
TOWN OF
EAST FREMANTLE



AGENDA ATTACHMENTS

Council Meeting

Tuesday, 16 August 2016 at 6.30pm

AGENDA ATTACHMENTS

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TOWN OF
EAST FREMANTLE



MINUTES

Town Planning & Building Committee

Tuesday, 2 August 2016 at 6.33pm

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MINUTES OF THE ORDINARY MEETING OF THE TOWN PLANNING & BUILDING COMMITTEE HELD IN THE COUNCIL CHAMBER ON TUESDAY 2 AUGUST 2016.

1. DECLARATION OF OPENING OF MEETING/ANNOUNCEMENTS OF VISITORS

The Presiding Member opened the meeting at 6.33pm and welcomed members of the gallery.

2. ACKNOWLEDGEMENT OF COUNTRY

“On behalf of the Council I would like to acknowledge the Nyoongar people as the traditional custodians of the land on which this meeting is taking place.”

3. RECORD OF ATTENDANCE

3.1 Attendance

The following members were in attendance:

Cr C Collinson (Presiding Member)
Mayor J O’Neill
Cr M McPhail
Cr L Nicholson
Cr D Nardi

The following staff were in attendance:

Mr A Malone Senior Planning Officer
Ms G Cooper Minute Secretary

3.2 Apologies

Mr J Douglas Manager Planning Services

3.3 Leave of Absence

- Cr A White was granted leave of absence at the Ordinary Meeting of Council held on 19 July 2016.

4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5. PUBLIC QUESTION TIME

Nil

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Town Planning and Building Committee (5 July 2016)

6.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION

Cr Nardi moved, seconded Mayor O’Neill

That the minutes of the Town Planning and Building Committee meeting held on Tuesday 5 July 2016 be confirmed as a true and correct record of proceedings.

(CARRIED 5:0)

7. PRESENTATIONS / DEPUTATIONS / PETITIONS

7.1 Presentations

Nil.

7.2 Deputations

Nil.

7.3 Petitions

Nil.

8. DISCLOSURES OF INTEREST BY MEMBERS

8.1 Cr Collinson- Item 11.2 – King Street No. 52 (Lot 4) Alterations and Additions to Existing Residence

Cr Collinson declared a financial interest as he is one of the strata owners of 46-62 King Street.

8.2 Cr Collinson- Item 11.3 – Angwin Street No. 18 (Lot 1 & 2) Demolition of Additions

Cr Collinson declared an impartiality interest as the owner of 18 Angwin Street is known to him and declared that he will consider this matter on its merits in terms of the benefit to the Town and vote accordingly.

9. LATE ITEMS NOTED

Nil.

10. REPORTS OF COMMITTEES

10.1 Community Design Advisory Committee – 18 July 2016

Prepared by: Jamie Douglas Manager Planning Services

Supervised by: Gary Tuffin, Manager Planning Services

Attachments: Nil.

Authority/Discretion: Town Planning & Building Committee

PURPOSE

To submit the minutes of the Community Design Advisory Committee for receipt by the Town Planning & Building Committee.

EXECUTIVE SUMMARY

The Committee, at its meeting on 18 July 2016, provided comment on planning applications listed for consideration at the August Town Planning Committee meeting and other applications to be considered in the future. Comments relating to applications contained within the August agenda have been replicated and addressed in the individual reports.

There is no further action other than to receive the minute.

10.1 OFFICER RECOMMENDATION/COUNCIL RESOLUTION TP010816

Cr McPhail moved, seconded Cr Nicholson

That the Minutes of the Community Design Advisory Committee Meeting held on 18 July 2016 be received.

(CARRED 5:0)

11. REPORTS OF OFFICERS (COMMITTEE DELEGATION)**11.1 Locke Crescent No 10 (Lot 4494) - Amendment to Previously Approved Plans**

Applicant	Joe Gallipo
File ref	P/LOC10, P114/13
Prepared by	Andrew Malone, Senior Planning Officer
Supervised by	Jamie Douglas, Manager Planning Services
Meeting date	2 August 2016
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

This report considers an application for an amendment (retrospective planning application) to a previously approved development application for partial demolition, renovations and extensions. A retrospective application has been submitted to Council for retention of balcony, privacy screen and steel roof frame to a dwelling at 10 (Lot 4494) Locke Crescent, East Fremantle.

Executive Summary

The proposal raises the following key issues with regard to the determination of the application:

- Retrospective development
- Building Height
- Overlooking

The application is recommended for approval subject to conditions.

Background

Zoning: Residential R12.5

Site area: 840m²

Date application received: 20 April 2016 (revised plans received for assessment under Section 31)

Documentation: Application form, amended plans dated 20 April 2016, amended plans dated 18 July 2016.

Previous Decisions of Council and/or History of an Issue or Site

5 November 2013 Council approve a development application for proposed additions and alterations to an existing dwelling.

8 July 2014 Approved under Delegated Authority: Amendment to a previously approved development application the partial demolition and extensions to a single dwelling at 10 (Lot 4494) Locke Crescent, East Fremantle, in accordance with the amended plans date stamp received on 23 June 2014

5 April 2016 Council refuse a retrospective application for retention of balcony, privacy screen and steel roof frame to a dwelling.

Consultation**Advertising**

The amended plans were not advertised surrounding to residents. The SAT, Council members and Council staff met with the affected neighbour and discussed their concerns with regards the subject property. Mr Larner made his objections and concerns known at the time of the meeting. Council also

previously received written correspondence objecting to the development from Mr Larner. (Please be aware Mr. Larner has subsequently sold the property and has moved from the neighbouring property).

Town Planning Advisory Panel

The application was not referred to the Panel due to the minor nature of the amended application from the plans previously approved by Council.

Statutory Environment

Planning and Development Act 2005
Residential Design Codes of WA
Town of East Fremantle Town Planning Scheme No. 3

Policy Implications

Town of East Fremantle Residential Design Guidelines 2015

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Yes
Detailed internal and external inspection of the property was undertaken with the applicant in relation to the SAT mediation. All facets of the proposal were discussed. Subsequent discussions resulted in amended plans being submitted to Council.

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Town Planning Scheme No. 3 and the Town’s Local Planning Policies. A summary of the assessment is provided in the following tables.

Legend <i>(refer to tables below)</i>	
A	Acceptable
D	Discretionary
N/A	Not Applicable

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Open Space	50%	69.5%	A
Outdoor Living	30sqm	>40sqm	A
Car Parking	2	2	A
Site Works	Less than 500mm	Less than 500mm Fill	A
Overshadowing	25%	As previously approved	A
Drainage	On-site	On-site	A

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	N/A
3.7.3 Development of Existing Buildings	N/A
3.7.4 Site Works	N/A
3.7.5 Demolition	N/A
3.7.6 Construction of New Buildings	A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.18.3 Garages, Carports and Outbuildings	N/A
3.7.15-20 Precinct Requirements	D

Background

In April 2016 Council refused an application for a retrospective planning application for an amendment to a previously approved development application for partial demolition, renovations and extensions. The application concerned six areas of the development that were proposed to be amended or had been amended/ constructed and these included:

- Extended rear balcony 3.2 metres in length towards rear boundary (northern elevation). A rear concrete roof (previously approved) has been raised 0.25 metres from the concrete roof for a length of 3.2 metres to connect the previously approved rear balcony area. This is 6.2 metres from natural ground level.
- Extended privacy screen to rear balcony on western elevation for a length of 3.2 metres and to a height of 1.8 metres to cover extent of new balcony. Maximum height of privacy screen 7.7 metres from natural ground level.
- Additional 0.2 metre privacy screen over previously approved 1.6 metres privacy screen on western boundary. Maximum height of privacy screen 7.7 metres from natural ground level.
- Open slatted roof (partially visually permeable) over previously approved balcony to a height of approximately 2.9 metres from Floor Level 32449 AHD. Maximum height of the steel structure with wire infill over the balcony is 8.5 metres from natural ground level.
- Additional 0.157 metre height to steel frame above spa area (no roof cover proposed (visually permeable): Steel frame only). Maximum height of steel frame over the spa is 8.2 metres from natural ground level.
- Revised location for access to spa.

The applicant appealed Council's decision to the State Administration Tribunal. Mediation was undertaken on-site on 30 May 2016 and included the applicant and his representatives, the adjoining rear and side neighbours, the Senior Planning Officer, the Mayor and Councillor Collinson.

The applicant has submitted amended plans to Council for reconsideration under a Section 31 Notice.

The previously approved development (first application) was for partial demolition and first floor extension to the existing dwelling. The development was substantially compliant with the 'deemed to comply' standards of the R-Codes and the Town's Residential Design Guidelines as outlined in the original report presented to the Town Planning and Building Committee. The Officer's report raised streetscape, height and side setback variations as requiring Council discretion. The proposal was approved by the Town Planning and Building Committee.

The applicant in June 2014 submitted plans requesting a modification to the overall height of the building. This was to facilitate structural engineering requirements, air conditionings and plumbing in the building. An overall increase in height of 0.5 metres to the Finished Floor Level of the first floor and an overall height increase of 0.65 metres to top of a concealed roof were requested. These modifications were considered minor and approved under delegated authority.

The original approval and the amended height approval is a consequence of the steeply sloping lot (3.0 metre fall). The original approval required a variation to the 'Acceptable Development Criteria' height standards of the RDG at the rear of the building (from 6.5m to 8.5m). The proposed amendment required a further discretion as the maximum height proposed was 9.15 metres (2.65 metres discretion to a concealed roof) at the rear of the lot and 6.7 metres at the front (streetscape of the lot). The proposed building modifications required a 0.2 metre height variation to the front elevation (streetscape elevation 6.7 metres proposed). The proposed height variation at the time was considered not to have a significant negative impact to the streetscape or adjoining neighbour. Both side adjoining neighbours signed a copy of the plans approving of the proposed height discretion. It was considered the proposed height did not impact on surrounding neighbours with regard to viewing vistas and sightlines.

Retrospective Planning

As previously discussed the applicant sought modifications to the building height in June 2014. In November 2014 a Certified Building Permit was submitted to Council. A certified building application is where an owner engages a registered building surveyor to complete a Certificate of Design Compliance (CDC) before the application for a building permit is submitted to Council. If all other required approvals have been obtained, the permit authority has ten business days to approve or reject the application. A CDC can be signed by any registered building surveyor with appropriate qualifications and as such the private building surveyor undertakes to replace Council's service. In such instances the private building surveyor is responsible for ensuring the permit complies with the requirements of the planning approval.

The owner/ builder of the development was building in accordance with the approved Building Permit.

The planning approval and building plans do not correspond therefore the building is non-compliant with the planning approval but does adhere to the building licence.

The applicant has submitted revised drawings with the following modifications:

- Amended extended rear balcony 3.2 metres in length towards rear boundary (northern elevation), over a rear concrete roof (previously approved). The slab has been raised

0.25 metres from the concrete roof for a length of 3.2 metres to connect the previously approved rear balcony area. This is 6.2 metres from natural ground level.

- Amended balcony design to comply with the intent of the original design of the balcony. No wall/ privacy screen is proposed. A slab has been laid over the location of a void. The slab is proposed to be retained as it is a structural support (beam over void) for the whole first floor slab. The slab area is to be roofed to stop access to the north west (see plan).
- Amended privacy screen to rear balcony on western elevation to accommodate amended rear balcony. Increased setback from western boundary with reduced visual bulk.
- Deletion of open slatted roof (partially visually permeable) over previously approved balcony to a height of approximately 2.9 metres from Floor Level 32449 AHD.

The applicant has made modifications to the previously refused application. These will be assessed and discussed below.

Building Height

The application has been modified to delete the open slatted roof structure.

The balcony constructed over the void (slab to remain) is 6.2 metres in height and is consistent with the previously approved height of the roof that adjoined the void. Whilst the slab has been proposed to be retained, it is considered the slab has limited negative impact. The wall / privacy screen located on the external edge of the balcony has been deleted from the previous proposal. A new opaque privacy screen is located to be stepped into the balcony (2.0 metres from the edge of the balcony and 3.7 metres from the boundary). The screen is obscure glass and does reduce any perceived bulk and scale. The deletion of the privacy wall from directly on the balcony edge improves views through the property and minimises the bulk to the neighbour. It is noted that at the SAT mediation meeting on site, the western neighbour did request screening on the western boundary to be included in any revised design.

The proposed amended plans do not significantly modify the height of the development. The overall height to the opaque screen is 7.6 metres from natural ground level, however the screen wall is setback 3.7 metres from the boundary, therefore there is minimal impact to bulk and height and scale. Under the Town's Residential Design Guidelines a flat roof is required to be 6.5 metres in height from natural ground level. The original approval required an 8.2 metre high variation reducing to 7.1 metres for the existing (approved) screen wall. The proposed screen wall will not be seen from the street and has been requested by the neighbour. The proposed height variation of 1.1 metres to the top of the screen, from a maximum height of 6.5 for a flat roof, results from the fall in the lot (a fall of 3m from front to the rear of the lot). The approved additions and alterations required a variation in the 'deemed to comply' height standards of the RDG at the rear of the building (from 6.5m to 8.5m). As stated previously in the original development application the building was height compliant at the front elevation and the proposed height variation therefore did not significantly impact upon the streetscape. The proposed amendments and setbacks ensure that this is maintained. The steel pergola structure and privacy screens have been deleted and amended to maintain view corridors and improve privacy to adjoining neighbours, whilst not impacting on the streetscape.

As such the proposed changes improve the amenity for the western neighbour (screening provided) whilst maintaining the view corridors through the property. The slab is being retained, however it is being roofed, but does not significantly restrict viewing corridors.

Overall the proposed amendments are considered an acceptable outcome to protect the amenity of adjoining neighbours. Whilst there are variations proposed, these are considered minor and are significantly obscured by the approved overall height of the dwelling. The development is considered to comply with the Performance Criteria requirements of the RDG for the building height and therefore can be supported.

Overlooking

The 'Deemed to comply' provisions for Element 5.4.1 Visual privacy of the R-Codes requires major openings which have their floor level more than 0.5 metre above natural ground level, and positioned so as not to overlook any part of any other residential property behind its street setback line, to comply with the following:

- 4.5 metres in the case of bedrooms and studies;
- 6.0 metres in the case of habitable rooms, other than bedrooms and studies; and
- 7.5 metres in the case of unenclosed outdoor active habitable spaces.

The balcony has been screened so as to prevent any direct overlooking to the western neighbour. The neighbour has requested a 1.6 metre high wall to ensure the protection of their amenity and privacy. The applicant has agreed to the 1.6 metre high screening, however the neighbour's property still falls within the cone of vision from the balcony, essentially meaning the neighbour's property is still overlooked to the rear north eastern corner of the lot. The privacy screen is located to a maximum height of 7.6 metres above the natural ground level, due to the overall height of the balcony.

The 'Design Provisions' of 5.4.1 allows for:

- 1 Minimal direct overlooking of active habitable spaces and outdoor living areas of adjacent dwellings achieved through:
 - building layout, location;
 - design of major openings;
 - landscape screening of outdoor active habitable spaces; and/or
 - location of screening devices.
- 2 Maximum visual privacy to side and rear boundaries through measures such as:
 - offsetting the location of ground and first floor windows so that viewing is oblique rather than direct;
 - building to the boundary where appropriate;
 - setting back the first floor from the side boundary;
 - providing higher or opaque and fixed windows; and/or
 - screen devices (including landscaping, fencing, obscure glazing, timber screens, external blinds, window hoods and shutters).

The proposed balcony screening does protect the privacy of the neighbour, primarily into the outdoor area and swimming pool area of the lot. The overlooking is at an opaque angle and any remaining overlooking is over vegetation to the north eastern corner of the lot. There is no direct overlooking of habitable areas. The proposed amended screening is considered appropriate to protect the amenity of the neighbour and has been proposed in consultation with the neighbour.

Notwithstanding the in principle agreement, the areas overlooked are considered to be non-habitable. The proposal is therefore considered to comply with the Design Principles of Element 5.4.1 Visual Privacy of the R-Codes and therefore can be supported.

Conclusion

Notwithstanding the variations that are required, the applicant has reduced the development proposal to approximately the same as the original application (apart from the increase in the balcony over an existing roof, which does not significantly add to the height or bulk of the development. The additional height derives from the opaque glass screen (requested by the neighbour) setback 3.7 metres from the boundary. The screen is setback so as not to be seen from the street and is opaque, which reduces the bulk and scale of the development.

The modifications made by the application significantly return the development back to the original development proposal. The minor variations are to improve the amenity of the western neighbours, however it is noted that the screen will not impact on the viewing vistas of the neighbour across the road. The steel frame roof structure has been removed.

In conclusion, the proposal is considered a mediated outcome between the applicant, neighbours and Council. Whilst some discretions still apply, these are considered minor and do not significantly modify the development from the original approval.

- John Chisholm (applicant) addressed the meeting and advised that the offending wall has been removed and the steel frame is to be removed this week.

11.1 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION 020816

Cr McPhail moved, seconded Cr Nardi

That Council approve the proposal for a retrospective planning application comprising balcony and privacy screen to a dwelling at 10 (Lot 4494) Locke Crescent, East Fremantle, as described on the plans date, in accordance with the plans date stamped received 18 July 2016, subject to the following conditions:

- (1) All conditions as previously recommended and approved by Council are to be complied with, unless otherwise amended by Council or by this planning approval.**
- (2) All screening as indicated on the plans to the balcony (eastern screen wall) to be provided to a height of 1.6 metres, to be designed to be compliant with the design requirements of the 'Deemed to Comply' provisions of the R-Codes, to the satisfaction of the Chief Executive Officer.**
- (3) All stormwater is to be disposed of on site. Suitable roof details to be designed to ensure stormwater collection from the roof terrace/ deck is to be suitably disposed on site. A drainage plan is to be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**
- (4) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.**
- (5) The proposed works are not to be commenced until Council has received an application for a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- (6) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.**
- (7) If requested by Council within the first two years following installation, the Colourbond roofing to be treated to reduce reflectivity. The treatment to be to the satisfaction of the Chief Executive Officer in consultation with relevant officers and all associated costs to be borne by the owner.**

- (8) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.
- (9) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (10) This planning approval to remain valid for a period of 24 months from date of this approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
- (vi) *under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – "An Installers Guide to Air Conditioner Noise".*
- (vii) *all smoke and pollution levels produced by external fire and chimney stack are to comply with the provisions of the Environmental Protection Regulations. Should the Council receive complaint from adjoining matters relating to nuisance Council will investigate the matter. Should the fireplace and chimney not comply with the relevant regulations, Council may request the fireplace and chimney be decommissioned.*

(CARRIED 5:0)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 16 June 2015 this application is deemed determined, on behalf of Council, under delegated authority.

Cr Collinson declared a financial interest as he is one of the strata owners of 46-62 King Street and left the meeting at 6.40pm.

In the absence of the presiding member Mayor O'Neill was nominated to assume the chair.

Moved Cr McPhail , seconded Cr Nardi

That Mayor O'Neill be nominated to chair the meeting for this item.

(CARRIED 4:0)

11.2 King Street, No. 52 (Lot 4) – Alterations & Additions to Existing Residence

Applicant	Robeson Architects
File ref	PKIN52, P047/16, A14930
Prepared by	Jamie Douglas, Manager Planning Services
Meeting date	5 July 2016
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

The proposal is for internal alterations and minor demolition of an existing heritage dwelling at 52 King Street including additions to the rear fronting George Street and a garage off a rear laneway. It is recommended the application be approved subject to conditions.

Executive Summary

It is considered the proposal is a well designed adaption to an existing heritage dwelling which will compliment the existing streetscape character in George Street and will not detrimentally impact upon the heritage significance of the subject property or its neighbours. A variation in respect to open space is supported as the property will retain sufficient outdoor living areas.

Accordingly the proposal is recommended for approval subject to conditions.

Background

Zoning:	Mixed Use
Site area:	112 sqm ²
Date application received:	2 May 2016
Documentation:	Application form and plans

Consultation

Advertising

The proposed application was advertised to surrounding landowners for a two-week period between 5 May and 3 June 2016. No submissions were received.

Town Planning Advisory Panel

This application was considered by the Town Planning Advisory Panel at its meeting on 23 May 2016. The Panels comments and applicants responses area as follows:

Panels Comments	Applicants Response
(a) Panel supports the application.	(a)Noted
(b) Panel does not support replacement of timber with concrete at the front.	(b) Please clarify this point – we propose no changes to the front of the house.
(c) Panel would encourage the addition of an awning to the commercial section to further integrate with the George Street streetscape.	(c) The commercial tenancy has been deleted and the façade amended accordingly.
(d) Panel requires more detail of the privacy screening.	(d) A powder coated black perforated mesh screening, with 25% visual permeability / to comply with codes, to 1.65m in height.
(e) Panel requests more detail of the materials to be removed.	(e) Please clarify. The outhouse to be removed to the rear of the property is single brick and tin roof. Please refer to notes on the drawings in regards to the support of the neighbouring outhouse.

State Heritage Office

Given the subject properties ‘A’ classification on the Scheme’s Heritage List, the proposal was referred to the State Heritage Council, which advised,

“The Heritage Council’s Register Committee previously identified Terrace Houses, 46-52 King Street as a place warranting assessment for possible entry in the State Register; however a full assessment of its cultural heritage significance has not yet been undertaken.

The additions have been detailed in a contemporary manner that clearly distinguishes these elements as new.”

Statutory Environment

Planning and Development Act 2005
Residential Design Codes of WA
Town of East Fremantle Town Planning Scheme No. 3

Policy Implications

Town of East Fremantle Residential Design Guidelines 2015
Heritage List Municipal Heritage Inventory listed Category ‘A’
Fremantle Port Buffer Zone Area 2

Financial Implications

Development cost proposed to be \$400,000.

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Manager Planning Services on 14 June 2016

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Statutory Assessment

The proposal has been assessed against the provisions of Town Planning Scheme No. 3 and the Town’s Local Planning Policies. A summary of the assessment is provided in the following tables.

Legend <i>(refer to tables below)</i>	
A	Acceptable
D	Discretionary
N/A	Not Applicable

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Street Front Setback	0m	0m	A
Open Space	50%	20%	D
Outdoor Living	30sqm	48sqm	A
Car Parking	2	2	A
Site Works	Less than 500mm	Less than 500m	A
Overshadowing	25%	<25%	A
Drainage	On-site	On-site	A

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	A
3.7.3 Development of Existing Buildings	A
3.7.4 Site Works	A
3.7.5 Demolition	A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	A
3.7.8 Roof Form and Pitch	A
3.7.9 Materials and Colours	A
3.7.10 Landscaping	A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	A
3.7.18.3 Garages, Carports and Outbuildings	A
3.7.15-20 Precinct Requirements	A

Building Height Requirement	Required	Proposed	Status
Building Height (wall) (R-Codes)	7m	5.67m	A
Building Height (roof) (R-Codes)	7m	5.67m	D

CommentDevelopment Description

“Daylesford” is one of four terrace houses in the Plympton Precinct. 52 King Street is on one of the end terraces and has both a George and King Street frontage. The house is listed as a ‘category A’ on the Municipal Heritage Inventory and is zoned residential mixed-use R40. Given the lot has a mixed use zoning; a commercial tenancy on the ground floor facing George Street was initially proposed as part of the development.

The proposal comprises the retention of the original front three rooms and corridor, changes to the present kitchen and bathroom, the demolition of the laundry and outside toilet and construction of a single and two storey addition to the rear that will be visible from King Street. The initial proposal (commented upon by the TPAP) has subsequently been amended to change the use of the commercial tenancy that was to be developed at the rear facing George Street, to a residential study and associated design changes to the George Street facade

Streetscape

The scale of the kitchen extension allows the existing house to be dominant, with the eaves of the existing home at a similar height to the top of wall heights of the new kitchen. The two storey rear building relates and is in harmony with the scale of its George Street commercial neighbours to the east. The proposed additions are hidden behind the façade of the original house when viewed from King Street. The dark coloured first floor addition is set-back from both boundaries to lessen the bulk and height and read as recessive / in the background, accordingly it will not unduly impact upon the King Street neighbours in terms of scale and bulk.

The additions are contemporary to the original house materials, but interpreted in a contemporary way. For example, the use of glazed and matte red face bricks will be used for the external walls of the proposed study, which is in sympathy with the many red traditional bricks in the area. The proposed brick walls will be textural and patterned and will pick up the tuck-pointing of the original home. The mix of vertically ribbed metal cladding, flush finish panels, and textural face brickwork helps provide articulation to the facades.

Pursuant with Cl 5.8.1 and 5.8.2 of TPS No3, buildings in the ‘mixed use zone’ are to be aligned with the front property boundary. The proposal is compliant with these provisions.

Heritage

The application included a Heritage Impact Statement prepared by Phillip Griffiths, Heritage Architect which concluded as follows;

“As this impact statement demonstrates, there is no significant impact on the heritage values of Dalesford. The changes that are being made to the rear of the existing house may be reversed at some future date if that outcome becomes desirable and the remaining evidence, together with the photographic record taken as part of the present work, would allow this to be done reasonably simply.”

Parking and access

The proposal will establish a single car garage to be accessed off a rear laneway which is shared by the adjoining semi-detached dwellings in King Street. The adjoining owners have consented to a right-of-carriageway for this access.

Open Space

The proposed additions will reduce the available open space on the lot below the 50% 'deemed to comply' requirements of the R-Codes. However an outdoor courtyard and garden area will provide adequate outdoor living areas and it is considered an exercise in discretion in this regard is warranted.

Conclusion

It is considered the proposal is a well designed adaption to an existing heritage dwelling which will compliment the existing streetscape character in George Street and will not detrimentally impact upon the heritage significance of the subject property or its neighbours. A variation in respect to open space is supported as the property will retain sufficient outdoor living areas.

11.2 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION 030816

Cr McPhail moved, seconded Cr Nardi

That Council exercise its discretion in granting planning approval to vary:

- (a) Clause 5.1.4 – Open Space of the Residential Design Codes of WA to permit open space of less than 50%;**

for alterations, demolition and additions at No. 52 (Lot 4/SP6861) King Street, East Fremantle, in accordance with the plans date stamped received 24 June 2016, subject to the following conditions:

- 1. The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council's further approval.**
- 2. The proposed works are not to be commenced until Council has received an application for a Demolition Permit and a Building Permit and the Building Permit issued in compliance with the conditions of this planning approval unless otherwise amended by Council.**
- 3. With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council's attention.**
- 4. All stormwater is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**
- 5. Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.**
- 6. This planning approval to remain valid for a period of 24 months from date of this approval.**

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (a) this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.***
- (b) a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.***
- (c) matters relating to dividing fences are subject to the Dividing Fences Act 1961.***

(d) under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document–“An Installers Guide to Air Conditioner Noise”.

(CARRIED 4:0)

Note:

As 4 Committee members voted in favour of the Reporting Officer’s recommendation, pursuant to Council’s decision regarding delegated decision making made on 16 June 2015 this application is deemed determined, on behalf of Council, under delegated authority.

Cr Collinson returned to the meeting at 6:41pm and resumed the chair. It was noted he did not speak nor vote on the previous motion.

Cr Collinson declared an impartiality interest as the owner of 18 Angwin Street is known to him and declared that he will consider this matter on its merits in terms of the benefit to the Town and vote accordingly.

11.3 Angwin Street No. 18 (Lot 1 & 2) – Demolition of Additions

Applicant	Tom Roberts
File ref	P/ANG18, P064/16
Prepared by	Andrew Malone, Senior Planning Officer
Supervised by	Jamie Douglas, Manager Planning Services
Meeting date	2 August 2016
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Purpose

This report considers an application for partial demolition of an existing dwelling (category A on the Heritage List) at 18 (Lot 1 & 2) Angwin Street, East Fremantle.

Executive Summary

The following issues are relevant to the determination of this application:

- Heritage/ Demolition

It is considered the proposed demolition can be supported, therefore, the application is recommended for conditional approval.

Background

Zoning: Residential R12.5

Site area: 1065m² (Lot 1 769m² and Lot 2 296m²)

Date application received: 10 June 2016

Documentation: Application form, plans and heritage impact statement dated 10 June 2016

Heritage Assessment (Griffiths Architects)

Previous Decisions of Council and/or History of an Issue or Site

As documented in the Heritage Impact Statement – additions and alterations constructed in 1978 and 2001.

Consultation

Advertising

The proposed application was advertised to surrounding landowners for a two week period between 28 June 2016 and 13 July 2016. No submissions were received.

Town Planning Advisory Panel

This application was considered by the Town Planning Advisory Panel at its meeting on 20 June 2016. The Panels comments were recorded as follows:

- Whilst the Panel supports the application, it regrets the loss of a good quality addition.

Statutory Environment

Planning and Development Act 2005

Residential Design Codes of WA
Town of East Fremantle Town Planning Scheme No. 3

Policy Implications

Town of East Fremantle Residential Design Guidelines 2015
Fremantle Port Buffer Zone Area 2

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Yes

Detailed internal and external inspection of the property was undertaken by Griffiths Architects and comment has been provided.

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Comment

Statutory Assessment

The proposal has been assessed against the provisions of Town Planning Scheme No. 3 and the Town’s Local Planning Policies. A summary of the assessment is provided in the following tables.

Legend <i>(refer to tables below)</i>	
A	Acceptable
D	Discretionary
N/A	Not Applicable

Residential Design Codes Assessment

Design Element	Required	Proposed	Status
Open Space	50%	-	N/A
Outdoor Living	30sqm	-	N/A
Car Parking	2	As existing	N/A
Site Works	Less than 500mm	-	N/A
Overshadowing	25%	-	N/A
Drainage	On-site	On-site	N/A

Local Planning Policies Assessment

LPP Residential Design Guidelines Provision	Status
3.7.2 Additions and Alterations to Existing Buildings	N/A
3.7.3 Development of Existing Buildings	A

3.7.4 Site Works	N/A
3.7.5 Demolition	A
3.7.6 Construction of New Buildings	N/A
3.7.7 Building Setbacks and Orientation	N/A
3.7.8 Roof Form and Pitch	N/A
3.7.9 Materials and Colours	N/A
3.7.10 Landscaping	N/A
3.7.11 Front Fences	N/A
3.7.12 Pergolas	N/A
3.7.13 Incidental Development Requirements	N/A
3.7.14 Footpaths and Crossovers	N/A
3.7.18.3 Garages, Carports and Outbuildings	N/A
3.7.15-20 Precinct Requirements	N/A

Heritage Demolition

The proposed works as per the Development Application are summarised as follows:

- Demolish southern sections of the building. Demolish sections include a living room, bedroom and ensuite, playroom, bathroom and laundry;
- Modify the internal layout of the building to create two bedrooms with ensuites and walk in robes;
- Install new external windows to the new ensuites;
- Install new highlight window to the northern bedroom; and
- Brick up former opening to south bedroom.

The dwelling is located at 18 Angwin Street, over two lots (Lot 1 on Plan 2490, and Lot 2 on Plan 2490). A heritage statement has been undertaken by Gerard McCann. The Heritage Impact Statement indicates the southern additions do form a well-designed addition to the heritage dwelling, which is in keeping with the character of the dwelling, however the additions do not warrant retention and have little to no heritage value.

A detailed inspection of the property has also been previously been undertaken by Mr Philip Griffiths of Griffiths Architects, when the property was recommended for inclusion in the Heritage List as an A listed property. A review of the Record Place Form states:

“The place has a somewhat modified form and retains some of its details. There are masonry additions to the east and south of the place. The original corrugated iron sheeting has been replaced. The render is a later modification.

The place is consistent with the building pattern in the Precinct.”

Mr McCann’s heritage impact statement notes the additions constructed in 1978 and 2001 will be removed and it is further proposed to substantially reinstate the original footprint of the house in its six-roomed form. Mr McCann concludes

“The proposal to remove the 1978 and 2001 additions to the south of the original six-roomed house can be supported on heritage grounds as these sections do not have any heritage significance. The remaining fabric represents the footprint of the original six-roomed house, albeit having undergone significant and permanent alterations to its interior and exterior. The proposed changes to the original house as it currently stands are benign and do not represent any loss of authenticity or material fabric, such little that remains from the considerable alterations over time.”

The Heritage Impact Statement has concluded that the existing fabric of the additions and alterations do not have any significant Heritage or Cultural Significance. The later additions, whilst adding to the overall character of the dwelling and streetscape, do not form any heritage significance. Their removal will not impact on the original six-roomed building. The proposal will however re-establish two individual lots without any structure over the boundary. The lot sizes will be Lot 1 769m² and Lot 2 296m². Should Council receive an application for the redevelopment of either lot, it will be considered on its merits, including the protection of streetscape and the heritage character of the property and locality.

Griffiths Architects has stated the following with regard the proposal:

“The heritage report has documentation of the original roof form to the place. Following the demolition of the additions the original roof form is proposed to be reinstated. Restoration of the roof form will have a positive effect on the significance of the place. These works will also have a minor positive impact on the streetscape.

The works to the south of the building include new windows and infill of former openings. The south elevation is not the primary elevation and the works are not visually intrusive. These works represent no loss of significance.

The proposed development is in keeping with design guidelines in terms of scale, bulk and height. Further, the development is visually compatible in heritage conservation terms. There is no impact on public views, vistas, landmarks and landscape features.

In summary, the values in the table above are not negatively impacted by the proposed development. The restoration of the original roof form is a positive outcome.”

It is considered the proposed partial demolition of the existing dwelling (later additions) with proposed minor works to the building, based on the advice of Mr. Griffiths and Mr McCann can therefore be supported by Council.

- *Tom Roberts (applicant) addressed the meeting and advised Council that the partial demolition of the dwelling will return it to a more cottage dwelling.*

11.3 OFFICER RECOMMENDATION/COMMITTEE RESOLUTION 040816

Mayor O’Neill moved, seconded Cr Nardi

That Council approve a development application for proposed partial demolition of the existing dwelling and remediation works to southern elevation at 18 (Lot 1 & 2) Angwin Street, East Fremantle, in accordance with the plans date stamped received 10 June 2016, subject to the following conditions:

- (1) The works are to be constructed in conformity with the drawings and written information accompanying the application for planning approval other than where varied in compliance with the conditions of this planning approval or with Council’s further approval.**
- (2) With regard to the plans submitted with respect to the Building Permit application, changes are not to be made in respect of the plans which have received planning approval, without those changes being specifically marked for Council’s attention.**
- (3) All storm water is to be disposed of on site, an interceptor channel installed if required and a drainage plan be submitted to the satisfaction of the Chief Executive Officer in consultation with the Building Surveyor prior to the issue of a Building Permit.**
- (4) All introduced filling of earth to the lot or excavated cutting into the existing ground level of the**

lot, either temporary or permanent, shall be adequately controlled to prevent damage to structures on adjoining lots or in the case of fill, not be allowed to encroach beyond the lot boundaries. This shall be in the form of structurally adequate retaining walls and/or sloping of fill at the natural angle of repose and/or another method as approved by the Town of East Fremantle.

- (5) Where this development requires that any facility or service within a street verge (street trees, footpath, crossover, light pole, drainage point or similar) is to be removed, modified or relocated then such works must be approved by Council and if approved, the total cost to be borne by the applicant. Council must act reasonably and not refuse any reasonable proposal for the removal, modification or relocation of such facilities or services (including, without limitation any works associated with the proposal) which are required by another statutory or public authority.
- (6) This planning approval to remain valid for a period of 24 months from date of this approval.

Footnote:

The following are not conditions but notes of advice to the applicant/owner:

- (i) *this decision does not include acknowledgement or approval of any unauthorised development which may be on the site.*
- (ii) *a copy of the approved plans as stamped by Council are attached and the application for a Building Permit is to conform with the approved plans unless otherwise approved by Council.*
- (iii) *it is recommended that the applicant provides a Structural Engineer's dilapidation report, at the applicant's expense, specifying which structures on adjoining sites may be adversely affected by the works and providing a record of the existing condition of the structures. Two copies of each dilapidation report should be lodged with Council and one copy should be given to the owner of any affected property.*
- (iv) *all noise levels produced by the construction of the development are to comply with the provisions of the Environmental Protection (Noise) Regulations 1997 (as amended).*
- (v) *matters relating to dividing fences are subject to the Dividing Fences Act 1961.*
- (vi) *under the Environmental Protection (Noise) Regulations 1997, the noise from an air-conditioner must meet assigned allowable noise levels at all times. The Environmental Protection Act 1986 sets penalties for non-compliance with the Regulations and the installer of a noisy air-conditioner can face penalties of up to \$5,000 under Section 80 of the Act. Refer to Department of Environmental Protection document – "An Installers Guide to Air Conditioner Noise".*

(CARRIED 5:0)

Note:

As 4 Committee members voted in favour of the Reporting Officer's recommendation, pursuant to Council's decision regarding delegated decision making made on 16 June 2015 this application is deemed determined, on behalf of Council, under delegated authority.



12. REPORTS OF OFFICERS (COUNCIL DECISION)

Nil

13. CONFIDENTIAL BUSINESS

Nil

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING – ELECTED MEMBERS, OFFICERS

Nil

15. CLOSURE OF MEETING

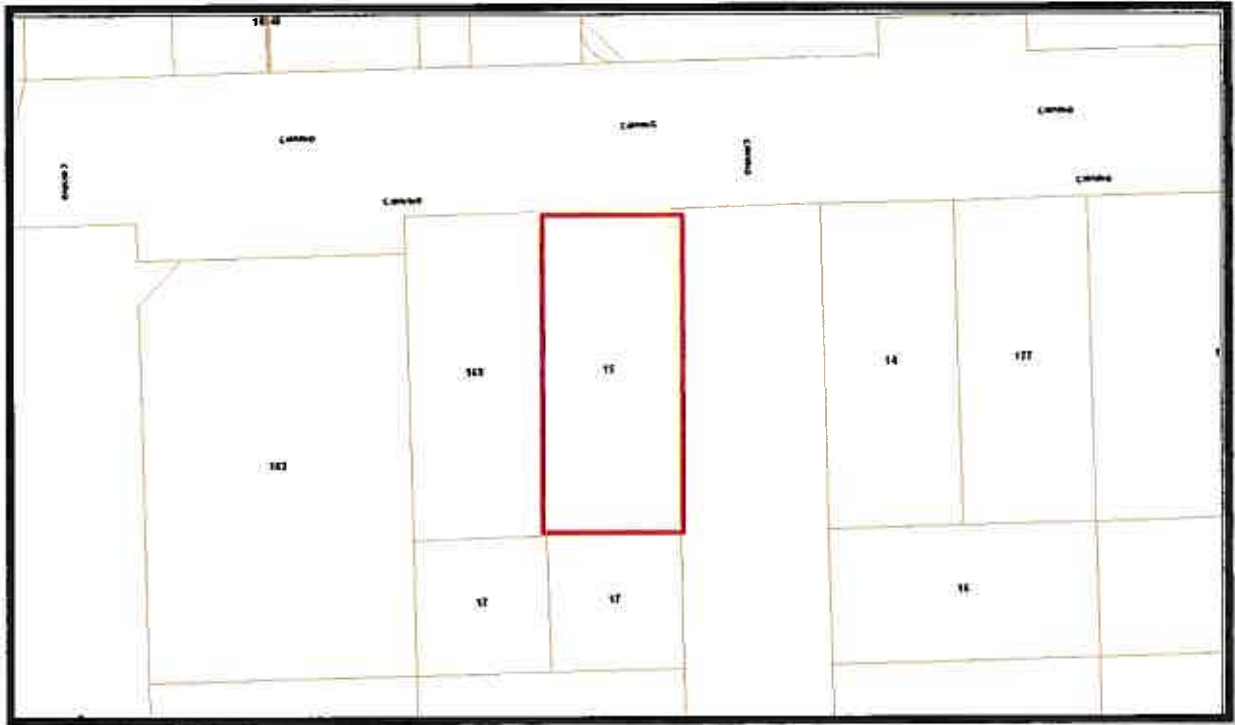
There being no further business, the Presiding Member declared the meeting closed at 6:45pm.

*I hereby certify that the Minutes of the ordinary meeting of the **Town Planning & Building Committee** of the Town of East Fremantle, held on **2 August 2016**, Minute Book reference **1. to 15** were confirmed at the meeting of the Committee on*

.....

Presiding Member

NO. 15 (LOT 632) BEDFORD STREET



INTERESTS AND NOTIFICATIONS		TYPE	FREEHOLD	S.S.A.	REG/NO
SUBJECT	PURPOSE	SUBDIVISION			
(A) to (B)	COVENANT	LOTS 406 & 407 & COVENANT			
VER	AMENDMENT	FORMER TENURE			
		LOT 632 ON DEPOSITED PLAN 34499 C/T 2019-869			
		LOCAL AUTHORITY TOWN OF EAST FREMANTLE			
		LOCALITY EAST FREMANTLE			
		D.O.L. FILE			
		FIELD RECORD FB 136359			
		SURVEYOR'S CERTIFICATE - REG 54			
		I hereby certify that this plan is accurate and is a correct representation of the (a) survey; and/or (b) calculations from measurements recorded in the field records. It shall be deemed to be a correct and true copy of the original records. It shall be deemed to be a correct and true copy of the original records. It shall be deemed to be a correct and true copy of the original records. It shall be deemed to be a correct and true copy of the original records.			
		LICENSED SURVEYOR			
		DATE			
		FEE PAID			
		ASSESS No.			
		I.S.C.			
		EXAMINED			
		DATE			
		WESTERN AUSTRALIAN PLANNING COMMISSION			
		FILE 651745			
		Delegated under S.16 P.D Act 2005			
		DATE			
		IN ORDER FOR DEALINGS			
		SUBJECT TO			
		INSPECTOR OF PLANS AND SURVEYS			
		DATE			
		APPROVED			
		INSPECTOR OF PLANS AND SURVEYS			
		DATE			
		(S. 16 Licensed Surveyors Act 1993)			

STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
SEC 150 OF THE P & D ACT	THIS PLAN	LOT 407	MAIN ROADS	RESTRICTION OF ACCESS (No vehicle access is permitted To and from Canning Highway)

VER

AMENDMENT

AUTHORISED BY

DATE

SURVEYED BOUNDARY (C) - (D) CREATED IN TRANSFER 13463/1920

630
DP 34499

407
588m²

406
208m²

633
DP 34499

LOT 632 ON DEPOSITED PLAN 34499
C/T 2019-869

LOCAL AUTHORITY
TOWN OF EAST FREMANTLE

LOCALITY
EAST FREMANTLE

D.O.L. FILE

FIELD RECORD
FB 136359

SURVEYOR'S CERTIFICATE - REG 54

I hereby certify that this plan is accurate and is a correct representation of the
(a) survey; and/or
(b) calculations from measurements recorded in the field records. It shall be deemed to be a correct and true copy of the original records. It shall be deemed to be a correct and true copy of the original records. It shall be deemed to be a correct and true copy of the original records.

LICENSED SURVEYOR

DATE

FEE PAID

ASSESS No.

I.S.C.

EXAMINED

DATE

WESTERN AUSTRALIAN PLANNING COMMISSION

FILE 651745

Delegated under S.16 P.D Act 2005

DATE

IN ORDER FOR DEALINGS

SUBJECT TO

INSPECTOR OF PLANS AND SURVEYS

DATE

APPROVED

INSPECTOR OF PLANS AND SURVEYS

DATE

(S. 16 Licensed Surveyors Act 1993)

RESTRICTION OF ACCESS
(No vehicle access is permitted To and from Canning Highway)

ENLARGEMENT
NOT TO SCALE

SCALE 1 : 250 @ A3

CARLTON SURVEYS
LICENSED SURVEYORS
SUITE 4, 180 BURSWOOD ROAD
BURSWOOD WA 6100
TELEPHONE 9361 5358 FAX 9361 3457
Email carlton@carlton-surveys.com.au

JOB: 14216-M

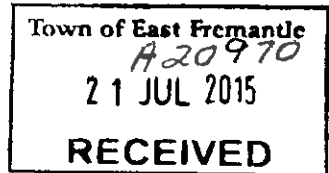


Town of East Fremantle
 Doc No. ICORR48343
 File: P/BED15
 Reg Date 21 JUL 2015
 Officer: PETA

Your Ref : P/BED/15; P/CAN/117
 Enquiries : Lance Collison (Ph 65519304)

Attach:

Chief Executive Officer
 Town of East Fremantle
 P O Box 1097
 FREMANTLE WA 6959



Approval Subject To Condition(s) Freehold (Green Title) Subdivision

Application No : 151745

Planning and Development Act 2005

Applicant	: Networkppd 13 South Street SOUTH FREMANTLE WA 6162
Owner	: Morebrae Pty Ltd C/- 169 Canning Highway EAST FREMANTLE WA 6158
Application Receipt	: 10 April 2015

Lot Number	: 632
Diagram / Plan	: Plan 34499
Location	: -
C/T Volume/Folio	: 2019/869
Street Address	: Bedford Street, East Fremantle
Local Government	: Town of East Fremantle

The Western Australian Planning Commission has considered the application referred to and is prepared to endorse a deposited plan in accordance with the plan date-stamped 10 April 2015 once the condition(s) set out have been fulfilled.

This decision is valid for three years from the date of this advice, which includes the lodgement of the deposited plan within this period.

The deposited plan for this approval and all required written advice confirming that the requirement(s) outlined in the condition(s) have been fulfilled must be submitted by 15 July 2018 or this approval no longer will remain valid.



Reconsideration - 28 days

Under section 151(1) of the *Planning and Development Act 2005*, the applicant/owner may, within 28 days from the date of this decision, make a written request to the WAPC to reconsider any condition(s) imposed in its decision. One of the matters to which the WAPC will have regard in reconsideration of its decision is whether there is compelling evidence by way of additional information or justification from the applicant/owner to warrant a reconsideration of the decision. A request for reconsideration is to be submitted to the WAPC on a Form 3A with appropriate fees. An application for reconsideration may be submitted to the WAPC prior to submission of an application for review. Form 3A and a schedule of fees are available on the WAPC website: <http://www.planning.wa.gov.au>

Right to apply for a review - 28 days

Should the applicant/owner be aggrieved by this decision, there is a right to apply for a review under Part 14 of the *Planning and Development Act 2005*. The application for review must be submitted in accordance with part 2 of the *State Administrative Tribunal Rules 2004* and should be lodged within 28 days of the date of this decision to: the State Administrative Tribunal, 12 St Georges Terrace, Perth, WA 6000. It is recommended that you contact the tribunal for further details: telephone 9219 3111 or go to its website: <http://www.sat.justice.wa.gov.au>

Deposited plan

The deposited plan is to be submitted to the Western Australian Land Information Authority (Landgate) for certification. Once certified, Landgate will forward it to the WAPC. In addition, the applicant/owner is responsible for submission of a Form 1C with appropriate fees to the WAPC requesting endorsement of the deposited plan. A copy of the deposited plan with confirmation of submission to Landgate is to be submitted with all required written advice confirming compliance with any condition(s) from the nominated agency/authority or local government. Form 1C and a schedule of fees are available on the WAPC website: <http://www.planning.wa.gov.au>

Condition(s)

The WAPC is prepared to endorse a deposited plan in accordance with the plan submitted once the condition(s) set out have been fulfilled.

The condition(s) of this approval are to be fulfilled to the satisfaction of the WAPC.

The condition(s) must be fulfilled before submission of a copy of the deposited plan for endorsement.

The agency/authority or local government noted in brackets at the end of the condition(s) identify the body responsible for providing written advice confirming that the WAPC's requirement(s) outlined in the condition(s) have been fulfilled. The written advice of the agency/authority or local government is to be obtained by the applicant/owner. When the written advice of each identified agency/authority or local government has been obtained, it



should be submitted to the WAPC with a Form 1C and appropriate fees and a copy of the deposited plan.

If there is no agency/authority or local government noted in brackets at the end of the condition(s), a written request for confirmation that the requirement(s) outlined in the condition(s) have been fulfilled should be submitted to the WAPC, prior to lodgement of the deposited plan for endorsement.

Prior to the commencement of any subdivision works or the implementation of any condition(s) in any other way, the applicant/owner is to liaise with the nominated agency/authority or local government on the requirement(s) it considers necessary to fulfil the condition(s).

The applicant/owner is to make reasonable enquiry to the nominated agency/authority or local government to obtain confirmation that the requirement(s) of the condition(s) have been fulfilled. This may include the provision of supplementary information. In the event that the nominated agency/authority or local government will not provide its written confirmation following reasonable enquiry, the applicant/owner then may approach the WAPC for confirmation that the condition(s) have been fulfilled.

In approaching the WAPC, the applicant/owner is to provide all necessary information, including proof of reasonable enquiry to the nominated agency/authority or local government.

The condition(s) of this approval, with accompanying advice, are:

CONDITION(S):

1. Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of Western Power for the provision of an underground electricity supply to the lot(s) shown on the approved plan of subdivision. (Western Power)
2. Arrangements being made with the Water Corporation so that provision of a suitable water supply service will be available to the lots shown on the approved plan of subdivision. (Water Corporation)
3. Arrangements being made with the Water Corporation so that provision of a sewerage service will be available to the lots shown on the approved plan of subdivision. (Water Corporation)
4. The provision of easements for existing or planned future water, sewerage and/or drainage infrastructure as may be required by the Water Corporation being granted free of cost to that body. (Water Corporation)
5. Pursuant to Section 150 of the *Planning and Development Act 2005* and Division 3 of the *Planning and Development Regulations 2009* a covenant preventing vehicular access onto Canning Highway being lodged on the certificate(s) of title of the proposed lot 2 at the full expense of the landowner/applicant. The covenant is to



prevent access, to the benefit of Main Roads, in accordance with the plan dated 10 April 2015 (attached) and the covenant is to specify:

"No vehicular access is permitted from Canning Highway."

(Main Roads)

6. The existing dwelling being retained is to comply with the requirements of the Residential Design Codes (Local Government)
7. All septic sewer systems including all tanks and pipes and associated drainage systems (soak wells or leach drains) and any stormwater disposal systems are to be decommissioned, in accordance with the Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974, removed, filled with clean sand and compacted. Proof of decommissioning is to be provided in the form of either certification from a licensed plumber or a statutory declaration from the landowner/applicant, confirming that the site has been inspected and all septic tanks, soak wells, leach drains and any associated pipework have been removed. (Local Government)
8. Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)
9. Measures being taken to ensure the identification and protection of any vegetation on the site worthy of retention that is not impacted by subdivisional works, prior to commencement of subdivisional works. (Local Government).

ADVICE:

1. In regard to Condition 1, Western Power provides only one underground point of electricity supply per freehold lot.
2. In regard to Condition/s 2, 3, the landowner/applicant shall make arrangements with the Water Corporation for the provision of the necessary services. On receipt of a request from the landowner/applicant, a Land Development Agreement under Section 83 of the *Water Services Act 2012* will be prepared by the Water Corporation to document the specific requirements for the proposed subdivision.
3. Preliminary planning and the review of Canning Highway propose to increase the land requirement as shown on Drawing No. 201232-0158. However, this review is preliminary and may be subject to change. As shown on the plan, Bedford Street is proposed to be a cul-de-sac with channelized left in only from Canning Highway. Left-out from Bedford Street to Canning Highway will not be permitted.
4. The project for the upgrading/widening of Canning Highway is not in Main Roads current 4-year forward estimated construction program and all projects not listed are considered long term. Please be aware that timing information is subject to change and that Main Roads assumes no liability whatsoever for the information provided.



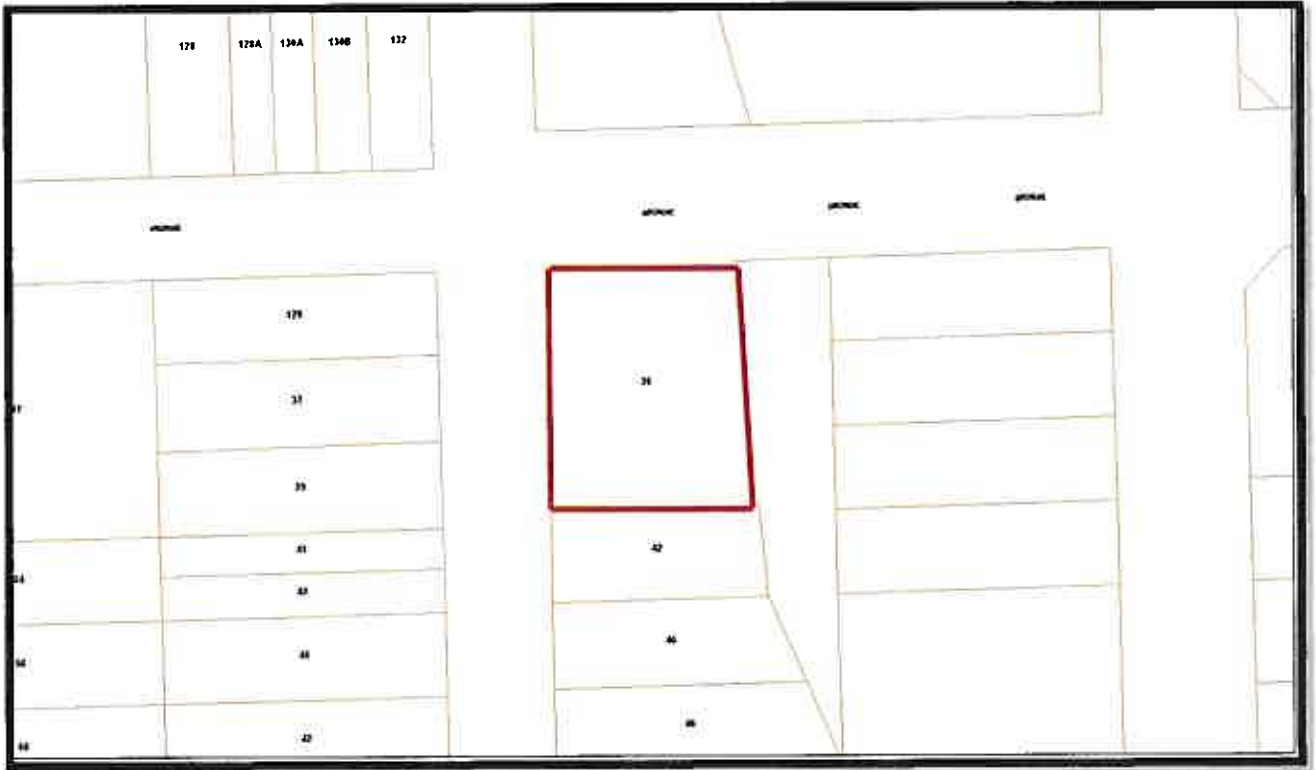
5. The existing Municipal Heritage Inventory listed dwelling being retained and indicated on the deposited plan accordingly.
6. Development of Lot 1 being in accordance with Clause 5.3.2 of Town Planning Scheme No.3. ✓
7. All storm water draining from roofs, driveways and other impermeable surfaces shall be contained within each of the respective lots to the satisfaction of the local government authority.
8. Any verge trees to be removed are to be replaced at the applicant/owners expense to the specifications of the local government. ✓
9. The applicant is advised that in respect to condition 6 the Town is not prepared to issue clearance in regard to the condition unless two car parking bays are provided on Lot 2 that comply with the Residential Design Codes of WA in respect to parking bay dimensions, access and manoeuvring requirements.

A handwritten signature in black ink, appearing to read "Tim Hillyard", with a flourish at the end.

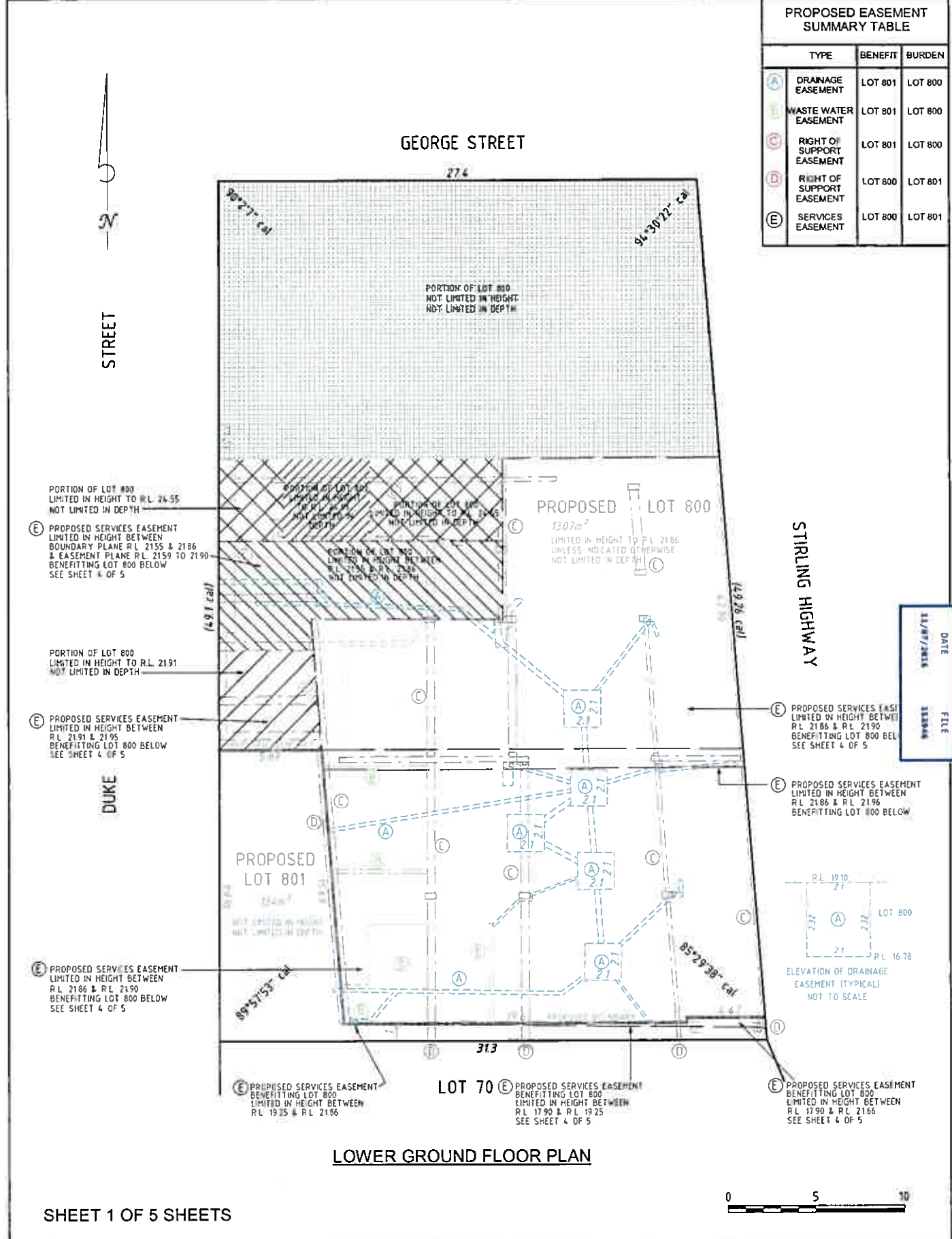
Tim Hillyard
Secretary
Western Australian Planning Commission

15 July 2015

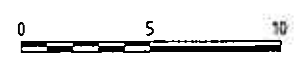
NO. 36-42 (LOT 601,602) DUKE STREET



PROPOSED EASEMENT SUMMARY TABLE			
	TYPE	BENEFIT	BURDEN
(A)	DRAINAGE EASEMENT	LOT 801	LOT 800
(B)	WASTE WATER EASEMENT	LOT 801	LOT 800
(C)	RIGHT OF SUPPORT EASEMENT	LOT 801	LOT 800
(D)	RIGHT OF SUPPORT EASEMENT	LOT 800	LOT 801
(E)	SERVICES EASEMENT	LOT 800	LOT 801



DATE	FILE
11/07/2016	11804



SHEET 1 OF 5 SHEETS

<p>PROPOSED SUBDIVISION OF LOTS 601 & 602 #36 & #42 DUKE STREET, EAST FREMANTLE</p>		<p>DIAL 1100 BEFORE YOU DIAL</p> <p>CARLTON SURVEYS <i>Licensed Surveyors</i> SUITE 4, 100 BURSWOOD ROAD, BURSWOOD, W.A., 6100 TEL 9361 5358 FAX 9361 3457 E-mail carlton@carlton-surveys.com.au</p>	<p>CHECK TITLE FOR EASEMENTS, RESTRICTIVE COVENANTS ETC. THIS SURVEY DOES NOT GUARANTEE THE CORRECT POSITION OF BOUNDARY PEGS OR FENCES. ALL FEATURES AND BUILDING POSITIONS ARE APPROXIMATE ONLY AS THEY HAVE BEEN POSITIONED FROM MEASUREMENTS TAKEN FROM EXISTING PEGS, FENCES & WALLS. A BOUNDARY RE-ESTABLISHMENT SURVEY IS RECOMMENDED PRIOR TO UNDERTAKING ANY SITE WORKS OR CONSTRUCTION. INFORMATION SHOWN ON THIS SURVEY IS CURRENT AS AT THE DATE SHOWN. CARLTON SURVEYS ACCEPTS NO RESPONSIBILITY FOR ANY CHANGES THAT HAVE OCCURRED AFTER THIS DATE. TO SITE LEVELS AND FEATURES OR BUILDINGS. CADASTRAL BOUNDARY DIMENSIONS SHOWN HAVE BEEN OBTAINED FROM SURVEY PLANS AND ARE SUBJECT TO FIELD SURVEY.</p>
<p>DIAGRAM 94449 C/T 2120-270 & 2120-280 AUTHORITY TOWN OF EAST FREMANTLE TOTAL LOT AREA 1441 m² SCALE 1:200 @ A3 JOB 12455</p>	<p>THIS PROPOSED SUBDIVISION PLAN IS SUBJECT TO APPROVAL BY THE WESTERN AUSTRALIAN PLANNING COMMISSION & LOCAL GOVERNMENT & IS SUBJECT TO FIELD SURVEY TO CONFIRM PROPOSED DIMENSIONS</p> <p>DRAFTED BY MSO DATE JUNE 2016 CHECKED BY BT & MSO</p>		



STREET

DUKE

GEORGE STREET

274

PROPOSED LOT 800
5240^m²

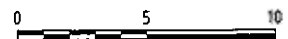
PROPOSED LOT 801
920^m²

NOT LIMITED IN HEIGHT
LIMITED IN DEPTH TO R.L. 21.86 UNLESS INDICATED OTHERWISE

LOT 70

GROUND FLOOR PLAN

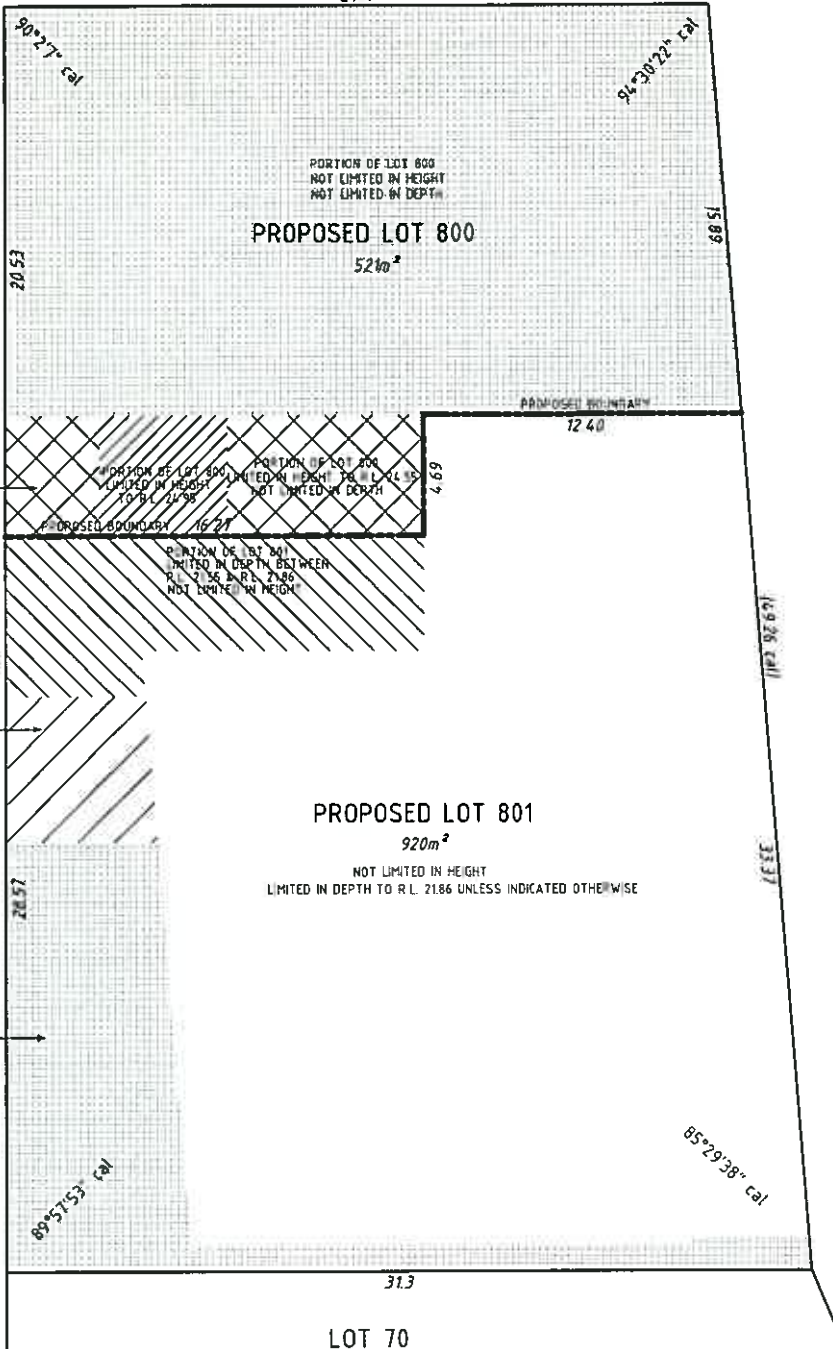
SHEET 2 OF 5 SHEETS



PORTION OF LOT 800
LIMITED IN HEIGHT TO R.L. 24.55
NOT LIMITED IN DEPTH

PORTION OF LOT 801
LIMITED IN DEPTH TO R.L. 21.91
NOT LIMITED IN HEIGHT

PORTION OF LOT 801
NOT LIMITED IN HEIGHT
NOT LIMITED IN DEPTH



STIRLING HIGHWAY

DEPARTMENT OF PLANNING
DATE
11/07/2016
FILE
133944

**PROPOSED SUBDIVISION OF LOTS 601 & 602
#36 & #42 DUKE STREET, EAST FREMANTLE**

DIAL 1100 MORE YOU DIG

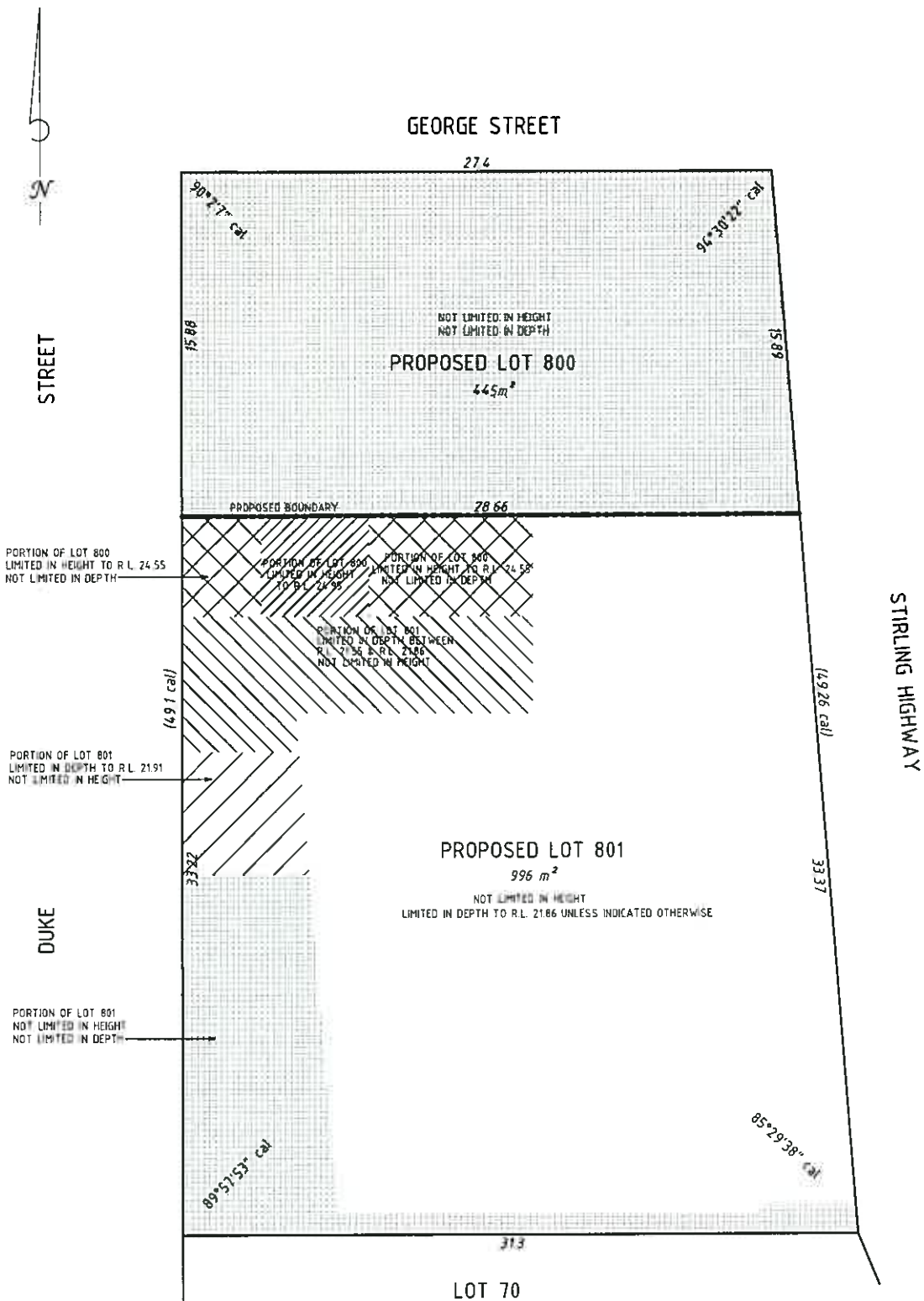
CARLTON SURVEYS
Licensed Surveyors
SUITE 4, 160 BURSWOOD ROAD,
BIRSWOOD WA, 6100
TEL 9361 5358 FAX 9361 3457
E-mail: carlton@carlton-surveys.com.au

CHEK TITLE FOR EASEMENTS, RESTRICTIVE COVENANTS ETC.
THIS SURVEY DOES NOT GUARANTEE THE CORRECT POSITION OF BOUNDARY PEGS OR FENCES.
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THIS PROPOSED SUBDIVISION PLAN IS SUBJECT TO APPROVAL BY THE WESTERN AUSTRALIAN PLANNING COMMISSION & LOCAL GOVERNMENT & IS SUBJECT TO FIELD SURVEY TO CONFIRM PROPOSED DIMENSIONS.

DRAFTED BY : MSO
DATE : JUNE 2016
CHECKED BY : BT & MSO

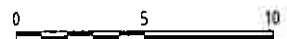
DIAGRAM : 94449
C/T : 2129-279 & 2129-280
AUTHORITY : TOWN OF EAST FREMANTLE
TOTAL LOT AREA : 1441 m²
SCALE : 1:200 @ A3
JOB : 12455



DEPARTMENT OF PLANNING
DATE
FILE
SHEET

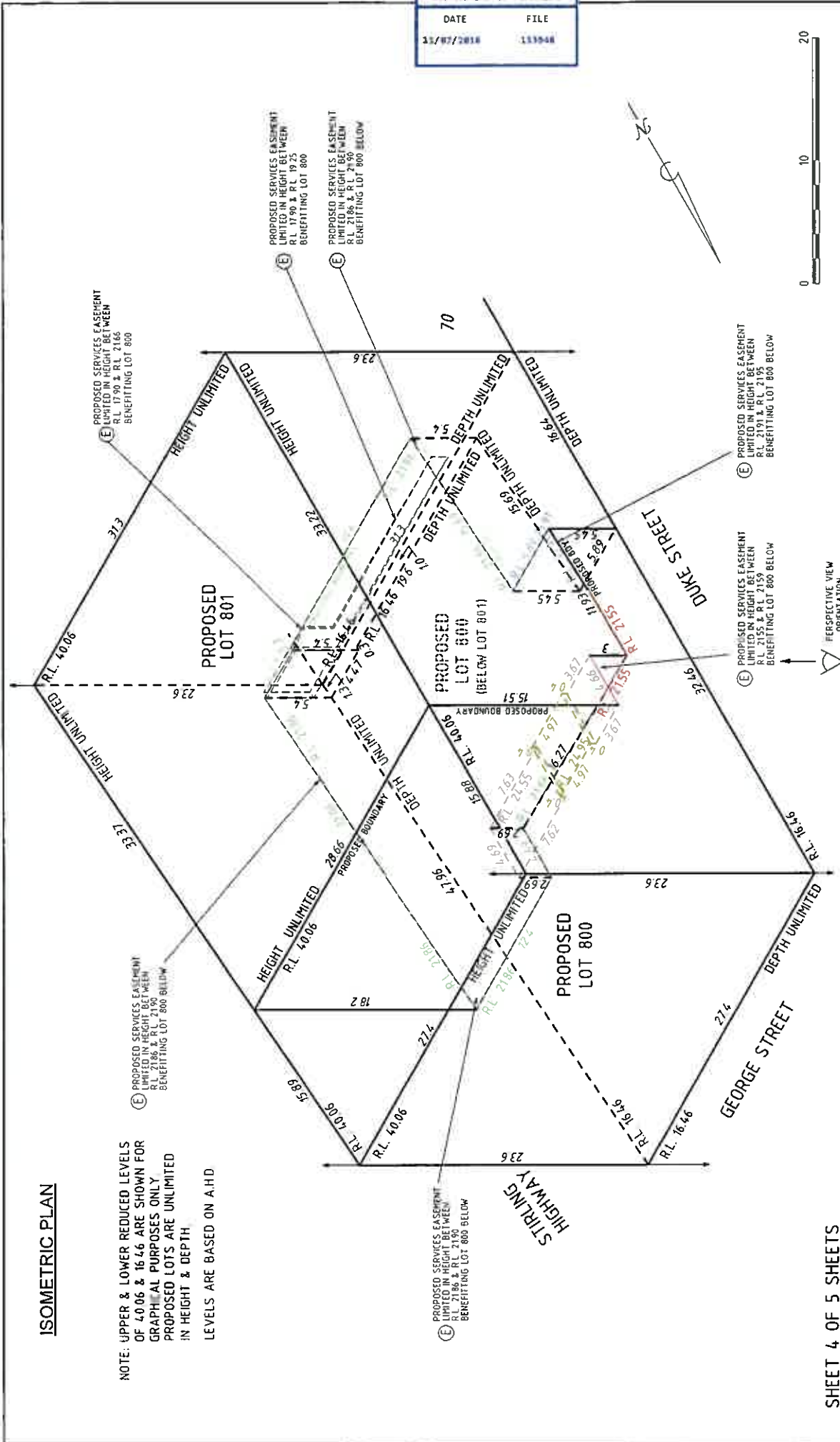
FIRST FLOOR PLAN & ABOVE

SHEET 3 OF 5 SHEETS



<p>PROPOSED SUBDIVISION OF LOTS 601 & 602 #36 & #42 DUKE STREET, EAST FREMANTLE</p>		<p>DIAL 1100 BEFORE YOU DIG</p>	<p>CHECK TITLE FOR EASEMENTS RESTRICTIVE COVENANTS ETC THIS SURVEY DOES NOT GUARANTEE THE CORRECT POSITION OF BOUNDARY PEGS OR FENCES ALL FEATURES AND BUILDING POSITIONS ARE APPROXIMATE ONLY AS THEY HAVE BEEN POSITIONED FROM MEASUREMENTS TAKEN FROM EXISTING PEGS, FENCES & WALLS A BOUNDARY RE-ESTABLISHMENT SURVEY IS RECOMMENDED PRIOR TO UNDERTAKING ANY SITE WORKS OR CONSTRUCTION INFORMATION SHOWN ON THIS SURVEY IS CURRENT AT THE DATE SHOWN CARLTON SURVEYS ACCEPTS NO RESPONSIBILITY FOR ANY CHANGES THAT HAVE OCCURRED AFTER THIS DATE, TO SITE LEVELS AND FEATURES OR BUILDINGS CADASTRAL BOUNDARY DIMENSIONS SHOWN HAVE BEEN OBTAINED FROM SURVEY PLANS AND ARE SUBJECT TO FIELD SURVEY</p>
<p>DIAGRAM 94449 CT 2120-270 & 2120-280 AUTHORITY TOWN OF EAST FREMANTLE TOTAL LOT AREA 1441 m² SCALE 1:200 @ A3 JOB 12455</p>	<p>THIS PROPOSED SUBDIVISION PLAN IS SUBJECT TO APPROVAL BY THE WESTERN AUSTRALIAN PLANNING COMMISSION & LOCAL GOVERNMENT & IS SUBJECT TO FIELD SURVEY TO CONFIRM PROPOSED DIMENSIONS</p>	<p>CARLTON SURVEYS <i>Licensed Surveyors</i> SUITE 4, 160 BURSWOOD ROAD, BURSWOOD, W.A., 6100 TEL 0361 5358 FAX 0361 3457 E-mail carlton@carlton-surveys.com.au</p>	
	<p>DRAFTED BY MSO DATE JUNE 2016 CHECKED BY BT & MSO</p>		

DEPARTMENT OF PLANNING	
DATE	FILE
11/07/2018	133948



CHECK TITLE FOR EASEMENTS RESTRICTIVE COVENANTS ETC. THIS PLAN DOES NOT GUARANTEE THE CORRECT POSITION OF BOUNDARY OR THE POSITION OF EASEMENTS. ALL FEATURES AND BUILDING POSITIONS ARE APPROXIMATE ONLY AS THEY HAVE BEEN POSITIONED FROM MEASUREMENTS TAKEN FROM EXISTING PEGS, FENCES & WALLS. A BOUNDARY RE-ESTABLISHMENT SURVEY IS RECOMMENDED PRIOR TO UNDERTAKING ANY SITE WORKS OR CONSTRUCTION. CARLTON SURVEYS ACCEPTS NO RESPONSIBILITY FOR ANY CHANGES THAT HAVE OCCURRED AFTER THIS DATE. TO SITE LEVELS AND FEATURES OR BUILDINGS. ADASTRAL BOUNDARY DIMENSIONS SHOWN HAVE BEEN OBTAINED FROM SURVEY PLANS AND ARE SUBJECT TO FIELD SURVEY.

DOAL 1100 BEFORE YOU DIG

CARLTON SURVEYS
 Licensed Surveyors
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 BURSWOOD WA, 6100.
 TEL 9261 5358 FAX 9261 3457
 E-mail: carlton@carlton-surveys.com.au

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DRAFTED BY: MISO
 DATE: JUNE 2016
 CHECKED BY: BST & MISO

DIAGRAM	94449
C/T	2125-278 & 2125-280
AUTHORITY	TOWN OF EAST FREMANTLE
TOTAL LOT AREA	1441 m ²
SCALE	1:300 @ A3
SURVEY DATE	N/A
JOB	12455

PROPOSED SUBDIVISION OF LOTS 601 & 602
#36-#42 DUKE STREET, EAST FREMANTLE

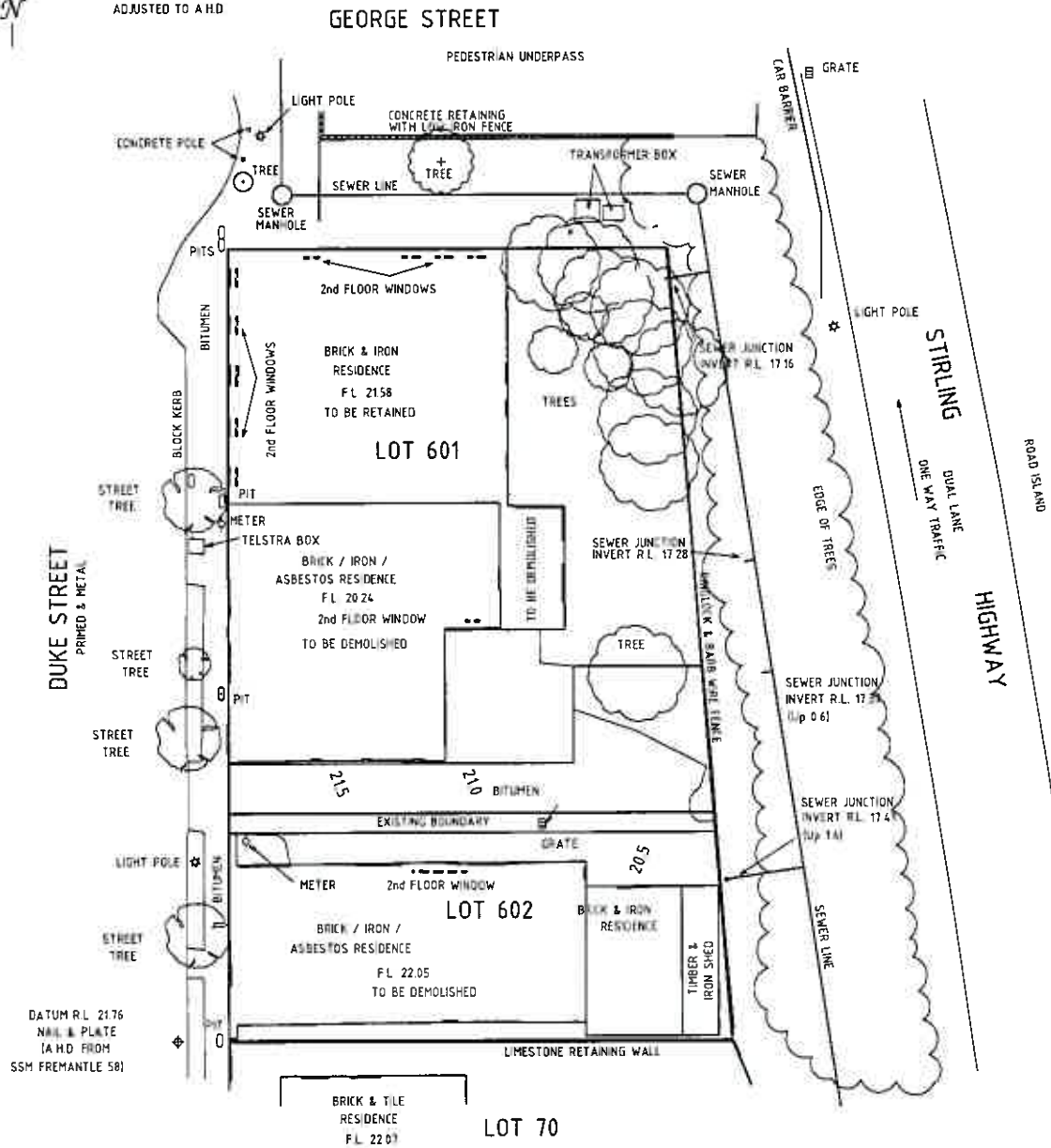
ISOMETRIC PLAN

NOTE: UPPER & LOWER REDUCED LEVELS OF 40.06 & 16.46 ARE SHOWN FOR GRAPHICAL PURPOSES ONLY. PROPOSED LOTS ARE UNLIMITED IN HEIGHT & DEPTH. LEVELS ARE BASED ON A.H.D.

SHEET 4 OF 5 SHEETS



NOTE: LEVELS HAVE BEEN ADJUSTED TO A HD



NOTES
 CONTOUR & FEATURE SURVEY UNDERTAKEN BY AUTOMATED SURVEYS IN AUGUST 2008.
 LEVELS HAVE BEEN ADJUSTED TO A.H.D.

SURVEY UPDATED 4-3-2014 BY CARLTON SURVEYS
 LOCATED CONCRETE RETAINING AT PEDESTRIAN UNDERPASS

EXISTING SITE SURVEY



SHEET 5 OF 5 SHEETS

DEPARTMENT OF PLANNING
DATE
31/07/2008
FILE
133944

**PROPOSED SUBDIVISION OF LOTS 601 & 602
 #36 & #42 DUKE STREET, EAST FREMANTLE**

DIAGRAM : 04449
 C/T : 2120-279 & 2120-280
 AUTHORITY : TOWN OF EAST FREMANTLE
 TOTAL LOT AREA : 1441 m²
 SCALE : 1:300 @ A3
 JOB : 12455

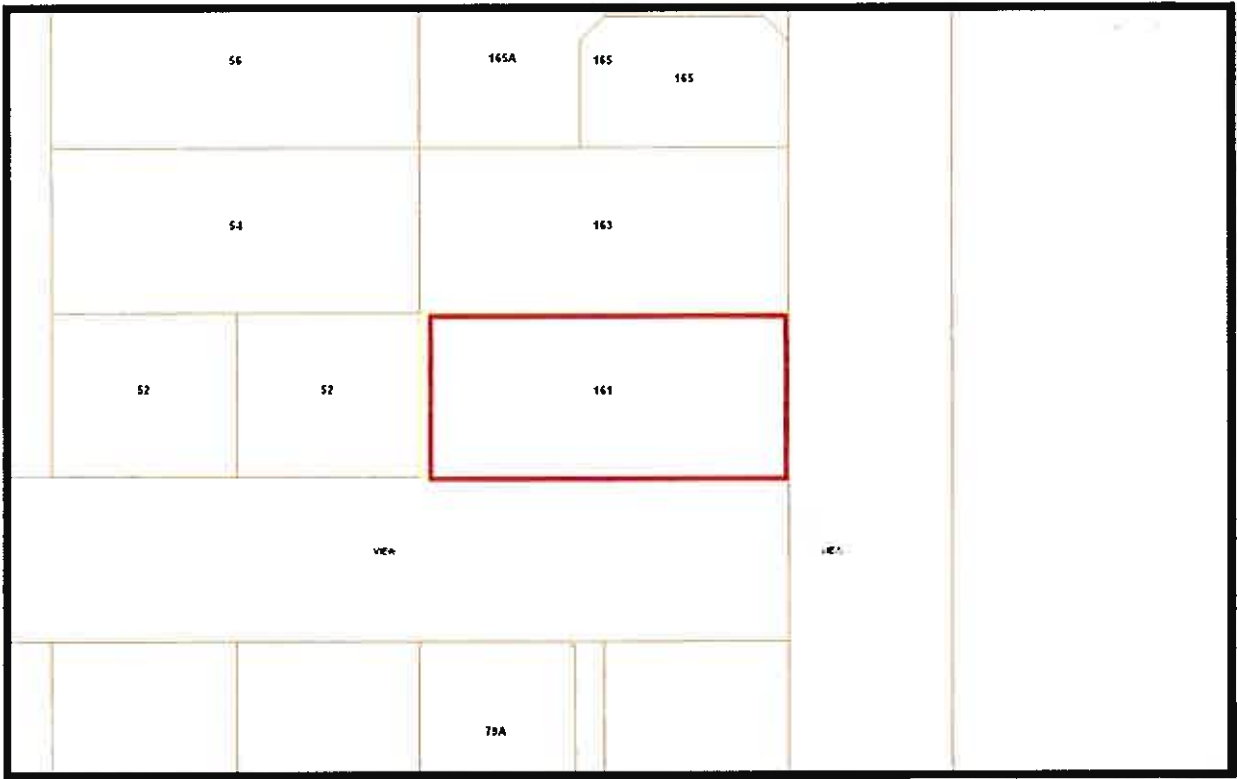
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DRAFTED BY : MSO
 DATE : JUNE 2018
 CHECKED BY : BT & MSO

CARLTON SURVEYS
 Licensed Surveyors
 SUITE 4, 160 BURSWOOD ROAD,
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 TEL 9361 5358 FAX 9361 3457
 E-mail carlton@carlton-surveys.com.au

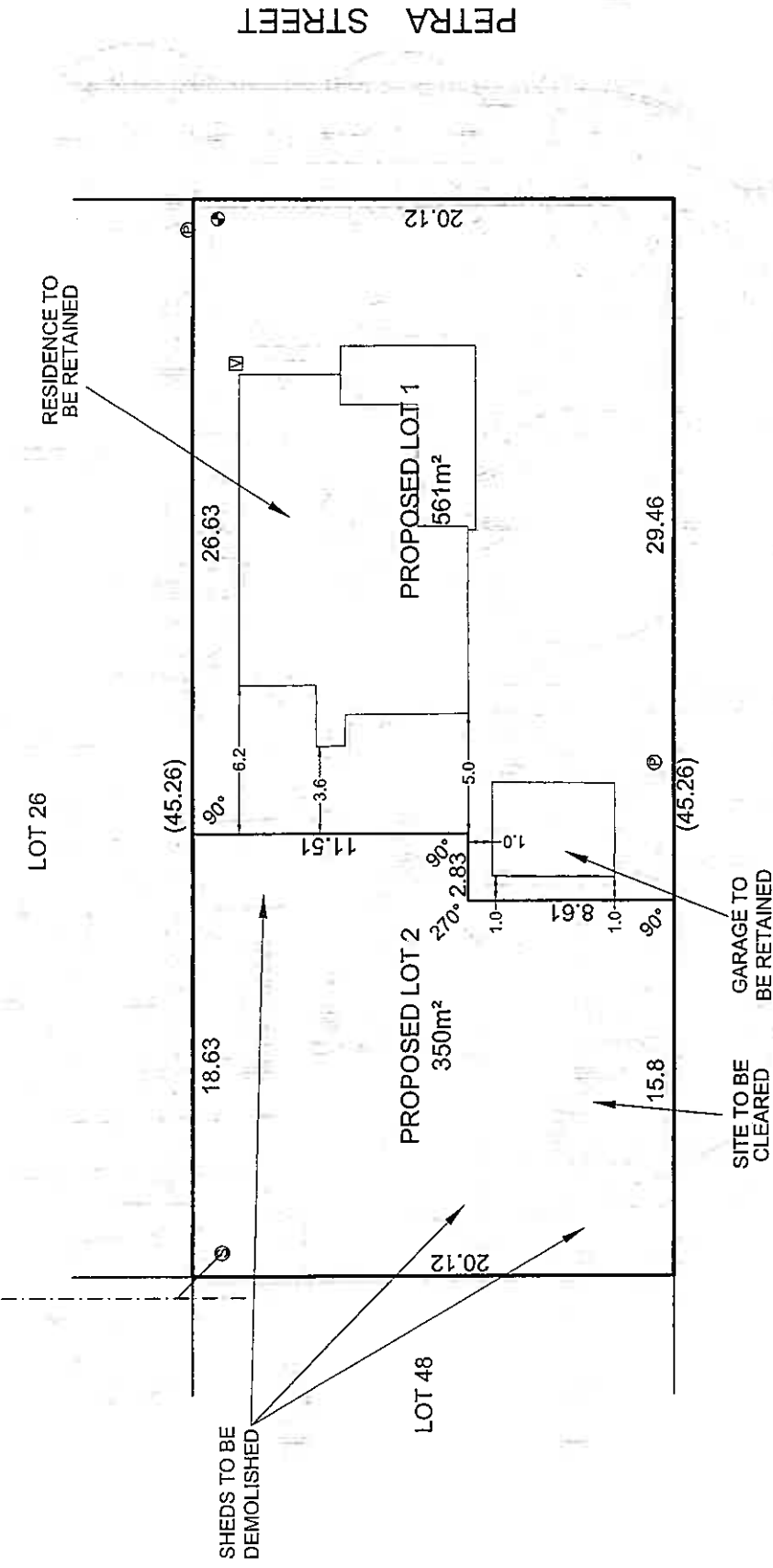
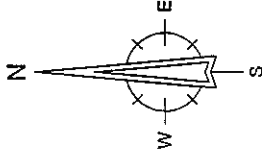
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 CADASTRAL BOUNDARY DIMENSIONS SHOWN HAVE BEEN OBTAINED FROM SURVEY PLANS AND ARE SUBJECT TO FIELD SURVEY

NO. 161 (LOT 27) PETRA STREET



PROPOSED TWO (2) LOT SURVEY STRATA SUBDIVISION - Option 1

CLIENT: WENDY & JEROME WISNIEWSKI



SUBJECT TO WAPC CONDITIONS. SEE FINAL STRATA-PLAN OR DEPOSITED PLAN

SUBDIVISION SUBJECT TO R20 COMPLIANCE AS PER TOWN OF EAST FREMANTLE TPS No. 3 PART 5 (5.3.1) DENSITY BONUS FOR CORNER LOTS

TOTAL AREA: 911m²

R CODE ZONING: R12.5

VIEW TERRACE

I, the clients of Vision Surveys recognise this plan as the proposal to be submitted to the department of planning and infrastructure for a... Lot Survey Strata / Built Strata / Green-Title subdivision and agree to the terms and conditions of this plan's use.

Client Signature's Date

VISION SURVEYS
 Licensed & Engineering
 Lead Development Consultants
 Project Managers

This Proposal to the WAPC for the creation of TWO (2) SURVEY STRATA LOTS AT LOT 27 (61) PETRA STREET EAST FREMANTLE
 TEL: (08) 6144 0000 FAX: (08) 6144 0069
 59 SCARBOROUGH BEACH RD,
 SCARBOROUGH WA 6019
 Email: info@visionsurveys.com.au

Level Datum	ANVD(Ausrel)
Scale	1:200
Date	27/02/2018
Drawn By	Pauline 1816 and Francaise P
Checked By	BR
Job #	5534
Sheet	1 of 1
Drawn	A3

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TOWN OF EAST FREMANTLE

MONTHLY FINANCIAL ACTIVITY STATEMENT

FOR THE PERIOD 1 JULY 2016 TO 31 JULY 2016

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Parking Infringements Written Off	50
Net Current Assets	51

TOWN OF EAST FREMANTLE



FINANCIAL ACTIVITY STATEMENT For the Period 1 July to 31 July 2016

OPERATING	NOTE	ORIGINAL BUDGET	YTD BUDGET	YTD ACTUALS	YTD Variance	Variance
			\$	\$	%	\$
REVENUE/SOURCES						
General Purpose Funding		7,728,600	1,499	6,858	457%	5,359
Governance		26,200	2,182	54	2%	(2,128)
Law, Order, Public Safety		29,600	74	629	850%	555
Health		12,400	282	187	66%	(95)
Education and Welfare		899,100	251,708	255,267	101%	3,559
Housing		87,000	7,250	7,430	102%	180
Community Amenities		331,000	157,123	158,928	101%	1,805
Recreation and Culture		430,600	65,548	100,516	153%	34,968
Transport		336,800	25,666	17,573	68%	(8,093)
Economic Services		136,800	11,397	6,001	53%	(5,396)
Other Property and Services		31,300	2,606	185	7%	(2,421)
TOTAL OPERATING REVENUE		10,049,400	525,335	553,626	105%	28,291
EXPENDITURE/APPLICATIONS						
General Purpose Funding		(111,700)	(9,307)	(3,646)	39%	5,661
Governance		(996,900)	(111,617)	(100,102)	90%	11,515
Law, Order, Public Safety		(106,600)	(8,217)	(7,767)	95%	450
Health		(187,600)	(15,243)	(25,156)	165%	(9,913)
Education and Welfare		(1,205,400)	(120,478)	(96,483)	80%	23,995
Housing		(35,500)	(4,249)	(3,859)	91%	390
Community Amenities		(2,708,000)	(231,878)	(123,255)	53%	108,623
Recreation and Culture		(2,468,000)	(176,004)	(181,598)	103%	(5,594)
Transport		(2,899,300)	(241,581)	(231,834)	96%	9,747
Economic Services		(110,000)	(8,882)	(1,346)	15%	7,537
Other Property and Services		(103,600)	(24,601)	(17,048)	69%	7,553
TOTAL OPERATING EXPENDITURE		(10,932,600)	(952,057)	(792,094)	83%	159,963
Adjustments for non-cash items						
Depreciation on Assets		2,522,800	210,230	222,127	106%	11,897
(Profit)/Loss on Asset Disposals		-	-	-	-	-
TOTAL NON-CASH ITEMS		2,522,800	210,230	222,127	106%	11,897
TOTAL OPERATING CASH POSITION		1,639,600	(216,492)	(16,341)	8%	200,151
CAPITAL REVENUE/EXPENSES						
Purchase Land & Buildings		(1,610,000)	(1,610,000)	-	0%	1,610,000
Purchase Infrastructure Assets		(1,971,100)	(1,971,100)	-	0%	1,971,100
Purchase Plant & Equipment		(348,000)	(348,000)	(21,909)	6%	326,091
Purchase Furniture & Equipment		(177,000)	(177,000)	(5,696)	3%	171,304
CAPITAL EXPENDITURE SUBTOTAL		(4,106,100)	(4,106,100)	(27,605)	1%	4,078,495
Proceeds from Disposal of Assets		111,000	111,000	-	-	111,000
Repayment of Debentures		-	-	-	-	-
Proceeds from New Debentures		500,000	-	-	-	-
Self-Supporting Loan Principal Income		-	-	-	-	-
Transfers to Restricted Assets		(1,782,500)	-	-	-	-
Transfers from Restricted Assets		3,435,100	-	-	-	-
Add: Net Current Assets 1 July 2015		202,900	202,900	-	-	-
Net Current Assets YTD		-	(4,008,692)	(43,946)	1%	3,964,748

Monthly Report July 2016**Notes to the Financial Activity Statement****July 2016****SUMMARY***Revised Budget Forecast*

The Financial Activity Statement for the period ended 31 July 2016 indicates a balanced budget to 30 June 2017. The following analysis compares year to date variations against the forecast.

Operating YTD Actuals

Operating Revenue 105%; is \$28,000 more than the YTD budget (Favourable).

Operating Expenditure 83%; is \$160,000 less than the YTD budget (Favourable).

After non-cash adjustments, the total operating cash position is \$200,000 more than the YTD budget (Favourable).

Capital Programs YTD Progress

Land & Buildings 0% expended

Infrastructure Assets 0% expended

Plant and Equipment 6% expended

Furniture and Equipment 3% expended

Capital Expenditure is \$4,078,000 less than the YTD budget (Favourable), which is the value of uncompleted works.

Materiality in Financial Reporting

Material programme income and expenditure variance thresholds of either the greatest of 10% or \$10,000 are explained below and variances are reported to the nearest \$'000:

OPERATING REVENUE & EXPENDITURE**REVENUE – FAVOURABLE \$28,000**

There is a YTD operating revenue favourable variance, which is due to a combination of the following items:

RECREATION & CULTURE – FAVOURABLE \$35,000**Swimming Areas & Beaches**

The Riverside Road Mooring Pen fees have been raised in July creating a favourable year to date budget timing variance amounting to \$87,000 which will be offset during the year.

The Swan River Trust Erosion Control Grant has an unfavourable year to date budget timing variance amounting to \$60,000 which will be offset during the year.

EXPENDITURE – FAVOURABLE \$160,000

There is a favourable YTD operating expenditure variance which is due to a combination of the following items:

GOVERNANCE – FAVOURABLE \$12,000**Members of Council**

Mayor/Councillors sitting fees has an unfavourable year to date budget timing variance amounting to \$12,000 which is mainly attributable to payments now being made on a monthly basis. This amount will be offset during the year.

Members insurance has an unfavourable year to date budget timing variance amounting to \$14,000 which is attributable to the first instalment of the insurance premium having recently been paid. This amount will be offset during the year.

Communications, Advocacy and PR has a favourable year to date budget timing variance amounting to \$12,000 as the projects have not commenced.

General Administration

There is a favourable year to date budget timing variances for Employee costs amounting to \$26,000 which will be offset during the year.

Computer System Support has an unfavourable year to date budget timing variance amounting to \$25,000 which is mainly attributable to various software renewals including, SynergySoft licenses, email protection and online backup disaster recovery service. This amount will be offset during the year.

HEALTH – UNFAVOURABLE \$10,000

There are no significant items of variance in this program.

EDUCATION & WELFARE – FAVOURABLE \$24,000**Other Welfare**

The Council contribution towards the Glyde-In Centre has a favourable year to date budget timing variance amounting to \$21,000 which will be offset in August.

COMMUNITY AMMENITIES – FAVOURABLE \$109,000**Sanitation – Household Refuse**

There are favourable year to date budget timing variances for; Domestic and Commercial Recycling \$15,000, Domestic Refuse Collection \$17,000, SMRC Waste Composting Facility \$38,000 and the Annual Bulk & Green Waste collection \$22,000 which is attributable to the July invoices received in the following month.

Other Sanitation

Council's contribution towards the Regional Waste Management has an unfavourable year to date budget timing variance amounting to \$24,000 which will be offset in August.

Town Planning & Regional Development

The Consultants account has a favourable year to date budget timing variance amounting to \$18,000 which will be offset during the year.

TRANSPORT – FAVOURABLE \$10,000**Maintenance Streets, Roads & Bridges**

There is a favourable year to date budget timing variances for Footpath & Cycleway Maintenance amounting to \$13,000 which will be offset during the year.

Conversely there are unfavourable year to date budget timing variances for Road and Street Maintenance \$10,000 and Street Tree Pruning \$13,000 which is mainly due to greater emphasis having been placed on these operations as at this time of the year.

CAPITAL EXPENDITURE

There are favourable YTD Capital Expenditure timing variances of \$4,078,000 given that the works program is 1% completed.

SCHEDULE OF INVESTMENTS

Surplus funds are held in interest bearing term deposits. The General Purpose interest received for the Municipal and Reserve funds amounts to \$4,000. The timing of interest received on investments is dependent on the placement and maturity dates of term deposits. Rate revenue received will be placed on investment as surplus funds and spread forward over various months to satisfy ongoing cash flow requirements. Interest earnings are reflected as investments mature.

The graph displays the mix of investments and how funds compare with the limits of the Town's Investment policy placement (Maximum 100% with AA rated and maximum 80% with A rated institutions).

Prior to placing investments, preference is given to competitive quotations from financial institutions that are deemed not to invest in or finance the fossil fuel industry where;

- a) the investment is compliant with Council's investment policy with regards to risk management guidelines, and
- b) the investment rate of return is favourable to Council relative to other investment quotations that may be on offer within a competitive environment.

For this period, prior to rate funds being received we have been either withdrawing or re-investing remaining funds on a short term monthly basis. What we have noticed when currently sourcing competitive quotes is that non-fossil fuel institutions have better rates for longer placements but are not competitive on the short terms that we have been seeking. We will be seeking a range of longer investment terms when rate funds are received.

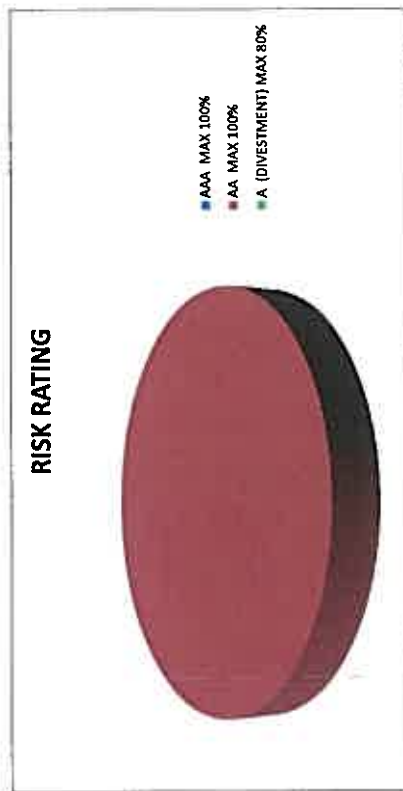
TOWN OF EAST FREMANTLE
INVESTMENTS

DETAILS OF INVESTMENTS HELD AS AT 31 JULY 2016

FINANCIAL INSTITUTION	STANDARD & POOR'S RATING	REF NO	RATE %	PERIOD	INVESTMENT DATE	MATURITY DATE	MUNICIPAL FUND	TRUST FUND	RESERVE FUND VARIOUS	HIGHEST % RATE QUOTED-NON FOSSIL FUEL BANKS	MATURED INVEST	INTEREST 16/17	COMMENTS
BANKWEST	AA-	4488530	2.75	60	14-Jul-16	12-Sep-16	\$338,429.13			BENDIGO/ADELAIDE BANK 2.50% - S&P (A-)		\$610.85	General a/c
NATIONAL AUST BANK	AA-	701376326	2.55	60	15-Jul-16	13-Sep-16	\$306,903.31			BENDIGO/ADELAIDE BANK 2.50% - S&P (A-)		\$528.82	General a/c
NATIONAL AUST BANK	AA-	387980811	2.10	30	13-Jul-16	12-Aug-16	\$308,218.91			BOQ 2.00% - S&P (A-)		\$527.64	General a/c
WESTPAC	AA-	36004397887	2.00	31	15-Jul-16	15-Aug-16	\$422,052.31			RURAL BANK 2.00% - S&P (A-)	\$297,041.85	\$592.85	General a/c
WESTPAC	AA-	36084390978	2.00	30	11-Jul-16	10-Aug-16	\$520,505.97			SUNCORP 2.00% - S&P (A)		\$487.49	General a/c
NATIONAL AUST BANK	AA-	978471123	2.98	173	18-Jun-16	06-Dec-16			\$537,580.39		\$0.00		Various Reserves
NATIONAL AUST BANK	AA-	143280505	2.98	180	06-Jun-16	06-Dec-16			\$797,381.46		\$0.00		Various Reserves
NATIONAL AUST BANK	AA-	848638191	2.88	180	09-Jun-16	08-Dec-16			\$425,722.74		\$0.00		Various Reserves
NATIONAL AUST BANK	AA-	328136396	2.98	180	09-Jun-16	06-Dec-16			\$51,178.98		\$0.00		Various Reserves
COMMONWEALTH BANK	AA-	169592	2.05	31	22-Jul-16	22-Aug-16	\$746,883.32			SUNCORP 2.00% - S&P (A)		\$1,256.33	Trust a/c
VARIOUS							\$1,894,111.63	\$746,883.32	\$1,911,814.55		\$297,041.85	\$701.79	Interest set off/Trans.in

INSTITUTION	\$	%	RISK
ANZ BANK	\$0	0.00%	AA
BANKWEST	\$338,429	7.43%	AA
COMMONWEALTH BANK	\$746,883	16.40%	AA
NATIONAL AUST BANK	\$2,524,938	55.46%	AA
WESTPAC	\$942,577	20.70%	AA
BANK OF QUEENSLAND			A
SUNCORP			A
RURAL BANK	\$4,552,810	100.00%	A

RISK RATING	PORTFOLIO	\$	%
AAA	MAX 100%	\$0	0.00%
AA	MAX 100%	\$4,552,810	100.00%
A (INVESTMENT)	MAX 80%	\$0	0.00%
		\$0	100.00%



Off	COA	Description	2016/17 Budget	2016/17 Actual	Progress %	Details
Land & Buildings						
A700	E04604	Buildings - Town Hall Remedial Works	\$1,500,000	-	0%	Full internal redesign and refurbishment Bldg Reserve \$1,000K; Loan funding \$500K
A700	E04624	Buildings - "Old Police Station" Restoration Works	\$50,000	-	0%	Internal fitout and equipment in preparation for leasing. Reserve \$50K
A700	E11623	Buildings - EF Junior Football Clubroom - CapEx	\$60,000	-	0%	Main clubroom extension, Kitchen upgrade, Balcony extension. Total project est. \$160K; Council contribution \$60K. Reserve \$60K
Land & Buildings Total			\$1,610,000	-	0%	
HACC Plant & Equipment						
A20	E08602	People Mover Van - HACC - CapEx Plant Replacement	\$40,000	-	0%	Replacement P4051 Imax Shuttle 1DGT319 changeover \$26K + Auction \$14K. Prepaid Grant \$26K
A20	E08603	Medium Sedan - HACC - CapEx Plant Replacement	\$22,000	21,909	100%	Replacement P4051 Camry 1DHE420 changeover \$14K + Auction \$8K. Prepaid Grant \$14K
A20	E08606	New Toyota Hi-AceVan - HACC - CapEx Plant Replacement	\$48,000	-	0%	New Toyota Hiace 12 seater Bus \$48K. Prepaid Grant \$48K.
HACC Plant & Equipment Total			\$110,000	21,909	20%	
Plant & Equipment						
A20	E04601	Replacement Sedan - CEO	\$40,000	-	0%	Replacement P4068 Jetta 1DXD129 changeover \$30K + Auction \$12K
A20	E04614	Replacement EMFA Vehicle - CapEx Plant Replacement	\$29,000	-	0%	Replacement P4073 Toyota Camry Atara SX 1EDQ655 changeover \$14K + Auction \$15K
A20	E07602	Sedan-Senior Environ Officer - CapEx Plant Replacement	\$22,000	-	0%	Replacement P4067 Hyundai I30 1DWTA43 changeover \$14K + Auction \$8K
A20	E10639	Replacement Planning Managers Vehicle - CapEx Plant Replacement	\$25,000	-	0%	Replacement P4076 Ford Kuga Ambiente 1EIT801 changeover \$12K + Auction \$13K
A70	E11692	P&E Replacement Ride On Mower TORO 360	\$38,000	-	0%	Replacement P4059 TORO Groundmaster 360 1DS1116 changeover \$31K + Auction \$7K
A70	E11693	Single Cab Utility - Parks 1ECC560 - CapEx Plant Replacement	\$38,000	-	0%	Replacement P4071 Ford PX Ranger Single Cab Ute 1ECC560 changeover \$17K + Auction \$21K
A70	E12748	Replacement Works Single Cab Ute 1EIG565 - CapEx Plant Replacement	\$38,000	-	0%	Replacement P4074 Mitsubishi Triton GLX Single Cab Ute 1EIG565 changeover \$18K + Auction \$20K
A70	E12749	Replacement Single Cab Ute Works 1EKR899 - CapEx Plant Replacement	\$26,000	-	0%	Replacement P4077 Ford Falcon MKII Ute 1EKR899 changeover \$13K + Auction \$13K
Plant & Equipment Total			\$238,000	-	0%	
Furniture & Equipment						
A20	E04606	Network Hardware Renewal CapEx	\$171,000	5,696	3%	IT Strategy Stage 2 - \$110K Full Hardware replacement of servers, Storage, Networking, Battery Backup and installation; \$16K Desktop hardware replacement program; \$24K IP Telephony; \$6K Corporate Ipad Comms; \$15K AV enhancements to Chamber
A20	E04613	Admin - Records Compactus Unit CapEx	\$6,000	-	0%	Lockable Records Compactus Unit
Furniture & Equipment Total			\$177,000	5,696	3%	

REPORT 13.2.1		ATTACHMENT 1				
Off	COA	Description	2016/17 Budget	2016/17 Actual	Progress %	Details
Infrastructure Assets						
A70	E11685	Inf - Acquisition of Public Art (Outdoor Sculpture) - CapEx - Other Culture	\$48,200	-	0%	Acquisition & Installation of Public Art, allowing 40% of purchase for installation. (Includes Direct Supervision)
Public Art Infrastructure Sub-Total			\$48,200	-	0%	
A70	E10605	Inf - Jetty Treatment and Major Maintenance Program - Infrastructure CapEx	\$31,800	-	0%	Mooring Pen Jetty major maintenance including forward
A70	E11687	Inf - Swimming Areas - Foreshore Erosion Control - CapEx	\$483,700	-	0%	Stage 1 Foreshore Management Plan (\$90% Grant DPW \$227,500 I11177) \$167500 paid in Adv 15/16
A70	E11699	Inf - Jerrat Drive Fence - CapEx	\$31,800	-	0%	Jerrat Dr fencing identified as a foreshore priority from Ecoscape inspection
Swan River Foreshore Infrastructure Sub-Total			\$547,300	-	0%	
A70	E11694	Inf - Future Recreation and Community Facilities Renewal Programs - CapEx	\$79,500	-	0%	Implementation of Park Development Program from
A70	E11695	Inf - E. I Chapman Playground - CapEx	\$127,100	-	0%	Complete establishment of new playground
A70	E11652	Inf - Glasson Park Perimeter Fence	\$19,100	-	0%	Perimeter fence replacement.
A70	E11696	Inf - Bicentennial Falls Retaining Walls - CapEx	\$10,600	-	0%	Reinstate/replace retaining walls
A70	E11697	Inf - I.G Hancock Reserve Stage 2 - CapEx	\$42,400	-	0%	Seal carpark and landscape northern end
A70	E11698	Inf - Ulrich Park Shade Sail - CapEx	\$37,100	-	0%	In keeping with drainage sump infrastructure
A70	E12761	Inf - Drainage - Realignment of Drainage - Merv Cowan Park - CapEx	\$31,800	-	0%	Realignment of drainage at Merv Cowan Park.
Parks Infrastructure Sub-Total			\$347,600	-	0%	
A70	E12741	Inf - Footpath Renewal - Allen St one side (Fletcher to Canning) CapEx	\$40,300	-	0%	Footpath Renewal - \$30K Allen St west side (Fletcher to Canning); Plus \$10K removal of concrete cycle path
A70	E12762	Inf - Footpath Renewal - Bedford St. West Side (George St. to Canning Highway) CapEx	\$21,200	-	0%	Footpath Renewal - Bedford St west side (George to Canning)
A70	E12763	Inf - Footpath Renewal - Bolton St. North Side CapEx	\$10,600	-	0%	Footpath Renewal - Bolton St North side
A70	E12764	Inf - Footpath Renewal - Fletcher St. North Side (Allen St. to Irwin St.) CapEx	\$16,500	-	0%	Footpath Renewal - Fletcher St North side (Allen to Irwin)
A70	E12765	Inf - Footpath Renewal - Alcester St. North Side (Preston Pt. Rd. to Stalon Rd.) CapEx	\$10,600	-	0%	Footpath Renewal - Alcester St north side (Preston Pt to Stalon)
A70	E12766	Inf - Footpath Renewal - Wolseley Rd. North Side (Preston Pt. Rd. for 55m.) CapEx	\$5,300	-	0%	Footpath Renewal - Wolseley St north side (Preston Pt for 55m)
A70	E12767	Inf - Footpath Renewal - Canning Highway (Angwin St. to 55m East of Preston Pt. Rd.) CapEx	\$53,000	-	0%	(Angwin to 55m east of Preston Pt Rd)
A70	E12768	Inf - Footpath Renewal - Walter St. West Side (Canning Highway to Fraser St.) CapEx	\$31,800	-	0%	Footpath Renewal - Walter St west side (Canning to Fraser)
A70	E12769	Inf - Footpath Renewal - King St. Both Sides (George St. to St. Peter Rd.) CapEx	\$105,900	-	0%	Footpath Renewal - King St both sides (George to Peters)
Footpath Infrastructure Sub-Total			\$305,200	-	0%	
A70	E12714	Inf - Roads - Consultant to Design Upgrade of Riverside Rd CapEx	\$53,000	-	0%	pavement. \$50K c/over reserve funding from 15/16
A70	E12743	Inf - Roads - Reconst Pavement and Asphalt overlay Habgood St CapEx	\$106,900	-	0%	Habgood St reconstruction \$100K c/over reserve funding from 15/16
A70	E12747	Inf - Roads - Parking Machines - Parks CapEx	\$21,200	-	0%	Registration specific paid parking machines to increase annualised revenue by \$25K - \$30K through prevention of ticket swapping
A70	E12750	Inf - Roads - Reconstruct Pavement and Asphalt Overlay Chauncy St. CapEx	\$116,500	-	0%	Chauncy St Reconstruction
A70	E12751	Inf - Roads - Road Resurfacing - Angwin St. Asphalt 30mm. CapEx	\$37,100	-	0%	Road resurface 30mm asphalt - Angwin
A70	E12752	Inf - Roads - Road Resurfacing - Bolton St. Asphalt 30mm. CapEx	\$21,200	-	0%	Road resurface 30mm asphalt - Bolton
A70	E12753	Inf - Roads - Road Resurfacing - Coolgardie St. Asphalt 30mm. CapEx	\$53,000	-	0%	Road resurface 30mm asphalt - Coolgardie
A70	E12754	Inf - Roads - Road Resurfacing - Pier St. (Easton St. to Clayton St.) Asphalt 30mm. CapEx	\$48,900	-	0%	Road resurface 30mm asphalt - Pier St (Easton to Clayton)
A70	E12755	Inf - Roads - Road Resurfacing - Fletcher St. (Dalgety St to Petra St.) Asphalt 30mm. CapEx	\$48,900	-	0%	Road resurface 30mm asphalt - Fletcher St (Dalgety to Petra)
A70	E12756	Inf - Roads - Road Resurfacing - Oakover St. (Canning H'way to Fletcher) Asphalt 30mm. CapEx	\$74,200	-	0%	Road resurface 30mm asphalt - Oakover (Canning to Fletcher)
A70	E12757	Inf - Roads - Road Resurfacing - Hillside Rd. Asphalt 30mm. CapEx	\$15,900	-	0%	Road resurface 30mm asphalt - Hillside
A70	E12758	Inf - Roads - Road Resurfacing - Surbiton/Reynolds Roads Asphalt 30mm. CapEx	\$21,200	-	0%	Road resurface 30mm asphalt - Surbiton/Reynolds
A70	E12759	Inf - Bowling Club Carpark Resurface CapEx	\$26,500	-	0%	Carpark resurface - Bowling Club
A70	E12760	Inf - Road Resurfacing - Wauhop Road - CapEx	\$26,500	-	0%	Road resurface 30mm asphalt - Wauhop
A70	E12719	Inf - Bus Shelters - Upgrade to Disability Standard	\$14,800	-	0%	Road resurface 30mm asphalt - Wauhop
Road Infrastructure Sub-Total			\$734,800	-	0%	
Infrastructure Assets Total			\$1,971,100	-	0%	
Total All Capital Works			\$4,106,100	\$22,600	1%	

RATES BALANCES
31 JULY 2016

31-July-2016	Levied	GST	Receipts	Balance
Rates - Current	0.00	0.00	0.00	0.00
Rates - Arrears	144,283.81	0.00	10,350.79	133,933.02
Interest	16,645.36		1,060.96	15,584.40
Legal Costs - Current	5,587.41	0.00	207.78	5,379.63
Excess Receipts	0.00	0.00	54,738.30	-54,738.30
Back Rates 13/14	9.14		0.00	9.14
Back Rates 14/15	0.00		0.00	0.00
Additional Recycling Bin	0.00	0.00	0.00	0.00
Additional Refuse Bin	0.00	0.00	0.00	0.00
Additional Refuse - Arrears	972.80	0.00	235.00	737.80
ESL Penalty Current	58.99	0.00	1.83	57.16
ESL Penalty Arrears	1,548.65	0.00	101.87	1,446.78
Instalment Admin Fee Current	0.00		0.00	0.00
Instalment Interest Current	0.00	0.00	0.00	0.00
Refuse & Recycling Service	80.57	0.00	0.00	80.57
Swimming Pool			0.00	0.00
Swimming Pool - Arrears	50.36		14.40	35.96
Emergency Services Levy - Current	0.00	0.00	0.00	0.00
Emergency Services Levy - Arrears	13,662.67	0.00	1,187.40	12,475.27
3288 Properties	182,899.76	0.00	67,898.33	115,001.43
Less Deferred Rates - GL Account 10001070				-64,058.96
Less Deferred ESL - GL Account 10001070				-6,814.41
BALANCE OF COLLECTIBLE RATES AS AT 31 JULY 2016				44,128.06
TOTAL GRV VALUATIONS AS AT 31 JULY 2016			107515009	
TOTAL % OF COLLECTIBLE OUTSTANDING RATES AS AT 31 JULY 2016			24.13	

GL Balances			
RATES CONTROL ACCOUNT	10001060	89,679.40	
ESL CONTROL ACCOUNT	10001110	9,186.96	
EXCESS RATES	10001240	-54,738.30	
DEFERRED RATES	10001070	70,873.37	
GL TOTAL		115,001.43	
LESS RATES TRIAL BALANCE		115,001.43	
VARIANCE		0.00	

MONTHLY ADVICE OF DEBTS WRITTEN OFF

PARKING INFRINGEMENTS WRITTEN OFF FOR THE MONTH OF JULY 2016	
- Current Infringements deemed uncollectable	\$110.00
- Interstate Infringements deemed uncollectable	\$60.00
	\$170.00

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July to 31 July 2016

7. NET CURRENT ASSETS

Composition of Estimated Net Current Asset Position	YTD Actual \$	2016/17 Budget \$
Cash - Unrestricted	2,237,355	604,300
Cash - Restricted Reserves	3,452,085	1,724,000
Receivables	431,785	295,700
	<u>6,121,225</u>	<u>2,624,000</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>2,510,186</u>	(900,000)
NET CURRENT ASSET POSITION	3,611,039	1,724,000
Less: Cash - Restricted	<u>(3,452,085)</u>	<u>(1,724,000)</u>
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>158,954</u>	<u>0</u>
 <u>Restricted Cash Breakup</u>		
Plant Replacement Reserve	254,369	169,300
Staff Leave Reserve	361,176	387,000
Office Reserve	143,967	19,900
Legal Costs Reserve	135,038	135,000
HACC Reserve	205,700	205,700
Strategic Plan Reserve	1,003,383	523,000
Civic Buildings Reserve	899,657	93,600
Unspent Grants	353,781	98,200
Arts & Sculpture Reserve	95,014	92,300
	<u>3,452,085</u>	<u>1,724,000</u>

TOWN OF EAST FREMANTLE					
List of Accounts paid by the Chief Executive for July 2016 and submitted for the information of the Council Meeting to be held on 16 August 2016					
Cheque	Payment Date	Supplier	Description	Inv Amount	Cheque
CHEQUES				\$	\$
4998	14/07/2016	OPTUS	MOBILE PHONE USE 21/05/16 - 20/06/16	183.37	183.37
5001	14/07/2016	TOEF	ADMIN PETTY CASH RECOUP 30/06/16	241.65	241.65
5002	14/07/2016	TOEF	RESPIRE CENTRE PETTY CASH RECOUP 29/06/16	322.70	322.70
5003	14/07/2016	TOEF	HACC PETTY CASH RECOUP 30/06/16	26.75	26.75
5004	15/07/2016	CR. TONY WATKINS	4TH QUARTER SITTING FEES, 4TH QUARTER ICT ALLOWANCE APRIL, MAY, JUNE 16	4,500.00	4,500.00
5005	20/07/2016	DEPARTMENT OF TRANSPORT	12 MONTHS REGISTRATION RENEWAL HACC TRAILER 1TMD501, WORKS TRAILER 1THX390, CANTER TRUCK 1DBR865, TORO TRACTOR 1TKM811, TORO GROUNDMASTER 1DSI116, ROSA BUS 1DTB605, FUSO TRUCK 1DTY125, HILUX UTE 1DTJ953, TRAILER 1TMP382, ROSA BUS 1DXU938, FUSO TIP TRUCK 1EDM976, TORO MOWER 1EIT135, 6 MONTHS REGISTRATION RENEWAL FOR HYUNDAI I30 1DWT443, VOLKSWAGON JETTA 1DXD129, FORD RANGER UTE 1ECC560, CAMRY ATARA 1EDQ655, FORD KUGA 1EIT801, HOLDEN COLORADO 1EOW809, VOLKSWAGEN AMAROK 1EWA247, FORD RANGER UTE 1EWW584, TORO MOWER 1EXE177, TORO MOWER 1EXE178, 3 MONTHS REGISTRATION RENEWAL FOR TOYOTA CAMRY 1DHE420, HYUNDAI IMAX SHUTTLE 1DGT319.	5,088.20	5,088.20
CHEQUE TOTAL				\$ 10,362.67	\$ 10,362.67
EFTs		Supplier	Description	Inv Amount	EFT
EFT22725	14/07/2016	CARCIONE NOMINEES	FOOTPATH DEPOSIT REFUND 22 VIEW TERRACE EAST FREMANTLE	1,500.00	1,500.00
EFT22726	14/07/2016	OLD OAK BUILDING & CONSTRUCTION PTY LTD	FOOTPATH DEPOSIT REFUND 46A CLAYTON STREET EAST FREMANTLE	1,500.00	1,500.00
EFT22727	14/07/2016	FRANK CASTINO	DEMO INFRASTRUCTURE BOND 49 FRASER STREET EAST FREMANTLE	1,010.56	
	14/07/2016	FRANK CASTINO	FOOTPATH DEPOSIT REFUND 49 FRASER STREET EAST FREMANTLE	505.28	1,515.84
EFT22728	14/07/2016	JOHN RADFORD	FOOTPATH DEPOSIT REFUND 46 EAST STREET EAST FREMANTLE	1,500.00	1,500.00
EFT22729	14/07/2016	PETER CAPOZZI	FOOTPATH DEPOSIT REFUND 21 LOCKE CRESCENT EAST FREMANTLE	2,020.37	2,020.37
EFT22730	14/07/2016	MICHAEL & YVETTE SMITH	FOOTPATH DEPOSIT REFUND 31 IRWIN STREET EAST FREMANTLE	1,500.00	1,500.00
EFT22731	14/07/2016	GREG STREET	FOOTPATH DEPOSIT REFUND 68 VIEW TERRACE EAST FREMANTLE	1,500.00	1,500.00
EFT22732	14/07/2016	GERALD JOHN NOLAN	DEMO FOOTPATH DEPOSIT REFUND 15 CHAUNCY STREET EAST FREMANTLE	1,500.00	1,500.00
EFT22733	14/07/2016	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND COLLECTED JUNE 16	1,438.75	1,438.75
EFT22734	14/07/2016	BUNNINGS	HARDWARE FOR HACC TRICOLORE CENTRE - DRILL BITS, WALL PLUGS, CURTAIN HOOKS	11.28	
			VARIOUS ITEMS AS LISTED - INC CABLE TIES, DUSK MASKS ETC	106.30	
			SUPPLY ITEMS AS REQUIRED - DROP SHEETS, CABLE TIES, PAINT BRUSHES ETC	238.94	
			HACC HANDYMAN SUPPLIES - PAINT BRUSH, DECKING OIL, BRACKETS, SCREWS AND TREATED PINE	199.34	555.86
EFT22735	14/07/2016	BOORAGOON TYRE SERVICE	REPAIR PUNCTURE IN TORO 360 MOWER TYRE	35.00	35.00
EFT22736	14/07/2016	STAPLES AUSTRALIA	QUOTATION IP178811: (7) ELITEDISPLAY E232 MONITORS, (2) USB EXTERNAL DVDDRW DRIVES	2,093.27	
			UF624E HP 3 YEAR PART WARRANTY (2) HP 640 G2 i5-6200U LAPTOPS AS PER QUOTE IP177331	276.10	2,369.37
EFT22737	14/07/2016	EAST FREMANTLE YACHT CLUB	RECREATION AND COMMUNITY FACILITIES PLAN - CONSULTATION - DIALOGUE CAFES CATERING. 23 JUNE 2016	3,420.00	3,420.00
EFT22738	14/07/2016	FREMANTLE HERALD	ADVERTISING 25/06/16 SPECIAL COUNCIL MEETING 28/6/16	115.06	
			ADVERTISING DIFFERENTIAL RATES FREMANTLE HERALD 02/07/16	172.59	287.65
EFT22739	14/07/2016	NELSON DR D A PTY LTD	10 X STAFF FLU IMMUNISATIONS	77.00	77.00
EFT22740	14/07/2016	SUEZ ENVIRONMENT RECYCLING & WASTE RECOVERY	15/16 SERVICE AGREEMENT FOR BULK BIN COLLECTION 5 DAYS PER WEEK AT HARBOUR HEIGHTS 46 EAST STREET - JUNE 2016	2,109.93	2,109.93
EFT22741	14/07/2016	O'CONNOR LAWNMOWER & CHAINSAW CENTRE	PARTS AND REPAIRS TO HACC LAWNMOWER, SUPPLY AND REPLACE THE DRIVE BELT AND BLADES.22/06/16	132.00	132.00
EFT22742	14/07/2016	TELSTRA	RESPIRE CENTRE PHONES	54.20	
			MOBILE PHONE COSTS	96.63	150.83
EFT22743	14/07/2016	WA FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS FOR HACC. DOVENBY HOUSE & TRICOLORE.	806.30	806.30
EFT22744	14/07/2016	WORK CLOBBER	DEPOT STAFF UNIFORMS + LOGOS AND NAMES	1,125.70	1,125.70
EFT22745	14/07/2016	SYNERGY	POWER SUPPLY 128 GEORGE STREET 13/04/16 - 14/06/16	232.75	
			POWER SUPPLY DOVENBY HOUSE 14/04/16 - 14/06/16	422.70	
			POWER SUPPLY INFANT HEALTH CENTRE EH GRAY 14/04/16 - 14/06/16	46.60	
			POWER SUPPLY OLD POLICE STATION 14/04/16 - 14/06/16	33.85	
			POWER SUPPLY 128A GEORGE STREET 13/04/16 - 14/06/16	258.60	
			POWER SUPPLY GLYDE-IN 14/04/16 - 14/06/16	296.75	
			POWER SUPPLY TOWN HALL 17/05/16 - 20/06/16	1,934.45	
			POWER SUPPLY JOHN TONKIN PARK INC ZEPHYR 15/04/16 - 15/06/16	5,573.20	
			POWER SUPPLY LEE PARK 14/04/16 - 14/06/16	67.20	
			POWER SUPPLY WAUHOP PARK 15/04/16 - 15/06/16	1,935.55	
			POWER SUPPLY GOURLEY PARK 15/04/16 - 15/06/16	110.45	
			POWER SUPPLY NORM MCKENZIE PARK 15/04/16 - 15/06/16	57.80	
			POWER SUPPLY STRATFORD STREET PARK 14/0/16 - 14/06/16	44.55	
			POWER SUPPLY JETTIES 15/04/16 - 15/06/16	669.90	
			POWER SUPPLY LACROSSE CLUB 19/04/16 - 16/06/16	1,534.30	
			POWER SUPPLY HENRY JEFFREY 19/04/16 - 16/06/16	747.70	
			POWER SUPPLY J DOLAN PARK 19/04/16 - 20/06/16	80.30	
			POWER SUPPLY MERV COWAN PARK 15/04/16 - 20/06/16	534.40	

			POWER SUPPLY DEPOT 14/04/16 - 14/06/16	978.55	
			POWER SUPPLY RACEWAY PARK 13/04/16 - 14/06/16	158.55	
			POWER SUPPLY SUBWAY LIGHTS 13/04/16 - 14/06/16	240.95	
			POWER SUPPLY LOCKE PARK 13/04/16 - 14/06/16	828.65	
			POWER SUPPLY JP MACKENZIE CENTRE 14/04/16 - 14/06/16	214.35	
			POWER SUPPLY GLASSON PARK 14/04/16 - 14/06/16	77.50	
			POWER SUPPLY WAUHOP PARK 15/04/16 - 15/06/16	473.35	17,552.95
EFT22746	14/07/2016	WIDDESON'S HIRE SERVICE	EQUIPMENT HIRE - 2 X TABLES & CROCKERY FOR WALGA ZONE	37.50	37.50
EFT22747	14/07/2016	ROAD & TRAFFIC SERVICES	REINSTATEMENT OF ROAD MARKINGS AT VARIOUS LOCATIONS	18,339.04	18,339.04
EFT22748	14/07/2016	YOUNGS PLUMBING SERVICE P/L	CLEAR BLOCKED DRAINS IN LADIES TOILET AT THE CHANGE ROOMS TRICOLORE 29/06/16, CARRY OUT REPAIRS TO PIPE DAMAGE	424.60	
EFT22749	14/07/2016	BETWEEN THE SHEETS	TOWN PLANNING COPYING/LAMINATING SERVICES FROM 15.1.16 TO 14.6.16	1,365.10	1,789.70
EFT22750	14/07/2016	LGIS WA	2016/2017 WORKERS COMP INSURANCE RENEWAL - 1ST INST	289.00	289.00
			2016/2017 LGIS PUBLIC LIABILITY INSURANCE RENEWAL 30/06/16 - 30/06/17 - FIRST INSTALMENT	34,436.60	
			2016/2017 PROPERTY INSURANCE RENEWAL - 1ST INSTALMENT	43,117.53	
			2016/2017 CRIME INSURANCE RENEWAL 30/06/16 - 30/06/17	31,646.41	
EFT22751	14/07/2016	SMRC LOAN REPAYMENT ACCOUNT	RRRC LOAN REPAYMENT - GUARANTEE FEES	1,397.00	110,597.54
EFT22752	14/07/2016	ALSCO PTY LTD	2,649.78	2,649.78	
EFT22753	14/07/2016	SWAN LOCK SERVICES PTY LTD	SANITARY SERVICES - TOWN HALL & DEPOT 8 x ABLOY KEYS SD 424 11010 PINK YELLOW SUMPTON GREEN KEYS, POSTAL DELIVERY	147.29	147.29
EFT22754	14/07/2016	KOOL LINE ELECTRICAL & REFRIGERATION	REPAIR LIGHT GLOBES AT ADMIN, REPAIR LIGHT GLOBES AT DEPOT AND DISCONNECT POWER TO RETIC SHED, CHECK LIGHTS AT BOAT RAMP AND REPAIR CHECK AND REPAIR LIGHTS AT TRICOLORE DAY CENTRE CARRY OUT REPAIRS TO CONTROLLERS AND LIGHTS AT WAUHOP PARK CARRY OUT REPAIRS TO FLOODLIGHTS AT WAUHOP PARK CARRY OUT REPAIRS TO LIGHTS IN LADIES TOILET AT ADMIN BUILDING	2,618.50	
				413.00	
				4,098.00	
				1,540.50	
				250.00	8,920.00
EFT22755	14/07/2016	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MRF GATE FEES JUNE - MIXED RECYCLABLES 2016 01/06/16 - 30/06/16 LESS MRF MEMBERS DISCOUNT	5,751.16	5,751.16
EFT22756	14/07/2016	BUILDING COMMISSION	BUILDING SERVICES COLLECTED JUNE 2016	4,346.20	4,346.20
EFT22757	14/07/2016	WA LOCAL GOVERNMENT ASSOCIATION	REGISTRATION - GARY TUFFIN CEO WALGA BREAKFAST DAVID TEMPLEMAN MLA 29/6/16 REGISTRATION - MAYOR O'NEILL WALGA BREAKFAST DAVID TEMPLEMAN MLA 29/6/16 REGISTRATION - CR M MCPHAIL WALGA BREAKFAST DAVID TEMPLEMAN MLA 29/6/16	40.00	
				40.00	
				40.00	120.00
EFT22758	14/07/2016	PROPLANE	REMOVAL OF WASTE MATERIALS 22/06/16	1,155.00	1,155.00
EFT22759	14/07/2016	LOVEGROVE TURF SERVICES	DRY HIRE OF TRACTOR AND LOW MOWER	2,157.12	2,157.12
EFT22760	14/07/2016	SOUTH STREET MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL FOR NEW EMPLOYEE L	122.00	122.00
EFT22761	14/07/2016	PETRA CLEAN	CLEAN OLD POLICE STATION AS REQUESTED CLEANING OF TOWN HALL, DEPOT, DOVENBY HOUSE, SUMPTON GREEN AND TRICOLORE DAY CENTRE FOR MONTH OF JUNE	176.00	
				5,351.97	5,527.97
EFT22762	14/07/2016	GREENWAY ENTERPRISES	TYPHOON GENERAL RELEASE TREE TABLETS CRF20, JARRAH TREE STAKES 2.4 M JT550502400 X 200, CHAINLOCK RUBBER TREE TIE CL5 200M	2,136.48	2,136.48
EFT22763	14/07/2016	OWENS TREE SERVICE	REMOVE STREET TREE AT 42 SILAS STREET REMOVE STREET TREE AT 61 GLYDE STREET REMOVE DEAD STREET TREE AT 34B OAKOVER STREET REMOVE DEAD TREE AT WAUHOP PARK PRUNE STREET TREE AT 22 FORTESCUE STREET PRUNE STREET TREE AT 10B ALCESTER STREET PRUNE STREET TREE AT 8 VIEW TERRACE	264.00	
				473.00	
				968.00	
				2,970.00	
				297.00	
				264.00	
				264.00	
			STORM CALL OUTS AND CLEAN UP - ALLEN ST, SEWELL ST, STATON RD, VIEW TCE, STRATFORD ST, CALTEX CANNING H'WAY, CNR MARMION/SEWELL STS, MAY ST	1,320.00	
			PRUNE STREET TREES AT ALLEN STREET	1,485.00	
			PRUNE STREET TREES AT 42 PIER STREET	1,320.00	
			REMOVE DEAD STREET TREE AT 31 FRASER STREET	440.00	
			REMOVE DEAD STREET TREE AT MOSS STREET	660.00	
			PRUNE STREET TREE AT 7 GLYDE STREET,	550.00	
			PRUNE STREET TREE AT 17 RICHMOND CIRCUS	550.00	
			PRUNE STREET TREE AT 35 RICHMOND CIRCUS	550.00	12,375.00
EFT22764	14/07/2016	WOOLWORTHS	CATERING ITEMS FOR WALGA ZONE MEETING 27/06/16 WEEKLY SHOPPING FOR RESPITE CENTRE 20/06/16 WEEKLY SHOPPING FOR RESPITE CENTRE 27/06/16 WEEKLY SHOPPING FOR RESPITE CENTRE 06/07/16 WEEKLY SHOPPING FOR RESPITE CENTRE 11/07/16	45.81	
				228.13	
				202.85	
				281.75	
				220.42	978.96
EFT22765	14/07/2016	PARKONSULT	VARIOUS TICKET MACHINE REPAIRS BETWEEN 08/10/15 THROUGH TO 21/04/16	1,301.71	1,301.71
EFT22766	14/07/2016	IRRIGATION AUSTRALIA	IRRIGATION AUSTRALIA ANNUAL SUBSCRIPTION	740.00	740.00
EFT22767	14/07/2016	ENVIROLAB SERVICES WA PTY LTD (MPL LABORATORIES)	ASBESTOS IDENTIFICATION REAR WALL 128 GEORGE STREET	126.50	126.50
EFT22768	14/07/2016	EAST FREMANTLE JUNIOR FOOTBALL CLUB	KIDSPORT INVOICE - EAST FREMANTLE JUNIOR FOOTBALL CLUB	200.00	200.00
EFT22769	14/07/2016	THE PAPER COMPANY OF AUSTRALIA	A4 COPY PAPER 'A ONE' X 50 REAMS	187.00	187.00
EFT22770	14/07/2016	SIFTING SANDS	SAND PIT CLEAN STRATFORD ST PARK, SUMPTON GREEN/LOCKE PARK, GLASSON PARK, GOURLEY PARK, JOHN TONKIN PARK, LEE PARK, NORM MACKENZIE PARK, RICHMOND RACEWAY PARK, ULRICH PARK	4,661.96	4,661.96

EFT22771	14/07/2016	HYDRO JET	REMOVAL OF GRAFFITI IN VARIOUS LOCATIONS 15/06/16	1,111.00	1,111.00
EFT22772	14/07/2016	CARINYA OF BICTON	MEALS FOR RESPITE CENTRE 01/06/16 - 17/06/16,	620.40	
			MEALS FOR RESPITE CENTRE 18/06/16 - 30/06/16,	396.00	1,016.40
EFT22773	14/07/2016	MEN BEHAVING HANDY	CARRY OUT REPAIRS TO DOOR AT EFJFC CLUBROOMS 13/06/16	169.18	
			CARRY OUT REPAIRS TO DOOR AT EFJFC CLUBROOMS 14/06/16	246.18	415.36
EFT22774	14/07/2016	SUNNY SIGN COMPANY	SUPPLY 2 VANDALISM SIGNS	143.00	143.00
EFT22775	14/07/2016	T-QUIP	SERVICE RIDE MOWER TORO 3500D	1,320.40	
			SERVICE RIDE MOWER TORO Z7000	428.55	
			SERVICE RIDE MOWER TORO 360	418.55	
			BELTS FOR TORO 360 MOWER	136.45	2,303.95
EFT22776	14/07/2016	FOODWORKS EAST FREMANTLE	HACC CONSUMABLES 14.6.16 #936638	3.49	
			ADMIN CONSUMABLES 22.6.16 #545597	8.16	
			WORKS CONSUMABLES 22.6.16 #940807	11.97	
			WORKS CONSUMABLES 24.6.16 #941885	84.60	
			ADMIN CONSUMABLES 27.6.16 #396616	8.20	
			ADMIN CONSUMABLES 29.6.16 #944294	36.87	
			ADMIN/MEETING CONSUMABLES 29.6.16 #944403	39.09	
			WORKS CONSUMABLES 28.6.16 #943833	27.47	
			ADMIN CONSUMABLES 3.6.16 #540350	1.99	
			WORKS CONSUMABLES 7.6.16 #932923	14.55	
			ADMIN CONSUMABLES 7.6.16 #541722	5.97	
			ADMIN CONSUMABLES 9.6.16 #933853	47.15	
			HACC CONSUMABLES 13.6.16 #936405	8.49	
			ADMIN CONSUMABLES 14.6.16 #393723	28.66	
			WORKS CONSUMABLES 14.6.16 #936597	64.95	391.61
EFT22777	14/07/2016	OFFICEWORKS	OFFICE SUPPLIES AND BOTTLED WATER FOR RESPITE CENTRE	110.06	
			BINDING & CAMERA MEMORY CARD - TOWN PLANNING	23.99	134.05
EFT22778	14/07/2016	ACE OF SPADES MINI EARTHWORKS	STREET TREE PLANTING JUNE 2016	2,156.00	2,156.00
EFT22779	14/07/2016	FOCUS NETWORKS	NETWORK SUPPORT SERVICES 3 HRS PER WEEK + HELPDESK 03/06/16 - 16/06/16,	1,158.41	
			NETWORK SUPPORT SERVICES 3 HRS PER WEEK + HELPDESK 17/06/16 - 30/06/16,	1,259.61	
			DISASTER RECOVERY IT PLAN 2016	1,815.00	
			EMAIL PROTECTION SERVICE 44 MAIL BOXES, ONLINE BACKUP & DISASTER RECOVERY SERVICE, HOSTED ANTIVIRUS - 50 NODES - JULY 16,	1,521.96	5,754.98
EFT22780	14/07/2016	ADVAM PTY LTD	MONTHLY SUPPORT FEE JULY 16 & TRANSACTION SERVICE FEES JUNE 16	202.07	202.07
EFT22781	14/07/2016	LOCAL GOVERNMENT INSURANCE SERVICES	2016/2017 MANAGEMENT LIABILITY INSURANCE RENEWAL 30/06/16 - 30/06/17	20,584.30	
			2016/2017 MOTOR VEHICLE INSURANCE RENEWAL 30/06/16 - 30/06/17	13,056.77	
			2016/2017 TRAVEL INSURANCE RENEWAL 30/06/16 - 30/06/17	825.00	
			2016/2017 PERSONAL ACCIDENT INSURANCE RENEWAL 30/06/16 - 30/06/17	467.50	34,933.57
EFT22782	14/07/2016	ECO RESOURCES PTY LTD	DISPOSAL OF WASTE MATERIALS 23/06/16	1,875.50	
			DISPOSAL OF WASTE MATERIALS 30/06/16	511.50	2,387.00
EFT22783	14/07/2016	WA POLICE	2 X HACC VOLUNTEER POLICE CHECKS.	29.60	29.60
EFT22784	14/07/2016	WORLD DIESEL	MECHANICAL SERVICE (B) FOR HACC BUS 1DTB605	715.87	
			ANNUAL BUS INSPECTION PRIOR TO LICENSING FOR HACC BUS 1DTB605.	147.15	
			ANNUAL BUS INSPECTION PRIOR TO LICENSING FOR HACC BUS 1DXU938.	147.15	
			MECHANICAL SERVICE (B) AND 4 NEW TYRES PRE-ANNUAL INSPECTION FOR MITSUBISHI ROSA BUS , 1DXU938.	2,491.60	
			MECHANICAL REPAIRS TO FUSO TILT TIP 1EDM976	747.78	
			MECHANICAL SERVICE AND BRAKES FOR TOYOTA CAMRY REGO. 1DHE420	1,322.28	5,571.83
EFT22785	14/07/2016	SWAN PLASTICS	A8 STICKY POCKETS - FOR DISPLAY OF PARKING TICKETS ETC	270.60	270.60
EFT22786	14/07/2016	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	CONTRIBUTION TO THE SUPPLY AND INSTALLATION OF AN AVENUE BUS SHELTER FOR BUS STOP 10273 ON CANNING HIGHWAY	3,851.34	3,851.34
EFT22787	14/07/2016	CHIVERS ASPHALT PTY LTD	ASPHALT REPAIRS TO CROSSOVER AT 33 PIER ST	1,086.25	
			ASPHALT REPAIR TO PATH AT 23 CLAYTON ST	1,828.75	2,915.00
EFT22788	14/07/2016	LANDGATE	GRV INTERIM VALUATIONS DATED 04/06/16 - 17/06/16	64.00	64.00
EFT22789	14/07/2016	THE INFORMATION MANAGEMENT GROUP	OFFSITE TAPE STORAGE ARCHIVE 01/06/16 - 30/06/16	147.58	147.58
EFT22790	14/07/2016	ANDERSON MUNRO & WYLLIE	INTERIM AUDIT FOR THE YEAR ENDED 30/06/2016 PLUS DISBURSEMENTS	6,629.37	6,629.37
EFT22791	14/07/2016	HORIZON WEST LANDSCAPE & IRRIGATION PL	SUPPLY AND INSTALL WATER METERS TO ALL BORES	18,339.45	18,339.45
EFT22792	14/07/2016	MELVILLE AUTO ELECTRICS	REPLACEMENT REVERSING CAMERA FOR MITSUBISHI ROSA BUS 1DTB605	275.00	275.00
EFT22793	14/07/2016	KERB 2 KERB CONCRETING	KERB REPAIRS 14 WALTER ST	275.00	275.00
EFT22794	14/07/2016	CALE AUSTRALIA PTY LTD	CALE WEB OFFICE MONTHLY CWO SUBSCRIPTION APRIL, MAY JUNE 16 (2 PAY PARKING DEVICES)	363.00	363.00
EFT22795	14/07/2016	ROYAL MALAYSIAN CUISINE	CATERING - BUDGET WORKSHOP/ SPECIAL COUNCIL MEETING 28/6/16	232.50	232.50
EFT22796	14/07/2016	BREADBOX MARKETING PTY	FACEBOOK PAGE MANAGEMENT FOR THE YEAR 2015/16 - JUNE 16	1,375.00	1,375.00
EFT22797	14/07/2016	PETER EVANS	ENTERTAINMENT FOR CBDC 8/06/16	75.00	75.00
EFT22798	14/07/2016	VOCUS COMMUNICATIONS	UNLIMITED INTERNET SERVICE ENHANCED FIBRE 10MBPS 01/08/16 - 01/09/16	1,749.00	1,749.00
EFT22799	14/07/2016	CONWAY HIGHBURY	PROGRESS PAYMENT - LOCAL LAWS REVIEW	2,178.00	2,178.00
EFT22800	14/07/2016	SNAP PRINTING	SCAN AND PRINT MAPS FOR DIALOGUE CAFES RECREATION AND COMMUNITY FACILITIES PLAN	144.00	144.00
EFT22801	14/07/2016	BLACKWELL & ASSOCIATES	PROFESSIONAL FEES - REALM STYLE GUIDE - CLAIM 6	3,227.95	3,227.95

EFT22802	14/07/2016	PAGE PERSONNEL	PERMANENT ARCHIVE & OFFSITE STORAGE PROJECT - TEMP RECORDS OFFICER - W/E 26/06/16	1,125.55	
			PERMANENT ARCHIVE & OFFSITE STORAGE PROJECT - TEMP RECORDS OFFICER 27/06/16 TO 30/06/16	943.32	
			PERMANENT ARCHIVE & OFFSITE STORAGE PROJECT - TEMP RECORDS OFFICER P/E - 01/07/16 - 03/07/16	235.83	2,304.70
EFT22803	14/07/2016	REKHA SARAVANAN	MOTOR VEHICLE ALLOWANCE 203.4KM @ 0.78C PER KM 01/06/16 - 30/06/16	158.66	158.66
EFT22804	14/07/2016	HUBBLE'S YARD	CATERING - COUNCIL MEETING 21/06/16	330.00	330.00
EFT22805	14/07/2016	ENVIRONMENTAL SITE SERVICES (AUS)	ASBESTOS AUDIT, RISK ASSESSMENT AND INCLUSION ON EXISTING ASBESTOS REGISTER - 128 GEORGE STREET EAST FREMANTLE	764.50	764.50
EFT22806	14/07/2016	BEENYUP CONTRACTING	CARRY OUT REPAIRS TO ROOF SHEETING AT 128 GEORGE ST - JUNE	374.00	374.00
EFT22807	14/07/2016	ALINTA ENERGY	GAS USE RESPITE CENTRE 03/03/16 - 03/06/16	146.65	146.65
EFT22808	14/07/2016	CALTEX AUSTRALIA	FUEL USE JUNE 2016	4,517.00	4,517.00
EFT22809	15/07/2016	MAYOR JIM O'NEILL	4TH QUARTER SITTING FEES, ICT ALLOWANCE, MAYORAL ALLOWANCE APRIL, MAY JUNE 16	10,500.00	10,500.00
EFT22810	15/07/2016	CR. JENNY HARRINGTON	4TH QUARTER SITTING FEES & ICT ALLOWANCE APRIL, MAY JUNE 16	4,500.00	4,500.00
EFT22811	15/07/2016	CR. CLIFF COLLINSON	4TH QUARTER SITTING FEES & ICT ALLOWANCE APRIL, MAY JUNE 16	4,500.00	4,500.00
EFT22812	15/07/2016	CR. DEAN NARDI	4TH QUARTER SITTING FEES & ICT ALLOWANCE APRIL, MAY JUNE 16	4,500.00	4,500.00
EFT22813	15/07/2016	CR. MICHAEL MCPHAIL	4TH QUARTER DEPUTY MAYORAL ALLOWANCE, SITTING FEES, ICT ALLOWANCE APRIL, MAY JUNE 16	5,400.00	5,400.00
EFT22814	15/07/2016	CR. ANDREW MCPHAIL	4TH QUARTER SITTING FEES & ICT ALLOWANCE APRIL, MAY JUNE 16	4,500.00	4,500.00
EFT22815	15/07/2016	CR. LUKAS NICHOLSON	4TH QUARTER SITTING FEES & ICT ALLOWANCE APRIL, MAY JUNE 16	4,500.00	4,500.00
EFT22816	15/07/2016	CR. ANDREW WHITE	4TH QUARTER SITTING FEES & ICT ALLOWANCE APRIL, MAY JUNE 16	4,500.00	4,500.00
EFT22817	20/07/2016	AUSTRALIAN TAXATION OFFICE	GST PAYABLE JUNE 2016	4,431.00	4,431.00
EFT22818	20/07/2016	AUSTRALIA POST	POSTAGE COSTS JUNE 2016	877.06	877.06
EFT22819	20/07/2016	BUNNINGS	SUPPLY PAINT AND VARIOUS ITEMS AS REQUIRED	191.48	
			DISC ABRASIVES, POLY FILLERS, RUSTGUARD, SPRAY-PAINT GAFFER TAPE ETC	274.73	466.21
EFT22820	20/07/2016	OFFICEMAX AUSTRALIA LTD	OFFICE STATIONERY ORDERED ON 13.07.2016	523.14	523.14
EFT22821	20/07/2016	CITY OF COCKBURN	RATEPAYER RUBBISH COLLECTION JUNE 2016 - 34 DOCKETS	1,870.00	1,870.00
EFT22822	20/07/2016	LANDGATE	AUTUMN AND SPRING CAPTURE (2 X 10CM) AERIAL IMAGERY 2016 - JUNE IMAGERY CAPTURE	2,396.35	
			AUTUMN AND SPRING CAPTURE (2 X 10CM) AERIAL IMAGERY 2016 - NOVEMBER IMAGERY	2,527.25	4,923.60
EFT22823	20/07/2016	FREMANTLE HERALD	ADVERTISING FOR PROPOSED PARTIAL CLOSURE OF ROAD RESERVE IN GEORGE STREET	172.59	172.59
EFT22824	20/07/2016	IT VISION	ANNUAL SYNERGYSOFT LICENSE FEES 01/07/2016 - 30/06/2017 + 13 USERS	36,874.20	36,874.20
EFT22825	20/07/2016	MCLEODS	PROFESSIONAL FEES - MATTER NO. 39213,ALCESTER 3, LOT 2, BUILDING PERMIT 2013036,	5,143.15	5,143.15
EFT22826	20/07/2016	TELSTRA	TOWN HALL PHONES	727.74	
			INFANT HEALTH CENTRE PHONES	83.71	
			RESPITE CENTRE PHONES	52.03	
			HACC MOBILE PHONE	17.86	
			DEPOT TELEPHONE	40.50	921.84
EFT22827	20/07/2016	WORK CLOBBER	DEPOT STAFF UNIFORMS - SHIRTS, SAFETY BOOTS, EAR MUFFS, HAT AND LOGOS	508.35	508.35
EFT22828	20/07/2016	STEANN PTY LTD	BULK GREEN WASTE COLLECTION STARTING ON THE 27TH JUNE	19,870.36	19,870.36
EFT22829	20/07/2016	KOOL LINE ELECTRICAL & REFRIGERATION	REPLACE GLOBES IN PARK LIGHTS	285.00	285.00
EFT22830	20/07/2016	SOUTHERN METROPOLITAN REGIONAL COUNCIL	MSW GATE FEES FOR JUNE 2016 - 13/06/16 - 30/06/16	33,369.26	
			MSW GATE FEES FOR JUNE 2016 - 01/06/16 - 12/06/16	19,353.25	
			GREEN WASTE GATE FEES FOR JUNE 2016 - 01/06/16 - 30/06/16	8,165.80	
			MSW GATE FEES FOR JULY 2016 - 01/07/16 - 10/07/16	15,111.98	76,000.29
EFT22831	20/07/2016	HAVILAH LEGAL	PROFESSIONAL FEES & DISBURSEMENTS - A33530	22.00	
			PROFESSIONAL FEES & DISBURSEMENTS A30020	88.00	
			PROFESSIONAL FEES & DISBURSEMENTS A51625	44.00	
			PROFESSIONAL FEES & DISBURSEMENTS A31480	22.00	176.00
EFT22832	20/07/2016	WA LOCAL GOVERNMENT ASSOCIATION	WALGA SUBSCRIPTIONS 01/07/16 - 30/07/16 - GOVERNANCE SERVICE, LOCAL LAWS SERVICE, EMPLOYEE RELATIONS, COUNCILS CONNECT, TAX SERVICES, PROCUREMENT SERVICES, ASSOCIATION MEMBERSHIP	24,862.01	24,862.01
EFT22833	20/07/2016	WESTNET PTY LTD	INTERNET ACCESS EASTFREONWS 01/07/16 - 01/08/16 AND 01/08/16 - 01/09/16	109.90	109.90
EFT22834	20/07/2016	M2 TECHNOLOGY PTY LTD	M2 MUSIC ON HOLD ANNUAL LICENCE FEE 27/05/16 - 27/05/17	165.00	165.00
EFT22835	20/07/2016	WOOLWORTHS	WEEKLY SHOPPING FOR RESPITE CENTRE 18/07/16	289.99	289.99
EFT22836	20/07/2016	DVG MELVILLE HYUNDAI	48 MONTH SCHEDULED SERVICE i30 1DWT443	539.99	539.99
EFT22837	20/07/2016	PLANET FOOTPRINT	PLANET FOOTPRINT SCOREKEEPING SERVICE 2016-17 YEAR 2 OF 3 YEAR CONTRACT	3,509.00	3,509.00
EFT22838	20/07/2016	THE PAPER COMPANY OF AUSTRALIA	COPY PAPER	77.00	77.00
EFT22839	20/07/2016	CLEANAWAY	DOMESTIC REFUSE, DOMESTIC RECYCLING, COMMERCIAL REFUSE, COMMERCIAL RECYCLING, LITTER BINS, COMMERCIAL REFUSE - DEPOT, SUNDAY SERVICE - JUNE 2016	33,539.39	33,539.39
EFT22840	20/07/2016	OFFICEWORKS	OFFICE SUPPLIES AND REPLACEMENT PRINTER TONER FOR 3 TRICOLORE PRINTERS.	613.02	
			BINDING DOCUMENTS - TOWN PLANNING EXPENSES	7.30	
			PAYROLL DIARY 16/17 - ADMIN EXPENSE	17.93	
			BINDING DOCUMENTS - TOWN PLANNING EXPENSES	15.47	

PURCHASING POLICY

Policy Number:	4.2.4 (Formerly No F8.4)
Type:	Governance and Leadership – Financial Management
Legislation:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Delegation:	DA35
Other Related Document:	Ordering of Goods and Services – Procedures and Authority Levels Policy

Objective

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Town;
- are compliant with relevant legislations, including the Act and Regulations;
- are recorded in compliance with the *State Records Act 2000* and associated records management practices and procedures of the Town;
- mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
- ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
- are conducted in a consistent and efficient manner across the Town and that ethical decision making is demonstrated.

Policy Scope

This policy will affect all staff members.

Policy

The Town of East Fremantle (the “**Town**”) is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *Local Government Act 1995* (the “**Act**”) and Part 4 of the *Local Government (Functions and General) Regulations 1996*, (the “**Regulations**”). Procurement processes and practices to be complied with are defined within this Policy and the Town’s prescribed procurement procedures.

Ethics and Integrity

Code of Conduct

All officers and employees of the Town undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Town must act in an honest and professional manner at all times which supports the standing of the Town.

Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Town's policies and Code of Conduct;
- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Town's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

Policy

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Town.

As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.

- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Town's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

Purchasing Requirements

Legislative / Regulatory Requirements

The requirements that must be complied with by the Town, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Town.

Policy

Purchasing that is **\$150,000 or below in total value** (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 0 of this Purchasing Policy.

Purchasing that **exceeds \$150,000 in total value** (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under section 5.6 of this Policy is not deemed to be suitable.

Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Town will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

Purchasing from Existing Contracts

Where the Town has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Town must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

Purchasing Thresholds

The table below prescribes the purchasing process that the Town must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirement
Up to \$2,500	<p>Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Town, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market.
Over \$2,500 and up to \$50,000	<p>Obtain at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.
Over \$50,000 and up to \$150,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Town; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Town through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 5.6 of this Policy, conduct a public Request for Tender process in accordance with the Regulations, this policy and the Town’s tender procedures. The procurement decision is to be based on pre-determined</p>

	evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
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Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is acquired from a person registered on the WA Aboriginal Business Directory, as published by the Small Business Development Corporation, where the consideration under contract is worth \$250,000 or less and represents value for money;
- the purchase is acquired from an Australian Disability Enterprise and represents value for money;
- the purchase is from a pre-qualified supplier under a Panel established by the Town; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Town may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Town's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$2,500 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Town is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Town must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the Town may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Town shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Town in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Record Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*; the Town's Records Keeping Plan and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

Sustainable Procurement and Corporate Social Responsibility

The Town is committed to providing a preference to suppliers that demonstrate sustainable business practices and high levels of corporate social responsibility (CSR). Where appropriate, the Town shall endeavour to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Town's sustainability objectives.

Buy Local Policy

As much as practicable, the Town must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- ensure that procurement plans address local business capability and local content;

- explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
- provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Town, or substantially demonstrate a benefit or contribution to the local economy.

Purchasing from Disability Enterprises

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Town is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Where possible, Australian Disability Enterprises are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises.

Purchasing from Aboriginal Businesses

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Town is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Where possible, Aboriginal businesses are to be invited to quote for supplying goods and services under the tender threshold. A qualitative weighting may be afforded in the evaluation of quotes and tenders to provide advantages to Aboriginal owned businesses, or businesses that demonstrate a high level of aboriginal employment.

Panels of Pre-Qualified Suppliers

Policy Objectives

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers (“Panel”) may be created where most of the following factors apply:

- the Town determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of ‘value for money’;
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;

- the Panel will streamline and will improve procurement processes; and
- the Town has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Town will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Establishing a Panel

Should the Town determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Town.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Town will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Town must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distributing Work Amongst Panel Members

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Town intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 0; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 0(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Town is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Town may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications may be made through eQuotes, or any other electronic quotation facility or otherwise must all be captured on the Town's electronic records system. A separate file is to be maintained for quotation processes made under each Panel that captures all communications between the Town and Panel members.

Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;

- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Town is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.

Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Town.

Responsible Directorate:	Finance & Administration
Reviewing Officer:	Manager Finance & Administration
Decision making Authority:	Council
Policy Adopted:	
Policy Amended:	
Next Review Date:	