any potential impact on established neighbourhoods, having a Panel will become an important part of the City's regulatory response.

Ensuring that the City has a consistent approach to built form design should be addressed and a Panel would be the preferred approach to achieve this. It is noted that the Development Assessment Panels (DAP's) have an expectation that applications before them would have undertaken a design review process prior to being presented for determination by the DAP.

A draft local planning policy (LPP) and draft Terms of Reference have been prepared for operational and procedural purposes to outline how the Panel members would be appointed and what type of development will be referred to the Panel. It is not proposed to form the Panel as a committee under the *Local Government Act 1995*. Rather, the Panel does not have a decision-making role and will be limited to providing advice to the City and proponents.

It is recommended that Council establishes a Panel, adopts the draft Terms of Reference and advertises the draft Design Review Panel Local Planning Policy.

2.0 Recommendation to Committee

That Council:

- 1. Adopts the City of Nedlands Draft Design Review Panel Terms of Reference for the purposes of providing independent expert design review advice for complex planning proposals;**
- 2. Advertises the Draft Design Review Panel Local Planning Policy for a period of 21 days, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2, Part 2, Clause 4;**
- 3. Instructs the Chief Executive Officer to call for expressions of interest for six (6) panel members and (2) specialist members for the City of Nedlands Design Review Panel, with appointment to the Panel to be made by Council upon its adoption of the Design Review Panel Local Planning Policy; and**
- 4. Notes that a budget amount of \$20,500 is to be set aside in the mid-year Review to allow for the operation of the Design Review Panel, for strategic matters, for the remainder of the financial year up to June 2021 inclusive;**

3.0 Background

This matter was first considered at the Ordinary Meeting held on 23 April 2019, at which Council resolved not to establish a Panel. This matter was re-tabled for consideration at the City's December Ordinary Council meeting (Item 16.1) where the following was resolved:

“That Council reconsider its decision PD14.19 dated 23 April 2019 ‘That Council does not establish a Design Review Panel’ and resolves to:

- 1. Instructs the CEO to recommend to Council a Design Review Panel Terms of Reference for the purposes of providing independent expert design review advice for complex planning proposals;*

2. *Instructs the CEO to prepare a Local Planning Policy outlining the types of development, policies and projects that will be referred to the Panel, a set of Design Principles that the panel will use for a basis for review and relevant operations and procedures for the panel;*
3. *The cost of the Design Review Panel be borne by the applicants;*
4. *That the Design Review Panel be reviewed in 9 months from the date of establishment; and*
5. *That the CEO investigates opportunities for a cooperative arrangement with other Western Suburbs Councils to share the use of a Design Review Panel if established. “*

A recommendation to Committee was subsequently prepared and put to Council 30 January 2020 at a Special Council Meeting where Council resolved to adopt the officers recommendation, subject to amendments as outlined below:

“Regulation 11(da) - Council determined that the amendments better reflected the earlier intent.

That Council:

1. *Adopts the City of Nedlands Design Review Panel Terms of Reference for the purposes of providing independent expert design review advice for complex planning proposals as per attachment 2;*
2. *Prepares and advertises Design Review Panel Local Planning Policy for a period of 21 days, in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2, Part 2, Clause 4 as per attachment 1;*
3. *Instructs the Chief Executive Officer to call for expressions of interest for six (6) members for the City of Nedlands Design Review Panel, with appointment to the Panel to be made by Council upon its adoption of the Design Review Panel Local Planning Policy;*
4. *Instructs the Chief Executive Officer to:*
 - a. *refer the options for funding of a Design Review Panel to a Councillor Workshop to assess costs, benefits and risks, and report back to Council in March 2020 for a decision on funding; and*
 - b. *make arrangements for complex planning proposals to be considered by another Western Suburbs Design Review Panel at the proponent’s cost as an interim measure prior to the establishment of the City of Nedlands Design Review Panel.*
5. *Notes that a budget amount of \$30,000 is to be set aside in the MidYear Review to allow for the operation of the Design Review Panel from February – June inclusive; and*
6. *Instructs the Chief Executive Officer to make arrangements for complex planning proposals to be considered by another Western Suburbs Design Review Panel at the proponent’s cost as an interim measure prior to the establishment of the City of Nedlands Design Review Panel”*

At the 31 March 2020 Order Meeting of Council, the Design Review Panel process ceased, with Council resolving as follows:

1. *“does not support the introduction a City of Nedlands Design Review Panel;*
2. *instructs the CEO to cease new referrals to Design Review Panels of other Local Governments and the State Design Review Panel; and*

3. *instructs the CEO to cease all work related to implementation of a Design Review Panel;*
 - a. *for the City of Nedlands; and*
 - b. *as a cooperative arrangement for the Western Suburbs Local Governments.”*

At the July 28 2020 Ordinary Meeting of Council, Council resolved to proceed with the Panel process. Council resolved as follows:

1. *“resolves to establish a Design Review Panel; and*
2. *instructs the CEO to; Review and revise the City of Nedlands Previously Draft Design Review Panel Terms of Reference in light of the Advice Notes below;*
3. *review and revise the Previously Draft Design Review Panel Local Planning Policy in light of the Advice Notes below;*
4. *review and reschedule a call for expressions of interest members for the City of Nedlands Design Review Panel, with appointments to the Panel made by Council following its adoption of the Design Review Panel Local Planning Policy;*
5. *Council requires funding options (Clause 4) to include 100% cost recovery for development applications, from the applicant; and*
6. *refer Design Review modes and thresholds options to a Councillor Workshop, that is based on “Design Review Guide Chapter 7” where levels of escalation and the role of a City Architect are contemplated;*
7. *Make arrangements, where appropriate, for complex planning proposals to be considered by another Western Suburbs Design Review Panel or the State Design Review Panel at the proponent’s cost as an interim measure prior to the establishment of the City of Nedlands Design Review Panel; and*
8. *Give due regard to the following Advice Notes concerning the implementation and management of a Design Review Panel for the City of Nedlands.*

Advice Notes:

- a. *Council requires a Design Review Panel member to be connected to the City as either a ratepayer, resident or elector;*
- b. *Council expects the Design Review Panel presiding member to be highly regarded in their profession and respected by the community;*
- c. *Council requires final approval of panel members.*
- d. *Council requires modes and thresholds options (Clause 5) to include:*
 - i. *a tiered approach to Design Review Panel involvement diminishing with large, medium and small developments;*
 - ii. *consideration of a part-time City Architect role; and*
 - iii. *consideration of Community Reference Group role.*
- e. *present a re-scoped recommendation to the September 2020 Council meeting.”*

Based on the 28 July 2020 resolution of Council, the revision of the Terms of Reference, Local Planning Policy, expressions of interest for Panel members and opportunity for an interim solution are now being progressed.

With respect to the Panel, previous planning reform by the WA Planning Commission (WAPC) identified the need for initiatives and actions for the improvement of design and

development. This is now being delivered as *Design WA*. Stage 1 has been completed, which aims to deliver elements with a direct planning reform mandate, including:

- State Planning Policy 7.0 Design of the Built Environment (SPP 7.0)
- State Planning Policy 7.3 Residential Design Codes Volume 2 - Apartments
- Design Review Guide (the Guide). Refer to **Attachment 3**.

The Guide sets a best-practice model for the establishment of Panels offering practical advice on how to establish and operate a panel and to encourage consistency, as existing design review processes evolve. The Guide recommends Panels provide independent expert advice and informed assessment of proposals, guided by a performance-based set of design quality principles. It offers feedback and observations that will lead to the improvement of proposals but does not redesign them.

The majority of metropolitan local governments already have Panels established or are in the process of forming a Panel. The practice has been established for many years in neighbouring local governments. Therefore, its introduction in Nedlands is likely to be accepted by the development industry.

The option of accessing an existing Panel operating in another local government area is being investigated. Some local governments will entertain outside proposals being considered by their respective Panels. However, there appears to be limited capacity to manage the volume of proposals expected to be generated within Nedlands. Further, any sharing of outside Panels will be subject to all costs being borne by the City. These costs will be set by the providing local government with limited ability for the City to mitigate these if considered prudent.

The use of an outside Panel is considered appropriate as an interim measure only. In the medium-to-long term, it is likely that the City will have sufficient development volume to warrant its own Panel. This option gives Council full control over the costing and make-up of the Panel. It also ensures that the Panel is available when required to deal with the City's planning assessment obligations.

4.0 State Planning Policy 7.0 - Design of the Built Environment

SPP 7.0 addresses design quality and built form outcomes in Western Australia. It seeks to deliver the broad economic, environmental, social, and cultural benefits that derive from good design outcomes and supports consistent and robust design review and assessment processes across the State.

An objective of SPP 7.0 is a coordinated strategy of design quality mechanisms to achieve design outcomes that meet government and community expectations, including, amongst others, design review (skilled evaluation expertise). SPP 7.0 stipulates that Planning authorities, including local governments, should establish or arrange access to design review processes to review complex planning proposals, those proposals identified as benefitting from design review, or as set out in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Whilst it is an advisory process, it is expected that decision-makers give due regard to the advice and any recommendations provided by the Panel.

5.0 Design Review Guide

The Guide (**Attachment 3**) has been prepared to assist local governments in meeting the requirement for design review outlined in SPP 7.0.

The guide has been based on design review methodology developed by the UK Commission for Architecture and the Built Environment (CABE), which is widely considered to represent international best practice and is utilised in successful design review processes throughout Australia.

The Guide stipulates that once the decision is made to form a Panel, resources must be committed to make it happen. It is important to be clear how the panel is run, the processes by which design review is accessed and how the advice and recommendations are provided and used.

The Panel's role is to provide information and advice to decision makers, not to make a decision. For this reason, a Panel should not be a committee of Council under the *Local Government Act 1995* but should be established as an independent panel with separate membership and terms of reference. The Council should endorse the terms of reference for the panel and may endorse panel appointments.

The draft Local Planning Policy and draft Terms of Reference that have been tabled for Council consideration are based on the recommendations of the Guide.

6.0 Draft Design Review Panel Local Planning Policy

A draft local planning policy has been prepared for Council consideration and is included at **Attachment 1**. The purpose of the draft Policy is to outline the operation of the Panel. The draft Policy covers:

- The role and objective of the Panel, namely, to provide input on architectural and design aspects of a planning proposal. The Panel's role will also include improving the design quality and functionality of new development within the City and to provide expert advice to the City.
- The proposals that are to be referred to the Panel prior to lodgement of an application. This includes all multiple dwelling proposals, grouped dwelling proposals proposing ten or more units and developments of three or more storeys, excluding single houses. All mandatory JDAP applications would also be subject to review by the Panel prior to lodgement.
- The proposals that are to be referred to the Panel post-lodgement of an application. This includes applications that are in the opinion of the City of a complex or contentious nature or are likely to be of a significant interest to the community. The Panel will also be available to consider structure plans, precinct plans and local development plans if the City considers these would benefit from a referral.
- The process of dealing with a proposal referred to the Panel, either prior to lodgement or post-lodgement. This includes arrangements for information to be provided to Panel Members, minute-taking and funding. A schedule of fees for the Panel cost (excluding administration fees) is incorporated into the LPP. The potential funding options are outlined in the Budget / Financial Implications section below, noting Council are seeking full cost-recovery.

- The matters to be considered by the Panel, including the ten design principles outlined in Schedule 1 of SPP7.0 and included at **Attachment 4**.

The Policy provides for most applications to be considered twice by the Panel. The first meeting will provide input to the proponent and the City into the preparation of the application before it is lodged. The second meeting will review the formal application and provide recommendations to the City's assessment staff.

It is recommended that Council advertises the draft Policy for a period of 21 days in accordance with clause 4 of the Deemed Provisions. Once advertising is complete, the draft Policy will be returned to Council for further consideration.

7.0 Draft Design Review Panel Terms of Reference

A draft Terms or Reference for the Panel is included at **Attachment 2**. The Terms of Reference will work in conjunction with the Local Planning Policy to govern the operation of the Panel.

The draft terms of reference covers:

- The statutory basis for the Panel, including its role (as outlined in the draft Local Planning Policy) and the limitation of Panel members on providing direct advice to an applicant or individual.
- The membership of the Panel, including:
 - The meetings being chaired by a member of the Panel as nominated by the City's Director Planning.
 - Membership of the Panel will comprise a pool of six (6) panel members, with an additional two (2) specialist members available to provide feedback where necessary.
 - A maximum of five members will be selected to sit at any one time, which can include the five panel members (including the Chairperson) and/or two specialist members, depending on the nature of the proposal;
 - Panel members having qualifications and experience in one or more of the following areas:
 - Architecture
 - Landscape architecture
 - Urban design
 - Heritage
 - Sustainability and environmental design
 - Services engineering
 - Accessibility
 - Transport planning
 - Planning
 - Public art
 - Civil and/or structural engineering
 - A quorum of three is required for meetings to proceed;
 - Members are to be appointed by Council and have a two-year term, extendable by Council by up to six months;
 - Members cannot be employed by or be an Elected Member of the City.
 - Members must be highly regarded in their profession and by the community; and

- Members must be connected to the City of Nedlands as either a ratepayer, resident or elector.
- The operation of the Panel meetings, which will be nominally held once per month with additional meetings called for urgent matters. Meetings will not be open to the public and all members will be subject to the City's Code of Conduct and declaration of interest requirements. The Terms of Reference will also outline the structure of the meeting and the format for providing advice to proponents and the City.
- The format of the Panel recommendation, namely the Panel will provide advice to a proponent pre-lodgement to assist in preparing the formal application. Post lodgement, the Panel will provide recommendations to the City on which design elements are supported and which would benefit from further consideration.
- The provision of advice outside of Panel meetings by a Panel Member where a full Panel meeting is not considered by the City as required. Provision has been made to allow for the Panel to provide advice to other local governments at the cost of the requesting local government.
- The financial arrangements for the Panel include a member payment of \$205 per hour exclusive of GST and Chairperson \$227 per hour exclusive of GST, up to a maximum of three hours, plus a maximum of one hour for preparation time prior to the meeting. This is based on surrounding local government rates.
- Funding of the Panel is to be entirely borne by the proponent, as per the 28 July Council Resolution. This is excluding administrative costs.

8.0 Budget / Financial Implications

The likely administration cost associated with the Panel is broken down as follows:

1. Administration – to undertake minutes, attendance and the meeting and preparation of the agenda, (6 hours) at a cost of approximately \$221.16.
2. Technical officers (1x Manager/Senior Planner, 1x Planning Officer) in attendance for 3 hours = \$308.58

Total Administration Cost = \$529.74

Panel Member Costs

This is based on a maximum of four Panel members being paid at \$205 per hour (excluding GST) and one Panel Chairperson being paid \$227 (excluding GST) for three hours. The actual meeting cost may be lower if the meeting is shorter or less than five members participate.

- Panel Member/Chairperson Attendance Costs = \$ 3,141.00

The Panel Chairperson and Members are to be paid for up to one hour of preparation time prior to the meeting. This is to ensure they are across all the matters raised and are appropriately compensated for their time. Based on 4 Panel members and the Chairperson attending, the cost is as follows:

- Panel Member/Chairperson Preparation Costs = \$1,047
- Total Panel Member/Chairperson Costs = \$4,188

The costs associated with operation of the Panel will be predominantly focussed on attendance fees.

- Total Meeting Cost = \$4717.74 (Administration + Panel Costs)

Using a similar hourly rate as adopted by surrounding local governments, a total meeting cost of \$4,71.74 excluding GST is expected for a maximum 3 hour meeting.

The Council resolved at the 28 July Ordinary Meeting of Council to pursue a fully proponent funded model. Therefore, the proponent is required to pay for the full costs associated with holding a Panel meeting, excluding the City's administrative costs.

There may be instances where Council wish to refer projects of strategic importance to the Panel. These may include strategic matters such as:

- local planning policies;
- local planning strategies;
- master plans;
- precinct plans;
- local development plans;
- structure plans;
- activity centre plans;
- design guidelines;
- streetscape improvements;
- local planning schemes; and
- any significant amendments to the above matters.

Council may benefit from the Panel reviewing strategic matters such as those listed above as the Panel is able to provide advice based on best practice knowledge and understanding of context, history and future desired character of the locality. Additionally, the Panel can support Council in improving the design quality of public buildings (for example, local library or community facility) and public realm projects.

With respect to the strategic project pipeline, there are several precinct plans, as well as local planning policies currently underway or due to be prepared which would benefit from review by a Panel in due course. Moreover, the development of other strategic matters such as the public open space strategy, scheme amendments, approach to residential aged care accommodation, landscaping strategy, student accommodation and public art, amongst others, could benefit from review by the independent Panel.

With the above in mind, we recommend Council set aside a budget to accommodate the assessment of strategic planning matters by the Panel, should it be established. On the basis of one two-hour meeting per month (Panel cost \$3,141; Administration cost \$205.74) for the next twelve months, the financial implication of adopting this option is estimated at \$41,000 excluding GST per annum.

We recommend Council set aside a budget for the 6-months after the establishment of the Panel (should this occur) to manage the review of strategic matters. Beyond the reasons listed above, a clear advantage of having the Panel review these matters is that it will assist in mitigating any perceived bias in the preparation of strategic planning

documents. The Panel's advice is independent, impartial and professional and as such it offers an unbiased best practice review of strategic matters moving forward.

10.0 Risk Management

The risks associated with not having a Panel include the following:

- Complex applications will not be reviewed by a panel of built form design experts relating to new assessment criteria as prescribed by State Planning Policy 7.0;
- Applications before the JDAP may not be approved due to lack of Panel consideration, potentially causing delays for applicants and administration; and
- Alternative expert advice in the areas of architecture, sustainability / energy efficiency, landscape architecture and arborists amongst others will need to be engaged separately to adequately address the complex assessment items required to be vetted by the City as part of Design WA.

11.0 Conclusion

Development in the City is likely to no longer be dominated by single storey dwellings. Instead, up-coded areas are likely to experience high levels of redevelopment as a result of LPS 3. This is already being experienced with a high level of applications lodged and a large 'pipeline' of proposals that are expected to be lodged in coming months.

Establishing a Panel to provide independent expert architectural and design advice on large-scale and complex development that can impact the community is seen as the next logical step for the City. As the City moves into an increasingly sophisticated planning assessment process including an increase in more intensive density and varied development typologies, the Panel becomes increasingly important. Therefore, it is imperative that the City and administration are adequately equipped with professional expertise.

It is recommended that:

1. Council pursue the establishment of a Panel through the advertising of the draft Design Review Panel Local Planning Policy and the adoption of the draft Terms of Reference for the Panel;
2. Funds be set aside to accommodate the Panel's operations, where it relates to strategic matters, for the remainder of the current Financial Year; and
3. Expressions of interest for Panel membership be called in the short term, so that Council can consider appointments in the event the Local Planning Policy is adopted by Council after advertising.



LOCAL PLANNING POLICY – DESIGN REVIEW PANEL

1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the operation of the City of Nedlands Design Review Panel.
- 1.2 This policy is to be read in conjunction with the Terms of Reference for the Design Review Panel, as adopted by Council.

2.0 ROLE OF DESIGN REVIEW PANEL

- 2.1 The Design Review Panel is advisory only and does not have a decision-making function.
- 2.2 The role of the Design Review Panel is to:
 - a) Provide independent and impartial recommendations to the City on the architectural and design aspects of any planning proposal or related matter;
 - b) Improve the design quality and functionality of new development within the City, and ensure new development is consistent with the objectives and intent of the City's policies and strategies; and
 - c) Provide expert advice to the City to assist in the formulation of recommendations to the Council or Joint Development Assessment Panel on particular applications for planning approval, or in determining proposals under delegated authority.

3.0 OBJECTIVE OF DESIGN REVIEW PANEL

- 3.1 The Design Review Panel is to provide technical advice and recommendations to the City on the design and site planning of complex planning proposals.

4.0 POLICY MEASURES

Referral to Design Review Panel Prior to Lodgement of Application

- 4.1 Development which meets one or more of the following criteria is required to be referred to the Design Review Panel for review *prior* to the lodgement of a development application:
 - a) Development of multiple dwellings;
 - b) Development of ten or more grouped dwellings;
 - c) Development that is three or more storeys in height, excluding single houses;



- d) Major extensions or amendments to those proposals referred to in a), b) or c) above, which in the opinion of the City would benefit from review by the Design Review Panel*;
- e) Mandatory Joint Development Assessment Panel (JDAP) proposals (excluding public or private schools and works by Government agencies and public authorities that do not involve a built form component);
- f) Optional 'opt-in' JDAP proposals, unless written confirmation is received from the City, prior to lodgement of a development application, that the proposal is not considered to require review by the Design Review Panel*; and
- g) Any amendment to a JDAP approval, which in the opinion of the City would benefit from a review by the Design Review Panel*.

* Proponents are encouraged to contact the City prior to lodgement to discuss whether the proposal should be referred to the Design Review Panel.

- 4.2** If development is of a type referred to in Clause 4.1 of this policy, and has not been referred to the Design Review Panel prior to the lodgement of a development application, the applicant may be requested to agree to a time extension in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015* for the processing of the development application, to enable a design review meeting to be undertaken.

Referral to Design Review Panel After Lodgement of Application

- 4.3** Development, not of the kind referred to in Clause 4.1 of this policy, but which, in the opinion of the City is:

- a) Of a complex or contentious nature;
- b) Likely to be of a significant interest to the community;
- c) Likely to have a significant impact on the existing or planned future streetscape, or as viewed from the public domain;
- d) Of strategic significance; or
- e) Likely to benefit from a referral to the Design Review Panel,

may be referred to the Design Review Panel either prior to or following the lodgement of a development application.

- 4.4** Planning proposals in the following categories may be referred to the Design Review Panel, where the City would likely benefit from a referral to the Panel:

- a) Proposed Structure Plans / Precinct Plans, or amendments to Structure Plans / Precinct Plans;
- b) Proposed Local Development Plans, or amendments to Local Development Plans; or



- c) Local Planning Policies which influence or affect built form controls.

Process Prior to Lodgement of Application

- 4.5** Information required to be submitted by the proponent to the City for assessment by the Design Review Panel must be submitted to the City a minimum of 10 clear working days prior to the date of the Design Review Panel meeting. Failure for this to occur may result in the proposal being rescheduled to the next available meeting.
- 4.6** Minutes summarising the agreed actions, and relevant comments and recommendations from the Design Review Panel are to be prepared by the City and provided to the applicant within 10 working days of the meeting occurring.
- 4.7** The proponent is responsible for funding Design Review Panel meetings for a proposal prior to its lodgement as a formal application.
- 4.8** Subsequent Design Review Panel meetings for a proposal referred to in Clause 4.1 of this policy prior to the lodgement of an application are at the proponent's cost.

Process After Lodgement of Application

- 4.9** Proposals that are formally submitted as a development application to the City following consideration by the Design Review Panel must be accompanied by a statement detailing how, and the extent to which, the comments made from the Design Review Panel have been addressed, in accordance with Clause 63(1)(d) of the Deemed Provisions of Local Planning Scheme No. 3.
- 4.10** Proposals will be considered by the Design Review Panel following the lodgement of a development application to make a recommendation to the City regarding the elements of the design that are supported and those elements that would benefit from further consideration.
- 4.11** The proponent is responsible for funding 100% of the cost of any Design Review Panel meeting post lodgement of the application.
- 4.12** Subsequent Design Review Panel meetings required for an application post lodgement are at the proponent's cost.

5.0 MATTERS TO BE CONSIDERED BY DESIGN REVIEW PANEL

- 5.1** In providing any advice and recommendations, the Design Review Panel shall take into account matters including, but not limited to:
 - a) The relevant planning framework; and
 - b) The ten design principles outlined in Schedule 1 of *State Planning Policy 7.0 Design of the Built Environment*.



6.0 INFORMATION REQUIRED FOR DESIGN REVIEW PANEL MEETINGS

6.1 **Appendix 1** contains the information required to be submitted to the City by the applicant for assessment by the Design Review Panel.

6.2 **Appendix 2** contains the schedule of fees for holding a Panel meeting.

7.0 DEFINITIONS

7.1 For this policy the following definitions apply:

Definition	Meaning
City	City of Nedlands
Council	Council of the City of Nedlands
JDAP	Joint Development Assessment Panel



Council Resolution Number	
Adoption Date	
Date Reviewed/Modified	



Appendix 1 - Information to be Provided by the Applicant

Prior to the formal lodgement of a development application defined in Clause 4.1 of this policy, the applicant is required to submit material to enable a design review, unless otherwise waived by the City. The material required for design review is to sufficiently illustrate site analysis, site design response and the intended design proposal. This includes, but is not limited to the following:

1. Site analysis

Understanding the site context is important for the Design Review Panel to assess how well a proposal responds to its site and context.

The key elements of a site analysis include:

- a) Site location / wider context plan;
- b) Aerial photograph;
- c) Local context plan (showing surrounding land uses);
- d) Site context and survey plan; and
- e) Elevations/pictures of the existing streetscape and other influencing factors.

2. Site design response

The proponent should provide sufficient information to clearly articulate the considerations that have informed the broader site design approach.

The key elements of a site design response include:

- a) Assessment of site opportunities;
- b) Building massing studies to consider the quantity and arrangement of built form within the three-dimensional boundary within which development can occur;
- c) Car parking strategy (for mixed use proposals or where departures from parking standards are proposed);
- d) Energy and resource reduction strategy (for multiple dwellings);
- e) Orientation study, including winter sun paths and overshadowing of site and adjoining properties;
- f) Prevailing breezes and ventilation strategies (for multiple dwellings);
- g) Relationship to public domain and surrounding properties;
- h) Investigation of amenity provided for occupants and neighbouring developments;
- i) Retention of existing trees and vegetation;
- j) Landscape design approach (deep soil zones, location and species of trees);
- k) Communal open spaces;
- l) Consideration of culturally relevant or heritage elements; and
- m) Any relevant specialist advice.



3. Design proposal

Sufficient drawing material should be presented to outline the intended design proposal.

The key elements of a pre-development application design proposal include:

- a) Development details;
- b) Design quality statement outlining how the proposal responds to the ten design principles contained in Schedule 1 of *State Planning Policy 7.0 Design of the Built Environment*;
- c) Precedents that have informed the design proposal;
- d) Site plan;
- e) Floor plans;
- f) Elevations of the proposal in context;
- g) Sections of the proposal in context; and
- h) 3D images or visualisations.

**Appendix 2 – Schedule of Fees for Design Review Panel Meeting**

The below fee schedule is based on a maximum of four (4) Panel members being paid at an hourly rate of \$205 per hour (excluding GST) and the Panel Chairperson being paid at an hourly rate of \$227 per hour (excluding GST).

The actual meeting cost may be lower if less than the maximum 5 members, including the Chairperson, attend.

Schedule of Fees			
Role	Hourly Rate (excl. GST)	Panel Meeting Cost Per Hour (excl. GST)	Preparation Cost (excl. GST)
Panel Member (x4)	\$205	\$820	\$820
Panel Chairperson (x1)	\$227	\$227	\$227
Sub-total		\$1,047	\$1,047
Total (1 hour meeting)		\$2,094	
Total (2 hour meeting)		\$3,141	
Total (3 hour meeting)		\$4,188	



CITY OF NEDLANDS DESIGN REVIEW PANEL Terms of Reference

Adoption Date:

1. Statutory basis

- 1.1. The City of Nedlands Design Review Panel (the Panel) is established as a body with which the City of Nedlands (City) may consult in assessing development proposals and other related matters under the provisions of Local Planning Scheme No.3.
- 1.2. The Panel shall not constitute a committee as defined under Part 5 Division 2 Subdivision 2 of the *Local Government Act 1995*.
- 1.3. The role of the Panel is to:
 - i. Provide independent and impartial recommendations to the City on the architectural and design aspects of any planning proposal or related matter;
 - ii. Improve the design quality and functionality of new development within the City, and ensure new development is consistent with the objectives and intent of the City's policies and strategies; and
 - iii. Provide expert advice to City Officers to assist in the formulation of recommendations to the Council or Joint Development Assessment Panel on particular applications for planning approval, or in determining proposals under delegated authority.
- 1.4. The Panel does not have a decision-making function.
- 1.5. Members of the Panel shall not provide advice directly to an applicant, landowner, Elected Member or member of the public in respect to any proposal under consideration at a Design Review Panel meeting.

2. Membership

- 2.1. The membership of the Panel shall comprise a maximum of six (6) persons.
- 2.2. The City may appoint up to two (2) Specialist Panel members who will be invited to provide feedback at Panel meetings as necessary. This is in addition to Panel members outlined in 2.1 above.
- 2.3. Panel members shall be appointed by Council.
- 2.4. Panel members shall have appropriate qualification and experience in one or more of the nominated areas:
 - Architecture;
 - Landscape architecture;



- Urban design;
 - Heritage;
 - Sustainability and environmental design;
 - Services engineering;
 - Accessibility;
 - Transport planning;
 - Planning;
 - Public art; or
 - Civil and/or structural engineering
- 2.5. Panel members shall be highly regarded in their profession and respected by the community.
- 2.6. A person who is currently employed by the City of Nedlands or who is an Elected Member of the Nedlands Council is not eligible for appointment as a member of the Panel.
- 2.7. Panel members shall be connected to the City of Nedlands as either a ratepayer, resident, or elector.
- 2.8. Members of the Panel will be sourced via a public process of expressions of interest. All expressions of interest shall include a professional profile addressing the selection criteria detailed in part 5.6 of the *Design Review Guide* published by the Office of the Government Architect.
- 2.9. The term of office for Panel members will be two (2) years, although any member may be reappointed. Council may also extend the term of a current Panel by up to six (6) months.
- 2.10. Council may terminate the appointment of any member of the Panel prior to the expiry of the term of office.

3. Referrals to the Panel

- 3.1. Referrals to the Panel are outlined in Local Planning Policy – Design Review Panel.

4. Operation of the Panel

- 4.1. The Panel will meet at such place and time as notified to the members by the City. Meetings will normally be held once per month. Additional meetings may be called for urgent matters or where the number of proposals requires.
- 4.2. Panel meetings will be chaired by a member of the Panel (referred to herein as the Panel Chairperson), as nominated by the Director Planning and Development.



- 4.3. A sitting panel of up to five (5) Panel members (including the Chairperson) shall be selected to attend each meeting, with a minimum of three (3) members required to constitute a quorum.
- 4.4. The selected Panel members should be consistent, as far as practical, where subsequent reviews for the same proposal occur.
- 4.5. The assessing officer of a proposal shall complete the Development Assessment Overview table as found in the Design Review Guide prior to the meeting, and it shall be circulated with the agenda one week prior to the scheduled meeting. All Panel members should ensure that they are familiar with all information provided prior to the meeting and prepare comments in advance.
- 4.6. The meeting agenda, as referred to in clause 4.4, shall not exceed three hours.
- 4.7. A Panel meeting cannot proceed unless a quorum is present.
- 4.8. Meetings of the Panel are not open to the public.
- 4.9. During meetings Panel Members are permitted to seek clarification from proponents.
- 4.10. Each proposal for consideration shall generally be allocated 50 minutes for presentation, questions and discussion, as follows:
 - Briefing and pre-review panel discussion (panel and administration only) – 10 minutes
 - Applicant Presentation – 10 minutes
 - Panel Questions – 10 minutes
 - Panel Discussion & Assessment (panel and administration only) – 15 minutes
 - Panel recommendation (panel and administration only) – 5 minutes
- 4.11. During the Panel meeting the panel shall provide advice in accordance with the Design Quality Evaluation template as found in the *Design Review Guide* (as amended), with the following headings:
 - Context and Character;
 - Landscape Quality;
 - Built Form and Scale;
 - Functionality and build quality;
 - Sustainability;
 - Amenity;
 - Legibility;
 - Safety;



- Community;
 - Aesthetics;
- 4.12. Advice provided in accordance with clause 4.8 should incorporate commentary on the following:
- Strengths of the proposal;
 - Suggested amendments/improvements; and
 - Recommendation
- 4.13. Administrative support to the Panel will be provided by City staff. Notes will be taken at the meeting including recording attendance, apologies, declarations of interest and the Panel's considerations and advice on matters. The notes will be reviewed by the Manager Urban Planning. Once reviewed they will be forwarded to all Panel members to confirm they are an accurate reflection of the meeting. They will then be formalised at the next available Panel meeting.

5. Panel Roles and Responsibilities

- 5.1. All Panel members are required to:
- 5.1.1. provide independent, fair and reasonable professional advice relative to the SPP7.0 Design Principles and relevant State and local policies and schemes;
 - 5.1.2. treat all discussions and information about applications with sensitivity and confidentiality;
 - 5.1.3. respond to and comment on material presented, providing clear and constructive feedback; and
 - 5.1.4. declare any financial, proximity and/or impartiality interests in accordance with the City's Code of Conduct at the start of the Panel Meeting.
 - 5.1.4.1. Where an interest exists, the member must disclose the interest to the Panel Chairperson as soon as possible, and before the meeting to ensure there is a quorum for all items.
- 5.2. All disclosures of interest will be recorded in the Panel meeting notes.
- 5.3. The Panel Chairperson is primarily tasked with running Panel meetings and is responsible for:
- 5.3.1. liaising with the nominated local government officer about the operation of the panel including advice regarding additional briefing material or requirements;



- 5.3.2. ensuring new members have been inducted and are briefed about panel operations;
- 5.3.3. ensuring that the meeting agenda is followed;
- 5.3.4. welcoming and introducing the panel, proponents and any observers present in the meeting;
- 5.3.5. facilitating interactive discussion and participation of all Panel members, key local government attendees and proponents, enabling solutions to be brokered collaboratively;
- 5.3.6. ensuring that discussions remain focussed on the application being considered and that advice relates to matters covered by the State Planning Policy 7.0 Design Principles, relevant State and local policies and schemes;
- 5.3.7. ensuring consistency of panel advice between reviews;
- 5.3.8. summarising the consensus view of the panel at the conclusion of the meeting;
- 5.3.9. endorsing the final design review report or meeting minutes post meeting; and
- 5.3.10. briefing decision-makers on panel advice when required.

6. Panel Recommendation

- 6.1. The Panel's comments will be provided to the applicant to assist in the development of the design. The Panel will make a recommendation regarding the elements of the design and advise that they are supported; requires further attention; or not supported.
- 6.2. The Panel shall clearly state whether the proposal overall is supported; requires further attention; or not supported.
- 6.3. For proposals reviewed post-lodgement, in addition to that outlined under clauses 6.1 and 6.2, the Panel advice will be incorporated as part of the officer assessment, report and recommendation on the proposal.

7. Design Advice Outside of Panel Meetings

- 7.1. Proposals may be referred to a Panel member outside of a Panel meeting where the City considers that the scale of the proposal does not warrant review by the whole Panel.



- 7.2. Matters involving the clearance of conditions may be referred to a Panel member outside of a Panel meeting as determined by the Manager Urban Planning or Council.
- 7.3. Panel members may be requested to attend State Administrative Tribunal (SAT) proceedings in relation to a planning proposal for which they have previously provided design advice to the City.
- 7.4. Panel members may be requested to attend the City's Ordinary Council meetings, Council Briefing Forums, Joint Development Assessment Panel (JDAP) meetings or any other relevant proceedings, in relation to a planning proposal for which they have previously provided design advice to the City.
- 7.5. Panel members may be requested to assist in providing expert design advice to other Local Governments outside of City of Nedlands, as determined by the Manager Urban Planning or Council.

8. Financial

- 8.1. The Panel Chairperson shall be paid \$250 per hour inclusive of GST (\$227 per hour exclusive of GST) up to a maximum of three hours meeting time, or part thereof, plus a maximum of one hour of preparation time prior to the meeting.
- 8.2. Panel members shall be paid \$225 per hour inclusive of GST (\$205 per hour exclusive of GST) up to a maximum of three hours meeting time, or part thereof, plus a maximum of one hour preparation time prior to meeting.
- 8.3. Panel members shall invoice every three months, at the beginning of June, September, December and March.
- 8.4. Panel members shall be paid a mutually agreed rate per item for design advice on planning matters referred to a Panel member separate from Panel Meetings.
- 8.5. Where a member of the Panel is requested to appear on the local government's behalf as an expert witness at the SAT, the member is to be paid at a mutually agreed hourly rate consistent with the qualifications, experience and professional status of the member.
- 8.6. Where a member of the Panel is requested to attend Council meetings, Council Briefing Forums, JDAP meetings or any other relevant proceeding, the member is to be paid at a mutually agreed hourly rate consistent with the qualifications, experience and professional status of the member.
- 8.7. Where Panel members are requested to provide advice to Local Governments other than City of Nedlands, all associated costs, including Panel member fees and City's Administration costs, will be borne by the recipient Local Government. All costs shall be outlined to, and agreed by,



the recipient Local Government prior to any services of the Panel being rendered.

- 8.8. The proponent is required to pay for the full costs associated with holding a Panel meeting, excluding the City's administrative costs.



Department of Planning, Lands and Heritage
Office of the Government Architect



Design Review Guide

Guidance for local governments to set up and operate design review processes



The Department of Planning, Lands and Heritage acknowledges the traditional owners and custodians of this land. We pay our respect to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Acknowledgment

This document was developed as a collaboration between the Department of Planning, Lands and Heritage and the Office of Government Architect, drawing on best practice models from South Australia, Victoria, New South Wales and the UK (CABE).

An extensive consultation process with existing design review panels, local governments and practitioners has informed the content.

Disclaimer

This document has been produced by the Department of Planning, Lands and Heritage on behalf of the Western Australian Planning Commission. Any representation, statement, opinion or advice expressed or implied in this publication is made in good faith and on the basis that the Government, its employees and agents are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein. Professional advice should be obtained before applying the information contained in this document to particular circumstances.

© State of Western Australia

Published by the
Western Australian Planning Commission

Gordon Stephenson House
140 William Street
Perth WA 6000
Locked Bag 2506
Perth WA 6001

Version 1 published February 2019

website: www.dplh.wa.gov.au

email: info@dplh.wa.gov.au

tel: 08 6551 8002

fax: 08 6551 9001

National Relay Service: 13 36 77

This document is available in alternative formats on application to the Department of Planning, Lands and Heritage Communications branch at media@dplh.wa.gov.au.

Cover photo credit:
ODASA Design Review [image: courtesy of the Office for Design and Architecture SA (ODASA); credit: Sam Noonan Photographer]

Design Review Guide

**Guidance for local governments to set up and operate
design review processes**

Contents

1. ABOUT THIS DOCUMENT	6
2. WHAT IS DESIGN REVIEW?	8
2.1 The role of design review in the planning system	8
2.2 Ten principles of effective design review	9
2.3 State Design Review Panel.....	9
3. WHY UNDERTAKE DESIGN REVIEW?	10
3.1 The benefits of good design.....	10
3.2 The benefits of design review.....	11
3.3 Value of engaging in early design review	11
4. SPP 7.0 DESIGN PRINCIPLES	12
5. HOW TO ESTABLISH DESIGN REVIEW PROCESSES	16
5.1 Funding	16
5.2 Role description	17
5.3 Status of advice	17
5.4 Timing and number of reviews	17
5.5 Membership expertise.....	18
5.6 Appointing the Design Review Panel.....	19
5.7 Remuneration guidelines.....	20
5.8 Member induction guidelines.....	21
5.9 Panel management and support.....	21
5.10 Roles and responsibilities	22

6. RUNNING A SUCCESSFUL DESIGN REVIEW PANEL	24
6.1 Meeting procedures	24
6.2 Drawing requirements for design review.....	25
6.3 Meeting format.....	26
6.4 Workshops	27
6.5 Language and consistency	27
6.6 Reporting.....	27
7. DESIGN REVIEW MODES AND THRESHOLDS	28
7.1 When a full Design Review Panel is not required.....	28
7.2 When the demand for design review is low	28
7.3 Interim procedures until a full Design Review Panel is appointed.....	28
7.4 City architect	29
8. APPENDICES	30
DR1 – Design Review Panel meeting agenda.....	31
DR2 – Development assessment overview.....	32
DR3 – Design review report and recommendations.....	33
DR4 – Model terms of reference.....	36

1

About this document

› Planning reform

Previous planning reform identified the need for initiatives and actions to improve design and development, now being delivered as Design WA. Stage 1 will deliver elements with a direct planning reform mandate, including:

- State Planning Policy 7.0 Design of the Built Environment
- State Planning Policy 7.3 Residential Design Codes Volume 2 - Apartments
- Design Review Guide (this document)

› About good design

Good design is not a subjective idea; it can be defined and measured. Notions of design quality extend beyond taste, style and appearance to encompass functionality, sustainability, response to context, structural integrity, flexibility in use, and cost efficiency, both during construction and over the life of the building. Most importantly, good design results in an environment that performs well for all users and the broader community.¹

Good design endeavours to reconcile multiple concurrent and often competing objectives, and outcomes vary according to the circumstances of each site and project. The logic and rigour of the design process of a project may be more important than whether it meets predefined outcomes. This needs to be acknowledged in the conventions and methods for guidance, discussion and evaluation of design in the planning system.

› Planning for design

Planning is often focussed on compliance with specific standards and metrics, but there are limits to how these prescriptive controls can be formulated and applied, especially for complex and site-specific developments. Performance-based controls offer greater flexibility and promote positive development outcomes, rather than simply defending against negative impacts. Flexible controls need to be applied with rigour and consistency to determine where standards could be appropriately varied or should be enforced. Well-managed design review processes can facilitate this evaluation to inform statutory planning.

1. *Better Places and Spaces, a policy for the built environment in Western Australia*, Office of the Government Architect, 2013

► Purpose of this guide

Design review involves obtaining independent, expert advice on the design quality of a proposal for the purpose of achieving good design outcomes. Local governments in Western Australia are increasingly using design review processes, via the establishment of design review panels, to review design proposals prior to lodgement.

This guide sets a best-practice model for the establishment of new design review panels offering practical advice on how to establish and operate a panel and to encourage consistency, as existing design review processes evolve.

It has been prepared to assist local governments in meeting the requirement for design review outlined in State Planning Policy 7.0 Design of the Built Environment, and local planning schemes and policies.

The guide has been based on design review methodology developed by the UK Commission for Architecture and the Built Environment (CABE), which is widely considered to represent international best practice and is utilised in successful design review processes throughout Australia.



CABE Design Review [image source: Centre for Architecture and the Built Environment (CABE) Design review, Principles and practice, 2009; credit: CABE]



ODASA Design Review [image: courtesy of the Office for Design and Architecture SA (ODASA); credit: Sam Noonan Photographer]

What is design review?

Design review is the process of independently evaluating the design quality of a built environment proposal. It is carried out by a panel of appropriately-trained, multi-disciplinary built environment professionals, who are experienced in offering objective and constructive design advice.

Design review provides independent expert advice and informed assessment of proposals, guided by a performance-based set of design quality principles. It offers feedback and observations that will lead to the improvement of proposals, but does not redesign them. A performance approach to evaluation provides the flexibility needed for the assessment of complex, multi-faceted projects.

Design review must also offer consistently high standards in the quality of its advice which gives decision makers the confidence and information to support innovative, high quality designs that meet the needs of all stakeholders and to resist poorly designed proposals.

The process of design review is typically applied to proposals that are significant - due to their size, use, location and/or community impact - where it is considered essential to ensure that minimum levels of design quality are being achieved. Suggested thresholds for when and where design review should occur are outlined in this document and can be adapted to suit local needs in local planning schemes and policies.

▶ 2.1 The role of design review in the planning system

Integrating design review into the planning system is a key component of the implementation and operation of State Planning Policy 7.0 Design of the Built Environment, as well as the State's 'Better Places and Spaces: a policy for the built environment in Western Australia' (adopted 2013).

Good design should be indivisible from good planning if better buildings and places are to be provided.

State Planning Policy 7.0 Design of the Built Environment includes performance-based design principles, which provide a guide to achieving good design, and the means for evaluating the merit of proposed solutions by professionals with appropriate levels of design expertise.

Performance-based design principles identify the objectives to be met without prescribing how to achieve them. They allow flexibility for developers and designers to provide innovative solutions to design challenges and better reconcile design requirements against the complexities of site and context.

Design review is an essential component of this approach, as qualitative assessment is required to determine whether the required performance outcomes have been achieved in a given proposal.

This approach provides flexibility for developers to deliver improved project and site-specific outcomes as well as benefits for the broader community. It provides latitude for skilled and experienced proponents to pursue innovative solutions. It also offers the opportunity for efficiency, as it allows for solutions to be considered collaboratively, generally enabling a smoother determination phase following the submission of an application. Skilled and experienced designers, working collaboratively with expert reviewers, typically require fewer design reviews.

2.2 Ten principles of effective design review

For design review to be effective, it must be resourced appropriately and conducted in a manner that is fair, robust and credible. The following 'best practice' principles of design review should be used to guide the review process and set an appropriately high standard of conduct from panel members.

Design review should be:

Independent – It is conducted by people who are not connected with the proposal's promoters and decision-makers and ensures that conflicts of interest do not arise.

Expert – It is carried out by suitably trained people who are experienced in design and know how to critique constructively. Review is usually most respected when it is carried out by professional peers of the project designers, because their standing and expertise will be acknowledged.

Multi-disciplinary – It combines the different perspectives of architects, urban designers, planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.

Accountable – The Design Review Panel, and the advice that it provides to the local government (or other approval authority) must be clearly seen to work for the benefit of the public.

Transparent – The Design Review Panel's remit, membership, governance processes and funding should always be in the public domain.

Proportionate – It is used on projects whose significance (either at local or State level) warrants the investment needed to provide the service.

Timely – It takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

Advisory – The Design Review Panel does not make decisions, but it offers impartial advice that informs recommendations to the people who do.

Objective – It appraises proposals according to measures that are reasoned and objective, rather than the stylistic tastes of individual panel members.

Accessible – The recommendations arising from design review are clearly expressed in terms that design teams, decision-makers and the public can all understand and make use of.

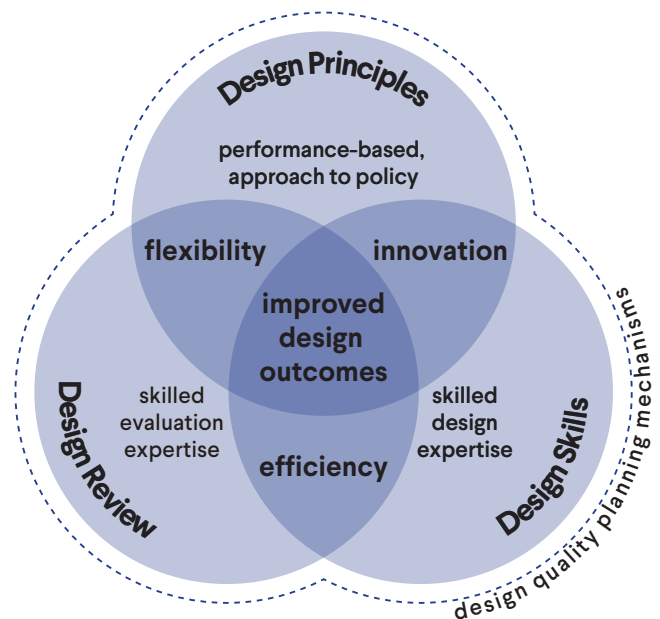
2.3 State Design Review Panel

The State Design Review Panel is a highly-experienced, multi-disciplinary panel of built environment professionals from industry and government tasked with undertaking design review on major projects of the State Government and significant or strategic private sector projects.

The State Design Review Panel operates in accordance with the best practice model of design review outlined within this guide.

In providing a working model of a design review panel in practice, the State panel has also established a pool of appointed design review professionals in whose skills local governments can have confidence in delivering appropriate design review outcomes.

The State Design Review Panel may also offer an interim means of design review for significant projects where mutually agreed with a local government until a local panel is operational, or on an "as needed" basis where demand for design review is, and will likely remain, low.



Effective design quality planning mechanisms

3

Why undertake design review?

▶ 3.1 The benefits of good design

Improving the design quality of the built environment is proven to have a positive impact on local communities.

Research from the UK, Europe and the US demonstrates that investment in good design generates significant economic and social value. Collectively, the studies provide evidence that good design has positive impacts in the areas of crime prevention, housing amenity and resident well-being, healthcare and patient recovery, education outcomes, and business productivity.

It is clear that the benefits of good design are multiple and varied. Assessing design quality as part of the planning approval process allows local authorities to fully harness the opportunities offered by new development and ensure that maximum benefit is delivered to all.



Victorian Design Review Panel (VDRP) [image: courtesy of the Office of the Victorian Government Architect (OVGA); credit: OVGA]

DESIGN REVIEW HELPS ACHIEVE GOOD DESIGN OUTCOMES

“Good design results from a clearly discernible approach and must reconcile a number of often competing priorities – function, budget, site, performance and aesthetics... Well-designed buildings add more than aesthetic value to the public realm and have the potential to contribute positively to social interaction, economic activity, cultural vitality and deliver sound environmental performance.”

Better Places and Spaces: a policy for the built environment in Western Australia, 2013

“Good design is not just about the aesthetic improvement of our environments, it is as much about improved quality of life, equality of opportunity and economic growth.”

The Value of Good Design, CABE UK, 2002

► 3.2 The benefits of design review

Engaging in design review improves the design quality of projects and can speed up the planning process, leading to quicker delivery of high-quality buildings and places that provide a wide range of benefits to occupants, neighbours and the broader community.

Design teams can benefit from design review by:

- confirming the validity of design approaches early, before detailed design occurs
- receiving constructive independent advice including recommendations for change early, when it is most likely to be useful and more easily implemented i.e. before too many project variables are set
- receiving support for good design and innovative proposals

Developers can benefit from design review by:

- receiving expert independent advice on the design quality of their project
- providing the flexibility needed to pursue improved outcomes
- reducing risks and costs of delays in the planning process that can result from inadequate design quality by identifying weaknesses within the design at the earliest possible opportunity, when changes are less costly
- increasing the confidence of clients and designers to pursue innovative solutions

Local governments can benefit from design review by:

Whether it is carried out at the pre-application stage or after an application has been lodged, design review enables local government to ensure that developers and design teams prioritise design quality producing high-quality, inspiring buildings and public spaces that are of benefit to their communities. It helps local government recognise outstanding and innovative design, supports them in resisting poor design and gives them a practical means of understanding where improvements need to be made.

The establishment of a Design Review Panel makes a public statement that design quality is an important consideration and gives local government access to independent expertise that may not otherwise be available in evaluating proposals. Design review allows for solutions to be considered collaboratively, generally enables a smoother determination phase following the submission of an application and promotes confidence in assessing and dealing with design issues. Design review also offers a valuable training opportunity for local government officers on design quality considerations.

In addition to the assessment of applications, design review panels can provide advice on the development of local policy, plans and strategy based on best practice knowledge and understanding of context, history and future desired character of the locality. Design review can also support local government in improving the design quality of public buildings (for example, libraries and community facilities) and in the streets and open spaces for which they are responsible.

Decision-makers (State and local government, Development Assessment Panels and the State Administrative Tribunal) can benefit from design review by:

- gaining expert, independent advice on the design quality of a proposal
- enabling the recognition of good design outcomes and, when exercising discretion, the appropriate weight that might be applied to outstanding or innovative solutions that benefit the area
- having confidence in resisting poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions

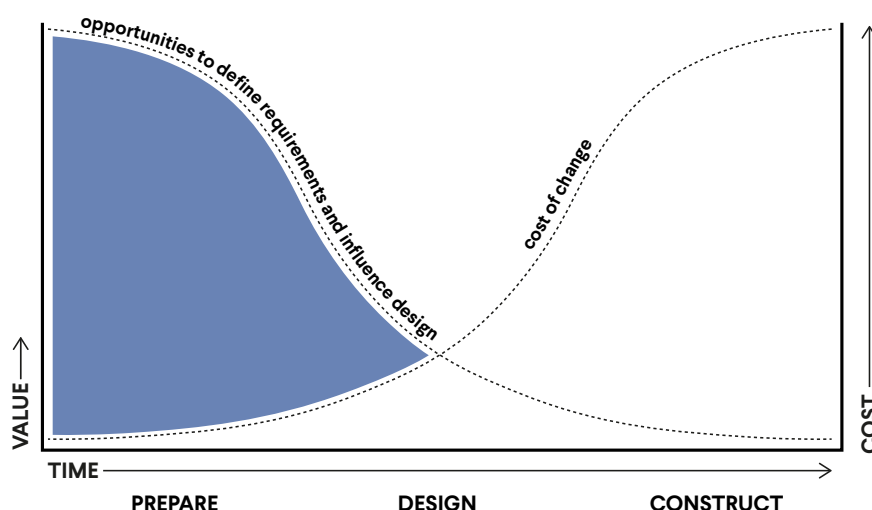
Communities benefit from design review by:

- gaining assurance that new developments will make a positive contribution to the public realm, adjacent development and the surrounding community
- developing confidence in urban infill development which will support the development and viability of neighbourhood centres

► 3.3 Value of engaging in early design review

Early design review offers the opportunity to increase the value and quality of a design proposal, before the cost of changes outweighs the benefits gained.

Well-run design review processes that promote early design review have been shown to improve the design quality of built outcomes and reduce project costs by identifying risks early, providing support for design concepts before investment in detailed design and expedited development application approvals following panel endorsement.



Opportunity to increase value [source: CABE, *Creating Excellent Buildings: A Guide for Clients*, 2003]

4

SPP 7.0

Design Principles

State Planning Policy 7.0 Design of the Built Environment (SPP7.0) outlines a set of performance-based Design Principles that - used together - create a broad definition of what is meant by 'good design'. These have been developed from well-recognised national and international precedents and adjusted to the Western Australian context. These principles establish a definition of design quality and form the basis for design review.

Individual principles may not apply equally to all projects, due to their location or type. At the commencement of a design review, the panel should determine which principles should be prioritised in the evaluation process.

1. Context and character

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

The distinctive characteristics of a local area include its prominent natural and built features, social, economic and environmental conditions, the overall qualities of its built environment, local Aboriginal culture and history and significant post-settlement heritage. Successful places are distinctive and memorable, with a character that people can appreciate easily.

Good design responds intelligently and sensitively to these factors in order to positively contribute to the identity of an area including adjacent sites, streetscapes and the surrounding neighbourhood. Interpretative responses to context are encouraged; imitation of existing features should be avoided. New development should integrate into its landscape/townscape setting, reinforcing local distinctiveness and responding sympathetically to local building forms and patterns of development. Building materials, construction techniques and details should, where appropriate, enhance local distinctiveness.

Good design also responds positively to the intended future character of an area. It delivers appropriate densities that are consistent with projected population growth, and able to be sustained by existing or proposed transport, green and social infrastructure.

Consideration of local context is particularly important for sites in established areas that are undergoing change or identified for change. Context is also important for greenfield development, to ensure a site-specific response to existing landscape and topographical features.

2. Landscape quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Outdoor spaces are important. Public spaces can include parks and nature reserves, as well as more formal squares, paved areas and streets. Designed with people in mind, they should be attractive and comfortable, offering opportunities for people to meet and socialise, bringing vitality and identity to a place.

Good landscape design protects existing environmental features and ecosystems, promotes biodiversity, offers a variety of habitats for flora and fauna, enhances the local environmental context and restores lost or damaged ecosystems, where possible. It considers environmental factors such as water and soil management, ground and site conditions, solar access, microclimate, tree canopy, urban heat island impacts, habitat creation and preservation of green infrastructure – balancing these against social, cultural and economic conditions.

Good landscape design employs hard and soft landscape and urban design elements to create external environments that interact in a considered manner with built form, resulting in well-integrated, engaging places that contribute to local identity and streetscape character.

Good landscape design provides optimal levels of external amenity, functionality and weather protection while encouraging social inclusion, equitable access and respect for the public and neighbours. Well-designed landscape environments ensure effective establishment and facilitate ease of long term management and maintenance.

3. Built form and scale

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

Buildings can define open spaces by enclosing them. Good design delivers buildings and places of a scale that responds to landform characteristics and existing built fabric in a considered manner, mitigating the potential for negative amenity impacts on both private land and the public realm.

The scale, massing and height of new development should respond positively to that of the adjoining buildings, the topography, the general pattern of heights, and the views, vistas and landmarks of the place, reinforcing a coherent local identity. The orientation, proportion, composition, and articulation of built form elements should deliver an outcome that is suited to the purpose, defines the public domain, contributes to the character of adjacent streetscapes and parks, and provides good amenity for people at ground level.

4. Functionality and build quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.

Well-designed functional environments provide spaces that are suited to their intended purpose and arranged to facilitate good relationships to other spaces, and ease of use. Good design provides flexible and adaptable spaces to maximise their utilisation and accommodate appropriate future requirements without the need for major modifications.

Good build quality is achieved by using durable materials, finishes, elements and systems that are easy to maintain and weather well over time. The outcome should be a development that is well-detailed, resilient to the wear and tear expected from its intended use, is easy to upgrade and without excessive maintenance requirements. Consideration should be given to the full life-cycle of the proposal and mitigation of potential climate change impacts.

Good design accommodates services in an integrated manner, without detriment to the appearance, functionality and serviceability of the final outcome.

5. Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

Sustainable landscape and urban design adheres to established water-sensitive urban design principles, minimises negative impacts on existing natural features and ecological processes and facilitates green infrastructure at all project scales.

Sustainable built environments use passive environmental design measures at various scales, responding to local climate and site conditions by providing optimal orientation, shading, thermal performance and natural ventilation. Reducing reliance on technology for heating and cooling minimises energy use, resource consumption and operating costs over the life-cycle of the project.

Sustainable design also includes the use of sustainable construction materials, recycling, good waste management practices, re-use of materials and existing structures, harnessing of renewable energy sources, and total water cycle management.

6. Amenity

Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

Places should incorporate a mix of uses that work together to create viable environments that respond to the diversity of the local community and its culture. New development should offer a range of uses and activities that contribute to the vitality of the place at different times of the day and week and provide choices of housing, shopping, employment and entertainment.

Well-designed external spaces provide welcoming, comfortable environments that are universally accessible, with effective shade as well as protection from unwanted wind, rain, traffic and noise. Good design mitigates negative impacts on surrounding buildings and places, including overshadowing, overlooking, glare, reflection and noise.

Good design provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation and outlook. Delivering good levels of internal amenity also includes the provision of appropriate levels of acoustic protection and visual privacy, adequate storage space, and ease of access for all.

7. Legibility

Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

Good urban design makes places easy to navigate, with recognisable routes, intersections and landmarks while being well-connected to existing movement networks. Sightlines are well-considered, with built form responding to important vantage points. Movement through a place should always be easy for everyone who uses it, whether they are on foot or by bicycle, public transport or private vehicle. Efforts should always be made to giving pedestrian movement priority over vehicular movement.

Good design provides environments that are logical and intuitive to use, at the scales of building, site and precinct. Consideration should be given to how the urban design of street environments can provide visual cues as to the street hierarchy.

Access and circulation within developments should contribute to a fine-grain network of direct and connected routes within and beyond the site and avoid creating large non-permeable blocks.

Within buildings, legibility is served by a clear hierarchy of spaces with identifiable entries and clear wayfinding. Externally, buildings and spaces should allow their purpose to be easily understood, and provide clear distinction between public and private spaces.

8. Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

Safety and security is promoted by maximising opportunities for passive surveillance of public and communal areas and providing clearly defined, well-lit, secure access points that are easily maintained and appropriate to the purpose of the development.

Good design provides a positive, clearly defined relationship between public and private spaces and addresses the need to provide optimal safety and security both within a development and to the adjacent public realm.

The design of vehicular transport routes should integrate safety requirements in a manner that mitigates negative impacts on pedestrian amenity.

9. Community

Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

Good design encourages social engagement and physical activity in an inclusive, equitable manner and considers how the activities inside buildings can bring life and activity to public spaces. Places should be able to accommodate change over time, create continuity with the past and respond to new social, market or environmental demands.

New development should have some capacity to adapt to changing demographics, an ageing population, new uses and people with disability. In residential proposals, good design achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and accommodating all ages and abilities.

10. Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

Good design resolves the many competing challenges of a project into an elegant and coherent outcome. At the precinct scale, good design delivers outcomes that are logical and guided by a consideration of the experiential qualities that it will provide. Consideration should be given to how the arrangement of built form and spaces can contribute to the setting of important buildings and landmarks, including public art. A well-conceived design addresses all scales, from the articulation of building form through to the selection and detailing of materials and building elements, enabling sophisticated, integrated responses to the character of the place.

In assessing design quality, consideration of aesthetics should not be limited to style and appearance; the coherence of the design concept and the cultural relevance of the proposal should also be taken into account.



CABE design review [credit: Centre for Architecture and the Built Environment (CABE)]



CABE Design Review [image source: Centre for Architecture and the Built Environment (CABE) Design review, Principles and practice, 2009; credit: CABE]



City of Vincent Design Review [image: Department of Planning, Lands and Heritage/Office of the Government Architect]



[image: Office of the Government Architect/DPLH]

5

How to establish design review processes

Once the decision is made to form a Design Review Panel, resources must be committed to make it happen. It is important to be clear how the panel is run, the processes by which design review is accessed and how the advice and recommendations are provided and used.

It is critical that the Design Review Panel remains impartial, apolitical and independent. The panel's role is to provide information and advice to decision makers, not to make a decision. For this reason, a panel should not be a committee of Council under the *Local Government Act 1995* but should be established as an independent panel with separate membership and terms of reference. The Council should endorse the terms of reference for the panel and may endorse panel appointments through reports presented by the Chief Executive Officer.

Consistent terminology is encouraged with regard to the naming of 'Design Review Panels'. It is also recommended that the model templates included within this guide are used for consistency in the reporting of advice and recommendations from panels. This will help foster and maintain a common understanding of language, terminology and reporting used in design review processes across the State.

► 5.1 Funding

Local governments are responsible for the funding of their Design Review Panels. Where a panel is established by an agency that is not a local government, then that agency is responsible for funding the panel. Local governments with Design Review Panel processes in operation report that the investment in design review is considered good value as it offers broad and long-term benefits to the community.

Funding costs are generally associated with the appointment (or re-appointment) of the panel and operational costs (including member remuneration). Decisions made regarding the frequency of meetings and the number/s of panel members will impact the costs of each panel and experience suggests that these requirements will differ between local governments.

Where local governments fund design review, proponents may be more likely to seek design review earlier in the design process. However, a local government may consider setting a fee for the recovery, or part thereof, of the costs associated with the design review process as permitted by legislation.

5.2 Role description

The role of a Design Review Panel is to provide independent, expert design advice:

- to proponents and local government officers on the design quality of proposals
- to decision-makers (State and local governments, Development Assessment Panels, the State Administrative Tribunal) on eligible development applications or other proposals
- to local governments, where requested, on strategies, policies, master plans, precinct plans, local development plans, structure plans, activity centre plans, local planning schemes and amendments or other matters

5.3 Status of advice

Design Review Panels are advisory only and do not have a decision-making function. The panel advises on the design quality of proposals with reference to Design Principles (from SPP7.0, refer to Part 4) and supporting State Planning Policies, as well as local planning schemes and policies. Decision-makers should have due regard to the design review advice and recommendations in their deliberations.

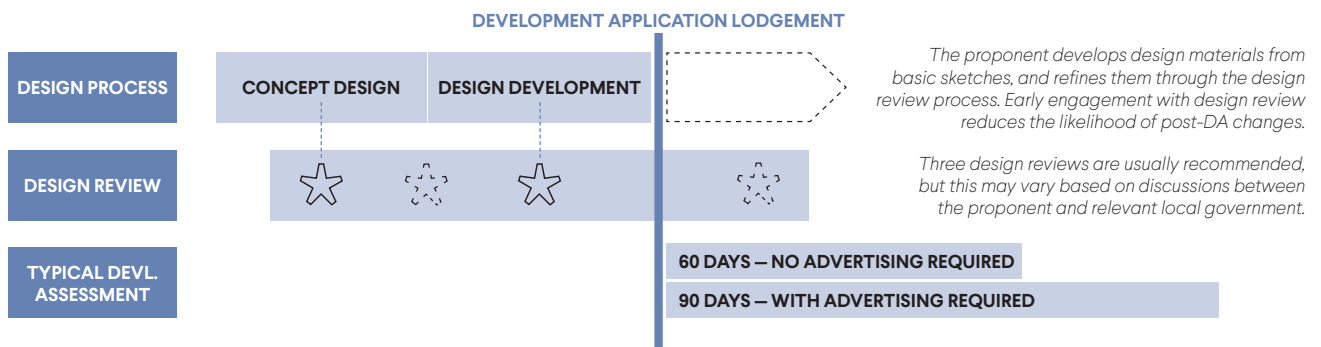
For continuity between design review and local government and Development Assessment Panel assessment procedures, the Design Review Panel Chair may be requested to brief decision makers either through preparation of a briefing note or attendance at a meeting. Where a matter is referred to the State Administrative Tribunal for review, the Design Review Panel Chair may also be invited to attend proceedings as required by the Tribunal.

5.4 Timing and number of reviews

The number of reviews needed will vary depending on the complexity of a proposal; however three reviews are typically needed for the process to be effective.

Design reviews should occur before a development application is submitted. It is strongly recommended that the first design review takes place during the **concept design stage** to ensure that proponents can take advantage of the advice offered at a time where the design is flexible enough to accommodate change without impacting on time and cost constraints. A subsequent review should typically occur at a stage when the design has been further progressed. Depending on the outcome of the initial meeting, this review session will typically occur during **design development** or prior to the proposal being submitted for development approval (**Pre-DA stage**).

At **building permit stage** (after development approval) it is suggested that a check takes place by the Design Review Panel Chair or delegate, to ensure that the design quality of the proposal is consistent with the approved development application and any relevant conditions related to design quality.



The relationship of design review with development application lodgement and typical development assessment statutory time frames.

► 5.5 Membership expertise

Local governments should ensure that panel members have a range of design and built environment expertise in one or more of the following disciplines:

- Architecture (essential)
- Landscape architecture (essential)
- Urban design (essential)
- Heritage
- Sustainability and environmental design
- Services engineering
- Accessibility
- Transport planning
- Planning
- Public art
- Civil and/or structural engineering

While local knowledge is useful, a balance between local and subject expertise from outside the local government area should be sought in order to optimise the range and calibre of expertise available. All Design Review Panel members should be eligible for registration and maintain good standing with their respective professional bodies.

To be independent and apolitical, the local government should not appoint decision-makers, its own elected members or officers to its Design Review Panel. However, key local government planning (and other) officers should participate in all design reviews in an advisory capacity and to provide administrative and governance support.



Practitioner Forum on Best-Practice for Design Review Panels, convened by the Department of Planning and the Office of the Government Architect, in collaboration with the PIA and AIA .

► 5.6 Appointing the Design Review Panel

Local governments should determine the number of members required to constitute a Design Review Panel. Member appointment processes should demonstrate transparency and rigour to ensure a high degree of confidence in the panel.

Section 5.6.2 contains a list of suggested selection criteria for panel members. When advertising for panel members, the local government should carefully consider whether all of the suggested selection criteria are relevant for the required appointment/s and should particularly be mindful of the skills, background and expertise that may be required to complement any current panel members. Local governments are also encouraged to consider the appointment of academics and other non-practicing professionals who specialise in design review to ensure a wide range of panel expertise.

The panel should consist of not less than four and not more than six members. Panel members are appointed for an agreed term – usually two years. To optimise consistency of membership between reviews, consideration should be given to establishing a pool from which the panel is appointed with the remaining members appointed to deputise where required. The quorum for a Design Review Panel meeting is at least two thirds of the total number of panel members.

Local governments that do not already have a Design Review Panel in place may consider appointing a panel by:

- accessing appropriate membership through the State Design Review Panel; or
- undertaking an independent appointment process

Where a local government undertakes an independent appointment process, it is recommended that it includes:

- public advertising of a formal Expression of Interest (EOI)
- consideration of EOIs by an appropriate selection panel
- if required, an interview process to confirm appropriate design review expertise
- a report with recommendation/s for appointment presented to the Chief Executive Officer

Following completion of the selection process, all details of the appointment are confirmed in writing and member induction is scheduled.

Where a local government has an established Design Review Panel in place, it may utilise some or all of the above steps when filling vacancies on the panel.

5.6.1 Guidelines for Expression of Interest

Expressions of Interest (EOI) for panel membership should be sought from suitably capable professionals to determine a short-list of applicants. Suggestions for managing this process include:

- **Timing** – Consider the timeframe within which the appointment is required and structure the advertising and appointment process to ensure that the panel may continue to operate until the new appointment/s is made
- **Advertise in the right place** – Notices calling for EOIs should be advertised where they are most likely to be viewed by the required professions. Contact the relevant professional peak bodies to include advertisements in regular member newsletters or journals
- **Allow sufficient advertising timeframes** – Repeat advertisements may be necessary, to ensure an adequate response

5.6.2 Guidelines for selection criteria

EOIs for Design Review Panel members should include a brief professional profile addressing the following selection criteria:

- appropriate qualifications and demonstrated expertise in the relevant professional area (refer to section 5.5)
- ability to work in a multi-disciplinary team
- highly regarded among professional peers
- demonstrated expertise in design review, design critique or the provision of strategic advice on design quality issues
- knowledge or understanding of the State's Planning Framework, relevant local government policies, development controls and design issues in the local area
- ability to analyse, evaluate and offer objective and constructive feedback on complex design quality issues in design review, for evaluation of complex development applications and on strategic planning matters
- good written and verbal communication to ensure that advice provided to proponents is clear and concise
- where relevant, it is desirable that the applicant is eligible for registration with an appropriate professional body or organisation in Western Australia and/or holds good standing with the relevant professional body

5 How to establish design review processes

5.6.3 Selection panel

Where appropriate, a competent selection panel should be formed to assess the applications and make recommendations for panel appointment.

It is essential that the selection panel includes members with design review expertise. A representative of the Office of the Government Architect or member of the State Design Review Panel, or another established Design Review Panel, would be appropriate and it is recommended that the Office of the Government Architect is contacted for assistance and advice. The selection panel should also include appropriate local government officer representation.

5.6.4 Guidelines for shortlisting and interview process

If necessary, the selection panel should meet to undertake the shortlisting process. At this meeting there is the opportunity to formulate interview questions based on any local interests and the nature of the EOIs received. The interview may include a design review task to confirm design review skills in short-listed applicants.

► 5.7 Remuneration guidelines

It is important that remuneration for Design Review Panel members is fair and equitable. Remuneration should reflect the professional standing of panel members and their time taken to prepare for and participate in meetings. The local government should determine the remuneration for panel members at the time of appointment. It is recommended that one of the following approaches is utilised however when setting remuneration, consideration should also be given to a range of matters including current professional hourly rates, the range of expertise of members, the number and length of meetings outside of normal business hours.

(a) Per Hour

- The panel Chair is paid an above-standard hourly fee* in recognition of the additional responsibility of the role, plus preparation, and time spent advising and editing reporting as needed
- Panel members – a set standard professional rate* per hour for the duration of the design review, plus one hour of preparation

(b) Per Meeting

In local governments where a higher number of proposals are anticipated, the maximum meeting duration of three hours could be assumed and a “per meeting” remuneration could be set using the above rationale, plus an hourly rate* for the panel Chair for time spent on additional briefings.

** Contact the Office of the Government Architect for guidance on current recommended rates.*



Victorian Design Review Panel (VDRP) [image: courtesy of the Office of the Victorian Government Architect (OVGA); credit: OVGA]

◆ 5.8 Member induction guidelines

It is recommended that an induction process be undertaken when new panels are established, or when new members are appointed, to confirm general operating and meeting procedures. This will allow the local government (or authority responsible for panel management) to clarify any new member queries, prior to the first panel meeting. The Office of the Government Architect may be able to assist with panel induction meetings, if required.

Suggested topics to be covered in the induction meeting are outlined below. Where individual new members are appointed to a panel at a later time, it is recommended that they be briefed jointly by the panel coordinator and Chair on this information.

Suggested induction meeting actions:

- introduce panel members and relevant local government officers, clarification of roles and responsibilities and contact details
- explain all administrative procedures including circulation of agendas, minutes and reports, procedures for requesting additional information or seeking clarification on proposals before the panel and arrangements for site inspections
- provide background on local planning and design issues and access to relevant policies and other documents
- advise of annual meeting schedule and reporting timeframes (where required)
- introduce members to the SPP7.0 Design Principles and how they will be used to guide the design review process
- confirm member responsibility to declare any conflicts of interests and other governance requirements including media protocols
- clarify the scope of advice required from the panel. i.e. advice should be objective and aligned with the design quality principles. Prescriptive design advice and subjective commentary are inappropriate in design review
- confirm contact details for remuneration matters, and frequency of invoicing
- appoint a Chair for the agreed term (unless the Chair is appointed separately)

◆ 5.9 Panel management and support

The local government will provide panel support to manage the scheduling, preparation, coordination, reporting and monitoring of Design Review Panel meetings. It is recommended that these roles are clearly outlined to ensure that all participants understand their roles and responsibilities when dealing with the Design Review Panel.



City of Vincent Design Review [image: Department of Planning, Lands and Heritage/Office of the Government Architect]



ODASA Design Review [image: courtesy of the Office for Design and Architecture SA (ODASA); credit: Sam Noonan Photographer]

➤ 5.10 Roles and responsibilities

A good working relationship between local government planners and Design Review Panel members is essential, as it's important to have regular, consistent and clear communication between those involved in the design review and assessment processes.

5.10.1 Guidelines for local government officers

Local governments are responsible for coordinating the operation of the Design Review Panel and support is required from suitably qualified local government officers, including senior officers. The local government should nominate a panel coordinator to assist in smooth communication regarding meetings and other panel matters.

Panel coordinator

- circulate the annual meeting schedule, panel contact details and other material
- act as the central point of contact between the panel members and other local government officers or stakeholders
- prepare agendas, ensuring sufficient notice is provided to all parties (seven days is recommended)
- arrange site inspections where appropriate
- respond to requests for additional information from panel members in accordance with the established administrative procedures
- arrange for relevant local government officers to attend meetings
- arrange for notes or minutes to be taken at meetings and work with the report writer and arrange Chair endorsement of the notes, minutes and/or design review report
- distribute the notes, minutes and/or report to relevant parties and make panel advice and/or recommendations available to the proponent within a specified time period (recommended 10 working days) of the panel meeting
- arrange for the administration of fees, where charged, and membership remuneration payments
- prepare a summary of council, Development Assessment Panel and State Administrative Tribunal decisions on applications considered by the panel, as a means of providing feedback and optimising awareness of any other relevant matters

Senior planning staff (Director/Manager)

Senior planning staff should provide the necessary administrative support and advice to the meeting including managing the meeting opening and closing proceedings and providing governance advice where requested by the panel Chair. The Chair should manage and facilitate the interactive design review discussion and identify the key recommendations for reporting.

Planning officer

For each proposal under consideration, a planning officer should present an overview of the site (or proposal) including history, current and future surrounding context as well as compliance with planning controls and relevant design criteria. They will also convey any concerns raised through internal referral pathways (e.g. heritage, stormwater, traffic/parking) if available.

Report writer (local government role)

Local government is responsible for ensuring that notes or minutes are taken for all panel meetings. The notes will be used to formulate a design review report for the local government's use in reporting to Council, JDAP or other decision maker. If the person is not a planning staff member, it is recommended that they are familiar with meeting procedures, planning and design terminology, the SPP7.0 Design Principles and the local planning scheme and policies. Notes and reporting needs to be clear and unambiguous to all parties with appropriate terminology and phrasing. The report writer should liaise with the panel coordinator in the preparation and finalisation of the meeting notes and the design review report.

Please refer to Reporting section in this guide.

5.10.2 Guidelines for panel members

All panel members are required to:

- provide independent, fair and reasonable professional advice relative to the SPP7.0 Design Principles and relevant State and local policies and schemes
- treat all discussions and information about applications with sensitivity and confidentiality
- respond to and comment on material presented, providing clear and constructive feedback
- disclose any actual or perceived conflicts of interest in writing for the record. Where an interest exists, the member must:
 - disclose the interest to the Chair as soon as possible, and before the meeting to ensure there is a quorum for all items
 - if the interest is a pecuniary interest, the member must not take part in the consideration or discussion of the matter

Panel Chair

The panel Chair is primarily tasked with running panel meetings and is responsible for:

- liaising with the nominated local government officer about the operation of the panel including advice regarding additional briefing material or requirements
- ensuring new members have been inducted and are briefed about panel operations
- ensuring that the meeting agenda is followed
- welcoming and introducing the panel, proponents and any observers present in the meeting
- facilitating interactive discussion and participation of all panel members, key local government attendees and proponents, enabling solutions to be brokered collaboratively
- ensuring that discussions remain focussed on the application being considered and that advice relates to matters covered by the SPP7.0 Design Principles, relevant State and local policies and schemes
- ensuring consistency of panel advice between reviews
- summarising the consensus view of the panel at the conclusion of the meeting
- endorsing the final design review report or meeting minutes post meeting
- briefing decision-makers on panel advice when required



Victorian Design Review Panel (VDRP) [image: courtesy of the Office of the Victorian Government Architect (OVGA); credit: OVGA]



CABE Design Review [image source: Centre for Architecture and the Built Environment (CABE) Design review, Principles and practice, 2009; credit: CABE]

6

Running a successful Design Review Panel

Panel meetings will run more smoothly if they follow a clear structure. It is also important that meetings take place in a suitable location, in a suitable room, using suitable materials with sufficient space for all participants.

► 6.1 Meeting procedures

The following design review meeting procedures have been developed to ensure consistency and effectiveness of the process. Meetings should be scheduled to occur regularly with frequency to approximate demand and may be cancelled if there are no items to review. It is recommended meeting procedures are made publicly available, to ensure proponents know what to expect.

A local government may choose to include additional operating procedures to address local circumstances.

6.1.1 Quorum and attendance

The local government will issue notice of a Design Review Panel meeting to all appointed panel members.

It is recommended that all members review the proposed agenda and advise the local government as soon as possible of:

- a. their ability to attend the meeting
- b. any interest to be declared in any matter listed on the agenda

If the minimum number of members required to reach a quorum is unable to attend or a quorum cannot be achieved for part of the meeting, the local government will contact the deputy members in accordance with the procedure adopted by that local government for deputies. If a quorum cannot be achieved, the meeting cannot proceed and should be re-scheduled.

All panel members should have an opportunity to regularly attend meetings, however it is important to optimise the consistency of the panel and advice across subsequent reviews for the same proposal. Local governments may replace panel members who are regularly unavailable for meetings.

6.1.2 Observers

Design review meetings should be closed to members of the public as information discussed can be commercially confidential. Persons who may later be required to consider and determine an application that is undergoing design review should not attend panel meetings in order to preserve the transparency and integrity of the planning decision-making process.

Local governments are encouraged to allow planning and other officers to attend review sessions as observers, as it can offer valuable training on design quality considerations, familiarity with the design review process and understanding of how it can benefit a range of projects.

6.1.3 Site inspection

Panel members should be familiar with each site on the agenda prior to the meeting. A site visit may be arranged if considered necessary by the local government or panel Chair.

6.1.4 Panel member preparation

All panel members should ensure that they are familiar with all information provided prior to the meeting and prepare comments in advance, to enable effective use of session time. If additional information is required prior to the meeting, a request should be submitted to the local government in accordance with the procedures advised during the induction.

6.1.5 Agenda

The agenda for each meeting (along with submitted drawings and other relevant documentation) should be circulated to all panel members and meeting attendees at least one week prior to the meeting.

A meeting agenda template is included in this guide.

The priority of agenda items for each meeting should be determined by the local government ensuring the scheduling of items has regard for the relevant statutory timeframes.

Each item should be allocated an appropriate duration on the agenda, to allow for the recommended design review meeting format. Additional time may be required for complex projects where this is appropriate. It is recommended that the meeting agenda does not exceed three hours.

► 6.2 Drawing requirements for design review

It is recommended that initial design reviews occur early, prior to the submission of a formal application, to ensure better design outcomes (refer to 3.3 The value of engaging in early design review).

The material required for design review should sufficiently reflect the stage of development of the proposal and illustrate site analysis, site design response and the intended design proposal. For early design reviews, drawings may be conceptual and diagrammatic.

6.2.1 Site analysis

It is particularly important to provide contextual information on drawings and information submitted for review, to assist the panel in assessing how well a proposal responds to its site and context.

The key elements of a site analysis include:

- site location / wider context plan
- aerial photograph
- local context plan
- site context and survey plan
- streetscape elevations and sections

For residential proposals refer to the relevant volume of the Residential Design Codes for more detail.

6.2.2 Site design response

A thorough site design response demonstrates a balanced consideration of a proposals context, site, building configuration and opportunities to optimise building performance. Site design response drawings, 3D studies and diagrams identify site and context opportunities and constraints that generate design parameters. These drawings should clearly articulate the considerations that have informed the broader site design approach.

For residential proposals refer to the relevant volume of the Residential Design Codes for more detail.

6.2.3 Design proposal

Sufficient drawing material should be presented to outline the intended design proposal; however, the emphasis should be on having enough information rather than having fully-resolved drawings of every aspect of the proposal.

The key elements of a pre-development application design proposal include:

- development details
- precedents and context that have informed the design proposal
- site plan
- floor plans
- elevations of the proposal in context
- sections of the proposal in context
- draft design quality statement outlining how the proposal responds to the SPP7.0 Design Principles
- 3D images or visualisations if available

For residential proposals refer to the relevant volume of the Residential Design Codes for more detail.



Victorian Design Review Panel (VDRP) [image: courtesy of the Office of the Victorian Government Architect (OVGA); credit: OVGA]

➤ 6.3 Meeting format

The panel Chair should conduct the meeting in accordance with the agenda, following the meeting format outlined below. The recommended meeting duration for each item is 45 to 50 minutes, including a briefing. A longer duration can be allowed for complex projects.

A suggested format for individual items may include:

1. Briefing and pre-review panel discussion (panel only) – 10 minutes

- Overview by the local government planning officer, including:
 - relevant site history and background
 - surrounding context and proposed (if known) or approved developments
 - compliance with planning controls and relevant design criteria
 - internal referral comments if available (e.g. heritage, stormwater, traffic/parking)
 - where appropriate, briefings from relevant State Government agencies also invited to attend the meeting
- Panel pre-review discussion determining key questions to ask / key issues to raise

2. Welcome and introductions – 2 minutes

- Proponents are invited into the meeting room. Chair welcomes them and introduces the panel. Panel coordinator may assist with proponent setup

3. Proponent presentation – 10 minutes

- Proponent/client provides their vision for the project
- Proponent/design team presentation, explaining the project background and outlining how the proposal addresses the SPP7.0 Design Principles and other relevant matters

4. Panel questions and clarifications – 5 minutes

- Panel members are able to seek clarification on any points

5. Panel discussion – 10 minutes

- Chair invites panel members to provide individual comment on the proposal
- Discussion should be referred back to the SPP7.0 Design Principles

6. Confirmation of advice/ recommendations – 3 minutes

- Chair summarises panel comments and may confirm advice and recommendations or may indicate the timeframe within which this should be expected to be provided
- Chair thanks the proponent and the proponent leaves the meeting

7. Post review discussion (panel only) – 5-10 minutes

- Chair identifies key issues and recommendations for reporting
- Any new issues or recommendations that arise in post review discussions should be noted as such and communicated promptly to the proponent

➤ 6.4 Workshops

For large complex projects, an early workshop can offer opportunity for a dedicated and extended review to highlight key considerations prior to design work commencing, which can significantly reduce project risk. The need to hold a workshop will generally be determined by the local government in consultation with the panel Chair.

➤ 6.5 Language and consistency

The report writer and Chair should be aware of the following points when providing advice and finalising recommendations:

- advice should be in plain English that is readily understood by the proponent, consent authority, and the community. Avoid jargon, obscure terminology and long-winded descriptions
- consistency in advice across design reviews is important. As a design proposal develops, different questions become relevant, however raising entirely new design concerns late in the process should generally be avoided

➤ 6.6 Reporting

The meeting notes and/or report should:

- be compiled as a draft during the meeting, (a suitable template is provided in this guide)
- record conflicts of interest of panel members
- record key discussion points and panel recommendations
- be finalised out-of-session by the panel coordinator and panel Chair
- be available for issue of advice and recommendations to proponents as soon as possible (recommended within 10 working days of the meeting)

Design review reporting should be included with all development application reports and, where a proposal is to be determined by a Development Assessment Panel for deliberation, is included in full as an appendix to the Responsible Authority Report.

Also refer to 5.10 Roles and responsibilities, where the roles of report writer and panel coordinator are outlined.

Aim for 40 minutes of design review for a standard proposal, more for a complex one.



10 MINUTES

Briefing and pre-review panel discussion; Overview by the local government planning staff, followed by panel pre-review discussion determining key questions to ask/key issues to raise.

PROPONENT ENTERS THE ROOM



2 MINUTES

Chairperson welcomes the proponent team and introduces the Panel. Panel coordinator assists with proponent setup.



10 MINUTES

Proponent provides their vision for the project, followed by design team presentation.



5 MINUTES

Panel members are able to seek clarification on any points.



10 MINUTES

Chairperson invites panel members to provide individual comment on the proposal.



3 MINUTES

Chairperson summarises panel comments and confirms advice and recommendations. Chairperson thanks the proponent.

PROPONENT LEAVES THE ROOM

Design review modes and thresholds

For the design review of larger projects, the multi-disciplined expertise and independent advice of a full Design Review Panel is recommended. However, design review mechanisms may be applied in different modes to provide advice on a range of development types and scales.

The types of proposals and the scale/s of design review (if available) should be determined in by the local government and may be included in the terms of reference and/or an appropriate local planning policy. The design review threshold table may be used as a guide for determining the mode of design review best suited to a particular development.

▶ 7.1 When a full Design Review Panel is not required

As outlined within the design review threshold table, there may be cases where a full Design Review Panel is not warranted, with assessment instead being carried out by an individual panel member or, where available, by an in-house town or city architect.

Where neither of these avenues exist and there is no reasonable opportunity to refer the matter to the Design Review Panel, the local government may engage a suitably qualified consultant, giving consideration to the selection criteria outlined for the establishment of a Design Review Panel.

Local governments that rarely assess complex applications may not need to form a dedicated Design Review Panel. In these instances they may consider a shared Design Review Panel (with another local government) or use an 'as-required' design review consultant.

▶ 7.2 When the demand for design review is low

In smaller or regional local governments, the number of anticipated complex proposals or proposals requiring design review may be low. In these circumstances, consideration should be given to:

- The **State Design Review Panel** will offer a pool of appointed design reviewers that may be accessed by local governments on an "as needs" basis.
- A **city architect** can also be a valuable resource in smaller or regional local governments where demand for a full panel is low. Where an architect is not available on staff, a local architect could be appointed to provide this advice as required.

- **Shared panels** could be formed where demand is low, or where smaller contiguous local governments (or local governments with similar characteristics, development types, issues and/or visions) may benefit from a common panel.

▶ 7.3 Interim procedures until a full Design Review Panel is appointed

The design review thresholds table also contains suggestions for interim review mechanisms that could be utilised where a local government has yet to appoint a Design Review Panel.

The State Design Review Panel's (SDRP) core focus will be major State Government projects and significant or strategic private sector projects. However, the SDRP may also assist local governments to expedite local panel appointments and provide interim modes of design review:

- subject to legislative requirements, local governments may directly engage SDRP members, reducing appointment timeframes and administrative load
- the SDRP may also offer an interim means of carrying out design review on eligible larger projects for local government (where mutually agreed) until a local Design Review Panel is operational. Applications for design review by the SDRP can be made through the Office of the Government Architect

7.4 City architect

Some larger local governments have appointed a city (or town) architect. This is usually a permanent, part-time role.

City architects can:

- provide built form expertise to local government planning staff, Design Review Panel coordinators and elected members on day-to-day issues of design quality
- provide informed advice on local government urban design and strategic planning initiatives
- support the local government, advising on major local government funded, and State-funded projects to ensure they meet strategic built form objectives for that local government
- brief local government Design Review Panels on the built form objectives of local government strategic planning and initiatives relevant to proposals reviewed by the panel
- offer assistance in discussions between planners and proponents regarding design review recommendations
- be an in-house advocate and champion for design quality

In addition to the roles above, city architects can assist the local government by offering expert advice on the design quality of smaller proposals if a Design Review Panel has not been appointed, or if they do not meet the thresholds for review by a full panel. Refer to the Design Review Threshold Table.

INDICATIVE DESIGN REVIEW THRESHOLD TABLE											
	Projects of State significance	Public works of State significance	Public works of regional significance	Commercial development – DAP threshold	Commercial development – under DAP threshold	Apartment development DAP threshold or more than 10 dwellings	Apartment development less than 10 dwellings	Activity centre plans and structure plans	Commercial development low threshold	Detached and grouped dwellings	Other proposal as determined by local govt.
State Design Review Panel (SDRP)	◆	◆	◆	◇		◇					
Local Design Review Panel (LDRP)			◆	◆	◆	◆	◆	◆	◆	◆	◆
Local govt. 'city/town architect'					◆		◆	◆	◆	◆	◆
Local Govt. 'as-required' design review consultant					◆	◇	◇	◇	◆	◆	◆

◆ Recommended design review process

◆ Discretionary design review process

◇ Interim design review process

Appendices

The appendices provide model templates for the following:

- **DR1** *Design Review Panel meeting agenda*
- **DR2** *Development assessment overview*
- **DR3** *Design review report and recommendations (Parts 1-4)*
- **DR4** *Model terms of reference*

These templates are provided as a guide only and local governments should adjust the templates as required for the purposes of their local government.

DR1

DR1 – Design Review Panel meeting agenda

Prepared by the responsible local government officer and distributed to the Design Review Panel members with the DR2-Development assessment overview at least one week before the meeting.

Local government:		
Meeting date:		Meeting time:
Location		
Panel members	[Chair] [Members]	[details]
Local government officers	[names]	[details]
Proponent/s	[names]	[details]
Observer/s	[names]	[details]
Time	Item No.	Subject
[time]	1.	Attendance and apologies
	2.	Declarations of interest
	3.	Confirmation of previous reporting
	4.	Design review/s
	4.1	Proposed development
[time]		[Address, development description] [Proponent]
(10mins)		Pre-meeting (panel members and local government officers) Briefings and pre-review panel discussion: – development assessment overview – technical issues
(30mins)		Design review meeting (all) Proponent welcome (2 mins) Presentation/response to prior recommendations (10mins) Questions and clarification (5mins) Discussion (10mins) Summary by the Chair (3mins)
(5-10mins)		Post meeting (panel members and local government officers) Post-review discussion
	5.	Strategic planning/policy items [where required]
	6.	Other business
	7.	Next meeting [time/date]
	8.	Close

DR2

DR2 – Development assessment overview

This overview is to be prepared by the responsible local government officer and distributed to the Design Review Panel members with DR1 - Design review panel meeting agenda at least one week before the meeting.

Proposed development	
Street address	
Applicant/owner	
Reported by	
Proposal	[Brief and succinct summary of proposal]
Background	[A summary of relevant background information establishing history of the proposal to date including response to context and site; photos may also be useful]

Assessment summary:

Key objectives/standards of planning policies relevant to this proposal

Example only – shown for apartment development referencing elements of SPP7.3 R-Codes Volume 2 - Apartments

	Proposed	Assessment
<i>Building height</i>		
<i>Street setbacks</i>		
<i>Side setbacks</i>		
<i>Rear setback</i>		
<i>Other (e.g. building depths, building separation)</i>		
<i>Part 3 Elements (e.g. orientation, tree canopy and deep soil area, communal open space etc.)</i>		
<i>Part 4 Elements (e.g. solar and daylight access, natural ventilation, size and layout of dwellings etc.)</i>		
Key issues	[Summary/dot points]	

DR3

DR3 – Design review report and recommendations (Part 1/4)


*This report is prepared by the panel coordinator and checked by the design review Chair.
To maintain the integrity and independence of the design review process this report should be attached, unedited to Council reports and (if applicable) the Development Assessment Panel Responsible Authority Report.*

Local government		
Item no.	[Address, development, description]	
Date		
Time		
Location		
Panel members:	[Chair] [Members]	[details if required]
Local government officers	[names]	[details]
Proponent/s	[names]	[details]
Observer/s	[names]	[details]
Briefings		
Development assessment overview	[name]	[details]
Technical issues		
Design review		
Proposed development		
Property address		
Background		
Proposal	[Succinct summary of proposal]	
Applicant/representative address to the design review panel	[name]	[details]
Key issues/recommendations	[Summary of key issues and recommendations discussed]	
Chair signature		

DR3

DR3 – Design review report and recommendations (Part 2/4)

Design quality evaluation

		<i>Supported</i>
		<i>Pending further attention</i>
		<i>Not supported</i>
Principle 1 – Context and character		<p><i>Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.</i></p> <p>1a. [comments] 1b.</p>
Principle 2 – Landscape quality		<p><i>Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.</i></p> <p>2a. [comments] 2b.</p>
Principle 3 – Built form and scale		<p><i>Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.</i></p> <p>3a. [comments] 3b.</p>
Principle 4 – Functionality and build quality		<p><i>Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.</i></p> <p>4a. [comments] 4b.</p>
Principle 5 – Sustainability		<p><i>Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.</i></p> <p>5a. [comments] 5b.</p>
Principle 6 – Amenity		<p><i>Good design optimises internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.</i></p> <p>6a. [comments] 6b.</p>
Principle 7 – Legibility		<p><i>Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.</i></p> <p>7a. [comments] 7b.</p>
Principle 8 – Safety		<p><i>Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.</i></p> <p>8a. [comments] 8b.</p>
Principle 9 – Community		<p><i>Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.</i></p> <p>9a. [comments] 9b.</p>
Principle 10 – Aesthetics		<p><i>Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.</i></p> <p>10a. [comments] 10b.</p>

DR3

DR3 – Design review report and recommendations (Part 3/4)

Design review progress

	<i>Supported</i>		
	<i>Pending further attention</i>		
	<i>Not supported</i>		
	<i>DR1</i>	<i>DR2</i>	<i>DR3</i>
Principle 1 – Context and character			
Principle 2 – Landscape quality			
Principle 3 – Built form and scale			
Principle 4 – Functionality and build quality			
Principle 5 – Sustainability			
Principle 6 – Amenity			
Principle 7 – Legibility			
Principle 8 – Safety			
Principle 9 – Community			
Principle 10 – Aesthetics			

DR3 – Design review report and recommendations (Part 4/4)

Recommendations summary

DR1 - Recommendations	DR2 - Response	DR2 - Recommendations	DR3 - Response
1.	[SUPPORTED/PENDING FURTHER ATTENTION/ NOT SUPPORTED] [explanatory text]		[SUPPORTED/PENDING FURTHER ATTENTION/ NOT SUPPORTED] [explanatory text]
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

DR4 – Model terms of reference (1/5)

Model ToR for local government Design Review Panels. Local governments should adjust the model ToR as required for their individual purposes.

The role of design review in the planning system

Integrating design review into the planning system is a key component of the implementation and operation of State Planning Policy 7.0 Design of the Built Environment, as well as the State's 'Better Places and Spaces: a policy for the built environment in Western Australia' (adopted 2013).

Good design should be indivisible from good planning if better buildings and places are to result.

State Planning Policy 7.0 Design of the Built Environment includes performance-based design principles, which provide a guide to achieving good design, and the means for evaluating the merit of proposed solutions through design review, which uses professionals with appropriate levels of design expertise.

Performance-based design principles identify the objectives to be met without prescribing how to achieve them. Design review is an essential component of this approach, as qualitative assessment is required to determine whether the required performance outcomes have been achieved in a given proposal.

This approach provides flexibility for developers to deliver improved project and site-specific outcomes as well as benefits for the broader community. It provides latitude for skilled and experienced designers to pursue innovative solutions. It also offers the opportunity for efficiency, allowing for solutions to be considered collaboratively, and generally enabling a smoother determination phase following the submission of an application. Skilled and experienced designers, working collaboratively with expert reviewers, typically require fewer design reviews.

Ten principles of effective design review

For design review to be effective, it must be resourced appropriately and conducted in a manner that is fair, robust and credible. The following 'best practice' principles of design review should be used to guide the review process and set an appropriately high standard of conduct from panel members.

Design review should be:

Independent – It is conducted by people who are not connected with the proposal's promoters and decision-makers and ensures that conflicts of interest do not arise.

Expert – It is carried out by suitably trained people who are experienced in design and know how to critique constructively. Review is usually most respected when it is carried out by professional peers of the project designers, because their standing and expertise will be acknowledged.

Multi-disciplinary – It combines the different perspectives of architects, urban designers, planners, landscape architects, engineers and other specialist experts to provide a complete, rounded assessment.

Accountable – The Design Review Panel, and the advice that it provides to the local government (or other approval authority) must be clearly seen to work for the benefit of the community.

Transparent – The Design Review Panel's remit, membership, governance processes and funding should always be in the public domain.

Proportionate – It is used on projects whose significance (either at local or State level) warrants the investment needed to provide the service.

Timely – It takes place as early as possible in the design process, because this can avoid a great deal of wasted time. It also costs less to make changes at an early stage.

Advisory – The Design Review Panel does not make decisions, but it offers impartial advice that informs recommendations to the people who do.

Objective – It appraises proposals according to measures that are reasoned and objective, rather than the stylistic tastes of individual panel members.

Accessible – The recommendations arising from design review are clearly expressed in terms that design teams, decision-makers and the community can all understand and make use of.

DR4 – Model terms of reference (2/5)

Role description

The role of a Design Review Panel (DRP) is to provide independent, impartial, expert design advice:

- to proponents and local government officers on the design quality of proposals
- to decision-makers (State and local governments, Development Assessment Panels, the State Administrative Tribunal) on eligible development applications or other proposals
- to local governments, where requested, on strategic policy, master plans, precinct plans, local development plans, structure plans, activity centre plans, local planning schemes and amendments or other matters

Reviews will be undertaken in accordance with the model process outlined in the State's **Design WA: Design Review Guide**.

The 10 Design Principles from the State Planning Policy 7.0 Design of the Built Environment will be used as the basis for design review.

Status of advice

Design Review Panels are advisory only and do not have a decision-making function. The panel advises on the design quality of proposals with reference to design principles (from SPP7.0, refer to Part 4) and supporting State Planning Policies, as well as local planning schemes and policies. Decision-makers shall have due regard to the design review advice and recommendations in their deliberations.

For continuity between design review and local government and Development Assessment Panel assessment procedures, the Design Review Panel Chair may be requested to brief decision makers either through preparation of a briefing note or attendance at a meeting. Where a matter is referred to the State Administrative Tribunal for review, the panel Chair may also be required by the Tribunal to attend proceedings.

Governance

The Design Review Panel is an independent, advisory panel funded by the local government.

The local government will be responsible for the establishment, operation and management of the DRP. Dedicated DRP support will exist within the local government for this purpose.

Panel management and support

The local government will provide panel support to manage the scheduling, preparation, coordination, reporting and monitoring of Design Review Panel meetings.

Panel support will provide notice of the agenda and meeting times. To enable preparation by panel members, relevant material will be issued to the panel a week prior to the design review meeting.

DRP meetings will be held at the local government civic centre.

DRP support will issue reporting to proponents within 10 working days of the meeting.

Membership

Local governments should ensure that the panel includes members with expertise in one or more of the following disciplines:

- Architecture (essential)
- Sustainability and environmental design
- Transport planning
- Landscape architecture (essential)
- Services engineering
- Planning
- Urban design (essential)
- Accessibility
- Public art
- Heritage
- Civil and/or structural engineering

While local knowledge is useful, a balance between locals and expertise from outside the local government area should be sought in order to optimise the range and calibre of skills available. All Design Review Panel members should be eligible for registration and maintain good standing with their respective professional bodies.

To be independent and apolitical, the local government should not appoint decision-makers, its own elected members or officers to its Design Review Panel. However, key local government planning (and other) officers should participate in all design reviews in an advisory capacity and to provide administrative and governance support.

DR4 – Model terms of reference (3/5)

Proposals for review

Proposals eligible for design review should include:

- proposals that are significant because of their size or the uses they support
- proposals that are significant because of their site or location
- proposals that are significant because of their community impact

The Design Review Panel is to provide impartial architectural and design advice on:

- proposals including a building that is three storeys or greater in height (above natural ground level)
- proposals with [LG to nominate] or more multiple dwellings (apartments)
- proposals of [LG to nominate] or more grouped dwellings
- proposals that meet the mandatory requirement to be determined by the Joint Development Assessment Panel any other proposal referred to the panel by the Director of Planning
- any relevant scheme amendment, activity centre plan, structure plan, policy, precinct plan, local development plan or design guidelines referred by the Director of Planning

Please refer to the **Design WA: Design Review Guide** (7.5 Design review threshold table) for additional guidance on the sorts of proposals recommended for review by a Design Review Panel.

Timing and number of reviews

The number of reviews needed will vary depending on the complexity of a proposal; however three reviews are typically needed for the process to be effective.

Design reviews should occur before a development application is submitted. It is strongly recommended that the first design review takes place during the **concept design stage** to ensure that proponents can take advantage of the advice offered at a time where the design is flexible enough to accommodate change without impacting on time and cost constraints. A subsequent review should typically occur at a stage when the design has been further progressed. Depending on the outcome of the initial meeting, this review session will typically occur during **design development** or prior to the proposal being submitted for development approval (**Pre-DA stage**).

At **building permit stage** (after development approval) it is suggested that a check takes place by the Design Review Panel Chair or delegate, to ensure that the design quality of the proposal is consistent with the approved development application and any relevant conditions related to design quality.

SPP7.0 Design Principles

State Planning Policy 7.0 Design of the Built Environment (SPP7.0) outlines a set of performance-based design principles. These principles establish a broad definition of 'good design' and form the basis of design review consideration.

Context and character – *Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.*

Landscape quality – *Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.*

Built form and scale – *Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.*

Functionality and build quality – *Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.*

Sustainability – *Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.*

Amenity – *Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.*

Legibility – *Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.*

Safety – *Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.*

DR4 – Model terms of reference (4/5)

Community – Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

Aesthetics – Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

Refer to Design WA State Planning Policy 7.0 Design of the Built Environment for the Design Principles in full.

Design Review Panel appointment

Suitable candidates will be recruited through an appointment process, which includes:

- public advertising seeking formal Expressions of Interest (EOI)
- consideration of EOIs by an appropriate selection panel
- an interview process, if required, to confirm appropriate design review expertise
- a report with recommendation/s for appointment presented to the Chief Executive Officer

Following completion of the selection process, all details of the appointment will be confirmed in writing and a member induction will be scheduled.

The term of office for a panel member shall be two years and run concurrently with the Council election cycle. Council may appoint a pool of suitable persons to serve on the Panel however each Design Review Panel meeting shall comprise a maximum of six members.

A person who is currently employed by, or who is an elected member of the local government, is not eligible for appointment as a member of the panel. All panel appointments are endorsed by Council.

Panel roles and responsibilities

All panel members are required to:

- provide independent, fair and reasonable professional advice relative to the SPP7.0 Design Principles and relevant State and local policies and schemes
- treat all discussions and information about applications with sensitivity and confidentiality
- respond to and comment on material presented, providing clear and constructive feedback
- disclose any actual or perceived conflicts of interest in writing for the record. Where an interest exists, the member must:
 - disclose the interest to the Chair as soon as possible, and before the meeting to ensure there is a quorum for all items
 - if the interest is a pecuniary interest, the member must not take part in the consideration or discussion of the matter

All disclosures of interest will be recorded in the panel meeting notes

Panel Chair

The panel Chair is primarily tasked with running panel meetings and is responsible for:

- liaising with the nominated local government officer about the operation of the panel including advice regarding additional briefing material or requirements
- ensuring new members have been inducted and are briefed about panel operations,
- ensuring that the meeting agenda is followed
- welcoming and introducing the panel, proponents and any observers present in the meeting
- facilitating interactive discussion and participation of all Design Review Panel members, key local government attendees and proponents, enabling solutions to be brokered collaboratively
- ensuring that discussions remain focussed on the application being considered and that advice relates to matters covered by the SPP7.0 Design Principles, relevant State and local policies and schemes
- ensuring consistency of panel advice between reviews
- summarising the consensus view of the panel at the conclusion of the meeting
- endorsing the final design review report or meeting minutes post meeting
- briefing decision-makers on panel advice when required

DR4 – Model terms of reference (5/5)

Remuneration

Members will receive standard professional rates up to a maximum of three hours review time, plus one hour of preparation.

The Chair will receive an above-standard fee due to the additional responsibility of the role, plus preparation, time spent advising and editing reporting as needed, and time spent on additional briefings.

Where a member of the panel is requested to appear on the local government's behalf as an expert witness at the State Administrative Tribunal, the member is to be paid at a mutually agreed hourly rate consistent with the qualifications, experience and professional status of the member.

Meeting procedures

Quorum and attendance

The local government will issue notice of a Design Review Panel meeting to all appointed panel members.

It is recommended that all members review the proposed agenda and advise the local government as soon as possible of:

- a. their ability to attend the meeting
- b. any interest to be declared in any matter listed on the agenda.

A Design Review Panel meeting may not proceed unless a quorum comprising a minimum of four members is present. If a quorum cannot be achieved for all or part of the meeting, the local government will contact suitable members from the pool in accordance with the procedure adopted by that local government for those circumstances. If a quorum cannot be achieved, the meeting cannot proceed and should be re-scheduled.

It is important to optimise the consistency of the panel and advice particularly across subsequent reviews for the same proposal. The local government may replace panel members who are regularly unavailable for meetings.

Observers

Design review meetings should be closed to members of the public as information discussed can be commercially confidential. Persons who may later be required to consider and determine an application that is undergoing design review should not attend panel meetings in order to preserve the transparency and integrity of the planning decision making process.

Local governments are encouraged to allow planning and other officers to attend review sessions as observers, as it can offer valuable training on design quality considerations, familiarity with the design review process and an understanding of how it can benefit a range of projects.

Site inspection

Panel members should be familiar with each site on the agenda prior to the meeting. A site visit may be arranged if considered necessary by the local government or panel Chair.

Panel member preparation

Where an application has already been submitted prior to referral to the panel, an initial officer assessment will be undertaken, the results of which will be provided to the panel as part of the agenda preparation process.

It is expected that panel members will familiarise themselves with all information provided prior to the meeting and prepare comments in advance, to enable effective use of session time. If additional information is required prior to the meeting, a request should be submitted to the local government in accordance with the procedures advised during the induction.

Frequency of meetings

Meetings will generally be held on quarterly/monthly/fortnightly, but can be scheduled at the any time in response to urgent matters. Advice of a scheduled meeting, the agenda and information associated with each proposal shall be provided to panel members one week prior to the intended meeting date.

Agenda

The agenda for each meeting (along with submitted drawings and other relevant documentation) will be circulated to all panel members and meeting attendees at least one week prior to the meeting.

Meeting agendas should not exceed three hours.

Code of Conduct

All panel members are required to abide by the local government's Code of Conduct.

This page is intentionally left blank

4

SPP 7.0

Design Principles

State Planning Policy 7.0 Design of the Built Environment (SPP7.0) outlines a set of performance-based Design Principles that - used together - create a broad definition of what is meant by 'good design'. These have been developed from well-recognised national and international precedents and adjusted to the Western Australian context. These principles establish a definition of design quality and form the basis for design review.

Individual principles may not apply equally to all projects, due to their location or type. At the commencement of a design review, the panel should determine which principles should be prioritised in the evaluation process.

1. Context and character

Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.

The distinctive characteristics of a local area include its prominent natural and built features, social, economic and environmental conditions, the overall qualities of its built environment, local Aboriginal culture and history and significant post-settlement heritage. Successful places are distinctive and memorable, with a character that people can appreciate easily.

Good design responds intelligently and sensitively to these factors in order to positively contribute to the identity of an area including adjacent sites, streetscapes and the surrounding neighbourhood. Interpretative responses to context are encouraged; imitation of existing features should be avoided. New development should integrate into its landscape/townscape setting, reinforcing local distinctiveness and responding sympathetically to local building forms and patterns of development. Building materials, construction techniques and details should, where appropriate, enhance local distinctiveness.

Good design also responds positively to the intended future character of an area. It delivers appropriate densities that are consistent with projected population growth, and able to be sustained by existing or proposed transport, green and social infrastructure.

Consideration of local context is particularly important for sites in established areas that are undergoing change or identified for change. Context is also important for greenfield development, to ensure a site-specific response to existing landscape and topographical features.

2. Landscape quality

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.

Outdoor spaces are important. Public spaces can include parks and nature reserves, as well as more formal squares, paved areas and streets. Designed with people in mind, they should be attractive and comfortable, offering opportunities for people to meet and socialise, bringing vitality and identity to a place.

Good landscape design protects existing environmental features and ecosystems, promotes biodiversity, offers a variety of habitats for flora and fauna, enhances the local environmental context and restores lost or damaged ecosystems, where possible. It considers environmental factors such as water and soil management, ground and site conditions, solar access, microclimate, tree canopy, urban heat island impacts, habitat creation and preservation of green infrastructure – balancing these against social, cultural and economic conditions.

Good landscape design employs hard and soft landscape and urban design elements to create external environments that interact in a considered manner with built form, resulting in well-integrated, engaging places that contribute to local identity and streetscape character.

Good landscape design provides optimal levels of external amenity, functionality and weather protection while encouraging social inclusion, equitable access and respect for the public and neighbours. Well-designed landscape environments ensure effective establishment and facilitate ease of long term management and maintenance.

3. Built form and scale

Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.

Buildings can define open spaces by enclosing them. Good design delivers buildings and places of a scale that responds to landform characteristics and existing built fabric in a considered manner, mitigating the potential for negative amenity impacts on both private land and the public realm.

The scale, massing and height of new development should respond positively to that of the adjoining buildings, the topography, the general pattern of heights, and the views, vistas and landmarks of the place, reinforcing a coherent local identity. The orientation, proportion, composition, and articulation of built form elements should deliver an outcome that is suited to the purpose, defines the public domain, contributes to the character of adjacent streetscapes and parks, and provides good amenity for people at ground level.

4. Functionality and build quality

Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life-cycle.

Well-designed functional environments provide spaces that are suited to their intended purpose and arranged to facilitate good relationships to other spaces, and ease of use. Good design provides flexible and adaptable spaces to maximise their utilisation and accommodate appropriate future requirements without the need for major modifications.

Good build quality is achieved by using durable materials, finishes, elements and systems that are easy to maintain and weather well over time. The outcome should be a development that is well-detailed, resilient to the wear and tear expected from its intended use, is easy to upgrade and without excessive maintenance requirements. Consideration should be given to the full life-cycle of the proposal and mitigation of potential climate change impacts.

Good design accommodates services in an integrated manner, without detriment to the appearance, functionality and serviceability of the final outcome.

5. Sustainability

Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes.

Sustainable landscape and urban design adheres to established water-sensitive urban design principles, minimises negative impacts on existing natural features and ecological processes and facilitates green infrastructure at all project scales.

Sustainable built environments use passive environmental design measures at various scales, responding to local climate and site conditions by providing optimal orientation, shading, thermal performance and natural ventilation. Reducing reliance on technology for heating and cooling minimises energy use, resource consumption and operating costs over the life-cycle of the project.

Sustainable design also includes the use of sustainable construction materials, recycling, good waste management practices, re-use of materials and existing structures, harnessing of renewable energy sources, and total water cycle management.

6. Amenity

Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors and neighbours, providing environments that are comfortable, productive and healthy.

Places should incorporate a mix of uses that work together to create viable environments that respond to the diversity of the local community and its culture. New development should offer a range of uses and activities that contribute to the vitality of the place at different times of the day and week and provide choices of housing, shopping, employment and entertainment.

Well-designed external spaces provide welcoming, comfortable environments that are universally accessible, with effective shade as well as protection from unwanted wind, rain, traffic and noise. Good design mitigates negative impacts on surrounding buildings and places, including overshadowing, overlooking, glare, reflection and noise.

Good design provides internal rooms and spaces that are adequately sized, comfortable and easy to use and furnish, with good levels of daylight, natural ventilation and outlook. Delivering good levels of internal amenity also includes the provision of appropriate levels of acoustic protection and visual privacy, adequate storage space, and ease of access for all.

7. Legibility

Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.

Good urban design makes places easy to navigate, with recognisable routes, intersections and landmarks while being well-connected to existing movement networks. Sightlines are well-considered, with built form responding to important vantage points. Movement through a place should always be easy for everyone who uses it, whether they are on foot or by bicycle, public transport or private vehicle. Efforts should always be made to giving pedestrian movement priority over vehicular movement.

Good design provides environments that are logical and intuitive to use, at the scales of building, site and precinct. Consideration should be given to how the urban design of street environments can provide visual cues as to the street hierarchy.

Access and circulation within developments should contribute to a fine-grain network of direct and connected routes within and beyond the site and avoid creating large non-permeable blocks.

Within buildings, legibility is served by a clear hierarchy of spaces with identifiable entries and clear wayfinding. Externally, buildings and spaces should allow their purpose to be easily understood, and provide clear distinction between public and private spaces.

8. Safety

Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.

Safety and security is promoted by maximising opportunities for passive surveillance of public and communal areas and providing clearly defined, well-lit, secure access points that are easily maintained and appropriate to the purpose of the development.

Good design provides a positive, clearly defined relationship between public and private spaces and addresses the need to provide optimal safety and security both within a development and to the adjacent public realm.

The design of vehicular transport routes should integrate safety requirements in a manner that mitigates negative impacts on pedestrian amenity.

9. Community

Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.

Good design encourages social engagement and physical activity in an inclusive, equitable manner and considers how the activities inside buildings can bring life and activity to public spaces. Places should be able to accommodate change over time, create continuity with the past and respond to new social, market or environmental demands.

New development should have some capacity to adapt to changing demographics, an ageing population, new uses and people with disability. In residential proposals, good design achieves a mix of dwelling types, providing housing choice for different demographics, living needs and household budgets, and accommodating all ages and abilities.

10. Aesthetics

Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

Good design resolves the many competing challenges of a project into an elegant and coherent outcome. At the precinct scale, good design delivers outcomes that are logical and guided by a consideration of the experiential qualities that it will provide. Consideration should be given to how the arrangement of built form and spaces can contribute to the setting of important buildings and landmarks, including public art. A well-conceived design addresses all scales, from the articulation of building form through to the selection and detailing of materials and building elements, enabling sophisticated, integrated responses to the character of the place.

In assessing design quality, consideration of aesthetics should not be limited to style and appearance; the coherence of the design concept and the cultural relevance of the proposal should also be taken into account.

8.2 Technical Services Report No's TS15.20

Technical Services Report No's TS15.20 to be dealt with at this point (copy attached blue cover sheet).

TS15.20 Allen Park Cottage



City of Nedlands

Technical Services Reports

Committee Consideration – 8 September 2020
Council Resolution – 22 September 2020

Table of Contents

Item No.	Page No.
TS15.20 Allen Park Cottage.....	2

TS15.20	Allen Park Cottage
Committee	8 September 2020
Council	22 September 2020
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Nil.
Director	Jim Duff – Director Technical Services
Attachments	1. Hodge Collard Preston Architectural Report dated 30 June 2019 2. Bushfire Management Report dated 24 January 2020

Executive Summary

The purpose of this report is for Council to consider the future options for Allen Park Cottage.

The Allen Park Cottage is a 100-year-old cottage located in the “Heritage Precinct” of Allen Park, Swanbourne. The cottage is a 1a residential dwelling and has been utilised by the “Friends of Allen Park Bushcare Group” (FOAPBG) who provide volunteer services to the City by means of bush care activities, clean up days and group meetings.

Recommendation to Committee

That Council:

1. **approve the use of the \$150,000 budget to construct a custom-built extension to the rear of the Allen Park Pavilion Building that incorporates a meeting room, small kitchen and storage for equipment. An extension to the Pavilion Building also provides for the (FOAPBG) to have access to shower, changeroom and toilet facilities.**
2. **allow the (FOAPBG) to continue to use the Allan Park Cottage as a meeting venue during the construction of the extension to the building.**
3. **direct the CEO to repurpose or demolish the building and restore the area through a revegetation program**

Discussion/Overview

Discussion

At the Special Council Meeting of 30 June 2020, Council resolved to adopt the City of Nedlands Statutory 2020/21 Annual Budget with a 0.0% increase in rates income when compared to 2019/20. In addition, the Chief Executive Officer was assigned specific (KRA's) that includes the requirement to 5.3.2 (Review the City's tangible assets with the intention of enhancing services, reducing costs and debt, and where possible increasing rate of return generated by assets).

In response to Council's resolution and the budgetary considerations noted in the CEO's key results area, Administration recommends that Council approve the use of \$150,000 budget to construct a custom-built meeting facility to the rear of the Allen Park Pavilion, to support the ongoing work of the FOAPBG, with any surplus funds being allocated for repurposing or demolition of the Allen Park Cottage.

Currently, the FOAPBG do not have a formal Lease or Management Licence arrangement in place to use the Allen Park Cottage as a meeting venue. Council received a briefing in late 2018 regarding the benefits of formalising its Management Licence Framework. Under a standard management licence, the FOAPBG would be required to pay an annual fee of \$10,000 for exclusive use of the facility. However, given the potential value of the Bushcare Volunteerism contributed by the FOAPBG, perhaps this could be approved through Council as a future cost neutral Management Licence.

Background

The existing cottage at 108 Wood Street, Swanbourne is said to be approximately 100 years old and is located within the Heritage Precinct of Allen Park. The site is currently zoned under Parks and Recreation. The building has a southern front elevation facing Clare Copse with no formal vehicle or pedestrian access. The building is classified as Class 1a residential and has been utilized as a meeting place by the "Friends of Allen Park Bushcare Group" (FOAPBG,) who undertake voluntary activities in the surrounding bushland as well as conduct meetings and general gatherings of the group.

Administration commissioned Hodge Collard Preston Architects to undertake a full structural assessment and development of detailed specifications for the building to be upgraded, to achieve the compliance certification as a (Class 9b) community building (refer to Attachment 1).

Construction costs are projected to be \$250,000 exclusive of GST and on-costs. Due to the condition and age of the building, there is a significant risk that unforeseen items may arise during the works which has the potential to exceed the available budget.

Allen Park Cottage is located within a Class A forest. Administration engaged Stratagen JBS&G to undertake a Bushfire Attack Level Assessment (BAL) and Bushfire Management Plan, to better understand the risks associated with a building in this location. The report identified the Cottage as being within the highest BAL-FZ level and would be subject to significant ember attack in the event of a bush fire in the surrounding area (refer to Attachment 2).

Process

During the 2016/17 financial year, the City commissioned the development of a Master Plan for the Allen Park Precinct. This was formally endorsed by Council in December 2017. During the consultation process, the FOAPBG provided feedback for the retention and upgrading of the Cottage.

The adopted Allen Park Master Plan incorporated recommendations as below:

Heritage Precinct

“That the City continue to support the precinct and preserve the area to demonstrate commitment to the heritage value of the occupants.”

“That the City develop criteria and policy to assist in determining any future additions/inclusions to the heritage precinct.”

“That the City support the existing users to upkeep the infrastructure through project planning and advice, supporting grant and funding applications and provision of lease arrangements to operate from the upgraded facilities.”

“It is recommended that additional signage be introduced to the heritage precinct to highlight the historical value, including entrance signage and interpretive trails around the buildings and locations.”

The Master Plan identified the following capital items which have been incorporated into the LTFP.

• Allowance for support bushland revegetation	\$50,000
• Allowance for additional seating	\$7,500
• Allowance for trails improvement	\$100,000
• Allowance for upgrade to playground (nature play)	\$102,000
• Allowance for additional precinct signage	\$30,000

As a result, Council listed \$50,000 in the 2017/18 budget for renovation of the Cottage, along with \$100,000 listed under ‘Grants’.

The FOAPBG approached Lotterywest seeking \$100,000 funding assistance and was subsequently advised they were unsuccessful as they did not meet the necessary funding criteria. The Cottage was then listed again in the 2018/19 budget under the same cost share arrangement. During the City’s mid-year budget review process in March 2019, Administration submitted a budget amendment request to increase the overall budget to \$397,600 exclusive of on costs, which comprised of \$257,600 municipal funding and \$140,000 of potential grant funds for the Allen Park Cottage.

Administration briefed Council on 6 February 2020 and were requested to investigate potential sources of alternative funding through Lotterywest and the Heritage Council. Lotterywest responded to the City advising they would not consider a grant application on the following basis:

- If the grant was for conservation or restoration for heritage purposes; and
- If the grant was for maintenance works.

Heritage Council grants through the Department of Planning, Lands and Heritage (DPLH) are unlikely to be supported on the following basis:

- The cottage and the precinct are not registered as State Heritage places and therefore do not have statutory protection.
- Funding for 2019/20 has been fully committed, and in previous years was not made available to local governments.
- In order for the FOAPBG to be eligible to apply for a heritage grant, they would need to be able to demonstrate they are responsible for the maintenance of the building as part of a lease agreement, which requires all parties to agree and the lease to be endorsed by Council.

The DPLH mentioned that as the Allen Park Heritage Precinct is a classified place by the National Trust, it may be eligible for their heritage appeals service, however this would require the appeal organisers to have stewardship of the cottage. Currently the FOAPBG do not have a lease, nor stewardship of the cottage.

Building Condition

The FOAPBG Cottage presents in a very poor condition. The entire structure is supported by stumps that have decayed causing sections of the building to subside, consequently effecting the buildings structural integrity. In turn, large cracks are clearly evident where the brick courses have pulled away and the bond between connecting walls is failing. The cladding and other external finishes predominantly Asbestos containing material.

Around the time that the mid-year budget was being approved in March 2019, the City became aware of termites having accessed the roof space during a routine annual termite check. As this could significantly impact the scope of works proposed, the commencement of works was put on hold temporarily and a building inspection was organised to check the extent of the damage. This has now been completed and a building inspector has confirmed the roof structure to be in sound condition, but with some minor termite damage to the pine battens that form part of the ceiling structure. Termite treatment has been implemented and is being regularly monitored.

Compliance

In advance of undertaking any works, the City's Building Department confirmed that for the scope of works, a building permit would be required and, considering the building's current use as a community facility and not a general residence, the building would need to be re-classified as a 9b assembly building suitable for general public/community use.

As a change of classification from 1a to 9b, this means the new building permit application would need to be assessed against all provisions of the National Construction Code BCA 2019, including structural, fire safety and services and energy efficiency. In addition, the building would need to comply with the required accessibility provisions including disability access to and within the building, a parking bay with fully accessible path of travel to the building and the provision of an accessible toilet.

The combination of new building requirements as a result of the building use re-classification and the need to comply with DDA have significant implications on the budget for the project. The existing scope upon which costings and budget are based, does not take the additional requirements of a 9b assembly building into consideration. It is anticipated the costs of renovation would be greater than previously anticipated and previously budgeted.

Risk

The City engaged Stratagen JBS&G to undertake a Bushfire Management Plan for the Heritage Precinct. It was highlighted in the plan the location of the Cottage was in a “High Risk” area surrounded by Class A forest which places it in the highest (Bushfire Attack Level – Fire Zone) BAL – FZ.

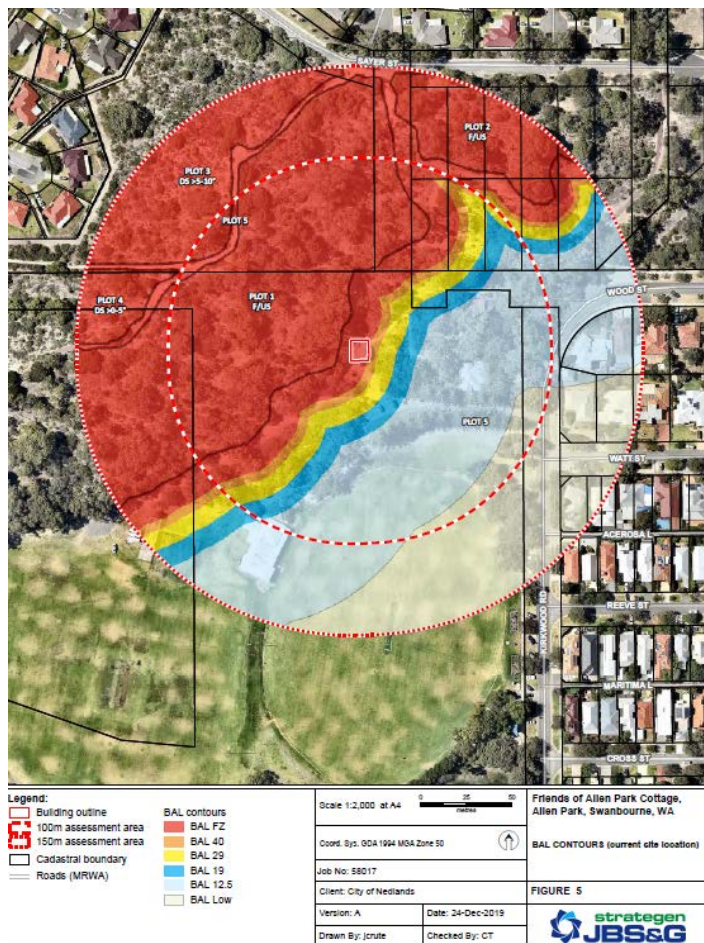


Figure 1: Showing cottage location inside BAL-FZ

The BAL contour map above indicates that the current site is situated within BAL-FZ and is likely subject to significant radiant heat and ember attack. For compliance to be achieved there is potential to reduce the radiant heat impacts on the subject site in its current location.

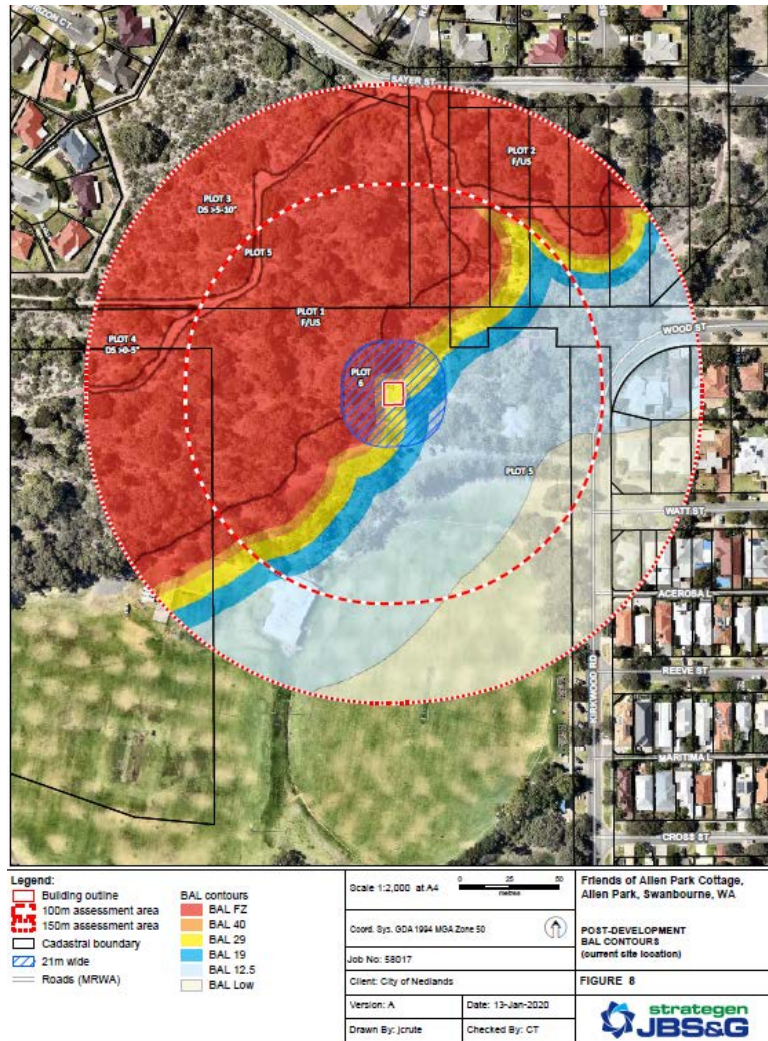


Figure 2: Showing 21 metre Asset protection Zone

Reduced risk through the implementation of a 21-metre-wide Asset Protection Zone (APZ) as depicted in the image above.

In order to renovate the building in its existing location, the City requires approval of a clearing permit from the Department of Water, Environment and Recreation to comply with the 21 metre buffer zone recommended through the bushfire management plan.

Due to the change in building classification from 1a to 9b, the City will be required to comply with the *Disability Discrimination Act 1992*.

Should the City call for Tenders (RFT) as required by the Regulations, the City may not have sufficient budget in the 2019/20 financial year to award the tender.

Legislation

The Local Government Act 1995

Planning and Development Act 2005

Planning and Development Regulations 2009

State Planning Policy 3.7 Planning in bushfire prone areas

Building Act 2011

Disability Discrimination Act 1992

Key Relevant Previous Council Decisions:

At the Ordinary Council meeting of 19 December 2017, Council resolved:

Item 13.5 – Allen Park Master Plan

“Council endorses the Allen Park Master Plan, as provided in Attachment 1, as a guiding document for future uses, activities, preservation, capital budgets and grant.”

At the Ordinary Council meeting of 26 March 2019, Council resolved:

Item CPS06.19 Mid-Year Budget Review – 2018-19

“receives and adopts, in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996, the mid-year budget review and the revised Rate Setting Statement for the year ending 30 June 2019.”

Consultation

As part of the Allen Park Master Plan process the City undertook an extensive public consultation which culminated in the adoption of the Allen Park Master Plan in December 2017. Administration has been involved in ongoing dialogue with the FOAPBG regarding progression of identified elements of the Allen Park Master Plan. Administration met with the FOAPBG on Wednesday 11 December 2019 to discuss their concerns regarding the current condition of the cottage, and to gather a better understanding of the work they undertake in the bushland, as well as their current use of the cottage. Also discussed was what the group require in order to be able to undertake their activities, with the main requirements being:

- A place to hold and conduct meetings of the group;
- Kitchen facilities;
- WC facilities; and
- Storage facilities.

Petition

Council was presented with a petition at its Ordinary Meeting held on the 23 June 2020. Its signatories are requesting the City to restore the cottage for use by the Friends group. This Petition was received by Council, with no further action.

Strategic Implications

How well does it fit with our strategic direction?

Section 05 of the Strategic Community Plan “Our Priorities” states that we will ensure our buildings meet City and State Government Standards, particularly public safety and accessibility.

Who benefits?

At present providing an upgrade to the Allen Park Cottage will be only benefit the current user group “Friends of Allen park Bushland Group”. It is envisaged that by building a multi-use facility in proximity it will ensure equitable distribution of benefits to the community.

Does it involve a tolerable risk?

Renovating the cottage in its current location is a “High Risk” due to the impacts of surrounding bushland and its proximity inside the current bushfire attack zone. This means the building itself is at a high risk of ember attack should the surrounding bushland experience a fire. The risk can be managed by relocating demolishing the existing cottage and building a more robust multi use facility and locating it outside of the BAL zone.

Do we have the information we need?

Based on the age and condition of the current asset and the information provided by Stratagen, we now have robust evidence / data and analysis of options in order for a decision to be made on the future of this facility.

Budget/Financial Implications

Proposal 1

Renovate the Allen Park Cottage in its current location incorporating all necessary bush fire protection measures / modifications and retain the Allen Park Cottage as a Heritage Building. Noting there is a requirement to implement significant bushfire protection modifications to the exterior of the Cottage that could potentially compromise the aesthetic and heritage values of the building. Alternatively, there will be a requirement to reduce the potential fuel loading surrounding the building through clearing of vegetation for a distance of 21m surrounding the building.

Hodge Collard Preston Architects have undertaken a full assessment of the cottage and provided a conceptual design and cost estimate for the proposed alterations to enable the building to achieve compliance as a community building (Class 9b).

Construction costs are projected to be \$250,000 exclusive of GST and projected on-costs. Due to the condition and age of the building, there is a substantial risk that unforeseen items may arise if a renovation is undertaken which could impact the construction budget (refer Table 1 below).

Table 1. Concept Design and Cost Estimate

Construction Cost (Exc GST)	\$215,000
Design + Contingency	\$35,000
Construction Cost + Contingency (Exc GST)	\$250,000
Bush Fire Protection Measures/ Modifications	TBC = \$60,000 - \$70,000
Temporary accommodation works	Excluded
Consultant fees + Disbursements	Excluded
Cost escalation to RFT	Excluded
Paving upgrade around building	Excluded
Air Conditioning	Excluded
External sewer and water service upgrade works	Excluded
External electrical infrastructure upgrade works	Excluded

Should Council wish to renovate the Allen Park Cottage and achieve the (9b Assembly Building) classification, the following alternate recommendation applies:

Implement the works as contained in the Hodge Collard Preston Architects Report.

- a. Secure approval from DWER for a clearing permit to clear a 21m buffer around the existing building as recommended within the Bush Fire Attach and Bush Management Report.
- b. Implement the clearing permit requirements arising from any clearing permit approval as may be issued by DERW.
- c. Arrange a change to the Cottage land-use classification to allow the building to be occupied as a public meeting place.
- d. Negotiate with the FOAPBG to enter into a formal lease arrangement that would enable the group to attract future grant funding.
- e. Liaise with the Friends of Allen Park Group to identify an alternative meeting venue and storage facility close by for the duration of the proposed renovation works.

Proposal 2

Renovate the Allen Park Cottage in its current location incorporating all necessary bush fire protection modifications at an estimated cost of \$300,000-\$350,000 exclusive of GST and on-costs.

- a. Amend the current land vesting to allow the Cottage to be used as a public meeting place for the FOAPBG.
- b. Prepare a Lease or Management Licence to arrangement in conjunction with the FOAPBG to allow Allen Park Cottage as a meeting venue.

Proposal 3

Based on the information outlined in this report, Administration recommends that Council approve the use of the \$150,000 budget to construct of a custom-built extension to the rear of the Allen Park Pavilion Building that incorporates a meeting room, small kitchen and storage for equipment. An extension to the Pavilion Building also provides for the FOAPBG to have access to shower, changeroom and toilet facilities.

Allow the FOAPBG to continue to use the Allan Park Cottage as a meeting venue during the construction of the extension to the building and repurpose or demolish the Allen Park Cottage.

Direct the direct the CEO to repurpose or demolish the building and restore the area through a revegetation program

Can we afford it?

The long-term financial plan allows for renewal of assets with a focus on upgrading the condition of all City buildings to a required modern standard. Consideration must be given to the current age and condition of the asset to ensure that any capital outlay prolongs the life of the asset and does not over capitalise.

How does the option impact upon rates?

The cost of the upgrade to this facility is equivalent to 1.5% of rates income based on 2020/2021 financial report.

Community Facility – 118 Wood Street, Swanbourne

Report

Contents

Project Overview	3
<i>Background</i>	3
<i>Project team</i>	4
<i>Location</i>	5
Existing Site & Building	5
<i>Existing Site / Location</i>	5-6
<i>Existing Building - External</i>	7
<i>Existing Building - Internal</i>	8
<i>Existing Photos</i>	9-10
Proposed Alterations	11
<i>Converting Class 1a to Class 9b</i>	11
<i>Identified Limitations / Compliance Items / Proposal Risks</i>	11-15
<i>Proposed Alterations</i>	16-18
Conclusion	19
Appendices	20
<i>Architectural Hodge Collard Preston Architects</i>	21
<i>Bulding Inspection ProConsult</i>	
<i>Structural Peritas Group</i>	
<i>Contamination Expert Environmental Site Services</i>	
<i>Quantity Surveyors Owen Consulting</i>	

Project Overview

BACKGROUND

The existing cottage at 118 Wood Street, Swanbourne is owned by City of Nedlands. The purpose of this report is to investigate the conversion of the residential building Class 1a to a community building Class 9b.

Due to the change of building classification (From a NCC Building Class 1a to Class 9b), some modification works will need to be undertaken in order to meet the requirements of the National Construction Code (NCC).

Hodge Collard Preston Architects have been engaged by the City of Nedlands to produce the following scope of works:

- Undertake a site measure of the existing cottage at 118 Wood Street, Swanbourne.
- Produce an existing site plan and floor plan of cottage.
- Produce concept plan of proposed alterations to enable the building to be used as a community building. (Class 9b)
- Produce a summary report detailing required works to generally bring the building up to meet standard of compliance and realise the concept proposals.
- Produce costings for the proposed concept options

PROJECT TEAM

Client	City of Nedlands
Architect	Hodge Collard Preston Architects
Quantity Surveyor	Owen Consulting

CONSULTANTS PREVIOUSLY ENGAGED BY CITY OF NEDLANDS

Structural Consultants	Peritas Group
Building Inspection	ProConsult
Contamination Consultant	Environmental Site Services

LOCATION



City of Nedlands

Community Facility – 118 Wood Street, Swanbourne

EXISTING SITE / LOCATION

The location of the existing cottage is at the west end of Wood Street within the Allen Park Heritage Precinct. The street enters Allen Park where Wood Street becomes Kirkwood Road. The property address is 118 Wood Street, Allen Park Heritage Precinct.

The site is currently zoned under Parks and Recreation

The building has a southern front elevation facing Clare Copse, though no formal vehicle or pedestrian access links the two. A pedestrian footpath connects to Wood Street from the rear of the property and provides the only disabled access to the building. There is no pedestrian footpath located along the verge of Clare Copse, rather, a path connects to the footpath leading from Wood Street to the rear of the property.

A rough asphalt driveway is located to the southern side of the cottage, leading to Clare Copse although there is no existing crossover linking the two. The driveway terminates at a bank parking bays on Clare Copse, vehicle access to the site is currently achieved by mounting the kerb in the parking bays or by driving off of the existing oval access road to the southwest of the cottage.

There are 7 no. public car parking bays located to the southern side of the property on Clare Copse, across the road from the oval in Allen Park Lower. The only parking available on Wood Street is 1 no. disabled car bay.

There is no fencing to the property. A sandstone retaining wall borders the cottage on the north, west and southern sides.

Refer to Appendices drawing **61.19-SK01** for the Site Plan.

Existing Building - External

The existing residential building is approximately 100m² gross floor area (including verandah areas). The wall construction of the existing 'original' building consists of timber framing externally clad with asbestos sheet and jointing strips. A newer addition comprises a cavity brick verandah with a skillion lean to roof along the northern side of the building.

The roof construction consists of timber framing with zincalume roof sheeting.

The house runs along a north – south axis. The north elevation is the 'rear' of the building, which is the 'main entry' to the building. The brickwork verandah that runs the length of the north elevation is now used as a storage space. Set back 2.0m from the northern face of the building is a sandstone retaining wall, replacing a 700mm high stone and mortar retaining wall that runs along the base of the northern elevation.

The southern elevation is the front of the cottage, facing south towards Allen Park's ovals. On the western side of the southern elevation, the living room is surmounted by a flying gable and projects beyond the central passage and bedroom, the setback between them being occupied by a 2m deep enclosed lean-to verandah.

The bedroom sits in the centre of the eastern elevation and is covered with a hip roof. From the northern edge of this springs a shallow lean-to roof covering the bathroom, with a shallower lean-to roof springing from the north of that to cover the enclosed brickwork verandah along the north of the cottage.

In the southeast corner timber planking runs horizontally from the ground up to the asbestos panels cladding the verandah. These recede as the ground level rises along the eastern elevation, until it is level with the base of the panelling. There has been extensive damage to the panels underneath the bedroom with some missing entirely.

In the north western corner of the house sits the kitchen, covered by a hip roof with an aluminium framed window looking west.

Refer to Appendices drawing **61.19-SK02** for the existing residence plan.

Refer to Appendices drawing **61.19-SK03** for the existing residence elevations.

Existing Building - Internal

The interior walls and ceilings of the original building are lath and plaster with no cornices. The floors are jarrah boarding in the original building, with vinyl tiling to the floor of the southern verandah and concrete floors to the northern verandah. The floor of the bathroom is white ceramic tiles with coving of the same tiles to the walls.

The front verandah is currently disused and is in poor condition. The southern and eastern walls are finished with painted panels (composition to be confirmed), these show evidence of water damage, as does the floor. The north and western walls are lined with ship lap weather boards and are in an average state. There is a window in the eastern wall and a larger window in the eastern corner of the southern wall which shows signs of damage.

Main entry to the building is now through the door on the northern end of the eastern elevation, through to the verandah that runs the full width of the building. The interior walls of the northern verandah vary in finish. To the north, north east and northwest the walls are unfinished brick. The walls shared with the central passage, kitchen and bathroom on the southern side of the verandah are lined with ship lap weather boards.

The central passage links the three original rooms of the house, the kitchen in the northwest, living room in the southwest and bedroom in the east with the two verandahs north and south. The living room has a central window in the southern wall, which has been replaced with an aluminium frame. Centred in the north wall is a brick chimney projecting some 450mm into the room. The fireplace has a timber mantle above it and the surround below the mantle has been painted red.

The kitchen has a brick chimney back to back with the one in the living room to the south, within the projection into the kitchen is a wood burning stove. Adjacent to the projection is an electric upright stove and oven with a separate range-hood above. Kitchen benches with a stainless steel sink and cupboards are located on the northern wall

The bedroom to the east of the central passage has two windows, one in the east and a double hung window in the southern wall, looking into the southern verandah.

Refer to Appendices drawing **61.19-SK02** for the existing residence plan.

Refer to Appendices drawing **61.19-SK03** for the existing residence elevations.

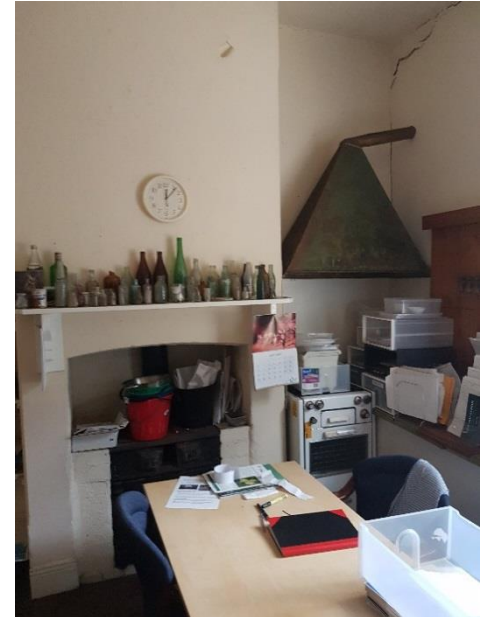
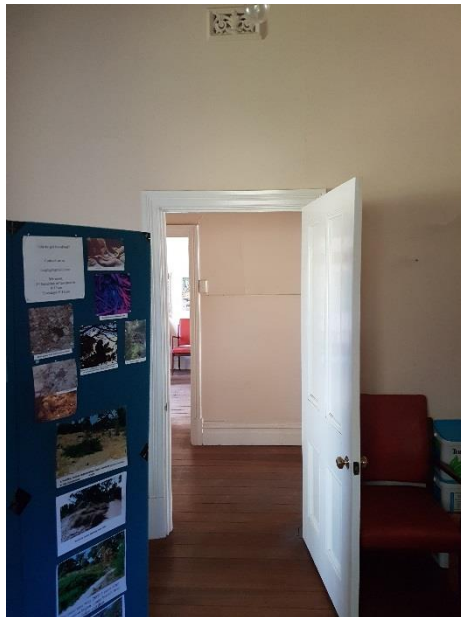
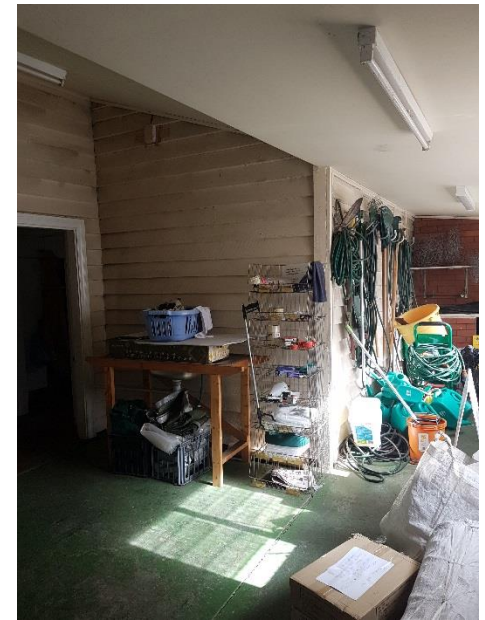
Existing Photos



City of Nedlands

Community Facility – 118 Wood Street, Swanbourne

Existing Photos



Proposed Alterations

Upon reviewing the existing residence and investigating the complications involved in converting the residence Class 1a to a multipurpose community building Class 9b, we propose a concept that minimises internal alterations and avoids extensions to the building footprint.

Converting class 1a to class 9b

Converting the cottage from a class 1a single residence to a compliant 9b public assembly building requires alterations to comply with different standards relating to structure, material compliance, services and fire prevention. Differences between standards pertaining to the two classes should be rectified in consultation with the City of Nedlands and the building surveyor.

Alterations & conversions of buildings from one class to another is typically a consultation process between the local government and private building surveyor. Some requirements / alterations for compliance may not be achievable or practical and a 'judgement call' will be required by the certifying party

Identified Limitations / Compliance Items

The following is a summary list of design limitations and compliance items identified by the specialist consultants which need to be addressed in the proposal. Details of each item are contained within the Consultants reports within the attached Appendices:

- The existing residence contains a number of small rooms and fireplaces, maximum room dimensions of 4.3m and minimum room dimensions of 2m; these limitations provide spatial challenges in accommodating 'useable' community meeting spaces within the existing rooms.
- Due to the age of the building, there are many unforeseen structure compliance issues which cannot be determined without a comprehensive investigation including demolishing some of the existing building components.
- Materials used in the building must comply with its new class of 9b, noncompliant materials should be identified and removed.
- The current building does not comply with current energy efficiency standards, in replacing the roof & wall cladding the whole building should be brought up to current standards.

- Access
 - Though the property is adjacent to car parking on Clare Copse, the only accessible means of entry to the cottage is via a paved footpath leading from Wood Street. The existing path has not been assessed for compliance.
 - One accessible car parking space is available on Wood Street, adjacent to the path leading to the property.
 - The cottage floor varies in composition and level, the southern and northern verandahs are at different levels to the rest of the cottage. Though the step from the northern verandah is minimal, the level of the southern verandah renders the area a non-accessible space.
- Toilets
 - A new toilet is required to comply with AS1428-Design for Access and Mobility. Refer Appendices drawing **61.19-SK05**.
- Stormwater
 - Risk identified
 - Currently stormwater from the cottage's downpipes is being discharged too close to the building, causing damage to the property and ground settlement.
 - Work to be carried out:
 - Soakwells should be installed on the property to provide a means for stormwater discharge without damaging the cottage's foundations, downpipes from the cottage should discharge into these new soakwells.
- Electrical

The electrical services of the existing cottage would require refurbishment in order to meet requirements for safety and lighting of a class 9b

 - Emergency and exit lighting should be installed in accordance with Australian standards for a class 9b
 - Confirmation all power is RCD protected
 - The status and compliance of existing cabling in the building should be ascertained by an electrical consultant.
- Structural (Refer to appendices **Structural Assessment**)

Peritas were engaged by City of Nedlands to carry out a structural investigation on the property. The report outlines a number of structural risks faced by the property as well as remedial works to be carried out to mitigate them.

 - Main findings risks:
 - Perimeter timber stumps supporting the floor and walls are heavily deteriorated due to termite damage /weathering, causing floors to slope toward external walls. Cracking was also present in external walls due to settlement from the decaying posts.

- Stormwater runoff from down pipes currently adds to ground settlement.
 - Main remedial works to be carried out to ensure structural integrity
 - Re-stump damaged timber posts, a concrete foundation will be required under all posts. Recommended to clad external perimeter stumps.
 - Crack stitching to be carried out on masonry walls showing cracking due to ground settlement
 - Ensure that roof has adequate tie-down capacity
- Building report (Refer to appendices **Building Report**)

ProConsult were engaged by City of Nedlands to inspect the building with a view to identify major defects and safety hazards. The inspection and reporting are limited to a visual assessment of the building members.

 - Main findings risks:
 - Areas of the roof are rusted through and leaking into the roof void space
 - Downpipes are discharging too close to the building, causing ponding, damp and subsidence damage in several areas
 - Perimeter stumps have had termite attack, excess water flow around and general sinkage
 - Renovation action items:
 - Stumps will need to be addressed first as any internal works will cause further damage to stumps until rectified
 - Roof cover to be made watertight for winter mainly rusted through roof sheets to be replaced
 - Downpipes extended & connected to soakwells
 - Maintain seal of any obvious exterior wall or frame water entry points around property prior to winter as a temporary measure
 - Review of internal floor, wall, ceiling materials for public building class compliance
- Bushfire Report

As the property is being looked at from the perspective of converting it from class 1a to 9b, Australian standards for construction in a bushfire prone area do not technically apply, *however*, on previous projects fire engineers and local government have made compliance with the standards a requirement. The property sits within a bushfire zone with a BAL of FZ, as such, the following steps could be taken. A full bushfire report will need to be conducted by an accredited assessor to identify any additional issues.

 - A minimum setback of 10m from the classified vegetation must be achieved, trees will have to be cleared for the building to comply.
 - All roof/wall junctions, eaves and openings must be sealed

- All external doors and windows must comply with AS3959
 - The subfloor space must be enclosed by a wall that complies with AS3959 requirements.
 - All roof penetrations must be sealed and all roof openings fitted with ember guards
 - All above-ground, exposed water and gas supply pipes must be metal
- External Cladding
 - City of Nedlands have requested that all on site Asbestos be removed (Refer to appendices **Asbestos Register** compiled by Environmental site services) this means removing and replacing the current asbestos external cladding.
 - Replacing the current external cladding means bringing the external envelope of the building up to compliance with current building requirements.
- Universal Access Compliance
 - Doorways to be increased in width with compliant door hardware or removed where a compliant door is not possible.
 - Door height thresholds to be addressed
 - Universal Access toilet facility required
 - The front verandah area is 100mm lower than the main house level, as such this area is technically not accessible for universal access
- Energy Efficiency

The existing cottage would require major refurbishment to meet energy efficiency requirements for a modern class 9b structure, measures to be taken include but may not be limited to:

 - Provide ceiling insulation / Roof insulation to meet total R-Value of R3.2
 - Cavity insulation to be installed to external walls to meet total R-Value of R2.8
 - Floor insulation to be installed to meet total R-Value of R1.0
 - Replace all external windows with aluminium frames, toughened low-e glass.
- Contamination
 - Refer to appendices **Asbestos Register** compiled by Environmental site services.

Proposal Risks

The following is a general list of possible risks which cannot be fully determined without invasive investigations:

- Condition of the buildings foundations
- Electrical cabling conditions and compliance
- Unforeseen structural / construction issues which may become apparent during demolition / construction
- Building materials compliance

PROPOSED ALTERATIONS

For details of the proposed alteration. Refer to Appendices drawing **61.19-SK05 & 61.19-SK06**

Concept Costing = \$250,000 + GST. Refer to Appendices for full costing details

The Concept Proposal will minimise the amount of internal alterations to the existing building which will minimise construction risk.

In consultation with the City of Nedlands, it is proposed to:

- Replace the existing kitchen with an accessible compliant tea preparation area as shown in Appendices drawing **61.19-SK05**.
- Replace the existing bathroom with a Universal Access Toilet as shown in Appendices drawing **61.19-SK05**.
- Convert the northern enclosed verandah into the main entry
- Remove all on-site asbestos, refer to appendices **Asbestos Register** compiled by Environmental site services.
- Implement bushfire resistant construction for a BAL of FZ
- Replace the roof cover to meet structural and energy efficiency requirements for a class 9b
- Achieve compliance with energy efficiency requirements by means of insulation and replacement of windows in the building envelope
- Install soakwells and route new downpipes to discharge into them to avoid soil settlement

A summary of the scope of works for proposed alteration is as follows:

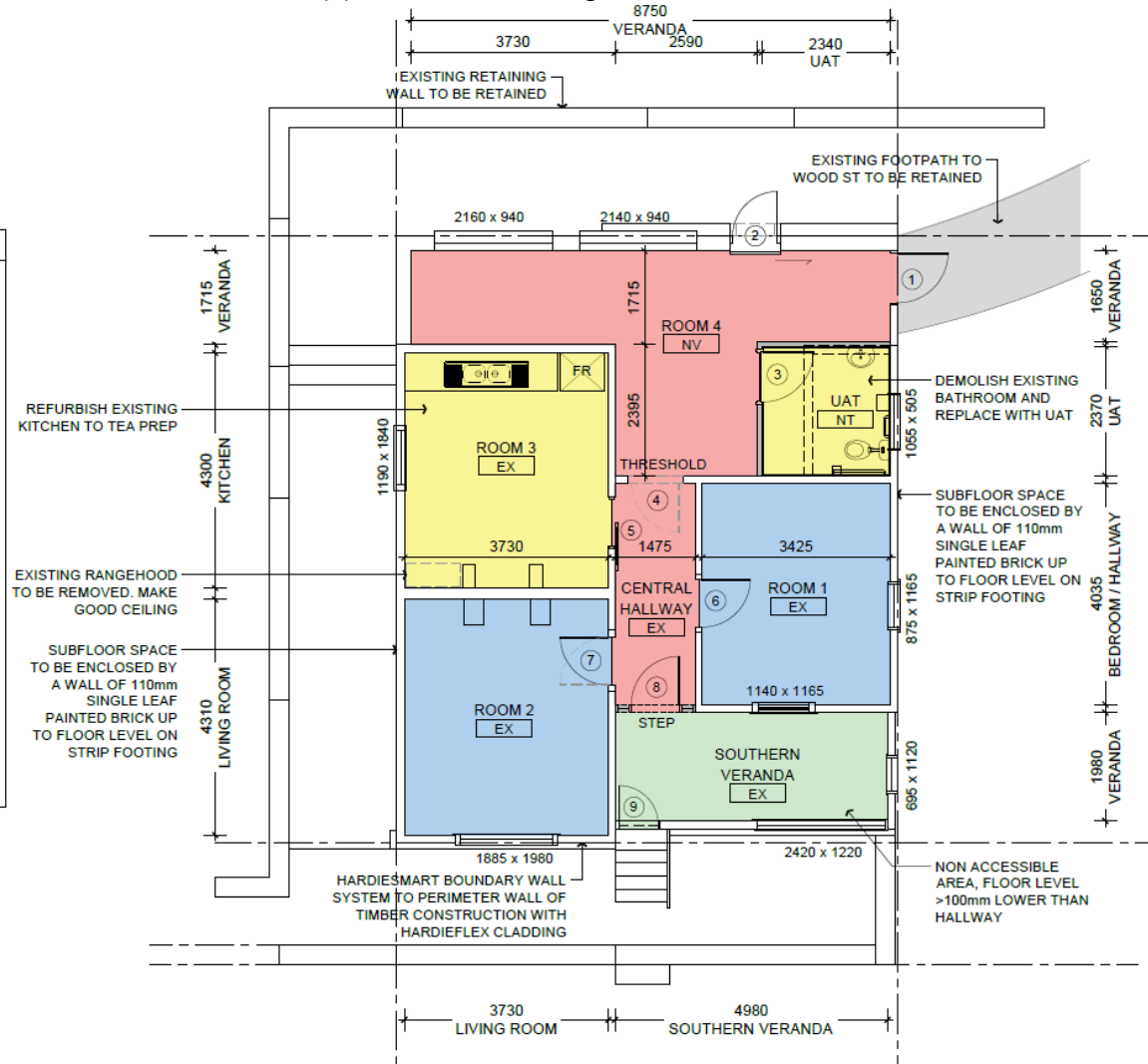
- Accessibility:
 - Demolish the existing bathroom and construct a UAT in its place
 - Remove the door at the northern end of the central hallway, widening the door frame to achieve a 1000mm wide continuous accessible path of travel
 - Provide compliant door hardware to all doors
 - Convert the door frame to the kitchen into a sliding door
 - Raise floor to the southern enclosed verandah to match floor level at the central hallway.
 - Replace the sliding door in the northern verandah with a 920mm clear swing door, widen the door frame to suit
- Refurbish existing kitchen into an accessible compliant tea preparation area.

- Energy efficiency:
 - Insulate the roof/ceiling, wall and subfloor spaces to meet NCC Section J requirements for minimum R-Values
 - Roof / Ceiling total R-Value to be minimum R3.2
 - Subfloor total R-Value to be minimum R1.0
 - External timber wall total R-Value to be minimum R2.8
 - All external windows to be replaced with aluminium frames with toughened low-e glass
- Bushfire resistance:
 - All external doors & windows to be protected by compliant bushfire shutters
 - Perimeter walls to timber stud structure to be fitted with 'Hardiesmart' Boundary Wall System
 - Min 6mm Hardiflex Cladding
 - Hardiewrap Weather Barrier
 - Fire Resistant Insulation
 - Roof/wall junction sealed to prevent openings greater than 3mm by use of fascia / eaves linings with FRL of -/30/30
 - Subfloor space to be enclosed by a wall of 110mm thick single leaf painted face brick on strip footing up to floor level.
 - Surrounding vegetation to be cleared to achieve 10m clearance from building envelope to vegetation.
- Roof cladding, gutters, downpipes and battens to be replaced with Colorbond roof, including flashings and anticon insulation
- Remove all on-site asbestos, refer to appendices **Asbestos Register** compiled by Environmental site services.
- All above ground water and gas supply pipes must be metal
- Structural
 - Re-stump damaged timber posts, a concrete foundation will be required under all posts.
 - Crack stitching to be carried out on masonry walls showing cracking due to ground settlement
- Stormwater
 - Soakwells should be installed on the property to provide a means for stormwater discharge without damaging the cottage's foundations, downpipes from the cottage should discharge into these new soakwells.
- Electrical
 - Emergency and exit lighting should be installed in accordance with Australian standards for a class 9b
 - All power must be RCD protected

PROPOSED ALTERATIONS

For details of the proposed alteration. Refer to Appendices drawing **61.19-SK05 & 61.19-SK06**

INTERNAL FINISHES SCHEDULE:	
ROOM 1	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
ROOM 2	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
ROOM 3	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING, TILED BACKSPLASH TO WALL BEHIND SINK.
ROOM 4	<ul style="list-style-type: none"> NEW VINYL TO CONCRETE FLOOR REPAINT ALL WALLS, NO CEILING, NEW ROOF EXPOSED
UAT	<ul style="list-style-type: none"> NEW TILING TO FLOOR WITH TILED SKIRTING PAINT TO ALL WALLS & CEILING, TILED BACKSPLASH TO WALL BEHIND HAND BASIN
CENTRAL HALLWAY	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
SOUTHERN VERANDA	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING



DOOR LEGEND:	
1.	NEW DOOR WITH A SOLID CORE, SEALED SO AS TO PROVIDE NO GAPS GREATER THAN 3mm. 980 x 2160mm, ENSURE DOOR HARDWARE IS COMPLIANT WITH AS1428.1. ENSURE PAVING LEVEL AT THRESHOLD
2.	NEW NON-ACCESSIBLE DOOR 820 x 2100mm, TO HAVE A SOLID CORE, SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm
3.	NEW DOOR TO UAT 920 x 2100mm, TO COMPLY WITH AS1428.1 REQUIREMENTS
4.	EXISTING DOOR TO BE REMOVED, FRAME WIDENED TO PROVIDE ACCESSIBLE PATH OF TRAVEL
5.	EXISTING DOOR FRAME REPLACED WITH SLIDING DOOR 850 x 2100mm, TO COMPLY WITH FOOD STANDARD REQUIREMENTS FOR ENTRY TO TEA ROOM
6.	EXISTING DOOR TO BE RETAINED 880 x 2100mm, HARDWARE TO BE REPLACED WITH ALTERNATIVES COMPLIANT WITH AS1428.1
7.	EXISTING NON-COMPLIANT DOOR TO BE RE-HUNG 880 x 2100mm, HARDWARE TO BE REPLACED WITH ALTERNATIVES COMPLIANT WITH AS1428.1
8.	EXISTING NON-ACCESSIBLE DOOR TO BE RETAINED, 880 x 2100
9.	NEW NON-ACCESSIBLE DOOR TO VERANDA, 720 x 2060mm. SOLID CORE, SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm

WINDOW NOTE:	
REPLACE ALL EXTERNAL WINDOWS WITH NEW ALUMINIUM FRAMES, TOUGHENED LOW-E GLASS	

CONCLUSION

Hodge Collard Preston and the Specialist Consultants engaged by the City of Nedlands have produced this report to investigate the conversion of the existing residence at 118 Wood Street to a Multi-User Community Building.

The report outlines a list of design and construction items to bring the Residence up to the required NCC and Australian Standards requirements for a Class 9b – Public Building.

There are a number of improvements that are required to bring the building into conformance with current code requirements including; design issues, construction detailing, energy efficiency, bushfire resistance and universal access.

There are limitations involved in investigating the existing building which includes the inability to gain access to foundations, wall cavities and other possible construction compliance issues which cannot be determined until demolition commences, the Quantity Surveyor has allowed contingency sums within his report to account for these 'unknowns'.

We have provided a concept proposal for the City of Nedlands to consider. The concept provides a range of internal spaces for local community groups to use whilst avoiding major alterations internally or externally. **Construction cost of: \$250,000 + GST**

Due to the condition & age of the building, there is a substantial risk unforeseen items may arise if a renovation is undertaken which could affect the construction budget.

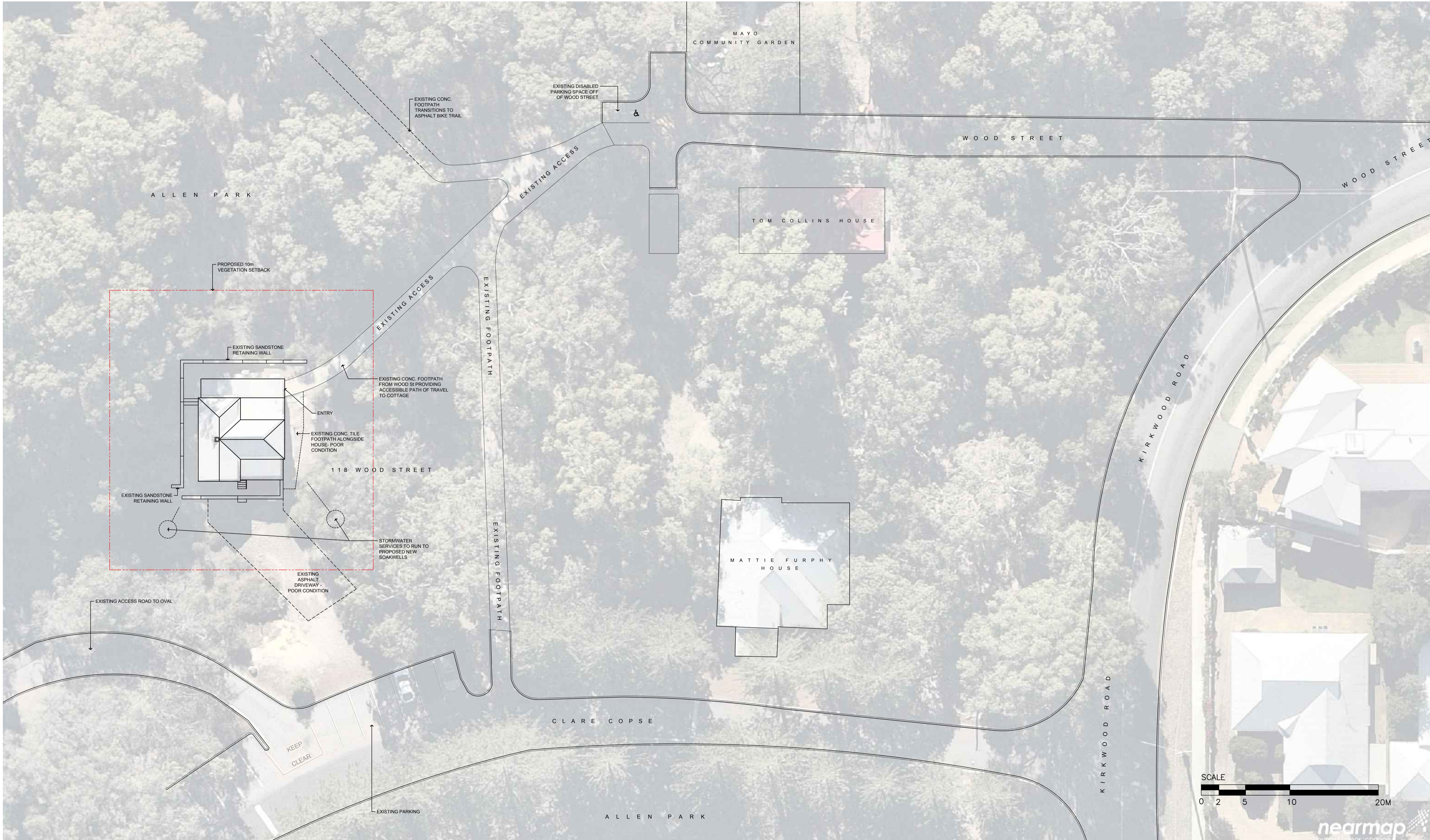
The report outlines a majority of items to address but a detailed design & documentation process will be required to clearly identify all items & costs for the building conversion.

APPENDICES

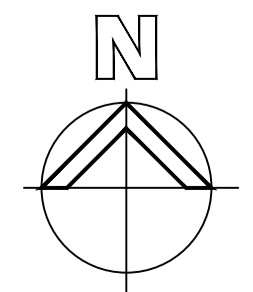
ARCHITECTURAL | HODGE COLLARD PRESTON ARCHITECTS

City of Nedlands

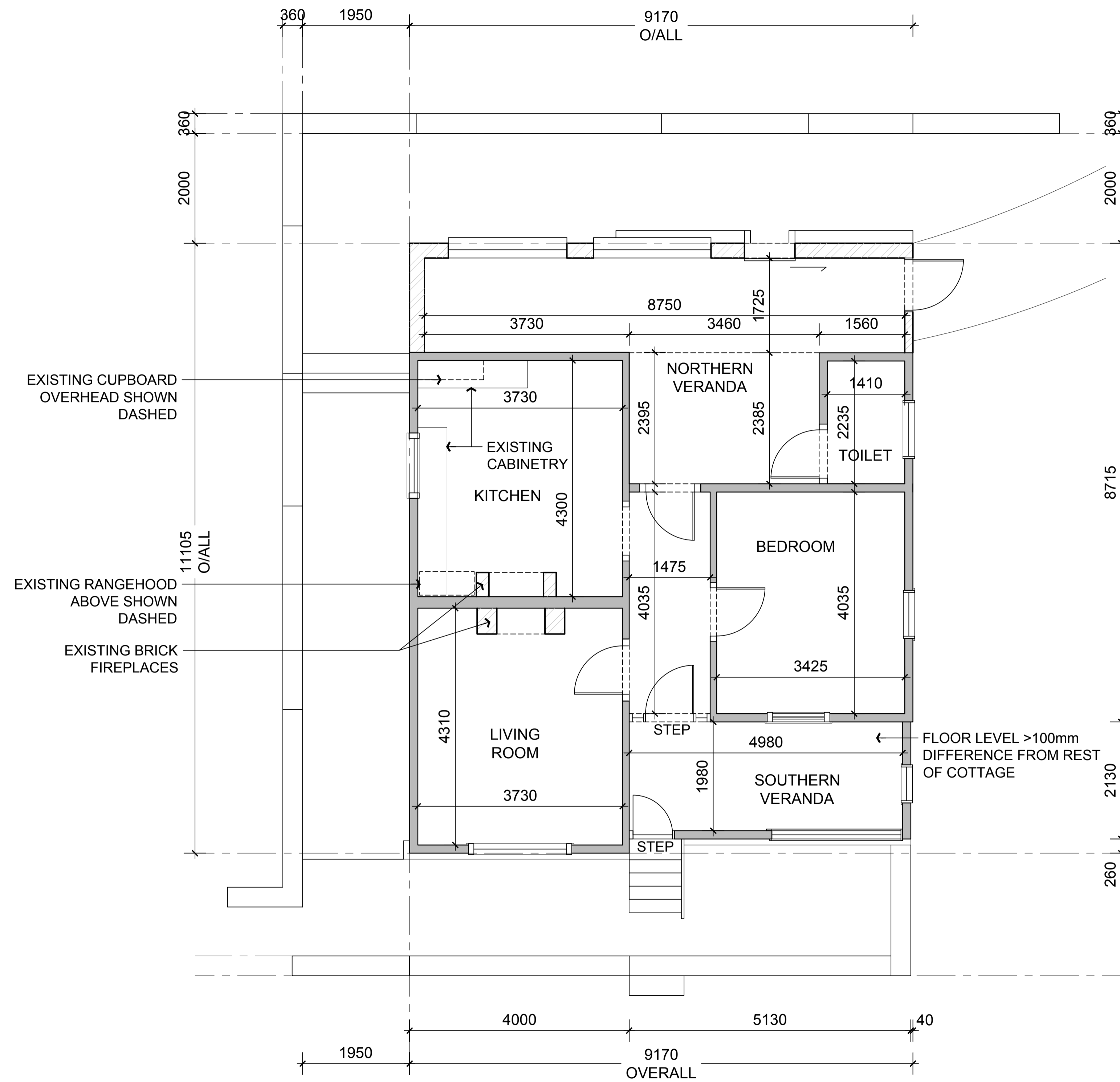
Community Facility – 118 Wood Street, Swanbourne



PROPOSED SITE PLAN
SCALE 1:200 @ A1

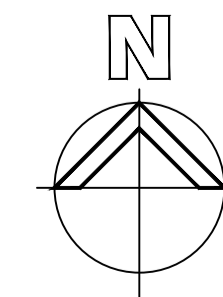
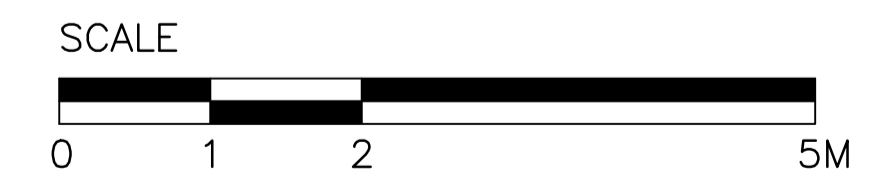


revision/issue	description	MS	NP	03.07.2019
drawn	checked	drawn	checked	date
project	description	MS	NP	03.06.2019
location	description	checked	NP	project no
WOOD St COTTAGE REVIEW		PROPOSED SITE PLAN		61.19
118 WOOD St, SWANBOURNE		scale	date	30.06.2019
Hodge Collard Preston ARCHITECTS		1:200 @ A1	project no	61.19
Third Floor, 38 Richardson Street, West Perth, WA 6005 PO Box 743, West Perth, WA 6872 Ph: (08) 9322 5144 Fax: (08) 9322 5740 Email: admin@hpcarch.com		dwg no	rev	SK01 A

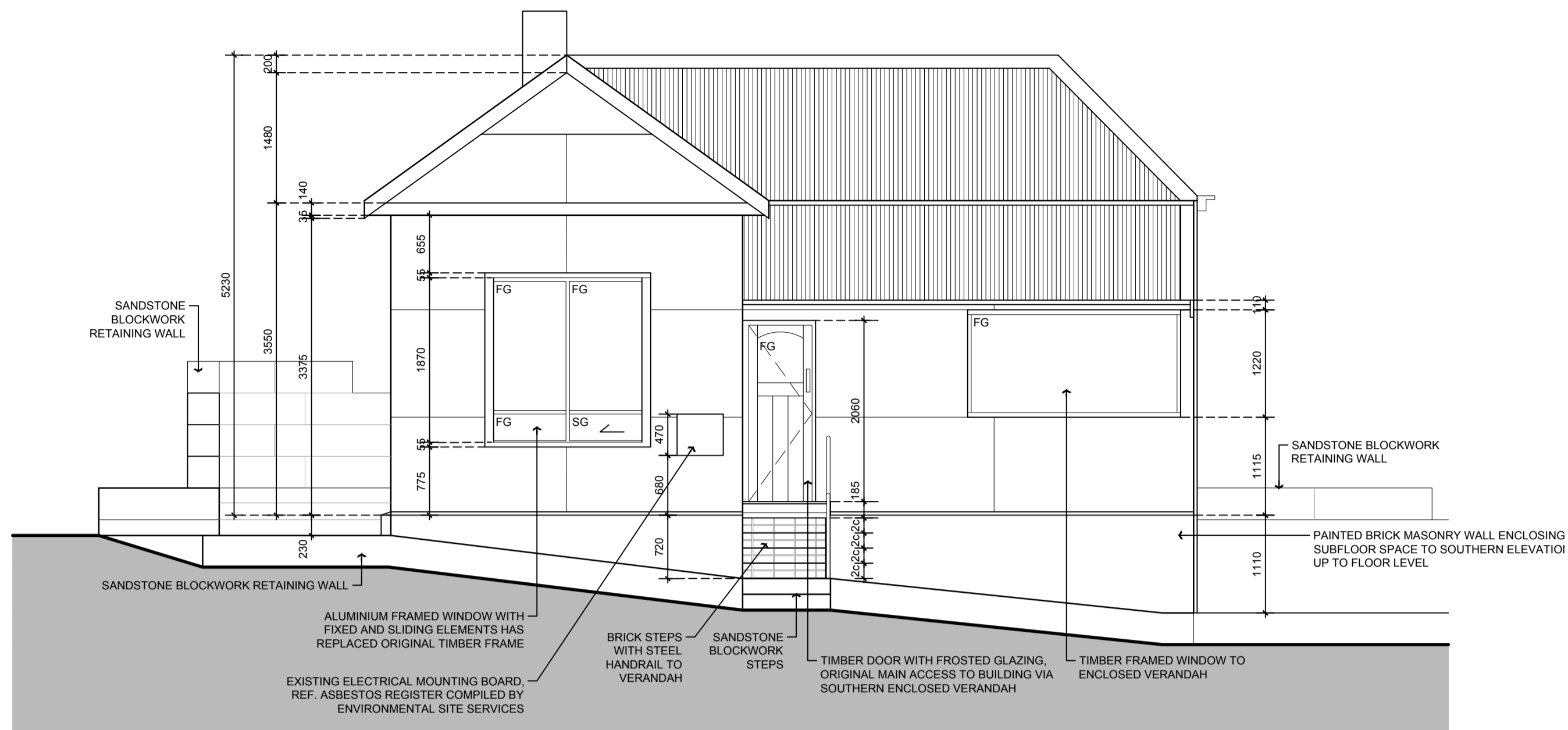


EXISTING FLOOR PLAN
SCALE 1:50 @ A1

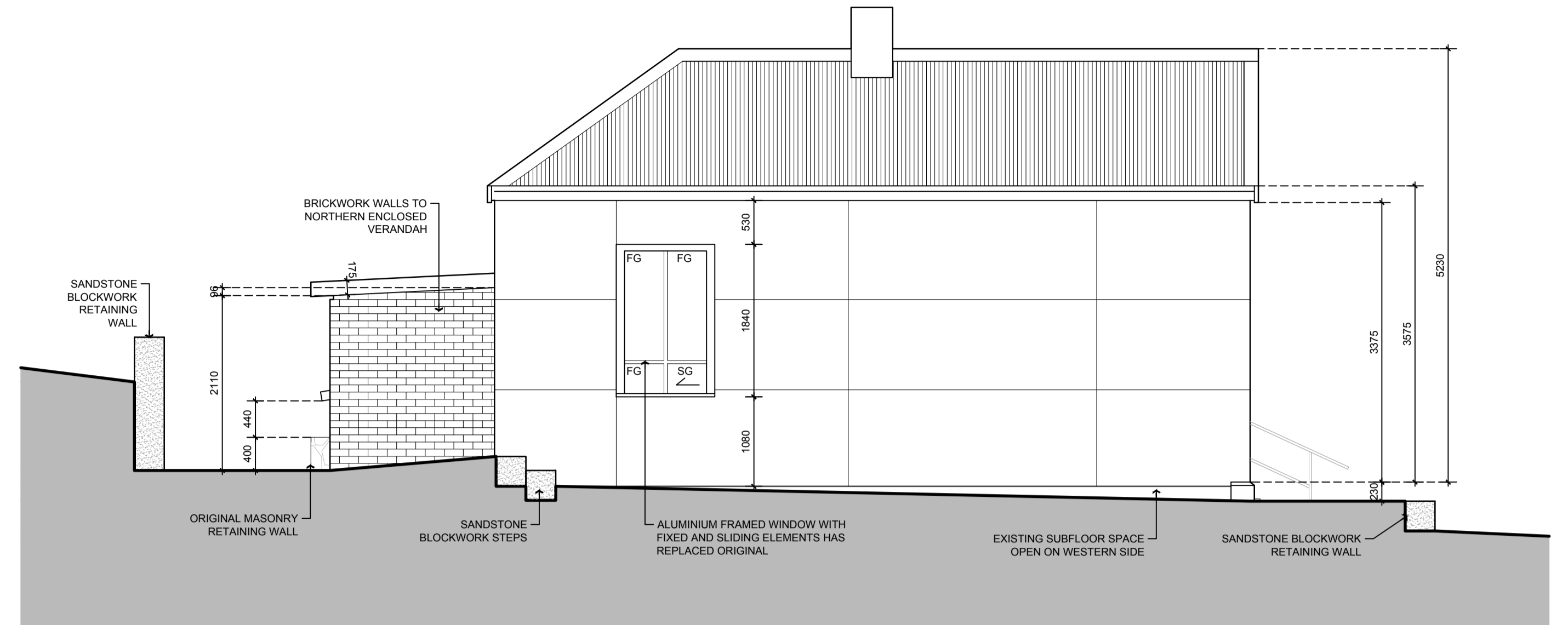
NOTE:
ALL DIMENSIONS TO BE CONFIRMED ON SITE BY SURVEY



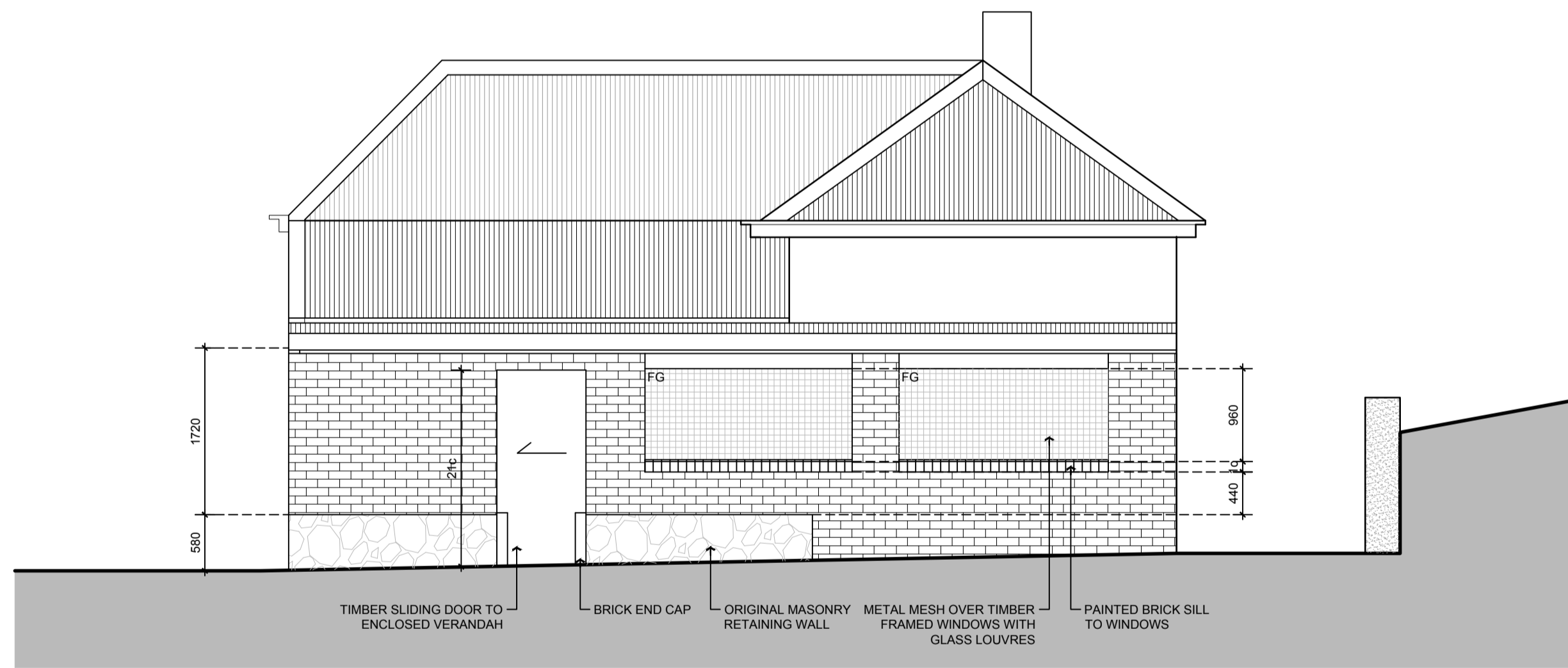
revision/issue	description	drawn	checked	date
A	ISSUED FOR CITY REVIEW	MS	NP	03.07.2019
project	location	drawn	checked	description
WOOD St COTTAGE REVIEW	118 WOOD St, SWANBOURNE	MS	NP	EXISTING FLOOR PLAN
scale	date	project no	dwg no	rev
1:50 @A1	30.06.2019	61.19	SK02	A
Hodge Collard Preston ARCHITECTS Third Floor, 38 Richardson Street, West Perth, WA 6005 PO Box 743, West Perth, WA 6872 Ph: (08) 9322 5144 Fax: (08) 9322 5740 Email: admin@hpcarch.com				



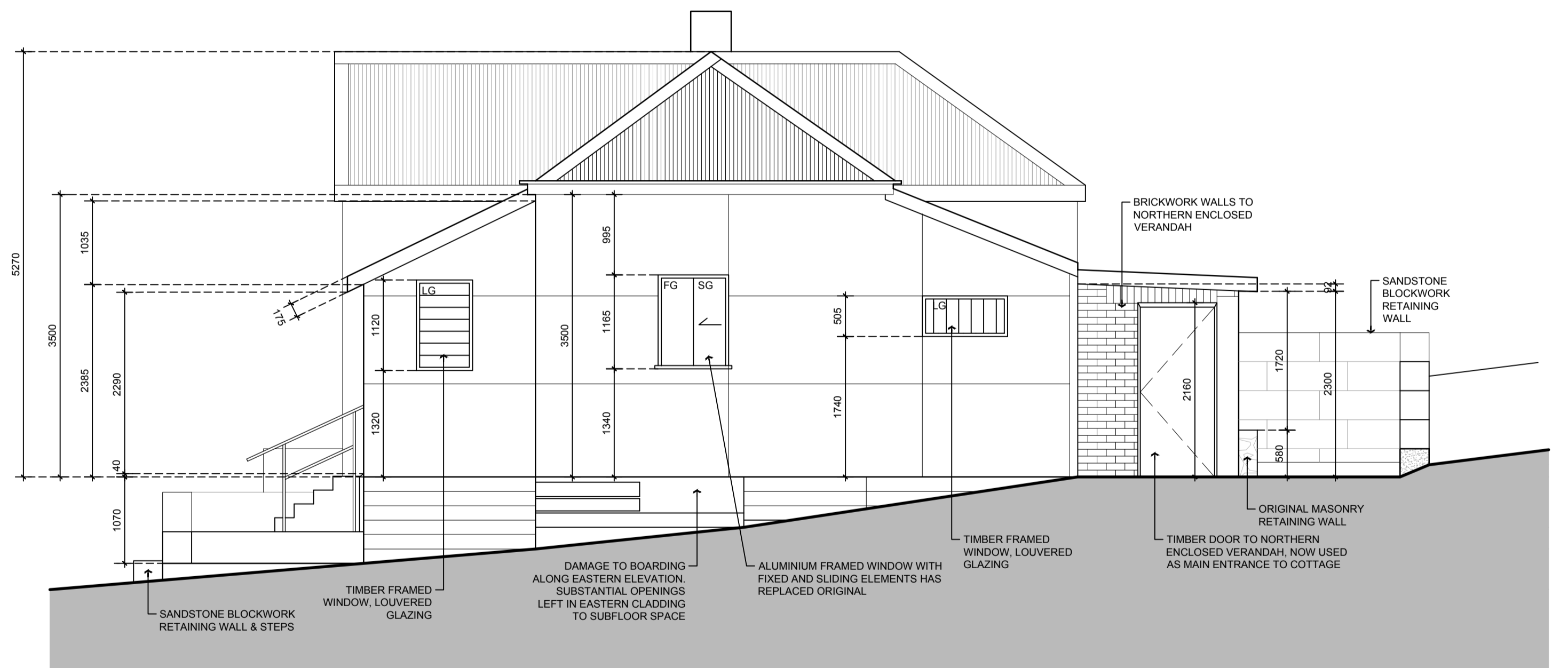
E1 ELEVATION - SOUTHERN
SCALE: 1:50 @ A1



E2 ELEVATION - WESTERN
SCALE: 1:50 @ A1



E3 ELEVATION - NORTHERN
SCALE: 1:50 @ A1



E4 ELEVATION - EASTERN
SCALE: 1:50 @ A1



EXISTING ELEVATIONS
SCALE 1:50 @ A1

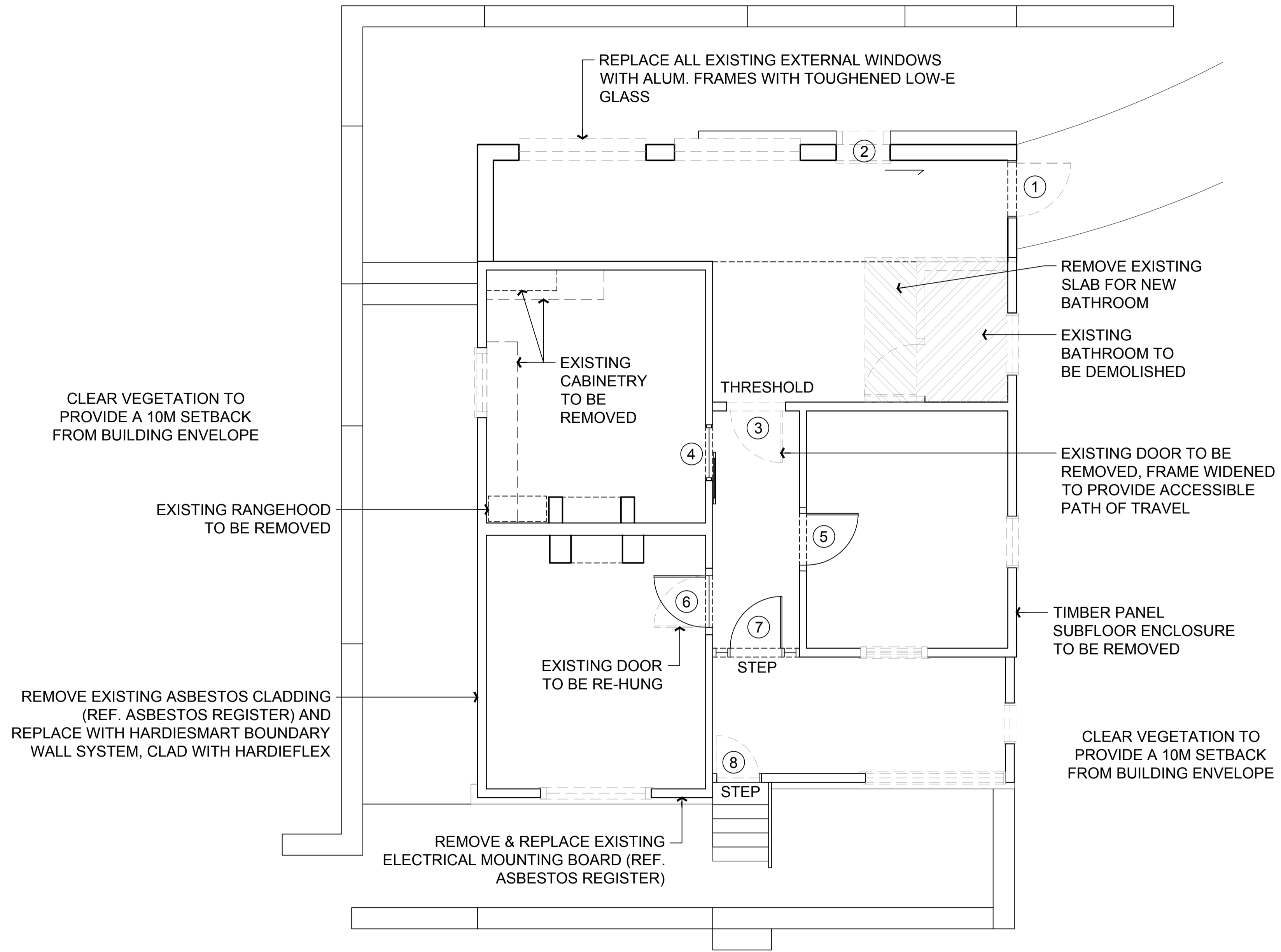
NOTE:
ALL DIMENSIONS TO BE CONFIRMED ON SITE BY SURVEY

A	ISSUED FOR CITY REVIEW	MS	NP	03.07.2019
revision/issue	description	drawn	checked	date
project	WOOD St COTTAGE REVIEW	drawn	description	
location	118 WOOD St, SWANBOURNE	MS	EXISTING COTTAGE ELEVATIONS	
		checked	NP	
		scale	date	30.06.2019
		1:50 @A1	project no	61.19
			dwg no	SK03
			rev	A

Third Floor, 38 Richardson Street,
West Perth, WA 6005
PO Box 743, West Perth, WA 6872
Ph: (08) 9322 5144
Fax: (08) 9322 5740
Email: admin@hpcarch.com

Hodge Collard Preston
ARCHITECTS

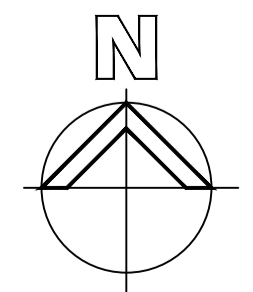
CLEAR VEGETATION TO PROVIDE A 10M SETBACK FROM BUILDING ENVELOPE



DOOR LEGEND:

- EXISTING DOOR TO BE REMOVED, REPLACED WITH SOLID CORE DOOR SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm.
- EXISTING SLIDING DOOR TO BE REPLACED WITH SOLID CORE SWING DOOR 920mm CLEAR, SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm. WIDEN DOOR FRAME TO FIT NEW DOOR. BRICK CAPPING TO OLD RETAINING WALL IN DOORWAY TO BE REMOVED AND ENDS OF WALL MADE GOOD
- EXISTING DOOR TO BE REMOVED, FRAME WIDENED TO PROVIDE ACCESSIBLE PATH OF TRAVEL
- EXISTING DOOR FRAME REPLACED WITH SLIDING DOOR 850 x 2100mm, TO COMPLY WITH FOOD STANDARD REQUIREMENTS FOR ENTRY TO TEA ROOM
- EXISTING DOOR TO BE RETAINED 880 x 2100mm, HARDWARE TO BE REPLACED WITH ALTERNATIVES COMPLIANT WITH AS1428.1
- EXISTING NON-COMPLIANT DOOR TO BE RE-HUNG 880 x 2100mm, HARDWARE TO BE REPLACED WITH ALTERNATIVES COMPLIANT WITH AS1428.1
- EXISTING NON-ACCESSIBLE DOOR TO BE RETAINED, 880 x 2100
- EXISTING DOOR TO BE REMOVED, REPLACED WITH SOLID CORE DOOR SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm

NOTE:
REMOVE ALL ON-SITE ASBESTOS, REFER TO APPENDICES **ASBESTOS REGISTER** COMPILED BY ENVIRONMENTAL SITE SERVICES



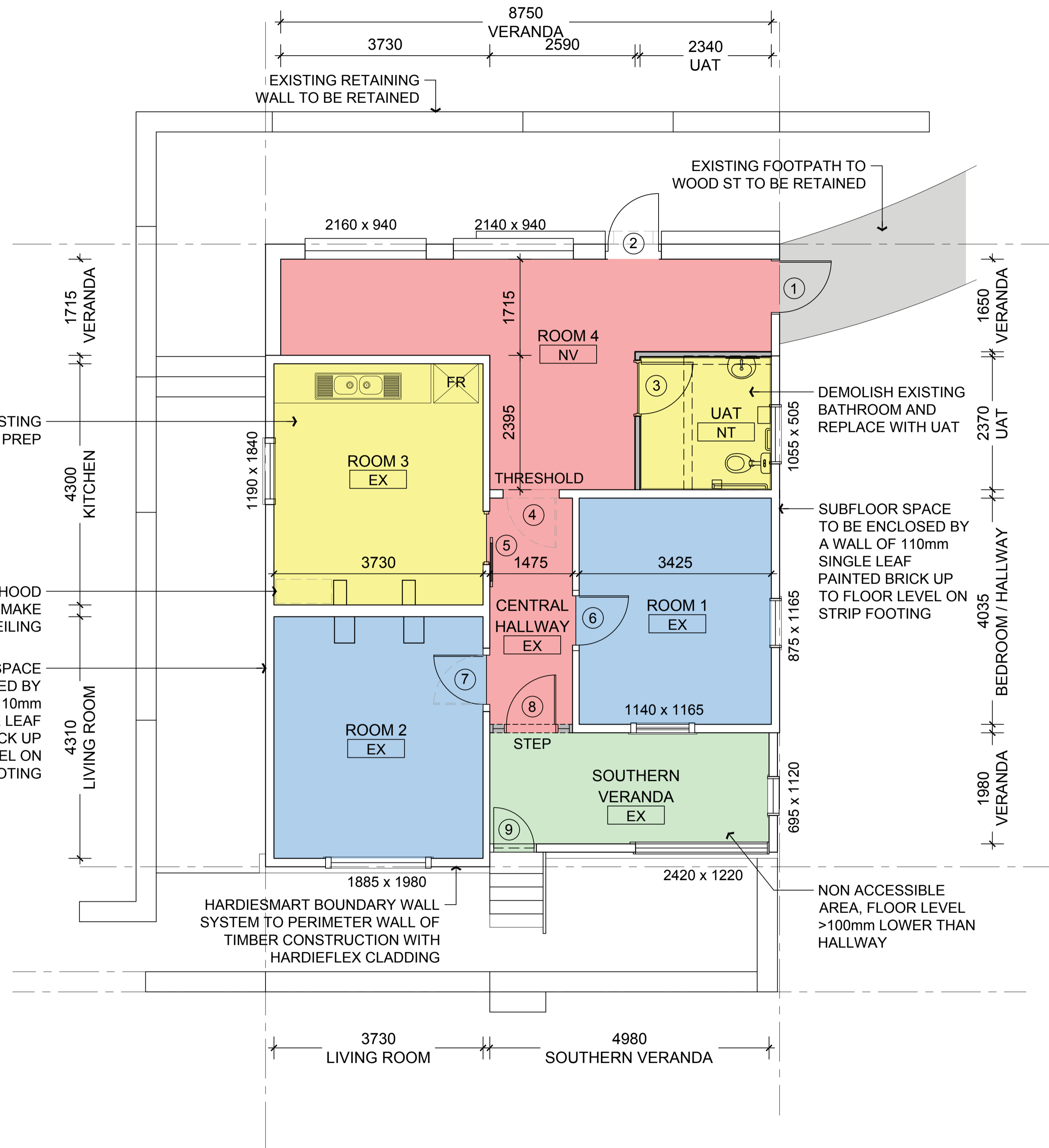
DEMOLITION PLAN
SCALE 1:50 @ A1

A	ISSUED FOR CITY REVIEW	MS	NP	03.07.2019
revision/ issue	description	drawn	checked	date
project	WOOD St COTTAGE REVIEW	drawn	description	
location	118 WOOD St, SWANBOURNE	MS	DEMOLITION PLAN	
		checked	NP	
		scale	date	30.06.2019
		1:50	project no	61.19
		@A1	dwg no	SK04
			rev	A

Third Floor, 38 Richardson Street,
West Perth, WA 6005
PO Box 743, West Perth, WA 6872
Ph: (08) 9322 5144
Fax: (08) 9322 5740
Email: admin@hpcarch.com

Hodge Collard Preston
ARCHITECTS

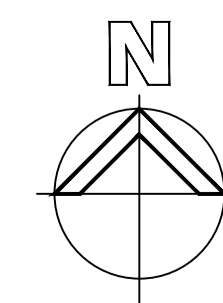
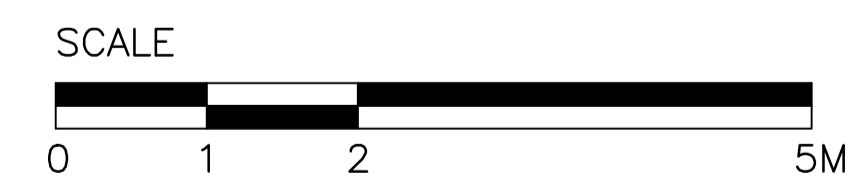
INTERNAL FINISHES SCHEDULE:	
ROOM 1	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
ROOM 2	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
ROOM 3	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING, TILED BACKSPLASH TO WALL BEHIND SINK.
ROOM 4	<ul style="list-style-type: none"> NEW VINYL TO CONCRETE FLOOR REPAINT ALL WALLS, NO CEILING, NEW ROOF EXPOSED
UAT	<ul style="list-style-type: none"> NEW TILING TO FLOOR WITH TILED SKIRTING PAINT TO ALL WALLS & CEILING, TILED BACKSPLASH TO WALL BEHIND HAND BASIN
CENTRAL HALLWAY	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
SOUTHERN VERANDA	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING



DOOR LEGEND:	
1.	NEW DOOR WITH A SOLID CORE, SEALED SO AS TO PROVIDE NO GAPS GREATER THAN 3mm. 980 x 2160mm, ENSURE DOOR HARDWARE IS COMPLIANT WITH AS1428.1. ENSURE PAVING LEVEL AT THRESHOLD
2.	EXISTING SLIDING DOOR TO BE REPLACED WITH SOLID CORE SWING DOOR 920mm CLEAR, SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm. WIDEN DOOR FRAME TO FIT NEW DOOR. BRICK CAPPING TO OLD RETAINING WALL IN DOORWAY TO BE REMOVED AND ENDS OF WALL MADE GOOD
3.	NEW DOOR TO UAT 920 x 2100mm, TO COMPLY WITH AS1428.1 REQUIREMENTS
4.	EXISTING DOOR TO BE REMOVED, FRAME WIDENED TO PROVIDE ACCESSIBLE PATH OF TRAVEL
5.	EXISTING DOOR FRAME REPLACED WITH SLIDING DOOR 850 x 2100mm, TO COMPLY WITH FOOD STANDARD REQUIREMENTS FOR ENTRY TO TEA ROOM
6.	EXISTING DOOR TO BE RETAINED 880 x 2100mm, HARDWARE TO BE REPLACED WITH ALTERNATIVES COMPLIANT WITH AS1428.1
7.	EXISTING NON-COMPLIANT DOOR TO BE RE-HUNG 880 x 2100mm, HARDWARE TO BE REPLACED WITH ALTERNATIVES COMPLIANT WITH AS1428.1
8.	EXISTING NON-ACCESSIBLE DOOR TO BE RETAINED, 880 x 2100
9.	NEW NON-ACCESSIBLE DOOR TO VERANDA, 720 x 2060mm. SOLID CORE, SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm

WINDOW NOTE:	
REPLACE ALL EXTERNAL WINDOWS WITH NEW ALUMINIUM FRAMES, TOUGHENED LOW-E GLASS	

PROPOSED FLOOR PLAN
SCALE 1:50 @ A1



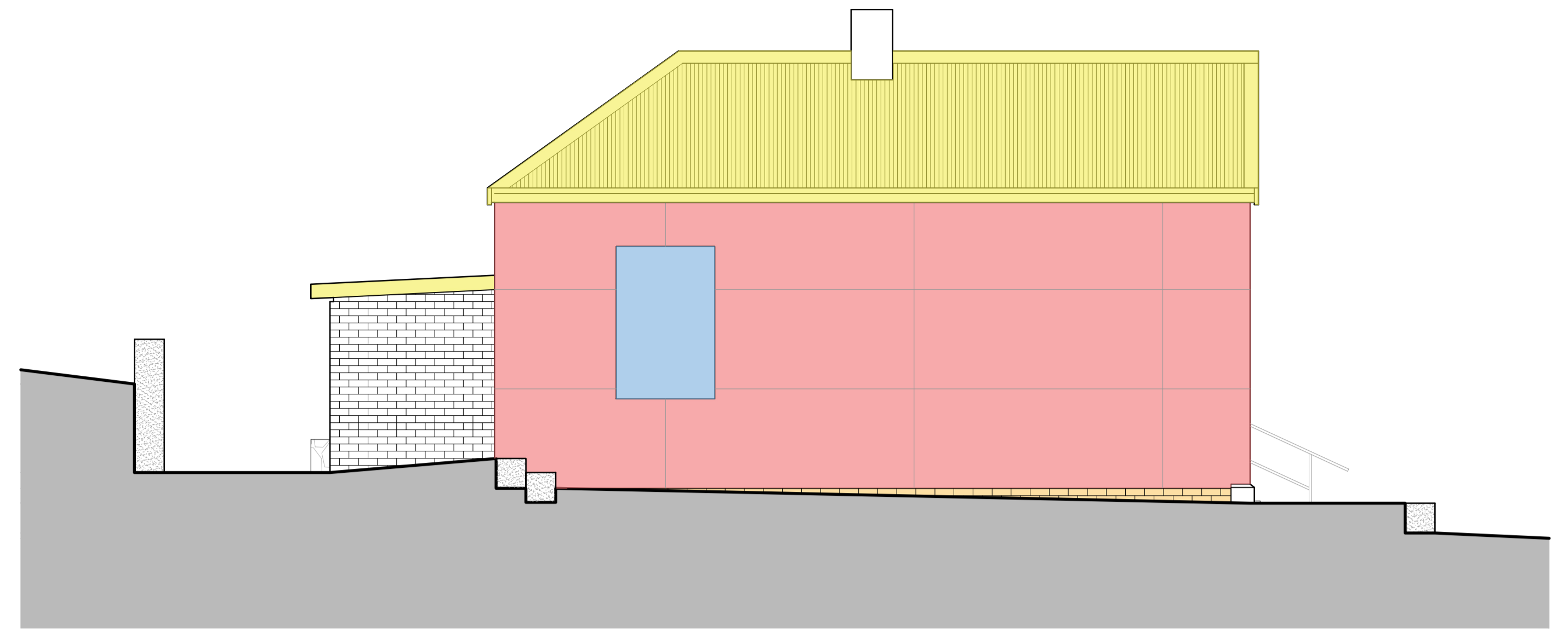
A	ISSUED FOR CITY REVIEW	MS	NP	03.07.2019
revision/ issue	description	drawn	checked	date
project	WOOD St COTTAGE REVIEW	drawn	description	
location	118 WOOD St, SWANBOURNE	MS	PROPOSED	
		checked	FLOOR PLAN	
		NP		
		scale	date	30.06.2019
		1:50	project no	61.19
		@A1	dwg no	SK05
			rev	A

Hodge Collard Preston
ARCHITECTS

Third Floor, 38 Richardson Street,
West Perth, WA 6005
PO Box 743, West Perth, WA 6872
Ph: (08) 9322 5144
Fax: (08) 9322 5740
Email: admin@hpcarch.com



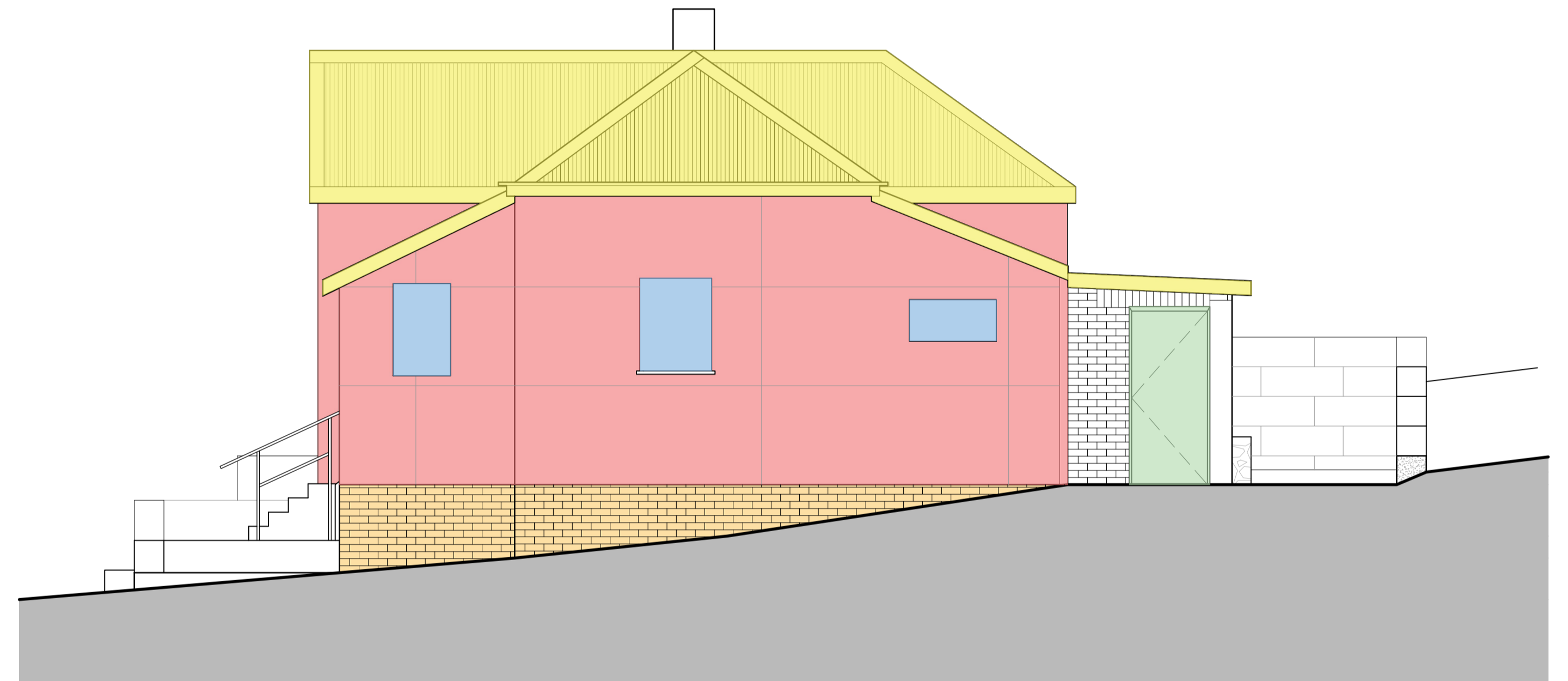
E1 ELEVATION - SOUTHERN
SCALE: 1:50 @ A1



E2 ELEVATION - WESTERN
SCALE: 1:50 @ A1



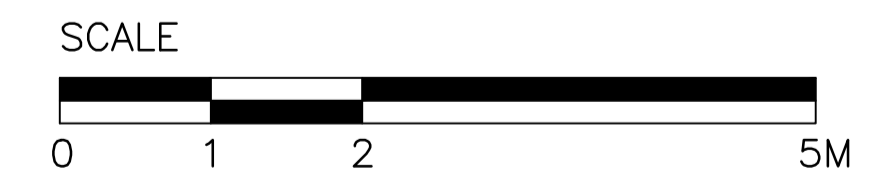
E3 ELEVATION - NORTHERN
SCALE: 1:50 @ A1



E4 ELEVATION - EASTERN
SCALE: 1:50 @ A1

DOOR LEGEND:

- REMOVE ALL EXTERNAL CLADDING TO TIMBER FRAME, REFER TO APPENDICES **ASBESTOS REGISTER** COMPILED BY ENVIRONMENTAL SITE SERVICES. REPLACE WITH JAMES HARDIE 'HARDIESMART' BOUNDARY WALL SYSTEM WITH 'HARDIFLEX' CLADDING
- REPLACE ALL EXTERNAL WINDOWS WITH NEW ALUMINIUM FRAMES WITH TOUGHENED LOW-E GLASS
ALL EXTERNAL WINDOWS TO BE PROTECTED BY BUSHFIRE SHUTTERS
- ALL EXTERNAL DOORS TO BE REPLACED WITH SOLID CORE DOORS TO COMPLY WITH AS3959, SEALED SO AS TO PROVIDE NO GAPS GREATER THAN 3mm
- ROOF CLADDING, GUTTERS, DOWNPIPES & BATTENS TO BE REPLACED WITH COLORBOND ROOF, INCLUDING FLASHINGS AND ANTICON INSULATION
- REMOVE ALL ON-SITE ASBESTOS, REFER APPENDICES **ASBESTOS REGISTER** COMPILED BY ENVIRONMENTAL SITE SERVICES.
- SUBFLOOR SPACE TO BE ENCLOSED BY A WALL OF 110mm THICK SINGLE LEAF PAINTED FACE BRICK UP TO FLOOR LEVEL ON STRIP FOOTING.



PROPOSED ELEVATIONS
SCALE 1:50 @ A1

NOTE:
ALL DIMENSIONS TO BE CONFIRMED ON SITE BY SURVEY

A	ISSUED FOR CITY REVIEW	MS	NP	03.07.2019
revision/ issue	description	drawn	checked	date
project	WOOD St COTTAGE REVIEW	drawn	description	
location	118 WOOD St, SWANBOURNE	MS	PROPOSED COTTAGE ELEVATIONS	
		checked	NP	
		scale	date	30.06.2019
		1:50 @A1	project no	61.19
			dwg no	SK06
			rev	A

Hodge Collard Preston
ARCHITECTS

Third Floor, 38 Richardson Street,
West Perth, WA 6005
PO Box 743, West Perth, WA 6872
Ph: (08) 9322 5144
Fax: (08) 9322 5740
Email: admin@hpcarch.com

BUILDING INSPECTION | PROCONSULT

City of Nedlands

Community Facility – 118 Wood Street, Swanbourne

Hodge Collard Preston
ARCHITECTS

|



BUILDING INSPECTION

Complies with Australian Standard AS 4349.1-2007
Inspection of Buildings Part 1: Pre-Purchase
Inspections of Residential Buildings - Appendix C

May 07, 2019

PROPERTY ADDRESS

118 Wood Street,
Swanbourne, WA
6010, Australia

Inspection Date: 07 May 2019

Inspected by: Andrew Scales, Builder's Registration No: 10599

T: 0407 477 600

E: andrew@proconsult.com.au

Contents

03	Description of Building	04	General Details	05	Summary of Inspection
06	Areas Inspected	07	Areas Not Inspected	08	Inspection
09	General Photographs	10	Defects & Safety Issues	11	Other Inspections & Reports Required
12	Conclusion & Summary	13	Contact	14	Terms & Conditions
15	Definitions				

03 Description of Building

Type of Building:

✓ House and community building

Number of Stories:

✓ Single Storey

Age of Building:

✓ Over 70 years

Roof Covering:

✓ Tin roof

Roof Frame:

✓ Hardwood Pitched Roof, Hardwood ceiling joists

External Walls:

✓ Weather Board Walls, Fibro Sheeting

Floor Construction:

✓ Timber floor and timber stumps , Timber Joist Construction

Internal Walls:

✓ Timber Framed Walls

Building Tenancy:

✓ Occupied

Building Furnished:

✓ Yes

Building Frontage Faces:

✓ Not Checked

Hot Water Unit:

✓ Not Checked

Solar:

✓ Not Checked

Airconditioning:

✓ Not Checked

Mains (Submains) Power Board:

✓ 2 x RCD's

Smoke Alarms:

✓ Not Checked

04 General

Weather Conditions at the time of the inspection:

✓ Dry

Recent weather conditions:

✓ Showers

Date and time of inspection:

✓ 07 May 2019

05 Summary of Inspection

Results of Building Inspection - Summary

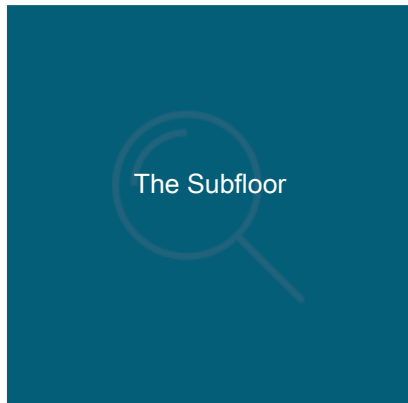
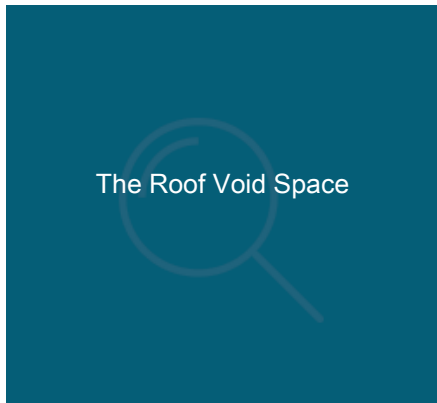
	Found	Not Found
Safety Hazard		✓
Major Defect		✓
Minor Defect		✓

Please refer to the report for explanations.

The overall condition of this residential Dwelling in the context of its age, type and general expectations of similar properties is Not Checked.

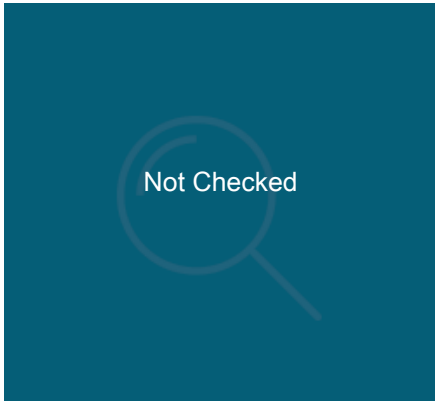
06 Areas Inspected

The areas inspected were

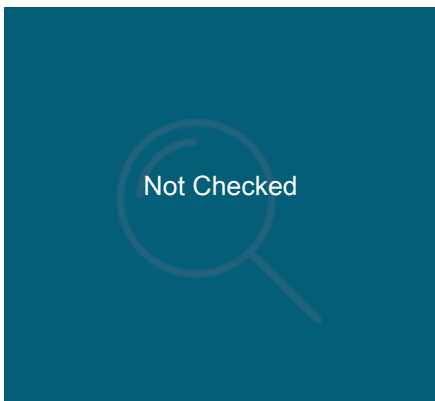


07 Areas Not Inspected

The areas NOT accessible for any inspection were



The areas in which visual inspection was obstructed



08 Inspection

Kitchen

Ceiling

Comments

EXPLANATIONS

Comments :

The kitchen ceiling has some plaster delaminating and cracking bulges off the battens due to previous minor water damage from rusted tin roofing sheets and general perimeter subsidence/stump sinkage

Walls

Comments

EXPLANATIONS

Comments :

The kitchen area in the main has the most movement with ceiling and wall cracking damage
The Western elevation and floor has some heavy perimeter floor stump sinkage

General comments and materials used within the property
The walls throughout the main internal area of the property are plaster on timber framed and clad walls
The ceilings throughout are plaster and lath battens within the main property.

There does not appear to be any asbestos based products within the property other than the following :-

There will most likely be asbestos within the kitchen stove area and at the back of the kitchen sink area, behind the electric fuse board and as previously mentioned the WC area.

The majority of the exterior cladding however will all be asbestos based.

Other Room

Room Name

Gardening brick type store area at the rear

Walls

Other

EXPLANATIONS

Comments :

Termite mud trail on the internal weatherboard element backing onto the kitchen area and under the leanto gardeners enclosed area at the rear.
A termite bait box has been installed in the past few weeks.

Damp and mould on the ceiling behind the toilet area close to the side entry door
General roof cover repairs required

The ceiling lining in this area has been replaced or added in the past and is not asbestos based in this section
However the toilet cubicle does have asbestos based cement sheet ceiling and wall linings.

IMAGES

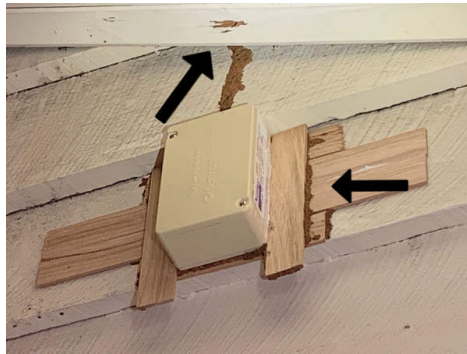


Photo Ref #1



Photo Ref #2

Roof Void Space

Roof structure

Other

EXPLANATIONS

Comments :

The ceilings are plaster and lath battens
The 6mm thick pine lath battens are nailed to the hardwood ceiling joists with a 5mm gap between each for the ceiling plaster to go in between and lock in and stick.

The battens appear in a reasonably good condition and did not want to disrupt anything however the pine lath battens are what the termite will have been eating and the mud trail entry point shows the main start and exit point

Termite wise I believe the bait has worked and the damage will in the main be within the lath battens extent unknown for now however to be addressed when the renovation works begin as and where required. No visible signs showing however at the time yet there will have been activity for certain. The ceiling lining is not actually a structure however a lining although can be a safety hazard if plaster falls off obviously

The hardwood timber roof structure is in a generally good condition and no termite damage is visible to the main roof structure

The rusted and leaking areas of the tin roof must be addressed prior to the onset of winter.

IMAGES



Photo Ref #3



Photo Ref #4

IMAGES



Photo Ref #5



Photo Ref #6

IMAGES



Photo Ref #7



Photo Ref #8

IMAGES



Photo Ref #9



Photo Ref #10

IMAGES

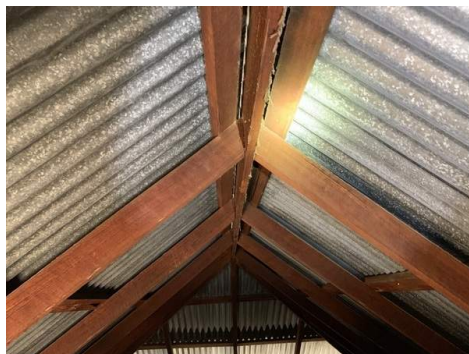


Photo Ref #11



Photo Ref #12

IMAGES



Photo Ref #13



Photo Ref #14

IMAGES



Photo Ref #15



Photo Ref #16

IMAGES



Photo Ref #17

Site

Drainage

Other

EXPLANATIONS

Comments :

The property has been built on a sloping site with falls from both the rear and the raised side. The property would benefit from having a French drain or slotted coil drainage installed around the rear and side so as to divert as much water flow around the property. This is not an expensive process and should certainly be considered.

Sub Floor

Piers

Other

EXPLANATIONS

Comments :

The Western elevation side stumps have had termite attack excess water flow around and general sinkage

Towards the back and North end of the property the kitchen area floor joists are on the ground and are not elevated on stumps or ant caps that can be seen and the termite will have come up as they have on the kitchen side wall where the bait box has been placed

The Eastern elevation is in a must better and elevated condition

Ant caps in the main were installed throughout which is good

Heavy stump sinkage and damage on the high sided Western side.

IMAGES



Photo Ref #18



Photo Ref #19

IMAGES



Photo Ref #20



Photo Ref #21

IMAGES



Photo Ref #22



Photo Ref #23

IMAGES



Photo Ref #24

Roof Exterior

Roof Covering

Other

EXPLANATIONS

Comments :

Sheets rusted through in spots here

IMAGES



Photo Ref #25



Photo Ref #26

IMAGES



Photo Ref #27



Photo Ref #28

Downpipes

Other

EXPLANATIONS

Comments :

The grey down pipe here is dispersing down the vulnerable side of the building by the kitchen causing ponding, damp and subsidence damage And again on the rear brick store

IMAGES



Photo Ref #29



Photo Ref #30

IMAGES



Photo Ref #31

08a Inspection: Pests

Summary Only

The Purpose of the inspection: is to give advice about the condition of the property with regard to timber pests.

Weather Conditions at the time of the Inspection: Dry

Contact the Inspector: Should you have any difficulty in understanding anything contained within this report then you should immediately contact the inspector and have the matter explained to you prior to acting on this report.

IMPORTANT DISCLAIMER

- This Summary is supplied to allow a quick and superficial overview of the inspection results.
- This Summary is NOT the Report and cannot be relied upon on its own.
- This Summary must be read in conjunction with the full report and not in isolation from the report.
- If there should happen to be any discrepancy between anything in the Report and anything in this Summary, the information in the Report shall override that in this Summary.
- The Report is subject to conditions and limitations. Your attention is particularly drawn to the Clauses, Disclaimer of Liability to Third Parties, Limited Liability to a Purchaser within the Australian Capital Territory and to the Notice to the Purchaser at the back of this Report.

ACCESS

Are there any Area(s) and/or Section(s) to which Access should be gained? Not Checked

TIMBER PEST ACTIVITY

Were active subterranean termites (live specimens) found? No - Read the Report in Full

Was visual evidence of subterranean termite workings or damage found? Yes - Read the Report in Full

Was visible evidence of borers of seasoned timbers found? No - Read the Report in Full

Was evidence of damage caused by wood decay (rot) fungi found? Yes - Read the Report in Full

Are further inspections recommended? Not Checked

Where any major safety hazards identified? Yes

In our opinion, the susceptibility of this property to timber pests is considered to be High

For complete and accurate information You must refer to the following Complete Visual Timber Pest Report.

Important: We strongly recommend the purchaser make inquiry from the vendor about Timber Pests and in particular Termites for this property.

Termites

Were active (live) termites found?

None found

Was a termite nest observed?

None found

Was evidence of termite workings or termite damage found?

Yes observed

Was a Durable Notice found?

Yes

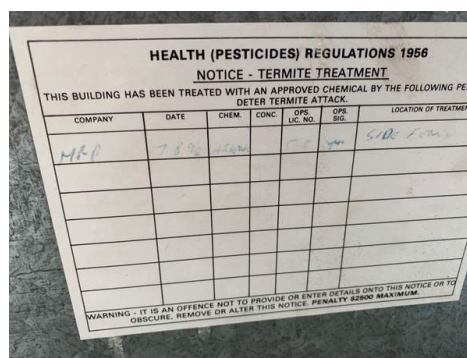
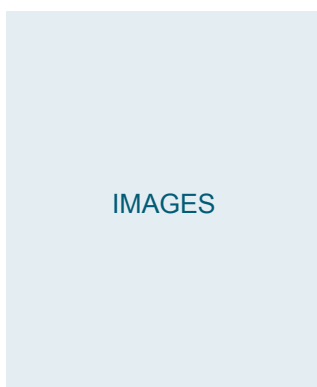


Photo Ref #32



Photo Ref #33

Fungal Decay

Was evidence of Fungal Decay found?

Yes observed

Conducive Conditions

Was evidence of water leaks found?

Yes found

Was evidence of poor drainage, especially in the sub floor, found?

Yes found

Unsuitable timbers: Are timbers exposed to weather &/or water fit for purpose?

Yes

Was evidence of mould, especially on ceilings and walls, found?

Yes

EXPLANATIONS

Comments :

Behind the WC on the sloping rear store

Conducive to Undetected Entry

Are there timbers in contact with the ground?

Yes timbers in contact with ground

Summary

Were any major safety hazards identified?

Yes

Susceptibility to timber pests is considered to be?

High

Do you recommend a Subterranean Termite treatment program?

Yes full treatment required however maintenance and renovation works to be discussed first

09 General Photographs



Photograph 1

10 Defects and Safety Issues

Safety Hazards in this Building:

No Safety Hazards Identified

Major Defects in this Building:

No Major Defects Identified

11 Other Inspections and Reports Required

Further Inspections Recommended



Renovation process
advice and approximate
costs required when
ready

12 Conclusion & Summary

The purpose of the inspection is to identify the major defects and safety hazards associated with the property at the time of the inspection. The inspection and reporting is limited to a visual assessment of the Building Members in accord with Appendix C AS4349.1-2007.

The overall condition of this building has been compared to similar constructed buildings of approximately the same age where those buildings have had a maintenance program implemented to ensure that the building members are still fit for purpose.

The incidence of Major Defects in this Residential Building as compared with similar Buildings is considered:

Not Checked

The incidence of Minor Defects in this Residential Building as compared with similar Buildings is considered:

Not Checked

The overall condition of this residential Dwelling in the context of its age, type and general expectations of similar properties is:

Not Checked

Overall Condition Comments:

This report is not a full structural, maintenance and termite inspection.

It is limited as per the original request due to roof concerns and removing sheeting to gain access so as to view properly and report accordingly. However I believe the next stage is a full renovation program.

I have however made other recommendations outside of the scope and in future can also give 3 year maintenance plans and rectification guidance, including approximate costs and budget guidelines if so required for the whole building which is usually beneficial.

Works to be addressed ASAP

- 1) Roof cover to be made watertight for winter mainly rusted through roof sheets as per photos and on sloping roof gable behind the WC. Approximately 5 metal sheets replaced at a cost of say \$1200
- 2) Downpipes extended and shoo shoots added to push the water away from the structure as much as possible check gutters and downpipes in general when addressing to make safe for winter. Approximate costs say \$700
- 3) Maintain seal any obvious exterior wall or frame water entry points around the property prior to the onset of winter and only as a temporary measure due to the future renovation programme

The stumps on the Western side will require attention obviously as soon as funds allow given the damage on the perimeter main load bearing wall. The re-stumping cost will depend upon the quality of leveling and amount required or requested however the costs given the subfloor in general will be approximately \$5-10,000 depending upon the city's preference and preparation required pending renovation requirements.

Renovation

Works to be addressed first will need to be the stumping element as any internal make good prior will be pointless as this work will cause twisting and movement damage as discussed on site.

There will need to be a sequence of process and budget costs put in place obviously in due course to which I would be happy to assist if required.

I have identified the asbestos content areas and I did not see any imminent danger of collapse or safety issues within the property for now. There is no need for termite damage repair costs at present given the general circumstances.

Hopefully, this along with the on-site discussion has been of a help and please do not hesitate to contact me with any other information you may need as I am always available for ongoing discussions and cost advice over the phone at no additional cost.

Please Note: This is a general appraisal only and cannot be relied on its own - read the report in its entirety.

This Summary is supplied to allow a quick and superficial overview of the inspection results. This Summary is NOT the Report and cannot be relied upon on its own. This Summary must be read in conjunction with the full report and not in isolation from the report. If there should happen to be any discrepancy between anything in this Report and anything in this summary, the information in the report shall override that in this summary.

13 Contact

We take this opportunity to thank you for your instructions.

If you have any queries, please do not hesitate to contact our inspector.

Yours faithfully,



Andrew W Scales BA (CDM) FCIOB
Professional Property Consulting WA Pty Ltd
E: andrew@proconsult.com.au
T: 0407 477 600

14 Terms & Conditions

Part 1: Purpose and Scope of Inspection

This report complies with Australian Standard AS4349.1 - 2007 Inspection of Buildings, Part 1: Pre Purchase Inspections - Residential Buildings.

Inspection Agreement - Individual title property

Requirement for Inspection agreement AS 4349.1 - 2007 requires that an inspection agreement be entered into between the inspector & the client prior to the conduct of the inspection. This agreement sets out specific limitations on the scope of the inspection and on limits that apply in carrying it out. Where specific State or Territory requirements apply in addition to the scope of work in this agreement, or where the inspector and client agree to additional matters being covered, that additional scope is listed at the end of this agreement. It is assumed that the existing use of the building will continue.

Purpose of Inspection

The purpose of the inspection is to provide advice to a prospective purchaser or other interested party regarding the condition of the property on the date and at the time of the inspection. The advice is limited to the reporting of the condition of the Building Elements in accord with Appendix B or C AS4349.1-2007 (Appendix B for Strata or Company Title and Appendix C for other residential buildings).

Important Information and Disclaimer

Any person who relies upon the contents of this report does so acknowledging that the following clauses both below **and** at the end of this report. These define the Scope and Limitations of the inspection and form an integral part of the report. Before you decide to purchase this property you should read and understand all of the information contained herein. It will help explain what is involved in a Residential Pre-Purchase Building Inspection Report, the difficulties faced by an inspector and why it is not possible to guarantee that a property is free of defects, latent or otherwise. This information forms an integral part of the report. If there is anything contained within this report that is not clear or you have difficulty understanding, please contact the inspector prior to acting on this report.

The extent and thoroughness of this inspection has been limited by our reading of what was reasonable by way of time, intrusion and risk of doing physical damage to the property being inspected. We have not inspected woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are therefore unable to report that any such part of the structure is free from defect. Identification of hazardous materials or situations that may be in the building or on or near the property is outside the scope of this inspection. This report is not a certificate of compliance of the property within the requirements of any Act, regulation, ordinance, local law or by-law, and is not a warranty against problems developing with the building in the future. This report does not include the identification of unauthorised building work or of work not compliant with building regulations. With respect to minor defects, the inspection is limited to reporting on their overall extent. It is not intended to detail each and every individual minor defect or imperfection. This service is provided on an independent professional basis. It seeks to present a factual, unbiased and balanced assessment. We have no financial interest in any work that may be recommended or in any share of commission if the property is sold.

Scope of Inspection

The inspection comprised a visual assessment of the property to identify major defects and safety hazards, and to form an opinion regarding the general condition of the property at the time of inspection. An estimate of the cost of rectification of defects is outside the scope of the Standard and therefore does not form part of this report.

AS 4349.1 - 2007 requires that the basis for comparison is a building of similar age and similar type to the subject building and which is in reasonable condition, having been adequately maintained over the life of the building. This means that building being inspected may not comply with Australian Standards, building regulations or specific state or territory requirements applicable at the time of the inspection.

What is reported on:

- The inspection includes subjective appraisal by an inspector competent to assess the condition of residential buildings. It involves a subjective assessment so different inspectors or even the same inspector on a different occasion may reach different conclusions
- The inspection comprises a visual assessment of the property to identify major defects and to form an opinion regarding the general condition of the property at the time of inspection.
- The following areas shall be inspected where applicable:
 - The interior of the building: ceilings; walls; floors; windows; doors & frames; kitchen; bathroom; WC; ensuite; laundry; stairs & damp problems
 - The exterior of the building: walls (including lintels, claddings, doors & windows); timber or steel frames & structures; chimneys; stairs; balconies, verandas, patios, decks, suspended concrete floors, balustrades
 - The roof exterior: roof (including tiles, shingles & slates, roof sheeting, gables, flashings); skylights, vents, flues; valleys; guttering; downpipes; eaves, fascias and barges
 - The roof space: roof covering; roof framing; sarking; party walls; insulation
 - The sub-floor space: timber floor (including supports, floor, ventilation, drainage, damp); suspended concrete floors
 - The property within 30m of the house and within the boundaries of the site: car accommodation, detached laundry, ablution facilities and garden sheds; retaining walls (where supporting other structures and landscaping retaining walls > 700mm high); paths & driveways; steps ; fencing (excluding swimming pool fences) ; surface water (drainage effectiveness)

What is not reported on:

- general exclusions detailed in the standard AS 4349.1 - 2007
- Parts of a building that are under construction
- The inspection is not intended to include rigorous assessment of all building elements in a property
- Defects that would only be apparent under particular weather conditions or when using particular fittings & fixtures
- Defects not apparent due to occupancy or occupancy behavior eg non use of a leaking shower
- The inspection report is not a certificate of compliance of the property within the requirements of any Act, regulation, ordinance, local law or by-law and is not a warranty against problems developing with the building in the future
- Unauthorized building work or of work not compliant with building regulations
- Title and ownership matters, matters concerning easements, covenants, restrictions, zoning certificates and all other law-related matters
- Estimation of the cost of rectification of specific defects.
- Specifics excluded by the standard AS 4349.1 - 2007 Footings below ground, concealed damp-proof course, electrical installations, operation of smoke detectors, light switches and fittings, TV, sound and communication and security systems, concealed plumbing, adequacy of roof drainage as installed, gas fittings and fixtures, air conditioning, automatic garage door mechanisms, swimming pools and associated filtration and similar equipment, the operation of fireplaces and solid fuel heaters, including chimneys and flues, alarm systems, intercom systems, soft floor coverings, electrical appliances including dishwashers, incinerators, ovens, ducted vacuum systems, paint coatings except external protective coatings, health hazards e.g., allergies, soil toxicity, lead content, radon, presence of asbestos or urea formaldehyde), timber and metal framing sizes and adequacy, concealed tie downs and bracing, timber pest activity, other mechanical or electrical equipment (such as gates, inclinators), soil conditions, control joints, sustainable development provisions, concealed framing-timbers or any areas concealed by wall linings or sidings, landscaping, rubbish, floor cover, furniture and accessories, stored items, insulation, environmental matters e.g. BASIX, water tanks, BCA environmental provisions, energy efficiency, lighting efficiency.

Special Requirements

It is acknowledged that there are no special requirements placed on this inspection that are outside the scope of the abovementioned Australian Standard.

Limitations

This report is limited to a visual inspection of areas where safe and reasonable access is available and access permitted on the date and at the time of inspection. The Inspection will be carried out in accordance with AS4349.1-2007. The purpose of the inspection is to provide advice to a prospective purchaser regarding the condition of the property at the date and time of inspection. Areas for Inspection shall cover all safe and accessible areas. It does not purport to be geological as to foundation integrity or soil conditions, engineering as to structural, nor does it cover the condition of electrical, plumbing, gas or motorised appliances. It is strongly recommended that an appropriately qualified contractor check these services prior to purchase.

As a matter of course, and in the interests of safety, all prospective purchasers should have an electrical report carried out by a suitably qualified contractor.

This report is limited to (unless otherwise noted) the main structure on the site and any other building, structure or outbuilding within 30m of the main structure and within the site boundaries including fences.

Safe and Reasonable Access

Only areas to which safe and reasonable access is available were inspected. The Australian Standard 4349.1 defines reasonable access as "areas where safe, unobstructed access is provided and the minimum clearances specified below are available, or where these clearances are not available, areas within the inspector's unobstructed line of sight and within arm's length. Reasonable access does not include removing screws and bolts to access covers." Reasonable access does not include the use of destructive or invasive inspection methods nor does it include cutting or making access traps or moving heavy furniture, floor coverings or stored goods.

Dimensions for Reasonable Access

Roof Interior - Access opening = 400 x 500 mm - Crawl Space = 600 x 600mm - Height accessible from a 3.6m ladder.

Roof Exterior - Must be accessible from a 3.6m ladder placed on the ground.

Important Maintenance Advice regarding Integrated Pest Management (IPM) for Protecting against Timber Pests:

Any structure can be attacked by Timber Pests. Periodic maintenance should include measures to minimise possibilities of infestation in and around a property. Factors which may lead to infestation from Timber Pests include situations where the edge of the concrete slab is covered by soil or garden debris, filled areas, areas with less than 400mm clearance, foam insulation at foundations, earth/wood contact, damp areas, leaking pipes, etc; form-work timbers, scrap timber, tree stumps, mulch, tree branches touching the structure, wood rot, etc. Gardens, pathways or turf abutting or concealing the edge of a concrete slab will allow for concealed entry by timber pests. Any timber in contact with soil such as form-work, scrap timbers or stumps must be removed from under and around the buildings and any leaks repaired. You should endeavour to ensure such conditions DO NOT occur around your property.

We further advise that you engage a professional pest control firm to provide a suitable termite management program in accord with AS 3660 to minimise the risk of termite attack. There is no way of preventing termite attack. Even AS 3660 advises when a complete termite management system is installed in accordance with AS 3660.1-2000 for pre-construction termite work or 3660.2-2000 for post-construction termite work and the Australian Pesticides and Veterinary Medicines Authority (APVMA) product label directions are followed precisely, termites may still bridge the management system. However, if the labels directions are followed and the Standard adhered to, and bridging occurs, evidence of the termite ingress will normally be evident to the inspector. Therefore regular inspections in line with the recommendations in this report are essential in addition to any suitable termite management system you install.

You should read and understand the following important information. It will help explain what is involved in a timber pest inspection, the difficulties faced by a timber pest inspector and why it is not possible to guarantee that a property is free of timber pests. It also details important information about what you can do to help protect your property from timber pests. This information forms an integral part of the report.

CONCRETE SLAB HOMES

Homes constructed on concrete slabs pose special problems with respect to termite attack. If the edge of the slab is concealed by concrete paths, patios, pavers, garden beds, lawns, foliage, etc then it is possible for termites to affect concealed entry into the property. They can then cause extensive damage to concealed framing timbers. Even the most experienced inspector may be unable to detect their presence due to concealment by wall linings. Only when the termites attack timbers in the roof void, which may in turn be concealed by insulation, can their presence be detected. Where termite damage is located in the roof it should be expected that concealed framing timbers will be extensively damaged. With a concrete slab home it is imperative that you expose the edge of the slab and ensure that foliage and garden beds do not cover the slab edge. Weep holes must be kept free of obstructions. It is strongly recommended that you have a termite inspection in accordance with AS 3660.2 carried out as recommended in this report.

SUBTERRANEAN TERMITES

No property is safe from termites! Termites are the cause of the greatest economic losses of timber in service in Australia. Independent data compiled by State Forestry shows 1 in every 5 homes is attacked by termites at some stage in its life. More recent data would indicate that this is now as high as 1 in every 3. Australia's subterranean termite species (white ants) are the most destructive timber pests in the world. In fact it can take "as little as 3 months for a termite colony to severely damage almost all the timber in a home".

How Termites Attack your Home. The most destructive species live in large underground nests containing several million timber destroying insects. The problem arises when a nest matures near your home. Your home provides natural shelter and a food source for the termites. The gallery system of a single colony may exploit food sources over as much as one hectare, with individual galleries extending up to 50 metres to enter your home, where there is a smorgasbord of timber to feast upon. Even concrete slabs do not act as a barrier; they can penetrate through cracks in the slab to gain access to your home. They even build mud tubes to gain access to above ground timbers. In rare cases termites may create their nest in the cavity wall of the property without making ground contact. In these cases it may be impossible to determine their presence until extensive timber damage occurs.

Termite Damage; Once in contact with the timber they excavate it often leaving only a thin veneer on the outside. If left undiscovered the economic species can cause many thousands of dollars damage and cost two to five thousand dollars (or more) to treat.

Subterranean Termite Ecology: These termites are social insects usually living in underground nests. Nests may be in trees or in rare instances they may be in above ground areas within the property. They tunnel underground to enter the building and then remain hidden within the timber making it very difficult to locate them. Where timbers are concealed, as in most modern homes, it makes it even more difficult to locate their presence. Especially if gardens have been built up around the home and termite barriers are either not in place or poorly maintained. Termites form nests in all sorts of locations and they are usually not visible. There may be more than one nest on a property. The diet of termites in the natural environment is the various hardwood and softwood species growing throughout Australia. These same timbers are used in buildings. Worker termites move out from their underground nest into surrounding areas where they obtain food and return to nurture the other casts of termites within the nest. Termites are extremely sensitive to temperature, humidity and light and hence cannot move over ground like most insects.

They travel in mud encrusted tunnels to the source of food. Detection of termites is usually by locating these mud tunnels rising from the ground into the affected structure. This takes an expert eye.

Termite barriers protect a building by forcing termites to show themselves. Termites can build mud tunnels around termite barriers to reach the timber above. The presence of termite tracks or leads does not necessarily mean that termites have entered the timber though. A clear view of walls and piers and easy access to the sub-floor means that detection should be fairly easy. However many styles of construction do not lend themselves to ready detection of termites. The design of some properties is such that they make the detection by a pest inspector difficult, if not impossible.

The tapping and probing of walls and internal timbers is an adjunct or additional means of detection of termites but is not as reliable as locating tracks. The use of a moisture meter is a useful aid for determining the presence of termites concealed behind thin wall panels, but it only detects high levels of activity. Older damage that has dried out will not be recorded. It may also provide false readings. Termite tracks may be present in the ceiling space however some roofs of a low pitch and with the presence of sisalation, insulation, air conditioning ductwork and hot water services may prevent a full inspection of the timbers in these areas. Therefore since foolproof and absolute certain detection is not possible the use of protective barriers and regular inspections is a necessary step in protecting timbers from termite attack.

Borers of Seasoned Timbers

Borers are the larvae of various species of beetles. The adult beetles lay their eggs within the timber. The eggs hatch out into larvae (grubs) which bore through the timber and can cause significant structural damage. The larvae may reside totally concealed within the timber for a period of several years before passing into a dormant pupal stage. Within the pupal case they metamorphose (change) into the adult beetle which cuts a hole in the outer surface of the timber to emerge, mate and lay further eggs to continue the cycle. It is only through the presence of these emergence holes, and the frass formed when the beetles cut the exit holes that their presence can be detected. Where floors are covered by carpets, tiling, or other floor coverings and where no access to the underfloor area is available it is not possible to determine whether borers are present or not. This is particularly the case with the upper floors of a dwelling.

Borers of 'green' unseasoned timber may also be present. However these species will naturally die out as the timbers dry out in service. Whilst some emergence holes may occur in a new property it would be unusual for such a borer to cause structural damage, though the exit holes may be unsightly.

Anobium borer (furniture beetle) and Queensland pine borer: These beetles are responsible for instances of flooring collapse, often triggered by a heavy object being placed on the floor (or a person stepping on the affected area!) Pine timbers are favoured by this beetle and, while the sapwood is preferred, the heartwood is sometimes attacked. Attack by this beetle is usually observed in timbers that have been in service for 10-20 years or more and mostly involves flooring and timber wall panelling. The *frass* from the flight holes (faeces and chewed wood) is fine and gritty. Wood attacked by these borers is often honeycombed.

Lyctus borer (powder post beetle): These borers only attack the sapwood of certain susceptible species of hardwood timber. Since it is a requirement that structural timbers contain no more than 25% Lyctus susceptible

sapwood these borers are not normally associated with structural damage. Replacement of affected timbers is not recommended and treatment is not approved. Where decorative timbers are affected the emergence holes may be considered unsightly in which case timber replacement is the only option. Powder post beetles mostly attack during the first 6-12 months of service life of timber. As only the sapwood is destroyed, larger dimensional timbers (such as rafters, bearers and joists) in a house are seldom weakened significantly to cause collapse. In small dimensional timbers (such as tiling and ceiling battens) the sapwood may be extensive, and its destruction may result in collapse. Replacement of these timbers is the only option available.

TIMBER DECAY FUNGI

The fruiting bodies of wood decay fungi vary in size, shape and colour. The type of fungi encountered by pest controllers usually reside in poorly ventilated subfloors, below wet areas of the home, exterior timbers and in areas that retain water in the soil. The durability and type of timbers are factors along with the temperature and environment. Destruction of affected timbers varies with the symptoms involved. Removal of the moisture source usually alleviates the problem. Fungal decay is attractive to termites and if the problem is not rectified it may well lead to future termite attack.

TERMS & LIMITATIONS:

Important Information Any person who relies upon the contents of this report does so acknowledging that the following clauses which define the Scope and Limitations of the inspection form an integral part of the report.

1. THIS IS A VISUAL INSPECTION ONLY in accord with the requirements of AS 4349.3 Inspection of buildings Part 3: Timber pest inspections. Visual inspection was limited to those areas and sections of the property to which reasonable access (See Definition) was both available and permitted on the date of Inspection. The inspection DID NOT include breaking apart, dismantling, removing or moving objects including, but not limited to, foliage, mouldings, roof insulation/sisalation, floor or wall coverings, sidings, ceilings, floors, furnishings, appliances or personal possessions. The inspector CANNOT see inside walls, between floors, inside skillion roofing, inside the eaves, behind stored goods in cupboards, in other areas that are concealed or obstructed. The inspector DID NOT dig, gouge, force or perform any other invasive procedures. An invasive inspection will not be performed unless a separate contract is entered into. In an occupied property it must be understood that furnishings or household items may be concealing evidence of Timber Pests which may only be revealed when the items are moved or removed. In the case of Strata type properties only the interior of the unit is inspected. Photos in this report are included for a general overview of any damage or issues identified. They may not necessarily identify or show the full extent of damage or issues. Where issues or damage are identified you should satisfy yourself as to their extent.

2. SCOPE OF REPORT: This Report is confined to reporting on the discovery, or non discovery, of infestation and/or damage caused by subterranean and dampwood termites (white ants), borers of seasoned timber and wood decay fungi (hereinafter referred to as "Timber Pests"), present on the date of the Inspection. The Inspection did not cover any other pests and this Report does not comment on them. Dry wood termites (Family: KALOTERMITIDAE) and European House Borer (*Hylotrupes bujulus Linnaeus*) were excluded from the Inspection, but have been reported on if, in the course of the Inspection, any visual evidence of infestation happened to be found. If *Cryptotermes brevis* (West Indian Dry Wood Termite) or *Hylotrupes bujulus Linnaeus* are discovered we are required by law to notify Government Authorities. If reported a special purpose report may be necessary.

3. LIMITATIONS: Nothing contained in the Report implies that any inaccessible or partly inaccessible areas or sections of the property being inspected by the Inspector on the date of the Inspection were not, or have not been, infested by Timber Pests. Accordingly this Report is not a guarantee that an infestation and/or damage does not exist in any inaccessible or partly inaccessible areas or sections of the property. Nor is it a guarantee that a future infestation of Timber Pests will not occur or be found.

4. DETERMINING Extent of damage: The Report is NOT a structural damage Report. We claim no expertise in building and any observations or recommendations about timber damage should not be taken as expert opinion and CANNOT be relied upon. If any evidence of Timber Pest activity and/or damage resulting from Timber Pest activity is reported either in the structure(s) or the grounds of the property, then You must assume that there may be concealed structural damage within the building(s). This concealed damage may only be found when wall linings, cladding or insulation is removed to reveal previously concealed timbers. An invasive Timber Pest Inspection (for which a separate contract is required) is strongly recommended and You should arrange for a qualified person such as a Builder, Engineer, or Architect to carry out a structural inspection and to determine the full extent of the damage and the extent of repairs that may be required. You agree that neither We nor the individual conducting the Inspection is responsible or liable for the repair of any damage whether disclosed by the report or not.

5. MOULD: Mildew and non wood decay fungi are commonly known as Mould and is not considered a Timber Pest but may be an indicator of poor ventilation or the presence of termites, wood decay or water leaks. Mould and their spores may cause health problems or allergic reactions such as asthma and dermatitis in some people.

6. DISCLAIMER OF LIABILITY: No liability shall be accepted on account of failure of the Report to notify any Termite activity and/or damage present at or prior to the date of the Report in any areas(s) or section(s) of the subject property physically inaccessible for inspection, or to which access for Inspection is denied by or to the Licensed Inspector (including but not limited to any area(s) or section(s) so specified by the Report).

7. DISCLAIMER OF LIABILITY TO THIRD PARTIES

Compensation will only be payable for losses arising in contract or tort sustained by the Client named on the front of this report. Any third party acting or relying on this Report, in whole or in part, does so entirely at their own risk. However, if ordered by a Real Estate Agent or a Vendor for the purpose of auctioning a property then the Inspection Report may be ordered up to seven (7) days prior to the auction, copies may be given out prior to the auction and the Report will have a life of 14 days during which time it may be transferred to the purchaser. Providing the purchaser agrees to the terms of this agreement then they may rely on the report subject to the terms and conditions of this agreement and the Report itself.

Note: In the ACT under the Civil Law (Sale of Residential Property) Act 2003 and Regulations the report resulting from this inspection may be passed to the purchaser as part of the sale process providing it is carried out not more than three months prior to listing and is not more than six months old.

8. COMPLAINTS PROCEDURE

In the event of any dispute or claim arising out of, or relating to the Inspection or the Report, You must notify Us as soon as possible of the dispute or claim by email, fax or mail. You must allow Us (which includes persons nominated by Us) to visit the property (which visit must occur within twenty eight (28) days of your notification to Us) and give Us full access in order that We may fully investigate the complaint. You will be provided with a written response to your dispute or claim within twenty eight (28) days of the date of the inspection.

If You are not satisfied with our response You must within twenty one (21) days of Your receipt of Our written response refer the matter to a Mediator nominated by Us from the Institute of Arbitrators and Mediators of Australia. The cost of the Mediator will be borne equally by both parties or as agreed as part of the mediated settlement.

Should the dispute or claim not be resolved by mediation then the dispute or claim will proceed to arbitration. The Institute of Arbitrators and Mediators of Australia will appoint an Arbitrator who will hear and resolve the dispute. The arbitration, subject to any directions of Arbitrator, will proceed in the following manner:

- (a) The parties must submit all written submissions and evidence to the Arbitrator within twenty one (21) days of the appointment of the Arbitrator; and
- (b) The arbitration will be held within twenty one (21) days of the Arbitrator receiving the written submissions.

The Arbitrator will make a decision determining the dispute or claim within twenty one (21) of the final day of the arbitration. The Arbitrator may, as part of his determination, determine what costs, if any, each of the parties are to pay and the time by which the parties must be paid any settlement or costs.

The decision of the Arbitrator is final and binding on both parties. Should the Arbitrator order either party to pay any settlement amount or costs to the other party but not specify a time for payment then such payment shall be made within twenty one (21) days of the order.

In the event You do not comply with the above Complaints Procedure and commence litigation against Us then You agree to fully indemnify Us against any awards, costs, legal fees and expenses incurred by Us in having your litigation set aside or adjourned to permit the foregoing Complaints Procedure to complete.

15 Definitions

High: The frequency and/or magnitude of defects are beyond the inspector's expectations when compared to similar buildings of approximately the same age that have been reasonably well maintained.

Typical: The frequency and/or magnitude of defects are consistent with the inspector's expectations when compared to similar buildings of approximately the same age that have been reasonably well maintained.

Low: The frequency and/or magnitude of defects are lower than the inspector's expectations when compared to similar buildings of approximately the same age that have been reasonably well maintained.

Above Average: The overall condition is above that consistent with dwellings of approximately the same age and construction. Most items and areas are well maintained and show a reasonable standard of workmanship when compared with buildings of similar age and construction.

Average: The overall condition is consistent with dwellings of approximately the same age and construction. There will be areas or items requiring some repair or maintenance.

Below Average: The Building and its parts show some significant defects and/or poor non-tradesman like workmanship and/or long term neglect and/or defects requiring major repairs or reconstruction of major building elements.

Major Defect: Is a Defect requiring building works to avoid unsafe conditions, loss of function or further worsening of the defective item.

Minor Defect: Any Defect other than what is described as a major defect.

Accessible area: is any area of the property and structures allowing the inspector safe and reasonable access within the scope of the inspection.

STRUCTURAL | PERITAS GROUP

City of Nedlands

Community Facility – 118 Wood Street, Swanbourne

Hodge Collard Preston
ARCHITECTS

|

24th May 2019

Ms Pollyanne Fisher
City of Nedlands
71 Stirling Hwy
Nedlands WA 6009

Dear Pollyanne,

RE: 118 WOOD STREET, SWANBOURNE- STRUCTURAL CONDITION REPORT

1. INTRODUCTION

A representative of this office attended the above location on the 16th May 2019 to complete a visual inspection at the above-mentioned address. The purpose of the inspection is to visually assess the overall structural integrity of the building and highlight any areas of concern.

The inspection was limited to what was visible and accessible at the time. This report outlines the findings of that inspection and advice on any remediation required to ensure the integrity of the building remains structurally adequate.

It is understood that future use of this building is intended to host various community events and the City of Nedlands intend to change the building classification to 9b. In accordance with the Current BCA the building would be classified as a Class 1a building, i.e. a common residence. The building will have to be upgraded to meet the requirements specified for a class 9b building. The requirement likely to have the most substantial impact on the upgrade works from a structural perspective is the floor loading requirements, which is more than 2.5 times greater than its current 1a classification.

2. OBSERVATIONS

The building is single storey and comprises typical timber Jarrah framed construction with a masonry chimney located between the kitchen and lounge room. The building is located on slightly sloping ground with the floor supported on timber posts. The posts decrease in height towards the back of the building where the floor meets a concrete slab at the rear of building. It is understood that the rear of the building is an addition with walls being typical cavity masonry wall. The original date of construction is unknown to the author of this report. However, it was verbally communicated during the inspection that the original building was transported to this location.

2.1 Floor

The floor comprises jarrah floor boards. It was apparent that the floor was not level and was typically falling towards the external walls of the building. The degree of slope is estimated to range between 1-3 degrees based on measurements taken during the inspection. A mark up showing the direction of slope is shown appended to this report.

The cause of the sloped floors is due to decay of the timber posts supporting the floor located around perimeter of the building. This is apparent upon inspection of these posts due deterioration from weathering and/or termite damage. The exact cause could not be determined during the inspection. The substructure supporting the floor appeared to be in good condition with no decay noted.

The floor substructure was found to be consistent with typical construction methodology. It comprises the following:

- Timber Stumps – 120x120x 700mm maximum height, at an approximate 1500 grid North-South and 1800 East West.
- Timber Bearers – 70x100dp at 1800 centres spanning North-South.
- Timber Joists – 500x100dp at 500 centres spanning East-West.
- Timber Floor Boards – 130x20dp.

All timber appeared to be jarrah. The grade of timber is assumed to be minimum grade F17.

2.2 Walls

The walls are clad in asbestos sheeting externally with plaster internally. There was excessive cracking to the plaster located in the kitchen and lounge. The cracked plaster is located either side of the kitchen and lounge partition wall in the upper corners. The cracks are severe with light penetrating from outside. The cracks have been caused from settlement due to the decaying timber posts.

The masonry walls located at the rear of the building appeared to be in an overall good condition. However, there was moderate cracking noted in various locations, particularly around window and door openings. The cracking did not appear to pose an immediate threat to the structural integrity at the time of the inspection. The cracking is likely due to ground settlement which is exacerbated by storm water runoff from down pipes. It is recommended that all down pipe run off be directed away from the building and the cracks remediated via crack stitching.

2.3 Ceiling

The ceiling appeared to be in good condition in a general sense based on our inspection, the ceiling space was not inspected. There were areas that appeared to be water damaged and minor cracking present. In our opinion, these minor defects did not appear to adversely affect the structural integrity of the ceiling structure. Given the termite activity noted it is recommended that the ceiling structure be thoroughly inspected upon commencing remedial works to confirm its condition. Should the ceiling remain uninspected there is increased risk of collapse due to hidden defects.

2.4 Roof

The roof sheeting appears appeared to be in good condition in a general sense. An area of roof near the chimney facing west was no long fixed down. In a storm event, high winds may cause the loose sheeting to peel away becoming airborne debris with the potential to cause damage or injury. It is recommended this be screwed back down.

3. COMMENTARY

3.1 Compliance

State legislation relating to existing structures is addressed in the Building Act (2011) and the Building Regulations (2012). Within the Building Regulations; Part 8, Division 2A, regulation 48A, clause 2(a), it states that the 'Owner of an existing building that is a Class 2 to Class 9 building must ensure that the safety measures in each part of the building are capable of performing to a standard set out in the relevant building standards for the part', where:

- Safety measures are defined as measures relating to the building use and application.
- Relevant building standards, in relation to a part of a building, means each requirement in relation to the technical aspects of the construction of the part applicable to the part at the time of its construction.

In layman's terms, the regulations require an existing structure requiring maintenance to be compliant with the standards in place at the time of its construction, and that it does not have to be remediated to be compliant with current Australian Standards.

It is our understanding that the City of Nedlands intends to change the use of the building to meet future needs, and in doing so will need to re-classify the building from a 1a to a 9b classification. This will require the building be remediated to meet current standards. The greatest impact being the 4.0KPa (400kg/m²) floor live load requirement in accordance with AS1170.1 which will require floor remediation/strengthening works.

The BCA defines a class 9b building as an assembly area, for example theatres, cinemas and halls. The layout of the building in its current state is intended for use as a residence and it is questionable as to whether the building can be used as an assembly area in which the floor will ever experience the full live load requirements. Upon consultation with a BCA consultant it maybe suitable to adopt an alternative solution such as signage to limit the number of people into the building at any one time.

Alternatively, should the building use and classification remain 'as is'. The building defects must be remediated to restore the structural integrity of the building but need not comply with current standards for a 1a classification.

3.2 General Remedial Works

The following outlines the general required remedial works to ensure the structural integrity regardless of the building's use and classification.

It could not be determined if the plaster wall cracking to the lounge and kitchen had any adverse effects on the timber wall framing at this location. Upon completion of restumping it is recommended that the cladding be removed at the wall frame invested to determine if remedial works are required.

The cracked masonry walls to the rear do not appear to pose an immediate threat to the structural integrity of the walls. However, if left may worsen overtime. It is recommended that crack stitching be adopted to the cracked masonry areas. Information of crack stitching procedure has been appended to this report and a mark-up of the crack locations.

The roof structure was not inspected and its current condition is unknown. Assuming that roof sheeting is replaced it is recommended that the roof be inspected once sheeting is removed and deteriorated timbers replaced to be of equal size and grade.

In our experience, the most common non-compliance with older timber framed buildings is the tie down capacity of the roof. The details provided in the appended drawings are common roof strengthening details that maybe applicable to the building roof in question. The extent and quantity of details required will need to be confirmed upon review of the roof structure once the sheeting is removed and

will vary depending on the classification of the building. The requirements and extent of works for a 9b class building are likely to be greater than if the building use and classification remain 'as is'.

3.3 Remedial Works to Classification 1a

The following outlines the required remedial works to ensure the structural integrity should the building retain its current use and classification.

It is recommended that the floor be re-stumped and all damaged timber posts replaced. The damaged posts were found to be present to the external perimeter of the building. Should the floor remain unlevel in its current state it will not affect the structural integrity and therefore is not a structural requirement to be re-levelled. It is recommended that the stumps located on the external perimeter of the building be protected from the weather by means of cladding.

3.4 Remedial Works to Classification 9b

The following outlines the required remedial works to ensure the structural integrity of the building should the use and classification be upgrade to 9b.

Our findings show that the existing timber floor structure is adequate to support a 4.0KPa (400kg/m²) or 4.5kN point in accordance with the loading requirements set out in AS1170.1 for a 9b class building. This is based on our observations made during the inspection and assumes F17 grade timbers in good condition free from any decay. This assumption should be confirmed during remedial works and damaged timbers replaced as required.

The soil bearing below the timber posts was found to exceed 100KPa which is a common allowable bearing pressure adopted for residential sites. A 400x400x200dp concrete foundation is required below each post which can be installed during re-stumping where all damaged timber posts must be replaced. It is not a structural requirement to re-level the floor. It is recommended that the stumps located on the external perimeter of the building be protected from the weather by means of cladding.

It is recommended that ground conditions be tested by a qualified geotechnical engineer to reduce the risk of ground settlement.

4. CONCLUSIONS

State building regulations do not require any remediation be undertaken to a structure to bring it up to compliance with the current National Construction Code (NCC), provided there are no plans to expand on the existing structure or change its usage and therefore classification under the NCC. The structure is however required to be structurally adequate.

Our review indicates that with the items observed, the building remains structurally adequate in the short term. However, if the items observed are not addressed, the root causes will remain unchecked and the damage in some areas will continue to worsen and may compromise the structural integrity of the building. Specifically, the decay to the stumps requires attention to reduce the risk of further damage.

Should the City of Nedlands decided to change the building's usage to an assembly hall and in turn upgrade the classification to 9b. The extent of remedial works to the floor structure is greater than if it was to remain 'as is'.

The wall and roof remedial works as a minimum must ensure that the roof has adequate tie down capacity. The extent of remedial works for a 9b class building is expected to be greater in order to comply with current standards.

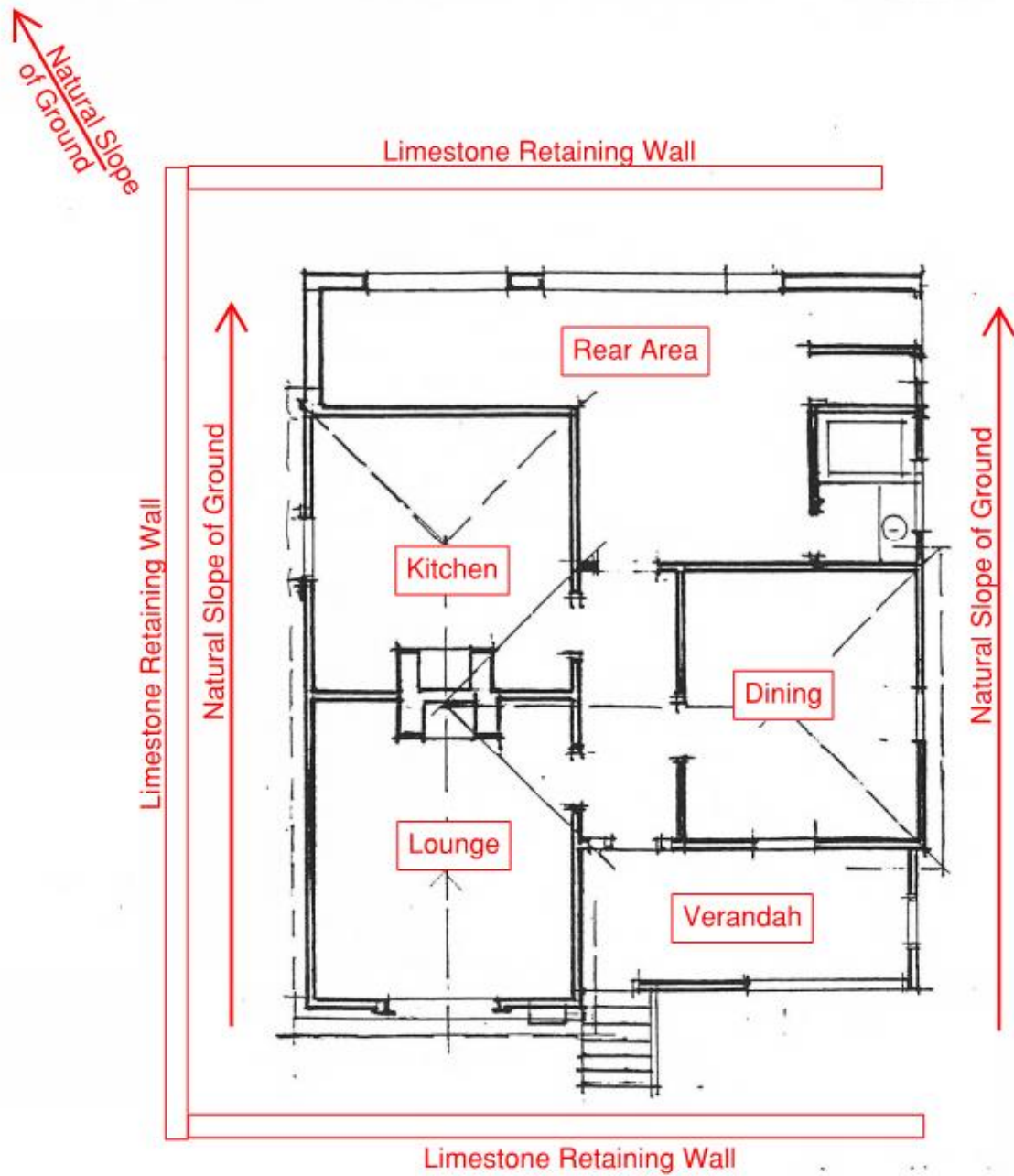
Yours sincerely,



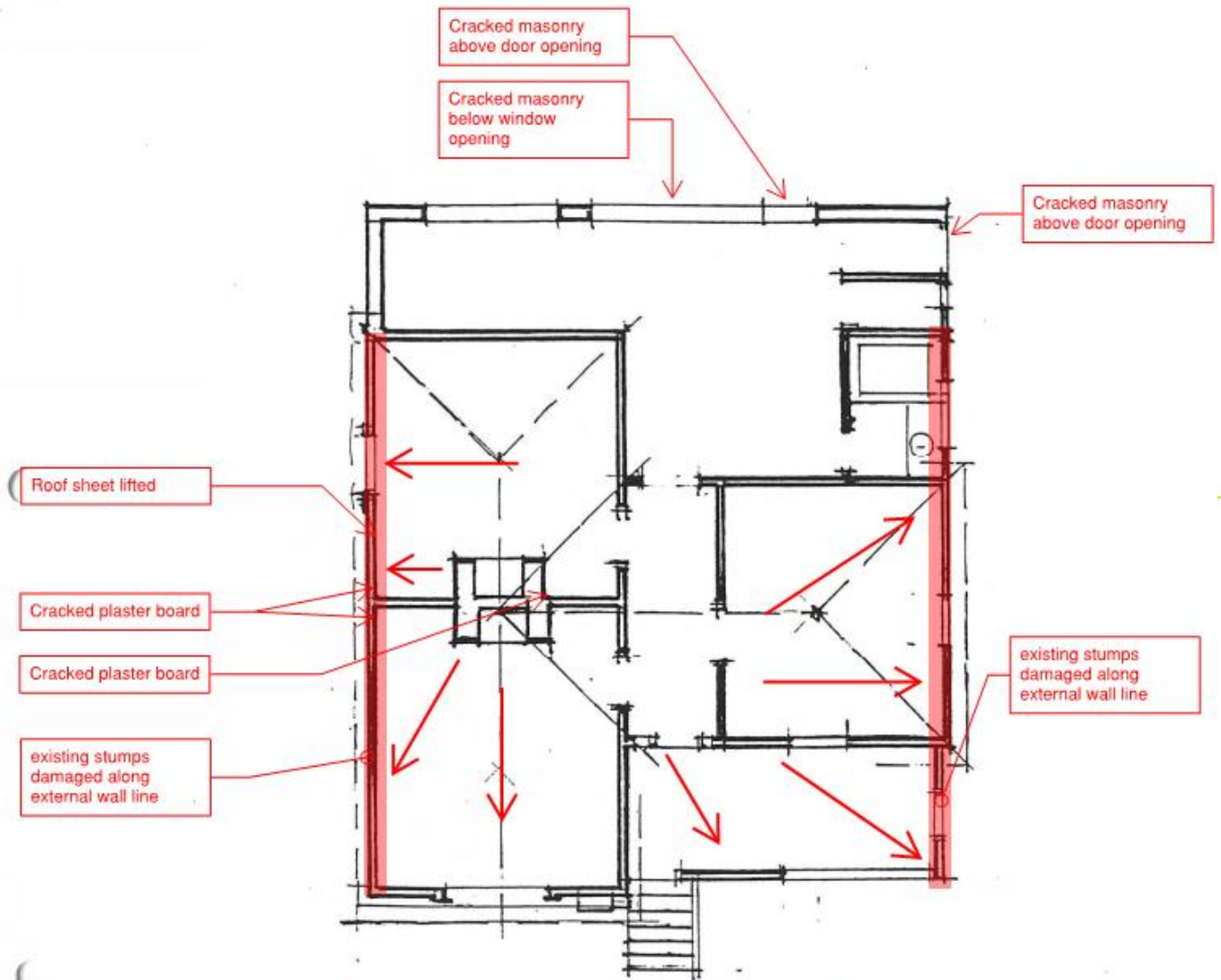
Joel Bisschops
Senior Structural Engineer



APPENDIX A – Sketches



General Plan



Note:
This mark up does not covers all defect items visually noted during our inspection.

Note:
The arrows marked up typically indicates the slope of the fall as noted during our inspection dated 16/05/2019

Building Defects

APPENDIX B – Photographic Evidence



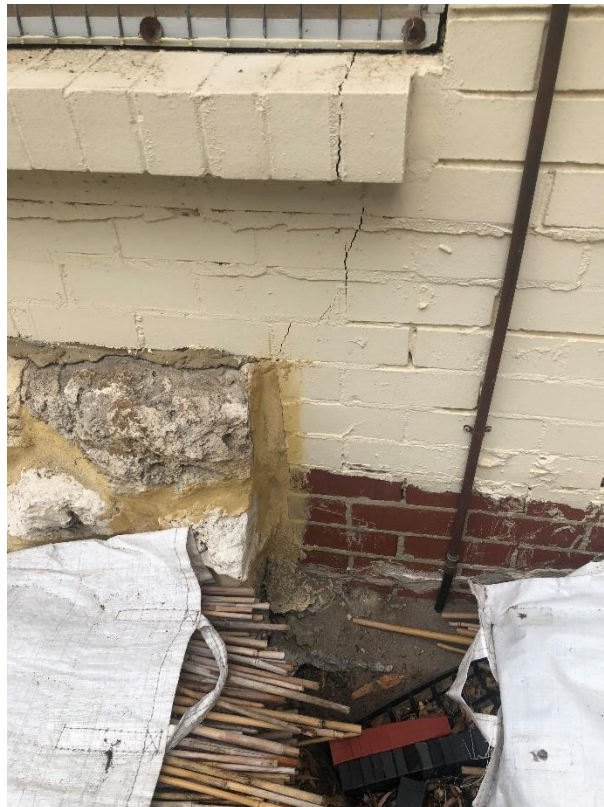
Photograph 1 – Front of Building



Photograph 2 – Rear of Building



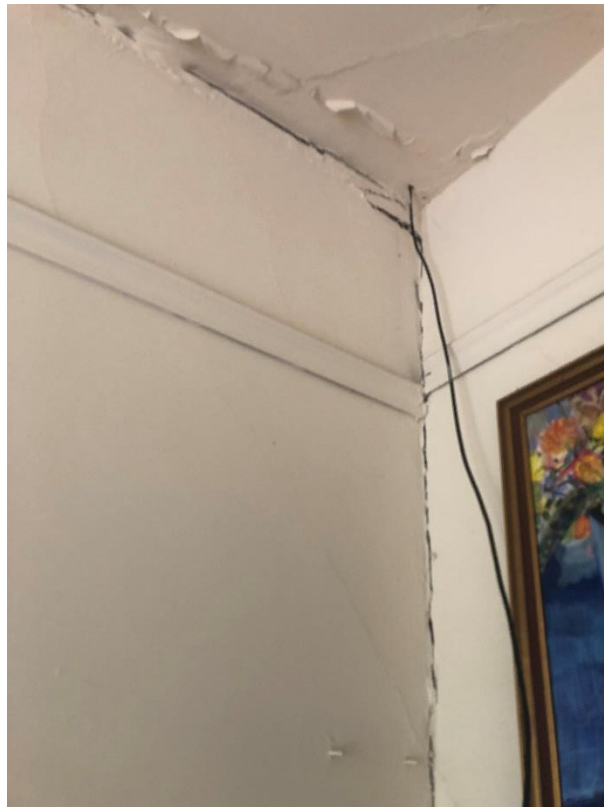
Photograph 3 – Masonry Wall-Cracking Above Door Opening



Photograph 4 – Masonry Wall-Cracking Below Window Opening



Photograph 5 – West Side of Building-Roof Sheeting Not Fixed Down



Photograph6 – Cracked Plaster Wall-Lounge Room



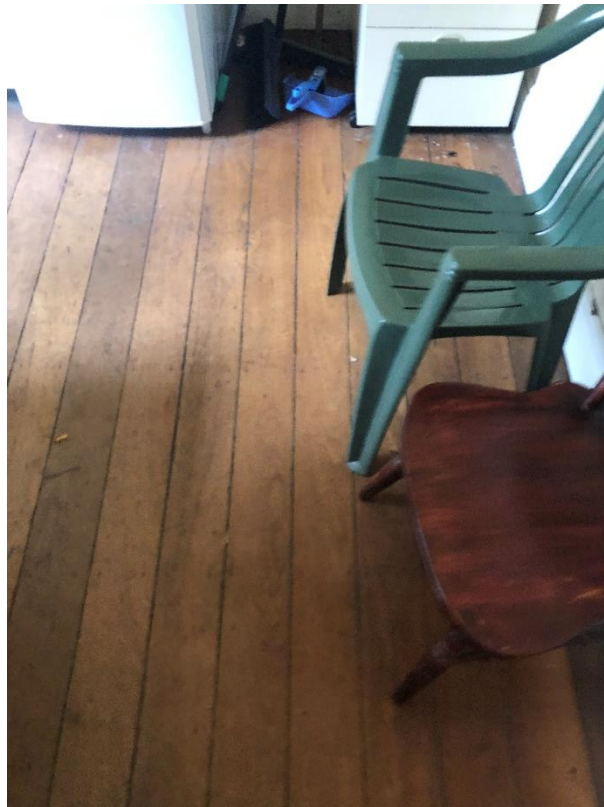
Photograph 7 – Cracked Plaster Wall-Kitchen



Photograph 8 – Water Damage to Ceiling



Photograph 9 – Cracked plaster Ceiling – Dining Room



Photograph 10 – Floor Boards



Photograph 11 – Damaged Timber Stump



Photograph 12 – Damaged Timber Stump



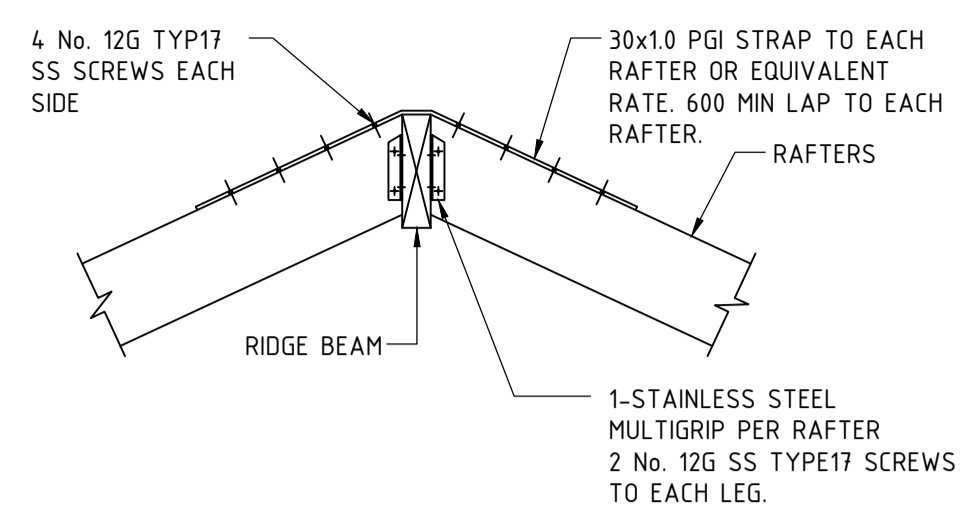
Photograph 13 – Subfloor Structure



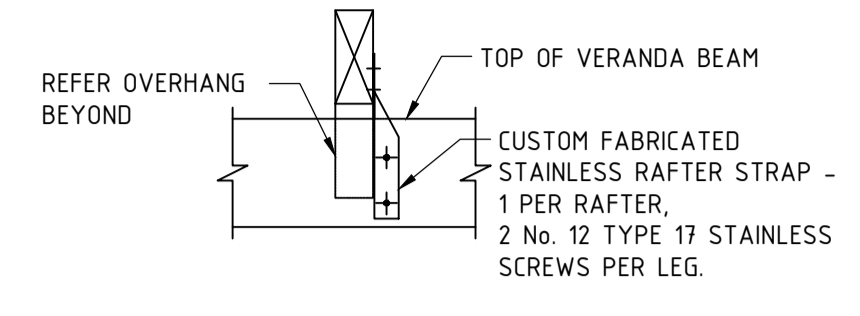
Photograph 14 – Subfloor Structure

APPENDIX C – Details

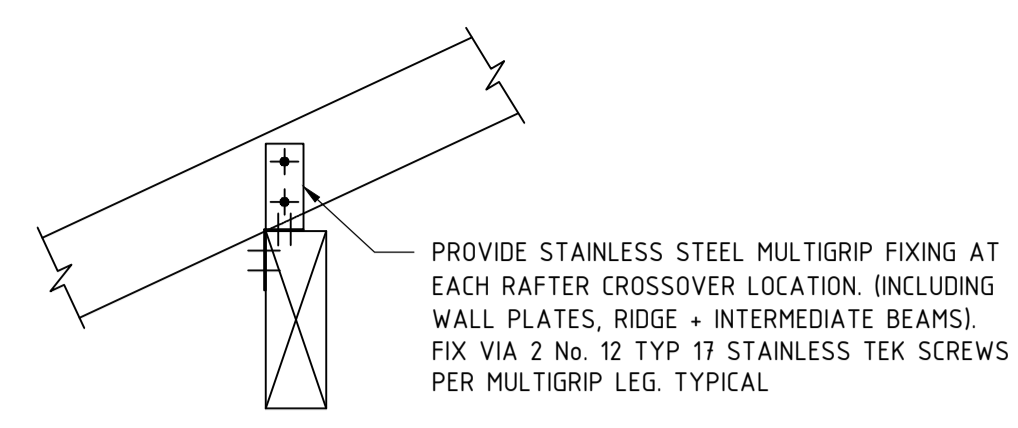




1 DETAIL
SCALE 1:10

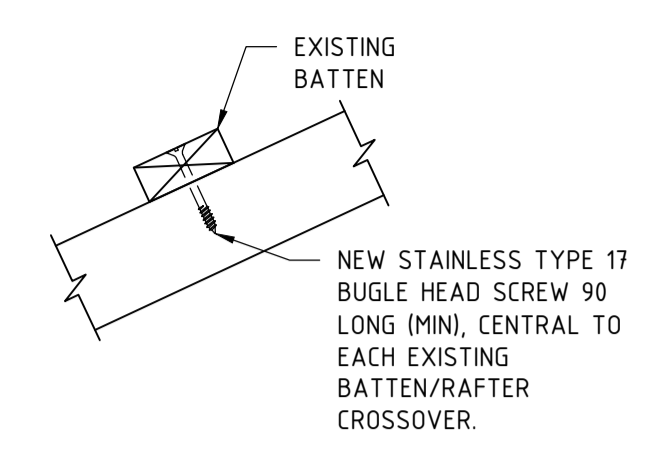


2 DETAIL
SCALE 1:10

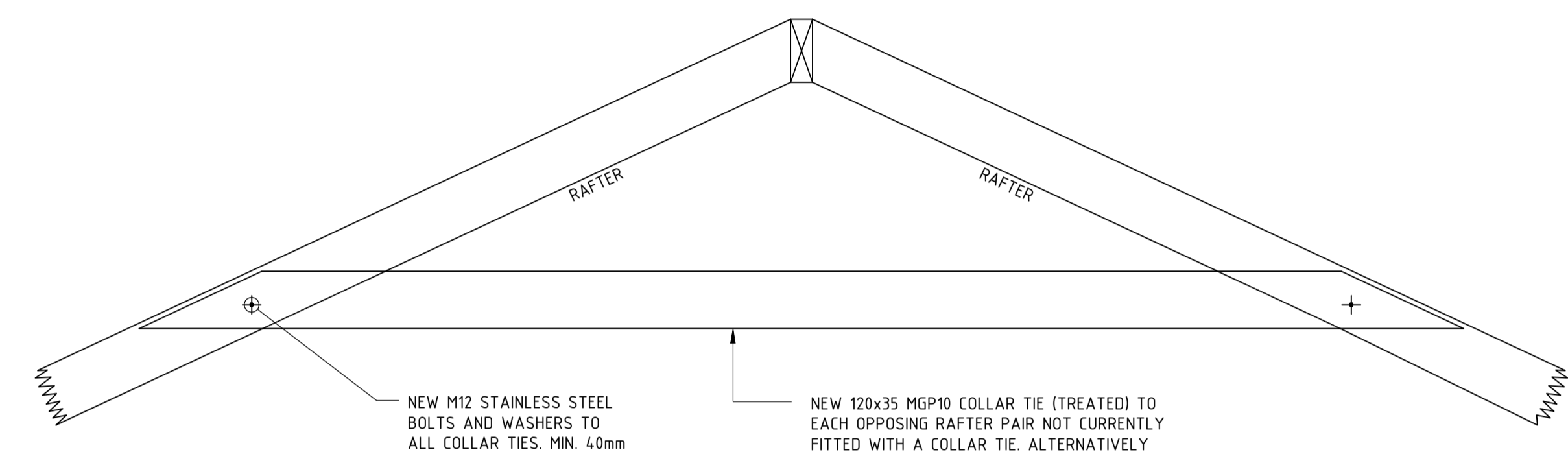


NOTE:
THIS DETAIL APPLIES TO ALL RAFTER TO WALL PLATE, RIDGE BEAM/INTERMEDIATE BEAM INTERFACES.

3 DETAIL
SCALE 1:10

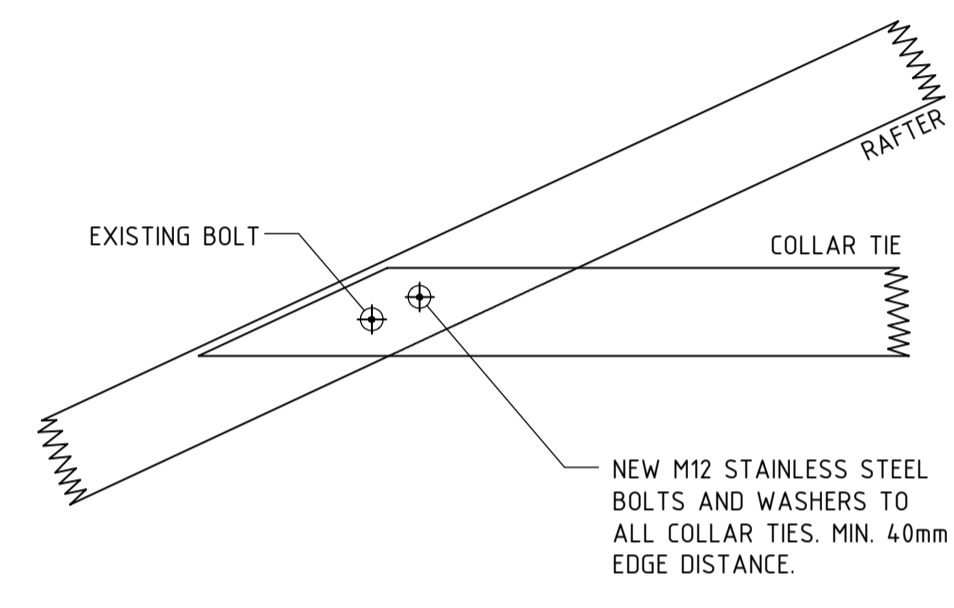


4 DETAIL
SCALE 1:10



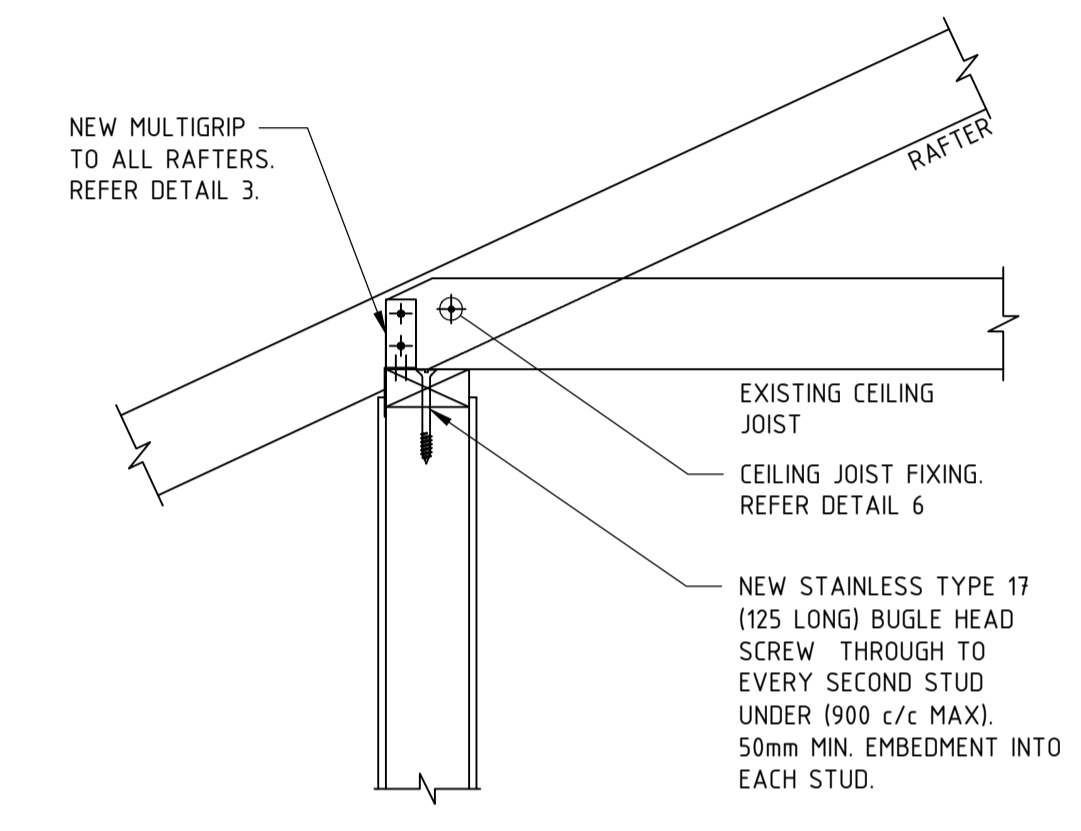
NOTE:
THIS DETAIL IS NOT REQUIRED WHERE EXISTING COLLAR TIE SPACING IS LESS THAN 1200mm.

5 DETAIL
SCALE 1:10



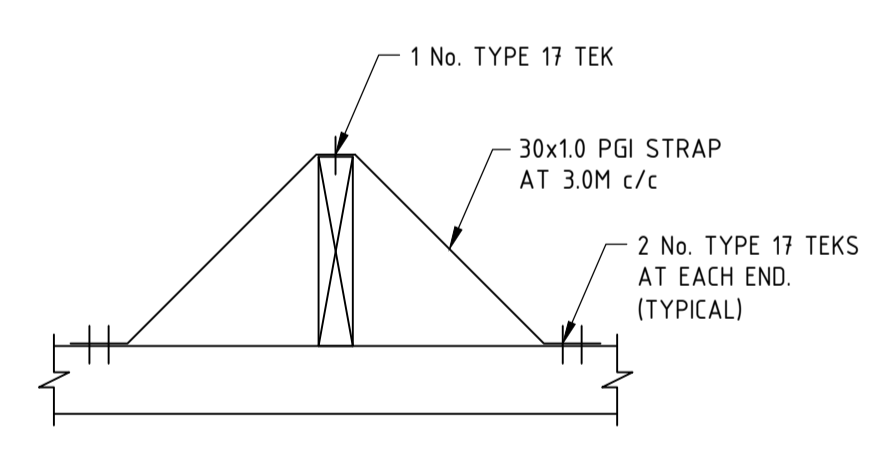
NOTE:
ALTERNATIVELY, EXISTING BOLT CAN BE REMOVED AND REPLACED WITH A NEW BOLT.

6 DETAIL
SCALE 1:10



NOTE:
THIS DETAIL ASSUMES ADEQUATE TIE DOWN OF STUDS TO BOTTOM PLATE. SUBJECT TO LOCALISED INVESTIGATION.

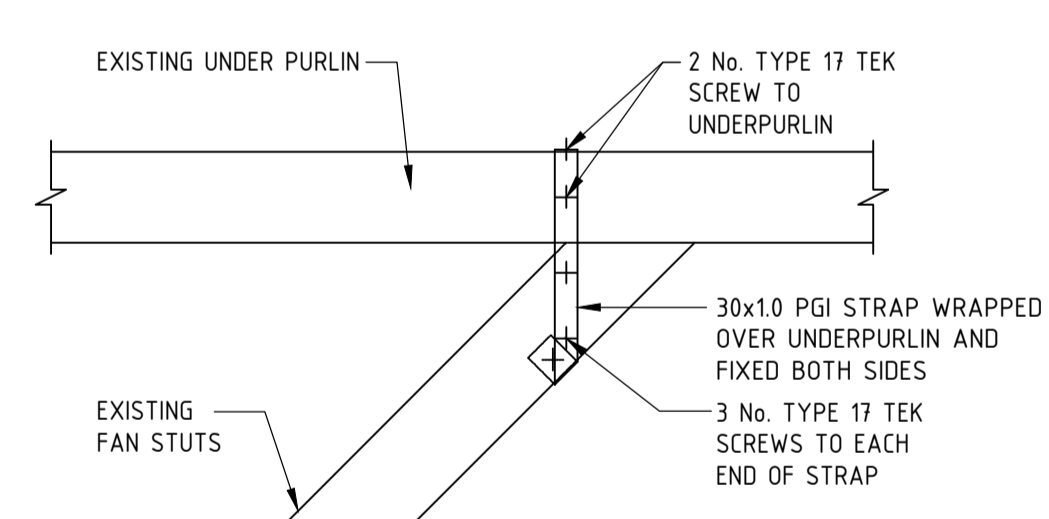
7 DETAIL
SCALE 1:10



STRAP BRACING TO TIMBER BEAM

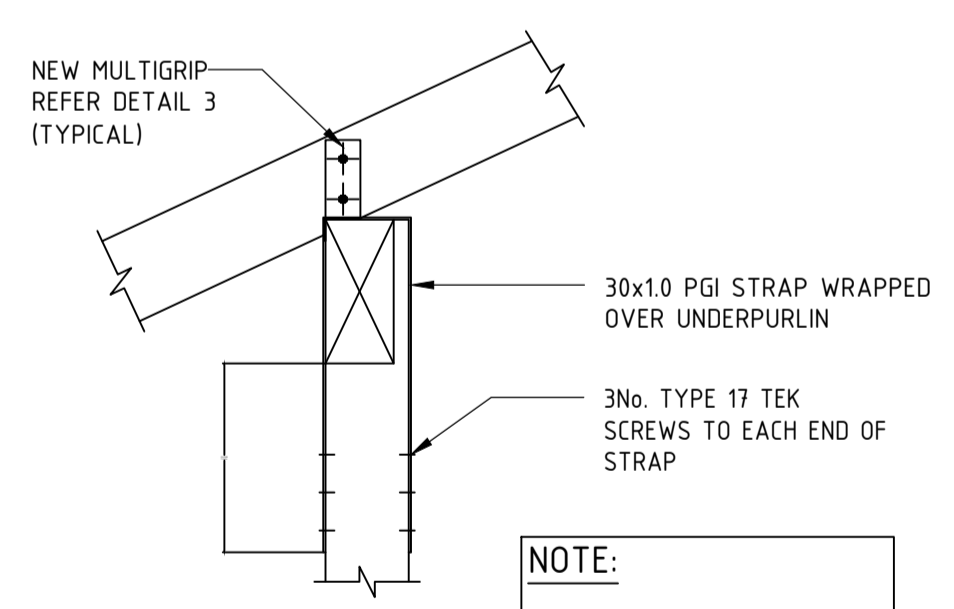
NOTE:
PROVIDE ROTATIONAL RESTRAINT AS SHOWN AT 3.0M c/c MAX

8 DETAIL
SCALE 1:10



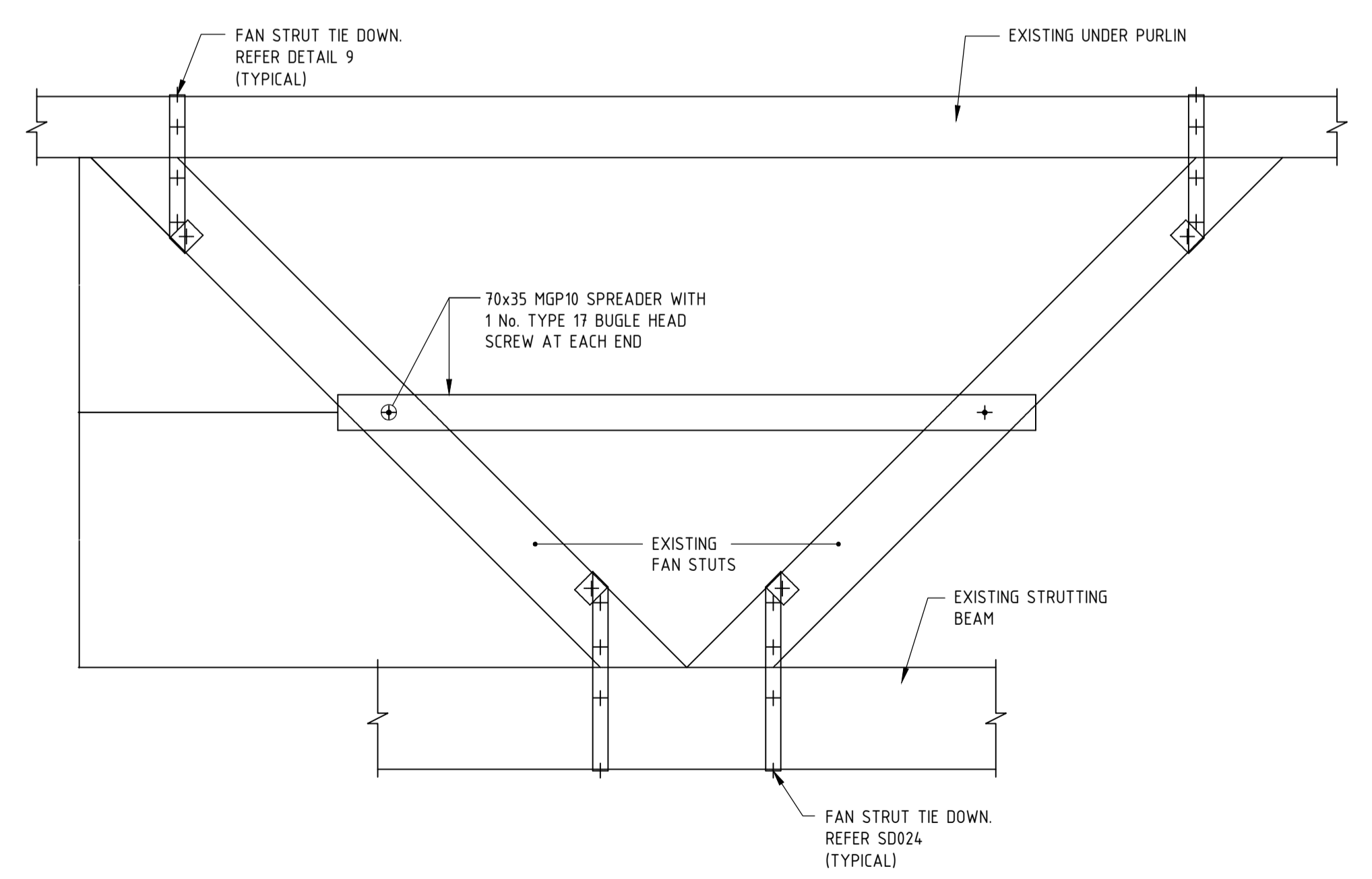
NOTE:
SAME INTENT APPLIES AT BOTTOM OF FAN STRUT.

9 DETAIL
SCALE 1:10



NOTE:
SAME INTENT APPLIES AT BOTTOM OF "TOM STRUT".

10 DETAIL
SCALE 1:10



11 DETAIL
SCALE 1:10

REV.	REVISION DESCRIPTION:	DRAWN:	DATE:

COPYRIGHT © THIS DRAWING IS COPYRIGHT AND THE PROPERTY OF PERITAS CONSULTING PTY LTD IT MUST NOT BE RETAINED, COPIED OR USED WITHOUT THE AUTHORITY OF PERITAS CONSULTING PTY LTD.

DISCLAIMER THIS DRAWING AND ITS CONTENTS ARE ELECTRONICALLY GENERATED, ARE CONFIDENTIAL AND MAY ONLY BE USED FOR THE PURPOSE FOR WHICH THEY WERE INTENDED. PERITAS CONSULTING PTY LTD WILL NOT ACCEPT RESPONSIBILITY FOR ANY CONSEQUENCES ARISING FROM THE USE OF THE DRAWING FOR OTHER THAN ITS INTENDED PURPOSE OR WHERE THE DRAWING HAS BEEN ALTERED, AMENDED OR CHANGED EITHER MANUALLY OR ELECTRONICALLY BY ANY THIRD PARTY.

NOTE THIS IS AN UNCONTROLLED DOCUMENT ISSUED FOR INFORMATION PURPOSES ONLY, UNLESS THE CHECKED SECTIONS ARE SIGNED OR COMPLETED. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED. DO NOT SCALE REDUCED SIZE DRAWINGS. VERIFY DIMENSIONS PRIOR TO COMMENCING ANY ON-SITE OR OFF-SITE WORKS OR FABRICATION. IF IN DOUBT - ASK.

CLIENT: CITY OF NEDLANDS

peritas group

74 GOODWOOD PDE BURSWOOD WA 6100

PHONE : (08) 6336 9299
FAX: (08) 6336 9288
WEB: WWW.PERITASGROUP.COM.AU
EMAIL: ENQUIRE@PERITASGROUP.COM.AU

PROJECT TITLE: EXISTING RESIDENCE 118 WOOD STREET SWANBOURNE WA 6010

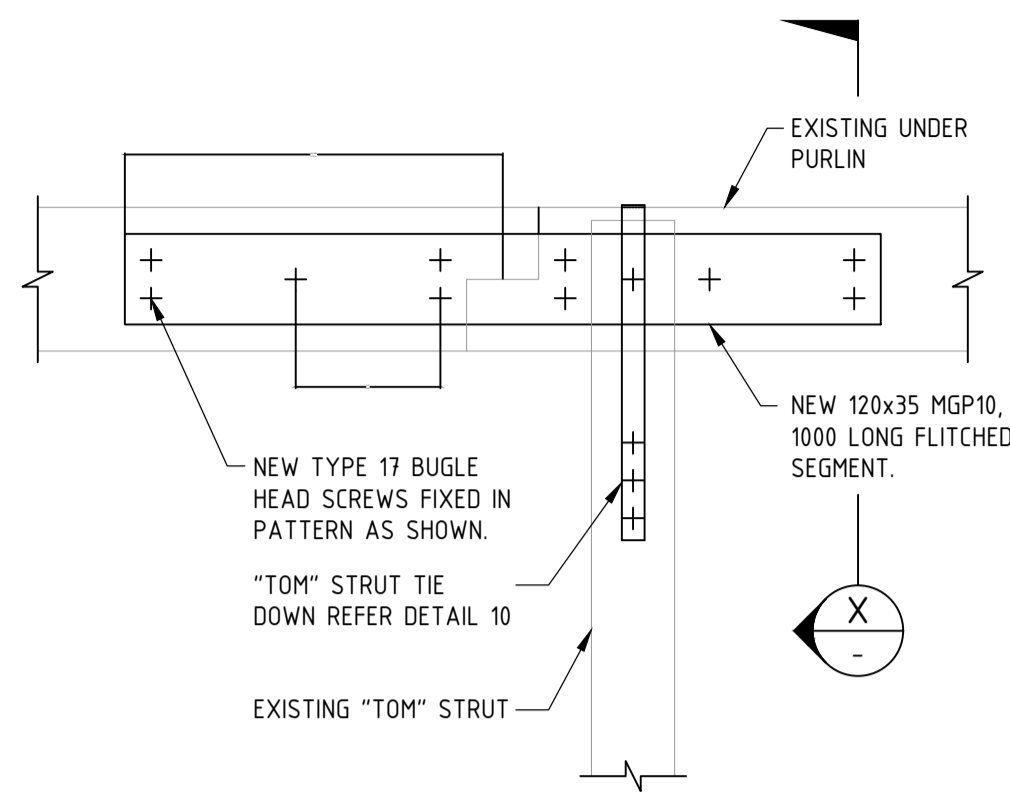
DRAWING TITLE: TYPICAL DETAILS SHEET 1

SIGNATURE: Edward McLarty
B.E. M.I.E. Aust. (P Eng, NPER, RPEQ, RBPINT)
Manager Structural Engineering

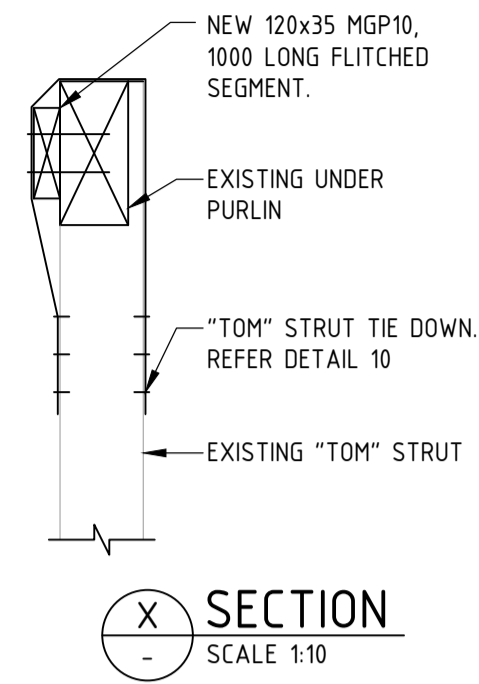
DESIGNER: J BISSCHOPPS
DRAFTSPERSON: S CROCKETTT

PROJECT NUMBER: PS19191
DRAWING NUMBER: ST-01.01

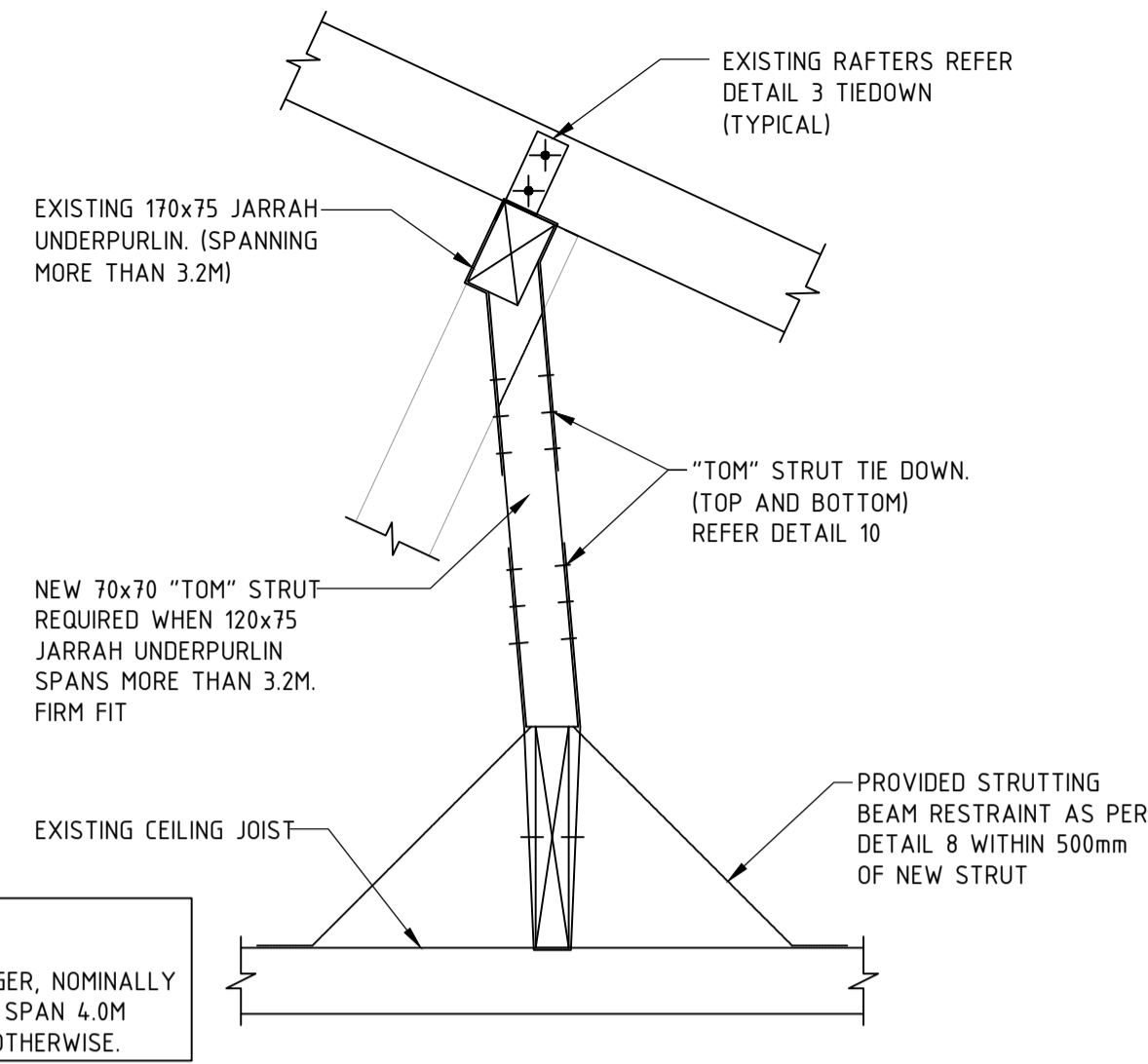
SHEET SIZE: A1
SCALE: 1:10
REVISION: A



12 DETAIL
SCALE 1:10

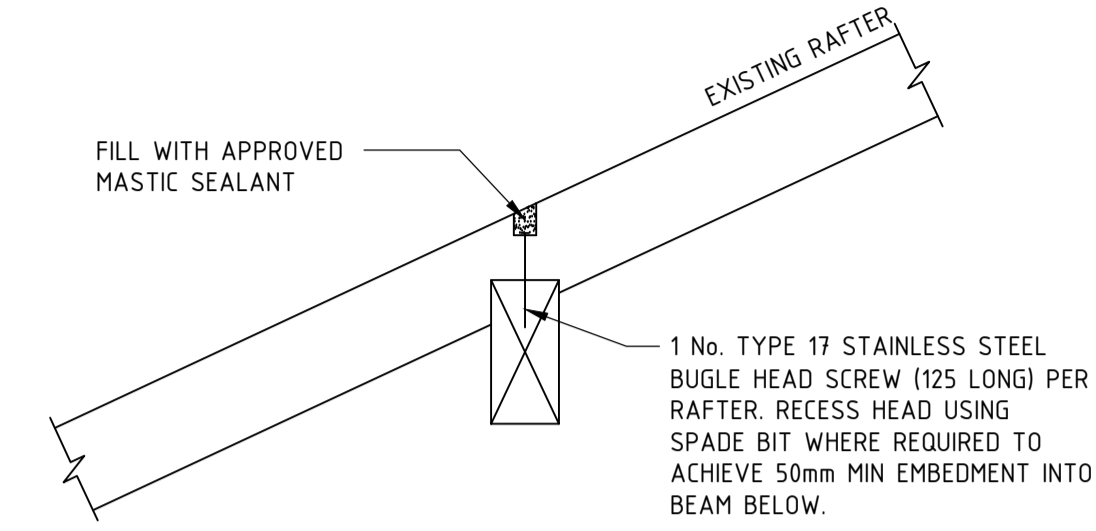


SECTION X-X
SCALE 1:10

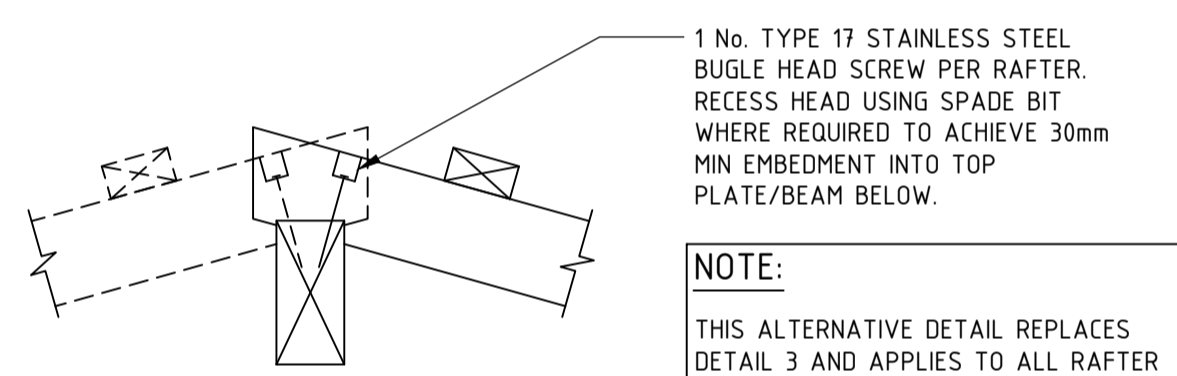


13 DETAIL
SCALE 1:10

NOTE:
EXISTING CEILING HANGER, NOMINALLY 300X45 JARRAH. MAX SPAN 4.0M BUILDER TO CONFIRM OTHERWISE.

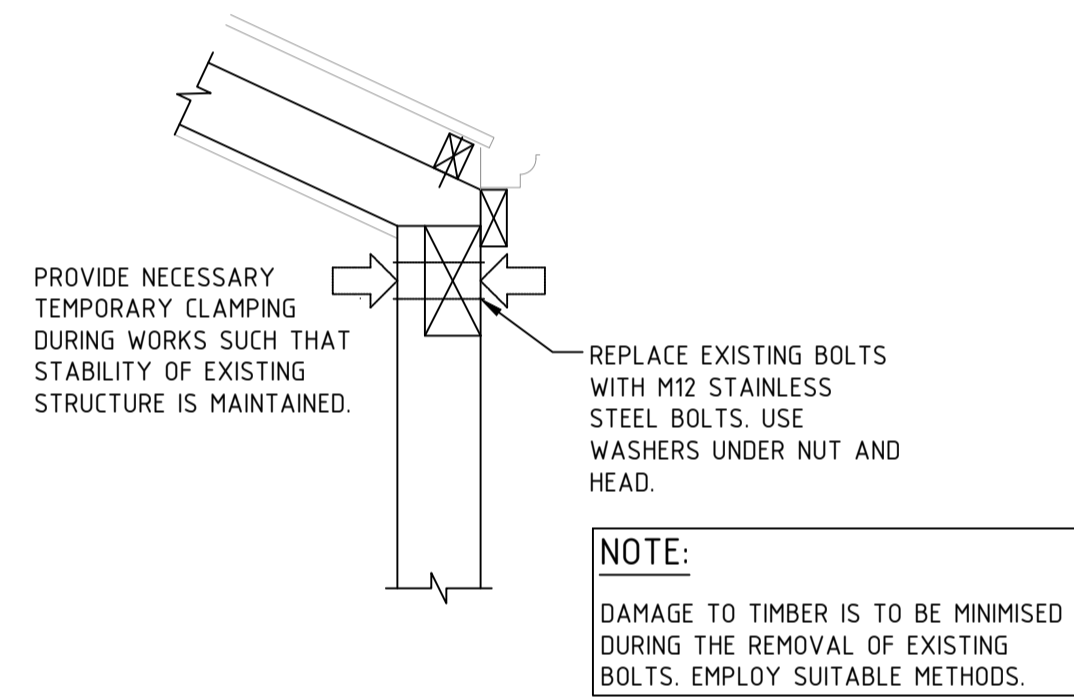


14 DETAIL
SCALE 1:10



15 DETAIL
SCALE 1:10

NOTE:
THIS ALTERNATIVE DETAIL REPLACES DETAIL 3 AND APPLIES TO ALL RAFTER TO WALL PLATE, RIDGE BEAM/INTERMEDIATE BEAM INTERFACES.



16 DETAIL
SCALE 1:10

NOTE:
DAMAGE TO TIMBER IS TO BE MINIMISED DURING THE REMOVAL OF EXISTING BOLTS. EMPLOY SUITABLE METHODS.

REV.	REVISION DESCRIPTION:	DRAWN:	DATE:

COPYRIGHT © THIS DRAWING IS COPYRIGHT AND THE PROPERTY OF PERITAS CONSULTING PTY LTD IT MUST NOT BE RETAINED, COPIED OR USED WITHOUT THE AUTHORITY OF PERITAS CONSULTING PTY LTD.

DISCLAIMER
THIS DRAWING AND ITS CONTENTS ARE ELECTRONICALLY GENERATED, ARE CONFIDENTIAL AND MAY ONLY BE USED FOR THE PURPOSE FOR WHICH THEY WERE INTENDED. PERITAS CONSULTING PTY LTD WILL NOT ACCEPT RESPONSIBILITY FOR ANY CONSEQUENCES ARISING FROM THE USE OF THE DRAWING FOR OTHER THAN ITS INTENDED PURPOSE OR WHERE THE DRAWING HAS BEEN ALTERED, AMENDED OR CHANGED EITHER MANUALLY OR ELECTRONICALLY BY ANY THIRD PARTY.

NOTE
THIS IS AN UNCONTROLLED DOCUMENT ISSUED FOR INFORMATION PURPOSES ONLY, UNLESS THE CHECKED SECTIONS ARE SIGNED OR COMPLETED. FIGURED DIMENSIONS TAKE PRECEDENCE OVER SCALED. DO NOT SCALE REDUCED SIZE DRAWINGS. VERIFY DIMENSIONS PRIOR TO COMMENCING ANY ON-SITE OR OFF-SITE WORKS OR FABRICATION. # IN DOUBT - ASK.

CLIENT:
CITY OF NEDLANDS

peritas group

74 GOODWOOD PDE
BURSWOOD
WA 6100

PHONE : (08) 6336 9299
FAX: (08) 6336 9288
WEB: WWW.PERITASGROUP.COM.AU
EMAIL: ENQUIRE@PERITASGROUP.COM.AU

PROJECT TITLE:
EXISTING RESIDENCE
118 WOOD STREET
SWANBOURNE
WA. 6010

DRAWING TITLE:
TYPICAL DETAILS
SHEET 2

SIGNATURE		SHEET SIZE:
Edward McLarty B.E. M.I.E. Aust. (P. Eng., NPER, RPEQ, RBPINT) Manager, Structural Engineering Date: / /		A1
DESIGNER: J BISSCHOPS	DRAFTSPERSON: S CROCKETTT	SCALE: 1:10
PROJECT NUMBER: PS19191	DRAWING NUMBER: ST-01.02	REVISION: A

APPENDIX D – Masonry Crack Stitching

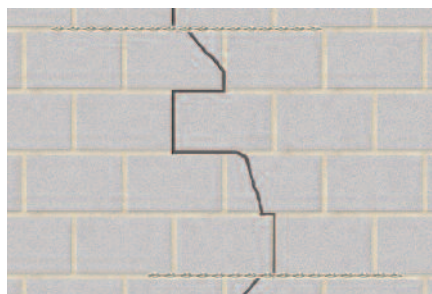
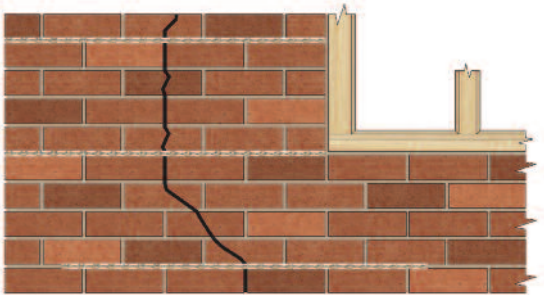


Crack Stitching

A reliable and cost-effective means of repairing and stabilising cracked masonry

Applications

- Rapid and permanent solution to cracked masonry
- Suitable for all forms of masonry structure



Features

- Fully concealed, non-disruptive repair solution
- More reliable than crack injection methods
- HeliBond cementitious grout is injectable and rapidly produces high compressive strength
- HeliBars and HeliBond grout combine to create excellent tensile strength within the masonry
- No additional stresses are introduced during installation
- Masonry remains flexible enough to accommodate normal building movement
- Tensile loads are redistributed
- Reduces likelihood of further cracking nearby
- Avoids costly and disruptive taking down and rebuilding



HeliBar is inserted into HeliBond grout within a cut slot

Over 50 standard repair specifications are available online, covering all common structural faults.

Relevant Repair Details: CS01 to CS03



Scan the QR Code for full Product Information, Case Studies and downloadable Repair Details

Installation Procedures

1. HeliBar to be long enough to extend a minimum of 500mm either side of the crack or 500mm beyond the outer cracks if two or more adjacent cracks are being stitched using one rod.
2. Where a crack is less than 500mm from the end of a wall or an opening, the HeliBar is to be continued for at least 200mm around the corner and bonded into the adjoining wall or bent back and fixed into the reveal, avoiding any DPC.
3. For solid masonry in excess of 230mm thick and in a cavity wall where both leaves are cracked, the wall must be crack stitched on both sides.
4. If there is render, this thickness must be added to the depth of slot. Crack stitching must be installed in the masonry and never in the render.
5. Ensure the masonry is well wetted or primed to prevent premature drying of the HeliBond due to rapid de-watering, especially in hot conditions. Ideally additional wetting of the slot should be carried out 1 to 2 minutes prior to injecting the HeliBond grout.
6. Do not use HeliBond when the air temperature is +4°C and falling or apply over ice. In all instances the slot must be thoroughly damp or primed prior to injection of the HeliBond grout.



1. Rake out or cut slots into the horizontal mortar beds, a minimum of 500mm either side of the crack



4. Using the HeliBar Insertion Tool, push one HeliBar into the grout to obtain good coverage



2. Clean out slots and flush with clean water and thoroughly soak the substrate within the slot



5. Insert a further bead of HeliBond over the exposed HeliBar, finishing 10 – 15mm from the face, and 'iron' firmly into the slot using the HeliBar Finger Trowel



3. Using the Helifix Pointing Gun, inject a bead of HeliBond along the back of the slot



6. Re-point the mortar bed and make good the vertical crack with CrackBond TE

Slot Depth and Spacing

	Single leaf	Solid /multi-leaf masonry		
		Up to 110mm	110mm to 230mm	Over 230mm
Depth of slot	25 – 35mm	25 – 40 mm	25 – 40mm On both sides	
Vertical Spacing	Every 4 courses (approx. 340mm)			

Characteristic Material Properties

HeliBar Diameter	4.5mm	6.0mm	SuperSix	8.0mm	10.0mm
Product Code	HBR45	HBR60	HBR60S	HBR80	HBR10
Cross Sectional Area (mm ²)	5.6	8.1	9.4	10.0	15.0
Stock Length (m)	7.0	7.0	7.0	7.0	7.0
Pitch (mm)	25	29	30	39	45
Ultimate Tensile Strength (MPa)	1400	1112	1200	1100	1088
Tensile Strength (kN)	8.0	9.5	11.2	11.4	16.7
0.2% Proof Stress (MPa)	1150	840	1000	860	770
Shear Strength — Averaged (MPa)	900	650	770	700	750
Grade of Stainless Steel	ASTM304	ASTM316	ASTM304	ASTM316	ASTM316
Weight (g/m)	53	58	73	80	120
RECOMMENDED TOOLING					
For cutting slots:	Chisel, mortar saw or angle grinder with chest guard and vacuum				
For mixing HeliBond grout:	3-jaw-chuck drill with mixing paddle				
For injection of HeliBond into slots:	Helifix Pointing Gun CS with mortar nozzle				
For smoothing pointing:	Standard finger trowel				



SUSTAINABLE STRUCTURAL SOLUTIONS

98 Kurrajong Avenue, Mount Druitt, Sydney, NSW 2770, Australia
 Tel: 1300 66 70 71 • Fax: 02 9669 1702
 email: sales@helifix.com.au

www.helifix.com.au

January 2014

CONTAMINATION EXPERT | ENVIRONMENTAL SITE SERVICES

City of Nedlands

Community Facility – 118 Wood Street, Swanbourne

Hodge Collard Preston
ARCHITECTS

|

Environmental Site Services (AUS) Pty Ltd
T/A Environmental Site Services ACN:168142247
ABN: 33590521277
Postal: PO Box 440 Wembley Perth WA 6913
Office: 43 Stiles Avenue, Burswood WA 6100
P: (08) 9355 4010 | F: (08) 9463 6277
Email: admin@envss.com.au
Web: www.environmentalsiteservices.com.au



ASBESTOS REGISTER

Friends of Allen Park Cottage

118 Wood Street, Swanbourne 6010

31 August 2017

PREPARED FOR:

Shannon Berdal on behalf of City of Nedlands
Environmental Health Officer | City of Nedlands
T: (08) 9273 3500
E: sberdal@nedlands.wa.gov.au

PREPARED BY:

Leigh Hodson | Environmental Site Services
43 Stiles Avenue, Burswood WA 6100 | PO Box 440 Wembley WA 6913
Tel: (08) 9355 4010 | Fax: (08) 9463 6277 | admin@envss.com.au



DOCUMENT CONTROL

REVISIONS

Date	Rev	Details	Section	Page	Prepared	Checked	Authorised
31/08/2017	Rev0	ALL	ALL	ALL	Leigh Hodson <i>LHodson</i>	Matt Gorski <i>MGorski</i>	Leigh Hodson <i>LHodson</i>

DISTRIBUTION LIST

Copy Holder Details	Copy Number
Shannon Berdal	1

REVIEW

Frequency	Date
Annual	03 August 2018

STATEMENT OF LIMITATIONS

This report was prepared in agreement with Shannon Berdal on behalf of City of Nedlands and Environmental Site Services. The inspection was completed in a thorough and conscientious manner and no other warranty expressed or implied is made. This report should only be presented in full and may not be used to support any other objective other than that set out in the scope of the report.

The audit was conducted in the form of a visual inspection incorporating a non-invasive sampling program.

Owing to the fact that asbestos material was widely used in the construction industry and the limitations of non-invasive sampling, some asbestos material may not be identified.

Such locations include:

- Beneath floor coverings
- Within wall cavities
- Within soils
- Service shafts concealed within the building structure
- Areas deemed unsafe at the time of the audit
- Energised services such as gas and electrical
- Voids only accessible through major demolition works
- Former asbestos containing fence lines snapped off at ground level
- Areas which would require the dismantling of equipment
- Asbestos containing packers to all of the structure including the roof cavity and floor substructure
- Underground pipe work including conduits, storm water services, and water services

Only destructive sampling or substantial demolition would locate all asbestos material. Any material discovered and suspected of being asbestos containing should be assessed in its own right and expert opinion sought in its management.

EXECUTIVE SUMMARY

The key findings and recommendations of the Asbestos Audit undertaken on 3/08/2017 at Friends of Allen Park Cottage by Leigh Hodson are summarised below.

KEY FINDINGS

Asbestos

Friable asbestos material was identified in the following locations:

Item No.	Internal/ External	Building	Room/Area	Location	Material Description
Nil					

Bonded asbestos material was identified in the following locations:

Item No.	Internal/ External	Building	Room/Area	Location	Material Description
20724	Internal	Friends of Allen Park Cottage	Ground Floor Enclosed Porch - 005	Window frame putty	Mastic
20722	Internal	Friends of Allen Park Cottage	Ground Floor Kitchen - 009	Stove	Gaskets (rope/woven)
20727	Internal	Friends of Allen Park Cottage	Ground Floor Store Room - 010	Sink	Bituminous Product
20725	Internal	Friends of Allen Park Cottage	Ground Floor WC - 011	Wall Cladding	Cement Product
20715	Internal	Friends of Allen Park Cottage	Ground Floor WC - 011	Ceiling lining	Cement Product
20723	External	Friends of Allen Park Cottage	External Ground Southern Elevation - 001	Wall & Gable Cladding	Cement Product
20716	External	Friends of Allen Park Cottage	External Ground Southern Elevation - 001	Electrical Mounting Board	Electrical Mounting Board
20714	External	Friends of Allen Park Cottage	External Ground Southern Elevation - 001	Joint strips to walls	Cement Product
20732	External	Friends of Allen Park Cottage	External Ground Western Elevation - 002	Wall Cladding	Cement Product
20730	External	Friends of Allen Park Cottage	External Ground Western Elevation - 002	Joint strips to walls	Cement Product
20721	External	Friends of Allen Park Cottage	External Ground Northern Elevation - 003	Joint strips	Cement Product
20718	External	Friends of Allen Park Cottage	External Ground Northern Elevation - 003	Wall Cladding	Cement Product
20733	External	Friends of Allen Park Cottage	External Ground Eastern Elevation - 004	Joint strips	Cement Product
20729	External	Friends of Allen Park Cottage	External Ground Eastern Elevation - 004	Debris	Cement Product

Areas of Limited or No Access

Building	Room/Area	Reason
All areas were accessed		

KEY RECOMMENDATIONS

Based on the site inspection, Environmental Site Services recommends the following:

- Elimination and Removal of asbestos material is the preferred control option as it removes the hazard from the property/ workplace, however the removal process does pose an increased risk to personnel engaged in the removal. Asbestos removal work must be conducted in accordance with the Code of Practice for Safe Removal of Asbestos [NOHSC: 2002 (2005)] and is to be carried out by a licensed asbestos contractor.
- Where removal is not the preferred option and asbestos containing materials are to remain in situ the management of the asbestos material is to be undertaken in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)] this ensures asbestos materials are not damaged or allowed to deteriorate to such an extent that building occupants, employees, external contractors, or visitors are unnecessarily exposed to airborne asbestos fibres.
 - Implementation of an Asbestos Management Plan (AMP) to comply with asbestos legislation. The AMP should identify those who are responsible for decision making in the asbestos management process and their roles and responsibilities.
 - Repair damaged or deteriorated materials, where noted repairs should be carried out as soon as practicable, such methods may include:
 - Encapsulation which refers to the coating of the outer surface of the asbestos material by the application of some form of compound that usually penetrates to the substrate and hardens the material.
 - Sealing is the process of covering the surface of the material with a protective coating impermeable to asbestos. Either of these options helps protects the asbestos from mechanical damage and is designed to reduce the risk of exposure by preventing the release of asbestos fibres into the airborne environment. This control method is not considered to be an acceptable alternative to repairing or removing severely damaged asbestos materials.
 - Repairs to be carried out as recommended by a licensed asbestos contractor
 - Maintain caution labels on asbestos material
 - Maintain asbestos register onsite
 - Inspect asbestos material as defined in survey results register
 - Conduct risk assessment before accessing roof or conducting any works that may disturb roofing material and limit to necessary works, restrict access to conduct only necessary works and restrict to personnel adequately trained in working with asbestos containing materials
- A hazardous material survey prior to major refurbishment or demolition

INTRODUCTION

Environmental Site Services was requested by Shannon Berdal on behalf of City of Nedlands to inspect the property being Friends of Allen Park Cottage for the purpose of conducting and compiling an asbestos risk assessment and register.

The inspection was conducted to fulfil the person in control of a premise's obligations under legislation and codes of practice. The conducted audit and register provides the following information:

- A register of asbestos material onsite
- A risk assessment of those materials
- Action rating and recommendations on the management of those asbestos materials

An Environmental Site Services hazardous material consultant conducted a visual inspection and non-invasive sampling program on the property. The inspection was limited by non-invasive sampling, access to some areas, and the widespread ad hoc use of asbestos in the construction industry. Environmental Site Services recommends invasive sampling techniques be employed where any major refurbishment or major demolition works are to take place.

RISK ASSESSMENT

The purpose of the risk assessment in this report is to assess the potential risk to building occupiers, contractors and the general public from asbestos material. The risk assessment is used in determining control measures for the management of asbestos material.

To assess the risk posed by the presence of asbestos material, all relevant factors must be considered. The factors include:

- Product Type
- Condition (e.g. is the item intact or damaged, what is the nature and extent of the damage)
- Friability / Surface Treatment
- Asbestos Type
- Extent (e.g. is there sufficient quantity of the material to cause significant exposure)
- Accessibility (e.g. is the material in a populated area near sensitive receptors)
- Disturbance potential (i.e. how likely is the material to be disturbed given the information above)

Condition, friability, accessibility, disturbance potential and professional judgement are used to determine the risk rating of the material.

It should be noted that a high risk rating does not necessarily pose an immediate health threat when used in conjunction with control recommendations.

PRODUCT TYPE

The product type categorises asbestos materials

Product Type	1	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement etc).
	2	AIB, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.
	3	Thermal insulation (eg pipe and boiler lagging), sprayed asbestos, loose asbestos, asbestos mattresses and packing.

CONDITION ASSESSMENT

The condition assessment of the asbestos material identifies the degree of damage or deterioration.

Good	0	Good condition – Asbestos materials with no signs of damage and/or deterioration of material.
Fair	1	Fair condition – Asbestos materials with minor signs of damage and/or deterioration, including but not limited to minor cracking, minor damage, minor wear and tear.
Poor	2	Poor condition – Asbestos materials with a significant amount of damage and/or deterioration of material, or that the material is unserviceable for its intended use. This includes but is not limited to significant cracking and other mechanical and physical damage, weathering and water damage.
Very Poor	3	Very poor condition – Asbestos materials with a high amount of damage or deterioration, or visible debris

FRIABILITY / SURFACE TREATMENT

Friable material describes the ease in which material can be crumbled with hand pressure and is therefore likely to emit or release airborne fibres.

Non -Friable Asbestos (Bonded)	0	Composite materials containing asbestos: reinforced plastics, resins, vinyl tiles Non-Friable or bonded asbestos typically comprised of asbestos fibres tightly bound in a non-asbestos matrix such as vinyl or cement.
Enclosed	1	Enclosed sprays and laggings, asbestos insulating board/AIB (with exposed face painted or encapsulated), asbestos cement sheets etc
Unsealed	2	Unsealed AIB, or encapsulated lagging and sprays
Friable Asbestos	3	Unsealed lagging and sprays Examples of friable asbestos material include asbestos lagging, sprayed insulation, millboard, felt and woven asbestos matting. Material can be crumbled with hand pressure. Bonded materials may become friable due to damage from mechanical force. Materials such as asbestos containing cement pipe or sheeting may release airborne asbestos fibres if subjected to drilling, sawing or sanding.

ACCESSIBILITY/DISTURBANCE POTENTIAL

Describes the likelihood of disturbance and accessibility of material.

Rare	0	Rare disturbance activity – Asbestos materials that are rarely accessed, e.g. seldom used store room
Low	1	Low disturbance potential/accessibility – Asbestos materials that are not easily accessible and/or are not in locations in which they are likely to sustain damage.
Moderate	2	Moderate disturbance potential/accessibility – Asbestos materials that are visible but where physical accesses is impeded and/or are in locations in which they may sustain impact and may result in damage or deterioration of the material.
High	3	High disturbance potential/accessibility – Asbestos materials that are in a physical location where building occupants might readily access them without use of assistance and/or in locations in which they are likely to sustain damage or deterioration of the material.

ASBESTOS TYPE

Asbestos mineralogy

Asbestos Type	1	Chrysotile
	2	Amphibole asbestos excluding Crocidolite. e.g Amosite or Fibrous Anthophyllite, Actinolite or Tremolite
	3	Crocidolite

RISK RATING

The risk factors described above are used to rank the health risk posed by the presence of asbestos containing materials.

Very Low	1 - 4	These materials pose a very low risk health risk to employees, contractors and the general public providing the material stays in its current state and continues to have low accessibility
Low	5-7	These asbestos materials pose a low health risk to employees, contractors and the general public providing the material stays in its current state and continues to have low accessibility.
Moderate	8 -11	A moderate risk rating applies to materials that pose a health risk if not managed correctly.
High	12 -15	High risk rating materials pose a risk to health and require management to reduce risk.

ASBESTOS ACTION RATING SYSTEM

The asbestos action rating system is used to implement risk management of asbestos hazards. The rating system assists in ranking asbestos risks, planning of reinspections and removal/abatement works.

Action 1: High Risk Rating - Restrict Access and Organise Removal/Encapsulation Urgently	
A1 (High Risk Score 12 -15)	Material is damaged and further deterioration is likely. Due to these conditions there is an increased risk of exposure. It is recommended access to the area be restricted and material removed/encapsulated urgently by a licensed asbestos removalist. Client to be contacted immediately.
Action 2: Moderate Risk - Organise Removal/Encapsulation Works as soon as Practicable	
A2 (Medium Risk Score 8-11)	Material is damaged and while not posing an immediate hazard presents a moderate health risk as material is unstable. Removal/encapsulation measures are to be put in place by a licensed removalist as soon as practicable. Material of a moderate risk can be reduced to a low health risk if managed correctly.
Action 3: Low Risk – Inspect Regularly	
A3 (Low Risk Score 5-7)	Material in its current condition presents a low risk, the material should be inspected regularly. No remedial action required. Removal should take place by a licensed asbestos removalist during major refurbishment/demolition.
Action 4: Very Low Risk Potential – Inspect annually	
A4 (Very Low Risk Score 1-4)	Material is in good condition and presents a very low risk. Material is unlikely to be damaged under normal circumstances. Inspection should be undertaken annually. No remedial action required. Removal should take place by a licensed asbestos removalist during major refurbishment/demolition.

20717	Location			Description		Risk	
Internal/ External:	Internal			Material Description:	Vinyl Tiles	Condition:	-
Level:	Ground Floor			Sample No.:	ESS 004424	Friability:	-
Building:	Friends of Allen Park Cottage			Sample Status:	No Asbestos Detected	Disturbance Potential:	-
Extent (approx.):	10 m ²	Current Label:	Labelled	Sample Ref:	BA3259/02	Risk Rating:	-
Room/Area:	005 - Enclosed Porch - Floor					Action Rating:	-

Control Recommendations

Nil



20720	Location			Description		Risk	
Internal/ External:	Internal			Material Description:	Vinyl Tiles	Condition:	-
Level:	Ground Floor			Sample No.:	ESS 004423	Friability:	-
Building:	Friends of Allen Park Cottage			Sample Status:	No Asbestos Detected	Disturbance Potential:	-
Extent (approx.):	10 m ²	Current Label:	Labelled	Sample Ref:	BA3259/01	Risk Rating:	-
Room/Area:	005 - Enclosed Porch - Floor - Second blue vinyl floor covering beneath beige vinyl tiles.					Action Rating:	-

Control Recommendations

Nil



20724	Location			Description		Risk	
Internal/ External:	Internal			Material Description:	Mastic	Condition:	-
Level:	Ground Floor			Sample No.:	ESS 004627	Friability:	-
Building:	Friends of Allen Park Cottage			Sample Status:	No Asbestos Detected	Disturbance Potential:	-
Extent (approx.):	3 no	Current Label:	Unlabelled	Sample Ref:	BA3259/08	Risk Rating:	-
Room/Area:	005 - Enclosed Porch - Window frame putty					Action Rating:	-

Control Recommendations

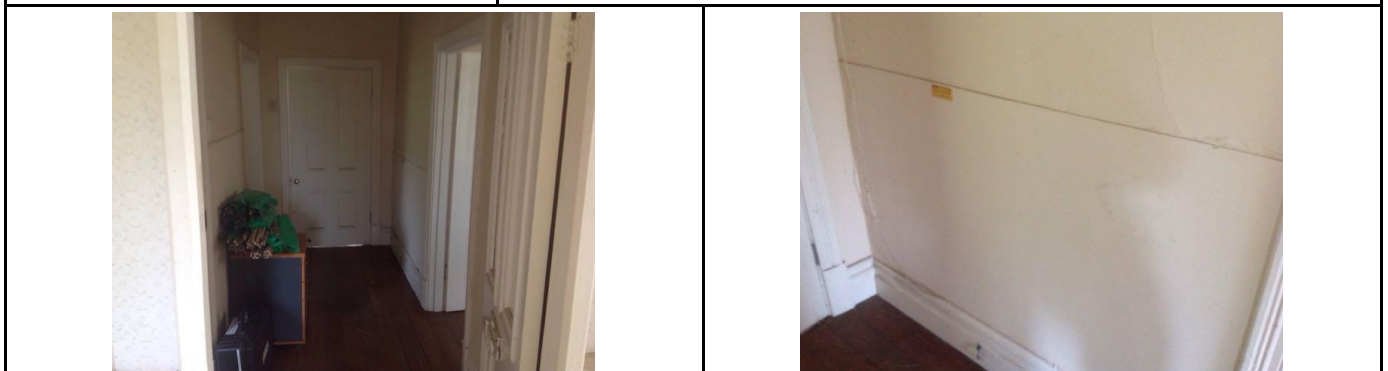
.							
---	--	--	--	--	--	--	--



20728	Location			Description		Risk	
Internal/ External:	Internal			Material Description:	Cement Product	Condition:	-
Level:	Ground Floor			Sample No.:	Assumed same as ESS 004425	Friability:	-
Building:	Friends of Allen Park Cottage			Sample Status:	No Asbestos Detected	Disturbance Potential:	-
Extent (approx.):	2 m ²	Current Label:	Labelled	Sample Ref:	BA3259/03	Risk Rating:	-
Room/Area:	006 - Hall - Infill panel					Action Rating:	-

Control Recommendations

Nil				Remove "May Contain Asbestos" label			
-----	--	--	--	-------------------------------------	--	--	--



20713		Location		Description		Risk	
Internal/ External:	Internal		Material Description:	Cement Product	Condition:	-	
Level:	Ground Floor		Sample No.:	Assumed same as ESS 004425	Friability:	-	
Building:	Friends of Allen Park Cottage		Sample Status:	No Asbestos Detected	Disturbance Potential:	-	
Extent (approx.):	8 m ²	Current Label:	Labelled	Sample Ref:	BA3259/03	Risk Rating:	-
Room/Area:	007 - Front room - Infill panel				Action Rating:	-	

Control Recommendations

Nil

Remove "May Contain Asbestos" label

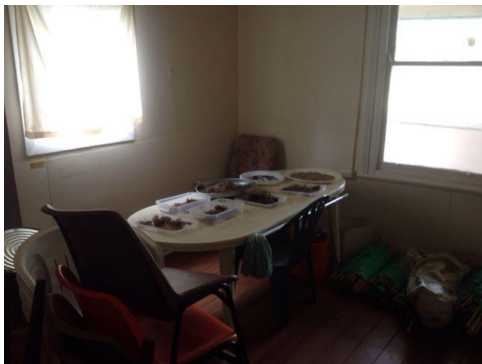


20719		Location		Description		Risk	
Internal/ External:	Internal		Material Description:	Cement Product	Condition:	-	
Level:	Ground Floor		Sample No.:	ESS 004425	Friability:	-	
Building:	Friends of Allen Park Cottage		Sample Status:	No Asbestos Detected	Disturbance Potential:	-	
Extent (approx.):	16 m ²	Current Label:	Labelled	Sample Ref:	BA3259/03	Risk Rating:	-
Room/Area:	008 - Bedroom - Infill panel				Action Rating:	-	

Control Recommendations

Nil

Remove "May Contain Asbestos" label



20722		Location		Description		Risk	
Internal/ External:	Internal		Material Description:	Gaskets (rope/woven)	Condition:	Good (Undamaged)	
Level:	Ground Floor		Sample No.:	Not Sampled	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Assumed Asbestos	Disturbance Potential:	Rare	
Extent (approx.):	1 no	Current Label:	Labelled	Sample Ref:	-	Risk Rating:	Low
Room/Area:	009 - Kitchen - Stove				Action Rating:	A3	

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.4 Removal of Asbestos Gaskets and Rope from Plant and Equipment;

NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20726		Location		Description		Risk	
Internal/ External:	Internal		Material Description:	Vinyl Tiles	Condition:	-	
Level:	Ground Floor		Sample No.:	ESS 004426	Friability:	-	
Building:	Friends of Allen Park Cottage		Sample Status:	No Asbestos Detected	Disturbance Potential:	-	
Extent (approx.):	1 m ²	Current Label:	Unlabelled	Sample Ref:	BA3259/04	Risk Rating:	-
Room/Area:	009 - Kitchen - Vinyl floor covering - Within cupboard				Action Rating:	-	

Control Recommendations

Nil



20727	Location			Description		Risk	
Internal/ External:	Internal			Material Description:	Bituminous Product	Condition:	Good (Undamaged)
Level:	Ground Floor			Sample No.:	ESS 004427	Friability:	Non Friable
Building:	Friends of Allen Park Cottage			Sample Status:	Asbestos Detected	Disturbance Potential:	Rare
Extent (approx.):	1 no	Current Label:	Labelled	Sample Ref:	BA3259/05	Risk Rating:	Very Low
Room/Area:	010 - Store Room - Sink					Action Rating:	A4

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.6 Removal of Asbestos Mastics and Bitumen;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20715	Location			Description		Risk	
Internal/ External:	Internal			Material Description:	Cement Product	Condition:	Good (Undamaged)
Level:	Ground Floor			Sample No.:	Assumed same as ESS 004428	Friability:	Non Friable
Building:	Friends of Allen Park Cottage			Sample Status:	Asbestos Detected	Disturbance Potential:	Low
Extent (approx.):	6 m ²	Current Label:	Labelled	Sample Ref:	BA3259/06	Risk Rating:	Very Low
Room/Area:	011 - WC - Ceiling lining					Action Rating:	A4

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20725		Location		Description		Risk	
Internal/ External:	Internal	Material Description:	Cement Product	Condition:	Good (Undamaged)		
Level:	Ground Floor	Sample No.:	ESS 004428	Friability:	Non Friable		
Building:	Friends of Allen Park Cottage	Sample Status:	Asbestos Detected	Disturbance Potential:	Low		
Extent (approx.):	30 m ²	Current Label:	Labelled	Sample Ref:	BA3259/06	Risk Rating:	Very Low
Room/Area:	011 - WC - Wall Cladding					Action Rating:	A4

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20714		Location		Description		Risk	
Internal/ External:	External	Material Description:	Cement Product	Condition:	Good (Undamaged)		
Level:	External Ground	Sample No.:	Assumed same as ESS 004626	Friability:	Non Friable		
Building:	Friends of Allen Park Cottage	Sample Status:	Asbestos Detected	Disturbance Potential:	Low		
Extent (approx.):	20 lin m	Current Label:	Labelled	Sample Ref:	BA3259/07	Risk Rating:	Very Low
Room/Area:	001 - Southern Elevation - Joint strips to walls					Action Rating:	A4

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20716		Location		Description		Risk	
Internal/ External:	External		Material Description:	Electrical Mounting Board	Condition:	Good (Undamaged)	
Level:	External Ground		Sample No.:	Not Sampled	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Assumed Asbestos	Disturbance Potential:	Low	
Extent (approx.):	1 no	Current Label:	Labelled	Sample Ref:	-	Risk Rating:	Low
Room/Area:	001 - Southern Elevation - Electrical Mounting Board				Action Rating:	A3	

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.5 Removal of Asbestos Switchboards or Meter boards;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix H: Working on Electrical Mounting Boards (switchboards) Containing Asbestos;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20723		Location		Description		Risk	
Internal/ External:	External		Material Description:	Cement Product	Condition:	Poor (Damaged)	
Level:	External Ground		Sample No.:	Assumed same as ESS 004626	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Asbestos Detected	Disturbance Potential:	Low	
Extent (approx.):	25 m ²	Current Label:	Labelled	Sample Ref:	BA3259/07	Risk Rating:	Low
Room/Area:	001 - Southern Elevation - Wall & Gable Cladding				Action Rating:	A3	

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20731		Location		Description		Risk	
Internal/ External:	External		Material Description:	Mastic	Condition:	-	
Level:	External Ground		Sample No.:	ESS 004627	Friability:	-	
Building:	Friends of Allen Park Cottage		Sample Status:	No Asbestos Detected	Disturbance Potential:	-	
Extent (approx.):	2 lin m	Current Label:	Unlabelled	Sample Ref:	BA3259/08	Risk Rating:	-
Room/Area:	001 - Southern Elevation - Window frame putty				Action Rating:	-	

Control Recommendations

Nil



20730		Location		Description		Risk	
Internal/ External:	External		Material Description:	Cement Product	Condition:	Fair (Minor Damage)	
Level:	External Ground		Sample No.:	Not Sampled	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Assumed Asbestos	Disturbance Potential:	Low	
Extent (approx.):	50 lin m	Current Label:	Unlabelled	Sample Ref:	-	Risk Rating:	Low
Room/Area:	002 - Western Elevation - Joint strips to walls				Action Rating:	A3	

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Affix warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20732		Location		Description		Risk	
Internal/ External:	External		Material Description:	Cement Product	Condition:	Fair (Minor Damage)	
Level:	External Ground		Sample No.:	ESS 004626	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Asbestos Detected	Disturbance Potential:	Low	
Extent (approx.):	25 m ²	Current Label:	Labelled	Sample Ref:	BA3259/07	Risk Rating:	Low
Room/Area:	002 - Western Elevation - Wall Cladding				Action Rating:	A3	

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20718		Location		Description		Risk	
Internal/ External:	External		Material Description:	Cement Product	Condition:	Good (Undamaged)	
Level:	External Ground		Sample No.:	Assumed same as ESS 004626	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Asbestos Detected	Disturbance Potential:	Rare	
Extent (approx.):	4 m ²	Current Label:	Labelled	Sample Ref:	BA3259/07	Risk Rating:	Very Low
Room/Area:	003 - Northern Elevation - Wall Cladding				Action Rating:	A4	

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20721		Location		Description		Risk	
Internal/ External:	External		Material Description:	Cement Product	Condition:	Good (Undamaged)	
Level:	External Ground		Sample No.:	Not Sampled	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Assumed Asbestos	Disturbance Potential:	Rare	
Extent (approx.):	2 lin m	Current Label:	Labelled	Sample Ref:	-	Risk Rating:	Very Low
Room/Area:	003 - Northern Elevation - Joint strips				Action Rating:	A4	

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Maintain warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20729		Location		Description		Risk	
Internal/ External:	External		Material Description:	Cement Product	Condition:	Very Poor (High Amount of Damage)	
Level:	External Ground		Sample No.:	Assumed same as ESS 004626	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Asbestos Detected	Disturbance Potential:	Moderate	
Extent (approx.):	>3 no	Current Label:	Unlabelled	Sample Ref:	-	Risk Rating:	Low
Room/Area:	004 - Eastern Elevation - Debris				Action Rating:	A2	

Control Recommendations

Environmentally clean/Emu pick area
All debris found was removed for analysis

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



20733		Location		Description		Risk	
Internal/ External:	External		Material Description:	Cement Product	Condition:	Fair (Minor Damage)	
Level:	External Ground		Sample No.:	Not Sampled	Friability:	Non Friable	
Building:	Friends of Allen Park Cottage		Sample Status:	Assumed Asbestos	Disturbance Potential:	Low	
Extent (approx.):	20 lin m	Current Label:	Unlabelled	Sample Ref:	-	Risk Rating:	Low
Room/Area:	004 - Eastern Elevation - Joint strips				Action Rating:	A3	

Control Recommendations

Removal by licensed asbestos contractor during refurbishment or demolition.
Affix warning label. Whilst material remains in-situ inspect annually.

If removing, consult:

NOHSC 2002 (2005) Part 12 Section 12.1 Removal of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)

If mitigating potential risks, consult:

NOHSC 2018 (2005) Appendix E: Sealing, Painting, Coating and Cleaning of Asbestos Cement Products;
NOHSC 2018 (2005) Appendix C: Selection and Use of Personal Protective Equipment (PPE)



End of report

DISCLAIMER

This report is prepared for the client's objectives and is formulated on this basis only. All limitations and conditions in the writing of this report are clearly agreed to by the client and Environmental Sites Services prior to its formulation and may not be suitable or applicable for any other use other than that of the original intended objective. No other parties other than the client and Environmental Sites Services should use this information without firstly conferring with Environmental Sites Services.

Whilst all due care is taken, any information within this report that has relied on information from previous assessments made by others including visual inspections, laboratory testing and overall methodologies cannot be guaranteed for its accuracy or competency by Environmental Sites Services.

This report should be reproduced in full at all times when either reviewed or accessed. If the report is to be used by a third party for whatever means, the scope and limitations of the report should be clearly defined to the third party.

APPENDIX A – LEGISLATIVE REQUIREMENTS

This information is provided for guidance only, owing to frequent changes to legislation. It is the duty of those in charge of employees or premises to keep up to date with any changes.

LEGISLATION AND CODES OF PRACTICE

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Code of Practice for Management and Control of Asbestos in Workplaces [NOHSC:2018(2005)]

INSPECTION REQUIREMENTS

The Occupational Safety and Health Act 1984 requires an employer to provide a safe workplace and as far as practicable ensure that workplace does not present a hazard to employees.

The Occupational Safety and Health Regulations 1996 requires the employer, main contractor, a self-employed person or the person having control of the workplace to engage a competent person to identify and assess risks from asbestos hazards in the workplace in accordance with the Code of Practice for Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)]

REINSPECTION AND REVIEW

As per the Code of Practice a register review including risk assessments must be undertaken annually (at a minimum) with any changes to the condition of the asbestos material to be updated in the register.

REPORTING REQUIREMENTS

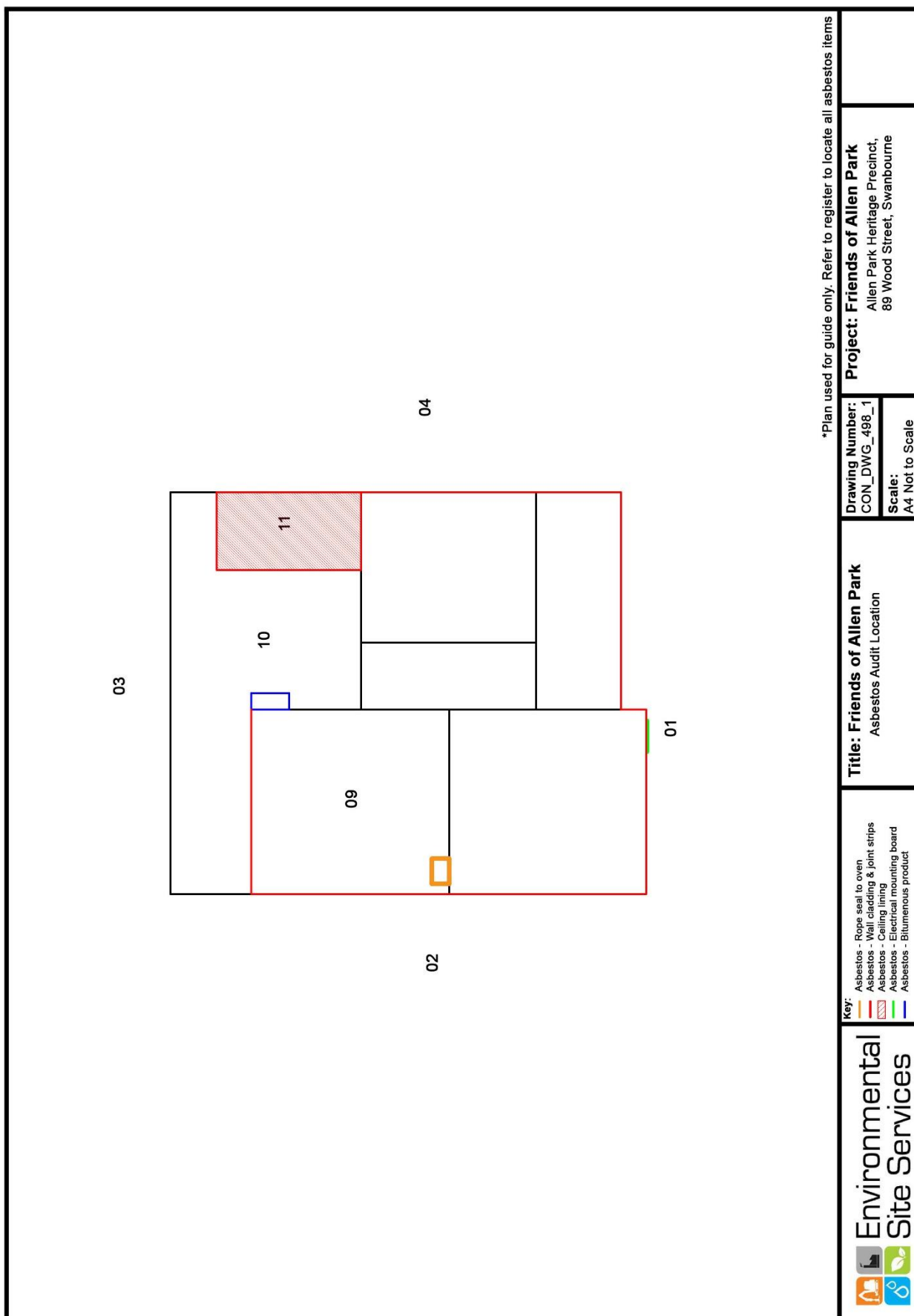
A workplace asbestos register must be held onsite where asbestos is present.

The register must include the location, extent, laboratory analysis, presumptions, limitations, risk assessments, control measures, and management recommendations.

WARNING SIGNS AND LABELLING

Warning signs and labels should supplement the workplace asbestos register to warn building occupiers and those working on the building of the presence of asbestos material. A competent person is to be engaged to determine the suitable location and number of signs/labels.

APPENDIX B - SITE PLAN



APPENDIX C - LABORATORY RESULTS



**Lifetree
Environmental
Pty Ltd**

6/101 Collins Rd, Willetton, Perth, WA 6155
Phone: 08 9354 7405
Fax: 08 6323 1028
Email: info@lifetreecenvironmental.com.au
www.lifetreecenvironmental.com.au

CERTIFICATE FOR THE QUALITATIVE IDENTIFICATION OF ASBESTOS AND OTHER FIBRES

Client: Environmental Site Services
Contact Name: John Breed
Client Address: 43 Stiles Avenue, Burswood WA
Contact No.: (08) 9355 4010
Client Job No.: E-00498

Certificate Number: BA3259
Date Sampled: 03.08.17
Sampled by: Leigh Hodson
Date Received: 10.08.17
Date Analysed: 11.08.17

Test Method: All analysis is carried out using the PLM and DS method as detailed in accordance with AS4964-2004 'Method for the qualitative identification of asbestos in bulk samples' and Lifetree Environmental Pty Ltd in-house Procedures Manual 1.

Notes: The results contained within this report relate only to sample(s) submitted for testing, in the condition received at the laboratory. No responsibility is accepted for errors, which may have arisen during sampling, packaging or transportation of samples by external clients. The results of the tests, calibrations and/or measurements included in this document are traceable to Australian/national standards.

Job Number: E-00498				
Lab No.	Client Sample No.	Sample Description	Sample Weight (g)	Identification Type(s)
BA3259/01	ESS004423	Linoleum Flooring W/ Backing	2.91g	No Asbestos Detected Organic Fibres Detected Synthetic Fibres Detected
BA3259/02	ESS004424	Vinyl Tiles	1.49g	No Asbestos Detected
BA3259/03	ESS004425	Cement Product	0.44g	No Asbestos Detected Organic Fibres Detected
BA3259/04	ESS004426	Linoleum Flooring W/ Backing	1.31g	No Asbestos Detected Organic Fibres Detected
BA3259/05	ESS004427	Bituminous Product	0.32g	Chrysotile Asbestos Detected
BA3259/06	ESS004428	Cement Product	0.39g	Chrysotile Asbestos Detected Amosite Asbestos Detected Organic Fibres Detected
BA3259/07	ESS004626	Cement Product	6.29g	Chrysotile Asbestos Detected Amosite Asbestos Detected Organic Fibres Detected
BA3259/08	ESS004627	Mastic	1.33g	No Asbestos Detected

Approved Identifier:
Name: C Tan

Approved Signatory:
Name: C Tan

Signature: 



NATA Accredited Laboratory Number: 19181
Accredited for compliance with ISO/IEC 17025 – Testing.
This test report shall not be reproduced, except in full,
without written approval from Lifetree Environmental
Pty Ltd.

Lifetree Environmental Pty Ltd	QC Form 027	Revision No.05
Page 1 of 1	Issue Date: 01.06.2014	Approved By: ST

QUANTITY SURVEYORS | OWEN CONSULTING

City of Nedlands

Community Facility – 118 Wood Street, Swanbourne

Hodge Collard Preston
ARCHITECTS

|

owen consulting

quantity surveyors + construction consultants

1 July 2019

WOOD STREET COTTAGE

Refurbishment and Conversion Works

Concept Design cost estimate

Construction Cost (excl GST) - refer attached	\$ 215,000.00
Design + construction contingency	\$ 35,000.00
Construction Cost + Contingency (excl GST)	\$ 250,000.00
<i>Temporary accommodation / relocation costs</i>	<i>excluded</i>
<i>Consultant fees + disbursements</i>	<i>excluded</i>
<i>Cost escalation to tender (past 2019)</i>	<i>excluded</i>

Notes

- * This cost estimate is preliminary only based on Hodge Collard Preston's concept drawings dated 6.06.2019, plus structural, asbestos and building condition reports

Specific estimate exclusions

- * Paving upgrade around building
- * Air-conditioning
- * External sewer and water service upgrade
- * External electrical infrastructure upgrade

Project: 19050 - Wood Street Cottage

Details: Concept design cost estimate

Building: Refurbishment and Conversion

Item	Description	Quantity	Unit	Rate	Total
BUILDING					
PR - Preliminaries					
1	Allowance for builders preliminaries costs		item		35,000
DE - Demolition					
2	Demolition work to suit upgrade (incl. asbestos removal)		item		15,000
					15,000
SB - Substructure					
3	Floor re-stumping and levelling	90	m2	60.00	5,400
4	Raise floor to southern verandah	10	m2	200.00	2,000
5	New floor to UAT	6	m2	150.00	900
6	Insulate subfloor	90	m2	40.00	3,600
7	Strip footing to perimeter wall (enclose subfloor)	18	m	150.00	2,700
8	Termite treatment		item		1,500
					16,100
RF - Roof					
9	New roof sheeting, cappings and anticon	130	m2	80.00	10,400
10	New roof battens	130	m2	25.00	3,250
11	Refurbishment of existing roof framing (plan area)	100	m2	50.00	5,000
12	Tie downs to existing roof structure	40	m	25.00	1,000
13	Eaves gutters	50	m	60.00	3,000
14	Downpipes	4	no	250.00	1,000
15	Sand and paint existing barge and gutter boards	65	m	40.00	2,600
					26,250
EW - External Walls					
16	External wall framing repairs	90	m2	30.00	2,700
17	Insulation to external walls	90	m2	25.00	2,250
18	Hardie's cladding and paint	90	m2	90.00	8,100
19	110 painted brickwork (enclose underfloor)	12	m2	150.00	1,800
20	Crack repairs to existing brickwork		item		2,500
					17,350
WW - Windows					
21	New aluminium windows (toughened low-e glass)	17	m2	550.00	9,350
22	Bushfire shutters/screens to windows	17	m2	450.00	7,650
					17,000
ED - External Doors					
23	Refurbish and paint existing entry door, frame and sidelights (retain hardware)	1	no	800.00	800
24	New timber entry door, frame, hardware and paint	3	no	1,200.00	3,600
25	Bushfire shutters/screens to doors	8	m2	500.00	4,000

Project: 19050 - Wood Street Cottage

Details: Concept design cost estimate

Building: Refurbishment and Conversion

Item	Description	Quantity	Unit	Rate	Total
(Continued)					8,400
NW - Internal Walls					
26	New stud framed lined walls - UAT	15	m2	160.00	2,400
27	New lining to internal face of external walls - UAT	15	m2	50.00	750
28	Modify door opening width	1	no	500.00	500
					3,650
ND - Internal Doors					
29	Refurbish and paint existing door and frame (new hardware)	2	no	600.00	1,200
30	Frame only to widened opening (msd.sep)	1	no	300.00	300
31	Timber door, frame, hardware and paint	1	no	1,100.00	1,100
32	Timber sliding door, frame, hardware and paint	1	no	1,100.00	1,100
					3,700
WF - Wall Finishes					
33	Make good and paint existing walls	250	m2	30.00	7,500
34	Paint to new internal walls and wall linings	45	m2	20.00	900
35	Wall tiling (splashbacks + skirting)	5	m2	140.00	700
					9,100
FF - Floor Finishes					
36	Re-finish existing timber floors	57	m2	50.00	2,850
37	Vinyl flooring	27	m2	80.00	2,160
38	Floor tiling - UAT	6	m2	140.00	840
39	Skirting modifications to suit upgrade		item		600
					6,450
CF - Ceiling Finishes					
40	Make good and re-paint existing ceilings	84	m2	50.00	4,200
41	Patch ceiling where rangehood removed	1	no	500.00	500
42	New paint ceiling - UAT	6	m2	125.00	750
43	New ceiling insulation	90	m2	25.00	2,250
					7,700
FT - Fitments					
44	Fixed cabinetworks - - tea prep		item		5,000
45	UAT mirror, grab rails and dispensers		item		1,200
46	Fire extinguishers and blankets		item		600
					6,800
HY - Hydraulic Services					
47	Sanitary plumbing, fixtures and tapware - UAT		item		10,000
48	Sanitary plumbing, fixtures and tapware - tea prep		item		5,000
49	Stormwater drainage from new downpipes		item		5,000

Project: 19050 - Wood Street Cottage

Details: Concept design cost estimate

Building: Refurbishment and Conversion

Item	Description	Quantity	Unit	Rate	Total
------	-------------	----------	------	------	-------

(Continued)

50	External sewer and water service upgrade		note		excluded
					20,000
	ME - Mechanical Services				
51	Toilet exhaust system		item		2,500
52	Air conditioning		note		excluded
					2,500
	EL - Electrical Services				
53	Internal electrical services upgrade		item		10,000
54	External electrical infrastructure upgrade		note		excluded
					10,000
	XP - Site Preparation				
55	Clear vegetation to form a 10m setback around cottage		item		10,000
					10,000
	XR - Roads, Footpaths & Paved Areas				
56	Paving upgrade around building		note		excluded
	TOTAL CONSTRUCTION COST (excl GST)		Total		215,000

215,000



City of Nedlands
Bushfire Management Plan

Friends of Allen Park Cottage
Allen Park, Swanbourne, WA, 6010

24 January 2020

58017/126945 (Rev A)

JBS&G Australia Pty Ltd T/A Strategen-JBS&G

Table of Contents

1.	Proposal details	1
1.1	Proposal summary.....	1
2.	Environmental considerations.....	4
2.1	Native vegetation – modification and clearing	4
2.2	Revegetation / Landscape Plans.....	4
3.	Bushfire assessment results	5
3.1	Assessment inputs.....	5
3.1.1	Vegetation classification	5
3.1.2	Effective slope.....	5
3.1.3	Summary of inputs.....	5
3.2	Assessment outputs	8
3.2.1	Bushfire Attack Level (BAL) contour assessment.....	8
4.	Identification of bushfire hazard issues.....	11
4.1	Bushfire context	11
4.2	Bushfire hazard issues	11
5.	Assessment against the bushfire protection criteria.....	12
5.1	Compliance table.....	12
6.	Bushfire Management Measures	15
6.1	Establishment of an Asset Protection Zone (APZ) and ongoing fuel management	15
6.2	Building construction standards.....	16
6.3	City of Nedlands annual firebreak notice.....	16
7.	Responsibilities for implementation and management of the bushfire measures.....	19
8.	References	21
9.	Limitations	22

List of Tables

Table 1:	Proposal summary.....	1
Table 2:	Summary of environmental values	4
Table 3:	Summary of vegetation classifications, exclusions and effective slope.....	5
Table 4:	BAL contour assessment results – current site location	8
Table 5:	BAL contour assessment results – potential relocation area.....	8
Table 6:	Compliance with the bushfire protection criteria of the Guidelines – current site location.....	12

Table 7: Compliance with the bushfire protection criteria of the Guidelines – potential relocation area14

Table 8: BAL contour assessment results – current site location with 21 m wide APZ installed15

Table 9: Responsibilities for implementation and management of the bushfire measures .19

List of Figures

Figure 1: Site overview (current site location).....2

Figure 2: Site overview (potential relocation area)3

Figure 3: Vegetation classification and effective slope (current site location).....6

Figure 4: Vegetation classification and effective slope (potential relocation area)7

Figure 5: BAL contour map (current site location).....9

Figure 6: BAL contour map (potential relocation area)10

Figure 7: Post development vegetation classification and effective slope (current site location).....17

Figure 8: Post development BAL contours (current site location).....18

Appendices

Appendix A APZ standards (Schedule 1 of the Guidelines)

Appendix B Vegetation plot photos and description

Appendix C Vegetation Management Areas – Site Pictures

Appendix D Water technical standards of the Guidelines

Appendix E City of Nedlands Firebreak Notice

Appendix F Architect Review

1. Proposal details

1.1 Proposal summary

The client is seeking bushfire risk assessment and management recommendations to determine risk mitigation options and potential renovation/relocation of Friends of Allen Park Cottage, situated at Allen Park, Swanbourne. Site details are summarised in Table 1 and a spatial depiction of the current site location and potential relocation area are contained in Figure 1 and Figure 2 respectively.

Both the current site location and potential relocation area are designated as bushfire prone on the *State Map of Bush Fire Prone Areas* (DFES 2020), as depicted in Plate 1.

Table 1: Proposal summary

Site details	
Property address	Lot 500 (61) Clement Street, Swanbourne WA 6010 (R7804)
Lot size	14.047 ha
Landowner	City of Nedlands
Local government area	City of Nedlands
Development	
Proposed development	Potential renovation or relocation of Friends of Allen Park Cottage
Relevant bushfire policy and guidelines/standards	<i>State Planning Policy 3.7 Planning in Bushfire Prone Areas</i> (SPP 3.7; WAPC 2015). <i>Guidelines for Planning in Bushfire Prone Areas</i> (the Guidelines; WAPC 2017). AS3959-2018 Construction of buildings in bushfire prone areas (SA 2018).
Requirements	Bushfire Management Plan (BMP; this document).

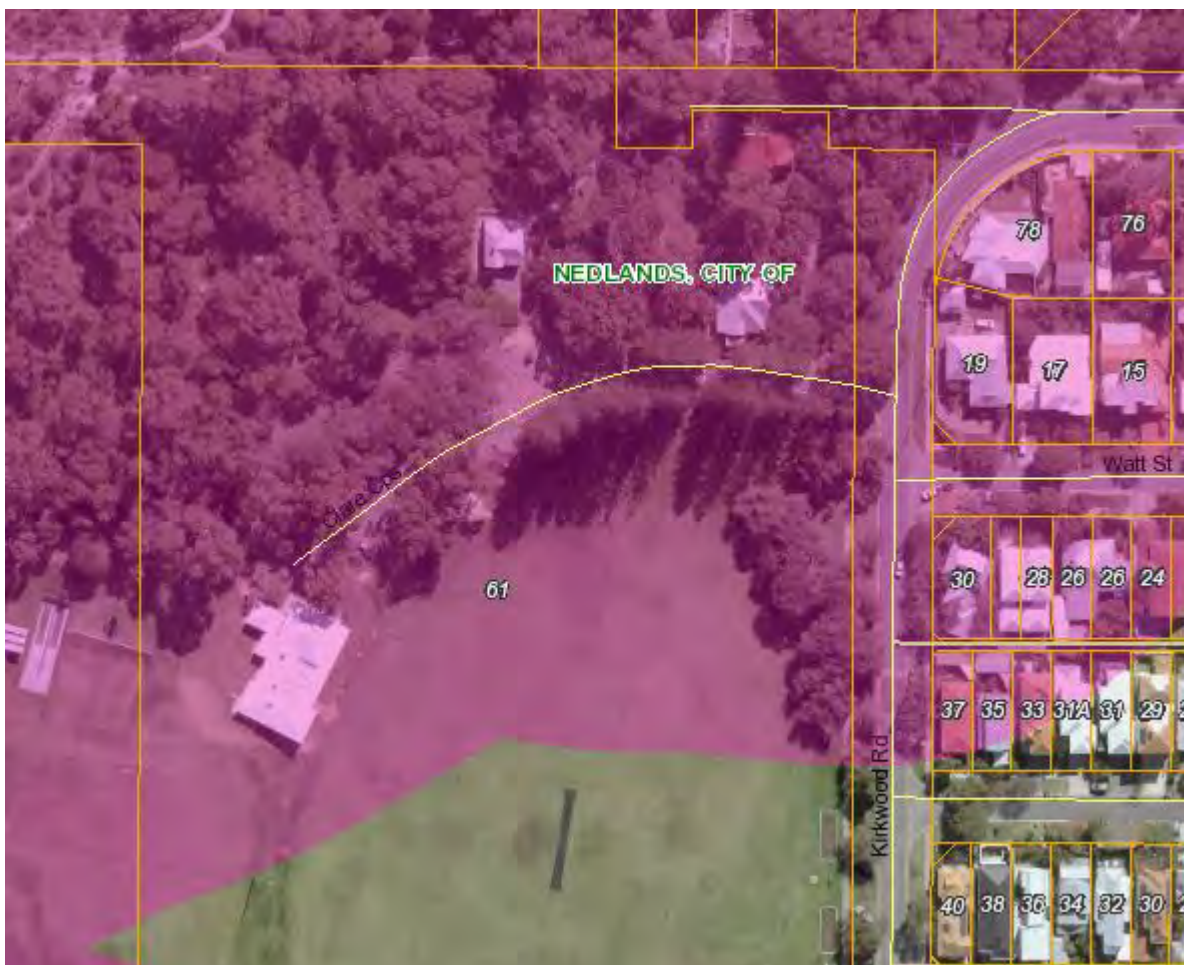
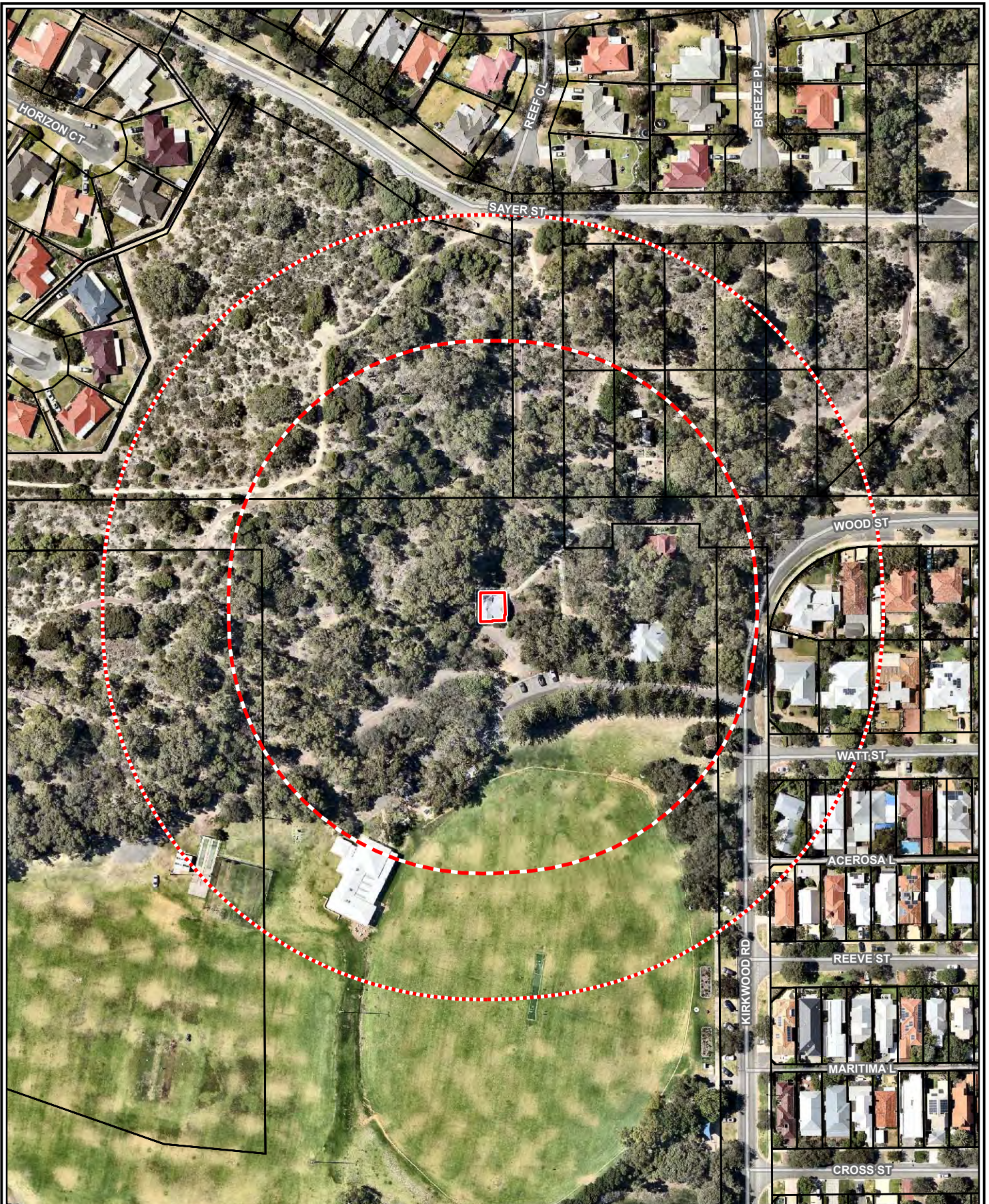





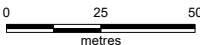


Plate 1: Results of State Map of Bush Fire Prone Areas (DFES 2020)



- Legend:**
-  Building outline
 -  100m assessment area
 -  150m assessment area
 -  Cadastral boundary
 -  Roads (MRWA)

Scale 1:2,000 at A4 

Coord. Sys. GDA 1994 MGA Zone 50 

Job No: 58017

Client: City of Nedlands

Version: A

Date: 10-Jan-2020

Drawn By: jcrute

Checked By: CT

**Friends of Allen Park Cottage,
Allen Park, Swanbourne, WA**






SITE OVERVIEW (current site location)

FIGURE 1

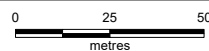




Legend:

-  Proposed relocation site
-  100m assessment area
-  150m assessment area
-  Cadastral boundary
-  Roads (MRWA)

Scale 1:2,000 at A4



**Friends of Allen Park Cottage,
Allen Park, Swanbourne, WA**

Coord. Sys. GDA 1994 MGA Zone 50



SITE OVERVIEW (potential relocation area)

Job No: 58017

Client: City of Nedlands

FIGURE 2

Version: A

Date: 10-Jan-2020

Drawn By: jcrute

Checked By: CT



2. Environmental considerations

2.1 Native vegetation – modification and clearing

A search of publicly available environmental data relating to the project area has been undertaken and is summarised in Table 2.

Table 2: Summary of environmental values

Environmental value	Present within or adjacent to the project area	Description
Environmentally Sensitive Area	N/A	There are no Environmentally Sensitive Areas (ESAs) mapped within the project area. The nearest ESA occurs approximately 350m to the west of the project area.
Swan Bioplan Regionally Significant Natural Area	N/A	The project area is not identified as a regionally significant natural area.
Ecological linkages	N/A	The project area is situated within the intersection of two Regional Ecological Linkages (LINK_ID: 2 and LINK_ID: 4).
Wetlands	Adjacent	There are no Geomorphic Wetlands mapped within the project area.
Waterways	N/A	There are no waterways or surface water features mapped within the project area.
Threatened Ecological Communities listed under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (EPBC Act)	Within and adjacent	EPBC Act listed 'Endangered' Banksia Woodlands of the Swan Coastal Plain is mapped as likely to occur within the project area, however given the absence of key Banksia species from the project area it is not likely that the TEC is present. EPBC Act listed 'Critically Endangered' Tuart Woodlands and Forests of the Swan Coastal Plain may occur within the project area.
Threatened and priority flora	N/A	No Threatened or Priority flora species have been mapped within the project area.
Fauna habitat listed under the EPBC Act	Within and adjacent	The project area has been mapped as a potential foraging area and as a possible breeding area for the EPBC Act listed 'Endangered' Carnaby's Black Cockatoo, and is mapped within the buffer of a confirmed roosting area. EPBC Act listed 'Vulnerable' Forest Red-tailed Black Cockatoo have also been sighted foraging in the vicinity of the project area and surrounds.
Threatened and priority fauna	N/A	One Threatened or Priority bird species has been recorded within the project area.
Bush Forever Site	N/A	There are no Bush Forever sites mapped within the project area.
DBCA managed lands and lands and waters (includes legislated lands and waters and lands of interest)	N/A	The project area is not located within DBCA managed lands.
Conservation covenants	N/A	There are no conservation covenants enacted over the project area.

Regional vegetation surveys and mapping of the Swan Coastal Plain indicates the project area and adjacent land is contained within the Cottesloe Complex – Central and South. This vegetation complex is described as:

- mosaic of woodland of *Eucalyptus gomphocephala* – *E. marginata* – *E. calophylla*; closed heath on limestone outcrops.

2.2 Revegetation / Landscape Plans

No revegetation is proposed as part of the proposal.

Landscaping around the Site will be required to consist of low threat and managed gardens and street scaping in accordance with AS 3959—2018 Construction of Buildings in Bushfire-Prone Areas (AS 3959; SA 2018) Clause 2.2.3.2 (f) and Schedule 1 of the Guidelines (refer to Appendix A).

3. Bushfire assessment results

3.1 Assessment inputs

3.1.1 Vegetation classification

Strategen-JBS&G assessed classified vegetation and exclusions within the 150 m assessment area for both the current site location and potential relocation area through on-ground verification on 18 December 2019 in accordance with AS 3959 and the *Visual Guide for Bushfire Risk Assessment in Western Australia* (DoP 2016). Georeferenced site photos and a description of the vegetation classifications and exclusions are contained in Appendix B. A spatial depiction of the vegetation classifications and exclusions for both the current site location and potential relocation area are contained in Figure 3 and Figure 4 respectively.

The predominant vegetation classifications consisted of:

- Class A forest to the northwest, consisting of a three-tiered eucalyptus (Tuart) canopy
- Class D scrub to the north, consisting of coastal heath vegetation with a continuous horizontal fuel profile greater than 2 m in height
- Class C shrubland vegetation to the west, consisting of coastal heath vegetation with a continuous horizontal fuel profile less than 2 m in height.

The predominant vegetation exclusions consisted of a combination of non-vegetated land (e.g. roads, footpaths, buildings, car parks, other infrastructure, sealed areas, etc) and low threat managed vegetation (e.g. managed turf areas, playing fields, managed gardens, parkland cleared areas with a managed understory, managed landscaping, etc) in accordance with AS 3959 Clauses 2.2.3.2 (e) and (f) respectively.

3.1.2 Effective slope

Strategen-JBS&G assessed effective slope under classified vegetation within the 150 m assessment area through on-ground verification on 18 December 2019 in accordance with AS 3959. Results were cross-referenced with DPIRD 2m contour data and depicted for both the current site location and potential relocation area in Figure 3 and Figure 4 respectively.

3.1.3 Summary of inputs

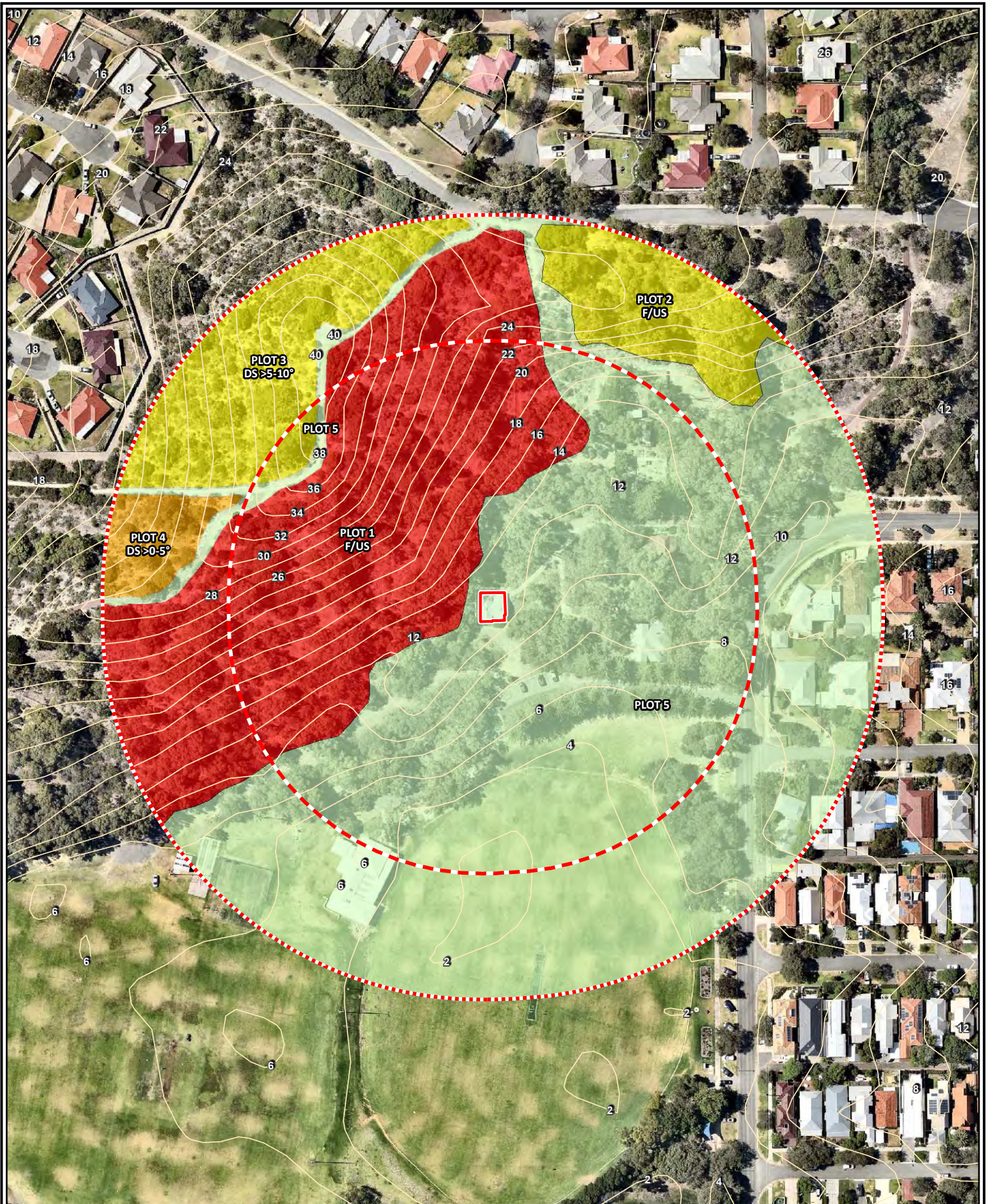
As previously stated, Figure 3 and Figure 4 illustrate the current vegetation classifications, exclusions and effective slope for the current site location and potential relocation area respectively. These assessment inputs are summarised in Table 3.

Table 3: Summary of vegetation classifications, exclusions and effective slope

Vegetation plot	Vegetation classification	Effective slope	Comments
1	Class A Forest	Flat/upslope (0°)	Remnant native vegetation and dune rehabilitation areas (unmanaged)
2	Class D Scrub	Flat/upslope (0°)	Remnant native vegetation (unmanaged)
3	Class D Scrub	Downslope >5–10°	Remnant native vegetation (unmanaged)
4	Class C Shrubland	Downslope >0–5°	Remnant native vegetation (unmanaged)
5	Excluded – Non-vegetated and Low threat (Clause 2.2.3.2 [e] and [f])	N/A	Mixture of managed low-threat vegetation, carpark, roads and non-vegetated areas.



Legend: Proposed relocation site 100m assessment area 150m assessment area Cadastral boundary Topographic contours (mAHD) Roads (MRWA)	Vegetation classification Class A Forest Class C Shrubland Class D Scrub Clause 2.2.3.2 (e) & (f)	Scale 1:2,000 at A4 	Friends of Allen Park Cottage, Allen Park, Swanbourne, WA VEGETATION CLASSIFICATION AND EFFECTIVE SLOPE (potential relocation area)
		Coord. Sys. GDA 1994 MGA Zone 50 	
Job No: 58017 Client: City of Nedlands		FIGURE 4	
Version: A Drawn By: jcrute	Date: 10-Jan-2020 Checked By: CT		



Legend: Building outline 100m assessment area 150m assessment area Topographic contours (mAHD)	Vegetation classification Class A Class C Shrubland Class D Scrub Clause 2.2.3.2 (e) & (f)	Scale 1:2,000 at A4 	Friends of Allen Park Cottage, Allen Park, Swanbourne, WA VEGETATION CLASSIFICATION AND EFFECTIVE SLOPE (current site location)
		Coord. Sys. GDA 1994 MGA Zone 50 	
Job No: 58017 Client: City of Nedlands		FIGURE 3	
Version: A Drawn By: jcrute	Date: 10-Jan-2020 Checked By: CT		

3.2 Assessment outputs

3.2.1 Bushfire Attack Level (BAL) contour assessment

Strategen-JBS&G has undertaken a BAL contour assessment in accordance with Method 1 of AS 3959 for both the current site location and potential relocation area, as depicted in Figure 5 and Figure 6 respectively. The Method 1 procedure incorporates the following factors:

- state-adopted FDI 80 rating
- vegetation classification
- effective slope
- distance maintained between proposed development areas and the classified vegetation.

The BAL rating gives an indication of the level of bushfire attack (i.e. the radiant heat flux) that may be received by the building and subsequently informs the standard of building construction and/or setbacks required for the building to potentially withstand such impacts.

The BAL contours are based on:

- current vegetation classifications and effective slope observed at the time of inspection in relation to both the current site location and potential relocation area
- consideration of ongoing revegetation within Allen Park, particularly within the dune restoration area.

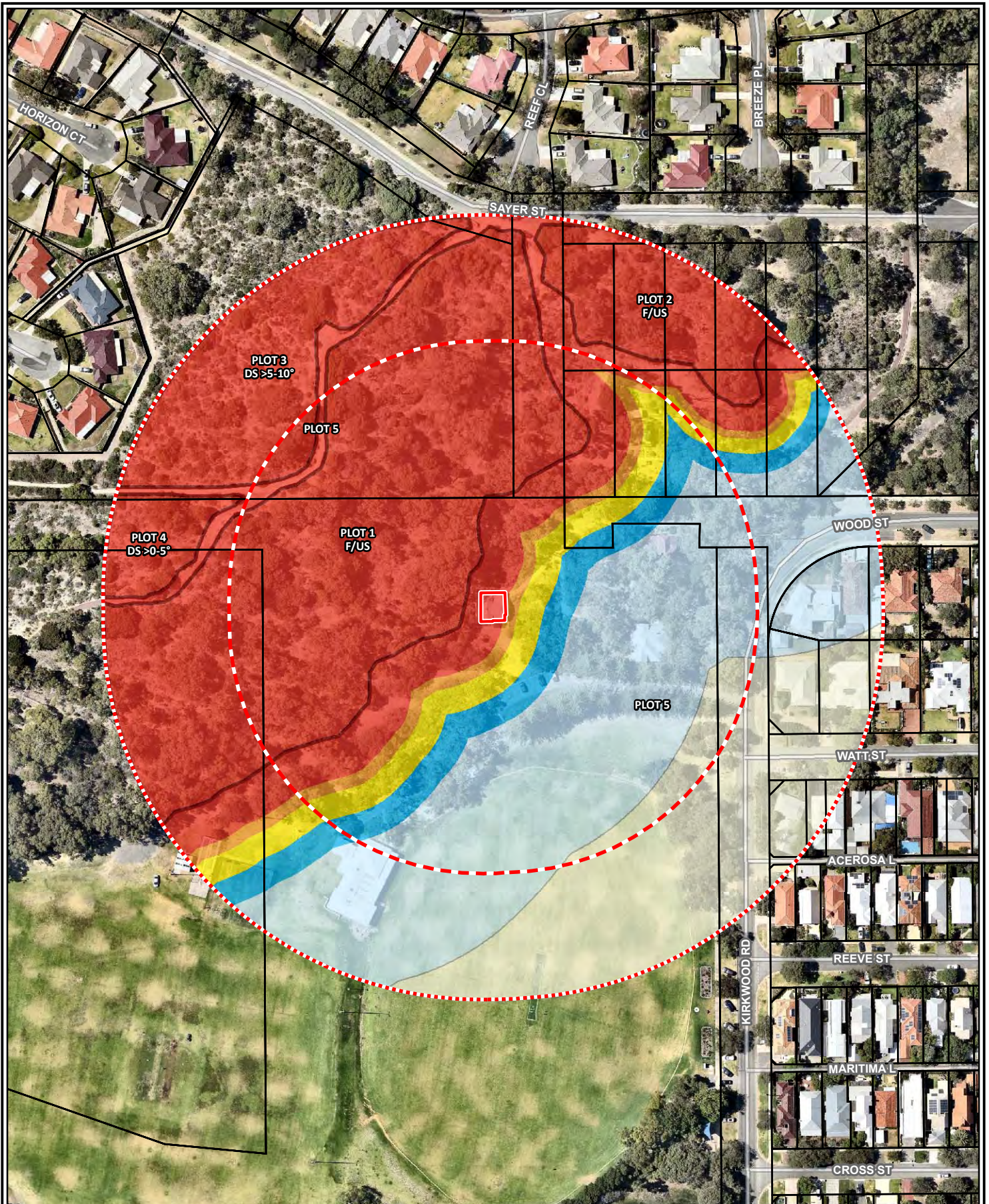
Results of the BAL contour assessment for the both the current site location and potential relocation area are detailed in Table 4 and Table 5 and illustrated in Figure 5 and Figure 6. The highest BAL applicable to the cottage in its current location is BAL-FZ and if relocated to the potential relocation area, BAL-29 will be achieved. Further amendment to the building location that increases the separation distance between the building and adjacent Class A forest vegetation will result in further reduction of the BAL rating.

Table 4: BAL contour assessment results – current site location

Method 1 BAL determination				
Plot	Vegetation classification / exclusion clause	Effective slope	Separation distance	Highest BAL
1	Class A Forest	Flat/upslope (0°)	3 m	BAL-FZ
2	Class D Scrub	Flat/upslope (0°)	>100 m	BAL-Low
3	Class D Scrub	Downslope >5-10°	83 m	BAL-12.5
4	Class C Shrubland	Downslope >0-5°	>100 m	BAL-Low
5	Excluded – Non-vegetated and Low threat (Clause 2.2.3.2 [e] and [f])	N/A	N/A	BAL-Low

Table 5: BAL contour assessment results – potential relocation area

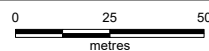
Method 1 BAL determination				
Plot	Vegetation classification / exclusion clause	Effective slope	Separation distance	Highest BAL
1	Class A Forest	Flat/upslope (0°)	21 m	BAL-29
2	Class D Scrub	Flat/upslope (0°)	>100 m	BAL-Low
3	Class D Scrub	Downslope >5-10°	>100 m	BAL-Low
4	Class C Shrubland	Downslope >0-5°	>100 m	BAL-Low
5	Excluded – Non-vegetated and Low threat (Clause 2.2.3.2 [e] and [f])	N/A	N/A	BAL-Low



Legend:

- | | |
|----------------------|----------|
| Building outline | BAL FZ |
| 100m assessment area | BAL 40 |
| 150m assessment area | BAL 29 |
| Cadastral boundary | BAL 19 |
| Roads (MRWA) | BAL 12.5 |
| | BAL Low |

Scale 1:2,000 at A4



Coord. Sys. GDA 1994 MGA Zone 50



Job No: 58017

Client: City of Nedlands

Version: A

Date: 24-Dec-2019

Drawn By: jcrute

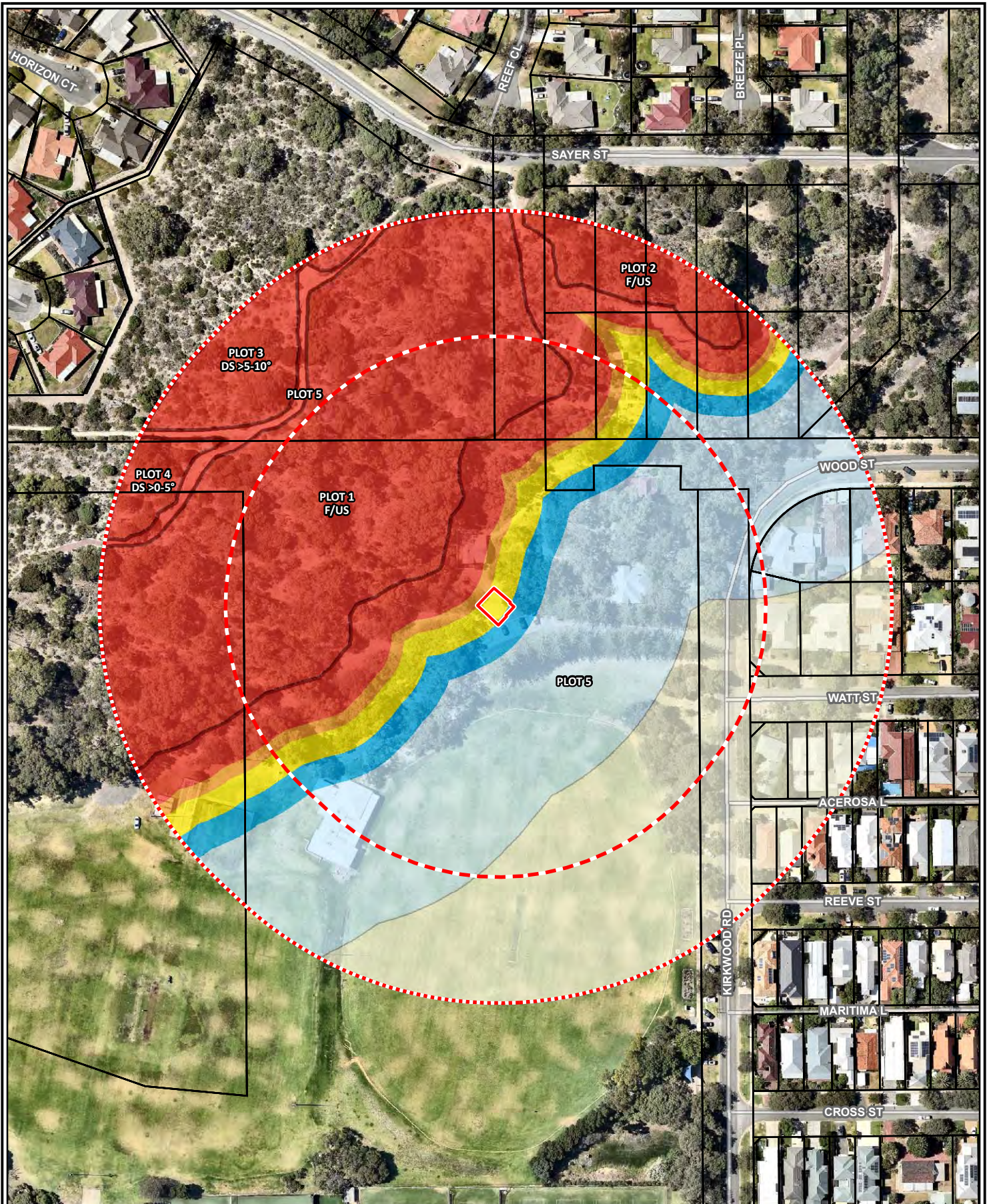
Checked By: CT

**Friends of Allen Park Cottage,
Allen Park, Swanbourne, WA**

BAL CONTOURS (current site location)

FIGURE 5

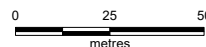




Legend:

- Proposed relocation site
- 100m assessment area
- 150m assessment area
- Cadastral boundary
- Roads (MRWA)
- BAL contours
- BAL 40
- BAL 29
- BAL 19
- BAL 12.5
- BAL Low

Scale 1:2,000 at A4



Coord. Sys. GDA 1994 MGA Zone 50



Job No: 58017

Client: City of Nedlands

Version: A

Date: 24-Dec-2019

Drawn By: jcrute

Checked By: CT

**Friends of Allen Park Cottage,
Allen Park, Swanbourne, WA**

BAL CONTOURS (potential relocation area)

FIGURE 6



4. Identification of bushfire hazard issues

4.1 Bushfire context

Within the 150 m wide assessment area, there is unmanaged vegetation to the north and west associated with the remnant native vegetation and the bushland restoration area (associated with Plot 1). This vegetation consists of Class A forest and presents the most likely bushfire threat to the proposed development. Currently, separation from this vegetation is provided by a 3 m wide area of bare sand that runs around the Cottage.

Areas to the south and east of the current site are predominately urban in the form of roads, residential areas, schools and low threat managed landscaping/playing fields that do not pose a bushfire threat.

When considering the topography of the site, bushfire behaviour is expected to be reduced on approach given the relatively short fire runs expected and the steep gradient that the fire will need to travel down. Downhill fires will have a reduced rate of spread on a slope up to about -10 degrees. Beyond that, they travel approximately 0.6 times the speed of a fire on flat land, regardless of any further increase in slope.

However, it is anticipated that the subject site would be subject to significant ember attack due to the nature of the vegetation present. Ember attack and radiant heat presents the most significant threat to the structure in its current location. If relocated, radiant heat will be somewhat mitigated to a BAL-29 rating; however, ember attack will still present a significant threat to the cottage.

4.2 Bushfire hazard issues

As outlined in section 4.1, the most significant and likely hazard to the cottage in its current location and condition is ember attack and radiant heat. In a bushfire event, ember attack is the primary cause of property loss. It is considered likely that embers, resulting from a fire, would impact the site well in advance of any direct flame/heat impacts. Should bushfire threat be imminent in direct proximity to the current site, then the cottage may be exposed to direct flame contact and highly elevated levels of radiant heat (i.e. BAL-FZ).

The current condition of the cottage increases its susceptibility to ember attack and radiant heat. Given its age and weathered condition, the cottage has numerous gaps and points of entry that make it vulnerable to ember attack. Embers can penetrate these areas and lead to the ignition of fire from within the cottage.

The bushfire risks to cottage can be managed through the application of acceptable solutions under the Guidelines, including provision for bushfire construction standards where relevant, provision of adequate emergency water supply and vehicular access, as well as through a direct bushfire suppression response if required. Direct response to a bushfire event will come via a number of nearby Fire and Rescue stations including Claremont; Dalglish and Vincent. Strategen-JBS&G notes that Claremont has undertaken an inspection of Allen Park and have a pre-formulated response plan in place in the event of an incident.

The change of siting will further reduce the susceptibility and potential impact to the cottage in the unlikely event of a bushfire. It is also anticipated that upon completion of any works, there will be a reduced bushfire risk through the management of existing vegetation that has a direct interface with the cottage. The extent of this management can be refined once location of the cottage has been determined.

On this basis, Strategen-JBS&G considers the bushfire hazards adjacent to site and the associated bushfire risks are manageable through standard acceptable solution responses outlined in this BMP. These responses have been formulated to ensure a suitable, compliant and effective bushfire management outcome is achieved for protection of future life, property and environmental assets.

5. Assessment against the bushfire protection criteria

5.1 Compliance table

While not strictly required for this development as the proposed works are not subject to SPP 3.7, an acceptable solutions assessment against the bushfire protection criteria of the Guidelines has been undertaken for both the current site location and potential relocation area, as provided in Table 6 and Table 7 respectively.

Table 6: Compliance with the bushfire protection criteria of the Guidelines – current site location

Bushfire protection criteria	Method of compliance	Proposed bushfire management strategies
	Acceptable solutions	
Element 1: Location	A1.1 Development location	The BAL contour map (Figure 5) indicates that the current site is situated within BAL-FZ and is likely subject to significant radiant heat and ember attack. For compliance to be achieved for this acceptable solution, there is potential to reduce the radiant heat impacts on the subject site in its current location through the implementation of a 21 m wide Asset Protection Zone (APZ), as depicted in Figure 7 and Figure 8.
Element 2: Siting and design	A2.1 Asset Protection Zone	In order for the cottage to attain a compliant BAL-29 rating in its current location, a 21 m wide APZ around the site will need to be established and is to be landscaped and maintained in a low threat state as an APZ in accordance with Schedule 1 of the Guidelines (refer to Appendix A). The resulting increase in separation distance to the adjacent Class A forest and subsequent reduction in BAL impact is depicted in Figure 7 and Figure 8 respectively. If not implemented, the cottage will retain its BAL-FZ rating and is unlikely to be able to withstand the radiant heat and ember attack impacts associated with a bushfire.
Element 3: Vehicular access	A3.1 Two access routes	Access to the public road network is currently available via driveway/Clare Copse, which provides connection onto Kirkwood Road. Kirkwood Road then provides for travel in more than two directions including: <ul style="list-style-type: none"> • South to North Street which connects to West Coast Highway to the east and Martine Parade to the west • North then east along Wood Street which provides multiple connections away from the site to the north/east. The existing driveway/Clare Copse access onto the two-way public road in Kirkwood Road is deemed acceptable from a compliance perspective and given the proximity of the cottage to the existing built-up urban area to the east and that the cottage is not a permanent residence, the overall risk of the current access preventing evacuation from the site in the event of bushfire is low.
	A3.2 Public road	N/A – no new public roads are proposed or required for this site.
	A3.3 Cul-de-sac (including a dead-end-road)	N/A – no cul-de-sacs are proposed or required for this site and the site is not serviced by an existing cul-de-sac.
	A3.4 Battle-axe	N/A – no battle-axes are proposed or required for this site and the site is not serviced by an existing battle-axe.
	A3.5 Private driveway longer than 50 m	The cottage is located further than 50 m from a public road and the access along Clare Copse, the associated carpark and driveway to the cottage provides sufficient access to allow for vehicles to pass and fire appliances to manoeuvre and turnaround in the event of a bushfire. Compliance with the acceptable solution for private driveways is therefore deemed to be met.
	A3.6 Emergency access way	No permanent emergency access ways (EAW) are proposed or required for this site.
	A3.7 Fire service access routes	N/A – Fire service Access routes are not required for this site due to its proximity to the Clare Copse. In the event of a bushfire, firefighters will be able to safely set up within the car park and undertake direct asset protection as required. Clare Copse provides safe egress for firefighters.

Bushfire protection criteria	Method of compliance	Proposed bushfire management strategies
	Acceptable solutions	
	A3.8 Firebreak width	N/A – firebreaks are not required in relation to the site.
Element 4: Water	A4.1 Reticulated areas	The site is connected to reticulated water supply via surrounding development in accordance with Water Corporation’s Design Standard 63 requirements (refer to Appendix D). Existing water hydrants are located at 200 m intervals along Kirkwood Road and the water reticulation is therefore compliant with this acceptable solution.
	A4.2 Non-reticulated areas	N/A – the site is located within an existing reticulated area.
	A4.3 Individual lots within non-reticulated areas (Only for use if creating 1 additional lot and cannot be applied cumulatively)	N/A – the site is located within an existing reticulated area.

Table 7: Compliance with the bushfire protection criteria of the Guidelines – potential relocation area

Bushfire protection criteria	Method of compliance Acceptable solutions	Proposed bushfire management strategies
Element 1: Location	A1.1 Development location	Relocation of the site to the potential relocation area, as illustrated in Figure 6, would serve to increase the distance of separation to the adjacent Class A forest, reducing potential radiant heat impacts to a compliant level. The potential relocation of the site would allow the cottage to attain a BAL rating of BAL-29.
Element 2: Siting and design	A2.1 Asset Protection Zone	The potential relocation area is of sufficient distance from the adjacent plot of Class A forest to allow the cottage to attain a rating of BAL-29; therefore, no additional APZ provisions are necessary to achieve compliance.
Element 3: Vehicular access	A3.1 Two access routes	<p>Access to the public road network is currently available via driveway/Clare Copse, which provides connection onto Kirkwood Road. Kirkwood Road then provides for travel in more than two directions including:</p> <ul style="list-style-type: none"> • South to North Street which connects to West Coast Highway to the east and Martine Parade to the west • North then east along Wood Street which provides multiple connections away from the site to the north/east. <p>The existing driveway/Clare Copse access onto the two-way public road in Kirkwood Road is deemed acceptable from a compliance perspective and given the proximity of the cottage to the existing built-up urban area to the east and that the cottage is not a permanent residence, the overall risk of the current access preventing evacuation from the site in the event of bushfire is low.</p>
	A3.2 Public road	N/A – no new public roads are proposed or required for this site.
	A3.3 Cul-de-sac (including a dead-end-road)	N/A – no cul-de-sacs are proposed or required for this site and the site is not serviced by an existing cul-de-sac.
	A3.4 Battle-axe	N/A – no battle-axes are proposed or required for this site and the site is not serviced by an existing battle-axe.
	A3.5 Private driveway longer than 50 m	The cottage is located further than 50 m from a public road and the access along Clare Copse, the associated carpark and driveway to the cottage provides sufficient access to allow for vehicles to pass and fire appliances to manoeuvre and turnaround in the event of a bushfire. Compliance with the acceptable solution for private driveways is therefore deemed to be met.
	A3.6 Emergency access way	No permanent emergency access ways (EAW) are proposed or required for this site.
	A3.7 Fire service access routes	N/A – Fire service Access routes are not required for this site due to its proximity to the Clare Copse. In the event of a bushfire, firefighters will be able to safely set up within the car park and undertake direct asset protection as required. Clare Copse provides safe egress for firefighters.
	A3.8 Firebreak width	N/A – firebreaks are not required in relation to the site.
Element 4: Water	A4.1 Reticulated areas	The site is connected to reticulated water supply via surrounding development in accordance with Water Corporation’s Design Standard 63 requirements (refer to Appendix D). Existing water hydrants are located at 200 m intervals along Kirkwood Road and the water reticulation is therefore compliant with this acceptable solution.
	A4.2 Non-reticulated areas	N/A – the site is located within an existing reticulated area.
	A4.3 Individual lots within non-reticulated areas (Only for use if creating 1 additional lot and cannot be applied cumulatively)	N/A – the site is located within an existing reticulated area.

6. Bushfire Management Measures

Strategen-JBS&G makes the following bushfire management recommendations to improve and enhance the level of bushfire risk mitigation for the site.

6.1 Establishment of an Asset Protection Zone (APZ) and ongoing fuel management

As discussed in Section 4, the current siting of the Friends of Allen Park Cottage exposes the structure to potentially significant bushfire impacts. Should the siting of the cottage remain in its current location, consideration should be given to the establishment of an APZ around the building.

The establishment of a 21 m APZ around the cottage will have the effect of reducing the BAL rating to BAL-29, as shown in Table 8. The resulting increase in separation distance to the adjacent Class A forest and subsequent reduction in BAL impact is depicted in Figure 7 and Figure 8 respectively. Maintenance of the APZ is to be in accordance with Clause 2.2.3.2 (f) of AS 3959 and Schedule 1 of the Guidelines (refer to Appendix A).

Table 8: BAL contour assessment results – current site location with 21 m wide APZ installed

Method 1 BAL determination				
Plot	Vegetation classification / exclusion clause	Effective slope	Separation distance	Highest BAL
1	Class A Forest	Flat/upslope (0°)	21 m APZ	BAL-29
2	Class D Scrub	Flat/upslope (0°)	>100 m	BAL-Low
3	Class D Scrub	Downslope >5-10°	83 m	BAL-12.5
4	Class C Shrubland	Downslope >0-5°	>100 m	BAL-Low
5	Excluded – Non-vegetated and Low threat (Clause 2.2.3.2 [e] and [f])	N/A	N/A	BAL-Low

Furthermore, it was observed during the site inspection that a number of understorey garden beds within the heritage precinct between Wood Street and Clare Copse (Appendix C) appear unmanaged and capable of supporting fire development/spread.

It is recommended that a works programme be undertaken to manage these areas in a low threat state (i.e. less than 2 t/ha) in accordance with Clause 2.2.3.2 (f) of AS 3959 and Schedule 1 of the Guidelines (refer to Appendix A) to reduce the likelihood of spot fires occurring within close proximity to the cottage.

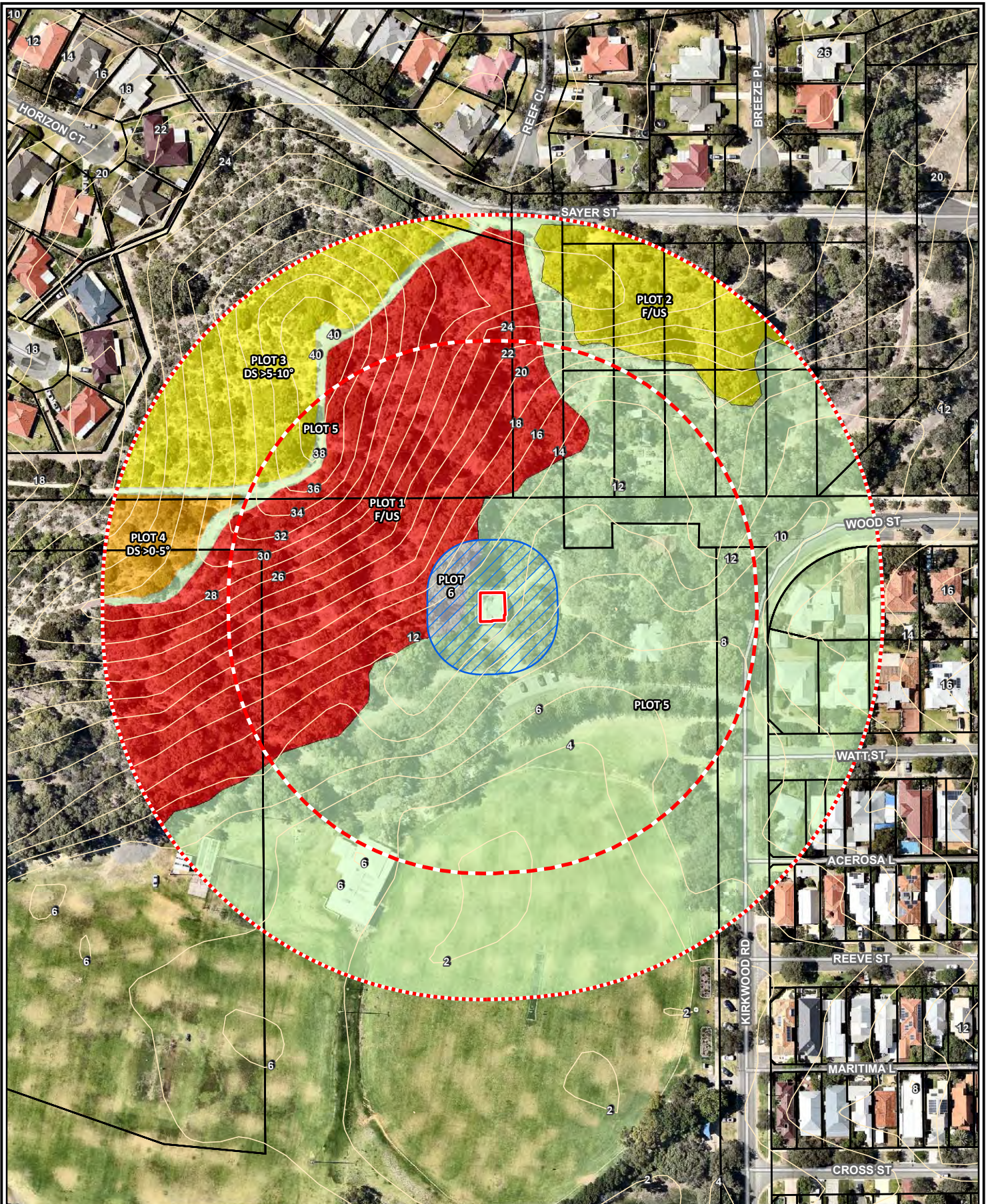
6.2 Building construction standards

Strategen-JBS&G understands that consideration is being given to converting the cottage from a Class 1a building to a Class 9b building and retaining its current siting. As a result of this conversion, the construction standards for buildings in a bushfire prone under AS3959 do not apply; however, Strategen-JBS&G recommends the actions listed in the architect's review (Appendix F) be implemented to increase the resilience of the cottage against bushfire impacts.

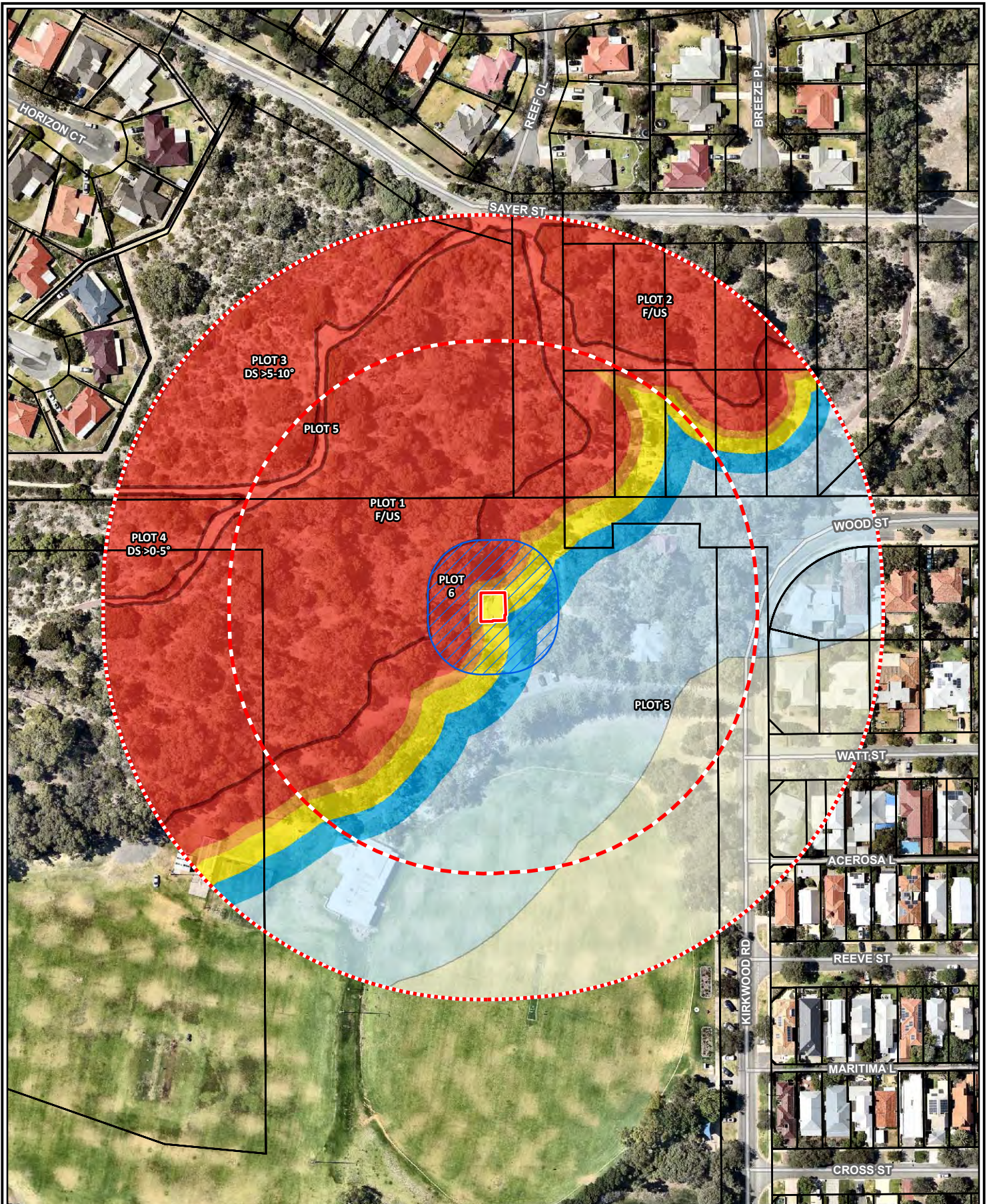
6.3 City of Nedlands annual firebreak notice

It is recommended that compliance with the City of Nedlands annual firebreak notice (Appendix E) be complied with at all times, as per the following provisions:

- Residential land - slash all grass and clear all inflammable matter on the land and verge to a height no greater than 5cm and to maintain all grass and all inflammable matter on the land and verge at a height no greater than 5cm up to and including the 31st day of March in the following year.
- All other land - slash all grass and clear all inflammable matter on the land and verge to a height no greater than 5cm, for a width of no less than three metres (3m), immediately inside the external boundaries of the property. In addition, trees must be trimmed back to provide a vertical clearance of a minimum three and a half metres (3.5m) to allow fire appliances to drive along the firebreak.



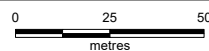
Legend: Building outline 100m assessment area 150m assessment area Cadastral boundary 21m wide APZ Topographic contours (mAHd) Roads (MRWA)	Vegetation classification Class A Forest Class C Shrubland Class D Scrub Clause 2.2.3.2 (e) & (f) Area to be modified to non-vegetated and low threat state	Scale 1:2,000 at A4 		Friends of Allen Park Cottage, Allen Park, Swanbourne, WA POST-DEVELOPMENT VEGETATION CLASSIFICATION AND EFFECTIVE SLOPE (current site location)
		Coord. Sys. GDA 1994 MGA Zone 50 		
Job No: 58017 Client: City of Nedlands		Version: A Drawn By: jcrute	Date: 13-Jan-2020 Checked By: CT	



Legend:

- | | |
|----------------------|----------|
| Building outline | BAL FZ |
| 100m assessment area | BAL 40 |
| 150m assessment area | BAL 29 |
| Cadastral boundary | BAL 19 |
| 21m wide | BAL 12.5 |
| Roads (MRWA) | BAL Low |

Scale 1:2,000 at A4



Coord. Sys. GDA 1994 MGA Zone 50



Job No: 58017

Client: City of Nedlands

Version: A

Date: 13-Jan-2020

Drawn By: jcrute

Checked By: CT

**Friends of Allen Park Cottage,
Allen Park, Swanbourne, WA**

**POST-DEVELOPMENT
BAL CONTOURS
(current site location)**

FIGURE 8



7. Responsibilities for implementation and management of the bushfire measures

Implementation of the BMP applies to occupiers of the Friends of Allen Park Cottage and the City of Nedlands to ensure bushfire management measures are adopted and implemented on an ongoing basis. A bushfire responsibilities table is provided in Table 9 and Table 10 to drive implementation of all bushfire management works associated with this BMP for retaining the current cottage location or relocating the cottage.

Table 9: Responsibilities for implementation and management of the bushfire measures (current location)

Implementation/management table	
Occupier/City – ongoing	
No.	Implementation action
1	Should the cottage be maintained in its current location, establish and maintain a 21 m wide Asset Protection Zone (APZ) to the dimensions and standards stated in the BMP.
2	Undertake fuel hazard reduction/low threat landscaping of understorey garden beds situated within the historic precinct (Figure 9), between the heritage cottages to the standards stated in this BMP.
3	Implement actions listed in the Architect’s Report to increase building resilience.
4	Comply with the City of Nedlands annual firebreak notice (as amended).
5	Maintain road verges in a low threat minimal fuel condition as per Clause 2.2.3.2 (f) of AS 3959.

Table 10: Responsibilities for implementation and management of the bushfire measures (proposed relocation)

Implementation/management table	
Occupier/City – ongoing	
No.	Implementation action
1	Undertake fuel hazard reduction/low threat landscaping of understorey garden beds situated within the historic precinct Figure 9, between the heritage cottages to the standards stated in this BMP.
2	Implement actions listed in the Architect’s Report to increase building resilience.
3	Comply with the City of Nedlands annual firebreak notice (as amended).
4	Maintain road verges in a low threat minimal fuel condition as per Clause 2.2.3.2 (f) of AS 3959.



- Legend:**
- Building outline
 - 100m assessment area
 - 150m assessment area
 - Cadastral boundary
 - Managed low threat vegetation
 - Roads (MRWA)

Scale 1:2,000 at A4		
Coord. Sys. GDA 1994 MGA Zone 50		
Job No: 58017		
Client: City of Nedlands		
Version: A	Date: 24-Jan-2020	
Drawn By: hsullivan	Checked By: CT	

Tom Collins House, Allen Park, Swanbourne, WA

BUSHFIRE MANAGEMENT MEASURES

FIGURE 9

8. References

Department of Fire and Emergency Services (DFES) 2020, *Map of Bush Fire Prone Areas*, [Online], Government of Western Australia, available from: <https://maps.slip.wa.gov.au/landgate/bushfireprone/> , [16/01/2020].

Department of Planning (DoP) 2016, *Visual guide for bushfire risk assessment in Western Australia*, Department of Planning, Perth.

Standards Australia (SA) 2018, *Australian Standard AS 3959–2018 Construction of Buildings in Bushfire-prone Areas*, Standards Australia, Sydney.

Western Australian Planning Commission (WAPC) 2015, *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, Western Australian Planning Commission, Perth.

Western Australian Planning Commission (WAPC) 2017, *Guidelines for Planning in Bushfire Prone Areas*, Version 1.3 August 2017, Western Australian Planning Commission, Perth.

9. Limitations

Scope of services

This report ("the report") has been prepared by Strategen-JBS&G in accordance with the scope of services set out in the contract, or as otherwise agreed, between the Client and Strategen-JBS&G. In some circumstances, a range of factors such as time, budget, access and/or site disturbance constraints may have limited the scope of services. This report is strictly limited to the matters stated in it and is not to be read as extending, by implication, to any other matter in connection with the matters addressed in it.

Reliance on data

In preparing the report, Strategen-JBS&G has relied upon data and other information provided by the Client and other individuals and organisations, most of which are referred to in the report ("the data"). Except as otherwise expressly stated in the report, Strategen-JBS&G has not verified the accuracy or completeness of the data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in the report ("conclusions") are based in whole or part on the data, those conclusions are contingent upon the accuracy and completeness of the data. Strategen-JBS&G has also not attempted to determine whether any material matter has been omitted from the data. Strategen-JBS&G will not be liable in relation to incorrect conclusions should any data, information or condition be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to Strategen-JBS&G. The making of any assumption does not imply that Strategen-JBS&G has made any enquiry to verify the correctness of that assumption.

The report is based on conditions encountered and information received at the time of preparation of this report or the time that site investigations were carried out. Strategen-JBS&G disclaims responsibility for any changes that may have occurred after this time. This report and any legal issues arising from it are governed by and construed in accordance with the law of Western Australia as at the date of this report.

Environmental conclusions

Within the limitations imposed by the scope of services, the preparation of this report has been undertaken and performed in a professional manner, in accordance with generally accepted environmental consulting practices. No other warranty, whether express or implied, is made.

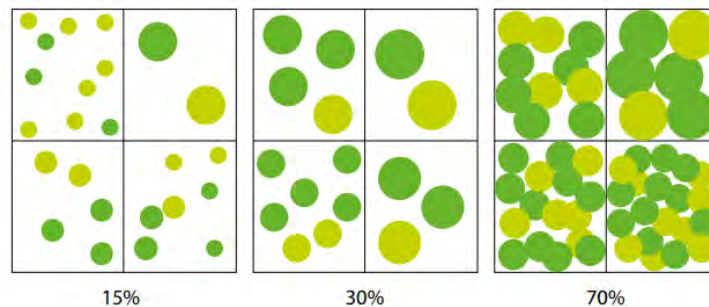
The advice herein relates only to this project and all results conclusions and recommendations made should be reviewed by a competent person with experience in environmental investigations, before being used for any other purpose.

Strategen-JBS&G accepts no liability for use or interpretation by any person or body other than the client who commissioned the works. This report should not be reproduced without prior approval by the client, or amended in any way without prior approval by Strategen-JBS&G, and should not be relied upon by other parties, who should make their own enquiries.

Appendix A APZ standards (Schedule 1 of the Guidelines)

Schedule 1: Standards for Asset Protection Zones

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.



- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m² in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

Appendix B Vegetation plot photos and description



Photo ID: 1a



Photo ID: 2a

Plot number		Plot 1
Vegetation classification	Pre-development	Class A Forest
	Post-development	Class A Forest
Description / justification		Trees 10-30 m high at maturity, dominated by Eucalypts, multi-tiered structure comprising tall canopy layer, shrubby middle layer and grass/herb/sedge understorey



Photo ID: 2a

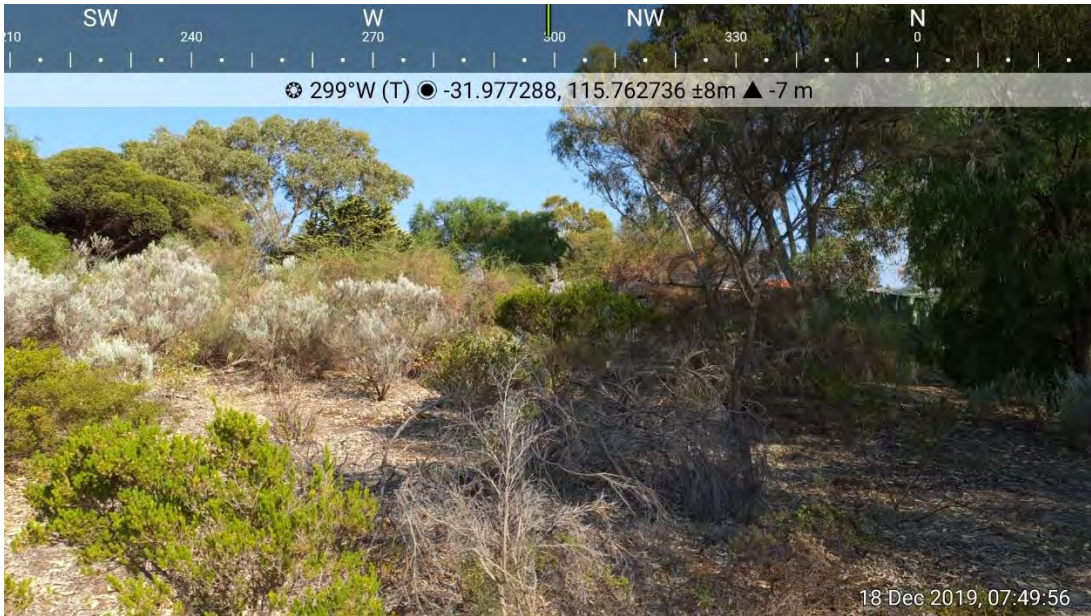


Photo ID: 2a

Plot number		Plot 2
Vegetation classification	Pre-development	Class D Scrub
	Post-development	Class D Scrub
Description / justification		Vegetation with a continuous horizontal and vertical structure, greater than 2 m high at maturity



Photo ID: 3a

Plot number		Plot 3
Vegetation classification	Pre-development	Class D Scrub
	Post-development	Class D Scrub
Description / justification		Trees 2-30 m at maturity, dominated by trees with a grassy understorey (lacks shrubby middle layer and deep surface litter)

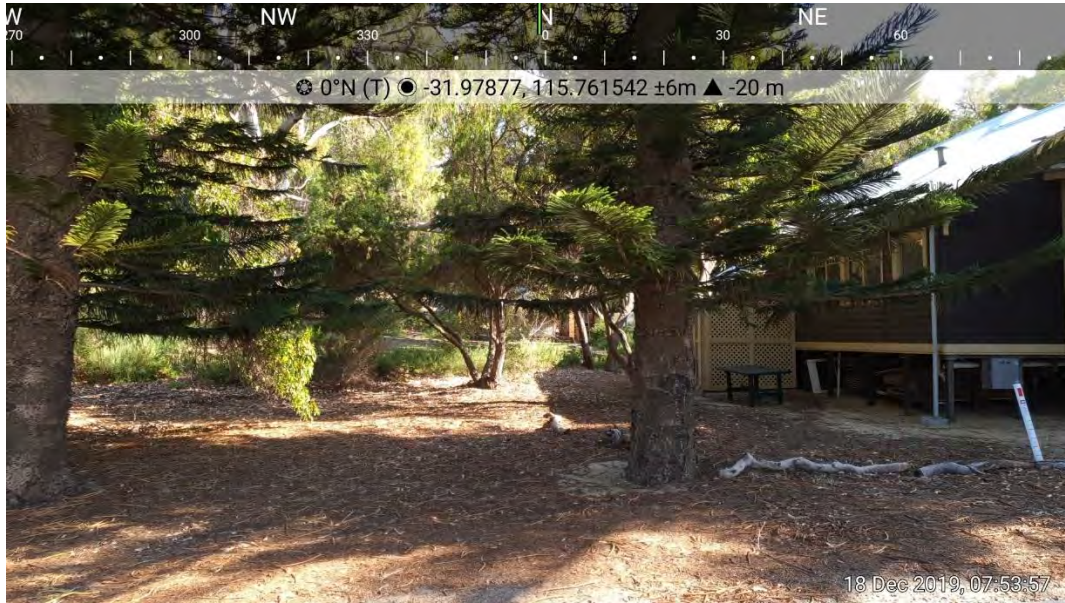


Photo ID: 4a



Photo ID: 4b

Plot number		Plot 5
Vegetation classification	Pre-development	Excluded Clause (e) & (f)
	Post-development	Excluded Clause (e) & (f)
Description / justification		Low threat cultivated gardens and maintained lawns within surrounding properties and non-vegetated areas including roads, footpaths, driveways and building footprints

Appendix C Vegetation Management Areas – Site Pictures



Picture 1: Garden Area looking West to Friends of Allen Park Cottage



Picture 2: Garden Area looking south towards Oval



Picture 3: Garden area looking west from Clare Copse



Picture 4: Garden area looking north from Clare Copse

Appendix D Water technical standards of the Guidelines

Reticulated areas	
Acceptable solution A4.1	The subdivision, development or land use is provided with a reticulated water supply in accordance with the specifications of the relevant water supply authority and Department of Fire and Emergency Services.
Explanatory note E4.1	Water supply authorities in Western Australia include the Water Corporation, Aqwest and the Busselton Water Board. The Water Corporation's 'No. 63 Water Reticulation Standard' is deemed to be the baseline criterion for developments and should be applied unless local water supply authorities' conditions apply.

Appendix E City of Nedlands Firebreak Notice

Bush Fire Notice

Owners/occupiers of land within the City of Nedlands are required under the Bush Fires Act 1954 to clear all flammable materials, immediately inside all external boundaries of the land and also immediately surrounding buildings on the land during the bush fire season.

The bush fire season begins 30 November and ends 31 March each year.

Please be advised that there are burning restrictions within the City of Nedlands. You cannot burn off at any time within the City of Nedlands under the City's Health Local Law, except with the written approval.

Prohibited burning period – 15 December to 31 March each year

Restricted burning period – 2 November to 30 April each year

Rangers patrol for compliance with the Bush Fire Notice and Bush Fire Act 1954. Residents are also welcome to report properties or areas they think may be a fire hazard so Rangers can investigate. Rangers perform inspections and issue notices under Section 33 of the Bush Fires Act 1954, which requires landowners and occupiers in the City of Nedlands to make preparations on their land to reduce the risk of fire during summer. To access the Bush Fire Notice, see document below.

Penalties apply for failure to comply with the Bush Fire Notice. Clearance of land is by mowing, slashing or grading to create a fire break or clearance of flammable material, subject to the type of property.

Residential land - slash all grass and clear all inflammable matter on the land and verge to a height no greater than 5cm and to maintain all grass and all inflammable matter on the land and verge at a height no greater than 5cm up to and including the 31st day of March in the following year.

All other land - slash all grass and clear all inflammable matter on the land and verge to a height no greater than 5cm, for a width of no less than three metres (3m), immediately inside the external boundaries of the property. In addition, trees must be trimmed back to provide a vertical clearance of a minimum three and a half metres (3.5m) to allow fire appliances to drive along the firebreak.

Appendix F Architect Review



- Bushfire Report

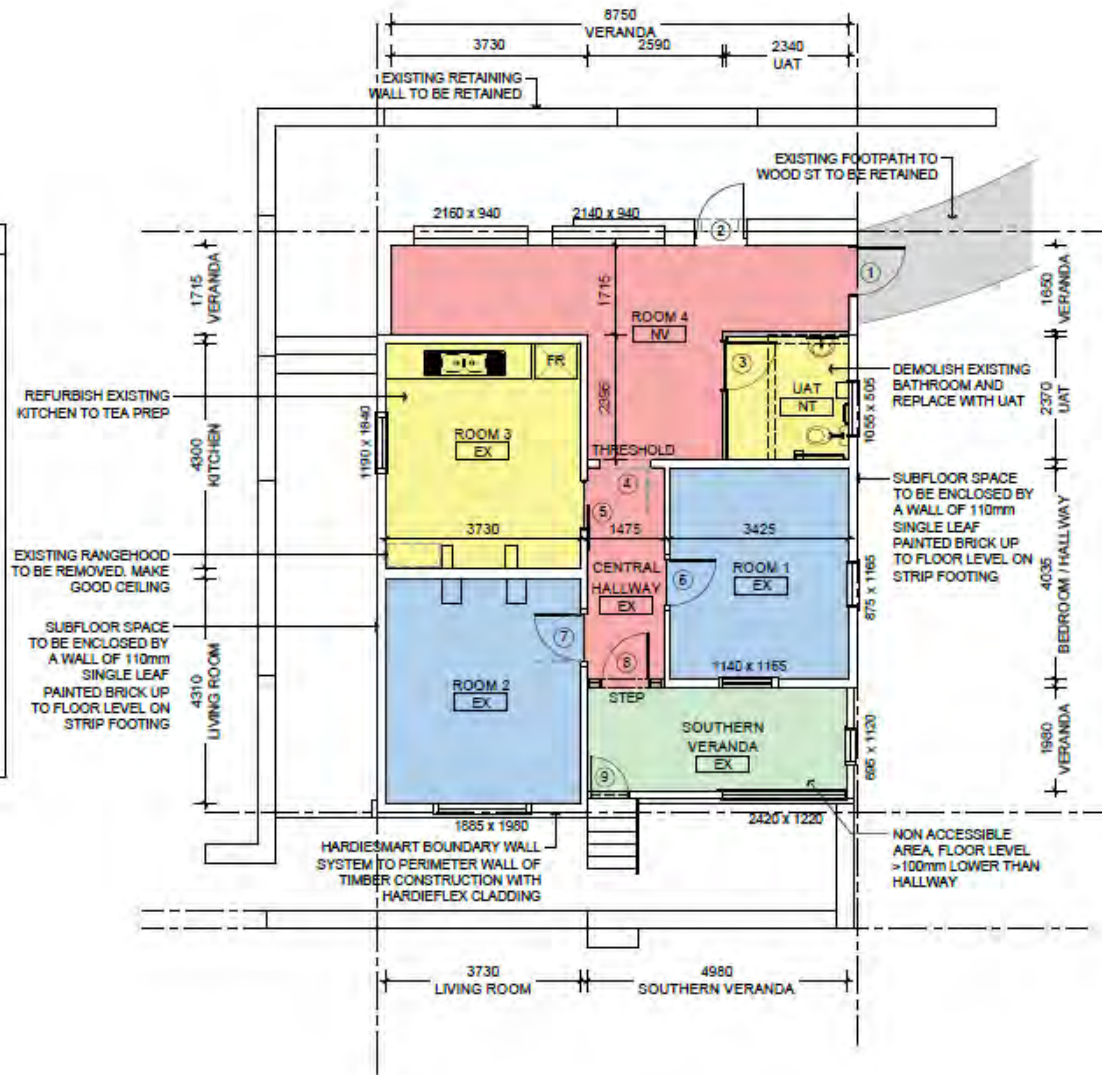
As the property is being looked at from the perspective of converting it from class 1a to 9b, Australian standards for construction in a bushfire prone area do not technically apply, however, on previous projects fire engineers and local government have made compliance with the standards a requirement. The property sits within a bushfire zone with a BAL of FZ, as such, the following steps could be taken. A full bushfire report will need to be conducted by an accredited assessor to identify any additional issues.

- A minimum setback of 10m from the classified vegetation must be achieved, trees will have to be cleared for the building to comply.
- All roof/wall junctions, eaves and openings must be sealed

- All external doors and windows must comply with AS3959
 - The subfloor space must be enclosed by a wall that complies with AS3959 requirements.
 - All roof penetrations must be sealed and all roof openings fitted with ember guards
 - All above-ground, exposed water and gas supply pipes must be metal
-
- Bushfire resistance:
 - All external doors & windows to be protected by compliant bushfire shutters
 - Perimeter walls to timber stud structure to be fitted with 'Hardiesmart' Boundary Wall System
 - Min 6mm Hardiflex Cladding
 - Hardiewrap Weather Barrier
 - Fire Resistant Insulation
 - Roof/wall junction sealed to prevent openings greater than 3mm by use of fascia / eaves linings with FRL of -/30/30
 - Subfloor space to be enclosed by a wall of 110mm thick single leaf painted face brick on strip footing up to floor level.
 - Surrounding vegetation to be cleared to achieve 10m clearance from building envelope to vegetation.
 - Roof cladding, gutters, downpipes and battens to be replaced with Colorbond roof, including flashings and anticon insulation
 - Remove all on-site asbestos, refer to appendices **Asbestos Register** compiled by Environmental site services.
 - All above ground water and gas supply pipes must be metal

Proposed Alterations

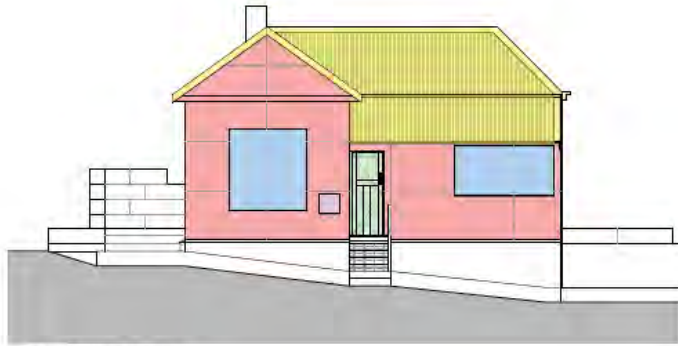
INTERNAL FINISHES SCHEDULE:	
ROOM 1	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
ROOM 2	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
ROOM 3	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING, TILED BACKSPLASH TO WALL BEHIND SINK.
ROOM 4	<ul style="list-style-type: none"> NEW VINYL TO CONCRETE FLOOR REPAINT ALL WALLS, NO CEILING, NEW ROOF EXPOSED
UAT	<ul style="list-style-type: none"> NEW TILING TO FLOOR WITH TILED SKIRTING PAINT TO ALL WALLS & CEILING, TILED BACKSPLASH TO WALL BEHIND HAND BASIN
CENTRAL HALLWAY	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING
SOUTHERN VERANDA	<ul style="list-style-type: none"> STRIP & SEAL EXISTING TIMBER FLOORING REPAINT ALL WALLS & CEILING



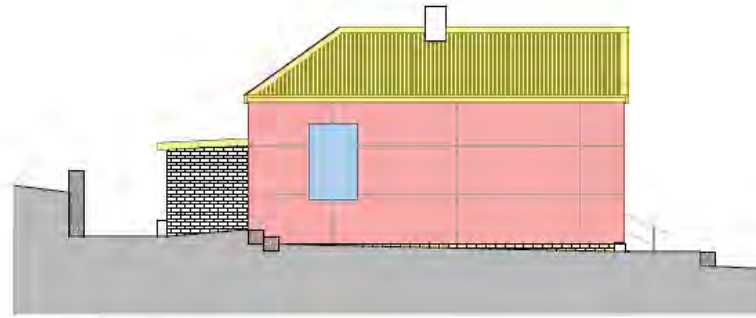
DOOR LEGEND:	
1.	NEW DOOR WITH A SOLID CORE, SEALED SO AS TO PROVIDE NO GAPS GREATER THAN 3mm. 980 x 2160mm. ENSURE DOOR HARDWARE IS COMPLIANT WITH AS1428.1. ENSURE PAVING LEVEL AT THRESHOLD
2.	EXISTING SLIDING DOOR TO BE REPLACED WITH SOLID CORE SWING DOOR 920mm CLEAR, SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm. WIDEN DOOR FRAME TO FIT NEW DOOR. BRICK CAPPING TO OLD RETAINING WALL IN DOORWAY TO BE REMOVED AND ENDS OF WALL MADE GOOD
3.	NEW DOOR TO UAT 920 x 2100mm, TO COMPLY WITH AS1428.1 REQUIREMENTS
4.	EXISTING DOOR TO BE REMOVED, FRAME WIDENED TO PROVIDE ACCESSIBLE PATH OF TRAVEL
5.	EXISTING DOOR FRAME REPLACED WITH SLIDING DOOR 850 x 2100mm, TO COMPLY WITH FOOD STANDARD REQUIREMENTS FOR ENTRY TO TEA ROOM
6.	EXISTING DOOR TO BE RETAINED 880 x 2100mm, HARDWARE TO BE REPLACED WITH ALTERNATIVES COMPLIANT WITH AS1428.1
7.	EXISTING NON-COMPLIANT DOOR TO BE RE-HUNG 880 x 2100mm, HARDWARE TO BE REPLACED WITH ALTERNATIVES COMPLIANT WITH AS1428.1
8.	EXISTING NON-ACCESSIBLE DOOR TO BE RETAINED, 880 x 2100
9.	NEW NON-ACCESSIBLE DOOR TO VERANDA, 720 x 2060mm. SOLID CORE, SEALED SO AS TO PROVIDE NO GAP GREATER THAN 3mm

WINDOW NOTE:	
REPLACE ALL EXTERNAL WINDOWS WITH NEW ALUMINIUM FRAMES, TOUGHENED LOW-E GLASS	

SCALE



E1 ELEVATION - SOUTHERN
SCALE 1:50 @ A1



E2 ELEVATION - WESTERN
SCALE 1:50 @ A1



E3 ELEVATION - NORTHERN
SCALE 1:50 @ A1



E4 ELEVATION - EASTERN
SCALE 1:50 @ A1

DOOR LEGEND:

- REMOVE ALL EXTERNAL CLADDING TO TIMBER FRAME. REFER TO APPENDICES ASBESTOS REGISTER COMPILED BY ENVIRONMENTAL SITE SERVICES. REPLACE WITH JAMES HARDIE 'HARDIESMART' BOUNDARY WALL SYSTEM WITH 'HARDIFLEX' CLADDING
- REPLACE ALL EXTERNAL WINDOWS WITH NEW ALUMINIUM FRAMES WITH TOUGHENED LOW-E GLASS. ALL EXTERNAL WINDOWS TO BE PROTECTED BY BUSHFIRE SHUTTERS
- ALL EXTERNAL DOORS TO BE REPLACED WITH SOLID CORE DOORS TO COMPLY WITH AS3859, SEALED SO AS TO PROVIDE NO GAPS GREATER THAN 3mm
- ROOF CLADDING, GUTTERS, DOWNPIPES & BATTENS TO BE REPLACED WITH COLORBOND ROOF, INCLUDING FLASHINGS AND ANTI-CORN INSULATION
- REMOVE ALL ON-SITE ASBESTOS, REFER APPENDICES ASBESTOS REGISTER COMPILED BY ENVIRONMENTAL SITE SERVICES.
- SUBFLOOR SPACE TO BE ENCLOSED BY A WALL OF 110mm THICK SINGLE LEAF PAINTED FACE BRICK UP TO FLOOR LEVEL ON STRIP FOOTING.



PROPOSED ELEVATIONS
SCALE 1:50 @ A1

NOTE:
DIMENSIONS TO BE CONFIRMED ON SITE BY SURVEY

Project Name	118 WOOD ST, SWANBOURNE	No.	190	Date	30.06.2019
Client	WOOD ST COTTAGE REVIEW	Drawn	MS	Checked	MS
Project	118 WOOD ST, SWANBOURNE	Project No.	61,19	Scale	SK06
Architect	Collard Preston ARCHITECTS	Project No.	61,19	Scale	SK06

© JBS&G Australia Pty Ltd T/A Strategen-JBS&G

This document is and shall remain the property of Strategen-JBS&G. The document may only be used for the purposes for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

Document Status

Report version	Rev No.	Purpose	Author	Reviewed and Approved for Issue	
				Name	Date
Draft Report	Rev A	For client review	Euan Sutherland	Zac Cockerill (BPAD 37803, Level 2)	16 January 2020
Final Report	Rev 0	For Client use	Euan Sutherland	Zac Cockerill (BPAD 37803, Level 2)	24 January 2020

8.3 Corporate & Strategy Report No's CPS18.20 to CPS21.20

Report No's CPS18.20 to CPS21.20 to be dealt with at this point (copy attached green cover sheet).

CPS18.20	List of Accounts Paid – July 2020
CPS19.20	Ongoing Implications of COVID-19 on the City's Tenancy Portfolio
CPS20.20	Review of Point Resolution Child Care Centre
CPS21.20	Sale of 64-66 Melvista Avenue, Dalkeith



City of Nedlands

Corporate & Strategy Reports

Committee Consideration – 8 September 2020

Council Resolution – 22 September 2020

Table of Contents

Item No.	Page No.
CPS18.20 List of Accounts Paid – July 2020	2
CPS19.20 Ongoing Implications of COVID-19 on the City's Tenancy Portfolio	4
CPS20.20 Review of Point Resolution Child Care Centre	9
CPS21.20 Sale of 64-66 Melvista Avenue, Dalkeith.....	17

CPS18.20 List of Accounts Paid – July 2020

Committee	8 September 2020
Council	22 September 2020
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Nil.
Director	Lorraine Driscoll – Director Corporate & Strategy
Attachments	1. Creditor Payment Listing – July 2020 2. Credit Card and Purchasing Card Payments – July 2020 (29 June – 29 Jul 2020)
Confidential Attachments	

Executive Summary

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* Administration is required to present the List of Accounts Paid for the month to Council.

Recommendation to Committee

Council receives the List of Accounts Paid for the month of July 2020 as per attachments.

Discussion/Overview

Background

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid to be prepared each month, showing each account paid since the last list was prepared. This list is to include the following information:

1. the payee's name;
2. the amount of the payment;
3. the date of the payment; and
4. sufficient information to identify the transaction.

It is normal practice for the monthly payment list to be a month in arrears to allow for the production of Council reports, the timetable is such that Council reports are being finalised for the following months' round of meetings before the completion of the current month.

Risk Management

The accounts payable procedures ensure that no fraudulent payments are made by the City, and these procedures are strictly adhered to by the officers. These include the final vetting of approved invoices by the Manager Finance and the Director Corporate and Strategy (or designated alternative officers).

Conclusion

The List of Accounts Paid for the month of July 2020 complies with the relevant legislation and can be received by Council (see attachments).

Consultation

Required by legislation:

Yes

No

Required by City of Nedlands policy:

Yes

No

Strategic Implications

The 2020/21 approved budget is in line with the City's strategic direction. Payments are made to meet the City's spend on operations and capital expenses undertaken in accordance with the approved budget.

The 2020/21 approved budget ensured that there is an equitable distribution of benefits in the community

The 2020/21 budget was prepared in line with the City's level of tolerance of risk and it is managed through budgetary review and control.

Budget/Financial Implications

The payments are made in accordance with the approved budget and achieves a surplus cashflow balance.



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
Westpac - Municipal Acct						
CHEQUE						
70609	NERISSA TAYLOR	10/07/2020	-65.67	INV	WOOLSWORTH ROOD FOR PRCC DURING COVID 19	65.67
70610	P MOMEN	10/07/2020	-1,700.00	RFND	VERGE BOND REFUND 71 VIKING RD	1,700.00
70611	MR A T PAPARUSIS	10/07/2020	-1,700.00	RFND	VERGE BOND REFUND - 21 HAMPDEN RD	1,700.00
70612	CITY OF CANNING	10/07/2020	-6,358.84	INV	LONG SERVICE LEAVE CONTRIBUTION	6,358.84
70613	CITY OF ROCKINGHAM	10/07/2020	-10,400.54	INV	REIMBURSEMENT OF SECONDMENT SENIOR PLANNING OFFICER	5,200.27
				INV	REIMBURSEMNT - SECONDMENT OF SENIOR PLANNING OFFIC	5,200.27
70614	WATER CORPORATION	10/07/2020	-2,602.41	INV	CNR PRINCESS RD - 20/4/20-19/6/20	20.14
				INV	RD VERGE 110 PRINCESS RD - 20/4/20-19/6/20	5.04
				INV	DAY CARE CENTRE 100 PRINCESS RD- 20/4/20-19/6/20	186.20
				INV	23 VINCENT ST - 17/4/20-19/6/20	17.63
				INV	CENTRE AT MELVISTA AVE - 20/4/20-19/6/20	718.51
				INV	76STANLEY ST	7.55
				INV	RESERVE AT GRNBY PARK	585.28
				INV	GARDEN AT PRNICE RD - 17/4/20-19/6/20	17.63
				INV	ROUNDABOT CNR PRINCESS BRUCE - 20/4/20-22/6/20	20.14
				INV	CAR PARK AT 17 COOPER STR	207.37
				INV	GARDEN AT 1-9 STIRLING HWY	124.78
				INV	STRIP ON STIRLING MEDIA	10.07
				INV	CENTRE AT 21-23 TYRELL ST	417.01
				INV	RESERVE AT 60 STIRLING HWY	265.06
70615	WEST AUSTRALIAN NEWSPAPER LTD	10/07/2020	-83.60	INV	NEWSPAPER SUBSCRIPTION - 6 JUNE 2020-04 JULY 2020	83.60
70616	PETIT HOMES PTY LTD	17/07/2020	-1,700.00	RFND	VERGE BOND REFUND - 5/89 STIRLING HWY	1,700.00
70617	A L RICHARDS	17/07/2020	-1,600.00	RFND	VERGE BOND REFUND - 25 COLIN ST	1,600.00



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

Chq/Ref	Payee	Date	Amount	Tran	Description	Amount
70618	MERCEDES GROUP PTY LTD	17/07/2020	-1,650.00	RFND	VERGE BOND REFUND - 25 COLIN ST	1,650.00
70619	WEBB & BROWN NEAVES	17/07/2020	-1,600.00	RFND	VERGE BOND REFUND - 25 COLIN ST	1,600.00
70620	MRS EILEEN HILL	17/07/2020	-200.00	INV	DOG INFRINGEMENT NOTICE 2000074	200.00
70621	C WANG	17/07/2020	-1,700.00	RFND	VERGE BOND REFUND - 11A BROCKWAY RD	1,700.00
70622	MR M L LIVERIS	17/07/2020	-1,700.00	INV	REFUND FOR VERGEBOND 22 MAYFAIR STREET - RC597202	1,700.00
70623	CITY OF NEDLANDS - CASH CHEQUE / PE	24/07/2020	-450.15	INV	PETTY CASH RECOUP- 11/3/20 BANKED INTO SUNDRY INCO	28.00
				INV	RECOUP - PETY CASH LIBRARY WE 5 JULY 2020 (LFY)	422.15
70624	CITY OF ROCKINGHAM	24/07/2020	-10,400.54	INV	SECONDMENT OF SENIOR PLANNING OFFICER	5,200.27
				INV	PAYMENT FOR SECONDMENT OF STAFF	5,200.27
70625	OSWALD HOMES (1972) PTY LTD	24/07/2020	-1,700.00	fund	VERGE BOND REFUND - 88/4 COLIN STREET	1,700.00
70626	WATER CORPORATION	24/07/2020	-530.59	INV	HALL AT 62 STIRLING HWY	278.30
				INV	CROQUET CLUB - 1/7/20-31/8/20	9.39
				INV	TENNIS COURTS SMYTH RD - 1/7/20-31/8/20	10.44
				INV	ROUNDAABOUT AT CNNDALKEITH CARRINGTON- 17/3/20-15/5	15.11
				INV	YARD@1-15 CARRINGTON ST- 17/3/20-18/5/20	93.97
				INV	CAR PARK 15 HAMPDEN RD - 17/3/20-15/05/20	45.32
				INV	RESERVE AT JOHN XXXII MTC - 23/3/20-22/5/20	78.06
70627	ZORZI BUILDERS PTY LTD	24/07/2020	-3,350.00	fund	VERGE BOND REFUND - 44 GOLDSMITH RD	1,650.00
				fund	VERGE BOND REFUND 45 VIKINGBA29383-30213	1,700.00
70628	DEPT OF TRANSPORT - FLEET REGO	31/07/2020	-24,637.60	INV	FY REGO 2020-2021	24,637.60
	Total CHEQUE		- \$74,129.94			
EFT						
PY01-01	WESTPAC - MUNICIPAL ACCT	07/07/2020	-396,673.39			



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
PY99-02	WESTPAC - MUNICIPAL ACCT	16/07/2020	-7,903.77			
PY01-02	WESTPAC - MUNICIPAL ACCT	21/07/2020	-370,293.88			
1215	EFT TRANSFER: - 03/07/2020	03/07/2020	-311,338.69	1215.10786-01	Verti-Turf	
				INV	Turf renovation - Allen Park	1,822.50
				INV	Turf renovation	1,822.50
				1215.10859-01	CSP Group Pty Ltd	
				INV	tungsten chain sharpened and new chain provided	82.50
				1215.11097-01	Friends of Allen Park Bushland	
				INV	Administrative assistance grant- Swanbourne Coastal	460.00
				1215.11421-01	Waterlogic Australia	
				INV	Water filter services	162.80
				1215.11954-01	Carealot Home Health Services Pty L	
				INV	Provision of services - 16/5/20-31/5/20	154.00
				1215.12250-01	A P Constructions	
				INV	Boardwalk and bollard maintenance	1,213.30
				1215.12350-01	Capital Recycling	
				INV	Standing order for waste removal from John XXIII	2,851.60
				1215.12364-01	West Tip Waste Control Pty Ltd	
				INV	Supply of 11m3 skip to John XXIII Depot for waste	1,021.00
				INV	Bulk collection - Disposal of bulk rubbish - 2 x	1,280.00
				INV	Supply skip bin required for the completion of cap	510.00
				1215.12532-01	Total Eden Pty Ltd	
				INV	Irrigation Parts for the install of a new station	1,236.19
				1215.12682-01	Synergy	
				INV	Lot 792 Esplande - 24/4/20-25/6/20	387.51
				INV	Aberdare Rd - 23/4/20-24/6/20	420.45
				1215.12743-01	Active Transport & Tilt Tray Svces	
				INV	Transport Wood Chipper #319 back to depot	198.00
				1215.12970-01	Cardno (WA) Pty Ltd	
				INV	Traffic and Road Safety Engineering Services	6,171.00
				INV	Traffic and Road Safety Engineering Services	12,155.00
				1215.13093-01	D & T Asphalt Pty Ltd	
				INV	Standing order for citywide road repairs	3,736.50
				1215.13219-01	Foreshore Rehabilitation & Fencing	
				INV	Removal and disposal of around 50 bollards	17,809.00



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1215.13384-01	Harvey Fresh	
				INV	Standing Order - Weekly Milk Delivery	49.14
				1215.13404-01	Apple Pty Ltd	
				INV	Apple Ipad Pro12.9 Wifi& Cell, Keyboard case	1,785.30
				INV	iPhone 11 Pro 256GB Gold - Salary Sec	1,878.80
				1215.13412-01	Quick Corporate Australia	
				INV	Stationery supplies	6.05
				INV	Kitchen supplies	179.74
				1215.13437-01	Mowmaster Turf Equipment	
				INV	micro adjusting rod and knuckle for edger	35.90
				INV	threaded knuckle for micro adjuster	18.80
				1215.13863-01	G M S Security (WA) Pty Ltd	
				INV	MT Claremont Library security Panel upgrades	16,661.70
				1215.13869-01	Instant Products Hire	
				INV	Ongoing: Portable toilet hire for John XXIII Depot	320.27
				1215.13937-01	Doghouse Group Pty Ltd (Old Name:	
				INV	Payment for - June 2020-August 2020	2,409.00
				1215.13946-01	Plants and Garden Rentals	
				INV	DEPO - plant rental & going maintenance - June 20	210.65
				1215.14004-01	Drainflow Services Pty Ltd	
				INV	Provide education services to citywide drainage pit	8,124.13
				1215.14166-01	Dept of Planning, Lands and Heritag	
				INV	Advertising West Australian 29/08/2019	906.14
				1215.14243-01	Hudson Global Resources	
				INV	Payment of agency staff	2,202.34
				1215.14469-01	Hodge Collard Preston Architects	
				INV	City of Nedlands Depot Extension stage 2	2,758.25
				1215.14510-01	JB Hi-Fi Group Pty Ltd	
				INV	Hardware- Lenovo Touch Monitor - 2x NUC computers	980.00
				1215.14535-01	Skyline Landscape Services	
				INV	Lawn Mowing Maintenance Contract- May 2020	4,342.91
				1215.14602-01	Professional Tree Surgeons	
				INV	Emergency / After hours call out Refer to quote T1	891.00
				1215.14693-01	Easi	
				INV	Payroll Deduction	979.82
				INV	Payroll Deduction	745.32
				1215.14731-01	Newton-Burriss Carpentry	
				INV	Repair of 2 seats at various locations	412.00



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1215.14810-01	Eastern Metropolitan Regional Council	
				INV	mattress collection - 20 may and 29 May 2020	1,224.00
				1215.14895-01	Data Documents	
				INV	Emege 2020 Printing Collateral	1,364.00
					2 x 2m x1m lands	
				1215.14952-01	Mr W R Hassell	
				INV	Monthly allowance for June 2020	354.74
				1215.14972-01	Allwestplant hire Australia Pty Ltd	
				INV	Replacement of existing grates in Rawley Gardens	1,390.40
				INV	Supply site preperation and installation of rock p	9,490.80
				1215.14993-01	Marketforce	
				INV	11 x Nedlands News full page advertisements in the	2,392.50
				INV	Local Public Notice - Amended Start Time of 6pm	866.60
				INV	Public Notice of Special Council Meeting - 5th May	345.62
				1215.15005-01	Becarwise	
				INV	Payment of care lease - Staff - FNE 21 June 2020	729.99
				1215.15193-01	Great Southern Fuel Supplies	
				INV	Bulk delivery of 4,199 litres unleaded fuel	4,471.09
				1215.15224-01	Boyan Electrical Services	
				INV	Repair exit light - Various location	2,068.00
				1215.15236-01	Suez Recycling & Recovery (Perth) P	
				INV	Waste services - May 2020	33,511.04
				1215.15287-01	WCP Civil Pty Ltd	
				INV	Stage 1 Agreed CON WCP	81,947.53
				1215.15340-01	Electronic Signage Australia	
				INV	Replace backboard	366.00
				1215.15389-01	TPG Telecom	
				INV	Monthly charges - 01/5/20-31/5/20	9,417.65
				1215.15401-01	WINC Australia Pty Ltd (Previous na	
				INV	Supply and deliver hand sanitizers, masks	129.80
				1215.15524-01	Inlogik Pty Ltd	
				INV	Promaster monthly user fee - May 2020	461.24
				1215.15539-01	Southern Cross Protection Pty Ltd	
				INV	CTI service - 1/5/20-31/5/20	141.63
				1215.15696-01	Edge Transport Solutions Pty Ltd	
				INV	SIDRA analysis for Road Improvement submission	2,970.00
				1215.15703-01	Retro Roads - Tagsat Pty Ltd	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Supply of road spotting and temporary linemarling	513.36
				INV	Supply of road spotting and temporary linemarling	593.02
1215.15771-01	System Maintenance - Ballantyne			INV	Servicing of fire pumps - May 2020	313.50
1215.15784-01	Dept of Justice			INV	Costs incurred by the Attorney General of Western	22,000.00
1215.15801-01	Horizon West Landscape & Irrigation			INV	Replace 97 dead plants on vertical garden at City	1,788.60
				INV	Remove dead shrub and tidy up sump at Nidjalla Loo	165.00
				INV	Landscape Maintenance - May 2020	4,258.06
1215.15928-01	Colour Flow Painting Services			INV	Re- paint walls	1,250.00
1215.15931-01	Aqua Filter Services			INV	Monthly water filter fee Admin - Comms area	38.50
				INV	Monthly Fee - Community Hive MTCC	38.50
				INV	Monthly water filter fe MTCC library	38.50
				INV	Monthly water filter fee - Tresillian	38.50
1215.15960-01	Active Pest Management WA Pty Ltd			INV	AAPS toilets pest control quarter	88.00
				INV	NCC monthly pest control	176.00
1215.16023-01	Access Without Barriers Pty Ltd T/a			INV	Dalkeith Hall - Additional painting to various are	1,888.65
				INV	Dalkeith Hall - Internal paint foyer area walls	4,997.30
1215.16037-01	West Coast Shade Pty Ltd			INV	Dismantle for Winter 2020	3,960.00
1215.16124-01	OtagoIT Pty Ltd			INV	Website management services - May 2020	550.00
1215.16160-01	Adecco Australia Pty Ltd			INV	Payment to agency staff	1,840.30
				INV	Payment for agency staff	3,386.19
1215.16181-01	Intersectional Linemarkers Pty Ltd			INV	Black out temp road marking stop lines on safe act	572.00
1215.16239-01	CGM Communications			INV	Invoice for Community Engagement Advisory Services	4,448.13
1215.2030-01	Child Support Registrar			INV	Payroll Deduction	1,139.96
1215.4120-01	Lightning Laundry			INV	Laundry - May 2020	660.00



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1215.6163-01	Russ Gracie & Co	
				INV	919- Inspection and service of lighting tower	693.00
				1215.8169-01	Westbooks	
				INV	Adult local stock as selected on web order - Mt Cl	23.09
				INV	Adult local stock as selected on web order - Mt Cl	79.07
				INV	Junior local stock as selected on web order - Nedl	20.98
				INV	Junior local stock as selected on web order - MTC	242.71
				INV	Adult local stock as selected on web order - Nedla	105.21
				INV	Adult local stock as selected on Web order - Nedla	61.57
				INV	Adult local stock as selected on web order - Mt Cl	20.99
				1215.8762-01	Seton Australia	
				INV	Custom Duraguard Asset Tags - 38x19mm Barcode	870.87
				1215.880-01	Bunzl Limited	
				INV	Hygienic supplies for various buildings	700.15
				INV	Hygienic supplies for various buildings	745.24
1216	EFT TRANSFER: - 10/07/2020	10/07/2020	-610,315.25	1216.10731-01	Green Skills (Eco Jobs)	
				INV	Natural area maintenance Allen Park	2,026.53
				INV	Maintenance Montgomery and Stephenson Avenue	869.28
				1216.10786-01	Verti-Turf	
				INV	Turf renovation - MTC Oval	1,458.00
				1216.11107-01	Western Chainwire	
				INV	Repair/replace Magna Latch at Leura Park - laneway	385.00
				1216.11588-01	WA Rangers Association	
				INV	Ranger Association Membership	480.00
				1216.11634-01	Ms N Horley	
				INV	Councillor allowance - July 2020	2,227.50
				1216.11898-01	Turf Care WA Pty Ltd	
				INV	Mow, edge and whipper snip Carrington Park fortnight	198.00
				1216.12120-01	Mr B G Hodsdon	
				INV	Councillor allowance - July 2020	2,227.50
				1216.12682-01	Synergy	
				INV	UA Esplande - 25/4/20-25/6/20	348.36
				INV	Various location - 28/5/20-26/6/20	5,316.44
				INV	ELECTRICITY- Various locations shortfall	0.01
				INV	Esplande Nedlands - 25/4/20-25/6/20	299.06
				INV	Various locations - 28/4/20-28/5/20	4,665.17
				1216.12792-01	Gladstone MRM (Pty) Ltd	
				INV	Six month renewal - March 2020- Aug 2020	1,974.26



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1216.12864-01	Friends of Hollywood Reserve	
				INV	Administrative assistance grant - Swanbourne Coastal	460.00
				1216.12867-01	Natural Area Consulting Management	
				INV	Plant stock Shenton Bushland	490.82
				1216.12987-01	Wren Oil	
				INV	Environmental disposal of approx. 1000L waste oil.	181.50
				1216.12990-01	MMM WA Pty Ltd	
				INV	Variation to complete repair works to river wall	5,369.82
				INV	Supply of emergency repair works to river wall	13,932.60
				1216.13093-01	D & T Asphalt Pty Ltd	
				INV	Standing order for citywide road repairs as direct	3,736.50
				1216.13247-01	Toll Transport Pty Ltd	
				INV	standing order collection of mail - May 2020	97.77
				1216.13249-01	Envision Ware Pty Ltd	
				INV	WSLG Subscription for Niche Academy	1,443.75
				1216.13267-01	Dept of Transport	
				INV	Disclosure of information fee - May 2020	17.00
				1216.13290-01	Mr V R Senathirajah	
				INV	Councillor allowance - July 2020	2,227.50
				1216.133-01	Alinta Energy	
				INV	Lot 2 Carrington St - 24/3/20-23/6/20	211.65
				1216.13369-01	Data#3 Limited	
				INV	Software-Atlassian JIRA Service Desk	9,905.99
				1216.13412-01	Quick Corporate Australia	
				INV	Office supplies	19.64
				1216.13619-01	The Poster Girls	
				INV	delivery 400A3 posters for Emerge 2020	729.30
				1216.13733-01	West Coast Spring Water P/L	
				INV	15L Cooler bottle water supply to NCC	9.50
				1216.13812-01	Mrs N M Ceric	
				INV	Mobile reimbursement - June 2020	30.00
				1216.13857-01	Mr L McManus	
				INV	Councillors allowance - July 2020	2,227.50
				1216.13863-01	G M S Security (WA) Pty Ltd	
				INV	General maintenance and repairs to security	4,185.50
				1216.13918-01	Pirtek Malaga	
				INV	539- supply and fit new hydraulic hoses	407.97
				1216.14123-01	Mr J D Wetherall	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Councillor allowance - July 2020	2,227.50
1216.14153-01	Anne Yardley			INV	oral history interview and transcription	900.00
1216.14232-01	Mr G Hay			INV	Councillor allowance - July 2020	2,227.50
1216.14233-01	Ms K A Smyth			INV	Councillor allowance - July 2020	2,227.50
1216.1447-01	CJD Equipment Pty Ltd			INV	539- filter service kit as per estimate - 00502445	313.36
1216.14510-01	JB Hi-Fi Group Pty Ltd			INV	Hardware- Lenovo Touch Monitor - 2x NUC computers	273.90
1216.14602-01	Professional Tree Surgeons			INV	Refer to quote H0891. - 4 Landon Way . Remove euca	2,535.50
1216.14670-01	Protek 24/7			INV	Refer to quote H0926. -Storm damage- Esplanade	1,289.75
				INV	Supply and installation of 60 bollards as per, etc	6,389.21
1216.14744-01	The Trustee for The Lane Family Tru			INV	Initial line mark	2,667.50
				INV	Survey and Initial line mark - AFL field - Co	825.00
1216.14786-01	Rubek Automatic Doors			INV	Autodoor servicing May 2020 - Administration	1,287.00
1216.14858-01	Aha! Consulting			INV	Two day course - Strategies for Dealing	880.00
1216.14932-01	Aus Chill Technical Services Pty Lt			INV	Quarterly Air Conditioning May 2020	451.00
				INV	Quarterly Air Conditioning May 2020	132.00
				INV	Quarterly Air Conditioning May 2020	137.50
				INV	Quarterly Air Conditioning May 2020	220.00
				INV	Quarterly Air Conditioning - Depot	874.50
				INV	Urgent works required to replace faulty control	2,718.02
				INV	Quarterly Air Conditioning	137.50
				INV	Quarterly Air Conditioning May 2020	33.00
				INV	Quarterly Air Conditioning May 2020	869.00
1216.14972-01	Allwestplant hire Australia Pty Ltd			INV	Repair to drainage pit in Genesta Crescent	1,900.80
				INV	Supply of drainage works to accomodate new crossover	5,879.50
1216.15224-01	Boyan Electrical Services			INV	Emergency repairs to Paul Hasluck Bollard lights	950.22



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Emergency works to supply and replace LED uplight	451.86
				INV	Allen Park - Clean bugs and debris	228.61
				INV	MTCC & Com Centre - Reprogram cark park timer	77.43
				INV	John Leckie Pavillion - Supply and replace lamp	95.03
				INV	Emergency repairs to Paul Hasluck Bollard light	77.43
				INV	Admin - Repair flickering light	81.83
				1216.15236-01	Suez Recycling & Recovery (Perth) P	
				INV	Waste service - Prepay July 2020	80,750.00
				INV	Waste disposal- residential & commercial - July 20	45,000.00
				1216.15237-01	StrataGreen	
				INV	Purchase of restoration materials	674.61
				1216.15321-01	Pyrios Pty Ltd	
				INV	Software change fee -Pyrios MAC change request	96.25
				INV	Software change fee -Pyrios MAC change request	55.00
				1216.15367-01	TechnologyOne	
				INV	Annual Intramaps Subscription - 1/7/20-30/6/21	14,720.20
				1216.15401-01	WINC Australia Pty Ltd (Previous na	
				INV	Winc Facial Tissue 2 Ply Box 100 Carton 48	105.31
				INV	Nedlands library stationary order	377.33
				INV	Winc Facial Tissue 2 Ply Box 100 Carton 48	312.78
				INV	Gojo cleaning products for Public Toilets Nedlands	3,686.18
				INV	library stationary order	40.17
				INV	Nedlands library stationary order	180.05
				INV	Supply and deliver hand sanitizers, masks	38.02
				1216.15426-01	Ms C M De Lacy	
				INV	Mayor allowance - July 2020	8,166.92
				1216.15427-01	Mr A W Mangano	
				INV	Councillor Allowance - July 2020	2,227.50
				1216.15506-01	CPD Training Pty Ltd	
				INV	Invoice No. 3486-4 Instalment 4 - access to CPDADO	1,500.00
				1216.15552-01	Bosch Timber Floors	
				INV	Clean and oil of decking on Edward St side	995.50
				1216.15599-01	Trillion Trees	
				INV	Plant Stock - Swanbourne Dunes, PRCC, Birdwood Pde	10,429.00
				1216.15638-01	Advanced Traffic Management (WA) Pt	
				INV	Standing order to provide Traffic Management	510.51
				INV	Standing order to provide Traffic Management	1,160.02
				1216.15643-01	Mowmentum	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	6 months Standing Order for fortnightly mowing	189.00
				INV	Fortnightly mowing services - 05/05/20	110.00
				INV	Fortnightly mowing services - 18/05/20	145.00
				INV	Fortnightly mowing services - 16/04/20	110.00
				INV	Fortnightly mowing Services- 20/04/20	154.00
				INV	Fortnightly mowing services - 20/04/20	110.00
				INV	Fortnightly mowing service - 05/05/20	154.00
				INV	Fortnightly mowing service - 18/05/20	154.00
				INV	Fortnightly mowing service - 02/06/20	189.00
				INV	Fortnightly mowing services - 02/06/20	110.00
				1216.15703-01	Retro Roads - Tagsat Pty Ltd	
				INV	Supply of road spotting and pavement marking	892.98
				INV	Stage 1. Separation line marking shared path	1,888.61
				1216.15779-01	CSCH Pty Ltd T/A Charles Service Co	
				INV	Additional services - Maintenance Cleaning - May20	2,367.75
				1216.15858-01	Richards Tyrepower	
				INV	puncture repair fleet 1371	30.00
				INV	Supply and deliver trailer tyre suitable for Polma	135.00
				INV	Supply and deliver 26x1200-12 tyre	265.00
				1216.15928-01	Colour Flow Painting Services	
				INV	Paint ceilings at Nelands Infant Centre	275.00
				1216.16020-01	Driscolls Land Surveyors	
				INV	Set out information for Stage 2 Safe Active Street	2,440.75
				INV	Additional Set out information for Stage 2	2,458.50
				1216.16030-01	Dave Lanfear Consulting Pty Ltd	
				INV	RFQ 2019/20.02 Consultancy Services	9,680.00
				1216.16036-01	R A Coghlan	
				INV	Councillor allowance - July 2020	2,227.50
				1216.16042-01	F Bennett	
				INV	Councillor allowance - July 2020	2,227.50
				1216.16101-01	Miss S Edwards	
				INV	Mobile reimbursement - May 2020	30.00
				1216.16161-01	P N Poliwka	
				INV	Councillor allowance - July 2020	2,227.50
				1216.16170-01	Advisian Pty Ltd	
				INV	Structural assessment and report for Bishop Road	3,217.50
				1216.16173-01	Titan Australia Pty Ltd	
				INV	4x 17.5R25 Chao Yang Loader Tyres, 4x 25inch	5,475.80



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1216.16238-01	Stats Australia	
				INV	FWD testing	3,449.05
				1216.16244-01	G Hick	
				INV	Hard digging not required quote 534	275.00
				1216.16247-01	Swanbourne CC	
				INV	Allen park pavillion toilet hire	156.00
				1216.2048-01	Tillys Home Helpers	
				INV	Provision of Gardening Service to HACC Clients	445.50
				1216.210-01	Apace Aid Inc	
				INV	Point Resolution SRT provenance	564.08
				INV	Costwest Greenway Provenance	5,731.35
				INV	Allen Park - Provenance	14.96
				1216.2257-01	Ellenby Tree Farm Pty Ltd	
				INV	Acer rubrum, Red Maple Qty 15, size 35/45 lit	8,453.50
				INV	Sales order 29218_Sapium sebiferum Chinese	2,513.50
				1216.3250-01	lnet Ltd	
				INV	Public Wifi by llnet at PRCC, Tresillian & NCC	259.85
				1216.3475-01	J Blackwood & Son Ltd	
				INV	Standing order for PPE	29.70
				1216.3620-01	John Hughes	
				INV	135- Diagnosis and repair of electrical connector	474.00
				1216.3910-01	Kleenit Pty Ltd	
				INV	Graffiti Removal from MTC Changerooms	99.00
				INV	Graffiti Removal from 15 Kingsway Nedlands	99.00
				INV	Graffiti Removal from 75 Stirling Highway	286.00
				1216.4040-01	The Lane Bookshop	
				INV	Nedlands Local Stock - INV0028007	31.98
				INV	Nedlands Local Stock	343.86
				1216.4325-01	Main Roads Western Australia	
				INV	Main Roads Installation of Signage and Pavement	3,092.79
				1216.6983-01	Telstra Corporation Ltd	
				INV	Raise Telstra Pit Frame & Cover Jenkins Ave Jnc	479.05
				INV	PHONE CHARGES - 21 June 2020	550.49
				INV	Raise Telstra Pit Frame & Cover Jenkins Ave Jnc Wa	479.05
				INV	Replacement of Damaged P5 FW Box 88 Dalkeith	1,223.07
				1216.7322-01	Town of Claremont	
				INV	Purchase of Shed at end of Lease by Town of Claremont	35,697.42
				1216.7590-01	Ulverscroft Large Print Books	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Adult local stock as selected on web order	339.51
				INV	Adult local stock as selected on web order	501.77
				INV	Adult local stock as selected on web order	166.29
				1216.7675-01	Landgate - GRV	
				INV	2020 GRV Revaluation cost	140,245.23
				1216.8169-01	Westbooks	
				INV	Adult local stock as selected on web order	44.08
				INV	Adult local stock as selected on web order	112.65
				INV	Adult local stock as selected on web order	27.99
				INV	Adult local stock as selected on Web order	88.16
				1216.8242-01	Western Metropolitan Regional Council	
				INV	WASTE DISPOSAL	1,261.91
				1216.840-01	Construction Training Fund	
				INV	CITYO03072008562	83,376.46
				1216.860-01	Bunnings Group Limited	
				INV	standing order for maintenance supplies	8.34
				1216.8762-01	Seton Australia	
				INV	Safety tape, floor markings and sanitiser	664.36
				1216.9872-01	Civica Pty Ltd	
				INV	QAS Integration - 1/7/20-30/6/21	2,922.19
1217	EFT TRANSFER: - 17/07/2020	17/07/2020	-588,299.53	1217.10056-01	City of Nedlands - Social Club	
				INV	Payroll Deduction	297.00
				1217.11510-01	Contek Communications	
				INV	Adjustment to Telstra Network Lowering in Driveway	445.50
				1217.12023-01	Terrace Photographers Pty Ltd	
				INV	Photography of Broadway - west (Nedlands) side	2,500.00
				1217.12026-01	Bolinda Publishing Pty Ltd	
				INV	Adult local stock as selected on Web order	229.68
				INV	Adult local stock as selected on Web order	113.81
				1217.12117-01	SAI Global Ltd	
				INV	Licence Renewal SA material	130.17
				1217.12364-01	West Tip Waste Control Pty Ltd	
				INV	Bulk collection - June 2020	30,382.32
				INV	Hard and Greenwaste - 11/05/2020	19,455.12
				INV	Hard and Green waste - 4/5/20	21,220.64
				1217.12644-01	Connect Call Centre Services (Previ	
				INV	Charges - May 2020	395.40
				1217.12656-01	Copyright Agency Limited	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Local government package - 1/7/20-30/6/21	4,084.23
1217.12682-01					Synergy	
				INV	UMS assets = 96	1,555.50
				INV	U1 Esplande - 12/6/20-9/7/20	78.44
				INV	84 Beatrice Rd - 12/6/20-9/7/20	383.45
				INV	84 Beatrice Rd - 08/5/20-11/6/20	321.38
				INV	Total streetlights = 2388	42,329.35
1217.12743-01					Active Transport & Tilt Tray Svces	
				INV	135 - tow to john hughes	198.00
1217.13249-01					Envision Ware Pty Ltd	
				INV	Software & hardware renewal - 1 Aug 20-31Jul2021	2,925.32
1217.13268-01					Lifeworks.com Pty Ltd (Optum Health)	
				INV	Employee Assistance Program -1 July 20 -30 Jun20	7,590.00
1217.133-01					Alinta Energy	
				INV	110 Smyth Rd - 19/2/20-22/5/20	62.50
				INV	Melvisa ave claremont - 12/3/20-11/6/20	39.85
				INV	Lot 5837 beatrice Rd - 19/5/20-19/6/20	12.55
1217.13370-01					Chokey Road & Chocbel	
				INV	2x L/S Milk Counter Dis 98506 12gx80	458.37
					2x L/S Dark	
1217.13384-01					Harvey Fresh	
				INV	STANDING ORDER 2019/20 - milk delivery for Depot	25.02
				INV	Standing Order - Weekly Milk Delivery	49.14
1217.13445-01					Digital Education Services	
				INV	Subscription to 'Who Else Writes Like...?' and 'Wh	1,339.80
1217.13525-01					Dogs' Refuge Home WA Inc.	
				fund	VERGE BOND REFUND - 30 LEMNOS ST	1,700.00
1217.13537-01					First Five Minutes Pty Ltd	
				INV	Fire and Emergency Response Procedures and Training	3,447.08
1217.13652-01					Sustainable Outdoors	
				INV	Riverbank grant project Point Resolution	12,630.78
				INV	Riverbank grant project Point Resolution	1,817.75
1217.13690-01					Pacific Biologics Pty Ltd	
				INV	Env. Health purchase of mosquito larvicide prolink	1,371.51
1217.13863-01					G M S Security (WA) Pty Ltd	
				INV	General maintenance and repairs to- Shortfall	143.00
1217.13968-01					Merchandising Libraries	
				INV	Nedlands library acrylic display stationary order	636.35



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1217.14005-01	Perth Energy Pty Ltd	
				INV	Various location - 13/5/20-14/6/20	5,948.15
				1217.14121-01	All Style Ceilings	
				INV	Supply materials and repair ceilings at Nedlands C	423.50
				1217.14153-01	Anne Yardley	
				INV	oral history interview and transcription	300.00
				1217.14208-01	Western Kitchens	
				INV	Supply worktop as requested by Environmental	968.00
				1217.14602-01	Professional Tree Surgeons	
				INV	Refer to quote H0897. Rear 18 St Johns Wood	478.50
				1217.14684-01	JB Hi Fi Claremont	
				INV	Adult local stock as selected in store - Nedlands	267.70
				1217.14693-01	Easi	
				INV	Payroll Deduction	745.32
				INV	Payroll Deduction	979.82
				1217.14810-01	Eastern Metropolitan Regional Council	
				INV	mattress collection - May 2020	1,375.00
				INV	mattress collection Ticket 30009045	864.00
				1217.14955-01	Nedlands News	
				INV	Nedlands Library Newspapers -27/1/20-22/3/20	399.84
				INV	Nedlands Library Newspapers	15.16
				1217.15005-01	Beclarwise	
				INV	Payment for novated lease payment	729.99
				1217.15209-01	Mrs L Driscoll	
				INV	Internet reimbursement - June 2019-July 2020	1,039.87
				1217.15211-01	Officeworks Ltd	
				INV	Epson Digital Projector EB-525W-Positive Ageing	1,086.00
				1217.15224-01	Boyan Electrical Services	
				INV	Various electrical works and Maintenance	843.93
				INV	Supply and replace lamp to pole 17 by the che, etc	95.03
				INV	Attend to electrical fault with isolator - Tresillian	499.82
				INV	Various location electrical works and maintenance	2,004.95
				1217.15236-01	Suez Recycling & Recovery (Perth) P	
				INV	Contamination- Greenwaste and Recycling materials	1,601.39
				INV	Contamination- Greenwaste and Recycling materials	0.52
				INV	SO 2019/20 Bulk bins (1 July 2020 to 2 Dec 2020)	1,589.50
				INV	Waste disposal- residential and commercial 2019/20	25,539.02
				INV	Waste Services - residential and commercial 2019/20	40,566.80



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1217.15302-01	Ms V Soto	
				INV	Zumba Gold classes in March 2020 for DRC.	75.00
				1217.15321-01	Pyrios Pty Ltd	
				INV	10 X Jabra Pro 930 duo ms Headsets(In shipping)	2,330.00
				INV	10X Avaya Phone License AURA R8 including 1 year	4,536.73
				1217.15401-01	WINC Australia Pty Ltd (Previous na	
				INV	Nedlands library stationary order	40.17
				INV	Schweppes tonic water 300 ml bottle - kitchen supp	23.50
				INV	Cleaning materials	9.12
				1217.15548-01	Ream Clean Property Service	
				INV	Removal of mattress- Various location	698.50
				1217.15592-01	Native Plant WA	
				INV	Plant stock foreshore reserves	494.00
				INV	Plant stock	2.00
				INV	Plant stock Stephansons avenue	408.00
				INV	Plant stock Smyth	700.70
				INV	Plant stock Montgomery Avenue	1,464.00
				INV	Plant stock Swanbourne Estate	1,074.60
				INV	Plant stock greenways	691.00
				1217.15638-01	Advanced Traffic Management (WA) Pt	
				INV	Traffic Control for the removal of crossover	816.82
				1217.15769-01	Top of the Ladder Gutter Cleaning	
				INV	Gutter clean and maintenance -June 2020	5,005.00
				1217.15770-01	Initial Hygiene - Rentokil Initial	
				INV	Hygiene services - various location 08/06/20-30/0620	37.52
				1217.15771-01	System Maintenance - Ballantyne	
				INV	APRIL 20 Sewer pump servicing	1,348.90
				1217.15858-01	Richards Tyrepower	
				INV	Fix tyre puncture to excavator Fleet #882	915.00
				1217.15860-01	Australian Wholistic Health & Wellb	
				INV	Flu Vaccination Program 2020	2,552.55
				1217.15923-01	GC Sales (WA)	
				INV	10 x double headed galvanised bin locking posts	3,685.00
				1217.15946-01	Apache Plumbing and Gas	
				INV	Disconnect and reconnect water feed - Depot	385.00
				INV	Replace washers in all taps in male toilets - Depot	110.00
				INV	Attend to leak	121.00
				1217.15947-01	Diamond Dry Cleaners	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	ongoing standing order for dry cleaning	40.00
1217.15959-01					DOR T/As IMCO Australasia	
				INV	Supply and delivery of one pallet of PAR cold mix	2,085.60
1217.15960-01					Active Pest Management WA Pty Ltd	
				INV	PRCC - Additional treatment for ants	176.00
1217.16031-01					Aussie Broadband Pty Ltd	
				INV	4 site -Enterprise NBN - 100/40 - Various locations	567.60
1217.16102-01					Emma Williamson	
				INV	Stat Planning 3rd Review Architect	825.00
				INV	Architectural Design Review	1,100.00
1217.16124-01					OtagoIT Pty Ltd	
				INV	Software Maintenance - Website Management Services	2,200.00
1217.16127-01					Curtains & Blinds 4 U	
				INV	Replacement blind- Tresillian	181.50
1217.16172-01					Freaky Flyer Delivery Pty Ltd	
				INV	Distribution to all CoN residents of A6 postcard	1,975.85
1217.16180-01					Ecokleensolar	
				INV	Solar panel clean & inspection - Various Locations	1,254.00
1217.16234-01					Preferred Training Networks Pty Ltd	
				INV	Planning: Virtual Program - Dealing with People	4,398.90
1217.16250-01					Distinctive Homes WA	
				INV	Refund of DTC fee- 48 Brown ave	400.00
1217.16253-01					J Alliss	
				INV	Refund partial registration fee -ID 10899	30.00
1217.16255-01					L F Bunning	
				INV	Refund partial registration fee - Dog ID 10805	51.66
1217.2030-01					Child Support Registrar	
				INV	Payroll Deduction	1,139.96
1217.210-01					Apace Aid Inc	
				INV	MTC Oval Reserve	1,400.12
1217.3475-01					J Blackwood & Son Ltd	
				INV	Standing order for PPE- for Staff	148.50
1217.380-01					Australian Taxation Office	
				INV	Payroll Deduction	127,263.00
				INV	Payroll Deduction	144,157.92
1217.3910-01					Kleenit Pty Ltd	
				INV	Graffiti Removal from Negal Pass	132.00
1217.400-01					Australian Services Union	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Payroll Deduction	67.70
				1217.4325-01	Main Roads Western Australia	
				INV	Main Roads Installation of Signage and Pavement	3,582.04
				1217.4500-01	McLeods Barristers & Solicitors	
				INV	Matter No: 44585	2,734.66
				INV	Matter No: 43439	409.82
				INV	Matter No: 16209	341.55
				1217.5080-01	Canon Production Printing Australia	
				INV	Depot - Maintenance charges- 1/5/20-31/5/20	227.30
				INV	Depot Maintenance charges - 1/5/20-31/5/20	227.30
				1217.6820-01	Swanbourne Veterinary Centre	
				INV	Pound Operating Expenses 19/06/20	44.00
				1217.6983-01	Telstra Corporation Ltd	
				INV	Remove P4 pit and install P5 pit - K857440610-9	4,705.73
				INV	Telstra Double Cast MH Mountjoy-K859000710-7	3,320.24
				INV	Service Lid Level Adjustments - K853600710-5	6,259.33
				1217.7715-01	Vital Packaging Pty Ltd	
				INV	supply of 10,000 emergency supply dog waste bags	346.50
				INV	supply of 30,000 emergency supply dog waste bags	948.20
				1217.8169-01	Westbooks	
				INV	Adult local stock as selected on Web order	80.45
				INV	Junior local stock as selected on web order	122.13
				INV	Adult local stock as selected on web order	42.00
				INV	Adult local stock as selected on web order	61.57
				INV	Adult local stock as selected on web order	23.09
				INV	Adult local stock as selected on web order	44.08
				INV	Junior local stock as selected on web order	51.57
				INV	Adult local stock as selected on web order	327.47
				1217.860-01	Bunnings Group Limited	
				INV	Tools and Equipment for Beaton Park	70.26
				1217.9927-01	Webb & Brown Neaves	
				INV	Refund for verge bond material paid twice	480.00
1218	EFT TRANSFER: - 24/07/2020	17/07/2020	-567.45	1218.16248-01	P L Suan	
				INV	Rates Refund	567.45
1219	EFT TRANSFER: - 24/07/2020	24/07/2020	-875,306.00	1219.10056-01	City of Nedlands - Social Club	
				INV	Payroll Deduction	291.00
				1219.10428-01	Roads 2000 Pty Ltd	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	ROAD/FOOTPATH MTCE/CONSTRUCTION	185,694.20
1219.10731-01					Green Skills (Eco Jobs)	
				INV	Natural area maintenance Shenton Bushland	568.92
1219.11284-01					Australia Post	
				INV	Total supply to period ending 30/6/20	4,590.78
1219.11723-01					Parks & Leisure Australia	
				INV	Corporate Membership Renewal (2-4) 30/6/21	825.00
1219.11732-01					Local Government Professionals	
				INV	Induction to Local Program Thursday 30 July 20	350.00
1219.11898-01					Turf Care WA Pty Ltd	
				INV	Mow, edge and whipper snip Carrington Park fortnight	198.00
1219.12120-01					Mr B G Hodsdon	
				INV	Reimbursement of legal expenses - June 2020	2,061.22
1219.12180-01					Artist's Chronicle	
				INV	Tresillian Advertising in the Artist Chronicle Ann	580.00
1219.12317-01					Techsand Pty Ltd	
				INV	Install 44m2 driveway (crossover specs)	4,162.40
1219.12350-01					Capital Recycling	
				INV	Standing order for waste removal from John XXIII	3,036.93
1219.12364-01					West Tip Waste Control Pty Ltd	
				INV	Bulk collection - 08 June 2020	30,341.33
				INV	Bulk collection - Collection - 11 May 2020	31,545.22
				INV	Bulk collection - 18 May 2020	34,569.92
				INV	Bulk collection - 01 June 2020	32,035.72
				INV	Bulk collection - 25 May 2020	41,424.74
1219.12682-01					Synergy	
				INV	John Xxiii Ave - 60 May 2020-06 July 2020	288.08
				INV	ELECTRICITY - 28 May 2020-26 June 2020	3,376.75
1219.12691-01					Friends of Shenton Bushland Inc	
				INV	Administrative Grant -	460.00
1219.12777-01					Perth Irrigation Centre	
				INV	Irrigation Valve fittings and sprinklers for Holly	734.90
1219.12867-01					Natural Area Consulting Management	
				INV	Revegetation work at Mt Claremont Oval Reserve	1,457.50
				INV	Plant stock Allen Park	117.65
1219.12914-01					The Worm Shed	
				INV	Worm Farm for 12 Coast Rise, Swanbourne	247.00



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1219.12933-01	Ms M Granich	
				INV	Reimbursemnt of home internet 01/07/2019-30/06/20	480.00
				1219.12970-01	Cardno (WA) Pty Ltd	
				INV	Traffic and Road Safety Engineering Services	13,728.00
				INV	Traffic and Road Safety Engineering Services	5,445.00
				1219.13006-01	Animal Pest Management Services	
				INV	Feral Animal Control Allen Park and Swanbourne	6,160.00
				1219.13093-01	D & T Asphalt Pty Ltd	
				INV	Purchase order for citywide hot asphalt repairs	3,164.21
				1219.13170-01	Paperbark Technologies	
				INV	Supply Arborist report for eucalyptus botriodies	415.00
				1219.13254-01	Murphy Painting & Decorating	
				INV	Mt Claremont Library - External and Internal paint	5,862.00
				1219.13384-01	Harvey Fresh	
				INV	Standing Order - Weekly Milk Delivery	49.14
				INV	Standing Order - Weekly Milk Delivery	49.14
				1219.13402-01	Wavesound Pty Ltd	
				INV	Adult local stock as selected on web order	757.35
				1219.13412-01	Quick Corporate Australia	
				INV	Stationery supplies	230.35
				INV	Stationery supplies	70.02
				INV	Stationery supplies	313.21
				1219.13718-01	South East Regional Centre for Urba	
				INV	Foreshore stabilisation following storm damage	6,466.02
				INV	Clearing the beach with washed fence posts after	423.50
				1219.13761-01	Rynat Industries	
				INV	Supply and install New Cubical Partitions and Door	7,717.60
				1219.13797-01	Arbor Carbon Pty Ltd	
				INV	Aerial mapping and measurement of: Milestone	13,717.22
				1219.13857-01	Mr L McManus	
				INV	Reimbursement of legal expenses- 23 June 2020	2,061.22
				1219.13896-01	Isubscribe Pty Ltd	
				INV	Magazine Subscriptions for Nedlands Library	3,230.14
				INV	Magazine Subscriptions for Mt Claremont Library	1,385.05
				1219.14004-01	Drainflow Services Pty Ltd	
				INV	City wide road sweeping including paths, right of	112.20
				1219.14074-01	Neri Roofing Contractors	
				INV	Mt Claremont Library roof replacement RFQ 2019-20.	66,000.00



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1219.14121-01	All Style Ceilings	
				INV	Repatch ceilings at Mt Claremont Library	220.00
				1219.14234-01	Insight Enterprises Australia Pty L	
				INV	Software -VEEAM BACKUP FOR MICROSOFT OFFICE 365	12,455.52
				1219.14243-01	Hudson Global Resources	
				INV	Pay for agency staff	880.94
				INV	Pay for agency staff	2,202.34
				INV	Pay for agency staff WE 28 June 2020	2,202.34
				INV	Payment to agency staff	2,202.34
				1219.14510-01	JB Hi-Fi Group Pty Ltd	
				INV	2 X Philips Monior 32 Inc & Microsoft Arc Mouse	113.00
				1219.14602-01	Professional Tree Surgeons	
				INV	Tree pruning and fire reduction work Allen Park	3,905.00
				1219.14684-01	JB Hi Fi Claremont	
				INV	Local Stock DVDs as selected	764.99
				INV	Local Stock DVDs as selected	110.29
				1219.14774-01	T J Depiazzi & Sons	
				INV	60m3 Bushland Mulch (Fine)	3,269.64
				1219.14993-01	Marketforce	
				INV	JDAP 79-81 Broadway Advertising	313.81
				INV	Newspaper ads 13/6: 38 Portland, 21-23 Louise, LPP	313.81
				INV	2 x adds in the POST 13/6/2020 and 11/7/2020 for E	998.58
				INV	Advertisements for Intention to Levy Differential	761.43
				INV	JDAP Advertising: 40 Portland & 93-95 Broadway and	377.43
				INV	`Newspaper ads 13/6: 38 Portland, 21-23 Louise, LP	345.62
				INV	Advert for Annual Rose Pruning	409.24
				INV	JDAP Advertising: 40 Portland & 93-95 Broadway and	345.62
				INV	JDAP Advertising: 40 Portland & 93-95 Broadway and	282.00
				INV	JDAP Advertising: 40 Portland & 93-95 Broadway and	345.62
				INV	Advertising Tresillian Arts Centre T3 2020 Post	771.99
				INV	Post Newspaper 19 June 2020 - Local Public Notice	345.62
				INV	Newspaper ads SA No. 4 & SA No. 9	377.43
				INV	Local Public Notice - Special Council Meeting 16 J	280.32
				INV	JDAP Advertising - 16 & 18 Betty and 73 & 75 Donna	377.43
				INV	Newspaper ads 13/6: 38 Portland, 21-23 Louise, LPP	377.43
				INV	Newspaper ads 13/6: 38 Portland, 21-23 Louise, LPP	313.81
				1219.14999-01	All State Kerbing & Concrete	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Remove Redundant crossover	1,021.38
1219.15122-01	CTI Couriers Pty Ltd			INV	Courier between Western Suburbs libraries May 2020	97.30
1219.15211-01	Officeworks Ltd			INV	Office chair IT	397.88
1219.15224-01	Boyan Electrical Services			INV	Emergency Works various locations	303.58
				INV	Nedlands Library - Fix external lighting, NCC, etc	528.86
				INV	Beaton Park oilets - Fix external light	104.44
				INV	Electrical works and maintenance - Infant Health	994.40
				INV	Various electrical works required as part of Capit	11,517.03
				INV	Re install solar panels to Mt Claremont Library. S	2,381.66
				INV	Fix external lighting, Ref INV 36644	226.54
				INV	Hollywood Tennis Courts - To remove all the old 10	6,170.39
				INV	Refixed GPO back to wall in front office - NC, etc	77.43
				INV	Electrical works and maintenance -MT Claremont Lib	357.02
				INV	Electrical works and light replacements - Mt Clare	4,048.00
				INV	Electrical works and light replacements - Mt Clare	1,011.27
				INV	Nedlands Library - Fix external lighting, NCC, etc	96.79
				INV	Emergency Works/ College Park Upper Oval.	1,011.52
				INV	Supply and replace faulty light - Tresillian	90.63
				INV	Supply and replace down light- Tresillian	110.43
				INV	Adjust light sensor - JC Smith	77.43
				INV	Attend to electrical issue tripping RCD- JC Smith	125.39
1219.15367-01	TechnologyOne			INV	SO GIS consulting Charges- May 2020	3,880.80
1219.15401-01	WINC Australia Pty Ltd (Previous na			INV	Stationery	82.54
				INV	Depot kitchen supplies	113.30
				INV	Stationery	146.65
				INV	Parker Quink Rollerball Pen Refill Fine 0.7mm	108.14
				INV	Nedlands library public activities	533.10
				INV	Nedlands library stationary order	55.00
				INV	Nedlands library stationary order	56.76
				INV	Cleaning materials, Stationery	75.60
				INV	Nedlands library public activities	62.54
				INV	Nedlands library public activities	128.80
				INV	Depot kitchen supplies	22.40



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1219.15502-01	ABCorp Australasia Pty Ltd	
				INV	Order for more Nedlands Library Service barcodes	517.00
				1219.15508-01	Australian Training Management Pty	
				INV	Excavating training 2 day course	995.00
				1219.15616-01	Ilsa Smith	
				INV	Chair Pilates classes in March 2020 for DRC.	70.00
				1219.15643-01	Mowmentum	
				INV	Fortnightly mowing service	110.00
				INV	Fortnightly mowing service	154.00
				1219.15655-01	Mr R Jutras-Minett	
				INV	Mobile reimbursement - 24 May 2020-23 June 2020	30.00
				1219.15685-01	Smart Office Systems	
				INV	Business Improvement Project	1,347.50
				INV	Business Improvement Project	5,886.10
				INV	Business Improvement Project	1,548.80
				INV	Business Improvement Project	4,730.00
				1219.15754-01	Dept of Planning, Lands and Heritag	
				INV	DAP fee- Lots 685 and 686- DA20/58055	9,680.00
				1219.15770-01	Initial Hygiene - Rentokil Initial	
				INV	Hygiene service for period 1/7/2020-30/9/2020	1,443.87
				1219.15779-01	CSCH Pty Ltd T/A Charles Service Co	
				INV	Cleaning services from - June 2020	15,893.76
				1219.15863-01	AE Hoskins Building Services	
				INV	Door repairs at Nedlands Child Health Clinic	688.88
				1219.15919-01	Employment Office	
				INV	Scouts Learning - Strategic Administration and Cur	2,970.00
				1219.15957-01	Watertight Plumbing & Gas	
				INV	John XXIII - Backflow device testing	198.00
				1219.15960-01	Active Pest Management WA Pty Ltd	
				INV	Pest Control May 2020 - Allen Park Lower Pavillion	88.00
				1219.16023-01	Access Without Barriers Pty Ltd T/a	
				INV	Replace concertina door at Dalkeith Hall	3,738.08
				1219.16061-01	Gillmore Electrical Services Pty Lt	
				INV	Additional cost of Western Power Design fee	2,270.40
				1219.16101-01	Miss S Edwards	
				INV	Mobile reimbursement - June 2020	30.00
				1219.16117-01	Atrium Homes (WA) Pty Ltd	
				INV	Refund advertising fee for DA 19-43347	115.00



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1219.16124-01	OtagoIT Pty Ltd	
				INV	Website Training - Intermediate	440.00
					1hr Training	
				INV	SO- Tresillian Booking system -Design Fee & course	550.00
				INV	Software- Tresillian Booking system Wix hosting	966.78
				1219.16180-01	Ecokleensolar	
				INV	Clean leaves and bird proofing to Depot solar panel	902.00
				1219.16188-01	Business Law WA Pty Ltd	
				INV	Employment Law Advice	1,859.00
				1219.16200-01	Walcott Industries Pty Ltd	
				INV	JC Smith - Supply and install matting to concrete	2,079.00
				INV	Dalkeith Hall - Make compliant concrete ramp	9,377.50
				1219.16254-01	J Penfold	
				INV	Refund partial registration fee- Dog ID 10819	51.66
				1219.2075-01	Landgate	
				INV	Online transaction summary - June 2020	26.20
				1219.210-01	Apace Aid Inc	
				INV	Plant stock Stubbs/ Railway	363.04
				INV	Various locations	8,654.73
				INV	Plant stock Mooro park and Hollywood Reserve	331.98
				INV	WESROC Native Plant Subsidy Scheme	4,550.00
				INV	Plant stock - MTCC	293.92
				1219.2230-01	Ecoscope Australia	
				INV	Western Suburb Greening Plan - 2020-2025	990.00
				1219.2622-01	Fuji Xerox Australia Pty Ltd	
				INV	SO- Fuji Xerox Lease charges for printers & AWMS	8,990.87
				1219.360-01	Australia Post	
				INV	Supply for period ending 30/6/20	25.09
				1219.380-01	Australian Taxation Office	
				INV	Payroll Deduction	128,884.00
				INV	Payroll Deduction	2,632.00
				1219.400-01	Australian Services Union	
				INV	Payroll Deduction	67.70
				1219.4040-01	The Lane Bookshop	
				INV	10 x \$35 gift vouchers. Volunteer appreciation gif	280.00
				1219.4500-01	McLeods Barristers & Solicitors	
				INV	Matter No: 45926	3,249.31
				INV	Matter No: 46042	7,658.09



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Matter No: 45995	1,040.82
				INV	Matter no: 45182	3,274.56
				INV	Matter No: 45864	2,943.05
				INV	Matter No: 45798	18,921.97
				INV	Matter No : 45957	5,221.15
				1219.5080-01	Canon Production Printing Australia	
				INV	1070010451 TonerPearls	1,666.48
				1219.640-01	Benara Nurseries	
				INV	26 x Banksia menziesii dwarf 13cm	199.67
				INV	30 x 12 lt Laurus nobilis - bay tree	890.56
				1219.7675-01	Landgate - GRV	
				INV	GRV valuations - G2020/8-04/4/20-17/4/20	398.52
				INV	GRV valuations - G2020/10 - 02/5/20-15/5/20	577.22
				INV	GRV Interim Valuation Schedules-16/5/20-29/5/20	493.49
				1219.8169-01	Westbooks	
				INV	Junior local stock as selected on web order	67.04
				INV	Adult local stock as selected on Web order	198.22
				INV	Adult local stock as selected on web order	212.83
				INV	Junior local stock as selected on web order	225.68
				INV	Adult local stock as selected on web order	23.09
				INV	Junior local stock as selected on web order	44.59
				INV	Adult local stock as selected on web order	69.27
				INV	Adult local stock as selected on web order	51.31
				INV	Adult local stock as selected on web order	23.09
				INV	Junior local stock as selected on web order	10.49
				INV	Adult local stock as selected on Web order	92.36
				INV	Adult local stock as selected on web order	16.09
				INV	Adult local stock as selected on web order	149.73
				1219.860-01	Bunnings Group Limited	
				INV	Tools and Equipment for Beaton Park	129.00
				1219.880-01	Bunzl Limited	
				INV	Hygienic supplies for various buildings	677.49
				1219.9872-01	Civica Pty Ltd	
				INV	Rates on demand support- 29/4/20-22/5/20	5,238.75
				INV	Rates on demand support 2020/2021	8,250.00
1220	EFT TRANSFER: - 03/08/2020	31/07/2020	-716,280.34	1220.10428-01	Roads 2000 Pty Ltd	
				INV	ROAD/FOOTPATH MTCE/CONSTRUCTION	11,342.51
				1220.10687-01	Advanced Spatial Technologies Pty L	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	COMPUTER SOFTWARE/LICENCE	360.80
				INV	COMPUTER SOFTWARE/LICENCE	10,109.00
1220.10731-01	Green Skills (Eco Jobs)					
				INV	Greenways maintenance June 2020	4,806.55
				INV	Revegetation work at Swanbourne, Revegetation	16,665.41
1220.10859-01	CSP Group Pty Ltd					
				INV	New chains sharpening as per quote - Ref inv 6003	360.00
1220.11421-01	Waterlogic Australia					
				INV	71 Stirling Hwy - 1/7/20-31/7/20	96.80
1220.11795-01	Mr J Donaldson					
				INV	RUBBISH COLLECTION	580.00
1220.12364-01	West Tip Waste Control Pty Ltd					
				INV	Bulk collection - 25/5/20	22,279.02
				INV	Bulk collection - 18/5/20	4,381.41
				INV	Bulk collection - Disposal of Hardwaste	18,322.68
				INV	Bulk collection - Disposal of Hardwaste	17,055.09
				INV	Bulk collection - 18/5/20	22,990.00
1220.12570-01	Hassell Limited					
				INV	Nedlands Town Centre PP - Local Character & Distin	26,697.00
1220.12677-01	Wilson Security					
				INV	Nedlands Library Evening Patrol June 2020	103.02
				INV	Unlocking and re-locking of the Jo Wheatley AAPS	270.41
1220.12885-01	Raeco/CEI Pty Ltd					
				INV	Nedlands library stationary order	1,109.55
1220.13267-01	Dept of Transport - Jetty Licence F					
				INV	Disclosure of information - June 2020	1,200.20
1220.13369-01	Data#3 Limited					
				INV	Software - 4 X Microsoft Server License	42,100.61
				INV	10 X Hardware- HP EliteDisplay E243 Monitor	2,436.70
				INV	5 X Hardware- Thinclients - HP Quad-Display t310	4,170.16
				INV	10x Hardware HP Elitedisplay 9 bal	0.02
1220.13412-01	Quick Corporate Australia					
				INV	Kitchen supplies	38.52
1220.13619-01	The Poster Girls					
				INV	Distribution 500 postcards for Emerge 2020	49.50
1220.13718-01	South East Regional Centre for Urba					
				INV	Swanbourne Oval greenway development	8,250.00
				INV	Revegetation at Point Resolution Reserve	5,771.70



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1220.13728-01	FOI WA Services, Advice &	
				INV	2019-2020- FOI Consultancy	3,000.00
				1220.13788-01	Localise Pty Ltd	
				INV	Councillor Strategy Day - 7 March	2,750.00
					Overall facility	
				1220.13794-01	CAI Fences and Greenhouses	
				INV	Supply and install 6m steel gate, powder coated	2,090.00
				1220.13857-01	Mr L McManus	
				INV	Bal pay for Deputy Mayor Allowance - June 2020	615.94
				INV	Deputy Mayor Allowance - Balance Pay for July 2020	1,319.88
				1220.13863-01	G M S Security (WA) Pty Ltd	
				INV	Security panel upgrade and Maintenance	21,917.50
				1220.13869-01	Instant Products Hire	
				INV	Ongoing: Portable toilet hire for John XXIII Depot	184.15
				1220.13932-01	The Information Management Group Pt	
				INV	Archives and Storage- June 2020	1,214.94
				1220.14004-01	Drainflow Services Pty Ltd	
				INV	Provide education services to citywide drainage pit	3,062.50
				INV	Standing order for maintenance jetting of pipe net	4,287.38
				1220.14153-01	Anne Yardley	
				INV	transcription of oral history interviews	510.00
				1220.14170-01	Civcon Civil & Project Management	
				INV	Schedule 1 - Site Clearance - Hampden Road,	116,212.45
				INV	Schedule 1 - Site Clearance - Stirling Highway	95,530.34
				1220.14183-01	Stott + Hoare	
				INV	Hardware- Lenovo Tiny PC -NUC	924.00
				INV	2 X Lenovo ThinkSystem NE1032 7159HD2 Switch	10,938.40
				1220.14245-01	AssetFinda	
				INV	Assetfinda Annual license renewal fee 2020 -2021	27,500.00
				1220.1427-01	City of Stirling	
				INV	Meals to be delivered toNCC - June 2020	714.08
				1220.14510-01	JB Hi-Fi Group Pty Ltd	
				INV	Hardware- NW Switch-Admin- Ubiquity ES-24-500,	3,592.00
				INV	Hardware- NW Switch-Depot & NCC- Ubiquity ES-, etc	1,796.00
				INV	Hardware- Printer -BROTHER - QL-820NWB- Ned Library	329.00
				1220.14681-01	Internode Pty Ltd	
				INV	Full Rack Next DC Charges - 27/8/20	2,950.50
				1220.14693-01	Easi	



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Payroll Deduction	745.32
				INV	Payroll Deduction	979.82
				1220.14786-01	Rubek Automatic Doors	
				INV	Mt Claremont Community Centre	242.00
				1220.14810-01	Eastern Metropolitan Regional Council	
				INV	Mattress collection - June 2020	330.00
				1220.14895-01	Data Documents	
				INV	Title: PUBLIC ART COLLECTION BOOK Description: CO	1,188.00
				INV	2x A0 Corflute UV Printed One Side signs	136.40
				INV	750 Copies of the Buzz Term 3	709.50
				INV	Size - 2 x 1 Banner with sewn eyelets	132.00
				1220.14932-01	Aus Chill Technical Services Pty Lt	
				INV	Quarterly Air Conditioning MTCC	379.50
				1220.14955-01	Nedlands News	
				INV	Nedlands Library Newspapers - 18/5/20-12/7/20	374.64
				1220.15005-01	Becarwise	
				INV	Novated card lease - FNE 19 July 2020	729.99
				1220.15019-01	Moore Stephens (WA) Pty Ltd	
				INV	Attendance to audit committee - 8 June 2020	614.27
				1220.15211-01	Officeworks Ltd	
				INV	7 X 24 inch Monitor (Philips & Lenovo)	1,196.00
				INV	Hardware - 7 X Monitors (6 X 24 inch & 1 X 32	1,405.00
				1220.15213-01	Illion Australia Pty Ltd	
				INV	Publication of Tender RFT 2020-21.01	172.70
				INV	Request for Tender publication on Tenderlink Portal	172.70
				1220.15224-01	Boyan Electrical Services	
				INV	Hollywood Tennis Courts - To remove 4 x old direct	32,677.70
				INV	College Park - Attend to light hanging from light	415.99
				INV	supply and replace the rusted out the main electri	19,492.00
				1220.15321-01	Pyrios Pty Ltd	
				INV	3 X Jabra Pro 930 duo ms Headsets(Inc shipping)	712.50
				INV	IP Telephony - Monthly maintenance Support June 2	2,547.50
				1220.15329-01	RTRFM 92.1	
				INV	Extra week for RTRfm add running 7 times across th	165.00
				INV	One 30 sec add played 15 times over two weeks	550.00
				1220.15401-01	WINC Australia Pty Ltd (Previous na	
				INV	Nedlands library public activities	74.51



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Stationery	65.91
1220.15506-01	CPD Training Pty Ltd			INV	Advanced Diploma Building Surveying (CPC60115)	1,000.00
1220.15524-01	Inlogik Pty Ltd			INV	Promaster monthly user fee- June 2020	461.24
1220.15539-01	Southern Cross Protection Pty Ltd			INV	CTI service - June 202001/06/2020-30/06/20	113.30
1220.15638-01	Advanced Traffic Management (WA) Pt			INV	Standing order to provide Traffic Management	952.58
				INV	Standing order to provide Traffic Management	992.28
				INV	Standing order to provide Traffic Management	1,190.73
1220.15639-01	Stephanie Reisch			INV	Painting classes - 13/07/2020, 15 /7/2020	416.00
1220.15643-01	Mowmentum			INV	Fortnightly mowing services	110.00
				INV	Fortnightly mowing services	154.00
1220.15703-01	Retro Roads - Tagsat Pty Ltd			INV	Installation of linemark spotting and temporary	414.41
1220.15708-01	Plantrite			INV	Plants For Hampden Road Boat Art replant	394.02
1220.15769-01	Top of the Ladder Gutter Cleaning			INV	Depot - Clear gutters on new shed and remove debris	132.00
1220.15770-01	Initial Hygiene - Rentokil Initial			INV	Supply of additional sanitary units to Foreshore	17.26
				INV	Supply of additional sanitary units to Foreshore	13.81
1220.15771-01	System Maintenance - Ballantyne			INV	20/21 College Park Pump Set Servicing	290.29
1220.15801-01	Horizon West Landscape & Irrigation			INV	Install mulch over 750m2 of Jones Park	2,932.50
1220.15878-01	Westend Plumbing & Gas			INV	Disconnect and re-connect various plumbing fixture	2,464.00
				INV	Various plumbing works and maintenance - Tresillian	682.00
1220.15928-01	Colour Flow Painting Services			INV	Paint door at Nelands Infant Centre	220.00
1220.15931-01	Aqua Filter Services			INV	Tresillian - Water Cooler Hire & Maintain	38.50
				INV	MTC Library Water cooler	38.50
				INV	Admin Councillor Kitchen Water cooler - July 20	38.50



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Mt CCC Hive - Water Cooler Hire and Maintain	38.50
1220.15957-01					Watertight Plumbing & Gas	
				INV	Adam Armstrong Pavilion - Backflow Test 2020	198.00
1220.16093-01					Cameron Chisholm & Nicol (WA) Pty L	
				INV	Architectural Design Review - 21-23 Louise St	1,452.00
1220.16096-01					Udla Pty Ltd	
				INV	Landscape Design Review	1,100.00
				INV	Secondary review landscape architectural consultancy	550.00
				INV	Second Landscape Design Review	550.00
				INV	Landscape Architect Design Review	1,232.00
1220.16203-01					Gordon Murray	
				INV	Vol vehicle reimbursement	154.44
1220.16227-01					Office Line	
				INV	Supply freestanding office partition for office	1,397.00
1220.16233-01					Moncrieff Technology Solutions Pty	
				INV	Laptop- Lenovo X1 EXTREME GEN 2- Salary Sacrifice	2,877.17
1220.16237-01					McMullen Nolan Group Pty Ltd	
				INV	Calculate easement and prepare IODP	3,041.72
1220.16242-01					RM Surveys Pty Ltd	
				INV	Railway Road and Aberdare Road Intersection	13,728.00
1220.16249-01					Debora Gregorio	
				INV	Tutor fee Term 3- 2020 - 06/7/20-17/7/20	312.00
1220.16258-01					B M Smith	
				INV	Refund of secondary payment for vehicle crossover	152.00
1220.16262-01					The Home Away from Home Inc	
				INV	Refund for double payment made	82.00
1220.2030-01					Child Support Registrar	
				INV	Payroll Deduction	1,139.96
1220.2075-01					Landgate	
				INV	SLIP Subscription Services - 1/7/20-30/6/21	4,869.90
1220.210-01					Apace Aid Inc	
				INV	PRCC SRT Provenance	749.50
1220.2257-01					Ellenby Tree Farm Pty Ltd	
				INV	Delonix Regia 'Poinciana' 150 litre, delivery, etc	442.75
				INV	Sales order 29218_Sapium sebiferum Chinese Ta, etc	382.25
				INV	Cupaniopsis anacardioides 'Tuckeroo' 150L @, etc	382.25
				INV	Sales order 29218_Sapium sebiferum Chinese Ta, etc	1,633.50
				INV	2x 75L Delonix @ \$230.00 +gst each _ larger trees	547.25



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Pavee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				1220.2622-01	Fuji Xerox Australia Pty Ltd	
				INV	SO- Fuji Xerox Lease charges for printers & AWMS	8,100.17
				1220.3475-01	J Blackwood & Son Ltd	
				INV	Hard Yakka Pants Drill Core Y02570 Cargo Navy	354.93
				1220.3910-01	Kleenit Pty Ltd	
				INV	92 Stirling Hwy -Ref PO 541901	99.00
				INV	Graffiti Removal from Mt Claremont Oval	363.00
				INV	Graffiti Removal from 101 Clifton Street	71.50
				INV	25 Carrington - Ref PO 541901	132.00
				INV	61 Carrington - Ref PO 541901	82.50
				INV	Graffiti Removal from Rocketfuel	253.00
				INV	Graffiti Removal from Grainger Park	82.50
				INV	Graffiti Removal Bishop Road Reserve	66.00
				INV	Graffiti Removal from Selby Street bus stop	99.00
				INV	Graffiti Removal from 79 Carrington Street	82.50
				INV	Graffiti Removal - Ref PO 541901	99.00
				INV	Graffiti Removal - Ref PO 541901	66.00
				1220.4040-01	The Lane Bookshop	
				INV	Nedlands Local Stock	536.18
				INV	Nedlands local stock, Mt Claremont local stock	499.78
				1220.4120-01	Lightning Laundry	
				INV	June- 2020 laundry	589.00
				1220.4325-01	Main Roads Western Australia	
				INV	Refund of grant monies	54,560.00
				1220.4370-01	Martineaus Patisserie	
				INV	20 x \$20 gift vouchers. Volunteer appreciation gif	400.00
				1220.5133-01	Optus Billing Services Pty Ltd	
				INV	Monthly charges - 25/5/20-24/6/20	2,050.02
				1220.8169-01	Westbooks	
				INV	Adult local stock as selected on web order	51.08
				INV	Adult local stock as selected on web order	20.99
				INV	Adult local stock as selected on web order	23.09
				INV	Adult local stock as selected on web order	39.95
				INV	Adult local stock as selected on web order	23.09
				INV	Junior local stock as selected on web order	9.09
				INV	Adult local stock as selected on web order	23.09
				INV	Adult local stock as selected on web order	90.64
				INV	Junior local stock as selected on web order	64.52



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Junior local stock as selected on web order	21.66
				INV	Adult local stock as selected on web order	34.99
				INV	Adult local stock as selected on web order	79.07
				INV	Adult local stock as selected on web order	20.99
				INV	Adult local stock as selected on Web order	13.99
				INV	Adult local stock as selected on Web order	31.50
				INV	Adult local stock as selected on web order	81.64
				INV	Adult local stock as selected on web order	74.17
				INV	Adult local stock as selected on web order	82.57
				INV	Adult local stock as selected per web order	16.79
				INV	Junior local stock as selected on web order	10.49
				INV	Adult local stock as selected on web order	84.94
				INV	Adult local stock as selected on web order	67.17
				INV	Adult local stock as selected on web order	13.99
				INV	Adult local stock as selected on web order	46.18
				INV	Adult local stock as selected on web order	104.97
				INV	Adult local stock as selected on Web order	23.09
				INV	Adult local stock as selected on Web order	13.99
				INV	Adult local stock as selected on web order	13.99
				INV	Adult local stock as selected on web order	108.82
				INV	Junior local stock as selected on web order	12.55
				INV	Adult local stock as selected on Web order	11.89
				INV	Adult local stock as selected on web order	92.51
				INV	Adult local stock as selected on web order	158.80
				INV	Adult local stock as selected on web order	69.27
				INV	Adult local stock as selected on web order	152.54
				INV	Adult local stock as selected on web order	23.09
				INV	Adult local stock as selected on web order	134.35
				INV	Adult local stock as selected on web order	111.25
				INV	Adult local stock as selected on web order	20.99
				INV	Adult local stock as selected on web order	38.48
				INV	Adult local stock as selected on web order	44.08
				INV	Adult local stock as selected on web order	20.99
				INV	Adult local stock as selected on web order	41.19
				INV	Adult local stock as selected on web order	73.48
				INV	Adult local stock as selected on web order	154.63
				INV	Adult local stock as selected on web order	16.09
				INV	Adult local stock as selected on web order	17.49



CITY OF NEDLANDS

All Payments 1/07/2020 to 31/07/2020

<u>Chq/Ref</u>	<u>Payee</u>	<u>Date</u>	<u>Amount</u>	<u>Tran</u>	<u>Description</u>	<u>Amount</u>
				INV	Junior local stock as selected on web order	48.97
				INV	Junior local stock as selected on web order	66.48
				1220.8242-01	Western Metropolitan Regional Council	
				INV	WASTE DISPOSAL	1,264.32
				1220.9872-01	Civica Pty Ltd	
				INV	Rates on demand support - 25/05/20-25/06/20	2,557.50
				1220.9876-01	Priestman & Sharp	
				INV	Insurance excess for repairs to 1367	2,000.00
					Total EFT	
						-\$3,876,978.30
					TOTAL PAYMENTS	
						-\$3,951,108.24

City of Nedlands

Purchasing & Credit Card Payments - Jul 2020 (Statement period 29 Jun 2020 to 27 Jul 2020)

Date	Supplier	Description	AUD
27/07/2020	CARD FEE	CARD FEE	5.00
8/07/2020	V/CELLARS 5164	Refreshments for Councillors	160.00
8/07/2020	V/CELLARS 5164	Refreshments for Councillors	150.00
10/07/2020	CHEZ PIERRE	Bill Hassess Farewell Dinner	1,655.80
15/07/2020	TAYLOR RD IGA	Refreshments for the Councillors	45.76
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
15/07/2020	Telstra	Telstra Topup	50.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
1/07/2020	BUNNINGS 309000	Maskfilm to cover walls at Mt CCC for hearing loop	99.50
3/07/2020	BUNNINGS 483000	Tape to stick maskfilm to Mt CCC skirtings	39.70
6/07/2020	NATIONAL SAFETY SIGNS	Stickers for fire hose reel at Mt Claremont Librar	36.09
20/07/2020	BUNNINGS 483000	Shelf and consumables for Mt Claremont AV	59.58
23/07/2020	BUNNINGS 483000	Door mats and door stop	15.12
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	BIG W 0451	Frame for Approval Cert at Mt CCC	5.00
3/07/2020	BUNNINGS 483000	Hooks and bracket for equipment storage	35.04
7/07/2020	LIV*POWERVAC PTY LTD	Vaccum bags	19.90
8/07/2020	BARNETTS ARCHITE H	MTCC changerooms toilet sinage	102.91
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
24/07/2020	FACEBK Y4P3MVENC2	Boosted posts for Emerge 2020	103.00
27/07/2020	CARD FEE	CARD FEE	5.00
29/06/2020	COLES 0299	Technical Services Farewell Morning Tea	50.50
29/06/2020	COLES 0299	Technical Services Farewell Morning Tea	92.32
30/06/2020	SQ *POPPY'S FLOWERS PT	Gift from the City - Tech Serv staff leaving	90.00
1/07/2020	RED ROOSTER	TS Catering Farewell	32.33
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
29/06/2020	SNDC WA PTYLTD	Volunteer gift	14.98
29/06/2020	CAPTAIN STIRLING NEW	Stationery cards	59.41
29/06/2020	NESPRESSO	Coffee staff and volunteers	385.90
29/06/2020	AMAZON MKTPLC AU	Local stock purchase - Nedlands Library	40.83
29/06/2020	AMAZON MKTPLC AU	Postage	22.28
29/06/2020	AMAZON MKTPLC AU	Mt Claremont Library local stock	39.00
29/06/2020	AMAZON MKTPLC AU	Postage	22.65
16/07/2020	WANEWSDTI	Local stock newspapers - Nedlands Library	325.20
17/07/2020	LITTLE WAY	Light refreshments for WSLG business meeting	14.50
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
22/07/2020	JBHiFi.com.au	JBhi-fi 21.7.20 receipt for cables	57.89
27/07/2020	CARD FEE	CARD FEE	5.00
22/07/2020	BLACKWOODS CV	Hose Reel	307.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
29/06/2020	BAKERY WA PL	Refreshment for the working team.	23.20
8/07/2020	JB HI FI CLAREMONT	Tools for monitoring	45.00
9/07/2020	BUNNINGS 483000	Rubber straps for tying tools on vehicles	8.72
17/07/2020	BUNNINGS 483000	Steel posts for monitoring	32.90
20/07/2020	BUNNINGS 483000	Steel post caps for safety	37.04
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00

City of Nedlands

Purchasing & Credit Card Payments - Jul 2020 (Statement period 29 Jun 2020 to 27 Jul 2020)

Date	Supplier	Description	AUD
30/06/2020	OFWKS ONLINE BENTLEIGH	Labels for operational activities	69.76
27/07/2020	CARD FEE	CARD FEE	5.00
6/07/2020	KAILIS PTY LTD	Lunches for Clients on Account	60.75
7/07/2020	South Beach Hotel	Lunches for Clients on Account	45.00
14/07/2020	ALH VENUES 8294	Lunch for client on account and volunteer	46.80
22/07/2020	KALAHARI NORTH	Lunch for clients on account and volunteers	64.50
22/07/2020	COLES 0342	Waratah Monthly Supplies from Coles	123.31
22/07/2020	COLES 0342	Waratah Monthly Supplies from Coles	55.03
27/07/2020	CARD FEE	CARD FEE	5.00
6/07/2020	OFFICEWORKS 0616	stationery supplies	49.11
16/07/2020	BUNNINGS 453000	consumables- cleaners and sanitisers	95.45
27/07/2020	BUNNINGS 483000	Cleaning product hand sanitiser	32.97
27/07/2020	CARD FEE	CARD FEE	5.00
29/06/2020	3 MONKEYS AUDIOVISUAL	Charger replacement for speaker used in PA activit	141.89
29/06/2020	OFWKS ONLINE BENTLEIGH	Stationary for PA activities	61.41
1/07/2020	OFFICEWORKS 0602	Refund: PA Stationary supplied was not correct	- 8.34
27/07/2020	CARD FEE	CARD FEE	5.00
13/07/2020	JB HI FI CLAREMONT	Library stock adult - Nedlands Library	10.38
24/07/2020	FISHPOND LIMITED	Library stock adult - Nedlands library	39.14
27/07/2020	CARD FEE	CARD FEE	5.00
9/07/2020	First 5 Minutes Pty Lt	Fire & Evacuation Training - 20 Credits	328.90
16/07/2020	AHRI LTD	AHRI membership for staff member	396.00
27/07/2020	CARD FEE	CARD FEE	5.00
29/06/2020	STK*Shutterstock	Shutterstock images	235.87
29/06/2020	STK*Shutterstock	5 pack shutterstock images	50.47
1/07/2020	STK*Shutterstock	Refund for 5 pack shutterstock images	- 50.47
27/07/2020	CARD FEE	CARD FEE	5.00
2/07/2020	DAMOWEST PLASTICS	Sneeze guards	770.00
6/07/2020	BUNNINGS 456000	Drop sheets and cleaning clothes	58.43
6/07/2020	DAMOWEST PLASTICS	Sneeze guards	121.00
9/07/2020	SKETCHUP TRIMBLE	Architectural software	178.91
22/07/2020	DEPARTMENT OF TRANSPOR	Vehicle registration	386.10
22/07/2020	DEPARTMENT OF TRANSPOR	Vehicle registration	414.20
22/07/2020	DEPARTMENT OF TRANSPOR	Vehicle registration	386.10
22/07/2020	DEPARTMENT OF TRANSPOR	Vehicle registration	386.10
22/07/2020	DEPARTMENT OF TRANSPOR	Vehicle registration	386.10
27/07/2020	CARD FEE	CARD FEE	5.00
6/07/2020	PERTH SUCCULENT BOWLS	Succulent Bowl	139.00
6/07/2020	ARIYA PROSPERUM PTY	Engraved Decanter & Glases	145.00
6/07/2020	DAN MURPHYS ONLINE	Farewell Gift Retiring Councillor Bill Hassell	89.85
7/07/2020	PRICESAVERS GALLERIA	Farewell card	4.00
7/07/2020	DYMOCKS MORLEY	Book	34.99
8/07/2020	DYMOCKS ONLINE	Dymocks Gift Voucher	50.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
22/07/2020	EB *Managing Events in	Seminar/Training	104.49
27/07/2020	CARD FEE	CARD FEE	5.00
29/06/2020	AUSTRALIAN INSTITUTE	AIBS Membership Renewal for staff member	600.00
10/07/2020	AUSTRALIAN INSTITUTE	AIBS Membership Renewal for staff member	600.00
20/07/2020	OFFICEWORKS 0611	USB Desktop Charger	44.88
27/07/2020	CARD FEE	CARD FEE	5.00
29/06/2020	COLES 0337	Antibacterial wipes for client activities	20.00
29/06/2020	RED DOT STORES	Antibacterial wipes for client activities Food for	90.98
2/07/2020	COLES 0302	children's lunch	20.90
2/07/2020	COLES 0302	Food for children's lunch	3.80
3/07/2020	SPOT ON VENTURES PTY L	A frames display units for activities	1,007.60

City of Nedlands

Purchasing & Credit Card Payments - Jul 2020 (Statement period 29 Jun 2020 to 27 Jul 2020)

Date	Supplier	Description	AUD
27/07/2020	ST VINCENT DE PAUL	Face masks for NCC staff supporting seniors	20.00
27/07/2020	CARD FEE	CARD FEE	5.00
30/06/2020	RSEA PTY LTD - OSBORNE	PPE Work Gear	362.75
9/07/2020	BUNNINGS 483000	Brushes and tape	52.88
15/07/2020	BUNNINGS 483000	Indicator bolts	87.40
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
13/07/2020	WILSON PARKING AUSTRAL	Westralia Car Parking	21.26
27/07/2020	CARD FEE	CARD FEE	5.00
29/06/2020	COLES 0342	monthly lunch/ afternoon tea essentials	57.75
29/06/2020	COLES 0342	monthly lunch/ afternoon tea essentials	164.49
30/06/2020	COLES 0299	Childrens afternoon tea	5.00
2/07/2020	JACK'S WHOLEFOODS &	lunches food safety items (monthly /fortnightly)	7.04
2/07/2020	JACK'S WHOLEFOODS &	lunches & food safety items (monthly /fortnightly)	186.12
10/07/2020	KMART 1142	replacing programe resource	269.50
14/07/2020	WOOLWORTHS 4313	mornnig/afternoon tea	6.22
16/07/2020	FARMER JACKS WOODLAN	morning/afternoon tea /activity resources	16.28
16/07/2020	FARMER JACKS WOODLAN	morning/afternoon tea /activity resources	52.25
20/07/2020	MRCHNTS OF SWANBOURN	replacemet of a chopping board	18.95
22/07/2020	TAYLOR RD IGA	afternoon/ morning tea	19.95
22/07/2020	COLES 0299	lunch/afternoon tea and disinfectant	48.73
22/07/2020	COLES 0299	lunch/afternoon tea and disinfectant	15.62
23/07/2020	JACK'S WHOLEFOODS &	morning / afternoon tea refills ,hygine essentials	20.02
23/07/2020	JACK'S WHOLEFOODS &	morning / afternoon tea refills ,hygine essentials	21.53
23/07/2020	WIZARD PHARMACY CLAR	themo sanitiser's	14.49
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	Dalkeith News Agency	Childern Program	31.98
27/07/2020	COLES 0299	afternoon/morning tea & lunch Ingredients	3.96
27/07/2020	COLES 0299	afternoon/morning tea & lunch Ingredients	31.64
2/07/2020	MSFT *<E0700BEBUI>	Software- MSFT -F3 & File Storage	383.53
3/07/2020	MSFT *<E0700BEK7P>	Software- MSFT -Audio	12.10
3/07/2020	MSFT *<E0700BEG16>	Software- MSFT -Audio	12.10
3/07/2020	ATLASSIAN	Software- Altassian- SSO License	9.57
3/07/2020	ATLASSIAN	Bank Charges	0.30
6/07/2020	MSFT *<E0200B74YG>	Software- MSFT -Azure	556.36
6/07/2020	ADOBE CREATIVE CLOUD	Software- Adobe Creative Suite	871.07
6/07/2020	ADOBE CREATIVE CLOUD	Bank Charges	26.13
6/07/2020	WWW.RECKON.COM	Software- tresillian - Till management	29.00
20/07/2020	MSFT *<E0700BODHJ>	Software- MSFt Audio	12.10
20/07/2020	MSFT *<E0700BODKV>	Software- MSFT - F3 & File Storage	303.05
20/07/2020	MSFT *<E0700BODMM>	Software- MSFt Audio	12.10
20/07/2020	MSFT *<E0700BO77Y>	Software- MSFT- Audio	12.10
20/07/2020	AUS Electronics Direct	Hardware- cables	127.69
23/07/2020	Udemy	Software- Azure Simulator	13.99
23/07/2020	Udemy	bankcharges	0.41
24/07/2020	MSFT *<E0200BGMR7>	Software- MSFT Azure	445.02
27/07/2020	CARD FEE	CARD FEE	5.00
23/07/2020	OFWKS ONLINE BENTLEIGH	whiteboard - Community Development	92.99
27/07/2020	CARD FEE	CARD FEE	5.00
1/07/2020	BP ROSEGARDEN 6161	Milk for depot	14.00
30/06/2020	COLES 0299	Staff member leaving Morning Tea	22.15
1/07/2020	PUSEYS PUFFS	Catering for Afternoon Tea	38.00
3/07/2020	TAYLOR RD IGA	Taylor Road - Milk for depot	17.34
9/07/2020	JACK SPRATTS LUNCH BAR	Depot Milk	16.96
9/07/2020	TAYLOR RD IGA	Taylor Road - Stationary 26.00	26.00

City of Nedlands

Purchasing & Credit Card Payments - Jul 2020 (Statement period 29 Jun 2020 to 27 Jul 2020)

Date	Supplier	Description	AUD
10/07/2020	BP ROSEGARDEN 6161	Milk for Depot - BP	14.00
13/07/2020	COLES 0342	Coles - Milk	62.65
24/07/2020	BP ROSEGARDEN 6161	Milk for depot	21.00
27/07/2020	CARD FEE	CARD FEE	5.00
10/07/2020	LOCAL GOVERNEMENT MANA	Webinar	25.00
27/07/2020	CARD FEE	CARD FEE	5.00
30/06/2020	COLES 0262	Refreshments for Councillors	47.10
30/06/2020	OBJECTIVE CORPORATION	Objective Redact Software	328.90
1/07/2020	LOCAL GOVERNEMENT MANA	Finance for Non-Finance People 1 day course	350.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	WOOLWORTHS 4359	Dishwashing tablets and liquid (Nedlands Library)	18.20
27/07/2020	WOOLWORTHS 4359	Glue (Nedlands Library)	28.00
27/07/2020	CARD FEE	CARD FEE	5.00
27/07/2020	CARD FEE	CARD FEE	5.00
1/07/2020	BUNNINGS 483000	Bushcare materials	160.33
13/07/2020	BUNNINGS 483000	Materials for monitoring	80.72
27/07/2020	CARD FEE	CARD FEE	5.00
			<u>18,140.18</u>

CPS19.20	Ongoing Implications of COVID-19 on the City's Tenancy Portfolio
-----------------	---

Committee	8 September 2020
Council	22 September 2020
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Nil.
Director	Lorraine Driscoll – Director Corporate & Strategy
Attachments	1. Hardship Provisions Policy
Confidential Attachments	Nil.

Executive Summary

At the Special Council Meeting of 14 April 2020, Council endorsed the application of the Hardship Provisions Policy to Community/Sporting Groups and to Commercial and Residential tenants, in supporting them during the COVID-19 emergency; and requested a further item be presented to Council to consider the ongoing implications of the pandemic on the City's Tenancy Portfolio.

The concessions approved by Council at the time reflected the principles covering Federal Government Code of Conduct for Commercial Agreements and also of the recent request by the Premier, Hon Mark McGowan, that all local governments consider concessions on Rates, Fees and Charges to provide relief for families and businesses from the impacts of the COVID-19 Pandemic.

This report provides an update to Council on the positive effect its previous decision has had on the City's Tenancy Portfolio and considers the options available to Council should the state suffer the effects of a 'second-wave' and in the event government restrictions on human movement and interaction are re-tightened.

Recommendation to Committee

Council:

1. **Authorises the Chief Executive Officer to:**
 - a) recommence 'normal', pre-COVID-19 Hardship Provisions, management of the City's Tenancy Portfolio in line with obligations under each agreement, including charging rent as of 1 July 2020; and
 - b) removal of Clauses 3, 5(c) and 5(d) of the Hardship Provisions Policy to reflect this decision; and

2. **Requests a further item be presented to Council, should the State suffer the effects of a ‘second-wave’ of infection and government restrictions on human movement and interactions are re-tightened to Phase 3, 2 or 1.**

Discussion/Overview

Background

At the time of writing the previous report (14 April 2020), the City had a Tenancy Portfolio of 60 agreements. 29 of those agreements were where a Tenant exclusively uses a space in exchange for rent.

Those 29 agreements reflect an annual rental of approximately \$345,000 per annum, or the equivalent of \$28,750 per month. It is notable that this was not averaged equally through the year as some rentals are paid annually, and some on a seasonal basis (sporting clubs).

Of the 29 agreements that pay rent, 13 were agreements of a commercial nature, 11 were management licences to not-for-profit community groups, and 5 were residential properties.

At Special Council Meeting of 14 April 2020, Council agreed to apply the Hardship Provisions Policy to the City’s Tenancy Portfolio. In relation to city tenants, the Hardship Provisions Policy dictated that where COVID-19 Hardship was evident, rent-free terms would be offered to commercial tenants, residential tenants, and management licence holders until 30 June 2020.

At the time of writing the previous report (14 April 2020), risk management measures had progressively been put in place by Officers as advice was provided by State and Federal Government. The City had already enforced closure of all community halls. This decision alone had forced 9x management licence holders to cease operations.

The same report indicated 18 of the 24 spaces (cannot include the residential properties) were already closed and that as the nation officially enters ‘complete lockdown’, it was likely that 23 of the 24 spaces would close at some point.

That assumption was almost correct, and except for space leased by the City of Subiaco and Kidz Galore, all facilities in which the City offers space under lease or management licence agreement were forced to close for some period of time.

Effects of Council’s Decision

Anecdotally, the effects of Council’s decision to grant such generous concessions have been extremely positive. At this stage, Officers discussions with tenants have shown that none of the City’s tenants have been forced to close permanently and the financial concessions offered were received with great thanks. For businesses like Shorehouse Restaurant and Annie’s Playschool, the relief was extremely valuable.

Financially, the concessions resulted in an \$81,791.56 loss of revenue for the City as shown below.

1 April 2020 - 30 June 2020				
Agreement Type	Budgeted Rental Income	% Rebate	Amended Rental Income	Revenue Loss
Commercial Lease/Sub-Lease	\$42,565.40	100%	\$0.00	\$42,565.40
Management Licence	\$9,197.23	100%	\$0.00	\$9,197.23
Residential Lease	\$30,028.93	100%	\$0.00	\$30,028.93
Peppercorn Lease	\$0.00	0%	\$0.00	\$0.00
Total	\$81,791.56		\$0.00	\$81,791.56
			Percentage Loss	100.00%

The concessions also exceeded compliance with the mandated Code of Conduct for Commercial Agreements and the State Governments Commercial Tenancies (COVID-19 Response) Regulations 2020 which stated that at least a 50% reduction in rent was required until the end of the 'emergency period' (currently 30 September 2020*).

**Note: Should the 'emergency period' be extended by the State Government, a subsequent report to Council will be required in relation to commercial lease agreements and the ongoing rent relief that would be required under the Regulations.*

Ongoing Implications of the COVID-19 Pandemic

With most human movement and interaction restrictions being lifted as part of the State Governments movement into Phase 4 on 27 June 2020, the State is currently in a very good position in its ongoing battle with the virus. As part of the easing of restrictions, all City tenancies have now resumed operations.

The Hardship Provisions Policy states that the Policy will apply until for as long as the Council determines it is needed.

Given the above, it is recommended by Administration that the City resume 'normal' management of the City's Tenancy Portfolio in line with obligations under each agreement, including charging rent as of 1 July 2020 and the amendment of the Hardship Provisions Policy to reflect the change.

The removal of Clauses 3, 5(c) & 5(d) of the Hardship Provisions Policy (see attachment 1) would be sufficient for this change.

Potential for 'second-wave' of Infection

As seen in recently in Victoria, the effects of a 'second-wave' of infection can be dire. It is likely that if Western Australia were to be subject to a significant 'second-wave', then human movement and interaction restrictions would need to be re-tightened.

As the City has maintained a flexible approach throughout the pandemic, it is recommended by Administration that should Western Australia suffer the effects of a 'second-wave' of infection and government restrictions on human movement and interaction are re-tightened a further report to Council would be required.

Legislative Requirements

All agreements of tenure have been entered into pursuant to Section 3.58 of the *Local Government Act 1995* and the conditions therein.

Section 6.12 of the *Local Government Act 1995* allows a local government to waive or grant concessions in relation to any amount of money which is owed. This is an absolute majority decision of Council.

All concessions agreed to by Council comply with the Commercial Tenancies (COVID-19 Response) Regulations 2020

Key Relevant Previous Council Decisions:

All minutes as noted at Special Council Meeting 14 April 2020 which was held for the purpose of a COVID-19 response.

Consultation

As the COVID-19 Pandemic has evolved, Officers have been continually consulting with tenants as new information has come to hand.

Strategic Implications

How well does it fit with our strategic direction?

City's Strategic Community Plan 2018-2028 lists eight values that it will strive to abide by. Council's decision to offer rental relief will fit the following values:

- Great Governance and Civic Leadership; and
- Great Communities; and
- Great for Business.

The recommendations contained in the previous report provided support to those Businesses and Community groups operating from City premises when it was required

Who benefits?

This had a direct benefit to the tenants and the community they serve

Does it involve a tolerable risk?

The recommendations contained in this report have minimal risk as all City tenancies are now operational under the State Governments Phase 4 restrictions. However, should the restrictions change in the event of a 'second-wave', Council would need to remain flexible with timely decision making.

Do we have the information we need?

All information available has been presented to Council.

Budget/Financial Implications

Nil. Should Council adopt the Officers recommendation, the City's Rental Revenue will remain as budgeted for 2020/21, unless the state is subject to a 'second-wave' of infection and further concessions are required.

Can we afford it?

N/A

How does the option impact upon rates?

N/A



Hardship Provisions

Status	Council
Responsible Division	Corporate and Strategy
Objective	To provide direction on the City response to financial hardship during the Coronavirus Disease 2019 (COVID-19) crisis.

Context

City of Nedlands residents, ratepayers, suppliers, lessees, businesses and groups; both community & sporting are experiencing the effects of COVID-19, including financial impacts. For some the financial impacts are making payments to the City difficult. In addition, bookings for a number of City facilities and activities have been cancelled.

Statement

1. This policy will apply from 16 March 2020, the date at which the State of Emergency was declared and for as long as the Council determines it is needed.
2. Bookings
 - Cancelled bookings of City facilities and activities other than Tresillian will be fully refunded.
 - Tresillian customers will be offered a credit on future enrolments for classes missed due to the Tresillian closure on the basis of the popularity of this option.
3. Leases, Management Licences to Not for Profit Groups, Community Groups & Clubs
 - No rent will be charged to Not for Profit groups, Community Groups, & Clubs. This excludes leases to the State Government.
 - Storage fees will not apply.
 - Where applicable, utilities and other tenant payments will remain the responsibility of the lessee or licensee, who may negotiate terms with the applicable utility provider and or the City.
 - Other lease or licence terms may be settled between the City and the lessee or licensee at the discretion of the CEO.



4. Evidence of COVID-19 hardship

Evidence of COVID-19 hardship includes;

- documentation from the employer or Centrelink that the person or their household partner has lost their job, or their income has been reduced by 25% or more since March 16th 2020; and
- for businesses, financial documentation, Centrelink information or the provision of a statutory declaration that the business' income has declined by 25% or more since March 16th 2020.

5. Where evidence of COVID-19 hardship is provided the City will provide the following payment relief for:

a. Rates and Service Charges

- 6 months interest free payment deferment for rates and service charges will be provided. Interest accrued on outstanding debt prior to 16 March 2020 will remain payable, however further interest will not accrue during the interest free period.

b. State Government Levies

- State Government relief will be passed on, as determined by the State Government.

c. Commercial Tenants

- Commercial tenants will be provided rent free terms from 1 April 2020 until 30 June 2020 when the City of Nedlands 2020/21 Budget is adopted incorporating a review of necessary commercial tenancy rates in the fast evolving COVID 19 pandemic. Utilities and other tenant payments will remain the responsibility of the commercial tenant, who may negotiate terms with the applicable utility provider and/or the City.'

d. Residential Tenants

- Residential tenants will be provided rent free terms from 1 April 2020 until 30 June 2020 when the City of Nedlands 2020/21 Budget is adopted incorporating a review of necessary residential tenancy rates in the fast evolving COVID 19 pandemic. Utilities and other tenant payments will remain the responsibility of the residential tenant, who may negotiate terms with the applicable utility provider.



e. Infringements and Prosecutions

- Interest free payment deferment to the end of the declared emergency plus three months, for infringements and prosecutions will be provided.
- The infringement or prosecutions will not be referred to fines enforcement.
- The CEO may use his discretion to enter into payment terms for outstanding prosecution amounts.

f. Other fees and charges

- Interest free payment deferment to the end of the declared emergency plus three months for other City fees and charges not related to development applications and building permits and related activities, at the discretion of the CEO.

6. Debt Recovery

In order to maintain equity for all residents and ratepayers, action must be taken to recover debts owed to the City of Nedlands. The following debt recovery measures will apply except where evidence of COVID-19 hardship is provided. Pre-existing debt collection arrangements will remain outstanding, however, in where COVID hardship occurs further interest accrual to the end of the declared emergency plus three months, will be suspended.

a. Rates Debt Recovery

Except where a ratepayer is entitled to defer the payment of their rates, Council will actively pursue the recovery of any rate arrears (including legal action and the issue of a Goods and Land Warrant).

b. General Debtors

If a general debtor does not respond to a formal demand letter issued, then legal action may be commenced. The Chief Executive is authorised to deny a debtor access to Council's services and facilities.

c. Infringement Debt Recovery

Any unpaid infringement will be referred to the Fines Enforcement Registry.

7. Point Resolution Child Care Centre

- Payment terms will be as determined by the Federal Government.

8. Nedlands Community Care

- Payment terms will be as determined by the Federal Government



9. Suppliers of Goods and services

- Where evidence is provided of business hardship as a result of Covid-19 the City will reduce its payment terms from 30 days to 14 days

Related Documentation

Debt Recovery Policy – to be revoked

Related Local Law / Legislation

- Local Government Act 1995, sections 6.12, 6.49, 6.56, 6.60
- Local Government (Financial Management) Regulations, regulation 66(2)
- Local Government (Financial Management) Regulations, regulation 66(2)
- Planning and Development (Local Planning Schemes) Regulations 2015, regulation 61(2)(d)

Related Delegation

- Local Government Act 1995, section 6.12(1)(b);
- Local Government Act 1995, section 6.49;
- Local Government (Financial Management) Regulations, regulation 66(2);
- Local Government Act 1995, section 6.56(1);
- Local Government Act 1995, section 6.60(2).
- Local Government Act 1995, section 6.60(4).
- Local Government (Financial Management) Regulations, regulation 66(2);

Review History

First Adopted by Council – Special Council Meeting - 14 April 2020 (Item 6)

CPS20.20	Review of Point Resolution Child Care Centre
Committee	8 September 2020
Council	22 September 2020
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Nil.
Director	Lorraine Driscoll – Director Corporate & Strategy
Attachments	1. PRCC Profit and Loss Statements 2. Map of Surrounding Childcare Businesses
Confidential Attachments	Nil.

Executive Summary

As part of the Annual Budget 2020/21 approval, Council requested the Chief Executive Officer ('CEO') undertake various tasks. Two of which included targeted savings in employee costs and the commencement of a review into the Point Resolution Child Care Centre Service.

Point Resolution Child Care Centre is a City operated childcare service with a dedicated team of Early Childhood Educators (6.5 FTE) and casuals as required, to provide high quality care and programs. The service uses the facility at 53 Jutland Parade, Dalkeith which is located on land owned by the State of WA and is vested for control, management, and care to the City via Management Order.

In December 2013, Council agreed that the City was to continue the childcare service at the site on a cost-neutral basis. Since 2018, Council have regularly been briefed on the viability of the service to ensure it is aware of the level of subsidisation from the City's ratepayers. Administration have previously advised that the direction of Council to operate the service at a cost neutral basis is unachievable even with 100% occupancy and that the service has been returning an operational loss for a number of years and is forecast to continue to do so in 2020/21. The City does not benefit from specialisation and economies as a childcare service provider.

This recommendation comes to Council on the basis of the following;

- Council's instruction to the CEO at the SCM of 30th June 2020 to
 - "Target savings in employee costs that are equivalent to budget request of \$422,000 for new positions."
- Council's 2020/21 Key Result Areas of the CEO to reduce employee numbers.
- Inability for the Service to 'breakeven' as per Council's direction in 2013
- And apparent lack of 'harmony' with the LG Act, particularly 3.18 (3) (b)

Should Council accept this recommendation, the CEO will satisfy in part the Key Result Areas (KRAs) set for him in 2020/21, if the recommendation is not accepted the CEO will be limited in his ability to deliver upon all of the Key Result Areas set for 2020/21 and may need to renegotiate the KRAs at a later date.

Recommendation to Committee

Council:

1.
 - a) **agrees to cease operations of the Point Resolution Child Care Centre at 53 Jutland Parade, Dalkeith at the earliest opportunity within the 2020/21 financial year;**
 - b) **instructs the CEO to commence the transitional arrangements for Point Resolution Child Care Centre staff; and**
 - c) **approves an increase to the budget for the Point Resolution Child Care Centre Employee Costs by \$85,000 of municipal funds. The funds will be required to enable the payment of the due transitional costs;**
2. **instructs the CEO to seek a valuation of the Point Resolution Child Care Centre service for the purposes of valuation of the service as a business;**
3.
 - a) **approves the CEO to call for Expressions of Interest (EOI) for an external childcare provider to undertake childcare services at 53 Jutland Parade, Dalkeith for a term of up to 21-years in accordance with the Management Order, with proviso that current staff and the currently registered children are included in the transition of the service; and**
 - b) **instructs the CEO to initiate the requirements for the disposal of the land (leasehold) subject to Section 3.58 of the Local Government Act 1995; and**
4.
 - a) **notes that the resolutions above in part satisfy Council's instruction to the CEO to reduce employee numbers and staff costs, though the reduction in staff costs will not be realised until the next financial year; and**
 - b) **notes that the disposition of the Point Resolution Child Care Centre service may realise a financial return for the City.**

Discussion/Overview

Point Resolution Child Care Centre ('PRCC') was established in 1983 to provide occasional care services ('Service') to residents and ratepayers of the City of Nedlands, at a time when there were minimal options for the community. PRCC has provided a much loved and valued service to the Nedlands community since its establishment and has a loyal and dedicated team. During this time, there have been many licensing and legislative changes requiring the centre to comply with National Standards, as well as increased pressure to compete with commercial childcare providers to attract clients. As a business unit, PRCC has struggled to meet the

requirement to be cost-neutral and ratepayers of Nedlands are effectively subsidising the cost of the Service for the families who utilise the Service.

Anecdotal evidence suggests that other childcare operators can achieve cost efficiencies due to their size and business models which often allows them to move staff from one centre to another as daily requirements change. Additionally, the provision of childcare is not a core business of the City, and specialist providers are able to tailor their organisation to the needs of childcare more successfully than the City.

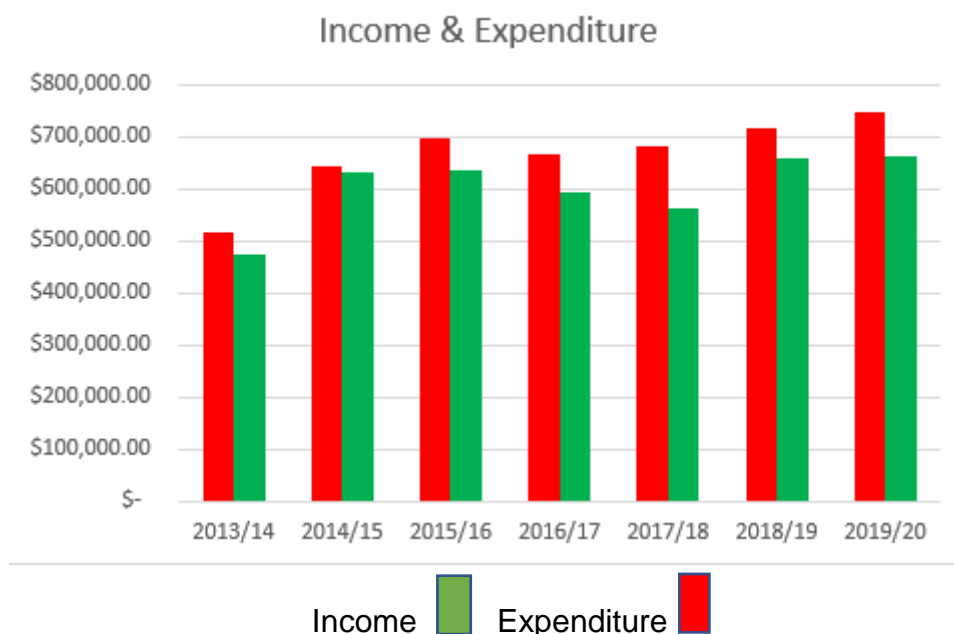
PRCC is currently licensed for 24 children per day and caters for those aged from 8 months to 6 years of age. In order to meet expectations of parents, the centre provides care from 7.30am to 5.30pm on Mondays to Fridays and provides all meals to children.

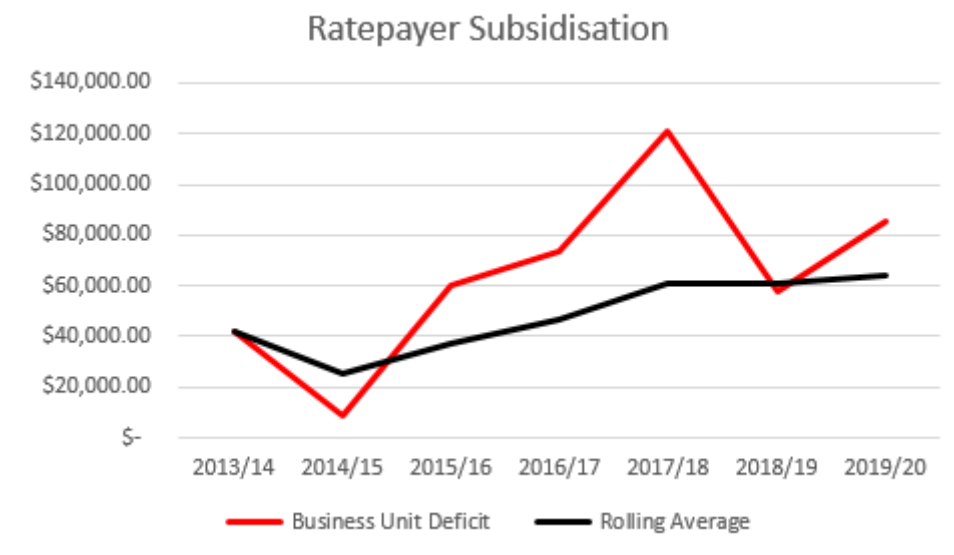
In December 2013, Council agreed that the City was to continue the Service at the site on a cost-neutral basis. Since 2018, Council have regularly been briefed on the viability of the service to ensure it is aware of the level of subsidisation from the City's ratepayers. The dates of briefings over the past two years are 3 July 2018, 19 March 2019 & 19 November 2019.

In financial year 2019/20, as a business unit, the Profit and Loss Statement for PRCC as shown in Attachment 1 showed a loss of \$85,445. Since 2013/14, the ratepayer has subsidised the Service by a total of \$449,535 which equates to on average \$64,219 per year.

PRCC continued to provide services throughout COVID-19 and attendance figures remained high. However, the impact of the Federal Government's decision to make childcare free for all children from 6 April to 13 July 2020, resulted in an estimated \$60,000 loss in revenue.

The following graphs show the year by year Income and Expenditure for the Business Unit and the ongoing ratepayer subsidised deficit of the Service.





When Council considered the options for the continuation of providing childcare services in 2012/13, the PRCC operating budget was \$402,230. The approved operating budget for 2020/21 is \$727,812 + \$60,000 for building maintenance and garden maintenance costs - an increase of almost 100% in eight years. Although the revenue has also increased by 40% during that time, it is still insufficient to provide a cost-neutral service.

Recently, as part of the Annual Budget 2020/21 process, Council tasked the CEO with ensuring employee cost efficiencies where possible, but also specifically to a minimum amount of \$422,000 which would cover the budget request for new positions.

Should Council choose to discontinue the Service, there is a financial impact of undertaking due transitional requirements for current staff. At the time of writing this report and based on a cease of service date being 31 December 2020, it is estimated the City would be liable for approximately \$200,000 in transitional costs, of which \$85,000 is unbudgeted.

Although the transitional costs are considerable, this would be offset by the ongoing savings to the City. Based on the 2020/21 budget, in 2021/22 alone, it is estimated the City would save approximately \$70,000 and could potentially generate an additional \$40- \$45,000 in rental revenue.

In 2018/19, the City allocated \$81,600 in its Annual Budget to a Laundry Extension and Common Room upgrades. The upgrade was important to keep the centre compliant with audits conducted by the Education and Care Regulatory Unit who assess education and care services against the National Quality Standard by conducting site visits. At the time, the works were paused by the Director Technical Services, pending the future of the Service. It is estimated by the City's Building Maintenance Team that should the works be completed today; the costs would be closer to \$100,000.

It is also worth noting to Council at this point that Section 3.18 of the *Local Government Act 1995* describes how a Local Government Authority must perform its executive functions, which includes the provision of services and facilities – see below excerpt.

3.18. Performing executive functions

- (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.
- (2) In performing its executive functions, a local government may provide services and facilities.
- (3) A local government is to satisfy itself that services and facilities that it provides —
 - (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and
 - (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
 - (c) are managed efficiently and effectively.

Noting there are currently 14 identified childcare providers operating within, or just outside, the City's boundary (see attachment 2), it could be argued that the City of Nedlands is currently providing a service that could otherwise be operated by a private entity.

Future Options

Council are requested to consider whether the Service be continued at a cost to the ratepayer or discontinue the Service and utilise the facility in alternate ways. The future options are listed below;

Continue to Subsidise the Service

Should Council choose to continue the Service, a negative impact to ratepayers through subsidisation of the Service is almost certain and the opportunity to ensure employee cost efficiencies as directed in the Annual Budget 2020/21 would be lost. There would also be a requirement for the City to invest approximately \$100,000 in the near future to comply with current standards set by the Education and Care Regulatory Unit. However, the provision of service would be secured for the community and the current staff would also have the security of guaranteed employment.

Should the Service be discontinued, the facility could be viewed as a 'wealth generator' for the City by being utilised either as a hireable space for the community or via Lease Agreement as a disposal of property. As the facility is located on land not owned by the City, the facility cannot be sold.

Hire

In this instance, like other community facilities, the City would be responsible for the ongoing annual maintenance of the site, and hirers would be charged an hourly rate for use.

The management of the casual and regular hirers would be undertaken by the City's Customer Service Team and they have estimated that community use of this type of facility would be similar to that of the City's three Playgroups – approximately 10-hours per week. In line with the City's current Schedule of Fees and Charges, a hirer would be charged a rate of \$28 per hour. Therefore, it is expected an estimated revenue of \$14,560 per annum could be realised.

However, based on the 2019/20 actual building maintenance costs of other City owned facilities of this type, and when considering the average use of those facilities, an estimated annual budget of approximately \$18,200 for would be required

Should Council choose to make the facility available for hire to the community, it is anticipated that some costs for ongoing annual maintenance could be recouped, but not all and although minimal, there would still be a cost to the ratepayer.

Lease

In this instance, like other leasehold facilities under a commercial arrangement, the Lessee would be responsible for the ongoing annual maintenance and would also pay an agreed annual rental rate. There would be no cost to the ratepayer.

In accordance with Section 3.58 of the *Local Government Act 1995* before disposing of property a local government must give local public notice of the proposed disposition:

- describing the property concerned;
- giving details of the proposed disposition; and
- inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given.

The local government must then consider any submissions and record the reasons for any decisions it makes in the meeting at which the decision was made.

During this process, Council could maintain some control of the outcome by instructing the CEO to call for Expressions of Interest ('EOI') for an external childcare provider to undertake childcare services at the site. As part of the call, incorporation of the current staff and children could be included as a condition. This would ensure both the ongoing service for the community and the continuance of employment for the staff.

As the facility is located on land owned by the State of WA, consent from the Minister for Lands would also be required. However, Officers do not anticipate any issues with this as the current Management Order notes a Power to Lease with an approved purpose of 'Child Care Centre'. It is yet to be determined whether the State Government would seek a portion of the lease yield, given the land is Crown property.

Considering the above options, Administration recommend that the cessation of the City operated Service, combined with a call for EOI for an external childcare provider to undertake childcare services at the site is the best option. It allows Council to make a sound and sustainable financial decision, which then meets its goals as set in the Annual Budget 2020/21. Should an external childcare provider be secured, it would also ensure the ongoing service for the community and the continuance of employment for the staff.

Key Relevant Previous Council Decisions:

CM09.13 - On 10 December 2013, Council agreed to continue to operate Point Resolution Child Care at 53 Jutland Parade, Dalkeith on a cost-neutral basis.

Consultation

To date, for confidentiality reasons, there has been no external consultation required, however, the CEO has briefed the current staff on this review.

If Council resolve to progress a disposition of its asset at 53 Jutland Parade, Dalkeith, the CEO will arrange commencement of significant consultation with both current staff and the users of the Service about the process for transition.

To comply with Section 3.58 of the Local Government Act, there will also be a public process involving notice and submission as noted previously in this report.

Strategic Implications

How well does it fit with our strategic direction?

The cessation of service in combination with the disposal of property via leasehold would align with the Strategic Community Plans Key Focus Area of 'Governance and Civic Leadership' through high quality decision making whilst maintaining a sound and sustainable financial position.

Who benefits?

The City's ratepayers benefit from the sound and sustainable financial position.

Does it involve a tolerable risk?

With the cease of any operation there is some reputational risk, in this instance the staff and customers of the Service will be affected. However, it is recommended that Council consider the options which allow for the least amount of risk through the Expressions of Interest process as detailed in this report.

Do we have the information we need?

All required information has been provided to Council.

Budget/Financial Implications

Can we afford it?

Although the initial cost of an additional \$85,000 for staff transitions represents a considerable one-off investment, the costs would be offset by the ongoing \$70,000+ annual saving which would have been spent to subsidise the Service.

With the additional potential to dispose of the facility via Leasehold arrangement, it is likely future revenue can also be achieved.

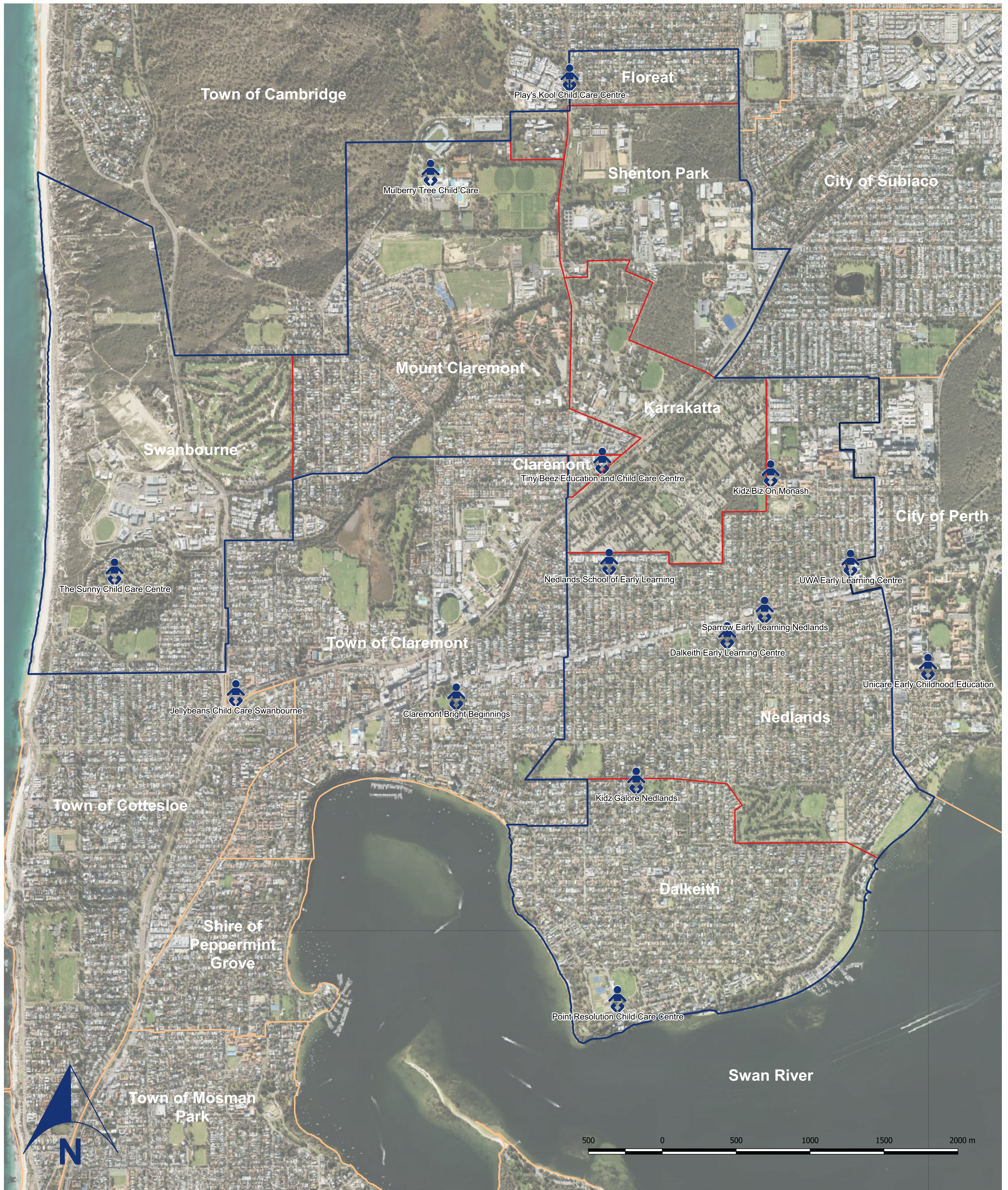
How does the option impact upon rates?

An additional cost of \$85,000 represents approximately a -0.37% impact on rates.




However, the ongoing savings of \$70,000 plus estimated rental revenue (\$45,000) show an estimated 0.5% easing of rate revenue.

YTD for June 2018-19 Profit & Loss Data All Expenditure \ Income for Point Resolution Child Care

Master Account	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15	2013/14
Expenditure							
28820 Salaries - PRCC	530,639	526,666	499,675	486,517	457,599	412,789	359,781
28821 Other Employee Costs - PRCC	5,980	8,997	4,278	9,233	15,661	10,923	37,594
28823 Office - PRCC	4,340	5,670	7,433	9,713	7,287	5,827	8,270
28824 Motor Vehicles - PRCC	8,235	7,560	8,213	8,213	7,245	-	-
28825 Depreciation - PRCC	872	910	1,055	561	204	296	783
28826 Utility - PRCC	5,650	7,169	5,764	6,197	6,451	7,565	3,611
28827 Finance - PRCC	101,532	87,608	93,908	60,851	91,120	153,959	31,404
28828 Insurance - PRCC	415	-	-	-	-	-	-
28830 Other Expense - PRCC	31,677	13,693	16,326	20,732	44,351	35,372	38,607
28835 ICT Expenses - PRCC	-	2,700	4,514	2,820	3,395	1,000	-
28850 Special Projects - PRCC	-	-	637	4,822	1,365	1,244	-
Expenditure Total	689,340	660,973	641,803	609,659	634,678	628,975	480,050
Income							
58801 Fees & Charges - PRCC	(663,570)	(660,940)	(563,298)	(593,492)	(637,697)	(623,695)	(475,479)
58804 Grants Operating - PRCC	-	-	-	-	-	(10,386)	-
Income Total	(663,570)	(660,940)	(563,298)	(593,492)	(637,697)	(634,081)	(475,479)
Total	25,770	33	78,505	16,167	(3,019)	(5,106)	4,571
Building Maintenance Expenditure							
58.4009 - 53 Jutland Pde - PRCC	49,933	49,728	35,933	50,259	51,364	11,765	30,253
Expenditure Total	49,933	49,728	35,933	50,259	51,364	11,765	30,253
Total	49,933	49,728	35,933	50,259	51,364	11,765	30,253
Parks Maintenance Expenditure							
59.4121 - Point Resolution Child Centre Surrounds	9,742	8,197	6,469	7,289	12,151	2,329	7,202
Expenditure Total	9,742	8,197	6,469	7,289	12,151	2,329	7,202
Total	9,742	6,469	8,197	7,289	12,151	2,329	7,202
PRCC Expense Total	749,015	718,898	684,205	667,207	698,193	643,069	517,505
Income Total	(663,570)	(660,940)	(563,298)	(593,492)	(637,697)	(634,081)	(475,479)
(Surplus)/Deficit	85,445	57,958	120,906	73,715	60,496	8,988	42,026



Map Key

-  Child Care Centre
-  City of Nedlands Boundary
-  Suburb Boundary
-  Other LGA Boundary

Addresses

- Claremont Bright Beginnings - 15 Bernard Street, Claremont, 6010
- Dalkeith Early Learning Centre - 58 Dalkeith Road, Nedlands, 6009
- Jellybeans Child Care Swanbourne - 153 Claremont Crescent, Swanbourne, 6010
- Kidz Biz on Monash - 121 Monash Avenue, Nedlands, 6009
- Kidz Galore Nedlands - 64-66 Melvista Avenue, Nedlands, 6009
- Mulberry Tree Child Care - 100 Stephenson Avenue, Mount Claremont, 6010
- Nedlands School of Early Learning - 47- 49 Carrington Street, Nedlands, 6009
- Play's Kool Child Care Centre - 82 Brookdale Street, Floreat, 6014
- Point Resolution Child Care - 53 Jutland Parade, Dalkeith, 6009
- Sparrow Early Learning Nedlands - 73 Stirling Highway, Nedlands, 6009
- The Sunny Child Care Centre - 50 Seaward Avenue, Swanbourne, 6010
- Tiny Beez Education and Child Care Centre - 2 Alfred Road, Claremont, 6010
- Unicare Early Childhood Education - 24 Parkway, Crawley, 6009
- UWA Early Learning - 22 Gordon Street, Nedlands, 6009

Created By: Ashley Trant
Date Created: 05.07.2018
Updated: 02.09.2020

Scale 1:12,500 @ A1

COPYRIGHT
THE CONCEPTS AND INFORMATION
CONTAINED ON THIS DOCUMENT ARE THE
PROPERTY OF THE CITY OF NEDLANDS AND
SHALL NOT BE REPRODUCED IN WHOLE OR
PART WITHOUT THE WRITTEN PERMISSION
OF THE CITY OF NEDLANDS. ANY
UNAUTHORISED REPRODUCTION
CONSTITUTES INFRINGEMENT OF
COPYRIGHT.

CPS21.20 Sale of 64-66 Melvista Avenue, Dalkeith	
Committee	8 September 2020
Council	22 September 2020
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Nil.
Director	Lorraine Driscoll – Director Corporate & Strategy
Attachments	1. Valuation of 64-66 Melvista Avenue, Dalkeith – 23 October 2019; 2. Updated Valuation of 64-66 Melvista Avenue, Dalkeith – 10 August 2020; and 3. Excerpt of Section 3.58 and 3.59 of the <i>Local Government Action 1995</i> .
Confidential Attachments	1. Kidz Galore Confidential Proposal

Executive Summary

The 64-66 Melvista Avenue, Dalkeith site is made up of two freehold parcels of land which sit within the City's land asset portfolio. The site is currently leased to Kidz Galore Pty Ltd who operate childcare services on a commercial basis for the local community.

As part of the City's Annual Budget 2020/21, the site has been identified for potential disposal subject to a sound business case being developed and final approval by Council. The proceeds of the disposition are to be placed in the Major Projects Reserve (75%) and Underground Power Reserve (25%) for the purposes intended by those Reserves.

Options for disposal are discussed within this report and Council are now asked to consider those options.

Recommendation to Committee

Council:

1. **agrees to proceed with the sale of its property at 64-66 Melvista Avenue, Dalkeith via public tender method, based on existing zoning and current planning uses, and in accordance with the requirements of the Local Government Act 1995;**
2. **requires Administration to report back to Council once terms of a draft agreement for the sale of 64-66 Melvista Avenue, Dalkeith have been reached with the most appropriate purchaser, for review and approval; and**

3. **requests the Chief Executive Officer to prepare a business plan for the sale of the property, give public notice of the business plan and provide the submissions to Council so that it may decide whether to proceed with the undertaking as proposed or so that it is not significantly different from what is proposed, in accordance with s3.59 of the Local Government Act 1995.**

Discussion/Overview

Background

The City of Nedlands owns two freehold lots of land at 64-66 Melvista Avenue, Dalkeith ('the Property'). Each lot is 1012m² in area being a total of 2024m². Currently zoned R10, the two lots are adjacent large regular shaped lots located on Melvista Avenue, a thoroughfare road within Dalkeith. The Property is located opposite Mason Gardens on the corner of Melvista Avenue and Hackett Road. The Property includes a circa 1970's constructed building which previously served as the Melvista Pre-School, a facility then leased to and operated by the Department of Education. The Department surrendered the lease on 24 September 2012.

In 2013, the City reviewed its provision of childcare services and moved to conduct a public process inviting submissions for the provision of childcare services and associated leases of the property at 64-66 Melvista Avenue, Dalkeith. In this process seven submissions were received and Kidz Galore were the successful respondent.

Kidz Galore commenced in lease of the Property on 20 December 2013. The lease arrangement is for a term of 10 years, expiring on 19 December 2023 ('the Lease').

As part of the City's Annual Budget process 2020/21, Council agreed that the site be investigated for potential disposal subject to a sound business case being developed and final approval by Council. The proceeds of the disposition were to be placed in the Major Projects Reserve (75%) and Underground Power Reserve (25%) for the purposes intended by those Reserves.

In order for the City to meet its goal within the Annual Budget 2020/21, the sale of the City's asset is required to release funds currently tied up in the ownership of the land. To ensure compliance with the *Local Government Act 1995* (see attachment 3), the below options for sale are available for Council to consider.

Disposition Options

1. Public Auction

This would involve an open and transparent form of sale of the Property in that the auction would be open to all interested members of the public able to attend and bid for the Property. The highest bid would secure ownership of the Property assuming the reserve value was met. The Auction may bring about a competitive environment assuming several parties are interested in the Property but the City would also have less control on who becomes the purchaser.

Any Auction conducted prior to the expiration of Kidz Galore’s current lease would take into consideration the lease in place and it is highly likely a lower purchase price would reflect this encumbrance on the property.

2. Public Tender

This would involve an open and transparent form of sale of the Property where tender submissions are received and reviewed to select the purchaser. In this process the best submission may not necessarily be the highest value as the City could assume some control over the outcome by setting conditions of sale requiring the purchaser to continue to operate a childcare centre onsite (if the City considered this a priority for the community and the land’s use).

Any Tender conducted prior to the expiration of Kidz Galore’s current lease would take into consideration the lease in place and the purchase price would reflect this encumbrance on the property.

3. Advertisement of a Negotiated Sale

Under the Act, Council can also advertise a pre-negotiated sale. To ensure this process is open and transparent, there is a requirement the City give public notice with specific details of the proposed transaction (market price, sales price, name of purchaser) and invite submissions from the public, giving at least two (2) weeks for submissions to be received. The City would then need to consider the submissions before any sale is completed.

As Council are aware, representatives from Kidz Galore briefed Council on 16 July 2019 about the possibility of securing the premises through negotiated sale or long-term lease. This offer was not formally progressed. Further details about this option and their subsequent proposal are discussed in CONFIDENTIAL Attachment 1.

Major Land Transaction

A major land transaction for Local Governments is described as any transaction that is the lesser of \$10 million or greater than 10% of the operational expenditure incurred by the Local Government in the last completed financial year.

Administration has had two (2) Valuations completed on the Property recently (see attachments 1 & 2). Valuation 1 (attachment 1) was completed in November 2019 and showed an ‘as-is’ encumbered value of \$2,280,000. Valuation 2 (attachment 2) was completed in August 2020 and showed an ‘as-is’ encumbered value of \$3,350,000. Given the time which has passed and new sales evidence, Valuer 1 has since acknowledged that the value could potentially have increased.

At the time of writing this report, the 2019/20 total operating expenditure by the City was \$30,099,381 meaning the qualifying threshold is \$3,009,938. Therefore, it is highly likely Section 3.59 of the Act needs to be considered as part of this project.

Section 3.59 of the Act requires that before a local government enters into a major land transaction the local government is to prepare a business plan and make available that plan for public inspection; inviting and considering any submissions received. The prescribed amount for a land transaction to qualify as a “major land

transaction” is defined in the Reg. 8A of the *Local Government (Functions and General) Regulations 1996* and as follows:

8A. Amount prescribed for major land transactions; exempt land transactions prescribed (Act s. 3.59)

- (1) The amount prescribed for the purposes of the definition of *major land transaction* in section 3.59(1) of the Act is —
 - (a) if the land transaction is entered into by a local government the district of which is in the metropolitan area or a major regional centre, the amount that is the lesser of —
 - (i) \$10 000 000; or
 - (ii) 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year;or
 - (b) if the land transaction is entered into by any other local government, the amount that is the lesser of —
 - (i) \$2 000 000; or
 - (ii) 10% of the operating expenditure incurred by the local government from its municipal fund in the last completed financial year.
- (2) A land transaction is an exempt land transaction for the purposes of section 3.59 of the Act if —
 - (a) the total value of —
 - (i) the consideration under the transaction; and
 - (ii) anything done by the local government for achieving the purpose of the transaction,is more, or is worth more, than the amount prescribed under subregulation (1); and
 - (b) the Minister has, in writing, declared the transaction to be an exempt transaction because the Minister is satisfied that the amount by which the total value exceeds the amount prescribed under subregulation (1) is not significant taking into account —
 - (i) the total value of the transaction; or
 - (ii) variations throughout the State in the value of land.

[Regulation 8A inserted: Gazette 27 Sep 2011 p. 3844.]

Conclusion

Although each method of sale has its own benefits, Administration recommends the disposition take place via method of Public Tender. This method allows for adequate transparency for the ratepayer, allows for some control by the City as to who purchases the property (by aligning with the community needs and the lands future use) and also allows Kidz Galore to submit its own tender.

Key Relevant Previous Council Decisions:

On 26 March 2013, in Confidential Item 17.1, Council considered City provided childcare service and resolved to call for expressions of interest for an external provider to run a childcare service at 64-66 Melvista Avenue, Dalkeith and/ or PRCC.

On 22 October 2013, in Item 13.5, Council considered the 'Provision of Child Care Services' and resolved to approve the lease of 64-66 Melvista Avenue, Dalkeith to Kidz Galore for the purpose of a child care service and authorised administration to conduct a thorough investigation into PRCC regarding increasing the fees in order for the service to break even.

On 30 June 2020, Council approved the Annual Budget 2020/21 with provision to include the asset disposition of this site.

Consultation

To date, there has been no consultation required, however if Council resolve to progress a disposition of its asset at 64-66 Melvista Avenue, Dalkeith, there will be required a public process involving notice and submission as noted previously in this report.

Strategic Implications

How well does it fit with our strategic direction?

The sale of the Property would align with the Strategic Community Plans Key Focus Area of 'Governance and Civic Leadership' through high quality decision making whilst maintaining a sound and sustainable financial position.

Who benefits?

The City's ratepayers benefit from the sound and sustainable financial position.

Does it involve a tolerable risk?

With any sale of a land asset, there is a risk of losing future capital gain, however, the potential to use the liquidated funds to invest in alternative assets with a higher yield is likely.

Do we have the information we need?

All required information has been provided to Council.

Budget/Financial Implications

Can we afford it?

Assuming a property value of \$3,350,000, the current rate of rental of \$60,000 pa represents a 1.79% return on investment, without considering City management outgoings. It is expected that a rate return on investment above 1.79% is achievable through investment in alternate assets and so Council would be prudent to consider the sale of the Property.

How does the option impact upon rates?

The Sale of the Property would align with the Long-Term Financial Plan and future planned projects to the City. The sale would relieve the burden on ratepayers to fund underground power projects by approx. \$800,000 which equates to approximately 3.5% of rates revenue



Burgess Rawson

VALUATION REPORT

**64-66 (LOTS 265 & 266) MELVISTA AVENUE,
DALKEITH, WESTERN AUSTRALIA**

Prepared For

City of Nedlands

Valuation Date

23 October 2019



TABLE OF CONTENTS

Executive Summary	4
Valuation Certificate	7
Disclaimers	8
1. Introduction.....	9
1.1 Under Instruction From.....	9
2. Basis of Valuation.....	9
2.1 Market Valuation.....	9
2.2 Definitions.....	9
3. Legal Details.....	10
3.1 Title Details	10
3.2 Native Title	10
4. Planning.....	11
4.1 Zoning Maps	12
5. Situation and Services.....	13
5.1 Situation, Access and Surrounding Development.....	13
5.2 Services.....	13
5.3 Location Maps.....	14
6. Site Details.....	15
6.1 Dimensions.....	15
6.2 Topography (Both Lots).....	15
6.3 Environmental.....	16
6.4 Flood Area.....	16
6.5 Bushfire Zone	16
7. Improvements.....	17
7.1 Description of Improvements.....	17
7.2 Photos.....	17
7.3 Construction and Finishes.....	18
7.4 Accommodation.....	18
7.5 Approximate Areas of Accommodation	18
7.6 Car Parking, Signs & Landscaping.....	18
7.7 Cladding.....	19
8. Tenancy Details.....	20
8.1 Leases.....	20
8.2 Childcare Licence.....	20
9. Market Commentary	21
9.1 West Australia Economic and Commercial and Industrial Property Market Commentary.....	21
9.2 REIWA Graphs	22
10. Valuation Method – As Is.....	23

10.1	Comparable Sales Method.....	23
11.	Valuation Summary.....	26
11.1	As Is.....	26
12.	Assumptions, Conditions and Limitations.....	27
13.	Enclosures.....	28
	Certificate of Title.....	28
	Plan 2064.....	28
	Letter of Instruction.....	28

Executive Summary

Instructing Party	City of Nedlands	
Property Address	64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith, Western Australia	
Certificate of Title	Volume 1292 Folio 146; Lot 266; Plan 2064.	
Registered Owner	City of Nedlands	
Encumbrances	The encumbrances are provided within the body of the report. None of these are considered to affect the firm's valuation amount.	
Last Sale	No sale in the last 3 years	
Land Area	Lot 265	1,012 square metres
	Lot 266	1,012 square metres
	Total Land Area	2,024 square metres

Building Area

Description	Area
Childcare Centre (ex-Community Hall)	197 m ²
Verandah	55 m ²

Town Planning

Local Authority / Planning Scheme	City of Nedlands, under Local Planning Scheme No. 3, gazetted 16 April 2019.
Zoning	R10
Metropolitan Region Scheme	Urban

**Description of Property
'As Is'**

The subject property comprises two adjacent large regular shaped lots located on a thoroughfare road within the well regarded riverside suburb of Dalkeith. Both lots have rear laneway access and Lot 266 also has frontage to Hackett Road providing for a three street frontage total site. Lots are directly opposite Mason Gardens, a well manicured park providing for a pleasant aspect. The lots have a general fall from the Melvista Avenue frontage at a gentle to medium gradient and generally flat and level across the rear moiety.

Improvements comprise a circa 1970s constructed former community hall with brick elevations and metal roof, converted to a childcare centre which presents in average condition for its age. The majority of the site is provided with established lawn and mature trees. Under the zoning the subject property can be developed with two single dwellings and given the high underlying land values prevalent throughout Dalkeith, childcare centre is not considered to be the 'Highest and Best Use' which would be residential development.

Leasing Comments

Leased to Kidz Galore Pty Ltd on a 10 year term which commenced 20 December 2013 and expires 19 December 2023. The current net rental is \$60,000 per annum. There are no redevelopment clauses within the Lease and therefore it is considered to be a detrimental lease given childcare is not considered to be its 'Highest and Best Use'.

Interest Valued

An estate in fee simple subject to the encumbrances noted within section 3.1.

S.W.O.T Analysis**Strengths**

- + Dalkeith is a highly regarded suburb being one of Perth's prestigious western suburbs and benefits from a large frontage to the Swan River
- + Large landholding
- + Park aspect

Weaknesses

- + Detrimental lease
- + Subdued residential market conditions

Opportunities

- + Redevelopment of the site
- + Holding income rental growth

Threats

- + Prevailing uncertain Global economic conditions leading to further reduction in consumer / business confidence, increased credit funding costs restricting access to finance, dampening demand for real estate and / or increased supply

Analysis

	'As Is'
Land Area Rate (\$ / m ²) (Lease In Place)	\$1,126

Critical Assumptions, Conditions and Limitations

1. We have valued the subject property utilising the Direct Comparison Method. We have considered sales of residential vacant lots and redevelopment sites within Dalkeith/Nedlands. Given the detrimental lease, we have deferred the value determined until lease expiry.

Valuation Certificate

Date of Valuation	23 October 2019
Date of Inspection	23 October 2019
Date of Report Issue	30 October 2019

"This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property). Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the date of the valuation".

Market Value - As Is (Lease In Place)	TWO MILLION TWO HUNDRED AND EIGHTY THOUSAND DOLLARS (\$2,280,000)
	SUBJECT TO: UNENCUMBERED FREEHOLD TITLE, EXISTING LEASE AGREEMENT, THE ASSUMPTIONS AS CONTAINED WITHIN THE BODY OF THE REPORT AND EXCLUSIVE OF GST.

Signatories



Tim Hammond

Associate of Australian Property Institute
Certified Practising Valuer
Licensed Valuer No. 44608 in WA



Steve Kish

Director
Fellow of Australian Property Institute
Certified Practising Valuer
Licensed Valuer No. 498 in WA

Tim Hammond has personally inspected the property being valued and the investigations and report are the responsibility of him. The report is signed by Steve Kish as a check of company procedures and has not inspected the property.

Tim Hammond has personally inspected the property being valued and the investigations and report are the responsibility of him. The report is signed by Steve Kish being the Principal Valuer signing off the valuation as a check of company procedures and has not inspected the property.

Disclaimers

No Liability to Other Parties

We state that this valuation report is addressed to the instructing parties for Internal purposes and is only for their use, and for no other purpose, and we disclaim responsibility and liability to any other party who might use or rely on the whole or any part of this report. Any such use by other parties is expressly forbidden. Neither the whole nor part of this report shall be printed or published in any circular, document or publication without first obtaining our approval of the form and context in which it is to appear.

Market Movement Clause

"This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property). Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the date of the valuation.

Without limiting the generality of the above comment, we do not assume responsibility or accept liability where the valuation is relied upon after the expiration of 90 days from the date of the valuation or such earlier date if you become or ought reasonably to have become aware of any factors that have an effect on the valuation".

Limited Liability

Liability limited by a Scheme approved under professional standards legislation.

No Compliance Certificate

No Compliance Certificate / Certificate of Classification has been obtained, and this valuation is subject to the building(s) complying in all material respects with any restrictive covenants affecting the site and has/have been built, occupied and is/are being operated, in all material respects, in full compliance with all requirements of law, including all zoning, land-use classifications, building, planning, fire and health by-laws (including asbestos and legionnaires diseases), rules, regulations, orders and codes of all authorities, and that there are no outstanding requisitions.

Excluded Searches

The following searches have not been undertaken: Land Survey Plan, Building Survey Plan, Formal Flood, Native Title. This valuation assumes such searches would identify no issues that may affect the value and/or liquidity of the property. Should any person relying on the contents of this report be aware or become aware of an issue that may affect and/or liquidity then the searches should be referred to the valuer for comment.

Goods and Services Tax (GST)

This valuation assessment is exclusive of GST and has been completed on the basis that should GST be payable on the sale of this property, it would be recovered from the purchaser resulting in the vendor not being financially disadvantaged.

All rentals, outgoings and sale prices quoted in this report are net of GST unless otherwise stated.

Not to Be Reproduced Without Permission

Neither the whole nor any part of this valuation or any reference thereto may be included in any published documents, circular or statement, nor publishes in part or full in any way, without written approval off the form and context in which it may appear.

Accuracy of Information

Any objective information, data or calculations set out in the Valuation will be accurate so far as is reasonably expected from a qualified and experienced valuer, reflecting due skill, care and diligence. However, we have not independently verified third party information, adopted it as our own, or accepted its reliability. If any of the information provided by others and referred to in the valuation report is incorrect, it may have an impact on the valuation. The valuation is provided on the proviso that the reliant party accepts this risk.

All data provided in this summary is wholly reliant on and must be read in conjunction with the information provided in the attached report. It is a synopsis only designed to provide a brief overview and must not be acted on in isolation.

This valuation summary forms a part of and should not be used or read independently from the completed report. Particular attention is drawn to qualifications and disclaimers included in this report.

1. Introduction

1.1 Under Instruction From

Client	City of Nedlands
Address	71 Stirling Highway, Nedlands WA 6009 PO Box 9, Nedlands WA 6909
Attention	Ms. Rebecca Boley
Email	r.boleyn@nedlands.wa.gov.au
Valuation Purpose	To assess the current unencumbered market value of the subject property as adopted by the Australia and New Zealand Valuation and Property Standards for Internal purposes.
Interest Valued	An estate in fee simple subject to the encumbrances noted within section 3.1.
Pecuniary Interest	To the best of our knowledge, we do not believe that Burgess Rawson (WA) Pty Ltd and the individual Valuers involved in the preparation of this valuation have pecuniary interests in the subject property that would conflict with the valuation of the property.

2. Basis of Valuation

2.1 Market Valuation

Market Value as defined by the International Valuation Standards Committee and as adopted by the Australian Property Institute, is as follows:

'Market Value is the estimated amount for which an asset should exchange on the date of valuation between a willing buyer and a willing seller in an arm's length transaction, after proper marketing, wherein the parties had each acted knowledgeably, prudently and without compulsion.'

Market Rental Value as defined by the International Valuation Standards Committee, and as adopted by the Australian Property Institute, is as follows:

'The estimated amount for which an asset should rent, as at the relevant date, between a willing Lessor and a willing Lessee in an arm's length transaction, where in the parties have acted knowledgeably, prudently and without compulsion, and having regard to the usual terms and conditions for leases of similar assets'

It should also be noted this assessment of value is based on the facts and evidence as they existed as at the date of valuation and no warranty can be given to the maintenance of this value into the future.

2.2 Definitions

'As If Complete' valuation means a valuation of a proposed development that assumes the proposed development to be in a completed state as at the date of the valuation and reflects current market conditions at that date.

'As Is' valuation means a valuation that provides the current value of the land as it currently exists rather than an 'as if complete valuation' of any proposed development.

'Proposed Development' means any planned development or redevelopment of land, including building improvements or modifications, that are proposed, approved or under construction on the land with the exception of land for which the value of the work on the land when completed will be \$200,000 or less.

3. Legal Details

3.1 Title Details

Multi-Lot Title	
Search Date	29 October 2019
Certificate of Title	The land is described as being an estate in fee simple and being Lots 265 & 266 on Plan 2064 (Multi-Lot Title).
Registered Owner	City of Nedlands
Date Registered	1 January 2001
Encumbrances	<ol style="list-style-type: none"> 1. I510771 Lease to Minister for Education of 151 Royal Street East Perth WA 6004 Expires: See Lease. Registered 10 June 2003.

The above listed encumbrances registered on the Certificate of Title are not considered to adversely affect the market value and / or the marketability of the subject property.

We have conducted a title search. We have assumed that there are no further easements or encumbrances not disclosed by this brief title search which may affect market value. However, in the event that a comprehensive title search is undertaken which reveals further easements or encumbrances; we should be consulted to reassess any effect on the value stated herein.

This valuation is subject to there being no other encumbrances, which may have an adverse effect on this valuation. Should any such easement, encumbrance or restriction become apparent, we reserve the right to review our valuation.

3.2 Native Title

The value and utility of land can be affected by the presence of Aboriginal Sacred Sites. Aboriginal requirements can only be determined by the appointment of an appropriate expert. Therefore, it cannot be warranted that there are no such sites on the land.

For the purpose of this valuation, we have assumed the property being freehold is not subject to any Native Title claims. A search of claims lodged under the Native Title legislation has not been undertaken.

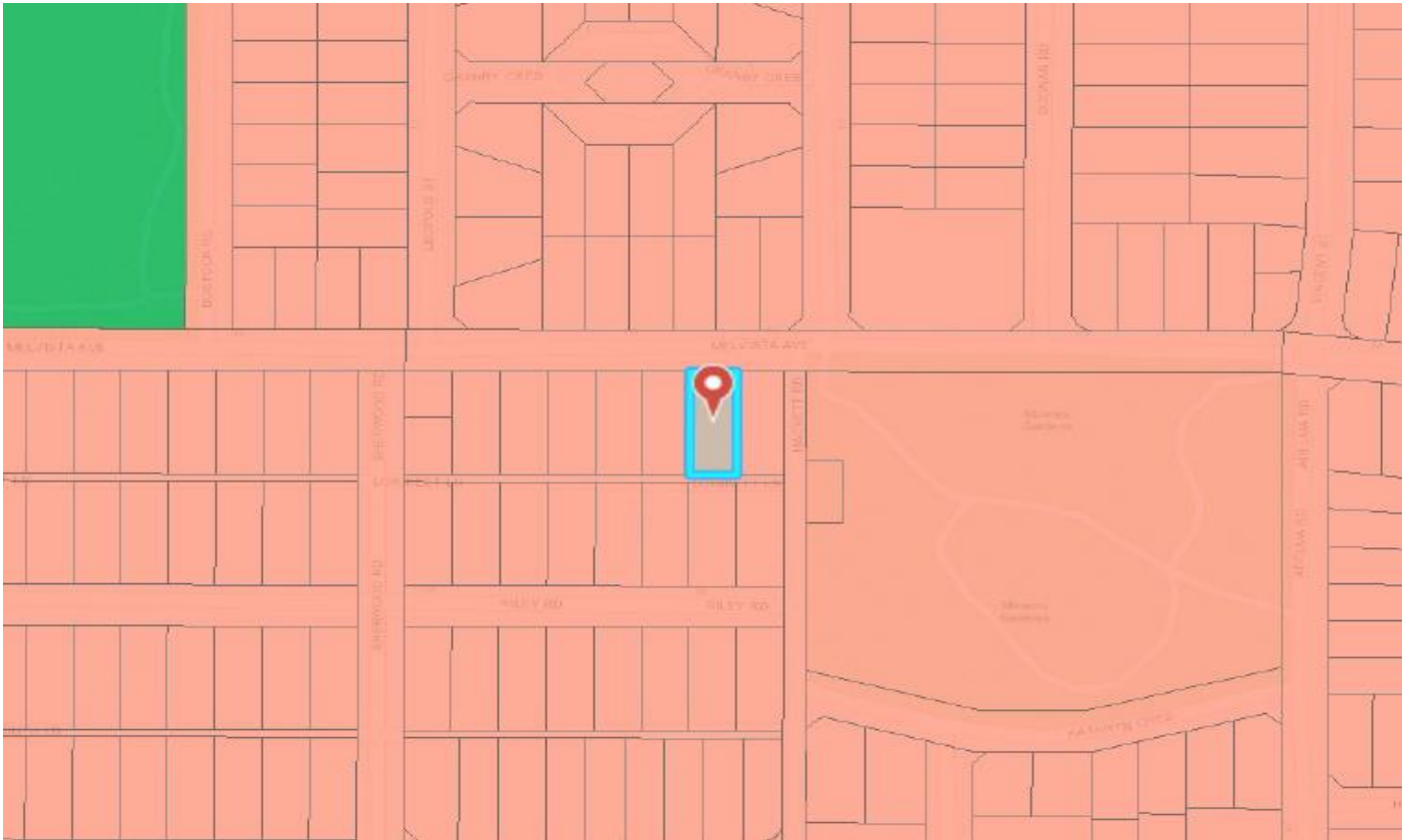
Accordingly, this valuation has been undertaken on a freehold fee simple basis and any allowances for possible native title claim over the land has not been considered. If it is possible to determine that the property is affected, the right to review this valuation is reserved.

An Aboriginal Heritage Sites Register is determined under Section 38 of the State's Aboriginal Heritage Act 1972 and is maintained by the Department of Aboriginal Affairs, the Register is not considered conclusive evidence.

4. Planning

Zoning	Burgess Rawson have searched the City of Nedlands's website and confirm that currently the subject is zoned 'R10' under Local Planning Scheme No. 3, gazetted 16 April 2019.
Conforming Use	Under this zoning the present use for 'childcare premises' is listed as 'discretionary subject to advertising' in the Scheme.
Highest and Best Use	The subject property can be developed with two single dwellings and the current use of 'childcare' is considered not to be the 'Highest and Best Use' which is residential development noting the high underlying land values within Dalkeith.
Metropolitan Region Scheme	Under the Metropolitan Region Scheme the land is zoned 'Urban'.
Current Resumptions	<p>We are unaware of any road widening requirements affecting the subject property.</p> <p>Discussions with the Local Authority indicate there are no current resumption or acquisition requirements for the site.</p> <p>Our valuation is on the assumption there are no requirements, and if this proves to be otherwise, our valuation assumes the owners will be fully compensated by the relevant Authority.</p>
Historical Significance	<p>There are no known Heritage issues impacting on the subject property.</p> <p><i>Enquiries to the Heritage Council of WA, National Trust and the Local Authority indicate the subject property is not listed or considered to have any historical significance.</i></p> <p><i>We assume that planning data provided to us by the relevant Local Planning Authority is accurate, In the event that a Town Planning Certificate or any other relevant Planning Certificate or document is obtained and the information therein is later found to be materially different to the town planning information detailed within the valuation, we reserve the right to amend our valuation.</i></p> <p><i>A search of the permitted use with the Authority has not been provided or obtained and therefore this valuation has been undertaken on the basis that all necessary and appropriate town planning and / or building, consents, approvals and certifications have been issued for the use of occupation of the improvements as more fully described in this report.</i></p>

4.1 Zoning Maps



Metropolitan Region Scheme Map



Local Planning Scheme Map

5. Situation and Services

5.1 Situation, Access and Surrounding Development

Locality

The subject property is located within the suburb of Dalkeith which is situated approximately 7 kilometres south west of the Perth Central Business District. More specifically, the subject property is located on the south west corner of Melvista Avenue and Hackett Road with additional rear laneway frontage on its rear boundary from Lorikeet Lane.

Situation

Dalkeith is a highly regarded suburb, part of Perth's prestigious western suburbs and benefits from a large frontage to the Swan River and in close proximity to the Perth CBD.

The subject property is located opposite Mason Gardens, a large park with well manicured established lawn, mature trees and a small lake.

Surrounding Development

Surrounding development is primarily single dwellings constructed in the 1950s through to present day and there are a significant number of large good quality dwellings given the high underlying land values.

Infrastructure

Melvista Avenue is an east-west thoroughfare road which connects with a large number of north south roads which all connect directly to Stirling Highway in a northerly direction and other thoroughfare roads, including Princess Road which links Bayview Terrace with The Broadway and Waratah Avenue which links Victoria Avenue with Birdwood Avenue.

Stirling Highway is a major arterial road linking the Perth CBD with the western suburbs and the Fremantle City Centre.

5.2 Services

All normal services are provided.

5.3 Location Maps



Source: Australian City Streets on Disk



Source: RPData

6. Site Details

6.1 Dimensions

Frontage and Boundaries (Lot 265)

Frontage (Melvista Avenue)	20.12 metres
Frontage (Lorikeet Lane)	20.12 metres

Land Area **1,012 square metres**

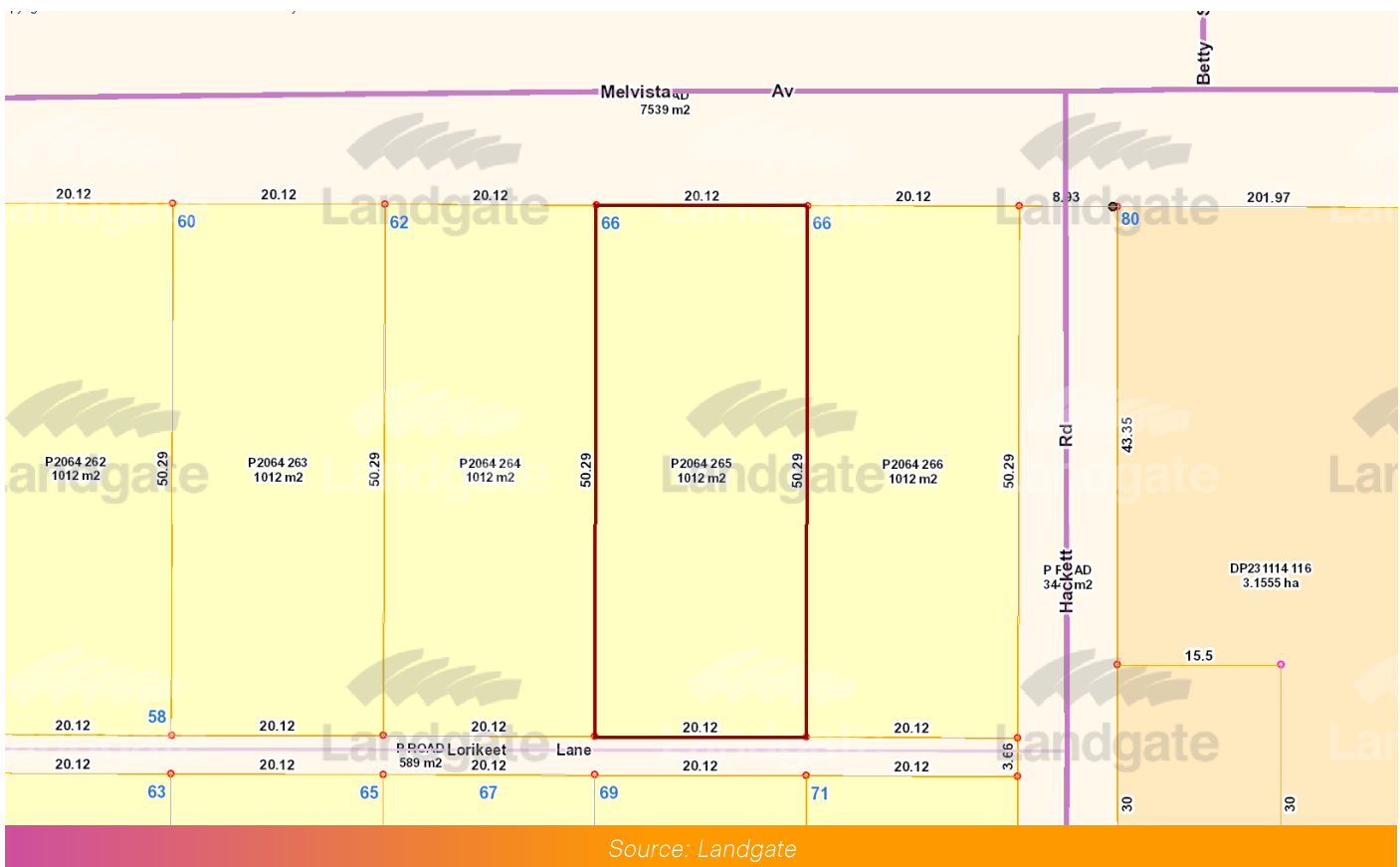
Frontage and Boundaries (Lot 266)

Frontage (Melvista Avenue)	20.12 metres
Frontage (Lorikeet Avenue)	20.12 metres
Frontage (Hackett Road)	50.29 metres

Land Area **1,012 square metres**

6.2 Topography (Both Lots)

- + Regular shape
- + Fall from Melvista Avenue at a gentle to medium gradient and then generally level across the rear moiety
- + Sites are situated below the road grade of Melvista Avenue, generally level with the road grade of Hackett Road and part level and part above the road grade of Lorikeet Lane



Site Summary & Title Details

A current survey has not been provided. This valuation is made on the basis that there are no encroachments by or upon the property and this should be confirmed by obtaining a current survey report and / or advice from a registered surveyor. If any encroachments are noted by the survey report, we should be consulted to reassess any effect on the value stated herein.

6.3 Environmental

Environmental Checklist

Previous potentially contaminating use	No
Environmental planning overlay	No
Contamination uses on adjoining properties	No
Known contamination issues in surrounding areas	No
Known groundwater contamination in surrounds	No
Potentially contaminating processes or materials on site	No
Known past underground storage of contaminant materials	No
Listed on contaminated or environmental site registers	No
Do operations require environmental licensing	No

There were no obvious environmental issues apparent at inspection.

Since the enactment of the Contaminated Sites Act 2003, the Department of Environment Regulation maintains a public database in Western Australia of land that has been classified as contaminated.

Contaminated sites are categorised into one of three groups.

1. Contaminated – remediation required;
2. Contaminated – restricted use, or;
3. Remediated for restricted use

In arriving any assessment of the value of land, a basic search of the database was undertaken which disclosed that the subject land is not classified. We do not accept any responsibility or liability whatsoever for the accuracy of the information contained in the search of the Contaminated Sites Database.

Whilst we did not witness any hazardous or toxic material on site, it has been noted that this valuation has been prepared without the benefit of soil tests or environmental studies.

Accordingly, this valuation is subject to there being no surface or sub-surface soil problems including instability, toxic or hazardous wastes or building material hazards in or on the subject or adjoining properties that would adversely affect its existing or potential use or reduce its marketability and value.

It should be noted that environmental matters are beyond the scope of our expertise and as such we would recommend the instructing party satisfy themselves in relation to any environmental risks or contamination issues.

Should any such problems become apparent, we reserve the right to review this valuation. We are not environmental consultants / experts and as such no reliance should be placed upon this valuation report until such time that we have had an opportunity to peruse and consider such a report and whether or not that report concludes any impact on value.

6.4 Flood Area

The subject property is not considered to be in a known flood area.

6.5 Bushfire Zone

Burgess Rawson have searched the Department of Fire and Emergency Services website and confirm that the subject property is not located in a Bush Fire Zone.

7. Improvements

7.1 Description of Improvements

Improvements comprise a circa 1970s constructed former community hall with brick elevations and metal roof. Converted to a childcare centre which presents in average condition for its age. The majority of the site is provided with established lawn and mature trees. Under the zoning the subject property can be developed with two single dwellings and given the high underlying land values prevalent throughout Dalkeith, childcare centre is not considered to be the 'Highest and Best Use' which would be residential development.

7.2 Photos



Melvista Avenue Frontage



Hackett Road Frontage



Lorikeet Lane Frontage



Childcare Centre



Main Yard Area



Park Aspect

7.3 Construction and Finishes

External		
Foundations	+	Concrete
External Walls	+	Brick
Roof	+	Metal
Floor Type	+	Concrete
Windows	+	Aluminium and timber frame
Lighting	+	Fluorescent and spotlights
External Improvements	+	Well manicured landscaping, verandah, play equipment

Internal		
Internal Walls	+	Plastered brick
Ceilings	+	Plasterboard
Floor Coverings	+	Vinyl
Window Coverings	+	Roller blinds
Lighting	+	Fluorescent
Other Internal Improvements	+	Air-conditioning

7.4 Accommodation

The improvements provide a former community hall and provide a main large open area utilised as a children's activity area and at the front is a separate kitchen and staffroom and at the rear is a separate ablutions. There is a small extension situated at the western and northern elevation utilised as an additional children's activity area which also has a verandah which is utilised for undercover activities.

7.5 Approximate Areas of Accommodation

Description	Area
Childcare Centre (ex-Community Hall)	197 m ²
Verandah	55 m ²

7.6 Car Parking, Signs & Landscaping

Bays	+	Nil parking on site. Street parking is provided opposite the subject property on Hackett Drive which also services the adjacent park.
Signs	+	Building façade
Landscaping	+	Good quality established lawn and a large number of mature trees

7.7 Cladding

Upon visual inspection Burgess Rawson confirm that the building / development is not 'clad' with Aluminium Composite Panels (ACP).

Structural Condition

We have not sighted or requested a Structural Report on the property, nor have we inspected unexposed or inaccessible portions of the improvements; therefore, we are unable to comment on the presence of any defect, rot, subsidence, infestation or building defects. We have however viewed the general state of repair of the property and advise that during our inspection we did not notice obvious areas requiring major repair or maintenance. This valuation assumes that:

A detailed report of the structure and service installations of the buildings would not reveal any defects requiring significant expenditure.

The building complies with all relevant statutory requirements in respect to matters such as health, building, and fire safety regulations and has been built in accordance with the provisions of the Building Code of Australia and the local authorities' provisions.

All improvements and buildings existing on the land have all necessary development approvals from the relevant local, state and national governing bodies.

We state that this is a valuation report, and not a Structural Survey.

Plant & Equipment

For the purpose of this valuation, we have included those items that form part of the building service installations and would normally pass with the sale of the property, and excluded furniture and other movable items which were installed or are used wholly or primarily in connection with an occupier's business

8. Tenancy Details

Leased to Kidz Galore Pty Ltd on a 10 year term which commenced 20 December 2013 and expires 19 December 2023. The current net rental is \$60,000 per annum. There are no redevelopment clauses within the Lease and therefore it is considered to be a detrimental lease given childcare is not considered to be its 'Highest and Best Use'.

8.1 Leases

The Lease details are as follows:

Lessee	Kidz Galore Pty Ltd
Lessor	City of Nedlands
Guarantor	Suzanne Patricia Turner and Stephen Patrick Hauville
Lease Area	Childcare Centre 197 square metres Verandah 55 square metres As per Survey attached to the Lease plus land area for outdoor activities.
Use	Early learning centre
Date Executed	Not dated
Term and Further Term	10 Years
Commencement Date	20 December 2013
Commencing Rental	\$46,200 pa
Current Rental	\$60,000 pa
Rent Reviews	CPI annually with market in the 5 th year (completed December 2018)
Retail Tenancy Act	No
Outgoings	Paid by Lessee
Basis	Net
GST	Recovered

8.2 Childcare Licence

We understand the subject property has service approval for capacity of 40 places and we have made no further enquiries to this as the current use for childcare does not reflect the 'Highest and Best Use'.

9. Market Commentary

9.1 West Australia Economic and Commercial and Industrial Property Market Commentary

The Western Australian commercial and industrial market performed reasonably well in 2012 and 2013; although 2014 / 2015 has reflected the first signs of weakness in the commercial market since the Global Financial crisis and 2016 to 2019 have reflected more difficult years with respect to increasing vacancies and leasing incentives mainly as a result of the downturn in mining investment associated with the resources projects and increases in the unemployment rate which has now filtered through to the local commercial and industrial property markets. However well leased properties are still in demand with firming of yields as interest rates decline to historical lows.

The economic outlook for Western Australia is somewhat more positive as the USA reduces company taxes and the recent growth of securities, albeit, there has been some more recent correction. Also of note, is the repricing in the iron price to circa \$85US per tonne but the downturn in the crude oil price has affected the West Australian iron ore; and oil and gas industry, albeit these prices have now rebounded.

Western Australia is also now experiencing more modest population growth of less than 1.0% per annum, being the slowest population growth on record as people head to other parts of the country for work. This is in contrast to the heights of the mining construction phase in December 2012 reflecting an annual growth of 3.5%.

Figures from the Australian Bureau of Statistics show the State was home to 2.6 million people, with the population expanding by less than one per cent or 25,200 residents over the past year.

The slowdown in WA's population growth is making it tougher for the home-building sector as demand eases. The Housing Industry Association has warned the situation could get worse if regulators pushed ahead with tighter lending criteria for the big commercial banks.

The latest unemployment figures show employment in Western Australia fell by 1% from its 17 year high of 6.8% in February 2019, compared to the unemployment rate nationally, which was at a 5 and a half year low of 4.9% seasonally adjusted, its lowest level since June 2011. However, commentators believe there are now 'green shoots' coming though for the Western Australian economy given that the unemployment rate has dropped in WA.

The Commonwealth Bank of Australia notes 'rising commodity prices have seen a lift in mining activities, which point to stabilising mining related employment'.

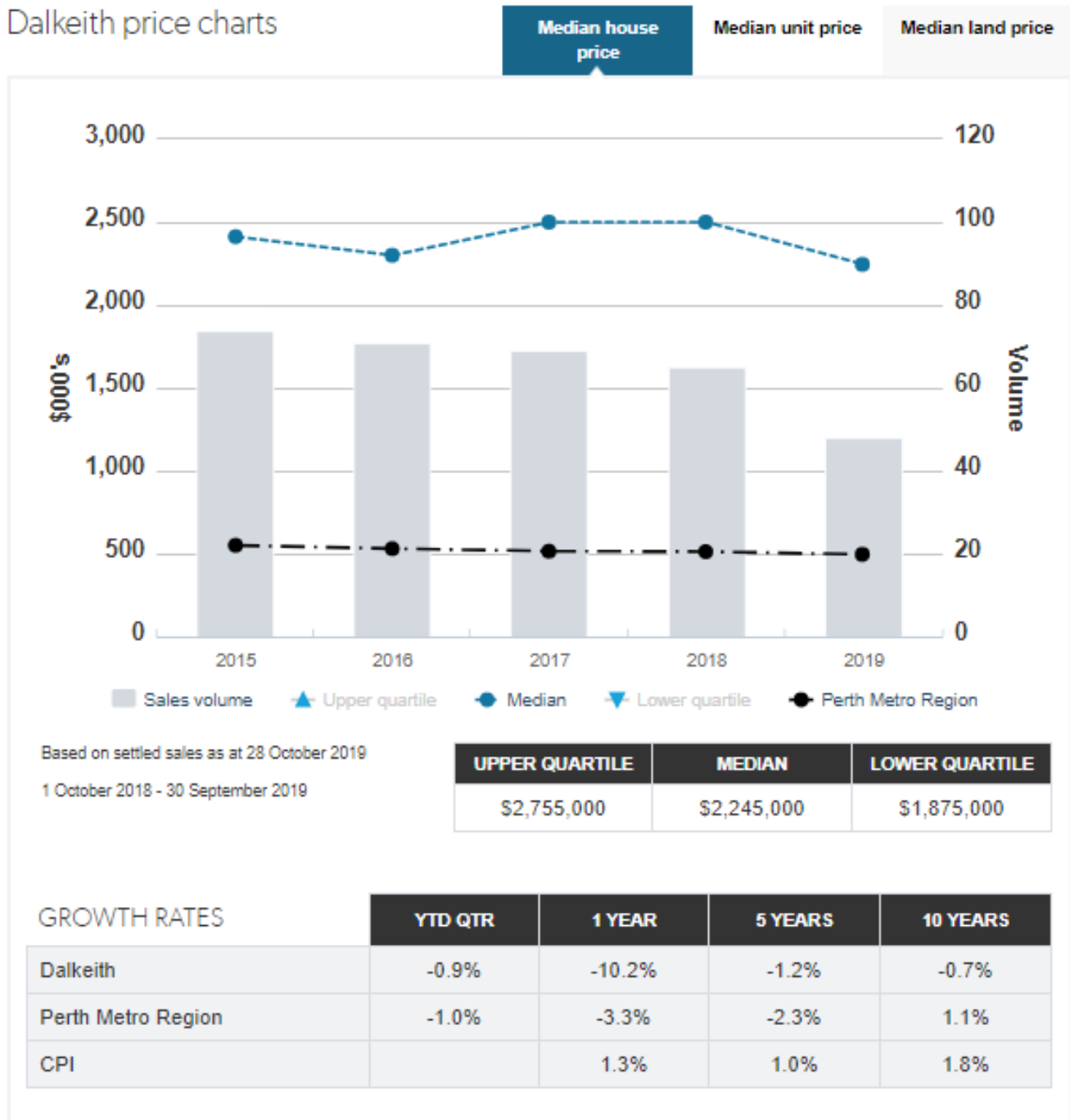
The Reserve Bank of Australia's 50 basis point cut to the cash rate in May 2012 and subsequent 25 basis point cuts in June, October and December of 2012, May and August 2013 and February, May 2015 and more recently in May 2016 and August 2016. Interest rates remained at historic lows up until June 2019, whereby the Reserve Bank of Australia dropped interest rates by a further 25 basis points to 1.25% in order to stimulate the Australian economy, which is suffering from low and consistent inflation rates below 2%.

It has been predicted by some analysis that further interest rate cut will occur during the latter half of 2019.

9.2 REIWA Graphs

The suburb of Dalkeith has reflected a 10.2% decline in the median house price over the 12 month period to 30 September 2019, compared to a decline of 3.3% in the Perth Metropolitan Area over the same period. Over the previous 5 years Dalkeith has reflected an average annual decline in the median house price of 1.2% and over the previous 10 years average annual decline of 0.7%. As at 30 September 2019, Dalkeith had a median house price of \$2,245,000.

Dalkeith price charts



Source: Landgate / REIWA

10. Valuation Method – As Is

10.1 Comparable Sales Method

Direct comparison of similar properties sold

Burgess Rawson have analysed sales of vacant lots and redevelopment sites within Dalkeith/ Nedlands taking into account the location, size and shape of the land to determine a rate per square metre of land area.

Sales we have considered the most relevant are summarised in the following table.

Sales Evidence

Property	Sale Price	Sale Date	Land Area (m ²)	Imp. Area (m ²)	Zoning	\$/m ² LA
105 Melvista Avenue, Dalkeith	\$1,590,000	Jun 19	1,012	156	R10	\$1,571
Comments	Regular shape and generally level site located on the northern side of Melvista Avenue, approximately 150 metres west of the Nedlands Golf Club and approximately 300 metres east of Mason Gardens. The improvements comprise a circa 1930s constructed three bedroom one bathroom brick and tile dwelling situated above a single garage. Internally, the property features timber floorboards, timber door and window frames and presents in neat condition, albeit mainly original standard. The property has good quality front and rear landscaping.					
Comparison	Slightly inferior location due to lack of park aspect. Improvements continue to add value and the subject will reflect a lower rate per square metre.					
1 Baird Avenue, Nedlands	\$1,200,000	Oct 18	1,012	74	R10	\$1,186
Comments	Mainly regular shaped site located on the south west corner of Carrington Street and Baird Avenue and has an east to west fall of a medium gradient and generally in line with the contour of Carrington Street. Located opposite Karrakatta Shopping Centre which is situated in the northern moiety of Nedlands being the secondary part on the northern side of Stirling Highway. Improvements comprise a circa 1930s constructed brick and tile dwelling which has had an extension to provide four bedroom two bathroom accommodation plus a detached basic metal carport accessed from Carrington Street. Internal finishes are mainly original with some part-refurbishments, including the bathroom and we note the sale was marketed for medium term redevelopment. Ancillary improvements include an alfresco on a timber deck, brick paved courtyard and some landscaping.					
Comparison	Inferior location. Improvements continue to contribute some value; however, overall the location deems the subject will reflect a higher rate per square metre.					
126 Princess Road, Nedlands	\$1,200,000	Sep 18	809	222	R12.5	\$1,483
Comments	The property is located on the south west corner of Princess Road and Doonan Road and the site falls from the Princess Road frontage at a medium gradient, generally in line with the contour of Doonan Road. Located approximately 250 metres north of Mason Gardens. Princess Road is a main east-west thoroughfare road providing for above average vehicle noise detriment. Improvements comprise a circa 1930s constructed dwelling which presents in original condition with a rear extension providing three bedroom two bathroom plus powder room accommodation. The property was sold at auction under instruction from the public trustee with marketing for renovation or demolition. Condition of the sale was of the improvements were taken 'As Is' given their fair condition.					
Comparison	Slightly inferior location due to Princess Road being a busier road and lack of park aspect. Improvements provide some limited value compared to the subject. Smaller land area and overall the subject will reflect a lower rate per square metre.					
51 Taylor Road, Nedlands	\$1,300,000	Apr 18	923	-	R12.5	\$1,408
Comments	The property is located on the north west corner of Taylor Road and Princess Road, situated in a slightly below road grade position and is located approximately 150 metres north east of College Park, a large reserve and sporting ground. Princess Road is an east-west thoroughfare road providing above average vehicle noise detriment. Improvements at the date of sale comprised an older style circa 1930s constructed dwelling which was marketed for sale as being in very poor and rundown condition for redevelopment. At the date of valuation, the former improvements had been demolished and construction has commenced on a new dwelling.					
Comparison	Slightly inferior location. Sale occurred in superior market conditions. Smaller land area. Overall, the subject will reflect a lower rate per square metre.					
61 Williams Road, Nedlands	\$1,250,000	Dec 18	908	114	R12.5	\$1,381
Comments	A regular shape and mainly level site located on a local road on the northern side of Stirling Highway being approximately 400 metres east of the Hampton Road Retail / Commercial Precinct. Improvements comprise a circa 1930s constructed brick and tile two bedroom one bathroom dwelling which presents in fair condition with the property marketed for sale for refurbishment or most likely redevelopment.					
Comparison	Inferior location. Improvements add some limited value plus smaller land area and the subject will reflect a lower rate per square metre.					

64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith, Western Australia

Property	Sale Price	Sale Date	Land Area (m ²)	Imp. Area (m ²)	Zoning	\$/m ² LA
30 Louise Street, Nedlands	\$1,635,000	Jun 19	1,012	-	R10	\$1,616
Comments	A regular shaped site located on the corner of Louise Street and Jenkins Avenue with a mainly level contour situated on the periphery of Nedlands and Dalkeith. Local road position. The property has been utilised as a tennis court with the adjacent property at 32 Louise Street with each property sold to separate parties. 32 Louise Street is improved with a 1930's character dwelling with rear extension providing 5 bed 2 bath accommodation which requires some refurbishment however improvements are substantial. Sale price of 32 Louise Street indicates an over anxious buyer for 30 Louise Street which was confirmed by the selling agent.					
Comparison	Slightly superior location and superior contour plus over market sale and the subject will reflect a lower rate per square metre.					

The sales evidence summarised above reflects a range from \$1,186 up to \$1,616 per square metre of land area. We note that generally, due to economies of scale, larger land areas tend to influence the rates per square metre downwards and vice versa.

Therefore, having regard to the above and the subject property providing:

- + Total site area 2,024 square metres
- + 'R10' zoning provides for potential for two single dwellings
- + Dalkeith location
- + Melvista Avenue is a semi-thoroughfare road
- + Total site has effective three street frontages or 64 Melvista has two street frontage and 66 Melvista has three street frontage
- + Site has good quality park aspect
- + Sites are situated below the road grade of Melvista Avenue yet part above and part level with the road grade of Hackett Street and Lorikeet Lane

We have adopted \$1,300 per square metre of land area.

Our calculations are as follows:

Land Area	2,024 m ² @	\$1,300 p/m ²	\$2,631,200	\$2,630,000
Land Area	2,024 m ² @	\$1,300 p/m ²	\$2,631,200	<u>\$2,630,000</u>
			Adopt	\$2,630,000

As the subject property has a detrimental lease in place with lease expiry of 19 December 2023 reflecting 50 months, we have deferred the value determined above over the remaining lease term to expiry as there are no redevelopment clauses within the lease. We have also added back the Net Present Value of the lease rental over the remaining term to lease expiry.

Our calculations are as follows:

Net Present Value Lease

Remaining Term (Months)		50
Discount Rate		6%
<i>Rent</i>		
To 19 Dec 19	\$	10,000
Dec-20	\$	60,900
Dec-21	\$	61,814
Dec-22	\$	62,741
Dec-23	\$	65,878
<hr/>		
Net Present Value		\$214,459
Adopt		\$215,000

Present Value Subject

Future Value		\$2,630,000
Term (Years)		4.17
Discount Rate		6%
<hr/>		
Present Value		\$2,063,073
Adopt		\$2,065,000

Therefore

Present Value Subject		\$2,065,000
Plus		
Net Present Value Lease		\$215,000
<hr/>		
Provides		
Market Value (As Is)		\$2,280,000

11. Valuation Summary

11.1 As Is

Method	Market Value
Direct Comparison	\$2,280,000
Adopted for Valuation Purposes	\$2,280,000

12. Assumptions, Conditions and Limitations

General Limitations

Information provided by the managing agents, the client and consultants with respect to tenancy details, outgoings, building areas and any offer to lease, development costs, subdivision works, planning and lot yield is assumed to be true and correct, should this vary, we reserve the right to amend our valuation accordingly.

Plans, costings, specification and areas that have been provided by the client or consultants would appear to be supported by quantity surveyors' journals. However, should these costings, plans, specifications and areas vary significantly from the final Building Licence, Development Approvals and completed project; we reserve the right to reassess our valuation figure.

Any areas mentioned in this report are approximate only and should not be relied upon for any other purpose other than this valuation. If utilised for any other purpose than this valuation, the areas should be verified by a licensed surveyor.

Our valuation is on the assumption that if there is a requirement to resume or acquire the land buy a relevant authority, the owners will be fully compensated.

Valuation Methodology

The valuation methodology used by Burgess Rawson is the best estimate of value Burgess Rawson can produce, but is an estimate and not a prediction or guarantee of value. This methodology uses market derived assumptions obtained from analysed transactions. A cross-section of transactions is detailed in this report. We do not represent ourselves as experts for data, such as economic, demographic or construction costs, which has been obtained from external sources.

Insurance

Our estimate of insurance replacement is an indication only and should a precise estimate be required, we would strongly recommend this to be provided by a suitably qualified Quantity Surveyor, Builder or Architect. In respect to replacement / reinstatement cost assessments, we advise that we are not Quantity Surveyors, and confirm that our estimates are broadly based upon published authorities guides and our own general information. The insurance estimate has not been prepared by a Quantity Surveyor and has been based on figures obtained from a leading authority in the construction industry. The insurance estimate excludes GST. In addition, we note as follows:

We have not sighted a copy of the insurance policy or any special conditions and have assumed no special conditions apply.

The insurance estimate excludes items which are deemed to be lessees' fixtures, fittings, plants and equipment.

The insurance estimate does not take into account removal of asbestos or other toxic materials or difficulty in constructing the property

The insurance estimate assumes the size, form and position of building can be rebuilt on the land under current building and planning regulations, and in current equivalent materials.

The insurance estimate is an indication of estimated construction cost for guidance only. As building costs vary with location, construction method, standards of finish and materials the owner should obtain an accurate estimate of the rebuild cost for this particular property from a suitably qualified person.

Directors Clause

Under required circumstances, this report may have been co-signed by a Director of Burgess Rawson. Where this is the case, the Director may not have inspected the property, the Director certifies that he has discussed the valuation methodology with the Valuer and checked the valuation calculations.

Payment

Liability to the parties in the report is subject to settlement of account for service rendered.

GST

In analysing the sales and / or leasing evidence we have provided; it is noted we have attempted to ascertain if the sale price / rental is inclusive or exclusive of Goods and Services Tax (GST). With regard to sales evidence, it is emphasised the Land Titles Office in Western Australia does not differentiate between or record, if the sale price is inclusive or exclusive of GST. Where we have not been able to verify if GST is included in the sale price or rental, we have assumed the Land Titles Office record of sales price or the rental is inclusive of GST. Should this not be the case for any particular sale or letting used as evidence, we reserve the right to reconsider our valuation.

It is accepted not all properties are directly comparable, however, a range of evidence has been provided to suggest the best evidence for our purposes.

There are several exclusions affecting the payment of GST on a sales transaction after 1st July 2000 e.g., property sold as going concern and existing residential real estate. As we have not been informed of any particular arrangements whereby sales transactions of the property will not attract GST, we have assumed the Market Value stated in the Certificate of Valuation is exclusive of GST. For newly created residential real estate, we have assumed the market value to be inclusive of GST. Should it eventuate the assumptions we have made regarding GST are not correct, we reserve the right to re-assess any effect on the value stated in this report.

13. Enclosures

Certificate of Title

Plan 2064

Letter of Instruction

Annexure 1 – Certificate of Title

64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith, Western Australia

WESTERN



AUSTRALIA

REGISTER NUMBER	
N/A	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	2/5/2017

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1292 FOLIO 146

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

THIS IS A MULTI-LOT TITLE**LAND DESCRIPTION:**

LOTS 265 & 266 ON PLAN 2064

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

CITY OF NEDLANDS OF 71 STIRLING HIGHWAY NEDLANDS WA 6009

(XE A000001A) REGISTERED 1/1/0001

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. *1510771 LEASE TO MINISTER FOR EDUCATION OF 151 ROYAL STREET EAST PERTH WA 6004
EXPIRES: SEE LEASE. REGISTERED 10/6/2003.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

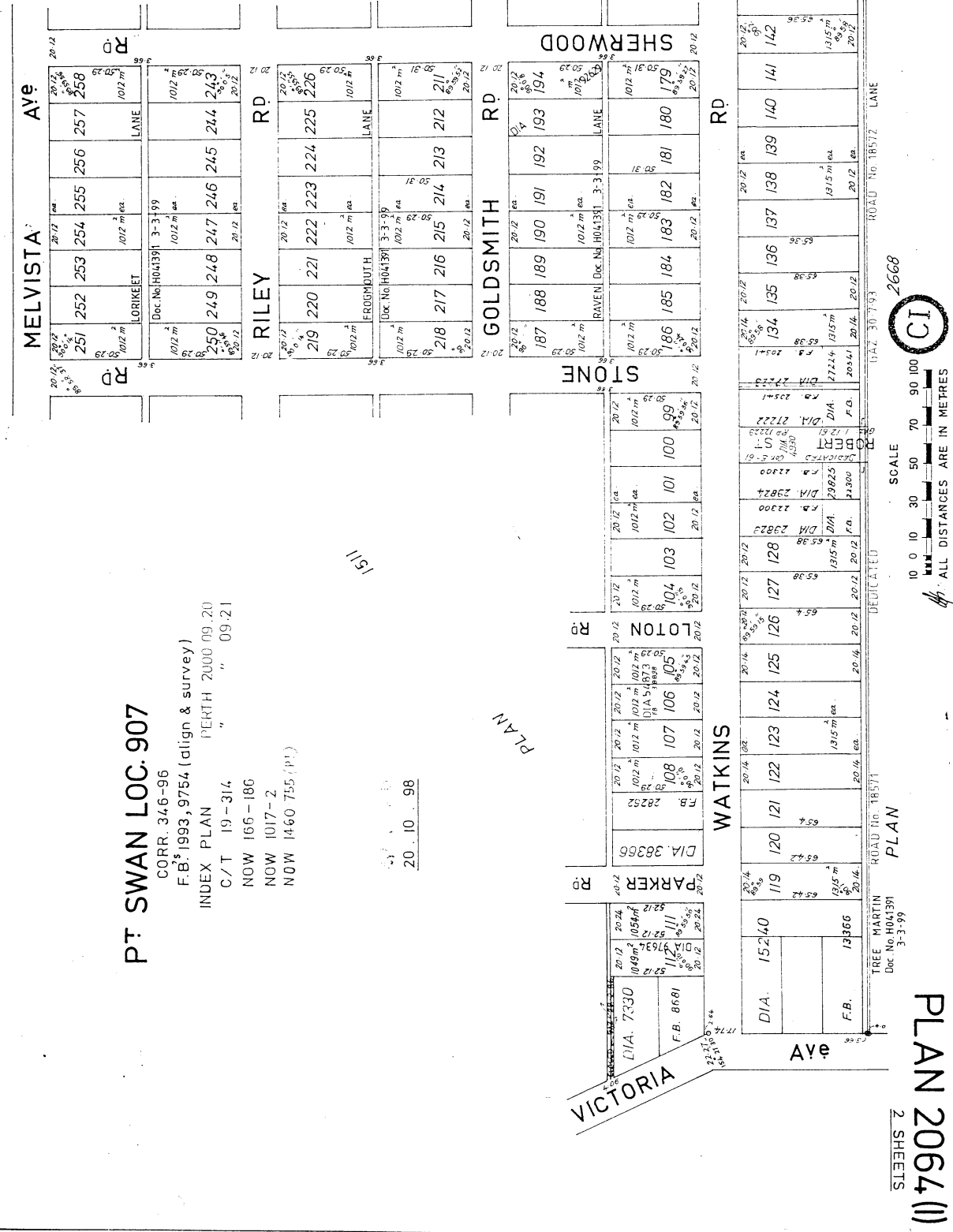
SKETCH OF LAND: P2064
PREVIOUS TITLE: 1292-146
PROPERTY STREET ADDRESS: 66 MELVISTA AV, DALKEITH (265/P2064).
66 MELVISTA AV, DALKEITH (266/P2064).
LOCAL GOVERNMENT AUTHORITY: CITY OF NEDLANDS

Annexure 2 – Plan 2064

64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith, Western Australia

PLAN 2064 (I)
2 SHEETS

P 002064 F 01



P^T SWAN LOC.907
 CORR. 346-96
 F.B. 1993, 9754 (align & survey)
 PERTH 2000 09.20
 INDEX PLAN
 C/T 19-314
 NOW 166-186
 NOW 1017-2
 NOW 1460 755 (P1)

20.10.98



SCALE
 10 0 10 30 50 90 100
 ALL DISTANCES ARE IN METRES

PLAN 2064 (II)
2 SHEETS

ROAD NO. 18571
 ROAD NO. 18572 LANE
 ROAD NO. 18573

TREE MARTIN
 Doc. No. H041391
 3-3-99

2668

154.30793

DEDICATED

ROAD NO. 18571

PLAN

Doc. No. H041391
 3-3-99

PLAN 2064(2)

P 002064 F 02

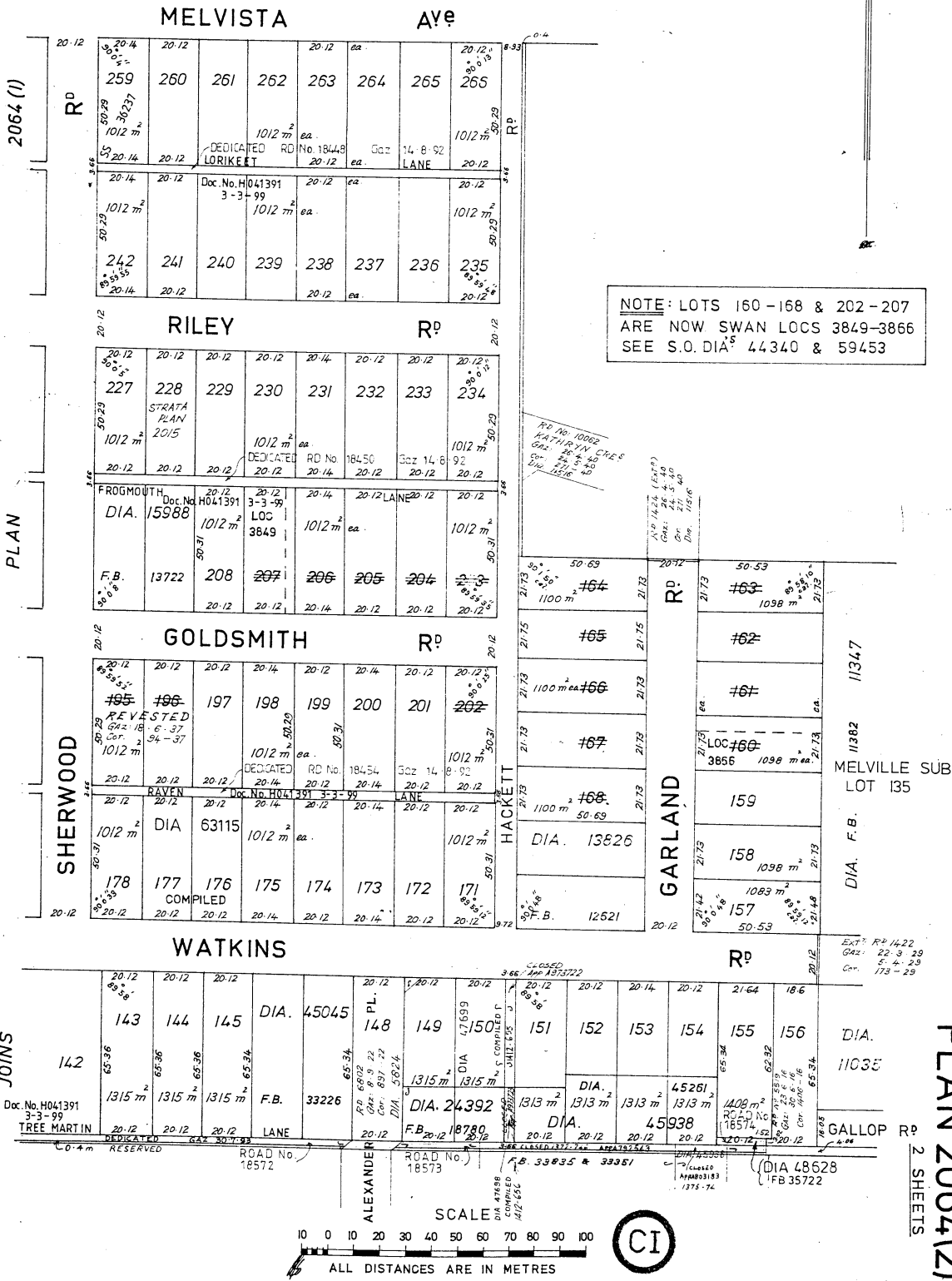


PT SWAN LOC. 907

CORR. 346-96
 F.B. 1993, 9754 (align & survey)
 INDEX PLAN PERTH 2000 09.20
 C/T 19-314 " " 09.21
 NOW 166-186
 NOW 1017-2
 NOW 1460-755 (PT)



APPROVED
 20.10.98



Annexure 3 – Letter of Instruction

64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith, Western Australia

Summer Pratt

From: Summer Pratt
Sent: Thursday, 24 October 2019 3:31 PM
To: Tim Hammond
Subject: RE: Quote for valuation of 64-66 Melvista Avenue, Dalkeith - Lots 265 & 266 on Plan 2064

Hi Tim,

This is done and on your desk.

Summer

From: Tim Hammond <THammond@burgessrawson.com.au>
Sent: Tuesday, 22 October 2019 4:23 PM
To: Zoe Chan <ZChan@burgessrawson.com.au>; Summer Pratt <SPratt@burgessrawson.com.au>
Subject: FW: Quote for valuation of 64-66 Melvista Avenue, Dalkeith - Lots 265 & 266 on Plan 2064

Please set up – resdev

Thanks

From: Rebecca Boley <rboley@nedlands.wa.gov.au>
Sent: Tuesday, 22 October 2019 3:04 PM
To: Tim Hammond <THammond@burgessrawson.com.au>
Cc: Lorraine Driscoll <ldriscoll@nedlands.wa.gov.au>; Vanaja Jayaraman <vjayaraman@nedlands.wa.gov.au>
Subject: RE: Quote for valuation of 64-66 Melvista Avenue, Dalkeith - Lots 265 & 266 on Plan 2064

Hi Tim

Thanks for your time over the phone a moment ago.

As discussed the City would like you to complete the valuation exercise to provide the City with advice on the market value for the property at 64-66 Melvista Ave Dalkeith for potential sale.

As mentioned the property is currently leased to Kidz Galore Pty Ltd at an annual rate of rental of \$60,000 +GST (plus outgoings). The rent was reviewed for effect from 19/12/18. A copy of the report is attached for your information. I've also attached a copy of the Lease agreement.

As mentioned, this exercise has arisen as the lessee is considering upgrading the premises and has proposed to purchase the property from the City. Under the Local Government Act 1995 the City is required to obtain a market valuation in considering any disposition of its assets.

I will shortly email our lessee and cc you in communication so you can liaise with them to arrange access to inspect the premises.

As mentioned we are aiming to brief our Councillors on November 5th and would appreciate if we can have the report by Friday 1st November. Please advise if you have any issues with this timeframe.

Kind regards

Rebecca Boley
Leased Assets Co-ordinator

Administration Centre
71 Stirling Hwy Nedlands WA 6009
PO Box 9 Nedlands WA 6909
T 9273 3500



City of Nedlands

Remembrance Day Ceremony

10.30am-11.30am Monday 11 November
Perth War Cemetery, Smyth Rd, Nedlands



From: Tim Hammond <THammond@burgessrawson.com.au>
Sent: Monday, 23 September 2019 10:32 AM
To: Rebecca Boley <rboley@nedlands.wa.gov.au>
Subject: RE: Quote for valuation of 64-66 Melvista Avenue, Dalkeith - Lots 265 & 266 on Plan 2064

Hi Rebecca,

Appreciate the clarification.

We could complete the valuation for a fee of \$1,450 + GST and time frame of 6 business days.

Thank you for the opportunity to provide a quote.

Kind regards,

Tim Hammond AAPI
Certified Practising Valuer



BRISBANE | CANBERRA | MELBOURNE | **PERTH** | SYDNEY
Level 10, 225 St Georges Terrace, Perth 6000 Australia
T 08 9288 0270 | M 0423 622 949 | O 08 9288 0288

E thammond@burgessrawson.com.au | W burgessrawson.com.au  

Disclaimer: No guarantee is made that this email is free of computer viruses or other defects. We suggest that any attachments be scanned using appropriate virus detection software before use.

We will accept no liability for any loss or damage which may result directly or indirectly from opening or using any such attachment.

This e-mail is confidential. If you received this in error, please notify the author by replying to this e-mail or advise us by telephone on 08 9288 0288. Thank you.

Liability limited by a scheme approved under Professional Standards Legislation

From: Rebecca Boley <rboley@nedlands.wa.gov.au>
Sent: Monday, 23 September 2019 10:15 AM
To: Tim Hammond <THammond@burgessrawson.com.au>
Subject: RE: Quote for valuation of 64-66 Melvista Avenue, Dalkeith - Lots 265 & 266 on Plan 2064

Hi Tim

When providing quote can you please advise your expected timeframe for providing advice.

Kind regards

Rebecca Boley
Leased Assets Co-ordinator



Administration Centre
71 Stirling Hwy Nedlands WA 6009
PO Box 9 Nedlands WA 6909
T 9273 3500

 City of Nedlands

Local Government Elections
Saturday 19 October 2019

To find out more, visit
elections.wa.gov.au



From: Rebecca Boley
Sent: Monday, 23 September 2019 10:06 AM
To: Tim Hammond <THammond@burgessrawson.com.au>
Subject: RE: Quote for valuation of 64-66 Melvista Avenue, Dalkeith - Lots 265 & 266 on Plan 2064

Hi Tim

We'll be looking at highest potential return in selling the land – not restricted to the current use as a childcare centre. At this point we're not looking to do any further work to prepare the land for subdivision although the land is a multi-lot title and I understand for a fee the City can apply to Landgate to separate the titles and therefore increase potential to sell land as two R10 lots. So the valuation would be on the highest and best use.

Hope this information clarifies but please let me know if further information is required.

Kind regards

Rebecca Boley
Leased Assets Co-ordinator



Administration Centre
71 Stirling Hwy Nedlands WA 6009
PO Box 9 Nedlands WA 6909
T 9273 3500

 City of Nedlands

Local Government Elections
Saturday 19 October 2019

To find out more, visit
elections.wa.gov.au



From: Tim Hammond <THammond@burgessrawson.com.au>
Sent: Thursday, 19 September 2019 6:35 PM
To: Rebecca Boley <rboleyn@nedlands.wa.gov.au>
Subject: RE: Quote for valuation of 64-66 Melvista Avenue, Dalkeith - Lots 265 & 266 on Plan 2064

Hi Rebecca,

Thank you for your email.

Before I provide a quote, just wanted to confirm the sale will be in accordance with the two lot's R10 zoning (ie. not restricted to child care use only) ?

Kind regards,

Tim Hammond AAPI
Certified Practising Valuer



BRISBANE | CANBERRA | MELBOURNE | **PERTH** | SYDNEY
Level 10, 225 St Georges Terrace, Perth 6000 Australia
T 08 9288 0270 | M 0423 622 949 | O 08 9288 0288

E t.hammond@burgessrawson.com.au | W burgessrawson.com.au  

Disclaimer: No guarantee is made that this email is free of computer viruses or other defects. We suggest that any attachments be scanned using appropriate virus detection software before use.

We will accept no liability for any loss or damage which may result directly or indirectly from opening or using any such attachment.

This e-mail is confidential. If you received this in error, please notify the author by replying to this e-mail or advise us by telephone on 08 9288 0288. Thank you.

Liability limited by a scheme approved under Professional Standards Legislation

From: Rebecca Boley <rboley@nedlands.wa.gov.au>

Sent: Thursday, 19 September 2019 2:02 PM

To: Tim Hammond <THammond@burgessrawson.com.au>

Subject: Quote for valuation of 64-66 Melvista Avenue, Dalkeith - Lots 265 & 266 on Plan 2064

Hi Tim

The City now has another requirement for valuation services and would like you to provide a quote if possible. This valuation exercise is a market valuation for purpose of sale and not a rental review.

The property the City would like valued is addressed as 64-66 Melvista Avenue, Dalkeith. The property comprises 2 lots described as Lots 265 & 266 on Plan 2064. Each lot is 1012m² in area being a combined total of 2024m². The property currently houses a child care centre.

I have included below a snapshot of the property for your reference.



If you can please email with a quote of fees for this service I'd be grateful.

Kind regards

Rebecca Boley
Leased Assets Co-ordinator

Administration Centre
71 Stirling Hwy Nedlands WA 6009
PO Box 9 Nedlands WA 6909
T 9273 3500



City of Nedlands

Local Government Elections
Saturday 19 October 2019

To find out more, visit
elections.wa.gov.au



[Report this message as spam](#)

[Report this message as spam](#)

[Report this message as spam](#)



Burgess Rawson



Level 2
26 Clive Street
West Perth WA 6005

PO Box 1285
West Perth WA 6872

T 08 9476 2000
F 08 9321 9203

perth@mcgees.com.au
www.mcgees.com.au

Our Ref: V281-20

10 August 2020

City of Nedlands
Administration Centre
PO Box 9
NEDLANDS WA 6909

Attention: David Thomason – Leased Assets Coordinator

Dear David

**Re: Market Valuation
64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith**

We refer to your recent instructions that we prepare a market valuation of the above property, and confirm we have completed our inspection and investigations and submit the following report which we trust will be satisfactory for your requirements.

Yours faithfully,
McGees Property



David Molony AAPI, B. Com (Property & Finance)
Certified Practising Valuer
Licensed Valuer No. 44387
Western Australia

A Market Valuation Report prepared for
64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith
Under instructions from City of Nedlands

Table of Contents

EXECUTIVE SUMMARY	1
VALUATION REPORT	4
1.0 VALUATION INSTRUCTIONS.....	4
2.0 DATE OF VALUATION.....	4
3.0 PROPERTY ADDRESS.....	4
4.0 LEGAL DESCRIPTION	4
4.1 Date of Search.....	4
4.2 Title Particulars	4
4.3 Registered Proprietor.....	4
4.4 Easements and Encumbrances	4
4.5 Date of Last Transaction.....	4
5.0 LOCATION.....	5
6.0 ACCESS	6
7.0 SITE DESCRIPTION	6
7.1 Dimensions – Scenario 1	6
7.2 Dimensions – Scenario 2	7
7.3 Dimensions – Scenario 3	8
7.4 Topography	9
8.0 PLANNING AND DEVELOPMENT.....	9
8.1 Local Planning Scheme	9
8.2 Metropolitan Region Scheme.....	10
9.0 ENVIRONMENTAL, HERITAGE AND CULTURAL ISSUES	10
9.1 Soil Contamination.....	10
9.2 Asbestos	11
9.3 Heritage Consideration	11
9.4 Aboriginal Sites.....	11
9.5 Flooding.....	11
9.6 Climate Shift	11
9.7 Bushfire Risk.....	12
10.0 SERVICES.....	12
11.0 IMPROVEMENTS.....	13
12.0 SITE SURVEY	14
13.0 LEASE DETAILS.....	14
14.0 GENERAL COMMENTS.....	15
14.1 Location	15
14.2 Improvements.....	15
14.3 Subdivision / Land Use Configurations	15
15.0 MARKET COMMENTARY	15
15.1 General Market.....	15
15.2 Local Residential Market.....	17
16.0 VALUATION METHODOLOGY	18
16.1 Scenario 1	18
16.2 Scenario 2	26
16.3 Scenario 3	26
17.0 VALUATION	27
18.0 LIMITATIONS	28

Appendices:

- (1) Valuation Instruction
- (2) Certificate of Title
- (3) Plan 2064
- (4) Photographs

Executive Summary

Property Address: 64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith.

General Description: The subject property comprises a two lot multi-lot landholding consisting of two equally sized lots of 1,012m² each, having a total combined legal site area of 2,024m². The land is presently improved as an early learning centre and is occupied under a Lease Agreement.

The land is zoned "Residential R10" under the current City of Nedlands Local Planning Scheme 3 and "Urban" under the Metropolitan Region Scheme.

Purpose of Valuation: To assess the current market value of the subject property under various scenarios for Asset Management purposes.

Market Valuation: Scenario 1 – Sale as a Whole "As Is"

\$3,350,000

Scenario 2 – Individual Sale of Lots "As If Complete"
Existing Configuration as if Individually Titled

o Lot 265 (Western Lot)	\$1,725,000
o Lot 266 (Eastern Lot)	\$1,825,000

Scenario 3 – Individual Lot Values "As If Complete"
Reconfiguration into East-Facing Lots

o Northern Lot	\$1,800,000
o Southern Lot	\$1,825,000

The above values are stated net of GST on the assumption the properties would not attract GST.

Date of Inspection: 6 August 2020.

Date of Valuation: 6 August 2020.

Senior Valuer: **David Molony** AAPI, B.Com (Property & Finance)
Certified Practising Valuer
Licensed Valuer No. 44387
Western Australia

This Executive Summary is a brief synopsis of the property and our assessment of market value.

It is designed to provide a brief overview and must not be read in isolation, separate from our formal valuation report.

Definition of "Market Value":

The International Valuation Standards Council (and as adopted by the Australian Property Institute) defines "**Market Value**" in the *International Valuation Standards 2017* as:

"The estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion."

An **“As Is”** valuation means *“a valuation that provides the current market value of the property as it currently exists rather than the value of the proposed development”*. This is relevant to **Scenario 1** of our valuation.

An **“As If Complete”** valuation means *“a valuation that assumes the proposed development to be in a completed state as at the date of valuation and reflects current market conditions at the date of valuation”*. This is relevant to **Scenarios 2 and 3** of our valuation.

Assumptions, Conditions and Limitations:

- The market is being impacted by the uncertainty caused by the COVID-19 pandemic. As at the date of valuation we consider that there is market uncertainty resulting in significant valuation uncertainty.

This valuation is therefore reported on the basis of ‘significant valuation uncertainty’. As a result, less certainty exists than normal and a higher degree of caution should be attached to our valuation than normally would be the case. Given the unknown future impact that COVID-19 might have on markets, we recommend that the user(s) of this report review this valuation periodically.

This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of factors that the valuer could not reasonably have been aware of as at the date of valuation). We do not accept responsibility or liability for any losses arising from such subsequent changes in value.

- The planning and cadastral details obtained from the Department of Planning, Lands & Heritage, Main Roads Western Australia, Landgate and Local Authority websites are current and correct.
- Adjoining land owners or community groups do not impede or restrain development as foreseen.
- We are not aware of any Notices currently issued against the property and we have made no enquiries in this regard.
- Although appearing structurally sound, this valuation report does not purport to be a structural survey of onsite improvements, and if certification is required, **an engineer’s report is recommended**.
- The property is not listed or considered to have historical significance by the National Trust or the Western Australian Heritage Council. For the purposes of this valuation, it is assumed the property is unaffected.
- The improvements appear to lie within lot boundaries, but we have not sighted a survey of the property and are therefore unable to ascertain whether there is any encroachment over the boundaries.
- A visual site inspection **has not** revealed any obvious asbestos contamination.

We must point out however, that we are not experts in the detection or quantification of asbestos problems and accordingly, have not carried out a detailed investigation. Therefore, this valuation is made on the assumption there are no actual or potential asbestos contamination issues affecting the subject property.

Should a subsequent investigation undertaken by a suitably qualified expert show that the site is contaminated, we reserve the right to review this valuation.

- The value and utility of land can be adversely affected by the presence of Aboriginal sacred sites and/or sites of aboriginal heritage significance. We have made no investigations in this regard, as Aboriginal requirements can only be determined by the appointment of an appropriate expert.

Under these circumstances, we cannot warrant there are no such sites on the land and if it is subsequently determined that the realty is so affected, we reserve the right to review this valuation.

- The land comprises topsoils, which appear to be relatively free draining however, as no geotechnical investigations have been either undertaken or commissioned, we are unable to report on the underlying nature of the site.

- This valuation assumes the mechanical and electrical services within the building(s) on the property are adequate in specification and are in good operational condition.
- This valuation assumes the sound structural integrity of the building(s) on the property.
- This valuation assumes there is no environmental contamination of the property.
- This valuation assumes there is no encroachment of adjoining buildings onto the subject property.
- This valuation assumes an unencumbered fee simple title to the property.
- If there are any encumbrances, encroachments, restrictions, leases or covenants which are not noted in this report, they may affect the assessment of value. If any such matters are known or discovered, we should be advised and asked as to whether they affect our assessment of value.
- We have assumed all information supplied in conducting this valuation consists of a full and accurate disclosure of all information that is relevant.
- It is assumed no significant event occurs between the date of inspection and the date of valuation that would impact on the value of the subject property.
- We have not obtained a Property Interest Report in providing our advice. A property-specific report will provide detailed information of property interests not listed on the Certificate of Title that may affect the use and enjoyment of the land.

A report can be obtained from Landgate for a charge of \$54.95 (incl. GST). If a subsequent Property Interest Report reveals any aspects of the property that may impact on its value, we reserve the right to review our assessment.

If there is any variance/contradiction in any of the above assumptions, then we reserve the right to review this valuation accordingly.

Valuation Report

1.0 VALUATION INSTRUCTIONS

We have received instructions from David Thomason – Leased Assets Coordinator of the City of Nedlands to undertake a market valuation of the subject property for Asset Management purposes.

As requested we have provided assessments of value under various scenarios depending on future configuration of the landholding.

2.0 DATE OF VALUATION

6 August 2020, being the date of inspection.

3.0 PROPERTY ADDRESS

64-66 (Lots 265 & 266) Melvista Avenue, Dalkeith.

4.0 LEGAL DESCRIPTION

4.1 Date of Search

30 July 2020.

4.2 Title Particulars

Lots 265 and 266 are created as a Multi-Lot Title on Plan 2064, wholly contained in Certificate of Title Volume 1292 Folio 146.

4.3 Registered Proprietor

The land is registered to the City of Nedlands.

4.4 Easements and Encumbrances

(1) 1510771. Lease to Minister for Education expires: See Lease. Registered 10/6/2003.

The above interest appears to pertain to a previous lease which we have assumed is completely extinguished and therefore we have assumed the above encumbrance could be readily removed from the title.

Our assessment of value under Scenario 2 assumes separation of the landholdings under their current lot configuration into individual Certificates of Title.

Our assessment of value under Scenario 3 assumes reconfiguration of the landholding to incorporate two equally sized lots both facing east to Hackett Road.

Accordingly, our assessments of value under Scenarios 2 and 3 are over hypothetical allotments and we have assumed these are free of any easements and encumbrances.

We have appended a copy of the Certificate of Title and Plan 2064 to the rear of this report.

4.5 Date of Last Transaction

Our records indicate the subject property has not transacted within the past 5 years.

5.0 LOCATION

The subject property is positioned within the highly regarded riverside suburb of Dalkeith, being more particularly located within the residential hinterland of Dalkeith and towards the northern moiety of the locality. On the opposite side of Melvista Road to the north is the neighbouring locality of Nedlands.

Surrounding development is largely of a residential nature comprising a mixture of original cottages generally of a basic standard, a number of renovated and extended original dwellings and a growing number of more contemporary and generally high quality executive dwellings.

Newer residences are generally constructed to a high standard of finish given the affluent nature of the demographic.

A particular drawcard for the location is the suburbs wide frontage to the Swan River. At its nearest point the subject property is located approximately 940m from the river foreshore (south-westerly direction).

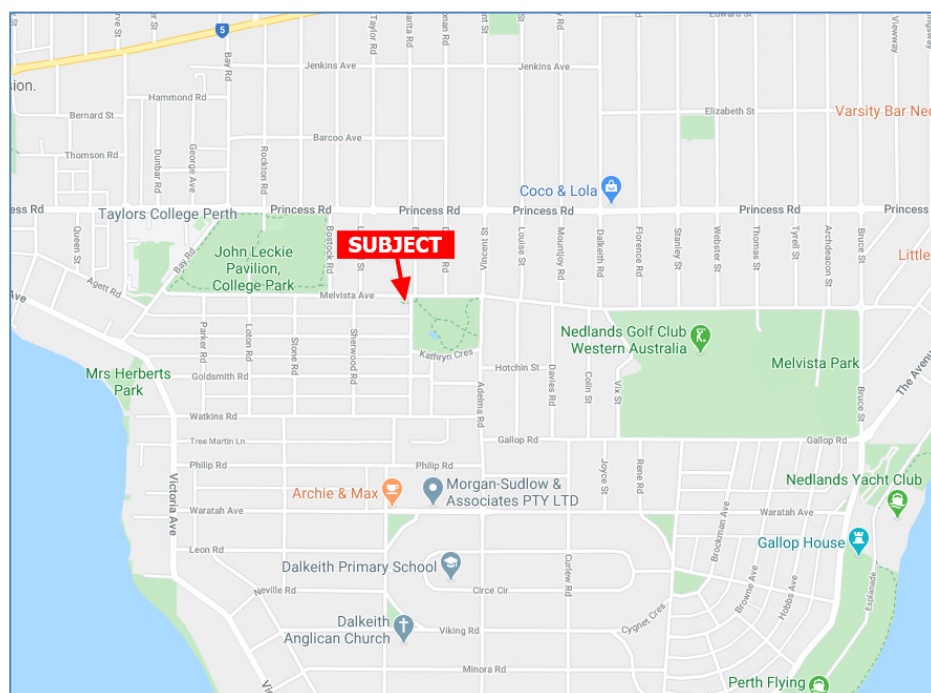
Educational facilities within Dalkeith include the Dalkeith Primary School with nearby schools in other suburbs including St Thomas Primary School (Claremont), Christchurch Grammar School and Methodist Ladies College (Claremont), St Hilda's Anglican School for Girls (Mosman Park) and Loreto Nedlands Primary School (Nedlands).

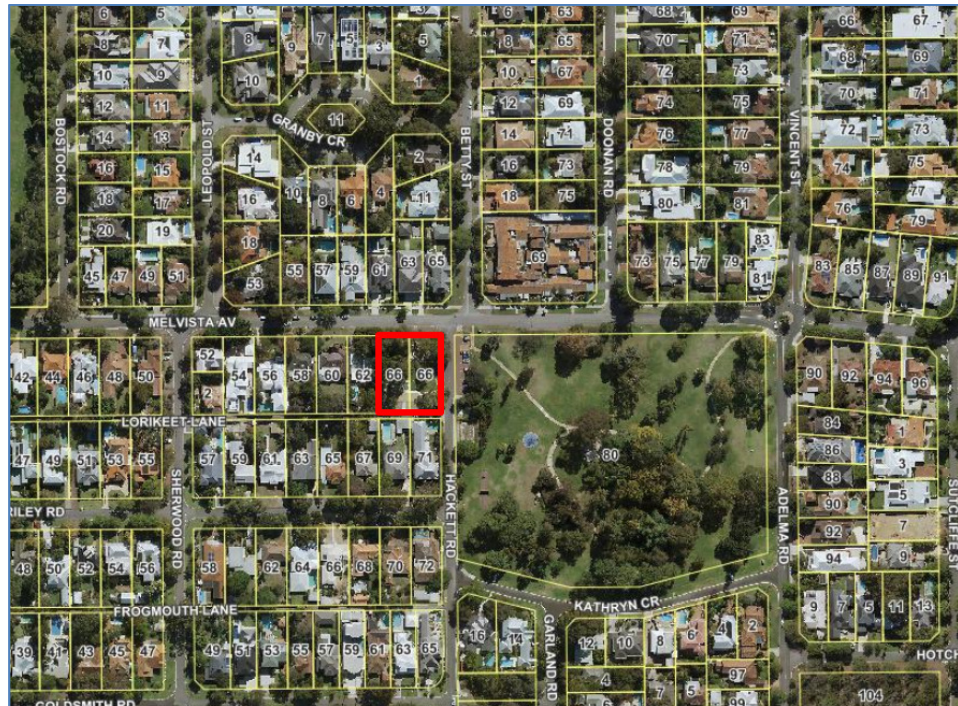
A distinct locational feature of the subject in this instance is its position opposite Masons Gardens. This is a popular local area of Public Open Space and features manicured gardens, a small pond, picnic facilities, play equipment, and paved pathways.

Other recreational facilities within the surrounds include College Park to the north-west, the Nedlands Golf Club to the east and the various reserves of the Swan River foreshore.

The property is approximately 6.3 kilometres to the south-west of the Perth CBD. Retail facilities include a local shopping strip along Waratah Avenue (the Waratah Village) together with various retail offerings along Stirling Highway to the north and the Claremont town centre some 1.5 kilometres to the north-west.

The position of the subject properties in the context of the surrounding areas are best shown in the following Location Plans:





6.0 ACCESS

The subject property is presently accessible via either of its frontages to Melvista Avenue, Hackett Road or Lorikeet Lane.

At the date of inspection, the property did not have any made vehicle crossovers, with the current early learning centre operation relying on an adjoining public carpark to the east. The property does however feature service vehicle and pedestrian entry points along Hackett Road.

Access into the Perth CBD is direct via Melvista Avenue, Vincent Street, Stirling Highway and Mounts Bay Road.

Driving time into the city is approximately 20 minutes in most circumstances, but as expected this can vary during peak times.

Stirling Highway also provides convenient access into the Claremont Town Centre and onwards to the Cottesloe Town Centre and Fremantle City Centre.

The locality of Dalkeith has a largely gridded road network providing for the efficient internal passage of vehicles.

7.0 SITE DESCRIPTION

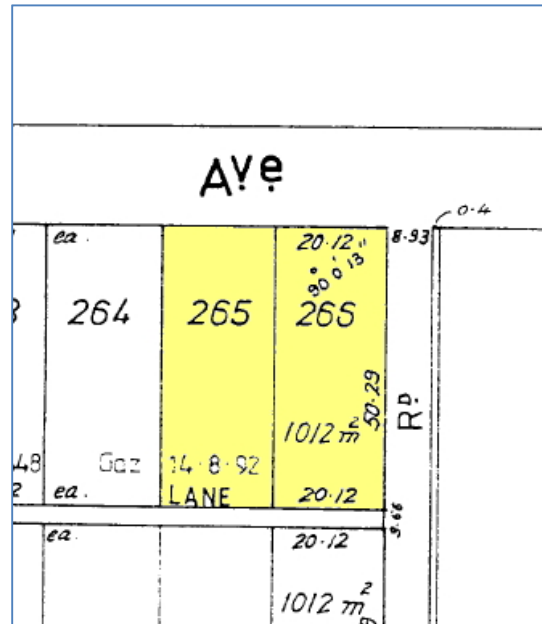
7.1 Dimensions – Scenario 1

Under Scenario 1, we have been instructed to assume the property is sold under its current configuration as a two lot multi-lot landholding of two 1,012m² lots, having a total combined site area of 2,024m².

Under this scenario, dimensions of the combined landholding are as follows:

- | | |
|--|--------------|
| o Northern frontage to Melvista Avenue | 40.24 metres |
| o Eastern frontage to Hackett Road | 50.29 metres |
| o Southern frontage to Lorikeet Lane | 40.24 metres |
| o Western shared boundary | 50.29 metres |

The shape and dimensions of the landholding under Scenario 1 are shown in the following excerpt of Plan 2064:



Under this scenario, the property does technically consist of two lots, but they are held in a common 'multi-lot' title.

Our enquiries with Landgate reveal that partition into two separate Certificates of Title is a matter of formality as elaborated later in this report.

7.2 Dimensions – Scenario 2

In Scenario 2 we have assessed value on the basis of the two landholdings being sold as separately titled 1,012m² sites via a separation of each of the lots into individual Certificates of Title.

This represents an 'as if complete' assessment.

The dimensions of each parcel under this scenario are described as follows:

As to Lot 265:

- o Northern frontage to Melvista Avenue 20.12 metres
- o Eastern boundary 50.29 metres
- o Southern frontage to Lorikeet Lane 20.12 metres
- o Western boundary 50.29 metres
- o Total Site Area 1,012m²

As to Lot 266:

- o Northern frontage to Melvista Avenue 20.12 metres
- o Eastern boundary to Hackett Road 50.29 metres
- o Southern frontage to Lorikeet Lane 20.12 metres
- o Western boundary 50.29 metres
- o Total Site Area 1,012m²

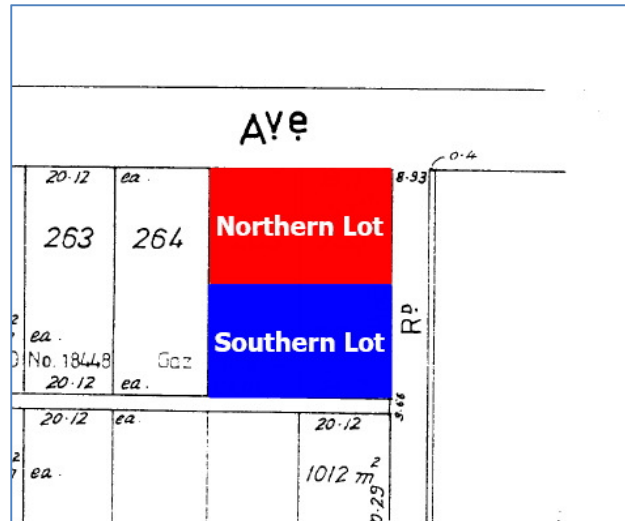
The shape and dimensions of the landholdings are ideal for residential development.

7.3 Dimensions – Scenario 3

Under this scenario we have assumed an alternative reconfiguration of the landholdings such that there is a subdivision to create two east-facing allotments, each of which will be orientated facing Masons Gardens.

This represents an 'as if complete' assessment.

The configuration is shown hypothetically as follows:



For the purposes of our assessment, it is assumed dimensions would be as follows:

As to Northern Lot:

- | | |
|--|---------------------|
| o Eastern frontage to Hackett Road | 25.15 metres |
| o Northern frontage to Melvista Avenue | 40.24 metres |
| o Western rear boundary | 25.15 metres |
| o Southern boundary | 40.24 metres |
| o Total Site Area | 1,012m ² |

As to Southern Lot:

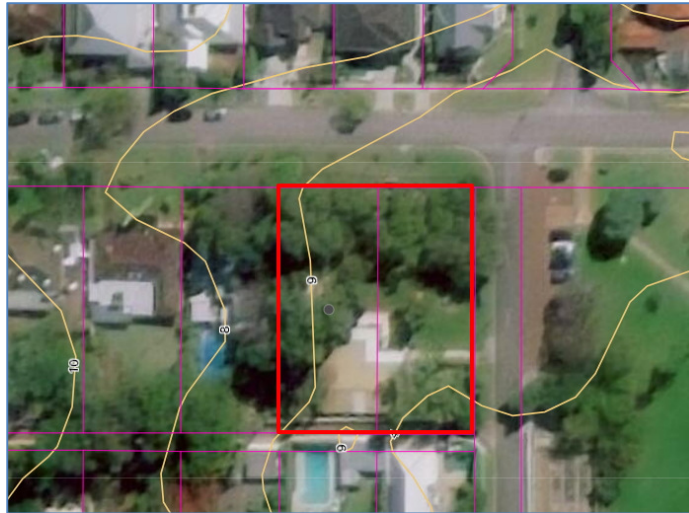
- | | |
|--------------------------------------|---------------------|
| o Eastern frontage to Hackett Road | 25.15 metres |
| o Northern boundary | 40.24 metres |
| o Western rear boundary | 25.15 metres |
| o Southern frontage to Lorikeet Lane | 40.24 metres |
| o Total Site Area | 1,012m ² |

The shape and dimensions of the landholdings are conducive for residential development, with road frontages of an above average width.

7.4 Topography

Our inspection of the land reveals there is a slight south-east to north-west upwards slope across the allotments. The degree of contour is considered minor in the context of scale.

This is shown in the following Topographical Map obtained from the Department of Primary Industries & Regional Development *Natural Resource Information* mapping platform:



Soils appear to exhibit sandy free draining qualities.

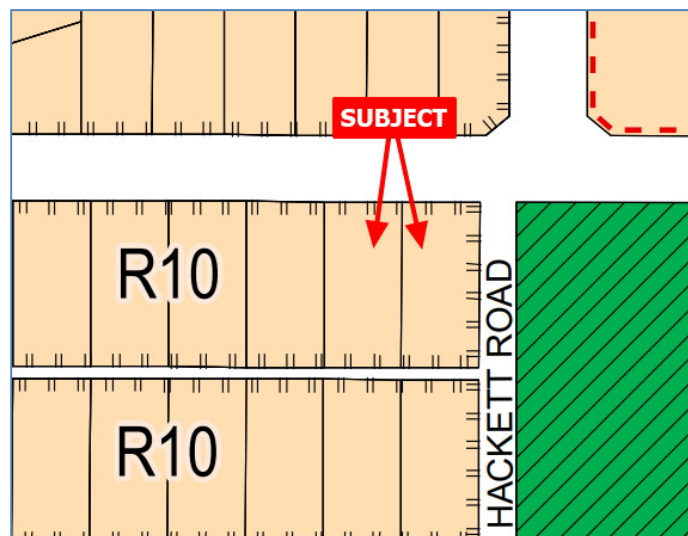
The landholding contains a number of mature trees. For the purposes of our assessment, we have assumed these trees could be removed to accommodate future redevelopment of the sites.

8.0 PLANNING AND DEVELOPMENT

8.1 Local Planning Scheme

We have confirmed via reference to online Zoning Maps provided by both the City of Nedlands and the Department for Planning, Lands & Heritage, that the land is zoned “Residential R10” in accordance with the City of Nedlands Local Planning Scheme 3 (LPS3).

The zoning is as depicted on the following LPS Zoning Map:



The “R10” density coding carries a minimum average site area of 1,000m².

Based on our understanding of the R-Code provisions, the site is capable of yielding a total of two lots under the density coding.

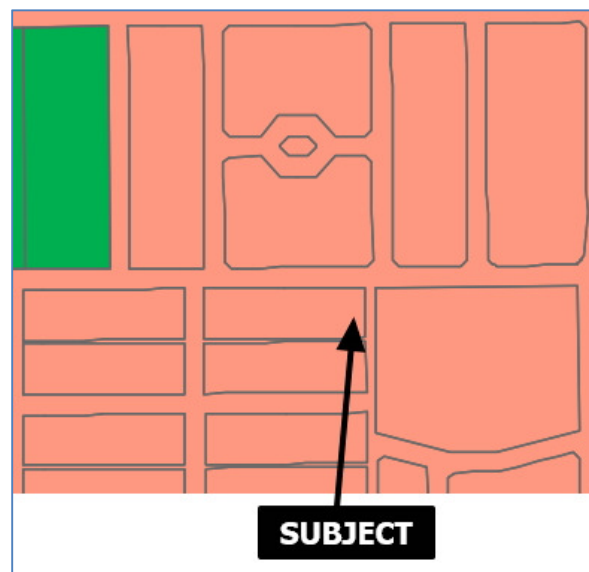
1 R-Code	2 Dwelling type	3 Minimum site area per dwelling (m ²) ◆	4 Minimum lot area/rear battleaxe (m ²) ▼	5 Minimum frontage (m) ▼	6 Open space		7 Minimum setbacks (m)		
					min total (% of site)	min outdoor living (m ²)	primary street	secondary street ●	other/rear
R2	Single house or grouped dwelling	Min 5000	-	50	80	-	20	10	10
R2.5	Single house or grouped dwelling	Min 4000	-	40	80	-	15	7.5	7.5
R5	Single house or grouped dwelling	Min 2000	-	30	70	-	12	6	*6
R10	Single house or grouped dwelling	Min 875 Av 1000	925	20	60	-	7.5	3	*6
	Multiple dwelling	1000	-	-	60	-	7.5	3	*6

With reference to the Scheme Text Zoning Table, childcare premises is noted as an “A” use being a use not permitted unless the Local Government has exercised its discretion by granting development approval after giving Notice in accordance with clause 64 of the deemed provisions.

For the purposes of our assessment we have assumed the existing use is permissible under the various relevant local planning provisions.

8.2 Metropolitan Region Scheme

The zoning of the land under the Metropolitan Region Scheme is “Urban”, as depicted on the following MRS Zoning Map:



9.0 ENVIRONMENTAL, HERITAGE AND CULTURAL ISSUES

9.1 Soil Contamination

As a consequence of the *Contaminated Sites Act 2003*, a Public Register is now kept in Western Australia of land that has been classified as being either contaminated – remediation required; contaminated – restricted use or remediated for restricted use.

In making our assessment of the value of the property, we have carried out a basic search of the Register at 4.47pm on 30 July 2020 and this discloses that the land **is not classified**.

We do not accept any responsibility or liability whatsoever for the accuracy of the information indicated by the search of the Register.

Further, we do not accept any responsibility or liability for any loss or damage or for consequential loss or damage of any kind arising from our negligence or otherwise to you or any person in relation to the valuation of the property.

This includes any loss or damage arising from our failure or omission to consider any factors which would affect the value of the land including but not limited to any possible environmental site contamination, or any failure to comply with environmental legislation.

Although the subject property is not recorded on the Contaminated Sites Register, we recommend a search of the Reported Sites Register that reports properties which are in the process of being classified.

The Reported Sites Register can be searched by written application to the Department of Water and Environmental Regulation (DWER).

As it will take time for the Register to be fully established, together with the fact many owners may be unaware that their property is contaminated, we believe the carrying out of an independent Environmental Survey by an appropriate expert is the best way to ascertain whether a property is contaminated or otherwise.

Subject to the above caveats, this valuation is made on the assumption there is no contamination of the land.

9.2 Asbestos

Given the era of construction, it is possible the subject property incorporates building materials containing asbestos fibre.

We must point out however, that we are not experts in this area and therefore, in the absence of an environmental consultant's report concerning the presence of any asbestos fibre within the subject property, this valuation is made on the assumption that there is no health risk from that source.

Should it subsequently transpire that an expert report establishes that there is an asbestos related health risk, we reserve the right to review this valuation.

9.3 Heritage Consideration

We consider the buildings onsite are of no historical interest.

9.4 Aboriginal Sites

The value and utility of land can be adversely affected by the presence of Aboriginal sacred sites. We have made no investigations in this regard, as Aboriginal requirements can only be determined by the appointment of an appropriate expert.

Under these circumstances, we cannot warrant that there are no such sites on the land and if it is subsequently determined that the realty is so affected, we reserve the right to review this valuation.

9.5 Flooding

There was no evidence of flooding at the date of inspection and the elevation of the land is such that we would not expect flooding to occur.

9.6 Climate Shift

Although not conclusive, current thinking from a variety of scientific authorities around the world indicates that various issues are contributing to climate shift, whereby changing weather patterns have the potential to alter the traditionally understood cycles and ranges, including but not limited to ambient temperatures, rainfall, sea levels, and storm activity.

Whilst the full implications of this theory are not fully quantifiable, we consider it appropriate to highlight that over a protracted period a variety of peripheral environmental factors have the potential to impact upon the development potential and/or market value of the subject property at a future date.

In light of these potential environmentally based externalities, we recommend the valuation advice contained herein be reviewed if and when these factors become evident or more definite.

9.7 **Bushfire Risk**

Designated Bushfire Prone Areas (BPAs) have been identified by the Fire and Emergency Services Commissioner as being subject, or likely to be subject, to bushfire attack.

A BPA is identified by the presence of and proximity to bushfire prone vegetation, and includes both the area containing the bushfire prone vegetation and a 100m buffer zone immediately surrounding it. Where a BPA cuts across a portion of a parcel of land, the entire parcel is treated as a BPA.

The Department of Fire and Emergency Services (DFES) have released a mapping system identifying land which falls within, or partially within, a bushfire prone area of Western Australia as designated by the Fire and Emergency Services Commissioner.

The mapping system can be accessed via the DFES website.

Additional planning and building requirements may apply to developments within designated BPA's in accordance with *Schedule 2 Part 10A of the Planning and Development (Local Planning Schemes) Regulations 2015*, *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, the supporting *Guidelines for Planning in Bushfire Prone Areas* and the *Building Code of Australia*.

We confirm having conducted a search of the DFES mapping system at 4.47pm on 30 July 2020 which shows the land **is not identified** as a Bushfire Prone Area.

We do not accept any responsibility or liability whatsoever for the accuracy of the information indicated by the search of the mapping system. In the possible event the information contained within the mapping system is incorrect, we reserve the right to review our assessment accordingly.

10.0 SERVICES

Roads surrounding the property are bitumen paved and concrete kerbed, and appear to be adequately storm water drained.

Essential services available to the property include scheme water, electricity, deep sewer, natural gas, telephone, and postal.

The position of scheme water (delineated in blue) and reticulated sewer (delineated in red) is identified in the following Servicing Map obtained from Water Corporation's 'My Water' mapping platform:



Public transport links to the site include the metropolitan bus network, with scheduled stops running along Melvista Avenue to the east of the subject lots.

11.0 IMPROVEMENTS

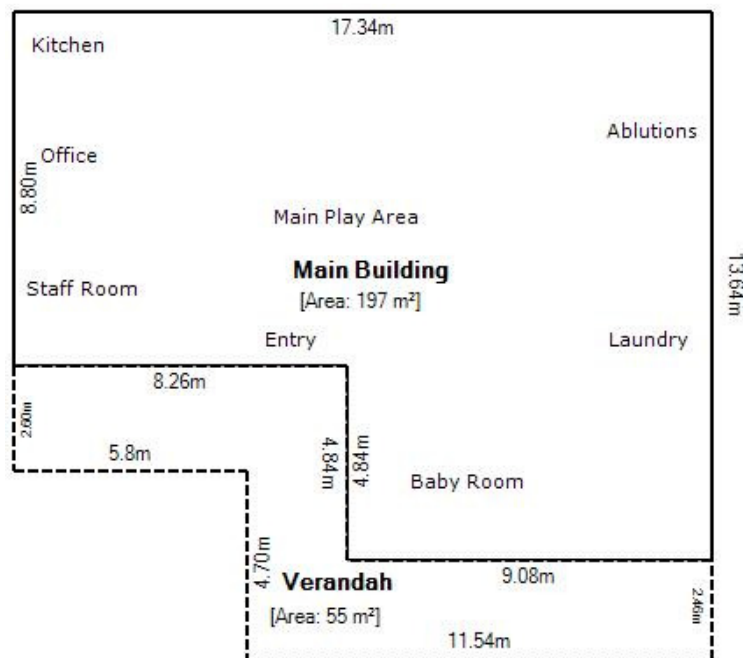
The property is improved with an original pre-1960s built structure which has been gradually extended and updated over the years since construction.

The improvements were previously utilised as a kindergarten, but are now configured and utilised as an early learning centre.

We are informed the centre is licensed for 44 children.

The Lease Survey Plan indicates the primary structure is some 197m² in size with an adjoining verandah of 55m².

Our onsite measurements concur with these areas, with our measurements together with the layout of the premises provided below:



The balance of the land is improved with various ancillary improvements, mainly children's play equipment, paved pathways, two storage sheds and boundary fencing of a mixture of fibro, Colorbond, and cyclone mesh along street frontages.

Given the improvements are considered to not represent the highest and best use of the land, we believe it is not necessary to outline them in significant detail for the purposes of this assessment.

In brief terms, construction details include concrete slab foundations, cavity brick walls, and a timber framed and sheet metal clad roof structure.

The configuration includes entry into a large open plan playroom, with various other areas accessed from this room including a staff room, office, kitchen, children's ablutions, baby room, and laundry with adult toilet.

Fitout is generally very neat but of average quality including linoleum flooring, fluorescent lighting, roller blinds, painted walls, French doors, renovated kitchen, updated ablutions, and a total of three split-system air conditioning units.

Hot water is provided via both an electric storage system and a gas instantaneous unit.

Notwithstanding the above, we believe the existing improvements serve well for their current use as an early learning centre, and the improvements do remain relevant in light of the existing lease agreement.

Whilst we have carried out a careful building inspection, we advise that we have not completed a detailed structural survey, tested any of the services or inspected unexposed or inaccessible portions of the buildings and are therefore unable to state that these are free from defect, rot or infestation.

12.0 SITE SURVEY

The improvements appear to lie within lot boundaries, but we have not sighted a survey of the property and are therefore unable to ascertain whether there is any encroachment over the boundaries.

13.0 LEASE DETAILS

We have been provided with a copy of a Lease operating over the property, the pertinent details of which are summarised as follows:

Lessor	:	City of Nedlands.
Lessee	:	Kidz Galore Pty Ltd.
Land	:	Lots 265 and 266 on Plan 2064 being the whole of the comprised in Certificate of Title Volume 1292 Folio 146.
Premises	:	The whole of the Land together with all buildings, structures, alterations, additions and improvements on the Land or erected on the Land during the term.
Term	:	10 years.
Further Term	:	Not applicable.
Date of Commencement	:	Upon execution of the Lease.
		The Lease was executed on 20 December 2013.
Commencing Rent	:	\$46,200 net per annum plus GST and outgoings.
Passing Rent	:	Advised at \$60,000 net per annum plus GST and outgoings.
Permitted Purpose	:	Early learning centre.
Rent Reviews	:	Annual to CPI with a Market Rent on the 5 th anniversary.

We consider the terms and conditions of the Lease Agreement are relatively generic in nature.

We understand the rent was last reviewed to market in 2018. There are no further market review provisions prior to lease expiry.

14.0 GENERAL COMMENTS

14.1 Location

The subject property forms part of the highly regarded western metropolitan suburb of Dalkeith.

Within the context of Dalkeith, the property is located in the northern moiety which is not considered to be within a prime section of the suburb.

Nevertheless, the property enjoys a significant positive aspect of location in respect of its position opposite Masons Gardens. This is a well-regarded and attractive local area of Public Open Space.

In our opinion the proximity to Masons Gardens is a feature that would be quite highly sought after by prospective buyers of the property.

Dalkeith attracts an affluent demographic being popular for numerous reasons, notably the suburb's proximity to the Perth CBD, adjacency to the Swan River foreshore, negligible prevalence of public housing, proximity to the nearby town centre of Claremont, and relative ease of access to the Indian Ocean foreshore.

14.2 Improvements

The subject property is improved with an older style early learning centre which is currently occupied under a Lease Agreement.

The underlying zoning of the property is of a residential nature and we consider that the highest and best use of the site is for future residential development. Under the current density it appears the site is capable of yielding two dwellings.

Notwithstanding the highest and best use being deemed to be residential, the Lease Agreement appears to bind the land until the expiry date which we understand is 19 December 2023.

14.3 Subdivision / Land Use Configurations

As instructed we have explored various future subdivision configurations which are elaborated in our Valuation Methodology (*Section 16.0* of this report).

15.0 MARKET COMMENTARY

15.1 General Market

As at the date of this advice, emergence of the coronavirus (COVID-19) has had a significant impact on the local and global economies. It is difficult at this point in time to ascertain its true impact on the Western Australian property market.

Prior to the outbreak, there were signs that the slowdown in the global economy that started in 2018 was coming to an end. It is difficult at this stage to determine how protracted the effects of COVID-19 will be and at what point the global economy will return to an improving path.

The above point is significant as at the date of this advice.

Both the domestic and international share markets have exhibited severe volatility in recent weeks, with share prices fluctuating wildly from session to session. A sharp fall in the share market early on in the pandemic has been followed by a partial recovery in recent weeks.

The spread of COVID-19 has recently led to many countries implementing significant travel bans, and a growing number of major domestic and international events have been cancelled. As a result, the market is acting with a great uncertainty and concern.

It is extremely difficult to observe how severe the impact of COVID-19 will be on property prices, as up-to-date data in this regard is not readily available like other asset classes such as commodities and shares.

We consider it prudent to alert the reader to the high level of uncertainty and unknowns at this point in time.

The market evidence relied on in undertaking this valuation is largely from a time prior to the COVID-19 outbreak, which makes it impossible to determine with unequivocal certainty the precise impact it has had on the value of the subject property at this point in time.

In very broad terms and prior to the COVID-19 outbreak, over the past 3 years the Perth property market had experienced relatively weak conditions owing to various micro and macro-economic factors. These conditions are not entirely uniform across sectors and locations, with selected areas of the market performing better than others for various reasons.

It is fair to say that the Perth property market had been languishing for quite some time, and had been out-performed by Eastern States markets for a number of years.

Long-term Government bond yields have fallen to record lows in many countries, including Australia. The Australian dollar has also depreciated further recently and is at its lowest level for many years.

In the aim of stimulating the economy, in March 2020, the RBA decided to reduce the official cash rate by 25 basis points to the new record low of 0.50%, and following an emergency out-of-cycle meeting of the RBA held 19 March 2020 (the first out-of-cycle rate cut since 1997) the official cash rate was further reduced to 0.25% to help stimulate the economy and soften the financial blow as the COVID-19 pandemic grows.

In the meetings since, the RBA has decided to keep the cash rate on hold. In its July 2020 meeting notes, the Board stated that it would not increase the cash rate target until progress is being made towards full employment and it is confident that inflation will be sustainably within the 2.0% - 3.0% target band.

The RBA has consistently acknowledged the uncertainty of the future outlook, including the nature and speed of the expected recovery, and that the pandemic is likely to have long-lasting effects on the economy. Further outbreaks such as that currently playing out in Victoria will pose significant barriers to a recovery in the short and even medium term.

There is an expectation of a continuation of monetary stimulus over coming months as countries attempt to counter the global slowdown. Domestically, it appears the hallmark local stimulus measures will be wound-back as the effects of the COVID-19 pandemic ease in all States but Victoria.

The recent outbreak in Victoria has cast a shadow over the nation's recent impeccable performance of containing the virus, and serves as a cautionary tale as to the ability for the virus to spread if not contained by appropriate measures. Securities markets reacted to the Victoria outbreak showing the ongoing impact of containing the virus on market volatility.

Despite the success of most States and Territories in containing the virus, the impact of the virus on unemployment has been severe. It was recently reported that the nation shed 227,000 jobs in May alone, with the unemployment rate reaching 7.1%, its highest level since 2001. This followed an April jobs report, which was revised to show a 604,000 collapse in the number of people working.

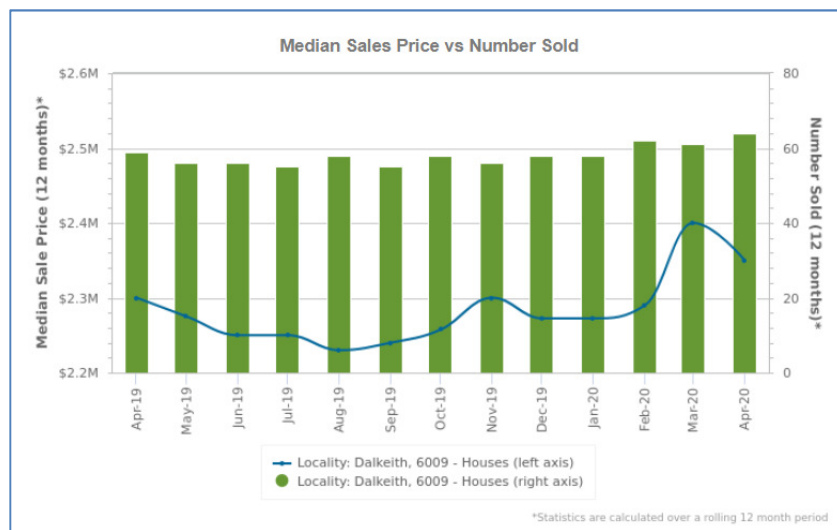
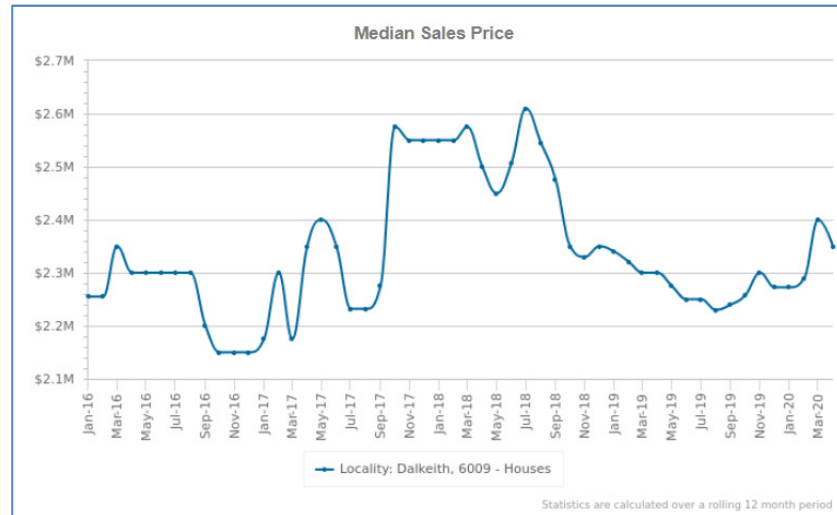
As per June reports, unemployment is now highest in Western Australia, at 8.1%, and has climbed to 7.9% in both Queensland and South Australia. In NSW it is at 6.4% while it has reached 6.9% in Victoria. Surprisingly, unemployment fell in the ACT to 4.1%.

The low level of interest rates is continuing to support the broader economy. In our opinion, the current levels of uncertainty make it very difficult to determine how local values will fare in the near future.

15.2 Local Residential Market

REIWA Statistics indicate the median house price within Dalkeith appreciated in the year to 1 April 2020 by 4.3% to presently sit at \$2,400,000. Over the same period, the broader Perth metropolitan median house price declined by 3.0% to sit at \$490,000.

The following comprises a recent history of the median house price and sale rate trends within Dalkeith:



Based on our observations, we consider the local residential real estate market remains relatively subdued which is not necessarily confined to Dalkeith, but rather a reflection of the overall market conditions in the broader Perth metropolitan region.

Buyers remain price sensitive and are rarely acting with any real sense of urgency.

In more recent times, we cite the COVID-19 outbreak which is expected to weigh heavily on buyer sentiment moving forward, however at the date of this valuation it was largely unknown as to the extent of the impact on values moving forward. The initial reaction to the pandemic was a withdrawal of supply, which appears to have insulated values to a large extent.

Despite the pandemic, well priced property is still generating healthy levels of interest in the market place.

16.0 VALUATION METHODOLOGY

16.1 Scenario 1

Our Scenario 1 assessment involves the valuation of the property as a 'whole' multi-lot site subject to the existing Lease Agreement.

The primary characteristics of the subject property in this scenario are as follows:

- Subject is to be assessed under the current Title configuration, that is a two lot multi-lot title with each lot having an area of 1,012m²; a total area of 2,024m²,
- Subject is to be assessed recognising the existing lease agreement, the appurtenant details of which have been set out in Section 13.0 of this report,
- Subject is to be assessed recognising the existing improvements which are considered to represent a distinct under-utilisation of the land.
- All other relevant aspects of the land and its future development potential.

In essence, our Scenario 1 assessment involves the valuation of the property as a 'whole' multi-lot site subject to the existing Lease Agreement.

That is not to say that the valuation must be predicated on this configuration and/or use in perpetuity.

Central to this observation is the requirement for a true Market Value to reflect the "Highest and Best Use" of a property.

In this regard, we refer to the *International Valuation Standards*, and particularly **clause 30.4** which states:

"The Market Value of an asset will reflect its highest and best use (see paras 140.1-140.5). The highest and best use is the use of an asset that maximises its potential and that is possible, legally permissible and financially feasible. The highest and best use may be for continuation of an asset's existing use or for some alternative use. This is determined by the use that a market participant would have in mind for the asset when formulating the price that it would be willing to bid."

We believe it is relevant in this instance to comment that the current use as an early learning centre appears functional, but based on our observation of the current rent relative to prevailing residential land values in the area, the use is clearly not the highest and best use of the property.

To a large extent this is not surprising given high underlying land values in this location.

Following on from the points made above, we consider the current configuration as a multi-lot title is not in keeping with the sites highest and best use. The combined landholding is significantly larger than a vast majority of surrounding lots, with most lots in the area resembling one-half of the size or thereabouts.

We believe the law of diminishing returns is key in this instance, as a larger block – whilst perhaps appealing to a sector of the market – would not necessarily command as high a land value rate as two separate lots.

This is, however, difficult to definitively rule out in the local high-end market, as arguably there could be a high net worth individual seeking a particularly large landholding such as the total site area.

The fact is that the site is technically a 2,024m² property in the current title configuration, however critically, the site is a multi-lot title and based on our enquiries the property could be readily partitioned into two separate titles.

The above is based on our past experience, together with recent discussions on 31 July 2020 with Landgate staff members.

The staff members referred us to the fact that – in order to separate the property into two titles - the proprietor of the multi-lot title would simply need to produce an original title copy, fill out a form, and pay a nominal fee (in fact two fees of \$178.20 each given there are two lots to be partitioned).

We are advised there is no need for WAPC subdivision approval which is detailed on the Landgate website as follows:

3 Separate Titles

The proprietor of two or more complete lots (which also includes the whole of any part-lot as defined in s.147(1) P&D Act) in a title may apply (using an [Application for New Titles \(Subject to Survey\) form](#)) for the creation and registration of separate titles for each of the lots or part-lots without the consent of the WAPC. The existing duplicate certificate of title (if any) must be produced.

Source: <https://www0.landgate.wa.gov.au/business-and-government/Land-Transactions-toolkit/land-titles-registration-policy-and-procedure-guides>

Whilst the detail is perhaps not necessary for the purposes of our assessment, for the sake of completeness, the particular form is known as “*Create Consolidated or Separate Multi-lot Title(s) Approved Form 2018-6814 Reg 3 of the Transfer of Land Regulations 2004.*”

With the above in mind, we believe the highest and best use of the land under this scenario is for the owner to eventually separate the two titles and gain ownership of two individually titled home sites.

Based on our observations of the market place, there is a reasonable degree of demand for home-sites suitable for new dwelling construction in this location. As a function of this, we believe the most appropriate starting point for our ‘as is’ assessment is to estimate the value of each of the two Lots 265 and 266 based on relevant evidence.

The evidence considered particularly compelling is set out as follows:

Address:	58 (Lot 262) Melvista Avenue, Dalkeith
Sale Price:	\$1,750,000 in February 2020.
Land Area:	1,012m ²
Zoning:	“Residential R10”.
Improvements:	The property is improved with a basic single level brick and tile three bedroom, one bathroom residence. In the context of the site’s significant underlying land value, the improvements are considered to be of no added value.
Analysis:	The sale price reflects a land rate of \$1,729/m² .
Comments:	A rectangular shaped site with a 20.2m northern frontage to Melvista Avenue and a rear boundary of equal proportion to Lorikeet Lane. The site has a slight crossfall. The property benefits from being between the Masons Gardens POS to the east and College Park to the west, but is not opposite either.
Comparability	<i>The site is of similar dimensions to each of the two subject lots, however is further detached from the nearest parkland. Whilst the property is further detached from Masons Gardens it is closer to College Park.</i> <i>Overall location is considered inferior to a very minor degree. Sold prior to the COVID-19 pandemic.</i>

Address:	59 (Lot 241) Riley Road, Dalkeith
Sale Price:	\$2,250,000 in November 2019.
Land Area:	1,012m ²
Zoning:	"Residential R10".
Improvements:	The property is improved with a circa 1970 brick and iron split level residence providing 5 bedroom, 2 bathroom accommodation. Whilst dated, the improvements were considered to add a relatively minor degree of value, however we note the dwelling has since been demolished, insinuating any value was minor.
Analysis:	The sale price reflects an improved land rate of \$2,223/m² .
Comments:	A rectangular shaped site with a 20.2m southern frontage to Riley Road and a rear boundary of equal proportion to Lorikeet Lane. The property benefits from being in a quiet street some 130m west of Masons Gardens.
Comparability	<i>The site is of similar dimensions to each of the two subject lots, however is further detached from the nearest parkland. Located on a quieter street.</i> <i>Overall a lower quantum of value is appropriate for each of the two subject sites.</i>

Address:	55 (Lot 243) Riley Road, Dalkeith
Sale Price:	\$2,300,000 in November 2019.
Land Area:	1,012m ²
Zoning:	"Residential R10".
Improvements:	The property is improved with a circa 1960 brick and tile two level residence providing 5 bedroom, 3 bathroom accommodation. Whilst dated, the improvements are considered to add a relatively minor degree of value.
Analysis:	The sale price reflects an improved land rate of \$2,273/m² .
Comments:	A rectangular shaped site with a wide eastern frontage to Sherwood Road, a southern frontage to Riley Road, plus a rear northern boundary to Lorikeet Lane. The property benefits from being in a reasonably quiet location some 190m west of Masons Gardens and 100m south-east of College Park.
Comparability	<i>The site is of similar dimensions to each of the two subject lots, however is further detached from the nearest parkland. Located on a quieter street and enjoys corner frontage.</i> <i>Price influenced upwards to some extent by improvements. Overall a lower quantum of value is appropriate for each of the two subject sites.</i>

Address: 96 (Lot 179) Melvista Avenue, Dalkeith

Sale Price:	\$1,800,000 in February 2019.
Land Area:	1,022m ²
Zoning:	"Residential R12.5".
Improvements:	The property is improved with a circa 1939 brick and tile single level residence providing 4 bedroom, 2 bathroom accommodation. Whilst dated, the improvements are considered to add a relatively minor degree of value.
Analysis:	The sale price reflects an improved land rate of \$1,761/m² .
Comments:	An almost rectangular shaped corner site with a wide eastern frontage to Sutcliffe Street and a northern frontage to Melvista Avenue. The property benefits from being 80m east of Masons Gardens.

Comparability *The site is of a very marginally larger size than each of the two subject lots, however is further detached from the nearest parkland. Located on the same street enjoying corner frontage.*

Price influenced upwards to a very minor extent by improvements. Overall a reasonable guide to local values, with the subject lot fronting Masons Gardens considered to be slightly superior.

Address: 98 (Lot 180) Melvista Avenue, Dalkeith

Sale Price:	\$1,750,000 in August 2019.
Land Area:	1,004m ²
Zoning:	"Residential R12.5".
Improvements:	The property was improved with a circa 1939 brick and tile single level residence providing 4 bedroom, 2 bathroom accommodation. Improvements are considered to be of no significant value which is evidenced by the fact the improvements have since been demolished in preparation for a new residence.
Analysis:	The sale price reflects an improved land rate of \$1,743/m² .
Comments:	An almost rectangular shaped corner site with a wide western frontage to Sutcliffe Street and a northern frontage to Melvista Avenue. Located some 130m east of Masons Gardens.

Good guide to land value as the property was acquired for the construction of a new residence (former improvements now demolished).

Comparability *The site is of a very marginally smaller size than each of the two subject lots, and is further detached from the nearest parkland. Located on the same street enjoying corner frontage.*

Overall a reasonable guide to local values, with the subject lot fronting Masons Gardens considered to be slightly superior.

Address: 1 (Lot 1) Betty Street, Nedlands

Sale Price:	\$1,420,000 in November 2019.
Land Area:	799m ²
Zoning:	"Residential R10".
Improvements:	The property is improved with a circa 1946 brick and tile single level residence providing 3 bedroom, 1 bathroom accommodation. Improvements are considered to be of no significant value.
Analysis:	The sale price reflects an improved land rate of \$1,777/m² .
Comments:	Slightly irregular shaped corner lot fronting Betty Street in the east and the local thoroughfare of Princess Road in the north. Slopes down slightly from its north-eastern corner.

Comparability ***A smaller site in a nearby but inferior location. Nedlands is slightly lesser regarded, and the sites predominant northern frontage abuts the local thoroughfare of Princess Road.***

Proximate the subject some 230m to the north, but locationally quite inferior.

Infers a value for each of the two lots of well above the \$1,500,000 mark.

Address: 82 (Lot 664) Bruce Street, Nedlands

Sale Price:	\$1,325,000 in December 2019.
Land Area:	885m ²
Zoning:	"Residential R12.5".
Improvements:	The property is improved with a circa 1970 brick and tile single level residence providing 3 bedroom, 2 bathroom accommodation. Improvements are considered to be of limited added value.
Analysis:	The sale price reflects an improved land rate of \$1,497/m² .
Comments:	Regular shaped corner lot fronting Bruce Street in the west and Melvista Avenue in the north. Both of these are local thoroughfares carry above-average levels of traffic. The site is located opposite Melvista Park.

Comparability ***A smaller site in a slightly inferior location. Nedlands is slightly lesser regarded, and the site fronts two local thoroughfares.***

Like the subject, the property is opposite a local reserve.

Address: 143 (Lot 43) Dalkeith Road, Nedlands

Sale Price:	\$1,500,000 in May 2020.
Land Area:	1,075m ²
Zoning:	"Residential R10".
Improvements:	The property is improved with a circa 1950 brick and tile single level residence providing 3 bedroom, 1 bathroom accommodation. Improvements are considered to be of no significant added value.
Analysis:	The sale price reflects an improved land rate of \$1,395/m² .
Comments:	Regular shaped lot on a relatively quiet local road.

Comparability ***A larger site in a slightly inferior location, but proximate the subject some 530m to the north-east. Nedlands is slightly lesser regarded, and the site is not opposite a local park.***

Address: 78 (Lot 717) Florence Road, Nedlands

Sale Price:	\$1,500,000 in April 2020.
Land Area:	1,012m ²
Zoning:	"Residential R10".
Improvements:	The property is improved with a circa 1940 brick and tile single level residence providing 3 bedroom, 1 bathroom accommodation. Improvements are considered to be of no significant added value.
Analysis:	The sale price reflects an improved land rate of \$1,482/m² .
Comments:	Regular shaped lot on a relatively quiet local road.

Comparability ***A similarly sized site in a slightly inferior location, but proximate the subject some 750m to the north-east.***

Nedlands is slightly lesser regarded, and the site is not opposite a local park.

Address: 91 (Lot 17) Melvista Avenue, Nedlands

Sale Price:	\$1,730,000 in July 2019.
Land Area:	999m ²
Zoning:	"Residential R10".
Improvements:	<p>The property is improved with a circa 1938 brick and tile character residence which has been renovated and extended.</p> <p>The property provides neat 3 bedroom, 2 bathroom accommodation with an inground pool. The dwelling is modest in size.</p> <p>Whilst dated, the improvements are considered to add minor value.</p>
Analysis:	The sale price reflects an improved land rate of \$1,732/m² .
Comments:	<p>A regular shaped corner lot fronting Melvista Avenue in the south, and Louise Street in the east.</p> <p>The property is located some 100m to the north-east of the Masons Gardens POS.</p>

Comparability

Dated but relevant sale given proximity to the subject.

A slightly smaller site which is located proximate the subject some 310m to the east. Located in a slightly lesser regarded suburb and not directly opposite POS.

Price influenced upwards to some extent by improvements.

Address: 105 (Lot 38) Melvista Avenue, Nedlands

Sale Price:	\$1,590,000 in June 2019.
Land Area:	1,012m ²
Zoning:	"Residential R10".
Improvements:	<p>At the time of sale the property was improved with a basic dwelling.</p> <p>The improvements have since been demolished with construction of a newer residence now underway on the site.</p>
Analysis:	The sale price reflects a land rate of \$1,571/m² .
Comments:	<p>A regular shaped inside lot fronting Melvista Avenue in the south.</p> <p>The property is located some 290m to the north-east of the Masons Gardens POS and some 110m to the north-west of the Nedlands Golf Course.</p>

Comparability

Dated but relevant sale given proximity to the subject.

A similar sized site which is located proximate the subject some 500m to the east. Located in a slightly lesser regarded suburb and not opposite POS.

Infers a higher price point for each of the two subject lots.

Address: 104 (Lot 1) Tyrell Street, Nedlands

Sale Price:	\$1,700,000 in April 2020.
Land Area:	834m ²
Zoning:	“Residential R12.5”.
Improvements:	The property is improved with a circa 1930’s brick and tile part two level residence providing 6 bedroom, 3 bathroom accommodation. Whilst dated, the improvements are substantial in size and considered to add depreciated value.
Analysis:	The sale price reflects an improved land rate of \$2,038/m² .
Comments:	A regular shaped corner lot fronting Melvista Avenue in the south, and Tyrell Street in the west. The property is located directly opposite Melvista Park. Improvements advertised as being either suitable for renovation or a re-build which infers they are of limited added value.

Comparability *Smaller sized corner site some 1.2km to the east of the subject.*

Relevant evidence given position opposite POS and location also fronting Melvista Avenue.

Infers a broadly comparable to slightly higher quantum of value for each of the two subject parcels.

Based on this evidence, we believe the western Lot 265 would command a Market Value of \$1,725,000, with the eastern Lot 266 commanding a higher value (by virtue of its location opposite Masons Gardens) of \$1,825,000.

Our assessments have assumed the lots would not attract GST.

The combined underlying lot values assuming partition is therefore \$3,550,000 net of GST. From this we have deducted an allowance of \$50,000 to account for likely costs such as headworks, clearing and demolition. We have therefore arrived at a sum of \$3,500,000 net of GST.

The above does not take into account any discount for the notional ‘sale in one line’ of the property, however we consider there would be a sufficient market to dispose of each lot to separate buyers without the need to bundle the properties into a combined disposal.

Again, we believe this is justified under highest and best use principles and the fact the City already owns the parcels and would be free to dispose to individual buyers thus avoiding the need for discount.

It is possible one party seeking to acquire both sites (for example the existing child care operator) would expect some form of a discount, however this would not reflect an open market sale, rather a sale to a particular buyer.

With the above in mind, we have not discounted the combined value of the two lots for the fact they would be created as two individual parcels.

In this instance, however, we must consider the fact the sites are encumbered by a Lease Agreement until 20 December 2023. We are of the opinion the most appropriate method of reflecting this, is by way of a deferral of value calculation.

In this calculation the amount of \$3,500,000 is inputted as a 'Future Value' deferred at a Discount Rate into a 'Present Value', and an ongoing rental stream of say \$60,000 net pa (passing rent) is reflected as a rental income for the owner until such time as they can achieve vacant possession.

We have adopted a relatively low discount rate of 3.0% given the low interest rate environment, and the likelihood that a prospective purchaser would view the acquisition as a relatively low-risk investment with potential for capital growth to the terminal land value. This rate also considers future rent review to CPI.

It is possible the market may not even take such an approach as the target demographic may instead see no detriment on having possession delayed, particularly with the ongoing holding income.

Our inputs and calculations are summarised below:

Future Value	\$3,500,000 net of GST
Rental Stream	\$60,000 pa
Discount rate	3.00%
Value Date	Aug-20
Vacant Possession Date	Dec-23
Months until VP	41
Present Value	\$3,354,040
Rounded Market Value	\$3,350,000 net of GST

16.2 Scenario 2

Our assessments under Scenario 2 are essentially already estimated as part of in determining the 'as is' value under *Section 16.1* of this report. Therefore, we can conclude our assessment of each property as follows:

- Lot 265 (western lot) \$1,725,000 net of GST
- Lot 266 (eastern lot) \$1,825,000 net of GST

16.3 Scenario 3

In this scenario, we are dealing with a hypothetical reconfiguration of the lots into an east-west alignment.

No allowances have been made for costs, delays, or profit/risk factors in achieving this outcome. Rather, our assessment is on the assumption the lots are fully created in an east-west alignment and priced accordingly. This is an 'as if complete' estimate.

We strongly recommend the City further considers the costs, approvals process, GST and capital gains tax implications, timing and risk factors associated with such an undertaking to determine viability.

On an 'as if complete' basis, we have assumed there would be two equally sized lots both facing east onto Hackett Road. In this scenario, we would argue the land value is maximised given the City would be in ownership of two park-facing sites, as opposed to one in the current configuration.

We consider the lots would be reasonably well proportioned (25.15m wide x 40.24m deep). Whilst many conventional dwellings might render the frontages as a little wide, we consider the location is generally improved with bespoke dwellings and accordingly the lots are conducive to individual designs that would actually benefit from wide frontages and a subsequent park-outlook from various rooms.

We consider the local marketplace places a premium on lots with ample frontage, as opposed to particularly narrow parcels which can tend to limit floor plan efficiencies. In this scenario, we have again referred to the evidence set out in *Section 16.1* of this report.

We consider the two lots would command slightly different values.

Whilst the northern lot would have a wide frontage to Melvista Avenue which can tend to carry through-traffic, we consider this lot would benefit from significant northern natural light. The southern lot would benefit from a quieter position, and still afford secondary laneway frontage. Whilst subjective, we consider the market would place a slight premium on the southern lot.

After consideration of the foregoing comments and market evidence, we consider the individual 'as if complete' lot value assessments are as follows:

- Northern lot \$1,800,000 net of GST
- Southern lot \$1,825,000 net of GST

17.0 VALUATION

After consideration of the factors outlined above and the analysis of relevant market evidence, we are of the opinion the market value of the subject property applying as at 6 August 2020 and subject to unencumbered fee simple titles, can be stated as follows:

Scenario 1 – Sale 'As Is'

\$3,350,000

Scenario 2 – Individual Sale of Lots – Existing Configuration as if Individually Titled

- o Lot 265 (Western Lot) **\$1,725,000**
- o Lot 266 (Eastern Lot) **\$1,825,000**

Scenario 3 – Individual Lot Values – Reconfiguration into East-Facing Lots

- o Northern Lot **\$1,800,000**
- o Southern Lot **\$1,825,000**

The above values are stated net of GST on the assumption the properties would not attract GST.



David Molony AAPI, B. Com (Property & Finance)
Certified Practising Valuer
Licensed Valuer No. 44387
Western Australia

Supervising Member:



Jonathan Fyson AAPI, B. Com (Property & Finance)
Certified Practising Valuer
Licensed Valuer No. 44213
Western Australia

** The Supervising Member, who has read and signed this report verifies that the report has been reviewed prior to release, is genuine and is endorsed by Sullivan Commercial Pty Ltd (trading as McGees Property). The opinion of the value expressed has been arrived at by the prime signatory alone.*

18.0 LIMITATIONS

The market is being impacted by the uncertainty caused by the COVID-19 pandemic. As at the date of valuation we consider that there is market uncertainty resulting in significant valuation uncertainty.

This valuation is therefore reported on the basis of 'significant valuation uncertainty'. As a result, less certainty exists than normal and a higher degree of caution should be attached to our valuation than normally would be the case. Given the unknown future impact that COVID-19 might have on markets, we recommend that the user(s) of this report review this valuation periodically.

This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of factors that the valuer could not reasonably have been aware of as at the date of valuation). We do not accept responsibility or liability for any losses arising from such subsequent changes in value.

This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property).

Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the expiration of 3 months from the date of valuation or such earlier date if you become aware of any factors that have an effect on the valuation.

Neither the whole nor any part of this report or any reference thereto may be included in any document, circular or statement without our written approval of the form and context in which it will appear.

In accordance with the Code of Conduct laid down under the provisions of the *Land Valuers Licensing Act 1978*, we are required to hold this valuation confidential unless directed by our client in writing or required by law to disclose the valuation; and we are not permitted to allow the use of confidential information contained in the valuation for the benefit of any party other than our client. Therefore, use of confidential information contained in this report by an unauthorised third party is not permitted unless express permission in writing is provided.

This valuation is for the use only of the party to whom it is addressed and for no other purpose. No responsibility is accepted to any other party who may rely on the whole or any part of the content of this valuation.

Liability limited by a scheme approved under Professional Standards Legislation.

Yours faithfully,
McGees Property



David Molony AAPI, B. Com (Property & Finance)
Certified Practising Valuer
Licensed Valuer No. 44387
Western Australia

**Appendix 1:
Valuation Instruction**

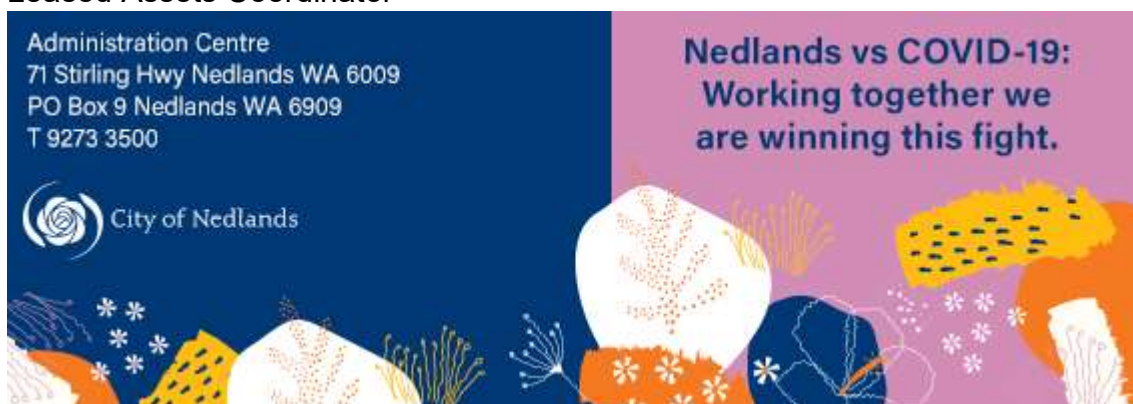
From: David Thomason <dthomason@nedlands.wa.gov.au>
Sent: Wednesday, 29 July 2020 8:47 AM
To: David Molony <David@per.mcgees.com.au>
Cc: Justine Mitchell <JMitchell@per.mcgees.com.au>
Subject: RE: Quote for Valuation Advice - 64-66 Melvista Avenue, Dalkeith

Hi David,

As promised, purchase order for invoice is 542605.

Regards,

David Thomason
Leased Assets Coordinator



From: David Thomason
Sent: Monday, 27 July 2020 2:32 PM
To: 'David Molony' <David@per.mcgees.com.au>
Cc: Justine Mitchell <JMitchell@per.mcgees.com.au>
Subject: RE: Quote for Valuation Advice - 64-66 Melvista Avenue, Dalkeith

Hi Dave,

Thanks for the chat.

To confirm, the City would like engage McGees Property to complete a valuation exercise to provide the City with advice on the market value for the property at 64-66 Melvista Ave Dalkeith for potential sale. This exercise has arisen as the lessee is considering upgrading the premises and has proposed to purchase the property from the City. Under the Local Government Act 1995 the City is required to obtain a market valuation when considering any disposition of its assets.

As you are aware, in late 2019 the City engaged another valuer to provide advice and upon presentation of that advice to Council, Administration were advised that a second opinion is sought. As mentioned below, the City would like your Valuation to be completed under the following instructions;

- The City would like to understand the market value of 64-66 Melvista Avenue, Dalkeith if it was considered for sale 'as is', with the encumbrance of the Lease

- The City would like the Valuer to consider that the City is looking to maximise the valuation potential and would like to ensure that the Valuer advises steps to achieve this (i.e. would the City realise a greater value if it separated the title of the 2 blocks and demolished the building?)
- Please also consider the configuration under the current zonings, whether that be 2x East-West lots or 2x North-South lots
- The property comprises 2 lots described as Lots 265 & 266 on Plan 2064
- Each lot is 1012m² in area being a combined total of 2024m².
- The property is currently leased to Kidz Galore Pty Ltd at an annual rate of rental of \$60,000 +GST (plus outgoings). I've attached a copy of the Lease agreement.

I will shortly email the Lessee and will copy you in so you can liaise with them to arrange access to inspect the premises.

It would be appreciated if we can have the report as soon as possible and I will provide a Purchase Order Number in the next few days.

Please advise if you require any further information

Cheers,

David Thomason
Leased Assets Coordinator



From: David Molony <David@per.mcgees.com.au>
Sent: Wednesday, 22 July 2020 11:23 AM
To: David Thomason <dthomason@nedlands.wa.gov.au>
Cc: Justine Mitchell <JMitchell@per.mcgees.com.au>
Subject: RE: Quote for Valuation Advice - 64-66 Melvista Avenue, Dalkeith

Hi David, of course happy to quote again.

Our fee proposal will be the same at \$ + GST.

Our report will cover off on the additional advice, but at face value it seems pretty straight forward that the value would be maximised via a partition of the multi-lot title into two lots. Unless of course the City had other plans to subdivide into an alternative configuration of some sort, in which case I would need further information.

I must also note that I am not a planner and any contemplated subdivision potential should be checked by a planning professional.

Regards



David Molony Senior Valuer

D 08 9476 2007 F 08 9321 9203 M 0400 116 151 E david@per.mcgees.com.au

Level 2, 26 Clive Street, West Perth, WA 6005 W per.mcgees.com.au

■ Sales ■ Leasing ■ Property Management ■ Valuation ■ Advisory

Liability limited by a scheme approved under Professional Standards Legislation

This email and any attachments are confidential. If you received this email transmission in error please notify McGees Property by replying to david@per.mcgees.com.au or advise us by telephone on (08) 9476 2000. Your cooperation is appreciated.

From: David Thomason <dthomason@nedlands.wa.gov.au>

Sent: Wednesday, 22 July 2020 11:01 AM

To: David Molony <David@per.mcgees.com.au>

Cc: Justine Mitchell <JMitchell@per.mcgees.com.au>

Subject: Quote for Valuation Advice - 64-66 Melvista Avenue, Dalkeith

Hi David,

Further to the below correspondence, and specifically the Dalkeith site – can you please arrange another quote for Valuation?

Although I understand your organisation did not get the work last time, the City would like to seek another quote for Valuation with additional instructions as noted below;

- The City would like to understand the market value of 64-66 Melvista Avenue, Dalkeith if it was considered for sale.
- The property comprises 2 lots described as Lots 265 & 266 on Plan 2064
- Each lot is 1012m² in area being a combined total of 2024m².
- The property is currently leased for the purpose of a child care centre.
- **Additional Instruction** - The City would like the Valuer to consider that the City is looking to maximise the valuation potential and would like to ensure that the Valuer advises steps to achieve this (i.e. would we have to separate title of the 2 blocks and demolish building that is located across the 2 lots)

I have included below a snapshot of the property for your reference.



I look forward to hearing from you.

Regards,

David Thomason
Leased Assets Coordinator



**Appendix 2:
Certificate of Title**

WESTERN



AUSTRALIA

REGISTER NUMBER	
N/A	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
N/A	2/5/2017

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME 1292 FOLIO 146

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

THIS IS A MULTI-LOT TITLE**LAND DESCRIPTION:**

LOTS 265 & 266 ON PLAN 2064

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

CITY OF NEDLANDS OF 71 STIRLING HIGHWAY NEDLANDS WA 6009

(XE A000001A) REGISTERED 1/1/0001

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

1. *1510771 LEASE TO MINISTER FOR EDUCATION OF 151 ROYAL STREET EAST PERTH WA 6004
EXPIRES: SEE LEASE. REGISTERED 10/6/2003.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

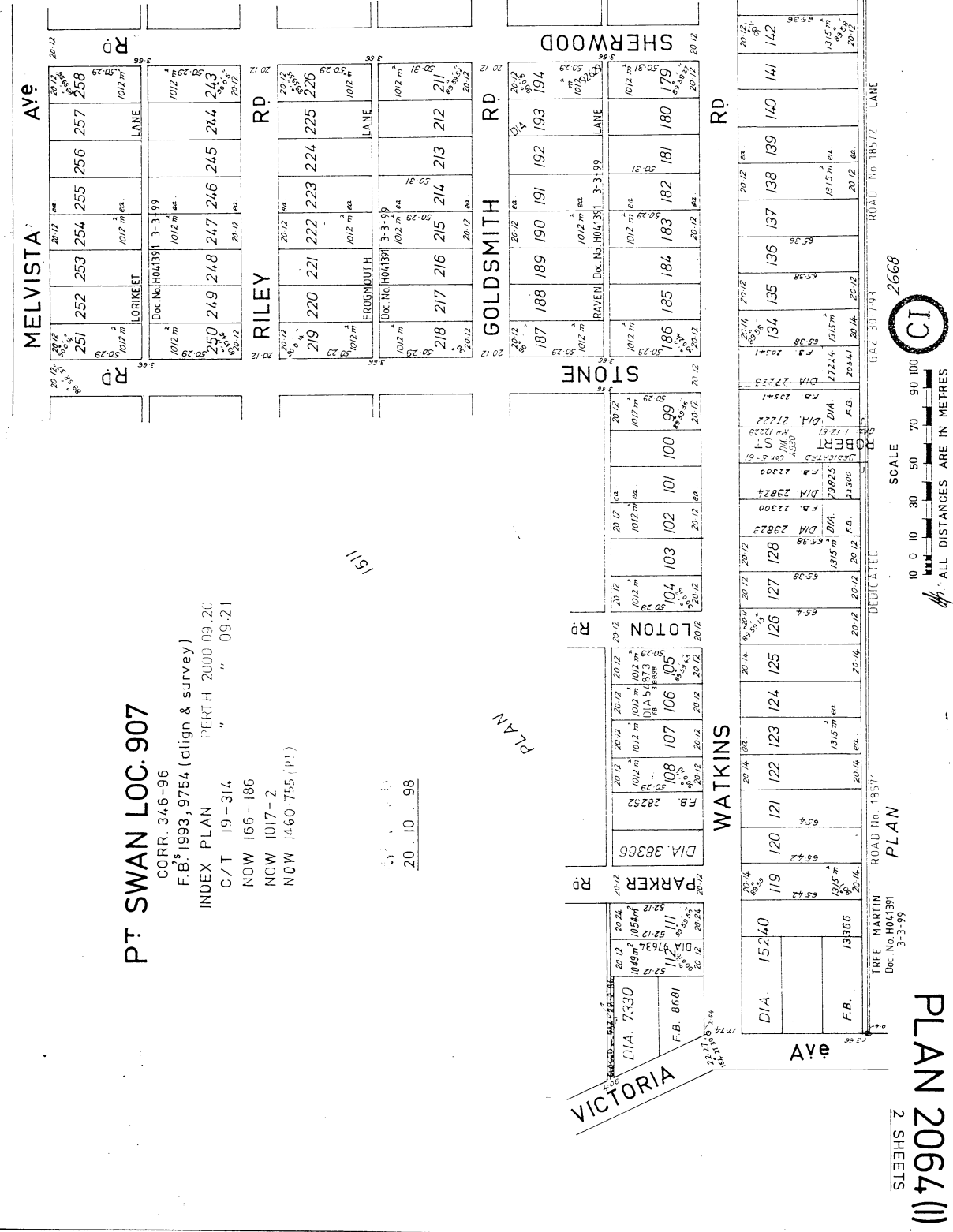
The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: P2064
PREVIOUS TITLE: 1292-146
PROPERTY STREET ADDRESS: 66 MELVISTA AV, DALKEITH (265/P2064).
66 MELVISTA AV, DALKEITH (266/P2064).
LOCAL GOVERNMENT AUTHORITY: CITY OF NEDLANDS

**Appendix 3:
Plan 2064**

PLAN 2064 (I)
2 SHEETS

P 002064 F 01



P^T SWAN LOC.907
 CORR. 346-96
 F.B. 1993, 9754 (align & survey)
 INDEX PLAN PERTH 2000 09.20
 C/T 19-314
 NOW 166-186
 NOW 1017-2
 NOW 1460 755 (P1)

20.10.98



SCALE
 0 10 30 50 90 100
 ALL DISTANCES ARE IN METRES

PLAN 2064 (II)
2 SHEETS

ROAD NO. 18571
 ROAD NO. 18572 LANE
 ROAD NO. 18573
 ROAD NO. 18574

PLAN 2064(2)

2 SHEETS

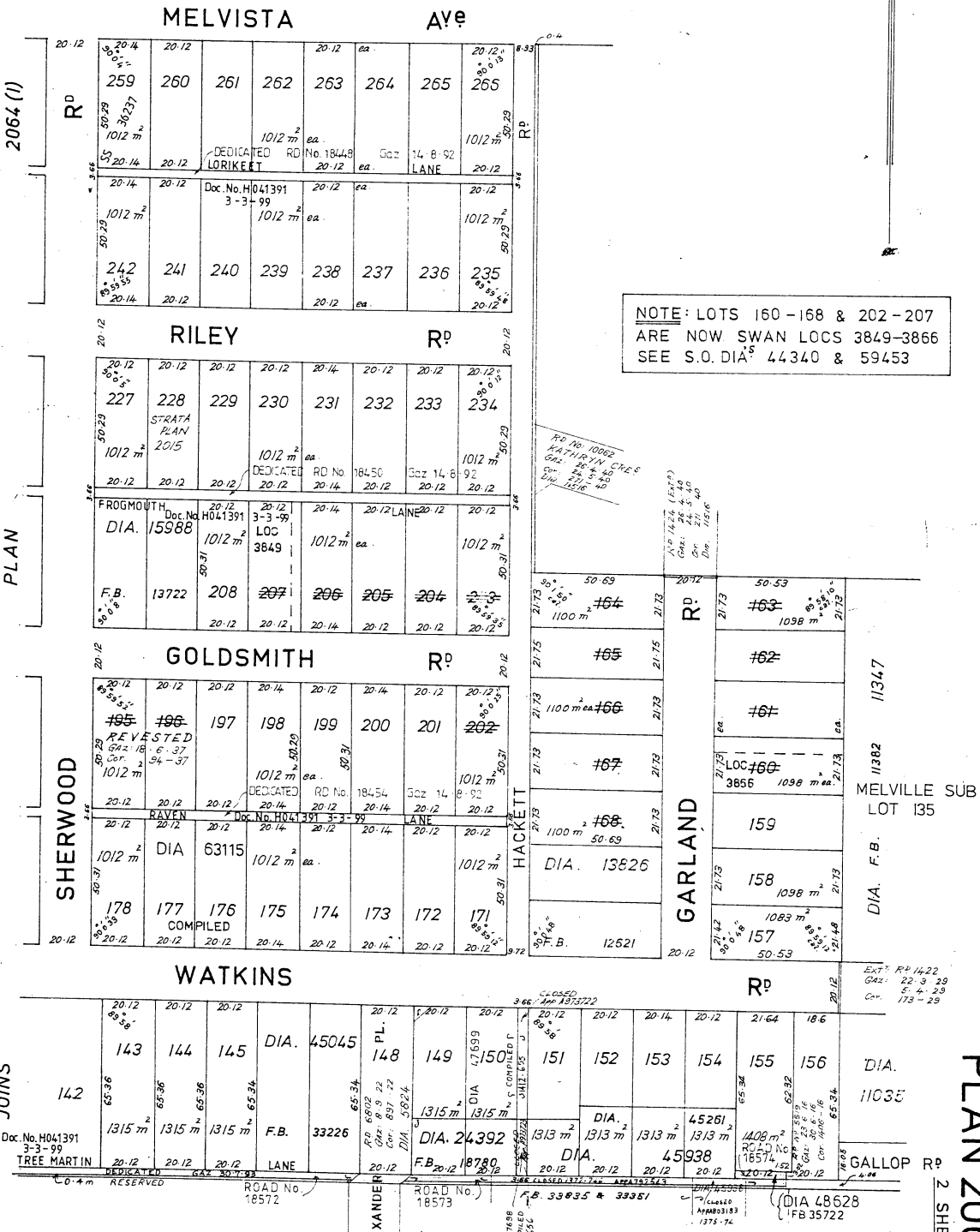
P 002064 F 02



PT SWAN LOC. 907

CORR. 346-96
F.B. 1993, 9754 (align & survey)
INDEX PLAN PERTH 2000 09.20
C/T 19-314 " " 09.21
NOW 166-186
NOW 1017-2
NOW 1460-755 (PT)

APPROVED
20.10.98



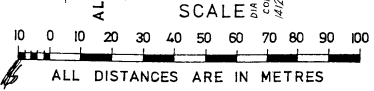
NOTE: LOTS 160-168 & 202-207
ARE NOW SWAN LOCS 3849-3866
SEE S.O. DIA'S 44340 & 59453

RD No. 1006Z
KATHIRIN CRES
Gaz. 26.3.40
Cor. 27.3.40
Dep. 15.16

RD No. 1424 (EXTD)
Gaz. 26.3.40
Cor. 27.3.40
Dep. 15.16

JOINS

PLAN 2064(2)
2 SHEETS



Appendix 4: Photographs

V281-20



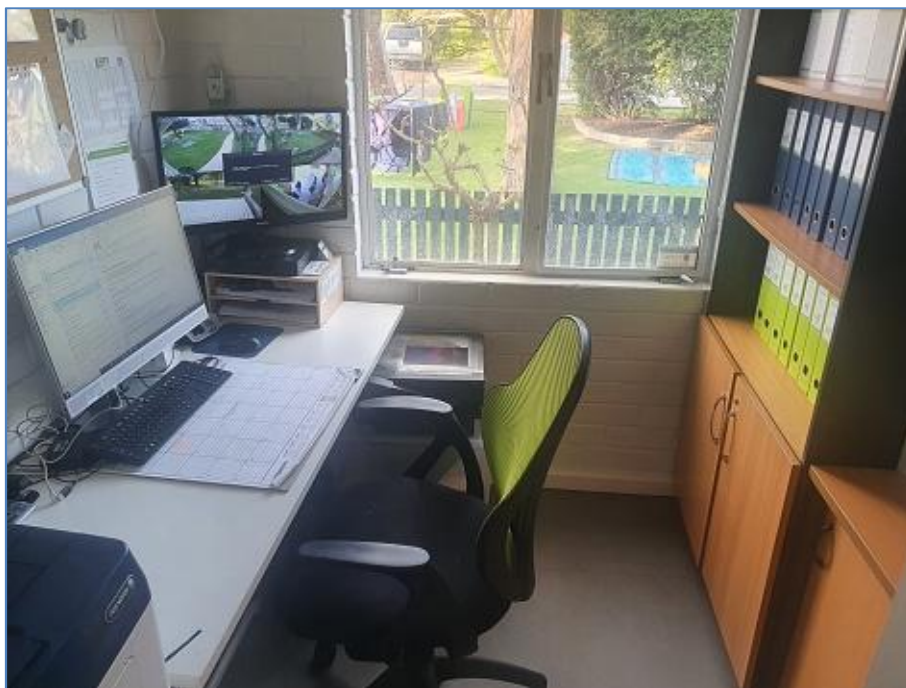
Site facing west



Internal



Internal



Internal



Internal



Internal



Internal



Internal



Rear of site



Northern elevation



Northern elevation



Western moiety of site



Aspect to Masons Gardens



Rear laneway frontage



Corner frontage

LOCAL GOVERNMENT ACT 1995 - SECT 3.58

3.58 . Disposing of property

(1) In this section —

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —

- (a) the highest bidder at public auction; or
- (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

- (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

- (a) the names of all other parties concerned; and
- (b) the consideration to be received by the local government for the disposition; and
- (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

LOCAL GOVERNMENT ACT 1995 - SECT 3.59

3.59 . Commercial enterprises by local governments

(1) In this section —

acquire has a meaning that accords with the meaning of *dispose* ;

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

land transaction means an agreement, or several agreements for a common purpose, under which a local government is to —

- (a) acquire or dispose of an interest in land; or
- (b) develop land;

major land transaction means a land transaction other than an exempt land transaction if the total value of —

- (a) the consideration under the transaction; and
- (b) anything done by the local government for achieving the purpose of the transaction,

is more, or is worth more, than the amount prescribed for the purposes of this definition;

major trading undertaking means a trading undertaking that —

- (a) in the last completed financial year, involved; or
- (b) in the current financial year or the financial year after the current financial year, is likely to involve,

expenditure by the local government of more than the amount prescribed for the purposes of this definition, except an exempt trading undertaking;

trading undertaking means an activity carried on by a local government with a view to producing profit to it, or any other activity carried on by it that is of a kind prescribed for the purposes of this definition, but does not include anything referred to in paragraph (a) or (b) of the definition of *land transaction* .

(2) Before it —

- (a) commences a major trading undertaking; or
 - (b) enters into a major land transaction; or
 - (c) enters into a land transaction that is preparatory to entry into a major land transaction,
- a local government is to prepare a business plan.

(3) The business plan is to include an overall assessment of the major trading undertaking or major land transaction and is to include details of —

- (a) its expected effect on the provision of facilities and services by the local government; and
- (b) its expected effect on other persons providing facilities and services in the district; and
- (c) its expected financial effect on the local government; and
- (d) its expected effect on matters referred to in the local government's current plan prepared under section 5.56; and
- (e) the ability of the local government to manage the undertaking or the performance of the transaction; and
- (f) any other matter prescribed for the purposes of this subsection.

- (4) The local government is to —
- (a) give Statewide public notice stating that —
- (i) the local government proposes to commence the major trading undertaking or enter into the major land transaction described in the notice or into a land transaction that is preparatory to that major land transaction; and
- (ii) a copy of the business plan may be inspected or obtained at any place specified in the notice; and
- (iii) submissions about the proposed undertaking or transaction may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
- and
- (b) make a copy of the business plan available for public inspection in accordance with the notice; and
- (c) publish a copy of the business plan on the local government's official website.
- (5) After the last day for submissions, the local government is to consider any submissions made and may decide* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.

* Absolute majority required.

[(5a) *deleted*]

- (6) If the local government wishes to commence an undertaking or transaction that is significantly different from what was proposed it can only do so after it has complied with this section in respect of its new proposal.
- (7) The local government can only commence the undertaking or enter into the transaction with the approval of the Minister if it is of a kind for which the regulations require the Minister's approval.
- (8) A local government can only continue carrying on a trading undertaking after it has become a major trading undertaking if it has complied with the requirements of this section that apply to commencing a major trading undertaking, and for the purpose of applying this section in that case a reference in it to commencing the undertaking includes a reference to continuing the undertaking.
- (9) A local government can only enter into an agreement, or do anything else, as a result of which a land transaction would become a major land transaction if it has complied with the requirements of this section that apply to entering into a major land transaction, and for the purpose of applying this section in that case a reference in it to entering into the transaction includes a reference to doing anything that would result in the transaction becoming a major land transaction.
- (10) For the purposes of this section, regulations may —
- (a) prescribe any land transaction to be an exempt land transaction;
- (b) prescribe any trading undertaking to be an exempt trading undertaking.

[Section 3.59 amended: No. 1 of 1998 s. 12; No. 64 of 1998 s. 18(1) and (2); No. 16 of 2019 s. 11.]

9. Reports by the Chief Executive Officer

9.1 Melvista Aged Care Facility – 16 & 18 Betty Street and 73 & 75 Doonan Road - Submissions

Committee	8 September 2020
Council	22 September 2020
Employee Disclosure under section 5.70 Local Government Act 1995	Nil
Director	Peter Mickleson, Director Planning & Development
CEO	Mark Goodlet
Previous item	NOM item 14.2 – 25 August 2020
Attachments	Nil.
Confidential Attachments	Nil.

Executive Summary

At its meeting held 25 August 2020, Council resolved:

That Council instructs the CEO to make publicly available, all public submissions received in response to the advertising of the Development Application – 16 & 18 Betty Street and 73 and 75 Doonan Road, Nedlands – Residential Aged Care Facility (DA) at the 8th September 2020 Council Committee Meeting in accordance with the Council's Privacy Statement, the submissions via the PDF document (created from Your Voice).

Recommendation to Committee

That Council notes that submissions received by the City of Nedlands on the discontinued Melvista Aged Care Facility development application are publicly available.

Discussion/Overview

A summary of submissions along with copies of all submissions are always provided to Council as part of the assessment of a Development Application. In the case of the Melvista Aged Care Facility the application was withdrawn and therefore Administration had not progressed the provision of submissions to Councillors.

Copies of submissions are public documents and are always available subject to Council's Privacy Policy, including this application, however no one had requested them from Administration.

In accordance with Council's resolution all submissions are now available – with identifying information such as names and addresses redacted - on the City's Your Voice website.

9.2 Department of Transport's Draft Long Term Cycle Network

Committee	8 September 2020
Council	22 September 2020
Applicant	City of Nedlands on behalf of the Department of Transport
Employee Disclosure under section 5.70 Local Government Act 1995	Nil
Director	Peter Mickleson
Attachments	<ol style="list-style-type: none"> 1. Draft LTCN Map 2. City of Nedlands proposed changes to the draft LTCN and DoT Response, with Agree Recommendations 3. Administration LTCN Assessment

1.0 Executive Summary

The Department of Transport (DoT) drafted a metropolitan Long-Term Cycle Network (LTCN) plan in 2016 to support the Perth and Peel @ 3.5 Million framework. However, it was recognised that the initial draft LTCN did not involve the input of local government, and DoT has subsequently consulted with local government across the region to refine the plan. The DoT is now seeking support from local governments on the revised LTCN (Attachment 1). The LTCN seeks to provide a long-term plan for cycling routes across Perth and Peel and will also link to the annual DoT cycling infrastructure grant process.

The purpose of this report is to consider the draft LTCN, as well as proposed changes by the City, and adopt for the purpose of advertising.

Recommendation to Committee

Council:

1. in regard to Attachment 2, Items 1, 3, 4, 5, 7, 8 and 18, adopts the Department of Transport's (DoT) draft Long Term Cycle Network (LTCN) as updated with the DoT agreed recommendations, for the purpose of advertising for 21 days;
2. in regard to Attachment 2, Items 6, 10 and 12, adopts Administration's recommendation to downgrade the Jutland Parade route and Nedlands Foreshore route from a Primary Route to a Secondary Route; and
3. in regard to Attachment 2, Items 2, 9, 11, 13, 14, 15, 16 and 17, does not adopt the proposed LTCN mapping changes.

2.0 Background

This report was presented to the August 2020 Council Meeting, where Council resolved to defer the item to the September 2020 Council Meeting. Following the August 2020 Council Meeting, further comments on the draft LTCN were received from Councillors, and these were discussed further with DoT.

The LTCN project aims to agree a long-term aspirational bicycle network for 33 local governments across the Perth to Peel region. The vision is for a network of bicycle routes:

- To provide continuous routes along major corridors;
- To establish links between strategic, secondary, district, specialised activity centres and public transport services; and
- To provide connections to schools, education sites and local centres.

The DoT note the LTCN will represent the aspirational ('ultimate') cycling network across Perth and Peel. It will not constitute a firm commitment from local governments or DoT to deliver the identified network or identify prioritisation or any particular timelines for the delivery. However, it will inform planning and design, and grant allocation. It should be considered a 'live' network and subject to refinements and changes as required.

3.0 Discussion

Route hierarchy

The LTCN applies a route hierarchy consisting of:

- Primary routes – high demand corridors connecting major destinations forming the 'spine' of the network; fully separated, uninterrupted paths e.g. Principal Shared Paths (PSP).
- Secondary routes – lower demand routes providing connections between Primary routes and shopping/industrial/major health, education, sporting, and civic activities; combination shared paths, protected on and off-road paths.
- Local routes – local residential routes connecting into secondary and primary routes and locations; shared paths, protected bike lanes and low speed and low traffic volume shared streets. May involve Safe Active Street treatment and bike friendly Local Area Traffic Management (LATM) treatments. Can utilise existing quiet local streets and include wider footpaths.

Funding

From July 2020 all WA Bicycle Network Grants will be linked to the adopted aspirational LTCN. Only routes included within the LTCN will then be eligible for grants for the installation, renewal, or upgrade of cycle routes. Further, only local governments with a Council adopted LTCN will remain eligible for such grants.

Changes by the City

The draft LTCN was presented to a Council Briefing on 16 June 2020. Following this meeting, Councillors provided feedback and suggested changes to the LTCN. Councillor and Administration proposed changes and DoT responses to those changes were presented to the July Council Meeting. Following this meeting, further changes were proposed by Council, which were discussed further with DoT.

Subsequent to the 16 June Councillor briefing and with the exception of Items 6 and 10, all matters raised in Attachment 2 were resolved between Administration and DoT to the point where there is now an agreed recommendation.

Item 6 of Attachment 2 relates to the route along Jutland Parade. The draft LTCN shows this route as a Primary Route, which is intended in the future to form part of a route between Fremantle and Perth. Administration's recommendation to Council is to downgrade this route to a Secondary Route.

Item 10 of Attachment 2 relates to the route along the Nedlands Foreshore (including JH Abrahams Reserve and Matilda Bay reserve in City of Perth). The draft LTCN shows this route as a Primary Route, which is intended in the future to form part of a route between Fremantle and Perth. Administration's recommendation to Council is to downgrade this route to a Secondary Route.

Further councillor responses have been provided in writing and are detailed in Attachment 2, items 9 to 18. The DOT and Administration comments are provided for each of these responses.

4.0 Consultation

If adopted by Council, the draft LTCN will be advertised to the community for a period of 21 days as follows:

- Newspaper notice;
- YourVoice notice;
- Social media update.

As the LTCN is a City-wide proposal, it is not proposed that owners and occupiers are notified in writing by letter. At the close of the advertising period, the draft LTCN will be reconsidered in light of submissions received, before being presented back to Council for adoption.

Once the public consultation is finalized the draft LTCN can then be updated in response to submissions, in consultation with DoT, before being presented back to Council for adoption. Once the LTCN is adopted by Council, DOT will then determine if it is prepared to accept the changes.

5.0 Strategic Implications

How well does it fit with our strategic direction?

The City's Local Planning Strategy aims to promote a movement network that foremost enables mobility, and particularly non-car modes. The development of the draft LTCN which is supported by both DoT and the City will help fund improvements to the City's bicycle network, which would help to promote non-car modes of transport.

Who benefits?

The City will benefit from being eligible for funding of bicycle networks, if it adopts an LTCN which is agreed to by DoT.

Does it involve a tolerable risk?

Administration is proposing changes to the draft LTCN to address risks of inappropriate route locations and allocations.

Do we have the information we need?

Decisions must be based on robust evidence / data and analysis of all options.

6.0 Budget/Financial Implications

From July 2020, the Perth Bike Network (PBN) grant funding will only be issued to projects that form part of the agreed LTCN (albeit with potential for minor refinement).

Can we afford it?

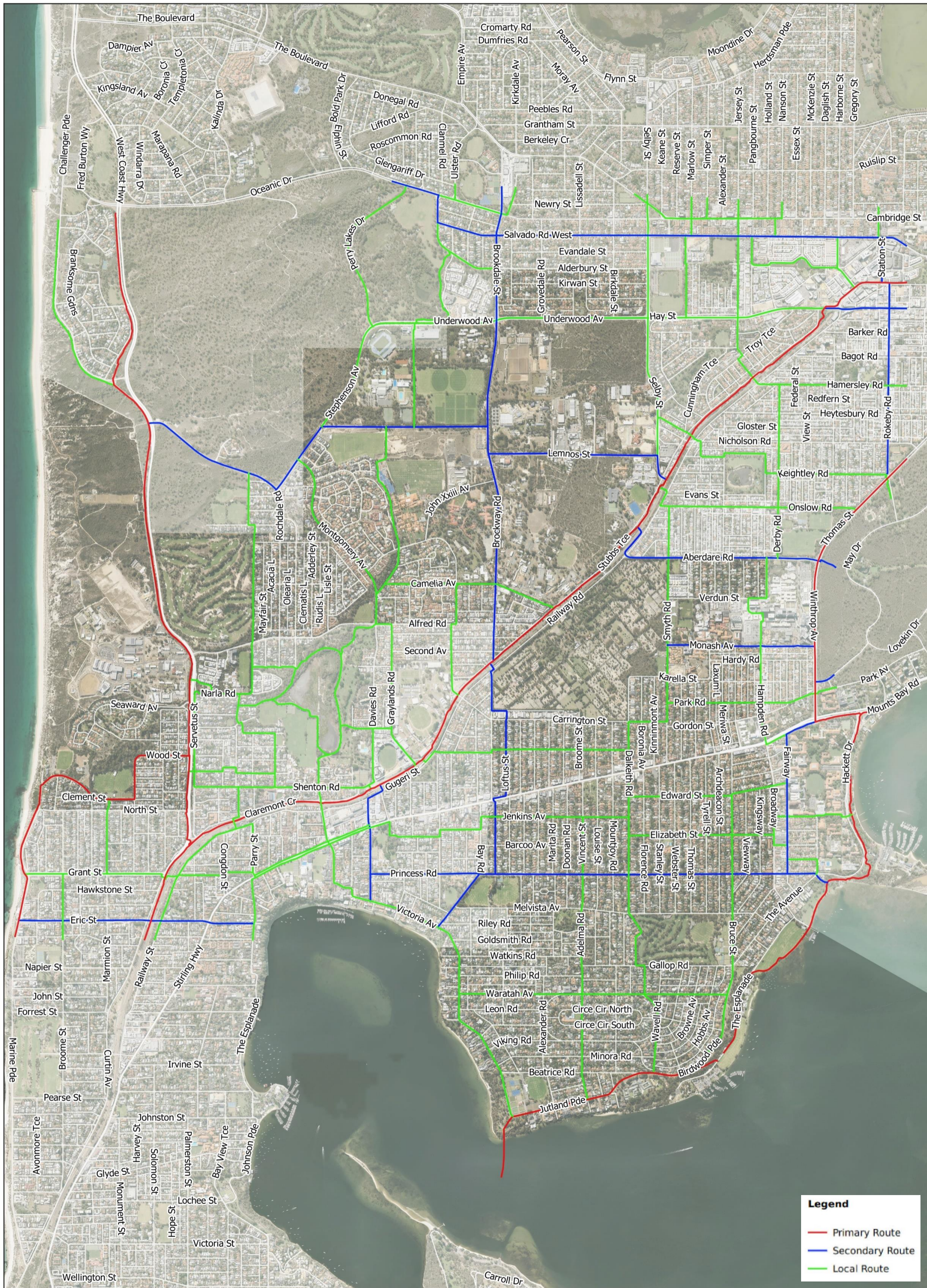
Consideration and adoption of the LTCN will not bind the City to fund any cycle path but will allow the City to be eligible for State Government funding of cycle routes.

How does the option impact upon rates?

If the LTCN is adopted by the City, in agreement with DoT, the City will be eligible for State Government funding of cycle routes. This has the potential to reduce the use of rate funds being spent on cycle infrastructure within the City.

7.0 Conclusion

The purpose of this report is to consider the draft LTCN, as well as proposed changes by the City, and adopt it for the purpose of advertising. Following advertising, the LTCN will be presented back to Council for adoption. Local governments with an adopted LTCN, which is agreed to by DoT, will be eligible for State Government funding of cycle routes.



Feedback from the City, Mayor and Councillors	City's Proposed Changes to the LTCN	DOT's Response to Proposed Changes	City and DOT's recommendations
<p>1. City and Councillors Foreshore route from Point Resolution to Watkins Road.</p>	<p>Currently, the City has a Policy in place which requires owners to cede land along the foreshore to the City. This includes any proposed redevelopments of lots fronting the foreshore.</p> <p>Alternatively, the City suggests relocating the route along the foreshore to Victoria Avenue.</p> <p>Victoria Avenue can potentially be upgraded with protected cycling lanes or a shared path along either side of the road.</p>	<p>Supported.</p> <p>The Department supports the foreshore Local Route being removed and realigned to the Victoria Avenue corridor between Jutland Parade (Point Resolution) to the City's boundary with the Town of Claremont. Please note that the Local Route continues into the Town of Claremont along the Victoria Avenue corridor.</p>	<p>Resolved and LTCN already updated.</p>
<p>2. Councillors Princess road bike lanes should terminate at Bruce street as it currently does to discourage cyclists racing down the hill through the Princess/Broadway roundabout intersection.</p>	<p>The City recommends removing the route section on Princess Road from Bruce Street to Broadway.</p>	<p>Not Supported.</p> <p>The Department would like to retain a continuous Secondary Route along Princess Road, including the section between Bruce Street and Hackett Drive/The Avenue. The LTCN project identifies routes by their function and additional work will be required in the future to determine appropriate built form outcomes for routes</p>	<p>Administration acknowledges that the continuous Secondary Route along Princess Road in the City of Perth and Town of Claremont has already been endorsed. Administration also recognises that there may be issues in facilitating an appropriate built form outcome along Princess Road between Princess Road and Bruce Street.</p> <p>Given the LTCN designates routes by function rather than built form, and removal of this section would result in a discontinuous network, the City recommends that this section remains shown in the LTCN.</p> <p>This route to be further investigated as part of the City's Local Bike Network Plan in the future, at which point in</p>

		<p>and sections of routes. During future investigations and development of any concept design for this section of Princess Road, the topography and bicycle rider behaviour would be considered when identifying options to provide for a safe riding environment and safe corridor for all modes, including pedestrian, bicycle riders and motor vehicles. Just because this section of Princess Road is indicated as a secondary route, does not mean that cycle lanes would be required, considered appropriate or proposed here.</p>	<p>time the City can propose changes to the LTCN if required.</p> <p>Agreed recommendation: no change to LTCN mapping.</p>
<p>3. City and Councillors Broadway is not a safe road to encourage cycling apart from casual cyclists on the footpath.</p>	<p>The City recommends relocating the secondary route.</p>	<p>Supported.</p> <ul style="list-style-type: none"> • Broadway Secondary Route removed from the LTCN - a Local Route along Broadway is retained between Myers St and Caporn St to provide a connection between Elizabeth St and Myer St / Everett St routes to UWA. • With Broadway Secondary Route being removed from the LTCN the City of Perth will include 	<p>Resolved and LTCN already updated.</p>

		<p>a Secondary Route along Fairway adjacent to UWA.</p> <ul style="list-style-type: none"> • The section of Stirling Hwy between Hampden Rd and Fairway reclassified as a Local Route connection to access the Hampden Rd Local Route. • Bruce St Local Route added between Edward St and Waratah Ave. 	
<p>4. Councillors</p> <p>Painted bike lanes along Hackett Drive, the Avenue, Birdwood Parade, Jutland Parade and Victoria Avenue.</p>	<p>The DoT have advised that they will no longer support painted bike lanes.</p> <p>The minimum on-road infrastructure that is supported and accepted by the DoT are protected bicycle lanes.</p>	<p>Noted.</p> <p>The Department notes the City's response and agrees that painted bicycle lanes are no longer supported and either on-road protected bicycle infrastructure or suitable off-road paths are supported. No changes to the draft LTCN are required.</p>	<p>Resolved. No updates to LTCN required.</p>
<p>5. City and Councillors</p> <p>The most viable path to get from the Nedlands foreshore to Sunset is the sloped path on the south river side of the Sunset Heritage site. Iris Avenue steps and</p>	<p>The City recommends relocating the route along Esplanade and through the Sunset Heritage site onto Birdwood Parade (extending from Iris Avenue to Gallop Road/The Avenue).</p>	<p>Supported.</p> <p>The Department supports the realignment of the foreshore path in proximity of the Sunset Heritage site to the Jutland Parade-Birdwood Parade corridor. The Department would like to work through with the</p>	<p>Resolved and LTCN already updated.</p>

<p>several paths that run through Birdwood Parade reserve are too steep for safe cycling.</p>		<p>City the most appropriate location to show the connection required between the Birdwood Parade/Waratah Avenue/Charles Court Reserve-Esplanade (foreshore) routes - noting the grade difference between the foreshore route and the Birdwood Parade/Waratah Avenue routes. Is the most appropriate location for the connection of the three routes immediately to the east of the Birdwood Parade-Waratah Avenue intersection?</p>	
<p>6. Councillors Primary cycle paths are more about efficient commuting paths and less about casual cycling. This is why there is no need for Primary paths in Dalkeith.</p>	<p>Noted. The City recommends downgrading the route along Jutland Parade and The Esplanade to a secondary route.</p>	<p>Not Supported. The Department would like to retain a continuous Primary Route from Point Resolution to Mounts Bay Road. The LTCN identifies the long term aspiration for Perth and Peels bicycle network and if in the future the Three Points Bridge (or similar) is delivered a route close to the foreshore between Perth and Fremantle would have a Primary Route function and cater for recreational/leisure trips, as well as everyday transport</p>	<p>DOT considers the route to retain as a Primary Route and the Administration sees value in downgrading the route as a Secondary Route (subject to future determination of the proposed three-point bridge). The concept design and the work priority will be further investigated and controlled as part of the City's Local Bike Network Plan in the future. DoT Recommendation: no change to LTCN mapping, retain as Primary Route Administration Recommendation: change LTCN mapping to Secondary Route</p>

		<p>journeys to education (UWA), services (QEII Medical Centre), and employment (QEII Medical Centre, central Perth, Fremantle etc). The 17km route between central Perth and central Fremantle has been designated and agreed as a Primary Route across 3 LGA's (City of Perth, Town of Mosman Park, City of Fremantle). In DoT's opinion, it does not make sense to change 2.2km of the route to a Secondary Route, with the section highlighted by the City unlikely to differ in terms of route function from the wider route. A lower route classification for a short section of the wider route is unlikely to impact on the form of infrastructure that would be appropriate for this corridor given it forms part of a wider route connection.</p>	
<p>7. Councillors Crossing points across the highway at traffic lights, as well as underpass/overpass structures on the train line should help guide</p>	<p>Noted. No changes proposed to the LTCN routes.</p>	<p>Noted. The Department notes the City's response and no changes to the draft LTCN are required.</p>	<p>Resolved. No updates to LTCN required.</p>

<p>viable routes. An overpass at Loch street train station could benefit cyclist access from north Nedlands and beyond.</p>			
<p>8. Mayor Monash Avenue route.</p>	<p>The City recommends downgrading Monash Avenue from a secondary route to a local route. There is potential to upgrade the southern footpath along Monash Avenue to a high quality shared path to meet secondary path requirements. In order for this to occur, substantial changes are required to the verge infrastructure including, relocating and/or removing trees, power/light poles and signage.</p>	<p>The Department supports retaining a continuous Secondary Route along Monash Avenue between Smyth Road and Winthrop Avenue. Based on the significant trip generating land uses along the corridor (QEII Medical Centre, Hollywood Private Hospital, Hollywood Primary School) it is expected that Monash Avenue would have a Secondary Route function within the network providing a key point of access to significant services and large employment sites. The Secondary Route classification does not impact the form of the infrastructure that would be considered appropriate for this corridor.</p>	<p>Resolved. No updates to LTCN required. Feedback from Elected Members concurs with DOT as a continuous Secondary Route along Monash Avenue between Smyth Road and Winthrop Avenue.</p>
<p>Feedback received from CoN Elected Members by COB 1 September 2020.</p>			<p>See comments and recommendations below</p>

<p>In case there is any confusion please amend the first point to;</p> <ul style="list-style-type: none"> Remove Point Resolution Bridge and any <u>Primary or Secondary shared path leading to Point Resolution</u> (specifically Victoria ave, Jutland parade, Birdwood parade). <p>Key changes in order of importance are below;</p>			
<p>9. Remove Point Resolution Bridge.</p>		<p>Removal of the Three Points Bridge is not supported by DoT. The LTCN is an aspirational vision for the future cycle network and the Three Points Bridge forms a critical part of the aspirational network. The Three Points Bridge has been included in networks endorsed by City of Melville and Town of Mosman Park, and changes at this late stage would also impact the</p>	<p>Administration acknowledges that the LTCN is an aspirational vision for the future cycle network, and discussion around the Point Resolution Bridge will be ongoing as feasibility and planning work progresses over the long term.</p> <p>Administration notes that Council endorsement of the LTCN does not commit the City to a position on the Three Points Bridge.</p>

		<p>LTCN through the City of Fremantle, City of Perth and Town of Claremont, all of which are also already endorsed. DoT recognises that significant feasibility and planning work is required to support the Three Points Bridge. Council endorsement of the LTCN does not commit the City to a position on the Three Points Bridge</p>	
<p>10. Remove Primary cycle path (red) along the Nedlands Foreshore. (including JH Abrahams reserve and Matilda Bay reserve in CoP)</p>		<p>DoT does not support changing the classification of this route to a Local Route because that would not be reflective of the route's function - the route forms part of a much broader connection between Perth and Fremantle.</p> <p>The LTCN through the City of Perth has been endorsed and changes cannot be made to their network at this point in time.</p>	<p>DOT considers the route to retain as a Primary Route and the Administration sees value in downgrading the route as a Secondary Route (subject to future determination of the proposed three-point bridge).</p> <p>The concept design and the work priority will be further investigated and controlled as part of the City's Local Bike Network Plan in the future.</p> <p>DoT Recommendation: no change to LTCN mapping, retain as Primary Route</p> <p>Administration Recommendation: change LTCN mapping to Secondary Route</p>
<p>11. Designate Stirling Highway and Railway Line as the only Primary cycle routes (red) through Nedlands.</p>		<p>A primary route along Stirling Hwy is not supported by DoT or MRWA. This has already been considered and eliminated. The Railway</p>	<p>Administration acknowledges that DoT and MRWA do not support primary route along Stirling Hwy.</p> <p>Agreed recommendation: no change to LTCN mapping</p>

		Line is an existing primary route in the LTCN.	
12. Designate existing shared path along Nedlands Foreshore, from Broadway to Iris avenue, as a Local shared path (green).		As above.	<p>DOT considers the route to retain as a Primary Route and the Administration sees value in downgrading the route as a Secondary Route (subject to future determination of the proposed three-point bridge).</p> <p>The concept design and the work priority will be further investigated and controlled as part of the City's Local Bike Network Plan in the future.</p> <p>DoT Recommendation: no change to LTCN mapping, retain as Primary Route</p> <p>Administration Recommendation: change LTCN mapping to Secondary Route</p>
13. Designate Princess road as a Local shared path (green) terminating at Bruce street.		A Secondary Route along Princess Road in the City of Perth and Town of Claremont has already been endorsed and cannot be changed at this point in time. Changes to the route classification could be considered as part of a future Local Bike Planning process. Changing the route classification through the City of Nedlands only (i.e. between Rockton and Broadway) could be completed, however this will negatively impact the legibility of the network.	<p>Administration acknowledges that the continuous Secondary Route along Princess Road in the City of Perth and Town of Claremont has already been endorsed. This route to be further investigated as part of the City's Local Bike Network Plan in the future, at which point in time the City can propose changes to the LTCN if required.</p> <p>Agreed recommendation: no change to LTCN mapping</p>

		Removal of the Secondary Route between Bruce Street and Broadway is not supported given the continuous route at either end.	
14. Designated the "Safe Active Street" along Elizabeth/Jenkins as a secondary shared path (blue) connecting UWA, Town Centre and Claremont.		It is recommended that this change be considered as part of a future Local Bike Planning process to ensure alignment with adjoining LGA's. The route classification could be changed through the City of Nedlands only (i.e. between Rockton and Broadway) however this is not recommended as it will negatively impact the legibility of the network.	The classification of this route will be further investigated and discussed with adjoining local governments as part of the City's Local Bike Network Plan process in the future. Agreed recommendation: no change to LTCN mapping
15. Remove the north/south Local shared path (green) from south Dalkeith road, Vix street and Wavell road.		DoT recommends retaining this route within the LTCN and further investigating its feasibility as part of a future Local Bike Planning Process. DoT would support removal of this Local Route if supported by Elected Members.	Agreed recommendation: no change to LTCN mapping
16. Realign the north/south Secondary shared path (blue) onto Loch street and Bay road.		Not supported. Bay Road falls within the Town of Claremont and Loch Street is along the boundary shared with the Town of Claremont. The Town already has an endorsed	Administration acknowledges that Bay Road falls within the Town of Claremont and Loch Street is at a shared boundary with the Town of Claremont. This route to be further investigated as part of the City's Local Bike Network Plan in the future, at which point in time the City can propose changes to the LTCN if required.

		<p>LTCN. It is recommended that this change be considered as part of a future Local Bike Planning process.</p>	<p>Agreed recommendation: no change to LTCN mapping</p>
<p>17. The red routes through residential precincts are likely to be a major problem due to the high speed commuter cyclists travel. Also, it is not clear to me why the DoT is so keen for every local govt to sign up now. What are we really agreeing to?</p>		<p>The LTCN is focused on agreeing an aspirational, future bicycle network suitable for people of all ages and abilities. This project has been ongoing for two years and the City of Nedlands is the only remaining local government without an endorsed LTCN. As per the recommended endorsement statement from DoT, Council endorsement of the aspirational LTCN does not commit Council nor State Government agencies to deliver all, or any part, of the LTCN within a particular timeframe – nor does endorsement commit any party(s) to fund any specific route within the LTCN. Council endorsement confirms support for local and State Government agencies to work together in delivering the aspirational LTCN over the longer term.</p>	<p>Noted</p>

<p>18. I would like to see Government Rd shown as a local route, connecting to Broome St, and connecting along Broome St through to Bedford St. If this is indeed aspirational, we may one day relocate the Broome St depot and open up Government Rd allowing this to become a critical link through to the Perth to Fremantle Railway PSP and Loch St train station.</p>	<p>To be discussed with DOT 2/9/2020</p>	<p>Supported</p>	<p>RESOLVED Agreed recommendation: LTCN mapping to be updated</p>
--	--	------------------	---

Road Name	Route Hierarchy	
West Coast Highway	Primary	Existing high quality shared path
Marine Parade	Primary	Existing high quality shared path
Odern Crescent	Primary	Route has been reviewed and a high quality shared path can be accommodated.
Clement Street	Primary	Route has been reviewed and a high quality shared path can be accommodated.
Kirkwood Road	Primary	Route has been reviewed and a high quality shared path can be accommodated.
Wood Street	Primary	Route has been reviewed and a high quality shared path can be accommodated.
Fremantle Line	Primary	Existing PSP
Jutland Parade	Primary	Route has been reviewed and a shared path can be accommodated.
Iris Avenue	Primary	Route has been reviewed and proposed changes have been recommended.
The Esplanade	Primary	Route has been reviewed and proposed changes have been recommended.
East-west route through Sunset heritage site	Primary	Route has been reviewed and proposed changes have been recommended.
Monash Avenue	Secondary	Route has been reviewed and proposed changes have been recommended.
Loftus Street	Secondary	Route has not been reviewed.
Brockway Road	Secondary	Existing bike lanes
Bay Road	Secondary	Route has been reviewed and a shared path can be accommodated.
Princess Road	Secondary	Existing bike lanes
Broadway	Secondary	Route has been reviewed and proposed changes have been recommended.
Lemnos Street	Secondary	Existing bike lanes

Rockton Road	Secondary	Route has been reviewed and a shared path can be accommodated.
Loch Street	Secondary	Route has not been reviewed.
East-west route along southern boundary of UWA Sports Park	Secondary	Part of the proposed Nedlands School Sports Circuit.
Stephenson Avenue	Secondary	Existing shared path
Underwood Avenue	Local	Existing shared path
Waratah Avenue	Local	Route has not been reviewed.
Narla Road	Local	Route has not been reviewed.
North-south route along eastern boundary of golf course	Local	Part of the proposed Nedlands School Sports Circuit.
Montgomery Avenue	Local	Route has not been reviewed.
Vincent Street	Local	Route has not been reviewed.
Jenkins Avenue	Local	Future SAS
Elizabeth Street	Local	Existing SAS
Smyth Street	Local	Route has not been reviewed.
Carrington Street	Local	Route has been reviewed and a shared path can be accommodated.
Bedford Street	Local	Route has been reviewed and a shared path can be accommodated.
Park Road	Local	Route has been reviewed and a shared path can be accommodated.
Dalkeith Road	Local	Route has not been reviewed.
Edward Street	Local	Route has been reviewed and a shared path can be accommodated.
Vix Street	Local	Route has not been reviewed.
Gallop Road	Local	Route has been reviewed and a shared path can be accommodated.
Rene Road	Local	Route has been reviewed and a shared path can be accommodated.
Cygnnet Crescent	Local	Route has not been reviewed.

Item 9.2 - Attachment 3

Wavell Road	Local	Route has not been reviewed.
Lantana Avenue	Local	Route has been reviewed and a bi-directional bike path accommodated.
Camelia Avenue	Local	Route has not been reviewed.
Quintilian Road	Local	Route has not been reviewed.
North-south route along western boundary of John XXIII College	Local	Part of the proposed Nedlands School Sports Circuit.
North-south route through UWA Sports Park	Local	Part of the proposed Nedlands School Sports Circuit.
Foreshore route from Point Resolution to Watkins Road	Local	Route has been reviewed and proposed changes have been recommended.

Bay Road



Carrington Street



Marine Parade, Odern Crescent and Clement Street



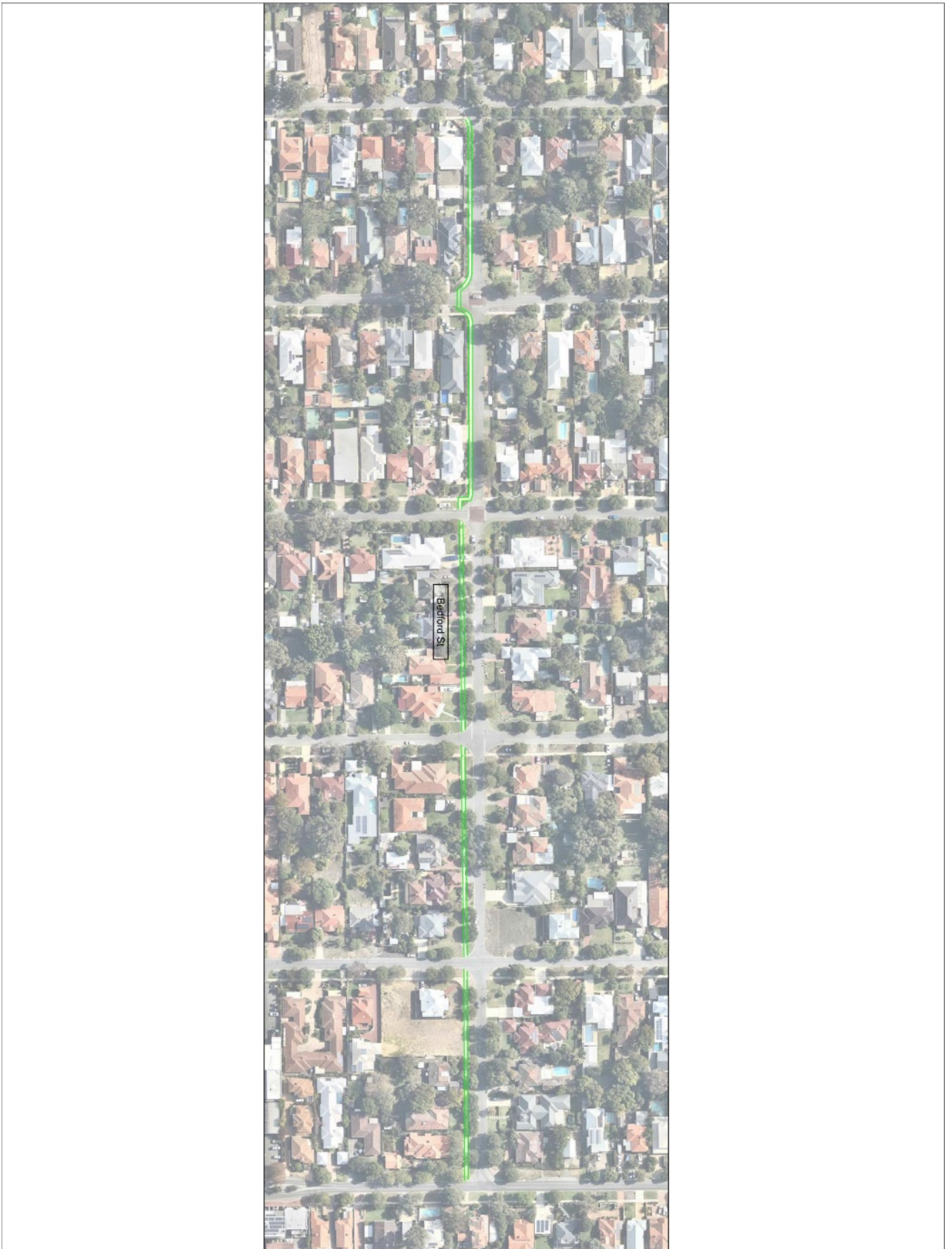
Rene Road and Gallop Road



Wood Street and Kirkwood Road



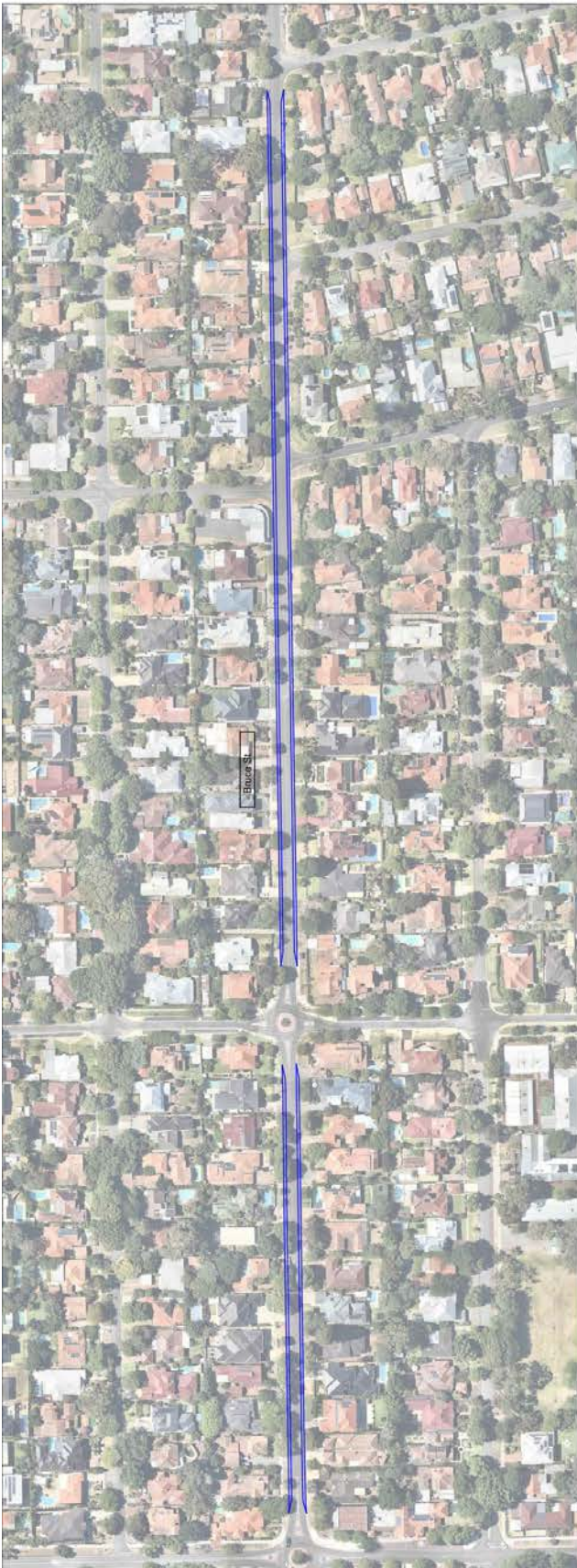
Bedford Street



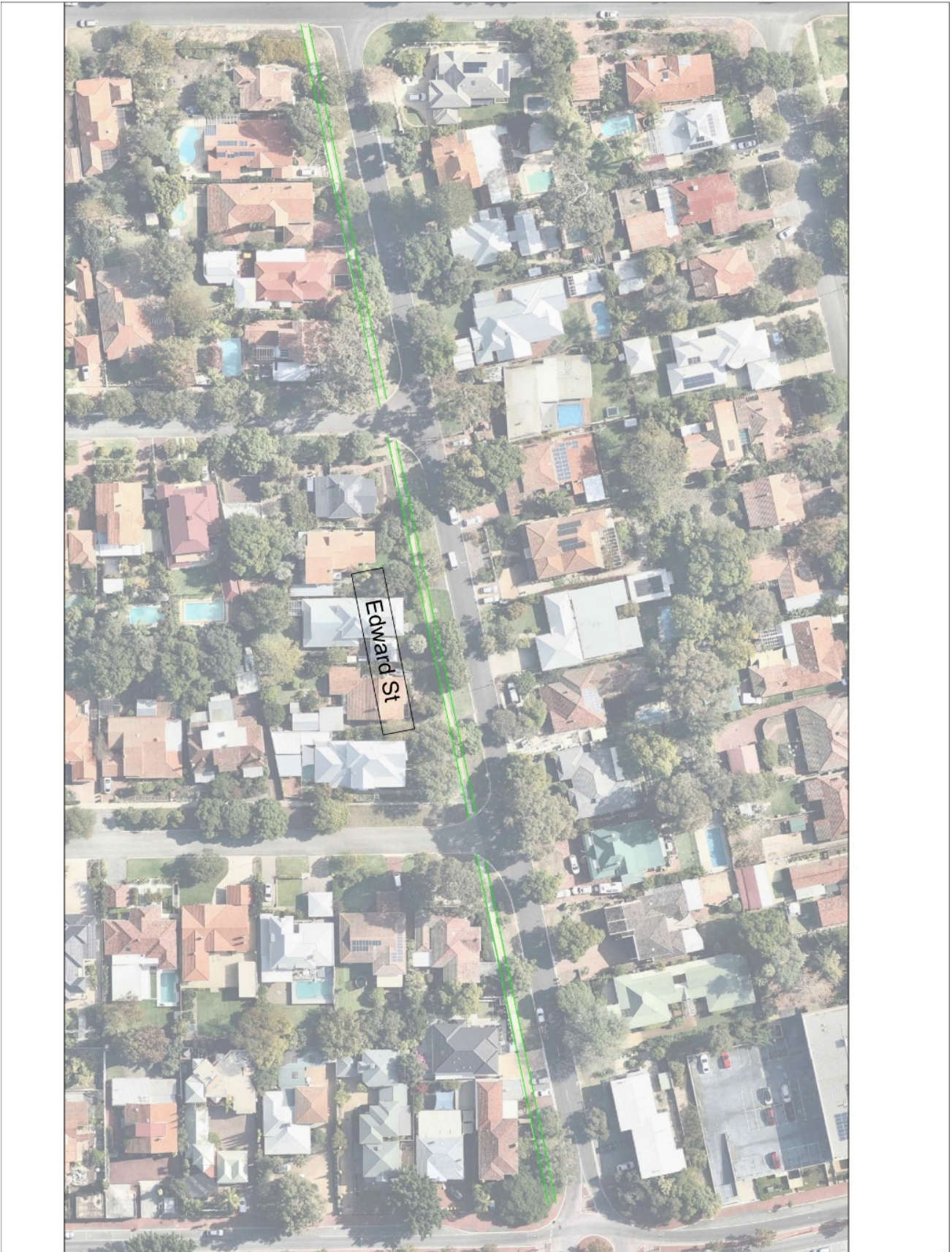
Victoria Avenue



Bruce Street



Edward Street



Lantana Avenue



Park Road



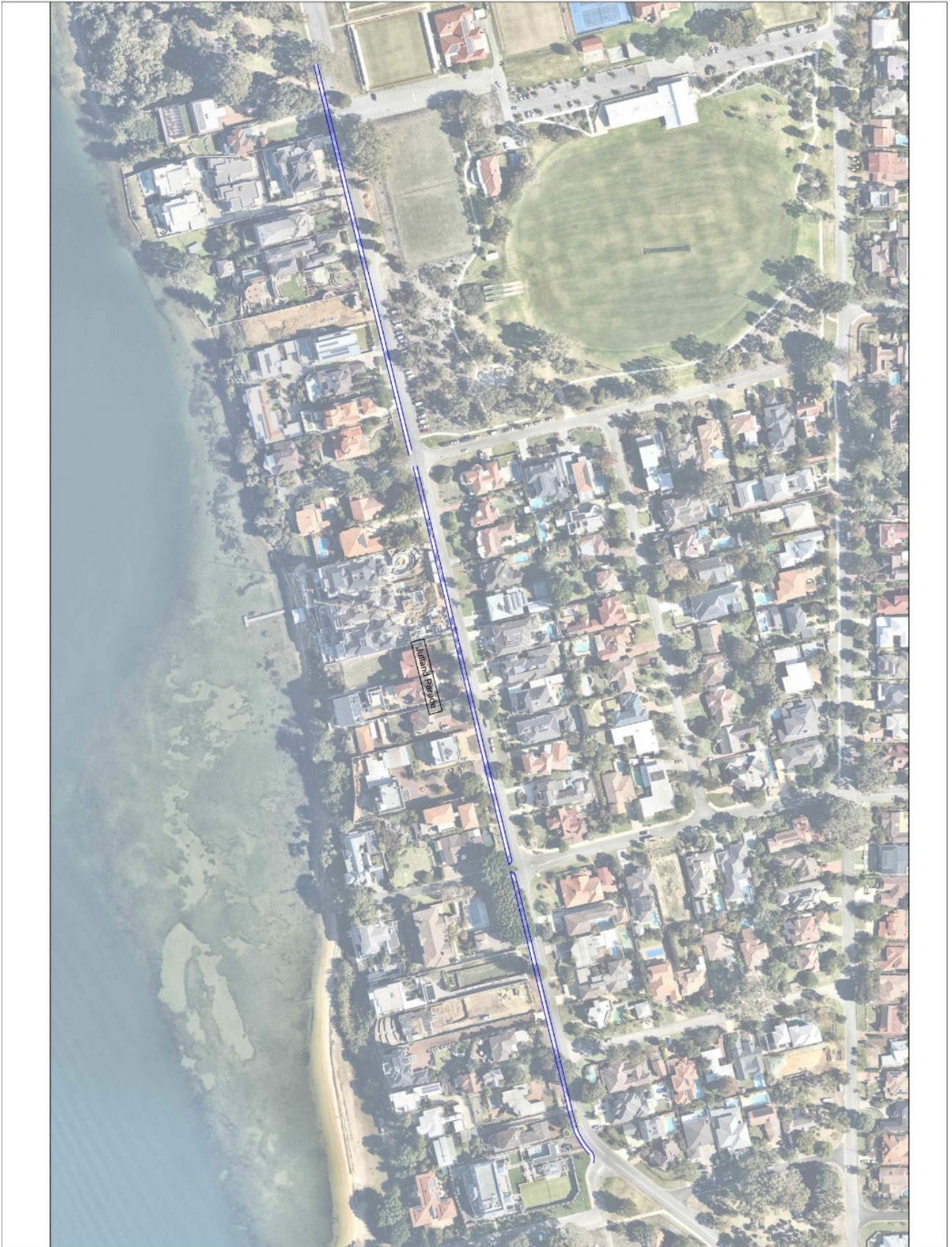
Rockton Road



Monash Avenue



Jutland Parade



9.3 Shared Services

Committee	8 September 2020
Council	22 September 2020
Applicant	City of Nedlands
Employee Disclosure under section 5.70 Local Government Act 1995	Nil
Director	Peter Mickelson – Director Planning & Development
CEO	Mark Goodlet
Attachments	1. CEO Weekly Update 12 January 2018
Confidential Attachments	Nil

Executive Summary

This report is presented to Council to highlight the continued innovation in service delivery within the City that enables the Building Department to provide shared services to other local governments utilizing existing staff. These services provide an additional revenue stream for the City, assists in cost-effective budget control within the City and allows for additional resourcing to be catered for not out of ordinary budget but out of service income thus maintaining staff numbers to the minimum required to provide the service.

The provision of this shared service is at odds with Council's Chief Executive Officer key results area to "reduce staff numbers to the minimum required to provide services approved by Council and by law". Council direction on this matter is therefore required.

Recommendation to Council

Council approves the continued provision of shared services to other local governments.

Discussion/Overview

Since August 2014, the City has been partnering with various other local governments to provide shared services for building control matters. The Cities building department has been sharing its expertise and knowledge with the Town and providing services being the assessment of building applications, the creation and management of a swimming pool inspection programs and the investigation of building compliance matters.

The provision of building control matters is possible as building regulations are consistent throughout the state of WA, so the rules are the same for everybody regardless of which local government district they are in.

Building applications that are submitted either at the City or other local governments are subject to the same scrutiny and assessment. Applications for each local government are dealt with at the City and either issued from the City or the relevant local government.

Building control and compliance matters are also dealt with under the same regulations and have the same basic protocol applies to each case. Compliance or prosecution outcomes are investigated by the City initially and referred to each respective local government executive for final approval.

Services are provided on a fee for service with cost recovery being the basis of the charge applied.

A major advantage with the application of shared services is that rate payers and applicants in both local government districts are dealt in the same way improving the consistency of regulation for both local governments, avoiding the complaint about the ever-differing rules applied in different local governments.

For example, a four-yearly rotational swimming pool program has been set up for the Town of Claremont in 2014 and continues each year in the same way that the City's program operates. The Town's pool barriers inspections have received the same professional scrutiny and inspection as the City's own barriers do resulting in improved compliance outcomes.

Having possibly the only fully resourced building department in the western suburbs the City of Nedlands is able to provide technical advice to applicants, rate payers and the public at large regarding building control matters, applications for building approvals, swimming pool inspections, building compliance and general building control related matters.

This advice is transferable anywhere in the state because the *Building Act 2011* and associated legislation is the same throughout the state of WA and the National Construction Code Building Code of Australia is consistent throughout Australia.

This means that the same advice is given out regardless of whether one is an applicant to the City or a partnering local government. This assists in removing the frustration of different interpretations for different local government areas and improving customer confidence.

In this regard the City can extend consistent advice to service partners in the course of normal work as part of our shared services.

The City continues to provide these services and with new innovations and process improvement now, and into the future. New innovations in record

keeping and electronic processing are made available to other local governments in the normal course of events, as ongoing improvements.

These technological improvements will maintain compliance with state records keeping requirements and State and Federal statistical reporting to the WA Building Commission and the Australian Bureau of Statistics and maintain the City as lead innovator in these areas.

Shared services and partnership brings significant efficiency and savings outcomes and mutual benefit for each party.

Since 2014 the City has shared its services to other local governments who have found themselves temporarily under resourced or unable to maintain service levels or as a direct partner outsourcing a service. Services provided being the assessment of building permits, technical advice and consultancy, swimming pool barrier inspections and building compliance.

Services Provided in	Local Government Area Assisted
2014	Town of Claremont
2015	Town of Claremont Shire of Serpentine Jarrahdale
2016	Town of Claremont Town of East Fremantle
2017	Town of Claremont
2018	Town of Claremont
2019	Town of Claremont Shire of Peppermint Grove
2020	Town of Claremont Shire of Peppermint Grove

Administratively the resourcing for the shared service provides capacity flexibility in servicing the City of Nedlands. The service also lifts the capability of the staff, giving them higher level assessment capability and job satisfaction.

Key Relevant Previous Council Decisions:

Previously information on the Cities shared services was present in the CEO weekly update for 12 January 2018 (attached) to which this report provides a current update thereto.

Consultation

Nil

Strategic Implications

How well does it fit with our strategic direction?

The shared services have a direct correlation with the Nedlands 2018-2028 Strategic Community Plan in two areas being within 'Our Priorities – Working with Neighbouring Councils' and within the 'Objective and Strategies – Working with neighbouring local governments to achieve the best outcomes for the western suburbs as a whole'

Who benefits?

The Nedlands community - partnering with other local governments to supply services results in better economies of scale, a consistency of applied regulation and process, an increase in safety of pool barriers, consistency in technical advice and compliance and cost saving benefits enabling the provided services to have no adverse impact on rates.

Does it involve a tolerable risk?

Services benefits of improved process, innovation in technology, professional inspections regimes and consistency in assessment, advice and compliance all go towards mitigating the risks associated of not having the ability to share knowledge and professionalism between local governments leading to a reducing in associated risk levels for service partners. Risk is then managed through process and procedures utilized in normal activity of the department and extended within the service to other local governments.

Do we have the information we need?

Information of the required service available to other local governments is formally agreed upon through mutual negotiation of the terms and conditions of the service being shared or sought. All relevant information is put together and agreed upon through that process prior to final acceptance of agreed services.

Budget/Financial Implications

An overall net gain on budget figures adding an ongoing revenue stream.

Services are provided on a fee for service basis with cost recovery being the core of the charge applied.

Current shared services due for financial year 2020-2021.

Fee for Services	Town of Claremont	Shire of Peppermint Grove
Building Permit Approvals	\$16,000	\$2,000
Swimming Pool Inspections		
Compliance Matters		
Consultancy and Advice		
Total (Estimated)	\$18,000	

Received fee for service - Jan 2018 to June 2020.

Fee for Services	Town of Claremont	Shire of Peppermint Grove
Building Permit Approvals	\$36,956	\$3,200
Swimming Pool Inspections		
Compliance Matters		
Consultancy and Advice		
Total	\$40,156	

Received fee for services for - Aug 2014 to Jan 2018.

Fee for Services	Town of Claremont	Shire of Serpentine Jarrahdale	Town of East Fremantle
Building Permit Approvals	\$315,000	\$82,900	\$2,700
Swimming Pool Inspections			
Compliance Matters			
Consultancy and Advice			
Total	\$400,600		

Can we afford it?

The service is self-funding beyond the use of existing staff.

How does the option impact upon rates?

No rate increase is required for this service.



CEO Weekly Update

12 January 2018

Chief Executive Officer

Upcoming Meetings & Events Next Week

Citizenship Ceremony

Thursday 18 January 2018

Corporate & Strategy / Community Development

Combined Citizenship & Australia Day Awards Ceremony

The first ceremony for 2018 will be held on the evening of **Thursday 18 January at the John Leckie Pavilion, with the formal ceremony starting at 6 pm**. Attendees are asked to arrive from 5.30 pm and to be seated by 6 pm. The Mayor will present the citizenship certificates and Greg will formally welcome our new Citizens.

For further information, please contact either Sam Edwards on sedwards@nedlands.wa.gov.au or Nicole Ceric on nceric@nedlands.wa.gov.au

Splashfest – young performers have been expressing their interest in being part of the activities in the Performers Tent for Splashfest 2018, to be held in March this year. The deadline for expressions of interest from young performers is 31 January.

So, if Councillors are aware of talented young local performers who are looking for a performance opportunity, please encourage them to contact Mel Dias, CDO (Youth and Children), on mdias@nedlands.wa.gov.au

Summer Concerts in the Park – we are now close to the City's Summer Concerts in the Parks series. These concerts, held on each Sunday evening throughout February, are a much-loved City of Nedlands tradition and well-supported by community members. Many residents use the concerts as their annual catch-up with neighbours, family and friends. Parking is always in high demand, so those attending are encouraged to travel smart (walk, cycle or car-pool) and there are prizes for those travelling smart. A ward Councillor will formally open each concert.

For further information, please contact Misha Elliott, CDO (Events) on melliott@nedlands.wa.gov.au Please bear in mind that Misha works part-time, so may take a day or two to reply.

Community Sport and Recreation Facilities Fund Grants – Next Round

Each year, the City of Nedlands, together with the Department of Local Government, Sport and Cultural Industries (DLGSCI), provides sporting clubs located within the City with the opportunity to apply for financial assistance to develop basic sport and recreation infrastructure. This may include upgrading, modifying or adding to existing facilities or the construction of new facilities. Applications for the summer Small Grants Round (projects that do not exceed \$200,000) are due to the City by 31 January 2018. If Councillors are aware of clubs wishing to apply for a CSRFF grant, please let them know that all applications must be submitted through the City. They are welcome to contact the City and discuss their application, even in its early stages.

For further information about CSRFF, please contact Amanda Cronin, Senior Community Development Officer (Recreation) on 9273 3559 or acronin@nedlands.wa.gov.au

Tresillian School Holiday Program

Tresillian staff have been busy taking enrolments for the January School Holiday Program of activities, which kicks off on Monday 16 January and goes for two weeks. It is following quickly by the adult course program of activities for Term 1 2018. Tresillian's adult course program is again offering a wide range of arts, craft, language and other recreational courses.

There are still some – but not many! – places remaining in the Term 1 program, so if Councillors are aware of community members interested in enrolling, please encourage them to be quick and contact Michelle Taylor, A/Tresillian Coordinator on mtaylor@nedlands.wa.gov.au or 9389 1977.

Technical Services

City of Nedlands v Probuild Constructions (Aust) Pty Ltd

The City has been advised today that Probuild Constructions (Aust) Pty Ltd have agreed to the Orders of the Court and will not be appealing the decision (see attached letter). With respect to the rehabilitation of the bushland, the City provided Probuild with two quotations from reputable companies to carry out the work. Probuild have selected one of these, Tranen Revegetation Systems (specialists in the field since 2002), as their preferred contractor. The City will monitor the progress of the rehabilitation ensuring all works are in accordance with the quotation and the City's expectations.

West Hollywood Underground Power Project

Project Schedule

Please find attached the latest update to the project programme (status as at 31/12/2017) for your reference and record.

Engineering & Design

Western Power in conjunction with the consultant UPD are endeavouring to complete all outstanding engineering & design by Friday 12/01/2018*.

Construction Request for Quotation (RFQ)

Tentatively within the next 7 days, Western Power are endeavouring to finalise the Construction RFQ documents in readiness to obtain tender prices for the underground power project works.

The Construction RFQ document shall incorporate the mandatory underground power works, **including provision for supply of LED luminaries by The City of Nedlands** and installation by the contractor. All the approved relocated primary equipment sites arising from City of Nedlands Consultation process are included in the updated finalised design documents, and referred to in the RFQ document.

The OPTIONAL underground power works within the 'The Nedlands Mt Claremont Triangle' being the additional properties bounded by Alfred Rd, Stubbs Terrace & Brockway Rd, has been included in the Town of Claremont RFQ document – identified as a separable portion (optional works), and subject to The City of Nedlands later consideration and approval.

Allowing a four-week tender period, plus one week+ for Western Power evaluation, a recommendation is proposed by 23/02/2018.

Once the final construction costs are known, Western Power shall update The City of Nedlands for the project budget, and seek formal approval to proceed.

Subject to the above-mentioned approvals, from 26/02/2018 to 02/03/2018, Western Power hope to award the Construction Contract.

Construction Period

From 06/03/2018 to 09/11/2018 (8 months) the construction works shall be undertaken.

Monthly Maintenance Programs – December 2017

The Engineering team completed 8 programs during the month of December 2017. Outlined below is an overview of the scheduled programs carried out by the team for the month.

Scheduled maintenance programs consist of the following:

- Drainage Educting
- Street Sweeping
- Asphalt Repairs
- Footpath repairs
- Signage installations
- Line marking

- Bus shelters
- Kerbing

Street Sweeping is carried out according to the following service levels:

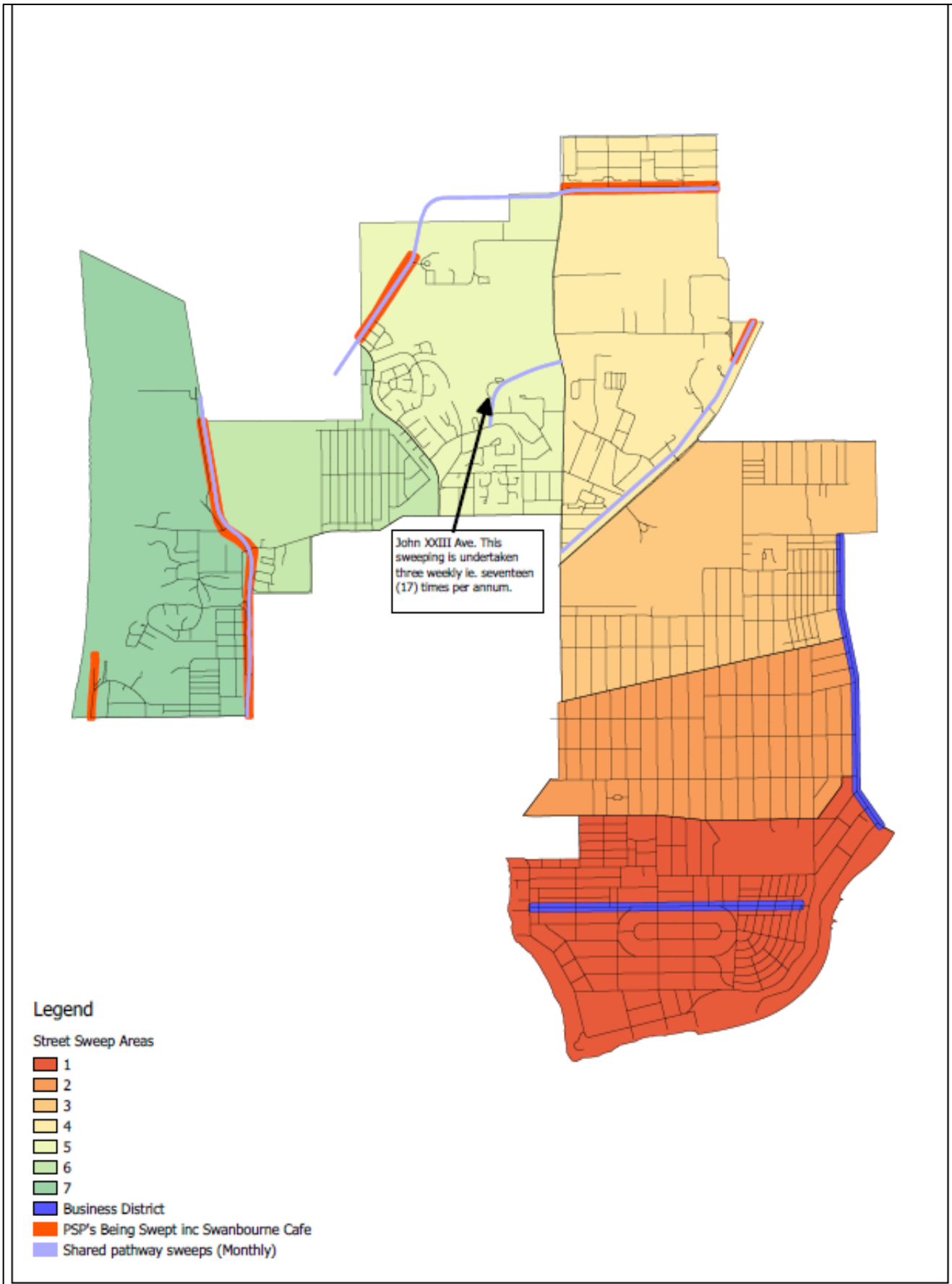
(Due to unseasonal storm events service levels may be increased)

DESCRIPTION	CURRENT	SERVICE PROVIDER
Stirling Highway (MRWA designated road)	12 x per year	Enviro Sweep
Local Streets	8 x per year	Enviro Sweep
Arterial Roads	8 x per year	Enviro Sweep
Sealed Laneways	8 x per year	Enviro Sweep
Dual Use Paths	Every 3 weeks	Enviro Sweep
Stirling Highway Footpath	Monthly	Enviro Sweep
Swanbourne Beach paths	Every 3 weeks	Enviro Sweep
Car Parks	8 x per year	Enviro Sweep
Hampden Road	Every 3 weeks	Enviro Sweep
Broadway		
Waratah Avenue		

Drainage Educting

Drainage educting is carried out on a scheduled basis of 3 times per year (City Wide). The schedule is per the Street Sweeping map. Due to unseasonal conditions, drainage educting can be increased following storm events.

Street Sweeping and Drainage Educting Map



The table below indicates general maintenance items carried out by the Engineering team for the month of December 2017:

WARD	LOCATION	ASSET TYPE	COMPLETED
Nedlands	Area 5 on Street Sweeping Map	Roads	Area 5 Street sweeping still ongoing
Nedlands	Area 6 on Street Sweeping Map	Roads	Area still ongoing
City of Nedlands	Various	Roads	
City of Nedlands	Various	Building	
City of Nedlands	Various	Building/Verge	
City of Nedlands	Various areas	Roads	Sweeping of various roads following from calls from coordinator to attend i.e. Philip Road, Campsie Street & Nandina Avenue.
City of Nedlands	Various Areas	Lighting	Report of 58 street lights not working
City of Nedlands	Various Areas	Lighting	4 street lights repaired via City of Nedlands
City of Nedlands	Various Areas	Signage	Installation of 30+ street blade signs e.g. Doonan Road, Philip Road & Sandpiper Laneway.
City of Nedlands	Various Areas	Signage	12+ Nedlands Blue Rose logo sign additions to street blade signs e.g. Gallop Road & Barcoo Avenue.
City of Nedlands	Various Areas	Signage	Installation of Temporary 'No Parking' & 'No Rubbish' signage.
Dalkeith	Melvista Road, Leopold Street & Bostock Road	Footpath	Installation of Anti-Slip Tactile pavers.
City of Nedlands	Iolanthe Street, Swanbourne	Road Surface	8 Pothole repairs using Maintenance team to prep and Roads 2000 for Hot-Mix
City of Nedlands	Various Areas	Drain Eduction	Eduction of various S.E.P systems i.e. Swansea Street, Jameson Street & Sadlier.
Swanbourne	Kennedia Laneway	Lane way surface	Installation and Maintenance of laneway surface.
Claremont	Strickland Street Drainage	Drainage	Re-Instating temporary surface around all new drains.

WARD	LOCATION	ASSET TYPE	COMPLETED
	Catchment Stage 2		
Dalkeith	Point Resolution Carpark	Road Surface	3 Pothole repairs using cold mix.
Nedlands	Carrington Street	Drainage	Repaired drainage lid that had collapsed.
Claremont	Adderley Street	Road Surface	Repaired crossover with cold mix.
Dalkeith	Beaton Park	Park	Assisted parks with removing water fountain.
Mount Claremont	Alfred Road	Footpath	Reinstated brick work around new footpath.
Dalkeith	Waratah Avenue	Kerbing	Repaired kerbing and brick work on traffic island.
Swanbourne	Clement Street	Kerbing	Removed and prepped for kerbing Reinstatement.
Nedlands	Various Areas	Road Surface	Repair of 10+ potholes using cold mix i.e. Hampden Road, Monash Avenue & Smyth Road.
Mount Claremont	John XXIII Depot	Road Surface	Watering of access road and depot for dust suppression.
Nedlands	Various locations	Road Surface	Repair of 20+ potholes using cold mix; i.e. Rockton Road, Jenkins Avenue, Robinson Road, Princess Road & Brockway Road
Dalkeith	Sandpiper Laneway	Road Surface	Removed excess sand from a resident's garage entry, and reinstated with profiling's.
Dalkeith	Various locations	Drainage	Cleared drain throats in area 1.

Comment:

Over the month of December 2017, a total of 42 repairs were carried out on the City's road network with 90% being the filling of potholes and 10% being patching up to 1 square metre. The number of potholes has slightly reduced due to the dryer weather. 50% of the road repairs have occurred on roads which are due for full road rehabilitation in the coming financial years the wearing course is oxidised and broken down and in the case of Brockway Road causing delamination of the surface.

The City's street light auditing on a bi monthly basis proves to be beneficial and we continue to report lights not working to Western Power following these audits which prompts a 5 day response from them to replace luminaires in a timely manner. The November audit picked up a total of 58 street lights not working which is a 20% reduction from the previous audit in

September 2017. The replacement of kerbing and footpath repairs remains an ongoing issue due to building works and heavy vehicles mounting the kerbs, footpaths and verge areas.

Tree Removals in Accordance with Street Trees Policy

The Council policy states:

“Other than where there are immediate safety concerns, Administration shall notify ward Councillors of all proposed street tree removals one week prior to removal and the reasons why in accordance with the preceding provisions”.

TREE REMOVALS PROPOSED FOR THE MONTH OF JANUARY 2018					
Ward	Address and Asset Identification Number (AIN)	Species to be removed	Replacement species (from selection list)	Reason for removal	Date after which work will be undertaken
Melvista	144 Dalkeith Rd AIN: 18489	Bangalow Palm	WA peppermint	Dead	
Floreat	38 Kirwan St AIN: 20787	Weeping Bottle Brush	Bottle Brush KPS	Dead	
TREES REMOVED WITHOUT PRIOR NOTIFICATION - JANUARY 2018					
Ward	Location and Asset Identification Number (AIN)	Species removed	Replacement species (from selection list)	Reason for removal	Date which work was undertaken
Melvista	15 Burwood St AIN:19484	Red flowering gum	Coral Gum	Tree had rotten out at roots and fallen over	

Tree Removal Statistics for 2017/18

The below table indicates the total number of trees removed from the public realm for the current financial year 2017/18. Information is presented as the total number of trees removed represented across the following individual categories:

- Tree genus;
- Ward location; and
- Reason for removal.

ACCUMULATED TREE REMOVALS – 1 JULY to 31 DECEMBER 2017			
TOTAL TREES REMOVED			54
Genus	Number	Genus	Number
Acacia (Wattle)	1	Jacaranda (Jacaranda Tree)	3
Agonis (WA Peppermint Willow)	9	Melaleuca (Paperbark)	8
Callistemon (Bottlebrush)	9	Lophostemon (Box Tree)	13
Corymbia (Gum tree)	1	Robinia (Locust Tree)	1
Eucalyptus (Gum Tree)	8	Chamaecyparis (Cypress Pine)	1
Ward			Number
Coastal			8
Dalkeith			24
Hollywood			18
Melvista			4
Reason for Removal			Number
Dead or In Decline and Cannot be Remediated Through Arboricultural Techniques			30
Poses a Hazard Whether to Persons or Property and Cannot be Remediated Through Arboricultural Techniques			1
Diseased or Damaged to an Extent That Remedial Techniques are Unlikely to Restore It			4
Development Approval / To Facilitate New Development			9
To Facilitate a Council Approved Works Program			5
Council Resolution			5

Tree Planting Statistics for 2017/18

The below table indicates the total number of trees planted in the public realm for the current financial year 2017/18. Information is presented as the total number of trees planted represented across the following individual categories:

- Tree genus;
- Ward location; and
- Reason for planting.

ACCUMULATED TREES PLANTED – 1 JULY 2017 to 31 DECEMBER 2017			
TOTAL TREES PLANTED			308
Genus	Number	Genus	Number
Acer (Maple)	17	Liquidambar (Canberra Gem)	19
Agonis (WA Peppermint Willow)	46	Magnolia (Little Gem)	5
Araucaria (Norfolk Island Pine)	2	Melaleuca (Paperbark)	12
Bauhinia (Orchid Tree)	23	Pistacia (Chinese Pistachio)	28
Callistemon (Bottlebrush)	4	Platanus (Plane Tree)	2
Corymbia (Red Flowering Gum)	3	Pyrus (Ornamental Pear)	17
Delonix (Poinciana)	9	Sapium (Chinese Tallow)	7
Eucalyptus (Gum Tree)	63	Tristaniopsis (Water Gum)	2
Fraxinus (Claret Ash)	3	Ulmus (Chinese Elm)	19
Jacaranda (Jacaranda Tree)	27		
Ward			Number
Coastal			87
Dalkeith			48
Hollywood			153
Melvista			20
Reason for Planting			Number
Replacing a Dead Tree			14
Request from a Resident			60
Tree Replacement due to Nature Strip Development Approval Condition			4
Dedicated Infill Planting Programme			230

TOTAL TREES PLANTED TO 31 DECEMBER 2017	308
ESTIMATED MORTALITY RATE ~ 5%	15
TOTAL TREES REMOVED TO 31 DECEMBER 2017	54
TOTAL NET TREE INCREASE TO DATE FOR 2017/18	239

Comment:

In 2017/18 there have been 54 trees removed from the public realm to 31 December 2017. At the same time staff have planted 308 trees in streetscapes and parks. The number of trees planted in 2017/18 that are estimated to have not survived is approximately 15, equating to an approximate mortality rate of 5%. Overall this has resulted in a net increase of 239 trees in the public realm for the 2017/18 financial year to date.

Rose Mallee – David Cruickshank Reserve

Further to the Director Technical Services' advice last week, the City reported the identification of the Rose Mallee (Post Newspaper article 6 January 2018) to the Department of Biodiversity, Conservation and Attractions (DBCA) however their office didn't believe it was naturally occurring as it is a native of the Moora District, consequently DBCA have advised that they won't register the tree.

Undeterred, the City still considered this a rare native tree worth protecting (between 400 to 1,000 remain in existence) so we contacted the Kings Park Board and Professor Kingsley Dixon from Curtin University to assist.

The Kings Park Board have since confirmed the tree is *Eucalyptus rhodantha* (Rose Mallee) as originally identified, have confirmed it is a very rare and threatened species and have provided the City with a management plan as follows:

1. The sprayed out turf grasses left (not dug out) with a good composting wood chip at min 50mm depth to drip line. Levels around base of main stem to ensure not building up over basal bark.
2. Retain photosynthetic material and remove deadwood only (stage/year 1).
3. Customise water to deliver regular/seasonal requirements. Improving penetration of moisture if required. Eventual moisture reduction based on progressive condition improvements.
4. Customised organic chelate like Hibrix or other appropriate native fertiliser.
5. If vitality is compromised some specific photosynthetic mass reduction may offer revitalisation but this is based on structural form and what is achievable through best practice formative/corrective pruning.
6. Watering, fertilising, mulching and minor prune required annually based on progress etc.
7. More substantial pruning may be required through maturity.

The tree (see photographs) is within the Eco-zone area of David Cruickshank Reserve so the plan is similar to how all the trees within the area are to be maintained. City staff will be putting the plan into action next week. It is interesting that this tree was only identified because of the installation of the new perimeter path in David Cruickshank Reserve which prompted local botanical artist, Philippa Nikulinsky to take a stroll.

City Technical Officer, James Marshall and Acting Manager Parks Services, Craig New should be congratulated for their prompt response to the report of the tree. The City also appreciates the work of Amanda Shade and Jeremy Thomas from the Kings Park Board.





Planning & Development

Montario Quarter (Old Shenton Park Hospital) Update

Landcorp have advised that demolition has now been completed, with the only remaining structures being the State Heritage listed buildings. The neighbours have been kept informed of the works, with regular updates provided to both Spine and Limb Foundation and Shenton College. Service removal and forward works are nearing completion with earthworks progressing on the northern half of the site.

Prior to Christmas, they submitted a subdivision plan to the Department of Planning Lands and Heritage over the balance of the site (three western lots), this plan has now been referred to the City.

Further, with the assistance of the City's landscape and engineering teams Landcorp have completed a set of Public Realm Guidelines for the project. They also undertook modifications to the multi-res Built Form Design Guidelines (so that these match the approved subdivision plan) with this document now with Department of Planning to finalise. There was also two Scheme Policies submitted for the provision of public art and signage over the project area. WAPC considered these policies in late 2017, with these scheduled to be advertised in the coming weeks.

Landcorp are also nearing the finalisation of the first sales process for the site, with proposals submitted by shortlisted parties in early December 2017. Their aim is to have a recommendation submitted to their Board in late February. Following this Landcorp wish to discuss the proposed development detail for the re-use of Victoria House and the larger mixed use site in the development with the City.



Natural Areas

Feral animal control

European Wasps:

The City participates in a monitoring program for European Wasps and traps (pictured) have been set up around reserves throughout the City. They will be monitored until April. The City is rarely subject to an infestation of the European Wasp as they frequently enter areas that are close to industrial areas and large freight services from the eastern states where the wasp has been well established. This is simply a precautionary exercise as the wasps can be quite hazardous. Any positive identification will result in the Department of Primary Industries and Regional Development (formerly Department of Agriculture and Food) tracking and destroying the nest.

European Wasps are frequently mistaken for paper wasps which are quite common throughout Perth. European wasps create large nests underground and eat meat, meaning they can present a danger to pets (due to their attraction to pet meat) and people though eating outdoors and barbeques.

	
EUROPEAN WASP	PAPER WASP
Size	
Workers: About 15 mm (size of a bee). Queens: larger (not usually seen).	Longer than a bee: 15-19 mm long.
Body shape	
Stout: Like a bee.	Longer and thinner than a bee. Narrow waist.
Colour	
Bright yellow and black, no other colours.	Yellow paper wasp: Bright yellow and black. Common paper wasp: Brown with yellow and black stripes.
Antennae	
All black (see picture above).	Orange or brown tips (see picture above).
Flying	
Legs held close to body during flight. Fly very quickly, generally do not hover.	Back legs dangle down during flight. Often seen hovering around bushes and over lawns.
Nests	
Rarely seen. Usually below ground.	Often seen. Usually above ground.



Feral Bee Hive removal:

The City undertakes feral bee hive removal. This is due to their using the limited tree hollows available for native animals and insects. Locations have been mapped and a contractor has been engaged. Removal work starts this week.

Projects

Coastwest 2016-17 complete:

The submitted Audit report was accepted, and this project is completed. The project highlights intensive restoration of 2200m² degraded coastal dune area in front of Shore House Café and surrounding areas with 4000 seedlings. The project was delivered in collaboration with the City, community groups as well as professional services from weeding, ground preparation, planting, tree guard installation and watering. Maintenance, weeding and small scale infill planting will be ongoing.



Riverbank 2016-17:

Preparing for the final report due this month. This project was intensive revegetation with over 5000 seedlings among previously restored areas to encourage further establishment of vegetation which has been challenging due to dry weather and difficult soil conditions. This project was very successful with a new method of planting using Water absorbent material and compost. So far visual inspection indicates that survival rate is as very high as 80 to 90 %. Actual count will be conducted in the end of summer.



Shared Services – A tale of assistance from the Building Services Department

Services

Since August 2014 the City has been partnering with the Town of Claremont (Town) to provide shared services for building control matters. The City's building department has been sharing its expertise and knowledge with the Town and providing services being the assessment of building applications, the creation and management of a swimming pool inspection program and the investigation of building compliance matters.

The Town has benefited from the extension of the City's building department which effectively creates one large department covering two municipalities. This is possible as building regulations are consistent throughout the state of WA, so the rules are the same for everybody regardless of which council they are in.

Building applications that are submitted either at the City or the Town are subject to the same scrutiny and assessment. Application for both councils are dealt with at the City and either issued from the City or the Town. The Town has a building coordinator who is being trained by the City and continues to be mentored in building matters while attending to administration duties at the Town and receiving the backup of the City's building department as if we were in fact one department.

A four-yearly rotational swimming pool program has been set up for the Town and continues each year in the same way that the City's program operates. The Town's pool barriers

inspections have received the same professional scrutiny and inspection as the City's own inspection do. It has resulted in increased revenue for the Town and improved compliance.

Building control and compliance matters are also dealt with under the same regulations and have the same basic protocol applied to each case. Infringement or prosecution outcomes are investigated by the City initially and referred to each respective council executive for final approval.

A major advantage with the application of shared services is that rate payers and applicants in both council areas are dealt in the same way improving the consistency of regulation for both councils avoiding the complaint about the ever-differing rules applied in different councils. That is all but a thing of the past in the building department of the Nedlands/Claremont Council.

The City continues to provide these services and with new innovations and process improvement happening at the City now, and into the future, the Town will also be able to become a beneficiary of those improvements as interaction between us improves.

Services are provided on a fee for service with cost recovery being the basis of the charge applied. Due to constantly evolving process over the last 31/2 years the City has been able to introduce significant efficiencies in all areas of service provision and keep costs down.

Dues to process improvements and continued mentoring of the Town's building coordinator, this financial year, service fees have dropped on average by 7%. This has meant that since services began in 2014 on average only a 11% increase in service fees has occurred.

As a comparison the overall cost to the Town, for three and a half years, to provide for similar in-house services, when estimated at current market value, would be approximately \$1million which when compared to what it has actually cost the Town, the estimated saving is around \$685,000.

Shared services and partnership has shown that significant efficiency and savings outcomes can be achieved with mutual benefit for each partner.

Over the last three and a half years shared services undertaken for the Town are shown below against those of the City as the result of our partnership.

Services Completed	Town of Claremont	City of Nedlands
Building Permit Approvals	942	1986
Swimming Pool Inspections	1633	4755
Compliance Matters	57	492
Grand Total	2632	7200

Technical Advice

Having possibly the only fully resourced building department in the western suburbs we are able to provide technical advice to applicants, rate payers and the public at large regarding building control matters, applications for building approvals, swimming pool inspections, building compliance and general building related matters.

This advice is transferable anywhere in the state because the Building Act 2011 and associated legislation is the same throughout the state of WA and the Building Code of Australia is consistent throughout Australia.

This means that the same advice is given out regardless of whether you are an applicant to the City or the Town removing the frustration of different interpretations for different Council areas and improved customer confidence across the two districts.

In this regard the City can extend consistent advice to our service partners in the course of normal work as part of our shared services.

The City has also provided mentorship to employees of the Town of Claremont to assist their own development in the building surveying industry which in turn benefits the Town as it they can then give the same consistent advice to their own applicants and rate payers confident in the knowledge of backup from the City.

Further technical advice is being made available to cover off new innovations in record keeping and electronic processing recently undertaken by the City which again is made available to the Town of Claremont, in the normal course of events, as ongoing improvements. These technological improvements will maintain compliance with state records keeping requirements and State and Federal statistical reporting to the WA Building Commission and the Australian Bureau of Statistics which maintain the City as lead innovator in these areas.

Shared Benefits

During the last four years the City has extended its services to other local governments who have found themselves temporarily under resourced. The main services provided in these cases was the assessment of building permits, technical advice and consultancy.

The Shire of Serpentine Jarrahdale was assisted between April to September 2015 and working with our own planning department provided services and advice and the processing and issuance of building applications after the Shire lost most of its building department due to restructure.

Another was the Town of East Fremantle who we assisted in May 2016 to provide services and advice, processing and issuance of building applications as annual leave cover after the Town's only building surveyor took much needed annual leave.

Services Completed	Shire of Serpentine Jarrahdale	Town of East Fremantle
Building Permit Approvals	226	12
Consultancy and Advice	1	1
Grand Total	227	13

Fee for Services - Fiscal Outcome

Overall fee for services for the period August 2014 to Jan 2018:

Fee for Services	Town of Claremont	Shire of Serpentine Jarrahdale	Town of East Fremantle
Building Permit Approvals	\$315,000	\$82,900	\$2,700
Swimming Pool Inspections			
Compliance matter			
Consultancy and Advice			
Grand Total	\$400,600		

Reserves and greenways

Maintenance work for fire breaks was completed in November as well as spring weed control programs. Other maintenance including, seed collection, summer weed control, ground preparation for the next winter restoration projects and path maintenance are scheduled during summer months.

Turtle nesting activities at Mason’s Garden:

A report was received about turtle nesting on the surrounding lawn area early December. In consultation with Turtle Rescue Network, a cage structure using chicken wire was installed to protect the surface from mowing and any other potential disturbances. Parks Services have been informed. Incubation takes 6 to 10 months. This is a great observation as some other councils are reporting population decline while ours seems to be going strong.



Greg Trevaskis
Chief Executive Officer

Our Ref: JLT/DJM/5466637
Enquiries: David Marsh
Email: dmarsh@solbros.com.au

Level 15, 197 St Georges Terrace
Perth, Western Australia 6000

PO Box 7055
Cloisters Square WA 6850

Telephone: +61 8 9282 5888
Facsimile: +61 8 9282 5855

9 January 2018

www.solbros.com.au

McLeods
Stirling Law Chambers
220-222 Stirling Highway
CLAREMONT WA 6010

Attention: Mr Peter Gillett

By Email: pgillett@mcleods.com.au

Dear Mr Gillett

**CITY OF NEDLANDS v PROBUILD CONSTRUCTIONS (AUST) PTY LTD
MAGISTRATES COURT OF WESTERN AUSTRALIA PE 7221 of 2016**

We refer to your letter of 20 December 2017.

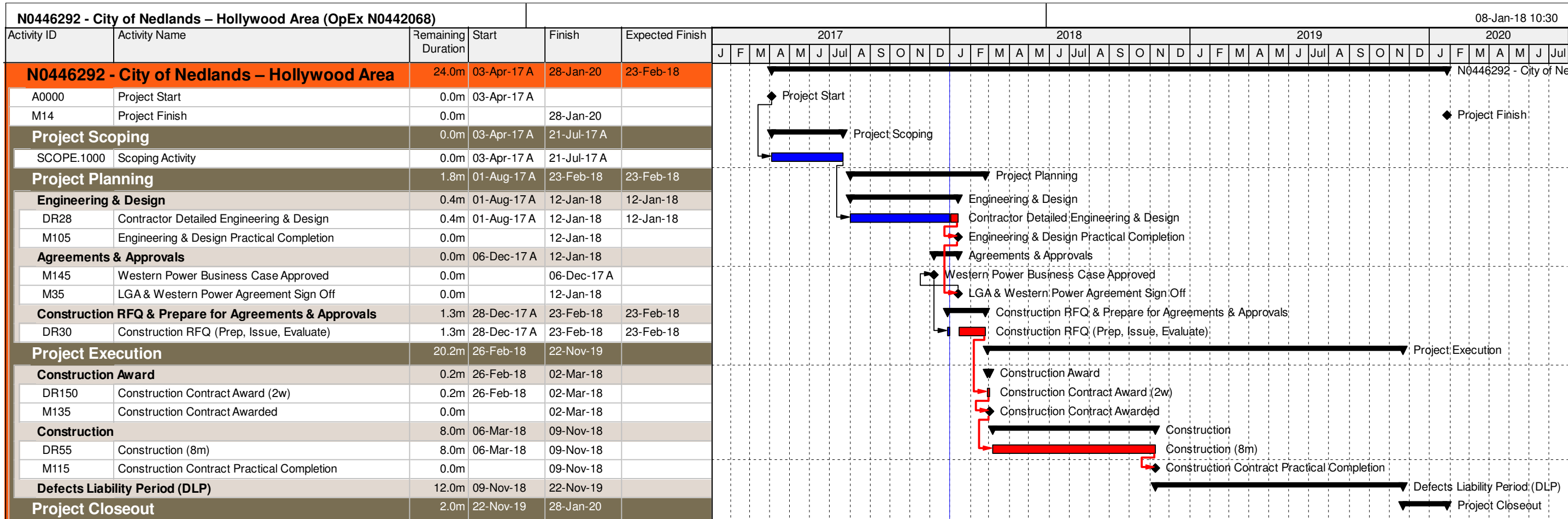
We are instructed by our client that it anticipates making payment of the fine in the amount of \$120,000, plus your client's costs in the amount of \$17,500, into your trust account by this Friday, 12 January 2018.

With respect to the planned rehabilitation of Lot 65, our client is liaising with Tranen to obtain an up-to-date quote for those works in accordance with the rehabilitation plan prepared by Tranen in April 2016. We expect to revert to you shortly with our client's full instructions as to the responsibility for and management of the works going forward.

If you have any queries in the meantime, please do not hesitate to contact us.

Yours faithfully





█ Actual Work █ Critical Remaining Work ▶ Summary
█ Remaining Work ◆ Milestone

9.4 Responsible Authority Report – Lot 538 (No. 93) and Lot 539 (No. 95) Broadway, Nedlands – Mixed Use Development (38 Multiple Dwellings and Office)

Council	8 September 2020 – Committee Meeting
Applicant	Element
Landowner	Andrew Macvie and Kamala Macvie & Premium Custody Services Pty Ltd
Director	Peter Mickleson - Director Planning & Development
Employee Disclosure under section 5.70 Local Government Act 1995	Nil
Report Type	
Information Purposes	Item provided to Council for information purposes.
Reference	DAP/20/01789
Previous Item	Nil
Delegation	Not applicable – Joint Development Assessment Panel application.
Attachments	Responsible Authority Report and Attachments – available at: https://www.dplh.wa.gov.au/about/development-assessment-panels/daps-agendas-and-minutes

1.0 Executive Summary

In accordance with the Planning and Development (Development Assessment Panels) Regulations 2011, Administration have prepared a Responsible Authority Report (RAR) in relation to the revised plans received on 13 May 2020 for the Metro-Inner North Joint Development Assessment Panel (JDAP) Form 1 Application at Lot 538 (No. 93) and Lot 539 (No. 95) Broadway, Nedlands. The application proposes the development of a six-storey mixed-use development, comprising of 38 apartments and an office at ground level.

The purpose of this report is to inform Council of Administration's recommendation to the JDAP:

Recommendation to Council

That Council:

1. notes the Responsible Authority Report for the proposed 38 Mixed Use Development comprising of 38 Multiple Dwellings and an Office at Lot 538 (No. 93) and Lot 539 (No. 95) Broadway, Nedlands;

2. **agrees to appoint Councillor and Councillor to coordinate the Council's submission and presentation to the Metro Inner-North JDAP;**
3. **does / does not (remove one) support approval of the development; and**
4. **provides the following reasons for the Council's position on the application:**
 - a. ..

2.0 Background

On 13 May 2020, the City received a development application for Mixed Use Development comprising of 38 Multiple Dwellings and an Office at No.93-95 Broadway, Nedlands which is to be determined by the Metro-Inner North Joint Development Assessment Panel. The subject site is zoned 'Mixed Use' and has a density coding of R-AC3.

On the 23 January 2020, the City appointed Hassell to undertake the built form modelling for the Nedlands Town Centre, Broadway and Waratah Precincts in which the subject site is located within. As Hassell is the architect on this application, there is a potential for a perception there being a conflict of interest and therefore to the City sought to appoint an independent planning consultant (Altus) to undertake the assessment work and present at the Metro-Inner North Joint Development Assessment Panel.

Altus submitted the RAR on the 4 September 2020, recommending that the JDAP approve the application. A copy of the revised RAR and revised plans are attached to this report for your reference.

3.0 Application Details

Development approval is sought for the construction of a six (6) storey mixed use development comprising 38 residential apartments and an office tenancy located at Lot 538 (No. 93) and Lot 539 (No. 95) Broadway, Nedlands. The proposal can be summarised as follows:

- The proposed dwelling mix include 16 single-bedroom apartments (with 9 containing a study) 14 two-bedroom apartments and 8 three-bedroom apartments
- Six (6) storeys with communal amenities for residents located at the rear of the site with deep soil planting. As measured to the highest point of the development above the corresponding NGL, the six-storey building is approximately 20.2m in height;
- 1 office tenancy comprising of 83.7m² with a nil setback to Broadway;

- 71 car parking bays, comprising 60 residents' bays, 6 visitors bays and 5 commercial bays.

4.0 Consultation

The City's Local Planning Policy – Consultation of Planning Proposals states that the

development proposal for multiple dwellings is classified as a “Complex” Application. In accordance with this policy, the application was advertised for a period of 21 days from 19 June 2020 to 11 July 2020. At the conclusion of advertising the City received a total of 128 submissions, 116 of which objected to the proposal, three provided comments and nine raised no objection.

As per the requirements of the City's Local Planning Policy – Consultation of Planning Proposals, the amended plans received on the 13 August 2020 were not publicly advertised as they proposed no additional impacting modifications to the original plans. However, the plans will be placed on the City's Your Voice page for the information of interested residents, providing an opportunity for review with comments likely to be presented via deputations to the JDAP.

5.0 Amendments to the Development Application Plans

The applicant submitted revised plans and technical information on 13 August 2020 that differed from the plans as advertised.

6.0 Recommendation to JDAP

Approval, subject to conditions.

7.0 Conclusion

The City received the JDAP application for Lot 531 (No.79) and Lot 532 (No.81) Broadway, Nedlands on 19 May 2020. The subject lot is zoned 'Mixed Use' and has a density code of R-AC3. Altus was appointed to prepare a report due to a perceived conflict of interest. The recommendation is for approval.

10. Urgent Business Approved By the Presiding Member or By Decision

Any urgent business to be considered at this point.

11. Confidential Items

Any confidential items to be considered at this point.

Declaration of Closure

There being no further business, the Presiding Member will declare the meeting closed.